



## AGENDA

### CANBY CITY COUNCIL REGULAR MEETING

January 19, 2011

7:30 PM

Council Chambers

155 NW 2<sup>nd</sup> Avenue

*Mayor Randy Carson*

*Council President Walt Daniels*

*Councilor Richard Ares*

*Councilor John Henri*

*Councilor Brian Hodson*

*Councilor Jason Padden*

*Councilor Greg Parker*

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### CITY COUNCIL REGULAR MEETING

#### 1. CALL TO ORDER

A. Pledge of Allegiance and Moment of Silence

#### 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 December 8, 2010 City Council Special Meeting

B. Approval of Minutes of the January 5, 2010 City Council Regular Meeting

C. Approval of Minutes of the January 5, 2010 City Council Special Meeting

D. Reappointment to Canby Utility Board

Pg. 1

#### 7. RESOLUTIONS & ORDINANCES

A. Res. 1081, Adopting a Document Entitled Canby Area Transit-City of Canby Americans with Disabilities (ADA) Plan

Pg. 2

B. Ord. 1340, Adopting a Transportation System Plan Update (2<sup>nd</sup> Reading)

Pg. 30



**8. NEW BUSINESS**

- A. Request from Transit Advisory Committee for Donation Policy Pg. 37
- B. Request for Exemption from Hope Village for Development Concept Plan Requirement Pg. 39
- C. Canby Utility's Green Power Donation to the City of Canby Parks and Transit Mall Pg. 49

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

**10. CITIZEN INPUT**

**11. ACTION REVIEW**

**12. EXECUTIVE SESSION: ORS 192.660(2)(h) Pending 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 at 503.266.4021 ext. 233. 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 OCTS Channel 5. For a schedule of the playback times, please call 503.263.6287.



**CITY OF CANBY  
APPLICATION  
BOARD/COMMITTEES/COMMISSIONS/COUNCIL**

*Instructions: By using either your tab key or arrow keys, navigate to each field and type in your information. When complete, save the document to your computer and either mail, fax or email to the addresses listed below.*

Date: 06 Jan 2011

Name: Jerry Smith

Occupation: consultant - semi retired

Home Address:

Employer: Self

Position:

Daytime Phone:

Evening Phone: Same

E-Mail Address:

For which position are you applying? Reappointment to Canby Utility Board

What are your community interests (committees, organizations, special activities)? That Canby remains progressive in economic development endeavors.

Experience and educational background: BS in agricultue - University of Arizona - pliu continuing education classes at community colleges

Reason for your interest in this position: This position is a tremendous experience and education plus an oppurtunity to make a diference

List any other City or County positions on which you serve or have served: Canby URD Advisory Committe - Canby Downtown/Highway 99E Design Standards Project - Canby Facilities Assessment - Canby Street Maintenance Task Force - Workforce Investment Council of Clackamas County - County Green Ribbon Committee - County Economic Development Commision

Information on any special membership requirements:

Referred by (if applicable):

Feel free to attach a copy of your resume and use additional sheets if necessary

**THANK YOU FOR YOUR WILLINGNESS TO SERVE CANBY**

*Please return to:* City of Canby  
Attn: City Recorder  
182 N Holly Street  
PO Box 930  
Canby, OR 97013

Phone: 503.266.4021 Fax: 503.266.7961 Email: [scheaferk@ci.canby.or.us](mailto:scheaferk@ci.canby.or.us)

*Note: Please be advised that this information may be made available to anyone upon a public records request and may be viewable on the City's web site.*

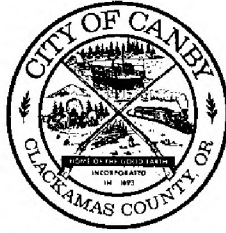
**RECEIVED**

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CITY OF CANBY





## MEMORANDUM

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**DATE:** JANUARY 10, 2011  
**TO:** RANDY CARSON AND CANBY CITY COUNCIL  
**FROM:** JULIE WEHLING, TRANSIT DIRECTOR  
**THROUGH:** GREG ELLIS, CITY ADMINISTRATOR  
**RE:** RESOLUTION 1081 - CANBY AREA TRANSIT'S AMERICANS WITH DISABILITIES (ADA) PLAN

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**Issue:** Canby Area Transit (CAT) was informed by the Public Transit Division of ODOT that an Americans with Disabilities (ADA) Plan for its public transportation services was required. All providers of public transportation are required by federal regulations to draft and maintain a current plan and update it annually.

**Background:** Although this federal requirement was in place before Canby Area Transit was established it was overlooked until a federal audit of ODOT found that a number of Oregon's public transit providers did not have current or updated ADA Plans. Canby Area Transit's ADA Plan has been reviewed by, staff, ODOT's Public Transit Division, the Transit Advisory Committee and made available for public review and comment. The Transit Advisory Committee approved the plan on January 12, 2011 and recommends it for adoption.

**Recommendation:** Staff recommends the adoption of Resolution 1081 which adopts the *CANBY AREA TRANSIT – CITY OF CANBY AMERICANS WITH DISABILITIES (ADA) PLAN*.

**Motion:** "I move to adopt Resolution 1081, A RESOLUTION ADOPTING THE DOCUMENT ENTITLED *CANBY AREA TRANSIT – CITY OF CANBY AMERICANS WITH DISABILITIES (ADA) PLAN*".

**Attached:** Resolution 1081 and Exhibit "A"



**RESOLUTION NO. 1081**

**A RESOLUTION ADOPTING A DOCUMENT ENTITLED CANBY AREA TRANSIT – CITY OF CANBY AMERICANS WITH DISABILITIES (ADA) PLAN**

**WHEREAS**, the City was notified by Oregon Department of Transportation's (ODOT) Public Transit Division that Canby Area Transit (CAT) is required to draft and maintain an Americans with Disabilities (ADA) Plan for its public transportation services.

**WHEREAS**, on January 12, 2011 the Transit Advisory Committee approved the plan entitled *Canby Area Transit – City of Canby Americans with Disabilities (ADA) Plan* and recommends it for adoption.

**IT IS HEREBY RESOLVED** by the City of Canby Council that the document entitled *Canby Area Transit – City of Canby Americans with Disabilities (ADA) Plan*, attached hereto as Exhibit "A" and by this reference incorporated herein, is adopted by the Canby City Council.

This resolution is effective January 19, 2011.

**ADOPTED** by the Canby City Council on the 19<sup>th</sup> day of January 2011.

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Randy Carson  
Mayor

ATTEST:

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Kimberly Scheafer, CMC  
City Recorder





# Canby Area Transit – City of Canby AMERICANS WITH DISABILITIES (ADA) PLAN January 19, 2011

## Introduction

Canby Area Transit (CAT) operates as a department of the City of Canby. The department's administrative offices are located at 123 NW 2<sup>nd</sup> Avenue in Canby. The Transit Director can be contacted by phone at 503.266.4024 extension 251, by fax at 503.263.6284, or [cat@ci.canby.or.us](mailto:cat@ci.canby.or.us). Address written correspondence to Canby Area Transit, PO Box 930, Canby, OR 97013.

Canby Area Transit and the City of Canby are committed to providing equal opportunity for persons with disabilities. This commitment includes complying with the Americans with Disabilities Act of 1990 (ADA) and the Rehabilitation Act of 1993 including Section 37.173 of DOT's ADA regulations requiring transit operators to train their personnel to properly assist and treat individuals with disabilities with sensitivity and to operate vehicles and equipment safely. This includes training personnel to use the accessibility equipment and to accommodate the different types of common wheelchairs.

The purpose of this plan is to document the policies developed during the course of providing public transportation. These policies and service delivery systems were developed in regular public meetings with the integral participation of the Transit Advisory Committee and the governing body, Canby City Council.

## Mission and Goals

City of Canby's stated mission is *to maintain and improve the quality of life and environment for all within the Canby Community.*

To accomplish this we will:

- Facilitate the provisions of needed services and infrastructure.
- Promote community-oriented decision making.
- Advocate accessibility and equity in process and service.
- Nurture a sense of community and responsibility between generations.

Canby Area Transit, a department of the City of Canby, has established the following mission statement: *To serve the citizens of Canby with accessible, dependable and efficient Public Transportation.*

During Canby Area Transit's planning process the following goal and objectives were identified to guide the development of the CAT Transit Master Plan.

**Goal** *Serve the transportation needs of residents, employees, and visitors with convenient, safe, affordable, and efficient transit service and other options that offer a viable alternative to the automobile and provide key connections to other regional options.*



The objectives identified to support the goal were to:

- Provide service that is coordinated, efficient and reliable.
- Enhance access to fixed-route transit and other alternative transportation options.
- Accommodate the growing demand for alternative transportation services in Canby.
- Promote land use patterns and local policies that support transit and alternative transportation use.
- Increase the awareness of and community involvement in transit and alternative transportation services.

Clearly, Canby Area Transit is committed to providing transportation services that will accommodate people of all abilities and provide quality service to as many members of the community as possible. Customer accessibility is a critical consideration in all aspects of CAT service from customer amenities to vehicle and route design. The following lists service elements designed specifically to assure the accessibility of CAT service.

- CAT personnel are trained to operate vehicles and equipment safely and to sensitively assist people with disabilities.
- Vehicles are equipped with wheelchair lifts or ramps as well as bike racks.
- Stops and service routes are announced on all routes.
- Schedules and program information are made available in alternative formats.
- Service animals trained to perform a task are accommodated on all vehicles.
- Personal Care Attendants (PCA) may accompany individuals with disabilities at no charge.
- Travel Training assistance and trip planning is provided upon request.
- Bus stops are evaluated for accessibility and are established in the safest, most accessible locations available.
- As needed, customers are interviewed via phone or in person to identify the appropriate level of service, provide information and answer any questions.
- Premium service exceeding ADA requirements is available to eligible customers traveling between Oregon City and Canby.

These practices contribute to the accessibility of the CAT system and improve its service all customers including those with disabilities.

Transportation service is provided without discrimination against any person including any person with a disability. Discrimination by Canby Area Transit employees or representatives against any person on the basis of disability will not be condoned or tolerated. The Canby Area Transit Title VI Program Policy provides a comprehensive non-discrimination policy.

## **Description of service area**

Canby is a growing and thriving community with a population of over 15,000 people. The rural environment and small town feel draw many to settle in Canby making it one of the most desirable bedroom communities – with Portland just 25 miles north and Salem just 30 miles to the south.

Bordered by the Molalla and Willamette rivers, Canby has historically been a natural hub for transportation which played a major role in the development of the City. The Willamette River served as the main source of transportation with steamboats taking produce to markets in Oregon City and Portland. Rails were laid in 1870 and the tracks were quickly lined with warehouses and



the agriculture industry grew. In 1914, a ferry service was established across the Willamette River and today the Canby ferry is one of just three ferries still operating in Oregon.

Canby is separated from Metro's Urban Growth Boundary by several miles of rural land. This separation is protected by a "Green Corridor" agreement between Canby, Clackamas County, Metro, and the Oregon Department of Transportation – which largely protects the 99E corridor from further development. This designation coupled with the Willamette River, the railroad lines, and the steep cliffs ensure that Canby will remain separate from the Portland Metropolitan Area for many decades, if not forever. The city's setting surrounded by rivers and fields, and its agricultural heritage, give it a unique character and a tradition of self-reliance. Canby's historic downtown, highway commercial area, schools, and churches are still very important local destinations.

Despite this physical separation and self-reliance, Canby has always had strong transportation and economic connections to its neighbors (Portland, Woodburn, Wilsonville and Salem) by rail and road.

Since the 1990s, Canby's population has grown by more than 30%, driven in large part by people seeking a small town, rural lifestyle within distance of the employment, recreational and retail opportunities of Oregon's two largest metropolitan areas.

Recent regional estimates indicate that as many as sixty five percent of Canby residents commute to work outside of Canby and those connections are expected to continue as population projections continue to indicate strong growth trends over the next 20 years.

### **Aging Population**

According to the 2000 U.S. Census of Population, 11.6 percent of the City's population was 65 or older. Baby Boomers are reaching retirement age and seniors will account for a growing proportion of the population. This will inevitably create an increased demand for Paratransit services over the next twenty years. Elderly residents who are less confident in their driving abilities may also add to the increased demand for fixed-route transit service as well. Between Fiscal Years 2004 and 2010 the percentage of CAT ridership comprised of the elderly or persons with disabilities increased from 8.7 percent to 10.4 percent of the total CAT ridership.

### **Other Demographics**

Although the demographic profile of transit riders varies somewhat from one place to another, there are particular groups that are more likely to commute by transit than others. According to one study, the groups that are more likely to use transit include:

- Workers with no household car
- Workers with work or mobility limitations
- Women
- Hispanics
- Asians
- Immigrants (regardless of the number of years they have been in the United States)
- Workers with household incomes below \$20,000
- Workers age 17-29, and
- Workers age 60 and over.



With the exception of low-income households, the study indicated that all of the other groups still had higher than average transit use to access jobs, even in higher-income groups. Of these groups Hispanics, in particular, represent a growing sector of the community in Canby.

## Fixed Route Service

Canby Area Transit provides fixed route service on its Blue and Green lines and on a portion of the Purple and Orange Lines. See Appendix F for maps and route schedules.

The Blue and Green Lines provide fixed route service within Canby. The Orange Line provides fixed route service within Canby Urban Growth Boundary (CUGB) and commuter service to Oregon City and Woodburn. The Purple Line also provides local fixed route service within the CUGB and commuter service to Wilsonville.

Local fixed route service is provided to northern Canby on the Green Line, to southern Canby on the Blue Line and on the Orange Line along 99E between Canby Market Center (1401 SE 1<sup>st</sup> Avenue- near Fred Meyer) and Canby Square (1051 SW 1<sup>st</sup> Avenue - near Safeway). Limited local service is also provided on the Purple Line between the Canby Transit Center (100 NE 1<sup>st</sup> Avenue – Cutsforth’s Thriftway) and the intersection of N Aspen and N Knights Bridge Road.

South Metro Area Regional Transit (SMART) and CAT share the operation of service between Canby and Wilsonville. CAT provides 4 of the 12 trips provided each day. See Appendix F for maps and route schedules.

Route	Service	Location	Days	Hours	Frequency
Green Line	Fixed Route	Full route – Northern Canby	Monday - Friday	7:02 am to 7:20 pm	60 minute
Blue Line	Fixed Route	Full route – Southern Canby	Monday - Friday	6:30 am to 7:59 pm	60 minute
Orange Line	Fixed Route	Between Canby Transit Center and Canby Market Center	Monday - Friday	7:30 am to 10:30 pm	30 minute
Orange Line	Fixed Route	Between Canby Transit Center and Canby Market Center	Monday - Friday	10:30 am to 8:00 pm	60 minute
Orange Line	Fixed Route	Between Canby Square and Canby Transit Center or Canby Market Center	Monday - Friday	7:30 am to 7:10 pm	60, 90 or 120 minute
Purple Line	Fixed Route	Between Canby Transit Center and the intersection of N Aspen and N Knights Bridge Road	Monday - Friday	4 trips only 10:30 am to 1:30 pm	60 minute

## Commuter (Inter-City) Service

Canby Area Transit operates commuter service on portions of its Orange Line between Oregon City and Woodburn and on a portion of the Purple Line between Canby and Wilsonville. The intercity connections provide links between the rural communities and critical links to Portland and Salem. See Appendix F for maps and route schedules.

North of Canby the Orange Line provides commuter service originating from the Canby Market Center (1401 SE 1<sup>st</sup> Avenue in Canby) or from the Canby Transit Center (100 NE 1<sup>st</sup> Avenue) to the Oregon City Transit Center (TriMet) at the intersection of 99E and 11<sup>th</sup> Street in Oregon City. The



earliest morning trips and two afternoon trips originate from the Canby Transit Center and do not stop at Canby Market Center to best serve commuter demand.

South of Canby the Orange Line provides commuter service between Canby Square (1051 SW 1<sup>st</sup> Avenue in Canby) and the Mid Valley Plaza at the intersection of 99E and Hwy 214 in Woodburn.

CAT Purple Line provides 4 trips per day between the intersection of N Aspen and N Knights Bridge Road in Canby and the SMART Central (9699 SW Barber Street) in Wilsonville.

Route	Service	Location	Days	Hours	Frequency
Orange Line - North	Commuter to Oregon City	From Canby Transit Center or (from Canby Market Center) to the Oregon City Transit Center	Monday - Friday	5:13 am to 9:30 am and 3:30 pm to 6:00 pm	30 minute
Orange Line - North	Commuter to Oregon City	Between Canby Market Center and the Oregon City Transit Center	Monday - Friday	9:30 am to 3:30 pm and 6:00 pm to 8:00 pm	60 minute
Orange Line - South	Commuter to Woodburn	Between Canby Square and Mid Valley Plaza in Woodburn	Monday - Friday	6:00 am to 6:11 pm	60, 90 or 120 minute
Purple Line	Commuter to Wilsonville	Between the intersection of N Aspen and N Knights Bridge Road and SMART Central	Monday - Friday	4 trips only 10:35 am to 1:35 pm	60 minute

Once outside the Canby Urban Growth Boundary each of these commuter services provide very limited stops along a highway or rural county road. CAT does not provide local service to the small communities along these commuter routes.

### Fares

The fixed-route and commuter services are fareless—FREE.

### Fleet

CAT's fixed route and commuter services utilize three (3) 35'/35 passenger buses, (1) one 30'/27 passenger bus, and five (5) 24'-26'/20-21 passenger cutaways. The CAT Dial-A-Ride (Paratransit) service utilizes two (2) 23'/17 passenger buses with four wheelchair stations. Additionally, CAT has two (2) ramp accessible minivans and three (3) backup cutaway buses. All vehicles are accessible and can accommodate at least one wheelchair.

### Paratransit Services

Canby Area Transit provides demand responsive Paratransit service through its Dial-a-Ride program to individuals whose disability prevents them from using or accessing the local fixed-route bus. Dial-a-Ride service is provided to all eligible individuals traveling within Canby Urban Growth Boundary or within  $\frac{3}{4}$  mile of a fixed route. Dial-A-Ride customers traveling to and from destinations in the TriMet District make transfers to the TriMet LIFT service at the Oregon City Transit Center.

This service is provided during the hours of the local fixed-route service: 6:00 am to 8:00 pm Monday through Friday.



## **Eligibility**

See Appendix A for the certification process as part of the eligibility policy. The policy addresses the six required elements:

- Availability of application materials in accessible format
- Description of determination process, including method of notifying individuals about determinations
- System and timetable for processing applications and allowing presumptive eligibility
- Documentation provided to persons determined to be ADA Paratransit eligible
- Description of the administrative appeals process
- A policy for visitors

## **Scheduling a Ride**

When certification is complete, ride reservations are made by calling 503.266.4022 up to 14 days in advance and by 5:00 pm the day before any trip. Though the office is closed on weekends trip requests are taken by voice mail and honored for Mondays. There are no restrictions on trip purpose and it is the practice of Canby Area Transit that there are no capacity constraints.

## **Additional Information**

Subscription service (standing order) is available for riders who travel to and/or from the same location on a regular basis. Subscription service may be limited in order to ensure there are no capacity constraints for on-demand trip requests. A waiting list may be created for subscription service only.

Reservation times may be negotiated to within one hour of requested time. There is a pick-up window of 10 minutes before or after scheduled time. Passengers are requested to be ready for vehicle arrival, which may be up to 10 minutes early. Driver will allow up to five (5) minutes for passenger to board.

