

**CANBY CITY COUNCIL  
WORK SESSION MINUTES  
November 1, 2023**

**PRESIDING:** Brian Hodson

**COUNCIL PRESENT:** Traci Hensley, James Davis, Jason Padden, and Daniel Stearns.

**COUNCIL ABSENT:** Christopher Bangs, and Herman Maldonado.

**STAFF PRESENT:** Eileen Stein, Interim City Administrator; CJ Lason, Deputy City Recorder; Maya Benham, Administrative Director/ City Recorder; and Don Hardy, Planning Director

**OTHERS PRESENT:** Steve Fouse, Consultant with 3J Consulting

**CALL TO ORDER:** Mayor Hodson called the work session to order at 6:05pm.

**CANBY COMPREHENSIVE PLAN AND URBAN GROWTH BOUNDARY PROCESS EXPANSION:** Planning Director Don Hardy and Steve Fouse of 3J Consulting gave a presentation on the Urban Growth Boundary expansion process.

Steve walked through the Power point presentation, giving updates on where the Urban Growth Boundary Expansion was in terms of target dates for completing each component.

Councilor Stearns asked what the target population density was that the City needed to meet the requirements for expansion. Steve Fouse explained that there wasn't a particular figure that the state or county was looking for, but instead was looking to see that the City is making a good faith effort to use the land within the current Urban Growth Boundary efficiently.

Planning Director Don Hardy stressed that the State would not be forcing anyone to do anything in terms of development, and that smaller acreage lots would most likely not be included in the calculation for efficiency measures.

Councilor Davis asked if they should be focusing on code updates prior to development. Planning Director Hardy stated that it was a great question and that they would focus on policy direction first and that the policy directives would lead them to the codes they need to focus on.

Mayor Hodson asked if it was known which acres out of the possible growth areas were constrained, and Steve said that yes, the city had access to see which acres were environmentally constrained.

Councilor Stearns asked for further clarification about what "constrained" meant in terms of the acreage. Steve stated that most of it was primarily related to water (ie floodplains and wetlands).

Councilor Davis asked what would happen if a property asked to be included in the UGB but was not in a current service area. Director Hardy said those properties would not be included, but they may be included in future reviews.

Councilor Padden asked if the city could include certain areas that were not adjacent or contiguous to the UGB. Director Hardy said that the properties had to be adjacent to the boundary, we cannot leapfrog or have outside areas included in the UGB.

Councilor Stearns asked for clarification about the “rural reserve” and how that was designated.

Steve described the vision and planning for the future that was formed with input from community members. He gave information about the mapping exercise that will occur at the Community Summit on November 14, 2023, which will enable citizens to have direct input on how they feel the city should grow.

Councilor Davis stated that we should be taking public safety in account with additional fire and police stations being added. Steve said that they would definitely include those in the actual technical planning, but the mapping exercise was more for the community to provide input and feel a part of the process.

Mayor Hodson said that land set aside by the school districts for future schools should be included in the mapping exercise, so the community would know where they were planning to expand and work around them. Planning Director Hardy stated that Economic Development Director Jaime Stickel added a couple school district board members into their planning discussions.

Steve Fouse said that 60 acres of land was already being set aside for future parks as well.

Councilor Stearns mentioned that he had received communication from a citizen stating they did not want to be a part of it, and asked if it was possible to have pockets within the boundary that were not included. Steve said it was certainly possible, but not desirable. Properties could also be brought into the UGB but never annexed.

Councilor Padden mentioned that over the last 40 years parts of the city have still not been developed despite being included in the previous UGB. This is mostly to set aside areas that can be developed, but may not be.

**ADJOURN:** Mayor Hodson adjourned the Work Session at 6:52pm.

**CANBY CITY COUNCIL  
REGULAR MEETING MINUTES  
November 1, 2023**

**PRESIDING:** Brian Hodson

**COUNCIL PRESENT:** Traci Hensley, James Davis, Jason Padden, Daniel Stearns, Christopher Bangs, and Herman Maldonado.

**COUNCIL ABSENT:** None.

**STAFF PRESENT:** Eileen Stein, Interim City Administrator; David Doughman, City Attorney (remote); CJ Lason, Deputy City Recorder; Maya Benham, Administrative Director/ City Recorder; Todd Wood, Fleet Director; Jorge Tro, Police Chief; Jaime Stickel, Economic Development Director; and Tyler Nizer, Tourism Coordinator.

