

# AGENDA

## CANBY CITY COUNCIL REGULAR MEETING

January 20, 2010

7:30 PM

Council Chambers

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

*Mayor Melody Thompson*

*Council President Walt Daniels*

*Councilor Richard Ares*

*Councilor Robert Bitter*

*Councilor John Henri*

*Councilor Brian Hodson*

*Councilor Jason Padden*

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### WORK SESSION

6:00 P.M.

City Hall Conference Room

182 N Holly

This Work Session will be attended by the Mayor and City Council to discuss a conceptual biomass production facility.

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### CITY COUNCIL REGULAR MEETING

**1. CALL TO ORDER**

- A. Pledge of Allegiance and Moment of Silence
- B. Swearing In of New Police Chief

**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 January 6, 2010 City Council Work Session & Regular Meeting
- B. Appointments to Planning Commission

Pg. 1

**7. RESOLUTIONS & ORDINANCES**

- A. Ord. 1323, Amending Canby Municipal Code Section 16.04.255 In Order that Residential Infill Standards No Longer Apply to the R-2 Zoning District (2<sup>nd</sup> Reading) Pg. 3
- B. Ord. 1324, Authorizing Purchase of Two (2) Vehicles for Canby Area Transit from Emmett Koelsch Coaches, Inc. (2<sup>nd</sup> Reading) Pg. 5
- C. Ord. 1325, Authorizing Contract with R & G Excavating, Inc. in the Amount of \$2,250,704.00 for Improvements to the City's Wastewater Treatment Facility (2<sup>nd</sup> Reading) Pg. 7

**8. NEW BUSINESS**

- A. Presentation from Clackamas County on Potential Business Incentives Pg. 9

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

**10. CITIZEN INPUT**

**11. ACTION REVIEW**

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

**13. ADJOURN**

\*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Kim Scheafer at 503.266.4021 ext. 233. A copy of this Agenda can be found on the City's web page at [www.ci.canby.or.us](http://www.ci.canby.or.us). City Council and Planning Commission Meetings are broadcast live and can be viewed on OCTS Channel 5. For a schedule of the playback times, please call 503.263.6287.

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

RECEIVED

Date: Oct 21<sup>st</sup> 2009

OCT 22 2009

Name: John ProctorOccupation: Insurance Agent

CITY OF CANBY

Home Address: \_\_\_\_\_

97013Employer: Farmers InsurancePosition: Reserve Agent

Daytime Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

For which position are you applying? Planning Commission

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

Budget CommitteeExperience and educational background: B.A. History B.A. Political ScienceReason for your interest in this position: To forward my political career / gain  
experience

List any other City or County positions on which you serve or have served: \_\_\_\_\_

Budget Committee member

Information on any special membership requirements: \_\_\_\_\_

Referred by (if applicable): Joe Driggers

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: [Scheaferka@ci.canby.or.us](mailto:Scheaferka@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**

Date: December 29, 2009Name: Randy Tessman Occupation: Architect/Design Rep.

Home Address: \_\_\_\_\_

Employer: Benjamin Moore Position: Architectural Rep.

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

For which position are you applying? Planning Commission

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

My travel has curtailed much in the community  
for activities. With a new territory I will be  
involved with Parks, Committee

Experience and educational background: BA Portland State University,  
Planning Commission (March 2001 - December 2006)  
URD Advisory Board (2003), Architectural Drawing  
and Specifications.

Reason for your interest in this position: Interest and experience  
in local planning guided by experience  
with working on projects with architects

List any other City or County positions on which you serve or have served: \_\_\_\_\_  
Planning Commission March 2001 - Dec 2006  
URD Advisory Board (2003)

Information on any special membership requirements: noneReferred by (if applicable): Dan Ewert

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

THANK YOU FOR YOUR WILLINGNESS TO SERVE CANBY

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

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

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

RECEIVED

DEC 29 2009

CITY OF CANBY

12-4-09



## **ORDINANCE NO. 1323**

### **AN ORDINANCE AMENDING CANBY MUNICIPAL CODE SECTION 16.04.255 IN ORDER THAT RESIDENTIAL INFILL STANDARDS NO LONGER APPLY TO THE R-2 ZONING DISTRICT.**

**WHEREAS**, the City of Canby initiated an application (application no. TA-09-03) for an amendment to the text of Title 16, in order that residential infill standards only apply to the R-1 and R-1.5 zoning districts, but no longer apply to the R-2 zoning district; and

**WHEREAS**, the Planning Commission held a public hearing concerning the text amendment application on December 14, 2009, and based on their determination that the proposed amendment met all required approval criteria, voted 6-0 to forward a recommendation of approval to City Council; and

**WHEREAS**, the City Council received the text amendment application and Planning Commission recommendation on January 06, 2010, and found 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; that there is a public need for the change; that the amendment will serve the public need better than any other change which might be expected to be made; that the amendment preserves and protects the health, safety, and general welfare of the residents in Canby; and that it complies with the Statewide Planning Goals; and

**WHEREAS**, the City Council voted 5-0 to approve Text Amendment No. TA 09-03 as presented, based on the findings in the Council staff report, including all attachments thereto, and directed staff to present Council with an ordinance to codify the amendment; and

**WHEREAS**, this ordinance is for the purpose of codifying Text Amendment No. TA 09-03 into law; now therefore,

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

Section 1. Title 16 of the Canby Municipal Code (CMC), otherwise known as the "Land Development and Planning Ordinance of the City", Section 16.04.255, is amended as follows:

(Added text is illustrated below in red underlined font.)

16.04.255      Infill homes.

Infill homes mean existing and new single family dwellings, manufactured homes, two-family dwellings, duplexes and triplexes on lots that are located in an R-1 or R-1.5 zoning district, and that have existing homes on two adjacent sides. Each adjacent home must be within 25 feet of the common lot line with the infill homes and have pre-existed for at least 5 years (dated from the existing homes final building permit approval).

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, January 06, 2010, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and scheduled for second reading before the City Council for final reading and action at a regular meeting thereof on Wednesday, January 20, 2010, commencing at the hour of 7:30 pm at the Council Meeting Chambers located at 155 N.W. 2<sup>nd</sup> Avenue, Canby, Oregon.

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Kimberly Scheafer, CMC  
City Recorder

**PASSED** on second and final reading by the Canby City Council at a regular meeting thereof on the 20th of January 2010, by the following vote:

YEAS \_\_\_\_\_

NAYS \_\_\_\_\_

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Melody Thompson, Mayor

ATTEST:

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Kimberly Scheafer, CMC  
City Recorder

## **ORDINANCE NO. 1324**

### **AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO PURCHASE TWO (2) VEHICLES FOR CANBY AREA TRANSIT FROM EMMETT KOELSCH COACHES, INC. OF OREGON CITY.**

**WHEREAS**, the City of Canby/Canby Area Transit (CAT) wish to purchase two (2) 17 passenger, 22' STARTRANS Senator Heavy Duty accessible transit vehicles; and

**WHEREAS**, based on Federal Transit Administration useful life standards bus #4 (VIN 1FDXE45F43HA17518) and bus # 6 (VIN# 1FDXE45F12HA18026) in CAT's current fleet have exceeded these standards; and

**WHEREAS**, the Federal program (49 U.S.C. 5310) provides capital assistance for the purpose of supporting public transportation.

**WHEREAS**, CAT received contract no. 26101 from ODOT – Public Transit Division for \$131,894 in (49 U.S.C. 5310) funds to provide 89.73% of the funding to purchase two (2) replacement vehicles; and

**WHEREAS**, the grants from the Federal Transit Administration and the proposed purchase of the vehicle are included in the approved fiscal year 2009/10 budget for the City of Canby; and

**WHEREAS**, the purchase will comply with ORS 279.820 - 279.855 and will be made utilizing Statewide Price Agreement number 9706 which was approved under Solicitation #ITB 102-1402-08 establishing multiple award price agreements for use by the State of Oregon and authorized Participants of the State of Oregon Cooperative Purchasing Program (ORCPP) to purchase American Disabilities Act (ADA) transit vehicles; and

**WHEREAS**, Emmett Koelsch Coaches, Inc. DBA EK Coaches of Oregon City has supplied a quote under Price Agreement 9706 for STARTRANS Senator Heavy Duty accessible vehicles in the amount of \$73,681 each, including all scheduled options.

**WHEREAS**, In accordance with Statewide Price Agreement 9706 all Purchase Orders accepted by EK Coaches shall create a separate Contract between parties. The City Council meeting and acting as the Contract Review Board for the City of Canby has reviewed the Purchase Order and believes it to be in the best interest of the City to submit such Purchase Order for the vehicle purchase to EK Coaches; now therefore

*2nd Reading*

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

1. The Mayor and City Administrator are hereby authorized and directed to make, execute and declare in the name of the City of Canby (Canby Area Transit) and on its behalf, an appropriate Purchase Order (contract) with Emmett Koelsch Coaches, Inc. DBA EK Coaches of Oregon City, Oregon for two (2) 17 passenger, 22' STARTRANS Senator Heavy Duty accessible transit vehicle for the quoted amount of Seventy-three thousand, six hundred eighty-one dollars (\$73,681) each.

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, January 6, 2010 and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular meeting thereof on Wednesday, January 20, 2010 commencing at the hour of 7:30 P.M. in the Council Meeting Chambers located at 155 NW 2<sup>nd</sup> Avenue in 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 20<sup>th</sup> day of January 2010, by the following vote:

YEAS \_\_\_\_\_

NAYS \_\_\_\_\_

\_\_\_\_\_  
Melody Thompson, Mayor

**ATTEST:**

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

*2nd Reading*

## **ORDINANCE NO. 1325**

### **AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH R & G EXCAVATING, INC IN THE AMOUNT OF \$2,250,704.00, FOR IMPROVEMENTS TO THE CITY'S WASTEWATER TREATMENT FACILITY; AND DECLARING AN EMERGENCY.**

**WHEREAS**, the City of Canby has heretofore advertised and received nine (9) bids for the Wastewater Treatment Facility Improvements project; and

**WHEREAS**, the notice of call for bids was duly and regularly published in the Oregon Daily Journal of Commerce on November 24, 2009; and

**WHEREAS**, bids were received and opened on December 17, 2009 at 4:00 pm in the Planning Department Conference Room of the Canby City Hall and the bids were read aloud:

**WHEREAS**, the bidders are as listed below and a detailed tabulation of all items is attached herein as Exhibit "B" and summarized as follows:

R&G Excavating, Inc.	\$2,250,704.00
Triad Mechanical	\$2,314,704.00
Contractors, Inc.	\$2,329,619.00
Pacific Excavation	\$2,368,000.00
TEK Construction, Inc.	\$2,414,696.96
Stettler Supply & Construction	\$2,489,550.00
McClure & Sons, Inc.	\$2,510,500.00
Schneider Equipment, Co.	\$2,585,000.00
Laskey-Clifton, Inc.	\$2,786,825.00

**WHEREAS**, the Canby City Council, acting as the City's Contract Review Board, met on Wednesday, January 6, 2010, and considered the bids and reports and recommendations of the City staff, including the staff recommendation that the low responsive bid be selected; and

**WHEREAS**, the Canby City Council determined that the low responsive bid was that of R&W Excavating, Inc; now therefore

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

Section 1. The Mayor and/or City Administrator are hereby authorized and directed to make, execute, and declare in the name of the City of Canby and on its behalf, an appropriate contract with R&G Excavating, Inc. for the Wastewater Treatment Facility Improvements

*2nd Reading*

project in the amount of \$2,250,704. A copy of the contract with R&G Excavating, Inc. is attached hereto and marked as Exhibit "A" and by this reference incorporated herein.

Section 2. Inasmuch as it is in the best interest of the citizens of Canby, Oregon, to complete this project as soon as possible, an emergency is hereby declared to exist and this ordinance shall therefore take effect immediately upon its enactment after final reading.

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, January 6, 2010; ordered posted as required by the Canby City Charter and scheduled for second reading on Wednesday, January 20, 2010, after the hour of 7:30 pm at the Council Meeting Chambers located at 155 NW 2<sup>nd</sup> 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 20th day of January 2010, by the following vote:

YEAS \_\_\_\_\_

NAYS \_\_\_\_\_

\_\_\_\_\_  
Melody Thompson, Mayor

ATTEST:

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

*2nd Reading*





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

**TO:** *Honorable Mayor Thompson and City Council*  
**FROM:** *Catherine Comer, Economic Development Manager*  
**THROUGH:** *Amanda Klock, Interim City Administrator*  
**DATE:** *January 11, 2010 for Council Meeting January 20, 2010*

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**Issue:** **County Presentation On Potential Business Incentives**

**I. RURAL RENEWABLE ENERGY DEVELOPMENT ZONE**  
**II. RURAL STRATEGIC INVESTMENT ZONES**

Clackamas County has been working on developing these two programs as incentives for business investment. Renate Mengelberg, Business and Economic Development Coordinator for Clackamas County Business and Economic Development Services will present these programs to the City Council to request whether Canby is interested. This discussion should take about 30 minutes depending on how many questions are asked.

**Staff Recommendation:** At this time staff does not have a recommendation as current staff were not working at the City when the prior discussions of investment zones were discussed. Staff will await Council direction on interest in pursuing. Please see proposals and County policy questions to the Canby City Council below.

**I. RURAL RENEWABLE ENERGY DEVELOPMENT ZONE**  
**POLICY QUESTION**

Does the city council support staff efforts to develop a Rural Renewable Energy Development Zone program in partnership with Clackamas County?

**ISSUE & BACKGROUND**

Over the past few years there has been an emerging industry and federal and state policy interest in the development of alternative energy generation facilities. Having energy independence, controlling escalating energy costs and expanding energy options had driven the creation of incentives and tools to support this development. Given a strong interest in sustainability and alternative energy initiatives, Clackamas County and city representatives from, have explored the creation of a Rural Renewable Energy Development Zone. They recommend forming this zone in rural Clackamas County outside the Portland Metro Urban Growth Boundary including the cities of Canby, Molalla, Sandy and Estacada. The program is relatively new to Oregon and there are currently nine counties participating.

The Rural Renewable Energy Development Zone program provides a three to five year property tax incentive to attract private sector alternative energy production investment. Total authorized exemptible value is determined by the county at the formation of the zone. Other counties have set their limit in ranges from \$50 million to \$250 million in investment.

Highlights of the Rural Renewable Energy Development Zone program include:

- 3 to 5 year property tax exemptions on buildings and equipment (not land).
- Encourages investments that harness wind, geothermal, solar, biomass, ocean waves or other unconventional forms of energy in Oregon.
- The exemption is the same as the three-to-five year exemption in an enterprise zone, with the exception being a market value cap up to a total maximum established within that particular zone. This cap is established at formation and can be

- Eligible zone projects must meet business firm and property qualifications for the energy zone exemption and must involve the generation of electricity from a "renewable energy resource" or the manufacture, storage or distribution of biodiesel, ethanol or similar fuels made from applicable inputs.

A Rural Renewable Energy Development Zone program is established and administered in the same manner as current Enterprise zones. Setting up the program includes the following steps:

1. Outreach to affected taxing districts
2. A public hearing before the Board of Commissioners and City Council
3. Adoption of a resolution and zone map by the county and any rural city partners
4. An application to the Oregon Economic and Community Development Department.

#### QUESTION(S) PRESENTED FOR CONSIDERATION

1. Should the City partner with Clackamas County to pursue the REDD Zone designation to provide tax abatement incentives for alternative energy production in rural Clackamas County?

