

# AGENDA

## CANBY CITY COUNCIL REGULAR MEETING

September 16, 2009

7:30 PM

Council Chambers

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

*Mayor Melody Thompson*

*Council President Walt Daniels*

*Councilor Robert Bitter*

*Councilor John Henri*

*Councilor Jason Padden*

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### WORK SESSION

6:30 P.M.

City Hall Conference Room

182 N Holly

This Work Session will be attended by the Mayor and City Council to discuss a request for a quit-claim deed by Canby Utility.

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### CITY COUNCIL REGULAR MEETING

#### 1. CALL TO ORDER

A. Pledge of Allegiance and Moment of Silence

B. POW/MIA Recognition Day Proclamation

Pg. 1

C. Employee of the Month Presentation

Pg. 2

D. Covenant Pledge to Military Families

Pg. 3

#### 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 August 26, 2009 City Council Special Meeting

B. Approval of Minutes of the September 2, 2009 City Council Regular Meeting

**7. RESOLUTIONS & ORDINANCES**

- A. Res. 1043, Establishing A Library Fund for the City of Canby Pg. 4
- B. Res. 1044, Amending Fees for the City of Canby Planning Department to Add Temporary Vendor Application Fees Pg. 6
- C. Ord. 1315, Amending Canby Municipal Code Chapter 16.08 and 16.49 for the Purpose of Regulating Temporary Vendor Activity on Private Property (2<sup>nd</sup> Reading) Pg. 11

**8. NEW BUSINESS**

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

- A. Recommendation for City Administrator Recruitment Process

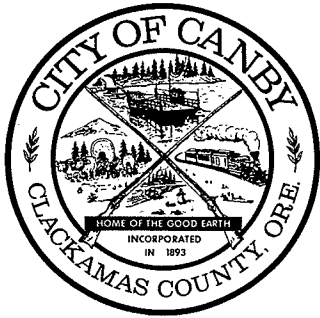
**10. CITIZEN INPUT**

**11. ACTION REVIEW**

**12. EXECUTIVE SESSION: ORS 192.660(2)(e) Real Property and 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.



Office of the Mayor

# Proclamation

## POW/MIA RECOGNITION DAY

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

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

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

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

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

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

**NOW, THEREFORE,** I, Melody Thompson, Mayor of the City of Canby, hereby proclaim September 19, 2009 as:

**POW/MIA Recognition Day in Canby**

and encourage all citizens to join in this observance.

Given unto my hand this 16<sup>th</sup> day of September, 2009.

Melody Thompson  
Mayor

**City of Canby  
Employee of the Month  
Nomination Form**

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Name of Nominee: Linda Baty

Date: August 19, 2009

Department: Library

Nominated By: Beth Saul

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Which of these criteria describes the reason for your nomination of this person?

- ☐ Improved quality
  - ☐ Timely completion of a project
  - ☒ Demonstrates exemplary leadership and integrity
  - ☐ Excellent customer service (demonstrating exceptional customer service, an on-going commitment to customers, or innovation or creativity in customer service)
  - ☒ Overcame adverse obstacles or worked under unusual conditions
  - ☒ Increased program effectiveness or efficiency
  - ☒ Saves the City time/money
  - ☐ Improved levels of cooperation
  - ☐ Exceeds performance expectations
- 

Can you please explain in 3 or 4 more detailed sentences, why you think this person should be nominated for "Employee of the Month", especially as it relates to the item(s) you checked above. Please attach an additional sheet if necessary.

***This year the library, along with all libraries in Clackamas County, has planned for and implemented a major migration to a new software platform. Moving to this new software required hours of committee meetings, extremely careful thought in helping to set up the new parameters, and training, training, training.***

***Linda not only faithfully attended all of the planning meetings, but her experience in libraries is such that she was a key committee member in helping to set things up. She also recognized right away how different the new product would be and went beyond the call of duty to create a complete training manual, illustrated with screen prints showing each step, for staff to utilize as training help. Some other libraries asked for copies, recognizing how valuable and helpful Linda's manual would be.***

***In addition to her crucial role in helping Canby to transition to the new software, Linda is also the go-to person for computer issues in general and is the one who installs new programs and troubleshoots, only turning over the larger problems to our Tech Services Department. This saves time and money, and ensures that customer service is maintained.***

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Please return this form to the Department Director of the nominee.

  
Department Director's Signature

8/19/2009

Date

8/19/09



## HONOR A VETERAN



# Clackamas Community Covenant Our Pledge to Military Families

May 15, 2009

### *Clackamas Community College is committed to:*

Assisting military members and all veterans with employment, education, and reintegration services.

Creating new initiatives and partnerships to expand services and support to military members, veterans, and their families.

### *Clackamas County is committed to:*

Providing free assistance to veterans and their families advocating for state and federal VA benefits.

Working with business and community partners to connect veterans to employment, services, and programs to ensure veterans are a vibrant, respected and well-served community within Clackamas County.

### *The City of Oregon City is committed to:*

Working seamlessly with other government partners to connect Oregon City veterans and military family members with critical information for support and assistance throughout the deployment cycle.

Creating a welcoming transition environment for returning City of Oregon City employees and their families.

Fair and legal employment practices that encourage and protect our returning military members.

### *The Department of the Army, the Oregon National Guard, the Army Reserve and the State of Oregon recognize:*

Oregonians serving the Oregon National Guard, the U.S. Army on Active Duty, and in the Army Reserve have contributed greatly to the welfare of both our state and our nation.

The strength of our service members from all branches comes from the strength of their families and the communities they call home.

### *Camp Withycombe and the Oregon Sustainment Maintenance Site are committed to:*

Writing and e-mailing deployed full-time employees once each week until they return home.

Initiating an "Adopt a Family" program and contacting military families once a month as an active part of their support group.

### *Oregon Legislative Leaders are committed to:*

Creating veteran friendly legislation that recognizes the sacrifices and needs of service members and their families.

Building support for service members and units within their districts.

Ensuring service members receive employment protection.

Removing barriers to military families in accessing state and local services and resources.

### *Pacific Northwest Defense Coalition is committed to:*

Providing essential equipment resources for our military members.

Supporting the educational and community needs of military families.

An employment networking service for military members.

*Darlene Hooley*

Honorary Citizen  
Congresswoman Darlene Hooley  
U.S. Representative 1997-2009

*Joanne Truesdell*

President Joanne Truesdell  
Clackamas Community College

*Jim Bernard*

Commissioner Jim Bernard  
Clackamas County

*Alice Norrie*

Mayor Alice Norrie  
Oregon City

*Charles L. Deibert*

Honorable Charles L. Deibert  
Civilian Aide to the Secretary  
of the Army

*Bruce Prunk*

Brigadier General Bruce Prunk  
Oregon Military Department

*Mark Rathburn*

COL Mark Rathburn  
OSMS General Foreman and Camp  
Withycombe Commander

*Bill Kennemer*

Honorable Bill Kennemer  
State of Oregon Representative

*Martha Schrader*

Honorable Martha Schrader  
State of Oregon Senator

*Chandra Brown*

Chair Chandra Brown  
Pacific Northwest Defense  
Coalition

*Curtis A. Loop*

Maj. Gen. (Ret.) Curtis A. Loop  
President Columbia River Chapter,  
Association of the United  
States Army, and Army Reserve  
Ambassador for Oregon

*Daniel F. Hitchcock*

Maj. Gen. (Ret.)  
Daniel F. Hitchcock  
Vice Chairman for Operations,  
Oregon Employer Support of the  
Guard and Reserve, and  
Army Reserve Ambassador  
for Oregon

# MEMORANDUM

**TO:** *Honorable Mayor Thompson and City Council*  
**FROM:** *Sue Engels, Finance & Court Services Director*  
**THROUGH:** *Amanda Klock, Interim City Administrator*  
**DATE:** *September 1, 2009*

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Issue: The 2009-2010 adopted budget includes a new Library Fund. Previously, the Library was a department of the General Fund. The purpose of resolution 1043 is to formally establish the Library Fund.

Recommendation: Approval of Resolution 1043

Attached: Resolution 1043

**RESOLUTION NO. 1043**

**A RESOLUTION ESTABLISHING A LIBRARY FUND FOR THE CITY OF CANBY**

**WHEREAS**, in November 2008 the voters of Clackamas County approved a measure to form a county-wide library district which will start to provide operating funds to the Canby library during the 2009-2010 budget year, and

**WHEREAS**, the Council wishes to account for library district receipts and all other revenues and expenditures of the library in a separate fund, and

**WHEREAS**, the adopted 2009-2010 budget provides for a Library Fund,

**NOW THEREFORE, BE IT RESOLVED THAT:**

Section 1. The Library Fund is hereby established as a special revenue fund of the City of Canby. All revenues and expenditures of the library occurring on or after July 1, 2009 shall be recorded in this fund.

This resolution shall take effect on September 16, 2009.

**ADOPTED** by the Canby City Council at a regular meeting thereof on September 16, 2009.

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Melody Thompson  
Mayor

ATTEST:

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Kimberly Scheafer, CMC  
City Recorder

## **RESOLUTION NO. 1044**

### **A RESOLUTION AMENDING FEES FOR THE CITY OF CANBY PLANNING DEPARTMENT, TO ADD TEMPORARY VENDOR APPLICATION FEES.**

**WHEREAS**, Oregon Revised Statute 227.175 authorizes the City to set fees for processing land use applications and limited land use applications, based on the actual or average cost of providing those services; and

**WHEREAS**, Canby Municipal Code 16.88.030 authorizes the City Council to set fees by resolution for processes and applications concerning annexations, zone changes, variances, conditional use permits, design review, appeals, other permits or approvals, and property divisions; and

**WHEREAS**, the City Council last updated fees for the City of Canby Planning Department in June 2009, by adopting Resolution No. 1025; and

**WHEREAS**, the City Council has amended the Land Development and Planning Ordinance of the City, by passing Ordinance No. 1315, which establishes standards for temporary vending activities on private property, and which includes a requirement that temporary vendors submit a Type I application to obtain a temporary vendor permit; and

**WHEREAS**, the City Council now wishes to set the fee for a Temporary Vendor Permit application at \$100; and

**WHEREAS**, the City Council now wishes to set the fee for a Temporary Vendor Permit Renewal application at \$80; and

**WHEREAS**, the City Council now wishes to provide non-profit entities with a 50 percent reduction of both the \$100 Temporary Vendor Permit application fee , and the \$80 Temporary Vendor Permit Renewal application fee; and

**WHEREAS**, an amendment to the Planning Department Fee Schedule is a land use decision; and

**WHEREAS**, an amendment to the Planning Department Fee Schedule does not act to rezone property, and is therefore not subject to Oregon Revised Statute 227.186 noticing requirements; and

**WHEREAS**, the Planning Commission held a public hearing, for which public notice was provided by publishing written notice in the July 8<sup>th</sup> edition of the Canby Herald, and by posting written notice pursuant to Canby Municipal Code 16.89.060.D requirements on June 23, 2009; and

**WHEREAS**, the City Council has determined that the City relies on revenue from Planning Department fees in order to provide services necessary for citizen involvement in the City's land use review functions, and therefore Planning Department Fees are in compliance with Goal 1 of Oregon's Statewide Planning Goals, which is "citizen involvement"; and



**WHEREAS**, the City Council has determined that the City relies on revenue from Planning Department fees in order to carry out site- and area-specific implementation measures, such as reviewing limited land use, land use, and permit applications to determine consistency with the City's land use plans, and therefore Planning Department Fees are in compliance with Goal 2 of Oregon's Statewide Planning Goals, which is "land use planning"; and

**WHEREAS**, the City Council has determined that the rates hereinafter specified for Planning Department activities are based on the actual or average cost of providing services, and are therefore just, reasonable, and necessary; and

**WHEREAS**, Oregon law requires that a governing body, when adopting a fee resolution imposing new rates, may include a provision classifying said fees as subject to or not subject to the limitations set in Section 11(b), Article XI of the Oregon Constitution;

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

**Section 1.** The Fees to be charged by the Planning Department shall be as set forth in Exhibits "A" and "B" attached hereto, and by reference incorporated herein.

