

## **AGENDA**

### **CANBY CITY COUNCIL MEETING**

**October 19, 2005, 7:30 P.M.**

**Council Chambers**

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

*Mayor Melody Thompson*

*Council President Teresa Blackwell*

*Councilor Randy Carson*

*Councilor Walt Daniels*

*Councilor Roger Harris*

*Councilor Georgia Newton*

*Councilor Wayne Oliver*

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### **WORKSHOP**

**6:30 P.M.**

**City Hall Conference Room**

**182 N Holly**

The City Council will be meeting in a workshop session to discuss Sister City activities.

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### **CITY COUNCIL MEETING**

**1. CALL TO ORDER**

A. Pledge of Allegiance and Moment of Silence

B. Employee of the Month Presentation

Pg. 1

**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 \$359,216.75

B. Approval of Minutes of the September 28 City Council Workshop

C. Approval of Minutes of the October 5 City Council Regular Meeting

D. Appointment to Park & Recreation Advisory Board

Pg. 2

**7. PUBLIC HEARINGS**

- A. Vacation of Right-of-Way at 900 NE 10<sup>th</sup> Avenue (Welch) Pg. 3
- B. Vacation of Right-of-Way at 370 SW 9<sup>th</sup> Avenue (Patterson) Pg. 14
- C. Sale of Tax Lot 1823 of Tax Map 3 1E 34C Property Pg. 23

**8. RESOLUTIONS & ORDINANCES**

- A. Res. 911, Calling for Bonneville Power Administration to set a target rate of \$27/MWh Pg. 36
- B. Res. 912, Declaring Certain Real Property Not Needed for Public Use Pg. 35
- C. Ord. 1191, Vacating Ten Feet of the Public Right-of-Way on the West Side of Oak Street Fronting Tax Lot 1200 of Map 3-1E-33AA Pg. 5
- D. Ord. 1192, Vacating Ten Feet of the Public Right-of-Way on the East Side of South Fir Street Fronting Tax Lot 100 of Map 4-1E-04AC Pg. 16
- E. Ord. 1193, Amending the Zoning Map to Change the Zoning Boundary Between the Heavy Commercial Zone and the Light Industrial Zone. The Zoning District Boundary Shift Affects Tax Lots 400, 500, 600, 601 and 602 of Tax Map 4-1E-05A, Located at the SW Corner of Highway 99E and S Berg Parkway Pg. 42

**9. NEW BUSINESS**

- A. Discussion of Sign Regulations/Political Signs Pg. 55

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

**11. CITIZEN INPUT**

**12. ACTION REVIEW**

**13. EXECUTIVE SESSION: 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](http://www.ci.canby.or.us).

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

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Name of Nominee: Judi Christiansen

Date: July 13, 2005

Department: Administration

Nominated By: Kim Scheafer

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

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

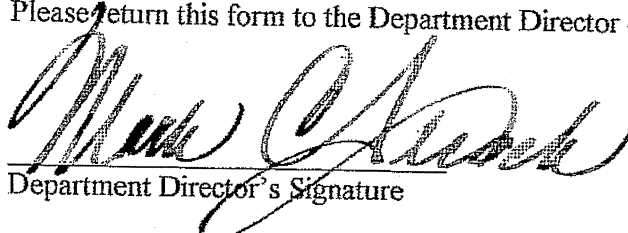
Can you please explain in 3 or 4 more detailed sentences, why you think this person should be nominated for "Employee of the Month", especially as it relates to the item(s) you checked above. Please attach an additional sheet if necessary.

*Judi goes above and beyond in delivering excellent customer service to staff and citizens that come into City Hall or call on the phone. On several occasions I have heard citizens thank Judi for her follow-through in making sure that their questions are answered. Judi has been a positive addition to City Hall and our commitment to Customer Service.*

*Recently a new business owner commented about how helpful Judi was when she applied for her business license.*

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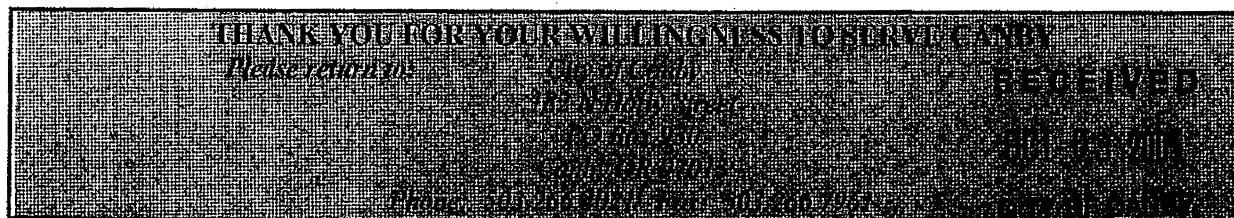
Please return this form to the Department Director of the nominee.

  
Department Director's Signature

  
Date

<p align="center"><b>City of Canby</b>  <b>Application</b>  Boards/Committees/Commissions/Council</p>				
Date: September 28, 2005				
Name: John Ziehl		Occupation: Director of Customer Service		
Home Address:		Canby	OR	97013
	Address	City	State	Zip
Employer:	Serveron Corp.		Position: Director of Customer Service	
Daytime Phone:		Evening Phone:		
Email Address: fullofzeal@canby.com				
For which position are you applying? Park & Rec Committee Board Seat				
<p>What are your community interests (committees, organizations, special activities)? I have assisted my wife with the Kiwanis Food &amp; Toy drive the past two years, and am serving on the committee again this year. My children and step-children are involved in various sporting activities in the community and I have assisted with those in various roles.</p>				
<p>Experience and educational background: I have extensive experience related to park and rec through design and landscape of many yards - both personally and as side jobs for many years. Professionally I have a long history in customer service.</p>				
<p>Reason for your interest in this position: My desire to become more involved in the community, and to contribute to community projects.</p>				
List any other City or County positions on which you serve or have served: None				
Information on any special membership requirements: None				
Referred by (if applicable): Beth Saul (through my wife, Sheri Ziehl)				

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





# MEMORANDUM

**TO:** Honorable Mayor Thompson and City Council  
**FROM:** Kevin C. Cook, Associate Planner  
**THROUGH:** John Williams, Community Development & Director  
**DATE:** September 12, 2005

Issue: Adoption of Ordinance 1191 vacating 10 feet of right-of-way to Thomas Welch.

Synopsis: Mr. Welch, owner of 900 NE 10<sup>th</sup> Avenue (3-1E-33AA Tax Lot 1200) is requesting a partial vacation of the public right-of-way along North Oak Street. The vacation involves a 10 foot wide strip of land fronting lot 1200 along North Oak Street. The majority of streets in Canby have a right-of-way width of 40 feet.

North Oak Street has a right-of-way width of 60 feet but only utilizes 40 feet. Mr. Welch intends to partition lot 1200 and while there is currently enough area on the lot to create a partition, the newly created lot would need to be somewhat 'L' shaped in order to achieve the minimum square footage of 7000 sq. ft. The addition of 10 feet of unused right of way would allow Mr. Welch to create a partition that would conform to the traditional rectangular configuration for lots.

Recommendation: Staff recommends that the City Council approve Ordinance 1191.

Rationale: Even though this is not a typical street vacation, we have followed the requirements of the state in pursuing this request, including posting notice on the property, running ads in the paper, and holding a public hearing. The applicant has gathered more than the minimum required two-thirds of signatures from the affected property owners and will pay for all costs associated with the vacation.

The street is fully built out and will never expand beyond its current width. In addition to Mr. Welch's desire to add more area to his property, another issue is that of required setbacks. Setbacks are measured from the property line rather than from the street and as a result, property owners along North Oak are forced to locate structures 10' farther back from the street than other residential properties around the City. In November of 2004 the Council approved a 10 foot wide right-way-vacation for 1315 North Oak, a few lots north of the subject property.

If the Council approves Ordinance Number 1191, staff will require the property owner to prepare and record new legal descriptions that accurately vacate and rededicate the property and all affected utility and pedestrian easements.

- Options:
1. Deny the request. Staff knows no reason that the City needs to retain this area, and does not recommend this course of action.
  2. Approve the request as proposed or with added conditions. Staff recommends the Council approve Ordinance 1191 as proposed.

Attached: Ordinance 1191; petition; site maps

**ORDINANCE NO. 1191**

**AN ORDINANCE VACATING TEN FEET OF THE PUBLIC RIGHT-OF-WAY ON THE WEST SIDE OF OAK STREET FRONTING TAX LOT 1200 OF MAP 3-1E-33AA.**

**WHEREAS**, the City presently owns a 10 foot wide portion of right-of-way as shown in Exhibit "A" on the west side of Oak Street fronting Tax Lot 1200 of Map 3-1E-33AA; and

**WHEREAS**, a petition for vacation of ten feet of this right-of-way was filed by Thomas A. Welch on September 8, 2005; and,

**WHEREAS**, the petition was reviewed by the City Staff and the petition was found to be complete and more than two-thirds of the affected property owners were in agreement with the petition; and,

**WHEREAS**, the vacation is requested to comply with the original intention of the subdivision plat and return the 10 feet of unneeded right-of-way to this property; and,

**WHEREAS**, notice of a public hearing was published for two (2) consecutive weeks in the Canby Herald newspaper and posted on the property; and,

**WHEREAS**, a public hearing was held on this matter before the Canby City Council on October 19, 2005 and all statutory requirements for the vacation were found to be met; now therefore

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

The public right-of-way as shown in attached as Exhibit "A", shall be vacated and title to the vacated property shall attach to the neighboring property described as Tax Lot 1200 of Map 3-1E-33AA.

**SUBMITTED** to the City Council and read the first time at a regular meeting thereof on Wednesday, October 19, 2005; ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the City of Canby Charter and to come before the City Council for final reading and action at the regular meeting thereof on Wednesday, November 2, 2005; commencing after the hour of 7:30 P.M., at the City Council's Chambers at Canby City Hall, 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 November 2, 2005 by the following vote:

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

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

ATTEST:

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

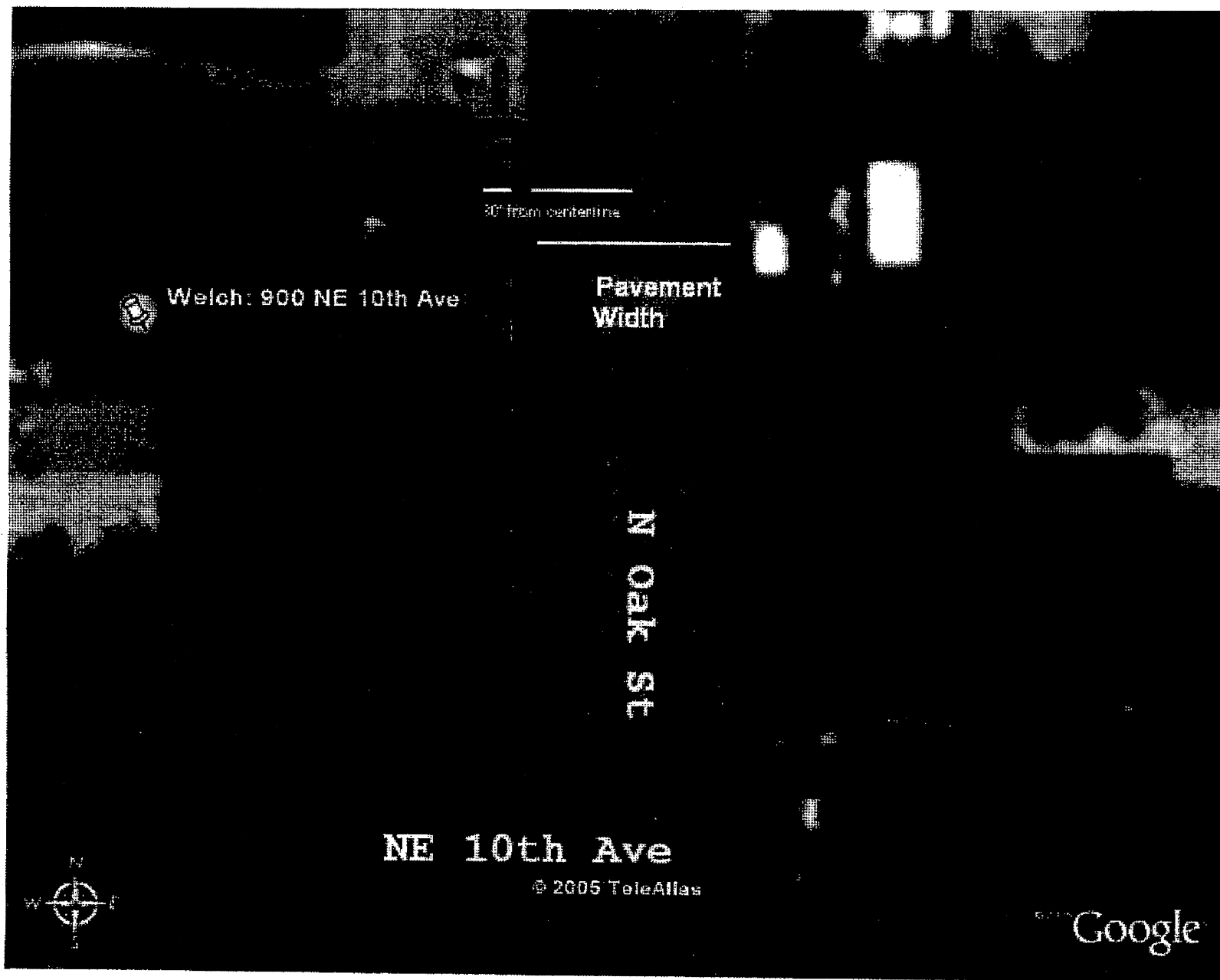


EXHIBIT "A"

## *Adjacent Property Owners*

BURR JEANNIE B & BRUCE O  
1190 N OAK ST  
CANBY OR 97013

WEINBERG MARK J  
1140 N OAK ST  
CANBY OR 97013

SHULL ANDREW U & DANIELLE U  
959 NE OAK CIR  
CANBY OR 97013

HANTHORN DAVID J & SARAH E  
1160 N OAK ST  
CANBY OR 97013

WALCH FLORENCE L  
1135 N OAK ST  
CANBY OR 97013

BOWMAN JOAN E  
965 NE OAK CIR  
CANBY OR 97013

HEYERLY KEITH E CO-TRUSTEE  
1205 N OAK ST  
CANBY OR 97013

SHOLLENBERGER ROBERT A & RAGNA  
1095 N OAK ST  
CANBY OR 97013

KELLY TIMOTHY J & COLLEEN R  
969 NE OAK CIR  
CANBY OR 97013

MUSSELMAN JANENE J & JAMES C  
1185 N OAK ST  
CANBY OR 97013

WELCH THOMAS A TRUSTEE  
26496 S HWY 170  
CANBY OR 97013

NEUBERGER SHERRI L  
975 NE OAK CIR  
CANBY OR 97013

WILLIAMS RALPH C & SANDRA K  
1155 N OAK ST  
CANBY OR 97013

ROBISON CHAD J & HEATHER L  
880 NE 10TH AVE  
CANBY OR 97013

LUNDSTEN MARK O & PAMELA G  
1050 N NOBLE CT  
CANBY OR 97013

CITY OF CANBY  
PO BOX 930  
CANBY OR 97013

NICHOLAS FRANK K SR & ALBERTA  
917 NE 10TH AVE  
CANBY OR 97013

BRESHEARS MICHAEL R & IRENE S  
1000 NE 10TH AVE  
CANBY OR 97013

NICHOLAS FRANK K JR & JULIE R  
925 NE 10TH AVE  
CANBY OR 97013

NEWBRY CHARLES A & PENNY L  
984 NE 10TH AVE  
CANBY OR 97013

RYDQUIST SUSIE V  
935 NE 10TH AVE  
CANBY OR 97013

KLAETSCH MAX M & JANET L  
1120 N OAK ST  
CANBY OR 97013

KLEM WAYNE S & BLANCHE P SABO  
PO BOX 283  
CANBY OR 97013

NICHOLS BARBARA  
1100 N OAK ST  
CANBY OR 97013

BRISTOL LINDA  
955 NE OAK CIR  
CANBY OR 97013

WELCH LIVING TRUST  
Thomas A Welch, Trustee  
9264 S. Centennial Lane  
Canby, OR 97013-8355

August 27, 2005

City of Canby Community Development  
182 N. Holly St.  
Canby, Oregon 97013

Petition for Street Vacation: 900 NE 10th Ave., Canby Oregon 97013

Our request is to vacate 10 feet of the City's street right of way. The property is located in Tract 67, Canby Gardens; map Number 31E33AA01200, 900 NE 10th Avenue. This is the Southwest corner lot at the intersection of 10th Avenue and N. Oak Street

We wish to make a minor partition in the current lot and this would allow us to request a rectangular lot of 7,000 square feet instead of an L shaped flag lot. We would also be able to access this lot from Oak Street. The set backs would comply with the City of Canby's current set back requirements.

Abutting property owners:

Name: <u>Linda Cristol</u>	Name: <u>Joan &amp; Bowman</u>
Address: <u>955 NE Oak Cir</u>	Address: <u>965 NE Oak Cir</u>
Canby, Oregon 97013	Canby, Oregon 97013
Telephone No. (503) <u>263 1277</u>	Telephone <u>503-266-3972</u>
No. (503) _____	_____
Signature <u>Linda Cristol</u>	Signature <u>Joan Bowman</u>

Name: <u>Shelli Neuberger</u>	Name: <u>Lucie V. Rydgren</u>
Address: <u>975 NE Oak Cir</u>	Address: <u>925 NE 10th Ave</u>
Canby, Oregon Name: 97013	Canby Oregon 97013
Telephone No (503) <u>651 3072</u>	Telephone No. (503) <u>266-4446</u>
Signature <u>Shelli Neuberger</u>	Signature <u>Lucie V. Rydgren</u>

Name: Florence L. Hatch

Address: 1135 N Oak St.

Canby, Oregon 97013

Telephone No. (503) 651-2557

Signature: Florence L. Hatch

Name: Gredie Heyerly

Address: 1205 N Oak

Canby, Oregon 97013

Telephone No. 651-2462

Signature: Gredie Heyerly

Name: Bruce O. Burr

Address: 1190 N Oak

Canby, Oregon 97013

Telephone No (503) \_\_\_\_\_

Signature Bruce O Burr

Name: Chad Robison

Address: 880 NE 10th

Canby, Oregon 97013

Telephone No. 263-6407

Signature Chad

Name: James C Musselman

Address: 1185 N Oak

Canby, Oregon 97013

Telephone No. (503) \_\_\_\_\_

Signature James C Musselman

Name: Wayne Klem

Address: 949 NE Oak Circle

Canby, Oregon 97013

Telephone No. \_\_\_\_\_

Signature Wayne D. Klem

Name: Danielle Shull

Address: 959 NE Oak Circle

Canby, Oregon 97013

Telephone No. (503) \_\_\_\_\_

Danielle Shull

Name: Colleen Kelly

Address: 969 NE Oak Circle

Canby, Oregon 97013

Telephone No. (503) \_\_\_\_\_

Colleen Kelly



WELCH LIVING TRUST  
Thomas A Welch, Trustee  
9264 S. Centennial Lane  
Canby, OR 97013-8355

August 27, 2005

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We wish to make a minor partition in the current lot and this would allow us to request a rectangular lot of 7,000 square feet instead of an L shaped flag lot. We would also be able to access this lot from Oak Street. The set backs would comply with the City of Canby's current set back requirements.

