



AGENDA
CANBY CITY COUNCIL MEETING
December 18, 2019 7:00 PM
Council Chambers
222 NE 2nd Avenue, 1st Floor
Mayor Brian Hodson

Council President Tim Dale
Councilor Trygve Berge
Councilor Traci Hensley

Councilor Greg Parker
Councilor Sarah Spoon
Councilor Shawn Varwig

1. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance

2. COMMUNICATIONS

- 3. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:** This is an opportunity for audience members to address the City Council on items not on the agenda. Each person will be given 3 minutes to speak. Please complete a testimony/comment card prior to speaking and hand it to the City Recorder. Staff and the City Council will make every effort to respond to questions raised during citizens input before the meeting ends or as quickly as possible thereafter. For Agenda items, please fill out a testimony/comment card and give to the City Recorder noting which item you wish to address.

4. MAYOR'S BUSINESS

5. COUNCILOR COMMENTS & LIAISON REPORTS

- 6. CONSENT AGENDA:** This section allows the City Council to consider routine items that require no discussion and can be approved in one comprehensive motion. An item may be discussed if it is pulled from the consent agenda to New Business.

- A. Approval of Minutes of the December 4, 2019 City Council Meeting. Pg. 1
- B. Appointment to Planning Commission. Pg. 4

7. RESOLUTION

- A. **Res. 1329:** A Resolution accepting Clackamas County's Board Order offering to surrender jurisdiction of a portion of N Maple Street being approximately 490 linear feet in length and 50 feet in width lying between NE Maple Court and NE 23rd Avenue (County Road No. 2579 between Mile Point 0.00 and Mile Point 0.09) located entirely within the Canby Corporate City Limits. Pg. 6

8. NEW BUSINESS

- A. Canby Park and Recreation Advisory Board Recommendation & Update. Pg. 13
- B. Associate Planner Position Pg. 15

9. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

- A. Staff Report on Boards, Committee, Commission Appointment Process. Pg. 18

10. CITIZEN INPUT

11. ACTION REVIEW

12. ADJOURN

*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Melissa Bisset at 503.266.0733. A copy of this Agenda can be found on the City's web page at www.canbyoregon.gov. City Council and Planning Commission Meetings are broadcast live and can be viewed on CTV Channel 5. For a schedule of the playback times, please call 503.263.6287.

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
December 4, 2019**

PRESIDING: Mayor Brian Hodson

COUNCIL PRESENT: Trygve Berge, Tim Dale, Traci Hensley, Greg Parker, Sarah Spoon and Shawn Varwig.

STAFF PRESENT: Scott McClure, City Administrator; Joseph Lindsay, City Attorney; and Melissa Bisset, City Recorder

OTHERS PRESENT: Irene Breshears, Fire Chief Jim Davis, Bob Hill, Luana Hill, Carol Rosen of the *Canby Herald* and two local Girl Scout Troops.

CALL TO ORDER: Mayor Hodson called the Regular Meeting to order at 7:01 p.m. in the Council Chambers followed by the opening ceremonies.

INTRODUCTION OF GIRL SCOUTS TROOPS: Alee Lell, President of Troop 21716 shared her speech about being president and serving others. Isabelle Stewart from Troop 45166 introduced herself.

COMMUNICATIONS: None.

PROCLAMATION: Kiwanis Canby Community Food and Toy Drive

Mayor Hodson read the proclamation acknowledging the Kiwanis Canby Community Food and Toy Drive.

Luana Hill of Kiwanis explained that the Food and Toy Drive is a community wide effort.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:

Irene Breshears, Canby resident, spoke about proclamations and noted that they are important to their groups. She found a news article stating that there was going to be a review because the City does not have a proclamation policy. She provided three sample proclamation policies and thought that there were 24 opportunities for proclamations as the Council meets twice per month. She felt some types of proclamations were frivolous and some were serious. She felt that the Kiwanis Canby Community Food and Toy Drive was an important event. She shared the definition of proclamation. She commented on the three proclamations she had requested: Iwo Jima Remembrance Day, Letter Carriers Food Drive, and POW MIA Recognition Day. She thought that they were worthy causes. Ms. Breshears stated that many of these things were for the community and for significant events.

MAYOR'S BUSINESS: Mayor Hodson announced that there is a new non-profit organization called Pass It On. They are accepting used sports equipment to provide to families who cannot afford the cost of sports gear.

The Oregon Department of Transportation (ODOT) Region 1 Area Commission on Transportation recently met. ODOT had 200 people and 70 snowplows ready to maintain roads. There was an update on tolling on I-205 and I-5. He noted there were several community events coming up and the events are posted on the Canby Area Chamber of Commerce website.

Mayor Hodson thanked the Canby Center for serving over 140 people for Thanksgiving.

Mayor Hodson stated that he had heard from Truck Drivers who were having difficulties finding truck route signage. He asked Staff to look into the signage.

COUNCILOR COMMENTS & LIAISON REPORTS:

Councilor Berge shared that there was one more opening on the Planning Commission.

Councilor Parker shared that he attended the Heritage and Landmark Commission meeting on Monday. They are conducting a survey and preparing a celebration of the 150 platting of Canby. He commented on City Staff for standing their ground on enforcing the requirements related to Historic standards.

Councilor Hensley stated that there were three applicants for the Traffic Safety Commission opening.

Council President Dale shared the Budget Committee had two openings.

Councilor Varwig noted there was one opening on the Library Board.

Councilor Spoon stated that CTV Channel 5 had some upcoming learning opportunities. She shared about the Library Open House and the Friends of the Library Tour of Homes. She noted that the Bridging Cultures event had over 500 in attendance and it was an amazing event.

****Councilor Spoon moved to remove the appointment to the Planning Commission from the Consent Agenda in order to have discussion on the topic. Motion was seconded by Councilor Parker and passed 6-0.**

CONSENT AGENDA: **Council President Dale moved to adopt the minutes of the November 20, 2019 City Council Meeting and the Reappointment to Planning Commission of Larry Boatright. Motion was seconded by Councilor Hensley and passed 6-0.

