

AGENDA

CANBY CITY COUNCIL MEETING

January 4, 2006, 7:30 P.M.

**Council Chambers
155 NW 2nd Avenue**

Mayor Melody Thompson

***Council President Teresa Blackwell
Councilor Randy Carson
Councilor Walt Daniels***

***Councilor Roger Harris
Councilor Georgia Newton
Councilor Wayne Oliver***

CITY COUNCIL MEETING

1. CALL TO ORDER

- A. Pledge of Allegiance and Moment of Silence
- B. Employee of the Month Presentation – October Pg. 1
- C. Employee of the Month Presentation – November Pg. 2
- D. Federal Legislation Update

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 \$197,328.53
- B. Approval of Minutes of the November 28 City Council Special Meeting and Executive Session
- C. Approval of Minutes of the November 30 City Council Workshop
- D. Approval of Minutes of the December 7 City Council Regular Meeting and Executive Session
- E. Affirm Mayor's Approval to Pay Accounts Payable on December 15, 2005

7. PUBLIC HEARING

- A. ANN 05-05 Thomas Holmes Pg. 3

8. RESOLUTIONS & ORDINANCES

- A. Res. 914 Establishing the AIG VALIC 457 Retirement Plan as an Additional Deferred Compensation Plan for the City of Canby Employees Pg. 80
- B. Ord. 1198, Authorizing a Contract with Canby Excavating, Inc. for the Paving of a Portion of NE 22nd Avenue in Canby Pg. 83
- C. Ord. 1199, Authorizing a Contract with HCI Industrial & Marine Coatings, Inc. for the Wastewater Treatment Plan Clarifier Coating Repairs Pg. 86

9. NEW BUSINESS

10. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

11. CITIZEN INPUT

12. ACTION REVIEW

13. EXECUTIVE SESSION: ORS 192.660(2)(e) Real Property and ORS 192.660(2)(h) Pending Litigation

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.

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

Name of Nominee: Jorge Tro

Date: 9/16/05

Department: Police

Nominated By: Suzan Duffy

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

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

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

Sgt. Tro handles all the travel and training arrangements for the Police Department. His efforts to coordinate paperwork with the Finance Department are second to none. Even though he works mostly nights, he communicates well through e-mail and voice-mail, and even by calling on his days off to make sure all the per diems, lodging, airfare and registrations are handled in a timely manner. I'm sure all the police employees are pleased with his efforts to make sure their training needs are met. I certainly appreciate his attention to detail in making sure training funds are spent and tracked appropriately. Sgt. Tro is always very friendly and efficient with his work as relates to the Finance Department. He takes last minute changes in stride and never seems to mind the extra paperwork sometimes required. In my role, I don't know all the other tasks Sgt. Tro must face, but if he handles them the way he does the ones I do see, then he is definitely a great asset to the City.

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

Chief Ken Pagano
Department Director's Signature

10-3-05
Date

9/16/2005

1

City of Canby Employee of the Month Nomination Form

Name of Nominee: John Kelley Date: March 1, 2005

Department: Court/Admin Nominated By: John Williams

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

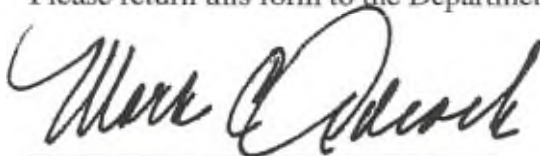
- ☐ Improved quality
- ☒ Timely completion of a project
- ☒ Demonstrates exemplary leadership and integrity
- ☒ Excellent customer service (demonstrating exceptional customer service, an on-going commitment to customers, or innovation or creativity in customer service)
- ☐ Overcame adverse obstacles 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.

I am nominating John for his continued commitment to this organization and his timely completion of projects. John does an excellent job providing analysis and feedback on a wide variety of issues. He represents the City on an amazingly diverse range of topics from municipal court prosecutions to land use planning to personnel law. When he does not know the answer to a question (yes, this happens on rare occasions), he is very proactive in getting answers from other attorneys or outside experts.

What I have been most impressed by is John's willingness to assist me or any other staff member whenever we need advice. He provides outstanding internal customer service to the employees of this organization and is always helpful, accurate, and concise. For an attorney, and an Oregon Duck fan, these are unusual qualities and worthy of recognition with our employee of the month designation.

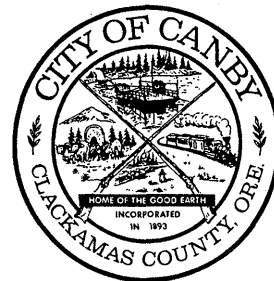
Please return this form to the Department Director of the nominee.



Department Director's Signature



Date



M E M O R A N D U M

TO: *Honorable Mayor Thompson and City Council*

FROM: *Kevin Cook, Associate Planner*

THROUGH: *Mark Adcock, City Administrator*

DATE: *December 22, 2005*

RE: *Planning Commission Recommendation on Annexation Application
(City File Number ANN 05-05 – Holmes)*

Issue:

The applicant is seeking to annex a single 4.85 acre parcel into the City of Canby. The applicant's conceptual site plan shows a possible 33 lots. When combined with land that the applicant owns inside the city limits (immediately to the west and adjacent to the parcel to be annexed) the conceptual plan shows an additional 12 lots bringing the total to 45 lots.

The applicant's conceptual plan shows access to the site via connecting NE 17th Ave. with N Pine St. and providing a connecting N Oak St north to NE Territorial Rd. A half street is also shown along the northern boundary of the subject parcel.

Synopsis:

In a public hearing held November 28, 2005, a quorum of the Planning Commission voted 4-0 to recommend approval of the annexation to the City Council. The City Council now holds a new hearing but shall consider the Planning Commission's decision during Council deliberations. If the City Council denies the application, that decision will be final and the annexation will not be sent to Canby voters. If the application is approved, the proposal will be placed on the May 16, 2006 ballot for voters to make a final decision.

Planning Commission Recommendation:

The Planning Commission recommends that the City Council **approve ANN 05-05** and forward the application to Canby voters for a final decision.

Findings, Conclusions and Final Order
ANN 05-05
Page 1 of 4

Rationale:

The Planning Commission held a public hearing on November 28, 2005 and found that the application met the standards and criteria for annexation. The Commission adopted written findings on December 12, 2005 which include the following understandings:

1. The land is designated Priority "A" for annexation.
2. The current supply of platted residential land in Canby is estimated as follows:

R-1 Low Density	188 Lots	1.90 years
R-1.5 Medium Density	0 Lots	0.00 years
R-2 High Density	137 Lots	2.66 years

The supply of land in each category is less than the 3 year supply considered sufficient to meet the need for residential land.
3. The subject property is a smaller tract of non-productive woodland, surrounded by other developed property. The established need for residential land and the parcel's designation as priority "A" for annexation take precedence over farm uses.
4. Access is adequate to the site and will be further improved by the improvements of the roadway, including off-site improvements volunteered by the applicant, in conjunction with development.
5. The City and other affected service-providing entities have the capability to amply provide the area of the proposed annexation with urban level services upon future development.
6. The annexation proposal is in compliance with other applicable City ordinances or policies.
7. The annexation proposal complies with all applicable sections of Oregon Revised Statutes.
8. No natural hazards have been identified on the site.
9. The effect of urbanization of the subject property to designated open space, scenic, historic or natural resource areas is limited, in that the open space designation and requirements as found in the Parks Master Plan will be adhered to.
10. No adverse economic impacts are likely to result from the annexation of the subject property.

Background:

The subject parcel is currently zoned RRFF 5 (Rural Residential Farm and Forest) by Clackamas County. Canby's Comprehensive Plan designation of the subject parcel is R-1.5 Medium Density Residential. If annexation is approved, City zoning for the parcel would automatically be amended to reflect the R-1.5 Medium Density Residential zoning in conformance with the Comprehensive Plan.

The parcel is currently heavily wooded, undeveloped and relatively flat. The site is suitable for residential development and is not used in agricultural production. The parcel contains no steep slopes, no apparent waterways and no natural hazards that would prevent development of the site.

The adjacent property to the west of the subject parcel is inside the city limits and zoned for Medium Density Residential development. The properties to the north are outside the city limits and have a Comprehensive Plan designation of Medium Density Residential. The property to the east is inside the city limits and is zoned for Low Density Residential Development. The property to the South is outside the city limits and is designated for Low Density Residential development in the Comprehensive Plan.

Traffic analyses and utility information included in this application are based on anticipated residential use. In considering the application, however, applicable criteria should be applied to the annexation only and not to any conceptual plan.

Note: The traffic study commissioned for the proposed annexation did not include current traffic count data at the time of the Planning Commission meeting of November 28, 2005. An updated traffic analysis with current traffic counts has since been completed and is attached. The updated traffic study does not predict any significant impacts to neighboring intersection or street performance. One concern however, relates to the location and number of access onto N. Pine Street. Ideally the half-street along the northern boundary would not connect through to N. Pine St. and NE 17th Ave. would cross N. Pine St. further south than what is currently shown.

Citizen Testimony:

Two citizen letters in opposition to the annexation request have been received. No citizens gave testimony at the November 28, 2005 Planning Commission meeting.

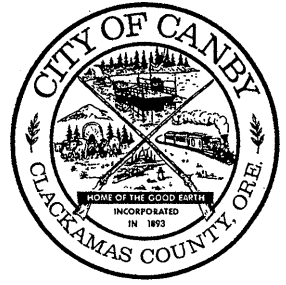
Options:

1. Deny the application for annexation. The Planning Commission does not recommend this option.
2. Recommend approval of the annexation and place the proposal on the May 16, 2006 ballot for voters to make a final decision. The Planning Commission recommends this option based on the findings and reasons listed above. If the Council supports this recommendation, the following motion is appropriate:

I move that the City Council approve ANN 05-05 and request that the City Attorney return with ballot title and language appropriate to forward the final decision to Canby voters in the general election on May 16, 2006.

Attachments:

- A: Planning Commission staff report and attachments
- B: Planning Commission Findings
- C: Traffic study
- D: Letter from City Traffic Engineer regarding access spacing standards
- E: Audio taped Planning Commission minutes



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

**A REQUEST TO ANNEX 4.85
ACRES OF LAND INTO THE
CITY OF CANBY**)

**FINDINGS, CONCLUSIONS & ORDER
ANN 05-05**

NATURE OF APPLICATION

The applicant is seeking to annex a single 4.85 acre parcel into the City of Canby. The applicant's conceptual site plan shows a possible 33 lots. When combined with land that the applicant owns inside the city limits (immediately to the west and adjacent to the parcel to be annexed) the conceptual plan shows an additional 12 lots bringing the total to 45 lots.

The applicant's conceptual plan shows access to the site via connecting NE 17th Ave. with N Pine St. and providing a connecting N Oak St north to NE Territorial Rd. A half street is also shown along the northern boundary of the subject parcel.

HEARINGS

The Planning Commission held a public hearing to consider the application on November 28, 2005.

CRITERIA AND STANDARDS

The Planning Commission forms a recommendation that the City Council may consider after conducting a public hearing. If the City Council approves the application, it forwards its recommendation to the voters of Canby as a ballot measure where a final decision is reached during a general election.

Section 16.84.040 of the Canby Municipal Code states that when reviewing a proposed annexation, the Commission shall give ample consideration to the following:

**Findings, Conclusions and Final Order
ANN 05-05
Page 1 of 4**

1. Annexation shall be in keeping with prioritization categories, as designated on the adopted maps showing growth phasing (Urban Growth Element of the Comprehensive Plan);
2. Analysis of the "need" for additional property within the city limits shall be provided;
3. Smaller non-farm land shall be considered a priority for annexation over larger farm land;
4. Access shall be adequate to the site;
5. Adequate public facilities and services shall be available to service the potential (or proposed) development;
6. Compliance with other applicable city ordinances or policies;
7. Compliance of the application with the applicable sections of Oregon Revised Statutes Chapter 222. (In other words, a triple majority type application must contain proof that a triple majority does, in fact, exist, etc.);
8. Risk of natural hazards which might be expected to occur on the subject property shall be identified;
9. Urbanization of the subject property shall not have a significant adverse effect on specially designated open space, scenic, historic or natural resource areas;
10. Economic impacts which are likely to result from the annexation shall be evaluated in light of the social and physical impacts. The overall impact which is likely to result from the annexation and development shall not have a significant adverse effect on the economic, social and physical environment of the community, as a whole.

FINDINGS AND REASONS

The Planning Commission deliberated on all input presented at the November 28, 2005 meeting. The Planning Commission also incorporates the November 17, 2005 Staff Report and Commission deliberations as support for its decision. The Planning Commission accepted and adopted the findings in the November 17, 2005 Staff Report.

CONCLUSION

The Planning Commission of the City of Canby concludes that, based on the findings and conclusions contained in the November 17, 2005 staff report, and based on Commission deliberations at the November 28, 2005 public hearing:

1. The land is designated Priority "A" for annexation.
2. The current supply of platted residential land in Canby is estimated as follows:

R-1 Low Density	188 Lots	1.90 years
R-1.5 Medium Density	0 Lots	0.00 years
R-2 High Density	137 Lots	2.66 years

The supply of land in each category is less than the 3 year supply considered sufficient to meet the need for residential land.
3. Access is adequate to the site and will be further improved by the improvements of the roadway, including off-site improvements volunteered by the applicant, in conjunction with development.
5. The City and other affected service-providing entities have the capability to amply provide the area of the proposed annexation with urban level services upon future development.
6. The annexation proposal is in compliance with other applicable City ordinances or policies.
7. The annexation proposal complies with all applicable sections of Oregon Revised Statutes.
8. No natural hazards have been identified on the site.
9. The effect of urbanization of the subject property to designated open space, scenic, historic or natural resource areas is limited, in that the open space designation and requirements as found in the Parks Master Plan will be adhered to.
10. No adverse economic impacts are likely to result from the annexation of the subject property.

RECOMMENDATION

IT IS RECOMMENDED BY THE PLANNING COMMISSION of the City of Canby that the City Council **APPROVE** annexation application ANN 05-05.

I CERTIFY THAT THIS ORDER recommending **APPROVAL** of **ANN 05-05** to the City Council was presented to and **APPROVED** by the Planning Commission of the City of Canby.

DATED this 12th day of December, 2005.



James Brown
Chairman, Canby Planning Commission



Kevin C. Cook
Associate Planner

ORAL DECISION – November 28, 2005

AYES: Ewert, Helbling, Lucas, Brown

NOES:

ABSTAIN: None

ABSENT: Manley, Tessman, Molamphy

WRITTEN FINDINGS - December 12, 2005

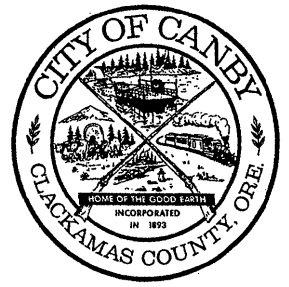
AYES: Ewert, Lucas

NOES: None

ABSTAIN: Manley, Tessman, Molamphy

ABSENT: Brown, Helbling

Findings, Conclusions and Final Order
ANN 05-05
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- STAFF REPORT -

APPLICANTS:

Thomas L Holmes
PO Box 111
Canby, OR 97013

FILE NO.:

ANN 05-05
(Canby Gardens)

OWNERS:

Thomas L Holmes
PO Box 111
Canby, OR 97013

STAFF:

Kevin C. Cook
Associate Planner

LEGAL DESCRIPTION:

Tax Map 3-1E-28DD
Tax Lot 2190 (4.85 acres)

DATE OF REPORT:

November 17, 2005

LOCATION:

The parcel is located south of NE Territorial Rd,
west of N Pine St. and north of NE 16th Ave.

DATE OF PC HEARING:

November 28, 2005

COMPREHENSIVE PLAN DESIGNATION:

R-1.5 High Density Residential

ZONING DESIGNATION:

Rural Residential Farm and Forest
(Clackamas County RRFF 5)

I. APPLICANT'S REQUEST:

The applicant is seeking to annex a single 4.85 acre parcel into the City of Canby. The applicant's conceptual site plan shows a possible 33 lots. When combined with land that the applicant owns inside the city limits (immediately to the west and adjacent to the parcel to be annexed) the conceptual plan shows an additional 12 lots bringing the total to 45 lots.

It should be noted that the applicant's conceptual plan shows more than 10% of the lots at less than the 5,000 square foot minimum. According to Section 16.18.030.B.2 a public benefit would need to be shown in order to approve more than 10% of the lots being under the required minimum lot size. The application is for an annexation request and this report is primarily concerned with whether the proposal can be developed to urban densities rather than what the development would look like. If the annexation request is approved by the Planning Commission and the City Council the final decision rests with the Canby voters. If approved by the voters, any proposed subdivision design is subject to the City's subdivision review process.

The applicant's conceptual plan shows access to the site via connecting NE 17th Ave. with N Pine St. and providing a connecting N Oak St north to NE Territorial Rd. A half street is also shown along the northern boundary of the subject parcel.

II. MAJOR APPROVAL CRITERIA:

The Planning Commission forms a recommendation that the City Council may consider while conducting a public hearing. If the City Council recommends approval of the application, the annexation is placed before the voters at the next general election.

Section 16.84.040 of the Canby Municipal Code states that when reviewing a proposed annexation, the Commission shall give ample consideration to the following:

1. Annexation shall be in keeping with prioritization categories, as designated on the adopted maps showing growth phasing (Urban Growth Element of the Comprehensive Plan).
2. Analysis of the "need" for additional property within the city limits shall be provided.
3. Smaller non-farm land shall be considered a priority for annexation over larger farm land;
4. Access shall be adequate to the site;
5. Adequate public facilities and services shall be available to service the potential (or proposed) development;
6. Compliance with other applicable city ordinances or policies;
7. Compliance of the application with the applicable sections of Oregon Revised Statutes Chapter 222. (In other words, a triple majority type application must contain proof that a triple majority does, in fact, exist, etc.);
8. Risk of natural hazards which might be expected to occur on the subject property shall be identified;

9. Urbanization of the subject property shall not have a significant adverse effect on specially designated open space, scenic, historic or natural resource areas;

10. Economic impacts which are likely to result from the annexation shall be evaluated in light of the social and physical impacts. The overall impact which is likely to result from the annexation and development shall not have a significant adverse effect on the economic, social and physical environment of the community, as a whole. The full text of the annexation criteria can be found in Section 16.84.040 of the Land Development and Planning Ordinance.

III. FINDINGS:

A. Background and Relationships:

The subject parcel is currently zoned RRFF 5 (Rural Residential Farm and Forest) by Clackamas County. Canby's Comprehensive Plan designation of the subject parcel is R-1.5 Medium Density Residential. If annexation is approved, City zoning for the parcel would automatically be amended to reflect the R-1.5 Medium Density Residential zoning in conformance with the Comprehensive Plan.

The parcel is currently heavily wooded, undeveloped and relatively flat. The site is suitable for residential development and is not used in agricultural production. The parcel contains no steep slopes, no apparent waterways and no natural hazards that would prevent development of the site.

The adjacent property to the west of the subject parcel is inside the city limits and zoned for Medium Density Residential development. The properties to the north are outside the city limits and have a Comprehensive Plan designation of Medium Density Residential. The property to the east is inside the city limits and is zoned for Low Density Residential Development. The property to the South is outside the city limits and is designated for Low Density Residential development in the Comprehensive Plan.

Traffic analyses and utility information included in this application are based on anticipated residential use. In considering the application, however, applicable criteria should be applied to the annexation only and not to any conceptual plan.

B. Comprehensive Plan Consistency Analysis

ii. Urban Growth

GOAL: 1) TO PRESERVE AND MAINTAIN DESIGNATED AGRICULTURAL AND FOREST LANDS BY PROTECTING THEM FROM URBANIZATION.

2) TO PROVIDE ADEQUATE URBANIZABLE AREA FOR THE GROWTH OF THE CITY, WITHIN THE FRAMEWORK OF AN EFFICIENT SYSTEM FOR THE TRANSITION FROM RURAL TO URBAN LAND USE.

Policy #3: Canby shall discourage the urban development of properties until they have been annexed to the City and provided with all necessary urban services.

Analysis: Annexation of the subject property is the first step toward urban development and provision of urban services. According to the Comprehensive Plan this property is designated priority "A" for annexation.

Implementation Measure A of this policy states:

"Urban facilities and services must be adequate in condition and capacity to accommodate the additional level of growth, as allowed by the City Comprehensive Plan prior to, or concurrent with, the land use changes".

Existing utilities are sufficient to serve the subject parcel with urban level services. The subject parcel is a small property essentially surrounded by urban level services at or near the site. Utility issues are discussed further in the Public Facilities and Services section below.