**CALL TO ORDER:** Mayor Hodson called the City Council Meeting to order at 7:01pm. Councilor Bangs asked to address the Council prior to any business being conducted in order to formally resign his position as City Councilor. He thanked his fellow councilors and city staff for the opportunity to serve, and left the dais.

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

**CONSENT AGENDA:** Council President Hensley asked for an update on catching up with the meeting minutes. Administrative Director/City Recorder Benham stated there was not an update at this time, but would provide one at a future meeting.

**\*\*Council President Hensley moved to approve the consent agenda that included the minutes of the September 6, 2023 Work Session and Regular City Council Meeting. Motion was seconded by Councilor Davis and passed 5-0.**

**ORDINANCES:**

**\*\*Council President Hensley moved to adopt Ordinance 1614, AN ORDINANCE AUTHORIZING THE INTERIM CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH WATERLEAF ARCHITECTURE, INC. OF PORTLAND, OREGON TO PROVIDE ARCHITECTURAL AND ENGINEERING SERVICES TO DESIGN AND BUILD NEW CANBY AREA TRANSIT FACILITIES. Motion was seconded by Councilor Maldonado and passed 5-0 by roll call vote.**

**OLD BUSINESS:** Mayor Hodson gave an update regarding the City Administrator and City Attorney Recruitment process. He encouraged members of the public to attend the Community Meet and Greet for the finalists for the City Administrator position, which would be held on November 9, 2023. He also said there was an upcoming work session with Judge Grafe

scheduled for the next meeting on November 15 which would further analyze the City Attorney positions and what was needed.

Councilor Padden stated he would like to see a cost breakdown per hour for contracted attorney services vs. a full-time salaried position on staff.

Council President Hensley would like to see how much of the attorney's time would be taken up by court functions.

### **MAYOR'S BUSINESS:**

Mayor Hodson attended a Tolling Committee meeting with ODOT, but there were no new updates regarding the process. He also encouraged citizens to attend the Community Summit on November 14, 2023 from 6-8pm at the Canby Police Station. He also announced that there would be an Urban Renewal Agency meeting after the regular meeting on November 15<sup>th</sup>, and reminded everyone of the upcoming Light the Night event on December 1<sup>st</sup>, 2023.

He also gave an update regarding an ethics investigation from earlier in 2023 and said he was going to be taking an Executive Session training as a result of that process.

### **COUNCILOR COMMENTS & LIAISON REPORTS:**

Councilor Davis thanked Councilor Bangs for his service. He attended a Parks and Recreation meeting with the Planning Department and Cogeo regarding the athletic fields. He also reminded everyone of the upcoming Auburn Farms park meeting on November 9, 2023. He also discussed wanting to revisit the ARPA funding to make sure it has been allocated correctly.

Councilor Stearns also thanked Councilor Bangs for his service. He interviewed a potential new member for the Transit Advisory Committee and will be moving forward with confirming him at the next Council meeting. He stated that he would like to take the Executive Session training with the other council members, if possible. He also said that it would be useful to have a future work session with members of the community and Bridging Cultures to break down barriers. He also said it might be useful to include an immigration attorney to answer questions from the community.

Council President Hensley had not attended any recent meetings. She also would be partaking of the Executive Session training. She thanked staff and the community for making the downtown Trick-or-Treating event a big success.

Councilor Padden attended the Clackamas Cities Dinner and met with a member of the state legislature, where he raised concerns about the ODOT paving on 99E. He also said he had received communication about the Executive Session training and would be attending it as well.

Councilor Maldonado has not attended any meetings.

**CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS:** Eileen Stein, Interim City Administrator, had a few items to bring before the council.

There will be upcoming paving and roadwork on 99E, but the Noise Variance for ODOT has expired, so a new one will need to be submitted. She also gave some information about a Building Resilient Infrastructure in Communities (BRIC) grant and said the City would be applying for it to support the Canby Adult Center.

Councilor Padden asked about possible stipulations on money given to the Canby Adult Center. Interim City Administrator Stein stated that they would make sure to be aware in case anything came up during the process.

**CITIZEN INPUT:**

There was none.

**ACTION REVIEW:**

1. Approved the Consent Agenda.
2. Adopted Ordinance 1614.

Councilor Davis moved to end the meeting and was seconded by Councilor Padden.

The meeting was adjourned at 7:58 p.m.

Maya Benham  
City Recorder

Brian Hodson  
Mayor

Assisted with Preparation of Minutes - Susan Wood