

CANBY CITY COUNCIL

Regular Session

February 18, 2004

AGENDA – 7:30 PM – Council Chambers

1. OPENING CEREMONIES:
 - A. Call to Order, Flag Salute
2. SWEARING IN CEREMONY:
 - A. Canby Reserve Police Officer
3. PRESENTATIONS:
 - A. Plaque Presentation to Officer Chris Mead
 - B. Employee of the Month
 - C. Presentation by Willamette Broadband President

Pg. 1
4. PROCLAMATION:
 - A. Iwo Jima Remembrance Day

Pg. 4
5. CITIZEN INPUT ON NON-AGENDA ITEMS:
6. CONSENT AGENDA:
Minutes – Workshop, January 28, 2004
Minutes - Regular Meeting, February 4, 2004
Accounts Payable - \$307,789.00
Appointments to Canby Budget Committee
Appointments to Canby Utility Board

Pg. 5
Pg. 7
7. COMMUNICATIONS:
 - A. Letter from Roger Reif Regarding Measure No. 3-111 and Measure No. 3-113

Pg. 9
8. PUBLIC HEARINGS:
 - A. ANN 03-07 G. Cam/Dodds
 - B. ANN 03-08 Wightman/Netter

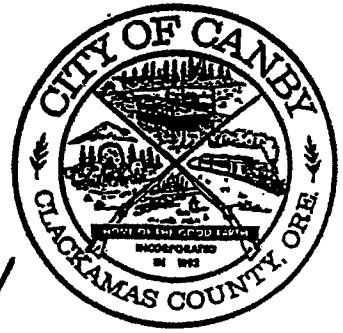
Pg. 10
Pg. 33
9. NEW BUSINESS:
10. UNFINISHED BUSINESS:
11. RESOLUTIONS & ORDINANCES:
 - A. Ord. 1133, Amending Canby Munic. Code Section 2.56 Creating a Parks & Recreation Advisory Board (2nd Reading)

Pg. 53
12. MANAGER’S REPORT:
13. CITIZEN INPUT:
14. COUNCILORS’ ISSUES:
15. ACTION REVIEW:
16. EXECUTIVE SESSION: ORS 192.660 (1)(h) pending litigation
17. 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.*

CITY COUNCIL SIGN-IN SHEET

Date: February 18, 2004

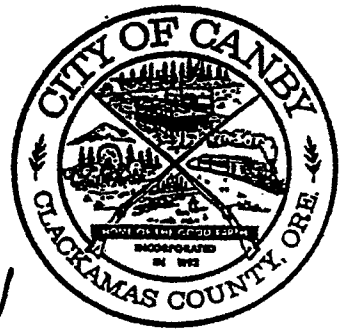


PLEASE PRINT CLEARLY

NAME	ADDRESS
Roger Reik	273 N. Grant St
Eric Koelker	CANBY, OR
Irene Breshears	1000 N.E. 10th Avenue
Geoff Carson	971 S. Fir Ct.
Jamie Netter	2147 NE Territorial Rd, Canby
Elizabeth Eubanks	707 HULET LN. Newberg, OR
Kim MacFarlane	21905 NE Hidden Springs Rd. Dundee
Joe Eubanks	" " "
LEE EUBANKS	707 HULET LN NEWBERG OR.
Murray Taylor	CANBY
ERIE GRAHAM	Canby
Daniel Webb	1864 N. Redwood Canby
Robert Eubanks	995 NW 22nd Canby
Reggie Butts	384 SE 10th Ave Canby
Ally Manuel	1612 N Redwood Canby
Maryanne Duff	1240 NE 11th Pl -
Charmaine Seibert	City
Ed Netter	334 SE 10th Canby
Tim Stuart	1320 N. Hwy Canby, OR
Glennette Danforth	1612 N Redwood Canby
Curtis & Lila Gottman	10381 S. mulino Rd Canby

CITY COUNCIL
SIGN-IN SHEET

Date: February 18, 2004



PLEASE PRINT CLEARLY

NAME

ADDRESS

JAMES RENNARD

LAKE OSWEGO

JOHN SCHMITZ

675 N. Juniper St.

Georgi Cam

355 NW 2nd Ave

Tom Markgraf

211 N AINSWORTH, PDX 97217

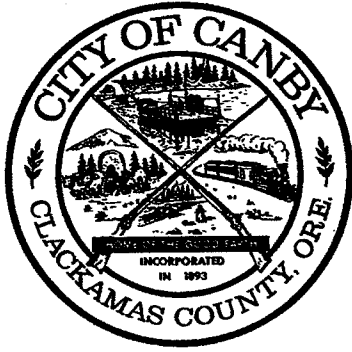
LEE LEIGHTON, WESTAKE CONSULTANTS, 15115 SW SEQUOIA PKWY, STE 150 / 97224

Ralph Netter

22475 Airport Rd. N.E. Aurora, 97002

KEN SCHUH

PO BOX 905 CANBY



City Council FYI Update

To: Mayor Thompson & City Council
Date: 11 February 2004

City Council Agenda Items for February 18 Meeting

1. **Swearing-in Ceremony for New Reserve Police Officer** - Judge Henricksen will be on hand at the Council meeting to swear-in our newest reserve police officer, Bob Eubanks (not the guy from the Dating Game TV show).

2. **Presentation to Officer Chris Mead in Memory of Police Service Dog Quinn**: As you are aware, it was necessary to put Quinn to sleep as a result of a serious un-treatable medical condition that was causing Quinn to suffer needlessly. In recognition of Officer Mead's departed K-9 partner of many years, Chief Pagano will be presenting a memorial plaque to Officer Mead with a photograph of Quinn. In the law enforcement community, a K-9 officer and his/her dog have an extremely unique and strong bond - even stronger, in some cases, than human officers who are assigned as partners. This presentation acknowledges that partnership between Quinn and Chris Mead and honors Quinn for his outstanding career in the Canby Police Department in service to our citizens.

As a side note, we have created a public memorial to Quinn in the display case at the Police Department. If you have occasion to visit the Department, please take a look.

3. **Presentation Employee of the Month**: I will be presenting the Employee of the Month Award to Office Specialist IV Marty Moretty for her hard work and commitment to the City and Canby Library. Attached is a letter of nomination for this award signed by a number of Marty's co-workers and Beth Saul is supportive of the nomination.

4. **Introduction of New President of Willamette Broadband** - Mr. Wayne Vestal has asked to come before the Council to introduce himself as the new president of Willamette Broadband. I have had the opportunity to have some lengthy discussion

with Mr. Vestal regarding customer service issues with Willamette Broadband and he is committed to addressing those and increasing communications between the City and the cable company. So far, that commitment has been honored and I have been in contact with their Customer Service Manager, Tracy Aplin who has done a good job thus far in notifying me of problems that may impact cable subscribers.

5. **Proclamation - Iwo Jima Remembrance Day:** The proclamation is attached. Irene Breshears will be on hand to accept the proclamation from the Mayor.

6. **Consent Agenda:** In addition to the routine matters listed on the Consent Agenda, approval of the Consent Agenda will include appointments to the Budget Committee (Paul Carlson & Rita Rush) and the reappointment of Scott Taylor and John Hill to the Canby Utility Board.

7. **Communications - Letter from Roger Reif** At the request of Mr. Reif, this matter was held over to the February 18 Council meeting. Previously, you were provided a confidential memorandum from John Kelley containing his recommendation for a Council response to this letter. If you have questions for John Kelley regarding that memorandum, please call him prior to the Council meeting. Attached is a copy of the letter from Roger Reif.

8. **Public Hearing Re: Annexation 03-07 G. Cam/Dodds:** This public hearing is regarding the proposed annexation of 19.91 acres into the City. The Planning Commission voted 4-3 to recommend denial of the annexation to the Council. The Council still holds a public hearing and if you overturn the Planning Commission's recommendation, the matter would be sent to the voters for the May 18 election. This proposal calls for the addition of 76 single family homes. Attached is a staff report prepared by Associate Planner Darren Nichols.

9. **Public Hearing Re: Annexation 03-08 Netter/Whightman:** This public hearing is regarding a proposed annexation of 1.65 acres into the City limits for the purpose of constructing 10 single family homes. The matter was heard by the Planning Commission and by 6-1 vote, the Commission recommends that the Council deny the annexation. As with the item above, should that recommendation be overturned, the matter would go before the voters on May 18. Attached is Darren's staff report.

Ordinances and Resolutions

10. **Ordinance 1133 - Amending Municipal Code Re: Parks & Recreation Board:** This matter is before you for second reading. NOTE: *Councilor Oliver, liaison to the Park & Recreation Advisory Board will be introducing discussion regarding the appointment of two additional members to the Board - Bill Johnson & Ken Schuh.* Adoption of Ordinance 1133 allows for additional members to be added to the Board. Once the ordinance is adopted, those

individuals may be appointed to the Board should that be the Council's desire. We have attached their applications along with a copy of the ordinance.

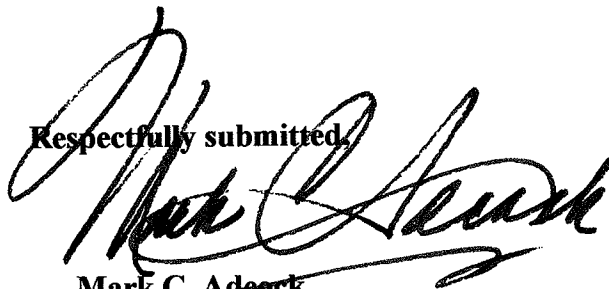
11. **Manager's Report:** Nothing at this time.

Miscellaneous Non-Agenda Items

Attached are monthly activity reports for various departments and the following miscellaneous items:

- > Two articles provided by Councilor Daniels regarding City fo Salem.
- > A letter of appreciation from the United Way for employee contributions in 2003.
- > **Upcoming Meeting with Senator Schrader.** As you know, Councilor Oliver and I met with Representative Scott a couple of weeks ago to discuss a variety of issues. Among those was the State's preservation of State shared revenues for cities. As I reported to you, Representative Scott's opinion was that even with the failure of Measure 30, he felt that State shared revenues would not be in jeopardy for cities. At the Chamber of Commerce function last Saturday night, I spoke with Senator Schrader and I will be meeting with him as well to discuss his opinion as to the future of these revenues for cities. I'll report the content of my discussion with the Senator as soon as practical.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Mark C. Adeock', written over a horizontal line.

Mark C. Adeock
City Administrator

Attachments

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

Name of Nominee: Marty Moretty Date: January 2004

Department: Library Nominated By: Library Staff

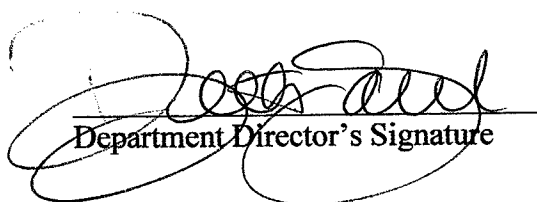
Which of these criteria describes the reason for your nomination of this person?

- ☐ 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.

See attached

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


Department Director's Signature

2/9/04
Date

2/9/2004

1

We believe that Marty Moretty should be awarded "Employee of the Month" for the following reasons:

- 1) Marty demonstrates exemplary leadership by giving each of us direction, in detail, as to what she wants accomplished. She rolls up her sleeves and helps to complete any task as necessary. Her example inspires all staff members to excel.
- 2) Marty has outstanding customer service skills. She works well with everyone. She is approachable by all, staff and patrons alike. She always has a friendly comment or question for each person tailored to the person she serves. Her friendly and outgoing personality creates a connection to everyone.
- 3) Marty creates miracles with the limited staff and resources of the Library. She has assigned shifts that fit into people's lives (i.e. school, other jobs, children) and gets the most out of each employee. She creates an atmosphere where people want to come to work. She makes sure the book drop is emptied, even in the most adverse conditions (such as the recent inclement weather).
- 4) Finally, Marty is extremely dependable and hard working. She is the heart and soul of the Library. Staff members look up to her and are willing to go the extra mile.

Karen Hy
Stephanie Koles
Connie Doyon
Joan Perinich
Ruth H. Bales
Lori Fitzgerald

Mary Lou Irving
Jill Schulenberg
Helen Hall
Alexa Jenkins
Peggy L. Wickham

DATE: January 30, 2004

MEMO TO: Marty Moretty, Library Office Supervisor

FROM: Beth Saul, Library and Parks Director

RE: Job well done

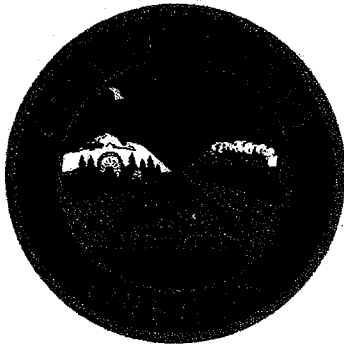
Marty, this memo is to thank you for your efforts to learn the library world as quickly as possible and take on the gap left by Karmin McKenney. You have put your shoulder to the grindstone and learned the necessary tasks in record time, taking a big burden off of me and Linda Baty.

I especially want to thank you for your efforts to increase the volunteer base at the Library. Your efforts have meant an increase of about 100 hours of volunteer help per month since January.

You have also taken over one of the most complex purchasing situations in the City. The Library has so many vendors, standing orders, orders that are not all fulfilled each month since some books are backordered, etc., that Finance has chosen the Library to be the guinea pig for its purchase order system. You have managed to untangle the mess that was left from Karmin's absence and work with Suzan Duffy and Laura Dornbusch to develop a system that will help Finance to meet its goals regarding purchase orders and real-time financial reporting.

You have received many kudos from the Library Board and from members of the public regarding your friendly customer service. This is also very much appreciated, since the Library relies on great customer service in order to win as much of the county library funds as possible.

Keep up the good work!



Office of the Mayor

Proclamation

"Iwo Jima Remembrance Day"

WHEREAS, on February 23, 1945, this country's Armed Forces were engaged in one of the most strategic and bloodiest battles of World War II - the battle for Iwo Jima; and

WHEREAS, the Canby Veterans of Foreign Wars have deemed it fitting to erect a flagpole at the Canby Adult center in remembrance of those who took part in this great battle; and

WHEREAS, each year the members of the Veterans of Foreign Wars Post 6057 and their fellow veterans organizations conduct a ceremony to rededicate this memorial and replace the flags on the flagpole; and

WHEREAS, the flagpole located at the Canby Adult Center is the only memorial in the City of Canby dedicated to our veterans who made such significant personal sacrifices during World War II in defense of this great nation; and

NOW, THEREFORE, I, Melody Thompson, by virtue of the authority vested in me as Mayor of the City of Canby, do hereby proclaim February 28, 2004 as

IWO JIMA REMEMBRANCE DAY

and call upon on individuals, schools, churches, organizations and business establishments in the City of Canby to proudly remember the sacrifices made by servicemen who fought so gallantly in this bloody and decisive battle. I further call upon all members of this community to join in commemorating this great event with the rededication of the flagpole at the Adult Center on February 28 at 10 A.M. Given unto my hand this 18th day of February, 2004.

Melody Thompson
Mayor

City of Canby
Application
Boards/Committees/Commissions/Council

Date: 1/20/2004
Name: Paul S. Carlson Occupation: Investment Adviser
Home Address: 2021 N. Redwood St Canby
Address City Zip

Employer: Edward Jones Position: Investment Adviser
Daytime Phone: 263-2143 Evening Phone: 266-8400
For which position are you applying? Budget Committee

What are your Community interests (committees, organizations, special activities)?
Canby Adult Center board member; Chamber of Commerce Board member; Kiwanis member; Toastmaster member and President; Educator in Canby Community Education classes

Experience and educational background: I am currently a Financial Adviser soon to be a Certified Asset Management Specialist. I received a Bachelor of Arts from George Fox College and a Masters of Science in Teaching from Portland State University.

Reason for your interest in this position: I desire to learn more about the workings of the City and to lend any skills applicable towards ensuring Canby as a healthy community.
List any other City or County positions on which you serve or have served: N/A

Information on any special membership requirements: _____

Referred by (if applicable): Chauncey, Greg Kreeplin

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

THANK YOU FOR YOUR WILLINGNESS TO SERVE CANBY
We appreciate your interest

Please return to :

City of Canby
182 N Holly Street
PO Box 930
Canby, OR 97013

RECEIVED
JAN 26 2004
CITY OF CANBY

City of Canby Application Boards/Committees/Commissions/Council		RECEIVED JAN 26 2004 CITY OF CANBY
Date: January 22, 2004		
Name: Rita L. Rush	Occupation: Manager, Admin Services	
Home Address: 835 N. Cedar Court	Canby	OR
Address	City	Zip
Employer: Real Estate Agency	Position: Manager, Admin Services	
Daytime Phone: (503) 378-4170 X230	Evening Phone: (503) 266-2605	
Email Address: larsrita@canby.com		
For which position are you applying: Budget Committee		
What are your community interests (committees, organizations, special activities)?		
I would like to get involved in the community and learn more about it. I have participated in the CASA program in Marion County as a guardian ad litem for foster children.		
Experience and educational background: I am the budget analyst and accountant for the Oregon Real Estate Agency. I have a degree in Accounting and Finance and hold an Oregon CPA license.		
Reason for you interest in this position: My husband and I moved to Canby in August 2003, and I would like to participate in the community that we have chosen.		
List any other City or County positions on which you serve or have served:		
Information on any special membership requirements:		
Referred by (if applicable):		

Feel free to attach a copy of your resume and use additional sheets as necessary
THANK YOU FOR YOUR WILLINGNESS TO SERVE CANBY

Please return to

City of Canby
182 N Holly Street
PO Box 930
Canby OR 97013

RECEIVED

FEB 09 2004

CITY OF CANBY

January 15, 2004

Honorable Mayor Melody Thompson
City of Canby
182 N. Holly Street
Canby, OR 97013

Dear Mayor Thompson:

I have had the privilege of serving as a member of the Board of Directors for the Canby Utility Board since my appointment, to fill the vacancy of Bob Westcott, four months ago. I have enjoyed serving the community during this time.

I am respectfully requesting my reappointment to the board for the next three-year term. Your consideration is truly appreciated and if you have any questions, please do not hesitate to give me a call.

Sincerely,

A handwritten signature in cursive script that reads "Scott Taylor".

Scott Taylor
2307 N. Maple
Canby, OR 97013

Hm: 503-266-5484

Wk: 503-945-8876

From: "Melody Thompson" <mthompson@ci.troutdale.or.us>
To: "Kim Scheafer" <scheaferk@ci.canby.or.us>
Date: 1/29/04 12:41PM
Subject: : CUB Board Member Term

----- Original Message -----

From: JohnMHillII@aol.com
Date: Wed, 28 Jan 2004 09:12:05 EST

expiring on
term

Mayor Thompson, as my present term on the Canby Utility Board is
February 28, 2004. I am requesting to serve on the board for the next
as
well.

Thank you, for your consideration in this matter.

John Hill II
johnmhillii@aol.com
478 N. Knights Bridge Rd.
Canby, OR 97013

REIF, REIF & THALHOFER
ATTORNEYS AT LAW

RAYMOND R. REIF (Retired)
R. ROGER REIF
PAUL T. THALHOFER

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

PHONE: (503) 266-3456
FAX: (503) 266-8555
www.canbylaw.com

November 20, 2003

Honorable Mayor Thompson
Members of the City Council
City of Canby
182 N. Holly Street
P. O. Box 930
Canby, OR 97013-0930

RE: Voter annexations - Measure No. 3-111 and Measure No. 3-113

Dear Mayor Thompson and Members of the City Council:

I represent ManDan, LLC (Measure No. 3-113) annexation of approximately 4.6 acres, and Ethan Manuel, Glennette Danforth and Allen Manuel (Measure No. 3-111) annexation of approximately .92 acres.

The proposals were approved by the City Council, but were defeated by the voters in the November 4, 2003 election. Unfortunately, the City mistakenly attached the wrong map to each of these proposals. That is, the smaller proposal was presented to the voters with the map from the larger proposal, and the larger proposal was presented to the voters with the map of the smaller proposal.

These two proposed annexations were in separate neighborhoods and were substantially different in size and scope.

We believe this error was obviously unintentional; however, it did relay to the voters inaccurate and confusing information. My clients' position is that the inaccurate information severely prejudiced the vote. My understanding is that no proofs for the voters' pamphlet were provided to my clients.

We respectfully request that the Mayor and the City Council authorize the presentation of these two proposals to the voters in the May election with the accurate information so voters may make an informed decision. Because of the error in publication, we are requesting that the proposals be presented to the voters without charge to my clients. Thank you for your consideration.

Sincerely Yours,

R. Roger Reif

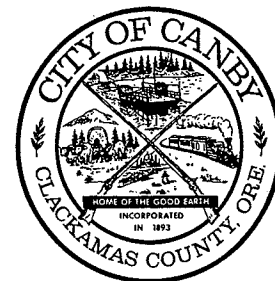
ROG/jv

2003-04

366-1579

TOTAL P.02

9



M E M O R A N D U M

TO: *Honorable Mayor Thompson and City Council*

FROM: *Darren Nichols, Associate Planner*

DATE: *February 11, 2004*

RE: *Planning Commission Recommendation on Annexation Application
(City File Number ANN 03-07 – Cam-Dodds)*

Issue:

The applicant is seeking to annex two tax lots containing 19.91 acres into the City of Canby (Tax Lots 400 & 500 of Tax Map 3-1E-28C). The subject parcel currently contains productive farmland with three residences and accessory buildings. If annexed, the applicant intends to subdivide the property. The proposed subdivision would provide 76 single family homes.

Synopsis:

The Planning Commission voted 4-3 to recommend denial of the annexation to the City Council. The City Council holds a new hearing but shall consider the Planning Commission's decision during Council deliberations. If the City Council denies the application, the annexation will not be sent to the voters. If the application is approved, the proposal will be placed on the May 18, 2004 ballot for local voters to make a final decision.

Planning Commission Recommendation:

The Planning Commission **recommends that the City Council deny ANN 03-07**, a request to annex 19.91 acres into the City Limits.

