

**ORDINANCE NO. 1652**

**AN ORDINANCE AUTHORIZING THE INTERIM CITY ADMINISTRATOR TO AMEND THE CONTRACT FOR THE COMPREHENSIVE PLAN, TRANSPORTATION PLAN, AND UGB WORK WITH 3J CONSULTING.**

**WHEREAS**, City issued a Request for Proposal (RFP) for update to the Canby Comprehensive Plan, Transportation System Plan and Urban Growth Boundary expansion on September 19, 2022, and selected and awarded the work to 3J Consulting to complete the work on October 5, 2022;

**WHEREAS**, contracts for the comprehensive plan, transportation system plan and urban growth boundary expansion have been issued to 3J consultants for FY 22/23 totaling \$177,576 and for FY 23/24 totaling \$523,068, and for FY 24/25 totaling \$228,938 and continued work based on the RFP tasks is needed in FY 25/26;

**WHEREAS**, the FY 25/26 continued comprehensive plan, transportation system plan and urban growth boundary expansion work totals \$82,140; and

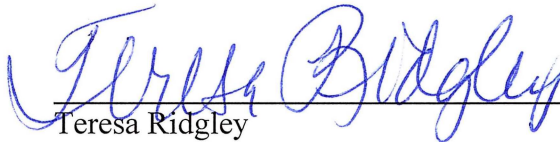
**WHEREAS**, the FY 25/26 budget accounted for this budget related to the comprehensive plan, transportation system plan and urban growth boundary expansion.

**THEREFORE, THE CITY OF CANBY, OREGON, ORDAINS AS FOLLOWS:**

**Section 1.** In addition to the amounts identified in the recitals above, the City of Canby City Council hereby authorizes approval for the FY 25/26 totaling \$82,140 for comprehensive plan, transportation system plan and urban growth boundary expansion work as described in Exhibit A.

**Section 2.** The effective date of this Ordinance shall be September 5, 2025.

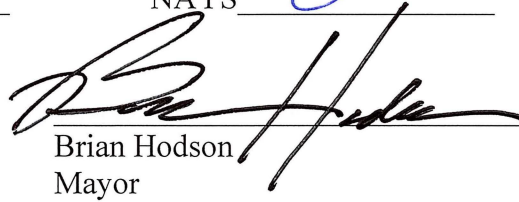
**SUBMITTED** to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, July 16, 2025 ordered posted as required by the Canby City Charter; and scheduled for second reading on Wednesday, August 6, 2025, commencing at the hour of 7:00 PM in the Council Chambers located at 222 NE 2<sup>nd</sup> Avenue, 1<sup>st</sup> Floor Canby, Oregon.

  
Teresa Ridgley  
Deputy City Recorder

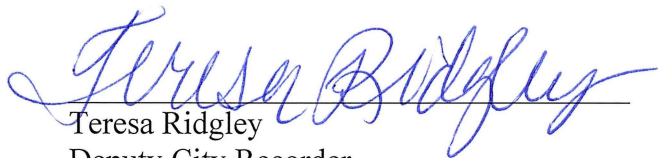
**PASSED** on second and final reading by the Canby City Council at a regular meeting thereof on August 6, 2025, by the following vote:

YEAS 5

NAYS 0

  
\_\_\_\_\_  
Brian Hodson  
Mayor

ATTEST:

  
\_\_\_\_\_  
Teresa Ridgley  
Deputy City Recorder

# Exhibit A

## Comprehensive Plan and Transportation System Plan Update

### Fiscal Year 2025-26 Scope of Work Amendments

#### July 2025 – June 2026

#### Task 1 – Project Management

##### 1.1 Project Administration

Consultant will maintain project files to include documentation related to the Project, including but not limited to computations, assumptions, meeting minutes, working drawings, correspondence and memoranda. Consultant should prepare and maintain a Project management team (PMT) website (using web-based tools) that includes communication, PMT roster, draft and revised schedules, online discussion topics, and deliverables.

##### 1.5 Regular Project Management Team (PMT) Meetings and Project Assessment

Consultant will organize, participate, co-lead (with the City) and summarize online project management team meetings. These calls will be conducted approximately every two weeks for the duration of the planning process and will integrate both the Comprehensive and TSP efforts. Consultant will provide a summary of key decisions and action items after each meeting.

##### 1.6 Additional Communication and Coordination

In addition to the tasks described above the Consultant project manager will regularly communicate and coordinate with City staff and other team members regarding the status of and plans for current and upcoming project deliverables and activities. This will be done via email, telephone and online meeting communication.

#### CP Task 5 – Short-Term Action Planning

##### Task 5.1.5 | Study Documentation and Presentation

Finalization and adoption of parks, transportation, sewer, and storm SDCs.

- Coordination meetings with City Staff. Up to 12 one hour phone meetings, and this will include coordination with the Oregon State Department of Land Conversation and Development staff regarding UGB park acreage needs.
- Stakeholder presentations. Up to 2 presentations to various boards or developer groups.
- Council work sessions/presentations. Up to 3 presentations.
- Council adoption hearings. Up to 2 hearings.
- Work has included tasks not previously accounted for including three parks advisory group meetings and one city council work session, which has advanced the park SDC development based on a new 20-year parks project list, provided strategy assistance for the Canby Housing Production Strategy and defined parks acreage for the urban growth boundary expansion.

#### CP Task 6 – Updated Comprehensive Plan Document

##### 6.1 Preliminary Draft Comprehensive Plan and Action Plan

Consultant will prepare a Preliminary draft of the Comprehensive Plan in Microsoft Word, including updated text, maps and policies. This work includes an updated Comprehensive Plan map. The Action Plan prepared in Task 5 will be a companion document to the Comprehensive Plan.

Consultant will prepare a document template to be used for each Comprehensive Plan chapter. It will indicate the proposed page layout, fonts, colors, and other recommended graphic styles. Consultant will revise this template, as needed, prior to creating the draft Comprehensive Plan in Task 6.2.

## CP Task 7 – Adoption Process

### 7.3 Additional UGB Updates

Consultant will participate in an additional City Council hearing and make an extra round of UGB revisions to incorporate parks and respond to other emerging information.

#### FY 25-26 BUDGET

Task	3J	DKS	FCS	TOTAL
1. Project Management	\$20,000	\$13,140		\$33,140
CP5. Short-Term Action Planning			\$29,000	
CP6. Comp Plan Map Updates	\$8,000			\$8,000
CP7. Comp Plan Adoption	\$12,000			
<b>TOTAL</b>	<b>\$40,000</b>	<b>\$13,140</b>	<b>\$29,000</b>	<b>\$82,140</b>