

# AGENDA

## CANBY CITY COUNCIL MEETING

September 17, 2008, 7:30 P.M.

Council Chambers

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

*Mayor Melody Thompson*

*Council President Walt Daniels*

*Councilor Teresa Blackwell*

*Councilor Paul Carlson*

*Councilor Randy Carson*

*Councilor Tony Helbling*

*Councilor Wayne Oliver*

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## CITY COUNCIL MEETING

1. **CALL TO ORDER (City Hall - 6:00 PM – The Council will immediately go into Executive Session with the Regular Session following at 7:30 PM in the Council Chambers)**
2. **EXECUTIVE SESSION:** ORS 192.660(2)(e) Real Property, ORS 192.660(2)(f) Exempt Public Records and ORS 192.660(2)(h) Pending Litigation
3. **OPENING CEREMONIES (Council Chambers 7:30 PM)**
  - A. Pledge of Allegiance and Moment of Silence
  - B. POW/MIA Recognition Day Proclamation Pg. 1
  - C. Caregiver Day Proclamation Pg. 2
4. **COMMUNICATIONS**
5. **CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS**

*(This is an opportunity for visitors to address the City Council on items not on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Each citizen will be given 3 minutes to give testimony. Citizens are first required to fill out a testimony/comment card prior to speaking and hand it to the City Recorder. These forms are available by the sign-in podium. Staff and the City Council will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter.)*
6. **MAYOR'S BUSINESS**
7. **COUNCILOR COMMENTS & LIAISON REPORTS**
8. **CONSENT AGENDA**

*(This section allows the City Council to consider routine items that require no discussion and can be approved in one comprehensive motion. An item may be discussed if it is pulled from the consent agenda to New Business.)*

  - A. Approval of Minutes of the August 25, 2008 City Council Special Meeting
  - B. Approval of Minutes of the September 3, 2008 City Council Regular Meeting

**9. PUBLIC HEARING**

- A. TA 08-01 Canby Downtown Highway 99E Design Standards (**Public testimony was previously given at Planning Commission Meetings. Therefore, no further public testimony will be taken at this meeting**) Pg. 3

**10. RESOLUTIONS & ORDINANCES**

- A. Res. 1006, Authorizing Transfer of Appropriations from an Existing Category to Another Existing Category Within the Swim Center Levy Fund Pg. 97  
B. Ord. 1294, Amending Title 16 of the Canby Municipal Code Concerning Annexation Criteria (**2<sup>nd</sup> Reading**) Pg. 99  
C. Ord. 1295, Authorizing Contract with Feeney Wireless for Ten Laptop Computers and Associated Equipment Including Hardware and Software for the Canby Police Department (**2<sup>nd</sup> Reading**) Pg.101

**11. NEW BUSINESS**

- A. Letter of Support Regarding Proposed French Prairie Bridge Pg.103

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

**13. CITIZEN INPUT**

**14. ACTION REVIEW**

**15. 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, Over 125,000 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, Over 88,000 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.

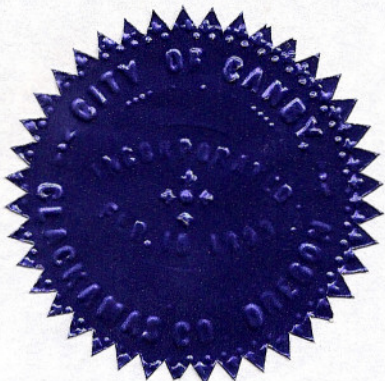
NOW, THEREFORE, I, Melody Thompson, Mayor of the City of Canby, hereby proclaim September 19, 2008 as:

POW/MIA Recognition Day in Canby

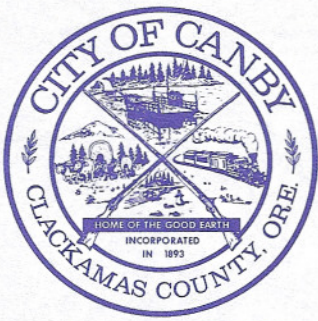
and encourage all citizens to join in this observance.

Given unto my hand this 17<sup>th</sup> day of September, 2008.

Melody Thompson  
Mayor







Office of the Mayor

# Proclamation

## CAREGIVERS DAY

WHEREAS, every day family caregivers across our City are caring for those ones who are aging, chronically ill, or disabled. Through their selfless actions, they bring comfort to those in need and reflect the true spirit of Canby; and

WHEREAS, the need for caregivers is growing; we live in a time when medicine and technology have helped us live longer; and

WHEREAS, it can become overwhelming for the caregiver who often becomes physically and emotionally exhausted. Family caregivers often develop stress-related illnesses such as heart disease, hypertension, or ulcers; and

WHEREAS, Thelma's Place is a non-profit resource center for people and their families living with Alzheimer's or other age related dementias that focus on respite, wellness, community and education; and

WHEREAS, for family caregivers these needs often become overwhelming, especially when the financial issue is added to it. Thelma's Place was designed to help by offering support, respite, resources, education and compassion for those in our community living with Alzheimer's or other dementias.

NOW THEREFORE, I, Melody Thompson, by virtue of the authority vested in me as the Mayor of the City of Canby, do hereby proclaim September 27, 2008 as

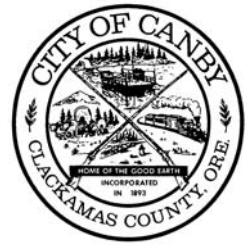
### *Caregivers Day in Canby*

Given unto my hand this 17<sup>th</sup> day of September 2008.



Melody Thompson  
Mayor





# MEMORANDUM

**TO:** *Honorable Mayor Thompson and City Council*  
**FROM:** *Melissa Hardy, Associate Planner*  
**THROUGH:** *Mark C. Adcock, City Administrator*  
**DATE:** *September 17, 2008*  
**RE:** *A Public Hearing Concerning Text Amendment and Zoning Map Amendment Application No. TA 08-01*  
*DOWNTOWN CANBY DESIGN STANDARDS*

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## Summary

TA 08-01 is a City-initiated application to amend code text in Title 12 and Title 16 of the Canby Municipal Code (CMC), and to amend the Zoning Map of the City of Canby, for the purpose of implementing new downtown design standards; specifically amending CMC Chapters 12.12, 16.04, 16.10, and 16.49, adding CMC Chapter 16.41, and amending the Zoning Map to apply a new overlay zone to specific properties in Canby.

## Recommendation

Staff recommends that the City Council approve TA 08-01.

Recommended Motion: *"I move that the City Council direct staff to prepare appropriate findings to approve Text Amendment and Zoning Map Amendment No. TA 08-01 as presented, and to return to Council with the approval findings and an ordinance for adoption."*

## Background

The Design Standards Project originated as a grant from the Canby Urban Renewal Agency (URA) to Canby Business Development (CBD) in December 2006, to hire consultants and form a task force to create new development and design standards for lands within the historic commercial core of Canby. The objective of the project was to encourage economic vitality and revitalize Canby's commercial center through consistent and compatible building design, landscaping, and signage, which will help keep businesses competitive in the commercial marketplace.

Catherine Comer, as CBD Executive Director at that time, acted as Project Manager and worked with Community Development Director John Williams, CBD Board of Directors, representatives from community leadership and organizations i.e. City/URD, Planning Commission, Chamber, Canby Livability Coalition and Property Owners who made up a task force of 22 members. Consultants, Matt Hastie, Cogan Owens Cogan and David Berniker, SERA Architects, were hired. The consultants, working together with the task force, held monthly meetings from March–August 2007, a public meeting on October 11, 2007, followed by three workshops with the Planning Commission.

In developing new design and development standards, the project team focused on the following elements:

- **New development standards** that guide how new sites can be developed, including the overall size and location of buildings and other site elements and their relationship to each other;
- **New design standards** that describe how buildings will look, function and feel, with an emphasis on the exterior of the building or building “façade”;
- **Targeted revisions to requirements related to the types of uses** allowed in the C-1 and C-2 zones.
- **Modest revisions to the City’s landscaping standards** which should apply to commercial and other types of development in and outside the planning area for this project.
- **New provisions that allow for an expanded design review board** to review applications that opt to take a second track to comply with the overall intent of the new design standards, rather than their specific provisions.
- **General recommendations for new sign regulations**, with a more detailed follow-up process recommended to overhaul the city’s sign code.

The project has resulted in a proposal for a new overlay zone with specific site design, architectural design, and landscaping design requirements, that are intended to follow the recommendations that were set forth in the Canby Downtown Plan. The commercial core area is defined in the Canby Downtown Plan and includes both sides of Highway 99E.

A Title 12 text amendment is a legislative amendment, but is not amending part of Title 16 of the Land Use and Planning provisions, and therefore, there are no land use approval criteria to consider in amending Title 12.

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

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

An amendment to the Zoning Map of the City of Canby is also a legislative land use amendment. In judging whether or not the Zoning Map should be amended, the Planning Commission and City Council must consider the following approval criteria:

1. The Comprehensive Plan of the city, giving special attention to Policy 6 of the land use element and implementation measures therefore, and the plans and policies of the county, state, and local districts in order to preserve functions and local aspects of land conservation and development; and
2. Whether all required public facilities and services exist or will be provided concurrent with development to adequately meet the needs of any use or development which would be permitted by the new zoning designation.



The Planning Commission held a public hearing concerning the proposed amendments on April 28, 2008. Matt Hastie, of Cogan Owens Cogan, presented the proposal. Ken Diener, of KJD Architecture PC, presented oral testimony. The Commission continued the public hearing to May 27, 2008, in order to allow submission of additional public testimony. Ken Diener, of KJD Architecture PC, submitted additional written testimony, as did Matt Hastie, of Cogan Owens Cogan. Then on May 27, 2008, the Planning Commission closed the public hearing and, following deliberations, voted 4-0 to forward a recommendation of approval to City Council, which includes several amendments to the proposal based upon testimony received and Commission deliberation. The transportation analysis was then completed for the proposed text amendments. Therefore, the Planning Commission re-opened the public hearing on the issue of transportation impacts on August 25, 2008, and received testimony concerning impacts to transportation. The Planning Commission then re-closed the public hearing, and rescinded their original May 27, 2008, decision, and replaced that decision with a recommendation approved by a 4-0 vote that City Council approve TA 08-01 as presented in the May 27, 2008, memorandum, based on the findings in the April 08, 2008, staff report, the May 27, 2008, memorandum, the August 25, 2008, memorandum, and all additional findings from the public hearings that support approval.

The City Council determined at its meeting on September 3, 2008 that it will hold a public hearing on September 17, 2008 to review and discuss the material and proposed recommendation of approval from the Planning Commission. Since public testimony was solicited and taken at prior Planning Commission meetings, the City Council will not allow additional public testimony at its hearing on September 17, 2008.

### **Alternatives**

1. If the City Council wants to make any changes to the proposal, the Council may approve a motion to hold the public hearing open to a date certain, and direct staff to return to Council with changes as requested.
2. If the City Council wants to deny TA 08-01, the Council may approve a motion to direct staff to prepare appropriate findings to deny TA 08-01, and to return to Council with those findings of denial.

### **Attachments**

1. Proposed Amendments

## **ATTACHMENT 1**

### *Proposed Amendments*

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



## EXPLANATION OF PROPOSED CODE CHANGES

12.12.010 – Space for displays. This code amendment limits the height of a sidewalk display to no more than three feet when in front of a window.

## Chapter 12.12

### SIDEWALK DISPLAYS

- 12.12.010 Spaces for displays.**
- 12.12.020 Shelves to be removed during nighttime.**
- 12.12.030 Obstructions prohibited.**
- 12.12.035 Exemptions.**
- 12.12.040 Penalty.**

#### **12.12.010 Space for displays.**

It shall be unlawful for any person or persons in business or otherwise within the corporate limits of the city to cause or permit any display of groceries, vegetables or merchandise of any character whatsoever to occupy a space of more than 14 inches on the inside of the sidewalks, ~~and the same to be displayed on a shelf~~A display shall be not less than 2 feet in height, as measured from the sidewalk surface, so as not to create a tripping hazard above the level of the sidewalks. Where a display is placed in front of a window, such display shall be no greater than three feet in height, as measured from the sidewalk surface, to ensure that windows are not blocked above that height.

#### **12.12.020 Shelves to be removed during nighttime.**

It shall be unlawful for any person to allow display shelves to remain upon the sidewalks after the displays are removed within the places of business, during the night, unless the shelves are on hinges and can be dropped against the sides of the buildings when not used without extending or protruding so as to make them dangerous.

#### **12.12.030 Obstructions prohibited.**

It shall be unlawful for any person to wholly or partially obstruct the sidewalks with displays, boxes, tables and the like which interfere with pedestrians passing along the sidewalks, except in the case of temporary construction authorized pursuant to a building permit or as otherwise provided in this chapter.

#### **12.12.035 Exemptions.**

A. Businesses selling food and/or nonalcoholic beverages may place tables and chairs on the sidewalk in front of the buildings housing the business, provided there remains at least 4 feet of unobstructed passage available for pedestrian passage. Umbrellas used in connection with tables must be at least 7 feet in height so as not to create clearance problems.

B. Businesses wishing to utilize tables and chairs as provided in division A. above shall be required to apply to City Hall for a permit authorizing the use. No fee is required for the permit, but applicant must provide liability insurance coverage with the city named as additional insured. This coverage shall be Comprehensive Personal or General Liability with a coverage amount of not less than \$500,000 Combined Single Limit covering Bodily Injury and Property Damage. Permits must be renewed annually.



**12.12.040 Penalty.**

Any person or persons violating or failing to comply with any of the provisions of this chapter shall be deemed guilty of an infraction and upon conviction thereof may be fined up to \$100 per each day of the violation.

## EXPLANATION OF PROPOSED CODE CHANGES

16.04.218 – Façade. This code amendment adds a new definition to the Definitions Chapter of Title 16 in order to explain what is meant by the term “façade”, which is a term used in the new design review standards for the new Downtown Canby Overlay zone.

16.04.222 – Floor area ratio. This code amendment adds a new definition to the Definitions Chapter of Title 16 in order to explain what is meant by the term “floor area ratio”, which is a new development standard in the new Downtown Canby Overlay zone.

16.04.228 – Grade plane. This code amendment adds a new definition to the Definitions Chapter of Title 16 in order to explain what is meant by the term “grade plane” in the definition of “floor area ratio”.

16.04.567 – Story above grade plane. This code amendment adds a new definition to the Definitions Chapter of Title 16 in order to explain what is meant by the term “story above grade plane” in the definition of “Floor area ratio”.

16.04.690 – Yard, interior. This code amendment corrects a previous scrivener's error in the definition for an interior yard.

## Chapter 16.04

### DEFINITIONS

#### Sections:

- 16.04.010 Grammatical interpretation.
- 16.04.020 Generally.
- 16.04.030 Abutting-adjoining-adjacent.
- 16.04.035 Acceptable site.
- 16.04.036 Access.
- 16.04.037 Access classification.
- 16.04.038 Access connection.
- 16.04.039 Access management.
- 16.04.040 Accessory structure or use.
- 16.04.045 Accessway.
- 16.04.050 Agriculture.
- 16.04.060 Alley.
- 16.04.061 Antenna.
- 16.04.063 Application.
- 16.04.064 Attached WTS facility.
- 16.04.065 Backhaul network.
- 16.04.066 Bed and Breakfast.
- 16.04.068 Bicycle Facilities.
- 16.04.070 Billboard.
- 16.04.080 Boarding, lodging or rooming house.
- 16.04.090 Building.
- 16.04.100 Building line.
- 16.04.105 Cell.
- 16.04.110 Central business district (CBD).
- 16.04.120 City.
- 16.04.125 City Planner.
- 16.04.127 Collocation.
- 16.04.128 Commercial Recreation Uses.
- 16.04.130 Commission.
- 16.04.135 Conditionally suitable site.
- 16.04.137 Corner clearance.
- 16.04.140 Council.
- 16.04.145 Cross access.
- 16.04.150 Curb line.
- 16.04.155 Day care facility.
- 16.04.158 Detached WTS facility.
- 16.04.160 Development plan.
- 16.04.170 Dwelling, duplex-dwelling, two family.
- 16.04.180 Dwelling, multi-family.
- 16.04.190 Dwelling, single-family.
- 16.04.200 Dwelling unit.
- 16.04.210 Easement.
- 16.04.215 Equipment shelters.
- 16.04.218 Façade.
- 16.04.220 Family.
- 16.04.222 Floor area ratio.
- 16.04.223 Frontage road.
- 16.04.225 FCC.
- 16.04.228 Grade plane.
- 16.04.230 Height of building.
- 16.04.240 Home occupation.
- 16.04.250 Hotel.
- 16.04.255 Infill homes.
- 16.04.260 Intersection.
- 16.04.265 Joint access (or shared access).
- 16.04.270 Kennel.
- 16.04.275 Lattice tower.
- 16.04.280 Loading space.
- 16.04.290 Lot.
- 16.04.300 Lot area.
- 16.04.310 Lot, corner.
- 16.04.315 Lot depth.
- 16.04.318 Lot, flag.
- 16.04.320 Lot front.
- 16.04.321 Lot frontage.
- 16.04.330 Lot, interior.
- 16.04.340 Lot line.
- 16.04.350 Lot line, interior.
- 16.04.360 Lot line, street.
- 16.04.370 Lot, through.
- 16.04.380 Lot width.
- 16.04.385 Lowest floor.
- 16.04.387 Manufactured home manufactured housing unit

16.04.390 Mobile home.  
 16.04.400 Mobile home park.  
 16.04.410 Mobile home subdivision.  
 16.04.420 Modular home.  
 16.04.425 Monopole.  
 16.04.430 Motel.  
 16.04.435 Neighborhood activity center.  
 16.04.438 Nonconforming access features.  
 16.04.440 Nonconforming structure, lot or use.  
 16.04.450 Parent parcel.  
 16.04.460 Parking space.  
 16.04.470 Partition.  
 16.04.480 Pedestrian way.  
 16.04.490 Person.  
 16.04.500 Planning Commission.  
 16.04.510 Plat.  
 16.04.512 Porches, covered.  
 16.04.514 Preapplication conference  
 16.04.515 Preferred site.  
 16.04.516 Public facility, major  
 16.04.517 Public facility, minor  
 16.04.519 Reasonably direct.  
 16.04.520 Recommendation.  
 16.04.530 Right-of-way.  
 16.04.540 Roadway.  
 16.04.545 Safe and convenient bicycle and pedestrian routes.  
 16.04.550 Setbacks.  
 16.04.560 Sidewalk.  
 16.04.561 Sign, freestanding.

16.04.562 Sign, monument.  
 16.04.563 Sign, pole.  
 16.04.565 Stealth design.  
16.04.567 Story above grade plane.  
 16.04.570 Street.  
 16.04.580 Structural alteration.  
 16.04.590 Structure.  
 16.04.595 Stub-out (or stub street)  
 16.04.600 Subdivide land.  
 16.04.610 Subdivision.  
 16.04.615 Traffic impact analysis.  
 16.04.620 Trailer coach.  
 16.04.630 Trailer park.  
 16.04.035 Trip generation study.  
 16.04.640 Urban Growth Boundary (UGB).  
 16.04.650 Urbanizable.  
 16.04.660 Use.  
 16.04.666 Vicinity.  
 16.04.670 Vision clearance area.  
 16.04.671 Walkway.  
 16.04.672 Wireless telecommunications facility.  
 16.04.676 Wireless telecommunications systems (WTS).  
 16.04.680 Yard.  
 16.04.690 Yard, interior.  
 16.04.700 Yard, rear.  
 16.04.710 Yard, street.  
 16.04.715 Zero-lot line development.

**16.04.010 Grammatical interpretation.**

As used in this title, the masculine includes the feminine and the neuter, and the singular includes the plural with no preference or prejudice intended or implied.

**16.04.020 Generally.**

Unless the context requires otherwise, the words and phrases set out in this chapter shall mean as follows.

**16.04.030 Abutting-adjoining-adjacent.**

Abutting, adjoining or adjacent means physically touching, having at least one common point or lots separated only by a public street, public right-of-way, or railroad right-of-way.

**16.04.035 Acceptable site.**

For purposes of siting wireless telecommunications systems facilities, any land planned and zoned Highway commercial or Commercial-Manufacturing.

**16.04.036 Access.**

Access means a way or means of approach to provide pedestrian, bicycle, or motor vehicle entrance or exit to a property.

**16.04.037 Access classification.**

Access classification means a ranking system for roadways used to determine the appropriate degree of access management. Factors considered include functional classification, the appropriate local government's adopted plan for the roadway, subdivision of abutting properties, and existing level of access control.

**16.04.038 Access connection.**

Access connection means any driveway, street, turnout or other means of providing for the movement of vehicles to or from the public roadway system.

**16.04.039 Access management.**

Access management means the process of providing and managing access to land development while preserving the regional flow of traffic in terms of safety, capacity, and speed.

**16.04.040 Accessory structure or use.**

Accessory structure or use means a detached structure or use not intended for human habitation, incidental and subordinate to the main use of the property and which is located on the same lot with the main use such as, but not limited to, garage, carport, tool shed, private greenhouse or utility building.

**16.04.045 Accessway.**

Accessway means a walkway that provides pedestrian and bicycle passage either between streets or from a street to a building or other destination such as a school, park, or transit stop. Accessways generally include a walkway and additional land on either side of the walkway, often in the form of an easement or right-of-way, to provide clearance and separation between the walkway and adjacent uses. Accessways through parking lots are generally physically separated from adjacent vehicle parking or parallel vehicle traffic by curbs or similar devices and include landscaping, trees, and lighting. Where accessways cross driveways, they are generally raised, paved, or marked in a manner that provides convenient access for pedestrians.

**16.04.050 Agriculture.**

Agriculture means the tilling of the soil, the raising of crops, silviculture and horticulture.

**16.04.060 Alley.**

Alley means a narrow street through a block primarily for vehicular service access to the back or side of properties otherwise abutting another street.

**16.04.061 Antenna.**

The specific device used to capture an incoming and/or transmit an outgoing radio-frequency signal. This definition shall include omni-directional (whip) antennas; directional (panel) antennas; parabolic (microwave dish) antennas; and ancillary antennas (i.e., GPS). All other



transmitting or receiving equipment not specifically described herein shall be regulated in conformity with the type of antenna described herein which most closely resembles such equipment.

**16.04.063 Application.**

Application for a land use permit (site and design review, conditional use permit, annexation, zone change, subdivision, etc.) means a package of information that includes:

- A. The application form filled out and signed by the owner;
- B. Site plan and/or narrative describing the proposal;
- C. List of property owners on mailing labels (1" x 2 5/8"); and
- D. The application fee.

**16.04.064 Attached WTS facility.**

An existing pole, tower or other structure capable of accommodating a WTS facility antenna, whether originally intended for such use or not.

**16.04.065 Backhaul network.**

The land lines that connect a WTS provider's radio signals to one or more cellular telephone switching offices and/or local or long distance providers, or the public switched telephone network.

**16.04.066 Bed and Breakfast.**

Bed and Breakfast means any single-family residential dwelling having rooms for rent to travelers or transients for a charge or fee paid, for rental or use for a period of less than thirty (30) days. Additionally, such establishment serving only one meal per day prior to the noon hour.

**16.04.068 Bicycle facilities.**

Bicycle facilities is a general term denoting improvements and provisions made to accommodate or encourage bicycling, including parking facilities and all bikeways.

**16.04.070 Billboard.**

Billboard means a sign which has a surface space upon which advertising may be posted, painted, or affixed, and which is generally, although not necessarily, designed for the rental or lease of such sign space for advertising not relating to the use of the property upon which the sign exists.

**16.04.080 Boarding, lodging or rooming house.**

Boardinghouse, lodging house or rooming-house means a building where lodging with or without meals is provided for compensation for at least four, but not more than ten guests. Board and care, foster care and similar accommodations are considered boardinghouses for the purposes of this title.

**16.04.090 Building.**

Building means a structure built for the shelter or enclosure of persons, animals, chattels or property of any kind.

**16.04.100 Building line.**

Building line means a line on a plat indicating the limit beyond which buildings or structures may not be erected.

**16.04.105 Cell.**

A geographic area where a single radio transmission sending/receiving station (per provider) and the equipment necessary to connect these radio calls to land lines or other cells are located.

**16.04.110 Central business district (CBD).**

Central business district (CBD) means the downtown area of Canby, defined generally by zoning or designation on the Land Use Map of the Comprehensive Plan for downtown commercial development.

**16.04.120 City.**

City means the City of Canby, Oregon.

**16.04.125 City Planner.**

City Planner means the person appointed by the city administrator as supervisor of the day-to-day operations of Canby's city planning functions, or another staff person he or she designates for a particular function. Also referred to as "Planning Director."

**16.04.127 Collocation.**

Two or more WTS providers utilizing a structure or site specifically designed and/or approved for such multiple use, and including equipment shelters.

**16.04.128 Commercial Recreation Uses.**

Commercial recreation uses means uses intended to provide for gymnastics, tennis, racquetball and other sport-related centers that require oversized indoor space and facilities.

**16.04.130 Commission.**

Commission means the Planning Commission of the city.

**16.04.135 Conditionally suitable site.**

For purposes of siting wireless telecommunications systems facilities, any land planned and zoned Residential/ Commercial, Convenience Commercial, or Downtown Commercial.

**16.04.137 Corner clearance.**

Corner clearance means the distance from an intersection of a public or private road to the nearest access connection, measured from the closest edge of the pavement of the intersecting road to the closest edge of the pavement of the connection along the traveled way.

**16.04.140 Council.**

Council means the City Council of Canby, Oregon.

**16.04.145 Cross access.**

Cross access means a service drive providing vehicular access between two or more contiguous sites so the driver need not enter the public street system.

**16.04.150 Curb line.**

Curb line means a line along the edge of the curb nearest the street lot line, not necessarily the right-of-way line.

**16.04.155 Day care facility.**

Day care facility means any facility that provides day care to children, including a day nursery, nursery school group, home of a family day care provider, or similar unit operating under any name, but not including any:

- A. Facility providing care that is primarily educational, unless provided to a preschool child for more than four hours a day.
- B. Facility providing care that is primarily supervised training in a specific subject, including but not limited to dancing, drama, music or religion.
- C. Facility providing care that is primarily an incident of group athletic or social activities sponsored by or under the supervision of an organized club or hobby group.
- D. Facility operated by a school district, political subdivision of this state, or a governmental agency.
- E. Residential facility licensed under ORS 443.400 to 443.455.
- F. Babysitters.

**16.04.158 Detached WTS facility.**

A pole, tower or other structure designed and intended to support WTS facility antennas.

**16.04.160 Development plan.**

Development plan means any plan adopted by the Planning Commission for the guidance of growth and improvement of the city, including modifications or refinements which may be made from time to time.

**16.04.170 Dwelling, duplex-dwelling, two-family.**

Duplex dwelling or two-family dwelling means a building containing two dwelling units.

**16.04.180 Dwelling, multi-family.**

Multi-family dwelling means a building containing three or more dwelling units.

**16.04.190 Dwelling, single-family.**

Single-family dwelling means a detached building containing one dwelling unit. Attached or common wall single-family dwellings may also exist provided that each is situated on a

separate lot and provided that each such unit shall not contain a common wall with more than one other dwelling unit. Mobile homes shall not be considered to be single-family dwellings for the purposes of this chapter unless found to meet all city building, mechanical, electrical and other construction codes applicable to conventional units built on the site.

**16.04.200 Dwelling unit.**

Dwelling unit means one or more rooms designed for occupancy by one family and not having more than one cooking facility.

**16.04.210 Easement.**

Easement means a grant of the right to use an area of land for specific purposes.

**16.04.215 Equipment shelters.**

For purposes of siting wireless telecommunications systems facilities, the buildings, structures, cabinets or vaults used to house and protect the equipment necessary to connect/relay radio signals from cell site to cell site and to land line systems. Associated equipment such as air conditioning or emergency generators shall be included in this definition of equipment shelters.

**16.04.218 Façade.**

Façade means an exterior face of a building.

**16.04.220 Family.**

Family means an individual or two or more individuals related by blood, marriage, adoption, or legal guardianship living together in a dwelling unit in which meals or lodging may also be provided for not more than two additional individuals excluding servants; or a group of not more than five individuals, excluding servants, who need not be related by blood, marriage, adoption or legal guardianship living together in a dwelling unit. Five or fewer handicapped persons, along with those individuals charged with caring for such persons and sharing a common dwelling unit, shall be considered to be a family for purposes of this title.

**16.04.222 Floor area ratio.**

Floor area ratio means a method of calculating structural massing on a lot. Floor Area Ratio is expressed as a ratio of x divided by y, where x is equal to the sum of the gross floor area of all stories above grade plane, as measured to the outside surface of exterior walls, and y is equal to the lot area net of any publicly dedicated right-of-way or land. Detached accessory structures and detached or attached parking structures above grade plane are not included in the gross floor area calculation.

**16.04.223 Frontage road.**

Frontage road means a public or private drive which generally parallels a public street between the right-of-way and the front building setback line. The frontage road provides access to private properties while separating them from the arterial street (see also service roads).

**16.04.225 FCC.**

The Federal Communications Commission; the federal agency that regulates interstate and international communications by radio, television, wire, satellite and cable.

**16.04.228 Grade plane.**

Grade plane means the average of finished ground level adjoining the building at exterior walls. Where the finished ground level slopes away from the exterior walls, the reference plane shall be established by the lowest points within the area between the building and the lot line or, where the lot line is more than 6 feet from the building, between the building and a point 6 feet from the building.

**16.04.230 Height of building.**

Height of building means the vertical distance from the grade to the highest point of the coping of a flat roof or to the deck line of a mansard roof or to the average height of the highest gable of a pitch or hip roof.

**16.04.240 Home occupation.**

Home occupation means a lawful activity commonly carried on within a dwelling by members of the family occupying the dwelling with not more than one non-resident employee being engaged, provided that:

- A. The residential character of the building is maintained;
- B. The activity occupies less than one-quarter of the ground floor area of the building;
- C. The activity is conducted in such a manner as not to give an outward appearance nor manifest any characteristic of a business in the ordinary meaning of the term nor infringe upon the rights of neighboring residents to enjoy the peaceful occupancy of their homes. Business visitors to the premises shall not exceed eight (8) per day and delivery trucks shall not exceed one (1) per day;
- D. The occupation shall not be carried on in an accessory building of the residence where the building is larger than six hundred (600) square feet;
- E. No signs are permitted, except for a single unilluminated nameplate not to exceed two (2) square feet in area;
- F. All home occupations require a city business license.

**16.04.250 Hotel.**

Hotel means a building in which lodging is provided for more than ten guests for compensation and in which no provision is made for cooking in the rooms.

**16.04.255 Infill homes.**

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



**16.04.260 Intersection.**

Intersection means the place where two streets meet or cross.

**16.04.265 Joint access (or shared access).**

Joint access (or shared access) means a driveway connecting two or more contiguous sites to the public street system.

**16.04.270 Kennel.**

Kennel means a place where four or more dogs more than four months of age are kept on one lot or contiguous lots under one ownership.

**16.04.275 Lattice tower.**

For purposes of siting wireless telecommunications systems facilities, a WTS support structure which consists of metal crossed strips or bars and which supports antennas and related equipment for one or more WTS provider.

**16.04.280 Loading space.**

Loading space means an off-street space for the temporary parking of a commercial vehicle or truck while loading or unloading merchandise or materials and which space has access to a street.

**16.04.290 Lot.**

Lot means a single parcel or tract of land for which a legal description has been filed in the office of the county recorder or the boundaries of which are shown on a recorded subdivision plat.

**16.04.300 Lot area.**

Lot area means the total horizontal area within the boundary lines of a lot, excluding the access strip servicing a flag lot.

**16.04.310 Lot, corner.**

Corner lot means a lot abutting two intersecting streets other than an alley, provided that the streets do not intersect at an angle greater than one hundred thirty-five degrees.

**16.04.315 Lot depth.**

Lot depth means the average distance from the front lot line to the rear lot line.

**16.04.318 Lot, flag.**

A flag lot is a lot that does not meet minimum frontage requirements and where access to the public road is by a narrow, private right-of-way.