Implementation Measure D of this policy states:

"The adopted maps showing growth phasing shall be used as a **general guideline** for the City's outward expansions. Areas designated as Type "A" urbanization lands shall generally be annexed prior to those areas shown as Type "B", etc..."

The parcel meets criteria for both phasing of growth and nature of size and use. The parcel is an island of county land that is not engaged in agricultural production. The parcel is also designated as priority "A" for annexation, indicating that it should be considered before other lands designated priority "B" and "C".

iii. Land Use Element

GOAL: TO GUIDE THE DEVELOPMENT AND USES OF LAND SO THAT THEY ARE ORDERLY, EFFICIENT, AESTHETICALLY PLEASING AND SUITABLY RELATED TO ONE ANOTHER.

Policy #2 Canby shall encourage a general increase in the intensity and density of permitted development as a means of minimizing urban sprawl.

Analysis: Implementation Measure B of this element states, "Carefully analyze the need for additional property within the City limits or in light of underutilized incorporated property, prior to the annexation of additional land." Annexation of this parcel would permit future development according to the Comprehensive Plan. The proposal would bring 4.85 acres of land into the City under R-1.5 Medium Density Residential zoning. There is currently nearly no undeveloped Medium Density land remaining in Canby, so the need is established. See also the enclosed Buildable Lands Analysis.

Policy #3 Canby shall discourage any development which will result in overburdening any of the community's public facilities or services.

Analysis: Request for comments have been sent to all public facility and service providers (see discussion under Public Services Element).

iv. **Environmental Concerns Element**

GOAL: 1) TO PROTECT IDENTIFIED NATURAL AND HISTORICAL RESOURCES.

2) TO PREVENT AIR, WATER, LAND, AND NOISE POLLUTION. TO PROTECT LIVES AND PROPERTY FROM NATURAL HAZARDS.

Policy #1-R-A: Canby shall direct urban growth such that viable agricultural uses within the urban growth boundary can continue as long as it is economically feasible for them to do so.

Analysis: *Surrounding parcels are used in residential development and the subject parcel is not used for agricultural production.*

Policy #1-R-B: Canby shall encourage the urbanization of the least productive agricultural area within the urban growth boundary as a first priority.

Goal #2 addresses the need for buildable land in Canby. Canby generally considers a 3 year supply of buildable lands (for each residential zoning district) to be sufficient; The City Council has determined that only platted lots and/or approved units should be included in the calculations; annexed land that has not been subdivided will not be included in the analysis. The Council has also determined that annexations that will significantly exceed the 3-year supply would not meet the annexation criteria for need.

Based on the number of vacant platted lots in the R-1.5 zoning district, the total supply of buildable lands available for medium density residential development is essentially zero. The proposed annexation along with development of property to the west would potentially add 30 to 45 new lots at the time of final subdivision plat approval. The new lots would bring the buildable lands supply total to 3.2 years when added to today's availability.

For this policy, implementation measures C and D also apply to annexations. Measure C gives direction to "encourage growth into areas where land is fragmented into small parcels which are not conducive to productive agricultural use." Measure D gives direction to "review annexation proposals in light of the growth phasing strategies of the Urban Growth Element."

The subject parcel is not involved in agricultural production and is surrounded by residential uses. The property is also designated priority "A" for annexation, giving it precedence over larger agricultural uses.

Policy #2-R: Canby shall maintain and protect surface water and groundwater resources.

Analysis: *Public facilities and service providers did*

not express storm water concerns with this proposal.

Policy #6-R, 9-R, 10-R, 1-H, 2-H, 3-H: Policies relating to historic sites, fish and wildlife habitat, wetlands, steep slopes, flood prone areas, and poor soils

Analysis: *The subject property does not fall within a hazard zone as identified by the Comprehensive Plan. There are no steep slopes and no identified flood prone areas. There are no wetlands and there are no historic sites on the property.*

v. Transportation Element

GOAL: TO DEVELOP AND MAINTAIN A TRANSPORTATION SYSTEM WHICH IS SAFE, CONVENIENT AND ECONOMICAL.

Policy #6: Canby shall continue in its efforts to assure that all new developments provide adequate access for emergency response vehicles and for the safety and convenience of the general public.

Analysis: *Canby Police and the Fire district were sent a Request for Comments. Neither agency expressed extraordinary concern with future access issues.*

v. Public Facilities and Services Element

GOAL: TO ASSURE THE PROVISION OF A FULL RANGE OF PUBLIC FACILITIES AND SERVICES TO MEET THE NEEDS OF THE RESIDENTS AND PROPERTY OWNERS OF CANBY.

Policy #1: Canby shall work closely and cooperate with all entities and agencies providing public facilities and services.

Analysis: *All public facility and service providers were sent a "Request for Comments" regarding this*

application. Responses were received from the city engineer, Canby Electric, the Water Dept., Canby Disposal, Sewer, Canby Telephone, Police, Fire, and the Traffic Safety Committee.

All Service Providers indicate that services are available to serve the proposed annexation and subsequent development.

The City Engineer indicates that sanitary sewer can serve the area.

The Water Dept. would like to ensure looping water lines with no dead ends.

***Traffic Study:** A traffic study was commissioned for the subject parcel. As of the date of this report, the study had not been completed.*

***Pre-application meeting:** The applicant indicated that the density may end up being less than that shown on the conceptual plan. Canby Water does not want any dead ends. Sewer would need to extend down N Pine St. Electricity can be brought in from Territorial Rd. down N Oak St. Telephone can be brought in down NE 17th Ave. The Fire Dept. did not have any access concerns. Public Works indicated that N Pine St. is a County Road, so the County will need to issue permits for improvements along N Pine. Improvements to Pine St. will be required all the way past the Pine Station Subdivision. As of the date this report, no meeting minutes were available.*

***Neighborhood Written Comments:**
One comment was received in opposition.*

vii. Economic Element

GOAL: TO DIVERSIFY AND IMPROVE THE ECONOMY OF THE CITY OF CANBY.

Policy #4: Canby shall consider agricultural operations which contribute to the local economy as part of the economic base of the community and shall seek to maintain

Staff Report
ANN 05-05
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these as viable economic operations.

Analysis: The subject property is not currently used in agricultural production and is not likely to be used for any type of agricultural production. The subject parcel is designated Priority "A" for annexation and can be served by urban level services upon development.

viii. Housing Element

GOAL: TO PROVIDE FOR THE HOUSING NEEDS OF THE CITIZENS OF CANBY.

Policy #1: Canby shall adopt and implement an urban growth boundary which will adequately provide space for new housing starts to support an increase in population to a total of 20,000 persons.

Analysis: This property is within the City's Urban Growth Boundary and, as such, is intended to be available for development at some point within the next 20 years. The parcel also provides an opportunity to provide relatively affordable housing while infilling vacant land inside the city limits.

Conclusion Regarding Consistency with policies of Canby's Comprehensive Plan:
This application is clearly consistent with many of the Comprehensive Plan policies for annexation. The provision of Public Facilities and Services may warrant discussion regarding eventual access to the parcel. Typically, public facilities and services are also dealt with at the time of development and staff recommends that this remain the case.

C. Evaluation Regarding Annexation Consideration Criteria

1. Annexation shall be in keeping with prioritization categories, as designated on the adopted maps showing growth phasing (Urban Growth Element of the Comprehensive Plan). Areas designated as Type "A" urbanization lands shall be annexed prior to those areas shown as Type "B", etc.

Analysis: The subject parcel is designated priority "A" for annexation.

2. Analysis of the "need" for additional property within the city limits shall be provided.

Analysis: The City of Canby monitors residential land supplies in order to determine the City's general need for buildable land. The "need" for developable land is a function of actual lands platted for development (see Buildable Lands Analysis for current land supplies).

3. Smaller, non-farm land shall be considered a priority for annexation over larger farm land.

Analysis: The property is a fragmented parcel of non-farm land islanded by parcels already inside the city limits. The property is also designated priority "A" for annexation, thereby reserved for urban development before other properties considered priority "B" and "C".

4. Access shall be adequate to the site.

Analysis: Access to the site will require street improvements at the time of development.

5. Adequate public facilities and services shall be available to service the potential (or proposed) development.

Analysis: Public facility and service providers indicate that services are currently available at the site or will become available through development to serve the needs of the subject parcel.

6. Compliance with other applicable city ordinances or policies.

Analysis: The purpose for this criterion is to ensure that the annexation application is in compliance with City policies that are not specifically addressed in the rest of the criteria. Staff believes the application meets other applicable city ordinances and policies, as discussed in the analysis above with relation to Comprehensive Plan policies.

7. Compliance of the application with the applicable sections of Oregon Revised Statutes Chapter 222. (In other words, a triple majority type application must contain proof that a triple majority does, in fact, exist, etc.).

Analysis: The application complies with the applicable sections of Oregon Revised Statutes Chapter 222.

8. Risk of natural hazards which might be expected to occur on the subject property shall be identified.

Analysis: No natural hazards have been identified on the subject property.

9. Urbanization of the subject property shall not have a significant adverse effect on specially designated open space, scenic, historic or natural resource areas.

Analysis: There are no “specially designated” open spaces, scenic or historic areas identified on the subject property. There are however several large evergreen trees on the property that could be considered a natural scenic resource.

10. Economic impacts which are likely to result from the annexation shall be evaluated in the light of social and physical impacts. The overall impact which is likely to result from the annexation and development shall not have a significant adverse effect on the economic, social and physical environment of the community as a whole.

Analysis: The annexation of this property would not have a significant adverse affect on the short term economic, social and physical environment of the community. Annexation and development of the parcel would provide temporary employment during construction and could provide approximately 33 long-term residences.

IV. CONCLUSION

Staff hereby concludes that the proposed annexation meets the requirements of the standards and criteria included in the Canby Land Development and Planning Ordinance, Section 16.84.040.

V. RECOMMENDATION

Based upon the findings and conclusions contained in this report and without benefit of a public hearing, staff recommends that the Planning Commission recommend approval of ANN 05-05 to the City Council, with the addition of the following understandings.

1. The zoning classification for the property will be R-1.5 ^{Medium} ~~Low~~ Density Residential.
2. All service connections, recording costs and future development costs are to be borne by the applicant and/or the property owners.
3. All City and service provider regulations shall be adhered to at the time of connection to services and/or upon future development.
4. Public utility easements are normally conditioned as a part of new development. As no new development is proposed, sidewalks and utility easements will be required upon any future land use application including subdivision approval, Site and Design Review approval and/or issuance of a building permit or other application for development.
5. Any costs associated with the annexation election **not already** covered by an initial deposit shall be the responsibility of the applicant and/or property owner. Elections costs shall be payable upon receipt of an itemized billing from the City of Canby.

Exhibits:

1. Applicant's package
2. Responses to requests for comments
3. Buildable Lands Analysis

APP. 4 -0

**CITY OF CANBY
ANNEXATION APPLICATION**

Fee: *See Reverse
Election Costs Deposit: \$2,500.00
Process Type IV

OWNERS

APPLICANT**

Name THOMAS L. HOLMES

Name THOMAS L. HOLMES

Address P.O. Box 111

Address PO Box 111

City CANBY State OR Zip 97013

City CANBY State OR Zip 97013

OWNERS SIGNATURE Thomas L. Holmes PHONE 503-266-5252 EV.
503-692-9494 DAY

DESCRIPTION OF PROPERTY

Address NONE - WEST OF PINE STREET BETWEEN TERRITORIAL AND 16TH

Tax Map 31E28000 Tax Lot(s) 2190 Lot Size 4.85 ^{211,266 SF} ACRES
(Acres/Sq.Ft.)

Existing Use VACANT

Proposed Use SINGLE FAMILY HOUSING

Existing Structures NONE

ZONING RREFS COMPREHENSIVE PLAN DESIGNATION MEDIUM DENSITY RES. (CMDR)

PREVIOUS LAND USE ACTION (if any) NONE

FOR CITY USE ONLY	
File #	<u>ANN 05-05</u>
Date Received	<u>10/27/05</u> By <u>KCC</u>
Completeness	_____
Pre-App Meeting	_____
Hearing Date	<u>11/28/05 Tentative</u>

****If the applicant is not the property owner, they must attach documentary evidence of their authority to act as agent in making this application**

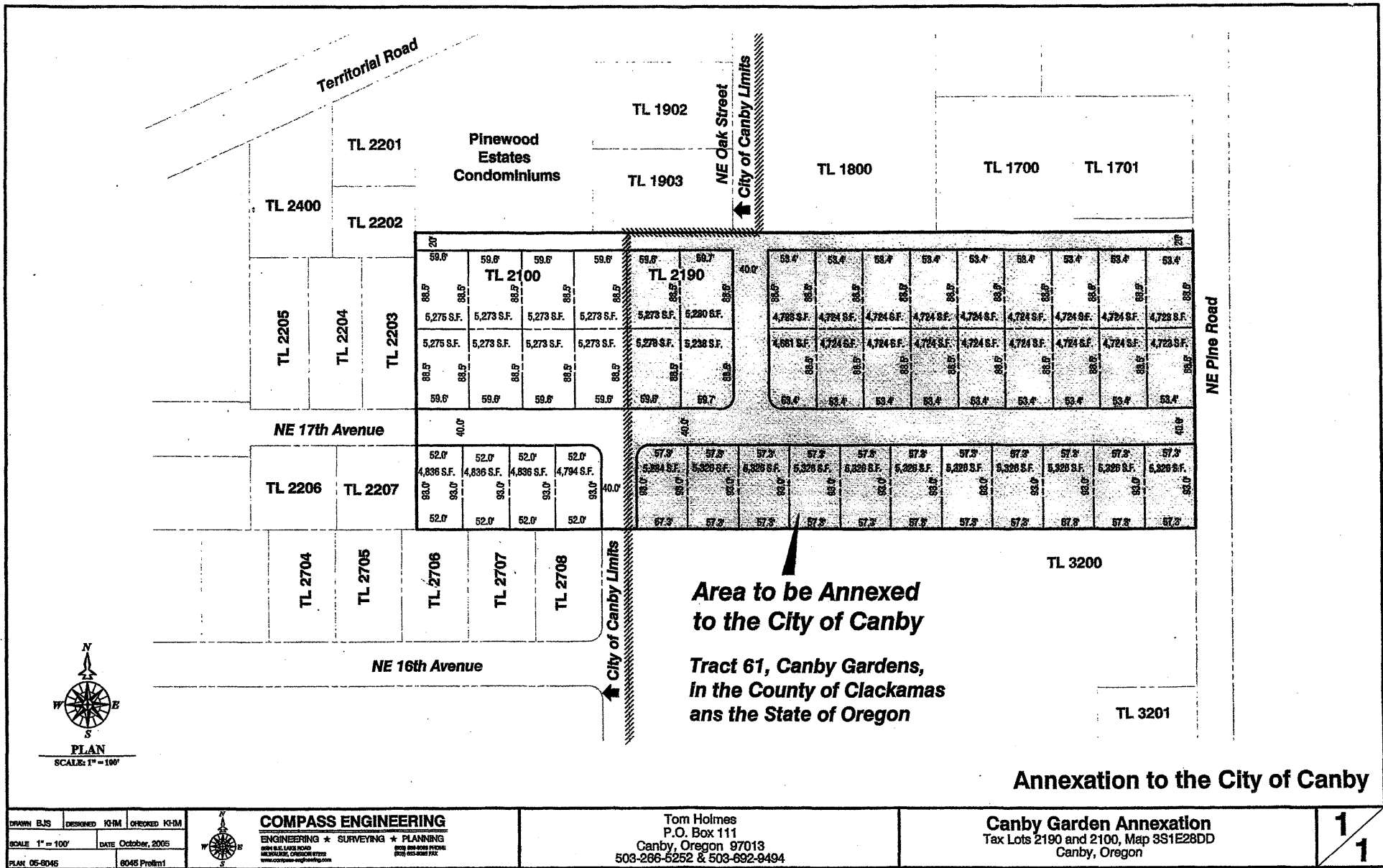
☐ Twenty-five (25) copies of a written statement, on 8-1/2" x 11" paper, explaining the conditions surrounding the proposal and addressing the required criteria of Section 16.84.040 (see page 6), including:

- ☐ A. Statement of availability, capacity, and status of existing water, sewer, drainage, transportation, park, and school facilities;
- ☐ B. Statement of increased demand for such facilities to be generated by the proposed development, if any at this time;
- ☐ C. Statement of additional facilities required to meet the increased demand and phasing of such facilities in accordance with projected demand;
- ☐ D. Statement outlining method and source of financing required to provide additional facilities;
- ☐ E. Statement of overall development concept and methods by which physical and related social environment of the site, surrounding area, and community will be enhanced;
- ☐ F. Statement of potential positive and negative physical, aesthetic, and related social effects of the proposed, or potential, development on the community as a whole and on the smaller subcommunity or neighborhood of which it will become a part; and proposed action to mitigate such negative effects (if any);
- ☐ G. Narrative demonstrating the need for urban development proposed for the annexation area; need should be demonstrated based upon a factual analysis of the following factors:
 - ☐ 1. Availability within the City of undeveloped land designated for proposed urban development;
 - ☐ 2. Analysis of immediate, short-term (1 to 5 years) demand for proposed urban development;
 - ☐ 3. Probable phasing of proposed urban development consistent with projected demand for period in which the annexation area is expected to be developed.
- ☐ H. A statement indicating the type and nature of any Comprehensive Plan text or Map amendments or Land Development and Planning Ordinance or Zoning Map amendments that may be required to complete the planned development.

☐ ^{in process} Ten (10) copies of a traffic impact analysis, conducted or reviewed by a traffic engineer that is contracted by the City and paid for by the applicant (through the City), including an accident report for the adjacent roads and nearby intersections, for any project that results in any one of the following:

- ☐ A. More than one access onto any collector or arterial street (such streets being designated by the City of Canby Transportation System Plan);
- ☐ B. More than six (6) residential units that enter onto any collector or arterial street;
- ☐ C. Any multiple family dwellings (apartments, condominiums, townhouses, etc.) with more than six (6) units; or
- ☐ D. Industrial or commercial enterprises which generate more than one hundred (100) vehicles per day.

Note: A traffic impact analysis is not required if all property to be annexed is located within an approved Master Planned area and a comprehensive traffic impact analysis is completed for the Master Planned area.



Neighborhood Meeting Notes

The neighborhood meeting was held on November 16th. There were about 7 neighbors in attendance. There were two primary concerns, traffic and the demand on other services. Increased traffic was the most talked about. Although traffic was the largest concern, there was an understanding that a lot of the traffic will use NE Pine Road. Concerns about the demand on other services included police, fire, and schools. There was some discussion on how the subdivision improves emergency access to the adjacent neighborhoods.

Canby Annexation Application Narrative
Applicant – Tom Holmes, Compass Job #6045

Site Address: No Situs, West of Pine St. Between Territorial and 16th.
Assessor Map & Tax Lot: T3S. R1E. Sec.28DD, Tax Lot 2190

Property Owner/Applicant

Thomas L. Holmes
P.O. Box 111
Canby, Oregon 97013

Planning and Engineering, Representative for the Developer

Karl Mawson AICP, Compass Engineering
6564 SE Lake Road, Milwaukie, Oregon 97222
Tel: (503) 653-9093, Fax: (503) 653-9095
Email: karlm@compass-engineering
Project Work # 6045

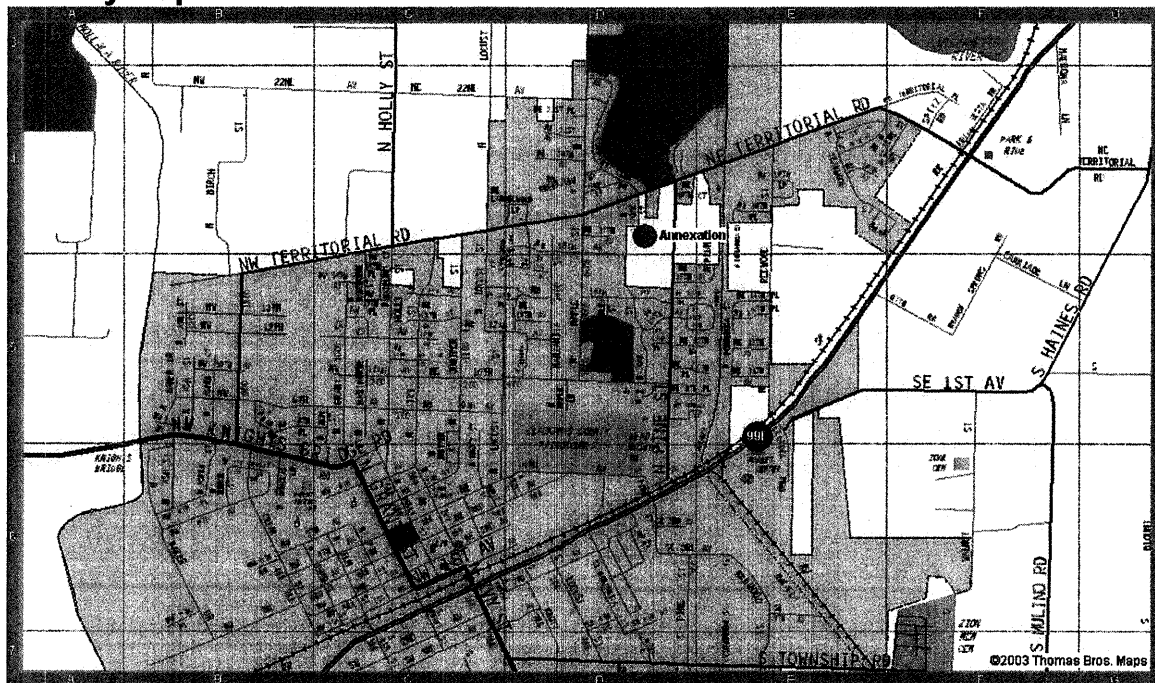
Project

Annexation of 4.85 Acres for approximately 32 lots.
(Part of a 44 lot medium density subdivision)
Ave. Lot Size is greater than 5,000 square feet

Site Basics

Current Zoning is RRFF5, Plan = 2,
Proposed Zoning = R1.5, Medium Density Zoning

Vicinity Map



Annexation Narrative

Application Response

This infill property of 4.85 acres is *a part of an island of county land* surrounded by the City of Canby. There are no dwellings on the property, although a small shed has been on the property as part of a proposed well. After annexation and zone change the applicant proposes to develop a subdivision resulting in approximately 33 additional lots meeting the standards of the R1.5 zone. The annexation would be part of a larger site resulting in approximately 45 lots. The lots would average at least 5,000 square feet in size. Following are the findings supporting the request.

