

**APPROVED MEETING MINUTES
CANBY PLANNING COMMISSION**

6:00 PM – June 24, 2024

City Council Chambers – Virtual Meeting via Zoom

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

ABSENT – Hannah Ellison, Craig Lewelling

STAFF – Don Hardy, Planning Director, Ryan Potter, Planning Manager, AICP, Laney Fouse Lawrence, Recording Secretary, and Emily Sasse, Minutes Recorder

OTHERS – Josh Kirkman, Jessica Herceg, and Matt Robinson

1. CALL TO ORDER

- a. Pledge of Allegiance

2. CONSENT ITEMS

- a. Draft Meeting Minutes – June 10, 2024
- b. Final Findings – TA 23-03/CPA 24-01 – Housing Needs Analysis (HNA)

Motion: A motion was made by Commissioner Hutchinson and seconded by Commissioner Jarosh to approve the draft meeting minutes for June 10, 2024, as written. Motion approved 5/0.

Motion: A motion was made by Commissioner Hutchinson and seconded by Commissioner Jarosh to approve the final findings for TA 23-03/CPA 24-01, Housing Needs Analysis (HNA), with an amended vote count. Motion approved 4/0 with 1 abstention.

3. CITIZEN INPUT ON NON_AGENDA ITEMS

Mr. Kirkman asked for advice from the Commission on what development types he should/can construct on his newly acquired piece of property that is outside of City limits. He mentioned he would like to annex into the City and develop the property with the development type that the City needs most. Chair Ellison referred the question to Director Hardy, who explained that the Comprehensive Plan map has pre-designations for properties outside of the City but within the Urban Growth Boundary.

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:

- **Housing Efficiency Measures**, presented by Don Hardy, Planning Director. This was a continuation of the Commission's discussion on housing efficiency measures focused on addressing types of residential development, cottage clusters, planned unit developments, and multi-family residential development along a portion of Highway 99E. A memorandum was provided addressing these items and a PowerPoint presentation was provided with more details for discussion purposes. Chair Ellison shared that the findings from the Housing Needs Analysis show the need for a mixture of single detached and high-density housing, and townhomes and duplexes.

Director Hardy opened the work session by introducing DOWL representatives Jessica Herceg and Matt Robinson. Jessica started the presentation with an overview of the middle housing types, sharing examples of what the efficiency measures would look like when implemented. Discussion regarding common open space and the differences between planning unit development (PUDs) and cottage clusters took place between the Commission, staff, and DOWL representatives. There was debate amongst the Commission and staff as to why the City needs to add cottage clusters and PUDs into the code. Director Hardy and Manager Potter explained the importance of creating middle housing and how it relates to the overall adoption of the Comprehensive Plan. Commissioner Driskill asked if the code could consider a density incentive to developers for creating accessible housing. Potter mentioned accessibility is the main reason that cities pursue cottage clusters because they tend to be single story developments.

Jessica finished the presentation by explaining how density is spread out across a PUD site. Commissioner Driskill asked if a PUD would only be allowed to happen on completely undeveloped land. Director Hardy clarified that most PUDs would be expected to be developed on undeveloped land. There is the possibility of PUD planning of predeveloped land, but it would be for redevelopment purposes and would present far more challenges in the approval process.

Director Hardy presented the efficiency measure related to mixed uses along Highway 99E, stating that there would be no changes to the zoning standards on the north side of 99E. Commissioner Jarosh questioned the reasoning behind this decision, stating that many citizens within the downtown area would like to develop, but cannot due to zoning restrictions. Jessica stepped in to discuss the downtown overlay setback requirements, highlighting the subareas that are being focused on.

Discussion surrounding the zero front setback took place, with Potter explaining the reasoning behind having the zero setback within commercial mixed-use zones. Commissioner Jarosh questioned the walkability score within the commercial area on the south side of 99E. Jessica continued presenting on development standards, including the percentage of the building that is at the zero setback and the amount of glazing that is needed within commercial zones based on their frontages. Staff recommended that 35-40% of the residential ground floor should have glazing. The Commission discussed their distaste for siting residential uses directly adjacent to Highway 99E. Commissioner Driskill expressed her concern for the school routes and requested that they be reviewed prior to the addition of any new residential units. Graphics were presented showing existing limited front setbacks in the affected area. Hardy conceded that there appeared to be decreasing enthusiasm for pursuing this particular housing efficiency measure.

Director Hardy wrapped up the work session by sharing the next step anticipated to happen over the next few months related to the housing efficiency measures.

7. ITEMS OF INTEREST/REPORT FROM PLANNING STAFF

- a. The next Planning Commission meeting is tentatively planned for **Monday, July 22, 2024**, at 6:00 pm in the Council Chambers. No meeting will be held July 8, 2024.
- b. Planning Director's Update

Hardy mentioned that the housing efficiency measures and production strategies PC work session is anticipated to take place in late summer early fall. A fifth community summit to continue the discussion surrounding the Urban Growth Boundary expansion will take place in the fall.

8. ITEMS OF INTEREST/GUIDANCE FROM PLANNING COMMISSION

Chair Ellison asked who is responsible for the updates at the N Pine intersection of 99E. Hardy clarified that the City has jurisdiction over the 4th and Pine intersection and ODOT has jurisdiction over the adjacent Pine/99E intersection next to the railroad tracks.

Commissioner Driskill requested continuing the discussion surrounding open space and the distinction between alleys and streets. Potter mentioned Urban Renewal funding was approved for several alley upgrades.

9. ADJOURNMENT

Motion: A motion was made by the Commission to adjourn the meeting. Motion approved 5/0.

The meeting adjourned at 8:27 PM.