**16.04.320 Lot front.**

Lot front means the street lot line on a corner lot which the principal use or structure is facing. If no such use or structure exists, it means the street side having the shorter length. If the sides are of approximately equal length, the City Planner may designate the lot front.

**16.04.321 Lot frontage.**

Lot frontage means that portion of a lot extending along a street right-of-way line.

**16.04.330 Lot, interior.**

Interior lot means a lot other than a corner lot.

**16.04.340 Lot line.**

Lot line means the property line bounding a lot.

**16.04.350 Lot line, interior.**

Lot line, interior means all lot lines which separate one parcel from another, other than street lot lines.

**16.04.360 Lot line, street.**

Street lot line means a lot line that separates the lot from a street other than an alley. The street lot line is not generally the same as the curb line.

**16.04.370 Lot, through.**

Through lot means a lot having frontage on two parallel or approximately parallel streets other than alleys.

**16.04.380 Lot width.**

Lot width means the average width of a lot when measured at the front and rear setback lines for a principal use.

**16.04.385 Lowest floor.**

Lowest floor means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood-resistant enclosure, usable solely for parking of vehicles, building access or storage, in an area other than a basement area, is not considered a building's lowest floor, provided that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of this title found in Chapter 16.40 (Hazard Overlay Zone).

**16.04.387 Manufactured home - manufactured housing unit.**

Manufactured home and manufactured housing unit mean a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. For floodplain management purposes only, the term manufactured home also includes park trailers, travel trailers and other similar vehicles placed on a site for greater than one hundred eighty (180) consecutive days. For insurance purposes and for Chapter 16.16, the term manufactured home does not include park trailers, travel trailers and other similar vehicles. For purposes of Chapter 16.16, a manufactured home shall be certified to meet the 1976 HUD Standards, as amended.

**16.04.390 Mobile home.**

Mobile home means a movable structure which is certified to have been designed and constructed in compliance with the 1976 construction standards of the Federal Department of Housing and Urban Development and as may be amended.

**16.04.400 Mobile home park.**

Mobile home park means a tax lot or lots where two or more mobile homes are used for human occupancy and where the space is available for rent or lease.

**16.04.410 Mobile home subdivision.**

Mobile home subdivision means a subdivision of property where individual lots are available for the placement of mobile homes.

**16.04.420 Modular home.**

Modular home means a residential structure constructed of one or more prefabricated parts which meet all city building, plumbing, mechanical, electrical and other construction codes applicable to conventional units which might be built on the site.

**16.04.425 Monopole.**

For purposes of siting wireless telecommunications systems facilities, a WTS support structure which consists of a single tapered steel pole and which supports antennas and related equipment for one or more WTS provider.

**16.04.430 Motel.**

Motel means a building or group of buildings on the same lot containing guest units with separate and individual entrances and consisting of individual sleeping quarters, detached or in connected rows, with or without cooking facilities, for rental.

**16.04.435 Neighborhood activity center.**

Neighborhood activity center means an attractor or destination for residents of surrounding residential areas. Includes, but is not limited to, existing or planned schools, parks, shopping areas, transit stops, and employment areas.

**16.04.438 Nonconforming access features.**

Nonconforming access features means features of the property access that existed prior to the date of ordinance adoption and do not conform with the requirements of this ordinance.

**16.04.440 Nonconforming structure, lot or use.**

Nonconforming structure, lot or use means a structure, lot or use which lawfully existed prior to the adoption of zoning requirements for the zone in which it is located and with which it does not comply.

**16.04.450 Parent parcel.**

Parent parcel means a lot or parcel of land from which other parcels or lots are divided.

**16.04.460 Parking space.**

Parking space means a rectangle in the dimensions as set forth in Division III of this title together with maneuvering and access space required for a conventional automobile to park within the rectangle.

**16.04.470 Partition.**

Partition means to divide an area or tract of land into two or three parcels within the calendar year when such area or tract of land exists as a unit or contiguous units of land under single ownership at the beginning of such year. Partitioned land does not include any adjustment of a lot line by the relocation of a common boundary where an additional parcel is not created and where the existing parcel reduced in size by the adjustment is not reduced below the minimum lot size.

A. Major partition means a partition which includes the creation of a road or street.

B. Minor partition means a partition that does not include the creation of a road or street.

**16.04.480 Pedestrian way.**

Pedestrian way means a right-of-way for pedestrian traffic.

**16.04.490 Person.**

Person means an individual, firm, partnership, corporation, company, association, syndicate, or any legal entity, and including any trustee, receiver, assignee, or other similar representative thereof.

**16.04.500 Planning Commission.**

Planning Commission means the Planning Commission of the City of Canby, Oregon.

**16.04.510 Plat.**

Plat means the map or drawing on which the subdivider's plan of subdivision is presented and which he submits for approval and intends in final form to record. Plat includes preliminary, tentative and final plats.

**16.04.512 Porches, covered.**

Covered porches must not be enclosed by walls that are more than 42 inches in height, for 50 percent or more of their perimeter.

**16.04.514 Preapplication conference.**

Preapplication conference means a meeting of the representatives of the city departments and other affected agencies, as determined by the City, to review and provide initial input on land use applications or other proposals.

**16.04.515 Preferred site.**

For purposes of siting wireless telecommunications systems facilities, any land planned and zoned Light Industrial or Heavy Industrial.

**16.04.516 Public facility, major.**

A major public facility is any public service improvement or structure, other than transportation projects, developed by or for a public agency that is not defined as a minor public facility. Transportation projects are covered by Section 16.08.130.

**16.04.517 Public facility, minor.**

A minor public facility includes the following public service improvements or structures developed by or for a public agency:

- a. Minor utility structures, except substations, but including poles, lines, pipes, telecommunications facilities or other such facilities.
- b. Sewer, storm drainage, or water system structures except treatment plants or reservoirs, but including pump stations, manholes, valves, hydrants or other portions of the collection, treatment and distribution systems located within public property or public easements.
- c. Street improvements within existing developments including sidewalks, curbs, gutters, catch basins, paving, signs and traffic control devices and street lights.
- d. Transit improvements, such as shelters or pedestrian and bicycle safety improvements, located within public right of way or public easements or on public property.
- e. School improvements which will not increase the capacity of the school nor create significant additional traffic or other impacts on the surrounding neighborhood.
- f. Park improvements which will not create significant additional motor or foot traffic impact on the surrounding neighborhood.

**16.04.519 Reasonably direct.**

A reasonably direct route does not deviate unnecessarily from a straight line or is a route that does not involve a significant amount of out-of-direction travel for likely users.

**16.04.520 Recommendation.**

Recommendation includes any staff report or report from the Planning Commission to the City Council.

**16.04.530 Right-of-way.**

Right-of-way means the area between the boundary lines of a street or other easement.

**16.04.540 Roadway.**

Roadway means the portion or portions of a street right-of-way developed for vehicular traffic.

**16.04.545 Safe and convenient bicycle and pedestrian routes.**

Safe and convenient bicycle and pedestrian routes:

**A.** Are reasonably free from hazards; and

**B.** Provide a reasonably direct route of travel between destinations, considering that the optimum travel distance is one-half mile for pedestrians and three miles for bicyclists.

**16.04.550 Setback.**

Setback means a distance which a structure is required to be set back from a lot line. Where specified in this title, some setbacks are measured from curbs or projected curb lines rather than lot lines. Railing for decks less than 30 inches above grade are exempt from setback standards.

**16.04.560 Sidewalk.**



Sidewalk means a pedestrian walkway with permanent surfacing to city standards.

**16.04.561 Sign, Freestanding.**

Freestanding sign means a sign wholly supported by a sign structure in the ground. Freestanding signs include monument signs and pole signs.

**16.04.562 Sign, Monument.**

Monument sign means any sign affixed to a base which has a width that is equal to or greater than 1/3 of the width of the sign face.

**16.04.563 Sign, Pole.**

Pole sign means any sign affixed to a base which has a width that is less than 1/3 of the width of the sign face.

**16.04.565 Stealth design.**

A variety of techniques used to disguise or mitigate the visual presence of WTS support structures, including, but not limited to screening by mature trees (75 percent or more of the pole beneath the tree canopy), mimicking common features of the urban landscape (light poles, church steeples, trees, etc.), painting antennas to match the color of supporting building walls, or roof mounting behind parapets.

**16.04.567 Story above grade plane.**

Story above grade plane means any story having its finished floor surface entirely above grade plane, except that a basement shall be considered as a story above grade plane where the finished surface of the floor above the basement is either (1) more than 6 feet above grade plane, or (2) more than 12 feet above the finished ground level at any point.

**16.04.570 Street.**

Street means the entire width between the right-of-way line of every way which provides for public use for the purpose of vehicular and pedestrian traffic, and the placement of utilities and including the terms road, highway, lane, place, avenue, alley, or other similar designations.

- A. Alley** means a narrow street through a block primarily for vehicular service access to the back or side of properties otherwise abutting on another street.
- B. Arterial** means a street of considerable continuity which is primarily a traffic artery for intercommunication between large areas.
- C. Collector** means a street supplementary to the arterial street system and a means of intercommunication between this system and smaller areas used to some extent for through traffic and to some extent for access to abutting properties.
- D. Neighborhood connector** means a street supplementary to the collector street system providing local access to adjacent properties as well as movement into or out of a neighborhood or between neighborhoods.

**E. Cul-de-sac** (dead-end street) means a short street having one end open to traffic and being terminated by a vehicle turnaround.

**F. Half-street** means a portion of the width of a street, usually along the edge of a subdivision, where the remaining portion of the street could be provided in another subdivision.

**G. Marginal access or frontage street** means a minor street parallel and adjacent to a major arterial street providing access to abutting properties, but protected from through traffic.

**H. Minor street** means a street intended exclusively for access to abutting properties.

**16.04.580 Structural alteration.**

Structural alteration means any change in the supporting members of a structure, including the supporting parts of foundations, bearing walls or partitions, columns, beams, girders, or the roof.

**16.04.590 Structure.**

Structure means that which is built or constructed. Structure means an edifice or building of any kind or any piece of work artificially built up or composed of parts joined in some manner and which requires a location on the ground.

**16.04.595 Stub-out (or stub street).**

Stub-out (or stub street) means a portion of a street or cross access drive used as an extension to an abutting property that may be developed in the future.

**16.04.600 Subdivide land.**

Subdivide land means to divide a parcel of land into four or more lots in a given calendar year for the purpose of transfer of ownership or building development, whether immediate or future, when such parcel exists as a unit or contiguous units under a single ownership.

**16.04.610 Subdivision.**

Subdivision means either an act of subdividing land or tract of land subdivided as defined in this chapter.

**16.04.615 Traffic Impact Analysis.**

Traffic Impact Analysis A comprehensive traffic analysis of a development proposal which includes trip generation, analysis of access/egress, accident analysis, intersection analysis, and traffic flow analysis.

**16.04.620 Trailer coach.**

Trailer coach means a trailer or motor home not certified as meeting the HUD 1976 standards or as may be amended for design and construction of a mobile home.

**16.04.630 Trailer park.**

Trailer park means a tax lot or lots where space is rented or leased for the location of two or more trailer coaches, or some combination of mobile homes and trailer coaches for human habitation.

**16.04.635 Trip generation study.**

Trip Generation Study means an analysis of the number of vehicle trips generated by a development proposal. Trip generation for commercial/industrial/residential/ institutional projects are estimated through the Institute of Transportation Engineers manual. The results of the trip generation study will determine the need for a Traffic Impact Analysis. If the trip generation study determines the use will generate more than 100 vehicle trips per day, the City Traffic Engineer may require a Traffic Impact Analysis.

**16.04.640 Urban Growth Boundary (UGB)**

Urban Growth Boundary (UGB) means the area specifically delineated in the city's comprehensive plan as being already urbanized or available for urban development.

**16.04.650 Urbanizable.**

Urbanizable is the term applied to property which is within the city's Urban Growth Boundary and which is planned for eventual urban development.

**16.04.660 Use.**

Use means the purpose for which land or a structure is designed, arranged, or for which it is occupied or maintained.

**16.04.666 Vicinity.**

Vicinity means nearby; within the same neighborhood. It should be noted that in applying the criteria of this chapter, the term vicinity will be applied to a larger area when warranted by a large project or a project which is expected to have an impact on a large area.

**16.04.670 Vision clearance area.**

Vision clearance area means the triangle area at the intersection of two streets, a driveway and a street, or a street and a railroad, two sides of which are measured from the corner intersection of the existing or proposed curb lines to a distance specified in this title. The third side of the triangle is a line across the corner of the lot joining the ends of the other two sides. Where the curb lines at intersections have rounded corners, the curb lines will be extended in a straight line to their points of intersection. No plantings, structures, or temporary or permanent obstructions shall be located within a vision clearance area, extending from two and one-half to ten feet above the curb or street elevation. Except, however, that one tree trunk not greater than eighteen inches in diameter shall be permitted within a vision clearance area.

**16.04.672 Walkway.**

Walkway means a hard-surfaced area intended and suitable for pedestrians, including sidewalks and the surfaced portions of accessways.

**16.04.672 Wireless telecommunications facilities.**

The site, structures, equipment and appurtenances used to transmit, receive, distribute, provide or offer wireless telecommunications services. This includes, but is not limited to antennas, poles, towers, cables, wires, conduits, ducts, pedestals, vaults, buildings, electronics and switching equipment.

**16.04.676 Wireless telecommunications systems (WTS).**

The sending and receiving of radio frequency transmissions and the connection and/or relaying of these signals to land lines and other sending and receiving stations (cell sites), and including cellular radiotelephone, personal communications services, enhanced/specialized mobile radio, and commercial paging services.

**16.04.680 Yard.**

Yard means an open space on a lot which is unobstructed from a point two and one-half feet above the general ground level of the graded lot upward, except as otherwise provided in this title.

**16.04.690 Yard, interior.**

Interior yard means a yard lying between the nearest point of a building and ~~the street and~~ measured horizontally to ~~the~~an interior lot line.

**16.04.700 Yard, rear.**

Rear yard means a yard lying to the rear of the principal building on the lot and generally opposite the lot front.

**16.04.710 Yard, street.**

Street yard means a yard lying between the nearest point of a building and the street and measured horizontally to the street lot line.

**16.04.715 Zero-lot line development.**

Zero-lot line development means detached dwellings required to have a side yard setback on only one side.

## EXPLANATION OF PROPOSED CODE CHANGES

16.10.050 – Off-street parking provisions. This code amendment changes the minimum off-street parking space requirements for several commercial and amusement uses, based on the State's *Model Code for Small Cities*. This serves to reduce the amount of land dedicated to vehicle parking, while still assuring that adequate facilities for off-street parking are provided. The code amendment also clarifies that the requirements set forth in Table 16.10.050 are for vehicle parking spaces.

16.10.100 – Bicycle Parking. This code amendment eliminates the requirement that, where there are 10 or more bicycle parking spaces, at least 50 percent of the bicycle parking spaces must be covered.

## Chapter 16.10

### OFF-STREET PARKING AND LOADING

#### Sections

- 16.10.010 Off-street parking required – exceptions.
- 16.10.020 Definitions.
- 16.10.030 General requirements.
- 16.10.040 Prohibited near intersections.
- 16.10.050 Parking standards designated.
- 16.10.060 Off-street loading facilities.
- 16.10.070 Parking lots and access.
- 16.10.080 Streets.
- 16.10.090 Drive-up uses.
- 16.10.100 Bicycle parking.

#### 16.10.010 Off-street parking required – exceptions.

**A.** At the time of establishment of a new structure or use, change in use, or change in use of an existing structure, within any planning district of the city, off-street parking spaces and off-street loading berths shall be as provided in this and following sections, unless greater requirements are otherwise established by the conditional use permit or the site and design review process, based upon clear and objective findings that a greater number of spaces are necessary at that location for protection of public health, safety and welfare. A lesser number of spaces may be permitted by the Planning Commission based on clear and objective findings that a lesser number of parking spaces will be sufficient to carry out the objective of this section.

**B.** No off-street parking shall be required for any use permitted outright within the C-1 zone in the rectangular area bounded by N. Ivy Street on the east, NW First Avenue on the south, N. Fir Street on the west, and NW Third Avenue on the north.

**C.** At the time of enlargement of an existing structure or use, the provisions of this section shall apply to the enlarged structure or use only.

#### 16.10.020 Definitions.

**A. Floor Area.** Except where otherwise specified, the floor area measured shall be the gross floor area of the building primary to the function of the particular use of the property other than space devoted to off-street parking or loading.

**B. Employees.** Where employees are specified, the term shall apply to all persons, including proprietors, working on the premises during the peak shift.



**16.10.030 General requirements.**

**A.** Should the owner or occupant of a structure change the use to which the building is put, thereby increasing parking or loading requirements, the increased parking/loading area shall be provided prior to commencement of the new use.

**B.** Parking and loading requirements for structures not specifically listed herein shall be determined by the City Planner, based upon requirements of comparable uses listed.

**C.** In the event several uses occupy a single structure, the total requirements for off-street parking shall be the sum of the requirements of the several uses computed separately.

**D.** Off-street parking spaces for dwellings shall be located on the same lot, or adjacent lot, with the dwelling. Other required parking spaces may be located on a separate parcel, provided the parcel is not greater than five hundred (500) feet from the entrance to the building to be served, measured along the shortest pedestrian route to the building. The applicant must prove that the parking located on another parcel is functionally located and that there is safe vehicular and pedestrian access to and from the site.

**E.** Required parking spaces shall be available for the parking of operable passenger automobiles of residents, customers, patrons and employees and shall not be used for storage of vehicles or materials or for the parking of trucks used in conducting the business.

**F.** Institution of on-street parking shall not be allowed for off-street parking, where none is previously provided, and shall not be done solely for the purpose of relieving crowded parking lots in commercial or industrial planning districts.

**G.** Parking facilities may be shared by users on adjacent parcels if all of the following standards are met, or the Planning Commission determines a lesser combination meets the intent of the ordinance:

1. One of the parcels has excess parking spaces, considering the present use of the property; and the other parcel lacks sufficient area for required parking spaces. Excess parking spaces can be determined by considering when the uses need the parking spaces, such as time of day or day of week.
2. The total number of parking spaces meets the standards for the sum of the number of spaces, which would be separately required for each use.
3. Legal documentation, to the satisfaction of the City Attorney, shall be submitted verifying permanent use of the excess parking area on one lot by patrons of the uses deficient in required parking areas.

4. Physical access between adjoining lots shall be such that functional and reasonable access is actually provided to uses on the parcel deficient in parking spaces.

5. Adequate directional signs shall be installed specifying the joint parking arrangement.

H. The number of vehicular spaces required in Table 16.10.050 may be reduced by up to 10% if one of the following is demonstrated to the satisfaction of the Planning Director or Planning Commission:

1. Residential densities greater than nine units per gross acre (limit parking to no less than one space per unit for multi-family structures); or

2. The proposed development is pedestrian-oriented by virtue of a location which is within convenient walking distance of existing or planned neighborhood activities (such as schools, parks, shopping, etc.) and the development provides additional pedestrian amenities not required by the code which, when taken together, significantly contribute to making walking convenient (e.g., wider sidewalks, pedestrian plazas, pedestrian scale lighting, benches, etc.).

**16.10.040 Prohibited near intersections.**

In no case will off-street parking be allowed within a vision clearance area of an intersection.

**16.10.050 Parking standards designated.**

The parking standards set out in Table 16.10.050 shall be observed.

**TABLE 16.10.050**

Off-street Parking Provisions - The following are the minimum standards for off-street vehicle parking in the City of Canby:

USE	PARKING REQUIREMENT
<b><i>Residential Uses:</i></b>	
a. Single-family dwellings	2.00 spaces per dwelling unit for new construction. (Existing single-family dwellings having only a single parking space shall not be considered to be nonconforming.)
b. Two-family dwellings	2.00 spaces per dwelling unit.
c. Multi-family dwellings in complexes with private internal driveways	2.00 spaces per unit. One additional guest parking space shall be provided for every five units for each development often or more units.
d. Retirement/assisted living housing	1.5 spaces per unit
e. Residential day care facility and home occupation	1.00 space per employee
<b><i>Institutions:</i></b>	
a. Convalescent home, nursing home or sanitarium	1.00 spaces per two beds for patients or residents, plus 1.00 space sanitarium per employee
b. Hospital	4.00 spaces per two beds
<b><i>Places of Public Assembly:</i></b>	
a. Library, reading room	1.00 space per 400 square feet of public area
b. Nursery, primary/elementary, or junior high school	2.00 spaces per employee
c. Senior high school	1.00 space per classroom, plus 1.00 space per six students
d. Other places of public assembly, including churches	1.00 space per four seats or eight feet of bench length
<b><i>Commercial Amusement:</i></b>	
a. Theater	1.00 per <del>two</del> <u>six</u> seats
b. Bowling alley	5.00 spaces per alley
c. Dance hall, skating rink	1.00 space per 100 square feet of floor area
d. Racquet courts, health clubs	2.00 spaces per court plus one space per 2 employees or exercise area
<b><i>Commercial</i></b>	
a. Retail shops (under 100,000 sq. ft. gross leasable area)	<del>4</del> <u>2</u> .00 spaces per 1,000 square feet of floor area

b. Retail store handling exclusively bulky merchandise such as furniture, automobile and service repair shops	1.00 space per <del>400</del> <u>1,000</u> square feet of sales floor area <del>plus 1.00 space per 2 employees</del>
c. Shopping center (over 100,000 square feet of gross leasable area)	<del>5.3</del> 3.00 spaces per 1,000 square feet of gross leasable area
d. Banks/savings and loans	5.00 spaces per 1,000 gross square feet of floor area
e. Medical/dental offices	5.00 spaces per 1,000 gross square feet of floor area
f. General offices	<del>3.50</del> <u>2.00</u> spaces per 1,000 gross square feet of floor area
g. Real estate offices	<del>3.50</del> <u>2.00</u> spaces per 1,000 gross square feet of floor area
h. Government offices	3.50 spaces per 1,000 gross square feet of floor area
i. Restaurant	<del>40</del> <u>8</u> .00 spaces per 1,000 gross square feet of floor area
j. Take-out restaurant	<del>40</del> <u>8</u> .00 spaces per 1,000 gross square feet of floor area
k. Motel	<del>4.50</del> <u>7.5</u> spaces per room
l. Residential hotel, rooming house, boarding house, or bed and breakfast	Spaces equal to 80 percent of the number of guest accommodations
m. Hotel	Spaces equal to 50 percent of the number of guest accommodations
n. Club or lodge	One space per <del>150</del> <u>200</u> square feet of floor area <del>plus 1.00 space per manager</del>
o. Day care facility, <u>adult or child care; does not include Family Daycare (12 or fewer children) under ORS 657A.250</u>	<del>2.00 spaces per 6 children under care, plus 1.00 space per employee</del> <u>1.00 space per 500 square feet of floor area</u>
p. All others	1.00 space per 550 square feet
q. Wireless telecommunication systems	1.00 space per site
<b>Industrial:</b>	
a. Manufacturing	3.50 spaces per 1,000 gross square feet of office space, plus 1.00 space per 1,000 gross square feet of non-office manufacturing space. Minimum of 5 parking spaces overall.
b. Warehousing	3.50 spaces per 1,000 gross square feet of office space, plus 1.00 space per 1,000 gross square feet of non-office warehousing space. Minimum of 5 parking spaces overall.
c. Wholesale establishments	3.50 spaces per 1,000 gross square feet of office space, plus 1.50 spaces per 1,000 gross square feet of non-office wholesale space. Minimum of 5 parking spaces overall.

#### 16.10.060 Off-street loading facilities

A. The minimum number of off-street loading berths for commercial and industrial uses is as follows:

SQUARE FEET OF FLOOR AREA	NUMBER OF BERTHS
Less than 5,000	0
5000 – 25,000	1
25,000 – 60,000	2
60,000 and over	3

**B.** Loading berths shall conform to the following minimum size specifications:

1. Commercial uses – 13' x 35'
2. Industrial uses – 12' x 60'
3. Berths shall have an unobstructed minimum height of 14'.

**C.** Required loading areas shall be screened from public view, from public streets, and adjacent properties by means of sight-site obscuring landscaping, walls or other means, as approved through the site and design review process.

**D.** Required loading facilities shall be installed prior to final building inspection and shall be permanently maintained as a condition of use.

**E.** A driveway designed for continuous forward flow of passenger vehicles for the purpose of loading and unloading children shall be located on the site of a school or day care center having a capacity greater than twenty-five (25) students.

**F.** The off-street loading facilities shall, in all cases, be on the same lot or parcel as the structure they are intended to serve. In no case shall the required off-street loading spaces be part of the area used to satisfy the off-street parking requirement.

**G.** The Planning Commission may exempt a building from the loading berth requirement, or delay the requirement, based on findings that loading berths are not needed for a particular building or business.

#### **16.10.070 Parking lots and access.**

**A. Parking Lots.** A parking lot, whether as accessory or principal use, intended for the parking of automobiles or trucks, shall comply with the following:

1. Parking lot design shall comply with the dimensional standards set forth in Figure 1 of this section.
2. Parking stalls of eight (8) feet in width and sixteen (16) feet in length for compact vehicles may comprise up to a maximum of thirty (30) percent of the total

number of parking stalls. Such parking stalls shall be marked "Compact Parking only" either on the parking surface or on a sign in front of the parking stalls.

**3.** Areas used for standing or maneuvering of vehicles shall have paved asphalt, concrete, solid concrete paver surfaces, or paved "tire track" strips maintained adequately for all weather use and so drained as to avoid the flow of water across sidewalks or into public streets, with the following exception:

**a.** The Planning Commission may approve the use of an engineered aggregate system for outdoor storage and/or non-required parking areas as part of a Conditional Use Permit provided that the applicant can demonstrate that City Standards related to:

**i.** minimizing dust generation,

**ii.** minimizing transportation of aggregate to city streets, and

**iii.** minimizing infiltration of environmental contaminants including, but not limited to, motor oils, fuels, volatile organic compounds (e.g. benzene, toluene, ethylbenzene, xylene), and ethylene glycol are met.

The Planning Commission may impose conditions as necessary to meet City Standards.

**4.** The full width of driveways to single family homes or their accessory structures must be paved:

**a.** For a minimum of 20 feet from the right-of-way line back into the private property to prevent debris from entering public streets, and

**b.** To within 150 feet of all portions of the exterior wall of the first story of any structure(s) served by the driveway to ensure fire and emergency service provision.

**5.** Except for parking to serve residential uses, parking areas adjacent to or within residential planning districts or adjacent to residential uses shall be designed to minimize disturbance of residents. Artificial lighting, which may be provided, shall be so deflected as not to shine or create glare in any residential planning district or on any adjacent dwelling, or any street right-of-way in such a manner as to impair the use of such way.

**6.** Groups of more than four (4) parking spaces shall be so located and served by driveways that their use will require no backing movements or other maneuvering within a street right-of-way other than an alley.

**7.** Off-street parking areas, and the accesses to them, shall be designed and constructed to facilitate the flow of traffic, provide maximum safety of traffic access and egress and the maximum safety of pedestrian and vehicular traffic on the site

and in adjacent roadways. The Planning Director or Planning Commission may require engineering analysis and/or truck turning diagrams to ensure safe and efficient traffic flow based on the number and type of vehicles using the site, the classification of the public roadway, and the design of the parking lot and access drives.

8. Parking bumpers or wheel stops shall be provided to prevent cars from encroaching on the street right-of-way, adjacent landscaped areas, or adjacent pedestrian walkways.

9. Accessible parking shall be provided, constructed, striped, signed and maintained as required by ORS 447.233 and all Oregon Structural Specialty Code requirements.

**B. Access.**

1. The provision and maintenance of vehicular and pedestrian ingress and egress from private property to the public streets as stipulated in this ordinance are continuing requirements for the use of any structure or parcel of real property in the City of Canby. No building permit or other permits shall be issued until scale plans are presented that show how the ingress and egress requirement is to be fulfilled. Should the owner or occupant of a lot or building change the use to which the lot or building is put, thereby increasing ingress and egress requirements, it shall be unlawful and a violation of this ordinance to begin or maintain such altered use until the required increase in ingress and egress is provided.

2. The City of Canby encourages joint/shared access. Owners of two (2) or more uses, structures, or parcels of land may agree to, or may be required by the City to, utilized jointly the same ingress and egress when the combined ingress and egress of both uses, structures, or parcels of land satisfies their combined requirements as designed in this ordinance, provided that satisfactory legal evidence is presented to the City Attorney in the form of deeds, easements, leases or contracts shall be placed on permanent files with the city recorder.

3. All ingress and egress shall connect directly with public streets.

4. Vehicular access for residential uses shall be brought to within fifty (50) feet of the ground floor entrances or the ground floor landing of a stairway, ramp or elevator leading to dwelling units.

5. Required sidewalks shall extend from the ground floor entrances or the ground floor landing of a stairs, ramps or elevators to the sidewalk or curb of the public street or streets that provide the required access and egress.

6. To afford safe pedestrian access and egress for properties within the city, a sidewalk shall be constructed along all street frontages, prior to use or occupancy of the building or structure proposed for said property. The sidewalks required by this section shall be constructed to city standards except in the case of streets with

inadequate right-of-way width or where the final street design and grade have not been established, in which case the sidewalks shall be constructed to a design, and in a manner approved by the Site and Design Review Board. Sidewalks approved by Board may include temporary sidewalks and sidewalks constructed on private property; provided, however, that such sidewalks shall provide continuity with sidewalks of adjoining commercial developments existing or proposed. When a sidewalk is to adjoin a future street improvement, the sidewalk construction shall include construction of the curb and gutter section to grade and alignment established by the Site and Design Review Board.

**7.** The standards set forth in this ordinance are minimum standards for access and egress, and may be increased through the site and design review process in any particular instance where the standards provided herein are deemed insufficient to protect the public health, safety and general welfare.



## Minimum Access Requirements

**16.10.070(B)(8): Minimum access requirements for residential uses - ingress and egress for residential uses shall not be less than the following (except that in the case of flag lots, section 16.64.0400) shall apply):**

<i>Dwelling units</i>	<i>Minimum number of accesses required</i>	<i>Minimum access width</i>	<i>Sidewalks &amp; Curbs (in addition to driveways)</i>
1 or 2	1	12 feet	none required
3-19	1	20 feet	Minimum of one sidewalk connection to residences and parking areas; curb required if sidewalk adjacent to driveway.
20-49	Option A: 1 access OR Option B: 2 accesses	20 feet  12 feet	Minimum of one sidewalk connection to residences and parking areas; curb required if sidewalk adjacent to driveway.
50-499	Option A: 1 access OR Option B: 2 accesses	30 feet  20 feet	Curbs required; Minimum of one sidewalk connection to residences and parking areas
Over 500	As required by Site and Design Review Board		As required by Public Works Director

**16.10.070(B)(9): Minimum access requirements for commercial or institutional uses - ingress and egress for commercial uses shall not be less than the following:**

<i>Parking spaces required</i>	<i>Minimum number of accesses required</i>	<i>Minimum access width</i>	<i>Sidewalks &amp; curbs (in addition to driveways)</i>
1-4	1	12 feet	None required
5-99	1	20 feet	Curbs required; sidewalk on one side minimum
100-249	2	20 feet	Curbs required; sidewalk on one side minimum
Over 250	As required by Site and Design Review Board	As required by Public Works Director	

**16.10.070(B)(10): Minimum access requirements for industrial uses - ingress and egress for industrial uses shall not be less than the following:**

<i>Parking spaces required</i>	<i>Minimum number of accesses required</i>	<i>Minimum access width</i>	<i>Sidewalks &amp; curbs (in addition to driveways)</i>
1-250	1	24 feet	Curbs required; sidewalks on one side minimum
Over 250	As required by Public Works Director		

**11. One-Way Ingress or Egress – Way Ingress or Egress –** When approved through the site and design review process, one-way ingress or egress may be used to satisfy the requirements of subsection (H), (I) and (J). However, the hard surfaced pavement of one-way drives shall not be less than twelve (12) feet for multi-family residential, commercial or industrial uses.

