

AGENDA

CANBY CITY COUNCIL REGULAR MEETING

May 19, 2010

7:30 PM

Council Chambers

155 NW 2nd Avenue

Mayor Melody Thompson

Council President Walt Daniels

Councilor Richard Ares

Councilor Robert Bitter

Councilor John Henri

Councilor Brian Hodson

Councilor Jason Padden

CITY COUNCIL REGULAR MEETING

1. CALL TO ORDER

- A. Pledge of Allegiance and Moment of Silence
- B. National Senior Health & Fitness Day Proclamation
- C. Presentation on Countywide Vehicle Registration Fee

Pg. 1

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 May 5, 2010 City Council Regular Meeting
- B. Appointment to Bike & Pedestrian Committee
- C. Reappointment to City Budget Committee
- D. Reappointments to Parks & Recreation Advisory Board
- E. Appointment to Transit Advisory Committee

Pg. 2

Pg. 4

Pg. 5

Pg. 8

7. PUBLIC HEARINGS

- A. SNC 10-01 NE 11th Place
- B. City of Canby Master Fee Schedule
- C. Dangerous Building Abatement

Pg. 9

Pg. 28

Pg. 49

8. RESOLUTIONS & ORDINANCES

- A. Res. 1059, Setting Fees for Services Pg. 29
- B. Res. 1060, Adopting Reasonable Measure to Ensure the Integrity of Its Records & Effectiveness of Its Office Operations & Repealing Res. 686 Pg. 66
- C. Res. 1061, Ratify Contract Extension Between the City of Canby and LOCAL 350-6 AFSCME Council 75 AFL-CIO for the Period from July 1, 2010 Through June 30, 2011 Pg. 71
- D. Ord. 1327, Amending Canby Municipal Code Chapters 3.20.070, 4.12.030, 5.04.210, 5.16.030, 6.04.060, 6.08.070, 8.20.040, 8.20.070, 8.20.105, 9.08.030, 10.04.090, 10.04.095, 10.12.010, 10.12.020, and 15.08.060 (**2nd Reading**) Pg. 75

9. NEW BUSINESS

- A. TA 10-01 Amending Canby Municipal Code Chapter 16.06 Pg. 84

10. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

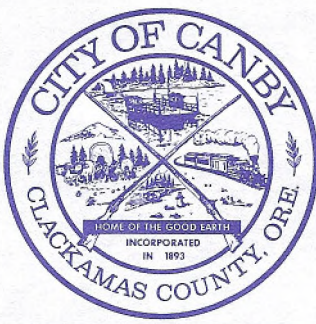
11. CITIZEN INPUT

12. ACTION REVIEW

13. EXECUTIVE SESSION: ORS 192.660(2)(f) Exempt Public Records and ORS 192.660(2)(h) Pending Litigation

14. 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. 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.



Office of the Mayor

Proclamation

National Senior Health & Fitness Day

WHEREAS, the President of the United States has designated May as Older Americans Month and National Physical Fitness and Sports Month; and

WHEREAS, it is appropriate to honor our mature citizens for their many contributions to the vitality and strength of our community; and

WHEREAS, the United States Surgeon General has determined that regular physical activity results in significant health benefits and improved quality of life for older adults; and

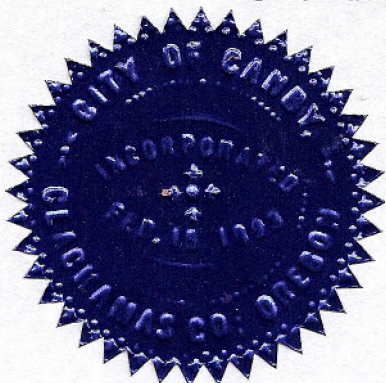
WHEREAS, all older adults can participate in activities that improve and maintain their health.

NOW, THEREFORE, I, Melody Thompson, by virtue of the authority vested in me as Mayor of the City of Canby, do hereby proclaim Wednesday, May 26, 1010 as:

National Senior Health & Fitness Day

in the City of Canby and do urge all our citizens to support the efforts of local organizations that encourage older adults to enhance their lives through physical activity.

Given unto my hand this 19th day of May 2010 in the City of Canby, Oregon.



Melody Thompson
Mayor

**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: April 5, 2010

Name: Therese Carson

Occupation: Full-time student / Office Mgr.

Home Address:

Employer: Carson Acupuncture / Portland State Univ.

Position: Office Mgr.

Daytime Phone:

Evening Phone: (home)

E-Mail Address: thersecarson@yahoo.com

For which position are you applying? Bike and Pedestrian Committee

What are your community interests (committees, organizations, special activities)? I would like to serve Canby by helping to maintain and improve our city lanes and streets for pedestrians and bicyclists. I will also be participating for the first time in the Canby Saturday Market for the 2010 season. I am a graduate of Canby High School and spent my childhood in Canby.

Experience and educational background: I have a BA in psychology and am working on a second BA in accounting. I was a fund controller and before that a fund accountant for eight years. I recently relocated back to Canby to be close to family and finish my accounting studies. I have been working in the business world since 1996 and am currently working part-time as an accountant and office manager while finishing my education. I believe that both my exceptional organizational abilities and background in accounting will help me contribute value to the committee.

Reason for your interest in this position: I am very interested in helping maintain and improve our city's sidewalks, lanes and streets in an effort to make them user friendly and safe. Walking and biking provide non-auto alternatives for running errands, helping us to be kinder to the environment. They are also primary means of exercise and a way to enjoy the community. Providing safe routes and designated lanes for these activities encourages our residents to engage in healthful activities and alternatives to driving. We are also making sure that pedestrians and bicyclists can be protected and separated from drivers, reducing the number of accidents. It seems that in the last ten years, the number of people who are walking to the grocery store or other places of business in Canby has increased. People are becoming more aware of the benefits of walking and are choosing this as an alternative to driving; in many cases this is a necessity. Maintaining and improving our pedestrian and bike trails makes Canby a more friendly and desirable place to live for everyone.

List any other City or County positions on which you serve or have served: N/A

Information on any special membership requirements: N/A

RECEIVED

Referred by (if applicable): N/A

APR 12 2010

CITY OF CANBY

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

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.

12-4-07

**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: 5/6/2010

Name: Elaina Canutt

Occupation: Certified Public Accountant

Home Address:

Employer: City of Newberg

Position: Financial Analyst-Part-time

Daytime Phone:

Evening Phone: same

E-Mail Address:

For which position are you applying? Budget Committee

What are your community interests (committees, organizations, special activities)? I am involved in my local church.

Experience and educational background: Auditor w/ CPA firm 2 years, Assistant Finance Director 2 years City of Newberg, Part-time Financial Analyst past 8 years w/ City of Newberg

Reason for your interest in this position: To use my professional skills to serve on a public committee and to learn more about the City in which I reside.

List any other City or County positions on which you serve or have served: City of Canby Budget Committee last 4 years.

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

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12-4-07

RECEIVED

MAY 06 2010

CITY OF CANBY

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

Date: 4-26-10
 Name: RYAN OLIVER Occupation: INSURANCE AGENT
 Home Address: CANBY OR
 Employer: OLIVER INSURANCE Position: OWNER
 Daytime Phone: _____ Evening Phone: _____
 E-Mail Address: _____
 For which position are you applying? PARK & RISE

What are your community interests (committees, organizations, special activities)?
CANBY JR. BASEBALL, COUGAR PRIDE BASEBALL, OCTS,
CHAMBER OF COMMERCE

Experience and educational background: UNLV B.S. 1996
10+ ON PARK & RISE BOARD

Reason for your interest in this position: CONTINUE TO IMPROVE CANBY'S
P & R SYSTEM

List any other City or County positions on which you serve or have served: P & R BOARD

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

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RECEIVED

APR 26 2010

CITY OF CANBY

12-4-07

**CITY OF CANBY
APPLICATION****BOARD/COMMITTEES/COMMISSIONS/COUNCIL****RECEIVED**
MAY 07 2010
CITY OF CANBY

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: 5/6/2010

Name: Herlene Benson

Occupation: tutor, Lot Whitcomb School
Retired from Oregon Health Sciences Univ.

Home Address:

Employer: Metro. Family Services

Position: Tutor (approx. 15 hours/week)

Daytime Phone:

Evening Phone:

E-Mail Address:

n

For which position are you applying? Park and Recreation Advisory Board

What are your community interests (committees, organizations, special activities)? Master Gardener, Hardy Plant Society, Portland Rose Society

Experience and educational background: Master Degree, Public Administration

Reason for your interest in this position: My term is up and I am reapplying

List any other City or County positions on which you serve or have served: Clackamas County Foster Care

Information on any special membership requirements: NA

Referred by (if applicable):

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

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12-4-07

Page 1 of 2

Herlene Benson

Telephone and Fax

BRIEF HISTORY

EXPERIENCE:

Oregon Health Sciences University
Retired 2001
Research Associate, Alzheimer's disease programs

Gov. Kulongoski
Volunteered State Office
Citizen Liaison Office, 2002-2004

Ben-Ben Farms
Part owner, 20+ years
Thoroughbred horse farm: breeding, training, racing

Hardy Plant Society of Oregon
Director, 2006-2008

Rosebud Nursery
Owner, 2005-2007
Aurora, Oregon
Roses and perennials

EDUCATION:

Portland State Univ., BS
Portland State Univ., Master Public Administration 1993

INTERESTS:

Reading, writer, rose enthusiast, golf, family (married, 2 children, 3 grandchildren),
friends

Page 2 of 2

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

Date: 04-15-10 MAY 05 2010
 Name: Donald E. Smelback Occupation: Ret. CITY OF CANBY
 Home Address: _____
 Employer: N/A Position: N/A
 Daytime Phone: _____ Evening Phone: _____
 E-Mail Address: N/A
 For which position are you applying? CAT Advisory Committee

What are your community interests (committees, organizations, special activities)? _____

Experience and educational background: USAF Ret., Also worked for Columbia Helicopter Inc. for twenty one years, position: Production Control and Planning.

Reason for your interest in this position: I do not drive any more and as a rider I feel that I have more interest in regards to the services provided by CAT to the canby area citizens at large.

List any other City or County positions on which you serve or have served: NONE

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

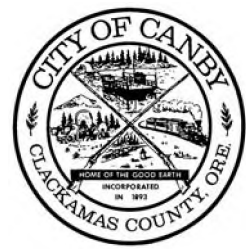
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12-4-07



MEMORANDUM

TO: *Honorable Mayor Thompson and City Council*
FROM: *Bryan Brown, Planning Director*
THROUGH: *Greg Ellis, City Administrator*
DATE: *May 19, 2010*
RE: *SNC 10-01: STREET NAME CHANGE from N.E. 11th Ave to N.E. 11th Place.*

I. APPLICATION SUMMARY

The Canby Planning Commission after receiving a suggestion by City staff recommends that the Council approve a street name change for N.E. 11th Avenue, in order to change the name to N.E. 11th Place. The subject street is an approximately 570-foot-long ‘cul-de-sac’ street located in northeast Canby, east of N. Pine Street (*see Exhibit A – Vicinity Map*).

- When the street name was originally created by recorded plat in 1972, the street was named Kyllor Lane (*see Exhibit B – Plat No. 1788*).
- Subsequently, in 1973 the City Council adopted a street naming ordinance, which changed the name of this street to N.E. 11th Avenue (*see Exhibit C – Ord No. 564*).
- At some point, the City installed a street sign on this street that says “N.E. 11th Place”. Therefore, changing the name of the subject street will be consistent with the existing street signage (*see Exhibit D – Photo of Existing Street Sign*).
- There is another nearby street that is also named N.E. 11th Avenue. Therefore, changing the name of the subject street will eliminate a duplicate street name. The other street named N.E. 11th Avenue will retain the name. (*see Exhibit E – Plat No. 3512*)
- Canby Municipal Code Section 12.04.030.B directs that thoroughfares parallel with the Southern Pacific Company right-of-way shall be called avenues or places. Therefore, changing the name of the subject street from “Avenue” to “Place” is consistent with the municipal code. (*see Exhibit F – CMC 12.04.030.B*)
- Pursuant to Oregon Revised Statute 227.120, the process for renaming a street involves the Planning Commission making a recommendation to City Council, if in the judgment of the Commission it is in the best interest of the City to rename the street. The Planning Commission is not required to hold a public hearing on the question, but City staff provided them the opportunity to hold their own public hearing to hear from residents and property owners on the affected street before forming a recommendation to the Council.
- When the City Council receives the Planning Commission’s recommendation, the Council must hold a public hearing to give interested parties an opportunity to be heard regarding the issue. After the public hearing, the City Council may then either rename the street by ordinance, or may reject the recommendation by resolution. (*see Exhibit G – ORS 227.120*)

II. APPLICABLE CRITERIA

A Street Name Change is not a land use decision. Oregon Revised Statute 227.120 simply states that the Planning Commission should recommend a street name change to City Council if it is judged to be in the best interest of the City to rename the street.

III. PUBLIC COMMENT

Notice of the Planning Commission's April 26th public hearing and this subsequent City Council public hearing was posted at City Hall and at the Canby Public Library on April 16, 2010. Notice of the public hearings were published in the April 21, 2010, Canby Herald. And notice of the public hearing was also mailed to all residents of N.E. 11th Avenue, and to all owners of property on N.E. 11th Avenue. No public comments were received prior to the Planning Commission hearing or at the hearing, or prior to the date this staff report was prepared.

IV. RECOMMENDATION

The Planning Commission voted 6-0 at their hearing held on April 26 to recommend to the City Council that the name of the street section illustrated in Exhibits A and B be changed from N.E. 11th Avenue to N.E. 11th Place, because it is in the best interest of the City to rename the street.

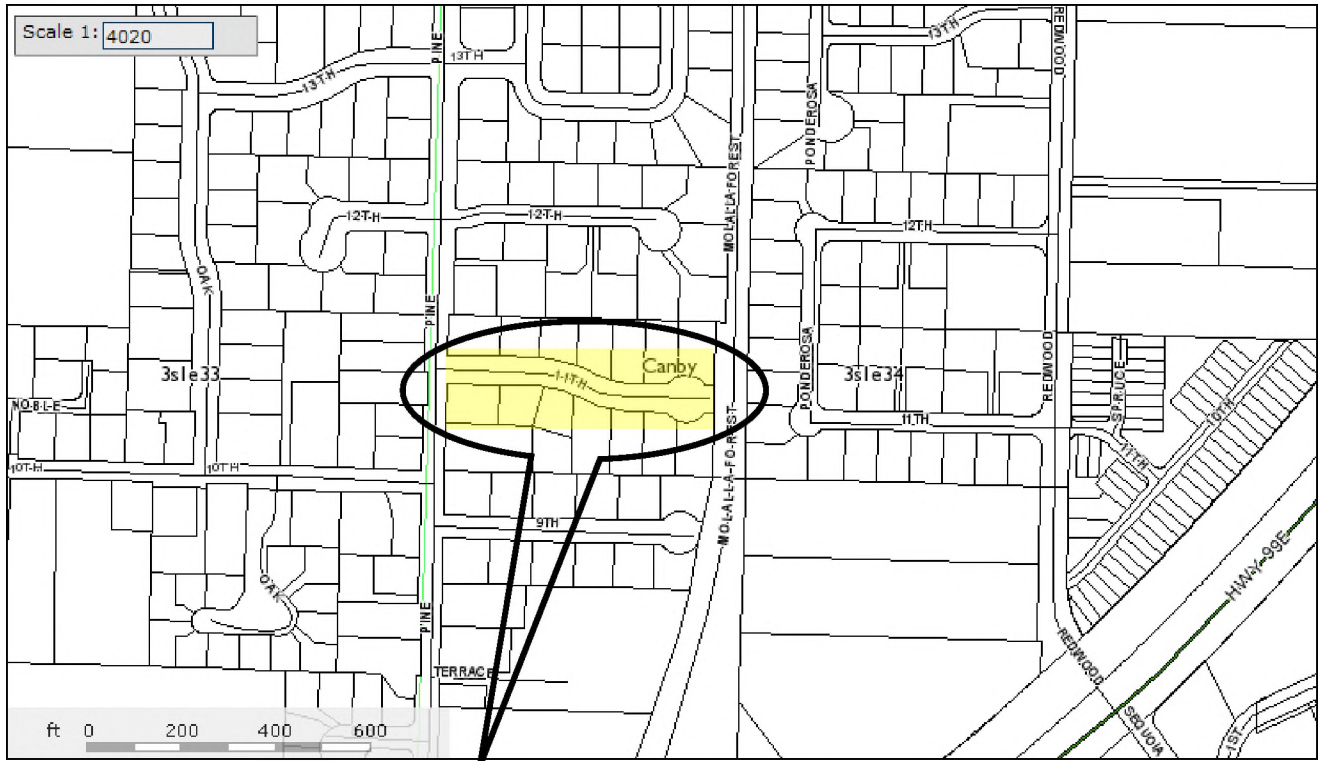
V. NEXT STEP

If the Council agrees to rename the street per the recommendation, they may pass an ordinance on their June 2 agenda or pass a resolution rejecting the request.

EXHIBITS:

- A. Vicinity Map
- B. Plat No. 1788
- C. Ord No. 564
- D. Photo of Existing Street Sign
- E. Plat No. 3512
- F. CMC 12.04.030.B
- G. ORS 227.120

VICINITY MAP



Street proposed to be renamed from N.E. 11th Avenue (*old*) to N.E. 11th Place (*new*)

ORD NO. 564

ORDINANCE NO. 564

AN ORDINANCE NAMING AND DESIGNATING TITLES OF PUBLIC THOROUGHFARES IN THE CITY OF CANBY; REPEALING ORDINANCE NO. 504; DEFINING AND DIRECTING THE INSTALLATION OF STREET SIGNS; AND PRESCRIBING PENALTIES FOR DAMAGING SIGNS.

WHEREAS, Clackamas County and other neighboring cities of Canby are in the process of preparing a uniform street naming and house numbering system as an aid to the Postal Service and to the people of the areas generally; and

WHEREAS, Section 2 of Chapter XII of the Canby City Charter as enacted January 2, 1969, directs the City Council to prepare a "STREET DEVELOPMENT PLAN", and that directive is in the process of being accomplished and this new street naming Ordinance is one phase for completion of that plan; now, therefore,

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1: The names of all public thoroughfares in the City of Canby, including though not exclusively, those commonly called or designated as street, avenue, road, lane, drive, court, place, way, boulevard or circle shall henceforth be named, designated and known as hereinafter set forth; and shall be referred to collectively in this Ordinance as "thoroughfares" or singly in this Ordinance as "thoroughfare".

Section 2: The City of Canby as divided into four areas by Building Numbering Ordinance No. 501 shall remain so divided for the purposes of this Ordinance; and the street previously designated and now known as Ivy Street shall remain named as Ivy Street.

Section 3: The Canby City Planning Commission is hereby authorized to name all thoroughfares in accordance with the following

guidelines, and shall be responsible for designating such thoroughfares in a manner that will not duplicate nor cause confusing similarity of Clackamas County thoroughfare designations in the Canby Postal District and immediate adjacent areas.

- (a) Thoroughfares parallel with Ivy Street shall be called "Streets" or "Courts". The nomenclature of these thoroughfares shall be oriented to plants, trees, shrubs, etc., and shall be sequenced in alphabetical order originating at Ash Street and extending easterly. Directional prefixes of these thoroughfares shall be "North" or "South" depending on whether they are north or south of the Southern Pacific Company right-of-way. The following named thoroughfares shall be exceptions to this nomenclature:

- (1) S. W. Berg Parkway
- (2) N. W. Baker Drive
- (3) N. W. Dahlia Place
- (4) N. E. Country Club Drive

- (b) Thoroughfares parallel with the Southern Pacific Company right-of-way shall be called "Avenues" or "Places". These thoroughfares shall be numbered in sequence starting at N. E. 1st Avenue and N. W. 1st Avenue and extending northerly; and starting at S. E. 1st Avenue and S. W. 1st Avenue and extending southerly. Directional prefixes for these thoroughfares shall be related to the quadrant in which located: NE, NW, SE, SW. The following named thoroughfares shall be exceptions to this nomenclature:

- (1) N. W. Knights Bridge Road
 - (2) N. W. Territorial Road
 - (3) N. E. Territorial Road
 - (4) N. E. Fairway Lane
 - (5) N. E. Greenview Way
 - (6) S. E. Township Road
- (c) Thoroughfares parallel with section lines and not extensions of streets or avenues shall be called "Roads".
- (d) Any thoroughfare not named herein and which cannot be designated under any of the foregoing classifications shall be designated by the Canby City Planning Commission as either "Drive", "Way", "Lane", "Circle" or any other appropriate designation.

Section 4: The Canby City Planning Commission is hereby authorized to extend the City of Canby grid of thoroughfare nomenclature and numbering to such limits as are agreeable with the Clackamas County Planning Commission.

Section 5: Thoroughfares in the Northwest (N. W.) area of the City which extend East and West shall be named consecutively commencing with the first Avenue North of the Southern Pacific Company right-of-way as follows: (The names in parentheses in this and all other sections of this Ordinance are existing names and now changed by this Ordinance.)

N. W. 1st Avenue
N. W. 2nd Avenue
N. W. 3rd Avenue
N. W. 4th Avenue

N. W. 5th Avenue	
N. W. 6th Avenue	(N. W. 8th)
N. W. 6th Place	(N. W. 9th)
N. W. 7th Avenue	
N. W. Knights Bridge Road	
N. W. 9th Avenue	(N. W. Virginia Avenue)
N. W. 10th Avenue	(N. W. Wait Avenue)
N. W. 11th Avenue	(N. W. Kyllø Avenue)
N. W. 12th Avenue	(N. W. Boe Avenue, N. W. Memorial)
N. W. 13th Avenue	(N. W. Westwood)
N. W. Territorial Road	

Section 6: Thoroughfares in the Northwest (N. W.) area of the City which extend North and South and commencing with and including Ivy Street are named consecutively as follows:

N. Ivy Street	
N. Holly Street	(Ferry Road)
N. Hawthorne Court	(N. Washington Street)
N. Grant Street	
N. Fir Street	
N. Elm Street	
N. Douglas Street	
N. Cedar Street	
N. Birch Street	(Pendleton Drive) Dahlia Court)
N. Aspen Street	(Eileen Drive)
N. Ash Street	

Section 7: Thoroughfares in the Northeast (N. E.) area of the City which extend East and West shall be named consecutively commencing with the first Avenue North of the Southern Pacific Company right-of-way as follows:

N. E. 1st Avenue	
N. E. 2nd Avenue	
N. E. 3rd Avenue	
N. E. 4th Avenue	
N. E. 5th Avenue	
N. E. 9th Avenue	(N. E. Virginia Avenue)
N. E. 9th Place	(Wait Lane)
N. E. 10th Avenue	(Wait Avenue)
N. E. 11th Avenue	(Kyllo Avenue, Kyllo Lane)
N. E. 12th Avenue	(Boe Avenue, N. E. Locust Place)
N. E. 13th Avenue	(Greta Avenue)
N. E. 14th Avenue	(Evelyn)
N. E. 15th Avenue	(Faith)
N. E. 16th Avenue	(Garden View)
N. E. Territorial Road	
N. E. 20th Avenue	(Libee)
N. E. 22nd Avenue	(Bouncy)
N. E. 23rd Avenue	(Country Club Way)

Section 8: The thoroughfare extending East and West parallel and adjacent to the south line of Clackamas County Fairgrounds from N. E. 4th Avenue across the Southern Pacific Company right-of-way and to the intersection of U. S. 99E shall be named N. E. 4th Avenue.