## **Cancellations, Missed Rides, and No Shows**

Cancelled and missed trips are costly and an inconvenience other passengers. Customers are requested to contact the dispatch/scheduler as soon as possible when canceling a trip. Ridership privileges may be suspended due to a pattern of missed or no show appointments (3 trips in a 6-month period). Ridership privileges can also be suspended due to unruly behavior, which may or may not threaten the safety on the vehicle.

## **Service Delivery**

Complementary service is curb-to-curb however accommodations are made when door-to-door service is needed.

## **Personal Care Attendant**

An ADA eligible rider may travel with a Personal Care Attendant (PCA) who may ride free of charge. Other companions may ride as space allows and will be required to pay any applicable fares. CAT service is fareless so all rides are FREE.

## **Service Fares**

The fare for the Paratransit service may be twice (2x) the fixed route fare. CAT service is fareless so the ride is FREE.



## **Fleet**

As mentioned in the previous section, the CAT Dial-A-Ride (Paratransit) service regularly utilizes two (2) 23’/17 passenger buses with four wheelchair stations. Additionally, CAT has two (2) ramp accessible minivans and three (3) backup cutaway buses. All vehicles are accessible and can accommodate at least one wheelchair.

## **Other Transit Service**

CAT provides a premium service exceeding the requirements of Complementary Paratransit. As a supplement to the CAT Dial-A-Ride connection to TriMet LIFT at the Oregon City Transit Center CAT provides transferless service (origin-to-destination) to all eligible Paratransit customers. Transferless service is provided between addresses within the Canby Urban Growth Boundary and addresses inside the city limits of Oregon City. The service is curb-to curb with reasonable accommodations made for trips requiring door-to-door assistance.

## **Fares**

CAT service is fareless so the ride is FREE.

## **Fleet**

This service is provided using the same vehicles as those listed for the CAT Dial-A-Ride (Paratransit) service.

## **Comparison of Fixed-Route to Complementary Paratransit**

This comparison table summarizes the above defined Complementary Paratransit service showing it provides equal service to that provided by the fixed route and meets the six required criteria.

Service Criteria	Consistent w/ Regulation	Comments
Service Area	Yes	Canby Urban Growth Boundary
Response Time	Yes	14 days in advance to 5:00 pm the day prior
Fares	Yes	Fareless
Trip Purpose	Yes	No Restrictions
Service Hours	Yes	Same
Capacity Constraints	Yes	None

## **Coordination with Other Public Transit Service Providers**

Canby Area Transit’s participation in regular coordinated planning with many public transit service providers includes the Clackamas County Transportation Consortium, the Regional Transportation Coordinating Committee, and the Special Transportation Funding Advisory Committee responsible for the development of the Coordinated Human Transportation Services Plan. Canby Area Transit makes every effort to coordinate with other agencies in the region and to provide the most effective and appropriate level of service. We use the Elderly and Disabled Transportation Plan (EDTP) as a road map and make every effort to implement as many strategies of the plan as are possible. Providing connections and mobility is one of CAT’s highest priorities and we currently make connections with TriMet, South Metro Area Regional Transit (SMART), South Clackamas



Transportation District (SCTD), Chemeketa Area Regional Transportation System (CARTS) and Woodburn Transit System (WTS).

Canby Area Transit loans a minivan from its fleet to the Canby Adult Center. We work with the Canby Adult Center to arrange transportation for customers who are outside the CAT service boundaries. As often as possible we work with the RideWise program staff to assist CAT customers and Canby education professionals with travel training.

## **Public Participation**

This ADA Plan became available for public review and comment on the City website at [www.canbyareatransit.org](http://www.canbyareatransit.org) on January 7, 2011. A public notice was posted on the website and in the local newspaper of the Transit Advisory Committee meeting on January 12, 2011 which included the discussion of this agenda item. Subject to public comment, the ADA Plan was submitted to City Council for discussion, comment and approval at the January 19, 2011 meeting. The draft and final plan were available in accessible formats upon request.

## **Implementation Plan**

As Canby Area Transit meets the required service criteria for its Complementary Paratransit service, there are no planned changes to address ADA requirements.



# **Appendix A**

## **Canby Area Transit AMERICANS WITH DISABILITIES (ADA) Eligibility Policy January 19, 2011**

Eligibility is the process whereby a rider can apply to receive ADA Complementary Paratransit or other special services for which they are determined eligible.

### **Application and Certification Process**

When a customer contacts Canby Area Transit (CAT) with a request for ADA eligible service they are asked to complete a paper application and are given a copy of a brochure (attached as Appendix B) that describes CAT's Dial-A-Ride service. An application form (attached as Appendix C) is provided to all customers requesting special services. All eligibility materials are available in accessible formats upon request.

Once a completed application is received, CAT may take up to 21 days from receipt to make an eligibility determination. No application for special services is accepted for review by CAT until all sections of the application are completed. All partially complete or illegible applications are returned to the applicant. The Transit Director or designee will review all completed applications to determine eligibility for special services including the category of service such as permanent, temporary, or conditional. Follow-up phone, in-person interviews, or functional assessments may be needed. If an initial determination is not made within 21 days of the individual's request for service, they will be provided temporary services on a presumption of eligibility until eligibility is determined.

All applicants receive notification of their eligibility or service denial in writing and in an accessible format if requested. Individuals who are certified as eligible are provided with an identification card.

### **Denial of Service**

If ADA Complementary service is denied, the individual has the right to appeal this decision. The service denial will be provided in writing, will detail the reasons for denial and provide information about the process of appealing the decision. The denial decision will be determined by the Transit Director or designee, who will sign the denial notification letter.

### **Appeal Process**

Any applicant who is denied ADA Paratransit eligibility or disagrees with any established conditions of eligibility has the right to appeal the determination. An appeal request must be submitted in writing and postmarked or delivered within 60 days of the applicant receiving written notification of the decision regarding eligibility as provided above. Appeal requests should be addressed to: Transit Director, City of Canby, PO Box 930, 123 NW 2<sup>nd</sup> Avenue, Canby OR 97013 for review. The appellant, at their request, has the right to meet with the Transit Director to present additional information and arguments. Anyone needing special accommodations may contact Canby Area Transit for assistance at 503.266.4022 or 123 NW 2<sup>nd</sup>, Canby OR 97013.



The decision of the Transit Director must be made within 30 days and provided in writing or in an accessible format, and include the reasons for the finding. If the decision of the Director is not satisfactory, a further appeal can be made within 30 days to the Transit Advisory Committee at an open, public meeting. Determination at such a meeting will be forwarded as a recommendation to the Canby City Council for approval. Canby City Council determinations will be final. A record of action taken on each request or complaint must be maintained as part of the record or minutes at each level of the appeal process.

The right of the appellant to a prompt and equitable resolution of the complaint must not be impaired by the appellant's pursuit of other remedies, such as the filing of a complaint with the Department of Justice or other appropriate federal agency or the filing of a suit in state or federal court. Use of this procedure is not a prerequisite to the pursuit of other remedies.

### **Visitor Privilege**

Visitors will be allowed special services when traveling in Canby. The individual should have a certification from their home of record. If they do not and the disability is not obvious, the certification process will be used to determine eligibility. Visitor privilege will be provided by CAT for up to 30 days per year. Individuals certified by another transit agency in the region will have unlimited reciprocity.

### **Suspension of Services**

Canby Area Transit reserves the right to suspend from services any ADA qualified person, who establishes a pattern or practice of missing scheduled trips and/or for violating the passenger conduct rules posted in CAT vehicles. Repeated violations can result in services being revoked for up to a maximum of one year. All suspension decisions will be the responsibility of the Transit Director, subject by appeal to the City Council.

### **Personal Care Attendant**

An ADA eligible rider may travel with a Personal Care Attendant (PCA) who may ride free of charge. Other companions may ride as space allows and will be required to pay any applicable fares. CAT service is fareless so all rides are FREE.

### **Eligibility Identification Cards**

Eligibility Identification Cards will include: Customer name, Customer number, and expiration date for eligibility.

### **Temporary or Conditional Certification**

If eligibility is determined temporary, the ADA qualified person will need to be re-certified at the end of the termed period, unless a longer time period is recommended by the physician and approved by the Transit Manager.

If eligibility is determined conditional, the ADA qualified person can request to have the status of eligibility reviewed should the conditions change.



## Appendix B

### Title VI Non Discrimination Policy

Canby Area Transit (CAT) operates equal opportunity programs without regard to race, color, national origin, religion, age, marital status, equal orientation, or disability in accordance with Title VI of the Civil Rights Act, ORS Chapter 659A or other applicable law.

### Holidays

Canby Area Transit (CAT) does not operate on the following holidays:

- New Years Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas

### Canby Area Transit

PO BOX 930  
123 NW 2<sup>nd</sup> Ave  
Canby, OR 97013

**503.266.4022**

Oregon Relay Service 800.735.2900

Email: [cat@ci.canby.or.us](mailto:cat@ci.canby.or.us)

Website: [www.canbyareatransit.org](http://www.canbyareatransit.org)



***Dial-A-Ride Service***



**503.266.4022**

CAT is supported by  
Canby Businesses





## ABOUT CANBY AREA TRANSIT DIAL-A-RIDE SERVICE

Canby Area Transit Dial-A-Ride is a service provided in compliance with the 1990 Americans with Disabilities Act (ADA), providing complementary paratransit service within Canby and to and from Oregon City. The service operates the same hours as our fixed route service (6:00 am to 8:00 pm, Monday-Friday), providing for those with special needs who are unable to access fixed route service. Applications for Dial-A-Ride services are available through the CAT office located at 123 NW 2<sup>nd</sup> Avenue.

## RESERVATIONS, CANCELLATIONS AND NO SHOWS

- ▶ Reservations may be scheduled as early as 14 days in advance, and/or up to 5:00 pm the day before the trip is needed.
- ▶ Reservations may be placed by calling the dispatcher/scheduler during office hours (Monday through Friday, 8:00am to 5:00pm) or on weekends and holidays by leaving a message on the office answering system. **Please call with complete trip information (dates, times, addresses) and a phone number for trip confirmation.**
- ▶ Pick-up time may be negotiated and scheduled within an hour of the requested time.
- ▶ It is best to pre-schedule return trips with a specific pick-up time. When this is not possible, the return trip is scheduled as a “call back”. When you are ready for your return pick-up, please call Dispatch. At that time an **estimated** pick-up time will be given based on driver/vehicle availability. Although we will do our best to get to you promptly, during busy times it may take up to 60-minutes for a “call back” ride.
- ▶ To cancel a Dial-A-Ride reservation please call the office as soon as possible. A trip reservation cancelled with less than one (1) hour notice prior to pick-up time may be considered a no-show.
- ▶ When a rider is late by more than five (5) minutes past the scheduled pick-up time the trip will be considered a no-show.
- ▶ A pattern of no-shows could result in a suspension of ridership privileges. Suspended riders will be notified in writing.

## PLANNING TRIPS

- ▶ Please plan trips with these points in mind:
  - CAT may arrive 10 minutes before or after the scheduled pick-up time.
  - Depending on route/passenger needs, CAT may send a bus or mini-van for your pick-up. If possible, make allowances for bus access to the pick-up and delivery addresses.
- ▶ CAT vehicles are wheelchair accessible. Drivers are trained to assist persons with disabilities in boarding and de-boarding.
- ▶ A personal care provider, friend, or family member may travel with you if CAT dispatch is informed of the additional rider at the time the ride is scheduled.
- ▶ Carry-on items such as groceries must be limited to what you and/or your personal care provider can carry. Packages may not block the aisle. No hazardous materials are allowed on the vehicles.
- ▶ Trips to the Portland/Metro area are made with connections through TriMet and require an approved application from TriMet LIFT services.
- ▶ All items found on vehicles will be donated to charity if not claimed within 30 days.
- ▶ Severe weather may result in a suspension of service. Please call **503.266.4022** for more information or check our website at [www.canbyareatransit.org](http://www.canbyareatransit.org).

## CUSTOMER COMMENTS APPRECIATED

Customer Comment Cards are available on all vehicles. Completed Customer Comment Cards may be given to any CAT driver or representative or mailed to:

Canby Area Transit  
PO Box 930  
Canby, OR 97013

**503.266.4022**

TTY/TDD Relay Service: 1.800.735.2900





Appendix C

# APPLICATION FOR

## Canby Area Transit Lift Services

### PART 1. PERSONAL INFORMATION

PLEASE PRINT CLEARLY

Name \_\_\_\_\_  
Last Name First Name Middle Name

Address \_\_\_\_\_  
(Please include St., Ave., Blvd., Lane, Circle, etc.)

Name of Apartment Complex \_\_\_\_\_ Apt. No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Social Security # (Optional) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

Home Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Work Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Nearest Cross-Street \_\_\_\_\_

### PART 2. CONTACT PERSON

Provide the name of a person CAT can contact about your LIFT service in an emergency.

Name of Contact(s) \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

1. Will you use any of these aids when riding LIFT? (Check all that apply)

- ☐ Cane, Walker, Crutches or White Cane  
☐ Communication Aid  
☐ Portable Oxygen

- ☐ Service Animal  
☐ Other \_\_\_\_\_  
☐ None of the Above

2. Will you use a wheelchair/electric scooter, when riding LIFT? ☐ No ☐ Yes ☐ Sometimes

a. If you will use a wheelchair or electric scooter, which device will you use?

- ☐ Manual wheelchair ☐ Motorized Wheelchair ☐ Electric Scooter

b. If you will use a wheelchair or electric scooter, can you transfer to a seat in a vehicle?

- ☐ No ☐ Yes

3. Will you be accompanied by a Personal Care Attendant (PCA) when riding LIFT?

(A person who may provide assistance during the ride or at the destination.)

- ☐ No ☐ Yes



## Appendix C

4. When you (or the applicant) arrive at the destination, does someone else need to be there to take responsibility for you (or the applicant) before the driver leaves? ☐ No ☐ Yes  
If yes, the contact person listed in Part 2 will be called if no one is available to receive applicant at the destination.
5. What is your disability or health condition? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Explain HOW your disability or health condition limits or prevents you from using CAT buses.  
\_\_\_\_\_  
\_\_\_\_\_
7. Do you expect your need for LIFT service will be permanent or temporary?  
☐ Permanent  
☐ Temporary (Provide your best estimate in months) \_\_\_\_\_
8. How far can you walk, or travel (with your wheelchair or scooter), on level ground by yourself?  
☐ Any distance, I am not limited in my walking or traveling ability.  
☐ Only within my home.  
☐ I can walk or travel only 1 city block or less.  
☐ I can walk or travel \_\_\_\_\_ city blocks. (Write in the number of blocks you can walk or travel)
9. Indicate your ability to do each of the following on your own.
- Can you get on or off a bus by using the steps?
  - Can you get to or from the bus stop nearest to your home?
  - Can you wait up to 15 minutes at a bus stop?
  - Can you get to a seat or (wheelchair/scooter position) once you've boarded the bus?  
☐ No ☐ Yes ☐ Sometimes ☐ I'm not sure

### PART 5. SOME TRIPS MAY BE COVERED UNDER OHP OR MEDICAID

Applicant's Oregon Health Plan or Medicaid ID # \_\_\_\_\_

Case Manager's Name \_\_\_\_\_ Phone # \_\_\_\_\_

### PART 6. APPLICANT'S CERTIFICATION

I certify that the information in this application is true and correct. I understand that providing false information may result in denial of service as well as a penalty under the law. I understand all information will be kept confidential and disclosed only as needed in order to provide LIFT services.



## Appendix C

I understand that it may be necessary for me to participate in an in-person evaluation, at CAT expense, to determine my eligibility for LIFT service.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

If someone completed or assisted with this application, please provide the following information:

Name of Person(s) \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

(Include area codes for all numbers and you may include home, work, cellular and pager numbers)

### PART 7. PROFESSIONAL CONTACT (OPTIONAL)

It may be helpful for us to contact a professional who is familiar with your disability or health condition and your abilities or limitations. Please list a professional we can contact. (Examples: Physician, case manager, therapist or social worker.)

Name of Professional(s) \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

(Include area codes for all numbers)

I authorize the professional listed above to release to CAT information about my disability or health condition and its effect on my ability to use CAT services.

I understand that I may revoke this authorization at any time.

Applicant's Signature: \_\_\_\_\_

(Signature of Applicant or Responsible Party)

(Date)

### PART 8. INFORMATION AND ASSISTANCE

CAT offers information and assistance to persons in becoming familiar with using CAT services. Yes, I would be interested in (check all that apply):

☐

☐ More information about accessibility of bus

☐ Help with planning trips on

☐ Finding out about personal orientation and travel instruction programs

Other, please describe:

---

---



# Appendix C

----- *Please fold, tape and mail.* -----

Place  
One  
Stamp  
Here

RETURN ADDRESS:

---

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CITY OF CANBY  
P. O. BOX 930  
CANBY, OR 97013



## Appendix D

### Canby Area Transit – City of Canby Transit Commuter Route Design Compliance

Orange Line – Commuter Service to Woodburn	
SERVICE DESIGN CHARACTERISTICS OF COMMUTER ROUTE	COMMENTS
No attempt to comprehensively cover service area	Commute portion of the route operates between Canby Square and Mid Valley Plaza in Woodburn.
Limited route structure	Commute portion of the route is linear along 99E
Limited number of stops	Commute portion of the route makes limited stops along 99E
Routes of extended length, usually between central business and outlying areas	Commute portion of the route is about 10 miles from Canby Square in Canby to Mid Valley Plaza in Woodburn.
Service predominately in one direction during peak times	Commute portion of the route is bidirectional throughout day as commutes serve both communities (reverse commute) and many shifts
Coordinated relationship to other modes	Commute portion of the route connects Canby commuters to WTS and CARTS
Use of multi-ride tickets	Fare is FREE



Orange Line - Commuter Service to Oregon City	
SERVICE DESIGN CHARACTERISTICS OF COMMUTER ROUTE	COMMENTS
No attempt to comprehensively cover service area	Commute portion of the route operates between either Canby Transit Center or Canby Market Center and the Oregon City Transit Center in Oregon City
Limited route structure	Commute portion of the route is linear along 99E
Limited number of stops	Commute portion of the route makes limited stops along 99E
Routes of extended length, usually between central business and outlying areas	Commute portion of the route is 8.4 miles between Canby Market Center and the Oregon City Transit Center and 9.1 miles between the Canby Transit Center and the Oregon City Transit Center.
Service predominately in one direction during peak times	Commute portion of the route is bidirectional throughout day as commutes serve both communities (reverse commute) and many shifts
Coordinated relationship to other modes	Commute portion of the route connects Canby commuters to TriMet services in Oregon City.
Use of multi-ride tickets	Fare is FREE



Purple Line – Commuter Service to Wilsonville	
SERVICE DESIGN CHARACTERISTICS OF COMMUTER ROUTE	COMMENTS
No attempt to comprehensively cover service area	Commute portion of the route operates between the intersection of N Aspen and N Knights Bridge Road and SMART Central.  As mentioned above CAT provides 4 of the 12 trips per day.
Limited route structure	Commute portion of the route travels along Knightsbridge Road, Arndt Road, and Airport Road to Interstate 5 and frontage roads in Wilsonville to make a direct connection to SMART Central in Wilsonville.
Limited number of stops	Commute portion of the route makes limited stops.
Routes of extended length, usually between central business and outlying areas	Commute portion of the route is approximately 8 miles between the intersection of N Aspen and N Knights Bridge Road and SMART Central.
Service predominately in one direction during peak times	Commute portion of the route is bidirectional throughout day as commutes serve both communities (reverse commute) and many shifts
Coordinated relationship to other modes	Commute portion of the route connects Canby commuters to TriMet, WES and SMART services in Wilsonville.
Use of multi-ride tickets	Fare is FREE on all CAT buses. <i>SMART buses charge a fare for the commuter portion of the route.</i>