**12. Maximum driveway widths and other requirements except for single-family dwellings** [see subsection (d) below]:

**a.** Unless otherwise herein provided, maximum driveway widths shall not exceed forty (40) feet.

**b.** No driveways shall be constructed within five (5) feet of an adjacent property line, except when two (2) adjacent property owners elect to provide joint access to their respective properties as provided by subsection 2.

**c.** There shall be a minimum distance of forty (40) feet between any two (2) adjacent driveways on a single property.

**d.** The minimum distance between two driveways on one single-family residential lot shall be thirty (30) feet. There is no minimum setback distance between a driveway and the property line for driveways on single-family residential lots.

**13. Distance Between Driveways and Intersections-** Except for single-family dwellings [see subsection (f) below] the minimum distance between driveways and intersections shall be as provided below. Distances listed shall be measured from the stop bar at the intersection:

**a.** At the intersection of any collector or arterial streets, driveways shall be located a minimum of fifty (50) feet from the intersection.

**b.** At the intersection of two (2) local streets, driveways shall be located a minimum of thirty (30) feet from the intersection as provided, the driveway shall be constructed as far from the intersection as possible, while still maintaining the five (5) foot setback between the driveway and property line.

**c.** If the subject property is not of sufficient width to allow for the separation between driveway and intersection as provided, the driveway shall be constructed as far from the intersection as possible, while still maintaining the five (5) foot setback between the driveway and property line.

**d.** In the case of existing flag lots, it shall be at the discretion of the Site and Design Review Board to determine the best location for driveways.

**e.** When considering a public facilities plan that has been submitted as part of site and design review plan in accordance with this ordinance, the city Public Works Supervisor may approve the location of a driveway closer than fifty (50)

feet from the intersection of collector or arterial streets, based on written findings of fact in support of the decision. Said written approval shall be incorporated into the recommended decision of the City Planner for the site and design review plan under the process set forth.

f. The minimum distance between driveways for single-family residential houses and an intersection shall be thirty (30) feet. The distance shall be measured from the curb intersection point [as measured for vision clearance area (16.04.670)].

**TABLE 16.10.070**  
**Minimum dimensional Standard for Parking**

This table and Figure 16.10.070 provide the minimum dimensional standards for parking areas and spaces.

A = Parking angle in degrees

B = Minimum stall width

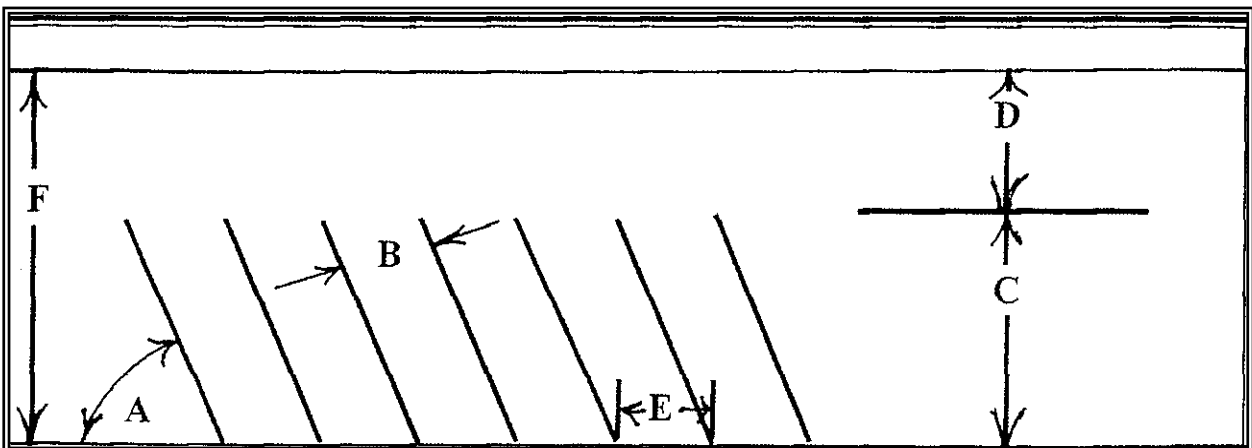
C = Minimum stall depth

D = Minimum clear aisle width

E = Minimum clear stall distance at bay side

F = Minimum clear bay width

A	B	C	D	E	F
0 (parallel)	8'0"	-	12'0"	22'0"	20'0"
30	8'6"	16'4"	12'0"	17'0"	28'4"
45	8'6"	18'9"	12'6"	12'0"	31'3"
60	8'6"	19'10"	18'0"	9'10"	37'10"
90	8'6"	18'0"	24'0"	8'6"	42'0"



#### 16.10.080 Streets.

To be established. Street Tree Plan should be incorporated into this section.

#### **16.10.090 Drive-up uses.**

**A.** Drive-up uses shall provide a minimum stacking area clear of the public right-of-way or parking lot aisle from the window service to the vehicles as follows:

1. All drive-up uses. – Each lane shall provide a minimum capacity for two (2) to eight (8) automobiles, as determined by the Site and Design Review Board.
2. For purposes of this section, an automobile shall be considered no less than twenty (20) feet in length. The width and turning radius of drive-up aisles shall be approved by the City Public Works Director.

**B.** The stacking area shall not interfere with safe and efficient access to other parking areas on the property. Traffic aisles shall be wide enough to accommodate backing movements where adjacent to parking stalls. Parking maneuvers shall not occur in the stacking area.

#### **16.10.100 Bicycle Parking.**

Bicycle parking shall be provided for all multi-family residential, institutional, commercial, and industrial uses.

**A.** Dimensions and characteristics: Bicycle parking spaces shall be a minimum of six (6) feet long and two (2) feet wide, and overhead clearance in covered spaces shall be a minimum of seven (7) feet. A minimum five (5) foot aisle for bicycle maneuvering shall be provided and maintained beside or between each row of bicycle parking. Bicycle racks located on a sidewalk shall provide a minimum of two (2) feet between the rack and a wall or other obstacle, and between the rack and curb face. Bicycle racks or lockers shall be securely anchored to the surface or a structure. Bicycle racks located in the Downtown Commercial Zone shall be of the inverted U style (a.k.a. staple racks). See Figure 20 of the Canby Downtown Plan for correct rack placement.

~~**B.** Covered parking: Where there are ten (10) or more bicycle parking spaces, at least 50% of the bicycle parking spaces shall be covered.~~

~~**B.**~~ **C.** Location: Bicycle parking shall be located in well-lit, secure locations within fifty (50) feet of the main entrance to a building, but not further from the entrance than the closest automobile parking space, and in no case further than 50 feet from an entrance when several entrances are involved.

~~**D.**~~ **C.** Number of spaces: The bicycle parking standards set out in Table 16.10.100 shall be observed.

**TABLE 16.10.100 BICYCLE PARKING STANDARD**

<b>LAND USE CATEGORY</b>	<b>MINIMUM REQUIRED BICYCLE PARKING SPACES</b>
<b>Residential</b> Multi-family residential, general Multi-family residential, seniors or with physical disabilities	1 space per unit 4, or 1 space per 5 units, whichever is greater
<b>Institutional</b> Schools - Elementary Schools - Jr. High/Middle School Schools - St. High College Transit Centers/Park & Ride Lots  Religious Institutions Hospitals Doctor, Dentist Offices Libraries, Museums, etc.	To be determined through design review To be determined through design review To be determined through design review To be determined through design review 5% of auto spaces (or 100% of demand, depending on accessibility to bicyclists) 1 space per 40 seat capacity 1 space per 5 beds 2, or 1 space per 1000 ft <sup>2</sup> , whichever is greater 2, or 1 space per 1000 ft <sup>2</sup> , whichever is greater
<b>Commercial</b> Retail Sales Auto-oriented Services Groceries/Supermarkets Offices Restaurants Drive-in Restaurants Shopping Centers Financial Institutions Theaters, Auditoriums, etc. Downtown Commercial Zone	0.33 space per 1000 ft <sup>2</sup> , whichever is greater 2, or 0.33 space per 1000 ft <sup>2</sup> , whichever is greater 0.33 space per 1000 ft <sup>2</sup> 2, or 1 space per 1000 ft <sup>2</sup> , whichever is greater 1 space per 1000 ft <sup>2</sup> 1 space per 1000 ft <sup>2</sup> 0.33 space per 1000 ft <sup>2</sup> 2, or 0.33 space per 1000 <sup>2</sup> , whichever is greater 1 space per 30 seats 4 spaces per block
<b>Industrial</b> Industrial Park Warehouse Manufacturing, etc.	2, or .1 space per 1000 ft <sup>2</sup> , whichever is greater 2, or .1 space per 1000 ft <sup>2</sup> , whichever is greater 2, or .15 space per 1000 ft <sup>2</sup> , whichever is greater

**NOTES:**

*Each individual use needs to be evaluated for bicycle parking – e.g., a commercial accessory use in an industrial district may have different requirements than the industrial uses around it. Similarly, in mixed-use developments, the amount of each use and required bicycle parking needs" evaluation. Finally, within each use category one needs to consider the different user categories - residents, employees, customers, etc. - and parking requirements for each.*

## EXPLANATION OF PROPOSED CODE CHANGES

16.41 – Downtown Canby Overlay Zone. This code amendment creates a new Overlay Zoning District, the boundaries of which are identified on the Downtown Canby Framework Diagram (Figure 11 in the code text). The overlay district modifies uses, development standards, and site and design review standards for affected lands within the boundaries of the overlay.

## Chapter 16.41

### DOWNTOWN CANBY OVERLAY (DCO) ZONE

#### Sections:

- 16.41.010 Purpose.
- 16.41.020 Applicability.
- 16.41.030 Uses permitted outright.
- 16.41.040 Conditional uses.
- 16.41.050 Development standards.
- 16.41.060 DCO site and design review guidelines.
- 16.41.070 DCO site and design review standards.

#### 16.41.010 Purpose.

The purpose of the Downtown Canby Overlay (DCO) zone is to:



**Figure 1**  
Commercial development example concept



**Figure 2**  
Cohesive architectural elements create a human-scale environment

**A. Encourage more intense development in the Core Commercial area and allow for more intensive development in the Transitional Commercial area over time.** Intensity of development and the relationship between setbacks, lot coverage and floor area ratio address this objective. Floor area ratios (FAR) are intended to work with building height and setback standards to control the overall bulk of the building. The proposed FAR in conjunction with the maximum lot coverage ensures that the development will be a minimum of two floors along the street in the C-1 portion of the Core Commercial area.

**B. Create a pedestrian friendly environment in the Core Commercial and Transitional Commercial areas while allowing for a more auto-oriented focus in the Outer Highway Commercial area.** A comfortable pedestrian-oriented environment and limited setbacks are important in the Core Commercial and Transitional Commercial areas. In the Outer Highway Commercial area, a portion of development should be closer to the road to provide visual connection and signal that drivers are entering an urban area. Larger setbacks in the Outer Highway Commercial



**Figure 3**

A high degree of transparency (windows) helps create a sense of interaction between activities inside and outside the building



**Figure 4**

More auto-oriented uses in the Outer Highway Commercial area



**Figure 5**

Smaller-scale commercial use in the Transitional Commercial area

area also allows for more landscaping, access and other improvements between buildings and street.

**C. Ensure that building sizes reflect desired uses in the Core Commercial and Transitional Commercial areas.** Requirements limit the size of the building footprint to 40,000 square feet in these areas. For the purpose of understanding the scale of development, the proposed maximum allows for the creation of a high end grocery store (e.g., New Seasons, Whole Foods or Zupans). The proposed maximum differentiates developments in this area from those in the Outer Highway Commercial area. Maximum building footprints are much larger in the Outer Highway Commercial area.

**D. Ensure compatibility among adjacent uses within the Transitional Commercial area as it changes over time.** Requirements for massing and form will help ensure compatibility if uses in this area increase over time, while allowing for a broader range of building sizes than currently exists.

**E. Maintain an attractive, visually pleasing environment** that is relatively free of structures or activities that detract from it. Most buildings have areas devoted to services and equipment. These uses can be noisy, noxious and unsightly. Screening requirements reduce the impact of these structures and activities. Placement on an alley also may be an option. Furthermore, limitations on exterior storage and display will help reduce visual clutter while allowing flexibility for retail merchants and eating and drinking establishments.

**F. Ensure adequate accessibility to and within sites by a variety of travel modes, along with attractively designed parking and loading areas.** Parking standards for automobiles and bicycles are intended to allow for ready access to commercial uses by all modes and create attractive “green” sites that enhance human and environmental health.



## **16.41.020 Applicability.**

**A.** It is the policy of the City of Canby to apply the DCO zone to all lands located within the boundaries illustrated on the Downtown Canby Framework Diagram; the boundaries of the overlay district, and boundaries of the three sub-areas, are as shown in this chapter, Figure 11. The three sub-areas are established as follows:



**Figure 6**  
Example of high-quality screening design



**Figure 7**  
Example of well-planned landscaping



**Figure 8**  
These buildings in the commercial core illustrate desired design features in that area

**1. Core Commercial Area.** This area straddles Highway 99E and includes portions of both the C-1 and C-2 zones and forms the densest commercial area of the city, as well as the city's primary community facilities – city hall, police station, library, etc.

**2. Transitional Commercial Area.** This is the transitional area that lies between the more intense Downtown Core Commercial area and the established single-family neighborhoods to the north and northeast. The two Transitional Commercial nodes are tucked between 3<sup>rd</sup> and 4<sup>th</sup> and Fir and Douglas on the west side of Downtown, and 3<sup>rd</sup> and 4<sup>th</sup> and Holly and Knott on the east side.

**3. Outer Highway Commercial Area.** The Outer Highway Commercial area extends along Highway 99E both south of Elm Street and north of Locust Street. This area is quite different from the Core Commercial and Transitional Commercial areas, by nature of its highway access and orientation. The design focus in this area is less about creating a high-quality pedestrian experience, and more about ensuring that automobile-oriented design is built to the highest standard possible.

**B.** The DCO zone has the following effect with regard to other chapters of this ordinance:

**1.** Permits land uses which are permitted by the underlying zone districts, with some exceptions, as set forth in Sections 16.41.030 and 16.41.040.

**2.** Replaces selected development standards in the underlying zone districts, as set forth in Section 16.41.050.

**3.** Sets forth alternative design review standards and criteria tailored to implement the goals of the overlay zone, as set forth in Section 16.41.060.



**Figure 9**  
Examples of less intensive development  
in the Transitional Commercial area



**Figure 10**  
Examples of development in the Outer  
Highway Commercial area

#### **16.41.030 Uses permitted outright.**

Unless modified pursuant to the following Subsection, uses permitted outright in the underlying base zones are permitted outright in the DCO zone, subject to the respective zone district boundaries.

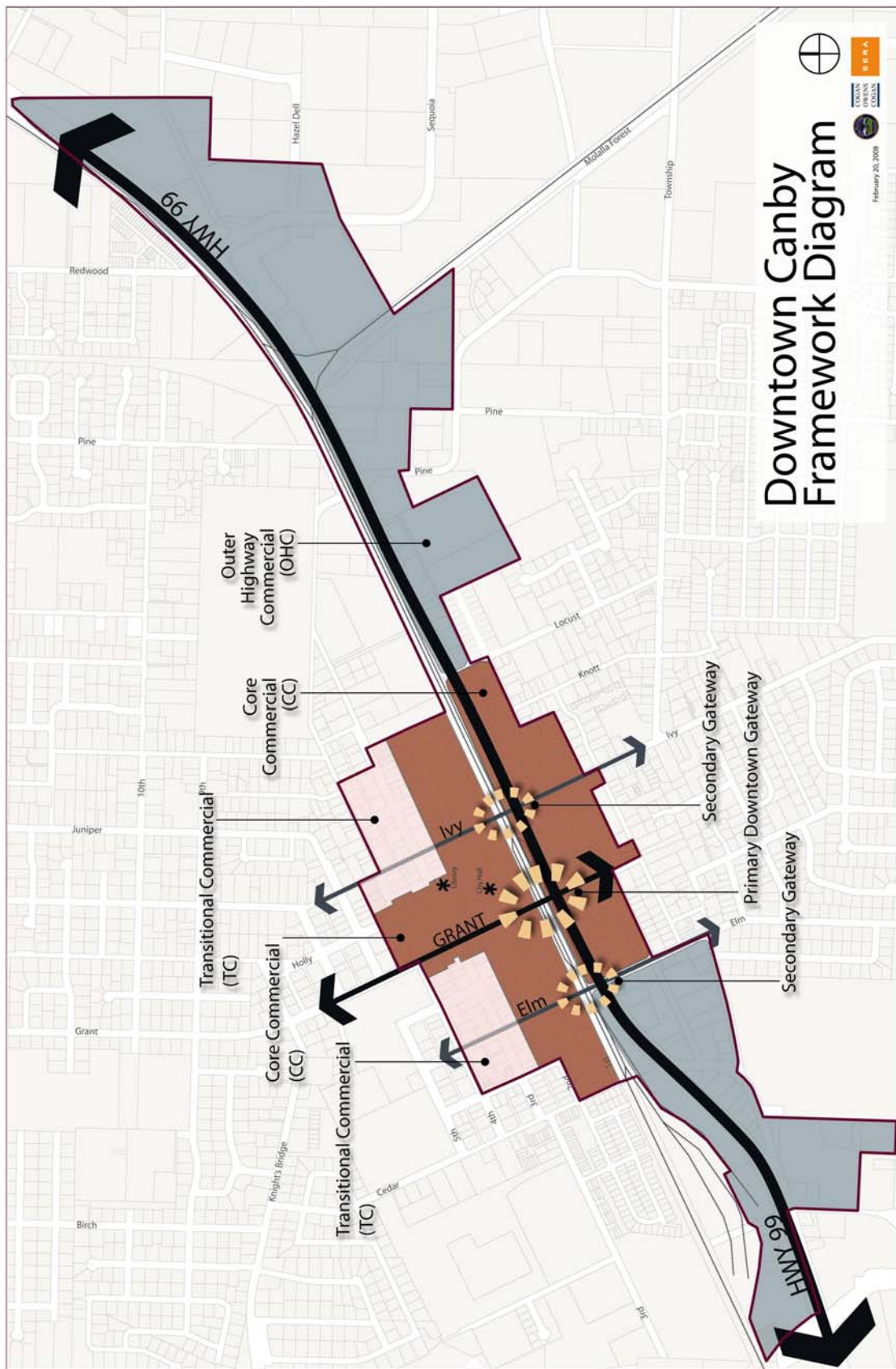
**A. Uses permitted in the C-1 zone** are permitted in the DCO zone, except in the Transitional Commercial (TC) sub-area, the following residential uses are also permitted, provided they meet all R-2 development standards in Chapter 16.20:

- 1. Single-family dwelling having common wall construction;**
- 2. Two-family dwelling;**
- 3. Multi-family dwelling;**
- 4. Accessory dwelling attached to a primary dwelling (sharing a common wall);**
- 5. Boarding, lodging or rooming house;**
- 6. Nursing home, convalescent home, home for the aged, board and care home, foster care home, etc;**
- 7. Zero-lot line development for uses otherwise allowed, provided that the minimum side yard setback shall be 7 feet when adjacent to housing with standard setbacks;**
- 8. Accessory uses.**

#### **16.41.040 Conditional uses.**

Unless modified pursuant to the following Subsection, conditional uses in the underlying base zones are conditionally permitted in the DCO zone, subject to the respective zone district boundaries.

**A. Uses conditionally permitted in the C-1 zone** are conditionally permitted in the DCO zone, except in the Transitional Commercial (TC) sub-area, any use listed above in 16.41.030 is permitted outright.



**Figure 11** Downtown Canby Overlay Zone



#### **16.41.050 Development standards.**

The following subsections indicate development standards required in the DCO zone. These standards supplement, and in some cases replace, the development standards in the underlying base zones. Where the standards set forth in the following subsections conflict with standards in the underlying base zone, the DCO development standards set forth below supersede the base zone standards.

#### **A. Setbacks, Floor Area Ratio, Building Footprint and Height Requirements.**

1. Setbacks. Minimum and maximum setbacks for each DCO subarea are described in Table 1 and must meet the following requirements:

a. Mechanical units used for the heating/cooling of dwelling units are exempt from interior yard and rear yard setback requirements.

b. At least x% of the length of each lot frontage shall be developed with a building(s) built at the minimum setback from the street lot line (see Table 2 and Figure 12).

c. Where feasible, buildings should be located at one or both street-facing corners of a lot.

d. At the street intersections identified as gateways in Figure 11 (Downtown Canby Overlay Zone Map), any new building shall be located at the corner of the lot facing the intersection.

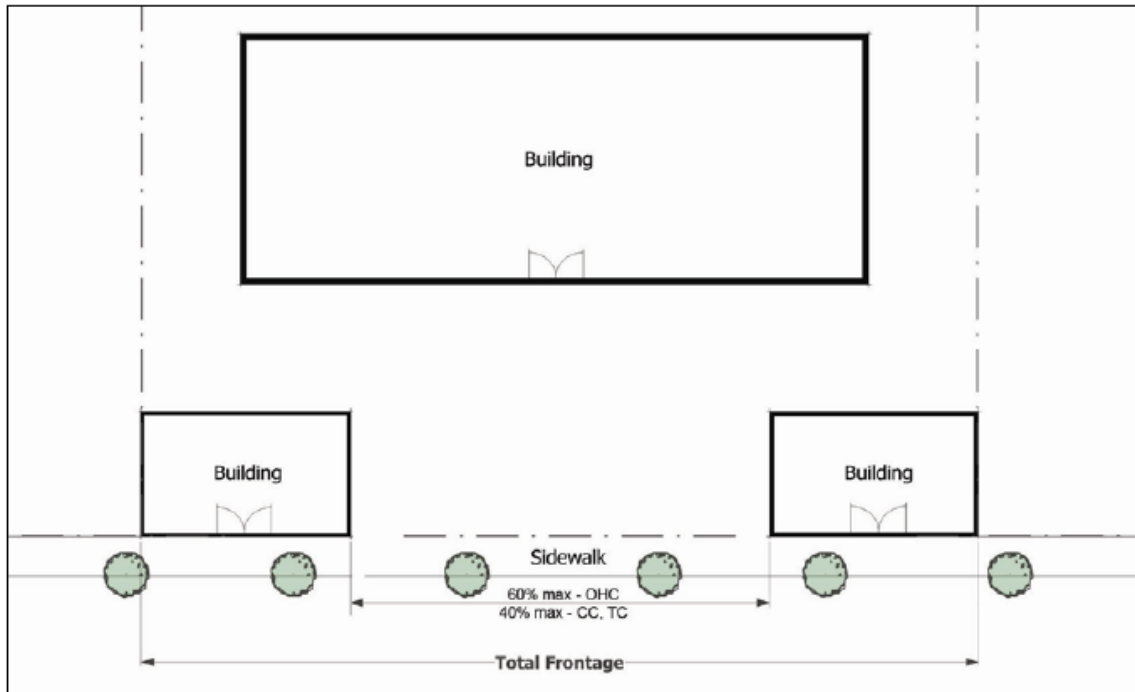
**Table 1. Setback Requirements**

<b><u>Standards</u></b>	<b><u>CC subarea</u></b>	<b><u>TC subarea</u></b>	<b><u>OHC subarea</u></b>
<u>Minimum setback</u>	<u>0 feet</u>	<u>0 feet</u>	<u>10 feet</u>
<u>Maximum setback from street lot lines</u>	<u>10 feet</u>	<u>15 feet</u>	<u>--</u>

**Table 2. Street Lot Minimum Setback Requirements**

<b><u>Standards</u></b>	<b><u>CC subarea</u></b>	<b><u>TC subarea</u></b>	<b><u>OHC subarea</u></b>
<u>Minimum percentage (x)</u>	<u>60%</u>	<u>60%</u>	<u>40%</u>

**Figure 12** Illustration of Building Façade Requirements



2. Floor area ratio, building footprint, and building height. Minimum floor area ratio, maximum building footprint, and maximum building height requirements for each DCO subarea are described in Table 3 and illustrated in Figures 13, 14, and 15. Footprints are exclusive of exterior displays or merchandise (e.g., garden centers).

**Table 3.** Floor Area Ratio Requirements

<u>Standards</u>	<u>CC subarea</u>	<u>TC subarea</u>	<u>OHC subarea</u>
<u>Minimum floor area ratio</u>	<u>0.8, C-1 zone only</u>	<u>0.4</u>	<u>0.25</u>
<u>Maximum building footprint (square feet)</u>	<u>30,000 total</u>	<u>20,000 total</u>	<u>80,000 per use</u> <u>100,000 all uses within footprint if more than 1 use (see Figure 13)</u>
<u>Maximum building height (see Figure 14)</u>	<u>60 feet</u>	<u>45 feet</u>	<u>45 feet</u>

Figure 13 Building Footprint for Multi-Use Structure

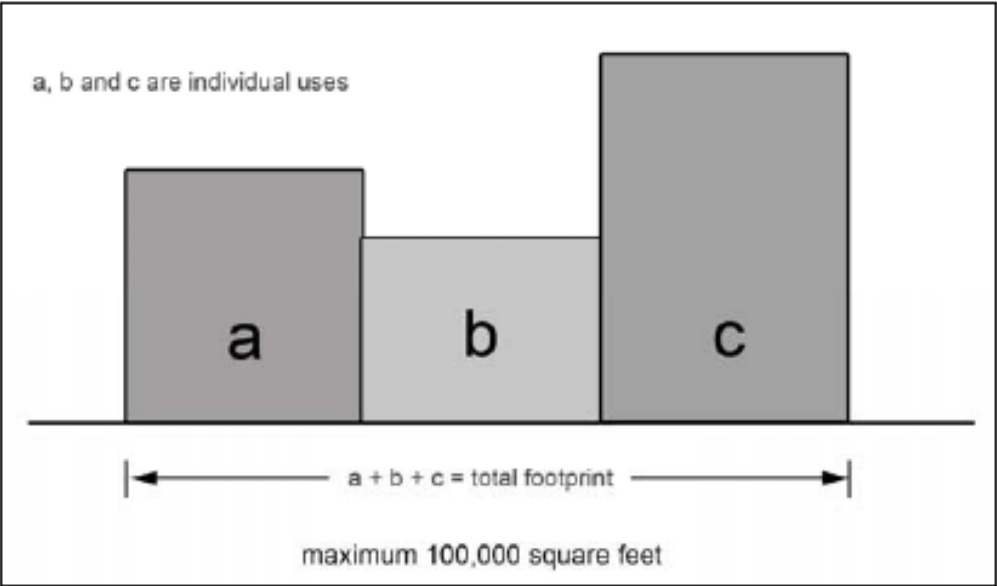
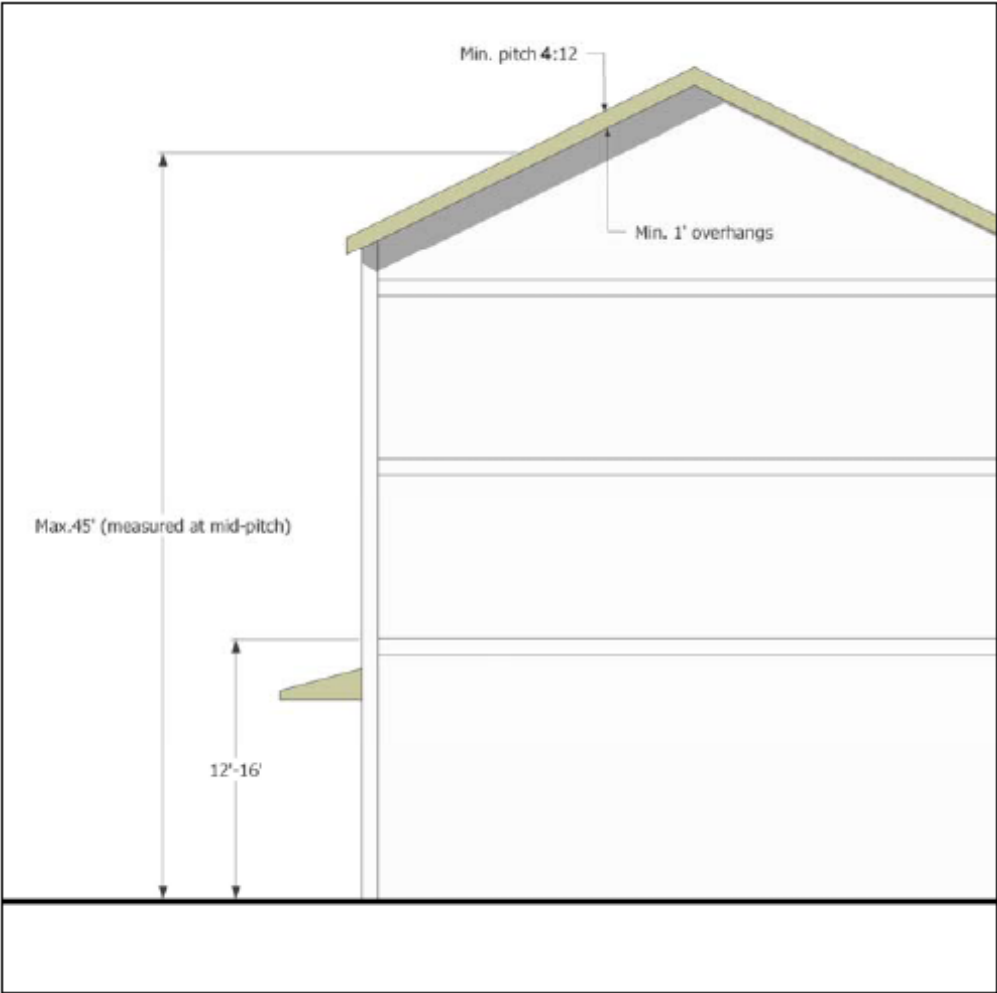
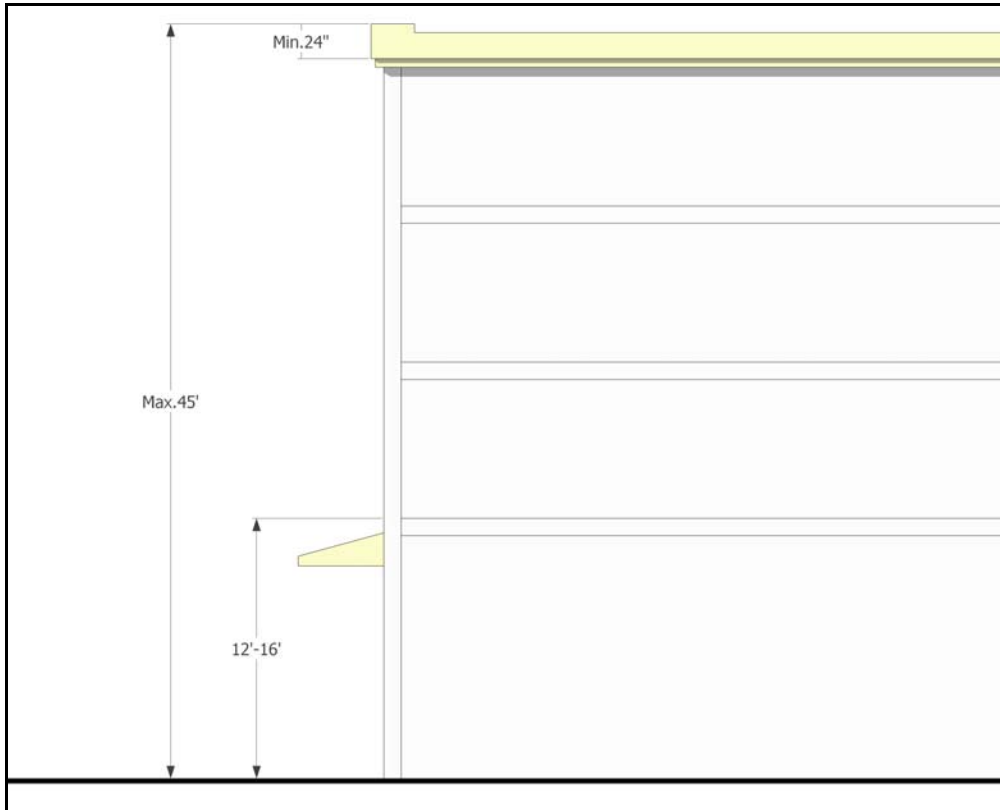


Figure 14 Building Height Limitations



**Figure 15** Building Height Limitations (continued)



**3. Screening.** All exterior garbage collection areas, recycling collection areas and mechanical equipment shall be screened with a site obscuring fence, landscaping on all sides, wall, other enclosure, or architectural element per the requirements below (see Figure 16 for examples of good screening design).

