

# AMENDED AGENDA

## CANBY CITY COUNCIL REGULAR MEETING

April 21, 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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## CITY COUNCIL REGULAR MEETING

1. **CALL TO ORDER (City Hall - 6:00 PM – The Council will immediately go into Executive Session with the Regular Session following at 7:30 PM in the Council Chambers)**
2. **EXECUTIVE SESSION:** ORS 192.660(2)(f) Exempt Public Records
3. **OPENING CEREMONIES (Council Chambers 7:30 PM)**
  - A. Pledge of Allegiance and Moment of Silence
  - B. Silver Star Service Banner Day Proclamation

Pg. 1
4. **COMMUNICATIONS**
5. **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.)*
6. **MAYOR'S BUSINESS**
7. **COUNCILOR COMMENTS & LIAISON REPORTS**
8. **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 April 7, 2010 City Council Regular Meeting
  - B. Reappointment to Parks & Recreation Advisory Board

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9. **PUBLIC HEARING**
  - A. Building Department Fee Increase

Pg. 3

**10. RESOLUTIONS & ORDINANCES**

A. Res. 1055 Adopting Fees for the City of Canby Building Department and Repealing Resolution 1004 Pg. 5

**11. NEW BUSINESS**

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

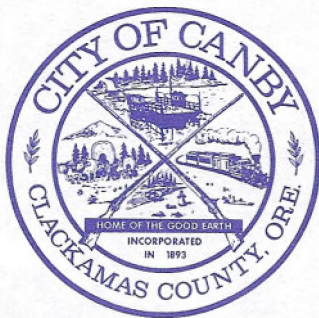
**13. CITIZEN INPUT**

**14. ACTION REVIEW**

**15. EXECUTIVE SESSION:** ORS 192.660(2)(h) Pending Litigation, ORS 192.660(2)(i) Performance Evaluation of Public Officer, and ORS 192.660(3) Labor Negotiations

**16. 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.



Office of the Mayor

# Proclamation

## Silver Star Service Banner Day

**WHEREAS**, the City of Canby, in the State of Oregon, has always honored the sacrifice of the men and women in the Armed Forces; and

**WHEREAS**, the Silver Star Families of America was formed to make sure we remember the blood sacrifice of our wounded and ill by designing and manufacturing a Silver Star Service Banner and Flag; and

**WHEREAS**, to date the Silver Star Families of America has freely given thousands of Silver Star Service Banners to the wounded and their families; and

**WHEREAS**, the members of the Silver Star Families have worked tirelessly to provide the wounded of this City and Country with Silver Star Service Banners, Flags and care packages; and

**WHEREAS**, the Silver Star Families of America's sole mission is that every time someone sees the Silver Star Service Banner in a window or a Silver Star Flag flying, that people remember the sacrifice for this City, State and Nation; and

**WHEREAS**, the people and Mayor of Canby wish that the sacrifice of so many in our Armed Forces never be forgotten.

**NOW THEREFORE**, I, Melody Thompson, by virtue of the authority vested in me as Mayor of the City of Canby, do hereby proclaim my appreciation of the Silver Star Families of America and honor their commitment to our wounded Armed Forces members. I hereby declare May 1<sup>st</sup> as "SILVER STAR SERVICE BANNER DAY" the permanent and official day to honor the wounded and ill servicemen and women of the City of Canby.

Given unto my hand this 21<sup>st</sup> day of April 2010 in the City of Canby, Oregon.



Melody Thompson  
Mayor



Term to Exp. 6.30.2013

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

**RECEIVED**

**APR 08 2010**

CITY OF CANBY

Date: 4/5/10

Name: MATT OLSEN Occupation: Insurance

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

Employer: Matt Olsen Insurance Agency Inc. Position: Agent / President

Daytime Phone: 503- Evening Phone: \_\_\_\_\_

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

For which position are you applying? Advisory Board

What are your community interests (committees, organizations, special activities)?  
Park + Rec

Experience and educational background: 2 yrs on Rec Board  
B.S in environmental engineering

