



**AGENDA**  
**JOINT WORK SESSION OF CANBY CITY**  
**COUNCIL & PARKS & RECREATION**  
**ADVISORY BOARD & PARKS MASTER**  
**PLAN STEERING COMMITTEE – 5:30 PM**

**REGULAR MEETING – 7:30 PM**

**June 1, 2022**

**Hybrid/Virtual Meeting/Council Chambers**  
**Council Chambers - 222 NE 2<sup>nd</sup> Avenue, 1<sup>st</sup> Floor**

**Register here to attend the meetings virtually:**  
[https://us06web.zoom.us/webinar/register/WN\\_F5jV6504QrOs\\_2kccqvC2w](https://us06web.zoom.us/webinar/register/WN_F5jV6504QrOs_2kccqvC2w)

***The meetings can be viewed on CTV Channel 5 and YouTube:***  
<https://www.youtube.com/channel/UCn8dRr3QzZYXoPUEF4OTP-A>

Mayor Brian Hodson

Councilor Christopher Bangs  
Council President Traci Hensley  
Councilor Art Marine

Councilor Greg Parker  
Councilor Sarah Spoon  
Councilor Shawn Varwig

---

**JOINT WORK SESSION OF CANBY CITY COUNCIL & PARKS &**  
**RECREATION ADVISORY BOARD & PARKS MASTER PLAN STEERING**  
**COMMITTEE – 5:30 PM**

- 1. CALL TO ORDER**
- 2. PRESENTATION OF DRAFT PARKS MASTER PLAN & SDC STUDY**
- 3. ADJOURN**

Pg 1

**REGULAR MEETING – 7:30 PM**

- 4. CALL TO ORDER**
  - a. Invocation
  - b. Pledge of Allegiance
- 5. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:** This is an opportunity for audience members to address the City Council on items not on the agenda. If you are attending in person, please complete a testimony/comment card prior to speaking and hand it to the City Recorder. 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**

speaking virtually please email or call the Deputy City Recorder by 4:30 pm on June 1, 2022 with your name, the topic you'd like to speak on and contact information: [benhamm@canbyoregon.gov](mailto:benhamm@canbyoregon.gov) or call 503-266-0720. Once your information is received, you will be sent instructions to speak.

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

- a. Approval of the Minutes of the April 20, 2022 City Council Work Session and Regular Meeting.

Pg. 162

## 7. ORDINANCES

- a. Consider **Ordinance No. 1573:** An Ordinance authorizing the City Administrator to execute a contract with Curran-Mcleod, Inc. Consulting Engineers for design and construction phase engineering services for the extension of Walnut Street to Highway 99 E. *(Second Reading)*
- b. Consider **Ordinance No. 1574:** An Ordinance amending Canby's Title 16 of the Canby Municipal Code adding newly created Code Chapter 16.81 Middle Housing Model Ordinance and Modifying Existing Chapters 16.04 Definitions, 16.58 Lot Line Adjustment, 16.60 Partitions, 16.68 Subdivisions Final Procedures and Recordation, and 16.89 Application and Review Procedures. *(Second Reading)*
- c. Consider **Ordinance No. 1575:** An Ordinance authorizing the City Administrator to Purchase Bus Shelters, Benches and Lighting from Brasco International of Madison Heights, Michigan. *(First Reading)*
- d. Consider **Ordinance No. 1576:** An Ordinance authorizing the City Administrator to execute a Contract with ML Houck Construction Co. in the amount of \$1,893,228.65 for Construction of the 2022 Street And Utility Improvements Project. *(First Reading)*

Pg. 168

Pg. 182

Pg. 252

Pg. 260

## 8. NEW BUSINESS

- a. Discussion regarding possible cancellation of July 6, 2022 City Council Meeting.

## 9. MAYOR'S BUSINESS

## 10. COUNCILOR COMMENTS & LIAISON REPORTS

## 11. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

## 12. CITIZEN INPUT

## 13. ACTION REVIEW

## 14. ADJOURN

---

\*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Maya Benham at 503-266-0720. A copy of this Agenda can be found on the City's web page at [www.canbyoregon.gov](http://www.canbyoregon.gov).





## CITY COUNCIL STAFF REPORT

Meeting Date: 6/1/2022

To: The Honorable Mayor Hodson & City Council  
Parks and Recreation Master Plan Steering Committee  
Thru: Scott Archer, City Administrator  
From: Ryan Potter, Senior Planner  
Agenda Item: Joint Work Session to Review Draft Parks and Recreation Master Plan  
Goal: Develop a more robust Parks & Recreation Program aligned with the Parks Master Plan  
Objective: N/A

---

### **Summary**

City Staff and the consultant team led by BerryDunn seek feedback from City Council and the Parks and Recreation Master Plan Steering Committee on the contents of the draft Parks and Recreation Master Plan and SDC Methodology Update. Representatives from the consultant team will attend the joint session between the two bodies and will present the draft plan.

### **Background**

The City of Canby is wrapping up a year-long master planning process to update and replace its Parks and Recreation Master Plan. The last plan was adopted in 2009 and no longer reflects the needs, desires, and demographics of the community. The master planning process has been a collaborative effort between City Staff, the Parks and Recreation Advisory Board (serving as the core of a project Steering Committee), and the consultant firm BerryDunn (formerly GreenPlay). The project includes an update to the City's Parks System Development Charge (SDC) Methodology. SDCs are fees paid by new development to offset the increased need for parks and recreational services generated by new residents and workers.

The Parks and Recreation Master Plan examines existing facilities and services to assess the current and ideal future level of services for the community. The plan prioritizes needs and desires for upgrading and improving parks, recreational facilities, athletic fields, amenities, programs, and services. It also explores partnerships with other organizations and funding sources.

A critical element of the Parks and Recreation Master Plan has been public engagement and input. In 2021, the project team conducted focus groups, stakeholder interviews, a public forum, a statistically-valid survey, and an additional "open link" survey to gather information and feedback directly from the community. These inputs, along with site visits, a demographic analysis, an inventory of the City's existing facilities, and an evaluation of the City's existing policies and operations, have informed the contents of the draft Master Plan. Throughout this process, the Steering Committee has provided leadership and guidance to the project team.

### **Discussion**

City Staff defer to City Council and the Steering Committee on the topics or aspects of the draft Master Plan they wish to discuss.

### **Attachments**

1. Comprehensive Parks and Recreation Master Plan
2. Parks & Recreation Land Dedication and System Development Charges

### **Fiscal Impact**

The policy recommendations and project priorities identified in the draft Master Plan are intended to have a direct impact on the City's budgets for the next five years. The plan is designed to provide City decision-makers with a framework for funding parks projects, their maintenance, and provision of City services. As discussed in the draft plan, these are funded by a variety of means, including but not limited to SDCs, the Parks Maintenance Fee, local levies, grants, and the City's General Fund.

The precise fiscal impact of the plan's implementation will depend on its final list of priorities. Furthermore, Council's adoption of a new SDC methodology will directly impact the amount of parks and recreation funding that is generated by development.

### **Options**

Provide direction to City staff to schedule a subsequent hearing after a public open house on June 8 for further discussion and deliberation.

### **Recommendation**

Staff recommend that the City Council and Parks and Recreation Master Plan Steering Committee discuss and deliberate on the contents of the Comprehensive Parks and Recreation Master Plan and Parks and Recreation Land Dedication and System Development Charges.

### **Proposed Motion**

No motion is required at this time.



# COMPREHENSIVE PARKS AND RECREATION MASTER PLAN

---

**CITY OF CANBY, OR**

**MAY 2022**





# Acknowledgements

## City Council

*Brian Hodson, Mayor*  
*Traci Hensley, Council President*  
*Art Marine, Councilor*  
*Christopher Bangs, Councilor*  
*Greg Parker, Councilor*  
*Sarah Spoon, Councilor*  
*Shawn Varwig, Councilor*

## Administration

*Scott Archer, City Administrator*

## Canby Parks and Recreation and Advisory Board/Steering Committee

*Barry Johnson, Chairperson*  
*Brian Hodson, Council Liaison*  
*Lisa Potter, Secretary*  
*Jim Davis, Board Member*  
*Bruce Parker, Bicycle and Pedestrian Committee*  
*Terri Jones, Board Member*  
*Scott Sasse, Board Member*  
*David Biskar, Board Member*  
*Mark Triebwasser, Board Member*  
*Barbara Karmel, Board Member*  
*Ryan Oliver, Board Member*

## Consultant Team

BerryDunn  
RRC Associates

For more information about this document, contact BerryDunn  
at: 2211 Congress St., Portland, ME 04102: [\(207\) 541-2200](tel:2075412200)  
Email: [info@berrydunn.com](mailto:info@berrydunn.com)

---

## Table of Contents

<b>Executive Summary</b>	<b>1</b>
A. Purpose of This Plan	1
B. Planning Process Summary	1
C. Public Engagement	2
D. Key Issues Summary	2
E. Inventory Assessment and LOS Summary	4
F. Recommended Goals and Objectives Summary Table	7
 <b>Section I: The Planning Context and Integrated Planning Efforts</b>	 <b>9</b>
A. The Strategic Framework – A Foundation for Parks and Recreation Services in Canby	9
B. Past Parks and Recreation Aspirations	11
C. Delivery of Parks and Recreation in Canby	11
D. The Planning Process and Methodology	11
E. Integrated Planning Efforts	13
 <b>Section II: City of Canby Community Profile</b>	 <b>19</b>
A. Demographic Analysis	19
B. Parks and Recreation Influencing Trends	27
 <b>Section III: Community Input – The Foundation of the Master Planning Process</b>	 <b>37</b>
A. Outreach Strategy	37
B. COVID-19 Pandemic	37
C. Focus Group Meetings and Stakeholder Interviews	37
D. Public Forums	40
E. The Needs Assessment Survey	41
 <b>Section IV: Parks and Facilities Inventory and Assessment</b>	 <b>47</b>
A. Inventory – Canby’s System of Parks	48
B. Assessing Parks Based on a Target LOS	51
C. Assessment and Analysis – How Is the City Doing?	52
 <b>Section V: Canby Parks and Facilities LOS</b>	 <b>55</b>
A. Comparing Canby’s Park LOS With Other Similar-Sized Communities	63
B. Outdoor Parks, Properties, and Focus Areas	65
C. Park-Specific Considerations and Recommendations	73
D. Alternative Providers	74
E. Park Classifications	74
F. Capacity Analysis and GRASP® Perspectives	76
 <b>Section VI: Services Analysis</b>	 <b>79</b>
A. Financial Analysis	79
B. Organizational Analysis	87
C. Recreation Program Analysis	90
D. Parks Maintenance and Operations Analysis	103

## Table of Contents

<b>Section VII: The Plan Forward - Key Issues and Action Plan</b>	<b>109</b>
A. Key Issues	109
B. Goals, Objectives, the Action Plan, Cost Estimates, and Prioritization	110

## Table of Figures

Figure 1: Key Elements of the Master Planning Process	2
Figure 2: The Master Planning Framework	12
Figure 3: Projected Population Growth in the City of Canby, 2000 – 2026	20
Figure 4: Age Distribution in Canby Compared to Oregon, United States	21
Figure 5: Race Comparison for Total Population in Canby	22
Figure 6: Age Distribution in Canby	23
Figure 7: Household Overview	23
Figure 8: Median Household Income Distribution, 2021 Estimates	24
Figure 9: Canby County Health Rankings Overview	26
Figure 10: Adult Participation in Fitness Activities	27
Figure 11: Adult Participation in Outdoor Recreation	28
Figure 12: Adult Participation in Team Sports	28
Figure 13: Top 10 Activities for Oregon Residents in 2017	29
Figure 14: Nontraditional Services Desired in Community Centers	32
Figure 15: Racquet Sport Participation From 2014 – 2019	34
Figure 16: Sports Trends by Canby Community Members	35
Figure 17: The Needs Assessment Survey	41
Figure 18: Ethnicity & Race by Canby Community Members	42
Figure 19: Key Findings From the Needs Assessment Survey	43
Figure 20: Key Findings From the Needs Assessment Survey	43
Figure 21: Communication Effectiveness with Canby Community Member	44
Figure 22: Current Methods of Receiving Information by Canby Community Members	44
Figure 23: Preferred Methods of Receiving Information by Canby Community Members	45
Figure 24: Preferred Methods of Receiving Information by Hispanic and Latino Canby Community Members	45
Figure 25: Importance of Parks and Recreation Opportunities to Canby Residents	46
Figure 26: Improvement Areas of Parks and Recreation Opportunities	46
Figure 27: Canby and Surrounding Area	47
Figure 28: Example of Community River Park Scorecard and GIS Inventory	49
Figure 29: Example of a GRASP® LOS Perspectives Heat Map Notes	53



## Table of Contents

Figure 30: Walkability Barriers . . . . .	56
Figure 31: GRASP® Walkable Gap Analysis . . . . .	59
Figure 32: Percentage of Population by Service Level . . . . .	60
Figure 33: Canby Neighborhood Access to Outdoor Recreation . . . . .	61
Figure 34: Neighborhood Gap Analysis . . . . .	62
Figure 35: Percentage of Population by Service Level . . . . .	62
Figure 36: Walkable Access to Playgrounds in Canby Parks (right) . . . . .	69
Figure 37: Population Analysis of 0 – 14-Year-Olds With Walkable Access to Playgrounds . . . . .	69
Figure 38: Dog Ownership in Canby . . . . .	70
Figure 39: Most Important Needs for Improvement (Top Three Choices) . . . . .	72
Figure 40: System Map. Larger scale maps are located in Appendix G . . . . .	75
Figure 41: Support for Canby Swim Center. . . . .	80
Figure 42: Canby Residents’ Support for Potential Funding Sources. . . . .	84
Figure 43: Canby Residents’ Support for Potential Funding Sources by Registered Voters . . . . .	84
Figure 44: Canby Registered Voters’ Preferences for Improvements . . . . .	85
Figure 45: Canby Residents’ Support for the Park Maintenance and Swim Center Operating Fees . . . . .	85
Figure 46: Proposed Organizational Structure. . . . .	89
Figure 47: Parks and Recreation Activities. . . . .	90
Figure 48: Recreation Needs Met in Canby . . . . .	94
Figure 49: Importance Performance Matrix . . . . .	96
Figure 50: Average Important/Performance Matrix by Invite Sample. . . . .	97
Figure 51: Importance of Current Facilities, Amenities, and Events . . . . .	97
Figure 52: Importance of Current Facilities, Amenities, and Events . . . . .	98
Figure 53: Top Three Future Improvements of Parks and Recreation Opportunities . . . . .	98
Figure 54: Importance of Current Facilities, Amenities, and Events . . . . .	98
Figure 55: Top Three Future Improvements of Parks and Recreation Opportunities. . . . .	98
Figure 56: Services Assessment Matrix . . . . .	102
Figure 57: Important Areas for Improvement in Canby . . . . .	103
Figure 58: Improvements by Ethnicity . . . . .	104

## Table of Contents

### Table of Tables

Table 1: Park Classification Acres . . . . .	5
Table 2: Park Facilities, Size, and Components . . . . .	6
Table 3: Age Group Distribution from 2010 to 2021 . . . . .	21
Table 4: Community Recreation Program Need in Oregon, 2017 . . . . .	30
Table 5: Stakeholder Interview Summary . . . . .	38
Table 6: Summary of Parks/Outdoor Locations and Their Components . . . . .	50
Table 7: Indoor Facility Inventory . . . . .	51
Table 8: Park Scores . . . . .	52
Table 9: Target Park Calculation . . . . .	58
Table 10: GRASP® Comparative Data . . . . .	63
Table 11: Canby Capacities . . . . .	76
Table 12: Acres of Park Land 1,000 Residents . . . . .	77
Table 13: Outdoor Park and Recreation Facilities – Median Population Served Per Facility . . . . .	78
Table 14: Canby’s Investment in Parks and Recreation . . . . .	80
Table 15: Current and Justified Residential SDC Fees and Fees in Lieu of Land Dedication . . . . .	83
Table 16: Aquatics FTEs . . . . .	87
Table 17: Park Maintenance FTEs . . . . .	87
Table 18: Parks and Recreation Staffing for a Community of 20,000 Residents . . . . .	88
Table 19: Oregon SCORP Community Recreation Programs . . . . .	91
Table 20: Historical Usage of the Canby Swim Center 2016 – 2020 . . . . .	93
Table 21: Goals and Opportunities . . . . .	99
Table 22: Examples of Recreation Performance Measures . . . . .	102
Table 23: 2022 Budgeted Full-Time/Regular Staffing Dedicated to Park Maintenance . . . . .	105
Table 24: Canby Park Assets Maintained by the City . . . . .	106







# Executive Summary

## A. Purpose of This Plan

The City of Canby operates parks, facilities, and limited recreation services to the Canby community. Park services are overseen by the director of public works under a council/manager form of governance.

This Comprehensive Parks and Recreation Master Plan and System Development Charges (SDC) Methodology Update will serve to chart a new course for parks and recreation services in the city. Currently, the city does not have a formal parks and recreation program or department or employ a professional parks and recreation administrator.

The last time the city adopted a master plan for parks and recreation services was 2009, so this plan presents a significant update to the previous plan. This plan, along with a series of other work documents referenced within, provide a framework for future planning efforts, and will act as a road map, guiding the city over the next five years and beyond.

## B. Planning Process Summary

Development of the Comprehensive Parks and Recreation Master Plan and SDC Methodology Update was accomplished by a team of staff, community members, and the consulting team. Assisting BerryDunn was the team from RRC Associates. The plan blends consultant expertise with the local knowledge of staff, community members, appointed and elected city officials, and stakeholders.

The development of this plan included the following tasks:

- Document collection and review
- Demographics and trends analysis
- Community engagement
- Organizational, financial, and recreation programming analysis
- Maintenance and operations analysis
- Facility inventory and Level of Service (LOS) analysis
- Potential funding opportunities
- An updated system development charge methodology
- Recommendations: goals, objectives, an action plan, and a capital improvement plan

Figure 1: Key Elements of the Master Planning Process



## C. Public Engagement

The planning process was based almost entirely on community member input that included stakeholder interviews, focus group meetings, public forums, and statistically valid and open-link surveys. Over 1,100 community members provided input or completed the statistically valid and open-link surveys.

## D. Key Issues Summary

The collective master planning process identified the following top five desires and needs related to parks and recreation:

### Needs

1. Encourage and support the Canby Area Parks and Recreation District (CAPRD – an independent Oregon Special District that is not part of the city) to establish a formal tax rate which may require altering the district’s boundaries, requiring a vote of district community members
2. Establish a formal parks and recreation department, by developing a recreation program and hiring a professional parks and recreation administrator
3. Enhance communication that will occur if a new department is formed
4. Complete a Department of Justice-required Americans with Disabilities Act (ADA) transition plan
5. Establish a greater focus on diversity, equity, and inclusion (DEI)

### Desires

1. Complete a master plan for Wait Park with subsequent renovation
2. Complete a master plan for Community Park with subsequent renovation
3. Enhance and expand to provide an improved and connected trail system
4. Provide enhanced recreation access to the Willamette River
5. Provide enhancements to services offered such as a dog park, update to the swimming center, an inclusive play area, and park maintenance

To develop the goals, objectives, and actions for the master plan, key issues identified from qualitative input (staff, community, and leadership input) and quantitative input (survey, planning documents, and an evaluation of parks and facilities' LOS) were synthesized and prioritized. A visioning workshop with city and department leadership was held to assist in clarifying and prioritizing the issues below.

The consultants, staff, leadership, and community members considered the input and findings, resulting in identification of key issues that were presented in a series of meetings with staff, key stakeholders, and the public. The key issues formed the basis for potential recommendations and are organized by categories. The key issues are rooted in community member input and are in **Appendix A**.

## **Organizational Effectiveness**

- The city's residential growth demonstrates a clear need for an independent parks and recreation department with an efficient organizational structure
- There is significant room for improvement in marketing and communication about parks and recreation facilities and services
- The highly functioning Parks and Recreation Advisory Board may benefit from additional support
- Staff positions to support parks and recreation are deficient (up to five full-time equivalents [FTEs])

## **LOS for Parks, Trails, and Facilities**

- The city does not have sufficient rectangle or diamond athletic facilities to host tournaments and activities/leagues
- Among all city recreational opportunities, needs for athletic fields and courts are least met
- The city relies on schools to supplement LOS for sports fields
- As population grows, the park system will need major investments to add components and amenities such as basketball courts, community gardens, diamond and rectangle fields, tennis courts, dog parks, and another skate park
- Some children aged 14 and under lack walkable access to a park with a playground (17%)
- Trails and walking opportunities are in high demand
- Connected trails and open spaces are the most important parks to residents
- The Traverso property needs a concept or master plan
- The disc golf course has potential to be a regional attraction
- The city needs a dog park to support dog owners
- Locust Street Park is heavily used by the multi-family housing surrounding the park; additional park facilities in the general area may benefit community members

## **Financial Considerations**

- Registered voters in Canby may support the existing maintenance fee and the swim center fee on a permanent basis
- The land dedication and system development charge methodology needs to be corrected to reflect the current LOS and the cost of park development
- A better alignment of capital growth and maintenance resources is needed

## E. Inventory Assessment and LOS Summary

Canby has 23 developed parks/facilities with 70 components and a number of underdeveloped or undeveloped park spaces. The two indoor facilities, the Canby Adult Center and the Swim Center, are in city-owned facilities located on Canby School District property. Observations based on visits to each park or facility include the following:

- There is a lack of consistent signage across the system for some park signs, trails, and the trails that support biking
- The city lacks a dog park
- The city relies on schools to supplement service, especially in terms of sports fields/courts
- Canby has some options for a future sports complex
- The city should hold to standards for benches, shelters, etc.
- Complete and implement an ADA transition plan and maintain accessibility within parks
- Canby should consider addressing a need for a playground replacement schedule
- Help ensure new development is providing walkable access to a neighborhood park

In addition, there are 22 alternative provider parks and facilities, including another 74 components. These include HOAs, schools, and state or county parks within or adjacent to Canby.

Undeveloped or underdeveloped properties make up over two thirds of parkland owned by the city, and development or improvements to the undeveloped or underdeveloped properties would increase service to a great number of community members. Even so, the properties may be best suited as passive natural and open spaces.

Canby's parks and properties are well distributed across the city. In terms of walkable access, almost three fourths of the city's land area have service that exceeds a target value of components appropriate to the city. Low-scoring areas (22%) have access to some recreation, but not the target level. Over 90% of community members have access to recreation opportunities within a 10-minute walk of their homes.

Combining the LOS with census data, the analysis indicates that parks are generally well placed. While the percentage of underserved residents is low, there are several opportunities to increase the LOS by addressing low-scoring properties. Analysis shows nearly 100% of residents have access to target service levels within 1 mile.

When comparing Canby to other agencies and parks in the dataset, no parks are in the top 100 parks overall, or the top 10% in terms of GRASP® score. Additional findings in these comparisons reveal that Canby is above the average compared to other similar-sized agencies in total locations and parks per capita. However, Canby scores lower in components per location and average park score and components per capita. These scores are directly related to the large number of parks that are currently underdeveloped or minimally developed. Although not the best measure of user experience, the number of acres per 1,000 residents can add perspective. Canby offers approximately 5.4 acres of developed parkland per 1,000 residents, which is below the National Recreation and Parks Association median of 7.7 acres for other similar-sized agencies. An additional 43 acres of developed park space needs to be added to the system to meet that median.



Overall, the system’s playgrounds provide service to over 85% of community children. However, six playgrounds in Canby are located at three parks, which limits access to some children. Better distribution of playgrounds will increase access to children without current walkable access. Canby should also consider adding basketball courts, community gardens, diamond fields, dog parks, rectangular fields, and tennis courts. Improving or adding skateboard opportunities may also be necessary as population grows.

Several of the parks may benefit significantly from an update—Community Park and Wait Park, if reimagined as master planned, may provide significant impacts on Canby residents’ quality of life.

### Current LOS

The city offers residents a wide range of park opportunities at over 16 acres of developed and undeveloped parkland per 1,000 population. To maintain the same LOS given an anticipated population growth of 6%, the city will need to add an additional 25 acres of developed parkland (which would still be below what a typical, similar-sized agency may provide). The current standard of parkland per 1,000 residents is 10 acres of developed parkland, and there is no recommendation to change this standard. In 2022, the city offers 4.35 acres of developed parkland per 1,000 residents, 4.79 acres per 1,000 residents, and .84 miles of trails per 1,000 residents. See **Table 1**.

In addition, capital projects to maintain and enhance the system are anticipated to require an additional investment of \$10 million over the five-year planning horizon.

**Table 1: Park Classification Acres**

Park Classification	Acres	Acres Per 1,000
Community parks	46	2.42
Neighborhood parks	26	1.37
Mini-parks (pocket)/special use	10.6	.56
Natural areas	90.8	4.79
Undeveloped parkland	139	7.48
<b>Total developed and undeveloped parkland</b>	<b>312.4</b>	<b>16.62</b>
<b>Developed trails classification</b>	<b>Miles</b>	<b>Miles Per 1,000</b>
Linear parks (trails in miles)	16	.84
<b>Total</b>	<b>16</b>	<b>.84</b>

**Table 2: Park Facilities, Size, and Components**

LOCATION	Acres	Aquatics, Spray Pad	Basketball Court	Concessions	Diamond Field	Diamond Field, Practice	Disc Golf	Educational Experience	Event Space	Loop Walk	Natural Area	Open Turf	Passive Node	Pickleball Court	Playground, Local	Public Art	Rectangular Field, Large	Shelter, Large	Shelter, Small	Skate Park	Trail Access Point	Trailhead	Water Access, Developed	Water Access, General	Water, Open	Total Components	Component Diversity
Arneson Garden	1.9							1		1	1								1							3	100%
Art Park	0.2											1														2	100%
Community River Park	22					1			1		1	1			1								1	1	1	9	100%
Dodds	2.3	Undeveloped																								0	
Eco Park	24										1										1	1				3	100%
Faist Park	0.3											1														1	100%
Fish Eddy Landing	1.7	Undeveloped																								0	
Legacy Park	6			1						1		1	1		2		1	1								8	88%
Locust Street Park	0.9		1									1			1				2							5	80%
Logging Road Trail	16																				7					7	14%
Maple Street Park	9	1	2	1	2					1		1		1	2			2	1							14	71%
Nineteenth Avenue Loop Natural Area	1.8										1															1	100%
Northwood Park	1.5											1			1				1							3	100%
Redwood Landing	5										1															1	100%
Skate Park	0.4																			1						1	100%
Three Sisters Ranch Property	37	Undeveloped																								0	
Timber Park	1.2											1														1	100%
Transit	0.5																		1							1	100%
Traverso	98	Undeveloped																								0	
Triangle Park	0.2															1										1	100%
Wait Park	1.7												1		2	1		1								5	80%
Willamette Wayside Natural Area	89						1				1													1		3	100%
Willow Creek Park	6											1														2	100%
System Total	328	1	3	2	2	1	1	1	1	3	7	9	2	1	9	2	1	5	6	1	8	1	1	2	1	71	

## F. Recommended Goals and Objectives Summary Table

The BerryDunn team and the city identified goals and objectives during the planning process to best meet the community's needs and desires related to parks, recreational opportunities, facilities, and services.

<b>Goal #1: Create a financially resilient organizational structure to deliver parks and recreation programs and services that position the city for growth</b>	
<b>Objective 1.1</b>	<ul style="list-style-type: none"> <li>Create a parks and recreation department with an efficient organizational structure</li> </ul>
<b>Objective 1.2</b>	<ul style="list-style-type: none"> <li>Explore opportunities for long-term sustainable funding for parks and recreation</li> </ul>
<b>Objective 1.3</b>	<ul style="list-style-type: none"> <li>Consider staff positions to support parks and recreation as population grows (up to five FTE)</li> </ul>
<b>Objective 1.4</b>	<ul style="list-style-type: none"> <li>Advise and support the CAPRD to assist with funding parks and recreation services</li> </ul>
<b>Objective 1.5</b>	<ul style="list-style-type: none"> <li>Adopt an update to the city's Parks and Recreation Land Dedication and System Development Fee Methodology</li> </ul>
<b>Objective 1.6</b>	<ul style="list-style-type: none"> <li>Improve and enhance marketing and communication for parks and recreation facilities and services</li> </ul>
<b>Goal #2: Enhance and expand healthy recreation opportunities provided by the city and community partners</b>	
<b>Objective 2.1</b>	<ul style="list-style-type: none"> <li>Explore and offer recreation programs that meet the desires and needs of the Canby community</li> </ul>
<b>Objective 2.2</b>	<ul style="list-style-type: none"> <li>Enhance recreation center and aquatic opportunities for the Canby community</li> </ul>
<b>Goal #3: Expand and enhance community member park experiences</b>	
<b>Objective 3.1</b>	<ul style="list-style-type: none"> <li>Continue to enhance park user experiences</li> </ul>
<b>Objective 3.2</b>	<ul style="list-style-type: none"> <li>Provide high-quality athletic facilities to meet the needs of the growing community</li> </ul>
<b>Objective 3.3</b>	<ul style="list-style-type: none"> <li>Expand and enhance low-scoring components and amenities in parks</li> </ul>
<b>Objective 3.4</b>	<ul style="list-style-type: none"> <li>Expand and enhance connected trails and open spaces</li> </ul>
<b>Objective 3.5</b>	<ul style="list-style-type: none"> <li>Site and open a permanent off-leash dog park</li> </ul>
<b>Objective 3.6</b>	<ul style="list-style-type: none"> <li>Enhance and improve user experience at community parks and natural areas</li> </ul>
<b>Goal #4: Provide and enhance access to parks and facilities for all Canby community members</b>	
<b>Objective 4.1</b>	<ul style="list-style-type: none"> <li>Help ensure current and future programs, facilities, communication, etc. comply with the ADA and are fully inclusive, regardless of ability</li> </ul>
<b>Objective 4.2</b>	<ul style="list-style-type: none"> <li>Provide a heightened focus on diversity, equity, inclusion, and a sense of belonging</li> </ul>



*Arneson Gardens*  
2000

**ARNESON GARDEN PARK**

adopted by  
**Hollywood Video**

City of Canby  
Adopt-a-Park Program





# Section I:

## The Planning Context and Integrated Planning Efforts

### A. The Strategic Framework – A Foundation for Parks and Recreation Services in Canby

The vision for the Comprehensive Parks and Recreation Master Plan and SDC Methodology Update is to provide a five-year guiding document that the city can use as a tool to plan, develop, and maintain safe recreation facilities and programs for the Canby community.

Needs and desires for recreation services continue to evolve in this dynamic community. The city has grown in population by 26% since 2000 and is projected to reach a population of 19,907 by 2026. Along with the population growth, the community is aging. As a percentage of overall population, youth under 19 years old are decreasing while individuals 50 and older are increasing. This doesn't suggest that younger populations are not in need of facilities and services, only that the emphasis may be changing. In fact, Canby's youth population as a percent of total population is greater than the state of Oregon and the United States, overall. Diversity in the city has remained fairly constant over the past two decades with approximately 20% of the community identifying as Hispanic or Latino.

The changing environment suggests that the city requires a new look forward to best meet its recreation and facility needs. The last time the city completed a parks and recreation master plan was in 2009. As in many small communities, the city's Public Works Department oversees park management, and two nonprofit organizations offer aquatics and senior programs in city-owned facilities. Given the changing landscape and increased population, there is now a need for a more consistent and formal parks and recreation system.

The master plan includes achievable strategies and implementation approaches that directly impact community members' quality of life over a five-year term and beyond. This document is intended to be practical, with goals, objectives, and action items that are possible to implement as prioritized into ongoing, short-term, mid-term, and long-term action items.

To serve as the best possible planning tool, parks and recreation master planning should include a process that:

- Provides a framework for orderly and consistent planning
- Provides a framework for acquisition, development, and capital planning
- Recommends efficiencies and improvements for administration of parks and recreation services
- Recommends resources, programs, and facilities that can best contribute to a positive and healthy quality of life for Canby residents

At the outset of the process in June 2021, the city identified five critical success factors used to both guide the planning process and serve as an objective and evaluative tool.

- 1** Adopt a 5 to 10-year master plan that builds on city planning documents to include the city's Comprehensive Plan, Trail System Master Plan, Transportation System Plan, and other planning documents. The master plan will become an element of the Comprehensive Plan and establish the framework for integration into and utilization of other work programs and plans.
- 2** Complete a comprehensive needs analysis to identify current and future recreation and facility needs through public engagement, surveys, demographics, and trends analysis. The process should be inclusive, affording community members adequate opportunity to provide input. The survey should aspire to have a margin of error of +/-5%. The results would be statistically valid citywide and can be analyzed with appropriate sub-groups.
- 3** Identify current conditions at city parks and determine a phased and prioritized capital improvement program, and best management practices for operations.
- 4** Develop a funding strategy for capital and operational needs.
- 5** Complete a System Development Charges Justification Study that identifies potential methodology, fees, and land dedication policy.

## Canby History – Understanding and Perspective

The City of Canby continues to grow as a community in the northern Willamette Valley of Oregon. The 4.57 square mile city is the ninth largest city in Clackamas County, less than 30 miles from both Portland and Salem. The city enjoys a rich heritage from tribes of local Indigenous Peoples.

Canby's early historical pioneer, railroad, and agricultural heritage remains evident today as mainstays of the city's charm and culture. Canby was incorporated in 1893, making it the second oldest city in Clackamas County. The city is bordered by the Willamette and Molalla Rivers, providing opportunities for active and passive recreation.

For many years, three covered bridges crossed the Molalla River from Canby and in 1914, local businessmen established a ferry service across the Willamette River. Today, the Canby Ferry remains an iconic and important part of the regional culture.

As the city continues to grow, community members greatly value the city's past and want to help ensure that the parks and recreation system reflects the small-town feel of its agricultural past, a sense of community, and the importance of the Molalla and Willamette Rivers.

## B. Past Parks and Recreation Aspirations

The city completed a visioning process in 2013, adopting visions and action items that included parks and recreation. The focused aspirations were:

- Develop multi-purpose trails – complete the Emerald Necklace and look for opportunities for external connections
- Upgrade parks in order to provide expanded recreation opportunities for all ages, abilities, ethnicities, and interests
- Acquire, develop, and connect riverfront access for public recreation
- Continue pursuing options to provide a complex to offer opportunities for recreation/programs

## C. Delivery of Parks and Recreation in Canby

The city manages over 328 acres of public park space made up of five open-space natural areas, two community parks, four neighborhood parks, one linear trail, and 10 pocket/special-use parks. The city owns the Canby Swim Center and the Canby Adult Center, both located on Canby School District property and operated by nonprofit agencies.

The city does not offer a formal recreation program, including enrichment classes, and only a few special events run by city staff as “other duties as assigned.” The events are typically in the downtown area in or near Wait Park and include:

- First Thursday Night Market
- Canby Independence Day Celebration
- Canby’s Big Night Out Street Dance
- Light up the Night (holiday lighting of Wait Park)

Canby is also home to the Canby Rodeo, the Clackamas County Fair, and other local festivals that draw people to Canby from the Portland metropolitan area and beyond.

## D. The Planning Process and Methodology

The master plan is built on community needs and desires, identified during an extensive engagement process that included stakeholder and focus group interviews, staff interviews, a needs analysis survey, several public meetings and briefings, and input opportunities with a project steering committee. As a result of the COVID-19 pandemic, some of the engagement was completed virtually using the Zoom digital platform.

The planning process included a strategic kickoff meeting on June 16, 2021, where expectations and critical success factors were discussed with city leadership. The consultants visited the city to tour facilities; inventory and assess parks, park components, and amenities; and facilitate staff and community input opportunities. The consultants also visited the city January 18 and 19, 2022, to present findings to the community and conduct a visioning workshop with staff. See **Figure 2**.



Figure 2: The Master Planning Framework



## E. Integrated Planning Efforts

The consultants reviewed a series of planning documents, applying relevant content to the master plan. Many of the key issues, needs, and desires voiced by community members were confirmed through this review. The review of each document provides background information and perspective, and not necessarily findings or recommendations for this master plan.

### City of Canby Comprehensive Plan – October 2019

The parks and recreation goals from the Comprehensive Plan include:

#### GOAL 5

To help assure the adequate provision of parks and recreation services to meet the needs of the residents and property owners of Canby

#### GOAL 6

To help assure the provision of a full range of public facilities and services to meet the needs of the residents and property owners of Canby

### FINDING NO. 1

The City of Canby has a variety of park and recreation facilities, as well as public space available to residents and visitors, including two neighborhood parks, three community parks, three mini-parks, one recreation center, one swim center, one multi-use trail, and two protected wetlands. The Molalla River State Park and Blue Heron Recreational District provide additional open spaces outside the city limits. There are currently 5.38 acres of city-owned parkland in Canby per 1,000 residents (developed and undeveloped parkland).

**POLICY NO. 1** – Canby shall maintain, repair, or replace all current parks system elements to continue providing an adequate level of park and recreational services.

Implementation measures:

- Improve the level of maintenance in current city parks and recreation facilities
- Standardize park and recreation amenities for ease of maintenance and aesthetics
- Improve park and recreation signage
- Improve access to facilities to comply with the ADA
- Improve the perceived level and actual safety of parks and recreation facilities

## FINDING NO. 2

Projections for park and recreation facilities are based on an urban growth boundary area to serve the city in 2020. A figure of 10 acres per 1,000 residents has been adopted as the city's overall park standard.

**POLICY NO. 2** – Canby shall maintain, repair, replace, or expand its parks system to meet future park and recreation service needs.

Implementation measures:

- Acquire and develop land for park and recreation facilities by 2020 to meet the community standard of 10 acres of developed parkland per 1,000 residents
- Allocate land needed for mini-parks and neighborhood parks in rapidly developing areas on the edges of the city
- Identify potential trail connections and linkages to schools and other recreational sites in the Canby vicinity
- Develop bike lanes to connect bicyclists to parks, natural areas, and off-road bicycling opportunities
- Develop connections between Canby parks, trails, the Molalla River State Park, and the Willamette River with a hub in Wait Park

## FINDING NO. 3

The City of Canby must plan and pay for needed parks facilities and services. A timeline and cost estimates should be developed for capital improvements to the parks system. A number of funding sources should be explored to generate the necessary revenue in a fair and logical manner.

**POLICY NO. 3** – Canby shall adopt and periodically update a capital improvement program for major parks projects and utilize all feasible means of financing needed for parks system improvements in an equitable manner.

Implementation measures:

- Continue to update the city's Park and Recreation Master Plan, which identifies needed capital improvements and standards for the parks system
- The City of Canby adopted a Park and Recreation Master Plan Update in 2002. Capital improvement projects listed in the master plan are listed in Section 3 of the city's Public Facilities Plan
- Utilize user fees to pay for the operation and maintenance of existing facilities and to replace, upgrade, and/or expand these facilities when necessary
- Use bonds to acquire additional land for new park facilities and to replace the existing pool facility
- Explore creation of a separate park and recreation district to help provide and pay for new park facilities

## Canby Public Facilities Plan, April 2006

The plan concluded the city would need to add 141.2 acres of new parkland to serve the projected population in 2020. Identified parks system needs include:

### Improvement and Maintenance

- Improve the level of maintenance in current city parks and recreation facilities.
- Move toward standardized park and recreation amenities for ease of maintenance and aesthetics. Recycled plastic benches, garbage receptacles, drinking fountains, picnic tables, lighting, restrooms, irrigation, and some play equipment have been identified as desired amenities
- Improve park and recreation signage, including identifying entrances to Canby's parks where they are obscure or in poor condition, and directional signage along main arterial streets
- Improve universal access. Bathrooms in some parks may need upgrades to comply with the ADA. Currently, Wait Park, Maple Street Park, and Canby Community Park are not fully accessible
- Improve the perceived level and actual safety of Canby's parks and recreation facilities

### Acquisition, Development, and Trail Connections

- Acquire and develop 141.2 additional acres of park and recreation facilities by 2020 to meet the community standard of 10 acres of developed parkland per 1,000 residents
- Allocate land needed for neighborhood parks in rapidly developing areas on the edges of the city. Residents living in the southeast areas within the urban growth boundary are most underserved
- Identify potential trail connections and linkages to schools and other recreational sites in the Canby vicinity. A map generated at an August 2000 community forum identifies Canby Transportation System Plan recommendations and recommended bike and multi-use trails as conceptual planning tools
- Develop bike lanes to connect bicyclists to parks, natural areas, and off-road bicycling opportunities. The Canby Transportation System Plan identifies needed bike lanes
- Connect Eco Park/Logging Road Trail with the Molalla River State Park
- Develop a hub of trails and parks in Wait Park
- Develop connections between the Willamette River and Canby Parkland and recreation projects
- Develop Phase II of the Canby Regional Park with multiple sports fields, lighting for nighttime play, and a dual-use parking area
- Develop the 13th Avenue Park site into a neighborhood park
- Develop the Eco Park site as a nature park for recreation and nature enjoyment
- Acquire, protect, and restore sensitive riparian and wetland areas along the Molalla River, particularly the Canby Utilities property, and create the necessary rights-of-way to connect Canby Community Park to Knight's Bridge with a trail system, benches, and river access (the "Molalla River Greenway" concept)
- Construct an additional swimming pool. The Canby Swim Center is currently at or near maximum capacity
- Develop currently owned public property designated for parks, recreation, and open space, and acquire new property as opportunities arise. Suggested property includes the Marshall House property and remaining portions of the Willow Creek Wetland

## Capital Projects Identified in the Plan

- Canby Regional Park Phase II
- 13th Avenue Park
- Eco Park (includes a master plan)
- Trail acquisition and development of new parkland
- Swim center replacement/addition

## City of Canby Community Visioning 2013

The city completed a community visioning process in 2013, documenting five key aspirations related to parks and recreation. The aspirations section of the visioning report includes specific action steps and is in **Appendix B**.

### **Bike, Pedestrian, and Equestrian Aspiration:**

**Develop multi-purpose trails – complete the Emerald Necklace and look for opportunities for external connections**

- PRIORITY GAP: Lack of Trails for Bikes, Pedestrians, Equestrians, and Complete the Emerald Necklace
- PRIORITY GAP: Logging Road Trail Improvements

### **General Parks Aspiration:**

**Upgrade parks in order to provide expanded recreation opportunities for all ages, abilities, ethnicities, and interests**

- PRIORITY GAP: Expand Funding and Resources
- PRIORITY GAP: Parks District – CAPRD
- PRIORITY GAP: Water Fountains, Features, and Other Amenities
- PRIORITY GAP: Camping Facilities

### **River Recreation and Amenities Aspiration:**

**Acquire, develop, and connect riverfront access for public recreation activities**

- PRIORITY GAP: Funds
- PRIORITY GAP: River Access

### **Community Recreation/Sports Complex Aspiration Statement:**

**Continue pursuing options to provide a complex to offer opportunities for recreation/programs**

- PRIORITY GAP: An Umbrella Organization is Needed
- PRIORITY GAP: Funds
- PRIORITY GAP: Locations

## Canby Park Acquisition Plan

The Park and Open Space Acquisition Plan was completed in 2002 and a summary is provided for reference. The plan created a framework for land acquisition for 20 years. Specifically, the plan:

- Identified park and open space needs at the community and neighborhood level.
- Incorporated public input as a component of park and open space needs
- Identified park and open space issues and opportunities for six sub-areas of Canby
- Established a framework for evaluating park and open space acquisition priorities
- Identified funding strategies for park and open space acquisition
- Provided a five-year implementation plan for the city's park and open space acquisition program

## Scoring Criteria for Park Acquisition

The plan provided criteria for future park acquisition:

- Within an area identified as strategic or a priority
- Is the topography, geology, access to, parcel size, and location of land in the development good for parks?
- Is the action compatible with the Parks Master Plan, Public Facilities element of the Comprehensive Plan, and the City of Canby Parks Acquisition Plan in effect at the time of dedication?
- Is the site accessible by multiple transportation modes or can be accessed by multiple transportation modes?
- Are there potential adverse/beneficial effects on environmentally sensitive areas?
- Does it protect natural and historical features, scenic vistas, watersheds, timber, and wildlife for parks?







# Section II: City of Canby Community Profile

## A. Demographic Analysis

The City of Canby demographic profile was developed to provide an analysis of household and economic data in the area, helping to understand the type of park and recreation components that may best serve the community. Data referenced throughout this report was primarily sourced from Esri Business Analyst as of September 2021.

This study also analyzed data from Population Research Center (PRC), located with the College of Urban Planning and Affairs at Portland State University, which tracks Oregon's growth and demographic changes. Data available from PRC provided estimates for population, housing units, and race from the 2020 census—these were slightly different from Esri Business Analyst which, at the time of this report, had already generated estimates for 2021. While PRC and Esri both utilize the U.S. Census as their primary data source, the data represented here differs due to many local and regional estimates. When compared in this report, those differences in data were noted and analyzed.

In addition, when applicable, other sources were referenced such as the American Community Survey for information about disabilities, and the Robert Wood Johnson Foundation's County Health Rankings for data related to health outcomes.

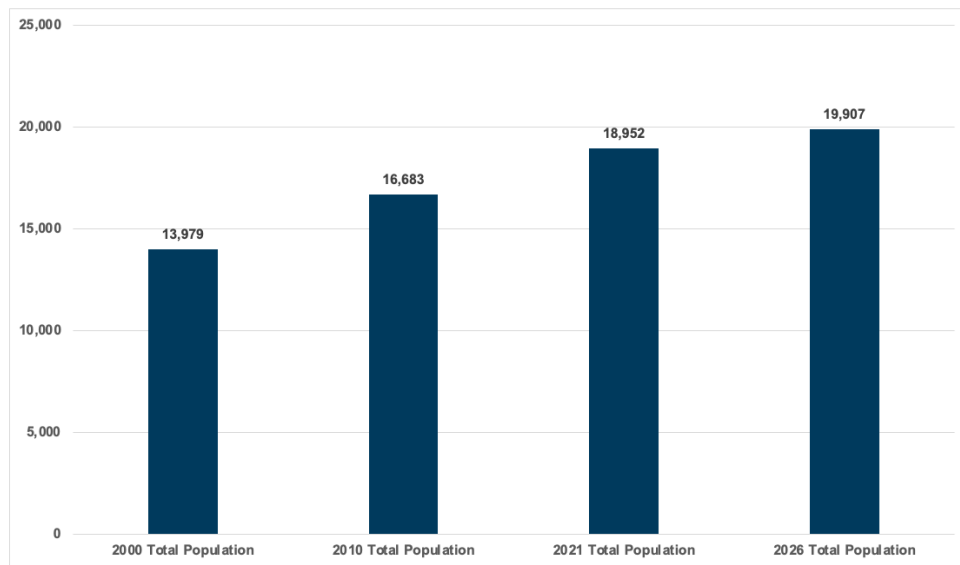
### Population

From a population of just under 14,000 in 2000, the city continued to grow steadily over the past two decades. In 2021, the population in Canby was estimated at 18,952—with an anticipated 0.99% compound annual growth rate between 2021 and 2026. If this growth rate continues, the population could reach 19,907 in 2026. The PRC estimated that the city of Canby had a slightly lower population in 2020 at 18,171—growing 14.8% in total since 2010. In those 10 years, the city added 2,342 residents. The average household size in the City of Canby was estimated at 2.78 in 2010 and increased to 2.79 in 2021.<sup>1</sup>



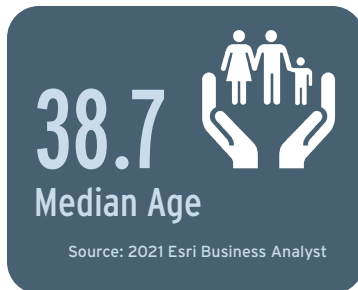
<sup>1</sup> According to the Portland State University PRC, the average household size was 2.79 in 2010, and only 2.71 in 2020, which is a 2.8% decline.