- 1. Comprehensive Plan Compliance** The property is within the current Urban Growth Boundary, as shown on page 28 of the Comprehensive Plan. It is also shown within the highest annexation priority (Priority "A") as shown on page 29. The proposed zoning of R1.5 fits within the Comprehensive Plan designation. The Plan designation once was higher, but the owner agreed to a reduction in the density. Although as noted, a preliminary subdivision shows a potential of 33 lots within the annexed area; part of a larger subdivision of totaling 45 lots, street changes, stormwater facilities, and a possible park will combine to reduce that 45 lot total. .
- 2. Availability of Services** There are existing utility lines adjacent or very close to this site on the north, south, east, and the west. Water and sewer lines would be brought down a short distance (from the recently constructed Willamette Grove apartment complex) on NE Pine Road, and extended to the south edge of the proposed annexation. The new sanitary sewer lines need only to connect to the Pine Street line. The proposed subdivision extends to NE 17th Avenue to the west and NE Oak Street to the south, which creates a connected (loop) water system and also allows connections to telephone, cable, gas, and electricity. An electrical line would also extend north along NE Oak Street to Territorial Road. Because it is an infill site surrounded by the City, services are available, and very little off-site work is required.

The subdivision does generate additional traffic trips (somewhat less than 450 trips per day – 330 for the annexed portion), but the subdivision has good access to NE Pine Road and Territorial Road. The subdivision does greatly improve connectivity in the area, connecting 16th and 17th to NE Pine and Territorial Road. Because this is infill development, any increased demand (for example fire services, schools, and police services) has been anticipated.

- 3. Additional Facilities Required To Meet Projected Demand** There are no additional facilities (such as an enlarged sewer treatment plant) required to meet the projected demand from the annexation.

4. **Method and Source of Financing for Additional Facilities.** Taxes and user fees generated by annexation and resulting subdivision units will help pay for future facilities, but no expansion of facilities are required for this project.
5. **Potential Physical, Aesthetic, and Related Social Effects.** The completion of this will have a couple of negative effects. First the 45 new units (33 within the *area to be annexed*) will create roughly 450 vehicle trips a day which will utilize 16th Avenue, 17th Avenue, Oak Street and Pine Road. Much of the traffic will use NE Pine Road because it has good connections to NE Territorial Road to the north and 99E to the south. Although both streets have the capacity to accommodate such increases, there are still some impacts on these streets and increased traffic at the intersections. A separate traffic impact analysis will detail those impacts. The existing subdivisions to the west will receive some traffic from the development, although those same residents will have additional options and will not be required to travel through residential areas to the west.
6. There are also increased demands to police and fire, although because the site is infill it is already within Police and Fire service district. Schools will also be impacted with 33 more single-family dwellings (45 for the entire subdivision). Annexation of this area of the City has been expected for some time, and the Canby School District has expected growth in this area. Most open areas within a City are prized for their open space qualities, and there is a natural reluctance from adjacent neighborhoods to have open space converted to subdivisions. Despite the intended future urbanization of the area (as shown on the Comprehensive Plan), some current residents may resent additional residences. The reluctance is increased for a site that is heavily forested. The owner has expressed a strong desire to retain and protect as many trees as possible, but there are limitations on how many trees can be protected.

There are numerous benefits to this project. This project fits with the City's growth plan as it is within the Priority "A" area as shown on the map "Growth Priorities", it is adjacent to the City on three sides, and services are available. The development provides much need housing, and increases connectivity for a number of existing subdivisions.

7. **Need for Urban Development (medium density and single-family) for This Area.** Because of the location and lot size, it is likely that the proposed subdivision (including the 12 potential lots inside the City), will result in around 45 additional single-family homes. Based on the R1.5 zoning, the proposal is in the medium density designation. The City of Canby has recognized a desire to continue growth both through infill and also development of land within the UGB. The Comprehensive Plan shows a projection of additional single-family (Standard Construction) Units of about 99 units a year, and an available supply of less than two years. Medium density residential also

provides single-family homes, and a price point less than the larger lots. The area within the annexation of 33 lots would extend the available lots to less than two and a third years, with the full subdivision extending the units available to less than two and a half years. As buildable land is decreased in availability and increases in price, the number of units built decreases. The demand is probably much greater than 99 units a year. Additionally, providing a more diverse house mix probably adds to the existing demand. By any measure, the number of units available and proposed is well short of any realistic 5 year demand projection.

8. **Required Comprehensive Plan or Zoning Changes** Because this is an annexation, the zoning would need to be changed from County to City Zoning. In this case the zone would change from RRFF5 to R1.5. The R1.5 zone is allowed under the Comprehensive Plan Medium Density Plan designation.
9. **Traffic Impact Analysis** A traffic impact analysis is part of this application. As noted above the full subdivision results in approximately 450 trips per day, probably the majority (50 to 85%) using NE Pine Road.

Findings Related to Annexation Criteria

10. **Annexation Within Prioritization Categories** This area is within priority Type "A".
11. **Need for Additional Property** As indicated there is a need for additional residential single-family land, but because of the small size and good location this proposal could be included even if there were larger annexation requests.
12. **Smaller Non-farm Land a Priority** This property meets the small, non-farm definition and should be annexed.
13. **Access Adequate to the Site.** This annexation has direct access east to NE Pine Road, and access to three additional streets to the south, west, and north!
14. **Adequate Public Facilities** Adequate public facilities are available to the site, and does not trigger capacity improvements.
15. **Compliance with Other Applicable Ordinances or Policies.** The request meets (or if required can be modified to meet) City ordinances or policies
16. **Compliance with ORS 222** This property is one lot, without any existing dwellings. State requirements are easily met.
17. **Natural Hazards are Identified.** Preliminary site inspection has determined there are not any natural hazards on the site.

- 18. Urbanization Does Not Impact Open Space, Scenic Resources, etc.** This site may be considered by some surrounding neighbors to be open space and a scenic resource, but it has been planned for some time for residential development. Although a small neighborhood park will be considered in the project, the City has not designated the site for future park acquisition and show adequate park sites in the vicinity.
- 19. Economic Impacts** This project would not have a significant adverse impact on the community. Construction would provide temporary employment, and future inhabitants would likely help the economy of the area.



November 21, 2005

Kevin Cook
City of Canby
170 NW 2nd Avenue
Canby, OR 97013

RE: Holmes Annexation

Dear Kevin:

It is my understanding that the staff report for the Holmes annexation project needs to be prepared today. The traffic study is being prepared for this project; however, the traffic count data is not yet available and the analysis has not been completed.

Lancaster Engineering has prepared several traffic studies throughout the City, including some projects near the site. In addition, I lived in Canby near the Holmes property for about one year. The traffic studies we have prepared in the area and our experience with the traffic in the City have shown that volumes on Maple Street and Pine Street are low to moderate. Since the site is expected to add no more than 12 trips to either of these roads, it is unlikely that the traffic study for this project will find operational concerns.

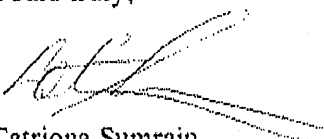
Sight distance has been examined for the traffic study. The sight distance measurements were taken at the proposed access locations on Pine Street. The vegetation on the site restricts the sight distance both to the north and south. If the vegetation is removed from the public right-of-way, sight distance should be adequate to the north and south. It is recommended that sight distance be measured again at the site access locations when the roads have been constructed to determine if any further vegetation removal is necessary.

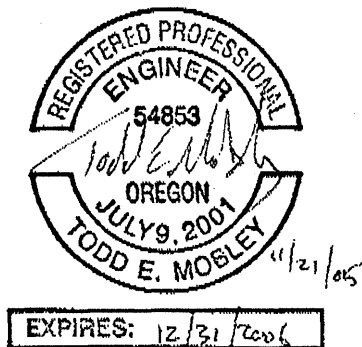


Kevin Cook
November 21, 2005
Page 2 of 2

The traffic study will be sent to you when the counts have been obtained and the analysis is complete. Please call me if you have any questions or need anything else.

Yours truly,


Catriona Sumrain
Transportation Analyst



CANBY PLANNING DEPARTMENT REQUEST FOR COMMENTS

P.O. Box 930, Canby, OR 97013

[503] 266-9404

FAX 266-1574

DATE: November 8, 2005

- TO:
- | | |
|---|--|
| <input type="checkbox"/> FIRE | <input type="checkbox"/> CANBY POST OFFICE |
| <input type="checkbox"/> POLICE | <input type="checkbox"/> CLACKAMAS COUNTY ASSESSOR |
| <input type="checkbox"/> PUBLIC WORKS | <input type="checkbox"/> CLACKAMAS COUNTY 911 |
| <input type="checkbox"/> CANBY ELECTRIC | <input type="checkbox"/> CLACKAMAS COUNTY TRANSPORTATION |
| <input type="checkbox"/> CANBY WATER | <input type="checkbox"/> TRAFFIC SAFETY COMMITTEE |
| <input type="checkbox"/> WWTP | <input type="checkbox"/> CLACKAMAS COUNTY |
| <input type="checkbox"/> CITY ENGINEER | <input type="checkbox"/> CANBY SCHOOL DISTRICT |
| <input type="checkbox"/> CTA | <input type="checkbox"/> OREGON DEPT. TRANSPORTATION |
| <input type="checkbox"/> NW NATURAL | <input type="checkbox"/> ODOT/REGION 1/DIST 2B |
| <input type="checkbox"/> WILLAMETTE BROADBAND | <input type="checkbox"/> STATE OF OREGON/REVENUE |
| <input type="checkbox"/> CANBY DISPOSAL | <input type="checkbox"/> CANBY BUSINESS REVITALIZATION |
| <input type="checkbox"/> CITY ATTORNEY | <input type="checkbox"/> PARKS AND RECREATION |
| <input type="checkbox"/> BIKE AND PEDESTRIAN COMM | <input type="checkbox"/> CITY TRANSPORTATION ENGINEER |
| <input type="checkbox"/> PGE | <input type="checkbox"/> OTHER _____ |

The City has received ANN 05-05 (**Holmes**), an application by Thomas L Holmes requesting to annex 4.85 acres into the City of Canby. The property is located west of N Pine Street between NE Territorial and NE 16th Avenue. If annexed the parcel would be zoned R-1.5 (Medium Density Residential) in conformance with Canby's Comprehensive Plan. If approved, the applicant proposes to construct 33 units within the area to be annexed. Twelve additional units are also proposed on 1.82 acres adjacent to the proposed annexation.

Please review the enclosed application and return comments to **Kevin Cook** by **Wednesday, November 16, 2005**. Please indicate any conditions of approval you wish the Commission to consider. Thank you.

Comments or Proposed Conditions:

- The City Wastewater Collection system Master Plan, December 1999 shows Sanitary Sewer capacity is available for this site under current conditions.
- The developer should be required to submit a traffic study to ensure traffic volumes are met.

Please check one box and sign below:

- ☐ Adequate Public Services (of your agency) are available
- ☒ Adequate Public Services will become available through the development
- ☐ Conditions are needed, as indicated
- ☐ Adequate public services are not available and will not become available

Signature: _____

Date: November 14, 2005

Title: _____

Agency: _____

Curran McLeod, Inc

**CANBY PLANNING DEPARTMENT
REQUEST FOR COMMENTS**

P.O. Box 930, Canby, OR 97013

[503] 266-9404

FAX 266-1574

DATE: November 8, 2005

- TO:**
- | | |
|---|--|
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Comments or Proposed Conditions:

See minutes OF pre App Meeting 11-17-05

Please check one box and sign below:

- ☐ Adequate Public Services (of your agency) are available
- ☒ Adequate Public Services will become available through the development
- ☐ Conditions are needed, as indicated
- ☐ Adequate public services are not available and will not become available

Signature: *Shy Hochmull* **Date:** 11-17-05

Title: Line Foreman **Agency:** Canby Utility Elect.

CANBY PLANNING DEPARTMENT REQUEST FOR COMMENTS

P.O. Box 930, Canby, OR 97013

[503] 266-9404

FAX 266-1574

DATE: November 8, 2005

- TO:
- | | |
|---|--|
| <input type="checkbox"/> FIRE | <input type="checkbox"/> CANBY POST OFFICE |
| <input type="checkbox"/> POLICE | <input type="checkbox"/> CLACKAMAS COUNTY ASSESSOR |
| <input type="checkbox"/> PUBLIC WORKS | <input type="checkbox"/> CLACKAMAS COUNTY 911 |
| <input type="checkbox"/> CANBY ELECTRIC | <input type="checkbox"/> CLACKAMAS COUNTY TRANSPORTATION |
| <input type="checkbox"/> [REDACTED] | <input type="checkbox"/> TRAFFIC SAFETY COMMITTEE |
| <input type="checkbox"/> WWTP | <input type="checkbox"/> CLACKAMAS COUNTY |
| <input type="checkbox"/> CITY ENGINEER | <input type="checkbox"/> CANBY SCHOOL DISTRICT |
| <input type="checkbox"/> CTA | <input type="checkbox"/> OREGON DEPT. TRANSPORTATION |
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Comments or Proposed Conditions:

Agreement must be made re: no dead end water lines.

Please check one box and sign below:

- ☒ Adequate Public Services (of your agency) are available
- ☒ Adequate Public Services will become available through the development
- ☐ Conditions are needed, as indicated
- ☐ Adequate public services are not available and will not become available

Signature: [Signature] Date: 11/14/05

Title: Foreman Water Dept. Agency: Canby Utility

**CANBY PLANNING DEPARTMENT
REQUEST FOR COMMENTS**

P.O. Box 930, Canby, OR 97013

(503) 266-9404

FAX 266-1574

DATE: November 8, 2005

TO:

<input type="checkbox"/> FIRE	<input type="checkbox"/> CANBY POST OFFICE
<input type="checkbox"/> POLICE	<input type="checkbox"/> CLACKAMAS COUNTY ASSESSOR
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- ☐ Adequate public services are not available and will not become available

Signature:

Fred A. Kahut

Date:

11-14-05

Title:

President

Agency:

Canby Disposal Co

CANBY PLANNING DEPARTMENT REQUEST FOR COMMENTS

P.O. Box 930, Canby, OR 97013

[503] 266-9404

FAX 266-1574

DATE: November 8, 2005

TO: <input type="checkbox"/> FIRE <input type="checkbox"/> POLICE <input type="checkbox"/> PUBLIC WORKS <input type="checkbox"/> CANBY ELECTRIC <input type="checkbox"/> CANBY WATER <input type="checkbox"/> WWTP <input type="checkbox"/> CITY ENGINEER <input checked="" type="checkbox"/> CTA <input type="checkbox"/> NW NATURAL <input type="checkbox"/> WILLAMETTE BROADBAND <input type="checkbox"/> CANBY DISPOSAL <input type="checkbox"/> CITY ATTORNEY <input type="checkbox"/> BIKE AND PEDESTRIAN COMM <input type="checkbox"/> PGE	<input type="checkbox"/> CANBY POST OFFICE <input type="checkbox"/> CLACKAMAS COUNTY ASSESSOR <input type="checkbox"/> CLACKAMAS COUNTY 911 <input type="checkbox"/> CLACKAMAS COUNTY TRANSPORTATION <input type="checkbox"/> TRAFFIC SAFETY COMMITTEE <input type="checkbox"/> CLACKAMAS COUNTY <input type="checkbox"/> CANBY SCHOOL DISTRICT <input type="checkbox"/> OREGON DEPT. TRANSPORTATION <input type="checkbox"/> ODOT/REGION 1/DIST 2B <input type="checkbox"/> STATE OF OREGON/REVENUE <input type="checkbox"/> CANBY BUSINESS REVITALIZATION <input type="checkbox"/> PARKS AND RECREATION <input type="checkbox"/> CITY TRANSPORTATION ENGINEER <input type="checkbox"/> OTHER _____
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The City has received ANN 05-05 (Holmes), an application by Thomas L Holmes requesting to annex 4.85 acres into the City of Canby. The property is located west of N Pine Street between NE Territorial and NE 16th Avenue. If annexed the parcel would be zoned R-1.5 (Medium Density Residential) in conformance with Canby's Comprehensive Plan. If approved, the applicant proposes to construct 33 units within the area to be annexed. Twelve additional units are also proposed on 1.82 acres adjacent to the proposed annexation.

Please review the enclosed application and return comments to **Kevin Cook** by **Wednesday, November 14, 2005**. Please indicate any conditions of approval you wish the Commission to consider. Thank you.

Comments or Proposed Conditions:

Please check one box and sign below:

- ☐ Adequate Public Services (of your agency) are available
- ☒ Adequate Public Services will become available through the development
- ☐ Conditions are needed, as indicated
- ☐ Adequate public services are not available and will not become available

Signature: _____

Date: _____

11-14-05

Title: ASSOCIATE ENG.

Agency: _____

CTA

**CANBY PLANNING DEPARTMENT
REQUEST FOR COMMENTS**

P.O. Box 930, Canby, OR 97013

[503] 266-9404

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- TO:**
- | | |
|---|--|
| <input type="checkbox"/> FIRE | <input type="checkbox"/> CANBY POST OFFICE |
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| <input type="checkbox"/> PUBLIC WORKS | <input type="checkbox"/> CLACKAMAS COUNTY 911 |
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| <input type="checkbox"/> PGE | <input type="checkbox"/> OTHER _____ |

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Signature:

Ken Tagawa

Date:

11-16-05

Title:

Chief of Police

Agency:

Police

City of Canby

Pre-Application Meeting Notice

PO Box 930, Canby, OR 97013
City Shops 1470 NE Territorial Road

503-266-4021 ext.: 298
503-266-7238

TO:	Canby Planning, Kevin Cook	503-266-9404	Canby Public Works, Roy Hester	503-266-4021 x 259
	CUB Water Dist., Pat Thurston	503-263-4309	Canby Telephone, Dinh Vu	503-266-8201
	CUB Electric Dept., Gary Stockwell	503-263-4307	NW Natural Gas, Lee Larson	503-585-6611 x8142
	CUB, Larry Hepler	503-266-1156	Curran-McLeod, Curt McLeod	503-684-3478
	Fire District #62, Todd Gary	503-266-5851	Canby Building Inspector, Bob Godon	503-266-9404
	Clackamas Co. Road, Ken Kent	503-353-4673	Willamette Broadband, Lynn Tussing	503-982-1253
	Parks Department, Jeff Snyder	503-266-4021	Cat Sumrain, Lancaster Engineering	503-248-0313
cc:			Planning/Parks, Matilda Deas	503-266-9404
	Steve Mayes, Oregonian	503-294-5915		
	Donna Becquet, Canby Utility	503-266-1156		

From: Planning Department, Ronda Rozzell

Date: November 4, 2005

Subject: Pre-Application Meeting for Proposed Annexation of Subdivision on N Pine Street

Attached is a request for a pre-application meeting.