#### OPTIONS AVAILABLE

1. To proceed in implementing the RRED Zone program
2. No action

## **II. RURAL STRATEGIC INVESTMENT ZONES**

### POLICY QUESTION

Does the City Council support sponsoring an Urban Strategic Investment Zone program in partnership with Clackamas County and the cities of Wilsonville, Lake Oswego, Milwaukie, Happy Valley and Oregon City?

### ISSUE & BACKGROUND

City staff and the Clackamas County Business and Economic Development Department are interested in forming a Rural Strategic Investment Zone (SIZ) in Clackamas County. SIZ's are a compelling business recruitment tool designed to attract large capital intensive traded sector businesses. The state's first SIZ was recently established in the city of Gresham.

A SIZ is a "pre-established" zone that standardizes the discretionary Strategic Investment Program (SIP) process in place today, providing for consistent criteria and a streamlined approval process. This provides greater certainty to new or existing companies. Highlights include:

- 15 year property tax abatements on facilities and equipment to any "traded-sector" business. Examples include production, manufacturing, high tech, and energy generation among others.
- Applies to large capital investments of \$25 million.
- Requires a community service fee paid by the company equal to 25% of the tax savings per year to local public service providers to offset community impacts. The community service fee is capped at an annual maximum of \$500,000.
- Additional local requirements can also be required and outlined in the SIZ.
- Once established, the SIZ boundary can not change. However, additional zones can be added and operational changes can be made by amending intergovernmental agreements and applying for approval to the Oregon Business Development Department.

City partners in the proposed rural zone include Sandy, Estacada, Molalla, Canby and portions of Happy Valley, and Oregon City. Communities interested in the urban strategic investment zone include Wilsonville, Lake Oswego, Milwaukie, and portions of Oregon City and Happy Valley. West Linn,

Gladstone and Damascus are not candidates for this program because they do not have sufficient zoned and served industrial land.

In forming a SIZ, the city and county determine the businesses requirements and the distribution of community service and other fees. City partners and the county economic development staff have considered several options:

#### **Additional Requirements of Companies**

In the proposed rural SIZ, city partners recommend the following additional requirements:

- Business should consider county residents and contractors first in their hiring and procurement process and sign first source agreements to outline the details.
- Businesses should also partner with community and county education and workforce training providers to ensure they have the skilled workforce they need.
- Claw back provisions were recommended that require the company to pay back abated taxes if they do not meet business requirements or should they relocate the company outside the SIZ within 10 years.
- Companies must meet all local zoning, permitting, building and environmental requirements and pay all associated fees.

#### **Community Service Fees:**

As noted, the state requires businesses to pay an annual community service fee equal to 25% of abated taxes capped at \$500,000 in rural areas as. SIZ partners help determine how that fee is distributed. Rural SIZ partners recommend focusing community service fee revenues first on mitigating impacts or addressing needs of the project (expanded road, sewer, water, natural gas, broadband, alternative transportation, fire, police and schools) Once those needs are met they would focus remaining resources on addressing strategic community priorities established by their respective City Councils.

#### **Next Steps in the Process**

- The county will meet with taxing districts including the city to explain the program and potential impacts.
- Support the County's efforts at their public hearing.
- Work with the county to develop SIZ intergovernmental agreements and obtain city and County Commission approval.
- Work with the County to develop a standardized agreement between the prospective business, city and county and obtain city and county approval.
- The county will apply to the Oregon Business Development Department for formal approval of the urban and rural SIZ.

#### **QUESTION(S) PRESENTED FOR CONSIDERATION**

2. Should the city be a co-sponsor with Clackamas County to form a rural Strategic Investment Zone?
3. Does the city wish to impose any additional requirements of companies beyond state mandated investment, and first source hiring agreement requirements?
4. How would the city councilors like to prioritize community service fee investments?

#### **OPTIONS AVAILABLE**

A. On forming the Strategic Investment Zone:

- II. Work with the County to implement the rural SIZ in the city now.
- III. Form a City Strategic Investment Zone at a later date.

IV. Discontinue efforts to form Strategic Investment Zones. Interested firms can access the Strategic Investment Program with the county or its cities using the existing, non-standardized process in place today.

B. On requirements of companies, if staff proceeds with SIZ formation:

1. In addition to state mandates, impose additional requirements as developed with other city partners.
2. Require only state mandated requirements.

C. On investment of community service and other program revenues:

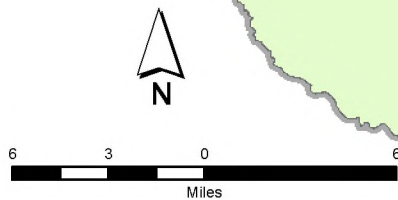
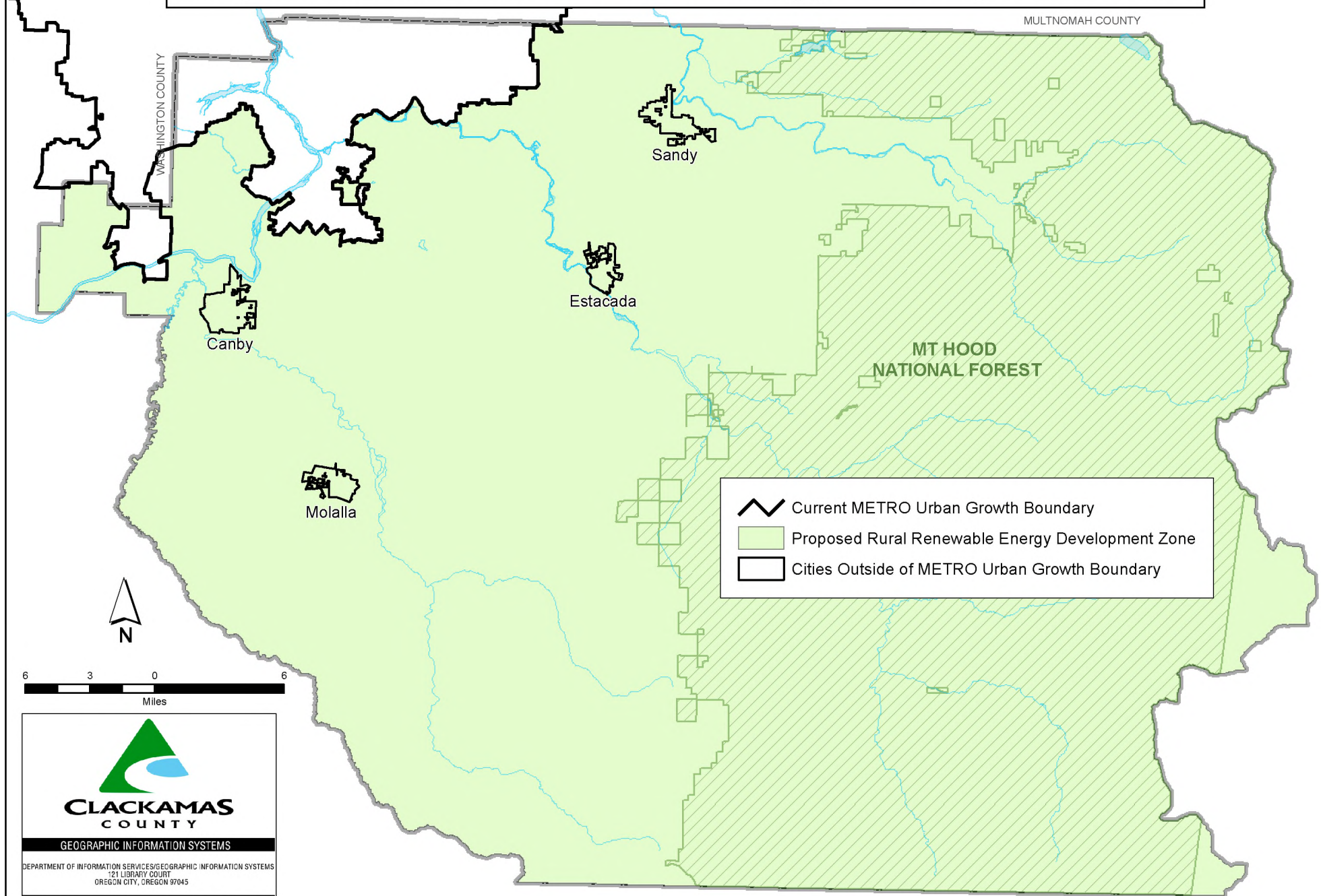
1. Prioritize funds to:
  - Mitigate for impacts of the development.
  - Address a top community project or priority.
  - Fund or support an existing community grants program.
2. Form a committee to determine appropriate allocation of funds with representatives from the City, the County and affected taxing districts.

Establish an allocation formula for the city, county, and taxing districts

**Attachments:**

Proposed Rural Renewable Energy Development Zone  
List of Current Rural Renewable Energy Development (RRED) Zones in Oregon  
Strategic Investment Zone Summary of Frequently Asked Questions  
Proposed Rural Strategic Investment Zone  
Oregon Strategic Investment Program

# Proposed Rural Renewable Energy Development Zone



**CLACKAMAS COUNTY**  
**GEOGRAPHIC INFORMATION SYSTEMS**  
 DEPARTMENT OF INFORMATION SERVICES/GEOGRAPHIC INFORMATION SYSTEMS  
 121 LIBRARY COURT  
 OREGON CITY, OREGON 97045

The information on this map was derived from digital databases from Clackamas County's GIS. Care was taken in the creation of this map but is provided "as is". Clackamas County cannot accept any responsibility for any errors, omissions, or positional accuracy and therefore, there are no warranties which accompany this product. Although information from Land Surveys may have been used in the creation of this product, in no way does this product represent or constitute a Land Survey. Users are cautioned to field verify information on this product before making any decisions.



### List of Current Rural Renewable Energy Development (RRED) Zones in Oregon

JURISDICTION(S) COMPRISING/SPONSORING RRED ZONE	DESIGNATION		AUTHORIZED EXEMPTIBLE VALUE*	
	EFFECTIVE DATE	DIRECTOR'S ORDER	ORIGINALLY	LATELY
Union County	Sept. 6, 2005	DO-05-132	\$100,000,000	\$100,000,000
Harney County	May 15, 2006	DO-06-149	\$100,000,000	\$100,000,000
Wasco County	June 22, 2006	DO-06-151	\$100,000,000	\$100,000,000
Sherman County	Aug. 29, 2006	DO-06-159	\$50,000,000	\$50,000,000
Malheur County	Aug. 31, 2006	DO-06-160	\$100,000,000	\$100,000,000
Polk County**	Jan. 18, 2008	DO-08-178	\$100,000,000	\$100,000,000
Linn County**	April 7, 2008	DO-08-179	\$250,000,000	\$250,000,000
Crook County	April 29, 2008	DO-08-183	\$250,000,000	\$250,000,000
Lake County	Dec. 8, 2008	DO-08-203	\$250,000,000	\$250,000,000
<p>* In terms of initial real market value (RMV) of project property on January 1 of the first full year of service.  ** Excluding any area within metropolitan/large-city urban growth boundary.</p>				





## Proposed Clackamas County Rural Strategic Investment Zone

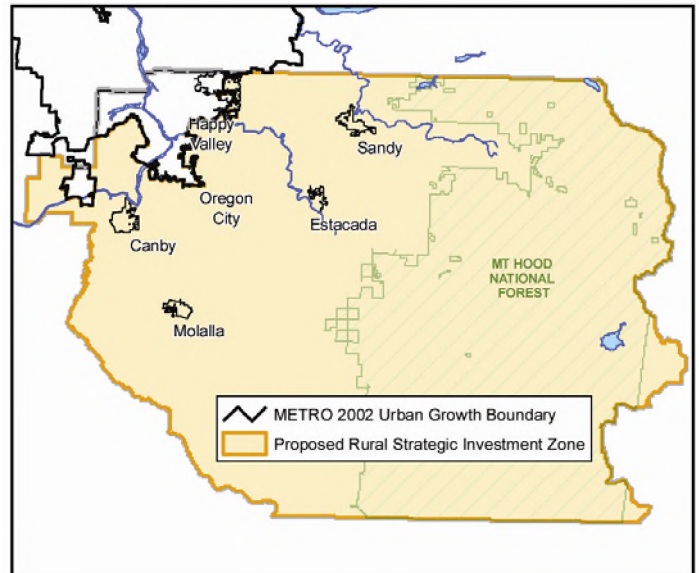
*A business recruitment and expansion incentive  
for large traded sector investments*

### Strategic Investment Zone Overview:

This program provides a 15 year property tax abatement to traded sector companies that invest over \$25 million in rural Clackamas County, Sandy, Estacada, Molalla and Canby.

### Draft Program Objectives:

- Attract large, capital intensive, traded sector businesses to Clackamas County and co-sponsoring cities
- Increase business investment, employment and economic output in rural cities and unincorporated Clackamas County.
- Provide a clear and streamlined process for businesses interested in the program.
- Use of community service fees to mitigate impacts on infrastructure, services, and other fiscal demands of these large companies.
- Stimulate local housing markets through new employment opportunities.



**Eligible Companies:** Traded sector businesses investing over \$25 million in new facilities or equipment are eligible. Traded sector refers to businesses that sell their goods or services into markets for which national or international competition exists. Common traded sector businesses include production and manufacturing, high tech, energy generation, and destination tourism among others.

**Eligible Areas:** The Strategic Investment Program is available for appropriately zoned sites in unincorporated Clackamas County and the zone cities of Sandy, Estacada, Molalla, Canby and rural portions of Oregon City and Happy Valley. Businesses must meet all local zoning, permitting, building and environmental requirements and pay all associated fees.

### Eligible Businesses Must:

- Sign a First Source Hiring Agreement with the Oregon Employment Department in Clackamas County committing to consider qualified Clackamas County residents first for jobs created by this investment.
- Sign a First Source Contracting Agreement committing to consider qualified local contractors and suppliers for construction, installation, equipment maintenance, long term operations and provision of raw materials or finishing services where possible.
- Work with local workforce training and education providers to meet short and long term workforce needs. This could include serving on an industry advisory committee, assisting in curriculum development, providing internship and mentoring opportunities and considering financial or equipment donations.

- Additional business requirements to be determined by City Councils & County Commissioners.

### How does the program work?

**For the business:** An interested company contacts the city or county to determine eligibility and discuss the process. Next, the company would fill out an application outlining the investment and project details. Once agreement is reached, the company signs a contract with the city and county to secure the 15 year tax abatement and pays the filing fee. On successful application approval by the Oregon Business Development Department, the company would construct the facility, install equipment and begin operations. Once the investment is complete, the company must file an annual exemption claim by April 1<sup>st</sup> including compliance documentation and community service fee payment to receive the property tax abatement.

**For the community:** The county and city reviews the company's application and develops and signs a contract with the company. The Oregon Business Development Department reviews the company's application. Within three months of approval, the County, city and local taxing districts develop a Community Service Agreement and file it with the Oregon Business Development Department. For the subsequent 15 years the County Assessor monitors compliance, collects community service and other fees, and distributes funds according to the Community Service Agreement.