**Section 2.** The City Council hereby classifies the fees imposed herein as not subject to the limitations imposed by Section 11(b), Article XI of the Oregon Constitution.

**Section 3.** This decision is final on September 18, 2009. This resolution shall take effect on October 16, 2009.

**ADOPTED** by the Canby City Council at a regular meeting thereof on September 16, 2009.

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Melody Thompson  
Mayor

ATTEST:

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Kimberly Scheafer, CMC  
City Recorder

**Exhibit A**  
**PLANNING DEPARTMENT FEE SCHEDULE**

	<b>CURRENT FEE</b>	<b>NEW FEE (NC = no change)</b>
Annexation	Sliding scale – see Exhibit B	NC
Annexation, election deposit (applicant pays all costs)	\$2,500	NC
Appeal of interpretation or type II decision to Planning Commission	\$1,600	NC
Appeal of Planning Commission decision to City Council	\$1,920	NC
Building permit site plan review	Sliding scale – see Exhibit B	NC
Comprehensive plan amendment	\$3,220	NC
Conditional use permit	\$2,040	NC
Condominium construction, less than six units	\$280	NC
Interpretation	\$580	NC
Legal Review – Development Agreement/Development Concept Plan	Applicant pays actual costs	NC
Lien search	\$20	NC
Lot line adjustment	\$520	NC
Modification, minor	\$100	NC
Modification, intermediate	\$720	NC
Modification, major	\$720	NC
Modification public hearing (additional charge)	\$460	NC
Non-conforming structure/use	\$520	NC
Parking lot/paving projects	\$300	NC
Partition, major	\$1,360	NC
Partition, minor	\$1,280	NC
Planned unit development	\$1,480	NC
Plat review	\$100	NC
Preconstruction conference	\$100 (+\$60 per hr. over 2 hrs)	NC
Sign permit for design reviews	\$280	NC
Site and design review	Sliding scale – see Exhibit B	NC
Special permit (hardship)	\$100	NC
Special permit public hearing (additional charge)	No fee	NC
Subdivision	Sliding scale – see Exhibit B	NC
<b>Temporary vendor permit</b>	<b>- - -</b>	<b>\$100 (note: 50% fee reduction for non-profit entities)</b>
<b>Temporary vendor permit renewal</b>	<b>- - -</b>	<b>\$80 (note: 50% fee reduction for non-profit entities)</b>
Text amendment	\$2,880	NC
Transportation analysis	Applicant pays actual costs	NC
Variance, major	\$2,120	NC
Variance, minor	\$520	NC
Zoning map amendment	\$2,640	NC

## Exhibit B

### SLIDING SCALE FEE PROPOSALS

Staff proposes four sliding scales, for plan reviews (by valuation), design reviews (by acreage & cost of public improvements), annexations (by acreage), and subdivisions (per lot). This approach minimizes the impact on small applications while fairly recovering the higher costs created by large applications.

#### Annexations

<u>Rate</u>		<u>Sample Fees</u>	
< 1 acre	\$1,850 (base fee)	<i>1 acre</i>	<i>\$1,850</i>
1 – 10 acres	\$105 per acre	<i>5 acres</i>	<i>\$2,270</i>
11 – 50 acres	\$55 per acre	<i>10 acres</i>	<i>\$2,795</i>
51+ acres	\$10 per acre	<i>50 acres</i>	<i>\$4,995</i>
		<i>300 acres</i>	<i>\$7,495</i>

#### Subdivisions

<u>Rate</u>		<u>Sample Fees</u>	
4 lots	\$1,700 (base fee)	<i>4 lots</i>	<i>\$1,700</i>
5 – 10 lots	\$95 per lot	<i>10 lots</i>	<i>\$2,270</i>
11+ lots	\$130 per lot	<i>25 lots</i>	<i>\$4,220</i>
		<i>50 lots</i>	<i>\$7,470</i>
		<i>100 lots</i>	<i>\$13,970</i>

#### Site and Design Reviews

Total fee = size component + public improvements component

##### *Size Component (based on acreage)*

\$1500 first 0.5 acres

\$100 for each additional 0.1 acres from 0.5 acres up to 2.5 acres

\$100 for each additional 0.5 acres from 2.5 acres up to 8.0 acres

\$100 for each additional 1.0 acres from 8.0 acres up to 13 acres

\$5000 maximum for 13 acres and above.

##### *Public Improvements Component*

0.3% of total estimated public improvement cost (to be submitted with design review application). No cap on cost.

##### Examples:

Gramor/Fred Meyer (17.3 acres, \$1,700,000 public improvements): \$10,100

Spectrum Woodworking (3.95 acres, all public improvements preexisting): \$3,800

Denny's (1.19 acres, all public improvements preexisting): \$2,200

Emmert office building (0.41 acres, \$25,000 public improvements): \$1,575

## Building Permit Plan Reviews

### *Residential*

Single Family House	\$45 per application
Duplex (including conversions of single family to duplex)	\$60 per application
Non-living space addition (garage, carport, porch)	\$25 per application
Living space addition (expansion and/or creation of accessory dwelling)	\$35 per application
Multifamily based on valuation	\$30/unit (first 20 units) \$10/unit (each additional unit)
Demolitions	\$10

### *Commercial, Industrial Fee Schedule*

Demolitions	\$30
Signs, commercial tenant improvements and remodels not involving additional square footage	\$50
All others based on building square footage:	
0 to 2,000 square feet	\$100
2,001 to 5,000	\$100 for the first 2,000 sq.ft. and \$1.75 for each additional 100 sq.ft. or fraction thereof.
5,001 to 10,000	\$152.50 for the first 5,000 sq.ft. and \$1.50 for each additional 100 sq.ft. or fraction thereof.
10,001 to 50,000	\$160 for the first 10,000 sq.ft. and \$1.25 for each additional 100 sq.ft. or fraction thereof.
50,001 to 100,000	\$210 for the first 50,000 sq.ft. and \$1.00 for each additional 500 sq.ft. or fraction thereof.
100,001 and up	\$260 for the first 100,000 sq.ft. and \$0.75 for each additional 1,000 sq.ft. or fraction thereof.

### Examples:

Denny's Diner: \$157  
Safeway remodel/addition: \$676  
Milgard windows: \$894

## **ORDINANCE NO. 1315**

### **AN ORDINANCE AMENDING CANBY MUNICIPAL CODE CHAPTERS 16.08 AND 16.49 FOR THE PURPOSE OF REGULATING TEMPORARY VENDOR ACTIVITY ON PRIVATE PROPERTY.**

**WHEREAS**, the City of Canby initiated an application (application no. TA-09-02) for an amendment to the text of Title 16 for the purpose of regulating temporary vendor activity on private property; and

**WHEREAS**, the Planning Commission held a public hearing concerning the text amendment application on July 13, 2009, and based on their determination that the proposed amendment met all required approval criteria, voted 5-0 to forward a recommendation of approval to City Council; and

**WHEREAS**, the Planning Commission re-opened the public hearing on August 24, 2009, in order to review the issue of whether to exempt non-profit entities from the proposed standards, and voted 6-0 to forward a recommendation to City Council that non-profit entities not be exempt from the standards; and

**WHEREAS**, City Council received the text amendment application and Planning Commission's recommendation of approval on August 05, 2009, and received Planning Commission's supplemental recommendation concerning non-profit entities on September 02, 2009; and the City Council 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 4-0 to approve Text Amendment No. TA 09-02 as presented, based on the findings in the August 05, 2009, Council staff report, and directed staff to present Council with an ordinance for adoption; and

**WHEREAS**, this ordinance is for the purpose of codifying Text Amendment No. TA 09-02 into law; now therefore,

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

Section 1. Title 16 of the Canby Municipal Code, otherwise known as the “Land Development and Planning Ordinance of the City”, is amended as detailed in Exhibit A.

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, September 02, 2009, 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, September 16, 2009, 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 16th of September, 2009, by the following vote:

YEAS \_\_\_\_\_

NAYS \_\_\_\_\_

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Melody Thompson, Mayor

ATTEST:

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Kimberly Scheafer, CMC  
City Recorder

EXHIBIT “A” to ORDINANCE 1315

**AMENDMENT TO TEXT OF TITLE 16 (TA-09-02)**

Deleted text is illustrated below in ~~strikeout font~~, added text is illustrated in red underlined font.

*Add the following section to CMC Chapter 16.08...*

**16.08.140 Temporary vendor.**

Any person who exhibits goods or services for sale or for offer in a temporary manner on private property, from a vehicle, trailer, tent, canopy, shipping container, or other temporary structure, or from one's person or displayed on the ground or off the ground, shall first obtain permit approval in compliance with the following standards, and shall operate in compliance with this section and with all other applicable sections of the Canby Municipal Code.

**A. Exemptions.** The following temporary activities do not require a Temporary Vendor permit, and are exempt from the standards in this section:

1. Any person engaged in the mere delivery of any goods or services to a site, which were purchased from a regular place of business inside or outside the city;
2. Any person engaged in delivery, exhibition, sale or offering of food on a site for a period of time not to exceed 2 hours during any 24 hour period;
3. Any contractor who is engaged in constructing, maintaining, or repairing a structure, utility, equipment, or landscaping on a site; or
4. Any person conducting a garage sale per Section 5.04.020.

**B. Permit process.**

1. A request for a Temporary Vendor permit shall be processed as a Type I decision pursuant to the procedures set forth in Chapter 16.89. A Temporary Vendor permit applicant shall demonstrate that the proposed activity meets all fire and life safety codes, and is in compliance with this section and with all other applicable sections of the Canby Municipal Code.
2. An application for a Temporary Vendor permit shall include a site plan drawn to scale, which includes all existing lot lines, setbacks, structures, landscaped areas, paved areas, and parking and loading spaces; and illustrates the proposed location and layout of all the Temporary Vendor's structures, equipment, furnishings, signage, and inventory.
3. The Temporary Vendor activity (e.g., retail, restaurant, etc) shall be an outright permitted use in the zoning district in which it is located; Or if the use is conditionally permitted in the zoning district, a Conditional Use Permit approval shall be required prior to issuance of a Temporary Vendor permit.

4. A "Site and Design Review" permit is not required for a permitted Temporary Vendor.

5. Any signage displayed by the Temporary Vendor must be in compliance with Chapter 16.42 sign standards, and all required Sign permits must be obtained.

