



## AGENDA

### CANBY CITY COUNCIL REGULAR MEETING

September 17, 2014

7:30 PM

Council Chambers  
155 NW 2nd Avenue

*Mayor Brian Hodson*

*Council President Tim Dale  
Councilor Clint Coleman  
Councilor Traci Hensley*

*Councilor Greg Parker  
Councilor Ken Rider  
Councilor Todd Rocha*

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### CITY COUNCIL REGULAR MEETING

#### 1. CALL TO ORDER

- A. Pledge of Allegiance and Moment of Silence
- B. POW/MIA Recognition Day Proclamation Pg. 1
- C. Imagine Clackamas Special Report Presentation Pg. 2

#### 2. COMMUNICATIONS

#### 3. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

*(This is an opportunity for visitors to address the City Council on items not on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Each citizen will be given 3 minutes to give testimony. Citizens are first required to fill out a testimony/comment card prior to speaking and hand it to the City Recorder. These forms are available by the sign-in podium. Staff and the City Council will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter.)*

#### 4. MAYOR'S BUSINESS

#### 5. COUNCILOR COMMENTS & LIAISON REPORTS

#### 6. CONSENT AGENDA

*(This section allows the City Council to consider routine items that require no discussion and can be approved in one comprehensive motion. An item may be discussed if it is pulled from the consent agenda to New Business.)*

- A. Approval of Minutes of the September 3, 2014 City Council Regular Meeting

#### 7. RESOLUTIONS & ORDINANCES

- A. Res. 1199, Authorizing the Sale of Water Revenue Refunding Bond and Related Matters Pg. 10
- B. Res. 1201, Authorizing an Amendment to the Land Rental Agreement Between the City of Canby and Simnitt Nursery, LLC Pg. 26
- C. Ord. 1398, Amending Chapters 16.30, 16.32, 16.34, 16.35, and 16.49 of Title 16 of the Canby Municipal Code (2<sup>nd</sup> Reading) Pg. 31

#### 8. NEW BUSINESS

**9. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS**

**10. CITIZEN INPUT**

**11. ACTION REVIEW**

**12. EXECUTIVE SESSION: ORS 192.660(2)(h) Litigation**

**13. ADJOURN**

\*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Kim Scheafer, MMC, City Recorder at 503.266.0733. A copy of this Agenda can be found on the City's web page at [www.ci.canby.or.us](http://www.ci.canby.or.us). City Council and Planning Commission Meetings are broadcast live and can be viewed on CTV Channel 5. For a schedule of the playback times, please call 503.263.6287.



Office of the Mayor

# Proclamation

## POW/MIA RECOGNITION DAY

**WHEREAS,** The United States of America has participated in many wars, calling upon its sons and daughters to fight for their country; and

**WHEREAS,** American men and women have been held captive by hostile powers during their military service; and

**WHEREAS,** Many American prisoners of war were subjected to harsh and inhumane treatment by their captors which often resulted in death; and

**WHEREAS,** Americans are still listed as missing and unaccounted for, and the families and friends of these missing Americans, as well as their fellow veterans, still endure uncertainty concerning their fate; and

**WHEREAS,** The sacrifices of Americans still missing are deserving of national recognition and support for continuing priority efforts to determine their fate; and

**WHEREAS,** the City of Canby is proud to join with other cities in the State of Oregon and nation in honoring those still missing.

**NOW, THEREFORE,** I, Brian Hodson, Mayor of the City of Canby, hereby proclaim September 19, 2014 as:

**POW/MIA Recognition Day in Canby**

and encourage all citizens to join in this observance.

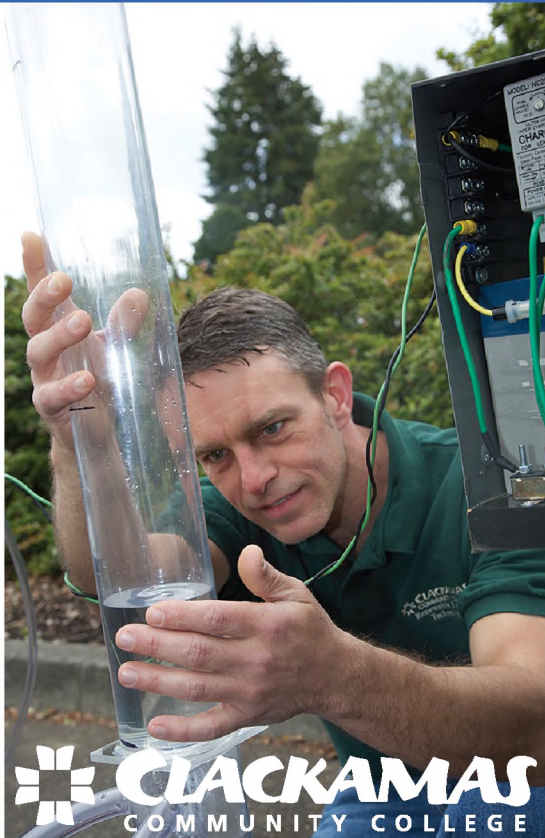
Given unto my hand this 17<sup>th</sup> day of September 2014.

Brian Hodson  
Mayor



# CLACKAMAS COMMUNITY COLLEGE BALLOT MEASURE 3-447

## NOVEMBER 4 GENERAL ELECTION



### **The CCC Board of Education voted in July to place a bond measure on the November 4 ballot.**

The bond would provide funds to update and expand college classrooms and labs and modernize equipment to meet current industry standards. It would also make improvements to existing facilities and replace the 61-year-old building on the Harmony Community Campus.

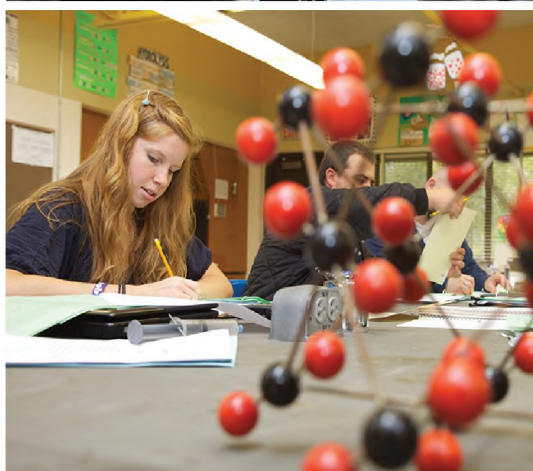
Non-Profit  
Organization  
U.S. Postage  
**PAID**  
Mailing  
2014

## ***Why a bond now?***

During a two-year public engagement initiative, the community asked CCC to update and modernize classroom space that would provide more opportunities for job training and education.

The response is a bond measure for the Nov. 4, 2014, election. The bond would include projects that are the highest priority for the community based on a series of surveys and business focus groups.

Clackamas Community College serves more than 30,000 students each year at three campuses and a number of community extension sites. The college provides affordable education and training to students seeking high-demand careers and transfers to universities.



The goals of the Nov. 4 bond measure are to:

- Increase local access to affordable educational programs that would allow students to transfer to four-year universities or obtain training for family-wage jobs
- Train students in high-demand careers, such as nursing, engineering and manufacturing
- Update and modernize equipment, labs and facilities so students are adequately trained to meet current industry standards.



## What would the bond do?

The bond measure, with \$16 million in approved matching funds from the state, would:

- Construct an industrial/technical learning center with labs and classrooms benefitting electronics, automotive, manufacturing, welding, skilled trades and apprenticeship preparation
- Add science classrooms; modernize, renovate and furnish other college classrooms and facilities; update and modernize equipment and technology, especially for training in high-demand careers, including healthcare and engineering
- Replace worn-out electrical, heating, ventilation and plumbing systems; do deferred maintenance to reduce operating costs and/or extend the life of college facilities; and make improvements to address seismic and security concerns
- Construct a new workforce development facility by replacing the 61-year-old building on Harmony Community Campus; purchase property and the remaining interest in facilities
- Replace the student services center on Oregon City campus with an expanded facility to meet student needs
- Refinance the college's current capital debt and finance bond issuance costs, site improvements and demolition

## What would the bond cost?

This Clackamas Community College bond measure is expected to result in no increase in the college's estimated average annual bond tax rate of 19 cents per \$1,000 of assessed property values. The bonds would be paid off in 26 years or less from the date of issuance and may be issued in multiple series.

**For more information, email [bondinformation@clackamas.edu](mailto:bondinformation@clackamas.edu) or visit [www.clackamas.edu/bondinformation](http://www.clackamas.edu/bondinformation)**

## CCC QUICK FACTS:

### Did You Know?

CCC was founded in 1966 with 93 part-time students taking classes at Gladstone High School.

**The first permanent campus was established in 1968 on 165 acres in Oregon City.**

Student headcount for 2012-13 was 30,370.

**The college awarded 1,428 certificates and degrees for spring 2014 graduation.**

CCC offers more than 90 career technical education programs.

**Several CCC programs can be completed in 12 months or less.**

For every dollar students invest in CCC, they receive a cumulative \$6.70 in higher future income over their working careers.

**Associate's degree graduates earn \$10,700 more per year on average over the course of a working lifetime compared to those with a high school diploma.**

The CCC Foundation awards more than \$500,000 in scholarships and instruction support each year.

**Learn more at [www.clackamas.edu](http://www.clackamas.edu). Email [welcome@clackamas.edu](mailto:welcome@clackamas.edu) or call 503-594-6000.**

## Get Your Questions Answered

Clackamas Community College plans **three drop-in public forums** in October to share information about the bond measure.

**Harmony Community Campus**  
Monday, Oct. 6, 5-7 p.m.  
7738 SE Harmony Road

**Wilsonville Campus**  
Tuesday, Oct. 7, 11:30 a.m.-1:30 p.m.  
29353 Town Center Loop East

**Oregon City, Community Center**  
Wednesday, Oct. 8, 11:30 a.m.-1:30 p.m.  
(part of community fair led by Associated Student Government)  
19600 Molalla Avenue, Oregon City

# CCC Profile

*Clackamas Community College has three campuses: Oregon City, the Harmony Community Campus in North Clackamas, and Wilsonville; and surrounding communities. CCC provides career technical, college transfer degrees and basic skills education, along with workforce and business services, job training and community education classes.*

## Student Profile

- Student Headcount: 30,370 for 2012-13
- Total Full-time Equivalence: 7,894.72 for 2012-13
- Course offerings: associate degrees and certificates, college transfer degrees, career technical education, literacy/basic skills, community education, business training, job training, distance learning and partnerships for four-year degree completion programs.
- Total degree and certificates completed in 2012-13: 1,544.

## Tuition Comparison

Starting a four-year degree at Clackamas Community College can save individuals and families thousands of dollars on the cost of their education.

- |  |          |
|--|----------|
| • Average Oregon four-year private university tuition and fees | \$36,455 |
| • Average Oregon four-year public university tuition and fees  | \$8,267  |
| • Clackamas Community College tuition and fees                 | \$4,134  |

*Annual tuition and fees at CCC and Oregon four-year public and private universities is based on figures provided by the Oregon Student Access Commission.*

## Student Access

- Tuition for the 2013-14 school year is \$84 per credit for in-state students.
- Financial Aid: For 2012-13 the total federal and state aid our students received was \$49,368,125. Compared to 2011-12, the total federal and state aid increased by 19%.
- Scholarships: For 2012-13 the total in scholarships and waivers our students received was \$1,903,905.
- The CCC Foundation provided \$466,206 to students, funded through private donations, in 2012-13.

## Veterans Services

Clackamas Community College offers:

- |  |   |
|--|---|
| • Veterans Education & Training Center | • Dedicated full-time VET Center staff              |
| • Job training opportunities           | • Military Families Scholarship Endowment           |
| • Counselors to work with veterans     | • Student Veterans Club                             |
| • Veterans Small Business Development  | • College Credit for military training & experience |

## Workforce

CCC helps keep the economy moving forward in our region by offering: Customized Training and Development Services (CTDS), Cooperative Work Experience (CWE), Workforce Investment Act (WIA) programs, and the Small Business Development Center (SBDC).

- Over the last five years, CCC has offered 1,251 customized training sections, enrolling 16,494 students, an average of 3,299 annually (course enrollment). In a given year, we serve 50+ area employers.
- In 2013-14 to date, the SBDC served 1,494 clients from Clackamas County and veterans in the Portland Metropolitan area. Additionally, the center provided 1,925 free hours of business counseling and assisted with 51 new business start-ups.

## CCC in Canby and Molalla

*Clackamas Community College is governed by a Board of Education and has an elected representative for each of the seven zones that make up the college district. I represent zone 7 which serves Canby and Molalla. Dr. Joanne Truesdell (CCC class of 1982) serves as college president. CCC has three campuses: Oregon City, North Clackamas (Harmony Community Campus) and Wilsonville; and surrounding communities. At CCC we make getting a job, keeping a job and pursuing a higher education our top goal.*

### High School Connections

Out of 30,370 students (total for 2012-13), 1,802 were from Canby.

- 373 students graduated from Canby High School in 2011 and 29% enrolled at CCC in fall 2012.
- 304 Advanced College Credit students from Canby High School earned a total of 3,071 credits in 2012-13, a tuition value of \$242,609.

Out of 30,370 students (total for 2012-13), 995 were from Molalla.

- 139 students graduated from Molalla High School in 2011 and 29% enrolled at CCC in fall 2012.
- 116 Advanced College Credit students from Molalla High School earned a total of 1,326 credits in 2012-13, a tuition value of \$104,754.

### Business Connections

- 19 Canby businesses were served by the Small Business Development Center in 2013.
- 10 Molalla businesses were served by the Small Business Development Center in 2013.

*I welcome your feedback. If you have questions or comments, please send me an email at [topohill1@web-ster.com](mailto:topohill1@web-ster.com).*



## Community Special Report \* Spring 2014

**Preparing  
for CCC's  
50th year of  
service!**

Clackamas Community College (CCC) was founded in 1966. In preparation for its 50th year of service, the CCC Board of Education developed an engagement process called Imagine Clackamas to help it better understand what its students, businesses and community members most value about the College. Imagine Clackamas shined a light on areas where the College needed to improve and adapt its educational and training programs to better meet the needs of the community it serves, both today and in the future.

This special report summarizes the feedback from more than 2,000 participants. It highlights ways in which the College is responding today to meet those needs and sets the stage for longer term investments, such as a proposed bond measure. The College is inviting community members to continue engaging in the conversation about CCC's future.

## CCC discovered what the community most values

- ★ **Degrees and certificate programs that lead to careers and family-wage jobs**
- ★ **Affordable education that leads to a four-year degree**
- ★ Classes and workshops that improve job skills and support career advancement
- ★ Classes that lead to General Educational Development (GED), high school diplomas, and related adult basic skill offerings, such as English as a Second Language (ESL)
- ★ Training opportunities for businesses, career coaching, retraining and credit for work-based experience



# The Community Asked for...

## Employer Focus Groups



Over the summer of 2013, the College met with more than 100 members of the business community to learn about their workforce development needs.

### Discoveries...

- ★ Good jobs are out there for graduates in a variety of industries, from manufacturing to health science to engineering, but these jobs are going to be highly specialized.
- ★ The College needs to continue aligning its degree pathways and training offerings with both current and future marketplace demands.
- ★ Competition for these jobs is going to be tough. Employers want graduates who have work-based experience, good interpersonal skills and an aptitude for technology.
- ★ The College needs to ensure its graduates are interview ready, not just job ready.
- ★ CCC was asked to lead economic change initiatives.

## EMPLOYERS

### Businesses asked for...

- ★ Graduates who are ready to move into the workplace with interpersonal skills and an aptitude for technology
- ★ CCC to be their go-to college for training and workforce development
- ★ Professional development support for their employees

### The College is responding...

- ★ Creating a one-stop employer service to streamline valuable access to training and workforce support
- ★ Evaluating programs and services to best address the community's request for more training that is reflective of modern industry needs
- ★ Developing a Career Center to help students improve their job-readiness skills
- ★ Initiating a Rapid Response Team to help employers during difficult times by providing employment and training services to those impacted by downsizing



# CCC is Responding

## STUDENTS

Students and community members asked for...

- ★ Greater help with the cost of financing an education
- ★ Improved transportation options
- ★ Enhanced distance learning offerings
- ★ Increased access to information

The College is responding...

- ★ Foundation pledges to raise \$10 million to reduce student financial barriers
- ★ Securing grants to help laid-off and unemployed citizens return to work
- ★ Expanding Green Line Shuttle
- ★ Improving the College's information channels both in person and online
- ★ Providing financial aid and scholarship information online
- ★ Offering new programs and services for high school students and freshmen
- ★ Enhancing Career Center services
- ★ Expanding opportunities for internships and cooperative work-based experience



***"Imagine Clackamas is about building tomorrow's careers today."***

**— Judith Ervin, CCC Board Chair**



## College prepares for Bond Measure

To address the community's vision for education and training at CCC, the Board of Education is developing a bond measure for the Nov. 4, 2014, ballot that would modernize facilities and equipment for high-demand careers, and build additional classroom and lab space.

The projects in the bond proposal were identified as high priorities by the community through the Imagine Clackamas engagement process.

The Board will finalize the projects at the July 30 Board meeting. The list will likely include a new industrial technical learning center for electronics, automotive, manufacturing, welding and skilled trades programs; modernized training equipment for healthcare, science and engineering programs; improvements to worn-out systems in existing buildings; and replacing the 61-year-old building at the Harmony Community Campus.

If you would like more information on Imagine Clackamas findings or the proposed bond measure, please visit our website, attend a May forum (see back panel) or contact us at [publicaffairs@clackamas.edu](mailto:publicaffairs@clackamas.edu).

**Please contact us at [publicaffairs@clackamas.edu](mailto:publicaffairs@clackamas.edu) or 503-594-3015**



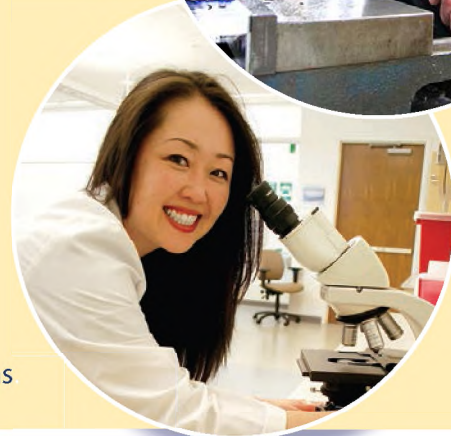
**Preparing for CCC's  
50th year of service!**

## Community Special Report

To address the community's vision for education and training, Clackamas Community College is developing a bond measure for the November 2014 election. Your input is highly valued. Please join us at one of the upcoming open houses to learn more.

- ★ **Oregon City Campus – Community Center:**  
Thursday, May 1 from 5 - 7 pm  
Friday, May 2 from 7:30 - 9:30 am
- ★ **Harmony Community Campus – Lobby:**  
Thursday, May 15 from 5 - 7 pm  
Friday, May 16 from 7:30 - 9:30 am
- ★ **Wilsonville Campus – Lobby:**  
Thursday, May 22 from 5 - 7 pm  
Friday, May 23 from 7:30 - 9:30 am

For more information go to [www.clackamas.edu/ImagineClackamas](http://www.clackamas.edu/ImagineClackamas)





## MEMORANDUM

September 9, 2014

TO: Honorable Mayor Hodson and City Council

FROM: Matt Michel, General Manager  
Carol Sullivan, Finance Manager  
Canby Utility

THROUGH: Amanda Zeiber, Acting City Administrator

SUBJECT: Resolution No. 1199: Water Revenue Refunding Bonds

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Requested Action: Adopt Resolution No. 1199, a Resolution Authorizing the Sale of Water Revenue Refunding Bonds and Authorizing Related Actions.

Background: In 2004 the City of Canby issued 20-year water revenue bonds on behalf of Canby Utility. The proceeds from these bonds were used for a water treatment plant expansion, building new backwash ponds, and conducting a groundwater source study. The bonds allow refunding at 10 years. The original issue had an interest rate that increased over the bond term, which varied from 2.50% to 4.50%.

Refunding the 2004 bonds will result in a new fixed interest rate of 2.30% and a net present value savings of \$156,069. This net present value savings is achieved through a reduced interest rate as well as current and final year reduced principle payments. The attached 12-page bond analysis provides details that Carol Sullivan, Canby Utility's Finance Manager, can review, if requested.

We will attend the City Council's September 17<sup>th</sup> meeting and answer any questions the Council may have.

## SOURCES AND USES OF FUNDS

Canby Water Revenue Bonds  
2014 Bank Placement

## Sources:

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Bond Proceeds:	
Par Amount	1,951,000.00
Other Sources of Funds:	
Contribution to DS Reserve	195,100.00
	<hr/>
	2,146,100.00
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## Uses:

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Refunding Escrow Deposits:	
Cash Deposit	1,918,312.99
Other Fund Deposits:	
Reserve Fund	195,100.00
Delivery Date Expenses:	
Cost of Issuance	29,300.00
Underwriter's Discount:	
Bank Fee	1,200.00
Bank Counsel Fee	<hr/>
	1,500.00
	2,700.00
Other Uses of Funds:	
Additional Proceeds	687.01
	<hr/>
	2,146,100.00
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BOND PRICING

Canby Water Revenue Bonds  
2014 Bank Placement

Bond Component	Maturity Date	Amount	Rate	Yield	Price
Bond Component:					
	10/01/2014	35,000	2.300%	2.300%	100.000
	10/01/2015	175,000	2.300%	2.300%	100.000
	10/01/2016	178,000	2.300%	2.300%	100.000
	10/01/2017	187,000	2.300%	2.300%	100.000
	10/01/2018	191,000	2.300%	2.300%	100.000
	10/01/2019	197,000	2.300%	2.300%	100.000
	10/01/2020	202,000	2.300%	2.300%	100.000
	10/01/2021	206,000	2.300%	2.300%	100.000
	10/01/2022	215,000	2.300%	2.300%	100.000
	10/01/2023	215,000	2.300%	2.300%	100.000
	10/01/2024	150,000	2.300%	2.300%	100.000
		1,951,000			

Dated Date	09/18/2014	
Delivery Date	09/18/2014	
First Coupon	10/01/2014	
Par Amount	1,951,000.00	
Original Issue Discount		
Production	1,951,000.00	100.000000%
Underwriter's Discount	-2,700.00	-0.138391%
Purchase Price	1,948,300.00	99.861609%
Accrued Interest		
Net Proceeds	1,948,300.00	

BOND SUMMARY STATISTICS

Canby Water Revenue Bonds  
2014 Bank Placement

Dated Date	09/18/2014
Delivery Date	09/18/2014
Last Maturity	10/01/2024
Arbitrage Yield	2.333501%
True Interest Cost (TIC)	2.360955%
Net Interest Cost (NIC)	2.358636%
All-In TIC	2.662382%
Average Coupon	2.333450%
Average Life (years)	5.495
Duration of Issue (years)	5.102
Par Amount	1,951,000.00
Bond Proceeds	1,951,000.00
Total Interest	250,156.44
Net Interest	252,856.44
Total Debt Service	2,201,156.44
Maximum Annual Debt Service	226,025.31
Average Annual Debt Service	219,323.64
Underwriter's Fees (per \$1000)	
Average Takedown	
Other Fee	1.383906
Total Underwriter's Discount	1.383906
Bid Price	99.861609

Bond Component	Par Value	Price	Average Coupon	Average Life
Bond Component	1,951,000.00	100.000	2.333%	5.495
	1,951,000.00			5.495

	TIC	All-In TIC	Arbitrage Yield
Par Value	1,951,000.00	1,951,000.00	1,951,000.00
+ Accrued Interest			
+ Premium (Discount)			
- Underwriter's Discount	-2,700.00	-2,700.00	
- Cost of Issuance Expense		-29,300.00	
- Other Amounts			
Target Value	1,948,300.00	1,919,000.00	1,951,000.00
Target Date	09/18/2014	09/18/2014	09/18/2014
Yield	2.360955%	2.662382%	2.333501%

SAVINGS

Canby Water Revenue Bonds  
2014 Bank Placement

Date	Prior Debt Service	Refunding Debt Service	Savings	Annual Savings	Present Value to 09/18/2014 @ 2.3335011%
10/01/2014	174,793.75	36,620.41	138,173.34		138,057.63
04/01/2015	37,262.50	22,278.82	14,983.68		14,798.47
06/30/2015				153,157.02	
10/01/2015	177,262.50	197,401.23	-20,138.73		-19,660.41
04/01/2016	34,637.50	20,355.19	14,282.31		13,782.28
06/30/2016				-5,856.42	
10/01/2016	179,637.50	198,355.19	-18,717.69		-17,854.07
04/01/2017	31,737.50	18,174.22	13,563.28		12,788.27
06/30/2017				-5,154.41	
10/01/2017	186,737.50	205,274.08	-18,536.58		-17,275.83
04/01/2018	28,637.50	15,999.82	12,637.68		11,642.30
06/30/2018				-5,898.90	
10/01/2018	188,637.50	207,087.73	-18,450.23		-16,801.02
04/01/2019	25,437.50	13,778.92	11,658.58		10,494.01
06/30/2019				-6,791.65	
10/01/2019	195,437.50	210,854.63	-15,417.13		-13,717.08
04/01/2020	21,825.00	11,551.37	10,273.63		9,035.34
06/30/2020				-5,143.50	
10/01/2020	196,825.00	213,551.37	-16,726.37		-14,540.66
04/01/2021	17,887.50	9,139.43	8,748.07		7,517.22
06/30/2021				-7,978.30	
10/01/2021	202,887.50	215,189.65	-12,302.15		-10,449.32
04/01/2022	13,725.00	6,744.11	6,980.89		5,861.11
06/30/2022				-5,321.26	
10/01/2022	208,725.00	221,781.17	-13,056.17		-10,835.45
04/01/2023	9,337.50	4,244.14	5,093.36		4,178.28
06/30/2023				-7,962.81	
10/01/2023	209,337.50	219,267.46	-9,929.96		-8,051.99
04/01/2024	4,837.50	1,753.75	3,083.75		2,471.71
06/30/2024				-6,846.21	
10/01/2024	219,837.50	151,753.75	68,083.75		53,941.57
06/30/2025				68,083.75	
	2,365,443.75	2,201,156.44	164,287.31	164,287.31	155,382.36