<b>Benefits to the Company:</b>	<b>Benefits to the Community:</b>
<ul style="list-style-type: none"> <li>▪ This program provides a significant long term property tax savings. <ul style="list-style-type: none"> <li>○ Businesses will not pay property taxes on new plant and equipment investments over \$25 million for 15 years. For example, a \$300 million investment will provide almost \$35 million in savings over a 15 year period.</li> </ul> </li> <li>▪ Pre-established Strategic Investment Zone terms avoid delay or uncertainty that is typical of the Strategic Investment Program.</li> <li>▪ Assistance with connections to local procurement and hiring resources.</li> <li>▪ Long term collaboration on continuing workforce training needs.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Attraction of a large traded sector business and investment that brings employment, contracting and economic benefits to the community.</li> <li>▪ Tax revenue to all taxing districts from the first \$25 million in investment.</li> <li>▪ Businesses pay an annual community service fee of lesser of 25% of business tax savings on investments over \$25 million or \$500,000 per year.</li> <li>▪ State rebate of 50% of personal income tax revenue on new jobs created.</li> </ul>

### Contacts:

#### Clackamas County:

#### Canby:

#### Estacada:

#### Happy Valley:

#### Molalla:

#### Oregon City:

#### Sandy:

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## **Strategic Investment Zone Summary of Frequently Asked Questions**

***Why establish a Strategic Investment Zone?*** Strategic Investment Zones (SIZ's) provide a 15 year property tax abatement incentive to attract large traded sector investment. Traded sector businesses are the economic engines for communities and bring many benefits including jobs, support for public services, buyer and supplier opportunities for existing businesses and a long term incentive to keep major investments in the community. Establishing a SIZ provides clarity and certainty to businesses on eligibility requirements and streamlines the approval process. This program is part of a comprehensive economic development and business recruitment strategy for the county.

***What are the options if the city does not participate in the County program at this time?***

Currently, large traded sector businesses can still access the standard Oregon Strategic Investment Program (SIP) now available in their city. The SIP has a discretionary approval process that involves city and county public hearings and contractual agreements with companies and taxing districts that forming a Strategic Investment Zone eliminates. The SIP discretionary process can cause delays, uncertainty and privacy /competitiveness concerns for companies. The public process reduces the appeal of this incentive to businesses that are highly sought after by many communities.

Alternatively, a city could form its own SIZ at a later date in partnership with the County. At this time, the county can provide significant staff support to create the SIZ. The same level of resources may not be available to individual cities later.

***What types of businesses would qualify?*** Traded sector businesses investing over \$100 million in new facilities or equipment are eligible. Traded sector firms sell their goods or services into markets for which national or international competition exists. Examples include production and manufacturing, high tech, energy generation, and destination tourism among others. Large investments that would not qualify include hospitals, shopping centers, or other developments that primarily serve the local population.

***How will communities be compensated for potential impacts of such large investments?***

Communities receive taxes on the first \$100 million (urban SIZ) or \$25 million (rural SIZ) of investment and an annual community service fee equal to the lesser of 25% of property tax savings or \$2 million (urban SIZ) or \$500,000 (rural SIZ) as well as a personal income tax rebate that can be used to offset impacts to affected taxing districts and to the community as a whole. The SIZ establishes parameters for how the community service fees will be invested. Once a company is approved, the county, city and major taxing districts can meet to refine the parameters based on actual impacts of specific companies. They have 3 months to develop a community service fee agreement.

***Once established, can the program be terminated?*** No, once the zone is established it does not sunset. However, the county and cities can apply to the Oregon Business Development Department to modify the terms of the program if they wish. This could include modifying requirements of companies, community service fee distributions or other operational details of the zone to reflect changing priorities.

# OREGON STRATEGIC INVESTMENT PROGRAM (SIP): APPROVED PROJECTS

SIZ*	BUSINESS FIRM	LOCATION	RURAL	TRADED-SECTOR OPERATIONS	ELIGIBLE INVESTMENT (\$ BILLION)†	SIP-FEES & LOCAL PROPERTY TAXES (\$ MILLION)‡		YEAR OF APPROVAL§	PARTIAL EXEMPTION (TAX YEAR)		ROUGH, INFORMAL JOB ESTIMATES
						PAID	ABATED		FIRST	LAST¶	
NO	IDT	Hillsboro		Semiconductor Fabrication	<u>\$0.53</u>	\$12.1	\$3.1	1994	1996–97	'02-'03	290
NO	LSI Logic	Gresham		Semiconductor Fabrication	<u>\$0.98</u>	\$21.8	\$29.0	1995	1998–99	'05-'06	500
NO	Intel Corp.	Washington Co.–Aloha		Semiconductor Fabrication	<u>\$0.74</u>	\$17.7	\$9.9	1994	1996–97	'02-'03	6,500
NO		Hillsboro		Semiconductor Fabrication	<u>\$2.30</u>	\$44.2	\$116.2	1994	1996–97	[Ongoing]	
NO		Hillsboro		Semiconductor Fabrication	<i>\$12.50</i>	\$82.5	\$360.3	1999	2000–01	[Ongoing]	
NO	Microchip	Gresham		Semiconductor Fabrication	<u>\$0.49</u>	\$13.6	\$11.6	2002	2003–04	[Ongoing]	336
NO	Intel Corp.	Hillsboro		Semiconductor Fabrication	<i>\$25.00</i>	0	0	2005	[2011]	–	1,500
NO	Georgia-Pacific	Clatsop County	✓	Paper Product Manufacture	<u>\$0.22</u>	\$0.6	\$1.6	2006	2008–09	[Ongoing]	40
NO	Genentech, Inc.	Hillsboro	✓	Biopharmaceutical Production	<u>\$0.25</u>	0	0	2006	[2010]	–	275
NO	Several Wind Energy Companies (13 projects – see separate table)	Gilliam, Harney, Morrow, Sherman, Umatilla & Union counties	✓	Wind-powered Electricity Generation	<u>\$5.66</u>	\$4.1	\$10.5	2006–2009	2008-09 [2009/2010/2011]	[Ongoing]	165
TOTAL					\$48.67	\$196.6	\$542.2				9,606

NOTES: \* SIZ – Strategic Investment Zone. (One designated in Gresham in 2009)

† Based on actual assessment data¶; OR *anticipated according to the state application received with local agreement and approval—if 15-year exemption period has not yet begun or if investment is still being made, like the 1999 Intel project, comprising more than \$10 billion so far.*

‡ **Cumulatively** over as much as **13 years**, through **2008–2009** tax year. 'Paid' includes statutory "community service fee" and additional amounts locally required of firm, as well as taxable portion of new property. 'Abated' are estimated, contingent taxes only on property value in excess of taxable portion, which does not account for any mitigating ballot-measure effect or bond/levy shifting, nor the public revenues from other, associated new property, revenue streams or indirect effects.

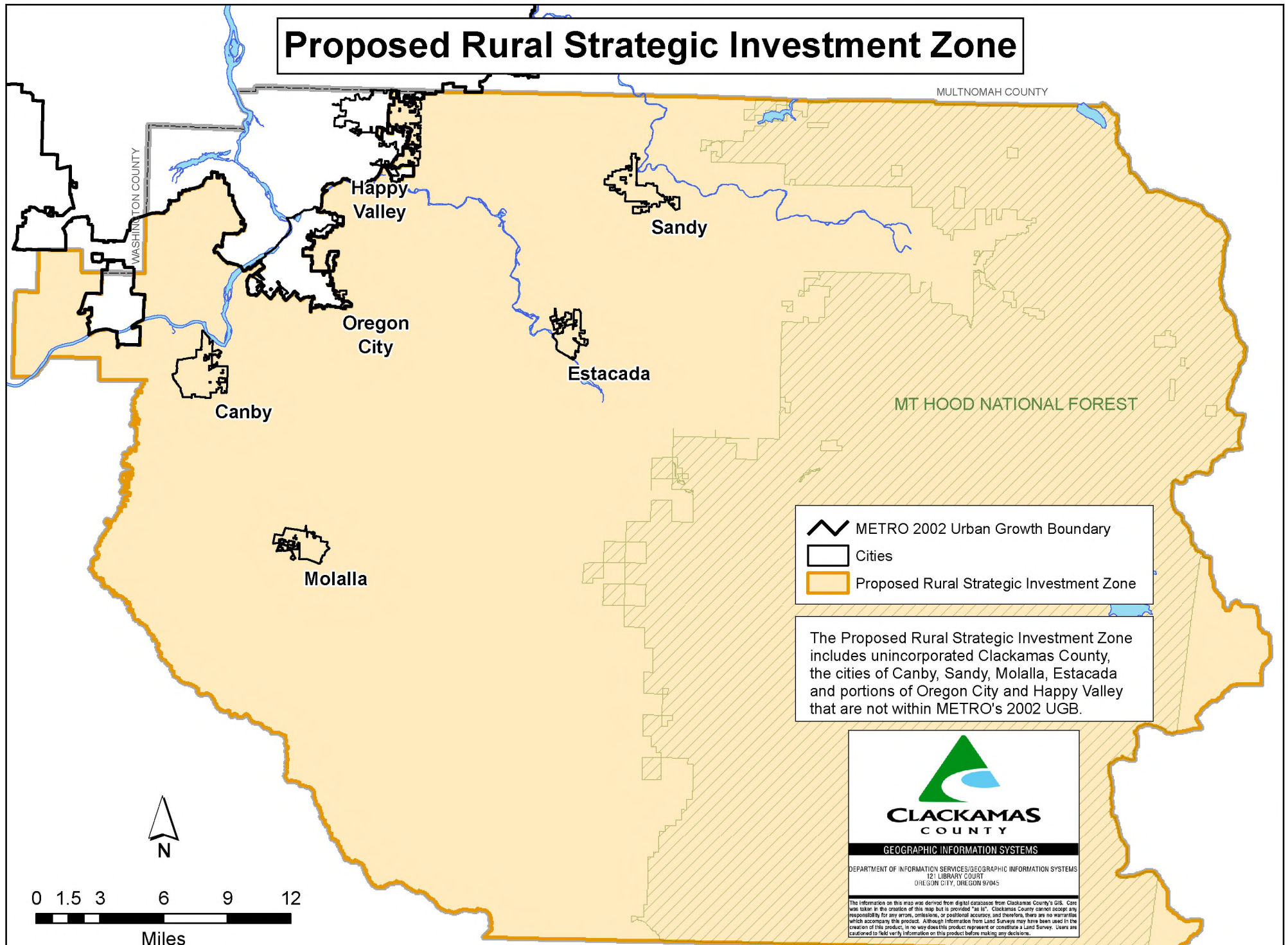
§ By the Oregon Business Development Commission for SIP tax treatment under ORS 285C.606

¶ Eligible, new investment could resume at projects, for which exemption period is still technically in place but tax benefit has effectively ended.

– Below dashed line, projects are subject to distributions from Shared Services Fund under *Chapter 905, Oregon Laws 2007* (ORS 285C.635 & 285C.639).



# Proposed Rural Strategic Investment Zone





# City of Canby Bi-Monthly Report

## Department: Administration

### For Months of: November & December 2009

To: The Honorable Mayor Thompson & City Council  
From: Kim Scheafer, CMC, City Recorder  
Prepared by: Lisa Potter, Office Specialist  
Date: January 11, 2010

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- 1. Business Licenses** – Eighteen new business licenses were issued during the months of November and December 2009. This compares to 15 new licenses issued during November and December 2008. Fourteen business licenses were inactivated during the months of November and December 2009. This compares to 24 licenses inactivated during November and December 2008. One hundred-thirteen renewals were sent out.

The City issued a total of 207 new business licenses in 2009, compared to 170 in 2008. This is a 21% increase in new business licenses over 2008. The City inactivated a total of 158 business licenses in 2009 compared to 181 in 2008. This is an 11% reduction of inactivated licenses over 2008.

- 2. Complaints/Inquiries** – Thirty-five complaints/inquiries were received for November and December. Thirty-five complaints have been resolved and nine were resolved within 24 hours. Twenty-three follow-up cards were mailed and fourteen were returned with Excellent and Good ratings. We received no Poor ratings in this tracking period.

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

Regarding a request to have missing street signs replaced: *“Very well done!”*

Regarding an abandoned vehicle: *“The Police Department was very helpful.”*

Regarding street light outages: *“I am pleasantly surprised by your prompt courteous response as well as your follow through letter. Thank you! Canby is a great town.”; “We were happy to get the street light fixed before Halloween—it helped a great deal to have the light back on”; “Thank you for your fast response.”; and “Thanks for getting this fixed. With the holidays, I was expecting it to take longer than it did—nice to have it working!”*

- 3. Liquor License Applications** – One liquor license application was received in December and will be considered for approval by the Council in January 2010.



- 4. Special Animal Permits** – One special animal permit was issued in November granting permission to keep laying hens on the owner's property.
- 5. Street Closure Permits** – City Hall processed one street closure request in November for the Canby Lions Club annual Christmas tree sale.
- 6. Police Chief Recruitment** – The City of Canby conducted, in conjunction with Prothman, an intense and thorough recruitment process in November which included a “meet and greet” with the community and an interview process that included interview panels representing City police officers, area police chiefs/sheriffs, community, and City department heads. The process resulted in Bret Smith accepting the Police Chief position.
- 7. Employee Holiday Luncheon** – The City of Canby hosted an employee holiday luncheon. Many employees expressed thanks for bringing everyone together. It was a positive team building event.

## City of Canby Monthly Report

Department: Court

For Month of: November & December  
Date prepared: January 5, 2010  
Prepared by: Kathy Mashek  
From: Sue Engels, Court & Finance Director

- 17 attended the seatbelt class for the months of November & December. This generated \$255.00 towards the purchase of helmets.
- Court trials for the months of November and December were held for 25 defendants. This required 9 officers, at various times, to come to testify.
- 452 cases were filed and 471 cases were concluded during these months.
- Revenue for both months was \$81,379.38. Out of this amount, Oregon Department of Revenue received checks totaling \$6,480.00, Oregon Judicial Department \$453.00 and Clackamas County received \$1,879.00.
- 22 defendants appeared with attorneys. With the defendants there were a total of 7 different attorneys present.



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

**TO:** *Honorable Mayor Thompson and City Council*  
**FROM:** *Catherine Comer, Economic Development Manager*  
**THROUGH:** *Amanda Klock, Interim City Administrator*

**RE:** *BI-MONTHLY STAFF REPORT – November-December 2009*  
*ECOMONIC DEVELOPMENT DEPARTMENT*

### **Economic Development Project Updates**

The following projects are funded through Urban Renewal.

1. **Canby Cinema/2<sup>nd</sup> Avenue/Public Parking Lot.** We are continuing to finish up this project. Because of concern with the depth of the rain gardens as being a potential hazard, the public works department has been addressing this issue. Proposed solutions are to increase the rock layer in the rain gardens and to build curbs around each one. We are looking at the costs and funding sources for the curbs. We should complete the project financial records by the end of January.  
Christmas weekend ticket sales for the Cinema were 4738 from Friday Christmas Day at 2pm – Sunday 9pm. This far exceeded expectations.
2. **Main Street Program. Ongoing**  
We will re-advertised the position of Main Street Manager sometime in January. We are reviewing the job description to assure that it clearly depicts the requirements as approved in the workplan which are to include expertise in business recruitment and retention. We believe that a more refined direction will come from the URA work session on January 13<sup>th</sup>.  
*Background: The URA has funded \$150,000 to implement a Main Street Program for downtown Canby which will focus on the Main Street Four Point Approach of Organization, Design, Promotion, and Economic Restructuring. The City Council has funded \$10,000 for promotion and event coordination as these activities are not eligible under the urban renewal plan. The goal is to continue revitalization efforts in the downtown area and to create an economically viable city center that will draw business and community.*
3. **Marketing. Ongoing.** Our new marketing packets are completed. We have also produced new mugs and “Canby bars” with the new Garden Spot logo. The mugs and bars are sold at wholesale to businesses. This provides the opportunity to increase the Garden Spot identity and provide products for businesses to sell.  
Staff responds to requests as presented. Due to staff time constraints, our marketing efforts are reactive. The majority of Economic Development staff time is spent on infrastructure projects to encourage new business.
4. **Downtown Redevelopment Grants. Ongoing.** We have been working on a conceptual plan for NW 1<sup>st</sup> Avenue as the next planned redevelopment area in the historic downtown core.