6. A Temporary Vendor must obtain a City of Canby business license.

C. Duration. A Temporary Vendor permit may be granted for a site for up to 90 consecutive calendar days, and then may be renewed once upon request for an additional 90 days, provided that the temporary vendor activity has been conducted in compliance with all applicable codes, and no public safety incidents have occurred on the site related to the temporary vendor activity. In no case shall a site be permitted to host Temporary Vendor activity for more than 180 days in any 12 month period.

D. A Temporary Vendor shall be located on a paved surface with adequate vehicular and pedestrian ingress and egress, in compliance with Section 16.10.070. Inventory and equipment shall not be displayed or stored in any landscaped areas.

E. A Temporary Vendor shall comply with all required development standards, such as height limitations, setbacks, vision clearance areas, and applicable conditions of any previous land use decisions for the site.

F. Equipment such as trash cans, fuel tanks, or generators shall be screened such that it is not visible from any abutting public right-of-way.

G. A Temporary Vendor shall not displace any vehicle parking spaces that are required to meet the minimum off-street parking requirements of another use on site or on a nearby site. A Temporary Vendor shall not encroach into required loading space areas, driveways, or vehicle maneuvering areas.

H. A Temporary Vendor that displaces one or more vehicle parking spaces is prohibited for any site that:

1. Is non-conforming in terms of meeting minimum required vehicle parking or loading space requirements; or

2. Has been granted a vehicle parking exception, and currently has less than the required minimum number of off-street vehicle parking spaces.

I. The property owner and the temporary vendor permit holder shall be jointly and severably responsible for any violation of this section or other applicable sections of the Canby Municipal Code. Any such violation may result in the immediate revocation or non-renewal of a temporary vendor permit, and may result in the denial of any future temporary vendor permit for the site upon which the violation occurred.



*Amend the following section in CMC Chapter 16.49...*

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

1. The following projects require site and design review approval, except as exempted in (2) below:

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

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

2. The following are exempt from site and design review:

- a. Signs that are not a part of a reviewable development project. Signs that are a part of a reviewable development project, and that are proposed more than two (2) years beyond the final occupancy of the reviewed development.
- b. Alterations or remodeling that do not change the exterior of the building.
- c. Temporary public structures which will be removed within two (2) years of placement.
- d. Accessory structures under 500 square feet.
- e. Temporary commercial tent/canopy structures, which meet the Uniform building or Fire Code, and which will be removed within thirty (30) days of placement.

**f. Temporary Vendor activity permitted pursuant to Section 16.08.140.**

**fg.** Parking lot or paving projects. If no buildings or structures are involved, paving or parking lot development in excess of 2,500 square feet of impervious surface is exempted from site and design review, except in the C-1 zone. In the C-1 zone, all new parking lots that do not involve buildings or structures are subject to site plan review as required in Section 16.49. All new paved areas and parking lots in excess of 2,500 square feet must meet the requirements of Section 16.49.150.

**gh.** Single family or two-family dwellings, and any alterations or remodeling thereof.

**hi.** Minor public facilities.

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

**4.** No fence/wall shall be constructed throughout a project that is/was subject to site and design review approval where the effect or purpose is to wall said project off from the rest of the community unless reviewed and approved by the Planning Commission.



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

## **Department: Administration**

### **For Months of:**

### **July & August 2009**

To: The Honorable Mayor Thompson & City Council  
From: Kim Scheafer, CMC, City Recorder  
Prepared by: Lisa Potter, Office Specialist  
Date: September 8, 2009

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- 1. Business Licenses** – Thirty-five new business licenses were issued during the months of July and August 2009. This compares to 31 new business licenses issued during July and August 2008. Thirty business licenses were inactivated during the months of July and August 2009. This compares to 31 business licenses inactivated during July and August 2008. One-hundred sixty renewals were sent out.
- 2. Complaints/Inquiries** – Twenty-nine complaints/inquiries were received for July and August. Thirty complaints have been resolved and 10 were resolved within 24 hours. Eighteen follow-up cards were mailed and seven were returned with Excellent and Good ratings. We have received one Poor rating in this tracking period. The complainant was unhappy with the length of time it took to resolve her concern.
- 3. Liquor License Applications** – One liquor license application was received and approved by the Council in July.
- 4. Special Animal Permits** – One Special Animal Permit was issued in August allowing a citizen to keep up to five hens and five turkeys on his property.
- 5. Street Closure Permits** – City Hall processed four street closure requests during the month of August (National Night Out, First Friday, Puddin' River Chocolates "Beer & Brats, and Kiwanis Kiddie Capers Parade).

## City of Canby Monthly Report

Department: Court

For Month of: July & August  
Date prepared: September 3, 2009  
Prepared by: Kathy Mashek  
From: Sue Engels, Court & Finance Director

- 39 attended the seatbelt class for the months of July & August. This generated \$585.00 towards the purchase of helmets.
- Court trials for the months of July & August were held for 37 defendants. This required 12 officers, at various times, to come to testify.
- 500 cases were filed and 502 cases were concluded during these months.
- Revenue for both months was \$117,742.00. Out of this amount, Oregon Department of Revenue received checks totaling \$8,760.00, Oregon Judicial Department \$690.00 and Clackamas County received \$2,969.00.
- 48 defendants appeared with attorneys. With the defendants there were a total of 9 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 – July-August 2009*  
*ECOMONIC DEVELOPMENT DEPARTMENT*

## **Economic Development Project Updates**

The following projects are funded through Urban Renewal.

1. **Canby Cinema. Ongoing.** Construction is progressing on schedule for both the cinema and the NE 2<sup>nd</sup> Ave/Parking Lot Project. We hold regular project meetings and other meetings as necessary. Anticipated Cinema opening; October 30, 2009.  
*Background: Known as Project Popcorn, the Economic Development Department worked for three years to bring a movie theater to Canby. Early economic studies demonstrated that Canby was losing over \$2M each year in ticket sales and support business by not having a movie theater. A community survey demonstrated 94% support in bringing a theater to Canby. In 2008, the Canby Urban Renewal Agency partnered with Cinemagic Theatres LLC and with private property owners to locate a site for an 8-plex theater in Canby's downtown. The URA has invested \$1.7million into building a new streetscape for NE 2<sup>nd</sup> Avenue and a new 154-space parking lot.*
2. **Main Street Program. Ongoing**  
We have advertised and received 22 applications for the new position of Main Street Manager which will be under the Economic Development Department. We hope to have this position filled by the end of September.  
*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.** 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. We are currently designing new marketing packets to better represent our community. Due to staff commitment on other projects, this project has been postponed until we get a new Main Street Manager on board and tie the marketing packets in with a downtown component.
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.** We have awarded a façade grant to Cutsforth Properties to design a façade on the north side of Thriftway Store and a new entrance to the Town Hall. This will better market the area as a “village” across from the new cinema. Cutsforths are current working to determine what, if any, of the façade can be done in the near future.

*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 continue to receive inquiries from prospective clients for the Canby Pioneer Industrial Park. The economy has definitely affected both existing businesses and prospects for new businesses relocating. Dragonberry Produce has submitted a design review application on August 12, 2009. The Economic Development Manager has been working with Dragonberry for over a year to help bring them to the industrial park. They will be located on the new Walnut Street extension.

7. **Canby Gateways Project: Ongoing.** Signs are currently being constructed for the two major Welcome Signs at the 99E at Safeway and 99E at Hulbert's locations. We are working on the permitting process and license agreements for the remaining signs..

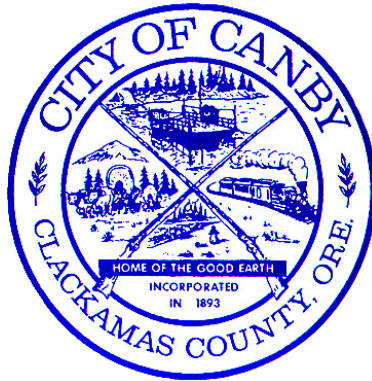
*Background: The URA has funded the Canby Gateways Project to help add visual identifiers to the community. The Agency approved \$145,170 to construct replacement signs for 7 existing Welcome signs. Security Signs who is also the company constructing the new fairgrounds sign is the contractor chosen from three proposals received.*

8. **Walnut Street Extension Ongoing.** We are continuing to work on the intergovernmental agreement with ODOT for the grant for Walnut Street. Actual construction date is not know at this time, however we are moving forward.

*Background: On June 23<sup>rd</sup>, the Oregon Department of Transportation (ODOT) Commission awarded an Immediate Opportunity Fund grant of \$290,000 to the City of Canby to help fund the South Walnut Street Project in the Canby Pioneer Industrial Park. The award from the Immediate Opportunity Fund is the first Type C: Preparation of Oregon Certified Project Ready Industrial Sites to be awarded. The ODOT Commission thanked the City of Canby for their leadership in applying for the Type C grant stating that this will set a precedent for other communities to apply.*

*The grant will reduce overall construction costs for property owners along Walnut Street who will pay for the street through a Local Improvement District fund. The City will be constructing this project and forming the LID at the request of the property owners. Construction is scheduled to begin early Spring 2010.*

*The Agency has determined that improvement of S. Walnut Street is necessary to continued development of the Canby Pioneer Industrial Park.*

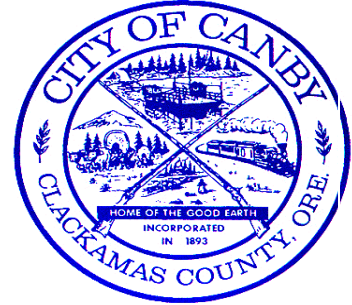


## **Bi-Monthly Finance Department Report**

**To:** Mayor Melody Thompson & City Council Members  
**From:** Sue Engels, Finance Director  
**Covering:** July & August, 2009

- The 2009-10 adopted budget was inputted to the accounting system, loaded onto the City's website, and hard copies were bound and distributed.
- The payroll module was updated to reflect salary changes for COLA increases, contract changes, and any changes in how salaries are charged to departments.
- Employees had an open enrollment period in July to elect changes in insurance and other benefits. A benefits fair was held where employees could come and learn about their options.
- Second quarter payroll tax report forms were mailed to all the businesses that are subject to the transit tax. Reports and payments were due July 31.
- Landlords were sent letters to notify them of the sewer rate increase which will take effect October 1. There are also notices on the bills to alert all customers to the change.
- Carla Ahl started working in utility billing full time on July 1. She accepts payments and answers questions at the utility desk in the Planning and Building department.

CANBY PUBLIC LIBRARY  
BI-MONTHLY REPORT  
July - August 2009



TO: Honorable Mayor Thompson  
and City Council  
FROM: Beth Saul, Special Projects  
Manager  
PREPARED BY: Marty Moretty, Library Coordinator  
DATE: September 6, 2009

Facility:

- \*New hours have been posted on the front door much to staff and patrons delight! They became effective July 6<sup>th</sup>.
- \*The payphone has been removed and replaced with what else? A shelving unit in the Friends book sale room, of course.
- \*The Library closed for migration to the new computer Symphony System from July 27 through July 31.
- \*Small reference desk has been set up and will soon be “manned” during busy hours to provide more detailed customer service to patrons who have specific needs. Our new schedule has certain staff assigned to fill that area.