**a. Location.** Wherever possible, locate screened areas away from the street.

**b. Materials.** Materials used to construct screening structures shall be consistent and compatible with the exterior materials on adjacent buildings located on the same lot as the screened area or located on a contiguously-owned abutting lot, and shall be consistent with the material requirements of Section 16.41.070.E and 16.41.070.F.

**c. Buffering.** Screening structures shall be buffered from surrounding areas on all sides with landscaping or other buffering elements.

**d. Rooftop structures.** Rooftop mechanical structures shall be screened and not visible from any visible public right-of-way at the same elevation as, or lower than, the base of the building. Screening structures should be compatible with the overall building design and may include the following elements or approaches:

**Figure 16**  
Screening examples



(1) By providing parapets as tall as the tallest part of the equipment with a minimum height of 3 feet and 6 inches;

(2) By incorporating an architectural screen around all sides of the equipment;

(3) By setting the equipment back from the building edge with a setback of at least 3 feet for every 1 foot of building height.

4. Parking. Parking areas shall meet the following standards in addition to all other applicable requirements.

a. Location. In the CC and TC subareas, parking and vehicle maneuvering areas shall not be located between a building and the street. This standard applies to primary street facing facades and secondary street facing facades, as defined in Sections 16.41.060.C.

b. Side of building parking areas. In the CC, TC, and OHC subareas, parking shall be permitted between a building and an interior lot line that is not a rear lot line, provided the following standards are met:

(1) Parking and maneuvering areas shall be set back a minimum of 15 feet from the front lot line;

(2) A minimum 5 foot wide landscaped strip shall surround and abut the perimeter of the parking and maneuvering area, except where vehicular driveways and pedestrian accessways are permitted to interrupt the landscaped strip, and except where the parking and maneuvering area is part of a larger parking area in which case a perimeter landscaping strip is not required between the side of building parking area and the remainder of the parking area;

(3) Parking and maneuvering areas, including accessways and driveways, must not exceed 40 percent of a lot frontage in the TC and CC subareas, or 60 percent of a lot frontage in the OHC subarea;

(4) On lots greater than 120,000 square feet, side parking areas shall be broken up into multiple smaller parking areas rather than concentrated in one portion of the lot. This may be done through the use of landscaping or the location of multiple buildings on a lot.

c. Off-street vehicle parking space reduction. The minimum number of off-street vehicle parking spaces required for all uses located on a lot, as set forth in Chapter 16.10, may be reduced by the total number of on-street vehicle parking spaces located within the width of the frontage of the lot on which the use or uses are located. Such reduction shall be calculated on a one-for-one basis, and shall include only parking spaces located on the same side of the street as the lot frontage. Where an on-street parking space is located adjacent the frontage of two abutting lots, only the lot adjacent the larger portion of the



parking space may count the entirety of the parking space towards its off-street parking requirement.

#### **16.41.060 DCO site and design review guidelines.**

##### **A. Findings and objectives.**

1. The City Council finds that physical appearance and design of buildings in the city's primary commercial areas has a strong impact on the community's economic well-being, quality of life and sense of character and identity. High-quality design of these buildings, with special attention to the relationship between buildings, people and the surrounding physical space will help spur investment in the city; enhance use and value of land and improvements; improve the stability and value of property; and generally improve the experience of residents and visitors who use these commercial areas.

2. Administration of design standards should be efficient and effective and provide a level of certainty for property and business owners, as well as other community members. It is important to provide a set of clear and objective standards that may be administered relatively quickly and easily for most applicants. At the same time, it is important to provide an alternative path that provides flexibility for applicants that may want to take a more innovative approach which meeting the intent of the clear and objective standards.

3. The objectives of the design standards in this section include the following:



**Figure 17**

A high degree of transparency (windows) helps create a sense of interaction between activities inside and outside the building

a. Create a pedestrian-oriented environment through design of ground floors. Fostering interaction between activities within buildings and activities within the public realm (the sidewalk and street) is crucial to creating a vibrant and interesting built environment. A high degree of transparency between the two realms creates visual interest for the pedestrian on the sidewalk, and promotes a more active, engaging pedestrian experience. Design of ground floor windows and building entries is important to achieving this goal. In addition, courtyards, arcades and special paving enhance the pedestrian environment by providing pleasing, semi-public transitions between the public and private realms, effectively creating a “threshold” between the sidewalk and the building (see Figure 17).

b. Establish cohesive architectural elements. Well-designed, repetitive building elements tend to create a strong sense of place and leave a lasting physical memory. Cohesive and repetitive architectural “bays” along the street-facing ground floor of a



**Figure 18**

Cohesive visual elements like columns and lighting improve the pedestrian experience



**Figure 19**

Design details such as a recessed entry, columns and decorative transom windows help articulate the ground floor and distinguish it from the upper floors



**Figure 20**

Upper stories on these uses allow for non-retail uses which are reflected in differing window treatments and other design

building create a pleasing sense of rhythm for the pedestrian, and help to scale and order the built environment as it is experienced from the sidewalk and street (see Figure 18).

c. Ensure that buildings have a unified design. Providing clear distinctions between different portions of a building is important for the building's appearance, consistency of design within a larger area and the ability of people to read or understand how the building functions. Building facades should have a clear and distinct base, middle, and top (Figure 19), utilizing horizontal bands and changes in color and / or material / or building massing and form to differentiate these breaks. The base of the building typically extends from the sidewalk to the bottom of the second story or the belt course / string course that separates the ground floor from the middle of the building (see Figure 19).

Given Canby's desire to create a thriving pedestrian and business district, it is important that uses above the ground floor encourage housing and allow for commercial uses. Upper floor windows should reflect this change in use (see Figure 20). The middle of the building often contains smaller, vertically-oriented windows to reflect changes in use on upper floors. Finally, the top of the building contains a "capping" element which visually terminates the façade and creates visual interest at the top of the building.

d. Reinforce the appearance and function of corners within core commercial area. Incorporating strong architectural elements where streets intersect not only results in a more visually interesting built environment, but enhances the way pedestrians "read" and understand city blocks by creating recognizable and memorable design elements at the corner of each block. For this reason, buildings on corner lots should be designed to not only address, but celebrate the corner (see Figure 21).

e. Use materials that reflect the character and values of Canby. Materials evoke emotions among visitors and residents and help define the character of the community. On the positive side, they can evoke a sense of timelessness, permanence,



**Figure 21**  
The chamfered entry on this building reinforces the corner



**Figure 22**  
Use of materials such as stone and stucco add to a feeling of permanence



**Figure 23**  
These buildings in the commercial core illustrate desired design features in that area

quality, strength and creativity. On the negative side, they may connote feelings of transience, incongruity or inconsistency, weakness or tedium. Standards for materials are important to reflect and enhance the community's values and quality of life (see Figure 22).

## **B. Applicability.**

### **1. General applicability.**

a. Subsection 16.41.060.C and section 16.41.070 define how and where different types of standards apply.

b. Design standards apply only to the following: (1) new developments; (2) remodels which represent 60 percent tax assessed or more of the value of the existing building; (3) façade improvements that would alter the exterior structure of the building.

c. Design standards do not apply to the following:  
(1) Interior remodels not combined with exterior changes and valued at less than 60 percent of the total improvement value of the property;  
(2) Repair and maintenance of buildings, accessory structures, parking lots and pedestrian areas that present an immediate or potential risk of public safety;  
(3) Normal or routine maintenance and repair of existing structures;  
(4) Any type of construction that does not require a building permit;  
(5) Temporary structures and emergency structures permitted pursuant to applicable code standards.

2. Sub-Areas. Site and design review standards are applied differently within the three sub-areas described below (see Figure 11).

a. Core Commercial Sub-Area (CC). The "downtown" portion of this area extends primarily along 1st and 2nd Avenues between Cedar and Knott Streets, and extends northward, away from Highway 99E along Grant and Holly, past Wait Park to 4th Avenue. This area is the "heart" of Canby. Here one will find the City's more historic, traditional





**Figure 24**

The Canby Herald Building in the commercial core incorporates many good design elements including a recessed entry, sign frieze, engaged columns and decorative lighting



**Figure 25**

Example of "cottage commercial" design in the Transitional Commercial sub-area



**Figure 26**

Example of commercial development in the Transitional Commercial sub-area

commercial structures. The built environment is characterized by one to two story buildings with commercial storefronts, built up to the sidewalk, and containing a more or less solid "building wall." The result is a more active and vibrant street life than may be found elsewhere in the City. Future development in this area should continue this trend, designing commercial and mixed-use buildings that adequately address the sidewalk and create an engaging experience for pedestrians (see Figures 23 and 24).

The inner highway portion of the Core Commercial area spans the length of Highway 99E between Elm and Locust. In many ways, it serves as an extension of the Downtown Core, just across the highway. Because this area serves as a "gateway" from Highway 99E into the traditional downtown and serves many of the same purposes and types of uses, buildings here should be appropriately scaled, inviting to pedestrians, and demonstrate high-quality architectural design. As a result, architectural standards for this area and the downtown are identical, although some development standards differ as described in section 16.41.050.

b. Transitional Commercial Sub-Area (TC). This area is characterized by a mix of single-family homes and smaller-scaled commercial developments, which often take the form of conversions of existing single-family homes. Larger front setbacks and landscaping (including front yards) characterize the area. The future of this area will likely include commercial storefronts that address the sidewalk, albeit less intense than those in the Core, and residential developments. The overall result will be a truly mixed-use neighborhood, less intense than the Commercial Core, and with more greenscape and residential uses. Over time, commercial uses in portions of the Transitional Commercial district may transition to more intensive uses similar to the core downtown area and over time the relative boundaries between the two zones may shift somewhat. Requirements within the Transitional Commercial zone allow for this flexibility, while ensuring appropriate transitions between this area and the Core Commercial sub-area, as well as between buildings within the



**Figure 27**  
Examples of development in the Outer Highway Commercial sub-area

Transitional Commercial sub-area (see Figures 25 and 26).

c. Outer Highway Commercial Sub-Area (OHC).

The design focus in this area is less about creating a high-quality pedestrian experience, and more about ensuring that automobile-oriented design is built to the highest standard possible. While this goal will be largely accomplished through the development standards (i.e., locating parking lots next to and behind building and the street, requiring high quality landscaping, particularly in front setbacks and around parking areas, and requiring that buildings orient to walkways), architectural design standards will also aid in this effort. The result will be automobile-oriented highway uses that demonstrate high-quality design and that evoke a sense of permanence (see Figure 27).

### C. Definitions.

1. **Arcade** – An exterior covered passageway along a building façade that is open to the street frontage (see Figure 28).



**Figure 28**  
Arcade example

2. **Awning** – An overhead cover extending above the sidewalk (usually above windows and doors) as a shelter and/or sunshade.

3. **Band** – Any horizontal flat member or molding or group of moldings projecting slightly from a wall plane and usually marking a division in the wall.

4. **Bay** – (a) Within a structure, a regularly repeated spatial element defined by beams or ribs and their supports (see Figure 29). (b) A protruded structure with a bay window.

5. **Belt Course** – A horizontal band or molding set in the face of a building as a design element (also called a string course).

6. **Bulkhead** – The section of a building between the sidewalk and first story window sill.



**Figure 29**  
Repeating bays with a continuous awning



**Figure 30**  
Chamfered corner entry



**Figure 31**  
Cornice details near the top of building

**7. Canopy** – A covered area which extends from the wall of a building, protecting an entrance or loading dock.

**8. Cap** – Usually the topmost member of any vertical architectural element, often projecting with a drip as protection from the weather. The upper member of a column, pilaster, cornice, molding, or the like.

**9. Chamfer** – To cut off the edge or corner of (see Figure 30).

**10. Clerestory** – The upper level of a room that extends beyond the single-story height; often penetrated by windows.

**11. Column** – In structures, a relatively long, slender structural compression member such as a post, pillar, or strut; usually vertical, supporting a load which acts in (or near) the direction of its longitudinal axis.

**12. Cornice** – Decorative projection or crown along the top of a wall or roof (see Figure 31).

**13. Eaves** – The lower edge of a sloping roof; that part of a roof of a building which projects beyond the wall.

**14. Entry** – The space comprising a door and any flanking or transom windows associated with a building.

**15. Frieze** – A decorative horizontal band, as along the upper part of a wall in a room; often used for signage in modern buildings, but derived from classical architectural principles.

**16. Marquee** – A permanent roof-like shelter over an entrance to a building.

**17. Medallion** – A decorative element set into the upper portion of a building façade periodically, typically aligning with columns or pilaster.

**18. Mullion** – A vertical post or upright element dividing a window or other opening into two or more sections.





**Figure 32**  
Top of building features a parapet



**Figure 33**  
Building entry features a transom window above the door

**19. Parapet** – A low, solid, protective screening or decorative wall as an extension of exterior building walls beyond the roof or deck level (see Figure 32).

**20. Primary Street Facing Façade** – The façade of the building facing the primary (east-west) adjacent street. These streets include Highway 99E, and North and South 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Avenues.

**21. Secondary Street Facing Façade** – The façade of the building facing the secondary (north-south) adjacent street. These streets include Birch, Cedar, Douglas, Elm, Fir, Grant, Holly, Ivy, Juniper, Knott, and Locust Streets.

**22. String Course** – A horizontal band or molding set in the face of a building as a design element (also called a belt course).

**23. Transom** – A horizontal glass plane, typically encased in a wood or metal frame that separates the storefront from the upper façade (see Figure 33).

**24. Turret** – A very small and slender tower attached to a larger building.

**25. Visible Transmittance** – A measure of the amount of visible light transmitted through a material (typically glass). Information about visible transmittance typically is or can be provided by window manufacturers.

#### **16.41.070 DCO site and design review standards.**

The following design standards provide a framework for how a building should look, function, and feel. The standards are organized by topic and consist of the following elements:

- Intent Statement - the big idea or the goal to be accomplished (ex. “protect pedestrians from sun, wind, and rain”). In addition to providing context for specific standards, these statements are used to evaluate applications as part of an alternative review process administered by the City’s Design Review Board (see Section 16.49.035).
- Standards which provide clear, objective guidance related to specific design elements, in many cases providing options for how to meet a specific goal, and varying by sub-area.
- Illustrative graphics, including photos and diagrams, with an emphasis on examples of good design found in Canby and other communities.

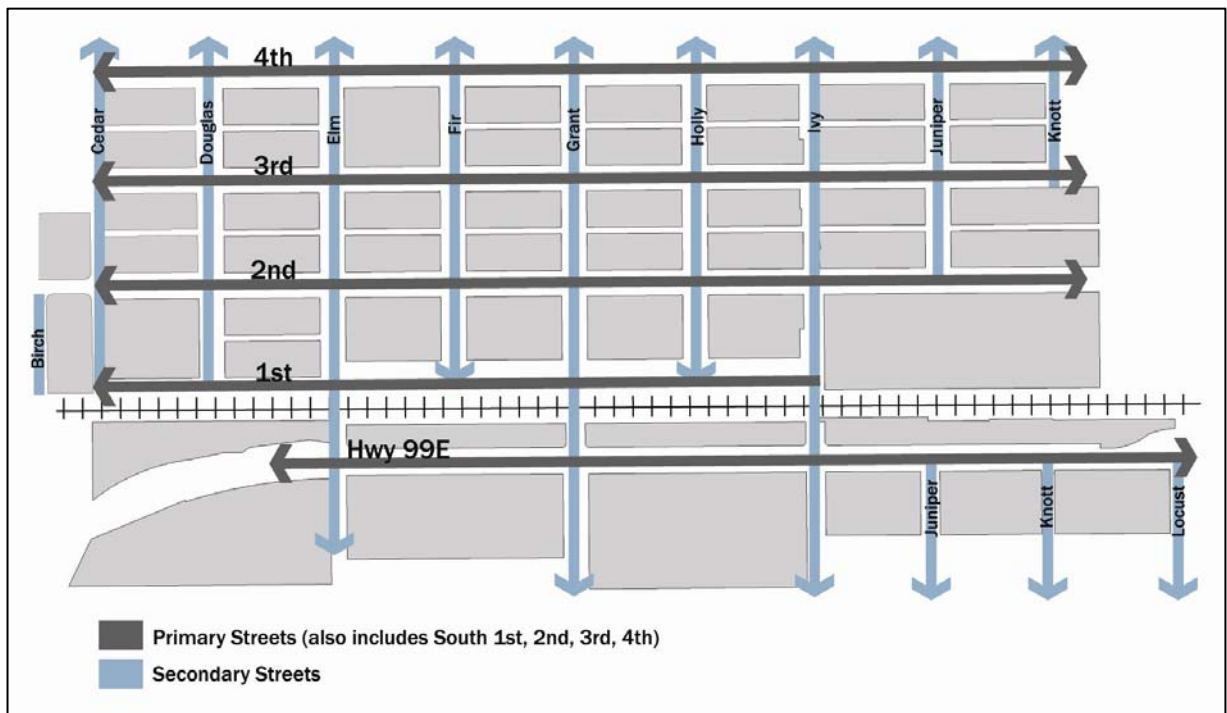
A. Pedestrian oriented ground floor design standards.

1. Intent. Design standards in this section are intended to help create an active, inviting street and sidewalk-facing storefronts and entryways that are friendly and easily accessible to passersby. They also will help ensure that the ground floor promotes a sense of interaction between activities in the building and activities in the public realm.

2. Design standards and applicability.

<u>Standards</u>	<u>Applicability</u>
<u>1. Ground floor windows</u>	
<u>a. Visible transmittance. All commercial ground floor windows must have a Visible Transmittance (VT) of 0.6 or higher, with the exception of medical and dental offices which may have tinted windows.</u>	<u>CC, TC, OHC</u>
<u>b. Primary Street facing façade – primary façade coverage. Transparent windows shall be used along a minimum of x% of the length of the ground-level primary street-facing façade, and along x% ground-level primary street-facing wall area (See Figure 34). Ground level walls include all exterior wall areas up to 10 feet above the finished grade. Primary and secondary street facing facades are defined in section 16.41.060.</u>	<u>CC: x=60%</u> <u>TC: x=50%</u> <u>OHC: x=50% for buildings with less than 6,000 square feet of floor area and 25% for buildings with more than 6,000 square feet of floor area or located more than 75 feet from a lot line.</u>
<u>c. Secondary Street facing façade – secondary façade coverage. Transparent windows shall be used along a minimum of x% of the length of the ground-level secondary street-facing façade, and along x% of the overall secondary street-facing wall area (See Figure 35). Ground level walls include all exterior wall areas up to 10 feet above the finished grade.</u>	<u>CC: x=50%</u> <u>TC: x=45%</u> <u>OHC: x=40% for buildings with less than 6,000 square feet of floor area; 25% for buildings with more than 6,000 square feet of floor area or located more than 75 feet from a lot line.</u>
<u>d. Alley facing façade coverage. Facades facing alleys shall provide windows along x% of the length of the alley-facing façade and along y% of the overall wall area of the alley-facing façade. Wall area shall be measured to a height of 10'-0" above the finished grade.</u>	<u>CC, TC: x=50%; y=25%</u> <u>OHC: x=30%; y=20%</u>



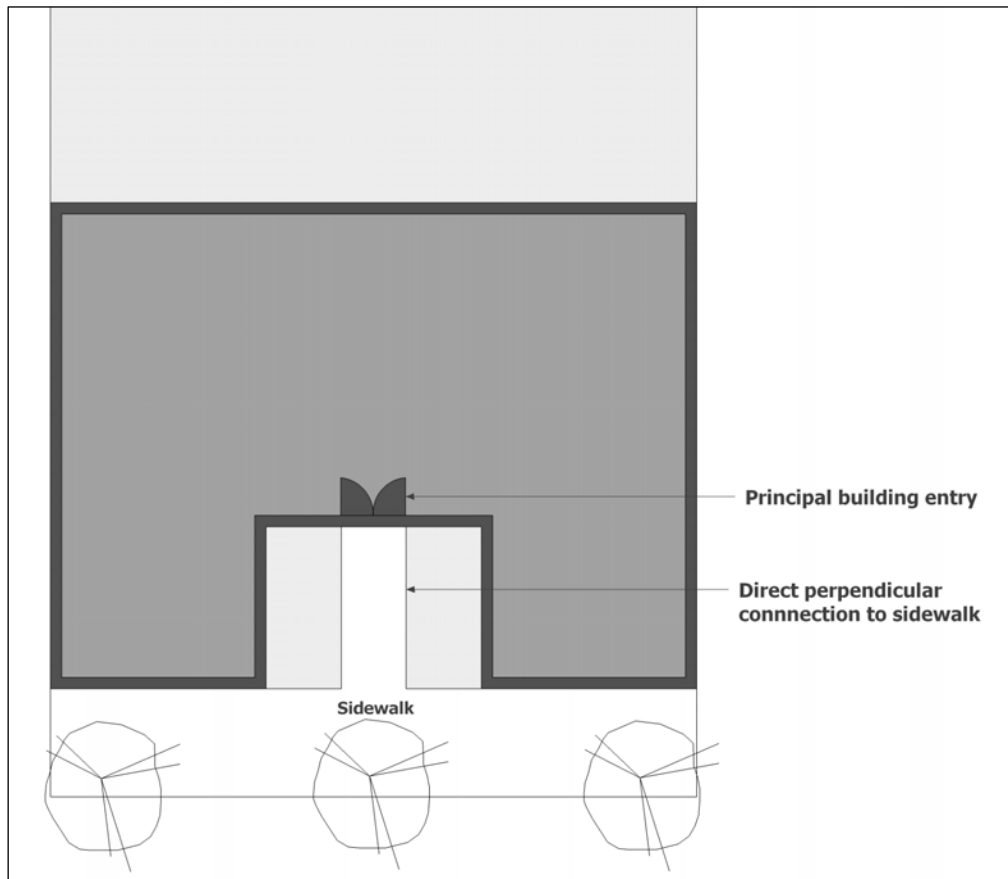


**Figure 34** Primary and secondary street facade definition



**Figure 35** Illustration of percent transparency requirement

Standards	Applicability
<u>2. Building entries and doors</u>	
<u>a. Orientation. All buildings shall have a prominent entry oriented to and directly connected to the sidewalk. When buildings are set back from the sidewalk, a direct, perpendicular connection between the building and the sidewalk is required. Additional entries may be provided and serve as principal entries (e.g., oriented to parking areas to the side or rear of buildings). (See Figure 36)</u>	<u>CC, TC</u>
<u>b. Transparency. The street-facing building entry door on all buildings should be comprised of at least 40% transparent glass. The entry door includes any flanking or transom windows. (See Figure 37)</u>	<u>CC, TC, OHC</u>
<u>c. Flanking or transom windows. Commercial and mixed-use building doors shall include flanking glass windows on either side of the principal door and/or clerestory/transom windows. (See Figure 38).</u>	<u>CC, TC, OHC</u>
<u>d. Design features. Commercial and mixed-use building entries must comply with at least x of the following:</u> <ul style="list-style-type: none"> <li><u>(1) Recessed entries. If recessed, principal entries shall be recessed a minimum of 3 feet into the building façade (see Figure 39).</u></li> <li><u>(2) Awnings or canopies. These may be used to provide weather protection and a visual element and meet standards (see Figure 40).</u></li> <li><u>(3) Architectural features. Principal entries may be reinforced with prominent architectural features such as towers, turrets, increased heights, articulated parapets, large storefront windows and doors, or entry awnings (see Figure 41).</u></li> <li><u>(4) Decorative features. Entries may be reinforced through the use of decorative exterior light fixtures (i.e., wall sconces) or decorative features (see Figure 42).</u></li> <li><u>(5) Engaged columns or piers may be used to reinforce and highlight entries (see Figure 43).</u></li> </ul>	<u>CC: x=3;</u> <u>TC: x=2;</u> <u>OHC: x=2</u>



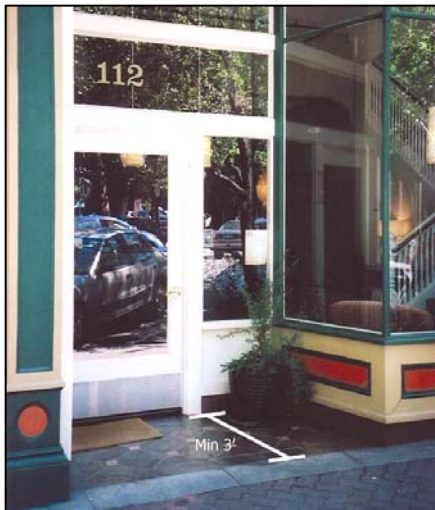
**Figure 36** Example of principal entry with direct sidewalk connection



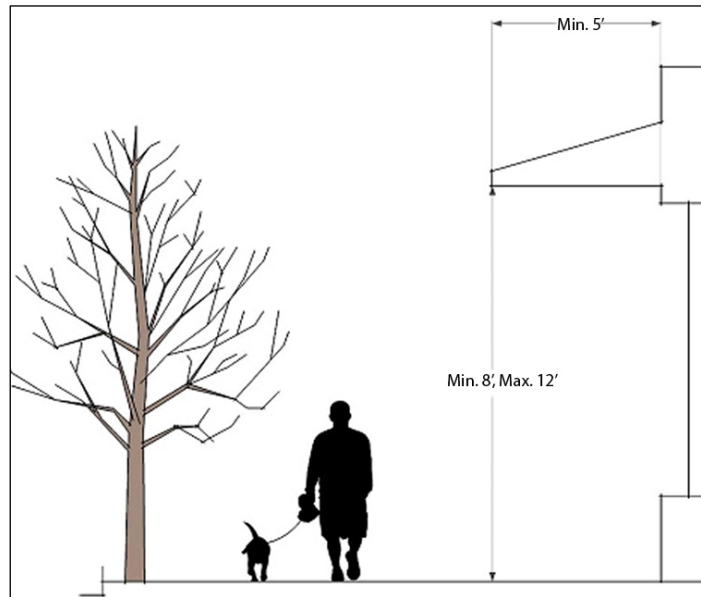
**Figure 37** Example of entry that meets transparency standards



**Figure 38** Example of entry with transom and flanking glass



**Figure 39** Recessed entry



**Figure 40** Awning or canopy



**Figure 41** Entry with awning and increased mass/decorative features

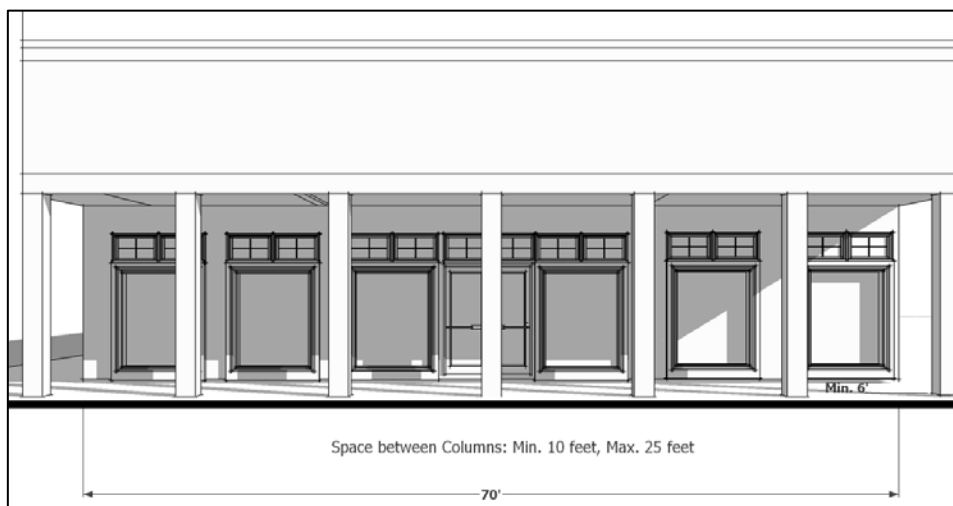


**Figure 42** Recessed entry with lighting and accent material



**Figure 43** Entry flanked by engaged columns and lighting

Standards	Applicability
<p><u>3. Transition areas. One of the following design elements (a or b) is required for buildings that span more than 75% of a city block or 350 feet. The City encourages smaller property owners to work together to collaboratively provide similar features in other areas.</u></p>	<p><u>CC only;</u> <u>Encouraged but not required in the TC or OHC</u></p>
<p><u>a. Arcades as defined in section 16.41.060 and that meet all of the following standards:</u></p> <p><u>(1) Front entries must be set back a minimum of 6' (clear) behind an arcade that is located at the front property line or the adjusted property line.</u></p> <p><u>(2) Spacing between columns and/or posts along building be a minimum of 10' (clear) and a maximum of 25' (clear). (See Figure 44)</u></p>	
<p><u>b. Courtyards or plazas that meet all of the following standards (see Figure 45):</u></p> <p><u>(1) Courtyards or plazas shall be located along the sidewalk-facing façade of the building within the front setback. Internal courtyards may be provided but will not satisfy these requirements.</u></p> <p><u>(2) Courtyard-facing facades shall include windows along a minimum of 50% of the length of the ground level courtyard-facing façade, and along 25% of the overall courtyard-facing wall area.</u></p> <p><u>(3) Courtyards/ plazas shall incorporate special paving (see Figure 46) and/or landscaping.</u></p> <p><u>(4) Courtyards/plazas shall provide seating, including but not limited to benches, tables, planter boxes, and other design elements.</u></p>	



**Figure 44** Arcades create a semi-public transition from the sidewalk to the building





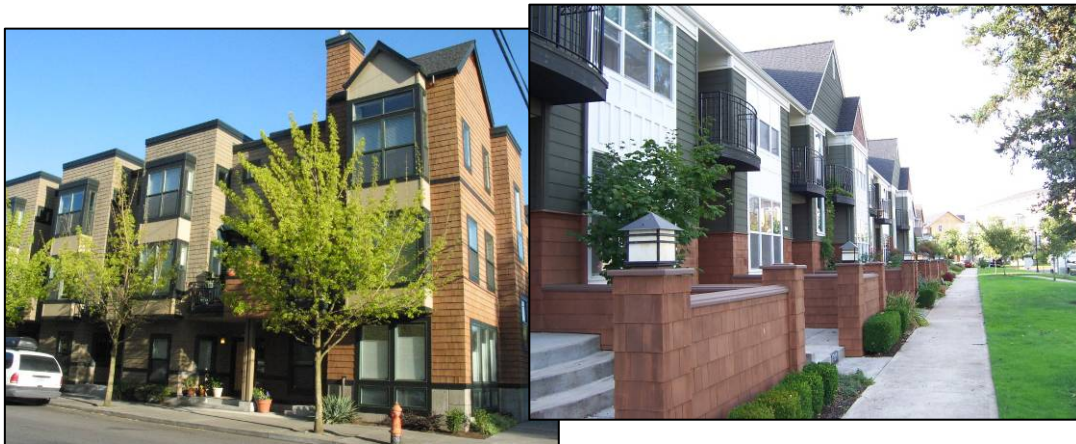
**Figure 45** Courtyards or plazas



**Figure 46** Entry with special paving

Standards	Applicability
<p><u>4. Additional standards for residential-only buildings.</u></p> <p><u>a. Weather protected entries. Residential only buildings with ground floor units must provide covered, weather-protected front entries for individual units on the ground floor. Weather-protected entries may take the form of awnings, canopies, or building overhangs such as eaves extending over front doors, covered front porches, or inset front doors (see Figure 47). Awnings or canopies must be a minimum of 5 feet deep.</u></p>	<p><u>TC</u></p>

<u>b. Entries or porches. Ground floor units in residential buildings shall include individual entry or porches for each unit which are oriented to the sidewalk.</u>	
<u>c. Connection to sidewalk. Ground floor residential units must include a direct, perpendicular pedestrian connection to the sidewalk.</u>	
<u>d. Lobby entrances. All lobbies leading to residential units must orient the principal lobby entrance to the sidewalk, and maintain a direct perpendicular connection to the sidewalk.</u>	
<u>e. Window coverage. Transparent windows shall be used along a minimum of 50% of the length of the ground-level primary and secondary street-facing façades, and along 50% of the overall street-facing wall area. Ground level walls include all exterior wall areas up to 10 feet above the finished grade.</u>	



**Figure 47** Residential development that conforms to design standards

## **B. Cohesive architectural elements standards.**

1. Intent. Build upon downtown Canby's traditional architectural vernacular by incorporating cohesive and repetitive architectural elements into the ground floor of street facing facades.