Rationale:

The Planning Commission held a public hearing on January 12, 2004 and found that the application did not meet the standards and criteria for annexation into the City. The Commission adopted written findings on February 9, 2004 which included the following understandings:

1. The Planning Commission determined that the current buildable land supply is estimated at 4 years within the City of Canby. The supply of platted land available for immediate development is currently less than the 3 years considered sufficient, but the overall need for land is not clearly established. The Planning Commission found that the 3-year supply of buildable land typically considered sufficient could be met or exceeded. Therefore, there is not an established need for this property to be annexed.

2. Additional discussion addressed traffic conditions at the intersection of NE Territorial and Hwy 99E, which continues to operate at level of service "F" during peak hours. The intersection is currently scheduled for signalization in 2006 but remains a traffic hazard until improved. Because traffic from the subject property is anticipated to use this intersection, public facilities and services are not available.
3. The Commission found that access to the site from N Locust Street is inadequate and questions remain regarding the level of off-site improvements proposed by the applicant. The Planning Commission finds that this criterion can only be met if a development agreement is provided to assure that adequate access for this parcel and future neighboring development will be constructed when needed.

Background:

The Comprehensive Plan Land Use Map designation of the subject parcel is Low Density Residential. If annexation is approved, City zoning for the parcel will be R-1, Low Density Residential. The subject parcel is currently zoned RRFF-5 by Clackamas County (Rural Residential, Farm and Forest - 5 acre minimum) and the property is designated priority "A" for annexation. The comprehensive zoning designation on the property would allow future subdivision of the property for single family residences. Properties to the north, south and west are outside the City limits but within the Urban Growth Boundary. Additional property to the south is outside the Urban Growth Boundary. Future development of the subject parcel would allow approximately 76 single family homes through an approved Subdivision Application.

Please refer to the enclosed Planning Commission package for additional information about the annexation application, including taped minutes from the Planning Commission's January 12th Public Hearing.

Citizen Testimony:

Janet Milne testified in opposition to the proposed annexation. Ms Milne noted the concerns of Canby residents regarding crowded schools, deteriorating roads and traffic safety. Ms. Milne also noted that this application is unchanged from a previous application that failed to meet 4 of the Comprehensive Plan criteria. In conclusion, Ms Milne recommended a more visionary development that reflects the needs of the community.

Options:

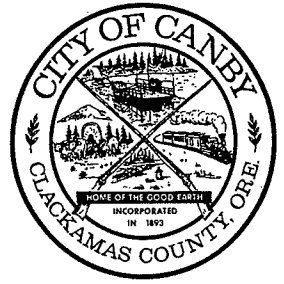
1. Deny the application for annexation
2. Recommend approval of the annexation and place the proposal on the May 18, 2004 ballot for voters to make the final decision. The Planning Commission does not recommend this option based on the findings and reasons listed above

Attachments:

Attachment A: Planning Commission staff report and attachments

Attachment B: Planning Commission Findings

Attachment C: Taped Planning Commission Minutes



- STAFF REPORT -

APPLICANTS:

Georgi Cam
PO Box 196
Mt. Angel, OR 97326

FILE NO.:

ANN 03-07
(Cam/Dodds)

OWNERS:

Martha A. Dodds and Thomas K. Dodds
2030 N Holly Street
Canby, OR 97013

STAFF:

Darren Nichols
Associate Planner

LEGAL DESCRIPTION:

Tax Lots 400 & 500 of Tax Map 3-1E-28C
(19.91 acres)

DATE OF REPORT:

January 2, 2004

LOCATION:

The parcel is located north of NE Territorial Road
Between N Holly and N Locust

DATE OF PC HEARING:

January 12, 2004

COMPREHENSIVE PLAN DESIGNATION:

R-1 Low Density Residential

ZONING DESIGNATION:

Rural Residential Farm & Forest
RRFF-5

I. APPLICANT'S REQUEST:

The applicant is requesting approval to annex 19.91 acres into the City. The site is located north of NE Territorial Road between N. Locust Street and N. Holly Street. If annexed, the applicant intends to build single family residences on the property.

Staff Report
ANN 03-07
Page 1 of 16

II. MAJOR APPROVAL CRITERIA:

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

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

1. Annexation shall be in keeping with prioritization categories, as designated on the adopted maps showing growth phasing (Urban Growth Element of the Comprehensive Plan).
2. Analysis of the “need” for additional property within the city limits shall be provided.
3. Smaller non-farm land shall be considered a priority for annexation over larger farm land;
4. Access shall be adequate to the site;
5. Adequate public facilities and services shall be available to service the potential (or proposed) development;
6. Compliance with other applicable city ordinances or policies;
7. Compliance of the application with the applicable sections of Oregon Revised Statutes Chapter 222. (In other words, a triple majority type application must contain proof that a triple majority does, in fact, exist, etc.);
8. Risk of natural hazards which might be expected to occur on the subject property shall be identified;
9. Urbanization of the subject property shall not have a significant adverse effect on specially designated open space, scenic, historic or natural resource areas;
10. Economic impacts which are likely to result from the annexation shall be evaluated in light of the social and physical impacts. The overall impact which is likely to result from the annexation and development shall not have a significant adverse effect on the economic, social and physical environment of the community, as a whole. The full text of the annexation criteria can be found in Section 16.84.040 of the Land Development and Planning Ordinance.

III. FINDINGS:

A. Background and Relationships:

The Comprehensive Plan Land Use Map designation of the subject parcel is Low Density Residential. If annexation is approved, City zoning for the parcel will be R-1, Low Density Residential. The subject parcel is currently zoned RRFF-5 by Clackamas County (Rural Residential, Farm and Forest). The only adjoining properties which are within the city limits are the Rebecca Estates subdivision (Laurelwood Loop and NE Territorial) and the Simnitt property, both of which lie to the east of the subject parcel (across Locust). To the north are parcels outside of the city limits but within the Urban Growth Boundary.

IFA Nurseries' property directly to the south is outside of the Urban Growth Boundary (the IFA Nurseries property is one of the "donut holes" in Canby's UGB). Two additional properties to the south of the subject property are within the UGB but outside of the city limits. Properties to the west are also within the UGB but outside city limits. Most of the properties surrounding the subject parcel are designated for eventual R-1 low density residential development. The Rebecca Estates subdivision to the southeast is zoned R-1.5 (Medium Density Residential).

The property is essentially flat, draining from the west to east with all slopes less than 2%. Soil on the site is Canderly Sandy Loam, a Class II soil which is excellent for agriculture and suitable for development. Please refer to the applicant's package and narrative (Exhibit 1) for additional information.

The subject parcel currently contains three single family residences and several accessory structures. The applicant's conceptual plan shows a 76-lot subdivision. Although a formal development application has not been submitted, traffic analyses and utility information included in the application are based on this proposed development. In considering this application, applicable criteria should be applied to the annexation application only and not to the conceptual plan.

Portions of the Dodds property have been submitted for annexation on three previous occasions. In January 25, 1999 the Planning Commission recommended denial of a 19.91 acre annexation application (ANN 98-05). The City Council upheld the Planning Commission's denial on February 17, 1999.

A second 19.91 acre annexation application ANN 02-03 was approved by the Planning Commission on December 9, 2002. That decision was approved by the City Council on February 5, 2003. Canby voters denied that application in May.

A 4.63 acre parcel of the property was submitted for annexation (ANN 03-06) again in July of 2003. On July 28, the Planning Commission recommended

denial of the smaller annexation application. On September 3, 2003 ANN 03-06 was also denied by the City Council.

The current proposal is essentially identical to ANN 02-03, the 19.91 acre parcel submitted for annexation in December 2002. On December 9, 2002 the Planning Commission heard that application and voted 4-2 recommending approval to City Council. City Council subsequently heard and approved the application by a 6-0 vote on February 5, 2003. In May 2003, however, Canby voters denied the annexation in a general election.

B. Comprehensive Plan Consistency Analysis

ii. Urban Growth

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

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

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

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

Implementation Measure D of this policy states:

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

Implementation Measure A of this policy states:

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

There are two significant issues relating to the adequate condition and capacity of urban facilities and services:

- 1) existing level of service deficiency at Territorial and Highway 99-E*
- 2) existing road conditions accessing the site.*

Clackamas County, the Department of Transportation and City Public Works express concerns with the adequacy and condition of existing facilities. These issues will be discussed in the Public Facilities and Services section.

iii. Land Use Element

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

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

Analysis: Implementation Measure B of this element states, "Carefully analyze the need for additional property within the City limits or in light of underutilized incorporated property, prior to the annexation of additional land."

Goal #2 addresses the need for buildable land in Canby. The current supply of buildable land is 3year and 3 months. A supply of developable residential land to provide for anticipated population growth over the following three years is considered to be sufficient.

Annexation of this parcel would permit future development of the property according to the Comprehensive Plan. The following table provides information on buildable lands within the City limits. Please note that the HOPE Village development (a total of 258 units) is not included in Table A. The Planning Commission requests that HOPE Village be excluded because it does not represent "typical" development in Canby.

The table also excludes the Northwoods property south of NW

Territorial Road. Development of the Northwoods property is pending an appeal to the State Land Use Board of Appeals. If approved the Northwoods development would provide an additional 129 buildable lots and would add approximately 9 months to the land supply.

Table A: Buildable Lands <i>Revised - December 2003</i>	
Classification	# of Lots
Approved Lots/Units	52
Approved Lots/Units in Plat Approval Process	67
# Lots in Annexation Process	(86) Not included in total
Vacant Land Not Platted	444
TOTALS	563 Lots/Units
Average Build-out	172 Lots/Units year
BUILDABLE LAND	3 years 3 months
Platted Buildable	8 months

If approved, the Northwoods subdivision would increase Canby's total buildable land supply to 4 years and would increase the platted buildable land supply to 1 ½ years .

Totals in the table above assume that raw land developed to Low Density levels will be built at 4.2 lots/acre. High Density development is estimated at 11.1 units/acre. The "Average Build-out" is based on the number of permits issued for single family, multi-family, and manufactured home units over the last five years.

This revised buildable lands analysis includes several large, buildable properties within Canby's city limits which were previously not included. The properties have not been considered developable due to access issues, conflicting uses and owner attitudes to development. Issues preventing development have since been resolved, allowing for a more accurate count of

buildable land in Canby. For a list of included properties, see Buildable Lands Analysis (Exhibit 4).

The proposed annexation would bring 19.91 acres into the City at the Low Density Residential level. Proposed development for this parcel includes 76 new homes, which would add approximately 5 ½ months of buildable land supply.

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

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

-The Traffic Safety Committee previously has expressed concern about the current volume of traffic at Hwy 99 and Territorial Rd. The Committee considers the intersection a major concern. That concern will be addressed with the addition of a signal light proposed for 2005.

- Public Works has raised concerns regarding the ability to provide adequate road access from the site to N Locust and from N Locust to Territorial Road. In particular, access will be difficult for school buses and emergency vehicles attempting to negotiate the turn between NE Territorial and N Locust. Public Works has also expressed concerns about the current road width and the location of a PGE transmission line in the center of the right of way on N Locust.

While these issues are important to the annexation decision, they should also be considered at the time of subdivision review. The applicant should be ready to address this issue at the time of subdivision. All other providers declared that facilities are adequate at this site.

iv. **Environmental Concerns Element**

- GOAL:**
- 1) TO PROTECT IDENTIFIED NATURAL AND HISTORICAL RESOURCES.**
 - 2) TO PREVENT AIR, WATER, LAND, AND NOISE POLLUTION. TO PROTECT LIVES AND PROPERTY FROM NATURAL HAZARDS.**

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

Analysis: The subject property and surrounding parcels are engaged in agricultural production and are currently zoned for EFU (Exclusive Farm Use).

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

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

In considering the parcel's 19.91 acres of productive agricultural land designated priority "A" for annexation, these two implementation measures are conflicting. The subject parcel is not fragmented and is productive agricultural land. The parcel is, however, designated priority "A" within the UGB. In December 2002 the Planning Commission found that "Although the property is larger, agricultural land, the proposed phasing scenario will ensure that the property is gradually taken out of

agricultural production”. *The Dodds property is currently inside the Urban Growth Boundary and is intended for eventual urban development.*

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

Analysis: Public Works and the City Engineer have expressed concerns about stormwater management. Stormwater management systems will be reviewed and approved prior to subdivision of the subject parcel. The Canby Utility Board-Water did not express concerns with the annexation proposal.

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

Analysis: The subject property does not fall within a hazard zone as identified by the Comprehensive Plan. There are no steep slopes, or identified flood prone areas, wetlands, or significant wildlife habitat in areas anticipated for development. There are no historic sites on the property.

v. Transportation Element

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

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

Analysis: Both the police and the fire district have responded to a Request for Comments and both have indicated that adequate services are available. No further conditions are necessary at this time.

vi. **Public Facilities and Services Element**

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

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

Analysis: All public facility and service providers were sent a "Request for Comments" regarding this application. Positive responses were received from the Canby Utility Electric, Canby Telephone, Canby Fire, Police, Parks and Recreation, the City Engineer, Bicycle and Pedestrian Committee, Willamette Broadband and Northwest Natural.

Gary Stockwell of the CUB Electric expressed concerns about existing infrastructure interfering with development. A PGE transmission line located in the Locust Street right of way must be moved at developer's expense prior to subdivision of the parcel.

Beth Saul of the Parks and Recreation Department expressed concerns about the provision of parks and the coordination of park development with the annexation.

City Engineer Curt McLeod notes that utility designs must consider efficient development of land between the subject parcel and NE Territorial Road. Curt also notes that all stormwater systems will require DEQ approval.

***Traffic Study:** A traffic study was commissioned for a previous annexation application on the subject parcel. That study is still considered current and will be used for the purpose of assessing this annexation proposal. The intersection at NE Territorial and Hwy 99 is expected to remain at service level F with development on the*

proposed parcel. Installation of a proposed signal at the Territorial and Hwy 99 intersection will upgrade service levels to C and B, during the morning and evening peak levels, respectively. A signal is proposed for 2005.

Policy #5: Canby shall assure that adequate sites are provided for public schools and recreation facilities.

Analysis: No schools are planned to be located in this area. An indeterminate dedication of open space is proposed at the time of development.

The Parks and Recreation Department expressed concerns about the provision of parks and the difficulty of providing adequate park development through the approval of smaller annexations. Parks and Recreation noted that a previous 20-acre application for this parcel included provision for parks and open space. The Planning Commission may wish to consider ways for the annexation to be linked to surrounding development in a manner that will benefit the greater community.

vii. Economic Element

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

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

Analysis: Implementation Measures A and C apply to the review of annexation proposals. Implementation Measure A states that "so long as there are other reasonable alternatives for urban growth, highly productive agricultural lands will be protected from urban encroachment." Implementation Measure C states that "agricultural operations, even those within the incorporated area, will be encouraged to remain in

operation for as long as it is economically feasible to do so". The subject property is viable and productive farmland. The subject parcel is, however, designated as Priority "A" for annexation and can be served by urban level services.

viii. Housing Element

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

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

Analysis: This property is within the City's Urban Growth Boundary and, as such, is designated for development within the next 20 years.

Conclusion Regarding Consistency with policies of Canby's Comprehensive Plan:

This application is clearly consistent with many of the Comprehensive Plan policies for annexation. The conflict between the prioritization of the property and its use as agricultural land may warrant further discussion. The Planning Commission has previously concluded that this parcel is a viable part of the prioritized phasing strategy. Staff also concludes that the encouragement and/or protection of agricultural lands within the Urban Growth Boundary is best handled through adherence to the annexation phasing strategy in the Urban Growth Element of the Comprehensive Plan. Please review the analysis above for specific comments.

The provision of Public Facilities and Services may warrant discussion in relation to access improvements at N Locust Street and in relation to the provision of open space/parks on the parcel. The applicant indicates that he is prepared to provide adequate facilities to meet City of Canby requirements for access and for open space. The Planning Commission may wish to inquire more of the applicant regarding specific details of improvements to N Locust Street. Typically, public facilities and services are also dealt with at the time of development and staff recommends that this remain the case.

C. Evaluation Regarding Annexation Consideration Criteria

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

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

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

Analysis: The criteria for annexation states, "A supply of developable residential land to provide for the anticipated population growth over the following three years is considered to be sufficient". Buildable lands analysis indicates that the supply of residential land available for development in Canby currently exceeds 3 years. The supply of land platted for immediate development is estimated at less than one year. Pending decisions from the State of Oregon and other local land owners, the supply of platted land may increase to more than two years.

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

Analysis: The property is considered "larger farm land" which is not considered a priority over smaller non-farm land. The property is, however, priority A and, as such, has been reserved for urban development before other properties which are considered priority B and C, even if these properties may be smaller non-farm land.

4. Access shall be adequate to the site.

Analysis: Access to the site will require improvements to N Locust Street. The applicant has indicated that project phasing will allow for timely improvements to existing street access. Please see applicant's letter referring to street improvements (Exhibit 3).

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

Analysis: Public facility and service providers have stated that services will be available to the property through development. Services not available or underserved shall be provided at the developer's expense and shall be conditioned upon development approval.

6. Compliance with other applicable city ordinances or policies.

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

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

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

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

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

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

Analysis: There are no “specially designated” open space, scenic, historic, or natural resource areas identified on the subject property.

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

Analysis: The annexation of this property would not have a significant adverse affect on the short term economic, social and physical environment of the community as a whole. It will provide temporary employment during construction and will provide long-term residences.

IV. CONCLUSION

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

- 1) Annexation priority,
- 2) Need for residential land,
- 5) Adequacy of Public Facilities and Services,
- 6) Compliance with other applicable ordinances,
- 7) Compliance with ORS 222,
- 8) Risk of natural hazards,
- 9) Effect of urbanization on designated open space, scenic, historic or natural resource area; and
- 10) Economic impacts of the proposed annexation.

The Planning Commission may wish to discuss the conflict between
1) Annexation priority and 3) Larger farm land vs. smaller non-farm land.

The Commission may also wish to discuss 4) Access to the site.

V. RECOMMENDATION

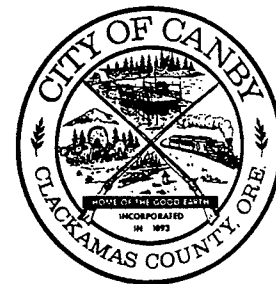
Based upon the findings and conclusions contained in this report and without benefit of a public hearing, staff recommends that the Planning Commission recommend approval of ANN 03-07 to the City Council, with the addition of the following understandings.

1. The zoning classification for the property will be R-1 Low Density Residential.
2. All service connection, recording costs and future development costs are to be borne by the applicant and/or the property owners.
3. All City and service provider regulations shall be adhered to at the time of connection to services and/or upon future development.
4. Sidewalks and utility easements are normally conditioned as a part of new development. As no new development is proposed, sidewalks and utility easements will be required upon any future land use application including subdivision approval, issuance of a building permit or other application for redevelopment.
5. Any costs associated with the annexation election not covered by the initial deposit shall be the responsibility of the applicant and/or property owner. Elections costs shall be payable upon receipt of an itemized billing from the City of Canby.
6. Prior to submittal of the annexation request to the Clackamas County Elections Division, the applicant shall have a development agreement, legally binding upon present and future owners, recorded with the property which stipulates the following:

The applicant shall agree to improve S. Locust Street from NE Territorial Road to the property's frontage. These off-site improvements shall meet minimum Clackamas County and City standards for street construction and width. The construction of these improvements shall take place before any phase of the development accesses N. Locust Street.

Exhibits:

1. Applicant's package (including Traffic impact study)
2. Responses to requests for comments
3. Letter from applicant
4. Buildable Lands Analysis



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

A REQUEST TO ANNEX 19.91) FINDINGS, CONCLUSIONS & ORDER
ACRES OF LAND INTO THE) ANN 03-07
CITY OF CANBY) (Cam/Dodds)

NATURE OF APPLICATION

The applicant is seeking to annex two tax lots containing 19.91 acres tax lot into the City of Canby (Lots 400 / 500 of Tax Map 3-1E-28C). If annexed, the applicant intends to build approximately 76 single family homes accessed from N Holly Street and from N Locust Street. The site is located north of NE Territorial Road between N Holly and N Locust. The property is currently designated priority A for annexation according to Canby's Comprehensive Plan.

HEARINGS

The Planning Commission held a public hearing and considered this application at its meeting January 12, 2004.

CRITERIA AND STANDARDS

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

CRITERIA AND STANDARDS - continued

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

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

FINDINGS AND REASONS

The Planning Commission deliberated on all input presented at the January 12, 2004 meeting. The Planning Commission incorporates the January 2, 2004 Staff Report and Commission deliberations as support for its decision. The Planning Commission accepted and adopted the findings in the January 2, 2004 Staff Report insofar as they do not conflict with the following supplemental findings:

1. The Planning Commission discussed the need for platted building lots in Canby. The Commission considered the buildable land inventory of 4 years. The Commission also considered the platted buildable land supply of 8 months but concluded that several properties are likely to be platted within the next year.
2. The Planning Commission asked the applicant if he would be willing to enter into a development agreement regarding access improvements to N Locust Street. The applicant indicated that he is willing to work with the City of Canby to ensure adequate access.
3. Additional discussion addressed the intersection at NE Territorial and Hwy 99. Commissioners determined that signalization of the intersection must be scheduled prior to annexation of the subject parcel; the intersection remains a concern until improved.
4. Deliberation addressed the fact that the applicant's current proposal is unchanged from a previous application denied by Canby voters. The Commission noted the need for buildable land in order to maintain a supply of affordable homes. Amid the discussion, Commissioners noted the need for residences to house employees in the new Pioneer Industrial Park.
5. The Planning Commission discussed the condition of Canby's existing street infrastructure and the population of Canby schools. Although current City services such as streets and parks are in need of repair and maintenance, the Planning Commission does not find that these conditions justify denial of annexation applications.
6. Additional deliberations questioned the validity of Canby's existing annexation priority system. Commissioners noted the need for a revised annexation priority system but also noted that the subject application should be considered in light of the existing priorities for annexation.