Section 9: Thoroughfares in the Northeast (N. E.) area of the City which extend North and South and commencing with the first Street East of Ivy Street are named consecutively as follows:

N. Juniper Court
 N. Juniper Street
 N. Knott Street

N. Locust Street	
N. Lupine Court	(N. Ellen Drive)
N. Manzanita Street	(Aneta Street)
N. Maple Lane	
N. Maple Street	(N. Amrine Street)
N. Noble Street	(Florence Street)
N. Oak Street	
N. Pine Street	(N. Neff Street)

Section 10: Thoroughfares now in the Southwest (S. W.) area of the City which extend East and West shall be named consecutively commencing with the first Avenue (Highway 99E) South of the Southern Pacific Company right-of-way as follows:

S. W. 1st Avenue	
S. W. 2nd Avenue	
S. W. 3rd Avenue	
S. W. 4th Avenue	
S. W. 5th Avenue	
S. W. 6th Avenue	
S. W. 7th Avenue	
S. W. 13th Avenue	(S. W. Mundorff Road)

Section 11: Thoroughfares in the Southwest (S. W.) area of the City which extend North and South and commencing with and including Ivy Street are named consecutively as follows:

S. Ivy Street
S. Holly Street
S. Grant Street
S. Fir Street

S. Elm Street
S. Douglas Street
S. Birch Street
S. Aspen Street (S. Ash Street)
S. Berg Parkway

Section 12: Thoroughfares in the Southeast (S. E.) area of the City which extend East and West and commencing with the first Avenue (Highway 99E) South of the Southern Pacific Company right-of-way are named consecutively as follows:

S. E. 1st Avenue
S. E. 2nd Avenue
S. E. 4th Avenue
S. E. Township Road
S. E. 13th Avenue (S. E. Mundorff Road)

Section 13: Thoroughfares in the Southeast (S. E.) area of the City which extend North and South and commencing with the first Street East of Ivy Street are named consecutively as follows:

S. Juniper Street
S. Knott Street
S. Locust Street

Section 14: The thoroughfare which extends North and South immediately East of the Molalla River shall be named as follows:

N. W. Baker Drive

Section 15: The City Superintendent is hereby directed to procure, erect and maintain within the limits of funds budgeted annually for such purposes, appropriate name signs for all public City thoroughfares in the City. Such signs shall be known as "street signs" which term shall include the name sign, post, column or standard and supporting brackets and hardware.

Section 16: Any person who maliciously, wantonly or willfully destroys, defaces or damages in any manner any street sign shall be punished upon conviction by a fine of not less than Fifty Dollars (\$50) nor more than Two Hundred Fifty Dollars (\$250), or by imprisonment in the County Jail for not less than five (5) days nor more than six (6) months, or both. Any person acting as informer in case of conviction under this Section is entitled to one-half of the fine imposed.

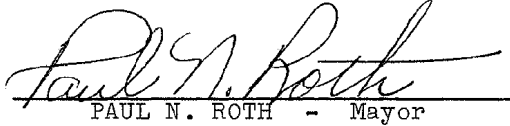
Section 17: New public thoroughfares hereafter constructed in the City of Canby (including those in platted subdivisions where names are suggested by the subdivider and recommended by the City Planning Commission) shall be assigned names or numbers in accordance with Section 3 and Section 4 of this Ordinance; and except names of new thoroughfares which are shown in a subdivision plat approved by the Planning Commission, all new thoroughfare names shall be designated by resolution of the City Council after considering the recommendations of the City Planning Commission.

Section 18: On the linking together of two thoroughfares bearing different names, one name only shall designate the entire length of the thoroughfare, and such name shall be designated by the City Planning Commission.

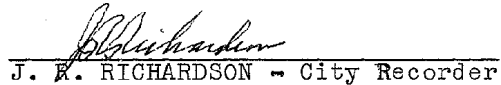
Section 19: Ordinance No. 504 passed by the Canby City Council and signed by the Mayor and City Recorder on January 2, 1968, is hereby repealed; and all other ordinances, or parts of ordinances, in conflict herewith are hereby repealed.

Passed on first reading of the Canby City Council at a special meeting thereof on the 29th day of January, 1973; ordered

published in The Canby Herald as provided by the Canby City Charter and to come up for final reading and action of the Canby City Council at a regular meeting thereof to be held on the 20th day of February, 1973, at the hour of 8:00 o'clock P.M., Pacific Standard Time, at the Canby City Hall.


PAUL N. ROTH - Mayor

ATTEST:


J. R. RICHARDSON - City Recorder

Passed on final reading of the Canby City Council at a regular meeting thereof on the 20th day of February, 1973, by the following vote: Yeas 5 Nays 0.


PAUL N. ROTH - Mayor

ATTEST:

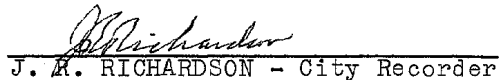

J. R. RICHARDSON - City Recorder

PHOTO OF EXISTING STREET SIGN



ERIKA ACRES

A REPLAT OF LOT 88 AND 89, "CAMBY GARDENS" PLAT NO. 230; SITUATED, IN N.W. 1/4 OF SEC 34, T. 3 S., R. 1 E., WILLAMETTE MERIDIAN, CITY OF CAMBY, CLACKAMAS COUNTY, OREGON.
CITY OF CAMBY PLANNING FILE NO. 07-08

PAGE 1 OF 2

DESIGNED FOR AND AT THE REQUEST OF
WILLOW CREEK ESTATES INC.



This street name to remain unchanged

CURVE DATA

STATION	ARC	CHORD	DELTA	CHORD BEARING	CHORD
1	44.57	34.10	90.00	S44.57°E	34.10
2	44.57	34.10	90.00	S44.57°E	34.10
3	44.57	34.10	90.00	S44.57°E	34.10
4	44.57	34.10	90.00	S44.57°E	34.10
5	44.57	34.10	90.00	S44.57°E	34.10
6	44.57	34.10	90.00	S44.57°E	34.10
7	44.57	34.10	90.00	S44.57°E	34.10
8	44.57	34.10	90.00	S44.57°E	34.10
9	44.57	34.10	90.00	S44.57°E	34.10
10	44.57	34.10	90.00	S44.57°E	34.10
11	44.57	34.10	90.00	S44.57°E	34.10
12	44.57	34.10	90.00	S44.57°E	34.10
13	44.57	34.10	90.00	S44.57°E	34.10
14	44.57	34.10	90.00	S44.57°E	34.10
15	44.57	34.10	90.00	S44.57°E	34.10
16	44.57	34.10	90.00	S44.57°E	34.10
17	44.57	34.10	90.00	S44.57°E	34.10
18	44.57	34.10	90.00	S44.57°E	34.10
19	44.57	34.10	90.00	S44.57°E	34.10
20	44.57	34.10	90.00	S44.57°E	34.10
21	44.57	34.10	90.00	S44.57°E	34.10
22	44.57	34.10	90.00	S44.57°E	34.10
23	44.57	34.10	90.00	S44.57°E	34.10
24	44.57	34.10	90.00	S44.57°E	34.10
25	44.57	34.10	90.00	S44.57°E	34.10
26	44.57	34.10	90.00	S44.57°E	34.10
27	44.57	34.10	90.00	S44.57°E	34.10
28	44.57	34.10	90.00	S44.57°E	34.10
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30	44.57	34.10	90.00	S44.57°E	34.10
31	44.57	34.10	90.00	S44.57°E	34.10
32	44.57	34.10	90.00	S44.57°E	34.10
33	44.57	34.10	90.00	S44.57°E	34.10
34	44.57	34.10	90.00	S44.57°E	34.10
35	44.57	34.10	90.00	S44.57°E	34.10
36	44.57	34.10	90.00	S44.57°E	34.10
37	44.57	34.10	90.00	S44.57°E	34.10
38	44.57	34.10	90.00	S44.57°E	34.10
39	44.57	34.10	90.00	S44.57°E	34.10
40	44.57	34.10	90.00	S44.57°E	34.10
41	44.57	34.10	90.00	S44.57°E	34.10
42	44.57	34.10	90.00	S44.57°E	34.10
43	44.57	34.10	90.00	S44.57°E	34.10
44	44.57	34.10	90.00	S44.57°E	34.10
45	44.57	34.10	90.00	S44.57°E	34.10
46	44.57	34.10	90.00	S44.57°E	34.10
47	44.57	34.10	90.00	S44.57°E	34.10
48	44.57	34.10	90.00	S44.57°E	34.10
49	44.57	34.10	90.00	S44.57°E	34.10
50	44.57	34.10	90.00	S44.57°E	34.10
51	44.57	34.10	90.00	S44.57°E	34.10
52	44.57	34.10	90.00	S44.57°E	34.10
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54	44.57	34.10	90.00	S44.57°E	34.10
55	44.57	34.10	90.00	S44.57°E	34.10
56	44.57	34.10	90.00	S44.57°E	34.10
57	44.57	34.10	90.00	S44.57°E	34.10
58	44.57	34.10	90.00	S44.57°E	34.10
59	44.57	34.10	90.00	S44.57°E	34.10
60	44.57	34.10	90.00	S44.57°E	34.10
61	44.57	34.10	90.00	S44.57°E	34.10
62	44.57	34.10	90.00	S44.57°E	34.10
63	44.57	34.10	90.00	S44.57°E	34.10
64	44.57	34.10	90.00	S44.57°E	34.10
65	44.57	34.10	90.00	S44.57°E	34.10
66	44.57	34.10	90.00	S44.57°E	34.10
67	44.57	34.10	90.00	S44.57°E	34.10
68	44.57	34.10	90.00	S44.57°E	34.10
69	44.57	34.10	90.00	S44.57°E	34.10
70	44.57	34.10	90.00	S44.57°E	34.10
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73	44.57	34.10	90.00	S44.57°E	34.10
74	44.57	34.10	90.00	S44.57°E	34.10
75	44.57	34.10	90.00	S44.57°E	34.10
76	44.57	34.10	90.00	S44.57°E	34.10
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83	44.57	34.10	90.00	S44.57°E	34.10
84	44.57	34.10	90.00	S44.57°E	34.10
85	44.57	34.10	90.00	S44.57°E	34.10
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91	44.57	34.10	90.00	S44.57°E	34.10
92	44.57	34.10	90.00	S44.57°E	34.10
93	44.57	34.10	90.00	S44.57°E	34.10
94	44.57	34.10	90.00	S44.57°E	34.10
95	44.57	34.10	90.00	S44.57°E	34.10
96	44.57	34.10	90.00	S44.57°E	34.10
97	44.57	34.10	90.00	S44.57°E	34.10
98	44.57	34.10	90.00	S44.57°E	34.10
99	44.57	34.10	90.00	S44.57°E	34.10
100	44.57	34.10	90.00	S44.57°E	34.10

REFERENCE SURVEYS
 1. 1987 SURVEY OF LOT 88 AND 89, "CAMBY GARDENS" PLAT NO. 230, SITUATED, IN N.W. 1/4 OF SEC 34, T. 3 S., R. 1 E., WILLAMETTE MERIDIAN, CITY OF CAMBY, CLACKAMAS COUNTY, OREGON.
 2. 1987 SURVEY OF LOT 88 AND 89, "CAMBY GARDENS" PLAT NO. 230, SITUATED, IN N.W. 1/4 OF SEC 34, T. 3 S., R. 1 E., WILLAMETTE MERIDIAN, CITY OF CAMBY, CLACKAMAS COUNTY, OREGON.
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CMC 12.04.030.B

Streets, Sidewalks and Public Places

§ 12.04.010

CHAPTER 12.04: STREET NAMING

Section

- 12.04.010 Reference to thoroughfares.
- 12.04.020 Division of city into areas.
- 12.04.030 Authority of Planning Commission; general classification.
- 12.04.040 Extension of system
- 12.04.050 Northwest area: Streets extending east and west.
- 12.04.060 Northwest area: Streets extending north and south.
- 12.04.070 Northeast area: Streets extending east and west.
- 12.04.080 N.E. 4th Avenue.
- 12.04.090 Northeast area: Streets extending north and south.
- 12.04.100 Southwest area: Streets extending east and west.
- 12.04.110 Southwest area: Streets extending north and south.
- 12.04.120 Southeast area: Streets extending east and west.
- 12.04.130 Southeast area: Streets extending north and south.
- 12.04.140 N.W. Baker Drive.
- 12.04.150 Street signs.
- 12.04.160 Defacing or damaging street signs.
- 12.04.170 Naming of new thoroughfares.
- 12.04.180 Linking together of 2 thoroughfares.

§ 12.04.010 Reference to thoroughfares.

The names of all public thoroughfares in the city including, though not exclusively, those commonly called or designated as street, avenue, road, lane, drive, court, place, way, boulevard or circle, shall henceforth be named, designated and known as set forth in this chapter, and shall be referred to collectively in this chapter as thoroughfares, or singly in this chapter as thoroughfare.

§ 12.04.020 Division of city into areas.

The city, as divided into 4 areas by Building Numbering Ord. 501, codified in Chapter 15.08, shall remain so divided for the purposes of this chapter, and the street previously designated and now known as Ivy Street shall remain named as Ivy Street.

§ 12.04.030 Authority of Planning Commission; general classification.

The City Planning Commission is authorized to name all thoroughfares in accordance with the following guidelines and shall be responsible for designating the thoroughfares in a manner that will not duplicate nor cause confusing similarity of Clackamas County thoroughfare designations in the city postal district and immediate adjacent areas:

A. Thoroughfares parallel with Ivy Street shall be called streets or courts. The nomenclature of these thoroughfares shall be oriented to plants, trees, shrubs and the like, and shall be sequenced in alphabetical order, originating at Ash Street and extending easterly. Directional prefixes of these thoroughfares shall be north or south, depending on whether they are north or south of the Southern Pacific Company right-of-way. The following named thoroughfares shall be exceptions to this nomenclature:

1. S.W. Berg Parkway;
2. N.W. Baker Drive;
3. N.W. Dahlia Place;
4. N.E. Country Club Drive.

B. Thoroughfares parallel with the Southern Pacific Company right-of-way shall be called avenues or places. These thoroughfares shall be numbered in sequence, starting at N.E. 1st Avenue and N.W. 1st Avenue and extending northerly; and starting at S.E. 1st Avenue and S.W. 1st Avenue and extending southerly. Directional prefixes for these thoroughfares shall be related to the quadrant in which located: N.E., N.W., S.E. and S.W. The following named thoroughfares shall be exceptions to this nomenclature:

1. N.W. Knights Bridge Road;
2. N.W. Territorial Road;
3. N.E. Territorial Road;
4. N.E. Fairway Lane;
5. N.E. Greenview Way; and

ORS 227.120 Procedure and approval for renaming streets.

Within six miles of the limits of any city, the commission, if there is one, or if no such commission legally exists, then the city engineer, shall recommend to the city council the renaming of any existing street, highway or road, other than a county road or state highway, if in the judgment of the commission, or if no such commission legally exists, then in the judgment of the city engineer, such renaming is in the best interest of the city and the six mile area. Upon receiving such recommendation the council shall afford persons particularly interested, and the general public, an opportunity to be heard, at a time and place to be specified in a notice of hearing published in a newspaper of general circulation within the municipality and the six mile area not less than once within the week prior to the week within which the hearing is to be held. After such opportunity for hearing has been afforded, the city council by ordinance shall rename the street or highway in accordance with the recommendation or by resolution shall reject the recommendation. A certified copy of each such ordinance shall be filed for record with the county clerk or recorder, and a like copy shall be filed with the county assessor and county surveyor. The county surveyor shall enter the new names of such streets and roads in red ink on the county surveyor's copy of any filed plat and tracing thereof which may be affected, together with appropriate notations concerning the same. The original plat may not be corrected or changed after it is recorded with the county clerk. [Amended by 2001 c.173 §4]

MINUTES
CANBY PLANNING COMMISSION

7:00 PM – April 26, 2010
City Council Chambers – 155 NW 2nd Avenue

PRESENT: Chair Dan Ewert, Vice Chair Jan Milne, Commissioners Sean Joyce, Chuck Kocher, Misty Slagle and Randy Tessman

ABSENT: Commissioner John Proctor

STAFF: Bryan Brown, Planning Director; Jill Thorn, Planning Staff and Greg Ellis, City Administrator

OTHERS PRESENT: Brian Hodson, City Councilor and Planning Commission Liaison

CALL TO ORDER

CITIZEN INPUT

PUBLIC HEARINGS

a. **SNC 10-01** - City staff recommends that Planning Commission initiate a street name change for N.E. 11th Avenue, in order to change the name to N.E. 11th Place. The subject street is an approximately 570-foot-long 'cul-de-sac' street located in northeast Canby, east of N. Pine Street

Chair Ewert read the public hearing format.

Bryan Brown, Planning Director, entered the April 26, 2010, staff report into the record.

Commissioner Tessman asked if the numbers on the other 11th Avenue were different. Mr. Brown responded they were. Mr. Brown also stated that the residents of this section have been notified.

Commissioner Milne asked if there was a problem with the post office if this change is made. Mr. Brown responded there was no problem as the post office was delivering as if the name was 11th Place now.

Commissioner Kocher said the change was good as he lived on NW 11th Avenue and he had people stop in his neighborhood who were confused.

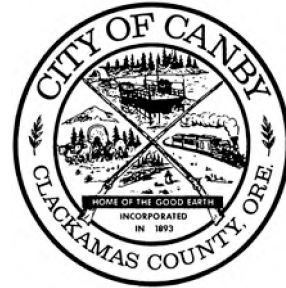
There was no public testimony.

Commissioner Joyce asked if the residents affected by this change were aware. Mr. Brown said all had been notified and the address on file used 11th Place.

Chair Ewert closed the public hearing.

Commissioner Milne moved that the Planning Commission recommend that the City Council that the name of the street section illustrated in Exhibits A and B be changed from N E 11th Avenue to NE 11th Place because it is in the best interest of the City to rename the street. It was seconded by

MEMORANDUM



TO: *Honorable Mayor Thompson and City Council*
FROM: *Sue Engels, Finance Director*
DATE: *May 10, 2010*
THROUGH: *Greg Ellis, City Administrator*

Issue: Adoption of a Master Fee Schedule, including increases to some fees and the addition of some new fees.

Synopsis: At the request of the City Council, Finance Department staff compiled a master schedule of fees for services being charged by departments of the City. The departments also provided proposed fee increases and some new fee requests. Finance staff researched fees at neighboring cities to determine how current and proposed fees compared. The schedule of fees attached as "Exhibit B" to Resolution 1059 places the City's fees in the middle range of its neighbors in most cases.

Finance staff also suggested that fees charged for services be adopted by resolution of the City Council exclusively, and not be set by ordinance and be embodied in the City's Municipal Code. Adoption of Resolution 1059 is part of the process of changing to this practice.

Recommendation: Staff recommends Council adopt Resolution 1059.

Recommended motion: ***"I move to adopt Resolution 1059, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANBY, OREGON, SETTING FEES FOR SERVICES"***

Attached: Resolution 1059 and Exhibits "A" & "B"

RESOLUTION NO. 1059

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANBY, OREGON,
SETTING FEES FOR SERVICES.**

WHEREAS, City staff has reviewed the City of Canby's master fee schedule and recommend changes to the City Council based on labor costs and industry standards; and

WHEREAS, the proposed fee schedule changes are meant to cover the costs of providing services to the public for which fees are charged and are not meant to generate excess income for the City above the cost of providing the requested service;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Canby, Oregon, that:

Section 1: City of Canby fees and charges are revised as shown in Exhibit "A" and adopted as shown in Exhibit "B" (clean version).

Section 2: The fees imposed by this resolution are not taxes subject to the property limitation of Article XI. Section 11(b) of the Oregon Constitution.

Section 3: All fees and charges not revised as shown in Exhibit "A" shall remain at their present amounts.

This resolution shall take effect on June 1, 2010.

ADOPTED this 19th day of May 2010 by the Canby City Council.

Melody Thompson
Mayor

ATTEST:

Kimberly Scheafer, CMC
City Recorder

Department	Fee Description	Current Amount	Authority	Date	Proposed change
General					
	Photocopies or Printouts-Black and White, sizes to 8 1/2 x 14, single or double-sided	10¢ per page	Res 686	12/16/1998	25¢ per sheet
	Photocopies or Printouts-Color, sizes to 8 1/2 x 14, single or double-sided				75¢ per sheet
	Photocopies or Printouts-Black and White, size 11x17, single sided only				\$1.00 per sheet
	Photocopies or Printouts-Color, size 11x17, single sided only				\$1.25 per sheet
	Plotter prints (8 1/2 x 11)				\$2
	Plotter prints (11 x 17)				\$4
	Plotter prints (17 x 22)				\$6
	Plotter prints (24 x 36)				\$8
	Plotter prints (36 x 48)				\$10
	Audio Cassette copy	\$5	Res 686	12/16/1998	\$10
	Videotape copy				\$25
	Records on CD				\$10 plus staff time costs
	Public Records-Transcription	\$15/hr	Res 686	12/16/1998	\$20/hr
	Public Records-Clerical Research	\$15/hr	Res 686	12/16/1998	\$20/hr
	Public Records-Admin Research	\$25/hr	Res 686	12/16/1998	\$35/hr
	Public Records-Legal Research	\$75/hr	Res 686	12/16/1998	\$80/hr
	Public Records-Faxing				50¢ per page sent
	Public Records-Mailing costs				Actual costs + \$1.00 handling fee
	Returned check fee				\$25
	Lien Search fee	\$20	Res 1025	7/10/2009	no change
Administration	Business License Annual Renewal	\$50 annual	CMC 5.04.070/Res 557	7/1/1994	no change
	Business License Past Due	\$10/mo up to \$50	CMC 5.04.240/Res 480	9/1/1991	no change
	Business License-Transfer or Assign	n/c	CMC 5.04.210		\$50
	Liquor License Application New	\$100	CMC 5.16.030		no change
	Liquor License Change of Ownership, Location, or Privilege	\$75	CMC 5.16.030		no change
	Liquor License Annual Renewal or Temporary Sales License	\$35	CMC 5.16.030		no change
	Small Animal Permit	n/c	CMC 6.04.060		\$10
	Impounded Animal Redemption Fee	\$50	CMC 6.08.070		no change
	Sidewalk Vending Permit	n/c	CMC 5.12.020		\$10
	Franchise Fees-Cable	5% gross revenue	Ord 1017/Ord 1169	2/2/2005	no change
	Franchise Fees-Natural Gas	5% gross revenue	Ord 1208	6/7/2006	no change
	Franchise Fees-Telephone	7% gross revenue	Ord 1053	6/7/2000	no change
	Franchise Fees-Solid Waste	\$1/customer	Ord 793	6/18/1986	no change
Police	Special Event Security	\$100 base fee + \$45/hr thereafter	Res 787	4/1/2002	\$60/hr
	Alarm Permits	\$24 every two years (waived over 65)	CMC 8.20.040		\$20 annual (waived over 65)
	Alarm Permit Delinquent Fee	\$25	CMC 8.20.040		no change
	False Alarm Response	\$25 each after first two per calendar year	CMC 8.20.070		Third alarm \$50; fourth alarm \$75, fifth & up \$100 each
	Vehicle Release	\$100	CMC 10.12.020		\$125
	Police Reports	\$10 from Records Room/\$20 from Archives	Res 787	4/1/2002	\$15 from Records Room/\$25 from Archives
	Background inspection fee - firearm purchaser	\$50	CMC 9.08.030		no change
	Vehicle Booting Charge	\$75	CMC 10.04.090		no change
Court	Payment Plan Fee	\$15 per \$100 of fine, not to exceed \$150 (waived if paid within 60 days)	Court Order	10/30/2003	no change
	Show Cause Fee	\$25 certified letter/\$10 regular letter	Court Order	10/30/2003	no change
	Warrant Costs	\$50	Court Order	10/30/2003	no change
	Late Fee	\$15 if more than 10 days late	Court Order	10/30/2003	no change
	FTA Fee	\$25	Court Order	10/30/2003	no change
	Appeal Transcript Fee	\$35	Court Order	10/30/2003	no change
	City Cost Assessment	\$7 per offense	Court Order	2/1/2003	no change
Library	Lost item replacement	Cost plus \$5.00	Res 787	4/1/2002	no change
	Damaged item	Cost	Res 787	4/1/2002	no change
	Interlibrary Loan Request (out of County)	\$3.50	Res 787	4/1/2002	no change
	Printing Charge for Internet, Black & White	15¢/page	Res 787	4/1/2002	no change