Savings Summary

PV of savings from cash flow	155,382.36
Less: Prior funds on hand	-195,100.00
Plus: Refunding funds on hand	195,787.01
Net PV Savings	156,069.37

## BOND DEBT SERVICE

Canby Water Revenue Bonds  
2014 Bank Placement

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
10/01/2014	35,000	2.300%	1,620.41	36,620.41	
04/01/2015			22,278.82	22,278.82	
06/30/2015					58,899.23
10/01/2015	175,000	2.300%	22,401.23	197,401.23	
04/01/2016			20,355.19	20,355.19	
06/30/2016					217,756.42
10/01/2016	178,000	2.300%	20,355.19	198,355.19	
04/01/2017			18,174.22	18,174.22	
06/30/2017					216,529.41
10/01/2017	187,000	2.300%	18,274.08	205,274.08	
04/01/2018			15,999.82	15,999.82	
06/30/2018					221,273.90
10/01/2018	191,000	2.300%	16,087.73	207,087.73	
04/01/2019			13,778.92	13,778.92	
06/30/2019					220,866.65
10/01/2019	197,000	2.300%	13,854.63	210,854.63	
04/01/2020			11,551.37	11,551.37	
06/30/2020					222,406.00
10/01/2020	202,000	2.300%	11,551.37	213,551.37	
04/01/2021			9,139.43	9,139.43	
06/30/2021					222,690.80
10/01/2021	206,000	2.300%	9,189.65	215,189.65	
04/01/2022			6,744.11	6,744.11	
06/30/2022					221,933.76
10/01/2022	215,000	2.300%	6,781.17	221,781.17	
04/01/2023			4,244.14	4,244.14	
06/30/2023					226,025.31
10/01/2023	215,000	2.300%	4,267.46	219,267.46	
04/01/2024			1,753.75	1,753.75	
06/30/2024					221,021.21
10/01/2024	150,000	2.300%	1,753.75	151,753.75	
06/30/2025					151,753.75
	1,951,000		250,156.44	2,201,156.44	2,201,156.44

## SUMMARY OF BONDS REFUNDED

Canby Water Revenue Bonds  
2014 Bank Placement

Bond	Maturity Date	Interest Rate	Par Amount	Call Date	Call Price
Series 2004, 2004: SER	10/01/2014	3.750%	135,000.00		
	10/01/2015	3.750%	140,000.00	10/18/2014	100.000
	10/01/2016	4.000%	145,000.00	10/18/2014	100.000
	10/01/2017	4.000%	155,000.00	10/18/2014	100.000
	10/01/2018	4.000%	160,000.00	10/18/2014	100.000
	10/01/2019	4.250%	170,000.00	10/18/2014	100.000
	10/01/2020	4.500%	175,000.00	10/18/2014	100.000
	10/01/2021	4.500%	185,000.00	10/18/2014	100.000
	10/01/2022	4.500%	195,000.00	10/18/2014	100.000
	10/01/2023	4.500%	200,000.00	10/18/2014	100.000
	10/01/2024	4.500%	215,000.00	10/18/2014	100.000
			1,875,000.00		

## SUMMARY OF REFUNDING RESULTS

Canby Water Revenue Bonds  
2014 Bank Placement

Dated Date	09/18/2014
Delivery Date	09/18/2014
Arbitrage yield	2.333501%
Escrow yield	
Value of Negative Arbitrage	
Bond Par Amount	1,951,000.00
True Interest Cost	2.360955%
Net Interest Cost	2.358636%
All-In TIC	2.662382%
Average Coupon	2.333450%
Average Life	5.495
Par amount of refunded bonds	1,875,000.00
Average coupon of refunded bonds	4.399853%
Average life of refunded bonds	5.497
PV of prior debt to 09/18/2014 @ 2.333501%	2,106,382.36
Net PV Savings	156,069.37
Percentage savings of refunded bonds	8.323700%
Percentage savings of refunding bonds	7.999455%

ESCROW REQUIREMENTS

Canby Water Revenue Bonds  
2014 Bank Placement

Period Ending	Principal	Interest	Principal Redeemed	Total
10/01/2014	135,000.00	39,793.75		174,793.75
10/18/2014		3,519.24	1,740,000.00	1,743,519.24
	135,000.00	43,312.99	1,740,000.00	1,918,312.99

## ESCROW SUFFICIENCY

Canby Water Revenue Bonds  
2014 Bank Placement

Date	Escrow Requirement	Net Escrow Receipts	Excess Receipts	Excess Balance
09/18/2014		1,918,312.99	1,918,312.99	1,918,312.99
10/01/2014	174,793.75		-174,793.75	1,743,519.24
10/18/2014	1,743,519.24		-1,743,519.24	
	1,918,312.99	1,918,312.99	0.00	

FORM 8038 STATISTICS

Canby Water Revenue Bonds  
2014 Bank Placement

Dated Date 09/18/2014  
Delivery Date 09/18/2014

Bond Component	Date	Principal	Coupon	Price	Issue Price	Redemption at Maturity
Bond Component:						
	10/01/2014	35,000.00	2.300%	100.000	35,000.00	35,000.00
	10/01/2015	175,000.00	2.300%	100.000	175,000.00	175,000.00
	10/01/2016	178,000.00	2.300%	100.000	178,000.00	178,000.00
	10/01/2017	187,000.00	2.300%	100.000	187,000.00	187,000.00
	10/01/2018	191,000.00	2.300%	100.000	191,000.00	191,000.00
	10/01/2019	197,000.00	2.300%	100.000	197,000.00	197,000.00
	10/01/2020	202,000.00	2.300%	100.000	202,000.00	202,000.00
	10/01/2021	206,000.00	2.300%	100.000	206,000.00	206,000.00
	10/01/2022	215,000.00	2.300%	100.000	215,000.00	215,000.00
	10/01/2023	215,000.00	2.300%	100.000	215,000.00	215,000.00
	10/01/2024	150,000.00	2.300%	100.000	150,000.00	150,000.00
		1,951,000.00			1,951,000.00	1,951,000.00

	Maturity Date	Interest Rate	Issue Price	Stated Redemption at Maturity	Weighted Average Maturity	Yield
Final Maturity	10/01/2024	2.300%	150,000.00	150,000.00		
Entire Issue			1,951,000.00	1,951,000.00	5.4949	2.3335%

Proceeds used for accrued interest	0.00
Proceeds used for bond issuance costs (including underwriters' discount)	32,000.00
Proceeds used for credit enhancement	0.00
Proceeds allocated to reasonably required reserve or replacement fund	0.00
Proceeds used to currently refund prior issues	1,918,312.99
Proceeds used to advance refund prior issues	0.00
Remaining weighted average maturity of the bonds to be currently refunded	5.4959
Remaining weighted average maturity of the bonds to be advance refunded	0.0000

FORM 8038 STATISTICS

Canby Water Revenue Bonds  
2014 Bank Placement

Refunded Bonds

Bond Component	Date	Principal	Coupon	Price	Issue Price
Series 2004:					
SER	10/01/2014	135,000.00	3.750%	103.375	139,556.25
SER	10/01/2015	140,000.00	3.750%	102.094	142,931.60
SER	10/01/2016	145,000.00	4.000%	103.334	149,834.30
SER	10/01/2017	155,000.00	4.000%	102.489	158,857.95
SER	10/01/2018	160,000.00	4.000%	101.651	162,641.60
SER	10/01/2019	170,000.00	4.250%	102.875	174,887.50
SER	10/01/2020	175,000.00	4.500%	104.088	182,154.00
SER	10/01/2021	185,000.00	4.500%	103.670	191,789.50
SER	10/01/2022	195,000.00	4.500%	103.255	201,347.25
SER	10/01/2023	200,000.00	4.500%	102.429	204,858.00
SER	10/01/2024	215,000.00	4.500%	102.019	219,340.85
		1,875,000.00			1,928,198.80
			Last Call Date	Issue Date	Remaining Weighted Average Maturity
Series 2004			10/18/2014	09/30/2004	5.4959
All Refunded Issues			10/18/2014		5.4959

PROOF OF ARBITRAGE YIELD

Canby Water Revenue Bonds  
2014 Bank Placement

Date	Debt Service	Present Value to 09/18/2014 @ 2.3335011008%
10/01/2014	36,620.41	36,589.74
04/01/2015	22,278.82	22,003.44
10/01/2015	197,401.23	192,712.73
04/01/2016	20,355.19	19,642.55
10/01/2016	198,355.19	189,203.22
04/01/2017	18,174.22	17,135.74
10/01/2017	205,274.08	191,312.55
04/01/2018	15,999.82	14,739.63
10/01/2018	207,087.73	188,576.74
04/01/2019	13,778.92	12,402.55
10/01/2019	210,854.63	187,603.65
04/01/2020	11,551.37	10,159.07
10/01/2020	213,551.37	185,645.71
04/01/2021	9,139.43	7,853.51
10/01/2021	215,189.65	182,779.85
04/01/2022	6,744.11	5,662.31
10/01/2022	221,781.17	184,058.56
04/01/2023	4,244.14	3,481.64
10/01/2023	219,267.46	177,799.25
04/01/2024	1,753.75	1,405.68
10/01/2024	151,753.75	120,231.86
	2,201,156.44	1,951,000.00

Proceeds Summary

Delivery date	09/18/2014
Par Value	1,951,000.00
Target for yield calculation	1,951,000.00

## **RESOLUTION NO. 1199**

### **A RESOLUTION AUTHORIZING THE SALE OF WATER REVENUE REFUNDING BONDS AND RELATED MATTERS**

**WHEREAS**, the City adopted resolution No. 868 on June 16, 2004, authorizing the issuance of up to \$2,900,000 of water revenue bonds pursuant to ORS 288.805 to 288.945, published notice pursuant to those statutes, waited sixty days after the notice was published, and determined that no petitions were filed requiring that the question of issuing the bonds be submitted to the City's voters; and,

**WHEREAS**, on September 30, 2004, the City issued \$2,900,000 of water revenue bonds (the "2004 Bonds") pursuant to resolution No. 868; and

**WHEREAS**, the City adopted resolution No. 957 on August 1, 2007, authorizing the issuance of up to \$4,000,000 of water revenue bonds pursuant to ORS 288.805 to 288.945, published notice pursuant to those statutes, waited sixty days after the notice was published, and determined that no petitions were filed requiring that the question of issuing the bonds be submitted to the City's voters; and,

**WHEREAS**, the City issued \$3,200,000 of water revenue bonds pursuant to resolution No. 957 and has \$800,000 of unused bonding authority remaining under resolution No. 957; and

**WHEREAS**, the City may reduce its debt service expense and the debt service payments that are due in the current fiscal year by refunding the 2004 Bonds and borrowing to replace the debt service reserve surety for the 2004 bonds using a portion of the unused bonding authority remaining under resolution No. 957; and,

**WHEREAS**, ORS 287A.360 authorizes the City to issue bonds to refund outstanding City bonds; and,

**WHEREAS**, Columbia State Bank has submitted a favorable proposal to Canby Utility Board on behalf of the City to buy the refunding bonds;

**NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Canby, as follows:**

#### **Section 1. Bonds Authorized**

1.1 The City hereby authorizes the sale and delivery of water revenue refunding bonds in a principal amount sufficient to defease and prepay the City's outstanding 2004 Bonds, to fund a contribution to the debt service reserve account for the refunding bonds, and to pay costs related to the refunding bonds. The water revenue refunding bonds authorized by this resolution (the "2014 Bonds") shall be issued as Parity Obligations under Section 6 of the City's Master Water Revenue Bond Declaration that is dated as of September 30, 2004 (the "Master Declaration").

1.2 The Series 2014 Bonds shall be special obligations of the City that are payable solely from the revenues of the City's water system and related amounts that are pledged to Parity

Obligations as provided in the Master Declaration.

## **Section 2. Delegation**

The General Manager of the Utility Board, the Finance Manager of the Utility Board, or any person designated by the City Council to act as on behalf of the City under this resolution (any of whom is referred to in this resolution as a "Canby Utility Official") may, on behalf of the City:

- 2.1 Accept the proposal of Columbia State Bank, with any changes that the Canby Utility Official may approve, and sell the 2014 Bonds to Columbia State Bank, or, if the sale to Columbia State Bank proves impractical, select another commercial bank or similar entity and sell the 2014 Bonds to that entity.
- 2.2 Establish the final principal amount, maturity schedule, interest rates, sale prices, redemption terms, and other terms for the Series 2014 Bonds.
- 2.4 Finalize, execute and deliver a declaration supplementing the Master Declaration and providing that the 2014 Bonds are issued as Parity Obligations under the Master Declaration.
- 2.6 Appoint and enter into agreements with escrow agents and other professionals and service providers in connection with the 2014 Bonds and the defeasance and redemption of the 2004 Bonds.
- 2.7 Enter into covenants to maintain the excludability of interest on the Series 2014 Bonds from gross income under the Internal Revenue Code of 1986, as amended (the "Code").
- 2.8 Designate the Series 2014 Bonds as qualified tax-exempt obligations pursuant to Section 265(b)(3) of the Code.
- 2.9 Issue the 2014 Bonds, call for redemption and defease the 2004 Bonds, and execute any documents and take any other action in connection with the Series 2014 Bonds and the redemption of the 2004 Bonds which the Canby Utility Official finds will be advantageous to the City.

**Section 3. Effective Date**

This resolution shall take effect on September 17, 2014.

ADOPTED this 17th day of September, 2014 by the Canby City Council.

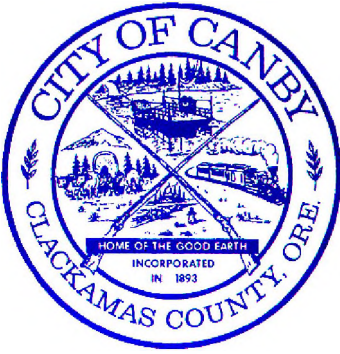
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Brian Hodson  
Mayor

Attest:

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Kimberly Scheafer, MMC  
City Recorder



# City of Canby

City Attorney

## MEMORANDUM

**DATE:** September 17, 2014  
**TO:** CANBY CITY COUNCIL  
**FROM:** JOSEPH LINDSAY, CITY ATTORNEY  
**RE:** RESOLUTION NO. 1201: **A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AN AMENDMENT TO THE LAND RENTAL AGREEMENT BETWEEN THE CITY OF CANBY AND SIMNITT NURSERY, LLC.**

**Issue:** Whether or not to amend the Land Rental Agreement with Simnitt Nursery to continue to allow the renting of City-owned property that is eventually slated to be parkland.

**Summary:** The City of Canby, Oregon, through Ordinance No. 1281, purchased from Janice, Jerome, and Roberta Simnitt, approximately 2.35 acres of land identified as tax lot 200 of tax map 3-1E-28C, and more particularly described as the North one-half of Lot 25, PRUNELAND, in the County of Clackamas and State of Oregon. This park acquisition was negotiated as part of the Auburn Farms II subdivision in 2005. At that time, the Planning Commission approved a purchase sale agreement for the City to purchase the property within a 3-year window. The purchase was made using Park System Development Fees generated from the subdivision. As the City did not have a plan to develop the property immediately, it was leased back to the original nursery owners, the Simnits, to use to store plants until such time that the City was ready to develop the property. The original Land Rental Agreement regarding this land has been extended once for an additional two years. The initial price for the rental agreement was \$600 a year, but over time, it has increased to \$900. The agreement also allows for Montecucco Farms to sublease from the Simnitt's some use of this land.

**Recommendation:** Adopt the resolution because it makes a little money, the land is actually being used and maintained by the rental agreement, and our parks department's ability to address or maintain the land even if it isn't a park is in question due to current staffing and budget concerns.

**Motion:** **"I move to adopt RESOLUTION NO. 1201: A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AN AMENDMENT TO THE LAND RENTAL AGREEMENT BETWEEN THE CITY OF CANBY AND SIMNITT NURSERY, LLC.**

**RESOLUTION NO. 1201**

**A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AN AMENDMENT TO THE LAND RENTAL AGREEMENT BETWEEN THE CITY OF CANBY AND SIMNITT NURSERY, LLC.**

**WHEREAS**, The City of Canby, Oregon, through Ordinance No. 1281, purchased from Janice, Jerome, and Roberta Simnitt, approximately 2.35 acres of land identified as tax lot 200 of tax map 3-1E-28C, and more particularly described as the North one-half of Lot 25, PRUNELAND, in the County of Clackamas and State of Oregon; and

**WHEREAS**, since the time of the purchase of said property, the City of Canby and Simnitt Nursery, LLC have been parties to a Land Rental Agreement regarding this land; and

**WHEREAS**, the City of Canby will continue to benefit from extending the Land Rental Agreement for an additional two years.

**NOW THEREFORE, IT IS HEREBY RESOLVED** by the City of Canby Council that the City Administrator shall execute the Amendment to the Land Rental Agreement as set forth in the attached Exhibit "A".

This Resolution shall take effect on September 17, 2014.

ADOPTED this 17<sup>th</sup> day of September 2014, by the Canby City Council.

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Brian Hodson  
Mayor

ATTEST:

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Kimberly Scheafer, MMC  
City Recorder

**Exhibit “A”**

**AMENDMENT TO THE LAND RENTAL AGREEMENT BETWEEN CITY OF CANBY,  
OREGON, AND SIMNITT NURSERY, LLC**

This amendment to the existing Land Rental Agreement between the CITY OF CANBY (City) and SIMNITT NURSERY, LLC (Simnitt) is to memorialize mutually agreed upon terms of the contract in the following ways:

The Parties, City and Simnitt, agree to extend the Land Rental Agreement for another two years until August 1, 2016. Payments are to continue to be \$900 annually, due August 1 of each subsequent year. A copy of the Land Rental Agreement is attached hereto as Exhibit “A”.

IT IS SO AGREED:

SIMNITT NURSERY, LLC

CITY OF CANBY

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Dated: \_\_\_\_\_

By: Amanda Zeiber  
Title: Interim City Administrator  
Dated: \_\_\_\_\_

## Exhibit "A"

### CITY OF CANBY

### LAND RENTAL AGREEMENT

This land rental agreement is entered into between the CITY OF CANBY, hereinafter referred to as "CITY", a municipal corporation, and SIMNITT NURSERY, LLC, an Oregon limited liability company, its heirs, assigns or purchasers of interest, hereinafter called "SIMNITT". This agreement is made and entered into between these parties on the date of the signatures hereto.

The land consists of approximately 2.35 acres identified as tax lot 200 of tax map 3-1E-28C, and more particularly described as the North one-half of Lot 25, PRUNELAND, in the County of Clackamas and State of Oregon.

This agreement shall be for a term of two (2) years beginning from the date of signatures hereto. The agreement may be modified at any time by mutual agreement of both parties in writing.

The CITY grants permission to SIMNITT to use this property for agricultural purposes upon the following conditions:

1. SIMNITT shall be responsible that no noxious weeds or shrubs be permitted to grow on the property.
2. The described land shall not be used for the placing of any advertising signs, buildings or other structures, and said land shall not be used to store junk, scrap, motor vehicles or parts thereof, debris, trash, waste or other such materials. Except for the growth and sale of farm products, no other commercial use shall be made of the property. In the event of violation of the above conditions, SIMNITT shall be solely responsible for the cost of removal and this agreement may be cancelled immediately by the CITY.
3. CITY shall have the right to terminate, modify or amend this agreement and retake possession of the property at any time such action may be necessary in the public interest, or if SIMNITT fails to comply with the conditions of this agreement, without liability for loss, injury or damage of any nature whatsoever. However, in the event this agreement is terminated during a growing season and not as a result of a breach by SIMNITT of the terms of the agreement, SIMNITT shall be allowed to harvest crops.
4. SIMNITT shall not plant any crops that will not mature for harvest within one (1) month from the end of the term of this Agreement planting date.
5. SIMNITT shall not erect permanent fences unless approval from the CITY is received in advance. SIMNITT shall not install underground pipe, drainage ditching, drill water wells, or make any other improvements without permission from CITY.
6. SIMNITT shall not move, cover, disturb, damage or destroy any boundary markers or stakes on said land.
7. SIMNITT shall not assign this agreement without the prior written consent of CITY. SIMNITT may sublease to Montecucco Farms with the understanding that SIMNITT will still be responsible for the insurance cost and indemnity requirements of this agreement.
8. SIMNITT shall keep the said land free from any liens or encumbrances or claims of any character, which are based upon any act or omission on SIMNITT's part, or which arise


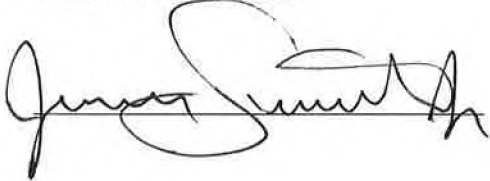
out of his exercise of any right granted or failure to perform any obligation imposed hereunder, and which would in any way become a charge or lien against the said land. SIMNITT shall indemnify and hold harmless CITY from all costs, loss of expense, including attorney fees both at trial and on any subsequent appeal therefrom, which CITY may incur as the result of a breach by SIMNITT of the foregoing obligation.

9. SIMNITT assumes full responsibility and liability for damages or injury to any employees or any member of the public arising out of the activity, including personal injury and for any damage to CITY property.
10. SIMNITT shall indemnify, defend and hold harmless CITY, its officers, agents and employees from all claims, suits or actions of any nature arising out of the occupancy or use of the property by SIMNITT.
11. SIMNITT shall obtain and maintain liability insurance which includes CITY and its officers, agents and employees as additional insured in an amount of not less than 1,000,000.00 combined single limit, bodily injury/property damage for each accident or occurrence.
12. SIMNITT shall be responsible to insure that uses under this agreement are consistent with the local land use plan for the area and shall comply with all applicable federal, state and local laws, regulations and ordinances.
13. SIMNITT shall furnish to the Public Works Director for the CITY, for prior approval, a listing of all crops proposed to be planted and all chemicals to be used on the land as well as a schedule of application of such chemicals. This listing shall be provided by February 1<sup>st</sup> of each year. No field burning will be allowed.
14. SIMNITT agrees to meet regularly with CITY staff to discuss operation and use of the property and to insure compliance with this agreement.
15. SIMNITT may not store equipment, irrigation pipe or other farm implements on site when not being used without prior approval of the CITY.
16. The rental fee for July 1, 2011-12 year and July 1, 2012-2013 year shall be \$600.00. Payment shall be submitted to CITY by August 1, 2011 for each respective year.

IN TESTIMONY of which, the AGREEMENT has been executed on behalf of the CITY by its City Administrator and has been executed by Jerry Simnitt Jr. representing SIMNITT on this 30<sup>th</sup> day of June, 2011.

IT IS SO AGREED:

CITY OF CANBY:



City Administrator

## **ORDINANCE NO. 1398**

### **AN ORDINANCE AMENDING CHAPTERS 16.30, 16.32, 16.34, 16.35, AND 16.49 OF TITLE 16 OF THE CANBY MUNICIPAL CODE**

**WHEREAS**, the City of Canby initiated amendments to the text of Title 16 of the Canby Municipal Code, the *Canby Land Development and Planning Ordinance*, in order to clarify standards of industrial zones and to add a Type II process for industrial park developments. The amendments to Title 16 of the Canby Municipal Code, the *Canby Land Development and Planning Ordinance*, are attached in Exhibit A.

**WHEREAS**, the Planning Commission held a public hearing on May 28, 2014, during which the citizens of Canby were given the opportunity to present testimony on these proposed changes; and

**WHEREAS**, the Planning Commission found that the standards and criteria of the *Canby Comprehensive Plan* and the *Canby Land Development and Planning Ordinance* concerning text amendments were satisfactorily met, and therefore recommended by a vote of 4-1 to forward a recommendation of approval to the City Council, and

**WHEREAS**, the City Council, after reviewing the text amendment, supporting materials, and testimony at a public hearing on July 16, 2014, found that the proposed amendments comply with the *Canby Comprehensive Plan* and the *Canby Land Development and Planning Ordinance*; the plans and policies of the county, state, and local districts; will preserve the function and local aspects of land conservation and development; that there is a public need for the change; that the amendment will serve the public need better than any other change which might be expected to be made; that the amendment preserves and protects the health, safety, and general welfare of the residents in Canby; and that the amendments comply with statewide planning goals; and therefore

### **THE CITY OF CANBY ORDAINS AS FOLLOWS:**

- 1) The City Council hereby approves Text Amendment file TA 14-01; and
- 2) The City Council approves the amendments of Title 16, the City of Canby *Land Development and Planning Ordinance*, as detailed in Exhibit A.

**2ND READING**

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting thereof on September 3, 2014 and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular meeting thereof on September 17, 2014, commencing at the hour of 7:30 PM in the Council Meeting Chambers located at 155 NW 2<sup>nd</sup> Avenue, Canby, Oregon.