Staff:

- \*The Library Marketing Committee which is attended by Hanna is hard at work on a united strategy for the new tax district in promoting library services countywide. A new logo is in the works and can be seen on the Network website.
- \*Linda and Marty continue to attend Circulation, Reference and Technical Services Committees gearing up for the new countywide system.
- \*Peggy continues to faithfully attend the Children’s Committee.
- \*“Go Live” day happened July 30<sup>th</sup> and staff took full advantage of the closed days to get additional training. Joanna Rood, Network Director spent parts of four days training all the staff.
- \*Mariann Hagland attends the City Safety Committee monthly.
- \*Children’s Librarian Peggy Wickwire and Mary Lou Irving were in full gear as summer reading kicked off and throughout the month of July many activities and programs took place. The final program was held on Friday July 31<sup>st</sup> and the Library opened the programming area for the last performer.
- \*Members of staff and the Library Board held interviews for the new Library Director and page positions after job announcements for both positions were advertised.



- \*New pages hired are Karen Batridge and Birgetta Clark – both are already on board and contributing to the many tasks *and with great anticipation*, we welcome Penny Hummel our new Library Director who is arriving on September 21<sup>st</sup> as her first day on the job.
- \*New staff schedules have been created and started on July 6<sup>th</sup> along with the new open hours. It will be reviewed and possibly tweaked when we see how the new hours and staff assignments are working.

#### Programs:

- \*Family Evening in July featured the “Rooster and the magic Crayon” puppet show featured and the July movie was “Bedtime Stories”.
- \*The Family Night program for August was an evening of folk music with Adam Miller entertaining with folk music and storytelling. The August movie was “Race to Witch Mountain”.
- \*Many summer reading events are happening for youth and teens. (See attachments)
- \*Willamette Falls Hospital continues to send a nurse to the library every 2<sup>nd</sup> Wednesday for a blood pressure clinic. Nurse Renee sets up over by the fireplace area monthly.
- \*The *Knit With Us* group has been knitting away in our fireplace area every Monday from 3-6pm. It is an informal get-together of knitters with all levels of experience so beginners are welcome!
- \*Artist Tiffany Leveque had colorful art display here for July-August.

#### Grants:

- \*The grant application for the Ready to Read Grant has been submitted with focus on the summer reading program of '10.
- \*Canby Telcom has submitted our computer needs requests in conjunction with a grant they have applied for and now we are awaiting the outcome. They have always been great partners with the Library and once again, this has come at an opportune time considering our computer needs for the new countywide database “Symphony”.

#### \*Volunteers:

- \*Contributed 288 hours for July and 272 hours in August for assisting in shelving, sorting, pick lists, cataloging and processing, book mending, programs, shelf shifting, and cleaning.

- \*Linda Forehand spent many extra hours during our closed week to start the daunting task of shelf reading. When we were able to check in items again, she shuttled cart upon cart out to shelve and made it possible for us to catch up in short order.
- \*Curtis and staff have been maintaining the watering of the flower boxes in front of the Library and no easy task with the hot weather.

Friends of the Library:

- \*Sorting and shelving donations.
- \*4<sup>th</sup> of July sale was a huge success. It cleared over \$1200 smashing previous sales. Customers were not so patiently waiting for the doors to open and it was steady for six hours! Everything in the store was half price and with minimal carts outside and in the lobby, traffic was not as jammed and the prices were by far easier for the cashiers to tally! Why would we do it any other way? Kudos to Karen, Kathy, Jean, Marilyn, Marty and Hanna.
- \*Videos from our collection as well as many donations have been featured as the sale items for the months of July-August.
- \*The book club is off for the summer and will resume in September to review the classic "Robinson Crusoe" by Daniel Defoe.

Canby Public Library  
Summer Reading 2009

Young people in Canby have just finished another successful Summer Reading Program at the Canby Public Library! Each year, the Library participates in a statewide program that encourages local children and their families to read for pleasure, and is funded by the Ready to Read grant from the State Library. All ages are welcome, from toddlers being read to by family members, to those who read independently. Teen Readers have their own program, with special activities and prizes. This year's theme was "Be Creative @ Your Library" and included eight weeks of performers and activities: magic shows, puppeteers, juggling, and crafts!

New this year, we partnered with the Summer Food Program, a free meal program sponsored by the Canby School District and held at Trost School. The plan was to share a story and a craft during the final four Thursdays of the program. Unfortunately, due to the low number of meals served, the program was discontinued by the School District, so we were only able to participate at one lunch. That was a successful outing, however, reaching 30 people. I was able to "table hop" to each of the families and read to them while they ate, and they completed a craft project at a back table after their meal.

Although our numbers for the Teen program were down a little, our overall numbers for those registered and those who finished showed an increase. In all, 290 participants completed the program by reading at least 15 hours and earning a free book! Reading logs totaling an amazing 6045 hours were returned... that's almost 252 days of reading at 24 hours a day! Top honor for Readers/Read-To-Me's was Emma Evans with 105 hours; top Teen Reader was Curtis MacWilliams with 180 hours. Congratulations to all who participated. A complete list of all finishers is posted at the Library.

Peggy Wickwire, Children's Librarian

*Be Creative @ Your Library* 2009 Summer Reading Program

**Readers and Read-To-Me's** (36% of those registered finished the program)

579 Registered (8% increase)

217 Finishers @ 15 hours (11% increase) = 3255 hours (increase of 345 hrs)

90 extra logs @ 10 hours = 900 hours (increase of 100 hrs)

4155 hours of reading (11% increase)

10 programs

The Curt Show (Curt Carlyle, juggler)	150	
Family Evening: Magic Show (Bob Eaton)	52	
Rolled Paper Picture Frames (craft activity)	60	
Movie Night (Bedtime Stories)	20	
Doctor Partz' Puppet Laboratory (puppet workshop)	65	
Sidewalk Chalk (craft activity)	50	
The Earthsinger (Dave Orleans)	53	
Spin! Pop! Boom! (Mad Science)	60	
Family Evening: The Rooster & the Magic Crayon (puppet show)	18	
Hansel & Gretel (interactive puppet show)	76	604 total

**Teen Readers** (52% of those registered finished the program)

139 Registered (16% decrease)

73 Finishers @ 15 hours (13% decrease) = 1095 hours

53 extra logs @ 15 hours = 795 hours

1890 hours of reading (27% decrease)

3 programs

Duct tape wallet craft activity	10	
Oregon Raptor Center Demonstration	30	
Photography Contest	3	43 total

**Total registered:** 579 R/RTM's + 139 Teens = 718 (2% increase)

**Total finishers:** 217 R/RTM's + 73 Teens = 290 (40 % finished/ 4% increase)

**Total hours read:** 6045 hours (4% decrease)

**Finances**

Books for our collection	\$473.29
Contracted performers \$1386 R/RTM's + \$125 Teens	\$1511.00
Incentives: Highsmith (posters,bookmarks, etc.)	\$130.46
Giveaway books for finishers \$635.75 R/RTM's + \$202.29 Teens	\$838.04
Gift certificates for prize drawing \$200 R/RTM's + \$175 Teens	\$375.00
Craft supplies	\$213.00
Printing	\$203.00

Total \$3743.79

(from Ready To Read grant of \$3784.65/ \$40.86 left over)



# **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**  
*July/August 2009 BI-MONTHLY PROJECTS 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. A planning division work plan has been developed to assist staff and the Council in tracking the activities and work efforts of the planning staff. The fifth column over titled "Recent Activity/Status" will provide the Council with their bi-monthly activity update while the last column provides an estimate of the overall status of each project or work activity. Many planning projects encompass the coordinated efforts of more than one department and are listed in the work plan with a focus on the planning department's activity. Attachments providing this bi-monthly activity report update include:

- 1) Planning Division Work Plan (Updated 9.08.09)
- 2) Planning Application Tracking Chart (Showing current & application activity for July/August)
- 3) Highlights of Building Activity for July/August 2009
- 4) Building Permits and Fees Collection for July/August 2009
- 5) Current Year Monthly Assessment & Historical Yearly Compilation of New Residential Dwelling Units by Type ending August, 2009
- 6) Building Permits and Fees Collection Annual Summary for 2009

## **LAND USE APPLICATION HIGHLIGHTS**

The attached *Planning Application Tracking Chart* allows you to see what new projects have been submitted and to track projects that are still in some stage of the application review process as of the end of August. Activity highlights for the July/August period include:

- (ANN 09-01) Beck. Negotiations for creation of the agreed upon annexation development agreement continued with a final draft now forwarded for applicant acceptance. Extra work with survey engineers and the adjacent property owner became necessary in order to assure that the entire right-of-way width of Pine Street would be included within the annexation application but still exclude the adjacent owner from the Development Agreement. Staff anticipates receiving a go from the applicant to set the annexation public hearing with the Planning Commission soon.
- (DR 06-10/MOD 09-02) Larios. Staff worked through a last minute administrative modification to the site plan changing the location of the access easement off of Township Rd. We also agreed to the issuance of a temporary occupancy permit with conditions to

assist the owner with financing. Several final site plan requirements are yet to be completed prior to issuance of the final occupancy permit.

### **BUILDING PERMIT ACTIVITY HIGHLIGHTS**

The attached *Bi-Monthly (July-August) Building Permits & Fees Collection Report* allows you to assess the specific recent development permitting and subsequent construction revenue collection activity for the community. In addition you may review the attached *Building Permits & Fees Collection Annual Summary Report for 2009*. An additional attachment provides a *Current Year Monthly Assessment and Historical Yearly Compilation of New Residential Dwelling Units by Type* for the City of Canby.

#### **Permit Highlights for this period include:**

28 Mechanical Permits were issued in July and August including heating and air conditioning replacements or new units.

Building Permits issued included:

- Two Garages (\$68,446)
- Eight residential remodels or addition (\$172,308)
- Reroof of Apartments on NE 5<sup>th</sup> Avenue (\$7,100) Reroof three Apartment buildings on SE Locust (\$30,000)
- The Water Tank for the City of Canby (\$1,800,000)
- Five Commercial remodel and Tenant improvements (\$323,566)
- One Doctors Office on SE 3<sup>rd</sup> Court (\$222,553)