CONCLUSION

The Planning Commission concludes that, based on the findings and conclusions contained in the January 2, 2004 staff report and the January 12, 2004 public hearing and based on Commission deliberations on January 12, 2004 and January 26, 2004:

1. The land is designated as Priority "A" for annexation.
2. The current buildable land supply is estimated at 4 years within the City of Canby. The supply of platted land available for immediate development is currently less than the 3 years considered sufficient, but the overall need for land is not clearly established.
3. The subject property is part of a larger tract of farm land and is surrounded by other productive farm land.
4. Access to the site from N Locust Street is inadequate and questions remain regarding the level of off-site improvements proposed by the applicant. The Planning Commission finds that this criterion can only be met if a development agreement is provided to assure that adequate access for this parcel and future neighboring development will be constructed when needed.
5. Traffic conditions at the intersection of NE Territorial and Hwy 99E continue to operate at level of service "F" during peak hours under all scenarios. The intersection is currently scheduled for signalization in 2006 and remains a traffic hazard until improved. Because traffic from the subject property is anticipated to use this intersection, public facilities and services are not available. With the exception of this issue, the City and other service-providers are able to provide the property with urban level services upon development.
6. The annexation proposal complies with other applicable City ordinances or policies.
7. The annexation proposal complies with all applicable sections of Oregon Revised Statute.
8. No natural hazards have been identified on the site.
9. Urbanization of the subject property would have limited impact on designated open space, scenic, historic or natural resource areas.
10. Adverse economic impacts are not likely to result from annexation of the subject parcel.

RECOMMENDATION

IT IS RECOMMENDED BY THE PLANNING COMMISSION of the City of Canby that the City Council **DENY** annexation application ANN 03-07.

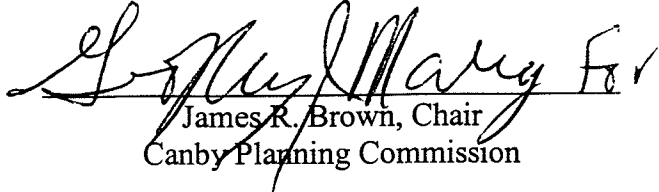
Findings, Conclusions & Order

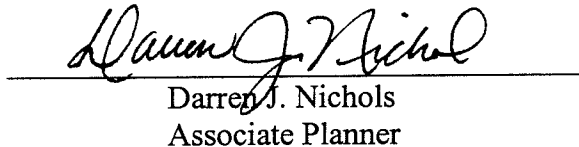
PAGE 4 of 5

ANN 03-07

I CERTIFY THAT THIS ORDER recommending **DENIAL** of ANN 03-07 to the City Council was presented to and APPROVED by the Planning Commission of the City of Canby.

DATED this 9th day of February, 2004.


James R. Brown, Chair
Canby Planning Commission


Darren J. Nichols
Associate Planner

ATTEST:

ORAL DECISION – January 26, 2004

AYES: Brown, Ewert, Manley, Tessman

NOES: Able, Helbling, Molamphy

ABSTAIN: None

ABSENT: None

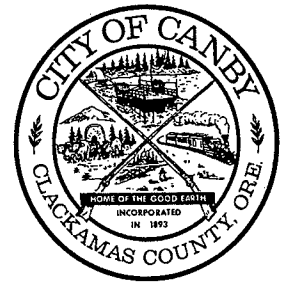
WRITTEN FINDINGS – February 9, 2004

AYES: Manley, Ewert, Tessman

NOES: Molamphy, Helbling

ABSTAIN: None

ABSENT: Brown, Able



M E M O R A N D U M

TO: *Honorable Mayor Thompson and City Council*

FROM: *Darren Nichols, Associate Planner*

DATE: *February 11, 2004*

RE: *Planning Commission Recommendation on Annexation Application
(City File Number ANN 03-08 – Wightman/Netter)*

Issue:

The applicant is seeking to annex one taxlot containing 1.65 acres into the City of Canby (Tax Lot 5100 of Tax Map 4-1E-04DA). The subject parcel currently contains one single family residence and accessory buildings. If annexed, the applicant intends to subdivide the property. The proposed subdivision would provide approximately 10 single family homes.

Synopsis:

The Planning Commission voted 6-1 to recommend denial of the annexation to the City Council. The City Council holds a new hearing but shall consider the Planning Commission's decision during Council deliberations. If the City Council denies the application, that decision will be final and the annexation will not be sent to Canby voters. If the application is approved, the proposal will be placed on the May 18, 2004 ballot for local voters to make a final decision.

Planning Commission Recommendation:

The Planning Commission **recommends that the City Council deny ANN 03-08**, a request to annex 1.65 acres into the City of Canby.

Rationale:

The Planning Commission held a public hearing on January 26, 2004 and found that the application did not meet the standards and criteria for annexation. The Commission adopted written findings on February 9, 2004 which include the following understandings:

1. The Planning Commission determined that the current buildable land supply is estimated at 4 years within the City of Canby. The supply of platted land available for immediate development is currently less than the 3 years considered sufficient, but the overall need for land is not clearly established. The Planning Commission found that the 3-year

supply of buildable land typically considered sufficient could be met or exceeded. Therefore, there is not an established need for this property to be annexed.

2. Access to the site is not available and questions remain regarding the ability to provide eventual access through surrounding properties. The Planning Commission concludes that there is not sufficient evidence to ensure adequate access to the subject parcel and to neighboring properties at this time.
3. Sewer capacity is not available to the serve the subject parcel. Sanitary sewer service will not be available until surrounding developments warrant the installation of an approved sewer lift station. The applicant has addressed this concern and will provide evidence to support the feasibility of a lift station installation to serve the subject parcel.

Background:

The subject parcel is currently zoned EFU (Exclusive Farm Use) by Clackamas County. Canby's Comprehensive Plan designation of the subject parcel is Medium Density Residential. If annexation is approved, City zoning for the parcel will be R-1.5 Medium Density Residential.

The parcel currently contains one single family residence with several accessory structures. The applicant's conceptual plan proposes an 11-lot subdivision which would include a portion of neighboring property to the south. The neighboring parcel is already in the City Limits and is zoned R-1.5 Medium Density Residential.

Please refer to the enclosed Planning Commission package for additional information about the annexation application, including taped minutes from the Planning Commission's January 26th Public Hearing.

Citizen Testimony:

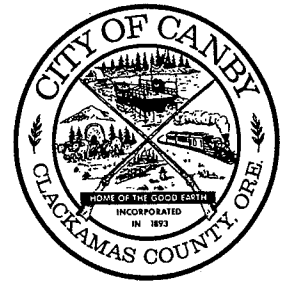
No Citizen Testimony was received at the Planning Commission's public hearing.

Options:

1. Deny the application for annexation
2. Recommend approval of the annexation and place the proposal on the May 18, 2004 ballot for voters to make the final decision. The Planning Commission does not recommend this option based on the findings and reasons listed above.

Attachments:

Attachment A:	Planning Commission staff report and attachments
Attachment B:	Planning Commission Findings
Attachment C:	Audio taped Planning Commission Minutes



- STAFF REPORT -

APPLICANTS:

Ralph Netter
22375 Airport Road NE
Aurora, OR 97002

FILE NO.:

ANN 03-08
(Wightman/Netter)

OWNERS:

Robert and Doris Wightman
1550 S Ivy Street
Canby, OR 97013

STAFF:

Darren Nichols
Associate Planner

LEGAL DESCRIPTION:

Tax Map 4-1E-04DA
Tax Lot 5100 (1.65 acres)

DATE OF REPORT:

January 16, 2004

LOCATION:

East side of South Ivy Street (Hwy 170)
The parcel is located south of SE 13th, across
the street from HOPE Village

DATE OF PC HEARING:

January 26, 2004

COMP. PLAN DESIGNATION:

R-1.5 Medium Density Residential

ZONING DESIGNATION:

Exclusive Farm Use (EFU)

I. APPLICANT'S REQUEST:

The applicant is seeking to annex one 1.65 acre tax lot into the City of Canby. If annexed, the applicant intends to build approximately 10 single family homes. The site is located on the east side of S Ivy Street, south of SE 13th and across the street from HOPE Village. The parcel contains one single family residence with several outbuildings. The site also contains several trees and an active well.

II. MAJOR APPROVAL CRITERIA:

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

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

1. Annexation shall be in keeping with prioritization categories, as designated on the adopted maps showing growth phasing (Urban Growth Element of the Comprehensive Plan).
2. Analysis of the “need” for additional property within the city limits shall be provided.
3. Smaller non-farm land shall be considered a priority for annexation over larger farm land;
4. Access shall be adequate to the site;
5. Adequate public facilities and services shall be available to service the potential (or proposed) development;
6. Compliance with other applicable city ordinances or policies;
7. Compliance of the application with the applicable sections of Oregon Revised Statutes Chapter 222. (In other words, a triple majority type application must contain proof that a triple majority does, in fact, exist, etc.);
8. Risk of natural hazards which might be expected to occur on the subject property shall be identified;
9. Urbanization of the subject property shall not have a significant adverse effect on specially designated open space, scenic, historic or natural resource areas;
10. Economic impacts which are likely to result from the annexation shall be evaluated in light of the social and physical impacts. The overall impact which is likely to result from the annexation and development shall not have a significant adverse effect on the economic, social and physical environment of the community, as a whole. The full text of the annexation criteria can be found in Section 16.84.040 of the Land Development and Planning Ordinance.

III. FINDINGS:

A. Background and Relationships:

The subject parcel is currently zoned EFU (Exclusive Farm Use) by Clackamas County. Canby's Comprehensive Plan designation of the subject parcel is Medium Density Residential. If annexation is approved, City zoning for the parcel will be R-1.5 (Medium Density Residential).

Two adjoining properties are within the city limits; one vacant 4 acre parcel to the south and the 32 acre HOPE Village development to the west, across S Ivy Street. To the north and to east are parcels outside of the city limits but within the Urban Growth Boundary. Properties to the north and to the south are designated for eventual Medium Density Residential zoning in the Canby Comprehensive Plan. Property to the east is designated for eventual Low Density Residential zoning.

The subject parcel is essentially flat. Soil on the site is productive for agriculture and suitable for development. The site contains no steep slopes, waterways or natural hazards that would prevent efficient development.

The parcel currently contains one single family residence and several accessory structures. The applicant's conceptual plan shows an 11-lot subdivision which includes a small portion of neighboring property to the south. That neighboring parcel, belonging to Wayne Scott, is already inside the City of Canby and is zoned R-1.5 Medium Density Residential. Although a formal development application has not been submitted, traffic analyses and utility information included in the application are based on this proposed development. In considering this application, applicable criteria should be applied to the annexation application only and not to the conceptual plan.

B. Comprehensive Plan Consistency Analysis

ii. Urban Growth

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

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

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

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

Implementation Measure D of this policy states:

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

Implementation Measure A of this policy states:

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

There are two significant issues relating to the adequate condition and capacity of urban facilities and services:

- 1) Existing access deficiency to the subject parcel from S Ivy Street*
- 2) Existing sewer capacity is not sufficient to serve development on the subject parcel*

These issues are discussed further in the Public Facilities and Services section below.

iii. Land Use Element

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

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

Analysis: Implementation Measure B of this element states, "Carefully analyze the need for additional property within the City limits or in light of underutilized incorporated property, prior to the annexation of additional land."

Goal #2 addresses the need for buildable land in Canby. The current supply of buildable land is 3 years and 3 months. Oregon's Land Use Board of Appeals has also ruled that the Northwoods property shall be added to the City of Canby as developable residential land. Barring an appeal of the LUBA decision, the Northwoods property will add 9 months to the Buildable Lands Inventory for a total of 4 years. A supply of developable residential land to provide for anticipated population growth over the following three years is considered sufficient.

Annexation of this parcel would permit future development of the property according to the Comprehensive Plan. The following table provides information on buildable lands within the City limits. Please note that the HOPE Village development (a total of 258 units) is not included in Table A. The Planning Commission requests that HOPE Village be excluded because it does not represent "typical" development in Canby. The table also excludes the Northwoods property south of NW Territorial Road.

Table A: Buildable Lands <i>Revised - December 2003</i>	
Classification	# of Lots
Approved Lots/Units	52
Approved Lots/Units in Plat Approval Process	67
# Lots in Annexation Process	(86) Not included in total
Vacant Land Not Platted	444
TOTALS	563 Lots/Units
Average Build-out	172 Lots/Units year
BUILDABLE LAND	3 years 3 months
Platted Buildable	8 months

The Northwoods subdivision would increase Canby's total buildable land supply to 4 years and would increase the platted buildable land supply to 1 ½ years.

Totals in the table above assume that raw land developed to Low Density levels will be built at 4.2 lots/acre. High Density development is estimated at 11.1 units/acre. The "Average Build-out" is based on the number of permits issued for single family, multi-family, and manufactured home units over the last five years.

This revised buildable lands analysis includes several large, buildable properties within Canby's city limits which were previously not included. The properties have not been considered developable due to access issues, conflicting uses and owner attitudes to development. Issues preventing development have since been resolved, allowing for a more accurate count of buildable land in Canby. For a list of included properties, see Buildable Lands Analysis (Exhibit 4).

The proposed annexation would bring 1.65 acres into the City at the Medium Density Residential level. Proposed development for this parcel includes 10 new homes, which would add approximately 3 weeks of buildable land supply.

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

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

iv. **Environmental Concerns Element**

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

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

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

Analysis: Surrounding parcels are engaged in agricultural production and are currently zoned for EFU (Exclusive Farm Use).

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

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

The subject parcel is not currently involved in agricultural production. The parcel is however part of a larger area of land currently engaged in productive agricultural use. The applicant has indicated that he will not develop the property until surrounding parcels are annexed and approved for development. At that time, the subject parcel will be developed in conjunction with surrounding properties. The subject parcel will utilize adjacent access and utilities not currently available.

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

Analysis: *Public facilities and service providers did not express stormwater concerns with the annexation proposal.*

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

Analysis: *The subject property does not fall within a hazard zone as identified by the Comprehensive Plan. There are no steep slopes, or identified flood prone areas, wetlands, or significant wildlife habitat in areas anticipated for development. There are no historic sites on the property.*

v. Transportation Element

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

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

Analysis: *Canby Police and Fire districts both responded to a Request for Comments indicating that*

adequate services are available. The subject parcel will not be developed until surrounding property development provides access to transportation systems and to public utilities.

The applicant proposes access from internal streets upon development of adjacent properties. The applicant does not propose access from S Ivy Street. Adequacy of access and services shall be evaluated further at the time of subdivision and development. No further conditions are necessary.

vi. Public Facilities and Services Element

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

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

Analysis: All public facility and service providers were sent a "Request for Comments" regarding this application. Positive responses were received from Canby Fire, Police, Public Works, Canby Utility Water, Canby Utility Electric, the Waste Water Treatment Plant, Canby Telephone and Willamette Broadband.

The Public Works Department confirmed that sewer capacity is not available to the subject property. A sewer lift station has been proposed for development on adjacent property and the applicant intends to use that infrastructure when it becomes available.

***Traffic Study:** A traffic study was commissioned for a previous annexation application on an adjacent parcel. That study is still considered current and will be used for the purpose of assessing this annexation proposal. The study shows surrounding road systems to be adequate for*

the proposed development. The traffic impact will be reviewed again at the time of development and will include subsequent development of additional parcels in the area.

Policy #5: Canby shall assure that adequate sites are provided for public schools and recreation facilities.

Analysis: No additional schools are planned to be located in this area and no open space is proposed at the time of development. The size of the proposed annexation does not justify provision of open space on the subject parcel. Systems Development Charges will be collected for parks through the building permit process at the time of development.

vii. Economic Element

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

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

Analysis: Implementation Measures A and C apply to the review of annexation proposals. Implementation Measure A states that "so long as there are other reasonable alternatives for urban growth, highly productive agricultural lands will be protected from urban encroachment." Implementation Measure C states that "agricultural operations, even those within the incorporated area, will be encouraged to remain in operation for as long as it is economically feasible to do so". The subject property is not currently used in agricultural production but is part of a larger area of viable, productive farmland. The subject parcel is,

however, designated as Priority “A” for annexation and can be served by urban level services.

viii. Housing Element

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

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

Analysis: This property is within the City’s Urban Growth Boundary and, as such, is intended to be available for development within the next 20 years.

Conclusion Regarding Consistency with policies of Canby’s Comprehensive Plan:

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

C. Evaluation Regarding Annexation Consideration Criteria

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

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

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

Analysis: The criteria for annexation states, “A supply of developable residential land to provide for the anticipated population growth over the following three years is considered to be sufficient”. Buildable lands analysis indicates that the supply

of residential land available for development in Canby is currently between 3 and 4 years. The supply of land platted for immediate development is less than one year but recent activity indicates the supply of platted land may increase within the year. In recent discussions, the Planning Commission decided that the supply of platted buildable lands should be considered a priority to the total buildable lands inventory.

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

Analysis: The property is considered “smaller non-farm land”. The property is also designated priority A for annexation, thereby reserved for urban development before other properties which are considered priority B and C.

4. Access shall be adequate to the site.

Analysis: Access to the site will require improvements on properties to the south and to the east of the subject parcel. The applicant has indicated that development will coincide with transportation improvements on adjacent property.

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

Analysis: Public facility and service providers indicate that most services will be available to the property through development. Services not available or underserved shall be provided at the developer’s expense and shall be conditioned upon development approval.

6. Compliance with other applicable city ordinances or policies.

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

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

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

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

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

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

Analysis: There are no “specially designated” open space, scenic, historic, or natural resource areas identified on the subject property.

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

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

IV. CONCLUSION

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

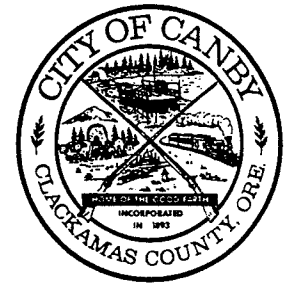
V. RECOMMENDATION

Based upon the findings and conclusions contained in this report and without benefit of a public hearing, staff recommends that the Planning Commission recommend approval of ANN 03-08 to the City Council, with the addition of the following understandings.

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

Exhibits:

1. Applicant's package (including Traffic Impact letter)
2. Responses to requests for comments
3. Attendance from Neighborhood Meeting at HOPE Village
4. Revised Buildable Lands Analysis



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

A REQUEST TO ANNEX 1.65 ACRES OF LAND INTO THE CITY OF CANBY

) **FINDINGS, CONCLUSIONS & ORDER**
) **ANN 03-08**
) (Wightman/Netter)

NATURE OF APPLICATION

The applicant is seeking to annex one 1.65 acre tax lot into the City of Canby. If annexed, the applicant intends to build approximately 10 single family homes. The site is located on the east side of S Ivy Street, south of SE 13th and across the street from HOPE Village. The parcel contains one single family residence with several outbuildings. The site also contains several trees and an active well.

HEARINGS

The Planning Commission held a public hearing and considered this application at its meeting January 26, 2004.

CRITERIA AND STANDARDS

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

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

1. Annexation shall be in keeping with prioritization categories, as designated on the adopted maps showing growth phasing (Urban Growth Element of the Comprehensive Plan).
2. Analysis of the “need” for additional property within the city limits shall be provided.

Findings, Conclusions and Order
PAGE 1 - ANN 03-08

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

FINDINGS AND REASONS

The Planning Commission deliberated on all input presented at the January 26, 2004 meeting. The Planning Commission also incorporates the January 16, 2004 Staff Report and Commission deliberations as support for its decision. The Planning Commission accepted and adopted the findings in the January 16, 2004 Staff Report insofar as they do not conflict with the following supplemental findings:

1. The Planning Commission considered a revised Buildable Lands Inventory and the approved UGB amendment adding 30 acres of residential land to the City of Canby (Northwoods). The Commission found that the 3-year supply of buildable land considered sufficient is met and exceeded. The need for this property to be annexed is not established.
2. The Planning Commission also discussed Public Facilities and Services to serve development of the subject parcel. Access to South Ivy is limited and a Master Plan is not available to ensure efficient development access. Sewer service to the parcel is also not available and will not become available without the installation of a lift station sufficient to serve the subject and surrounding parcels. The Planning Commission found that adequate services are not available to serve the subject parcel.

CONCLUSION

The Planning Commission of the City of Canby concludes that, based on the findings and conclusions contained in the January 16, 2004 staff report, and based on Commission deliberations at the January 26, 2004 public hearing:

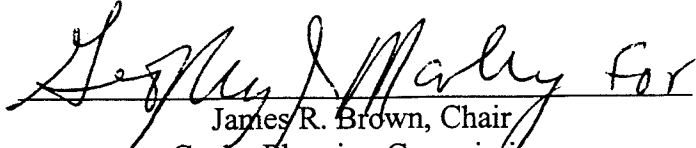
1. The land is designated as Priority "A" for annexation.
2. The current buildable land supply within the City of Canby is estimated at 4 years. The need for this property to be annexed is not established.
3. Although the parcel is surrounded by productive farm land, the parcel is considered smaller, non-farm land.
4. Access to the site is not available and questions remain regarding the ability to provide eventual access through surrounding properties. The Planning Commission concludes that there is not sufficient evidence to ensure adequate access to the subject parcel and to neighboring properties at this time.
5. Sewer capacity is not available to serve the subject parcel. Sanitary sewer service will not be available until surrounding developments warrant the installation of an approved Sewer lift station.
6. The annexation proposal is in compliance with other City ordinances and policies.
7. The annexation proposal complies with all applicable sections of Oregon Revised Statute.
8. No natural hazards have been identified on the site.
9. The impact of urbanization of the subject property on designated open space, scenic, historic or natural resource areas is limited. The proposed annexation adheres to the open space designations and requirements adopted in the Canby Parks Master Plan.
10. Adverse economic impacts are not likely to result from annexation of the subject parcel.


RECOMMENDATION

IT IS RECOMMENDED BY THE PLANNING COMMISSION of the City of Canby that the City Council **DENY** annexation application ANN 03-08.

I CERTIFY THAT THIS ORDER recommending **DENIAL** of ANN 03-08 to the City Council was presented to and APPROVED by the Planning Commission of the City of Canby.

DATED this 9th day of February, 2004.


