

# AGENDA

## CANBY CITY COUNCIL MEETING

March 21, 2007, 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

A. Pledge of Allegiance and Moment of Silence

B. Employee of the Month Presentation – February

Pg. 1

C. Pickle Award Recipient

Pg. 2

### 2. COMMUNICATIONS

### 3. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

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

### 4. MAYOR'S BUSINESS

### 5. COUNCILOR COMMENTS & LIAISON REPORTS

### 6. CONSENT AGENDA

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

A. Approval of Accounts Payable \$364,459.65

B. Approval of Minutes of the March 7, 2007 City Council Regular Meeting

C. Appointment to Planning Commission

Pg. 4

D. Appointment to Transit Advisory Committee

Pg. 5

### 7. PUBLIC HEARING

A. ROW 07-01 (Corder) **TO BE CONTINUED TO 4-18-07**

Pg. 6

### 8. RESOLUTIONS & ORDINANCES

A. Ord. 1232, Authorizing Amendment No. 1 to the Agreement for Engineering Services with Curran-McLeod, Inc. Consulting Engineers for Design and Construction Engineering of South Berg Parkway Extension

Pg. 7

- C. Ord. 1233, Authorizing Personal Services Agreement with Kennedy/Jenks Consultants for Engineering Services (2<sup>nd</sup> Reading) Pg. 13
- D. Ord. 1234, Authorizing Contract with Long Painting Company for the Wastewater Treatment Plant Primary Clarifier Coating Repairs (2<sup>nd</sup> Reading) Pg. 15
- E. Ord. 1237, Amending Title 16 of the Canby Municipal Code Pg. 17

**9. NEW BUSINESS**

- A. Update on Transit Master Plan
- B. Discussion Regarding Council Liaisons
- C. Recommendation by Planning Commission Regarding N Baker Street Pg. 27

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

**11. CITIZEN INPUT**

**12. ACTION REVIEW**

**13. EXECUTIVE SESSION:** ORS 192.660(2)(e) Real Property, ORS 192.660(2)(h) Pending Litigation, and ORS 192.660(3) Labor Negotiations

**14. ADJOURN**

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

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

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Name of Nominee: Melissa York

Date: March 7, 2007

Department: Administration

Nominated By: Kim Scheafer

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

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

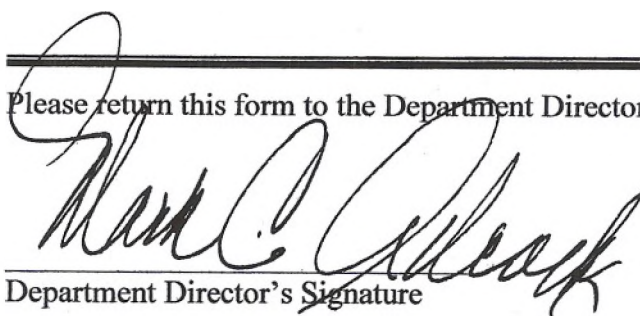
Can you please explain in 3 or 4 more detailed sentences, why you think this person should be nominated for "Employee of the Month", especially as it relates to the items(s) you checked above. Please attach an additional sheet if necessary.

*Melissa consistently demonstrates excellent customer service with staff and citizens. If she does not know the answer to a question, she works diligently to find it out. Her bilingual skills have been a great asset to City Hall.*

*Melissa has taken on many new responsibilities over the last six months. She is a true "team player" and is always coming up with ways to increase efficiency while balancing the workload.*

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

  
Department Director's Signature

3/8/07  
Date

3/7/2007



## Customer Service "Pickle" Award Nomination Form

This award acknowledges individual employees who demonstrate outstanding customer service, flexibility and personal attention to develop and maintain relationships with customers.

Date: March 7, 2007

Name of Nominee: Judi Christiansen

Position: Office Specialist City Hall Reception Desk

Department: Administration

Phone #: 503.266.4021

Name of Nominator: Beth Saul

Position: General Services Director

Department: General Services

Phone #: 503.266.4021 ext 230

Signature of Nominator:



Description of accomplishment (see reverse for award criteria). **Please attach a complete description of the accomplishment which indicates why your nominee deserves to receive the "Pickle" Customer Service Award.** In forming this submission please include specific, detailed examples and data to support your nomination. The information you provide will be used by the Customer Service Committee to determine whether to recommend the nominee to the City Administrator for the award. Nominator will receive confirmation of receipt of submission via email.

### Selection

A nomination form must be completed and submitted to the Customer Service Committee. The Committee will determine the award recipient and forward a recommendation to the City Administrator. Awards will be presented at a City Council meeting. The Committee will notify recipients of their selection. Each nominee will receive a plaque and a pickle lapel pin.

### Description of accomplishment

Please provide specific, detailed examples and data to support your nomination. The information you provide will be used by the Committee to determine the recipient of this award:

Description of the accomplishment: Why does your nominee deserve to receive the Pickle Customer Service Award? What impact has the nominee's accomplishment had on the City of Canby? How did staff, coworkers, or customers benefit from the accomplishment? How has the nominee's accomplishment supported the City Council Customer Service Goal?

*The City Council values good customer service and desires that all City departments focus on understanding the needs of the citizens they serve. City staff should receive training and encouragement in the area of customer service. The City Council goal is that all citizens who need access to City services be treated respectfully, cordially and effectively. A customer service focus on the part of the City staff is intended to foster better communication and credibility between citizens of Canby and their local government.*

***People are our most valuable resource!***

***Nominate someone you think deserves recognition – someone who truly shines!***



DATE: March 12, 2007

MEMO TO: Customer Service Committee

FROM: Beth Saul, General Services Director

RE: Pickle Award nomination

I am nominating Judi Christiansen, our Office Specialist II at the City Hall reception desk, for the Pickle Award for outstanding customer service.

Judi is unfailingly courteous and upbeat. She always has a calm and friendly demeanor and is unflappable even in the face of unhappy customers. Although she is mild mannered and unaggressive in her approach to each customer, she is not intimidated by those who would try to get what they want through confrontation.

Judi always has a smile for each person, and you can tell that she genuinely wants to connect each person with the information or help they need. She goes out of her way to find the answer, even if it is not a service that the City provides. She will search the phone book, the Internet, call other employees, or even call other agencies to get the information needed by our citizens.

The Pickle Award is given for those who regularly go the extra mile to give that extra "pickle" to the customer. Judi is very deserving of this award, and I urge you to support my recommendation to the City Administrator to make the award to her at the March 21, 2007 City Council meeting.

Concur -  
*[Signature]*  
3/12/07

Term to Exp. - 12.31.09

RECEIVED  
FEB 06 2007  
CITY OF CANBY

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

Date: 12/6/07

Name: Rick Gamble Occupation: Business Owner

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

Employer: Canby Trophies Position: Owner

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

E-Mail Address: rick@canbytrophies.com

For which position are you applying? Planning Commission

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

To be a member of a committee to help in the  
growth of Canby

Experience and educational background: Bachelors Degree in Business  
Management

Reason for your interest in this position: To get involved with City Affairs  
and the Development of Canby

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

Information on any special membership requirements: None

Referred by (if applicable): Tony Helbling

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

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

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

Phone: 503.266.4021 Fax: 503.266.7961

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

9-30-05



Term to Expire 3.31.09

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

**RECEIVED**  
**MAR 08 2007**

CITY OF CANBY

Date: 3-8-07

Name: Jean Tallman Occupation: ret.

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

Employer: \_\_\_\_\_ Position: \_\_\_\_\_

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

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

For which position are you applying? Canby Transportation Com.

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

Library

Experience and educational background: U.C. Berkeley - 5 yrs. BA

5 1/2 years on Canby Planning Com.

1 yr. City Council

On CAT Com. from Day 1

Reason for your interest in this position: \_\_\_\_\_

I promised Beth I'd do this

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

See above

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

Referred by (if applicable): Beth Saul - Clair Huppender

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

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

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

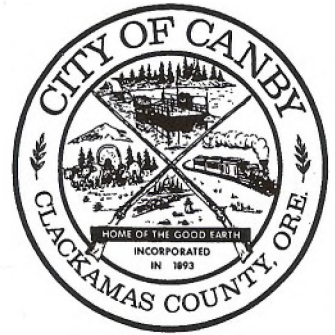
Phone: 503.266.4021 Fax: 503.266.7961

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9-30-05



# MEMORANDUM



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

**FROM:** Kevin C. Cook, Associate Planner

**DATE:** March 12, 2007

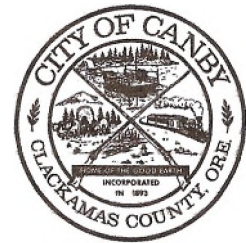
**RE:** Continuation of ROW 07-01

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The hearing for the proposed vacation of right of way needs to be continued to April 18<sup>th</sup>. The applicants still need to provide an accurate legal description and survey map. The proposed Ordinance needs to reference these items in order accurately reflect the area to be vacated.

If any of you have any questions regarding this application and/or the process to date, please do not hesitate to call me or drop by the office to discuss. Please refer to the suggested language below for continuing the meeting. Thank you for your patience regarding this matter.

**“I move that we continue ROW 07-01 to the 2<sup>nd</sup> regularly scheduled City Council meeting in April, which will be held on April 18, 2007 in the City Council Chambers.”**



## MEMORANDUM

**TO:** *Honorable Mayor Thompson and City Council*  
**FROM:** *John R. Williams, Community Development & Planning Director*  
**DATE:** *March 12, 2007*  
**THROUGH:** *Mark C. Adcock, City Administrator*

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Issue: Ordinance 1232, engineering services for S. Berg Parkway.

Synopsis: The City Council previously approved a \$43,900 contract for design engineering services on S. Berg Parkway to Curran-McLeod, Inc. That contract includes surveying, roadway design, and contract bid preparation. Ordinance 1232 would add \$7,300 to that contract and also award a contract not to exceed \$65,000 for construction engineering services.

Recommendation: Staff recommends that the City Council approve Ordinance 1232.

Rationale: Curran-McLeod, Inc. has provided contract engineering services to the City for many years. Curran-McLeod has worked extensively on Berg Parkway over the years and we can capitalize on this work to save money and time in the engineering process.

The added work under design engineering was largely the result of unexpected complications related to right-of-way acquisition, the relocation of a signal pole at 99E/Berg, and the extension of this project into 2007.

Construction engineering includes all project management, inspection, and surveying functions related to this construction project. Detailed cost estimates are contained in the proposed contract. Total engineering costs, including both design and construction phases, are expected to total under 10% of the project costs.

Background: Project funds are coming from ODOT (\$1,231,650), Canby Urban Renewal (est. \$370,000) and Transportation SDCs (\$250,000).

Attached: Ordinance 1232 and contract.

Finance Department Review: \_\_\_\_\_



## **ORDINANCE NO. 1232**

**AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE AMENDMENT NO. 1 TO THE AGREEMENT FOR ENGINEERING SERVICES WITH CURRAN-McLEOD, INC. CONSULTING ENGINEERS FOR DESIGN AND CONSTRUCTION ENGINEERING OF SOUTH BERG PARKWAY EXTENSION; AND DECLARING AN EMERGENCY.**

**WHEREAS**, the CITY OF CANBY has heretofore advertised and received proposals for municipal engineering services, completed oral interviews and selected CURRAN-McLEOD, INC. for the City's Engineer of Record; and

**WHEREAS**, CURRAN-McLEOD, INC. has provided preliminary planning, preliminary engineering and cost estimates for engineering construction for the extension of South Berg Parkway to connect into SW 13<sup>th</sup> Avenue; and

**WHEREAS**, the CITY OF CANBY anticipates the need to complete the construction of South Berg Parkway to SE 13<sup>th</sup> Avenue within calendar year 2007; Now therefore,

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

Section 1. The Mayor and City Administrator are hereby authorized and directed to execute, and declare in the name of the CITY OF CANBY and on its behalf, the attached Amendment Number 1 to the Agreement For Engineering Services with CURRAN-McLEOD, INC. to increase the design budget by \$7,300 to a maximum fee of \$50,200, and establish a construction phase budget not to exceed \$65,000. A copy of Amendment Number 1 with CURRAN-McLEOD, INC. is attached hereto and marked as Exhibit "A" and by this reference incorporated herein.

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



**SUBMITTED** to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, March 21, 2007; ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and scheduled for second reading before the City Council for final reading and action at a regular meeting thereof on Wednesday, April 4, 2007, commencing at the hour of 7:30 pm at the Council Meeting Chambers at the Canby City Hall, 182 N. Holly, Canby, Oregon.

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

**PASSED** on second and final reading by the Canby City Council at a regular meeting thereof on the 4<sup>th</sup> day of April, 2007, by the following vote:

YEAS \_\_\_\_\_

NAYS \_\_\_\_\_

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

ATTEST:

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

City of Canby  
SOUTH BERG PARKWAY EXTENSION

**AMENDMENT NO. 1 TO THE AGREEMENT  
FOR ENGINEERING SERVICES**

IN CONSIDERATION of the Agreement dated November 16, 2005, between the City of Canby (OWNER) and CURRAN-McLEOD, INC., Consulting Engineers (ENGINEER);

- Whereas: The OWNER intends to proceed with extension of South Berg Parkway to connect Hwy 99E to the existing termination of SW 13<sup>th</sup> Ave; and,
- Whereas: The OWNER has incorporated the additional task of coordination with construction activities adjacent to the project site resulting in revisions to the signalization system at Highway 99E; and,
- Whereas: The DEQ permitting requirements for stormwater disposal have been modified since execution of the contract impacting the design efforts of this project; and,
- Whereas: The ENGINEER agrees to provide the OWNER with required design and construction phase services; and,

Now it is agreed that the contract be modified to read as follows:

**SECTION B - COMPENSATION FOR ENGINEERING SERVICES**

1. The Owner shall compensate the ENGINEER for services in accordance with the following schedule:

**Design Engineering**, increase the design budget by \$7,300 to a total of:

-Fifty One Thousand two Hundred Dollars (\$51,200)

**Construction Engineering**, as estimated in the task attached herein:

-Sixty Five Thousand Dollars (\$65,000)

# CONSTRUCTION PHASE ENGINEERING TASKS

TASKS		EST HOURS	ESTIMATED COST
1.	Bidding Assistance/ Addenda	20	\$2,000
2.	Bid opening / Recommendation	8	\$800
3.	Contract Execution	12	\$1,200
4.	Preconstruction Conference	8	\$800
5.	Construction Surveys	LS	\$10,000
6.	Site Visits/Engineering Inspections	250	\$25,000
7.	Contract Administration	160	\$16,000
8.	Substantial Completion/ Closeout	30	\$3,000
9.	Record Drawings	16	\$1,200
10.	Geotechnical Engineering / Testing	LS	\$5,000
ESTIMATED CONSTRUCTION PHASE ENGINEERING			\$65,000

2. d. Where hourly rates are used, they shall be in accordance with the Standard Hourly Rate Schedule, attached herewith and referenced as exhibit 'C'.

All remaining Agreement articles and provisions except those subject to change under Amendment No. 1 are retained unchanged.

IN WITNESS WHEREOF, the parties hereto have executed or caused to be executed by their duly authorized officials, this Second Amendment to the Agreement in duplicate on the respective dates indicated below.

OWNER: CITY OF CANBY

ENGINEER: CURRAN-McLEOD, INC.

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_



# STANDARD HOURLY RATES

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Effective February 25, 2007

Senior Principal Engineer	\$ 120.00
Principal Engineer/Manager	110.00
Project Engineer/Project Manager	100.00
Design Engineer	92.00
Design Technician	70.00
Graphics Technician	55.00
Word Processing	50.00
Resident Project Representative	60.00

## REIMBURSABLE EXPENSES

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Reproduction expenses are at cost.

Auto expenses reimbursed at 48.5¢ per mile.

Per diem expense at cost.

CURRAN-McLEOD, INC., Consulting Engineers

## ORDINANCE 1233

### AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH KENNEDY/JENKS CONSULTANTS FOR ENGINEERING SERVICES; AND DECLARING AN EMERGENCY.

**WHEREAS**, the City of Canby requires design and construction engineering services for the review of issues relating to certain current planning applications, and park design work for the new park in the Northwood Subdivision; and

**WHEREAS**, the City wishes to employ Kennedy/Jenks Consultants as an independent contractor under a personal services contract to complete this work; and

**WHEREAS**, a personal services contract for these services has been reviewed and approved by both parties but needs approval of the City Council because the expense is over \$15,000; now therefore

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

Section 1. The Mayor and 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 Kennedy/Jenks Consultants for design and construction engineering services. The copy of said contract is attached hereto and marked as Exhibit "A" and by this reference fully incorporated herein.

Section 2. Emergency Declared.

It being necessary for the health, safety and general welfare of the citizens of Canby that these services be completed as soon as possible, an emergency is hereby declared to exist and this ordinance shall 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 Wednesday, March 7, 2007 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, March 21, 2007, commencing at the hour of 7:30 P.M. in the Council Meeting Chambers at Canby City Hall in Canby, Oregon.

\_\_\_\_\_  
Kimberly Scheafer  
City Recorder Pro-Tem

**PASSED** on the second and final reading by the Canby City Council at a regular meeting thereof on March 21, 2007 by the following vote:

YEAS \_\_\_\_\_ NAYS \_\_\_\_\_

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

ATTEST:

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



**ORDINANCE NO. 1234**

**AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH LONG PAINTING COMPANY FOR THE WASTEWATER TREATMENT PLANT PRIMARY CLARIFIER COATING REPAIRS; AND DECLARING AN EMERGENCY.**

**WHEREAS**, the City of Canby has heretofore solicited bids for clarifier coating system repairs at the Wastewater Treatment Plan; and

**WHEREAS**, the solicitation documents were sent to three local contractors with experience to complete this type of work; and

**WHEREAS**, two bids were received and opened on February 23, 2007 at 2:00 PM by the City of Canby in the Planning Department office with the low responsive bid being received from Long Painting Company in the amount of twenty four thousand nine hundred dollars; and

**WHEREAS**, the Canby City Council, acting as the City's Contract Review Board, met on Wednesday, March 7, 2007 and considered the bid and reports and recommendations of the City staff, including the staff recommendation that the low responsive bid be selected; and

**WHEREAS**, the Canby City Council determined that the low responsive bid was that of Long Painting Company; now therefore

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

Section 1. The Mayor and 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 Long Painting Company for primary clarifier coating system repairs as specified, for the bid amount of \$24,900. A copy of the contract with Long Painting Company is attached hereto and marked as Exhibit "A" and by this reference incorporated herein.

