

**AGENDA**  
**CANBY CITY COUNCIL**  
**Virtual Meeting/ Council Chambers**  
**Regular Meeting 7:00 PM**  
**Executive Session 7:45 PM**

*Meetings can be viewed on CTV Channel 5 and YouTube:*

<https://www.youtube.com/channel/UCn8dRr3QzZYXoPUEF4OTP-A>

Register in advance for this meeting if you'd like to view on Zoom:

[https://zoom.us/webinar/register/WN\\_6soIWFmUSrekPZKUqGbObQ](https://zoom.us/webinar/register/WN_6soIWFmUSrekPZKUqGbObQ)

After registering, you will receive a confirmation email containing information about joining the meeting.

**January 20, 2021**  
**222 NE 2<sup>nd</sup> Avenue, 1<sup>st</sup> Floor**  
**Mayor Brian Hodson**

**Councilor Christopher Bangs**  
**Council President Traci Hensley**  
**Councilor Sarah Spoon**

**Councilor Jordan Tibbals**  
**Councilor Greg Parker**  
**Councilor Shawn Varwig**

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**Regular Meeting – 7:00 PM**

**1. CALL TO ORDER**

- 2. 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. 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. **\*\*\*If you would like to speak virtually or in person, please email or call the City Recorder by 5:00 pm on January 20, 2021 with your name, the topic you'd like to speak on and contact information: [bissetm@canbyoregon.gov](mailto:bissetm@canbyoregon.gov) or call 503-266-0733. Once your information is received, you will be sent instructions to speak. Please note that Council will be attending this meeting virtually.**

**3. MAYOR'S BUSINESS**

**4. COUNCILOR COMMENTS & LIAISON REPORTS**

- 5. 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 January 6, 2021 City Council Regular Meeting. Pg.1
- b. Reappointment of Robert Hill to the Canby Utility Board. Pg. 5

**6. ORDINANCE**

- a. **Ordinance No. 1540:** An Ordinance amending the City's 2010 Transportation System Plan to reflect a revised alignment for a connector road between Canby Pioneer Industrial Park and State Highway 99E. (*First Reading*) Pg. 8

**7. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS**

- a. Bi-Monthly Reports – in packet Pg. 28

8. CITIZEN INPUT
  9. ACTION REVIEW
  10. ADJOURN
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**Executive Session – 7:45 PM**  
(Will begin after the City Council Meeting ends but not before 7:45 PM)

**EXECUTIVE SESSIONS ARE CLOSED TO THE PUBLIC.** Representatives of the news media and designated staff may attend Executive Sessions. Representatives of the news media are specifically directed not to report on any of the deliberations during the Executive Session, except to state the general subject of the session as previously announced. No Executive Session may be held for the purpose of taking final action or making any final decision.

1. CALL TO ORDER
2. **EXECUTIVE SESSION:** ORS 192.660 (2) (e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.
3. ADJOURN

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\*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](http://www.canbyoregon.gov). **City Council and Planning Commission Meetings are typically broadcast live and can be viewed on CTV Channel 5.** For a schedule of the playback times, please call 503.263.6287.

**\*\*We are requesting that rather than attending in person you view the meeting on CTV Channel 5 or on YouTube: <https://www.youtube.com/channel/UCn8dRr3QzZYXoPUEF4OTP-A>**  
If you do not have access virtually, there are a small number of chairs provided inside to allow for distancing.

**CANBY CITY COUNCIL  
REGULAR MEETING MINUTES  
January 6, 2021**

**PRESIDING:** Mayor Brian Hodson

**COUNCIL PRESENT:** Tim Dale (outgoing), Sarah Spoon, Greg Parker, Traci Hensley, Christopher Bangs, Jordan Tibbals, and Shawn Varwig.

**STAFF PRESENT:** Judge Rodney Grafe, Scott Archer, City Administrator; Joseph Lindsay, City Attorney; and Melissa Bisset, City Recorder/ HR Manager.

**OTHERS PRESENT:** Jim Davis, Fire Chief; Mindy Montecucco and Chair of the Bike and Pedestrian Committee.

**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.

**PRESENTATION:** Presentation to Council President Tim Dale – Mayor Hodson presented a plaque to Council President Dale for his years of service on the Council.

The Mayor and Council thanked Council President Dale for all of his work. Council President Dale thanked everyone in return.

**SWEARING IN CEREMONY:** Swearing in of Mayor Hodson, Councilor Christopher Bangs, Councilor Traci Hensley, Councilor Sarah Spoon, and Councilor Jordan Tibbals – Rodney Grafe, Municipal Court Judge, swore in Christopher Bangs, Traci Hensley, Sarah Spoon, and Jordan Tibbals as City Councilors and Brian Hodson as Mayor.

Councilors Tibbals, Bangs, Spoon, and Hensley and Mayor Hodson thanked the citizens and looked forward to the coming year.

**CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:**

Mindy Montecucco, Chair of the Bike and Pedestrian Committee, said the Committee had been working on the development plan for the Traverso section of the Logging Road extension. She encouraged everyone to fill out the online survey.

Greg Perez, Canby resident, announced the Knights of Columbus Crab Dinner on February 6 at the Fairgrounds. It would be a drive thru pick up. This was a fundraiser for the community.

Jim Davis, Fire Chief, reported on a train derailment on 99E and South End Road. The majority of the Police and Fire Departments and City staff had been vaccinated.

**MAYOR'S BUSINESS:** Mayor Hodson said there was no C4 meeting this month. The Parks and Recreation Advisory Board discussed the upcoming RFP for the Park Master Plan and what projects could be done now. He had been meeting with the new Council for the upcoming year.

The Council Retreat would be held in February.

**COUNCILOR COMMENTS & LIAISON REPORTS:** Council Spoon said Bridging Cultures was starting their English classes again.

Councilor Parker welcomed the new Councilors and congratulated those who were re-elected.

Councilor Varwig welcomed the new Councilors and congratulated the re-elected. He was looking forward to the New Year.

Councilor Hensley also welcomed new Councilors and congratulated re-elected Councilors.

**CONSENT AGENDA: \*\*Councilor Hensley moved to adopt the minutes of the December 2, 2020 City Council Regular Meeting and the Liquor License Request – El Kiosko Deli located at 925 SW 4<sup>th</sup> Avenue. Motion was seconded by Councilor Varwig and passed 5-0 with Councilor Tibbals abstaining.**

**NEW BUSINESS:** Discussion and Selection of Council President and Committee Liaison Assignments – Mayor Hodson reviewed the role of Council as Committee liaisons. Councilor Parker would be the liaison to the Bike and Pedestrian Committee, Heritage and Landmark Commission, Canby Adult Center, and NE Neighborhood Association. Councilor Bangs would be the liaison to the Library Board, School District, and SE Neighborhood Association. Councilor Tibbals would be the liaison to the Canby Utility Board and Bridging Cultures. Councilor Varwig would be the liaison to the Planning Commission and Canby Fire District. Councilor Hensley would be the liaison to the Traffic Safety Commission and Riverside Neighborhood Association as well as the alternate for C4. Councilor Spoon would be the liaison to the Transit Advisory Committee and SW Neighborhood Association. Mayor Hodson would be the liaison to the Parks and Recreation Advisory Board and Clackamas County Coordinating Committee (C4).

Mayor Hodson discussed the role and process for selecting the Council President. Councilors Hensley, Parker, and Varwig had expressed interest in the position. Each of Councilors explained why they would like to be Council President.

**\*\*Councilor Spoon moved to nominate Councilor Parker for Council President. Motion was seconded by Councilor Bangs.**

Councilors Spoon and Bangs gave the reasons why they nominated Councilor Parker.

**The motion failed 4-3 with Councilors Varwig, Hensley, Tibbals. Mayor Hodson opposed.**

**\*\*Councilor Tibbals moved to nominate Councilor Hensley for Council President. Motion died for lack of a second.**

**\*\*Councilor Spoon moved to nominate Councilor Parker for Council President. Motion was seconded by Councilor Bangs and failed 4-3 with Councilors Varwig, Hensley, Tibbals, and Mayor Hodson opposed.**



**\*\*Councilor Varwig nominated himself for Council President. Motion died for lack of a second.**

**\*\*Councilor Hensley moved to continue this decision to the next Council meeting. Motion was seconded by Councilor Tibbals.**

Councilor Spoon pointed out that the Charter said they “shall” elect a Council President on the first meeting of the year. The motion to continue was pulled.

**\*\*Councilor Spoon moved to nominate Councilor Bangs as Council President. Motion seconded by Councilor Parker.**

Councilor Spoon explained why she nominated Councilor Bangs.

**Motion failed 4-3 with Councilors Varwig, Hensley, Tibbals, and Mayor Hodson opposed.**

**\*\*Councilor Hensley moved to nominate Councilor Varwig for Council President. Motion seconded by Councilor Tibbals.**

Councilor Tibbals discussed why he thought the Council should vote for Councilor Varwig.

**The motion failed 4-3 with Councilors Spoon, Parker, and Bangs and Mayor Hodson opposed.**

Councilor Bangs and Parker explained why they voted in opposition.

**\*\*Councilor Varwig moved to nominate Councilor Hensley for Council President. Motion seconded by Councilor Tibbals. Motion passed 4-3 with Councilors Parker, Spoon, and Bangs opposed.**

Discussion Regarding Start Time of City Council Meetings – Mayor Hodson suggested changing the start time of the regular meetings to 7:30 p.m.

There was consensus to change the time to 7:30 p.m.

Joe Lindsay, City Attorney, said this change would need to be done by ordinance which will be brought back to the next meeting.

**CITY ADMINISTRATOR’S BUSINESS & STAFF REPORTS:** Scott Archer, City Administrator, congratulated the Mayor and new and returning Councilors. The new Planning Director started this week. He thanked Ryan Potter, Senior Planner, for filling in until this position was filled. He also thanked Councilor Dale for his service to the City.

**CITIZEN INPUT:** Jason Padden, Canby resident, spoke about the need to adjust the Street Maintenance Fee and include it in the Fee Schedule.

**ACTION REVIEW:**

1. Approved the Consent Agenda.
2. Assigned Committee Liaisons.
3. Appointed Traci Hensley as Council President.

There was no Executive Session.

**ADJOURN:**

The meeting was adjourned at 9:50 p.m.

Melissa Bisset  
City Recorder

Brian Hodson  
Mayor

Assisted with Preparation of Minutes - Susan Wood



# 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: January 20, 2021  
TO: Honorable Mayor Hodson and City Council  
THRU: Scott Archer, City Administrator  
FROM: Melissa Bisset, City Recorder/ HR Manager  
ITEM: Canby Utility Board Reappointment

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### Summary

Robert Hill's term on the Canby Utility Board expires on February 28, 2021.

### Background

The Canby Utility Board was created through the [City Charter](#). "There is hereby created the Canby Utility Board of the City (hereinafter referred to as the Board), which shall have exclusive jurisdiction, control and management of the Electric Department and all its operations and facilities. The Board shall have all the powers and duties possessed by the City to construct, acquire, expand and operate the electric system, and to do any and all acts or things that are necessary, convenient or desirable in order to operate, maintain, enlarge, extend, preserve and promote an orderly, economical and businesslike administration of the electric system" (Page 8, City Charter).

### Discussion

Robert Hill was appointed to the Canby Utility Board on April 4, 2018. His term expires on February 28, 2021. He has been serving as Chair to the Utility Board. Mr. Hill was contacted and stated he would like to continue serving on the Utility Board.

### Attachments

Application of Robert Hill.

### Fiscal Impact

None.

### Options

1. Reappoint Robert Hill to the Canby Utility Board.
2. Take no action.

### Recommendation

Reappoint Robert Hill to the Canby Utility Board for a three year term.

### Proposed Motion

This item is under the consent agenda and one motion will be made to approve the consent agenda unless this item is moved off of the consent agenda for discussion.



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

Date: Feb. 8, 2018 Position Applying For: Canby Utility Board  
Name: Robert L. Hill Occupation: Retired  
Home Address: [REDACTED]  
Employer: Retired Position:   
Daytime Phone: [REDACTED] Evening Phone: Same  
E-Mail Address: [REDACTED]  
What are your community interests (committees, organizations, special activities)? Very active  
in Canby Kiwanis Club. Occasional volunteer  
with Bridging Cultures  
What are your major interests or concerns in the City's programs? See attached  
letter.  
Reason for your interest in this position: See attached letter

Experience and educational background: Canby High grad, B.A.  
from University of Oregon, M.A. from Tufts University, M.A.  
from U of O. 35 years as a journalist  
List any other City or County positions on which you serve or have served: On the  
School District Budget Committee several years ago  
Referred by (if applicable): Dan Murphy of Canby Utility

**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: [scheaferk@canbyoregon.gov](mailto:scheaferk@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: 2-9-2018 Date Appointed: 4-4-2018 Term Expires: 2-28-2021  
Date Resigned:  Destruction Date:



February 8, 2018

Canby, Oregon 97013

Re: Open Canby Utility Board Seat

Dear Mayor Hodson, Council President Dale, Council Members:

Attached to this letter is my completed application for service on the Canby Utility Board.

Before I retired at the end of 2009 after 35 years as a journalist, several portions of my career had a direct connection to the utility industry both in the Northwest and nationally. While working toward my M.A. at the University of Oregon, I spent a summer as an intern in the information office of the Bonneville Power Administration, the power supplier for Canby Utility. During that summer I learned about and wrote about the Northwest's unique power supply situation.

In part because of that BPA experience I landed a job that I held for several years as an associate editor with *Public Utilities Fortnightly*, a well-known industry magazine, that covers virtually all public utility issues. My job was to research, write and edit feature and news articles on public utility related trends, developing technologies, political issues, and just about anything else of interest to public utility stakeholders including management, employees, and consumers. So I accumulated a good deal of knowledge during those years about public utilities such as Canby's.

I also spent 10 years as editor of the monthly *Oregon Business Magazine*. In that role I interviewed CEOs of Pacific Power, PGE and Northwest Natural Gas for stories and had to be knowledgeable about all aspects of the energy sector of the Pacific Northwest. Since most of my career was writing about business, I also learned a good deal about business operations.

I believe that with my experience in the public utility industry and business in general, I can be a positive influence and participate in the oversight responsibilities in a constructive, helpful way.

After graduating from Canby High and working in several cities in the U.S., my wife Luana and I moved back here in 1981. Since then we have been active in a number of volunteer projects in the schools and community at large. Currently, we are both very active in the Canby Kiwanis Club. I am also very interested in Oregon history, since one of my ancestors came across the Oregon Trail, so I volunteer two days a week at the End of the Oregon Trail Center and two days a week at the McLoughlin House, both in Oregon City. Most of my duties there are as a docent.

We love Canby and want to give back to this community. I believe I can make a positive contribution on the board and help our already excellent public utility meet the challenges of the ever-changing utility industry and help to continue to provide the services our citizens enjoy.

Sincerely,



Robert L. Hill



# City of Canby

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Canby, OR 97013

Phone: 503.266.4021  
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[www.canbyoregon.gov](http://www.canbyoregon.gov)

## City Council Staff Report

DATE: January 20, 2021  
TO: Honorable Mayor Hodson and City Council  
THRU: Scott Archer, City Administrator  
FROM: Ryan Potter, AICP, Senior Planner

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### Summary

This item is a legislative and quasi-judicial action requesting that the City Council adopt an amendment to the City of Canby's 2010 Transportation System Plan (TSP), which is a component of the City's Comprehensive Plan. Attached to this staff report is a memorandum prepared by the City's traffic consultant, DKS Associates. The amendment was initiated by City Staff to reflect changes in the planned alignment of a new roadway connecting the City's Pioneer Industrial Park with State Highway 99E. Because of environmental and development constraints, the previously adopted alignment that extended Otto Road to the industrial park from the highway is now planned as an extension of S Walnut Street (previously Walnut Road).