## Appendix E

### Canby Area Transit (CAT) – City of Canby

### COMPLAINT AND APPEALS PROCESS

STEPS	CONSIDERATIONS
<p><b>1. Notice of Decision</b></p> <p>Applicant or rider is notified of eligibility or suspension status. Those who receive suspension notices or notice of less than full eligibility will be notified of their option to request a review of the decision and their right to appeal.</p> <p>The applicant/rider has a predetermined number of days from receipt of a decision to request a review or an appeal: 14 days for suspension notices, 60 days for eligibility determinations and other decisions.</p> <p>At this point, the rider/applicant may either request a review (go to Step 2) or appeal the decision (go to Step 3).</p>	<p>The entity shall establish an administrative appeal process through which individuals denied eligibility or notified of an impending service suspension can obtain review of the decision. SS37.125 (g) and SS37.125 (h)(3).</p> <p>For Eligibility Decisions: Provider may require that an appeal be filed within 60 days of denial of an individual's application. SS37.125(g)(1).</p> <p>For Suspensions: Canby Area Transit policy establishes that a suspension will take effect 30 days after the rider is notified therefore appeals should be made within 14 days</p>
<p><b>2. Manager's Review</b></p> <p>Applicant/rider contacts the Transit Director to request a review of the decision. The Director will review the case and work with the applicant/rider to obtain additional information in a timely manner.</p> <p>This may involve an in-person interview or an evaluation by a physical therapist.</p> <p>After all necessary information has been gathered. Transit Director will render a review decision within 14 days and will notify the applicant/rider in writing. The applicant/rider will again be notified of their right to appeal. An appeal must be initiated within 14 days (suspension) or 60 days (eligibility) of receipt of the review decision.</p>	<p>Applicants/riders are encouraged to request a manager's review rather than jumping right to an appeal. A manager's review supports the process goal of "keeping the complaints close to the source" and may be successful at resolving some conflicts.</p> <p>There is no ADA specified time limit for the information gathering step. The duration of this period is largely defined by the amount of time needed by the applicants, physicians or other professionals to complete assessments and/or submit information.</p>
<p><b>3. Formally Initiating an Appeal</b></p> <p>The applicant/rider will submit their request to appeal to the Transit Director for review by the Transit Advisory Committee (TAC)</p> <p>The TAC will determine if the appeal is appropriate for mediation. The City will contact a mediator from the roster for case development and mediation. The mediator will initiate contact with the applicant/rider within 30 days of Canby Area Transit's receipt of the request to appeal.</p> <p>If Canby Area Transit determines the case is not appropriate for mediation the case will proceed directly to administrative appeal (Step 5).</p>	<p>Because mediation is an additional step in the required appeals process, Canby Area Transit retains the right to choose <u>not</u> to mediate certain cases. Such cases may involve intractable disputes or situations where one of the parties is unwilling or unable to participate in a productive manner. These cases will be forwarded directly to Step 5 for an administrative decision.</p>

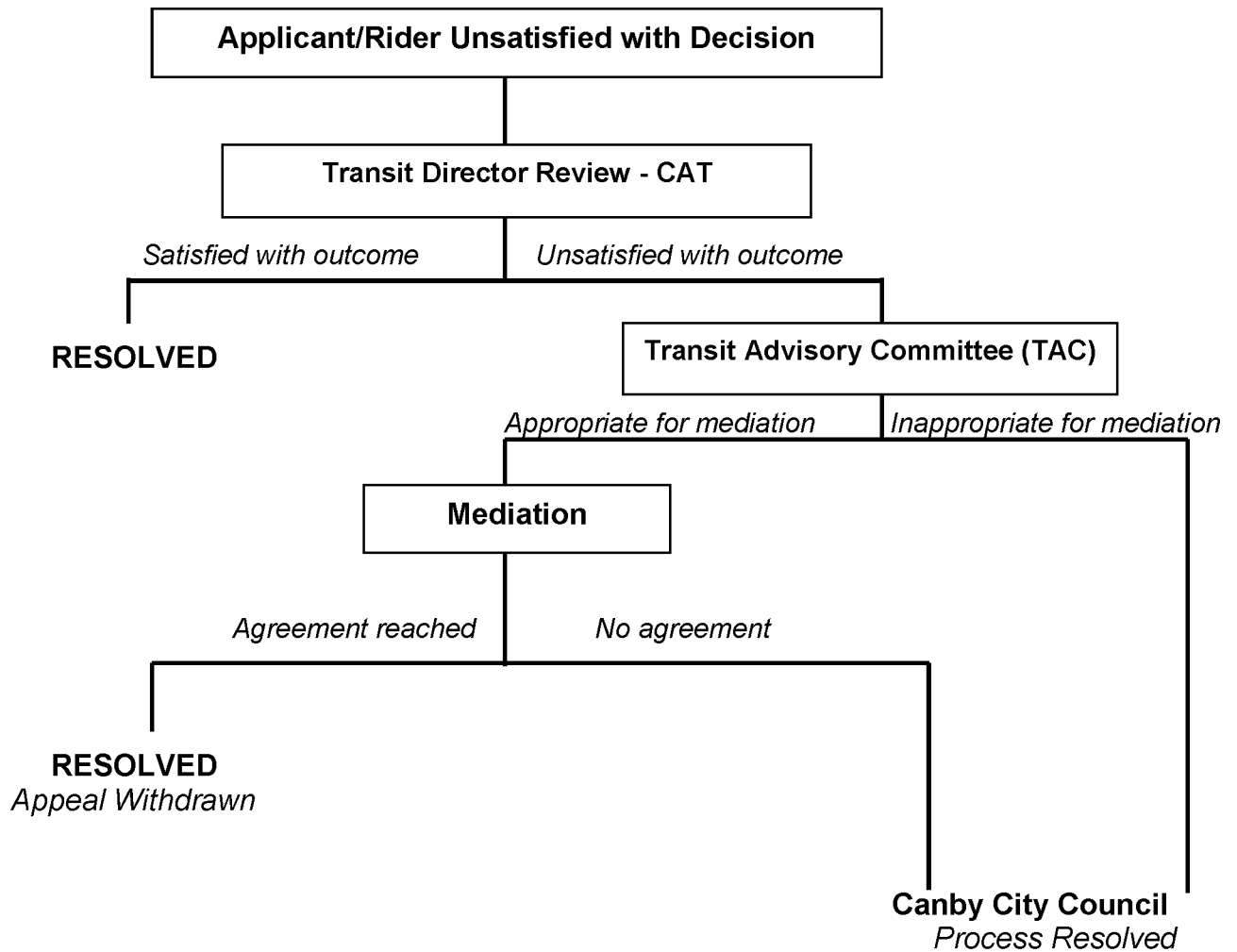


<p><b>4. Mediation</b></p> <p>If mediation is successful at resolving the dispute, the appellant will be asked to withdraw their appeal. The mediated agreement will become final unless the Transit Director at Canby Area Transit identifies a concern.</p> <p>Canby Area Transit will have up to 14 days following approval of the agreement to issue a decision in writing that reflects the mediated agreement.</p> <p>If the mediation is not successful, the case will be reviewed by City Attorney and the Transit Advisory Committee and forwarded with recommendations to the Canby City Council for an administrative decision.</p>	<p>Approval by the City Attorney is necessary to ensure that the agreement adequately upholds legal requirements and does not hold the Canby Area Transit or the City of Canby to liability. Because legal and liability issues will be addressed in the mediation, review by the City Attorney is expected to be a perfunctory sign-off.</p>
<p><b>5. Administrative Appeal</b></p> <p>Administrative appeal will be processed by Transit Advisory Committee. This process involves a review of the file and an opportunity for the applicant/rider to be heard in-person.</p> <p>Following the TAC review and recommendation the City Council will make a final determination.</p> <p>The Canby City Council will issue a decision within 30 days of that hearing, or within 30 days of the applicant's/rider's waiver of the opportunity to be heard.</p> <p>This is the final step in an appeal.</p>	<p>The ADA requires that administrative appeals be heard by someone with "separation of functions". This requirement is met by having the Transit Advisory Committee conduct administrative reviews and forward for approval to the City Council. SS37.125 (g)(2).</p> <p>The ADA requires that the administrative appeal process include an opportunity for the applicant/rider to be heard and to present information and arguments. SS37.125 (g)(2).</p> <p>The Appendix to SS37.125 (g)(2) states that after the appeals process has been completed, the entity should make a decision within 30 days, and that service must be provided starting on the 31<sup>st</sup> day until and unless a decision is rendered.</p>



## CANBY AREA TRANSIT COMPLAINT AND APPEALS PROCESS

For Eligibility Determinations and Service Suspensions



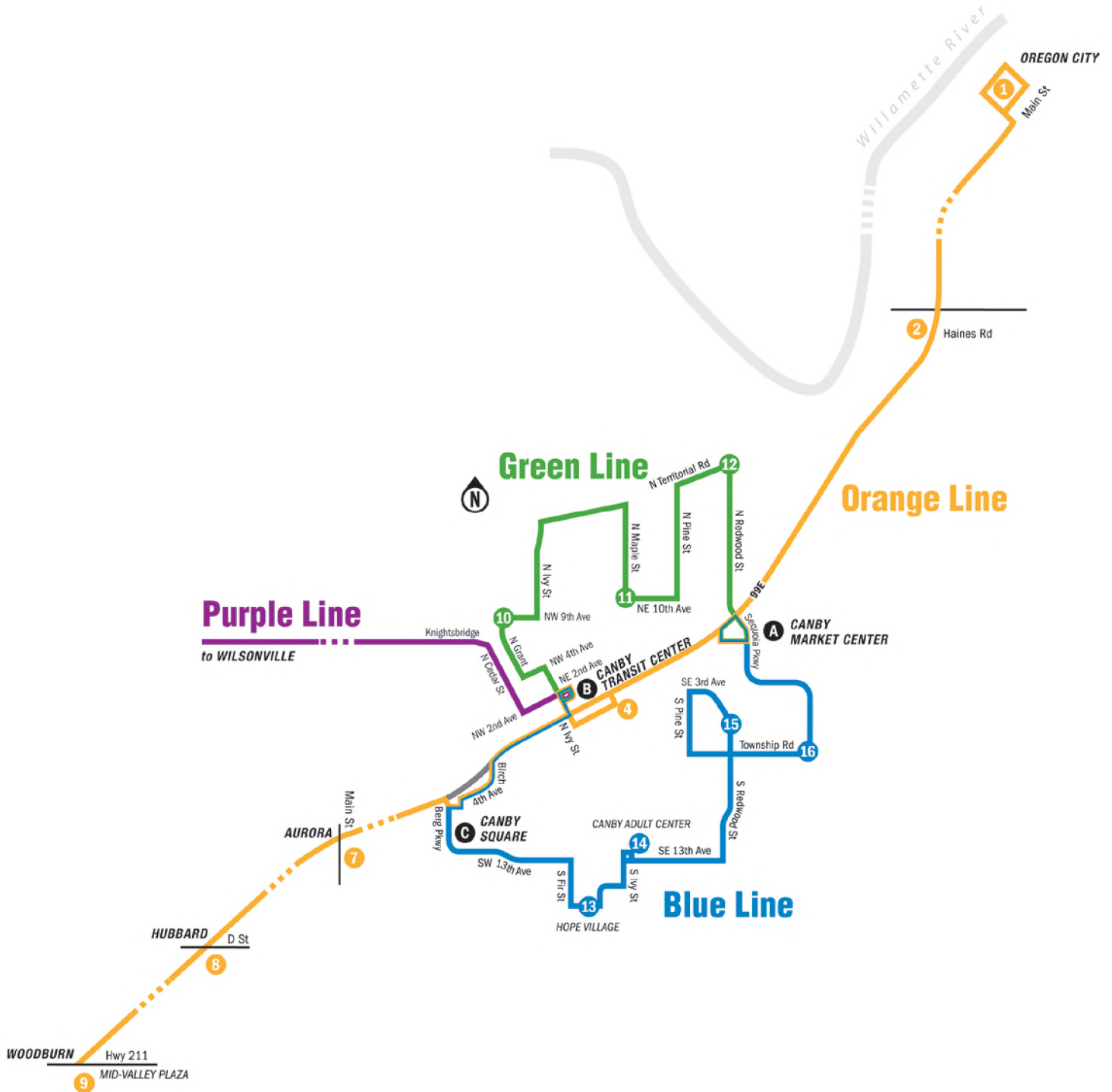
1. Canby Area Transit Director will review all complaints and appeals. This review may involve an in-person interview, evaluation by a medical professional or consultation with the individual's case manager.
2. If the Transit Advisory Committee (TAC) determines appeal is not suited for mediation, appeal will proceed with a TAC recommendation directly to the Canby City Council
3. For decisions made by the Canby City Council or TAC the appellant will have the opportunity to be heard in-person.

**CANBY AREA TRANSIT SERVICES**



## Appendix F

### Schedules and Maps





WEEKDAY  
SERVICE  
ONLY!

WEEKDAY  
SERVICE  
ONLY!

WEEKDAY  
SERVICE  
ONLY!

WEEKDAY  
SERVICE  
ONLY!

ORANGE LINE - To Canby or Woodburn									
Weekdays - Southbound on 99E									
Oregon City TC Main St.	99E & Haines	Canby Market Center Fred Meyer	SE 2nd & S Locust	Canby Transit Center Thriftway	Canby Square Safeway	Aurora 99E & Liberty	Hubbard 99E & D St.	Woodburn Mid-Valley Plaza	
1	2	A	4	B	C	7	8	9	
X 5:35	5:45	—	—	5:55	6:00	6:07	6:16	6:23	
X 6:11	6:21	—	—	6:30	6:37	—	—	—	
X 6:37	6:47	—	—	6:57	7:02	7:09	7:18	7:25	
7:02	7:12	7:16	7:20	7:24	—	—	—	—	
7:32	7:42	7:46	7:51	7:57	8:02	8:09	8:18	8:25	
8:02	8:12	8:16	8:21	8:25	—	—	—	—	
8:32	8:42	8:46	8:51	8:55	—	—	—	—	
9:04	9:15	9:19	9:23	9:30	9:36	9:43	9:52	10:00	
9:33	9:45	9:49	9:54	9:58	—	—	—	—	
10:03	10:15	10:19	10:23	10:27	—	—	—	—	
11:03	11:15	11:19	11:23	11:30	11:36	11:43	11:52	12:00	
12:03	12:15	12:19	12:23	12:27	—	—	—	—	
1:03	1:15	1:19	1:23	1:30	1:36	1:43	1:51	1:59	
2:03	2:15	2:19	2:23	2:30	2:37	—	—	—	
3:02	3:14	3:18	3:23	3:30	3:36	3:43	3:52	4:00	
4:02	4:14	4:18	4:23	4:30	4:35	4:42	4:51	4:59	
4:30	4:42	4:46	4:51	4:55	—	—	—	—	
X 4:50	5:02	—	—	5:10	5:16	—	—	—	
X 5:08	5:20	—	—	5:28	—	—	—	—	
5:35	5:47	5:51	5:56	6:05	6:11	6:18	6:27	6:35	
6:02	6:14	6:18	6:23	6:27	—	—	—	—	
6:32	6:44	6:48	6:53	6:57	—	—	—	—	
7:32	7:44	7:48	7:53	7:57	—	—	—	—	
8:32	8:44	8:48	8:53	8:57	—	—	—	—	

ORANGE LINE - To Canby or Oregon City TC									
Weekdays - Northbound on 99E									
Woodburn Mid-Valley Plaza	Hubbard 99E & D St.	Aurora 99E & Liberty	Canby Square Safeway	Canby Transit Center Thriftway	SE 2nd & S Locust	Canby Market Center Fred Meyer	99E & Haines	Oregon City TC Main St.	
9	8	7	C	B	4	A	2	1	
X —	—	—	—	5:13	—	—	5:19	5:31	
X —	—	—	—	5:46	—	—	5:52	6:03	
X —	—	—	—	6:12	—	—	6:19	6:31	
X —	—	—	—	6:30	—	—	6:36	6:48	
X 6:28	6:37	6:46	6:53	7:00	—	—	7:08	7:20	
—	—	—	—	7:30	7:34	7:38	7:42	7:54	
7:28	7:37	7:46	7:53	8:01	8:05	8:09	8:13	8:25	
—	—	—	—	8:30	8:34	8:38	8:42	8:54	
—	—	—	—	9:01	9:05	9:09	9:13	9:25	
8:59	9:07	9:16	9:23	9:30	9:34	9:38	9:42	9:54	
—	—	—	—	10:30	10:34	10:38	10:42	10:54	
10:54	11:03	11:12	11:19	11:30	11:34	11:38	11:42	11:54	
—	—	—	—	12:30	12:34	12:38	12:42	12:54	
12:54	1:03	1:12	1:19	1:30	1:34	1:38	1:42	1:54	
—	—	—	—	2:30	2:34	2:38	2:42	2:54	
2:54	3:03	3:12	3:19	3:30	3:34	3:39	3:43	3:55	
—	—	—	—	4:00	4:04	4:09	4:13	4:25	
X —	—	—	4:16	4:23	—	—	4:31	4:43	
X 4:04	4:13	4:22	4:29	4:40	4:44	4:49	4:53	5:05	
X —	—	—	—	5:00	—	—	5:08	5:20	
X 5:04	5:13	5:22	5:29	5:37	—	—	5:45	5:57	
—	—	—	—	6:02	6:06	6:11	6:14	6:26	
—	—	—	—	7:00	7:04	7:09	7:13	7:25	
6:45	6:54	7:03	7:10	7:16	—	—	—	—	
—	—	—	—	8:00	8:04	8:09	8:13	8:25	

WEEKDAY  
SERVICE  
ONLY!

WEEKDAY  
SERVICE  
ONLY!

WEEKDAY  
SERVICE  
ONLY!

WEEKDAY  
SERVICE  
ONLY!

X = Express no stop at SE 2nd & Locust or Canby Market Center  
— = no service  
AM in regular print  
PM in bold print

How to read this schedule

- Find the stop where you will board the bus.
- Read top to bottom to find scheduled arrival times at the listed stops.
- Read from left to right to find how long it takes to travel between stops.
- Schedules are subject to change without notice. For the most current schedule check the CAT website [www.canbyareatransit.org](http://www.canbyareatransit.org).