APPOINTMENT TO PLANNING COMMISSION:

Councilor Spoon expressed her concerns about Jason Taylor's application. She stated that the Planning Commission's job is to ensure that applications meet the laws as they exist and there's some discretion but not the will of the people. She stated that 2/3 of Mr. Taylor's application was about ideology and 1/3 was about following the will of the people. She felt there was not anything in his application that showed he was interested and willing to fulfill the role of a Planning Commissioner. It was noted that there were two applicants. Mayor Hodson reviewed the application process for Boards, Commissions and Committees. He stated that there was an interview of both candidates. The interview panel included Mayor Hodson, Councilor Berge (Planning Commission Liaison), Planning Commission Chair John Savory and Planning Director Bryan Brown. Mayor Hodson stated that the interview panel made sure that Mr. Taylor understood the role and expectations of Planning Commissioner. Mayor Hodson reviewed Mr. Taylor's qualifications.

Councilor Parker stated that there was contradictory information. He noted that there is not discretion on the Planning Commission and one must follow the law. He saw language in the application about going with the will of the people. He thought that one size does not fit all with the Boards, Commission and Committee application. He felt that there should be specific questions asked related to the Board, Commission or Committee as part of the application process.

Discussion ensued regarding the application, appointment and removal process of commission members.

Councilor Spoon stated that the application was concerning and felt that it stated that the applicant doesn't want to do the job. She wanted to see the application of the other candidate. She felt that she could not make a good decision based on the information she was presented.

Councilor Berge stated that both candidates were very strong. He explained that during the interview, nothing in Mr. Taylor's application came out in the fashion discussed. He stated that the Planning Commission position is a nonpartisan position and he did not hold weight on political affiliation.

Councilor Spoon expressed concern with the information in the application stating that it is very partisan and noted that was the only information she had to work with.

Council President Dale also felt it would be good to have specialized questions. He felt that the appointment process had worked well for many years. He stated that he found Mr. Taylor to be a capable leader, had a servant's heart, and was a great person who steered a local HOA for many years. He found him to be very good at respecting the law and respecting the intent and spirit of the law.

****Councilor Hensley moved to appoint Jason Taylor to Planning Commission for a term expiring December 31, 2021. Motion was seconded by Council President Dale and passed 4-2. Councilor Parker and Councilor Spoon were opposed.**

CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS:

Scott McClure, City Administrator, shared that he completed a tour of all Park facilities with Jeff Snyder. He commented that there would be some projects to make progress on.

He shared that he had met with the School Superintendent who expressed some flexibility with the leases on the Adult Center and the Pool.

It was noted that there would be public input taken on the Splash Pad design options.

ACTION REVIEW:

1. Approved the Consent Agenda.
2. Approved the appointment to the Planning Commission.

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

Melissa Bisset
City Recorder

Brian Hodson
Mayor



City of Canby

PO Box 930
222 NE 2nd Ave
Canby, OR 97013

Phone: 503.266.4021
Fax: 503.266.7961
www.canbyoregon.gov

City Council Staff Report

DATE: December 18, 2019
TO: Honorable Mayor Hodson and City Council
THRU: Scott McClure, City Administrator
FROM: Melissa Bisset, City Recorder

Summary

Andrey Chernishov has completed his term of service on the [Planning Commission](#) creating a vacancy. He did not wish to be reappointed. The position was advertised and one application was received.

Background

The Planning Commission was established through Resolution No. 740 and acts as a hearing body for land development applications and recommending body, giving advice to the City Council on a variety of subjects relating to the growth and development of the Canby area. The Commission is made up of seven members who serve three year terms.

Discussion

Andrey Chernishov's term on the Planning Commission expires on December 31, 2019. There was one candidate for the position. Councilor Trygve Berge, Mayor Brian Hodson, Planning Director Bryan Brown and Chair John Savory interviewed Mr. Hutchinson on November 13th.

Attachments

Michael R. Hutchinson's Application

Fiscal Impact

None.

Options

1. Appoint Michael Hutchinson to the Planning Commission.
2. Take no action.

Recommendation

The interview committee recommends that Michael Hutchinson be appointed to the Planning Commission.

Proposed Motion

I move to approve the appointment of Michael Hutchinson to the Planning Commission for a term expiring December 31, 2022.



**CITY OF CANBY
COMMITTEE, BOARD, &
COUNCIL APPOINTMENT APPLICATION**

Date: 10/22/2019 Position Applying For: PLANNING COMMISSION
Name: MICHAEL R. HUTCHINSON Occupation: FACILITY MAINTENANCE TECH.
Home Address: 148 NW 12th AVENUE
Employer: CITY OF PORTLAND OMF Position: FMT
Daytime Phone: [REDACTED] Evening Phone: [REDACTED]
E-Mail Address: [REDACTED]

What are your community interests (committees, organizations, special activities)? INFRASTRUCTURE,
TRANSPORTATION, PARKS, ARTS

What are your major interests or concerns in the City's programs? EQUITY, DEVELOPMENT,
ASSET MANAGEMENT

Reason for your interest in this position: NUTS AND BOLTS COMMUNITY
ENGAGEMENT

Experience and educational background: BS-SPEECH COMMUNICATION, BS-ART,
MINOR-GRAPHIC DESIGN, OSU; ELECTRICAL MAINTENANCE TECHNOLOGY,
LME LICENSE, PCC; 1-1/2 years CITY OF PORTLAND, 21 years CANBY

List any other City or County positions on which you serve or have served: — S.D.

Referred by (if applicable): _____

Please return to:

City of Canby - Attn: Melissa Bisset
PO Box 930, 222 NE 2nd Avenue, Canby, OR 97013
Phone: 503.266.0733 Fax: 503.266.7961 Email: bissetm@canbyoregon.gov

Note: Information on this form may be available to anyone upon a Public Records Request and may be viewable on the City's web page. 5/2017

Date Received: _____ Date Appointed: _____ Term Expires: _____
Date Resigned: _____ Destruction Date: _____



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City Council Staff Report

DATE: December 18, 2019
TO: Honorable Mayor Hodson and City Council
THRU: Scott McClure, City Administrator
FROM: Bryan Brown, Planning Director

Summary

The Clackamas County Board of Commissioners approved a Board Order on December 5, 2019 offering to surrender jurisdiction of a portion of N Maple Street for acceptance by the City. By accepting jurisdiction the City would become the “Road Authority” responsible for all maintenance, improvement, permitting and standard road activities. The County order acts as an “offer” to transfer road jurisdiction. Upon “Acceptance” by the City the jurisdiction of the roadway automatically transfers.