Department	Fee Description	Current Amount		Authority	Date	Proposed change
	Printing Charge for Internet, Color Microform reader/printer					50¢
	Faxing	15¢/page		Res 787	4/1/2002	no change
	Out of District Library Card Fee	\$2.00 first page/50¢ each add'l		Res 787	4/1/2002	Not offered - delete
	Visitor card	\$95.00		Res 1033	7/1/2009	no change
	Visitor one-time use of Internet	\$15.00/mo		Res 787	4/1/2002	\$0 - delete
	Fines	\$3.50		Res 787	4/1/2002	\$0 - delete
		\$5-\$25		Ord 754	10/3/1984	10¢ per day
Parks		In City	Out of City			
	Rental of Gazebo in Wait Park (waived for non-profits)	\$110	\$220	Res 787 (waivers-Minutes 12/1/02)	4/1/2002	no change
	Rental of Wait Park (waived for non-profits)	\$375	\$750	Res 787 (waivers-Minutes 12/1/02)	4/1/2002	no change
	Park Event Permit (to include all parks, Logging Rd.) to ensure insurance and rule compliance (assuming non-profit and/or community events, walks, etc.)					\$10
Public Works	Special Street Sweeping	\$70		Res 787	4/1/2002	\$100/hr
	Special Use of High Ranger	\$50		Res 787	4/1/2002	\$100/hr
	Street Closure Request	\$50 (waived for non-profits)		Res 787 (waivers-Minutes 12/1/02)	4/1/2002	no change
	Street Barricade Delivery Fee					\$25 + \$250 refundable deposit with approved street closure permit
	Map Copying and Research on Easements	\$90		Res 787	4/1/2002	\$60/hr+ printing charge
	Banner Installation	\$100 (waived for non-profits)		Res 787 (waivers-Minutes 12/1/02)	4/1/2002	no change
	Plan Review, Inspections, and Witnessing for Construction Projects	\$60/hr		Res 787	4/1/2002	no change
	Street Excavation (Construction) Permit Fee	\$100		Ord 1035	11/3/1999	no change
	Encroachment Application Permit Fee	\$50		Ord 1054	9/6/2000	no change
	Building Number Installation Charge	\$50		CMC 15.08.060		no change
	Advance Finance Public Improvement Application Fee	\$150		CMC 4.12.030		no change
	Erosion Control	Without ESPC Certification	With ESPC Certification	Res 816	12/18/2002	
	Single Family (Up to 1 acre)					
	Base Rate, to 4 inspections	\$110	\$85	Res 816	12/18/2002	no change
	Each additional inspection	\$40	\$35	Res 816	12/18/2002	no change
	All Other Lots					
	Base Rate, 1 acre	\$184	\$145	Res 816	12/18/2002	no change
	Each additional acre	\$80	\$42	Res 816	12/18/2002	no change
	Each inspection over 9	\$40	\$35	Res 816	12/18/2002	no change
	Plan Review	50% of Inspection Base Rate		Res 816	12/18/2002	no change
	Violations	\$100 per Violation per Day		Res 816	12/18/2002	no change
	Street Maintenance Fee, Monthly					
	Residential Single Family	\$5		Ord 1262	7/1/2008	no change
	Multi-Family Residences	\$3.34/unit		Ord 1262	7/1/2008	no change
	Detached Senior Housing and Mobile Home Parks	\$2.09/unit		Ord 1262	7/1/2008	no change
	Attached Senior Housing and Congregate Care Facilities	\$1.04/unit		Ord 1262	7/1/2008	no change
	Non-residential	Varies: \$0.522 x trip value x units (\$5 min)		Ord 1262	7/1/2008	no change
	Street Tree Removal Permit					\$25
	Sewer Tap Fee (on-site connection)					\$100
	House Move Permit					\$50
	Fleet Services Labor Rate					\$70/hr
Sewer	Sewer Rates (monthly):	\$28.64		Res 1032	10/1/2009	no change
	Residential Single Family	\$28.64		Res 1032	10/1/2009	no change
	Residential , apartment, per unit	\$28.64		Res 1032	10/1/2009	no change
	Mobile home	\$28.64		Res 1032	10/1/2009	no change
	Senior discount	\$20.41		Res 1032	10/1/2009	no change
	Elementary school, per student	\$1.13		Res 1032	10/1/2009	no change
	Middle & High school, per student	\$1.49		Res 1032	10/1/2009	no change
	Transient housing (1st unit)	\$28.64		Res 1032	10/1/2009	no change
	Each additional bed	\$15.04		Res 1032	10/1/2009	no change

Department	Fee Description	Current Amount	Authority	Date	Proposed change
	Nursing home (1st two beds)	\$28.64	Res 1032	10/1/2009	no change
	Each additional bed	\$15.04	Res 1032	10/1/2009	no change
	Commercial retail, minimum	\$28.64	Res 1032	10/1/2009	no change
	per 100 cf of water use Nov-Mar	\$3.58	Res 1032	10/1/2009	no change
	Commercial government, minimum	\$28.64	Res 1032	10/1/2009	no change
	per 100 cf of water use Dec & Jan	\$3.58	Res 1032	10/1/2009	no change
	Industrial, minimum	\$28.64	Res 1032	10/1/2009	no change
	per 100 cf of water use	\$3.58	Res 1032	10/1/2009	no change
	Industrial Wastewater Discharge Permit	\$500	Res 765	11/7/2001	no change
	Industrial Wastewater Discharge Permit application review fee	\$45/hr	Res 765	11/7/2001	no change
Construction Excise Tax					
	Residential, per dwelling unit				
	First 1,000 square feet	\$0.25/sq ft	Ord 929	11/2/1994	no change
	Next 500 square feet	\$0.50/sq ft	Ord 929	11/2/1994	no change
	Next 500 square feet	\$0.75/sq ft	Ord 929	11/2/1994	no change
	Above 2,000 square feet	\$1.00/sq ft	Ord 929	11/2/1994	no change
System Development Charges					
	Stormwater		Ord 867/Res 748/1037		
	Residential: Single Family	\$100/Dwelling			no change
	Residential: Multi-Family	\$100/Dwelling			no change
	Commercial/Downtown and Highway	Varies by Use			no change
	Commercial/Manufacturing	Varies by Use			no change
	Industrial	Varies by Use			no change
	Transportation	Estimated SDA per unit	Ord 867/Res 748/1037		
	Single-Family per unit	\$2,517			no change
	Multi-Family	\$1,630			no change
	Commercial/Industrial	Varies by Use - \$263 per trip end			no change
	Wastewater		Ord 867/Res 748/1037		
	3 /4" Water meter	\$2,489			no change
	1" Water meter	\$4,978			no change
	1 1/2" Water meter	\$12,445			no change
	2" Water meter	\$24,890			no change
	3" Water meter	\$62,225			no change
	4" Water meter	\$87,115			no change
	Parks		Ord 867/Res 867		
	Single Family	\$4,725/Dwelling			no change
	Multi-Family	\$3,869/Dwelling			no change
	Manufactured Housing	\$3,874/Dwelling			no change
	Commercial/Industrial	\$129/per employee; varies by use			no change
Planning					
	Annexation – Less than 1 acre	\$1,850 - (Base Fee)	Res 1025	7/10/2009	no change
	Annexation – 1 – 10 Acres	Plus \$105 per Acre	Res 1025	7/10/2009	no change
	Annexation – 11 – 50 Acres	Plus \$55 per Acre	Res 1025	7/10/2009	no change
	Annexation – 51+ Acres	Plus \$10 per Acre	Res 1025	7/10/2009	no change
	Annexation Legal Review – Development Agreement or Development Concept Plan	Applicant pays actual costs	Res 1025	7/10/2009	no change
	Annexation Election Deposit (Does not include County Elections Costs which will be billed separately)	\$2,500	Res 1025	7/10/2009	no change
	Appeal - Interpretation or type II decision to Planning Commission	\$1,600	Res 1025	7/10/2009	no change
	Appeal - Planning Commission decision to City Council	\$1,920	Res 1025	7/10/2009	no change
	Building Permit Site Plan Review		Res 1025	7/10/2009	no change
	Single Family House	\$45 per application	Res 1025	7/10/2009	no change
	Duplex (including conversions of single family to duplex)	\$60 per application	Res 1025	7/10/2009	no change
	Non-Living Space addition (garage, carport, porch, etc)	\$25 per application	Res 1025	7/10/2009	no change
	Living Space addition (expansion and/or creation of accessory dwelling)	\$35 per application	Res 1025	7/10/2009	no change
	Multifamily - based on valuation	\$30 per unit (first 20 units)/\$10 per unit (each additional)	Res 1025	7/10/2009	no change
	Demolitions (Residential)	\$10	Res 1025	7/10/2009	no change

Department	Fee Description	Current Amount	Authority	Date	Proposed change
	Demolitions (Commercial or Industrial)	\$30	Res 1025	7/10/2009	no change
	Signs, commercial tenant improvements and remodels not involving additional square footage	\$50	Res 1025	7/10/2009	no change
	All other commercial and industrial based on building square footage:				no change
	0 to 2,000 square feet	\$100	Res 1025	7/10/2009	no change
	2,001 to 5,000 square feet	\$100 for the first 2,000 sq. ft. and \$1.75 for each additional 100 Sq. ft. or fraction thereof	Res 1025	7/10/2009	no change
	5,001 to 10,000 square feet	\$152.50 for the first 5,000 sq. ft and \$1.50 for each additional 100 sq. ft. or fraction thereof	Res 1025	7/10/2009	no change
	10,001 to 50,000 square feet	\$160 for the first 10,000 sq. ft. and \$1.25 for each additional 100 sq. ft. or fraction thereof	Res 1025	7/10/2009	no change
	50,001 to 100,000 square feet	\$210 for the first 50,000 sq. ft. and \$1.00 for each additional 500 sq. ft. or fraction thereof	Res 1025	7/10/2009	no change
	100,001 square feet and up	\$260 for the first 100,000 sq. ft. and \$0.75 for each additional 1,000 sq. ft or fraction thereof	Res 1025	7/10/2009	no change
	Comprehensive Plan Amendment	\$3,220	Res 1025	7/10/2009	no change
	Conditional Use Permit	\$2,040	Res 1025	7/10/2009	no change
	Condominium Construction, less than six units	\$280	Res 1025	7/10/2009	no change
	Interpretation	\$580	Res 1025	7/10/2009	no change
	Lot Line Adjustment	\$520	Res 1025	7/10/2009	no change
	Modification - Minor	\$100	Res 1025	7/10/2009	no change
	Modification - Intermediate	\$720	Res 1025	7/10/2009	no change
	Modification - Major	\$720	Res 1025	7/10/2009	no change
	Modification Public Hearing (additional charge)	\$460	Res 1025	7/10/2009	no change
	Non-conforming Structure/Use	\$520	Res 1025	7/10/2009	no change
	Parking Lot/Paving Projects	\$300	Res 1025	7/10/2009	no change
	Partition - Major	\$1,360	Res 1025	7/10/2009	no change
	Partition - Minor	\$1,280	Res 1025	7/10/2009	no change
	Planned Unit Development	\$1,480	Res 1025	7/10/2009	no change
	Plat (Final) Review	\$100	Res 1025	7/10/2009	no change
	Preconstruction Conference	\$100 (+\$60 per hr. over 2 hrs)	Res 1025	7/10/2009	no change
	Sidewalk Café Annual Permit Fee	\$25	Res 1040	8/18/2009	no change
	Sidewalk Café Annual Right of Way Rental Fee	\$1	Res 1040	8/18/2009	no change
	Sign Permit for Design Reviews	\$280	Res 1025	7/10/2009	no change
	Site and Design Review – First 0.5 Acres	\$1,500 (Base Fee)	Res 1025	7/10/2009	no change
	From 0.5 Acres up to 2.5 Acres	\$100 for each additional 0.1 acres	Res 1025	7/10/2009	no change
	From 2.5 acres up to 8.0 Acres	\$100 for each additional 0.5 acres	Res 1025	7/10/2009	no change
	From 8.0 Acres up to 13 Acres	\$100 for each additional 1.0 acres	Res 1025	7/10/2009	no change
	13 Acres and above	\$5,000 maximum	Res 1025	7/10/2009	no change
	+ Public Improvement Component	.03% of total estimated cost	Res 1025	7/10/2009	no change
	Special Permit (hardship)	\$100	Res 1025	7/10/2009	no change
	Special Permit Public Hearing (additional charge)	No fee	Res 1025	7/10/2009	no change
	Subdivision – 4 Lots	\$1,700 (Base Fee)	Res 1025	7/10/2009	no change
	Subdivision – 5 – 10 Lots	\$95 per Lot	Res 1025	7/10/2009	no change
	Subdivision – 11+ Lots	\$130 per Lot	Res 1025	7/10/2009	no change
	Temporary Vendor Permit	\$100 (\$50 non-profit)	Res 1044	10/16/2009	no change
	Temporary Vendor Permit Renewal	\$80 (\$40 non-profit)	Res 1044	10/16/2009	no change
	Text Amendment	\$2,880	Res 1025	7/10/2009	no change
	Traffic Engineering Analysis, On-Site	Applicant pays actual costs	CMC 16.10.707(7)/16.49.505(2)	7/10/2009	no change
	Trip Generation Study	Applicant pays actual costs	CMC 16.04.635	7/10/2009	no change
	Traffic Impact Analysis	Applicant pays actual costs	Res 1025/CMC 16.04.61	7/10/2009	no change
	Variance - Major	\$2,120	Res 1025	7/10/2009	no change
	Variance - Minor	\$520	Res 1025	7/10/2009	no change
	Zoning Map Amendment	\$2,640	Res 1025	7/10/2009	no change

Department	Fee Description	Current Amount	Authority	Date	Proposed change
Building	Building Permit Fee				
	\$0 to \$3,000 valuation	\$80	Res 1004	11/1/2008	no change
	\$3,001 to \$25,000 valuation	\$80 for the first \$3,000 and \$12 for each additional \$1,000 or fraction thereof	Res 1004	11/1/2008	no change
	\$25,001 to \$50,000 valuation	\$344 for the first \$25,000 and \$9 for each additional \$1,000 or fraction thereof	Res 1004	11/1/2008	no change
	\$50,001 to \$100,000 valuation	\$569 for the first \$50,000 and \$6 for each additional \$1,000 or fraction thereof	Res 1004	11/1/2008	no change
	\$100,001 and up	\$869 for the first \$100,000 and \$5 for each additional \$1,000 or fraction thereof	Res 1004	11/1/2008	no change
	Plan Review Fee	100 percent of Building Permit fee	Res 1004	11/1/2008	
	Temporary Certificate of Occupancy	\$250	Res 1004	11/1/2008	no change
	Deferred submittal processing and reviewing fee	Equal to the building permit fee for the valuation of the particular deferred portion or portions of the project, with a set minimum fee of \$300	Res 1004	11/1/2008	no change
	Phased or Partial Building Permit plan review fee	\$300 plus 10% of the total project building permit fee not to exceed \$2,000 for each phase in addition to above fees	Res 1004	11/1/2008	no change
	Inspections outside of normal business hours	\$160/hr (minimum charge – two hours)	Res 1004	11/1/2008	no change
	Re-inspection Fees	\$80	Res 1004	11/1/2008	no change
	Inspections for which no fee is specifically indicated	\$160/hr (minimum charge – 1/2 hour)	Res 1004	11/1/2008	no change
	Additional plan review required by changes, additions or revisions to proposed or approved plans	\$160/hr (minimum charge – 1/2 hour)	Res 1004	11/1/2008	no change
	Residential Fire Suppression Systems Combined Plan Permit and Plan Check Fees:		Res 1004	11/1/2008	no change
	0 sq. ft to 2,000 sq. ft	\$160	Res 1004	11/1/2008	no change
	2001 sq. ft. to 3600 sq. ft.	\$210	Res 1004	11/1/2008	no change
	3601 sq. ft. to 7200 sq. ft.	\$269	Res 1004	11/1/2008	no change
	7201 sq. ft. and greater	\$377	Res 1004	11/1/2008	no change
	Mechanical Fee Schedule for New and Additions or Alterations, to One and Two Family Dwellings:		Res 1004	11/1/2008	no change
	Install/Replace Furnace: Up to 100,000btu	\$24.75 per appliance	Res 1004	11/1/2008	no change
	Install/Replace Furnace: Over 100,000btu	\$31.50 per appliance	Res 1004	11/1/2008	no change
	Install/Replace/Relocate Heaters: Suspended, Wall or Floor Mounted.	\$24.75 per appliance	Res 1004	11/1/2008	no change
	Appliance Vent	\$12.50 per appliance	Res 1004	11/1/2008	no change
	Alteration Of Existing HVAC System	\$24.75	Res 1004	11/1/2008	no change
	Air Handling Units	\$18.75 per appliance	Res 1004	11/1/2008	no change
	Air Conditioning under 100,000btu	\$24.75 per appliance	Res 1004	11/1/2008	no change
	Air Conditioning over 100,000btu	\$46.50 per appliance	Res 1004	11/1/2008	no change
	Dryer Exhaust	\$18.75 per appliance	Res 1004	11/1/2008	no change
	Hood	\$18.75 per appliance	Res 1004	11/1/2008	no change
	Exhaust Fan Connected To A Single Duct	\$12.50 per appliance	Res 1004	11/1/2008	no change
	Gas Piping: 1 To 4 Outlets	\$8.25	Res 1004	11/1/2008	no change
	Gas Piping: Each Additional Outlet	\$2.25 per outlet	Res 1004	11/1/2008	no change
	Fireplace	\$18.75 per appliance	Res 1004	11/1/2008	no change
	Wood Stove	\$18.75 per appliance	Res 1004	11/1/2008	no change
	Other	\$18.75 per appliance	Res 1004	11/1/2008	no change
	Minimum Permit Fee	\$80	Res 1004	11/1/2008	no change
	Plan Review Fee (Mechanical)	100 percent of Mechanical Permit	Res 1004	11/1/2008	no change

Department	Fee Description	Current Amount		Authority	Date	Proposed change
	Mechanical Fee Schedule for New and Additions or Alterations to Commercial, Multi-Family and Industrial Projects			Res 1004	11/1/2008	no change
	\$0.00 to \$5000.00 valuation	\$80		Res 1004	11/1/2008	no change
	\$5001.00 to \$10,000.00 valuation	\$80 for the first \$5000 and \$3 for each additional \$100 or fraction thereof		Res 1004	11/1/2008	no change
	\$10,001.00 to \$100,000 valuation	\$230.00 for the first \$10,000.00 and \$12.00 for each additional \$1,000.00 or fraction thereof		Res 1004	11/1/2008	no change
	\$100,001.00 and up	\$1,310 for the first \$100,000 and \$10 for each additional \$1,000 or fraction thereof		Res 1004	11/1/2008	no change
	Plan Review Fee (Mechanical)	37 percent of Mechanical Permit fee		Res 1004	11/1/2008	no change
	Grading Permit Fee Schedule			Res 1004	11/1/2008	no change
	50 cubic yards or less	\$80		Res 1004	11/1/2008	no change
	51 to 100 cubic yards	\$117		Res 1004	11/1/2008	no change
	101 to 1,000 cubic yards	\$117 for the first 100 cubic yards, plus \$55 for each additional 100 cubic yards or fraction thereof		Res 1004	11/1/2008	no change
	1,001 to 10,000 cubic yards	\$612 for the first 1,000 cubic yards, plus \$46 for each additional 1,000 cubic yards or		Res 1004	11/1/2008	no change
	10,001 to 100,000 cubic yards	\$1026 for the first 10,000 cubic yards, plus \$210 for each additional 10,000 cubic yards or		Res 1004	11/1/2008	no change
	100,001 cubic yards and up	\$2916 for the first 100,000 cubic yards, plus \$115 for each additional 10,000 cubic yards or		Res 1004	11/1/2008	no change
	Plan Review Fee (Grading)	65 percent of Grading Permit fee		Res 1004	11/1/2008	no change
	Manufactured Dwelling Installation					
	Installation and set up	\$350		Res 1004	11/1/2008	no change
	Earthquake bracing when not part of original installation	\$280		Res 1004	11/1/2008	no change
Swim Center		In City	Out of City			Proposed Resident / Non-Resident
	Daily Admission - Youth	\$2.25	\$3.25	Res 774 (In City)/ Res 950 (Out of City)	1/2/2002 & 4/19/2007	\$2.50 / \$3.75
	Daily Admission - Senior	\$2.25	\$3.25	Res 774 (In City)/ Res 950 (Out of City)	1/2/2002 & 4/19/2007	\$2.50 / \$3.75
	Daily Admission - Adult	\$3.00	\$4.00	Res 774 (In City)/ Res 950 (Out of City)	1/2/2002 & 4/19/2007	\$3.25 / \$4.50
	Daily Admission - Family	\$7.25	\$10.00	Res 774 (In City)/ Res 950 (Out of City)	1/2/2002 & 4/19/2007	\$8.25 / \$12.00
	Tickets - 10 Swims Youth/Senior	\$20.50	\$29.25	Res 774 (In City)/ Res 950 (Out of City)	1/2/2002 & 4/19/2007	\$25.00 / \$37.50
	Tickets - 10 Swims Adult	\$27.00	\$36.00	Res 774 (In City)/ Res 950 (Out of City)	1/2/2002 & 4/19/2007	\$32.50 / \$45.00
	Tickets - 20 Swims Youth/Senior	\$38.00	\$55.25	Res 774 (In City)/ Res 950 (Out of City)	1/2/2002 & 4/19/2007	delete
	Tickets - 20 Swims Adult	\$51.00	\$68.00	Res 774 (In City)/ Res 950 (Out of City)	1/2/2002 & 4/19/2007	delete
	Pass 3 month - Youth	\$45.00	\$65.00	Res 774 (In City)/ Res 950 (Out of City)	1/2/2002 & 4/19/2007	\$50.00 / \$75.00
	Pass 3 month - Senior	\$45.00	\$65.00	Res 774 (In City)/ Res 950 (Out of City)	1/2/2002 & 4/19/2007	\$50.00 / \$75.00
	Pass 3 month - Adult	\$60.00	\$80.00	Res 774 (In City)/ Res 950 (Out of City)	1/2/2002 & 4/19/2007	\$65.00 / \$90.00
	Pass 3 month - 1 + 1	\$90.00	\$120.00	Res 774 (In City)/ Res 950 (Out of City)	1/2/2002 & 4/19/2007	\$97.50 / \$135.00
	Pass 3 month - Family	\$120.00	\$160.00	Res 774 (In City)/ Res 950 (Out of City)	1/2/2002 & 4/19/2007	\$130.00 / \$180.00
	Pass 6 month - Youth	\$81.00	\$117.00	Res 774 (In City)/ Res 950 (Out of City)	1/2/2002 & 4/19/2007	delete
	Pass 6 month - Senior	\$81.00	\$117.00	Res 774 (In City)/ Res 950 (Out of City)	1/2/2002 & 4/19/2007	delete