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Kimberly Scheafer, MMC  
City Recorder

**PASSED** on the second and final reading by the Canby City Council at a regular meeting thereof on September 17, 2014 by the following vote:

YEAS\_\_\_\_\_

NAYS\_\_\_\_\_

---

Brian Hodson  
Mayor

ATTEST:

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Kimberly Scheafer, MMC  
City Recorder

2ND READING

## **Exhibit A:**

Amendments to Title 16 of the Canby Municipal Code, the *Canby Land Development and Planning Ordinance*

## Chapter 16.30

### C-M HEAVY COMMERCIAL MANUFACTURING ZONE

#### Sections:

- 16.30.010 Uses permitted outright.**
- 16.30.020 Conditional uses.**
- 16.30.030 Development standards.**

#### **16.30.010 Uses permitted outright.**

Uses permitted outright in the C-M zone shall be as follows:

- A.** A use permitted outright in a C-2 zone, other than dwelling units;
- B.** Contractor's equipment yard;
- C.** Dwelling for watchman or caretaker working on premises;
- D.** Fuel distribution, wholesale;
- E.** Laundry or Laundromat, with or without dry cleaning operation;
- F.** Motor or rail freight terminal;
- G.** Railroad trackage and related facilities;
- H.** Stone cutting and sales;
- I.** Tire retreading, recapping and sales;
- J.** Transfer or storage;
- K.** Utility storage or service yard;
- L.** Similar heavy commercial, storage, or light manufacturing uses as determined by the Planning Commission.
- M.** Attached WTS facilities (see 16.08.120).
- N.** Detached WTS facilities (monopole), less than 100 feet in height (see 16.08.120). (Ord. 890 section 30, 1993; Ord. 740 section 10.3.29(A), 1984; Ord. 981 section 27, 1997; Ord. 1237, 2007)

### **16.30.020 Conditional uses.**

Conditional uses in the C-M zone shall be as follows:

- A.** A use permitted outright in an M-1 zone and not listed in section 16.30.010 or below;
- B.** A use permitted conditionally in a C-1 or C-2 zone, other than dwelling units, and not listed in section 16.30.010 or below;
- C.** Other light industrial uses as determined by the Planning Commission;
- D.** Detached WTS facilities (monopole), equal to or over 100 feet in height (see 16.08.120); (Ord. 740 section 10.3.29(B), 1984; Ord. 981 section 28 & 29, 1997; Ord. 1237, 2007)

### **16.30.030 Development standards.**

The following subsections indicate the required development standards of the C-M zone:

- A.** Minimum lot area: none.
- B.** Minimum width and frontage: none.
- C.** Minimum yard requirements:
  - 1.** Street yard: twenty feet where abutting Highway 99-E and S. Ivy Street. Gas station canopies shall be exempted from the twenty foot setback requirements. Remaining property none, except ten feet where abutting a residential zone. Sign setbacks along Highway 99-E and S. Ivy Street are to be measured from the face of the curb rather than the lot line. Where no curb exists, the setback shall be measured from the property line. Other than signs which are nonconforming structures and street banners which have been approved per the requirements of the Uniform Sign Code, no signs will be allowed to be located within, or to project over, a street right-of-way.
  - 2.** Interior yard: none, except ten feet where abutting a residential zone.
- D.** Maximum building height:
  - 1.** Freestanding signs: thirty feet;
  - 2.** All other structures: forty-five feet.
- E.** Maximum lot coverage: sixty percent.
- F.** Other regulations:
  - 1.** Vision clearance distances shall be fifteen feet from any alley or driveway and thirty feet from any other street or railroad.
  - 2.** Except in cases where existing building locations or street width necessitate a more narrow design, sidewalks eight feet in width shall be required:

- a. In those locations where angle parking is permitted abutting the curb, and
  - b. For property frontage along Highway 99-E.
- 3. All setbacks to be measured from the foundation line of the building. Overhangs shall not exceed two feet. (Ord 830 section 9, 10, 1989; Ord. 802 section 7 [part], 1987; Ord. 740 section 10.3.29(C), 1984; Ord. 981 section 50, 1997; Ord. 1237, 2007)
- 4. Outside storage areas abutting a residential zone shall be screened from view by a site-blocking fence, landscaping, or berm and shall be of such material and design as will not detract from adjacent residences.

## Chapter 16.32

### M-1 LIGHT INDUSTRIAL ZONE

#### Sections:

**16.32.010 Uses permitted outright.**

**16.32.020 Conditional uses.**

**16.32.030 Development standards.**

#### **16.32.010 Uses permitted outright.**

Uses permitted outright in the M-1 zone shall be as follows:

- A.** Manufacturing, fabricating, processing, compounding, assembling or packaging of products made from previously prepared materials such as cloth, plastic, paper, metal, wood (but not including sawmills or lumber mills), the operation of which will not result in
  1. The dissemination of dusts, gas, smoke, fumes, odors, atmospheric pollutants or noise which exceed Oregon Department of Environmental Quality standards
  2. Danger by reason of fire, explosion or other physical hazard;
  3. Unusual traffic hazards;
- B.** Automobile body shop, or heavy repair shop;
- C.** Contractor's equipment or storage yard;
- D.** Dwelling for watchman or caretaker working on the property;
- E.** Food processing plant;
- F.** Fuel distribution, wholesale or retail;
- G.** Ice or cold storage plant;
- H.** Laundry or dry-cleaning plant;
- I.** Lumber yard;
- J.** Machinery, farm equipment or implement sales, service or rent;
- K.** Motor or rail freight terminal;

- L.** Railroad trackage and related facilities;
- M.** Restaurant, when related and incidental to primary industrial uses of the area;
- N.** Service station, when related and incidental to primary industrial uses of the area;
- O.** Stone, marble, or granite cutting;
- P.** Tire retreading or recapping;
- Q.** Transfer and storage company;
- R.** Utility storage or service yard;
- S.** Veterinarian's office or animal hospital;
- T.** Warehouse
- U.** Wholesale distribution, including warehousing and storage;
- V.** Wireless or cellular communications facility/tower;
- W.** Other light industrial uses as determined by the Planning Commission;
- X.** Business or professional office, when related and incidental to primary industrial uses of the area;
- Y.** Public building or uses such as fire station, or park or playground.
- Z.** Attached WTS facilities (see 16.08.120).
- AA.** Detached WTS facilities (monopole or lattice tower), under 150 feet in height and at least 660 feet from the nearest land zoned or planned for residential use or Highway 99E (see 16.08.120).
- BB.** Detached WTS facilities (monopole), under 100 feet in height and less than 660 feet from the nearest land zoned or planned for residential use or Highway 99E (see 16.08.120).
- CC.** Detached WTS facilities (monopole), equal to or over 150 feet in height and at least 660 feet from the nearest land zoned or planned for residential use or Highway 99E (see 16.08.120).
- DD.** Minor public facility. (Ord. 890 section 31, 1993; Ord. 749 section 1(A), 1984, Ord. 740 section 10.3.31(A), 1984; Ord. 995 section 10 & 11, 1996; Ord. 981 section 30 & 31, 1997; Ord. 1019 section 10, 1999; Ord. 1237, 2007)

#### **16.32.020 Conditional uses.**

Conditional uses in the M-1 zone shall be as follows:

- A.** Commercial recreation uses;
- B.** Motels, hotels and similar accommodations;
- C.** Other heavy commercial or light industrial uses as determined by the Planning Commission;
- D.** Waste and/or recycling transfer operations.
- E.** Detached WTS facilities (monopole), equal to or over 100 feet in height and less than 660 feet from the nearest land zoned or planned for residential use or Highway 99E (see 16.08.120).
- F.** Detached WTS facilities (lattice tower), equal to or over 150 feet in height and at least 660 feet from the nearest land zoned or planned for residential use or Highway 99E (see 16.08.120).
- G.** Major public facility, except as modified by Section 16.32.010. (Ord. 960, section 2, 12/18/96; Ord. 890, section 32, 1993; Ord. 740 section 10.3.31(B), 1984; Ord. 981 section 32, 1997; Ord. 1237, 2007)

#### **16.32.030 Development standards.**

The following subsections indicate the required development standards of the M-1 zone:

- A.** Minimum lot area: five thousand square feet;
- B.** Minimum width and frontage: fifty feet;
- C.** Minimum yard requirements:
  - 1.** Street yard: twenty feet where abutting Highway 99-E and S. Ivy Street. Gas station canopies shall be exempted from the twenty foot setback requirements. Remaining property none, except ten feet where abutting a residential zone. Sign setbacks along Highway 99-E and S. Ivy Street are to be measured from the face of the curb rather than the lot line. Where no curb exists, the setback shall be measured from the property line. Other than signs which are nonconforming structures and street banners which have been approved per the requirements of the Uniform Sign Code, no signs will be allowed to be located within, or to project over, a street right-of-way.
  - 2.** Interior yard: none, except ten feet where abutting a residential zone.
- D.** Maximum building height:
  - 1.** Freestanding signs: thirty feet;
  - 2.** All other structures: forty-five feet.

E. Maximum lot coverage: no limit.

F. Other regulations:

1. Vision clearance distances shall be fifteen feet from any alley or driveway and thirty feet from any other street or railroad.
2. All setbacks to be measured from the foundation line of the building. Overhangs shall not exceed two feet.
3. Prior to issuance of a building permit, wireless/cellular towers require written certification of approval/compliance from the Federal Communications Commission, Federal Aviation Administration and the Oregon Department of Transportation (Department of Aeronautics). (Ord. 890 section 33, 1993; Ord. 830 section 11, 12, 1989; Ord. 740 section 10.3.31(C), 1984; Ord. 955 section 12, 1996; Ord. 981 section 51, 1997; Ord. 1237, 2007)
4. Outside storage areas abutting a residential zone shall be screened from view by a site-blocking fence, landscaping, or berm **and shall be of such material and design as will not detract from adjacent residences.**

## Chapter 16.34

### M-2 HEAVY INDUSTRIAL ZONE

#### Sections:

**16.34.010 Uses permitted outright.**

**16.34.020 Conditional uses.**

**16.34.030 Development standards.**

#### **16.34.010 Uses permitted outright.**

Uses permitted outright in the M-2 zone shall be as follows:

- A. A use permitted outright in an M-1 zone. (Ord. 740 section 10.3.33(A), 1984)

#### **16.34.020 Conditional uses.**

Conditional uses in the M-2 zone shall be as follows:

- A. Aggregate removal operations;
- B. All other uses when evaluated on the standards and criteria specified in Chapter 16.50 and the point system set out in Table 16.34.020 for evaluating heavy industrial development proposals.
- C. Detached WTS facilities (monopole), equal to or over 100 feet in height and less than 660 feet from the nearest land zoned or planned for residential use or Highway 99E (see 16.08.120).
- D. Detached WTS facilities (lattice tower), equal to or over 150 feet in height and at least 660 feet from the nearest land zoned or planned for residential use or Highway 99E (see 16.08.120). (Ord. 740 section 10.3.33(B), 1984; Ord. 981 section 33, 1997)

#### **16.34.030 Development standards.**

The following subsections indicate the required development standards of the M-2 zone:

- A. Minimum lot area: five thousand square feet;
- B. Minimum width and frontage: fifty feet.
- C. Minimum yard requirements:
  - 1. Street yard: none, except twenty feet where abutting a residential zone;
  - 2. Interior yard: none, except twenty feet where abutting a residential zone.
- D. Maximum building height:
  - 1. Freestanding signs: thirty feet;

2. All other structures: forty-five feet.

E. Maximum lot coverage: no limit.

F. Other regulations:

1. Vision clearance distances shall be fifteen feet from any alley or driveway and thirty feet from any other street or railroad;
2. Outside storage areas abutting a residential zone shall be screened from view by a site-blocking fence, landscaping, or berm and shall be of such material and design as will not detract from adjacent residences.

### **M-2 Conditional Use Review Matrix Table 16.34.020**

Explanation: When considering conditional use applications for the M-2 Zone, each of the following characteristics will be evaluated by the Planning Commission and assigned a certain number of points (positive and negative). A net point total of "0" will be considered to be the prerequisite for approval of an M-2 conditional use. In entering its findings of fact for its decision, the Commission shall indicate its findings regarding the following:

<b>CRITERIA</b>	<b>POINTS</b>
Traffic impacts, particularly heavy truck traffic and its impact on non-industrial areas and streets	-10 – 0
Noise impacts, especially loud and high-pitched noise and noise expected to occur at night	-10 – 0
Air pollution, including odors as well as measurable pollutants	-10 – 0
Water pollution, including impacts on groundwater and surface water as well as any unusual or hazardous discharges to the city sewage treatment facility	-10 – 0
Water consumption, especially where city water is utilized rather than a private source	-10 – 0
Electrical consumption	-10 – 0
Other adverse impacts, which may include factors not listed above or may be used to add more negative point to any of the items already listed, where extreme adverse impacts are expected	-40 – 0
Tax benefits to the community, particularly for property taxes beyond the costs of providing public services	0 - +20
Total number of persons to be employed	0 - +10
Number of local persons who can expect to be employed, based upon percentages of skilled, semi-skilled and unskilled positions	0 - +10
Reliance on locally produced resources and locally processed materials	0 - +10
Export characteristics and residual benefits to other local industries	0 - +10
Other community benefits, including particularly advantageous design characteristics, etc. May also be used to add more positive points to each of the factors listed above where extremely beneficial impacts are expected	0 - +40
Low Impact Design and sustainability Features	0 - +20

## Chapter 16.35

### CANBY INDUSTRIAL AREA OVERLAY (I-O) ZONE

#### Sections:

- 16.35.010 Purpose.**
- 16.35.020 Applicability.**
- 16.35.025 Pre-application review and conditions of approval.**
- 16.35.030 Uses permitted outright.**
- 16.35.040 Conditional uses.**
- 16.35.045 Prohibited uses.**
- 16.35.050 Development standards.**
- 16.35.060 Design guidelines.**
- 16.35.070 I-O design review matrix.**

#### **16.35.010 Purpose.**

The purpose of the Canby Industrial Area Overlay (I-O) zone is to implement the design guidelines and standards of the Canby Industrial Area Master Plan (Master Plan):

- A.** Provide efficient circulation and access;
- B.** Allow flexibility in siting development, including a range of industrial and commercial/industrial land uses;
- C.** Provide visual continuity for streetscapes and developments;
- D.** Encourage durable, high quality building materials.

The zone is intended to ensure high-quality industrial development with a mix of employment types and uses. (Ord. 1008 section 1 [part], 1998; Ord. 1057 section 2 [part], 2000)

#### **16.35.020 Applicability.**

It is the policy of the City of Canby to apply the I-O zone to all lands within the Canby Pioneer Industrial Park Master Plan area and other areas determined by the City, as defined in the Industrial Area Master Plan. The Master Plan area generally includes the area bound by Highway 99E and 1<sup>st</sup> Avenue to the north, Mulino Road to the east, SE 13<sup>th</sup> Avenue to the south, and the Molalla Forest Logging Road Trail to the west. The I-O zone has the following affect with regard to other chapters of this ordinance:

- A.** Incorporates the Canby Industrial Area Master Plan into Title 16. The Master Plans design guidelines, standards, and plan maps are hereby incorporated by reference.
- B.** Permits land uses which are permitted by the underlying zone districts (C-M, M-1, M-2), with some exceptions.

**C.** Replaces selected development standards contained in the C-M, M-1, and M-2 zones, for continuity and quality of site design within the Master Plan area.

**D.** Utilizes the City's processes for development review, including land divisions, conditional uses, and design reviews. Provides a design review matrix (i.e., replacing the table in Chapter 16.49) which is tailored to the Master Plan area.

**E.** Provides additional conditional use standards to ensure development compatibility.

**F.** Lists uses that are prohibited outright due to incompatibility with the goals for the area. (Ord. 1008 section 1 [part], 1998; Ord. 1057 section 2 [part], 2000)

#### **16.35.25 Pre-application review and conditions of approval**

**A.** A pre-application meeting with utility and service providers is required prior to any land use application, building permit application, or business license application in the I-O zone, unless this requirement is waived by the City Planner. The City Planner shall provide application forms for this purpose indicating all required information. The pre-application meeting shall allow utility and service providers to make a detailed assessment of the proposed use prior to forming a recommendation on approval. In addition, this meeting will allow the City to evaluate whether a Conditional Use Permit will be required.

**B.** At the pre-application meeting, the City shall determine the need for a Hazardous Materials Management Plan. If required by the City, the applicant shall prepare a plan meeting the relevant sections of the Oregon Fire Code as determined by the City. The Plan shall allow utility and service providers to review the health and safety impacts of any proposed use and ensure an adequate plan will be in place to address those impacts prior to forming a recommendation on approval.

**C.** The Planning Commission or City Council may impose conditions to protect public health and safety on any discretionary land use application. (Ord. 1057 section 2 [part], 2000; Ord. 1237, 2007)

#### **16.35.030 Uses permitted outright.**

Unless limited by sections 16.35.040 or 16.35.045, uses permitted outright in the C-M zone, M-1 zone, and M-2 zone are permitted outright in the I-O zone, subject to the respective zone district boundaries. (Ord. 1008 section 1 [part], 1998; Ord. 1057 section 2 [part], 2000)

#### **16.35.040 Conditional uses.**

Unless limited by subsection A below or section 16.35.045, conditional uses permitted in the C-M zone, M-1 zone, and M-2 zone are permitted as conditional uses in the I-O zone, subject to the respective zone district boundaries.

**A.** Any proposed site development, change in use, land division, or other action that results in any of the following requires conditional use approval in the I-O zone:

~~4.~~ **1.** Less than 12 employees per developed acre. For the purposes of this section only, “developed” means all areas used for buildings, landscaping, vehicle maneuvering and parking areas, outdoor storage, and other areas occupied by the use. For the purposes of this section only, employees means full-time equivalents unless the City specifically allows other interpretations;

~~2.~~ **2.** More than 60 acres total in I-O zoning that is occupied by a single use or business. For the purposes of this section, businesses classified in the same NAICS industry group (four-digit code) are considered to be in the same use. This section is intended to apply cumulatively to all properties in the zone;

~~3.~~ **3.** Utilization of any public service or utility to such an extent that the utility would not be able to supply all other uses projected in its current long-range plans;

~~4.~~ **4.** Uses requiring an H occupancy under the Oregon Structural Specialty Code;

~~5.~~ **5.** In any C-M zoning overlain by I-O zoning, any retail or commercial use with a building footprint exceeding 50,000 square feet;

~~6.~~ **6.** In any M-1 or M-2 zoning overlain by I-O zoning, any retail or commercial use not related to or supportive of the primary industrial use of the park; or

~~7.~~ **7.** In any M-1 or M-2 zoning overlain by I-O zoning, retail areas occupying more than 15% of the building footprint.

**B.** To approve a conditional use in the I-O zone, the Planning Commission shall find that each of the following additional criteria are either met, or can be met by observance of conditions, unless it is not applicable:

**1.** The proposed use is compatible with the industrial nature of the park and will have minimal negative impact on the development and use of surrounding properties;

**2.** The proposed use does not pose a threat to public health or safety; and

**3.** The proposed use is beneficial to the overall economic diversity and vitality of the City.

These criteria are in addition to those provided in Section 16.50.010. In all other aspects, the conditional use process shall be as specified in Chapter 16.50. (Ord 1008 section 1 [part], 1998, Ord. 1057 section 2 [part], 2000; Ord. 1237, 2007).

#### **16.35.045 Prohibited uses.**

The following uses are prohibited in the I-O zone:

**A.** Slaughter house;

- B.** Rendering, reduction, or distillation of, or manufacturing from, animals, fish and their by-products;
- C.** Auto, truck or motorcycle race track;
- D.** Auto, truck, or motorcycle wrecking or salvage yard;
- E.** Scrap metal storage and sales;
- F.** Reclamation or manufacturing of steel barrels or drums;
- G.** Dump or landfill, including rubbish, slag, organic materials, offal, or garbage in general;
- H.** Livestock feeding pen, other than those associated with existing agricultural uses;
- I.** Fireworks manufacturing or the manufacturing of ammunition or explosives;
- J.** Nuclear power plant or similar use;
- K.** Curing and storage of hides;
- L.** Incinerator, smelter, blast furnace, or coke oven;
- M.** Manufacture of oils, gasoline, or products made directly from petroleum, other oils, or tar products;
- N.** Fertilizer production;
- O.** Creosote production;
- P.** Insecticide production;
- Q.** Tire manufacturing;
- R.** Saw, shingle, or lumber mill; and
- S.** In any M-1 or M-2 zoning overlain by I-O zoning, commercial or retail uses over 50,000 square feet are prohibited.

This list should not be used to imply that any other use is permitted. (Ord. 1057 section 2 [part], 2000)

#### **16.35.050 Development standards.**

The following subsections indicate the required development standards of the I-O zone. These standards replace the standards of the C-M zone, M-1 zone, and M-2 zone, as follows:

- A.** Minimum lot area: none.

**B. Minimum lot width and frontage:** none.

**C. Minimum yard requirements** (measured from building foundation to right-of-way line):

1. Street yards(s): 20 feet for buildings up to 25 feet in height; 35 feet for buildings between 25 feet and 45 feet in height. Parking and internal drives (except curb cuts and entrance drives) are prohibited within the required 20 foot street yard.

2. Interior yard: 10 feet, except 20 feet where abutting a residential zone. Common-wall lot lines (attached buildings), and development which provide shared parking and circulation with abutting developments, are exempt from interior yard standards.

**D. Maximum building height:** 45 feet.

**E. Maximum lot coverage:** 60 percent in the C-M zone; none in the M-1 and M-2 zones.

**F. Street access** (curb cuts) spacing shall be a minimum of 200 feet on designated parkway and collector streets.

**G. Street right-of-way improvements** shall be made in accordance with the Canby Transportation System Plan (TSP).

**H. Building orientation standards.** The following standards are intended to ensure direct, clear, and convenient pedestrian access:

1. Development in the M-1 zone and M-2 zone shall provide at least one public entrance facing the street. A direct pedestrian connection shall be provided between the primary building entrance and public sidewalk.

2. Developments within the C-M zone shall provide continuous, straight-line pedestrian connections between the street(s), buildings, and parking areas.

**I. Right-of-way plantings:** Street trees and ground cover plantings shall be installed with development, as approved by the City. Shrubs are prohibited within the public right-of-way.

**J. Metal building exteriors** are prohibited, except that the Planning Commission may approve architectural metal elements that accent and enhance the aesthetics of building entrances and office areas

**K. Lighting** shall be required for all streets, sidewalks, and pedestrian ways. Applications for land division approval and site plan review shall include photometric plans.

**L. Shared access:** The City may require the provision of shared access drives through the land division review process. Shared access drives are intended to maintain adequate driveway spacing and circulation along the designated Parkway and Collector streets.

**M. All landscaped areas** shall be irrigated unless drought tolerant plants are installed and watered until well established and replaced in event of failure.

**N. Other regulations:** The C-M zone, M-1 zone, and M-2 zone provide other applicable regulations related to vision clearance, Highway 99E sidewalk width, setback measurement, outside storage, and wireless/cellular tower certification. (Ord. 1008 section 1[part], 1998; Ord. 1237, 2007; Ord. 1299, 2008)

#### **16.35.060 Design guidelines.**

The Industrial Area Master Plan provides design guidelines for reviewing development applications. The guidelines, which are incorporated into Table 16.35.040, encourage:

**A.** Flexibility to align local streets based on parcelization and development requirements;

**B.** Tree retention, planting of large (3-inch) caliper trees, and use of lawn/ground cover planting in front yard setbacks;

**C.** Placement of buildings at or near the setback line;

**D.** Placement of parking areas to the side or rear of buildings;

**E.** Placement of smaller commercial buildings at or near the street;

**F.** Building entries visible from the street with direct pedestrian connections;

**G.** Use of quality building materials;

**H.** Architectural detail to break up and articulate large surfaces and volumes, and to accentuate building entries; and

**I.** Open space retention and trail connections, as designated by the Master Plan. (Ord. 1008, section 1[part], 1998)

#### **16.35.070 I-O Design review matrix.**

The City uses the following matrix to evaluate compliance with the I-O design guidelines. The matrix substitutes for the general design review matrix provided in Chapter 16.49. Design review applications must comply with all other applicable provisions of Chapter 16.49, and achieve scores equal to or greater than the minimum acceptable scores in the matrix. (See Master Plan for illustrations.)

**A. Exception:** The City may reduce the minimum acceptable score(s) upon finding that certain provisions do not apply to a proposed development.

Industrial Overlay Design Review Matrix  
**Table 16.35.040**

CRITERIA	Possible Scores
<b><u>Parking</u></b>	
Parking areas located to the side or rear of buildings as viewed from public right-of-way: <50% of parking spaces=0; 50%-75%=1; 75%-100%=2.	0   1   2
Increase minimum interior parking lot landscape over the base 15%: 15%-18%=0; 18%-22%=1; >22%=2.	0   1   2
Increase the base number of trees required by 16.49.120 (all landscape islands must contain 1 tree, 1 tree for every 40' along the required setback): 100%-105% of base requirement=0; 105%-110% of base requirement=1; >110%=2; (# of trees proposed/# of trees required x100=% of base requirement)	0   1   2
Number of parking spaces provided: (% of required minimum): >110%=0; 110%-105%=1; 105%-100%=2. See Table 16.10.050 for required parking. (# of spaces proposed/# of spaces required x100=% of required minimum)	0   1   2
<b>Minimum Acceptable Score</b>	<b>4 points</b>

<b><u>Transportation/Circulation</u></b>	
Design private, on-site pedestrian pathways: 6' painted ways=0; 6' brick/paver ways=1; 6' brick/paver & raised concrete ways=2	0   1   2
Number of pedestrian connections between the street sidewalk and internal circulation system: One connection = 0 Two or more connections = 1	0   1   2
<b>Minimum Acceptable Score (some provisions may not apply)</b>	<b>2points</b>


<b><u>Landscaping</u></b>	
Trees installed at 3 inch caliper: <25% of trees=0; 25%-50%=1; 50%-	

100%=2.	<b>0   1   2</b>
Usable outdoor amenity provided with development (e.g., water features, plazas, seating areas, and similar features): no=0; yes=1; yes and for public use =2.	<b>0   1   2</b>
Amount of grass (less grass is better) (% of total landscaped area)>50%=0; 25%-50%=1; <25%=2	<b>0   1   2</b>
<b>Minimum Acceptable Score</b>	<b>3 points</b>

<b><u>Building Appearance and Orientation</u></b>	
Building orientation at or near the street: parking or drive separates building from street=0; at least 20% of elevation within 5 feet of minimum setback=1; at least 20% of elevation is at minimum setback=2.	<b>0   1   2</b>
Building entrances visible from the street: no=0; yes=1.	<b>0   1</b>
Buildings use quality materials: concrete, wood, or wood siding=0; concrete masonry, stucco, or similar material=1; brick or stone=2.	<b>0   1   2</b>
Articulation and/or detailing to break up large building surfaces and accentuate the building entrance(s): no=0; yes=2.	<b>0   2</b>
<b>Minimum Acceptable Score</b>	<b>4 points</b>

## Chapter 16.49

### SITE AND DESIGN REVIEW

#### Sections:

- 16.49.010 Findings and objectives.**
- 16.49.020 Establishment of the Site and Design Review Board.**
- 16.49.025 Establishment of a site and design review committee.**
- 16.49.030 Site and design review plan approval requirements.**
- 16.49.035 Application for Site and Design Review.**
- 16.49.040 Criteria and standards.**
- 16.49.050 Conditions placed on site and design review approvals.**
- 16.49.060 Time limit on approvals.**
- 16.49.065 Bicycle and pedestrian facilities.**
- 16.49.070 Authority and intent.**
- 16.49.080 General provisions for landscaping.**
- 16.49.090 Specifications for tree and plant materials.**
- 16.49.100 Landscaping installation and maintenance.**
- 16.49.110 Landscape area credit for preservation of existing trees and tree groves.**
- 16.49.120 Parking lot landscaping standards.**
- 16.49.130 Revegetation in unlandscaped areas.**
- 16.49.140 Minor revisions to approved landscaped plans.**
- 16.49.150 Parking lots or paving projects.**

#### **16.49.010 Findings and objectives.**

**A.** The City Council finds that excessive uniformity, dissimilarity, inappropriateness, or poor quality of design in the exterior appearance of structures and signs, and the lack of proper attention to site development and landscaping, in the business, commercial, industrial and certain residential areas of the city hinders the harmonious development of the city; impairs the desirability of residence, investment or occupation in the city; limits the opportunity to attain the optimum use and value of land and improvements; adversely affects the stability and value of property; produces degeneration of property in such areas with attendant deterioration of conditions affecting the peace, health and welfare of the city; and destroys a proper relationship between the taxable value of property and the cost of municipal services thereof.