*Background: The Urban Renewal Agency approved this program to provide some incentive for property owners to construct mixed-use developments within Canby's commercial districts. The program offers a 1:1 match of up to \$3,000 towards architectural and financial studies of such projects. Funding for four projects was approved by the Agency.*

5. **Facade Improvement Program. Ongoing.** Staff will present ideas to the URA at the January work session that will suggest improvements to this current grant program. We have been spending time researching façade or storefront improvement programs in other communities for comparison.

*Background: The URD has approved the use of funds for up to five grants for façade design work and no-interest loans for construction work. The design budget will be \$1,500 requiring 50% matching funds from the property owner in the amount of \$750. The program also offers zero-interest loans with a three-year payback period for construction activities.*

6. **Canby Pioneer Industrial Park Activity. Ongoing.** We have hosted two meetings for potential Bio-Energy Plants with possible locations in the CPIP. One is from the Lane County Council of Governments for a 10-acre facility. The other will be presented to the City Council in a work session on January 20<sup>th</sup> which comes from a variety of individuals with a concept to do a major Bio-Energy Facility with partnerships with the City and Canby Utility Board.

7. **Canby Gateways Project: Phase One Completed.** Phase Two of this project will be to light the seven entry signs. We are working on a cost analysis as there is not electricity available to most of the sites, therefore will be expensive due to the need for meters.

*Background: The URA has funded the Canby Gateways Project to help add visual identifiers to the community. The Agency approved \$145,170 to construct replacement signs for 7 existing Welcome signs.*

8. **Walnut Street Extension Ongoing.** The Walnut Street Project is now managed by the Public Works Department.

Economic Development will continue to help with tracking the project and working with the property owners for notices, etc.

9. **Partnership with Library Facilities Needs Assessment Ongoing** The Economic Development Manager will continue to work with Library Director, Penny Hummel towards a library concept plan.

*Background: This is a project that the URA has co-funded in this fiscal year to determine the feasibility of expanding or building a new library.*

10. **Economic Development Long-Range Planning Ongoing** The URA has requested that staff look at a ten-year plan for Urban Renewal projects. The first step in this process is to access what has been accomplished in URD and determine the priorities for future projects. The Agency will hold a work session on January 13<sup>th</sup> focused on downtown revitalization projects.

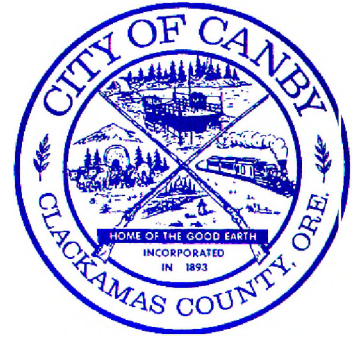
CANBY PUBLIC LIBRARY  
BI-MONTHLY STAFF REPORT  
November - December 2009

TO: Honorable Mayor Thompson and City Council

FROM: Penny Hummel, Library Director

THROUGH: Amanda Klock, Interim City Administrator

DATE: January 8, 2010



The last two months of 2010 have been both busy and productive at the Canby Public Library. Below are a few highlights.

**Grants.** In December, the library received its annual Ready to Read Grant from the Oregon State Library. This \$4,094 grant which derives from the one allocation the Oregon legislature makes to public libraries through the state's General Fund, and fills a critical need with respect to assisting local libraries in achieving the Oregon Benchmarks for childhood learning and development. Canby's Ready to Read grant supports our annual Summer Reading program.

The library also received two grants from the Friends of the Library: \$3,000 to support the purchase of Spanish language materials (including books, DVDs and CDs) and \$1,500 to support a Spring, 2010 "Music in the Stacks" programming series. We are grateful for the Friends ongoing support.

In December, the Canby Public Library was invited by the Oregon Historical Society and the Northwest Film Center to be a collaborative partner on a National Endowment for the Humanities grant proposal. Designed to illuminate personal stories of our state's Latino/Hispanic immigrants, the project engages Latino/Hispanic youth by pairing them with established filmmakers to create documentary videos. We are honored to be one of only three agencies chosen statewide to participate in this project, and are hopeful that the grant proposal will meet with success later in 2010.

**Community involvement.** Volunteers donated 465.5 hours in September and October, helping the library keep up with patron demand by pulling holds, sorting, shelving, processing and mending books as well as staffing the Friends of the Library Bookstore. At the end of the year, the longtime leader of the library's monthly book group and Friends board member Dale Liberty officially retired from these responsibilities so that he could focus his energies on his next novel. The library staff is greatly appreciative of Dale's longtime career as a library supporter, and we wish him every success in the future.

**Programming.** Events and exhibits for the community during this period included:

- A November 2 design concept workshop, hosted by the City's planning department, on the draft conceptual plan alternatives for the possible redevelopment along NE 1<sup>st</sup> Avenue.
- A multimedia art exhibit by developmentally challenged adult residents of Mt. Angel Developmental Programs.
- A "Where the Wild Things Are" storytime, held in conjunction with the opening of the new Canby Cinema 8, which donated free posters for young library customers.

A writers group that debuted in November was so enthusiastically received that attendees decided to meet weekly. This new program, which encourages experienced and emerging writers to share resources, ideas and creative work, now occurs each Tuesday night at 6:30 p.m. Other ongoing programming for November and December included storytimes (weekly), knitting group (weekly) and book group (monthly).

**Service enhancements.** During this time period, library staff began several projects designed to improve services to our customers. Traffic patterns (and signage) around the circulation desk have been streamlined, outdated materials are in the process of being weeded from the collection, and we have reduced the amount of time our newest books spend in the process of being checked in and reshelfed. Continuous process improvement will be a major focus in 2010.

Library staff work hard to meet our customers' needs, and we are always happy to learn that we are successful in this effort. On Christmas Eve, a patron wrote to us expressing some dissatisfaction with a particular aspect of the new LINCC catalog, but ended by saying "The Canby Library has been a great resource for me, and I know many many others as well. Thank you." We look forward to maintaining his trust and confidence, as well as that of other library users in the new year.





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

**TO:** *Honorable Mayor Thompson and City Council*

**FROM:** *Bryan C. Brown, Planning Director*

**THROUGH:** *Amanda Klock, Interim City Administrator*

**RE:** ***PLANNING AND BUILDING DEPARTMENT  
November/December 2009 BI-MONTHLY ACTIVITY REPORT***

The following attachments should provide an update on the major community planning and building projects and initiatives that are underway in the Planning and Building Department. The fifth column over on the attached Planning Work Plan titled "Recent Activity/Status" provides the Council with their bi-monthly activity update while the last column provides an estimate of the overall status of each project or activity. Attachments provided with this bi-monthly activity report include:

- 1) Planning Division Work Plan (Updated 01.11.10)
- 2) Planning Application Tracking Chart (Projects worked on in November/December)
- 3) Highlights of Building Activity for November/December
- 4) Building Permits and Fees Collection for November/December
- 5) Building Permits and Fees Collection Annual Summary for 2009
- 6) Current Year Monthly Assessment & Historical Yearly Compilation of New Residential Dwelling Units by Type ending December, 2009

# Planning Division Work Plan

## Major Planning Division Work Tasks and Activities

Act. No.	Activity Name - Description/Objective	CC Goal #	Anticipated Staff Time (Project Manager)	Recent Activity/Status	Comments	Target Date % Completed
	<b>State/Regional/County Planning Issues</b>					
09-01	<b>Monitor Urban and Rural Reserves Designation Process</b> The reserves project applies a new process for identifying urban reserves in the Portland Metro area as provided by the Oregon legislature in 2007 (SB 1011). Oregon Administrative rule (OAR) 660 Division 27 sets out factors for designation of urban reserves for the purpose of designating areas outside the current Portland Metro UGB that are suitable for accommodating population and job growth for the next 40 to 50 years. The law also enables, for the first time, the creation of rural reserves to help shape the region and protect agriculture, forestry and natural features from future urban growth boundary expansions.	#8	Moderate BB	<i>The Mayor and Councilor Henri met with the Chair and another member of the Clackamas County Board of Commissioners on Nov. 12 to discuss and advocate for an undesignated status for the lands north of Canby rather than the County's push for rural reserve designation. The Council discussed this the agreement reach and how it fell short of the City's position at their Council meeting on Nov. 18. The Council agreed and directed staff to hold a Council worksession which was scheduled for Dec. 16 to allow an opportunity to fully consider the county's action, review where the city had been, where we now were and if we felt that any particular further action on the city's part would be fruitful or not. Staff was directed to continue to monitor the process and share milestones with the Council but it was generally agreed that we had done as much as we could as a city to influence how rural reserves would be designated to the north of Canby. The Metro Council has passed a resolution setting forth a map showing recommended reserves for open house review in January and will work toward final agreement among all counties and Metro by the end of</i>	<i>The Counties in the Metro area are vested with determining which lands should remain working farms and forests or natural areas while Metro is vested with determining which lands are most suitable for possible future expansion of the Metro UGB for urbanization. At this time, the core desire forwarded by the City Council for Canby's future growth needs has been heeded and the area to the east of Canby out to Central Point Rd. has been left undesignated. However, the area to the north of Canby has been designated as a rural reserve from the Willamette River down to a line running parallel to and generally one lot depth north of 22nd Ave.</i>	May, 2010 80% Complete

# Planning Division Work Plan

## Major Planning Division Work Tasks and Activities

FY 2010 Work Program  
Jan. 11, 2010  
Page 2

Act. No.	Activity Name - Description/Objective	CC Goal #	Anticipated Staff Time (Project Manager)	Recent Activity/Status	Comments	Target Date % Completed
On-going	<b>Maintain Awareness of State, Regional, &amp; County Activity of Interest &amp; Applicability to Canby</b> <b>1) <u>ODOT Rail Future High Speed Rail Transit Corridor</u></b> <b>2) <u>Amendment to OAR modifying uses on agricultural land</u></b> <b>3) <u>Willamette Falls/River National Heritage Area</u></b>	#8	Low - BB	1) No final decision has been made, and that has apparently made Union Pacific cautious about preserving the full rail right-of-way until future needs for a parallel line are better known. A passenger service stop in Canby was identified in the TSP as desirable but what questioned by the ODOT Rail technical advisor as being unrealistic. 2) This legislative amendment may expand possible uses for surrounding rural property owners. A hearing and action was taken on Nov. 5 by LCDC. They are clarifying that schools in the EFU zones must primarily serve rural residents to assure that schools intended to serve primarily urban populations do not seek out rural sites. 3) On Jan. 7, 2009 Schrader will host an invitation-only meeting of interested parties to listen to presentations from the National Park Service and the Oregon Parks and Recreation Department.	(1) A study prepared for ODOT Rail has recommended that the rail line west of I-5 be designated as a Future High Speed Rail Transit Corridor. This would have the long-term effect of eliminating passenger rail service from the Union Pacific line through Canby. Passenger service does not currently stop in Canby. (2) HB 3099 amended ORS chapter 215 modifying certain conditional and outright permitted uses on land zoned for exclusive farm use, including golf courses, schools, solid waste disposal sites, model airplane sites, and breeding and kenneling of greyhounds. The legislative amendments can impact surrounding rural property owners. 3) National Heritage Areas have local control and the designation would focus national attention on the unique cultural and natural resource history of this area which serves to promote the area as a tourist destination along with other National Parks, monuments, and heritage areas. This is another way to celebrate and focus efforts to help preserve and promote the rich history of the area and	1) NA 2) NA 3) NA



# Planning Division Work Plan

## Major Planning Division Work Tasks and Activities

Act. No.	Activity Name - Description/Objective	CC Goal #	Anticipated Staff Time (Project Manager)	Recent Activity/Status	Comments	Target Date % Completed
On-going	<b>Monitor and Participate In French Prairie Forum</b>	#8	Low - BB	It appears some sort of land deal agreement is eminent between the Klamath Tribe and the Maletis brothers. The City of Canby is encouraged to contact our legislative representatives and the governors office to raise questions about this deal as it appears to circumvent Oregon Land Use laws and the development possibilities which may be allowed under tribal ownership has potential to adversely impact the French Prairie area in many ways.	Regular Topics of interest include: * Klamath Tribe negotiations with Maletis Brothers for development of Langdon Farms Golf Course * Aurora Airport Master Planning Process * Aurora Airport Control Tower Study * Urban/Rural Reserves Process * Legislative Updates of Interest * Area Transportation Issues * Other Individual City/County Issues	NA
09-26	<b>North Baldock Travel Center Consortium</b> Based on passage of recent State legislation transferring responsibility and including funding to plan for tourism and economic development improvements at both the north and south bound I-5 Rest Stops the Oregon Travel Information Council is now leading a consortium of area community participants to arrive at a Master Plan for this State run facility.	#8	Low - BB	The Planning Director participated in the kick-off visioning meeting of the consortium on Dec. 1 where we heard of the limitations under which the planning work was bound and took advantage of hearing everyone's ideas as to what might be worthwhile to aspire to. It was agreed that the focus should be on serving the traveling public and not to develop the area in a manner that would serve as an attractor to area citizens. Some work assignments to gather needed information were made and the next meeting is to be held in February, 2010.	The consortium has representatives from Clackamas County, Washington County, French Prairie Forum, North Clackamas Chamber of Commerce, Travel Information Council, ODOT, Canby, Charbonneau, Oregon City, Sandy, Tualatin, Wilsonville.	Time line yet to be established.
	<b>Master Plan Projects</b>					
09-05	<b>NW 1st Avenue/Railroad Parking Lot Concept Plan</b> This is an ODOT/DLCD TGM Quick Response Program funded grant. The consulting firm OTAK is leading with the objective to provide 3 possible redevelopment alternative concept plans for the area between SE 1st Avenue and the Union Pacific Railroad between N. Ivy and N. Elm Streets. The Plans shall address traffic/pedestrian/transit circulation and safety, incorporate Canby's history, promote business, and provide a downtown placemaking opportunity.	#2	Moderate - MD	With public input from an evening open house and individual meetings with designated local citizens the consultants finalized the alternative concept plan designs. They were intitled: Traditional Main Street, Chicane Boulevard, and Traditional Boulevard.		<b>COMPLETED</b> Dec., 2009