2. Design standards and applicability.

<u><b>Standards</b></u>	<u><b>Applicability</b></u>
<u>1. Architectural bays</u>	
<u>a. Bay divisions. Ground floors of commercial and mixed-use buildings shall be divided into distinct street-facing architectural bays that are no more than x feet on center. (See Figure 48). For the purpose of this standard, an architectural bay is defined as the zone between the centerlines of two columns. Applicants are</u>	<u>CC, TC: x=30;</u> <u>OHC: x=50</u>



<u>encouraged (but not required) to divide the ground floor into an odd (rather than even) number of architectural bays.</u>	
<u>b. Height of bays. For large single-story buildings (greater than 6,000 square feet), taller than 16 feet, design and decorative elements required in sections 3, 4 and 5 will extend to the top of the ground floor (i.e., just below the roof, cornice or parapet).</u>	<u>OHC</u>
<u>c. Design elements. Each architectural bay within a commercial or mixed-use building shall incorporate at least x of the following elements (see Figure 49):</u> <u>(1) Engaged columns or piers.</u> <u>(2) Transom windows over doorways.</u> <u>(3) Storefront cornice or beltcourse</u> <u>(4) Canopies, awnings, or overhangs provided along a minimum of 50 percent of the overall street-facing building length.</u> <u>(5) Storefront frieze or sign band.</u> <u>(6) Bulkheads.</u>	<u>CC: x=3;</u> <u>TC: x=2;</u> <u>OHC: x=2</u>
<u>d. Decorative accents. Each architectural bay within a commercial or mixed-use building shall incorporate at least x of the following elements (See Figure 50):</u> <u>(1) Projecting window sills (12 to 24 feet above grade).</u> <u>(2) Horizontal and vertical window mullions.</u> <u>(3) Building lighting (minimum of 2 lights), including wall sconces, pendants, gooseneck fixtures, or lighting recessed into awnings. Wall-mounted fluorescent lights and internally lit awnings are not permitted.</u> <u>(4) Medallions (minimum of 2).</u> <u>(5) Projecting or blade signs (8 to 12 foot clearance from bottom of sidewalk).</u>	<u>CC: x=3;</u> <u>TC: x=2;</u> <u>OHC: x=2</u>



**Figure 48** Illustration of replicating bays



**Figure 49** Design elements for bays



**Figure 50** Decorative accents in bays

### C. Integrated building façade standards.

1. Intent. Build upon Canby's traditional downtown architecture by creating an attractive and unified building façade that celebrates ground floor activities, the top of the building (where the edifice meets the sky), and everything in between.

2. Design standards and applicability.

<u>Standards</u>	<u>Applicability</u>
<u>1. Distinct base, middle, and top of building</u> <u>a. All buildings (regardless of height or number of stories) shall have a clear and distinct base, middle and top to break up vertical mass. (See Figure 51). Buildings must utilize horizontal bands and/or changes in color, material, form and/or pattern to differentiate the base, middle, and top of the building subject to the following requirements. These elements are required on all street facing facades and the side of the building on which the primary entrance is located if it does not face a street.</u>	<u>CC, TC, OHC</u>

<p><u>(1) Horizontal bands or other changes in pattern or material shall be a minimum of 8 inches high (the length of a standard brick), and must project a minimum of 3/4 to one inch from the building face.</u></p> <p><u>(2) Changes in building massing and form may also be used to differentiate a building's base, middle, and top. This may include architectural setbacks or projections, measuring a minimum of 3 inches (see Figure 52).</u></p>	
<u>2. Ground floor design elements</u>	
<p><u>a. The ground floor of the building shall range from 12 feet to 16 feet in height and shall be broken up into three distinct areas – a base/bulkhead, middle, and top (See Figure 53). This requirement applies to all street facing facades and the side of the building on which the primary entrance is located if it does not face a street.</u></p>	<p><u>CC, TC;</u>  <u>(commercial and mixed use buildings only)</u></p>
<p><u>b. Ground floor “bulkhead/base”. The “base” of the ground floor facade extends from the top of the finished grade or sidewalk to the bottom of the window sill. It shall contain at least x of the following elements (See Figure 54): This requirement applies to all street facing facades and the side of the building on which the primary entrance is located if it does not face a street.</u></p> <p><u>(1) Projected window sills, 12 to 24 inches above.</u></p> <p><u>(2) Bulkhead (the area directly below the projected window sill) should typically be constructed of concrete, brick, or stone. This element serves to anchor the facade to the ground, and with the exception of the entry door, this element usually extends the length of the elevation.</u></p>	<p><u>CC: x=2;</u>  <u>TC: X=1;</u>  <u>(commercial and mixed use buildings only)</u></p>
<p><u>c. Ground floor “middle”. The middle of the ground floor is typically comprised of storefront windows and shall contain at least x of the following elements (see Figure 55): This requirement applies to all street facing facades and the side of the building on which the primary entrance is located if it does not face a street.</u></p> <p><u>(1) Integrated horizontal and vertical window mullions.</u></p> <p><u>(2) Window plant box (minimum of one pair).</u></p> <p><u>(3) Decorative building light fixtures, sconces, or medallion (minimum of one pair).</u></p>	<p><u>CC: x=2;</u>  <u>TC: x=1;</u>  <u>(commercial and mixed use buildings only)</u></p>
<p><u>d. Ground floor “top”. For a multi-story building, the “top” of the ground floor facade is the area between the storefront and the upper stories of the building and shall contain at least x of the following elements (See</u></p>	<p><u>CC: x=3;</u>  <u>TC: x=2;</u>  <u>(commercial and mixed use buildings only)</u></p>

<p><u>Figure 56): This requirement applies to all street facing facades and the side of the building on which the primary entrance is located if it does not face a street.</u></p> <p><u>(1) A marquee or projecting or blade sign that extends in a minimum of 5 feet perpendicular manner from the building façade (the bottom of the marquee or sign shall be 8 to 12 feet above grade).</u></p> <p><u>(2) Sign frieze.</u></p> <p><u>(3) Storefront awning or canopy. The bottom of the awning or canopy shall be 8 to 12 feet above grade.</u></p> <p><u>(4) Storefront cornice or belt course.</u></p> <p><u>(5) Transom window(s).</u></p>	
<p><u>3. Middle of building design elements</u></p>	
<p><u>a. The middle of the building should be differentiated from the bottom and top by at least x of the following design elements (see Figure 57):</u></p> <p><u>(1) Residential windows, which are smaller than ground floor windows, and oriented vertically at a ratio of approximately 2:1. Individual vertical windows may be organized into larger window assemblies.</u></p> <p><u>(2) Balcony.</u></p> <p><u>(3) Step back.</u></p> <p><u>(4) Signage band.</u></p>	<p><u>CC: x=2;</u></p> <p><u>TC: x=1;</u></p> <p><u>(buildings of 2 or more stories only)</u></p>
<p><u>4. Top of building design elements.</u></p>	
<p><u>a. Roof forms may be flat or sloped. Requirements for chosen roof forms are as follows:</u></p>	<p><u>CC, TC, OHC</u></p>
<p><u>b. Flat roofs. All flat roofs shall employ a detailed, projecting cornice or projecting parapet to visually “cap” the building and meet all of the following requirements:</u></p> <p><u>(1) Cornices shall project horizontally a maximum of 3 feet (see Figure 58).</u></p> <p><u>(2) Parapets must be a minimum of 24 inches in height. Parapets must include a cornice, molding, trim, or variations in brick coursing (see Figure 59).</u></p> <p><u>(3) Cornices and parapets shall wrap around all sides of the building visible from any adjacent street or parking area.</u></p>	<p><u>CC; TC; OHC</u></p>
<p><u>c. Sloped roofs must meet all of the following requirements:</u></p> <p><u>(1) All sloped roofs shall provide a minimum 1-foot overhang.</u></p> <p><u>(2) All sloped roofs must have a minimum slope of 4:12 (see Figures 14 and 60).</u></p>	<p><u>CC; TC; OHC</u></p>
<p><u>d. Roof top gardens are encouraged on flat roofs, as they help to manage stormwater run-off that would</u></p>	<p><u>CC; TC; OHC</u></p>



otherwise go into storm sewers, and eventually rivers and streams. Roof gardens with plant materials that are visible from the sidewalk and the street are particularly encouraged. (See Figure 61).



**Figure 51** Example of distinct bottom, middle & top of building



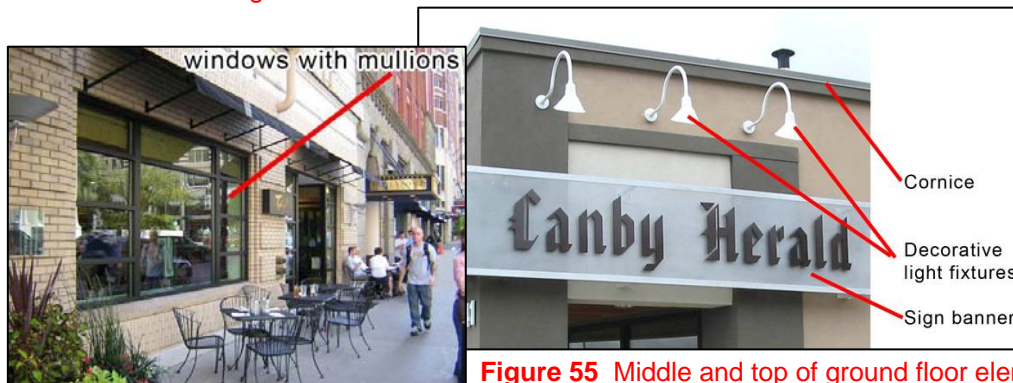
**Figure 52** Example of change in height of roofline or top of building



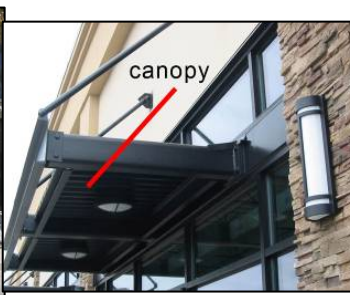
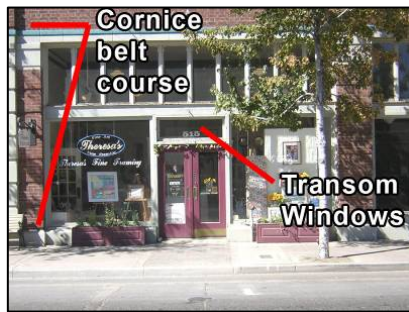
**Figure 53** Elements of the bottom of the building



**Figure 54** Building base elements



**Figure 55** Middle and top of ground floor elements



**Figure 56** Top of building elements and treatments



**Figure 57** Middle of building elements

**Figure 58** Cornice used on flat roof



**Figure 59** Parapet used on flat roof



**Figure 60** Varying sloped rooflines are used on this building



**Figure 61** Examples of rooftop gardens

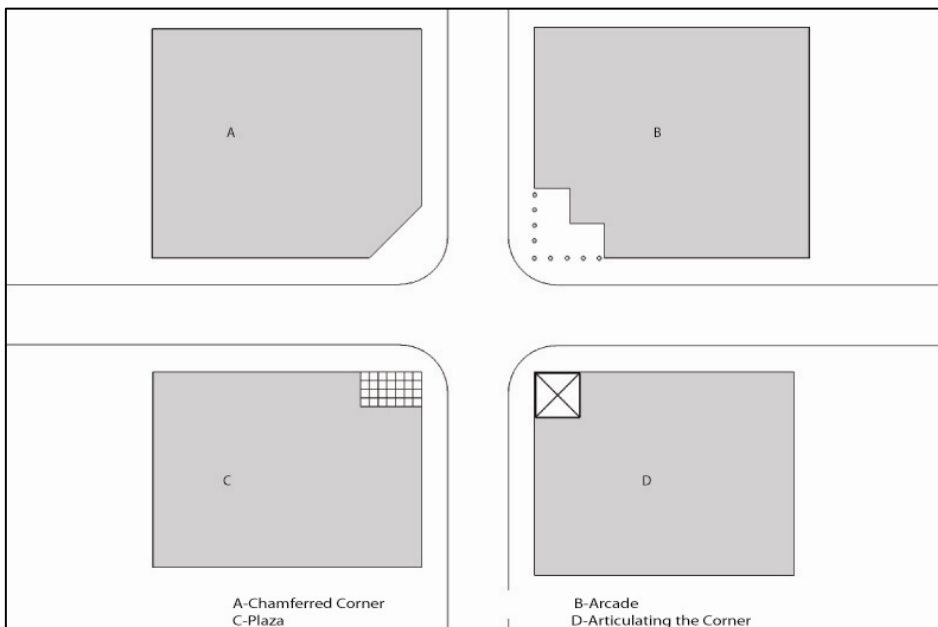


D. Corner intersection standards.

1. Intent. Create a strong architectural statement at street corners to create a strong identity. Establish visual landmarks and enhance visual variety.

2. Design standards and applicability.

<u>Standards</u>	<u>Applicability</u>
<u>1. Corners</u> <u>a. Commercial and mixed-use buildings located on corner lots must address the corner by employing one of the following:</u>  <u>(1) Chamfer the corner of the building (i.e., cut the building at a 45 degree angle for a minimum of 10 feet) (see Figure 62).</u> <u>(2) Incorporate an arcade at the corner as a way of creating a semi-public zone (see Figure 62).</u> <u>(3) Using special paving, plantings, or lighting, create a formal gathering space at the corner by notching the building so it operates as an extension of the sidewalk (see Figure 63).</u> <u>(4) Employ prominent architectural elements within 25 feet of the corner to highlight the corner of the building, such as increased building height or massing, turrets, cupolas, a pitched roof, or other prominent features (see Figure 63).</u>	<u>CC</u>



**Figure 62** Corner options





**Figure 63** Corner of building elements

### E. Materials standards.

1. Intent. Use building materials that evoke a sense of permanence and are compatible with Canby's business areas and the surrounding built environment.

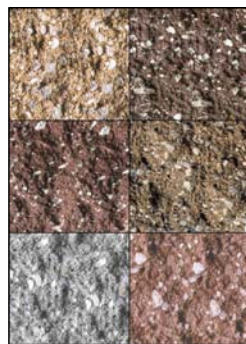
2. Design standards and applicability. Materials allowed in the CC, TC and OHC sub-areas are summarized in the following table in terms of primary, secondary and accent materials. Other materials may be permitted through the design review process described in Chapter 16.49.

<u>Standards</u>	<u>CC</u>	<u>TC</u>	<u>OHC</u>
<u>Primary materials – 70% or more of building façade, excluding windows and transparent doors.</u>	<u>Brick</u> <u>Stone</u> <u>Stucco/EIFS</u>	<u>Brick</u> <u>Stone</u> <u>Stucco/EIFS</u> <u>Wood siding</u> <u>Hardy Plank</u>	<u>Brick</u> <u>Stone</u> <u>Stucco/EIFS</u> <u>Wood siding</u> <u>Hardy Plank</u> <u>Split-face CMU</u> <u>Tilt-up concrete</u> <u>Spandrel glass curtain walls</u>
<u>Secondary materials – up to 25% of building façade, excluding windows and transparent doors.</u>	<u>Brick</u> <u>Stone</u> <u>Stucco/EIFS</u> <u>CMU (split and ground face)</u> <u>Concrete</u> <u>Wood siding</u> <u>Hardy Plank</u> <u>Spandrel glass curtain walls</u>	<u>Brick</u> <u>Stone</u> <u>Stucco/EIFS</u> <u>CMU (split and ground face)</u> <u>Concrete</u> <u>Wood siding</u> <u>Hardy Plank</u> <u>Spandrel glass curtain walls</u>	<u>Brick</u> <u>Stone</u> <u>Stucco/EIFS</u> <u>CMU (split and ground face)</u> <u>Concrete</u> <u>Wood siding</u> <u>Hardy Plank</u> <u>Spandrel glass curtain walls</u>

<u>Accent materials</u> – up to 10% of building façade, excluding windows and transparent doors.	<u>Brick</u> <u>Stone</u> <u>Stucco/EIFS</u> <u>CMU (split and ground face)</u> <u>Concrete</u> <u>Wood siding</u> <u>Hardy Plank</u> <u>Spandrel glass curtain walls</u> <u>Metal</u> <u>Ceramic tile</u> <u>Wood, vinyl and/or metal for trim</u>	<u>Brick</u> <u>Stone</u> <u>Stucco/EIFS</u> <u>CMU (split and ground face)</u> <u>Concrete</u> <u>Wood siding</u> <u>Hardy Plank</u> <u>Spandrel glass curtain walls</u> <u>Metal</u> <u>Ceramic tile</u> <u>Wood, vinyl and/or metal for trim</u>	<u>Brick</u> <u>Stone</u> <u>Stucco/EIFS</u> <u>CMU (split and ground face)</u> <u>Concrete</u> <u>Wood siding</u> <u>Hardy Plank</u> <u>Spandrel glass curtain walls</u> <u>Metal</u> <u>Ceramic tile</u> <u>Wood, vinyl and/or metal for trim</u>
<u>Roof materials (sloped roofs only)</u>	<u>Metal</u> <u>Wood shingles</u> <u>Tile</u>	<u>Metal</u> <u>Wood shingles</u> <u>Tile</u> <u>Asphalt shingles</u>	<u>Metal</u> <u>Wood shingles</u> <u>Tile</u>



Brick



Tinted CMU



Concrete



HardiPlank



Metal siding



Stone



Stucco



Wood siding

## F. Color palette

1. Intent. Use colors on buildings that are generally compatible with Canby's business areas and the surrounding built environment.

2. Design standards and applicability. Applicants are strongly encouraged to use colors from, or consistent with, the Sherwin-Williams Arts and Crafts color palette (i.e. with the same paint color codes). Additional information about this color palette is available from the City of Canby, Canby Business Development and/or the Sherwin-Williams Web site.

## EXPLANATION OF PROPOSED CODE CHANGES

16.49.010 – Site and Design Review Findings and Objectives. This code amendment adds an additional goal to the list of objectives for Chapter 16.49 concerning alternatives for composition of the Canby Design Review Board.

16.49.020 – Establishment of the Site and Design Review Board. This code amendment revises the Site and Design Review Board guidelines in order to allow for an alternative expanded composition of the Board, which could include up to four additional non-Planning Commission members.

16.49.025 – Establishment of a Site and Design Review Committee. This code amendment creates a new advisory-only body whose purpose would be to review and make comments on Site and Design Review applications.

16.49.035 – Application for Site and Design Review. This code amendment creates a new Type II Design Review application process, which would be in addition to the existing Type III application process. Where the existing Type III application is reviewed by the Planning Commission following a public hearing, the new Type II application would be reviewed by the Planning Director without an initial public hearing, and public notice would be provided to surrounding property owners and affected neighborhood associations, who would then have an opportunity to request a public hearing through the appeal process. Applications for design review inside the Downtown Canby Overlay District which meet all design standards would qualify to apply under the Type II procedure. All other design review applications would still be reviewed under the existing Type III procedure.

16.49.040 – Criteria and Standards. This code amendment adds new additional approval criteria specifically for development inside the Downtown Canby Overlay District.

16.49.120 – Parking Lot Landscaping Standards. This code amendment increases the percentage of parking lot landscaping required inside the Downtown Canby Overlay District from five percent to ten percent. This code amendment also adds a new requirement that all development must provide a minimum of 50 square feet of landscaping for each parking space in lots with 10 or more vehicular parking spaces, and requires that each interior landscaped area be a minimum of five feet wide unless the area is added to the required perimeter landscaping.

## Chapter 16.49

### SITE AND DESIGN REVIEW

#### Sections:

- 16.49.010 Findings and objectives.
- 16.49.020 Establishment of the Site and Design Review Board.
- 16.49.030 Site and design review plan approval requirements.
- 16.49.035 Application for Site and Design Review.
- 16.49.040 Criteria and standards.
- 16.49.050 Conditions placed on site and design review approvals.
- 16.49.060 Time limit on approvals.
- 16.49.065 Bicycle and pedestrian facilities.
- 16.49.070 Authority and intent.
- 16.49.080 General provisions for landscaping.
- 16.49.090 Specifications for tree and plant materials.
- 16.49.100 Landscaping installation and maintenance.
- 16.49.110 Landscape area credit for preservation of existing trees.
- 16.49.120 Parking lot landscaping standards.
- 16.49.130 Revegetation in unlandscaped areas.
- 16.49.140 Minor revisions to approved landscaped plans.
- 16.49.150 Parking lots or paving projects.

#### 16.49.010 Findings and objectives.

A. The City Council finds that excessive uniformity, dissimilarity, inappropriateness, or poor quality of design in the exterior appearance of structures and signs, and the lack of proper attention to site development and landscaping, in the business, commercial, industrial and certain residential areas of the city hinders the harmonious development of the city; impairs the desirability of residence, investment or occupation in the city; limits the opportunity to attain the optimum use and value of land and improvements; adversely affects the stability and value of property; produces degeneration of property in such areas with attendant deterioration of conditions affecting the peace, health and welfare of the city; and destroys a proper relationship between the taxable value of property and the cost of municipal services thereof.

B. The City Council declares that the purpose and objectives of site development requirements and the design review procedures are to:

1. Encourage originality, flexibility and innovation in site planning and development, including the architecture, landscaping and graphic design of said development.
2. Discourage monotonous, unsightly, dreary and inharmonious development.

3. Promote the city's natural beauty and visual character and charm by insuring that structures, signs and other improvements are properly related to their sites, and to surrounding sites and structures, with due regard to the aesthetic qualities of the natural terrain and landscaping, and that proper attention is given to exterior appearances of structures, signs and other improvements.
4. Protect and enhance the city's appeal to tourists and visitors and thus support and stimulate business and industry and promote the desirability of investment and occupancy in business, commercial and industrial properties.
5. Stabilize and improve property values and present blighted areas and thus increase tax revenue.
6. Achieve the beneficial influence of pleasant environments for living and working on behavioral patterns and thus decrease the cost of governmental services.
7. Foster civic pride and community spirit so as to improve the quality and quantity of citizen participation in local government and in community growth, change and improvement.
8. Sustain the comfort, health, tranquility and contentment of residents and attract new residents by reason of the city's favorable environment and thus promote and protect the peace, health, and welfare of the city.
9. Determine the appropriate yard setbacks, building heights, minimum lot sizes and sign sizes, when authorized to do so by city ordinance.

C. Alternatives for how the Design Review Board or a Design Review Committee is organized give the City the flexibility to use several options, including a Design Review Board that consists of Planning Commission members only, or a Board with a broader representation that can be expanded when appropriate. Provisions also allow for creation of a Design Review Committee which would be strictly advisory in nature.

#### **16.49.020 Establishment of the Site and Design Review Board.**

**A.** There is hereby established a Site and Design Review Board whose members, terms of office and manner of transacting business shall be as prescribed in the following subsections:

1. The Board shall be responsible for reviewing and commenting upon the following applications which may be directed to it through the development process: those portions of proposed site and design review plans which pertain to architectural features, applications concerning historic structures and sign applications. ~~The City Council may, by order, direct the Board to review and comment on other matters which the council determines are or may be within the Board's areas of expertise.~~ under the following circumstances:

- a. Where the applicant has elected not to go through an administrative (Type II) review process;
- b. Where the proposal does not meet the City's administrative (Type II) architectural design standards;
- c. Where administrative (Type II) design review standards do not exist for the project; or
- d. Where an administrative (Type II) design review decision has been appealed.

2. Other duties. The City Council may, by order, direct the Board to review and comment on other matters which the Council determines are or may be within the Board's areas of expertise.

23. Qualifications of Members. The Board shall consist of at least four and up to seven (7) members of the Canby City Planning Commission and one (1) member from the City Council, pro-tem (temporary) non-voting; and up to four additional individuals who represent interests or expertise related to development, architectural design, business or other viewpoints related to the design and development process. These provisions allow the Board to consist of Planning Commission members only, if desired.

34. Appointment and Term. For the purposes of this ordinance, it shall be the Planning Commission's responsibility to serve as the initial reviewing board for all site and design review applications. Members of the Planning Commission shall be appointed as required by section 16.06.030 of the Canby Municipal Code. Non-Planning Commission members shall be appointed by the City Council.

45. Vacancies and Removal. Vacancies on the Planning Commission and/or Design Review Board or removal of Planning Commission Design Review Board members shall be governed by section 16.06.030 of the Canby Municipal Code.

56. Chairman. The duly appointed chairman of the Planning Commission shall also serve as chairman for site and design review applications in accordance with Chapter 16.06 (Planning Commission) of the Canby Municipal Code. If the Planning Commission Chairperson serves on the Design Review Board. If the Planning Commission Chairperson does not serve on the Board, a Design Review Board Chairperson will be selected by a majority of Design Review Board members.

67. Voting. Four (4) members shall constitute a quorum for the transaction of business. A quorum for the transaction of business shall be a simple majority of Design Review Board members. The chairmanperson shall be counted to determine a quorum and shall have the same voting powers as other members of the Board. Each member shall have one (4) vote. A majority vote of the members shall be required for all Board actions.



**78. Meetings and Records.** The Board shall hold regular meetings ~~each month~~ as required. Site and design review applications will be reviewed as a regular agenda item.

**89. Rules.** The Board may adopt and amend rules to govern the conduct of its business, consistent with the provisions of this Code.

**16.49.025 Establishment of a site and design review committee.**

**A. The City Council may appoint a design review committee to provide additional guidance related to design review applications.**

**1. The committee shall be responsible for reviewing and commenting upon the following applications which may be directed to it through the development review process: those portions of proposed site and design review plans which pertain to architectural features, and applications concerning historic structures under the following circumstances:**

**a. Where the applicant has elected not to go through an administrative (Type II) review process;**

**b. Where the proposal does not meet the City's administrative (Type II) architectural design standards;**

**c. Where administrative (Type II) design review standards do not exist for the project; or**

**d. Where an administrative (Type II) design review decision has been appealed.**

**2. Nature of committee's review. The committee's review and recommendations are strictly advisory to Planning Department staff and the City's Design Review Board.**

**3. Qualifications of members. The Committee shall consist of at least five and up to seven members, including individuals who represent interests or expertise related to development, architectural design, business or other viewpoints related to the design and development process.**

**4. Appointment and term. Members of the Design Review Committee shall be appointed by the City Council, considering recommendations of the Planning Director.**

**5. Vacancies and removal. Vacancies on the Design Review Committee and removal of Design Review Committee members shall be approved by the City Council.**

6. Meetings and records. The committee shall hold regular meetings, which shall conform with all legal requirements of the Oregon public meetings law. Site and design review applications will be reviewed as a regular agenda item.

7. Rules. The committee may adopt and amend rules to govern the conduct of its business, consistent with the provisions of this Code and Oregon public meetings law.

**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. 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.

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

**h.** 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.

#### **16.49.035 Application for Site and Design Review**

~~Application procedures shall be as described in Chapter 16.89.~~

**A.** For projects in the Downtown Canby Overlay Zone, applicants may choose one of the following two processes:

**1.** Type II – If the applicant meets all applicable site and design review standards set forth in Chapters 16.41 and 16.49, applicant shall submit a Type II application for approval pursuant to the approval criteria set forth in 16.49.040.5; or

**2.** Type III – If the applicant proposes the use of alternative methods or materials to meet the intent of the site and design review standards set forth in Section 16.41.070, the applicant shall submit a Type III application for approval pursuant to the approval criteria set forth in 16.49.040.6. The applicant must still meet all applicable requirements of Chapter 16.49.

**B.** All other projects subject to site and design review approval pursuant to Section 16.49.030 are subject to the Type III procedural requirements set forth in Chapter 16.89. The applicant shall submit a Type III application for approval pursuant to the approval criteria set forth in 16.49.040.1 through 4.

#### **16.49.040 Criteria and standards.**

**1.** In review of a Type III Site and Design Review Application described in Section 16.49.035.B, ~~the~~ Board shall, in exercising or performing its powers, duties or functions, determine whether there is compliance with the following A through D, and with Criteria 4, 5, and 6 below:

**A.** The proposed site development, including the site plan, architecture, landscaping and graphic design, is in conformance with the standards of this and other applicable city ordinances insofar as the location, height and appearance of the proposed development are involved; and

**B.** The proposed design of the development is compatible with the design of other developments in the same general vicinity; and

**C.** The location, design, size, color and materials of the exterior of all structures and signs are compatible with the proposed development and appropriate to the design character of other structures in the same vicinity.

**D.** The Board shall, in making its determination of compliance with subsections B and C above, use the following matrix to determine compatibility unless this matrix is superseded by another matrix applicable to a specific zone or zones under this title. An application is considered to be compatible, in regards to subsections B, C, and D above, if a minimum of 65 percent of the total possible number of points (not including bonuses) are accumulated for the whole development.

~~**E.** It must be demonstrated that all required public facilities and services are available, or will become available through the development, to adequately meet the needs of the proposed development.~~

**2.** In review of a Type II Site and Design Review Application described in Section 16.49.035.A.1, the Planning Director shall, in exercising his powers, duties or functions, determine whether there is compliance with the DCO site and design review standards set forth in 16.41.070.A through F, and with Criteria 4, 5, and 6 below.

**3.** In review of a Type III Site and Design Review Application described in Section 16.49.035.A.2, the Board shall, in exercising or performing its powers, duties or functions, determine whether there is compliance with the INTENT of the DCO site and design review standards set forth in 16.41.070.A.1, 16.41.070.B.1, 16.41.070.C.1, 16.41.070.D.1, 16.41.070.E.1, and 16.41.070.F.1, and with Criteria 4, 5, and 6 below.

**24.** The Board shall, in making its determination of compliance with the above requirements, be guided by the objectives and standards set forth in this section. It must be demonstrated that all required public facilities and services are available, or will become available through the development, to adequately meet the needs of the proposed development. If the site and design review plan includes utility facilities or public utility facility, then the City Planner shall determine whether those aspects of the proposed plan comply with applicable standards.

**35.** The Board shall, in making its determination of compliance with the requirements set forth, consider the effect of its action on the availability and cost of needed housing. The Board shall not use the requirements of this section to exclude needed housing types. However, consideration of these factors shall not prevent the Board from imposing conditions of approval necessary to meet the requirements of this section. The costs of such conditions shall not unduly increase the cost of housing beyond the minimum necessary to achieve the purposes of this ordinance.

**46.** As part of the site and design review, the property owner may apply for approval to cut trees in addition to those allowed in Chapter 12.32, the city Tree Ordinance. The

granting or denial of said application will be based on the criteria in Chapter 12.32. The cutting of trees does not in and of itself constitute change in the appearance of the property which would necessitate application for site and design review.