**B.** The City Council declares that the purpose and objectives of site development requirements and the design review procedures are to:

- 1.** Encourage originality, flexibility and innovation in site planning and development, including the architecture, landscaping and graphic design of said development.

2. Discourage monotonous, unsightly, dreary and inharmonious development.
3. Promote the city's natural beauty and visual character and charm by insuring that structures, signs and other improvements are properly related to their sites, and to surrounding sites and structures, with due regard to the aesthetic qualities of the natural terrain and landscaping, and that proper attention is given to exterior appearances of structures, signs and other improvements.
4. Protect and enhance the city's appeal to tourists and visitors and thus support and stimulate business and industry and promote the desirability of investment and occupancy in business, commercial and industrial properties.
5. Stabilize and improve property values and present blighted areas and thus increase tax revenue.
6. Achieve the beneficial influence of pleasant environments for living and working on behavioral patterns and thus decrease the cost of governmental services.
7. Foster civic pride and community spirit so as to improve the quality and quantity of citizen participation in local government and in community growth, change and improvement.
8. Sustain the comfort, health, tranquility and contentment of residents and attract new residents by reason of the city's favorable environment and thus promote and protect the peace, health, and welfare of the city.
9. Determine the appropriate yard setbacks, building heights, minimum lot sizes and sign sizes, when authorized to do so by city ordinance.
10. Encourage the use of Low Impact Development (LID) techniques to manage stormwater through the use of natural features, protect native vegetation, preserve and create open space, and minimize impervious surfaces. (Ord.. 848, Part I, section 1, 1991, Ord.. 1338; 2010)

**C.** Alternatives for how the Design Review Board or a Design Review Committee is organized give the City the flexibility to use several options, including a Design Review Board that consists of Planning Commission members only, or a Board with a broader representation that can be expanded when appropriate. Provisions also allow for creation of a Design Review Committee which would be strictly advisory in nature. (Ord. 1296, 2008)

**16.49.020 Establishment of the Site and Design Review Board.**

**A.** The City may establish a Site and Design Review Board whose members, terms of office and manner of transacting business shall be as prescribed in the following subsections:

1. The Board shall be responsible for reviewing and commenting upon the following applications which may be directed to it through the development process: those portions of proposed site and design review plans which pertain to architectural features, applications concerning historic structures and sign applications under the following circumstances:

- a. Where the applicant has elected not to go through an administrative (Type II) review process;
- b. Where the proposal does not meet the City's administrative (Type II) architectural design standards;
- c. Where administrative (Type II) design review standards do not exist for the project; or
- d. Where an administrative (Type II) design review decision has been appealed.

If no Site and Design Review Board is established, the Planning Commission is responsible for reviewing all applicable land use applications and is responsible for the above duties of the Site and Design Review Board.

2. Other duties. The City Council may, by Ord.er, direct the Board to review and comment on other matters which the Council determines are or may be within the Board's areas of expertise.

3. Qualifications of members. The Board shall consist of at least four and up to seven members of the Canby City Planning Commission, and one member from the City Council pro-tem (temporary) non-voting; and up to four additional individuals who represent interests or expertise related to development, architectural design, business or other viewpoints related to the design and development process. These provisions allow the Board to consist of Planning Commission members only, if desired.

4. Appointment and term. Members of the Planning Commission shall be appointed as required by section 16.06.030. Non-Planning Commission members shall be appointed by the City Council.

5. Vacancies and removal. Vacancies on the Design Review Board or removal of Design Review Board members shall be governed by section 16.06.030.

6. Chairman. The duly appointed chairman of the Planning Commission shall also serve as chairman for site and design review applications in accordance with Chapter 16.06 if the Planning Commission Chairperson serves on the Design Review Board. If the Planning Commission Chairperson does not serve on the Board, a Design Review Board Chairperson will be selected by a majority of Design Review Board members.

7. Voting. A quorum for the transaction of business shall be a simple majority of Design Review Board members. The chairperson shall be counted to determine a quorum and shall have the same voting powers as other members of the Board. Each member shall have one vote. A majority vote of the members shall be required for all Board actions.

8. Meetings and records. The Board shall hold regular meetings as required. Site and design review applications will be reviewed as a regular agenda item.

9. Rules. The Board may adopt and amend rules to govern the conduct of its business, consistent with the provisions of this Code. (Ord. 1296, 2008)

**16.49.025 Establishment of a site and design review committee.**

A. The City Council may appoint a design review committee to provide additional guidance related to design review applications.

1. The committee shall be responsible for reviewing and commenting upon the following applications which may be directed to it through the development review process: those portions of proposed site and design review plans which pertain to architectural features, and applications concerning historic structures under the following circumstances:

- a. Where the applicant has elected not to go through an administrative (Type II) review process;
- b. Where the proposal does not meet the City's administrative (Type II) architectural design standards;
- c. Where administrative (Type II) design review standards do not exist for the project; or
- d. Where an administrative (Type II) design review decision has been appealed.

2. Nature of committee's review. The committee's review and recommendations are strictly advisory to Planning Department staff and the City's Design Review Board.

3. Qualifications of members. The Committee shall consist of at least five and up to seven members, including individuals who represent interests or expertise related to development, architectural design, business or other viewpoints related to the design and development process.

4. Appointment and term. Members of the Design Review Committee shall be appointed by the City Council, considering recommendations of the Planning Director.

5. Vacancies and removal. Vacancies on the Design Review Committee and removal of Design Review Committee members shall be approved by the City Council.

6. Meetings and records. The committee shall hold regular meetings, which shall conform with all legal requirements of the Oregon public meetings law. Site and design review applications will be reviewed as a regular agenda item.

7. Rules. The committee may adopt and amend rules to govern the conduct of its business, consistent with the provisions of this Code and Oregon public meetings law. (Ord. 1296, 2008)

**16.49.030 Site and design review plan approval required.**

A. The following projects require site and design review approval, except as exempted in B below:

1. All new buildings.
2. All new mobile home parks.
3. Major building remodeling above 60% of value.
4. Addition of more than 5,000 square feet of additional gross floor area in a one year period.
5. Construction activity which causes a decrease in pervious area in excess of 2,500 square feet in a one year period.

None of the above shall occur, and no building permit for such activity shall be issued, and no sign permit shall be issued until the site and design review plan, as required by this Ordinance, has been reviewed and approved by the Board and their designees for conformity with applicable criteria.

B. The following are exempt from site and design review (but still may require a site plan review and/or building permit):

1. Signs that are not a part of a reviewable development project. Signs that are a part of a reviewable development project, and that are proposed more than two (2) years beyond the final occupancy of the reviewed development.
2. Alterations or remodeling that do not change the exterior of the building.

3. Temporary public structures which will be removed within two (2) years of placement.
4. Commercial and industrial accessory structures under 500 square feet.
5. Temporary commercial tent/canopy structures, which meet the Uniform building or Fire Code, and which will be removed within thirty (30) days of placement.
6. Temporary Vendor activity permitted pursuant to Section 16.08.140.
7. Parking lot or paving projects. If no buildings or structures are involved, paving or parking lot development in excess of 2,500 square feet of impervious surface is exempted from a Type III site and design review. However, parking lot and paving projects in excess of 2,500 square feet of impervious surface require Type I site plan review. All new paved areas and parking lots in excess of 2,500 square feet must meet the requirements of Section 16.49.150.
8. Single family or two-family dwellings and their accessory structures, and any alterations or remodeling thereof.
9. Minor public facilities.
10. Approved Public Art Murals as defined in CMC Chapter 2.80.020.

**C.** Construction, site development and landscaping shall be carried out in substantial accord with the approved site and design review plan. Review of the proposed site and design review plan and any changes thereto shall be conducted in accordance with site and design review procedures.

**D.** No fence/wall shall be constructed throughout a project that is/was subject to site and design review approval where the effect or purpose is to wall said project off from the rest of the community unless reviewed and approved by the Planning Commission. (Ord.. 1315, 2009; Ord.. 1237, 2007; Ord.. 1080, 2001; Ord.. 1019 section 2, 1999; Ord.. 981 sections 52&53, 1997; Ord.. 955 section 23, 1996; Ord.. 890 section 43, 1993; Ord.. 848, Part III, section 1, 1991; Ord.. 1341, 2011)

#### **16.49.035 Application for Site and Design Review**

**A.** For site and design review projects in the Downtown Canby Overlay Zone (DCO), applicants may choose one of the following two processes:

1. Type II – If the applicant meets all applicable site and design review standards set forth in Chapters 16.41(Downtown Canby Overlay Zone) and 16.49; the applicant shall submit a Type II application for approval pursuant to the approval criteria set forth in 16.49.040.A; or
2. Type III – If the applicant proposes the use of alternative methods or materials to meet the intent of the site and design review standards set forth in

Chapter 16.41.070, the applicant shall submit a Type III application for approval pursuant to the approval criteria set forth in 16.49.040.B. The applicant must still meet all applicable requirements of Chapter 16.49.

**B.** All other projects subject to site and design review approval pursuant to Section 16.49.030 are subject to the Type III procedural requirements set forth in Chapter 16.89. The applicant shall submit a Type III application for approval pursuant to the approval criteria set forth in 16.49.040. (Ord. 1296, 2008)

**16.49.040 Criteria and standards.**

**A.** In review of a Type II Site and Design Review Application described in Section 16.49.035.A.1, the Planning Director shall, in exercising his powers, duties or functions, determine whether there is compliance with the DCO site and design review standards.

**B.** In review of a Type III Site and Design Review Application, the Board shall, in exercising or performing its powers, duties or functions, determine whether there is compliance with the following:

**1.** The proposed site development, including the site plan, architecture, landscaping and graphic design, is in conformance with the standards of this and other applicable city ordinances insofar as the location, height and appearance of the proposed development are involved; and

**2.** The proposed design of the development is compatible with the design of other developments in the same general vicinity; and

**3.** The location, design, size, color and materials of the exterior of all structures and signs are compatible with the proposed development and appropriate to the design character of other structures in the same vicinity.

**4.** The proposed development incorporates the use of LID best management practices whenever feasible based on site and soil conditions. LID best management practices include, but are not limited to, minimizing impervious surfaces, designing on-site LID stormwater management facilities, and retaining native vegetation.

**5.** The Board shall, in making its determination of compliance with this Ordinance, shall use the matrix in Table 16.49.040 to determine compatibility unless this matrix is superseded by another matrix applicable to a specific zone or zones under this title. An application is considered to be compatible with the standards of Table 16.49.040 if the following conditions are met:

**a.** The development accumulates a minimum of 60 percent of the total possible number of points from the list of design criteria in Table 16.49.040; and

**b.** At least 10 percent of the points used to comply with (a) above must be from the list of LID Elements in Table 16.49.040. (Ord. 1338, 2010).

**D.** In review of a Type III Site and Design Review Application, the Board shall, in exercising or performing its powers, duties or functions, determine whether there is compliance with the INTENT of the design review standards set forth in this ordinance.

**E.** The Board shall, in making its determination of compliance with the above requirements, be guided by the objectives and standards set forth in this ordinance. It must be demonstrated that all required public facilities and services are available, or will become available through the development, to adequately meet the needs of the proposed development. If the site and design review plan includes utility facilities or public utility facility, then the City Planner shall determine whether those aspects of the proposed plan comply with applicable standards.

**F.** The Board shall, in making its determination of compliance with the requirements set forth, consider the effect of its action on the availability and cost of needed housing. The Board shall not use the requirements of this section to exclude needed housing types. However, consideration of these factors shall not prevent the Board from imposing conditions of approval necessary to meet the requirements of this section. The costs of such conditions shall not unduly increase the cost of housing beyond the minimum necessary to achieve the purposes of this ordinance.

**G.** As part of the site and design review, the property owner may apply for approval to cut trees in addition to those allowed in Chapter 12.32, the city Tree ordinance. The granting or denial of said application will be based on the criteria in Chapter 12.32. The cutting of trees does not in and of itself constitute change in the appearance of the property which would necessitate application for site and design review. (Ord. 848, Part III, section 2, 1991; Ord. 955 section 24 & 25, 1996; Ord.1237, 2007, Ord.1296, 2008)

**Table 16.49.040 Site Design Review Menu**

As part of Site and Design Review, the following menu shall be used as part of the review. In Order to “pass” this table 60% of total possible points shall be earned,  
10% of the total possible points must be from LID elements

Design Criteria	Possible Points				
Parking	0	1	2	3	4
Screening of parking and/or loading facilities from public right-of-way	Not screened	Partially screened	Fully screened	-	-
Parking lot lighting provided	No	Yes	-	-	-
Parking location (behind building is best)	Front	Side	Behind	-	-
Number of parking spaces provided (% of minimum required)	>120%	101-120%	100%	-	-
Screening of Storage Areas and Utility Boxes	0	1	2	3	4
Trash storage is screened from view by solid wood fence, masonry wall or landscaping.	No	Yes	-	-	-
Trash storage is located away from adjacent property lines.	0 - 10 feet from adjacent property	11 - 25 feet from adjacent property	>25 feet from adjacent property	-	-
Utility equipment, including rooftop equipment, is screened from view.	Not screened	Partially screened	Fully screened	-	-
Access	0	1	2	3	4
Distance of access to nearest intersection.	≤70 feet	71 - 100 feet	>100 feet	-	-
Pedestrian walkways from public street/sidewalks to building entrances.	One entrance connected.	-	Walkways connecting all public streets/sidewalks to building entrances.	-	-
Pedestrian walkways from parking lot to building entrance.	No walkways	Walkway next to building only	Walkways connecting all parking areas to building entrances		

<b>Design Criteria</b>	<b>Possible Points</b>				
<b>Tree Retention</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Percentage of trees retained	<10%	10-50%	51-75%	>75%	-
Replacement of trees removed	<50%	≥50%	-	-	-
<b>Signs</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Dimensional size of sign (% of maximum permitted)	>75%	50-75%	<50%	-	-
Similarity of sign color to building color	Not similar	Somewhat similar	Similar	-	-
Pole sign used	Yes	No	-	-	-
<b>Building Appearance</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Style (similar to surroundings)	Not similar	Somewhat similar (1 or 2 points possible depending on level of similarity)		-	-
Color (subdued and similar to surroundings is better)	Neither	Similar or subdued	Both	-	-
Material (concrete, wood and brick are best)	Either 1 or 2 points may assigned at the discretion of the Site and Design Review Board				
Size of building (smaller is better)	>20,000 square feet	≤20,000 square feet	-	-	-
Provision of public art (i.e. murals, statues, fountains, decorative bike racks, etc.)	No	-	-	-	Yes
<b>Landscaping</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Number of non-required trees provided	-	At least one tree per 500 square feet of landscaping.	-	-	-
Amount of grass (less grass is better) (% of total landscaped area)	>50%	25-50%	<25%	-	-
<b>Low Impact Development (LID)</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Use of pervious paving materials (% of total paved area)	<10%	-	10-50%	51-75%	>75%
Provision of park or open space area	None	-	Open space (Generally not for public use)	-	Park (public or privately owned for public use)

Design Criteria	Possible Points				
	<25% drought tolerant	-	25-50% drought tolerant	51-75% drought tolerant	>75% drought tolerant
Use of drought tolerant species in landscaping (% of total plants)					
Provision of additional interior parking lot landscaping (% of minimum required)	100%	101-110%	111-120%	>120%	-
Provision of an eco-roof or rooftop garden (% of total roof area)	<10%	-	-	10-50%	>50%
Parking integrated within building footprint (below-grade, structured parking, or tuck-under parking) (% of total on-site parking)	<10%	-	-	10-50%	>50%
Disconnecting downspouts from city stormwater facilities	None	Some downspouts disconnected	All downspouts disconnected	-	-
Shared parking with adjacent uses or public parking structure (% of total required parking spaces)	None	<50%	≥50%	-	-
Provision of rain gardens/bioretention areas for stormwater runoff (% of total landscaped area)	None	-	10-50%	51-75%	>75%
Total Possible Points = 71, 60%=42.6 points, 10%=7.1 points					

(Ord. 1296, 2008; Ord. 1338, 2010)

**16.49.050 Conditions placed on site and design review approvals.**

**A.** A site and design review approval may include restrictions and conditions. These restrictions and conditions shall be reasonably conceived to:

1. Protect the public from the potentially deleterious effects of the proposal; and/or
2. Fulfill the need for services created, increased or in part attributable to the proposal; and/or
3. Further the implementation of the requirements of the Canby Municipal Code.

**B.** The following types of conditions may be contemplated, and the listing below is intended to be illustrative only and not to be construed as a limitation of the authority granted by this section.

1. Development Schedule. A reasonable time schedule may be placed on construction activities associated with the proposed development, or any portion thereof.
2. Dedications, Reservation. Dedication or reservation of land, or fee in lieu thereof for park, open space purposes, rights-of-way, bicycle or pedestrian paths, green way, riverbank or easements; the conveyance of title or easements to a homeowners' association.
3. Construction and Maintenance Guarantees. Security from the property owners in such an amount that will assure compliance with approval granted.
4. Plan Modification. Changes in the design or intensity of the proposed development, or in proposed construction methods or practices, necessary to assure compliance with this Ordinance.
5. Off-Site Improvements. Improvements in public facilities, including public utilities, not located on the project site where necessary to assure adequate capacity and where service demand will be created or increased by the proposed development. The costs of such improvements may be paid for in full while allowing for recovery of costs from users on other development sites, or they may be pro-rated to the proposed development in proportion to the service demand projected to be created on increases by the project. If determined appropriate by the city based on specific site conditions, off-site roadway improvements may be required to accommodate bicycle and pedestrian travel consistent with the TSP and applicable sections of this code.
6. Other Approvals. Evaluation, inspections or approval by other agencies, jurisdictions, public utilities or qualified consultants may be required for all or any part of the proposed development.
7. Access Limitation. The number, location and design of street accesses to a proposed development may be limited or specified where necessary to maintain the capacity of streets to carry traffic safely, provided that sufficient access to the development is maintained. (Ord.. 890 section 44, 1993; Ord.. 848, Part III, section 3, 1991; 1340, 2011)
8. Screening. The Planning Commission may require additional screening with landscaping, decorative fencing, decorative walls, or other means in Order to screen outdoor storage areas, rooftop/ground mechanical equipment, garbage/recycling areas, or other visual clutter.

**16.49.055**

(Ord.. 1019 section 4, 1999; del. by Ord.. 1111, 2003)

**16.49.060 Time limit on approval.**

Site and Design Review Board approvals shall be void after twelve (12) months unless:

- A.** A building permit has been issued and substantial construction pursuant thereto has taken place, as defined by the state Uniform Building Code; or
- B.** The Planning Department finds that there have been no changes in any Ordinances, standards, regulations or other conditions affecting the previously approved project so as to warrant its resubmittal. (Ord. 848, Part III, section 4, 1091)

**16.49.065 Bicycle and pedestrian facilities.**

Developments coming under design review shall meet the following standards:

- A.** The internal walkway system shall be extended to the boundaries of the property to adjoining properties developed or zoned for commercial, public, or multi-family uses. The walkway shall connect to an existing walkway system on adjoining property or be located so as to provide for development of a logical connection in the future when the adjoining property is developed or redeveloped.
- B.** On-site facilities shall be provided to accommodate safe and convenient pedestrian and bicycle access within new subdivisions, multi-family developments, planned development, shopping centers, and commercial districts, and connecting to adjacent residential areas and neighborhood activity centers. Residential developments shall include streets with sidewalks and accessways.
- C.** For new office parks and commercial development:
  - 1.** At least one sidewalk connection between the proposed development and each abutting commercial or office property shall be provided. One connection shall also be provided to each neighborhood.
  - 2.** Walkways shall be provided to the street for every 300 feet of developed frontage.
  - 3.** Walkways shall be direct with minimal driveway crossings.
  - 4.** Walkways shall be linked to the internal circulation of the building.
  - 5.** Walkways shall be at least five feet wide and shall be raised, or have different paving materials when crossing driveways or other vehicle maneuvering areas. (Ord. 1043 section 3, 2000)
- D.** Use of permeable surfacing materials for walkways is encouraged whenever site and soil conditions make it feasible. Permeable surfacing includes, but is not limited to, paving blocks, turf blocks, and porous asphalt. All permeable surfacing shall be

designed, constructed, and maintained in accordance with the Canby Public Works Design Standards. (Ord. 1339, 2010)

**E.** Developments that abut the Molalla Forest Road multi-use path shall provide a pedestrian/bicycle access to the path. The city may determine the development to be exempt from this standard if there is an existing or planned access to the path within 300 feet of the development. (Ord.1340, 2011)

**16.49.070 Landscaping provisions, Authority and intent.**

The purpose of this section is to establish standards for landscaping within the City of Canby in Order to enhance the environmental and aesthetic quality of the city:

- A.** By encouraging the retention and protection of existing trees and requiring the planting of trees in new developments;
- B.** By using trees and other landscaping materials to temper the effects of the sun, wind, noise and air pollution;
- C.** By using trees and other landscaping materials to define spaces and uses of the specific areas;
- D.** Through the use of trees and other landscaping materials as a unifying element within the urban environment; and

**16.49.080 General provisions for landscaping.**

- A.** The standards set forth in this section are minimum standards for landscaping.
- B.** The purpose of these landscaping standards is to provide uniform standards for the development and maintenance of the landscaping of private property and public rights-of-way. The purpose of landscaping is to improve the livability of residential neighborhoods, enhance the customer attraction of commercial areas, increase property values, improve the compatibility of adjacent uses, provide visual separation and physical buffers between incompatible adjacent land uses, provide visual relief from the expanse of parking lots, screen undesirable views, contribute to the image and appeal of the overall community, and mitigate air and noise pollution.

These standards are also intended to facilitate Low Impact Development (LID) techniques through the retention of existing native vegetation and mature, healthy trees, to the extent feasible. Additional LID related goals of this chapter are to: reduce erosion and storm water runoff; preserve and promote urban wildlife habitats; reduce the amount of carbon dioxide in the air; shade and reduce the temperature of adjacent waterways; and enhance the streetscapes along the city's public rights-of-way with an emphasis on trees and LID stormwater facilities.

- C.** The minimum area requirement for landscaping for developments coming under design review shall be the percentage of the total land area to be developed as follows. Parking lot landscaping area is included in calculating the following landscape areas:

1. Fifteen (15) percent for all industrial and commercial zones (except the Downtown-Commercial zone, but including the Commercial-Residential zone).
2. Seven and one-half (7.5) percent for the Downtown-Commercial zone.
3. Thirty (30) percent for all residential zones.

**D.** LID stormwater management facilities, such as rain gardens and bioretention areas, may be counted toward the minimum landscaping requirement when they are located on private property. LID facilities in the public right-of-way cannot be counted toward the minimum landscaping requirement. The integration of LID stormwater management facilities within required landscaping must be approved by the city and shall comply with the design and construction standards set forth in the Canby Public Works Design Standards.

**E.** Trees and other plant materials to be retained shall be identified on the landscape plan. The Site and Design Review Board encourages the retention, to the extent practicable, of existing healthy trees and vegetation.

**F.** During the construction process:

1. The owner or the owner's agent shall provide above and below ground protection for existing trees and plant materials identified to remain.
2. Trees and plant materials identified for preservation shall be protected by chain link fencing placed around the tree, at the drip line.
3. If it is necessary to fence within the drip line, such fencing shall be specified by a qualified arborist, nurseryman or landscape architect.
4. Neither top soil storage nor construction material storage shall be located within the drip line of trees designated to be preserved.
5. Where site conditions make necessary grading, building, paving, trenching, boring, digging, or other similar encroachment upon a preserved tree's drip line area, such grading, paving, trenching, boring, digging or similar encroachment shall only be permitted under the direction of a qualified arborist, nurseryman or landscape architect. Such direction must assure that the health needs of trees within the preserved area can be met.
6. Tree root ends shall not remain exposed.

**G.** Landscaping under preserved trees shall be compatible with the retention and health of said trees.

**H.** When it is necessary for a preserved tree to be moved in accordance with the Tree Ordinance, the landscaped area surrounding said tree or trees shall be maintained and replanted with trees which relate to the present landscape plan, or if there is no landscaping plan, then trees which are complimentary with existing, nearby landscape materials.

**I.** Any required landscaped area shall be designed, constructed, installed and maintained so that within three (3) years, the ground shall be covered by living grass or other plant material. (The foliage crown of trees shall not be used to meet this requirement.) A maximum of five percent of the landscaped area may be covered with bark chips, mulch, or other similar materials. A maximum of five percent of the landscaped area may be covered with rock, stones, walkways, or other similar material acceptable to the Board. Required sidewalks shall not be used to meet the landscaping requirements.

**J.** All trees and plant materials shall be healthy, disease-free, damage-free, well-branched stock, characteristic of the species. The use of tree and plant species native to the Pacific Northwest is encouraged. Any new street tree planted must be included on the city's list of approved tree species.

**K.** Landscaping methods should be guided by the provisions of the most recent edition of the Sunset Western Garden Book or similar publication.

**L.** The following guidelines are suggested to insure the longevity and continued vigor of plant materials:

1. Select and site permanent landscape materials in such a manner as to produce a hardy and drought-resistant landscaped area.
2. Consider soil type and depth, spacing, exposure to sun and wind, slope and contours of the site, building walls and overhangs, and compatibility with existing native vegetation preserved on the site or in the vicinity.