Effective September 5, 2009  
Updated August 27, 2009

Everyone rides for free | **Catch a CAT** | CAT is fareless | **CAT is supported by Canby Area Businesses** | everyone rides for free | **Catch a CAT** | CAT is fareless



Blue Line | Blue Line | Blue Line | Blue Line | Blue Line

CAT is fareless | ***CAT is supported by Canby Area Businesses*** | Ride for free

## How to read this schedule

- Find the stop where you will board the bus.
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**WEEKDAY SERVICE  
ONLY!**



**CAT**  
CANBY AREA TRANSIT

**A = Stops at Ackerman Middle School Loop (when school is in session)**

**B = Stops at Baker Prairie Middle School** (when school is in session)  
AM in regular print  
**PM in bold print**

**Effective September 5, 2009**  
Updated August 27, 2009

CAT is fareless | ***CAT is supported by Canby Area Businesses*** | Ride for free

Blue Line | Blue Line | Blue Line | Blue Line | Blue Line

Blue Line | Blue Line | Blue Line | Blue Line | Blue Line



PURPLE LINE - To Canby						
SMART Route 3						
Weekdays - Southbound						
	WES Commuter Rail TriMet - Train Arrivals	SMART Central Wilsonville Station	Springridge Charbonneau	Arndt & Airport Rd	NW 2nd & Cedar	Canby Transit Center Thriftway
						B
S	6:23	6:28	6:36	6:40	6:46	6:49
S	7:23	7:28	7:36	7:40	7:46	7:49
S	8:23	8:28	8:36	8:40	8:46	8:49
C	—	11:00	11:08	11:12	11:18	11:21
C	—	12:05	12:13	12:17	12:23	12:26
C	—	1:05	1:13	1:17	1:23	1:26
C	—	2:05	2:13	2:17	2:23	2:26
C	—	3:35	3:43	3:47	3:53	3:56
S	4:30	4:35	4:43	4:47	4:53	4:56
S	5:30	5:35	5:43	5:47	5:53	5:56
S	6:30	6:35	6:43	6:47	6:53	6:56

PURPLE LINE - To Wilsonville						
SMART Route 3						
Weekdays - Northbound						
	Canby Transit Center Thriftway	NW 2nd & Cedar	Arndt & Airport Rd	Springridge Charbonneau	SMART Central Wilsonville Station	WES Commuter Rail TriMet - Train Departure
	B					
S	5:54	5:57	6:03	6:07	6:15	6:19
S	6:54	6:57	7:03	7:07	7:15	7:19
S	7:54	7:57	8:03	8:07	8:15	8:19
S	8:54	8:57	9:03	9:07	9:15	—
C	10:30	10:33	10:39	10:43	10:52	—
C	11:30	11:33	11:39	11:43	11:52	—
C	12:30	12:33	12:39	12:43	12:52	—
C	1:30	1:33	1:39	1:43	1:52	—
S	4:00	4:03	4:09	4:13	4:21	4:26
S	5:00	5:03	5:09	5:13	5:21	5:26
S	6:00	6:03	6:09	6:13	6:21	6:26
S	7:00	7:03	7:09	7:13	7:21	—

S = Service provided by SMART drivers in **SMART buses** (Route 3)  
 C = Service provided by CAT drivers in **CAT buses** (Purple Line)  
 AM in regular print  
 PM in bold print

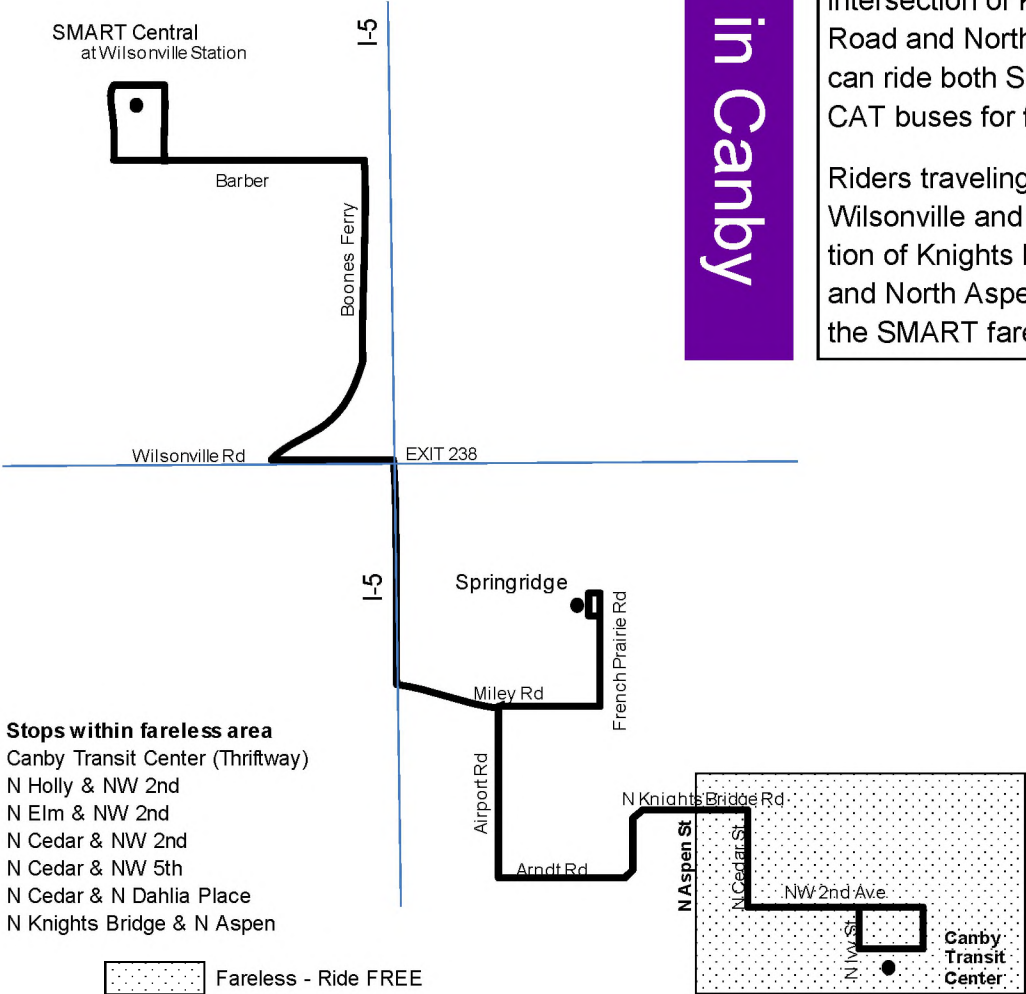
Effective January 12, 2009 all SMART buses make connections at SMART Central the new Wilsonville Transit Station. TriMet’s **WES Commuter Rail service began on February 2, 2009**. This route and schedule is designed to meet TriMet’s WES trains at SMART Central.

### How to read this schedule

- Check the day. Bus schedules for weekdays and Saturdays are different.
- Find the stop where you will board the bus.
- Read top to bottom to find scheduled arrival times at the listed stops.
- Read from left to right to find how long it takes to travel between stops.
- Schedules are subject to change without notice. For the current schedule check the CAT website [www.canbyareatransit.org](http://www.canbyareatransit.org).

Effective September 5, 2009

Updated August 27, 2009



Ride Free in Canby

**Ride free in Canby**  
 The Purple Line is operated by both South Metro Regional Transit (SMART) and Canby Area Transit (CAT).  
 Riders traveling within Canby between the Canby Transit Center (Thriftway) and the intersection of Knights Bridge Road and North Aspen Street can ride both SMART and CAT buses for **free**.  
 Riders traveling between Wilsonville and the intersection of Knights Bridge Road and North Aspen Street pay the SMART fare (\$1.25 ).

CAT is supported by Canby Area Businesses



## **ORDINANCE NO. 1340**

### **AN ORDINANCE ADOPTING A TRANSPORTATION SYSTEM PLAN UPDATE, AND DECLARING AN EMERGENCY**

**WHEREAS**, the City of Canby initiated an application for an amendment to the Transportation Element of the Comprehensive Plan the text of Title 16 to update the City's 2000 Transportation System Plan, and,

**WHEREAS**, the Planning Commission, after providing appropriate public notice, conducted a public hearing on November 29, 2010, 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 section 16.88.160 and 16.88.180 of the Land Development and Planning Ordinance concerning Text Amendments to the text of Title 16 and Comprehensive Plan Amendments, were met, and recommended adoption of the Transportation System Plan Update to the City Council, and,

**WHEREAS**, the City Council, after conducting a public hearing and review of the record of the Canby Planning Commission regarding the subject amendment, concluded that the amendment is appropriate.

#### **NOW THEREFORE, THE CANBY CITY COUNCIL ORDAINS AS FOLLOWS:**

- 1) CPA 10-01/TA1-02 is hereby approved with the finding of fact attached hereto as Exhibit "A".
- 2) Canby's Comprehensive Plan and Title 16 of the Municipal Code are amended as detailed in the Transportation System Plan and Supporting Documents

**SUBMITTED** to the Canby City Council and read the first time at a special meeting thereof on Wednesday, December 8, 2010 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 Wednesday, January 19, 2011, commencing at the hour of 7:30 P.M. in the Council Meeting Chambers located at 155 N.W. 2<sup>nd</sup> Avenue, Canby, Oregon.,

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Kimberly Scheafer, CMC  
City Recorder



**PASSED** on the second and final reading by the Canby City Council at a regular meeting thereof on January 19, 2011 by the following vote:

YEAS \_\_\_\_\_ NAYS \_\_\_\_\_

\_\_\_\_\_  
Randy Carson  
Mayor

ATTEST:

\_\_\_\_\_  
Kimberly Scheafer, CMC  
City Recorder



## **EXHIBIT “A”**

### **BEFORE THE CITY COUNCIL OF THE CITY OF CANBY**

**A LEGISLATIVE AND QUASI-JUDICIAL  
AMENDMENT TO ADOPT THE CANBY  
TRANSPORTATION SYSTEM PLAN 2010  
UPDATE DOWNTOWN PLAN, UPDATE THE  
AND TO MODIFY SEVERAL SECTIONS OF  
THE CITY’S LAND DEVELOPMENT AND  
PLANNING ORDINANCE**

**COMPREHENSIVE PLAN TEXT AND MAP,  
FINDINGS, CONCLUSION, & FINAL ORDER  
CPA 10-01/TA 10-02  
(City of Canby)**

#### **NATURE OF APPLICATION**

This is a legislative and quasi-judicial amendment to adopt The Canby Transportation System Plan 2010 Update the, and to modify several sections of the City’s Land Development and Planning Ordinance in order to implement The Transportation System Plan Update.

#### **HEARINGS**

The City Council considered this application on December 8<sup>th</sup>, 2010.

#### **CRITERIA AND STANDARDS**

##### **Section 16.88.160      Amendments to Text of Title**

In judging whether or not this title should be amended or changed, the Planning Commission and City Council shall consider:



- A. The Comprehensive Plan of the City, and the plans and policies of the county, state, and local districts, in order to preserve functions and local aspects of land conservation and development;
- B. A public need for the change;
- C. Whether the proposed change will serve the public need better than any other change which might be expected to be made;
- D. Whether the change will preserve and protect the health, safety and general welfare of the residents in the community;
- E. Statewide planning goals.

**Section 16.88.180 Comprehensive Plan Amendments (Legislative)**

In judging whether a legislative plan amendment shall be approved, the Planning Commission and City Council shall consider:

- A. The remainder of the Comprehensive Plan of the City, as well as the plans and policies of the county, state or any local school or service districts which may be affected by the amendment;
- B. A public need for the change;
- C. Whether the proposed change will serve the public need better than any other change which might be expected to be made;
- D. Whether the change will preserve and protect the health, safety and general welfare of the residents in the community;
- E. Statewide planning goals.

**Section 16.88.180 Comprehensive Plan Map Amendments (Quasi-judicial)**

In judging whether a quasi-judicial plan amendment shall be approved, the Planning Commission and City Council shall consider:

- A. The remainder of the Comprehensive Plan of the City, as well as the plans and policies of the county, state, or any local school or service districts which may be affected by the amendments.
- B. Whether all required public facilities and services exist, or will be provided concurrent with the anticipated development of the area.



## **FINDINGS AND REASONS**

The City Council deliberated on all input presented at the December 8, 2010 public hearing, and incorporates this testimony, the November 12 and December 1 staff reports, and the Planning Commission record as support for its decision. The City Council approved the findings and reasons in the staff reports insofar as they do not conflict with the following supplemental findings:

- The proposed downtown circulation improvements be triggered by Canby's new mobility standards
- SE and SW 13<sup>th</sup> Avenue should remain classified as an arterial.
- Robust traffic calming is recommended for SE and SW 13<sup>th</sup> Avenue
- Prior to completing an extension of Sequoia to 13<sup>th</sup> Avenue, a traffic study would be completed and improvements constructed along 13<sup>th</sup> Avenue to manage vehicle speeds and improve compliance with a 25mph zone and improve crossing safety for pedestrians.
- The City's existing truck route for SE and SW 13<sup>th</sup> shall remain unchanged: The designated truck route is that portion of SW 13<sup>th</sup> between S Ivy and Hwy 99E

## **CONCLUSION**

The City Council of the City of Canby concludes that based on public testimony, the recommendations and conclusions contained in the November 12, and December 1 staff reports, and Council deliberations at the December 8 public hearing, that the proposal to amend the Comprehensive Plan and adopt the Canby Transportation System Plan 2010 Update and land use regulations to implement the Plan is in conformance with the applicable criteria and is appropriate at this time.



**ORDER**

IT IS ORDERED BY THE CITY COUNCIL of the City of Canby that CPA 10-01/TA 10-02 is approved with the modifications noted in Ordinance 1340.

**I CERTIFY THAT THIS ORDER** recommending approval of **CPA 10-01/TA 10-02** was presented to and **APPROVED** by the City Council of the City of Canby.

DATED this 19th day of January 2011.

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Randy Carson  
Mayor

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Matilda Deas, AICP  
Senior Planner

**ATTEST:**

**ORAL DECISION – December 8, 2010**

AYES: Hodson, Henri, Ares, Daniels

NOES: None

ABSTAIN: None

ABSENT: Padden

**WRITTEN FINDINGS – January 19, 2011**

AYES:

NOES:

ABSTAIN:

ABSENT:

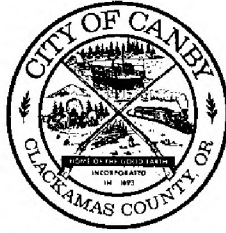


**DUE TO THE SIZE  
OF THE TSP IT IS  
NOT BEING  
INCLUDED IN THE  
COUNCIL PACKET.**

**A COPY IS  
AVAILABLE TO  
VIEW AT CITY  
HALL AND ON THE  
CITY'S WEB PAGE  
AT**

**[www. ci.canby.or.us](http://www.ci.canby.or.us)**





## MEMORANDUM

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**DATE:** JANUARY 10, 2011  
**TO:** MAYOR CARSON AND CANBY CITY COUNCIL  
**FROM:** JULIE WEHLING, TRANSIT DIRECTOR  
**THROUGH:** GREG ELLIS, CITY ADMINISTRATOR  
**RE:** CANBY AREA TRANSIT (CAT) DONATION POLICY AND PROCEDURE

---

**Issue:** Policy and procedure for donations to Canby Area Transit (CAT).

**Background:** Since its inception Canby Area Transit has received occasional donations from customers. Historically, the donations were unsolicited and totaled about \$200 per year. During the planning process one of the ideas for new revenue presented to the committee was a more organized effort to collect donations.

Although uncommon in our region, other transit systems have successfully implemented donation programs and established donation revenue streams. The members of the Transit Advisory Committee (TAC) recommend that the council direct staff to develop policy and procedure for collecting donations to CAT. Their recommendation is detailed in the attached Memo dated December 8, 2010.

**Recommendation:** The Transit Advisory Committee and staff recommend that council direct staff to establish a Canby Area Transit donation program and develop policy and procedure for marketing, soliciting, receiving, collecting, recording donations to Canby Area Transit.

**Motion:** "I move to direct staff to ESTABLISH A DONATION PROGRAM AND DEVELOP POLICY AND PROCEEDURE FOR DONATIONS TO CANBY AREA TRANSIT."

**Attached:** 12-8-2010 Memo - Exhibit "A"



# Exhibit "A"

## MEMORANDUM

DATE: 12-8-2010

TO: Honorable Mayor and City Council

FROM: Sandra Cranston, Co Chair on behalf of the Transit Advisory Committee (TAC)

RE: Request to Develop and Implement CAT Donation Policy

Canby Area Transit (CAT) receives its funds through a variety of sources: transit payroll tax, federal, state, and local assistance.

The Transit Advisory Committee (TAC) has been researching additional long and short term solutions for revenue enhancement in an effort to close funding gaps that may occur as government funding sources vary year-to-year, to help offset rising costs of operating the bus system, and to support the stated goals in the Transit Master Plan.

At our meeting on December 8, 2010 the TAC unanimously agreed to request that a CAT citizen donation policy and procures be drafted for implementation.

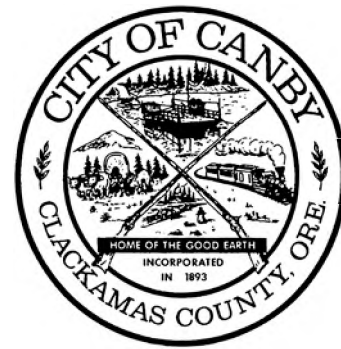
We request consideration by the Mayor and City Council to allow CAT to draft for implementation, a donation policy and procedure that would allow citizens to make monetary donations to CAT.

Our consultants, JWL Consulting, LLC, have researched other transit systems that accept donations from citizens and have found donations have a positive impact: the riders feel good donating for a service they believe in and it reminds passengers in a fareless system that there are costs associated with their transit service. The Oregon Department of Transportation (ODOT) has also confirmed that we may accept donations for our transit system.

Developing and implementing a donation policy would be a fairly inexpensive step to begin the process of implementing gap closures in funding sources for CAT. As we have also recently learned that a citizen made a posthumous donation to CAT, it seems it is a good time to develop and implement such a policy to ensure that donations are correctly received.

Thank you for your consideration in our request to develop for implementation, a CAT donation policy and procedure.





# MEMORANDUM

**TO:** *Honorable Mayor Carson and City Council*  
**FROM:** *Bryan C. Brown, Planning Director*  
**DATE:** *January 10, 2011*  
**THROUGH:** *Greg Ellis, City Administrator*

---

Issue: Pending Hope Village Annexation Application - Request for Exception from the Development Concept Plan (DCP) Requirement under Section 16.84.090 CMC.

Synopsis: Hope Village has plans to expand their retirement campus by four acres at this time. They began discussing and working towards making an annexation application with staff nearly one and one-half years ago. Their annexation and proposed development area is small compared to the 60 plus acre area required to have a Development Concept Plan approved by the annexation ordinance. Development of a DCP will be burdensome and actual adoption problematic due to previous private development of an alternative Master Plan for the area for which resistance has been voiced. The DCP ordinance provision is causing a stalemate between property owners and keeping Hope Village's expansion planning from moving forward.

Recommendation: City staff recommends that the City Council strongly consider granting Hope Village an exception from all or some portion of having a formal Development Concept Plan approved and adopted for the 60 + acre area as part of the Annexation application approval process. Staff's further recommends consideration of including the following specific parameters in your decision (motion):

1. Granting an exception for adopting a DCP for the entire 60 + acre ordinance defined DCP area – either including or excluding their 4 acre proposed annexation area; and,
2. By condition they be required to informally demonstrate with their annexation application that they have addressed the typical required ordinance parameters associated with adoption of a DCP for review and consideration; and,
3. By condition of approval of their annexation application that their future development application submittal reflect all aspects of the infrastructure parameters for a DCP; and,
4. Acknowledging that a DCP for all properties located within the boundaries of the ordinance defined DCP will not be formally adopted by the Council or become binding on those properties – except if you include their 4 acre annexation area.

Rationale: We are not discussing the merits or specifics of the anticipated annexation application by Hope Village with this request, but rather the basis for their request to



do away with (grant an exception) to the adoption of a binding Development Concept Plan on all property owners in the designated area. Without an exception, their annexation request and associated DCP will likely generate strong opposition which may lead the applicant to abandon their plans either due to fear of Council denial to set forth to a vote of the people or bad publicity which may negatively sway the voters against the measure. The annexation process is not inexpensive or for the faint of heart. It appears that the basic intent of the ordinance DCP parameters to study and think about an individual property annexation in context of the larger designated DCP area can still be generally accomplished without an adopted binding document on other's property, many who have not thought about when or what they may want to do with their property down the road.

In addition, excluding their property from the DCP requirement may be reasonable when considering that the property to be annexed and developed will be contiguous to and is planned to be completely served by the existing Hope Village campus. A development concept plan for just their four acres has limited value without the remaining DCP area as a formal binding document. We could wait for an actual development application in this scenario.