Abutting property owners:

Name: Mark Wemberg  
Address: 1140 N. Oak St.  
Canby, Oregon 97013  
Telephone No. (503) 266-1285  
No. (503)                       
Signature [Signature]

Name: Mark Lundsten  
Address: 1050 N. Noble Ct.  
Canby, Oregon 97013  
Telephone                       
Signature [Signature]

Name: Frank Nicholas  
Address 912 NE 10th  
Canby, Oregon Name: 97013  
Telephone No (503)                       
Signature [Signature]

Name: MAX M KLAETSCH  
Address: 1120 N. OAK  
Canby Oregon 97013  
Telephone No. (503) 266-8855  
Signature [Signature]

Page 2 Petition for Street Right of Way Street  
Vacation

WELCH LIVING TRUST  
Thomas A. Welch Trustee  
9264 S. Centennial Lane  
Canby, Oregon 97013-8355

Name: Michael Breshears  
Address: 1000 N.E. 10<sup>th</sup> Ave  
Canby, Oregon 97013  
Telephone No. (503) 266-4527  
Signature: [Signature]

Name: BEVERLY A. WELCH  
Address: 9264 S CENTENNIAL LN  
Canby, Oregon 97013  
Telephone No. 266-2110  
Signature: [Signature]

Name: Frank K Nicholas JR  
Address: 925 NE 10<sup>th</sup>  
Canby, Oregon 97013  
Telephone No (503) 266-6755  
Signature: [Signature]

Name: DANE HANNAH  
Address: 1160 N OAK Pt  
Canby, Oregon 97013  
Telephone No. (503) 651 3970  
Signature: [Signature]

Name: RALPH C WILLIAMS  
Address: 1155 N. OAK ST.  
Canby, Oregon 97013  
Telephone No. (503) 266-5072  
Signature: [Signature]

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Canby, Oregon 97013  
Telephone No. \_\_\_\_\_  
Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Canby, Oregon 97013  
Telephone No. (503) \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Canby, Oregon 97013  
Telephone No. (503) \_\_\_\_\_

WELCH LIVING TRUST  
Thomas A Welch, Trustee  
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We wish to make a minor partition in the current lot and this would allow us to request a rectangular lot of 7,000 square feet instead of an L shaped flag lot. We would also be able to access this lot from Oak Street. The set backs would comply with the City of Canby's current set back requirements.

Abutting property owners:

Name: Robert & Ragna Shollernberger  
Address: 1095 N Oak Street  
Canby, Oregon 97013  
Telephone No. (503) 266-3692

Name: Barbara Nichols  
Address: 1100 N Oak Street  
Canby, Oregon 97013  
Telephone No. (503) 266-6670

Signature Ragna Shollernberger Signature: Barbara Nichols

Name: Charles & Penny Newbry  
Address: 984 NE 10th Avenue  
Canby, Oregon 97013  
Telephone No. (503) \_\_\_\_\_

Signature \_\_\_\_\_

# MEMORANDUM

**TO:** Honorable Mayor Thompson and City Council  
**FROM:** Kevin C. Cook, Associate Planner  
**THROUGH:** John Williams, Community Development & Director  
**DATE:** September 12, 2005

Issue: Adoption of Ordinance 1192 vacating 10 feet of right-of-way to Sean and Rita Patterson.

Synopsis: The Pattersons, owners of 370 SW 9<sup>th</sup> Avenue (4-1E-04AC Tax Lot 100) is requesting a partial vacation of the public right-of-way. The vacation involves a 10 foot wide strip of land fronting lot 100 along the east side of S Fir Street.

S Fir Street has a right-of-way width of 60 feet at the intersection of SW 9<sup>th</sup> Ave. and widens to 90 feet wide at the northern end of the property's frontage. Only 40 feet of right-of-way is actually utilized. The majority of streets in Canby have a right-of-way width of 40 feet. The Pattersons intend to utilize the extra 10' in order to correct a setback violation. A residential addition has been halted until the setback issue can be resolved.

Recommendation: Staff recommends that the City Council approve Ordinance 1192.

Rationale: Even though this is not a typical street vacation, we have followed the requirements of the state in pursuing this request, including posting notice on the property, running ads in the paper, and holding a public hearing. The applicant has gathered more than the minimum required two-thirds of signatures from the affected property owners and will pay for all costs associated with the vacation.

The street is fully built out and will never expand beyond its current width. The added 10 feet of property width would allow the Pattersons to complete their addition in compliance with setback requirements. Setbacks are measured from the property line rather than from the street and as a result, property owners along S Fir Street are forced to locate structures 10 feet farther back from the street than other residential properties around the City. The City Council has approved this type of vacation before; most recently in November of 2004.

If the Council approves Ordinance Number 1192, staff will require the property owner to prepare and record new legal descriptions that accurately vacate and rededicate the property and all affected utility and pedestrian easements.

Options:

1. Deny the request. Staff knows no reason that the City needs to retain this area, and does not recommend this course of action.
2. Approve the request as proposed or with added conditions. Staff recommends the Council approve Ordinance 1192 as proposed.

Attached:

Ordinance 1192; petition; site maps

**ORDINANCE NO. 1192**

**AN ORDINANCE VACATING TEN FEET OF THE PUBLIC RIGHT-OF-WAY ON THE EAST SIDE OF SOUTH FIR STREET FRONTING TAX LOT 100 OF MAP 4-1E-04AC.**

**WHEREAS**, the City presently owns a 10 foot wide portion of right-of-way as shown in Exhibit "A" on the east side of South Fir Street fronting Tax Lot 100 of Map 4-1E-04AC; and

**WHEREAS**, a petition for vacation of ten feet of this right-of-way was filed by Sean and Rita Patterson on September 9, 2005; and,

**WHEREAS**, the petition was reviewed by the City Staff and the petition was found to be complete and more than two-thirds of the affected property owners were in agreement with the petition; and,

**WHEREAS**, the vacation is requested to comply with the original intention of the subdivision plat and return the 10 feet of unneeded right-of-way to this property; and,

**WHEREAS**, notice of a public hearing was published for two (2) consecutive weeks in the Canby Herald newspaper and posted on the property; and,

**WHEREAS**, a public hearing was held on this matter before the Canby City Council on October 19, 2005 and all statutory requirements for the vacation were found to be met; now therefore

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

The public right-of-way as shown in Exhibit "A", shall be vacated and title to the vacated property shall attach to the neighboring property described as Tax Lot 100 of Map 4-1E-04AC.

**SUBMITTED** to the City Council and read the first time at a regular meeting thereof on Wednesday, October 19, 2005; ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the City of Canby Charter and to come before the City Council for final reading and action at the regular meeting thereof on Wednesday, November 2, 2005; commencing after the hour of 7:30 P.M., at the City Council's Chambers at Canby City Hall, 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 November 2, 2005 by the following vote:

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

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

ATTEST:

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

# Taxlot Query

Scale Screens Help

Q Q Q Q Q Q Q Q Q Q Taxlots tln0

Owner: PATTERSON SEANE & RITA C

Site Address: 370 SW 9TH AVE

Lot Number: 41E04AC00100

Search Geocode Clear

g Code(s): Flood Plain: UGB:

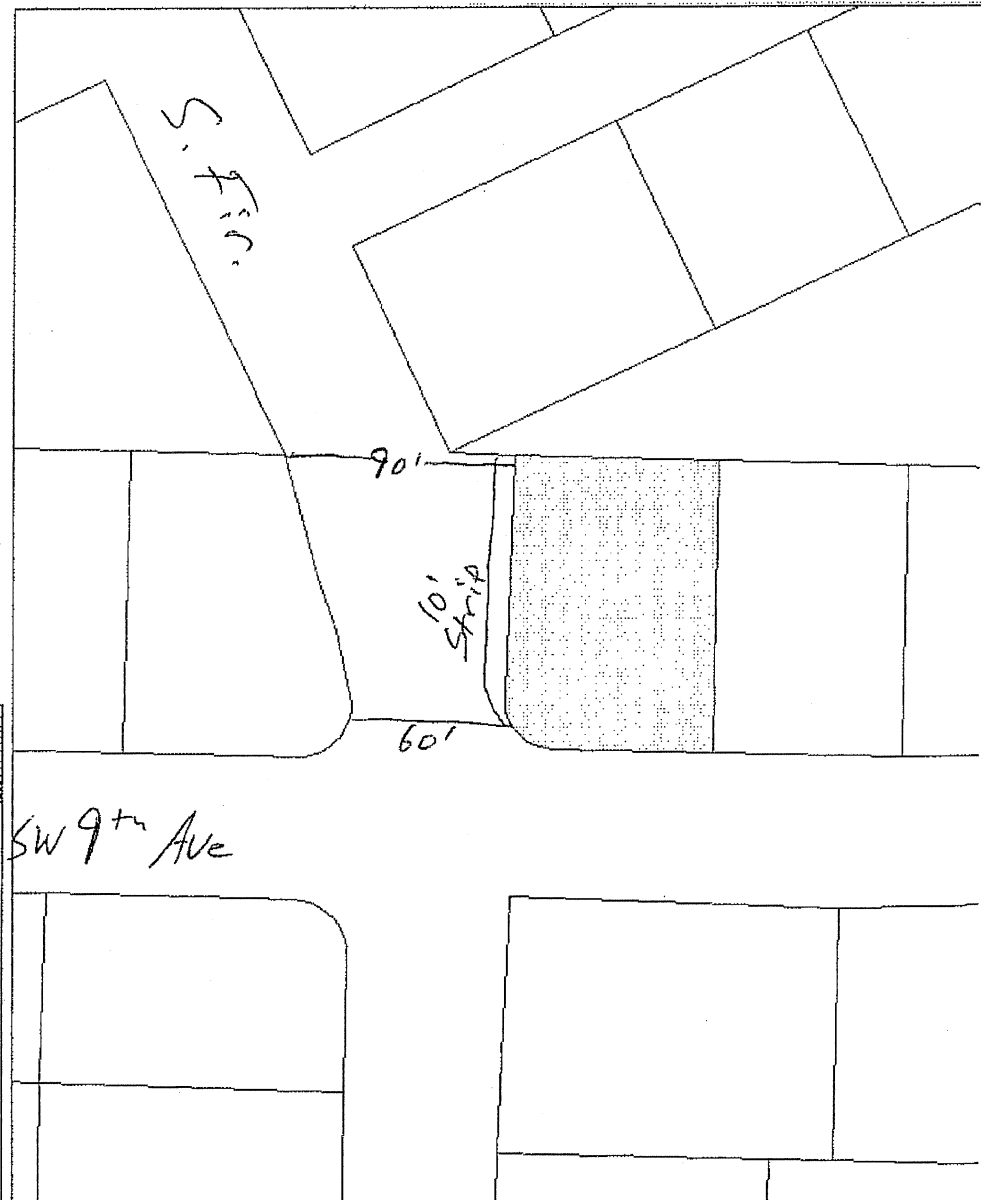
Overlay Acres No In 0.21

de Districts for code # 86002

Canby Fire Dist #62  
Blue Heron Recreation Dist #1  
Canby  
Unknown  
Unknown  
City  
City  
Canby Disposal  
Canby

3 of 3

Name	Site Address	Tax
HALL JOAN F	370 SE BOULEVARD WAY	34E
AROL J	370 SW 6TH AVE	41E
PATTERSON SEANE & RITA C	370 SW 9TH AVE	41E

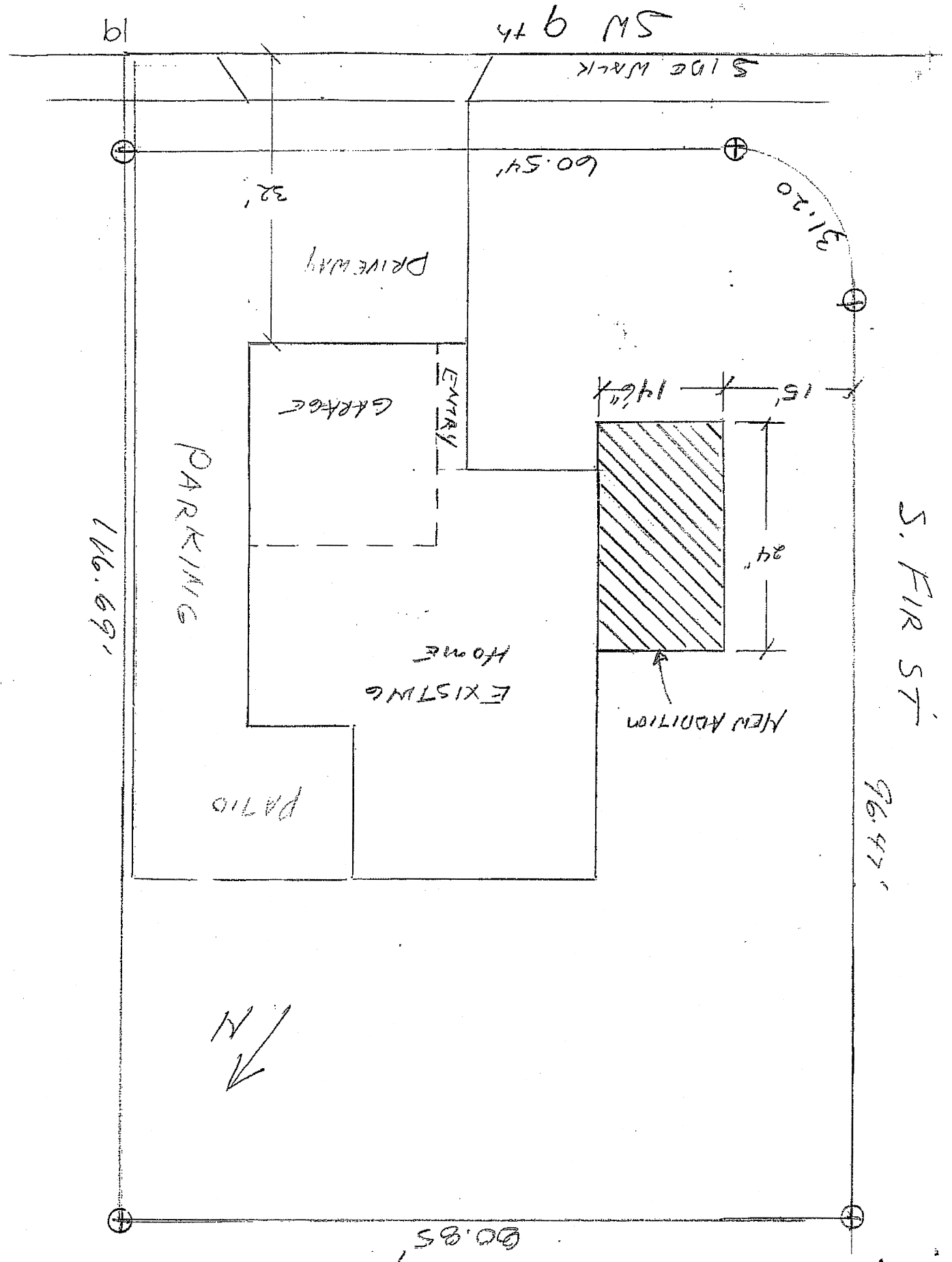


View Data Report Tax Map Taxlot Urban County

7,637,526 Y:587,136 Status: Ready Identify: Taxlots Map Quick Keys: (Shift= Pan)

EXHIBIT "A"





GARDNER GREGORY D & REBECCA A  
801 S GRANT ST  
CANBY OR 97013

VANDEKAMP TIMOTHY JAMES & KRISTIE  
1000 S FIR ST  
CANBY OR 97013

MCNEILL BRENT  
417 SW 9TH AVE  
CANBY OR 97013

GOFF DELBERT N & DEBORAH L  
714 S FIR ST  
CANBY OR 97013

POSTLEWAIT DAN W & JULIE A  
970 S FIR ST  
CANBY OR 97013

DUBUY JON C & CAROL L  
923 S FIR ST  
CANBY OR 97013

BARTON DANIEL F  
390 SW 7TH AVE  
CANBY OR 97013

LALLY BRIAN P  
840 S FIR  
CANBY OR 97013

GOSS TRUST  
18300 NW ONEIL HWY  
REDMOND OR 97756

RUGGLES RAYMOND R TRUSTEE  
680 S FIR ST  
CANBY OR 97013

BUDRIUS WILLIAM J  
405 SW 6TH AVE  
CANBY OR 97013

ELLIS RICHARD JAY & LAUREL RUTH  
CONCEPCION  
SOUTH AMERICA 0

VINCENZI VIOLA M TRUSTEE  
672 S FIR ST  
CANBY OR 97013

KNOX THERESA M & ALFRED B  
635 S FIR ST  
CANBY OR 97013

TURNER CARMEN  
939 S FIR ST  
CANBY OR 97013

PATTERSON SEAN E & RITA C  
370 SW 9TH AVE  
CANBY OR 97013

ATKINS KOBV V & JACKIE L  
683 S FIR ST  
CANBY OR 97013

FRYE JASON  
983 S FIR ST  
CANBY OR 97013

NORRIS WILLIAM G & PATRICIA E  
PO BOX 672  
CANBY OR 97013

REIF WILLIAM C  
701 S FIR ST  
CANBY OR 97013

BILBERRY SHARYON  
855 S GRANT ST  
CANBY OR 97013

BAKER SCOTT & ANGELA  
412 SW 7TH AVE  
CANBY OR 97013

REICH ERIC J & SHERRI R  
PO BOX 912  
CANBY OR 97013

SHIELDS MIKE J & LINDA ANN  
410 SW 9TH AVE  
CANBY OR 97013

BEAUDRY FRANK J & SHELBY J  
1024 S FIR ST  
CANBY OR 97013

BERTOLO ANGELO II & BARBARA A  
PO BOX 1032  
CANBY OR 97013

20



September 9, 2005

City of Canby Community Development  
170 NW 2<sup>nd</sup> Ave  
Canby, OR 970-13

Petitioner's name; Sean & Rita Patterson  
370 SW 9<sup>th</sup> Canby, OR 97013

Petition for Street Vacation; 370 SW 9<sup>th</sup> & Fir Street

Our request is to vacate 10' of the city's street right of way. The property is located in the Pitts Subdivision, Block 1, Lot 100 (Tax lot 100 of map 4-1E-04AC). The City of Canby has a triangular shape piece of property on the Fir street side of the petitioners property and it is along this side that the right of way vacation is being requested. The petitioners are requesting this vacation of right of way as to allow the building of a 24' x 14' 6" addition to their existing residence. This change would make the new construction possible in order to meet set back requirements of the city code.

Sincerely,

*Sean Patterson, Rita Patterson*

Contractor; Ken Hostetler Construction, Inc.

*Keneth D. Hostetler*

<i>Pat + Bill Norrie</i>	<i>350 S.W. 9<sup>th</sup></i>
<i>Becky Jordan</i>	<i>801 S. Grant - Canby</i>
<i>Sharon Reich</i>	<i>1050 S. Fir St Canby</i>
<i>[Signature]</i>	<i>939 S. FIR ST. CANBY</i>
<i>[Signature]</i>	<i>1024 S. FIR ST. CANBY</i>
<i>[Signature]</i>	<i>935 S. FIR ST CANBY, OR</i>
<i>[Signature]</i>	<i>923 S. Fir Canby</i>
<i>[Signature]</i>	<i>417 SW 9th Ave Canby, OR</i>
<i>Angels Bertels</i>	<i>928 SW 9th Ave Canby, OR</i>
<i>Linda Shields</i>	<i>410 SW 9th Ave Canby, OR</i>

at

September 9, 2005

City of Canby Community Development  
170 NW 2<sup>nd</sup> Ave  
Canby, OR 970-13

Petitioner's name; Sean & Rita Patterson  
370 SW 9<sup>th</sup> Canby, OR 97013

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Sincerely,

*Sean Patterson, Rita Patterson*

Contractor; Ken Hostetler Construction, Inc.