**TABLE 16.49.040**

CRITERIA	POSSIBLE SCORES		
<b>Parking</b>			
Screening of loading facilities from public ROW: not screened = 0; partially screened = 1; full screening = 2	0	1	2
Landscaping (breaking up of expanse of asphalt)	0	1	
Parking lot lighting: No = 0; Yes = 1	0	1	
Location (behind the building is best): front = 0; side = 1; behind = 2	0	1	2
Number of parking spaces (% of min.) [x.120% / 100%-120% / x=100%]	0	1	2
<b>Traffic</b>			
Distance of access to intersection [x<70' / 70'-100' / x>100']	0	1	2
Access drive width (% of minimum) [x<102% or x>150% / 120%-150%]	0	1	
Pedestrian access from public sidewalk to building [1 entrance connected = 0; all entrances connected = 2]	0		2
Pedestrian access from parking lot to building: No walkways = 0; Walkway next to building = 1; no more than one undesignated crossing of access drive and no need to traverse length of access drive = 2.	0	1	2
<b>Tree Retention</b>			
For trees outside of the building footprint and parking/access areas (3 or more trees): No arborist report = 0; follows <50% of arborist recommendation = 1; follows 50%-75% of arborist report = 2; follows 75% of arborist report = 3.	0	1	2   3     
Replacement of trees removed that were recommended for retention: x < 50% = 0; x > 50% = 1	0	1	
<b>Signs</b>			
Dimensional size of sign (% of maximum permitted). X>75% = 0; 50%-75% = 1; x<50% = 2	0	1	2
Similarity of sign color to building color: No = 0; Some = 1; Yes = 2	0	1	2
Pole sign: Yes = 0; No = 1	0	1	
Location of sign: x > 25' from driveway entrance = 0; within 25' of entrance = 1	0	1	
<b>Building Appearance</b>			
Style (architecture): not similar = 0; similar to surrounding = 1 or 2	0	1	2
Color (subdued and similar is better): Neither = 0; similar <u>or</u> subdued = 1; similar <u>and</u> subdued = 2	0	1	2
Material: concrete or wood or brick is better	0	1	
Size (smaller is better): over 20,000 sq ft = 0; under 20,000 sq ft = 1	0	1	
<b>Types of Landscaping</b>			
# of non-required trees: x<1 per 500 sq ft of landscaping = 0; 10 or more per 500 sq ft of landscaping = 1	0	1	
Amount of grass: <25% = 0; 25%-50% = 1; x>50% = 2	0	1	2
Location of shrubs: foreground = 0; background = 1	0	1	
Automatic irrigation: No = 0; Yes = 4	0		4

<b>Bonus Points</b>			
2 or more trees at least 3" in caliper		1	2
Park/open space retention for public use		1	2
Trash receptacle screening		1	

**16.49.050 Conditions placed on site and design review approvals.**

1. A site and design review approval may include restrictions and conditions. These restrictions and conditions shall be reasonably conceived to:

- A. Protect the public from the potentially deleterious effects of the proposal; and/or
- B. Fulfill the need for services created, increased or in part attributable to the proposal; and/or
- C. Further the implementation of the requirements of the Canby Municipal Code.

2. The following types of conditions are specifically contemplated by subsection (1) of this section, and the listing below is intended to be illustrative only and not to be construed as a limitation of the authority granted by this section.

A. Development Schedule. A reasonable time schedule may be placed on construction activities associated with the proposed development, or any portion thereof.

B. Dedications, Reservation. Dedication or reservation of land, or fee in lieu thereof for park, open space purposes, rights-of-way, bicycle or pedestrian paths, green way, riverbank or easements; the conveyance of title or easements to a homeowners' association.

C. Construction and Maintenance Guarantees. Security from the property owners in such an amount that will assure compliance with approval granted.

D. Plan Modification. Changes in the design or intensity of the proposed development, or in proposed construction methods or practices, necessary to assure compliance with this ordinance.

E. Off-Site Improvements. Improvements in public utility facilities not located on the project site where necessary to assure adequate capacity and where service demand will be created or increased by the proposed development. The costs of such improvements may be paid for in full while allowing for recovery of costs from users on other development sites, or they may be pro-rated to the proposed development in proportion to the service demand projected to be created on increases by the project.

F. Other Approvals. Evaluation, inspections or approval by other agencies, jurisdictions, public utilities or qualified consultants may be required for all or any part of the proposed development.

**G. Access Limitation.** The number, location and design of street accesses to a proposed development may be limited or specified where necessary to maintain the capacity of streets to carry traffic safely, provided that sufficient access to the development is maintained.

**16.49.055**

(Ord. 1019 section 4, 1999; del. by Ord. 1111, 2003)

**16.49.060 Time limit on approval.**

Site and Design Review Board approvals shall be void after twelve (12) months unless:

1. A building permit has been issued and substantial construction pursuant thereto has taken place, as defined by the state Uniform Building Code; or
2. The Planning Department finds that there have been no changes in any ordinances, standards, regulations or other conditions affecting the previously approved project so as to warrant its resubmittal.

**16.49.065 Bicycle and pedestrian facilities.**

Developments coming under design review shall meet the following standards:

**A.** The internal walkway system shall be extended to the boundaries of the property to adjoining properties developed or zoned for commercial, public, or multi-family uses. The walkway shall connect to an existing walkway system on adjoining property or be located so as to provide for development of a logical connection in the future when the adjoining property is developed or redeveloped.

**B.** On-site facilities shall be provided to accommodate safe and convenient pedestrian and bicycle access within new subdivisions, multi-family developments, planned development, shopping centers, and commercial districts, and connecting to adjacent residential areas and neighborhood activity centers. Residential developments shall include streets with sidewalks and accessways.

**C.** For new office parks and commercial development:

1. At least one sidewalk connection between the proposed development and each abutting commercial or office property shall be provided. One connection shall also be provided to each neighborhood.
2. Walkways shall be provided to the street for every 300 feet of developed frontage.
3. Walkways shall be direct with minimal driveway crossings.
4. Walkways shall be linked to the internal circulation of the building.
5. Walkways shall be at least five feet wide and shall be raised, have curbing, or have different paving materials when crossing driveways.



**16.49.070 Authority and intent.**

The purpose of this section is to establish standards for landscaping within the City of Canby in order to enhance the environmental and aesthetic quality of the city:

1. By encouraging the retention and protection of existing trees and requiring the planting of trees in new developments;
2. By using trees and other landscaping materials to temper the effects of the sun, wind, noise and air pollution;
3. By using trees and other landscaping materials to define spaces and uses of the specific areas;
4. Through the use of trees and other landscaping materials as a unifying element within the urban environment; and
5. By considering solar access conditions.

**16.49.080 General provisions for landscaping.**

1. The standards set forth in this section are minimum standards for landscaping.
2. The minimum area requirement for landscaping for developments coming under design review shall be the percentage of the total land area to be developed as follows:
  - A. Fifteen (15) percent for all industrial and commercial zones (except the Downtown-Commercial zone, but including the Commercial-Residential zone).
  - B. Seven and one-half (7.5) percent for the Downtown-Commercial zone.
  - C. Thirty (30) percent for all residential zones.
3. Trees and other plant materials to be retained shall be identified on the landscape plan. The Site and Design Review Board encourages the retention, to the extent practicable, of existing healthy trees.
4. During the construction process:
  - A. The owner or the owner's agent shall provide above and below ground protection for existing trees and plant materials identified to remain.
  - B. Trees and plant materials identified for preservation shall be protected by chain link fencing placed around the tree, at the drip line.
  - C. If it is necessary to fence within the drip line, such fencing shall be specified by a qualified arborist, nurseryman or landscape architect.

**D.** Neither top soil storage nor construction material storage shall be located within the drip line of trees designated to be preserved.

**E.** Where site conditions make necessary grading, building, paving, trenching, boring, digging, or other similar encroachment upon a preserved tree's drip line area, such grading, paving, trenching, boring, digging or similar encroachment shall only be permitted under the direction of a qualified arborist, nurseryman or landscape architect. Such direction must assure that the health needs of trees within the preserved area can be met.

**F.** Tree root ends shall not remain exposed.

**5.** Landscaping under preserved trees shall be compatible with the retention and health of said trees.

**6.** When it is necessary for a preserved tree to be moved in accordance with the Tree Ordinance, the landscaped area surrounding said tree or trees shall be maintained and replanted with trees which relate to the present landscape plan, or if there is no landscaping plan, then trees which are complimentary with existing, nearby landscape materials.

**7.** Any required landscaped area shall be designed, constructed, installed and maintained so that within three (3) years, the ground shall be covered by living grass or other plant material. (The foliage crown of trees shall not be used to meet this requirement.) A maximum of five percent of the landscaped area may be covered with bark chips, mulch, or other similar materials. A maximum of five percent of the landscaped area may be covered with rock, stones, walkways, or other similar material acceptable to the Board. Required sidewalks shall not be used to meet the landscaping requirements. Plant size and spacing shall follow the Oregon Department of Transportation standards.

**8.** All trees and plant materials shall be healthy, disease-free, damage-free, well-branched stock, characteristic of the species.

**9.** Landscaping shall be installed in accordance with the provisions of the most recent edition of the Sunset Western Garden Book.

**10.** The following guidelines are suggested to insure the longevity and continued vigor of plant materials:

**A.** Select and site permanent landscape materials in such a manner as to produce a hardy and drought-resistant landscaped area.

**B.** Consider soil type and depth, spacing, exposure to sun and wind, slope and contours of the site, building walls and overhangs, and compatibility with existing native vegetation preserved on the site or in the vicinity.

11. All plant growth in landscaped areas of developments shall be controlled by pruning, trimming or otherwise, so that:

- A. It will not interfere with designated pedestrian or vehicular access; and
- B. It will not constitute a traffic hazard because of reduced visibility.
- C. It will not hinder solar access considerations.

12. After completion of site grading, topsoil is to be restored to exposed cut and fill areas to provide a suitable base for seeding and planting.

13. All planting areas shall be graded to provide positive drainage.

14. Neither soil, water, plant materials nor mulching materials shall be allowed to wash across roadways or walkways.

**16.49.090 Specifications for tree and plant materials.**

1. Deciduous Trees. Deciduous shade and ornamental trees shall be a minimum of two inch (2") caliper, measured six inches (6") above ground, balled and burlapped. Bareroot trees will be acceptable to plant during their dormant season. Trees shall be well branched and characteristically shaped specimen.

2. Coniferous Trees. Coniferous trees shall be a minimum five feet (5') in height above ground, balled and burlapped. Trees shall be well branched and characteristically shaped specimen.

3. Evergreen and Deciduous Shrubs. Evergreen and deciduous shrubs shall be at least one (1) to five (5) gallon size. Shrubs shall be characteristically branched. Side of shrub with best foliage shall be oriented to public view.

4. Ground covers. Ground covers shall be fully rooted and shall be well branched or leafed.

5. Lawns. Lawns shall consist of grasses, including sod, or seeds of acceptable mix within the local landscape industry. Lawns shall be 100 percent coverage and weed free.

**16.49.100 Landscaping installation and maintenance.**

1. Except as allowed by subsection (2), all landscaping and exterior improvements required as part of the site and design review approval shall be completed prior to the issuance of any certificate of occupancy.

2. A temporary certificate of occupancy may be issued prior to the complete installation of all required landscaping and exterior improvements if security equal to 110 percent of the cost of the landscaping and exterior improvements, as determined by the Site and Design Review Board or City Planner, is filed with the city, assuring

such installation within a time specified by the Board, but not to exceed six (6) months after occupancy. The applicant shall provide the cost estimates of landscaping materials and installation to the satisfaction of the Site and Design Review Board, City Planner, or city forester, prior to approval of the security. Security may consist of a faithful performance bond payable to the City of Canby, cash, certified check, time certificate of deposit, or assignment of a savings account; and the form shall meet with the approval of the City Attorney. If the installation of the landscaping or other exterior improvements is not completed within the period specified by the Board or City Planner, the security may be used by the city to complete the installation. Upon completion of the installation, any portion of the remaining security deposited with the city shall be returned. The final landscape and exterior improvement inspection shall be made prior to any security being returned. Any portion of the plan not installed, not installed properly, or not properly maintained shall cause the inspection to be postponed until the project is completed, or shall cause the security to be used by the city.

3. All landscaping approved through the site and design review process shall be continually maintained, including necessary watering, weeding, pruning and replacement, in a manner substantially similar to that originally approved by the Site and Design Review Board, unless later altered with Board approval.

#### **16.49.110 Landscape area credit for preservation of existing trees.**

1. Policy. It being the policy of the City of Canby to preserve existing trees wherever possible within its city limits, a system of landscape area credits is hereby established as an incentive for property owners and developers to preserve existing trees and to include them in the landscape plan for a proposed development.

2. Landscape Credit.

- A. Program for Landscape Credit. One hundred percent (100%) of the area preserved under any tree or group of trees retained in the landscape (as approved by the Site and Design Review Board) may apply directly to the percentage of landscaping required for a development.

- B. Limit to Landscape Area Credit. Landscape credit for preserved trees shall not eliminate or reduce the landscaping requirements pertaining to parking lots, buffering, and screening. Furthermore, such credits shall not reduce the total landscaping requirements more than 40 percent (i.e., districts requiring 15 percent landscaping shall not be reduced to less than 9 percent).

- C. Trees Near a Property Line:

- i. When the drip line of a tree extends beyond the owner's property line, credit can be granted for that portion of the drip line within the property line if that area exceeds 75 percent of the total drip line area. Trees so close to the property line that their drip line area is less than 75 percent of the total, can only be given credit if a qualified arborist, nurseryman or landscape architect can assure the

survival of the tree and its long term health if root damage is sustained by future development on the adjacent property.

ii. Where trees have been preserved near a property line, such that the drip line of the tree spreads onto adjacent property, credit can be obtained by the adjacent property owner for protection of the drip line area that extends onto that adjacent property.

#### **16.49.120 Parking lot landscaping standards.**

1. General Provisions. In addition to the objectives stated in section 2 of this ordinance, goals of parking lot standards are to create shaded areas in parking lots to reduce glare and to enhance the visual environment. The design of the parking area shall be the responsibility of the developer and should consider visibility of signage, traffic circulation, comfortable pedestrian access, and aesthetics. Trees shall not be cited as a reason for applying for or granting a variance on placement of signs.

2. Application. Parking lot landscaping standards shall apply to any surface passenger vehicle parking area of ten (10) spaces or more, or to any paved vehicular use area 3,500 square feet or larger on the same tax lot or on contiguous tax lots under common ownership. Any paved vehicular area which is used specifically as a utility storage lot or a truck loading area shall be exempt from landscaping requirements within a parking lot.

3. Landscaping Within a Parking Lot. **A.** Area within a parking lot shall include the paved parking and maneuvering area, as well as any paved area within ten (10) feet of any exterior face of curb surrounding the paved parking and maneuvering area.

**B. Each interior landscaped area shall be a minimum of five feet wide, unless the area is added to the required perimeter landscaping.**

4. Computing Minimum Area Required to be Landscaped Within a Parking Lot. Minimum area required to be landscaped within a parking lot shall be as follows:

**A.** Fifteen (15) percent for all residential, industrial, and commercial zones (except the ~~Downtown-Commercial Zone, but including the Commercial-Residential Zone~~ **as provided below in subsections B and C**).

**B.** Five (5) percent for the Downtown-Commercial Zone for any off-street parking spaces provided.

**C. Ten (10) percent for the Core Commercial (CC) sub-area of the Downtown Canby Overlay Zone for any off-street parking spaces provided, except as follows: For parking lots with 10 or more spaces and two or more drive aisles, there shall be a minimum of 50 square feet of interior landscaping for each parking space provided.**

The area landscaped to meet minimum parking lot interior landscaping requirements shall be located within ten (10) feet of the parking lot area.

**5. Trees Required Within Parking Lots.** Deciduous, evergreen and/or shade trees shall be planted within all parking lots and shall be distributed on the basis of one (1) tree for each eight (8) parking spaces or 2,800 square feet of paved vehicular-use area, whichever is greater. The Site and Design Review Board explicitly encourages the use of planter islands with trees for landscaping parking lots.

**6. Criteria for Trees in Parking Lots.** Deciduous, evergreen and/or shade trees shall meet the following criteria:

**A.** Reach a mature height of twenty (20) to thirty (30) feet.

**B.** Cast moderate to dense shade in summer.

**C.** Long lived, i.e., over sixty (60) years.

**D.** Do well in an urban environment:

**i.** pollution tolerant; and

**ii.** tolerant of direct and reflected heat.

**E.** Require little maintenance:

**i.** mechanically strong;

**ii.** insect and disease resistant; and

**iii.** require little pruning.

**F.** Be resistant to drought conditions.

**G.** Be barren of fruit production.

**7. Size of Landscape Planter Islands:**

**A.** Landscape planter islands containing trees shall have a minimum planting area of twenty-five (25) square feet; shall have a minimum width of forty-eight (48) inches measured from back of curb; and shall be designed so as to prevent vehicular damage to trees. (Curb height to be six (6) inches minimum.)

**B.** Sidewalks shall not encroach upon the minimum planting width.

**8. Perimeter of Parking and Loading Areas:**



A. Screening of parking and loading areas is required. Within three (3) years of planting, screening shall be of such height and density as to shield vehicle headlights from head-on visibility.

B. In addition, one (1) deciduous, evergreen and/or shade tree shall be planted every forty (40) feet, minimum, along the required setback of the vehicular use area.

9. Irrigation System or Available Water Supply Required. Landscaped areas shall be provided with automatic irrigation systems or a readily available water supply with at least one (1) outlet located within 150 feet of all plant materials to be maintained.

**16.49.130 Revegetation in unlandscaped areas.**

The purpose of this section is to ensure erosion protection for those areas which are not included within the landscape percentage requirements so that eventually native plants will re-establish themselves, and so that trees will not be lost due to uncontrolled erosion.

A. Replanting. Where natural vegetation has been removed or damaged through grading in areas not affected by the landscaping requirement and that are not to be occupied by structures or other improvements, such areas shall be replanted with materials approved by the Site and Design Review Board.

B. Plant materials shall be watered at intervals sufficient to assure survival and growth for a minimum of two (2) growing seasons.

**16.49.140 Minor revisions to approved landscaped plans.**

Minor revisions (less than 10 percent of the landscaped area) to the approved landscaped plans shall be reviewed and approved by the City Planner. The City Planner shall report any minor revisions to the Site and Design Review Board at the next available Board meeting.

**16.49.150 Parking lots or paving projects.**

All new paving or parking lot projects which create over 2,500 square feet of impervious surface and any new paving added to existing paving areas which creates a total of more than 2,500 square feet of impervious surface must meet City storm drainage requirements, parking lot landscaping standards and the drainage and access standards of the Oregon Department of Transportation (if applicable). Applicants for such paving projects must submit an application to the Planning Department. Application procedures shall be as described in Chapter 16.89.



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

**TO:** *Honorable Mayor Thompson and City Council*  
**FROM:** *Sue Engels, Finance Director*  
**DATE:** *September 9, 2008*  
**THROUGH:** *Mark C. Adcock, City Administrator*

---

Issue: Resolution transfer of appropriations in Swim Center Levy fund from Contingency to Building Improvements in Capital Outlay.

Synopsis: Due to the unanticipated need for major repairs to the air conditioning system and the filtration system at the swim center, the amount budgeted for capital outlay will be overspent before year end. A transfer of \$5,000 in appropriations from contingency to capital outlay will prevent the overspending of a budget category.

Recommendation: Approval of Resolution 1006

Attached: Resolution 1006

**RESOLUTION NO. 1006**

**A RESOLUTION AUTHORIZING TRANSFER OF APPROPRIATIONS FROM AN EXISTING CATEGORY TO ANOTHER EXISTING CATEGORY WITHIN THE SWIM CENTER LEVY FUND.**

**WHEREAS**, the City's expenditures in the Capital category in the Swim Center Levy Fund will have exceeded appropriations for those categories by year end due to unexpected major repairs to the air conditioning system and filtration system; and

**WHEREAS**, the Swim Center Levy Fund has budgeted a Contingency of \$50,000 to cover unanticipated needed repairs; and

**WHEREAS**, the City wishes to keep expenditures within authorized appropriations for all funds,

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

Section 1. The City Administrator shall transfer or caused to be transferred the following appropriation.

**FROM**

**TO**

**SWIM CENTER LEVY FUND**

Contingency                      5,000

**SWIM CENTER LEVY FUND**

Capital, Building Improvements                      5,000

This resolution shall take effect on September 17, 2008.

**ADOPTED** by the Canby City Council at a regular meeting thereof on September 17, 2008.

---

Melody Thompson, Mayor

ATTEST:

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Kimberly Scheafer, CMC  
City Recorder Pro-Tem

## **ORDINANCE 1294**

### **AN ORDINANCE AMENDING TITLE 16 OF THE CANBY MUNICIPAL CODE CONCERNING ANNEXATION CRITERIA**

**WHEREAS**, amendments to Canby's Land Development and Planning Ordinance concerning annexations are needed to ensure consistency, functionality, and legality; and

**WHEREAS**, the Planning Commission, after providing appropriate public notice, conducted a joint public hearing with the Canby City Council on August 25, 2008 to consider proposed set of Text Amendments to the annexation criteria, during which the citizens of Canby were given the opportunity to present testimony on these proposed changes; and

**WHEREAS**, the Planning Commission found that the standards and criteria of section 16.88.160 of the Land Development and Planning Ordinance, concerning Text Amendments, were met, and unanimously recommended approval to the City Council after making certain modifications; and

**WHEREAS**, the City Council, in its meeting on September 3, 2008, reviewed the Planning Commission's recommendations and findings of fact regarding the subject amendments, and concluded that the Planning Commission's findings of fact and Text Amendments were appropriate; now therefore

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

- 1) The City Council hereby adopts the Planning Commission's Findings of Fact, as detailed in Exhibit A, and approves Text Amendment 08-03; and
- 2) Title 16, the Land Development and Planning Ordinance of the City of Canby, is modified as detailed in Exhibit B.

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, September 3, 2008 and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular meeting thereof on Wednesday, September 17, 2008, commencing at the hour of 7:30 P.M. in the Council Meeting Chambers located at 155 NW 2<sup>nd</sup> Avenue in Canby, Oregon.

---

Kimberly Scheafer, CMC  
City Recorder Pro-Tem

**2nd Reading**

**PASSED** on the second and final reading by the Canby City Council at a regular meeting thereof on September 17, 2008 by the following vote:

YEAS\_\_\_\_\_

NAYS\_\_\_\_\_

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

ATTEST:

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

**2nd Reading**

## **ORDINANCE NO. 1295**

**AN ORDINANCE AUTHORIZING THE MAYOR AND/OR CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH FEENEY WIRELESS OF EUGENE, OREGON FOR TEN (10) LAPTOP COMPUTERS AND ASSOCIATED EQUIPMENT INCLUDING HARDWARE AND SOFTWARE FOR THE CANBY POLICE DEPARTMENT; AND DECLARING AN EMERGENCY.**

**WHEREAS**, the City of Canby wishes to purchase laptop computers for use in its police patrol vehicles, and

**WHEREAS**, the cost of the computers will be paid from funds budgeted and approved for this purpose in the 2008-2009 fiscal year budget; and

**WHEREAS**, in accordance with ORS Chapter 279 and Canby Public Purchasing Rules as set forth in Ordinance No. 1170 and Resolution No. 897, three written bids were obtained for the laptops:

1. Feeney Wireless of Eugene, OR	\$52,523.52
2. Group Mobile of Chandler, AZ	\$52,840.00
3. Portable Computer Systems of Denver, CO	\$54,798.50

**WHEREAS**, Feeney Wireless submitted the lowest quote of \$52,523.52 for the laptop computers; and

**WHEREAS**, the City Council meeting and acting as the Contract Review Board for the City of Canby has reviewed this quote, reviewed the staff report and believes it to be in the best interest of the City to contract with Feeney Wireless of Eugene, Oregon to purchase the laptop computers; and

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

Section 1. The Mayor and/or City Administrator are hereby authorized and directed to make, execute and declare in the name of the City of Canby and on its behalf, an appropriate contract with Feeney Wireless of Eugene, Oregon to purchase ten (10) laptop computers for the Canby Police Department for a total of \$52,523.50.

Section 2. In so much as it is in the best interest of the citizens of the City of Canby, Oregon to provide the Canby Police Department with the laptop computers without further delay, and to better serve the citizens of Canby, an emergency is hereby declared to exist and this ordinance shall therefore take effect immediately upon its enactment after final reading.

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting thereof on September 3, 2008, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular meeting thereof on September 17, 2008, commencing at the hour of 7:30 P.M. in the Council Meeting Chambers at 155 NW 2<sup>nd</sup> Avenue in Canby, Oregon.

---

Kimberly Scheafer, CMC  
City Recorder - Pro Tem

**PASSED** on second and final reading by the Canby City Council at a regular meeting thereof on the 17<sup>th</sup> day of September, 2008, by the following vote:

YEAS \_\_\_\_\_

NAYS \_\_\_\_\_

---

Melody Thompson, Mayor

**ATTEST:**

---

Kimberly Scheafer, CMC  
City Recorder - Pro Tem



## Sample Model Letter of Support for French Prairie Bridge by Local Government

Memo \_\_\_\_\_, 2008

To: Whom It May Concern

From: \_\_\_\_Name\_\_\_\_, \_\_\_\_Title\_\_\_\_

RE: **Support for “French Prairie Bridge” over Willamette River at Wilsonville, Oregon**

Our local government, \_\_\_\_\_, supports in concept development of the proposed French Prairie Bridge over the Willamette River at Wilsonville, Oregon.

The French Prairie “bike-ped-emergency” Bridge is designed to serve as both a primary route for pedestrians and bicyclists and as a bypass for emergency responders when the Interstate-5 “Boone Bridge” over the Willamette River is closed due to a highway incident or other disaster.

The French Prairie Bridge reestablishes a missing, historic link between the Portland metro region to the north and French Prairie area of the northern Willamette Valley to the south that once was served by the Boones Ferry crossing. The French Prairie Bridge connects the metro regional Tonquin Trail now under development with the Champoeg Trail and to the Willamette Valley Scenic Bikeway, thereby linking Oregon’s largest city with the entire regional trail and bikeway system that traverses the Willamette Valley south to Eugene.

The French Prairie Bridge permits safe passage across the Willamette River for both bicyclists and pedestrians, who otherwise risk personal safety if they try to cross over the heavily trafficked I-5 Boone Bridge. The French Prairie Bridge is the only safe bike-ped crossing over the Willamette River located within a 30-mile (48 km) stretch between Newberg and Oregon City.

As the area’s population continues to grow and I-5 traffic congestion worsens, the French Prairie Bridge provides an alternative transportation opportunity for North Willamette Valley commuters bound for the Portland region to use the new Washington County commuter rail known as WES, or Westside Express Service, where they are also able to connect with Tri-Met’s MAX light-rail system.

The French Prairie Bridge offers recreational and economic-development opportunities that promote agricultural operations and preserve historic cultural uses of the significant French Prairie region, birthplace of Oregon’s statehood. In particular, linking Portland with the Willamette Valley for pedestrians and bicyclists creates a number of tourism-development opportunities featuring French Prairie, the Willamette River Greenway, Champoeg State Heritage Park and “Oregon Wine Country.”

Currently, when traffic incidents occur near the Boone Bridge in Wilsonville, I-5 and the entire surrounding freeway system can shut-down for hours. With an average daily traffic volume of 120,000 vehicles, this crucial West Coast interstate corridor—also a predominant truck freight route—can become a regional bottleneck, impacting traffic throughout the Portland metro and North Willamette Valley regions. The French Prairie Bridge would serve as a rapid-incident, emergency response system, allowing authorized vehicles access to an incident on the freeway. The bridge gives ODOT and other responsible authorities the ability to clean-up faster; and police, fire, and other emergency vehicles have better access to incidents on either side of the Willamette River when the I-5 Boone Bridge is shut down.

For a number of crucial transportation, recreational and economic-development issues, \_\_\_\_\_ supports funding and development of the proposed French Prairie Bridge.

# French Prairie

## Bike-Ped-Emergency Bridge



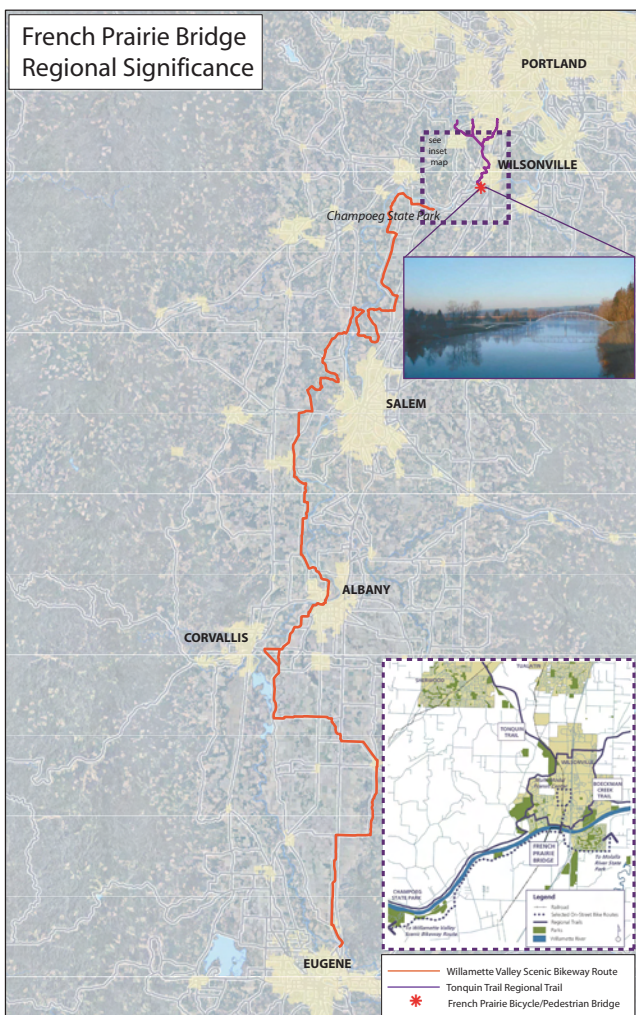
WILSONVILLE, OREGON

### *Reconnecting the missing, historic Willamette River link of the Portland area with the Willamette Valley*

#### Key Attributes of the Proposed French Prairie Bridge at Wilsonville

- **Historic route reestablished at Boones Ferry crossing**, linking the French Prairie region of the north Willamette Valley to the greater Portland metro area.
- **Safe bicycle and pedestrian access** across the Willamette River without the hazards of using I-5.
- **Improved connectivity** between the Willamette Valley Scenic Bikeway and new Portland area Tonquin Trail.
- **Emergency access** to highway accidents for police, fire and safety vehicles responding to incidents occurring on I-5.
- **Tourism development opportunities** featuring French Prairie, the Willamette River Greenway, Champoeg State Heritage Park and "Oregon Wine Country."
- **Practical, cost-effective** transportation solution with multiple public benefits.

For more information, contact the City of Wilsonville,  
Public & Government Affairs Section at 503-570-1505  
Council Packet 104 of 139







# French Prairie

## Bike-Ped-Emergency Bridge

WILSONVILLE, OREGON

### Critical Historical Transportation Link Restoration

The French Prairie Bridge will provide the missing link to restore a seamless, non-highway connection between Portland and Eugene. The bridge will link the metro regional Tonquin Trail with the Champoe Trail, and to the Willamette Valley Scenic Bikeway. Building the French Prairie Bridge will connect the Portland metropolitan area to the entire regional trail system of the Willamette Valley.

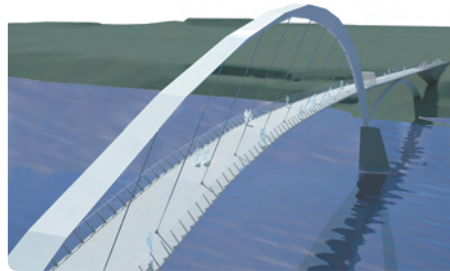
#### Regional Trail Connections



The proposed location of the French Prairie Bridge is at the site of Boones Ferry, which operated from 1847 to 1954. Founded by the grandson of famous explorer Daniel Boone, the ferry and Boones Ferry Road were key components of a major land-based thoroughfare in pioneer times that linked fledgling Portland with the pre-territorial government at Champoe, and later the state capital of Salem.

### Safe, Multi-Modal Connectivity

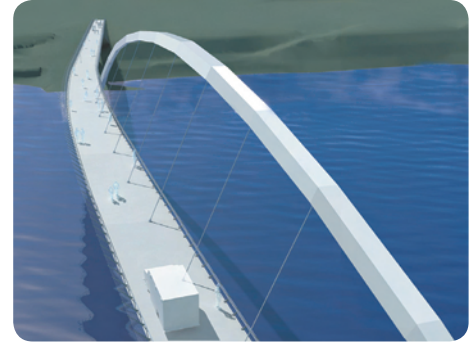
In addition to providing seamless connectivity between multi-use trail systems, the French Prairie Bridge will also provide connections to the Westside Express Service (WES) at the Wilsonville Commuter Rail Station, with service beginning in Fall 2008. The bridge also facilitates access to and from the Willamette River Water Trail, which stretches from Eugene to Portland.



