

**CANBY CITY COUNCIL
WORK SESSION MINUTES
April 17, 2024**

PRESIDING: Brian Hodson.

COUNCIL PRESENT: Scott Sasse, Daniel Stearns, James Davis, Traci Hensley, and Jason Padden

COUNCIL ABSENT: Herman Maldonado.

STAFF PRESENT: Eileen Stein, City Administrator; Maya Benham, Administrative Director/City Recorder; Teresa Ridgley, Deputy City Recorder; Jamie Stickel, Economic Development Director/Communications Specialist; Don Hardy, Planning Director; Ryan Potter; Planning Manager; Jerry Nelzen, Public Works Director; and Scott Schlag, Finance Director.

CALL TO ORDER: Mayor Hodson called the Work Session to order at 6:02 p.m.

HOUSING NEEDS ANALYSIS UPDATE: Don Hardy, Planning Director, introduced Tim Wood with FCS Group (a specialist group in housing forecasting), Todd Chase with FCS Group, Steve Faust with 3J Consulting (planning director for long range planning work), and Kelly Reid from Department of Land Conservation and Development (regional representative).

The framework for this work was based on Oregon Administrative Rule 660 and Oregon Revised Statute 197.296, and divisions 7, 8 and 24. A grant was obtained from the Department of Land Conservation and Development (DLCD) to pay for the Housing Needs Analysis and Housing Production Strategy work. The Economic Opportunity Analysis had been done, and the Housing Needs Analysis was next. Both identified 20-year forecasts for housing and employment, and the need to move forward with updating the Comprehensive Plan, Transportation System Plan, land efficiency measures, Urban Growth Boundary expansion, and Housing Production Strategy work.

Mr. Wood presented the Housing Needs Analysis updates and refinements. Canby was projected to add around 6,000 people over the next 20 years, which would require about 2,286 dwelling units. The Buildable Lands Inventory was updated in November 2023 and revised in April 2024. The new HNA updates for discussion included: housing attainability, housing mix, buildable land inventory, housing land needs findings, and park land needs findings.

Mayor Hodson asked if the number of people and dwelling units needed was still the middle target for growth.

Mr. Hardy responded the Economic Opportunity Analysis looked at low, medium, and high targets. The HNA looked at the population growth and the need for housing based on housing affordability and what the demographic could afford.

Mr. Wood explained median home prices in selected markets, housing affordability measures, and Canby housing needs.

Mr. Chase shared Housing Needs Analysis findings updated with DLCD input. The City's rental burden was much worse than the statewide average. There was a moderate increase in density assumptions for most housing types, resulting in lower overall land needed for housing. Land needs for housing was reduced from 376 acres to 296 acres. He then discussed the Buildable Lands Inventory updated with DLCD input. There was a slight 1.6 acre decrease in vacant land, 73 acre decrease in partially vacant land, and a decrease in the remaining partially vacant land in the Urban Growth Boundary. The overall UGB deficiency was expected to range from 24.8 acres for standard single-family development, 37.2 acres for small lots and cottages, 11.4 acres for townhomes and plexes, and 6.8 acres for apartments and structures with five or more units. This was a total of 80.2 acres of additional land required for all housing types. The consultant and staff recommended adoption of the HNA and UGB land needs findings. The land efficiency measures and housing production strategies might reduce the overall UGB land needs.

Mr. Hardy explained the UGB expansion process. He thought the numbers were supportable.

There was discussion regarding input from the community, refinement of the maps, annexation by the property owners, fire safety practices, lot sizes for different dwelling units, creating additional zoning districts which would not change the number of acres needed, the golf course and Fairgrounds had been removed from the numbers, effects of new legislation and separate UGB expansion process, additional land needed for industrial and parks, number of new jobs to be added, and affordable housing.

Mr. Hardy reviewed the next steps for the Housing Needs Analysis, local actions, and additional new Housing Production Strategies.

Councilor Maldonado arrived at 6:59 p.m.

ADJOURN: Mayor Hodson adjourned the Work Session at 7:02 p.m.

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
April 17, 2024**

PRESIDING: Brian Hodson.

COUNCIL PRESENT: Scott Sasse, Daniel Stearns, James Davis, Traci Hensley, Jason Padden, and Herman Maldonado

STAFF PRESENT: Eileen Stein, City Administrator; Maya Benham, Administrative Director/ City Recorder; Teresa Ridgley, Deputy City Recorder; Jerry Nelzen, Public Works Director, Scott Schlag, Finance Director; Jamie Stickel, Economic Development Director/ Communications Specialist; Don Hardy, Planning Director; and Ryan Potter, Planning Manager.