Reason for your interest in this position: help out in community

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

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

Referred by (if applicable): \_\_\_\_\_

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

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

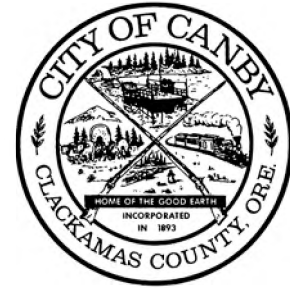
Please return to: **City of Canby**  
**Attn: City Recorder**  
**182 N Holly Street**  
**PO Box 930**  
**Canby, OR 97013**

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

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

12-4-07

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



***TO:*** *Honorable Mayor Thompson and City Council*  
***FROM:*** *Robert L. Godon CBO, Building Official*  
***DATE:*** *April 9, 2010 for Council Meeting April 21, 2010*  
***THROUGH:*** *Amanda Klock, Acting City Administrator*

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Issue: Adopting updated fees for the building department.

Synopsis: Due to inflation increasing the cost of services and materials since 2008, and the shortfall in revenues due to the recent decrease in construction activity, the building department is using its reserve fund to make up for lost revenue. The forecast for the coming year is no change until 2011. The building permit fees are calculated on the valuation of the building based on the International Code Council costs per square foot table. This table is decreasing the cost per square foot this year for the first time. Canby has not increased the structural building permit fee since 2008.

Recommendation: Staff is requesting approval of the proposed fee change schedule as indicated on the attached Resolution No. 1055. The resolution will go into effect May 1, 2010 as drafted.

Rationale: The fee increase is necessary and reasonable to provide for the administration and enforcement of the specialty codes for which the City of Canby has assumed responsibility and approximates the amount of the fees charged by other municipalities of a similar size and geographic location for the same level of service. In addition to already reducing staff from 3 total in the building department to two employees, the building department is proposing a fee increase. The fee increase is to bring Canby's fees approximately in line with the average fees of the surrounding jurisdictions. It is not expected to bring the department into the "black" but to allow the reserve funds to last, hopefully, through this downturn in building activity.

Background: [ORS 455.210](#) requires local programs to adopt permit and inspection fees by ordinance or resolution. Once the local jurisdiction drafts a proposed fee change or increase resolution, it notifies the Building Codes Division (BCD) at least 45 calendar days before the adoptive date of the increase, which may be different than the effective date. BCD was notified of this public hearing on March 5, 2010, more than 45 days prior.

[ORS 294.160](#) requires the City Council to provide an opportunity for any interested persons to comment on the proposed fee increase. Therefore public testimony should be solicited and an opportunity given for anyone to comment on the proposed increase at the public hearing.

Alternative     Adopt, reject or edit the proposed fee change schedule.

Attached:     Resolution No 1055  
                 Single Family Fee Comparison  
                 Canby Building Department Fee Comparison with Nearby Jurisdictions.

## **RESOLUTION NO. 1055**

### **A RESOLUTION ADOPTING FEES FOR THE CITY OF CANBY BUILDING DEPARTMENT AND REPEALING RESOLUTION NO. 1004**

**WHEREAS**, The City is obligated to recover all costs for the operation of its Building department, and

**WHEREAS**, as a result of the cost of living increases and a decline in revenues a fee increase is necessary,

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

To adopt the following fee schedule for the Canby Building Department Program:

#### **CITY OF CANBY BUILDING DEPARTMENT FEE SCHEDULES**

##### **BUILDING PERMIT FEE TABLE** (See below for determining valuation)

\$0.00 to \$3,000.00 valuation	\$88.00
\$3,001.00 to \$25,000.00 valuation	\$88.00 for the first \$3,000.00 and \$13.00 for each additional \$1,000.00 or fraction thereof.
\$25,001.00 to \$50,000.00 valuation	\$374.00 for the first \$25,000.00 and \$10.00 for each additional \$1,000.00 or fraction thereof.
\$50,001.00 to \$100,000.00 valuation	\$624.00 for the first \$50,000.00 and \$7.00 for each additional \$1,000.00 or fraction thereof.
\$100,001.00 and up	\$974.00 for the first \$100,000.00 and \$6.00 for each additional \$1,000.00 or fraction thereof.

Plan Review Fee equals 100 percent of Building Permit fee.