The bridge will permit safe passage across the Willamette River for both bicyclists and pedestrians, who otherwise risk personal safety if they try to cross over the heavily trafficked I-5 Boone Bridge. The French Prairie Bridge will be the only safe bike-ped bridge over the Willamette River located within a 30-mile (48 km) stretch between Newberg and Oregon City.

### Interstate Freeway Emergency Utility

Currently, when traffic incidents occur near Boone Bridge in Wilsonville, I-5 and the entire surrounding freeway system can shut-down for hours. With an average daily traffic volume of 120,000 vehicles, this crucial West Coast interstate corridor—also a predominant truck route—can become a regional



bottleneck, impacting traffic throughout the Portland metro and North Willamette Valley regions.

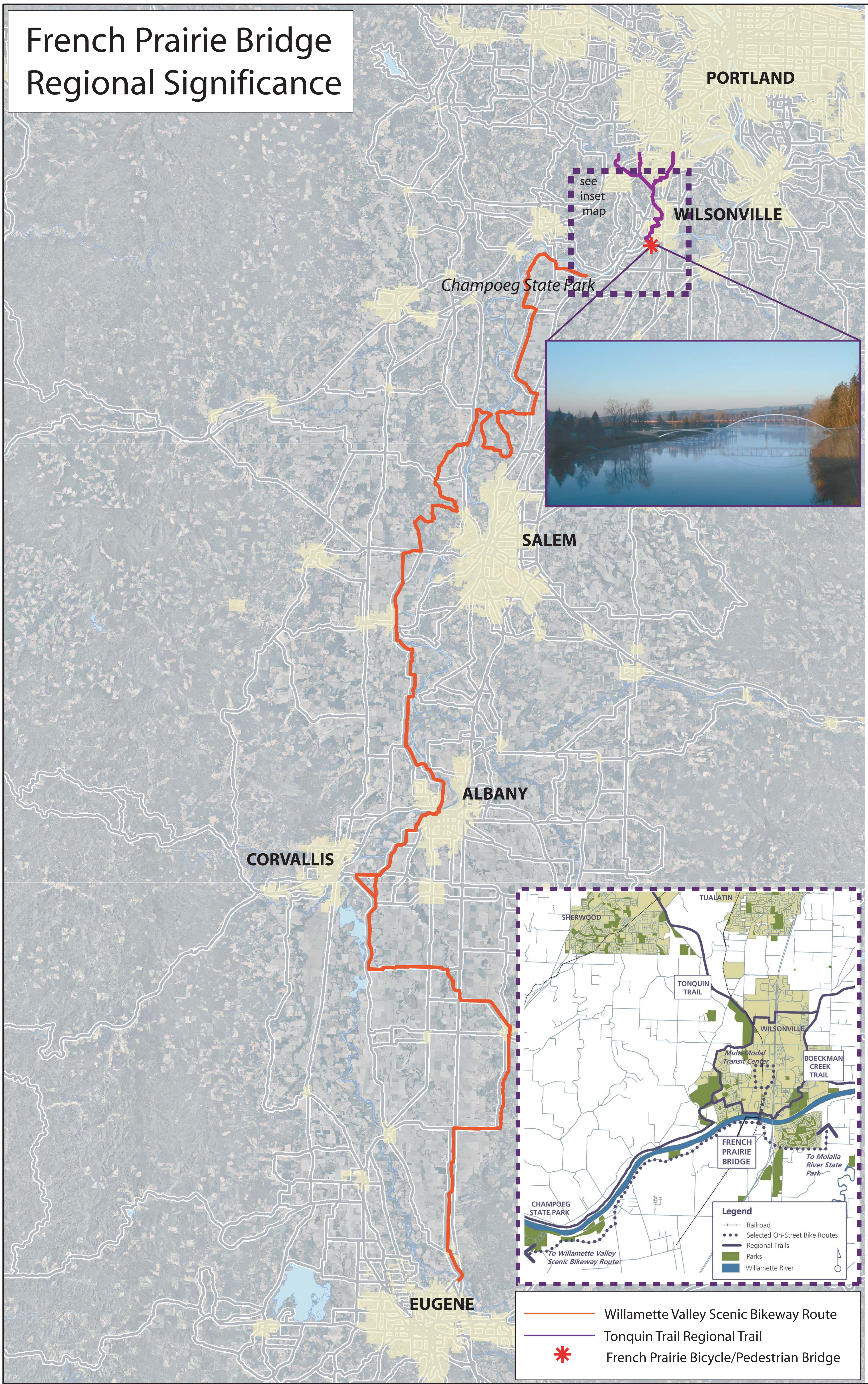
The French Prairie Bridge would serve as a rapid-incident, emergency response system, allowing authorized vehicles access to an incident on the freeway. The bridge will give ODOT and other responsible authorities the ability to clean-up faster; and police, fire, and other emergency vehicles will have better access to incidents. At \$20 million, the cost-effective French Prairie Bridge will always be available for this purpose and will be fully commandeerable by emergency services personnel.

### Contextually and Environmentally Sensitive

The French Prairie Bridge is designed to preserve the surrounding riparian area and to complement the design of nearby highway and train bridges. The foundations of the bridge will be at higher elevations, and the bridge will touch down gently in a non-sensitive portion of the river channel. With graceful horizontal and vertical curves, the design of the bridge suggests the movement of skipping stones across the river.



# French Prairie Bridge Regional Significance







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

### **Department: Administration**

### **For Months of: July & August 2008**

To: The Honorable Mayor Thompson & City Council  
From: Kim Scheafer, CMC,  
Executive Assistant/City Recorder Pro Tem  
Prepared by: Lisa Potter, Office Specialist  
Date: September 8, 2008

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- 1. Business Licenses** – Thirty business licenses were issued for the months of July and August 2008. One hundred seventy-two renewals were sent out.
- 2. Complaints/Inquiries** – Eighty-three complaints/inquiries were received for July and August. Eighty-one of those have been resolved and 29 were resolved within 24 hours. Thirty-five follow-up cards were mailed and 12 were returned, all with Excellent ratings. We received no Poor ratings in this tracking period.
- 3. Liquor Licenses** – No liquor licenses were issued during the months of July and August 2008.

City of Canby  
Annual Summary for 2008

9/3/2008

BUILDING PERMIT DATA												
PERMIT TYPE	PERMITS ISSUED											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
BUILDING PERMITS MULTIFAMILY	1	1	1	1	1	1	1	1	1	1	1	1
MECHANICAL	1	1	1	1	1	1	1	1	1	1	1	1
ADDITIONS NONRESIDENTIAL	4	2	2	4	2	7	8	3	-	-	-	-
ADDITIONS RESIDENTIAL	1	1	1	1	1	1	1	1	1	1	1	1
OTHER	7	9	9	7	6	12	13	5	-	-	-	-
MONTH	30	37	43	32	36	38	49	18	-	-	-	-
YEAR	30	67	110	142	178	216	265	283	283	283	283	-
VALUATION OF PERMITS ISSUED												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
BUILDING PERMITS MULTIFAMILY	1,129,841	1,025,066	1,340,653	246,412	-	-	-	482,482	-	-	-	-
MECHANICAL	-	-	-	-	-	-	-	-	-	-	-	-
ADDITIONS NONRESIDENTIAL	153,100	-	51,700	39,070	-	256,521	412,436	114,900	-	-	-	-
ADDITIONS RESIDENTIAL	500	1,642	20,407	221,616	55,756	29,822	90,023	71,068	-	-	-	-
OTHER	35,326	12,758,390	119,615	693,934	833,189	3,141,892	182,300	29,658	-	-	-	-
MONTH	501,910	13,853,098	1,609,355	1,201,032	886,925	3,478,210	684,759	698,108	-	-	-	-
YEAR	501,910	14,537,008	15,966,363	17,167,395	18,056,320	21,554,560	22,219,319	22,917,427	22,917,427	22,917,427	22,917,427	-
SDC FEES AND CHARGES UPDATE												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
SDC Fee	90	5,766	350	191	383	1,909	-	90	-	-	-	-
Sever SDC Fees	-	29,839	9,088	2,296	-	6,888	-	-	-	-	-	-
Construction License Fee	1,845	5,099	4,219	1,531	2,710	557	622	1,145	-	-	-	-
Parks SDC Fees	-	16,298	16,332	4,790	65	-	-	-	-	-	-	-
Transportation Improvement	-	156,365	7,395	17,552	10,525	40,375	-	-	-	-	-	-
Planning Department Fees	395	1,004	565	573	378	819	355	195	-	-	-	-
Advanced Financing	-	-	2,373	-	-	-	-	-	-	-	-	-
Business License	-	-	-	-	-	-	-	-	-	-	-	-
Building Department Fee	5,854	64,003	17,168	11,314	8,221	23,674	8,685	6,035	-	-	-	-
School Excise Tax	8,184	287,551	347,246	392,797	418,134	348,023	532,687	564,526	564,526	564,526	564,526	-
INSPECTIONS												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
MONTH	178	186	149	183	171	174	153	141	123	123	123	123
YEAR	178	366	515	700	871	1,042	1,197	1,308	1,308	1,308	1,308	-
YTD Total												
	10,783	48,111	15,980	37,484	272,910	4,282	2,373	-	-	-	-	-
	144,936	27,647	-	-	-	-	-	-	-	-	-	-

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## HOUSING UNITS WITH BUILDING PERMITS

For Month Ending August 31, 2008

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	14	0	0	14
<b>TOTAL</b>	<b>SFR</b>	<b>MH</b>	<b>MFR</b>	<b>TOTAL</b>
<b>1977 - 2008</b>	<b>2540</b>	<b>374</b>	<b>1153</b>	<b>4067</b>
<b>% of Total</b>	<b>62.5%</b>	<b>9.2%</b>	<b>28.4%</b>	

2008				
MONTH	SFR*	MH*	MFR*	TOTAL*
Jan	1	0	0	1
Feb	4	0	0	5
Mar	7	0	0	12
Apr	1	0	0	13
May	0	0	0	13
Jun	0	0	0	13
Jul	0	0	0	13
Aug	1	0	0	14
Sep	0	0	0	
Oct	0	0	0	
Nov	0	0	0	
Dec	0	0	0	
<b>Total</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>14</b>
<b>% of Total</b>	<b>100.0%</b>	<b>0.0%</b>	<b>0.0%</b>	

\* 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
<b>1980 - 1989</b>	<b>285</b>	<b>116</b>	<b>105</b>	<b>506</b>
<b>% of Total</b>	<b>56.3%</b>	<b>22.9%</b>	<b>20.8%</b>	
<b>1990 - 1999</b>	<b>923</b>	<b>244</b>	<b>591</b>	<b>1758</b>
<b>% of Total</b>	<b>52.5%</b>	<b>13.9%</b>	<b>33.6%</b>	
<b>2000 - 2008</b>	<b>906</b>	<b>14</b>	<b>263</b>	<b>1183</b>
<b>% of Total</b>	<b>76.6%</b>	<b>1.2%</b>	<b>22.2%</b>	

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



**City of Canby**  
**3rd Quarter Summary for 2008**

9/3/2008

Year

**PERMIT TYPE**

		1st Qtr	2nd Qtr	Jul	Aug
2008	BUILDING PERMITS - SFR	12	1	0	1
2007	BUILDING PERMITS - SFR	29	18	10	8
2006	BUILDING PERMITS - SFR	67	56	11	26
2005	BUILDING PERMITS - SFR	23	27	10	7
2004	BUILDING PERMITS - SFR	24	17	4	8
2008	BUILDING PERMITS MULTIFAMILY	0	0	0	0
2007	BUILDING PERMITS MULTIFAMILY	1	0	1	1
2006	BUILDING PERMITS MULTIFAMILY	0	0	1	0
2005	BUILDING PERMITS MULTIFAMILY	0	1	0	1
2004	BUILDING PERMITS MULTIFAMILY	2	2	6	1
2008	MECHANICAL	59	62	24	7
2007	MECHANICAL	72	81	32	28
2006	MECHANICAL	62	100	27	49
2005	MECHANICAL	35	52	26	24
2004	MECHANICAL	52	40	15	18
2008	ADDITIONS NONRESIDENTIAL	6	11	8	3
2007	ADDITIONS NONRESIDENTIAL	2	4	6	6
2006	ADDITIONS NONRESIDENTIAL	6	14	4	0
2005	ADDITIONS NONRESIDENTIAL	4	3	3	4
2004	ADDITIONS NONRESIDENTIAL	8	8	2	2
2008	ADDITIONS RESIDENTIAL	8	7	4	2
2007	ADDITIONS RESIDENTIAL	8	15	4	9
2006	ADDITIONS RESIDENTIAL	5	10	2	4
2005	ADDITIONS RESIDENTIAL	6	3	3	5
2004	ADDITIONS RESIDENTIAL	7	12	2	3
2008	OTHER	25	25	13	5
2007	OTHER	24	23	6	5
2006	OTHER	11	4	6	7
2005	OTHER	10	4	6	6
2004	OTHER	16	15	1	4
2008	MONTH	110	106	49	18
2007	MONTH	136	141	59	57
2006	MONTH	151	184	51	86
2005	MONTH	78	90	48	47
2004	MONTH	109	94	30	36
2008	YEAR			49	67
2007	YEAR			59	116
2006	YEAR			386	472
2005	YEAR			216	263
2004	YEAR			233	269

**City of Canby**  
**3rd Quarter Summary for 2008**

9/3/2008

**Year PERMIT TYPE**

		1st Qtr	2nd Qtr	Jul	Aug
2008	BUILDING PERMITS - SFR	2,568,683	246,412	0	482,482
2007	BUILDING PERMITS - SFR	4,311,065	2,994,205	2,059,735	1,657,880
2006	BUILDING PERMITS - SFR	12,004,463	12,872,551	2,588,183	4,934,267
2005	BUILDING PERMITS - SFR	3,900,577	4,880,338	2,601,649	1,533,059
2004	BUILDING PERMITS - SFR	4,703,467	2,792,854	994,510	1,295,762

2008	BUILDING PERMITS MULTIFAMILY	0	0	0	0
2007	BUILDING PERMITS MULTIFAMILY	398,760	0	173,809	202,793
2006	BUILDING PERMITS MULTIFAMILY	0	0	293,916	-
2005	BUILDING PERMITS MULTIFAMILY	0	33,945	-	732,000
2004	BUILDING PERMITS MULTIFAMILY	579,570	273,312	861,192	74,837

2008	MECHANICAL	0	0	0	0
2007	MECHANICAL	0	0	0	
2006	MECHANICAL	0	0	-	-
2005	MECHANICAL	0	3,323	-	-
2004	MECHANICAL	0	0	-	-

2008	ADDITIONS NONRESIDENTIAL	204,800	295,591	412,436	114,900
2007	ADDITIONS NONRESIDENTIAL	37,000	47,168	584,000	268,500
2006	ADDITIONS NONRESIDENTIAL	77,545	4,003,550	1,106,753	-
2005	ADDITIONS NONRESIDENTIAL	76,782	25,750	42,850	208,900
2004	ADDITIONS NONRESIDENTIAL	179,009	457,000	27,848	27,738

2008	ADDITIONS RESIDENTIAL	279,549	357,179	90,023	71,068
2007	ADDITIONS RESIDENTIAL	154,733	469,818	124,880	310,386
2006	ADDITIONS RESIDENTIAL	88,851	380,323	-	142,876
2005	ADDITIONS RESIDENTIAL	308,325	145,252	139,360	294,270
2004	ADDITIONS RESIDENTIAL	171,671	526,335	42,504	24,692

2008	OTHER	12,913,331	4,669,015	182,300	29,658
2007	OTHER	4,484,312	5,300,001	634,889	590,554
2006	OTHER	949,935	2,457,901	239,577	775,209
2005	OTHER	240,240	526,018	1,110,058	1,176,498
2004	OTHER	138,645	439,980	5,384	19,975

2008	MONTH	15,966,363	5,568,197	684,759	698,108
2007	MONTH	9,385,870	8,811,192	3,577,313	3,030,113
2006	MONTH	13,120,794	19,714,325	4,228,429	5,852,352
2005	MONTH	4,525,924	5,614,626	3,893,917	3,944,727
2004	MONTH	5,772,362	4,489,481	1,931,438	1,443,004

2008	YEAR			684,759	1,382,867
2007	YEAR			3,577,313	6,607,426
2006	YEAR			37,063,548	42,915,900
2005	YEAR			14,034,467	17,979,194
2004	YEAR			12,193,281	13,636,285

**City of Canby**  
**3rd Quarter Summary for 2008**

9/3/2008

**Year    FEE TYPE**

		1st Qtr	2nd Qtr	Jul	Aug
2008	Stormwater Fees	6,208	4,485	0	90
2007	Stormwater Fees	2,900	3,406	1,558	959
2006	Stormwater Fees	5,575	7,421	1,040	3,082
2005	Stormwater Fees	1,620	1,600	800	2,234
2004	Stormwater Fees	1,818	9,154	847	631

2008	Sewer SDC Fees	38,927	9,184	0	0
2007	Sewer SDC Fees	68,200	46,490	29,055	17,880
2006	Sewer SDC Fees	141,081	138,886	25,284	59,554
2005	Sewer SDC Fees	44,785	42,399	20,190	35,810
2004	Sewer SDC Fees	49,496	34,218	20,581	15,444

2008	Construction Excise Tax	11,156	3,058	622	1,145
2007	Construction Excise Tax	17,118	13,963	10,790	9,108
2006	Construction Excise Tax	61,291	71,896	16,266	24,044
2005	Construction Excise Tax	18,343	20,353	15,395	16,108
2004	Construction Excise Tax	27,788	17,785	9,645	5,214

2008	Parks SDC Fees	32,630	4,855	0	0
2007	Parks SDC Fees	121,421	76,187	34,546	19,718
2006	Parks SDC Fees	289,557	270,665	58,001	119,142
2005	Parks SDC Fees	90,720	94,500	47,250	68,530
2004	Parks SDC Fees	90,457	52,920	35,064	29,195

2008	Transportation Improvement	164,758	108,152	0	0
2007	Transportation Improvement	65,033	98,219	33,060	20,329
2006	Transportation Improvement	135,950	115,157	26,794	82,475
2005	Transportation Improvement	46,247	30,621	20,850	36,131
2004	Transportation Improvement	49,758	36,252	22,770	17,350

2008	Planning Department Fees	1,964	1,770	355	195
2007	Planning Department Fees	1,823	2,377	902	1,118
2006	Planning Department Fees	3,516	5,231	605	1,530
2005	Planning Department Fees	1,470	1,575	1,112	1,614
2004	Planning Department Fees	4,090	1,840	733	575

2008	Advanced Financing	2,373	0	0	0
2007	Advanced Financing	0	6,571	0	0
2006	Advanced Financing	10,319	6,611	-	-
2005	Advanced Financing	12,250	15,349	5,777	7,859
2004	Advanced Financing	3,296	2,048	-	-

2008	Business License	0	0	0	0
2007	Business License	150	50	0	0
2006	Business License	0	50	-	-
2005	Business License	200	100	50	50
2004	Business License	100	0	-	-

2008	Building Department Fees	87,025	43,209	8,685	6,035
2007	Building Department Fees	59,266	76,831	30,902	34,004
2006	Building Department Fees	49,550	69,127	16,963	20,970
2005	Building Department Fees	38,461	15,933	10,750	14,944
2004	Building Department Fees	50,395	36,946	17,707	14,230

2008	School Excise Tax	2,205	21,069	-	4,373
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**City of Canby**  
**3rd Quarter Summary for 2008**

9/3/2008

		1st Qtr	2nd Qtr	Jul	Aug
2008	MONTH	515	527	155	111
2007	MONTH	1,031	1,040	411	406
2006	MONTH	1,491	1,453	456	575
2005	MONTH	666	538	182	224
2004	MONTH	649	638	190	239

2008	YEAR			155	266
2007	YEAR			411	817
2006	YEAR			3,400	3,975
2005	YEAR			1,386	1,610
2004	YEAR			1,477	1,716

# Canby Development

## Monthly Report

July - August 2008

### BUILDING PERMIT DATA

PERMIT TYPE	PERMITS ISSUED		VALUATION	
	Jul	Aug	Jul	Aug
<i>BUILDING PERMITS - SFR</i>	-	1	\$0	\$482,482
<i>BUILDING PERMITS</i>	-	-	\$0	\$0
<i>MULTIFAMILY</i>	-	-	\$0	\$0
<i>MECHANICAL</i>	24	7	\$0	\$0
<i>ADDITIONS NONRESIDENTIAL</i>	8	3	\$412,436	\$114,900
<i>ADDITIONS</i>	4	2	\$90,023	\$71,068
<i>RESIDENTIAL</i>	13	5	\$182,300	\$29,658
<i>OTHER</i>	49	18	\$684,759	\$698,108
<i>MONTH</i>	265	283	\$22,219,319	\$22,917,427
<i>YEAR</i>				

### SDC FEES AND CHARGES UPDATE

	MONTH		YEAR
	Jul	Aug	
<i>Stormwater Fees</i>	-	90	10,783
<i>Sewer SDC Fees</i>	-	-	48,111
<i>Construction Excise Tax</i>	622	1,145	15,980
<i>Parks SDC Fees</i>	-	-	37,484
<i>Transportation Improvement</i>	-	-	272,910
<i>Planning Department Fees</i>	355	195	4,282
<i>Advanced Financing</i>	-	-	2,373
<i>Business License</i>	-	-	-
<i>Building Department Fees</i>	8,685	6,035	144,956
<i>School Excise Tax</i>	-	4,373	27,647

### INSPECTIONS

	Jul	Aug
<i>MONTH</i>	155	111
<i>YEAR</i>	1,197	1,308



## City of Canby Bi-Monthly Report

Department: Court

To: Mayor Melody Thompson & City Council Members  
From: Sue Engels, Finance & Court Services Director  
Through: Mark Adcock, City Administrator

For Months of: July & August, 2008

Prepared by: Kathy Mashek  
Date prepared: September 5, 2008

- 40 attended the seatbelt classes for the months of July & August. This generated \$600.00 towards the purchase of helmets.
- Court trials for the months of July & August were held for 47 defendants. This required 12 officers, at various times, to come to testify.
- 623 cases were filed and 751 cases were concluded during these months.
- Revenue for the both months was \$153,120.00. Out of this amount, Oregon Department of Revenue received checks totaling \$11,177.97, Oregon Judicial Department \$910.00 and Clackamas County received \$3,825.60.
- 58 defendants appeared with attorneys. With the defendants there were a total of 11 different attorneys present.



**BI-MONTHLY STAFF REPORT – ECONOMIC DEVELOPMENT DEPARTMENT**

**TO:** *Honorable Mayor Thompson and City Council*  
**FROM:** *Catherine Comer, Economic Development Manager*  
**THROUGH:** *Mark Adcock, City Administrator*  
**DATE:** *July-August, 2008*

**Economic Development Project Updates**

The following projects are funded through Urban Renewal.

1. **Canby Cinema. Ongoing.** We are moving forward with this project. The projected date to have the Cinema open is Fall 2009. The developers have changed since the last report and now, Charles Nakvasil is planning on purchasing property on NE 2<sup>nd</sup> Avenue in downtown Canby and building and operating the Cinema. The Urban Renewal Agency has approved purchasing property from Frank Cutsforth to build a 130+ stall parking lot along with access roads to accommodate theater parking. We have an initial site plan for the parking lot and redevelopment of Second Ave. We have hired Greenworks, PC to design “Green Street” aspects for both the streetscape on Second Avenue and the parking lot. An example of Green Street design is using planters along the sidewalk to provide storm water management. We hold monthly project meetings and other meetings as necessary.
2. **Development of ED Web Site** ([www.canbybusiness.com](http://www.canbybusiness.com)). Our new website is online. We will be adding Industrial Business Profiles of companies currently located in Canby  
*Background:* The goal is to have a very user-friendly economic development web site to serve as a home for our industrial and commercial recruitment efforts. This work became a priority as we've learned that many site selectors now do their initial research entirely on the internet and screen out communities that don't have easily accessible information..
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.
4. **Downtown Redevelopment Grants. No change - ongoing.** Three of the four projects that grants were awarded are moving forward at this time. *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 are currently seeking projects to participate in this program. *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. **RARE (Resource Assistance for Rural Environments) Program.** *Completed end of August.* Our intern, Stephan Lewis has completed an update of our business database and categorized all businesses by sector. He has assigned NAICS codes (North American Industrial Classification System) to help us identify business type.
7. **Canby Downtown/Highway 99E Design Standards Project:** *Ongoing to October.* This project will be presented to City Council on September 17<sup>th</sup> to request approval of Text Amendment and Zoning Map Amendment No. TA 08-01.  
*Background:* Goal: To create an overlay zone within the historic commercial core and highway 99E which will adhere to specific design standards for new and redevelopment. This overlay zone is intended to follow the recommendations as set forth in the Canby Downtown Plan by creating specific building design and public and private landscaping designs which can be enforced as design standards. Objective: To encourage economic vitality and revitalize Canby's commercial center through consistent and compatible building design, landscaping, and signage, which will help keep businesses competitive in the commercial marketplace. A task force of 25 representatives from Canby City Council, Planning Commission, Canby Business Development, Canby Area Chamber of Commerce, Canby Livability Coalition and citizens met for 8 months followed by workshops and public hearings with Planning Commission.
8. **Canby Sign Code Project:** *Ongoing to December.* The task force of 12 members including staff and our consulting team have met monthly to review current sign codes and determine recommendations. Task Force has completed a draft sign code which will be presented to Planning Commission and City Council. *Background:* Develop new sign codes that will encourage signage that is compatible with Canby's new design standards, encourage businesses to update their signs and to make the code easier for applicants and enforcement.
9. **Canby Pioneer Industrial Park Activity.** Following is the status of the projects currently underway that are in the public realm. We continue to work on a variety of other leads and projects that remain confidential at this point.
  - a. Trend Business Center (4 acres - Sequoia Parkway):
  - b. American Steel (10 acres - Township Road): American Steel received temporary occupancy June 20, 2008 of their new 190,000+ square foot building.
  - c. Wilco (5 acres - Sequoia Parkway): Construction is underway with completion scheduled for mid-2008.
  - d. Kendal Floral (6 acres - Hazel Dell Way): Under construction. Scheduled to move in November 2008

**10. Canby Pioneer Industrial Park Sign *Ongoing.*** Agency has funded this project and construction is scheduled for fall of this year. The approved sign is metal with back-lit letters.

**11. Walnut Street Extension *Ongoing.*** The City will be taking the lead in forming an LID to fund this project. The public hearing for remonstrance is scheduled for October 1<sup>st</sup>.  
*Background:* The Agency has determined that improvement of S. Walnut Street is necessary to continued development of the Canby Pioneer Industrial Park. The Agency has previously stated that Urban Renewal funding will not be applied to S. Walnut Street project, and the planned LID complies with that direction.



## Bi-Monthly Finance Department Report

**To:** Mayor Melody Thompson & City Council Members  
**From:** Sue Engels, Finance Director  
**Through:** Mark Adcock, City Administrator  
**Covering:** July & August, 2008

There is a cyclical nature to accounting and finance work. We start a new budget year in July. The work of verifying the results of the previous fiscal year occupies part of the months immediately after the end of that year. Some activities occur monthly, some quarterly. Over the course of this fiscal year I hope to use these reports to give you a sense of the flow of the tasks in the Finance Department, as well as to highlight any important projects and activities that may not happen on a recurring basis.

This report will also informally introduce you to the Finance Department team. We welcome **Judi Christiansen** to Finance. She was previously with the Building Department. Judi will be working to set up the sewer and street maintenance fee billing process. She will also work to keep the City's lien records up to date.

**Budget Implementation.** The final approved budget for 08-09 was inputted to the accounting system by **Suzan Duffy** who also set up the purchase orders, encumbrances and the monthly interfund transfers. **Sharon Tramel** updated the payroll module to reflect salary changes for COLA increases, contract changes, and any changes in how salaries are charged to departments. Sharon also bound and distributed copies of the final budget document. **Tracy Harris** loaded the budget onto the City's website.



**Year End Closing.** Suzan posted year-end accruals for payables and receivables. She also updated fixed asset records. Sharon prepared leave accrual schedules. She also prepared for a workers' compensation audit. Tracy determined transit tax receivables. I am analyzing accounts for year-end adjusting entries and collecting and preparing schedules for the audit.

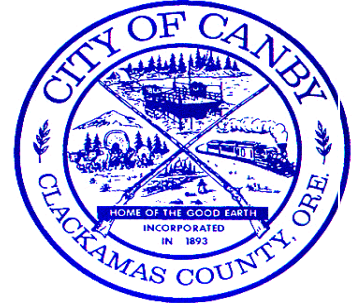
**Payroll Activities.** Employees have an open enrollment period each July to elect changes in insurance and other benefits. Sharon coordinated a benefits fair in July where employees could come and learn about their options. She then updated the payroll module with the insurance premium changes. She also worked with the Human Resource Department and our accounting software support staff to change the pay periods from twice a month to every two weeks. Though this kind of change is never easy, it will result in simpler and more accurate time and leave reporting.

**Quarterly Activities.** Tracy sent out second quarter payroll and self employment tax report forms to all the businesses in Canby that are subject to the transit tax. The forms and payments were due July 31. She has been following up on non responders. Sharon filed second quarter payroll reports with the IRS and the State of Oregon.

**Special Projects.**

- Suzan, Judi and I met with Matilda Deas, Carla Ahl and Joyce Peters from Planning and Building to see if we could update the online records that title companies consult for City liens against property—including LIDs. We then got training from the software provider in how to make the system work for us. The results have been very gratifying. We are grateful for the cheerful cooperation from Planning and Building.
- A banking services request for proposals (RFP) was sent out to all full service banks that have a full service branch in Canby. We received five timely and complete responses. Councilor Paul Carlson and I are reviewing and evaluating these responses.
- Suzan is in the process of conducting a cemetery records review. She is also working with a volunteer to update maps of the cemetery.
- Tracy completed the final Transit JARC (Job Access Reverse Commute) Report for FY07-08. This agreement between Canby and the City of Woodburn helped fund the bus route to Woodburn.

CANBY PUBLIC LIBRARY  
BI-MONTHLY REPORT  
July - August 2008



TO: Honorable Mayor Thompson  
and City Council  
FROM: Mark Adcock, City Administrator  
Beth Saul, Special Projects  
Manager  
PREPARED BY: Marty Moretty, Library Coordinator  
DATE: September 9, 2008

Facility:

- \*Planters in front of Library are being maintained and watered by volunteers Phyllis Stuart and Curtis MacWilliams.
- \*New awning up and functioning just in time for the summer sun.
- \*Lobby has been painted and new, larger book drop in place along with new, larger tubs to try to meet the demands of all the returns – compounded by our two days off.
- \*Outside book drop opened back up as a result of a smoke bomb incident. We waited until after the 4<sup>th</sup> of July to re-open and alleviate the possibility of it happening again although we were soon notified that a suspect has been apprehended.
- \*At the recommendation of the Fire Marshal, we exchanged a heat detector for a smoke detector in the storage room. We were fortunate that the book drop had just been cleared and the only casualty was a melted case.

Staff:

- \*As Canby Library's representative, Hanna continues to attend the Library Marketing Committee for promoting library services countywide as a tool to educate patrons.
- \*Linda is attending the Automation Committee and Technical Services committees to gear up for new countywide system and working on projects as requested by Network to clean up the existing database before moving over to the new Symphony program.
- \*Mariann Hagland has been appointed to represent the Library on the City Safety Committee.
- \*Children's Librarian Peggy Wickwire is in regular attendance at the Kids Committee and they have been in full swing during the Summer Reading program.
- \*The library faced the daunting task of changing many labels on our

collection items in an effort to minimize different loan periods. After much give and take, Canby now has a 7-day loan period for all of our videos and DVDs, 28-day for talking books, and 14-day for homework and magazines, to name a few. Hopefully, this simplification across the county network will help with consistency and make it easier for patrons.