*Kenneth D. Hostetler*

<i>[Signature]</i>	409 SW 7 <sup>th</sup> AVE	CANBY OR 97013
<i>[Signature]</i>	412 SW 7 <sup>th</sup> Ave	Canby OR 97013
<i>Alfred B. Knap</i>	638 S. Fir	Canby OR
<i>James McGowan</i>	672 S. Fir	Canby
<i>Larry Juggles</i>	680 S. Fir	CANBY, OR.
<i>[Signature]</i>	714 S. Fir	Canby OR
<i>Debbie Pearson</i>	855 S Grant	Canby, OR

Memo to: Mayor and City Council

From: John Kelley, City Attorney 

Date: October 4, 2005

Re: Sale of property to Dr. Donald D. Perman

If you recall, some months ago Dr. Perman approached the City with an informal request to purchase an approximately 28,314 square foot piece of property from the City located off South Redwood Street. The City's piece, (Tax Lot 1823), borders some additional property he is buying to build a Healthcare Village located on South Redwood Street between SE Third and SE Fourth Streets. The Council at that time said they would consider sale of the property to Dr. Perman, but an appraisal was needed to determine fair market value. Dr. Perman had an MAI appraisal completed at his expense by RSP & Associates of Wilsonville. He has submitted a letter through his attorney, Aaron Bell, dated September 28, 2005, formally offering to purchase the parcel for the appraised price of \$99,000.00.

Although property in that area is selling for approximately \$8.00 per square foot, due to the lack of access or frontage on a public road, the appraised value of the City's parcel is based upon a figure of \$3.50/square foot. The appraiser's argument is that the property is only valuable when used in combination with adjacent property that has access to Redwood Street. Staff believes that is a reasonable assumption and concurs with the appraised value.

ORS 221.310 requires first, a determination by the Council that the property is "not needed for public use". A motion would be in order to approve Resolution No. 912 which declares the property "not needed". Following the approval of the resolution, a public hearing is required in accordance with ORS 221.725 before the property can be sold. The public hearing should be opened for public comment at that time. I will deliver the staff report. Following my report and any public comment, the Council may then discuss whether to sell the parcel to Dr. Perman as requested in his letter.

Dr. Perman's land use application for his Healthcare Village was conditionally approved by the Planning Commission on August 8, 2005, contingent on the City selling Tax Lot 1823 to him. The Planning Staff believes there is no need for this parcel and also recommends the Council sell it to Dr. Perman as requested.

If you decide to sell the property to Dr. Perman, the proper motion should state as follows:

**"I move we direct the City Attorney and City Administrator to complete a sale of Tax Lot 1823 of Tax Map 3 1E 34C consisting of 28,314 square feet, more or less, of vacant , unimproved property to Dr. Donald Perman for the sum of \$99,000.00."**

I have included with this report, a copy of the offer letter from attorney Aaron Bell, a legal description of the parcel to be sold, a plat map showing the location of the subject property and Resolution No. 912. I will have the appraisal at the meeting if anyone wishes to see it.

If you have any questions about this hearing, please call me at (503) 266-4024 x 254.

**BELL LAW FIRM, P.C.**

**Aaron J. Bell**

ATTORNEY AT LAW

Oregon and Washington State Bars

Telephone: (503) 266-3456  
Cellular Phone: (503) 522-7105

273 N. GRANT STREET  
P. O. BOX 729  
CANBY, OREGON 97013

Facsimile: (503) 266-266-8555  
e-mail: [ajb@canbylaw.com](mailto:ajb@canbylaw.com)

September 28, 2005

**VIA HAND DELIVERY**

Canby City Council  
City of Canby  
182 N. Holly  
Canby, OR 97013

Re: Tax Lot 3 1E 34C 1823

Dear Council Members:

We represent Dr. Donald Perman with regard to the above-referenced Tax Lot now owned by the City of Canby. The above-referenced Tax Lot is more specifically described on Exhibit "A" hereto. Dr. Perman wishes to purchase the Tax Lot from the City of Canby for the purchase price of ninety-nine thousand and no/100 dollars (\$99,000.00), payable in cash at a closing conducted as soon as reasonable possible following the approval of this sale and the execution of an Earnest Money and Purchase Agreement between Dr. Perman, or his assignee, and the City of Canby. A copy of the Appraisal Addendum of RSP & Associates, LLC, specifically concerning the Tax Lot and substantiating the purchase price of \$99,000.00, is attached hereto as Exhibit "B".

We request the City Council undertake the process necessary to authorize the City of Canby to enter into an Earnest Money and Purchase Agreement with Dr. Perman or his assigns on terms including those described in this letter. Specifically, we request the City Council consider the sale of the Tax Lot necessary or convenient and that the City Council publish a notice of the proposed sale and hold a public hearing concerning the sale as soon as reasonably practicable. Through John Kelley, City Attorney, I am happy to answer any questions, address any concerns regarding this letter, or provide to the City Council any additional information it may need to complete its process for approval of this sale.

Very truly yours,

  
Aaron J. Bell

cc: Dr. Donald Perman; John H. Kelley

Exhibit "A"

**Legal Description of Tax Lot 3 1E 34C 1823**

with Lot Line Adjustment between:

City of Canby Tax Lot 3 1E 43C 100

to

City of Canby Tax Lot 3 1E 34C 1823

July 2005

Commencing at the northwest corner of Parcel 3 of Partition Plat 2003-26, Clackamas County, Oregon, thence N 89° 41' 45" E along the N boundary of said Parcel 3, a distance of 65.27 feet more or less to the southwest corner of that tract of land conveyed to the City of Canby under fee number 98-054487, Clackamas County Deed Records, said point being the true point of beginning, thence N 00° 18' 43" W, 60.00 feet to the northwest corner of said Canby tract, said point also being a southwest corner of that tract of land conveyed to the City of Canby under fee number 88 39752, Clackamas County Deed Records, thence N 17° 49' 42" W along the western boundary of said tract a distance of 52.80 feet, thence N 89° 41' 17" E a distance of 223.98 feet, thence S 39° 25' 33" E a distance of 142.22 feet more or less to the northeast corner of Parcel 3 of Partition Plat 2003-26, thence S 89° 41' 17" W along the north boundary of said Parcel 3 a distance of 297.81 to the point of beginning. Said parcel contains 28,314 square feet more or less.



Exhibit "B"



RSP & Associates LLC

AGC Center  
9450 SW Commerce Circle, Suite 101  
Wilsonville, OR 97070  
(503) 582-8944 / fax (503) 582-0944

June 1, 2005

Mid-Valley Bank  
Attn: Mr. Andy Bennett  
2535 Newberg Highway  
Woodburn, Oregon 97071

**Subject: Appraisal Addendum - Valuation of City Parcels**

Dear Mr. Bennett:

Pursuant to your request and behalf of your client (Dr. Donald Perman), please accept this letter as an attachment to the prior appraisal of the commercial land assemblage along Redwood Street in Canby, Oregon. This letter is not intended to be a stand-alone appraisal, and must be attached to the original report (AF#050104.rsp) to be fully understood and utilized. The original report contains market area information, legal reference, descriptions, visual exhibits and market data pertinent to this supplemental analysis. The same Assumptions and Limiting Conditions apply, as well as the Appraiser Certification.

It is our understanding that the City of Canby requires an independent valuation of the parcel(s) to be acquired by Dr. Perman prior to consummation of a future sale. The property in question consists of 28,314 SF and is identified as Tax Lot 100 on Map Number 3S-1E-34C. It is vacant and not directly accessible via Redwood Street. Zoning is presumed to be Heavy Commercial/Manufacturing with a similar overlay allowing limited (medical) office uses. Reference to the recent zone change amendment for the adjacent Perman land is recommended to ensure that a less liberal ordinance does not apply. Public utilities require easement and extension from Redwood Street, and the site lacks frontage/exposure due its location/proximity several hundred feet from the existing collector.

Per the recent appraisal of the entire assembled site, a land value basis of \$8.00 per SF was applied to the entire 150,718 SF (assembled) site. This valuation assumes Heavy Commercial/Manufacturing zoning, and permissibility of medical office subdivision and development. It is our opinion that the City parcel(s) do not warrant a value as high as \$8.00 per SF due to the aforementioned development limitations and the profit component accruing to a developer successfully completing an assemblage of this magnitude (four plus parcels and re-zoning).

Referring to the exhibits presented in the body and Addenda of the original appraisal report, the city-owned land lies at the northeastern extremity of the total development site. The 28,314 SF of land area comprises about 19 percent of the total development area. Its inclusion in the assemblage accommodates portions of future Lots 2, 3 and 4. Without the city land, the commercial subdivision project remains viable, though on a smaller scale.

On a stand-alone basis, the city-owned land possesses a highest and best use of assemblage with adjacent property(s) due to the lack of frontage/access, immediate public utility availability and

Mid-Valley Bank  
Attn: Mr. Andy Bennett  
June 1, 2005  
Page 2

relatively small size. Presently, only three adjacent ownerships exist, which severely limits the "market" of potential buyers.

The public walking path/trail along the railroad right-of-way could benefit from the subject property if a future park or playground were to be developed. Creating access to/from Redwood Street and/or extending water/sewer services would likely be necessary. The cost/coordination of acquiring such rights would warrant some level of monetary discount.

Dave Anderson (Anderson Properties LLC) owns the property to the immediate northwest, of which a 14,375 SF portion is also pending sale to Dr. Perman at an undisclosed price. The "L" shaped parcel will be partitioned without Redwood Street frontage and will accommodate portions of future Lots 1 and 2 in the proposed commercial (medical) subdivision. The value of the city land to Anderson is somewhat low due to an existing (apparent) land surplus. Combining the sites would yield greater land area that may or may not warrant expansion of the existing commercial improvements. Motivation for acquisition of additional (city) land appears very low from the perspective of Anderson.

It is our opinion that the most reasonable approximation of value for the city-owned land is a discounted price from the figure (to be) paid by Perman for the excess land owned by Eagle Properties NW. As noted in the original appraisal report, approximately 84,506 SF is under contract at a price of \$300,000 (\$3.55 per SF). This non-frontage site was rendered excess by the current owner and relies upon access from adjoining land prior to development. Based on these characteristics, the site shares similarity with the city and Dave Anderson parcels.

Given the level of profit required during an assemblage and the relative lack of marketability for the sites, a market value conclusion of \$3.50 per SF is a reasonable conclusion for the 28,314 SF of city-owned land. By multiplication, this result in a value conclusion of \$99,099 rounded down to \$99,000.

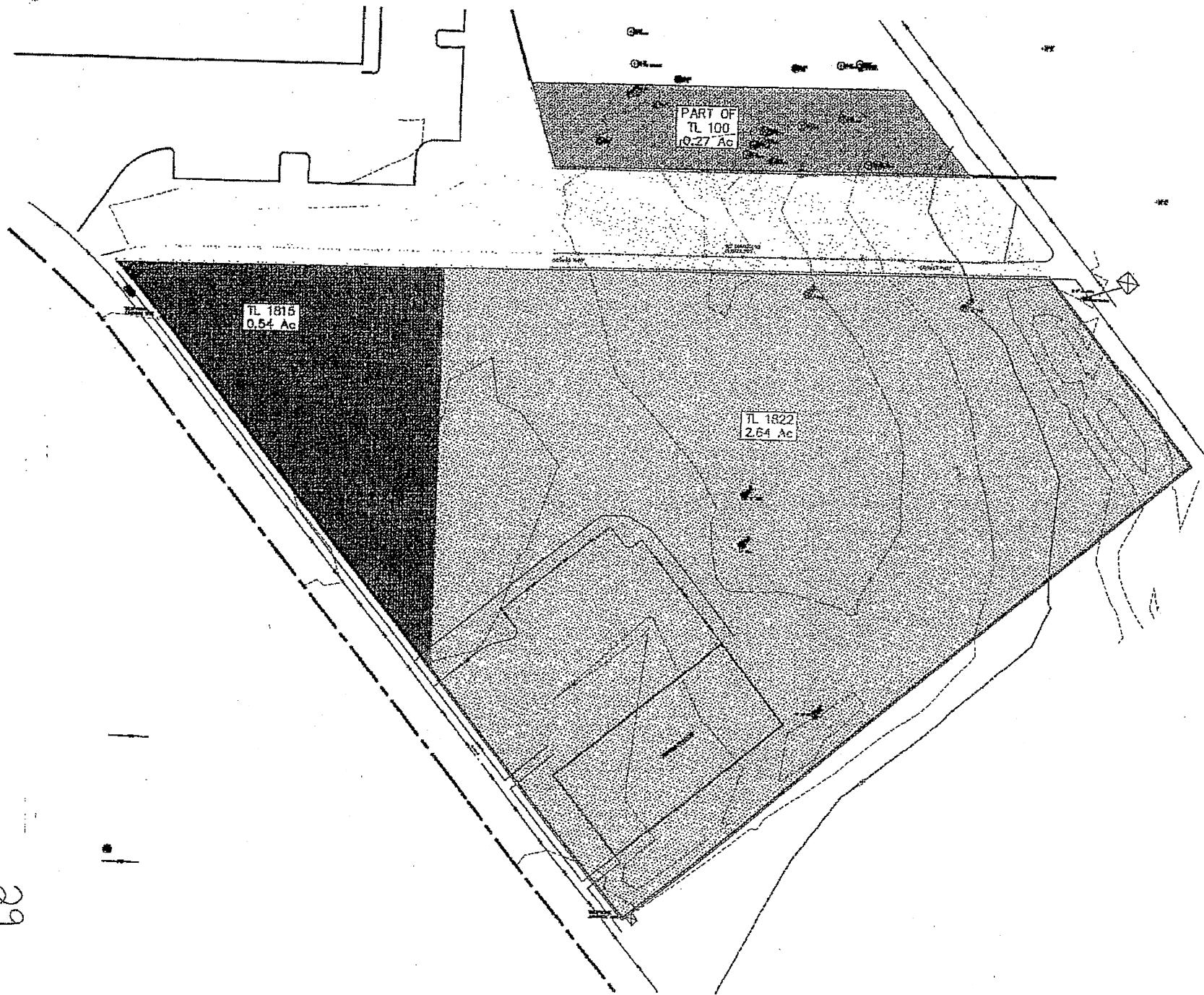
Thank you for your attention in this matter.

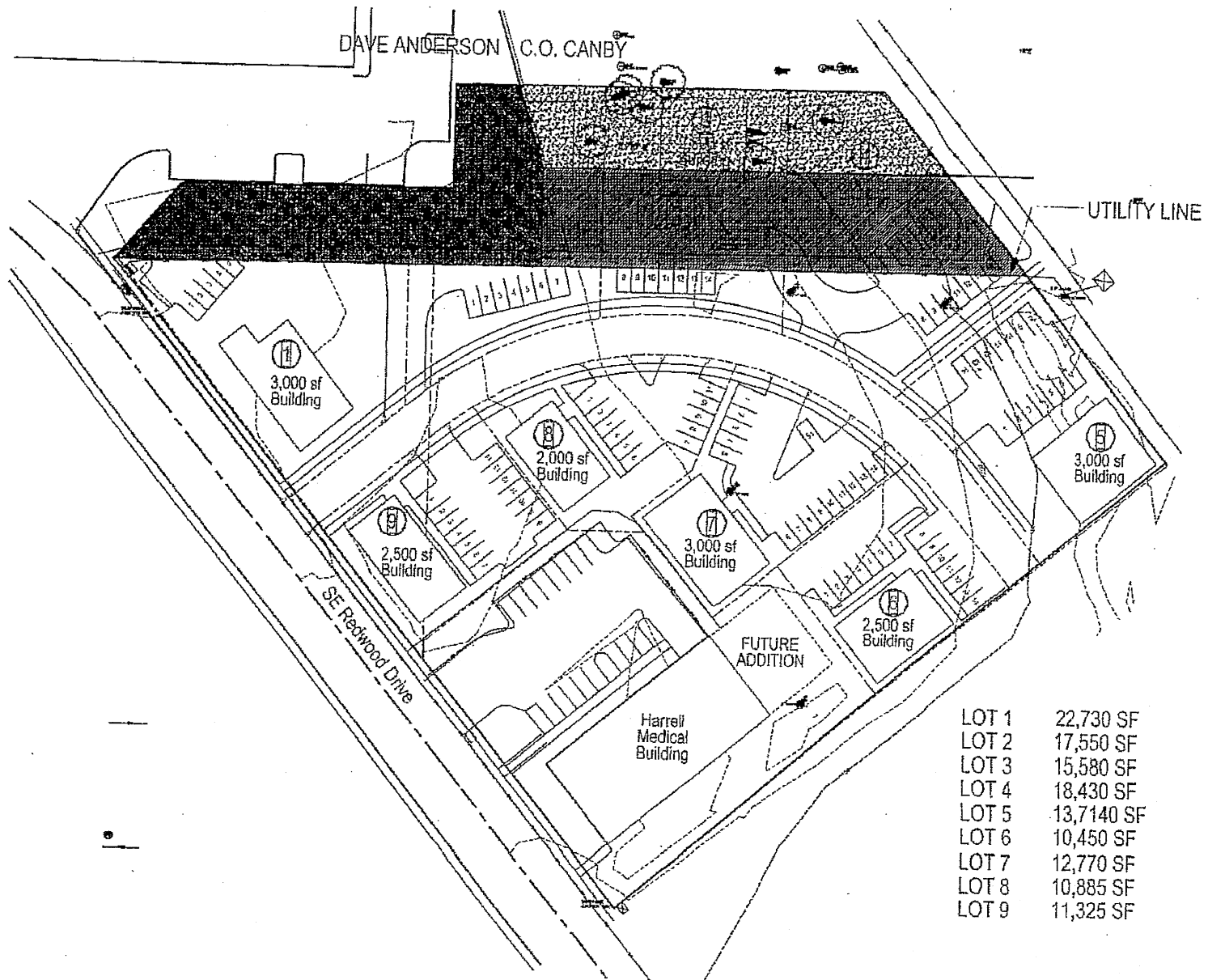
Sincerely,

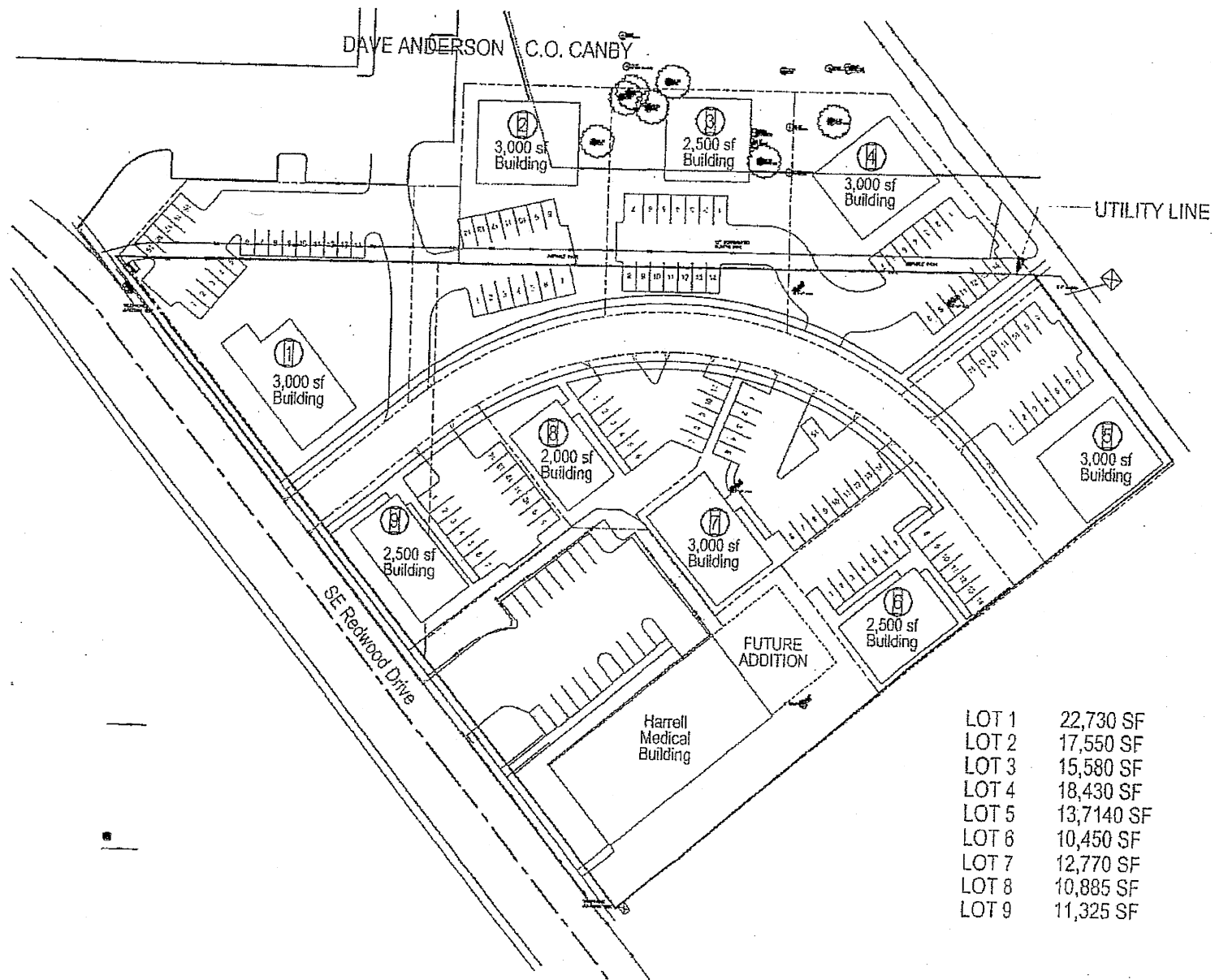
*RSP & Associates LLC*



Ryan S. Prusse, MAI







LOT 1	22,730 SF
LOT 2	17,550 SF
LOT 3	15,580 SF
LOT 4	18,430 SF
LOT 5	13,7140 SF
LOT 6	10,450 SF
LOT 7	12,770 SF
LOT 8	10,885 SF
LOT 9	11,325 SF