Temporary Certificate of Occupancy: \$250.00

Phased or Partial Building Permit plan review fee: \$300.00 plus 10% of the project building permit fee not to exceed \$2,000.00 for each phase in addition to above fees.

Deferred Submittal processing and reviewing fee: shall be equal to the building permit fee for the valuation of the particular deferred portion or portions of the project, with a set minimum fee of \$300.00.

Other Inspections and Fees:

1. Inspections outside of normal business hours: \$160.00 per hour (minimum charge – two hours)
2. Reinspection Fees: \$80.00
3. Inspections for which no fee is specifically indicated: \$160.00 per hour (minimum charge – one-half hour)
4. Additional plan review required by changes, additions or revisions to proposed or approved plans: \$160.00 per hour (minimum charge – one-half hour)
5. Residential Fire Suppression Systems combined Permit and Plan Check Fees:

0 sq. ft. to 2,000 sq. ft.	\$176.00
2001 sq. ft. to 3600 sq. ft.	\$231.00
3601 sq. ft. to 7200 sq. ft.	\$296.00
7201 sq. ft. and greater	\$415.00

Valuation: the structural permit fee for new construction and additions shall be calculated using the ICC Building Valuation Data Table current as of April 1 of each year, multiplied by the square footage of the structure to determine the valuation. The valuation shall then be applied to the municipality's fee schedule to determine the permit fee. Permit fees for an addition, alteration, or repair shall be calculated based on the fair market value as determined by the building official, and then applying the valuation to the jurisdiction's fee table. See OAR 918-050-0100 for additional details.

**MECHANICAL FEE SCHEDULE FOR NEW AND ADDITIONS OR ALTERATIONS TO ONE AND TWO FAMILY DWELLINGS**

Install/Replace Furnace: Up to 100,000 btu	\$27.25 per appliance
Over 100,000 btu	\$35.00 per appliance
Install/Replace/Relocate Heaters Suspended, Wall or Floor Mounted.	\$27.25 per appliance
Appliance Vent	\$13.75 per appliance
Alteration Of Existing HVAC System	\$27.25
Air Handling Units	\$21.00 per appliance
Air Conditioning under 100,000 btu	\$27.25 per appliance
Air Conditioning over 100,000 btu	\$51.00 per appliance
Dryer Exhaust	\$21.00 per appliance
Hood	\$21.00 per appliance
Exhaust Fan Connected To A Single Duct	\$13.75 per appliance
Gas Piping: 1 To 4 Outlets	\$9.00
Gas Piping: Each Additional Outlet	\$2.50 per outlet
Fireplace	\$21.00 per appliance
Wood Stove	\$21.00 per appliance
Other	\$21.00 per appliance
Minimum Permit Fee	\$88.00



Plan review fee equals 37 percent of the total mechanical permit fee.

**Other Inspections and Fees:**

1. Inspections outside of normal business hours: \$160.00 per hour (minimum charge – two hours)
2. Reinspection Fees: \$80.00
3. Inspections for which no fee is specifically indicated: \$160.00 per hour (minimum charge – one-half hour)
4. Additional plan review required by changes, additions or revisions to proposed or approved plans: \$160.00 per hour (minimum charge – one-half hour)

**MECHANICAL FEE SCHEDULE FOR NEW AND ADDITIONS OR ALTERATIONS TO COMMERCIAL, MULTI-FAMILY AND INDUSTRIAL PROJECTS**

\$0.00 to \$5000.00 valuation	\$88.00
\$5001.00 to \$10,000.00 valuation	\$88.00 for the first \$5000.00 and \$4.00 for each additional \$100.00 or fraction thereof.
\$10,001.00 to \$100,000 valuation	\$288.00 for the first \$10,000.00 and \$13.00 for each additional \$1,000.00 or fraction thereof.
\$100,001.00 and up	\$1,458.00 for the first \$100,000.00 and \$10.00 for each additional \$1000.00 or fraction thereof.

Plan review fee equals 37 percent of the mechanical permit fee.