**Figure 3: Projected Population Growth in the City of Canby, 2000 – 2026**



Source: Esri Business Analyst

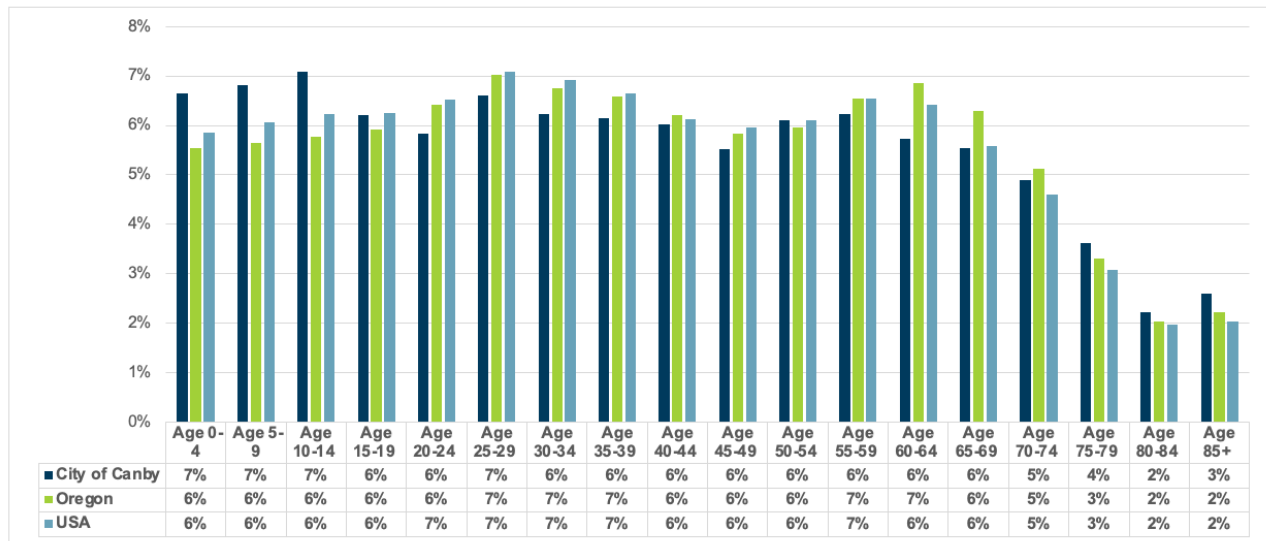
## Age



According to Esri Business Analyst, the median age in the City of Canby was 38.7 years old, slightly younger than the state of Oregon (40.3) and the United States (38.8). The median age is projected to increase to 39.3 in the city by 2026.

The age distribution in the City of Canby in 2021 is reflective of families with young children and closely tracks national and state averages. Approximately 21% of the population was under 15 years old—slightly more than the state of Oregon and the United States.

**Figure 4: Age Distribution in Canby Compared to Oregon, United States**



Source: 2021 Esri Business Analyst

**Table 3** below demonstrates the change in age groups among residents. Although those under 19 experienced a decline in overall population distribution, their demographic makeup is still slightly higher in 2021 than the state of Oregon and the United States. The age groups that are experiencing the highest growth are those in their 20s and those between the ages of 55 to 79 years old.

**Table 3: Age Group Distribution from 2010 to 2021**

Age Group	2010	2021
Age 0 – 4	7.5%	6.6%
Age 5 – 9	7.8%	6.8%
Age 10 – 14	8.2%	7.1%
Age 15 – 19	7.7%	6.2%
Age 20 – 24	5.0%	5.8%
Age 25 – 29	5.8%	6.6%
Age 30 – 34	6.4%	6.2%
Age 35 – 39	6.4%	6.2%
Age 40 – 44	6.9%	6.0%
Age 45 – 49	7.2%	5.5%
Age 50 – 54	6.1%	6.1%
Age 55 – 59	5.9%	6.2%
Age 60 – 64	5.2%	5.7%
Age 65 – 69	4.3%	5.6%
Age 70 – 74	2.8%	4.9%
Age 75 – 79	2.4%	3.6%
Age 80 – 84	2.2%	2.2%
Age 85+	2.4%	2.6%



## Diversity in Canby

Understanding the race and ethnic character of Canby residents is important because it is reflective of the diverse history, values, and heritage of the community. This type of information can assist the city in creating and offering recreational programs that are relevant and meaningful to residents. In addition, this type of data, when combined with the LOS analysis, can be used in finding gaps and disparities when it comes to equitable access to parks.

Based on historical data, the city is increasingly becoming more diverse over time. In 2010, 20.64% of the population identified as Hispanic. This percentage increased to 23% in 2021, compared to 13.91% in the state of Oregon, and 18.92% in the United States.<sup>2</sup>

**Figure 5: Race Comparison for Total Population in Canby**



*Source: Esri Business Analyst, 2020*

### A Responsibility to Support Racial Equity

Local governments have the unique responsibility to serve all members of the public. However, disparities have long existed that affect outcomes for residents and employees of color. The systems, policies, and practices that are integrated in local governments may unintentionally create racial inequity. According to the Government Alliance on Race and Equity, racial equity is realized when race can no longer be used to predict life outcomes. Within local parks and recreation, diversity can be integrated in the system through simple but powerful changes:

- Requiring translation and interpretation services at recreation centers and facilities
- Building pathways for economic opportunity for people of color
- Establishing multiracial alliances, coalitions, and movements with partners to advance policy changes
- Teaching the full history of the American Outdoors
- Increasing economic accessibility to create more access points for all
- Expanding the definition of outdoor recreation to be inclusive of small urban parks

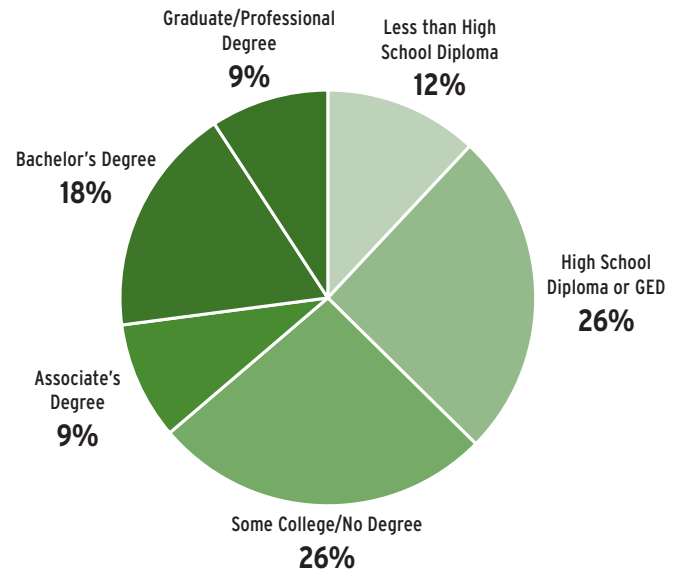
*Source: Government Alliance on Race and Equity*

<sup>2</sup> Portland State University PRC measures race and ethnicity differently, accounting for Hispanic or Latino origin by race, rather than looking individually at the specific races alone. Therefore, this data was not compared in the study.

## Educational Attainment

**Figure 6** shows the percentage of residents (25+) that obtained various levels of education in the City of Canby. Only 12% of the residents had not received a high school or equivalent diploma. Another 18% had completed a bachelor's degree with an additional 9% who earned a graduate or professional level degree.

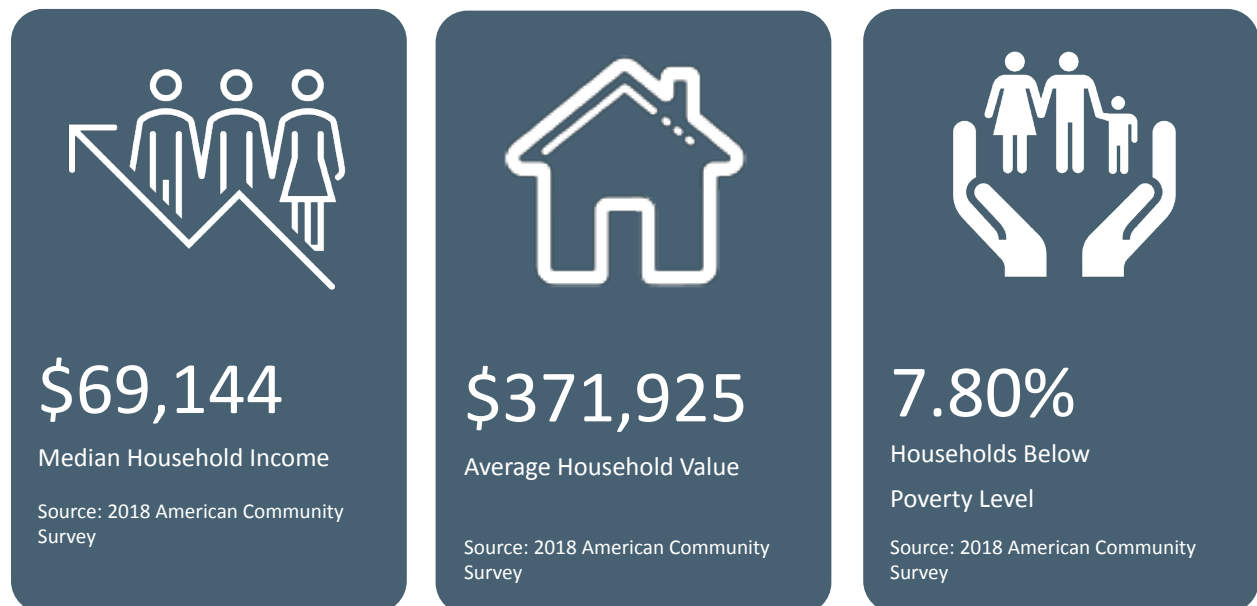
**Figure 6: Age Distribution in Canby**



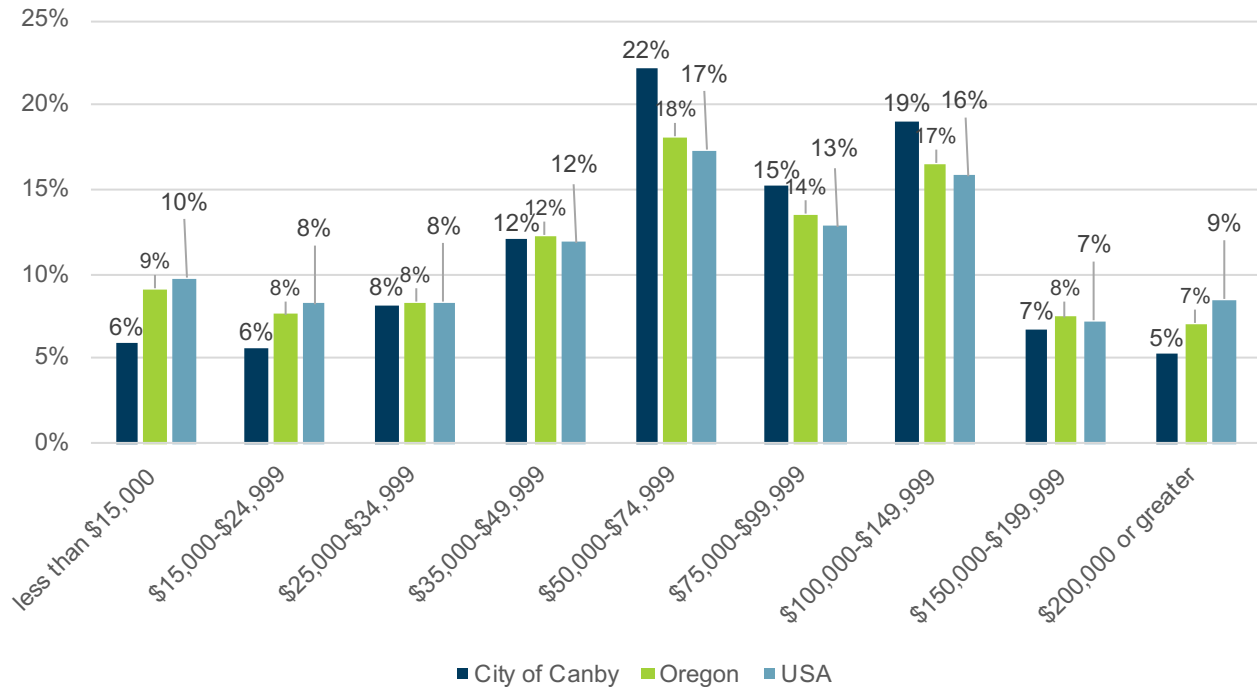
## Household Overview

Approximately 7.80% of city households were under the poverty level in 2018, with a median household income in 2021 of \$69,188. The household income in the city was slightly higher than the state of Oregon (\$65,472) and the United States (\$64,730). Approximately 22% of Canby households made between \$50,000 and \$74,999, as seen in **Figure 7**. Only 6% of households made less than \$15,000 per year.

**Figure 7: Household Overview**



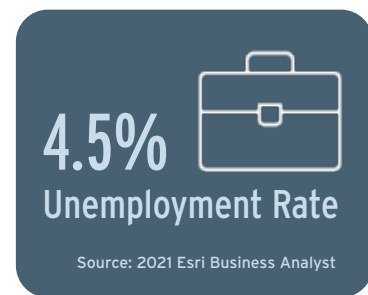
**Figure 8: Median Household Income Distribution, 2021 Estimates**



Source: Esri Business Analyst

## Employment

In 2021, an estimated 4.5% of the City of Canby's population was unemployed, lower than the state of Oregon (6.3%) and lower than the United States (6.2%). Approximately 61% of the population was employed in white collar positions, which encompass jobs where employees typically perform in managerial, technical, administrative, and/or professional capacities. Another 29% of the city's population was employed in blue collar positions, such as construction, maintenance, etc. Finally, 10% of Canby's residents were employed in the service industry. An estimated 80.7% of working residents drive alone to work, while 17% of residents spent seven plus hours a week commuting to and from work in areas outside of the city.





## People With Disabilities



According to the American Community Survey, 12.6% of Canby's population in 2021 experienced living with some sort of hearing difficulty, vision difficulty, cognitive difficulty, ambulatory difficulty, self-care difficulty, and/or independent living difficulty. This is lower than the state at 14.7%, but still reaffirms the importance of inclusive programming and ADA transition plans for parks and facilities.

### Types of disabilities within the City of Canby:

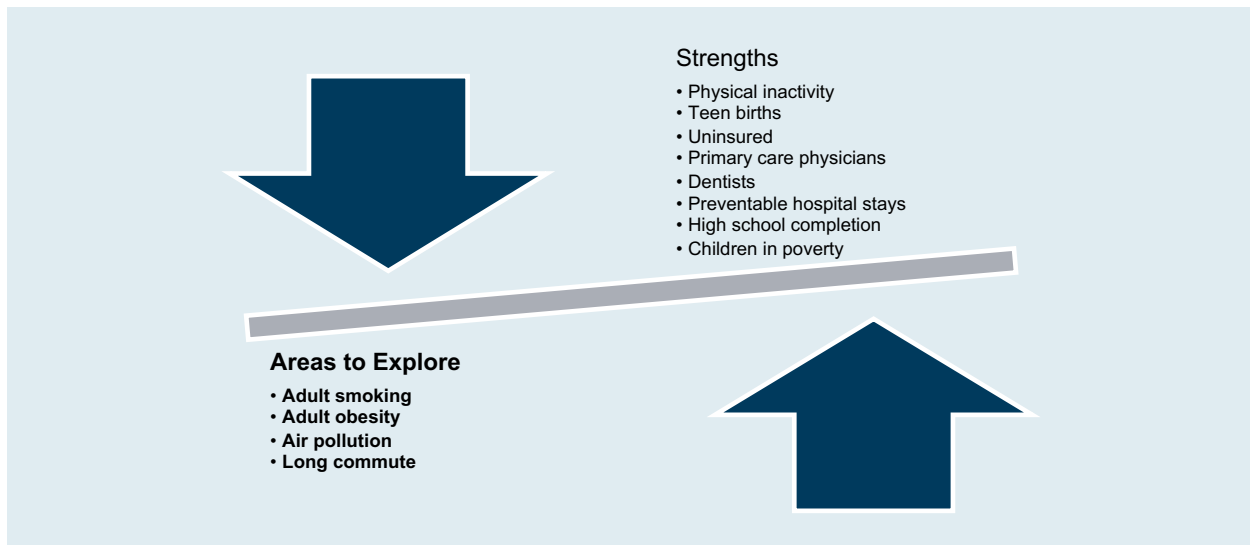
- Hearing difficulty – 5.0%
- Vision difficulty – 2.5%
- Cognitive difficulty – 3.4%
- Ambulatory difficulty – 5.6%
- Self-care difficulty – 1.6%
- Independent living difficulty – 4.4%

## Health and Wellness

Understanding the status of a community's health can help inform policies related to recreation and fitness. Robert Wood Johnson Foundation's County Health Rankings and Roadmaps provided annual insight on the general health of national, state, and county populations. Clackamas County is ranked among the healthiest counties in Oregon; in 2020, it ranked 4th out of 34 Oregon counties for health outcomes. **Figure 9** provides additional information regarding the county's health data as it may relate to parks, recreation, and community services.<sup>3</sup> The strengths indicated below are those areas where Clackamas County ranked higher than top U.S. performers or the state of Oregon. The areas to explore are those where the county ranked lower than the state or top U.S. performers.

3 Robert Wood Johnson Foundation, County Health Rankings 2020, <http://www.Countyhealthrankings.org>

**Figure 9: Canby County Health Rankings Overview**



*Source: Robert Wood Johnson Foundation's County Health Rankings and Roadmaps*

### **Parks and Recreation as Wellness Hubs**

Parks and recreation agencies are adapting to serve as community wellness hubs, places for community members to improve health outcomes and enhance quality of life. Whether by providing access to healthy foods, physical activity, social connections, or nature, local parks and recreation departments can increase the health in their communities. Numerous studies have continued to indicate the health benefits of outdoor spaces, recreation programs, and community centers. According to the National Recreation and Parks Association:

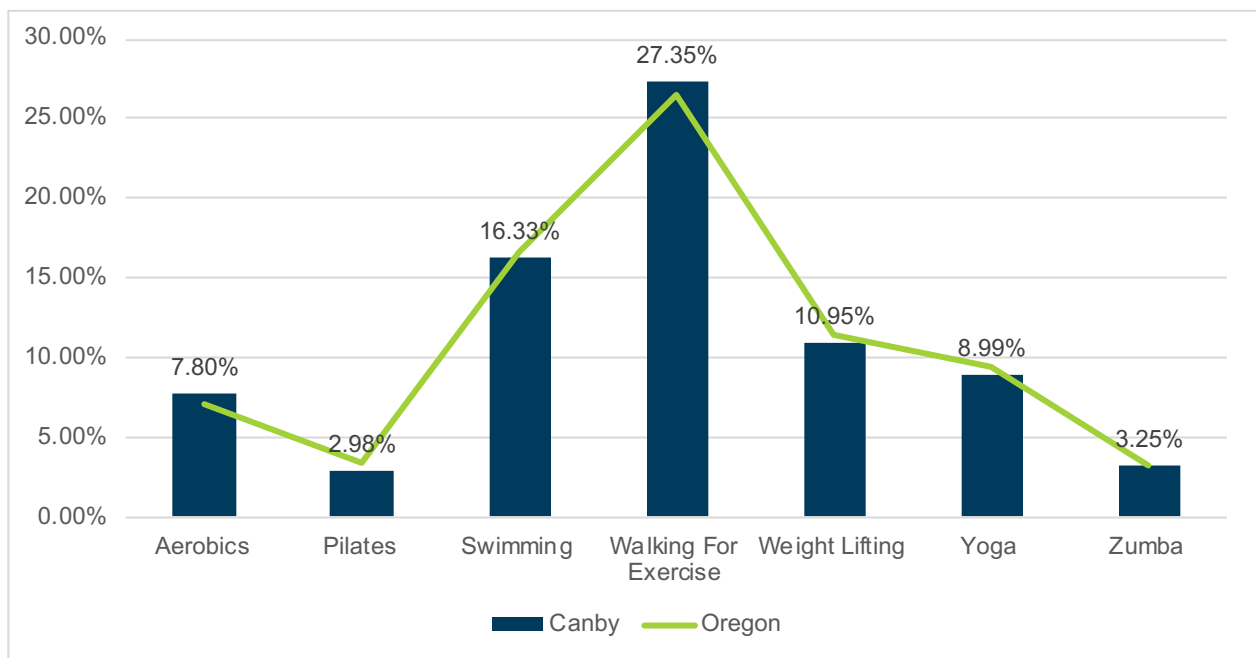
- Living close to parks and other recreation facilities is consistently related to higher physical activity levels for both adults and youth
- Adolescents with easy access to multiple recreation facilities were more physically active and less likely to be overweight or obese than adolescents without access to such facilities
- Increasing access to recreation facilities is an essential strategy for preventing childhood obesity
- Organized park programs and supervision may increase the use of parks and playgrounds and may also increase physical activity, particularly among youths
- Park renovations can increase vigorous physical activity among children and can also increase the use of certain types of facilities, including playgrounds and skate parks.
- Parks and recreation agencies are the second largest public feeder of children, next to schools. Parks and recreation agencies annually serve approximately 560 million meals to children through summer and after-school programs

## B. Parks and Recreation Influencing Trends

The following pages summarize some of the key trends that could impact the City of Canby over the next five to ten years. When applicable, figures and data from Oregon’s Statewide Comprehensive Outdoor Recreation Plan (SCORP) from 2019 to 2023 were referenced for local context related to youth and senior recreation participation.

In addition to local participation from SCORP, Esri Business Analyst provides estimates for activity participation and consumer behavior based on a specific methodology and survey data to make up what Esri terms “Market Potential Index.” The following charts showcase the participation in leisure activities, outdoor recreation, and sports teams for adults 25 and older in Canby, compared to the state of Oregon. The activities with the highest participation include walking for exercise, swimming, hiking, camping, and freshwater fishing.

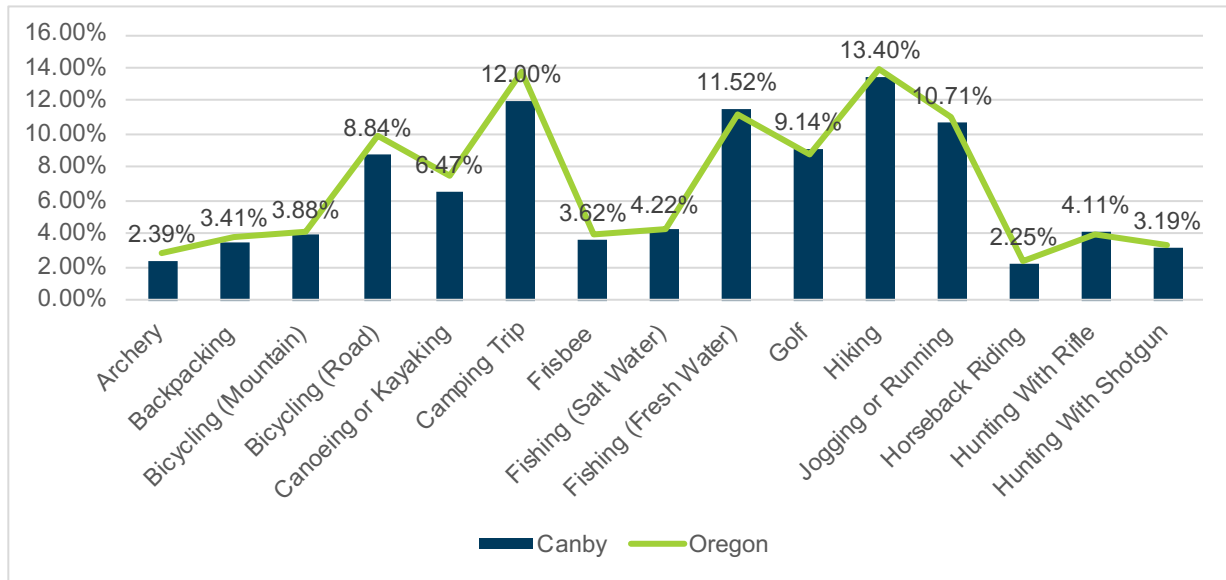
**Figure 10: Adult Participation in Fitness Activities**



Source: Esri Business Analyst

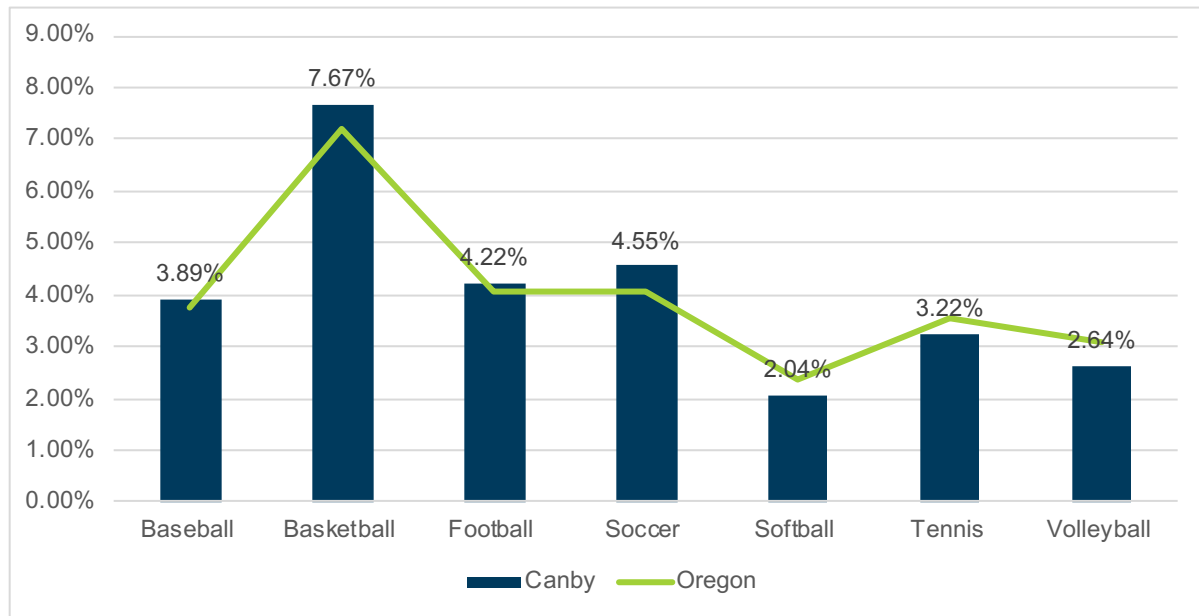


**Figure 11: Adult Participation in Outdoor Recreation**



Source: Esri Business Analyst

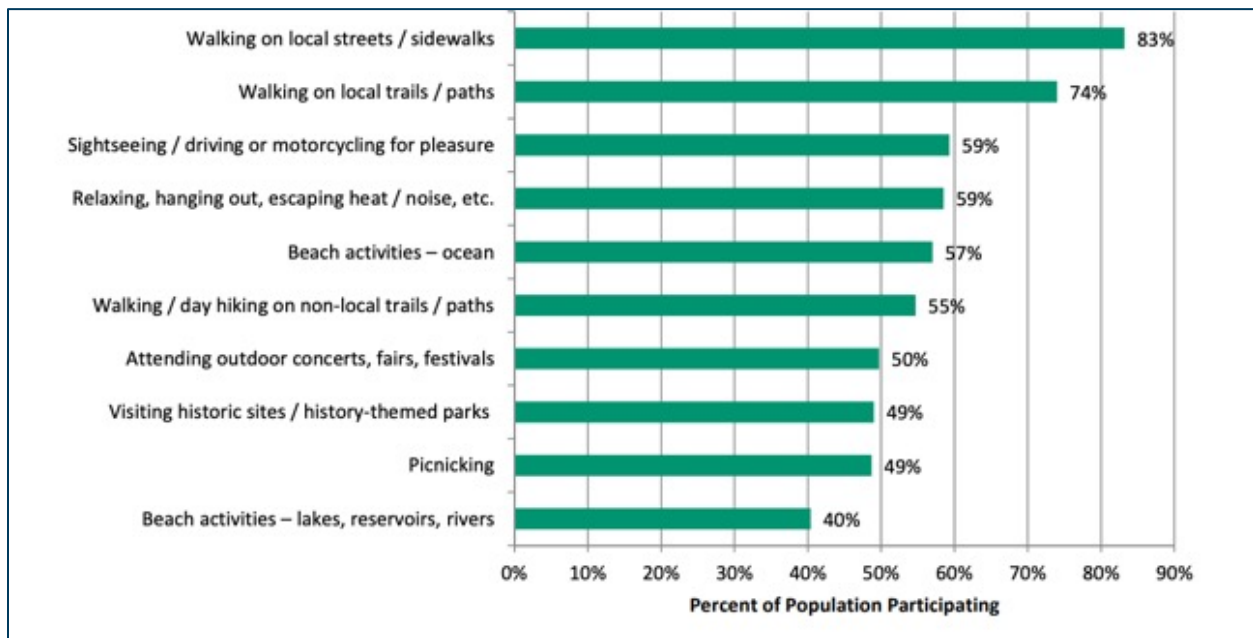
**Figure 12: Adult Participation in Team Sports**



Source: Esri Business Analyst

The Oregon SCORP reflected similar participation trends, as noted in the figure below. Walking on local streets, sidewalks, and trails was the top activity. Following this was sightseeing, relaxing, beach activities, day hiking, and outdoor concerts.

**Figure 13: Top 10 Activities for Oregon Residents in 2017**



*Source: Oregon SCORP*

Table 4: Community Recreation Program Need in Oregon, 2017

Type of program, class, or event	Do you have a need for this program, class, or event?		If yes, how well is your need being met? – Mean score*	Which programs are most important?			
	% Yes	% No		% 1st Choice	% 2nd Choice	% 3rd Choice	% 4th Choice
Farmer's market	68.6	31.4	3.83	40.8	16.6	10.3	7.1
Concert	56.3	43.7	3.29	9.9	18.1	14.0	9.1
Outdoor sports	48.5	51.5	3.43	13.8	8.2	9.0	9.4
Outdoor movies	46.2	53.8	2.63	3.2	7.5	9.5	11.9
Water exercise	41.0	59.0	3.00	5.8	6.8	6.5	7.5
Historical tours	40.2	59.8	2.75	2.9	5.6	8.7	8.9
Arts and crafts (ceramic, painting)	39.8	60.2	3.04	4.0	6.9	7.3	7.5
Quiet zone for reading or meditating	38.8	61.2	3.20	4.8	6.5	6.9	7.1
Environmental education	34.9	65.1	2.74	3.1	4.6	5.9	7.4
Yoga	34.4	65.6	3.12	3.0	4.5	4.8	4.5
Game area (e.g., chess, cards)	26.4	73.6	2.58	1.2	2.3	3.3	4.4
Walking club	26.3	73.7	2.73	0.7	1.1	1.2	0.5
Computer education	25.5	74.5	2.77	1.3	2.4	3.4	4.0
Social dancing	24.3	75.7	2.68	1.3	2.5	3.0	4.2
Aerobics	22.8	77.2	3.10	1.1	1.7	1.8	1.7
Tai Chi	20.8	79.2	2.73	1.5	2.2	2.0	2.1
Zumba	18.7	81.3	3.02	1.0	1.6	1.6	1.6
Pilates	18.4	81.6	2.84	0.5	0.8	0.8	1.2

\* 5-point Likert Scale (1= "Not being met" to 5 = "Fully met")

Source: Oregon SCORP

## ADA Compliance

On July 26, 1990, the federal government officially recognized the needs of people with disabilities through the ADA. This civil rights law expanded rights for activities and services offered by both state and local governmental entities (Title II) and nonprofit/for-profit entities (Title III). Parks and recreation agencies are expected to comply with the legal mandate, which means eliminating physical barriers to provide access to facilities and providing reasonable accommodations in regard to recreational programs through inclusive policies and procedures.<sup>4</sup>

It is a requirement that agencies develop an ADA transition plan, which details how physical and structural barriers will be removed to facilitate access to programs and services. The transition plan also acts as a planning tool for budgeting and accountability.

4 "Changes Are Coming to ADA – New Regulation Standards Expected for Campgrounds, Parks & Beaches." [Recmanagement.com, 2012, recmanagement.com/feature\\_print.php?fid=201211fe03](https://recmanagement.com/2012/11/feature_print.php?fid=201211fe03). Accessed 30 Sept. 2021.



## Community Centers

Community centers are public gathering places where people of the community may socialize, participate in recreational or educational activities, obtain information, and seek counseling or support services, among other things.<sup>5</sup> Several studies have found a correlation between the outdoor leisure involvement that community centers provide and a person's greater environmental concern. The main impact from the addition of these centers is the improvement in community health, social connectivity, and mental well-being.

A national long-term study conducted of over 17,000 teens who frequented recreation facilities found that they were 75% more likely to engage in the highest category of moderate to strenuous physical exercise. Because these activities involve a considerable amount of effort, the benefits have been shown to include "reduced obesity, a diminished risk of disease, an enhanced immune system and most importantly, increased life expectancy."<sup>6</sup>

Clubs and sports offered by community centers also strengthen social connections and reduce social isolation.<sup>7</sup> Along with an increase in social connectivity brought by community centers comes a sense of satisfaction with a person's choice of friends and perceived success in life. The evidence strongly suggests that this satisfaction can rise to much higher levels if participation in outdoor recreation begins in childhood. The following infographic demonstrates the potential for community services in offering nontraditional services.

## Outdoor Fitness Trails

A popular trend in urban parks for health, wellness, and fitness activities is to install outdoor fitness equipment along trails. The intent of the outdoor equipment is to provide an accessible form of exercise for all community members, focusing on strength, balance, flexibility, and cardio exercise. These fitness stations—also known as "outdoor gyms"—are generally meant for adults but can be grouped together near a playground or kid-friendly amenity so that adults can exercise and socialize while supervising their children. The fitness equipment can also be dispersed along a nature trail or walking path to provide a unique experience to exercise in nature. Educational and safety signage should be placed next to equipment to guide the user in understanding and utilizing the outdoor gyms.

5 *Community centers*. County Health Rankings & Roadmaps. (2020, January 21). <https://www.countyhealthrankings.org/take-action-to-improve-health/what-works-for-health/strategies/community-centers>.

6 National Association of Community Health Centers, Inc. (2012, August). Powering Healthier Communities: November 2010 Community Health Centers Address the Social Determinants of Health.

7 *Community centers*. County Health Rankings & Roadmaps. (2020, January 21). <https://www.countyhealthrankings.org/take-action-to-improve-health/what-works-for-health/strategies/community-centers>.

Figure 14: Nontraditional Services Desired in Community Centers



Source: NRPA Park Pulse

## Community and Special Events

Community-wide events and festivals often act as essential place-making activities for residents, economic drivers, and urban brand builders. Chad Kaydo describes the phenomenon in the *Governing Magazine*: “Municipal officials and entrepreneurs see the power of cultural festivals, innovation-focused business conferences and the like as a way to spur short-term tourism while shaping an image of the host city as a cool, dynamic location where companies and community members in modern, creative industries can thrive.”<sup>8</sup> According to the 2020 Event Trends Report by EventBrite, the following trends are expected to impact event planners and community builders in the coming years.<sup>9</sup>

8 Kaydo, Chad. “Cities Create Music, Cultural Festivals to Make Money.” *Governing*, *Governing*, 18 Dec. 2013, [www.governing.com/archive/gov-cities-create-music-festivals.html](http://www.governing.com/archive/gov-cities-create-music-festivals.html). Accessed 30 Sept. 2021.

9 “The 2020 Event Trends Report- Eventbrite.” Eventbrite US Blog, 2020, [www.eventbrite.com/blog/academy/2020-event-trends-report/](http://www.eventbrite.com/blog/academy/2020-event-trends-report/). Accessed 30 Sept. 2021.

- **Focus on sustainability:** Zero-waste events are quickly becoming an expectation. Some of the primary ways of prioritizing environmental sustainability include e-tickets, reusable or biodegradable items, offering vegan/vegetarian options, encouraging public transport and carpooling, and working with venues that recycle
- **DEI:** Helping to ensure that the venue is inclusive to not only all abilities by offering ADA facilities, but also welcoming to all races, ethnicities, and backgrounds through signage messaging, and the lineup of speakers. Ways to incorporate a focus on inclusivity include planning for diversity through speakers, talent, and subject matter, enacting a code of conduct that promotes equity, and possibly providing scholarships to attendees
- **Engaging experiences:** Being able to customize and cater the facility to create immersive events that bring together culture, art, music, and elements of a company's brand will be critical in creating a more authentic experience

## Dog Parks

Dog parks continue to see high popularity and have remained among the top-planned additions to parks and recreational facilities over the past three years. They help build a sense of community and can draw potential new community members and tourists traveling with pets.<sup>10</sup> *Recreation Magazine*<sup>11</sup> suggests that dog parks can represent a relatively low-cost way to provide a popular community amenity. Dog parks can be as simple as a gated area, or more elaborate with “designed-for-dogs” amenities like water fountains, agility equipment, and pet wash stations, to name a few. Even “spraygrounds” are being designed just for dogs. Dog parks are also places for people to meet new friends and enjoy the outdoors.

The best dog parks cater to people with design features for their comfort and pleasure, but also with creative programming.<sup>12</sup> Amenities in an ideal dog park might include the following:

- Benches, shade, and water – for dogs and people
- At least 1 acre of space with adequate drainage
- Double-gated entry
- Ample waste stations well stocked with bags
- Sandy beaches/sand bunker digging areas
- Custom designed splash pads for large and small dogs
- People-pleasing amenities such as walking trails, water fountains, restroom facilities, picnic tables, and dog wash stations

See **Appendix C** for sample dog park siting criteria.

10 Joe Bush, “Tour-Legged-Friendly Parks, *Recreation Management*, February 2, 2016.

11 “State of the Industry Report, Trends in Parks and Recreation,” *Recreation Management*, June 2021.

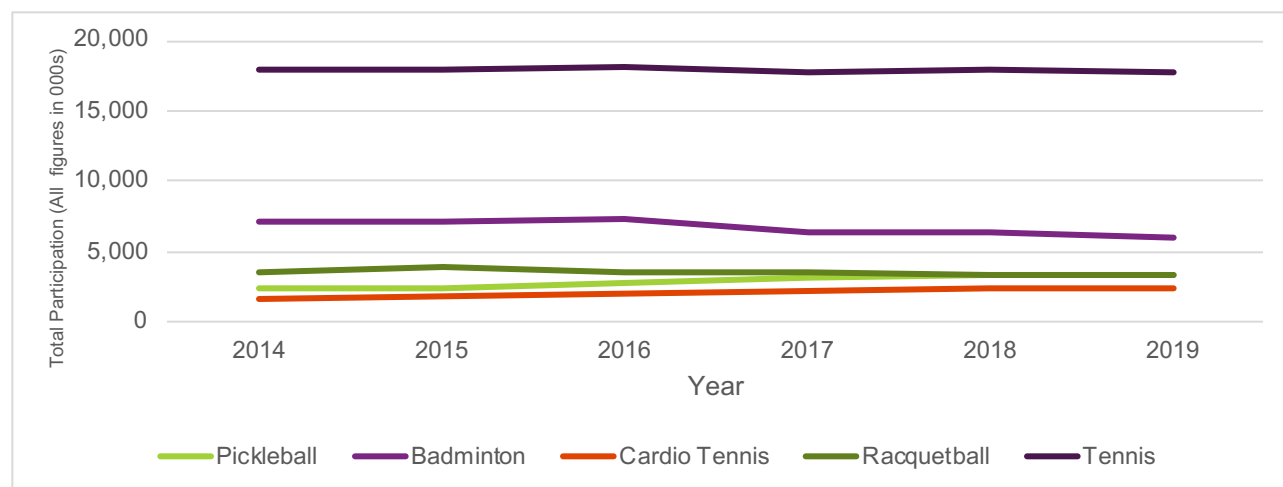
12 Dawn Klingensmith “Gone to the Dogs: Design and Manage an Effective Off-Leash Area”, *Recreation Management*, March 2014. ([http://recmanagement.com/feature\\_print.php?fid=201403fe02](http://recmanagement.com/feature_print.php?fid=201403fe02)).

## Pickleball

Pickleball continues to be a fast-growing sport throughout America. Considered a mix between tennis, ping pong, and badminton, the sport initially grew in popularity with older adults but is now expanding to other age groups. According to the American Council on Exercise (ACE), regular participation in pickleball satisfied daily exercise intensity guidelines for cardio fitness for middle-aged and older adults.<sup>13</sup> The sport can be temporarily played on existing indoor or outdoor tennis courts with removable equipment and taped or painted lining. This lining, if painted on tennis surfaces, may interfere with requirements for competitive tennis programs or tournaments. Agencies will need to look at their community's tennis and pickleball participation to determine the benefits and costs of constructing new pickleball courts versus utilizing existing tennis courts. Best practices regarding pickleball setup and programming can be found on [usapa.com](http://usapa.com), the official website for the United States Pickleball Association.

According to the 2020 Sports and Fitness Industry Association (SFIA) Topline Report, over the past five years, from 2014 to 2019, total participation in pickleball increased 7.1% on average each year. From 2018 to 2019, the sport grew 4.8%. Out of the most common racquet sports, pickleball and cardio tennis are the only sports that have seen positive growth on average over the past five years. Tennis is still the most popular racquet sport by far, although participation growth has slowed over the past five years.<sup>14</sup>

**Figure 15: Racquet Sport Participation From 2014 – 2019**



*Source: 2020 SFIA Topline Report*

<sup>13</sup> Green, Daniel, August 2018. "ACE-Sponsored Research: Can Pickleball Help Middle-aged and Older Adults Get Fit?" American Council on Exercise. Accessed 2020. <https://www.acefitness.org/education-and-resources/professional/certified/august-2018/7053/ace-sponsored-research-can-pickleball-help-middle-aged-and-older-adults-get-fit/>

<sup>14</sup> "SFIA Sports, Fitness and Leisure Activities Topline Participation Report" February 2020. Sports & Fitness Industry Association. Accessed 2020.



## Sports Trends

According to the Sports and Fitness Industry Association, high-intensity interval training (HIIT) and cross-training style workouts, or CrossFit, are two of the top trending aerobic activities. CrossFit combines elements of gymnastics, weightlifting, running, rowing, and other sports to create a varied fitness regime.

- With regard to individual sports, off-road triathlons have seen almost 17% average annual growth for the last five years. These races, such as XTERRAs, consist of a competitive combination of swimming, mountain biking, and trail running.
- Pickleball, a paddle sport mixing badminton, tennis, and table tennis, is still trending, gaining an average 8% growth each year. Growing even slightly faster is cardio tennis at 9.1%. Cardio tennis is a fitness program that focuses on combining a full body workout with elements of tennis.
- Engaging non-participants is one of the challenges of parks and recreation agencies. According to the 2018 SFIA report, income has been seen to impact activity rates; households making under \$50,000 are significantly less active than those making more. Data shows that having someone to join first-time users will increase participation more than any other reason.

Figure 16: Sports Trends by Canby Community Members

### Sports Trends

Water Sport	5 Year Avg. Annual Growth
Stand Up Paddling	↑ 20.2%
Kayaking (whitewater)	↑ 6.0%
Recreational Kayaking	↑ 5.2%
Rafting	↓ -1.4%
Water Skiing	↓ -3.8%
Jet Skiing	↓ -5.0%

Team Sport	5 Year Avg. Annual Change
Rugby	↑ 16.5%
Baseball	↑ 10.4%
Swimming on a Team	↑ 10.1%
Fast Pitch Softball	↓ -2.7%
Touch Football	↓ -3.5%
Ultimate Frisbee	↓ -8.7%

Aerobic Activity	5 Year Avg. Annual Change
High Impact Intensity Training (HIIT)	↑ 9.3%
Cross-Training Style Workouts	↑ 6.6%
Row Machine	↑ 5.8%
Stair Climbing Machine	↑ 5.6%
Aquatic Exercise	↑ 5.0%
Tai Chi	↑ 5.0%
Strength Activity	5 Year Avg. Annual Change
Kettlebells	↑ 7.0%
Individual Sports	5 Year Avg. Annual Change
Triathlon (Off-Road)	↑ 17.1%
Martial Arts	↑ 11.2%
MMA for Fitness	↑ 11.1%
Trail Running	↑ 9.6%
Boxing for Competition	↑ 9.5%
Adventure Racing	↑ 7.3%
Boxing for Fitness	↑ 6.2%
Racquet Sports	5 Year Avg. Annual Change
Cardio Tennis	↑ 9.1%
Pickleball	↑ 8.5%

Source: 2018 Sports, Fitness, and Leisure Activities Topline Participation Report, 2012 - 2017

---

## Synthetic Turf

Demand for fields has risen with the popularity of youth and adult sports. Synthetic turf can solve many challenges in parks and recreation departments because they can withstand the constant use from players. They require less maintenance and are not easily damaged in wet weather conditions. Synthetic turf requires periodic maintenance, including brushing the turf to stand up the fibers, which allows it to wear better, the addition of infill in high-traffic areas (soccer goals, corner kicks, etc.), and an annual deep cleaning. However, synthetic turf costs significantly more up front, and requires replacement about every 10 years. This can have a large environmental and economic footprint unless the products can be recycled, reused, or composted.

Safety concerns primarily stem from the chemicals found in crumb rubber. For the last 20 years, crumb rubber has been the common choice for fields. It often has a distinct plastic smell, and can leach chemicals, like zinc, into downstream waters. There are also concerns about off-gassing of crumb rubber and the potential health impacts of this material. Fortunately, advances in technology have allowed for new products to be developed without crumb rubber. New innovations have allowed more sustainable and safer synthetic turf to be used by athletes, removing the negative perception. In the future, shock pads may become commonplace—this is the layer under the turf that can absorb an impact and reduce the chance of a concussion. The incorporation of non-rubber infills will continue to grow.

## Trails and Health

A connected system of trails increases the level of physical activity in a community, according to the Trails for Health initiative of the Centers for Disease Control (CDC). Trails can provide a wide variety of opportunities for being physically active, such as walking, running, hiking, rollerblading, wheelchair recreation, bicycling, cross-country skiing and snowshoeing, fishing, hunting, and horseback riding.

The health benefits are equally as high for trails in urban neighborhoods as for those in state or national parks. A trail in the neighborhood, creating a “linear park,” makes it easier for people to incorporate exercise into their daily routines, whether for recreation or non-motorized transportation. Urban trails need to connect people to places they want to go, such as schools, transit centers, businesses, and neighborhoods.

# Section III: Community Input – The Foundation of the Master Planning Process

## A. Outreach Strategy

To fully understand the parks and recreation needs and desires of Canby community members, a series of focus group meetings, interviews with key stakeholders, two public meetings, and a needs analysis survey were completed in 2021. This section summarizes the outreach process and provides background, as well as qualitative and quantitative data collected. The outreach strategy included four elements:

- Focus groups meetings
- Stakeholder interviews
- Public forums
- Statistically valid and open-link surveys

## B. COVID-19 Pandemic

Department leadership and BerryDunn prioritized safety and well-being of all personnel and community members involved in the planning process. The Centers for Disease Control and Prevention and the governor of Oregon's safety protocols were carefully followed, and as a result, some of the public input was received using BerryDunn's Mobile Optimized Engagement (M.O.E.) tools, utilizing the Zoom digital platform. The engagement with this planning effort was comprehensive and encouraging.

## C. Focus Group Meetings and Stakeholder Interviews

To gather information pertinent to the comprehensive master plan, the City of Canby leadership and staff, key stakeholders, and community members were interviewed between July 27 and 29, 2021, followed by a public forum on July 29, 2021. The goal of these sessions was to guide the development of the parks and recreation needs assessment survey and collect input on the needs and desires of community members. Participant contacts included:

City of Canby community members attending the public forum	(30)
Stakeholders who included elected city council members, Parks and Recreation Advisory Board leadership, and members of the city's executive leadership team	(18)
Focus group participants who included community members, sports providers, civic group leadership, educators, and members of Canby's business community	(38)
City staff	(06)

Parks and recreation priorities and desires were identified and summarized in the PowerPoint presentation used on July 29, 2021. **See Appendix D.**

Comments from the public input process identified focus areas and key issues, priorities, and programs, described below.

### Focus Group Meetings

These meetings were by invitation, and intended to solicit broad-based perspectives. Each meeting was approximately 60 to 90 minutes long and a series of questions were facilitated by BerryDunn to help ensure that adequate input was received from all attendees. In-depth interviews were held with 38 community members. The key partners included leaders of nonprofit groups, sport providers, civic groups, education representatives, teens, and seniors.

### Stakeholder Interviews

Stakeholder interviews were conducted that included elected members of the city council, the city administrator, and the Parks and Recreation Advisory Board. Each meeting included one to three stakeholders. Nine stakeholders were interviewed and, in total, 18 individuals were interviewed.

### City Staff Interviews

Additionally, city staff provided invaluable input for the master plan. During the process, individual members of city departments worked closely with the consultants to develop service assessments included in the plan.