James R. Brown, Chair
Canby Planning Commission


Darren J. Nichols
Associate Planner

ORAL DECISION – January 26, 2004

AYES: Brown, Ewert, Helbling, Manley, Molamphy, Tessman

NOES: Able

ABSTAIN: None

ABSENT: None

WRITTEN FINDINGS - February 9, 2004

AYES: Manley, Ewert, Molamphy, Helbling Tessman

NOES: None

ABSTAIN: None

ABSENT: Brown, Able



GARVEY SCHUBERT BARER
A PARTNERSHIP OF PROFESSIONAL CORPORATIONS

PORTLAND OFFICE
eleventh floor
121 sw morrison street
portland, oregon 97204-3141
TEL 503 228 3939 FAX 503 226 0259

OTHER OFFICES
new york, new york
seattle, washington
washington, dc
GSBLAW.COM

Please reply to CARRIE A. RICHTER
crichter@gsblaw.com TEL EXT 3118

April 21, 2004

Canby City Council
182 N. Holly Street
Canby, Oregon 97013

Re: Township Trail Development - File No. ZC 04-01
Ed Netter Construction

Dear Councilors:

I am writing on behalf of my client, Ed Netter Construction, which is seeking a zone change, subdivision, and design review approval for the construction of attached townhouses. The only decision before you this evening is the zoning request. The Planning Commission has tabled consideration of the subdivision and design review for consideration pending the outcome of the zoning decision. We provide this memorandum to assist the City Council by explaining the role of the comprehensive plan as part of land use development in Oregon as well as address some of the issues raised before the Planning Commission. Please include a copy of this memorandum in the record and provide me with notice once the City Council has made a final decision in this case.

In Oregon, the comprehensive plan is the "constitution" governing all local government planning and land use decisions. In 1919, the Oregon legislature passed legislation requiring that all cities enact zoning regulations that are "in accordance with a well considered plan." 1919 Or Laws ch 311, §2. In *Baker v. City of Milwaukie*, 271 Or 500, 510, 533 P2d 772 (1975), the Oregon Supreme Court reaffirmed the role of the comprehensive plan, holding that upon adopting a comprehensive plan, the City of Milwaukee had a duty to implement that plan through the enactment of zoning ordinances that were consistent with that plan. In 1973, the Oregon Legislature adopted Senate Bill 100 creating a Land Conservation and Development Commission (LCDC) which would adopt state planning standards, called "goals," and review local comprehensive plans and their implementing zoning code regulations to ensure that they were consistent with the goals. This process is known as "acknowledgment." These requirements are presently codified in ORS 197.175(2) which requires that each city adopt a comprehensive plan that is consistent with the statewide land use goals. Further, this statute requires that once the comprehensive plan is acknowledged, a city must make all land use decisions in compliance with the plan.

Statewide Planning Goal 10, Housing, requires that every city inventory its buildable lands along with future population projections to accommodate needed housing. Not only must there be an adequate supply of land to accommodate housing, a city must also make sure that that land supply is sufficient to



support a diverse range of housing options. This includes different housing types available at a variety of price ranges and rent levels that are commensurate with the financial capabilities of Oregon households. The comprehensive plan and plan map contain findings which are the result of the City's analysis of needed housing. Thus, it is the comprehensive plan that ensures an adequate supply of housing as well as diverse options for housing location, type and density. OAR 660-015-0000(10). This entire scheme of providing adequate housing options for all residents of a city loses its meaning if the city refuses to enact zoning regulations that are in accordance with the comprehensive plan leaving the city short of needed housing units and prohibiting low to moderate income families from residing in a particular community.

Although the city is currently in periodic review, the process of updating and obtaining acknowledgment for a revised comprehensive plan, the comprehensive plan policies and use designations at issue in this case have been properly acknowledged. Thus, in order to be approved, the zone change requested must be consistent with the City's comprehensive plan. The comprehensive plan designation on the Netter property is R-2 High Density Residential and yet the zoning designation for this property is R-1 Low Density Residential. The R-2 comprehensive plan designation calls for an increase in residential density accomplished through the construction of multi-dwelling structures. The R-1 Low Density Residential designation calls for the construction of single family structures on single lots. Therefore, the zoning designation is, at present, inconsistent with the comprehensive plan designation. OAR 660-08-0025 allows a local government to defer re-zoning land to the maximum planned residential density provided that the process for future re-zoning is reasonably certain to occur. The time for re-zoning is now. The only way to make it consistent is to re-zone the property to R-2, allowing for higher density multi-unit housing and, in turn, providing flexibility and options in needed housing units for all of the residents of the City of Canby. For further discussion about the applicable comprehensive plan policies, please review the attached summary completed by Leslie Ann Hauer, planner representing the applicant.

There are two other issues that I would like to discuss briefly as they were the basis for the Planning Commission's decision to deny this application. Both of these issues relate to a requirement that the public facilities are sufficient to support the use. The first basis upon which the Planning Commission recommended denial was the already overcrowded school system. What the Planning Commission did not consider is that, on average, fewer children reside in multi-family dwellings than in single family residences. Further, by accommodating a larger population, the City increases its tax base and is able to raise even more money to fund its schools. Public school funding is a county tax and budget issue that is not under the control of the developer or Council control. In other words, a school district, unlike most other public facilities, cannot be proactive by providing additional capacity until there is a demonstrated need. For these reasons, I would suggest that you not use this reason as a basis for denying this application.

The second issue raised by the Planning Commission was adequate street access from the development on to SE Township. Township Road is classified as a Minor Arterial and suitable to accommodate traffic from higher density uses. The traffic impacts caused by this development will not



GARVEY SCHUBERT BARER

Canby City Council

April 21, 2004

Page 3

affect the level of service or traffic flows provided on Township Road. Attached to this letter are the pre-application notes issued by the City for this project. They indicate that Mr. Hester of the Public Works Department recommended that site access be off-set from S. Locust Street because of concern over safety and delay caused by a four-legged intersection. The traffic study confirms that offset access is an acceptable alternative because locating the access at the east boundary would increase the delays expected at the intersection and that the level of service onto Township Road will be acceptable. The Traffic Impact Study submitted in this case reviewed the driveway location and found that it would function acceptably.

In order to remedy any of the Council's concerns about how the site access might operate if the surrounding properties were also developed consistent with their high-density designations or a significant increase in traffic in the area, the applicant will agree to execute a waiver on non-remonstrance allowing the creation of a local improvement district to either provide an additional access point on to Township Road or to install other needed roadway improvements. This request could be included as a condition of approval. This way the applicant will be required to provide its fair share of the costs associated with the eventuality of increased density as dictated in the plan.

Since there is no evidence of a public service deficiency, City staff correctly recommends approval of this zone change to make it consistent with the Comprehensive Plan. I would be happy to answer any questions that you might have during the Council's public hearing on this matter.

Sincerely,

GARVEY SCHUBERT BARER

By

Carrie A. Richter

Enclosures

Applicable Criteria and Standards

Identification of Applicable Criteria and Standards

The following sections of the City of Canby Comprehensive Plan and Land Development and Planning Ordinance apply to this application:

1. Comprehensive Plan

Urban Growth Element

Land Use Element

Housing Element

2. Land Development and Planning Ordinance:

16.54 Amendments to Zoning Map

Discussion of Criteria and Standards

Chapter 16.54 sets forth standards and criteria for review of a proposal to amend the zoning map. As the subdivision has been designed to comply with R-2 Zone standards, the request to change the zone from R-1 to R-2 must be considered before the subdivision and site and design review.

Chapter 16.54

Standards and criteria for considering a zoning map amendment are found in Section 16.54.040. The Planning Commission and City Council shall consider:

A. The Comprehensive Plan of the city, giving special attention to Policy 6 of the land use element and implementation measures therefor [sic], 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.

B. 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.

Response to Criterion A. The following section of this narrative discusses applicable goals and policies of the Comprehensive Plan, and demonstrates that the zoning change is in compliance. The proposed zoning change from R-1 (low density) to R-2 (high density) moves the designation to consistency with the Comprehensive Plan Map.

Policy 6 of the Land Use Element is identified for special attention. That policy reads as follows:

Policy No. 6: Canby shall recognize the unique character of certain areas and will utilize the following special requirements in conjunction with the requirements of the Land Development and Planning Ordinance, in guiding the use and development of these unique areas.

The site is not identified on any map as a unique area for physical constraints or historic status. The site is, however, suitable for higher density development. It fronts a major street, so new trips will not be directed through an established neighborhood. Public utilities and facilities are available and can readily be extended to serve new dwellings.

Therefore, based on the following discussion of Comprehensive Plan goals and policies and the review of Policy 6, specifically, the proposal has been shown to satisfy Criterion A.

Response to Criterion B. Public facilities and services are available to the site. Extensions of various utility lines, public water, and public sewer can be accomplished as shown on

the Proposed Utility Plan (Sheet 4 of 6). Additional discussion of public facilities and services follows in the review of Comprehensive Plan goals and policies.

This Criterion can be satisfied, as public facilities and services are available, with capacity, to support development of the site under an R-2 designation.

The proposed change from R-1 to R-2 zoning brings the land use designation into conformance with the Comprehensive Plan, and allows development at the level envisioned by the City. The proposed change satisfies the criteria of Chapter 16.54, and therefore should be approved.

COMPREHENSIVE PLAN GOALS AND POLICIES

1. Urban Growth Element

Goal 1) To preserve and maintain designated agricultural and forest lands by protecting them from urbanization.

Goal 2) To provide adequate urbanizable area for the growth of the city, within the framework of an efficient system for the transition from rural to urban land use.

Policy No. 3: Canby shall discourage the urban development of properties until they have been annexed to the city as provided with all necessary urban services.

Response: The site is within the City's Urban Growth Boundary and is part of the land intended to accommodate the City's projected population. The site has been designated "High Density Residential" for twenty years. The area along Township has been mixed development, with lower density developments in the "high density" area before the "minimum density" provisions were established to protect areas that the City had determined were suitable for more intensive development.

Wise use of land within an urban growth boundary reduces the need for expanding the boundary, and impacting farmland. Higher densities, where appropriate, further this goal. This site, and other properties fronting South Township Road, has been designated on the Comprehensive Plan for higher density development for many years. The timing is not appropriate, from the perspective of need for affordable housing, for development to occur as envisioned by the City.

The subject site has immediate access to a major street (Township Road), with direct and convenient connections to destinations within and beyond the community.

The proposal supports the Urbanization Element of the Comprehensive Plan and the City's Urban Growth Goals and Policies.

2. Land Use Element

Goal: To guide the development and uses of land so that they are orderly, efficient, aesthetically pleasing, and suitably related to one another.

Policy No. 1: Canby shall guide the course of growth and development so as to separate conflicting or incompatible uses while grouping compatible uses.

Response: The City's Comprehensive Plan designation of high density residential for the site and vicinity calls for higher density residential development. This proposal is an opportunity for "infill" development (or redevelopment) and affordable housing.

The proposed use of the site is residential, which is not inherently incompatible with adjacent residential uses to the south. Varying densities from site to site do not create incompatible neighbors as would an industrial use adjacent to a residential use. The City has recently adopted "infill standards" to provide design guidelines to assure that adjacent uses are similar in scale and appearance. The nature of the use is not altered by these standards. The site review process is intended to consider and determine these issues.¹

Policy No. 2: Canby shall encourage a general increase in the intensity and density of permitted development as a means of minimizing urban sprawl.

Response: The City's Comprehensive Plan designation of high density residential for the site and vicinity calls for higher density residential development, to support the identified need for a variety of housing types and availability for all income levels. The proposed zone change provides an opportunity for "infill" development (or redevelopment) and also provides an affordable housing opportunity within the context of the existing Canby community.

Implementation Measure A calls for implementing policies "to increase the range of housing opportunities and diversify housing types." That is exactly what this zone change would enable.

Policy No. 3: Canby shall discourage any development which will result in overburdening any of the community's public facilities or services.

Response: The Planning Commission reviewed the proposed zone change, and determined there was a deficiency in public services with respect to transportation facilities and schools. The Planning Commission erred in their interpretation of the Code and the evidence provided by the City's traffic engineering consultant.

A Traffic Impact Study was prepared by Lancaster Engineering, Inc. The TIS states that "The proposed zone change does not change the level of service."²

¹ Comprehensive Plan, p. 48, Policy 1, Implementation Measure D: "Continue to utilize the Site Plan Review process focusing on access, sign regulation, compliance with other city regulations and other aspects of public health or safety."

² Lancaster Engineering, Inc., Traffic Impact Study, p. 24.

The Planning Commission's concern was primarily focused on the location of the driveway. The Comprehensive Plan identifies "access" as an issue for design review, not a zone change issue.³

The initial plan presented to the City staff at a pre-application conference placed the driveway opposite and aligned with South Locust Street. The City felt that this location for the driveway location would cause confusion and indicated that the driveway should be relocated to the west. The Canby Electric representative also noted the presence of a utility pole in the South Locust driveway alignment that could be difficult to relocate as off-site easements would be necessary.

The TIS reviewed the driveway location and found that it would function acceptably. The concern with minimizing the number of access points on Township Road has been addressed by providing a point of connection to the east property line that could, eventually, become part of a one way lane serving several properties to the east.⁴ p. 28

Policy No. 4: Canby shall limit development in areas identified as having an unacceptable level of risk because of natural hazards.

Response: The site is not affected by any natural hazard.

Policy No. 5: Canby shall utilize the land use map as the basis of zoning and other planning or public facility decisions.

Response: The City's Comprehensive Plan designates the site and vicinity along Township Road as "high density residential." Implementation Measure B calls for the City to "Rezone properties, as necessary, to conform with the Land Use Map." The "as necessary" is not defined, but could be interpreted to mean rezoning is necessary when development or redevelopment is proposed and public services are available. "As necessary" could also be interpreted to mean, as the City needs additional housing types and choices.

At present, the zoning designation does not conform to the Comprehensive Plan designation. No public service deficiency has been identified in the evidence presented to the City. Therefore, the zoning should be changed to be consistent with the Comprehensive Plan.

Policy No. 6: Canby shall recognize the unique character of certain areas and will utilize the following special requirements in conjunction with the requirements of the Land Development and Planning Ordinance, in guiding the use and development of these unique areas.

³ Comprehensive Plan, p. 48, Policy 1, Implementation Measure D.

⁴ Lancaster Engineering, Inc., Traffic Impact Study, p. 28.

Response: The site is not designated as an “Area of Special Concern” in Policy No. 6.

Based on this review of relevant policies, the proposal has been shown to support the Land Use Element of the Comprehensive Plan.

3. Transportation Element

Goal: To develop and maintain a transportation system which is safe, convenient and economical.

Response: The policies in this element largely refer to actions the City must take to maintain the overall safety of the transportation facilities within the community.

For this project specifically, a Traffic Impact Study was commissioned. It determined that the level of service for intersections in the vicinity of the site will not be affected by the proposed zone change. The identified problem at South Ivy and Township Road will eventually be solved with a traffic signal, when warranted. The location of the driveway and whether it should be aligned with South Locust Street, is properly an issue for site review. However, the TIS does note that the proposed location would not be anticipated to create any traffic hazards or concerns.

Based on this review of relevant policies, the proposal has been shown to support the Transportation Element of the Comprehensive Plan.

4. Public Facilities and Services Element

Goal: To assure the provision of a full range of public facilities and services to meet the needs of the residents and property owners of Canby.

Policy No. 1: Canby work closely and cooperate with all entities and agencies providing public facilities and services.

Policy No. 2: Canby shall utilize all feasible means of financing needed public improvements and shall do so in an equitable manner.

Policy No. 3: Canby shall adopt and periodically update a capital improvement program for major city projects.

Policy No. 4: Canby shall strive to keep the internal organization of city government current with changing circumstances in the community.

Policy No. 5: Canby shall assure that adequate sites are provided for public school and recreation facilities..

Response: These policies primarily focus on actions that the City should take to assure that the overall system is adequate to meet projected needs for the anticipated population.

It is also cautionary, in that development should not be permitted if public facilities and services are not available.

The site proposed for zone change has available all public facilities and services, and the level of service of the transportation system will not be affected.

School capacity has been a continuing challenge for the community. The Canby School District has met its obligation through expanding facilities and changing the use of existing facilities. A school district cannot be proactive, like most other public facilities, and cannot provide additional capacity until there is a demonstrated need. This makes it likely that there will continue to be capacity issues that the School District will continue to deal with in a timely manner, within budget constraints.

Based on this review of relevant policies, the proposal has been shown to support the Public Facilities and Services Element of the Comprehensive Plan.

5. Housing Element

Goal: To provide for the housing needs of the citizens of Canby.

Policy No. 1: Canby shall adopt and implement an Urban Growth Boundary which will adequately provide space for new housing starts to support an increase in population to a total of 20,000 persons.

Response: This policy primarily focuses on annexation rather than zoning changes. However, the available land will not provide for the anticipated population unless land is wisely used and developed to projected densities.

Policy No. 2: Canby shall encourage a gradual increase in housing density as a response to the increase in housing costs and the need for more rental housing.

Policy No. 3: Canby shall coordinate the location of higher density housing with the ability of the city to provide utilities, public facilities, and a functional transportation network.

Policy No. 4: Canby shall encourage the development of housing for low income persons and the integration of that housing into a variety of residential areas within the City.

Response: Taken together, these policies call for integration of housing types and diversification of housing types as a way to provide for a variety of income levels and personal choices. Uses in the vicinity of the site include a mix of low, medium, and higher density residential developments, along with a church which is also appropriate as part of a residential area. The proposed higher density project for the site fits appropriately within the area.

Uses/Zoning Adjacent to the Site

North	High density residential; detached residential single family and condominiums on small lots
East	Tax Lots 4300 & 4400: single family residences; zoned R-1, designated "high density" on the Comprehensive Plan
West	Tax Lot 4700: Church; Tax Lots 4600 & 4601 are occupied by single family residences. The area is designated R-1 and "high density."
South	Township Village 4 (subdivision); zoned R-1, designated "medium density" on the Comprehensive Plan

Implementation measures for Policy 3 speak specifically to the relationship of higher density housing to public services and facilities. The site, on Township Road, has available public utilities and facilities, according to the City's staff and other providers, and to the evaluation of the project engineer. The TIS determined that the proposed development of ten townhomes would not affect the level of service on the transportation system. That means that the timing for this development is appropriate, and the change in zoning should be approved.

Policy No. 5: Canby shall provide opportunities for mobile home developments in all residential zones, subject to appropriate design standards.

Response: This policy does not apply; a mobile home development is not proposed.

Based on this review of relevant policies, the proposal has been shown to support the Housing Element of the Comprehensive Plan.

CONCLUSION

The foregoing discussion demonstrates that the zone change is in conformance with goals and policies of the City's Comprehensive Plan.

**Pre-Application Meeting
385 S Township Road – Ed Netter Project
September 30, 2003**

Attended by:

Ed Netter, Ed Netter Construction, 503-970-2657
Dinh Vu, Canby Telephone Association, 503-266-8201
Gary Stockwell, CU Electric Dept., 503-263-4307
Pat Thurston, CU Water Distribution Dept, 503-263-4309
Ron Yarbrough, CFD #62, 503-266-5851

Pat Sisul, Sisul Engineering, 503-657-0188
Don Bush, Canby Telephone Association, 503-266-8204
Roy Hester, Public Works Dept., 503-266-4021
Matilda Deas, Planning Department, 503-266-9404

This Document is for preliminary use only and is not a contractual record.

CITY OF CANBY, PUBLIC WORKS DEPARTMENT – Roy Hester

- We do not want this to be a public road.
- A former landowner of this property was going to develop the land and had an 8" sewer main stubbed to the property.
- Storm water will be contained on site.
- Roy would like the street to be offsetting from S Locust Street.

CANBY UTILITY, ELECTRIC DEPARTMENT, Gary Stockwell

On plan A the movement of the utility pole will be expensive and require easements. The angle of the pole located on Locust will require a guy wire across the street, so we will have to add a down guy and a pole in someone else's yard. This will require an easement, which will be your responsibility to obtain for us. Also I don't know what existing easements are on this corner of the Locust and Township, but by increasing the angle this conductor will be over this piece of property, which will also require an easement if one does not already exist. If the pole is moved back here, I will still have to put a down guy backing the pole up and it is going to extend at an angle into this property and pretty close to the structure you are going to build. The physical limitations of moving the pole are numerous, due to space and design.

There is another option of locating the line underground, but once again we are dealing with a high end feeder line with high amperage capacity and this would require cutting and would be an expensive endeavor just for the cable not including the labor and other associated costs.

- The line extension fee for townhomes will be \$375 per unit.
- Individually metered will be \$800 a service.

CANBY TELEPHONE ASSOCIATION – Don Bush

- In Plan A we will have to have our services relocated. We have lines coming to this point from three different routes.

CANBY FIRE DEPARTMENT #62 – Ron Yarbrough

- If the townhomes use an inside sprinkler system you will need only one hydrant, if you do not use a sprinkler system you may need two hydrants.

Pre-Application Meeting
385 S Township Road
Page 2

CANBY UTILITY – WATER DISTRIBUTION DEPARTMENT – Pat Thurston

- Pat will look at the water distribution plans that run under Township Road. There might be a line stubbed to the property.
- The problem facing this project is the meter placement. Canby Utility's Board likes to have loop feed for our water system, if this is not feasible the meter placements will be placed along Township Road.
- You will probably have to upsize your meter for the fire sprinkler systems, Pat will check on the flow information between the 3/4" x 5/8" and 1" meters.
- Pat will look into the main line size issues for the project and discuss this with Pat Sisul.
- Pat Sisul said he would get prices on different water options and contact Pat Thurston to check and see if they meet Canby Utility's specifications.



FAX COVER PAGE

To: Darren Nichols**Carrie Richter****Phone: 503.266.9404****Phone: 503.553.3118****Fax: 503.266.1574****Fax: 503.226.0259****From: Catriona Sumrain** *CS***Date: April 21, 2004****Number of Pages (Including this cover): 12****Subject: Township Trails letter**

Darren:

Here is the letter you requested discussing the access scenarios for Township Trails. If you have any questions, please call me.

CS



April 21, 2004

Darren Nichols
City of Canby
182 N Holly Street
Canby, OR 97013

RE: Township Trails traffic study

Dear Darren:

We have reviewed the applicant's access proposal for the Township Trails development. This letter discusses the safety and operational issues surrounding a proposed midpoint access to the site.

It is our understanding that at the pre-application conference for the site, an access at the eastern boundary of the site was discussed. It was the decision of various City staff members that the site access be relocated to an offset access from Locust Street. However, this information was unknown at the time of the traffic study and a recommendation for aligning the site access with Locust Street was made in the study.