A meeting with the applicant has been scheduled for **Thursday, November 17, 2005 at 10:30 am** at the **City Shops Conference Room**, 1470 NE Territorial Road, Canby.

Please come prepared to discuss any issues that the applicant will need to address when submitting a site and design review application.

If you are unable to attend the meeting, but have comments please submit them in writing or call Ronda at 266-4021 ext. 298. They will be forwarded to the applicant.

Comments:

**SHALL MEET THE REQUIREMENTS
OF CANBY FIRE DISTRICT
FOR ACCESS AND FIRE FLOW**

Fire Marshal's Office

PO Box 909 Canby OR 97013

(503) 266-5851 fax (503) 266-1320

By: *[Signature]* Date: 11-17-05

Signature

Date

Title

Company

**CANBY PLANNING DEPARTMENT
REQUEST FOR COMMENTS**

P.O. Box 930, Canby, OR 97013

[503] 266-9404

FAX 266-1574

DATE: November 8, 2005

TO:

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<input type="checkbox"/> POLICE	<input type="checkbox"/> CLACKAMAS COUNTY ASSESSOR
<input type="checkbox"/> PUBLIC WORKS	<input type="checkbox"/> CLACKAMAS COUNTY 911
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Signature: M. Helen Elmer **Date:** 11-15-05

File: Chairman **Agency:** Traffic Safety Comm

Buildable Lands Inventory - October 28, 2005

Residential lands platted

R-1 Low Density Residential

<i>Property Owner</i>	<i>Tax Map</i>	<i>Tax Lot</i>	<i>Size (acres)</i>	<i>Zoning</i>	<i>Units</i>	<i>Units Built</i>	<i>Units Available</i>
Walnut Crossing - Netter	3 1E 27 DB	602/700	2.98	R-1	11	3	8
Burbank Estates	3 1E 28CD	1400	3.9	R-1	20	6	14
Knights Bridge Estates (Dupont)			13	R-1	30	0	30
Willow Creek Estates - Postlewait I	3 1E 27C	1500	4.47	R-1	31	17	14
Willow Creek Estates - Postlewait II	3 1E 34B	800	4.9	R-1	0	0	0
Auburn Farms (Simnitt) - Phase I			5	R-1	26	11	15
Auburn Farms (Simnitt) - Phase II			14	R-1	53	0	53
Tofte V			1.12	R-1	4	1	3
Knutson			1.42	R-1	7	0	7
Kraft Place			0.83	R-1	4	0	4
Miscellaneous Other Lots				R-1	40	0	40
R-1 Total Lots			51.62		226	38	188

5 year average 99 units/year = 1.899 years

R-1.5 Medium Density Residential

<i>Property Owner</i>	<i>Tax Map</i>	<i>Tax Lot</i>	<i>Size (acres)</i>	<i>Zoning</i>	<i>Units</i>	<i>Units Built</i>	<i>Units Available</i>
Township Trail				R-1.5	5	5	0
Sequoia Place	4 1E 04 CA	1200	1.89	R-1.5	12	12	0
R-1.5 Total Lots			1.89		17	17	0

5 year average 2.8 units/year = 0 years

R-2 High Density Residential

<i>Property Owner</i>	<i>Tax Map</i>	<i>Tax Lot</i>	<i>Size (acres)</i>	<i>Zoning</i>	<i>Units</i>	<i>Units Built</i>	<i>Units Available</i>
Marnella - Garden Crossing	3 1E 34B	200	4.67	R-2	55	55	0
Valentine Meadows				R-2	16	16	0
Apollo Homes	4 1E 05	401	14.21	R-2	136	32	104
Pine Place				R-2	4	0	4
Bristol			0.3	R-2	4	0	4
Pine Station			0.97	R-2	11	0	11
Territorial Road Townhomes			0.91	R-2	14	0	14
R-2 Total Lots			18.88		207	103	137

5 year average 51.6 units/year = 2.655 years

 Subdivisions not yet approved for development



CITY OF CANBY COMMENT FORM

If you are not able to attend the Planning Commission and/or City Council hearings of this application, you may submit written comments on this form or in a letter to the Planning Commission or City Council. Please submit comments to one of the following:

By mail Planning Department, PO Box 930, Canby, OR 97013
In person Canby Planning Department at 170 NW. 2nd Avenue.
E-mail cookk@ci.canby.or.us

Written comments must be received prior to public hearings.

APPLICATION: Annexation of residential land into the City of Canby

APPLICANT: Thomas L Holmes

CITY FILE #: ANN 05-05 (West of N Pine Street between NE Territorial and NE 16 Avenue)

COMMENTS:

Oppose

Changes character of area
- Too dense proposed housing

YOUR NAME:

Ana Capeland

ORGANIZATION or BUSINESS:

ADDRESS:

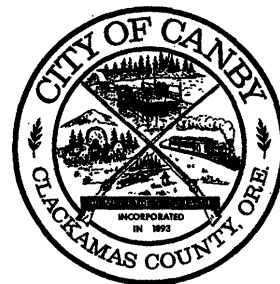
879 NE Territorial Rd Canby, Or 97013

PHONE (Optional):

DATE:

11-15-05

Thank you!



Pre-Application Meeting

Pre-Annexation for Subdivision on N Pine Street

November 17, 2005

10:30 am

Attended by:

Pat Thurston, CU, Water Distribution Dept, 503-263-4309
Karl Mawson, Compass Engineering, 503-653-9093
Roy Hester, Public Works Dept, 503-266-4021
Kevin Cook, Planning Dept, 503-266-9404

Gary Stockwell, CU, Electric Dept, 503-263-4307
Tom Holmes, Owner, 503-692-9494
Todd Gary, Canby Fire Dept, 503-266-5851
Dinh Vu, Canby Telephone Assoc, 503-266-8201

This document is for preliminary use only and is not a contractual document.

Owner, Tom Holmes

- This is a planned annexation for a subdivision development, the Planning Department wanted some plans showing what we proposed to do with the land, whether or not this will be what we develop, it may change several times over the months before we finish.
- The City came to us and asked if we would mind having the zoning changed to medium density and they said it would be more beneficial to Canby, so we agreed. I would have preferred R-1 zoning and have oversized lots with larger homes to save as much of the trees as possible, but the City doesn't want that type of housing.
- On the private street I have talked to the other land owners and they said they would give the land up to have a full street and become 18th Street. There would only be a small portion of that road which could not be expanded because it is already developed.

COMPASS ENGINEERING, Karl Mawson

Obviously there are things we can change, like moving the road up a little and having it centered. We will change the lot sizes and make them up to standard; we left it this the way for preliminary use. We will do half street improvements on the west side and storm water in terms of infiltration and DEQ's requirements. The questions we have about the storm system will be answered as we further this project along. The density will be likely lesser as we move forward, we were showing the maximum of what we could place on the land.

CANBY UTILITY, WATER DISTRIBUTION DEPARTMENT, Pat Thurston

- Everything with the water tie-ins look good, except for the continuation of the line at the very north end of the property. We are trying to make sure there are no dead-end lines, but from the NE Oak Street going west, would definitely fall into the heading of a dead end line. In order for that section to be buildable you will need to come up with some type of a solution to give me a loop feed. This is on the south edge of the Pine Wood Estates Condominiums where you are showing the dead end line.
- The minimum size line we accept is 8" ductile iron. Any of your connections to existing lines will have to be 8".
- You will need to continue the water line on N Pine Street to the south edge of your property.

CITY OF CANBY, PUBLIC WORKS DEPARTMENT, Roy Hester

- You will have to extend the sewer main in N Pine Street to the edge of your property. The existing sewer is terminus at the Willamette Grove Apartments and you will have to bring it down N Pine heading south on N Pine to the end of your property line.
- The biggest issue for your project will be the storm system. You will need to go through DEQ for permits and all lots have to maintain storm water on their own site, they cannot go into the street.
- The width of N Pine from curb to curb is 40 feet.
- For your information N Pine Street is a county road and the county will have to be involved in all of these proceedings. Any excavation of the road you will have to get a county street opening permit. They let us do the inspections, but you will need to do half street improvements your entire length of your property.
- Pine Station is doing half street improvements and this project will do half street improvement, which would leave a section between the two projects not completed, we might want to do an advanced finance district (AFD) for these land owners and have the half street improvements completed to the end of Mr. Holmes property.

CANBY UTILITY, ELECTRICAL DEPARTMENT, Gary Stockwell

- Basically as far as developing a plan to serve the property, I wait until the plat is approved and signed.
- We initially will have some off-site work, which would be a trench from the edge of your subdivision up Oak Street at the corner of Territorial; I have a vault located there. It appears to be the only off-site work that would be required. I have a print of the electric system in the area, which I will give to you for your reference.
- Our development fees. I have a copy of the electric fees; initially for the subdivision you will have the line extension charges and street light charges. When I develop the plan I will locate the street lights and they are \$720 per light.
- On your plans you have the private access road and if it was to be illuminated you would have two options: 1) install your own lighting and 2) we do offer lease lighting, but there would have to be a home owners association to bill the lease lighting to.
- My power poles on N Pine Street look okay, but if there are any re-locations of existing facilities you will be required to pay those costs.
- The other charges you see on the copy I provided are the secondary services in which they will be paid at the time of the individual house construction, but the lighting and the line extension will be due prior to working in the subdivision.
- If there are any facilities served by Portland General Electric (PGE) on your subdivision fees you will see what is called a buy out. Canby Utility has a Service Territorial Allocation Agreement with PGE and as properties are annexed it goes through a formal process and approved by the PUC and they (PGE) will develop a cost of their facilities serving that land and Canby Utility will pay that cost. At the time the land is developed you would see that cost show up as a buyout on your subdivision fees. If there is no services or any facilities serving the land it would not apply.

CANBY TELEPHONE ASSOCIATION, Dinh Vu

- We have no conflicts that we see for your property.
- I have talked to my engineering manager and most likely we will feed you off of the remote we just built off of 17th Street to your property.
- We usually follow the electric in the common trench, but if we need additional trenching we ask you to provide it for us.
- The comment sheet I provided to you shows the development fee is \$120.00 per address.

CANBY FIRE DEPARTMENT, DEPUTY FIRE MARSHALL, Todd Gary

- When your property gets annexed we will do the hydrant placement at that time. Your plans, as you discussed, will change numerously and we can discuss the hydrant placements and water flows at a later date.
- We do ask you to consider residential sprinkling of the homes. It is not a requirement in the code, yet, but by the time your property gets annexed it might be required. The water line would remain the same, but the meters might need to be updated and Pat Thurston can answer that question.

CITY OF CANBY, PLANNING DEPARTMENT, Kevin Cook

- I have talked to Cat Sumrain, Lancaster Engineering, this morning, the traffic study should be out at anytime.
- I noticed on your plans you have lots under the 5,000 sq ft, our minimum lot size is 5,000 sq ft or above no larger than 10,000 sq ft.
- I talked to Matilda and Beth in terms of the parks, at the time of development you would be charged a system development charge, which I think is \$4,700 per lot. They would entertain a pocket park or something of the like and this could offset some of the monies towards the SDC park fees.
- The Planning Commission may require an arborist plan, but that is not a requirement for annexation.
- We would like a summary of your neighborhood meeting.

From: "Rick Stephens" <mrcavecreek@cox.net>
To: <cookk@ci.canby.or.us>
Date: 11/22/05 1:49PM
Subject: Tom Holmes neighborhood meeting

Kevin Cook
City of Canby

Concerning neighborhood meeting for annexation ANN 05-05

Kevin, Wednesday, November 16, 2005 a neighborhood meeting was held for the purpose of answering questions and concerns about the annexation of the 4.85 parcel in ANN 05-05. In attendance was Thomas Holmes, owner of proposed property to be annexed, and the following neighbors, Dan Leischner of 1341 N Maple St., Joanne and Bob Scott of 1467 N Pine St, Dan and Trinka Morford of 1787 N Pine St. and Carolyn Adkins of 9925 S Carriage Lane, all of Canby.

Tom Holmes gave a presentation concerning his history of the property and proposed development of the property. Afterwards, questions were answered for the audience. Most of the questions had to do with minor clarifications of the proposed development and concerns about traffic. They also questioned height of housing and exiting trees.

Sincerely, Tom Holmes

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No virus found in this outgoing message.

Checked by AVG Free Edition.

Version: 7.1.362 / Virus Database: 267.13.5/177 - Release Date: 11/21/2005

**CANBY PLANNING DEPARTMENT
REQUEST FOR COMMENTS**

P.O. Box 930, Canby, OR 97013

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FAX 266-1574

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Comments or Proposed Conditions:

*IF we keep ANNEXING more property FOR Sub-DIVISION
The STREET department needs more REVENUE FOR STREET
MAINTENANCE.
Also too many Trees will be Removed FOR This Density.*

Please check one box and sign below:

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Signature:

Roy Hester

Date:

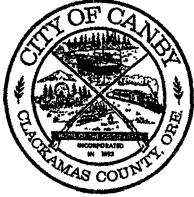
16 Nov 05

Title:

P.W. Supervisor

Agency:

City of Canby



CITY OF CANBY COMMENT FORM

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APPLICATION: Annexation of residential land into the City of Canby

APPLICANT: Thomas L Holmes

CITY FILE #: ANN 05-05 (West of N Pine Street between NE Territorial and NE 16 Avenue)

COMMENTS: I am tremendously concerned that we are so quickly covering Canby's rich farm land & cutting down all the trees. I also am puzzled with the recurring problem of too many students & the need to build more schools, too little water, too much sewage for our system, etc. etc. yet we continue to subdivide & build. I think it's called progress but its effects are quite the opposite. I purchased my property mainly because of the trees behind it. I of course will be sad to see them destroyed & replaced with more houses & concrete

YOUR NAME: Beverly Horbett

ORGANIZATION or BUSINESS: _____

ADDRESS: 867 NE Territorial Rd

PHONE (Optional): _____

DATE: Nov. 17, 2005

Thank you!



December 1, 2005

Kevin Cook
City of Canby
170 NW 2nd Avenue
Canby, OR 97013

RE: Holmes Annexation and Development

Dear Kevin:

We have prepared this Traffic Impact Study to determine the impact of the proposed annexation and development of the Holmes property. The results of the analysis are reported in this letter and supporting data is attached in the technical appendix.

The site is located south of NE Territorial Road between Molalla Forest Road and N Pine Street and comprises two tax parcels. The eastern parcel, which fronts onto Pine Street, is proposed for annexation into the City limits and development. The western parcel is within the City limits and is proposed for development only. The site will be subdivided into a total of 45 lots, with 33 of the lots on the parcel to be annexed and 12 lots on the parcel to be developed.

Access to the site will be through several street connections. NE 17th Avenue and the northern and southern sections of N Oak Street will all be extended into the site. In addition, the site plan shows two street connections onto Pine Street, with the northern connection as a half-street improvement until such time as the northern lot develops. At that time, the road will become a full-width street access.

N Pine Street is under the jurisdiction of and is maintained by the City of Canby. It is classified by the City as a Collector. The road is generally about 24 feet wide at the site frontage, widening to about 28 feet in areas of recent development. There are curbs and sidewalks in the sections of recent development with room for on-street parking. The posted speed is 25 mph. The ultimate road width will be 40 feet with curbs and sidewalks on both sides of the road.



Kevin Cook
December 1, 2005
Page 2 of 6

N Maple Street is also under the jurisdiction of and is maintained by the City of Canby. It is classified as a Collector. The facility has an ultimate width of about 40 feet near the site with curbs and sidewalks in areas of recent development. The posted speed is 25 mph. Parking is allowed on both sides of the road. There are no bike lanes.

The remaining streets surrounding the site are Local Streets. The section of N Oak Street north of the site is an unpaved road with a width of about 20 feet. The remaining access roads, N Oak Street to the south and NE 17th Avenue to the west are fully-improved Local Streets with curbs, sidewalks and on-street parking on both sides and speeds of 25 mph.

Trip Generation

In order to determine if the transportation infrastructure will adequately support the proposed annexation, an analysis was conducted for future conditions. The City generally follows ODOT's guidelines for determining the future year, which in this case is 15 years from the date of the study. The City's transportation system has been designed for the level of development occurring over the next 15 years. If an annexation project adds more traffic than has been accounted for, additional improvements may be needed to support the increase in traffic represented by the annexation. Therefore, the annexation portion of the site was analyzed for a future scenario.

To determine the number of trips that will be produced by the annexation and development, trip rates from land-use code 210, *Single-Family Detached Housing*, from TRIP GENERATION, Seventh Edition, were used. The trip rates are based on the number of dwelling units. The annexation will produce 33 homes and the proposed development will construct 45 homes.



Kevin Cook
December 1, 2005
Page 3 of 6

TRIP GENERATION SUMMARY			
Holmes Annexation & Development			
	<u>Entering Trips</u>	<u>Exiting Trips</u>	<u>Total Trips</u>
<i>Annexation (33 homes)</i>			
AM Peak Hour	6	19	25
PM Peak Hour	21	12	33
Weekday	158	158	316
<i>Development (45 homes)</i>			
AM Peak Hour	9	25	34
PM Peak Hour	28	17	45
Weekday	215	215	430

Several previous studies in the area have determined a general distribution of trips to the south, east and west, which was used for this project. Figure 3 in the technical appendix shows the trip distribution and assignment for the proposed annexation. Figure 4 shows the distribution and assignment of the site trips for the development plan.

Capacity Analysis

From the information provided in the City's Transportation System Plan (TSP), volumes on Pine Street are lower than on Maple Street. Because volumes on Maple Street are higher, the intersection of N Maple Street and NE 17th Avenue was chosen for analysis as the most critical of the potential study intersections.

Because the project is proposed as both an annexation and a development, two scenarios were examined—a build-out and a future scenario. The annexation cannot occur before the next election and it was assumed the earliest build-out year would be 2009 (one year for the annexation process and three years for development and occupation of the site). The City of Canby typically uses ODOT requirements for future conditions, which is either the planning



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horizon or 15 years from the date of the traffic study, whichever is greater. In this case, 15 years from the date of the traffic counts is greater and an analysis during 2020 is provided.

To determine the future traffic volumes, a growth rate was derived from the City's Transportation System Plan (TSP). The TSP shows both a base year model and a future year model and the growth rate was interpolated from the base and future volumes on Maple Street near the site. A growth rate of 3.8 percent per year was calculated.

This growth rate was applied to the volumes on N Maple Street at NE 17th Avenue over a period of four years to estimate conditions during development of the site. Figures 5 and 6 show the traffic volumes during the 2020 future year for background conditions and background plus site trips conditions, respectively. The growth rate was applied over a period of four years for the future scenario. Figures 7 and 8 show the projected traffic volumes during the build-out year 2009 for background and background plus site trips conditions, respectively.

The results of the analysis showed that the unsignalized intersection of N Maple Street and NE 17th Avenue is currently operating at level of service A during both the morning and evening peak hours. The level of service describes the average delay for the westbound traffic on NE 17th Avenue. The proposed annexation will not change the level of service at the intersection.

The proposed development will also result in no change in level of service at the Maple Street/17th Avenue intersection.

Volumes on Pine Street are lower than Maple Street; therefore, the impact of the proposed annexation and development will be less at the access roads onto Pine Street. No improvements are needed to support the proposed annexation or development of the site.



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LEVEL OF SERVICE SUMMARY

Holmes Annexation & Development

	AM Peak Hour		PM Peak Hour	
	<u>LOS</u>	<u>Delay</u>	<u>LOS</u>	<u>Delay</u>
<i>N Maple Street & NE 17th Avenue</i>				
Existing Conditions	A	9	A	9
Background Conditions	A	9	A	9
Background + Site Trips	A	9	A	9
2020 Background	A	9	A	9
2020 Back + Site	A	9	A	9

LOS = Level of Service

Delay = Average Delay per Vehicle in Seconds

The future annexation scenario does not take into account the development traffic, although it is recognized that without the development, the annexed portion of the site will not have access to Maple Street via 17th Avenue. The development scenario assumed the annexation portion of the site had been approved in order to provide a worst-case analysis.

Sight Distance

Sight distance was examined at the proposed access locations on Pine Street. The posted speed on Pine Street is 25 mph, which leads to a minimum sight distance of 280 feet in either direction.

There is considerable vegetation on the site, which restricts the sight distance to less than 150 feet in either direction. If the vegetation is removed from the public right-of-way, sight distance can be improved to adequate standards. Any street trees used as landscaping along the frontage should be limited to species with small trunk diameters and high lower branches. Additional landscaping should be limited to plants less than three feet tall at full growth.