**M.** All plant growth in landscaped areas of developments shall be controlled by pruning, trimming or otherwise, so that:

1. It will not interfere with designated pedestrian or vehicular access; and
2. It will not constitute a traffic hazard because of reduced visibility.
3. It will not hinder solar access considerations.

**N.** After completion of site grading, topsoil is to be restored to exposed cut and fill areas to provide a suitable base for seeding and planting.

**O.** All planting areas shall be graded to provide positive drainage.

**P.** Neither soil, water, plant materials nor mulching materials shall be allowed to wash across roadways or walkways. (Ord.. 890 section 49, 1993; Ord.. 854 section 1, 1991; Ord.. 848, Part IV, section 2, 1990; Ord.. 955 section 26, 1996; Ord. 1237, 2007; Ord.. 1338, 2010)

**16.49.090 Specifications for tree and plant materials.**

**A. Deciduous Trees.** Deciduous shade and ornamental trees shall be a minimum of two inch (2") caliper, measured six inches (6") above ground, balled and burlapped. Bareroot trees will be acceptable to plant during their dormant season. Trees shall be well branched and characteristically shaped specimen.

**B. Coniferous Trees.** Coniferous trees shall be a minimum five feet (5') in height above ground, balled and burlapped. Trees shall be well branched and characteristically shaped specimen.

**C. Evergreen and Deciduous Shrubs.** Evergreen and deciduous shrubs shall be at least one (1) to five (5) gallon size. Shrubs shall be characteristically branched. Side of shrub with best foliage shall be oriented to public view.

**D. Ground covers.** Ground covers shall be fully rooted and shall be well branched or leafed.

**E. Lawns.** Lawns shall consist of grasses, including sod, or seeds of acceptable mix within the local landscape industry. Lawns shall be 100 percent coverage and weed free. (Ord.. 890 section 46, 1993; Ord.. 848, Part IV, section 3, 1990)

**16.49.100 Landscaping installation and maintenance.**

**A.** Except as allowed by subsection (2), all landscaping and exterior improvements required as part of the site and design review approval shall be completed prior to the issuance of any certificate of occupancy.

**B.** A temporary certificate of occupancy may be issued prior to the complete installation of all required landscaping and exterior improvements if security equal to 110 percent of the cost of the landscaping and exterior improvements, as determined by the Site and Design Review Board or City Planner, is filed with the city, assuring such installation within a time specified by the Board, but not to exceed six (6) months after occupancy. The applicant shall provide the cost estimates of landscaping materials and installation to the satisfaction of the Site and Design Review Board, City Planner, or city forester, prior to approval of the security. Security may consist of a faithful performance bond payable to the City of Canby, cash, certified check, time certificate of deposit, or assignment of a savings account; and the form shall meet with the approval of the City Attorney. If the installation of the landscaping or other exterior improvements is not completed within the period specified by the Board or City Planner, the security may be used by the city to complete the installation. Upon completion of the installation, any portion of the remaining security deposited with the city shall be returned. The final landscape and exterior improvement inspection shall be made prior to any security being returned. Any portion of the plan not installed, not

installed properly, or not properly maintained shall cause the inspection to be postponed until the project is completed, or shall cause the security to be used by the city.

**C.** All landscaping approved through the site and design review process shall be continually maintained, including necessary watering, weeding, pruning and replacement, in a manner substantially similar to that originally approved by the Site and Design Review Board, unless later altered with Board approval. (Ord.. 890 section 47, 1993; Ord.. 848, Part IV, section 4, 1990)

**16.49.110 Landscape area credit for preservation of existing trees and tree groves.**

**A. Policy.** It being the policy of the City of Canby to preserve healthy, mature trees wherever possible within its city limits, a system of landscape area credits is hereby established as an incentive for property owners and developers to preserve existing healthy, mature trees and to include them in the landscape plan for a proposed development.

**B. Purpose.** The primary goal of the landscape credit is to prevent haphazard removal and destruction of trees and tree groves, in order to preserve the ecological health, aesthetic character, and quality of life in Canby. Tree retention provides substantial benefits, including but not limited to erosion prevention, reduction in storm-water runoff, improved water and air quality, energy conservation, carbon sequestration, reductions in the development impacts on the stormwater drainage system, and better transition between adjacent land uses.

**C. Landscape Credit.**

**1. Program for Landscape Credit.** One hundred percent (100%) of the area preserved under any mature, healthy tree or grove of trees retained in the landscape (as approved by the Site and Design Review Board) may be counted directly toward the percentage of landscaping required for a development.

**2. Limit to Landscape Area Credit.**

**a.** Landscape credit for preserved trees or tree groves shall not eliminate or reduce the landscaping requirements pertaining to parking lots, buffering, and screening.

**b.** Landscape credits for individual trees shall not comprise more than 40 percent of the total landscape requirement. For example, in districts requiring 15 percent landscaping, preserved tree area shall not count toward more than 9 percent of the requirement).

**c.** Landscape credits for preserved tree groves shall not comprise more than 60 percent of the total landscape requirement. A grove is defined as a stand of

three or more healthy, mature trees located close together to provide some overlap in canopy coverage.

**3. Trees Near a Property Line:**

**a.** When the drip line of a tree extends beyond the owner's property line, credit can be granted for that portion of the drip line within the property line if that area exceeds 75 percent of the total drip line area. Trees so close to the property line that their drip line area is less than 75 percent of the total, can only be given credit if a qualified arborist, nurseryman or landscape architect can assure the survival of the tree and its long term health if root damage is sustained by future development on the adjacent property.

**b.** Where trees have been preserved near a property line, such that the drip line of the tree spreads onto adjacent property, credit can be obtained by the adjacent property owner for protection of the drip line area that extends onto that adjacent property.

**D.** Trees and tree groves to be preserved and counted toward the landscape credit shall be identified on the landscape plan. (Ord. 890 section 48, 1993; Ord. 848, Part IV, section 5, 1990; Ord. 1338, 2010)

**16.49.120    Parking lot landscaping standards.**

**A. General Provisions.** In addition to the objectives stated in section 2 of this Ordinance, goals of parking lot standards are to create shaded areas in parking lots to reduce glare, enhance the visual environment, and encourage the use of LID practices. The design of the parking area shall be the responsibility of the developer and should consider visibility of signage, traffic circulation, comfortable pedestrian access, and aesthetics. Trees shall not be cited as a reason for applying for or granting a variance on placement of signs.

**B. Application.** Parking lot landscaping standards shall apply to any surface passenger vehicle parking area of ten (10) spaces or more, or to any paved vehicular use area 3,500 square feet or larger on the same tax lot or on contiguous tax lots under common ownership. Any paved vehicular area which is used specifically as a utility storage lot or a truck loading area shall be exempt from landscaping requirements within a parking lot.

**C. Landscaping Within a Parking Lot.**

**1.** Area within a parking lot shall include the paved parking and maneuvering area, as well as any area within ten (10) feet of any exterior face of curb surrounding the paved parking and maneuvering area.

**2.** Each interior landscaped area shall be a minimum of six (6) feet wide, unless the area is added to the required perimeter landscaping.

3. The use of LID best management practices in parking lots is encouraged whenever site and soil conditions make it feasible. Such practices include, but are not limited to, permeable surfacing materials, and integrating LID stormwater management facilities into the required landscaping areas.

**D. Computing Minimum Area Required to be Landscaped Within a Parking Lot.** Minimum area required to be landscaped within a parking lot shall be as follows:

1. Fifteen (15) percent for all residential, industrial, and commercial zones
2. Five (5) percent for the Downtown-Commercial Zone for any off-street parking spaces provided.
3. Ten (10) percent for the Core Commercial (CC) sub-area of the Downtown Canby Overlay Zone for any off-street parking spaces provided.

**E.** All parking areas with more than 16 spaces shall include landscape islands to break up the parking area into rows of not more than 8 contiguous parking spaces.

1. Landscape islands shall have a minimum area of 48 square feet and a minimum width of six (6) feet.
2. Landscape islands shall contain at least one tree that meets the standards in section (F) below.
3. Landscape islands may be counted toward the minimum parking lot landscaping requirements.

**F. Criteria for Trees in Parking Lots.** Deciduous, evergreen and/or shade trees shall meet the following criteria:

1. Reach a mature height of approximately forty (40) feet. Trees must be approximately two-inch (2") caliper at the time of planting.
2. Cast moderate to dense shade in summer.
3. Be long lived, i.e., live to be over approximately sixty (60) years.
4. Do well in an urban environment:
  - a. Be pollution tolerant; and
  - b. Be tolerant of direct and reflected heat.
5. Require little maintenance:
  - a. Be mechanically strong;

- b. Be insect and disease resistant; and
  - c. Require little pruning.
- 6. Be resistant to drought conditions.
  - 7. Be barren of fruit production.

**G. Perimeter of Parking and Loading Areas:**

- 1. Screening of parking and loading areas is required. Within three (3) years of planting, screening shall be of such height and density as to shield vehicle headlights from head-on visibility.
- 2. In addition, one (1) deciduous, evergreen and/or shade tree shall be planted every forty (40) feet, minimum, along the required setback of the vehicular use area.

**H. Irrigation System or Available Water Supply Required.** Landscaped areas shall be provided with automatic irrigation systems or a readily available water supply with at least one (1) outlet located within approximately 150 feet of all plant materials to be maintained. (Ord.. 890 section 49, 1993; Ord.. 848, Part IV, section 6, 1990, Ord. 1296, 2008; Ord.. 1338, 2010)

**16.49.130 Revegetation in unlandscaped areas.**

The purpose of this section is to ensure erosion protection for those areas which are not included within the landscape percentage requirements so that eventually native plants will re-establish themselves, and so that trees will not be lost due to uncontrolled erosion.

**A. Replanting.** Where natural vegetation has been removed or damaged through grading in areas not affected by the landscaping requirement and that are not to be occupied by structures or other improvements, such areas shall be replanted with materials approved by the Site and Design Review Board.

**B.** Plant materials shall be watered at intervals sufficient to assure survival and growth for a minimum of two (2) growing seasons. (Ord. 848, Part IV, section 7, 1990)

**16.49.140 Minor revisions to approved landscaped plans.**

Minor revisions (less than 10 percent of the landscaped area) to the approved landscaped plans shall be reviewed and approved by the City Planner. The City Planner shall report any minor revisions to the Site and Design Review Board at the next available Board meeting. (Ord.. 890 section 50, 1993)

**16.49.150 Parking lots or paving projects.**

All new paving or parking lot projects which create over 2,500 square feet of impervious surface and any new paving added to existing paving areas which creates a total of more than 2,500 square feet of impervious surface must meet City storm drainage requirements,

parking lot landscaping standards and the drainage and access standards of the Oregon Department of Transportation (if applicable). Applicants for such paving projects must submit an application to the Planning Department. Application procedures shall be as described in Chapter 16.89. (Ord.. 1019 section 3, 1999; Ord.. 1080, 2001)



**City of Canby Bi-Monthly Report**  
**Department: Administration**  
**For Months of: July & August 2014**

To: The Honorable Mayor Hodson & City Council  
From: Kim Scheafer, MMC, City Recorder  
Prepared by: Erin Burckhard, Office Specialist II  
Through: Amanda Zeiber, Interim City Administrator/HR Director  
Date: September 8, 2014

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1. **Business Licenses** – Forty-five (45) new business licenses were issued during the months of July & August 2014. This compares to 25 new licenses issued during July & August 2013. Thirty-four (34) business licenses were inactivated during the months of July & August 2014. This compares to 32 inactivated during the same period in 2013. One hundred sixty-four (164) business license renewals were sent out, compared to 239 in 2013. The total number businesses licensed with the City of Canby is 1205, of which 654 have Canby addresses.
2. **Complaints/Inquiries** – Eight (8) complaints/inquiries were received during the months of July & August 2014, all have been addressed and completed. Complaints regarding street and light issues are now being taken directly at Public Works.
3. **Cemetery -**
  - Total property purchases recorded: July = 4 August = 1
  - Total interments recorded: July = 4 August = 6
4. **Training/Meetings** – None.
5. **Special Animal Permits** – No special animal permits was issued during July & August 2014.
6. **Sidewalk/Park Vending Permit** – None.
7. **Liquor Licenses Processed** – One Change of Ownership Liquor License Application was processed.
8. **Miscellaneous** – Two annexation measures were filed at Clackamas County Elections. The Certified List of Candidates was also filed for the November 4 General Election. Four candidates have filed for the three City Council positions and one for Mayor.



**City of Canby Bi-Monthly Report**  
**Department: Court**  
**July-August 2014**

To: The Honorable Mayor Hodson and City Council  
From: Melody Thompson, Administrative Supervisor  
Through: Chief Bret Smith  
Date: September 8, 2014

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**Monthly Stats**

Description	July	August
Charges Filed	436	401
Charges Completed	294	316
Cases Sentenced	117	129
Cases Dismissed	70	69
Cases Handled by Violations Bureau	129	144
Cases Referred to Diversion/Deferred Sentence	26	32
Seat Belt Class Participants	5	5

*Note: Statistic category terms outlined on page 2*

**New and Continuing Projects/Goals**

1. Implemented downloading and importing e-Citations into the Court database, working with Police and City IT staff.
2. Coordinated changes to Court database with IT to enter parking cites into the Court database.
3. Cleared a backlog of parking citation follow up (reminder letters and collection activities).
4. Implemented a consistent payment monitoring and collections process.
5. Formalized daily cash receipting and weekly deposit procedures.
6. Utilized Police/Court Intern from Western Oregon University to revamp collections and court activity filing systems.
7. Set up internal records retention and destruction process to efficiently review closed Court records dating back to 2003 for destruction.
8. Revised Court fee schedule and payment plans.
9. Currently working with City Finance and IT staff on a Court module upgrade. It is anticipated this upgrade will advance the ability to offer online bill payment to customers in the future.

**Training/Meetings**

- Continued education and training of Court Clerk staff (since February of 2014 two new clerks were hired to replace departing staff members).
- LEDS (Law Enforcement Data System) Certification of 1 Court Clerk
- PERS Overview presentation – all staff

- City Emergency Evaluation Drill – department wide
- City Caselle User meeting

Court Programs Authorized by Judge Rod Grafe referred to in stats:

1. Violations Bureau - Court clerks can accept pleas on a traffic violation, offer a deferred sentence program (if qualified) and set a payment plan. For those charged with a crime a court appearance before the judge is mandatory. Fix it ticket activity will be included in this statistic.
2. Diversion/Deferred Sentence Programs - Involves attending a class, paying a court filing fee and with no convictions during the following six months, the case will be dismissed:
  - Good Drivers Program (no prior traffic convictions in the last five years)
  - 1<sup>st</sup> Offender - Traffic (if under the age of 18)
  - 1<sup>st</sup> Offender - Minor in Possession of Alcohol citation
  - 1<sup>st</sup> Offender – Seatbelt citation



## **M E M O R A N D U M**

**TO:** *Honorable Mayor Hodson and City Council*  
**FROM:** *Renate Mengelberg, Economic Development Director  
and Jamie Stickel, Main Street Manager*  
**THROUGH:** *Amanda Zeiber, Interim City Administrator*

**RE:** *BI-MONTHLY STAFF REPORT July – August 2014  
ECONOMIC DEVELOPMENT DEPARTMENT*

### **Economic Development Updates**

The following projects are funded through Urban Renewal.

**Professional and Business Services Summit:** Sixteen business leaders met July 31st to share their perceptions of Canby and provide input to the Mayor. This is the fourth industry cluster summit that the city has convened to better understand our business community. Among other ideas, the group recommended developing a “Welcome to Canby Business Toolkit” to distribute to new businesses as they receive their business license. It would help them navigate the opening or startup process successfully and link them to resources to help them succeed. Economic Development staff will produce the toolkit for distribution at City Hall this fall.

**Video promoting Canby as a great business location:** Economic development staff is teaming with CTV 5 to develop a business recruitment video that makes a strong case for “Why Canby?” The video will feature business advantages, the Canby Pioneer Industrial Park, our downtown, quality of life amenities and tourism attractions. It will include interviews with business leaders, and fly over video using new drone camera equipment from CTV5. The video strives to be authentic to Canby, dynamic, and informative.

Local leaders featured in the video will include Joe Shaddix from Shimadzu, Paul Schlumpberger President of Pioneer Pump, Jamie Stickel, Canby Mainstreet Manager, Frank Cutsforth, Pat Johnson, Principal of Canby High School, Laurie Bothwell, Director of the Canby Event Center, Ken Arrigotti, the owner of the Backstop Grill, Cheryl Frampton, owner of The Big White Goose, and Michael Jordan, a former Canby City Manager, among others.

The video will be created by talented Canby professionals from video production (CTV5), narration (city councilor Greg Parker), and scriptwriting by Claudia Johnson Strategic Communications and project coordination details by staff. The video will work as a whole, as well as have sections that can stand alone. The video will be used for business recruitment, and be linked to the city, Canby business, chamber and other websites. The video should be ready this fall.

**Canby the Garden Spot Showcase:** A dedication ceremony was held August 11<sup>th</sup> for four garden sites along 1<sup>st</sup> Avenue. The 25 x 25 square foot gardens showcase outstanding locally grown plants, many of them donated from Swan Island Dahlias and Terra Nova Nurseries. The gardens are designed to be beautiful year round, adding one more reason why we are “Canby the Garden Spot”. We encourage visitors to enjoy the gardens at NW 1<sup>st</sup> Avenue at Ivy, Grant and Elm Streets.

**Canby in the Spotlight Newsletter:** The summer edition of this semi-annual newsletter was distributed to developers, commercial and industrial real estate professionals and community leaders. This edition features the completion of the Sequoia Parkway overpass, the launch of Open Counter, high speed broadband Gigabit Service coming to Canby, new developments and expansions planned, and more. This is the third edition of the Newsletter. It will be featured on the Canby Business website and was mailed to stakeholders in August.

### Main Street Updates

The following projects are funded through Urban Renewal.

### **Promotion**

- **First Friday** - Since the July first Friday fell on July 4th, there was no scheduled first Friday coordination. The August First Friday program featured seven downtown businesses that provide food and drink specials, music, raffles etc. Since August 2013, the First Friday event is being marketed through targeted Facebook advertisements, flyers, and brochures. This approach is bringing more families and children downtown. Below is a table of Facebook statistics. "Page Likes" are the number of people who like the Canby Main Street Facebook page. "Campaign Reach" is the number of unique people who saw ads from this campaign. "Clicks" is the number of people who clicked on an ad that was run.

Facebook Statistics

August	137 Page Likes	7,019 Campaign Reach	260 Clicks
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- **Downtown Draw** – The August Downtown Draw features Cutsforth's Thriftway, located at 225 NE 2nd Avenue. Cutsforth's began as a meat shop in Canby in 1928, and remains a major fixture as the local, downtown grocery store today. The Cutsforth family continues to run the store and is very involved in the Canby community. This August marks the 20th year of the Cruise In, which began at Cutsforth's Thriftway. This effort helps market downtown businesses and focuses on both entertainment and service-oriented businesses. The Downtown Draw article is featured on the Canby Main Street website, on Facebook, and in the e-newsletter.
- **Kiss Summer Goodbye** - The planning for the 2nd Annual Kiss Summer Goodbye party began in July and continued through August. The event will have 9th Street Coverup as the band, the high school dance team and Allegro Dance Studio will perform routines, and vendors will be set up throughout the park. The event is scheduled to be held on Saturday, September 6th from 4-8pm in Wait Park. The event is free, and family friendly, and the intent is to bring people into downtown. The event is being marketed through Facebook advertising, the vendor fees go directly into the advertising for the event.

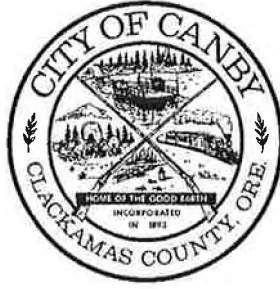
### **Organization**

- **Chamber Outreach** - Since the new Chamber CEO and office coordinator have started, the Main Street Manager has met with them several times. The Chamber is one of Main Street's greatest partners in Canby, and while they transition with new staff, it has been a great opportunity to extend that relationship and find new, creative ways to work together.

- **Canby's Big Weekend** - Frank Cutsforth extended the opportunity for businesses to provide coupons for the Cruise In grab bags for those who enter a car into the Cruise In during Canby's Big Weekend. A few businesses participated this year, and the intent is to grow the business participation in years to come. Frank wants to expand the scope of Canby's Big Weekend event and make sure that the downtown businesses are able to reap the benefit of having thousands of people in the downtown.

## **Design**

- **Arts & Culture Advisory Council of Canby** - The Council continued to work with artists - Susan Schimelfining and Jesse Swickard - that were chosen to create sculptures for 1st Avenue. While the construction of sculptures was underway, the council worked to create an unveiling ceremony for September 5th at 6:30pm. The mayor spoke, the artists talked about their process, and the community saw the new sculptures in downtown Canby. The Arts & Culture Advisory Council reported on the progress of the council and the two sculptures to the Urban Renewal Agency on Wednesday, August 20th.
- **Certified Local Government Grant**
  - The historic facade renderings are being created by FFA Architecture. Stacey Henderson helped staff select appropriate buildings, and met with building owners to determine current use and needs. She then researched the buildings through the Canby Historical Society's Depot Museum. She was able to find the history on the buildings, the year, and any significant history associated with each of the five buildings. Those buildings are: Graham Building, Canby Rental, Bettis Building, Mattress World Building, and the building that houses the liquor store and appliance store. The final report was provided to the Main Street Manager and presented at the August 20th Urban Renewal Agency meeting. The information is also provided to the building owners in hopes that it may spur redevelopment with these buildings.
  - The second project that is being completed are Intensive Level Surveys on five downtown buildings. SWCA Environmental Consultants is working on this project. These surveys will take an in-depth look into the history of downtown Canby buildings and provide text for plaques in the future. The historic façade renderings and Intensive Level Survey were completed at the end of August.
- **What Does The “Garden Spot” Mean To You?** - The Main Street Design Committee looked for submissions from children and adults of to answer the question: What Does the “Garden Spot” mean to you? Submissions can include art, sculpture, writing, and photography categories. The submissions will be displayed and voted on at the Kiss Summer Goodbye party on Saturday, September 6th.



## Bi-Monthly Finance Department Report

**To:** Mayor Brian Hodson & City Council Members  
**From:** Haley Fish, Finance Director  
**Through:** Amanda Zeiber, Interim City Administrator  
**Covering:** July & August 2014  
**Compiled by:** Suzan Duffy

In addition to providing services and responding to inquiries from both internal and external customers, and performing the tasks listed statistically on the last page, the Finance Department reports the following items of interest this period.

- This period involved coordinating between two budget years. **Implementation of the new budget** was underway as staff familiarized themselves with new and changed accounts including the new Economic Development department in the General Fund. Meanwhile, **revenues and expenses pertaining to the previous budget year** continued to come in which had to be accrued. The materials and services expenditure side was handled more easily this year with first-time utilization of an option within the Accounts Payable module.

- Personnel allocations and position changes were implemented July 1<sup>st</sup> in accordance with the new budget. Annual adjustments to **salary and benefit rates** were made including a 2.5% COLA, which for AFSCME employees was applied retroactively after approval of the new contract.

- **Preliminary audit fieldwork** took place in July. No material weakness nor significant deficiencies were identified.

- The **Municipal Audit and Financial Oversight Committee** met in August. An audit entrance conference was conducted with the contract audit team in addition to further work on updating key financial policies.

- **New sewer rates** and water averages were implemented in July for bills due August 15<sup>th</sup>.

- Finance staff worked with Administration staff to **coordinate coverage at City Hall**. Utility payments are now being accepted at City Hall instead of the Development Services Building. Staff is working on cross training and trying to provide the best customer service they can as staffing reductions due to budget constraints and were implemented July 1<sup>st</sup>.

- Finance staff is continuing to adjust to the **reallocation of workload** related to billing and collecting the Transit Payroll Tax due to staffing reductions. Processes are being evaluated and streamlined where applicable.

- Finance staff participated in the following meetings and trainings this period:

- Hosted Finance Officers Group
- Caselle User Group
- Benefits Fair
- PERS Lunch and Learn
- City Administrator Interview process
- Fire Drill
- City Staff Summer BBQ

Statistics this period:

- **Accounts Payable**

Invoices:	562
Invoice entries:	832
Encumbrances:	48
Manual checks:	10
Total checks:	382

- **Payroll**

Timesheets processed:	465
Total checks and vouchers:	602
New hires/separations:	2/3

- **Transit Tax Collection**

Forms sent:	10
Delinquent notices sent:	23
Non-filed notices sent:	147
Collection notices sent:	0
Accounts sent to collections:	0
Accounts opened/closed:	39/1
Returns posted:	633

- **Utility Billing**

Bills sent:	9142
Counter payments:	274
Accounts opened and closed:	180
Lien payoffs:	3
Lien payoff inquiries:	29
Collection notices sent:	24
Accounts sent to collections:	2

- **General Ledger**

Total Journal entries:	422
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- **Cash Receipts Processed**

Finance:	1069
Utility:	522

CANBY PUBLIC LIBRARY  
BI-MONTHLY STAFF REPORT  
July – August 2014



TO: Honorable Mayor Hodson and City Council  
FROM: Melissa Kelly, Library Director  
THROUGH: Amanda Zeiber, Interim City Administrator/HR Director  
DATE: 2014

**Youth & Family Programming:**

It was a record-breaking summer for youth programs at the library. The library provided 37 Summer Reading-themed programs, 38 story times, and 30 activities in partnership with the Summer Food program, for a total of 105 program offerings this summer (June-August)! A total of 1,131 children & teens participated in the Summer Reading Program this year, with 303 finishers for a total of 8,585 hours read.

In July and August, over 525 children & parents attended 9 special performances, for an average attendance of 58 people per event. An average of 30 children per day attended our 6-day Science Camp held in Wait Park, with a total of 177 attendees. 85 children participated in Summer Food Program activities and the high mark on lunches served in a single day was 123 kids.

Special events for teens included a Dr. Who Trivia Night and science-themed "Slime, Slushies, and Oreos, oh my." A total of 5 teen programs were held in July and August with a total attendance of 33 young people.

