

**DRAFT MINUTES**  
**CANBY PLANNING COMMISSION**  
6:00 PM – June 10, 2024  
City Council Chambers – Virtual Meeting via Zoom

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- PRESENT** – Commissioners: Matt Ellison (Chair), Micheal Hutchinson, Craig Lewelling, Judy Jarosh, Hannah Ellison, and Jennifer Driskill
- ABSENT** – Commissioner Dan Ewert (Vice Chair)
- STAFF** – Don Hardy, Planning Director, Laney Fouse Lawrence, Recording Secretary,
- OTHERS** – David Doughman (City Attorney), Tim Wood (FCS Group), Kelly Reid (DLCD), Susan Myers, Mindy Montecucco
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**1. CALL TO ORDER**

- a. Pledge of Allegiance

**2. CONSENT ITEMS**

- a. Draft Meeting Minutes – April 8, 2024  
b. Draft Meeting Minutes – April 22, 2024

**Motion:** A motion was made by Commissioner Jarosh and seconded by Commissioner Hutchinson to approve the meeting minutes for April 8, 2024, as written. Motion approved 5/0 with 1 abstention.

**Motion:** A motion was made by Commissioner Ellison and seconded by Commissioner Jarosh to approve the meeting minutes for April 22, 2024, as written. Motion approved 5/0 with 1 abstention.

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

**4. OLD BUSINESS** – None

**5. NEW BUSINESS** – None

**6. PUBLIC HEARINGS**

**a. Housing Needs Analysis (CPA 24-01) – Don Hardy, Planning Director**

City Staff sought a Planning Commission recommendation to approve the City's 2024 Housing Needs Analysis (HNA). This item requires City Council adoption of a comprehensive plan amendment (City File CPA 24-01).

The HNA documents information regarding the City's buildable land inventory, population and housing trends, and development policies aimed at providing adequate land with the urban growth boundary (UGB) to accommodate the next 20 years of population growth. The HNA has been crafted by a coalition of parties including City Staff, its consultant team, the Planning Commission, City Council, the City's Housing Advisory Committee, and the Oregon Department of Land Conservation and Development (DLCD).

Director Hardy introduced the public hearing to the Commission while asking for recommendations of approval for the July 17<sup>th</sup> hearing with City Council. He explained the main purpose of the analysis is to create a framework for identifying housing needs for Canby over the next 20 years along with the anticipated acreage for the Urban Growth Boundary (UGB) expansion.

Tim Wood from FCS Group presented the final HNA document while highlighting the buildable land inventory, housing needs, and the UGB sufficiency analysis. A total of 220.8 acres of buildable land is needed across low, medium, and high residential zones and residential and downtown zones. Wood briefly mentioned median home prices for selected markets and statistics on severely rent-burdened households. The baseline projection for housing units needed over the next 20 years is 2,286 new dwellings. Wood mentioned there are 412 dwelling units already in the pipeline, resulting in a new total of 1,873 units needed. UGB sufficiency findings were shared with data showing 73.1 acres of additional land is required for all housing types. Wood finished his presentation by sharing the next steps for the HNA, Housing Production Strategy (HPS), and Housing Efficiency measures.

#### Planning Commission Discussion and Questions:

Commissioner Lewelling inquired whether the study included data surrounding higher paying jobs and nicer standard development steps. Wood responded by noting that higher-end standard development types would be captured in both single family detached categories. He mentioned the current land inventory in the City is 173 acres for low density, with a recommendation of an additional 55 acres to be added to the UGB.

Commissioner Hutchinson asked what constitutes a small lot single family versus a cottage cluster. Wood explained a small single-family lot would be smaller than a quarter acre, but still reside on its own lot. The context behind a cottage cluster is that there is one parcel that hosts several smaller single-family units with shared outdoor space.

Commissioner Jarosh questioned population data used in the previous report which was based on the known population of Canby effective December 2022, while the new report contained information based on older population data from 2021. Wood and Hardy mentioned they would refer to the consultants. Jarosh also inquired about the shift in percentage for severely rent burden individuals between the old and new report and what caused it. Wood explained the shift happened due to using the updated census data.

Commissioner Driskill stated her concerns about the analysis showing over 62% of the buildable land will be designated to single-family residential units, despite housing affordability issues.

#### Public Testimony: Susan Meyers, public advisory committee member:

Meyers stated Canby needs more high and medium density housing, but low density should not be ignored in the process. She mentioned the state is essentially forcing infill by limiting the UGB expansion acreage from 150 to 73 acres

#### Kelly Reid, DLCD Representative:

Reid explained that the methodology the state uses to come up with the buildable land's acreage is considered the "safe harbor" approach, which cannot be challenged since its written into state law. If partially vacant land is larger than one half-acre with an existing home, then you can carve out a quarter acre for the existing home to occupy and count the rest as buildable land. Since state land inventories have very specific parameters for vacant and partially vacant land, and future

redevelopment within cities, different methodologies have been used to count partially vacant land. Reid mentioned that a methodology used in the City of Medford was shared with Canby, which resulted in less acreage being counted as buildable since the partially vacant land was removed from the total inventory. However, the Medford methodology provided more acreage than the safe harbor methodology. Reid also shared that DLCD is currently going through a rule-making process to revise the rules pertaining to the housing analysis the City is going through right now.

Further discussion between the Commission, Planning Director, and the consultant team took place over state legislation, and how the process may take place in the future when the eight-year reevaluation comes up. Commissioner Driskill recommended semi-annually tracking the acreage that has been developed or approved through planning processes. The Commission discussed tracking mechanisms and the process for monitoring the absorption of land over the next eight years. The Commission finished the hearing with discussion surrounding the recommendations that will be made to the City Council.

**Motion:** A motion was made by Commissioner Jarosh and seconded by Commissioner Driskill to approve the housing needs analysis (HNA) as a guidance document and recommend Planning Staff present to the City Council for approval and adoption. Motion approved 5/1.

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

- a. The next Planning Commission meeting is planned for **Monday, June 24, 2024**, at 6:00 pm in the Council Chambers.
- b. Planning Director's Update

The next Planning Commission meeting on June 24<sup>th</sup> will be a work session to discuss housing efficiency measures. Community Summit #4 for the Comprehensive Plan Update will take place on June 20<sup>th</sup> at 6:00 PM at the Baker Prairie Middle School Commons.

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

Chair Ellison asked for an update on the Walnut Street extension. Hardy explained that the project is still moving forward on the same trajectory and pace as mentioned before. Commissioner Jarosh requested track changes to be included on documents that have previous versions.

## **9. ADJOURNMENT**

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

**The meeting adjourned at 7:47 PM.**