PECO Aerospace Fasteners has completed their changes for their manufacturing use

A new residence was completed in Northwood Estates

No new residential homes were permitted in July or August

# 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>Clackamas County PAC has made its recommendation, in the form of a map, to the BCC that designates those areas suitable as an urban reserve and those suitable for designation as a rural reserve for the next 40 to 50 years. The Clackamas County Board of Commissioners holds a public hearing on Sept. 8 and makes a recommendation on Sept. 10 which along with those from the other counties and Metro will be reviewed and reconciled by the Reserves Regional Steering Committee first on Sept. 23 when they will discuss the rural and urban reserve recommendations for the region, and obtain an integrated recommendation on "Making The Greatest Place" initiative with a draft of the Urgan Growth Report and Regional Transportation Plan. On Oct. 14 a complete and final discussion of proposed urban and rural reserve areas with a recommendation to the voting Core 4 is planned. The reserve areas will then be recommended via intergovernmental agreements in Dec. 2009. Then finally, Metro will designate urban reserves and counties will designate rural reserves in May 2010.</i>	<i>The Counties in the Metro area are vested with deternining which lands should remain working farms and forests or natural areas while Metro is vested with deternining 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 from the current city UGB to the Willamette River has been recommeded as a Rural Reserve. This area was not seen as a primary or significant growth area but the Council 's preference was for this area to also remain as undesignated.</i>	May, 2010 70% 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
On-going	<b>Maintain Awareness of State, Regional, &amp; County Activity of Interest &amp; Applicability to Canby</b>	#8	Low - BB	<p>(1) A study and debate is occurring by ODOT Rail as to whether to formally designate the Union Pacific line through Canby or another rail line west of I-5 as a Future High Speed Rail Transit Corridor. The high volume of freight traffic hinders high speed rail on the Union Pacific line while increased retrofit build costs occur on the other line. It is expected that cost results will play heavily in the final decision.</p> <p>(2) A debate is starting in surrounding Marion and Yamhil Counties as to what agro-tourism uses - those considered to provide an amenity to the urban population - should be allowed or not on non production agricultural zoned areas. Large impactful equestrian centers have been noted. A possible result will be legislative activity to create a new rural Agriculture zone designation.</p>	<p>(1) It is not clear by staff if Canby has a preference or not in the outcome of the high speed rail designation. Passenger service does not currently stop in Canby.</p> <p>(2) The new tourism centers could provide an avenue for marketing Canby.</p>	<p>(1) NA</p> <p>(2) NA</p>
On-going	<b>Monitor and Participate In French Prairie Forum</b>	#8	Low - BB	The Director has attended the last several monthly meetings and found them to be very interesting in gaining an insight of what is of importance to those in the area. This includes the Aurora Airport, and rural economic assistance and development opportunities, as well as celebration of the rural resources of the area.	The next Sept. 23 mtg. focuses on work toward erecting new major tourism centers at the Baldock I-5 Reststop.	NA
	<b>Master Plan Projects</b>					



# Planning Division Work Plan

## Major Planning Division Work Tasks and Activities

FY 2010 Work Program  
Sep 2009  
Page 3

Act. No.	Activity Name - Description/Objective	CC Goal #	Anticipated Staff Time (Project Manager)	Recent Activity/Status	Comments	Target Date % Completed
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	The project kickoff meeting was held at the Connection Corner in August with stakeholder interviews and the public invited during the evening to learn about the project. An all day intense design scoping meeting was held in mid August at OTAC's office to help focus design options based on technical limitations and desired opportunities and uses.	The public will be invited toward the latter part of Sept. to provide input on draft design option concept plans.	Nov., 2009 35% Complete
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, BS	A new CAPRD Boundary Map was produced by the project planner. Phase I of 3 of this project is considered complete and the city has been invoiced. This consisted of collecting the survey results that are being analyzed to determine the most supportable and financially feasible options to recommend that CAPRD pursue. Staff has attended monthly meetings provided data to facilitate analysis.	Stakeholders are the Canby Parks & Recreation Board and the CAPRD Board and all citizens of Canby and within the CAPRD Boundary.	Dec., 2009 35% 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	Provided data sets to consultants as needed the last two months. Staff has reviewed consultant products in their draft form and provided comments and project manager has participated in weekly conference call meetings with the Project Management Team.	This is a huge planning project that will take a year of intensive work to complete. Staff will prepare a final reportand ordinance for adoption consideration by the PC and CC for Summer, 2010.	June 2010 20% 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 Staff continues to monitor possible grant funding opportunities to assist with this much needed Planning project. Staff has met with consultants to discuss possible storm water fee/SDC methodologies to help fund an ongoing program.	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	No Change	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.	On-Hold
09-16	<b>Assist with 5-Year Capital Improvement Plan Development</b> A CIP represents a financially feasible prioritised list arranged by year and City department or service area for all identified significant new capital or program investments.	#5	Moderate - BB,MD,BS,DB	See Public Works Department Planning continues to assist with project priorities establishment within the Parks component of the CIP funded by SDC funds.		April, 2010
09-17	<b>Develop a Phased Process/Schedule for Update of the Comprehensive Plan</b> The 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 worl and regional context and comply with State land use planning goals.	#3	High MD, BB	No Change	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

# 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
09-20	<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	No Change	The project planner will be bringing the created plan forward for review and formal city adoption later this year. The draft Plan is being reviewed by federal officials for suitability before City adoption.	Dec., 2009 On-Hold
	<b>Regulatory Code Amendments</b>					
09-04	<b>Low Impact Development Subdivision Design Standards</b> This is a 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	Phase I was completed through provision of pertinent data sets to consultants, and solicitation of technical and citizen advisory committee input on items to focus on and address when drafting new Code language. Preparation for Phase II - drafting of Code is about to kickoff.		June, 2010 25% Complete
09-11	<b>Temporary Vendor Permitting &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 reviewed and remanded back to PC for further consideration of how to deal with non-profits. PC held worksession and continued public hearing and made recommendation. Council approved the proposed text amendment.	Ordinance No. ??? adopting this text amendment goes into effect on ???	Sept., 2009 96% Complete
09-14	<b>Revise Residential Infill Compatibility Regulations</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 possible additional standards.	#4	Low - MH/BB	Staff held a worksession with the PC and a discussion on the topic at a PC Mtg. in August. Additional controls on single-family home construction to insure compatibility are very controversial and consensus has been difficult. PC has asked for more review and discussion of possible alternatives.		Unknown at this time
09-16	<b>Prepare a 2009 Regulatory Code Amendment Update Package to address Minor Needed Changes.</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 facilitate efficiency and reduce costs.	#4	Moderate MD, MH, BB	No Change	Staff is tracking items that need to be addressed as they come up.	Dec., 2009 On-Hold

# Planning Division Work Plan

## Major Planning Division Work Tasks and Activities

FY 2010 Work Program  
Sep 2009  
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Act. No.	Activity Name - Description/Objective	CC Goal #	Anticipated Staff Time (Project Manager)	Recent Activity/Status	Comments	Target Date % Completed
09-21	<b>Establish Fairgrounds Overlay Zoning District</b> The fairgrounds is located in a residential zoning district making it a non-conforming use which severely limits expansion or improvement plans or opportunities. A new zoning designation is needed.	#4	Low - BB/MH	The City Administrator and director visited with the County Administrator about situation and asked for support to garner moving the Fairground Board toward creation of a Master Plan for zoning purposes.	Staff intends to research zoning alternative to provide needed flexibility to future Fairground expansions and improvements while maintaining oversight.	Dec., 2009 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	Five or six application forms were revised and placed in use the past two months.		Oct., 2009 50% Complete
09-08	<b>Neighborhood Traffic Calming Program</b>	#5, #9	Low - MD	The program process and procedures materials were reviewed with the Council in July at a worksession and the program adopted by the Council in August. Staff is now working on developing a user friendly handout for applicant use.	This will become an on-going program now that it has been established.	Program Complete Handout Oct. 2009 35% Complete
09-13	<b>Clarify Advisory Role Of &amp; Staff Support to Neighborhood Associations</b>	#9	Low - MD	A joint PC and CC worksession was held in July to obtain guidance in dealing with NA's.		Complete
On-going	<b>Provide Continuing Support to Neighborhood Associations</b>	#9	Low - MD	A new neighborhood association map was produced in July.		NA
On-going	<b>Assist in Downtown Revitalization and Mainstreet Program Activities</b>	#2	Low - BB	See Economic Development Report Director attended the Main Street kickoff meeting with downtown business leaders. Planning office shuffle was made to accommodate Main Street manager.	Hiring of Main Street Manager expected in Oct. 2009	NA
09-12	<b>Annual Permit/Application Follow-up Customer Survey</b>	#1	Low - JT	No Change	Due to the low volume of permit and land use applications, this survey is intended to go out in October to cover permits/applications for the entire previous year.	Nov., 2009 On-Hold

# 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
09-14	<b>Implement Credit Card Use at Front Counter</b>	#9	Low - SE, JT, JP,	Planning Staff researched what other regional cities are providing for credit card use at the building counter and by internet for some inspections. It is nearing 70%. The finance director has determined that costs generally range from 2 to 6% of the amount credited on the card. We are contemplating use of a dollar limit.	This is considered to be the #1 customer service improvement by Planning and Building Staff. There are implementation costs involved that were not specifically budgeted which may cause a delay in implementation.	Jan., 2010 25 % Complete
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 reviewed 2002 study, and two subsequent studies to assist in setting appropriate fee amounts. A melding of the methodologies used and justifications seems most supportable.	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.	Oct., 2009 25% Complete
09-15	<b>Implement Development Review Committee Meetings</b>	#4	Low - MH/BB	Twice monthly meetings are being held to review all development projects in any stage of review.	Evaluation of the usefulness of this new bi-monthly meeting of staff involved in the development review process and invited agencies continues. Goal is improved communication and attention to improvements to the process.	
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			
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	Director reviewed the existing Plan in August. Staff updated our "residential subdivision approval and buildout inventory" records to provide a "vacant platted lot" count.		Dec., 2009 5 % Complete

# Planning Division Work Plan

## Major Planning Division Work Tasks and Activities

FY 2010 Work Program  
Sep 2009  
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Act. No.	Activity Name - Description/Objective	CC Goal #	Anticipated Staff Time (Project Manager)	Recent Activity/Status	Comments	Target Date % Completed
09-19	<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 will bring this issue to the attention of school district officials when he meets with them in mid - Sept.	This will require Amending the Existing Intergovernmental Agreement between the City and Canby School District adopted for the purpose of collecting the CET. A new Resolution recognizing the adoption of the IGA amendments. Oct. 1, 2009 is the earliest possible date to implement this proposed fee retainage.	Nov., 2009 5% Complete
09-22	<b>Canby Mural Project</b> As a means and tool toward Downtown revitalization staff is working to create a successful mural program and accompanying authorizing Code.		Moderate - <b>BS</b> , CC, MD			
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	Contacts were renewed, as previous school contacts moved on.		
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 improved Considerable working to improve the accuracy and reliability of the base data sets, zoning, and comp plan maps.		Moderate - MD	New Zoning Maps with improved reliability have been created 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 to improve GIS operations in planning and public works. There are discreet goals identified, but work with GIS mapping will be an on-going endeavor.	Nov., 2009 40 % Complete
09-25	<b>City Logging Rd. Annexation</b> Staff has discovered that portions of the City owned logging road parks trail was never annexed into the City. We are researching and will secure needed tax lots and legal descriptions to enable a city sponsored annexation application to be made.		Moderate - MH	Staff discovered while working with the Beck annexation that the logging road trail north of 99E does not appear to have been annexed.	Staff will explore the suitability both north and south of Territorial Drive for annexation, depending on the location of the UGB on the north.	Feb. 2010 5% 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
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	We have agreed to place Planning Commission reports on the website. Staff is exploring with IT the best options for placement this past month.		NA
	<b>Land Use Applications In Process</b>					
DR 09-01	<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	The 30-day application completeness letter from staff is due to the applicant by or prior to Sept. 12 outlining any additional submittal information that will be needed to satisfactorily review the application.	Finalization of the Walnut Street Local Improvement District assessment and construction of this new industrial road is critical to the viability of the Dragonberry Project.	January, 2010 10 % Complete
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 last several months have involved finalization of the content and wording for the development agreement, verification of the status of the annexation of Pine Street, and negotiations between Beck and the adjacent property owner so the entire Pine Street ROW can be a part of this request. The application is now ready to move forward and set a PC public hearing.	An annexation Development Agreement will concurrently accompany this annexation request.	November, 2009 35 % 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	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.	On-Hold Pending Renewal By Applicant
	<b>Other Daily Core Activities</b>					
On-going	<b>Track &amp; Respond to Construction Activities</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	Staff is exploring options		