The library also offered bilingual programs for the whole family, including the Reading Pops Family Book Club with a total attendance of 36. Fred Meyer sponsored the series by providing popsicles for families to enjoy as they met in Wait Park each Saturday for bilingual book discussions. The library also hosted a special bilingual event, *Secrets of the Library: A Behind-the-Scenes Tour* on August 28, designed and implemented with the assistance of our bilingual summer intern Jocelyn Diaz. In addition, 3 "Saturday in the Park" outreach events led by bilingual staff promoted the library and our Summer Reading Program to over 400 people.

**Adult Programming:**

In addition to selecting Summer Reading performers to entertain and delight the whole family, the library engaged adults with a Master Gardener lecture on seed saving processes, and an

arts workshop on the ancient art of wheat weaving. The wheat weaving workshop attracted a full crowd, with all 16 seats filled. Historically, wheat crafts were given as symbols of thanks and were displayed in the home until the following spring.

A summer reading incentive program for adults was sponsored by the Friends of the Library, challenging adults to read 10 books this summer. 190 adults participated, with 60 completed reading logs returned. All returned entries were eligible to win weekly gift cards as well as a final grand prize. The library also facilitates monthly book clubs for adults—one fiction book club and one history book club.

### **Community Involvement:**

Volunteers donated over 325 hours in July and August, helping the library by pulling holds, sorting, shelving, processing and mending books, and assisting with library programming and events. An additional 177 hours were donated by Friends of the Library volunteers, who planned and organized a very successful annual 4<sup>th</sup> of July sale in addition to providing ongoing management of the Book Garden store.

### **Other Staff Highlights:**

Impact Survey: The library conducted a survey from July 13 – August 9 to find out how patrons use our technology services and how these services have impacted their lives. The “Impact Survey” is a free survey tool, designed by students at the University of Washington Information School with funding provided by the Bill & Melinda Gates Foundation. We received 166 responses and are currently processing the data. The statistics gathered will inform our technology planning for the new library. We also plan to use the data in public relations messages to illustrate the library’s value to the community.

Instructional Videos: Bilingual staff, with the help of our summer intern, worked tirelessly to design 7 instructional videos for the library website. Technically they made 14 videos, as each was recorded in both English and Spanish! Topics include: obtaining a library card, renewing materials, placing holds, accessing databases and e-books, cultural passes, and more. Staff created scripts, translated them, recorded the audio, recorded the video, put them together, and then edited it all down to create brief, step-by-step instructional videos. Final editing is still taking place, but soon the videos will be available on our website in both English and Spanish. We will also make them available for use by other Clackamas County libraries.

Vision Screening: On August 11, the library partnered with the Elks & Lions Clubs of Oregon to provide a free vision screening at the library for ages 3-7. “See to Read” is a statewide initiative meant to detect vision problems in young children before they enter preschool.

# **PLANNING & DEVELOPMENT SERVICES JULY/AUGUST 2014 BI-MONTHLY REPORT**



**TO:** *Honorable Mayor Hodson and City Council*  
**FROM:** *Bryan Brown, Planning Director*  
**DATE:** *September 8, 2014*  
**THROUGH:** *Amanda Zeiber, Interim City Administrator*

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The following report provides a summary of the Planning and Development Services activities for the months of July and August, 2014. Please feel free to call departmental staff if you have questions or desire additional information about any of the listed projects or activities. This report includes planning activities, a listing of land use applications and building permit site plan review coordination projects.

## **Planning Activities**

- 1. North Redwood Master Plan.** The final scope of work for this TGM grant project is still going through its final State review and approvals. It is now in its final leg in the Department of Justice office for final tweaking by attorney's. The consulting team and City will need to move quickly to complete the project with barely more than 8 months left to planned completeness date.
- 2. Dog Park.** The dog park supporters have gained an important partner with the Canby Police Department showing an interest in utilizing the park with their canine training program. After gaining significant volunteer support for both for initial Phase I construction and short term maintenance, staff is now exploring an additional promising partnership with Wilderness International as well. Once the details of this hoped for arrangement is known, the project parameters can be detailed out to the Council for a final decision to move forward with construction. All these arrangements are considered to be interim stop gap solutions to continuing a viable parks expansion program until a more stable funding option such as a Park Maintenance Fee is further explored.
- 3. Northwood's Phase II Boulevard Park.** The final touches; with street tree installation is now occurring in Canby's newest park within Northwood Estates Phase II subdivision on Elm Street. All improvements and dedication of the land to the City were complements of the developer in lieu of payment of System Development Charges. With construction of all infrastructures necessary for the subdivision nearly complete; the final plat may be filed of record soon without need for performance bonding security allowing lot sales to begin soon.
- 4. NE Canby Master Plan.** The current draft plan is to be revised to gain consensus on a new land use/zoning scheme around a new industrial access route to 99E (Otto Road or a similarly located alternative route). Staff continues to explore all possible viable alternatives to obtaining another route involving fewer willing land owners that avoids the stream, wetlands, and steep grades as it is intended to be a designated truck route, and has adequate separation distance from Sequoia Parkway.

5. **Buildable Land Analysis.** Staff is preparing a memorandum that can be shared with the Planning Commission, Council, and others that will explain the infill and redevelopment assumptions which will be the basis for determining current land capacity for the land needs study underway. Data analysis has progressed with the identification and mapping of parcels with re-developable and infill potential, and all currently vacant parcels. This will be utilized to determine the need for each land use type for the next 20 years based on the city's official population projection. Work on this project is tied to the planning process for the North Redwood Master Plan and its intended future land capacity which may not be known for a few months.
6. **Code Streamlining Text Amendment.** The economic development director and planning director began discussion and drafting of a proposal to implement an expedited development review option for new development projects within the Canby Industrial Master Plan area (Pioneer Industrial Park). The City Council reviewed the Planning Commission recommendation to approve the Text Amendment in August, making changes which removed the proposed new expedited process provisions but approved moving forward with adoption of several additional language improvements that are applicable within the industrial zones. Adoption is expected to be finalized with approval of a 2<sup>nd</sup> reading of the ordinance on September 17.
7. **Quite Zone.** Renewed work resumed after pressing for submittal of necessary drawings showing proposed alternative solutions for the implementation of a possible least expensive solution for qualifying for a rail quiet zone where trains pass by the Elm, Grant, and Ivy intersections through Downtown Canby near Hwy. 99E. Staff is exploring which alternative solution we may be able to discuss and proposed with the diagnostic team with regard to the Elm Street plan where the proximity of the 1<sup>st</sup> Avenue intersection leading to the southwest from N Elm Street poses a problem in qualifying and implementing the least expensive quiet zone solution.

### **Land Use Application Activity**

#### **8. Pre-Application Conference(s) Held:**

<b>CASE #</b>	<b>APPLICANT</b>	<b>DESCRIPTION</b>	<b>LOCATION</b>
PRA 14-06	PDG – Dave Kimmel	Conversion of existing auto repair shop to retail & 2,500 sf of new retail	262 SE 1 <sup>st</sup> Avenue (Stein Oil)

#### **9. Land Use Applications Submitted July 1 through August 30, 2014:**

<b>CASE #</b>	<b>APPLICANT</b>	<b>DESCRIPTION</b>	<b>LOCATION</b>
DR 14-02 /CUP 14-01	Jim Jagers – on behalf of Verizon Wireless	Site & Design Review and Conditional Use Permit for the erection of a Verizon Cell Tower Although submitted	505 N Baker Street

		earlier, this application was declared complete and hearing set this period.	
FP 14-02	Curt McLeod, Northwood Investments/2KRMT	Final Plat for Northwood Estates Phase 2 subdivision	NW 10 <sup>th</sup> Avenue, Birch to Grant & North on Elm Street
MLP 14-02	Snyder Construction, LLC	Minor Land Partition keeping existing dwelling and creating 1 new lot	103 NE 9 <sup>th</sup> Avenue
CUP 14-02	Mary Lane	Conditional Use Permit to allow construction of a detached accessory dwelling in rear yard	1350 N Birch Street
PLP 14-02	Pioneer Pump	Parking/Paving Plan for outdoor paving of pump storage area	310 Sequoia Parkway

#### **10. Pre-Construction Conference(s) Held:**

- None

#### **11. PC Meeting Items Reviewed:**

- Written Final Order for Eli Estates Subdivision approved (SUB 14-03).
- Approved a Minor Modification for the sidewalk location along NW 10<sup>th</sup> Avenue in Northwood Estates II (MOD 14-01)
- Approved a Minor Partition application proposing to partition three existing lots by splitting each equally to result in six lots suitable for single family attached homes in a R-2 zoned district located at 462 & 480 SW 3<sup>rd</sup> Avenue (MLP 14-01).
- Approved the Beck Subdivision application, a 4.47 acre residential subdivision consisting of 19 lots in an R-1 zoned district located at 1732 N Pine Street (SUB 14-04).
- Written Final Order for Beck Subdivision approved (SUB 14-04).
- Written Final Order for Netter Minor Land Partition approved (MLP 14-01)

#### **12. Save Downtown Canby Appeal of LUBA Decision on Fred Meyer Fuel Facility (LUBA No. 2013-114):**

- Save Downtown Canby is appealing LUBA's decision to the Court of Appeals after LUBA affirmed the City's decision. Oral arguments have been set for Tuesday, October 28, 2014 in Salem.

#### **13. Site Plans Submitted for Zoning Conformance and Authorization for Release for County Building Permit July 1 through August 31, 2014**

<b>CASE#</b>	<b>APPLICANT</b>	<b>DESCRIPTION</b>	<b>LOCATION</b>
SP 14-62	Big 5/Endres NW Inc.	Tenant Improvement	1025 SW 1st Ave



**City of Canby Bi-Monthly Report**  
**Department: Police**  
**July-August 2014**

To: The Honorable Mayor Hodson & City Council  
From: Chief Bret Smith  
Date: September 8, 2014

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**Monthly Stats**

Description	June	July
Calls for Service	1379	1550
Custodies	62	39
All Incident Reports	219	187
Traffic Citations	370	504
Parking Citations	7	9
False Alarm Calls	23	22
Abandoned Vehicle / Parking Complaint Calls	18	38
Animal Complaints	17	18
Other Ordinance Viol. Complaints	9	8
Total Code Enforcement Calls for Service	22	46

*Note: Reporting period above is 1 month behind bi-monthly period to capture up to date statistics.*

**Meetings & Events Attended – Chief Smith / Lt. Tro**

- Canby Adult Center lunch service – Monthly
- C800 Meeting / Fire & Law Services (CCOM-Clackamas County Dispatch)
- Monthly Police Chiefs – Milwaukie PD
- Canby Rotary- Lt. Tro
- Interview Facilitator – City Administrator process
- Canby Grove and City Pastors meeting
- Northwest Regional Computer Forensic (RCFL)
- Brent Smith – George Fox University Education Program
- DDA Steve Mygrant - Clackamas County DA's Office
- Chief Steve Bartol – Milwaukie PD
- Councilor Ken Rider
- Bob Backstrom
- Kiddie Caper Parade – Clackamas County Fair
- Judge Karen Brisbin – Clackamas County Justice Court
- Capt. Dave Rash – Milwaukie PD
- PERS Retirement Overview Presentation (City employees) – Canby PD
- City Health Benefits Fair
- RegJIN Luncheon Meeting – regional Metro area and Vancouver law enforcement agencies

- Accreditation Review of Department – Ed Boyd (2 days)
- City Emergency Evacuation Drill preparation meeting
- Canby Diversion Pilot Meeting – Wallflowers Framing Gallery
- RegJIN PAC Meeting (hosted by Canby PD)
- Clackamas County Fair briefing (with Fire Dept.)
- Marijuana Legalization Presentation – Clackamas County Dev. Services Bldg.
- Chief Jim Band – Oregon City
- Fire Chief James Davis – (Canby Fire District)
- Henry Groepper – Crime Stoppers
- Clackamas County Vector Control
- Wilderness International Community Event – Community Park

*Detailed program reports attached, submitted by program supervisor.*



Officer Jeremy Holstad  
Report for Month of July 2014

Traffic Officer: 56 Patrol: 448  
Total: 504

Traffic Officers: 0 Patrol: 1  
**Total: 1**

Traffic Officer: 1  
**Total: 4**

Patrol: 3

Traffic Officers: 6  
**Total: 13**

Injury (Patrol): 2  
Non-Injury (Patrol): 4  
Hit & Run (Traffic Officer): 1  
Hit & Run (Patrol): 1  
**Total Crashes: 8**

Traffic Officer: 0

**To: Lt. Tro**  
**From: Sgt. Kitzmiller**  
**Date: 08-11-14**  
**Re: July '14 Monthly Report**

**Tactical Entry Team**

During the month of July we conducted a selection process for the vacant position left by Officer Wallbaum on the Tactical Entry Team. During the process Officer Macom stepped down from the team for personal reasons which created a second vacancy. As a result of the process Officer Scott Farmer and Officer Nolan Booth were selected as new members of TET.

On July 31<sup>st</sup> we conducted monthly TET training in the lower lot of the Canby Police Department. The focus of the training was vehicle assaults used during narcotic investigation buy busts and/or informant or undercover officer rescues. We used role players and several different vehicles during the training.

**Training**

On July 16<sup>th</sup> Officer Smith and Officer Larrison conducted department firearms training. The focus of the training was handgun qualifications and shooting on the move.

(Please see the attached training calendar for additional department training.)

Respectfully,

Sgt. Doug Kitzmiller

# SCHEDULED TRAINING

## *July 2014*

Schoenfeld Ethington Murphy Kitzmiller	July 7-10	ONEA Conference	Redmond
Booth	July 14	Reading Body Language	Troutdale
All Officers	July 16	Department Firearms Training	CRGC
TET	July 31	TET Training	TBA

## *August 2014*

Larrison	Aug 3-6	OSRO Conference	Newport
Koehnke	Aug 14-15	A.L.I.C.E training course	Newberg
Schoenfeld Kitzmiller Christman M. Smith	Aug 25-27	IALEFI Master Instructor Development	Salem
TET	August 28	TET Training	TBA

**To: Lt. Tro**  
**From: Sgt. Kitzmiller**  
**Date: 09-02-14**  
**Re: Aug '14 Monthly Report**

**Tactical Entry Team**

On August 18<sup>th</sup> Jeremy Hasencamp from Pacific Tactical provided training on the set up and configuration of our new portably training facility. He spent (2) hours showing us how to assemble and modify the system then provided (4) hours of basic room entry and deadly force decision making training. The training included the use of paint marking training munitions and role players.

On August 6<sup>th</sup> TET assisted Canby Detectives with a vehicle take down and warrant service at an apartment in Oregon City. The warrant was served without incident and resulted in the seizure of a handgun and evidence relating to the distribution of methamphetamine.

August 11-15<sup>th</sup> Officer Booth attended the Oregon tactical Officer Association's Basic SWAT School at Camp Rilea in Warrenton, OR.

On August 19<sup>th</sup> TET assisted Canby Detectives with a warrant service at a residence outside of Oregon City. The warrant was served without incident and resulted in two arrests and a child being taken into protective custody.

**Training**

August 25<sup>th</sup> – 27<sup>th</sup> Sgt Schoenfeld, Officer Christman, Officer Smith, Detective Ethington, and I all attended the International Association of Law Enforcement Firearms Instructor's Master Instructor Development Course in Salem, OR.

(Please see the attached training calendar for additional department training.)

Respectfully,



Sgt. Doug Kitzmiller

# SCHEDULED TRAINING

## *August 2014*

Larrison	Aug 3-6	OSRO Conference	Newport
Booth	Aug 11-15	OTOA Basic SWAT	Camp Rilea
Koehnke	Aug 14-15	A.L.I.C.E training course	Newberg
Schoenfeld Kitzmiller Christman M. Smith	Aug 25-27	IALEFI Master Instructor Development	Salem
TET	Aug 18	TET Training	Canby PD

## *September 2014*

TET	Sept 18	TET Training	TBA
Scharmota Koehnke	Sept 9-11	Vehicle Stop Instructor Development	Cannon Beach
Holstad Kitzmiller	Sept 9-11	AR-15/M-16 Armorer Course	Brooks
Fetters	Sept 7-12	CCSO SWAT Week	Prineville
Ethington Murphy Schoenfeld Hemstreet	Sept 9-11	OHIA 2014 Major Crimes Conference	Bend
All Officers	Sept 17	Department Firearms Training	CRGC

## *October 2014*

TET	Oct 23	TET Training	TBA
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## *November 2014*

Hemstreet Inness Schoenfeld	Nov 4-5	Property and Evidence Management	Portland
All Officers	Nov 12&19	Department Firearms Training	CRGC
TET	Nov 20	TET Training	TBA

# **July 2014 Monthly K9 Report**

Prepared by Sergeant Tim Warren  
Wednesday Aug 6<sup>th</sup>, 2014

**K-9 Activity** - K9's tactically supported officer safety assisting officers with building and open area searches. K9's also assisted patrol, and outside agencies with narcotic related searches of buildings and vehicles. K9's attended monthly training and K9 Officers hosted training to participating Clackamas County agencies.

## **MONTHLY SUMMARY:**

**Officer Warren / Freddy**– **Three deployments.** All three searches for Canby and all three were traffic vehicle searches. First vehicle was driven by a known heroin user. No narcotics were found in this vehicle. Second vehicle K9 alerted to the trunk, ½ ounce of marijuana was seized from a juvenile. Third vehicle consent search with alert on a back pack containing 1g BHO and a pipe..

**Officer Farmer / Deorak** –**Three Deployments.** Officer Farmer and Deorak had One deployment for Canby Officers clearing the area of the water plant. No subjects were located. Two other searches were for Clackamas County. One on a suicidal man who was located by the dog deceased in the woods. Second CCSO assist was a building search at Bull Winkles, no subject was located.

## **Concerns / goals**

K9 raffle and Fall K9 seminar.

K9 TRAINING MONTHLY 10-2013

**Handler** OFC Farmer 32609  
**Dog** Deorak  
**Month** JULY 2014

**Training hours:**

07-01-14 4 hours training at Dryland/Macksburg Canby  
07-15-14 4 hours training at Main/Agnes Oregon City  
07-22-14 4 hours training at Roberts Field & Gladstone  
07-29-14 4 hours training at Oregon City High School

**Hours 16.00**

**Care and Maintenance for Deorak**

**15.30 hours**

**Call outs for Canby:**

1. 591 N Cedar Water Treatment Plant 14-1476/07-26-14

**Call outs for outside agency**

1. Wilsonville Fun Center 14-1430 /07-20-14
2. 12116 S New Era Rd 14-1450/07-22-14

**Total hours with training and care to date:**

TOTAL HOURS TO DATE: 188.60

## **August 2014 Monthly K9 Report**

Prepared by Sergeant Tim Warren  
Wednesday Sept 4<sup>th</sup>, 2014

**K-9 Activity** - K9's tactically supported officer safety assisting officers with building and open area searches. K9's also assisted patrol, and outside agencies with narcotic related searches of buildings and vehicles. K9's attended monthly training and K9 Officers hosted training to participating Clackamas County agencies.

### **MONTHLY SUMMARY:**

**Officer Warren / Freddy**– **Five deployments.** Three searches for Canby and two for outside agencies. In Canby They assisted Detectives search for Meth on a search Warrant. Two vehicles were searched and a small amount of Marijuana was located in each vehicle. They assisted on a search warrant for DEA and located 5 ounces of Heroin. Last they assisted Milwaukie PD search a recovered stolen car and its contents and located Heroin, Meth, scales, packaging, pipes and needles.

**Officer Farmer / Deorak** –**Four Deployments.** Officer Farmer and Deorak tracked an arson suspect down to the river where the track ended. They assisted on a warrant service stemming from a restraining order violation, Suspect had already turned himself in. They searched ACE glass on an alarm where an open door was found, No suspect located.

### **Concerns / goals**

K9 raffle is going well and Fall K9 seminar at the end of the month.

# Memo

**To:** Lieutenant Jorge Tro  
**From:** Detective Sergeant Frank Schoenfeld  
**Date:** August, 2014  
**Re:** Monthly Report for July 2014

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Training:

7/7-7/10 – ONEA Conference in Bend, OR.

7/16/14 – Firearms Training at CR&GC

Search Warrants:

AREY, BARBARA JEAN 28250 S. Dryland Rd. Canby, OR. PCS/DCS Buy-Bust

Call-Out:

7/7/14 – MCT Call-Out Officer Involved Shooting (CCSO SWAT)

**\*\*\*See individual monthly reports attached for training and meetings attended by detectives, and Evidence Technician. SRO has been assigned to patrol for the summer vacation while school is not in session.\*\*\***

On July 7<sup>th</sup> 2014, Detectives received a call out from the Major Crimes team in regards to an officer involved shooting where a suspect was shot and killed by CCSO SWAT. Canby P.D. assisted CCSO SWAT by establishing locations that the detectives would make contact for the canvas. The detectives then assisted by attempting to locate witnesses to the shooting or the events leading up to the shooting.

From July 7<sup>th</sup> to the 10<sup>th</sup> 2014, Canby P.D. detectives attended the Oregon Narcotics Enforcement Association meeting. The training instructed involved defensive tactics for the undercover officers to the latest synthetic drugs that are used.

Beginning in May, Canby P.D. detectives had information regarding a subject selling methamphetamine around the Canby area. Two controlled buys were executed in July, and a warrant was obtained for her arrest. The warrant was not served due to a new lead on her supplier. The subject was later arrested on probable cause from the previous controlled buys.

Two controlled buys have been made on a subject who is selling methamphetamine around the Canby area. Her residence was located after conducting a controlled buy. After one more controlled buy, enough probable cause should be established for a search warrant at her residence.

A subject soliciting the sale of Vicodin to a Canby resident was identified. A controlled buy was made at a residence in Molalla. The investigation is still pending.

A larger scale distributor of methamphetamine was located. His methamphetamine was being distributed to smaller dealers who were selling to others in the Canby and Molalla area. The subject was later identified and his place of residence. The investigation is still pending.

This month, Canby police detectives reopened an old child sex abuse I case where new information has been divulged by the victim. This case has been set up for Clackamas County Children's Center interviews. When these interviews are completed, Canby detectives will re-contact the suspect in this case who is the child's father.

This month detectives received a sex abuse investigation from DHS. As we began the investigation we learned that both the suspect and the victim live in Tillamook and that a majority of the crimes occurred in their jurisdiction. This case has been referred back to DHS to assign to Tillamook investigators.

At the end of the month, Canby detectives received a sodomy I case from CCSO. This is a case where an uncle abused a niece and the victim revealed the incident to Canby school counselors. The next step in this case will be scheduled interviews with the family that will occur over the next couple of weeks.

With the search warrant, buy bust, and narcotics investigations conducted this month, we continue to bring in a great deal of cell phones and other digital evidence. We are in the process of collaborating with MCT to schedule a Cellibrite training class that MCT has agreed to pay for. We hope to have this training available within the next month or so.

# Canby Swim Center Report

**From:** Eric Laitinen, Aquatic Program Manager

**Date:** September 8, 2014

**Re:** Bi-monthly Report

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The Canby Swim Center just finished out the summer of swimming lessons, public swims and swim team. So far this year, the numbers look great. Today is our first day of the fall schedule with abbreviated morning lessons and the regular schedule evening lessons public swims, lap swimming water exercise and the Canby Gators. The one week closure for maintenance all went as planned and everything looks great at the pool.

The summer programs all went as planned and there was good attendance in everything this summer. The swimming lessons were pretty full right down to the end of August and Penguin Club had great numbers this year with over 60 kids participating. The Penguin Club ends with a swim meet. The meet was held August 6 and we had 55 kids who raced in the meet with the spectator area full of family members that were here to watch them compete.

Attendance and revenue numbers are very good so far this year. We were a little behind in July but made up for it in August. Over the first two months we are up \$1,400 in revenue and up 800 swims on the attendance side. I expect September will be pretty good since we were only closed one week this year.

Maintenance went very well thanks to David Biskar, Nathan Templeman and their work crew. They cleaned and painted everything and did the usual maintenance on the mechanical systems. David also had some new self-closing and latching gates put between the pool and the spectator area. It was done to improve safety for toddlers so it will not be very easy for them to enter the pool area without an adult.

We are up and running with the fall schedule and it seems most of the town knew it. This morning was very busy with lap swimmers, senior swimmers and a well-attended water exercise class. I hope everything else stays as busy for the fall. Now we start to look towards the winter as it comes up on us fast. The winter Schedule will begin November 16<sup>th</sup>.