### Background

The City's thriving Pioneer Industrial Park has seen years of steady growth, with numerous businesses both large and small either relocating to Canby or expanding their existing local operations. The City's adopted TSP identifies a vision for a roadway network that both provides efficient circulation within the industrial park, but also provides access between the park and Highway 99E. This second goal is one that has become more urgent with the arrival—or in some cases, pending arrival—of several large-scale light industrial developments. In particular, warehouse and manufacturing-oriented development generates truck traffic that is best served by a direct road connection to Highway 99E.

The 2010 TSP anticipated the need for an industrial connector road and conceptually identified an alignment that would connect with Otto Road, an existing dead-end gravel road providing access to several properties from Highway 99E. However, this conceptual alignment has become obsolete due to environmental, engineering, and other technical considerations. The City seeks to amend the alignment shown in the TSP in order to both better facilitate its construction, and to allow the City to spend System Development Charge (SDC) fees specifically earmarked for transportation projects identified in the TSP. Note that both the new and previous alignments traverse land that is outside the City but within the City's urban growth boundary (UGB).

The TSP Amendment prepared by DKS achieves these goals and provides additional background information on the selection process for the road alignment currently under consideration. Upon approval of the attached TSP Amendment memorandum, it would be affixed to the 2010 Amendment as an attachment. Planning Staff notes that, although the materials prepared by DKS are from November 2019, they are still relevant to the proposed amendment under consideration. Staff also notes that one of the recommended transportation improvements, installation of a traffic signal at SE Hazel Dell Way and Sequoia Parkway, has already been constructed.

### **Applicable Regulations**

- 16.88.170, Amendments to Text of Title
- 16.88.180, Comprehensive Plan Amendments (Legislative)

Under Section 16.88.170 of the Canby Municipal Code, standards and criteria for amendments to the Comprehensive Plan are as follows:

In judging whether or not this title should be amended or changed, the Planning Commission and City Council shall consider:

1. The Comprehensive Plan of the city, and the plans and policies of the county, state, and local districts, in order to preserve functions and local aspects of land conservation and development;
2. A public need for the change;
3. Whether the proposed change will serve the public need better than any other change which might be expected to be made;
4. Whether the change will preserve and protect the health, safety and general welfare of the residents in the community;
5. Statewide planning goals.

### **Discussion**

The proposed TSP Amendment would connect employment-generating land uses in Canby to the regional transportation network via Highway 99E. By reducing the incentives for truck traffic to drive through residential areas of Canby, it would allow better separation between modes of surface transportation (normal intra-city circulation and truck traffic) and would reduce safety issues related to conflicts between these travel modes. The proposed amendment is consistent with Clackamas County's TSP goals, which include planning a transportation system "to create a prosperous and adaptable economy" and the City's TSP goals which include creating "economic vitality" (by better serving employment-generating land uses) and "efficient and innovative funding" (by making the Walnut Street extension project eligible for transportation SDCs).

**Finding 1:** For the above reasons, Planning Staff finds the TSP Amendment is consistent with applicable provisions of the Canby Municipal Code and other applicable plans and policies.

### **Planning Commission Recommendation**

The Planning Commission found that the proposed text amendments met the review criteria and are consistent with the Statewide Planning Goals and the Canby Comprehensive Plan and therefore recommended that the City Council approve City File CPA 20-01/TA 20-02, Amendments to the 2010 Transportation System Plan.

### **Attachments**

1. Report prepared by the City's traffic consultant, DKS Associates, dated November 7, 2019
2. Planning Commission Final Findings
3. Planning Commission Minutes, December 14, 2020

### **Fiscal Impact**

The only fiscal impact of this action would be the City's ability to use Transportation SDCs on the industrial connector road project. The project is already shown in the City's adopted TSP and adopted 5-year Capital Improvement Plan (see Page 36 of the 2020-2021 Budget).

### **Options**

1. Vote to adopt the TSP Amendment, which will be affixed to the adopted TSP document as an appendix and show an updated conceptual alignment for the future industrial connector road.
2. Vote to not adopt the proposed TSP Amendment, which currently shows a previous conceptual alignment for the industrial connector road that has been determined to be logistically infeasible.

### **Recommendation**

Staff recommend that the Council move to approve the TSP Amendment as prepared by DKS.

### **Proposed Motion**

"I move to approve Ordinance No. 1540, AN ORDINANCE AMENDING THE CITY'S 2010 TRANSPORTATION SYSTEM PLAN TO REFLECT A REVISED ALIGNMENT FOR A CONNECTOR ROAD BETWEEN CANBY PIONEER INDUSTRIAL PARK AND STATE HIGHWAY 99E; to come up for second reading on February 3, 2021."



## **ORDINANCE NO. 1540**

### **AN ORDINANCE AMENDING THE CITY'S 2010 TRANSPORTATION SYSTEM PLAN TO REFLECT A REVISED ALIGNMENT FOR A CONNECTOR ROAD BETWEEN CANBY PIONEER INDUSTRIAL PARK AND STATE HIGHWAY 99E.**

**WHEREAS**, City staff proposed amendments to the adopted 2010 City of Canby Transportation System Plan to reflect changes in the planned alignment of a new roadway connecting the City's Pioneer Industrial Park with State Highway 99E; and

**WHEREAS**, said amendments would facilitate the future funding, development, and construction of that future roadway consistent with the public interest and goals identified in the City of Canby Comprehensive Plan; and

**WHEREAS**, the Canby Planning Commission, after providing appropriate public notice opened a public hearing on said amendments on November 9, 2020 and continued said public hearing to a date certain on December 14, 2020, during which the citizens of Canby were given the opportunity to come forward to present written comments and provide testimony on these proposed changes; and

**WHEREAS**, the Planning Commission found that the standards and criteria of Section 16.88.170 and 16.88.180 of the Land Development and Planning Ordinance concerning Text Amendments and Comprehensive Plan Amendments were met, and recommended approval to the City Council on a 5-0 vote the proposed changes as specified in their Findings and Final Order; and

**WHEREAS**, the City Council, after reviewing the record of the Canby Planning Commission regarding the subject amendments, concluded that the Planning Commission's findings of fact and the amendments are appropriate as recommended; therefore:

#### **NOW, THEREFORE, THE CANBY CITY COUNCIL ORDAINS AS FOLLOWS:**

- (1) CPA 20-01/TA 20-02 is hereby approved and the City of Canby 2010 Transportation System Plan is amended as detailed in Exhibit A, which is a technical memorandum prepared by DKS Associates and submitted to the City on November 7, 2019.

**SUBMITTED** to the Council and read the first time at a regular meeting thereof on January 20, 2021, ordered posted in three (3) public and conspicuous places in the City for a period of five (5) days, as authorized by the Canby City Charter; and to come up for final reading and action by the Canby City Council at a regular meeting thereof on February 3, 2021, commencing after the hour of 7:00 p.m., in the Council Chambers located at 220 NE 2nd Avenue, Canby, Oregon.

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Melissa Bisset, CMC  
City Recorder

**PASSED** on the second and final reading by the Canby City Council at a regular meeting thereof on February 3, 2021 by the following vote:

YEAS \_\_\_\_\_ NAYS \_\_\_\_\_

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

ATTEST:

\_\_\_\_\_  
Melissa Bisset, CMC  
City Recorder

# MEMORANDUM

DATE: November 7, 2019

TO: Bryan Brown, City of Canby  
Matilda Deas, City of Canby

FROM: Kevin Chewuk, DKS Associates  
Dock Rosenthal, DKS Associates

SUBJECT: Canby S Walnut Road Extension TSP Amendment

P19113-000

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This memorandum summarizes a traffic study for the proposed S Walnut Road extension between SE 1<sup>st</sup> Avenue and Pacific Highway (OR 99E) in Canby, Oregon. The objective of this traffic study is to update the 2010 TSP with recommended improvements needed with the S Walnut Road extension.

## Alternative Alignments

The Canby Transportation System Plan (TSP) included an alignment for extending Otto Road from its current terminus, east to the intersection of SE 1<sup>st</sup> Avenue/S Mulino Road (see Figure 1). An alternative alignment was also previously analyzed that would have extended Hazeldell Way north to OR 99E, as shown in Figure 1. These alignments are no longer under consideration due to environmental and other development constraints. Previous memos<sup>1,2</sup> were completed that contained preliminary analysis results of these alternatives. A new alignment has been proposed that would extend S Walnut Road from SE 1<sup>st</sup> Avenue to OR 99E, roughly between the Otto Road and Territorial Road intersections (see Figure 1).

<sup>1</sup> Canby Otto Road Alternative Preliminary Transportation Analysis Memorandum, DKS Associates, April 27, 2018.

<sup>2</sup> Canby Otto Road Alignment Alternative, DKS Associates, November 27, 2018.

**Figure I: Alignment Alternatives**



## Study Area

The study area is roughly bounded by S. Mulino Road to the east, Sequoia Parkway to the west, SE 1st Avenue to the south and OR 99E to the north. The following list provides the study intersections with existing control:

1. OR 99E / Sequoia Parkway (existing signalized intersection)
2. OR 99E / S Walnut Road extension (proposed intersection)
3. OR 99E / Territorial Road (existing signalized intersection)
4. SE Hazel Dell Way / Sequoia Parkway (existing unsignalized intersection; planned future signal)
5. SE 1st Avenue / S Walnut Road (existing unsignalized intersection)

6. SE 1st Avenue / S Mulino Road (existing unsignalized intersection; planned future roundabout)

## **OR 99E Access Rights Research**

Access rights and access control information along OR 99E in the project area was provided by the Oregon Department of Transportation (ODOT)<sup>3</sup>. This information shows locations where the S Walnut Road extension could potentially connect to OR 99E.

ODOT owns access control rights along portions of OR 99E through the project area, generally south of Territorial Road to Sequoia Parkway. In areas with access control, no right of access between the property and the highway remains unless a reservation of access is present. Reservations of access represent specific locations where access rights remain. Where no reservation of access is present, an application for an approach permit cannot be accepted.

Only the properties along the highway from which the access rights were acquired have a right to use the access reservations that were established along their frontage. A reservation of access affords the property owner the right to apply for an approach permit but does not guarantee ODOT approval for a driveway at that location for the proposed use of the property. Applications for approach permits are reviewed under current ODOT access management regulations (OAR 734-051). Existing reservations of access can be relocated or slightly modified upon approval from ODOT through a process called indenture of access.

For traffic from other parcels or the local street system to use an access to the highway, a grant of access would be required. This is a much more complex process than applying for an indenture of access. When it comes to the grant of access, the City will need to demonstrate why an additional public access will benefit the highway. In the grant of access application, ODOT has identified some situations where a new highway approach could potentially benefit the highway, such as:

- Where existing rights of access can be relocated, controlled, and/or combined; or
- Where operations could be improved through off-system connectivity, traffic diversions, or other traffic engineering techniques.

Figure 2 shows the locations along the highway where reservations of access remain. Yellow lines with solid blue circles identify the locations of access reservations with existing driveways, while

<sup>3</sup> Email from Seth Brumley, August 20, 2018.

yellow lines with open circles show the access reservation locations without an existing driveway. The proposed S Walnut Road extension could potentially connect to OR 99E just south of mile point 19.61, at the Double Aught property. This tax lot has three existing driveways with access reservations.

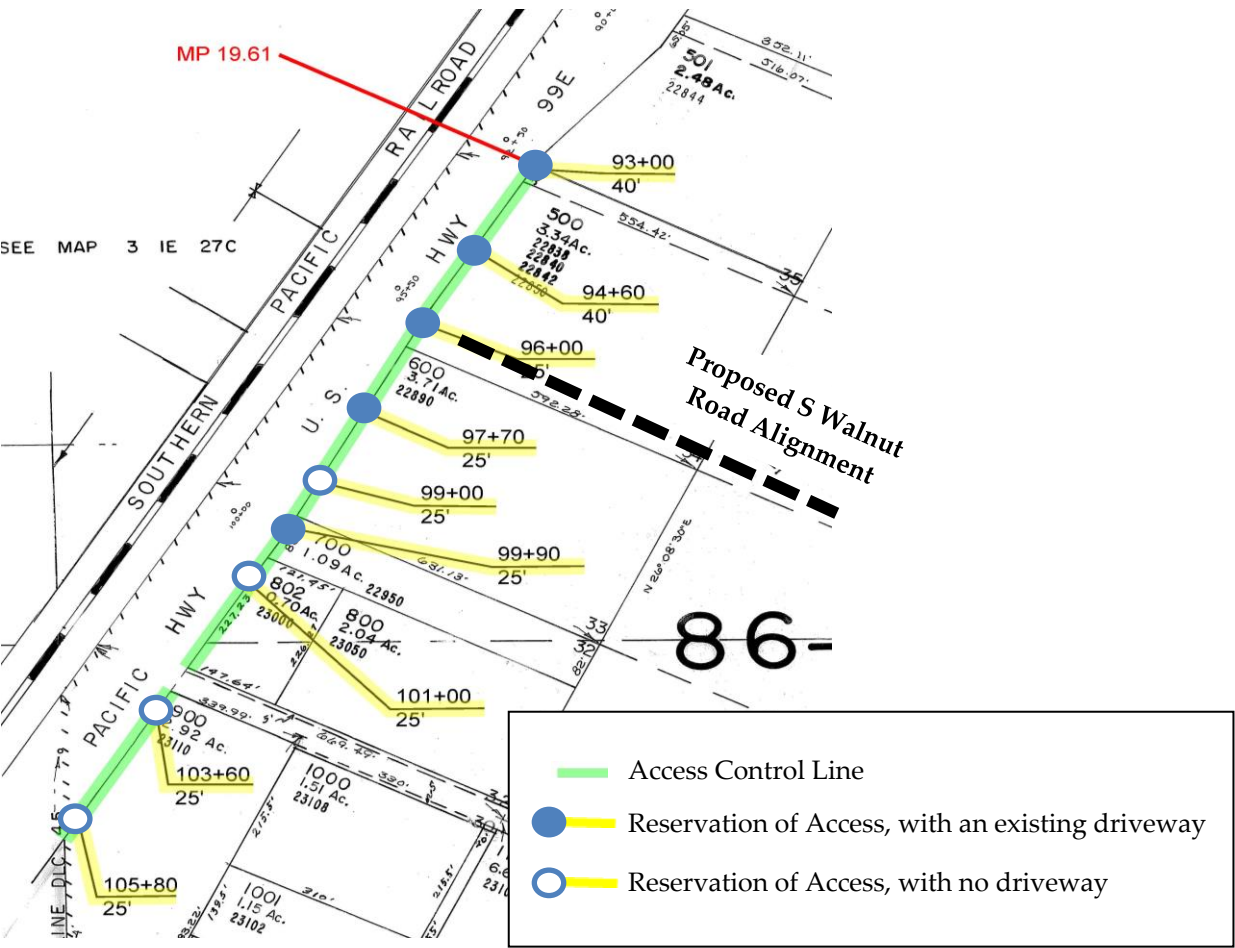


Figure 2: Access Rights on OR 99E

Traffic Forecasting

Future p.m. peak hour traffic forecasts were prepared for two scenarios, with the proposed Otto Road extension from the TSP and with the proposed S Walnut Road extension to provide a baseline for identifying new transportation improvement needs beyond those included in the TSP; these scenarios include:

- **TSP Baseline (with the Otto Road Extension)** – This scenario assumes the Otto Road extension from the TSP (TSP Project L1). These projects would extend Otto Road from the current terminus, east to SE 1<sup>st</sup> Avenue near the S Mulino Road and S Bremer Road intersections (see Figure 1). It includes the improvement projects listed in the “Baseline Transportation System Improvements” section. S Walnut Road would not be extended under this scenario.
- **S Walnut Road Extension** – This scenario assumes S Walnut Road will be extended from SE 1<sup>st</sup> Avenue to OR 99E, roughly between the Otto Road and Territorial Road intersections (see Figure 1). It includes the improvement projects listed in the “Baseline Transportation System Improvements” section. Otto Road would not be extended under this scenario.