# Planning Division Work Plan

## Major Planning Division Work Tasks and Activities

Act. No.	Activity Name - Description/Objective	CC Goal #	Anticipated Staff Time (Project Manager)	Recent Activity/Status	Comments	Target Date % Completed
09-02	<b>Canby Parks Master Plan &amp; Acquisition Plan Update</b> The City has entered into a professional service contract in the amount of \$40,000 with the "Community Planning Workshop CPW" at the Universtiy of Oregon to provide an update to the existing Canby Parks Master Plan and Acquisition Plan including a market analysis to evaluate demand and need for park and recreation services and a specific financial feasibility assessment and location site review for a community center and sports complex.	#3, #5	Low - MD	CPW made a presentation to a joint meeting of the Parks & Recreation Board & CAPRD on Nov. 24. They provided the results of their analysis on the desired new community center and made some suggestions on how to proceed with exploring funding options. The goal of the study is to determine the most supportable and financially feasible options for the Parks & Recreation Board and CAPRD to pursue. Exploring conceptual design of a new community center containing a swim center and its possible location is next in the process to communicate the need to the public and gain their suppport for its funding.	Stakeholders are the Canby Parks & Recreation Board and the CAPRD Board and all citizens of Canby and within the CAPRD Boundary. Others include the Canby School District, Canby Kids, Clackamas County Parks, YMCA, Gators Swim Club, Canby Community Education, and Canby Adult Center. The survey found strong support for a new community center. The study was also tasked with suggesting the most supportable and financially feasible options or package to pursue.	Feb., 2010 80% Complete
09-03	<b>Transportation System Plan Update</b> This is a grant funded project (\$140,000) including a City cash match (\$35,000) from ODOT and awarded to DKS Associates to prepare an update to the Canby Transportation Plan (2000). It will include reformatting to improve ease of administration, necessary amendments to the Comprehensive Plan and implementing code amendments, a list of prioritized transportation system improvements and a funding program. The Plan objective is to look at ways to ease growing traffic congestion, to support and improve access and use of alternative transportation modes, address compliance with federal and state requirements including completion of the local periodic review process, and to adequately support planned land uses over the next 20 years. Solutions for truck traffic while protecting neighborhoods is a top priority.	#3	High - MD	Fine tuning of the draft chapters on existing conditions and future conditions has continued with tweaks to the maps and statements to convey the correct meaning and accuracy. An "Alternatives" discussion took place with the Technical Advisory Committee members and was then also reviewed with the Citizen Advisory Committee as well. This has helped to narrow down what actual improvements may be supported, are most feasible, and would result in desired congestion mitigation improvements.	This intensive planning project will take at least a year of work to complete. The TSP, along with a staff prepared final report and ordinance for adoption is planned for consideration by the PC and CC for Summer, 2010.	June 2010 60% Complete



# Planning Division Work Plan

## Major Planning Division Work Tasks and Activities

Act. No.	Activity Name - Description/Objective	CC Goal #	Anticipated Staff Time (Project Manager)	Recent Activity/Status	Comments	Target Date % Completed
09-06	<b>Storm Water Master Plan</b> Development of a new storm water Master Plan is to move the City toward meeting DEQ/EPA requirements and help move the City toward making the best choices for the environment, improve cost efficiency, and achieve community acceptance for the implementation of new techniques and solutions. With changing federal and state requirements and mandates pertaining to storm water runoff control and quality along with evolving best management practices and techniques it behooves Canby to create a new vision and develop a long-range holistic approach for storm water management and development of a sustainable financing plan.	#3	Low - MD	See Public Works Department Report	Public Works is in charge of this initiative. The project planner will assist as needed.	On Hold
09-07	<b>NE Canby Master Plan</b> This was a \$75,000 grant funded project completed last year to create a Master Plan addressing land use, design parks/open space provision, and infrastructure issues for the area bounded by Highway 99E, SE 1st Avenue, Haines Road, and NE Territorial. ODOT's TGM Program has allowed the City to add additional analysis of traffic circulation in and out of the Pioneer Industrial Park in order to obtain ODOT's support of the proposed Plan. This is being accomplished through the TSP Update.	#3	Low - MD	Alternative truck route solutions to help alleviate future traffic congestion on 99E may cause a need for revisions to this Plan in its current form to address a possible new truck route within its boundary.	Final City adoption of this Plan with any necessary revisions will proceed after obtaining necessary traffic and truck route solutions from the TSP Update project in the summer, 2010. This Plan was incorporated into the TSP analysis for determining future conditions.	On-Hold
09-16	<b>Assist with 5-Year Capital Improvement Plan Development</b> A CIP represents a financially feasible prioritized list arranged by year and City department or service area for all identified significant new capital or program investments.	#5	Moderate - DB,BB,MD,BS	See Public Works Department Planning continues to offer assistance with project priorities establishment within the Parks component of the CIP funded by SDC funds.		April, 2010

# Planning Division Work Plan

## Major Planning Division Work Tasks and Activities

Act. No.	Activity Name - Description/Objective	CC Goal #	Anticipated Staff Time (Project Manager)	Recent Activity/Status	Comments	Target Date % Completed
09-17	<b>Develop a Phased Process/Schedule for Update of the Comprehensive Plan</b> Council and staff have identified the need to update the Comprehensive Plan in order to maintain its relevance as the City's primary policy guide, incorporate and better match more recently updated Plans, and assure its relevance in a changing world and regional context and assure compliance with State land use planning goals.	#3	High MD, BB	A chief component to developing an update to the Comprehensive Plan is an accurate up-to-date building lands analysis. Staff sent in an initial application request for possible grant funding assistance from DLCD for this item in December. We have also taken a look at possible ways we can modify or update our current spreadsheet containing buildable available lots and development density information so that it can be more useful to developers and to the Planning Commission.	This project is to define the scope of what is needed, the process that will be utilized, and the major milestones in a proposed schedule for review and input by the Council.	May, 2010 On-Hold
09-20	<b>Adoption of Canby Natural Hazards Mitigation Plan</b> Clackamas County initiated this Planning effort for Canby in the previous fiscal year to make sure the County qualifies for disaster assistance and other grant funding.		Low MD	The Council has acted to adopt this Planning document.	The County will now incorporate the Canby plan into the overall County Natural Hazards Mitigation Plan.	<b>Oct., 2009 COMPLETED</b>
	<b>Regulatory Code Amendments</b>					
09-04	<b>Low Impact Development Subdivision Design Standards</b> This is a consultant led two phased project funded entirely by State Grant Funds with an approximate value of (\$60,000) with staff time match. The project is intended to develop comprehensive subdivision design standards that address quality of life issues and include sustainable and low impact development design standards.	#4	High - MD, BB, DB	The Project Management Team (PMT) evaluated the first Section of proposed revisions along with the Citizens Technical Advisory Committee (CTAC) in November. In December each group reviewed and commented on the proposed revisions for Section 2. New provisions dealing with lighting and meeting dark sky requirements present the most substantial changes and intensive work by staff and impact to developers suggested to date.	Phase II - actual code language development, public review, adoption processes, and developer education is expected to take about 14 months.	Nov. 2010 25% Complete
09-11	<b>Temporary Vendor Permit &amp; Standards (TA 09-02)</b> Upon informing the PC of a deficiency in our Code, PC asked that staff develop regulations for temporary vendors operating on private property so as to continue to allow but with improved review and locational and appearance standards.	#4	Low - MH	The Council has approved the proposed text amendment to the Development Code.	Ordinance No. 1315 was adopted at second reading on Sept. 16, 2009 and effective on Oct. 16, 2009.	<b>Oct., 2009 COMPLETED</b>



# Planning Division Work Plan

## Major Planning Division Work Tasks and Activities

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Act. No.	Activity Name - Description/Objective	CC Goal #	Anticipated Staff Time (Project Manager)	Recent Activity/Status	Comments	Target Date % Completed
09-14	<b>Residential Infill Compatibility Regulations (TA 09-03)</b> Various aspects of residential compatibility concerns arise whenever a new subdivision goes next to existing housing or new or redevelopment occurs within an existing neighborhood. Staff and the PC are looking at possible modifications to our existing compatibility code provisions and/or possible additional standards.	#4	Low - MH/BB	The PC recommended adoption of a proposed text amendment removing infill provisions from applying to the R-2 District in December. The item is scheduled for Council consideration on Jan. 6, 2010.	Staff was directed by the PC to draft a text amendment for consideration that would remove current residential infill standards from applicability to the R-2 District.	Feb, 2010
09-16	<b>Prepare a 2009 Regulatory Code Amendment Update Package to address Minor Updates.</b> This project is intended to place together several identified relatively minor code amendments that are anticipated to be non-controversial into one package to keep the Code up to date in a manner that facilitates efficiency and reduced costs.	#4	Moderate BB, MD, MH	No Change	Staff is tracking items that could potentially be included in such a package.	Feb., 2010 On-Hold
09-21	<b>Establish Fairgrounds Overlay Zoning District</b> The fairgrounds is considering making some improvements. There are however no set or appropriate standards or criteria to use for review of such a use in a residential zoning district. A zoning overlay district may better address how Fairground improvements fit in with the surrounding community.	#4	Low - BB/MH	Procedurally we have determined that a Conditional Use Permit is required and would allow reasonable conditions to be placed upon approval. We would like to explore possible standards that might be appropriate to guide new development on the Fairgrounds.	Staff would like to be able to provide flexibility to future Fairground expansion plans and improvements while still maintaining City oversight that might better protect the surrounding neighborhoods. We would like to encourage the Fairground Board to create a Master Plan.	Feb., 2010 On-Hold
	<b>Miscellaneous Planning Initiatives</b>					
09-09	<b>Update of Land Use Application Forms</b> In the continual evaluation process to improve the development review process it became clear that changes in both content and format could improve the land use application forms.	#1, #4, #9	Low - MH,JT	Conversion to "electronic fill-in" formate for website use is still proceeding with the forms we have revised.	This is actually a continuous process, but a comprehensive effort is being made to improve all the application forms at this time.	Jan., 2010 80% Complete



# Planning Division Work Plan

## Major Planning Division Work Tasks and Activities

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Act. No.	Activity Name - Description/Objective	CC Goal #	Anticipated Staff Time (Project Manager)	Recent Activity/Status	Comments	Target Date % Completed
09-27	<b>Wait Park Survey</b> A survey of surrounding property owners and residents was deemed suitable assess the level of concerns and suggestions for improvements related to the special events that occur in and around the park.	NA	BS, JT	A survey with a self return envelop was mailed to owners and residents surrounding the park. Results indicated strong support for the events sponsored with several suggestions related to notification, noise and parking issues that staff can follow-up on when coordinating the permitting of future events.	We had an excellent response rate from the survey.	
09-08	<b>Neighborhood Traffic Calming Program</b>	#5, #9	Low - MD	No Change. Staff is still finalizing a user friendly handout for applicant use. Educational sessions are planned by staff at each of the four neighborhood associations to familiarize them with the process to have a traffic calming solution considered.	This is now an on-going program to assist in handling traffic calming requests.	<b>PROGRAM ADOPTED</b> Handout Jan., 2010 90% Complete
09-13	<b>Clarify Advisory Role Of &amp; Staff Support to Neighborhood Associations</b>	#9	Low - MD	No Change. Completed.	a joint PC and CC work session was held in July to obtain guidance in dealing with NA's.	<b>COMPLETED</b> July, 2009
On-going	<b>Provide Continuing Support to Neighborhood Associations</b>	#9	Low - MD	No change or activity of significance this reporting period.	A new neighborhood association map was produced in July.	NA
09-12	<b>Annual Permit/Application Follow-up Customer Survey</b>	#1	Low - JT	The results of our departmental customer service survey was compiled and distributed to the Council and Planning Commission in November. Staff reviewed and discussed the results internally.	The survey covered all permits/applications from Oct. 2008 through Sep. 2009. We obtained a 22.4% return rate.	<b>COMPLETED</b> Nov., 2009
09-14	<b>Implement Credit Card Use at Front Counter</b>	#9	Low - SE, JT, JP,	No Change. The final implementation decision has been left with the City Administrator and Finance Director or for consideration in the next fiscal year budget.	This is #1 customer service improvement advocated by Planning and Building Staff. There are implementation costs involved equal to 2 to 4% of amount credited that were not specifically budgeted which may cause a delay in implementation until next fiscal year.	Jan., 2010 50 % Complete

# Planning Division Work Plan

## Major Planning Division Work Tasks and Activities

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Act. No.	Activity Name - Description/Objective	CC Goal #	Anticipated Staff Time (Project Manager)	Recent Activity/Status	Comments	Target Date % Completed
09-10	<b>Planning Land Use Fee Schedule Update</b> The planning land use fee schedule has not been updated since 2002. City/Council policy is for fee schedule's to be evaluated on an annual basis.		Moderate - BB	Staff has supplied information for inclusion in a Master Fee Schedule for the City. Consideration of fee increases based on inflation is being considered. We also need to adjust our design review fee collection because we are not able to implement a 0.3% improvement fee at the time of application. Staff has held off in advancing a fee increase due to the economic conditions and lack of applications.	Two previous studies since 2002 have looked at possible justification for adjusting application fee's but neither were implemented. The City is working on creating a unified Fee Schedule that could be adopted with the budget each year.	Jan., 2009 35% Complete
09-15	<b>Implement Development Review Committee Mtgs.</b> The DRC meetings were instituted as a means to facilitate internal and external communication and to resolves issues on all development related projects at any stage of review they may be in.	#4	Low - MH/BB	Only one meeting was held this period due to the low volume of development applications.	City engineer attendance is valuable but paying for his time has resulted in a reduction in how frequently these meetings can be held. Staff desires an expanded role for DRC Mtgs. to obtained more information up-front in the development review process before the PC mtg. rather than wait until the pre-construction stage.	On-going development of meeting use
09-17	<b>Negotiate Planning &amp; Building Dept. Lease Renewal</b> The five-year building lease for the dept. expires Spring, 2010 and notice of intent is needed by Feb. 2010.	NA	Low - JK/BB	The lease renewal is directed to be for a 3-year term when renewed.		Feb. 2010
09-18	<b>Prepare Departmental 5-Year Plan Update</b> The Council has asked each department to continue preparing/updating a 5-Year Plan to assist in identifying key community/departmental issues, challenges, and projects ahead. Anticipated revenue streams and major expense items should be noted.	#1	Moderate - BB	Preparation of policy issues to share with the Council at a work session on Jan. 27 has progressed to assist in the Council's goal setting sessions.	Knowing long-range issues is important when considering next year's Council goals for the department.	Jan., 2010 80% Complete
09-19	<b>Pursue Adjusting City's Retained School CET Administrative Fee to New Allowed Maximum</b> House Bill 2014 passed in the lastest Legislative Session modifies the percentage of the Construction Excise Tax which may be retained by the City to cover our administrative costs for collection of this tax from 1 to 4 %, keeping the remaining 96% of the tax for school district use.	#4, #9	Low - BB	John Kelly coordinated with the school district officials to obtained their concurrence to continue to utilize the City for collecting the CET. The Council passed Resolution No. 1049 Amending the Intergovernmental Agreement that increases administrative retainage fee.	Finance staff will apply the new percentage with future permits as they come in. No fCET fees have been collected at all the past two-months.	<b>Nov., 2009 COMPLETED</b>



# Planning Division Work Plan

## Major Planning Division Work Tasks and Activities

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Act. No.	Activity Name - Description/Objective	CC Goal #	Anticipated Staff Time (Project Manager)	Recent Activity/Status	Comments	Target Date % Completed
09-23	<b>Community Park Wetlands Demonstration Site</b> This project involves a partnership with the High School science teacher to restore the demonstration site and utilize it as an educational tool with staff providing planting guidance and direction to the teacher and students as time allows.		Low - MD	Fish and wildlife funding has been secured to assist with the wetlands restoration project which has been advanced through coordination of volunteer efforts through the Canby high school.		Spring, 2010 20% Complete
09-24	<b>Work with County to Clean up GIS Mapping Problems</b> Accurate mapping is utilized by staff in the work we do, numerous agencies, businesses, and citizens. The County and staff are working to improve the accuracy and reliability of the base data sets comprizing the zoning and comp plan maps.		Moderate - MD	No Change this period. A new zoning maps with improved reliability has been prepared and printed for use. Comp Plan map is being worked on now.	The City has invested in new mapping computers which we are still working to bring on-line with full functionality that was expected to help GIS operations. These two map improvements are discreet goals, but work with improving GIS mapping must be an on-going endeavor for the City.	Feb., 2009 60 % Complete
09-25	<b>City Logging Rd. Annexation</b> Portions of the City owned logging road parks trail was never annexed into the City. We intend to research and secure needed tax lots and legal descriptions to enable a city sponsored annexation application to be made.		Moderate - MH	No Activity this period.	Staff will explore the suitability both north and south of Territorial Drive for annexation, depending on the location of the UGB on the north. The logging road trail north of 99E does not appear to have been annexed.	Feb., 2010 On-Hold
On-going	<b>Planning Web-site Improvements/Updates</b> Staff is committed to providing information and updates concerning various projects on our website as a means of keeping the citizenry informed.		Low - JT	Jill has successfully placed Planning Commission staff reports on the city website at least 7 days prior to the meeting for the last two meetings.		<b>Practiced Established COMPLETE</b>
	<b>Land Use Applications In Process</b>					
DR 09-02	<b>Site and Design Review.</b> This application is for the Dragonberry Produce Distribution warehouse, office, retail center proposed at 386 S. Sequoia Parkway in the Canby Pioneer Industrial Park.	NA	High - MH	A draft traffic impact study has just arrived for review. Otherwise staff is awaiting final completeness of application before setting the process timeline in place by setting a hearing date.	The contract to construct Walnut Street is critical to the viability of the Dragonberry Project. The contract has been let with a notice to proceed the first week in Jan. 2010.	March, 2010 10 % Complete

