

**DRAFT MINUTES**  
**CANBY PLANNING COMMISSION**  
6:00 PM – February 13, 2023  
City Council Chambers – Hybrid Meeting via Zoom

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**PRESENT** – Commissioners Dan Ewert, Michael Hutchinson, Judi Jarosh, Craig Lewelling, and Chair Matt Ellison

**ABSENT** – None

**STAFF** – Don Hardy, Planning Director, and Laney Fouse Lawrence, Recording Secretary

**OTHERS** – None

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**1. CALL TO ORDER**

**2. CONSENT ITEMS**

- a. Draft Meeting Minutes – April 25, 2022
- b. Draft Meeting Minutes – January 9, 2023

**Motion:** A motion was made by Commissioner Hutchinson and seconded by Commissioner Jarosh to approve the draft meeting minutes for April 25 and January 9, with recommended revisions made to the January 9, 2023 meeting minutes. Motion passed 5/0.

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

**4. NEW BUSINESS** – None

**5. PUBLIC HEARINGS** – None

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**PLANNING COMMISSION WORK SESSION**

The Planning Commission met in a Work Session to discuss:

- **Comprehensive Plan Update and Planning Commission Involvement.**  
Presenter: Don Hardy, Planning Director.

Director Hardy gave a timeline for when topics will be discussed during the Comprehensive Plan Update and provided a project schedule for future meetings. He stated there will be a joint work session on March 1<sup>st</sup>, 2023 with City Council and the Planning Commission to discuss the Economic Opportunities Analysis (EOA) and the Housing Production Strategy (HPS). Discussion over the transportation system plan (TSP), the Comprehensive Plan Update, and the urban growth boundary expansion/Housing Needs Analysis (HNA) will begin to look at the

land base within the City of Canby. The HPS and EOA will focus on proposals for housing strategies, employment growth scenarios and employment objectives and code efficiency measures for housing. January to June 2023 fiscal year will focus on background reports and the 20-year vision. The 2023-2024 fiscal year will focus of growth scenarios, the UGB analysis and goals and policies. July 2024 through December 2024 will focus on the comprehensive plan and the UGB expansion. Director Hardy showed a Metro map that indicates which areas around Canby would conceptually be available for UGB expansion. He mentioned potential efficiency measures would have to be adopted before the UGB expansion is initiated. A variety of attainable housing options needed were discussed as well as housing policy categories and strategies. Hardy stated he would like to use the Planning Commission as a vetting body for the potential efficiency measure draft codes.

Commissioner Lewelling asked about the possibility of a hotel being developed in Canby and if that is something that could be included as a measure. He also asked about the mixed use that will be added to the south side of Highway 99E and where those uses will be located. He expressed interest in adding a hotel and convention center in the City.

Director Hardy explained the hotel being built is by Clackamas County for transitional housing purposes. He also mentioned that discussion about adding a hotel would be more correlated to City Council and they make a decision on that. A hotel addition related to housing affordability apart from standard commercial use, may be a topic of discussion for the Planning Commission. He said the Planning Commission would likely be assisting staff in choosing the vetted locations for mixed use along the Southside. He mentioned the City may also use consulting services to assist in the process.

Commissioner Jarosh noticed the agenda for the upcoming City Council meeting said there will be discussion about hotel development analysis.

Director Hardy clarified that discussion is over commercial hotel standards and items relating to recreational attractions that occur in Canby (fairgrounds, sports events, etc.).

Commissioner Ewert asked if the mixed use zoning along the south side of Highway 99E will be new and/or a different type of development or would the current development be carried over to the south side. He asked if the concept would be to have residential north and commercial south of 99E. He mentioned current professional centers such as Northwest Plaza and Douglas Professional Plaza that are located on the north side of 99E. He also mentioned he has never seen proof that business have been run out of the Douglas Plaza.

Director Hardy clarified that combining residential and commercial development is currently not allowed on the south side of 99E but is currently allowed on the north side. He said there would most likely be new and different types of development for commercial use on the south side. Hardy emphasized asking the question “what is the purpose and need and what is the market segment that will be targeted”. He stated people would likely take advantage of the housing variety options which would also help provide the City with housing that is more reasonably affordable. He mentioned there will be another Housing Advisory Committee meeting coming up on February 22nd at 6 PM.

Commissioner Ewert asked to get clarification on exactly what cottage style housing looks like. He also asked what drives cottages to be labeled as more affordable housing. What incentives are there for developers to develop smaller mixed use housing and have it still be affordable. He mentioned in the past smaller mixed use housing such as those by the Honda Pits, were built to be affordable housing, but over the years the prices have risen past the point of affordability. He asked how can we develop affordable housing and keep it affordable.

Director Hardy explained cottage housing is typically smaller lots with smaller houses with an open space and trail network system and or open space amenities. They often face each other and there's a common open area that they all face as well. He stated the Canby needs an additional 2,300 dwelling units over the next 20 years. Of those, 1,416 will be single family detached homes, 327 will be town home and "plexes," 362 will be multi-family, 158 will be manufactured housing or cottages, and 23 will be group quarters. These stats were collected from data over the past 12 years and forecasting that growth into the future. He stated there will be opportunity for more affordable housing that will meet the housing needs. He asked the Planning Commission to bring graphics and pictures that represent what they think would be attractive for affordable housing over the next 20 years. He mentioned once the Commission has some design standard ideas they can work on codifying them.