## Baseline Transportation System Improvements

The starting point for the future operations analysis relied on a list of street system improvement projects contained in the Canby TSP and subsequent analysis work. These projects represent only those that are expected to be reasonably funded, and therefore can be included in the Baseline scenario. The improvements assumed include:

- Install a traffic signal at the **Otto Road and S Walnut Road connections to OR 99E** (TSP Project L2)
- Install a roundabout at **SE 1<sup>st</sup> Avenue / S Haines Avenue / Bremer Road / S Mulino Road** intersection (TSP Project O1)
- Install a traffic signal at the **SE Hazel Dell Way / Sequoia Parkway** intersection (on-going improvement project resulting from subsequent analysis work)

## Estimating Driving Trips

Determining future street network needs requires the ability to forecast traffic volumes resulting from estimates of future population and employment. The objective of the transportation planning process is to provide the information necessary for making decisions about how and where improvements should be made to create a safe and efficient transportation system that provides travel options.

Future traffic volumes were forecasted using the Canby Small Community Model developed for the Canby TSP. The modeling and volume forecasting performed for the TSP was based on the year 2009 (existing) and year 2030 (horizon). Model forecasts are refined by comparing outputs with observed counts and behaviors on the local system. This refinement step is completed before any evaluation of system performance is made. The growth was then linearly increased to the future forecast year 2035. Once the traffic forecasting process is complete, the 2035 volumes are used to determine the areas of the street network that are expected to be congested and that may need future investments to accommodate growth.

## Future Motor Vehicle Operations

Motor vehicle conditions were evaluated for each future scenario during the p.m. peak hour at the study intersections (see Table 1) using 2000 Highway Capacity Manual methodology for signalized and 2010 Highway Capacity Manual methodology unsignalized intersections for consistency with the TSP. The future conditions include the improvements summarized in the “Baseline Transportation System Improvements” section.

During the evening peak hour, only the SE 1st Avenue / S Walnut Road intersection is expected to exceed standard under the S Walnut Road extension scenario. This intersection is assumed to be unsignalized in the future and the side street approach is over capacity given the limited gaps to turn in the future with the S Walnut Road extension. An improvement for this intersection is identified later in this report. The OR 99E / S Walnut Road extension, SE Hazel Dell Way / Sequoia Parkway and Bremer Road / S Haines Avenue / S Mulino Road intersections will be expected to meet standards with the assumed future baseline intersection improvements.

**Table 1: Future Intersections Operations (PM Peak Hour)**

Intersection (traffic control)	Mobility Standard (jurisdiction)	2030 TSP Baseline (with the Otto Road Extension)		2035 S Walnut Road Extension	
		v/c	LOS	v/c	LOS
OR 99E / Sequoia Parkway (signalized intersection)	0.85 v/c (ODOT)	0.81	D	0.84	D
OR 99E / Otto Road extension (proposed intersection with signal)	0.85 v/c (ODOT)	0.75	D	-	-
OR 99E / S Walnut Road extension (proposed intersection with signal)	0.85 v/c (ODOT)	-	-	0.78	C
OR 99E / Territorial Road (signalized intersection)	0.85 v/c (ODOT)	0.67	B	0.85	C
SE Hazel Dell Way / Sequoia Parkway (planned signal)	LOS D, v/c ≤ 0.85 (Canby)	<b>0.94</b>	<b>A/F</b>	0.80	D
SE 1st Avenue / S Walnut Road (unsignalized intersection)	LOS E, v/c ≤ 0.90 (Canby)	0.60	B	<b>0.98</b>	<b>F</b>
SE 1st Avenue / S Mulino Road (planned roundabout)	v/c ≤ 0.95 (Clackamas County)	0.55	B	0.89	D

**Bolded red values** indicate intersection exceeds the mobility target



The recommended improvement for the SE 1st Avenue / S Walnut Road intersection that is expected to exceed the mobility standard in the 2035 S Walnut Road Extension scenario can be seen in Table 2. The traffic control was first analyzed as an all-way stop, however, with this improvement the intersection would still not meet the City’s mobility standard in 2035. Therefore, the intersection was analyzed as a single-lane roundabout. With the roundabout, the intersection will be expected to meet standard. A single-lane roundabout at this location will increase safety and reduce delay but should be designed to accommodate the significant amount of heavy truck traffic that would travel through the intersection.

Table 2: Operations with S Walnut Road Extension and Recommended Improvement (2035 PM Peak Hour)				
Intersection	Mobility Standard	S Walnut Road Extension with Recommended Improvement		Recommended Improvement
		v/c	LOS	
SE 1st Avenue / S Walnut Road	LOS D, v/c ≤0.85	B	0.63	Install a roundabout

Roadway Network Evaluation

The proposed street system modifies some of the classifications of the Canby TSP. Given the City’s standards, the estimation of traffic volumes on area streets and overall circulation needs, recommended classifications/reclassifications and cross-sections are as follows:

- **S Walnut Road between SE 1st Avenue and OR 99E** is a newly identified street that was not in the TSP and is recommended as a collector and a truck route. Provide three-lane cross-section, to include two 12-foot travel lanes and a 14-foot center turn lane, bike lanes (50-foot paved width), and sidewalks (consistent with SE Hazeldell Way).
- **S Walnut Road between SE 1st Avenue and Sequoia Parkway** is recommended as a collector, modified from a local street in the TSP. It is also recommended as a truck route. Provide three-lane cross-section, to include two 12-foot travel lanes and a 6-foot striped median (30-foot paved width), sharrows for bike travel, and sidewalks (consistent with S Walnut Road south of the project site).
- **SE 1st Avenue between Hazel Dell Way and S Mulino Road** is recommended as a collector, modified from a local street in the TSP. A truck route is also recommended. Provide three-lane

cross-section, to include two 12-foot travel lanes and a 14-foot center turn lane, bike lanes (50-foot paved width), and sidewalks (consistent with SE Hazeldell Way).

- **Otto Road between OR 99E and the eastern terminus** is recommended as a local street, modified from an arterial in the TSP. The truck route designation is recommended to be removed. Maintain existing street section.

## Recommended Improvements

Transportation improvements were carried forward from Table 2 and from the “Roadway Network Evaluation” section. In addition, the intersection control improvements at the OR 99E / S Walnut Road extension and SE Hazel Dell Way / Sequoia Parkway intersections are included since they would be new projects in the TSP.

The City’s TSP currently identifies future sidewalks and bike lanes along the Otto Road extension. Since this alignment is no longer proposed, it is recommended that sidewalks and bike lanes be constructed as part of the S Walnut Road extension. In addition, sidewalks and bike lanes are recommended along S Walnut Road between SE 1st Avenue and Sequoia Parkway and SE 1st Avenue between Hazel Dell Way and S Mulino Road.

Planning level cost estimates were developed for each of the improvements as shown in Table 3.

**Table 3: Recommended Transportation Improvements**

Project Location	Project Summary	Planning Level Cost Estimate
S Walnut Road between SE 1st Avenue and OR 99E	Construct a 3-lane collector roadway to include two 12-foot travel lanes and a 14-foot center turn lane, bike lanes (50-foot paved width), and sidewalks	\$7,100,000
S Walnut Road between SE 1st Avenue and Sequoia Parkway	Upgrade to a 3-lane collector roadway to include two 12-foot travel lanes and a 6-foot striped median (30-foot paved width), sharrows for bike travel, and sidewalks	\$3,300,000
SE 1st Avenue between Hazel Dell Way and S Mulino Road	Upgrade to a 3-lane collector roadway to include two 12-foot travel lanes and a 14-foot center turn lane, bike lanes (50-foot paved width), and sidewalks	\$3,100,000
OR 99E / S Walnut Road extension intersection	Install a traffic signal	\$1,100,000
SE Hazel Dell Way / Sequoia	Install a traffic signal	\$700,000

Parkway		
SE 1st Avenue / S Walnut Road	Install a roundabout	\$1,800,000
<b>Total Transportation Improvement Costs</b>		<b>\$17,100,000</b>

## S Walnut Road Extension

The proposed S Walnut Road extension would connect to OR 99E just south of mile point 19.61, at the Double Aught property. The following sections evaluate a signal warrant and spacing analysis for the proposed intersection with OR 99E.

### Signal Warrant Analysis

The control at the OR 99E / S Walnut Road extension intersection was assumed to be a traffic signal in the future, consistent with the recommended control at the OR 99E / Otto Road extension intersection in the TSP (TSP Project L2). A signal warrant analysis was performed for this intersection to determine if side-street volumes are high enough to justify (i.e. warrant) the construction of a traffic signal. Hourly volumes were estimated using the automatic traffic recorder (ATR) data for station #36-004 in Newberg, Oregon. The station's hourly ratios were assumed to be similar to the hourly ratios on OR 99E in Canby, Oregon using the ODOT ATR Characteristic Table.

Using the hourly volume data from station #36-004 and future 2035 peak hour volumes, the MUTCD<sup>4</sup> Signal Warrant #1 (8-Hour Volume), Warrant #2 (4-Hour Volume) and Warrant #3 (Peak Hour) were assessed. Based on the analysis, the intersection would meet all three warrants by 2035.

### Signal Spacing Analysis

According to Oregon Highway Plan (OHP) Policy 3A (Action 3A.3), the location and spacing of traffic signals on state highways should be managed "to ensure the safe and efficient movement of people and goods. Safe and efficient traffic signal timing depends on optimal intersection spacing. It is difficult to predetermine where such locations should exist, although half-mile intersection spacing for Statewide and Regional Highways is desirable."

The proposed traffic signal at the S Walnut Road extension intersection with OR 99E would be located approximately 2,900 feet (0.55 miles) from the existing traffic signal at Sequoia Parkway and 1,700 feet

<sup>4</sup> Manual on Uniform Traffic Control Devices 2003 Ed., Federal Highway Administration, November 2004.

(0.32 miles) from the Territorial Road traffic signal. The Otto Road traffic signal, under the TSP project, would have been located approximately 2,100 feet (0.40 miles) from the Sequoia Parkway traffic signal and 2,400 feet (0.40 miles) from the Territorial Road traffic signal, while the traffic signal at the proposed Hazel Dell Way alignment would have been located approximately 1,750 feet (0.30 miles) from the traffic signal at Sequoia Parkway and 2,750 feet (0.50 miles) from the Territorial Road traffic signal. Each of these alternatives would have traffic signals that would be located less than 0.50 miles from either the Sequoia Parkway or Territorial Road intersections.

The traffic signals at Sequoia Parkway and Territorial Road are not currently on a coordinated system, therefore, no traffic signal progression analysis is required.

### **Access Spacing Analysis**

According to the OHP, OR 99E is classified as a regional highway with a posted speed of 45 mph in an urban area. Per the OHP<sup>5</sup>, the access management spacing standards for a roadway of this type is 500 feet. The proposed S Walnut Road extension could potentially connect to OR 99E just south of mile point 19.61, at the Double Aught property. This tax lot has three existing driveways with access reservations spaced within 225 feet of each other. These driveways are proposed to be closed to this property, with access to be taken off the proposed S Walnut Road extension signalized intersection to OR 99E.

With the S Walnut Road extension, three driveways to the highway are proposed to be closed, improving the existing substandard spacing of driveways. There will be no existing driveways north of this proposed street to Territorial Road (1,700 feet). South of this proposed street, an existing driveway will be located within 235 feet. In the future, this property to the south could take access off the S Walnut Road extension should it redevelop since it will be adjacent to the potential alignment. This could allow for the driveway to OR 99E to be closed.

### **TSP Amendments**

The following provides a summary of the recommended amendments to the Canby TSP resulting from the S Walnut Road extension.

- The City should adopt the modified or new transportation system improvements, shown in Table 3 earlier in this document, to replace the projects in the TSP for the study area.

<sup>5</sup> Table 15, Appendix C, Oregon Highway Plan, Oregon Department of Transportation, Amended May 2015.

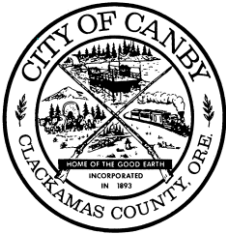
- These recommended street functional classifications for the study area should update the classifications in the TSP:
  - Classify S Walnut Road between SE 1st Avenue and OR 99E as a collector
  - Classify S Walnut Road between SE 1st Avenue and Sequoia Parkway as a collector
  - Reclassify SE 1st Avenue between Hazel Dell Way and S Mulino Road as a collector
  - Reclassify Otto Road between OR 99E and the eastern terminus as a local street
- These recommended truck routes for the study area should update the designations in the TSP:
  - Classify S Walnut Road between SE 1st Avenue and OR 99E as a truck route
  - Reclassify S Walnut Road between SE 1st Avenue and Sequoia Parkway as a truck route
  - Reclassify SE 1st Avenue between Hazel Dell Way and S Mulino Road as a truck route
  - Remove truck route along Otto Road between OR 99E and the eastern terminus

## Summary

The proposed S Walnut Road extension would connect to OR 99E just south of mile point 19.61, at the Double Aught property. This tax lot has three existing driveways with access reservations. These driveways are proposed to be closed to this property, with access to be taken off the proposed S Walnut Road extension signalized intersection to OR 99E.

Only the SE 1st Avenue / S Walnut Road intersection is expected to exceed standard under the S Walnut Road extension scenario. With the recommended roundabout, the intersection will be expected to meet standard. The OR 99E / S Walnut Road extension, SE Hazel Dell Way / Sequoia Parkway and Bremer Road / S Haines Avenue / S Mulino Road intersections will be expected to meet standards with the assumed future baseline intersection improvements.

Sidewalks and bike lanes are recommended as part of the S Walnut Road extension. In addition, sidewalks and bike lanes are recommended along S Walnut Road between SE 1st Avenue and Sequoia Parkway and SE 1st Avenue between Hazel Dell Way and S Mulino Road.



**BEFORE THE PLANNING COMMISSION  
OF THE  
CITY OF CANBY**

**THIS IS A LEGISLATIVE AND QUASI-JUDICIAL  
AMENDMENT TO ADOPT AN AMENDMENT TO  
THE 2010 TRANSPORTATION SYSTEM PLAN  
(TSP) TO REFLECT A CHANGE FROM OTTO RD  
TO THE S WALNUT ROAD EXTENSION  
CONNECTING CANBY PIONEER INDUSTRIAL  
PARK WITH THE STATE HIGHWAY 99E.**

) **FINDINGS, CONCLUSION, & FINAL ORDER**  
) **CPA 20-01/TA 20-01**  
) **CITY OF CANBY**  
)  
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**NATURE OF APPLICATION**

This is a legislative and quasi-judicial amendment to adopt an amendment to the 2010 Transportation System Plan (TSP). This amendment was initiated by City Staff to reflect changes in the planned alignment of a new roadway connecting the City's Pioneer Industrial Park with State Highway 99E. Because of environmental and development constraints, the previously adopted alignment that extended Otto Road to the highway now consists of an extension of S Walnut Street.

**HEARINGS**

The Planning Commission considered Text Amendment CPA 20-01/TA 20-02 after the duly noticed public hearing held on December 14, 2020, at which time provisions of this text amendment application were considered.

**CRITERIA AND STANDARDS**

In judging whether or not to approve amendments to the *City of Canby's 2010 Transportation System Plan (TSP)*, the Planning Commission determines whether criteria from the *Land Development and Planning Ordinance* are met, or can be met by observance of conditions. Applicable criteria and standards were reviewed in the Planning Commission staff report dated October 30, 2020 and presented at the December 14, 2020 public hearing of the Planning Commission.

**FINDINGS AND REASONS**

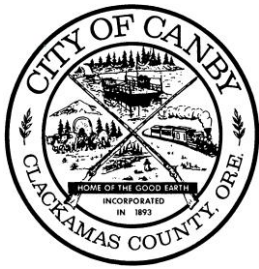
The Planning Commission considered application CPA 20-1/TA 20-02 at public hearing held on December 14, 2020 during which time the staff report was presented. Staff recommended that the Planning Commission forward a recommendation of approval to the City Council for the proposed text amendment.