# 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>Pursue Targeted Staff Training Opportunities</b>	NA	Low	Bryan is signed up to attend one-day of the annual Oregon Main Street Conference to be held at Marylhurst University on Sept. 18. Matilda is identifying webinars on suitable topics to assist in maintaining her professional AICP certification.	Planner's are targeting free and low cost training opportunities due to budgetary limitations.	NA
	<b>Council Directed Planning Goals</b>					
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  
July - August 2009**

9/8/2009

[illegible]

## Canby Development Building Permits and Fees Collection

July - August 2009

BUILDING PERMIT DATA				
PERMIT TYPE	PERMITS ISSUED		VALUATION	
	Jul	Aug	Jul	Aug
<i>BUILDING PERMITS - SFR</i>	-	-	\$0	\$0
<i>BUILDING PERMITS MULTIFAMILY</i>	-	-	\$0	\$0
<i>MECHANICAL</i>	19	17	\$0	\$0
<i>ADDITIONS NONRESIDENTIAL</i>	6	1	\$330,068	\$35,000
<i>ADDITIONS RESIDENTIAL</i>	6	4	\$143,342	\$126,418
<i>OTHER</i>	5	6	\$1,878,552	\$290,789
<i>MONTH</i>	36	28	\$2,351,962	\$452,207
<i>YEAR</i>	163	191	\$7,107,503	\$7,559,710

SDC FEES AND CHARGES UPDATE			
	MONTH		YEAR
	Jul	Aug	
<i>Stormwater Fees</i>	-	338	2,404
<i>Sewer SDC Fees</i>	-	2,489	23,584
<i>Construction Excise Tax</i>	284	225	6,797
<i>Parks SDC Fees</i>	-	749	19,344
<i>Transportation Improvement</i>	-	8,899	54,780
<i>Planning Department Fees</i>	250	347	2,329
<i>Advanced Financing</i>	-	-	-
<i>Business License</i>	-	-	-
<i>Building Department Fees</i>	18,666	12,235	111,423
<i>School Excise Tax</i>	-	1,017	19,916

INSPECTIONS		
	Jul	Aug
<b>MONTH</b>	70	87
<b>YEAR</b>	449	536

**City of Canby**  
**Current Year Monthly Assessmen**  
**and**  
**Historical Yearly Compilation of New Residential Dwelling Units by Type**  
For Month Ending August 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	3	0	1	4
<b>TOTAL</b>	<b>SFR</b>	<b>MH</b>	<b>MFR</b>	<b>TOTAL</b>
1977 - 2009	2544	374	1155	4073
% 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	0	0	0	4
Dec	0	0	0	4
<b>Total</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>4</b>
% of Total	75.0%	0.0%	25.0%	

\* 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	910	14	265	1188
% 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*  
*Building Permits and Fees Collection Annual Summary Report for 2009*

9/8/2009

BUILDING PERMIT DATA													
PERMIT TYPE	PERMITS ISSUED												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
<i>BUILDING PERMITS - SFR</i>	<i>1</i>	<i>-</i>	<i>1</i>	<i>-</i>	<i>1</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>3</i>
<i>BUILDING PERMITS MULTIFAMILY</i>	<i>-</i>	<i>-</i>	<i>1</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>1</i>
<i>MECHANICAL</i>	<i>5</i>	<i>5</i>	<i>14</i>	<i>17</i>	<i>11</i>	<i>18</i>	<i>19</i>	<i>17</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>106</i>
<i>ADDITIONS NONRESIDENTIAL</i>	<i>-</i>	<i>5</i>	<i>4</i>	<i>4</i>	<i>2</i>	<i>-</i>	<i>6</i>	<i>1</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>22</i>
<i>ADDITIONS RESIDENTIAL</i>	<i>2</i>	<i>1</i>	<i>2</i>	<i>5</i>	<i>2</i>	<i>4</i>	<i>6</i>	<i>4</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>26</i>
<i>OTHER</i>	<i>1</i>	<i>8</i>	<i>4</i>	<i>5</i>	<i>3</i>	<i>1</i>	<i>5</i>	<i>6</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>33</i>
<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>-</b>	<b>-</b>	<b>-</b>	<b>-</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>191</b>	<b>191</b>	<b>191</b>	<b>-</b>	
VALUATION OF PERMITS ISSUED													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
<i>BUILDING PERMITS - SFR</i>	<i>391,051</i>	<i>-</i>	<i>243,628</i>	<i>-</i>	<i>102,016</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>736,695</i>
<i>BUILDING PERMITS MULTIFAMILY</i>	<i>-</i>	<i>-</i>	<i>392,436</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>392,436</i>
<i>MECHANICAL</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>ADDITIONS NONRESIDENTIAL</i>	<i>-</i>	<i>71,690</i>	<i>160,800</i>	<i>358,191</i>	<i>27,132</i>	<i>-</i>	<i>330,068</i>	<i>35,000</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>982,881</i>
<i>ADDITIONS RESIDENTIAL</i>	<i>95,232</i>	<i>20,670</i>	<i>19,221</i>	<i>175,307</i>	<i>21,574</i>	<i>29,732</i>	<i>143,342</i>	<i>126,418</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>631,496</i>
<i>OTHER</i>	<i>25,000</i>	<i>77,290</i>	<i>10,133</i>	<i>2,515,143</i>	<i>19,295</i>	<i>-</i>	<i>1,878,552</i>	<i>290,789</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>4,816,202</i>
<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>-</b>	<b>-</b>	<b>-</b>	<b>-</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>7,559,710</b>	<b>7,559,710</b>	<b>7,559,710</b>		
SDC FEES AND CHARGES UPDATE													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
<i>Stormwater Fees</i>	<i>100</i>	<i>-</i>	<i>460</i>	<i>1,506</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>338</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>2,404</i>
<i>Sewer SDC Fees</i>	<i>-</i>	<i>-</i>	<i>9,421</i>	<i>11,674</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>2,489</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>23,584</i>
<i>Construction Excise Tax</i>	<i>2,532</i>	<i>-</i>	<i>3,305</i>	<i>295</i>	<i>157</i>	<i>-</i>	<i>284</i>	<i>225</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>6,797</i>
<i>Parks SDC Fees</i>	<i>-</i>	<i>-</i>	<i>16,332</i>	<i>2,263</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>749</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>19,344</i>
<i>Transportation Improvement</i>	<i>-</i>	<i>-</i>	<i>7,488</i>	<i>38,393</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>8,899</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>54,780</i>
<i>Planning Department Fees</i>	<i>70</i>	<i>275</i>	<i>435</i>	<i>807</i>	<i>70</i>	<i>75</i>	<i>250</i>	<i>347</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>2,329</i>
<i>Advanced Financing</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>Business License</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>Building Department Fees</i>	<i>7,492</i>	<i>4,950</i>	<i>10,785</i>	<i>47,782</i>	<i>5,914</i>	<i>3,599</i>	<i>18,666</i>	<i>12,235</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>111,423</i>
<i>School Excise Tax</i>	<i>3,657</i>	<i>-</i>	<i>5,276</i>	<i>9,967</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>1,017</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>19,916</i>
	<i>13,851</i>	<i>19,076</i>	<i>72,578</i>	<i>185,264</i>	<i>191,405</i>	<i>195,079</i>	<i>214,279</i>	<i>240,576</i>	<i>240,576</i>	<i>240,576</i>	<i>240,576</i>		
INSPTCTIONS													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
<b>MONTH</b>	<i>71</i>	<i>46</i>	<i>60</i>	<i>58</i>	<i>70</i>	<i>74</i>	<i>70</i>	<i>87</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	
<b>YEAR</b>	<i>71</i>	<i>117</i>	<i>177</i>	<i>235</i>	<i>305</i>	<i>379</i>	<i>449</i>	<i>536</i>	<i>536</i>	<i>536</i>	<i>536</i>		

# **City of Canby Monthly Report**

## **Department: Police Department**

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



### **Community Activities**

- 7/13/2009 Couches Bar & Grille Restaurant / K9 Fundraiser, Police Department Staff
- 7/14/2009 Canby Pub and Grill / Whiskey Hill Auction Winner "Lunch with the Chief," Acting Chief Tro
- 7/16/2009 Canby High School / Presentation to Driver's Education class, Sgt. Cunningham
- 8/4/2009 Canby Area / National Night Out, Members of the Police Department
- 8/6/2009 Canby Adult Center / Volunteer Serving Lunch, Acting Chief Tro
- 8/11/2009 CC Fairgrounds / Chamber Luncheon, Acting Chief Tro

### **Department Activity**

- 7/3/2009 Clackamas County / DUII Detail, Officer Ethington
- 7/6/2009 Clackamas County Area / M.A.T.T. Detail, Officer Ethington and Officer Macom
- 7/6/2009 Canby Area / M.A.T.T. Detail, Canby Traffic Unit along with other agencies
- 7/10/2009 Clackamas County Area / M.A.T.T. Detail, Officer Ethington and Office Macom
- 8/3/2009 Clackamas County Area (Hwy. 212 and 82nd Ave.) / Traffic Officers Macom and Ethington assisted in MATT detail
- 8/6/2009 Champoeg State Park / FBI Steak-Out and Social, Acting Chief Tro and Sergeants
- 8/7/2009 Clackamas County Area (Wilsonville) / Traffic Officers Macom and Ethington assisted in MATT detail

## Department Activity

8/10/2009 Beaverton / T.E.T. served search warrant for Canby Detectives. Served without incident and resulted in the seizure of over an ounce of Heroin

## Meetings

7/6/2009 Canby City Hall / Agenda Meeting, Acting Chief Tro  
7/6/2009 City Hall / Agenda Meeting, Acting Chief Tro  
7/7/2009 Cutsforth's Thriftway / Chamber of Commerce Luncheon, Toni Tracy  
7/7/2009 Oregon City Elks / Monthly Chief's Meeting, Acting Chief Tro  
7/8/2009 Canby PD / Staff Meeting, Acting Chief Tro, Toni Tracy, and Sergeants  
7/10/2009 Cutsforth's Thriftway / Rotary Meeting, Acting Chief Tro  
7/16/2009 Oregon City / Downtown OC Parking Study Recommendations, Acting Chief Tro  
7/16/2009 CCOM / P.I.O. meeting with other Clackamas County agencies, Sgt. Cunningham  
7/27/2009 Canby City Shops / Agenda Meeting, Toni Tracy  
8/5/2009 Canby PD / Meeting regarding CCITF, Acting Chief Tro  
8/6/2009 City Hall / Meeting with Sue Engels, Acting Chief Tro  
8/6/2009 Canby City Hall / Meeting with Directors, Acting Chief Tro  
8/6/2009 Oregon City / CCITF Meeting, Acting Chief Tro  
8/7/2009 Cutsforth's Thriftway / Rotary Club Meeting, Acting Chief Tro  
8/10/2009 Canby Planning Dept. / Agenda Meeting, Acting Chief Tro  
8/12/2009 CCOM / C800 Radio Group Board of Directors Meeting, Acting Chief Tro  
8/12/2009 Lake Oswego / Lunch meeting with Lt. Doug Treat of Lake Oswego Police Department, Acting Chief Tro  
8/13/2009 Canby PD / Staff Meeting, Acting Chief Tro, Toni Tracy, and Sergeants  
8/13/2009 Oregon City / Meeting with Oregon City Police Chief Pryde, Acting Chief Tro  
8/14/2009 Canby / Meeting with DEA Paul, Acting Chief Tro  
8/14/2009 Cutsforth's Thriftway / Rotary Club Meeting, Acting Chief Tro  
8/14/2009 Cutsforth's Thriftway / Rotary Club Meeting, Acting Chief Tro  
8/24/2009 Canby City Hall / Agenda Meeting, Acting Chief Tro  
8/25/2009 DPSST / Accreditation Managers Meeting, Toni Tracy