Department	Fee Description	Current Amount		Authority	Date	Proposed change
	Pass 6 month - Adult	\$108.00	\$144.00	Res 774 (In City)/ Res 950 (Out of City)	1/2/2002 & 4/19/2007	delete
	Pass 6 month - 1 + 1	\$162.00	\$216.00	Res 774 (In City)/ Res 950 (Out of City)	1/2/2002 & 4/19/2007	delete
	Pass 6 month - Family	\$216.00	\$288.00	Res 774 (In City)/ Res 950 (Out of City)	1/2/2002 & 4/19/2007	delete
	Pass 12 month - Youth	\$135.00	\$195.00	Res 774 (In City)/ Res 950 (Out of City)	1/2/2002 & 4/19/2007	\$137.50 / \$206.25
	Pass 12 month - Senior	\$135.00	\$195.00	Res 774 (In City)/ Res 950 (Out of City)	1/2/2002 & 4/19/2007	\$137.50 / \$206.25
	Pass 12 month - Adult	\$180.00	\$240.00	Res 774 (In City)/ Res 950 (Out of City)	1/2/2002 & 4/19/2007	\$178.75 / \$247.50
	Pass 12 month - 1 + 1	\$270.00	\$360.00	Res 774 (In City)/ Res 950 (Out of City)	1/2/2002 & 4/19/2007	\$268.00 / \$371.25
	Pass 12 month - Family	\$360.00	\$480.00	Res 774 (In City)/ Res 950 (Out of City)	1/2/2002 & 4/19/2007	\$357.50 / \$495.00
	Water Exercise - Youth	\$3.25	\$4.00	Res 774 (In City)/ Res 950 (Out of City)	1/2/2002 & 4/19/2007	\$2.50 / \$3.75
	Water Exercise - Senior	\$3.25	\$4.00	Res 774 (In City)/ Res 950 (Out of City)	1/2/2002 & 4/19/2007	\$2.50 / \$3.75
	Water Exercise - Adult	\$3.25	\$4.00	Res 774 (In City)/ Res 950 (Out of City)	1/2/2002 & 4/19/2007	\$3.25 / \$4.50
	Water Exercise - 10 Class	\$29.25	\$36.00	Res 774 (In City)/ Res 950 (Out of City)	1/2/2002 & 4/19/2007	delete
	Water Exercise - 1 Month	\$35.75	\$44.00	Res 774 (In City)/ Res 950 (Out of City)	1/2/2002 & 4/19/2007	delete
	Lessons - Public Lessons	\$3.25	\$4.75	Res 774 (In City)/ Res 950 (Out of City)	1/2/2002 & 4/19/2007	\$3.50 / \$5.25
	Lessons - Spring Penguin	\$75.00	\$90.00	Res 774 (In City)/ Res 950 (Out of City)	1/2/2002 & 4/19/2007	\$50.00 / \$70.00
	Lessons - Summer Penguin	\$75.00	\$90.00	Res 774 (In City)/ Res 950 (Out of City)	1/2/2002 & 4/19/2007	\$80.00 / \$100.00
	Lessons - School Programs	by contract				by contract
	Rentals - Public	\$75.00	\$110.00	Res 774 (In City)/ Res 950 (Out of City)	1/2/2002 & 4/19/2007	\$45.00 per hr / \$62.50 per hr
	Rentals - Canby Gators	by contract				by contract
Cemetery	Grave Lots	Property	Perpetual Care Fee	Res 903	9/1/2005	
	Standard Grave Lot	\$450	\$700	Res 903	9/1/2005	no change
	Child Grave Lot (1/2 sp)	\$150	\$350	Res 903	9/1/2005	no change
	Baby Grave Lot (1/4 sp)	\$125	\$350	Res 903	9/1/2005	no change
	Cremains Lot	\$75	\$70	Res 903	9/1/2005	\$300/\$100
	Grave Opening, Closing & Recording Fee:			Res 903	9/1/2005	
	Standard					
	Opening & Closing	\$500		Res 903	9/1/2005	\$650
	Disinterment	\$850		Res 903	9/1/2005	\$1,000
	Disinterment/Reinterment	\$1,000		Res 903	9/1/2005	\$1,250
	Child					
	Opening & Closing	\$250		Res 903	9/1/2005	\$275
	Disinterment	\$375		Res 903	9/1/2005	\$400
	Disinterment/Reinterment	\$575		Res 903	9/1/2005	\$600
	Baby					
	Opening & Closing	\$175		Res 903	9/1/2005	\$200
	Disinterment	\$345		Res 903	9/1/2005	\$370
	Disinterment/Reinterment	\$445		Res 903	9/1/2005	\$470
	Cremains					
	Opening & Closing	\$250		Res 903	9/1/2005	\$300
	Disinterment	\$250		Res 903	9/1/2005	\$350
	Disinterment/Reinterment	\$340		Res 903	9/1/2005	\$400
	Grave Liners:					
	Wholesale to Funeral Home	\$360		Res 903	9/1/2005	no change
	Standard	\$420		Res 903	9/1/2005	no change
	Child	\$240		Res 903	9/1/2005	no change
	Baby	\$240		Res 903	9/1/2005	no change
	Cremains Vault	\$155		Res 903	9/1/2005	no change
	Monument Installation:					
	24" or less in all dimensions	\$160		Res 903	9/1/2005	no change

Department	Fee Description	Current Amount	Authority	Date	Proposed change
	36" & Over	\$190	Res 903	9/1/2005	no change
	48" & Over	\$225	Res 903	9/1/2005	no change
	3' x 7' Grave Ledger	\$255	Res 903	9/1/2005	no change
	24" Bronze Military	\$160	Res 903	9/1/2005	no change
	Upright Monuments	\$260	Res 903	9/1/2005	no change
	Mausoleum Phase I				
	Exterior Single Crypts (1 space)		Res 903	9/1/2005	
	Sixth Level F	\$1,650	Res 903	9/1/2005	no change
	Fifth Level E	\$1,980	Res 903	9/1/2005	no change
	Fourth Level D	\$2,365	Res 903	9/1/2005	no change
	Third Level C	\$2,830	Res 903	9/1/2005	no change
	Second Level B	\$2,830	Res 903	9/1/2005	no change
	First and Westminster Level A (2 spaces)	\$3,350	Res 903	9/1/2005	no change
	Exterior Tandem Crypts (2 spaces)				no change
	Sixth Level F	\$2,805	Res 903	9/1/2005	no change
	Fifth Level E	\$3,115	Res 903	9/1/2005	no change
	Fourth Level D	\$3,465	Res 903	9/1/2005	no change
	Third Level C	\$3,915	Res 903	9/1/2005	no change
	Second Level B	\$3,915	Res 903	9/1/2005	no change
	First and Westminster Level A (4 spaces)	\$4,880	Res 903	9/1/2005	no change
	Exterior Side by Side Crypts (2 Sp)				no change
	Sixth Level F	\$2,905	Res 903	9/1/2005	no change
	Fifth Level E	\$3,255	Res 903	9/1/2005	no change
	Fourth Level D	\$3,610	Res 903	9/1/2005	no change
	Third Level C	\$4,335	Res 903	9/1/2005	no change
	Second Level B	\$4,335	Res 903	9/1/2005	no change
	First and Westminster Level A (4 spaces)	\$5,280	Res 903	9/1/2005	no change
	Niche Spaces				
	Level 1 through 6	\$420	Res 903	9/1/2005	no change
	Level 7 through 10	\$350	Res 903	9/1/2005	no change
	Level 11 through 12	\$330	Res 903	9/1/2005	no change
	Mausoleum Phase II				
	Exterior Single Crypts (1 space)		Res 903	9/1/2005	no change
	Sixth Level F	\$2,047	Res 903	9/1/2005	no change
	Fifth Level E	\$2,436	Res 903	9/1/2005	no change
	Fourth Level D	\$2,890	Res 903	9/1/2005	no change
	Third Level C	\$3,439	Res 903	9/1/2005	no change
	Second Level B	\$3,439	Res 903	9/1/2005	no change
	First and Westminster Level A (2 spaces)	\$4,053	Res 903	9/1/2005	no change
	Exterior Tandem Crypts (2 spaces)				no change
	Sixth Level F	\$3,409	Res 903	9/1/2005	no change
	Fifth Level E	\$3,775	Res 903	9/1/2005	no change
	Fourth Level D	\$4,359	Res 903	9/1/2005	no change
	Third Level C	\$5,215	Res 903	9/1/2005	no change
	Second Level B	\$5,215	Res 903	9/1/2005	no change
	First and Westminster Level A (4 spaces)	\$5,858	Res 903	9/1/2005	no change
	Exterior Side by Side Crypts (2 Sp)				no change
	Sixth Level F	\$3,527	Res 903	9/1/2005	no change
	Fifth Level E	\$3,940	Res 903	9/1/2005	no change
	Fourth Level D	\$4,359	Res 903	9/1/2005	no change
	Third Level C	\$5,215	Res 903	9/1/2005	no change
	Second Level B	\$5,215	Res 903	9/1/2005	no change
	First and Westminster Level A (4 spaces)	\$6,330	Res 903	9/1/2005	no change
	Opening & Closing for Crypts				
	Each Entombment	\$350	Res 903	9/1/2005	no change
	Disinterment from Westminster Crypt	\$525	Res 903	9/1/2005	no change
	Disinterment/Reinterment	\$400	Res 903	9/1/2005	no change
	Opening & Closing for Niches				
	Each Inurnment	\$190	Res 903	9/1/2005	no change
	Disinterment	\$290	Res 903	9/1/2005	no change
	Disinterment/Reinterment	\$300	Res 903	9/1/2005	no change
	Crypt Name Bar Installation	\$260	Res 903	9/1/2005	\$364

Department	Fee Description	Current Amount	Authority	Date	Proposed change
	Niche Name Bar Installation	\$210	Res 903	9/1/2005	\$294
	Emblems (Elks, Rotary, Cross, etc)	\$60	Res 903	9/1/2005	\$90
	Extra Plastic Vase & Holder	\$90	Res 903	9/1/2005	no change
	Replace Plastic Vase	\$45	Res 903	9/1/2005	no change
	Weekend & Holiday Services (additional fee)	\$300	Res 903	9/1/2005	no change
	Cemetery Title Transfer	\$75	Res 931	8/2/2006	no change

CITY OF CANBY MASTER FEE SCHEDULE

Fees and charges in effect as of 6/1/2010

Authorized by Resolution No. 1059

Fee Description	Fee Amount
GENERAL	
Photocopies or Printouts-Black and White, sizes to 8 1/2 x 14, single or double-sided	25¢ per sheet
Photocopies or Printouts-Color, sizes to 8 1/2 x 14, single or double-sided	75¢ per sheet
Photocopies or Printouts-Black and White, size 11x17, single sided only	\$1.00 per sheet
Photocopies or Printouts-Color, size 11x17, single sided only	\$1.25 per sheet
Plotter prints (8 1/2 x 11)	\$2
Plotter prints (11 x 17)	\$4
Plotter prints (17 x 22)	\$6
Plotter prints (24 x 36)	\$8
Plotter prints (36 x 48)	\$10
Audio Cassette copy	\$10
Videotape copy	\$25
Records on CD	\$10 plus staff time costs
Public Records-Transcription	\$20/hr
Public Records-Clerical Research	\$20/hr
Public Records-Admin Research	\$35/hr
Public Records-Legal Research	\$80/hr
Public Records-Faxing	50¢ per page sent
Public Records-Mailing costs	Actual costs + \$1.00 handling fee
Returned check fee	\$25
Lien Search fee	\$20
ADMINISTRATION	
Business License Annual Renewal	\$50
Business License Past Due	\$10/mo up to \$50
Business License-Transfer or Assign	\$50
Liquor License Application New	\$100
Liquor License Change of Ownership, Location, or Privilege	\$75
Liquor License Annual Renewal or Temporary Sales License	\$35
Small Animal Permit	\$10
Impounded Animal Redemption Fee	\$50
Sidewalk Vending Permit	\$10
Franchise Fees-Cable	5% gross revenue
Franchise Fees-Natural Gas	5% gross revenue
Franchise Fees-Telephone	7% gross revenue
Franchise Fees-Solid Waste	\$1/customer
POLICE	
Special Event Security	\$60/hr
Alarm Permits	\$20 annual (waived over 65)
Alarm Permit Delinquent Fee	\$25
False Alarm Response	Third alarm \$50; fourth alarm \$75, fifth & up \$100 each
Vehicle Release	\$125

Fee Description	Fee Amount	
Police Reports	\$15 from Records Room/\$25 from Archives	
Background inspection fee - firearm purchaser	\$50	
Vehicle Booting Charge	\$75	
COURT		
Payment Plan Fee	\$15 per \$100 of fine, not to exceed \$150 (waived if paid within 60 days)	
Show Cause Fee	\$25 certified letter/\$10 regular letter	
Warrant Costs	\$50	
Late Fee	\$15 if more than 10 days late	
FTA Fee	\$25	
Appeal Transcript Fee	\$35	
City Cost Assessment	\$7 per offense	
LIBRARY		
Lost item replacement	Cost plus \$5.00	
Damaged item	Cost	
Interlibrary Loan Request (out of County)	\$3.50	
Printing Charge for Internet, Black & White	15¢/page	
Printing Charge for Internet, Color	50¢/page	
Microform reader/printer	15¢/page	
Out of District Library Card Fee	\$95.00	
Fines	10¢ per day	
PARKS		
	In City	Out of City
Rental of Gazebo in Wait Park (waived for non-profits)	\$110	\$220
Rental of Wait Park (waived for non-profits)	\$375	\$750
Park Event Permit (to include all parks, Logging Rd.) to ensure insurance and rule compliance (assuming non-profit and/or community events, walks, etc.)	\$10.00	
PUBLIC WORKS		
Special Street Sweeping	\$100/hr	
Special Use of High Ranger	\$100/hr	
Street Closure Request	\$50 (waived for non-profits)	
Street Barricade Delivery Fee	\$25 + \$250 refundable deposit with approved street closure permit	
Map Copying and Research on Easements	\$60/hr+ printing charge	
Banner Installation	\$100 (waived for non-profits)	
Plan Review, Inspections, and Witnessing for Construction Projects	\$60/hr	
Street Excavation (Construction) Permit Fee	\$100	
Encroachment Application Permit Fee	\$50	
Building Number Installation Charge	\$50	
Advance Finance Public Improvement Application Fee	\$150	
Erosion Control	Without ESPC Certification	With ESPC Certification
Single Family (Up to 1 acre)		
Base Rate, to 4 inspections	\$110	\$85
Each additional inspection	\$40	\$35

Fee Description	Fee Amount	
All Other Lots		
Base Rate, 1 acre	\$184	\$145
Each additional acre	\$80	\$42
Each inspection over 9	\$40	\$35
Plan Review	50% of Inspection Base Rate	
Violations	\$100 per Violation per Day	
Street Maintenance Fee, Monthly		
Residential Single Family	\$5	
Multi-Family Residences	\$3.34/unit	
Detached Senior Housing and Mobile Home Parks	\$2.09/unit	
Attached Senior Housing and Congregate Care Facilities	\$1.04/unit	
Non-residential	Varies: \$0.522 x trip value x units (\$5 min)	
Street Tree Removal Permit	\$25	
Sewer Tap Fee (on-site connection)	\$100	
House Move Permit	\$50	
Fleet Services Labor Rate	\$70/hr	
SEWER		
Sewer Rates (monthly):	\$28.64	
Residential Single Family	\$28.64	
Residential , apartment, per unit	\$28.64	
Mobile home	\$28.64	
Senior discount	\$20.41	
Elementary school, per student	\$1.13	
Middle & High school, per student	\$1.49	
Transient housing (1st unit)	\$28.64	
Each additional bed	\$15.04	
Nursing home (1st two beds)	\$28.64	
Each additional bed	\$15.04	
Commercial retail, minimum	\$28.64	
per 100 cf of water use Nov-Mar	\$3.58	
Commercial government, minimum	\$28.64	
per 100 cf of water use Dec & Jan	\$3.58	
Industrial, minimum	\$28.64	
per 100 cf of water use	\$3.58	
Industrial Wastewater Discharge Permit	\$500	
Industrial Wastewater Discharge Permit application review fee	\$45/hr	
CONSTRUCTION EXCISE TAX		
Residential, per dwelling unit		
First 1,000 square feet	\$0.25/sq ft	
Next 500 square feet	\$0.50/sq ft	
Next 500 square feet	\$0.75/sq ft	
Above 2,000 square feet	\$1.00/sq ft	
SYSTEMS DEVELOPMENT CHARGES		
Stormwater		
Residential: Single Family	\$100/Dwelling	
Residential: Multi-Family	\$100/Dwelling	
Commercial/Downtown and Highway	Varies by Use	

Fee Description	Fee Amount
Commercial/Manufacturing	Varies by Use
Industrial	Varies by Use
Transportation	Estimated SDA per unit
Single-Family per unit	\$2,517
Multi-Family	\$1,630
Commercial/Industrial	Varies by Use - \$263 per trip end
Wastewater	
3 /4" Water meter	\$2,489
1" Water meter	\$4,978
1 1/2" Water meter	\$12,445
2" Water meter	\$24,890
3" Water meter	\$62,225
4" Water meter	\$87,115
Parks	
Single Family	\$4,725/Dwelling
Multi-Family	\$3,869/Dwelling
Manufactured Housing	\$3,874/Dwelling
Commercial/Industrial	\$129/per employee; varies by use
PLANNING	
Annexation – Less than 1 acre	\$1,850 - (Base Fee)
Annexation – 1 – 10 Acres	Plus \$105 per Acre
Annexation – 11 – 50 Acres	Plus \$55 per Acre
Annexation – 51+ Acres	Plus \$10 per Acre
Annexation Legal Review – Development Agreement or Development Concept Plan	Applicant pays actual costs
Annexation Election Deposit (Does not include County Elections Costs which will be billed separately)	\$2,500
Appeal - Interpretation or type II decision to Planning Commission	\$1,600
Appeal - Planning Commission decision to City Council	\$1,920
Building Permit Site Plan Review	
Single Family House	\$45 per application
Duplex (including conversions of single family to duplex)	\$60 per application
Non-Living Space addition (garage, carport, porch, etc)	\$25 per application
Living Space addition (expansion and/or creation of accessory dwelling)	\$35 per application
Multifamily - based on valuation	\$30 per unit (first 20 units)/\$10 per unit (each additional)
Demolitions (Residential)	\$10
Demolitions (Commercial or Industrial)	\$30
Signs, commercial tenant improvements and remodels not involving additional square footage	\$50
All other commercial and industrial based on building square footage:	
0 to 2,000 square feet	\$100
2,001 to 5,000 square feet	\$100 for the first 2,000 sq. ft. and \$1.75 for each additional 100 Sq. ft. or fraction thereof

Fee Description	Fee Amount
5,001 to 10,000 square feet	\$152.50 for the first 5,000 sq. ft. and \$1.50 for each additional 100 sq. ft. or fraction thereof
10,001 to 50,000 square feet	\$160 for the first 10,000 sq. ft. and \$1.25 for each additional 100 sq. ft. or fraction thereof
50,001 to 100,000 square feet	\$210 for the first 50,000 sq. ft. and \$1.00 for each additional 500 sq. ft. or fraction thereof
100,001 square feet and up	\$260 for the first 100,000 sq. ft. and \$0.75 for each additional 1,000 sq. ft. or fraction thereof
Comprehensive Plan Amendment	\$3,220
Conditional Use Permit	\$2,040
Condominium Construction, less than six units	\$280
Interpretation	\$580
Lot Line Adjustment	\$520
Modification - Minor	\$100
Modification - Intermediate	\$720
Modification - Major	\$720
Modification Public Hearing (additional charge)	\$460
Non-conforming Structure/Use	\$520
Parking Lot/Paving Projects	\$300
Partition - Major	\$1,360
Partition - Minor	\$1,280
Planned Unit Development	\$1,480
Plat (Final) Review	\$100
Preconstruction Conference	\$100 (+\$60 per hr. over 2 hrs)
Sidewalk Café Annual Permit Fee	\$25
Sidewalk Café Annual Right of Way Rental Fee	\$1
Sign Permit for Design Reviews	\$280
Site and Design Review – First 0.5 Acres	\$1,500 (Base Fee)
From 0.5 Acres up to 2.5 Acres	\$100 for each additional 0.1 acres
From 2.5 acres up to 8.0 Acres	\$100 for each additional 0.5 acres
From 8.0 Acres up to 13 Acres	\$100 for each additional 1.0 acres
13 Acres and above	\$5,000 maximum
+ Public Improvement Component	.03% of total estimated cost
Special Permit (hardship)	\$100
Special Permit Public Hearing (additional charge)	No fee
Subdivision – 4 Lots	\$1,700 (Base Fee)
Subdivision – 5 – 10 Lots	\$95 per Lot
Subdivision – 11+ Lots	\$130 per Lot
Temporary Vendor Permit	\$100 (\$50 non-profit)
Temporary Vendor Permit Renewal	\$80 (\$40 non-profit)
Text Amendment	\$2,880
Traffic Engineering Analysis, On-Site	Applicant pays actual costs
Trip Generation Study	Applicant pays actual costs
Traffic Impact Analysis	Applicant pays actual costs
Variance - Major	\$2,120

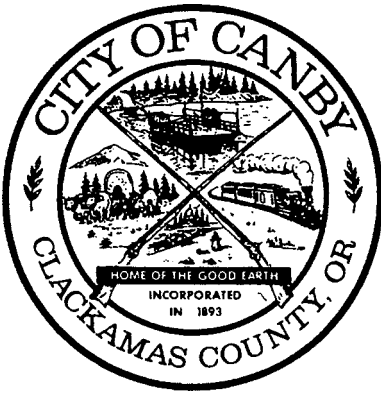
Fee Description	Fee Amount
Variance - Minor	\$520
Zoning Map Amendment	\$2,640
BUILDING	
Building Permit Fee	
\$0 to \$3,000 valuation	\$80
\$3,001 to \$25,000 valuation	\$80 for the first \$3,000 and \$12 for each additional \$1,000 or fraction thereof
\$25,001 to \$50,000 valuation	\$344 for the first \$25,000 and \$9 for each additional \$1,000 or fraction thereof
\$50,001 to \$100,000 valuation	\$569 for the first \$50,000 and \$6 for each additional \$1,000 or fraction thereof
\$100,001 and up	\$869 for the first \$100,000 and \$5 for each additional \$1,000 or fraction thereof
Plan Review Fee	100 percent of Building Permit fee
Temporary Certificate of Occupancy	\$250
Deferred submittal processing and reviewing fee	Equal to the building permit fee for the valuation of the particular deferred portion or portions of the project, with a set minimum fee of \$300
Phased or Partial Building Permit plan review fee	\$300 plus 10% of the total project building permit fee not to exceed \$2,000 for each phase in addition to above fees
Inspections outside of normal business hours	\$160/hr (minimum charge – two hours)
Re-inspection Fees	\$80
Inspections for which no fee is specifically indicated	\$160/hr (minimum charge – 1/2 hour)
Additional plan review required by changes, additions or revisions to proposed or approved plans	\$160/hr (minimum charge – 1/2 hour)
Residential Fire Suppression Systems Combined Plan Permit and Plan Check Fees:	
0 sq. ft to 2,000 sq. ft	\$160
2001 sq. ft. to 3600 sq. ft.	\$210
3601 sq. ft. to 7200 sq. ft.	\$269
7201 sq. ft. and greater	\$377
Mechanical Fee Schedule for New and Additions or Alterations, to One and Two Family Dwellings:	
Install/Replace Furnace: Up to 100,000btu	\$24.75 per appliance
Install/Replace Furnace: Over 100,000btu	\$31.50 per appliance
Install/Replace/Relocate Heaters: Suspended, Wall or Floor Mounted.	\$24.75 per appliance
Appliance Vent	\$12.50 per appliance

Fee Description	Fee Amount
Alteration Of Existing HVAC System	\$24.75
Air Handling Units	\$18.75 per appliance
Air Conditioning under 100,000btu	\$24.75 per appliance
Air Conditioning over 100,000btu	\$46.50 per appliance
Dryer Exhaust	\$18.75 per appliance
Hood	\$18.75 per appliance
Exhaust Fan Connected To A Single Duct	\$12.50 per appliance
Gas Piping: 1 To 4 Outlets	\$8.25
Gas Piping: Each Additional Outlet	\$2.25 per outlet
Fireplace	\$18.75 per appliance
Wood Stove	\$18.75 per appliance
Other	\$18.75 per appliance
Minimum Permit Fee	\$80
Plan Review Fee (Mechanical)	100 percent of Mechanical Permit
Mechanical Fee Schedule for New and Additions or Alterations to Commercial, Multi-Family and Industrial Projects	
\$0.00 to \$5000.00 valuation	\$80
\$5001.00 to \$10,000.00 valuation	\$80 for the first \$5000 and \$3 for each additional \$100 or fraction thereof
\$10,001.00 to \$100,000 valuation	\$230.00 for the first \$10,000.00 and \$12.00 for each additional \$1,000.00 or fraction thereof
\$100,001.00 and up	\$1,310 for the first \$100,000 and \$10 for each additional \$1,000 or fraction thereof
Plan Review Fee (Mechanical)	37 percent of Mechanical Permit fee
Grading Permit Fee Schedule	
50 cubic yards or less	\$80
51 to 100 cubic yards	\$117
101 to 1,000 cubic yards	\$117 for the first 100 cubic yards, plus \$55 for each additional 100 cubic yards or fraction thereof
1,001 to 10,000 cubic yards	\$612 for the first 1,000 cubic yards, plus \$46 for each additional 1,000 cubic yards or fraction thereof
10,001 to 100,000 cubic yards	\$1026 for the first 10,000 cubic yards, plus \$210 for each additional 10,000 cubic yards or fraction thereof
100,001 cubic yards and up	\$2916 for the first 100,000 cubic yards, plus \$115 for each additional 10,000 cubic yards or fraction thereof
Plan Review Fee (Grading)	65 percent of Grading Permit fee
Manufactured Dwelling Installation	
Installation and set up	\$350
Earthquake bracing when not part of original installation	\$280
SWIM CENTER	