**CONCLUSION**

The Planning Commission of the City of Canby concludes that based on public testimony, the recommendations and conclusions contained in the staff report and based on the Commission deliberations that the proposal to amend *City of Canby's 2010 Transportation System Plan (TSP)*, is in conformance with the applicable criteria and is suitable for amendment as proposed.

**ORDER**

**THE PLANNING COMMISSION** of the City of Canby recommends that the City Council **APPROVE** CPA 20-01/TA 20-03 as indicated with the *Findings* noted herein.



**MINUTES**  
**CANBY PLANNING COMMISSION**  
**7:00 PM – Monday, December 14, 2020**

**PRESENT:** Commissioners John Savory, Larry Boatright, Jennifer Trundy, Michael Hutchinson, and Jason Taylor

**ABSENT:** Jeff Mills

**STAFF:** Ryan Potter, Associate Planner, Joseph Lindsay, City Attorney, Jamie Stickel, Economic Development Director, Jerry Nelzen, Public Works Director (Interim), and Laney Fouse Lawrence, Recording Secretary

**OTHERS:** Curt McLeod, Robert Cambra, Steve Sieber, Chris Maciejewski, and Kevin Chewuk

**CALL TO ORDER**

Chair Savory called the meeting to order at 7:00 p.m.

**CITIZEN INPUT ON NON-AGENDA ITEMS** – None

**MINUTES** – None

**NEW BUSINESS** – None

**PUBLIC HEARING**

- a. To consider a request to make minor amendments to the City's 2010 Transportation System Plan (TSP). These amendments reflect a revised alignment for a connector road between the Canby Pioneer Industrial Park and State Highway 99E, which was previously planned as an extension to Otto Road but is proposed to be an extension of S Walnut Street. (TA 20-02 2010 TSP Amendments).

Chair Savory opened the public hearing and read the hearing statement. He asked if the Commission had any conflicts of interest or ex parte contacts to declare including a visit to the site. There were none.

**Staff Report:** Ryan Potter, AICP, Senior Planner presented the staff report. This was a continuance of the hearing from the last Commission meeting. At that meeting the Commission asked for additional context and history of the project. He explained the need for this TSP amendment. The growth in the Industrial Park had increased the need for a truck route between the park and Highway 99E. A conceptual route was shown in the adopted TSP, however it was now obsolete due to engineering, environmental, and other technical considerations. The City continued to pursue the development of the connector road, only at a slightly different location. He showed the industrial connector road alignments previously studied on Hazel Dell Way and Otto Road and the new proposed alignment on Walnut Street. The benefits of the amendment were: it would reflect the new alignment for the planned industrial connector road including street classifications, truck routes, and improvement projects, it would allow the City to use Transportation System Development Charges for the project, it would memorialize the coordination between DKS and ODOT, and a technical memorandum would be affixed to the adopted TSP as an attachment and there would be no need for revisions to numerous tables and figures. Planning staff had received a call from one of the main property owners. They also heard from the Traffic Safety Commission who were in support of the project. Staff recommended the Planning Commission recommend approval of the amendment to the City Council.

**Questions by the Hearing Body:** Commissioner Taylor asked about the timing for the project to be constructed. Mr. Potter said there was no schedule at this time.

Chair Savory asked if any neighborhood meetings had been held. Mr. Potter said that had not occurred yet as it was not a development project. This was a conceptual update to the TSP.

Chair Savory wanted to make sure the neighborhoods that would be impacted were brought into the loop. Mr. Potter said this project would have a public outreach process in the future.

Joe Lindsay, City Attorney, said all of the property owners had been talking with the City and each other about this project on more than one occasion. Everyone was in support of the amendment.

Commissioner Trundy said the reason the hearing was continued was the Commission thought there wasn't enough background and there were items in the original staff report that referred to things that they didn't have reference to. Staff had done a good job of providing that information. If they approved this it did not mean it was absolutely going to happen. This was an amendment to the TSP to make it easier for the projects to be more consistent with each other.

Commissioner Taylor agreed that the information provided by staff answered their questions from the last hearing. This was more a procedural decision.

Mr. Potter said one of the questions was if this facility incentivized growth that would impact people in the northeast quadrant of the UGB. The code required the property owners in that area to develop a concept plan before it was annexed and there would be outreach and public meetings for that process. This action did not involve any development, but was a road project they wanted reflected in the TSP.

Commissioner Hutchinson was in support of the amendment. The issue before was the information was a little vague as to what exactly had changed. They had more elaboration on the environmental concerns and how the City was a property owner at one end. It all made sense and he was comfortable with moving forward.

**Proponents:** Bob Cambra, Canby resident, was testifying on behalf of the Traffic Safety Commission. On December 11 the Commission passed a motion in support of the connector road between the Industrial Park and Highway 99E at Walnut Street. They supported amending the TSP to reflect this needed priority. The project would help the flow of traffic in the Industrial Park and the redirected traffic flow would have a positive impact on community streets. They agreed with staff that these changes would preserve and protect the health, safety, and general welfare of the residents of the City. By reducing the incentive for truck traffic to drive through residential areas, it would provide better separation between modes of traffic and reduce safety issues related to the conflict between these traffic modes. It was in the best interest of both the Industrial Park occupants and the citizens of the City as a whole.

Steve Sieber with Trammell Crow explained how they were working on developments in the Industrial Park. They were interested in the efficient circulation of traffic and logistics in the park, particularly this connection to 99E. They were in support of staff's recommendation and encouraged the efforts to enhance the transportation network in and around the Industrial Park.

**Opponents:** None

Chair Savory closed the public hearing.

**Motion:** A motion was made by Commissioner Trundy and seconded by Commissioner Boatright to approve TA 20-02, minor amendments to the City's 2010 Transportation System Plan. Motion passed 5/0.

**FINAL DECISIONS** (Note: These were final, written versions of previous oral decisions. No public testimony.)



a. 2010 Transportation System Plan Amendments Final Findings (TA 20-02)

**Motion:** A motion was made by Commissioner Boatright and seconded by Commissioner Trundy to approve the final findings for TA 20-02 2010 TSP Amendments. Motion passed 5/0.

**ITEMS OF INTEREST/REPORT FROM PLANNING STAFF**

- Next regularly scheduled Planning Commission meeting – Monday, December 28, 2020

Laney Fouse Lawrence, Recording Secretary, said the December 28th meeting was canceled because there were no items on the agenda.

**ITEMS OF INTEREST/GUIDANCE FROM PLANNING COMMISSION – None**

**ADJOURNMENT**

**Motion:** A motion was made by Commissioner Trundy and seconded by Commissioner Hutchinson to adjourn the meeting. Motion passed 5/0. The meeting was adjourned at 7:35 p.m.



**City of Canby Bi-Monthly Report**  
**Department: Administration**  
**For Months of: November & December 2020**

To: The Honorable Mayor Hodson & City Council  
From: Melissa Bisset, City Recorder/ HR Manager  
Prepared by: Erin Burkhard, Office Specialist II  
Through: Scott Archer, City Administrator  
Date: 1/12/2021

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**Board and Commissions**

Board/ Commission/ Committee	Vacancy	Applications Received	Status
Bike & Pedestrian Committee	1	1	Interview to be scheduled
Parks & Recreation Advisory Board	3	1	Filled 12/2
Planning Commission	1	2	Interview to be scheduled
Transit Advisory Committee	1	2	Interview to be scheduled

**Business Licenses**

	Issued	Inactivated	Renewals Mailed	Total Licenses
November & December 2020	33	23	178	688 have Canby addresses 1567 Total
November & December 2019	30	29	170	685 have Canby addresses 1510 Total

**Cemetery**

	Property purchases recorded	Internments recorded
November 2020	13	9
December 2020	0	1

**Recruitments**

Conducted recruitments for Mechanic, Police Officer and Planning Director positions.

**Liquor Licenses/ Noise Variance Application**

No liquor license or noise variance applications were processed.

**Public Records Requests**

One public records request was processed.

**Special Animal Permits**

No special animal permits were issued.



City of Canby Bi-Monthly Report  
Department: Court  
November and December, 2020

To: The Honorable Mayor Hodson and City Council  
Prepared By: Jessica Roberts, Municipal Court Supervisor  
Through: Scott Archer, City Administrator  
Date: January 8, 2021

Canby Municipal Court has jurisdiction over all city and state law offenses committed within city limits other than felonies. These include: violations, traffic crimes, misdemeanors and City code violations. *Note: Statistic category terms outlined on page 2*

Monthly Statistics	November	December
<b>Misdemeanors</b>		
Offenses Filed	19	20
Cases Filed	9	9
Warrants Issued	19	14
<b>Misdemeanor Case Detail</b>		
Diversion/Deferred Sentence	6	10
Offenses Dismissed	10	8
Offenses Sentenced	5	4
Offenses not filed by City Prosecutor	0	4
<b>Traffic &amp; Other Violations</b>		
Offenses Filed	140	103
Cases/Citations Filed	109	76
Parking Citations Filed	8	4
<b>Traffic &amp; Other Violations Case Detail</b>		
Diversion (Good Driver Class/MIP)	7	5
Dismissal (Fix It Tickets)	3	3
Dismissed by City Prosecutor or Judge	15	16
Sentenced by Judge	2	12
Handled by Violations Bureau	39	44
Guilty by Default	32	15
<b>Traffic and Criminal Trials</b>		
Court Trial (Misdemeanor)	0	0
Jury	0	0
Traffic Trial	0	6
Defendant Accounts referred to Collections	\$47,013	\$34,649
Fines & Surcharges Collected	\$31,884.51	\$24,959.66

### **Explanation of terms:**

1. Difference between Offenses Filed vs. Cases Filed
  - Multiple offenses (charges) can be filed on any one defendant from a single traffic stop or arrest.
  - Offenses filed reflects this number. Cases filed (also called docket numbers) refers to a single defendant's matter before the court.
2. Offenses not filed by City Prosecutor. Crimes cited by the police department go to the city prosecutor for review. At times those charges are not filed on against the defendant at the determination of the City Prosecutor.
3. Guilty by Default. When a defendant does not appear or contact the court on their scheduled court date a defaulted conviction is entered against them on the following Wednesday. A court clerk processes the default convictions.
4. The Violations Bureau applies to traffic violations only.

Under the Judge's authority, court clerks can accept pleas, offer a deferred sentence program (if qualified) and set a payment plan. Where a crime is charged, a court appearance before the judge is mandatory.

If a defendant qualifies, the clerks can offer an option to participate in an informative driving education course for a fee to the court. If there are no convictions during the following two months, the case will be dismissed.

Current programs and to qualify:

- Good Drivers Program (no prior traffic convictions in the last five years and no further convictions for 60 days)
- 1st Offender – Traffic violation (if under the age of 18)
- 1st Offender - Minor in Possession of Alcohol/Marijuana citation

### **5. Fix It Citations**

The court offers a Fix It program, which allows the defendant to have a citation dismissed if an issue with their vehicle, registration or license is fixed. There is a \$50 dismissal fee owed for each fixed violation. This is reflected in the traffic violations dismissed statistic.



## City of Canby Bi-Monthly Report

### Department: Economic Development

### For Months of: November & December 2020

To: The Honorable Mayor Hodson & City Council  
From: Jamie Stickel, Economic Development Director  
Prepared by: Same as above  
Through: Scott Archer, City Administrator  
Date: 1/12/2021

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#### **Economic Development Director Updates**

**Canby Small Business Resiliency Grants:** On Wednesday, November 4<sup>th</sup>, 2020 the Canby City Council approved the use of up to \$300,000 in CARES Act funding to be used to support the Canby community. The funding included up to \$150,000 to be used for a Small Business Resiliency Grant Program and an additional \$150,000 to be expended to local non-profits for rent and utility assistance, as well as to assist with Meals on Wheels. The City allocated \$140,000 to the Canby Center to fund rent and utility assistance for Canby citizens. The Canby Center was able to help 85 families in need of rent and utility assistance due to COVID-19. Additionally, the Canby Adult Center received \$10,000 to assist with the Meals on Wheels program which had seen an increase in users since the start of the COVID-19 pandemic.

The Small Business Resiliency Grant Program went live on Thursday, November 5<sup>th</sup> and the application deadline was Monday, November 30<sup>th</sup>. The City's Economic Development Department provided outreach to over 80 businesses through email, phone calls, in person visits, and through social media. Additionally, information was shared with local non-profits including the Canby Area Chamber of Commerce. Eligible businesses were required to be located within the Canby city limits, possess a current business license, have 25 or fewer full time equivalent employees, and be a for-profit business that could demonstrate a 10% decrease in sales or more for at least one month. The City of Canby received 25 applications and awarded over \$123,000 to 20 local businesses. Of the five businesses who did not receive funding, three were located outside city limits and two did not provide sufficient supplementary documents. Due to the number of applications received, and the amount allocated to the Small Business Resiliency Grant Program, all award amounts were doubled. The Economic Development Director and Finance Director hand delivered a majority of the awards on Friday, December 11<sup>th</sup> and the rest were mailed to the recipients.

**Business Retention and Expansion:** The City of Canby is working to create a Business Retention and Expansion (BRE) program with the assistance of Mary Bosch, Marketek. In late September, the City applied for a \$5,000 Ford Family Foundation Technical Assistance grant and was awarded the funds in late November. The grant funding will pay for bringing in Bosch to consult on the project. The BRE efforts started at a kick off meeting on December 4<sup>th</sup>. A December 16<sup>th</sup> meeting began to outline the efforts for the Economic Development Department's BRE strategy. Mary Bosch has worked in Canby many times – most notably for creating the 2012 Retail Market Analysis. She has also worked with nearby entities such as Wilsonville and Clackamas County to assist on creating their BRE strategies.

**Clackamas Prosperity Collaborative/Canby Design Lab:** Clackamas County created an effort called the Clackamas Prosperity Collaborative which focuses on creating project around equity and inclusion in three communities: Canby, Milwaukie, and Estacada. The work in each of the communities is called the "Design Lab". The Clackamas Prosperity Collaborative met on November 18<sup>th</sup> and City's Economic Development Director has been regularly attending the Clackamas Prosperity meetings, as well as the Canby Design Lab meetings. The Design Lab regularly meets the first Tuesday of the month, brings together people of various backgrounds and engages them to identify a problem statement and a solution statement for the community. Canby's statement focuses on the lack of knowledge or support for citizens to navigate resources in the community. As the Canby Design Lab continues to meet, it will

identify a project to help assist the community such as a website or an app focused on providing information on all resources.

**Clackamas Workforce Partnership Childcare Efforts:** Workforce has become a growing aspect of economic development in the last few years. A facet of workforce that has bubbled up to the surface has been around childcare. Clackamas Workforce Partnership has begun working with cities to bring the topic of childcare to the forefront. On Wednesday, December 1<sup>st</sup>, the Economic Development Director and members of Clackamas Workforce Partnership met to begin a conversation about childcare in Canby. Clackamas Workforce Partnership has been working with other cities in Clackamas County and identifying different avenues for addressing high-quality childcare in each city. In winter 2021, the city and Clackamas Workforce Partnership will meet to begin to plan and schedule a meeting of stakeholders in Canby to discuss who our childcare providers are, where there are gaps, and how we can support greater efforts within the city.

**TSP Amendment:** The Planning Department brought a Transportation System Plan Amendment before the Planning Commission on December 14<sup>th</sup>. The amendment would see the replacement of the formerly planned Otto Road alternative access to Highway 99 with the proposed Walnut Street Extension. The proposed extension road would help to secure a roadway to more effectively and efficiently move people from the industrial park and south Canby to Highway 99. This TSP amendment would greatly impact the Canby Pioneer Industrial Park with its current businesses and developments, as well as potential new developments in the future. The next step for the TSP Amendment is for it to go in front of the Canby City Council on January 20<sup>th</sup>, 2021.