**Table 5: Stakeholder Interview Summary**

Strengths of parks, recreation, trails, and services delivered by the City of Canby?	Areas of potential improvement	What new recreational activities should be offered?
<ul style="list-style-type: none"><li>• Maple Street Park – splash pad, pickleball courts, softball fields</li><li>• Wait Park – community gathering space</li><li>• Staff do an incredible job with limited resources</li><li>• The variety of spaces and parks for all community members</li><li>• The parks are very well maintained</li><li>• The swim center is well maintained</li></ul>	<ul style="list-style-type: none"><li>• Sports fields not owned by the Canby School District</li><li>• A stronger relationship with the Canby School District</li><li>• A new vision and renovation of Wait Park</li><li>• Improved maintenance of sports fields; turf fields</li><li>• There is a need for a more connected trail system</li><li>• The community needs more opportunities to play</li></ul>	<ul style="list-style-type: none"><li>• Summer camps</li><li>• Community education and enrichment programs</li><li>• Farmer’s markets</li><li>• Winter activities</li><li>• Saturday markets</li></ul>



New park amenities and/or facilities	The vision for city parks and recreation services	Are there any market segments that are underserved?
<ul style="list-style-type: none"> <li>• A community center</li> <li>• The swim center needs to be renovated</li> <li>• Beach access on the Willamette River</li> <li>• Develop the Ackerman Complex</li> <li>• Turf fields</li> <li>• Need to upgrade the skate park/add shade</li> <li>• Accessible and inclusive play structures</li> <li>• Need to add/replace tennis courts</li> </ul>	<ul style="list-style-type: none"> <li>• A robust adult population attending the adult center</li> <li>• An indoor community center</li> <li>• Allocated funding for park maintenance in line with growth</li> <li>• Great facilities and parks</li> <li>• Community recreation program</li> <li>• Large community events</li> <li>• Improve relationships with the Canby School District</li> </ul>	<ul style="list-style-type: none"> <li>• Dog owners – no dog park in the city</li> <li>• Locust Street Park neighbors feel the park is too small</li> <li>• Youth and teens</li> <li>• The entire community (community education, enrichment, summer camps)</li> <li>• Young families</li> <li>• Active adults – baby boomers and millennials</li> </ul>
Underserved areas in the city	Key partners and stakeholders	Parks and recreation priorities
<ul style="list-style-type: none"> <li>• Auburn Farms off Locust Street – park promised by developer but not built</li> <li>• Maple Street Park neighborhood</li> <li>• 13th and Ivy area</li> <li>• No trails on the west side of town</li> <li>• Southside in general</li> <li>• Higher density areas</li> <li>• Areas along the Willamette River</li> <li>• There are no parks for kids North of Hwy 99</li> </ul>	<ul style="list-style-type: none"> <li>• The Canby School District</li> <li>• The business community in Canby</li> <li>• The Canby Center (food bank, Clothing Closet, summer camps)</li> <li>• Canby Kids</li> </ul>	<ul style="list-style-type: none"> <li>• Community center/sport complex</li> <li>• Master plan Wait Park and Community Park</li> <li>• Year-round athletic fields</li> <li>• Improved relationship with the Canby School District</li> <li>• Outdoor swimming pool</li> <li>• Conversion of parks maintenance and swim center fees to permanent</li> <li>• A formal parks and recreation department</li> <li>• Tournament-quality sports fields</li> <li>• Greater trail connectivity to parks</li> <li>• Complete the Emerald Necklace</li> <li>• Locust Street Park expansion</li> <li>• A dog park</li> <li>• Develop Three Sisters Ranch property next to Willamette Wayside</li> </ul>

Other comments received included:

- Loss of young families because the offerings are limited for kids in Canby
- Provide direction and support for the CAPRD
- The city should provide a community page on the new city website

## D. Public Forums

Two public forums were held to solicit feedback and gather information. A third was held to present the draft findings and receive final feedback on the master plan.

July 29, 2021  
Information Gathering

The first public forum focused on information gathering to learn community members' needs, desires, and priorities for the city. The public forum included an informational presentation that summarized results

from the public engagement process and an interactive question-and-answer session. Thirty community members participated.

### The Information Gathering Public Forum

The public forum held on July 29, 2021 (6:30 – 8 p.m.), was attended by community members who offered the following comments:

- The Logging Trail is an asset.
- Parking around Locust Street Park must be addressed.
- The trees in Wait Park are aging, damaged, and need to be addressed.
- Active adults/baby boomers see the adult center differently.
- Publicly owned sports fields are preferred to school-owned sports fields.
- Traverso Property – the property should be addressed in the master plan.
- Maple Street Park is a model of what parks should be.
- Canby needs to be a walkable community with a complete sidewalk system.
- Complete the Emerald Necklace trail system.
- Park user needs should strike a balance between passive and active recreation.
- Park hosts at Community Park can save the city money.
- Families leave town to recreate because the city does not have a recreation department.

January 18, 2022  
Findings

Findings were presented that included a demographic profile of the city based on U.S. Census ERSI data, results from the statistically valid and open-link surveys, relevant trends, a summary of the public engagement to date, and

the LOS analysis. Twenty-five members of the public attended the virtual meeting. Clarifying questions were asked by members of the public.

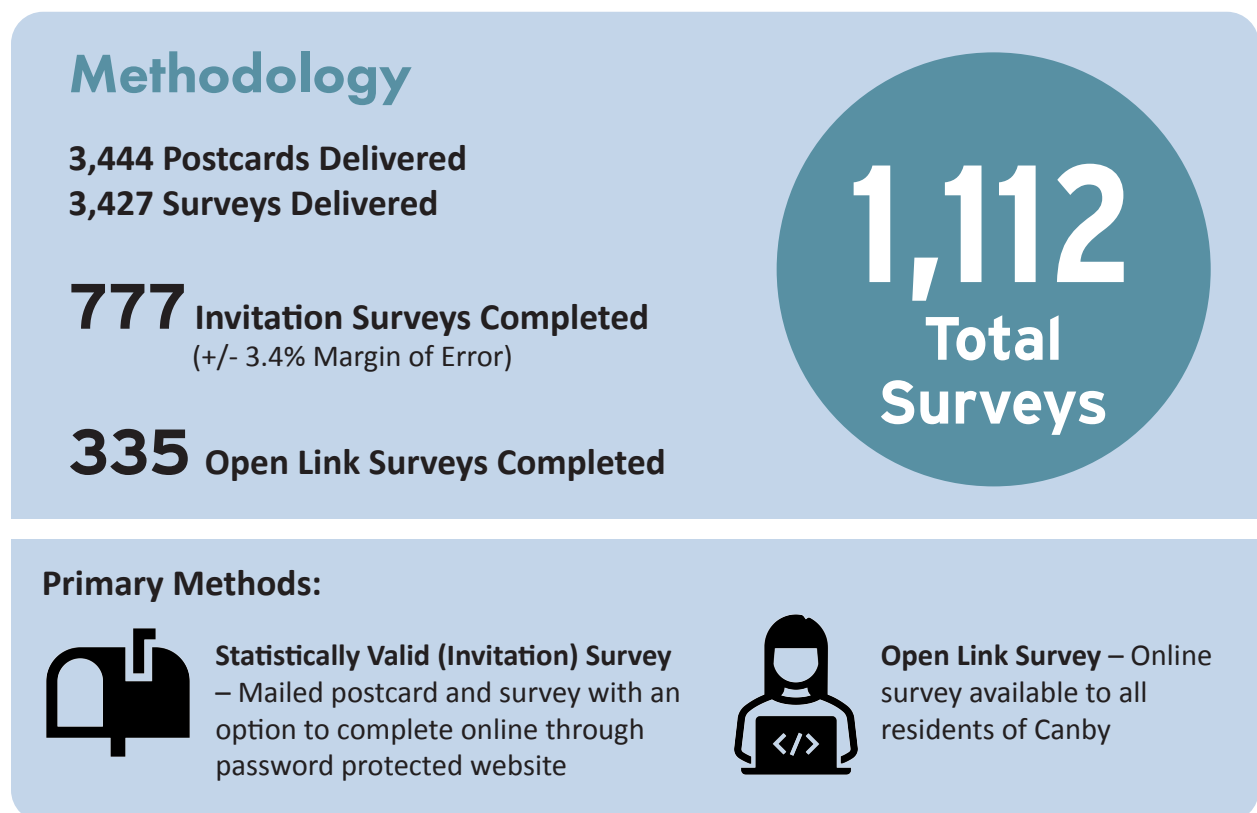
## E. The Needs Assessment Survey

A random invitation survey and an open-link survey were completed between September and November 2021. The survey focused on usage of parks and recreation programs, satisfaction, priorities, financing options, and communication. The survey was forward looking—examining future facilities, amenities, and program opportunities for improvement. Questions were formulated based in part on the community engagement process for the master plan.

RRC Associates designed the random invitation survey based on information gathered from the stakeholder and staff interviews, focus group meetings, and the first public forum. The survey was mailed to a randomly selected group of 3,444 Canby households that had the option of completing the survey by hand or online using a unique passcode. In addition to providing statistically valid responses, the random invitation survey also served to capture opinions of community members who may not have utilized parks or department programs in the past. Approximately three weeks later, an open-link survey was introduced, allowing all community members to complete the survey online. The public engagement process and results from the survey identified key areas of focus and recommendations to provide the city with a better understanding of the community's future needs and priorities.

Results from the two surveys were reviewed and found to have very similar responses. Both the random invitation and the open-link survey results are reported separately and collectively in the master plan.

Figure 17: The Needs Assessment Survey



Results from the survey are referenced throughout the master plan. For more detailed information, please see **Appendix E: Canby Comprehensive Parks and Recreation Master Plan Survey Report** and community member comments, December 2021.

Respondents were 91% white, slightly overrepresenting the 78% of Canby's white population. Responses were weighed to help ensure the opinions of the 21% of the Hispanic/Latino population were appropriately represented by the 15% of survey respondents who reported they were of Hispanic or Latino background. Community members who participated in the survey were entered into a community raffle.

**Figure 18: Ethnicity & Race by Canby Community Members**

## Ethnicity & Race

Respondent ethnicity and race.

**Q: Are you of Hispanic, Latino, or Spanish origin? by "Source"**

	Overall	Invite	Open Link
Yes	15%	18%	7%
No	85%	82%	93%
n=	947	705	242

**Q: What race do you consider yourself to be? (Check all that apply) by "Source"**

	Overall	Invite	Open Link
White	91%	90%	94%
Some other race	7%	7%	4%
Asian	4%	5%	1%
American Indian and Alaska Native	4%	5%	1%
Black or African American	2%	2%	0%
Native Hawaiian and Other Pacific Islander	1%	1%	1%
n=	934	703	231



## Key Findings

After reviewing all data received through the survey, the consultant team summarized key findings, which are in **Figure 19** and **Figure 20**. These findings present a quick overview of the survey results.

Figure 19: Key Findings From the Needs Assessment Survey

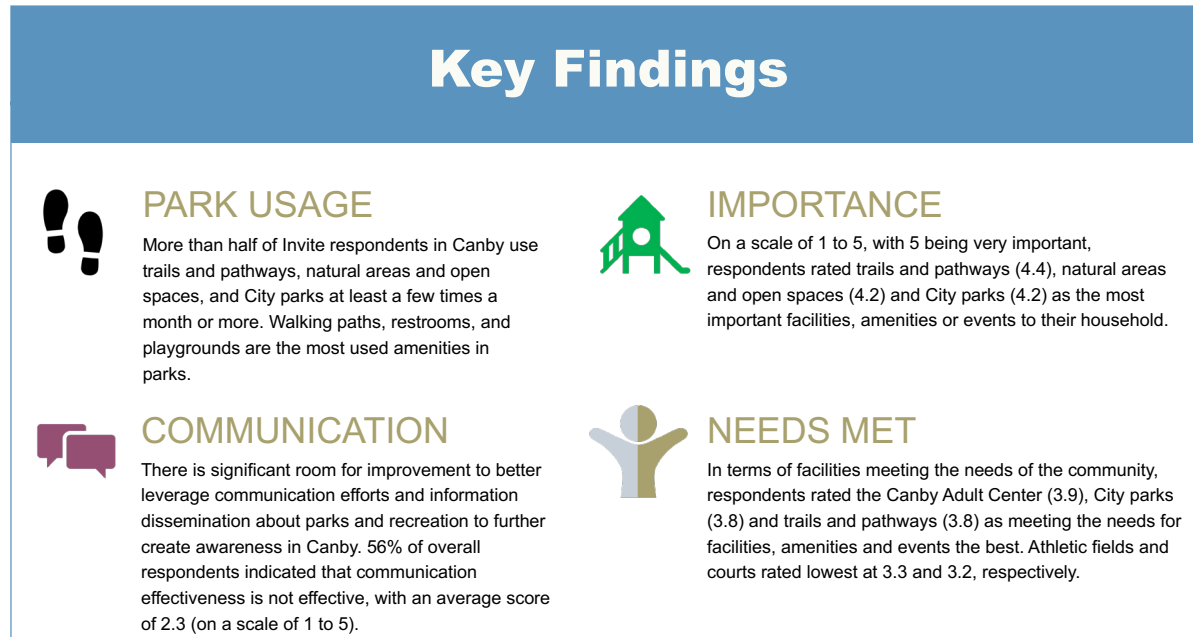
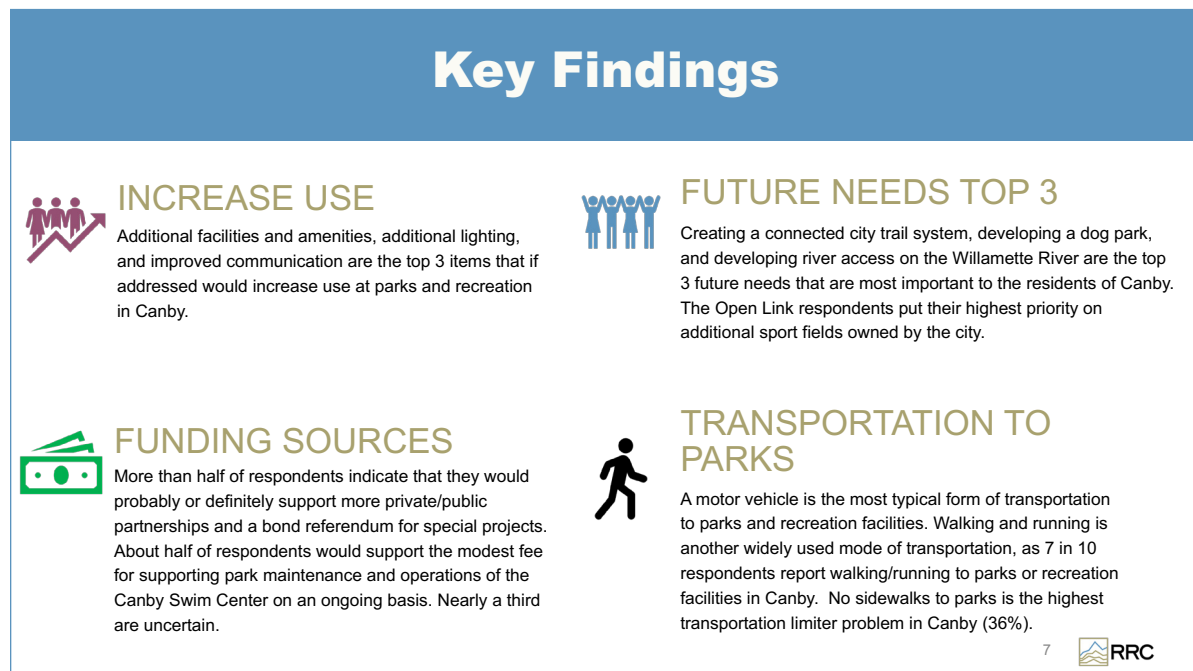


Figure 20: Key Findings From the Needs Assessment Survey



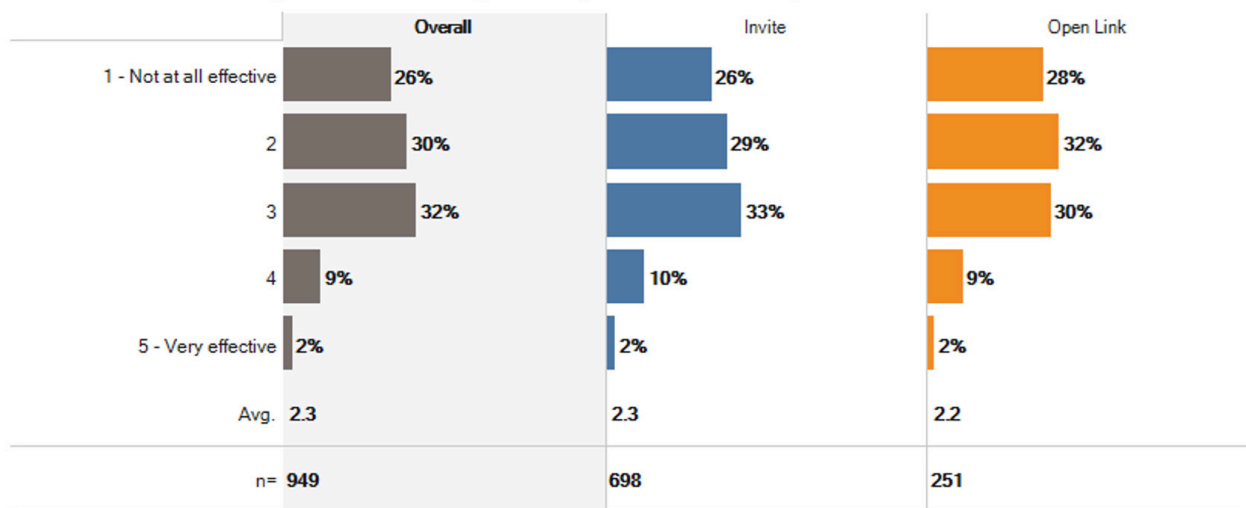
Other select findings from the survey are listed below and were integrated into the development of recommendations and actions for the master plan.

## Communication Effectiveness

Overall, 56% of survey respondents rated communication about parks and recreation as not effective. There is significant room for improvement to better leverage communication efforts and information dissemination about parks and recreation to further create awareness.

**Figure 21: Communication Effectiveness with Canby Community Member**

**Q: How well does the City communicate with you about parks & recreation? by "Source"**

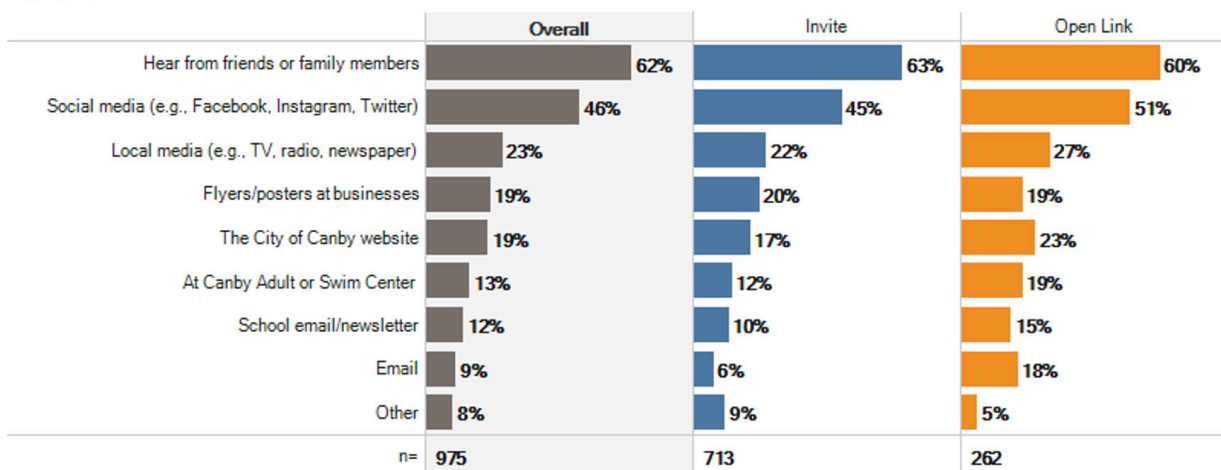


## Communication Methods

Word of mouth is how residents of Canby are currently receiving information about parks and recreation opportunities the most, followed by social media and local media. However, the preferred methods of communication are email, social media, and the city's website. See *Figures 21 and 22*.

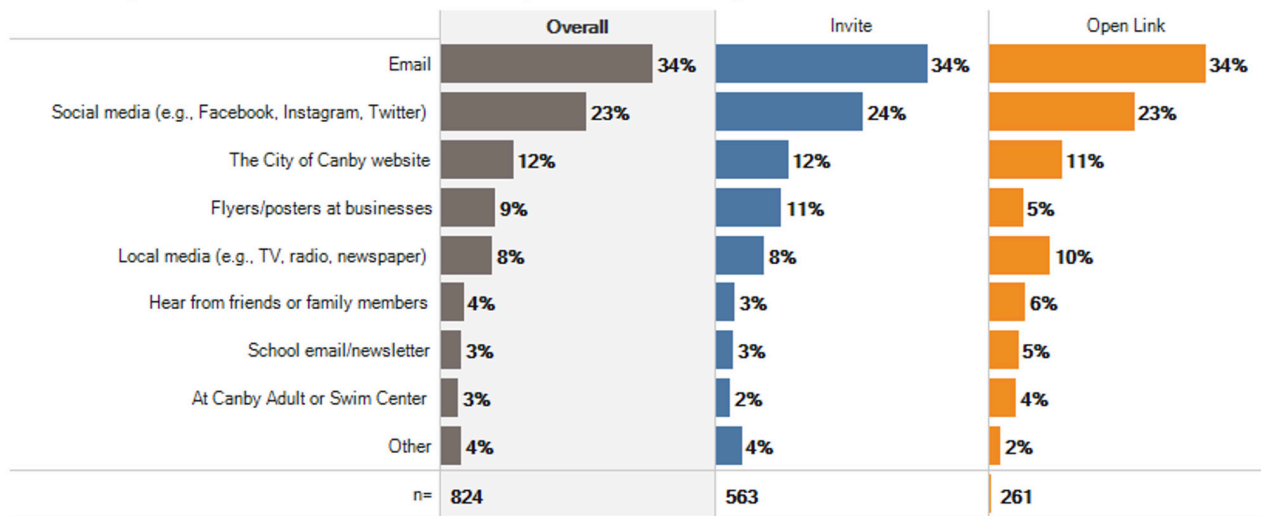
**Figure 22: Current Methods of Receiving Information by Canby Community Members**

**Q: How do you currently receive information on parks, facilities, and services offered by the City of Canby? (Check all that apply) by "Source"**



**Figure 23: Preferred Methods of Receiving Information by Canby Community Members**

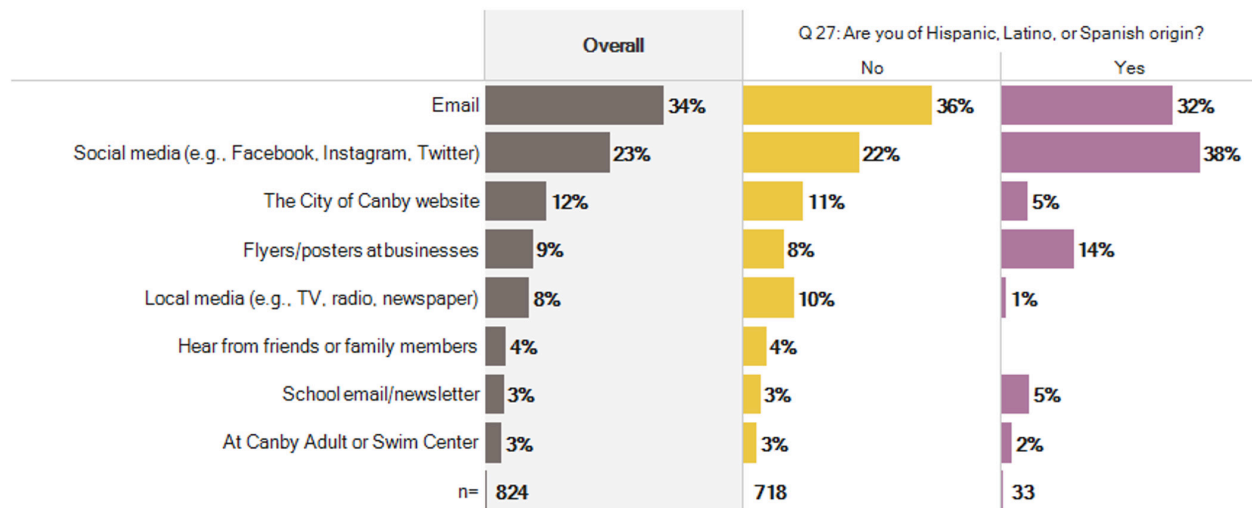
**Q: How do you want to receive information about parks & recreation? by "Source"**



While Canby Hispanic and Latino community members share the same communication preferences as the rest of the community, (email, social media, and the city's webpage), they were much more interested in receiving information via social media (38% compared to 22%) and much less likely to be reached via the city's website (5% compared to 11%).

**Figure 24: Preferred Methods of Receiving Information by Hispanic and Latino Canby Community Members**

**Q 14: How do you want to receive information about parks & recreation? by "Ethnicity"**

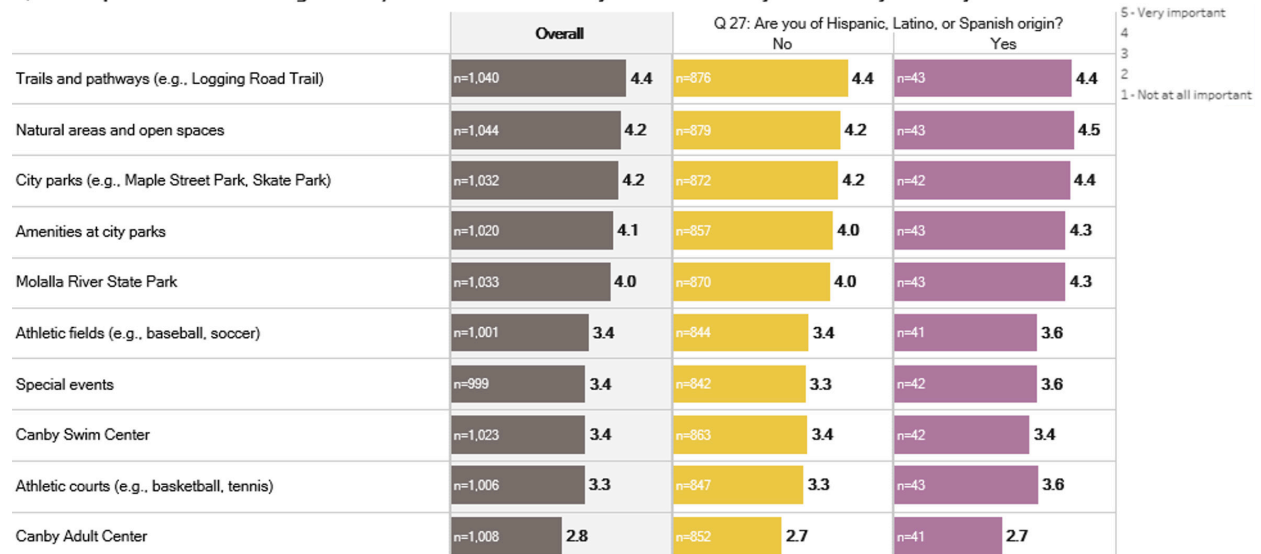


## Importance of Parks and Recreation Opportunities to Canby Community Members

Trails and pathways, natural areas, open spaces, and city parks were the most important opportunities reported by the community. **See Figure 25.** Survey respondents consistently suggested that creating a connected trail system, improving or enhancing maintenance of existing parks, acquiring land for new parks, and creating better access to the Willamette River were important ways of increasing use of the parks and recreation system. **See Figure 26.**

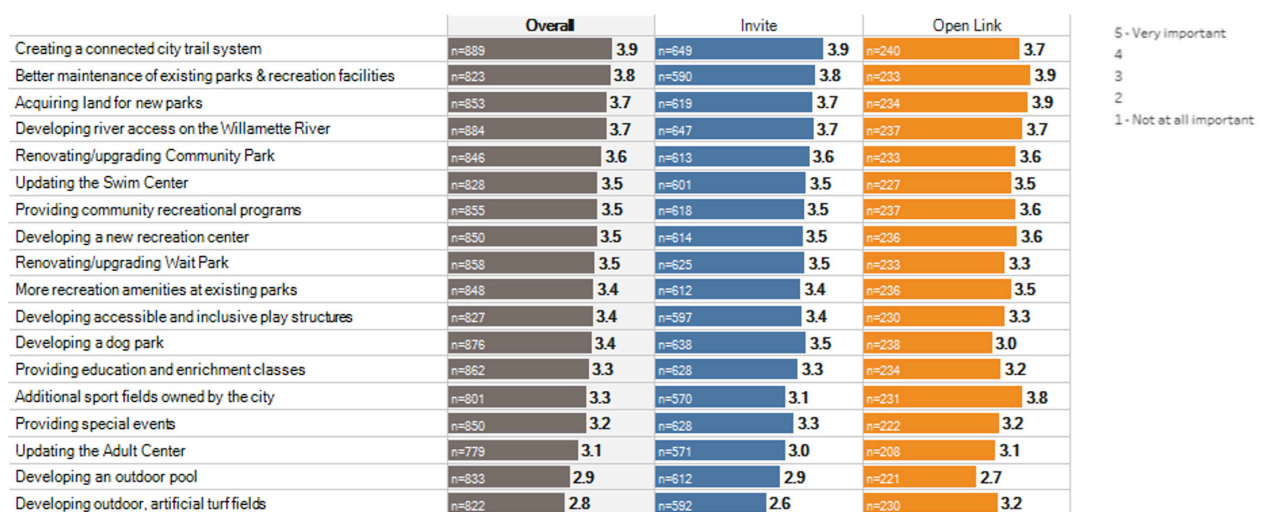
**Figure 25: Importance of Parks and Recreation Opportunities to Canby Residents**

Q: How important are the following facilities, amenities and events to you or members of your home? by "Ethnicity"



**Figure 26: Improvement Areas of Parks and Recreation Opportunities**

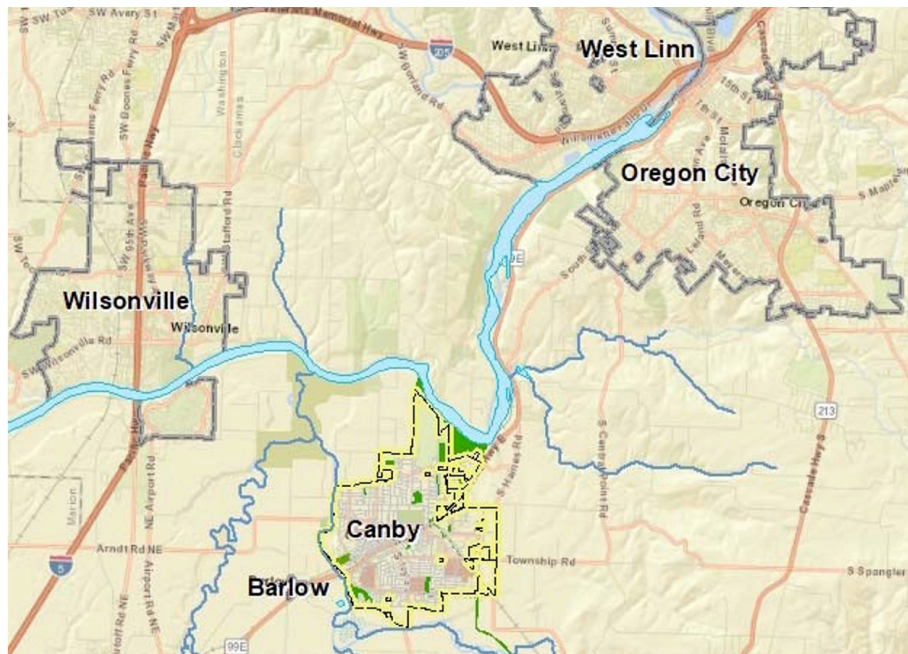
Q: What would you or members of your home like to see improved in the City of Canby over the next 5 to 10 years? by "Source"





# Section IV: Parks and Facilities Inventory and Assessment

Figure 27: Canby and Surrounding Area



Canby has 23 developed parks/facilities with 70 components and some park spaces that are undeveloped or partially developed. The city offers two indoor facilities—the Canby Adult Center and the Canby Swim Center. Observations based on visits to each park or facility include the following:

- Lack of consistent signage across the system for park ID signs, trails, and bike systems although the city has made improvements to park signs in the past few years
- The system lacks a dog park
- The city relies on schools to supplement sports fields and courts
- Canby has some options for a future sports complex
- The city may benefit from consistent standards for benches, shelters, etc.
- There is a need to create an ADA self-evaluation and transition plan to help maintain accessibility within parks
- There is a need for a playground replacement schedule
- The city should help ensure new development is providing walkable access to a neighborhood park



In addition, there are 22 alternative provider parks and facilities that include another 74 components. These include HOAs, schools, state, and county parks within or adjacent to Canby.

Canby's parks and properties are well distributed across the city. Development or improvements to the undeveloped properties would greatly increase service across the city.

## Evaluating LOS

A standard approach to evaluate park opportunities is using a methodology called Level of Service (LOS), which measures how a system provides community members access to parks, open spaces, trails, and facilities. Determining the LOS delivered by parks in a community requires a thorough inventory of what is available and accessible to community members. While some communities look primarily at acres per population, the consultant team used the Geo-Referenced Amenities Standards Process® (GRASP®)-IT audit tool to record and evaluate all aspects of a park, not just the acreage.

GRASP® utilizes Geographic Information System (GIS) data to offer new ways to measure LOS and display the value of components in parks, trails, open space, facilities, programs, and other amenities.

## A. Inventory – Canby's System of Parks

In August 2021, the consultant team used the GRASP®-IT audit tool (more detail found in **Appendix F**) in each park and facility. This tool was used to count and score the function and quality of:

Components – Major features of a park such as playgrounds, tennis courts, or picnic shelters

Modifiers – Amenities in a park that enhance comfort and convenience such as shade, drinking fountains, or restrooms

Evaluators assigned a quality value using a scale of 0 (below expectations) – 3 (exceeds expectations) for each component and modifier for all parks throughout the city. This system allows the comparison of sites and analysis of the overall LOS provided by the city. This assessment is significantly more detailed and is a more accurate way of determining if a community has enough parks and if those parks can deliver a quality user experience.



Figure 28: Example of Community River Park Scorecard and GIS Inventory  
See the Inventory Atlas, a Supplemental Document to the Master Plan.

Community River Park						
Initial Inventory Date:		8/6/2021		Approximate Park Acreage: 29.3		
43.2 Total Neighborhood GRASP® Score		43.2 Total Community GRASP® Score		Owner Canby		
Drinking Fountains	2	Shade	2	Design and Ambiance		
Seating	2	Trail Connection	1	2		
BBQ Grills	2	Park Access	2			
Dog Pick-Up Station	0	Parking	2			
Security Lighting	0	Seasonal Plantings	0			
Bike Parking	2	Ornamental Plantings	2			
Restrooms	1	Picnic Tables	2			
General Comments						
Large natural park with river access. Lacks irrigation and paths Has older components, aged restroom						
Components with Score						
MAPID	Component	Quantity	Lights	Neighborhood Score	Community Score	Comments
L02	PARCEL	1		2	2	
C062	Shelter, Large	1		2	2	
C061	Event Space	1		1	1	Small outdoor classroom. Limited capacity
C060	Water Access, Developed	1		2	2	Boat ramp
C059	Other	1		2	2	Gaga ball
C010	Natural Area	1		2	2	
C009	Water Access, General	1		2	2	River and ponds
C008	Playground, Local	1		1	1	Older, metal, aged
C007	Diamond Field, Practice	1		1	1	Poor condition
C006	Open Turf	1		1	1	Lacking irrigation
C005	Water, Open	1		2	2	River and ponds

Team members created a scorecard and GIS Inventory Map for each park in Canby. The Inventory Atlas provided as a supplemental document to the master plan includes all parks and facilities.

Park Summary

Canby has 23 developed parks/facilities with 70 components. In addition, 22 alternative provider parks and facilities were visited and mapped, including another 74 components. Table 5 shows the type and quantity of components located within each park.



Current Canby parks range from 0.2 acres at Triangle Park to 22 acres at Community River Park. Maple Street Park, Community River Park, and Legacy Park offer the greatest recreation opportunities.

Several properties, such as Transit and Triangle, offer public access but limited recreation opportunities. Large parcels such as 98 acres at Traverso, Willamette Wayside Natural Area (89 acres), Three Sisters Ranch Property (territorial in the table below) (37), and others have limited components and public access.

Table 6: Summary of Parks/Outdoor Locations and Their Components

LOCATION	Acres	Aquatics, Spray Pad	Basketball Court	Concessions	Diamond Field	Diamond Field, Practice	Disc Golf	Educational Experience	Event Space	Loop Walk	Natural Area	Open Turf	Passive Node	Pickleball Court	Playground, Local	Public Art	Rectangular Field, Large	Shelter, Large	Shelter, Small	Skate Park	Trail Access Point	Trailhead	Water Access, Developed	Water Access, General	Water, Open	Total Components	Component Diversity
Arneson Garden	1.9							1		1	1															3	100%
Art Park	0.2											1							1							2	100%
Community River Park	22					1			1		1	1			1			1					1	1	1	9	100%
Dodds	2.3	Undeveloped																								0	
Eco Park	24										1										1	1				3	100%
Faist Park	0.3											1														1	100%
Fish Eddy Landing	1.7	Undeveloped																								0	
Legacy Park	6			1						1		1	1		2		1	1								8	88%
Locust Street Park	0.9		1									1			1				2							5	80%
Logging Road Trail	16																				7					7	14%
Maple Street Park	9	1	2	1	2					1		1		1	2			2	1							14	71%
Nineteenth Avenue Loop Natural Area	1.8										1															1	100%
Northwood Park	1.5											1			1				1							3	100%
Redwood Landing	5										1															1	100%
Skate Park	0.4																			1						1	100%
Three Sisters Ranch Property	37	Undeveloped																								0	
Timber Park	1.2											1														1	100%
Transit	0.5																		1							1	100%
Traverso	98	Undeveloped																								0	
Triangle Park	0.2															1										1	100%
Wait Park	1.7												1		2	1		1								5	80%
Willamette Wayside Natural Area	89						1				1													1		3	100%
Willow Creek Park	6										1	1														2	100%
System Total	328	1	3	2	2	1	1	1	1	3	7	9	2	1	9	2	1	5	6	1	8	1	1	2	1	71	



## Indoor Facilities

Indoor facilities include the adult center and the swim center, and both are centrally located within Canby. Recreation spaces are summarized in the table below.

**Table 7: Indoor Facility Inventory**

Location / Facility	Aquatics, Lap Pool	Kitchen - Commercial	Multi-Purpose Room	Patio/Outdoor Seating	Shelter, Small
Canby Adult Center		1	6	1	
Canby Swim Center	1				1

## B. Assessing Parks Based on a Target LOS

To assess the overall and potential user experience, the presence of three components and access to a trail system was established as a target LOS. The evaluation is based in part on how well each park meets the target.

In terms of walkable access, almost three fourths of the city's land area has service that exceeds the target value. Low-scoring areas (22%) have access to some recreation, but not the target level. Less than 10% of the city's land is without access to recreation opportunities within a 10-minute walk. Combining LOS with census data, the analysis indicates that parks are generally well placed and capture a higher population than land area. Canby is well positioned, with 99% of residents in walking distance to some outdoor recreation opportunities, including 87% within a target score area. While the percentage of underserved residents is low, there are several opportunities to increase these percentages by addressing low-scoring properties. Analysis shows nearly 100% of residents have access to target service levels within 1 mile.

## C. Assessment and Analysis – How Is the City Doing?

### Park Scoring

In addition to locating components, the assessment includes quality, function, condition, and modifiers. Cumulative scores reflect the number and quality of these components and the availability of modifiers such as restrooms, drinking fountains, seating, parking, and shade. Higher scores reflect more and better recreation opportunities than lower scores. There is no ultimate or perfect score. The scores illustrate how the parks and components serve residents and users reasonably. Properties at the bottom of the list have limited public access to current development.

Table 8: Park Scores

Park / Location	GRASP® Score
Maple Street Park	67.2
Community River Park	43.2
Legacy Park	38.4
Logging Road Trail	35.2
Locust Street Park	33.6
Wait Park	28.8
Arneson Garden	19.2
Eco Park	19.2
Northwood Park	19.2
Art Park	13.2
Timber Park	9.6
Transit	9.6
Willamette Wayside Natural Area	7.7
Willow Creek Park	5.5
Nineteenth Avenue Loop Natural Area	4.4
Redwood Landing	4.4
Skate Park	4.4
Triangle park	4.4
Faist Park	3.3
Dodds	2.2
Fish Eddy Landing	2.2
Territorial	2.2
Traverso	2.2

## What is Level of Service and why do we use it?

Level of Service (LOS) measures how a system provides residents access to parks, open spaces, trails, and facilities. It indicates the ability of people to connect with the outdoors and nature and pursue active lifestyles with implications for health and wellness, the local economy, and quality of life. LOS for a park and recreation system tends to mirror community values, reflective of peoples' connection to their communities. It is also useful in benchmarking current conditions and directing future planning efforts. The service offered by a park or a component is a function of two main variables: what is available at a specific location and how easy it is for a user to get to it.

## What is GRASP?

Geo-Referenced Amenities Standards Process® (GRASP®) has been applied by GreenPlay in many communities across the country as a measure of LOS. With GRASP®, information from the inventory combined with Geographic Information Systems (GIS) software produces analytic maps and data, called Perspectives that show the distribution and quality of these services.

## What do Perspectives do for us?

Perspectives can take the form of maps showing the LOS of a particular type of service, or other analyses incorporating statistics, diagrams, tables, and charts that provide benchmarks or insights

useful in determining community success in delivering services. The inventory performed with the GRASP®-IT tool provides details of what is available at any given location, and GIS analysis measures user access. People use various ways of reaching a recreation destination: on foot, on a bike, in a car, via public transportation, or some combination of those methods. In GRASP® Perspectives, there are two distinct types of service areas for examining the park system to account for this variability:

1. **Neighborhood Access Perspective** – uses a travel distance of 1 mile to each component. It is intended to account for users traveling from home or elsewhere to a park or facility most likely by way of a bike, bus, or automobile.
2. **Walkable Access Perspective** – uses a travel distance of ½ mile, a suitable distance for a 10-minute walk.

For each Perspective, combining the service area for each component and the assigned GRASP® score into one overlay creates a shaded “heat” map representing the cumulative value of all components. This allows the LOS to be measured for any resident/user or location within the study area. The deeper the shade of orange, the higher the LOS. Further discussion on Perspectives and other GRASP® terminology is found in the Appendix.

Notes:

1. Proximity relates to access. A component within a specified distance of a given location is considered “accessible.” “Access” in this analysis does not refer to access as defined in the Americans with Disabilities Act (ADA).
2. Walkable access is affected by barriers, obstacles to free and comfortable foot travel. The analysis accounts for these.
3. The LOS value at a particular location is the cumulative value of all components accessible to that location.

Figure 29: Example of a GRASP® LOS Perspectives Heat Map



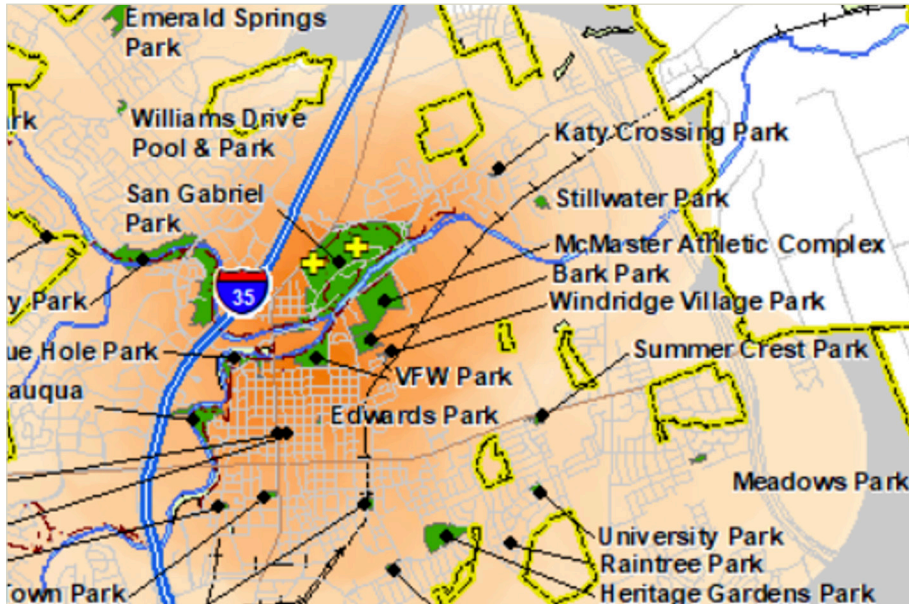






# Section V

## Canby Parks and Facilities LOS



### Walkable Access To Recreation Pedestrian Barriers

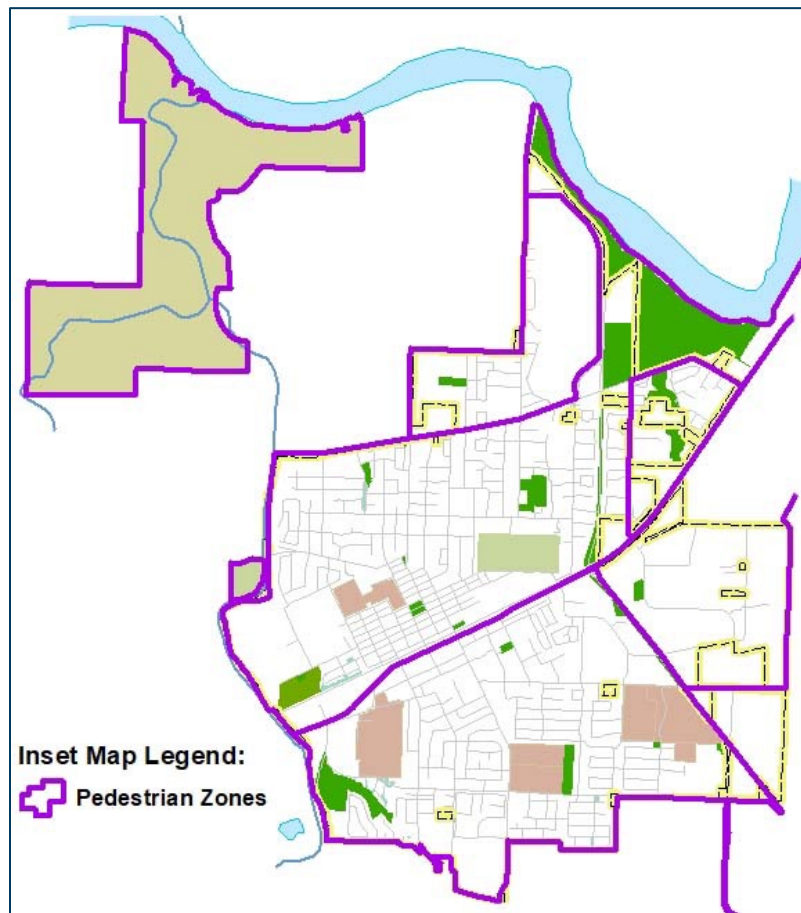
Pedestrian barriers such as major streets, highways, railroads, and rivers significantly impact walkable access in Canby. Zones created by identified barriers, displayed as dark purple lines, serve as discrete areas accessible without crossing a major street or another obstacle. Green and tan parcels represent parks, while red/brown parcels symbolize schools.

Walkability is a measure of how user friendly an area is to people travelling on foot and benefits a community in many ways related to public health, social equity, and the local economy. Many factors influence walkability, including the quality of foot-paths, sidewalks or other pedestrian rights-of-way, traffic and road conditions, land use patterns, and public safety considerations, among others.

Walkability analysis measures access to recreation by walking. One-half mile catchment radii have been placed around each component and shaded according to the GRASP® score. Scores are adjusted to reflect the added value of walkable proximity, allowing direct comparisons between neighborhood access and walkable access.

Environmental barriers can limit walkability. The LOS in the walkability analysis has been "cut-off" by identified barriers where applicable.

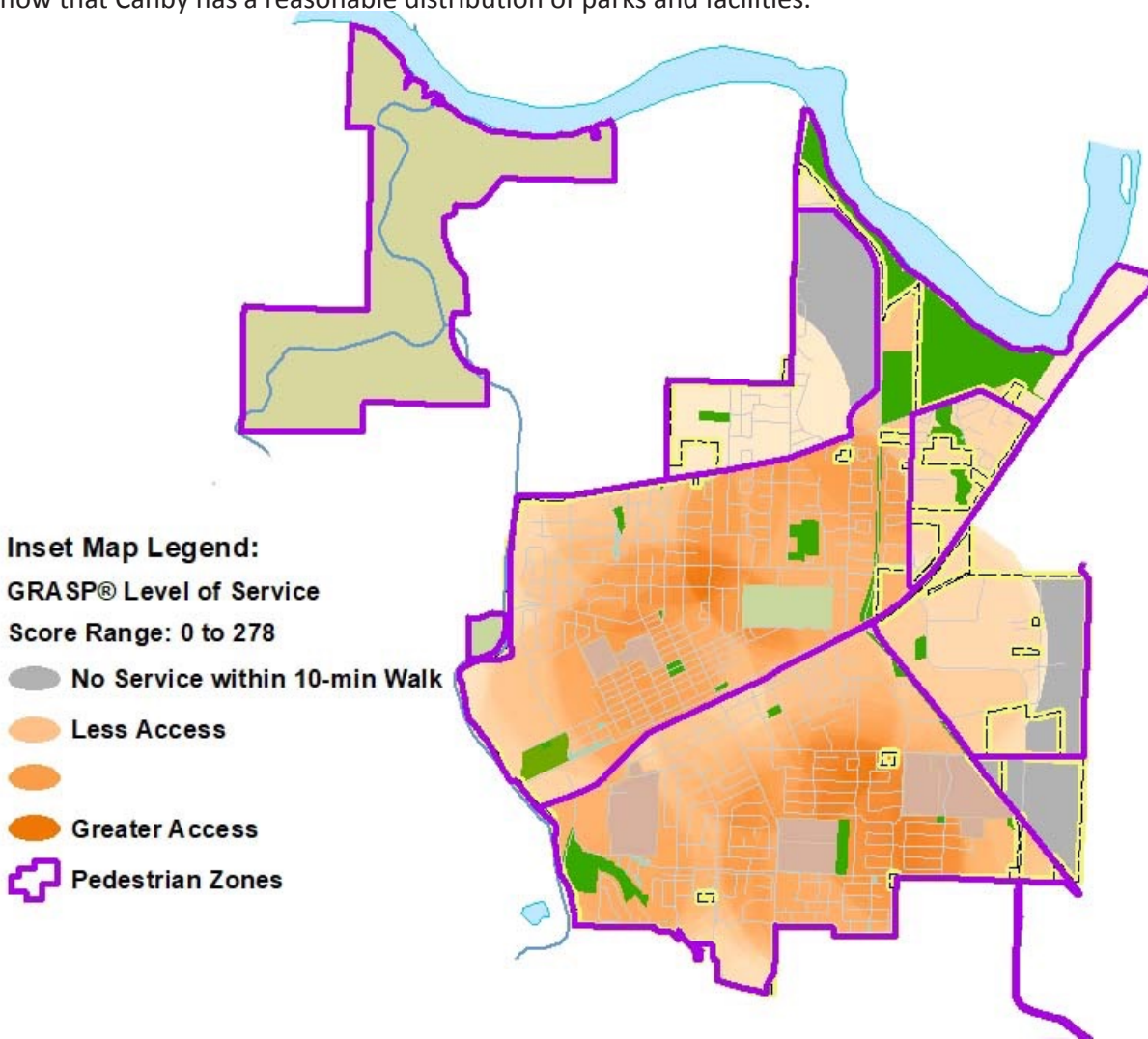
**Figure 30: Walkability Barriers**



These barriers "cut-off" service areas where applicable. The purple boundaries represent pedestrian barriers.