Exhibit "A"

**Legal Description of Tax Lot 3 1E 34C 1823**  
with Lot Line Adjustment between:

City of Canby Tax Lot 3 1E 43C 100

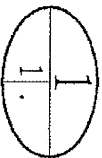
to

City of Canby Tax Lot 3 1E 34C 1823

July 2005

Commencing at the northwest corner of Parcel 3 of Partition Plat 2003-26, Clackamas County, Oregon, thence N 89° 41' 45" E along the N boundary of said Parcel 3, a distance of 65.27 feet more or less to the southwest corner of that tract of land conveyed to the City of Canby under fee number 98-054487, Clackamas County Deed Records, said point being the true point of beginning, thence N 00° 18' 43" W, 60.00 feet to the northwest corner of said Canby tract, said point also being a southwest corner of that tract of land conveyed to the City of Canby under fee number 88 39752, Clackamas County Deed Records, thence N 17° 49' 42" W along the western boundary of said tract a distance of 52.80 feet, thence N 89° 41' 17" E a distance of 223.98 feet, thence S 39° 25' 33" E a distance of 142.22 feet more or less to the northeast corner of Parcel 3 of Partition Plat 2003-26, thence S 89° 41' 17" W along the north boundary of said Parcel 3 a distance of 297.81 to the point of beginning. Said parcel contains 28,314 square feet more or less.

# EXHIBIT "B"



CITY OF CANBY  
LOT LINE ADJUSTMENT

SCALE: 1" = 60'



CITY OF CANBY  
(CAVENHAM TRACT)  
3 1E 34C 100

N 89°41'17" E 223.98'

AREA TRANSFERED FROM  
CAVENHAM TRACT TO  
CITY OF CANBY

S 89°41'17" W 249.03'

CITY OF CANBY  
3 1E 34C 1823

S 89°41'17" W 297.81'

N 17°49'42" W 52.80'  
N 00°18'43" W 60.00'

N 89°41'17" E

65.27'

N.W. CORNER OF  
PARCEL 3  
P.P. 2003-26

UNION PACIFIC RAILROAD

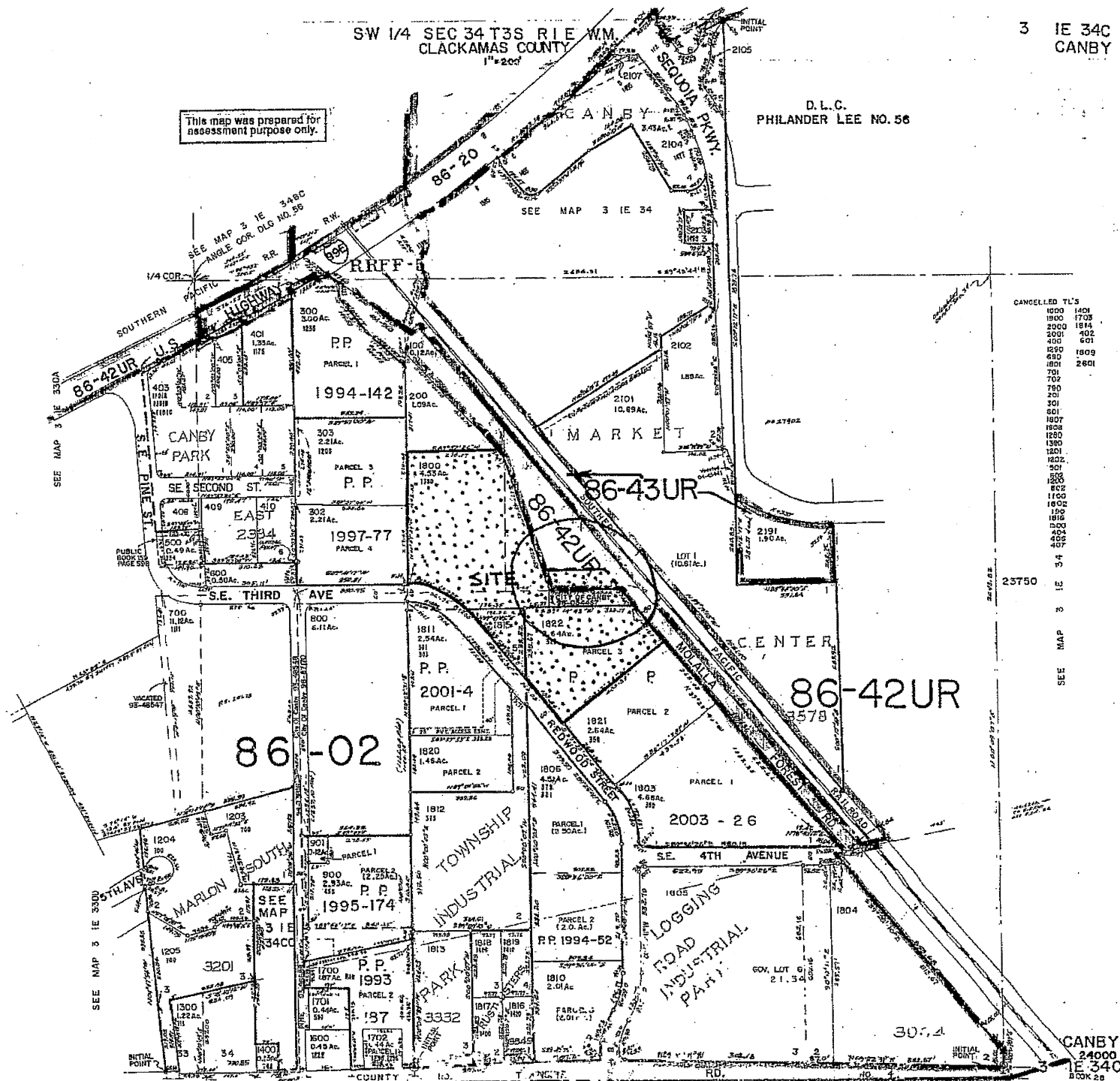
MOLALLA FOREST ROAD  
S 39°25'33" E 142.22'

9.4'

S. REDWOOD ST.

3 IE 34C  
CANBY

D. L. C.  
PHILANDER LEE NO. 56



ON  
F



**RESOLUTION NO. 912**

**A RESOLUTION DECLARING CERTAIN REAL PROPERTY NOT NEEDED FOR PUBLIC USE.**

**WHEREAS**, the City of Canby owns Tax Lot 1823 of Tax Map 3 1E 34C located on the northeast side of S. Redwood Street between South Redwood and the Molalla Forest Road just east of SE Third Street. It consists of approximately 28,314 square feet of vacant, unimproved real property.

**WHEREAS**, the property has no direct access to a public right-of-way and is not needed for public use and the City Council finds it necessary and convenient to convey the parcel to others in accordance with ORS 271.310, and

**WHEREAS**, ORS 221.725 requires notice and public hearing concerning the sale of public real property, now therefore

**IT IS HEREBY RESOLVED** by the City of Canby Council that Tax Lot 1823 of Tax Map 3 1E 34C, a piece of property consisting of 28,314 square feet, more or less, is not needed for public use and may be conveyed to others at the discretion of the Council following a public hearing pursuant to ORS 221.725.

This resolution shall take effect October 19, 2005.

ADOPTED this 19<sup>th</sup> day of October, 2005, by the Canby City Council.

\_\_\_\_\_  
Melody Thompson - Mayor

ATTEST:

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



## MEMORANDUM

October 4, 2005

TO: Mayor Thompson and City Councilors  
FROM: Chairman Jim Newton *[Signature]*  
SUBJECT: Northwest Coalition for Affordable Power

Canby Utility has joined the Northwest Coalition for Affordable Power, a broad-based alliance being formed whose members will include cities, school districts, businesses, chambers, utility districts and a host of others, and ask that the City of Canby sign a resolution to join as well. Our Coalition is committed to securing fair power rates for Northwest electricity customers from the Bonneville Power Administration, which provides nearly half the electricity used in the Northwest.

The economic stability of the Northwest depends upon reliable and affordable power.

With the West Coast energy crisis behind us, it is time to end our region's record high rates. Yet BPA has indicated that it is contemplating raising rates well above today's record rates.

The resolution calls on BPA to establish a rate target of \$27 per megawatt hour for wholesale power rates during the 2007-2009 rate period. Attached is a fact sheet outlining the issues and a table comparing the City's wholesale power savings based on last year's consumption.

Dirk and I plan to attend the October 19 City Council meeting to answer any questions councilors may have.

I thank you in advance for supporting the Northwest Coalition for Affordable Power's campaign to urge BPA to set a \$27 per megawatt hour rate target – the right BPA rate for our economy.

If you have any questions, please call Dirk at 503-266-1156 ext. 320 or the Coalition at 206-239-0116 or email: [info27in07@hotmail.com](mailto:info27in07@hotmail.com).

# **\$27<sup>in</sup>'07**

## ***The right BPA rate for our economy***

Northwest Coalition for Affordable Power

***The Bonneville Power Administration, which provides nearly half the electricity used in the Northwest, is contemplating a power rate structure that increases its wholesale power rates above the current rate for the upcoming 2007-2009 rate period.***

- Regional economic stability in the Northwest depends upon reliable and affordable power.
- A power rate structure that increases rates above current record prices will have serious and negative implications on the economy, jobs and competitiveness in our region.
- Continued regional growth depends on reduced power rates.

***Regional economic stability depends on reduced power rates and BPA should set a \$27 per megawatt hour rate target for the next wholesale power rate period.***

- The \$27 rate target proposed by the Coalition is a reasonable and realistic rate for the next rate period, based on data made available by the Bonneville Power Administration.
- Setting a challenging, but attainable rate target, is the first step in making sure that the region has access to fair power rates.
- Prior to the 2001 West Coast energy crisis, BPA's average wholesale rates were less than \$23 per megawatt hour, and today's current wholesale average rate of more than \$29 per megawatt hour far exceeds historical averages for power rates in the Northwest.
- With the effects of the West Coast energy crisis behind us, public utility customers expect BPA to lower rates substantially from their current high levels.
- Public utility customers have provided BPA with a myriad of options to help the Agency meet the \$27 target rate. However, BPA has the responsibility and the authority to determine what elements make up a \$27 power rate.

***The Northwest Coalition for Affordable Power is being formed by Northwest ratepayers (businesses, communities, public entities, organizations and utilities) that endorse the Coalition's mission:***

- To promote regional economic stability in the Northwest by advocating for reliable and affordable power.
- To urge BPA to lower current wholesale power rates by setting a \$27 per megawatt hour rate target for the next wholesale power rate period.
- To promote awareness that a rate structure that increases rates above the current record level will have serious and negative implications on our future growth, jobs, and competitiveness in our region.

***BPA is one of the most important economic drivers in the Pacific Northwest. The Northwest Coalition for Affordable Power is committed to working with BPA to ensure an affordable rate for the future.***



### \$27 in '07

Wholesale Power Savings for City of Canby  
Based on 2004 Total Consumption

Cost for 2,773 MWh @\$27	+ 5% in Lieu of Tax	Total Cost @\$27	Savings* \$27 vs. \$27
\$74,871	\$3,744	\$78,615	0
Cost for 2,773 MWh @\$28.5	+ 5% in Lieu of Tax	Total Cost @\$28.5	Savings* \$27 vs. \$28.5**
\$79,031	\$3,952	\$82,983	\$4,368
Cost for 2,773 MWh @\$31.5	+ 5% in Lieu of Tax	Total Cost @\$31.5	Savings* \$27 vs. \$31.5**
\$87,350	\$4,367	\$91,717	\$13,102
Cost for 2,773 MWh @\$33.5	+ 5% in Lieu of Tax	Total Cost @\$33.5	Savings* \$27 vs. \$33.5**
\$92,896	\$4,645	\$97,541	\$18,926
Cost for 2,773 MWh @\$35.5	+ 5% in Lieu of Tax	Total Cost @\$35.5	Savings* \$27 vs. \$35.5**
\$98,442	\$4,922	\$103,364	\$24,749

\* The cost of wholesale power, including the 5% in lieu of tax, comprises about 70% of the costs that make up the City's power bills. The savings column shows how much more Canby Utility must collect from the City, per year, to pay BPA for things that don't belong in our '07 thru '09 BPA wholesale power rates.

\*\* BPA has suggested '07 - '09 rates will be between \$28-1/2 and \$35-1/2/MWh.

38

# \$27<sup>in</sup>'07

## The right BPA rate for our economy

Northwest Coalition for Affordable Power

### Coalition Mission

- To promote regional economic stability in the Northwest by advocating reliable and affordable power.
- To urge the Bonneville Power Administration to lower current wholesale power rates by setting a \$27 per megawatt hour rate target for the next wholesale power rate period.
- To promote awareness that a rate structure that increases rates above current record rates will have serious and negative implications on our economy, future growth, jobs and competitiveness in the Northwest.

**YES, we support the Northwest Coalition for Affordable Power and urge the Bonneville Power Administration to present a target wholesale power rate of \$27 per megawatt hour for the 2007-2009 rate period.**

**List me/my organization as a member of the Northwest Coalition for Affordable Power.**

Please select a category:

- ☐ Organization      ☐ Company      ☐ Public Agency  
☐ Local government      ☐ Utility

Please complete the following information:

Company or Organization Name \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ County \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Signature (Required) \_\_\_\_\_ Date \_\_\_\_\_

- ☐ I am willing to take part in campaign activities and support the Coalition financially. Please contact me.

**Please return this completed form to:**

Northwest Coalition for Affordable Power  
520 Pike Street, Suite 1001  
Seattle, WA 98101

Fax: 1-866-741-0560; e-mail: [info27in07@hotmail.com](mailto:info27in07@hotmail.com)

If you have questions, please call (206) 239-0116.

09/15/05

39

## **RESOLUTION NO. 911**

### **A RESOLUTION CALLING FOR THE BONNEVILLE POWER ADMINISTRATION (BPA) TO SET A TARGET RATE OF \$27/MWh.**

WHEREAS, the Bonneville Power Administration and its ability to historically deliver low cost power to the Northwest has been a cornerstone of economic success; and

WHEREAS, the Bonneville Power Administration, which provides nearly half the electricity used in the Northwest, is contemplating a power rate structure that increases its wholesale power rates above the current high rates for the upcoming 2007-2009 rate period; and

WHEREAS, regional economic stability in the Northwest depends upon reliable and affordable power; and

WHEREAS, a power rate structure that increases rates above current record prices will have serious and negative implications on the economy, jobs and competitiveness in our region; and

WHEREAS, prior to the 2001 West Coast energy crisis, BPA's average wholesale rates were less than \$23 per megawatt hour; and

WHEREAS, today's current wholesale average rate of \$31 per megawatt hour far exceeds historical averages for power rates in the Northwest and represents an increase of almost 50 percent in less than five years; and

WHEREAS, with the effects of the West Coast energy crisis behind us, customers expect BPA to lower rates substantially from their current high levels; and

WHEREAS, the proposed rate structure represents a continuation of record high rates and places the region on a path to permanently higher rates for the foreseeable future; and

WHEREAS, the Joint Customers group, who represent *all* facets of BPA's public and private customers, unanimously agree that regional economic stability depends on reduced power rates; and

WHEREAS, the Joint Customers have requested BPA to set and meet a \$27 per megawatt hour rate target for the next wholesale power rate period; and

WHEREAS, a \$27 per megawatt hour rate would represent an approximate 10 percent reduction from the record rates of today;

NOW, THEREFORE, BE IT RESOLVED that the City of Canby requests the Bonneville Power Administration to establish a rate target of \$27 per average megawatt hour for wholesale power rates for the 2007-2009 rate period.

**ADOPTED BY THE CANBY CITY COUNCIL** at a regular meeting thereof on October 19, 2005.

---

Melody Thompson  
Mayor

ATTEST:

---

Kimberly Scheafer  
City Recorder, pro-tem

# MEMORANDUM

**TO:** Honorable Mayor Thompson and City Council  
**FROM:** Kevin C. Cook, Associate Planner  
**THROUGH:** John Williams, Community Development & Director  
**DATE:** October 7, 2005

Issue: Adoption of Ordinance 1193 modifying existing zoning boundaries at the southwest corner of Berg Parkway and Highway 99E (SR Smith manufacturing site).

Synopsis: The owners of Tax Lots 400, 500, 600, 601, and 602 of Tax Map 4-1E-05A (Plantore LLC) recently received approval for a property line adjustment and zone change at the SR Smith site at the Southwest Corner of Berg Parkway and Highway 99E. The majority of the site is currently zoned Light Industrial (M1) and the northeast portion of the site is zoned Heavy Commercial (CM). The owners have entered into an agreement with a buyer to develop the CM zoned lot. The agreement refines the area needed by the developer and a modification to the previously approved property line has been applied for. The adjustment shifts 0.23 acres of land to the SR Smith lot and reduces the land needed for the Commercial lot by the same amount. The applicants request to shift the zoning boundary between the two zones so as to match up with the property line adjustment.

Recommendation: Staff recommends that the City Council approve Ordinance 1193.

Rationale: Staff believes the request is logical. To have a sliver of CM zoning just a few feet wide on the SR Smith lot would be of no useable benefit to the property owners. Further, staff prefers that, in most cases, zoning boundaries follow property lines in order to avoid confusion over the permitted uses on a given parcel.

Options:

1. Deny the request. Staff knows of benefit in this course of action.
2. Approve the request as proposed or with added conditions. Staff recommends the Council approve Ordinance 1193 as proposed.