#### **COVID-19 Webinars, Outreach, and Zoom Meetings**

Due to Covid-19, meetings with local, county, state, and regional partners have become more important. Below is a brief summary of the efforts attended by the Economic Development Director

- **Canby Business Outreach:** Outreach continues to the local Canby community through brainstorming efforts, business outreach, and Zoom calls. Businesses in Canby have really taken the time to think outside of the box, partner together, and utilize social media to showcase how they are open for business. Canby Economic Development Department will continue to reach out and promote Canby Resiliency Grants and Open Air Canby to businesses.
- **Canby Area Chamber of Commerce:** Ongoing work to support the Canby business community. The Chamber Director, Economic Development and Tourism Coordinator, and Economic Development Director already meet regularly to discuss business in Canby. Through the Stay at Home orders, the efforts are ongoing and coordination continues to be of the upmost importance.
- **Governor's Regional Solutions Team Meetings:** The Governor's Regional Solutions Team features monthly updates regarding the Governor's Stay at Home order from an Oregon Congressman or Senator, updates from the Governor's Regional Solutions Coordinator, Oregon Employment Department, Business Oregon, BOLI, as well as rotating involvement from other sectors such as the Small Business Advocate or Travel Or.
- **Metro Economic Development Practitioners COVID-19 Forum:** Greater Portland Inc holds a monthly call with updates from Practitioners in the region, GPI staff, and staff from the state.
- **Clackamas County Practitioners Meetings:** Clackamas County Business and Community Services has been holding bi-monthly meetings to convene practitioners from throughout the county to provide updates and a sounding board. At the April 23<sup>rd</sup> meeting, the county rolled out their "Who's Open" website for businesses to highlight location, hours of operation, and other contact details. This is an effort to help customers find their local businesses and highlight the offerings.
- **Greater Portland Inc Webinar Series:** Greater Portland Inc has developed an ongoing Webinar series to assist Economic Development Professionals focus on the "Road To Recovery". The webinar series features consultants and local businesses to highlight best practices, planning efforts, and additional resources that may be helpful as Oregon cities begin to open.
- **Main Street Webinars:** Main Street Now, the national Main Street organization, features webinars on their website highlighting various topics pertinent to downtown revitalization. One of the ideas highlighted on a webinar has been reproduced for Canby with the #LoveLocalCanby campaign. This effort highlights ways consumers can support local businesses during the Stay at Home order. Those ideas include ordering takeout, leaving reviews, sharing business posts, and ordering online.

## **Economic Development and Tourism Coordinator Updates**

### ***Promotion***

**Light Up The Night** – The Economic Development and Tourism Coordinator (ED&TC) arranged for a virtual ceremony to mark the holidays in Canby and honor the “who lights up Canby” contest winner, Kamela Davis of the Canby School District & Canby School Board. Mayor Hodson, Santa Claus, Greg Perez, Mallory Gwynn, and Kamela Davis appeared in a short video that was uploaded to CTV5 and Youtube at 6pm on December 6. The video encouraged citizens and visitors to support local businesses during the holidays and enjoy the lights in Wait Park and Downtown, and can be watched here: <https://youtu.be/3mVLJLpCPn8>

**Canby Gift Guide** - The ED&TC worked with the Canby Current ([canbyfirst.com](http://canbyfirst.com)) to sponsor an article called the “Canby Gift Guide” to promote holiday shopping at local businesses. 17 small retail establishments were be highlighted with photos, business details, and a highlight on the owner or a featured gift. The guide is available here: <https://canbyfirst.com/2020-canby-community-holiday-gift-guide/>

**Buy Local/ Shop Canby campaign** – The ED&TC worked with the Canby Area Chamber of Commerce to print posters with photos from local businesses encouraging residents to “buy local”, which were distributed for display at local businesses. Meanwhile, the Chamber worked with City Council to proclaim December “Shop Canby” month.

**Social Media and Newsletter** – The ED&TC continues to use Canby Business accounts on Facebook and Instagram to promote local businesses and convey business and tourism news to the community.

### ***Organization***

**Bicycle and Pedestrian Advisory Committee (BPAC)** – The ED&TC is managing a BPAC project to create a development plan for the Traverso section of the Molalla Forest Road. The ED&TC facilitated stakeholder advisory committee meetings on November 13 and December 18. An online open house was launched on December 15, which can be accessed via the MFRTrail.org webpage. A development plan is expected by early March, 2021 from the contractor, Parametrix.

**Heritage and Landmark Commission (HLC)** - The Heritage and Landmark Commission completed and closed out three of the recommendations included in the city’s newly completed Historic Preservation Plan (HPP). Additionally, the commission finalized the 2021-2 program, which includes ten of the recommended short-term projects included in the HPP. The activities involved in the selected projects are compatible with COVID-19 protocols. Priority was given to projects that educate potentially eligible property owners about financial incentives associated with a historic property designation. The survey and research projects include the fairgrounds, neighborhoods adjacent to the downtown core, and pre-1940 structures not previously surveyed.

### ***Economic Vitality***

**Open Air Canby** – The ED&TC accepted Open Air Canby applications and provided guidance on erecting outdoor tents to several restaurant businesses in Canby.

**Business Resiliency Grants** – The ED&TC provided targeted outreach to Spanish speaking business owners to follow up on documents needed for Covid resiliency grant applications.

### ***Design***

**Façade Improvement Program (FIP)** – The ED&TC regularly provides information and fields questions from FIP applicants. Two applicants representing large downtown properties have now completed their applications and are scheduled to appear at the Urban Renewal Agency on January 20 for approval.



**City of Canby Bi-Monthly Report**  
**Department: Finance Department**  
**For Months of: November/December 2020**

To: The Honorable Mayor Hodson & City Council  
From: Julie Blums, Finance Director  
Prepared by: Suzan Duffy, Financial Analyst  
Through: Scott Archer, City Administrator  
Date: January 18, 2021

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In addition to providing services and responding to inquiries from both internal and external customers, and performing the tasks listed statistically on the last page, the Finance Department reports the following items of interest this period.

- The Comprehensive Annual Financial Report (CAFR) for 2019-2020 was issued with an unmodified opinion. The document is available on the City's website at:  
[https://www.canbyoregon.gov/Departments/Finance/CAFR/FY19-20\\_CityofCanbyCAFR.PDF](https://www.canbyoregon.gov/Departments/Finance/CAFR/FY19-20_CityofCanbyCAFR.PDF)
- On November 4<sup>th</sup> City Council approved Resolution 1343 creating a Canby Resiliency Grant Program using Federal CARES Act funding. The grant funds were to be used for assistance to small businesses in Canby, housing and utility assistance to Canby citizens, and for the Meals On Wheels program in Canby. The Finance and Economic Development Departments worked together to administer the grant programs. The following amounts were awarded:
  - \$123,572 was awarded across twenty small businesses in Canby.
  - \$140,000 was awarded to the Canby Center who provide housing and utility assistance to 85 families in Canby.
  - \$5,000 was awarded directly to the Canby Center to offset administrative costs of managing the housing and utility grant program.
  - \$10,321 was awarded to the Canby Adult Center to offset costs of additional shelf-stable meals provided to seniors through their Meals On Wheels program.
  - City funding of \$15,000 was also made available to the Canby Kiwanis to support their annual Food and Toy Drive.
- The Finance Director began holding meetings with the City Administrator and individual department heads to review current-year budget projections.
- Utility Billing continued to be very busy this period as the Canby housing market is still very active. New homes are being set up and numerous title company inquiries are being fielded.
- Transit tax pre-collection notices went out in November and December with a waiver of penalties and interest authorized for payments received by the due date. Staff will continue to work with taxpayers to get filings back on track after an unprecedented year.
- The Annual Survey of Local Government Finances was submitted to the US Census Bureau.



- Finance staff participated in the following meetings, trainings and events this period:
  - Caselle webinars
  - GAAP update webinar
  - Website design meeting
  - Management Team meetings
  - COVID Workplace Risks and Rules
  - COVID online training
  - Mechanic interviews
  - Confidential Admin Assistant interviews
  - Tri-Met phone meeting/STIF requirements

**Statistics for FY 2020-2021:**

	<b><u>July- Aug</u></b>	<b><u>Sept - Oct</u></b>	<b><u>Nov - Dec</u></b>	<b><u>Jan - Feb</u></b>	<b><u>Mar - Apr</u></b>	<b><u>May - June</u></b>
<b>Accounts Payable</b>						
Invoices:	414	415	463			
Invoice entries:	967	942	997			
Encumbrances:	59	18	21			
Manual checks:	7	2	7			
Total checks:	259	311	290			
<b>Payroll</b>						
Timesheets processed:	530	415	504			
Total checks and vouchers:	594	475	566			
New hires/separations:	0/8	2/3	2/2			
<b>Transit Tax Collection</b>						
Forms sent:	20	824	1060			
Penalty & Int. notices sent:	1	0	1			
Pre-collection notices sent:	0	0	221			
Accounts sent to collections:	0	0	0			
Accounts opened/closed:	44/37	47/24	33/22			
Returns posted:	952	604	814			
<b>Utility Billing</b>						
Bills sent:	10,114	10,116	10,271			
Counter payments:	0	0	0			
Accounts opened and closed:	170	144	*			
Lien payoffs:	0	4	6			
Lien payoff inquiries:	42	48	27			
Collection notices sent:	0	0	0			
Accounts sent to collections:	0	0	0			
New homes occupied:	18	24	*			
<b>General Ledger</b>						
Total Journal entries:	614	317	335			
<b>Cash Receipts Processed</b>						
Finance:	1,146	811	717			
Utility:	95	100	57			

\*Not available at this time

## Fleet Service BI-Monthly Report

By Robert Stricker, Lead Mechanic

### Nov-20

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	0	\$0.00	\$0.00	\$0.00	\$0.00
Adult Center	2	\$259.79	\$15.98	\$17.65	\$293.42
Facilities	1	\$96.28	\$248.14	\$75.48	\$419.90
Wastewater Collections	5	\$1,281.10	\$2,974.36	\$281.98	\$4,537.44
Wastewater Treatment	0	\$0.00	\$0.00	\$0.00	\$0.00
Parks	10	\$151.28	\$166.95	\$794.45	\$1,112.68
Police	26	\$1,780.27	\$1,415.29	\$3,336.32	\$6,531.88
Streets	11	\$1,525.70	\$939.67	\$1,173.75	\$3,639.12
Fleet Services	0	\$0.00	\$0.00	\$84.99	\$84.99
Canby Area Transit (CAT)	12	\$2,210.39	\$2,614.57	\$5,174.80	\$9,999.76
CUB	0				
Total	<b>67</b>			Total	<b>\$26,619.19</b>

### Dec-20

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	0	\$0.00	\$0.00	\$0.00	\$0.00
Adult Center	1	\$134.48	\$20.32	\$51.87	\$206.67
Facilities	1	\$0.00	\$0.00	\$104.97	\$104.97
Wastewater Collections	3	\$13.75	\$8.99	\$429.89	\$452.63
Wastewater Treatment	3	\$0.00	\$0.00	\$176.18	\$176.18
Parks	10	\$27.51	\$0.00	\$857.32	\$884.83
Police	28	\$1,176.44	\$1,423.82	\$3,750.54	\$6,350.80
Streets	12	\$49.51	\$158.50	\$1,133.92	\$1,341.93
Fleet Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Canby Area Transit (CAT)	12	\$1,570.60	\$899.42	\$5,471.66	\$7,941.68
CUB					
Total	<b>70</b>			Total	<b>\$17,459.69</b>

### Fleet Service Highlights

We Hired a new fleet mechanic that starts in January



**City of Canby Bi-Monthly Report**  
**Department: Tech Services**  
**For Months of: November & December 2020**

To: The Honorable Mayor Hodson & City Council  
From: Julie Blums, Finance Director  
Prepared by: Valerie Kraxberger, IT Office Specialist  
Through: Scott Archer, City Administrator  
Date: 1/4/2021

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**The City of Canby Tech Services Department issued:**

**November 2020**

51 Work Orders with 45 being completed

**December 2020**

54 Work Orders with 66 being completed

**Some of the projects we have been working on for November and December are:**

- Installation of new server
- In November and December, deployed 27 laptops for staff to work remotely from home, involving installation, training and troubleshooting TeamViewer and Max U/C headsets.
- Installed and/or moved printers in Police Department and Public Works.
- Netmotion, Classweb, Watchguard, ReportBeam, and CAD issues in PD.
- Software Update in Fleet
- Onboarded 1 new employee, two Councilors and moved one employee between departments
- Two Caselle updates



**City of Canby Bi-Monthly Report**  
**Department: Library**  
**For Months of: November & December 2020**

To: The Honorable Mayor Hodson & City Council  
From: Danny Smith, Library Director  
Prepared by: Same as above  
Through: Scott Archer, City Administrator  
Date: 1/12/2021

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## **Staff**

After almost four years as an on-call and regular library Page, Kathi Kelso was recently promoted to an on-call Library Assistant. Kathi is a highly-valued member of the Canby Public Library team and has demonstrated an ongoing willingness to learn new skills like reference and customer service and always provides an intelligent, insightful point of view on a range of library projects. Kathi has the skills and attitude that will make her an asset at the service desks and we're excited to have her take on new roles and responsibilities in the future.

## **Spaces**

The Library facility has not seen any additional changes or transformations, COVID related or otherwise. The facility itself is largely ready for reopening when it is determined that we can do so safely. To increase safety for staff and our limited curbside visitors during the pandemic, the library team has been split into two cohorts who work onsite in staff "pods" two or three days per week. Duties like materials movement and curbside pickup are prioritized when staff are onsite. Otherwise, all other support services, procurement, customer service and administrative duties have been moved to remote work environments.

## **Collections**

We're now offering book bundles for most of our popular collections. Patrons can check what's available during curbside pick-up and their chosen bundle is checked out on the spot. From Christmas DVD bundles to cozy mysteries bundles, the book bundles are a new and safe way to browse the stacks and find something new to read or watch.

## Events & Visits (by the numbers)

Total virtual programs: 48

Total virtual program attendees: 1,224

Total DIY crafts distributed: 210

Seasonal Book Giveaways: 500

Items checked out at curbside: 11,860

Items checked in: 31,370

Unique visits at curbside: 3,262

Unique eLibrary visits: 6,138



## General News

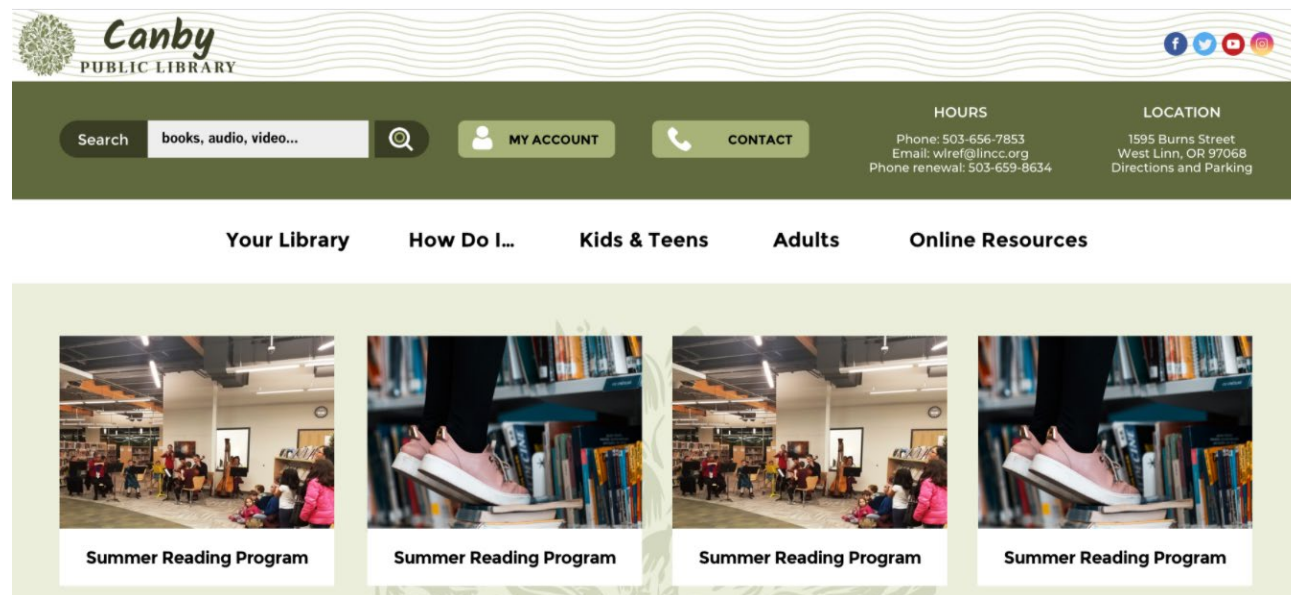
### Book Giveaways

In lieu of December children's programming, library staff prepared 300 holiday kits, funded by the Friends of the Library, to be distributed at our curbside pickup beginning December 8th. Each kit includes a book bag, bookmark, snowman craft, and either a picture book or a chapter book.