#### Programs:

- \*Family Nite was held on the 4<sup>th</sup> Thursday of July and Library staff member Erin Hancock demonstrated the “Polynesian Poi Dance” and ended with a fire dance held in Wait Park. The August Family Nite was presented by local area storyteller Gordon Munro entitled “Firelight Stories”.
- \*The July Family Movie night was the new theatrical release of “Spiderwick Chronicles” and the August movie was “College Road Trip”.
- \*A presentation of work from local artist L. Laura Nunn entitled “Summer On My Mind” has been on display for the summer. She has been a faithful library patron and with all the art books checked out over the years, it was a thrill to see that she has put them to good use!
- \*Local art student is displaying a watercolor in the Homework computer lab for the summer.
- \*Canby Livability Coalition has the architectural drawings of the Canby Greenspace and Art Park on display.
- \*Quilt donated and pieced by Shirley Wright on display to be raffled.
- \*Summer reading was in full swing for the month of July and continued officially until August 1<sup>st</sup> when the prize winners were announced. Programs, prizes, and choice of a free book of their choice upon completion kept the children and youth enthusiastically reading all summer. Of course, our hours have hampered their access to the library but they continue to the reading program and all the special events! (*See attachment.*)
- \*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 and has a group of regular visitors.

#### Grants:

- \*The Ready to Read Grant is providing the funding for the summer reading program of '08. The grant application for the 08-09 year was submitted at the end of August.

#### \*Volunteers:

- \*Contributed 367 for July and 324.5 hours for August assisting in shelving, sorting, pick lists, cataloging and processing, book mending, programs, shelf shifting, and cleaning.
- \*Volunteers and many library patrons took time to attend public hearings regarding the tax district. Four (including two youth) testified so Canby was well represented.

#### Friends of the Library:

- \*Sorting and shelving donations twice a week.
- \*The Friends Board is accepting applications for two open board positions.
- \*Jean Tallman has been heading up the bookstore and has found several enthusiastic new recruits – Karen Batridge, Ruth Irons, Margaret Gratton and Shirley Knight as well as the faithful Carol Swanson. The crew meets every Monday and Thursday morning and is averaging restocking at least twice a week.
- \*The book club has had the summer off but will resume again in September to review “Coal River” by Michael Shnayerson.
- \*The Friends sponsored a table at St. Josef’s as a fundraiser for the Library in May. The effort netted \$530 and library patron Tara McKnight suggested and coordinated the whole event.
- \*The 4<sup>th</sup> of July booksale was a whopping success thanks to the diligent hours of selection and stocking of the store. There were a several sale tables in the lobby and some rolling bookcarts in the front of the Library but the bulk of the sales came straight from the bookstore which remained at the regular (but still nothing less than a bargain) prices. The sale made over \$900.
- \*First Friday in August was again sponsored by the Friends and the lovely evening brought lots of citizens to the library and the book sale.

## Catch the Reading Bug 2008 Summer Reading Program

### Readers and Read-To-Me's

536 Registered

194 Finishers @ 15 hours = 2910 hours

80 extra logs @ 10 hours = 800 hours

3710 hours of reading

10 programs

Puzzle Bugs craft activity	100	
Little Bugs, Big World puppet show	82	
Go Wild magic show (Family Evening)	75	
String Stories	65	
Spiderwick Chronicles (Movie Night)	23	
Reptile Man	112	
Three Billy Goats Gruff interactive play	56	
Build A Bug Contest	30	
Polynesian Poi Dance demonstration	35	
The Very Buggy Bug craft activity	42	620 total

### Teen Readers

167 Registered

84 Finishers @ 15 hours = 1260 hours

extra logs @ 15 hours = 1350 hours

2610 hours of reading

3 programs

Duct tape wallet craft activity	25	
Scary Stories w/ Alton Chung	12	
Coin Collecting demonstration	6	43 total

**Total registered: 620** (436 less than 2007 [ due to Knight School participation])

**Total finishers: 278** (20 more than 2007)

**Total hours read: 6320 hours/ 44% of registered finished the program**

### Finances

Books for our collection	\$291.97
Contracted performers	\$1375.00
Incentives: Highsmith (posters,bookmarks, etc.)	\$129.38
Giveaway books for finishers	\$592.44
Gift certificates for prize drawing	\$300.00
Craft supplies	\$182.62
Printing	\$240.00
Total \$3111.41 (from Ready To Read grant)	



# **City of Canby Monthly Report**

## **Department: Police Department**

**To:** Mark Adcock, City Administrator  
**From:** Greg Kroeplin, Police Chief  
**For Months Of:** July 2008 - August 2008



### **Community Activities**

- 7/3/2008 Canby Adult Center / Assist with serving lunch, CSO Kari Inness
- 7/9/2008 Luz del Mundo Church / Drug Awareness Presentation, Officer Ethington
- 7/13/2008 NE Neighborhood Citizen / Presentation for Residential Security Survey, Officer Friendly, and Gang Awareness, Officer Farmer
- 7/16/2008 Rounders / Ribbon Cutting Ceremony for Rounders, Chief Kroeplin
- 8/5/2008 Canby Area - Maple Street Park and Wait Park / National Night Out, Member of the police department and police volunteers
- 8/7/2008 Canby Adult Center / Volunteer serving lunch, Lt. Tro
- 8/12/2008 Knight School / Assist with Kiwanis Kiddie Day Parade, Chief Kroeplin
- 8/21/2008 Canby / Perman Dental Ribbon Cutting Ceremony, Chief Kroeplin and Lt. Tro
- 8/27/2008 Clackamette Park, Clackamas / Clackamas County Family Violence (FVCC) Annual Picnic, Chief Kroeplin

### **Department Activity**

- 7/23/2008 Canby Area / T.E.T. executed a vehicle assault for Detective Division, resulted in two being arrested, T.E.T. members
- 8/14/2008 Salem Courthouse-Governor's Ceremonial Office / Press Release Conference for unveiling of the Law Enforcement Medal of Honor, Chief Kroeplin and Lt. Tro
- 8/16/2008 Champoeg State Park / FBI Steak Out and Social-Out - Annual Dinner, Chief Kroeplin, Lt. Tro, Sgt. Cunningham, and Sgt. Schoenfeld
- 8/20/2008 Canby PD / Police Officer Applicant Interviews, Lt. Tro, Sgt. Cunningham, and Sgt. Schoenfeld

## Department Activity

8/29/2008 Sandy, Oregon / Officer Craig's Memorial Service, Chief Kroeplin and Lt. Tro

## Meetings

7/2/2008 Council Chambers / Council Meeting to present resolution for the Police/Court Facility bond, Lt. Tro and Toni Tracy

7/3/2008 Oregon City / CCITF meeting, Sgt. Schoenfeld

7/3/2008 Canby City Hall / Post Agenda Meeting, Lt. Tro

7/7/2008 Canby City Hall / Agenda Meeting, Lt. tro

7/9/2008 CPD / Staff Meeting, Lt. Tro, Sergeants, and Toni Tracy

7/10/2008 Canby City Hall / Weekly meeting with Mark Adcock regarding PD Operations, Lt. Tro

7/10/2008 Tofte Farms / Neighborhood Meeting regarding traffic issues, Officer Macom

7/14/2008 Cutsforth's Thriftway / Kiwanis Meeting, Chief Kroeplin

7/15/2008 Canby City Hall / Safety Committee Meeting, Don Hemstreet and Toni Tracy

7/15/2008 Canby Biscuits Restaurant / Meeting with Catherine Comer to discuss citizen concerns on new movie theater/Crime increase concerns, Chief Kroeplin and Lt. Tro

7/16/2008 Canby Biscuits Restaurant / Meeting with Bill Kennemer regarding crime concerns/police issues, Chief Kroeplin and Lt. Tro

7/18/2008 Canby PD / Meeting with Project Manager Bill Harper regarding PD/Court Facility progress, Chief Kroeplin and Toni Tracy

7/21/2008 Cutsforth's Thriftway / Kiwanis Meeting, Chief Kroeplin

7/23/2008 CCOM / C800 Meeting, Chief Kroeplin

7/23/2008 CCOM / CCOM Executive Board, Chief Kroeplin

7/23/2008 Canby PD / Staff Meeting, Chief Kroeplin, Lt. Tro, Toni Tracy and Sergeants

7/23/2008 Canby PD / Meeting with Cynthia regarding Transit Police, Chief Kroeplin and Lt. Tro

7/23/2008 City Hall Conference Room / Volunteer Meeting, Lt. Tro and Toni Tracy

7/24/2008 Canby Pub and Grill / Meeting with new Canby School Superintendent Jeff Rose, Chief Kroeplin and Sgt. Schoenfeld

## Meetings

7/24/2008 City Hall / Weekly Meeting with Mark Adcock regarding PD Operations, Chief Kroeplin

8/4/2008 Cutsforth's Thriftway / Kiwanis Meeting, Chief Kroeplin

8/5/2008 Oregon City Elks / Monthly Chief's Meeting, Chief Kroeplin

8/6/2008 Canby PD / Meeting with Nextel Representatives, Lt. Tro

8/6/2008 City Hall Conference Room / C.C. Fair Meeting and Staff Meeting Combined, Chief Kroeplin, Lt. Tro, Toni Tracy, and Sergeants

8/6/2008 CC EOC / Meeting at County EOC, Lt. Tro

8/7/2008 City Hall / Post Agenda Meeting and Weekly Meeting with Mark Adcock regarding PD Operations, Chief Kroeplin

8/7/2008 Oregon City / CCITF Meeting, Chief Kroeplin

8/7/2008 Godfather's Pizza / Kiwanis Foundation Meeting, Chief Kroeplin

8/7/2008 Canby PD / Meeting regarding Fact Sheet for PD/Court Facility and review of Legislative Priorities for City Council, Chief Kroeplin, Lt. Tro, and Toni Tracy

8/11/2008 Starbuck's / Meeting with Karen Hill regarding Channel 5 shows

8/11/2008 Cutsforth's Thriftway / Kiwanis Meeting, Chief Kroeplin

8/11/2008 City Hall / Agenda Meeting, Chief Kroeplin

8/18/2008 Cutsforth's Thriftway / Kiwanis Meeting, Chief Kroeplin

8/19/2008 Biscuits Restaurant / Meeting with citizen Kevin Starrett, Chief Kroeplin and Lt. Tro

8/20/2008 Canby PD / Meeting with ROCN Representative, Chief Kroeplin

8/20/2008 Canby PD / Meeting with Ron Yarbourough regarding EOC, Lt. Tro

8/21/2008 Canby Fire Department / Debriefing meeting regarding train accident, Members of police department

8/21/2008 Oregon City / Homeland Security Task Force Meeting, Lt. Tro

8/21/2008 Mike's Place Canby / Review of OLCC Permit with Mr. Hyman, Chief Kroeplin

8/22/2008 Canby PD / P.O.D. (Point of Distribution) meeting, Lt. Tro

8/22/2008 Cutsforth's Thriftway / Rotary Meeting, Lt. Tro

8/25/2008 Cutsforth's Thriftway / Kiwanis Meeting, Chief Kroeplin

8/27/2008 CCOM / CCOM Member Board Meeting, Chief Kroeplin

8/27/2008 CCOM / C800 Meeting, Chief Kroeplin

## Meetings

- 8/28/2008 Canby PD / Meeting with Dixon Andrews regarding CCITF Grant, Chief Kroeplin and Lt. Tro  
8/29/2008 Cutsforth's Thriftway / Rotary Meeting, Lt. Tro

## Monthly Stats

- 7/31/2008 Gang Related Calls / July 2008 - 48  
7/31/2008 Department Stats - July 2008  
  
\*Calls for Service / 1650  
\*Crime Reports / 103  
\*Adult Arrests / 102  
\*Juvenile Custody / 19  
\*Injury Crashes / 2  
\*Non-Injury Crashes / 7  
\*Citations Issued / 439  
\*Front Counter contacts / 136  
8/31/2008 Gang Related Calls / August 2008 - 18  
8/31/2008 Department Stats - August 2008

- \*Calls for Service / 1380  
\*Crime Reports / 86  
\*Adult Arrests / 107  
\*Juvenile Custody / 20  
\*Injury Crashes / 6 (2 fatalities)  
\*Non-Injury Crashes / 7  
\*Citations Issued / 343  
\*Front Counter contacts / 136

## Other Activities

- 7/18/2008 Milwaukie Center / Chief Kanzler retirement reception, Chief Kroeplin  
7/31/2008 Canby / Tour and meeting with Kendal Floral representatives, Sgt. Schoenfeld  
8/16/2008 Salem / Auto Additions Open House, Chief Kroeplin, Lt. Tro, Sgt. Schoenfeld, and Officer Holstad  
8/17/2008 Clackamas County Fairgrounds / Clackamas County Inter-Agency Task Force assisted PD with 107 hours of task force time at the Clackamas County Fair

## Other Activities

8/27/2008 Milwaukie Elks / Memorial Service for Volunteer John Meyer, Chief Kropelin, Lupita Robles, and Liz Carson

## Training

7/16/2008 Canby Rod and Gun Club / Mandatory Firearms Training, Sworn Officers

7/21/2008 Canby Area / Tactical Entry Team Monthly Training, T.E.T. members

7/30/2008 CC PSTC / Effective Budget Preparation & Management for Law Enforcement Executives (07-30 through 08-01-2008), Chief Kroeplin

7/31/2008 July 2008 - K-9 (Two Officers and two canines) Continued Training -  
\*38 hours\*

8/22/2008 Canby Area / Tactical Entry Team Monthly Training, T.E.T. Members



# Bi-Monthly Report

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

**Date:** September 8, 2008

**Re:** July and August 2008 Report

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July and August were busy times at the Canby Swim Center with lessons, swim team, water exercise classes, public swims, penguin Club and adult classes. As usual the schedule was different this summer than it was last summer. Last summer we had to compress all summer programs into 10 weeks so all of the lessons and summer programs were only in July and August. This summer since we were able to start two weeks earlier it improves June's numbers, but spreads out attendance and revenue numbers through more weeks and months. This is not either good or bad; it just moves attendance and revenue numbers are at different times in the summer. At the end of the year it will all balance out. The attendance overall the past two months was down about 220 swims. July had more swimmers than last year and August had fewer swimmers than last year. Revenue was down about \$3,300.00 over July and August, but again now that we ask to people to pay when they register for lessons it moved more payments to May and June.

The summer programs went very well and were well attended. Penguin Club had its usual 65 kids registered for the nine week session. The program ends with an inter-squad swimming meet where all the swimmers family and relatives come and see what they learned on the last day. If you have never been to it is very well attended and has a lot of energy as the swimmers swim in their first swimming meet.

The Canby Swim Club continued with their summer through the middle of August. In July 18 Canby Gator swimmers swam at the Oregon Swimming State meets. A new Gator family lead the way at the state meets as 10 year old Noah Norris swam to four first place finishes. His older brother Solomon finished 2<sup>nd</sup> in the 50 free and his older sister Veronica swam to a 3<sup>rd</sup> place finish in the 50 back. Tyson Polack and Samantha Smith both qualified for the summer senior sectional meet and Kayla Livesay, Tyson Polack and Michael Hargitt all swam on the Oregon Western Zone All-Star team that placed first at the zone meet.

It was very exciting to also watch the Olympic Games and then walk around town and hear everyone talking about swimming. It was great to see everyone so excited about swimming. Now people can see how our staff feels about swimming all the time, it is a great activity and sport.

**FROM :** ERIC LAITINEN, AQUATIC PROGRAM MANAGER  
**SUBJECT:** MONTHLY REPORT FOR JULY 2008  
**DATE:** SEPTEMBER 8, 2008

CANBY SWIM CENTER JULY 2008	ADMIT 2007	ADMIT 2008	PASS 2007	PASS 2008	TOTAL 2007	TOTAL 2008	YTD TOTAL O6-07	YTD TOTAL O7-08
MORNING LAP	45	100	274	272	319	372	319	372
ADULT RECREATION SWIM	57	109	581	481	638	590	638	590
MORNING WATER EXERCISE	299	184	0	0	299	184	299	184
PARENT/ CHILD	279	334	0	0	279	334	279	334
MORNING PUBLIC LESSONS	1900	1664	0	0	1900	1664	1900	1664
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	81	69	136	152	217	221	217	221
	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	884	1066	85	165	969	1231	969	1231
PENGUIN CLUB	693	569	0	0	693	569	693	569
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY GATORS	0	0	531	640	531	640	531	640
MASTER SWIMMING	24	3	0	2	24	5	24	5
EVENING LESSONS	1291	1597	0	0	1291	1597	1291	1597
EVENING LAP SWIM	83	87	60	99	143	186	143	186
EVENING PUBLIC SWIM	900	985	91	63	991	1048	991	1048
EVENING WATER EXERCISE	109	241	0	0	109	241	109	241
ADULT LESSONS	35	14	0	0	35	14	35	14
GROUPS AND RENTALS	335	143	0	0	335	143	335	143
KAYAK	0	0	0	0	0	0	0	0
OUTREACH SWIMMING	266	559	0	0	266	559	266	559
<b>TOTAL ATTENDANCE</b>	<b>7,281</b>	<b>7,724</b>	<b>1,758</b>	<b>1,874</b>	<b>9,039</b>	<b>9,598</b>	<b>9039</b>	<b>9598</b>

**FROM :** ERIC LAITINEN, AQUATIC PROGRAM MANAGER  
**SUBJECT:** MONTHLY REPORT FOR AUGUST 2008  
**DATE:** SEPTEMBER 8, 2008

CANBY SWIM CENTER AUGUST 2008	ADMIT 2007	ADMIT 2008	PASS 2007	PASS 2008	TOTAL 2007	TOTAL 2008	YTD TOTAL O6-07	YTD TOTAL O7-08
MORNING LAP	30	80	279	248	309	328	628	700
ADULT RECREATION SWIM	60	64	608	489	668	553	1306	1143
MORNING WATER EXERCISE	296	222	0	0	296	222	595	406
PARENT/ CHILD	435	224	0	0	435	224	714	558
MORNING PUBLIC LESSONS	1388	900	0	0	1388	900	3288	2564
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	75	90	135	166	210	256	427	477
	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	774	818	73	142	847	960	1816	2191
PENGUIN CLUB	515	161	0	0	515	161	1208	730
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY GATORS	0	0	285	262	285	262	816	902

MASTER SWIMMING	26	4	0	3	26	7	50	12
EVENING LESSONS	1300	1408	0	0	1300	1408	2591	3005
EVENING LAP SWIM	78	76	45	95	123	171	266	357
EVENING PUBLIC SWIM	711	821	64	58	775	879	1766	1927
EVENING WATER EXERCISE	69	230	0	0	69	230	178	471
ADULT LESSONS	0	18	0	0	0	18	35	32
GROUPS AND RENTALS	269	332	0	0	269	332	604	475
KAYAK	0	0	0	0	0	0	0	0
OUTREACH SWIMMING	223	42	0	0	223	42	489	601
<b>TOTAL ATTENDANCE</b>	<b>6,249</b>	<b>5,490</b>	<b>1,489</b>	<b>1,463</b>	<b>7,738</b>	<b>6,953</b>	<b>16777</b>	<b>16551</b>

# ***PUBLIC WORKS UPDATE***



TO: Honorable Mayor Thompson and City Council  
FROM: Dwayne Barnes, Director of Public Works  
DATE: September 8, 2008  
THROUGH: Mark C. Adcock, City Administrator  
RE: Public Works Bi-Monthly Report July/August 2008

The last couple of months has been very busy and has gone by too fast. One big change that has helped tremendously has been the addition of Jeff Crowther as the Public Works Supervisor. Having Jeff here to schedule the crews and spearhead several projects has allowed me to concentrate on projects and planning that I did not have time for before his arrival. Jeff and I have completed a 40-hour public purchasing class given by the State of Oregon Department of Administrative Services. The class was held over a four week period beginning at the end of July. Jeff and I are now certified public purchasers and can use our knowledge to verify that purchases are made that meet City purchasing requirements as well as Oregon Revised Statutes and Oregon Administrative Rules.

The following is brief status report on our current projects followed by reports from Parks and WWTP Staff.

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## **STATUS OF CURRENT PROJECTS**

### **Sequoia Parkway 5 and 6 and Township Rd:**

1. Project has been substantially completed and roadway was opened to public traffic on August 28<sup>th</sup>.
2. Duty Fence is scheduled to complete the fencing construction along the Perkin's and Rover's properties by September 18<sup>th</sup>. They were scheduled to begin the installation on September 4.
3. There are a few minor punch list items to be wrapped up. (1) speed sign on Township Rd, hydro-seed infiltration swales, placement of a valve box and lid for the Perkins lateral and some cleanup on the Bugni property (remove boulders, expose existing waterline and irrigation rewiring) and reinstall two mailboxes.

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

Construction Plans are complete. A separate document has been prepared to bid the pump station independent of the road work. Pump Station is ready to proceed anytime. Roadway will be postponed until spring to assure funding is available.

### **NW Canby Sidewalks:**

1. The project is very near completion. We were able to accomplish much more than first estimated as a result of the low bids received, however, we are still short one block from completing all we wanted. Clackamas County has agreed to increase our grant award and with City match, we will complete all areas in the next few weeks.

2. Some paving is remaining at the intersection of Elm St & 4<sup>th</sup> Ave and at the alley approach at Elm St between 4<sup>th</sup> and 5<sup>th</sup> Ave.
3. Final Change Order was sent on 9/3 to the County for signature. This change order will cover the remaining sidewalk and ADA ramps on 5<sup>th</sup> Ave between Douglas and Elm St. The increased cost is \$14,694.95.

#### S 13<sup>th</sup> Avenue Reconstruction:

1. Under construction, all islands and ADA ramps are completed.
2. Contractor is scheduled to start grinding the existing asphalt this Saturday and Sunday September 6<sup>th</sup> and 7<sup>th</sup>.
3. Paving is scheduled to take place the week of September 8<sup>th</sup>.

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

Design drawings are underway for the reconstruction of NE 2<sup>nd</sup> Avenue and a roadway connection to NE 3<sup>rd</sup> Avenue. Design efforts are anticipated to be complete by November for a bid in February 2009. A second design meeting is scheduled for September 5<sup>th</sup> with Greenworks to review status and design concepts.

#### Wastewater Treatment Plant Improvements:

Plans are complete for improvements to the UV system, Effluent filtration, Scum Pumping, Biosolids Drying and RV dump station improvements. Anticipate bidding the project in the spring to expend approximately \$1.2 million from this year's budget and the remainder in 2009-2010.

#### Walnut Street Improvements:

The City has scheduled a remonstrance hearing for October 1, 2008 for approval of the Walnut Street LID. Design work will begin immediately upon approval so that construction can proceed in the spring. Dedications, vacations and lot line adjustments will take 90 to 120 days. Design efforts will take 60 to 90 days and can occur concurrently with securing the land.

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## **Parks Maintenance**

By Jeff Snyder, Parks Lead Worker

### 1. Issue/project: Park Renovations

The Legacy Park phase one project has been completed. The whole project looks great. Plans are being made to open up the restrooms and play areas as soon as possible. The goal is to accommodate the public and yet protect the City's new investment while the turf areas are being established. Mowry Rebar Inc. received the notice to proceed on phase two of the Legacy Picnic Shelter project; the construction start date was August 18th. Phase two has been excavated and the footings have been poured for the covered picnic shelter. Park staff built a secure irrigation vault at Legacy Park; the goal was not to have remote valves scattered throughout the landscape. The benches that were removed from Legacy Park before construction began were installed in Arneson Gardens by staff. Three quotes were obtained from guardrail installers to install six hundred and fifty feet of guardrail at Community Park around the pond to the restroom. The apparent low bidder is Coral Construction



Company. Three quotes were obtained from asphalt contractors to pave the area around the restroom building at Maple Street Park. The apparent low bidder is Signature Paving Services, Inc. A flood light was installed on a light pole at Wait Park to light the American Legion's American Flag so it can fly at night.

## **2. Issue/Project: Park Maintenance**

Mowing and weed spraying was starting to slow by the end of August, staff spent time fertilizing turf and trimming shrubs. Irrigation repairs and adjustment occupied staff time as the weather got hotter. Rough terrain mowing was also completed in the natural areas to reduce fire hazards. A hazard tree was cut down in Community Park. The basket ball courts at S. Locust St. Park had its lines repainted. Directional arrows and a speed limit posting were installed with thermoplastic materials at Community Park. Vandalism was on the rise the last couple of months. The hand rail, automatic restroom door locks and a spring toy at Maple St. Park had to be reinstalled, a portable restroom was burned to the ground at the Skate Park and the chain link fence was driven into. Graffiti was painted over or removed from numerous park locations.

Regular maintenance was performed at the 24 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, 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.

## **3. Issue/Project: City Facility Maintenance**

Facilities maintenance request forms were received from City Hall (1), Transit (1), Police (1), Finance (1), Adult Center (1) and the Library (7). It took 14.5 hours to complete the 12 request forms. Ronda Rozzell also had 13 hours of administrative time related to facilities maintenance. 27.5 hours total.

## **4. Issue/Project: Clackamas County Corrections Crews**

C.C.C.C. weeded shrub beds at the Adult Center and at Arneson Gardens. The crew also string trimmed the wetlands trail and the river bank at Community Park. Litter patrols were also done at the park sites. CCCC performed approximately 270 hours of labor for the City of Canby in the months of July and August.

## **Meetings attended:**

Ben attended the City of Canby Safety Committee meetings.

We all attended the crew safety committee meeting.

Meetings were held with PCR Inc. SCC Earthworks, Mowry Rebar Inc. regarding the Legacy project.

I also met with Scott Gaviati from WP Hickman to tour six City facilities so a roof examination report could be generated.

I had a couple of phone meeting with Architect Scott Beck to discuss Phase two of the Legacy Picnic Shelter project.

All of the parks crew attended a forklift training class.

## **Attach statistics or other information of interest.**

Town

The Parks Department is responsible for 180 acres of property.

Town Center Investments LLC, donated two Chanticleer Flowering Pear trees that will be planted in phase two of Legacy Park.

# Wastewater Treatment Plant

By Darvin Tramel, WWTP 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. In July we brought on our summer helper and Mr. Joseph Tyler has been busy making the treatment plant look outstanding this summer with his tenacious work ethics. Mr. Tyler is truly deserving of a special thank you for his exceptional efforts at the wastewater treatment facility.

During the months of July and August wastewater staff continued to work on summer projects like the cleaning of clarifiers and power washing of all concrete surfaces and assist the collections crew in working on the installation of the radio telemetry system. Staff continued to keep up with preventative maintenance and worked on several major maintenance activities for July and August that included the following:

- Replaced batteries in UPS.
- Replaced transformer on old lime silo.
- Old generator taken to state auction yard.
- Worked with Rogers Machinery on compressors.
- Replaced motor on lime pump auger in biosolids building.
- Changed two valves in primary sludge pump room.
- Disassembled auger and bridge breaker to have repaired by PES.
- Replaced both diaphragms on North W.A.S. pump.
- Replaced broken fittings on hydro press.
- Completed a confined space entry with public works to grout some storm drains.
- Routine daily maintenance, repairs, and cleaning.

Construction activities for the months of July and August included final plan review for the Phase III upgrade completed in July, working with Peterson Equipment Services for the repair and machining of the bridge breaker shaft and completion of an RFP, through Council, for the completion of a Mixing Zone study.

### **July 2008**

New Connections	0	<b>Monthly Averages</b>	
Total Connections	5730	Effluent BOD <sub>5</sub>	3 mg/l
Average Flow	0.9505 mgd	Effluent CBOD <sub>5</sub>	2 mg/l
E. Coli	2	Effluent TSS	5 mg/l

### **August 2008**

New Connections	1	<b>Monthly Averages</b>	
Total Connections	5731	Effluent BOD <sub>5</sub>	2 mg/l
Average Flow	0.9734 mgd	Effluent CBOD <sub>5</sub>	1 mg/l
E. Coli	2	Effluent TSS	4 mg/l

## Biosolids Program:

In June and July the City applied 420 cubic yards of biosolids to the Hein, Fraser, Piuser and Bristol sites. Staff completed another quarterly sampling and analysis of our Biosolids for metals, nutrients, total solids and volatile solids in July. In late August the bridge breaker on the Seepex pump broke down and is being rebuilt. Without the bridge breaker we are unable to process lime in the biosolids system, so we will be taking cake biosolids to the Riverbend landfill. We expect to be back on line by the end of September.

There have been no odor complaints or problems reported by neighboring land owners for the last two years.

**Pretreatment:**

During the months of July and August I have been working on and completing a Mixing Zone study with MixZon, Inc. and preparing data and analysis for the completion of a Reasonable Potential Analysis. Also during this time frame I have been researching the necessary documents and analysis for the completion of our NPDES permit renewal. Once the Mixing Zone study is complete, then I will begin the tedious task of completing a review and update of our Local Limits, which are due in December.

Pretreatment inspections for the past two months included a walkthrough of American Steel and discussions of permit issues with Kendal Floral.

**Meetings and Training Attended**

I attended meetings with Oregon ACWA, Oregon DEQ, the PNPC committee and Curran & McLeod Engineering. All staff member's participated in the City monthly safety meeting and completed a forklift certification seminar.

# City of Canby Bi-Monthly Report

## Department: Transit



For: the months of July and August 2008

Date: Sept 4, 2008

Prepared by: Cynthia Thompson

Through: Mark Adcock, City Administrator

### 1. Funding Issues:

#### a. BETC (Business Energy Tax Credit):

\*Received letter from CPA for two BETC projects and completed final certification forms and submitted to Dept of Energy.

\*Continue to seek pass-through partners for the outstanding projects.

#### b. Monthly Elderly and Disabled transportation reports for TriMet were submitted.

#### c. Quarterly JARC reports and reimbursement requests were submitted.

#### d. Received approval for the first three years of federal earmark funding (\$91,254). The fourth year of funding will be available once the legislature has approved the budget for 2009 earmarks. We expect approximately \$33, 000 in earmark funding for 2009. These funds will be used to purchase one cutaway minibus, bus stop signage, security cameras, bus rehabilitation and bus shelters.

### Ridership:

#### 2. CAT provided 25, 932 rides in July of 2008. This is a 22.4% increase over July of last fiscal year and the highest ridership month since the start of CAT service in September of 2002

### 3. Service Update:

#### a. Monday, August 25<sup>th</sup> the new routes were implemented. CAT's goal is to provide enhanced trip frequencies, extended hours of service, streamline regional connections and improve system efficiency. The most noticeable changes to the public are the three main transfer points at Canby Market Center (Fred Meyer), Canby Transit Center (Thriftway), and Canby Square (Safeway) and the new route names with corresponding colors. CAT routes are now the Green Line serving North Canby, Blue Line serving South Canby, Orange line serving Oregon City and Woodburn, and the Purple line serving Wilsonville. The local routes now have service going both directions so the travel time is significantly reduced.

- b. The first week was hectic but the transition is going well considering the amount of change the drivers and customers are experiencing. Adjustments of five minutes or less have been made to some of the scheduled time points to alleviate overcrowding at the Canby Transit Center and to ensure running times are accurate on each route. A service alert was distributed to the public to inform them of these changes and to remind them to arrive early at their stop and plan accordingly.
- c. The new voicemail system implemented in June seems to be working well, we are receiving fewer hang-ups and customers are adjusting to the change.
- d. The CAT shuttle from Canby Market Center (Fred Meyer) to the fair was a big success with 738 riders utilizing the service during the week of the Clackamas County Fair (August 12-17). Senior Day was the most popular day with 354 riders on that day alone.

4. Community Outreach/Marketing:

- a. The priority over the last two months has been to get the word out about CAT service changes.
  - i. CAT schedules distributed throughout the community.
  - ii. Press Releases submitted
  - iii. FlashAlert notices and Rider Alerts posted
  - iv. Article printed in the Canby Herald regarding the service changes.
  - v. An interview with Cynthia regarding service changes will air in the near future on OCTS.

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

- a. High Capacity Transit Meeting (Metro)
- b. Monthly Regional Transportation Coordinating Council (RTCC) meetings.