The analysis shows the LOS available across Canby, based on a 10-minute walk. The images' darker gradient areas indicate higher-quality recreation assets available based on a half-mile service area.

Gray areas fall outside of a 10-minute walk to recreation opportunities. In general, these images show that Canby has a reasonable distribution of parks and facilities.



The figure (left) shows the high-value area. The red star indicates the maximum GRASP® value area score of (278) in the image above. Aerial photography suggests this is a highly residential neighborhood where users can access 26 components at six Canby parks and 9 components at four alternative provider sites within this area.

The ability to show where service and access are adequate or inadequate is an advantage of GIS analysis. First, an appropriate



LOS for Canby residents is determined. A review of the scores suggests that a reasonable target is three to four components and access to a significant trail corridor or six elements where trail access is more limited. In this case, the target value would be comparable to Northwood Park and the Logging Road Trail. Parks such as Legacy Park, Community River Park, and Maple Street Park can reach this target without trail access. The diversity within these parks represents the critical finding that parks vary greatly, yet score similarly in the GRASP® system, and are shown in the following table.

**Table 9: Target Park Calculation**

Park / Facility	Acres	Educational Experience	Loop Walk	Natural Area	Open Turf	Playground, Local	Shelter, Small	Trail Access Point	Trailhead	Total Components	Component Diversity
Arneson Garden	1.9	1	1	1						3	100%
Eco Park	24			1				1	1	3	100%
Northwood Park	1.5				1	1	1			3	100%

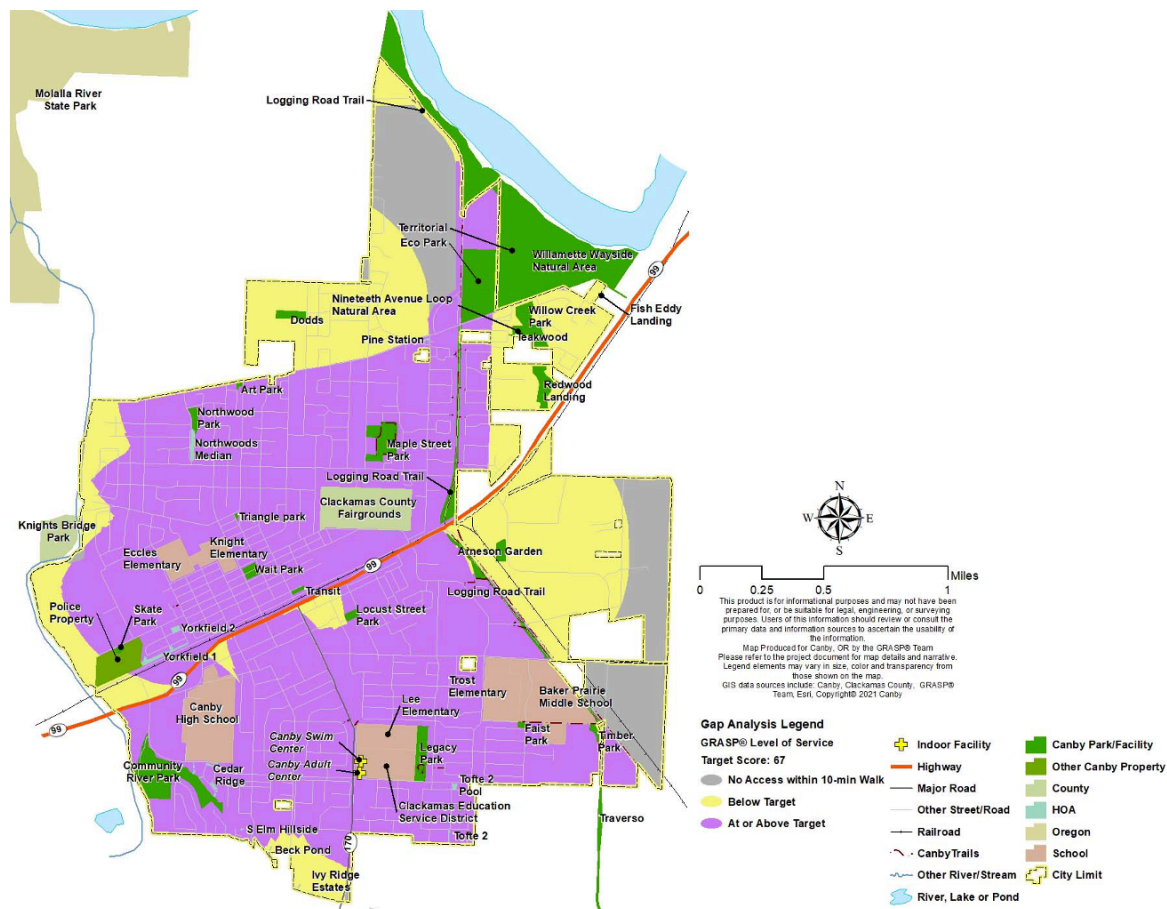




## Walkability Gap Analysis

These parks and their components will likely attract users from a walkable distance. The following map brackets GRASP® values to areas that meet this target score or are below the target score. Purple areas indicate where walkable LOS values meet or exceed the target in the following figure. Areas shown in yellow on the map can be considered areas of opportunity. These areas are currently available land and assets, but do not provide the target value. Improving the LOS value in such areas may be possible by enhancing the quantity and quality of features in existing parks without acquiring new lands or developing new parks. Another option might be to address pedestrian barriers in the immediate area.

**Figure 31: GRASP® Walkable Gap Analysis**



In this analysis, only almost three fourths of the city's land area has LOS that exceeds the target value shown in purple. Yellow regions (22%) have access to some recreation, but not at the target level. Less than 10% (gray) is without access to recreation opportunities within a 10-minute walk. The picture is even more favorable when considering where people live in Canby.

The following chart displays the LOS based on where people live. Combining LOS with census data, the analysis indicates that parks are generally well placed and capture a higher population than land area. Canby is well positioned, with 99% of residents in walking distance to some outdoor recreation opportunities, including 87% within a target score area. While the percentage of underserved residents is low, there are several opportunities to increase these percentages by addressing low-scoring properties.

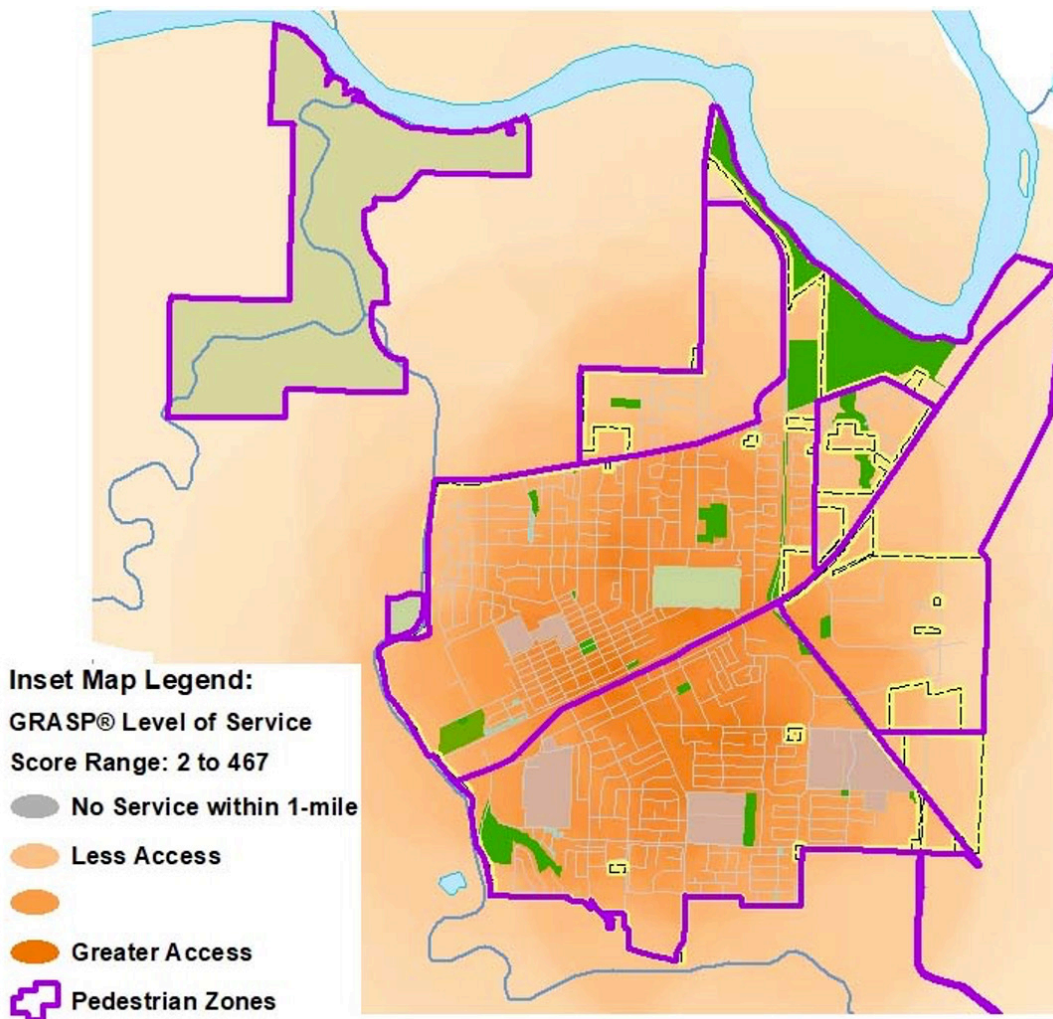
**Figure 32: Percentage of Population by Service Level**



## Neighborhood Access to Outdoor Recreation

Perspectives also examine neighborhood or one-mile access to recreation opportunities. Darker gradient areas on the following images indicate higher-quality recreation assets based on a one-mile service area. In general, these images also show that Canby has an excellent distribution of parks and facilities related to current residential development. Note: the blending of color suggests a more equitable distribution of parks and outdoor opportunities.

**Figure 33: Canby Neighborhood Access to Outdoor Recreation**

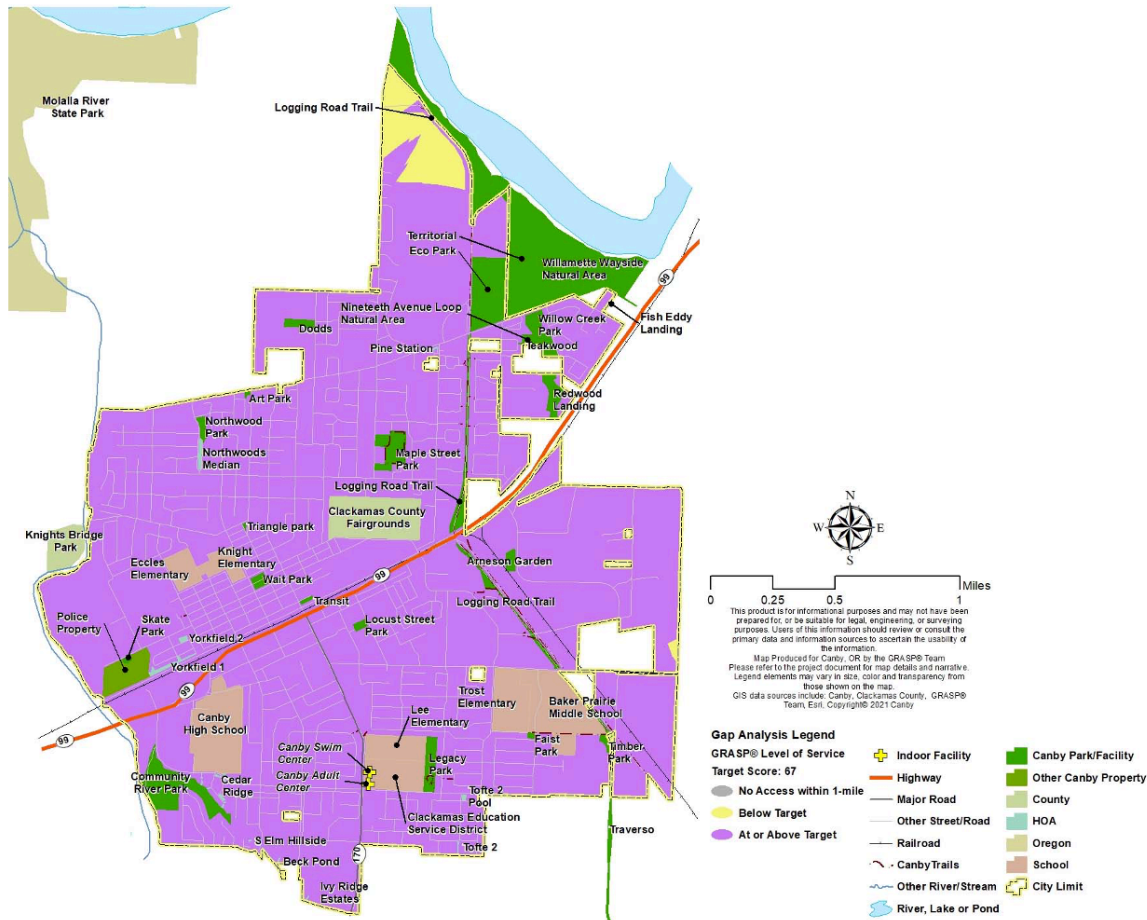




## Neighborhood Gap Analysis

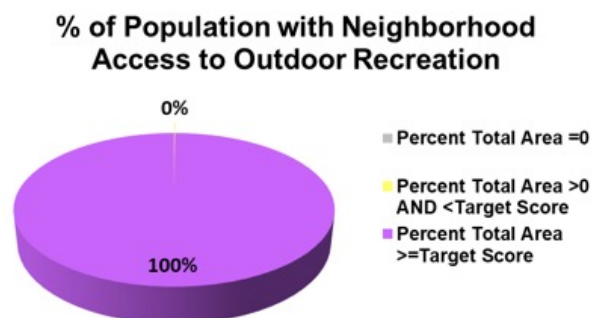
Analysis shows nearly 100% of all residents have access to target service levels within 1 mile.

**Figure 34: Neighborhood Gap Analysis**



Further analysis of this perspective indicates that most Canby residents are within 1 mile of an existing park or outdoor recreation opportunity.

**Figure 35: Percentage of Population by Service Level**





## A. Comparing Canby's Park LOS With Other Similar-Sized Communities

When comparing Canby to other agencies and parks in the dataset, no parks are in the top 100 parks overall or the top 10% in terms of GRASP® score. Additional findings in these comparisons reveal that Canby is above the average other similar-sized agencies in total locations and parks per capita. However, Canby scores lower in components per location and average park score and components per capita. These scores are directly related to the large number of parks that are currently underdeveloped or minimally developed. Canby offers approximately 5.4 acres of developed parkland per 1,000 residents. This ratio is below the National Recreation and Parks Association median of 7.7 acres for other similar-sized agencies. An additional 43 acres would need to be added to the system to meet that median.

Six playgrounds in Canby are located in three parks. Multiple playgrounds at a single park limit the distribution of playgrounds and access to more children. Better distribution of playgrounds will increase access to children without current walkable access. Canby should also consider adding basketball courts, community gardens, diamond fields, dog parks, rectangular fields, and tennis courts. Improving or adding skateboard opportunities may also be beneficial.

### GRASP® Comparative Data

Canby parks are comparable to other agencies across the county by using these scores. The GRASP® National Dataset currently consists of 81 agencies, 5,116 parks, and over 27,700 components. When comparing Canby to other agencies and parks in the dataset, one park is in the top 600 parks overall and one in the top 10% in terms of GRASP® Score.



Additional findings in these comparisons reveal that Canby is above the average compared to other similar-sized agencies in total locations and parks per capita.



However, Canby scores lower in components per location and average park score and components per capita. These scores are directly related to the large number of parks that are currently underdeveloped or minimally developed.



The table on this page provides additional comparative data from other communities of similar populations to Canby across the United States. Because every community is unique, there are no standards or “correct” numbers.

Table 10: GRASP® Comparative Data

City / Agency	Fruita, CO	Canby, OR	Angleton, TX	Golden, CO	Wilsonville, OR	Lathrop, CA	Average
Year	2020	2021	2019	2016	2017	2020	2016-2021
Population	13,398	18,952	19,878	20,201	22,919	24,049	19,900
Study Area Size (Acres)	5,175	2,986	7,454	6,221	4,858	13,377	6,679
# of Sites (Parks, Facilities, etc.)	23	23	13	25	21	25	22
Total Number of Components	90	70	106	183	177	148	129
Average # of Components per Site	4	3	8	7	8	6	6
Total GRASP® Value (Entire System)	462	374	428	778	1,092	785	653
GRASP® Index	34	20	22	39	48	33	33
Average Score/Site	20	16	33	31	52	31	31
% of Total Area w/LOS >0	100%	98%	89%	NA	95%	72%	91%
Average LOS per Acre Served	223	265	128	NA	388	174	236
Components per Capita	7	4	5	9	8	6	7
Average LOS / Population Density per Acre	86	42	48	NA	82	97	71
Population Density (per acre)	2.6	6.3	2.7	3.2	4.7	1.8	4
% of Population with Walkable Target Access	97%	87%	24%	70%	67%	87%	72%
People per Park	583	824	1,529	808	1,091	962	966
Park per 1k People	1.7	1.2	0.7	1.2	0.9	1.0	1.1
Better than the average							
Below the average							



## B. Outdoor Parks, Properties, and Focus Areas

The community engagement process, the survey, and the LOS analysis identified key areas the city may want to focus on to improve LOS in the future. The Willamette Wayside Natural Area, athletic facilities, trails, access to playgrounds, and dog off-leash areas/parks, were important themes addressed in this section.

### Willamette Wayside Natural Area

This park space is located on the Willamette River, providing great opportunities for enhanced river access. The property sits outside the city and urban growth boundary. While zoning laws help prevent it from active use, such as for a sports park, development of the property for passive use or preservation as a natural area can provide a regional asset for the area. The master plan for the Willamette Wayside Natural Area was completed in 2002. A legal finding by Joseh Lindsay, Canby City Attorney describes appropriate use of the Willamette Wayside property:

The only property that can be used beyond conservation is the 34 acres of property call the Three Sister's property. And for that particular parcel, there are restrictions of the 100 year flood plain, the Willow Creek waterway, and the fact that it was bought with sewer funds for wastewater purposes. That said, of the 16 or so acres of build-able land suitable for parks, the fact that it is in the county (and outside our UGB) zoned RRFF-5 means that our government-owned, recreational uses are limited to those described in the county code section 316-6. Please see those for more details.

### Athletic Facilities

The city provides a limited number of athletic facilities (three diamond, one rectangular) and relies on agreements with the Canby School District to help meet the demand for athletic fields. Due to school district policies, the city nor the volunteer sports group Canby Kids<sup>15</sup> have the opportunity to affect the maintenance and upkeep of the fields. Key observations regarding athletic fields include:

- Community members voiced a need for better access and upkeep of fields. A future athletic complex would solve a host of issues related to operations and maintenance
- The city does not have sufficient rectangle or diamond athletic facilities to host tournaments and activities/leagues
- Among all city recreational opportunities, needs for athletic fields and courts are least met

### Trails – Connecting the City to Walkable Spaces and Parks

The Emerald Necklace plan envisions connecting new trails along the Willamette and Molalla Rivers with the existing Logging Road Trail to form a large loop around the perimeter of Canby. This concept, in combination with additional cross-town connections, should form the framework to guide future trail development.

---

<sup>15</sup> The Canby Kids Inc., founded in 1975, is a nonprofit 501(3)(C) umbrella organization for sports that provides youth recreational and competitive teams with sports opportunities for children in and around the Canby area on a year-round basis.

New trails should follow the general alignment shown on the Emerald Necklace plan, but can deviate to take advantage of any opportunities offered by partnering land agencies (such as state and county parks), new subdivisions or other land developments, and infrastructure improvements such as transportation, stormwater, or other utility projects. However, the final alignment can deviate to take advantage of opportunities as they arise. An example of this is shown in the Southwest Canby Master Plan, which includes trail connections between South Elm and South Ivy that could take the place of the far southwest segment along the river shown on the Emerald Necklace plan. Connections to parks, schools, and other public spaces should be a priority, but between these destinations, the route can take advantage of utility corridors, street modifications, and other opportunities as they arise.

Meanwhile, existing on-street bike routes might be modified to create cross-town multi-use trail connections and create shorter sub-loops within the overall ring. These would also provide connections from urban neighborhoods to the more rural parts of the trail. For example, 13<sup>th</sup> Avenue provides a direct connection across the south side of Canby between Canby Community Park and the Logging Road Trail. It may be possible to utilize the existing on-street bike lanes and adjacent sidewalks to form a combined multi-use off-street trail. This could be done by integrating the bike lane and sidewalk on one side of the street into a combined use trail, perhaps with a curb, bollards, or other barrier between the trail and traffic lane. Helping to assure that curb cuts and ramps are in place along the entire route to allow for smooth travel by bikes, wheelchairs, strollers, and others using a widened sidewalk would turn it into a suitable multi-use trail. The addition of benches, landscaping, and other amenities where adjacent space is available would turn the route into a viable recreational trail. A similar approach to Township Road could provide a cross-town connector in the middle of the city, and Ivy Street can form a north/south connector.

The recommendation is that a more detailed study be completed to generate a citywide trails plan, with the following priorities:

- 1) Identify potential alignments, routes, and segments that could be used to complete the trail system. Prioritize these and develop a strategy for implementation. The acquisition of land, easements, or partnership agreements to secure the connections needed to implement the trail system should be a high priority, with construction occurring as funds are made available.
- 2) Develop alternatives and strategies for reconfiguring the cross-town connectors along existing streets into recreational trails as described above. Coordinate these with plans for upgrading, repaving, or other improvement projects along these streets.
- 3) Develop an implementation strategy with timeline and budgets for implementation and completion of the trail system

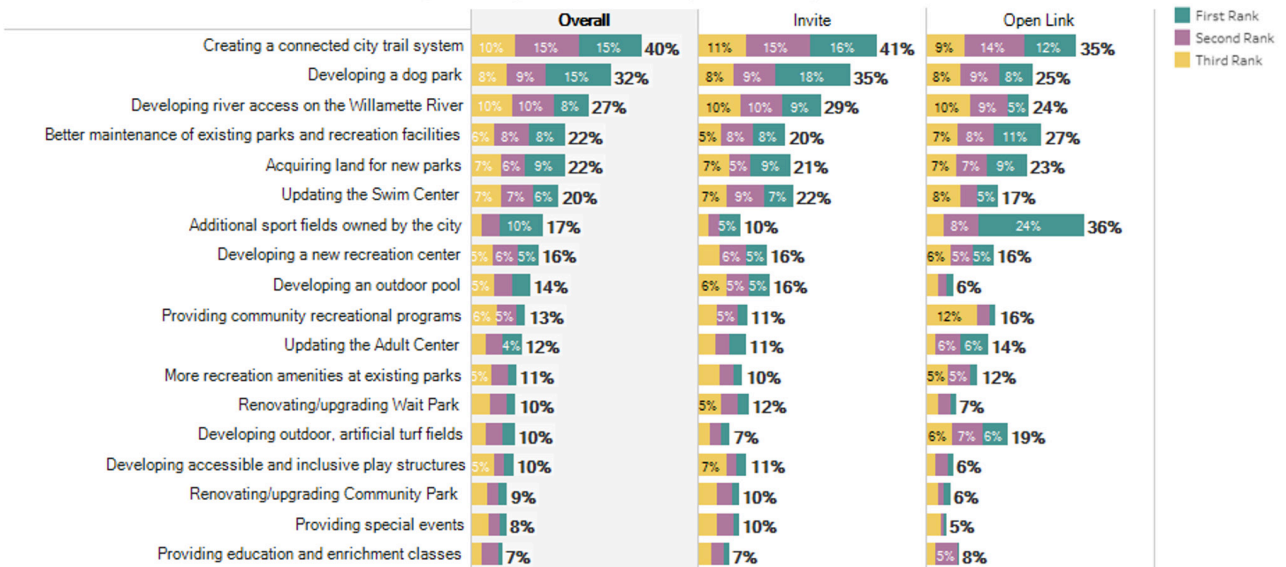
Creating a connected trail system was at the top of the list of community desires identified by the needs assessment survey. The city should consider exploring a policy of safe routes to parks, completion of the Emerald Necklace, further development of the Logging Road Trail, and coordination with future active transportation plans. A map from the city's 2013 Vision process shows the Emerald Necklace concept in **Figure 37**.

This master plan analyzes the effectiveness and efficiency of the city's delivery of parks and recreation facilities, programs, and services. This section is useful as a framework to establish goals.



**Figure 36: Top Three Important Areas for Improvement**

**Q: Which 3 future needs would be MOST important to you or members of your home? by "Source"**



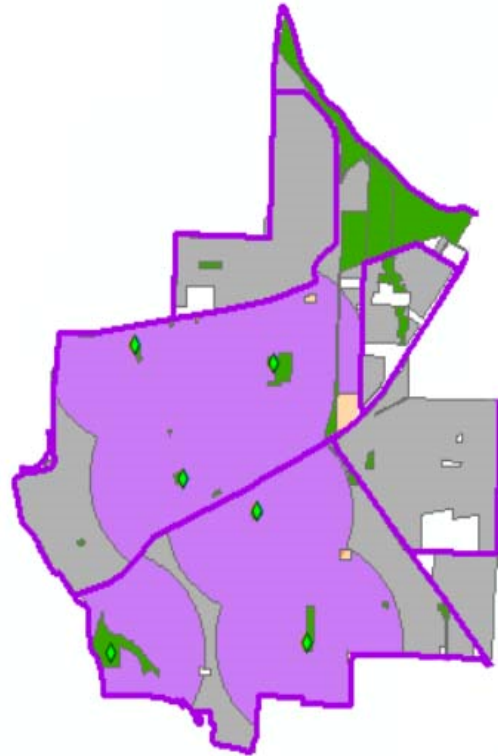
68



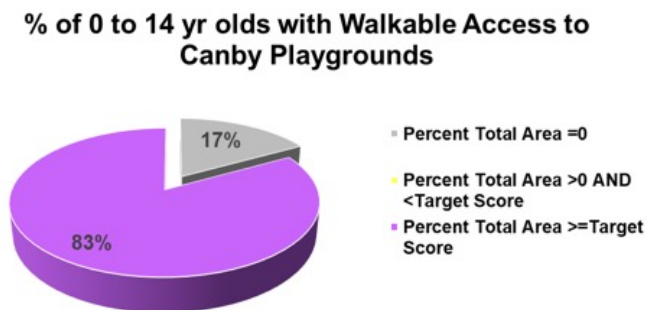
## Access to Playgrounds

In the following figure, playgrounds in Canby parks are shown with a green diamond. A 10-minute walk buffer (purple) has been similarly applied to previous analyses. Comparison to census data shows that 17% of children (age 0 – 14) do not have walkable access to a Canby playground.

**Figure 38: Walkable Access to Playgrounds in Canby Parks (right)**



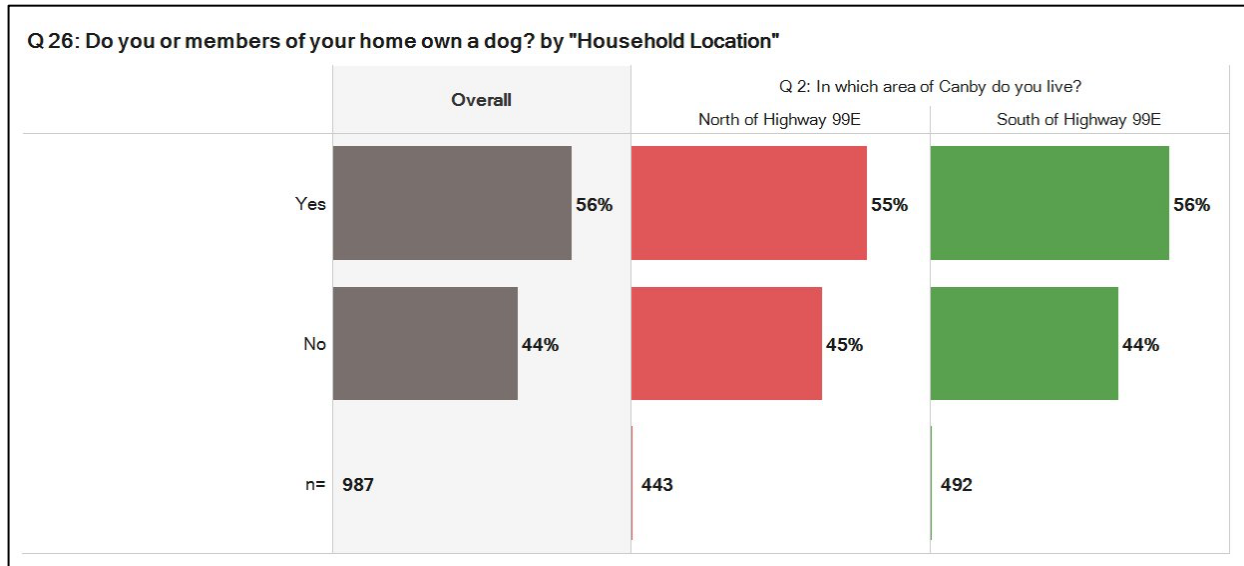
**Figure 39: Population Analysis of 0 – 14-Year-Olds With Walkable Access to Playgrounds**



## Dog Off-Leash Parks

The consultants estimate that approximately 3,750 households in Canby own a dog. However, the city lacks a formal off-leash dog park. The needs assessment survey suggested that developing a dog park was the second most important need, after a connected trail system. The survey results also demonstrated that most households with dogs are located north of Highway 99E.

**Figure 40: Dog Ownership in Canby**



### Off-Leash/Dog Park Siting Criteria

Siting an off-leash dog park requires a robust public involvement process and application of applicable siting criteria in the areas of access, size, environmental conditions, design/operation and maintenance considerations, and other uses of a park.

The National Recreation and Park Association (NRPA) suggests that each community should have one (minimum 1 acre) dog park per each 11,148 population. The terms “dog park” and “off-leash area,” although different in application, are considered interchangeable for the purposes of these criteria.

#### Access

- Users should have close, walkable access
- Dog parks should provide ADA access from ADA parking stalls to entrances to a shaded area with benches and ADA companion seating
- Dog parks should be distributed throughout the city/community
- Proximity to other dog parks should be considered
- The dog park must have sufficient adjacent parking, preferably off street, which does not require users to cross a street. Curbside parking is an option but is less desirable

#### Size

- The recommended minimum is 1 acre and should comprise a minimum of three quarters of an acre for big dogs, and a minimum of one quarter of an acre for small or older dogs

#### Environmental Considerations

- Siting should avoid affecting fish and wildlife habitats
- Siting should avoid risks to water quality
- Consideration should be given to adjacent land-use compatibility



- Siting should avoid areas with threatened animals/plants
- Consideration should be given to seasonal suspensions of off-leash activities, to allow wild-life to nest, breed, and rear their young

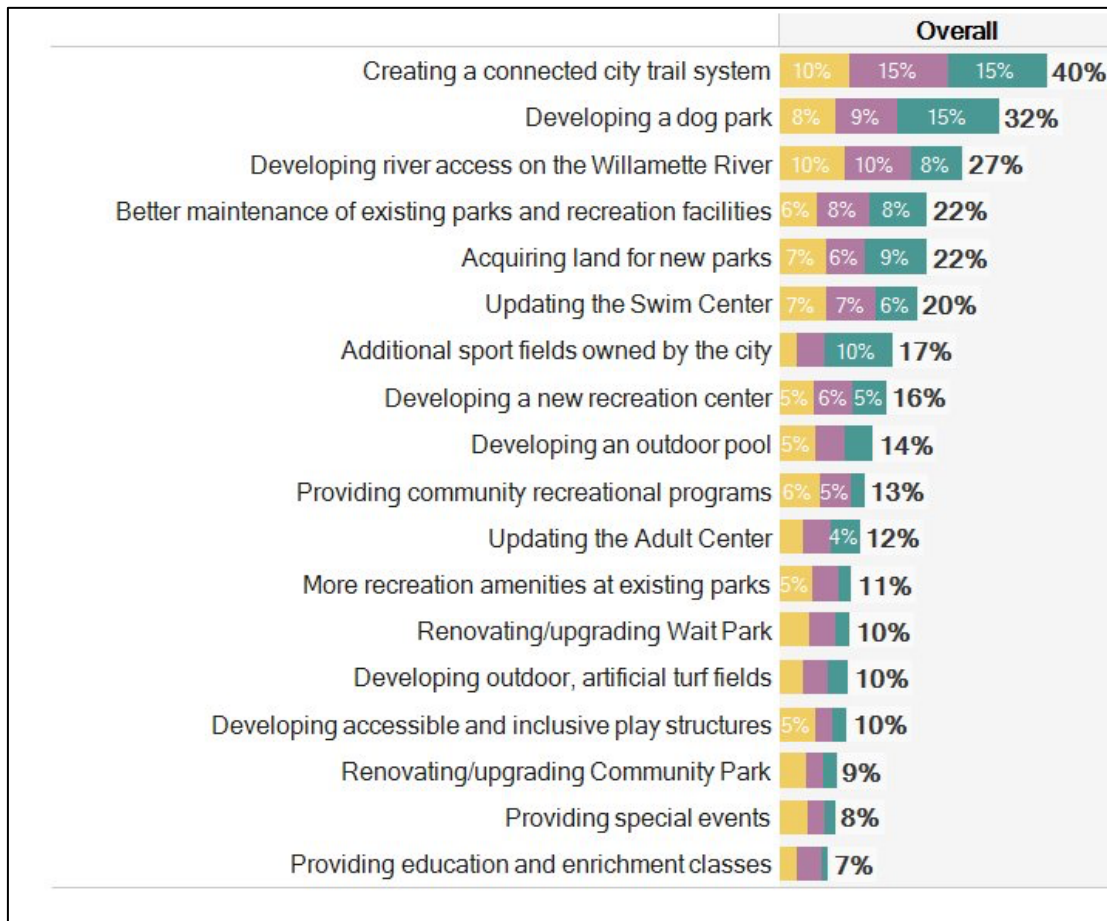
### **Design/Operation and Maintenance Considerations**

- Dog parks are best on relatively level spaces (slopes and heavy tree canopies should be avoided whenever possible)
- Areas should be dry and irrigated rather than wet (place barriers and buffer zones to protect sensitive and highly erodible areas)
- Avoid siting dog parks adjacent to streets with heavy traffic
- Dog parks should be maintainable in a way that is safe for dogs and people
- Dog parks should be sited that can easily be closed to allow for turf regeneration/rest
- Available shade is a high priority
- Operations and maintenance funding and staff should be available to empty dog waste which is much more dense than regular park trash and are physically taxing on staff to empty
- Appropriate soil with moderate erosion, drainage, etc. should be considered
- Proximity to potable water supply is critical

### **Park Use**

- Siting decisions should be made after a robust community engagement process
- Dog parks should be sited away from school playgrounds
- A park's main circulation should be outside of off-leash areas
- Consideration should be given to areas with current high dog-off-leash use (informal)
- Consideration should be given to avoid potential user conflicts
- Dog parks should not be close to or on sports fields/courts
- Dog parks generally should not displace organized recreational use or unstructured use in a park
- Siting of dog parks shall present a minimal impact on adjacent residential areas (200' from residents with moderate buffer, 100' from residents with good buffer)
- The location of a designated dog park should be far enough away from residential or commercial land use that the single-event sound of a dog bark would generally be perceived as a background or ambient noise, or would be screened by traffic noise

**Figure 41: Most Important Needs for Improvement (Top Three Choices)**



## C. Park-Specific Considerations and Recommendations

Based on the consultants' evaluation of each park and each component relating to access to recreation, the quality of the park components and the overall assessment related to neighborhood and community benefit support the following recommends for the city to consider:

### Community River Park

This park seems old and in need of upgrades, but it could be a signature park in the system. The turf seems very dry. The consultants recommend a comprehensive master plan for the park that considers:

- A destination playground
- Irrigation upgrades
- Restrooms should be replaced and add changing rooms
- New park paths
- Addition of a sports court, such as tennis or pickleball

### Locust Park

Overall, Locust Park is a nice park with a new playground and heavy, dense use. Explore options for adjacent properties and consider street closures for events and activities. Address parking through signage.

Consider adding:

- ADA picnic table
- New basketball backboards
- Plants in the boxes near the playground
- Shade structure near the benches at the playground

### Northwoods Park

This park has an overall poor design and minimal development, which offers room for new components.

### Skate Park

This skate park sits below a police station and could be better used if benches, shade, shelter, and other comfort features were available.

### Timber Park

This park could be improved with a new access path and ADA picnic table.

## Wait Park

This park is a classic town square park with some historic features. Some trees appear in decline after damage from severe weather incidences and restrict turf. This park could be improved by:

- Considering a master plan that balances the historical nature and current needs.
- Improving turf (currently showing extreme wear in places)
- Updating the playground(s)
- Replacing the restrooms. Although functional, they don't quite fit the scene with the ambience of the park and the classic gazebo

## Schools

Generally, the schools have a playground, covered basketball courts, a diamond, and a rectangle athletic field. Basketball courts are covered, and playgrounds are in the process of being renovated. Rectangle fields seem functional. Middle schools have athletic tracks.

Parks and recreation opportunities at the schools could be improved by enhancing maintenance and upkeep of diamond fields.

## D. Alternative Providers

Many alternative providers help supplement parks and recreation opportunities in and near Canby. Schools, while having limited public access, typically offer sports courts and fields. Elementary schools also feature playgrounds. HOA parks provide walkable access in some neighborhoods. County and state parks provide drive-to facilities and special events to local community members and visitors.

A full summary of alternative providers can be found in Appendix C.

## E. Park Classifications

Park classifications should serve to create a blend of different kinds and sizes of parks. In Canby, there is a general sense that pocket parks are less desirable than the much larger community parks. This was made clear to the consultants during both the community input process and during staff interviews. As a result, the following classifications are recommended:

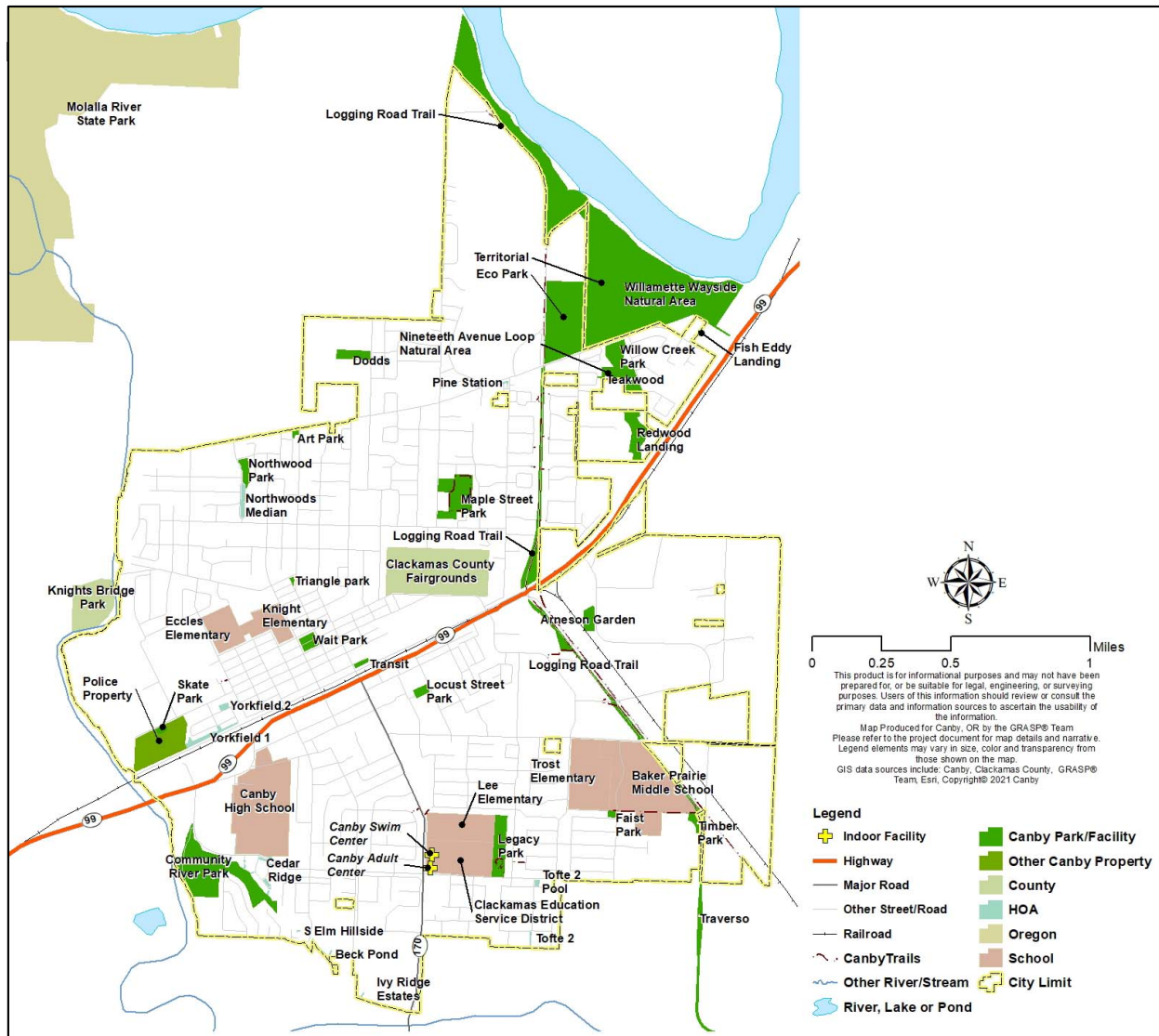
Community Park	2.5 acres per 1,000 population
Neighborhood Park	1.5 acres per 1,000 population
Pocket Park	0.0 acres per 1,000 population
Open Space	5.0 acres per 1,000 population
Greenway Trails	1.0 miles per 1,000 population



## System Map

The system inventory map shows the relative size and distribution of existing parks and recreation facilities across Canby. Because of size and scale, this map does not display the entire Traverso property. Canby properties are green, county and state parks are muted green and tan, and schools are designated as red/brown on the following map.

**Figure 42: System Map. Larger scale maps are located in Appendix G**



## F. Capacity Analysis and GRASP® Perspectives

### Capacity Analysis

A traditional tool for evaluating service is capacity analysis. It compares the number of assets to the population. As the population grows over time, components may need to be added to maintain the same proportion. **Table 11** shows the current capacities for selected elements in Canby. The table's usefulness depends on future residents' interests and behaviors and the assumption that they are the same as today. While there are no correct ratios, use this table in conjunction with input from focus groups, staff, and the general public to determine if the current ratios are adequate. It also assumes that today's capacities are in line with needs. The analysis is based on the number of assets without regard to distribution, quality, or functionality. Higher LOS is achieved only by adding assets, regardless of the location, condition, or quality of those assets. In theory, the LOS combines location, quantity, and quality. A small projected population growth limits the usefulness of this table.

**Table 11: Canby Capacities**

	Current Quantity	Current Population 2021	Current Ratio	Ratio per component	Projected Population 2026	Total Needed Based on Growth	Add
<b>Population</b>		<b>18,952</b>			<b>19,907</b>		
Aquatics, Spray Pad	1		0.05	18,952		1	0
Basketball Court	3		0.16	6,317		3	0
Concessions	2		0.11	9,476		2	0
Diamond Field	2		0.11	9,476		2	0
Diamond Field, Practice	1		0.05	18,952		1	0
Disc Golf	1		0.05	18,952		1	0
Educational Experience	1		0.05	18,952		1	0
Event Space	1		0.05	18,952		1	0
Loop Walk	3		0.16	6,317		3	0
Natural Area	7		0.37	2,707		7	0
Open Turf	9		0.47	2,106		9	0
Passive Node	2		0.11	9,476		2	0
Pickleball Court	1		0.05	18,952		1	0
Playground, Local	9		0.47	2,106		9	0
Public Art	2		0.11	9,476		2	0
Rectangular Field, Large	1		0.05	18,952		1	0
Shelter, Large	5		0.26	3,790		5	0
Shelter, Small	6		0.32	3,159		6	0
Skate Park	1		0.05	18,952		1	0
Trail Access Point	8		0.42	2,369		8	0
Trailhead	1		0.05	18,952		1	0
Water Access, Developed	1		0.05	18,952		1	0
Water Access, General	2		0.11	9,476		2	0
Water, Open	1		0.05	18,952		1	0

Compared to its current LOS, the following table indicates that Canby provides approximately 5.4 acres per 1,000 people. It also shows that the city should consider adding 5 acres of developed parks over the next five years to meet the current ratio based on projected population growth. That may mean developing some of the currently undeveloped lands (224 acres) or acquiring additional parklands.

**Table 12: Acres of Park Land Per 1,000 Residents**

		2021 GIS Acres*
<b>INVENTORY</b>		
<b>Canby Parks</b>		<b>103</b>
<b>Current Ratio of Park Acres per 1000 Population</b>		
<b>CURRENT POPULATION 2021</b>	<b>18,952</b>	
<b>Current Ratio of Park Acres per 1000 Population</b>		<b>5.4</b>
<b>PROJECTED POPULATION - 2026</b>	<b>19,907</b>	
<b>Total acres needed to maintain current ratio park acres with growth</b>		<b>108</b>
<b>Acres to add</b>		<b>5</b>
<i>*does not include 224 acres of undeveloped park land at Faist Park, Willamette Wayside Natural Area, Traverso, and Territorial</i>		

Compared to national statistics published in the 2021 NRPA Agency Performance Review: Park and Recreation Agency Performance Benchmarks, Canby falls short in most of these components and would need to add components to meet median values. In addition, the city would need to add about 43 acres of developed parks to meet the current median for park acres per capita. Canby should consider adding basketball courts, community gardens, diamond fields, dog parks, rectangular fields, and tennis courts. Improving or adding skateboard opportunities may also be necessary.

**Table 13: Outdoor Park and Recreation Facilities – Median Population Served Per Facility**

2021 NRPA Agency Performance Review: Park and Recreation Agency Performance Benchmarks						
Outdoor Park and Recreation Facilities						
Outdoor Facility	Agencies Offering this Facility	Median Number of Residents per Facility	Canby Residents per Facility	Canby Current Quantity	Need to add to meet current median	Need to add with population growth
Residents Per Park	NA	2,523	146	19		
Acres of Park Land per 1,000 Residents	NA	7.7	5.4	103 acres		
Basketball courts	87.4%	4,051	6,317	3	2	2
Community gardens	48.3%	9,001	NA	0	2	2
Diamond fields: baseball - adult	51.3%	7,989	9,476	2	0	0
Diamond fields: baseball - youth	78.0%	3,000			4	5
Diamond fields: softball fields - adult	65.5%	5,663			1	2
Diamond fields: softball fields – youth	59.3%	5,447			1	2
Dog park	64.9%	11,148	NA	0	2	2
Playgrounds	94.4%	2,132	2,106	9	0	0
Rectangular fields: overlay	8.7%	4,385	NA	0	4	4
Rectangular fields: multi-purpose	66.4%	3,895	18,952	1	4	4
Rectangular fields: soccer field - adult	43.6%	7,541			3	3
Rectangular fields: soccer field – youth	48.9%	3,433			6	6
Skate park	39.3%	11,000	18,952	1	1	1
Tennis courts (outdoor only)	81.4%	2,748	NA	0	7	7
<i>Comparison based on median for less than 20,000 population comparison</i>						
Surplus						
Possible Deficit						
*19 developed parks (4 undeveloped)						

## More on Utilizing GRASP® Perspectives

GRASP® perspectives evaluate the LOS throughout an area. Their purpose is to reveal possible gaps in service. However, it is not necessarily beneficial for all community parts to score equally in the analyses. The desired LOS for a location should depend on the type of service, the site’s characteristics, and other factors such as community need, population growth forecasts, and land-use issues. For example, commercial, institutional, and industrial areas might reasonably have lower service levels for parks and recreation opportunities than residential areas. GRASP® perspectives focus attention on gap areas for further scrutiny. Perspectives can determine if current LOS is appropriate if used in conjunction with other assessment tools such as needs assessment surveys and a public input process.