Attached:

1. Hope Village Annexation Exception Request Letter
2. Chapter 16.84 Annexation Regulations (See 16.84.090 in particular)



HVI-01



**Harper  
Houf Peterson  
Righellis Inc.**

**Attachment 1**

November 29, 2010

Honorable Melody Thompson,  
Mayor of the City of Canby  
and Canby City Councilors  
% Bryan Brown, Planning Director  
182 N. Holly St.  
P.O. Box 930  
Canby, OR 97013

**Subject: Hope Village Expansion and Annexation - Request for Exemption  
from the Development Concept Plan (DCP) Requirement**

Dear Mayor Thompson and members of the City Council:

As a representative of Hope Village, Inc., through this letter we request an exemption to the requirement for a "Development Concept Plan" (DCP) for specific property to be proposed for annexation to the City of Canby. Under Title 16 of the Canby Municipal Code, Chapter 16.84 would require annexation to the City by a vote of the people. Prior to a vote of the people, Section 16.84.040.A.1.b requires a "Development Concept Plan" be prepared illustrating all of the elements identified in 16.84.040.A.1.b, 1 through 8, with review and approval by the Canby Planning Commission and Canby City Council.

Over the past 2 years, Hope Village has been working on a growth plan for the Hope Village campus, with the idea that properties which Hope Village would acquire would be annexed to the City of Canby. Originally, Hope Village was looking at a considerably larger area for annexation. However, Hope Village's goals have changed to the point where the land needs have been significantly reduced. At this point in time, Hope Village is only anticipating the annexation of Tax Lots 900 and 1000 (T4S, R1E, Section 9, SE ¼) which lie directly adjacent to and south of the existing Hope Village campus. These two tax lots are 3.0 acres and 1.0 acre, respectively and both have a Comprehensive Plan designation of "CR", or "Residential/Commercial". Hope Village recently purchased these two properties from the Scott family.

Because this four acre site area is small in comparison to the overall 60-acre DCP that would be required, and because the site is contiguous to and will be served by the existing Hope Village campus, Hope Village seeks an exemption to the requirements of Section 16.84.040 through an exemption under the provisions of Section 16.84.090 of the Municipal Code. Section 16.84.090 states:

The City Council may authorize an exception to any of the requirements of this chapter. An exception shall require a statement of findings that indicates the basis for the exception. Exceptions may be granted for reasons including, but not limited to: identified health hazards, limited development potential, or administrative error. An



exception to referring an annexation application that meets the approved criteria to an election cannot be granted except as provided in the Oregon Revised Statutes.

Section 16.84.040 requires that the first to annex property into the City that is within a DCP area complete a plan for the entire DCP. We believe this is overly burdensome given the limited site area and the limited development potential of the proposed annexation that makes up only six (6) to seven (7) percent of the entire DCP area. Therefore, we request an exemption under the provisions of Section 16.84.090 of the Canby Municipal Code. The specific reasons or findings for this exemption request are as follows:

1. This four acre site area is of limited development potential because it is limited in size and access, and has limited serviceability based on sanitary sewer and surface water drainage capacities. It is possible, depending on the scale of development proposed by Hope Village, that a small private pump station may be necessary. In addition, since there is no public storm drainage system in the area, all storm drainage will be through on-site disposal systems;
2. This site area is directly adjacent to and south of the existing Hope Village campus, meaning that Hope Village is able to propose a very specific site development plan that will involve only the uses appropriate to Hope Village on this 4-acre site;
3. While Hope Village had numerous discussions regarding a sale with the McMartin family, owners of the properties to the south of the Scott property, no suitable sale agreement was reached;
4. The McMartin family already has a master plan for their approximately 32 acres to the south of the Hope Village site area, and are not willing to see that plan changed. While no city approval has been given to the McMartins for their master plan, this would make Hope Village responsible for the DCP that would include all of the McMartin property, a situation that neither Hope Village nor the McMartin family are comfortable with;
5. Further, the McMartin family does not want its properties included in a DCP over which they have little to no control.

Based on these findings, Hope Village requests that the Canby City Council exempt Hope Village's four acre site area (Tax Lots 900 and 1000 in T4S, R1E, SE ¼ of Section 9) from the requirements of Chapter 16.84 requiring a Development Concept Plan prior to approval by the City Council that this proposed annexation be moved forward to a future ballot before the citizens of Canby.

We would be happy to answer any questions, or have any discussion with city staff regarding this request. Thank you for your consideration.

Sincerely,

  
Robert Price





## Division VI. – ANNEXATIONS

### Chapter 16.84

#### REGULATIONS

#### Sections:

Attachment 2

- 16.84.005 Background.**
- 16.84.010 Purpose.**
- 16.84.020 State regulations.**
- 16.84.030 Filing procedure.**
- 16.84.040 Standards and criteria.**
- 16.84.050 Consideration of applications.**
- 16.84.060 Legal advertisement of pending election.**
- 16.84.070 Election procedures.**
- 16.84.080 Setting of boundaries and proclamation of annexation.**
- 16.84.090 Exceptions.**

#### **16.84.005 Background.**

The process of annexation of land to the city allows for the orderly expansion of the city and adequate provision for public facilities and services. The city charter requires that, unless mandated by state law, annexation, delayed annexations, and extension of city services, may only be approved by a majority vote among the electorate. (Ord. 981 section 34, 1997)

#### **16.84.010 Purpose.**

It is the purpose and general intent of this division to delineate the appropriate procedures to be followed to annex territory to the city. It is recognized that alterations to the corporate limits are major land use actions affecting all aspects of city government including taxation, the provision of public services, land use patterns, vehicular circulation, etc. Decisions on proposed annexations are, therefore, of critical importance to the city. The procedures and standards established in this chapter are required for review of proposed annexations in order to:

- A.** Provide adequate public information and sufficient time for public review before an annexation election;
- B.** Maximize citizen involvement in the annexation review process;
- C.** Establish a system for measuring the physical, environmental, and related social effects of proposed annexations; and
- D.** Ensure adequate time for staff review. (Ord. 740 section 10.6.10, 1984; Ord. 981 section 35, 1997)



#### **16.84.020 State regulations.**

The regulations and requirements of Oregon Revised Statutes Chapter 222 are adopted by reference and made a part of this division. (Ord. 740 section 10.6.20, 1984)

#### **16.84.030 Filing procedure.**

Whenever an application for annexation is filed, it shall be reviewed in accordance with the following procedures:

**A. Application Filing Deadlines.** Application deadlines are established to permit public hearings by both the Planning Commission and the City Council in time to meet state and county requirements for submitting ballot information for these election dates. Application deadlines are as follows:

1. Regular annexation dates are in May and November. Annexations must be filed with the City before 5:00 p.m. on the last working day in August for a ballot election in May and the last working day in February for a ballot election in November. Incomplete applications may result in missing these planned election dates, at the City's discretion.
2. Annexations can be scheduled for a special election provided that all costs associated with the special election are covered by the applicant. Special elections will be scheduled by the City Council following the required City Council hearing on the application.

**B. Application Submittal.** Application procedures shall be as described in Chapter 16.89, on forms provided by the Planning Department. (Ord. 899 section 6, 1993; Ord. 740 section 10.6.30, 1984; Ord. 981 section 36, 1997; Ord. 1019 section 18-20, 1999; Ord. 1080, 2001; Ord 1237, 2007; Ord. 1294, 2008)

#### **16.84.040 Standards and criteria.**

**A.** The following criteria shall apply to all annexation requests.

1. The City of Canby Annexation Development Map shall determine which properties are required to submit either (See Figure 16.84.040):

a. A Development Agreement (DA) binding for all properties located within the boundaries of a designated DA area as shown on the City of Canby Annexation Development Map. The terms of the Development Agreement may include, but are not limited to:

1. Timing of the submittal of an application for zoning
2. Dedication of land for future public facilities including park and open space land
3. Construction of public improvements
4. Waiver of compensation claims
5. Waiver of nexus or rough proportionality objections to future exactions
6. Other commitments deemed valuable to the City of Canby



For newly annexed properties that are within the boundaries of a DA area as designated on the City of Canby Annexation Development Map: A Development Agreement shall be recorded as a covenant running with the land, binding on the landowner's successors in interest prior to the City Council granting a change in zoning classification.

**b.** A Development Concept Plan (DCP) binding for all properties located within the boundaries of a designated DCP area as shown on the City of Canby Annexation Development Map. A Development Concept Plan shall address City of Canby infrastructure requirements including:

1. Water
2. Sewer
3. Stormwater
4. Access
5. Internal Circulation
6. Street Standards
7. Fire Department requirements
8. Parks and open space

For newly annexed properties that are within the boundaries of a DCP area as designated on the City of Canby Annexation Development Map: A Development Concept Plan shall be adopted by the Canby City Council prior to granting a change in zoning classification. (Ord 1294, 2008)

2. Analysis of the need for additional property within the city limits shall be provided. The analysis shall include the amount of developable land (within the same class of zoning - low density residential, light industrial, etc.) Currently within the city limits; the approximate rate of development of those lands; and how the proposed annexation will affect the supply of developable land within the city limits. A supply of developable residential land to provide for the anticipated population growth over the following three years is considered to be sufficient;

3. Statement of potential physical, aesthetic and related social effects of the proposed development on the community as a whole and on the neighborhood of which it will become a part; and proposed actions to mitigate identified concerns, if any. A neighborhood meeting is required as per Table 16.89,020 of the City of Canby Land Development and Planning Ordinance.

4. Statement of availability, capacity and status of existing water, sewer, drainage, transportation, park and school facilities;

5. Statement of increased demand for such facilities to be generated by the proposed development, if any, at this time;

6. Statement of additional facilities, if any, required to meet the increased demand and any proposed phasing of such facilities in accordance with projected demand;



7. Statement outlining method and source of financing required to provide additional facilities, if any;;
8. Statement indicating the type and nature of any comprehensive Plan text or map amendments or Zoning text or map amendments that may be required to complete the proposed development. (Ord 1292, 2008)
9. Compliance with other applicable city ordinances or policies;
10. Compliance of the application with the applicable sections of Oregon Revised Statutes Chapter 222. (Ord. 740 section 10.6.40, 1984; Ord. 981 section 37, 1997; Ord. 1294, 2008)

**16.84.050 Consideration of applications.**

- A. Upon receipt of an application, staff shall review the completeness of the application. After accepting the application as complete, staff shall schedule a public hearing to be held by the Planning Commission.
- B. The commission shall conduct a public hearing to evaluate the proposed annexation and determine the appropriate zoning designation upon annexation. Following the close of the public hearing, the commission shall forward its recommendation concerning the annexation to the City Council. The commission's recommendation shall include findings that specify how the proposal has or has not complied with the above review criteria (16.84.040). The commission shall specify such consideration as findings in support of its decision and recommendation.
- C. Upon receipt of the commission's recommendation the matter shall be set for review by the City Council following the procedures outlined in Division VIII. The City Council shall review all proposals prior to the city application deadline for submitting measures to the voters in May or November. The City Council shall only set for an election those annexations that are consistent with the above review criteria (16.84.040). The City Council shall specify such considerations as findings in support of its decision to schedule an annexation for an election.
- D. The City Council's decision to submit an annexation to the electorate is the last discretionary decision in the process. Certifying the election after votes are counted is not a discretionary decision.
- E. The council's decision not to set an election for the annexation (a decision of denial), or the results of the election is the final action in the city's review of an annexation application. (Ord. 740 section 10.6.50, 1984; Ord. 981 section 38, 1997; Ord 1237, 2007)

**16.84.060 Legal Advertisement of Pending Election.**

After City Council review and approval, the city administrator shall cause a legal advertisement describing the proposed annexation and pending election to be published in at least one newspaper of general circulation in the city. The advertisement shall be placed at



least 14 days prior to the election. The size of the advertisement shall be determined by the City Administrator, but shall not be less than one-half of a full page. The advertisement shall contain: a description of the location of the property, the size of the property, its current zoning and zoning upon annexation, a general description of the land use intended, a description of any Comprehensive Plan text or Map amendment of Zoning Ordinance text or Map amendment that is required; and a description of the positive and negative effects contained in the staff report, as well as the findings upon which the City Council based its decision. (Ord. 981 section 39, 1997)

#### **16.84.070 Election Procedures.**

**A.** Pursuant to ORS 222.130(1), the statement of chief purpose in the ballot title for a proposal for annexation shall contain a general description of the boundaries of each territory proposed to be annexed. The description shall use streets and other generally recognized features. Notwithstanding ORS 250.035, the statement of chief purpose shall not exceed 150 words. The ballot title wording shall be prepared by the City Attorney.

**B.** Pursuant to ORS 222.130(2), the notice of an annexation election shall be given as provided in ORS 254.095 and 254.205, except that in addition the notice shall contain a map indicating the boundaries of each territory proposed to be annexed.

**C.** Pursuant to ORS 222.11(7), two or more proposals for annexation of territory may be voted upon simultaneously; however, each proposal shall be stated separately on the ballot and voted on separately. (Ord. 981 section 40, 1997)

#### **16.84.080 Setting of Boundaries and Proclamation of Annexation.**

If the annexation is approved by the electorate, the City Council, by resolution or ordinance, shall set the final boundaries of the area to be annexed by a legal description and proclaim the annexation (ORS 222.170(3)). (Ord. 981 section 41, 1997; Ord 1237, 2007)

#### **16.84.090 Exceptions.**

The City Council may authorize an exception to any of the requirements of this chapter. An exception shall require a statement of findings that indicates the basis for the exception. Exceptions may be granted for reasons including, but not limited to: identified health hazards, limited development potential, or administrative error. An exception to referring an annexation application that meets the approval criteria to an election cannot be granted except as provided in the Oregon Revised Statutes. (Ord. 981 section 42, 1997)



# City of Canby Annexation Development Map

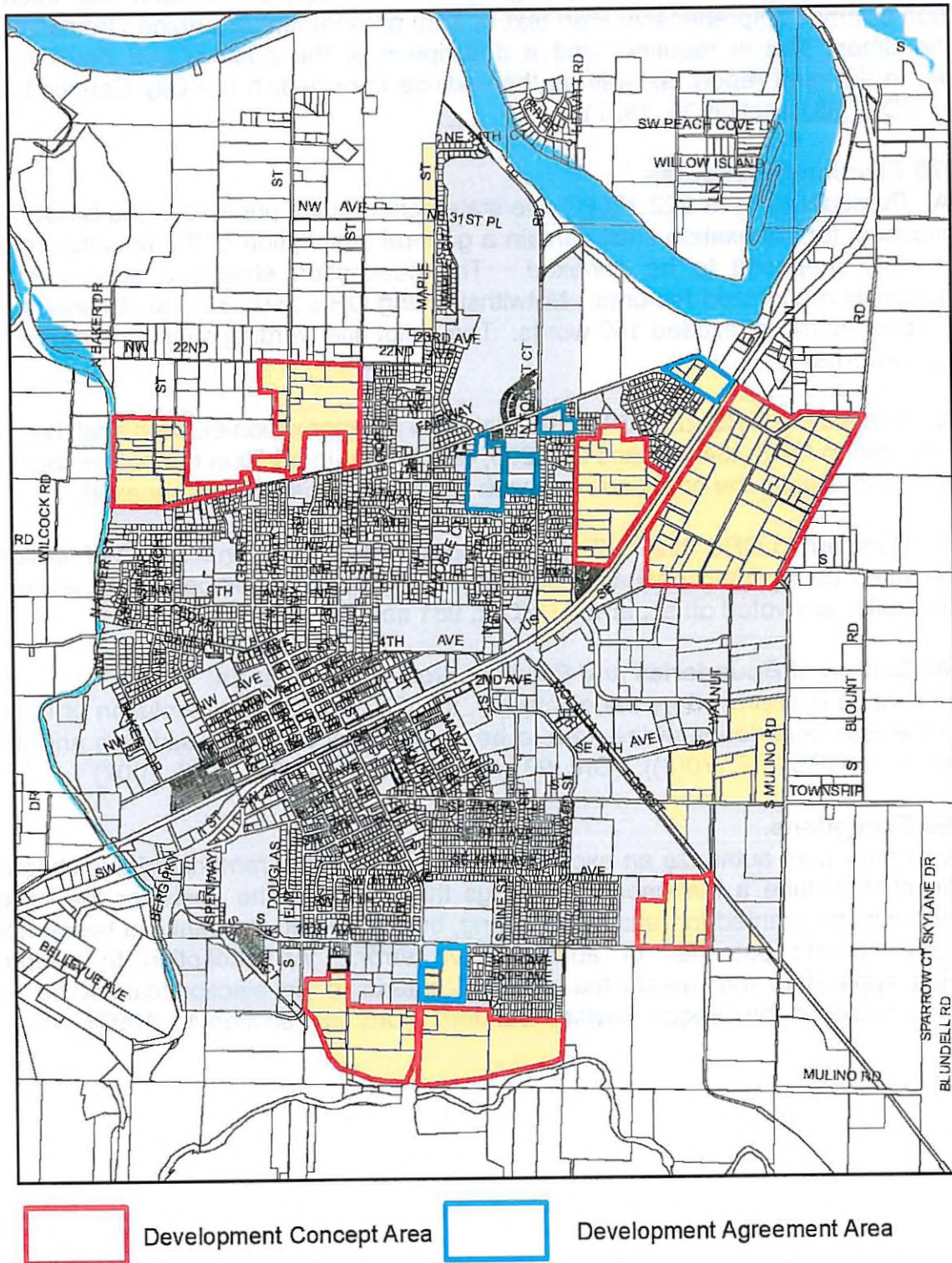


Figure 16.84.040





## MEMORANDUM

January 10, 2011

TO: Greg Ellis, City Administrator  
City of Canby

FROM: Matt Michel, General Manager *Matt*  
Canby Utility

SUBJECT: History of Canby Utility's Green Power Donation to the City of Canby Parks and Transit Mall

---

Senate Bill 838, signed by then-Governor Kulongoski on June 6, 2007 required all utilities regardless of size to offer customers the option to purchase green tags, that is, environmentally preferred power generated from renewable resources. Canby Utility entered into an agreement with the Bonneville Power Administration to purchase green tags beginning October 1, 2006. We market these green tags as Green Power.

I've attached our Green Power flyer here for your convenience.

Canby Utility offers its customers the opportunity to subscribe to Green Power in blocks of 100 kWh at \$1.10 per block. This premium is charged in addition to the regular monthly electric usage for those customers. Green Power that Canby Utility does not sell each month is banked green power that can be used to offset future renewable portfolio standard requirements Canby Utility must meet pursuant to SB 838.

As part of the initial effort to promote Green Power to customers, our energy efficiency marketing consultant suggested donating Green Power to the City on its parks and transit center electricity accounts. The donation began in January 2008 and has been for 45 blocks of green power with the \$49.50/month premium paid by Canby Utility, at no cost to the City.

Canby Utility has continued the donation through calendar year 2010. Each January the Canby Utility Board authorizes staff to offer the Green Power donation to the City.



## green Power program



You Can Help Support the Development of Renewable Power.

Help make a difference in our environment

One by one, your neighbors and local businesses have voluntarily chosen to purchase our Green Power and support the development of renewable, non-polluting energy in the Pacific Northwest. You can make that choice today. Our Green Power, also known as "environmentally preferred power," comes from the Bonneville Power Administration's (BPA) wind projects located in Oregon and Washington.

The program gives you an easy way to help increase investments in wind and other environmentally-friendly technologies. BPA will use roughly two-thirds of the proceeds from the sale of Green Power to support research, development and demonstration of new renewable energy technologies and applications in our

region. The remaining one-third of the funds goes to the Bonneville Environmental Foundation (BEF), a non-profit entity in Portland, Oregon. The goal of the BPA program is to reduce the reliance on fossil fuels for the generation of power.