# Planning Division Work Plan

## Major Planning Division Work Tasks and Activities

FY 2010 Work Program  
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Act. No.	Activity Name - Description/Objective	CC Goal #	Anticipated Staff Time (Project Manager)	Recent Activity/Status	Comments	Target Date % Completed
Ann 09-01	<b>Annexation.</b> This request is from owner Beck to annex an approx. 4.5 acre tract on the east side of 1732 N Pine St with a low density R1 zoning designation.	NA	High - MH	The PC recommended approval in November and a CC Hearing Date is set for Feb. 17, 2010.	An annexation Development Agreement will concurrently accompany this annexation request. The applicant seeks an annexation vote on Nov., 2010.	February, 2009 85% Complete
Cpa 08-01 ZC 08-01	<b>Comp Plan Amendment and Zone Change.</b> This application from Gordon Root is to amend the Comp Plan map designation of several parcels within the Pioneer Industrial Park from Light Industrial to Commercial/Manufacturing and change the zoning from LI to CM.	NA	High - MH	No Change. The applicant recently began movement on this request again by hiring a new planner/engineer to spearhead the application which will need traffic related data to support the request.	Waivers of the 120 and 180 day review parameters were waived and agreed to on this request. Staff believes traffic congestion issues and desire to tag along with potential	On-Hold Pending Renewal By Applicant
Pra 09-03	<b>Pre-application</b> A new 16-bed memory care facility is being designed at the northwest corner of Fir and 2nd Ave. right across from the similar Country Side Living facility.	NA	High - MH	Staff held a second pre-application meeting with the 3 architects and the general contractor to discuss the merits of this proposal and how it might better fit into the vision of the downtown overlay district.	A conditional use permit application will be necessary. Some waivers of standards are expected to be a part of the application.	Nov., 2009 90% Complete
TV 09-01	<b>Temporary Vendor</b> The Canby Lions Club proposes to continue its annual christmas tree sales on the railroad parking lot near Ivy Street.	NA	Mod - MH	Staff successfully worked with representatives of the Lion's Club to obtain an appropriate site plan and the necessary signoff's from reviewing agencies to meet their planned set up an operation goals.	It has been agreed in the future that a separate Railroad Parking Lot reservation form will be used in place of the temporary vendors permit and business license as this is a city controlled property similar to but different from City parks.	PD Approved 11.24.09
FP 09-06	<b>Final Plat.</b> Replat of two existing platted lots to adjust boundaries on 2nd Street in Downtown Canby.	NA	High - MH	No change - still at County for Review before preparation of mylars for signatures and filing.		Pending Applicant's Submittal
	<b>Other Daily Core Activities</b>					
On-going	<b>Track &amp; Respond to Construction Activities (See Items Below)</b>	NA	Low			
On-going	<b>Front Counter Customer Assistance</b>	NA	Moderate			
On-going	<b>Phone/E-mail City, and Project &amp; Citizen Inquiry Assistance &amp; Coordination</b>	NA	High			



# Planning Division Work Plan

## Major Planning Division Work Tasks and Activities

Act. No.	Activity Name - Description/Objective	CC Goal #	Anticipated Staff Time (Project Manager)	Recent Activity/Status	Comments	Target Date % Completed
On-going	<b>Professional Service and Training Opportunities</b>	NA	Low	Director attended first Oregon City Planning Directors Association (OCPDA) Board meeting in Lincoln City and the annual Legal Issues workshop in Portland sponsored by the Oregon American Planning Association. PC and planning staff were reminded of the free web based PC training opportunities that can be viewed live or are archived for review at anytime.	Planner's are targeting free and low cost training opportunities due to budgetary limitations.	NA
*	Consulted and advised about consideration of a drive-thru window at the Clackamas Credit Union.					
*	Consulted and advised of process to add solar panels at an AT&T cell tower in Canby.					
*	Consulted and advised about a drive-up facility at a chinese restaurant in the Safeway Shopping Center.					
*	Consulted and advised about existing lot records and about pre-application process for a possible multi-family site and design review application.					
*	Met with Canby Market Center and Fred Meyer representatives to arrive at agreement on which overall signage standards are applicable agreeing to avoid a variance application and possible legal challenge by applying previous approval conditions based on old sign code.					
*	Met twice with Hope Village Annexation representatives to review concept plan requirements.					
*	Participated in meetings concerning bioenergy facility and a biomass project in Canby.					
*	Consulted with Canby Fire District about proposed new storage building utility easement concerns and to provide SDC estimates.					
	<b>Council Directed Planning Goals</b>					

# Planning Division Work Plan

## Major Planning Division Work Tasks and Activities

Act. No.	Activity Name - Description/Objective	CC Goal #	Anticipated Staff Time (Project Manager)	Recent Activity/Status	Comments	Target Date % Completed
1	Further community visioning, identify plans requiring updates and to comply with State Land Use Goals, and new plans that need to be developed to sustain and improve the quality of life within the community and advance economic opportunities.					
2	Continue to review and update City regulations to facilitate the changing needs of the community, protect residential neighborhoods and Canby's natural resources, and meet the Goals and policies of the City Council.					
3	Continually assess the land use review process for improvements, appropriate cost recovery, and for the application of suitable standards to guide development.					
4	Continually improve internal operations and promote open communication and information exchange with citizens.					

**City of Canby**  
**Planning Application Tracking Chart**  
**November - December 2009**

1/4/2010

<b>File Number</b>	<b>Application Description</b>	<b>Owner/Applicant</b>	<b>Property Address</b>	<b>Fee</b>	<b>Date Received</b>	<b>Status</b>
CPA 08-01 ZC 08-01	Zone Change and Comp Plan Amendment	Root Holdings	1793 SE 1st Ave, 1907 SE 1st Ave	5,860.00	6/3/2008	On Hold
ANN 09-01	Annexation	Beck	1732 N Pine St		2/26/2009	Public Hearing Scheduled 2/17/10 at City Council
DR 09-02	Site and Design Review	Nguyen/Deca Architect	S Sequoia Pkwy and Walnut Street	3,000.00	8/12/2009	Awaiting Completeness
PRA 09-03	Pre-application	Country Side Living		N/A	10/1/2009	2nd Pre-App Conference held 12/09
FP 09-06	Final Plat	John Meredith - BRJM	258 NE 3rd Avenue	100.00	10/30/2009	At County for Review
TA 09-03	Text Amendment	City of Canby	N/A	N/A	8/24/2009	Ordinance for adoption at CC 1/6/10
TV 09-01	Temporary Vendor	Canby Lions Club	Railroad Parking Lot	50.00	11/10/2009	Planning Director approved 11/24/09

## **Building Permits for November & December 2009**

### **Mechanical Permits issued:**

Sixteen (16) Mechanical Permits were issued in November and December this includes any heating and air conditioning replacement or new.

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

- One (1) sign and two temporary banners.
- One (1) Change of Occupancy from a residential to a commercial property
- Five (5) building repairs, that included roof repair and siding to the Adult Center
- One (1) new residential home permit issued in this period.

### **Permits Finalled**

After a very long time we were able to final the Canby High School Monument sign as well as the City of Canby gateway entrance signs.

JP Morgan Chase bank tenant improvements were also finalled letting the bank open in the Fred Meyer Store.

Canby Cinema received its final occupancy certificate.

Canby Utility received the final on the water tank on 13<sup>th</sup> Avenue.

Dr Warren finalled his new medical office building on SE 3<sup>rd</sup> Court.



# Canby Development

## Building Permits and Fees Collection

November - December 2009

BUILDING PERMIT DATA				
PERMIT TYPE	PERMITS ISSUED		VALUATION	
	Nov	Dec	Nov	Dec
<i>BUILDING PERMITS - SFR</i>	<i>1</i>	<i>-</i>	<i>\$203,264</i>	<i>\$0</i>
<i>BUILDING PERMITS MULTIFAMILY</i>	<i>-</i>	<i>-</i>	<i>\$0</i>	<i>\$0</i>
<i>MECHANICAL</i>	<i>5</i>	<i>12</i>	<i>\$0</i>	<i>\$0</i>
<i>ADDITIONS NONRESIDENTIAL</i>	<i>2</i>	<i>-</i>	<i>\$37,485</i>	<i>\$0</i>
<i>ADDITIONS RESIDENTIAL</i>	<i>1</i>	<i>1</i>	<i>\$11,870</i>	<i>\$70,000</i>
<i>OTHER</i>	<i>5</i>	<i>1</i>	<i>\$56,500</i>	<i>\$6,654</i>
<b>MONTH</b>	<b>14</b>	<b>14</b>	<b>\$309,119</b>	<b>\$76,654</b>
<b>YEAR</b>	<b>238</b>	<b>252</b>	<b>\$8,287,449</b>	<b>\$8,364,103</b>

SDC FEES AND CHARGES UPDATE			
	MONTH		YEAR
	Nov	Dec	
<i>Stormwater Fees</i>	<i>143</i>	<i>-</i>	<i>2,547</i>
<i>Sewer SDC Fees</i>	<i>2,489</i>	<i>-</i>	<i>26,073</i>
<i>Construction Excise Tax</i>	<i>613</i>	<i>31</i>	<i>7,440</i>
<i>Parks SDC Fees</i>	<i>4,725</i>	<i>-</i>	<i>24,069</i>
<i>Transportation Improvement</i>	<i>3,749</i>	<i>-</i>	<i>58,529</i>
<i>Planning Department Fees</i>	<i>195</i>	<i>135</i>	<i>2,944</i>
<i>Advanced Financing</i>	<i>917</i>	<i>-</i>	<i>917</i>
<i>Business License</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>Building Department Fees</i>	<i>6,718</i>	<i>6,283</i>	<i>134,653</i>
<i>School Excise Tax</i>	<i>1,650</i>	<i>-</i>	<i>21,566</i>

INSPECTIONS		
	Nov	Dec
<b>MONTH</b>	<i>68</i>	<i>47</i>
<b>YEAR</b>	<i>762</i>	<i>809</i>

**City of Canby**  
**Building Permits and Fees Collection Annual Summary Report for 2009**

1/6/2010

BUILDING PERMIT DATA													
PERMIT TYPE	PERMITS ISSUED												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
BUILDING PERMITS - SFR	1	-	1	-	1	-	-	-	-	-	1	-	4
BUILDING PERMITS MULTIFAMILY	-	-	1	-	-	-	-	-	-	-	-	-	1
MECHANICAL	5	5	14	17	11	18	19	17	9	6	5	12	138
ADDITIONS NONRESIDENTIAL	-	5	4	4	2	-	6	1	4	-	2	-	28
ADDITIONS RESIDENTIAL	2	1	2	5	2	4	6	4	2	3	1	1	33
OTHER	1	8	4	5	3	1	5	6	2	7	5	1	48
<b>MONTH</b>	<b>9</b>	<b>19</b>	<b>26</b>	<b>31</b>	<b>19</b>	<b>23</b>	<b>36</b>	<b>28</b>	<b>17</b>	<b>16</b>	<b>14</b>	<b>14</b>	
<b>YEAR</b>	<b>9</b>	<b>28</b>	<b>54</b>	<b>85</b>	<b>104</b>	<b>127</b>	<b>163</b>	<b>191</b>	<b>208</b>	<b>224</b>	<b>238</b>	<b>252</b>	
VALUATION OF PERMITS ISSUED													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
BUILDING PERMITS - SFR	391,051	-	243,628	-	102,016	-	-	-	-	-	203,264	-	939,959
BUILDING PERMITS MULTIFAMILY	-	-	392,436	-	-	-	-	-	-	-	-	-	392,436
MECHANICAL	-	-	-	-	-	-	-	-	-	-	-	-	-
ADDITIONS NONRESIDENTIAL	-	71,690	160,800	358,191	27,132	-	330,068	35,000	245,034	-	37,485	-	1,265,400
ADDITIONS RESIDENTIAL	95,232	20,670	19,221	175,307	21,574	29,732	143,342	126,418	64,753	17,726	11,870	70,000	795,845
OTHER	25,000	77,290	10,133	2,515,143	19,295	-	1,878,552	290,789	14,228	76,879	56,500	6,654	4,970,463
<b>MONTH</b>	<b>511,283</b>	<b>169,650</b>	<b>826,218</b>	<b>3,048,641</b>	<b>170,017</b>	<b>29,732</b>	<b>2,351,962</b>	<b>452,207</b>	<b>324,015</b>	<b>94,605</b>	<b>309,119</b>	<b>76,654</b>	
<b>YEAR</b>	<b>511,283</b>	<b>680,933</b>	<b>1,507,151</b>	<b>4,555,792</b>	<b>4,725,809</b>	<b>4,755,541</b>	<b>7,107,503</b>	<b>7,559,710</b>	<b>7,883,725</b>	<b>7,978,330</b>	<b>8,287,449</b>	<b>8,364,103</b>	
SDC FEES AND CHARGES UPDATE													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
Stormwater Fees	100	-	460	1,506	-	-	-	338	-	-	143	-	2,547
Sewer SDC Fees	-	-	9,421	11,674	-	-	-	2,489	-	-	2,489	-	26,073
Construction Excise Tax	2,532	-	3,305	295	157	-	284	225	-	-	613	31	7,440
Parks SDC Fees	-	-	16,332	2,263	-	-	-	749	-	-	4,725	-	24,069
Transportation Improvement	-	-	7,488	38,393	-	-	-	8,899	-	-	3,749	-	58,529
Planning Department Fees	70	275	435	807	70	75	250	347	125	160	195	135	2,944
Advanced Financing	-	-	-	-	-	-	-	-	-	-	917	-	917
Business License	-	-	-	-	-	-	-	-	-	-	-	-	-
Building Department Fees	7,492	4,950	10,785	47,782	5,914	3,599	18,666	12,235	7,094	3,134	6,718	6,283	134,653
School Excise Tax	3,657	-	5,276	9,967	-	-	-	1,017	-	-	1,650	-	21,566
	13,851	19,076	72,578	185,264	191,405	195,079	214,279	240,576	247,795	251,090	272,288	278,737	
INSPTCTIONS													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
<b>MONTH</b>	<b>71</b>	<b>46</b>	<b>60</b>	<b>58</b>	<b>70</b>	<b>74</b>	<b>70</b>	<b>87</b>	<b>76</b>	<b>82</b>	<b>68</b>	<b>47</b>	
<b>YEAR</b>	<b>71</b>	<b>117</b>	<b>177</b>	<b>235</b>	<b>305</b>	<b>379</b>	<b>449</b>	<b>536</b>	<b>612</b>	<b>694</b>	<b>762</b>	<b>809</b>	

**City of Canby**  
**Current Year Monthly Assessmen**  
**and**  
**Historical Yearly Compilation of New Residential Dwelling Units by Type**  
For Month Ending December 31, 2009

YEAR	SFR*	MH*	MFR*	TOTAL*
1977	205	0	160	365
1978	157	0	22	179
1979	64	0	12	76
1980	49	0	5	54
1981	29	0	24	53
1982	12	0	38	50
1983	7	0	0	7
1984	21	0	0	21
1985	21	20	0	41
1986	22	46	0	68
1987	37	34	0	71
1988	40	10	1	51
1989	47	6	37	90
1990	85	6	42	133
1991	84	21	10	115
1992	69	8	9	86
1993	108	32	59	199
1994	150	38	34	222
1995	51	54	58	163
1996	71	53	104	228
1997	89	25	189	303
1998	77	4	24	105
1999	139	3	62	204
2000	96	3	17	116
2001	122	0	13	135
2002	131	2	104	237
2003	85	1	72	158
2004	61	0	52	113
2005	123	2	4	129
2006	201	3	1	205
2007	73	3	0	76
2008	15	0	1	15
2009	4	0	1	5
<b>TOTAL</b>	<b>SFR</b>	<b>MH</b>	<b>MFR</b>	<b>TOTAL</b>
1977 - 2009	2545	374	1155	4074
% of Total	62.5%	9.2%	28.4%	

2009	SFR*	MH*	MFR*	TOTAL*
MONTH	SFR*	MH*	MFR*	TOTAL*
Jan	1	0	0	1
Feb	0	0	0	1
Mar	1	0	1	3
Apr	0	0	0	3
May	1	0	0	4
Jun	0	0	0	4
Jul	0	0	0	4
Aug	0	0	0	4
Sep	0	0	0	4
Oct	0	0	0	4
Nov	1	0	0	5
Dec	0	0	0	5
<b>Total</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>5</b>
% of Total	80.0%	0.0%	20.0%	

\* Totals do not include demolitions or replacements.