Attached: Ordinance 1193; site map; application



**ORDINANCE NO. 1193**

**AN ORDINANCE AMENDING THE ZONING MAP OF THE CITY OF CANBY, CLACKAMAS COUNTY, OREGON TO CHANGE THE ZONING BOUNDARY BETWEEN THE HEAVY COMMERCIAL (CM) ZONE AND THE LIGHT INDUSTRIAL (M1) ZONE. THE ZONING DISTRICT BOUNDARY SHIFT AFFECTS TAX LOTS 400, 500, 600, 601 AND 602 OF TAX MAP 4-1E-05A, LOCATED AT THE S.W. CORNER OF HIGHWAY 99E AND S. BERG PARKWAY.**

**WHEREAS**, an application was filed with the City Planning Department by Group Mackenzie on behalf of Plantore LLC/SR Smith Company, owner of Tax Lots 400, 500, 600, 601 and 602 of Tax Map 4-1E-05A to change the zoning boundary between the Heavy Commercial (CM) zone and the Light Industrial (M1) zone; and

**WHEREAS**, the zoning boundaries were previously established by Ordinance 1149 and this modification thereof was processed administratively as a Minor Modification; and

**WHEREAS**, public notice was posted and printed in the Canby *Herald*, as required by law; and

**WHEREAS**, the Canby Planning Department staff recommends that the City Council approve the proposed zoning boundary adjustment; and

**WHEREAS**, the Canby City Council considered the matter and recommendation of Planning Staff, reviewed the record and public testimony pursuant to the Canby Municipal Code; and

**WHEREAS**, the Canby City Council, after concluding its review and discussion on this matter and by motion duly made and seconded, voted unanimously to approve the zone change application; now therefore

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

Section 1. The boundary between the Heavy Commercial (CM) zone and the Light Industrial (M1) zone shall be as delineated in Exhibit A.

Section 2. The Mayor, attested by the City Recorder, is hereby authorized and directed to make the appropriate change on the City's zoning map in accordance with the dictates of Section 1 above.

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, October 19, 2005 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, November 2, 2005, 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 2<sup>nd</sup> day of November, 2005, by the following vote:

YEAS \_\_\_\_\_

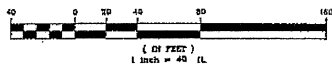
NAYS \_\_\_\_\_

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

**ATTEST:**

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

EXHIBIT "A"



SCALE: 1" = 40'



HEAVY  
COMMERCIAL (CM)  
(196 ACRES)

LIGHT  
INDUSTRIAL (MI)  
(7.01 ACRES)

PACIFIC HWY. E. STATE ROUTE 99E

BERG PARKWAY

MOLALLA  
RIVER

PARCEL II

PARCEL I

EXISTING  
PROPERTY  
LINE

PROPOSED  
PROPERTY  
LINE

ADJACENT PARCEL

ADJACENT PARCEL

D=13.27  
R=447.1  
L=105.2  
CB= S  
10'

S 24°57'24" W 115.99'  
S 09°58'00" W 28.42'  
S 07°12'33" W 125.30'

GROUP  
**MACKENZIE**  
Architects  
Civil Engineering

Sheet  
PLANTORE  
207 SW BERG  
CANDY, OR 971

Project  
PLANTORE  
REZONING/  
LAND DIVIS

© 2005 MACK  
ALL RIGHTS  
RESERVED

REVISIONS:  
DATE  
BY  
REASON  
FOR  
REVISION

SHEET TITLE:  
PROPOSED  
ZONE CHAN  
PROPERTY  
LINE

FIRST ISSUED:  
LAST ISSUED:  
DRAWN BY:  
CHECKED BY:  
SHEET:

JOB NO.  
**202**

PROPERTY LINE ADJUSTMENT 8/12/05

45

G R O U P

**MACKENZIE**

August 12, 2005

City of Canby  
Attention: John Williams  
182 N. Holly St.  
Canby, OR 97013

Re: **SR Smith / Plantore, LLC**  
Modification to Comprehensive Plan, Zone Change, and Lot Line Adjustment  
Project Number 2020163.00

Dear John:

This application requests a modification to the prior approvals for the SR Smith manufacturing facility located at the southwest corner of the intersection of Highway 99E and Berg Parkway. The prior approvals – CPA 04-01, ZC 04-02, and LLA 04-01 – divided the subject site into two parcels (Parcel 1 and Parcel 2) and changed the Comprehensive Plan and Zone Map designations for Parcel 2 from Industrial to Commercial and Light Industrial (M1) to Heavy Commercial (CM) respectively.

Since receiving the prior approval, SR Smith and the commercial developer have refined their development agreement and the portion of land (Parcel 2) being sold and developed with retail has been reduced. As such, the size and shape of Parcel 2 has changed, and a Lot Line Adjustment is required to reflect the new parcel. In addition, modifications to the Comprehensive Plan and Zone Map are also necessary to align these designations with the new parcel line. This application requests a modification to the prior approvals to change the Comprehensive Plan and Zone Map designations from Heavy Commercial (CM) back to Light Industrial (M1) for .23 acres (10,150 SF) of land and to approve a new lot line adjustment between Parcel 1 and Parcel 2.

The new parcel configuration and proposed zoning are shown on the attached documents. The following chart outlines the changes:

	Parcel 1	Parcel 2
Zone	M1	CM
Prior Acreage	6.78	2.19
Proposed Acreage	7.01	1.96
Proposed Change	+.23 acres / +10,150 SF	-.23 acres / -10,150 SF

The following provides the pertinent information and addresses the applicable code criteria for the modifications requested.

## COMPREHENSIVE PLAN AMENDMENT

Section 16.688.180 (C) Legislative Plan Amendment Standards and Criteria lists the requirements the Planning Commission and City Council shall consider when judging whether or not a legislative plan amendment shall be approved. These include the following:

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

The proposed amendment is consistent with these requirements by providing a more accurate representation of the land uses that will occur. This amendment will align the Comprehensive Plan designations with these land uses – Parcel 1 as industrial, Parcel 2 as commercial. The amount of land area transferring from commercial back to industrial, .23 acres (10,150 SF), is minimal, and does not impact the ability for either parcel to develop. In fact, this change further facilitates the development of Parcel 2 as commercial, as these modifications align with the proposed use and the requirements of the commercial developer.

## ZONE MAP CHANGE

Section 16.54.040 lists the requirements the Planning Commission and City Council shall consider when judging whether or not a Zone Map change shall be approved. These include the following

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

As addressed above, this modification is necessary to align the zone map designations with the parcels and their uses. This is consistent with the Comprehensive Plan. The site is adequately served by public facilities for the commercial and industrial uses as identified and approved in the prior approval.

## LOT LINE ADJUSTMENT

Section 16.58.030 of the code identifies the criteria for a lot line adjustment. The following identifies these criteria and addresses how the proposed adjustment meets each.

1. *Each of the remaining parcels and any structures located thereon shall be in full compliance with all regulations of this title, including the setback requirements of Division III. Except, however, that lot line adjustments are permitted on nonconforming lots and lots with nonconforming structures provided that the nonconforming lots and structures will be no less in conformity as a result of the lot line adjustment.*

**Response:** The existing buildings on the site that are impacted by the proposed lot line adjustment have been approved to be demolished. Any new buildings or development proposed on either parcel will conform to the development standards of the appropriate zone.

The following table identifies lot development standards in the M1 and CM zones. As shown on the attached site plan, the following standards are satisfied.

Standard	Parcel 1 – M1		Parcel 2 – CM	
	Required	Proposed	Required	Proposed
Minimum Lot Area	5,000 SF	7.01 acres	None	1.96 acres
Minimum Width and Frontage	50 feet	1,181 feet	None	729 feet
Minimum Street Yard setback from Highway 99E	20 feet from curb to foundation line	N/A <sup>1</sup>	20 feet from curb to foundation line	N/A <sup>2</sup>
Minimum Interior Yard setback	None, except 10 feet when adjacent to residential zone	Existing Development <sup>1</sup>	None, except 10 feet when adjacent to residential zone	N/A <sup>2</sup>
Maximum Building Height	45 feet	Existing Development <sup>1</sup>	45 feet	N/A <sup>2</sup>
Maximum Lot Coverage	No Limit	Existing Development <sup>1</sup>	60%	N/A <sup>2</sup>

<sup>1</sup> Parcel 1 contains existing development. The proposed lot line adjustment does not alter compliance with these standards. Parcel 2 is currently undeveloped.

<sup>2</sup> Development standards relating to new development will be reviewed as part of the Design Review applications required for the development.

City of Canby  
SR Smith / Plantore, LLC  
Project Number 2020163.00  
August 12, 2005  
Page 4

2. *No new lots or parcels will be created as a result of the lot line adjustment without receiving approval as a partition or subdivision.*

**Response:** The site currently includes two parcels – Parcel 1 and Parcel 2. Tax lots 400, 500, 600, 601, and 602 were consolidated to form Parcel 2. Tax lot 300 forms Parcel 1.

3. *If the city planner or city engineer deems it necessary to assure the accuracy of recorded information, a survey may be required of the applicant. Such a survey will be at the applicant's cost.*

**Response:** A survey of the property has been completed. Legal descriptions will be prepared and recorded.

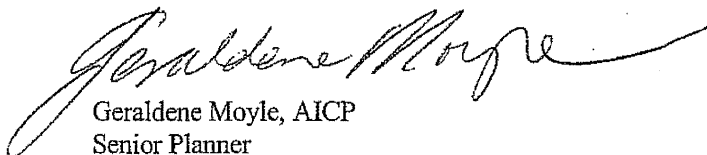
4. *Lot line adjustments shall not be permitted where the result will be the creation of additional building sites in known hazardous locations or where the appropriate development or extension of public facilities will be impaired as a result.*

**Response:** The revised lots do not create a situation where development is encouraged in known hazardous areas. Further, the adjusted lots do not preclude extension of public facilities to the site or to adjacent parcels.

As addressed above, the modifications proposed, to transfer .23 acres (10,150 SF) from a Comprehensive Plan designation of Commercial to Industrial and rezone this same area from Heavy Commercial to Light Industrial is appropriate to accurately reflect the uses and development on the site and to correspond with the proposed lot line adjustment.

Enclosed are the applicable forms, fees, and exhibits. If you need any additional information or have questions or concerns, please don't hesitate to call me at 503-224-9560.

Sincerely,



Geraldene Moyle, AICP  
Senior Planner

Enclosures: Completed Application  
Property Owners List  
Site Plan

c: Bruce Rueppel – Plantore

# COMPREHENSIVE PLAN AMENDMENT APPLICATION

Fee \$3,220.00  
Process Type IV

## OWNERS

## APPLICANT\*

Name: Plantore, LLC  
P.O. Box  
Address: 1017 SW Berg Parkway  
City: Canby State: OR Zip: 97013  
Phone: 503-266-2231 Fax: 503-266-4334

Name: Group Mackenzie  
Address: P.O. Box 69039  
City: Portland State: OR Zip: 97239  
Phone: 503-224-9560 Fax: 503-228-1285

OWNERS SIGNATURE See Attached Letter

Phone: \_\_\_\_\_

## DESCRIPTION OF PROPERTY

Address: 1017 SW Berg Parkway  
Tax Map: 41E05A Tax Lot(s): 400, 500, 600, 601, 602 Lot Size: 2.20 (Acres/Sq.Ft.)  
(consolidated per LLA 04-01)

## PROPERTY OWNER LIST

Attach a list of the names and addresses of the owners of properties located within 500 feet of the subject property (if the address of the property owner is different from the situs, a label for the situs must also be prepared and addressed to "Occupant"). Lists of property owners may be obtained from any title insurance company or from the County Assessor. If the property ownership list is incomplete, this may be cause for postponing the hearing. The names and addresses are to be typed onto an 8-1/2 x 11 sheet of mailing labels (1" x 2-5/8"), just as you would address an envelope.

Existing Use: Industrial

Proposed Use: Industrial

Existing Structures: To be demolished

ZONING: CM (per ZC 04-02) COMPREHENSIVE PLAN DESIGNATION: Commercial (per CPA 04-01)

PREVIOUS LAND USE ACTION (if any): \_\_\_\_\_

FOR CITY USE ONLY	
File #:	<u>MDD 05-06</u>
Date Received:	<u>8-12-05</u> By: <u>aga</u>
Completeness:	
Pre-App Meeting:	
Hearing Date:	

\*If the applicant is not the property owner, he must attach documentary evidence of his authority to act as agent in making this application.



# PLANTORE, LLC

THOMAS M. MASTERSON  
*President*

**Mailing Address:**

P.O. Box 183  
Wynnewood, PA 19096

DIRECT DIAL: 201-556-1180  
DIRECT FAX: 201-556-1181

E-mail: [tmasterson@srsmith.com](mailto:tmasterson@srsmith.com)

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March 12, 2004

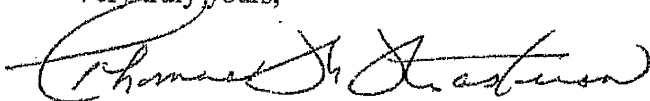
City of Canby  
Community Development and Planning  
182 N. Holly Street  
Canby, OR 97013

Re: Plantore Rezone  
1017 S.W. Berg Parkway

To: City of Canby Planning Staff

Please consider this letter as authorization appointing Group Mackenzie to represent Plantore, LLC for purposes of making land use applications, including a Comprehensive Plan Amendment, Zone Change and Property Line Adjustment to the City of Canby.

Very truly yours,



Thomas M. Masterson  
President

cc: Catie Fernandez, Group Mackenzie

BEKO FAMILY LLC  
23710 S BARLOW RD  
CANBY, OR 97013

ADRIAN FISHER  
30218 S APPALOOSA DR  
MOLALLA, OR 97038

JEANNE C REIF  
2360 E MADRONA LN  
CANBY, OR 97013

WESTWOOD DEVELOPMENT  
CORP.  
8900 SW CITIZENS DR  
WILSONVILLE, OR 97070

JAMES PLISKA  
PO BOX 607  
GRESHAM, OR 97030

OCCUPANT  
925 SW 4<sup>TH</sup> AVE  
CANBY, OR 97013

JARBONE HOLDING CO, LLC  
1335 NE TERRITORIAL  
CANBY, OR 97013

OCCUPANT  
1120 NW 1<sup>ST</sup> AVE  
CANBY, OR 97013

OCCUPANT  
1190 SW 1<sup>ST</sup> AVE  
CANBY, OR 97013

ENG FAMILY RIVERSIDE LLC  
3490 RIVERKNOLL WAY  
WEST LINN, OR 97068

CLEAR CHANNEL WORLD WIDE  
PO BOX 607  
GRESHAM, OR 97030

OCCUPANT  
24310 S HWY 99E  
CANBY, OR 97013

PAN PACIFIC PROPERTIES  
PO BOX 3165  
HARRISBURG, PA 17105

TRACY & MELODY BOYCE  
PO BOX 759  
CANBY, OR 97013

OCCUPANT  
1051 SW 1<sup>ST</sup> AVE  
CANBY, OR 97013

OCCUPANT  
1076 BERG PARKWAY  
CANBY, OR 97013

OCCUPANT  
1075 SW 1<sup>ST</sup> AVE  
CANBY, OR 97013

OBC NORTHWEST INC  
PO BOX 759  
CANBY, OR 97013

OCCUPANT  
1069 SW 1<sup>ST</sup> AVE  
CANBY, OR 97013

CANBY SAND & GRAVEL  
1105 ABERNATHY RD  
OREGON CITY, OR 97045

## ZONE MAP CHANGE APPLICATION

Fee \$2,640

### OWNERS

### APPLICANT\*

Name: Plantore, LLC  
P.O. Box  
Address: 1017 SW Berg Parkway  
City: Canby State: OR Zip: 97013

Name: Group Mackenzie  
Address: P.O. Box 69039  
City: Portland State: OR Zip: 97239

OWNERS SIGNATURE See Attached Letter

Phone: \_\_\_\_\_

### DESCRIPTION OF PROPERTY:

Address: 1017 SW Berg Parkway

Tax Map: 41E 05 A

<sup>400, 500, 600,</sup>  
Tax Lot(s): 601, 602 Lot Size: 2.20 (Acres) (Sq.Ft.)  
(consolidated per LLA 04-01)

### PROPERTY OWNER LIST

Attach a list of the names and addresses of the owners of properties located within 200 feet of the subject property (if the address of the property owner is different from the situs, a label for the situs must also be prepared and addressed to "Occupant"). Lists of property owners may be obtained from any title insurance company or from the County Assessor. If the property ownership list is incomplete, this may be cause for postponing the hearing. The names and addresses are to be **typed onto an 8-1/2" x 11" sheet of labels**, just as you would address an envelope.

### USE OF PROPERTY

Existing Use: Industrial

Proposed Use: Industrial

Existing Structures: To be demolished

Project Description: Change zoning for approximately .24 acres from

CM, Heavy Commercial to MI, Light Industrial

Zoning: CM (per ZC 04-02) Comprehensive Plan Designation: Commercial (per CPA 04-01)

Previous Land Use Action (if any): \_\_\_\_\_

### FOR CITY USE ONLY

File # : \_\_\_\_\_

Date Received: \_\_\_\_\_

By: \_\_\_\_\_

Completeness: \_\_\_\_\_

Pre-App Meeting: \_\_\_\_\_

Hearing Date: \_\_\_\_\_

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

## LOT LINE ADJUSTMENT APPLICATION

Fee \$520  
Process Type II

### OWNERS

Name: Plantore, LLC  
P.O. Box 400  
Address: 1017 SW Berg Parkway  
City: Canby State: OR Zip: 97013  
Phone: 503-266-2231 Fax: 503-266-4334

### APPLICANT\*

Name: Group Mackenzie  
Address: P.O. Box 69039  
City: Portland State: OR Zip: 97239  
Phone: 503-224-9560 Fax: 503-228-1285

Owners Signature: See Attached Letter

Phone: \_\_\_\_\_

### DESCRIPTION OF PROPERTY

Tax Map: 41E05A Tax Lot(s): 400, 500, 600, 601, 602 Lot Size: 2.20 (Acres) Sq.Ft.)  
(consolidated per LLA 04-01)

### PROPERTY OWNER LIST

Attach a list of the names and addresses of the owners of properties located within 500 feet of the subject property (if the address of the property owner is different from the situs, a label for the situs must also be prepared and addressed to "Occupant"). Lists of property owners may be obtained from any title insurance company or from the County Assessor. If the property ownership list is incomplete, this may be cause for postponing the hearing. The names and addresses are to be typed onto an 8-1/2 x 11 sheet of mailing labels (1" x 2-5/8"), just as you would address an envelope.

### USE OF PROPERTY

Existing Use: Industrial

Proposed Use: Industrial

Existing Structures: To be demolished

Zoning: CM (per ZC 04-02) Comprehensive Plan Designation: Commercial (per CPA 04-01)

Previous Land Use Action (if any): \_\_\_\_\_

### FOR CITY USE ONLY

File # : \_\_\_\_\_

Date Received: \_\_\_\_\_

By: \_\_\_\_\_

Completeness: \_\_\_\_\_

Pre-App Meeting: \_\_\_\_\_

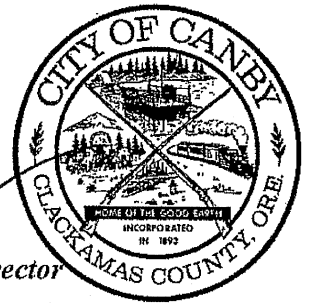
Hearing Date: \_\_\_\_\_

\*If the applicant is not the property owner, he must attach documentary evidence of his authority to act as agent in making this application.

# MEMORANDUM

**TO:** *Honorable Mayor Thompson and City Council*  
**FROM:** *John R. Williams, Community Development & Planning Director*  
**THROUGH:** *Mark C. Adcock, City Administrator*  
**DATE:** *October 12, 2005*

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Mark asked me to provide the Council with a quick summary of our sign regulations regarding political signage. I have attached the handout we give out to the public on signs, and hope it provides the information you need. The details on political signs are found on page four.

An additional question we often get is "how do I know where the right-of-way ends?" This can be tricky since different subdivisions over time have been built in many different ways. People often think that their property begins either at the curb or at the back of the sidewalk, but unfortunately this is rarely the case! The most common layout on local streets has the property line located 18 inches behind the curb (there is a 40' ROW and most local streets are 36' wide) — with this layout your property would start in the middle of the sidewalk or planter strip. In other situations we have far more ROW.