Fee Description	Fee Amount	
	In City	Out of City
Daily Admission - Youth	\$2.50	\$3.75
Daily Admission - Senior	\$2.50	\$3.75
Daily Admission - Adult	\$3.25	\$4.50
Daily Admission - Family	\$8.25	\$12.00
Tickets - 10 Swims Youth/Senior	\$25.00	\$37.50
Tickets - 10 Swims Adult	\$32.50	\$45.00
Pass 3 month - Youth	\$50.00	\$75.00
Pass 3 month - Senior	\$50.00	\$75.00
Pass 3 month - Adult	\$65.00	\$90.00
Pass 3 month - 1 + 1	\$97.50	\$135.00
Pass 3 month - Family	\$130.00	\$180.00
Pass 12 month - Youth	\$137.50	\$206.25
Pass 12 month - Senior	\$137.50	\$206.25
Pass 12 month - Adult	\$178.75	\$247.50
Pass 12 month - 1 + 1	\$268.00	\$371.25
Pass 12 month - Family	\$357.50	\$495.00
Water Exercise - Youth	\$2.50	\$3.75
Water Exercise - Senior	\$2.50	\$3.75
Water Exercise - Adult	\$3.25	\$4.50
Lessons - Public Lessons	\$3.50	\$5.25
Lessons - Spring Penguin	\$50.00	\$70.00
Lessons - Summer Penguin	\$80.00	\$100.00
Lessons - School Programs	by contract	
Rentals - Public	\$45.00/hr	\$62.50/hr
Rentals - Canby Gators	by contract	
CEMETERY		
Grave Lots	Property	Perpetual Care Fee
Standard Grave Lot	\$450	\$700
Child Grave Lot (1/2 sp)	\$150	\$350
Baby Grave Lot (1/4 sp)	\$125	\$350
Cremains Lot	\$300	\$100
Grave Opening, Closing & Recording Fee:		
Standard		
Opening & Closing	\$650	
Disinterment	\$1,000	
Disinterment/Reinterment	\$1,250	
Child		
Opening & Closing	\$275	
Disinterment	\$400	
Disinterment/Reinterment	\$600	
Baby		
Opening & Closing	\$200	
Disinterment	\$370	
Disinterment/Reinterment	\$470	
Cremains		
Opening & Closing	\$300	
Disinterment	\$350	
Disinterment/Reinterment	\$400	
Grave Liners:		
Wholesale to Funeral Home	\$360	
Standard	\$420	

Fee Description	Fee Amount
Child	\$240
Baby	\$240
Cremains Vault	\$155
Monument Installation:	
24" or less in all dimensions	\$160
36" & Over	\$190
48" & Over	\$225
3' x 7' Grave Ledger	\$255
24" Bronze Military	\$160
Upright Monuments	\$260
Mausoleum Phase I	
Exterior Single Crypts (1 space)	
Sixth Level F	\$1,650
Fifth Level E	\$1,980
Fourth Level D	\$2,365
Third Level C	\$2,830
Second Level B	\$2,830
First and Westminster Level A (2 spaces)	\$3,350
Exterior Tandem Crypts (2 spaces)	
Sixth Level F	\$2,805
Fifth Level E	\$3,115
Fourth Level D	\$3,465
Third Level C	\$3,915
Second Level B	\$3,915
First and Westminster Level A (4 spaces)	\$4,880
Exterior Side by Side Crypts (2 Sp)	
Sixth Level F	\$2,905
Fifth Level E	\$3,255
Fourth Level D	\$3,610
Third Level C	\$4,335
Second Level B	\$4,335
First and Westminster Level A (4 spaces)	\$5,280
Niche Spaces	
Level 1 through 6	\$420
Level 7 through 10	\$350
Level 11 through 12	\$330
Mausoleum Phase II	
Exterior Single Crypts (1 space)	
Sixth Level F	\$2,047
Fifth Level E	\$2,436
Fourth Level D	\$2,890
Third Level C	\$3,439
Second Level B	\$3,439
First and Westminster Level A (2 spaces)	\$4,053
Exterior Tandem Crypts (2 spaces)	
Sixth Level F	\$3,409
Fifth Level E	\$3,775
Fourth Level D	\$4,359
Third Level C	\$5,215
Second Level B	\$5,215
First and Westminster Level A (4 spaces)	\$5,858
Exterior Side by Side Crypts (2 Sp)	

Fee Description	Fee Amount
Sixth Level F	\$3,527
Fifth Level E	\$3,940
Fourth Level D	\$4,359
Third Level C	\$5,215
Second Level B	\$5,215
First and Westminster Level A (4 spaces)	\$6,330
Opening & Closing for Crypts	
Each Entombment	\$350
Disinterment from Westminster Crypt	\$525
Disinterment/Reinterment	\$400
Opening & Closing for Niches	
Each Inurnment	\$190
Disinterment	\$290
Disinterment/Reinterment	\$300
Crypt Name Bar Installation	\$364
Niche Name Bar Installation	\$294
Emblems (Elks, Rotary, Cross, etc)	\$90
Extra Plastic Vase & Holder	\$90
Replace Plastic Vase	\$45
Weekend & Holiday Services (additional fee)	\$300
Cemetery Title Transfer	\$75



City of Canby

Office of the City Attorney

May 11, 2010

Memo to: Mayor/City Council

From: John H. Kelley, City Attorney

Re: Dangerous Building Abatement Process - 138 S. Knott Street

As you know, Bob Godon, City Building Official, received notification from Todd Gary, Deputy Fire Marshall for the Canby Fire District that a residence located at 138 S. Knott Street in Canby is an unsafe building and is in violation of Oregon Fire Code.

Under the Canby Municipal Code, chapter 15.16, the Council shall hold a public hearing to determine whether the building is dangerous and what action needs to be taken to correct the problem, which could included demolition of the building.

Notice of the hearing was sent to the owner of the building, Andres Escovar on April 22, 2010 informing him that the City Council will discuss this matter at its meeting on May 19th. I have been advised by the building department that Mr. Escovar did obtain a demolition permit on May 10th, but according to Kari Inness, no activity has begun at the residence.

If no action is taken before the Council hearing, Kari and I will present the matter to you for formal resolution. If Mr. Escovar is proceeding with demolition himself, I will suggest that the Council continue the hearing until its next meeting date, June 2, 2010 to check on his progress.

I have included with this memo, the provisions of the CMC, a copy of Bob Godon's report, a letter from Todd Gary, the notice to Mr. Escovar, and copies of reports of illicit activity at the residence during the past several weeks. Kari will bring pictures of the residence so that you may see the condition should you not have time to actually drive by the location to look at it.

Call me if you have any questions about this process after reviewing the material.

15.12.170

3. In the instance of elevation on pilings, that:

a. Lots are large enough to permit steps,

b. Piling foundations are placed in stable soil no more than ten feet apart, and

c. Reinforcement is provided for pilings more than six feet above the ground level. (Ord. 804 § 1(P), 1987; Ord. 745 § 8(B)(3), 1984)

15.12.180 Floodways.

Located within areas of special flood hazard established in Section 15.12.030 are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of floodwaters which carry debris, potential projectiles, and erosion potential, the following provisions apply:

A. Encroachments, including fill, new construction, substantial improvements, and other development are prohibited, unless certification by a registered professional engineer or architect is provided demonstrating that such encroachments shall not result in any increase in flood levels during the occurrence of the base flood discharge;

B. If subsection A of this section is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of Sections 15.12.080 through 15.12.170; and

C. The placement of any manufactured housing units except in an existing mobile home subdivision is prohibited. (Ord. 804 § 1(Q), 1987; Ord. 745 § 8(C), 1984)

Chapter 15.16

ABATEMENT OF DANGEROUS BUILDINGS

Sections:

- 15.16.010 Definitions.**
- 15.16.020 Nuisance declared.**
- 15.16.030 Initial action.**
- 15.16.040 Mailed notice.**
- 15.16.050 Published and posted notices.**
- 15.16.060 Hearing.**
- 15.16.070 Council orders—Notice.**
- 15.16.080 Abatement by the city.**
- 15.16.090 Assessment.**
- 15.16.100 Summary abatement.**
- 15.16.110 Errors in procedure.**
- 15.16.120 Penalty.**

15.16.010 Definitions.

For the purposes of this chapter, any building or structure which has any or all of the conditions or defects described in this section shall be deemed to be a dangerous building, provided that such conditions or defects exist to the extent that the life, health, property or safety of the public or its occupants are endangered:

A. Dangerous Buildings. An instance of a dangerous building is:

1. Whenever any door, aisle, passageway, stairway or other means of exit is not of sufficient width or size or is not arranged as to provide safe and adequate means of exit in case of fire or panic;

2. Whenever the walking surface of any aisle, passageway, stairway or other means of exit is so warped, worn, loose, torn or otherwise unsafe as to not provide safe and adequate means of exit in case of fire or panic;

3. Whenever the stress in any materials, member or portion thereof, due to all dead and live loads, is more than one and one-half times the working stress or stress allowed in the building code for new buildings of similar structure, purpose or location;

4. Whenever any portion thereof has been damaged by fire, earthquake, wind, flood or by any other cause, to such an extent that the structure strength or stability thereof is materially less than it was before such catastrophe and is less than the minimum requirements of the building code for new buildings of similar structure, purpose or location;

5. Whenever any portion or member or appurtenance thereof is likely to fail, or to become detached or dislodged, or to collapse and thereby injure persons or damage property;

6. Whenever any portion of a building, or any member, appurtenance or ornamentation on the exterior thereof is not of sufficient strength or stability, or is not so anchored, attached or fastened in place so as to be capable of resisting a wind pressure of one-half of that specified in the building code for new buildings of similar structure, purpose or location without exceeding the working stresses permitted in the building code for such buildings;

7. Whenever any portion thereof has wracked, warped, buckled or settled to such an extent that walls or other structural portions have materially less resistance to winds or earthquakes than is

required in the case of similar new construction;

8. Whenever the building or structure, or any portion thereof, because of:

a. Dilapidation, deterioration or decay,

b. Faulty construction,

c. The removal, movement or instability of any portion of the ground necessary for the purpose of supporting such building,

d. The deterioration, decay or inadequacy of its foundation, or

e. Any other cause likely to partially or completely collapse;

9. Whenever, for any reason, the building or structure, or any portion thereof, is manifestly unsafe for the purpose for which it is being used;

10. Whenever the exterior walls or other vertical structural members list, lean or buckle to such an extent that a plumb line passing through the center of gravity does not fall inside the middle one-third of the base;

11. Whenever the building or structure, exclusive of the foundation, shows thirty-three percent or more damage or deterioration of its supporting member or members, or fifty percent damage or deterioration of its nonsupporting members, enclosing or outside walls or coverings;

12. Whenever the building or structure has been so damaged by fire, wind, earthquake or flood, or has become so dilapidated or deteriorated as to become:

a. An attractive nuisance to children; such that it constitutes a dangerous condition to children who because of their

inability to appreciate the danger associated with the condition may reasonably be expected to be attracted to such dangerous condition,

b. A harbor for vagrants, criminal or immoral persons, or as to

c. Enable persons to resort thereto for the purpose of committing unlawful or immoral acts;

13. Whenever any building or structure has been constructed, exists or is maintained in violation of any specific requirement or prohibition applicable to such building or structure provided by the building regulations of the city, or of any law or ordinance of the city relating to the condition, location or structure of buildings;

14. Whenever any building or structure which, whether or not erected in accordance with all applicable laws and ordinances, has in any nonsupporting part, member or portion less than fifty percent, or in any supporting part, member or portion less than sixty-six percent of the:

a. Strength,

b. Fire-resisting qualities or characteristics, or

c. Weather-resisting qualities or characteristics required by law in the case of a newly constructed building of like area, height and occupancy in the same location;

15. Whenever a building or structure, used or intended to be used for dwelling purposes, because of inadequate maintenance, dilapidation, decay, damage, faulty construction or arrangement, inadequate light, air or sanitation facilities, or otherwise, is determined by the health officer to be unsanitary, unfit for

human habitation or in such a condition that is likely to cause sickness or disease;

16. Whenever any building or structure, because of obsolescence, dilapidated condition, deterioration, damage, inadequate exits, lack of sufficient fire-resistive construction, faulty electric wiring, gas connections or heating apparatus, or other cause, is determined by the Fire Marshal to be a fire hazard;

17. Whenever any building or structure is in such a condition as to constitute a public nuisance known to the common law or in equity jurisprudence.

B. "Owner" means the owner of the title to real property, or the contract purchaser of real property, as shown on the last available complete assessment roll in the office of the county assessor.

C. "Person" means every natural person, firm, partnership, association or corporation. (Ord. 792 § 1, 1986)

15.16.020 Nuisance declared.

Every building found by the council to be a dangerous building is declared to be a public nuisance and may be abated according to the procedure specified in this chapter or by a suit for abatement brought by the city. (Ord. 792 § 2, 1986)

15.16.030 Initial action.

When the city building official determines that a dangerous building exists in the city, the official shall report it to the council. The council shall, within a reasonable time, fix a time and place for a public hearing. (Ord. 792 § 3, 1986)

15.16.040 Mailed notice.

A. The city recorder shall notify the owner and any occupants of the building

by certified or registered mail. The notice shall state:

1. That a hearing will be held concerning the nuisance character of the property;

2. A description of the property and alleged nuisances;

3. The time and place of the hearing.

- B. A copy of this notice shall be posted on the building. (Ord. 792 § 4, 1986)

15.16.050 Published and posted notices.

At least ten days prior to the hearing date, the city shall publish a notice of the hearing in a newspaper of general circulation within the city or post notices in at least three public places in the city. (Ord. 792 § 5, 1986)

15.16.060 Hearing.

- A. At the hearing, the owner or other interested parties shall have the right to be heard.

- B. The council may inspect the building and consider the facts observed in determining whether the building is dangerous.

- C. 1. If the council determines that the building is dangerous, the council may by resolution:

- a. Order the building to be demolished; or

- b. Order the building to be made safer and prescribe what must be done to make it safe.

2. In the resolution, the council may set a time, not less than ten days, within which the order must be obeyed. (Ord. 792 § 6, 1986)

15.16.070 Council orders—Notice.

Notice of the council's determination and order by the council shall be sent by certified or registered mail to the owner of the building. If the orders are not obeyed, and the building is not made safe within the time specified by the order, the council may order the building demolished or made safe at the expense of the owner of the property on which it is located. (Ord. 792 § 7, 1986)

15.16.080 Abatement by the city.

If the council orders are not complied with, the council may specify the demolition or work to be done and direct that it be undertaken by city personnel and equipment or that bids be obtained according to applicable local and state contracting laws and regulations. (Ord. 792 § 8, 1986)

15.16.090 Assessment.

- A. The city shall forward to the owner, by registered or certified mail, a notice stating:

1. The total cost of abatement, including the administrative costs.

2. That the costs as indicated will be assessed to and become a lien against the property unless paid within thirty days from the date of the notice.

3. That if the owner objects to the costs of the abatement as indicated, a written notice of objection may be filed with the city recorder not more than ten days from the date of the notice.

- B. No sooner than thirty days after the date of the notice of costs, the council, in the regular course of business, shall hear and make a decision on the objections to the costs assessed.

C. If the costs of the abatement are not paid within thirty days from the date of the notice of costs, or, if an objection was filed, within ten days from the council determination, an assessment of the costs, as stated or as decided by the council shall be made by resolution and shall be entered in the docket of city liens. When the entry is made, it shall constitute a lien on the property from which the nuisance was removed or abated.

D. The lien shall bear interest at the legal rate recognized by law at the time of assessment. The interest shall begin to run from the date of entry of the lien in the lien docket.

E. Collection of the lien shall be in accordance with ORS 223.510 through 223.595. (Ord. 792 § 9, 1986)

15.16.100 Summary abatement.

The procedures of this chapter need not be followed if the condition of a building is unmistakably dangerous and imminently endangers life or property. In

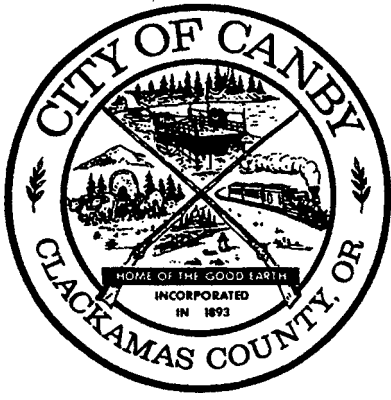
this instance, the chief of the fire department, the Fire Marshal, the chief of police, or any other city official authorized by the city council may summarily abate the nuisance. (Ord. 792 § 10, 1986)

15.16.110 Errors in procedure.

Failure to conform to the requirements of this chapter that does not substantially and adversely affect the legal right of a person does not invalidate a proceeding under this chapter. (Ord. 792 § 11, 1986)

15.16.120 Penalty.

A person who owns a dangerous building and who allows the building to remain dangerous past the time established in the notice described in Section 15.16.070 of this chapter may be fined not more than five hundred dollars. Each subsequent day that the violation continues shall be considered a separate offense. (Ord. 792 § 12, 1986)



City of Canby

General Administration Office

April 22, 2010

Andres Escobar
8600 S. Highway 211
Canby, OR 97013

Regular & Certified Mail
7005 1160 0004 9093 3293

Re: Dangerous Building at 138 S. Knott Street, Canby, OR 97013

Dear Mr. Escobar:

Enclosed with this letter is a copy of the Dangerous Building Abatement Notice. A hearing has been scheduled for Wednesday, May 19, 2010 at 7:30 p.m. This hearing will be conducted in the City Council Chambers located at 155 NW 2nd Avenue, Canby, OR.

If you have any questions regarding the hearing process for the abatement of a dangerous building, please contact City Attorney John Kelley. He can be reached at 503-266-4021 extension 254.

Sincerely,

Kimberly Scheafer, CMC
City Recorder

Enclosure

cc: John Kelley, City Attorney
Kari Inness, Code Enforcement Officer
Todd Gary, Deputy Fire Marshall
Robert Godon, Building Official
Bryan Brown, Planning Director

City of Canby

Dangerous Building

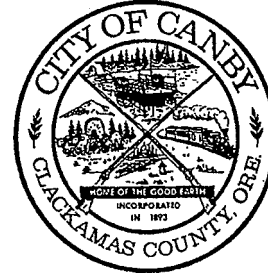
Abatement Notice

Date of Posting: April 22, 2010
Street Address of Property: 138 S Knott, Canby, Oregon 97013
Property Owner: Andres Escobar
City Staff Contact: Kari Inness, Code Enforcement Officer

Code Section Violated	Description of Violation(s)
15.16.060	The Canby Deputy Fire Marshall has determined that this building violates CMC Section 15.16.010(16) due to obsolescence, dilapidated condition, deterioration, damage, inadequate exits, lack of sufficient fire-resistive construction, faulty electric wiring, gas connections or heating apparatus, or other cause. The building has been determined by the Deputy Fire Marshal to be a fire hazard.

Notice is hereby given that a hearing will be held on Wednesday, May 19, 2010 on or about 7:30 pm in the Canby City Council Chambers located at 155 NW 2nd Avenue, Canby, Oregon. The purpose of this hearing is to determine whether a dangerous building exists in the City of Canby.

MEMORANDUM



TO: *Honorable Mayor Thompson and City Council*
FROM: *Robert L. Godon CBO, Building Official*
DATE: *April 13, 2010*
THROUGH: *Amanda Klock, Acting City Administrator*

Issue: Report of Dangerous Building at 138 S Knott St. Canby OR 97013, per Municipal Code section 15.16.030 Initial action, "When the city building official determines that a dangerous building exists in the city, the official shall report it to the council. The council shall, within a reasonable time, fix a time and place for a public hearing."

Recommendation: Staff is requesting that the City Council fix a time and place for a public hearing.

Background: The unoccupied building has an expired building permit to repair/replace the foundation from the Canby building department. The contractor removed the existing perimeter foundation and discovered extensive deterioration to the wood floor joists. The project stopped at that point. The wood structure has not been repaired and there is no longer any foundation, the structure being supported on temporary blocks. The building meets the definition of a dangerous building per municipal code sections 15.16.010; 4, 6, 7, 8d, 16 and 17. The fire marshal has determined that the building is unsafe per Section 110 of the Oregon Fire Code.

Attached: Fire Marshal letter of 1/20/2010



Canby Fire District

221 S. Pine Street
Canby, OR 97013
Bus. 503-266-5851 Fax 503-266-1320

01-20-2010

138 S Knott,
Canby, Or 97013

The above address is a unsafe building under the 2007 Oregon Fire Code Chapter 1, section 110, sub section 110.1, 110.1.1, and 110.1.2 at this time Canby Fire District is not going to do any interior firefighting and will only be using defensive tactics to manage hostile fires at this address. At the request of the home owner and the building official Canby Fire will reevaluate our tactics.

Todd Gary

Deputy Fire Marshal
Canby Fire District
tgary@canbyfire.org
Office: 503-266-5851
Cell: 971-563-7359
Pager: 503-441-8349

ORS 476.990, 479.990 and 480.990 are not a part of this code but are reproduced or paraphrased here for the reader's convenience.

ORS 479.990 define the penalties for failure, neglect or refusal to comply with the provisions of this code.

ORS 476.990 and 480.990 define additional penalties for failure to comply with specific Oregon Revised Statutes.

109.3.2 Abatement of violation. In addition to the imposition of the penalties herein described, the fire code official is authorized to institute appropriate action to prevent unlawful construction or to restrain, correct or abate a violation; or to prevent illegal occupancy of a structure or premises; or to stop an illegal act, conduct of business or occupancy of a structure on or about any premises.

SECTION 110 UNSAFE BUILDINGS

110.1 General. If during the inspection of a premises, a building or structure or any building system, in whole or in part, constitutes a clear and inimical threat to human life, safety or health, the fire code official shall issue such notice or orders to remove or remedy the conditions as shall be deemed necessary in accordance with this section and shall refer the building to the building department for any repairs, alterations, remodeling, removing or demolition required.

110.1.1 Unsafe conditions. Structures or existing equipment that are or hereafter become unsafe or deficient because of inadequate means of egress or which constitute a fire hazard, or are otherwise dangerous to human life or the public welfare, or which involve illegal or improper occupancy or inadequate maintenance, shall be deemed an unsafe condition. A vacant structure which is not secured against unauthorized entry as required by Section 311 shall be deemed unsafe. Actions to correct hazards and other deficiencies shall be according to ORS 479.160, 479.170 and 479.195. See the procedures specified in OAR 837-041-0050.

ORS 479.160, 479.170, 479.195 and OAR 837-041-0050 are not a part of this code but are reproduced or paraphrased here for the reader's convenience.

ORS 479.160 defines the provisions for granting a permit for continued use or occupancy of existing nonconforming buildings.

ORS 479.170 provides authority to the State Fire Marshal or deputies to order repair or removal of materials from buildings or premises.

ORS 479.195 provides authority to the State Fire Marshal or deputies to close buildings when the occupant load is exceeded.

OAR 837-041-0050 defines the rules for the abatement, repair or discontinuance of use or occupancy of unsafe buildings and specifies the parameters that are used to determine the degree of fire and life hazard.

110.1.2 Structural hazards. When an apparent structural hazard is caused by the faulty installation, operation or malfunction of any of the items or devices governed by this code, the fire code official shall immediately notify the building code official in accordance with Section 110.1.

110.2 Evacuation. The fire code official or the fire department official in charge of an incident shall be authorized to order the immediate evacuation of any occupied building deemed unsafe when such building has hazardous conditions that present imminent danger to building occupants. Persons so notified shall immediately leave the structure or premises and shall not enter or re-enter until authorized to do so by the fire code official or the fire department official in charge of the incident.

110.3 Summary abatement. Where conditions exist that are deemed hazardous to life and property, the fire code official or fire department official in charge of the incident is authorized to abate summarily such hazardous conditions that are in violation of this code.