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There is on-street parking on both Pine Street and Maple Street near the site. Parked vehicles can occasionally interfere with sight distance. While a few vehicles parked near the site access will not obscure the sight distance, too many vehicles parked too closely to the road can interfere with a driver's ability to see oncoming vehicles. Restricting on-street parking near the access roads will improve the sight distance for exiting site vehicles, if necessary.

Access Spacing

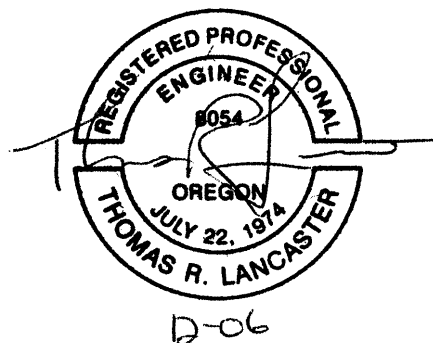
The site plan for the project shows a distance of 217 feet (measured from centerline to centerline) between the access locations onto Pine Street. These access locations meet the City's spacing standard of 150 feet for a Collector. There is another property on the east side of Pine Street opposite the site that is also proposed for annexation. If both projects are approved, the development plans should be coordinated so that access to both properties can be aligned.

If you have any questions about this letter, please don't hesitate to call me.

Yours truly,

Catriona Sumrain
Transportation Analyst

attachment: Technical Appendix

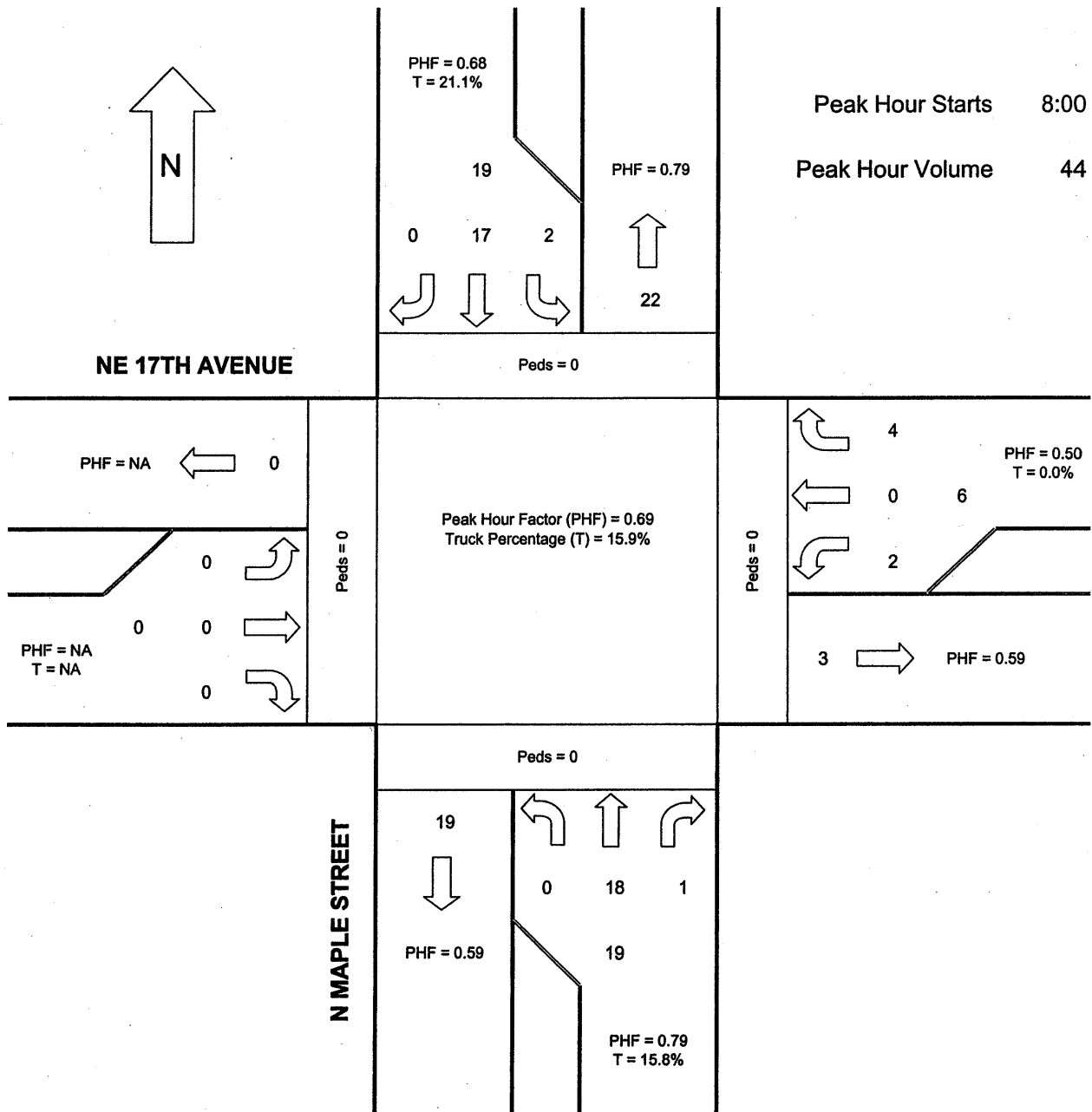




TECHNICAL APPENDIX

Intersection Turning Movement Peak Hour Diagram

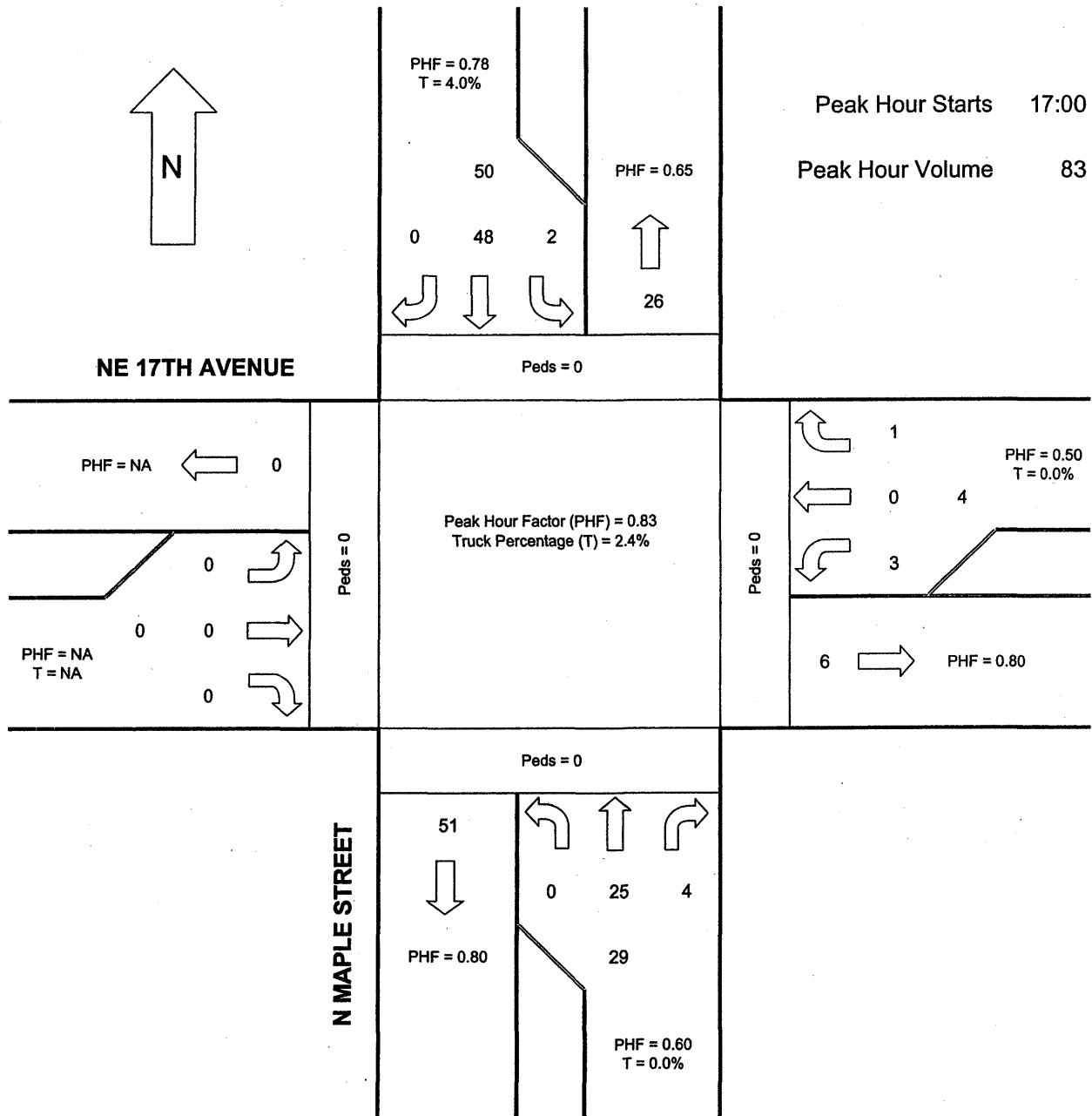
Location NE 17TH AVENUE AT N MAPLE STREET
Date 11/16/2005
Day of Week Wednesday
Time Begin 7:00
Reviewed By: DE

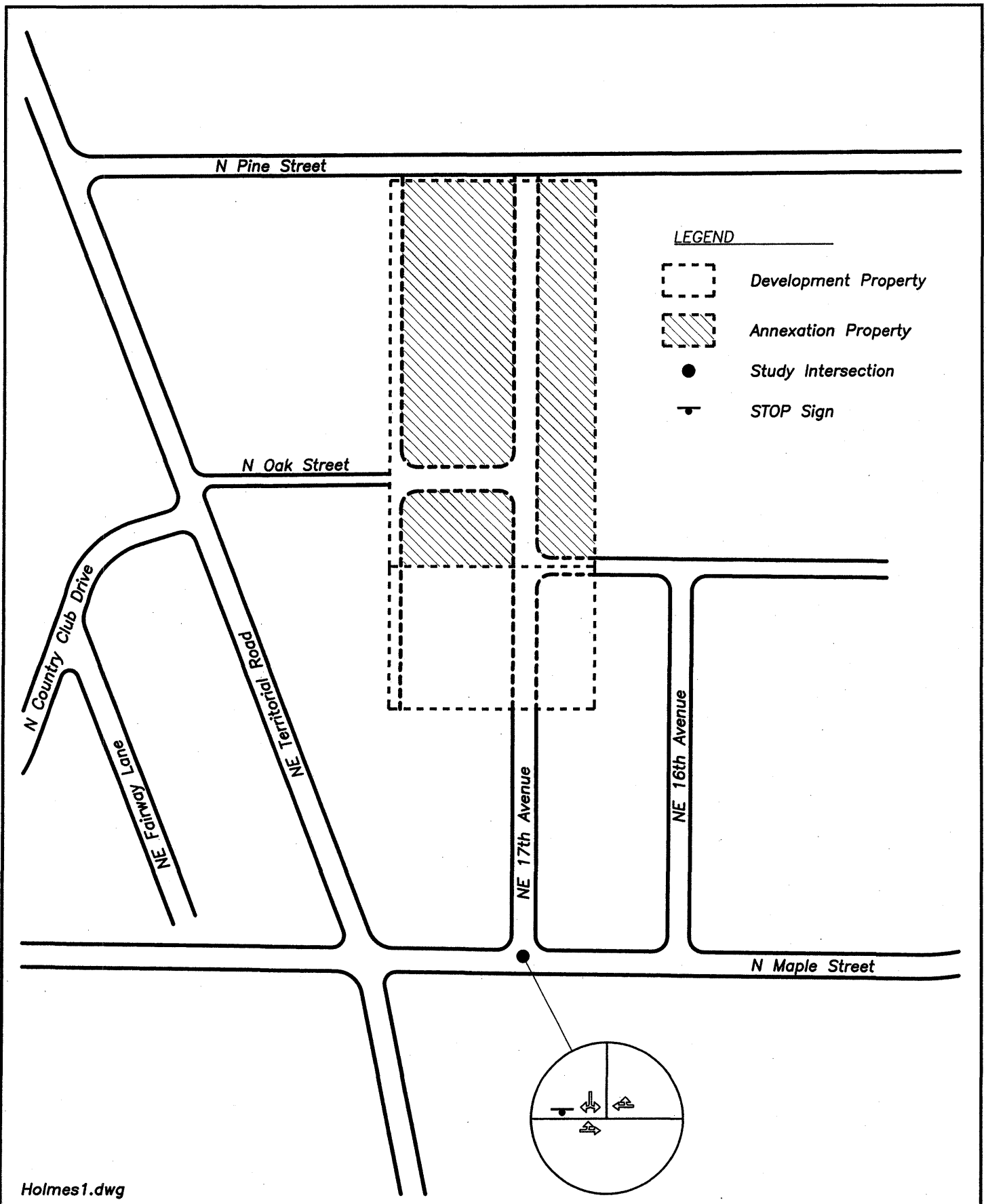




Intersection Turning Movement Peak Hour Diagram

Location NE 17TH AVENUE AT N MAPLE STREET
Date 11/16/2005
Day of Week Wednesday
Time Begin 16:00
Reviewed By: DE





Holmes1.dwg



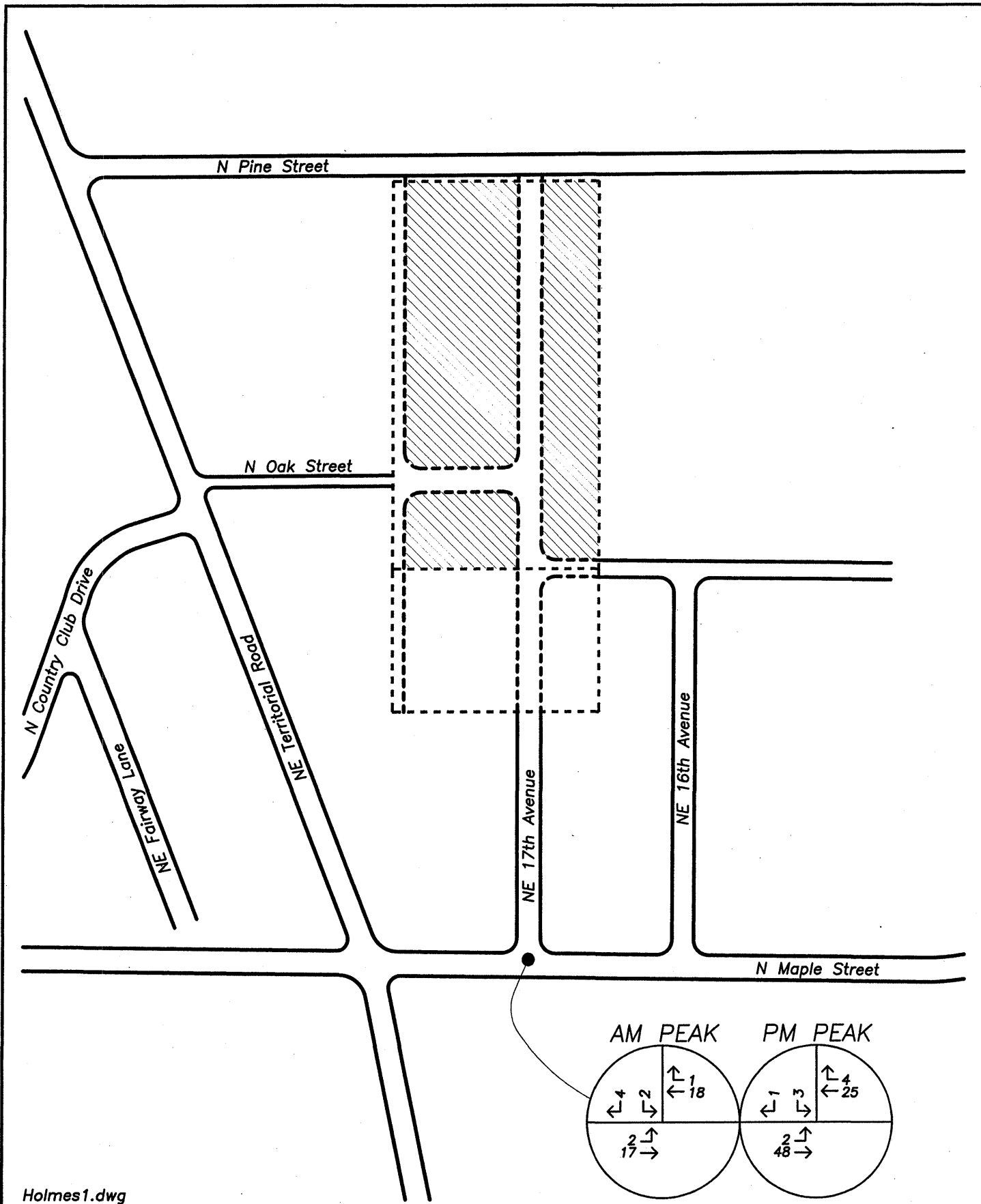
VICINITY MAP
Existing Lane Configurations
& Traffic Control Devices



no scale

FIGURE 1

APPENDIX



Holmes1.dwg

Le

TRAFFIC VOLUMES
Existing Conditions
AM Peak Hour



no scale

FIGURE
2

APPENDIX



TRIP GENERATION CALCULATIONS

Land Use: Single-Family Detached Housing

Land Use Code: 210

Variable: Dwelling Units

Variable Value: 33

Annexation

AM PEAK HOUR

Trip Rate: 0.75

	Enter	Exit	Total
Directional Distribution	25%	75%	
Trip Ends	6	19	25

PM PEAK HOUR

Trip Rate: 1.01

	Enter	Exit	Total
Directional Distribution	63%	37%	
Trip Ends	21	12	33

WEEKDAY

Trip Rate: 9.57

	Enter	Exit	Total
Directional Distribution	50%	50%	
Trip Ends	158	158	316

SATURDAY

Trip Rate: 10.10

	Enter	Exit	Total
Directional Distribution	50%	50%	
Trip Ends	167	167	334

Source: TRIP GENERATION, Seventh Edition



TRIP GENERATION CALCULATIONS

Land Use: Single-Family Detached Housing
Land Use Code: 210
Variable: Dwelling Units
Variable Value: 45
Development

AM PEAK HOUR

Trip Rate: 0.75

	Enter	Exit	Total
Directional Distribution	25%	75%	
Trip Ends	9	25	34

PM PEAK HOUR

Trip Rate: 1.01

	Enter	Exit	Total
Directional Distribution	63%	37%	
Trip Ends	28	17	45

WEEKDAY

Trip Rate: 9.57

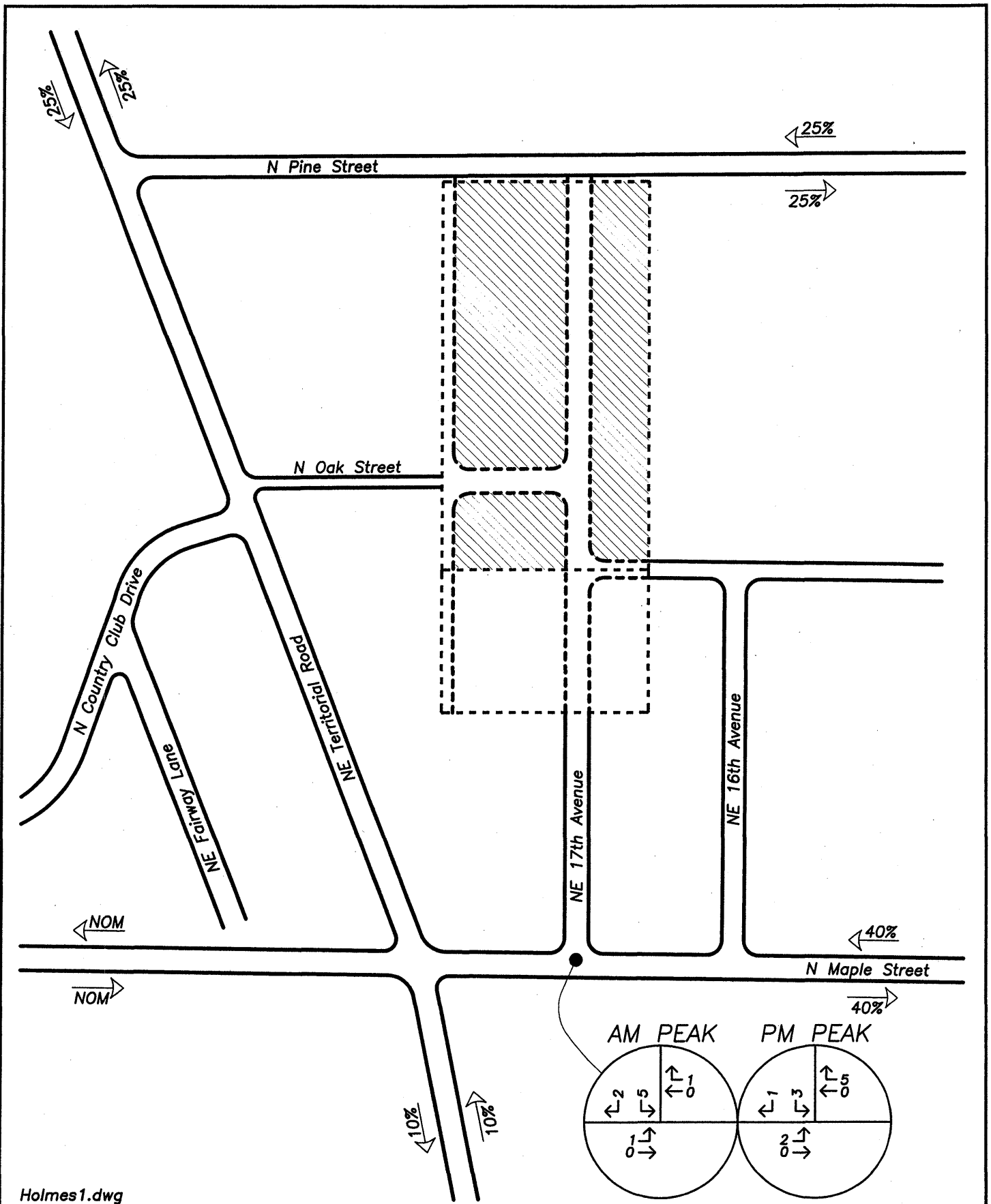
	Enter	Exit	Total
Directional Distribution	50%	50%	
Trip Ends	215	215	430