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

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, March 7, 2007; ordered posted as required by the Canby City Charter and scheduled for second reading on Wednesday, March 21, 2007 after the hour of 7:30 pm at the Council Chambers at the Canby City Hall, 182 N. Holly, Canby, Oregon.

Kimberly Scheafer, City Recorder

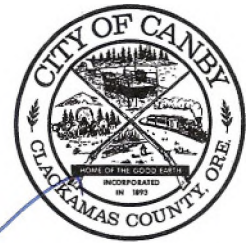
**PASSED** on second and final reading by the Canby City Council at a regular meeting thereof on the 21<sup>st</sup> day of March, 2007, by the following vote:

YEAS            NAYS

Melody Thompson, Mayor

ATTEST:

Kimberly Scheafer, City Recorder



# MEMORANDUM

**TO:** *Honorable Mayor Thompson and City Council*  
**FROM:** *John R. Williams, Community Development & Planning Director*  
**THROUGH:** *Mark C. Adcock, City Administrator*  
**DATE:** *March 13, 2007*  
**RE:** *Ordinance 1237 (TA 07-01)*

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## Summary

Ordinance 1237 adopts a number of miscellaneous and minor code changes to the Land Development and Planning Ordinance.

## Recommendation

Staff recommends that the City Council **approve** Ordinance 1237, adopting Text Amendment 07-01 and the Planning Commission's findings of fact on this amendment.

## Rationale

Staff puts together this type of code change every few years to respond to new issues, citizen suggestions, Planning Commission decisions, problems noted in the code, and changes in law. We intentionally exclude any code changes considered to be significant or controversial in order to facilitate review. The Planning Commission met in workshop to review the changes, then held a public hearing and voted unanimously to recommend approval of the changes to the Council.

## Background

For more detail on this application, please see the attached Planning Commission staff report, which contains a summary of the "most interesting" parts of this application. For even more detail, the complete text amendments are contained in Exhibit 2 of Ordinance 1237.

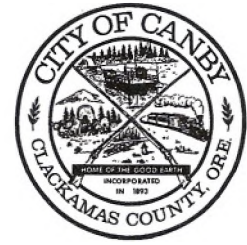
## Other Options:

1. Schedule, notice, and hold a public hearing prior to adoption of this Ordinance. Staff did not recommend this option due to the relatively minor nature of the proposed changes. No testimony was received by the Planning Commission at their hearing.

## Attached:

- Planning Commission staff report
- Ordinance 1237 including exhibits (Planning Commission findings of fact + full text of changes)





# STAFF REPORT

**TITLE:** Land Development & Planning Ordinance update

**APPLICANT:** City of Canby

**FILE #:** TA 07-01

**STAFF:** John Williams, Community Development & Planning Director

**REPORT DATE:** February 16, 2007

**HEARING DATE:** February 26, 2007

## I. APPLICATION SUMMARY

This application contains many fairly minor modifications to Canby's Land Development & Planning Ordinance (Canby Municipal Code Title 16). Some of the modifications fix typographical errors or inconsistencies, others are more substantive changes recommended by staff. The last similar application was processed in 2002.

Staff's intent with applications like this is to keep the subject matter fairly routine and uncontroversial, separating out items that may generate more interest or require additional public process. A variety of "more significant" code changes are needed at this time. They include updates to code sections dealing with storm water disposal, site lighting, parking standards, public street design standards, sign regulations, subdivision design, and annexations. These items were purposefully left out of the current application to simplify and target discussion of the more complex issues.

The proposals were reviewed in detail by the Planning Commission at a workshop on February 12, 2007. The Commission made about a dozen changes, which are reflected in the attached proposal.

## II. APPLICABLE CRITERIA

### *Section 16.88.160 Amendments to text of title*

This is a legislative land use amendment. In judging whether or not this title should be amended, the Planning Commission and City Council shall consider:

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

The Planning Commission will hold a public hearing and make a recommendation to the City Council on this proposal. The City Council will make their decision based on the record of the Planning Commission's hearing and deliberations but does not usually hold a new public hearing (though the Council may hold such a hearing if it so chooses).

### **III. PROPOSED AMENDMENTS**

It's probably already clear from the size of this packet that many changes are proposed in this amendment – items have been accumulating for five years in our working file to be addressed with this code update. Staff believes that the great majority of the changes are very minor and will serve just to make the code easier for staff and citizens to use.

For clarity's sake staff has chosen to present the changes in a separate book-formatted attachment (Exhibit A). In this attachment, proposed code changes are provided on the right-hand page with accompanying explanations on the left. The rationale for each proposal is provided in the exhibit. Only pages in the code with changes on them are provided in this exhibit. Page numbering is based on the existing code.

To facilitate review of the many changes proposed, staff has created the following list of all the changes considered to be noteworthy for one reason or another. This list contains page references to allow a more detailed review in Exhibit A.

#### **Code change proposals of note**

1. Creation of major and minor public facility definitions (see 16.04 p. 13; 16.16 p. 3 etc). Our current code is silent or unclear about what zones public projects such as pump stations, transit shelters, and park restrooms are allowed in. This proposal creates definitions allowing "minor public facilities" outright in most zones while requiring "major public facilities" to obtain conditional use permits in most zones.
2. Simplifying & clarifying the process for some of our more routine application types. For example, changes are proposed to the processes for Code Interpretation (16.05), Temporary/Hardship Permits (16.44), Non-Conforming Structures (16.52), and Modifications (16.89.090). The changes are mostly based on problems staff has observed over the last five years.



3. Allowing driveways to single family homes or their accessory structures to be unpaved providing that a 20 foot paved area is provided adjacent to the public street and provided that emergency service provision is addressed (16.10 p. 7). Public Works and the Canby Fire District were involved in the creation of this language, which will give homeowners more flexibility and mitigate storm water disposal issues we have seen.
4. Eliminating the requirement for manufactured homes in the R-1 to have a garage or carport (16.16 p.2). Currently the code requires this but does not require “stick-built” homes to have a garage or carport. Staff believes the requirement should be uniform – either require all homes to have it, or require none. The Planning Commission discussed this at length in the workshop on February 12, and gave staff direction to eliminate the requirement for manufactured homes.
5. Limiting the allowed height of detached accessory structures in residential zones. This may be the most “substantive” change proposed in this entire application. We’ve received a variety of complaints from citizens whose neighbors have been allowed to build accessory structures like shops or garages up to 22 feet high within 3 feet of a property line. Staff agrees that the rules should be tightened up. The Commission discussed this change in detail and changed staff’s flat height limit to a step-up standard. See more details at 16.16 pages 4 and 5.
6. Changing the allowed height for freestanding signs to 30 feet (the height of Fred Meyer’s Highway 99E signs). Currently our code allows signs up to 45 feet high! This change is proposed for all commercial and industrial zones. Staff believes that no existing signs are taller than 30 feet. See 16.22 page 4.
7. Eliminating our code’s prohibition on off-premises signs (billboards). Current case law states that rules forbidding off-premise signs are unconstitutional limits on freedom of speech because such rules prohibit signs based on content, not size or location. Canby needs to follow the example of many cities by removing this section of code and related language in Chapter 16.42.
8. Putting recent Planning Commission interpretations into code – as with a decision involving setbacks on mixed-height structures (16.16 p.5) and nonconforming Structure allowances (16.52 p.1 and 2).
9. Adopting standards for the design of pedestrian pathways in subdivisions. We’ve had problems with these in recent years and are attempting to ensure that any new connections that are built are safer and more useful (16.64 p.4).
10. Adding one month to the application timeline for annexations (16.84). We’ve had a hard time completing all steps in time to get proposals to the County elections office in time.

In staff’s estimation, the remainder of proposed changes are simply clarifications, simplifications, or corrections designed to make the code more useful and comprehensible.

#### **IV. FINDINGS AND CONCLUSIONS**

1. Staff concludes that the proposed amendments comply with the Comprehensive Plan of



the City, and the plans and policies of the County, State, and local districts, and will preserve functions and local aspects of land conservation and development;

2. Staff concludes that there is a public need for the change. Changes are required in order to keep Canby's Land Development and Planning Ordinance up-to-date and functional.
3. Staff concludes that the proposed amendments will serve the public need better than any other change which might be expected to be made.
4. Staff concludes that the proposed amendments will preserve and protect the health, safety, and general welfare of the residents of the community; and
5. Staff concludes that the proposed amendments comply with the Statewide Planning Goals.

## **V. RECOMMENDATION**

Based upon previous public meetings and the findings and conclusions stated in this report, and without benefit of a public hearing on the matter, staff recommends that the Planning Commission recommend approval of **TA 07-01** to the City Council.

## **ORDINANCE 1237**

### **AN ORDINANCE AMENDING TITLE 16 OF THE CANBY MUNICIPAL CODE.**

**WHEREAS**, periodic revisions of Canby's Land Development and Planning Ordinance are needed to ensure consistency, functionality, and legality; and

**WHEREAS**, the Planning Commission, after providing appropriate public notice, conducted a public hearing on a set of amendments, 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, after reviewing the Planning Commission's findings of fact regarding the subject amendments, concluded that the Planning Commission's findings of fact and the 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 1, and approves Text Amendment 07-01; and
- 2) Title 16, the Land Development and Planning Ordinance of the City of Canby, is modified as detailed in Exhibit 2.

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, March 21, 2007 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, April 4, 2007, commencing at the hour of 7:30 P.M. in the Council Meeting Chambers at Canby City Hall in Canby, Oregon.

\_\_\_\_\_  
Kimberly Scheafer  
City Recorder Pro-Tem

**PASSED** on the second and final reading by the Canby City Council at a regular meeting thereof on April 4, 2007 by the following vote:

YEAS \_\_\_\_\_ NAYS \_\_\_\_\_

---

Melody Thompson, Mayor

ATTEST:

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Kimberly Scheafer  
City Recorder Pro Tem





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

**A REQUEST FOR APPROVAL OF  
MINOR MODIFICATIONS TO  
CANBY'S LAND DEVELOPMENT  
AND PLANNING ORDINANCE.**

) **FINDINGS, CONCLUSION & ORDER**  
) **TA 07-01**  
) **(City of Canby)**  
)

**NATURE OF APPLICATION**

This application contains many fairly minor modifications to Canby's Land Development and Planning Ordinance (Canby Municipal Code Title 16). Some of the modifications fix typographical errors or inconsistencies, others are more substantive changes recommended by staff.

**HEARINGS**

The Planning Commission held a public hearing to consider this application at its meeting of February 26, 2007.

**CRITERIA AND STANDARDS**

**Section 16.88.160 – Amendments to text of title**

This is a legislative land use amendment. In judging whether or not this title should be amended, the Planning Commission and City Council shall consider:

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;
2. A public need for the change;
3. Whether the proposed change will serve the public need better than any other change which might be expected to be made;

**Findings, Conclusions & Order**  
**TA 07-01**  
**Page 1 of 3**

4. Whether the change will preserve and protect the health, safety and general welfare of the residents in the community;
5. Statewide planning goals.

### **FINDINGS AND REASONS**

The Planning Commission, after holding a public hearing on February 26, 2007 and considering the February 16, 2007 staff report deliberated and reached a decision approving the text amendment application of TA 07-01. The Commission adopted the findings and conclusions contained in the February 16, 2007 staff report, written in the Order below:

### **CONCLUSION**

The Planning Commission of the City of Canby concludes that:

1. The proposed amendments comply with the Comprehensive Plan of the City, and the plans and policies of the County, State, and local districts, and will preserve functions and local aspects of land conservation and development;
2. There is a public need for the change. Changes are required in order to keep Canby's Land Development and Planning Ordinance up-to-date and functional.
3. The proposed amendments will serve the public need better than any other change which might be expected to be made.
4. The proposed amendments will preserve and protect the health, safety, and general welfare of the residents of the community; and
5. The proposed amendments comply with the Statewide Planning Goals.


### **ORDER**

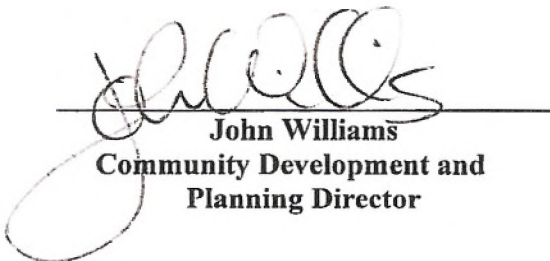
**IT IS RECOMMENDED BY THE PLANNING COMMISSION** of the City of Canby that the Canby City Council approve **TA 07-01**.



**I CERTIFY THAT THIS ORDER** recommending approval of **TA 07-01** to the Canby City Council was presented to and **APPROVED** by the Planning Commission of the City of Canby.

DATED this 12<sup>th</sup> day of March, 2007.

  
James R. Brown, Chair  
Canby Planning Commission

  
John Williams  
Community Development and  
Planning Director

**ATTEST:**

**ORAL DECISION**                      **February 26, 2007**

AYES:                      Brown, Ewert, Molamphy, Holte, Taylor  
NOES:                      None  
ABSTAIN:                  None  
ABSENT:                  Milne

**WRITTEN FINDINGS**              **March 12, 2007**

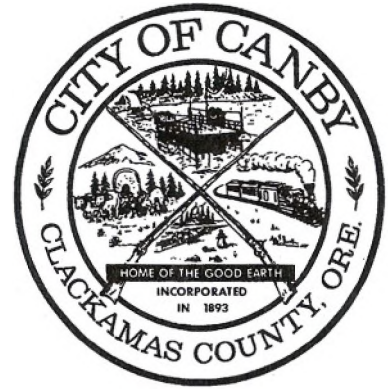
AYES:                      Brown, Ewert, Molamphy, Holte, Taylor  
NOES:                      None  
ABSTAIN:                  Milne  
ABSENT:                  None

**CANBY MUNICIPAL CODE**  
**CHAPTER 16 PROPOSED**  
**CHANGES**

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BUILDING DEPARTMENT**



# MEMORANDUM



**TO:** City Council  
**FROM:** Matilda Deas, AICP, Project Planner  
**DATE:** March 21, 2007  
**RE:** N. Baker Drive Recommendations

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On February 26<sup>th</sup>, 2007 the Canby Planning Commission considered several alternatives for addressing citizen concerns regarding issues associated with the narrow, curved roadway that connects N. Baker to 6<sup>th</sup> Avenue. Residents and industrial park tenants presented their concerns and proposed solutions. The Planning Commission discussed the information presented and agreed on a set of formal recommendations to forward to the City Council for their consideration. Those recommendations are set forth in the report section of this memorandum

## Background

In November of 2005 the City of Canby received a petition from a large number of homeowners in the residential area north of Johnson Controls to close the curved access road between N. Baker Drive and NW 6<sup>th</sup> Avenue. The petition cited several concerns:

- ♦ The access road was narrow, unlit and dangerous
- ♦ Increased vehicular traffic generated from the new 127 lot subdivision on NW 3<sup>rd</sup> Ave.
- ♦ Semi-truck and trailers not using the City's designated truck route (driving illegally through their residential neighborhood)

Staff presented the initial proposal to the Planning Commission as a new business item at the January 23<sup>rd</sup> regular meeting. After much discussion the Commission instructed staff to have the City Engineer come up with a drawing using traffic calming devices and bring them back to the Planning Commission for future discussion.

The City Engineer drew up a design for a cul-de-sac and one way treatment for the end of N. Baker. However, the City does not have the right-of-way to build this solution as it would require over 100 feet and we have only 40 to 60 feet. Johnson Controls did not support this option as:

- 1) They can't spare the land we would need for the right of way, and
- 2) They thought it would create a place for kids to hang out and spin circles.

Additionally, the large cul-de-sac would have a significant impact on the house across from Johnson Controls.

At this juncture Staff recommended the Planning Commission consider the following measures at the regularly scheduled May 22<sup>nd</sup> Planning Commission meeting:



- ♦ Make the road one-way south bound
- ♦ Post prominent "No Truck Traffic" signs on either side up to Knight's Bridge Rd.
- ♦ Install additional street lighting to improve safety and minimize vandalism
- ♦ Recommend traffic calming measures if speeding is an issue

At the May 22<sup>nd</sup> meeting, many citizens expressed frustration that no satisfactory solution had been identified. The Commission directed Staff to go back for additional neighborhood input and return with a more concrete proposal.

Staff proceeded as described in the introduction above. The draft compromise proposal included the following four recommendations (full report is attached):

1. Install clearly visible "Truck Route" signs on Knights Bridge Rd. at the point where vehicles head up from the hill from crossing the bridge; and at Knights Bridge Rd. at Holly (the City's designated truck route)
2. Install "No Trucks Allowed" or similarly worded signs at N. Ash, N. Aspen and N. Cedar where they intersect Knights Bridge Rd.
3. Sign N. Baker as "One Way – Do Not Enter". The signage would be on N. Baker before the curved section that connects N. Baker to NW 6<sup>th</sup> Avenue. N. Baker would be one way going south from NW 6<sup>th</sup> toward N. Baker. The stop sign at the intersection of N. Baker and NW 6<sup>th</sup> would no longer be necessary. The hedge that is maintained by Mr. Ewert could remain, but should be trimmed so that the head of an average height person would be visible above the hedge, or to the City's vision clearance standards.
4. Install "No Truck Parking-Tow Away Zone" signage on N. Baker from NW 3<sup>rd</sup> Avenue to the proposed one way portion of N. Baker at the curve.

