

**CANBY CITY COUNCIL
MEETING MINUTES
March 11, 2026**

PRESIDING: Brian Hodson

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

COUNCIL ABSENT: Herman Maldonado

STAFF PRESENT: Randy Ealy, Interim City Administrator; Todd Wood, Transit/IT/Fleet/Public Works Director; Don Hardy, Planning Director; Spencer Polack, Public Works Supervisor; Jamie Stickel, Economic Development Director/Communications Specialist; Denise LaRue, Finance Director, Marisa Ely, Library Director, Maya Benham; Administrative Director/ City Recorder.

CALL TO ORDER: Council President Hensley called the meeting to order at 5:00 p.m.

The meeting was recessed for dinner at 5:10 p.m. and reconvened at 5:20 p.m.

Randy Ealy, Interim City Administrator, said this was a goal setting session for the Council. They would focus on the five current goals and what progress had already been made. He started with the first goal, promoting financial stability. He reviewed the objectives and discussed the upcoming Charter Review Subcommittee and possible Charter amendments, transition of Urban Renewal expenses, and a façade improvement grant application.

There was discussion regarding the direction for no more spending of Urban Renewal dollars, how the grant money was already in the budget and had to be spent by June 30, and covering the cost of the First Street project.

Mayor Hodson arrived at 5:21 p.m. Council President Hensley turned the meeting over to Mayor Hodson at 5:22 p.m.

Todd Wood, Transit/IT/Fleet/Public Works Director, discussed the next objective, addressing the declining revenue for current transit operations and creating a sustainable budget, new transit office, and four additional buses.

There was discussion regarding the next biennium and how state and federal funding was declining, other revenues that would increase the transit budget especially bringing more businesses to Canby to pay the transit tax, how sustainable meant being able to maintain the base level of service, options for scalability if there were budget cuts, whether this goal had been achieved and should be removed, and setting parameters on goals to know if they had been achieved or not.

Councilor Padden suggested any goal that needed to be reworked could be discussed at a future meeting. There was consensus that this goal needed to be reworked.

Mr. Ealy discussed the next objective, determine the future of the former Adult Center building. Councilor Davis said it would be at least April of next year before the Adult Center moved into their new facility, so they had time to decide what to do. They also were in discussions with the School District about the land.

There was discussion regarding putting a deadline of December 2026 to decide, additional information to make a decision including verifying the upgrade costs and demolition costs by the end of June, and what the future usage would be if they kept the building.

Marisa Ely, Library Director, discussed the next objective, develop a plan to fund current and expanded library services. There had been Library District meetings where the distribution formula, boundary lines, and funding disparities were discussed, but none of the work had been moved forward. They were meeting 87.5% of the essential threshold for public library standards. Most of the standards could be met, however the main issue was staffing, especially for a bilingual librarian and increasing open hours.

There was discussion regarding the qualifications for the bilingual librarian, how this goal needed to be reworked, and how much was needed for the librarian and to open on Sundays.

Don Hardy, Planning Director, discussed the next objective, adjust System Development Charges. This work was close to being done. Staff would be going to the Parks Board for a recommendation on the Park SDC projects that would be taken to the Council. He explained the process to approve the SDC methodology, which would probably be in July. The Council also needed to decide on the phasing as well.

Mr. Hardy then discussed the next objective, the Housing Production Strategy. They had received a conditional approval from DLCD, and there was some refinement needed to the document. The public hearing would be held in April.

There was discussion regarding the definition of affordable housing.

Jamie Stickel, Economic Development Director/ Communications, discussed the objective of evaluating options for recruiting a hotel developer. In March of last year, there was Council discussion on potential hotel incentives. Two projects were put in the budget, a "Room Night Generator" Study which should be finished in March 2026, and Hotel Design Concept planning work which began at the end of February and was underway.

There was discussion regarding next steps, outreach to hotels, financial constraints and creating tax incentives, reaching out to cities that had built a new hotel to see if they had offered any incentives, need for a discussion on the incentives they were willing to put in place, and keeping this item on the goals list.

Mr. Hardy discussed the next objective, complete the Comprehensive Plan update. The Comprehensive Plan would come before Council for adoption on April 15.

Mr. Ealy discussed the next objective, discuss future Urban Renewal District options to support new economic development and parks opportunities in conjunction with the UGB expansion.

They were moving forward with closing the current district. He thought there was appetite for potential other areas for another district, possibly outside of the current City limits.

There was discussion regarding how they would close the district either by resolution or ordinance, whether a district had to have a connection to downtown or 99E, how Wilsonville had a number of UGB districts for specific projects, looking into the options that were available, revising this goal to how they would close the district, and adding a new goal for evaluating creation of new districts.

Ms. Stickel discussed the next objective, develop an economic development strategy in conjunction with the UGB expansion. The kickoff for the UGB expansion work was held in early February and the work would continue for the next year and a half. This goal would be revisited next year.

There was discussion regarding how they expected to adopt the UGB boundary in 2026 and the UGB process.

Mr. Hardy explained the next objective, complete the UGB expansion process. He discussed the schedule of work from May to August 2026 to complete this objective.

Mr. Hardy explained the next objective, code update. He had received a grant from DLCD in February 2026 for the code audit and Council would see an Ordinance on April 1. The work would be done between April 2026 to June 2027. Independent from this was a floodplain ordinance update that came down in a lawsuit regarding endangered species.

There was discussion regarding the matching funds needed for the grant, need to get another grant to finish the code update or use City funds if not, and importance of not cutting it in the next budget.

Ms. Stickel reviewed the next objective, receive recommendation from the Street Maintenance Task Force and update fees. Kittleson & Associates had been brought on and received all the data from staff. Kittleson would evaluate the fee and bringing it up to the current trip generation manual. The work should be completed by July.