CALL TO ORDER: Mayor Hodson called the meeting to order at 7:08 p.m.

NEW EMPLOYEE INTRODUCTIONS: Maya Benham, Administrative Director/City Recorder, introduced Teresa Ridgley, new Deputy City Recorder.

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS: None.

CANBY PREVENTION COALITION PRESENTATION AND UPDATE & MENTAL HEALTH PROCLAMATION:

Mayor Hodson read the proclamation declaring May 2024 as Mental Health Awareness Month.

Jackie Jones, Canby Prevention Coalition Coordinator, and Brian McCrady and Trevor Higgins with Clackamas County shared the mission and vision of the Coalition, history of the work, prevention activities in 2023, other coalitions in surrounding cities, Drug Free Communities grant, and partners. They would like to return in the future to share their website.

LIBRARY ADVISORY BOARD PRESENTATION: Lois Brooks, Library Board Chair, presented updates on the Library Advisory Board. She discussed the makeup of the Board, term limits, meetings, duties, goals, and accomplishments.

Luke Vyder, Student Board Member, said the library needed the Council's help to grow and meet the needs of today's teens by increasing hours at the library.

Marisa Ely, Library Director, shared some upcoming events at the Library.

There was discussion regarding the reduced hours since Covid, need for a new taxing district, and lack of staff funding due to an equipment purchase that fell through.

CONSENT AGENDA: **Council President Hensley moved to approve the Work Session and Regular Meeting minutes of the April 3, 2024, meeting and the Off Premises OLCC Application for Wine Warfare LLC at 138 S Hazel Dell Way. Motion was seconded by Councilor Maldonado and passed 6-0.

ORDINANCES & RESOLUTIONS: Resolution 1401 – Scott Schlag, Finance Director, discussed the transfer of appropriated funds within Fiscal Year 23-24 General and Library Funds budget, which included moving funds for the Emergency Operations Plan, Friends of the Library donation, and interest to be paid back to the Cemetery Perpetual Care Fund, (per Resolution 1388) which were not included in the original budget. He had contacted the Oregon Department of Revenue, who said there was no requirement in budget law to charge an interest rate on an operating interfund loan. This practice would not be done in future interfund loans.

There was discussion regarding forgiving the debt and not charging the library for the interest and creating a buffer for the library in the future so they did not have to borrow from another fund.

****Council President Hensley moved to adopt Resolution 1401, A RESOLUTION**

AUTHORIZING THE TRANSFER OF APPROPRIATED FUNDS WITHIN FISCAL YEAR 23-24 GENERAL AND LIBRARY FUNDS BUDGET EXCLUDING THE \$14,000 INTERFUND LOAN INTEREST TO COME BACK AT A LATER DATE. Motion was seconded by Councilor Padden and passed 6-0.

Resolution 1402 – Mr. Schlag explained the state had increased the threshold for procurements per ORS 279. It changed from a minimum of \$15,000 to a minimum of \$25,000 for small purchases. If it was between \$25,000 and \$250,000, they would have to get three informal quotes.

****Councilor Padden moved to approve Resolution 1402, A RESOLUTION AUTHORIZING THE CITY OF CANBY'S DELEGATED PURCHASING MANAGER TO INCREASE THE CITY'S CONTRACTING AND PROCUREMENT POLICY THRESHOLDS TO MATCH REVISIONS PASSED BY THE OREGON LEGISLATIVE ASSEMBLY IN SENATE BILL 1047. Motion seconded by Councilor Moldanado and passed 6-0.**

OLD BUSINESS: Highway 99E Construction Update – Paul Scarlet, Metro Area Manager, and Jamie Miller, Construction Project Manager, presented the update. Attending in the audience was Caitlyn Jackson, Community Affairs Coordinator, as well as Robert Mystic and Helen Asper who were part of the inspections team.

Mr. Scarlet gave an overview of the project, which would improve safety and repave and reconstruct sections of 99E between the railroad crossings and SW Berg Parkway.

Ms. Miller explained the schedule to complete all major elements, including paving, by October 31. She discussed what had to be done before paving a segment, current impacts, what was happening next, why they closed two intersections at once, and how they allowed right turns from/to side streets when it was safe to do so.

Councilor Davis reviewed the emergency vehicle access plan.

Councilor Padden requested the ODOT link be updated with the most current information and for the road to be crack sealed regularly to keep the road maintained properly.

This information would be posted on the City's website.