Staff received no requests for changes to the draft document from residents. Staff did receive a letter dated November 15, 2006 (see attached) from a group of industrial park tenants who had met on several occasions to discuss the draft proposal. The group agreed with points 1 and 2, and requested point 4 be modified as follows:

Eliminate the word truck from the signage and make the sign read "No Unattended Parking-Tow Away Zone".

The group disagreed with the 3<sup>rd</sup> point and recommended the following:

- Leave the street two way
- Improve and straighten the road
- Eliminate the hedge.

The industrial tenants prefer the roadway be improved regardless of whether the road remains two-way or is changed to one-way.

At the February 26<sup>th</sup> Planning Commission meeting, residents and industrial tenants expressed their concerns to the Commission once again, regarding traffic and safety issues associated with N. Baker. The Commission discussed possible solutions in light of citizen concerns and made the following recommendations:

- Install "Truck Route" signs on Knights Bridge Rd at the point where vehicles head up the hill from crossing the bridge, and at Knightsbridge Rd at Holly. Staff will work with Public Works to determine if we need additional signage.
- Install clearly visible "No Trucks Allowed" or similarly worded signage at N. Ash, N. Aspen, and N. Cedar where they intersect Knights Bridge Rd.
- Make N. Baker a one-way, 12 foot wide inle travel lane southbound, with a sidewalk on one side.
- Install stop signs on N. Baker and N.W. 6<sup>th</sup> Avenue where they intersect, north of the N. Baker curve. (See attached map illustrating location of suggested improvements)
- Install Speed Tables if necessary on N. Ash, N. Aspen, N. Baker (north of NW 6<sup>th</sup> Ave.) and NW 6<sup>th</sup> Avenue. The speed tables may not be necessary if implementing the above actions remedy traffic related concerns in the neighborhood.
- Install "No Unattended Parking-Tow Away Zone signs on N. Baker

### **Options**

1. Adopt Planning Commission recommendations listed above
2. Adopt recommendations from the original petition request
3. Adopt compromise recommendations
4. Adopt industrial tenant recommendations (modification of compromise recommendations)
5. Identify and adopt an alternative set of recommendations determined by the Council

### **Process**

All residential and industrial participants and petitioners have been notified of the March 21 meeting.

### **Attachments**

Past staff memos; Planning Commission meeting minutes; initial citizen petition; compromise proposal, industrial tenant response, map of Planning Commission recommendations



**MINUTES**  
**CANBY PLANNING COMMISSION**  
7:00 PM – February 26, 2007  
City Council Chambers – 155 NW 2<sup>nd</sup> Avenue

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**PRESENT:** Chair Jim Brown, Vice Chair Dan Ewert, Commissioners John Molamphy, Bruce Holte and Jared Taylor

**ABSENT:** Janet Milne

**STAFF:** John Williams, Community Development and Planning Director; Matilda Deas, Project Planner; Kevin Cook, Associate Planner; and Jill Thorn, Planning Staff

**OTHERS:** Shirley Tessman, Bob Westcott, Randy Tessman, Barbara LaBaron,  
**PRESENT:** Frank Russell, Cherrol Pacholl, Harold Blessing, Eleanor Blessing, Bruce LaBaron, Beth Anne Cacka, Job Cacka, Mary Balcom, Pat Ewert, Michelle Stevens, George Johnson, R J Larios, Tom Kotzian, Walt Daniels, and Russ Daniels

**I. CITIZEN INPUT** None

**II. NEW BUSINESS**

Commissioner Taylor reported he had read the staff reports and records of the meetings for the North Baker Drive and the DR 06-10 application and would be participating in the discussion of the items.

**North Baker Drive Update** – Commissioner Dan Ewert said that as an adjoining property owner he felt it better if he not sit on the Commission for this agenda item and left the Commission dais.

On September 13, 2006 staff met with a group of citizens who had participated in previous discussions regarding traffic, safety and parking issues on N. Baker Drive and adjacent residential streets. Participants discussed previously reviewed options and then generated a list of recommendations they believed the majority of both residents and industrial tenants in the area would support. These recommendations reflected compromises made by both residents and industrial tenants attending the meeting.

Matilda Deas reported the draft compromises included four recommendations:

1. Install clearly visible "Truck Route" signs on Knights Bridge Road at the point where vehicles head up from the hill from crossing the bridge; and at Knights Bridge Road at Holly.
2. Install "No Trucks Allowed" or similarly worded signs at North Ash and North Aspen and North Cedar where they intersect Knights Bridge Road.
3. Sign North Baker as "One Way – Do Not Enter". The signage would be on North Baker before the curved section that connects North Baker to NW 6<sup>th</sup> Avenue.



4. Install "No Truck Parking – Tow Away Zone" signage on North Baker from NW 3<sup>rd</sup> Avenue to the proposed one way portion of North Baker at the curve.

Ms Deas said the residents and industrial park tenants had tentatively agreed on the four proposals.

Staff did receive a letter from a group of industrial park tenants stating that they agreed on points 1 and 2, and requested point 4 be modified for signs to read "No Unattended Parking – Tow Away Zone". The group disagreed with point 3 and requested it be left as a two way street, straightened and improved to City street standards.

Commissioner Molamphy asked who would pay for the changes.

Ms Deas said the City would have to identify funding sources.

Chair Brown reminded the Commission that the Commission would be making a recommendation to the City Council who would make the final decision.

Randy Tessman of 601 N Baker Drive presented a Power Point presentation on many of the issues and concerns of the residents of the area. He gave the Commission a copy of a traffic count of vehicles who exited onto NW 6<sup>th</sup> and N Baker between 3:30 PM to 5:30 PM. Forty vehicles turned left onto Knightsbridge at Ash and left town while only two turned right onto Knights Bridge at Ash.

Dan Ewert of 596 N Baker Drive said the hedge at the edge of his property was to stop the trucks from using the unsafe street. He felt many people used the area as a short cut and this had never been the intended use. He stated he was willing to lower the hedge if the area was to become a one-way street.

Cherrol Pacholl of 725 N Baker Drive stated she was in favor of the one way traffic plan and felt speed is a big issue.

Job Cacka of 620 N Baker Drive stated the bank behind Mr. Tessman's home was fragile because of the type of soil, very sandy loam. He suggested that a sign like one in Tualatin that was 4' x 4' stating there was no through truck access ahead.

Bob Wescott of 1825 NE 21<sup>st</sup> Avenue and owner Wesco Parts Cleaners said he had hoped the compromise would be accepted by the industrial park businesses, but that did not happen. He said there were concerns about not having access to the area when the street was closed for work to be done as recently happened when it was closed for a day and vehicles could not get in and out of the area except through the N Baker area.

Walt Daniels of 687 N Ash stated there were many safety issues and the Ash had not been designed for trucks.

Elizabeth Cacka of 620 N Baker Drive expressed concern about speeding and small children. She liked the idea of the one way street and speed bumps.

Pat Ewert of 596 N Baker Drive spoke to the dangerous intersection and felt safety was important.



Eleanor and Howard Blessing of 751 N Baker Drive spoke about their concerns in crossing the street to get the newspaper as cars come around the bend too fast.

Frank Russell of 692 N Baker Drive suggested the buffer strip should become a street which then would relieve the traffic in the neighborhood.

Commissioner Taylor stated he wondered about the same area.

Ms Deas responded that it was a special buffer identified in the City of Canby's Comprehensive Plan as an "area of special concern" and could not be used for a street.

Commissioner Holte said he was in favor of a one-way road; additional signage and speed tables. He was not in favor of widening the narrow street.

Commissioner Molamphy said he was opposed to speed bumps but okay with speed tables. He did not want to improve the street as it was not designed for that type of use. He was in favor of the proposed signage.

Commissioner Taylor said he was in favor of the speed tables and liked the idea of a 4' x 4' sign out on Knights Bridge to let truck drivers know the route that was to be used. He felt the idea of a one-way street heading south. He would like to see pedestrian access off of the road.

Chair Brown stated he was in favor of the signage options. He liked the one-way connection and suggested that the road be improved for a single lane 12 feet wide with curbs and a sidewalk on one side for pedestrians. He also said he was not a fan of speed tables.

John Williams said the next step was that the comments received tonight would be passed to the City Council who would make the final decision.

Chair Brown thanked those who attended and encouraged them to attend the City Council meeting and express their concerns to the Council. Chair Brown said anyone who signed the Sign In sheet would receive notice of the City Council meeting.

**Tree Plan for DR 06-11 – Knott Commons** – Kevin Cook presented the proposed plan to the Commission. There were no concerns expressed by the members of the Planning Commission.

**Election of a Vice Chair** - Commissioner Molamphy nominated Commissioner Ewert. Commissioner Holte seconded. Motion carried 5-0.

### **III. PUBLIC HEARINGS**

**MLP 06-16/VAR 07-01 – Willamette Valley Country Club** – The hearing has been rescheduled for March 26, 2007 in order to notify all adjacent property owners.

**DR 06-10 – 1410 S. Township Road**– Site and Design Review approval for a two-story warehouse building. The hearing had been continued from January 8, 2007 and February 12, 2007.

Chair Brown read the public hearing format. When asked if any Commissioner had a conflict of interest, none was expressed. When asked if any Commissioner had ex-parte contact, none was stated. No questions were asked of the Commissioners.

Kevin Cook presented the staff report. The City had received a revised site plan for the proposed Larios Building. The new plan shows a reduced building size of 9,600 sq. ft. (10,200 previously proposed). The proposed floor area consists of 4,800 sq. ft. of office space and 4,800 sq. ft. of warehouse space.

The parking requirement is for 22 parking stalls, which is what the applicant is now proposing on the revised plan.

A trash enclosure has been added to the site plan west of the parking area. The paved area is approximately 10,056 sq. ft. and the proposed landscaping is 4,523 sq. ft. (45%). Two drywells are shown on site.

It is recommended that all conditions of approval from the original staff report remain with the exception of condition 5. Staff will require detail sheets of the lighting plan, landscaping, and stormwater to be submitted with the construction plans at the time of pre-construction meeting.

**Applicant:** R J Larios said that new plans had been submitted based on the comments and suggestions received at the last hearing and felt the changes were good for the project. Mr. Larios said an easement would be given as requested and that a portable loading dock was being added for possible future tenants of the building.

Commissioner Ewert thanked Mr. Larios for taking seriously the suggestions the Commission had made at the previous hearing and felt such actions made the job of the Planning Commission much easier.

Commissioner Ewert asked Mr. Larios if the findings were conditioned that a future owner of the building would have to come back to the Commission to discuss the loading dock and future uses of the building would there be any problem.

Mr. Larios responded there was no problem.

Chair Brown asked about the color of the roof of the building that was shown on the drawings.

Mr. Larios responded that it was the intention to use shades of brown on the exterior of the building.

**Proponents:** None

**Opponents:** None

**Rebuttal:** None

Chair Brown closed the public hearing.

Chair Brown felt the design of the project was so much better and thanked Mr. Larios for following through on the suggestions made at the previous hearing.

Chair Brown suggested that the colors for the building exterior be reviewed by the staff,



It was moved by Commissioner Ewert to approve DR 06-10 as amended with Condition 22 that the staff is to review the final building colors. It was seconded by Commissioner Holte. Motion carried 4-0-1 with Commissioner Holte abstaining.

**TA 07-01 – Miscellaneous Minor Amendments to the Community Development Code.**

Chair Brown read the public hearing format. When asked if any Commissioner had a conflict of interest, none was expressed. No questions were asked of the Commissioners.

John Williams presented the staff report. This application contains many fairly minor modifications to Canby's Land Development & Planning Ordinance (Canby Municipal Code Title 16). Some of the modifications fix typographical errors or inconsistencies, others are more substantive changes recommended by staff. The last similar application was processed in 2002.

Staff's intent with applications like this is to keep the subject matter fairly routine and uncontroversial, separating out items that may generate more interest or require additional public process. A variety of "more significant" code changes are needed at this time. They include updates to code sections dealing with storm water disposal, site lighting, parking standards, public street design standards, sign regulations, subdivision design, and annexations. These items were purposefully left out of the current application to simplify and target discussion of the more complex issues.

The proposals were reviewed in detail by the Planning Commission at a workshop on February 12, 2007. The Commission made about a dozen changes, which were reflected in the draft proposal before the Commission.

Commissioner Ewert asked if schools were included in the minor public facilities section. Mr. Williams clarified that schools were included for minor public facilities that would not add capacity or traffic to a school.

Commissioner Ewert voiced concerns about eliminating the requirement for garages on manufactured homes in the R-1 zone.

Chair Brown said that even if there was no garage, the applicant still had to provide two off street parking places.

Commissioner Taylor said that some people don't need a garage and should not have to bear the cost of building a garage. He felt there were people who did not drive or used public transportation as a life style choice.

Commissioner Holte felt the two off street parking places was appropriate.

Mr. Williams said that based on comments received at the work session on February 12<sup>th</sup> he had crafted language for Chapter 16.35.050 K. It was suggested to add at the end of the sentence "as approved by the Planning Commission".

Mr. Williams noted that recently it had come to staff's attention that Chapter 16.32.010 W listed an official interpretation hearing and there was no such process. He suggested that be eliminated.

Chair Brown closed the public hearing.

Chair Brown said the application met the criteria and thanked Mr. Williams for all the work in putting the application together.

It was moved by Commissioner Molamphy to approve TA 07-01 as amended on Chapter 16.35.050 K adding "as approved by the Planning Commission" at the end of the sentence and Chapter 16.32.010 W removing "through an official interpretation hearing". It was seconded by Commissioner Holte. Motion carried 5-0.

#### **IV. FINDINGS**

None

#### **V. MINUTES**

**February 22, 2007** - Commissioner Molamphy moved to approve minutes of February 22, 2007 as presented. Motion seconded by Commissioner Taylor and passed 5-0.

#### **VI. DIRECTOR'S REPORT**

Mr. Williams announced there were no public hearings scheduled for the March 12, 2007 meeting.

#### **VII. ADJOURNMENT**



# MEMORANDUM



**TO:** *Planning Commission*  
**FROM:** *Matilda Deas, AICP, Project Planner*  
**DATE:** *February 16, 2007*  
**RE:** *N. Baker Drive*

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On September 13<sup>th</sup>, 2006 staff met with a group of citizens who had participated in previous discussions regarding traffic, safety and parking issues on N. Baker Drive and adjacent residential streets. Participants discussed previously reviewed options and then generated a list of recommendations they believed the majority of both residents and industrial tenants in the area would support. These recommendations reflected compromises made by both residents and industrial tenants attending the meeting. Bob Wescott volunteered to circulate the draft recommendations among the local industrial park tenants along N. Baker, and Randy Tessman focused on the residential sector. The intent was to garner a broad base of support for the draft proposal. A group of industrial park tenants met to review the recommendations and submitted a revised version of the circulated document. A summary of both positions is presented in the report section of this document.

## Background

In November of 2005 the City of Canby received a petition from a large number of homeowners in the residential area north of Johnson Controls to close the curved access road between N. Baker Drive and NW 6<sup>th</sup> Avenue. The petition cited several concerns:

- ♦ The access road was narrow, unlit and dangerous
- ♦ Increased vehicular traffic generated from the new 127 lot subdivision on NW 3<sup>rd</sup> Ave.
- ♦ Semi-truck and trailers not using the City's designated truck route (driving illegally through their residential neighborhood)

Staff presented the initial proposal to the Planning Commission as a new business item at the January 23<sup>rd</sup> regular meeting. After much discussion the Commission instructed staff to have the City Engineer come up with a drawing using traffic calming devices and bring them back to the Planning Commission for future discussion.

The City Engineer drew up a design for a cul-de-sac and one way treatment for the end of N. Baker. However, the City does not have the right-of-way to build this solution as it would require over 100 feet and we have only 40 to 60 feet. Johnson Controls did not support this option as:

- 1) They can't spare the land we would need for the right of way, and
- 2) They thought it would create a place for kids to hang out and spin circles.



Additionally, the large cul-de-sac would have a significant impact on the house across from Johnson Controls.

At this juncture Staff recommended the Planning Commission consider the following measures at the regularly scheduled May 22<sup>nd</sup> Planning Commission meeting:

- ✦ Make the road one-way south bound
- ✦ Post prominent "No Truck Traffic" signs on either side up to Knight's Bridge Rd.
- ✦ Install additional street lighting to improve safety and minimize vandalism
- ✦ Recommend traffic calming measures if speeding is an issue

At the May 22<sup>nd</sup> meeting, many citizens expressed frustration that no satisfactory solution had been identified. The Commission directed Staff to go back for additional neighborhood input and return with a more concrete proposal.

### Report

Staff proceeded as described in the introduction above. The draft compromise proposal included the following four recommendations:

1. Install clearly visible "Truck Route" signs on Knights Bridge Rd. at the point where vehicles head up from the hill from crossing the bridge; **and** at Knights Bridge Rd. at Holly (the City's designated truck route)

*Participants agreed that this was an important step to take as the truck route is not clearly marked, and if drivers did a Map Quest or Google search for a business located on N. Baker in the industrial park they would be routed along N. Aspen, not on Holly, the designated truck route.*

*Participants also discussed the importance of notifying Map Quest and Google of the City's designated truck routes. All agreed it was a good idea to do so, but that there could be a significant time lag before the request would be incorporated into the Google and Map Quest programs. Therefore signage would be a very important initial step.*

2. Install "No Trucks Allowed" or similarly worded signs a N. Ash and N. Aspen where they intersect Knights Bridge Rd.

*Participants agreed that these signs, in conjunction with the "Truck Route" signs would help discourage truck traffic on these neighborhood streets.*

3. Sign N. Baker as "One Way – Do Not Enter". The signage would be on N. Baker before the curved section that connects N. Baker to NW 6<sup>th</sup> Avenue. N. Baker would be one way going south from NW 6<sup>th</sup> toward N. Baker. The stop sign at the intersection of N. Baker and NW 6<sup>th</sup> would no longer be necessary. The hedge that is maintained by Mr. Ewert could remain, but should be trimmed so that the head of an average height person would be visible above the hedge, or to the City's vision clearance standards.