Background

County staff originally approached the City to consider taking over the entire portion of N Maple Street located north of Territorial Road which is under County jurisdiction. They have been receiving increasing pressure from Canby citizens to make needed road improvements to the County owned portion of N Maple Street. The greatest concerns voiced have been about the substandard street width and resulting safety issues for pedestrians that walk along the County portion of the road where no sidewalks exist with little to no shoulders.

In the same time period the City approved the 7 Acre Subdivision at the north terminus of N Maple Street which is under City jurisdiction from approximately NE Maple Court northward to the proposed subdivision at the terminus. A voluntary and subsequently approved condition of approval for the subdivision included making modest street widening improvements from the proposed subdivision all the way south to approximately NE 23rd Avenue. The final 490 feet of the proposed development approved off-site street widening – including a separated adjacent 5 foot wide paved asphalt sidewalk path - is currently under County jurisdiction. The dual jurisdictional ownership of N Maple Street where improvements are proposed present a somewhat complicated pathway forward for jurisdictional approval of the developer construction plans based on the somewhat unique nature of the improvements proposed to the existing substandard street.

Discussion

Staff from both Clackamas County and the City are recommending, to their respective governing bodies, the transfer of a modest 490 linear feet of N Maple Street with 50 feet of right-of-way resulting in a transfer of 24,500 square feet of road authority with the intent of streamlining the roadway improvements planned by the developer, eliminating confusion to the public, and improving the efficiencies of maintenance and public service. This section of N Maple Street is to be improved by the developer of the 7 Acres subdivision and is entirely within Canby city limits.

Consideration of the larger issue raised by the County to take over all the remaining portion of N Maple Street north of Territorial Road is not a part of this request and is therefore may be reviewed at a future time as part of a larger Citywide consideration and prioritization of County road transfers.

City staff requested that the County provide the City a dollar sum equivalent to the cost of a 2-inch asphalt overlay on said portion of N Maple Street but the County declined in this instance citing the good condition of the paved roadway and the expected improvements planned to be made as part of the City's development condition of approval.

Attachments

- 1) Resolution No. 1329 with associated Exhibit A (legal description of roadway to be transferred) and Exhibit B (mapped depiction of roadway to be transferred)
- 2) Board of County Commissioners Road Transfer Order Approved Dec. 5, 2019 (Signed Order Available by Mtg.)

Fiscal Impact

The acceptance facilitates the immediate improvement of the roadway by the developer at no cost to the City with standard long-term City maintenance responsibilities for a short segment of roadway determined to be in good condition located entirely within the City.

Options

1. Accept the transfer of road authority by approving Resolution No. 1329
2. Decline the County Board Order "Offer" for transfer of road authority

Recommendation

Staff recommends the Council accept the transfer of road authority by approving Resolution No. 1329.

Proposed Motion

I move to approve Resolution No. 1329: A Resolution accepting Clackamas County's Board Order offering to surrender jurisdiction of a portion of N Maple Street being approximately 490 linear feet in length and 50 feet in width lying between NE Maple Court and NE 23rd Avenue (County Road No. 2579 between Mile Point 0.00 and Mile Point 0.09) located entirely within the Canby Corporate City Limits.

RESOLUTION NO. 1329

A RESOLUTION ACCEPTING CLACKAMAS COUNTY’S BOARD ORDER OFFERING TO SURRENDER JURISDICTION OF A PORTION OF N MAPLE STREET BEING APPROXIMATELY 490 LINEAR FEET IN LENGTH AND 50 FEET IN WIDTH LYING BETWEEN NE MAPLE COURT AND NE 23RD AVENUE (COUNTY ROAD NO. 2579 BETWEEN MILE POINT 0.00 AND MILE POINT 0.09) LOCATED ENTIRELY WITHIN THE CANBY CORPORATE CITY LIMITS.

WHEREAS, the portion of N Maple Street subject to this Resolution is located entirely within the boundaries of the City is a County Road, as defined in ORS 368.001; and

WHEREAS, ORS 373.270 provides a procedure whereby a county may transfer jurisdiction over any county roads within a city to the City, when the Parties agree that the City is best suited to assume primary responsibility for maintenance and permitting of the portion of N Maple Street; and

WHEREAS, the City wishes to assume jurisdictional control of N Maple Street approximately between NE Maple Court and NE 23rd Avenue (mile point 0.00 and)0.29 of County Road No. 2579, being a total of 490 linear feet and 50 feet in width; and

WHEREAS, the portion of N Maple Street to be transferred to the City is more particularly described in Exhibit “A” and its location depicted in Exhibit “B”, all of which are attached hereto and incorporated herein; and

WHEREAS, pursuant to ORS 373.270, the City Council may accept and finalize the surrender of county jurisdiction of N Maple Street to the City by passage of appropriate municipal legislation.

NOW, THEREFORE, BE IT RESOLVED by the Canby City Council as follows:

1. The City agrees to assume and accept full and absolute transfer of jurisdiction over the portion of N Maple Street indicated herein and carry out those procedures set forth in ORS 373.270 for purposes of finalizing the transfer, and shall complete the process to finalize the transfer within 90 days from the date that the County concludes its hearing and decision on the matter as indicated by the Clackamas County Board Order offer.

This resolution will take effect on December 18, 2019

ADOPTED this 18th day of December, 2019 by the Canby City Council.

Brian Hodson
Mayor

ATTEST:

Melissa Bisset
City Recorder

Exhibit "A"