Commissioner Hutchinson asked how small you could make a planned unit development and have it still considered one. He also mentioned interest in seeing how large the cottage development ordinance would allow. He stated a variety of younger citizens have made it clear that they would prefer to pay city taxes for a home with a common park/area compared to a garage full of yard maintenance equipment. He recommended possibly putting an overlay on a section of the C2 Zone near Lee Elementary for smaller mixed uses. He believes that having some residential surrounding commercial mixed uses provides an added level of security during the later hours.

Director Hardy stated he would like the Commission to help Staff develop criteria for where new types of housing would be appropriate and also where new green spaces should be with respect to the Urban Growth Boundary (UGB). He reiterated that the City does not have the ability to control the market, but has the ability to provide incentives to create different types of mixed housing.

Chair Ellison asked what smaller cottage developments would look like and how livable they'd be. He mentioned that younger individuals and couples are being priced out at \$450,000 housing costs, due to high interest rates. If cottages were priced at \$350,000 it would be more affordable for younger individuals, but would it still be livable or just a spot to build equity. He asked how best to methodically move through the process of accomplishing goals (convention center, hotel, etc.) in order to accomplish the City's mission.

Director Hardy mentioned it is up to the City not the state to dictate the difference between affordable and more affordable housing, along with what criteria relates to livability. He explained that expanding an UGB is extremely challenging and time consuming. The more challenging topics will be discussed in the Comprehensive Plan discussion and what policies

will result from that. The Comprehensive Plan will help formulate direction for the housing production strategies as well as other high priority matters.

Commissioner Ewert asked Director Hardy what he would like the Planning Commission to change in the planned unit development (PUD) code updates, overall. He asked if the plan is to update and expand the current PUD code or create a completely new PUD ordinance.

Director Hardy stated he'd like to see a variety of different housing types surrounding common open space added into the code. His vision would be to add a variety of housing that share the commonality of some kind of amenity. He also stated material could be added to the current PUD in order to provide some additional incentives for affordable housing.

Director Hardy discussed the three employment growth scenarios that the Economic Opportunity Advisory Committee looked at which are low, medium, and high growth. He mentioned the advisory committee has endorsed the medium growth scenario with support from both City Council and the Planning Commission. Community development aspirations from 2013 were found to be relevant today and will continue to be for the next 20 years. The industrial zone will reserve 457 acres in the medium scenario and 8 acres for commercial use. Don shared the draft economic development objectives that the economic advisory committee created which will be brought to City Council March 27th, 2023.

Commissioner Jarosh asked how former aspirations can be improved when in the past they may not have been met or followed through. How can we track if aspirations are being completed and if they are still applicable to the needs and wants of the City?

Director Hardy mentioned that the aspirations are measured over a 10-20 year period at the minimum and typically target the housing side slightly more than the employment.

Commissioner Hutchinson agreed with the economic objectives that were discussed but he emphasized the need to improve pedestrian access throughout town.

Commissioner Lewelling stated his final thoughts and agreed with Commissioner Jarosh about needing to analyze the aspirations more frequently. He mentioned the need to get property owners involved prior to the UGB being expanded.

Director Hardy agreed that there should be some type of owner outreach program. He mentioned there may be a concept plan included which goes beyond the Comprehensive plan and its specifics.

Commissioner Ewert stated he'd like to see Planning Staff take a look at what has worked and what has not worked in the past and move forward from there. He likes some of the economic development objectives better than others.

Director Hardy said there will be more discussion on this subject going forward. The Planning Commission will have an important role in the Comprehensive Plan Update.

Chair Ellison asked how Planning Staff will use the guidance provided by the Planning Commission.

Director Hardy said they will take a critical look at all the policy strategies, including identifying what hasn't worked in the past, and focusing on what the City is trying to achieve (the "purpose and need").

Chair Ellison closed out the conversation on this item.

## **6. ITEMS OF INTEREST/REPORT FROM PLANNING STAFF**

- a. **The next Planning Commission meeting will be held on February 27, 2023, at 6:00 pm.**

Director Hardy explained that this will be another work session on planning processes and procedures, which will be a refresher for some commissioners. Director Hardy and City Attorney Joseph Lindsay will present.

- b. **Planning Director's Update**

Director Hardy mentioned that on March 13, 2023 there will be a Planning Commission hearing for the draft Housing Production Strategy (HNA), and another for the draft Economic Opportunities Analysis (EOA) on March 27, 2023.

## **7. ITEMS OF INTEREST/GUIDANCE FROM PLANNING COMMISSION**

Commissioner Jarosh reiterated that she would like PowerPoint presentations to the Planning Commission to feature slide numbers so that the Commission may track the presentation's progress. Director Hardy noted this request.

The remaining commissioners had no further guidance.

## **8. ADJOURNMENT**

**Motion:** A motion has been made by Commissioner Ewert and seconded by Commissioner Hutchinson to adjourn the meeting. Motion passed 5/0.

**Meeting adjourned at 7:36 PM.**