*Participants agreed that streets designated and signed as "One Way – Do Not Enter" would be more effective in prohibiting truck traffic than signs stating "No Trucks Allowed". In addition, by prohibiting north bound traffic on this section of N. Baker, the on going problem with drivers ignoring the stop sign at the intersection of N. Baker and NW 6<sup>th</sup> Avenue would be resolved. The hedge maintained by Mr. Ewert could remain if trimmed as noted above, because the most serious visibility issues surrounding the hedge primarily affects north bound traffic on N. Baker. A reduced hedge height would resolve visibility issues for south bound traffic.*

4. Install "No Truck Parking-Tow Away Zone" signage on N. Baker from NW 3<sup>rd</sup> Avenue to the proposed one way portion of N. Baker at the curve.

*Participants agreed that truck trailers parked along N. Baker make it very difficult, and sometimes impossible for other trucks with trailers to navigate this portion of N. Baker.*

Staff received no requests for changes to the draft document from residents. Staff did receive a letter from a group of industrial park tenants who had met on November 15, 2006 to discuss the draft proposal. The group agreed with points 1 and 2, and requested point 4 be modified as follows:

Eliminate the word truck from the signage and make the sign read "No Unattended Parking-Tow Away Zone". *Johnson Controls does not support the elimination of parking on N. Baker.*

The group disagreed with the 3<sup>rd</sup> point and recommended the following:

- Leave the street two way  
*Tenants are concerned that traffic would proceed north beyond NW 5<sup>th</sup> Place and then discover there is no turn around. They may then enter Johnson Control's northern driveway and attempt to get back out onto NW Baker by passing through their parking lot and exiting through the southern driveway. They believe this is an especially critical point if all truck parking is disallowed on N. Baker, as it will increase congestion on Johnson Control's property.*
- *Tenants propose that the City owned property be used to improve and straighten the road, and eliminate the hedge to address the following safety concerns:*
  1. The road is used frequently by pedestrians and runners, including high school students. The current configuration makes it impossible for drivers to see pedestrians and/or other vehicles, thereby increasing the risk for vehicular and pedestrian/vehicular accidents.
  2. The current configuration impedes the ability of emergency vehicles (especially large ones) to access the industrial park.

The industrial tenants prefer the roadway be improved regardless of whether the road remains two way or is changed to one-way.

## Options

Since residents and industrial tenants agree on points 1 and 2 of the draft proposal, and staff received no negative feed back from residents regarding the industrial tenants proposed modification to point 4, staff recommends the following actions **regardless** of what other actions are agreed upon:

- Install clearly visible "Truck Route" signs on Knights Bridge Rd. at the point where vehicles head up the hill from crossing the bridge, **and** at Knights Bridge Rd. at Holly. Notify Map Quest and Google of the City's truck routes.
- Install "No Trucks Allowed" or similarly worded signs at N. Ash and N. Aspen where they intersect Knights Bridge Rd.
- Install "No Unattended Parking-Tow Away Zone" signs on N. Baker.

1. Sign N. Baker as "One Way-Do Not Enter" as described in point 3 of the draft proposal.

- Trim hedge to average person height or vision clearance standard.

*The Canby Fire District does not have a problem with this. The industrial tenants do not support this.*

2. Keep N. Baker two way, but improve the roadway.

- Straighten the curve
- Remove the hedge.
- Install street lighting along curve.

*The industrial tenant group supports this, but many residents don't. This was not proposed in the original petition submitted by residents. Many residents feel that improving the roadway would only encourage additional vehicular traffic through their neighborhood.*

*Straightening the road would also make it easier for trucks to navigate the curve, encouraging additional cut through illegal truck traffic in their neighborhoods. The Canby Fire District has no problems with this option.*

3. Keep N. Baker two way.

- Trim hedge
- Do not straighten roadway
- Install "no trucks allowed" signs
- Install speed **table** on NW 6<sup>th</sup> Avenue to calm traffic.
- Install speed **humps** on N. Baker (between curve and Knights Bridge Rd.) to calm traffic.
- Install street lighting along curve

*If N. Baker remains two way, residents prefer the actions listed under option 4. Canby Fire Department said they would most likely use NW 6<sup>th</sup> Avenue, so a speed table would be less of an issue for them, as Emergency Vehicles can navigate speed tables without the discomfort to patients often caused by speed humps.*

*The industrial tenant group does not prefer this option.*



4. Keep the road open in its current state.

*Neighbors have had problems with the area for years. Neighbors are concerned that the new subdivision on NW 3<sup>rd</sup> Avenue will generate an increase in traffic through their neighborhood. Industrial tenants also expressed concerns regarding traffic generated by the new subdivision.*

#### **Process**

All residential and industrial participants and petitioners have been notified of the February 26 meeting.

The Planning Commission is the advisory body to the City Council on issues like this under CMC 16.06.120(A), but does not have any funding authority, so any decisions requiring funding would require Council approval.

#### **Attachments**

Past staff memos; Planning Commission meeting minutes; initial citizen petition; compromise proposal, industrial tenant response.

Our neighbors:

As Canby grows we are faced with situations that change almost on a daily basis now. Our City government works hard to make Canby a safe and comfortable place to raise our children and live our lives but they are only aware of some situations if they are brought to their attention. Last year a new subdivision was approved to be built at the corners of Cedar and 3<sup>rd</sup>. This area, which used to be known as the "Honda Pits", will soon be the new home for approximately 127 new homes. Already the homes are going up and that is the reason for this petition. When the new development was heard at the Planning Commission its recommendation was to close the narrow, dangerous and unimproved connection from Baker Dr. (at the connection of 6<sup>th</sup> St.) to the industrial park. This connection develops hundreds of trips in and out of our neighborhood every day by those going to and from the industrial park, both vehicle trips and semi truck and trailer trips. With 127 new homes going in this "walking path" and our already deteriorating streets will become the new I-5 connection for the industrial park and the new homes. The path is not lit in any way at night and is also an area that the police are called to frequently. The proposal is to put a gated fence at the intersection of Baker and 6<sup>th</sup> and another fence just past the entrance to the city yard located around the 90-degree corner allowing city crews access to the yard. The Police and the Fire Department will access these gates as needed in case of an emergency in our neighborhood or the Industrial area. The City is now considering this closure and we would like to let them know that the neighborhood is in agreement with the Planning Commission that this section of Baker Drive be closed to limit the traffic in our neighborhood.

ORIGINAL PETITION









# MEMORANDUM

**TO:** *Planning Commission*  
**FROM:** *John R. Williams*  
**DATE:** *March 30, 2006*

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I'd like to get some additional input from the Planning Commission on the N. Baker Drive situation at your next meeting. But, I don't have a final proposal to bring you yet, so we haven't done any public notice for this discussion. Here's where we stand:

Following your discussion the City Engineer drew up a plan for a cul-de-sac and one-way treatment for the end of Baker (attached). It was designed to address both the trucks going north and minimize the small vehicle traffic through the alley. Unfortunately, we don't have the right-of-way to build this solution (even a smaller version of it) as we only have 40 to 60 feet and need over 100. Johnson Controls has informed us that they do not support this solution anyway. They feel that it will create a nuisance area where kids will hang out and spin circles (we agree). Plus, they say they cannot spare the land we would need. Also, the circle as shown would have a significant impact on the house across from JCI.

So, we are looking for alternative solutions. Right now, staff would recommend the following:

- Make the road one way (south-bound only?), and posting very prominent "No Truck Traffic" signs on either side (and as far up as Knight's Bridge Road).
- Install additional street lighting to improve safety and minimize vandalism.
- Ask Matilda's Traffic Calming Committee to recommend a design solution if speeding concerns need to be addressed.

If you feel like this plan would address the concerns we heard, we'll work up a map showing the proposal and send it out to everyone involved in advance of your second meeting in April. If not, please let us know what other ideas you have in mind.

*Note:* We are also working on solutions for NW 3<sup>rd</sup> Avenue. The intersection of 3<sup>rd</sup> & Cedar is being realigned to facilitate truck movements. We'll also keep our eyes on 2<sup>nd</sup> & Cedar – if a four-way stop is needed that can be done as well. Finally, we're considering a suggestion by Johnson Controls to eliminate all parking on the north side of 3<sup>rd</sup> (currently only truck trailers are prohibited).

We can discuss all this under Director's Report on April 10 – or send me an email before then with your thoughts. Thanks.





## MEMORANDUM

**TO:** NW Canby area residents & businesses  
**FROM:** John R. Williams, Community Development & Planning Director  
**DATE:** May 10, 2006  
**RE:** Traffic calming & safety measures in your area

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### NW 6<sup>th</sup> & Baker

The Canby Planning Commission has been discussing the narrow access road between N. Baker Drive and NW 6<sup>th</sup> Avenue in response to neighborhood concerns. The Commission has looked at a lot of different ways to reduce problems on this road and is considering the following steps:

- Making the road one-way southbound (into the industrial area) and posting good signs warning of this change;
- Posting signs on Knight's Bridge Road at Ash and Aspen preventing through trucks from entering the neighborhood.

These steps will preserve emergency service response into the industrial area while minimizing conflicts. A street light is being added for safety as well.

The Planning Commission will be discussing this area and potential solutions at their May 22, 2006 meeting, beginning at 7:00 PM at the City Council Chambers, 155 NW 2<sup>nd</sup> Avenue. You are invited to attend this meeting and participate in the discussion. If you can't make the meeting, you can submit letters in advance by email to [williamsj@ci.canby.or.us](mailto:williamsj@ci.canby.or.us) or by mail to the Canby Planning Department, 170 NW 2<sup>nd</sup> Avenue, Canby OR 97013.

### Other projects

We also wanted to let you know about other traffic calming and traffic safety projects in this area. The City is responding to neighborhood concerns about problem intersections and increased traffic from new developments.

- *Concerns about conflicts between trucks, small cars, and pedestrians on NW 3<sup>rd</sup> Avenue.* The City Council has directed that NW 3<sup>rd</sup> Avenue be posted as a no parking zone to eliminate these conflicts and improve safety on the street. Also, the City is realigning the intersection of NW 3<sup>rd</sup> Avenue and N. Cedar Street to make it easier for everyone to get through.
- *Problems on N. Elm Street at 2<sup>nd</sup> Avenue and at Highway 99E.* The City is looking at possible solutions for both of these intersections. We would like to make it easier and safer for everyone to use this street. No specific proposals are available yet but we thought it was important to let you know this area is being worked on.

The map on the back of this page shows this area with some of the projects being considered. If you have any questions or suggestions, please contact the Planning Department at (503) 266-9404. Thank you.

# MEMORANDUM



**TO:** *Planning Commission*  
**FROM:** *John R. Williams, Community Development & Planning Director*  
**DATE:** *January 12, 2006*

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The City has received a petition from many homeowners in the residential area north of Johnson Controls to close the small curving access road between N. Baker Drive and NW 6<sup>th</sup> Avenue (see attached photo). They're concerned about increased traffic levels on this piece of road, which has a very narrow roadway and tight turns. There have also been complaints about low lighting and concerns about vandalism.

The City would like to resolve this issue before traffic starts being generated by the new subdivision at 3<sup>rd</sup> & Cedar, and so we've scheduled your review for the January 23 meeting.

## **Background**

This roadway is actually a tax lot owned by the City, not deeded right-of-way. It's a little unclear how this came about, but now we have a parcel with a roadway on it. The road surface is narrow and winding, although it could be widened within the existing lot to create a full-sized street with a right-angle turn similar to that already found on NW 6<sup>th</sup> Avenue.

Because of the existing layout, trucks are discouraged from taking the route and it is currently used by smaller vehicles only.

## **Report**

To understand our range of options, we asked utility and service providers for comments on this issue. Here's a summary of the results (full comment forms attached):

### *No concerns about closing road:*

Canby Police Department  
Lancaster Engineering (road network capacity issues)  
Canby Disposal

### *Opposed to closing road:*

Canby Fire District  
Canby Public Works Department  
Canby Post Office  
Traffic Safety Committee

### *Willing to have road closed if easements remain and access is preserved through gates or bollards:*

NW Natural  
Canby City Engineer



Canby Utility Electric  
Canby Utility Water  
Canby Telephone Association  
Wastewater Treatment Plant  
Bicycle and Pedestrian Committee (?)

### **Options**

Because of the concerns expressed in the responses and services located under the roadway, it's clear that the street must remain accessible to utility providers. Therefore, the choices available to the city are:

1. Keep the road open in its current state. Neighbors and some service providers do not support this. The road is very narrow, and the visibility and lighting are poor. Neighbors have had problems with the area for years and we've had reports of accidents or near accidents. Neighbors are concerned that with the addition of 136 homes at 3<sup>rd</sup> & Cedar, traffic will continue to increase.
2. Close the road to vehicle traffic by installing bollards or crash gates. This would allow emergency service and utility access for those infrequent times when it's needed, but prevent pass-through traffic. The Canby Fire District does not support this approach. Because of the street configuration in this area, they would like the road to remain open and be usable without delays. The Fire District does not favor a proliferation of gated routes in Canby. If the Commission chooses this option, we will need to seek approval from the Council to expend the funds to build the gates.
3. Build a standard road section with sidewalks and lighting. This is the option preferred by the Fire District and Traffic Safety Committee. However, area residents would not prefer this plan due to the increase in traffic that would follow. Also, industrial businesses on N. Baker would not be pleased to see the big increase in residential traffic going through their area. However, this would distribute trips more evenly in the area and provide a safer route for what is obviously a "demanded route." As with option #2, we would need to garner approval from the City Council to fund this road construction project.

### **Process**

This issue arose after area residents submitted a petition. They have been notified of the January 23 meeting. Businesses on N. Baker have also been notified and we will bring any responses from them to the meeting. We have notified utility providers as described above.

The Planning Commission is the advisory body to the Council on issues like this under CMC 16.06.120(A), but does not have any funding authority, so any decision requiring funding would require Council approval.

### **Attachments**

Maps and aerial photo; Residents' petition & letter from Mr. Harry Brogioli; service provider request for comments responses.

**MINUTES**  
**CANBY PLANNING COMMISSION**

7:00 PM    May 22, 2006  
City Council Chambers, 155 NW 2<sup>nd</sup>

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**PRESENT:** Chairman Jim Brown, Commissioners John Molamphy, Randy Tessman, Geoffrey Manley and Dan Ewert.

**STAFF:** Matilda Deas, Project Planner, Kevin Cook, Associate Planner, Carla Ahl, Planning Staff

**OTHERS PRESENT:** Charles Burden, Terry Tolls, Jeff McCollum, Chuck Curry, Lee Gellinger, Clayton Vorse, Elmer Gilbertson, Jan Milne, Sharon Henry, Tom Feller, Terry Kirsch, Carl Curry, Chuck Curry, Warren Bueller, Bill Moss Don Burden Dave LaRue, Pam Rockwood, Dan Leishner, Mary Rock, John Linkey, Gale Williams, Anthony Davis, Jan Ashland, Joseph O'Connel, Bernie Levi, Jeff Egli, Scott Beck, Kevin Cappell, Mr. Lawrence, Frank Russell, Larry Schonberg, Mr. Wescott, Paul Thalhofer

**I. CITIZEN INPUT**                      None

**II. OLD BUSINESS**

North Baker Street traffic calming

Mr. Brown explained the options that were discussed at the last meeting regarding the Baker Street closure. He explained that most speed bumps are not approved by Emergency Responders but there are several that they would be wider than the traditional speed bump and not as objectionable as the old ones. There was a discussion to close the access all together, and one to make N. Baker a one way option going southbound only.

Mr. Brown explained that the Planning Commission will listen to the issues and then forward to the City Council a recommendation. The final decision would be made by the Council.

Kevin Cappell stated he works for Willamette Plastic and uses Baker Dr. He believed that it should be made into a two lane road. He questioned if this issue as a conflict of interest for two of the Commissioners that live on either side of the intersection. And he believed that Mr. Ewert would gain the property for his yard if the intersection was closed.

Mr. Cappell stated that closing the intersection would not stop speeding on the street, it would require stronger enforcement. He agreed the wide type of speed bumps could make a difference.

Mr. Cappell did not believe closing the intersection would be a good solution because it would leave just one way in and out of the industrial park. He stated that  
*Planning Commission May 22, 2006*



Baker and 3rd are heavily congested with truck traffic and that the intersection at 6th is needed.

Mr. Brown explained that for there to be a conflict of interest a Commissioner would need to receive a gain. But there has been no conversation by the City to vacate the property.

Mr. Brown stated that most of the Planning Commissioners have served on the Commission for many years. The Commission asks for citizen input to help them make decisions and this shouldn't be a contentious process.

Mr. Lawrence stated the tall hedge is a hazard because it prevents drivers from seeing around the corner. He suggested using a "bang bar" to prevent trucks from using the road and place Truck Route signs that drivers can't miss.

Frank Russell stated his concerns that there will be an increase of traffic from the subdivision at the Honda Pits. He believed that Berg Parkway should be extended to 3rd Ave to allow better emergency access.

Mr. Brown explained that connection has been looked at and is in the 20 year plan. He stated that the Arndt Road connection was looked at last year and the estimated cost was 22 million dollars. Mr. Brown explained that the Commission has no funding authority.

Mr. Brown believed there was no consensus on the issue and question what process there was for going forward to find alternative solutions. Mr. Manley believed it would be appropriate to go back to the neighborhood for suggestions.

Mr. Tessman stated the intention at the beginning was to close the intersection. Trucks are parking on both sides of the street. Employees are using Baker to come and go to work; they ignore the stop sign and speed through the neighborhood.

Mr. Brown stated he would like to have a concrete proposal brought back to the Planning Commission.