In addition, the Friends of the Library are providing 200 giveaway books as a way to give back to the community during this difficult holiday season. The books were purchased from The Book Nook and were made available starting December 11th at the following local businesses: The Book Nook, Canby Kiwanis Thrift Store, Dahlia Home & Garden, Retro Revival and the Swan Island Dahlias Gift Shop.

### Library Website

The Library's website continues to be under development, tentatively launching in second quarter of 2021. There are many exciting changes and improvements to accessibility and usability. There are still a few details to work out, however, you can see a snapshot of the library's draft home page below. More to come in 2021.





**City of Canby Bi-Monthly Report**  
**Department: Parks**  
**For Months of: November & December 2020**

To: The Honorable Mayor Hodson & City Council  
 From: Jeff Snyder, Parks Maintenance Lead Worker  
 Prepared by: Same as above  
 Through: Scott Archer, City Administrator  
 Date: 1/8/2021

**Two Month Deferred Maintenance Report**

**November and December**

City Park Properties	November December 2019	November December 2020	Deferred Maintenance Tasks
	Snapshot of Actual Hours		
Arneson Gardens	87.5	35.5	Decrease in landscaping
Baker Prairie Cemetery	20.5	5	Decrease in landscaping
Community Park	278.5	198.5	Decrease in tree trimming
Disc Golf	6	0	Decrease in trail maintenance, no volunteers
Eco Park	11	7.5	Decrease in maintenance
Faist 5 - Undeveloped	0	0	Service as needed
Legacy Park	144.5	65	Decrease in capital improvements
S. Locust Park	44.5	210	Playground restoration project
Forest Road Path	48.5	51	Increase in trail maintenance
Fish Eddy	2	3.5	Increase in maintenance
Maple Park	140.5	134.5	Decrease in landscaping
19 <sup>th</sup> Loop	1	0	Service as needed
Northwood Park	14	18.5	Increase in maintenance
Simnitt - Undeveloped	0	0	Service as needed
Skate Park	14.5	16	Service as needed
Territorial CLC	169.5	0	Maintained by volunteers
Timber Park	28.5	26	Decreased in landscaping
Triangle Park	5	8.5	Increased landscaping
Wait Park	497	477.5	Reduced landscaping/holiday lighting install

Within the body of the November/December snapshot, the difference between the 2019 and 2020 cycles, there has been a decrease of 256 hours dedicated towards all park maintenance.



# Parks Maintenance

November - December 2020

## Park Renovations

Staff removed the old playground equipment at S. Locust St. Park. Staff then cored out the play area and hauled off the debris. The contractor will mobilize and deliver the playground equipment to the park on January the 11<sup>th</sup>. I anticipate the install to take 13 or 14 business days to complete.

Anderson Poolworks repaired all of the punch list items at the Maple St. Park splash pad. On November the 23<sup>rd</sup>. 2KG completed the final punch list walkthrough and operated the system successfully. City staff re-winterized the system on November the 24<sup>th</sup>.

Dryden Electric Inc. finished the Wait Park electrical power upgrades in time to Light up the Night.

## Park Maintenance

By the middle of November all the mowing had been completed for the year. Staff then turned its attention to leaf removal. NW Tree Specialists removed a hazard tree and addressed a tree that posed a concern to our neighbor at Community Park. Staff also removed hazard limbs and removed storm debris over the last couple of months. All the parks and buildings were winterized by the middle of November. Building maintenance issues were addressed as found. Staff trimmed shrubs to address vision clearances and cleaned up the Veterans Memorial for Veterans Day. The Parks Department installed holiday lighting throughout the downtown and at Wait Park.

Canby Municipal Courts community service referrals were not utilized in the parks due to COVID-19.

The Parks Department spent 10 hrs. addressing graffiti and vandalism over the last two months.

Regular maintenance was not performed at the 34 areas the Parks Department is responsible for, the Adult Center, Arneson Gardens Horticultural Park, Baker Prairie Cemetery, Beck Pond, Community Park (River), CPIP sign, Disc Golf Park, Eco Park natural area, Faist V property, Holly & Territorial welcome sign property, Hulbert's welcome sign property, Klohe Fountain, Knights Bridge right of way, Legacy Park, South Locust Street Park, Logging Road Trail and Fish Eddy/Log Boom property, Maple Street Park, Nineteenth Loop Natural area, Northwood Estates Park, NW 1<sup>st</sup> Ave., NW 2<sup>nd</sup> Ave., Police Department landscaping, Simnitt Property, Skate Park, Shop Ground, Swim Center, Timber Park, Territorial Estates Future CLC Park, Transit Bus Stop, Triangle Park, Wait Park, Willow Creek Wetlands (19<sup>th</sup> Loop), WWTP property and Zion Cemetery.

## Meetings attended

I attended the Park and Recreation Boards zoom meetings.

I met with NW Tree Specialists regarding hazard tree inspections and removals.

I met with Ross Recreation and GR Morgan regarding the S. Locust playground install schedule.

## Zion Cemetery

At the cemetery storm/leaf debris removal, mowing, floral decoration cleanup, building maintenance issues and sexton duties were performed. Canby Municipal Courts community service referrals were not utilized at the cemetery. **For November and December we received 0 hours of labor at the cemetery from the court referrals. Due to the new social distancing practices, we were not able to utilize this labor force.**

## For your Information

Please see attached park maintenance actual hours for the months of November and December 2020. Hours are based on number of employee's (each day) x 7.5hrs.

Parks Department	November 2020 Actual Hours																															Total
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Adult Center																																0.0
Arneson Gardens		0.5				0.5			0.5				1.0			0.5			0.5	0.5			1.0		1.0					1.0		7.0
Baker Prairie Cem.									5.0																							5.0
Beck Pond						1.5																								1.0		2.5
Community Park		5.0	2.0	1.0		3.0			1.5	1.0		6.0	6.0			5.5		1.0	1.0	1.0			3.0		11.5					2.0		50.5
CPIP Sign Property																																0.0
Disc Golf Course																																0.0
Eco Park		0.5							0.5				0.5						0.5				0.5		0.5					1.0		4.0
Faist V (5)																																0.0
Holly-Territorial Sign																																0.0
Hulberts-sign property		1.5																														1.5
Klohe Fountain																																0.0
Knights Brdg.																																0.0
Legacy Park		10.0	1.0	1.0		2.5			1.0				1.0			1.0			0.5	1.0			2.0	3.0	1.0					1.0		26.0
S. Locust Park		2.0	1.0		12.5	1.0			11.0	2.0			1.0			5.0			30.0	17.0			11.0	12.0	1.0					1.0		107.5
Logging Rd. Path		3.0				1.0			1.0	2.5			4.0			2.0		24.5	1.0	1.0					2.0					1.0		43.0
Fish Eddy-Log Boom			0.5																													0.5
Maple St. Park		6.0	1.0	1.0		3.0			1.5	22.5			8.0			2.0		1.0	1.0	1.0			5.0	22.5	3.0					2.0		80.5
19th Loop																																0.0
Northwood Park		4.0				1.0							0.5			1.0				0.5			1.0		1.0					0.5		9.5
Street Landscaping						4.0										2.0									2.0							8.0
Storm/Collect mow																																0.0
Police Department																																0.0
Simnitt Property																																0.0
Skate Park		0.5	0.5			0.5			2.0				0.5			1.0			0.5	0.5			1.5		1.0					0.5		9.0
Shops/tools-trucks		0.5	0.5	2.0		2.0							1.0			2.0			0.5	2.0					2.0							12.5
Swim Center																																0.0
Territorial-CLC Prop.																																0.0
Timber Park		0.5	0.5			1.5			1.0				1.0			1.0		1.0	0.5	0.5			2.0		1.0					1.0		11.5
Transit Bus stop		2.0		0.5		1.0			1.0				1.0			1.0		0.5	0.5	1.0			1.0		1.0					1.0		11.5
Triangle Park																																0.0
Wait Park		1.5	28.0	2.0	22.0	22.5			1.0	15.0		39.0	16.5			15.0	42.5	16.0	14.0	16.0			16.0	15.0	14.0					35.0		331.0
Veterans Memorial			0.5	30.0																			1.0									31.5
WWTP property																																0.0
Zion Cemetery		7.5	10.0	4.5	15.0	7.5			15.0			7.5	7.5			4.5	10.0	7.5	2.0				7.5		2.0					1.0		109.0
Administration		7.5	6.0	7.5						2.0			3.0			5.0		1.0		2.0					1.0					2.5		37.5
Monthly Total																																899.0

Monthly Total 899.0



Parks Department	December 2020 Actual Hours																															Total	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Adult Center																12.0																12.0	
Arneson Gardens		1.0		0.5					0.5		1.0			0.5			0.5	7.5			4.0		1.0					3.0	7.0		2.0	28.5	
Baker Prairie Cem.																																0.0	
Beck Pond																														2.0		2.0	
Community Park		4.0	0.5	11.0			2.0	4.0	4.5	11.5	15.0			27.0	39.0	0.5	1.0	5.0			8.0	1.0	2.0					3.0	1.0	2.0	6.0	148.0	
CPIP Sign Property																																0.0	
Disc Golf Course																																0.0	
Eco Park							0.5											1.0			0.5							0.5			1.0	3.5	
Faist V (5)																																0.0	
Holly-Territorial Sign																																0.0	
Hulberts-sign property																																0.0	
Klohe Fountain																																0.0	
Knights Brdg.																																0.0	
Legacy Park		1.0	5.5	2.0			2.0		0.5	0.5	1.0			1.0		11.5	1.0	3.0			1.0	1.0	2.0					3.5	1.5		1.0	39.0	
S. Locust Park		1.0	0.5	1.0			17.0	20.0	17.0	16.0	18.5			1.0		0.5	3.0	1.0				1.0	1.5					1.5	1.0		1.0	102.5	
Logging Rd. Path				1.0			1.0		1.0					1.0							1.0							1.0			2.0	8.0	
Fish Eddy-Log Boom				0.5			0.5											1.0										0.5			0.5	3.0	
Maple St. Park		1.0	27.0	1.0			2.0		1.0	0.5	1.5			1.0		0.5	2.5	3.5			2.0	1.0	4.0					2.0	2.5		1.0	54.0	
19th Loop																																0.0	
Northwood Park			2.5	0.5					0.5		0.5			1.0							1.0		1.0					1.0			1.0	9.0	
Street Landscaping			15.0	15.0			15.0	15.0	15.0	15.0							15.0				5.0	22.5	15.0							20.0	1.0	168.5	
Storm/Collect mow																						15.0										15.0	
Police Department																	12.0															12.0	
Simnitt Property																																0.0	
Skate Park				0.5					0.5					0.5		1.0		1.0			0.5		1.0					1.0			1.0	7.0	
Shop/ tools-trucks																		4.5			2.0		2.0					1.0	3.0	6.0		18.5	
Swim Center																18.0																18.0	
Territorial-CLC Prop.																																0.0	
Timber Park		1.0	0.5	1.5			1.5		0.5	0.5	1.0			1.0		0.5	0.5	1.0				0.5	1.0					1.5	1.0		1.0	14.5	
Transit Bus stop			0.5	1.0			1.0		0.5		1.0			1.0		0.5	4.5				1.0	0.5	1.0					1.5			1.0	15.0	
Triangle Park				4.0														4.5														8.5	
Wait Park	48.0	24.5	0.5	1.5			2.0	9.0	10.0	3.0	2.0			9.0		1.0	1.0	3.5			14.0	2.5	6.0					1.5	5.5		2.0	146.5	
Veterans Memorial																												3.0				3.0	
WWTP property																																0.0	
Zion Cemetery	2.5	11.5		1.0			7.5	4.5						7.5	13.5	7.5	7.5				2.0							12.0	7.5		1.0	85.5	
Administration	2.0			3.0			0.5		1.0		1.0			1.0			4.0				3.0		1.0						7.5			24.0	
Monthly Total																																	945.5



**City of Canby Bi-Monthly Report**  
**Department: Development Services**  
**For Months of: November & December 2020**

To: The Honorable Mayor Hodson & City Council  
From: Ryan Potter, AICP, Senior Planner  
Prepared by: Laney Fouse Lawrence, Planning Office Specialist II  
Through: Scott Archer, City Administrator  
Date: 1/12/2021

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The following report provides a summary of Planning and Development Services activities for the months of November and December, 2020. Please feel free to call department staff if you have questions or desire additional information about any of the listed projects or activities. This report identifies ongoing planning activities, a list of submitted land use applications, and a list of projects for which the City has performed site plan review for building permits.

**Development Services Activities:**

- 1. Planning Director Position.** The Development Services Department is pleased to announce that the City's new Planning Director is Don Hardy, who started on January 4, 2020. Don brings with him a wealth of experience in the planning field and is currently becoming acquainted with the department's many ongoing activities and processes. One of Don's goals is to analyze development trends in Canby and use that analysis to inform a longer-range look at where the City is headed.
- 2. Work Sessions.** A number of works sessions aimed at informing and/or soliciting input from the City's decision-makers (i.e., City Council, Planning Commission) and relevant citizen committee members on planning-related issues are being planned for 2021. Subjects include traffic studies/thresholds, system development charges (SDCs), potential changes to the City's fencing regulations, and state housing mandates.
- 3. Industrial Connector Road.** On December 14, 2020, Planning Commission voted to forward a recommendation for approval of an amendment to the City's 2010 Transportation System Plan (TSP). This amendment will identify a revised alignment for a future industrial connector road, which will provide a direct connection between the Canby Pioneer Industrial Park and Highway 99E. Showing an updated alignment for the facility in the TSP allows the City to use transportation SDCs to develop and construct the road. This item will be heard by City Council on January 20, 2020.
- 4. Wireless Telecommunications Code.** After a series of work sessions and a recommendation for approval by Planning Commission on November 9, 2020, City Council adopted amendments to Title 16 of the Canby Municipal Code on November 18, 2020 pertaining to wireless telecommunications infrastructure. These amendments consolidate and expand the City's regulations pertaining to wireless telecommunications, including new provisions that reflect emerging technologies, address new federal regulations, and allow the City to review new installations in a timely and legally-defensible manner.
- 5. Parks Master Plan.** Planning, Public Works, and Finance Staff are currently finalizing an RFP for preparation of a Citywide Parks Master Plan later this year. The plan will establish a long-range vision for the City's parks and recreational amenities and will identify priority projects and methodologies for funding those projects.
- 6. New State Housing Mandates.** Planning Staff continue to monitor new state requirements and coordinate with DLCD on housing mandates and other legislative directives. The next step in the City's implementation of (and compliance with) House Bills 2001 and 2003 is to pursue formal Council adoption of the previously prepared and reviewed Housing Needs Analysis with the inclusion of necessary actionable items.