## Meetings

8/28/2009 Cutsforth's Thriftway / Rotary Meeting, Acting Chief Tro

## Monthly Stats

7/31/2009 Stats - July 2009

- \*Calls for Service / 1421
- \*Crime Reports / 104
- \*Adult Arrests / 83
- \*Juvenile Custody / 14
- \*Injury Crashes / 0
- \*Non-Injury Crashes / 4
- \*Citations Issued / 316
- \*Front Counter contacts / 430

7/31/2009 K9 Activity - July 2009 - Warren/Freddy

- \*8 call-outs
- \*16 hours training

7/31/2009 Gang Related Calls / July 2009 - 24

8/31/2009 Stats - August 2009

- \*Calls for Service / 1307
- \*Crime Reports / 86
- \*Adult Arrests / 80
- \*Juvenile Custody / 11
- \*Injury Crashes / 0
- \*Non-Injury Crashes / 14
- \*Citations Issued / 218
- \*Front Counter contacts / 431

8/31/2009 Gang Related Calls / August 2009 - 19

8/31/2009 K9 Activity - August 2009 - Warren/Freddy

- \*8 call-outs
- \*16 Hours of training

K9 Activity - Augst 2009 - Farmer/Doerak

- \*Officer Farmer and Doerak beginning training and familiarizing Doerak with his new surroundings. Scheduled to attend a six-week patrol dog training in September to get Doerak up to standards.
- \*16 Hours of training

## Training

- 7/23/2009 Canby Rod and Gun Club / Tactical Entry Team four hour monthly training, T.E.T. members
- 8/17/2009 Camp Rilea / Basic SWAT school for T.E.T. members Smith, Scharmota and Medic Vroman (08-17 through 08-21-2009)
- 8/24/2009 Milwaukie / T.E.T. 8-hour training day at Krav Maga Gym, T.E.T. members



# Bi-Monthly Report

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

**Date:** September 8, 2009

**Re:** July and August 2009 Report

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The Canby Swim Center is now finishing up a very successful summer. Our programs have held steady through the summer and finished very close to last year. Attendance was down just a little with July down 200 swims and August down 100 swims for a total of 300 less swims. In the big picture that isn't a lot of change. We can tell the economy has changed usage a bit, but swimming is still an economical choice for a family activity or exercise. The Revenue was down in July about \$2,300.00 but revenue was up in August about \$2,100.00 so we were only down \$200.00 from last year July and August.

The Staff is getting more comfortable with registering lessons on line. We expect to start the next phase later this month and start adding passes for online registration. It looks like it will take a while to get everyone switched over to then new system. It looks like we will be switching over pass users as their pass expires. We may add point of sale at the same time, but that is still to be determined.

The Canby Swim Club had two swimmers swim beyond the State Championships. Noah Norris and Michael Hargitt were chosen for the Oregon Western Zone All Star Team that competed in Hawaii August 4<sup>th</sup> to the 8<sup>th</sup>. Michael and Noah both swam very well helping the Oregon team to a 3<sup>rd</sup> place finish. Michael had some great finishes as he was 2<sup>nd</sup> in the 200 IM and 1<sup>st</sup> in the 200 breaststroke and 400 IM.

David is preparing for the Swim Center closure that will only be one week this year. We will be closed for our yearly maintenance September 6<sup>th</sup> to the 13<sup>th</sup> and will re-open on the 14<sup>th</sup>. David always has everything lined up ahead of time, and has the closure set up like clockwork.

**FROM :** ERIC LAITINEN, AQUATIC PROGRAM MANAGER  
**SUBJECT:** MONTHLY REPORT FOR JULY 2009  
**DATE:** SEPTEMBER 8, 2009

CANBY SWIM CENTER JULY 2009	ADMIT 2008	ADMIT 2009	PASS 2008	PASS 2009	TOTAL 2008	TOTAL 2009	YTD TOTAL 08-09	YTD TOTAL 09-10
MORNING LAP	100	55	272	245	372	300	372	300
ADULT RECREATION SWIM	109	99	481	539	590	638	590	638
MORNING WATER EXERCISE	184	312	0	0	184	312	184	312
PARENT/ CHILD	334	356	0	0	334	356	334	356
MORNING PUBLIC LESSONS	1664	1550	0	0	1664	1550	1664	1550
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	69	62	152	173	221	235	221	235
	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	1066	739	165	60	1231	799	1231	799
PENGUIN CLUB	569	447	0	0	569	447	569	447
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY GATORS	0	0	640	753	640	753	640	753
MASTER SWIMMING	3	33	2	33	5	66	5	66
EVENING LESSONS	1597	1636	0	0	1597	1636	1597	1636
EVENING LAP SWIM	87	53	99	81	186	134	186	134
EVENING PUBLIC SWIM	985	1250	63	132	1048	1382	1048	1382
EVENING WATER EXERCISE	241	209	0	0	241	209	241	209
ADULT LESSONS	14	13	0	0	14	13	14	13
GROUPS AND RENTALS	143	114	0	0	143	114	143	114
KAYAK	0	0	0	0	0	0	0	0
OUTREACH SWIMMING	559	455	0	0	559	455	559	455
<b>TOTAL ATTENDANCE</b>	<b>7,724</b>	<b>7,383</b>	<b>1,874</b>	<b>2,016</b>	<b>9,598</b>	<b>9,399</b>	<b>9598</b>	<b>9399</b>

**FROM :** ERIC LAITINEN, AQUATIC PROGRAM MANAGER  
**SUBJECT:** MONTHLY REPORT FOR AUGUST 2009  
**DATE:** SEPTEMBER 8, 2009

CANBY SWIM CENTER	ADMIT	ADMIT	PASS	PASS	TOTAL	TOTAL	YTD TOTAL	YTD TOTAL
August 2009	2008	2009	2008	2009	2008	2009	08-09	09-10
MORNING LAP	80	51	248	235	328	286	700	586
ADULT RECREATION SWIM	64	96	489	605	553	701	1143	1339
MORNING WATER EXERCISE	222	294	0	0	222	294	406	606
PARENT/ CHILD	224	376	0	0	224	376	558	732
MORNING PUBLIC LESSONS	900	860	0	0	900	860	2564	2410
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	90	63	166	158	256	221	447	456
	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	818	561	142	50	960	611	2191	1410
PENGUIN CLUB	161	198	0	0	161	198	730	645
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY GATORS	0	0	262	337	262	337	902	1090
MASTER SWIMMING	4	30	3	30	7	60	12	126
EVENING LESSONS	1408	1386	0	0	1408	1386	3005	3022
EVENING LAP SWIM	76	66	95	103	171	169	357	303
EVENING PUBLIC SWIM	821	789	58	74	879	863	1927	2245
EVENING WATER EXERCISE	230	174	0	0	230	174	471	383
ADULT LESSONS	18	10	0	0	18	10	32	23
GROUPS AND RENTALS	332	244	0	0	332	244	475	358
KAYAK	0	0	0	0	0	0	0	0
OUTREACH SWIMMING	42	74	0	0	42	74	601	529
<b>TOTAL ATTENDANCE</b>	<b>5,490</b>	<b>5,272</b>	<b>1,463</b>	<b>1,592</b>	<b>6,953</b>	<b>6,864</b>	<b>16521</b>	<b>16263</b>

# City of Canby Bi-Monthly Report

## Department: Public Works

### For Months of: July - August 2009



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

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The months of July and August have been very busy for the Public Works Department with the beginning of the new budget year and trying to complete as many maintenance projects as possible within the constraints of vacations and community events. Below are short updates of our current projects followed by section reports from Jeff Crowther, Darwin Tramel, Jeff Snyder and Joe Witt.

#### **Knights bridge Road Reconstruction:**

This project has evolved into three projects due to securing the stimulus funding for the roadway, City funding for the pump station and CUB funding for water line construction. The work will include a pump station rehabilitation, water line construction, and last, street reconstruction.

The wastewater pumping station construction plans are essentially complete and can bid anytime. The plans currently show the water line construction, but CUB has indicated their project will be bid independent of any other work.

The waterline will be constructed just ahead of the street work, with advertisement tentatively scheduled for February of 2010. This will allow pipeline construction to be completed immediately prior to the street construction, assuming the street work will proceed in the spring.

The street and storm drainage plans are being revised to meet ODOT requirements and are approximately 75% complete. ODOT has scheduled advertisement in December at the earliest for spring construction and we need to coordinate this schedule with ODOT.

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

Construction of NE 2<sup>nd</sup> Avenue is well underway and is expected to be substantially complete in October, prior to the cinema time lines. Base lift of asphalt is in-place and concrete flatwork is mostly complete on NE 2<sup>nd</sup> Ave, excepting where we have limited access in front of the cinema.

The parking lot construction has commenced and all utilities, irrigation and curbs are in-place. Pavers will be starting this week. Again, this work is scheduled to be completed well before the cinema time lines.

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

Plans are complete for improvements to the UV system, Effluent filtration, Scum Pumping, Biosolids Drying and RV dump station improvements. There have been many discussions on a revised work scope to meet available budget constraints and the drier equipment manufacturer has proposed several scope modifications. Funding is marginal for the work scope needed to address these tasks, but we expect to reduce the work scope and solicit bids in the next few weeks for installation of improvements in the spring.

**Walnut Street Improvements:**

Plans and specifications for the street and utility improvements are complete. The lot line adjustment to create the new connection of Walnut Street to Sequoia Parkway has been approved by the City Planning Department. The ODOT Immediate Opportunity Grant application was approved in June and the Agency is scheduled to execute the grant agreement this month.

**2009 Street Maintenance:**

A preconstruction meeting was held on Wednesday September 2<sup>nd</sup> and the notice to proceed was issued to the contractor (Eagle-Elsner, Inc.) for September 8<sup>th</sup>. The contractor is to supply PW a construction schedule by Thursday September 10<sup>th</sup>, after which PW will issue a press to the Herald. This week PW will install the project signs that were presented at the September 2<sup>nd</sup> Council meeting. The contractor is also required to notify all property owners fronted by the project seven days prior to the beginning of the paving with door hangers as well as put our barricades 24 to 48 hours prior to limit parking during construction.

**Public Works**

By Jeff Crowther, Public Works Supervisor

**Street Maintenance Program:**

Staff has been working on replacing faded and non-reflective signs. We have been responding to vision clearance issues regarding intersections and signage. Staff has opened a new trail through the Eco Park adjoining the Molalla Forest Road. Crews removed several trees in preparation for the improvements at the Eco Park parking area. Staff have been replacing street and parking markings with thermoplastic and/or paint depending on the condition of the street.