There are several undeveloped parcels to the east of the subject site. For a worst-case analysis of the safety and operation of Township Road and the proposed site access, it was assumed these parcels would be developed at the same density and would share access to Township Road with the site. Drawings showing the estimated future traffic volumes for both access scenarios are included in the attached technical appendix.

From a conversation with City staff, it appears there would be about 70 feet between the proposed site access and Locust Street. This measurement is from the near side of the proposed site access to the near side of Locust Street, which suggests there would be about 110 feet between the two intersections as measured from centerline to centerline, which would not meet the City's access spacing standards of 150 feet for a Collector.

For the operation, the intersection of Township Road and Locust Street as a four-way intersection would function with about the same delay as a three-legged intersection. There



Darren Nichols
April 21, 2004
Page 2 of 3

were no level of service issues identified with the offset. The capacity analysis worksheets used in the delay calculations are given in the attached technical appendix.

There is no Master Plan for Township Road near the site and as a result, it is difficult to estimate future improvements on the roadway. It is unlikely the intersection of Locust Street and Township Road would require signalization, however the City's Transportation System Plan does specify Township Road as a 44-foot three-lane Collector in the future. It was assumed the on-street parking would be removed in order to install the center turn lane. When a center turn lane is installed, there would be about 70 feet in the center two-way left-turn lane for left-turning vehicles approaching either Locust Street or the proposed site access on Township Road. Seventy feet is sufficient to store two opposing vehicles, but is not sufficient for the vehicles to decelerate in the center turn lane. Vehicles would need to decelerate in the travel lane and then enter the turn lane, which would disrupt the traffic flow on Township Road and create conflicts in the center turn lane as well as the potential for rear-end crashes on Township Road.

Whether or not the City installs a center turn lane on Township Road, there would be left-turning conflicts between the westbound traffic turning into the site and eastbound traffic turning left into Locust Street for the proposed access location. It was primarily for this reason the shared access scenario was preferred in the traffic study; an aligned access would eliminate these left-turning conflicts.

Although the potential for these left-turning conflicts and traffic disruptions on Township Road are low, they may exist at some time in the future if traffic volumes continue to increase on Township Road. If the safety of the site access does become an issue twenty or thirty years in the future, there would be no easy mitigation for the problem. For this reason, we cannot recommend an offset access to Township Road.

If the site access can be relocated to the west to conform to the City's access spacing standards, the left-turning conflict situation is improved, although not eliminated. There would be an additional 40 feet of deceleration length for the left turning vehicles. While this is not sufficient to eliminate the potential traffic disruptions, it is an improvement over the 70 feet of turn lane as originally proposed.

A conversation with City staff revealed the City has some concerns about aligning the site access with Locust Street. Locust Street is a narrow facility with on-street parking and, as



Darren Nichols
April 21, 2004
Page 3 of 3

a result, is difficult to navigate. Adding the site traffic could increase that difficulty. However, under actual conditions, if a driver feels a street is too dangerous or difficult to drive, he or she will seek alternative routes. There are several other routes available near the site and it can safely be assumed that drivers would go elsewhere if Locust Street does not provide a convenient route.

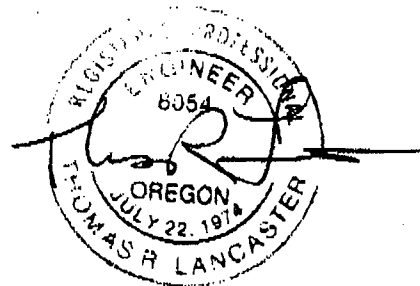
In conclusion, for the reasons noted above, our recommendation is to either relocate the access to the west and conform to the City's 150-foot access spacing standards or align the access with the existing leg of Locust Street.

If you have any questions about this letter or the original traffic study, please do not hesitate to call me.

Yours truly,

Catriona Sumrain
Engineering Technician

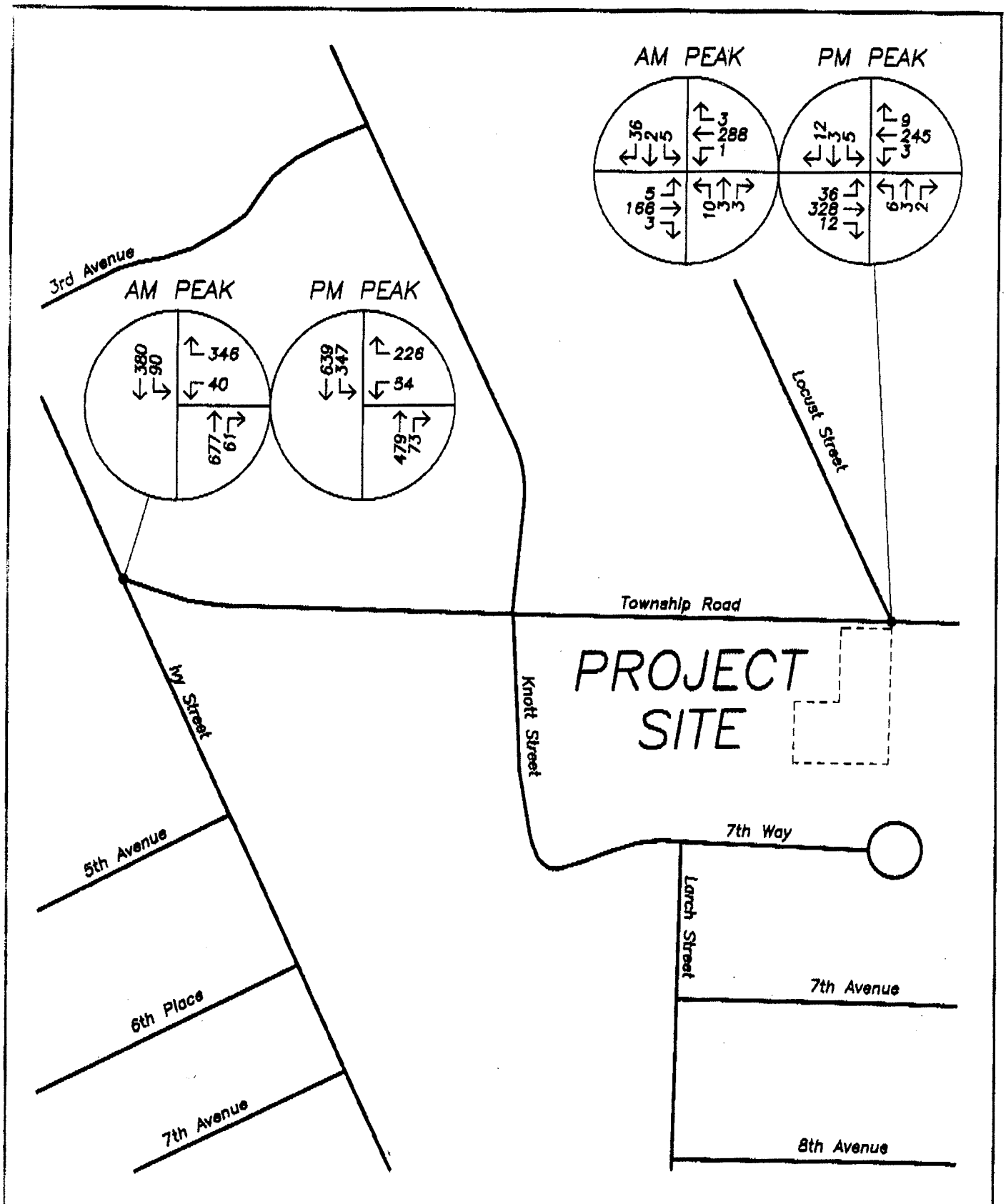
Attachment: Technical Appendix



12-04



TECHNICAL APPENDIX



Le

TRAFFIC VOLUMES
 Year 2019 Background + Site Trips (Aligned Access)
 AM & PM Peak Hours

drawingname.dwg

TWO-WAY STOP CONTROL SUMMARY

Analyst	CS	Intersection	TOWNSHIP/LOCUST
Agency/Co.	LANCASTER	Jurisdiction	CITY OF CANBY
Date Performed	04/20/2004	Analysis Year	2019 BACK + NET INCREASE
Analysis Time Period	AM PEAK		

Project Description TOWNSHIP TRAILS (ALIGNED ACCESS)

East/West Street: TOWNSHIP ROAD

North/South Street: LOCUST STREET

Intersection Orientation: East-West

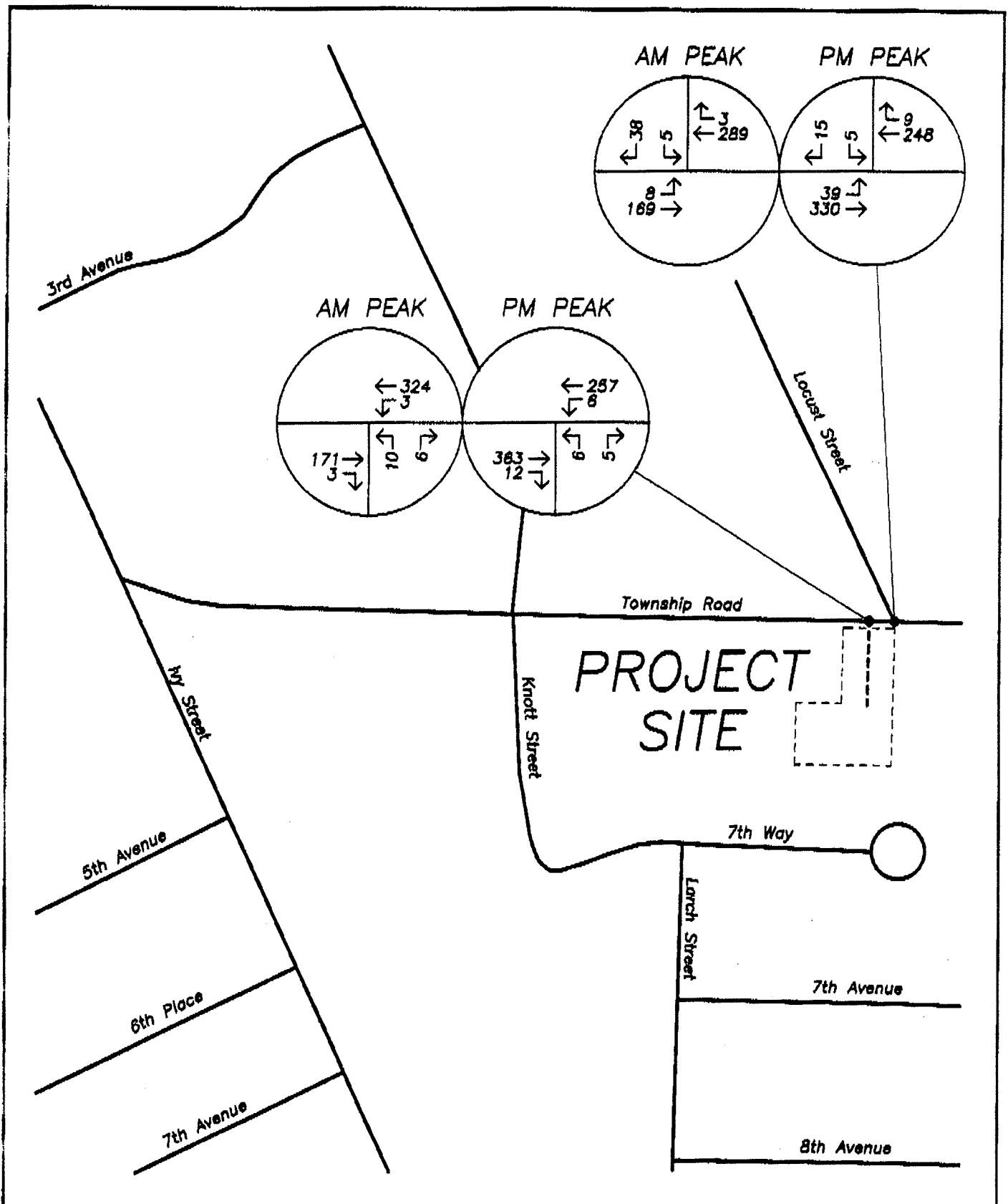
Study Period (hrs): 0.25

Major Street	Eastbound			Westbound		
Movement	1	2	3	4	5	6
	L	T	R	L	T	R
Volume (veh/h)	5	166	3	1	288	3
Peak-hour factor, PHF	0.90	0.90	0.90	0.90	0.90	0.90
Hourly Flow Rate (veh/h)	5	184	3	1	320	3
Proportion of heavy vehicles, P_{HV}	2	--	--	0	--	--
Median type	Undivided					
RT Channelized?			0			0
Lanes	0	1	0	0	1	0
Configuration	LTR			LTR		
Upstream Signal		0			0	
Minor Street	Northbound			Southbound		
Movement	7	8	9	10	11	12
	L	T	R	L	T	R
Volume (veh/h)	10	3	3	5	2	36
Peak-hour factor, PHF	0.90	0.90	0.90	0.90	0.90	0.90
Hourly Flow Rate (veh/h)	11	3	3	5	2	40
Proportion of heavy vehicles, P_{HV}	0	0	0	0	0	2
Percent grade (%)	0			0		
Flared approach		N			N	
Storage		0			0	
RT Channelized?			0			0
Lanes	0	1	0	0	1	0
Configuration		LTR			LTR	

Approach	EB	WB	Northbound			Southbound		
Movement	1	4	7	8	9	10	11	12
Lane Configuration	LTR	LTR		LTR			LTR	
Volume, v (vph)	5	1		17			47	
Capacity, c_m (vph)	1225	1399		473			654	
v/c ratio	0.00	0.00		0.04			0.07	
Queue length (95%)	0.01	0.00		0.11			0.23	
Control Delay (s/veh)	8.0	7.6		12.9			10.9	
LOS	A	A		B			B	
Approach delay (s/veh)	--	--		12.9			10.9	
Approach LOS	--	--		B			B	

TWO-WAY STOP CONTROL SUMMARY

Analyst Agency/Co. Date Performed Analysis Time Period		CS LANCASTER 04/20/2004 PM PEAK		Intersection Jurisdiction Analysis Year		TOWNSHIP/LOCUST CITY OF CANBY 2019 BACK + NET INCREASE	
Project Description TOWNSHIP TRAILS (ALIGNED ACCESS)							
East/West Street: TOWNSHIP ROAD				North/South Street: LOCUST STREET			
Intersection Orientation: East-West				Study Period (hrs): 0.25			
Major Street							
Movement	Eastbound			Westbound			
	1	2	3	4	5	6	
	L	T	R	L	T	R	
Volume (veh/h)	38	328	12	3	245	9	
Peak-hour factor, PHF	0.96	0.96	0.96	0.96	0.96	0.96	
Hourly Flow Rate (veh/h)	37	341	12	3	255	9	
Proportion of heavy vehicles, P_{HV}	2	--	--	0	--	--	
Median type	Undivided						
RT Channelized?			0			0	
Lanes	0	1	0	0	1	0	
Configuration	LTR			LTR			
Upstream Signal		0			0		
Minor Street							
	Northbound			Southbound			
Movement	7	8	9	10	11	12	
	L	T	R	L	T	R	
Volume (veh/h)	6	3	2	5	3	12	
Peak-hour factor, PHF	0.96	0.96	0.96	0.96	0.96	0.96	
Hourly Flow Rate (veh/h)	6	3	2	5	3	12	
Proportion of heavy vehicles, P_{HV}	0	0	0	0	0	0	
Percent grade (%)	0			0			
Flared approach		N			N		
Storage		0			0		
RT Channelized?			0			0	
Lanes	0	1	0	0	1	0	
Configuration		LTR			LTR		
Control Data							
Approach	EB	WB	Northbound			Southbound	
Movement	1	4	7	8	9	10	11
Lane Configuration	LTR	LTR		LTR			LTR
Volume, v (vph)	37	3		11			20
Capacity, c_m (vph)	1300	1217		381			524
v/c ratio	0.03	0.00		0.03			0.04
Queue length (95%)	0.09	0.01		0.09			0.12
Control Delay (s/veh)	7.9	8.0		14.7			12.1
LOS	A	A		B			B
Approach delay (s/veh)	--	--	14.7			12.1	
Approach LOS	--	--	B			B	



Le

TRAFFIC VOLUMES
 Year 2019 Background + Site Trips (Offset Access)
 AM & PM Peak Hours

drawingname.dwg

TWO-WAY STOP CONTROL SUMMARY

Analyst Agency/Co. Date Performed Analysis Time Period			CS LANCASTER 04/20/2004 AM PEAK			Intersection Jurisdiction Analysis Year			TOWNSHIP/LOCUST CITY OF CANBY BACKGROUND + SITE (2019)																																																																																																														
Project Description TOWNSHIP TRAILS (OFFSET ACCESS)																																																																																																																							
East/West Street: TOWNSHIP ROAD						North/South Street: LOCUST STREET																																																																																																																	
Intersection Orientation: East-West						Study Period (hrs): 0.25																																																																																																																	
Major Street																																																																																																																							
<table border="1"> <thead> <tr> <th></th> <th colspan="3">Eastbound</th> <th colspan="3">Westbound</th> </tr> </thead> <tbody> <tr> <td>Movement</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> </tr> <tr> <td></td> <td>L</td> <td>T</td> <td>R</td> <td>L</td> <td>T</td> <td>R</td> </tr> <tr> <td>Volume (veh/h)</td> <td>8</td> <td>169</td> <td>0</td> <td>0</td> <td>289</td> <td>3</td> </tr> <tr> <td>Peak-hour factor, PHF</td> <td>0.90</td> <td>0.90</td> <td>0.90</td> <td>0.90</td> <td>0.90</td> <td>0.90</td> </tr> <tr> <td>Hourly Flow Rate (veh/h)</td> <td>8</td> <td>187</td> <td>0</td> <td>0</td> <td>321</td> <td>3</td> </tr> <tr> <td>Proportion of heavy vehicles, P_{HV}</td> <td>2</td> <td>--</td> <td>--</td> <td>0</td> <td>--</td> <td>--</td> </tr> <tr> <td>Median type</td> <td colspan="6">Undivided</td> </tr> <tr> <td>RT Channelized?</td> <td></td> <td></td> <td>0</td> <td></td> <td></td> <td>0</td> </tr> <tr> <td>Lanes</td> <td>0</td> <td>1</td> <td>0</td> <td>0</td> <td>1</td> <td>0</td> </tr> <tr> <td>Configuration</td> <td>LT</td> <td></td> <td></td> <td></td> <td></td> <td>TR</td> </tr> <tr> <td>Upstream Signal</td> <td></td> <td>0</td> <td></td> <td></td> <td>0</td> <td></td> </tr> </tbody> </table>													Eastbound			Westbound			Movement	1	2	3	4	5	6		L	T	R	L	T	R	Volume (veh/h)	8	169	0	0	289	3	Peak-hour factor, PHF	0.90	0.90	0.90	0.90	0.90	0.90	Hourly Flow Rate (veh/h)	8	187	0	0	321	3	Proportion of heavy vehicles, P_{HV}	2	--	--	0	--	--	Median type	Undivided						RT Channelized?			0			0	Lanes	0	1	0	0	1	0	Configuration	LT					TR	Upstream Signal		0			0																									
	Eastbound			Westbound																																																																																																																			
Movement	1	2	3	4	5	6																																																																																																																	
	L	T	R	L	T	R																																																																																																																	
Volume (veh/h)	8	169	0	0	289	3																																																																																																																	
Peak-hour factor, PHF	0.90	0.90	0.90	0.90	0.90	0.90																																																																																																																	
Hourly Flow Rate (veh/h)	8	187	0	0	321	3																																																																																																																	
Proportion of heavy vehicles, P_{HV}	2	--	--	0	--	--																																																																																																																	
Median type	Undivided																																																																																																																						
RT Channelized?			0			0																																																																																																																	
Lanes	0	1	0	0	1	0																																																																																																																	
Configuration	LT					TR																																																																																																																	
Upstream Signal		0			0																																																																																																																		
Minor Street																																																																																																																							
<table border="1"> <thead> <tr> <th></th> <th colspan="3">Northbound</th> <th colspan="3">Southbound</th> </tr> </thead> <tbody> <tr> <td>Movement</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td></td> <td>L</td> <td>T</td> <td>R</td> <td>L</td> <td>T</td> <td>R</td> </tr> <tr> <td>Volume (veh/h)</td> <td>0</td> <td>0</td> <td>0</td> <td>5</td> <td>0</td> <td>38</td> </tr> <tr> <td>Peak-hour factor, PHF</td> <td>0.90</td> <td>0.90</td> <td>0.90</td> <td>0.90</td> <td>0.90</td> <td>0.90</td> </tr> <tr> <td>Hourly Flow Rate (veh/h)</td> <td>0</td> <td>0</td> <td>0</td> <td>5</td> <td>0</td> <td>42</td> </tr> <tr> <td>Proportion of heavy vehicles, P_{HV}</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>2</td> </tr> <tr> <td>Percent grade (%)</td> <td colspan="3">0</td> <td colspan="3">0</td> </tr> <tr> <td>Flared approach</td> <td></td> <td>N</td> <td></td> <td></td> <td>N</td> <td></td> </tr> <tr> <td>Storage</td> <td></td> <td>0</td> <td></td> <td></td> <td>0</td> <td></td> </tr> <tr> <td>RT Channelized?</td> <td></td> <td></td> <td>0</td> <td></td> <td></td> <td>0</td> </tr> <tr> <td>Lanes</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Configuration</td> <td></td> <td></td> <td></td> <td></td> <td>LR</td> <td></td> </tr> </tbody> </table>													Northbound			Southbound			Movement	7	8	9	10	11	12		L	T	R	L	T	R	Volume (veh/h)	0	0	0	5	0	38	Peak-hour factor, PHF	0.90	0.90	0.90	0.90	0.90	0.90	Hourly Flow Rate (veh/h)	0	0	0	5	0	42	Proportion of heavy vehicles, P_{HV}	0	0	0	0	0	2	Percent grade (%)	0			0			Flared approach		N			N		Storage		0			0		RT Channelized?			0			0	Lanes	0	0	0	0	0	0	Configuration					LR																		
	Northbound			Southbound																																																																																																																			
Movement	7	8	9	10	11	12																																																																																																																	
	L	T	R	L	T	R																																																																																																																	
Volume (veh/h)	0	0	0	5	0	38																																																																																																																	
Peak-hour factor, PHF	0.90	0.90	0.90	0.90	0.90	0.90																																																																																																																	
Hourly Flow Rate (veh/h)	0	0	0	5	0	42																																																																																																																	
Proportion of heavy vehicles, P_{HV}	0	0	0	0	0	2																																																																																																																	
Percent grade (%)	0			0																																																																																																																			
Flared approach		N			N																																																																																																																		
Storage		0			0																																																																																																																		
RT Channelized?			0			0																																																																																																																	
Lanes	0	0	0	0	0	0																																																																																																																	
Configuration					LR																																																																																																																		
Geometric Data and Control Summary																																																																																																																							
<table border="1"> <thead> <tr> <th></th> <th>EB</th> <th>WB</th> <th colspan="3">Northbound</th> <th colspan="3">Southbound</th> </tr> </thead> <tbody> <tr> <td>Approach</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Movement</td> <td>1</td> <td>4</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>Lane Configuration</td> <td>LT</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>LR</td> <td></td> </tr> <tr> <td>Volume, v (vph)</td> <td>8</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>47</td> <td></td> </tr> <tr> <td>Capacity, c_m (vph)</td> <td>1223</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>680</td> <td></td> </tr> <tr> <td>v/c ratio</td> <td>0.01</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0.07</td> <td></td> </tr> <tr> <td>Queue length (95%)</td> <td>0.02</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0.22</td> <td></td> </tr> <tr> <td>Control Delay (s/veh)</td> <td>8.0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>10.7</td> <td></td> </tr> <tr> <td>LOS</td> <td>A</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>B</td> <td></td> </tr> <tr> <td>Approach delay (s/veh)</td> <td>--</td> <td>--</td> <td></td> <td></td> <td></td> <td></td> <td>10.7</td> <td></td> </tr> <tr> <td>Approach LOS</td> <td>--</td> <td>--</td> <td></td> <td></td> <td></td> <td></td> <td>B</td> <td></td> </tr> </tbody> </table>													EB	WB	Northbound			Southbound			Approach									Movement	1	4	7	8	9	10	11	12	Lane Configuration	LT						LR		Volume, v (vph)	8						47		Capacity, c_m (vph)	1223						680		v/c ratio	0.01						0.07		Queue length (95%)	0.02						0.22		Control Delay (s/veh)	8.0						10.7		LOS	A						B		Approach delay (s/veh)	--	--					10.7		Approach LOS	--	--					B	
	EB	WB	Northbound			Southbound																																																																																																																	
Approach																																																																																																																							
Movement	1	4	7	8	9	10	11	12																																																																																																															
Lane Configuration	LT						LR																																																																																																																
Volume, v (vph)	8						47																																																																																																																
Capacity, c_m (vph)	1223						680																																																																																																																
v/c ratio	0.01						0.07																																																																																																																
Queue length (95%)	0.02						0.22																																																																																																																
Control Delay (s/veh)	8.0						10.7																																																																																																																
LOS	A						B																																																																																																																
Approach delay (s/veh)	--	--					10.7																																																																																																																
Approach LOS	--	--					B																																																																																																																