\* Duplexes are included as MFR.

SFR = Single Family Residential

MH = Manufactured Housing

MFR = Multi-Family Residential

TOTAL	SFR	MH	MFR	TOTAL
1980 - 1989	285	116	105	506
% of Total	56.3%	22.9%	20.8%	
1990 - 1999	923	244	591	1758
% of Total	52.5%	13.9%	33.6%	
2000 - 2009	911	14	265	1189
% of Total	76.6%	1.2%	22.3%	

\* Totals do not include demolitions or replacements; identifies total number of new dwelling units not new permits.

# City of Canby Bi-Monthly Report

## Public Works

### November - December 2009



**TO:** *Honorable Mayor Thompson and City Council*  
**FROM:** *Dwayne Barnes, Director of Public Works*  
**DATE:** *January 8, 2009*  
**THROUGH:** *Amanda Klock, Interim City Administrator*

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Please find below the status of our major projects followed by status reports from:

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

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

The Phase I Pump Station improvements "Notice To Proceed" was issued on November 12. Equipment submittals were received on December 28, engineering review is expected to be completed within the next week and the preconstruction meeting will be held shortly thereafter. With the equipment lead times at approximately 16 to 20 weeks, we will not see any field activity until early spring.

The second phase of the Knights Bridge Road project is for replacement of the water lines under a contract to be awarded by Canby Utility in February 2010. That work will be completed in March and April prior to initiation of the street improvement project.

The final phase of work will be the ODOT roadway reconstruction, which is scheduled for a March 4, 2010 bid date and construction to begin in mid-May. All preliminary engineering work has been completed and accepted by ODOT, and the work is therefore eligible for grant assistance. No activity is anticipated on this project until the bid process begins in February. In the near future, ODOT will request the City to forward the City portion of the project costs. The actual construction contract will be between ODOT and the contractor, and will not require any City approval actions.

#### **NE 2<sup>nd</sup> Avenue Redevelopment:**

The 2<sup>nd</sup> Avenue project from Ivy to Knott Street is substantially complete; however, a punch list of additional items need to be reconciled prior the final invoicing. Final invoicing should be resolved in the next couple weeks and all punch list issues similarly resolved.

#### **Wastewater Treatment Plant Improvements:**

Bids for the Wastewater Facility Improvements were received on December 17 and a contract has been prepared for City approvals on January 6 and January 20. We anticipate issuing a notice to proceed by early February. Much of the project is related to equipment with long lead times, so we would not anticipate substantial field work to begin until spring.

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

Contracts have been approved and executed for this work and a preconstruction meeting was

held on December 15. Notice to proceed will be issued on January 7. Depending upon acceptable weather conditions, we expect work to begin immediately and be complete by early summer 2010.

### **Public Works**

By Jeff Crowther, Public Works Supervisor

#### **Street Maintenance Program:**

Staff has been working on preparing for the winter ice and snow. We trained all staff in the use of the sanding truck and de-icing vehicle. We reviewed the sanding and de-icing routes that will be treated when it becomes necessary. City staff rebuilt and paved the alley between NE 3<sup>rd</sup> and 4th Avenue off of N Knott Street providing improved storm drainage.

Street Maintenance	172 Hours
Tree Trimming	15 Hours
Street Light Repair	66.5 Hours
Street Sign Repair and Installation	34 Hours
Sidewalk Repair and Installation	5 Hours

#### **Sewer and Storm Water Collection**

Staff has been cleaning the storm water collection system and catch basins preparing for the upcoming winter months. We received delivery of the new Elgin sweeper. During the pick of the leaf season staff used a split schedule to provide up to 15 hours per day of sweeping. During November the vac truck was sent in for repairs to rebuild the blower. We will be cleaning sewers on a daily basis to reduce the backlog.

Lift Station Maintenance	65.5 Hours
Sewer Lateral Repair	25 Hours
Catch Basin Cleaning	20 Hours
Sewer and Storm Line Locating	20.5 Hours
Drywell Cleaning	16 Hours
Sewer Line Cleaning	86 Hours
Street Sweeping	251 Hours

### **Wastewater Treatment**

By Darwin Tramel, Wastewater Treatment Supervisor

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

The water quality for the months of November and December was excellent with no interruption of services or violations for either month. The wastewater staff worked on winterizing piping and equipment for the colder winter months. The laboratory experienced a frozen water pipe in the

ceiling during the freezing temperatures in December. The water pipe burst and water soaked through the ceiling causing damage to about a 10 foot by 20 foot section of the sheet rock. Clackamas County Insurance was quick to respond and we are currently having the ceiling repaired by Serve Pro. The staff continues to assist the collections crew and public works on projects involving lift station maintenance, and is busy with preventive maintenance and biosolids hauling.

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

- Poured a concrete pad and installed a self serve propane tank.
- Staff assisted with the installation of a new pump at the 34<sup>th</sup> street lift station.
- Replaced the main drive motor on the belt press.
- Grease interceptor inspections and training with staff.
- Freeze protection of pipes, panels and equipment.
- Minor repairs, cleaning and delivery of the City big gun sprinkler to Ernst Hardware in St. Paul for a consignment sale. This piece of 20 year old equipment is still worth approximately \$10,000.
- Staff drained, cleaned and made minor repairs to the South clarifier.
- The hydraulic ram on the headworks screen failed in December and we are currently working on quotes for replacement of the 16 year old ram and hydraulic unit.
- Routine process control, daily laboratory analysis, maintenance, repairs, and cleaning.

Construction activities for the months of November and December included meetings with Curran-McLeod Inc, preparing the bid packets and going out for construction bid proposals on December 17 for the Wastewater Phase III Facility upgrade.

#### **November 2009**

New Connections	1	Monthly Averages	
Total Connections	5741	Effluent BOD	2
Average Flow	0.9769	Effluent CBOD	2
E. Coli	2	Effluent TSS	4

#### **December 2009**

New Connections	0	Monthly Averages	
Total Connections	5741	Effluent BOD	4
Average Flow	0.9841	Effluent CBOD	2
E. Coli	4	Effluent TSS	6

#### **Biosolids Program:**

The wastewater treatment staff hauled 324 cubic yards of biosolids to the Asbell and Ingel properties in the months of November and December. To date we have had no odor complaints from any sites for the year of 2009.

In November we contacted the new owners of the Hein property to see if they were interested in continuing with the application of biosolids on their site. Unfortunately they have said no at this time. The Hein property is are largest biosolids site with approximately 360 acres, of which a large portion was approved for winter application. This is devastating news, because we have limited sites for the winter application of biosolids, and the DEQ is no longer permitting sites for winter application in the Willamette Valley.

### **Pretreatment:**

All treatment plant staff are completing training and participating in the Oregon ACWA Preferred Pumper program. This program focuses on reducing fats, oils and grease (FOG) in the collection system. In November, Dave Conner and I went with Randy Watson of Wilsonville for training on the inspection process and requirements as outlined in the preferred pumper program. During December, Dave Conner and I completed three inspections of restaurant grease interceptors following the contract pumping of FOG. I have completed a business data base of the facilities in Canby with interceptors or grease traps and all contract pumpers must contact our staff prior to pumping any businesses in Canby.

I continue to work on the City mandated Water Quality Management Plan for the Willamette and Molalla Rivers, when time allows. To date I have received no comments from DEQ concerning the City NPDES permit renewal, Local Limits Development or the Reasonable Potential Analysis.

### **Meetings and Training Attended**

I attended meetings with Oregon ACWA pretreatment, the preferred pumper committee and Curran-McLeod Inc. Dave Conner attended union meetings, the ACWA preferred pumper committee and Curran-McLeod Inc.

## **Parks Maintenance**

By Jeff Snyder, Parks Maintenance Lead Worker  
November – December 2009

### **Park Renovations**

- Park staff planted four new European Hornbeam trees at Maple St. Park.
- A 110 foot trench was dug at Wait Park to accommodate three new lighting circuits. The circuits were used to power up the new 25' Christmas tree at Wait Park. The Christmas train at Wait Park had all of its 900 bulbs changed out to LED bulbs.
- Park Staff removed the slip road connecting Territorial Rd. to the Molalla Forest Rd. walking path. This was the first step in starting the lighted cross walk project which will safely carry pedestrians across Territorial Rd.

### **Park Maintenance**

All the mowing and turf maintenance was completed for the season in the parks by early November. Park staff winterized all the park assets before the freezing weather hit. Storm debris removal and leaf removal also occupied staff time the last two months. Trees and hedges were trimmed and shrub beds are still being cleaned up. Staff removed a hazardous tree from Community Park and a hedge at Maple St. Park. Park staff spent eight hours the last two months removing graffiti. A Kiwanis dedication plaque was installed on the new clock in the Thriftway parking lot. Staff built a box to store the new Christmas tree.

Regular maintenance was performed at the 25 areas the Parks Department is responsible for, including: the Adult Center, Arneson Gardens Horticultural Park, Baker Prairie Cemetery, City Hall, Community Park (River), Eco Park natural area, Faist V property, Holly & Territorial welcome sign property, Hulbert's welcome sign property, Library, South Locust Street Park, Logging Road Trail and Fish Eddy/Log Boom property, Maple Street Park, 19th Loop Natural area, Northwood Estates Park, Skate Park, Shop Ground, Swim Center, Legacy Park, Territorial

Estates Future CLC Park, Transit Building, Transit Bus Stop, Triangle Park, Wait Park and Willow Creek Wetlands.

**Clackamas County Corrections Crews:**

The crew removed storm debris from Arneson Gardens, including tons of leaves raked and removed from Wait and Community Parks. C.C.C.C. performed approximately 384 hours of labor for the City of Canby in the months of November and December.

**Meetings attended:**

All of us attended the crew annual hearing test.

All of us attended a city wide Christmas party on December 17.

I met with Bev Doolittle, Dwayne B. and Jeff C. to explain the electrical system at Wait Park for the Christmas lighting ceremony.

**Other Information of Interest:**

The Parks Department is responsible for 182 acres of property.

Park staff learned to operate the new street sweeper.

Staff spent 187 hours installing and maintaining the new Christmas tree and the existing lights.



## Fleet Services

Bi-Monthly Report : November / December 2009

Prepared by Joe Witt, Lead Mechanic

### November 2009

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	1	\$66.50		\$73.32	\$139.82
Adult Center				\$270.40	\$270.40
Building	1	\$38.50		\$28.15	\$66.65
Wastewater Collections	5	\$2,523.50	\$21,556.59	\$227.83	\$24,307.92
Wastewater Treatment	6	\$1,438.50	\$183.79	\$347.01	\$1,969.30
Parks	4	\$511.00	\$227.88	\$439.40	\$1,178.28
Police	19	\$4,007.50	\$4,336.71	\$4,206.45	\$12,550.66
Streets	13	\$5,145.00	\$3,502.56	\$924.97	\$9,572.53
Fleet Services	1		\$239.03	\$145.58	\$384.61
Canby Area Transit (CAT)	30	\$12,099.50	\$4,844.03	\$7,231.61	\$24,175.14
Total Work Orders Processed for the Month	<b>80</b>	Totals*			<b>\$74,615.31</b>

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

### December 2009

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	1	\$59.50	\$4.12	\$28.63	\$92.25
Adult Center	1	\$105.00	\$24.15	\$278.85	\$408.00
Building	1	\$31.50	\$0.00	\$0.00	\$31.50
Wastewater Collections	5	\$1,032.50	\$1,324.53	\$520.13	\$2,877.16
Wastewater Treatment	6	\$2,404.50	\$835.76	\$476.04	\$3,716.30
Parks	8	\$1,431.50	\$235.58	\$369.97	\$2,037.05
Police	32	\$7,815.50	\$4,492.98	\$4,844.79	\$17,153.27
Streets	24	\$7,395.50	\$2,772.14	\$1,187.67	\$11,355.31
Fleet Services	3	\$360.50	\$447.30	\$39.82	\$847.62
Canby Area Transit (CAT)	36	\$9,184.00	\$11,667.78	\$7,425.05	\$28,276.83
Total Work Orders Processed for the Month	<b>117</b>	Totals*			<b>\$66,795.29</b>

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

### Fleet Service Highlights

## FACILITIES MAINTENANCE

Dan Mickelsen

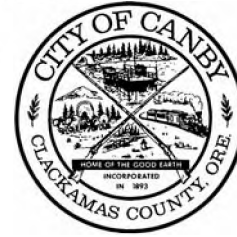
The months of November and December were busy months. There were some dry days that allowed me to clean roofs and gutters and also apply moss treatment where needed. The Adult Center siding job is nearing complete and the roof job will start as soon as the weather allows. The application has been forwarded to the Dept. of Energy on a lighting project that will be taking place at the Shop Complex.