Please let me know if there is anything additional that is needed.

# ABOUT SIGNS

## *Information you can use*

In 1994 local businesses lobbied the City to develop a new sign code to allow more advertising opportunities. A task force made up of citizens and business owners was appointed to lead this work, and the City's current sign code is the result.

Since the sign code is 12 pages long, we get a lot of questions about it. This guide will help you find out what kinds of signs are allowed for different uses, what size they can be, and when you need permits. The code itself is much more detailed; so please refer to it or ask a City Planner for the final word if you're in doubt.

### **WHEN A PERMIT IS REQUIRED**

Most signs meant to be seen from the public right-of-way require a sign permit. Only a few signs are exempted, including:

- Temporary residential signs including those for political candidates, real estate sales, garage sales, or social events. (Additional detail on next pages.)
- Flags, clocks, pennants, or barber poles.
- Window signs located inside a building and taking up no more than 50% of the window area.
- Small nameplates or directory signs attached to a building.

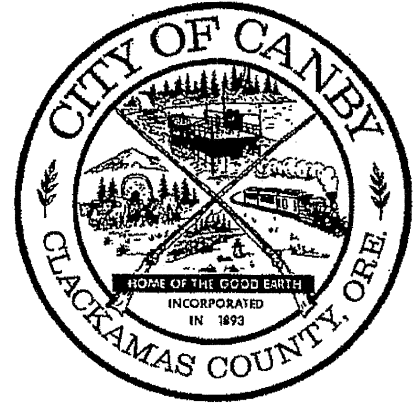
For almost any other kind of sign, you will need to come in to the Planning and Building Department and obtain a sign permit. This will allow us to review the size of your sign and how you're proposing to affix it to your building. Sign permits usually cost less than \$100 and take less than 2 weeks to review.

### **PROHIBITED SIGNS**

Some signs are not allowed at all. For example:

- Signs attached to power, utility, or traffic signal poles or utility boxes.
- Signs located in public right-of-way (except for some real estate open house signs and daily display signs on downtown sidewalks – more detail on next pages).
- Signs located in state or county right-of-way.
- Flashing or blinking electronic signs.
- Signs that confuse or distract motorists.

**Canby Planning and Building Department**  
**182 N. Holly Street Canby, OR 97013**  
**Tel: (503) 266-9404 Fax: (503) 266-1574**  
**[www.ci.canby.or.us](http://www.ci.canby.or.us)**



The purpose of Canby's sign code is to maintain the appearance of the City by controlling the size, location, number, and type of signs allowed while still allowing a wide range of advertising media.

### **What's in this packet:**

- Allowed sign size table
- Frequently asked questions
- Regulations for temporary signs

July 2004

56

## FREQUENTLY ASKED QUESTIONS FOR BUSINESSES

### **Q: Are temporary signs allowed for businesses?**

A: Yes. For businesses, a variety of temporary signs are allowed as follows:

- Daily display signs (such as A-frames or sandwich boards) *in the public right-of-way* are allowed only in the Downtown Commercial (C-1) zone. A sign permit is required and the following rules apply:
  - At least five feet of clear sidewalk width for pedestrians must be maintained.
  - Vision clearance requirements from driveways, streets, and alleys must be maintained.
  - Sign dimensions cannot be more than 3 feet wide or 4 feet high, but they can be two-sided. The display sign must be included in your total allowable sign area calculation.
  - Only one sign per business.
  - Wind load requirements must be met to ensure the sign doesn't blow over and into the street. The Uniform Sign Code requires that the sign resist 80 mph gusts which means the sign must be connected to a recessed bolt in the sidewalk. Approval from the Public Works Supervisor is required.
  - Liability insurance must be provided exempting the city from claims.
- Daily display signs *on your property* are allowed in the Downtown Commercial (C-1), Highway Commercial (C-2), and Heavy Commercial/Manufacturing (C-M) zones. The rules listed above apply to these signs too.
- Banners not exceeding 40 square feet and pennants up to the length of your building with advertising messages for temporary events are allowed. They cannot be in place for more than 30 days out of any 3 month period, but are exempt from the sign area limitations. A sign permit is required and they must meet Uniform Sign Code requirements.
- Painted or printed signs inside windows are allowed and no permit is required. The signs must not cover more than 50% of a window. No prohibited materials (such as blinking or flashing lights) are allowed.

### **Q: How much sign area is allowed for my business?**

A: The answer depends on how large your business is, what zone you're located in, whether your business faces one street or two, and how many businesses are in your building. Table 16.42.100 of the Municipal Code summarizes all of this and is attached to the back of this sheet.

### **Q: Can I locate a sign off of my own property?**

A: In general, businesses cannot have off-site signs. There are only two exceptions:

1. Billboards are permitted in the Highway Commercial (C-2) and Heavy Commercial Manufacturing Zone (C-M). They can be no larger than 50 square feet per side and must be a minimum of 20 feet back from the curb. A sign permit is required.
2. Daily display signs in the Downtown Commercial (C-1) zone, as noted above.

**CANBY MUNICIPAL CODE TABLE 16.42.100**  
**TOTAL SIGN AREA ALLOWED**  
(square feet)

<b>BUSINESSES IN INDIVIDUAL BUILDINGS</b>								
Zone	Total Square Footage of Use*							
	0 to 500	500 to 1,000	1,000 to 2,500	2,500 to 4,000	4,000 to 6,000	6,000 to 8,000	8,000 to 10,000	Greater than 10,000
C-C, C-R, R-1, R1.5, R-2	20	40	60	60	60	60	60	60
C-1	40	60	80	100	150	200	250	+25 sq. ft. of sign for each additional 1000 sq. ft. of area in commercial use, to a maximum of 500 sq. ft.
C-2, C-M M-1, M-2	50	75	100	150	200	250	300	+30 sq. ft. of sign for each additional 1000 sq. ft. of area in commercial industrial use, to a max. of 600 sq. ft.

<b>BUSINESSES IN MULTI-BUSINESS BUILDINGS</b>						
Zone	Total Square Footage of Use*					
	0 to 2,000	2,000 to 4,000	4,000 to 6,000	6,000 to 8,000	8,000 to 10,000	Greater than 10,000
C-1	40	60	80	100	120	+12 sq. ft. of sign for each additional 1,000 sq. ft. of area in commercial use, to a maximum of 240 sq. ft.
C-2, C-M M-1, M-2	50	80	100	120	150	+15 sq. ft. of sign for each additional 1,000 sq. ft. of area in commercial/ industrial use, to a max. of 300 sq. ft.

\* "Total square footage of use" is intended to apply only to building areas and other portions of the property where business is actually conducted, exclusive of parking areas, open space, or undeveloped portions of the property. Square footage of use is intended to include outdoor storage and other outside areas where work is regularly performed.

**NOTES:**

1. Sign area may be increased by as much as sixty (60%) percent for businesses having frontage on more than one street, other than an alley.
2. Sign area in residential zones is intended to apply to schools, churches, and nonconforming uses. It does not apply to home occupations.

**HOW TO GET A SIGN PERMIT**

Application forms are available at City Hall or on our website at [www.ci.canby.or.us](http://www.ci.canby.or.us). You'll need a Sign Permit Application as well as a Building Permit. You'll have to provide a scaled drawing of your sign, show where it will be located on your building, total up how many square feet of signage you have already (if any), and show how it will be mounted.



## **FREQUENTLY ASKED QUESTIONS FOR RESIDENTS**

### **Q: Are temporary signs allowed?**

A: Yes. For residents, Canby allows many kinds of temporary signs advertising garage sales, political candidates, social events, real estate open houses, and rental vacancies. Some rules apply, though:

- Signs for garage sales, political candidates, social events, rental vacancies, farm produce:
  - Not allowed in the public right-of-way or on utility poles, boxes, etc..
  - Allowed on private property (with the owner's consent).
  - May not be larger than 8 square feet in residential zones.
  - Must be removed within 48 hours of the event they advertise.
  - No sign permit is required.
- Real estate "open house" signs:
  - Allowed on private property (with the owner's consent) between 8:00 a.m. and 8:00 p.m. only.
  - Allowed in the public right-of-way of local roads only (i.e., *not* Highway 99E or county roads) between 8:00 a.m. and 8:00 p.m. Saturdays and Sundays.
  - Not allowed on utility poles, boxes, etc.
  - May not be larger than 8 square feet in residential zones.
  - No sign permit is required.

### **Q: What signs are allowed for a home business?**

A: For a home business in a residential zone, you may only have a unlighted nameplate sign of less than 2 square feet.

### **Q: Can I duct tape my garage sale signs to power poles?**

A: No.

### **Q: Why does the City have these rules?**

A: Sign regulations exist for two main reasons: to maintain the appearance of the city and for public safety. Signs that blow into the street, block needed vision clearance areas, or mar power poles and utility boxes have caused problems many times in the past. Additionally, they're often not taken down and look unsightly long after the event occurred.

# DIRECTOR'S MONTHLY REPORT

CANBY ADULT CENTER  
Sept. '05

SEPTEMBER SERVICE LEVELS		YTD	LAST YEAR
CONGREGATE	60 YEARS (includes congregate, guests)		
1,294/month	76average/day	3,906/year	1,149/month
\$1.88 average donation			\$1.72average
UNDER 60	(includes volunteers, guests and staff)		
152	9 average/day	365/year	113/month
HOME DELIVERED MEALS (Includes T19)			
1,557/month	92average/day	4,318/ year	1,421/month
\$.70 average donation			\$1.43 average
Under 60 (T19)			
0/month	average/day	/year	0/month
O.P.I. meals (Project Independence)	*NOTE: Not funded this year		
/month	average/day	/year	17/month
TOTAL MEALS			
3,006/month	177 average/day	8,569/ year	2,702/month

CLIENT SERVICES	SEPTEMBER	YTD	SEPTEMBER '04
Unduplicated clients	90	247	37
Assessments	17	40	3
Case Monitoring	41	90	35
Community Outreach	2	5	13
Info & Referral	92	298	83

TRANSPORTATION	LAST YR.		
12 avg rides/day	646 miles/month	219 rides/month	10 avg rides/day
21new riders this month			

VOLUNTEER HOURS  
914 month                      44 average/day

OTHER CENTER USE (Those who use the center but do not eat or volunteer)  
897 people signed in

## FUNDRAISING

\$220.00	Gifts, memorials and donations
\$907.50	Rentals
\$1,098.40	Center Projects
\$269.50	Bingo

## CENTER INFORMATION

This month volunteer kitchen help & hostesses met with Suzie Voss, Nancy Brosnahan & myself. Our primary reason for meeting was to thank them for all their hard work. We also used it as an opportunity to discuss ways we can work together to make their job easier.

The biggest problem we have is with people coming in late. They would appreciate it if everyone would be seated by noon, so the help are not having to double back to catch the "stragglers". Also, they wish people would understand that the hostesses can't be serving coffee & tea while the servers are taking out food. There's too much chance for collision.

Some of the staff attended trainings that are required for operation of the bus. We all have one more class to complete in October. At that time, Susan P., Mary G., Anna P., and Mary Beth will be fully trained.

Speaking of buses, our new bus is due to arrive the week of Oct. 10th, nearly a month ahead of schedule. We are all looking forward to it and hope it lasts as well as our last bus did.

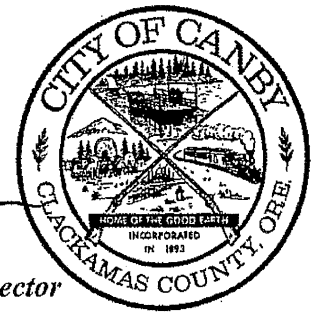
Mary Gottlieb's office remodel is nearly completed. Staff painted the walls on Oct. 3<sup>rd</sup> and the door will be installed as soon as it's dry. We will all be glad to get rid of the dust & inconvenience.

Italian Day on Sept. 23<sup>rd</sup> was a lot of fun. We made pasta, squashed grapes and sampled pastry. We sang along with Dean Martin and enjoyed spumoni for dessert.

We have a new Tai Chi class this Fall semester through Canby Community Education. Those seniors participating say they really like it. This is supposed to be very good for improving balance.

# COMMUNITY DEVELOPMENT

## MONTHLY REPORT



**TO:** Honorable Mayor Thompson and City Council  
**FROM:** John Williams, Community Development & Planning Director  
**DATE:** October 12, 2005  
**THROUGH:** Mark C. Adcock, City Administrator  
**RE:** Community Development project status

Following is the status of major Community Development projects as of October 12. Please call me or the appropriate staff if you have any questions. The updates on Planning and Building revenues and Planning Commission activities are also attached. At the end of this report you will also find a list of new land use applications.

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

### Street Projects

1. **CDBG grant application.** We are beginning to final design this project and secure the last needed easements and ROW. We will be working closely with Canby Telephone Association in upcoming weeks on this. *Background:* Clackamas County has agreed to fund our SE 2<sup>nd</sup> Avenue project in FY 2005-2006. This project will realign 2<sup>nd</sup> Avenue through the Canby Telephone Parking lot, vacate a section of the existing 2<sup>nd</sup> Avenue, and reconstruct the rest of 2<sup>nd</sup> between Juniper and Locust with sidewalks. The Community Development Block Grant program is federal money to fund projects benefiting low-income areas. Funds are available over a three-year period.
2. **Street maintenance funding.** Staff is currently working to assemble data and a task force to review technical issues. Getting the data together and updated has been difficult for me, as a number of other pressing issues keep coming up, but I am hoping to start meetings very soon. *Background:* The City Council has agreed to move forward with a process on street maintenance funding. On June 1 and 15, 2005, the Council provided direction to staff on a number of issues, including public review process, implementation, and methodology.
3. **99E/Territorial intersection.** *Ongoing.* Right-of-way has been secured and ODOT has distributed draft detailed engineering of the project for agencies to review. *Background:* ODOT has scheduled a \$2.97 million project for 2006 that will fully signalize this intersection. The interim alignment is intended to increase safety until the full project is complete, and was funded by ODOT. Construction should start in Spring 2006. Staff is working with ODOT and Clackamas County on a wide variety of details of project.
4. **N. Ivy Street.** Work continues on the 6<sup>th</sup> to 10<sup>th</sup> project, and paving should be being done as I write this report. *Background:* The continued improvements to N. Ivy Street are being funded by federal gas tax revenues. The 6<sup>th</sup> to 10<sup>th</sup> section is budgeted at \$175,000.
5. **S. Berg Parkway.** The Oregon Transportation Commission's decision was moved to their

October 20 meeting in Medford, and is listed under the consent agenda again. We are expecting approval at this meeting, following detailed conversations with Sen. Schrader and Rep. Scott. I have been working very closely with ODOT staff on this in recent weeks, and want to thank Mayor Thompson for her time on this matter as well. Additionally, we will schedule an open house meeting for area residents to become familiar with the project design. We are waiting for decisions to be made on funding before scheduling this meeting.

*Background:* This project will connect S. Berg Parkway near Highway 99E with SW 13<sup>th</sup> Avenue. Should the state funding fall through, we will attempt to fund the project with a mix of SDC and URD revenues.

6. **Traffic calming.** Matilda has scheduled four public meetings in late October and early November on the traffic calming project, and notice of these has been mailed to all city residents and businesses. *Background:* This project will look at a variety of ways to calm traffic on Canby streets. Matilda and a group of interested citizens will be looking at ways to slow traffic and increase pedestrian safety. Lessons learned here will also be applied to new streets. Matilda will also be working with a technical committee of local experts, including Public Works, engineering, Canby Fire District, and First Student.

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

#### **Wastewater Treatment Plant/collections**

7. **Sewer rate study.** The Council has adopted rate increases of 4% per year for 2005, 2006, and 2007 as recommended in the Sanitary and Storm Sewer Financial Plan. This year's increase took effect September 1<sup>st</sup>. We put a short notice in the bills and in the *Reporter* to give folks a heads-up.
8. **SDC study.** The next major funding project to be tackled in this area is an update of SDC methodologies. This will get started later this fall.
9. **Territorial/99 Sewer extension.** This work is complete and was done on schedule and under budget. *Background:* We are installing a \$300,000 sanitary sewer extension under this intersection in advance of ODOT's 2006 project, so that the road does not need to be ripped up again when the line is actually needed. Funds are from the sanitary sewer SDC.

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

#### **Cemetery**

10. **Cemetery rates.** The Council has approved Resolution 903, increasing cemetery rates. This will partly address the shortfall experienced in this fund due to lack of adequate perpetual care revenues. Staff will report back to the Council on sales rates following this cost increase.

#### **Planning**

11. **Measure 37. No change.** No Measure 37 "fixes" were passed by the legislature in the 2005 session, so now we will all be watching the courts to see how the law as is gets interpreted. Staff is not aware of any pending claims within City limits at this time, although there are two claims (Dodds property and the Weygandt property on S. Mulino) within the UGB and two claims right outside the UGB. *Background:* The City Council has approved Ordinance

1156 establishing a process for Measure 37 claims. Measure 37 will affect property owners who can demonstrate that a land use regulations adopted since they or their family acquired a piece of property reduced the value of their property. If this can be shown, such owners can ask the city to either waive the regulations or pay the property owner the difference in value.

12. **Annexation priority system.** *No change.* Staff is working to reconsider our approach to this project in light of the passage of Measure 37. We will probably be asking the Planning Commission and Council what the city's direction should be in terms of adopting new regulations. *Background:* The Planning Commission and staff are working on a matrix idea focused on providing better information to voters about annexation proposals.
13. **Public facilities and services element of the Comprehensive Plan.** The Planning Commission has now held two workshops to discuss this project and is requesting a joint work session with the Council to ensure coordination and finish the project off. Staff will work on scheduling this with the Council. *Background:* We have received a \$15,000 grant from the state to complete this and a couple of other small elements of our periodic review work plan.
14. **Neighborhood Associations.** *No change – ongoing.* Matilda has been talking to the Neighborhood Associations about a S. Canby group, and is waiting to hear from them to move forward. *Background:* the Council has officially recognized two new neighborhood associations: Riverside and Northeast Canby. Staff will continue to work with these groups to provide information and training.
15. **Historic Review Board.** *No change.* The HRB is in need of new volunteers to keep the group energized. There are currently no regularly scheduled meetings of the HRB.
16. **Heritage Trees/Hazard Trees.** Both of these projects are on hold right now. Matilda is looking for more volunteers to move the heritage tree program forward and is looking for grant opportunities to continue the hazard tree program.
17. **Community Park projects.** *No change – ongoing work.* Matilda will be continuing work there in the future.
18. **Northwoods decision.** No appeals were received on the Council's decision to approve the Northwoods application, so this property is now within Canby's UGB and zoned for single family residential. Northwoods has held several neighborhood meetings to assist them in putting together a master plan for the site. *Background:* Northwoods applied to amend the City's Urban Growth Boundary to include approximately 30 acres of land north of Knight's Bridge Road and rezone it from Agricultural to low density residential. After a lengthy process in court and at LUBA, this application has been approved and the property can be developed at urban densities.
19. **NE Canby Master Plan.** *No change.* Adoption of the concept plan is on hold pending completion of the City's TSP update. ODOT will not approve the plan as written (even though they funded it) because of future traffic problems at Canby's 99E intersections. These will need to be addressed by capital project scheduling in the TSP. *Background:* This \$75,000 grant project created a master plan addressing land use, design, parks/open space provision, and infrastructure issues for the area bounded by Highway 99E, SE 1<sup>st</sup> Avenue, Haines Road, and NE Territorial. The TGM program has allowed us to add several "peripheral" elements to this grant, including the development of a traffic model for Canby

and an analysis of traffic projects needed to develop the Canby Pioneer Industrial Park.

