



**DRAFT MINUTES**

**CANBY PLANNING COMMISSION**

6:00 PM – January 13, 2025

City Council Chambers – Virtual Meeting via Zoom

---

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

**ABSENT** – Craig Lewelling

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

**OTHERS** – Members of Applicant Team (VLMK, AKS)

---

**1. CALL TO ORDER**

- a. Pledge of Allegiance
- b. Selection of Planning Commission Chairperson and Vice Chairperson

**Motion:** A motion was made by Commissioner Ewert and seconded by Commissioner Hutchinson to keep Matt Ellison as Chair and Dan Ewert as Vice Chair for the Planning Commission. Motion approved 6/0.

**2. CONSENT ITEMS**

- a. Draft Meeting Minutes – November 25, 2024

The meeting minutes will be considered for approval at the next Planning Commission meeting scheduled for January 27, 2025.

- b. Draft Final Findings – DR 24-01/CUP 24-01/PLA 24-04 – Project Meadowlark (OLCC)

**Motion:** A motion was made by Commissioner Hutchinson and seconded by Commissioner Jarosh to approve the final findings for DR 24-01/CUP 24-01/PLA 24-04 – Project Meadowlark (OLCC) as amended by staff. Motion approved 5/0.

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

**4. OLD BUSINESS** – None

**5. NEW BUSINESS** – None

**6. PUBLIC HEARINGS – None**

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

- a. The next Planning Commission meeting is planned for **Monday, January 27, 2025**, at 6:00 pm in the Council Chambers.
- b. Planning Director’s Update

Planning Manager Potter shared a website page he created dedicated to the Walnut Street Extension project. The webpage features an intro on the project, its status update, the expected project completion date along with a timeline and milestones. Potter did not have any new project updates but mentioned the signal engineering plan is now under review by the Oregon Department of Transportation (ODOT). Potter explained that the Economic Development Director and Public Works Director are working with the consultants to provide a more detailed update in the near future. The projected completion date is estimated to be late 2025.

Director Hardy provided a forecast for upcoming items, including legislative changes and a work session planned for February 10, 2025, regarding standards and objectives. He mentioned the legislative update will cover Senate Bill 1537 and other changes related to housing. The February 24<sup>th</sup> meeting will have one hearing item regarding a design review application for BBC Steel. The meeting for March 10, 2025, will have two hearing items related to the Canby Adult Center and the Dahlia Glen subdivision; newly annexed off N Holly Street. The fence code work session is anticipated to be presented at the March 24, 2025, meeting. Hardy mentioned there may be a work session with City Council regarding System Development Charges (SDC) on February 19, 2025. Hardy finished by mentioning that the Housing Production Strategy (HPS) will be reviewed in a joint work session with City Council, anticipated for March 5<sup>th</sup> or 19<sup>th</sup>, 2025.

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

Commissioner Ewert thanked Staff for the information on the website and the updates on upcoming meetings.

Commissioner Jarosh shared her observation about the use of Facebook for enhanced community communication and outreach.

**9. ADJOURNMENT**

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

**The meeting adjourned at 6:18 PM.**