# Section VI

## Services Analysis

This master plan analyzes the effectiveness and efficiency of the city's delivery of parks and recreation facilities, programs, and services. This section is useful as a framework to establish goals, objectives, and action items related to park operations, effectiveness of the delivery of recreation programs, the current and future organizational structure, and how the parks and programs are funded.

### A. Financial Analysis

To best understand the level of the city's investment in parks and recreation, NRPA's 2021 Agency Performance Review<sup>16</sup> offers opportunities to compare the city to other similar communities. Over 1,000 agencies across the United States provided data used to make these comparisons. The comparisons used throughout this chapter are but one of many mechanisms to consider when making management decisions.

The City of Canby adopts an annual budget that sets priorities, guides staff, and helps ensure resources are available to meet community members' parks and recreation needs. The General Fund is the primary operating fund, which includes property tax revenues used for operating and capital expenditures. Along with the General Fund, the city collects fees used to operate the Canby Swim Center on a five-year operating levy. The city also collects a \$5.00 per household park maintenance fee. Because the city does not currently have a parks and recreation department and only limited recreation programs and activities, most of the funding is dedicated to management of the city's parks. Since 2018, the city's investment in parks and recreation has increased from \$818,174 to \$1,325,783.

#### Park Maintenance Fee

In August 2017, the Canby City Council authorized collection of a \$5.00 per month park maintenance fee under Canby ordinance 1466, effective January 1, 2018. The fee is collected from each household as part of monthly utility payments. The park maintenance fee accounts for \$487,000, or 37%, of 2021 funding to deliver parks and recreation services.

#### Canby Swim Center Local Operating Levy

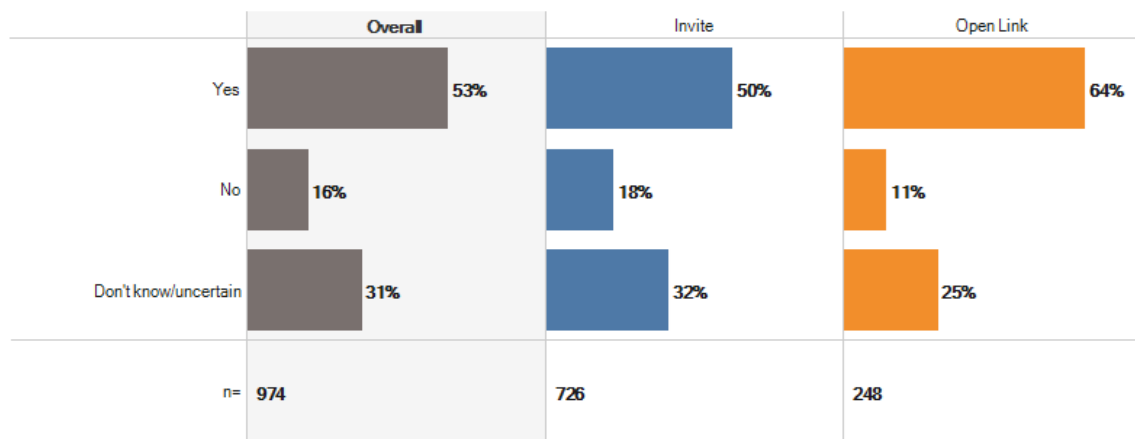
In November 2021, voters passed a five-year operating levy that funds the swim center operations from 2022/23 to 2026/27. Total fees collected are anticipated to be approximately \$5,000,000, which levies .49 per 1,000 of assessed property value. The swim center local operating levy accounts for 80% of the funds needed to operate the swim center.

Operating levies are intended to be a stopgap and not a permanent funding source. The majority of registered voters in Canby expressed interest in seeing the two fees become permanent.

<sup>16</sup> NRPA 2020 Agency Performance Review

**Figure 43: Support for Canby Swim Center**

Q: Canby residents are asked to approve a modest fee every five years to support park maintenance and operations of the Canby Swim Center. Would you support these fees on a permanent, ongoing basis? by "Source"



## The CAPRD

This special district operates under the oversight of the Clackamas County Board of Commissioners, with a Board of Directors but without a permanent tax rate. Due to the district boundaries expanding beyond the city, district voters have historically been reluctant to support a permanent tax rate. CAPRD is exploring opportunities to reduce the district boundaries (to mirror city boundaries), which may provide an excellent opportunity to fund parks and recreation services. Establishing a tax rate that both adequately funds current operating and capital needs and foresees future growth is of paramount importance to Canby community members.

**Table 14: Canby's Investment in Parks and Recreation**

	2018/19	2019/2020	2020/2021	2021/2022
Personnel Services	\$603,368	\$608,004	\$616,624	\$665,692
Materials and Services	\$206,728	\$203,698	\$362,278	\$380,091
Capital Outlay	\$8,078	\$393,089	\$340,181	\$280,000
Total	\$818,174	\$1,204,791	\$1,319,083	\$1,325,783

## **Parks and Recreation Projects Currently on the City's 2021/2022 Capital Improvement Plan:**

- Locust Park Shelter
- Maple Park Sport Court
- Maple Park Splash Pad
- Locust Park Playground Equipment Replacement
- Logging Road Trail Culvert Replacement
- Legacy Park Improvements

### **Canby Swim Center Revenues and Expenditures**

The swim center levy is budgeted in 2021 – 2022 to receive \$1,005,971 in tax revenue and an additional \$125,000 in revenues from swimming lessons and other pool-related activities. Expenditures are budgeted that include \$617,468 in personnel, \$141,374 in maintenance and supplies, and \$650,000 for capital expenditures. The Swim Center Levy Fund will transfer \$139,099 for allocated costs in the current budget.

### **Revenue to Support Parks and Recreation Services**

Approximately \$50,000 per year are realized from events (\$13,000) and other miscellaneous sources (\$35,000). The cost recovery for parks and recreation is 7%.

### **Measuring the City's Investment in Parks and Recreation**

There are several ways to gauge the financial health and resource allocation for parks and recreation in Canby. Benchmarking against other similar communities can assist with planning and leadership decisions. However, because each community is different, benchmarking is not intended to be the sole tool for making such decisions.

### **Revenue-to-Operating Expenditures**

The typical parks and recreation agency in the United States recovers 25.3% of its operating expenditures from non-tax revenues. Because the city does not have a formal parks and recreation department and few community recreation programs, achieving a cost recovery of greater than the current 4% is not anticipated in the near future.

# OPERATING EXPENDITURES PER CAPITA: \$114.62



Source: 2020 NRPA Agency Performance Review

## Operating Expenditures Per Capita

Another metric NRPA aggregates and reports on annually in its Agency Performance Review is typical operating expenditures per capita, which measures non-capital spending for each person living in the city. In 2021, the typical municipal agency similar in size to Canby invested \$114.62 for each person within its service boundary. The city is budgeted to spend \$63.57 in Fiscal Year (FY) 19/20 and is budgeted to spend \$71.32 per capita in FY 21/22.

## Potential Funding Support

During the community engagement process for this master plan, focus groups and stakeholder interviews identified the desire to help ensure that parks are well maintained, safe, and clean. Typical agencies may spend from \$3,749 (low) to \$21,708 (high) with a median of \$7,959 per acre of park space. The city spent \$2,475 per acre to maintain 328 acres

of park space in 2019/2020 and is budgeted to spend slightly more, \$3,188 per acre, in 2021/2022. Typical agencies spend 44% of their operating budgets on parks and maintenance operations. The department expends nearly 100% of its General Fund budget on park operations.

## Funding Challenges

### Increased Costs Associated With Growth

Population is expected to grow in Canby by at least 955 new community members, requiring an additional 17.21 acres of developed parkland (to maintain the current LOS). Maintaining the new park space at the same service level will require an additional \$54,876 annually in operating funds.

### Increased Costs Associated With Higher LOS

As a result of public input, the needs analysis, and widespread concerns related to the LOS in parks, it is recommended that the city increase investment in park maintenance and aspire to reach the national median of \$7,959 per acre. By 2026, this will require an additional \$1.6 million in operating costs.

## Managing Growth Through Impact Fees

There are three basic options to pay for growth. Either existing residents pay for new growth through taxes or fees, provide parks and recreation services at a lower LOS by absorbing growth into existing resources, or developers and home builders pay for the impact of growth so that the growth pays its own way.

Option 1 unfairly assigns responsibility for funding growth. Option 2 creates a slippery slope, where the LOS (often determined as a percentage of developed acreage per 1,000 residents) will decrease over time as new residential developments are added, without contributing to the funding of new



parks. This may lead to new residents either not using parks or needing to travel further distances because they may not have access near their homes. Also, this option may create greater density of use and a less comfortable experience (parking, overuse of sports fields, etc.). Option 3 allows growth to pay its own way in a more equitable manner. Growth is addressed through land dedicated by developers for parks, while construction of the parks is paid through development fees, also known as impact or system development charges. Home builders typically include park development in the price of the homes, as they would other infrastructure costs.

### Current and Future Development Fee Methodology

As part of this master plan, a system development methodology study was completed, resulting in maximum justified impacts to fees, shown in **Table 15**.

**Table 15: Current and Justified Residential SDC Fees and Fees in Lieu of Land Dedication**

	Current	Future Maximum
Single-Family Dwelling Unit	\$6,025	\$9,833
Multi-Family Dwelling Unit	\$6,272	\$8,221
Mobile Home	\$5,032	\$8,725

Commercial/industrial SDC fees per employee represent 10%. The maximum fees are \$514 per employee, up from the current \$483 per employee.

### Residents' Preferences for Capital Funding

Expansion of parks and recreation systems is often paid through voter-approved bonds or levies. To gauge general support, the needs assessment survey looked at respondents' willingness to pay for future capital funding. The top preferences were private/public partnerships and bond referendums for specific projects. See Figures 46 and 47. The preferences remained consistent among registered voters and non-registered voters. See Figure 48. Registered voters showed support for their top priorities that included: including:

- A connected trail system
- Better maintenance of existing parks
- Acquiring land for new parks
- Developing river access on the Willamette River
- Renovating Community Park
- Updating the swim center
- Providing community recreation programs
- Renovating/updating Wait Park
- Updating amenities in Parks

**Figure 44: Canby Residents' Support for Potential Funding Sources**

Q: What do you think are the best ways to pay for long-term improvements for parks and recreation facilities? by "Source"										
Rating Category	Crosstab by:	Avg.	n=	Percent Responding:						
				1 & 2		3	4 & 5			
More private/public partnerships	Invite	4.1	648	<div><div></div></div> 7%		<div><div></div></div> 20%	<div><div></div></div> 25%	<div><div></div></div> 48%	<div><div></div></div> 73%	
	Open Link	4.2	229	<div><div></div></div> 6%		<div><div></div></div> 15%	<div><div></div></div> 33%	<div><div></div></div> 46%	<div><div></div></div> 79%	
Bond referendum for specific projects	Invite	3.6	640	<div><div></div></div> 17%		<div><div></div></div> 23%	<div><div></div></div> 33%	<div><div></div></div> 27%	<div><div></div></div> 60%	
	Open Link	3.7	228	<div><div></div></div> 14%		<div><div></div></div> 18%	<div><div></div></div> 39%	<div><div></div></div> 29%	<div><div></div></div> 68%	
New hospitality tax	Invite	2.7	594	<div><div></div></div> 26%	<div><div></div></div> 16%	<div><div></div></div> 41%		<div><div></div></div> 18%	<div><div></div></div> 29%	
	Open Link	3.1	218	<div><div></div></div> 17%	<div><div></div></div> 30%	<div><div></div></div> 27%	<div><div></div></div> 26%	<div><div></div></div> 17%	<div><div></div></div> 43%	
New parcel tax	Invite	2.5	555	<div><div></div></div> 32%	<div><div></div></div> 17%	<div><div></div></div> 48%		<div><div></div></div> 14%	<div><div></div></div> 24%	
	Open Link	2.8	204	<div><div></div></div> 25%	<div><div></div></div> 17%	<div><div></div></div> 42%		<div><div></div></div> 19%	<div><div></div></div> 31%	
Increased property tax	Invite	2.1	645	<div><div></div></div> 47%	<div><div></div></div> 17%	<div><div></div></div> 64%		<div><div></div></div> 14%	<div><div></div></div> 19%	
	Open Link	2.5	233	<div><div></div></div> 33%	<div><div></div></div> 18%	<div><div></div></div> 51%		<div><div></div></div> 26%	<div><div></div></div> 31%	

**Figure 45: Canby Residents' Support for Potential Funding Sources by Registered Voters**

Q: What do you think are the best ways to pay for long-term improvements for parks and recreation facilities? by "Registered Voter"									
	Overall		Q 24: Are you a registered voter in the City of Canby?						
			No		Yes				
More private/public partnerships	n=877	4.1	n=58	3.9	n=802	4.1			
Bond referendum for specific projects	n=868	3.6	n=56	3.5	n=794	3.6			
New hospitality tax	n=812	2.8	n=52	2.8	n=741	2.9			
New parcel tax	n=759	2.6	n=53	2.5	n=691	2.6			
Increased property tax	n=878	2.2	n=57	2.3	n=803	2.2			

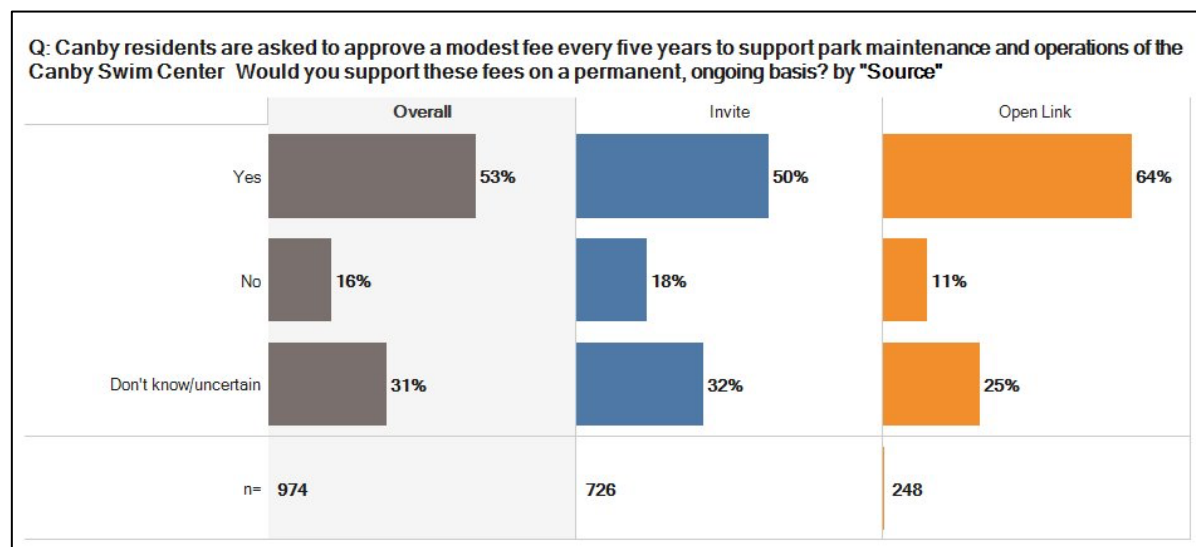
**Figure 46: Canby Registered Voters' Preferences for Improvements**

Q: What would you or members of your home like to see improved in the City of Canby over the next 5 to 10 years? by "Registered Voter"			
	Overall	Q 24: Are you a registered voter in the City of Canby?	
		No	Yes
Creating a connected city trail system	n=889 3.9	n=60 4.2	n=796 3.8
Better maintenance of existing parks & recreation facilities	n=823 3.8	n=52 3.9	n=745 3.8
Acquiring land for new parks	n=853 3.7	n=53 3.8	n=771 3.8
Developing river access on the Willamette River	n=884 3.7	n=55 3.5	n=798 3.7
Renovating/upgrading Community Park	n=846 3.6	n=52 4.1	n=770 3.6
Updating the Swim Center	n=828 3.5	n=55 3.0	n=747 3.6
Providing community recreational programs	n=855 3.5	n=55 3.0	n=773 3.6
Developing a new recreation center	n=850 3.5	n=53 3.3	n=768 3.5
Renovating/upgrading Wait Park	n=858 3.5	n=52 3.8	n=779 3.4
More recreation amenities at existing parks	n=848 3.4	n=54 3.0	n=767 3.5
Developing accessible and inclusive play structures	n=827 3.4	n=51 3.7	n=748 3.4
Developing a dog park	n=876 3.4	n=55 3.1	n=789 3.4
Providing education and enrichment classes	n=862 3.3	n=53 3.3	n=782 3.3
Additional sport fields owned by the city	n=801 3.3	n=48 3.0	n=725 3.3
Providing special events	n=850 3.2	n=51 2.6	n=772 3.3
Updating the Adult Center	n=779 3.1	n=50 3.0	n=705 3.1
Developing an outdoor pool	n=833 2.9	n=47 2.3	n=758 2.9
Developing outdoor, artificial turf fields	n=822 2.8	n=49 2.4	n=745 2.8

### Voter Support for the Swim Center and Park Maintenance Fees

The survey respondents were very much in support of long-term, ongoing funding to replace the park maintenance fee and swim center operating fee. See **Figure 47**.

**Figure 47: Canby Residents' Support for the Park Maintenance and Swim Center Operating Fees**



## Alternative Funding Opportunities

There are a variety of mechanisms that local governments can employ to provide services and to make public improvements. Parks and recreation operating and capital development funding typically come from conventional sources such as sales, use, and property tax referendums voted upon by the community, along with developer exactions. In the state of Oregon, property tax rates are capped by legislation. They may fluctuate based on the economy, public spending, or assessed valuation and may not always keep up with inflationary factors. In the case of capital development, “borrowed funds” sunset with the completion of loan repayment and are not available to carry over or reinvest without voter approval.

The city should consider and implement funding sources identified during this master plan update. The following provides a summary of most easily used (some are already in use) funding sources the city may consider. The planning effort identified 86 new funding sources the city has not used in the past. A detailed description of 125 different funding sources is in the appendix.

- Traditional Operating Funds
- Development Funds
- Revenue Resources
- Loan Mechanisms
- Alternative Service Delivery and Funding Strategies
- Partnership Opportunities
- Community Resources
- Grants
- Gifts in Perpetuity
- Community Service Fees and Assessments
- Contractual Services
- Permits, Licensing Rights, and Use of Collateral Assets
- Enterprise Funds
- Cost Savings Measures
- Greening Trends



## B. Organizational Analysis

GreenPlay broadly assessed the organizational and management structure for parks and recreation services to determine the most effective and efficient structure for meeting current and future needs.

### Current Organizational Structure

The City of Canby's population has grown from 13,979 in 2000 to 18,952 in 2021 and is expected to expand to 19,907 by 2026. This represents a 30% population boom, which has created a greater need for expanded parks, recreation services, and a new model for delivering parks and recreation. Formation of a parks and recreation department is recommended.

Currently, the city offers an aquatics program through the Canby Swim Center, provides support for an adult center, and manages pocket, neighborhood, and community parks. A variety of special events are supported by various city departments. Currently, parks maintenance and capital improvements are organized as part of the city's Public Works Department, and aquatics programs are assigned directly to the city manager.

### Current Staffing

The aquatics program employs an aquatics program manager who is supported by 5.5 FTE positions. Park maintenance is overseen by a park lead who is supported by six full-time and one seasonal FTE. **See Tables 16 and 17** for current aquatics and park maintenance staffing.

**Table 16: Aquatics FTEs**

- Aquatics Program Manager 1.00
- Swim Center Operator 1.00
- Swim Program Coordinator 1.00
- Head Lifeguard 1.55
- Lifeguard II/Instructor II 2.00
- Lifeguard I/Instructor I 2.00

**Table 17: Park Maintenance FTEs**

- Parks Lead 1.00
- Maintenance Worker III 3.00
- Maintenance Worker II 1.00
- Maintenance Worker I 2.00
- Part-Time Seasonal 1.16

NRPA's Agency Performance Review can be helpful to gauge staffing levels.

For a typical agency serving a population just under 20,000 residents, FTE positions would typically be around 21.5. When applying a population standard of FTE per 10,000 residents, a typical agency might fund a median of 20 FTEs. Canby invests in only 16.71 FTEs. Agencies on the higher end may invest up to 42.8 FTEs.

**Table 18: Parks and Recreation Staffing for a Community of 20,000 Residents**

	Percent of Total Staffing	Typical Agency	Canby Current Staffing	Percent of Current Canby Staffing	+/- FTE
Park Operations and Maintenance	45%	9.0 FTE	8.2 FTE	49%	- .8 FTE
Recreation Programming*	31%	6.2 FTE	8.6 FTE	51%	+ 2.4 FTE
Administration	17%	3.4 FTE	0.0 FTE	0%	- 3.4 FTE
Capital Development	3%	0.6 FTE	0.0 FTE	0%	- .6 FTE
Other	4%	0.8 FTE	0.0 FTE	0%	- .8 FTE
Total	100%	20.0 FTE	16.8 FTE	100%	- 3.2 FTE

\*Aquatic staff funding by the swim center fee

## Key Areas for Operational Enhancement

The needs assessment, including input from community and key stakeholder engagement, the statistically valid survey, and LOS analysis, along with the consultants' expertise, has identified five key areas:

- The City of Canby's residential growth demonstrates a clear need for an independent parks and recreation department with an efficient organizational structure
- Delivering parks and recreation services in Canby can no longer be "other duties as assigned" and requires a professional director who can assume semi-autonomous responsibility for both short-term and long-term planning and visioning, park maintenance, recreation programs, and expansion to additional facilities and services
- A highly functioning Parks and Recreation Advisory Board is in place but in need of a greater level of support, best delivered by professional administrative support and a parks and recreation director
- Park maintenance and operations is very ably, professionally, and effectively overseen by a lead employee. It is recommended that duties assumed by this position are by a supervisor with an appropriate classification
- The nonprofit Canby Adult Center provides a highly functioning, viable senior program. As a result, no additional staffing in this area is recommended

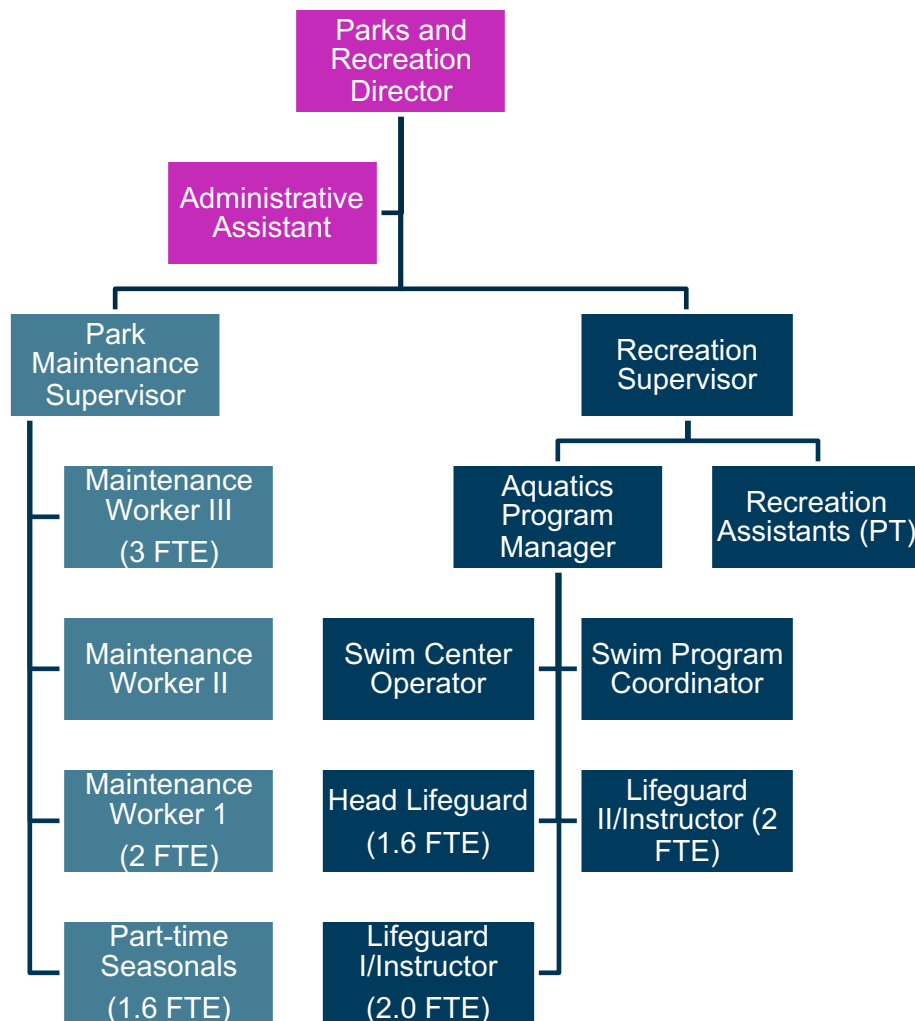
## Proposed Organizational Structure

Over the next five years, it is recommended that a parks and recreation department be formed that would include both current staffing (16.8 FTEs) and an additional 4 FTEs and conversion of one position. These positions may include:

Parks and Recreation Director	1 (FTE)
Administrative Assistant	1 (FTE)
Parks Maintenance Supervisor	1 (FTE) (Conversion of existing position)
Recreation Supervisor	1 (FTE)
Recreation Assistants (Part-time)	1 (FTE)

Please see **Figure 48** for a proposed organizational structure for a new parks and recreation department.

**Figure 48: Proposed Organizational Structure**

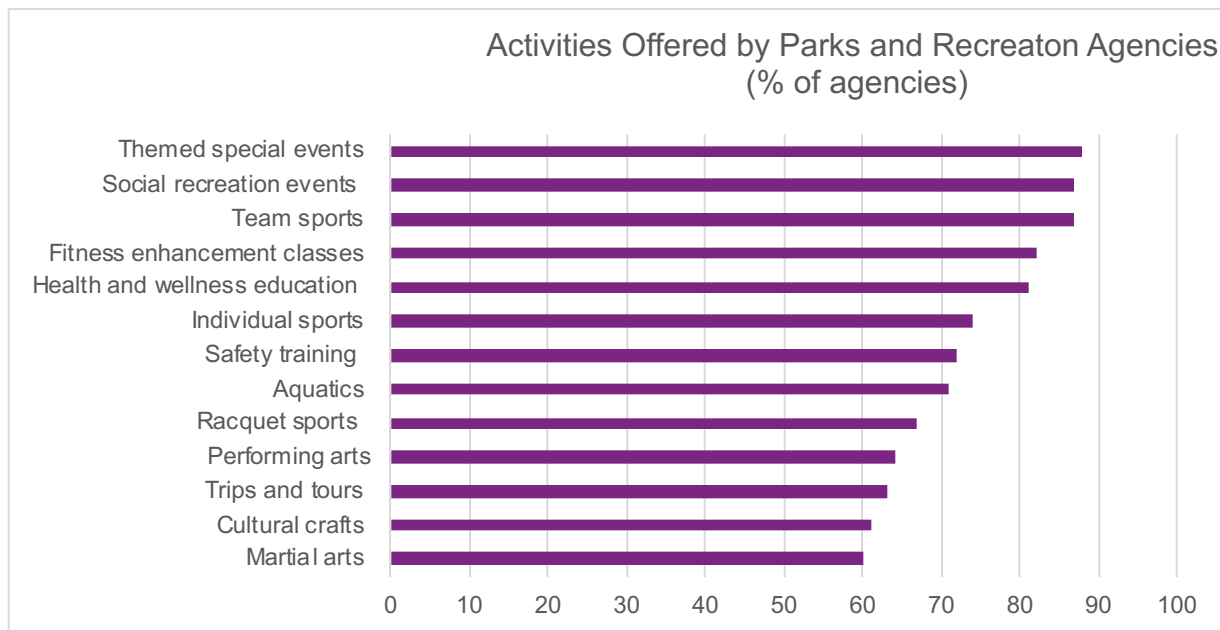


## C. Recreation Program Analysis

The purpose of a recreation program analysis is to identify gaps in service and opportunities to increase and improve delivery of recreation services. Because the City of Canby does not have a formal parks and recreation department, this analysis assumes most identified needs can be considered gaps in service. Aquatics and some limited special events are offered by the city, while senior activities are offered by a local nonprofit organization.

It is helpful to consider other agencies of similar size and what recreation programs are offered. NRPA suggests programming can span a variety of park and recreation activities, with many touching one or more of NRPA's three pillars: Conservation, Health and Wellness, and Social Equity. Key programming activities offered by at least 60% of park and recreation agencies of all sizes across the county are in **Figure 49**.

**Figure 49: Parks and Recreation Activities**



Agencies of similar size to Canby, serving a population of less than 20,000, typically offer 40 fee-based programs per year.

Oregon's SCORP identified the following programs, classes, or events as community education needs cross-tabulated by importance and offered across the state of Oregon. The SCORP report is considered current until 2023.



**Table 19: Oregon SCORP Community Recreation Programs**

Type of program, class, or event	Do you have a need for this program, class, or event?		If yes, how well is your need being met? – Mean score*	Which programs are most important?			
	% Yes	% No		% 1st Choice	% 2nd Choice	% 3rd Choice	% 4th Choice
Farmer's market	68.6	31.4	3.83	40.8	16.6	10.3	7.1
Concert	56.3	43.7	3.29	9.9	18.1	14.0	9.1
Outdoor sports	48.5	51.5	3.43	13.8	8.2	9.0	9.4
Outdoor movies	46.2	53.8	2.63	3.2	7.5	9.5	11.9
Water exercise	41.0	59.0	3.00	5.8	6.8	6.5	7.5
Historical tours	40.2	59.8	2.75	2.9	5.6	8.7	8.9
Arts and crafts (ceramic, painting)	39.8	60.2	3.04	4.0	6.9	7.3	7.5
Quiet zone for reading or meditating	38.8	61.2	3.20	4.8	6.5	6.9	7.1
Environmental education	34.9	65.1	2.74	3.1	4.6	5.9	7.4
Yoga	34.4	65.6	3.12	3.0	4.5	4.8	4.5
Game area (e.g., chess, cards)	26.4	73.6	2.58	1.2	2.3	3.3	4.4
Walking club	26.3	73.7	2.73	0.7	1.1	1.2	0.5
Computer education	25.5	74.5	2.77	1.3	2.4	3.4	4.0
Social dancing	24.3	75.7	2.68	1.3	2.5	3.0	4.2
Aerobics	22.8	77.2	3.10	1.1	1.7	1.8	1.7
Tai Chi	20.8	79.2	2.73	1.5	2.2	2.0	2.1
Zumba	18.7	81.3	3.02	1.0	1.6	1.6	1.6
Pilates	18.4	81.6	2.84	0.5	0.8	0.8	1.2

\* 5-point Likert Scale (1= "Not being met" to 5 = "Fully met")

The SCORP report identified the City of Canby among Oregon cities with the greatest needs for activities that focus on Hispanic and Latino populations, as well as those with children.

## Recreation Facilities

The city provides two facilities to serve the aquatics and senior needs in the community.

### The Canby Swim Center

The swim center is a 50-year-old indoor swimming pool providing aquatic activities to Canby and the surrounding communities. The facilities include a 25-yard six-lane pool with spectator area, dressing and shower facilities, an office, and lobby. The city-owned and operated facility is situated on Canby School District property. The city leases the property on a one-year lease, which makes long-term investments challenging. The pool offers open swimming for 21 hours per week and lap swimming for 32 hours per week, as well as limited water exercise programs. The swim center hosts swimming teams and offers a full range of swimming lessons. Facility improvements were identified during the public input process as a high priority. The facility is funded primarily by a funding levy that requires voter approval every five years. An update of the facility is needed, as is a long-term funding solution. See Table X for historical usage of the swim center.

### Highlights From 2020 – 21

- Continued to upgrade and improve the air flow (HVAC) system to operate more effectively and efficiently
- Responded quickly to changes due to COVID-19, wildfires, and the ice storm
- Provided a space for people to exercise when allowed, including lap swimming and swim team
- Painted the ceiling of the pool area before the estimated deadline
- Continued to support community activities and programs by providing free swims to many different community programs

### 2021 – 22 Goals

- Upgrade and remodel the dressing rooms, office, and lobby area
- Restore programs and adjust to changes post COVID-19
- Address maintenance issues during the annual closure and throughout the year
- Provide swimming lessons to local schools and the public
- Provide a safe environment for swimming and water activities
- Continue to support community activities and programs
- Renew the pool operating levy to fund the swim center for FY 2022 – 27

**Table 20: Historical Usage of the Canby Swim Center 2016 – 2020**

	FY16-17 Actuals	FY17-18 Actuals	FY18-19 Actuals	FY19-20
Public lessons taught (Penguin Club)	23,072	22,000	21,500	13,200
School lessons taught	4,909	4,950	4,500	1,700
Public use hours per week	90	90	90	87
Private use rental hours per week	10	10	10+	10+
Usage from Canby community members	50%	50%	50%	50%
Usage from outside Canby residents	50%	50%	50%	50%

### **The Canby Adult Center**

The adult center is owned by the city and run by a nonprofit organization. The building sits on Canby School District property, and is on a year-to-year lease, making city investments and improvements challenging.

The nonprofit Canby Adult Center is operated by a director who is supported by an excellent team of staff and many dedicated volunteers. Funding for the center comes from investment income (49%), federal and state grants (26%), donations (14%) and fundraising efforts (11%). Budgets are supplemented by facility rentals and modest fees.

### **Programs and Services**

The center places a focus on five service areas:

- Nutrition (congregate meals, Meals-on-Wheels)
- Transportation (to the adult center and other transportation needs in the commuting area)
- Fitness/wellness (classes and activities)
- Recreation (social interaction, library, enrichment classes, movies and events)
- Client services (home delivery of meals, information and referral, energy access and assistance, and legal assistance)

### **2022 – 2023 Goals for the Adult Center**

- Reopen with a full complement of services and activities post COVID
- Expand evidence-based wellness and fitness offerings
- Identify and address changing needs of baby boomer generation of older adults
- Reconfigure and remodel building interior to provide needed equipment and structural upgrades, create additional office space, and offer a more welcoming environment for clients
- Help ensure uninterrupted power supply to the center in the event of a major, long-lasting power outage

## 2018 – 2019 Selected Performance Indicators

- Client services direct contact cases – approximately 1,400
- Bus rides given (to and from center, day trips) – 3,350
- Dining room meals – 13,736
- Home-delivered meals – 26,649

## 2020 – 2021 Selected Performance Indicators (Building Largely Closed to Public)

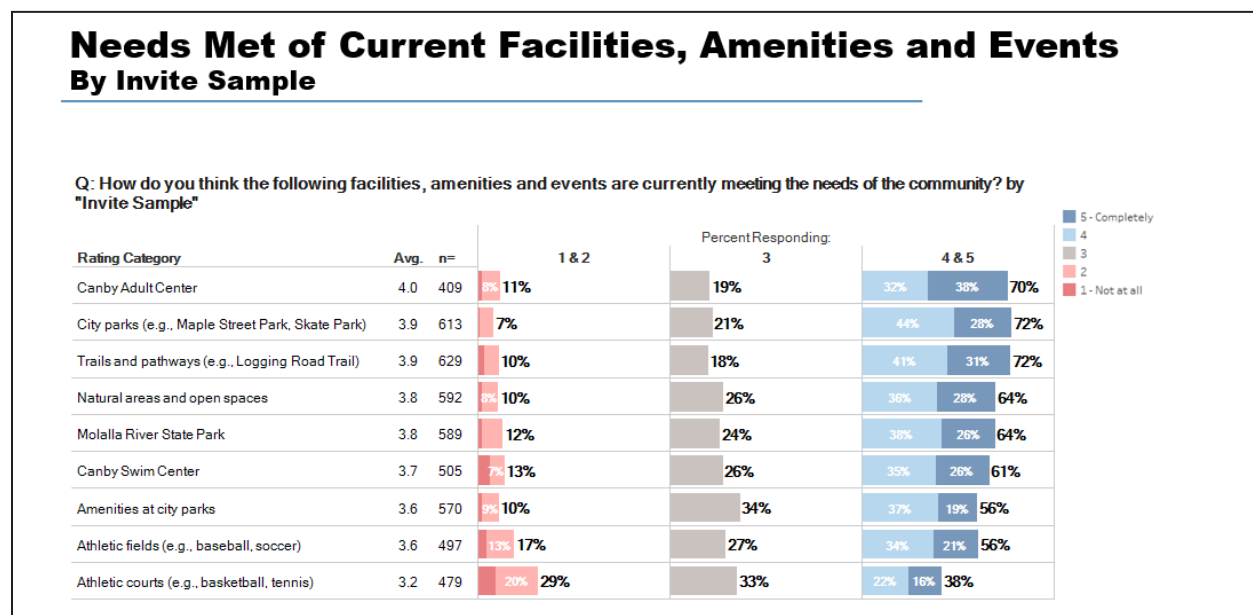
- Client services phone contact cases – 970
- Bus rides – n/a, service suspended due to COVID-19
- Home-delivered meals – 45,707

It is notable how meals served was impacted by COVID-19 in 2020 – 2021: while the dining room was closed, Home Delivery Meals (HDMs) were increased to over 5,000 meals greater than the combined dining room/HDMs pre-COVID. The center signed up a number of new clients who wouldn't traditionally qualify for HDMs, but who wanted to stay close to home.

## Program Effectiveness

The needs assessment survey highlighted that among facilities, amenities, and events, the two facilities did a very good job meeting community needs. The Canby Adult Center does an exceptional job meeting community need (70% of the community reporting that their needs were met), and the swim center reported the 61% of the needs for aquatic activities were met.

Figure 50: Recreation Needs Met in Canby





## Outdoor Facilities That Support Recreation Programs

### Athletic Fields

Children and adults in the city use athletic facilities in the parks and on school properties for organized and self-directed sports participation. Primary concerns around the quality of the fields were identified as a need to work closely with the Canby School District to improve field maintenance.

### Event Space

Most special events take place at Wait Park in the center of the city. The park could benefit from a specific master plan and a much-needed update.

### Specialized Facilities

- The skate park is a specialized facility that may benefit from shade
- There are new pickleball courts and a spray feature at Maple Street Park, which provide a great addition to the system
- The city needs a dog park/off-leash area



## Community Member Recreation Participation

Participation trends and desires were identified in the master plan process, which included key program and activity categories and partnership opportunities for implementing enrichment, athletic activities, aquatic activities, and special events.

### Focus Group Meetings, Public Forums, and Stakeholder Interviews

Ninety-two members of the community identified a desire for summer camps, community education and enrichment programs (yoga, tai chi, etc.), farmers markets, indoor winter activities, and Saturday markets.

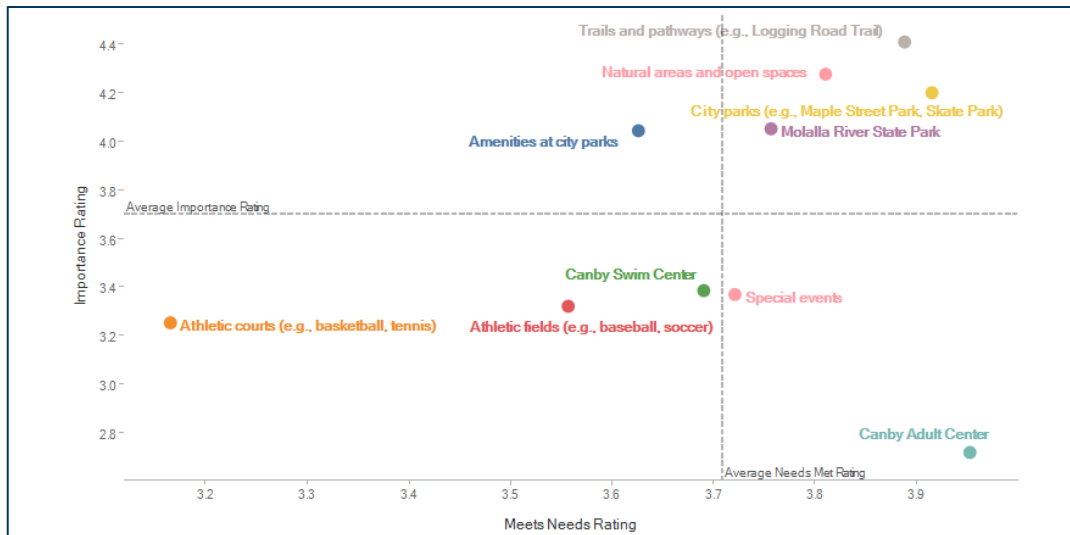
### The Needs Assessment Survey

The survey identified both how important facilities, amenities, and events are to the community, as well as how well needs are being met. By applying an Importance-Performance Matrix model, we can best identify those areas the city should focus on. See **Figure 51**.

**Figure 51: Importance Performance Matrix**

<b>Average Importance- Performance Matrix</b>	<b>High importance/ Low needs met</b>	<b>High importance/ High needs met</b>
	These are key areas for potential improvements. Improving these facilities/programs would likely positively affect the degree to which community needs are met overall.	These amenities are important to most respondents and should be maintained in the future, but are less of a priority for improvements as needs are currently being adequately met.
	These “niche” facilities/programs have a small but passionate following, so measuring participation when planning for future improvements may prove to be valuable.	Current levels of support appear to be adequate. Future discussions evaluating whether the resources supporting these facilities/programs outweigh the benefits may be constructive.
	<b>Low importance/ Low needs met</b>	<b>Low importance/ High needs met</b>

**Figure 52: Average Important/Performance Matrix by Invite Sample**



**Figure 53: Importance of Current Facilities, Amenities, and Events**

On average, respondents rated trails and pathways (4.4), natural areas and open spaces (4.2) and City parks (4.2) as the most important facilities, amenities or events to their household.

**Q: How important are the following facilities, amenities and events to you or members of your home? by "Source"**

	Overall	Invite	Open Link
Trails and pathways (e.g., Logging Road Trail)	n=1,040 4.4	n=746 4.4	n=294 4.3
Natural areas and open spaces	n=1,044 4.2	n=748 4.3	n=296 4.1
City parks (e.g., Maple Street Park, Skate Park)	n=1,032 4.2	n=741 4.2	n=291 4.1
Amenities at city parks	n=1,020 4.1	n=726 4.0	n=294 4.1
Molalla River State Park	n=1,033 4.0	n=740 4.0	n=293 3.8
Athletic fields (e.g., baseball, soccer)	n=1,001 3.4	n=715 3.3	n=286 3.8
Special events	n=999 3.4	n=715 3.4	n=284 3.4
Canby Swim Center	n=1,023 3.4	n=729 3.4	n=294 3.4
Athletic courts (e.g., basketball, tennis)	n=1,006 3.3	n=718 3.3	n=288 3.5
Canby Adult Center	n=1,008 2.8	n=718 2.7	n=290 2.9

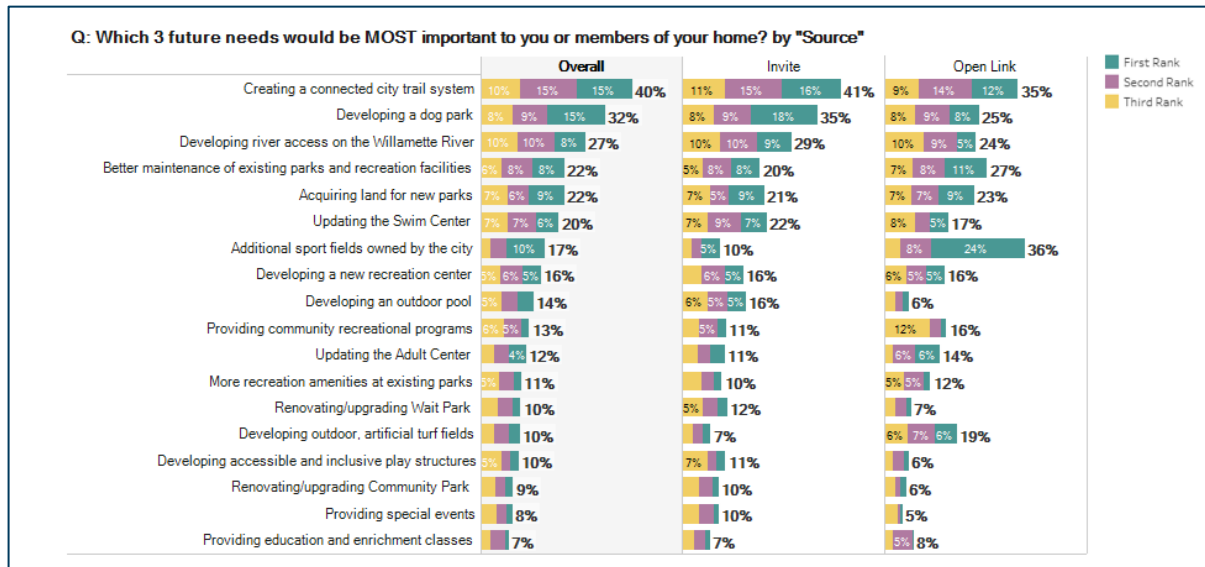
5 - Very important  
4  
3  
2  
1 - Not at all important

**Figure 54: Importance of Current Facilities, Amenities, and Events**

Q: How do you think the following facilities, amenities and events are currently meeting the needs of the community? by "Source"			
	Overall	Invite	Open Link
Canby Adult Center	n=581 3.9	n=409 4.0	n=172 3.7
City parks (e.g., Maple Street Park, Skate Park)	n=853 3.8	n=613 3.9	n=240 3.5
Trails and pathways (e.g., Logging Road Trail)	n=872 3.8	n=629 3.9	n=243 3.6
Natural areas and open spaces	n=828 3.7	n=592 3.8	n=236 3.5
Molalla River State Park	n=811 3.7	n=589 3.8	n=222 3.5
Canby Swim Center	n=723 3.6	n=505 3.7	n=218 3.4
Special events	n=674 3.6	n=480 3.7	n=194 3.3
Amenities at city parks	n=806 3.5	n=570 3.6	n=236 3.2
Athletic fields (e.g., baseball, soccer)	n=722 3.3	n=497 3.6	n=225 2.7
Athletic courts (e.g., basketball, tennis)	n=695 3.0	n=479 3.2	n=216 2.6

Improvement opportunities include recreation facilities and programs. See **Figure 55**.

**Figure 55: Top Three Future Improvements of Parks and Recreation Opportunities**





## Opportunities to Establish a New Community Recreation Program

Opportunities and recommendations are described below as goals with accompanying action items and are mostly dependent upon establishment of a formal parks and recreation department within the city. Primary goals the city may consider when establishing a community recreation program include:

**Table 21: Goals and Opportunities**

Goal 1: The department should offer a robust and relevant recreation program for Canby community members	<ul style="list-style-type: none"><li>• The city should identify adequate funding and staffing to help ensure safe and relevant programs</li><li>• The city should begin slowly with special events and continued support for the two existing facilities to allow the new department to grow organically</li></ul>
Goal 2: Help ensure programs are offered in an inclusive manner	<ul style="list-style-type: none"><li>• Establish programs that are in compliance with the ADA of 1990 and subsequent updates</li><li>• Focus on offering life-long skill programs that enrich the lives of community members</li></ul>
Goal 3: Establish partnerships to provide high-quality recreation programs	<ul style="list-style-type: none"><li>• Partner with civic groups and utilize the Parks and Recreation Advisory Board to assist with priority setting</li></ul>
Goal 4: Increased and improved communication for program opportunities	<ul style="list-style-type: none"><li>• Establish a quarterly program brochure to assist community members with program registration</li><li>• Establish a social media presence</li></ul>
Goal 5: Offer programs and activities identified as priority by the Canby community	<ul style="list-style-type: none"><li>• Youth and adult sports programs</li><li>• Youth development and teen-focused activities</li><li>• Adult enrichment and life-long learning opportunities</li><li>• Special events</li><li>• Outdoor recreation programs</li><li>• Senior programs</li><li>• Aquatic programs</li></ul>

## Marketing Future Programs

If a department is established, a detailed and formal marketing plan is recommended three years after inception to create promotion strategies. A resource allocation study is also recommended in the future to develop a fee policy.