**Other Inspections and Fees:**

1. Inspections outside of normal business hours: \$160.00 per hour (minimum charge – two hours)
2. Reinspection Fees: \$80.00
3. Inspections for which no fee is specifically indicated: \$160.00 per hour (minimum charge – one-half hour)
4. Additional plan review required by changes, additions or revisions to proposed or approved plans: \$160.00 per hour (minimum charge – one-half hour)

**GRADING PERMIT FEE SCHEDULE**

50 cubic yards or less	\$88.00
51 to 100 cubic yards	\$117.00
101 to 1,000 cubic yards	\$117.00 for the first 100 cubic yards, plus \$55.00 for each additional 100 cubic yards or fraction thereof.
1,001 to 10,000 cubic yards	\$612.00 for the first 1,000 cubic yards, plus \$46.00 for each additional 1,000 cubic yards or fraction thereof.
10,001 to 100,000 cubic yards	\$1026.00 for the first 10,000 cubic yards, plus \$210.00 for each additional 10,000 cubic yards or fraction thereof.

100,001 cubic yards and up	\$2916.00 for the first 100,000 cubic yards, plus \$115.00 for each additional 10,000 cubic yards or fraction thereof.
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Plan review fee equals 65 percent of the grading permit fee.

**Other Inspections and Fees:**

1. Inspections outside of normal business hours: \$160.00 per hour (minimum charge – two hours)
2. Reinspection Fees: \$80.00
3. Inspections for which no fee is specifically indicated: \$160.00 per hour (minimum charge – one-half hour)
4. Additional plan review required by changes, additions or revisions to proposed or approved plans: \$160.00 per hour (minimum charge – one-half hour)

**MANUFACTURED DWELLING INSTALLATION**

Installation and set up	\$350.00
Earthquake bracing when not part of original installation	\$280.00

**MANUFACTURED DWELLING PARK**

Use the Building Permit Fee Table using the valuation of the project as the basis for the fees.

**RECREATIONAL PARK**

Use the Building Permit Fee Table using the valuation of the project as the basis for the fees.

This resolution shall take effect on May 1, 2010.

ADOPTED this 21st day of April, 2010 by the Canby City Council.

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Melody Thompson - Mayor

ATTEST:

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Kimberly Scheafer, CMC  
City Recorder

**Resolution No. 1055 SINGLE FAMILY FEE COMPARISON**

Building permit fees are required by OAR 918-050-0100 to be calculated beginning in April of each year using the cost per square foot valuation of the building from the February International Code Council (ICC) building valuation data cost per square foot. Although only the February table is used by the OAR for a once a year fee adjustment, these costs are published by ICC twice a year in February and August. For the first time since ICC started publishing the valuation per square foot data, the cost of building has decreased from February 2009 to August 2009 and again to February of 2010. The net result is that without a fee increase the building permit fees will be reduced due to the cost per square foot valuation reduction.

Single family increased fee comparison, 1800 square feet dwelling with 400 square foot garage:

	Oregon DATE of adoption for ICC cost data	COST/SF/Living areas	Cost/SF/Garage	Valuation	Permit + Plan Review + 12% State Surcharge	Percent total fee Increase
Fees prior to April 1, 2010	April 2009 (used for Canby's current fee schedule)	\$101.95	\$39.61	\$199,354.00	\$2,902.28 (current fee schedule)	Fees prior to April 1, 2010
Feb2010 ICC table / current fee schedule	April 2010	\$97.95	\$37.47	\$191,298.00	\$2,817.48	3% decrease (if no fee increases are initiated)
Feb 2010 ICC table / proposed fee schedule	April 2010	\$97.95	\$37.47	\$191,298.00	\$3,235.12	11.2% increase

CANBY BUILDING DEPARTMENT FEE COMPARISON WITH NEARBY JURISDICTIONS (FEB 2010)