SATURDAY

Trip Rate: 10.10

	Enter	Exit	Total
Directional Distribution	50%	50%	
Trip Ends	227	227	454

Source: TRIP GENERATION, Seventh Edition



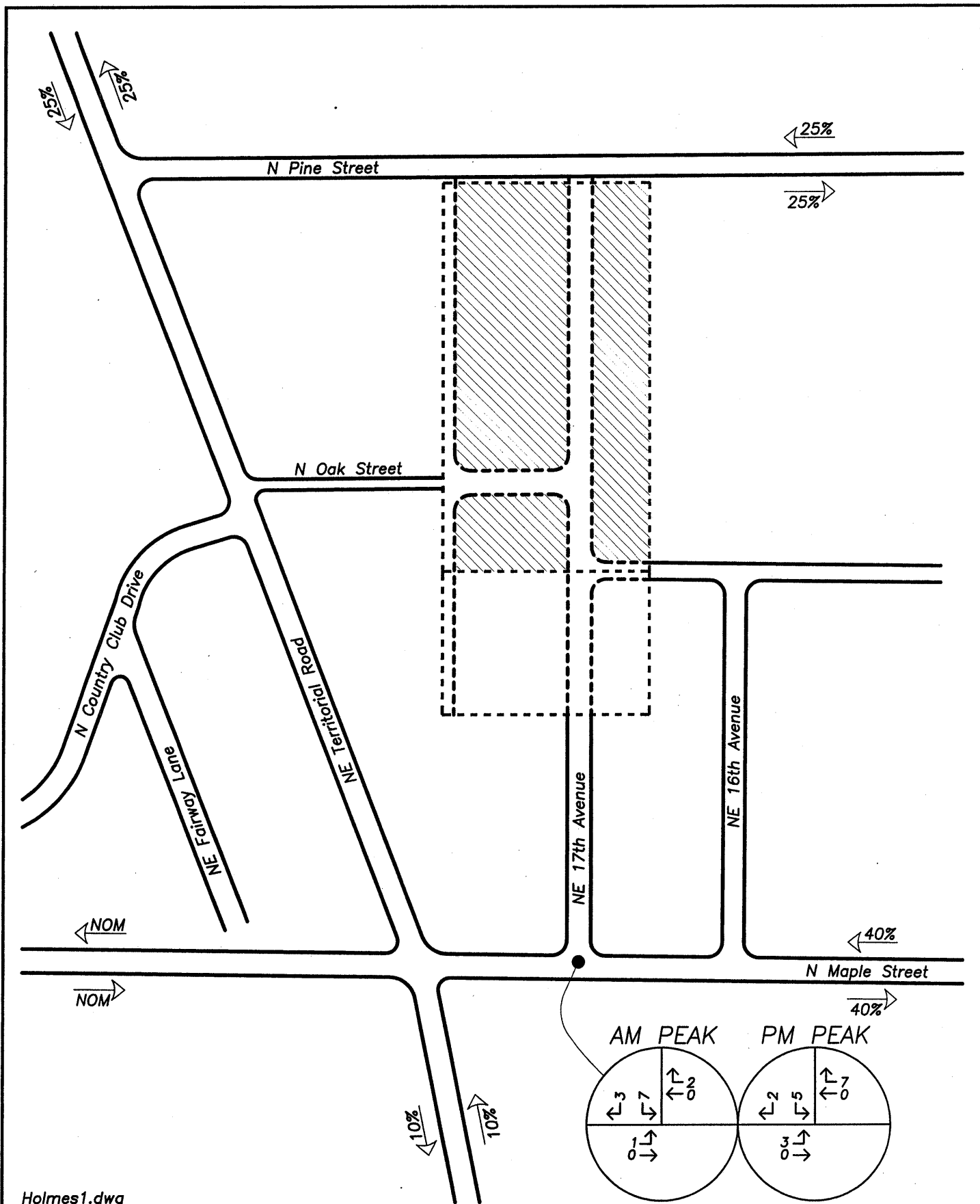
Holmes1.dwg

1e

SITE TRIP DISTRIBUTION & ASSIGNMENT (ANNEXATION)
Inbound & Outbound Percentages and Site Trips
AM & PM Peak Hours

no scale

FIGURE 3
APPENDIX



Holmes1.dwg

1e

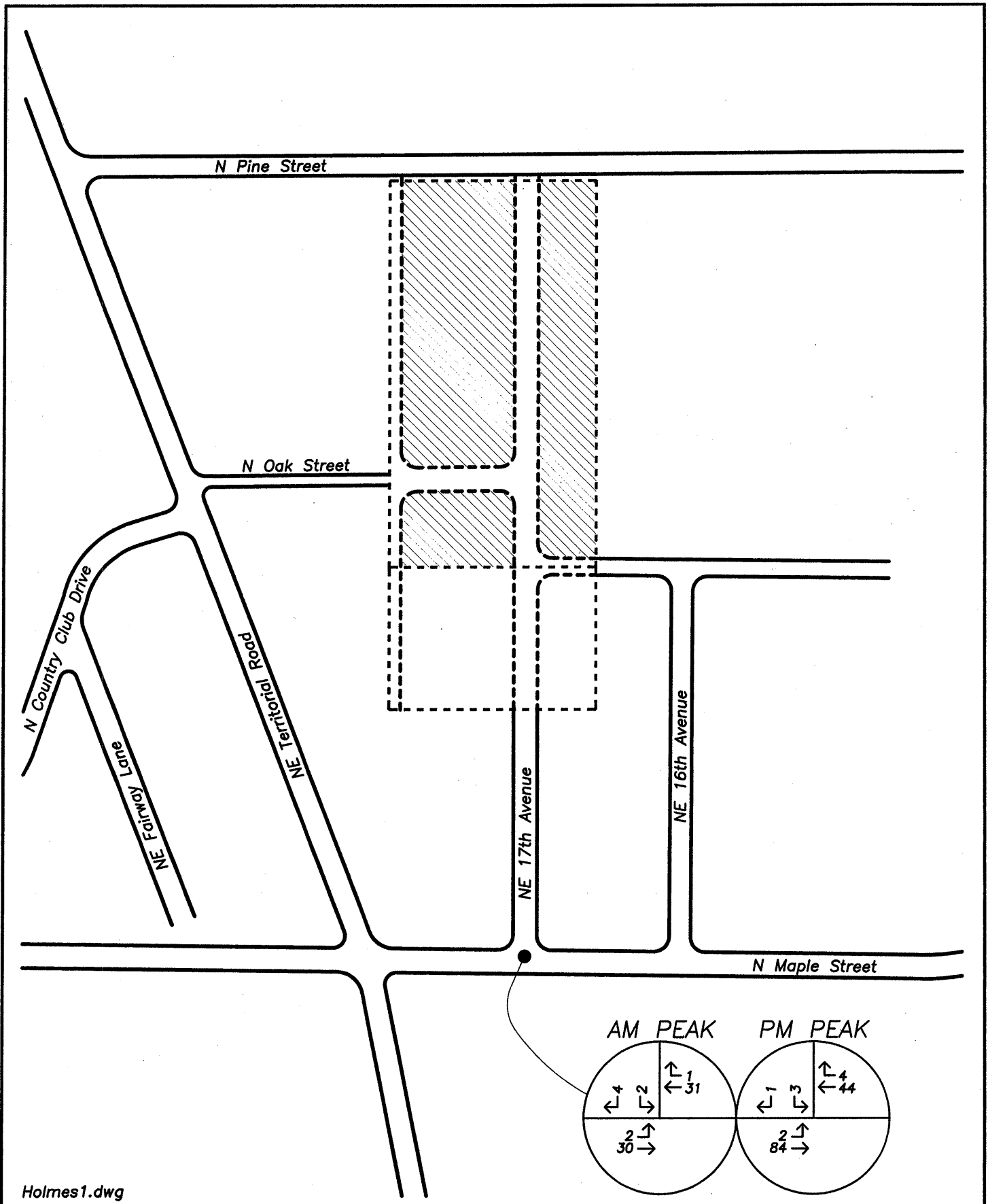
SITE TRIP DISTRIBUTION & ASSIGNMENT (DEVELOPMENT PLAN)
 Inbound & Outbound Percentages and Site Trips
 AM & PM Peak Hours



no scale

FIGURE 4

APPENDIX



Holmes1.dwg

1e

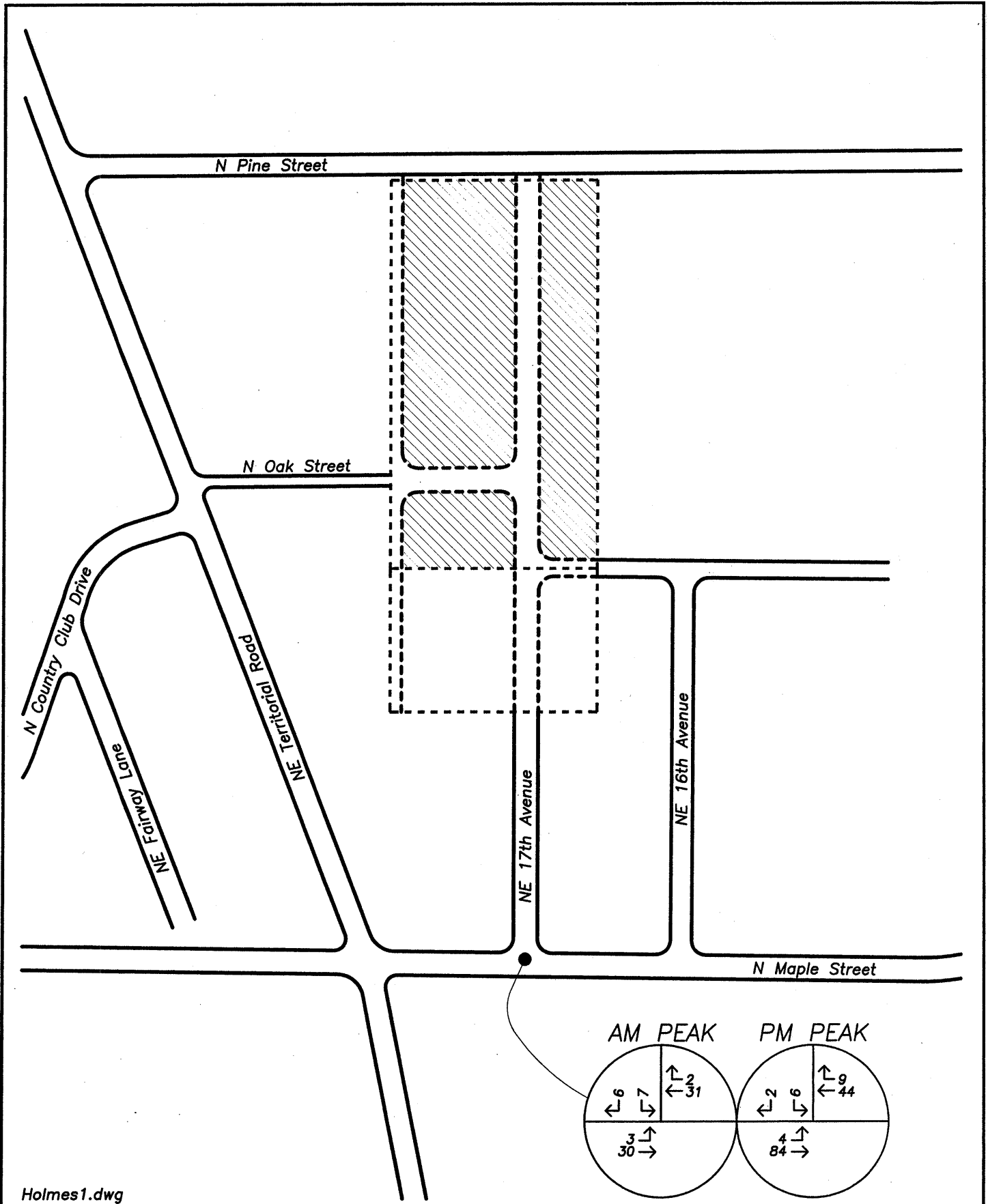
TRAFFIC VOLUMES (ANNEXATION)
Year 2020 Background Conditions
AM & PM Peak Hours



no scale

FIGURE
5

APPENDIX



Holmes1.dwg

1e

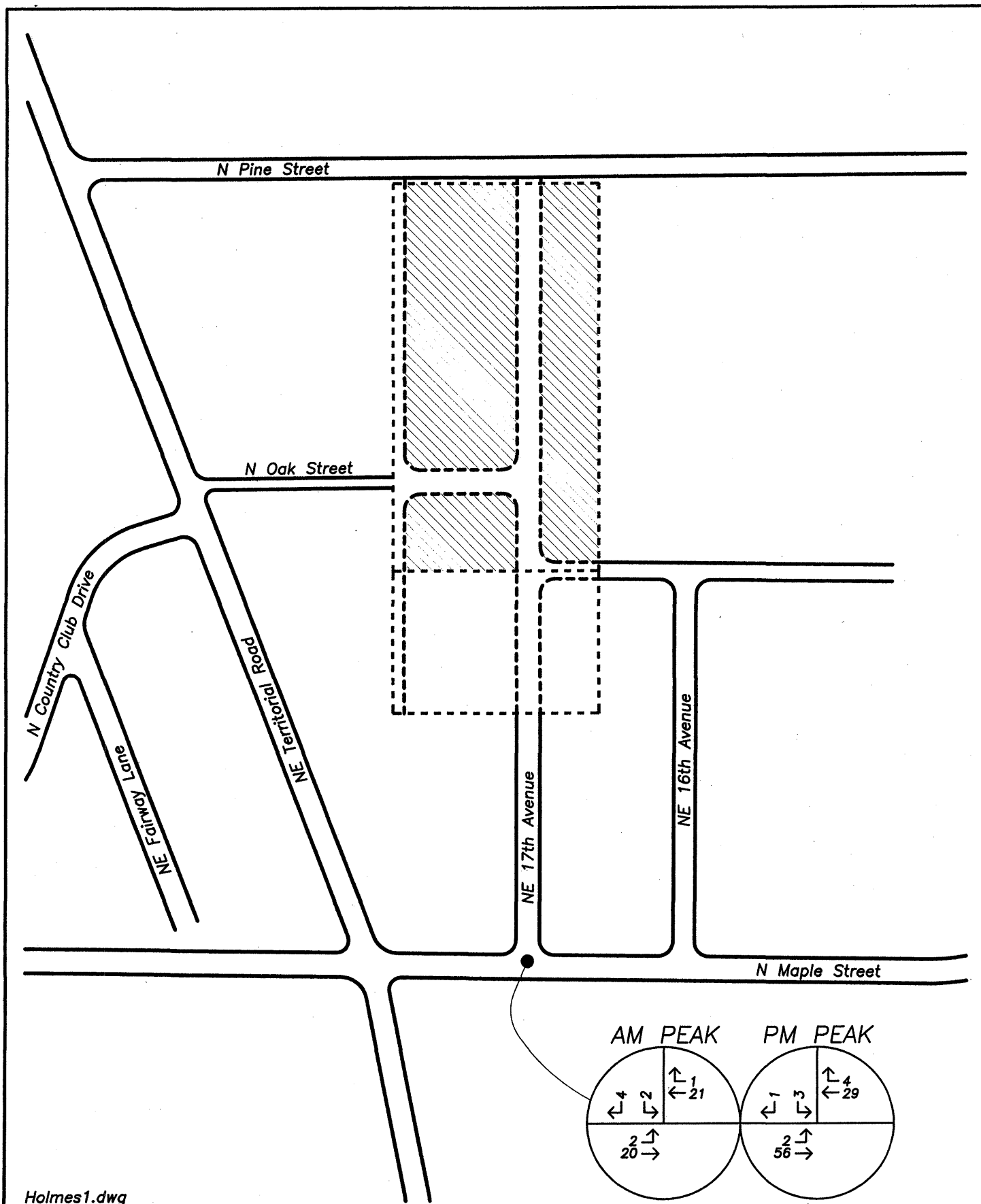
TRAFFIC VOLUMES (ANNEXATION)
Year 2020 Background plus Site Trips Conditions
AM Peak Hour



no scale

FIGURE
6

APPENDIX



Holmes1.dwg

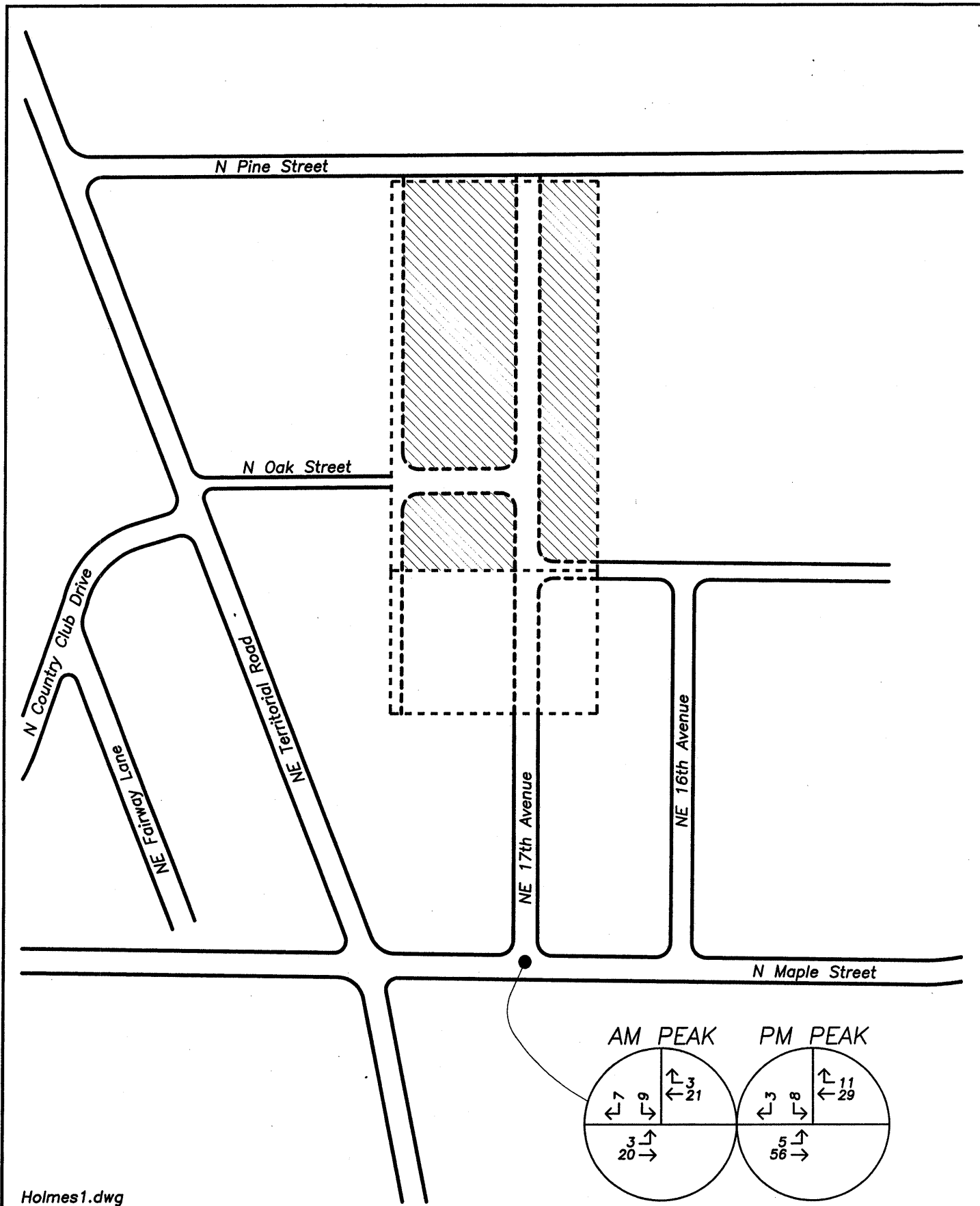
1e

TRAFFIC VOLUMES (DEVELOPMENT PLAN)
Year 2009 Background Conditions
AM & PM Peak Hours

