



DRAFT MEETING MINUTES
CANBY PLANNING COMMISSION

6:00 PM – June 22, 2026

City Council Chambers – Virtual Meeting via Zoom

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

ABSENT – Matt Ellison (Chair), Leah McCarthy

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

OTHERS – None

1. CALL TO ORDER

- a. Pledge of Allegiance

2. CONSENT ITEMS

- a. Draft Final Findings – DR 25-03/CUP 25-02 – Senior and Memory Care Facility

Motion: A motion was made by Commissioner Driskill and seconded by Commissioner Hutchinson to approve the draft final findings for land use applications DR 25-03/CUP 25-02, Senior and Memory Care Facility, as written. Motion approved 5/0.

- b. Draft Meeting Minutes – March 10, 2025

Motion: A motion was made by Commissioner Hutchinson and seconded by Commissioner Jarosh to approve the meeting minutes from March 10, 2025, as written. Motion approved 5/0.

- c. Draft Meeting Minutes – August 25, 2025

Motion: A motion was made by Commissioner Jarosh and seconded by Commissioner Hutchinson to approve the meeting minutes from August 25, 2025, 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 – None

PLANNING COMMISSION WORK SESSION

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

- **Planning Commission Procedures**, presented by Ryan Potter, AICP, Planning Manager. The work session was a refresher on the decision-making framework that Planning Staff and the Planning Commission must follow to remain consistent with State Law. The focus of the conversation highlighted the importance of final findings that reflect applicable code criteria.

Staff Presentation: Ryan Potter, AICP, Planning Manager

Planning Manager Ryan Potter presented the work session presentation regarding Planning Commission decision-making responsibilities and the application of approval criteria during land use reviews. Potter reviewed the role of the Planning Commission and emphasized that land use decisions must be based on the applicable approval criteria established in the City's adopted code and supported by clear, legally defensible findings.

Staff discussed the importance of distinguishing between relevant decision-making factors and personal opinions, general perceptions, or individual experiences. Planning Manager Potter noted that generalized concerns about growth, traffic, or community impacts must be directly connected to the applicable approval criteria in order to be considered as part of the decision-making process. Manager Potter highlighted concerns about Commissioners using inappropriate factors for project approvals, including overall feelings about growth, traffic concerns, and personal experiences with similar developments, which should not form the basis for formal land use decisions.

The presentation also included an overview of the nexus and proportionality requirements established through Supreme Court case law, which helps guide the review of mitigation measures and conditions of approval to ensure they are reasonably related and proportionate to the impacts of a proposed development.

Staff concluded the presentation by discussing opportunities to better support the Planning Commission during project reviews, including providing additional context regarding technical materials, such as traffic studies, and ensuring applicable approval criteria are clearly identified and visible throughout the review and deliberation process.

Planning Commissioner Discussion:

The Planning Commission discussed concerns regarding the level of detail and clarity provided in traffic studies prepared by DKS Associates. Commissioners expressed that the current presentation of traffic analyses can feel too high-level and requested additional information to better understand the methodology, assumptions, and conclusions presented. Staff clarified that applicants are not required to use DKS for traffic studies; however, DKS completes the majority of traffic analyses due to their established models and familiarity with City standards.

There was discussion regarding the possibility of scheduling a future work session with DKS Associates to provide an overview of their traffic modeling process and address specific concerns related to emergency vehicle access, driveway movements, school-related impacts, and peak-hour traffic considerations. The goal of the discussion would be to improve the Commission's understanding of traffic evaluations and increase confidence in the information used during land use decision-making.

The Commission also discussed the importance of applicants providing thorough project information, including details regarding proposed uses, business operations, and supporting market research, to

assist the Commission in evaluating applications more effectively. Commissioners considered the need for decisions, particularly those differing from staff recommendations, to be supported by findings tied directly to applicable approval criteria.

Additional discussion occurred regarding the interpretation of broader planning concepts, including terms such as "livability," and the need for clearer guidance regarding how these concepts should be applied during decision-making.

Staff provided updates regarding upcoming state legislation affecting housing development review processes, including changes that may require certain residential projects to be processed through administrative review rather than Planning Commission hearings. Staff noted that the Planning Commission will continue to have a role in future code updates and the development of applicable review criteria.

7. ITEMS OF INTEREST/REPORT FROM PLANNING STAFF

- a. Planning Director's Update
- b. The next Planning Commission meeting is planned for **Monday, July 13, 2026**, at 6:00 pm in the Council Chambers.

Planning Director Don Hardy provided updates on upcoming Planning Commission meetings, work sessions, and related City business. Director Hardy discussed scheduling a future work session to review and clarify the interpretation of planning criteria, including terms such as "livability," to support consistent application during land use decision-making.

Staff informed the Commission that the July 13, 2026 Planning Commission meeting would be canceled and provided an update regarding the agenda anticipated for the July 27, 2026 meeting. Commissioners were advised that an Urban Growth Boundary (UGB) work session is scheduled for August 10, followed by a public hearing on August 24.

Director Hardy concluded the report by notifying the Commission of the upcoming City Council hearing regarding System Development Charge (SDC) updates, scheduled for July 1, 2026.

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

9. ADJOURNMENT

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

The meeting adjourned at 7:32 PM.