110.4 Abatement. The owner, operator, or occupant of a building or premises deemed unsafe by the fire code official shall abate or cause to be abated or corrected such unsafe conditions either by repair, rehabilitation, demolition or other approved corrective action.

SECTION 111 STOP WORK ORDER

111.1 (Not adopted) Order. *Whenever the fire code official finds any work regulated by this code being performed in a manner contrary to the provisions of this code or in a dangerous or unsafe manner, the fire code official is authorized to issue a stop work order.*

111.1.1 Order. Stop orders shall be administered through the provisions of ORS 479.170.

ORS 479.170 is not a part of this code but is reproduced or paraphrased here for the reader's convenience.

ORS 479.170 provides the State Fire Marshal and Deputy State Fire Marshal authority to order the repair or removal of hazards and the ability to close the building or premises if compliance is not made in accordance with the order.

111.2 (Not adopted) Issuance. *A stop work order shall be in writing and shall be given to the owner of the property, or to the owner's agent, or to the person doing the work. Upon issuance of a stop work order, the cited work shall immediately cease. The stop work order shall state the reason for the order, and the conditions under which the cited work is authorized to resume.*

111.3 (Not adopted) Emergencies. *Where an emergency exists, the fire code official shall not be required to give a written notice prior to stopping the work.*

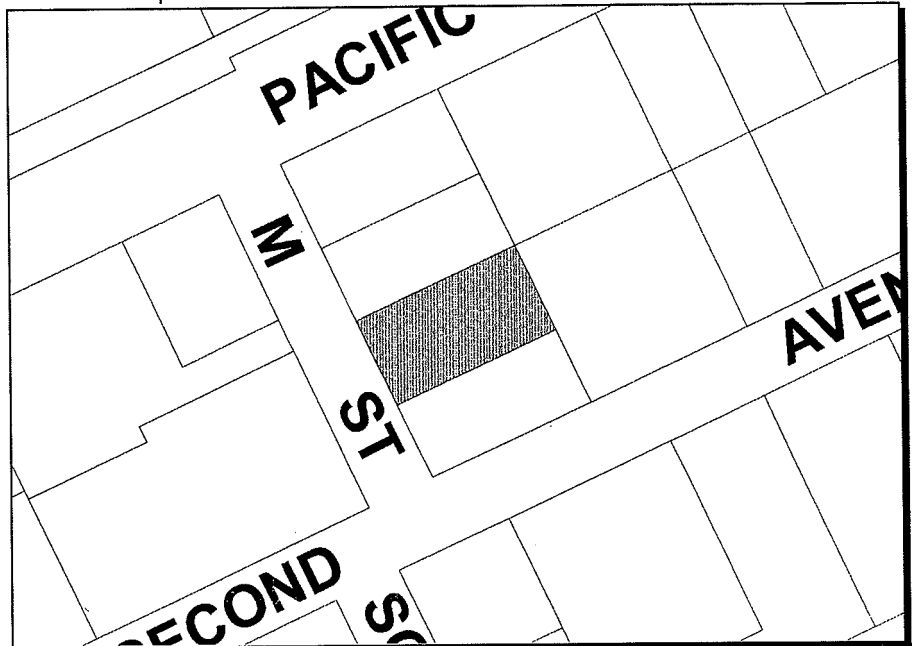
111.4 (Not adopted) Failure to comply. *Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable to a fine of not less than [AMOUNT] dollars or more than [AMOUNT] dollars.*



Geographic Information Systems
121 Library Court
Oregon City, OR 97045

Property Report

Location Map:



ESCOBAR ANDRES
138 S KNOTT ST
CANBY , OR 97013

Site Address: **138 S KNOTT ST**
Taxlot Number: **31E33DC01900**

Land Value: **95252**
Building Value: **55150**
Total Value: **150402**

Acreage:
Year Built: **1920**
Sale Date: **06-05-2008**
Sale Amount: **100000**
Sale Type: **S**

Land Class:
Residential land improved

Building Class:
Single family res, class 2

Neighborhood:
City of Canby 100, 101

Taxcode Districts: **086042**

Site Characteristics:

UGB: **In**
Flood Zone: **No**

Zoning Designation(s):

Zone	Overlay	Acreage
C2		0.12

Fire	Canby Fire Dist #62
Park	Canby Area Parks and Recreation
School	SCH 86 CANBY
Sewer	Unknown
Water	Unknown
Cable	City
CPO	City
Hauler	Canby Disposal
Jurisdiction	Canby

This map and all other information have been compiled for preliminary and/or general purposes only. This information is not intended to be complete for purposes of determining land use restrictions, zoning, title, parcel size, or suitability of any property for a specific use. Users are cautioned to field verify all information before making decisions.

Printed at 12:36 PM on 3/26/2009

1/27/2010 2:57:44 PM

Address Detail

CPD45882

[Show Photo](#)[Back](#)**Grid: CA3**

138 S KNOTT ST CANBY

Owners/Occupants

ESCOBAR, ANDRES


Assessor/Owner No: 00795937

Incident History

CCOM 0355	911 Call	ORDINANCE VIOLATION	01/26/2010 13:29
CCOM 0087	911 Call	PREMISE CHECK	01/15/2010 04:12
CPD 2009-003041	Crime Rpt	CRIMINAL MISCHIEF II	12/28/2009 20:00
CCOM 0305	911 Call	SUSPICIOUS CIRCUMSTANC	12/28/2009 12:22
CCOM 0433	911 Call	CRIMINAL MISCHIEF	03/24/2009 15:57
CCOM 0290	911 Call	CRIMINAL MISCHIEF	03/24/2009 13:04
CCOM 0407	911 Call	PREMISE CHECK	06/30/2008 14:37
CCOM 0166	911 Call	FOLLOW-UP CONTACT	06/30/2008 09:24
CCOM 0186	911 Call	ORDINANCE VIOLATION	06/17/2008 09:18
CCOM 0629	911 Call	BURGLARY, RESIDENTIAL	08/02/2006 19:48
CPD 2006-002138	Crime Rpt	BURGLARY I	08/01/2006 17:00
CCOM 0508	911 Call	BURGLARY, RESIDENTIAL	10/19/2005 18:07
CPD 2005-003059	Crime Rpt	CRIMINAL TRESPASS I	10/19/2005 18:00
CCOM 0019	911 Call	SUSPICIOUS PERSON	07/04/2005 00:13
CCSO 2004-002858	Custody/Subj	CONTRERASESPINOSA JOSE M	01/25/2004 01:25
CPD 2004-000197	Custody/Subj	CONTRERASESPINOSA JOSE M	01/25/2004 01:25
CPD 2004-000197	Vehicle/Driver	CONTRERAS ESPINOSA JOSE	01/25/2004 01:01
CPD 2004-046889	Traffic/Subj	CONTRERAS ESPINOSA JOSE	01/25/2004 01:01
CPD 2004-046890	Traffic/Subj	CONTRERAS ESPINOSA JOSE	01/25/2004 01:01
CCSO 2003-037028	Vehicle/Owner	CONTRERASESPINOSA JOSE M	10/15/2003 13:34
CCSO 2003-027845	Custody/Subj	COTTON SUSAN LEE	08/07/2003 05:15
CCOM 0676	911 Call	WARRANT SERVICE	08/06/2003 22:39
CPD 2003-002226	Special/Subj		08/04/2003 16:16
CCOM 0371	911 Call	WARRANT SERVICE	08/04/2003 13:17
CCSO 0000055554	Warrant	COTTON, SUSAN LEE DOB: 6/08/54	07/31/2003 12:00
CCSO 2003-011545	Custody/Subj	COTTON SUSAN LEE	04/03/2003 23:51
CPD 2003-000946	Custody/Subj	COTTON SUSAN LEE	04/03/2003 23:51
CPD 2003-000946	Custody Rpt	CONTRERAS JOSE	04/03/2003 11:38
CCOM 0054	911 Call	F/A, ALL OTHER	11/07/2002 15:01
CCOM 0393	911 Call	INCOMPLETE 911 CALL	11/07/2002 14:54
CCOM 0419	911 Call	TRAFFIC COMPLAINT	07/28/2002 17:31
CCSO 2002-750892	FCR /Subj	CONTRERASESPINOSA JOSE M	04/28/2002 20:18
CPD 2002-000997	Vehicle/Owner	CONTRERASESPINOSA JOSE	04/25/2002 11:25
CPD 2000-003473	Crime Rpt	BURGLARY I	11/06/2000 09:00
CPD 2000-003473	Crime /Vict	CONTRERASESPINOSA AUGUSTINE	11/06/2000 09:00
CCOM 0160	911 Call	INCOMPLETE 911 CALL	11/20/1999 09:38
CCOM 0449	911 Call	CRIMINAL MISCHIEF	07/21/1999 14:39
CPD 1999-001910	Crime Rpt	ROBBERY I	07/21/1999 14:00
CPD 1999-001910	Crime /Vict	GUTIERREZ INEZ	07/21/1999 14:00
CCSO 1997-046663	Custody/Subj	GUTIERREZMATEO J FRANCISCO	11/23/1997 01:50
CCSO 1997-895859	Traffic/Subj	GUTIERREZMATEO J FRANCISCO	11/23/1997 01:35
CCSO 1993-031123	Custody/Subj	GUTIERREZ FRANCISCO MATEO	08/09/1993 08:41
OCPD 1992-008969	Traffic/Subj	VALLÉ GABRIEL CRUZ	05/25/1992 11:30

MAP NO: 31E33DC01900

Page Modified: 6/19/2009 9:40:56 AM

Support: Sign Off? 

Tiburon/CAD	EVENT HISTORY DETAIL:	C090830290	01-27-10
	CLACKAMAS COUNTY LAW ENFORCEMENT		15:00

INITIATE:	13:04:17 03/24/09	CALL NUMBER:	C0290
ENTRY:	13:04:17	CURRENT STATUS:	CLOSED
DISPATCH:	13:04:17	PRIMARY UNIT:	3B3
ON SCENE:	13:04:17	CASE NUMBER:	B10900690
CLEAR:	13:27:11	DISPOSITION:	R1

LOCATION: 138 S KNOTT ST,CAN (21 MP & SE 2ND AV)

DAREA:	PB		
DIST:	CAP	TYPE:	CRM CRIM MISCHIEF
GZONE:	CA3	PRIORITY:	4

MAP PAGE: 7193D

13:04:17	DD01 SITE	3B3:P ORIGIN:UNIT
13:04:17	DD01 PERSID	3B3 <28250>CHRISTMAN,STEPHEN
13:04:17	DD01 REPT-JUR	B10003919
13:04:22	DD01 ONS-OK	3B3
13:04:32	DD01 BACK-ONS	3B3 6B72
13:04:32	DD01 PERSID	6B72 <40670>INNESS, KARI
13:10:06	DD01 ONS-OK	6B72
13:19:03	M176 CLEAR	6B72 W8, GRAFFITI AND OTHER CRIM MISCH AT ABANDONED PROPERTY.
13:24:42	M179 MISC	3B3, HOUSE IS A PIT. GANG GRAFITTI ON OUTSIDE AND INSIDE. BROKEN GLASS ON OUTSIDE. INSIDE IS DANGEROUS. OPEN FLOORS, OLD WOOD, ITS PROMOTING CRIMINAL/GANG ACTIVITY. PLACE IS OPEN AND DANGEROUS
13:24:57	M179 REQCC	3B3 B10900690 assigned
13:26:47	M179 MISC	3B3, PHOTOGRAPH'S TAKEN
13:27:11	M179 CLEAR	3B3 R1 CASE:B10900690 entered
13:27:11	M179 CLOSE	

OPERATOR ASSIGNMENTS:

DD01	23152
M176	40670
M179	28250

Tiburon/CAD	EVENT HISTORY DETAIL: C090830433	01-27-10
	CLACKAMAS COUNTY LAW ENFORCEMENT	14:59

INITIATE:	15:57:18 03/24/09	CALL NUMBER:	C0433
ENTRY:	15:57:18	CURRENT STATUS:	CLOSED
DISPATCH:	15:57:18	PRIMARY UNIT:	6B11
ON SCENE:	15:57:18	JURISDICTION:	B1
CLEAR:	16:03:20	DISPOSITION:	R2

LOCATION: 138 S KNOTT ST,CAN (21 MP & SE 2ND AV)
DAREA: PB
DIST: CAP TYPE: CRM CRIM MISCHIEF
GZONE: CA3 PRIORITY: 4
PRIOR HISTORY
MAP PAGE: 7193D

15:57:18 DD02 SITE 6B11:SP ORIGIN:UNIT
15:57:18 DD02 PERSID 6B11 <42395>DICENZO, NATHAN V
15:57:18 DD02 PRIOR CRM TODAY C0290
15:57:18 DD02 REPT-JUR B10003929
15:57:22 DD02 ONS-OK 6B11, C4
16:02:36 M284 MISC 6B11, GANG
16:03:20 M284 CLEAR 6B11 R2
16:03:20 M284 CLOSE

OPERATOR ASSIGNMENTS: DD02 47948
M284 42395

Tiburon/CAD	EVENT HISTORY DETAIL:	C093620305	01-27-10
	CLACKAMAS COUNTY LAW ENFORCEMENT		14:59

INITIATE: 12:22:06 12/28/09 CALL NUMBER: C0305
ENTRY: 12:22:06 CURRENT STATUS: CLOSED
DISPATCH: 12:22:06 PRIMARY UNIT: 2B3
ON SCENE: 12:22:06 JURISDICTION: B1
CLEAR: 13:00:49 DISPOSITION: W1

LOCATION: 138 S KNOTT ST,CAN (21 MP & SE 2ND AV)

DAREA: PB
DIST: CAP TYPE: SSC SUSPICIOUS CIRC
GZONE: CA3 PRIORITY: 2
PRIOR HISTORY

MAP PAGE: 7193D

12:22:06 DD01 SITE 2B3:P ORIGIN:UNIT, FONE CONTACT
12:22:06 DD01 PERSID 2B3 <28250>CHRISTMAN,STEPHEN
12:22:06 DD01 PRIOR ASP TODAY C0219 (39 MORE)
12:22:06 DD01 REPT-JUR B10018634
12:22:07 DD01 ONS-OK 2B3
12:32:29 M285 CHGLOC 2B3 100 BLK SOUTH KNOTT, AN ABANDONED HOUSE
12:37:05 M285 ONSCENE 2B3
12:38:24 DD01 NEWLOC LOCATION:122 N HOLLY ST, CAN (1104 (CANBY PD))-->138 S
KNOTT ST, CAN (21 MP & SE 2ND AV) RD:CA1-->CA3,
ABANDONED HOME
12:38:24 DD01 MAP PAGE:7193D
12:51:39 DD01 BACK-ONS 2B3 2B7
12:51:39 DD01 PERSID 2B7 <37446>LARRISON,GREGORY
12:51:41 DD01 CONTACT 2B3 9
12:59:28 M291 INSRVICE 2B7
13:00:35 M285 MISC 2B3, APEARS NORMAL. SS WINDOW WAS OPEN AND YOU COULD
CLIMB IN AND PUSH PLYWOOD ASIDE OR GO UNDERNEATH HOUSE.
FIXED WINDOW SO IT WOULD BE HARD TO CLIMB IN. HOPEFULLY
IT WORKS. OTHER PARTS SECURED.
13:00:49 M285 CLEAR 2B3 W1
13:00:49 M285 CLOSE

OPERATOR ASSIGNMENTS: DD01 30412
M285 28250
M291 37446

Tiburon/CAD	EVENT HISTORY DETAIL:	CI00150087	01-27-10
	CLACKAMAS COUNTY LAW ENFORCEMENT		14:59

INITIATE: 04:12:01 01/15/10 CALL NUMBER: C0087
ENTRY: 04:12:01 CURRENT STATUS: CLOSED
DISPATCH: 04:12:01 PRIMARY UNIT: 5B17
ON SCENE: 04:12:01 JURISDICTION: B1
CLEAR: 04:15:39 DISPOSITION: T2

LOCATION: 138 S KNOTT ST,CAN (21 MP & SE 2ND AV)

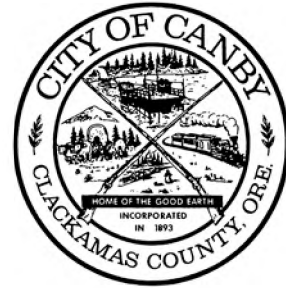
DAREA: PB
DIST: CAP TYPE: PRM PREMISE CHECK
GZONE: CA3 PRIORITY: 4
PRIOR HISTORY

MAP PAGE: 7193D

04:12:01 DD01 SITE 5B17:P ORIGIN:UNIT, ABAN HOUSE
04:12:01 DD01 PERSID 5B17 <20162>WARREN,TIMOTHY ALAN
04:12:01 DD01 PRIOR SSC 12/28/09 C0305
04:12:01 DD01 REPT-JUR B10000801
04:15:27 M297 MISC 5B17, SIGNS OF PEOPLE BEING INSIDE THE BACK CORNER
04:15:39 M297 CLEAR 5B17 T2
04:15:39 M297 CLOSE

OPERATOR ASSIGNMENTS: DD01 31689
M297 20162

MEMORANDUM



TO: *Honorable Mayor Thompson and City Council*
FROM: *Kim Scheafer, CMC, City Recorder*
DATE: *May 10, 2010*
THROUGH: *Greg Ellis, City Administrator*

Issue: Outdated Public Records Resolution

Synopsis: Currently Resolution 686 dictates how the City of Canby handles public records requests and the fees that are charged. The language in this resolution is outdated and needs to be updated to conform to new public records law. The old resolution also contains outdated fees which are now set forth in a master fee schedule instead of contained in the public records resolution.

Recommendation: Staff recommends Council adopt Resolution 1060.

Recommended motion: ***“I move to adopt Resolution 1060, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANBY, OREGON, ADOPTING REASONABLE MEASURES TO ENSURE THE INTEGRITY OF ITS RECORDS AND EFFECTIVENESS OF ITS OFFICE OPERATIONS AND REPEALING RESOLUTION 686.”***

Attached: Resolution 1060

RESOLUTION NO. 1060

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANBY, OREGON, ADOPTING REASONABLE MEASURES TO ENSURE THE INTEGRITY OF ITS RECORDS AND EFFECTIVENESS OF ITS OFFICE OPERATIONS AND REPEALING RESOLUTION 686.

WHEREAS, according to ORS 192.420, every person has the right to inspect any nonexempt public record of the City of Canby subject to reasonable procedures; and

WHEREAS, the City of Canby recognizes and respects the public's right to public documents and the importance of maintaining orderly files to facilitate public access in an efficient and cost-effective manner; and

WHEREAS, the State Attorney General suggests that public bodies establish protective measures to maintain the integrity of public records or to prevent interference with the duties of the records custodians; and

WHEREAS, the State Attorney General recommends there be a process in which the public has an opportunity to comment on these measures;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Canby, Oregon, that:

Section 1: City Council Resolution 686 is repealed.

Section 2: The City shall provide proper and reasonable opportunities for inspection and examination of the records during usual business hours if such request does not interfere with the regular discharge of duties.

Section 3: All requests to inspect a public record shall be in writing when practicable with the date, name, address, and signature of the person making the request or sufficient e-mail metadata for the City to make an appropriate response.

Section 4: The request must contain, if known, a statement of sufficient specificity to determine the nature, content, and probable department in which the record is located.

Section 5: The City shall respond to a person who makes a written request for a public record as soon as practicable and without unreasonable delay. The response will acknowledge receipt of the request and include one of the following:

- a. A statement the City does not possess, or is not the custodian of the public record;
- b. A statement from the City that it needs clarification of the request;
- c. Copies of all requested public records for which the City does not claim an exemption from disclosure under ORS 192.410 to 192.505;

- d. A statement that the City is the custodian of at least some of the requested public records, the amount of time the City needs before the records will be available to the requestor, and a cost estimate for providing the records;
- e. A statement that the City is uncertain if it is in possession of the records and the amount of time the City needs to search for the records; or
- f. A statement that the public records are exempted from public disclosure under state and federal law.

Section 6: The City shall not create any new documents or customize any existing documents in response to a records request.

Section 7: If the public record is maintained in a machine readable or electronic form, the City shall provide a copy of the public record in the form requested, if available. If the public record is not available in the form requested, the City shall make the public records available in the form in which it is maintained.

Section 8: A person making a public record request may personally inspect the requested document during normal business hours. A City staff member shall be present while any original public records are being inspected to insure protection of the documents.

Section 9: Providing nonexempt public records is a governmental activity covered by the Americans with Disabilities Act (ADA). The City will provide an opportunity for individuals with disabilities to request an alternative form.

Section 10: A staff member must review the requested document to make certain the record does not contain any exempt information before releasing the public record for inspection. If a document does contain exempt information, a copy, in lieu of the original will be provided for inspection with the exempt portion redacted. The cost of having legal assistance to redact material can be included in the fee charged.

Section 11: Original public documents may not be taken out of the City's custody.

Section 12: City records shall be released only under the conditions that the records are public and not exempt from disclosure under ORS 192.410 – 192.505.

Section 13: Fees

- a. The City will establish a fee in its annual fee resolution that is reasonably calculated to reimburse the City for the actual cost of making public records available, including locating the requested records, reviewing the records to delete exempt material, supervising a person's inspection of original documents to protect the integrity of the records, summarizing, compiling, or tailoring a record, either in organization or media, to meet the person's request. A request that is extraordinary and would significantly disrupt

the regular discharge of duties will be charged whether copies are provided or not. The City may charge for search time even if it fails to locate any records responsive to the request or even if the records located are subsequently determined to be exempt from disclosure. Copies of documents provided by a routine file search will be charged at a copy rate established in the annual fee resolution.

- b. The City may include a fee established to reimburse for the costs of time spent by the city attorney in reviewing the public records, redacting materials from the public record into exempt and nonexempt records. The City fee may also include the cost of time spent by an attorney for the City in determining the application of the provisions of ORS 192.410 - 192.505.
- c. The City may not establish a fee greater than \$25 unless the requestor is provided with written notification of the estimated amount of the fee and the requestor confirms that he/she wants the City to proceed with making the records available.
- d. Prepayment shall be required if the amount of the request is greater than \$25. If the actual charges are less than the prepayment, any overpayment shall be promptly refunded.

Section 14: Fee Waivers or Reductions

- a. Copies of public records may be furnished without cost or at a substantial reduction if the City Recorder determines the waiver is in the public interest because making the record available primarily benefits the general public.
- b. The department head will review the waiver or reduction request while also considering the requestor's ability to pay and any financial hardship on the City that might arise from granting the waiver. A three-part analysis will be used to evaluate fee waiver or reduction requests to determine (a) whether a waiver or reduction is prohibited by law, (b) whether the waiver meets the public interest test because making the record available primarily benefits the general public, and (c) whether to grant a fee waiver or reduction.
- c. Copies of routine materials personal to a requestor will be furnished without charge except for police reports. Any non-routine materials requested will be charged at the fee set by City Council resolution.
- d. Copies of routine materials requested by any Canby elected official or appointed advisory board will be furnished without charge if the request relates to information needed to act in one's official capacity. Any other materials requested will be charged at the fee set by City Council resolution.
- e. Routine materials are defined as those items already regularly produced.
- f. A person who believes there has been an unreasonable denial of a fee waiver or fee reduction may petition the district attorney.

- g. The City shall annually review and make available to the public a written procedure for making public records requests that includes:
 - i. A person and address to which public record requests may be sent;
 - ii. The amounts of and the manner of calculating fees that the City of Canby charges for responding to requests for public records; and
 - iii. Any other information that will assist a person seeking public records of the City of Canby.

Section 14: The City will annually review and make available to the public a written procedure for making public records requests that includes:

- a. A person and address to which public records requests may be sent;
- b. The amounts and the manner of calculating fees that the City charges for responding to requests; and
- c. Any other information that will assist a person seeking public records of the City.

Section 15: This resolution shall take effect on May 19, 2010.

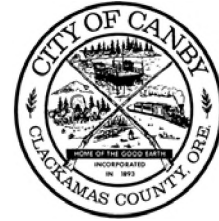
ADOPTED this 19th day of May 2010 by the Canby City Council.