It's less expensive than you might think

You may purchase Green Power in increments of 100 kWh blocks per month. Each 100 kWh block would increase your monthly bill by only \$1.10 – a small price to pay for helping the environment.

The additional cost of Green Power is only \$.0110 per kWh above our standard per kWh energy rate. This slight addition covers our extra cost in buying the service from BPA. For estimating purposes, the average Canby Utility residential customer uses 1,068 kWh per month.

No matter how much or how little Green Power you choose, you will continue to receive the same reliable electric service you expect from Canby Utility.

Together, we can make a cleaner energy future

As a community-owned utility, we always try to match our programs to your interests and concerns. Oregonians have traditionally led the way to a healthier environment. The Green Power program offers a means to work together toward that goal through a voluntary partnership.

Make the choice today

Help make a difference in our environment by choosing Green Power! Simply complete the short application and return it with your monthly bill payment.

Please complete, sign and date this form. Return it with your Canby Utility bill payment.

### Green Power Application YES! I will support the development of renewable, non-polluting power.

Customer Name: (as it appears on your Canby Utility bill)

Your Account Number

Address

City

State

Zip

I agree to purchase Green Power in the amount indicated for 12 months, at a premium of \$.0110 per kWh more than the standard per kWh energy rate. I understand that my agreement will automatically be renewed at the end of 12 months unless I notify Canby Utility in writing that I no longer wish to participate in the Green Power program or that I wish to adjust the amount of Green Power purchased.

Customer Signature

Date

I wish to purchase the following amount of Green Power every month: Please check ☒

- |  |   |
|--|---|
| <input type="radio"/> 100 kWh (\$1.10/mo.) | <input type="radio"/> 1000 kWh (\$11.00/mo.)    |
| <input type="radio"/> 200 kWh (\$2.20/mo.) | <input type="radio"/> 1500 kWh (\$16.50/mo.)    |
| <input type="radio"/> 300 kWh (\$3.30/mo.) | <input type="radio"/> 2000 kWh (\$22.00/mo.)    |
| <input type="radio"/> 400 kWh (\$4.40/mo.) | <input type="radio"/> Higher amounts by request |
| <input type="radio"/> 500 kWh (\$5.50/mo.) |   |



154 N.W. First Avenue  
Canby, OR 9701  
(503) 266-1156





# City of Canby Bi-Monthly Report

## Department: Administration

### For Months of: November and December 2010

To: The Honorable Mayor Carson & City Council  
From: Kim Scheafer, CMC, City Recorder  
Prepared by: Valerie Kraxberger, Office Specialist  
Through: Greg Ellis, City Administrator  
Date: January 7, 2011

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- 1. Business Licenses** –Sixteen (16) new business licenses were issued during the months of November and December, 2010. This compares to 18 new licenses issued during November and December, 2009. Sixteen (16) business licenses were inactivated during the months of November and December, 2010. This compares to 14 licenses inactivated during the same period in 2009. One hundred twenty (120) business license renewals were sent out.
- 2. Complaints/Inquiries** – Thirty-four (34) complaints/inquiries were received during November and December, 2010. Thirty-three (33) have been resolved and nine (9) were resolved within 24 hours. Seventeen (17) follow-up cards were mailed and thirteen (13) were returned with Excellent and Good ratings. We received no Poor ratings during this tracking period.

The following comments from citizens exemplify the satisfaction with the service received by City employees:

*"Thank you! Merry Christmas!"* (Street light issue)

*"Thank you! Great to have light shining again!"* (Street light outage)

*"Thanks again!"* (Clogged storm drain)

- 3. Training/Meetings** –
  - 11/09/10 Valerie Kraxberger attended a New Horizons Class
  - 11/12/10 Erin Burckhard attended a New Horizons Class
  - 11/29/10 Kim Scheafer and Greg Ellis attended Ethics Training in Sherwood
  - 11/30/10 Valerie Kraxberger attended a New Horizons Class
  - 12/08/10 Kim Scheafer and Melissa York attended the OAMR Region 2 Meeting
- 4. Special Animal Permits** – No Special Animal Permit were issued





**City of Canby Bi-Monthly Monthly Report**  
**Department: Court**  
**For Months of: November and December, 2010**

To: The Honorable Mayor Carson & City Council  
From: Kim Scheafer, CMC, City Recorder  
Prepared by: Kathy Mashek, Office Specialist  
Date: January 7, 2011

- Twenty people attended the seatbelt class for the months of November & December. This generated \$300.00 towards the purchase of helmets.
- Court trials for the months of November & December were held for 27 defendants. This required 11 officers, at various times, to come to testify.
- Three hundred sixty-three cases were filed and 406 cases were concluded during these months.
- Revenue for both months was \$76,234.13. Out of this amount, Oregon Department of Revenue received checks totaling \$6,724.75, Oregon Judicial Department \$425.50 and Clackamas County received \$1,703.61.
- Forty-three defendants appeared with attorneys. With the defendants there were a total of six different attorneys present.

**Training/Meetings:**

- Dana Wipff attended a New Horizons class on November 9.
- Kathy Mashek met with the Court Clerks in Oregon City Municipal Court and compared procedures on November 21, 2010.





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

**TO:** *Honorable Mayor Carson and City Council*  
**FROM:** *Robert Bitter, Urban Renewal Project Manager*  
**THROUGH:** *Greg Ellis, City Administrator*

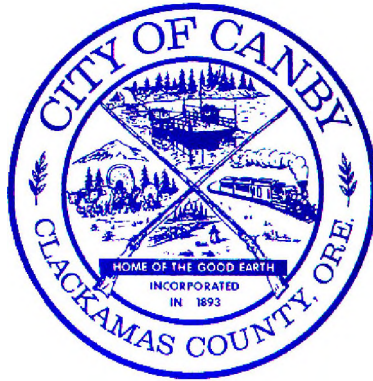
**RE:** *BI-MONTHLY STAFF REPORT November-December 2010*  
*ECOMONIC DEVELOPMENT DEPARTMENT/URBAN RENEWAL*

### **Project Updates**

The following projects are funded through Urban Renewal.

- 1. First Avenue Redevelopment. Launched Project.**  
Held informational meeting for local merchants, and formed volunteer committee to help with selection of design firm. With successful purchase of RR property, issued design RFP.
- 2. New Police Facility. Launched Design Phase.**  
Created and sent out RFPs for Architectural and Engineering Design and for Construction Management. Proposals due Jan. 19<sup>th</sup>.
- 3. Sale of City Property in Canby Pioneer Industrial Park. Launched.**  
Issued RFP for broker to list property in CPIP. Have evaluated responses and will make recommendation to Agency on Jan. 5<sup>th</sup>.
- 4. Lighting of Gateway Signs. Phase 2 Launched.** Met with Security Signs to determine feasibility of lighting seven new gateway signs with solar power. Will have proposal and recommendation shortly.
- 5. Tenant Improvements for Development Services Building. Ongoing.**  
Developed newer lower-cost design concept for facility. Waiting for redesign from architect.
- 6. Potential Renewable Energy Center.** Continued correspondence with Clear Lake representatives. County to provide fuel stock study shortly, which will determine next steps for developer. Upcoming EPA rule creates concerns.
- 7. Shimadzu Expansion.** Working with Planning Department to provide incentive information and expedited process for potential 50,000 square foot expansion. Provided information to law firm representing company. Expect decision shortly.
- 8. Potential sale of part of City Parcel in CPIP. Closed.** Worked with client interested in small section of CPIP parcel. His funding fell through, so project is closed.





## Bi-Monthly Finance Department Report

**To:** Mayor Randy Carson & City Council Members  
**From:** Sue Engels, Finance Director  
**Through:** Greg Ellis, City Administrator  
**Covering:** November & December, 2010

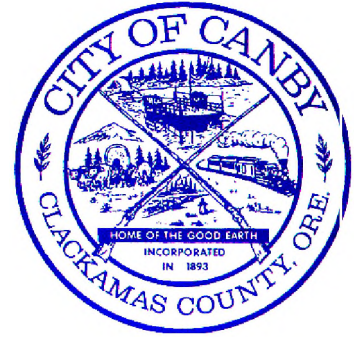
- The audits of the City and the Urban Renewal Agency 6/30/2010 financials were completed in December. The City's Comprehensive Annual Financial Report (CAFR) and the Urban Renewal Agency financial statements were filed timely with the Secretary of State's office. The financial reports will be posted to the City's website on January 10.
- Fourth quarter payroll tax report forms were mailed by Tracy Harris to all the businesses that are subject to the transit tax. Reports and payments are due January 31.
- To get a sense of the volume of activity in the accounts payable area, Suzan Duffy compiled a year's worth of AP statistics for January-December 2010:

Invoices:	4,789 (399 per month average)
Invoice transaction entries:	7,672 (639 per month average)
AP checks:	2,796 (233 per month average)
- Sharon Tramel provided this information on payroll activity for a year:

An average of 115 paychecks issued per pay period.  
With 26 pay periods per year, that adds up to 2990 timesheets and paychecks to process per year.



CANBY PUBLIC LIBRARY  
BI-MONTHLY STAFF REPORT  
November - December 2010



TO: Honorable Mayor Carson and City Council

FROM: Penny Hummel, Library Director

THROUGH: Greg Ellis, City Administrator

DATE: January 7, 2011

As one of the library's regular volunteers wrote in a card to library staff at the end of 2010: *"It is an honor to work at the Library and such a joy to be a part of something so important to this little town."* Below are highlights of the last two months at the library.

**Increased use.** Circulation at the library is showing a consistent increase over last year. In November and December, the library circulated 54,703 items—an 8.6% increase over the same two month period in 2009. Staff and volunteers also filled 11,219 holds, a 19% increase over the same period last year.

**Community involvement.** Volunteers donated 488 hours in November and December, helping the library keep up with patron demand by pulling holds, sorting, shelving, processing and mending books as well as staffing the Friends of the Library Bookstore. In December, the library hosted its annual volunteer appreciation event, with homemade soup provided by library staff. This year's volunteer of the year is Darlene Moquin, who handles the library's picklist (list of holds for Canby customers) each Tuesday morning.

**Planning for a new library.** The library's preliminary architectural plan was presented to the Urban Renewal Agency on November 10, and the URA board authorized staff to begin the process of negotiations to purchase the Oliver Insurance Building and Canby Utility properties. As outlined in the PAR, the new one story library will be sited on the City Hall block along First Avenue; an optional second story over a portion of the library would provide offices for city administrative functions. Library staff will return to the URA board in mid-January with a funding plan.

**Fundraising.** The library issued an end of the year fundraising appeal to previous donors and current volunteers, which has been positively received. Working with consultant Sharon Leighty, library staff members are also identifying sources of funding for the new library and laying the groundwork for a library foundation to be formed in 2011.

**Reaching out to young families.** In November, library staff members Peggy Wickwire and Angelica Novoa de Cordeiro began implementing the *Reading for Healthy Families (RFHF)*



program in Canby. RFHF is a statewide program that strives to help every Oregon child get ready to learn when they start kindergarten by teaching parents how to help their children develop the skills they need to know *before* they start kindergarten. Using RFHF tools, CPL staffers are providing free early literacy workshops for parents, teaching them:

- What children need to learn before kindergarten, and how children learn those skills.
- How to read to babies and active young children.
- How to provide other experiences that develop early literacy skills.
- How to access the resources they need.

**Programming.** Community events during November and December included ongoing family evenings, book groups and storytimes. In December, the library hosted a highly successful *Library After Dark* night for local teens, who enjoyed games, a library scavenger hunt—and pizza!

In early 2011, the library is planning two special cultural events:

- On Tuesday, January 25 at 6:30 p.m., CPL will host a Conversation Project program provided by Oregon Humanities. *Borderless: Migration, Globalization and Changing Communities* will explore population shifts both locally and globally and how they are related to economic change. The program will be presented by Lewis & Clark College professor Elliott Young.
- On Tuesday, February 15 at 6:30 p.m. the library is pleased to be welcoming Oregon's poet laureate, Paulann Petersen, for a reading and discussion program.

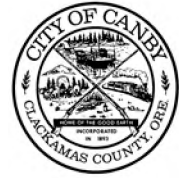
**New online services.** This fall, the LINCC libraries added several wonderful online tools for learners of all ages:

- *LearningExpress Library*, which offers over 800 online courses, tests and e-books to help patrons excel in school, get into college, find a job, become a U.S. citizen and more.
- *Mango*, a rich online language tutor with thousands of online lessons in 22 different languages. Each lesson features audio spoken by native speakers. English learners can study English as well with 14 different ESL courses.
- *World Book Encyclopedias Online*, which includes not only encyclopedia articles but also primary source collections, educator tools, student activities, audio, video and periodicals.

To explore these resources, visit [www.lincc.org](http://www.lincc.org) and select Online Resources.

**Service enhancements.** Work continues on weeding the collection of outdated and worn items and purchasing replacements.





## Canby Main Street November/December 2010

TO: Honorable Mayor Carson and City Council  
FROM: Ami Keiffer, Main Street Manager  
DATE: January 10, 2011  
THROUGH: Greg Ellis, City Administrator

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The following report provides an update on events that occurred in the Main Street program the months of November and December, 2010. Please feel free to call Ami Keiffer, Main Street Manager for specific questions. Please note: Scope of work for these months was diminished with the absence of Catherine Comer, Economic Development Director.

Thank you,

Ami Keiffer  
Keiffera@ci.canby.or.us  
503-266-7001

### Staff activities for November 2010:

- Held committee meetings for each of the three main street committees;
  - Design
  - Promotions
  - Economic Restructuring
- Walked around downtown to meet business owners, invite them to participate in a new downtown promotion and let them know about the holiday event (Light the Night) that would be happening.
- Completed a holiday window decoration for empty city building in partnership with the Canby Arts Association.
- Gathered volunteers to assist in decorating the gazebo in Wait Park for Light the Night.
- Led the event planning effort for Light the Night.

### Summary of the events of the committee meeting as follows:

- Design – Met with Greg Ellis to hear about the upcoming 1<sup>st</sup> Ave. Redevelopment project and to define the committee's involvement in the process. The committee was invited and encouraged to attend the Dec. 2010 informational meeting regarding this project. The committee will have a presence on the 1<sup>st</sup> Ave. design committee. Also discussed was the need for training on the downtown design guidelines. This will be scheduled for January.





- Promotions – Final push for the completion of the Light the Night event that occurred Nov. 27<sup>th</sup> in Wait Park. More event planning delegation and fund development will need to occur for next year and a better jump start on planning is needed.
- Economic Restructuring – Finalizing discussions about a business incubator and wants staff to move forward to contract with consulting firm for completing study.

Committee milestones:

- Design – The committee approved the final design for the downtown holiday banners.
- Promotions – Assisted in the planning of Light the Night.
- Economic Restructuring – The committee agreed to move forward with creating a feasibility study for a downtown business incubator.

Staff activities for December 2010:

- Attended a grant review session for a grant application submitted to Clackamas County Cultural Coalition for the design committee historic walking tour.
- Met with Main Street managers from 2 other communities to network and problem solve some organizational issues. (Hillsboro and Molalla)
- Attended two holiday open houses – Dr. Kevin Johnson and Canby Arts Association
- Met with members of Clackamas County Economic Development and Main Street to discuss new business and development opportunities for downtown.

No committee meetings were held in December.



# ***PLANNING & BUILDING DEPARTMENT***

## ***November/December, 2010 UPDATE***



***TO:*** *Honorable Mayor Carson and City Council*  
***FROM:*** *Bryan Brown, Planning Director*  
***DATE:*** *January 10, 2011*  
***THROUGH:*** *Greg Ellis, City Administrator*

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The following report provides an update on the major planning and building activities through the months of November and December, 2010. Some projects encompass efforts of more than one department but only the planning and building departments contribution are included. Please feel free to call departmental staff if you have questions or desire additional information about these activities. Attachments provided at the end of this report list the new and on-going land use applications being processed, and the building permit and inspection activity for this period.

### **Plan Preparation**

- 1. Transportation System Plan Update.** On November 29 the PC reviewed and recommended adoption of the TSP with the changes incorporated as directed by the City Council at a previous work session where it was agreed to expunge the proposed downtown one-way circulation system. On December 8 the Council approved and adopted the new TSP on a first reading with some additional directed changes to be prepared and incorporated into a final document for public view prior to the final 2<sup>nd</sup> reading scheduled for January 19, 2011. The final updates to the TSP have now been completed by DKS Associates and their work for the City on this project is now complete.
- 2. Highway 99E TGM Gateway & STA Grant.** The City was awarded another TGM grant to address beautification, accessibility and safety considerations along Highway 99E through town - especially within the downtown portion, where the Oregon Transportation Commission approved our request for a Special Transportation Area (STA) designation. The scoping work has been completed and we are waiting for the necessary final adoption of the TSP Update by the Council and our State agency partners notice to proceed. Matilda has been instrumental in getting some much needed issues to be addressed as part of this project, including more detailed look at the Otto Road connection to the industrial park, a gateway focus and maintenance look at the logging road overpass over the highway, and a look at the necessary changes to the NE Canby Master Plan. The STA designation and design considerations in the downtown portion of the highway will strive to balance the through traffic and freight purposes of the highway with the need to slow traffic and provide an improved pedestrian and business friendly environment with improved aesthetics, parking, and accessibility safety considerations. This project is to be heavily loaded with public input to drive the project vision and objectives at the beginning so acceptance of the recommended improvements will have greater support in the end. Matilda is well along in having the membership of the citizen advisory committee stakeholder group established. DKS and Associates and OTAC have been selected as project consultants.
- 3. NE Canby Master Plan.** The Gateway TGM Grant project mentioned above is scoped to



include work to assist with the necessary modifications that will be needed to the NE Canby Master Plan as a result of the TSP Update work that has provided a solution to address increased traffic on 99E and a new truck route plan. This is a best case scenario for moving forward with getting the NE Canby Master Plan modified with professional assistance and needed support for approval of the Plan revisions from ODOT whose previous lack thereof prevented its previous adoption due to highway congestion issues that would result from the increased density of development set forth in the Plan.

### **Municipal Code Improvements (Legislative Text Amendments)**

**4. Legislative Text Amendments.** Staff is currently processing or considering the following text amendments:

CPA 10-01/TA 10-02: Transportation System Plan Update (see summary noted above). Staff has moved forward with formatting the proposed Transportation Planning Rule and Traffic Impact Analysis code changes approve by the Council to enable distribution and incorporation of the code update into the Canby Municipal Code so it is ready upon final reading of the ordinance.

TA 10-03 Sign Code Revisions: The 2<sup>nd</sup> reading of this code amendment occurred on Nov. 3 allowing Ordinance 1339 to take effect Dec. 3, 2010. Staff has formatted the new code changes for incorporation into an update to the Canby Municipal Code.

TA 10-04 Low Impact Development Smart Code Amendments: Ordinance 1338 took effect on Nov. 20. Staff completed formatting of the code language to enable distribution and incorporation into the Canby Municipal Code.

TA 11-01 Mural Program: Staff is preparing necessary code amendments to implement the new mural program which reviewed and given a green light by the Council in the previous reporting period. We are targeting review by the Planning Commission on January 24.

### **Departmental Program/Project Area Participation**

**5. Council Presentation.** Staff presented report on results of a Wait Park events and noise survey conducted by phone and door to door survey to the Council to address concerns raised. Informal handlings of the concerns were agreed upon.