**FROM :**  
**SUBJECT:**  
**DATE:**

**ERIC LAITINEN, AQUATIC PROGRAM MANAGER**  
**Attendance Numbers for July 2014**  
**September Report 2014**

CANBY SWIM CENTER July	ADMIT 2013	ADMIT 2014	PASS 2013	PASS 2014	TOTAL 2013	TOTAL 2014	YTD TOTAL 13-14	YTD TOTAL 14-15
MORNING LAP	38	58	262	339	300	397	300	397
ADULT RECREATION SWIM	48	68	563	534	611	602	611	602
MORNING WATER EXERCISE	87	59	402	346	489	405	489	405
PARENT/ CHILD	288	214	0	0	288	214	288	214
MORNING PUBLIC LESSONS	1978	1785	0	0	1978	1785	1978	1785
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	48	41	213	216	261	257	261	257
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	884	775	63	94	947	869	947	869
PENGUIN CLUB	0	0	819	776	819	776	819	776
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY GATORS	0	0	858	628	858	628	858	628
MASTER SWIMMING	0	0	0	0	0	0	0	0
EVENING LESSONS	1658	1565	0	0	1658	1565	1658	1565
EVENING LAP SWIM	76	66	94	139	170	205	170	205
EVENING PUBLIC SWIM	740	980	64	54	804	1034	804	1034
EVENING WATER EXERCISE	120	55	45	52	165	107	165	107
ADULT LESSONS	0	0	0	0	0	0	0	0
GROUPS AND RENTALS	184	186	0	0	184	186	184	186
OUTREACH SWIMMING	516	526	0	0	516	526	516	526
<b>TOTAL ATTENDANCE</b>	<b>6,665</b>	<b>6,378</b>	<b>3,383</b>	<b>3,178</b>	<b>10,048</b>	<b>9,556</b>	<b>10048</b>	<b>9556</b>

**FROM :**  
**SUBJECT:**  
**DATE:**

**ERIC LAITINEN, AQUATIC PROGRAM MANAGER**  
**Attendance Numbers for August 2014**  
**September Report 2014**

<b>CANBY SWIM CENTER</b>	<b>ADMIT</b>	<b>ADMIT</b>	<b>PASS</b>	<b>PASS</b>	<b>TOTAL</b>	<b>TOTAL</b>	<b>YTD TOTAL</b>	<b>YTD TOTAL</b>
<b>August</b>	<b>2013</b>	<b>2014</b>	<b>2013</b>	<b>2014</b>	<b>2013</b>	<b>2014</b>	<b>13-14</b>	<b>14-15</b>
MORNING LAP	53	75	195	273	248	348	548	745
ADULT RECREATION SWIM	47	47	353	442	400	489	1011	1091
MORNING WATER EXERCISE	58	54	260	338	318	392	807	797
PARENT/ CHILD	132	284	0	0	132	284	420	498
MORNING PUBLIC LESSONS	1283	1558	0	0	1283	1558	3261	3343
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	41	53	161	215	202	268	463	525
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	604	627	43	55	647	682	1594	1551
PENGUIN CLUB	0	0	350	167	350	167	1169	943
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY GATORS	0	0	328	400	328	400	1186	1028
MASTER SWIMMING	0	0	0	0	0	0	0	0
EVENING LESSONS	989	1456	0	0	989	1456	2647	3021
EVENING LAP SWIM	52	49	64	111	116	160	286	365
EVENING PUBLIC SWIM	439	593	31	26	470	619	1274	1653
EVENING WATER EXERCISE	66	35	31	35	97	70	262	177
ADULT LESSONS	0	0	0	0	0	0	0	0
GROUPS AND RENTALS	230	235	0	0	230	235	414	421
OUTREACH SWIMMING	0	0	0	0	0	0	516	526
<b>TOTAL ATTENDANCE</b>	<b>3,994</b>	<b>5,066</b>	<b>1,816</b>	<b>2,062</b>	<b>5,810</b>	<b>7,128</b>	<b>15858</b>	<b>16684</b>



July and August, 2014  
Monthly Reports

Facilities Maintenance – Dan Mickelsen  
Fleet Service – Joe Witt  
Parks Department – Jeff Snyder  
Public Works – Jerry Nelzen

Facilities Maintenance  
July & August 2014  
Prepared by Dan Mickelsen

It's been a hot and dry summer. Just ask all the HVAC units and they'll tell you so. Some day one of the units will go cupcake on a day when it's 70 degrees and overcast. My luck so far has been, mid to upper 90's and sunny. The main air handler at the Police Department started flying south right after the fourth of July. A couple of the gals at the Adult Center were pretty uncomfortable as well but I think that problem is solved as well.

Police Dept; 7 w/o requests. As I said the main air handler, AHU 1 started kicking out the variable speed fan drive. I have a program where I can monitor the HVAC functions from my desk. I noticed a large part of the PD was in alarm due to high temps on the 10<sup>th</sup> of July. I hit the reset button on the controller and it went through its cycle and it started again. Then on Monday the 14<sup>th</sup> I checked it at 6:30 am and the whole place was in alarm. Anywhere from 2.5 to 6 degrees above normal. I hit the reset and it worked again. I might add that the controller is protecting the motor and visa-versa to prevent any damage, so you have to keep things running till you can get readings that can lead you in the right direction. I called the installer and had them get a controller on the way, not knowing how long it would take to get here. The following day I got the controller and lifted it up on the roof. We decided that if we could limp the unit along for a couple more days cooler weather was in the forecast. The next day the motor finally read that it was grounding out and would not start again. Office temps were near 90 degrees! So we scrambled to get another motor and got it installed the next day and it's been running like a top since. I also dealt with repairing one of the overhead doors, remounted one of the drinking fountains in the lobby area, dealt with the reefer unit in the evidence tech area among other things. 27 hrs total.

Adult Center; 2 w/o requests. During one of the stints of high temps a couple of the offices seemed like they were not cooling. As it was their vents were partially closed and needed opened and a little re tweak on the thermostat fixed the problem. I also checked out the photo cell on the roof top for the lot lights. It has seen better days and I will fix that later this month. 4.75 hrs total.

City Hall 5 w/o requests; I spent quite a bit of time finishing up with the transfer of janitorial supplies to my new provider. I took inventory of what was left and placed the first order. I got all the paper products distributed City Wide and there should be a significant savings. I finished making the new window for the City Hall attic and got it all installed as well as doing a pest control spray application, changing out all the flags and doing a quick repair on the front door. 37 hrs total.

Finance / Transit. 3 w/o requests. The switch on a variable height desk more or less flew to pieces. I found somewhat of a replacement at Radio shack and with a little work was able to make it work. It's better than factory! I removed a couple of dry erase boards and rehung replacements for Transit workers scheduling. Transit also had quite a stockpile of fare boxes that could no longer be used because the handles were broken. I shopped around and found durable chest handles that could be used as replacements. After fixing one they liked it so much I think I did three more. 12 hrs total.

Library; 15 w/o requests. Augh, kids and the ADA push plate and closer are a bad mix. But what fun it is to play with the door or try and hold the door closed while your big sister is trying to open it. Well I was call to do repairs more than once to the door. Also numerous lamps and ballasts were change out. I also moved a bunch of furniture desks, shelves, CD racks etc. from one place to another in the Library. I repurposed several of the used cubicles from the old P.D. as well as a desk and got them all set up for a new Library employee. 36.75 hrs total

Shop Complex; 7 w/o requests. Rewired the photo cell for yard light to accept a twist lock cell and replaced a door lock assembly. The wind or so they say caught one of the doors and liked to rip the closer off the jamb. After straightening and adding extra mounting points it won't happen again. I repaired a couple plumbing problems as well. One of the overhead doors was wacked with a track hoe and I did all I could to get it dialed back in but, wound up having to call someone in to get it fine-tuned so it would not track and so it would stay down. 21 hrs total

Public Works; Along with weekly site inspections I approved 10 more ESC applications and met with two of the applicants to give them a helping hand with the process. I also attended monthly safety meeting, PERS meeting and reviewed plans and made comments for the pre-app for Stein oil Co. 30 hrs total.

## Fleet Services

Bi-Monthly Report : July / August 2014

Prepared by Joe Witt, Lead Mechanic

### July 2014

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	1	\$131.25	\$11.00	\$117.59	\$259.84
Adult Center	3	\$412.50	\$171.45	\$1,003.08	\$1,587.03
Collections	5	\$847.50	\$1,271.49	\$422.45	\$2,541.44
Facilities	1	\$71.25	\$0.00	\$100.92	\$172.17
Fleet Service	2	\$288.75	\$41.30	\$146.83	\$476.88
Parks	12	\$4,305.00	\$4,189.78	\$1,585.40	\$10,080.18
Police	33	\$8,903.25	\$7,533.57	\$11,678.41	\$28,115.23
Streets	10	\$2,527.50	\$873.95	\$2,882.07	\$6,283.52
Transit (CAT)	35	\$10,612.75	\$1,060.81	\$12,888.84	\$24,562.40
Wastewater Treatment	3	\$442.50	\$5.50	\$360.58	\$808.58
Total Work Orders Processed for the Month	<b>105</b>	Totals*			<b>\$74,887.27</b>

\*Total includes labor, materials and fuel for all departments: **Note: July Fuel Cost Includes June 16, 2014 to June 30, 2014**

### August 2014

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	1	\$37.50	\$0.00	\$0.00	\$37.50
Adult Center	2	\$386.25	\$1,158.84	\$612.07	\$2,157.16
Collections	1	\$52.50	\$0.00	\$368.63	\$421.13
Facilities	1	\$37.50	\$0.00	\$63.92	\$101.42
Fleet Service	0	\$0.00	\$0.00	\$56.18	\$56.18
Parks	10	\$2,868.75	\$1,391.65	\$847.14	\$5,107.54
Police	23	\$9,491.25	\$6,039.18	\$7,321.18	\$22,851.61
Streets	15	\$4,113.75	\$2,368.42	\$2,205.44	\$8,687.61
Transit (CAT)	24	\$9,682.50	\$1,872.84	\$8,580.17	\$20,135.51
Wastewater Treatment	7	\$1,211.25	\$392.70	\$229.18	\$1,833.13
Total Work Orders Processed for the Month	<b>84</b>	Totals*			<b>\$61,388.79</b>

\*Total includes labor, materials and fuel for all departments:

### Fleet Service Highlights

Fleet Service working with other City Departments kept the City's vehicles and equipment on the road performing their duties.

## **Parks Maintenance**

By Jeff Snyder, Parks Maintenance Lead Worker

July – August 2014

### **Park Renovations**

Wilderness International continues to work on the installation of a fishing platform for the Community Park pond. The group is also working on wetlands restoration and the restoration of the wetlands trail.

Northwood phase-II boulevard / green space is still under construction.

### **Park Maintenance**

In July mowing, edging and string trimming were still in full swing. Irrigation adjustments and repairs were addressed as needed. The parks turf areas were fertilized towards the end of July. The spraying of weeds and fence lines started to slow by the end of August. Playground repairs were addressed as found and all the natural areas and trail edges have been cut down to reduce the fire hazard risk. A blown down tree was cleaned up at Community Park and hazard tree limbs were removed from Wait Park. Newly planted trees received once a week watering. The Parks Department spent 5 hours addressing graffiti and vandalism the last two months. Regular maintenance was **not** performed at the 37 areas the Parks Department is responsible for, the Adult Center, Arneson Gardens Horticultural Park, Baker Prairie Cemetery, City Hall, Community Park (River), CPIP sign, Disc Golf Park, Eco Park natural area, Faist V property, Holly & Territorial welcome sign property, Hulbert's welcome sign property, Klohe Fountain, Library, South Locust Street Park, Logging Road Trail and Fish Eddy/Log Boom property, Maple Street Park, Nineteenth Loop Natural area, Northwood Estates Park, Police Department landscaping, Simnitt Property, Skate Park, Shop Ground, Swim Center, Legacy Park, Territorial Estates Future CLC Park, Finance Building, Transit Bus Stop, Triangle Park, Vietnam Era Veterans Memorial, Wait Park & Willow Creek Wetlands, 6.1 acre off of Sequoia, Knights Bridge right of way, WWTP property, Berg Parkway right of way and S. Teakwood right of way.

### **Meetings attended**

We all attended a crew safety committee meeting

I met with Jerry to discuss the function of the irrigation time clocks on first Ave.

Discussions were held with Curt McLeod regarding the irrigation design of Northwood track B.

### **For your Information**

The Parks Department is responsible for 222 acres of property.

We purchased a 35 HP Vanguard debris loader to help with leaf removal.

I would like to give recognition and thanks to Becky Scott and her 5 helpers for walking around Wait Park and the parade route picking up debris after the 4<sup>th</sup> of July celebration.

**PUBLIC WORKS**  
**July and August 2014**  
**Prepared by: Jerry Nelzen**

**1. Streets:**

During the month of July the Public Works crew removed landscaping debris away from sidewalks on SE 4<sup>th</sup> Avenue and NE Territorial Road. Refreshed railroad markings on SE Township Road and removed landscape back from roadway for visual clearance. Eagle-Elsner finish paving on N Ivy and N Grants Streets and striped Sequoia Parkway, N Ivy, N Grant and N Holly Streets.

The crew received and located 111 locates for July.

<b>Streets</b>	<b>Total Hours</b>
Street Sweeping	76.5
Street Sweeping Maintenance	25.5
Street Maintenance	648.5
Street Sign Manufacturing	16
Street Sign Maintenance	4
Street Sign Installation	18
Street Light Repair	2
Tree Trimming	8
Tree Removal	31
Vactor Usage	17

**2. Sewer and Storm System:**

The crew repaired broken storm line on SE 2<sup>nd</sup> Avenue dug up by contractor. Cleaned catch basins around town. Removed beaver dam in Willow Creek to alleviate possibly flooding of houses along the wetlands. Fixed sewer blockage on NE 5<sup>th</sup> Avenue.

<b>Sewer</b>	<b>Total Hours</b>
Sewer Maintenance/Repair	32
Sewer TV'ing	2
Sewer Laterals	8.5
Locating Utilities	61
Sewer Inspections	2
Vactor Usage	16
Drying Beds	1
<b>Storm</b>	
Catch Basin Maintenance	10
Storm Line Maintenance/Cleaning/Repair	48
Storm Line Inspections	5
Vactor Usage	17

**3. Street Sign/Trees/Lights:**

The crew during the month of July repaired/installed 5 signs around town. The crew fixed or repaired 6 street lights. The electronic speed sign on NE Territorial Road and N Teakwood Street for new 30 mph speed zone.,

**4. Miscellaneous:**

Removed hazardous tree at the Zion Memorial Cemetery. Put out barricades and helped organizers with “Nothing but Net” basketball tournament.

<b>Miscellaneous</b>	<b>Total Hours</b>
Meetings	3
Equipment Cleaning	18
Other	9
NW 1 <sup>st</sup> & 2 <sup>nd</sup> Avenue Maintenance	75.5

## August 2014

### 1. Streets:

The majority of our projects, NE 5<sup>th</sup>, N Juniper and NE 9<sup>th</sup> Avenue's full roadway rebuild with sidewalks and curbs and Street Maintenance paving program and striping were completed this month. The Public Works crew striped the bulk of Canby's streets and installed trellises along NW 1<sup>st</sup> Avenue and planted dahlias and clematises. Removed landscape debris from City's right-of-way and planted grass. Sprayed weeds on the SE 12<sup>th</sup> Loop walkway both sides. Cracked sealed pavement at NE 20<sup>th</sup> Avenue and N Teakwood Street and N Teakwood Circle along with the Zion Memorial Cemetery. Removed debris from alleyway and re-rocked.

The crew received and located 90 locates for August.

Streets	Total Hours
Street Sweeping	69.5
Street Sweeper Maintenance	15.5
Street Maintenance	282
Sidewalks Inspections	2
Street Sign Manufacturing	28
Street Sign Maintenance	18
Street Sign Installation	32
Street Light Repair	14
Tree Trimming	5
Tree Removal	10
Dump Truck Usage	10
Vactor Truck	2

### 2. Sewer and Storm System:

The crew cleaned up the landscape debris away from Willow Creek lift station and planted grass. Raised and cleaned drywell at NW 13<sup>th</sup> Ave and N Hawthorne Court. Repaired sewer lateral and installed clean outs at 492 SW 11<sup>th</sup> Avenue, 685 NW 13<sup>th</sup> Avenue and 620 S Douglas Street. Fixed all the wiring faults at all the lift stations. Cleaned and pulled motor at Knights Bridge lift station. Fixed sinkhole around drywell on N Ivy Street and NE 11<sup>th</sup> Avenue. Excavated drywell, cleaned, backfilled and put a new 18" cone cover at Canby Swim Center.

<b>Sewer</b>	<b>Total Hours</b>
Sewer Maintenance/Repair	24
Sewer TV'ing	9
Sewer Laterals	62
Lift Station Maintenance	37
Locating Utilities	69
Sewer Inspections	1
Vactor Usage	14
<b>Storm</b>	
Catch Basin Maintenance	11
Storm Line Maintenance/Repair	87
Drywell Maintenance	97
Vactor Usage	8

### 3. **Street Sign/Trees/Lights:**

The crew removed tree out of the Canby Cinema parking lot causing destruction to our parking lot. Replaced stop sign knocked down by semitrailer at 99E and SW 4<sup>th</sup> Avenue. During the month of August fixed 20 street lights. Replaced and installed signs around town Canby Utility has installed 13 new cobra head LED street lights on NE 5<sup>th</sup>, N Juniper and NE 9<sup>th</sup> Avenues. Put up stop sign at N Grant Street and NW 10<sup>th</sup> Avenue.

### 4. **Miscellaneous:**

Put out barricades for the Kiddie Caper parade and worked with Canby Car Show representatives for their annual car show by putting out barricades and cones. Picked the barricades used for Slice of Summer concerts.

<b>Miscellaneous</b>	<b>Total Hours</b>
Meetings	2
Warehouse Maintenance	2
Equipment Cleaning	20.5
Training/Schools	13
NW 1 <sup>st</sup> & NW 2 <sup>nd</sup> Ave	170
NE 10 <sup>th</sup> Avenue Easements	10
Other	30

Tech Services Department  
Bi-Monthly Report for July and August, 2014

From: Amanda Zeiber  
Prepared By: Bryce Frazell  
Date: September 8, 2014

## Google Analytics Summary Report: July and August 2014

*Analytics has made it easier to print out the report pages, so you will notice there is additional information included in the attached pages.*

<u>Audience Overview</u>	<u>July</u>	<u>August</u>
Sessions (site visits)	9,504	8,277
Users/unique visitors	6,663	5,905
Page Views	23,048	19,677
Pages per Session	2.43	2.38
Average Session Duration	2 min 4 sec	1 min 45 sec
Bounce Rate (% of single-page visits)	53.20%	52.60%
New Sessions/Users	59.42%	59.37%

*Continued site visits for the month of July, then a slight decline in August.*

<u>New Vs. Returning Visitors</u>	<u>July</u>	<u>August</u>
New	59.43%	59.39%
Returning	40.57%	40.61%

<u>Browser &amp; Operating System</u>	<u>Top 5 Browsers Used:</u>	
	Google Chrome (27.63%)	Google Chrome (29.83%)
	Safari (26.67%)	Safari (27.85%)
	Internet Explorer (23.85%)	Internet Explorer (23.70%)
	Firefox (11.94%)	Firefox (9.99%)
	Android Browser (8.95%)	Android Browser (7.43%)

*Google Chrome continues to hold the lead in top browser use again for July and August*

<u>Overview (Technology)</u>	<u>July</u>	<u>August</u>
Desktop	57.05%	55.45%
Mobile	34.46%	37.30%
Tablet	8.49%	7.25%

*June had 59.67% desktop use; that percentage decreased in July; more in August as summer gets underway*

<u>Mobile Devices (top 3)</u>	<u>July</u>	<u>August</u>
	iPhone	iPhone
	iPad	iPad
	Not Set	Not Set

<u>Landing Pages (formerly Pages Visited): Top 5</u>	<u>July</u>	<u>August</u>
	City Home Page	City Home Page
	Job Openings	CAT Home Page
	Swim Center Home Page	Swim Center Home Page
	CAT Home Page	Job Openings
	CAT Routes	CAT Routes

## **KEY**

**Sessions** (total number of sessions to your site)

**Users** (total number of unique users to your site – unduplicated visits)

**Pageviews** (total number of pages viewed on your site – repeated views of a single page are counted)

**Pages per Session** (average number of pages viewed per session - repeated views of a single page are counted)

**Average Session Duration** (average session length of all users)

**Bounce Rate** (percent of single-page sessions – visits in which a person left your site from the entrance page)

**New Sessions/Users** (percent of total users who came your site for the first time)

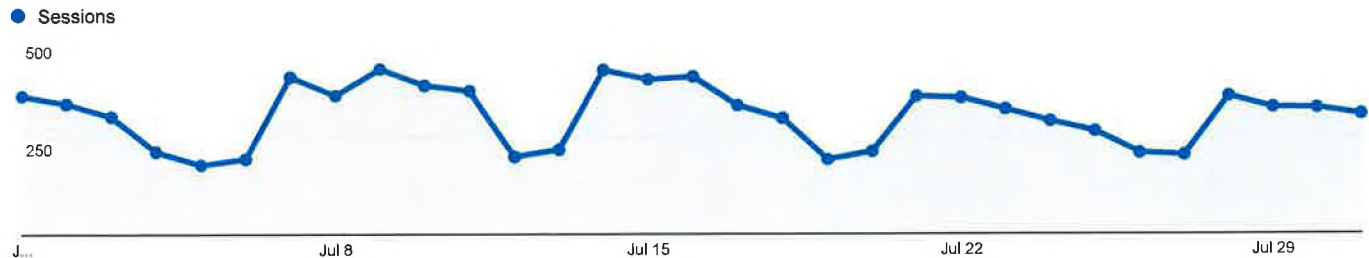
## Audience Overview

Jul 1, 2014 - Jul 31, 2014

All Sessions  
100.00%

+ Add Segment

### Overview



Sessions  
**9,504**

Users  
**6,663**

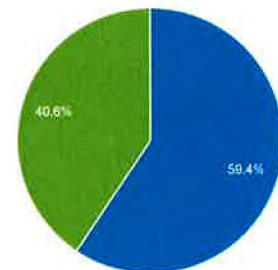
Pageviews  
**23,048**

Pages / Session  
**2.43**

Avg. Session Duration  
**00:02:04**

Bounce Rate  
**53.20%**

New Visitor Returning Visitor



% New Sessions  
**59.42%**

Language	Sessions	% Sessions
1. en-us English - United States	9,188	96.68%
2. en English	133	1.40%
3. pt-br Portuguese - Brazil	30	0.32%
4. es-419 Spanish - Latin America	25	0.26%
5. en-gb English - United Kingdom	23	0.24%
6. es-es	23	0.24%
7. es-us	21	0.22%
8. ja-jp	7	0.07%
9. es	6	0.06%
10. en-ca	5	0.05%

Language information comes from Microsoft Windows Language Code Identifier document (Revision Release 5-15-14) which specifies a set of locale identifiers that designate culture-specific information such as how text is sorted, how a date is formatted, and the display format for numbers and currency.

## New vs Returning

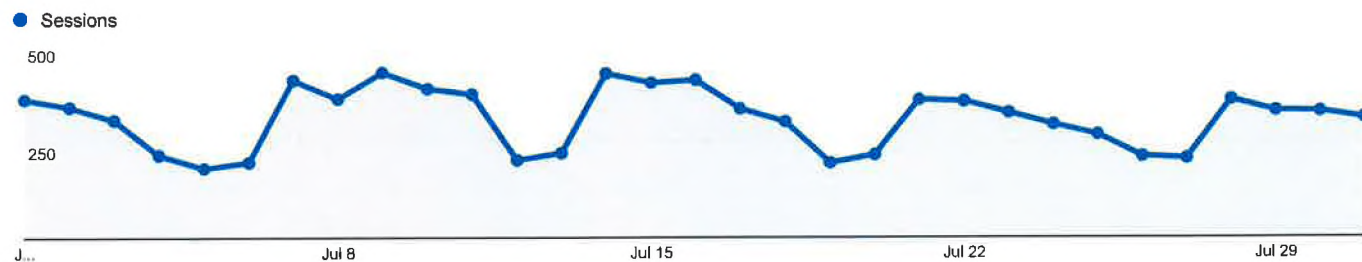
Jul 1, 2014 - Jul 31, 2014

All Sessions  
100.00%

+ Add Segment

### Explorer

Summary



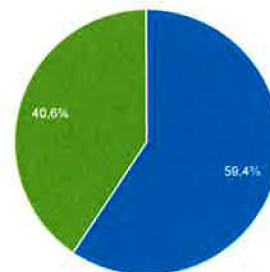
User Type

Sessions

Sessions

Contribution to total: Sessions

	9,504	9,504
	% of Total: 100.00% (9,504)	% of Total: 100.00% (9,504)
1. <span style="color: blue;">■</span> New Visitor	5,648	59.43%
2. <span style="color: green;">■</span> Returning Visitor	3,856	40.57%



Rows 1 - 2 of 2

## Browser & OS

Jul 1, 2014 - Jul 31, 2014

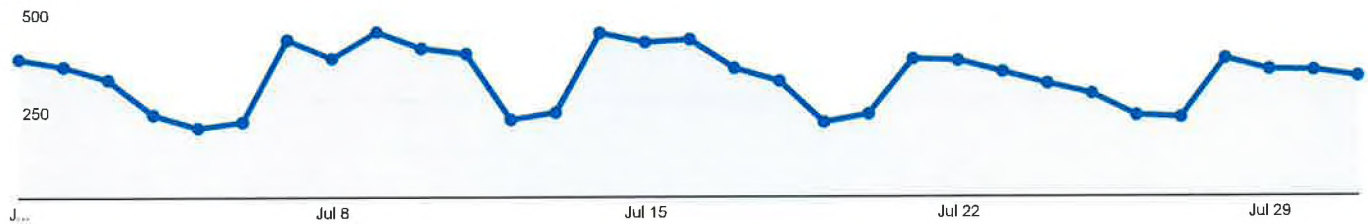
All Sessions  
100.00%

+ Add Segment

### Explorer

Summary

Sessions



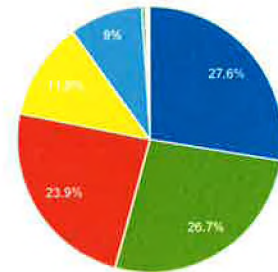
Browser

Sessions

Sessions

Contribution to total: Sessions

	9,504	9,504
	% of Total: 100.00% (9,504)	% of Total: 100.00% (9,504)
1. Chrome	2,626	27.63%
2. Safari	2,535	26.67%
3. Internet Explorer	2,267	23.85%
4. Firefox	1,135	11.94%
5. Android Browser	851	8.95%
6. Amazon Silk	39	0.41%
7. Safari (in-app)	22	0.23%
8. Opera	11	0.12%
9. IE with Chrome Frame	7	0.07%
10. BlackBerry	3	0.03%



Rows 1 - 10 of 15

## Overview

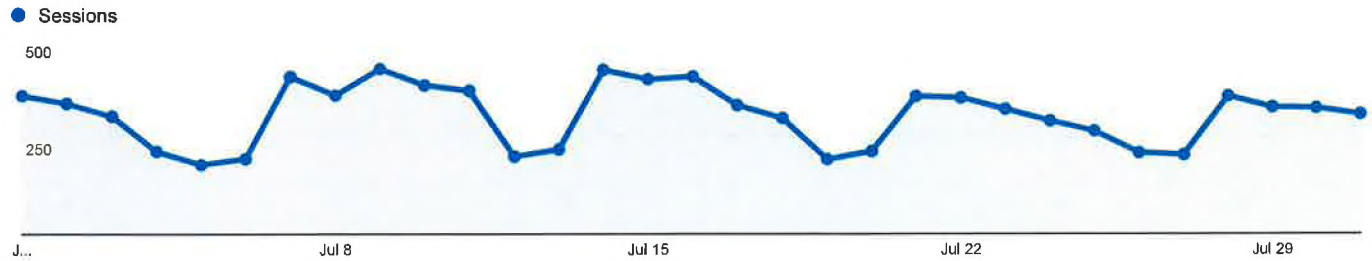
Jul 1, 2014 - Jul 31, 2014

All Sessions  
100.00%

+ Add Segment

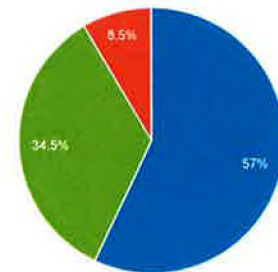
### Explorer

Summary



Device Category	Sessions	Sessions
	9,504	9,504
	% of Total: 100.00% (9,504)	% of Total: 100.00% (9,504)
1. desktop	5,422	57.05%
2. mobile	3,275	34.46%
3. tablet	807	8.49%