N. Maple Street Transfer of Jurisdiction

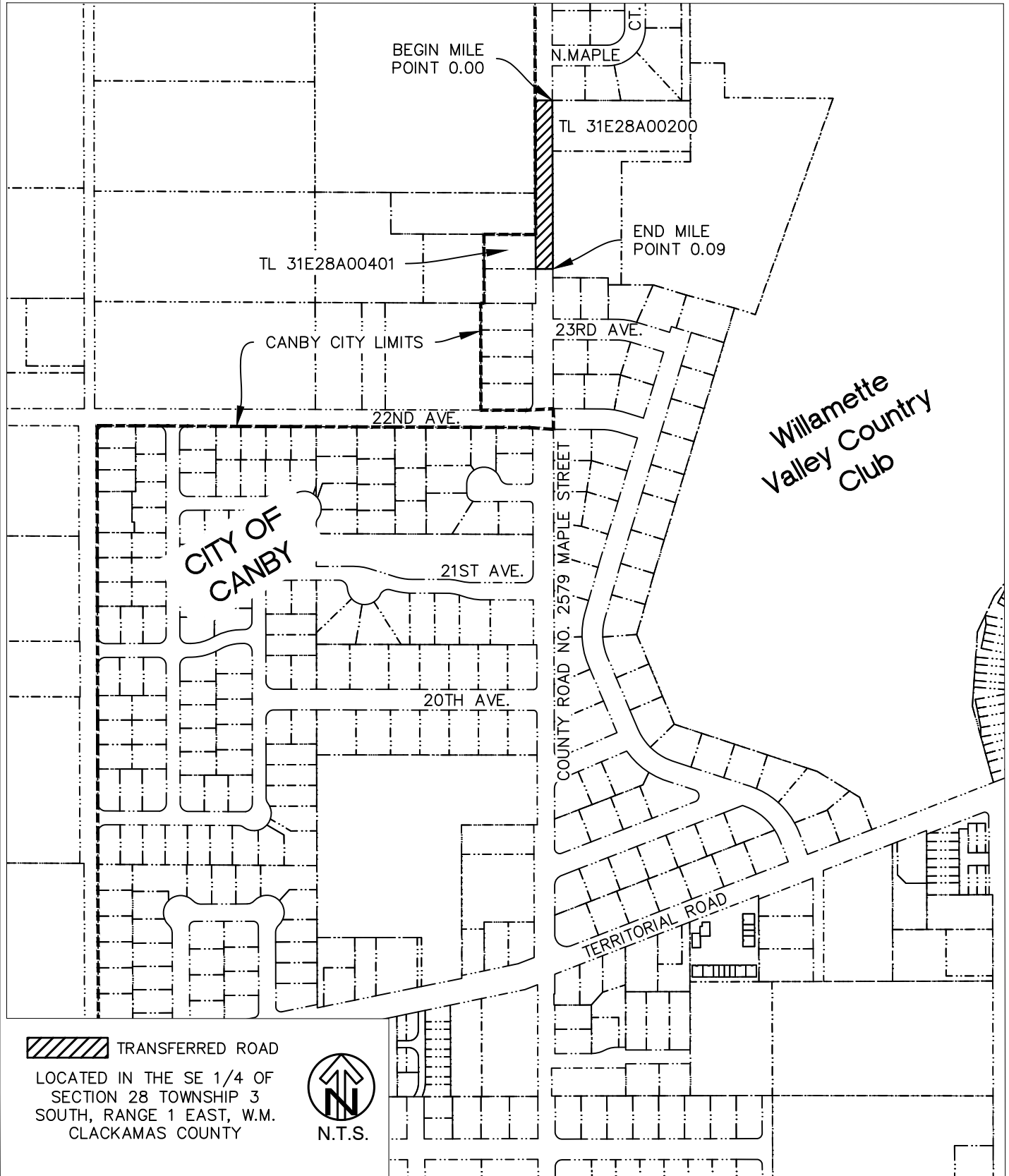
Clackamas County to the City of Canby

Description

All that portion of N. Maple Street, County Road No. 2579, Department of Transportation and Development maintenance No. 31029; Situated in Section 28, T. 3S., R. 1E., W.M. as depicted on Exhibit B, attached hereto, lying South of the Northerly boundary line of Tax lot 31E28A00200, as depicted in Document 1973-14317, Clackamas County deed records (mile point 0.00) and North of the Southerly boundary line of Tax lot 31E28A00401, as depicted in Document 2015-074246, Clackamas County deed records (mile point 0.09), being a total of approximately 490 feet long, being 50 feet in width.

Containing 24,500 square feet, more or less.

EXHIBIT "B"



DEPARTMENT OF TRANSPORTATION
 AND DEVELOPMENT
 150 BEAVERCREEK ROAD
 OREGON CITY, OR 97045



BY: M. BAYS DATE: 10/07/2019
JURISDICTIONAL TRANSFER
N. MAPLE STREET
COUNTY ROAD NO. 2579

SHEET
1 OF 1

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF CLACKAMAS COUNTY, STATE OF OREGON**

In the matter of transferring to the
City of Canby, jurisdiction over
N. Maple St., County Road No.
2579, DTD No. ____31029____



Board Order No. _____
Page 1 of 2

This matter coming before the Board of County Commissioners as a result of the County initiating action pursuant to ORS 373.270(5) to surrender jurisdiction of a county road within the boundary of the City of Canby, and the preceding negotiation between the City of Canby and Clackamas County Department of Transportation and Development to transfer a portion of the following road, as more particularly described in Exhibit A, and as depicted in Exhibit B, both of which are attached hereto and incorporated herein:

<u>Road Name</u>	<u>Cnty #</u>	<u>DTD #</u>	<u>From</u>	<u>To</u>	<u>Square Feet</u>
N. Maple Street	2579	31029	MP 0.00	MP 0.09	24,500;

It further appearing to the Board that said transfer of jurisdiction has been recommended by Dan Johnson, Director of the Department of Transportation and Development; and,

It further appearing to the Board that said transfer of jurisdiction is in the best interest of the County since fragmented jurisdiction over these types of roads often results in differing road maintenance activities and confusion by the public as to which agency is responsible for the operation and maintenance of the roads; and,

It further appearing to the Board that pursuant to ORS 373.270, notice of the hearing on this matter was provided by publication in the Canby Herold on 09/19,09/26,10/03 and 10/10; now therefore,

IT IS HEREBY ORDERED that Clackamas County offers to surrender jurisdiction of a portion of N. Maple Street to the City of Canby such that full and absolute jurisdiction of said roadway section for all purposes of repair, construction, improvement and the levying and collection of assessments therefore be transferred to the City of Canby and shall vest as of the date the City of Canby accepts, by appropriate municipal legislation, the County's offer to surrender jurisdiction; and,

IT IS FURTHER ORDERED that this offer shall be withdrawn unless it is accepted by the City of Canby within one year of the date of this order; and,

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF CLACKAMAS COUNTY, STATE OF OREGON**

In the matter of transferring to the
City of Canby, jurisdiction over
N. Maple St., County Road No.
2579, DTD No. ____31029____



Board Order No. _____

Page 2 of 2

IT IS FURTHER ORDERED that,
upon acceptance by the City of Canby of the County's offer to surrender jurisdiction
pursuant to ORS 273.270(5), the portion of roadway described herein, 24,500 square
feet, more or less, be removed from the County's Road Inventory; and,

IT IS FURTHER ORDERED that
copies of this Order be submitted to the Clackamas County Clerk's office for recording
and that copies be subsequently sent without charge to the Clackamas County Surveyor,
Tax Assessor, Finance/Fixed Asset Offices, and DTD Engineering.

