

**APPROVED MEETING MINUTES  
CANBY PLANNING COMMISSION**

6:00 PM – March 25, 2024

City Council Chambers – Virtual Meeting via Zoom

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**PRESENT** – Commissioners: Matt Ellison (Chair), Dan Ewert (Vice Chair), Michael Hutchinson, Craig Lewelling, Hannah Ellison, and Jennifer Driskill

**ABSENT** – Judi Jarosh

**STAFF** – Don Hardy, Planning Director, Laney Fouse Lawrence, Recording Secretary, and Emily Sasse, Minute Recorder

**OTHERS** – Jason Padden

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**1. CALL TO ORDER**

The meeting was called to order at 6:00 PM.

- a. Pledge of Allegiance

**2. CONSENT ITEMS**

- a. Draft Meeting Minutes – September 12, 2022
- b. Draft Meeting Minutes – February 12, 2024

The Planning Commission deferred voting on the meeting minutes for September 12, 2022. Director Hardy will handle the resolution of the remaining 2022 meeting minutes.

**Motion:** A motion was made by Commissioner Ewert and seconded by Commissioner Ellison to approve the meeting minutes for February 12, 2024. Motion approved 6/0.

**3. CITIZEN INPUT ON NON-AGENDA ITEMS** – None

**4. OLD BUSINESS** – None

**5. NEW BUSINESS** – None

**6. PUBLIC HEARINGS** – None

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**PLANNING COMMISSION WORK SESSION**

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

- **Housing Needs Analysis and Housing Production Strategy Update**, presented by Don Hardy, Planning Director.

Director Hardy opened the work session by explaining the request from the Department of Land Conservation and Development (DLCD) to do further refinement on our Housing Needs Analysis (HNA) methodology, particularly related to partially vacant land conversion. He mentioned Urban Growth Boundary (UGB) expansion needs and scenarios within high, medium, and low growth. The new draft housing production strategies were shared, and both City Council and Planning Commission will be providing recommendations in future work sessions. Discussion around House Bill 1537, housing affordability and options for homeless shelter housing took place. Driskill mentioned manufactured and mobile home parks and the concerns related to the affordability within those housing product types. Ellison added that land rent within those housing types is most likely to increase every year. Driskill asked if grant funding was available to create a fund for people within the community to use in the event of an eviction due to affordability issues.

An outline of dates for upcoming work sessions and hearings related to the HNA and HPS was given. Hardy emphasized the need to resolve the HNA and HPS to advance with the Comprehensive Plan and UGB amendment.

**Motion:** A motion was made by Commissioner Driskill and seconded by Commissioner Ellison to close the work session. Motion approved 6/0.

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## 7. ITEMS OF INTEREST/REPORT FROM PLANNING STAFF

- a. The next Planning Commission meeting is planned for **Monday, April 8, 2024**, at 6:00 pm in the Council Chambers.
- b. Planning Director's Update

Councilor Padden joined the meeting and expressed his gratitude for all the work and effort that the Commission has put into the Comprehensive Plan. Director Hardy introduced the Street Maintenance Task Force and requested that at least two commissioners to join the task force. Jason Padden further explained the directive and goals for the task force and the reasoning for creating it. Goals include working to create a fee and how to implement it. Commissioner Ellison and Ewert volunteered to be a part of the task force.

## 8. ITEMS OF INTEREST/GUIDANCE FROM PLANNING COMMISSION

Director Hardy gave an update on the Walnut Street extension. He said the Oregon Department of Transportation (ODOT) has approved the traffic signal concept plans and the indenture process for the access. Final engineering plans will be submitted to ODOT soon with an estimated six-month review time. An approval is anticipated in winter of 2025 with construction beginning in spring or summer of 2025.

Hardy outlined the dates and topics for the next few Planning Commission meetings. The next meeting will be on April 8, 2024 to revisit the fencing code, followed by a housing needs and production strategies discussion on April 22, 2024.

## 9. ADJOURNMENT

**Motion:** A motion was made by Commissioner Ellison and seconded by Commissioner Hutchinson to adjourn the meeting. Motion approved 6/0.

**The meeting adjourned at 7:17 PM.**