Melody Thompson
Mayor

ATTEST:

Kimberly Scheafer, CMC
City Recorder

MEMORANDUM



To: Mayor Thompson and Canby City Council
From: Amanda Klock, Human Resource Director
Date: May 7, 2010
Through: Greg Ellis, City Administrator
Re: Resolution No. 1061

Background Summary

The Agreement between the City of Canby (City) and AFSCME Council 75, Local 350-6 (Union) expires on June 30, 2010. The City and Union have agreed to extend the current contract agreement in lieu of opening up negotiations and bargaining a new contract. A Letter of Agreement was drafted to reflect the one year extension through June 30, 2011.

Recommendation

Staff recommends that the Council approve Resolution 1061, ratifying and approving the one year contract extension between the City and Union.

Attached

Resolution No. 1061
Letter of Agreement

RESOLUTION NO. 1061

A RESOLUTION TO RATIFY THE CONTRACT EXTENSION BETWEEN THE CITY OF CANBY (CITY) AND THE LOCAL 350-6 AFSCME COUNCIL 75 AFL-CIO (UNION) FOR THE PERIOD FROM JULY 1, 2010 THROUGH JUNE 30, 2011.

WHEREAS, the City has recognized the Union as the sole collective bargaining agent for the City's regular full-time and part-time employees, excluding supervisory and confidential employees and employees of the police bargaining unit pursuant to Oregon law, and

WHEREAS, the collective bargaining agreement between the City and Union expires on June 30, 2010, and

WHEREAS, the City and Union have agreed to extend the terms and conditions of the current contract agreement by a Letter of Agreement, and now therefore,

IT IS HEREBY RESOLVED by the City of Canby Council as follows:

1. The attached Letter of Agreement marked as Exhibit "A" between the City and Union for the period of July 1, 2010 through June 30, 2011 is approved for adoption.
2. The City Administrator is directed to take the necessary action to implement the terms of the said contract.
3. The Mayor and City Administrator are authorized to sign the contract on behalf of the City.

This resolution shall take effect on July 1, 2010.

ADOPTED this 19th day of May, 2010, by the Canby City Council.

Melody Thompson - Mayor

ATTEST:

Kimberly Scheafer, CMC
City Recorder

**LETTER OF AGREEMENT
City of Canby / AFSCME Local 350-6
One Year Contract Extension**

Effective July 1, 2010

ARTICLE 21 – WAGES

~~21.1 Effective July 1, 2007, compensation for all employees shall be pursuant to the salary schedule attached as Attachment A.~~

Effective July 1, ~~2008~~2010, increase the wage scale across the board (by applying a percentage increase to the first step and maintaining 5% between steps 1-5 and 3% between steps 6-7) by a percentage equal to the CPI-U, Portland-Salem for the twelve (12) months ending December 31, ~~2007-2009~~ (minimum 2% - maximum 5%).

~~Effective July 1, 2009, increase the wage scale across the board (by applying a percentage increase to the first step and maintaining 5% between steps 1-5 and 3% between steps 6-7) by a percentage equal to the CPI-U, Portland-Salem for the twelve (12) months ending December 31, 2008 (minimum 2% - maximum 5%).~~

Increases in wages by incremented steps in Attachment A shall be based on the performance of the employee in meeting the standards established for the employee's job classification. The standards shall be objective and quantifiable, and they shall measure the performance of the essential job functions. The written standards shall be reviewed with each employee during the evaluation procedure set forth at Article 29 of this Agreement.

21.2 Bilingual Premium. Any employee whose job requires fluency in Spanish shall receive, in addition to his/her regular pay, a five percent (5%) premium.

ARTICLE 23 – HEALTH AND WELFARE

23.1 The City will provide group medical/drug, vision, and dental/ortho insurance coverage for full time employees and their dependents.

~~Effective August 1, 2007, the City will pay 90% of the medical/drug premium costs and 100% of the vision and dental/orthodontia premium costs of the health plan in place for each tier of coverage. Any premium costs not covered by the City shall be paid by the enrolled employee through automatic payroll deduction.~~

Effective August 1, ~~2008~~2010, the City will pay 90% of the premium costs of the group plan [Option 1] in place for each tier of coverage. The group health plan includes medical/drug, vision and dental/orthodontia coverage. Employees electing alternative plan options made available by the City may apply these contribution amounts towards such coverage and are responsible for any remaining premium costs. Any premium costs not covered by the City shall be paid by the enrolled employee through automatic payroll deduction.

Exhibit "A"

The group insurance coverage provided above will be subject to annual review and recommendations by an insurance Benefits Advisory Committee consisting of an equal number of represented AFSCME members, Canby Police Association members, and management committee members.

23.2 Benefits for part-time employees will be calculated based upon the budgeted full-time equivalence (FTE) of the position using the chart below.

<u>Equivalent FTE</u>	<u>Prorated Benefits</u>
1.0 to .90 FTE (36-40 hours/week)	100% of the benefit as described in Section 23.1
.89 to .66 FTE (26-35 hours/week)	75% of the benefit as described in Section 23.1
.65 to .50 FTE (20-25 hours/week)	50% of the benefit as described in Section 23.1

23.3 The City shall provide life insurance in the amount of one and one half (1.5) times the employee's annual salary for every regular full and part-time employee.

23.4 The City shall provide long term disability insurance for every regular full and part-time employee.

ARTICLE 38 – TERMINATION OF AGREEMENT

38.1 This Agreement shall become effective July 1, ~~2007-2010~~ and shall remain in full force and effect through June 30, ~~2010-2011~~, except that the provisions of Article 23 of this Agreement regarding the insurance plan and/or plan design during the final year of this Agreement may be reopened by either party without the consent of the other upon written notice delivered no later than February 1, ~~2009-2010~~. The parties agree that should negotiations for a subsequent agreement extend beyond June 30, ~~2010-2011~~, in addition to the provisions of this Agreement which automatically remain in force, Article 2-Employee Rights/Security and Article 26-Grievance Procedure shall remain in full force and effect up to the date on which the City would otherwise have the right to implement a full and final offer or the signing of a subsequent Agreement, whichever comes first.

38.2 This Agreement shall be automatically renewed on July 1, ~~2010-2011~~ and each year thereafter unless either party notifies the other in writing not later than March 1, ~~2010-2011~~ that it desires to modify this Agreement. In the event notice to modify is given, negotiations shall begin not later than April 1, ~~2010-2011~~.

This AGREEMENT is hereby executed this 20 day of April, 2010.

FOR THE CITY:

FOR THE UNION:

BY:

BY:

Greg Ellis
City of Canby Administrator

Stacy Chamberlain
AFSCME Local 350-6

ORDINANCE NO. 1327

AN ORDINANCE AMENDING CANBY MUNICIPAL CODE (CMC) CHAPTERS 3.20.070 AND 4.12.030 BY REMOVING AMOUNTS FOR FEES AND SETTING THEM BY RESOLUTION; AMENDING SECTION 5.04.210 BY REQUIRING A FEE FOR THE TRANSFER OR ASSIGNMENT OF BUSINESS LICENSE; AMENDING SECTION 5.16.030 BY REMOVING AMOUNTS FOR FEES AND SETTING THEM BY RESOLUTION; ADDING SECTION 6.04.060 REQUIRING A SPECIAL ANIMAL PERMIT FEE; AMENDING CHAPTERS 6.08.070, 8.20.040, AND 8.20.070 BY REMOVING AMOUNTS FOR FEES AND SETTING THEM BY RESOLUTION; ADDING SECTION 8.20.105 SETTING FEES BY RESOLUTION; AND AMENDING CHAPTERS 9.08.030, 10.04.090, 10.04.095, 10.12.010, 10.12.020, AND 15.08.060 BY REMOVING AMOUNTS FOR FEES AND SETTING THEM BY RESOLUTION; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Canby Municipal Code has provided for specific fees for charges to be set or amended by ordinance; and

WHEREAS, it is the desire of the City Council to set all future fees by resolution; now therefore

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. Section 3.20.070 of the CMC shall be amended to read as follows:

§ 3.20.070 RATE.

A. An excise tax is imposed on every person who engages in the construction or installation of any improvement, including manufactured dwellings located within the corporate city limits. ~~The tax shall be at the following rates:~~ These rates shall be set by resolution

<i>Square Footage of Improvement</i>	<i>Tax Rate</i>
The first 1,000 sq. ft.	\$.25/sq. ft.
The next 500 sq. ft.	\$.50/sq. ft.
The next 500 sq. ft.	\$.75/sq. ft.
Anything above 2,000 sq. ft.	\$1.00/sq. ft.

2ND READING

Section 2. Section 4.12.030 of the CMC shall be amended to read as follows:

§ 4.12.030 RECEIPT OF APPLICATION.

The Council will receive applications, accompanied by an application fee ~~of \$150 or other amount~~ that the Council may, from time to time, set by resolution, for advance financed public improvements, and submit the applications to the Public Works Department. The fee will be applied against the cost of administrative analysis of the proposed advance financed public improvements for the cost of notifying the property owners, and for recording cost and the like. When the city or other public entity is the developer, the Council shall, by motion, direct the City Administrator to submit the application to the Public Works Department without fee. Applications for advance financed public improvements are expected to be submitted and approved prior to start of work; however, applications will be accepted for a period of 6 months after start of work for the public improvement.

Section 3. Section 5.04.210 of the CMC shall be amended to read as follows:

§ 5.04.210 TRANSFER OR ASSIGNMENT OF LICENSE.

~~No transfer of assignment of any license issued under this chapter shall be valid or permitted, except that whenever any person sells or transfers in whole a business for which the license has been paid, then the vendee thereof shall not be required to pay any additional license thereon for the balance of the license year.~~

If any person licensed to do business within the City shall sell or transfer such business to another, the license for such business shall be transferred to such other person upon application being made and payment of a license transfer fee. The anniversary date of the business shall then be changed to the date of the new application. The license fee for this transfer or assignment shall be set forth by resolution.

Section 4. Section 5.16.030 of the CMC shall be amended to read as follows:

§ 5.16.030 LICENSE APPLICATION.

A. Any person or business, requesting a city recommendation to the Commission on a liquor license application shall make application upon suitable forms, furnished by the city.

B. The application shall contain the following:

1. The type of license applied for and a description of the nature of the business for which the application is made;
2. The name of the applicant, with address; if the business is a partnership, the names and addresses of all partners; if the business is a corporation, the name and address of the home office, and the name and address of the designated agent in the state; if a foreign corporation, the name and address of the local agent or representative who will be in charge of the business in the city;
3. The address where the business will be located in the city;
4. The date of application;
5. Any other information the Council deems necessary for review;
6. A verification that the information submitted within the application is true and accurate;
7. The signature of the applicant or agent making the application; and
8. The application shall be accompanied by the appropriate fee. The fees shall be non-

refundable. These fees shall be set forth by resolution.

~~a. In the case of an original application, \$100;~~

~~b. For a change in ownership, change in location, or change in privilege application, \$75;~~

~~c. Except as provided in division 8.d. of this section, for renewal and temporary license applications, \$35; and~~

~~d. For special retail beer and special retail wine license applications or combined applications, \$35.~~

9. If the applicant for ~~an SRB special retail beer or SRW special retail wine or combination thereof~~ of a temporary sales license can demonstrate that it is organized and operating as a nonprofit organization, no application fee to the city shall be required.

Section 5. Section 6.04.060 of the CMC shall be amended to add as follows:

§ 6.04.060 SPECIAL PERMIT FEE.

The permit fee for the special animal permit shall be set forth by resolution.

Section 6. Section 6.08.070 of the CMC shall be amended to read as follows:

§ 6.08.070 IMPOUNDMENT REGULATIONS.

A. Whenever an animal or fowl is impounded under the authority of this chapter and the owner or keeper of the animal or fowl is known, he or she shall be given notice of the impounding by personal service or by mailing the notice to the owner's or keeper's last known address. The owner or keeper of the animal or fowl shall have 5 days from the date of notice to claim the animal or fowl and pay the redemption fee provided in this chapter. If he or she fails to claim the animal or fowl within that time and pay the fees provided in this chapter, the animal or fowl shall be disposed of as hereinafter provided.

B. Whenever an animal or fowl is impounded under the authority of this chapter and the owner or keeper thereof is unknown, a notice shall forthwith be posted in 3 public places in or about the city. The notice shall contain a general description of the impounded animal or fowl, showing breed, sex, color and markings, and shall designate the date on which the described animal or fowl shall be disposed of unless sooner claimed and redeemed. The date shall be not less than 5 days after impounding the animal or fowl. If no claim or redemption by the owner or keeper of the described animal or fowl is made within the time fixed by the notice, the animal or fowl shall be disposed of as provided in this chapter.

C. Any animals or fowl impounded for having injured a person shall not be released until after expiration of a 5-day period to allow an appropriate health check. Any animal or fowl impounded under authority of this chapter may not be released to the owner or keeper thereof until payment to the City Recorder or his or her authorized agent or to the County **Dog Services dog pound** (in cases of impounded dogs) ~~of the following a fees and/or charges a redemption fee of \$50~~ for administrative costs which may be changed from time to time by resolution of the City Council, plus the actual costs of boarding the animal or fowl.

D. If an impounded animal or fowl is not claimed by its owner or keeper within the time limits fixed in this section, it may be released to any person on payment to the City Recorder or his or her authorized agent or to the county dog pound (in case of impounded dogs) of the fees and charges fixed in division C. of this section.

E. If no claim or redemption by the owner or keeper of the described animal or fowl is made within the time fixed by the applicable notice, and if no person claims the impounded animal or fowl pursuant to division D. of this section, the animal or fowl shall be sold, given away or humanely killed at the expiration of that time.

Section 7. Section 8.20.040 of the CMC shall be amended to read as follows:

§ 8.20.040 ALARM USER'S PERMIT REQUIRED.

A. Every alarm user shall obtain an alarm user's permit for each system from the coordinator's office upon the effective date of the ordinance codified in this chapter or prior to use of an alarm system. Users of systems using different alarm capabilities shall obtain separate permits for each function. Application for an emergency assistance alarm user's permit and a ~~\$24~~ fee for each alarm shall be filed with the coordinator's office every ~~24~~ 12 months. Each permit shall bear the signature of the Chief of Police and be for a ~~2~~ 1-year period. The permit shall be physically upon the premises using the alarm system and shall be available for inspection by the Chief of Police or alarm coordinator.

B. If a residential alarm user is over the age of 65 and is the primary resident of the residence and if no business is conducted in the residence, a user's permit may be obtained from the coordinator's office according to division A. of this section without the payment of a fee.

C. A ~~\$25-charge fee~~ will be charged in addition to the fee provided in division A. of this section to a user who fails to obtain a permit within 15 days after the effective date of the ordinance codified in this chapter, or who is more than 15 days delinquent in renewing a permit.

D. An alarm user required by federal, state, county or municipal statute, regulation, rule or ordinance to install, maintain and operate an emergency assistance alarm system shall be subject to this chapter and may be issued a special alarm user's permit.

E. An alarm user which is a governmental political unit shall be subject to this chapter, but a permit shall be issued without payment of a fee.

Section 8. Section 8.20.070 of the CMC shall be amended to read as follows:

§ 8.20.070 FALSE ALARMS; FEE.

A. Special Alarm User's Permit (as defined in division D. of §8.20.040).

1. Special alarm permits shall not be subject to revocation due to false alarms; and
2. For each false alarm over 2 during each ensuing 12-month period after a permit is issued or renewed, upon written demand thereof by the Chief of Police or alarm coordinator, the holder of a special user's permit shall pay a fee. ~~of \$25 dollars.~~

B. Governmental Political Unit (as defined in division E. of §8.20.040).

1. Shall not be subject to revocation due to false alarms; and
2. For each false alarm over 2 during each ensuing 12-month period after a permit is issued or renewed, for each location, and upon written demand thereof by the Chief of Police or alarm coordinator, the holder of an alarm user's permit shall pay a fee. ~~of \$25 dollars.~~

C. All Other Alarm Permits. For each false alarm over 2 during each ensuing 12-month period after a permit is issued or renewed, for each location, and upon written demand thereof by the Chief of Police or alarm coordinator, the holder of an alarm users permit shall pay a fee. ~~of~~

~~\$25 dollars.~~

D. Effect on Term. The payment of any fee provided for in this section shall not be deemed to extend the term of the permit.

E. Nonpermit User's False Alarms.

1. Alarm requests from alarm centers, as defined in §8.20.030, shall be subject to false alarm fees.

2. For each false alarm request over 2 in a calendar year, for each location, and upon written demand thereof by the Chief of Police or alarm coordinator, the resident, tenant or owner shall pay a fee. ~~of \$25 dollars.~~

Section 9. Section 8.20.105 of the CMC shall be added to read as follows:

§ 8.20.105 FEES SET BY RESOLUTION

All fees established by the sections above shall be set forth by resolution.

Section 10. Section 9.08.030 of the CMC shall be amended to read as follows:

§ 9.08.030 FIREARM PURCHASER; BACKGROUND INSPECTION FEE.

A. Whenever the Police Department is requested by a firearm dealer to conduct a background check on a prospective firearm purchaser, the firearm dealer shall submit a ~~\$50~~ processing fee for each background check requested. The background check fee shall be paid by the firearm dealer and shall be used to defray Police Department expenses incurred in conducting the check. **This fee shall be set forth by resolution.**

B. Failure by the firearm dealer to submit the proper fee with each background inspection request is an unclassified misdemeanor punishable by a fine of not more than \$100 per violation.

Section 11. Section 10.04.090 of the CMC shall be amended to read as follows:

§ 10.04.090 BOOT INSTALLATION.

A. When a driver, owner or person in charge of a vehicle is cited for violation of §10.04.080, fails to respond to notice given as required above, and an order authorizing immobilization has been signed by the Municipal Judge, the parking officer or any police officer so designated shall:

1. Immobilize the vehicle temporarily until 11:00 a.m. of the following day by installing on or attaching to the vehicle a device designed to restrict the normal movement of the vehicle;

2. Conspicuously affix to the vehicle the written notice prescribed in division B. of this section; and

3. Unless release of the vehicle is arranged by 11:00 a.m. of the following day, remove the vehicle from the street or other public property as provided in §10.04.110 of this chapter.

B. The notice required by division A. of this section shall contain:

1. The name of the Municipal Judge ordering the temporary immobilization;

2. A description of the vehicle and its location;

3. A statement of the reason for the temporary immobilization of the vehicle, including a reference to the section of this chapter violated;
 4. Where to go and how to obtain release of the vehicle;
 5. The date and time when the city will have the vehicle towed and stored at the owner's expense, resulting in the sale of the vehicle to satisfy these expenses and unpaid bail and fines if the owner fails to redeem the vehicle; and
 6. The statement that attempting to remove the immobilization device or removing it, or attempting to remove or removing the vehicle before it is released as authorized by this chapter, is an offense.
- C. The parking restrictions of the city shall not apply to a vehicle that has been temporarily immobilized as provided in this section.
- D. There shall be assessed a charge ~~of \$75~~ for booting a vehicle in addition to any outstanding fines or other expenses assessed against the vehicle. **This fee shall be set forth by resolution.**

Section 12. Section 10.04.095 of the CMC shall be amended to read as follows:

§ 10.04.095 BOOT REMOVAL.

- A. No person other than an officer of the city may remove or attempt to remove a temporary immobilization device, or move or attempt to move the vehicle, before it is released by the Police Department or the Clerk of the Municipal Court in accordance with this section.
- B. A vehicle shall be released and the temporary immobilization device removed when the owner, operator or person in charge of the vehicle either:
1. a. Posts bail and pays all fines and bail for parking citations issued against the vehicle, its operator or owner; and
 - b. Pays the **\$50** booting charge.
 2. Presents clear and convincing information to any employee of the city designated by the Municipal Judge to receive the information, that the present owner of the vehicle did not own the immobilized vehicle at the time the parking citations were issued that established the violation of §10.04.080, or that the bail and fines for parking citations that establish the violation of §10.04.080 have been paid before the vehicle was temporarily immobilized.
- C. The city employee designated by the Municipal Judge as provided in division B. of this section may for good cause extend the time limit the temporary immobilization device is left attached to a vehicle before it is towed and stored, provided the owner, in writing, assumes all risk of damage to the vehicle while it remains immobilized. The extension of the time limit shall not exceed an additional 24 hours, excluding Sundays and holidays.
- D. In lieu of proceeding under divisions B. and C. of this section, the owner, operator or person in charge of the vehicle may request that the Municipal Judge rather than his or her designee conduct a hearing in regard to the relevant issues contained in divisions B. and C. hereof. The hearing shall be conducted in an informal manner and as promptly as the court's docket permits.

Section 13. Section 10.12.010 of the CMC shall be amended to read as follows:

§ 10.12.010 IMPOUNDED OF UNINSURED VEHICLES AUTHORIZED.

- A. A police officer who reasonably believes that a person is operating a motor vehicle on any

highway or premises open to the public without either of the following may, without prior notice, order the vehicle impounded until a person with right to possession of the vehicle complies with the conditions for release or the vehicle is ordered released by the tow hearings officer:

1. Being insured while driving the vehicle under a motor vehicle liability insurance policy that meets the requirements described under O.R.S. 806.080; or

2. The person or the owner of the vehicle providing the Department of Transportation with other satisfactory proof of compliance with the financial responsibility requirements of this state in violation of O.R.S. 806.010.

B. A vehicle impounded under this chapter shall be released to a person entitled to lawful possession upon proof of compliance with financial responsibility requirements for the vehicle, payment to the police agency of a fee ~~of \$100~~ and payment of any towing and storage charges. Proof shall be presented to the City Police Department, which shall authorize the person storing the vehicle to release it upon payment of the charges. **This fee shall be set forth by resolution.**

Section 14. Section 10.12.020 of the CMC shall be amended to read as follows:

§ 10.12.020 NOTICE AFTER REMOVAL.

A. If the City Police Department takes custody of a vehicle pursuant to this chapter, it shall provide, either personally or by certified mail within 48 hours of the removal, written notice with an explanation of procedures available for obtaining a hearing under §10.12.030 of this chapter to the owners of the vehicle and any lessors or security interest holders as shown in the records of the Department of Transportation. The notice shall state that the vehicle has been taken into custody and shall give the location of the vehicle and describe procedures for the release of the vehicle and for obtaining a hearing under §10.12.030 of this chapter. The 48-hour period under this section does not include holidays, Saturdays or Sundays.

B. Any notice given under this section after a vehicle is taken into custody and removed shall state all of the following:

1. That the City Police Department took the vehicle into custody and removed the vehicle and the statute, ordinance or rule under which the vehicle has been taken into custody and removed;

2. The location of the vehicle or the telephone number and address of the City Police Department that will provide the information;

3. That the vehicle is subject to towing and storage charges, the amount of charges that have accrued to the date of the notice and the daily storage charges;

4. That the vehicle and its contents are subject to a lien for payment of the towing and storage charges and that the vehicle and its contents will be sold to cover the charges if the charges are not paid by a date specified by the City Police Department;

5. That the owner, possessor or person having an interest in the vehicle and its contents is entitled to a prompt hearing to contest the validity of taking the vehicle into custody and removing it and to contest the reasonableness of the charges for towing and storage if a hearing is timely requested;

6. The time within which a hearing must be requested and the method for requesting a hearing; and

7. That the vehicle impounded under this chapter shall be released to a person entitled to lawful possession upon proof of compliance with financial responsibility requirements for the vehicle, payment to the police agency of a fee ~~of \$100~~ and payment of any outstanding towing

and storage charges. **This fee shall be set forth by resolution.**

Section 15. Section 15.08.060 of the CMC shall be amended to read as follows:

§ 15.08.060 INSTALLATION BY CITY.

If a property owner fails or neglects to properly install an assigned building number within the time required by this chapter, or to correct an improperly installed number, then after notice thereof is given, as provided in §15.08.050, the City Superintendent shall cause the number to be installed by city work force; and ~~a fee the sum of \$50~~ for the costs of the installation shall be added to the property owner's next ensuing utility bill, and shall be collected as a part of the bill.

This fee shall be set forth by resolution.

Section 16. Inasmuch as it is in the best interest of the citizens of Canby, Oregon, to remove these fees as soon as possible, an emergency is hereby declared to exist and this ordinance shall therefore take effect June 1, 2010 upon its enactment after final reading so it coincides with the adoption of a master fee schedule that will take effect June 1 also.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, May 5, 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, May 19, 2010, commencing at the hour of 7:30 P.M. in the Council Meeting Chambers located at 155 NW 2nd Avenue, Canby, Oregon.