TWO-WAY STOP CONTROL SUMMARY

Analyst Agency/Co. Date Performed Analysis Time Period		CS LANCASTER 04/20/2004 PM PEAK		Intersection Jurisdiction Analysis Year		TOWNSHIP/LOCUST CITY OF CANBY BACKGROUND + SITE (2019)		
Project Description TOWNSHIP TRAILS (OFFSET ACCESS)								
East/West Street: TOWNSHIP ROAD				North/South Street: LOCUST STREET				
Intersection Orientation: East-West				Study Period (hrs): 0.25				
Major Street								
	Eastbound			Westbound				
Movement	1	2	3	4	5	6		
	L	T	R	L	T	R		
Volume (veh/h)	38	330	0	0	248	9		
Peak-hour factor, PHF	0.96	0.96	0.96	0.96	0.96	0.96		
Hourly Flow Rate (veh/h)	39	343	0	0	258	9		
Proportion of heavy vehicles, P_{HV}	2	--	--	0	--	--		
Median type	Undivided							
RT Channelized?			0			0		
Lanes	0	1	0	0	1	0		
Configuration	LT					TR		
Upstream Signal		0			0			
Minor Street								
	Northbound			Southbound				
Movement	7	8	9	10	11	12		
	L	T	R	L	T	R		
Volume (veh/h)	0	0	0	5	0	15		
Peak-hour factor, PHF	0.96	0.96	0.96	0.96	0.96	0.96		
Hourly Flow Rate (veh/h)	0	0	0	5	0	15		
Proportion of heavy vehicles, P_{HV}	0	0	0	0	0	0		
Percent grade (%)	0			0				
Flared approach		N			N			
Storage		0			0			
RT Channelized?			0			0		
Lanes	0	0	0	0	0	0		
Configuration					LR			
Control Delay Analysis								
Approach	EB	WB	Northbound			Southbound		
Movement	1	4	7	8	9	10	11	12
Lane Configuration	LT						LR	
Volume, v (vph)	39						20	
Capacity, c_m (vph)	1297						634	
v/c ratio	0.03						0.03	
Queue length (95%)	0.09						0.10	
Control Delay (s/veh)	7.9						10.9	
LOS	A						B	
Approach delay (s/veh)	--	--				10.9		
Approach LOS	--	--				B		

TWO-WAY STOP CONTROL SUMMARY						
Analyst Agency/Co. Date Performed Analysis Time Period			CS LANCASTER 04/20/2004 AM PEAK			
Intersection Jurisdiction Analysis Year			TOWNSHIP/SITE ACCESS CLACKAMAS CO BACKGROUND + SITE (2019)			
Project Description TOWNSHIP TRAILS (OFFSET ACCESS)						
East/West Street: TOWNSHIP ROAD			North/South Street: SITE ACCESS ROAD			
Intersection Orientation: East-West			Study Period (hrs): 0.25			
Major Street						
Movement	1	2	3	4	5	6
	L	T	R	L	T	R
Volume (veh/h)	0	171	3	3	324	0
Peak-hour factor, PHF	0.90	0.90	0.90	0.90	0.90	0.90
Hourly Flow Rate (veh/h)	0	190	3	3	360	0
Proportion of heavy vehicles, P _{HV}	2	--	--	0	--	--
Median type	Undivided					
RT Channelized?			0			0
Lanes	0	1	0	0	1	0
Configuration			TR	LT		
Upstream Signal		0			0	
Minor Street						
Movement	7	8	9	10	11	12
	L	T	R	L	T	R
Volume (veh/h)	10	0	6	0	0	0
Peak-hour factor, PHF	0.90	0.90	0.90	0.90	0.90	0.90
Hourly Flow Rate (veh/h)	11	0	6	0	0	0
Proportion of heavy vehicles, P _{HV}	0	0	0	0	0	2
Percent grade (%)	0			0		
Flared approach		N			N	
Storage		0			0	
RT Channelized?			0			0
Lanes	0	0	0	0	0	0
Configuration		LR				
Approach						
Approach	EB	WB	Northbound		Southbound	
Movement	1	4	7	8	9	10 11 12
Lane Configuration		LT		LR		
Volume, v (vph)		3		17		
Capacity, c _m (vph)		1392		580		
v/c ratio		0.00		0.03		
Queue length (95%)		0.01		0.09		
Control Delay (s/veh)		7.6		11.4		
LOS		A		B		
Approach delay (s/veh)	--	--	11.4			
Approach LOS	--	--	B			

TWO-WAY STOP CONTROL SUMMARY

Analyst CS
 Agency/Co. LANCASTER
 Date Performed 04/20/2004
 Analysis Time Period PM PEAK

Intersection TOWNSHIP/SITE ACCESS
 Jurisdiction CLACKAMAS CO
 Analysis Year BACKGROUND + SITE (2019)

Project Description TOWNSHIP TRAILS (OFFSET ACCESS)

East/West Street: TOWNSHIP ROAD

North/South Street: SITE ACCESS ROAD

Intersection Orientation: East-West

Study Period (hrs): 0.25

Major Street	Eastbound			Westbound		
Movement	1	2	3	4	5	6
	L	T	R	L	T	R
Volume (veh/h)	0	363	12	6	257	0
Peak-hour factor, PHF	0.96	0.96	0.96	0.96	0.96	0.96
Hourly Flow Rate (veh/h)	0	378	12	6	267	0
Proportion of heavy vehicles, P_{HV}	2	--	--	0	--	--
Median type	Undivided					
RT Channelized?			0			0
Lanes	0	1	0	0	1	0
Configuration			TR	LT		
Upstream Signal		0			0	
Minor Street	Northbound			Southbound		
Movement	7	8	9	10	11	12
	L	T	R	L	T	R
Volume (veh/h)	6	0	5	0	0	0
Peak-hour factor, PHF	0.96	0.96	0.96	0.96	0.96	0.96
Hourly Flow Rate (veh/h)	6	0	5	0	0	0
Proportion of heavy vehicles, P_{HV}	0	0	0	0	0	0
Percent grade (%)	0			0		
Flared approach		N			N	
Storage		0			0	
RT Channelized?			0			0
Lanes	0	0	0	0	0	0
Configuration		LR				

Approach	EB	WB	Northbound			Southbound		
Movement	1	4	7	8	9	10	11	12
Lane Configuration		LT		LR				
Volume, v (vph)		6		11				
Capacity, c_m (vph)		1180		510				
v/c ratio		0.01		0.02				
Queue length (95%)		0.02		0.07				
Control Delay (s/veh)		8.1		12.2				
LOS		A		B				
Approach delay (s/veh)	--	--	12.2					
Approach LOS	--	--	B					

ORDINANCE NO. 1133

AN ORDINANCE AMENDING CANBY MUNICIPAL CODE CHAPTER 2.56 CREATING A PARKS AND RECREATION ADVISORY BOARD, AND DECLARING AN EMERGENCY.

WHEREAS, Chapter 2.56 of the Canby Municipal Code created a Parks and Swim Center Advisory Board to advise the City Council about matters associated with the Canby Swim Center, and

WHEREAS, the City Council now wishes to expand the duties of the Advisory Board to include, not only swim center matters, but all parks and recreation matters that arise in the City, now therefore

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. Chapter 2.56 of the Canby Municipal Code is renamed from "Canby Swim Center" to "Canby Parks and Recreation" with the Sections adopted as follows:

- CMC 2.56.010 "Established"
- CMC 2.56.020 "Governing body - advisory role"
- CMC 2.56.030 "Parks and *recreation* advisory board"
- CMC 2.56.040 "Terms of office - vacancies"
- CMC 2.56.050 "Officers - procedures"
- CMC 2.56.060 "Duties and powers"
- CMC 2.56.070 "Location of meetings"
- CMC 2.56.080 "Fees and charges"

Section 2. CMC 2.56.020 is amended to read as follows:

"The City's swim center, as established by CMC 2.56.010, shall be governed by the city council. A parks and *recreation* board shall be appointed to serve in an advisory role to the council."

Section 3. CMC 2.56.030 is amended to read as follows:

"2.56.030 Parks and *recreation* advisory board."

"The parks and *recreation* advisory board shall consist of seven members appointed by the *City Council upon recommendation of the board chairperson and the City Council Parks liaison. The Mayor may vote only to break a tie, if necessary. Board members shall serve at the pleasure of the City Council.* No member of the board shall have any financial interest, either directly or indirectly, in any contract to

which the Swim Center or Parks Department is a party, nor shall any such member receive a salary or any payment for materials or for any services rendered the board. Board members may be reimbursed by the City for expenses incurred in the performance of their duties."

Section 4. CMC 2.56.040 is amended to read as follows:

"Terms of office shall be for three years from July 1st in the year of their appointment. At the expiration of the term of any board member, the Council shall appoint a new member or reappoint an existing member for a term of three years. If a vacancy occurs, the Council shall appoint a new member to complete that unexpired term. All new members shall be appointed by the Council upon the recommendation of the Board chairperson and Council liaison. Any board member failing to attend three consecutive meetings without approval of the board chairperson, may be removed by the Council and a new member appointed to complete the unexpired term."

Section 5. CMC 2.56.050 is amended to read as follows:

"At the first meeting of each year, the board shall elect a chairman, vice-chairman and a secretary who shall serve for a term of one year. Four members of the board shall constitute a quorum. The board shall have authority to make and alter rules, with approval of the Council, for its government and procedures."

Section 6. CMC 2.56.060 is amended to read as follows:

- "The duties of the parks and recreation advisory board shall include:*
- A. Keeping informed about current trends in parks and recreation services and administration.*
 - B. Studying growth and needs in the city and its vicinity for parks and recreation services.*
 - C. Developing long-range plans for parks and recreation services and facilities, consistent with city priorities.*
 - D. Recommending types of parks and recreation services for the city and its vicinity, including marketing of such services.*
 - E. Investigating sources of funding for parks and recreation services and facilities.*
 - F. Recommending policies for the acceptance and use of gifts for parks and recreation purposes.*
 - G. Participating in the annual budgetary process of the city as that process pertains to parks and recreation services.*
 - H. Recommending policies and procedures conducive to efficient and effective operation of parks and recreation services.*
 - I. Reviewing and recommending terms of contracts and working relationships with other public agencies regarding parks and recreation services.*

- J. Encouraging widespread public support and use of *park and recreation services and facilities*.
- K. Submitting an annual report to the City Council.
- L. *Advising the Planning Department regarding park land dedication and other park planning issues to meet the public needs identified in the Park Master Plan and Park Acquisition Plan.*
- M. Performing other duties as authorized by the City Council."

Section 7. CMC 2.56.070 is deleted and repealed.

Section 8. CMC 2.56.080 is renumbered to CMC 2.56.070 and is amended by **adding** the following:

"Advisory board meetings are subject to public meeting law and shall be open to the public."

Section 9. CMC 2.56.090 is renumbered to CMC 2.56.080 and is amended to read as follows:

"Fees and other *parks and recreation* charges shall be determined by the City Council with consideration given to recommendations from the advisory board. Current fees and lists of charges shall be set by Council resolution and conspicuously displayed at each facility."

Section 10. Emergency Declared.

In as much as it is in the best interests of the citizens of the City of Canby that the Park and Recreation Board be operating as soon as possible, an emergency is hereby declared to exist and this Ordinance shall take effect immediately upon second reading.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, _____ 2004, 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, _____, 2004, commencing at the hour of 7:30 P.M. in the Council Meeting Chambers at Canby City Hall in Canby, Oregon.

Chaunee Seifried
City Recorder - Pro Tem

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on _____, 2004, by the following vote:

YEAS _____

NAYS _____

Melody Thompson, Mayor

ATTEST:

Chaunee Seifried, City Recorder - Pro Tem

City of Canby Application Boards/Committees/Commissions/Council		
Date: <u>October 30 2003</u>		
Name: <u>Bill Johnson</u>		Occupation: <u>Purchasing Manager</u>
Home Address: <u>384 SE 13th Place</u>		
<small>Address</small>	<small>City</small>	<small>Zip</small>
Employer: <u>InFocus Corp.</u>		Position: <u>Purchasing Manager</u>
Daytime Phone: <u>(503) 263-6063</u>		Evening Phone: <u>(503) 263-6063</u>
Email address <u>bill.johnson@canby.com</u>		
For which position are you applying? <u>Park and Recreation board member</u>		
What are your Community interests (committees, organizations, special activities)?		
<u>I have lived in the community for 3 years and have 3 children who will utilize the current parks. My interest in being on this board is help asses and approve possible proposals that will effect the future of the children in Canby.</u>		
Experience and educational background: <u>Recently involved with Canby kids softball program, have an extensive background in organized sports. BS in Business Management.</u>		
Reason for your interest in this position: <u>Aside from my children benefitting from any improvements with the parks I want to take an active part in the community I reside in.</u>		
List any other City or County positions on which you serve or have served: <u>N/A</u>		
Information on any special membership requirements: _____		
Referred by (if applicable): <u>Chris and Liz Mead</u>		
<i>Feel free to attach a copy of your resume and use additional sheets as necessary</i> THANK YOU FOR YOUR WILLINGNESS TO SERVE CANBY		
Please return to :	City of Canby 182 N Holly Street PO Box 930 Canby, OR 97013	RECEIVED OCT 30 2003 CITY OF CANBY

OCT 21 2003

CITY OF CANBY

City of Canby Application Boards/Committees/Commissions/Council			
Date: 10/21/03			
Name: Kenneth D. Schuh		Occupation: Mechanical Designer	
Home Address: PO Box 985		Canby 97013	
Address		City Zip	
Employer: Williams Controls, Inc		Position: Mechanical Designer	
Daytime Phone: 503-624-3845		Evening Phone: 503-266-1345	
Email Address: kdschuhmeister@aol.com			
For which position are you applying: Parks and Rec Board, Canby Swim Club parent			
What are your community interests (committees, organizations, special activities)?			
I am active in many elements of community service including serving on School Policy Committees for the Canby School District, local school leadership (PTA, Local School Committees), and participate regularly in City of Canby community planning meetings and surveys. I take an active role as a leader in my Church Youth Group, and plan, organize, and administer Youth Sporting Events as the Meet Administrator for the Canby Swim Club. I am a proponent of Parks and Recreation for youth and adults and enjoy participating in planning and development of related facilities and programs.			
Experience and educational background:		I have a Technical degree in Engineering and have worked in various engineering/manufacturing industries for over 24 years. I have held Top Secret government clearances for classified Military development programs, and have leadership and management experience providing direction on major manufacturing projects. My work experience also includes public relations and promotional responsibilities. Additionally, I have significant leadership experience in volunteer capacity within public, private, recreational, school, and religious organizations.	
Reason for you interest in this position:		I feel that Parks and Recreation is one of the most significant factors defining the livability of a City. Without implementation of a solid Parks and Recreation plan, fulfillment and development of the recreational programs and facilities needed by residents would be at best disorganized and most probably ineffective. I am interested in being an active team member in what I see as an effective and proactive planning and administration effort for the development and operation of Canby Parks and Recreation.	
List any other City or County positions on which you serve or have served:			
My involvement in community issues has been more at the public involvement level and not directly on committees at the City or County levels. I have however served on School Board advisory committees (Boundary Review, K-6 Enrollment, Middle School Configuration) and have regular involvement in public planning meetings and advisory surveys.			

Information on any special membership requirements:	I am a parent of two competitive swimmers on the Canby Gators and work regularly in conjunction with the Pool Administration and Staff in an administrative capacity with the Gators.
Referred by (if applicable):	

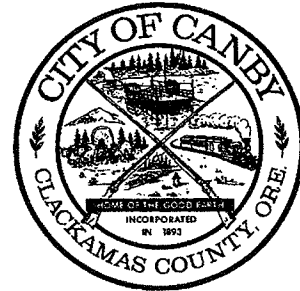
Feel free to attach a copy of your resume and use additional sheets as necessary

THANK YOU FOR YOUR WILLINGNESS TO SERVE CANBY

Please return to

City of Canby
182 N Holly Street
PO Box 930
Canby OR 97013

CANBY PUBLIC LIBRARY
MONTHLY REPORT
January 2004



TO: Honorable Mayor Thompson
and City Council
FROM: Mark Adcock, City Administrator
Beth Saul, Library Director
PREPARED BY: Marty Moretty, Library Coordinator
DATE: February 1, 2004

Facility:

- *Electrician installed new ballasts for fluorescent fixtures and replacement tubes have all been installed.
- *Our roof heating/AC system was inspected after the ice storm. Fresh air intake for Addison Room had been plugged; two new belts were replaced so the system is now back to full functioning capacity.
- *Several staff members worked on MLK Day and did major rearranging in the Library. Collections were moved, interfiled, weeded, or removed. The reference desk in the homework center was dismantled and there will now be a future courtesy/reference desk (and eventually checkout) at the main entrance into the library just beyond the foyer. Equipment, wiring for Dynix computer terminal and a telephone outlet remain to be completed but are on order.
- *Juvenile area has been rearranged to create a space that is more mobile and can be used for larger programs - big enough for entertainment and seating for an audience.
- *Library tables were given to City Hall and replaced with smaller more portable tables that can be easily taken down and/or moved.

Programs:

- *Children's story time continued (and was well attended) during the ice storm. The Library had reduced hours on Tuesday, remained closed on Wednesday, and were back in full operation with regular hours from 8am Thursday on. Thanks to all the staff for their "extra effort" to make it to work or cover for those who were too far away to make it in safely. We were amazed how many patrons came through the doors - when school's out and you can't make it into work, the

Library is the place to hike and pick up a good book or a movie! We got many thanks from grateful patrons.

- *Received the news from Spirit Mountain that our letter of intent for the opportunity to submit an application for a new grant was turned down so now we're back to the drawing board. We have requested specifics for denial to follow up with their form letter realizing that there is a multitude of stiff competition.
- *Librarians Mary Lou and Peggy with the assistance of volunteer Karen Champ, are starting preparation for the upcoming Summer Reading program.
- *A program made possible by a Ready to Read Grant from the Oregon State Library and the Friends started on January 29th. The Library presented a free "Family Evening at the Library" beginning at 6:30pm with Arthur Atsma, magician. Our first venture was a rousing success with approximately 115 in attendance. All of the rearranging at the Library earlier in the month to create an open area for programs such as this, paid off! These evenings of fun will be held once a month (last Thursday of each month) through June 2004.
- *Gearing up on publicity for our "Food for Fines" month in February. It's an opportunity for patrons to pay off their fines with food all of which is contributed to the local food bank. Last year, over 1700 lbs. were donated.
- *Hanna has been in full swing coordinating for the upcoming Special Family Art Day to be held at the Library on February 14th featuring local schools and artists. Not only will the art be on display but there will be hands-on activities. This Fiber Arts Exhibit is presented jointly by the Library, Canby Arts Association and the Canby School District.