- Police Department: Eleven work order repairs from Doors to Server Room Air Conditioners. 23 hours
- Adult Center: Two work order repairs on the front doors and a plumbing issue. Most time was spent on the siding and roofing jobs. Pre-con meetings, bid openings, applications and inspections. 45 hours
- City Hall: Twelve work order repairs from restroom fans to an annoying leaky roof. 19 hours
- Transit: Two work order repairs from hot water heaters to door locks. 2 hours
- Library: Seven work order repairs from garbage fence removal to new sign installation. 9 hours
- Planning and Building: One work order to rebuild bathroom fixture. 1.25 hours
- Shop Complex: Twelve work order repairs from wash rack lighting to new lockset installation. In addition, a lot of time was spent working on a lighting project. This entailed getting price quotes, working with Efficiency Services Group doing a walk through on the project and filling out applications for the Dept. of Energy. A contractor has been secured and I am expecting notification to proceed from the Dept. of Energy soon. 46.5 hours
- I assisted the Public Works crew on various tasks as needed along with doing several inspections for erosion control issues. I attended a meeting presented by Northwest Natural Gas Company pertaining to utility locating. 16 hours
- I was asked to meet with a member of the Vietnam Memorial Board to construct a nice bulletin board that will be used at their site, which will then be moved to one of the area parks in the future. 17 hours

# City of Canby Monthly Report

## Department: Police Department

**To:** Amanda Klock, Acting City Administrator  
**From:** Jorge Tro, Acting Chief of Police  
**For Months Of:** November 2009 - December 2009



### Community Activities

- 11/3/2009 Cutsforth's Thriftway / Chamber Lunch, Acting Chief Tro
- 11/5/2009 Canby Adult Center / Volunteer to assist serving lunch, Kari Inness
- 11/18/2009 91 School / Kiwanis Terrific Kids Presentation, Acting Chief Tro
- 11/30/2009 Cutsforth's Thriftway / K-9 presentation to Kiwanis Club, Officer Farmer, Officer Warren, and Sgt. Green along with the Freddy and Doerak
- 12/3/2009 Canby Adult Center / Volunteer to assist serving lunch, CSO Kari Inness
- 12/5/2009 Wait Park / Lighting of Christmas Lights, Acting Chief Tro
- 12/6/2009 Canby Schools / Bike Safety presentations, Acting Chief Tro
- 12/8/2009 Knight Elementary / "Lunch with the Chief" from winner at pre-school auction, Acting Chief Tro
- 12/19/2009 Walmart in Portland / "Shop with a Cop," Acting Chief Jorge Tro, Sgt. Scott Cunningham, Detective Chris Mead, Traffic Officers Macom and Ethington

### Department Activity

- 11/19/2009 Lake Oswego City Hall / Retirement Reception for Capt. Mike Hammons, Acting Chief Tro and Toni Tracy
- 11/30/2009 Sandy PD / Retirement Party for Chief of Sandy, Acting Chief Tro
- 11/30/2009 Canby Area / T.E.T. assisted Detective Division with service of search warrant, T.E.T. members
- 12/8/2009 Seattle / Memorial Service for fallen Lakewood Officers, Sgt. Sommer, Sgt. Schoenfeld, Detective Mead, and Detective Scharmota

## Department Activity

12/15/2009 Woodburn Police Department / Retirement Reception for Captain Charlie Blevins, Acting Chief Tro, Toni Tracy, and Det. Sgt. Frank Schoenfeld

## Meetings

11/2/2009 Canby City Hall / Directors Staff Meeting, Acting Chief Tro  
11/3/2009 Oregon City Elks / Monthly Chief's Meeting, Acting Chief Tro  
11/7/2009 Oregon City / C800 Meeting, Acting Chief Tro  
11/9/2009 Canby City Hall / City Directors' Meeting, Acting Chief Tro  
11/10/2009 CCOM / C800 Board Meeting, Acting Chief Tro  
11/12/2009 Baker Prairie Middle School / Meeting with Todos Junos and School Officials regarding programs, Acting Chief Tro  
11/13/2009 Cutsforths' Thriftway / Rotary Club Meeting, Acting Chief Tro  
11/16/2009 Canby City Hall / City Directors' Meeting, Acting Chief Tro  
11/17/2009 Baker Prairie Middle School / Meeting regarding Search and Seizure Laws and responsibilities for the schools, Acting Chief Tro  
11/18/2009 Oregon City / Hazard Mitigation Meeting, Acting Chief Tro  
11/18/2009 Canby Police Dept. / Staff Meeting, Acting Chief Tro, Toni Tracy, and Sergeants  
11/20/2009 Cutsforth's Thriftway / Rotary Club Meeting, Acting Chief Tro  
11/23/2009 Canby City Hall / City Directors' Meeting, Acting Chief Tro  
11/25/2009 Canby Police Dept. / Staff Meeting, Acting Chief Tro, Toni Tracy, and Sergeants  
12/1/2009 Canby PD / Meeting wity City Auditor, Acting Chief Tro  
12/3/2009 Oregon City / CCITF Meeting, Detective Sgt. Frank Schoenfeld  
12/4/2009 Cutsforth's Thriftway / Rotary Club Meeting, Acting Chief Tro  
12/7/2009 Canby City Hall / City Directors' Meeting, Acting Chief Tro  
12/8/2009 Tualatin / Meeting with new Chief Smith, Acting Chief Tro  
12/9/2009 Canby Police Dept. / Staff Meeting, Acting Chief Tro, Toni Tracy, and Sergeants  
12/9/2009 Oregon City / C800 Meeting, Acting Chief Tro  
12/9/2009 Oregon City / CCOM Meeting, Acting Chief Tro  
12/10/2009 Clackamas PSTC / CCCJC Meeting, Acting Chief Tro

## Meetings

12/11/2009 Cutsforth's Thriftway / Rotary Club Meeting, Acting Chief Tro  
12/16/2009 Canby PD / Meeting with Motor Pool to discuss Vehicle Purchase for  
Detective Division, Acting Chief Tro and Detective Sergeant Frank  
Schoenfeld  
12/16/2009 Canby PD / Staff Meeting, Acting Chief Tro and Sergeants  
12/17/2009 CCOM / Homeland Security Task Force Meeting, Acting Chief Tro  
12/24/2009 Canby Police Dept. / Staff Meeting, Acting Chief Tro and Sergeants

## Monthly Stats

11/30/2009 Stats - November 2009  
  
\*Calls for Service / 1247  
\*Crime Reports / 113  
\*Adult Arrests / 134  
\*Juvenile Custody / 30  
\*Injury Crashes / 0  
\*Non-Injury Crashes / 13  
\*Citations Issued / 288  
\*Front Counter contacts / 460  
  
11/30/2009 Gang Related Calls / November 2009 - 17  
11/30/2009 K9 Activity - November 2009 - Warren/Freddy  
    \*Two call-outs  
    \*16 hours of training  
  
K9 Activity - November 2009 - Farmer/Doerak  
    \*One call-out  
    \*16 hours of training  
  
12/31/2009 Stats - December 2009  
  
\*Calls for Service / 1299  
\*Crime Reports / 99  
\*Adult Arrests / 89  
\*Juvenile Custody / 9  
\*Injury Crashes / 1  
\*Non-Injury Crashes / 13  
\*Citations Issued / 306  
\*Front Counter contacts / 480



## Monthly Stats

12/31/2009 Gang Related Calls / December 2009 - 18  
12/31/2009 K9 Activity - December 2009 - Warren/Freddy  
\*Four call-outs  
\*16 hours of training  
  
K9 Activity - December 2009 - Farmer/Doerak  
\*Three call-out  
\*16 hours of training

## Other Activities

12/8/2009 Canby Adult Center / Volunteer Appreciation Luncheon, Acting Chief Tro and Kari Inness  
12/17/2009 Cutsforth's Thriftway / City's Holiday Luncheon, Members of the police department

## Training

11/18/2009 Canby Rod and Gun Club / Firearms Night Shoot, Sworn Officers  
11/30/2009 Clackamas County Fairgrounds / T.E.T. Training, T.E.T. members  
12/9/2009 Gladstone / Emergency Management Workshop, Acting Chief Tro  
12/15/2009 Tualatin / Emergency Mangement Preparedness, Acting Chief Tro  
12/17/2009 Canby Hope Village / Mandatory Training - Challenges, Strategies, Obligations of Law Enforcement Agencies for the 21st Century, All Sworn Officers

# Bi-Monthly Report

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

**Date:** January 8, 2010

**Re:** November & December 2009 Report

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Can you believe it's already a 2010? Another decade closes at the Canby Swim Center. 2010 marks the 40<sup>th</sup> Anniversary of the Canby Swim Center opening and we are planning special activities throughout the year. The first will be Spring Break, when we will have a week of FREE afternoon public swims.

2009 finished strong at the Swim Center. November and December revenue numbers were better than 2008 by \$2,000.00, bringing us up \$3,200.00 for the year. Attendance numbers were much the same; 2,100 swims ahead of 2008 November and December and 3,200 swims ahead for the year.

Our annual Canned Food and Toy drive did well. We were able to collect about three barrels of food and toys for the Canby Kiwanis. It is great that we are able to help out the community food bank and reward those that give so generously.

Swimming lessons are staying full this winter and the Canby High School and Canby Gators swimming teams are in full swing. The Gators recently held their two annual meets. The Canby Mile Open was in November and The Canby Animal Meet in December. Canby Fine Arts Center also held the Oregon Swimming Awards for the second straight year, bringing about 800 people into Canby the Sunday before Thanksgiving.

**FROM :** ERIC LAITINEN, AQUATIC PROGRAM MANAGER  
**SUBJECT:** MONTHLY REPORT FOR NOVEMBER 2009  
**DATE:** JANUARY 8, 2010

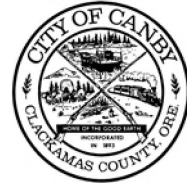
CANBY SWIM CENTER NOVEMBER 2009	ADMIT 2008	ADMIT 2009	PASS 2008	PASS 2009	TOTAL 2008	TOTAL 2009	YTD TOTAL 08-09	YTD TOTAL 09-10
MORNING LAP	76	66	235	306	311	372	1617	1555
ADULT RECREATION SWIM	63	75	424	561	487	636	2547	3180
MORNING WATER EXERCISE	214	313	0	0	214	313	1071	1500
PARENT/ CHILD	0	0	0	0	0	0	819	1027
MORNING PUBLIC LESSONS	118	162	0	0	118	162	2950	2864
SCHOOL LESSONS	63	0	0	0	63	0	101	0
NOON LAP	69	90	218	179	287	269	1282	1206
	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	348	166	21	12	369	178	2821	1862
PENGUIN CLUB	0	0	0	0	0	0	730	645
CANBY H.S. SWIM TEAM	0	0	622	598	622	598	622	598
CANBY GATORS	0	0	735	1005	735	1005	3049	3893
MASTER SWIMMING	21	11	22	12	43	23	110	244
EVENING LESSONS	230	457	0	0	230	457	4632	5097
EVENING LAP SWIM	27	45	19	53	46	98	611	729
EVENING PUBLIC SWIM	266	240	5	30	271	270	2625	3164
EVENING WATER EXERCISE	115	105	0	0	115	105	878	796
ADULT LESSONS	6	0	0	0	6	0	51	49
GROUPS AND RENTALS	439	407	0	0	439	407	1583	1430
KAYAK	10	2	0	0	10	2	14	2
OUTREACH SWIMMING	0	0	0	0	0	0	601	544
<b>TOTAL ATTENDANCE</b>	<b>2,065</b>	<b>2,139</b>	<b>2,301</b>	<b>2,756</b>	<b>4,366</b>	<b>4,895</b>	<b>28714</b>	<b>30385</b>

**FROM :** ERIC LAITINEN, AQUATIC PROGRAM MANAGER  
**SUBJECT:** MONTHLY REPORT FOR DECEMBER 2009  
**DATE:** JANUARY 8, 2010

CANBY SWIM CENTER DECEMBER 2009	ADMIT 2008	ADMIT 2009	PASS 2008	PASS 2009	TOTAL 2008	TOTAL 2009	YTD TOTAL 08-09	YTD TOTAL 09-10
MORNING LAP	50	54	120	288	170	342	1787	1897
ADULT RECREATION SWIM	59	63	342	465	401	528	2948	3708
MORNING WATER EXERCISE	166	191	0	0	166	191	1237	1691
PARENT/ CHILD	0	0	0	0	0	0	819	1027
MORNING PUBLIC LESSONS	114	137	0	0	114	137	3064	3001
SCHOOL LESSONS	0	450	0	0	0	450	101	450
NOON LAP	86	113	201	176	287	289	1569	1495
	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	183	261	11	23	194	284	3015	2146
PENGUIN CLUB	0	0	0	0	0	0	730	645
CANBY H.S. SWIM TEAM	0	0	753	943	753	943	1375	1541
CANBY GATORS	0	0	632	1067	632	1067	3681	4960
MASTER SWIMMING	19	10	18	10	37	20	147	264
EVENING LESSONS	205	293	0	0	205	293	4837	5390
EVENING LAP SWIM	21	28	26	27	47	55	658	784
EVENING PUBLIC SWIM	149	137	4	19	153	156	2778	3320
EVENING WATER EXERCISE	64	46	0	0	64	46	942	842
ADULT LESSONS	4	0	0	0	4	0	55	49
GROUPS AND RENTALS	360	358	0	0	360	358	1943	1788
KAYAK	5	0	0	0	5	0	19	2
OUTREACH SWIMMING	0	0	0	0	0	0	601	544
<b>TOTAL ATTENDANCE</b>	<b>1,485</b>	<b>2,141</b>	<b>2,107</b>	<b>3,018</b>	<b>3,592</b>	<b>5,159</b>	<b>32306</b>	<b>35544</b>

# City of Canby Bi-Monthly Report

## Department: Transit



For: the months of November and December 2009

Date: January 7, 2010

Prepared by: Julie Wehling

Through: Amanda Klock, Acting City Administrator

### 1) Funding Issues:

- a) Monthly Elderly and Disabled transportation reports for TriMet were submitted.
- b) ODOT 1<sup>st</sup> Quarter Reports submitted.
- c) Federal Transit Administration (FTA) annual Report Submitted.
- d) Annual Certifications and Assurances submitted to FTA in TEAM Web system.
- e) CAT applications for \$86,500 in STO funding to assist with our Dial-a-Ride program operations; and for \$192,395 in JTA funds to purchase two vehicles and for \$62,811 in JTA funds for preventive maintenance reimbursement were approved by the Oregon Transportation Commission (OTC) in December. If measures 66 and 67 do not pass we expect an 11% decrease in our STO Grant amount (reduced by \$9,515 from \$86,500 to \$76,985). We do not expect the JTA Grant funds to be affected.

### 2) Ridership:

CAT provided:

- a) 15,955 weekday rides in November (11.93% increase as compared to November 08)
- b) 15,802 weekday rides in December (22.59% increase as compared to December 08). During December of 2008 CAT suspended service for 3 days during a severe winter storm.

For the first two quarters of the fiscal year weekday rides were up by 5,362 rides or 5.39%. For the first six months of the fiscal year total ridership was down 9.86% when compared to FY 08-09. This decrease is impacted by the Saturday Service Suspension effective September 5, 2009. Also, the FY08/09 numbers include services provided under the old service model for July 1<sup>st</sup> to August 24<sup>th</sup> of 2008.

### 3) Updates:

April Chavez was approved as a new member of the Transit Advisory Committee (TAC). She will attend her first TAC meeting on January 20<sup>th</sup>.



The new bus delivered September 28, 2009 went into regular service on November 13, 2009.

No collisions during this report period

4) Transit Master Plan

The first draft of the Transit Master Plan (TMP) will be presented to the Transit Advisory Committee at their January 20<sup>th</sup> meeting. The TMP will be included as a chapter of the Transportation System Plan (TSP). Work with DKS according to the TSP timeline continued in November and December.

5) Meetings/Conferences Attended: BCB Associates and City staff represented CAT at:

- a) Regional Transportation Coordination Council (RTCC) Meeting in November.
- b) Easter Seals Conference regarding service animals.
- c) Clackamas County (Transportation) Consortium meeting in December.