ADOPTED this _____ day of _____, 2019.

BOARD OF COUNTY COMMISSIONERS

Chair

Recording Secretary

memo

Canby Park and Recreation Advisory Board

Date: November 23, 2019
From: Mark Triebwasser
To: Mayor Brian Hodson
Canby City Council
CC: Scott McClure, City Administrator
Don Morgan, CAPRD
Andrew Hale, CAPRD
Subject: RECOMMENDATION AND UPDATE

The Canby Parks and Recreation Advisory Board would like to recommend that the Canby City Council submit a letter to the Clackamas County Board of Commissioners in support of reducing the size of the Canby Area Park and Recreation District (CAPRD).

CAPRB is a Clackamas County Special District with taxing authority. The current district is the School District boundary. In several past elections they have not been able to pass a tax measure to fund the district. The city voters approve the measure while those outside the city in rural areas do not. CAPRD would like to reduce the district to the size of Canby Transit District. With this smaller district there is a greater probability that a tax measure could be passed.

Once the size of the district is reduced and before any election, there would need to be an inter-governmental agreement between the City and the Recreation District. There are numerous possibilities in how this agreement could be structured. This ranges from the City operating and maintaining current parks and facilities and CAPRD developing and operating future development; the other extreme would be the City would transfer all parks and facilities to the District and they would maintain and operate them. Of

course, some hybrid of these extremes may be the best option. Unless the City maintains some parks the Canby Parks and Recreation advisory board would dissolve, and the recreation district would report to the city in a manner similar to the how the fire department now operates.

We hope the council will support this adjustment to CAPRD boundaries with the County Commissioners. A letter supporting this would be a first step.

The advisory board is currently working on developing plans for future improvements to Maple Street Park after completion of the splash pad. The final recommendation will depend on cost and what other projects are determined to be priorities. Also, we plan at our next meeting to have additional discussion with Scott concerning an update to the Parks Master Plan and possibly including the Willamette Wayside Master Plan in that document. We will keep you updated.

Thank you,

A handwritten signature in black ink, appearing to read "Mark Triebwasser", with a stylized, flowing script.

Mark Triebwasser
Chair



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City Council Staff Report

DATE: December 18, 2019

TO: Honorable Mayor Hodson and City Council

FROM: Scott McClure, City Administrator

Summary

The purpose of this agenda item is to request that an additional position be added to the Planning Department. Development projects have overwhelmed the department, resulting in difficulty keeping up with applications and an inability to complete important short and long-range planning activities.

Background

Growth in planning and building applications has been very significant. In addition to multiple, complex industrial applications, the department is, or will soon process, multiple new subdivisions with around 450 building permits over the next two years. Approximately 200 home permits will follow the 450.

The department is currently staffed with a Director, Senior Planner and an Associate Planner. Additional staffing was included in the 2018-19 Budget (recognizing work volume), but was not included in the current year budget. The Director may be close to retiring, which will be another hit to the department's productivity.

Discussion

The department's ability to keep up with development projects, adequately coordinate approved grant projects, prepare grant applications, and provide timely customer service response to both general citizens and professional clientele is strained. Finding the capacity to complete much needed Plan and Code amendments that address our own pressing issues while gearing up to address new State mandated housing requirements and locally anticipated work on a new Master Park Plan is not possible with current staffing while new development remains at its current robust level.

Periods of high growth and change are exactly when you need to be carefully monitoring growth impacts and how they affect the future. Many planning "mistakes" or not making an adjustment when it was timely cannot be undone.

It is not typical to request additional staffing mid-year. In this case, however, the addition of staff is both warranted now and would address the largest area of concern that I have identified to date.

Many of the Planning department's standards for service and proactivity are lagging due to the heavy development workload. Examples include:

- Pre-application conferences where only cursory review of submittals have occurred and written summary of applicable review criteria are no longer provided to assist applicant's in submitting the best possible applications
- Same day response to all customer requests are not always possible
- Occasional administrative applications are taking as long as public hearing applications to get completed and out the door
- Filing of completed permits and applications is lagging and becoming backlogged
- Research toward needed Development Code Text Amendments are not happening
- Responses to National, State and regional agency requests for participation are last minute without thorough documentation
- Core work products delivered in a less than optimal manner -- fewer field site tips, shorter occupancy evaluations with sign-offs, rushing of responses, cursory review of plan sets, skipping webinars that would help provide efficiencies and perspective

An added planning position would result in helping to curb and reverse the above while providing the potential to better move the following needed projects forward:

- Ability to keep up with the land use application reviews from initial consultation to pre-application review to maintaining timely completeness reviews and well documented findings and detailed conditions of approval
- Assist effort in development of a new Park Master Plan if and when directed to do so
- Continued search for grant opportunities
- Improved response to 2020 Census participation requests
- Preparation of items to facilitate orientation of new Planning Commissioners
- Amend the TSP to add the new alternative Walnut Street industrial road connection to the list of eligible SDC funded projects immediately
- Revisit the Housing Needs Analysis to bring forth a Comprehensive Plan amendment addressing the noted 20-year high density land deficiency as required with formal adoption by the Council to satisfy new DLCD requirements
- Adopt 5g small cell telecommunications regulations

Attachments

None

Fiscal Impact

The annual amount needed to fund a new Associate Planner position would be around \$100,000 (85% charged to the General Fund). We anticipate spending about \$30,000 on this position in Fiscal Year 2019-20, if funded.

For perspective on how this position could be funded without unduly impacting the City's fiscal stability:

- Planning revenues are projected to come in \$157,000 over budget, with revenues projected to be strong in Fiscal Year 2020-21
- Additionally, the City's General Fund is projected to meet or exceed its reserve target for 2019-20

Options

1. Approve a new Associate Planner position.
2. Do not approve a new Associate Planner Position.
3. Request additional information.