Street Maintenance	404 Hours
Tree Trimming	87 Hours
Street Light Repair	31 Hours
Street Sign Repair and Installation	135 Hours
Sidewalk Repair and Installation	10 Hours

**Sewer and Storm Water Collection**

Staff has been cleaning the stormwater collection system and catch basins preparing for the upcoming winter months. We have also been performing routine sewer cleaning in areas identified as having grease and solids issues throughout town. Staff removed one of the 34<sup>th</sup> Ave. sewage lift station pumps and has ordered a replacement. The crew assisted in the installation of the back-up pump until the replacement arrives in approximately six weeks.

Lift Station Maintenance	82 Hours
Sewer Lateral Repair	11 Hours
Catch Basin Cleaning	103 Hours
Sewer and Storm Line Locating	95 Hours
Drywell Cleaning	13 Hours
Sewer Line Cleaning	36 Hours
Street Sweeping	80 Hours

## **Wastewater Treatment**

By Darwin Tramel, Wastewater Treatment Supervisor

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

The water quality for the months of July and August was excellent with no interruption of services or violations for either month. The wastewater facility is producing some of the best effluent ever seen from this facility; with lower than normal usage of flocculation chemicals and consistent process control. The staff continues to be busy with summer cleaning, grounds maintenance and biosolids hauling.

Staff and I worked on cleaning the South pond and removing the grease, grit, rags and debris that was left from the cleaning of the Waste Activated Sludge Holding tank in June. This is a bi-yearly activity that is necessary to keep debris from plugging pumps in the biosolids process.

The wastewater staff also assisted the collections crew and public works on three projects involving lift station maintenance. Wastewater staff set up a stand by pump at the lift station on 34<sup>th</sup> Street, assisted the collections crew on the removal and cleaning of a pump at the Knights Bridge lift station and Dave Conner assisted with the trouble shooting of the telemetry and electrical systems at the Knights Bridge lift station.

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

- Replaced the forty year old electrical conduit on the wash tank.
- Installed a new section of flexible PVC line from the lime silo to the primary clarifier.
- Repaired and replaced a section of chain on the biosolids truck conveyor and replaced one of the main bearings on the conveyor.
- Staff repaired or replaced all sprinkler heads, so the system is functioning like new.
- Motor on the shop compressor broke and a new compressor was installed.
- Fabricated and installed a pressure washing slide bar on the belt press.
- Fixed a broken water line and valve feeding the Aeration Basin.
- Started replacing backup batteries in the PLC panels.
- Replaced a fuel pump in the auxiliary diesel tank on the service truck.
- Weekly mowing, watering, hedge trimming and summer yard up-keep.
- Routine daily maintenance, repairs, and cleaning.

Construction activities for the months of July and August included meetings with Curran & McLeod Engineering to sharpen the final cost estimates for equipment and construction of the Phase III Facility Upgrade. Final engineering estimates and construction plans should be completed by the end of September. Staff, Curran & McLeod Engineering and I will be ready to go out for request for bid proposals in October. If the bids are within our budget for the project, we are hoping to bring the bids and project to City Council in November.

**July 2009**

New Connections	1	Monthly Averages	
Total Connections	5739	Effluent BOD	2
Average Flow	0.9471	Effluent CBOD	1
E. Coli	2	Effluent TSS	3

**August 2009**

New Connections	1	Monthly Averages	
Total Connections	5740	Effluent BOD	2
Average Flow	0.9675	Effluent CBOD	1
E. Coli	1	Effluent TSS	3

**Biosolids Program:**

The City hauled 408 cubic yards of biosolids to the Pollack property in the months of July and August. To date we have had no odor complaints from any sites for the year of 2009.

In July the City staff completed another quarterly sampling and analysis of the biosolids for nutrients and metals. Results of the metals analysis were within federal and state guidelines for the concentrations of these pollutants.

**Pretreatment:**

In July staff and I completed a three day sampling and analysis for metals and priority pollutants of the effluent, influent and primary effluent. I continue to move forward with the data acquisition and research necessary to prepare the City mandated Water Quality Management Plan for the Willamette and Molalla Rivers. To date I have received no comments from DEQ concerning the City NPDEA permit renewal, Local Limits development or the Reasonable Potential Analysis.

**Meetings and Training Attended**

The staff and I attended the City safety meeting and I attended meetings with Oregon ACWA, Therma Flite Inc., Curran & McLeod Engineering and the Pacific Northwest Pretreatment training conference. Dave Conner attended union meetings and discussions with Curran & McLeod engineering for the Phase III Facility project.

## **Parks Maintenance**

By Jeff Snyder, Parks Maintenance Lead Worker

### **Park Renovations**

Park staff installed a drinking fountain by the restroom building at Maple Street Park. The tennis courts at Maple received a new net and the courts surface cracks were repaired. The Parks Department roughed in a new trail in the Eco Park, the trail was laid out by Dwayne and crew. Public Works removed and limbed hazard trees and installed wood chips on the trail. The purpose of the trail is to keep pedestrians out of traffic from the Eco Park parking lot to past the point of the golf course maintenance road. Josh Fisher from Troop 258 did his Eagle Scout project at Maple St. Park. Josh installed two directional signs of the park. The signs are located just off of each parking lot on the entrance paths.

### **Park Maintenance**

Mowing was still in full swing at the end of August. Irrigation repairs and adjustments also occupied staff time the last two months. Trees and shrubs were trimmed and two trees were removed from Maple St. Park. The wood chips were utilized on nature trails off the forest road. Fertilizer was applied to all the turf areas and the flower baskets around Wait Park. The covered areas, playground equipment and concrete walks were pressure washed at Community, Maple and Wait Parks. Weed spraying was still being performed in shrub beds and on fence lines. At Community Park a waterline leak was dug up and repaired by the covered picnic area. All the natural area boom mowing was completed by the end of August. The bollards and gates received a fresh coat of paint on the Molalla Forest road walking path, new park rules signs were also installed. Two new hand dryers were ordered and installed at Legacy Park. A new frost free hose bib was installed at Maple St. Park. The hand dryers and the frost free hose bib were both replaced due to vandalism. Park staff spent nine hours repairing vandalism. Park staff delivered and spread 100 yards of dirt at the Simnitt property to fill in from the house demolition project. Regular maintenance was performed at the 25 areas the Parks Department is responsible for, 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, Nineteenth 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 & Willow Creek Wetlands.

### **Clackamas County Corrections Crews**

The crew string trimmed and spread wood chips in the Eco Park. The crew also string trimmed along the river bank and the wetlands trail at Community Park. The Molalla Forest road trail was string trimmed along the sides of the bridges. Weeding of shrub beds was performed at the Swim Center, Adult Center and Arneson Gardens. C.C.C.C. performed approximately 432 hours of labor for the City in the months of July and August.

### **Meetings attended:**

I attended a meeting with Terry Gowen the Clackamas County Department of Corrections Supervisor regarding the scheduling of the Sunday work crew. Ben and I met with Dwayne and Beth regarding the Transit Bus stop planters and our theme as the Garden Spot. We all attended a meeting with Mark Adcock and watched training videos.

### **Other Information of Interest.**

The Parks Department is responsible for 182 acres of property. Dan Mickelsen assumed the duties of building maintenance in July.



**Fleet Service**  
By Joe Witt, Lead Mechanic

**July 2009**

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	4	581.00	48.30	112.41	741.71
Adult Center				303.98	303.98
Building	2	199.50	24.15	28.06	251.72
Wastewater Collections	4	938.00	201.73	475.32	1,615.05
Wastewater Treatment	6	1,197.00	397.93	380.11	1,975.04
Parks	15	3,286.50	4,209.20	653.89	8,149.59
Police	19	3,181.50	804.12	4,913.83	8,899.45
Streets	8	3,650.50	7,954.89	561.10	12,166.49
Fleet Services	2	171.80	240.01	130.19	542.00
Canby Area Transit (CAT)	42	9,191.00	3,449.64	7,608.86	20,249.50
Total	<b>102</b>			Total	<b>\$54,894.53</b>

**August 2009**

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	2	206.50	24.84	120.61	351.95
Adult Center	1	136.50	25.93	362.60	525.03
Building	1			25.69	25.69
Wastewater Collections	9	3,447.50	2,898.37	238.68	6,584.55
Wastewater Treatment	5	4,301.50	3,349.19	230.29	7,880.98
Parks	12	2,138.50	1,076.47	728.41	3,943.38
Police	16	4,578.00	2,939.60	4,827.93	12,345.53
Streets	8	1,316.00	3,561.89	691.67	5,569.56
Fleet Services	1		601.17	140.71	741.88
Canby Area Transit (CAT)	24	12,295.50	5,612.54	8,139.02	26,047.06
Total	<b>79</b>			Total	<b>\$64,015.61</b>

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

**Fleet Service Highlights**

- \* Shane Hester: Attended a two day Cummins Insite Computer & Engine Management Training Class.
- \* Fleet started the two year cycle of vehicle emission certification with DEQ.

# City of Canby Bi-Monthly Report

## Department: Transit



For: the months of July and August 2009

Date: September 2, 2009

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. Contracts for Special Transportation Fund (STF) discretionary funds (\$131,893 to purchase 2 vehicles and \$37,700 for preventive maintenance) were signed and returned to ODOT.
- c. We were notified by both ODOT and TriMet of a funding application process for two new programs:

Special Transportation Operating (STO) Program

Jobs and Transportation Act (JTA) Program

TriMet will administer the local funding application process through the Special Transportation Fund Advisory Committee (STFAC) process which has been used for a number of our other funding sources. The local formula allocation for the tri-counties will be \$4,693,155 for the JTA program and \$3,722,364 for the STO program. We will do our best to get as much of this funding as we can for Canby Area Transit.

### 2. Ridership:

CAT provided:

- a. 18,450 rides in July (26.7% decrease as compared to July 08)
- b. 18,989 rides in August (17.6% decrease as compared to August 08)

July 2008 was a record breaking month. We provided 25,192 rides that month which was an all time record for the number of rides provided in one month. On August 25, 2008 we made significant changes to our service routes and schedules.

As of September 2009, we will be able to compare the weekly service statistics for the current fiscal to last fiscal year based on the new service levels. Transit systems across the country are experiencing declining ridership due to the economic downturn.

3. Service Update:

On July 7, 2009 the city was notified that Doug Pilant (Executive Director) of Oregon Housing and Associated Services (OHAS) had been placed on administrative leave. Chrislyn Prantl has been named as the OHAS interim Executive Director.

CAT and SMART provided shuttle service to the Clackamas County Fair (August 18-22); this year CAT provided 390 rides and SMART provided 155 rides.

A CAT bus collided with a parked car on August 27. No one was injured.

Service schedules were revised to reflect the Saturday service suspension (effective September 5, 2009). Updated schedules are now available on the buses, at the CAT office, on our website and at all distribution points.

4. Transit Master Plan

Cynthia met with the Project Manager for the Transportation System Plan (TSP) to coordinate milestones for the TSP and the Transit Master Plan (TMP).

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

- a. National Transit Database (NTD) Training on August 26, 2009. Nancy Muller, Tracy Harris and Julie Wehling attended.