Mr. Ewert addressed the audience and explained that he has no gain in what ever solution that is decided on and doesn't care what the solution is, he has had concerns about this area since Darcy's Country Estates was approved and doesn't want residential traffic to mix with the truck traffic. He stated he had nothing to gain either way.

Mr. Tessman stated that N. Baker is not a street it is City Property. Mr. Westcott explained that when he was on the City Council there was a trade for the property so it could be right-of-way for the purpose of building a street. Mr. Brown explained there is only enough funding in the budget for improvements to 4 blocks a year. So the N. Baker intersection has never been funded.

### **III. NEW BUSINESS**



## N. Baker Compromise Proposal

On September 13 staff met with a group of citizens who had participated in previous discussions regarding traffic and parking issues on N. Baker Street. Participants reviewed previously discussed options and then crafted a recommendation they believed the majority of both residents and businesses in the area could support. The recommendations are as follows:

- ☐ Install clearly visible "Truck Route" signs on Knights Bridge Rd. at the point where vehicles head up the hill from crossing the bridge; **and** at Knights Bridge Rd at Holly Street.

*Participants agreed that this was an important step to take as the truck route is not clearly marked, and if drivers did a Map Quest or Google search for a business located on N Baker in the industrial park they would be routed along N Aspen, not on Holly, the designated truck route.*

*Participants also discussed the importance of notifying Map Quest and Google of the City's designated truck route. All agreed it was a good idea to do so, but that there could be a significant time lag before the request would be incorporated into the Google and Map quest programs. Therefore signage would be a very important initial step.*

- ☐ Install "No Trucks Allowed" or similarly worded signs at N. Ash and N. Aspen where they intersect Knights Bridge Rd.

*Participants agreed that these signs, in conjunction with the "Truck Route" signs, would help discourage truck traffic on these neighborhood streets.*

- ☐ Sign N. Baker as "One Way-Do Not Enter". The signage would be on N Baker before the curved section that connects N. Baker to NW 6<sup>th</sup> Avenue. N. Baker would be one way going South from NW 6<sup>th</sup> toward N Baker. The stop sign at the intersection of N Baker and NW 6<sup>th</sup> would no longer be necessary. The hedge that is maintained by Mr. Ewert could remain, but should be trimmed so that the head of an average height person would be visible above the hedge, (or to City's vision clearance standard).

*Participants agreed that streets designated and signed as "One Way-Do Not Enter" would be more effective in prohibiting truck traffic than signs stating no trucks allowed. In addition, by prohibiting north bound traffic on this section of N. Baker, the on going problem with drivers ignoring the stop sign at the intersection of N Baker and NW 6<sup>th</sup> Avenue would be resolved. The hedge maintained by Mr. Ewert could remain, if trimmed as noted above, because the most serious visibility issues*



*surrounding the hedge primarily affects north bound traffic on N. Baker. A reduced height hedge would resolve visibility issues for south bound traffic.*

- ☐ Install "No Truck Parking-Tow Away Zone" signage on N. Baker from NW 3<sup>rd</sup> Avenue to the proposed one way portion of N. Baker at the curve.

*Participants agreed that truck trailers parked along N. Baker make it very difficult, and sometimes impossible for other trucks with trailers to navigate this portion of N. Baker.*

November 15, 2006

## N. Baker Proposal

### Industrial Park Tenants Meeting Notes

Attendees:	Bob Westcott	Wesco Parts Cleaners	NW 5 <sup>th</sup> Ct
	Stephan Westcott	Wesco Parts Cleaners	NW 5 <sup>th</sup> Ct
	Paul DuPont	Willamette Plastics	NW 5 <sup>th</sup> Ct
	Tony Helbling	Wilson Const. Co.	NW 3 <sup>rd</sup> (& N Baker)
	Steve Plant	Hot Off the Press	NW 3 <sup>rd</sup>
	Scott Scarborough	Potters Industries	N Baker
	Tom Kotzian	Johnson Controls	N Baker (& NW 3 <sup>rd</sup> )
	Russ Daniels	MEC NW	NW 3 <sup>rd</sup> (& N Baker)

The group reviewed the document entitled "N. Baker Proposal" provided by Matilda Dees from the Canby Planning Department;

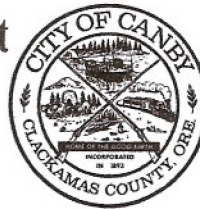
- The group concurred with the first bullet point.
- The group concurred with the second bullet point.
- The group disagreed with the third bullet point and recommends the street remain two way. This is primarily due to the concern of the traffic that would proceed Northerly, beyond NW 5<sup>th</sup> Place and then discover there is no turn around. It is anticipated they could possibly enter JCI's northern driveway and attempt to get back onto NW Baker by passing through the JCI parking lot and exiting through the southern driveway. This is especially critical if all truck parking is removed from NW Baker as it will increase congestion on JCI property. Furthermore, the group understands there is a difference between city right of way where the current "S" curves sit and the city owned property upon which the bushes and the yard sit. It is the feeling of the group that the city-owned property should be used to improve and straighten the road, thereby reducing the risk of vehicle: vehicle or vehicle: pedestrian accidents.
  - Regardless of whether the street becomes a one-way or not, it is the position of the group that the current "S" curve should be straightened and the hedge eliminated as described above in order to address safety concerns:
    1. The road is used frequently by pedestrians and runners, including high school students. The current configuration makes it impossible for drivers to see through the curve to see where pedestrians are, making it too risky that a pedestrian could be hit.
    2. The visibility problem also makes vehicle to vehicle collisions likely, especially if the road remains a two-way.



3. The current configuration impedes the ability of emergency vehicles to access the industrial park, especially large fire engines.
- The group concurred with the fourth bullet with an exception: eliminate the word "Truck" from the signage and make the sign "No Un-Attended Parking, Tow Away Zone". JCI does not support the elimination of parking on N Baker.

# City of Canby Bi-Monthly Report

## Department: Administration



For Months of: January & February 2007

Date: March 12, 2007

Prepared by: Kim Scheafer, Executive Assistant/City Recorder Pro Tem

Through: Mark Adcock, City Administrator

- 
- 1. Business Licenses** – Twenty new business licenses were issued for the months of January and February 2007. One hundred forty-one renewals were sent out.
  - 2. Complaints/Inquiries** – Thirty-five complaints/inquiries were received for January and February. Thirty-four of those have been resolved and twelve were resolved within 24 hours.
  - 3. Annual Liquor License Renewals** – City Hall staff was busy during the months of January and February corresponding and collecting the annual liquor license fees from thirty-five businesses in the city limits that have liquor licenses.

Meetings that were attended:

February 13 – Kim Scheafer attended the EOC Meeting at Baker  
Prairie Middle School

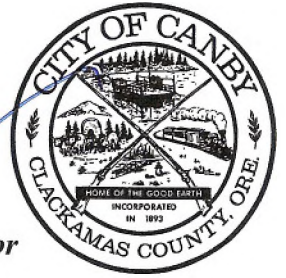
February 21– Kim Scheafer, Amanda Klock & Valerie Kraxberger  
attended the City Safety Committee Meeting

February 26- March 2 – Kim Scheafer met with staff from each department  
regarding records retention and destruction.

February 27 – Amanda Klock attended AFSCME Negotiations.



# COMMUNITY DEVELOPMENT UPDATE



**TO:** Honorable Mayor Thompson and City Council  
**FROM:** John Williams, Community Development & Planning Director  
**DATE:** March 13, 2007  
**THROUGH:** Mark C. Adcock, City Administrator  
**RE:** Community Development project status

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Following is the status of major Community Development projects as of March 13. Please call me or the appropriate staff if you have any questions. At the end of this report you will also find a list of new land use applications and permit activity.

Items shown with a \* are completed and will be deleted from the next report; items underlined are new additions.

## Street Projects

1. **SE 2<sup>nd</sup> Avenue CDBG project.** We were unable to find a compromise design for the realignment component of this project that satisfied Canby Telephone's operational concerns and Clackamas County's road design regulations. Therefore the realignment has been moved to a future phase of this project. The current phase will install new sewer line from Ivy to Knott Street, add sidewalks where needed from Ivy past Locust, and put a pavement overlay on the road. Clackamas County has just awarded the bid on this project and construction meetings will begin very soon. *Background:* The Community Development Block Grant program is federal money to fund projects benefiting low-income areas. The project utilizes \$260,000 of CDBG funds with a \$95,000 City match.
2. **Street maintenance funding.** The Task Force is meeting March 19. *Background:* The Street Maintenance Funding Task Force will be making recommendations to the Council on funding methodologies, amounts, and equity issues.
3. **99E/Territorial intersection.** ODOT has installed interim traffic control in order to reopen Territorial for the time being. This is necessary because the railroad's work will take longer than expected. The intersection will not be fully operating until mid 2007. *Background:* ODOT's \$2.97 million project will fully signalize this intersection.
4. **S. Berg Parkway.** ROW acquisition is complete, which has allowed us to move forward with bid document preparation and advertisement, looking to a spring construction. *Background:* ODOT has approved \$1.23 million for our Berg Parkway connection project. Combined with a 10% local match this means we have the funds to move forward with the project. This project will connect S. Berg Parkway near Highway 99E with SW 13<sup>th</sup> Avenue. The local match will come from a combination of URD and SDC funds.
5. **Traffic calming.** *Ongoing.* Staff is working on finalizing several demonstration traffic calming projects for Council consideration in the 2007-2008 budget. *Background:* Matilda and a group of interested citizens have been looking at ways to slow traffic and increase pedestrian safety. Lessons learned here will also be applied to new streets. Matilda will also be working with a technical committee of local experts, including Public Works, engineering,



Canby Fire District, and First Student.

6. **2006-2008 CDBG applications.** This project has been moved up to 2007. *Background:* Clackamas County has awarded Canby \$200,000 to build sidewalks in downtown areas that currently have none.
7. **99E/Ivy Intersection.** *No change.* ODOT is planning a minor project at this intersection to eliminate the often-hit signal pole in front of Ace Glass (there will be an extra-long armed pole coming from the 7-11 side). We are attempting to get pedestrian safety improvements included in this project. *Background:* ODOT has estimated costs on the full intersection renovation at \$1.5 million +. Costs include building improvements, underground tank removal, relocating signal poles, new sidewalks and crossings, and other activities.
8. **N. Pine/4<sup>th</sup> Avenue intersection.** *No change.* I have been working with property owners to see if there's any way to improve alignments at this troublesome intersection (by the Depot Museum). We will need a lot of cooperation because there is very little room to maneuver in this area. Unfortunately, we have not found a plan that works for all parties yet.
9. **N. Cedar/NW 3<sup>rd</sup> Avenue intersection.** *No change.* This intersection has alignment problems and vision clearance issues. We are drawing up a plan to realign the intersection and improve traffic flow and safety, which will be even more important as traffic flows increase from the new subdivision.
10. **North Baker Drive traffic safety issue.** The Planning Commission has held several public meetings on this issue and has made a recommendation to the Council, which will be reviewing the issue on March 21. *Background:* Area residents brought a petition to the City to close the small access road between N. Baker Dr. and NW 6<sup>th</sup> Avenue. Subsequent discussions with residents and adjoining industries have failed to find a consensus solution to this issue.

*Please see Roy Hester's monthly report for additional information on Public Works activities.*

#### **Wastewater Treatment Plant & sewer collections**

11. **SDC study\*.** The Council adopted the revised SDC methodology on January 4.
12. **Hazel Dell Way pump station\*.** Construction on this project is complete.

*Please see Darvin Tramel's monthly report for additional information on WWTP activities.*

#### **Cemetery**

13. **Cemetery rates.** We continue to provide quarterly reports to the Council regarding sales activity following the fee increases in fall 2005. The latest report is attached. Sales activity continues to be low.
14. **Cemetery fencing\*.** The Council has approved use of some of the Dybvad bequest to install security fencing at the cemetery shops building. This construction is complete.



## **Planning**

- 15. Measure 37.** *No change.* The City has received a Measure 37 claim but it was for property outside City Limits. Staff has requested more information from the applicant about specific details of which of our zoning codes impact them at this time. *Background:* The City Council has approved Ordinance 1156 establishing a process for Measure 37 claims. Measure 37 will affect property owners who can demonstrate that a land use regulations adopted since they or their family acquired a piece of property reduced the value of their property. If this can be shown, such owners can ask the city to either waive the regulations or pay the property owner the difference in value.
- 16. Annexation process.** The Planning Commission gave direction to staff on changes to the City's annexation process. Staff will be returning to the Commission with more detailed language at an upcoming meeting. *Background:* The Planning Commission and staff are working on a matrix idea focused on providing better information to voters about annexation proposals. Other concepts include a master planning requirement and reviewing our current criteria.
- 17. Neighborhood Associations.** We've recently had renewed interest from neighbors in S. Canby and Matilda will be working with them to see if a group will be formed. *Background:* the Council has officially recognized two new neighborhood associations: Riverside and Northeast Canby. Staff will continue to work with these groups to provide information and training.
- 18. Historic Review Board.** *No change.* The HRB is in need of new volunteers to keep the group energized. There are currently no regularly scheduled meetings of the HRB.
- 19. Northwood subdivision.** Construction is underway on Phase I of this project. Staff will be bringing proposals for some related infrastructure work to the Council in upcoming months. *Background:* Northwoods applied to amend the City's Urban Growth Boundary to include approximately 30 acres of land north of Knight's Bridge Road and rezone it from Agricultural to low density residential. After a lengthy process in court and at LUBA, this application has been approved and the property can be developed at urban densities.
- 20. NE Canby Master Plan.** *No change.* Adoption of the concept plan is on hold pending completion of the City's TSP update. ODOT will not approve the plan as written (even though they funded it) because of future traffic problems at Canby's 99E intersections. These will need to be addressed by capital project scheduling in the TSP. *Background:* This \$75,000 grant project created a master plan addressing land use, design, parks/open space provision, and infrastructure issues for the area bounded by Highway 99E, SE 1<sup>st</sup> Avenue, Haines Road, and NE Territorial. The TGM program has allowed us to add several "peripheral" elements to this grant, including the development of a traffic model for Canby and an analysis of traffic projects needed to develop the Canby Pioneer Industrial Park.
- 21. N. Redwood Street master plan.** We're searching for funding to complete topographical surveys needed to finalize the infrastructure plan in this area. *Background:* This project will produce a comprehensive land use, parks, and infrastructure plan for the area between N. Redwood Street and OR 99E.
- 22. Stormwater planning.** *No change – ongoing work.* Planning staff is working with Roy Hester, Darvin Tramel, Jeff Crowther, and Curt McLeod to address new DEQ/EPA



requirements regarding stormwater disposal. We are working to develop a long-range vision for stormwater disposal and a maintenance/financing plan.

23. **Quality of Life survey.** Matilda has sent out a follow-up survey to ask more detailed questions about park utilization. *Background:* The City Council has authorized staff to issue a statistically valid survey of Canby citizens to identify issues, shared values, and goals. This will be used as departments and the Council move forward.
24. **Traffic modeling.** *No change.* We will be reporting to the Planning Commission and Council soon on the first findings from the new traffic model. This will assist with planning a variety of projects, including Berg Parkway, the Arndt Road extension, and the signalization of Township and Ivy. *Background:* I have been working with Andy Mortenson at the Transpo Group to create a new traffic model for the City. This will assist us with traffic studies and planning efforts, and will make all of our work more accurate in the future. This effort is being funded partially by the Council's commitment of additional funds for the planning department in 2004-2005, and partially by grants from the State of Oregon and Metro.
25. **Planning/Building customer service survey.** The results are in for the second half of 2006, and they're very similar to the 2005 results. We plan to update the Council on results annually.
26. **Subdivision design standards.** We have applied for a TGM grant for this project. It proposes to looking at big issues – from stormwater provision, street design, and parks locations – and small issues, like pedestrian pathway design and fencing. This will lead to work with the Planning Commission and neighborhood groups on this topic and eventually to text amendments if agreement can be reached. We hope to avoid Measure 37 implications on this work by ensuring everyone's property values are increased by our work.
27. **Miscellaneous code update.** The Planning Commission has held a public hearing and recommended that the Council approve this application, TA 07-01. *Background:* Staff is putting together a long-overdue development code overhaul application. Since it's been five years since our last one, it's a bit longer than we would like but most of the changes are very minor and it should be a simple application to process. It will be in front of the Planning Commission in February.
28. **North Fairgrounds rezoning.** The Planning Commission reviewed this issue at its March 12 meeting and is recommending no further action on this issue as the neighborhood was not able to agree on any changes. *Background:* Associate Planner Kevin Cook has been working with residents on the south side of NE 10<sup>th</sup> Avenue, on the north side of the County Fairgrounds, on a potential "downzoning" from medium to low density zoning.

### **Urban Renewal**

29. **Development of ED Web Site.** This site ([www.canbybusiness.com](http://www.canbybusiness.com)) is being overhauled and redesigned by the City's web consultant to be more functional and compatible with the City's main site. *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.
30. **Urban Renewal Advisory Committee.** The Urban Renewal Advisory Committee currently



has no meetings scheduled.