The program brochure is recommended to promote program opportunities. The publication of a quarterly program brochure is part of a greater strategy for communicating program opportunities. Along with posts to websites, email, social media, and community presentations, the program brochure is one way to publicize programs, activities, policies, and events.

Even as different communities may have different preferences for how they receive information, program brochures continue to be the most widely preferred method to parks and recreation program participants, regardless of location within the United States or size of agency. It is important to follow best practices when establishing a program brochure:

1. Maximize return on investment (ROI) from the brochure through offering various registration tools, times, etc. Agencies should make it as easy as possible for patrons to enroll in classes and activities.
2. Welcome notes and letters to patrons should not be placed on the front or back cover or on the first couple of inside pages. These are prime spaces for attracting registrants.
3. Program descriptions should follow five “C”s to attract registration:

- **Clear** – be clear in a broad sense. Describe the activity in a way that does not limit the instructor: “this class may include crafts and music projects”
- **Concise** – don’t use phrases like “This class will” “You will learn.” Assume that they know it will be fun, but don’t say it. All recreation classes should be fun. Do not say the age in the title or in the body of the description—it should already be listed in the activity category
- **Creative** – use different descriptive words. Try not to repeat the same words if possible.
- **Consistent** – confirmation information should be at the end of the description. For example: “Bring sunscreen and a hat”
- **Catchy** – description should be unique. A customer should not have to look at a page of activities where they all start the same way

4. An automated registration system is important for most agencies. In addition to assisting with internal controls, an automated system can provide easy data reporting with real time, efficient program registration, and a higher level of quality customer service.
5. Distribution of the program brochure – best practices may call for either direct mail or distribution through a school system. Agencies need to be aware of the printing cost and potential perceptions around environmental issues when printing large quantities of program brochures.
6. Selling advertising space in the brochure may be an option to offset the cost of the brochure.

## Ongoing Evaluation of Future Programs

It is important to have a process in place for users and staff to continually evaluate the programs and activities offered. Comment cards with survey questions to rate the quality of the programs can work well to gauge user satisfaction. Performance measures, developed internally by staff, can be very effective in driving a program that continually improves. As staff develops and manages programs, the following questions may be helpful to ask:

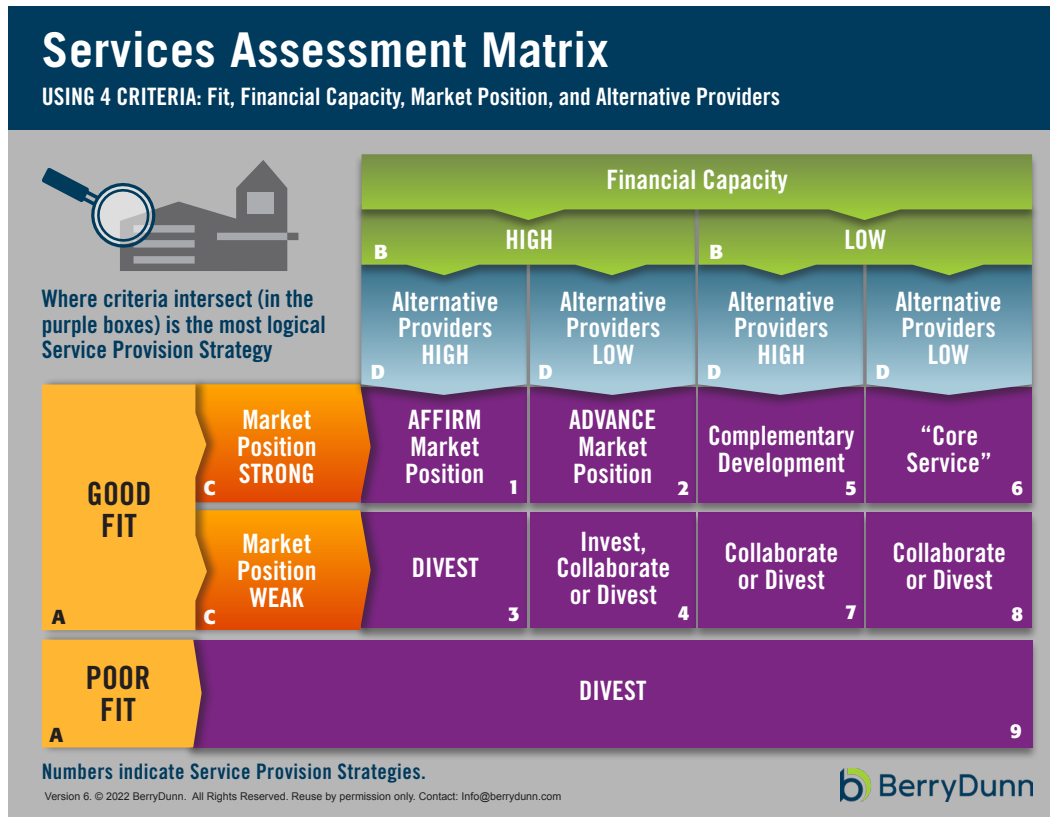
- Is participation increasing or decreasing? If participation is increasing, then it could mean that the program should be continued. If participation is decreasing, are there steps to take to increase interest through marketing efforts, changes to the time/day of the program, format, or instructor? If not, it may be time to discontinue the program
- Is there information contained in the participation/staff feedback that can be used to improve the program?
- Are cost recovery goals being met? If not, can costs be reduced or can fees be realistically increased?
- Is there another program provider that is more suitable to offer it? If yes, the department could provide referrals for its customers
- Is this program taking up facility space that could be used for expansion of more popular programs or new programs in demand by the community?



## The Services Assessment Matrix

GreenPlay/BerryDunn created the service matrix below to assist agencies with programming decisions to best gauge whether programs should be offered, continued, or discontinued.

Figure 56: Services Assessment Matrix



## Performance Measures

Once the program is established, quarterly performance measures will be an important part of the continued evaluation of the programs for effectiveness and efficiency. Performance measures should be applied to all programs and activities and reported on a regular basis. Some examples are in **Table 22**.

Table 22: Examples of Recreation Performance Measures

Performance Measure	Purpose	Outcome
# of new classes per quarter	Maintain a fresh and novel recreation program	Attract new and returning participants
# of program cancellations	Keep programming from stagnating	Make efficient use of coordination time and marketing budget
Participant satisfaction rates	Encourage high-quality program delivery	Maintain and attract advocates; strong, sustainable revenues; and word of mouth marketing



## D. Parks Maintenance and Operations Analysis

### Background

BerryDunn generally assessed parks maintenance practices in the City of Canby. Maintenance and operations of the parks system is assigned to the public works director, who is supported by a park manager (lead maintenance) who oversees the day-to-day park operations. The city maintains parks and facilities in 25 locations spanning 328 acres of parks and open space properties, and 14 additional areas (medians, street areas, city hall, etc.).

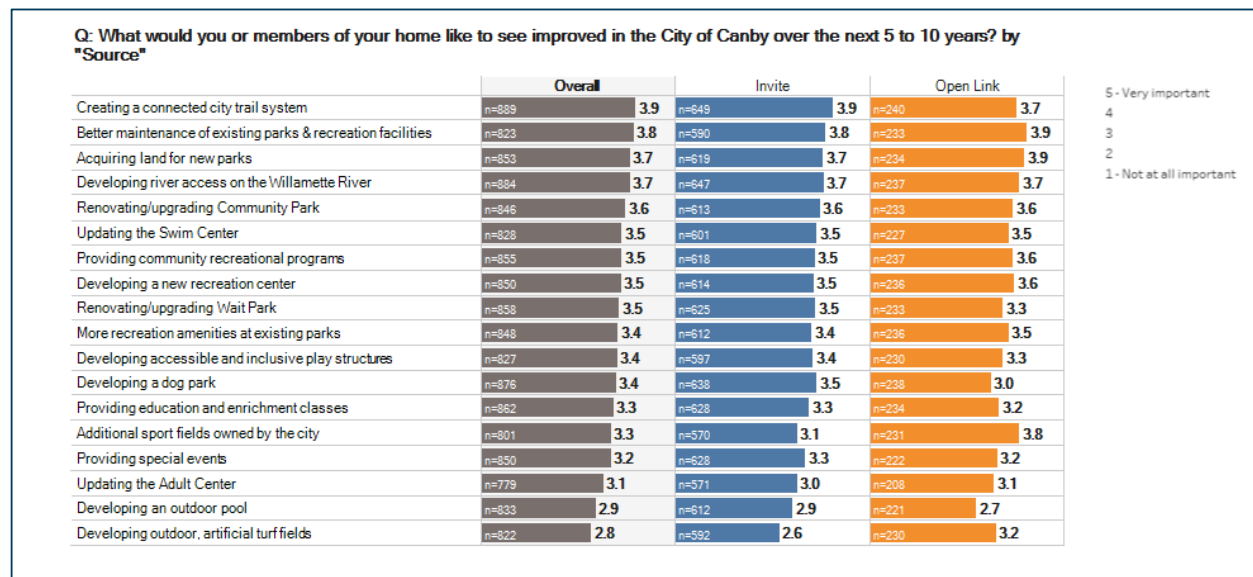
### Desired Outcome

The goal for this assessment is to identify opportunities to refine and optimize the city's maintenance practices and to develop recommendations that will help ensure the city is able to deliver parks that are safe, clean, and green.

### Current Satisfaction With Parks and Operations

The needs assessment survey demonstrated that better maintenance of existing parks and recreation facilities was a top priority. See **Figure 57**.

**Figure 57: Important Areas for Improvement in Canby**



The results did not change specifically for individuals who reported they were of Hispanic or Latino origin, but respondents did rate improvements in park maintenance of existing parks as their top priority for improvement. See **Figure 58**.

**Figure 58: Improvements by Ethnicity**

Q: What would you or members of your home like to see improved in the City of Canby over the next 5 to 10 years? by "Ethnicity"				
	Overall	Q 27: Are you of Hispanic, Latino, or Spanish origin?		
		No	Yes	
Creating a connected city trail system	n=889 3.9	n=791 3.9	n=36 3.9	
Better maintenance of existing parks & recreation facilities	n=823 3.8	n=733 3.7	n=37 4.2	
Acquiring land for new parks	n=853 3.7	n=756 3.7	n=36 3.9	
Developing river access on the Willamette River	n=884 3.7	n=790 3.7	n=36 3.8	
Renovating/upgrading Community Park	n=846 3.6	n=761 3.6	n=35 4.1	
Updating the Swim Center	n=828 3.5	n=736 3.5	n=37 3.5	
Providing community recreational programs	n=855 3.5	n=764 3.5	n=36 3.7	
Developing a new recreation center	n=850 3.5	n=761 3.5	n=35 3.8	
Renovating/upgrading Wait Park	n=858 3.5	n=765 3.4	n=36 3.8	
More recreation amenities at existing parks	n=848 3.4	n=758 3.4	n=36 3.7	
Developing accessible and inclusive play structures	n=827 3.4	n=739 3.3	n=34 4.0	
Developing a dog park	n=876 3.4	n=776 3.3	n=36 3.9	
Providing education and enrichment classes	n=862 3.3	n=769 3.3	n=36 3.8	
Additional sport fields owned by the city	n=801 3.3	n=712 3.3	n=34 3.1	
Providing special events	n=850 3.2	n=763 3.3	n=31 3.2	
Updating the Adult Center	n=779 3.1	n=693 3.0	n=33 3.0	
Developing an outdoor pool	n=833 2.9	n=743 2.9	n=33 2.9	
Developing outdoor, artificial turf fields	n=822 2.8	n=735 2.8	n=32 2.8	



## The Importance of Quality Park Maintenance

Proper maintenance of parkland can reduce the possibility of accelerated depreciation of park amenities, increased crime, gang activity, and vandalism, negative public perception of city operations, decreased property values surrounding Canby parks, and increased renovation costs in the future. Opportunities to address safety and security issues in parks primarily fall into the responsibility of the park maintenance team.

## Financial Resources

The city allocated \$1,045,783 in park maintenance and facility operations in the 2022 budget and an additional \$280,000 in capital investments.

To evaluate funding allocated to park maintenance, it is helpful to benchmark against other typical agencies with similar populations. NRPA's Agency Performance Review suggested that typical agencies may expend from \$3,749 (low) to \$21,708 (high) with a median of \$7,959 per acre of park space. For cities like Canby with population density greater than 2,500 persons per square mile, the need for resources tends to increase toward the upper quartile (Canby's population density is 4,146 per square mile).

The city invests only \$3,188 per acre to maintain the 328 acres of park space. However, the consultants recognize two significant factors – first, five parks/properties (Three Sisters Ranch property, Traverso, Willamette Wayside, Fish Eddy landing, and the Dodds Property) are natural areas or undeveloped properties requiring minimal maintenance, and secondly, two of seven positions are dedicated outside of typical parks operations.

Typical agencies expend 44% of their operating budgets on parks and maintenance operations. The city allocates nearly all of its General Fund resources allocated to parks and recreation, to parks. Source: 2020 NRPA Agency Performance Review.

## Park Maintenance Fee

In August 2017, the Canby City Council authorized collection of a \$5.00 per month park maintenance fee under Canby ordinance 1466, effective January 1, 2018. The fee is collected from each household as part of monthly utility payments. The park maintenance fee accounts for \$487,000, or 37%, of 2021 general funds to deliver parks and recreation services.

## Staffing Resources

The city's park maintenance and operations are overseen by a long-term lead employee supported by 7.16 regular FTE positions. Of the seven positions, one is allocated to the Zion Cemetery, one for street landscaping, and five for park maintenance. In addition, the city attempts to supplement with three to thirteen seasonal employees, some of whom are needed between six and nine months per year. All employees, including the lead, are represented by the American Federation of State, County and Municipal Employees (AFSCME) 350-6. See **Table 23**.

**Table 23: 2022 Budgeted Full-Time/Regular Staffing Dedicated to Park Maintenance**

• Park Lead Employee	1.00
• Maintenance Worker III	3.00
• Maintenance Worker II	1.00
• Maintenance Worker I	2.00
• Part-Time Seasonal	1.1

The maintenance team also assists recreation staff for special events and dedicates significant time to the Light up the Night event at Wait Park each November – December. Approximately .3 FTE, or 700 hours, are expended annually to support recreation programs in the community.

## Canby Park Assets

A listing of parks and acreage is provided in Section IV, Table X. Specific assets maintained by the city are in **Table 24**.

**Table 24: Canby Park Assets Maintained by the City**

- |                          |                              |
|--------------------------|------------------------------|
| • Basketball Courts (3)  | • Restrooms (13)             |
| • Concessions Areas (2)  | • Playgrounds (9)            |
| • Diamond Ballfields (3) | • Pickleball Courts (1)      |
| • Disc Golf Course (1)   | • Rectangular Ballfields (1) |
| • Event Spaces (2)       | • Shelters (11)              |
| • Public Art (2)         | • Skate Park (1)             |
| • Walking Loops (3)      | • Trailhead/Access (9)       |
| • Natural Areas (7)      | • Spray Pads (1)             |
| • Open-Turf Areas (9)    |                              |

## Park Maintenance Resource Challenges

There is a need for a larger investment in park maintenance that results from three key factors:

### 1. Growth

The city is anticipated to see continued growth, which will require new park space. Additional resources will also be needed to maintain new parks and the greater density of use of existing parks. To meet median acres of parkland for communities similar to Canby, the city would need to add 43 acres with a current maintenance cost of \$449,651 at the current standard. To only maintain the current ratio of developed parks per 1,000 residents, the city would need to provide 5.4 acres of developed park space per 1,000 residents, for the new projected residents, the city would need to add 5.1 acres of new developed park space at a cost of \$54,000 annually.

### 2. Homelessness

Issues related to homelessness are generally controlled and negligible compared to the larger Portland metropolitan area. Workloads are affected for trash removal and cleanup. A staff resource for addressing homeless issues is in **Appendix D**.

### 3. Climate Change

As temperatures have increased in the Pacific Northwest, seasonal use of parks has become greater. The increased density of use will continue to create resource challenges in the future. In the recent past, density of use has increased substantially.



## Relationship With Public Safety

The city has a very good relationship with local law enforcement and work well with police and code enforcement to address inappropriate behavior in the parks. Police have codes to gain access into the parks.

## Performance Measures

The city has a carefully thought out schedule for park maintenance tasks and is encouraged to develop S.M.A.R.T. (specific, measurable, achievable, relevant, and time bound) performance measures in the following and other areas related to core parks maintenance functions:

- Litter Control – all litter should generally be removed from the parks daily within 24 hours. Litter control minimum services may be two to three times per week in very low use areas
- Graffiti should be removed within 48 hours, or 24 hours if it includes offensive language/graphics. The district should maintain an inventory of replacement signs
- Repairs to park components and amenities within 48 hours and signs posted closing an amenity needing repair. Repairs to all elements should be done immediately when problems are discovered, provided replacement parts and technicians are available to accomplish the job. When disruptions to the public might be major and the repair is not critical, repairs may be postponed to a time that is least disruptive to the usage patterns
- Restroom maintenance and service should be completed daily, each day a restroom is open to the public and as needed based on permits
- Park inspections – comprehensive inspections should be completed weekly; staff should inspect restrooms and playgrounds daily
- Irrigation – turf should have a green appearance except for dedicated natural areas. Priority areas for irrigation should be reviewed annually
- The superintendent is encouraged to publish a weekly park inspection schedule

Both written and adopted maintenance standards and performance measures are necessary to encourage and help assure proper and timely maintenance of the parks. See sample maintenance standards in **Appendix H**.

## 2022 Goals Identified by the City for Parks and Park Operations

- Continue to maintain all city park assets in the most cost-effective, efficient manner possible while addressing customers' concerns in a timely manner
- Continue to work with all city departments to provide lateral support and make the best use of all city equipment and personnel
- Continue to utilize volunteer groups to help maintain city properties and nurture community support

- Continue to track all park maintenance hours and work on the list of deferred maintenance tasks
- Maintain the restrooms, playgrounds, and landscaping to provide a safe and accessible park system for Canby community members
- Develop and maintain an annual park maintenance program schedule
- Develop a new parks master plan and update the SDC methodology

## Findings and Recommendations

- This evaluation of maintenance and operations for the city recognizes many of the same topics identified in the public input process and needs assessment survey. Park security and safety and the need for greater resources have been identified as priority areas.
- Satisfaction with park maintenance is somewhat average but understandable given resources
- Community members rate park maintenance improvements as very important determinants of increased park use at 3.8 on a scale of 1 to 5. Individuals identifying as Hispanic feel even stronger, with a rating of 4.2
- The park maintenance team is understaffed, in part due to responsibilities around the cemetery and streets, and responsibilities for natural areas and open spaces
- Some of the parks require updating, which makes day-to-day maintenance challenging.
- The parks are very densely used in the summer, which creates challenges for maintenance practices
- Homeless issues in the area place a burden on park maintenance
- Growth in population will require significantly greater resources over the next 5 to 10 years for park maintenance and operation
- Community members would like to see better maintenance of athletic facilities, including schools. The city should continue conversations with the school district to improve ballfield maintenance
- Greater consistency in park assets and an asset management plan would greatly assist park operations

## Section VII

# The Plan Forward – Key Issues and Action Plan

### A. Key Issues

Key issues were identified during the planning process from quantitative and qualitative sources in several categories. A matrix of key issues that identified the origin of each issue can be found in *Appendix I*.

#### Organizational Effectiveness

- The city's residential growth demonstrates a clear need for an independent parks and recreation department with an efficient organizational structure
- There is significant room for improvement in marketing and communication about parks and recreation facilities and services
- The highly functioning Parks and Recreation Advisory Board may benefit from additional support
- Staff positions to support parks and recreation are deficient (up to five FTEs)

#### LOS for Parks, Trails, and Facilities

- The city does not have sufficient rectangle or diamond athletic facilities to host tournaments and activities/leagues
- Among all city recreational opportunities, needs for athletic fields and courts are least met
- The city relies on schools to supplement LOS for sports fields
- As population grows, the park system will need major investments to add components and amenities such as basketball courts, community gardens, diamond and rectangle fields, tennis courts, dog parks, and another skate park
- Some children aged 14 and under lack walkable access to a park with a playground (17%)
- Trails and walking opportunities are in high demand
- Connected trails and open spaces are the most important parks to residents
- The Traverso property needs a concept or master plan
- The disc golf course has potential to be a regional attraction
- The city needs a dog park to support dog owners
- Locust Street Park may be too densely used by the multi-family housing surrounding the park

#### Financial Considerations

- Registered voters in Canby may support the existing maintenance fee and the swim center fee on a permanent basis
- The land dedication and system development charge methodology needs to be corrected to reflect the current LOS and the cost of park development
- A better alignment of capital growth and maintenance resources is needed

## **B. Goals, Objectives, the Action Plan, Cost Estimates, and Prioritization**

The following goals, objectives, and action items came from public input, a needs assessment survey, LOS analysis, feedback from two community forums, and additional information gathered during the planning process. These items provide tangible actions that the city can employ to complete the desired goals and objectives. All cost estimates are in 2022 figures where applicable.

Most capital and operational cost estimates are dependent on the extent of the enhancements and improvements implemented. Both the capital and operating estimates are to provide planning scope and scale.

Time frame designations recommended to complete action items are as listed below:

- Ongoing (occurs continuously)
- Short-term (up to three years)
- Mid-term (four – six years)
- Long-term (seven – ten years)



## Goals, Objectives, and Action Items

Many of the goals, objectives, and action items included in this section are dependent on the city meeting Goal 1 that creates a formal parks and recreation department.

### Goal #1: Create a financially resilient organizational structure to deliver parks and recreation programs and services that positions the city for growth

Objective 1.1 Create a parks and recreation department with an efficient organizational structure			
Actions	Capital Cost Estimate	Operational Budget Impact	Time Frame to Complete
<b>1.1.a</b> Hire a professional parks and recreation administrator.	N/A	\$200,000	Short-term
<b>1.1.b</b> Consider oversight of parks operations, the Canby Swim Center, and the Canby Adult Center to be realigned under the new department.	N/A	Staff-time	Short-term
<b>1.1.c</b> Working with the Parks and Recreation Advisory Board, create and implement a two-year strategic plan for initiation of the new department. The plan should include a mission/vision statement, benchmarking with similar communities, financing and staffing plan, special events schedules, and potential partnerships.	\$20,000	Staff-time	Short-term
<b>1.1.d</b> Create and implement program registration process (short-term and long-term).	N/A	Varies	Short-term
<b>1.1.e</b> Establish a cost recovery goal for the new department.	N/A	Staff-time	Mid-term
<b>1.1.f</b> Following standards for policy development within the Council for Parks and Recreation Accreditation, develop appropriate policies for the new department.	N/A	Staff-time	Mid-term

Objective 1.2 Explore opportunities for long-term sustainable funding for parks and recreation			
Actions	Capital Cost Estimate	Operational Budget Impact	Time Frame to Complete
<b>1.2.a</b> Consider any of the new and unused funding opportunities identified during the master planning process.	N/A	Staff-time	Short-term
<b>1.2.b</b> Continue to align system growth with maintenance resources as the city grows. Fund O&M at time of capital project approval.	Varies with capital projects	Staff-time	Mid-term

### Objective 1.2 Explore opportunities for long-term sustainable funding for parks and recreation

<b>1.2.c</b> Once a new department is formed, explore sponsorship and development funding.	N/A	Staff-time	Mid-term
<b>1.2.d</b> Explore opportunities for capital grant funding through the State of Oregon Parks and Recreation Department to include the Local Government Grant Program (LGGP) funded by lottery proceeds, the Oregon Recreation grants, Heritage grants, Land and Water Conservation Fund grants, etc. Focus priorities on the trails grant opportunities to complete the Emerald Necklace.	N/A	Staff-time	Mid-term

### Objective 1.3 Consider staff positions to support parks and recreation as population grows (up to four FTEs)

Actions	Capital Cost Estimate	Operational Budget Impact	Time Frame to Complete
<b>1.3.a</b> Consider three additional parks maintenance positions as demand and need dictate.	N/A	\$125,000 per FTE	Short-term
<b>1.3.b</b> Explore opportunities to add full-time maintenance positions in the place of casual/seasonal staffing.	N/A	Varies with position classification	Short-term
<b>1.3.c</b> Consider part-time recreation coordinator and part-time marketing position once the new department is formed.	N/A	\$50,000 – \$100,000	Mid-term
<b>1.3.d</b> Explore the role of parks staff in the maintenance of the cemetery and street shapes. Consider maintaining by the Public Works Department.	N/A	Staff-time	Mid-term

### Objective 1.4 Advise and support the CAPRD to assist with funding parks and recreation services

Actions	Capital Cost Estimate	Operational Budget Impact	Time Frame to Complete
<b>1.4.a</b> Support, as appropriate, the district's opportunities for creating a permanent tax rate.	N/A	Staff-time	Short-term
<b>1.4.b</b> Facilitate goal setting with the district to help ensure both the city and district's goals are aligned.	N/A	Staff-time	Mid-term

### Objective 1.5 Adopt an update to the city's Parks and Recreation Land Dedication and System Develop Charges Methodology

Actions	Capital Cost Estimate	Operational Budget Impact	Time Frame to Complete
<b>1.5.a</b> Adopt the proposed land dedication and SDC methodology study completed as part of the master planning process.	N/A	Staff-time	Short-term

### Objective 1.6 Improve and enhance marketing and communication for parks and recreation facilities and services

Actions	Capital Cost Estimate	Operational Budget Impact	Time Frame to Complete
<b>1.6.a</b> Enhance the city parks webpage specific to parks and recreation with up-to-date parks and program information.	N/A	Staff-time	Ongoing
<b>1.6.b</b> Establish parks and recreation department social media accounts. Consider a part-time/casual position to manage both social media and recreation program information (See 1.4.c).	N/A	Staff-time	Ongoing
<b>1.6.c</b> Create and distribute a quarterly program guide; consider only an electronic version for the first two years. Build an email distribution database.	N/A	Staff-time, \$50,000	Mid-term

## Goal #2: Enhance and expand healthy recreation opportunities provided by the city and community partners

### Objective 2.1 Explore and offer recreation programs that meet the desires and needs of the Canby community

Actions	Capital Cost Estimate	Operational Budget Impact	Time Frame to Complete
<b>2.1.a</b> Utilize space at city hall, the Canby Adult Center, and the Canby Swim Center as possible to hold programs.	N/A	Varies	Ongoing
<b>2.1.b</b> Initiate a schedule of neighborhood special events, including concerts and movies in the parks, and establish partnership with neighborhood planning committees.	N/A	\$50,000	Short-term
<b>2.1.c</b> Initiate a series of community education and recreation enrichment programs and activities. Consider contracting instructors to provide enrichment classes and activities.	N/A	75% cost recovery	Mid-term
<b>2.1.d</b> Develop agreements with the Canby School District and the library to hold programs. Consider leased space to host programs.	N/A	Varies	Mid-term

## Objective 2.2 Enhance recreation center and aquatic opportunities for the Canby community

Actions	Capital Cost Estimate	Operational Budget Impact	Time Frame to Complete
<b>2.2.a</b> Explore long-term lease from the Canby School District or purchase of the property that the swim center and adult center are located on.	N/A	Staff-time	Short-term
<b>2.2.b</b> Consider upgrading the Canby Swim Center – focus on locker rooms, customer traffic flow, birthday party rooms, mechanical evaluation, etc.	Based on scope	Staff-time	Mid-term
<b>2.2.c</b> Explore opportunities for a community center co-located with an outdoor aquatics facility that includes operator, financing, program, location, etc.	Feasibility study \$50,000 – \$75,000	Varies based on design and program	Long-term
<b>2.2.d</b> Explore opportunities to upgrade and expand the adult center that include a reconfiguration and remodel of the building interior to provide needed equipment and structural upgrades, create additional office space, include upgraded electric and infrastructure, and offer a more welcoming environment for clients.	Based on scope	Staff-time	Long-term

## Goal #3: Expand and enhance community member park experiences

### Objective 3.1 Continue to enhance park user experiences

Actions	Capital Cost Estimate	Operational Budget Impact	Time Frame to Complete
<b>3.1.a</b> Implement design standards to create consistency in the parks and facilities.	\$40,000	Staff-time	Mid-term
<b>3.1.b</b> Create an asset management plan and focus on bringing all park assets to working condition.	\$25,000	Staff-time	Mid-term
<b>3.1.c</b> Adopt and implement park acreage standards as developed in the master plan. Limit mini-parks and focus on community parks.	N/A	Staff-time, maintenance costs vary by type of park	Mid-term
<b>3.1.d</b> Focus on improving community member satisfaction with park maintenance by enhancing park components and amenities.	Varies	Varies	Mid-term, long-term

### Objective 3.1 Continue to enhance park user experiences

<b>3.1.e</b> Add 5 acres of developed neighborhood and community parks or develop currently owned and undeveloped park space. Explore site acquisition for community parks based on size appropriate for athletic facilities. Explore opportunities around existing parks like Legacy and Maple Street.	\$381,595 per acre = \$1,907,975 + land cost	\$8,000 per acre	Long-term
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------	------------------	-----------

### Objective 3.2 Provide high-quality athletic facilities to meet the needs of the growing community

Actions	Capital Cost Estimate	Operational Budget Impact	Time Frame to Complete
<b>3.2.a</b> Enhance the disc golf course to help meet potential as a regional attraction.	\$1,500 per hole for high-quality course, not including land development. A new course including design, fees, and construction is \$30,000 – \$40,000.	Staff-time	Mid-term
<b>3.2.b</b> Explore opportunities for an athletic complex that would include feasibility study, owner, operator, financing, and program.	\$100,000 to \$200,000 for feasibility study, based on scope. Construction and development can be \$5,000,000+ depending on components and size.	Staff-time	Long-term



### Objective 3.3 Expand and enhance low-scoring components and amenities in parks

Actions	Capital Cost Estimate	Operational Budget Impact	Time Frame to Complete
<b>3.3.a</b> Aspire for all children aged 14 and under to have walkable access to a park with a playground. Consider nature-based playgrounds. Some key locations/general areas to improve walkable access include: <ul style="list-style-type: none"> <li>• Skate park</li> <li>• Ivy Ridge estates</li> <li>• East Logging Trail north of Baker Prairie Middle School</li> </ul>	\$2,000,000 for three special-use playgrounds	Varies	Long-term
<b>3.3.b</b> Consider additional infill components in parks to meet the median for typical communities Canby's size: <ol style="list-style-type: none"> <li>1)Basketball Courts (2)</li> <li>2)Community Gardens (2)</li> <li>3)Diamond Fields – Youth Baseball (5)</li> <li>4)Diamond Fields – Adult Softball (2)</li> <li>5)Diamond Fields – Youth Softball (2)</li> <li>6)Rectangle Fields – Adult Soccer (3)</li> <li>7)Rectangle Fields – Youth Soccer (6)</li> <li>8)Tennis Courts (7)</li> </ol> <p>The numbers in parentheses represent maximum number of additional components.</p>	1) \$250,000 2) \$100,000 (50 plots per garden on ½ acre) 3) \$2,500,000 includes fencing, dugouts, bleachers, and irrigation, but not lighting 4) \$1,000,000 includes fencing, dugouts, bleachers, and irrigation, but not lighting 5) \$1,000,000 includes fencing, dugouts, bleachers, and irrigation, but not lighting 6) \$1,200,000, includes irrigation but does not include lights or bleachers 7) \$2,000,000 includes irrigation but does not include lights or bleachers 8) \$600,000 includes surfacing, fencing, nets, and benches, but does not include lights or bleachers	Varies by component	Long-term

### Objective 3.3 Expand and enhance low-scoring components and amenities in parks

**3.3.c** Consider upgrading or adding comfort amenities at many park locations. Specific priorities are recommended:

**Seating**

- Logging Road Trail
- Willow Creek Park
- Nineteenth Avenue Loop Natural Area

**Security Lighting**

- Timber Park

**Restrooms**

- Community River Park
- Skate park
- Logging Road Trail
- Willamette Wayside Natural Area

**Shade**

- Eco Park
- Logging Road Trail
- Timber Park
- Redwood Landing
- Nineteenth Avenue Loop Natural Area

**Trail Connections**

- Community River Park
- Traverso

**Park Access**

- Willow Creek Park
- Willamette Wayside Natural Area
- Nineteenth Avenue Loop Natural Area
- Dodds

**Parking**

- Logging Road Trail
- Community River Park

**Seasonal and Ornamental Plantings**

- Legacy Park
- Eco Park
- Locust Street Park
- Logging Road Trail
- Nineteenth Avenue Loop Natural Area
- Triangle Park

**Picnic Tables**

- Skate park

Benches – \$75,000 for 100 benches

Restrooms – \$2,000,000 for four restrooms

Shelters – \$400,000 for five 30x30 foot shelters

Ornamental Plantings (500 Sq ft. of planter beds at each site) – \$60,000 for six sites

Picnic tables – \$5,000 for four tables

Staff-time, varies by component/amenity

Long-term

**Objective 3.4 Expand and enhance connected trails and open spaces**

Actions	Capital Cost Estimate	Operational Budget Impact	Time Frame to Complete
<b>3.4.a</b> Create a long-term trails masterplan with a focus on connecting neighborhoods, parks, and trails.	\$20,000 – \$30,000	Staff-time	Short-term
<b>3.4.b</b> Help ensure a full strategic and phased plan is developed as part of a city active transportation plan to complete the Emerald Necklace.	\$10,000 to update current plan	Staff-time	Long-term
<b>3.4.c</b> Enhance the Logging Road Trail and connectivity by making improvements in access, seating, etc.	Costs based on improvements, water availability, etc.	Varies, staff-time	Long-term

**Objective 3.5 Site and open a permanent off-leash dog park**

Actions	Capital Cost Estimate	Operational Budget Impact	Time Frame to Complete
<b>3.5.a</b> Site a 2 – 5 acre off-leash dog park by applying park siting criteria contained in the master plan and include parking, restroom, water station, dual gates, benches, etc.	\$1,000,000 with the full restroom building included and other amenities. Could include some basic lighting.	\$5,000 – \$10,000	Short-term
<b>3.5.b</b> Complete a robust public involvement process and create operating hours, policies, surfaces, amenities, closure periods, etc.	N/A	Staff-time	Short-term

**Objective 3.6 Enhance and improve user experience at community parks and natural areas**

Actions	Capital Cost Estimate	Operational Budget Impact	Time Frame to Complete
<b>3.6.a</b> Complete a park master plan for Community River Park that includes a revisioning of the park, focus on the river access, and explore appropriate parking, health of the pond, etc. Implement the master plan that creates a facelift for the park, new restrooms, horticulture, etc.	\$75,000	Staff-time	Mid-term
<b>3.6.b</b> Implement passive use of the Willamette Wayside Property by contracting for a master plan that includes parking, beach access, and other appropriate amenities identified during the master planning process.	\$75,000 (based on level of detail and scope)	Staff-time	Mid-term

**Objective 3.6 Enhance and improve user experience at community parks and natural areas**

3.6.c Complete a park master plan for Wait Park that includes a revisioning of the park, focus on the river access, and explore appropriate parking, health of the pond, etc. Implement the master plan that creates a facelift for the park, new dual-use restrooms, tree evaluation and horticulture, etc.	\$75,000	Staff-time	Long-term
3.6.d Complete a park master plan for the Traverso property, which requires a park master plan to make the space more usable.	\$75,000	Staff-time	Long-term

**Goal 4: Provide and enhance access to parks and facilities for all Canby community members****Objective 4.1: Help ensure current and future programs, facilities, communication, etc. comply with the ADA and are fully inclusive, regardless of ability**

Actions	Capital Cost Estimate	Operational Budget Impact	Time Frame to Complete
4.1.a Promote and help ensure members of the community with disabilities are aware of how to access programs and facilities.	\$0	Staff-time	Ongoing
4.1.b Create and implement an ADA evaluation and transition plan for all parks and facilities. Address physical barriers, policies, and programmatic requirements.	ADA evaluation – \$85,000; implementation costs based on the plan	Staff-time	Short-term Mid-term
4.1.c Help ensure compliance with the 2010 ADA Update, specifically with Section § 33.130, through provision of inclusion resources where necessary.	N/A	Staff-time	Ongoing

**Objective 4.2 Provide a heightened focus on DEI and a sense of belonging**

Actions	Capital Cost Estimate	Operational Budget Impact	Time Frame to Complete
4.2.a Improve and enhance communication to members of the Hispanic and Latino community in Canby.	N/A	Staff-time	Ongoing
4.2.b Place a focus on acknowledging the contributions of Native American heritage and support for community members.	N/A	Staff-time	Ongoing
4.2.c Consider hosting cultural events in parks that engage Hispanic and Latino populations.	N/A	\$5,000	Short-term







## PARKS & RECREATION LAND DEDICATION AND SYSTEM DEVELOPMENT CHARGES



City of  
Canby

This page is intentionally left blank.

<b>Executive Summary</b> .....	5
<b>Section I: Parks &amp; Recreation Dedication and System Development Charges Authority</b> .....	7
A. Background .....	7
B. Authority .....	7
C. Land Dedication and Impact Fee Standards .....	8
<b>Section II: Canby's Current Policy and Fees</b> .....	9
A. Land Dedication Requirements .....	9
B. System Development Charges (Residential) .....	10
C. System Development Charges (Commercial/Industrial).....	10
D. Escalator Used to Maintain Up-to-Date Fees .....	10
E. Exemptions .....	10
F. Credits .....	10
G. Acceptable Use of System Development Charges.....	11
<b>Section III: Justification for an Update to Canby's Current and Future Land Dedication and System Development Charges</b> .....	13
A. Defining the Fees .....	13
B. Parkland Dedication Requirement .....	13
C. System Development Charges.....	15
<b>Section IV: Calculation of Future System Development Charges</b> .....	17
A. Projected Growth .....	17
B. Updated Residential System Development Charges .....	18
C. Updated Commercial and Industrial System Development Charges .....	18
D. Park System Capacity .....	20
E. Use of System Development Charge Funds .....	20
F. Capital Improvement Projects (CIPs) List .....	21
<b>Section V: Comparative Analysis</b> .....	23
A. System Development Charges (Residential).....	23
<b>Appendix A: Canby Property Values</b> .....	25
<b>Appendix B: Canby Park SDC Cost Estimates May 2022</b> .....	27
<b>Tables</b>	
Table 1: Current and Future Maximum SDC Fee and Fees In-Lieu of Parkland Dedication .....	5
Table 2: Required Park Components/Facilities for Land Dedication Credits.....	10
Table 3: Canby Park Inventory .....	14
Table 4: Parkland Dedication Requirement per Unit .....	14
Table 5: Average Discounted Rates for Multi-Family and Mobile Home Residences .....	15
Table 6: Estimated Park and Trail Development Costs in Canby (2022).....	16
Table 7: Calculation of Future SDCs .....	18
Table 8: Comparison of SDC Fees in Canby and Neighboring Communities.....	23
<b>Figures</b>	
Figure 1: Population Growth in Canby From 2000 to 2026 .....	17

This page is intentionally left blank.

# Executive Summary

The City of Canby commissioned BerryDunn in 2021 to complete a Nexus Study to update the methodology used for parkland dedication and system development charges (SDCs).

Significant changes have taken place in the city since the last study was completed in 2013. Population has increased by ~15%, and the level of service (LOS) has changed from 10 acres per 1,000 population to 8.56 acres.

The current SDCs were based on a calculation that included a LOS of 10 acres per 1,000 population as documented in the city's comprehensive plan. The current LOS is 8.56 acres per 1,000 population for all developed parks. Included are 4.67 acres of open space is available and owned by the city. As a result, SDC fees for open space are calculated based on very minimal development but are included when calculating SDC fees and fees in-lieu of parkland dedication.

This study calculated the SDC fees independently for each park classification, the sum of which is the maximum parks SDC fee for the city.

See *Table 1* for the current and updated maximum parks and recreation SDCs and fees in-lieu of parkland dedication, charged per dwelling unit in the City of Canby:

**Table 1: Current and Future Maximum SDC Fee and Fees In-Lieu of Parkland Dedication**

Dwelling Unit (DU)	Current Residential SDC	Updated Maximum SDC	Updated Fees In-Lieu of Parkland Dedication	Total Updated Maximum Fees
Single Family	\$6,025	\$7,866	\$2,017	\$9,833
Multi-Family	\$6,272	\$6,547	\$1,674	\$8,221
Manufactured Housing	\$5,032	\$6,951	\$1,774	\$8,725

The total maximum fee represents a significant increase compared to the current fee. This results from higher construction and parkland costs. The current commercial/industrial fee is \$483 per employee; the new maximum commercial/industrial fee is \$938 per employee.

Many policy decisions may affect the SDCs and Parkland Dedication Fees in-lieu. This study does not recommend a particular fee. Rather, the justified, total maximum fee is presented. The city may consider adopting the fee as is, a lessor fee, or a fee with credits given low-income housing, senior housing, etc.



This page is intentionally left blank.

## **Section I:**

# **Parks and Recreation Dedication and System Development Charges Authority in Oregon**

## **A. Background**

Simultaneous with the development of a parks and recreation master plan in 2021, the City of Canby hired BerryDunn to complete an analysis of the city's existing land dedication and SDC methodology, develop findings, and make recommendations to update current policy.

For the purposes of this study, SDCs, development fees, improvement fees, space development, and impact fees may be used interchangeably.

## **B. Authority**

The State of Oregon provides local government authority to impose SDCs, also known as park impact or park improvement fees, to mitigate impacts created by new residential or commercial development. An SDC is a one-time improvement fee charged on new development and certain types of redevelopment.

Oregon State law authorizes local governments to assess SDCs and specifies how, when, and for what improvements they can be imposed. Under Oregon Revised Statute (ORS) 223.297 – 223.314, SDCs may be used for capital improvements for parks and recreation as well as water supply, treatment and distribution, wastewater collection, transmission, treatment and disposal, drainage and flood control, and transportation.

ORS 223.304(1) mandates that a reimbursement fee must be based on “the value of unused capacity available to future system users or the cost of existing facilities.” Because developers should pay only for unused capacity, the fees must account for prior contributions, including any donations or grants. The methodology must “promote the objective of future system users contributing no more than an equitable share to the cost of existing facilities.”

ORS 223.304(2) mandates that an improvement fee may only be charged to fund the cost of projected capital improvements that increase system capacity for future users. Funds may not be used to correct existing deficiencies or that do not otherwise increase capacity for future users. An improvement fee may be spent only on capital improvements (or portions thereof) that increase the capacity of the system for which it is being charged.

Canby's local authority (4.20.010-4.20.170) allows the city to collect both a Space Development Charge and a Parkland Development Charge for residential development subdivisions, a residential subdivision, a residential planned unit development (PUD), a residential mobile or manufactured home park, a residential partition, or the addition of more bedrooms to an existing dwelling. All are required to contribute cash for the development and acquisition of parks, dedicate lands for park development, or a combination of both at the option of the city. In all cases, the fees charged must be proportionate to the impact of the development.

## C. Land Dedication and Impact Fee Standards

Specific to SDCs, the city has a responsibility to help ensure that all fees collected are expended in a manner consistent with the following standards established by the American Planning Association:<sup>1</sup>

- The imposition of a fee must be rationally linked (the "rational nexus") to an impact created by a particular development and the demonstrated need for related capital improvements pursuant to a capital improvement plan and program.
- Some benefit must accrue to the development as a result of the payment of a fee.
- The amount of the fee must be a proportionate fair share of the costs of the improvements made necessary by the development and must not exceed the cost of the improvements.
- A fee cannot be imposed to address existing deficiencies except where they are exacerbated by new development.
- Funds received under such a program must be segregated from the general fund and used solely for the purposes for which the fee is established.
- The fees collected must be encumbered or expended within a reasonable time frame to help ensure that needed improvements are implemented.
- The fee assessed cannot exceed the cost of the improvements, and credits must be given for outside funding sources (such as federal and state grants, developer-initiated improvements for impacts related to new development, etc.) and local tax payments which fund capital improvements, for example.
- The fee cannot be used to cover normal operation and maintenance or personnel costs, but must be used for capital improvements, or under some linkage programs, affordable housing, job training, childcare, etc.
- The fee established for specific capital improvements should be reviewed at least every two years to determine whether an adjustment is required, and similarly the capital improvement plan and budget should be reviewed at least every five to eight years.
- Provisions must be included in the ordinance to permit refunds for projects that are not constructed, since no impact will have manifested.
- Impact fee payments are typically required to be made as a condition of approval of the development, either at the time the building or occupancy permit is issued.

---

<sup>1</sup> American Planning Association, 1997

## Section II: Canby's Current Policy and Fees

To support residential, commercial, and industrial growth in the city, both parkland dedication requirements and an SDC are in place to help ensure that new growth pays a proportionate share of the cost of acquiring and developing new parks, open space, trails, and recreation facilities.

### A. Land Dedication Requirements

The land dedication requirements are intended to help ensure that sufficient land is dedicated for parks, open space, trails, and recreation facilities to support new growth and development in the city. Land to be dedicated is based on the following formula:

<b>Maximum # of Allowed Units by the Plat</b>	<b>X # Persons Per Unit</b>	<b>X .01 Acres</b> (based on 10 acres per 1,000 population)
---------------------------------------------------	-----------------------------	----------------------------------------------------------------

(Example: a development with 60 single-family residential units would be  $60 \times 2.7 \times .01 = 1.62$  acres to be dedicated).

#### Land Acceptable for Land Dedication

The following standards and criteria for parkland dedication have been adopted by the City of Canby.

Lands shall be selected by the city for reservation as park and recreation areas in accordance with priorities in the City of Canby's Comprehensive Plan and the Master Park Plan:

- Property is conveniently located in areas where recreation opportunities can be created to best serve neighborhood needs
- Property is adequate as to size, location, and topography to satisfy the needs of the city's residents and not unduly impair the builder's ability to develop the property
- Lands that coordinate well with surrounding jurisdictions' park and open space plans
- In no case shall land dedication requirements be in excess of 15% of the gross land area of the development without the agreement of the developer

#### Fee-In-Lieu of Land Dedication

In instances where land is either not available, or where a new park, open space, trail, or recreation facility near the development is not in the city's best interest, a fee in-lieu may be charged at the prerogative of the city. Fees in-lieu are calculated based on the market rate for land to be dedicated. For developments of less than 50 DUs, a fee in-lieu is recommended.

## B. System Development Charges (Residential)

Fees are currently charged per DU to plan, design, and develop parks, open space, trails, and recreation facilities. Current fees in the City of Canby's 2021/22 master fee schedule are:

Single Family	\$6,025
Multi-Family	\$6,272
Manufactured Housing	\$5,032

## C. System Development Charges (Commercial/Industrial)

The rate is determined by square feet per employee that ranges from 225 to 20,000 based on the kind of business. The current fee is \$483 per employee. If the total number of employees cannot be determined, the following calculation can be used instead:

Divide the total sq. ft. of building space by the number of sq. ft. per employee from a list describing space by business type, then multiply by the current parks SDC fee of \$483 (Example: 25,000 Ssq. Ft. 700 (Manufacturing - General) = 35.7 x \$483 = \$16,636.20 SDC).

## D. Escalator Used to Maintain Up-to-Date Fees

The fees are adjusted annually to reflect inflation of construction costs. Rates are increased annually based on the Engineering News Construction Cost Index (CCI).

## E. Exemptions

Congregant senior/adult living facilities are exempt from the current land development and SDC fee policy.

## F. Credits

A 50% credit for provision of parks and facilities on private land may be granted provided a minimum of a 2-acre park that includes at least three of the following components or facilities:

Table 2: Required Park Components/Facilities for Land Dedication Credits

Components/Facilities	Minimum Acres
Children's play apparatus area	.50 – .75
Landscaped park-like and quiet areas	.50 – 1.00
Family picnic area	.25 – .75
Game court area	.25 – .50
Turf play field	1.00 – 3.00
Recreation center building	.15 – .25
Swimming pool (42' x 75') w/adjacent deck/lawn area	.25 – .50
Recreation and community gardening	.15 – .25



---

## **G. Acceptable Use of System Development Charges**

All SDC fees collected may be expended for the planning, development, acquisition, and improvement of parkland, open spaces, trails, and recreation facilities provided additional capacity for delivering parks and recreation services result from the use of the SDC fees and that there is a need to mitigate growth.

This page is intentionally left blank.

## Section III: Justification for an Update to Canby's Current and Future Land Dedication and System Development Charges

### A. Defining the Fees

The State of Oregon has authorized either Land Dedication or Fee in-Lieu of and the SDC to mitigate the impact of residential and commercial growth. The Land Dedication Fee provides the land and the SDCs provides funds to construct the park. It is recommended that the two are implemented somewhat separately and independently.

This study is intended to provide the City of Canby with what may be justifiable, and all recommendations will be limited in that regard.

The fees are intended to help ensure a similar LOS as documented in acres of developed parkland per 1,000 people and are based on the standard LOS adopted in the most recent parks master plan (adopted in 2022).

### B. Parkland Dedication Requirement

Land to be dedicated is based on 4.36 acres per 1,000 residents for community, neighborhood, and pocket parks, .80 linear miles of trails per 1,000 residents and 4.69 acres of open space.