**6. Metro Items/Urban and Rural Reserves Designation Process.**

- The Land Conservation and Development Commission (LCDC) accepted the proposed reserves designation except for a couple of critical areas within Washington County. This resulted in a remand of that portion to be worked out with some general direction provided. Washington County will be revising urban and rural reserves map for LCDC within next 6-months. This has resulted in a delay in Metro's anticipated proposed urban growth boundary expansion which may be considered by the end of 2011. The Portland area Urban and Rural Reserves were designated by Metro and Metro area counties in June, 2010. DLCD staff recommended approval of the reserves as designated to LCDC at the end of September in spite of the 46 objections raised. The reserves plan being debated is based on a 60 percent increase in population with only an 11 percent increase in the urban footprint. Criticisms on the urban reserves side include rural areas and farmers that oppose the possibility of urbanization in the future and those that feel pinned in to tightly and that the proposed density numbers are too high and have rarely been met.



- Metro is now seeking approval of a “capacity ordinance” whose purpose is to achieve greater efficiencies within the current UGB to support great communities. It seeks efficiency measures before expansion of the UGB, to strengthen protection of industrial land, provide more affordable housing, increase focus on public investments that can serve growth in town and regional centers, employment areas, and transportation corridors.

**7. French Prairie Forum Meetings. Ongoing.** Staff attended meetings in both November and December of this group.

- State Legislative Agenda: Greg Leo, the French Prairie Forum Convener continues to provide information to the group on State legislative agendas, the League of Oregon Cities priorities, and how these might be expected to impact communities in the area. The theme from cities is to 1) maintain the state’s commitment to State Shared Revenue formulas – in other words –do not take our share of State Revenue to balance the state’s short fall, 2) prevent the pre-emption of local government authority, 3) consider utilizing BETSY tax credits for human needs and less to large scale energy projects.
- Home Fire Sprinklers: An issue discussed is a growing use of residential homes putting in home fire sprinkler systems which result in a larger water meter. This is resulting in large system development charges (SDC) charges so city’s are being asked to provide a credit if the meter increase is solely for fire suppression purposes.
- Aurora Airport: There continues to be concern by local communities about the Aurora Airport Master Planning process. They believe it is pre-disposed to expand and grow the airport in a manner that might not be in the interests of surrounding residents and cities due to increased runway lengths, possible business expansions outside of the “fenced” area, etc. The next big meeting on Feb. 17 should include whether runway extension would occur or not.
- Baldock Rest Area Solar Panel Project: There is consensus among many attendees that ODOT’s plan for a large solar installation at the North Baldock I-5 rest area was ill conceived on many levels. County has now launched a chilling effect to ODOT’s project by indicating that it requires a Conditional Use Permit because it will include commercial sale of electric power. The desire is to get consideration of locating the facility at the North Willamette Valley Research Station rather than taking up yet undecided space in the rest area before Master Planning of that area has been completed.
- Building Services Contracting: The economic slowdown in building construction is resulting in communities considering entering into Intergovernmental Agreements (IGA) for building plan review and inspection services. The cities with full services may be in a position to contract out their services in order to help maintain their current staff.

**8. Code Enforcement Issues.** Planning staff provided assistance with or in resolving the following zoning and building code enforcement matters this period:

- An agreed upon plan for a seasonal auto detail business
- Multiple vehicles in front yard without hard surfacing

**9. Miscellaneous Items:**



- Training: Director attended two day long Microsoft Office refresher courses this period. Kari Inness, Code Enforcement Officer attended conference/training in Glendale, Arizona. Director attended leadership training class in Sherwood with other city directors. Director attended annual Oregon American Planning Association legal issue workshop at Oregon Convention Center.
- Director attended Oregon City Planning Director's Association Board Mtg. in Hood River. Participated in Public Works Director Interview.
- Planning staff attended first Stormwater Committee Meeting. Planners to lead continued emphasis on encouraging use of low impact design alternatives with new development projects, senior planner to continue to work toward protection and enhancement opportunities for riparian vegetation, and look for funding partnerships to advance future Stormwater Master Planning efforts for the city.
- Several meetings were held to discuss and meet with consulting architect concerning remodel plans for the new Development Services Building. Bids documents are now being finalized with cost within Council directed parameters.
- Planning staff worked with county economic development staff on editing and refining a Canby Employment Opportunities Map.
- Staff is redirecting CDBG award project efforts to a 10<sup>th</sup> Avenue sidewalk project when notified the planned Sidewalks on E. 3<sup>rd</sup> & 4<sup>th</sup> Avenue project would not qualify.
- Consulted with Vietnam Memorial volunteers on new monument signage.

## **Development Projects/Activity.**

### **10. Construction Finals/Certificate of Occupancy.**

- The DCS Morgan, Inc. office building at 1535 SE 3<sup>rd</sup> Court was finalized with occupancy permit issued at end of December. Actual construction was completed in a short four month period.

### **11. New Land Use Applications Submitted November through December, 2010.** New applications for this period have included: (See attached Land Use Tracking Chart for all applications currently in some process stage).

- A Type I Final Plat (FP-10-02) for Erik Berkey at 406 NW 2<sup>nd</sup> Ave.

### **12. Pre-Construction Conferences.**

- PRC 10-02: A pre-construction conference for the approved Site & Design Review application for Countryside South Memory Care facility at 406 NW 2<sup>nd</sup> Ave.

### **13. Pre-Application Conferences.**

- PRA 10-06: A pre-application conference for a proposed 10,000 square ft. warehouse storage building and associated pavement for Potter Industries, Inc. at 350 N. Baker Dr. was submitted near the end of December.

### **14. Annexations.**

- ANN 09-01: A November, 2010 election with a vote of the people was held approving the annexation of approximately 6 acres to be zoned R1 Low Density Residential and the



accompanying right-of-way of the adjacent Pine Street at 1732 N Pine St.

#### **15. Land Use Consultations.**

- Met with owner and professional representatives for planned Hope Village annexation application and held consultations concerning three local existing industrial expansion plans.

#### **16. Land Use Application Tracking Chart Updated through December, 2010. (Attached)**

#### **17. Building and Inspections Summary for November & December, 2010.**

##### **Building Permits for November & December, 2010**

14 Permits were issued in November with a total valuation of \$54,236

35 Permits were issued in December with a total valuation of \$588,934

##### **Building Permits issued included:**

###### November

- ✚ 2 Commercial Tenant Improvements
- ✚ 1 Residential Remodel/Alteration
- ✚ 2 Sign Permits

###### December

- ✚ 1 Commercial exterior racking
- ✚ 1 Commercial Tenant Improvement
- ✚ 2 Single Family Residences
- ✚ 4 Residential Remodel/Alteration
- ✚ 1 Demolition
- ✚ 2 Sign Permits

##### **Mechanical Permits issued:**

**6 Mechanical Permits were issued in November.**

**17 Mechanical Permits were issued in December.**

(This includes any heating and air conditioning replacement for both commercial and residential).

##### **Permits Finalled**



###### November

- ✚ 3 Residential Mechanical Permits
- ✚ 1 Tenant Improvement – Trend Business Center
- ✚ 1 Residential Remodel

###### December

- ✚ 3 Sign Permits
- ✚ 2 Residential Remodel
- ✚ 1 Professional Office Building
- ✚ 1 Manufactured Home Set Up
- ✚ 1 Interior Commercial Racking



-  1 Commercial Mechanical
-  6 Residential Mechanical



City of Canby  
Land Use Application Tracking  
November and December 2010

1/10/2011

File Number	Application Description	Owner/Applicant	Property Address	Fee	Date Received	Status
DR-08-01 / SUB-08-01	Subdivision & Site and Design Review	Snegirev	486 N.E. 3rd Ave, 463 N.E. 4th Ave	3,200.00	3/21/2008	Approved by PC 4/13/2009; Plat not yet recorded; Sub Expired Oct 2010 - No longer Needed; (Site & Design 1 yr. extension to Apr 2011
CPA-08-01 / ZC-08-01	Zone Change and Comp Plan Amendment	Root Holdings	1793 SE 1st Ave, 1907 SE 1st Ave	5,860.00	6/3/2008	Applicant Requested Hold
MLP-08-05	Minor Land Partition	AAI Engineering	Southeast of intersection of S.E. 1st Ave and S.E. Walnut Street	1,280.00	7/24/2008	Approved by PC 1/26/2009; Plat not yet recorded; One-Year extension granted to Jan 2011
SUB-08-03	Subdivision	AAI Engineering	Southwest of intersection of S.E. 1st Ave and S.E. Walnut Street	1,985.00	7/24/2008	Approved by Plan Comm 1/26/2009; Plat not yet recorded; Six-Month extension granted to Jan 2011
ANN-09-01	Annexation	Beck	1732 N Pine St	2,220.00	2/26/2009	Approved by voters 11/2/10 State Cadastral Needs Corrected Map
LLA-09-01	Lot Line Adjustment - <i>replat</i>	Parsons/Burden	400 Block of S. Sequoia Pkwy	520.00	5/21/2009	Approved 6/10/2009; Replat not recorded; Checking on Extension
CPA 10-01 TA 10-02	Transportation System Plan	City of Canby		N/A	7/1/2010	Approved by City Council, Final Reading on Jan. 19
LLA 10-03	Lot Line Adjustment	John Meredith	377/401 Territorial	520.00	9/10/2010	Approved by Planning Staff 10-18-10 - Plat not recorded
LLA 10-04	Lot Line Adjustment	Parsons	23625 S Mulino Road	520.00	9/1/3010	Approved by Planning Staff 11/9/10 - Plat not recorded
DR10-02	Site and Design Review and Conditional Use Permit	Erik Berkey - Countryside Living	402 NW 2nd Avenue	3,540.00	10/8/2010	Approved by Planning Commission
FP 10-02	Final Plat	Countryside Living		100.00	11/22/2010	In Process
PRC 10-04	Pre Construction	Countryside Living			11/15/2010	Revisions from Conf. in Process
PRA 10-06	PreApplication	Potter Industries			12/23/2010	



# Bi-Monthly Report

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

**Date:** January 6, 2011

**Re:** November & December 2010 Report

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The Canby Swim Center finished up helping the Canby Kiwanis with the annual food and toy drive in December. I am sure we gave away well over 100 swims to people who donated food or toys to the community food and toy drive. It is always a great activity and I talked with some of the organizers after Christmas and it is amazing how many people they help.

It seems our numbers are starting to turn around a bit. November revenue was still down about \$1,000 but December was up \$2,000 over last year so we came back overall the past two months. Attendance was about even for November and was a little behind for December due to swim team attendance dropping for the month. They didn't have as many practice days due to where the holidays fell. Most attendance numbers were still up for this December.

Spring swimming lesson registration just opened up this includes spring Penguin Club and a couple different adult classes. The adult offerings for the spring are, a learn to swim class and a swimming class for tri-athletes. The triathlon class was filling like gangbusters yesterday. There is a Tuesday evening class and a Thursday evening class and the early indication is that it is going to fill up all 24 spots. Nathan Templeman teaches that class every year and he has a huge following.

On December 3<sup>rd</sup> CAPRD held its first Civil War Splash event, they sold over 300 plastic footballs. The football race down the pool went almost without a hitch. One of the organizers, Janie Malloy decided to grab the rope that was the starting line, just as the lifeguard pulled it to let the footballs go by and she was pulled into the pool. It was very unexpected as she was in street clothes and not a swimming suit. It made for an entertaining event.

The Canby High School and Canby Gators teams are in full swing. The High School team will have two home meets at the Canby Swim Center in this month. The first on January 20<sup>th</sup> and the second January 27, both are on Thursdays at 4:30pm. The Canby Gators had Their Animal Meet in December and will be hosting a dual meet on Saturday January 15<sup>th</sup> at the Canby Swim Center.



**FROM :** ERIC LAITINEN, AQUATIC PROGRAM MANAGER  
**SUBJECT:** MONTHLY REPORT FOR NOVEMBER 2010  
**DATE:** January 4, 2011

CANBY SWIM CENTER NOVEMBER 2010	ADMIT 2009	ADMIT 2010	PASS 2009	PASS 2010	TOTAL 2009	TOTAL 2010	YTD TOTAL 09-10	YTD TOTAL 10-11
MORNING LAP	66	53	306	347	372	400	1555	1504
ADULT RECREATION SWIM	75	83	561	469	636	552	3180	2639
MORNING WATER EXERCISE	313	84	0	225	313	309	1500	1243
PARENT/ CHILD	0	0	0	0	0	0	1027	780
MORNING PUBLIC LESSONS	162	225	0	0	162	225	2864	3512
SCHOOL LESSONS	0	84	0	0	0	84	0	84
NOON LAP	90	50	179	250	269	300	1206	1064
	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	166	234	12	19	178	253	1862	1679
PENGUIN CLUB	0	0	0	0	0	0	645	587
CANBY H.S. SWIM TEAM	0	0	598	426	598	426	598	426
CANBY GATORS	0	0	1005	935	1005	935	3893	3500
MASTER SWIMMING	11	0	12	0	23	0	244	0
EVENING LESSONS	457	484	0	0	457	484	5097	4380
EVENING LAP SWIM	45	32	53	85	98	117	729	596
EVENING PUBLIC SWIM	240	262	30	20	270	282	3164	2511
EVENING WATER EXERCISE	105	104	0	44	105	148	796	777
ADULT LESSONS	0	0	0	0	0	0	106	0
GROUPS AND RENTALS	407	357	0	0	407	357	1430	1247
KAYAK	2	0	0	0	2	0	2	0
OUTREACH SWIMMING	0	0	0	0	0	0	487	448
<b>TOTAL ATTENDANCE</b>	<b>2,139</b>	<b>2,052</b>	<b>2,756</b>	<b>2,820</b>	<b>4,895</b>	<b>4,872</b>	<b>30385</b>	<b>26977</b>



**FROM :** ERIC LAITINEN, AQUATIC PROGRAM MANAGER  
**SUBJECT:** MONTHLY REPORT FOR DECEMBER 2010  
**DATE:** January 4, 2011

CANBY SWIM CENTER DECEMBER 2010	ADMIT 2009	ADMIT 2010	PASS 2009	PASS 2010	TOTAL 2009	TOTAL 2010	YTD TOTAL 09-10	YTD TOTAL 10-11
MORNING LAP	54	48	288	321	342	369	1897	1873
ADULT RECREATION SWIM	63	64	465	550	528	614	3708	3253
MORNING WATER EXERCISE	191	83	0	201	191	284	1691	1527
PARENT/ CHILD	0	0	0	0	0	0	1027	780
MORNING PUBLIC LESSONS	137	159	0	0	137	159	3001	3671
SCHOOL LESSONS	450	336	0	0	450	336	450	420
NOON LAP	113	77	176	267	289	344	1495	1408
	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	261	352	23	14	284	366	2146	2045
PENGUIN CLUB	0	0	0	0	0	0	645	587
CANBY H.S. SWIM TEAM	0	0	943	714	943	714	1541	1140
CANBY GATORS	0	0	1067	808	1067	808	4960	4308
MASTER SWIMMING	10	0	10	0	20	0	264	0
EVENING LESSONS	293	208	0	0	293	208	5390	4588
EVENING LAP SWIM	28	27	27	29	55	56	784	652
EVENING PUBLIC SWIM	137	258	19	23	156	281	3320	2792
EVENING WATER EXERCISE	46	60	0	35	46	95	842	872
ADULT LESSONS	0	0	0	0	0	0	106	0
GROUPS AND RENTALS	358	250	0	0	358	250	1788	1497
KAYAK	0	0	0	0	0	0	2	0
OUTREACH SWIMMING	0	0	0	0	0	0	487	448
<b>TOTAL ATTENDANCE</b>	<b>2,141</b>	<b>1,922</b>	<b>3,018</b>	<b>2,962</b>	<b>5,159</b>	<b>4,884</b>	<b>35544</b>	<b>31861</b>



# City of Canby Bi-Monthly Report

## Public Works

### November - December 2010



**TO:** *Honorable Mayor Thompson and City Council*  
**FROM:** *Darvin Tramel, Public Works Supervisor*  
**DATE:** *January 6, 2010*  
**THROUGH:** *Greg Ellis, City Administrator*

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Please find below a summary of Public Works major projects followed by status reports from:

- Streets, Storm Sewer and Sewer Collection – Darvin Tramel, Public Works Supervisor
- Wastewater Treatment - Darvin Tramel, WWTP Supervisor
- Parks Maintenance - Jeff Snyder, Parks Lead
- Fleet - Joe Witt, Lead Mechanic
- Facilities - Dan Mickelsen, PW Lead/Facilities

#### ***Knights Bridge Road Reconstruction:***

The punch list items are complete and we are waiting for ODOT test results and change order approval. We are accumulating quality control results so we can close out the project, pending ODOT inspection and audit in mid January.

#### ***Wastewater Treatment Plant Phase III Improvements:***

The Wastewater Treatment Phase III improvements are 95% complete. The UV disinfection system is on line and functioning well. All of the equipment is installed for the Therma-Flite Biosolids dryer and testing began January 6, 2011. The schedule is to start drying biosolids the week of January 10<sup>th</sup>, and go into full production during the week of January 17<sup>th</sup>. In January staff will complete our final inspection and create the punch list. Punch list items should be completed by the end of February.

#### ***Walnut Street Improvements:***

In the past two months we have secured land transfers between the Burden and Dragonberry properties. The next step is to make a City initiated vacation of the southern abandoned portion of Walnut Street. Following the vacation we will pursue multiple lot line adjustments to reconfigure driveways to the new Walnut Street alignment. The vacation and lot line adjustments will occur over the next six months.



### ***Canby Transit Center Modifications:***

Canby Transit Center improvements are complete and final walkthrough and inspection will be completed in January.

### ***NW Third and Fourth Avenue CDBG:***

Public Works staff is working with the Planning Department to develop a scope of work to apply the 2010 CDBG grant award within an acceptable low-moderate residential area in Canby. This project will most likely include development of a NE 3<sup>rd</sup> and NE 4<sup>th</sup> Avenue one way loop to improve vehicle and pedestrian safety east of Locust Street. This CDBG project is not anticipated to go to construction until late 2011.

Currently we are waiting for Clackamas County Community Development approval to proceed.

### ***NE 10<sup>th</sup> Avenue:***

Engineering and Public Works are working with the Planning Department to secure easements for curb and sidewalk construction along NE 10<sup>th</sup> Avenue and North Maple Street. These streets have been likely candidates for grant awards except for the lack of easements. As a proactive measure, we hope to secure all needed easements to complete the construction when funding becomes available. Status is unchanged.

### ***Transfer of County Roads to City of Canby:***

As with the prior months report, we continue to explore costs and means to finance the jurisdictional transfer of roads from Clackamas County to City property. These include North Pine, North Maple, North Redwood, South Redwood and South Fir streets.

### ***99E Median Located in Front of Fred Meyer Shopping Center:***

Public Works staff is working on gathering bids for the excavation of soil in the median, filling with concrete and surfacing the median with a brick stamp design.



# **Public Works**

## **November & December 2010**

Prepared by: Ronda Rozzell

### **1. Streets:**

During the month of November the crew Arborvitaes for vision clearance issue, trimmed limbs, swept leaves around town in our right-of-ways. The crew had to utilize both sweepers to remove leaves where a property owner blew them out into the street causing a flooding issue. Replaced street signs.

The crew received and located 41 locates for November.

<b>Streets</b>	<b>Total Hours</b>
Street Sweeping	124.5
Street Maintenance	110.5
Sidewalks	5
Driveway Approach Inspections	1
Street Sign Maintenance	5
Street Sign Installation	7
Street Light Repair	11.5
Tree Trimming	2
Dump Truck Usage	.5
Vactor Usage	3
De-Icer (Labor putting into truck)	2

### **2. Sewer and Storm System:**

The crew cleaned a catch basin system on public side and part of a private side, the property owner to contract out to have roots removed from the private side.