20. **N. Redwood Street master plan.** A number of neighborhood meetings have been held, and Matilda Deas is now working on a wetlands inventory and mapping before moving on to next steps. *Background:* This project will produce a comprehensive land use, parks, and infrastructure plan for the area between N. Redwood Street and OR 99E.
21. **Stormwater planning.** *No change – ongoing work.* Planning staff is working with Roy Hester, Darvin Tramel, Jeff Crowther, and Curt McLeod to address new DEQ/EPA requirements regarding stormwater disposal. We are working to develop a long-range vision for stormwater disposal and a maintenance/financing plan.
22. **Apollo Homes subdivision.** Has been renamed “Yorkfield” by the owners. The project has begun taking out building permits, as street and utility work is complete and the plat has been signed. *Background:* The project is located at NW 3<sup>rd</sup> and Cedar and includes 136 residential units. Design restrictions placed on the project by the Planning Commission to ensure quality are being enforced on each building permit.
23. **Council/Commission workshops.** *No change.* Staff will wait to hear from the Commission or Council prior to scheduling any further joint workshops.
24. **Quality of Life survey.** *No change.* The Council continues to discuss the identified issues in more detail. Staff is using the survey results to formulate budget and service proposals. *Background:* The City Council has authorized staff to issue a statistically valid survey of Canby citizens to identify issues, shared values, and goals. This will be used as departments and the Council move forward.
25. **Traffic modeling.** We are waiting for Metro to shake free some staff time to complete the traffic model – this has taken longer than expected and so the project is at a standstill right now (this is what happens when we conduct our projects with donated labor from other agencies!) We will be reporting to the Planning Commission and Council in late this fall on the first findings from the new traffic model. This will assist with planning a variety of projects, including Berg Parkway, Arndt Road extension, and the signalization of Township and Ivy. *Background:* I have been working with Andy Mortenson at the Transpo Group to create a new traffic model for the City. This will assist us with traffic studies and planning efforts, and will make all of our work more accurate in the future. This effort is being funded partially by the Council’s commitment of additional funds for the planning department in 2004-2005, and partially by grants from the State of Oregon and Metro.
26. **Planning/Building customer service survey.** The Council has reviewed the 2004 results, and we will be sending out new surveys periodically to continuously monitor customer service.
27. **Subdivision design standards.** Planning staff is beginning work on a look at how subdivisions get designed and built. We would like them to be better and more compatible with their surroundings. We are going to be looking at big issues – from stormwater provision, street design, and parks locations – and small issues, like pedestrian pathway design and fencing. This will lead to work with the Planning Commission and neighborhood groups on this topic and eventually to text amendments if agreement can be reached. We hope to avoid Measure 37 implications on this work by ensuring everyone’s property values are increased by our work.

## Urban Renewal

- 28. Economic Development Manager.** This is on hold for the time being, pending the economic development analysis approved by the Agency. *Background:* In October, the Agency directed staff to create a full-time economic development manager funded by URD carryover funds. Following further discussion in January, the Agency/Council deferred decision until consideration of the entire budget later in the spring.
- 29. Business Development Plan.** Catherine Comer and Matilda are leading the work on this program, which was approved for funding in FY 05-06 by the Agency. *Background:* The Business Development Plan will contain a city-wide business inventory, trends survey, and target business list, and a retention, expansion, and recruitment plan.
- 30. Development of ED Web Site.** *No change – ongoing.* The site ([www.canbybusiness.com](http://www.canbybusiness.com)) is up and running, and Joyce Peters continues to add and update content as time allows. *Background:* We hope to have a very user-friendly economic development web site to serve as a home for our industrial and commercial recruitment efforts. This work became a priority as we've learned that many site selectors now do their initial research entirely on the internet and screen out communities that don't have easily accessible information.
- 31. S. Sequoia/4<sup>th</sup> Avenue (stage 3).** Both projects have been given a top lift of asphalt. Remaining work includes some utility details and street trees. *Background:* This construction project was funded by the Agency, using right-of-way dedicated at no cost by neighboring property owners.
- 32. Hazeldell Way.** This has also received a first lift of asphalt. We are expecting a top lift of asphalt soon, following repair of some minor water line problems identified during testing. Following completion, we will be moving forward with the creation of a Local Improvement District to backfill the funding of this project after final costs are known, probably in fall 2005. *Background:* Hazeldell Way will serve as a connection between SE 1<sup>st</sup> Avenue and Sequoia Parkway (this will take on increased importance when the 1<sup>st</sup>/Sequoia intersection becomes right-in/right-out only). The project is expected to cost approximately \$1,160,000 including right-of-way acquisition.
- 33. Urban Renewal Advisory Committee.** The Urban Renewal Advisory Committee met October 11 and formed a recommendation to the Agency regarding downtown flower baskets. The URDAC also discussed downtown kiosks, industrial park infrastructure, and revenue scenarios. It was agreed that staff would distribute additional financial information via email but no meetings will be held until January. At this point the URDAC will begin working on the 2006-2007 budget.
- 34. Job creation/SDC waiver program.** The URD Agency agreed to move forward with this program. Staff is completing the paperwork and forms and has sent the whole package to the Agency's attorney for review prior to final adoption. No applications have been received to date. *Background:* The Agency has set aside \$100,000 in the FY 05-06 budget for a program to incentivize new construction and job creation within the URD.
- 35. Site certification.** We are going to have to start work on "recertifying" the CPIP as each certification only lasts for two years. *Background:* A 163-acre section of the Pioneer Industrial Park has been designated as a "certified opportunity site" by the State of Oregon, greatly increasing its marketability. Obtaining this certification was very time-consuming and



we are hoping that the recertification process will be simpler!

36. **Downtown Redevelopment Grants.** Catherine Comer and I have awarded all four grant opportunities and are moving forward with design services and meetings with property owners. There is real progress being made and we are excited about sharing this with the URA and URDAC as soon as there is a solid product to show you. *Background:* The Urban Renewal Agency approved this program to provide some incentive for property owners to construct mixed-use developments within Canby's commercial districts. The program offers a 1:1 match of up to \$3,000 towards architectural and financial studies of such projects. Funding for four projects was approved by the Agency.
37. **Downtown housing needs study.** The Agency has approved the use of funds for this project, which is a basic requirement in order to take advantage of state grants and loans for mixed-use projects downtown. Matilda is working with contractors to gather bids and firm up a scope of work.
38. **Economic Analysis solicitation.** The URD has approved awarding this project to the ECONorthwest/Group MacKenzie team, and we have held a kick-off meeting with them to get the ball rolling. They will be working on it for approximately two months and we have scheduled a community workshop on December 5 to hear their results and recommendations. *Background:* The Urban Renewal Agency has allocated funding for a review of Canby's industrial and commercial recruitment efforts. The study will focus on placing Canby within the Portland Metro Region and recommending specific programs that can enhance our desirability as a place to do business.
39. **Activity in Canby Pioneer Industrial Park.** Following is the status of the projects that have moved into the public realm. We continue to work on a variety of other leads and projects that remain confidential at this point.
  - a. **Willamette Falls Hospital urgent care (6 acres – Sequoia/First Avenue).** The property transaction is taking place this week. The next step would be preapplication meetings and a Site & Design Review submittal to the Planning Commission.
  - b. **Pioneer Pump/VATA (4 acres – Sequoia Parkway):** Has received initial approval from the Planning Commission and a preconstruction meeting has been held. Next step would be building permit applications.
  - c. **WW Grigg (2 acres -4<sup>th</sup> Avenue):** Has received approval from the Planning Commission. Preconstruction meeting has been scheduled, which will be followed by building permit applications.
  - d. **Trend Business Center (4 acres – Sequoia Parkway):** The first building is under construction and the building permit for a second building is ready for pickup. The owner has plans to construct more buildings if market demand shows a need.

## **NEW LAND USE APPLICATIONS, September 1 – September 30**

Another month with not many applications has allowed Kevin to get his head back above water a little bit!

**ANN 05-04** – an application by Sequoia Property Development to annex three parcels totaling 4.26 acres on NE Territorial Road near Redwood Street. The parcels would take on high density zoning if annexed.

**DR 05-07** – An application by KOGAP Enterprises to construct a 3,168 s.f. Carl's Jr. restaurant with a drive-through on the last developable pad space at the Canby Market Center

# Canby Development

## Monthly Report

September 30, 2005

BUILDING PERMIT DATA		
PERMIT TYPE	PERMITS ISSUED	VALUATION
BUILDING PERMITS SFR	7	\$ 1,369,356
BUILDING PERMITS MULTIFAMILY	3	\$ 2,196,000
MECHANICAL	25	\$ -
ADDITIONS NON-RESIDENTIAL	4	\$ 13,495
ADDITIONS RESIDENTIAL	6	\$ 154,179
OTHER	0	\$ -
<u>MONTH</u>	<u>45</u>	<u>\$ 3,733,030</u>
YEAR	261	\$ 21,607,349

FEES AND CHARGES UPDATE		
	MONTH	YEAR
Stormwater SDC	\$2,234	\$ 6,254
Sewer SDC	\$35,810	\$ 143,184
Construction Excise Tax	\$16,108	\$ 70,198
Parks SDC	\$68,530	\$ 301,000
Transportation SDC	\$36,131	\$ 125,509
Planning Department Fees	\$1,614	\$ 5,770
Advanced Financing	\$7,859	\$ 36,265
Business License	\$50	\$ 400
Building Department Fees	\$14,944	\$ 82,087

INSPECTIONS	
MONTH	172
YEAR	1782

# HOUSING UNITS WITH BUILDING PERMITS -

As of August 31, 2005

YEAR	SFR*	MH*	MFR*	TOTAL*
1977	205	0	160	365
1978	157	0	22	179
1979	64	0	12	76
1980	49	0	5	54
1981	29	0	24	53
1982	12	0	38	50
1983	7	0	0	7
1984	21	0	0	21
1985	21	20	0	41
1986	22	46	0	68
1987	37	34	0	71
1988	40	10	1	51
1989	47	6	37	90
1990	85	6	42	133
1991	84	21	10	115
1992	69	8	9	86
1993	108	32	59	199
1994	150	38	34	222
1995	51	54	58	163
1996	71	53	104	228
1997	89	25	189	303
1998	77	4	24	105
1999	139	3	62	204
2000	96	3	17	116
2001	122	0	13	135
2002	131	2	104	237
2003	85	1	72	158
2004	61	2	52	115
2005	71	2	4	77
<b>TOTAL</b>	<b>SFR</b>	<b>MH</b>	<b>MFR</b>	<b>TOTAL</b>
1977-2005	2200	370	1152	3722
% of Total	59.1%	9.9%	31.0%	

2005				
YEAR	SFR*	MH*	MFR*	TOTAL*
Jan	10	0	0	10
Feb	9	2	0	11
Mar	4	0	0	4
Apr	2	0	0	2
May	12	0	0	12
Jun	6	0	0	6
Jul	12	0	0	12
Aug	7	0	1	8
Sep	7	0	3	10
Oct	0	0	0	0
Nov	0	0	0	0
Dec	0	0	0	0
Total	69	2	0	71
% of Total	97.2%	2.8%	0.0%	

\* Totals do not include demolitions or replacements.

\* Duplexes are included as MFR.

SFR = Single Family Residential

MH = Manufactured Housing

MFR = Multi-Family Residential

TOTAL	SFR	MH	MFR	TOTAL
1990 - 1999	1019	247	608	1874
2000 - 2003	495	8	258	761
% of Total	54.4%	13.2%	32.4%	

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

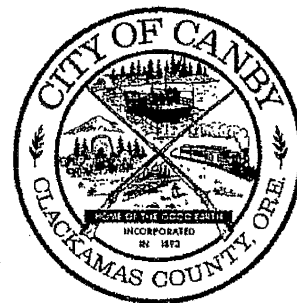
## City of Canby Monthly Report

Department: Court

For Month of: September, 2005  
Date prepared: October 7, 2005  
From: Chaunee Seifried, Finance and Court Services Director  
Through: Mark Adcock, City Administrator  
Prepared by: Kathy Mashek, Court Supervisor

- 43 attended the August seatbelt class. This generated \$645.00 towards the purchase of helmets.
- Court trials for the month of September were held for 42 defendants. This required 14 officers, at various times, to come to testify.
- 411 cases were filed and 570 cases were concluded during the month.
- Revenue for the month of September was \$67,977.41. Out of this amount, Oregon Department of Revenue received a check in the amount of \$4,452.00, Oregon Judicial Department \$161.00 and Clackamas County was issued a check in the amount of \$1,206.00.
- 36 defendants appeared with attorneys. With the defendants there were a total of 10 different attorneys present.

CANBY PUBLIC LIBRARY  
MONTHLY REPORT  
September 2005



TO: Honorable Mayor Thompson  
and City Council  
FROM: Mark Adcock, City Administrator  
Beth Saul, Library Director  
PREPARED BY: Marty Moretty, Library Supervisor  
DATE: October 1, 2005

Facility:

- \*Restroom issues again, this time a flood in the men's room – Ben and Jeff to the rescue. Marty purchased some rubber boots so staff can pull them on in case of rising tides.....
- \* Research is being done to find the best and most economical solution for the carpet which is starting to buckle in the high-traffic areas. The carpet is holding up great but the glue underneath has disintegrated.

Staff:

- \*Adjusted to Bethany being gone almost the whole month.
- \* Marty attended the Northwest Oregon Volunteer Administrators Association Conference in Portland on September 29<sup>th</sup>.

Programs:

- \* Friday story time started back up again this fall with the beginning of school.
- \*The Family Evening at the Library entertainment was "Cajun's Song" a hearing dog who brought along his owner Dr. Janice Justice and Darlene Toole, an author who has written a children's book about him. It was well received by a group of about 50 youngsters all the way to oldsters. It was an absolutely fascinating program and he entertained us all by his singing ability. Folks stayed to ask questions and the evening proved to be a real treat. Another Canby citizen brought her hearing dog and we heard her story of her little dachshund alerting their family of a fire. Their lives were spared but they lost everything else. It was held on Thursday, September 29<sup>th</sup> at 6:30pm.
- \*A new art exhibit is on display by another local artist, Gordon Hall Rasted. In 1982 he came to Oregon on vacation and loved it so much, he ended up moving here in 1985. Most of the paintings on display are based on colonial times and depict the Iroquois nation. He has devoured history on that time

period and is currently writing a historical novel on the same subject.

- \*The Library has been in this building for 15 years and on Friday, September 16<sup>th</sup>, we celebrated the event. Peggy had the children who were here for story time sing "Happy Birthday" and several dignitaries (as well as the press) were here. Cake and punch were served all day.....patrons loved it!
- \*Plans are in full swing for the September 12<sup>th</sup> book signing event by author Jane Kirkpatrick and Peggy is planning a fun Halloween "Spookaroo" with crafts and fun for October.
- \*A rep from OMSI Research and Development was here a few days at the end of the month trying to ask Latino youth and parents a few questions to enable them to find the right "slant" on a new exhibit on earth and space. Our library was selected to act as one of the locations to glean information.

#### Volunteers:

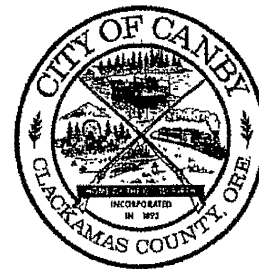
- \*Contributed 356.5 hours this month assisting in shelving, sorting, pick lists, cataloging and processing, book mending, programs, shelf shifting, and cleaning.
- \*Ken Perinchief headed up a volunteer effort for Cycle Oregon for which the Library will receive a \$500 donation. Beth and Bob Archibald spent the whole day at Wait Park organizing the event for thousands of cyclists who used our park for a planned rest stop. The weather was perfect and donations gathered, Gatorade and power bars sold, amounted to just under \$300.

#### Friends of the Library:

- \*Sorting and shelving donations three times a week.
- \*The old books in the display case were changed out with a new collection "Old West" theme.
- \*Donations have been pouring in and we're running out of room on the storage area. A November book sale is being planned and Teresa set up a "first editions" book sale in the lobby.
- \*The book club read author Jean Kirkpatrick's book "A Land of Sheltered Promise" in anticipation for the book signing event. Some of the book club members will serve as hosts for the event. The October meeting will be at 7pm on October 11<sup>th</sup> and they will be reviewing "The Devil in the White City" by Erik Larson.

# City of Canby Monthly Report

## Department: Parks



For Month of: September

Date: October 3, 2005

Prepared by: Jeff Snyder, Park Maintenance Supervisor

Through: Mark Adcock, City Administrator

### 1. Issue/project: Park Renovation

Legacy Park had two Raywood Ash tree's installed in the planter strip at Legacy Park. The restroom building at Maple Street Park had the siding finished on the front of the exterior. The exterior of the restroom building received a fresh coat of paint. At Community Park the process of remodeling the interior of the restroom has begun. We will do one side at a time so Park patrons will still have a restroom to use.

### 2. Issue/Project: Park Maintenance

The hanging baskets along second Ave. were removed for the season. The turf was aerated and fertilized in a lot of the parks in the high use area to try and take the turf into winter healthy. The bollards along the Molalla Forest road walking path received a fresh coat of paint. The bollards were also removed for the Cycle Oregon event. The cleaning of Parks, mowing, edging and string trimming of turf, trimming of shrubs, adjusting and repairing of irrigation equipment and the abatement of graffiti and vandalism dominated staff time.

Regular maintenance was performed at the 23 areas the parks department is responsible for, the Adult Center, Arneson Gardens Horticultural Park, Baker Prairie Cemetery, City Hall, Community Park (River), Eco Park natural area, Faist V property, Holly & Territorial welcome sign property, Hulbert's welcome sign property, Library, South Locust Street Park, Logging Road Trail and Fish Eddy/Log Boom property, Maple Street Park, Nineteenth Loop Natural area, Skate Park, Shop Ground, Swim Center, Legacy Park, Territorial Estates Future CLC Park, Transit Building, Triangle Park, Wait Park & Willow Creek Wetlands.

### 3. Issue/Project: City Facility Maintenance

Facilities maintenance request forms were received from City Hall (2), Police department (4), Library (1), Transit office (3) and the Adult Center (1). It took 17 hrs. to complete the eleven request forms.

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

C.C.C.C weeded shrub beds at the Adult Center, South Locust, Arneson Gardens and Swim Center. The river bank at Community Park had brush and debris cut down. CCCC also performed litter patrols in the Parks. CCCC performed approximately 192 hours of labor for the City of Canby.



Meetings attended:

Caleb Hawkins and I Attended the ORPA Conference in Seaside, September 11<sup>th</sup> – 14<sup>th</sup>.  
Beth and I meet to discuss time lines and priorities for scheduling the completion of Legacy Park.

Caleb Hawkins attended the City of Canby Safety Committee Meeting  
The Parks, WWTP and Fleet Services departments had a Crew Safety Committee Meetings.

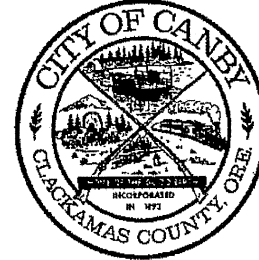
Met with Margaret Yochem, Curran – McLeod Engineers and Mark Anderson  
Landscaping to discuss the Transit bus stop irrigation system. The Parks department has twenty six hours in this project.

Attach statistics or other information of interest.

Wait Park had twenty one event reservations in July and eight in August.  
The Parks Department is responsible for 180 acres of property.

# **City of Canby Monthly Report**

## **Department: Police Department**



**To:** Mark Adcock, City Administrator  
**From:** Chief Ken Pagano  
**Re:** September 2005 Monthly Report  
**Prepared by:** Lieutenant Greg Kroeplin

Covering the date from 9/1/2005 thru 09/30/05

### **Department Activity**

9/12/2005 3-Flags Enforcement Blitz / "Seat-Belt & Other traffic laws", The Blitz will involve 1-2 officers working 2-4 hour shifts per day through September 25th.