If approved, a budget resolution would be prepared to make necessary adjustments to the 2019-20 Budget.

Recommendation

Staff recommends that Council approve the addition of an Associate Planner position in the Planning Department.

Proposed Motion

I move to approve the addition of an Associate Planner position in the Planning Department.



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City Council Staff Report

DATE: December 18, 2019

TO: Honorable Mayor Hodson and City Council

THRU: Scott McClure, City Administrator

FROM: Melissa Bisset, City Recorder

Summary

The City has various Boards, Commissions and Committees. Members are appointed by the City Council and serve terms established through the City Code.

Background

The City has eleven Boards, Commissions and Committees: [Bike and Pedestrian Committee](#), [Budget Committee](#), [Canby Public Library Board](#), [Canby Utility Board](#), [Heritage and Landmark Commission](#), [Parks and Recreation Advisory Board](#), [Planning Commission](#), [Traffic Safety Commission](#), [Transit Advisory Committee](#), [Urban Renewal Agency](#) and [Urban Renewal Budget Committee](#). The method of appointment, charge of each group and the term lengths are detailed in the City's Code.

Discussion

There was recent discussion by the City Council about the appointment process to Boards, Commissions, and Committees. This Staff Report and attachments are being provided to clarify the current process.

Attachments

1. Summary of Appointment Process
2. Committee Appointment Guide
3. Current Appointment List
4. Applicant Process Letter
5. Application

Fiscal Impact

None

Options

This is an informational item. Council may discuss, and if desired propose changes to the process.

Recommendation

N/A

Proposed Motion

N/A

Summary of Appointment Process

BIKE AND PEDESTRIAN COMMITTEE

Members are appointed by City Council upon recommendation by the Committee chairperson and assigned Council Liaison.

BUDGET COMMITTEE

Members at large are appointed and confirmed by the City Council. The Mayor may vote only when necessary to break a tie on an appointment.

CANBY PUBLIC LIBRARY BOARD

Members are appointed by City Council upon recommendation by the Board Chairperson and assigned Council Liaison.

CANBY UTILITY BOARD

Members are appointed by the Mayor and confirmed by the City Council.

HERITAGE & LANDMARK COMMISSION

Members are appointed by City Council upon recommendation by the Board Chairperson and assigned Council Liaison.

PARKS AND RECREATION ADVISORY BOARD

Members are appointed by City Council upon recommendation by the Committee chairperson and assigned Council Liaison.

PLANNING COMMISSION

Members are appointed by the City Council upon recommendation of the Mayor, Council Liaison and Planning Commission Chairperson.

TRAFFIC SAFETY COMMISSION

Members are appointed by City Council upon recommendation by the Commission Chairperson and assigned Council Liaison.

TRANSIT ADVISORY COMMITTEE

Members are appointed by City Council upon recommendation by the Committee chairperson and assigned Council Liaison.

URBAN RENEWAL AGENCY

Members are City Councilors.

URBAN RENEWAL BUDGET COMMITTEE

Citizens-at-large are appointed by the Urban Renewal Agency.

Committees	Bike & Pedestrian	Budget	Budget (URD)	Canby Utility	Heritage & Landmark Commission	Library	Parks & Recreation Advisory Board	Planning Commission	Traffic Safety Commission	Transit Advisory Committee
Term	3 years	3 years	3 years	3 years	3 years	4 years	3 years	3 years	3 years	3 years
Chair	Elected by the membership at the first meeting of each year for a one year term.	Elected by the membership at the first meeting of each year.		Elected by the membership in January of each year.		Elected by the membership at the first meeting of each year for a one year term.	Elected by the membership at the first meeting of each year for a one year term.	PC to elect	Elected by the membership at the first meeting of each year for a one year term.	Elected by the membership at the first meeting of each year for a one year term.
Vice Chair	Elected by the membership at the first meeting of each year for a one year term.				Elected by the membership at first meeting of the year.	Elected by the membership at the first meeting of each year for a one year term.	Elected by the membership at the first meeting of each year.	PC to elect	Elected by the membership at the first meeting of each year for a one year term.	Elected by the membership at the first meeting of each year for a one year term.
Members	7 members. Appointed by the Council upon recomm. by the Committee Chair and assigned Council Liaison	Council and 6 citizens. Members at large are appointed and confirmed by the Council.	City Budget Committee plus one additional for a total of 14 members. Member at large are appointed and confirmed by the Agency.	5 members. Appointed by the Mayor and confirmed by the Council. No Board Member may serve more than two successive terms.	7 members plus a non-voting high school student (residing within School Dist. Boundary). Appointed by the Council upon recomm. by the Board Chair and assigned Council Liaison	7 members (2 must reside outside City limits) plus a non-voting high school student (residing within School Dist. Boundary). Appointed by the Council upon recommendation by the Committee Chair and assigned Council Liaison. Limited to two consecutive terms.	9 members. Appointed by the Council upon recommendation by the Mayor, Comm. Chair and assigned Council Liaison.	7 members. Appointed by the Council upon recommendation by the Mayor, Comm. Chair and assigned Council Liaison.	7 members. Appointed by the Council upon recommendation by the Comm. Chair and assigned Council Liaison	7 members. Appointed by the Council upon recommendation by the Committee Chair and assigned Council Liaison
Removal	Removal by Council. No more than 3 consecutive absences w/o approval of Committee Chair.	Not addressed in State law.		Removal by Mayor & approval of majority of Council. With our w/o cause and with or w/o notice.	Removal by Council. No more than 3 consecutive absences w/o approval of Board Chair.	Removal by Council. No more than 3 consecutive absences w/o approval of Board Chair.	Removal by Council. No more than 3 consecutive absences w/o approval of Board Chair.	Removal by Council.	Removal by Council. No more than 3 consecutive absences w/o approval of Board Chair.	Removal by Council. No more than 3 consecutive absences w/o approval of Committee Chair.
Membership Criteria		Must be City resident & registered voter	Must be City resident & registered voter	Must be City resident and have resided in the City 6 mo. prior to appointment	Majority of Board must reside or work inside the Urban Growth Boundary	Not less than 3 members shall be residents of City		Reside within City or Urban Growth Boundary		Reside within City or Urban Growth Boundary; or current employment or affiliation with a business or organization operating within the City or UGB. No more than 2 members may reside outside the UGB.
Authority Provided By	CMC 2.64.020	ORS 294.336	ORS 294.336	City Charter City Council Packet - Page 26 of 27	CMC 16.110.025	CMC 3.20.030	CMC 2.56.030	CMC 16.06	Res. 846, 741 & 567	Res. 1255

CITY OF CANBY COMMITTEES

MAYOR AND COUNCIL

Meets 1st & 3rd Wednesday of each month at 7:30 P.M. in the Council Chambers.