Contribution to total: Sessions



Rows 1 - 3 of 3

## Devices

Jul 1, 2014 - Jul 31, 2014



All Sessions  
42.95%

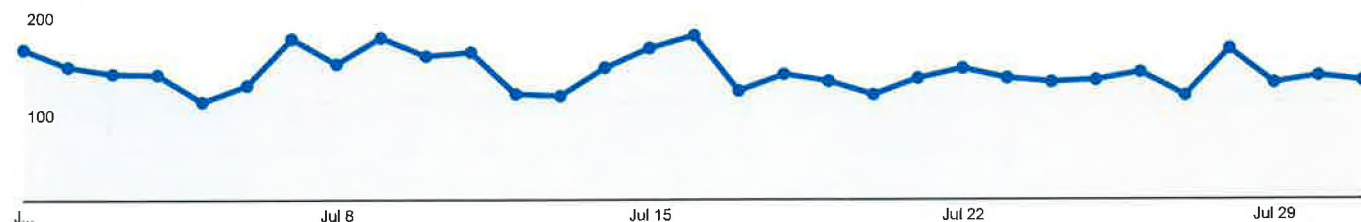


+ Add Segment

### Explorer

Summary

Sessions



### Mobile Device Info

Sessions

Sessions

Contribution to total: Sessions

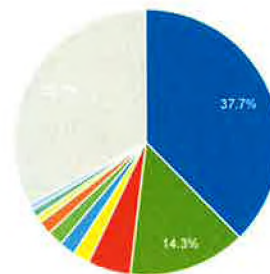
4,082

% of Total: 42.95% (9,504)

4,082

% of Total: 42.95% (9,504)

1.	Apple iPhone	1,538	37.68%
2.	Apple iPad	583	14.28%
3.	(not set)	213	5.22%
4.	Apple iPod	86	2.11%
5.	Samsung SCH-I535 Galaxy S III	79	1.94%
6.	Samsung GT-P5210 Galaxy Tab 3 10.1	77	1.89%
7.	Samsung SCH-S738C Galaxy Centura	66	1.62%
8.	Samsung SM-G900V Galaxy S5	37	0.91%
9.	Samsung SCH-I545 Galaxy S IV	36	0.88%
10.	Samsung SPH-L710 for Sprint	33	0.81%



Rows 1 - 10 of 251

## Landing Pages

Jul 1, 2014 - Jul 31, 2014

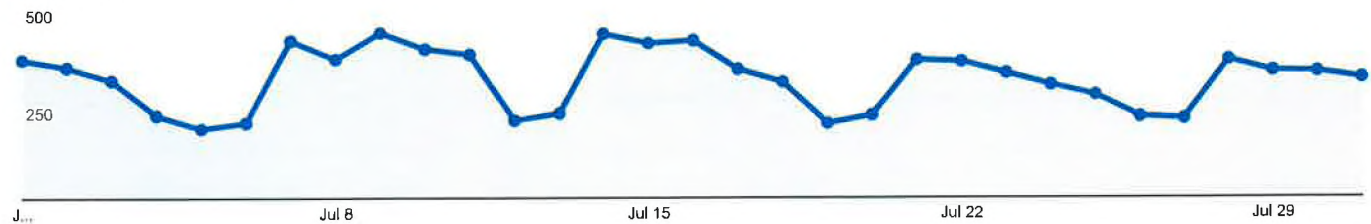
All Sessions  
100.00%

+ Add Segment

### Explorer

Summary

Sessions



Landing Page

Sessions

Sessions

Contribution to total:

Sessions

9,504

% of Total: 100.00% (9,504)

9,504

% of Total: 100.00% (9,504)

1. /

2,392

25.17%

2. /Jobs/jobopenings.htm

1,386

14.58%

3. /Departments/swim/swimcenter.htm

1,309

13.77%

4. /transportation/CAThomepage.htm

1,229

12.93%

5. /transportation/routes.htm

674

7.09%

6. /Departments/pw\_operations/parks/park\_facilities.htm

476

5.01%

7. /Departments/swim/schedule.htm

250

2.63%

8. /Departments/pw\_operations/parks/parks.htm

244

2.57%

9. /Departments/court/court.htm

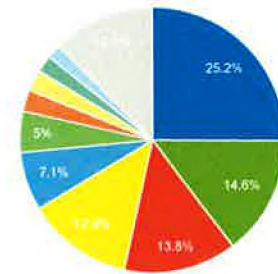
196

2.06%

10. /cityservices/cityserv.htm

162

1.70%



Rows 1 - 10 of 95

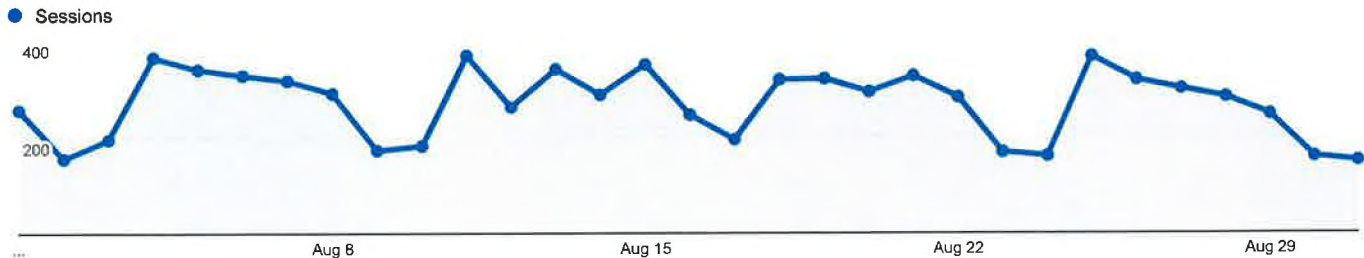
## Audience Overview

Aug 1, 2014 - Aug 31, 2014

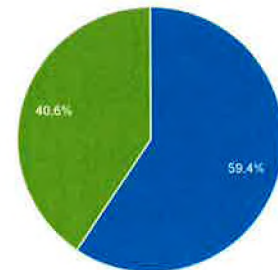
All Sessions  
100.00%

+ Add Segment

### Overview



New Visitor Returning Visitor



Language	Sessions	% Sessions
1. <a href="#">en-us</a> English - United States	7,971	96.30%
2. <a href="#">en</a> English	105	1.27%
3. <a href="#">en-gb</a> English - United Kingdom	41	0.50%
4. <a href="#">pt-br</a> Portuguese - Brazil	29	0.35%
5. <a href="#">es-us</a> Spanish - United States	22	0.27%
6. <a href="#">es-es</a>	15	0.18%
7. <a href="#">es-419</a>	13	0.16%
8. <a href="#">ja-jp</a>	12	0.14%
9. <a href="#">es</a>	10	0.12%
10. <a href="#">es-mx</a>	6	0.07%

Language information comes from Microsoft Windows Language Code Identifier document (Revision Release 5-15-14) which specifies a set of locale identifiers that designate culture-specific information such as how text is sorted, how a date is formatted, and the display format for numbers and currency.

## New vs Returning

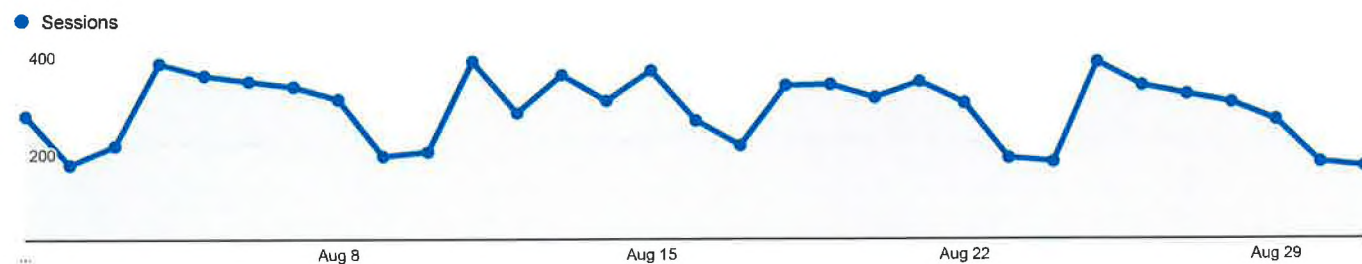
Aug 1, 2014 - Aug 31, 2014

All Sessions  
100.00%

+ Add Segment

### Explorer

Summary



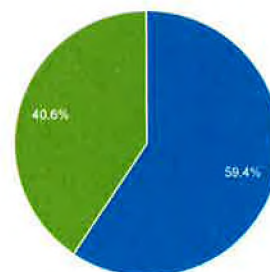
User Type

Sessions

Sessions

Contribution to total: Sessions

	8,277	8,277
	% of Total: 100.00% (8,277)	% of Total: 100.00% (8,277)
1. <span style="color: blue;">■</span> New Visitor	4,916	59.39%
2. <span style="color: green;">■</span> Returning Visitor	3,361	40.61%



Rows 1 - 2 of 2

## Browser & OS

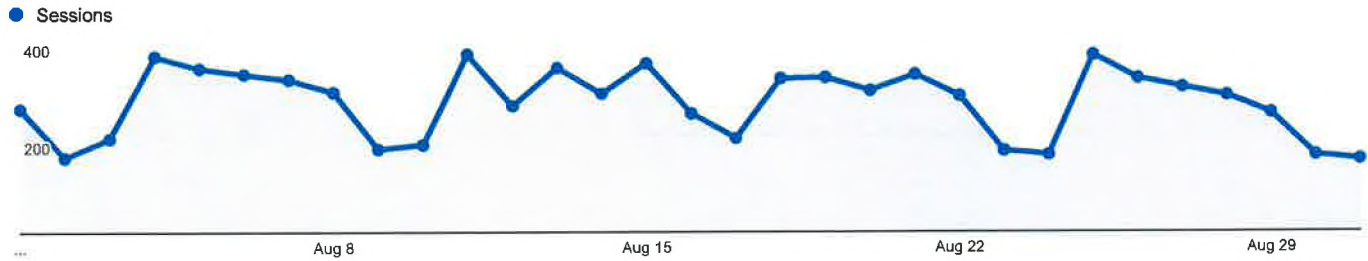
Aug 1, 2014 - Aug 31, 2014

All Sessions  
100.00%

+ Add Segment

### Explorer

Summary



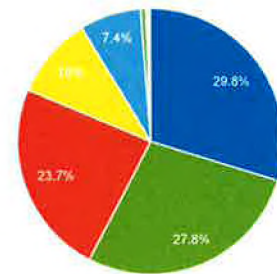
Browser

Sessions

Sessions

Contribution to total: Sessions

	8,277	8,277
% of Total: 100.00% (8,277)	% of Total: 100.00% (8,277)	
1. Chrome	2,469	29.83%
2. Safari	2,305	27.85%
3. Internet Explorer	1,962	23.70%
4. Firefox	827	9.99%
5. Android Browser	615	7.43%
6. Amazon Silk	53	0.64%
7. Safari (in-app)	21	0.25%
8. BlackBerry	7	0.08%
9. Opera Mini	7	0.08%
10. Opera	5	0.06%



Rows 1 - 10 of 15

## Overview

Aug 1, 2014 - Aug 31, 2014

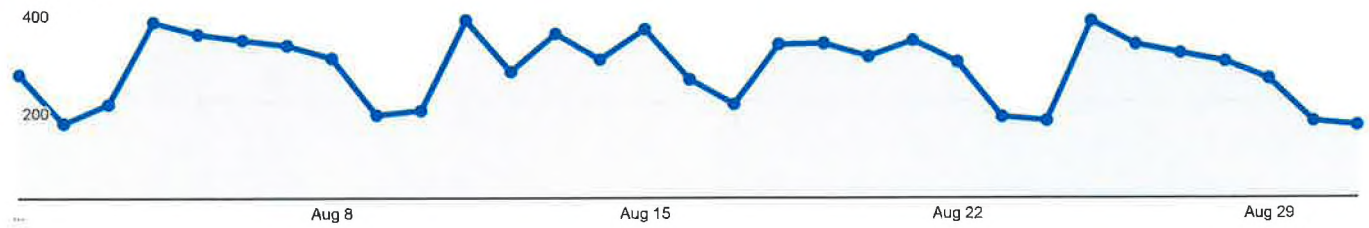
All Sessions  
100.00%

+ Add Segment

### Explorer

Summary

Sessions



Device Category

Sessions

Sessions

Contribution to total: Sessions

1. desktop
2. mobile
3. tablet

8,277  
% of Total: 100.00% (8,277)

8,277  
% of Total: 100.00% (8,277)

4,590

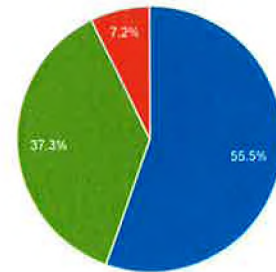
55.45%

3,087

37.30%

600

7.25%



Rows 1 - 3 of 3

## Devices

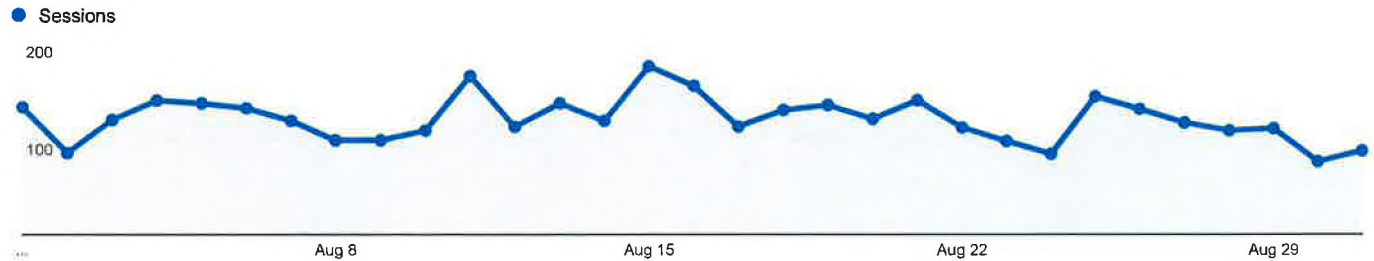
Aug 1, 2014 - Aug 31, 2014

All Sessions  
44.55%

+ Add Segment

### Explorer

Summary



#### Mobile Device Info

Sessions

Sessions

Contribution to total:

Sessions

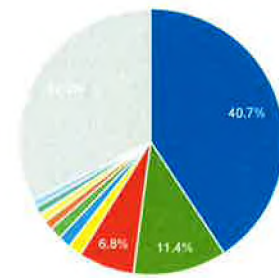
3,687

% of Total: 44.55% (8,277)

3,687

% of Total: 44.55% (8,277)

1. Apple iPhone	1,502	40.74%
2. Apple iPad	419	11.36%
3. (not set)	251	6.81%
4. Samsung SCH-I535 Galaxy S III	64	1.74%
5. Apple iPod	56	1.52%
6. Samsung SM-G900V Galaxy S5	54	1.46%
7. Samsung GT-P5210 Galaxy Tab 3 10.1	40	1.08%
8. Samsung SCH-I545 Galaxy S IV	40	1.08%
9. LG VS980 G2	35	0.95%
10. Samsung SM-G900A Galaxy S5	35	0.95%



Rows 1 - 10 of 233

## Landing Pages

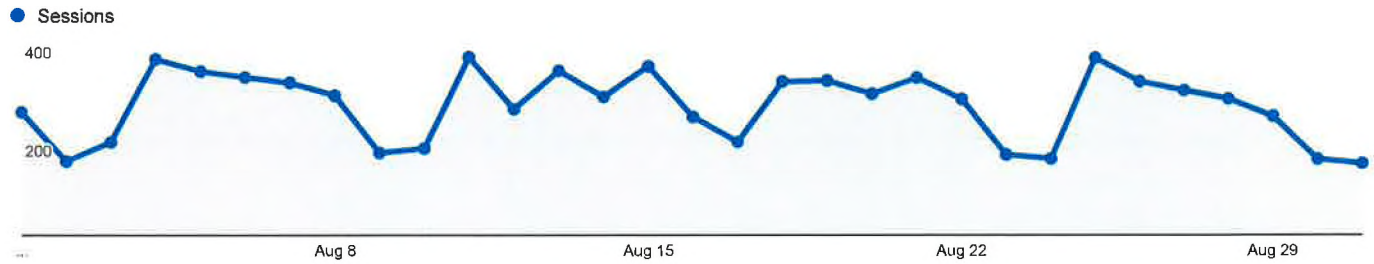
Aug 1, 2014 - Aug 31, 2014

All Sessions  
100.00%

+ Add Segment

### Explorer

Summary



### Landing Page

Sessions

Sessions

Contribution to total:

Sessions

8,277

% of Total: 100.00% (8,277)

8,277

% of Total: 100.00% (8,277)

1. /
2. /transportation/CAThomepage.htm
3. /Departments/swim/swimcenter.htm
4. /Jobs/jobopenings.htm
5. /transportation/routes.htm
6. /Departments/pw\_operations/parks/park\_facilities.htm
7. /Departments/court/court.htm
8. /Departments/pw\_operations/parks/parks.htm
9. /Departments/swim/schedule.htm
10. /cityservices/cityserv.htm

2,238

1,190

1,069

904

676

508

228

173

161

153

27.04%

14.38%

12.92%

10.92%

8.17%

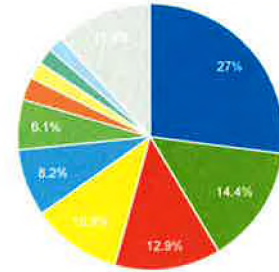
6.14%

2.75%

2.09%

1.95%

1.85%



Rows 1 - 10 of 89

# City of Canby Bi-Monthly Report

## Department: Transit



For: the months of July & August, 2014

Date: September 8, 2014

Prepared by: Julie Wehling

Through: Amanda Zeiber, Interim City Administrator

### 1) Funding Issues:

- a) Monthly Elderly and Disabled transportation reports were submitted to TriMet.
- b) CAT's grant application for \$60,000 in a planning funds (to complete a Transit Master Plan) was approved for funding by the Oregon Transportation Commission (OTC). The grant agreement arrived in late August and should be executed by early September.
- c) A Ladders of Opportunity 5309 grant funding proposal was submitted to ODOT on July 18, 2014 to replace 2 Girardin minibuses with 2 low-floor cutaway minibuses. Proposal results expected in early 2015.
- d) On August 15, 2014 an application was submitted to ODOT's 2015 - 5339 Bus & Bus Facilities Replacement Program to replace a Champion and a Girardin minibus 2 low-floor cutaway minibuses. Application results are expected in January of 2015.


### 2) Ridership:

Ridership for FY 2014-15 is up by 2.07 percent as compared to the previous fiscal year. During this report period CAT provided:

- a) 9,615 rides in July (5.64% more than July of 2013).
  - 1,510 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 1.48 % more than were provided during July of 2013.
  - 5,836 to Oregon City (8.31% more rides than July of 2013).
  - 2,269 to Woodburn (1.93% more rides than July of 2013)
- b) 9,927 rides in August (1.15% fewer rides than August of 2013).
  - 1,535 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 6.59% more rides than were provided during August of 2013.
  - 5,903 to Oregon City (1.39% more rides than August of 2013)
  - 2,250 to Woodburn (10.46% fewer rides than August of 2013).

The ridership downward slide seems to be leveling off. In October it will be 2 years since the \$1 fare was implemented.

#### Updates:

- a) The Rider of the Month for July was Carol Luce. The August winner was Scott Guenther. Each rider was given CAT memorabilia and a free bus pass. Both Carol and Scott already had a monthly pass so they “paid it forward” and gave the free pass to another happy CAT customer. Both Carol and Scott are regular riders. Carol rides around Canby and also to destinations in Oregon City, Portland and Woodburn. She is also a member of the Transit Advisory Committee. Scott rides CAT to Oregon City where he connects to TriMet to get to his job in Portland.
- b) On August 12<sup>th</sup> an illuminated **CAT**  **CANBY AREA TRANSIT** sign was installed on the front of the CAT office building at 195 S Hazel Dell Way, Suite C.
- c) For the second year CAT operated its Clackamas County Fair Shuttle for extended hours and also on Saturday. This year 239 Fair Shuttle rides were provided between August 12<sup>th</sup> and 16<sup>th</sup>. This is 29 (10.8%) fewer rides than last year. Only 8 rides were provided on Saturday.

#### 4) Collisions

- a) No collisions in July.
- b) Two minor collisions in August. No customers on board during either incident. No one was injured. Following investigation both incidents were determined to be preventable.
  - On August 11<sup>th</sup> bus 29 (a 35' Gillig) made contact with a highway reflector sign while pulling onto 99E from the southbound stop at N Pine St. The passenger side of the bus was scratched. The damage was very minor requiring only buffing of the scratches to remove them.
  - One August 15<sup>th</sup> bus 28 (a 35' Gillig) hit a parked vehicle while traveling on SW 2<sup>nd</sup> Avenue there was no damage to the bus. The side mirror of the parked vehicle was damaged.

#### 5) Training/Meetings/Conferences Attended: City staff, contractors and/or volunteers represented CAT or participated in activities in the following venues:

- a) From July 22<sup>nd</sup> – 25<sup>th</sup> Julie Wehling attended an Introduction to Transit Planning course from the University of Wisconsin - Milwaukee's School of Continuing Education hosted by Oregon Department of Transportation's Rail and Transit Division in Salem.
- b) On July 22<sup>nd</sup> Julie Wehling and Sandra Cranston attended a Portland-Milwaukie Light Rail Transit Project town meeting at the Oregon City Pioneer Center hosted by TriMet.
- c) MV held driver safety training meetings on July 12<sup>th</sup> and August 9<sup>th</sup>.
- d) The Transit Advisory Committee held its regular meeting on July 17<sup>th</sup> the meeting

in August was canceled.

- e) On August 8<sup>th</sup> Julie Wehling was an interview panel member for an ODOT Rail & Public Transit Division employee hiring process.



## **City of Canby Bi-Monthly Report**

### **Department: Wastewater Treatment Plant**

### **For Months of:**

### **July & August 2014**

To: The Honorable Mayor Hodson & City Council  
From: Dave Conner, Lead Operator  
Through: Amanda Zeiber, City Administrator  
Date: September 2, 2014

#### **FACILITY OPERATIONS & MAINTENANCE**

The water quality for the months of July and August remained excellent with no violations. Plant Operators maintain daily operations of the plant as we continue our more stringent summer compliance monitoring.

Plant personnel are keeping up with all preventative maintenance, operations, laboratory testing, FOG abatement and pretreatment. Plant personnel also took on the task of monitoring and running the city's pretreatment program as well as a majority of the environmental duties that were previously handled by the past environmental services manager. The WWTP also hired a part-time person to train current employees and help 40 hrs. per month while we evaluate the personnel needs of our pretreatment program. We also had one employee retire and are currently looking to replace him. Here is a list which includes a few of the tasks from the previous months.

- Removed two air handling units that had not been in service for several years.
- Installed new refrigeration sled on effluent sampler.
- Installed new flow meter and SS bracket in effluent chamber.
- Drained Effluent basin to perform effluent flow meter calibration check on new equipment.
- Replaced bin activator timer in Lime silo
- Purchased and installed new decant pump for decant pond
- Installed two new slide rail brackets for ABS and Ebara recirc pumps
- Installed rebuilt recirculation pump in north aeration basin
- Fabricated custom adapter for our Ebara recirc pump slide rail bracket
- Plant monitoring, testing and resetting of equipment with three power outages this month.
- Daily plant check, lab, and process control.
- Routine daily maintenance, repairs, and cleaning of plant.
- Perform weekly AB probe checks/calibration
- Continued to monitor D.O. in Aeration Basin North/South (Cell #2, #3, #4)
- Began WWTP web page redesign and set up.
- Changed Electrolyte and membranes on D.O. probes in Aeration Basin

## **PRETREATMENT, FOG (FATS, OILS AND GREASE) PROGRAM**

### **July**

- Pump Outs: 25
- Inspections: 3

### **August**

- Pump Outs: 38
- Inspections: 6
- Inspection of Oil/Water Separator at Canby Hand Car Wash
- Continued communication with Wayne Layman about GRD/garbage disposal situations with Canby public schools including pump outs and installation
- IU Inspections of Veolia Water, Johnson Controls, Kahut Disposal, and Global Stainless Systems.
- Pretreatment permit renewal submitted to DEQ for review.

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## **BIOSOLIDS PROGRAM**

- Belt ran 19 days in July
- 6 loads to Heard Farms, 179.34 wet tons.
- Belt ran 16 days in August.
- 5 loads to Heard Farms, 145.64 wet tons

## **DAILY LAB ACTIVITY**

### **Monthly / Weekly NPDES Permit Tests ss**

- TSS
- BOD
- CBOD
- Ammonia
- E-coli
- Alkalinity
- pH
- Total Flow
- UV Dosage
- Pest/ Pcbs, (608's) permit test results received and reviewed.
- 3 Day Ultra Clean testing completed.

### **Monthly / Weekly Lab**

- TSS
- Nitrite / Nitrate
- UV Transmittance
- Input and submitted DMR-QA 34 results

### **MEETINGS AND TRAINING ATTENDED**

These meetings, conference's or training were completed by either one or more of the wastewater treatment plant personnel (Dave Conner, Don Steiner, Bob Wengert, or Dave Frahm)

- Daily staff and operations meeting
- Emergency evacuation drill
- *Bainbridge Associates, Inc D.O. Meters*
- ORACWA Pretreatment Committee
- RPA ACWA meeting in Aug.