Park size classifications are as follows:

<b>Pocket</b>	<b>Under 5 acres</b>
<b>Neighborhood</b>	<b>5 – 14 acres</b>
<b>Community</b>	<b>15+ acres</b>
<b>Open Space</b>	<b>Natural areas, with limited development</b>

Determining the amount of land to be provided is based on the current LOS in acres per 1,000 residents. Park classification with acreage/miles is in *Table 3*.

**Table 3: Canby Park Inventory**

Park Classification	Acres	Acres Per 1,000
Community parks	46	2.42
Neighborhood parks	26	1.37
Mini parks (pocket)/special use	10.6	.56
Natural areas	90.8	4.79
Undeveloped parkland	139	7.48
Total developed and Undeveloped parkland	312.4	16.62
Developed trails classification	Miles	Miles per 1,000
Linear parks (trails in miles)	16	.84
<b>Total</b>	<b>16</b>	<b>.84</b>

In the case that land is either not available or practical, the consultants recommend that the land dedication requirement may also be met with a fee in-lieu based on the current market cost of the land, at the discretion of the city. The cost per acre of land in Canby is \$84,458 per acre based on sales of vacant properties between March 2000 and March 2022.

See *Appendix A* for a calculation of the average cost per acre of land in Canby. The factor is based on actual sales prices for vacant land in 2020 and 2021.

### Standard for Parkland Dedication

The standards and criteria for parkland dedication are recommended to remain the same as identified in *Section II, A*, currently in place.

### Fees In-Lieu of Parkland Dedication

The amount of parkland dedication per DU of new residential development is calculated using the current LOS (8.56 acres per 1,000) and an estimate of persons per DU. *Table 4* shows that there is a maximum requirement of .238 acres per DU.

**Table 4: Parkland Dedication Requirement per Unit**

Acres Per Resident (ACS)	(a) 8.56 acres / 1,000 residents (b) 0.00856 per acre (b) = (a) / 1,000	
Household Size	(c) 2.79 persons / DU	ACS/Census
Acres Per DU	(d) 0.0238 acres / DU	(b) * (c)
Land Cost Per Acre	(e) \$84,458	Average Cost
Fee – Single-Family DU	(f) \$2,017	Computed at 100% (No Discount)
Fee – Multi-Family DU	(g) \$1,674	Discounted Rate
Fee – Mobile Homes	(h) \$1,774	Discounted Rate

## C. System Development Charges

Determining the SDC fee per DU is based on the following calculation:

LOS in acres per 1,000 residents	X	Persons per DU	X	Cost of park development
----------------------------------	---	----------------	---	--------------------------

### Canby Residents Per DU

Data from the ESRI business analyst that originates from the U.S. Census Bureau was used to estimate the number of residents per DU. The average total persons per DU in Canby is 2.79<sup>2</sup> and varies based on the type of DU. The most recent U.S. Census has not published the average household size for different types of DUs and as a result, the SDC fee will be calculated using the average for all households, applying a discount rate of -16.77% to multi-family homes and -11.62% to mobile homes based on other local Oregon communities. See *Table 5* for average SDC fee discounts in nearby local communities.

**Table 5: Average Discounted Rates for Multi-Family and Mobile Home Residences**

Community	Single-Family Residence	Multi-Family Residence	Mobile Home Residence
Wilsonville, Oregon	100%	23.30%	62.8%
Oregon City, Oregon	100%	21.00%	80.7%
Happy Valley, Oregon	100%	17.80%	N/A
West Linn, Oregon	100%	38.70%	N/A
Silverton, Oregon	100%	37.90%	N/A
Sherwood, Oregon	100%	25.00%	110%
Molalla, Oregon	100%	0.00%	N/A
Gladstone, Oregon	100%	0.00%	N/A
Woodburn, Oregon	100%	0.00%	100%
Milwaukie, Oregon	100%	10.50%	N/A
Average	-	83.23%	88.38%
Average Fee Discount	-	16.77%	11.62%

### Cost of Park Development

Park and trail development costs can vary based on the components and amenities placed in a park. To determine the costs below, the consultant team looked at typical park development for a 40-acre community park, a 15-acre neighborhood park, and a 5-acre pocket park and then determined a per acre cost. Costs included planning contingencies, design costs, and an inflation factor of 10% to account for future inflation in expenses resulting from the variance in construction costs during the COVID-19 pandemic. See *Table 6* for estimated park and trail development costs in Canby. The estimated costs for each park by line item are included in *Appendix B*.

<sup>2</sup> U.S. Census 2020



**Table 6: Estimated Park and Trail Development Costs in Canby (2022)**

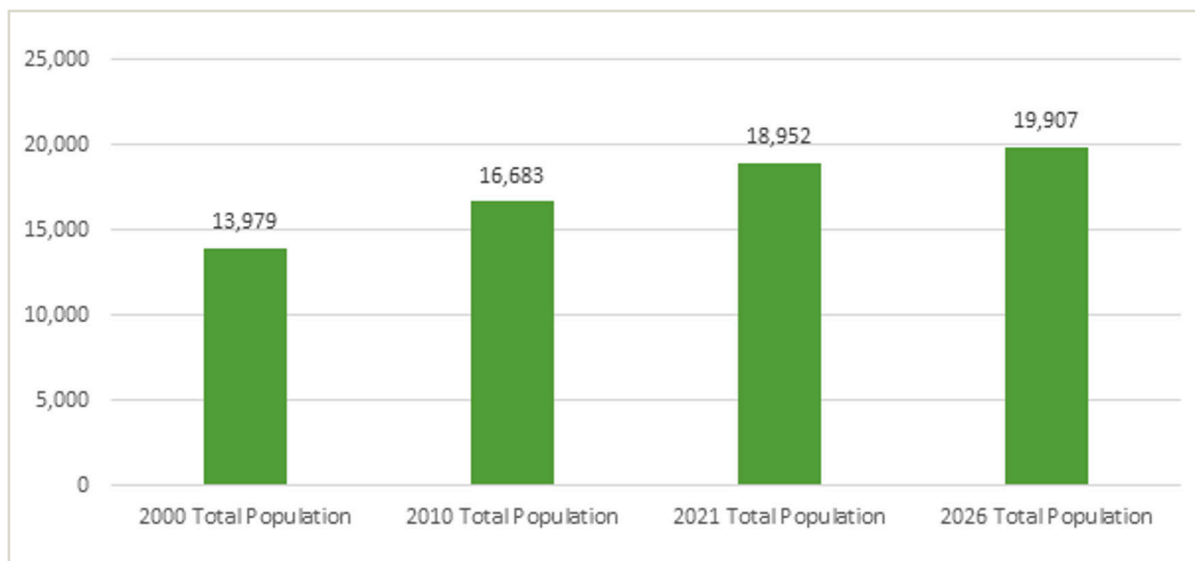
Type of Park	Cost Per Acre/Mile
Community Park	\$328,546 per acre
Neighborhood Park	\$381,595 per acre
Pocket Park	\$456,102 per acre
Greenway Trail	\$965,226 per mile (\$150 per lineal foot)
Open Space Area	\$9,755 per acre for minimal development

## Section IV: Calculation of Future System Development Charges

### A. Projected Growth

From a population of just under 14,000 in 2000, the city continued to grow steadily over the past two decades. In 2021, the population in Canby was estimated at 18,952—with an anticipated 0.99% compound annual growth rate between 2021 and 2026. If this growth rate continues, the population could reach 19,907 in 2026. The Population Research Center (PRC) at Portland State University estimated that the City of Canby had a slightly lower population in 2020 at 18,171—growing 14.8% in total since 2010. In those 10 years, the city added 2,342 residents. The average household size in the City of Canby was estimated at 2.78 in 2010 and increased to 2.79 in 2021. See *Figure 1: Population Growth in Canby From 2000 to 2026*.

**Figure 1: Population Growth in Canby From 2000 to 2026**



Between 2021 and 2026, the city is expected to grow by 955 residents. Using the average residents per DU identified in the 2020 Census, it is estimated that the city will add 342 DUs.

As a result of the population growth anticipated through 2026, the city will need to develop an additional 4.79 acres of parkland and will have 1.6 to 2.2 million in revenues from SDCs for this purpose.

## B. Updated Residential System Development Charges

Updated SDCs are calculated using the following formula and shown in *Table 7*.

LOS in acres per 1,000 residents	X	Persons per DU	X	Cost of park development
----------------------------------	---	----------------	---	--------------------------

Table 7: Calculation of Future SDCs

Park Classification	LOS	Persons Per DU	Cost of Park Development	System
<b>Community Park</b>	2.3 acres per 1,000 residents	2.79	\$328,546 per acre	\$2,108
<b>Neighborhood Park</b>	1.30 acres per 1,000 residents	2.79	\$381,595 per acre	\$1,654
<b>Pocket Park</b>	.53 acres per 1,000 residents	2.79	\$456,102 per acre	\$674
<b>Open Space</b>	4.69 acres per 1,000 residents	2.79	\$9,755 per acre	\$1,276
<b>Greenway Trail</b>	.80 miles per 1,000 residents	2.79	\$965,226 per mile	\$2,154
<b>Total SDC</b>				<b>\$7,866</b>
				<b>Single-Family Residence \$7,866</b>
				<b>Multi-Family Residence \$6,547</b>
				<b>Mobile Homes \$6,951</b>

## C. Updated Commercial and Industrial System Development Charges

### Land Dedication for Commercial/Industrial Growth

The land dedication requirement remains applicable but at 10% of the residential rate (based on 4.36 acres of developed parkland, 4.69 acres of open space per 1,000 residents, and .80 miles of linear trails).

### Commercial and Industrial SDCs

Commercial and industrial SDCs are based on the impact that new employees may have on park system capacity. The consultants feel that because many new employees are assumed to live in the city (already paying a share of SDCs) and those who do not will use and impact parks, trails, and facilities significantly less, a conservative equivalency of 10% impact is generally accepted and used in this methodology.

To determine the commercial/industrial SDC rate, the following formula was used:

The weighted average of residential properties in Canby - single-family residence (69.8%), multi-family residence (23.7%), and mobile home residence (6.5%) of residential fees multiplied by park system impact (assumed to be 10%). The weighted average is sourced from the American Community Survey, U.S. Census, 2020.

<b>Single-Family Residence</b>	<b>\$7,866</b>	<b>(69.8%)</b>
<b>Multi-Family Residence</b>	<b>\$6,547</b>	<b>(23.7%)</b>
<b>Mobile Homes</b>	<b>\$6,951</b>	<b>(6.5%)</b>

The weighted average of the three SDC fees is \$938 per DU.

### **Methodology for Applying the Commercial/Industrial SDCs**

Multiply the total number of new employees by \$938. If the total number of employees cannot be determined, the following calculation can be used instead:

Divide the total sq. ft. of building space by the number of sq. ft. per employee from below, then multiply by the updated parks commercial/industrial SDC fee of \$749 (Example: 25,000 sq. ft./700 (Manufacturing-General) = 35.7 x \$938 = \$33,486.60 SDC)

### **Square Feet Per Employee**

#### **Industrial**

- General 700
- Food Related 775
- Textile, Apparel 575
- Lumber, Wood Products 560
- Paper and Related 1,400
- Printing & Publishing 600
- Chemicals, Petrol, Rubber, Plastics 850
- Cement, Stone, Clay, Glass 800
- Furniture & Furnishings 600
- Primary Metals 1,000
- Secondary Metals 800
- Non-Electrical Machinery 600
- Electrical Machinery 375
- Electrical Design 325
- Transportation Equipment 500
- Other 400

#### **Warehousing**

- Storage 20,000
- Distribution 2,500
- Trucking 1,500
- Communications 250
- Utilities 225

### **Wholesale Trade**

- Durable Goods 1,000
- Non-Durable Goods 1,150

### **Retail**

- General 700
- Hardware 1,000
- Food Stores 675
- Restaurant/Bar 225
- Appliance/Furniture 1,000
- Auto Dealership 650
- Gas/Station – Gas Only 300
- Gas/Station – Gas & Service 400
- Regional Shopping Center 600

### **Services**

- Hotel/Motel 1,500
- Health Services – Hospital 500
- Health Services – Clinic 350
- Educational 1,300
- Cinema 1,100
- Personal Services – Office 600
- Government Administration 300
- Finance, Insurance, Real Estate, Business Services – Office 350

## **D. Park System Capacity**

The standard LOS for all park space in Canby is 10 acres per 1,000 residents, as adopted in the 2019 City of Canby Comprehensive Plan. Because the city is currently providing only 4.36 acres of developed park space per 1,000 population, and .80 linear miles of trails, sufficient capacity exists for expansion of the parks system.

## **E. Use of System Development Charge Funds**

The SDC funds are intended to mitigate growth in the areas where it occurs. The size of Canby (4.571 square miles) suggests that all parks can be accessed by most residents. However, SDC funds are recommended to be used per the standards adopted in the 2022 master park plan (approximate) for each park classification:

- Pocket Park – within 1 mile of the development
- Neighborhood Park – within 1.5 miles of the development
- Community Park – within 3 miles of the development
- Trail – a connection to the area where the development occurs

Both park development and funds paid in-lieu of park land dedication are recommended to follow the same standard for use of SDC funds.



## F. Capital Improvement Projects (CIPs) List

Canby's 2021/2022 Capital Improvement Plan includes eight projects estimated to cost 2.6 million dollars. However, only \$1,260,114 or 49% will increase capacity to future residents.

	Estimated Cost	FY21-22	FY22-23	FY23-24	FY24-25	FY25-26
<b>Parks</b>						
<b>Parks Master Plan Update</b>	150,000	100,000	-	-	-	-
<b>Locust Park covered area</b>	100,000	100,000	-	-	-	-
<b>Pickle ball court at Maple Park</b>	180,000	180,000	-	-	-	-
<b>Dog Park</b>	100,000	-	100,000	-	-	-
<b>Wait Park playground and asset replacement</b>	275,000	-	275,000	-	-	-
<b>Maple Park playground replace and sport court</b>	450,000	-	-	450,000	-	-
<b>Community Park playground and asset repairs</b>	400,000	-	-	-	400,000	-
<b>Logging Road extension</b>	1,010,114	-	-	1,005,000	-	-
	\$2,665,114	\$ 380,000	\$375,000	\$1,455,000	\$400,000	\$ -

This page is intentionally left blank.

## Section V: Comparative Analysis

### A. System Development Charges (Residential)

Current fees in the City of Canby's 2021/22 master fee schedule, and recommended fees and other similar communities close to Canby, are in *Table 8*.

**Table 8: Comparison of SDC Fees in Canby and Neighboring Communities**

Community/Type of Housing	Single Family	Multi-Family	Mobile Home
Woodburn	\$3,365	\$3,365	\$3,365
Milwaukie	\$3,985	\$3,608	N/A
Wilsonville	\$4,602	\$3,535	N/A
Sandy	\$4,647	\$3,114	N/A
Canby (Current)	<b>\$6,025</b>	<b>\$6,272</b>	<b>\$5,032</b>
Silverton	\$6,240	\$3,880	\$6,240
Oregon City	\$6,319	\$4,997	\$5,102
Canby (Only SDC Maximum)	<b>\$7,866</b>	<b>\$6,547</b>	<b>\$6,951</b>
Gladstone	\$7,836	\$7,836	N/A
Happy Valley	\$8,515	\$7,415	N/A
Sherwood	\$8,999	\$6,754	\$9,868
West Linn	\$10,014	\$7,080	N/A
Canby (SDC and Fees In-Lieu of Parkland Development Maximum)	<b>\$12,626</b>	<b>\$10,512</b>	<b>\$11,157</b>

This page is intentionally left blank.

# Appendix A - Canby Property Values

CLACKAMAS COUNTY ASSESSMENT & TAXATION  
REAL PROPERTY OWNERSHIP TRANSFERS  
by Neighborhood  
March 2020 through March 2022

Account	Parcel No.	Land Class	Bldg Class	Year Bld	Nghbr	Sq Ft	Recording Date	Recording Number	Deed Type	Acres	RMV Land	Sales Price per Acre	RMV Bldg	RMV Total	Sale Price	Situs	Situs City	Situs Zip
00779642	31E31 01400	101	13	1940	13181	4,038	06/11/2021	2021-056999	WD	2.00	288,680	144,340	347,340	636,020	605,000	23793 S KNIGHTS BRIDGE RD	CANBY	97013
05032695	41E14 00403	550			13164		02/25/2022	2022-011650	CO	2.00	234,177	117,089	0	234,177	325,000	10645 S KRAXBERGER RD	CANBY	97013
00799979	31E35 01001	551	14	1972	13244	2,948	02/18/2021	2021-017156	WD	2.01	312,678	155,561	433,240	745,918	850,000	23905 S BLOUNT RD	CANBY	97013
00776413	31E28C 01600	101	13	1900	13181	1,674	03/31/2021	2021-033552	WD	2.09	279,424	133,696	168,010	447,434	700,000	2027 N HOLLY ST	CANBY	97013
01013316	41E22 00106	551	14	1970	13164	2,028	10/30/2020	2020-090952	WD	2.19	292,327	133,483	472,320	764,647	700,000	9950 S MACKSBURG RD	CANBY	97013
01009535	41E16 00200	551	14	2020	13164	5,428	06/25/2020	2020-048750	WD	2.31	294,676	127,565	420,260	714,936	305,000	26130 S GELBRICH RD	CANBY	97013
00995365	41E01 01800	101	14	1965	13241	2,768	11/30/2020	2020-101008	WD	2.40	337,928	140,803	466,530	804,458	760,000	24520 S CENTRAL POINT RD	CANBY	97013
05032989	41E05C 00801	300			30031		04/21/2020	2020-028612	WD	2.51	19,677	7,839	0	19,677	582,750	24612 S CHINA ST	CANBY	97013
01006832	41E10 01304	551	13	1971	13164	1,992	02/01/2021	2021-010473	WD	2.52	308,537	122,435	312,690	621,227	705,000	9461 S ALDER CREEK LN	CANBY	97013
01013101	41E21 00800	551	14	1966	13164	1,862	12/03/2021	2021-105679	WD	2.60	292,719	112,584	381,820	674,539	945,000	27350 S GRIBBLE RD	CANBY	97013
01006789	41E10 01206	101	16	1999	13161	3,510	07/10/2020	2020-053402	WD	2.64	293,750	111,269	903,610	1,197,360	850,000	9095 S GOOD LN	CANBY	97013
01007412	41E11 01201	101	13	1948	13241	3,224	02/10/2021	2021-014508	WD	2.65	337,181	127,238	200,950	538,131	325,000	25540 S MOLALLA FOREST RD	CANBY	97013
01012941	41E21 00207	101	15		13161		03/04/2022	2022-013390	WD	2.82	126,070	44,706	63,590	189,660	569,000	8489 S GRIBBLE RD	CANBY	97013
01374934	31E26 00103	551	14	1900	13244	2,823	08/31/2021	2021-080943	WD	3.05	356,552	116,902	273,710	630,262	350,000	10012 S NEW ERA RD	CANBY	97013
01009704	41E16 00801	401	14	1932	13164	2,079	03/04/2022	2022-013440	WD	3.14	327,197	104,203	245,790	572,987	700,000	26505 S GELBRICH RD	CANBY	97013
01007430	41E11 01301	551	14	2008	13244	4,325	08/05/2020	2020-062269	WD	3.36	370,435	110,249	621,530	991,965	982,000	25604 S MOLALLA FOREST RD	CANBY	97013
01441808	31E34 00301	301	14	1978	99950	3,578	06/26/2020	2020-049050	BS	3.42	980,765	286,773	299,700	1,280,465	846,000	165 S WALNUT ST	CANBY	97013
00800869	31E36A 01800	551	14	1930	13244	4,400	06/26/2020	2020-049077	WD	4.39	424,108	96,608	550,900	975,008	620,000	23486 S CENTRAL POINT RD	CANBY	97013
01019917	41E33 01300	401	14	2000	13164	3,974	11/30/2020	2020-100911	WD	4.52	396,113	87,636	713,300	1,109,413	1,100,000	8569 S BARNARDS RD	CANBY	97013
01070664	51E05 01503	551	15		13164		05/29/2020	2020-039787	WD	4.92	413,372	84,019	189,130	602,502	580,000	7236 S BARNARDS RD	CANBY	97013
01017385	41E29 00301	471	15		13164		10/23/2020	2020-088563	WD	4.93	405,989	82,351	77,320	483,309	510,000	7051 S ZIMMERMAN RD	CANBY	97013
01018507	41E30 02600	401	13	1973	13164	2,520	06/01/2021	2021-053683	WD	5.02	421,571	83,978	317,590	739,161	570,000	28501 S BARLOW RD	CANBY	97013
01070717	51E05 01600	551	13	1900	13164	1,424	04/30/2021	2021-044419	WD	5.19	419,912	80,908	245,640	665,552	725,000	7150 S BARNARDS RD	CANBY	97013
01013272	41E22 00102	401	14	1964	13164	1,794	12/18/2020	2020-107851	PR	5.78	426,108	73,721	282,590	708,698	599,000	10030 S MACKSBURG RD	CANBY	97013
00773210	31E25 01704	471	14	1975	13244	2,607	11/30/2021	2021-104823	WD	5.93	478,339	80,664	371,850	850,189	719,900	22996 S CENTRAL POINT RD	CANBY	97013
01012558	41E20AA00100	551	14	1972	13164	1,905	05/27/2021	2021-052915	WD	5.93	434,542	73,279	388,760	823,302	268,850	27135 S GRIBBLE RD	CANBY	97013
01009303	41E15BB00100	301			30031		12/30/2021	2021-112316	WD	6.11	1,912,582	313,025	888,260	2,800,842	2,890,000	26050 S HWY 170	CANBY	97013
01007699	41E12 01500	551	14	1912	13244	2,440	03/25/2020	2020-021425	WD	6.52	512,621	78,623	218,400	731,021	400,000	11358 S MULINO RD	CANBY	97013
01017189	41E28 01104	551	13	1978	13164	1,526	01/15/2021	2021-005070	WD	6.84	641,021	67,401	225,310	686,331	725,000	8620 S HEINZ RD	CANBY	97013
01011087	41E18 00500	551	14	1965	13164	1,568	10/26/2021	2021-095902	WD	7.16	465,833	65,060	250,920	716,753	620,000	26451 S BARLOW RD	CANBY	97013
01014100	41E23 00402	551			13164		01/05/2021	2021-000956	WD	8.25	484,144	58,684	47,790	531,934	250,000	10701 S MACKSBURG RD	CANBY	97013
01009116	41E15 02200	551	14	1906	13164	2,082	07/10/2020	2020-053476	PR	8.49	499,299	58,810	287,610	786,909	574,000	9713 S MACKSBURG RD	CANBY	97013
01429895	41E14 01507	551	13	1930	13164	1,300	11/16/2021	2021-101525	WD	8.50	499,833	58,804	133,760	633,593	588,000	26996 S HARMS RD	CANBY	97013
00798097	31E34 02400	301			30031		05/21/2020	2020-037219	WD	9.48	3,505,202	369,747	4,257,520	7,762,722	1,910,166	2100 SE 4TH AVE	CANBY	97013
01017367	41E29 00201	551	14	1977	13164	2,002	07/30/2021	2021-071650	WD	9.52	523,977	55,021	525,850	1,049,647	980,000	7865 S ZIMMERMAN RD	CANBY	97013
01013398	41E22 00303	551	15	1979	13164	1,771	02/26/2021	2021-020179	WD	9.68	549,079	56,723	524,490	1,073,569	1,035,000	9804 S MACKSBURG RD	CANBY	97013
00995203	41E01 01101	551	15	1987	13244	3,825	09/08/2021	2021-082478	WD	9.70	573,444	59,118	762,910	1,336,354	2,499,000	24899 S CENTRAL POINT RD	CANBY	97013
00798042	31E34 02000	541	14	1969	99950	5,516	11/22/2021	2021-108279	WD	9.78	2,680,288	274,058	481,460	3,161,748	2,450,000	211 S WALNUT ST	CANBY	97013
01008527	41E14 01000	551	13	1946	13164	2,088	02/09/2021	2021-013902	PR	9.85	531,790	53,989	231,280	763,070	626,400	10264 S KRAXBERGER RD	CANBY	97013
01450655	51E05 01101	551			13164		10/14/2020	2020-085655	WD	9.85	477,811	48,509	332,470	810,281	1,500,000	30495 S NEEDY RD	CANBY	97013
01070673	51E05 01504	551			13164		03/23/2020	2020-020764	WD	9.85	531,782	53,988	216,750	748,532	475,000	7194 S BARNARDS RD	CANBY	97013
00779722	31E31 02300	551	13	1920	13184	3,952	08/04/2020	2020-062112	WD	10.22	527,985	51,662	430,040	958,025	700,000	23795 S BARLOW RD	CANBY	97013
01008420	41E14 00702	551	14	1971	13164	2,454	12/29/2021	2021-111913	WD	10.77	549,063	50,981	371,540	920,603	1,050,000	10107 S KRAXBERGER RD	CANBY	97013
01004870	41E07 00500	551	13	1930	13164	884	08/18/2020	2020-066254	SWD	10.83	418,825	38,673	144,880	563,705	665,000	25311 S BARLOW RD	CANBY	97013
01019418	41E32 01200	551	14	1996	13164	2,777	12/18/2020	2020-076966	WD	11.54	561,617	48,667	647,380	1,208,997	1,111,000	29625 S NEEDY RD	CANBY	97013
00996211	41E03 01002	540			30031		09/13/2021	2021-083586	SWD	11.62	3,201,870	275,548	0	3,201,870	3,037,003	2480 SE 13TH AVE	CANBY	97013
01012549	41E20 01401	551	14	1900	13164	2,402	06/25/2020	2020-048663	WD	12.48	578,257	46,335	296,810	875,067	828,000	27899 S OGLESBY RD	CANBY	97013
01004497	41E06AD00100	551			13164		04/15/2021	2021-038965	WD	12.87	352,498	27,389	156,810	509,308	2,474,500	24395 S BARLOW RD	CANBY	97013
01019150	41E32 00201	551	14	1979	13164	2,846	12/30/2021	2021-112120	WD	14.81	613,250	41,408	489,170	1,102,420	950,000	29238 S BARLOW RD	CANBY	97013
00779713	31E31 02200	551	14	1910	13184	2,848	07/26/2021	2021-070454	WD	15.41	610,252	39,601	186,700	796,952	820,000	6970 S KNIGHTS BRIDGE RD	CANBY	97013
01007662	41E12 01300	551	13	1965	13244	1,344	09/22/2020	2020-077993	BS	16.45	779,494	47,386	450,410	1,229,904	560,000	11349 S MULINO RD	CANBY	97013
01004317	41E05D 00500	300			30031		04/30/2019	2019-023015	SWD	17.47	1,247,687	71,419	0	1,247,687	4,500,000	24390 S HWY 99E	CANBY	97013
00798168	31E34 03100	300			30031		10/30/2020	2020-091015	WD	18.27	3,553,450	194,496	0	3,553,450	3,115,738	23849 S MULINO RD	CANBY	97013
01008670	41E14 01701	551	15		13164		07/30/2021	2021-071910	WD	19.27	689,000	35,755	109,810	798,810	700,000	26880 S HARMS RD	CANBY	97013
01071002	51E05 03101	551	14	1993	13164	2,576	10/14/2020	2020-085655	WD	19.68	697,006	35,417	802,200	1,499,206	1,500,000	30495 S NEEDY RD	CANBY	97013
00800477	31E36 02100	551	13	1909	13244	2,655	08/12/2021	2021-075404	WD	20.00	656,868	32,843	310,880	967,748	975,000	23321 S PAYTON DR	CANBY	97013
01016475	41E27 00505	551	14	1976	13164	4,065	10/12/2021	2021-091590	WD	20.07	617,349	30,760	477,750	1,095,099				





# Appendix B - SDC Cost Estimates

## Canby Impact Fee Worksheet - 40 Acre Community Park

Disclaimer: This worksheet is for system planning purposes only. It will produce an "order of magnitude" range for a hypothetical project, but would require further refinement for use in final budgeting for a particular park.

Item	Unit Price	Unit	Quantity	Item total	Comments
<b>Site Preparation</b>					
Construction Fencing & Erosion Control	\$10.00	Lineal Feet	5,280	\$52,800.00	Assumes entire perimeter of 40 acre site 1320 x 1320
Vehicle tracking control	\$2,500.00	Each	1	\$2,500.00	
Remove Existing Paving	\$2.00	Square Feet	0	\$0.00	Assume contingency covers this for normal undeveloped site
Clear and Grub (dirt/gravel/vegetated areas, etc.)	\$0.10	Square Feet	1,306,800	\$130,680.00	Assume 3/4 of site is to be developed
<b>Grading</b>					
Grading On-site (Move the dirt around)	\$0.33	Square Feet	1,306,800	\$431,244.00	Assumes avg 1 foot elevation manipulation per s.f.
Import/Export Fill (Bring in dirt/take it away)	\$15.00	Cubic Yards	0	\$0.00	Assumes balanced site - contingency to cover if not
<b>Site Construction</b>					
New Asphalt	\$3.50	Square Feet	95,776	\$335,216.00	Assume 200 parking spaces @ 320 sf per car, plus 1/4 mile of 24' access drives
New Curb & Gutter	\$27.50	Lineal Feet	3,640	\$100,100.00	Assume all drives both sides and 5 LF per parking space (not all spaces have it in double-loades parking lots)
New Concrete Paving (plain finish)	\$7.50	Square Feet	50,000	\$375,000.00	Assume a grid of 5' walks across 3/4 of site 165' apart
Specialty Paving (Brick, stone, special concrete, etc.)	\$15.00	Square Feet	10,000	\$150,000.00	One plaza area 100' x 100'
Site Walls (Retaining/free-standing)	\$50.00	Face Feet	0	\$0.00	Assume contingency covers this for normal site
Boardwalks/decks	\$20.00	Square Feet	0	\$0.00	Assume contingency covers this for normal site
<b>Structures</b>					
Concessions Building	\$200.00	Square Feet	200	\$40,000.00	One 10' x 20' with simple plumbing - no restrooms or commercial kitchen
Restroom Building	\$450,000.00	Each	2	\$900,000.00	Heated masonry building with 2 stalls per side
Large Shelter/Shade Structure	\$120.00	Square Feet	1,152	\$138,240.00	One 24' x 48' shelter
Small Shelter/Shade Structure	\$120.00	Square Feet	288	\$34,560.00	One 12' x 24' shelter
Maintenance Shed	\$200.00	Square Feet	800	\$160,000.00	The size of a 4-car garage
<b>Fields</b>					
Diamond Field	\$625,000.00	Each	2	\$1,250,000.00	W/backstop, dugouts, bleachers, fencing, scoreboard, irrigation. Does not include lighting
Rectangle Field	\$300,000.00	Each	2	\$600,000.00	Grading, lawn, irrigation. No lighting
<b>Courts</b>					
Basketball Court	\$90,000.00	Each	2	\$180,000.00	Nets, posts, goals, surfacing - no lights
Pickleball Court	\$50,000.00	Each	4	\$200,000.00	Nets, posts, surfacing - no lights
<b>Event Space</b>					
Amphitheater	\$30,000.00	Each	1		Space for up to about 500 people on a lawn area with 20' x 30' concrete pad for stage. No roof or other structure, no utilities
<b>Dog Park</b>					
Fenced Off-Leash Area	\$120,000.00	Acre	1	\$120,000.00	Recommended size is 1/2 acre to 2 acres
<b>Furnishings and Equipment</b>					
Benches/ Tables/ Trash Receptacles/ Signs/ Kiosks/ Drinking Fountains/ Hammock Posts (set of 2)/ Bike Racks	\$1,500.00	Each	43	\$64,500.00	Assumes 5 tables for the shelters, plus six more outside, 12 trash receptacles, 12 benches, 4 drinking fountains, 4 bike racks. Does not include utilities for drinking fountains
Lights/bollards	\$1,200.00	Each	18	\$21,600.00	Assumes four parking lot lights, ten roadway lights, and four area lights = 18
Fences/railings, etc.	\$25.00	Lineal Feet	0	\$0.00	Assumes sports fences, etc. included with individual features priced as complete units
Playground/Splashpad (Including surfacing and related features)	\$750,000.00	Each	1	\$750,000.00	Assumes approx. 3600 s.f. area with standard equipment, plus smaller simpler natural play area
Entrance Signs	\$10,000.00	Each	2	\$20,000.00	Typical park monument sign - assume two main entrances to the park
Information Signage	\$5,000.00	Allowance	1	\$5,000.00	Minimal traffic and informational signage allowance
<b>Landscaping</b>					
Shrub/perennial beds	\$6.50	Square Feet	3,000	\$19,500.00	Includes plants and mulch. Assume ten parking islands, two entry beds, and misc beds throughout
Lawns	\$0.50	Square Feet	174,240	\$87,120.00	Assume 10% of site. Does not include sports fields. Includes soil prep and seeding
Trees	\$500.00	Each	200	\$100,000.00	2.5" caliper average
Natural Area Treatment	\$0.03	Square Feet	435,600	\$13,068.00	Minor pruning, thinning, seeding, etc.
<b>Special Features - See Bottom of Page</b>					
Any of the features from bottom of page	\$185,000.00	Each	2	\$370,000.00	Using the average cost of the features to choose from
<b>Sub Total</b>				\$6,651,128.00	
With contingency @ 20%				\$7,981,353.60	This accounts for other items not itemized such as drainage and utilities, etc.
With Bonding, Mobilization, etc. @ 10%				\$8,779,488.96	
<b>Construction Subtotal</b>				\$8,779,488.96	
<b>Bid Continency @ 10%</b>				\$877,948.90	
<b>Estimated Construction Bid (Low End)</b>				\$7,901,540.06	These two numbers define the expected range for all construction.
<b>Estimated Construction Bid (High End)</b>				\$9,657,437.86	
Consulting Fees (Based on Construction Subtotal)				\$877,948.90	Includes sub-consultants and other expenses.
Internal Management Costs @ 2%				\$175,589.78	
<b>Total Project Estimate Including Fees (Low)</b>				\$8,955,078.74	These two numbers define the expected range for the complete project.
<b>Total Project Estimate Including Fees (High)</b>				\$10,710,976.53	
<b>AVG:</b>				\$9,833,027.64	

Approximate total project area:	Acres	40	
Approximate project cost per acre (low end):		\$223,877	
Approximate project cost per acre (high end):		\$267,774	
<b>Approximate project cost per acre (avg):</b>		<b>\$245,826</b>	\$298,678.21
<b>Cost per acre with inflation for fear-future growth in construction costs</b>	<b>\$</b>	<b>270,408</b>	\$328,546.04

<b>Computation for Special Features</b>					
Splash Pad	\$75.00	Square Feet	3,600	\$270,000.00	This item can vary immensely. Assume 60' x 60'
Community Garden	\$15.00	Square Feet	15,000	\$225,000.00	Assumes 100 plots and some sheds and fencing and water faucets. Does not include site utilities, other structures
Skate Spot	\$60.00	Square Feet	5,000	\$300,000.00	Assumes some in-ground and surface-mount features, and benches. No lights
Disc Golf Course	\$1,500.00	Hole	18	\$27,000.00	For goals, tee boxes, signage only. Does not include grounds and landscaping, etc.
Outdoor Exercise Area	\$100.00	Square Feet	1,000	\$100,000.00	Around 65 sq. ft. per participant
<b>Average of all five features:</b>				<b>\$184,400.00</b>	

### Other Costs Not Included in the Estimate:

Land costs  
 Site utilities - both onsite and running to the site  
 Synthetic surfacing for fields  
 Lighting for night use  
 Import or export of fill  
 Retaining walls  
 Public Art

Cost Estimate for 15 Acre Hypothetical Neighborhood Park

Disclaimer: This worksheet is for demonstration purposes only. It will produce an "order of magnitude" range for the project, but would require further refinement for use in final budgeting.

Item	Unit Price	Unit	Quantity	Item total	Comments
Site Preparation					
Construction Fencing & Erosion Control	\$10.00	Lineal Feet	3232	\$32,320.00	Assumes entire perimeter of 15 acre site 808' x 808'
Vehicle tracking control	\$2,500.00	Each	1	\$2,500.00	
Remove Existing Paving	\$2.00	Square Feet	0	\$0.00	Assume contingency covers this for normal undeveloped site
Clear and Grub (dirt/gravel/vegetated areas, etc.)	\$0.10	Square Feet	653400	\$65,340.00	
Grading					
Grading On-site (Move the dirt around)	\$0.33	Square Feet	653400	\$215,622.00	Assumes avg 1 foot elevation manipulation per s.f.
Import/Export Fill (Bring in dirt/take it away)	\$15.00	Cubic Yards	0	\$0.00	Assumes a balanced site
Site Construction					
New Asphalt	\$3.50	Square Feet	34400	\$120,400.00	Assume 100 parking spaces @ 320 sf per car (includes drive lane for double-loaded parking) plus 100 LF of 24' access drives
New Curb & Gutter	\$27.50	Lineal Feet	1200	\$33,000.00	
New Concrete Paving (plain finish)	\$7.50	Square Feet	24000	\$180,000.00	Assumes 4800 LF of 5' walk
Specialty Paving (Brick, stone, special concrete, etc.)	\$15.00	Square Feet	1600	\$24,000.00	Assumes 40' x 40' plaza
Site Walls (Retaining/free-standing)	\$50.00	Face Feet	0	\$0.00	
Boardwalks/decks	\$20.00	Square Feet	0	\$0.00	
Structures					
Restroom Building	\$450,000.00	Each	2	\$900,000.00	Heated masonry building with 2 stalls per side
Small Shelter/Shade Structure	\$120.00	Square Feet	288	\$34,560.00	One 12' x 24' shelter
Fields					
Rectangle Field	\$300,000.00	Each	1	\$300,000.00	Grading, lawn, irrigation. No lighting
Courts					
Basketball Court	\$90,000.00	Each	1	\$90,000.00	Nets, posts, goals, surfacing - no lights
Dog Park					
Off-Leash Area - not fenced	\$100,000.00	Acre	1	\$50,000.00	Recommended size is 1/2 acre to 2 acres
Community Garden					
Community Garden	\$15.00	Square Feet	7,500	\$112,500.00	Assumes 50 plots and some sheds and fencing and water faucets. Does not include site utilities, other structures
Furnishings and Equipment					
Benches/ Tables/ Trash Receptacles/ Drinking Fountains/Bike Racks	\$1,500.00	Each	27	\$40,500.00	Assumes 5 tables for the shelters, plus six more outside, 6 trash receptacles, 6 benches, 2 drinking fountains, 2 bike racks. Does not include utilities for drinking fountains, one bike rack
Lights/bollards	\$1,200.00	Each	6	\$7,200.00	
Fences/railings, etc.	\$25.00	Lineal Feet		\$0.00	Assumes no fencing for any of the features
Playground (Including surfacing and related features)	\$375,000.00	Each	1	\$375,000.00	
Outdoor Fitness Area	\$25,000.00	Each	1	\$25,000.00	
Entrance Signs	\$10,000.00	Each	1	\$10,000.00	Typical park monument sign
Information Signage	\$5,000.00	Allowance	1	\$5,000.00	Minimal traffic and informational signage allowance
Landscaping					
Shrub/perennial beds	\$6.50	Square Feet	1500	\$9,750.00	Includes plants and mulch.
Lawns	\$0.50	Square Feet	508420	\$254,210.00	All turf except the multipurpose field and paved areas. Includes soil prep and seeding
Trees	\$500.00	Each	20	\$10,000.00	2.5" caliper average
Sub Total				\$2,896,902.00	
With contingency @ 20%				\$3,476,282.40	This accounts for other items not itemized such as drainage and utilities, etc.
With Bonding, Mobilization, etc. @ 10%				\$3,823,910.64	
Construction Subtotal				\$3,823,910.64	
Bid Contingency @ 10%				\$382,391.06	
Estimated Construction Bid (Low End)				\$3,441,519.58	These two numbers define the expected range for all construction.
Estimated Construction Bid (High End)				\$4,206,301.70	
Consulting Fees (Based on Construction Subtotal)				\$382,391.06	Includes sub-consultants and other expenses.
Internal Management Costs @ 2%				\$76,478.21	
Total Project Estimate Including Fees (Low)				\$3,900,388.85	These two numbers define the expected range for the complete project.
Total Project Estimate Including Fees (High)				\$4,665,170.98	
AVG:				\$4,282,779.92	

Approximate total project area:	Acres	15	
Approximate project cost per acre (low end):		\$260,026	
Approximate project cost per acre (high end):		\$311,011	
Approximate project cost per acre (avg):		\$285,519	\$346,905.17
Cost per acre with inflation for fear-future growth in construction costs	\$	314,071	\$381,595.69
Other Costs Not Included in the Estimate:			
Land Costs			
Site utilities - both onsite and running to the site			
Synthetic surfacing for fields			
Lighting for night use			
Import or export of fill			
Retaining walls			
Public Art			

Estimate for a 5-acre Pocket Park

Disclaimer: This worksheet is for demonstration purposes only. It will produce an "order of magnitude" range for the project, but would require further refinement for use in final budgeting.

Item	Unit Price	Unit	Quantity	Item total	Comments
Site Preparation					
Construction Fencing & Erosion Control	\$10.00	Lineal Feet	1,867	\$18,670.00	Assumes entire perimeter of 40 acre site 1320 x 1320
Vehicle tracking control	\$2,500.00	Each	1	\$2,500.00	
Remove Existing Paving	\$2.00	Square Feet	0	\$0.00	Assume contingency covers this for normal undeveloped site
Clear and Grub (dirt/gravel/vegetated areas, etc.)	\$0.10	Square Feet	217,800	\$21,780.00	
Grading					
Grading On-site (Move the dirt around)	\$0.33	Square Feet	217,800	\$71,874.00	Assumes avg 1 foot elevation manipulation per s.f.
Import/Export Fill (Bring in dirt/take it away)	\$15.00	Cubic Yards	0	\$0.00	Assumes a balanced site
Site Construction					
New Asphalt	\$3.50	Square Feet	0	\$0.00	Assumes no on-site parking
New Curb & Gutter	\$27.50	Lineal Feet	0	\$0.00	
New Concrete Paving (plain finish)	\$7.50	Square Feet	15,360	\$115,200.00	Assume perimeter walk plus interior walkways to center of the site from four corners of the park 3072 LF of 5' paving
Specialty Paving (Brick, stone, special concrete, etc.)	\$15.00	Square Feet	900	\$13,500.00	30' x 30' plaza
Site Walls (Retaining/free-standing)	\$50.00	Face Feet	0	\$0.00	
Boardwalks/decks	\$20.00	Square Feet	0	\$0.00	
Structures					
Restroom Building	\$450,000.00	Each	1	\$450,000.00	Heated masonry building with 2 stalls per side
Small Shelter/Shade Structure	\$120.00	Square Feet	144	\$17,280.00	One 12' x 12' shelter
Courts					
Basketball Court	\$90,000.00	Each	0.5	\$45,000.00	Half-court. Nets, posts, goals, surfacing - no lights
Furnishings and Equipment					
Benches/ Tables/ Trash Receptacles/ Signs/ Kiosks/ Drinking Fountains/ Hammock Posts (set of 2)/ Bike Racks	\$1,500.00	Each	17	\$25,500.00	Assumes drinking fountain, 4 benches, 6 picnic tables (two in the shelter) 5 trash cans, one bike rack
Lights/bollards	\$1,200.00	Each	2	\$2,400.00	
Fences/railings, etc.	\$25.00	Lineal Feet	0	\$0.00	
Playground/Splashpad (Including surfacing and related features)	\$250,000.00	Each	1	\$250,000.00	
Entrance Signs	\$10,000.00	Each	1	\$10,000.00	Typical park monument sign
Information Signage	\$2,000.00	Allowance	1	\$2,000.00	Minimal traffic and informational signage allowance
Landscaping					
Shrub/perennial beds	\$6.50	Square Feet	500	\$3,250.00	Includes plants and mulch.
Lawns	\$0.50	Square Feet	200,440	\$100,220.00	Includes soil prep and seeding
Trees	\$500.00	Each	10	\$5,000.00	2.5" caliper average
Sub Total				\$1,154,174.00	
With contingency @ 20%				\$1,385,008.80	This accounts for other items not itemized such as drainage and utilities, etc.
With Bonding, Mobilization, etc. @ 10%				\$1,523,509.68	
Construction Subtotal				\$1,523,509.68	
Bid Contingency @ 10%				\$152,350.97	
Estimated Construction Bid (Low End)				\$1,371,158.71	These two numbers define the expected range for all construction.
Estimated Construction Bid (High End)				\$1,675,860.65	
Consulting Fees (Based on Construction Subtotal)				\$152,350.97	Includes sub-consultants and other expenses.
Internal Management Costs @ 2%				\$30,470.19	
Total Project Estimate Including Fees (Low)				\$1,553,979.87	These two numbers define the expected range for the complete project.
Total Project Estimate Including Fees (High)				\$1,858,681.81	
AVG:				\$1,706,330.84	

Approximate total project area:	Acres	5
Approximate project cost per acre (low end):		\$310,796
Approximate project cost per acre (high end):		\$371,736
Approximate project cost per acre (avg):		\$341,266
Cost per acre with inflation for fear-future growth in construction costs	\$	375,393

Computation for Special Features					
Splash Pad	\$75.00	Square Feet	3,600	\$270,000.00	This item can vary immensely. Assume 60' x 60'
Community Garden	\$15.00	Square Feet	15,000	\$225,000.00	Assumes 100 plots and some sheds and fencing and water faucets. Does not include site utilities, other structures
Skate Spot	\$60.00	Square Feet	5,000	\$300,000.00	Assumes some in-ground and surface-mount features, and benches. No lights
Disc Golf Course	\$1,500.00	Hole	18	\$27,000.00	For goals, tee boxes, signage only. Does not include grounds and landscaping, etc.
Outdoor Exercise Area	\$100.00	Square Feet	1,000	\$100,000.00	Around 65 sf per participant
Average of all five features:				\$184,400.00	

Other Costs Not Included in the Estimate:

Land Costs

Site utilities - both onsite and running to the site

Synthetic surfacing for fields

Lighting for night use

Import or export of fill

Retaining walls

Public Art

## Estimate for One Mile of Greenway Trail

Assumes 8' paved path (concrete) with 10' clearance on each side.

