



DRAFT MINUTES

CANBY PLANNING COMMISSION

6:00 PM – August 11, 2025

City Council Chambers – Virtual Meeting via Zoom

PRESENT – Commissioners: Matt Ellison (Chair), Dan Ewert (Vice Chair), Judi Jarosh, Michael Hutchinson, and Jennifer Driskill

ABSENT – Craig Lewelling

STAFF – Don Hardy, Planning Director, Ryan Potter, AICP, Planning Manager, Emily Sasse, Recording Secretary

OTHERS – None

1. CALL TO ORDER

- a. Pledge of Allegiance

2. CONSENT ITEMS

- a. Draft Meeting Minutes – November 25, 2024 (continued from March 24, 2025)

Due to a lack of quorum of the Commissioners present at the November 25, 2024 meeting, approval will be considered at a meeting in the future.

- b. Draft Meeting Minutes – December 9, 2024

Motion: A motion was made by Commissioner Jarosh and seconded by Commissioner Ewert to approve the draft meeting minutes from December 9, 2024, as written. Motion approved 5/0.

3. CITIZEN INPUT ON NON-AGENDA ITEMS – None

4. OLD BUSINESS – None

5. NEW BUSINESS – None

6. PUBLIC HEARINGS

- a. **Fence Code Update (TA 25-02) – Ryan Potter, AICP, Planning Manager**

City staff sought Planning Commission recommendation to approve an update of the City's Fence Code, which is found in Chapter 16.08 of the Canby Municipal Code. The proposed amendments have been developed with the Planning Commission over a series of six work sessions. This request is a Type IV legislative approval which requires initial consideration by the Planning Commission and a final decision by City Council.

Planning Manager Potter provided a brief summary of the revisions made to the Fence Code text amendment, which were based on feedback received during the previous Planning Commission work session. He gave a status update and outlined the next steps in the adoption process, noting that the

amendment is scheduled for City Council consideration on August 20, 2025. Potter noted that City Staff will develop diagrams and informational handouts to communicate the new fence code changes to builders, fence contractors, and homeowners. Staff presented analysis addressing the five approval criteria for text amendments and recommended approval of TA 25-02, Fence Code Update, as written. Potter further noted that additional opportunities for revisions may arise during the upcoming comprehensive code update, should the Commission deem further changes necessary.

Motion: A motion was made by Commissioner Ewert and seconded by Commissioner Hutchinson to approve TA 25-02, Fence Code Update, as written. Motion approved 5/0.

7. ITEMS OF INTEREST/REPORT FROM PLANNING STAFF

- a. The next Planning Commission meeting is planned for **Monday, August 25, 2025**, at 6:00 pm in the Council Chambers.
- b. Planning Director's Update

Director Hardy shared that there will be another Community Summit meeting on August 19th, 2025, at 6 p.m. Hardy also shared that Leah McCarthy will be joining as the new Planning Commissioner and gave a brief update on the timeline of the Comprehensive Plan Update and Transportation System Plan.

Hardy gave an update regarding electrical transmission capacity within Canby. The lines that serve the City were identified as having large load limitations, particularly for loads over one megawatt. The City plans to notify the developers of a potential moratorium on large load developments, though this is still in the notice phase and would require a public hearing. A work session is scheduled for September 17th with Bonneville Power Administration and PGE to discuss solutions, including the possibility of combining the two lines into one 115,000-volt line. The City's Interim Administrator, who has previous PGE experience, has been helpful in navigating these complex utility issues.

8. ITEMS OF INTEREST/GUIDANCE FROM PLANNING COMMISSION

Further conversation about the electrical transmission capacity issues in Canby, including potential development limitations and planned utility infrastructure improvements, was had between the Commissioners.

Finally, the Commissioners gave praise to the extensive work that City staff have done in order to make the fence code update happen.

9. ADJOURNMENT

Motion: A motion was made by Commissioner Driskill and seconded by Commissioner Jarosh to adjourn the meeting. Motion approved 5/0.

The meeting adjourned at 6:41 P.M.