



DRAFT MEETING MINUTES
CANBY PLANNING COMMISSION

6:00 PM – October 13, 2025

City Council Chambers – Virtual Meeting via Zoom

PRESENT – Commissioners: Matt Ellison (Chair), Dan Ewert (Vice Chair), Leah McCarthy, Craig Lewelling, and Judy Jarosh

ABSENT – Michael Hutchinson and Jennifer Driskill

STAFF – Don Hardy, Planning Director, Steve Faust, 3J Consulting, 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 meeting, approval of the minutes from November 25, 2024 will be considered at the October 27, 2025 Planning Commission meeting.

- b. Draft Meeting Minutes – August 11, 2025 (continued from August 25, 2025)

Motion: A motion was made by Commissioner Jarosh and seconded by Commissioner Ewert to approve the meeting minutes for the August 11, 2025 meeting minutes as written. Motion approved 4/0.

3. CITIZEN INPUT ON NON-AGENDA ITEMS – None

4. OLD BUSINESS – None

5. NEW BUSINESS – None

6. PUBLIC HEARINGS – None

PLANNING COMMISSION WORK SESSION

The Planning Commission met in a Work Session to discuss the following topic:

- **Comprehensive Plan Policies**, presented by Steve Faust, 3J Consulting, and Don Hardy, Planning Director. They presented a summary of comments received as part of the August 19, 2025, Community Summit and the draft goals and policies compiled by the City's consultant

team for the upcoming Comprehensive Plan Update. The Commission discussed how the goals and policies were developed, opportunities for revisions and/or additions, and next steps.

Staff Presentation: Don Hardy, Planning Director, and Steve Faust, 3J Consulting

Planning Director Don Hardy and consultant Steve Faust of 3J Consulting presented an overview of the Comprehensive Plan Update process and provided a summary of revisions made to the draft document following public outreach and advisory committee review. Staff explained that feedback from the Project Advisory Committee (PAC), Technical Advisory Committee (TAC), community summits, and other stakeholders identified recurring themes related to growth management, infrastructure capacity, housing affordability, economic development, transportation improvements, and preserving Canby's small-town character.

Staff reviewed proposed amendments to the Comprehensive Plan map, including revisions within Area J. The proposed changes included redesignating portions of medium-density residential land to low-density residential and converting certain low-density residential areas to highway commercial designations. Staff explained that the revisions were intended to better reflect existing development patterns and align the map with current land use conditions, noting that many map designations have remained unchanged since the Comprehensive Plan's original adoption in 1984.

Staff also presented updates to the Comprehensive Plan policies and goals, explaining that the majority of revisions focused on modernizing language, improving consistency, and incorporating feedback received through the public engagement process. Updates included references to underserved and Spanish-speaking populations, enhanced language related to tree preservation, archaeological resources, and coordination with tribal governments and partner agencies.

A significant portion of the presentation focused on integrating the City's Historic Preservation Plan into the Comprehensive Plan Update. Staff explained that rather than creating a separate historic preservation element, the draft document incorporates existing goals, policies, and implementation strategies from the Historic Preservation Plan adopted in 2020. Staff noted that the effort was intended to reconcile inconsistencies between previous planning documents while ensuring that historic and cultural resources remained represented within the City's long-range planning framework.

Staff reviewed proposed goals and policies related to natural resources, recreation, economic development, housing, transportation, public facilities, energy conservation, and urbanization. Updates included policies supporting trail connectivity, environmental stewardship, family-wage employment opportunities, housing diversity, infrastructure planning, and energy conservation measures such as solar energy and utility rebate programs.

Staff concluded the presentation and Chair Ellison opened the floor for Commissioner questions and deliberation.

Commission Deliberation

Commissioners discussed the proposed Comprehensive Plan revisions and provided feedback on several policy areas. Discussion focused heavily on the integration of historic preservation policies into the draft document. Some Commissioners expressed concern that the amount of historic preservation language could create unnecessary complexity or be perceived as adding regulatory burdens. In response, members discussed the origins of the language within the City's existing Historic Preservation Plan and acknowledged the importance of preserving community history while maintaining a concise and effective policy framework. The Commission generally supported efforts to streamline and simplify the historic preservation section while retaining its core goals and objectives.

Commissioners reviewed the proposed goals and policies addressing natural resources, economic development, housing, transportation, recreation, and public facilities. Commissioner Jenni emphasized the importance of preserving existing green spaces as future development occurs throughout the community. Additional discussion focused on maintaining and expanding trail connections, protecting environmental resources, and ensuring future development balances growth with community livability.

The Commission discussed economic development policies supporting family-wage employment opportunities, diversified businesses, and expanded healthcare services. Housing policies generated discussion regarding the need for smaller and more attainable housing options while preserving neighborhood character and maintaining compatibility with existing development patterns.

Several Commissioners raised questions regarding implementation of Comprehensive Plan policies, particularly those addressing noise, lighting, and other impacts associated with new development. Commissioners emphasized the importance of ensuring that policy language remains clear and actionable while recognizing that the Comprehensive Plan serves primarily as a long-range guidance document rather than a regulatory code. Discussion centered on maintaining broad policy direction that can inform future development standards and decision-making processes.

Commissioners also discussed public engagement efforts and expressed concern regarding the relatively low level of community participation throughout the planning process. Members emphasized the importance of educating residents about the City's planning history, growth management efforts, and long-term vision. Suggestions were offered regarding improving communication and outreach opportunities through community events, informational materials, and other public engagement strategies.

The Commission agreed to continue reviewing the draft Comprehensive Plan and provide additional comments to staff before the document proceeds to public hearings. Several Commissioners requested hard-copy and editable electronic versions of the draft document to facilitate review. Commissioners were encouraged to submit comments and suggested revisions within approximately three weeks to allow staff time to incorporate feedback prior to the next phase of the adoption process.

7. ITEMS OF INTEREST/REPORT FROM PLANNING STAFF

- a. Planning Director's Update
- b. The next Planning Commission meeting is planned for **Monday, October 27, 2025**, at 6:00 pm in the Council Chambers.

Planning Director Hardy gave updates regarding ongoing planning projects and grant activities. Director Hardy reported that the City had submitted a Department of Land Conservation and Development (DLCD) grant application for a development code audit and update, received a \$40,000 grant to support urban growth boundary expansion planning, and was preparing an additional grant application for a wetland inventory. Staff further reported that the Housing Production Strategy had been approved by the City Council, allowing the City greater flexibility in directing future housing efforts. Updates were also provided regarding upcoming land use applications and continued work on the Transportation System Plan.

8. ITEMS OF INTEREST/GUIDANCE FROM PLANNING COMMISSION – None

9. ADJOURNMENT

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

The meeting adjourned at 8:01 PM