no scale

FIGURE
7

APPENDIX



Holmes1.dwg

1e

TRAFFIC VOLUMES (DEVELOPMENT PLAN)
Year 2009 Background plus Site Trips Conditions
PM Peak Hour



no scale

FIGURE
8

APPENDIX

TWO-WAY STOP CONTROL SUMMARY

General Information				Site Information				
Analyst	C Sumrain			Intersection	Maple/17th			
Agency/Co.	Lancaster			Jurisdiction	Canby			
Date Performed	11/28/2005			Analysis Year	Existing (2005)			
Analysis Time Period	AM Peak							
Project Description <i>Holmes Annexation</i>								
East/West Street: <i>NE 17th Avenue</i>				North/South Street: <i>N Maple Street</i>				
Intersection Orientation: <i>North-South</i>				Study Period (hrs): <i>0.25</i>				
Vehicle Volumes and Adjustments								
Major Street	Northbound			Southbound				
Movement	1	2	3	4	5	6		
	L	T	R	L	T	R		
Volume	0	18	1	2	17	0		
Peak-Hour Factor, PHF	0.69	0.69	0.69	0.69	0.69	0.69		
Hourly Flow Rate, HFR	0	26	1	2	24	0		
Percent Heavy Vehicles	0	--	--	0	--	--		
Median Type	<i>Undivided</i>							
RT Channelized			0			0		
Lanes	0	1	0	0	1	0		
Configuration			TR	LT				
Upstream Signal		0			0			
Minor Street	Westbound			Eastbound				
Movement	7	8	9	10	11	12		
	L	T	R	L	T	R		
Volume	2	0	4	0	0	0		
Peak-Hour Factor, PHF	0.69	0.69	0.69	0.69	0.69	0.69		
Hourly Flow Rate, HFR	2	0	5	0	0	0		
Percent Heavy Vehicles	0	0	0	0	0	0		
Percent Grade (%)	0			0				
Flared Approach		N			N			
Storage		0			0			
RT Channelized			0			0		
Lanes	0	0	0	0	0	0		
Configuration		LR						
Delay, Queue Length, and Level of Service								
Approach	NB	SB	Westbound			Eastbound		
Movement	1	4	7	8	9	10	11	12
Lane Configuration		LT		LR				
v (vph)		2		7				
C (m) (vph)		1600		1026				
v/c		0.00		0.01				
95% queue length		0.00		0.02				
Control Delay		7.3		8.5				
LOS		A		A				
Approach Delay	--	--	8.5					
Approach LOS	--	--	A					

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TWO-WAY STOP CONTROL SUMMARY

General Information		Site Information	
Analyst	C Sumrain	Intersection	Maple/17th
Agency/Co.	Lancaster	Jurisdiction	Canby
Date Performed	11/28/2005	Analysis Year	Existing (2005)
Analysis Time Period	PM Peak		
Project Description Holmes Annexation			
East/West Street: NE 17th Avenue		North/South Street: N Maple Street	
Intersection Orientation: North-South		Study Period (hrs): 0.25	

Vehicle Volumes and Adjustments

Major Street	Northbound			Southbound		
Movement	1	2	3	4	5	6
	L	T	R	L	T	R
Volume	0	25	4	2	48	0
Peak-Hour Factor, PHF	0.83	0.83	0.83	0.83	0.83	0.83
Hourly Flow Rate, HFR	0	30	4	2	57	0
Percent Heavy Vehicles	0	--	--	0	--	--
Median Type	Undivided					
RT Channelized			0			0
Lanes	0	1	0	0	1	0
Configuration			TR	LT		
Upstream Signal		0			0	
Minor Street	Westbound			Eastbound		
Movement	7	8	9	10	11	12
	L	T	R	L	T	R
Volume	3	0	1	0	0	0
Peak-Hour Factor, PHF	0.83	0.83	0.83	0.83	0.83	0.83
Hourly Flow Rate, HFR	3	0	1	0	0	0
Percent Heavy Vehicles	0	0	0	0	0	0
Percent Grade (%)	0			0		
Flared Approach		N			N	
Storage		0			0	
RT Channelized			0			0
Lanes	0	0	0	0	0	0
Configuration		LR				

Delay, Queue Length, and Level of Service

Approach	NB	SB	Westbound			Eastbound		
Movement	1	4	7	8	9	10	11	12
Lane Configuration		LT		LR				
v (vph)		2		4				
C (m) (vph)		1591		942				
v/c		0.00		0.00				
95% queue length		0.00		0.01				
Control Delay		7.3		8.8				
LOS		A		A				
Approach Delay	--	--	8.8					
Approach LOS	--	--	A					

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TWO-WAY STOP CONTROL SUMMARY

General Information				Site Information				
Analyst	C Sumrain			Intersection	Maple/17th			
Agency/Co.	Lancaster			Jurisdiction	Canby			
Date Performed	11/28/2005			Analysis Year	Background (2009)			
Analysis Time Period	AM Peak							
Project Description <i>Holmes Annexation</i>								
East/West Street: <i>NE 17th Avenue</i>				North/South Street: <i>N Maple Street</i>				
Intersection Orientation: <i>North-South</i>				Study Period (hrs): <i>0.25</i>				
Vehicle Volumes and Adjustments								
Major Street	Northbound			Southbound				
Movement	1	2	3	4	5	6		
	L	T	R	L	T	R		
Volume	0	21	1	2	20	0		
Peak-Hour Factor, PHF	0.69	0.69	0.69	0.69	0.69	0.69		
Hourly Flow Rate, HFR	0	30	1	2	28	0		
Percent Heavy Vehicles	0	--	--	0	--	--		
Median Type	<i>Undivided</i>							
RT Channelized			0			0		
Lanes	0	1	0	0	1	0		
Configuration			TR	LT				
Upstream Signal		0			0			
Minor Street	Westbound			Eastbound				
Movement	7	8	9	10	11	12		
	L	T	R	L	T	R		
Volume	2	0	4	0	0	0		
Peak-Hour Factor, PHF	0.69	0.69	0.69	0.69	0.69	0.69		
Hourly Flow Rate, HFR	2	0	5	0	0	0		
Percent Heavy Vehicles	0	0	0	0	0	0		
Percent Grade (%)	0			0				
Flared Approach		N			N			
Storage		0			0			
RT Channelized			0			0		
Lanes	0	0	0	0	0	0		
Configuration		LR						
Delay, Queue Length, and Level of Service								
Approach	NB	SB	Westbound			Eastbound		
Movement	1	4	7	8	9	10	11	12
Lane Configuration		LT		LR				
v (vph)		2		7				
C (m) (vph)		1595		1019				
v/c		0.00		0.01				
95% queue length		0.00		0.02				
Control Delay		7.3		8.6				
LOS		A		A				
Approach Delay	--	--	8.6					
Approach LOS	--	--	A					

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TWO-WAY STOP CONTROL SUMMARY

General Information				Site Information				
Analyst	C Sumrain			Intersection	Maple/17th			
Agency/Co.	Lancaster			Jurisdiction	Canby			
Date Performed	11/28/2005			Analysis Year	Background (2009)			
Analysis Time Period	PM Peak							
Project Description <i>Holmes Annexation</i>								
East/West Street: <i>NE 17th Avenue</i>				North/South Street: <i>N Maple Street</i>				
Intersection Orientation: <i>North-South</i>				Study Period (hrs): <i>0.25</i>				
Vehicle Volumes and Adjustments								
Major Street	Northbound			Southbound				
Movement	1	2	3	4	5	6		
	L	T	R	L	T	R		
Volume	0	29	4	2	56	0		
Peak-Hour Factor, PHF	0.83	0.83	0.83	0.83	0.83	0.83		
Hourly Flow Rate, HFR	0	34	4	2	67	0		
Percent Heavy Vehicles	0	--	--	0	--	--		
Median Type	<i>Undivided</i>							
RT Channelized			0			0		
Lanes	0	1	0	0	1	0		
Configuration			TR	LT				
Upstream Signal		0			0			
Minor Street	Westbound			Eastbound				
Movement	7	8	9	10	11	12		
	L	T	R	L	T	R		
Volume	3	0	1	0	0	0		
Peak-Hour Factor, PHF	0.83	0.83	0.83	0.83	0.83	0.83		
Hourly Flow Rate, HFR	3	0	1	0	0	0		
Percent Heavy Vehicles	0	0	0	0	0	0		
Percent Grade (%)	0			0				
Flared Approach		N			N			
Storage		0			0			
RT Channelized			0			0		
Lanes	0	0	0	0	0	0		
Configuration		LR						
Delay, Queue Length, and Level of Service								
Approach	NB	SB	Westbound			Eastbound		
Movement	1	4	7	8	9	10	11	12
Lane Configuration		LT		LR				
v (vph)		2		4				
C (m) (vph)		1585		927				
v/c		0.00		0.00				
95% queue length		0.00		0.01				
Control Delay		7.3		8.9				
LOS		A		A				
Approach Delay	--	--	8.9					
Approach LOS	--	--	A					

TWO-WAY STOP CONTROL SUMMARY

General Information				Site Information				
Analyst	C Sumrain			Intersection	Maple/17th			
Agency/Co.	Lancaster			Jurisdiction	Canby			
Date Performed	11/28/2005			Analysis Year	Background + Site (2009)			
Analysis Time Period	AM Peak							
Project Description <i>Holmes Annexation</i>								
East/West Street: <i>NE 17th Avenue</i>				North/South Street: <i>N Maple Street</i>				
Intersection Orientation: <i>North-South</i>				Study Period (hrs): <i>0.25</i>				
Vehicle Volumes and Adjustments								
Major Street	Northbound			Southbound				
Movement	1	2	3	4	5	6		
	L	T	R	L	T	R		
Volume	0	21	3	3	20	0		
Peak-Hour Factor, PHF	0.69	0.69	0.69	0.69	0.69	0.69		
Hourly Flow Rate, HFR	0	30	4	4	28	0		
Percent Heavy Vehicles	0	--	--	0	--	--		
Median Type	<i>Undivided</i>							
RT Channelized			0			0		
Lanes	0	1	0	0	1	0		
Configuration			TR	LT				
Upstream Signal		0			0			
Minor Street	Westbound			Eastbound				
Movement	7	8	9	10	11	12		
	L	T	R	L	T	R		
Volume	9	0	7	0	0	0		
Peak-Hour Factor, PHF	0.69	0.69	0.69	0.69	0.69	0.69		
Hourly Flow Rate, HFR	13	0	10	0	0	0		
Percent Heavy Vehicles	0	0	0	0	0	0		
Percent Grade (%)	0			0				
Flared Approach		N			N			
Storage		0			0			
RT Channelized			0			0		
Lanes	0	0	0	0	0	0		
Configuration		LR						
Delay, Queue Length, and Level of Service								
Approach	NB	SB	Westbound			Eastbound		
Movement	1	4	7	8	9	10	11	12
Lane Configuration		LT		LR				
v (vph)		4		23				
C (m) (vph)		1591		984				
v/c		0.00		0.02				
95% queue length		0.01		0.07				
Control Delay		7.3		8.7				
LOS		A		A				
Approach Delay	--	--	8.7					
Approach LOS	--	--	A					

TWO-WAY STOP CONTROL SUMMARY

General Information				Site Information				
Analyst	C Sumrain			Intersection	Maple/17th			
Agency/Co.	Lancaster			Jurisdiction	Canby			
Date Performed	11/28/2005			Analysis Year	Background + Site (2009)			
Analysis Time Period	PM Peak							
Project Description <i>Holmes Annexation</i>								
East/West Street: <i>NE 17th Avenue</i>				North/South Street: <i>N Maple Street</i>				
Intersection Orientation: <i>North-South</i>				Study Period (hrs): <i>0.25</i>				
Vehicle Volumes and Adjustments								
Major Street	Northbound			Southbound				
Movement	1	2	3	4	5	6		
	L	T	R	L	T	R		
Volume	0	29	11	5	56	0		
Peak-Hour Factor, PHF	0.83	0.83	0.83	0.83	0.83	0.83		
Hourly Flow Rate, HFR	0	34	13	6	67	0		
Percent Heavy Vehicles	0	--	--	0	--	--		
Median Type	Undivided							
RT Channelized			0			0		
Lanes	0	1	0	0	1	0		
Configuration			TR	LT				
Upstream Signal		0			0			
Minor Street	Westbound			Eastbound				
Movement	7	8	9	10	11	12		
	L	T	R	L	T	R		
Volume	8	0	3	0	0	0		
Peak-Hour Factor, PHF	0.83	0.83	0.83	0.83	0.83	0.83		
Hourly Flow Rate, HFR	9	0	3	0	0	0		
Percent Heavy Vehicles	0	0	0	0	0	0		
Percent Grade (%)	0			0				
Flared Approach		N			N			
Storage		0			0			
RT Channelized			0			0		
Lanes	0	0	0	0	0	0		
Configuration		LR						
Delay, Queue Length, and Level of Service								
Approach	NB	SB	Westbound			Eastbound		
Movement	1	4	7	8	9	10	11	12
Lane Configuration		LT		LR				
v (vph)		6		12				
C (m) (vph)		1573		914				
v/c		0.00		0.01				
95% queue length		0.01		0.04				
Control Delay		7.3		9.0				
LOS		A		A				
Approach Delay	--	--	9.0					
Approach LOS	--	--	A					

TWO-WAY STOP CONTROL SUMMARY

General Information				Site Information				
Analyst	C Sumrain			Intersection	Maple/17th			
Agency/Co.	Lancaster			Jurisdiction	Canby			
Date Performed	11/28/2005			Analysis Year	Background (2020)			
Analysis Time Period	AM Peak							
Project Description <i>Holmes Annexation</i>								
East/West Street: <i>NE 17th Avenue</i>				North/South Street: <i>N Maple Street</i>				
Intersection Orientation: <i>North-South</i>				Study Period (hrs): <i>0.25</i>				
Vehicle Volumes and Adjustments								
Major Street	Northbound			Southbound				
Movement	1	2	3	4	5	6		
	L	T	R	L	T	R		
Volume	0	31	1	2	30	0		
Peak-Hour Factor, PHF	0.69	0.69	0.69	0.69	0.69	0.69		
Hourly Flow Rate, HFR	0	44	1	2	43	0		
Percent Heavy Vehicles	0	--	--	0	--	--		
Median Type	<i>Undivided</i>							
RT Channelized			0			0		
Lanes	0	1	0	0	1	0		
Configuration			TR	LT				
Upstream Signal		0			0			
Minor Street	Westbound			Eastbound				
Movement	7	8	9	10	11	12		
	L	T	R	L	T	R		
Volume	2	0	4	0	0	0		
Peak-Hour Factor, PHF	0.69	0.69	0.69	0.69	0.69	0.69		
Hourly Flow Rate, HFR	2	0	5	0	0	0		
Percent Heavy Vehicles	0	0	0	0	0	0		
Percent Grade (%)	0			0				
Flared Approach		N			N			
Storage		0			0			
RT Channelized			0			0		
Lanes	0	0	0	0	0	0		
Configuration		LR						
Delay, Queue Length, and Level of Service								
Approach	NB	SB	Westbound			Eastbound		
Movement	1	4	7	8	9	10	11	12
Lane Configuration		LT		LR				
v (vph)		2		7				
C (m) (vph)		1576		995				
v/c		0.00		0.01				
95% queue length		0.00		0.02				
Control Delay		7.3		8.6				
LOS		A		A				
Approach Delay	--	--	8.6					
Approach LOS	--	--	A					

TWO-WAY STOP CONTROL SUMMARY

General Information				Site Information				
Analyst	C Sumrain			Intersection	Maple/17th			
Agency/Co.	Lancaster			Jurisdiction	Canby			
Date Performed	11/28/2005			Analysis Year	Background (2020)			
Analysis Time Period	PM Peak							
Project Description <i>Holmes Annexation</i>								
East/West Street: <i>NE 17th Avenue</i>				North/South Street: <i>N Maple Street</i>				
Intersection Orientation: <i>North-South</i>				Study Period (hrs): <i>0.25</i>				
Vehicle Volumes and Adjustments								
Major Street	Northbound			Southbound				
Movement	1	2	3	4	5	6		
	L	T	R	L	T	R		
Volume	0	44	4	2	84	0		
Peak-Hour Factor, PHF	0.83	0.83	0.83	0.83	0.83	0.83		
Hourly Flow Rate, HFR	0	53	4	2	101	0		
Percent Heavy Vehicles	0	--	--	0	--	--		
Median Type	<i>Undivided</i>							
RT Channelized			0			0		
Lanes	0	1	0	0	1	0		
Configuration			TR	LT				
Upstream Signal		0			0			
Minor Street	Westbound			Eastbound				
Movement	7	8	9	10	11	12		
	L	T	R	L	T	R		
Volume	3	0	1	0	0	0		
Peak-Hour Factor, PHF	0.83	0.83	0.83	0.83	0.83	0.83		
Hourly Flow Rate, HFR	3	0	1	0	0	0		
Percent Heavy Vehicles	0	0	0	0	0	0		
Percent Grade (%)	0			0				
Flared Approach		N			N			
Storage		0			0			
RT Channelized			0			0		
Lanes	0	0	0	0	0	0		
Configuration		LR						
Delay, Queue Length, and Level of Service								
Approach	NB	SB	Westbound			Eastbound		
Movement	1	4	7	8	9	10	11	12
Lane Configuration		LT		LR				
v (vph)		2		4				
C (m) (vph)		1560		874				
v/c		0.00		0.00				
95% queue length		0.00		0.01				
Control Delay		7.3		9.1				
LOS		A		A				
Approach Delay	--	--	9.1					
Approach LOS	--	--	A					

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TWO-WAY STOP CONTROL SUMMARY

General Information				Site Information				
Analyst	C Sumrain			Intersection	Maple/17th			
Agency/Co.	Lancaster			Jurisdiction	Canby			
Date Performed	11/28/2005			Analysis Year	Background + Site (2020)			
Analysis Time Period	AM Peak							
Project Description <i>Holmes Annexation</i>								
East/West Street: <i>NE 17th Avenue</i>				North/South Street: <i>N Maple Street</i>				
Intersection Orientation: <i>North-South</i>				Study Period (hrs): <i>0.25</i>				
Vehicle Volumes and Adjustments								
Major Street	Northbound			Southbound				
Movement	1	2	3	4	5	6		
	L	T	R	L	T	R		
Volume	0	31	2	3	30	0		
Peak-Hour Factor, PHF	0.69	0.69	0.69	0.69	0.69	0.69		
Hourly Flow Rate, HFR	0	44	2	4	43	0		
Percent Heavy Vehicles	0	--	--	0	--	--		
Median Type	<i>Undivided</i>							
RT Channelized			0			0		
Lanes	0	1	0	0	1	0		
Configuration			TR	LT				
Upstream Signal		0			0			
Minor Street	Westbound			Eastbound				
Movement	7	8	9	10	11	12		
	L	T	R	L	T	R		
Volume	7	0	6	0	0	0		
Peak-Hour Factor, PHF	0.69	0.69	0.69	0.69	0.69	0.69		
Hourly Flow Rate, HFR	10	0	8	0	0	0		
Percent Heavy Vehicles	0	0	0	0	0	0		
Percent Grade (%)	0			0				
Flared Approach		N			N			
Storage		0			0			
RT Channelized			0			0		
Lanes	0	0	0	0	0	0		
Configuration		LR						
Delay, Queue Length, and Level of Service								
Approach	NB	SB	Westbound			Eastbound		
Movement	1	4	7	8	9	10	11	12
Lane Configuration		LT		LR				
v (vph)		4		18				
C (m) (vph)		1575		958				
v/c		0.00		0.02				
95% queue length		0.01		0.06				
Control Delay		7.3		8.8				
LOS		A		A				
Approach Delay	--	--	8.8					
Approach LOS	--	--	A					

TWO-WAY STOP CONTROL SUMMARY

General Information				Site Information				
Analyst	C Sumrain			Intersection	Maple/17th			
Agency/Co.	Lancaster			Jurisdiction	Canby			
Date Performed	11/28/2005			Analysis Year	Background + Site (2020)			
Analysis Time Period	PM Peak							
Project Description <i>Holmes Annexation</i>								
East/West Street: <i>NE 17th Avenue</i>				North/South Street: <i>N Maple Street</i>				
Intersection Orientation: <i>North-South</i>				Study Period (hrs): <i>0.25</i>				
Vehicle Volumes and Adjustments								
Major Street	Northbound			Southbound				
Movement	1	2	3	4	5	6		
	L	T	R	L	T	R		
Volume	0	44	9	4	84	0		
Peak-Hour Factor, PHF	0.83	0.83	0.83	0.83	0.83	0.83		
Hourly Flow Rate, HFR	0	53	10	4	101	0		
Percent Heavy Vehicles	0	--	--	0	--	--		
Median Type	<i>Undivided</i>							
RT Channelized			0			0		
Lanes	0	1	0	0	1	0		
Configuration			TR	LT				
Upstream Signal		0			0			
Minor Street	Westbound			Eastbound				
Movement	7	8	9	10	11	12		
	L	T	R	L	T	R		
Volume	6	0	2	0	0	0		
Peak-Hour Factor, PHF	0.83	0.83	0.83	0.83	0.83	0.83		
Hourly Flow Rate, HFR	7	0	2	0	0	0		
Percent Heavy Vehicles	0	0	0	0	0	0		
Percent Grade (%)	0			0				
Flared Approach		N			N			
Storage		0			0			
RT Channelized			0			0		
Lanes	0	0	0	0	0	0		
Configuration		LR						
Delay, Queue Length, and Level of Service								
Approach	NB	SB	Westbound			Eastbound		
Movement	1	4	7	8	9	10	11	12
Lane Configuration		LT		LR				
v (vph)		4		9				
C (m) (vph)		1553		861				
v/c		0.00		0.01				
95% queue length		0.01		0.03				
Control Delay		7.3		9.2				
LOS		A		A				
Approach Delay	--	--	9.2					
Approach LOS	--	--	A					

From: <Catriona546@aol.com>
To: <cookk@ci.canby.or.us>
Date: 12/22/05 11:52AM
Subject: Holmes annexation

Kevin:

Per our telephone conversation earlier, here are my comments regarding the Holmes annexation.