Canby Beer Library Update – Bryce Morrow, project owner, gave an update on the Canby Beer Library. He had received his building permits and showed renderings of the proposed plan. He hoped to open in late summer.

There was discussion regarding the grease traps, keeping the Council updated, and visual communication.

Oregon Pacific Railroad Request – Tim Samuels and ?? representatives from ORP, requested the Council approve putting in a fence to stop people from accessing the railroad from the Logging Road Trail for safety purposes. They were trying to get a grant to help with the cost.

There was concern about the City being able to maintain the fence and discussion regarding the options, skepticism that the fence would stop people from going on the tracks, asking Fred Meyer and the School District to partner with them, and enforcement to stop the trespassing.

There was consensus not to move forward with the fence.

City Attorney Recruitment – No status yet.

NEW BUSINESS: Request from Canby Center Regarding Reduction/Waivers of SDCs – Ray Keen, Executive Director of the Canby Center, gave a background on their services, funding for the project, and request for a reduction or waiver of City SDCs. He asked that the amount be reduced by waiving the transportation and park SDCs.

There was discussion regarding setting precedent, not waiving the reimbursement portion of the transportation SDC, clarifying that the code allowed exemptions for low-income projects, how the SDCs were going to be updated which included change of uses, preparing now for long term poverty alleviation, amount of the reduction, and approaching this as a grant.

****Councilor Davis moved to reduce the SDCs from \$42,395.39 to \$9,356.34, a reduction of \$33,039.05. Motion seconded by Councilor Padden and passed 6-0.**

MAYOR'S BUSINESS: Mayor Hodson reported on the Clackamas County Coordinating Committee meeting where the State Transportation Improvement Fund and tolling being put on pause were discussed. They were also working on the 2025 legislative session for recommendations to fund transportation moving forward. He shared Canby hosted a 7:7 football tournament with 120 teams. Some businesses were not notified of the event and were understaffed to handle the influx of extra people. It was anticipated to be in Canby again on May 11, and that information needed to go out to businesses sooner. There was also a large lacross tournament the first weekend in May.

COUNCILOR COMMENTS & LIAISON REPORTS:

Councilor Sasse reported on the Library Board and recommended people fill out the survey, come to the open house, and partake in the seed sharing. The baseball team would be going to the playoffs. He requested everyone hold the Haynes family from Canby Music in prayer.

Councilor Stearns reported on the Bicycle and Pedestrian Safety Committee meeting and wanted to mention the concern about the Traverso property, orphan sidewalks, and sidewalk gaps. They asked for an update to their question about whether it would be better to have the Logging Road Trail be a road or a park and the impact. He thought the Canby Transit Tax form needed to be clarified regarding the definition of gross wages.

Councilor Davis reported Shred It Day opened at noon tomorrow at the Fairgrounds parking lot with a limit of 4 boxes. All the Park and Recreation Advisory Board projects were moving forward. The Fire District needed donations for the July 4th fireworks.

Council President Hensley reported on the Traffic Safety Commission meeting. The Knights Bridge closure would be fall or summer next year. They would also be breaking ground on the Walnut Street connection next summer.

Councilor Maldonado echoed Councilor Sasse on the prayers needed for the Haynes family and suggested people bring their family meals.

Councilor Padden gave an update on the Planning Commission meeting where they discussed updating the fence code. He completed his Oregon Government Ethics Commission Executive Board training on Tuesday. The Canby Utility Board rate increase meeting had no public show up or make written comment about the increase. There was some conflicting information being shared in the community about the numbers and details for the Water Treatment Plant. He requested a one-page fact sheet be developed for Council to share when in the community. There was a clean up of the Vietnam Veterans Memorial Park this weekend including the town sign and working their way down 99E. The sports park was a great idea, especially if it included an indoor gymnasium.

CITY ADMINISTRATOR'S BUSINESS: Eileen Stein, City Administrator, shared it was budget time and appointments were needed to the Budget Committee and Urban Renewal Budget Committee.

Mayor Hodson responded interviews would be done this coming week.

CITIZEN INPUT: None.

ACTION REVIEW:

1. Approved the consent agenda.
2. Amended Resolution 1401 excluding the \$14,000 interest payment to come back at a later date.
3. Approved Resolution 1402.
4. Approved a reduction of SDCs to Canby Center in the amount of \$33,039.05 from a total of \$42,395.39 for a total of \$9,356.34.

Mayor Hodson adjourned the Regular Meeting at 10:09 p.m.



Maya Benham
City Recorder



Brian Hodson
Mayor

Assisted with Preparation of Minutes - Susan Wood