Volunteers:

- *Contributed 209 hrs. this month by assisting in shelving, sorting, pick lists, cataloging and processing, book mending, programs, shelf shifting, and cleaning.
- *Volunteer Abi Arnold has been drawing quite a crowd in the Addison Room as she is painting a delightful wall mural that just keeps growing and growing. The more you look, the more you find. She also gave Peggy a much needed vacation and took over the story time on January 23rd. Thanks Abi (and Peggy, as always!)
- *The Library Staff mourns the loss of one of our most vivacious and active volunteers with the sudden death of the Friends of the

Library Treasurer Maxine Holderness. She was more than instrumental in revitalizing the book sale room and has devoted countless hours sorting through all of the donation books, sorting, pricing, and placing in the sale room. Max, we'll miss you and your unique brand of humor and will do our best to continue in your "classy" tradition; your shoes will be hard to fill.

Friends of the Library:

- * Monthly "Friday Surprise" book sale was a huge success on January 16th drawing in quite a crowd. Since one wasn't held in December, we had people waiting at the front door for the library to open (and a reporter from the *Oregonian* happened to be here and was so impressed, went all over the library taking pictures and talking with patrons and volunteers). When the news broke in the January 22, 2004 *Oregonian* about the County libraries proposing a November levy, it was a picture from our library book sale day that was used. Wow!
- * Sorting and shelving donations at least twice a week. Following the loss of Maxine, Library volunteer and Friends member Jean Tallman has volunteered to assist in the sorting through of the donation books. She'll still volunteer to continue on as our book mender. To date, she has mended over 500 books which can then be turned around and placed back into circulation.
- * Frank Remsing set up new ready reference shelving and changed back-up batteries in our thermostats.
- * Continue to purchase multiple copies of just released movies in an effort to boost circulation. It is not uncommon to have over 300 holds in the system on the first day of release. Multiple copies allow more Canby material into the County mix to fill holds.
- * Book of the Month Club facilitated by Dale Liberty, met January 13th to review "Bel Canto" with 12 in attendance. The Club is gaining enthusiasm as well as attendance - it's good to see new faces. The group has picked "East of Eden" for February and "The DaVinci Code" for March.

Monthly Report

From: Eric Laitinen, Aquatic Program Manager

Date: 02/08/04

Re: January Report

As everyone already knows January was a very unusual month, the snow and ice storms that almost never happen in Canby, actually happened. The week of snow and ice really had a big impact on the Canby Swim Center. In the middle of the storm there was two days we only had a couple people make it to the pool all day. Needless to say that affected our attendance and revenue a bit. I had to cancel the evening lessons and other evening programs during the ice, although we were open for most of the morning and main part of the day. David was here every day during the ice and snow. David also had to go to the pool a couple times in the middle of the night because the power would go out, so the pumps and circulating system needed to be re-started .

The Attendance for the month really doesn't look bad because we had so many school lessons during January. Ackerman has continued their elective classes that will still go for five more weeks they started their classes in November. There were several weeks of second grade lessons, and they only started one day late because of the weather. Revenue was very low during the ice, because it was almost exclusively pass holders attending swims. Canceling evening activities and lessons was a necessity. We will work hard at filling all the future lessons to make up for missed days.

Canby High School swim teams lead by David Biskar have again done very well this year. The boys and girls teams just finished up their duel meet season this week. The boys team went un-beaten again with a record of 10 and 0, while the girls went 8 and 2. They have Districts at McMinnville on February 13th and 14th, then State the 20th and 21st of February. The boys are defending district champs , but competition looks to be tough between McMinnville, Newberg, Tualatin and Canby. On the girls side Canby is one of the top three in the district, but McMinnville and Tualatin are very good and both finished in the top 3 last year at state.

The Canby Gators Continue to roll as they finished up their last big meet this month the Endurance Challenge and now prepare for State, Sectionals and Senior Sectionals. The Gators have reached new heights this season with four individuals reaching the Senior Sectional meet so far this season. Jacob Keil has qualified in the 100 and 200 back, Casey O'Brien qualified in the 200 Breaststroke and Karri Ann Benthin and Amanda Hilton both qualified in the 1650 free. This is the first time in recent memory that four individuals have qualified for the Senior Sectional meet.

Canby Swimming is doing very well because the community has chosen to support the Canby Swim Center and continue to offer the programs that make success possible. Thank you , for the opportunity to make it happen.

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: MONTHLY REPORT FOR JANUARY 2004
DATE: FEBRUARY 8, 2004

CANBY SWIM CENTER JANUARY 2004	ADMIT 2003	ADMIT 2004	PASS 2003	PASS 2004	TOTAL 2003	TOTAL 2004	YTD TOTAL 02-03	YTD TOTAL 03-04
MORNING LAP	29	36	318	251	347	287	2288	2107
ADULT RECREATION SWIM	103	61	434	332	537	393	3367	3280
MORNING WATER EXERCISE	201	176	0	0	201	176	1026	1203
PARENT/ CHILD	0	0	0	0	0	0	541	353
MORNING PUBLIC LESSONS	0	0	0	0	0	0	5565	3371
SCHOOL LESSONS	120	1209	0	0	120	1209	2200	3468
NOON LAP	32	83	180	164	212	247	1344	1452
FAMILY SWIM	26	20	0	0	26	20	89	115
AFTERNOON PUBLIC	194	95	11	0	205	95	2303	1888
PENGUIN CLUB	0	0	0	0	0	0	908	726
CANBY H.S. SWIM TEAM	0	0	928	675	928	675	2450	2218
CANBY SWIM CLUB	0	0	954	816	954	816	5856	5295
N. MARION H.S. SWIM TEAM	0	0	0	0	0	0	0	0
EVENING LESSONS	301	216	0	0	301	216	4044	4244
EVENING LAP SWIM	17	31	46	21	63	52	610	489
EVENING PUBLIC SWIM	578	336	43	15	621	351	3898	3519
EVENING WATER EXERCISE	145	81	0	0	145	81	940	686
ADULT LESSONS	0	0	0	0	0	0	15	0
GROUPS AND RENTALS	411	433	0	0	411	433	2270	2073
WATER POLO	0	0	0	0	0	0	74	0
OUTREACH SWIMMING	0	0	0	0	0	0	247	218
TOTAL ATTENDANCE	2,157	2,777	2,914	2,274	5,071	5,051	40035	36705

To: Honorable Mayor Thompson, City Council

From: Mark Adcock

Through: Beth Saul

Set up by: Jeff Snyder

Subject: Parks Report for January, 2004

Date: February, 6, 2004



C.C.C.C. = Clackamas County Correction Crew.

* = no specific information for this area.

Due to weather conditions the Parks department spent about 144 hours cleaning up storm debris. The CCCC spent about 180 hours cleaning up storm debris. The 324 hours spent cleaning up storm debris was an unexpected task.

Adult Center

- Trimmed up storm damaged trees.

Arneson Garden horticultural park

- CCCC Raked up storm debris.
- Picked up storm debris

Baker Prairie Cemetery

- Picked up storm debris.

City Hall

- Trimmed shrubs and raked up debris.

Community Park (River)

- Picked up storm debris.
- Chipped up storm debris and trimmed trees.

Eco Park natural area

- Inspected for storm damage.

Faist V property*

Holly & Territorial welcome sign property*

Hulbert's Welcome Sign property*

Library

- Shoveled ice off of sidewalks.

Locust Street

- Raked debris.

Logging Road Trail and Fish Eddy/Log Boom property

- Cleared road cut up limbs.

Maple Street Park

- Raked up debris.

Nineteenth Loop natural area*

Skate Park

- Trimmed up shrubs.

Shop Grounds

- Cleaned equipment.

Swim Center*

Thirteenth Avenue future park property

- Looked at site for future water service placement.

Territorial Estates, Future CLC Park

Transit Building

- Trimmed shrubs and raked up debris.

Triangle Park*

Wait Park

- Insulated the ceiling of the mechanical room.
- Installed plywood in the mechanical room of the restroom building.
- Met with the plumber and laid out the spacing between the fixtures.
- Reinforced walls and hung plumbing fixtures.
- Installed ADA grab bars in the men's and women's restroom.
- Rolled and cut in final coats of paint in the restroom building.
- Raked leaves and hauled away debris.
- CCCC raked leaves and haul debris.

Willow Creek Wetlands*

Training/Meetings/Miscellaneous

- Attended City Safety Committee meeting and crew Safety Committee meeting.
- E-mailed CCCC work orders.
- Wrote monthly report.
- Interviewed three contractors for the mold remediation in the basement of City Hall.
- Contracted with True Care Tree Service to cut down Storm damaged tree at Maple St. Park.
- Wrote Ben Johnston's performance evaluation.
- Met with Karl Hansen C.U. regarding a water service at 13th Ave. Park.
- Attended MACS workshop and board meeting, wrote the minutes and agenda for the meeting.

CANBY ADULT CENTER JANUARY 2004

JANUARY SERVICE LEVELS		YTD	LAST YEAR
CONGREGATE	60 YEARS (includes congregate, guests)		
882/month	55 average/day	7467/year	1182month
UNDER 60	(includes volunteers, guests and staff)		
82/month	5 average/day	676/year	107/month
\$1.56 average donation			\$1.77 average
HOME DELIVERED MEALS (Includes T19)			
1203/month	75 average/day	9052 year	1362month
UNDER 60 (T19)			
16/month	1 average/day	266/year	49/month
\$ 1.27 average donation			\$.93 average
O.P.I. meals (Project Independence)			
14/month	1 average/day	252/year	140/month
TOTAL MEALS			
2197/month	137 average/day	17,712 year	2,816/month

CLIENT SERVICES	MONTH	YEAR TO DATE
57 unduplicated clients		386
Assessments	6	45
Case Monitoring	33	264
Community Outreach	11	73
Info & Referral	90	724

TRANSPORTATION		
16 average rides/day	709 miles per month	221 rides/month
10 new riders this month		

VOLUNTEER HOURS	
860/ month	61 average/day

OTHER CENTER USE (Those who use the center but did not eat or volunteer)
1243 people signed in

FUNDRAISING

\$130.00	Gifts, memorials and donations
\$975.00	Rentals
\$1,376.00	Center Projects (Includes L.O.A. \$14,417)
\$201.00	Bingo

CENTER INFORMATION

We tried something different this month. We gathered together on a Sunday for a potluck and games. About 30 attended and we decided to try it again in March.

There were lots of rentals for the month, and several presentations by HMO providers.

I attended the Senior Transportation Consortium meeting followed by the Ride Connection meeting and then the Senior Center's meeting. All of these meetings have to do with our transportation program. Tri Met is requesting that we start tracking ADA eligible riders. So, we will be adding questions about eligibility to our emergency trip form. Once again, there was some talk about "duplication of services". I stated our position again, which is that CAT cannot provide the same level of service for our clients. They do not go outside the city limits. It's apparent that all transportation providers are needing to come up with more statistics to justify their need for funding.

We are in need of a new fund-raising chair as Gloria Kraft has resigned and Lila Gottman is serving on a temporary basis. We owe them both thanks for heading up such an important committee.

Payroll has been running higher than usual this year due to illness and death. We used Judy Grautski to train Jim March, and used Annie Piccardo to fill in for Nancy Brosnahan. Now, we are using Annie to fill in for Suzie Voss. Suzie had surgery on her foot recently. She should be returning in late February.

We recently added two more nozzles to our fire suppression system in the kitchen to bring it up to code. It was inadequate to cover the surface of the grill. Fortunately, the City will cover the cost of about \$800.

Lila Gottman is handling the newsletter now, and from my standpoint this is a real blessing. The newsletter is very time consuming and since Chuck's death, it has been hard for me to get it out on time and still be accurate.

I've not heard anything recently regarding the Glasgow endowment. I know Wilcox Arredondo had to wait until after the vote of Feb. 3rd to pay the taxes. After that, it shouldn't be long.

To: Honorable Mayor Thompson
City Council
From: Roy Hester
Subject: Public Works Report for January 2004
Date: February 2, 2004

January

Street Department

- Worked on equipment, repairing and cleaning.
- Started chipping downed brush around town.
- Continued chipping more downed brush.
- Picked up brush on right-of-way around town.
- Picked up parts for street sweeper in Portland.
- Cleaned wash rack gutter and catch basins in shop yard.

Streets:

- Contended with snow and ice storm all day (1-6-04).
- Cleaned snow from shop entrance road.
- Patched chuck holes with cold mix.
- Street sweeper broke down 1-15-04.
- Put cold mix in hole on NW 2nd by the Graham Building.
- Swept street 1-23-04.
- Swept streets 1-29-04.
- Swept streets 1-30-04.

Sidewalks and Curbs:

- Snowed heavily on 1-1-04 and shoveled snow from sidewalks at City Hall, Transit and Police Department.
- Put de-icer on the sidewalk at City Hall, Police Department, Library, Transit and Finance.
- Cleared ice from sidewalk from transit terminal.

Signs:

- Replaced stop sign at Knights Bridge Road and N Birch.
- Repaired stop sign at SW 8th.
- Installed crosswalk sign post at SE 13th at Ackerman School.
- Fixed stop sign at N Juniper and NE 3rd.

Street Lights:

- Repaired (9) street lights.
- Repaired (6) street lights.
- Repaired (8) street lights.

Street Trees:

- Picked up downed limbs from the ice storm.
- Downed trees and limbs all over town cleaned out of the streets (most trees are private owners).
- Cleared more limbs and trees around town.
- Removed broken limb from tree at 680 N Birch.
- Started trimming arborvitae along S Ivy (1-12-04) that was blocking the sidewalk and bike lane.
- Still cutting down arborvitae on S Ivy (1-14-04).
- Completed trimming arborvitae on S Ivy (1-15-04).
- Worked on tree clean up around town.

Street Trees: (continued)

- Removed broken limbs around town with high ranger.
- Started removing (2) trees at 164 NE 5th.
- Trimmed busted limb from trees at cemetery.
- Trimmed broken limbs from tree on N Maple.
- Removed (2) trees on N Baker Drive.
- Finished clearing brush at 775 N Baker Drive.
- Removal of stump after the tree fell during the ice storm at NW 2nd and N Douglas.

Special Projects:

- Replaced flag pole rope on cemetery flag pole.
- Took down 20 lighted snow flakes attached to poles in the downtown area.

Sanitary Sewer and Storm Drains:

- Unplugged sewer main at 300 block of S Knott. Found tent stake in sewer blocking the flow.
- Checked on sewer problem at 270 SW 13th.
- Unplugged sewer lateral and sewer main on N Cedar Court. Roots from property owner's tree.
- Unplugged sewer at the 1500 block of N Maple.
- TV'd sewer main on N Knott looking for lateral tap.
- Repaired sewer lateral at 464 N Knott.
- Finished backfilling and cleaned up the sewer repair job at 464 N Knott.
- Worked on one of the pumps that were plugged at the Willow Creek lift station. We unplugged the pump and the motor would run again. Removed electric motor from Willow Creek lift station and took it to Portland for repairs.

Locates:

Two (2) locates were done during January.

Erosion Control:

- Completed (1) erosion control inspection.
- Completed (1) final erosion control inspection.
- Completed (1) erosion site inspection.
- Completed (4) beginning of construction erosion inspections for Garden Crossing.
- Completed (4) erosion inspections.
- Completed (4) erosion permit inspections.
- Completed (2) final erosion inspections.
- Completed (2) erosion inspections.
- Completed (1) erosion inspection.

Inspections for the month include the following:

- Inspected (1) sewer lateral.
- Inspected (2) sewer laterals.
- Inspected (2) sewer laterals.
- Inspected (1) sewer lateral.

Complaint/Inquiry Request:

- Eleven (11) complaints/Inquiries for the month of January.

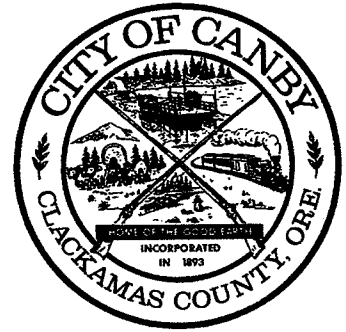
Meetings/Miscellaneous:

- Attended EOC meeting.
- Met with contractor about flag lot sanitary services.
- Checked on visual clearance complaint.

Meetings/Miscellaneous: (continued)

- Contacted homeowner about tree removal at 431 SW 5th. Note: owner gave permission to have the tree removed.
- Met with Police Department's lieutenant about citizen complaint on S Ivy Court.
- Attended Storm Water meeting with John Williams, Darren Nichols, Curt McLeod and Darwin Tramel.
- Met with Pat Sisul and Tom Scott at Sequoia Place over erosion issues.
- Met with Jamie of CBR and John Williams about repair of Graham Building parking lot.
- Met with Ed Netter about a duplex lot at 487 S Knott.
- Attended meeting at Salem ODOT for the Arndt Road Phase II project.

WASTEWATER TREATMENT FACILITY MONTHLY REPORT



To: *Honorable Mayor Thompson, City Council*

From: *Mark Adcock*

Through: *John Williams*

Prepared by: *Darvin Tramel*

Subject: *January 2004 Wastewater Treatment Report*

Date: *February 10, 2004*

Facility Operations & Maintenance & Construction:

Facility operations had a major setback in January with possible violations concerning effluent quality. On January 6th, during the ice storm, after working hours, the lime silo control panel froze in the on position. The lime slurry tank overflowed and sent mass quantities of lime back through the treatment facility, killing the majority of bugs in the aeration system. The treatment facility was unable to meet many permit parameters during the week of the 6th. DEQ was notified, and I prepared the necessary documents to ask for a waiver from violations under the upset provision of our NPDES permit. DEQ has yet to respond to our request for the upset provision. If granted, there will be no fines or violations assessed to the City.

Because of this failure and other problems associated with the older lime silo, our staff has installed a pH monitoring system. The new system is tied to our alarm system and will notify staff if there is any major increase in the pH of our aeration basin and if the pH is over a designated set point, it will turn off the lime feed system. With the installation of the pH monitoring equipment and the alarm notification system, staff believes that this should reduce or eliminate the possibility of a catastrophic failure of this magnitude from happening again. Please contact me if you have any further questions.

There are no construction activities taking place at the treatment facility.

<u>New Connections:</u>	7	<u>Monthly Averages:</u>	
<u>Total Connections:</u>	5197	<u>Effluent BOD₅:</u>	46 mg/l
<u>Average Flow:</u>	0.9987 mgd	<u>Effluent CBOD₅:</u>	39 mg/l
<u>Fecal Coli</u>	17	<u>Effluent TSS:</u>	28 mg/l

Biosolids Program:

The City of Canby applied 95 cubic yards of dewatered cake to the Carpenter and Asbell application sites.

Pretreatment Program:

During the month of January I completed our new Sewer Use Ordinance and a updated biosolids management plan.

Meetings and Training Attended

I attended meetings with the ACWA pretreatment, EOC, and our City storm water.

FINANCE MEMORANDUM

TO: HONORABLE MAYOR THOMPSON, CITY COUNCIL
FROM: CHAUNEE SEIFRIED, FINANCE AND COURT SERVICES DIRECTOR
DATE: FEBRUARY 9, 2004
RE: MONTHLY REPORT
PREPARED BY: LAURA DORNBUSCH, FINANCE OPERATIONS MANAGER

We have completed the Comprehensive Annual Financial Report (CAFR). As you may recall, this is the first year that the City had to comply with GASB statement 34. The report has been reformatted to provide more business-like information and should be very user friendly.

The CAFR will be distributed and reviewed with you in a workshop scheduled for March 3, 2004. We are very proud of this report. We have submitted it to the Government Finance Officers Association (GFOA) for their Certificate of Achievement for Excellence in Financial Reporting. Many thanks go out to our auditors and the professional staff in the Finance Department for their hard work and dedication to this project.

Other Major Projects:

- Preliminary stage on version three of the Cost of Services Study.
- We are working with the Directors on the 2004-05 Budget.
- Reviewing the Quarterly Summary report for format changes suggested by the Mayor.

Anniversaries:

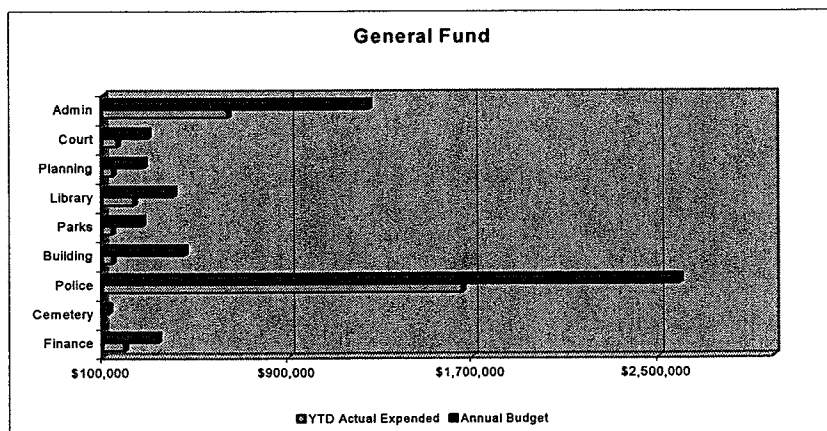
Employee	Department	Years of Service
Stephen Christman	Police	8
Tina Leber	Police	6
Lupita Robles	Police	6
Doug Kitzmiller	Police	6
Anthony Feters	Police	6
Joan Perinchief	Library	6
Scott Cunningham	Police	3

General Fund Snapshot:

Revenues are exceeding expenditures with 65.4% of budgeted revenues received. Expenditures are 56.7% of budget with 59% of the fiscal year elapsed.

General Fund Summary

Current Month Revenues:	\$604,495	YTD Revenues:	\$3,924,046
Current Month Expenditures:	\$428,741	YTD Expenditures:	\$3,401,816
		Annual Budget:	\$6,000,904



COURT MEMORANDUM


TO: HONORABLE MAYOR THOMPSON, CITY COUNCIL
FROM: CHAUNEE SEIFRIED, FINANCE AND COURT SERVICES DIRECTOR
DATE: FEBRUARY 9, 2004
RE: MONTHLY REPORT FOR JANUARY 2004
PREPARED BY: KATHY MASHEK, COURT SUPERVISOR

With the changes in Legislation and regards to the new laws that came into effect in September of 2003 our concerns for safety became a critical issue. For our first step we have had panic buttons installed in the Court Offices as well as the Council Chambers, and a couple other locations. Both Chaunee and Kathy have attended Trainings on Personnel this month.