Approx 10% to 12%+ increase											
	CANBY proposed	CANBY current	CITY AVERAGE	Beaverton (comm)	Gresham	Lake Oswego	Oregon City	Milwaukie	Tigard	Troutdale	West Linn
Building Permit Fees											
Valuations											
0-500	88 (to 3000)	80 (to 3000)	62.60	56.1	62	78	40	75	66.25	23.5	100
501-2,000	*	*	62.6	56.1+2.15/100	62+5/100	78	40+2.81/100	18.75+2.89/C 75min	66.25	23.50+3.05/100	100
2,001-25,000	88+13/K (3 to 25K)	80+12/K (3 to 25K)	81.39	88.35+8.90/1000	137+12/1000	78+9.40/1000	72.19+11.25/1000	62.10+11.54/K 75min	66.25+11.48	69.25+14.00/1000	78+14/K 75
25,001-50,000	374+10/1000	344+9/1000	347.78	293.05+6.70/1000	413+10/1000	293+6.75/1000	328.13+8.44/1000	327.52+858/1000	330.29+8.75/1000	391.25+10.10/1000	406+11/1000
50,001-100,000	624+7/1000	569+6/1000	566	460.55+4.80/1000	663+7/1000	462+4.70/1000	536.25+5.63/1000	542.02+5.77/1000	549.04+6.25/1000	643.75+7.00/1000	672+7/1000
100,001+	974+6/1000	869+5/1000	867.03	700.55+3.55/1000	1013+7/1000	696+3.00/1000	811.88+5.63/1000	830.52+4.88/1000	861.54+4.46/1000	993.75+5.60/1000	1029+5/1000
				plus		plus			plus	plus	
Temp C of O	no change	250	210	300	200	N/A	250Comm/50Res	N/A	90	N/A	N/A
Deferred Submittals	no change	permit fee(min 300)	244.05	PlanCk 127.40min	250	275 plus PlanCk	250+10% 300min	250+10% 300min	200+10%	300	250 or 10% if more
Phased Permits (1,500 max)	no change	300+10% permit	281.47	170.35+10%	500 plus 10%	250+10%	250+10% 300min	250+10% 300min	200+10%		250+10%
Residential Fire Spkl											
0-2,000 SF	176	160	163.05	151.6	206	231	164	90	198.75	N/A	100
2,001-3,600 SF	231	210	216.85	193	271	313.5	234	135	246.45		125
3,601-7,200 SF	296	269	265.74	261.9	327	372.25	270	169	310.05		150
7,201 plus SF	415	377	345.58	330.85	386	437.25		315	404.39		200
Mechanical (Res)											
Minimum Fee	88	80	66.54	92.1	38	75	52.25	60	90	50	75
typical SFR	154	138.75	166.23	239.95	239	162	127.6	138	200	100	123.25
Mechanical (Comm)											
valuations				92.1 min	38; to 1K						
0-5,000	88	80	*	*65.15+2.90/C/500	*to 10K; 40.25+1.35/C		52.25	60	69.06+3.07/100	see BP table above	see BP table above
5,001-10,000	88+4.00/100	80+\$3/100	*	195.65+2.65/100	38+5/100;*1K to 10K;		52.25+1.56/100	60+1.71/100	207.21+2.81/100	*	*
10,001-100,000	288+13/1000	230+12/1000	278.06	*328.15+2.40/100	396+13/1000	253+8.30/1000	198.00+10.70/1000	145.5+10.5/1000	*347.71+2.54/C to 50K	*	*
100,001 up	1458+10/1000	1310+10/1000	1542.83	2463.15+2.75/100	1,566+10/1000	1,560+5.7/1000	1166.00+5.10/1000	1090.50+7.25/1000	2608.71+2.92/100	993.45+5.6/1000	895.20+4.15/1000
Grading Permit											
50 cubic yards	88	80	Methodology is too varied to average		0	50/ res lot	224 + 2.5% of grading cost	0	4405 to 110K\$	23.5	0
51-100 cy	no change	117		750 to 1 acre	19			70	5781+6/10K over Mil	37	23.5
101-1,000 cy	no change	^117+55/100cy		plus 150/acre	29			90		37+17.50/1000	37
1,001-10,000 cy	no change	^612+46/1000			38			130		194.50+14.50/1000	49.25
10,001-100,000 cy	no change	^1026+210/10K			38+19/10,000			hourly fee (75/hr)		325+66/10K	49.25+24.50/10K
100,001 up	no change	2,916+115/10K			209+13/10,000 plus					919+36.50/10K	269.75+13.25/10K plus
Manufactured Dwelling	no change	350	313	199	297	N/A	312	445	305.5	320	N?A

Highlight indicates fees higher than New Fees proposed for Canby  
\* Fee schedule divisions do not correspond to Canby's