- 31. Job creation/SDC waiver program.** Staff is working with legal counsel to develop forms and contracts to be used with several interested applicants. Staff will be asking if the Agency would like to continue offering this incentive in FY 07-08. *Background:* The Agency has set aside \$100,000 in the FY 05-06 budget for a program to incentivize new construction and job creation within the URD.
- 32. Site certification.** We are working with Clackamas County and the State of Oregon to “recertify” the CPIP as each certification only lasts for two years. *Background:* A 163-acre section of the Pioneer Industrial Park has been designated as a “certified opportunity site” by the State of Oregon, greatly increasing its marketability. Obtaining this certification was very time-consuming and we are hoping that the recertification process will be simpler.
- 33. Downtown Redevelopment Grants.** Three of the four projects that grants were awarded to 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.
- 34. Façade improvement program.** The Urban Renewal Agency has approved a façade improvement grant for the Canby *Herald* building. Construction has begun. *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. Staff is also working to finalize a program with West Coast Bank, who will be reviewing and funding the construction loans.
- 35. Infrastructure Planning.** Staff has developed a more detailed road system plan including street cross-sections and improvement costs for the CPIP, and has held several meetings with property owners to discuss implementation of the plan. Discussions with property owners on S. Walnut and SE 1<sup>st</sup> Avenue continue as this plan moves towards finalization.
- 36. Sequoia Parkway extension – Stage 5 (4<sup>th</sup> – Township).** We are working on ROW acquisition, tree assessment, and a myriad of roadway design issues. *Background:* In November 2006, the Agency directed staff to work toward constructing this section of roadway to facilitate future industrial development.
- 37. Sequoia Parkway extension – Stage 6 (south of Township).** In November 2006 the Agency approved a Memorandum of Understanding with the Weygandts that establishes funding and cost allocation for the construction of this segment of road. *Background:* Sequoia Parkway will be continued to a location approximately 450’ south of Township Road to enable development of industrial sites south of Township Road.
- 38. Intersection of Sequoia and SE 1<sup>st</sup> Avenue.** Staff is working with property owners to design the reconfiguration of this intersection. *Background:* Lancaster Engineering has completed a study of this intersection and we’re working with property owners on implementation of the closure that will be required.
- 39. Activity in Canby Pioneer Industrial Park.** Following is the status of the projects that have moved into the public realm. We continue to work on a variety of other leads and projects that remain confidential at this point.



- a. **Willamette Falls Hospital urgent care (6 acres – Sequoia/First Avenue).** Construction is underway.
- b. **Pioneer Pump/VATA (4 acres – Sequoia Parkway):** Complete.
- c. **WW Grigg (2 acres -4<sup>th</sup> Avenue):** Complete.
- d. **Trend Business Center (4 acres – Sequoia Parkway):** The first building has been sold and the second building is nearing completion. The owner has plans to construct more buildings if market demand shows a need.
- e. **Bowco project (3.44 acres – Hazel Dell Way):** Complete.
- f. **Root Holdings (9 to 13 acres – Hazel Dell Way):** Gordon Root, an investor from West Linn, has acquired most of the remaining property between Hazel Dell Way and SE First Avenue. He is interested in a Comprehensive Plan Amendment to rezone this area to commercial, and has met with the Planning Commission, CBD Board, and Chamber Board to refine his ideas. Our goal is to ensure the project does not conflict or compete with the downtown core, so Mr. Root is focusing on users that would not fit downtown – such as a hotel and a large daycare provider.
- g. **Mountain Glass (2.9 acres – Hazel Dell Way):** Complete.
- h. **American Steel (10 acres – Township Road):** The Urban Renewal Agency has met with this company and has agreed to initiate needed infrastructure improvements.

#### **NEW LAND USE APPLICATIONS, January and February 2007**

In addition to the applications below, we received 7 minor applications including modifications, parking lot paving projects, and road vacations.

ZC 07-01/MLP 07-01 (BRJM) – A zone change and partition on Knight's Bridge Road.

ZC 07-02 (STJ LLC) – A zone change on Territorial Road near the Logging Road.

CUP 07-01/DR 07-1 (Canby School District) – Construction of a new building for Canby High School use, located on the former bus barn site.

MLP 07-02 (Kacalek) – Partition at 1303 N. Maple Street.

MLP 07-04 (Poole) – Three lot partition on Territorial Road east of Birch.



Cemetery Sales Review														
2003-2004	Jul-03	Aug-03	Sep-03	Oct-03	Nov-03	Dec-03	Jan-04	Feb-04	Mar-04	Apr-04	May-04	Jun-04	Total	
Cemetery Plot (preneed)	3	3	1	4	1	2	3	2	4	1		5	29	
Cemetery Plot (full size)		2	1		1	3	4		2	2	1		16	
Cemetery Plot (not full size)		1		2	3						4		10	
Mausoleum Space (preneed)										2			2	
Mausoleum Space					2	2		1					5	
Niche Space (preneed)	2				1				2	1	3	4	13	
Niche Space					1								1	
Grave Open & Close (full)		3	4	1	3	8	9	2	4	4	6	3	47	
Grave Open & Close (cremains)	1	2		2	1	3	1			2	1	2	15	
Maus Open & Close		1			1	1					1		4	
Niche Open & Close		3		1	1								5	
Liner			3	1	1	6	6	1	2	3	5	1	29	
Weekend		2				2			2		2		8	
2004-2005	Jul-04	Aug-04	Sep-04	Oct-04	Nov-04	Dec-04	Jan-05	Feb-05	Mar-05	Apr-05	May-05	Jun-05	Total	Change from prior year
Cemetery Plot (preneed)	2	2	2	6	2	1	9	1	2	6	2	5	40	11
Cemetery Plot (full size)		1	3	1		1	2	1			1	1	11	-5
Cemetery Plot (not full size)		1	1								1	1	4	-6
Mausoleum Space (preneed)												2	2	0
Mausoleum Space			2										2	-3
Niche Space (preneed)	2				1		1	2	3			3	12	-1
Niche Space					1		2		1	1		1	6	5
Grave Open & Close (full)	1	4	7	5	5	2	8	4	5	2	2	5	50	3
Grave Open & Close (cremains)	2	2	4	1	1	2	2	1	5	3		1	24	9
Maus Open & Close			2						3			1	6	2
Niche Open & Close	1		2		1		2	1	2	1		1	11	6
Liner	2	3	2	5	3	4	5	3	4			3	34	5
Weekend		3				1		1	2		2	2	11	3
2005-2006	Jul-05	Aug-05	Sep-05	Oct-05	Nov-05	Dec-05	Jan-06	Feb-06	Mar-06	Apr-06	May-06	Jun-06	Total	Change from prior year
<i>Price increases effective September 1, 2005</i>														
Cemetery Plot (preneed)	2	33			1		2	2		1		1	42	2
Cemetery Plot (full size)	1	2					2				1	2	8	-3
Cemetery Plot (not full size)		2						5			2		9	5
Mausoleum Space (preneed)						2							2	0
Mausoleum Space												1	1	-1
Niche Space (preneed)		4							2	1			7	-5
Niche Space		3	1							1			5	-1
Grave Open & Close (full)	2	5	1		4	1	5	3	3		6	7	37	-13
Grave Open & Close (cremains)	3	2			4	1	1	5	3	1	1		21	-3
Maus Open & Close												1	1	-5
Niche Open & Close	2	2	2	1	1			1	1	1		1	12	1
Liner	2	3	1		3		3	1	1		3	6	23	-11
Weekend	3	1			3		1	1					9	-2
2006-2007	Jul-06	Aug-06	Sep-06	Oct-06	Nov-06	Dec-06	Jan-07	Feb-07	Mar-07	Apr-07	May-07	Jun-07	Total	Change from prior year
Cemetery Plot (preneed)	2		1	2				2					7	-35
Cemetery Plot (full size)			1	1	1	1	1	1					6	-2
Cemetery Plot (not full size)		1				3	1						5	-4
Mausoleum Space (preneed)	2												2	0
Mausoleum Space													0	-1
Niche Space (preneed)	4	1		2	2		3	1					13	6
Niche Space							1						1	-4
Grave Open & Close (full)	2	2	3	3	2	4	7	3					26	-11
Grave Open & Close (cremains)	1	5	1		1	2		1					11	-10
Maus Open & Close				1									1	0
Niche Open & Close		1	1	2	1		1	2					8	-4
Liner	1	2	1	3	2	3	4	2					18	-5
Weekend				1	2	1	1	1					6	-3

# Canby Development

## Monthly Report

January - February 2007

### BUILDING PERMIT DATA

PERMIT TYPE	PERMITS ISSUED		VALUATION	
	Jan	Feb	Jan	Feb
<i>BUILDING PERMITS - SFR</i>	2	1	\$435,280	\$148,329
<i>BUILDING PERMITS MULTIFAMILY</i>	1	0	\$398,760	\$0
<i>MECHANICAL</i>	16	17	\$0	\$0
<i>ADDITIONS NONRESIDENTIAL</i>	0	1	\$0	\$27,000
<i>ADDITIONS RESIDENTIAL</i>	4	0	\$56,563	\$0
<i>OTHER</i>	6	9	\$1,508,197	\$665,533
<b>MONTH</b>	29	28	\$2,398,800	\$840,862
<b>YEAR</b>	29	57	\$2,398,800	\$3,239,662

### SDC FEES AND CHARGES UPDATE

	MONTH		YEAR
	Jan	Feb	
<i>Stormwater Fees</i>	\$240	\$552	\$792
<i>Sewer SDC Fees</i>	\$6,600	\$4,400	\$11,000
<i>Construction Excise Tax</i>	\$3,283	\$497	\$3,779
<i>Parks SDC Fees</i>	\$12,463	\$5,652	\$18,115
<i>Transportation Improvement</i>	\$5,297	\$16,763	\$22,060
<i>Planning Department Fees</i>	\$300	\$348	\$648
<i>Advanced Financing</i>	\$0		\$0
<i>Business License</i>	\$50	\$0	\$50
<i>Building Department Fees</i>	\$7,885	\$3,398	\$11,283

### INSPECTIONS

	Jan	Feb
<b>MONTH</b>	408	323
<b>YEAR</b>	408	731



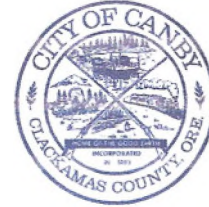
# City of Canby Monthly Report

## Department: Court

For Month of: January & February, 2007  
Date prepared: March 6, 2007  
From: Chaunee Seifried, Finance and Court Services Director  
Through: Mark Adcock, City Administrator  
Prepared by: Kathy Mashek, Court Supervisor

- 87 attended the seatbelt class for the months of January & February. This generated \$1,305.00.00 towards the purchase of helmets.
- Court trials for the months of January & February were held for 30 defendants. This required 9 officers, at various times, to come to testify.
- 959 cases were filed and 831 cases were concluded during these months.
- Revenue for the both months was \$125,358.66. Out of this amount, Oregon Department of Revenue received checks totaling \$8,900.70, Oregon Judicial Department \$647.00 and Clackamas County received \$2,697.30.
- 62 defendants appeared with attorneys. With the defendants there were a total of 10 different attorneys present.

CANBY PUBLIC LIBRARY  
BI-MONTHLY REPORT  
January - February 2007



TO: Honorable Mayor Thompson  
and City Council  
FROM: Mark Adcock, City Administrator  
Beth Saul, Library Director  
PREPARED BY: Marty Moretty, Library Supervisor  
DATE: March 9, 2007

Facility:

- \*Outside lights have been once again been replaced with stronger enclosed units that mount directly on the building with more light directed toward the alley by the book drop and back entrance as a safety precaution as well as to discourage vandalism.
- \*We have completed the interior lighting project with the remaining ballasts and bulbs replaced. The contractor is starting to use a different bulb which is most light natural sunlight so we should always have cheery staff and patrons!
- \*The carpeting project is complete. It took months of planning but it miraculously went according to the "best case scenario". The main circulation area and lobby now have quality commercial carpet and the only the discerning eye can tell it from the original. Thanks to all those involved – staff, volunteers, the "heavy" muscle from the building maintenance guys and of course, the crew from Nagl's. The carpet layers were a dream to work with and they pressed on that first night knowing how important it was for us to get moved back as quickly as possible. We couldn't have done it with everyone pitching in and Tres Café donated food for the work crew – thanks again EVERYONE!
- \*Additional mats are being ordered for more heavy traffic areas. This will hopefully give added life to the carpet that we weren't able to replace.
- \*Canby Telcom has completed the installation for Wi-fi and all things considered, our setup went very smoothly. We had easy access to the equipment they needed and our building was very



receptive to a good strong "beam". Hanna is working with them on the publicity and we should be going to press soon! What a contribution to the Library and community – they donated Canby's first internet to the Library so how fitting that they are offering us their latest technology.

\*We had the security system installed so now our circulation areas and supervisory staff are outfitted with panic buttons. Our Library operates into the evenings with limited staff and we need to err on the side of caution.

#### Staff:

\*Staff member Irene Camacho who works on Saturdays and Sundays is on maternity leave and is now at home enjoying another little girl, Camilla.

#### Programs:

\*On January 18<sup>th</sup>, Author Rebecca Harrison read from her book "Deep, Dark and Dangerous: on the Bottom with the Northwest Salvage Divers". She spoke about the brave-hearted souls who choose such a dangerous profession. Fascinating.....

\*Family Nite was held on the 4<sup>th</sup> Thursday of January as a kickoff for the new Family Movie Night which will be held on the 1<sup>st</sup> Thursday of the month after this. Approximately 40 parents and children flocked into our new events area by the fireplace. With our new movie projector and the brand new pull down screen, shades were drawn and "Cars" began at 6:30. It was quite a success and the following Thursday, Feb 1<sup>st</sup>, the classic "tear-jerker" Old Yeller was shown for our Movie Night. And no, Marty was nowhere to be seen once the movie started. The Family Evening for February 22<sup>nd</sup> featured an evening of music with entertaining performer Anne-Louise Sterry who has been here before.

\*Molalla artist Noel Rodriquez exhibition was displayed for the month of January.

\*Canby artist Judy Wise displayed her artwork starting February 1<sup>st</sup> and it will remain here until the middle of March. She is quite renowned and Hanna has been working for a long time to show her work. Another local artist!

\*Art Fest student posters were on display for voting through the middle of January with the winner's artwork featured on the posters announcing the event.

\*The Library was closed on New Year's Day, Martin Luther King Day and Presidents Day.



#### Grants:

- \*Ready to Read Grant has been received and being used for family evenings, toddler story time, public performance rights and enhancing our story time collection.

#### \*Volunteers:

- \*Contributed 378.5 hours for January and 313.5 hours for February assisting in shelving, sorting, pick lists, cataloging and processing, book mending, programs, shelf shifting, and cleaning.
- \*Volunteers contributed greatly towards preparing the library to be closed for the carpeting. The goal was to get the shelving caught up and the sorting room cleared so that on the days when we couldn't get to the collection, we'd have room in the back keep the items after check-in. They were so thorough, the sorting room was empty!

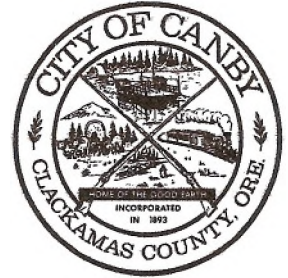
#### Friends of the Library:

- \*Sorting and shelving donations three times a week.
- \*Held nomination of officers at their annual meeting on February 13, 2007. At 5:45pm in the City Hall Conference room they met with the Library Board and staff for a joint meeting to brief everyone on projects, goals, etc. It helps those three groups to touch base with each other.
- \*Shelving was added in the back Friends area of the storage room to aid in their sorting process. New dividers were installed and a small table that folds down when not in use will all help their area be more efficient.
- \*A Valentines book sale was held and proved quite successful. Ongoing smaller book sales confined to lobby and Friends sale room seem to be holding their own. Workers have been rotating sale items to keep new items visible.
- \*The book club met in January to review "Hidden in Plain View: The Secret Story of Quilts and the Underground Railroad " by Jacqueline Tobin, and "The Memory Keeper's Daughter" by Kim Edwards, the February selection.



# City of Canby Bi-Monthly Report

## Department: Parks



For The Months of January-February

Date: March 8, 2007

Prepared by: Jeff Snyder, Park Maintenance Supervisor

Through: Mark Adcock, City Administrator

### 1. Issue/project: Park Renovations

David Garber Construction Inc. repaired the damaged sidewalks at Wait Park in the middle of February. Parks staff adjusted the irrigation heads and restored the turf adjacent to the sidewalk repairs. The project went smoothly and is a big improvement.

The Legacy and Maple St. Park restroom restoration projects went before the Planning Commission in early January and were approved. The Invitation to Bid that was to be posted in the Daily Journal of Commerce had to be delayed to adjust bid language. We seem to be back on track at this point with a preconstruction conference and a pre-bid conference scheduled for the middle of March. Meetings with the Architect (Scott Beck) were held to discuss site drainage, scheduling and color schemes.

At the Skate Park a chain gate and posts were installed to help keep unauthorized vehicles off of the turf areas. On the land below the Skate Park, park staff made and erected no trespassing signs, the John Deere boom mower was also used to clear this area.

### 2. Issue/Project: Park Maintenance

January and February were busy months, winter debris was cut cleared and chipped from park properties. Shrub beds and turf areas were trimmed, raked and cleaned in preparation for the March fertilizer application. The entrance to Community Park was shut during the couple of day of snow we had, the grade of the road made it to treacherous to leave open in the slick conditions.

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 (4), Transit (5), Library (6), Courts (7), Finance (2), Shops (2) and the Police Department (1). It took 61.5 hours to complete the 27 request forms. Nancy Muller also had 46.5 hours of administrative time related to facilities maintenance. 108 hours total.

#### 4. Issue/Project: Clackamas County Corrections Crews

C.C.C.C raked and picked up debris at Arneson Gardens and at Community Park; they also spread wood chips on the trails in the Eco Park.

CCCC performed approximately 384 hours of labor for the City of Canby in the months of January and February.

#### Meetings attended:

I was invited by Principal Lou Bailey to the Baker Prairie Middle school to speak with the Student Leadership Class. The Student Leadership class is in the process of adopting a portion of the Molalla Forest road walking path.

Meetings were held at the City Shops complex to discuss future facilities needs.

Caleb, Ben and I attended a Sport Field Turf Maintenance Workshop at the Sunset Fire Hall in West Linn. The workshop was sponsored by MACS/ORPA

Ben received his annual performance evaluation.

I attended a Park and Recreation Board meeting in January.

Beth Saul and I met to do preliminary budget planning for the 07-08 budgets.

Caleb Hawkins attended the City of Canby Safety Committee Meetings.

The Parks, WWTP, Streets and Fleet Services departments held a Crew Safety Committee Meeting in February.