## **LAND USE APPLICATION ACTIVITY**

### **1. Pre-Application Conferences Submitted November 1 – December 31, 2020:**

- **PRA 20-09, VLMK** – This proposed development of 47.54 acres that would include the construction of an 800,000-square-foot speculative light industrial building. The development would include a lot consolidation or property line adjustment.
- **PRA 20-10, Northwood Estates Phase 4** – This 15-lot subdivision encompasses three tax lots along NE 10<sup>th</sup> Ave between N Birch and N Douglas Streets (outlined in red on map). The original properties addressed in the Development Agreement included Tax Lot 200 and 1700, which surrounded a privately owned 1.03-acre lot that was shown as a future development in the master plans. This year the property owner of Tax Lot 300 relocated and the development group purchased the property to add to Phase 4. The total number of lots is unchanged from the original development agreement, with 15 of these lots in Phase 4.
- **PRA 20-11, 442 NW 4<sup>th</sup> Avenue, Multi-Family Development Proposal** – This property is zoned R-2, High Density Residential. The applicant is requesting to remove an existing family residence and replace it with five dwelling units consisting of one duplex and one triplex. The triplex would face NW 4<sup>th</sup> Avenue and the duplex would face the alley.



### **2. Pre-Construction Conferences held November 1 – December 31, 2020: None during this time period.**

### **3. PC Agenda Items Reviewed November 1 – December 31, 2020:**

- To consider a request to construct a 4-townhome subdivision on approximately 0.15 acres of land located on NW 3rd Avenue in an R-2 High Density Residential Zone. (SUB 20-03 Schneider Square Subdivision).
- To consider a request to make minor amendments to the City's 2010 Transportation System Plan (TSP). These amendments reflect a revised alignment for a connector road between the Canby Pioneer Industrial Park and State Highway 99E, which was previously planned as an extension to Otto Road but is proposed to be an extension of S Walnut Street. (TA 20-02 2010 TSP Amendments).
- To consider a request to make proposed code amendments for the new micro cell technology and the telecommunication facilities. (TA 20-01 Telecommunications Facilities).
- To consider a request to open a CrossFit Gym at 301 S Redwood St, zoned LI – Light Industrial Zone (CUP 20-03 Kinney CrossFit Gym)



**4. Site Plans Submitted for Zoning Conformance and Authorization for Release of County Building Permits  
November 1 – December 31, 2020:**

CITY FILE #	APPLICANT	PROJECT	LOCATION
SP 20-201	Richard Hughes	ADU	1190 SE 17th Ave
SP 20-202	Ed Netter Homes	SFR	Ivy Ridge, Lot 11
SP 20-203	Richmond American Homes	SFR	Redwood Landing Lot 36
SP 20-204	Ed Netter Homes	SFR	Ivy Ridge Lot 22
SP 20-205	Ed Netter Homes	SFR	Ivy Ridge Lot 21
SP 20-206	ICON Construction	SFR	Redwood Landing, Lot 22
SP 20-207	Nick Netter	Covered Patio Addition	1340 SE 9th Ave
SP 20-208	Nick Netter	SFR	151 NW 12th Ave
SP 20-209	Ed Netter Homes	SFR	Ivy Ridge, Lot 18
SP 20-210	Ed Netter Homes	SFR	Ivy Ridge, Lot 13
SP 20-211	Dale Borgaes	RADD	1450 N. Birch St
SP 20-212	Kim Meeks	Mechanical Permits	300 S. Redwood
SP 20-213	Michal Pitman	Interior Ripening Rooms	32625 S Mulino Rd
SP 20-214	Ed Netter Homes	SFR	Ivy Ridge Lot 5
SP 20-215	ICON Construction	SFR	Hamilton Acres Lot 34
SP 20-216	ICON Construction	SFR	Hamilton Acres Lot 40
SP 20-217	VLMK	TI Trend Business Center	341 S Sequoia Parkway BLDG C
SP 20-218	Wyatt Fire Protection	TI Caruso	2100 SE 4th Ave
SP 20-219	Verizon	Telecom Modification	505 NW Baker Dr
SP 20-220	Lennar NW	Telecom Collocation	1882 N Holly St
SP 20-221	Ed Netter Homes	SFR	Ivy Ridge Lot 24
SP 20-222	Ed Netter Homes	SFR	Ivy Ridge Lot 16
SP 20-223	ICON Construction	SFR	Hamilton Acres Lot 4
SP 20-224	ICON Construction	SFR	Hamilton Acres Lot 5
SP 20-225	ICON Construction	SFR	Hamilton Acres Lot 6
SP 20-226	ICON Construction	SFR	Hamilton Acres Lot 20
SP 20-227	ICON Construction	SFR	Hamilton Acres Lot 31
SP 20-228	Westwood Homes	SFR - Model Home	Postlewait Estates, Lot 3
SP 20-229	ICON Construction	SFR	Hamilton Acres Lot 33
SP 20-230	Whiskey Hill Home Remodeling	RADD	1467 NE 16th Ave
SP 20-231	Wyatt Fire Protection	TI	1265 SE 3rd Ave
SP 20-232	Ed Netter Homes	SFR	Ivy Ridge Lot 12
SP 20-233	Kim Meeks	TI	687 SE 1st Ave
SP 20-234	ICON Construction	Demo	1268 N Redwood
SP 20-235	ICON Construction	SFR	Hamilton Acres Lot 32
SP 20-236	ICON Construction	SFR	Hamilton Acres Lot 3

**5. Signs Submitted for Plan Review November 1 – December 31, 2020:**

CITY FILE #	APPLICANT	PROJECT	ADDRESS
<b>SN 20-11</b>	ESA Signs	Monument Sign	1004 NE 4th Ave
<b>SN 20-10</b>	Los Dorados (Guacamole Bowl)	Wall Sign	1011 SW 1st St



**6. Active Permit Finals for Occupancy by Clackamas County, November 1 – December 31, 2020:**

<b>FINALS DATE</b>	<b>APPLICANT</b>	<b>PROJECT</b>	<b>ADDRESS</b>
12/30/2020	Richmond American Homes Of Oregon Inc	NSFR	1546 N River Alder St
12/30/2020	Richmond American Homes Of Oregon Inc	NSFR	1521 N Sweetgum St
12/29/2020	Richmond American Homes Of Oregon Inc	NSFR	1525 N River Alder ST
12/28/2020	Lennar Northwest Inc	NSFR	452 SW 16TH AVE
12/21/2020	Richmond American Homes Of Oregon Inc	NSFR	1568 N RIVER ALDER ST
12/18/2020	Lennar Northwest Inc	NSFR	454 SW 16TH AVE
12/17/2020	Ed Netter Construction Inc	NSFR	1910 S FIR LOOP
12/17/2020	Richmond American Homes Of Oregon Inc	NSFR	1524 N RIVER ALDER ST
12/16/2020	Stonecreek Development	NSFR	965 NE 18TH AVE
12/15/2020	Richmond American Homes Of Oregon Inc	NSFR	1693 NE 15TH AVE
12/14/2020	Lennar Northwest Inc	NSFR	1713 S EVERGREEN ST
12/14/2020	Richmond American Homes Of Oregon Inc	NSFR	1564 N SWEETGUM ST
12/9/2020	Richmond American Homes Of Oregon Inc	NSFR	1585 N SYCAMORE ST
12/4/2020	Nick Netter Construction Inc	NSFR	2086 SE 12TH AVE
12/4/2020	Ed Netter Construction Inc	NSFR	1902 S FIR LOOP
12/3/2020	Lennar Northwest Inc	NSFR	1725 S EVERGREEN ST
12/3/2020	B & K Development Inc	NSFR	1030 N HAWTHORNE CT
12/2/2020	Lennar Northwest Inc	NSFR	1749 S EVERGREEN ST
11/30/2020	Lennar Northwest Inc	NSFR	1737 S EVERGREEN ST
11/30/2020	Lennar Northwest Inc	NSFR	1726 S EVERGREEN ST
11/24/2020	Lennar Northwest Inc	NSFR	469 SW 16TH AVE
11/23/2020	Richmond American Homes Of Oregon Inc	NSFR	1597 NE 15TH AVE
11/20/2020	Richmond American Homes Of Oregon Inc	NSFR	1728 NE 15TH AVE
11/19/2020	Ed Netter Construction Inc	NSFR	335 SW 18TH AVE
11/18/2020	Richmond American Homes Of Oregon Inc	NSFR	1545 N SPRUCE ST
11/18/2020	Richmond American Homes Of Oregon Inc	NSFR	1545 N SPRUCE ST
11/16/2020	Richmond American Homes Of Oregon Inc	NSFR	1541 N SYCAMORE ST
11/16/2020	Lennar Northwest Inc	NSFR	1714 S EVERGREEN ST
11/13/2020	Charles Clark Const Ltd	NSFR	912 N LOCUST ST
11/13/2020	Charles Clark Const Ltd	NSFR	902 N LOCUST ST
11/9/2020	Lennar Northwest Inc	NSFR	467 SW 16TH AVE
11/6/2020	Heritage Homes Of Molalla Oregon Inc	NSFR	2260 SE 11TH PL
11/6/2020	Richmond American Homes Of Oregon Inc	NSFR	1523 N SPRUCE ST



City of Canby Bi-Monthly Report Department: Police  
November / December 2020

To: The Honorable Mayor Hodson and City Council  
From: Chief Bret Smith  
Through: Scott Archer, City Administrator  
Date: January 8, 2021

	November	December
Calls for Service Dispatched 911 and non-emergency calls	710	788
<b>Property Crimes Reported</b>		
Burglary	1	1
Unauthorized Use of Motor Vehicle / Unlawful entry of Motor Vehicle	5	4
Fraud	1	2
Robbery	0	0
Theft I, II, & III	9	16
Forgery	1	1
Trespass	2	2
Vandalism (Criminal Mischief)	1	13
<b>Person Crimes Reported</b>		
Assault I, II, IV	2	2
Carrying Concealed Weapons (knife, blade, etc.)	0	0
Disorderly Conduct (includes resisting arrest)	1	2
Endangering Welfare of a Minor/Recklessly endangering	1	0
Felon in possession of firearm/restricted weapon	0	0
Harassment, Intimidation or Threats	2	3
Identity Theft	7	2
Interfering with Peace Officer	1	0
Menacing	0	0
Sex Offenses	2	3
Strangulation	0	0
<b>Arrests</b>		
Warrant Arrests (and contempt of court, restraining order, parole violations)	16	8
Adult and Juvenile Custodies (includes juvenile curfew)	34	25
<b>Drug Crimes</b>		
Possession Controlled Substance (Cocaine, Heroin, Marijuana, Meth.)	4	3
Delivery of a Controlled Substance (Cocaine, Heroin, Marijuana, Meth.)	1	0
Manufacture Controlled Substance (Cocaine, Heroin, Marijuana, Meth.)	0	0
<b>Traffic Crimes, Accidents, Citations</b>		
Attempt to Elude	6	1
Driving Under the Influence of Intoxicants	11	5
Other Traffic Crimes (hit & run, driving while suspended, etc.)	14	8
Traffic Accidents	4	11
Traffic Citations	291	213

Crimes combine misdemeanor and felony offenses,  
reported to State of Oregon for inclusion in the annual national FBI crime report.



**City of Canby Bi-Monthly Report**  
**Department: Public Works**  
**For Months of: November & December 2020**

To: The Honorable Mayor Hodson & City Council  
From: Jerry Nelzen, Interim Public Works Director  
Prepared by: Same as above  
Through: Scott Archer, City Administrator  
Date: 1/6/2021

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**Facilities**

Facility Maintenance and Public Works Department working together to remove water from the old library’s roof to stop the flooding inside the building.



Facilities	Total Hours
November	136
December	152



## Streets Department

Public Works Employee, Neil working with the Knights of Columbus on community activities.



November Streets	Total Hours
Street Sweeping	151
Street Maintenance	150
Sidewalks	14
Driveway Approach & Sidewalk Inspections	9
Street Sign Manufacturing	7
Street Sign Installation	6
GIS Mapping	87

December Streets	Total Hours
Street Sweeping	135
Street Sweeper Maintenance	5
Street Maintenance	166
Sidewalks	2
Driveway Approaches	2
Street Sign Manufacturing	28
Street Sign Maintenance	3
Tree Trimming/Removal	24
Street Lights	2
GIS Mapping	50



## Sewer Collections

Fixing sanitary lateral sewer at 940 N Maple Street.



November Sewer	Total Hours
Sewer Cleaning	4
Sewer Maintenance/Repair	77
Sewer TV	3
Lift Station Maintenance	10
Locating Utilities	68
Sewer Inspections	21
Vector Usage	10

December Sewer	Total Hours
Sewer Cleaning	158
Sewer TV	28
Sewer Laterals/Maintenance	159.5
Lift Station Maintenance	33
Locating Utilities	58
Sewer Inspections	3.5
Vector Usage	30

## Storm Water

Street sweeping training with Public Works employees.



November Stormwater	Total Hours
Catch Basins Maintenance/Repair	9.5
Erosion Control	6
Drywell Maintenance	2
Drying Beds	3
Vactor Usage	5

December Stormwater	Total Hours
Catch Basins Maintenance/Repair	4
Drywell Maintenance	1
Erosion Control	4
Drying Beds	1





**City of Canby Bi-Monthly Report**  
**Department: Canby Swim Center**  
**For Months of: November & December 2020**

To: The Honorable Mayor Hodson & City Council  
From: Eric Laitnen, Aquatic Program Manager  
Prepared by: Same as above  
Through: Scott Archer, City Administrator  
Date: 1/5/2021

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October and the first half of November went pretty well with our scaled down schedule. We didn't have any COVID events at the swim center. Most everyone was following all our COVID protocols and physically distancing themselves from others. We do have a few people that we must remind every visit, but they got better. The schedule of one swimmer per lane for 45 minutes allowed us time to clean between swimmers. Customers got accustom to our registration schedule and we had most times full from 6 am to 3pm. In the afternoon Canby Swim teams came in for practice, both the Canby Gators and Canby High school have swim times and we limited the numbers and again clean between groups. Both swim teams followed all the guidelines pretty well, kids usually handle this kind of change well.

I am trying to get employees to stay around but we are going to need to be very proactive with hiring new employees before our schedule returns to what it once was. I have lost a couple more employees since this last closure and I hope to have enough staff when we open to our short schedule again.

Numbers aren't really comparable to last year. We had 1,000 swims in November this year before we were shut down. Last year in November we had just under 4,000 swimmers. December this year no swimmers. Revenue thru December is \$4,037 for 2020. Revenue thru December for last year was \$66,500. Revenue is not as important as being able to offer some service to the community, we would like to be able to provide at least some programing.

Currently we are getting some repairs done on HVAC system, earlier this year we had all the control systems replaced and upgraded. Now we are getting the heating unit replaced. We are also doing repairs on other systems and continue to look into upgrading the front part of the building, office and more importantly dressing rooms. Other staff continues to do zoom training with part time employees so they keep skills up to date.