The Willamette Green apartment driveway is located about 100 feet north of their property line, so the proposed road at the northern boundary of the Holmes property won't meet the City's 150-foot spacing standards for a Collector. In addition, if Beck comes in, it is likely they would be adding another access in the vicinity of the northern road, but also likely it would be offset as they can't share access with the apartment complex. So, we could have three roads/driveways in the space the City wants to see one access point.

There is a possible solution, though. If the Holmes access could be moved to about midway between the apartment driveway and their other proposed road, the spacing standards would be met. We would also have an opportunity to align the Beck property access as well. This is, of course, the ideal situation.

The Holmes property is well-served by the other streets they show in the site plan. The northern access to Pine Street can be eliminated without creating traffic issues. However, the lot north of the Holmes property accesses Pine Street at the property line and unless alternative access can be made available through the Holmes property, there will be a road at the location shown in the site plan in the future anyway, which brings us back to the original problem.

If the Holmes access cannot be moved, I would want to discuss access limitations for the Beck property when it develops. Three roads within 150 feet could cause conflicts and this should be avoided. Since the Beck property does not generate a significant number of trips, a single access could handle the traffic load. I would likely recommend that whatever secondary access they propose become an emergency-vehicle-only access. This will at least eliminate the worst of the potential conflicts. This is a discussion best left until development review, though.

I apologize for bringing up this discussion of access for the Holmes property this late in the process, but the situation arose when discussing the access issues for the Beck property. I hope that addressing these issues now does not unduly burden the applicants. If necessary, I can look for more alternatives to mitigate the situation.

Catriona Sumrain
Transportation Analyst
Lancaster Engineering
(503) 248-0313 voice
(503) 248-9251 fax
catriona@lancasterengineering.com

CC: <Catriona546@aol.com>

M E M O R A N D U M

***TO: Honorable Mayor Thompson and City Council and
Mark Adcock, City Administrator***

FROM: Chaunee Seifried, Finance and Court Services Director

DATE: December 28, 2005

Issue: Adopt Resolution 914 adding AIG VALIC Deferred Compensation Plan to be made available to all eligible employees (elected officials, and independent contractors) participating in said Deferred Compensation Plan.

Recommendation: Staff recommends that the City Council approve Resolution 914

Background: The City of Canby currently participates in the optional 457 Deferred Compensation Plans and would like to offer all employees, elected officials, and independent contractors the AIG VALIC Deferred Compensation Plan as an addition to the current Plans that the City already participates in.

Fiscal Impact: There is no fiscal impact for the City. This is a 457 Deferred Compensation Plan for the employees that choose to invest their money as an additional benefit

Options:

1. Approve Resolution 914 and give the employees an additional 457 Plan to voluntarily choose from.
2. Not approve Resolution 914 and only offer the current plans.

Attached: Resolution 914

RESOLUTION NO. 914

A RESOLUTION ESTABLISHING THE AIG VALIC 457 RETIREMENT PLAN AS AN ADDITIONAL DEFERRED COMPENSATION PLAN FOR THE CITY OF CANBY EMPLOYEES.

WHEREAS, the City of Canby has considered the establishment of an additional Deferred Compensation Plan to be made available to all eligible employees (elected officials, and independent contractors) participating in said Deferred Compensation Plan; and

WHEREAS, certain substantial tax benefits could accrue to employees, (elected officials, and independent contractors) participating in said Deferred Compensation Plan; and

WHEREAS, AIG VALIC has established a master prototype deferred compensation program for cities, political subdivisions, and special districts, permitting its/their employees to enjoy advantages of this program; and

WHEREAS, AIG VALIC agrees to hold harmless and indemnify the City, its appointed and elected officers and participating employees from any loss resulting from the failure of AIG VALIC or of its Agent's failure to perform its duties and services pursuant to the AIG VALIC Program;

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

The City of Canby hereby adopts the AIG VALIC 457 Retirement Plan and its attendant investment options and hereby establishes the AIG VALIC 457 Retirement Plan for the voluntary participation of all eligible employees (elected officials and independent contractors).

The City Treasurer is hereby authorized to execute for the City of Canby individual participation agreements with each said employee requesting same, and to act as "Administrator" of agreements and contracts as are necessary to implement the Program. It is implicitly understood that, other than incidental expenses of collecting and disbursing the employee's deferrals and other minor administrative matters, there is to be no other cost to the City of Canby for the program.

ADOPTED this 4th day of January, 2006, by the Canby City Council.

Melody Thompson – Mayor

ATTEST:

Kimberly Scheafer
City Recorder, Pro-Tem

Memo to: Mayor and City Council

From: John Kelley, City Attorney 

Date: December 28, 2005

Re: Ordinance # 1198 – contract with Canby Excavating.

If you recall, I talked with all of you on December 20, 2005 about the opportunity offered to the City by Canby Excavating to pave a portion of NE 22nd Avenue while they were paving in the area for other subdivisions along NE 22nd. Canby Excavating offered to have approximately 300 feet paved east from their worksite along 22nd Ave to N. Maple Street for just the cost of the materials and there would be no cost for labor. The cost was \$20,099.88 for the materials used on the project. I was able to contact the Mayor and Councilors for approval and heard from all except Councilor Newton, whom I'm sure forgot to get back to me, due to the holiday rush. All were in favor.

I checked with BOLI to make sure we had no issues with prevailing wage requirements and we also have an exemption from public bidding requirements under our public purchasing rules for "ancillary public improvements under \$50,000.00". Because of the charter requirement, the Council still must approve the transaction since it is greater than \$15,000.00, so I have prepared Ordinance # 1198 for your approval.

Both John Williams and Curt McLeod gave their approvals. Although they had hoped to have the paving done by now, due to the rainy weather, the project has not been completed as of the date of this memo. As soon as the weather breaks, the paving will be done.

A motion to approve Ordinance # 1198 would be in order. Any questions, please call me at (503) 266-4021 ext 254.

ORDINANCE NO. 1198

AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH CANBY EXCAVATING, INC., OF CANBY, OREGON FOR THE PAVING OF A PORTION OF NE 22ND AVENUE IN CANBY; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Canby wishes to pave a portion of NE 22nd Avenue from N Maple Street west approximately 300 feet to connect with a paving project being installed by further west on NE 22nd Avenue to N Locust Street, and

WHEREAS, Canby Excavating, Inc. has offered to pave the 300 foot portion of NE 22nd Avenue west from N Maple for the cost of materials only at an agreed upon price of \$20,099.88 since it is already on site for the remaining paving project, and

WHEREAS, in accordance with Canby Municipal Ordinance No. 1170 and Resolution 897 of the Public Purchasing Rules, an exemption from bidding requirements exists under paragraph 17 of Exhibit "B" of Resolution 897 for "Ancillary Public Improvements" when the contract amount is less than \$50,000.00, and

WHEREAS, the City of Canby Street Department has reviewed the quote and recommends the City accept the offer from Canby Excavating, Inc., and

WHEREAS, the City Council meeting and acting as the Contract Review Board for the City of Canby has reviewed the quote and believes it to in the best interest of the City to accept the offer from Canby Excavating, Inc., 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 Canby Excavating, Inc., of Canby, Oregon, to reimburse it for the materials necessary for street improvements on NE 22nd Avenue from N. Maple west approximately 300 feet to its connection with additional paving

of NE 22nd Avenue west to N. Locust Street for the quoted amount of \$20,099.88.

Section 2. Emergency Declared.

It being necessary for the health, safety and general welfare of the citizens of Canby, that these public improvements be completed as soon as possible to allow use of the Park, 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, January 4, 2006 and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular meeting thereof on Wednesday, January 18, 2006 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 second and final reading by the Canby City Council at a regular meeting thereof on the 18th day of January, 2006, by the following vote:

YEAS _____ NAYS _____

Melody Thompson, Mayor

ATTEST:

Kimberly Scheafer
City Recorder - Pro Tem

CURRAN-McLEOD, INC.
CONSULTING ENGINEERS

6655 S.W. HAMPTON STREET, SUITE 210
PORTLAND, OREGON 97223

TO: Honorable Mayor and City Council
City of Canby
ATTN: Mr. Mark Adcock, City Administrator

FROM: Curt J. McLeod, P.E. 
CURRAN-McLEOD, INC.

DATE: December 27, 2005

ISSUE: WASTEWATER TREATMENT PLANT
CLARIFIER COATING SYSTEM REPAIRS
ORDINANCE No. 1199

SYNOPSIS: This staff report is transmitting for Council approval a contract for coating system repairs on the secondary clarifier at the Wastewater Treatment Plant.

RECOMMENDATION: That the Council approve ordinance 1199 that authorizes the Mayor and City Administrator to execute a contract with HCI Industrial & Marine Coatings, Inc. in the amount of \$36,000.

RATIONALE: This is a routine function to maintain the serviceability of the clarifier equipment at the treatment plant.

BACKGROUND: The City received four bids for the recoating project including the following:

HCI Industrial	\$36,000
Long Painting Co.	\$38,900
S & K Painting Inc.	\$74,000
FD Thomas Inc.	\$109,000

There are two secondary clarifiers at the treatment plant that were built in 1993 and have not been recoated since. The contract is based on a "per each" price so if the contract progresses smoothly, the Council may be asked later in the spring to extend the price to completed the second clarifier also.

FISCAL IMPACT: This project is funded through the wastewater department and budgeted for this fiscal year.

CONTRACT FOR CONSTRUCTION

THIS AGREEMENT is dated as of the _____ day of _____ in the year 2005 by and between

CITY OF CANBY
(hereinafter called OWNER) and

HCI INDUSTRIAL & MARINE COATINGS, INC
(hereinafter called CONTRACTOR)

OWNER and CONTRACTOR, in consideration of the mutual covenants hereinafter set forth, agree as follows:

ARTICLE 1 - WORK

CONTRACTOR shall complete all Work as specified or indicated in the Contract Documents:

**CITY OF CANBY
WASTEWATER TREATMENT PLANT
CLARIFIER COATING REPAIRS**

The project consists of spot surface preparation and re-coating of one 54' diameter by 17 foot sidewall depth secondary clarifier including spot repair of the coating systems on the mechanism, launders and bridge, and re-coating the equipment and concrete walls of the structure.

ARTICLE 2 - ENGINEER

The Project has been designed by CURRAN-McLEOD, INC., Consulting Engineers, who is hereinafter called ENGINEER and who will assume all duties and responsibilities and will have the rights and authority assigned to ENGINEER in the Contract Documents in connection with completion of the Work in accordance with the Contract Documents.

ARTICLE 3 - CONTRACT TIME

- 3.1 The Work will be substantially completed within 30 calendar days after the date when the Contract Time commences to run as provided in paragraph 2.03 of the General Conditions, and completed and ready for final payment in accordance with Paragraph 14.07 of the General Conditions within 60 days after the date when the issuance of the Certificate of Substantial Completion.
- 3.2 **Liquidated Damages:** OWNER and CONTRACTOR recognize that time is of the essence of this Agreement and that OWNER will suffer financial loss if the Work is not substantially complete within the time specified in paragraph 3.1

above, plus any extensions thereof allowed in accordance with Article 12 of the General Conditions. They also recognize the delays, expense and difficulties involved in proving in a legal proceeding the actual loss suffered by OWNER if the Work is not substantially complete on time.

Accordingly, instead of requiring any such proof, OWNER and CONTRACTOR agree that as liquidated damages for delay (but not as a penalty) CONTRACTOR shall pay OWNER or the OWNER may withhold from amounts due the CONTRACTOR Two Hundred Dollars (\$200.00) for each day that expires after the time specified in paragraph 3.1. for substantial completion until the Work is substantially complete.

ARTICLE 4 - CONTRACT PRICE

- 4.1 OWNER shall pay CONTRACTOR for performance of the Work in accordance with the Contract Documents in current funds by check, an amount totaling

Thirty six thousand and Dollars

And No/100 cents (\$36,000) per clarifier as shown in the attached Bid Proposal.

ARTICLE 5 - PAYMENT PROCEDURES

CONTRACTOR shall submit Applications for Payment in accordance with Article 14 of the General Conditions. Applications for Payment will be processed by ENGINEER as provided in the General Conditions.

- 5.1 Progress Payments will not be approved.
- 5.2 OWNER shall make one payment of 95% of the contract amount upon Substantial Completion, less such amounts as ENGINEER shall determine in accordance with paragraph 14.02 of the General Conditions.
- 5.2 Final Payment: Upon final completion and acceptance of the Work in accordance with paragraph 14.07 of the General Conditions, OWNER shall pay the remainder of the value of the Contract Work completed, as recommended by ENGINEER as provided in said paragraph 14.07.

ARTICLE 6 - INTEREST

All monies not paid when due hereunder shall bear interest at the maximum rate allowed by law at the place of the Project, when requested in accordance with ORS 279.

ARTICLE 7 - CONTRACTOR'S REPRESENTATIONS

In order to induce OWNER to enter into this Agreement CONTRACTOR makes the following representations:

- 7.1 CONTRACTOR has familiarized himself with the nature and extent of the Contract Documents, Work, locality, and with all local conditions and federal, state and local laws, ordinances, rules and regulations that in any manner may affect cost, progress or performance of the Work.
- 7.2 CONTRACTOR has studied carefully all reports of investigations and tests of subsurface and latent physical conditions at the site or otherwise affecting cost, progress or performance of the Work which were relied upon by ENGINEER in the preparation of the Drawings and Specifications and which have been identified in the Supplementary Conditions.
- 7.3 CONTRACTOR has made or caused to be made examinations, investigations and tests and studies of such reports and related data in addition to those referred to in paragraph 7.2 as he deems necessary for the performance of the Work at the Contract Price, within the Contract Time and in accordance with the other terms and conditions of the Contract Documents; and no additional examinations, investigations, tests, reports or similar data are or will be required by CONTRACTOR for such purposes.
- 7.4 CONTRACTOR has correlated the results of all such observations, examinations, investigations, tests, reports and data with the terms and conditions of the Contract Documents.
- 7.5 CONTRACTOR has given ENGINEER written notice of all conflicts, errors or discrepancies that he has discovered in the Contract Documents and the written resolution thereof by ENGINEER is acceptable to CONTRACTOR.

ARTICLE 8 - CONTRACT DOCUMENTS

- 8.1 This Agreement (pages ---- to -----, inclusive)
- 8.2 Exhibits to this Agreement.
- 8.3 Performance and other Bonds (pages----- to ----- , inclusive)
- 8.4 Notice of Award.
- 8.5 General Conditions of the Construction Contract (pages ----to ----, inclusive).
- 8.6 Supplementary Conditions (pages ----- to----- , inclusive).

- 8.7 Technical Specifications.
- 8.8 Drawings bearing the following general title: N/A
- 8.9 Addenda numbers ----- to-----
- 8.10 CONTRACTOR'S Bid
- 8.11 Any Modification, including Change Orders, duly delivered after execution of Agreement.

There are no Contract Documents other than those listed above in this ARTICLE 8. The Contract Documents may only be altered, amended or repealed by a Modification (as defined in Article 1 of the General Conditions).

ARTICLE 9 - MISCELLANEOUS

- 9.1 Terms used in this Agreement which are defined in Article 1 of the General Conditions shall have the meanings indicated in the General Conditions.
- 9.2 No assignment by a party hereto of any rights under or interests in the Contract Documents will be binding on another party hereto without the written consent of the party sought to be bound; and specifically by without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.
- 9.3 OWNER and CONTRACTOR each binds himself, his partners, successors, assigns and legal representatives to the other party hereto, his partners, successors, assigns and legal representatives in respect to all covenants, agreements and obligations contained in the Contract Documents.
- 9.4 In the event a suit, arbitration or other legal action is required by either the OWNER or the CONTRACTOR to enforce any provisions of this Agreement, the prevailing parties shall be entitled to all reasonable costs and reasonable attorney's fees upon trial or subsequent appeal.

EXHIBIT 'A'

IN WITNESS WHEREOF, the parties hereto have signed four counterparts of this Agreement.

This Agreement will be effective on _____, 2006.

OWNER:

CITY OF CANBY

By _____

Title _____

Address _____

Attest:

CONTRACTOR

HCI Industrial & Marine Coatings, Inc.

By _____

Title _____

Address _____

(Corporate Seal)

Attest _____

ORDINANCE NO. 1199

AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH HCI INDUSTRIAL & MARINE COATINGS, INC. FOR THE WASTEWATER TREATMENT PLANT 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 Plant; and

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

WHEREAS, four bids were received and opened on December 13, 2005 at 2:00 PM by the City of Canby in the Canby City Hall including the following:

HCI Industrial & Marine Coatings	Brush Prairie, WA	\$36,000
Long Painting Company	Portland, OR	\$38,900
S & K Painting, Inc.	Clackamas, OR	\$74,000
F. D. Thomas Inc.	Medford, OR	\$109,000

WHEREAS, the low responsive bid was received from HCI Industrial & Marine Coatings, Inc. in the amount of thirty six thousand dollars; and

WHEREAS, the Canby City Council, acting as the City's Contract Review Board, met on Wednesday, January 4th, 2006, 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 HCI Industrial & Marine Coatings, Inc.; 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 HCI Industrial & Marine Coatings, Inc. for clarifier coating system repairs as specified, for the bid amount of \$36,000. A copy of the contract with HCI Industrial & Marine Coatings, Inc. is attached hereto and marked as Exhibit "A" and by this reference incorporated herein.

Section 2. Inasmuch as it is in the best interest of the citizens of Canby, Oregon, to

complete this project as soon as possible, an emergency is hereby declared to exist and this ordinance shall therefore take effect immediately upon its enactment after final reading.

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, January 4, 2006; ordered posted as required by the Canby City Charter and scheduled for second reading on Wednesday, January 18th, 2006, 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 Pro-Tem

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 18th day of January, 2006, by the following vote:

YEAS _____ NAYS _____

Melody Thompson, Mayor

ATTEST:

Kimberly Scheafer
City Recorder Pro-Tem