Kimberly Scheafer, CMC
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 19th day May 2010, by the following vote:

YEAS _____

NAYS _____

Melody Thompson
Mayor

ATTEST:

Kimberly Scheafer, CMC
City Recorder



MEMORANDUM

TO: *Honorable Mayor Thompson and City Council*
FROM: *Bryan Brown, Planning Director*
THROUGH: *Greg Ellis, City Administrator*
DATE: *May 19, 2010*
RE: *TA 10-01: A CANBY MUNICIPAL CODE AMENDMENT, amending Chapter 16.06 of the Land Development & Planning Ordinance (Title 16) regarding appointment of Planning Commission members.*

SUMMARY:

This Title 16 Text Amendment was initiated by the City Council. In 2005 the Council adopted a *Policies and Operating Guidelines (POG)* document (*Res.No. 892*), which is a set of policies and operating guidelines intended to guide the City Council as it deliberates on public policy matters and conducts its business, including appointing Planning Commission members. When the Council updated the *POG* on July 01, 2009 (*Res.No. 1035*), the Council made no changes to the section regarding Planning Commission appointments; however, City staff did take note that the Planning Commission appointment guidelines include a directive for a Title 16 Text Amendment to update the Planning Commission appointment procedures detailed in Canby Municipal Code (CMC) 16.06.030.

CMC 16.06.030 currently sets forth that Planning Commission members are appointed by the City Council, and the proposed text amendment does not change that. What the text amendment does is elaborate on the details of how the City Council appoints members to the Planning Commission, and is basically a housekeeping amendment to insure that the Council's *POG* and the Zoning Code match:

Current code:

16.06.030 Appointment and removal.

Members of the Planning Commission shall be appointed by the City Council and may be removed by the City Council, after hearing, for misconduct or nonperformance of duty. Any vacancy shall be filled by the council for the unexpired term of the predecessor in the office.

Proposed code:

[Deleted text is illustrated in ~~strikeout font~~, while added text is illustrated in red underlined font.]

16.06.030 Appointment and removal.

Members of the Planning Commission shall be appointed by the City Council upon a recommendation of the Mayor, Council Liaison to the Planning Commission, and Planning Commission Chairperson. ~~and~~ Members of the Planning Commission may be removed by the City Council, after hearing, for misconduct or nonperformance of duty. Any vacancy shall be filled by the council for the unexpired term of the predecessor in the office.

APPROVAL CRITERIA:

A Title 16 text amendment is a legislative land use action. In judging whether or not Title 16 should be amended, the Planning Commission and City Council shall consider the following approval criteria:

- 16.88.160.D.1.* 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;
- 16.88.160.D.2.* A public need for the change;
- 16.88.160.D.3.* Whether the proposed change will serve the public need better than any other change which might be expected to be made;
- 16.88.160.D.4.* Whether the change will preserve and protect the health, safety and general welfare of the residents in the community; and
- 16.88.160.D.5.* Statewide planning goals.

RECOMMENDATION:

The Planning Commission held a public hearing on April 12, 2010, during which a staff report was presented by staff. No public comments were received; the Planning Commission closed the public hearing, and subsequently voted 7-0 to forward the attached recommendation of approval to City Council (*see Attachment A – Planning Commission Recommendation*).

Recommended Council Motion: *“I move that the City Council approve Text Amendment No. TA 10-01 as presented, based on the findings in the attached Planning Commission recommendation, and direct staff to present Council with an ordinance to codify this amendment.”*

ALTERNATIVES:

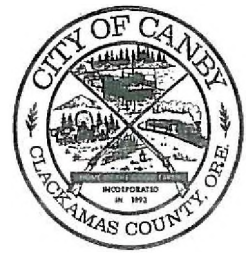
If the City Council wants to modify the proposed text amendment, or deny the proposed text amendment, the Council may approve a motion to either:

- hold a public hearing at the next City Council meeting concerning such changes, or
- remand the matter back to Planning Commission with guidance, so that the Commission can re-open the public hearing to discuss such changes.

Attachments:

- A. Planning Commission Recommendation

**BEFORE THE PLANNING COMMISSION
OF THE
CITY OF CANBY**



AN APPLICATION TO AMEND THE CANBY MUNICIPAL CODE, CHAPTER 16.06 OF THE LAND DEVELOPMENT AND PLANNING ORDINANCE, REGARDING APPOINTMENT OF PLANNING COMMISSION MEMBERS)))))))	FINDINGS, CONCLUSION & RECOMMENDATION TA 10-01 City of Canby
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NATURE OF APPLICATION

The Canby City Council initiated a text amendment application, for the purpose of changing Canby Municipal Code (CMC) Section 16.06.030, in order to bring the code into alignment with the City Council's *Policies and Operating Guidelines* document, which details that Planning Commission members be appointed by the City Council after receiving a recommendation from the Mayor, Council Liaison to the Planning Commission, and Planning Commission Chairperson.

PROPOSED TEXT AMENDMENT

Amend CMC Section 16.06.030 as follows:

[Deleted text is illustrated in ~~strikeout font~~, while added text is illustrated in red underlined font.]

16.06.030 Appointment and removal.

Members of the Planning Commission shall be appointed by the City Council upon a recommendation of the Mayor, Council Liaison to the Planning Commission, and Planning Commission Chairperson. and Members of the Planning Commission may be removed by the City Council, after hearing, for misconduct or nonperformance of duty. Any vacancy shall be filled by the council for the unexpired term of the predecessor in the office.

CRITERIA AND STANDARDS

In judging whether or not Title 16 of the Canby Municipal Code should be amended, the Planning Commission and City Council must consider:

- 16.88.160.D.1. 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; and
- 16.88.160.D.2. A public need for the change; and
- 16.88.160.D.3. Whether the proposed change will serve the public need better than any other

Findings, Conclusion and Final Order
TA 10-01
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change which might be expected to be made; and

16.88.160.D.4. Whether the change will preserve and protect the health, safety, and general welfare of the residents in the community; and

16.88.160.D.5. Statewide planning goals.

FINDINGS AND REASONS

The Planning Commission held a public hearing on April 12, 2010, during which the April 12, 2010, staff report was presented by staff. The Planning Commission considered the findings recommended in the April 12, 2010 staff report, and concluded that the text amendment meets all of the approval criteria, as reflected in the written Order below.

CONCLUSION

The Planning Commission concludes that:

- The proposed amendment complies with the Comprehensive Plan of the city, and the plans and policies of the county, state, and local districts, and will preserve functions and local aspects of land conservation and development.

Compliance with the Citizen Involvement Element of the Canby Comprehensive Plan: The Planning Commission acts as the city's official citizen involvement entity, hearing any and all comments, criticisms, and suggestions concerning city planning policies, procedures, or regulations as members of the public may wish to convey to the city. The City Council will continue to make Planning Commission appointments under the new proposed text amendment. Therefore, the type and level of citizen involvement in the land use review process is not affected by the proposed text amendment. Furthermore, citizen involvement has been encouraged and facilitated by the City in its review of this proposed text amendment, by providing notice of the public hearing in the newspaper, and by posting notice of the hearing at City Hall and the Canby Public Library. (*Criteria 16.88.160.D.1*)

- There is a public need for the change. The City Council currently appoints Planning Commission members after receiving a recommendation from the Mayor, Council Liaison, and Planning Commission Chair. The Zoning Code should more accurately describe the process that City Council uses to appoint Planning Commission members; and the proposed code amendment does describe the appointment process in better detail. (*Criteria 16.88.160.D.2*)
- The proposed change will serve the public need better than any other change which might be expected to be made. The easiest way to choose Planning Commission appointees from a list of applicants is to have a committee made up of the Mayor, Council Liaison to the Planning Commission, and Planning Commission Chairperson, review the applicants and then make a recommendation to the City Council. In this way, the City Council does not have to spend a great deal of Council meeting time reviewing applications. (*Criteria 16.88.160.D.3*)
- The proposed change will preserve and protect the health, safety, and general welfare of the residents in the community. The proposed amendment will not impact the role that the Planning Commission plays in the community, in preserving and protecting the health, safety, and general welfare of the residents of the community. (*Criteria 16.88.160.D.4*)

- The proposed amendment complies with applicable Statewide Planning Goals, which is specifically Goal #1 (Citizen Involvement). The proposed text amendment does not change the makeup of the Planning Commission, nor does it change the duties of the Planning Commission as the community's official citizen involvement entity.

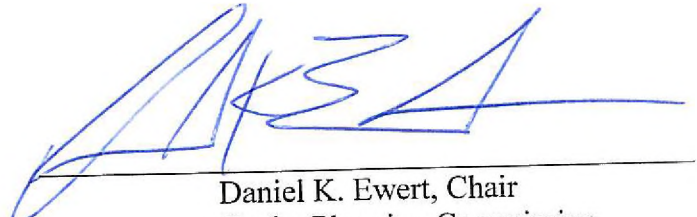
The remaining Statewide Planning Goals are found to be not particularly applicable to this proposed amendment. (*Criteria 16.88.160.D.5*)

ORDER

PLANNING COMMISSION HEREBY RECOMMENDS TO CITY COUNCIL that TA 10-01 be approved.

I CERTIFY THAT THIS ORDER recommending approval of **TA 10-01** was presented to and **APPROVED** by the Planning Commission of the City of Canby.

DATED this 12th day of April 2010.


Daniel K. Ewert, Chair
Canby Planning Commission
Melissa Hardy
Associate Planner

ATTEST:

ORAL DECISION – April 12, 2010

AYES: Ewert, Joyce, Kocher, Milne, Proctor, Slagle and Tessman

NOES: None

ABSTAIN: None

ABSENT: None

WRITTEN DECISION – April 12, 2010

AYES: Ewert, Joyce, Kocher, Milne, Proctor, Slagle and Tessman

NOES: None

ABSTAIN: None

ABSENT: None

Findings, Conclusion and Final Order
DR 09-01
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Management Team Meeting Minutes
May 3, 2010
2:00 PM
City Hall Conference Room

In Attendance: Greg Ellis, Darvin Tramel, Amanda Klock, Penny Hummel, Sue Engels, Julie Wehling, John Kelley, Jorge Tro, and Kim Scheafer.

Amanda Klock

- AFSCME agreed to a one year extension
- Will be on vacation May 10-14
- Kintech will be available to help with RFP for new phone system

Penny Hummel

- Working on a timeline for new library
- Friends of the Library submitted a grant proposal that would provide the technical assistance to establish a library foundation
- Summer reading program starts in June

Sue Engels

- Supplement budget will be presented at the June 2 City Council meeting
- Researching credit cards being issued to department directors and key purchasing personnel
- Budget document will be reprinted for the May 12 City Budget Committee meeting
- Health insurance premium savings will be put in the PERS reserve

Julie Wehling

- One of two new buses has arrived
- Transit Center remodel quotes are being accepted until May 12
- New hardware has been ordered for signed
- New transit computers and scheduling software should be up and running by the end of the fiscal year. Subcontractor workstations will be networked in.
- OHAS contract has a 7.2% increase in it. They want the drivers CPR and first aid training requirements removed
- Cynthia Thompson has decided not to continue her contract with the City in the next fiscal year.
- Joe Witt will be contacted with after hour transit bus mechanical emergencies

John Kelley

- Attended OCCA Conference last weekend

Jorge Tro

- ORPAT testing was held on May 1 for two police officer vacancies. Ninety-two people passed the test
- Working with Willamette Falls to have an unused Prescription Drug Turn In Day at Police Department in May. Date to be determined.
- Chamber of Commerce Golf Ball Drop proceeds will go to the Police Department for anti-graffiti program

Kim Scheafer

- Will be on vacation May 7
- Master Fee Schedule will be on May 19 City Council Agenda
- A separate resolution will need to be done for the sewer rate increase
- Need staff report from City Attorney for Dangerous Building Abatement Public Hearing scheduled for May 19

Darvin Tramel

- WWTP will be taking water quality samples for SB 737.
- Storm water master plan will cost between \$80,000-180,000. This needs to happen in the next three years or sooner.
- Currently writing a water quality management plan for storm water
- Sewer and storm water rates will be more clearly defined in the upcoming rate analysis
- Working on emergency call-out order for Public Works

Greg Ellis

- He and Penny will be meeting with Katie Schwab from Wedbush Morgan to get information on bonds
- Mike Doran from Skanska will be meeting with staff to talk about the bidding process on construction projects

Minutes taken by Kim Scheafer

Management Team Meeting Minutes
May 10, 2010
2:00 PM
City Hall Conference Room

In Attendance: Greg Ellis, Eric Laitinen, Darvin Tramel, Catherine Comer, Penny Hummel, Sue Engels, Julie Wehling, John Kelley, and Kim Scheafer.

Eric Laitinen

- Canby Gator Grinder Triathlon had 300 participants

Darvin Tramel

- Will be restriping downtown and school zone streets
- Looking at perpetual maintenance contract for 2nd Avenue and Cinema parking lot
- Knights Bridge Road paving should take place in June
- Jerry Nelzen is going out weekly with Curran McLeod to look at projects
- Final paving on Walnut Street is scheduled for the end of May
- Total project costs are estimated between \$600,000-\$700,000 for street treatment projects this year
- Looking into having fuel available at city shops for power tools and equipment

Catherine Comer

- Attended Main Street Conference and gained a lot of valuable information
- Moving forward on purchase of K & L Lighting Building. Anticipate moving in 3-4 months.
- Received two leads for the industrial park
- Hired landscaper for final landscaping of 2nd Avenue Cinema project
- Flower baskets will be installed at the end of the week
- Continuing to work on 10-year plan for Urban Renewal projects

Penny Hummel

- Interviewing for bilingual Library Assistant
- Oregon City Library will be closed June 12-20 so they can move to a temporary location which may cause some temporary changes in service
- Blue grass concert will be held at Library on Saturday

Sue Engels

- Supplemental budget will be on June 16 City Council Agenda
- City and Urban Renewal Budget Committee meetings will be held on May 12 so the budget can be approved and forwarded to the Council
- Looking at cash carryover status for each department
- Suzan Duffy will be on vacation May 14-25
- Certified letters have been sent to those people that have not paid their sewer/SMF bills stating they will be sent to collections

Julie Wehling

- New signs have been installed to help with the traffic flow near the Transit Office

Kim Scheafer

- Reviewed the upcoming Agendas for the May 19 Urban Renewal Agency and City Council Meetings
- Citywide staff meeting will be 8 a.m. on June 8 at the Canby Adult Center instead of the May 18
- Reminded staff about each department having a fuel card and that those checking out a vehicle may need to put fuel in it. If anyone needs training on how to fuel a City car please let Melissa or Lisa know.

Greg Ellis

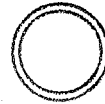
- Will speak with Canby Disposal about the possibility of having a central location for the annual clean-up day
- RFP was received regarding the Transportation Enhancement Act Program. He will talk with Catherine about it.
- John Kelley wrote a revocable permit for Willamette Valley Country Club so they can use the Logging road on a limited basis. They will notify the City one week in advance.

Minutes taken by Kim Scheafer

SELLWOOD BRIDGE

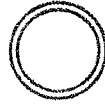
VEHICLE REGISTRATION FEE

("VRF")



MAY 2010

HOUSE BILL 2001



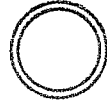
- Includes provision for specific Counties to enact VRF between 2010-2013
 - Funds dedicated to Sellwood Bridge
 - Not subject to 60 (County) /40 (City) split
 - Enables approval via ordinance
- Beginning July 2013 all Counties may enact VRF
 - Funding is not dedicated to Sellwood Bridge
 - Money collected subject to 60 (County) /40 (City) split

SELLWOOD BRIDGE: THE FACTS

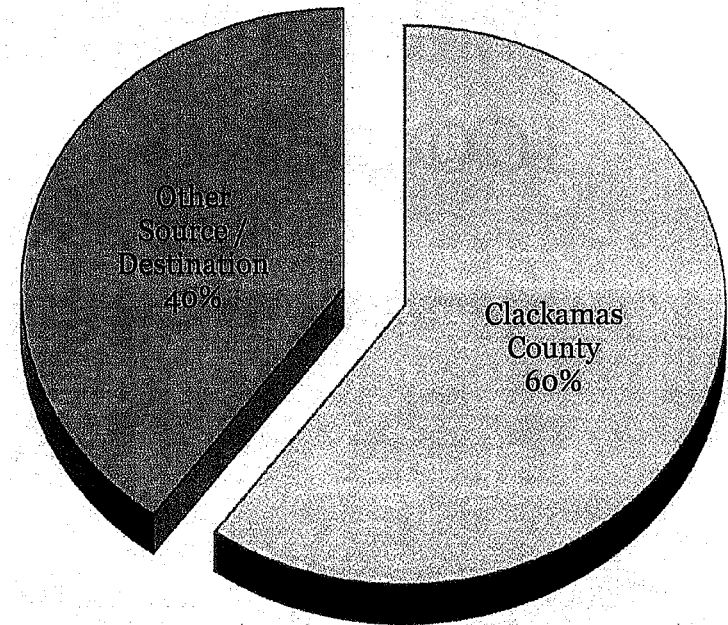


- Sellwood Bridge is 83 years old
 - Federal Sufficiency Rating = 2 out of 100 points
 - 10-ton weight limit
 - Buses and heavy trucks restricted
- Only Willamette River crossing in 12 mile stretch

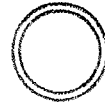
PRIMARY BRIDGE USERS?



- Currently 60% of users travel to/from Clackamas County
 - Commuting to jobs, shopping and entertainment
- Forecasts indicate this will increase to 70%



REPLACING THE BRIDGE



- Replacement is estimated to cost \$330 million
 - Cost includes west end interchange
 - Interchange construction may be future phase
- Design will conform to 500-year seismic standards
- Construction may start as early as 2012

FUNDING PARTNERS

- **Multnomah County**

- \$127 million (\$19 VRF)
- \$51 million (Federal funding)
- 54% Contribution

- **City of Portland**

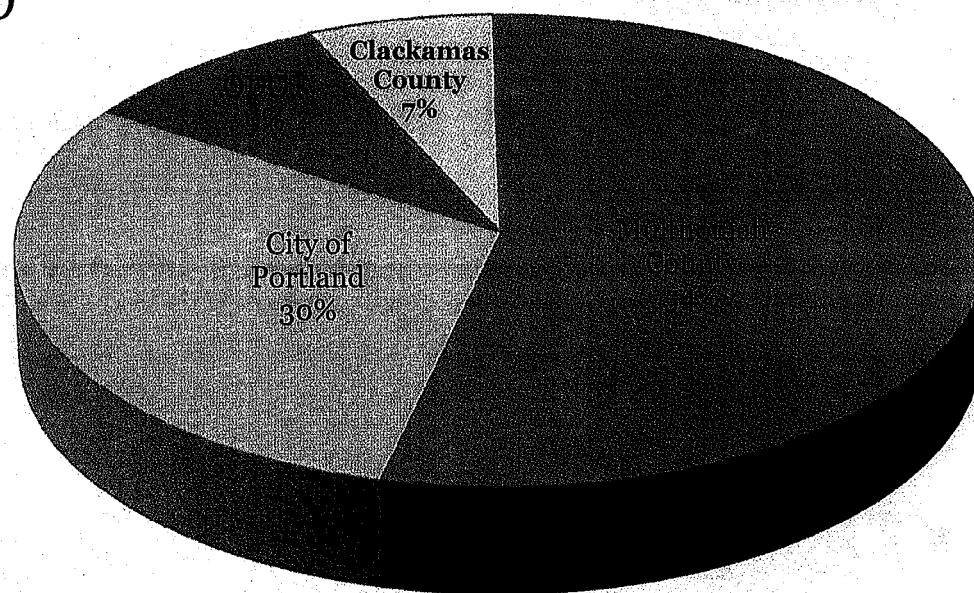
- \$100 million (Gas Tax)
- 30% Contribution

- **ODOT**

- \$30 million (Allocated)
- 9% Contribution

- **Clackamas County**

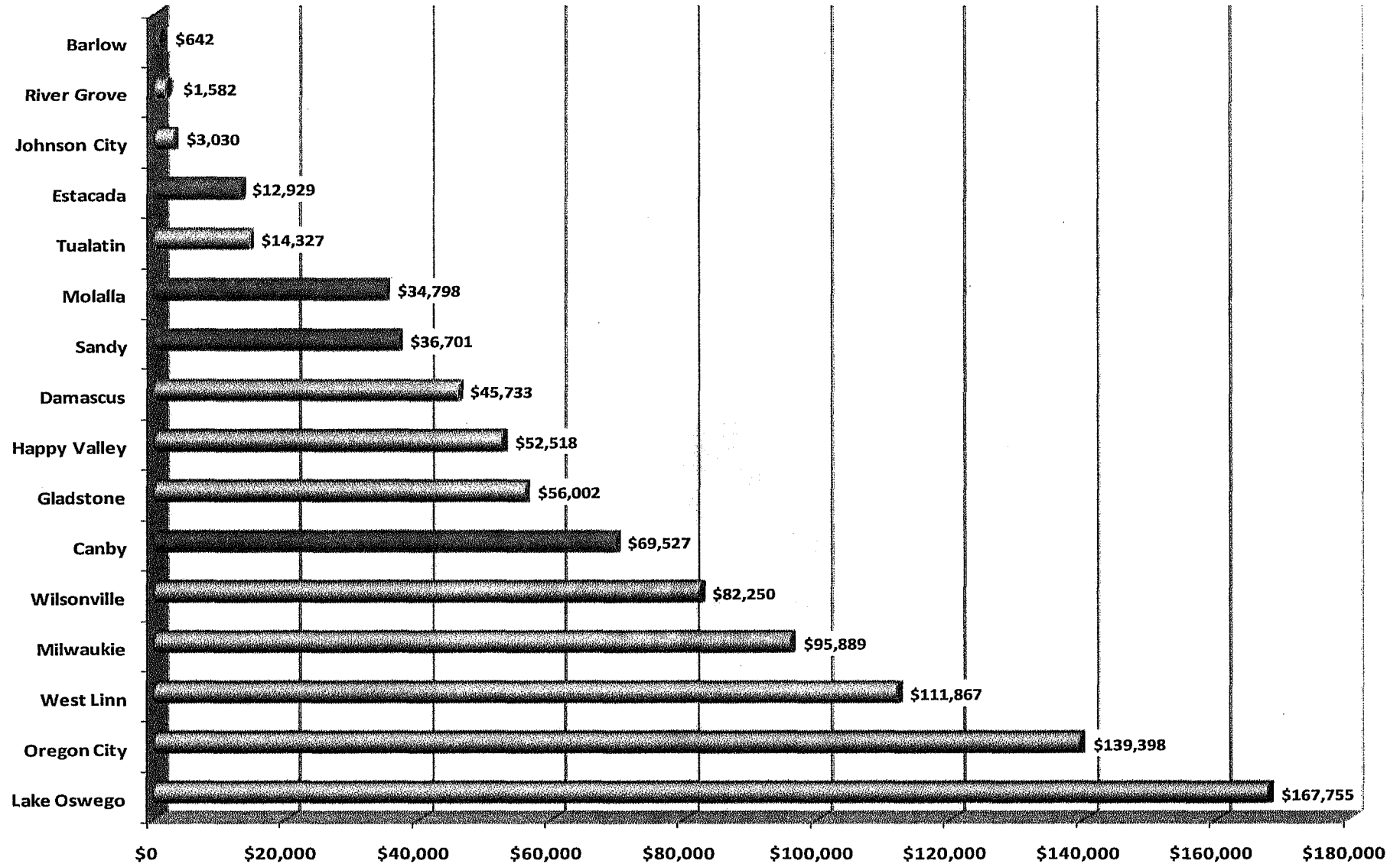
- \$22 million (\$5 VRF)
- 7% Contribution



TOTAL PROJECT COST = \$330 MILLION

\$5 VRF – ESTIMATED ANNUAL CITY CONTRIBUTION

(CALCULATED 100% BY POPULATION)



CITIES CLOSEST TO BRIDGE WILL CONTRIBUTE LARGEST SHARE.

SELLWOOD BRIDGE

VEHICLE REGISTRATION FEE

("VRF")



MAY 2010