It was suggested to put the fee on a rolling calendar that in four years it was budgeted to do this update again to see if there was a new manual to implement.

Councilor Stearns thought objective 3.2 needed to come before 3.1 because the fees would determine the needs.

Spencer Polack, Public Works Supervisor, gave an update on the next objective, complete S Ivy St and N Pine St integration projects to bring county roads into the local transportation system. They had taken over Pine Street from the County in January, and they were working on a plan for redoing the road all the way from Territorial to 99E. Ivy street was already completed. They were waiting on final paperwork from the County to execute the end of the IGA. The realignment was still on for 4th and Pine.

There was discussion regarding improvements to Pine Street in the next five years, how this goal had been completed, and the next streets to bring in.

Mr. Polack explained Pine Street was the last street that was planned to be brought in.

Councilor Davis thought the realignment of S Pine and Township should be a priority. Mr. Polack said there had been initial conversations with the property owners on what that would take, but it could be finalized and brought forward.

Council President Hensley asked where they were regarding the 13th and Ivy left turn lane in addition to the speed reduction. Mr. Polack stated they were waiting for information from ODOT for the speed reduction. They were waiting until it was confirmed the City owned all of Ivy for the traffic signal.

Ms. Stickel explained the next objective, downtown parking district master plan. The Downtown Parking Strategy & Implementation Guide was adopted in July 2025. Staff was working through implementing the strategies.

There was consensus to remove this from the list as an achieved goal.

Mr. Wood reviewed the next objective, identify options for the location of a new Transit Operations Center. The current property which the City owned was still the best spot. He shared the federal government was reevaluating NEPA requirements for the FTA and if it was passed, the changes might allow them to apply for federal funds. Also, they were applying for additional funding to build in phases.

There was consensus that this goal had also been achieved.

Mr. Wood talked about the next objective, finalize the design for the Walnut Street Extension Project. The County did not want the City to do anything until they got the permit from ODOT, and ODOT was taking a lot of time to get that done. It looked like they would receive a temporary permit that would be acceptable to start the work.

Mr. Polack said the project had been broken up into three phases and the first two were done. The third one was still going through review. This goal was almost done.

There was consensus to change the objective to complete the Walnut Street extension.

Mr. Wood discussed the next objective, evaluate the next phase of transit services with cost estimates and explore funding options. He explained the next two phases for services in the Master Plan, which included trips to and from Wilsonville and the reverse Canby Loop.

There was discussion regarding working with Wilsonville for buses to come to Canby more often, Canby and Wilsonville running every other loop, use of the Canby Loop by school students, School District paying into the system, and need to find funding for the increased service.

The objective to identify county roads in the future UGB and determine cost impact of integration into the local transportation system was redundant and it was suggested to combine it with the previous one.

Mr. Ealy discussed the next objective, evaluate and determine funding options for parks and recreation projects. The Council was currently working on this one.

Mr. Ealy moved to the next objective, evaluate and determine a future parks and recreation sustainable management structure. There were many potential parties of interest including Canby School District, CAPRD, Canby Kids, and Canby Parks and Recreation Board. They had discussed holding a summit in the spring/summer where the stakeholders could come to discuss the options.

Mr. Ealy thought the next objective, evaluate and determine the Park Master Plan structure, was completed. They now had a specific list of projects and the SDCs would be adopted to fund those projects.

There was discussion regarding prioritization of the parks projects as well as administrative tasks in the plan. This item would be reworded and stay on the goals list.

Maya Benham, City Recorder, spoke about the next objective, which was update the Council policies and guidelines. Another subcommittee meeting would need to be scheduled for potential changes. This was an ongoing goal.

The goal would be reworded to annual review of the Council policies and guidelines, which could be done in January after the election and new Councilors coming on.

Ms. Stickel said they had completed the next objective, adopt and implement a Communications Plan. She explained how staff was taking what they already did and making it go further in communicating with the public. She was also planning a Canby Growing Together Campaign.

Mr. Ealy discussed the next objective, increase opportunities for City Council to engage with the community. Language had been changed so that Council could meet in other venues to engage with citizens more.

There was discussion regarding meeting with other agencies and discussing their potential levies, maximum amount of taxability and all the agencies sharing it, compression and tax fatigue, expanding the Citizen Engagement Academy and approaching churches and Bridging Cultures to attend or create a scholarship for a student to attend, reaching out to each neighborhood to see if they had any general questions, and reengaging the neighborhood associations.

Mr. Ealy reviewed the next objective, implement the Emergency Management Operations Plan. They were actively doing tabletop exercises and would continue to do so.

Councilor Davis wanted to add training for elected officials.

The goal would be reworded to train the Council on the Emergency Management Operations Plan.

Councilor Padden thought there should be a list of businesses that had potential hazards and the worst-case scenario of a failure at that business. Mr. Hardy said it was not something the City regulated, but he could talk to the County about their process and the inspections that were done.

Ms. Stickel reviewed the next objective, identify community partners to develop a city-wide community calendar. They had been working with Active Media that did the Canby Advantage Magazine on development of a community calendar.

Regarding the objectives update policies and guidelines for boards and commissions and create and recruit youth positions for all boards and commissions, Councilor Padden stated that those were on hold until changes were made to the City Charter.

Regarding the parking lot list, there were no changes and the items would remain.

Staff would clean up the document from the input tonight and bring it back to Council for review and revision of some of the goals.

Mayor Hodson adjourned the meeting at 8:07 p.m.



Maya Benham, CMC
City Recorder



Brian Hodson
Mayor

Assisted with Preparation of Minutes – Susan Wood