### **Meetings**

9/8/2005 Clackamas County Criminal Justice meeting / Public Safety Training Center, (Chief Pagano & Lt. Kroeplin).  
9/12/2005 Kiwanis Club / Cutsforth Thriftway, Chief Pagano & Lt. Kroeplin. (Sgt. Howarth was the guest speaker, and gave a presentation about our "Home-Safe" program).  
9/12/2005 Fire Department / Lt. Kroeplin & Division Chief Krupicka, (EOC Agenda / 09-13-05).  
9/13/2005 Canby Fire Department / EOC meeting, Lt. Kroeplin & Sgt. Howarth.  
9/19/2005 Kiwanis Club meeting / Cutsforth Town-Hall, (Lt. Kroeplin).  
9/20/2005 Chamber Lunch Meeting / Chief Pagano

### **Monthly Stats**

9/30/2005 September 1st - 30th, 2005  
Calls for Service...1950  
Juvenile Arrests...8  
Crime Reports.....101  
Adult Arrests.....99  
Injury Crashes.....3  
Non-Injury.....12  
Traffic Citations...675

### **Other Activities**

9/1/2005 CRAFT Investigation / Traffic Officer Deason assisted with a fatal auto / pedestrian crash at S. Tucker Rd. & S. Habelt Rd.

### **Other Activities (Continued)**

- 9/1/2005 MACE Detail / Traffic Officer Deason participated in a County-wide Traffic detail, (Commercial Vehicle Enforcement).
- 9/7/2005 LoJack Media Event / Portland Police Bureau NE Precinct, attended by Chief Pagano & Lt. Kroeplin.
- 9/9/2005 Hillsboro Air Show / Officer Deason assisted Hillsboro PD with traffic control.
- 9/20/2005 Assist Molalla Police / K-9 Officer Lisa Panoff assisted with a stolen vehicle stop where an occupant fled on foot. (Homestead & Harvest
- 9/30/2005 During the month of September Gang activity and graffiti continued within the community. We saw an increase of gang members around the High School area. Our Gang Officers will be addressing this issue with extra patrols/enforcement in the area, and meeting with school

# Monthly Report

From: Eric Laitinen, Aquatic Program Manager

Date: 10/08/05

Re: September Report

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September went very well considering we were only open to the public for seven days. David had a lot to do with his crew during the closure. The three main projects were painting the pool tank, tiling the showers and replacing the main valves for the pool. Painting the pool and tiling the showers took almost the whole three weeks. Of course there were tons of other little projects, most including paint or cleaning products. The final verdict of the pool closure is everything on David's list was completed and the pool is now open and looks AWESOME. The pool tank is a rich blue color and the showers look great. Most people will not notice the new valves for the mechanical room, but now they work, and will make David's life much easier.

We have reopened for the year and have got a good start on the year. Lessons are going pretty well including the NEW fall Penguin Club. Yes we have another version of the Penguin Club. If a program is successful, do it some more, right? The fall Penguin Club like the spring version is open for 24 swimmers and is full again. The Penguin Club is the Canby Swim Center's junior swim team.

Attendance numbers are about half of last year for September but we were open about half as many days. Revenue was very good for being closed most of the month. We were open only seven days and made \$5,000.00 which was down about \$1,400.00 from the previous year. Total revenue for the year we are down \$4,000.00, but it looks like we will have more schools this year for swimming lessons to make up a lot of that. Things are looking up.

Sara and I attended the ORPA conference in Seaside September 12 and 13. I thought there was a lot more available for aquatics then in most years, although I attended sessions in Aquatics and other subjects. Sessions based in aquatics that I attended were; Aquatics section meeting, Successful Aquatic Facilities, Aquatics Risk Management: The Game Show and Budget Conscious Revitalization of Aquatic Facilities. Other talks I attended were on; Early Childhood Sports Development and Grassroots Advocacy for Parks & Recreation. Overall I thought the conference this year was very informative and gave me some great information to work with to improve our own swim center.

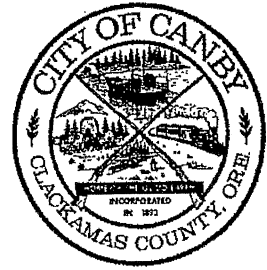
FROM :  
SUBJECT:  
DATE:

ERIC LAITINEN, AQUATIC PROGRAM MANAGER  
MONTHLY REPORT FOR SEPTEMBER 2005  
OCT 8, 2005

CANBY SWIM CENTER SEPTEMBER 2005	ADMIT 2004	ADMIT 2005	PASS 2004	PASS 2005	TOTAL 2004	TOTAL 2005	YTD TOTAL O4-O5	YTD TOTAL O5-O6
MORNING LAP	18	12	173	64	191	76	852	645
ADULT RECREATION SWIM	43	22	222	139	265	161	1318	1184
MORNING WATER EXERCISE	111	82	0	0	111	82	632	594
PARENT/ CHILD	90	58	0	0	90	58	452	536
MORNING PUBLIC LESSONS	231	112	0	0	231	112	3735	3068
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	34	8	103	56	137	64	602	552
FAMILY SWIM	6	0	0	0	6	0	6	0
AFTERNOON PUBLIC	146	61	22	16	168	77	2135	1777
PENGUIN CLUB	0	41	0	0	0	41	937	894
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY SWIM CLUB	0	0	411	204	411	204	2031	1228
HOME SCHOOL LESSONS	0	0	0	0	0	0	0	0
EVENING LESSONS	423	216	0	0	423	216	2132	2192
EVENING LAP SWIM	14	11	17	13	31	24	194	293
EVENING PUBLIC SWIM	229	117	39	17	268	134	2482	2360
EVENING WATER EXERCISE	84	41	0	0	84	41	334	359
ADULT LESSONS	0	0	0	0	0	0	0	16
GROUPS AND RENTALS	134	37	0	0	134	37	573	509
WATER POLO	0	0	0	0	0	0	0	0
OUTREACH SWIMMING	0	0	0	0	0	0	350	449
<b>TOTAL ATTENDANCE</b>	<b>1,563</b>	<b>818</b>	<b>987</b>	<b>509</b>	<b>2,550</b>	<b>1,327</b>	<b>18765</b>	<b>16656</b>

# City of Canby Monthly Report

## Department: PUBLIC WORKS



For Month of: September  
Date: October 3, 2005  
Prepared by: Roy Hester

### 1. Streets:

The north Ivy Street between 6<sup>th</sup> and 10<sup>th</sup> Streets is near completion. The paving of this section should happen in October also in conjunction with the repaving of N Grant between 2<sup>nd</sup> and 3<sup>rd</sup> Streets.

- Swept streets, 9-2-05.
- Backfilled in front and back of new curb and sidewalk at alley by Fisher's Meats.
- Applied (2) bike symbols in bike lanes on N Ivy between 1<sup>st</sup> and 2<sup>nd</sup>.
- Swept streets, 9-9-05.
- Hung St. Josef's banner.
- Swept logging bridge road for "Bike America".
- Mixed paint for stripping job.
- Swept streets S Pine, SE 3<sup>rd</sup>, S Redwood and SE 4<sup>th</sup> 9-13-05.
- Painted bike lanes at S Pine, SE 3<sup>rd</sup>, S Redwood and SE 4<sup>th</sup>.
- Painted bike lanes on N Grant St.
- Swept streets 9-14-05.
- Put out barricades and picked up cones at Hazeldell Way.
- Swept streets in the downtown area and parts of NE section 9-16-05.
- Completed (1) driveway approach inspection.
- Paved various areas in streets around town.
- Patched chuckholes, ditches and driveways with asphalt.
- Swept streets 9-23-05.
- Sprayed herbicide on grass and weeds along curb line around the city.
- Took down St. Josef's banner.
- Prepared alleyway between N Grant and N Holly between 2<sup>nd</sup> and 3<sup>rd</sup> Ave for paving.
- Poured driveway approach on N Maple Street.
- Paved alleyway on 9-28-05.
- Patched chuckholes with asphalt.

- Swept streets 9-29-05.
- Patched chuckholes with cold mix.

## **2. Sewer and Storm System:**

- TV'd sewer main across 99E and Territorial.
- Worked on repairing plugged sewer lateral at 526 S Fir Street.
- Finished cleaning up and back filling at the sewer lateral at 526 S Fir Street.
- Inspected (1) sewer lateral.
- Inspected (1) drywell at Knights Bridge Estates subdivision.
- Inspected (1) sewer lateral.
- Went to Bethany Church property off of Township Road for sanitary sewer inspection, date moved to 9/15/05.
- Washed sewer main line on N Cedar Street.
- Cleaned up lift station behind Rite Aid store.
- Inspected (1) sewer lateral.
- Took lift station pump in for rebuild from the Shopping Center lift station.
- Inspected (1) sewer lateral.
- Inspected (1) sewer lateral.
- Cleaned and cleared storm water grates and lines due to heavy down pours. Placed barricades around flooded area at N Holly and Knights Bridge Road.

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

- Replaced sidewalk on NW 4<sup>th</sup> where trees were removed.
- Painted curbs on SW 13<sup>th</sup> for "No Parking" areas by middle school ball fields.
- Trimmed hedge on S Ivy Street.
- Picked up plywood and cones from sidewalk job at N Grant & NW 4<sup>th</sup>.
- Trimmed vision clearance at SW 6<sup>th</sup> and Elm Street.
- Completed a curb and sidewalk project on N Maple Street.
- Fixed/repaired 30 lights for the month of September.

## **4. Erosion Control:**

- Completed (8) erosion control applications.
- Completed (4) erosion control applications.
- Completed (1) erosion control inspection.

**5. Miscellaneous:**

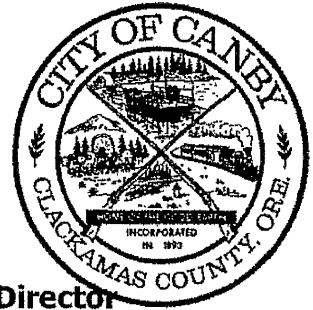
- Worked at Transit Center locating electrical conduit, digging ditches for the water and electric utilities and doing the layout for the building.
- Excavated and finished electrical conduit ditch at Cutsforth for Transit Center.
- Finished cleaning up the area around the electrical conduit trench at the Transit Center.
- Did (2) subdivision plan previews.
- Drafted Payton Memo.
- Cleaned around dumpster at Shop Complex.
- Installed screen on south side bay, sand bags and bio bags on north side.
- Cleaned wash rack at Shop Complex.
- Cleaned filter at Swimming Pool with the Vactor Truck and helped David at the Swimming Pool clean the main pool gutter line with Vactor Truck, full of goggles, swim fins and miscellaneous stuff.
- Back filled trenches at Transit Center.
- Poured concrete base for electrical meter at Transit Center.
- Completed 29 complaints for the month of September.
- Completed 56 locates for the month of September.

**Meetings attended:**

- Attended pre-construction meeting for Kraft Place and Bremer Court subdivisions.
- Attended pre-annexation meeting for proposed townhomes off of Territorial Road by the Logging Bridge Road.
- Attended pre-application meeting for Bethany Church.
- Met with Curt McLeod and ODOT about 99E & Territorial for new signal.
- Attended pre-construction meeting for Pine Station Townhomes.
- Attended a pre-application meeting for SR Smith.
- Attended pre-application meeting for Pioneer Pump.



**TRANSIT & GENERAL SERVICES  
MONTHLY REPORT**



**TO:** Honorable Mayor Thompson and City Council  
City Administrator Mark Adcock  
**FROM:** *my* Margaret Yochem ~ Transit & General Services Director  
**DATE:** October 12, 2005  
**RE:** Department Status

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The following is an update for Transit, Fleet Services, Tech Services, Facilities Maintenance and Future Facilities. Please call me if you have any questions 503-266-4022.

**Transit**

**Funding Issues:** Nothing to report at this time.

**Transit Capital Projects:** We continue to be under construction at the transit center. The infrastructure has been completed and we have been given a firm delivery date for the gazebo of October 28th. The manufacturer took longer than anticipated due to numerous welding inspections that had to be completed as it was being built. It is currently being painted and will ship Oct. 20<sup>th</sup>.

**Ridership:** We had a good month in ridership with school resuming and the continued increase in fuel.

**Meetings:** Normal and customary city staff meetings, Regional Transportation committee, Oregon Transportation Association board meeting, Transportation legislative sub-committee.

**Fleet Services**

**Purchases:** Two new police cars.

**Operations:** Continued maintenance on the city's rolling stock.

**Tech Services**

**Operations:** Ongoing maintenance and training.

### **Future Facilities and Immediate Needs Assessment ~ Facilities Maintenance**

**Future Facilities:** Met with Lt. Mike Leloff and Mike Palmer with the Portland Police Department, John Williams and Chief Pagano to discuss next steps in the possibility of coordinating a regional police training facility.

**Facilities Remodel:** Courts new space is completed excepted for security glass. Canby Adult Center is completed. HVAC bids are due back to me by 10/21. City Hall remodel should begin approximately October 24<sup>th</sup> and take 2 weeks.

**Facilities Maintenance:** Work continues on city wide consolidation of janitorial services, HVAC & bug fumigation service agreements.

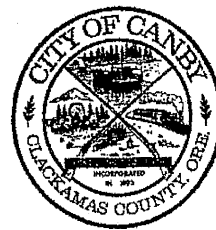
Attachments:        Rider-ship numbers for September

## Margaret's Daily Recap

SEPTEMBER - 2005

DAY	WEEKDAY PASSENGER STATS											WEEKEND PASSENGER STATS					OTHER	Totals
	OCX 1 AM	OCX 2 AM	O/C #1	O/C #2	OCX 1 PM	S. Canby	N. Canby	Lift 1	Lift 2	Lift 3	Lift Extra	Sat. O/C	Sat. S Canby	Sat. N Canby	Sat. Lift	Sat. Lift Extra	Special Event	
1	18	13	209	233	18	143	118	13	11	7	0	0	0	0				783
2	17	15	175	191	11	192	127	14	11	4	4	0	0	0				761
3	0	0	0	0	0	0	0					138	72	93	10	3		316
4	0	0	0	0	0	0	0					0	0	0				0
5	0	0	0	0	0	0	0					0	0	0				0
6	25	12	206	184	15	168	126	20	8	9	1	0	0	0				774
7	17	12	199	155	18	177	146	16	11	3		0	0	0				754
8	20	18	204	181	17	161	137	17	10	1		0	0	0				766
9	12	13	159	166	20	168	101	15	10			0	0	0				664
10	0	0	0	0	0	0	0					169	50	56	4			279
11	0	0	0	0	0	0	0					0	0	0				0
12	17	17	183	161	15	153	147	16	6			0	0	0				715
13	17	19	148	151	20	137	84	12	36	2		0	0	0				626
14	19	17	185	158	22	128	120	16	19	3		0	0	0				687
15	16	16	157	154	9	134	83	6	16			0	0	0				591
16	18	14	139	141	24	140	101	16	11	3		0	0	0				607
17	0	0	0	0	0	0	0					183	74	71	5	4		337
18	0	0	0	0	0	0	0					0	0	0				0
19	27	14	178	138	25	141	131	17	6			0	0	0				677
20	20	25	187	172	15	133	105	31	14	7		0	0	0				709
21	22	21	164	159	7	157	132	14	14	9		0	0	0				699
22	19	21	196	199	20	161	82	17	15	4		0	0	0				734
23	28	14	162	159	17	127	121	22	17	2		0	0	0				669
24	0	0	0	0	0	0	0					204	83	78	5	6		376
25	0	0	0	0	0	0	0					0	0	0				0
26	26	21	169	235	15	141	77	24	21	6		0	0	0				735
27	19	19	185	173	14	151	87	15	15			0	0	0				678
28	18	22	196	179	16	133	127	28	12	8		0	0	0				739
29	17	17	209	210	19	164	146	9	14	6		0	0	0				811
30	16	16	170	108	12	165	127	20	17	8		0	0	0				659
31	0	0	0	0	0	0	0					0	0	0				0
Totals	408	356	3780	3607	349	3174	2425	358	294	82	5	694	279	298	24	13	0	16146

# **WASTEWATER TREATMENT FACILITY MONTHLY REPORT**



**To:** *Honorable Mayor Thompson, City Council*  
**From:** *Mark Adcock*  
**Through:** *John Williams*  
**Prepared by:** *Darvin Tramel*  
**Subject:** *September 2005 Wastewater Treatment Report*  
**Date:** *October 10, 2005*

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

Facility operations and effluent quality at the wastewater treatment plant for the month of September continues to be excellent, with no interruption of services or violations for the month. During the month of September staff concentrated on cleaning and organizing of utility, grounds keeping and facility buildings. Staff engineered, and installed a new Volgelsang grinder pump in the Biosolids building. The new pump grinds anything remaining in the Biosolids down to an eighth of an inch. This additional grinding makes for a much more consistent and clean sludge for the application site farmers.

Major maintenance activities for September included the final repair and replacement of the number three variable frequency drive which was destroyed in the fire. All three of the variable frequency drives in the blower building have now been replaced or fixed, and are on line.

Construction activities for the month of September consisted of calling in the scrap dealers to decommission the old gravity belt and remaining equipment in the old biosolids processing building. The building can now be updated and remodeled to be used as a storage and maintenance facility.

**New Connections:** 10  
**Total Connections:** 5365  
**Average Flow:** 1.0504 mgd  
**E. Coli** : 2

**Monthly Averages:**  
**Effluent BOD<sub>5</sub>:** 2 mg/l  
**Effluent CBOD<sub>5</sub>:** 1 mg/l  
**Effluent TSS:** 4 mg/l

## **Biosolids Program:**

The City of Canby applied 216 cubic yards of dewatered cake to Ingels Tax Lot 2500 and Piuser Tax Lot 500.

## **Pretreatment & Storm Water:**

During the month of September we began our initial response to the August Pretreatment Audit and completed a three day bioassay of our effluent. A bioassay is a test that determines the ability of aquatic organisms to live and reproduce in our effluent.

## **Meetings and Training Attended**

I attended meetings with Oregon ACWA, PNPC, and Canby Utility Board.

TO MARK FYI

Lilian de Carteret  
23567 South Central Point Road  
Canby OR 97013  
503-263-2780

September 25, 2005

John Williams  
City Of Canby  
182 N Holly Street  
Canby OR 97013

RECEIVED

OCT 04 2005

CITY OF CANBY

To: CC  
FYI  
[Signature]

Dear Mr. Williams:

I thought you might like to know how much our family appreciated our experience with the personnel at Zion Memorial Cemetery.

Mr. Ken Robinson treated us with respect and courtesy on the occasion of my husband's burial.

We were accommodated with comfortable chairs at the graveside and our minister was most impressed with the grave site service accommodations.

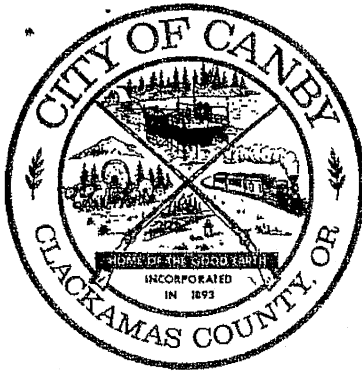
At a later date, he was most helpful with the choice of a memorial stone and we feel he went out of his way to help us with the style and lettering, etc. The result being we are all very very happy with the finished product.

He also is very friendly when we visit weekly at the cemetery. I wanted you to know you have an excellent and very dedicated employee at this cemetery and we appreciate all he has done for our family this year.

Sincerely,

*Lilian de Carteret*

Lilian de Carteret



# City of Canby

Office of Community Development Director

October 10, 2005

Ms. Lillian de Carteret  
23567 S. Central Point Road  
Canby, OR 97013

Dear Ms. de Carteret:

Thank you very much for writing to convey your appreciation of Mr. Ken Robinson's services at Zion Memorial Cemetery. I am glad you had a good experience; this is very important at what is always a difficult time for families. It means a lot to us that you would take the time to write when you must have a lot on your mind.

My condolences on the loss of your husband. Thanks again for writing and please contact me if there is anything else we can do for you or your family.

Sincerely,

John R. Williams  
Community Development & Planning Director