

**CANBY CITY COUNCIL  
WORK SESSION MINUTES  
January 4, 2012**

**Presiding:** Mayor Randy Carson.

**Council Present:** Rich Ares, Traci Hensley, Walt Daniels, Greg Parker, and Tim Dale.  
Councilor Brian Hodson was absent.

**Staff Present:** Greg Ellis, City Administrator; Kim Scheafer, City Recorder; Sue Engels, Finance Director; Amanda Klock, Asst. City Administrator/HR Director; Bret Smith, Police Chief; Renate Mengelberg, Economic Development Director; Dan Drentlaw, Urban Renewal Project Manager; and Bryan Brown, Planning Director.

**Others Present:** Roger Skoe.

Mayor Carson called the Work Session to order at 6:30 p.m. in the City Hall Conference Room.

Greg Ellis, City Administrator, spoke about the current communication and roles and responsibilities between Council and staff.

Mayor Carson reminded Council that personal perceptions should not be put in email form as these were public record.

Councilor Daniels said that it was important to remember to decide as a Council if direction should be given to staff instead of doing it individually.

Mayor Carson asked that they be notified of any community meetings as soon as they were scheduled so they could be prepared for questions from citizens.

There was discussion regarding the Council receiving more information about ODOT and County projects.

There was further discussion regarding how to get information from staff in a timely manner and who Council should direct requests to.

Mr. Ellis discussed staff's follow-up list and stated questions could be forward to him.

Mayor Carson adjourned the Work Session at 7:25 p.m.

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**CANBY CITY COUNCIL  
REGULAR MEETING MINUTES  
January 4, 2012**

**Presiding:** Mayor Randy Carson

**Council Present:** Rich Ares, Traci Hensley, Walt Daniels, Greg Parker, and Tim Dale. Councilor Brian Hodson was absent.

**Staff Present:** Greg Ellis, City Administrator; Bryan Brown, Planning Director; and Kim Scheafer, City Recorder.

**Others Present:** Craig Gingerich, Bob Cornelius, Roger Skoe, Brian Ashby, Robert Price, and Doug Edmonds.

**CALL TO ORDER:** Mayor Carson called the Regular Meeting to order at 7:30 p.m. in the City Council Chambers followed by the opening ceremonies.

**COMMUNICATIONS:** None.

**CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:** None.

**MAYOR'S BUSINESS:** Mayor Carson attended the Adult Center Open House on December 9, City Staff Holiday Luncheon on December 14, Park Avenue Salon Open House on December 16, Starbucks Toy Drive on December 17, and Canby Chamber Luncheon where he gave the State of the City Address on January 3.

**COUNCILOR COMMENTS & LIAISON REPORTS:** Councilor Daniels said the Transit Advisory Committee meeting would be held next week. He reported on the Historical Society Board meeting and said Historical Calendars were on sale. He also discussed the new City E-Newsletter.

Councilor Parker attended the Chamber of Commerce State of the City address. He commended the Mayor on an excellent presentation.

Councilor Dale also attended the Toy Drive at Starbucks and the Providence Physical Therapy Open House. He reported on the last Canby Utility Board meeting.

**CONSENT AGENDA:** **\*\*Councilor Daniels moved to adopt the minutes of the November 30, 2011 City Council Special Meeting; minutes of the December 7, 2011 Regular Meeting; and appointment of Daniel Stearns to the City Budget Committee for a term to expire on June 30, 2012. Motion was seconded by Councilor Hensley and passed 5-0.**

**RESOLUTIONS & ORDINANCES:**

Ordinance 1353 – **\*\*Councilor Ares moved to adopt Ordinance 1353, AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO PURCHASE TWO (2) VEHICLES FOR CANBY AREA TRANSIT FROM EMMETT KOELSCH COACHES, INC. DBA EK COACHES OF CANBY, OREGON; AND DECLARING AN EMERGENCY. Motion was seconded by Councilor Dale and passed 5-0 by roll call vote.**

**NEW BUSINESS:** Development Concept Plan Exception for Hope Village Annexation - Bryan Brown, Planning Director, said a similar request came before the Council a year ago on a previous annexation from Hope Village that was approved in November. The request was that the requirement for a Development Concept Plan be waived. This was for two tax lots that were less than one acre for a second annexation request from Hope Village. Approval meant that the

Council accepted the application for consideration without it being accompanied by a Concept Development Plan. Since this property would be tied to the existing campus, he thought the Council would know what they were getting.

Robert Price, Planning Consultant representing Hope Village, said Hope Village had approached the City Council a year ago for the exemption for a four acre area and were in discussions with the property owners of the less than one acre piece, hoping they would come together at the same time for purchase and they could propose the entire area for annexation between Fir and Ivy. That did not happen. The voters approved the four acre annexation, and they were now coming back for an exemption for the 0.79 acre parcel. He explained the reasons for the exemption and the proposed expansion of Hope Village. He requested approval of the exemption.

**\*\*Councilor Ares moved based on the findings submitted, to exempt Hope Village's newly acquired 0.79 acre site area (Tax Lots 1100 and 1101 in T4S, R1E, SE ¼ of Section 4) from the requirements of Chapter 16.84 requiring a Development Concept Plan prior to a possible action by the City Council to move the associated annexation forward to a future ballot before the citizens of Canby. Motion was seconded by Councilor Daniels and passed 5-0.**

**CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS:** Greg Ellis, City Administrator, said that Senator Jeff Merkley would be in Canby on Tuesday, January 17, at Hope Village at 1 p.m.

**CITIZEN INPUT:** Brian Ashby, resident of Canby, received a late fee notice regarding his business license. He had previously been assessed a fine for not having a license without proper due process. He said before he could renew the license, he needed to receive it, and he would like the issue looked into.

Mayor Carson said staff would review the situation.

#### **ACTION REVIEW:**

1. Approved the Consent Agenda.
2. Adopted Ordinance 1353.
3. Granted a Development Concept Plan Exception to Hope Village.

There was no Executive Session.

Mayor Carson adjourned the Regular Meeting at 8:00 p.m.



Kimberly Scheafer, MMC  
City Recorder



Randy Carson  
Mayor

Assisted with Preparation of Minutes - Susan Wood