SUBJECT: Attendance Numbers for November 2020  
DATE: January 2021

CANBY SWIM CENTER November	ADMIT 2019	ADMIT 2020	PASS 2019	PASS 2020	TOTAL 2019	TOTAL 2020	YTD TOTAL 19-20	YTD TOTAL 20-21
MORNING LAP	26	66	269	325	295	419	1547	1494
ADULT RECREATION SWIM	21	28	301	138	322	166	2036	538
MORNING WATER EXERCISE	63	0	374	0	437	0	2192	0
PARENT/ CHILD	96	0	0	0	96	0	798	0
MORNING PUBLIC LESSONS	102	0	0	0	102	0	2930	0
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	65	0	259	0	324	0	1207	0
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	154	0	15	0	169	0	2241	0
PENGUIN CLUB	0	0	0	0	0	0	1042	0
CANBY H.S. SWIM TEAM	0	0	273	58	273	58	273	266
CANBY GATORS	0	0	806	373	806	373	2570	1378
MASTER SWIMMING	0	0	11	0	11	0	30	0
EVENING LESSONS	627	0	0	0	627	0	5022	0
EVENING LAP SWIM	24	0	48	0	72	0	429	0
EVENING PUBLIC SWIM	201	0	8	0	209	0	1652	0
EVENING WATER EXERCISE	0	0	0	0	0	0	181	0
ADULT SWIMMING	0	0	0	0	0	0	24	0
GROUPS AND RENTALS	246	0	0	0	246	0	1361	0
OUTREACH SWIMMING	0	0	0	0	0	0	477	0
<b>TOTAL ATTENDANCE</b>	<b>1625</b>	<b>94</b>	<b>2364</b>	<b>894</b>	<b>3989</b>	<b>1016</b>	<b>26012</b>	<b>3676</b>

SUBJECT: Attendance Numbers for December 2020  
DATE: January 2021

CANBY SWIM CENTER December	ADMIT 2019	ADMIT 2020	PASS 2019	PASS 2020	TOTAL 2019	TOTAL 2020	YTD TOTAL 19-20	YTD TOTAL 20-21
MORNING LAP	37	0	257	0	294	0	1841	1494
ADULT RECREATION SWIM	18	0	333	0	351	0	2387	538
MORNING WATER EXERCISE	55	0	323	0	378	0	2570	0
PARENT/ CHILD	0	0	0	0	0	0	798	0
MORNING PUBLIC LESSONS	114	0	0	0	114	0	3044	0
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	62	0	260	0	322	0	1529	0
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	148	0	10	0	158	0	2399	0
PENGUIN CLUB	0	0	0	0	0	0	1042	0
CANBY H.S. SWIM TEAM	0	0	539	0	539	0	812	266
CANBY GATORS	0	0	1218	0	1218	0	3788	1378
MASTER SWIMMING	0	0	10	0	10	0	40	0
EVENING LESSONS	498	0	0	0	498	0	5520	0
EVENING LAP SWIM	28	0	45	0	73	0	502	0
EVENING PUBLIC SWIM	128	0	10	0	138	0	1790	0
EVENING WATER EXERCISE	0	0	0	0	0	0	181	0
ADULT SWIMMING	15	0	0	0	15	0	39	0
GROUPS AND RENTALS	182	0	0	0	182	0	1543	0
OUTREACH SWIMMING	0	0	0	0	0	0	477	0
<b>TOTAL ATTENDANCE</b>	<b>1285</b>	<b>0</b>	<b>3005</b>	<b>0</b>	<b>4290</b>	<b>0</b>	<b>30302</b>	<b>3676</b>



**City of Canby Bi-Monthly Report**  
**Department: Transit**  
**For Months of: November & December 2020**

To: The Honorable Mayor Hodson & City Council  
From: Todd Wood, Transit Director  
Prepared by: Same as above  
Through: Scott Archer, City Administrator  
Date: 1/5/2021

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1) Grant Funding and Contracts:

The following grant activities have taken place:

- Monthly Elderly and Disabled transportation reports were submitted to TriMet.
- A new State Transportation Fund grant request has been submitted for the 2022-2023 biennium to TriMet. This fund supports the CAT Dial-A-Ride Program
- A new 5310 grant request has been submitted for the 2022-2023 biennium to TriMet. This fund supports the CAT Dial-A-Ride Program
- The State Transportation improvement project forms have been submitted to TriMet for the 2022-2023 biennium.
- The new 5311 cares act needs based grant has been fully signed and approved in the amount of \$180k for a new van purchase, fare replacement and operating funds for the new van.

2) Ridership:

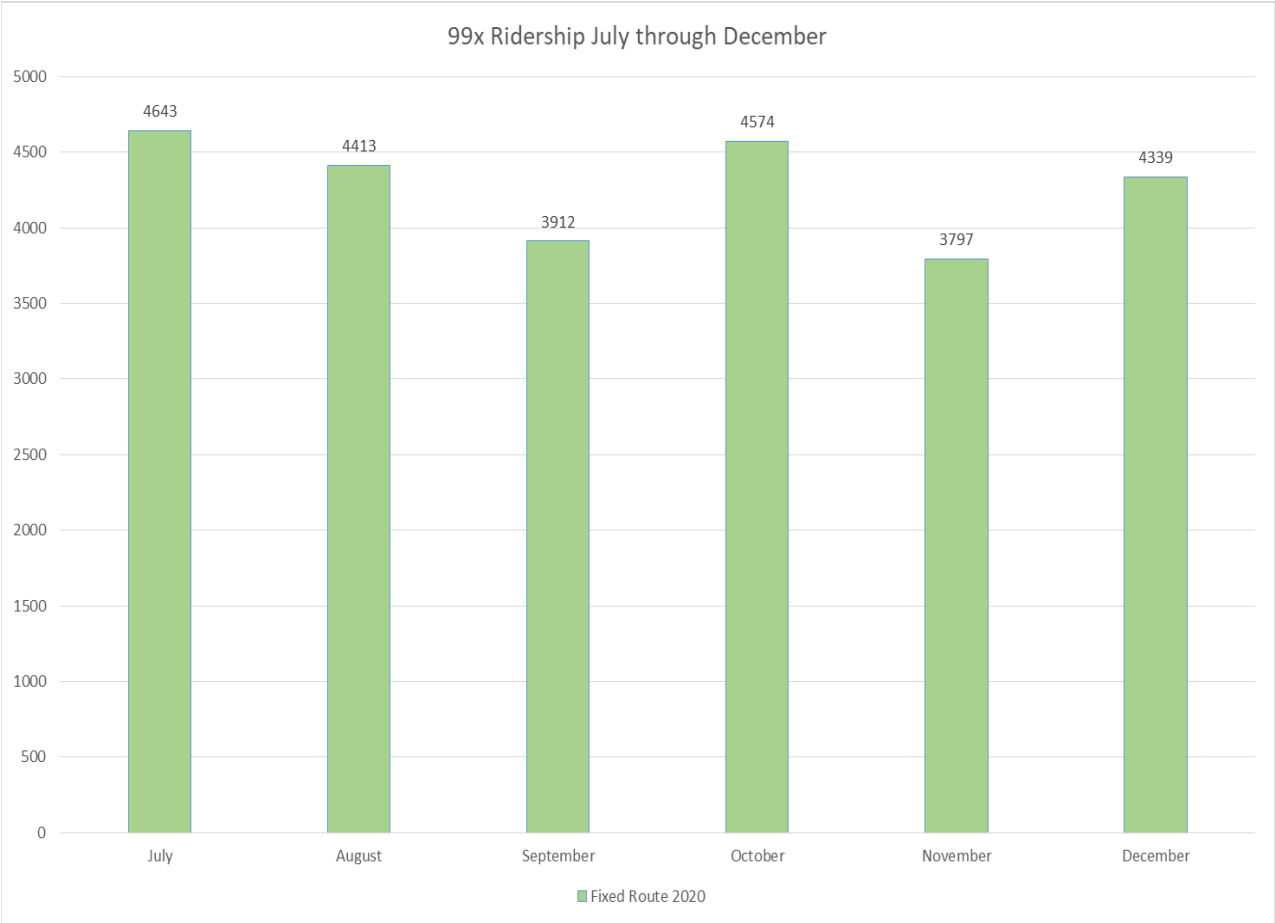
CAT has continued to operate as normal during the COVID pandemic providing critical trips for those who have no other transportation options. Additionally, fixed route has continued to carry critical workers to places of employment including hospitals, nursing homes, grocery stores etc.

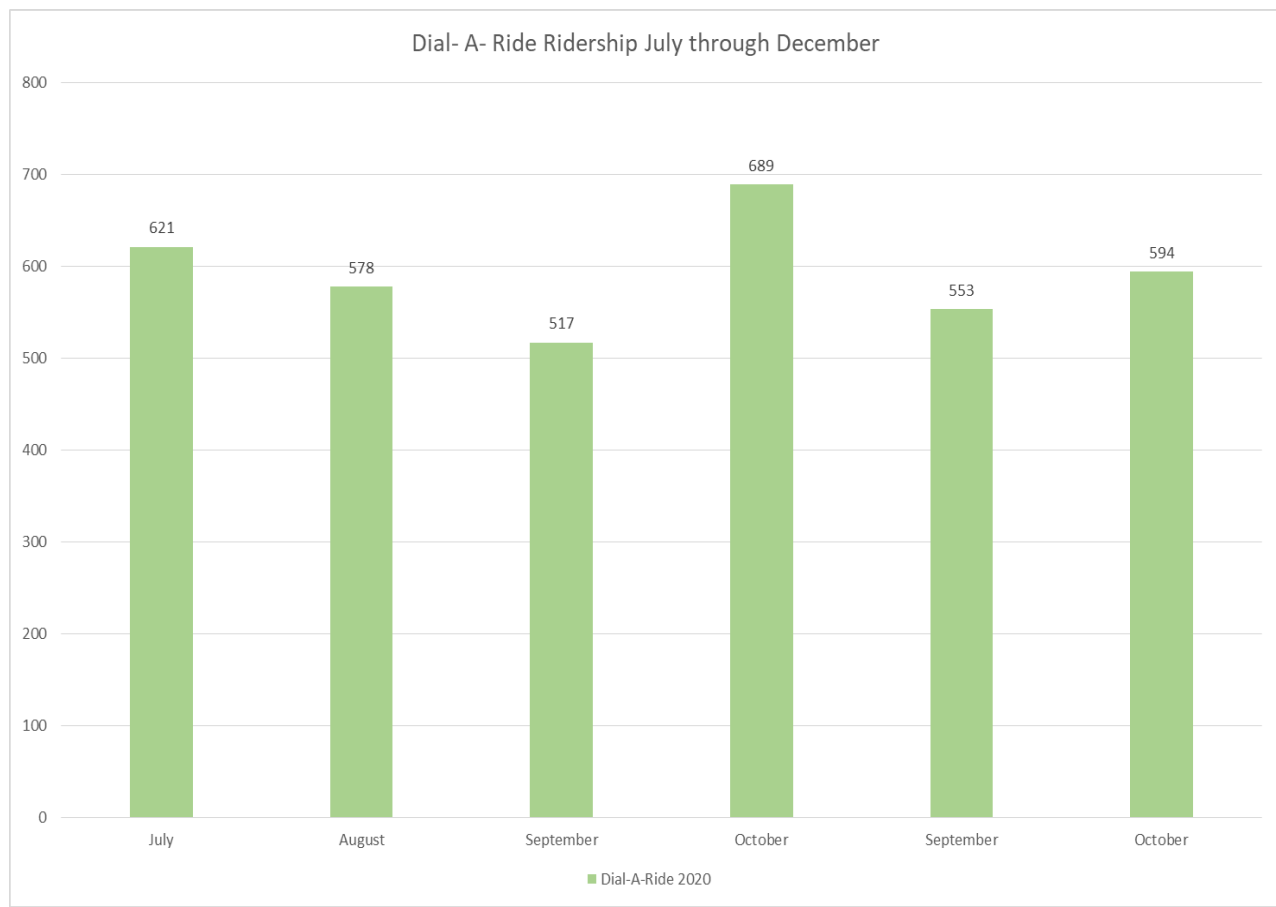
Due to the fact that many businesses closed for in person and most have been social distancing, ridership has taken a steep decline. Fixed route saw an initial drop of more than 40% while Dial-A-Ride services saw an initial drop of nearly 80%.

Ridership is slowly returning and will continue to do so, however, the system will continue to see ridership well below normal for quite some time. The most recent pause has slowed recovery.

November average weekday daily fixed route ridership:	175 trips
November average weekend daily fixed route ridership:	75 trips
December average weekday daily fixed route ridership:	183 trips
December average weekend daily fixed route ridership:	76 trips

November average weekday Dial-a-Ride route ridership:	25 trips
November average weekend Dial-a-Ride route ridership:	12 trips
December average weekday Dial-a-Ride route ridership:	25 trips
December average weekend Dial-a-Ride route ridership:	12 trips





### 3) COVID-19 responses:

Due to COVID-19 transit continues to operate with following restrictions in place:

- a) The rider of the month program is suspended.
- b) All fares are suspended until further notice. All rides are free.
- c) All buses have been reduced in capacity to meet COVID social distancing guidelines.
- d) All buses are being cleaned and disinfected on a daily basis by drivers.
- e) Barriers have been installed to protect drivers.
- f) All drivers have been provided with PPE use while operating their vehicle.
- g) All passengers are required to wear masks. Masks are being provided as needed.

### 4) Transit Advisory Committee:

The advisory committee will meet January 21, 2020 at 6:00 PM via Zoom.

The advisory committee met on November 19, 2020 via zoom to discuss state transportation improvement projects for the next biennium. The group unanimously approved the continuation of Saturday service and the funding of a new city circulator.

Discussions about the circulator began with a brief overview of costs, and options. The discussion will continue on the January meeting.

### 5) New Offices update:

The study for the location of the new offices has been completed with recommendations by Engineer McLeod and Water Leaf construction. Funding options are being explored currently. A work session will be held to discuss the various options and funding.

6) State Transportation Improvement fund:

On December 30, 2020 Todd submitted the final application to TriMet for the 2022-2023 biennium STIF projects. Those include:

- Continued Saturday Service
- A new City Circulator
- Service Preservation (a place holder in case funds come in higher than expected)

The projects now go to the TriMet board for final approval before being submitted to the state in February.

7) New RFP for transit services:

The contract with MV transportation expires June 20, 2021 and no more extensions are allowed. A new RFP is being drafted to secure a new contract to provide services. The RFP will be ready by late January.





**City of Canby Bi-Monthly Report**  
**Department: Wastewater Treatment Plant**  
**For Months of: November & December 2020**

To: The Honorable Mayor Hodson & City Council  
From: Dave Conner, PW Operations Supervisor–WWTP  
Prepared by: Same as above  
Through: Scott Archer, City Administrator  
Date: 12/30/2020

**Facility Operation & Maintenance:**

The water quality for the months of November and December remain good with no violations. Plant Operators continue daily process control and operations of the plant to maintain NPDES permit compliance. All reports and DMR's were completed on time and without any issues. The primary clarifier project is still moving forward.

The list below highlights a few of the maintenance tasks and WWTP program duties since the last bi-monthly report.

- Installed new bearings, upper drive roller and belt on conveyor #2.
- New Belts installed on Belt Press.
- Installed new water pressure switch on belt press.
- New bearings on conveyor #1.
- Drain and clean Primary Clarifier for bypass plant upgrade.
- Load Bank testing completed on 750KW and 200KW generator.
- Decommissioned equipment sold on GovDeals.
- Installed new proximity sensors on belt press.
- Installed booster step on Effluent Filter splitter box.
- Traced existing communication wires for upcoming flowmeter project.
- Created training Matrix for plant operations.
- Routine daily maintenance and repairs of equipment, buildings and grounds.

**Biosolids Program**

- **November** Production: Belt run time = 18 days. 6 loads to Heard farms 176 wet tons.
- **December** Production: Belt run time = 17 days. 9 loads to Heard Farms, 262 wet tons.

### **Pretreatment Inspection/Reporting, FOG Program**

- **November** Pump Outs: 13
- Inspections: 1 fog, 3 pretreatment
  
- **December** Pump Outs: 20
- Inspections: 1 fog, 1 pretreatment

Completed compliance sampling from multiple industrial users and general inspections. Issued an enforcement action to Clarios for pH violations.

Pretreatment activities also included monthly review of business license, reviewing environmental surveys, plan review, industrial inspection, industrial permit/compliance data review of reports and working with businesses on BMP agreements.

### **Daily Lab Activity**

- Routine daily lab procedures, process control and permit testing.
- Continued OSU Covid 19 Wastewater Study sampling.
- Ongoing industrial sample testing.
- Weekly BOD's, E-coli, solids, NH3 and Alkalinity testing.
- Continued monitoring and calibrating of aeration basin D.O meters.

### **Personnel Meetings/Training Attended**

- Work site safety and city safety meeting.
- Covid-19 training.
- Annual hearing test.
- Pre-construction meeting.
- ACWA water quality meeting.
- On line continuing education (BNR) training webinar.