Seven members; Mayor two year term, Council 4 year term.

(Even year elections; swearing-in on first meeting of new year)

Mayor Brian Hodson	December 31, 2020
Council President Tim Dale	December 31, 2020
Councilor Sarah Spoon	December 31, 2020
Councilor Traci Hensley	December 31, 2020
Councilor Trgve Berge	December 31, 2020 (appointment to fill Tracie Heidt's term until the next General Election)
Councilor Greg Parker	December 31, 2022
Councilor Shawn Varwig	December 31, 2022

BIKE AND PEDESTRIAN COMMITTEE

Meets the last Tuesday of each month at 6:30 PM in the Willow Creek Conf. Room

Seven members, three year terms. (***Members are appointed by City Council upon recommendation by the Committee chairperson and assigned Council Liaison.***)

Staff Liaison: Calvin LeSueur, Economic Development Council Liaison: Greg Parker

Russell Heinemann	June 30, 2020
Shannon Hale	June 30, 2020
Mindy Montecucco, Chair	June 30, 2020
Michael Hemelstrand	June 30, 2021
Clifford Ash	June 30, 2021
Bruce Parker	June 30, 2021
VACANT	June 30, 2022

BUDGET COMMITTEE

Meets as needed.

City Council plus six citizen members at large, three year terms. Must reside within the City limits and be a registered voter. The Mayor is not a member of this Committee (***Members at large are appointed and confirmed by the City Council. The Mayor may vote only when necessary to break a tie on an appointment.***)

Staff Liaison: Julie Blums, Finance Director

Chair: Tim Dale

Jason Padden	June 30, 2020
Michelle Hensley	June 30, 2020
Bob Patterson	June 30, 2021
Andrea McCracken	June 30, 2021
Jack Pendleton	June 30, 2022
VACANT	June 30, 2022

CITY OF CANBY COMMITTEES

CANBY PUBLIC LIBRARY BOARD (Two Term Limit)

Meets 3rd Tuesday of each month at 5:30 PM in the Willow Creek Conference Room.

Seven members plus one non-voting high school student (residing within the Canby School Dist. Boundary), four year terms. Two of the seven voting members shall be reside outside of the City. *(Members are appointed by City Council upon recommendation by the Board Chairperson and assigned Council Liaison.)*

Staff Liaison: Irene Green, Library Director

Council Liaison: Shawn Varwig

Roger Reif	June 30, 2020
VACANT	June 30, 2020
Linda Warwick, Chair	June 30, 2021
Carol Palmer, Vice Chair	June 30, 2022
Kathleen Myron	June 30, 2023
Suzie Stutes (outside City limits)	June 30, 2023
Denise Fonseca (outside City limits)	June 30, 2023
Meridian Lattig (High School Student)	June 30, 2021 Term Ends Upon Graduation

CANBY UTILITY BOARD (Two Term Limit)

Meets 2nd Tuesday of each month at 7:00 PM

5 members, three year terms. *(Members are appointed by the Mayor and confirmed by the City Council.)*

Council Liaison: Tim Dale

Walt Daniels	February 29, 2020 (second term)
Robert Hill, Chair	February 28, 2021
Jack Brito	February 28, 2021
Todd Wagner	February 28, 2022
Dave Horrax	February 28, 2022

HERITAGE & LANDMARK COMMISSION

Meets 1st Monday of each month at 5:30 PM in the Willow Creek Conference Room.

Seven members plus one non-voting high school student (residing within the Canby School Dist. Boundary), three year terms. A majority of the Commission must reside or work inside the Canby Urban Growth Boundary. *(Members are appointed by City Council upon recommendation by the Board Chairperson and assigned Council Liaison.)*

Staff Liaison: Calvin LeSueur, Economic Development

Council Liaison: Greg Parker

Judi Jarosh	June 30, 2020
Jennifer Giller, Chair	June 30, 2020
Kelly Harms	June 30, 2021
Rachel Swanson	June 30, 2021
Havlyn Ehrich (High School Student)	June 30, 2021 Term Ends Upon Graduation
VACANT	June 30, 2022
Carol Palmer	June 30, 2022
Doug Birkeland	June 30, 2022

CITY OF CANBY COMMITTEES

PARKS AND RECREATION ADVISORY BOARD

Meets 3rd Tuesday of month at 7:00 PM in the Willow Creek Conference Room.

Nine members, three year terms. *(Members are appointed by City Council upon recommendation by the Committee chairperson and assigned Council Liaison.)*

Staff Liaison: Ryan Potter, Associate Planner

Council Liaison: Mayor Hodson

Mark Triebwasser, Chair	June 30, 2020
Jim Davis	June 30, 2021
Jeffrey Carr, Secretary	June 30, 2021
Eric Pfeiffer-Robinson	June 30, 2021
VACANT	June 30, 2021
Lisa Potter	June 30, 2022
Scott Sasse	June 30, 2022
Barry Johnson, Vice Chair	June 30, 2022
Ryan Oliver	June 30, 2022

PLANNING COMMISSION

Meets 2nd and 4th Monday of each month at 7:00 PM in the Council Chambers.

Seven members, three year terms. Members must reside within City or Canby Urban Growth Boundary.

(Members are appointed by the City Council upon recommendation of the Mayor, Council Liaison and Planning Commission Chairperson.)

Staff Liaison: Bryan Brown, Planning Director

Council Liaison: Trygve Berge

Larry Boatright	December 31, 2019
Andrey Chernishov	December 31, 2019– Resigned Effective 12/31/2019
Jeff Mills	December 31, 2020
Derrick Mottern	December 31, 2020
Jennifer Trundy	December 31, 2021
Ryan Adams – to be filled by Jason Taylor	December 31, 2021 – Resigned Effective 12/31/2019
John Savory, Chair	December 31, 2021

TRAFFIC SAFETY COMMISSION

Meets 2nd Friday of each month at 8:30 AM in the Willow Creek Conference Room.