- 17 attended the January seatbelt class.
- Court trials on the 2nd Wednesday of the month were held for 22 defendants.
- 451 cases were filed and 496 cases were concluded.
- Revenue for the month of August was \$45,967.00.

February 10, 2004

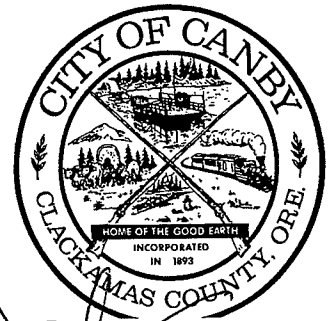
To: Mayor Thompson
Members of City Council

From: Chief Ken Pagano 

Re: January 2004 Monthly Report

- As you recall the City of Canby was awarded \$25,000 for the State Domestic Preparedness Equipment Program. This grant was a weapons of mass destruction program grant. Several cities were awarded these grants. There were articles in the Oregonian regarding the security measures that were going to put in place to heighten security for the police entrance and municipal court. To date we have purchased gas masks for all members of the department and defibrillators for heart attack victims. We have also purchased a panic alarm system for the council chambers, police department records, municipal court and city hall. We have also finished the bid process for the front entrance to the police department and municipal court. We will be replacing the glass with bullet resistant glass for added protection and security for the records and municipal court clerks. We have experienced problems in the department entrance because of the design of the facility. This grant is only for material, it will not pay for labor of this project. The material for this project will cost \$11,860.00. Labor is \$3,570 for this site security project. This cost will be split between Court and Police material and supplies.
- We are currently in the process of applying for two grants. One grant is a equipment grant which we are trying to get in car computers and security equipment for the police department. We are also putting in for a grant for the Outreach Center.
- We did purchase safes for all sworn members of the department to lock up department issued duty weapons at their homes. These were purchased through a local block grant.
- There were only 5 accidents this last month. We credit this to our traffic safety program, they do an excellent job.

COMMUNITY DEVELOPMENT MONTHLY REPORT



TO: Honorable Mayor Thompson and City Council
FROM: John Williams, Community Development & Planning Director
DATE: February 11, 2004
THROUGH: Mark C. Adcock, City Administrator
RE: Community Development project status

My time this month has been spent on a variety of personnel actions as well as continued work on the Economic Development Plan, the street maintenance funding issue, and the NE Canby Master Plan. Following is the status of these and other major Community Development projects as of February 11. 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. 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.** *No change.* Clackamas County has tentatively agreed to fund our SE 2nd Avenue project in 2006. This project will realign 2nd Avenue through the Canby Telephone Parking lot, vacate a section of the existing 2nd Avenue, and reconstruct the rest of 2nd between Juniper and Locust with sidewalks. *Background:* 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.** *No change - ongoing work.* Clackamas County's measure 3-115 was defeated by the voters in November. Staff will return to the Council with a detailed project proposal and public involvement process very soon. *Background:* The Council has directed staff to spend time and money to work on the details of potential street maintenance funding mechanisms. This work will include a detailed inventory of Canby's commercial buildings, and investigation into potential gas tax revenues.
- 3. 99E/Territorial intersection.** The Planning Commission discussed this intersection at length in several recent meetings. Due to recent crashes, the PC is concerned about the timing of this project, so staff is working with Clackamas County and ODOT to see if there's any way to have it moved up or perform some interim work to improve safety. *Background:* This intersection is recommended for funding in the 2004-2007 State Transportation Improvement Program. The project would be funded in the Safety category, is estimated at \$2.97 million, and is scheduled for 2006.
- 4. Arndt Rd. improvements.** Clackamas County is moving forward with design options; staff is working with them on this process. Meanwhile, the County's approval of this project is being appealed to the Land Use Board of Appeals. Neighbors of the project are concerned about the impacts the project will have on their properties and the river. *Background:* The County has received funding for this long-anticipated project, which will make it much easier for truck traffic to reach I-5 from Canby. The first phase, which straightened the 90 degree

turns on Arndt, has been completed. The second phase, which will connect Arndt directly to 99E with a new road along the Molalla River, under the rail trestle, and through Canby Ford, is scheduled for construction in 2005.

5. **Street project prioritization.** The Urban Renewal Advisory Committee and Agency have been working on prioritizing street projects within the district. We still need to do this same work with non-district project, mainly to arrive at a prioritization for SDC projects.
Background: At a March 26, 2003 workshop, the Council asked staff to set up a discussion of street capital projects, including funding sources and project prioritization.
6. **Highway 99E frontage improvements.** Beth Saul recently successfully got ODOT to mow the extensive scotch broom and other weeds along the north side of 99 from Hulbert's to Redwood Street. Also, you may have noticed that the median by the Canby Market Center was cleaned up already – thanks to Beth for scheduling it and Roy for paying for it! Beth, Roy, and I will work to figure out some sort of permanent solution for both of these areas.

Wastewater Treatment Plant

7. **Sewer rate study.** *No change - ongoing work.* Darvin Tramel is leading a review of sewer rates, as is done periodically. The study will include billing options, capital projects, and potential stormwater charges. We will update the Council as soon as we have some numbers.

Planning

8. **Annexation priority system.** *No change – ongoing work.* Staff has been working on next steps following the Planning Commission's December 8 workshop, at which we were asked to return with a "hybrid" system that might include retention of some general geographic priorities while developing the voter education piece that makes up the heart of staff's proposed second tier. *Background:* This work is a required element of the state-mandated periodic review process.
9. **Public facilities and services element of the Comprehensive Plan.** *No change.* Staff is beginning to draft the appropriate sections of the code and comprehensive plan. Work will enter the public process through a Planning Commission workshop.
10. **Neighborhood Associations.** Matilda's working on an ongoing involvement and training process with the neighborhood associations, as presented to the Council recently. She recently completed the televised workshop. *Background:* the Council has officially recognized two new neighborhood associations: Riverside and Northeast Canby. We have also been working with citizens in SE Canby. Staff will continue to work with these groups to provide information and training.
11. **Green Corridor agreement.** *No change.* The Council has tentatively approved ODOT's revised version of this agreement that removes any substantial financial commitment. ODOT has not produced a signed copy for the Mayor's signature, and ODOT staff seem to feel that Salem is not going to approve this version either. *Background:* In 1998 the Council, the County Commission, Metro, and ODOT tentatively agreed to an agreement dealing with growth issues and Highway 99E development but ODOT later refused to sign, citing budget shortfalls which would prevent them from implementing their portion of the agreement.
12. **Historic Review Board.** *No change.* The HRB and staff worked together to submit a grant application for various projects relating to historic preservation. *Background:* Canby's CLG designation will give us access to a pool of funding for historic preservation and education

projects.

13. **Heritage Tree Inventory.** *No change – ongoing work.* Matilda Deas is leading a project to inventory Canby's historic trees. The project has support from the Canby School District, Oregon Department of Forestry, Oregon State Extension Services, and numerous volunteers around town. The inventory should be completed this month, and Ackerman students will be doing oral histories of the trees this fall. The City Council will be designating volunteer participants at the end.
14. **Community Park project.** *No change – ongoing work.* The phase I work is completed and Matilda is looking for business partners to support the High School's native plant nursery, which will provide plants for future phases. Matilda is preparing a presentation for the Council and Planning Commission on this topic.
15. **Northwoods LUBA appeal.** LUBA issued a decision in favor of the City's approval of the Northwoods UGB amendment and zone change. Their decision has now been appealed to the Court of Appeals. In turn, Northwoods has filed a "cross-appeal" on a different issue, seeking to have the first appeal overturned.
16. **NE Canby Master Plan.** The scope of work for this project is nearing finalization. This will allow us to start hiring consultants in March. The good news is 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. *Background:* This project will create a master plan addressing land use, design, parks/open space provision, and infrastructure issues for the area bounded by Highway 99E, SE 1st Avenue, Haines Road, and NE Territorial. Currently we are hoping to receive \$65,000 from the state for this project.
17. **Stormwater planning.** *No change – ongoing work.* Planning staff is working with Roy Hester, Darvin Tramel, 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.
18. **Apollo Homes appeal.** The Planning Commission has agreed to review new evidence in the Apollo Homes appeal; this has been scheduled for February 23. The Council will then review the Commission's decision.

Urban Renewal

19. **Economic Development Plan.** Work continues on Canby's Economic Development Plan. We have held workshops with the Council, CBRD Board, Urban Renewal Advisory Committee, and industrial business group to review and prioritize strategic actions. Still to come are workshops with the Chamber Board and the Fire Board (by request) and possibly the Canby Utility Board. *Background:* the Council directed staff to focus on economic development at its January 2003 goal-setting session.
20. **Development of ED Web Site.** Our new site (www.canbybusiness.com) is up and running, although it only has a minimum of information on it. We are working to develop a user-friendly economic development web site to serve as a home for our industrial and commercial recruitment efforts. *Background:* 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.

21. **Industrial recruitments.** *No change – ongoing work.* Staff continues to work very hard on industrial recruitments and has noted an increase in interest in recent months, possibly connected with an economic recovery (?).
22. **S. Sequoia Parkway stage 2.** This project is largely complete except for installation of street trees and some final grading and utility work. *Background:* The Urban Renewal Agency is funding this \$1.3 million project with tax increment revenues.
23. **S. Sequoia/4th Avenue (stage 3).** The Council and Agency have agreed to go ahead with this next stage of construction , which will connect Sequoia and 4th Avenue. Costs are expected to be approximately \$1.05 million and will be financed with a similar MOU to the stage 2 construction. The loan application has been approved by the Council and is being reviewed by OECDD.
24. **Hazeldell Way.** The Agency has reviewed the Hazeldell project and is discussing cost allocations with the affected property owners. *Background:* Hazeldell Way will serve as a connection between SE 1st Avenue and Sequoia Parkway (this will take on increased importance when the 1st/Sequoia intersection becomes right-in/right-out only). The project is expected to cost approximately \$850,000 not including right-of-way acquisition.
25. **Urban Renewal Advisory Committee.** The Urban Renewal Advisory Committee will meet March 9 with the Agency in a workshop session to review roles and responsibilities.

Canby Development

Monthly Report

January 31, 2004

BUILDING PERMIT DATA		
PERMIT TYPE	PERMITS ISSUED	VALUATION
<i>BUILDING PERMITS SFR</i>	<i>7</i>	<i>\$1,520,881.00</i>
<i>BUILDING PERMITS MULTIFAMILY</i>	<i>0</i>	<i>\$0.00</i>
<i>MECHANICAL</i>	<i>6</i>	<i>\$0.00</i>
<i>ADDITIONS NON-RESIDENTIAL</i>	<i>0</i>	<i>\$0.00</i>
<i>ADDITIONS RESIDENTIAL</i>	<i>2</i>	<i>\$4,390.00</i>
<i>OTHER</i>	<i>8</i>	<i>\$75,645.00</i>
<u>MONTH</u>	<u>23</u>	<u>\$1,600,916.00</u>
<i>YEAR</i>	<i>363</i>	<i>\$1,600,916.00</i>

SDC FEES AND CHARGES UPDATE		
	<i>MONTH</i>	<i>YEAR</i>
<i>Stormwater Fees</i>	<i>\$490</i>	<i>\$490</i>
<i>Sewer SDC Fees</i>	<i>\$13,307</i>	<i>\$13,307</i>
<i>Construction Excise Tax</i>	<i>\$8,183</i>	<i>\$8,183</i>
<i>Parks SDC Fees</i>	<i>\$25,578</i>	<i>\$25,578</i>
<i>Transportation Improvement</i>	<i>\$13,741</i>	<i>\$13,741</i>
<i>Planning Department Fees</i>	<i>\$515</i>	<i>\$515</i>
<i>Advanced Financing</i>	<i>\$1,240</i>	<i>\$1,240</i>
<i>Business License</i>	<i>\$100</i>	<i>\$100</i>
<i>Building Department Fees</i>	<i>\$13,842</i>	<i>\$13,842</i>

INSPECTIONS	
<i>MONTH</i>	<i>200</i>
<i>YEAR</i>	<i>200</i>



MEMORANDUM

DATE: FEBRUARY 6, 2003
TO: MARK ADCOCK
FROM: MARGARET YOCHER
RE: TRANSIT & GENERAL SERVICES UPDATE FOR JANUARY

Transit

- January ridership report attached (best day to date 1/28 – 731 rides)
- Budget Forecasting
- Reviewed contractor's contract
- Renegotiated operations contract with operation's provider OHAS
- Continuation of public process with regards to Trimet's line #35 pull out
- Meetings and other functions

Elderly & Disabled Transportation Planning

Trimet personnel on public process

Social Services Steering Committee

Oregon Transit Association

CAT Committee

Clackamas Consortium

City Health Insurance Committee

City Customer Service Meeting

Budget Committee

Tech Services

- Setup spam controls
- Budget forecasting
- Work orders as needed

Fleet Services

- Budget forecasting
- Annual cost of service study
- Internal billing catch up
- Ongoing maintenance of City's rolling stock

Passenger Statistics: Canby Area Transit Fixed Routes

Canby-Oregon City #1

Passenger Category	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Senior	42	76	86	85	56	54	97						496
Disabled	49	53	102	101	116	90	121						632
General Public	2,397	2,287	2,295	2,827	2,126	2,286	2,098						16,316
Youth	1,091	1,345	965	1,130	913	1,038	1,010						7,492
Child	0	0	0	0	0	0	0						0
Aides/Other	0	0	0	0	0	0	0						0
Totals	3,579	3,761	3,448	4,143	3,211	3,468	3,326	0	0	0	0	0	24,936

Canby-Oregon City #2

Passenger Category	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Senior	33	60	58	57	30	32	39						309
Disabled	26	53	86	73	39	47	32						356
General Public	1,814	1,842	1,990	2,278	1,779	1,860	1,921						13,484
Youth	845	1,002	882	1,006	757	779	889						6,160
Child	0	0	0	0	0	0	0						0
Aides/Other	0	0	0	0	0	0	0						0
Totals	2,718	2,957	3,016	3,414	2,605	2,718	2,881						20,309

Canby-South #2

Passenger Category	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Senior	153	118	153	144	103	146	143						960
Disabled	26	26	82	115	140	103	105						597
General Public	1,096	1,189	971	1,117	996	1,343	1,251						7,963
Youth	1,434	1,626	1,566	1,685	1,710	1,723	1,644						11,388
Child	0	0	0	0	0	0	0						0
Aides/Other	0	0	0	0	0	0	0						0
Totals	2,709	2,959	2,772	3,061	2,949	3,315	3,143						20,908

Canby-North #3

Passenger Category	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Senior	41	66	90	70	49	68	70						454
Disabled	27	28	41	71	65	76	73						381
General Public	1,094	1,030	762	872	831	1,198	970						6,757
Youth	1,241	1,224	1,093	1,320	1,321	1,368	1,275						8,842
Child	0	0	0	0	0	0	0						0
Aides/Other	0	0	0	0	0	0	0						0
Totals	2,403	2,348	1,986	2,333	2,266	2,710	2,388						16,434

Passenger Statistics: Canby Area Transit Lift & Special Event Services

Canby Lift 1

Passenger Category	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Senior	99	121	101	212	153	139	120						945
Disabled	95	85	62	57	81	104	67						551
General Public	0	6	4	0	0	0	1						11
Youth	0	0	0	0	1	1	0						2
Child	0	0	0	0	0	0	0						0
Aides/Other	0	0	0	0	0	0	0						0
Totals	194	212	167	269	235	244	188						1,509

Canby Lift 2

Passenger Category	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Senior	56	48	60	142	84	50	117						557
Disabled	35	26	17	67	24	37	51						257
General Public	0	5	3	11	7	3	8						37
Youth	0	0	0	0	0	0	0						0
Child	0	0	0	0	0	0	0						0
Aides/Other	0	0	0	0	0	0	0						0
Totals	91	79	80	220	115	90	176						851

Saturday Lift

Passenger Category	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Senior	22	27	17	41	35	35	31						208
Disabled	2	12	6	8	14	11	12						65
General Public	0	0	0	0	0	0	0						0
Youth	0	0	0	0	0	0	0						0
Child	0	0	0	0	0	0	0						0
Aides/Other	0	0	0	0	0	0	0						0
Totals	24	39	23	49	49	46	43						273

Special Event

Passenger Category	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Senior	0												0
Disabled	0												0
General Public	75												75
Youth	40												40
Child	0												0
Aides/Other	0												0
Totals	115	0	0	0	0	0	0	0	0	0	0	0	115
Monthly Totals	11,833	12,355	11,492	13,489	11,430	12,591	12,145	0	0	0	0	0	85,335

Jan: Monthly Passenger Statistics: Lift 1

DAY	Senior	Disabled	Regular	Youth	Child	Aides	Lift	Totals
1								0
2	11	2						14
3								
4								
5	1	0						1
6	2							2
7								0
8	2	3						5
9	13	10						23
10								
11								
12	12	5						17
13	4	4						8
14	5	1						6
15	2	7						9
16	11	7						18
17								
18								
19	6	3						9
20	7	5						12
21	9	6						15
22	7	8						15
23	3	9						12
24								
25								
26	9	6						15
27	10	3						13
28	14	6						20
29	10	10						20
30	1	9						10
31								0
Totals	139	104	0	1	0	0	0	244

Dec: Monthly Passenger Statistics: Lift 2

DAY	Senior	Disabled	Regular	Youth	Child	Aides	Lift	Totals
1								0
2								0
3								
4								
5	9	3						12
6								0
7								0
8								0
9								0
10								
11								
12	5	2						7
13	4	2						6
14	5	9						14
15	1	2						3
16	2	1						3
17								
18								
19	1	0						1
20	3	1						4
21	0	0	3					3
22	4	0						4
23	0	2						2
24								
25								
26	7							7
27	2	2						4
28	4	3						7
29	3	10						13
30								0
31								0
Totals	50	37	3	0	0	0	0	90

Jan: Monthly Passenger Statistics: Sat Lift

DAY	Senior	Disabled	Regular	Youth	Child	Aides	Lift	Totals
1								
2								
3	8	2						10
4								
5								
6								
7								
8								
9								
10	6							6
11								
12								
13								
14								
15								
16								
17	6	2						8
18								
19								
20								
21								
22								
23								
24	9	4						13
25								
26								
27								
28								
29								
30								
31	6	3						9
Totals	35	11	0	0	0	0	0	46

Jan: Monthly Passenger Statistics: Canby Oregon City Rt #1

DAY	Senior	Disabled	Regular	Youth	Child	Aides	Lift	Totals
1	5	12	97	33	25			147
2	5	3	84	25				117
3	0	4	81	39				124
4	0	0	106	36				142
5	0	0	0	0				0
6	0	0	0	0				0
7	0	0	1	2				3
8	0	0	69	35				104
9	3	1	62	24				90
10	5	2	70	67				144
11	0	10	104	36				150
12	2	5	111	42				160
13	4	3	91	41				139
14	2	7	103	41				153
15	2	0	103					105
16	1	2	57	45				105
17	0	0	68	29				97
18	3	3	119	93				218
19	5	2	113	86				206
20	1	1	101	21				124
21	4	5	107	16				132
22	0	1	91	46				138
23	1	2	126	46				175
24	2	15	86	49				152
25	0	3	101	71				175
26	0	3	58	21				82
27	7	5	104	21				137
28	2	1	73	73				149
29	54	90	2286	1038	0	0	0	3468
30								
31								
Totals								

Jan: Monthly Passenger Statistics: Canby Oregon City Rt #2

DAY	Senior	Disabled	Regular	Youth	Child	Aides	Lift	Totals
1								0
2	1	2	73	34				110
3								
4								
5	2	0	106	62				170
6	3	0	77	22				102
7	0	0	0	0				0
8	1	0	70	42				113
9	3	1	58	39				101
10								
11								
12	1	0	106	39				146
13	3	1	113	49				166
14	1	4	52	42				99
15	2	2	103	21				128
16	0	2	106	41				149
17								
18								
19	2	3	63	32				100
20	2	1	109	17				129
21	1	1	81	27				110
22	3	10	124	27				164
23	0	4	94	37				135
24								
25								
26	1	0	117	39				157
27	1	1	112	61				175
28	0	2	93	78				173
29	2	5	93	38				138
30	3	8	110	32				153
31								
	32	47	1860	779	0	0	0	2718

Jan: Monthly Passenger Statistics: Canby South Route #2

DAY	Senior	Disabled	Regular	Youth	Child	Aides	Lift	Totals
1	7	1	42	72				122
2	6	2	45	44				97
3	5	1	27	18				51
4								
5	4	1	60	128				193
6	2	0	48	16				66
7	0	0	0	0				0
8	1	2	43	48				94
9	6	0	79	61				146
10	7	1	29	28				65
11								
12	7	2	46	78				133
13	5	10	89	71				175
14	5	3	59	96				163
15	10	6	78	89				183
16	7	1	50	80				138
17	8	6	19	38				71
18								
19	7	1	44	54				106
20	3	6	76	86				171
21	11	9	58	81				159
22	8	6	72	92				178
23	5	6	66	78				155
24	1	1	14	20				36
25								
26	4	1	42	67				114
27	6	32	54	74				166
28	6	3	59	90				158
29	5	0	53	89				147
30	8	1	55	86				150
31	2	1	36	39				78
Totals	146	103	1343	1723	0	0	0	3315

Jan: Monthly Passenger Statistics: Canby North Route #3

DAY	Senior	Disabled	Regular	Youth	Child	Aides	Lift	Totals
1	3	2	38	51				94
2	6	1	45	49				101
3	4	2	9	8				23
4								
5	3	3	58	80				144
6	0	0	32	26				58
7	0	0	0	0				0
8	6	1	100	73				180
9	0	1	39	41				81
10	4	0	38	45				87
11								
12	2	3	42	62				109
13	2	8	55	47				112
14	3	5	47	56				111
15	3	4	38	49				94
16	3	2	41	53				99
17	3	0	25	37				65
18								
19	2	3	43	37				85
20	8	4	44	59				115
21	3	8	54	62				127
22	0	3	48	42				93
23	1	4	57	69				131
24	0	0	32	37				69
25								
26	1	4	46	76				127
27	4	7	44	62				117
28	2	6	104	86				198
29	0	2	43	60				105
30	3	3	49	63				118
31	2	0	27	38				67
Totals	68	76	1198	1368	0	0	0	2710