The crew went to a complaint about a back up sewer; it was on the private side and homeowner contracting out to have their line fixed.

The crew cleaned lift stations in Canby.

Crew cleaned sewer mains around town and normal trouble spots to avoid any backups.

<b>Sewer</b>	<b>Total Hours</b>
Sewer Cleaning	60.5
Sewer Maintenance	7.5
Sewer Laterals (maint. & inspect)	3
Lift Station Maintenance	3
Locating Utilities	2
Drying Beds Maintenance	3
<b>Storm</b>	
Catch Basin Maintenance	4
Storm Line Inspections	2



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

The crew during the month of November has trimmed limbs out of the right-of-way and removed arborvitae.

The crew replaced street signs.

The crew fixed or repaired 14 street lights for November.

### 4. **Facility Maintenance:**

Dan Mickelsen completed 24 work orders for a multitude of departments.

### 5. **Miscellaneous:**

## **December 2010**

### 1. **Streets:**

The crew received and located 40 locates for December.

The crew repaired 10 potholes.

<b>Streets</b>	<b>Total Hours</b>
Street Sweeping	51.5
Street Maintenance	135.75
Sidewalks	16
Street Sign Manufacturing	5
Street Sign Maintenance	1
Street Light Repair	26
Tree Trimming	21.5
Tree Removal	9
Dump Truck	1
Vactor Usage	2

### 2. **Sewer and Storm System:**

The crew unplugged or repaired 3 sewer laterals for December.

The crew unplugged or repaired 4 catch basins.

The crew cleaned all lift station in Canby.

Crew cleaned sewer mains around town and normal trouble spots to avoid any backups.

<b>Sewer</b>	<b>Total Hours</b>
Sewer Cleaning	29.25
Sewer Maintenance	10
Sewer TV'ing	6
Sewer Laterals	74.5
Lift Station Maintenance	13
Locating Utilities	8
Sewer Inspections	5
Vactor Usage	4
<b>Storm</b>	
Catch Basin Maintenance	23
Drywell Maintenance	12
Storm Line Inspections	6.5



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

The crew during the month of December has trimmed limbs out of the right-of-way and consulted with citizen's requests for removal of trees.

The crew fixed knocked down sign and changed out street signs which were faded.

The crew fixed or repaired 38 street lights for December.

**4. Facility Maintenance:**

Dan Mickelsen completed 34 work orders for a multitude of departments.

**5. Miscellaneous:**



## **Wastewater Treatment**

By Darwin Tramel, Wastewater Treatment Supervisor  
November & December 2010

### **Facility Operations, Maintenance & Construction:**

The water quality for the months of November and December remains excellent with no interruption of services or violations for either month. The wastewater staff and management have both been assisting R&G Excavating during the construction of the new UV disinfection system and the biosolids dryer. The staff continues to assist the collections crew and public works on projects involving lift station maintenance.

During the months of November and December staff has been very busy winterizing the treatment facility for the cold weather. Operations over the past two months have been excellent with only minor changes to the process to accommodate for the colder weather. Laboratory and biosolids staff has been working on preparing for the new DEQ reporting, monitoring and sampling of the new biosolids product. All staff members have been involved in the training and required maintenance of the new equipment for the biosolids drying and UV disinfection processes

Staff continued to keep up with preventative maintenance and worked on several major maintenance activities that included the following:

- Replaced site glass on primary sludge pump with new pressure rated glass.
- Staff cleaned all gutters on facility buildings.
- Installed purafill media in odor scrubber.
- Replaced gauges and float valves on pista grit.
- Removed wall and installed gates for new U.V system.
- Started disassemble of old U.V system for recycling of ballasts and stainless steel.
- Replaced both Diaphragms on Primary Sludge.
- Completed the annual load bank testing for both treatment facility generators.
- Cleaned the rags and debris from the Waste Activated Sludge Holding (WASH) tank.
- Installed temporary chute on belt press for removal of biosolids to the landfill.
- Replaced and repaired Ebara recirculation pump in the aeration basin.
- Installed new diaphragms on the Waste Activated Sludge pump.
- Routine daily maintenance, repairs, and cleaning of plant equipment.

Construction activities for the months of November and December include continued meetings with Curran & McLeod Engineering and R&G Excavating on the progress and scheduling of construction activities. The receiving station located in the public works parking lot is complete, and the new UV disinfection system is finished and on-line. The biosolids drying equipment is installed and testing of the unit will commence in the first week of January.



**November 2010**

New Connections	0	Monthly Averages	
Total Connections	5744	Effluent BOD	3
Average Flow	0.9630	Effluent CBOD	2
E. Coli	4	Effluent TSS	5

**December 2010**

New Connections	2	Monthly Averages	
Total Connections	5746	Effluent BOD	5
Average Flow	0.9994	Effluent CBOD	3
E. Coli	9	Effluent TSS	7

**Biosolids Program:**

The City of Canby hauled 445 cubic yards of biosolids to the Riverbend Landfill. The City will be hauling biosolids to the landfill until the completion of the biosolids drying project, expected to be on line in the first week of January.

**Pretreatment:**

In November and December, Dave Conner and staff continued to inspect businesses and restaurants for best management practices to reduce the buildup of fats, oils and grease in our collection system. Staff inspected 29 restaurants in the two month period.

In December, City staff and management formed a Stormwater Committee to address regulatory issues related to the DEQ approved, City of Canby Total Maximum Daily Load (TMDL) Implementation Manual.

**Meetings and Training Attended**

I attended meetings with Oregon DEQ, City Management, City Preconstruction, City Stormwater committee and Curran & McLeod Engineering. Dave Conner attended meetings with the union, City safety committee, the ACWA preferred pumper committee and Curran & McLeod engineering. Staff participated in training on facility equipment operations and emergency procedures.



**Parks Maintenance**  
By Jeff Snyder, Parks Maintenance Lead Worker  
November– December 2010

**Park Renovations**

The new Holiday lighting that Ami Keiffer (Main Street Manager) added to the 14 trees at Wait Park looked fantastic.

With stormy wet weather it is always a challenge to keep the lighting system operational. The Parks Department spent 91 personnel hours this season installing maintaining and removing our portion of the lighting system.

**Park Maintenance**

All the mowing and turf maintenance was completed for the season by early November. Parks staff winterized all the park assets before the freezing weather hit. Trees and hedges were trimmed and shrub beds are still being cleaned up. Storm debris removal and leaf removal also occupied staff time the last two months.

Building maintenance issues were addressed and the lighted crosswalk system on Territorial road was repaired. All the departments pulled together to fill sand bags for the citizens of Canby during the recent heavy rain storms.

The parks department spent 3 hrs. removing graffiti & repairing vandalism the last two months. Regular maintenance was performed at the 27 areas the Parks Department is responsible for, the Adult Center, Arneson Gardens Horticultural Park, Baker Prairie Cemetery, City Hall, Community Park (River), CPIP sign, Eco Park natural area, Faist V property, Holly & Territorial welcome sign property, Hulbert's welcome sign property, Library, South Locust Street Park, Logging Road Trail and Fish Eddy/Log Boom property, Maple Street Park, Nineteenth Loop Natural area, Northwood Estates Park, Simnitt Property, Skate Park, Shop Ground, Swim Center, Legacy Park, Territorial Estates Future CLC Park, Transit Building, Transit Bus Stop, Triangle Park, Wait Park & Willow Creek Wetlands.

**Clackamas County Corrections Crews**

The crew spent the majority of the last two months at Wait Park and Community Park raking leaves and picking up storm debris.

C.C.C.C. performed approximately 384 hours of labor for the City of Canby in the months of November and December.

**Meetings attended:**

Michael Nakano and Mike Leis attended the city safety committee meetings.

We all attended a crew safety meeting and a Communication in the Workplace class.

I met with Darwin to discuss Capital improvements to the park system for the last eight years.

We all attended a meeting with the prospective new Public Works Director.

I met with Ami Keiffer to discuss the operation of the Wait Park lighting system for the Light up the Night holiday event.

Ben and I attended a Meeting with Mark Mantei the SAL 2nd Vice Commander from the American Legion Post 122. Mark is proposing the City of Canby once again fly flags at Maple St Park. We will be addressing the issues to make this project a success.

Meetings were held at Community Park with ODFW and other interested parties to discuss the restoration of the fishing pond. No definitive plans have yet been proposed to the City of Canby. I am looking forward to reviewing the restoration plans.

Ben and I received our annual performance evaluation from 2-1-2010



## Fleet Services

Prepared by Joe Witt, Lead Mechanic

November - December 2010

### November 2010

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	1	\$63.75	\$18.99	\$31.98	\$114.72
Adult Center	2	\$435.00	\$126.95	\$400.54	\$962.49
Building	1	\$33.75	\$0.00	\$28.82	\$62.57
Wastewater Collections	4	\$2,036.25	\$301.43	\$327.91	\$2,665.59
Wastewater Treatment	3	\$780.00	\$1,942.04	\$212.86	\$2,934.90
Parks	4	\$3,656.25	\$980.80	\$554.13	\$5,191.18
Police	27	\$11,557.50	\$5,765.45	\$4,150.07	\$21,473.02
Streets	10	\$4,245.00	\$1,030.61	\$1,705.48	\$6,981.09
Fleet Services	1	\$375.00	\$7.53	\$91.57	\$474.10
Canby Area Transit (CAT)	34	\$16,830.00	\$5,164.84	\$9,085.93	\$31,080.77
Total Work Orders Processed for the Month	87	Totals*			\$71,940.43

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

### December 2010

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	1	\$45.00	\$0.00	\$0.00	\$45.00
Adult Center	0	\$0.00	\$0.00	\$192.07	\$192.07
Building	1	\$26.25	\$0.00	\$0.00	\$26.25
Wastewater Collections	3	\$1,391.25	\$178.94	\$77.29	\$1,647.48
Wastewater Treatment	3	\$971.25	\$48.14	\$81.50	\$1,100.89
Parks	6	\$3,480.00	\$819.49	\$147.50	\$4,446.99
Police	20	\$14,328.75	\$6,494.04	\$3,042.78	\$23,865.57
Streets	7	\$2,145.00	\$138.27	\$968.48	\$3,251.75
Fleet Services	4	\$266.25	\$493.54	\$45.22	\$805.01
Canby Area Transit (CAT)	30	\$16,365.00	\$5,215.65	\$4,612.66	\$26,193.31
Total Work Orders Processed for the Month	75	Totals*			\$61,574.32

**Note: December Fuel Cost Total is only thru December 15, 2010**

### Fleet Service Highlights

Fleet working with the Parks Department placed two new vehicles into service:  
 Unit # 6034 2011 Ford F250 pickup and Unit # 6038 2011 Ford F450 4 yard dump truck.  
 Fleet working with the Police Department placed three new vehicles into service:  
 Unit # 7040 2011 Tahoe, Unit # 7062 2010 Charger and Unit # 7064 2011 Tahoe



## **FACILITIES MAINTENANCE**

By Dan Mickelsen

November-December 2010

November and December brought with it lots of rainfall. On a bright note the roof project at the Shop Complex "Parking areas only" is complete. Everything went off without a hitch except for some rot in only one roof truss. The repairs for the truss had to be engineered which slowed things down for a couple of days but the firm that I worked with got the job done in a very timely manner. The other good thing is the fact that even with all of the rotten plywood that had to be replaced the total project came in nearly \$11,500.00 under budget.

I would like to continue with roof repairs as we have some other leaks in additional areas that are being watched. This would have to be in the 2011/2012 budget.

**Police Department:** 5 w/o repairs. On a dry day I got up on the roof and swept Maple seeds and leaves off of the entire surface and bagged them up. Hung a new dry erase board in the squad room and helped out with the graffiti device. 8.5 total hrs.

**Adult Center:** 7 w/o repairs. I finally manage to get all of the final billing done on the roof project and all of our warranties are now in place. With kind of a shared cost new state of the art programmable thermostats were installed in the entire building. I also cleaned the roof of leaves and made sure that it was clean going into winter months, winterized the roof swamp cooler, repaired bad ballasts in light fixtures and took care of a few plumbing issues. 12.5 total hrs.

**City Hall / Courts:** 7 w/o repairs. Hung some new and vintage photos, changed out some lamps, got a cabinet job rolling and dealt with some plumbing issues to name a few. 9.75 total hrs.

**Finance / Transit:** 8 w/o repairs. I met with a contractor and got all the parts lined up for the new Kiosk at the Transit pick up area, applied de-icer a couple of times and repaired locksets on more than one occasion. 9.5 total hrs.

**Library:** 8 w/o repairs. To list a few jobs completed, I moved or re arranged book shelves, re set the programmable thermostats, changed out burned out lamps, re worked storage room locks, and worked up price quotes and costs for a new light fixture in the alley near the book drop. 11.25 total hrs.

**Planning and Building:** 3 w/o repairs. The lights went out in the Building inspectors office and repairs were made. The main problem was lack of heat. After several tries I think they finally have the unit fixed. 3.5 total hrs.



## Facility Maintenance. Page 2

**Shop complex:** 10 w/o repairs. Replaced the motion light sensor in one of the shops, the photo cell on the outside lights failed, changed out furnace filters, and cleaned up left over supplies from office building renovation. Also had some heater issues in our wash rack building and coordinated rerouting of wires and hardware for our security system. I also tied up the last of the loose ends on the re roof project.

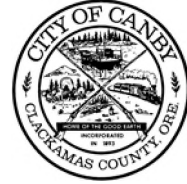
The big project was painting the interior of the Fleets services Department. I got bids on the job and the prices seemed high, so I did it. I cleaned, chalked, primed and painted. The savings were nearly \$3500.00 from bid price. The nice thing for the mechanics was the fact that business was only disrupted for a day and a half as opposed to an entire week. 94 total hrs.

**Public Works:** 8 w/o requests. Performed 3 erosion inspections, 2 driveway inspections and helped with a sewer blockage on Hwy. 99E, and talked with engineer about his project at Potters Industries. I also did extensive plan preview for Country Side Living. I also attended several meeting at the planning department, safety meetings, and a special thank you for the Christmas Party. 38.25 total hrs.



# City of Canby Bi-Monthly Report

## Department: Transit



For: the months of November and December

Date: January 3, 2011

Prepared by: Julie Wehling

Through: Greg Ellis, City Administrator

### 1) Funding Issues:

- a) Monthly Elderly and Disabled transportation reports for TriMet were submitted.
- b) Weekly ARRA reports submitted to ODOT
- c) ODOT Quarterly Reports submitted
- d) Annual funding application submitted for Special Transportation Fund (STF) formula operational grant (\$115,704)
- e) Funding application submitted for Special Transportation Fund discretionary grants for a vehicle (minivan \$55,000), two years of preventive maintenance (\$147,600), and installation of electronic destination signs on all buses (\$42,500).

### 2) Ridership:

CAT provided:

- a) 16,883 rides in November (5.8% increase as compared to November 09).
- b) 17,759 rides in December (12.4% increase as compared to December 09).

### 3) Updates:

- a) Transit Center revision work has been completed except for the installation of one security camera.
- b) The single audit was completed.
- c) As required by ODOT, an AMERICANS WITH DISABILITIES ACT (ADA) Plan for CAT was drafted and presented to the Transit Advisory Committee for review and approval.

### 4) Collisions

- a) On December 9, 2010 a CAT bus hit a boulder in the roadway on 99E. Passengers were on board but there were no injuries. There was significant damage to the bus.
- b) On December 15, 2010 a CAT bus was involved in a minor collision in Canby. One other vehicle was involved. Passengers were on the bus but there were no injuries the bus driver was not cited.



- 5) Transit Master Plan
  - a) A draft of the document is complete with the exception of the finance chapter.  
Work on the plan will resume in the new year with a goal to complete and finalize the plan before the end of the fiscal year.
- 6) Training/Meetings/Conferences Attended: City staff, contractors and/or volunteers represented CAT at:
  - a) The Regional Transportation Coordination Council (RTCC) meeting in November (Julie Wehling).
  - b) Special Transportation Fund Advisory Committee (STFAC). On December 3, 2010 Julie Wehling presented a Canby Area Transit update to the members and provided a brief overview of CAT services.
  - c) Regular Mobilitat Webinars were attended by several staff members.



**Management Team Meeting Minutes**  
**January 3, 2011**  
**2:00 PM**  
**City Hall Conference Room**

In attendance: Greg Ellis, Amanda Klock, Eric Laitinen, Sue Engels, Bret Smith, Bryan Brown, Darwin Tramel, Penny Hummel, John Kelley, and Kim Scheafer.

Bret Smith

- In process of filling vacant positions
- Lots of responses to RFP for police department have been received

Amanda Klock

- Interviewed Economic Development Director applicants last Thursday
- Employees who added dependents over age 24 will be taxed on that benefit by the State as State law does not coincide with Federal law
- Evaluations for 2010 were due by December 31

Greg Ellis

- Railroad property purchase now finalized
- RFP for architect/engineer went out for police department
- Issued 2.5 million dollars in bonds

Julie Wehling

- Dealing with 99E closures due to landslide
- Applications will be scored on Friday for the special transportation fund (both formula and discretionary)
- OTC will be meeting on January 6 to recalculate the 5311 formula
- Need to figure out where to park buses when 1<sup>st</sup> Avenue redevelops

Darvin Tramel

- Working on broken sewer lateral
- Christmas tree drop off for disposal ends January 9
- Bio-solids dryer training is this week

Sue Engels

- CAFR is complete. Let Sue know if you need a printed copy.
- Handed out credit cards and reviewed process for using them. Expenditure forms and receipts need to be turned into Finance after using cards.
- Supplemental budget is scheduled for the February 2 City Council meeting

Eric Laitinen

- Special public swims are still going on since school is still out

Penny Hummel

- Circulations are up 10%
- Interviewing for bilingual librarian
- Library will be closed on January 17 for computer upgrade

Minutes taken by Kim Scheafer



**Management Team Meeting Minutes**  
**January 10, 2011**  
**2:00 PM**  
**City Hall Conference Room**

In attendance: Greg Ellis, Amanda Klock, Julie Wehling, Sue Engels, Bret Smith, Bryan Brown, Penny Hummel, and Kim Scheafer.

Kim Scheafer

- Reviewed Agendas for January 19 URA and City Council Meetings
- Both Court Clerks passed their LEDS recertification
- If attending the Chamber Gala, guest tickets need to be purchased by January 20. The Chamber will bill the City for city staff attending.

Amanda Klock

- Second interview for Economic Development Director will be held on Thursday afternoon

Bret Smith

- Will be hosting a day long Citizens Academy this year
- Working on a peer review evaluation process

Sue Engels

- Reviewed process for using credit cards
- Per Diem meal requests can be submitted prior to travel
- Finishing up supplemental budget
- Out of office next week

Penny Hummel

- Interviewing bilingual librarians

Bryan Brown

- Working with possible new employer that could bring 18-20 new jobs to Canby
- Met with METRO regarding the household and employment allocations by traffic analysis zones

Julie Wehling

- \$115,000 of FTF funding was approved by the Special Transportation Fund Advisory Committee
- \$38,135 in Special Transportation Discretionary Fund money was approved for electronic destination signs
- \$40,000 in grant money was approved for a mini van
- \$132,441 in grant money was approved for preventative maintenance money for two years
- Did final walk through at Transit Center
- Looking for ideas on where to park buses



Greg Ellis

- Working with Shimadzu on expansion
- Met with BOWCO on expansion
- Attending legislative breakfast Tuesday morning
- Researching USDA Rural Development Loans

Minutes taken by Kim Scheafer