Seven members, three year terms. *(Members are appointed by City Council upon recommendation by the Commission Chairperson and assigned Council Liaison.)*

Staff Liaison: Jerry Nelzen, Public Works

Council Liaison: Traci Hensley

Robert Cambra, Secretary	June 30, 2020
Janet Bailey	June 30, 2020
DeAnna Ball-Karb	June 30, 2021
Clint Coleman, Chair	June 30, 2021
Tom Rushton	June 30, 2021
Jackie Jones	June 30, 2022
VACANT	June 30, 2022

CITY OF CANBY COMMITTEES

TRANSIT ADVISORY COMMITTEE

Meets at least six times per year. Regular meetings are on the fourth Thursday in January, March, May, July, and September and on the third Thursday in November at 5:30 PM in the Willow Creek Conference Room

Seven members, three year terms. Members must reside within City or Urban Growth Boundary; or current employment or affiliation with a business or organization operating within the City or UGB. No more than 2 members may reside outside the UGB. ***(Members are appointed by City Council upon recommendation by the Committee chairperson and assigned Council Liaison.)***

Staff Liaison: Julie Wehling, Transit Director

Council Liaison: Sarah Spoon

Elizabeth Burrows Chapin, Vice Chair	March 31, 2020
Carol Luce	March 31, 2020
Walt Daniels	March 31, 2020
VACANT	March 31, 2021
Arlene Dana	March 31, 2021
Matt Olsen	March 31, 2021
Donald Smeback, Chair	March 31, 2022

URBAN RENEWAL AGENCY (Members & terms same as Council)

Meets as needed.

Chair Tim Dale	December 31, 2020
Vice-Chair Brian Hodson	December 31, 2020
Commissioner Sarah Spoon	December 31, 2020
Commissioner Traci Hensley	December 31, 2020
Commissioner Greg Parker	December 31, 2022
Commissioner Trgve Berge	December 31, 2020
Commissioner Shawn Varwig	December 31, 2022

URBAN RENEWAL BUDGET COMMITTEE

Meet as needed

Members of the Urban Renewal Agency, six citizens-at-large from the City Budget Committee and one additional citizen-at-large, three year terms. Must reside within the City limits and be a registered voter. ***(Citizens-at-large are appointed by the Urban Renewal Agency.)***

Jack Pendleton	June 30, 2021
Michelle Hensley	June 30, 2020
Jason Padden	June 30, 2020
Bob Patterson	June 30, 2021
Andrea McCracken	June 30, 2021
VACANT	June 30, 2022
VACANT	June 30, 2022

CITY OF CANBY COMMITTEES

OTHER LIAISONS:

Board of Willamette Falls Heritage Coalition
Bridging Cultures and Council
Canby Adult Center
Canby Fire District
Canby School District
Clack Co. Coordinating Committee

Clackamas County Fair Board
CTV5
NE Canby Neighborhood Association
Riverside Neighborhood Association
SE Canby Neighborhood Association
SW Canby Neighborhood Association

Councilor Sarah Spoon
Councilor Sarah Spoon
Councilor Greg Parker
Councilor Shawn Varwig
Councilor Trygve Berge
Mayor Brian Hodson with Councilor Traci Hensley
as alternate.
Councilor Greg Parker
Councilor Sarah Spoon
Councilor Trygve Berge
Councilor Traci Hensley
Councilor Shawn Varwig
Councilor Sarah Spoon



City of Canby

PO Box 930 Phone: 503.266.4021
222 NE 2nd Ave Fax: 503.266.7961
Canby, OR 97013 www.canbyoregon.gov

Dear Committee Applicant:

Thank you for your recent application for a City of Canby Committee. City boards, committees, and commissions are advisors to the Mayor and City Council and as such, assist them in forming policy and making law. It is very important to the Mayor and Council to have such citizen advisory input, and your interest in serving is much appreciated.

Your application will be forwarded for review, along with any other applications for this vacancy, to the City Council Liaison and Chairperson for the committee. Some committees choose to have the entire group discuss applications and recommend new members. After this review, an official recommendation for appointment is made to the City Council. When this occurs, the City Recorder is notified and the appointment is placed on the next City Council Meeting Agenda for approval.

Since most committees only meet once a month, and recommendations are then forwarded to a future Council meeting, the turnaround time for a committee appointment could take as long as 3-6 weeks. In the meantime, if you have any questions about the status of your application, please feel free to contact me at 503.266.0733.

Our City committees routinely have turnover in membership and so we keep applications on file for one year to fill those vacancies as they occur. Those not selected for a current committee vacancy will be contacted by the City Recorder to see if they wish to keep their application on file for a future opening.

Each new committee member will receive a confirmation letter with the appointment term length, along with a copy of the *City of Canby Policies & Operating Guidelines* and *A Guide for Public Officials* from the Oregon Government Ethics Commission. Members of City Committees are also considered Public Officials since they work in an advisory position to the governing body. ***The Mayor, City Council, and Planning Commission members are required to file Statements of Economic Interest with the Oregon Government Ethics Commission.***

Once again, thank you for applying to be on a City Committee and please do not hesitate to call upon City staff for any questions or comments about the Citizen Committee recruitment process.

Sincerely,

Melissa Bisset
City Recorder



**CITY OF CANBY
COMMITTEE, BOARD, &
COUNCIL APPOINTMENT APPLICATION**

Date: _____ Position Applying For: _____

Name: _____ Occupation: _____

Home Address: _____

Employer: _____ Position: _____

Daytime Phone: _____ Evening Phone: _____

E-Mail Address: _____

What are your community interests (committees, organizations, special activities)? _____

What are your major interests or concerns in the City's programs? _____

Reason for your interest in this position: _____

Experience and educational background: _____

List any other City or County positions on which you serve or have served: _____

Referred by (if applicable): _____

Please return to:

***City of Canby - Attn: City Recorder
PO Box 930, 222 NE 2nd Avenue, Canby, OR 97013
Phone: 503.266.0733 Fax: 503.266.7961 Email: cityrecorder@canbyoregon.gov***

Note: Information on this form may be available to anyone upon a Public Records Request and may be viewable on the City's web page. 5/2017

Date Received: _____ Date Appointed: _____ Term Expires: _____

Date Resigned: _____ Destruction Date: _____