#### Attach statistics or other information of interest.

The Parks department has a new Park Maintenance worker, Michael Nakano passed all of his background checks and started to work on February 1<sup>st</sup> for the City of Canby.

The Parks department purchased a John Deere MX7 woods mower for the JD 6420 tractor.

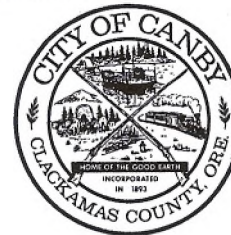
The Parks Department is responsible for 180 acres of property.



# **City of Canby Monthly Report**

## **Department: Police Department**

**To:** Mark Adcock, City Administrator  
**From:** Greg Kroeplin, Police Chief  
**For Months Of:** January 2007 - February 2007



### **Community Activities**

- 1/18/2007 Canby / Ribbon Cutting Ceremony for State Farm Insurance, Chief Kroeplin
- 1/20/2007 Canby / Funeral for Christopher Lucas, Chief Kroeplin
- 1/23/2007 CPD / Cub Scout tour of police department, Sgt. Cunningham
- 1/24/2007 Wilsonville / Speaker at Kiwanis Meeting in Wilsonville, Lt. Tro
- 1/31/2007 CFD / Presentation to Willow Creek Estates regarding Crime Info/Prevention, Sgt. Cunningham
- 2/1/2007 North Marion High School / Meth Community Awareness Dessert, Chief Kroeplin
- 2/1/2007 Canby Adult Center / Assist with Serving Lunch, Lt. Tro
- 2/1/2007 Lee School / Kiwanis Terrific Kids Presentation, Chief Kroeplin
- 2/7/2007 Baker Prairie Middle School / Code Enforcement Information for Career Day, Code Enforcement Officer Inness
- 2/8/2007 Canby Pub and Grill / Relay for Life of Canby Kick-Off Party, Chief Kroeplin
- 2/10/2007 Canby / Habitat for Humanity Dinner, Lt. Tro
- 2/17/2007 Canby Legion / Oratorical Contest, Chief Kroeplin
- 2/21/2007 Lee Elementary School / Kiwanis Terrific Kids Presentation, Chief Kroeplin
- 2/21/2007 CFD / Hero Awards, Chief Kroeplin
- 2/22/2007 Knight Elementary School / Kiwanis Terrific Kids Presentation, Lt. Tro
- 2/23/2007 Canby United Methodist Church / Officer Friendly presentation to pre-school, Sgt. Cunningham

## Community Activities

- 2/26/2007 St. John's Catholic School / Presentation to Kindergarten class regarding Stranger Danger, Officer Macom
- 2/28/2007 State Capitol / Mayor's Day at the Capitol - Press Conference, Chief Kroeplin

## Department Activity

- 1/5/2007 Portland Area / Search Warrant Service, on a residence in Portland. The search warrant netted Cocaine, Methamphetamine, and rare China White Heroin worth thousands of dollars. Police also seized cash that is believed to be the proceeds from the sale of the narcotics, Detective Division and T.E.T. Team
- 1/23/2007 Battle Ground Police Department / Tour of Battle Ground's New Police Facility, Chief Kroeplin and Lt. Tro
- 1/29/2007 Canby Area / Monthly Tactical Entry Team In-Service Training (Mock Search Warrant), T.E.T. Members
- 1/31/2007 JANUARY 2007 - ACTIVE GRANTS
- DUII Grant  
Seatbelt Grant  
Underage Drinking Grant  
Body Armor Grant  
Federal DOJ Grant - Technology
- 2/13/2007 Canby Area / Traffic Detail concentrating on Seatbelt Enforcement and Speed Enforcement, Traffic Unit assisted by other patrol officers and Lt. Tro
- 2/28/2007 FEBRUARY 2007 - ACTIVE GRANTS

DUII Grant  
Seatbelt Grant  
Underage Drinking Grant  
Body Armor Grant  
Federal DOJ Grant - Technology

## Meetings

- 1/4/2007 CCOM / Law Services Committee Meeting, Chief Kroeplin
- 1/4/2007 Oregon City / Clackamas County Inter-Agency Task Force Meeting, Chief Kroeplin



## Meetings

- 1/8/2007 City Hall / Agenda Meeting, Lt. Tro
- 1/9/2007 CPD / School Light Information/Purchasing, Lt. Tro, Officer Green, Officer Macom, and Sgt. Sommer
- 1/11/2007 Seaside / Law Enforcement Special Olympic Kick Off Meeting, Chief Kroeplin and Sgt. Cunningham
- 1/11/2007 CPD / Meeting with Irene from Clackamas County Women's Services, Lt. Tro
- 1/12/2007 Cutsforth's Thriftway / Rotary meeting, Lt. Tro
- 1/12/2007 CFD / Meeting with Chief Kunze and Fire Marshall regarding EOC, Chief Kroeplin and Lt. Tro
- 1/15/2007 Cutsforth's Thriftway / Kiwanis Meeting, Chief Kroeplin
- 1/16/2007 CPD / Doug Roberts, KJM & Associates (Project Planner for Woodburn Police Department's New Police Facility), Chief Kroeplin and Lt. Tro
- 1/17/2007 City Hall / Meeting with Mark Adcock regarding PD Operations, Chief Kroeplin
- 1/17/2007 CPD / Staff Meeting, Chief, Lieutenant, and Sergeants
- 1/18/2007 CCOM / Homeland Security Meeting, Lt. Tro
- 1/18/2007 Clackamas County Service Center / Meeting with FEMA for flood plan planning, Lt. Tro
- 1/19/2007 Cutsforth's Thriftway / Rotary Club Meeting, Lt. Tro
- 1/22/2007 City Hall / Budget Meeting, Chief Kroeplin, Lt. Tro, and Toni Tracy
- 1/22/2007 Cutsforth's Thriftway / Kiwanis Meeting, Chief Kroeplin
- 1/22/2007 CPD / Discuss how the new HR Director can assist the Police Department, Chief Kroeplin, Lt. Tro, and Toni Tracy
- 1/23/2007 CPD / Meeting with John Foote regarding Crime Victim's Rights, Chief Kroeplin and Lt. Tro
- 1/24/2007 CCOM / Executive Board Meeting, Lt. Tro
- 1/25/2007 Canby / Meeting with CCSO-SIU, Lt. Tro and Det. Sgt. Swanberg
- 1/25/2007 City Hall / Meeting with Mark Adcock regarding PD Operations, Chief Kroeplin
- 1/25/2007 CPD / Meeting regarding AFSCME upcoming negotiations with their contract, Chief Kroeplin, Lt. Tro, and Toni Tracy
- 1/26/2007 CPD / Meeting with Sheriff Roberts and Sgt. Slaney regarding Gangs, Chief Kroeplin and Lt. Tro

## Meetings

1/26/2007 City Hall / Discussion regarding interviews for HR Director conducted on 01-24-07, Chief Kroeplin

1/26/2007 Cutsforth's Thriftway / Rotary Club Meeting, Lt. Tro

1/29/2007 Cutsforth's Thriftway / Kiwanis Meeting, Chief Kroeplin

1/29/2007 City Hall / Agenda Meeting, Chief Kroeplin

1/29/2007 City Hall / Human Resource Director Applicant Interview, Chief Kroeplin

1/30/2007 CPD / Meeting regarding Goals Document, Chief Kroeplin, Lt. Tro, and Toni Tracy

1/30/2007 Canby / Meeting regarding Underage Drinking Grant, Lt. Tro

1/30/2007 Milwaukie PD / Meeting with Chief Hurias regarding Officer Alive Program, Chief Kroeplin

1/30/2007 CFD / EOC Meeting, Lt. Tro

1/31/2007 CPD / All-Day Staff Meeting for Budget Preparation, Chief Kroeplin, Lt. Tro, all Sergeants, and Toni Tracy

1/31/2007 City Hall / Meeting with Mark Adcock regarding PD Operations

2/2/2007 Cutsforth's Thriftway / Rotary Meeting, Lt. Tro

2/2/2007 CPD / Meeting with Chaunee regarding budget preparation, Chief Kroeplin, Lt. Tro, and Toni Tracy

2/5/2007 Cutsforth's Thriftway / Kiwanis Meeting, Chief Kroeplin

2/6/2007 Canby High School / Meeting with Principal Pat Johnson regarding School Resource Officer, Chief Kroeplin and Lt. Tro

2/6/2007 Canby School District / Meeting with Superintendent Deborah Sommer regarding communication issues and School Resource Officer position , Chief Kroeplin and Lt. Tro

2/6/2007 Oregon City Elks / Monthly Chief's Meeting, Chief Kroeplin

2/7/2007 CPD / Meeting regarding fair planning, Lt. Tro, Officer Macom, and Officer Green

2/7/2007 Council Chambers / Council Meeting, Chief Kroeplin

2/8/2007 City Hall / Post Agenda meeting, Chief Kroeplin

2/8/2007 PSTC / CCCJC, Chief Kroeplin

2/9/2007 City Hall / Directors Meeting, Chief Kroeplin



## Meetings

- 2/12/2007 Baker Prairie Middle School / Meeting regarding gang issues and communication with Principal Lou Bailey and Larry Kraxberger, Chief Kroeplin and Lt. Tro
- 2/13/2007 Baker Prairie Middle School / EOC Meeting, Chief Kroeplin, Lt. Tro, and Toni Tracy
- 2/13/2007 Remax Real Estate in Canby / Verbal presentation to Real Estate Agents regarding Municipal Code for signs, Code Enforcement Officer Inness
- 2/13/2007 CPD / Meeting with Dexter Danielson of the Metro Chief's Chaplaincy, Chief Kroeplin, Lt. Tro, and Officer Macom
- 2/14/2007 CCOM / VHF User meeting, Chief Kroeplin
- 2/14/2007 Canby School District / Meeting with Deborah Sommer, Principal Johnson, Principal Sebastian, Principal Bailey regarding gang issues and communication, Chief Kroeplin and Lt. Tro
- 2/14/2007 City Hall / Meeting with Mark Adcock regarding PD Operations, Chief Kroeplin
- 2/19/2007 Cutsforth's Thriftway / Kiwanis Meeting, Chief Kroeplin
- 2/20/2007 CPD / Meeting regarding website with Chauncey Seifried, Lt. Tro and Don Hemstreet
- 2/21/2007 City Hall / Meeting with Mark Adcock regarding PD Operations, Chief Kroeplin
- 2/21/2007 Council Chambers / Council Meeting swearing in four new Police Reserves, Chief Kroeplin, Lt. Tro, and other members of the Police Department
- 2/22/2007 City Hall / Post Agenda Meeting, Lt. Tro
- 2/22/2007 PPB / Crime Stoppers Meeting, Officer Larrison
- 2/22/2007 CPD / Meeting regarding Hispanic community, Lt. Tro
- 2/23/2007 CPD / Meeting Regarding Gang Grant Forms, Lt. Tro, Officer Di Cenzo, and Toni Tracy
- 2/23/2007 Oregon City / Director's Meeting Regarding Budget, Chief Kroeplin, Lt. Tro, and Toni Tracy
- 2/26/2007 Cutsforth's Thriftway / Kiwanis Meeting, Chief Kroeplin
- 2/26/2007 City Hall / Agenda Meeting, Chief Kroeplin
- 2/26/2007 Lake Oswego / Forum with Darlene Hooley, Chief Kropelin and Toni Tracy

## Meetings

- 2/27/2007 CPD / Meeting regarding Budget, Chief Kroeplin, Lt. Tro and Toni Tracy
- 2/28/2007 CPD / Staff Meeting, Chief Kroeplin, Lt. Tro, Sergeants, and Toni Tracy
- 2/28/2007 City Hall / Meeting with mark Adcock regarding PD Operations, Chief Kroeplin
- 2/28/2007 Oregon City / CCOM Member Board Meeting, Chief Kroeplin
- 2/28/2007 Oregon City / CCOM C800 Board Meeting, Chief Kroeplin

## Monthly Stats

- 1/31/2007 Gang Related Calls / January 2007 - 25
- 1/31/2007 January 2007 Department Stats

- \*Calls for Service / 1,545
- \*Crime Reports / 83
- \*Adult Arrest / 74
- \*Juvenile Custody / 8
- \*Injury Crashes / 4
- \*Non-Injury Crashes / 6
- \*Citations Issued / 414
- \*Front Counter Contacts / 197

- 2/28/2007 Gang Related Calls / February 2007 - 25
- 2/28/2007 February 2007 Department Stats

- \*Calls for Service / 1,463
- \*Crime Reports / 58
- \*Adult Arrest / 86
- \*Juvenile Custody / 13
- \*Injury Crashes / 1
- \*Non-Injury Crashes / 1-
- \*Citations Issued / 486
- \*Front Counter Contacts / 244

## Other Activities

- 1/4/2007 Clackamas County Courthouse / Swearing in of new Circuit Court Judge, Chief Kroeplin
- 1/13/2007 Willamette Country Club / Chamber dinner, Chief Kroeplin



### Other Activities

- 1/24/2007 City Hall / Assist with Human Resource Director interviews, Chief Kroeplin and Officer Green
- 2/13/2007 Council Chambers / Council Applicant Interviews, Chief Kroeplin
- 2/28/2007 CPD / Tour of the Police Department, Officer Macom

### Training

- 1/8/2007 Seaside / OACP-Executive Leadership Training Seminar, Chief Kroeplin and Sgt. Cunningham (01/08 through 01/11/2007)
- 1/10/2007 Woodburn Range / Mandatory Firearms Training, All Sworn Officers
- 1/10/2007 Woodburn PD Range / Mandatory Departmental Firearms Qualifications, Sworn Personnel
- 1/27/2007 Molalla / ORPAT Make-up and OC Refresher, Sworn Personnel
- 2/22/2007 PIR in Portland / EVOC Training, Mandatory Training for Sworn Personnel

# Canby Swim Center Report

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

**Date:** March 9, 2007

**Re:** January and February Report

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The Canby Swim Center has done very well this January and February attendance over the past two months was about the same as last year. The weather slowed us down a bit with a week of snow and icy weather. Attendance is still up about 3000 for the year. Revenue was very good the last two months. At the end of December the revenue was down about \$1,000.. At the end of February the revenue is up by \$4,200. Lessons have been going well as we have had morning lessons twice a week most of the winter and the classes have been staying full. The Evening lessons also have continued to fill up.

Coming up we have Adult lessons starting the first of March. We offered a special to get them going. The first session of Adult lessons was free to all, but first come first serve, it filled up quickly. Now we will see if people continue to take adult lessons through the spring. One of our goals is to reach more adults, especially non-swimmers. We want everyone to learn to swim and learn their limits so more people may enjoy the water safely.

The Canby High School swim team has finished up their season with 12 swimmers making it to the high school 6 A state meet. Morgan Scroggy won both of her individual events at state for the second year in a row. There were two girls relays that made it into the top six. On the boys side Sophomore Spencer Polack was the highest finisher as he finished 5<sup>th</sup> in the 100 free. It turned out to be a very successful season for the Canby High School swim team.

The Canby Gators still have one more meet to go in their short course season. The state meets finished up in February and 20 Canby Gators qualified for State. In March there will be around 10 swimmers representing Canby in the Age Group Western Zone Sectional meet in Federal Way Washington the first weekend of spring break. Samantha Smith an 8<sup>th</sup> grader at Ackerman also swam to a Senior Sectional time in the 100 breast and represented Oregon on the Oregon All-Star Team that swam in Vancouver British Columbia in January.

The third annual GATOR GRINDER Triathlon will be held the May 12<sup>th</sup> starting at the Canby Swim Center. The triathlon was made one heat larger this year and filled up a month earlier. We are very pleased that this community event has been so well received.



FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER  
SUBJECT: MONTHLY REPORT FOR JANUARY 2007  
DATE: MARCH 9, 2007

CANBY SWIM CENTER JANUARY 2007	ADMIT 2006	ADMIT 2007	PASS 2006	PASS 2007	TOTAL 2006	TOTAL 2007	YTD TOTAL O5-06	YTD TOTAL O6-07
MORNING LAP	42	34	295	267	337	301	1780	1708
ADULT RECREATION SWIM	76	27	479	422	555	449	3227	3470
MORNING WATER EXERCISE	227	209	0	0	227	209	1427	1520
PARENT/ CHILD	0	12	0	0	0	12	764	978
MORNING PUBLIC LESSONS	39	221	0	0	39	221	3107	3961
SCHOOL LESSONS	102	384	0	0	102	384	1152	2107
NOON LAP	111	54	195	212	306	266	1598	1410
FAMILY SWIM	11	0	0	0	11	0	30	0
AFTERNOON PUBLIC	92	108	3	11	95	119	2568	2687
PENGUIN CLUB	0	0	0	0	0	0	1054	1469
CANBY H.S. SWIM TEAM	0	0	748	785	748	785	2028	2033
CANBY SWIM CLUB	0	0	1037	781	1037	781	4883	4620
MASTER SWIMMING	65	55	0	67	65	122	65	220
EVENING LESSONS	270	303	0	0	270	303	3621	4750
EVENING LAP SWIM	39	29	44	40	83	69	543	565
EVENING PUBLIC SWIM	338	311	38	69	376	380	3421	3267
EVENING WATER EXERCISE	139	85	0	0	139	85	827	590
ADULT LESSONS	0	0	0	0	0	0	16	24
GROUPS AND RENTALS	351	191	0	0	351	191	2025	2162
WATER POLO	0	0	0	0	0	0	32	0
OUTREACH SWIMMING	0	0	0	0	0	0	449	589
<b>TOTAL ATTENDANCE</b>	<b>1,902</b>	<b>2,023</b>	<b>2,839</b>	<b>2,654</b>	<b>4,741</b>	<b>4,677</b>	<b>34617</b>	<b>38130</b>

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER  
SUBJECT: MONTHLY REPORT FOR FEBRUARY 2007  
DATE: MARCH 9, 2007

CANBY SWIM CENTER FEBRUARY 2007	ADMIT 2006	ADMIT 2007	PASS 2006	PASS 2007	TOTAL 2006	TOTAL 2007	YTD TOTAL O5-06	YTD TOTAL O6-07
MORNING LAP	57	64	250	257	307	321	2087	2029
ADULT RECREATION SWIM	57	34	420	412	477	446	3704	3916
MORNING WATER EXERCISE	208	225	0	0	208	225	1635	1745
PARENT/ CHILD	76	78	0	0	76	78	840	1056
MORNING PUBLIC LESSONS	280	242	0	0	280	242	3387	4203
SCHOOL LESSONS	554	250	0	0	554	250	1706	2357
NOON LAP	59	77	198	154	257	231	1855	1641
FAMILY SWIM	12	0	0	0	12	0	42	0
AFTERNOON PUBLIC	373	220	19	4	392	224	2960	2911
PENGUIN CLUB	0	0	0	0	0	0	1054	1469
CANBY H.S. SWIM TEAM	0	0	316	231	316	231	2344	2264
CANBY SWIM CLUB	0	0	916	754	916	754	5799	5374

MASTER SWIMMING	0	11	0	58	0	69	65	289
EVENING LESSONS	671	518	0	0	671	518	4292	5268
EVENING LAP SWIM	56	39	30	36	86	75	629	640
EVENING PUBLIC SWIM	334	395	14	69	348	464	3769	3731
EVENING WATER EXERCISE	102	77	0	0	102	77	929	667
ADULT LESSONS	0	0	0	0	0	0	16	24
GROUPS AND RENTALS	223	421	0	0	223	421	2248	2583
WATER POLO	0	0	0	0	0	0	32	0
OUTREACH SWIMMING	0	0	0	0	0	0	449	589
<b>TOTAL ATTENDANCE</b>	<b>3,062</b>	<b>2,651</b>	<b>2,163</b>	<b>1,975</b>	<b>5,225</b>	<b>4,626</b>	<b>39842</b>	<b>42756</b>



# City of Canby Bi-Monthly Report

## Department: PUBLIC WORKS



For Months of: January & February 2007

Date: February 1, 2007

Prepared by: Roy Hester

### January 1-31, 2007

#### **1. Streets:**

- Set out high water signs.
- Checked around town to make sure high water signs were still in place.
- Installed traffic delineators at the Transit Office.
- Patched chuck holes around town with cold mix.
- Swept streets, 1-5-07.
- Hauled street debris away.
- Rocked alley between N Cedar and N Douglas between 4<sup>th</sup> and 5<sup>th</sup> Streets.
- Fixed chuck holes around town with cold mix.
- Swept SE 1<sup>st</sup> Avenue after construction.
- Heated up oil in oil distributor.
- Sanded streets all day due to the snow storm, 1-16-07.
- Sanded slick areas around town, 1-17-07.
- Swept streets 1-23-07.
- Swept streets 1-25-07.
- Patched chuck holes around town with cold mix.
- Completed (5) locates for the month of January.
- Fixed or repaired (8) complaints for the month of January.

#### **2. Sewer, Erosion Control and Storm System:**

- Worked on erosion control permits, 1-2-07.
- Cleaned plugged catch basins.
- Checked on the electrical progress of the sewer lift station at SE 1<sup>st</sup> Avenue.
- Fisher's Supply called about a sewer problem, examined the main and found it was fine; the problem was on the owner's lateral.
- Vactored out sewer manhole on Hazeldell Way since the sewer lift station is still under construction.

- Checked lift station for grease build up.
- Pulled lift station pump at 3<sup>rd</sup> and N Baker, plugged with rags.
- TV'd NW 12<sup>th</sup> Avenue to N Holly to N Ivy Street. TV'd sanitary lateral on NE 12 Avenue and it showed bad root problem.
- Cleaned 34<sup>th</sup> Street lift station.
- Vactored manhole on Hazeldell Way, lift station on SE 1<sup>st</sup> is still not complete.
- Inspected drywell installation at Auburn Farms II.
- Inspected sewer line at Willamette Falls Care Center on SE 1<sup>st</sup> Avenue.
- Inspected drywell installation at Auburn Farms II.
- Inspected the last of the drywells at Auburn Farms II.
- Washed sewer mains in Tofte Farms.
- Washed and TV'd sewer main on N Manzanita and NE 14<sup>th</sup> to NE 15<sup>th</sup> and locating a lateral on NE 14<sup>th</sup>.
- Washed sewer mains.
- Removed sewer main plug on Hazeldell Way, flow going into lift station on SE 1<sup>st</sup> Avenue.
- Repaired sewer lateral at 1405 N Manzanita, broken by contractors.
- Worked on cleaning drywell at NE 12<sup>th</sup> and N Pine Streets.
- Cleaned and degreased Knights Bridge lift station.
- Pulled the pumps and cleared and cleaned them at the Knight Bridge lift station.
- Installed sewer locate buttons at Postlewait Estates phase II.
- Completed (5) sewer laterals and mains for the month of January.
- Inspected (18) Erosion Control applications, permits and finals.

### **3. Street Sign/Trees/Lights:**

- Picked up down tree limbs.
- Took tree down on NW 2<sup>nd</sup> and N Cedar Streets.
- Removed tree on NW 5<sup>th</sup> between N Holly and N Grant Streets.
- Replaced sign post on S Ivy Street.
- Worked on street and stop signs.
- Removed tree on N Locust, citizen request.
- Repaired post on Knights Bridge Road that was hit by a car.
- Worked on street signs.
- Replaced post, stop sign and street name signs at N Laurelwood and NE 19<sup>th</sup> Avenue. Ran over by a contractor.



- Replaced stop sign post at NW 1<sup>st</sup> and N Ivy to install new blinking red stop light.
- Replaced street name sign at NW 3<sup>rd</sup> and Cedar street.
- Changed speed signs on Sequoia Parkway to 35 mph.
- Reprogrammed the new solar stop light at NW 1<sup>st</sup> and N Ivy Streets.
- Fixed and repaired (13) street lights for the month of January.

#### **4. Miscellaneous:**

- Dan and Lou went to Public Insecticide Applicator School on January 9 through the 10<sup>th</sup>.
- Cleaned paint shop at the shop complex.
- Action completed as per required by safety inspection, December 06.
- Lou updating the cemetery burial mylars.

#### **Meetings attended:**

- Met with the Police Department and Salesman for flashing yellow lights in school zone.
- Attended pre-application meeting for Willamette Valley Country Club's minor land partition/subdivision.
- Had meeting with Finance Director.
- Met with John and Matilda and discussed traffic calming.
- Had meeting about City's storm system.
- Met with NW Natural Gas discussing the new location of the gas main on S Berg Parkway.
- Dan attended HR interviews, 4 hours.
- Public Works Department met with John Williams.

## Monthly Report for February 1-28, 2007

### **1. Streets:**

- Set up equipment to do asphalt patching, but the hot plant was not running again, had to postpone.
- Swept streets, 2-2-07.
- Patched streets with asphalt, sink hole at Sequoia and SE 4<sup>th</sup>, NE 11<sup>th</sup> ditch, driveway at NW 6<sup>th</sup> and Holly and storm line on N Baker Drive.
- Did walk through at Auburn Farms Phase II for patch paving and decided they have lots more to do.
- Completed (5) driveway repair request forms with asphalt.
- Cold mixed potholes on Knights Bridge Road.
- I did a drive by inspection on the "patch job" at Auburn Farms Phase II.
- Swept streets 2-13-07.
- Swept streets 2-14-07.
- Swept streets 2-15-07.
- Swept streets 2-22-07.
- Filled chuck holes around town with cold mix.
- Regraded shoulder on NW 5<sup>th</sup> Avenue
- Took chains and rubber cutter off of the grader.
- Bladed and rocked shoulders around town.
- Completed (20) locates for the month of February.
- Fixed or repaired (9) complaints for the month of February.

### **2. Sewer, Erosion Control and Storm System:**

- Both pumps at 3<sup>rd</sup> and Baker sewer lift station were plugged, again, pulled the pumps and cleared the debris and cleaned the pumps.
- Checked on the operation of the SE 1<sup>st</sup> sewer lift station.
- Checked the operation of the 3<sup>rd</sup> and Baker lift station for weekend operation.
- Washed sewer mains.
- Did vacuum tests on manholes on SE 1<sup>st</sup> Avenue.
- Ordered and picked up catch basins.
- Worked on the vector truck storage compartments and doing a sterile cleaning of the truck.
- Did repair work on the "flappers" on 34<sup>th</sup> Street lift station.



- Removed and replaced catch basin on NW 13<sup>th</sup> and N Ivy Streets.
- Washed (3) sanitary sewer lines to be TV'd.
- Did locates and dye test at Canby Alliance Church on N Juniper Street.
- TV'd sanitary sewer lines on N Locust and in the alley between 2<sup>nd</sup> and 3<sup>rd</sup> off of Holly and Grant Streets.
- Did a site inspection of Baker Prairie Middle School to prepare for final erosion inspection (they still have issues to be worked out).
- Completed (2) sewer laterals and mains for the month of February.
- Inspected (15) Erosion Control applications, permits and finals.

### **3. Street Sign/Trees/Lights:**

- Removed the flashing light from N Ivy and NW 1<sup>st</sup> Streets, needs battery charged.
- Moved stop and street signs and post, 738 N Aspen Street.
- Moved bus stop sign on Knights Bridge Road.
- Re-installed the flashing red light at N Ivy and NW 1<sup>st</sup> Streets.
- Repaired directional sign for Urban Renewal on N Grant Street and 99E.
- Checked for locates for the stump grinder.
- Sucked out a hole and helped install a new street light pole on SE 3<sup>rd</sup> which was broke off at the ground by either a car or truck.
- Helped stump grinder at numerous locations in town.
- Cleanup and back filled behind the stump grinder.
- Straightened stop sign post on NE Territorial and Oak Streets and also replaced the stop sign.
- Recompacted around street light at Transit Center.
- Fixed and repaired (9) street lights for the month of February.

### **4. Miscellaneous:**

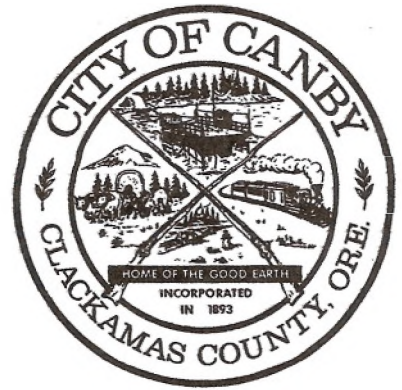
- Received training on the SE 1<sup>st</sup> sewer lift station, both new pumps in the station failed and was sent out for repair.
- Lou is working on the mylars for the cemetery.
- Handled numerous calls on S Fir and SW 7<sup>th</sup> Ave about providing utilities to a vacant lot.
- Reviewed plans for (2) pre-construction meetings.
- Cleaned up warehouse.
- Drafted letter to School District.
- Plan review for land partition.

**Meetings attended:**

- Met with representatives of Rite Aid.
- Attended negotiations.
- Met with Tony Hebling of Wilson Construction job site's driveway approach.
- Met with contractor on the 700 block of N Aspen and Knights Bridge Road on sidewalk issues.
- Met with Planning Department about street lights and erosion control issues.
- Attended utility and planning meeting with Canby Excavating about their industrial park site.
- Attended a pre-construction meeting for the Andrus Building.
- Attended labor negotiations.



**WASTEWATER TREATMENT FACILITY  
MONTHLY REPORT**



**To:** *Honorable Mayor Thompson, City Council*

**From:** *Mark Adcock*

**Through:** *John Williams*

**Prepared by:** *Darvin Tramel*

**Subject:** *January & February 2007 Wastewater Treatment Report*

**Date:** *March 13, 2007*

**Facility Operations & Maintenance & Construction:**

Facility operations and effluent quality at the wastewater treatment plant for the months of January and February remain excellent, with no interruption of services or violations for either month. January was extremely wet and we hauled Biosolids to Riverbend Landfill in McMinnville Oregon. Operations were consistent with no major changes for winter processing. The staff worked on solicitation of new Biosolid application sites with DEQ and completed routine preventive maintenance on facility equipment. We returned to applying biosolids to application sites in mid January.

During the months of January and February staff power washed clarifiers, replaced ethernet cards in two control panels, replaced peristaltic hose on lime pump, fabricated biosolids truck spreader cover plate, repaired bucket on skid steer and replaced components on electric valve in the aeration basin. Staff, as always, performed routine preventative maintenance as needed.

Construction activities for the month of January and February included working on engineering and construction contracts for the painting of the Primary Clarifier. Reviewed preliminary engineering contract work with Curran and McLeod engineering for the Phase III upgrade design. Staff and I are working on drafting some designs for the remodel of the old biosolids room, so we will have a file storage and maintenance office.

**JANUARY**

<b><u>New Connections:</u></b>	2
<b><u>Total Connections:</u></b>	5620
<b><u>Average Flow:</u></b>	1.1166 mgd
<b><u>E. Coli</u> :</b>	2

<b><u>Monthly Averages:</u></b>	
<b><u>Effluent BOD<sub>5</sub>:</u></b>	4 mg/l
<b><u>Effluent CBOD<sub>5</sub>:</u></b>	2 mg/l
<b><u>Effluent TSS:</u></b>	8 mg/l

**FEBRUARY**

<b><u>New Connections:</u></b>	1
<b><u>Total Connections:</u></b>	5621
<b><u>Average Flow:</u></b>	1.0435 mgd
<b><u>E. Coli</u> :</b>	3

<b><u>Monthly Averages:</u></b>	
<b><u>Effluent BOD<sub>5</sub>:</u></b>	5 mg/l
<b><u>Effluent CBOD<sub>5</sub>:</u></b>	3 mg/l
<b><u>Effluent TSS:</u></b>	6 mg/l



# Canby Area Transit

## Transit Master Plan

## Project Flow Chart

Phase	1	2	3
Assignments	Define and Evaluate Existing Services	Future Needs/Service Design Strategies	5-Year Transit Plan with Action Plan
Key Outcomes	<ul style="list-style-type: none"> <li>✓ Define Advisory Committee role</li> <li>✓ Define CAT staff role – develop detailed work plan</li> <li>✓ Summarize current CAT services</li> <li>✓ Research and review existing transportation plans, and relevant local, regional and state plans and documents</li> <li>✓ Peer Review</li> <li>✓ Define level of public involvement</li> <li>✓ Define level of City Council Involvement</li> </ul>	<ul style="list-style-type: none"> <li>✓ Analysis of                             <ul style="list-style-type: none"> <li>○ Transit operation</li> <li>○ Service design and efficiency</li> <li>○ Community and customer demographics</li> <li>○ Future trends</li> </ul> </li> <li>✓ Develop 5- year goals and strategies in conjunction with Advisory Committee</li> <li>✓ Develop service plan- route planning and design strategies</li> <li>✓ Research, analyze and provide recommendation for forming a Transportation District ?</li> <li>✓ Future Scenarios and Options</li> </ul>	<ul style="list-style-type: none"> <li>✓ Present findings and analysis</li> <li>✓ Summarize future options</li> <li>✓ Develop recommended action plan</li> <li>✓ Prepare and present final 5-year Transit Plan</li> </ul>
Timeline*	1	2	3
	March 2007	April-May 2007	June 2007



## **Proposed Involvement for City Council**

- 1.) Review draft documents as they are completed**
- 2.) Seek Council input on groups/individuals who should be part of the public involvement process**
- 3.) Invite Council to participate in a 3-4 meetings**
  - a. Initial public involvement kick-off & review of documents to date**
  - b. Brainstorming Session re: Long Range Future Direction for CAT**
  - c. Council reviews final recommendation for Service Strategies and Future Scenarios**
  - d. Final Presentation to present the plan and adopt the plan**
  - e. Adopt plan by end of June – early July**

# Canby Area Transit Grant Update

Funding Source	Project Description	Grant Request	Due Date	Approval Notification
<b>Special Transportation Fund Discretionary</b>				
<i>Innovative Route Additions</i>	07-09 improve efficiency on local routes-	\$313,110.00	January 2007	April 2007
<i>Bus Purchase</i>	07-09 pay off lease	\$322,272.00	January 2007	April 2007
<i>Upgrade Reader Board – Blue Bird</i>	07-09 fix blue birds reader board- reprogram etc.	\$5,000.00	January 2007	April, 2007
<i>Preventive Maintenance</i>	07-09 funding for preventive maintenance	\$117,676.00	Jan 2007	April 2007
<b>Jobs Access Reverse Commute</b>	08-09 – funding to continue Woodburn service in 08/09	\$69,050.00	January 2007	April 2007
<b>Business Energy Tax Credit (BETC)</b>	June-Dec 2006 CAT services certified as eligible project for BETC	\$171,346.00	12/31/07	May-June 2007
<b>Total</b>		<b>\$998,454.00</b>		



# Canby Area Transit Grant Update

Funding Source	Project Description	Grant Request	Due Date	Approval Notification
Federal Transit Administration 5309 Earmark Request	2007 – requested \$1,250,000 for bus purchase & facility		February 2006	February 2006- \$28,842 approved- 2007 \$30,096 authorized
Federal Transit Administration 5309 Earmark Request	Requesting \$350,000 to purchase 1 bus currently being leased & begin planning, environmental assessment, design, engineering for a joint operation/maintenance facility at City shops	\$350,000 2008 \$1,250,000 in 09/10	02/06/07	February 2008
Total FTA request for 2008		\$350,000.00		
<b>Upcoming Grants</b>				
STF Formula Funds	Funding for elderly and disabled services for 07/08	\$97,000.00	03/28/07	June, 2007
FTA 5311- Operating	Funding for rural public transit services 07/08	\$210,000.00	May, 2007	July-Sept 07
Business Energy Tax Credit (BETC)	Jan-June 2007 CAT services certified as eligible project for BETC	\$142,233.00	07/01/07	Dec, 2007
Pending Grants – Total		\$449,233.00		