**Disclaimer: This worksheet is for demonstration purposes only. It will produce an "order of magnitude" range for the project, but would require further refinement for use in final budgeting.**

Item	Unit Price	Unit	Quantity	Item total	Comments
<b>Site Preparation</b>					
Construction Fencing & Erosion Control	\$10.00	Lineal Feet	10,560	\$105,600.00	Assumes entire perimeter of 40 acre site 1320 x 1320
Vehicle tracking control	\$2,500.00	Each	2	\$5,000.00	
Remove Existing Paving	\$2.00	Square Feet	0	\$0.00	Assume contingency covers this for normal undeveloped site
Clear and Grub (dirt/gravel/vegetated areas, etc.)	\$0.10	Square Feet	52,800	\$5,280.00	
<b>Grading</b>					
Grading On-site (Move the dirt around)	\$0.33	Square Feet	52,800	\$17,424.00	Assumes avg 1 foot elevation manipulation per s.f.
Import/Export Fill (Bring in dirt/take it away)	\$15.00	Cubic Yards	0	\$0.00	Assumes a balanced site
<b>Site Construction</b>					
New Curb & Gutter	\$27.50	Lineal Feet	0	\$0.00	Does not include curb cuts/ramps, etc.
New Concrete Paving (plain finish)	\$7.50	Square Feet	42,240	\$316,800.00	Assume perimeter walk plus interior walkways to center of the site from four corners of the park 3072 LF of 5' paving
Specialty Paving (Brick, stone, special concrete, etc.)	\$15.00	Square Feet	0	\$0.00	30' x 30' plaza
Site Walls (Retaining/free-standing)	\$50.00	Face Feet	0	\$0.00	
Boardwalks/bridges/culverts	\$20.00	Square Feet	0	\$0.00	
<b>Structures</b>					
Restroom Building	\$450,000.00	Each	0	\$0.00	Assumed to be part of adjacent parks, etc.
Small Shelter/Shade Structure	\$120.00	Square Feet	0	\$0.00	Assumed to be part of adjacent parks, etc.
<b>Furnishings and Equipment</b>					
Benches/Trash Receptacles/Drinking Fountains/ Bike Racks	\$1,500.00	Each	0	\$0.00	Assumed to be part of adjacent parks, etc. - consider adding a bench every 1/2 mile
Lights/bollards	\$1,200.00	Each	0	\$0.00	
Identification Signs	\$1,000.00	Each	2	\$2,000.00	Assume an ID sign at each trail entrance. Guestimate is one entrance every 1/2 mile.
Information Kiosk	\$5,000.00	Each	2	\$10,000.00	Assume an ID sign at each trail entrance. Guestimate is one entrance every 1/2 mile.
<b>Landscaping</b>					
Shrub/perennial beds	\$6.50	Square Feet	0	\$0.00	Includes plants and mulch.
Revegetation/restoration	\$0.25	Square Feet	105,600	\$26,400.00	Includes soil prep and seeding
Trees	\$500.00	Each	0	\$0.00	Assumes no additional landscaping
Sub Total				\$488,504.00	
With contingency @ 20%				\$586,204.80	This accounts for other items not itemized such as drainage and utilities, etc.
With Bonding, Mobilization, etc. @ 10%				\$644,825.28	
Construction Subtotal				\$644,825.28	
Bid Contingency @ 10%				\$64,482.53	
Estimated Construction Bid (Low End)				\$580,342.75	These two numbers define the expected range for all construction.
Estimated Construction Bid (High End)				\$709,307.81	
Consulting Fees (Based on Construction Subtotal)				\$64,482.53	Includes sub-consultants and other expenses.
Internal Management Costs @ 2%				\$12,896.51	
<b>Total Project Estimate Including Fees (Low)</b>				<b>\$657,721.79</b>	These two numbers define the expected range for the complete project.
<b>Total Project Estimate Including Fees (High)</b>				<b>\$786,686.84</b>	
<b>AVG:</b>				<b>\$722,204.31</b>	

Approximate project cost per mile (low end):	\$657,722	
Approximate project cost per acre (high end):	\$786,687	
<b>Approximate project cost per mile (avg):</b>	<b>\$722,204</b>	
Cost Per Lineal Foot:	137	\$150.46
Cost per mile with inflation for fear-future growth in construction costs	\$ 794,425	\$ 877,478.241
		\$ 965,226.065

### Other Costs Not Included in the Estimate:

Land Costs  
Culverts and other drainage features  
Lighting for night use  
Import or export of fill  
Retaining walls  
Public Art  
Additional landscaping



Estimate for a 10-acre minimally developed open space area

**Disclaimer: This worksheet is for demonstration purposes only. It will produce an "order of magnitude" range for the project, but would require further refinement for use in final budgeting.**

Item	Unit Price	Unit	Quantity	Item total	Comments
Site Preparation					
Construction Fencing & Erosion Control	\$10.00	Lineal Feet	1,867	\$18,670.00	Assumes entire perimeter of 40 acre site 1320 x 1320
Vehicle tracking control	\$2,500.00	Each	1	\$2,500.00	
Site Construction					
Boardwalks/decks	\$20.00	Square Feet	360	\$7,200.00	
Furnishings and Equipment					
Benches/ Tables/ Trash Receptacles/ Signs/ Kiosks/ Drinking Fountains/ Hammock Posts (set of 2)/ Bike Racks	\$1,500.00	Each	6	\$9,000.00	Assumes drinking fountain, 4 benches, 6 picnic tables (two in the shelter) 5 trash cans, one bike rack
Entrance Signs	\$10,000.00	Each	1	\$10,000.00	Typical park monument sign
Information Signage	\$2,000.00	Allowance	1	\$2,000.00	Minimal traffic and informational signage allowance
Sub Total				\$49,370.00	
With contingency @ 20%				\$59,244.00	This is to cover everything we left out, such as drainage and utilities, etc.
With Bonding, Mobilization, etc. @ 10%				\$65,168.40	
Construction Subtotal				\$65,168.40	
Bid Continenency @ 10%				\$6,516.84	
Estimated Construction Bid (Low End)				\$58,651.56	These two numbers define the expected range for all construction.
Estimated Construction Bid (High End)				\$71,685.24	
Consulting Fees (Based on Construction Subtotal)				\$6,516.84	Includes sub-consultants and other expenses.
Internal Management Costs @ 2%				\$1,303.37	This is just a guess on my part
Total Project Estimate Including Fees (Low)				\$66,471.77	These two numbers define the expected range for the complete project.
Total Project Estimate Including Fees (High)				\$79,505.45	
AVG:				\$72,988.61	

Approximate total project area:	Acres	10	
Approximate project cost per acre (low end):		\$6,647	
Approximate project cost per acre (high end):		\$7,951	
Approximate project cost per acre (avg):		\$7,299	\$8,868.12
Cost per acre with inflation for fear-future growth in construction costs	\$	8,029	\$9,754.93

<b>Computation for Special Features</b>					
Splash Pad	\$75.00	Square Feet	3,600	\$270,000.00	This item can vary immensely. Assume 60' x 60'
Community Garden	\$15.00	Square Feet	15,000	\$225,000.00	
Skate Spot	\$60.00	Square Feet	5,000	\$300,000.00	Assumes some in-ground and surface-mount features, and benches. No lights
Disc Golf Course	\$1,500.00	Hole	18	\$27,000.00	For goals, tee boxes, signage only. Does not include grounds and landscaping, etc.
Outdoor Exercise Area	\$100.00	Square Feet	1,000	\$100,000.00	Around 65 sf per participant
Average of all five features:				\$184,400.00	

- Other Costs Not Included in the Estimate:**
- Land Costs
  - Site utilities - both onsite and running to the site
  - Synthetic surfacing for fields
  - Lighting for night use
  - Import or export of fill
  - Retaining walls
  - Public Art

**CANBY CITY COUNCIL  
WORK SESSION  
April 20, 2022**

**PRESIDING:** Mayor Brian Hodson

**COUNCIL PRESENT:** Traci Hensley, Christopher Bangs, Shawn Varwig, Sarah Spoon, and Greg Parker.

**STAFF PRESENT:** Scott Archer, City Administrator; Joseph Lindsay, City Attorney/Assistant City Administrator; Maya Benham, Deputy City Recorder; Jerry Nelzen, Public Works Director.

**CALL TO ORDER:** Mayor Hodson called the Work Session to order at 6:04 p.m. in the Council Chambers.

**DISCUSSION REGARDING STREET FEE:** Scott Archer, City Administrator, and Jerry Nelzen, Public Works Director, gave a presentation on the Street Maintenance Fee Program. They gave a background on the fee, projects from 2008-2022, rates including residential and non-residential, and level of service (PCI). Last year, the City-wide average score was 75. The industry recommendation was 84. This meant the City was in the good zone for PCI.

Councilor Spoon wanted to know the last time the PCI score was done. Mr. Nelzen stated it was done in October of 2018. He would have to review what the previous score was.

Councilor Parker was interested in looking at the non-residential formula to see whether it captured the wear and tear on the roads and everyone was paying their appropriate share.

Councilor Bangs asked if sidewalks were covered separately or were included in this fee. Mr. Nelzen said they required separate funding.

Mr. Archer and Mr. Nelzen continued the presentation by discussing the centerline miles paved annually, fee with annual inflationary increases, estimated revenue foregone based on the construction cost index, and PCI ratings and projections.

Councilor Spoon asked what other cities' PCIs were on average. Mr. Nelzen said most cities relied on their Councils to determine the PCI. It was generally around 80, but he could bring back that information.

Mr. Archer gave these options to consider:

1. Continue the \$5 per year Street Maintenance Fee (no changes, PCI continues to decrease over time).
2. Adjust the Street Maintenance Fee annually based on the CPI (does not bring the City back to 75 PCI).
3. One-time adjustment to the Street Maintenance Fee of \$2.50 per month (for a total of \$7.50 per month) for a PCI of 75.
4. One-time adjustment to the Street Maintenance Fee of \$2.50 per month, and adjust the fee annually based on the CPI (attains and maintains the PCI of 75).

5. Determine the PCI rating goal and refer the Street Maintenance Fee funding option to the voters.
6. Other Council recommended options not noted.

Mayor Hodson suggested using reserves to catch up on street maintenance.

Councilor Varwig wanted to know how the surrounding cities were handling their street maintenance fees. Mr. Archer would check with other cities and at what level they employed a street maintenance fee.

Councilor Parker stated Wilsonville's budget dropped because well maintained roads were cheaper to maintain. Reserves might need to be used for ADA ramps. His preference was to go with Option 4.

Councilor Bangs wanted to go with Option 4 with some adjustments. He asked about the \$2.50 increase per month. He preferred to only adjust the PCI for senior citizens to have the least amount of increase on them. He did not think using reserves would solve the problem.

Councilor Spoon preferred to do a PCI adjustment on the marginalized communities. She was also for Option 4, but wanted to revisit the commercial rating and their trips per day.

Councilor Bangs did not think all businesses should be treated the same, as they used the streets differently.

Councilor Parker agreed with the idea to hold harmless those that were low income and to look at how to charge businesses differently.

Councilor Bangs was concerned about waiting to make any adjustments and the City falling further behind. Mr. Archer said they could do a one-time adjustment until a permanent solution was decided.

There was discussion regarding the options for the one-time adjustment.

Council President Hensley thought they should pick the level of service they wanted and take it to a vote, Option 5.

Mayor Hodson asked for a staff recommendation.

Mr. Archer recommended Option 4 to maintain the current level of service moving forward. Looking at the commercial rate could influence Option 4 and the residential rate. Mr. Nelzen agreed that his preference was Option 4 as well.

Mayor Hodson adjourned the Work Session at 7:12 p.m.

**CANBY CITY COUNCIL  
REGULAR MEETING MINUTES  
April 20, 2022**

**PRESIDING:** Mayor Brian Hodson

**COUNCIL PRESENT:** Traci Hensley, Christopher Bangs, Shawn Varwig, Sarah Spoon, and Greg Parker.

**STAFF PRESENT:** Scott Archer, City Administrator; Joseph Lindsay, City Attorney/Assistant City Administrator; and Maya Benham, Deputy City Recorder.

**CALL TO ORDER:** Mayor Hodson called the Regular Meeting to order at 7:32 p.m. in the Council Chambers followed by opening ceremonies.

**CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:** Jamie Stickel, Economic Development Director, announced the ribbon cutting event for Tin and Paisley on May 5.

**PUBLIC HEARING:** Noise Variance request from the Oregon Department of Transportation (ODOT) –

Mayor Hodson opened the public hearing.

The noise variance request was expected to be 12 workdays between October 25, 2022 and April 25, 2023. The addresses of variance: OR 99 E and 4<sup>th</sup> Pine Street (estimated 3 days), OR 99 E and S Ivy Street (estimated 3 days), OR 99 E and S Grant Street (estimated 3 days), and OR 99 E and SW Berg Parkway (estimated 3 days).

Robert Schiavone, ODOT, said this project originally bid in December and only one contractor bid on the project, which was 30% over the engineer's estimate. The bid was rejected and would go out for rebid, which was the reason for the change in timeframe for the project. They would rebid in July and construction would start in the 2022-23 season. He did not know what would happen if the bids came in high again, especially if there was only one bid.

There was no public testimony.

Mayor Hodson closed the public hearing.

**\*\*Council President Hensley moved to approve the noise variance request from ODOT. Motion seconded by Councilor Varwig and passed 5-0.**

**CONSENT AGENDA:**

**\*\*Council President Hensley moved to approve the minutes of the February 16, 2022 City Council Regular Meeting and the amendment to the City Attorney/Assistant City Administrator Employment Contract. Motion seconded by Councilor Varwig and passed 5-0.**

**ORDINANCE: Ordinance 1570 –**

Brianna Addotta, Associate Planner, presented on the food cart pod text amendments. She gave a project overview and discussed local business outreach, definitions added to the code, draft code sections, purpose of the regulations, applicability, zoning where the pods would be allowed, administration, site and amenity standards, individual cart design standards, parking, utilities, licensing, signage, and standards for M-1 and M-2 zoning districts.

Councilor Spoon suggested two amendments, one to the definition of food cart pods that they would consist of 3 or more carts not one or more carts, and the other that a food cart did not have to have food be made to order.

There was discussion regarding the fee, pod sizes, and full cost recovery.

**\*\*Councilor Varwig moved to adopt Ordinance 1570, AN ORDINANCE AMENDING CANBY’S TITLE 16 OF THE CANBY MUNICIPAL CODE ADDING NEWLY CREATED CODE CHAPTER 16.45 FOR FOOD CART PODS AND MODIFYING EXISTING CHAPTERS IN THE TITLE TO BE CONSISTENT WITH CHAPTER 16.45 with the proposed amendments to come up for second reading on May 4, 2022. Motion seconded by Council President Hensley and passed 5-0 on first reading.**

**NEW BUSINESS: Discussion Regarding Sergeant at Arms Presence at Council Meetings –**

Joe Lindsay, City Attorney/Assistant City Administrator, gave options to the Council for a Sergeant at Arms presence at meetings including asking an officer to attend the entire meeting, asking the officer to come at a specified portion of the meeting such as during public comment, having an officer close by that could be called at a moment’s notice, or having the court bailiff serve as the officer.

Councilor Spoon didn’t object to having a bailiff instead of a regular officer to save on costs. She objected to saying exactly when security would be there for safety issues.

Councilor Varwig thought an officer on duty could attend the meetings.

Councilor Bangs suggested public comment only at the beginning of meetings and remove the second citizen input from the Council agenda.

Council President Hensley agreed to eliminate the second citizen input.

Councilor Parker agreed there should be public comment only at the beginning. He did not think an officer was required at every meeting. He suggested staff give a confidential response on how to proceed.

Mayor Hodson thought there should be an officer on standby that could be called when needed.

Councilor Spoon also supported removing the last citizen input on the agenda.

Council President Hensley said they should still allow people to speak on items on the agenda.

Mr. Lindsay agreed to provide a confidential response to the Council on options.



## **MAYOR'S BUSINESS:**

Mayor Hodson said the Clackamas County Coordinating Committee discussed housing in the County. The Parks and Recreation Advisory Board discussed trail signage and the Parks Master Plan which would come to Council on the second meeting in May. That would probably be the only item on the May 18 meeting. He proposed an earlier start time to review the document. He envisioned the Council sitting on the main floor with the Board.

Councilor Spoon suggested only a Work Session that evening and cancelling the regular session to allow enough time to discuss it.

Mayor Hodson said the Board also discussed the Community Park pond and eliminating the algae growth this spring, bathroom development, and tree removal which would be finished by the first week of May. The pickle ball court ribbon cutting would be in June. He announced the Canby Prayer Breakfast on May 5 at Cutsforths at 7:00 a.m.

## **COUNCIL COMMENTS & LIAISON REPORTS:**

Councilor Spoon said Bridging Cultures would begin their summer gatherings on May 21. The Bike Rodeo would also be on May 21. She had attended the neighborhood meeting on the Traverso property and a Diversity, Equity, and Inclusion seminar.

Council President Hensley stated the Traffic Safety Commission was working on a parking situation on 2<sup>nd</sup> and 3<sup>rd</sup>. She asked about the business license status. Mr. Lindsay said they had been operating without a license, but Code Enforcement had taken care of it.

Council President Hensley said the Commission would send a request letter to ODOT regarding signage on 99E. She attended the neighborhood meeting on the Traverso property and French Prairie Forum where tourism was discussed.

Councilor Varwig reported on the Planning Commission Work Session where there was training for new members. He discussed CTV5 equipment upgrades.

Councilor Bangs said Mr. Lindsay attended the Library Board meeting in his absence. Mr. Lindsay said the Board discussed the ordinance that removed the Library Director from being the Secretary of the Board. The Board felt like it was brought in without their input. He explained why it was changed to be consistent with the rest of the City's boards. However, the Board explained that the state library system had a statute which required it. The Board was continuing to look at other OARs and would make a recommendation to the Council for moving forward. Councilor Bangs said there were two applicants for the current Board vacancy.

**CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS:** Mr. Archer announced the celebration for the Arch would occur in early June. Staff was working to tie it into the First Thursday event. There would be a meeting involved with the quiet zone on May 19. He reminded Council about the Special Called Council Meeting on April 27 to interview for the Council vacancy. Seven applications had been received.

There was discussion regarding the interview process.

**CITIZEN INPUT:** None.

**ACTION REVIEW:**

1. Approved the Consent Agenda.
2. Approved Ordinance 1570.
3. Approved the Noise Variance.

There was no Executive Session.

Mayor Hodson adjourned the meeting at 9:28 p.m.

Melissa Bisset  
City Recorder

Brian Hodson  
Mayor

Assisted with Preparation of Minutes - Susan Wood



## CITY COUNCIL STAFF REPORT

Meeting Date: 6/1/2022

**To:** The Honorable Mayor Hodson & City Council

**Thru:** Scott Archer, City Administrator

**From:** Jerry Nelzen, Public Works Director

**Agenda Item:** Consider Ordinance No. 1573, authorizing the City Administrator to execute a contract with Curran-Mcleod, Inc. Consulting Engineers for design and construction phase engineering services for the extension of Walnut Street to Highway 99E. *(Second Reading)*

**Goal:** Plan a Transportation System that eases the impacts of growth

**Objective:** N/A

---

### Summary

This Ordinance No. 1573 is to approve the engineering contract with Curran-McLeod, Inc. in the amount of \$601,000 for design and construction phase engineering of the Walnut Street extension to Highway 99E, including a new three-way signalized intersection at Highway 99E.

### Background

The 2010 Transportation System Plan identified a new signalized intersection was needed to connect Highway 99E to the Pioneer Industrial Park, to relieve projected traffic restrictions. The original alignment of this new connection was an extension of Mulino Road to the existing Otto Road intersection.

Subsequently, in 2020, the Council adopted an amendment to the TSP that relocated the new connection approximately 600 feet north of Otto Road to better comply with ODOT requirements. Additionally, the new industrial collector alignment was an extension of Walnut Street, as opposed to Mulino Road.

The City has coordinated with all impacted property owners and in 2021 purchased the rights-of-way needed for this roadway improvement. The Transportation System Development Charge adopted in 2013 lists this industrial roadway connection in the SDC eligible Capital Improvement Plan, making the entire project eligible for SDC Improvement Fee funding.

The City published a formal request for Engineering proposals in February 2022, and selected the firm of Curran-McLeod, Inc., to provide the needed engineering services. Curran-McLeod, Inc. has been involved in all roadway improvements in the industrial park since 2000, with the most recent being completion of the signalized improvements at Sequoia and Hazell Dell.

## **Discussion**

The 2020 TSP Amendment indicated this roadway connection would be needed by the year 2035, based on linear expansion of the industrial park over the 20-year planning window. Instead, the City has experienced accelerated growth which moves the need for this project to the near future.

Curran-McLeod, Inc. has been completing preliminary work for this project for more than two years, working to secure ODOT approval, the approval of impacted property owners and to determine the utility alignments required to serve the properties. A construction project to bring a sanitary sewer line to serve this new roadway from the north side of the railroad is scheduled to be advertised by Curran-McLeod, Inc. for bids later this month.

## **Attachments**

Ordinance No. 1573

Personal Services Contract with Curran-McLeod, Inc.

## **Fiscal Impact**

This project is funded by Transportation System Development Charge improvement fees and is included in the current budget and will be budgeted over the next three years to complete the \$6 to \$8 million project. In 2022, Oregon legislature awarded additional ARPA funds to the Walnut Street project in the amount of \$2.96 million dollars as well.

## **Options**

1. Add an emergency clause to the ordinance to accelerate performance

## **Recommendation**

That the City of Canby adopt Ordinance 1573 authorizing the City Administrator to execute a contract with Curran-McLeod, Inc., in the amount of \$601,000 for design and construction phase engineering services for the extension of S Walnut Street to Highway 99E.

## **Proposed Motion**

"I move to adopt Ordinance 1573 authorizing the City Administrator to execute a contract with Curran-McLeod, Inc. in the amount of \$601,000 for design and construction phase engineering services for the extension of S Walnut Street to Highway 99E."

## **ORDINANCE NO. 1573**

### **AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH CURRAN-MCLEOD, INC. CONSULTING ENGINEERS FOR DESIGN AND CONSTRUCTION PHASE ENGINEERING SERVICES FOR THE EXTENSION OF WALNUT STREET TO HIGHWAY 99E**

**WHEREAS**, The City of Canby on February 10, 2022 published a formal Request for Qualifications (RFQ) for professional services to complete the S Walnut Street Extension to Highway 99E;

**WHEREAS**, a City review committee reviewed the qualifications submitted and recommended award of the engineering contract to Curran-McLeod, Inc., Consulting Engineers;

**WHEREAS**, Curran-McLeod, Inc. and their subconsultant for this project, DKS Associates Transportation Engineers, have provided the preliminary planning efforts including identifying the roadway alignment and facilitating acquisition of the right of way needed for the project;

**WHEREAS**, the City of Canby has adopted the 2010 Canby Transportation System Plan and 2020 amendments which identify this project in the Capital Improvement Plan;

**WHEREAS**, the City of Canby has adopted the Transportation System Development Charge that identifies this project in the Improvement Fee Capital Improvement Plan; and

**WHEREAS**, the City of Canby has budgeted expenditures for this work in FY 2021-2022.

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

Section 1. The City Administrator is hereby authorized and directed to make, execute, and declare in the name of the CITY OF CANBY and on its behalf, an appropriate contract with CURRAN-MCLEOD, INC., for engineering services in an amount not to exceed \$601,000 for design and construction phase services for the extension of S Walnut Street to Highway 99E.



**SUBMITTED** to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, May 18, 2022; ordered posted as required by the Canby City Charter and scheduled for second reading on Wednesday, June 1, 2022, after the hour of 7:30 pm at the Council Chambers at the Canby City Hall, 222 NE 2<sup>nd</sup> Avenue, Canby, Oregon.

---

Melissa Bisset, CMC  
City Recorder

**PASSED** on second and final reading by the Canby City Council at a regular meeting thereof on the 1<sup>st</sup> day of June 2022 by the following vote:

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

---

Brian Hodson, Mayor

ATTEST:

---

Melissa Bisset, CMC  
City Recorder

## PERSONAL SERVICES AGREEMENT

THIS AGREEMENT is between the CITY OF CANBY (City) and CURRAN-McLEOD, INC. (Contractor).

- A. City requires services which Contractor is capable of providing, under terms and conditions hereinafter described.
- B. Contractor is able and prepared to provide such services as City requires, under those terms and conditions set forth.

The Parties Agree as Follows:

- 1. Scope of Services. Contractor's services under this Agreement are set forth in Exhibit "A", attached hereto.
- 2. Contractor Identification. Contractor shall furnish to City its employer identification number as designated by the Internal Revenue Service, or Contractor's Social Security Number, as City deems applicable. **Contractor understands it is required to obtain a City of Canby Business License for conducting business in the City. Contractor agrees to obtain a Canby Business License prior to commencing work under this contract.**
- 3. Compensation:
  - A. City agrees to pay Contractor according to the proposed fees submitted with the Contractor's Scope of Services. See Exhibit "A" attached hereto. Contractor agrees that \$601,000 is the not to exceed price of this contract, without prior written approval from the City.
  - B. City agrees to pay Contractor within 30 days after receipt of Contractor's itemized statement reporting completed work. Amounts disputed by the City may be withheld pending settlement.
  - C. City certifies that sufficient funds are available and authorized for expenditure to finance costs of the Agreement.
- 4. Contractor is Independent Contractor.
  - A. Contractor's services shall be provided under the general supervision of the City Administrator. Contractor shall be an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for under Paragraph #3 of this Agreement.
  - B. Contractor certifies that it is either a carrier-insured employer or a self-insured employer as provided in Chapter 656 of the Oregon Revised Statutes.

- C. Contractor hereby represents that no employee of the City, or any partnership or corporation in which a City Employee has an interest, will or has received any remuneration of any description from Contractor, either directly or indirectly, in connection with the letting or performance of this contract, except as specifically declared in writing.
5. **Subcontractors and Assignment.** Contractor shall neither subcontract any of the work, nor assign any rights acquired hereunder, without obtaining prior written approval from City. City, by this Agreement, incurs no liability to third persons for payment of any compensation provided herein to Contractor. Any subcontract between Contractor and subcontractor shall require the subcontractor to comply with all terms and conditions this agreement as well as applicable OSHA regulations and requirements.
6. Work is Property of City. All work performed by Contractor under this Agreement shall be the property of the City. City agrees that the Contractor may use its work in other assignments if all City of Canby data and references are removed.
7. Term.
- A. This Agreement may be terminated by:
1. Mutual written consent of the parties.
  2. Either party, upon thirty (30) days written notice to the other, delivered by certified mail or in person.
  3. City, effective upon delivery of written notice to Contractor by certified mail, or in person, under any of the following:
    - a. If Contractor fails to provide services called for by this Agreement within the time specified or any extension thereof.
    - b. If Contractor fails to abide by the terms of this Agreement.
    - c. If services are no longer required.
8. Professional Standards. Contractor shall be responsible to the level of competency presently maintained by others practicing the same type of work in City's community, for the professional and technical soundness, accuracy and adequacy of all work and materials furnished under this authorization.

By entering into this agreement, contractor represents and warranties that they have complied with the tax laws of the State of Oregon and the City of Canby. Further, for the duration of this contract, Contractor promises to continue to comply with said State and local tax laws. Any failure to comply with tax laws

will be considered a default of this contract and could result in the immediate termination of this agreement and/or other sought damages or other such relief under applicable law.

9. Insurance. Insurance shall be maintained by the Contractor with the following limits:

A. For Comprehensive General Liability Insurance, Contractor shall provide a Certificate of Insurance naming the City of Canby as an additional named insured showing policy limits of not less than \$2,000,000 Combined Single Limit for Bodily Injury/Property Damage on an occurrence basis.

B. For Automobile Insurance, Contractor shall provide a Certificate of Insurance naming the City of Canby as an additional named insured showing policy limits of not less than \$2,000,000 Combined Single Limit for Bodily Injury/Property Damage on an occurrence basis for any vehicle used for City business or use otherwise related to this contract.

C. For Professional Liability—errors and omissions—a \$2,000,000 Combined Single Limit for Bodily Injury/Property Damage limit. **(Required for Architects, Appraisers, Attorneys, Consultants, Engineers, Planners, Programmers, etc.).** For purposes of professional liability, Contractor shall provide proof of a Certificate of Insurance naming the City of Canby as a Certificate Holder.

D. For Worker's Compensation, Contractor shall provide a Certificate of Insurance naming the City of Canby as a Certificate Holder showing Worker's Compensation Insurance with statutory limits of coverage.

Procuring of such required insurance at the above-stated levels shall not be construed to limit the Contractor's liability hereunder. Notwithstanding said insurance, Contractor shall be obligated for the total amount of any damage, injury, loss, or related costs caused by or related to Contractor's negligence or neglect connected with this Agreement.

10. Legal Expense. In the event legal action is brought by City or Contractor against the other to enforce any of the obligations hereunder or arising out of any dispute concerning the terms and conditions hereby created, the losing party shall pay the prevailing party such reasonable amounts for attorney's fees, costs, and expenses as may be set by the court both at trial and all appeals there from.
11. Modifications. Any modification of the provisions of this Agreement shall be in writing and signed by the parties.
12. Notices. Any notice, bills, invoices, reports, or other documents required by this Agreement shall be sent by the parties by United States mail, postage paid, electronically,

faxed, or personally delivered to the address below. All notices shall be in writing and shall be effective when delivered. If mailed, notices shall be deemed effective forty-eight (48) hours after mailing unless sooner received.

13. Entire Agreement. This Agreement contains the entire understanding of the parties regarding the subject matter of this Agreement and supersedes all prior and contemporaneous negotiations and agreements, whether written or oral, between the parties with respect to the subject matter of this Agreement.
14. Savings Clause. Should any provision of this Agreement be found to be in conflict with any federal or Oregon state law, or final controlling decision of any Court of competent jurisdiction, or ruling or decision of any controlling administrative agency, all other provisions of this Agreement shall remain in full force and effect.

CITY: Scott Archer, City Administrator  
City of Canby  
PO Box 930  
Canby, OR 97013

CONTRACTOR: Curt McLeod, President  
CURRAN-McLEOD, INC.  
6655 SW Hampton Street, Suite 210  
Portland, OR 97223

Please submit invoices to: Attn: Accounts Payable  
City of Canby  
PO Box 930  
Canby, OR 97013  
ap@canbyoregon.gov

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly appointed officers.

CONTRACTOR: CURRAN-McLEOD, INC.

CITY OF CANBY

By:   
CURT MCLEOD, PRES

By:

Date: MAY 6, 2022

Date:

Subcontractors will be used ☒ Yes ☐ No (If Yes, please complete List of Subcontractors attached to this Agreement)

Approved as to Form:

\_\_\_\_\_  
Joseph Lindsay, City Attorney

11/6/15

**LIST OF SUBCONTRACTORS**

*As per Section 5 of the Personal Services Agreement, the following businesses will be subcontractors. Subcontractors are required to have a City of Canby Business License prior to commencing work under this contract.*

[illegible]

**The City hereby approves the above listed subcontractors.**

City of Canby

---

**Date**



FAX: (503) 624-8247

Mr. Jerry Nelzen  
May 6, 2022  
Page 2

As we have discussed previously, there are two design paths currently underway for Walnut Street. First, is securing the ODOT intersection approval. DKS engineers have been working with ODOT to secure approval of the location and have additional documents to prepare before we will have approval. ODOT has asked for a new traffic analysis which is currently underway for the Grant of Access application. This new traffic analysis needs to generate projected traffic loading for year one and 20 years after opening the intersection.

Concurrently, the second design path is the street and utility design. The improvements will include a 50-foot industrial roadway section with curb & gutter, 12" water line, 8" sanitary sewer, power, communications, cable, gas, and street lighting. The roadway will have two 6-foot bike lanes, two 12-foot travel lanes and a 14-foot median/dedicated turn lane, but no sidewalks at this time. Although it has been discussed many times, we do not plan to install a traffic circle at the intersection of SE 1<sup>st</sup> Avenue and Walnut Street.

We are currently nearing completion of the sanitary sewer design from Teakwood to cross the railroad and highway. We have secured the Union Pacific Railroad and ODOT permits for the crossing and anticipate advertising for bids this month. This utility project is being combined with the Safeway Pump Station decommissioning project, which also has a bored highway crossing.

Our Project Team includes DKS & Associates, who are continuing their earlier coordination work with ODOT to secure the approvals needed for the project. Steve Boice, PE, and Kevin Chewuk, PTP, will be the principal contacts and continue their current efforts in support of the City of Canby.

GeoPacific Engineering will provide needed geotechnical support for design of the street foundations and provide the structural calculations ODOT will require for the new mast-arm signal poles. Mr. Ben Anderson, PE, is the geotechnical project manager from GeoPacific Engineering.

## **WORK SCOPE**

### **Street & Utility Improvements:**

The infrastructure design will be based on City of Canby Standards, as opposed to Clackamas County, anticipating the right-of-way has been annexed or the County has deferred jurisdiction to the City. The design phase work for the street and utilities covers 2,610 feet of industrial roadway including all surveys, mapping, preparation of all construction plans, and securing ODOT, City, regulatory agency, and stakeholders' approvals.

We have had some informal discussions with Canby Utility regarding the scope of waterline improvements, with the concern being to avoid dead end systems. We anticipate with the annexation of Area J that a development proposal would be submitted soon. As a result, we have

been promoting to CU that a waterline connection to Territorial Road to complete the loop would be better as a component of the Area J development. This would be more beneficial than a pipeline along Highway 99E to Territorial Road as a component of our project. The work scope presented below includes a 12" waterline in Walnut Street only and does not include a loop to Territorial Road.

### **Transportation & Signal Design:**

The transportation engineering preliminary scope includes continuing the engineering tasks to secure ODOT approval. This includes completion of the traffic analysis of six impacted intersections, submitting the Traffic Signal Installation Request, which is required to comply with the requirements in OAR 734-020-0400 through 0500, and preparation of the Access Management Strategy documentation with associated approach modification and closure letters.

The transportation engineering scope will include design of the signal, preparation of signing and striping plans, lighting plans, communications with ODOT systems, Traffic Control Plans (TCP), and temporary pedestrian access routes (TPAR). DKS Associates will provide the community outreach efforts for the project including providing graphic exhibits and other necessary material for an open house for stakeholders and interested parties.

### **ENGINEERING COST ESTIMATE**

Our design team includes DKS Associates, GeoPacific Engineering and ZTec Engineers. We do not anticipate the need to delineate any wetland areas and have not included an environmental firm to assist in the design. If needed, we will want to negotiate an amendment to our contract for this additional effort.

The engineering tasks as separated into three phases:

#### **Preliminary Engineering:**

Project Coordination & Management	\$ 20,000
Geotechnical & Structural, GeoPacific	28,000
ODOT Traffic Analysis, DKS	16,000
Traffic Signal Installation Request, DKS	5,800
Access Management Strategy, DKS	24,000
Public Involvement, DKS/CMI	<u>6,200</u>
<b>Subtotal</b>	<b>\$ 100,000</b>

**Design Phase Engineering:**

Topography & Cross Section Surveys, ZTec	\$ 22,000
Roadway & Intersection Design (8 Sheets)	32,000
Stormwater Collection & Disposal (Combined)	12,000
Water System Design (5 Sheets)	15,000
Private Utilities (4 Sheets)	26,000
Erosion & Sediment Control Plan (2 sheets)	5,000
Signal Installation Plans (6 Sheets)	36,600
Signage & Striping Plan (13 Sheets)	32,000
Lighting Plan (6 Sheets)	24,700
TPDT, TPAR Plans (9 Sheets)	33,600
ODOT Communications (5 Sheets)	13,100
CAD Graphics & Specifications	18,000
Project Management & Administration	30,000
Estimates, Reviews, Permit & Approvals	<u>26,000</u>

**Design Phase Engineering      \$326,000**

**Construction Phase Engineering**

Construction Staking, ZTec	\$ 40,000
Field Inspections, 42 weeks	85,000
Submittal Review/Shop Drawings	6,000
Project Management & Administration	25,000
Monumentation & Recording, ZTec	13,000
Record Drawings	<u>6,000</u>

**Construction Phase Total      \$175,000**

Excluded from our design budget are the costs of plan review fees from DEQ and OHA, BOLI Fees and advertising fees, which will be billed directly to the City. Preliminary and Design Phase engineering will be invoiced based on a percent complete basis. Construction Phase engineering will be based on time and materials at standard hourly rates.

Mr. Jerry Nelzen  
May 6, 2022  
Page 5

**PROJECT SCHEDULING:**

In total, the preliminary and design phase engineering should be completed within 32 weeks with the intention of soliciting bids at the first of the year. Construction can be completed in 2023.

We have attached a contract for your review and approval. Please let us know if you need anything additional or have questions.

Very truly yours,

**CURRAN-McLEOD, INC.**



Curt J. McLeod, P.E

CC: Ms. Melissa Bissett, City of Canby

Enclosure: Canby Personal Services Agreement w/Exhibit A



## CITY COUNCIL STAFF REPORT

Meeting Date: 6/1/2022

To: The Honorable Mayor Hodson & City Council

Thru: Scott Archer, City Administrator

From: Don Hardy, Planning Director

Agenda Item: Consider Ordinance No. 1574, Amending Canby's Title 16 of the Canby Municipal Code Adding Newly Created Chapter 16.81 Middle Housing Model Ordinance and Modifying Existing Chapters 16.04. Definitions 16.58 Lot Line Adjustment, 16.60 Partitions, 16.68 Subdivision and Final Procedures and Recordation, and 16.89 Application and Review Procedures. *(Second Reading)*

Goal: Align resources to address future community growth

Objective: Update the City's Development Code

---

### **Summary**

A number of proposed zoning code updates are proposed including procedural updates for best practices along with updates to be consistent with State Law. The City Council approved the first reading of the code updates on May 18, 2022 with some minor edits to 16.89 Application and Review Procedures, 16.89.050 E Conduct of Public Hearing and those edits are incorporated and shown in track changes in the attached code sections.

### **Background**

Staff has been working to address some low-hanging fruit code changes that will improve our permitting process, provide greater clarity for applicant expectations and will be consistent with state law. The middle housing model ordinance code chapter will provide guidance to applicants on this state adopted law for duplex development. The planning commission has reviewed and supports all the proposed code changes. All the proposed code changes are included in Text Amendment (TA) 22-02. The Planning Commission found that the standards and criteria of Section 16.88.170 of the Land Development and Planning Ordinance concerning Text Amendments were met, and forwarded a recommendation of approval to the City Council with a unanimous vote, at their at their May 9, 2022 hearing. The planning commission added recommended text to Chapter 16.89, and as part of their recommendation for approval to council stating, "Recommend approval to City Council Code amendments as presented by staff including addition of Section 16.89.050I(3.d), stating "The Commission did not receive correct or complete information in the original application". The planning commission request that this additional criteria be added at as finding "d'.

### **Discussion**

Staff will continue bringing forward more low hanging fruit code changes to improve the overall code. Longer term code changes will also occur reflecting housing and economic opportunity assessment work and comprehensive plan updates.



## **Attachments**

- A. Ordinance 1574
- B. Text Amendment Application
- C. Code Update Staff Report
- D. Proposed Code Chapters
- E. Combined 16.81 Middle Housing Model Ordinance with State Adopted Model Ordinance

## **Fiscal Impact**

None

## **Options**

Keeping the code as is will not serve the community or the city.

## **Recommendation**

City council adoption of the propose code changes. The proposed changes are consistent with text amendment approval criteria:

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

The proposed changes permit adoption of consistent standards with state law and provide process clarifications which will improve the permitting process for the city and applicants as well as greater clarify for citizens. The changes are also consistent with statewide planning goals. Pursuant to Chapter 16.88.170, the code updates have gone through the planning commission for review, including two public hearings.

## **Proposed Motion**

"I move to adopt Ordinance 1574; An Ordinance Amending Canby's Title 16 of the Canby Municipal Code Adding Newly Created Chapter 16.81 Middle Housing Model Ordinance and Modifying Existing Chapters 16.04.Definitions 16.58 Lot Line Adjustment, 16.60 Partitions, 16.68 Subdivision and Final Procedures and Recordation, and 16.89 Application and Review Procedures in the Title."

## **ORDINANCE NO. 1574**

### **AN ORDINANCE AMENDING CANBY'S TITLE 16 OF THE CANBY MUNICIPAL CODE ADDING NEWLY CREATED CODE CHAPTER 16.81 MIDDLE HOUSING MODEL ORDINANCE AND MODIFYING EXISTING CHAPTERS 16.04 DEFINITIONS, 16.58 LOT LINE ADJUSTMENT, 16.60 PARTITIONS, 16.68 SUBDIVISIONS FINAL PROCEDURES AND RECORDATION, AND 16.89 APPLICATION AND REVIEW PROCEDURES.**

**WHEREAS**, City staff propose a legislative text amendment adding a new chapter 16.81 Middle Housing Model Ordinance to the Canby Land Development and Planning Ordinance; Title 16 of the Canby Municipal Code (CMC); and modifying existing Chapter 16.04, 16.58, 16.60, 16.68 and 16.89 providing consistency with state law and greater clarity for the city, applicants and the public;

**WHEREAS**, City staff propose legislative text amendments, creating Chapter 16.81 and modifying Chapter 16.04 Definitions; Chapter 16.58 Lot Line Adjustments; Chapter 16.60 Partitions; Chapter 16.68 Subdivision Final Procedures and Recordation; Chapter 16.89 Application and Review Procedures;

**WHEREAS**, the Planning Commission found that the standards and criteria of Section 16.88.170 of the Land Development and Planning Ordinance concerning Text Amendments were met, and forwarded a recommendation of approval to the City Council on a 7-0 vote 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 recommendation is appropriate as recommended.

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

- (1) TA 22-02 is hereby approved and the Canby Municipal Code hereby amended as detailed in Exhibits C and D for the Land Development and Planning Ordinance (as directed by the City Council findings and final order);

**SUBMITTED** to the Council and read the first time at a regular meeting thereof on May 18, 2022, 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 June 1, 2022 commencing after the hour of 7:30 p.m., in the Council Chambers located at 220 NE 2nd Avenue, Canby, Oregon.

---

Melissa Bisset, City Recorder

**PASSED** on the second and final reading by the Canby City Council at a regular meeting thereof on June 1, 2022 by the following vote:

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

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

ATTEST:

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



City of Canby  
Planning Department  
222 NE 2<sup>nd</sup> Avenue  
PO Box 930  
Canby, OR 97013  
(503) 266-7001

# LAND USE APPLICATION

## TEXT AMENDMENT APPLICATION

### Process Type IV

#### **APPLICANT INFORMATION:** (Check ONE box below for designated contact person regarding this application)

☐ Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

☐ Representative Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

☐ Property Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

☐ Property Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

NOTE: Property owners or contract purchasers are required to authorize the filing of this application and must sign above

① All property owners represent they have full legal capacity to and hereby do authorize the filing of this application and certify that the information and exhibits herewith submitted are true and correct.

② All property owners understand that they must meet all applicable Canby Municipal Code (CMC) regulations.

③ All property owners hereby grant consent to the City of Canby and its officers, agents, employees, and/or independent contractors to enter the property identified herein to conduct any and all inspections that are considered appropriate by the City to process this application.

#### **PROPERTY& PROJECT INFORMATION:**

Street Address or Location of Subject Property \_\_\_\_\_ Total Size of Property \_\_\_\_\_ Assessor Tax Lot Numbers \_\_\_\_\_

Existing Use, Structures, Other Improvements on Site \_\_\_\_\_ Zoning \_\_\_\_\_ Comp Plan Designation \_\_\_\_\_

Describe the Proposed Development or Use of Subject Property \_\_\_\_\_

STAFF USE ONLY				
FILE #	DATE RECEIVED	RECEIVED BY	RECEIPT #	DATE APP COMPLETE



City of Canby  
Planning Department  
222 NE 2<sup>nd</sup> Avenue  
P.O. Box 930  
Canby, OR 97013  
Ph: 503-266-7001  
Fax: 503-266-1574

## CHECKLIST

### TEXT AMENDMENT APPLICATION PROCESS TYPE IV

#### Instructions to Applicant

**All required application submittals detailed below must also be submitted in electronic format on a CD, flash drive or via email to: [PlanningApps@ci.canby.or.us](mailto:PlanningApps@ci.canby.or.us).**

1. The applicant will be required to hold a neighborhood meeting with adjacent property owners and neighborhood representatives prior to submitting their application, unless this requirement is waived by the City.
2. Afterwards, the applicant files a complete application with the City, which includes following information:

Applicant Check	City Check
--------------------	---------------

- |                          |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | A. An application for amendment by a property owner or his authorized agent shall be filed with the City Planner on forms prescribed for the purpose, in written format.                                                                                                                                                                                                                                                                                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | B. The application shall be accompanied by a written statement explaining the conditions surrounding the proposal and addressing the required criteria of Section 16.88.160 (D).                                                                                                                                                                                                                                                                                             |
| <input type="checkbox"/> | <input type="checkbox"/> | C. One (1) copy in written format of the minutes of the neighborhood meeting. The minutes to include the date of the meeting and a list of attendees.                                                                                                                                                                                                                                                                                                                        |
| <input type="checkbox"/> | <input type="checkbox"/> | D. <b>One (1) electronic copy of mailing addresses in either an EXCEL SPREADSHEET or WORD DOCUMENT</b> for all property owners and all residents within 500 feet of the subject property. If the address of a property owner is different from the address of a site, an address for each unit on the site must also be included and addressed to "Occupant." A list of property owners may be obtained from a title insurance company or from the County Assessor's office. |

3. Staff will check the application, making sure that it is complete and all fees are paid. Copies of the application materials are routed to various City/State/County departments, as applicable, for their comments. Along with the comments received from others, the application is reviewed for completeness. The City Planner will accept or return the application with a written list of omissions within thirty (30) calendar days of the submittal.
4. Staff investigates the request, writes a staff report, places a public notice in the newspaper, notifies surrounding property owners, and makes all facts relating to the request available to the Planning Commission and all interested parties.
5. The staff report will be available seven (7) days prior to the hearing.

6. The Planning Commission holds a public hearing approximately thirty (30) days after the complete application is submitted. The staff report is presented. Testimony is presented by the proponents and the opposition, followed by rebuttal from the proponents.
7. The commission then issues findings of fact which support approval, modification or denial of the application and passes such recommendation on to City Council for final action within forty (40) days after the close of the hearing.



## **STANDARDS AND CRITERIA FOR TEXT AMENDMENT**

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.



# City of Canby

## Staff Report City Code Proposed Changes Text Amendment TA 22-02

**APPLICANT:** City of Canby

**APPLICATION TYPE:** Text Amendment (Type IV)

**CITY FILE NUMBER:** TA 22-02

Staff has prepared this summary of the proposed code changes addressed below and in the track change city code version that are attached.

### **16.04.514 Pre-application conference.**

Pre-application conference reports are a required submittal items for Type III applications. They currently don't have an expiration date which is problematic if code and procedural issues change. In order to address this, the definition of pre-application conference is proposed to be changed in the city code.

Pre-application conference means a meeting of the representatives of the city departments and other affected agencies, as determined by the City, to review and provide initial input on land use applications or other proposals. Pre-application conference applications may be required for Type II, III and IV applications. Pre-application conference meeting reports prepared by the city shall expire one-year after the pre-application conference meeting. (Ord. 1237, 2007)

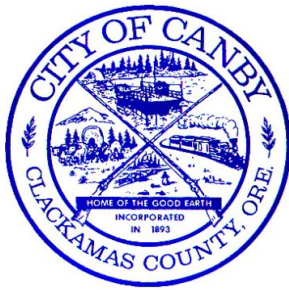
### **Chapter 16.58 ~~Lot~~ Property Line Adjustments**

**Lot line adjustments is proposed for change to property line adjustment to be consistent with ORS 92 which is the governing state law on land divisions, property line adjustments and platting procedures. As part of those proposed changes, ambiguous language using 'lot' rather than 'property' was removed and replaced. Some language was added to provide a better linkage to the proposed review procedure change from a Type II review down to a Type I review process. This is discussed further below in the Chapter 16.89 subheading.**

### **Chapter 16.60 Partitions**

Chapter 16.60.060 D, Final procedures and recordation

State law permits up to 10-years for an approved plat to be recorded from initial Planning Commission approval. Currently Canby code permits a one-year extension to the two year period from Planning Commission approval. This would be extended to 4-years plus a one year extension for single phase



# City of Canby

partition (up to three lots) or subdivision (more than four or more lots) and 6-years for multiple phase subdivisions, plus a one year extension.

ORS 92.040 Application for approval of subdivision or partition; tentative plan; applicability of local government laws:

(1) Before a plat of any subdivision or partition subject to review under ORS 92.044 may be made and recorded, the person proposing the subdivision or partition or authorized agent or representative of the person shall make an application in writing to the county or city having jurisdiction under ORS 92.042 for approval of the proposed subdivision or partition in accordance with procedures established by the applicable ordinance or regulation adopted under ORS 92.044. Each such application shall be accompanied by a tentative plan showing the general design of the proposed subdivision or partition. No plat for any proposed subdivision or partition may be considered for approval by a city or county until the tentative plan for the proposed subdivision or partition has been approved by the city or county. Approval of the tentative plan shall not constitute final acceptance of the plat of the proposed subdivision or partition for recording. However, approval by a city or county of such tentative plan shall be binding upon the city or county for the purposes of the preparation of the subdivision or partition plat, and the city or county may require only such changes in the subdivision or partition plat as are necessary for compliance with the terms of its approval of the tentative plan for the proposed subdivision or partition.

(2) After September 9, 1995, when a local government makes a decision on a land use application for a subdivision inside an urban growth boundary, only those local government laws implemented under an acknowledged comprehensive plan that are in effect at the time of application shall govern subsequent construction on the property unless the applicant elects otherwise.

(3) A local government may establish a time period during which decisions on land use applications under subsection (2) of this section apply. However, in no event shall the time period exceed 10 years, whether or not a time period is established by the local government. [Amended by 1955 c.756 §7; 1973 c.696 §7; 1983 c.826 §8; 1989 c.772 §5; 1995 c.812 §9; 2005 c.22 §71]

## **Chapter 16.68 Subdivisions and Final Procedures**

### **Chapter 16.68.020 Submittal of subdivision plat**

As cited in 16.60 above, state law permits up to 10-years for an approved plat to be recorded from initial Planning Commission approval. Currently Canby code permits a one-year extension to the two-year period from Planning Commission approval. This would be extended to 4-years plus a one year extension for single phase partition (up to three lots) or subdivision (more than four or more lots) and 6-years, plus a one-year extension for multiple phase subdivisions. Changes to this chapter would be consistent with Chapter 16.60 above.



# City of Canby

## **Chapter 16.89 Application and Review Procedures**

### **Chapter 16.89.020 Description and Summary of Processes (Table 16.89.020)**

Lot line (property line) adjustments currently require a Type II Administrative process with notice for neighboring property within 100 feet. As lot line adjustments have clear and objective standards and do not authorize development, staff believes that these should require only a Type I approval process with no notice. Adjusting boundary lines results in no impacts to adjacent properties, therefore it should follow the least restrictive Type I permitting process. Lot line adjustments are being changed to “Property Line Adjustments” as note above.

### **Chapter 16.89.050 Type III Decisions**

#### **Chapter 16.89.050 E Conduct of Public Hearing**

As discussed during the March 14, 2022 Planning Commission work session, restructuring the order of the hearing to require the applicant to provide proposed project detail and to justify why the project meets city code requirements is important as the burden of proof is on the applicant. Having staff make brief introductory remarks providing the project description and recommendation and responding to questions of the Planning Commission is an appropriate role for staff. Applicants should feel that they have the burden of proof in their presentation. There are currently some perceptions that staff are the project proponents and acting in the role of applicant. Most Oregon jurisdictions require applicants to provide the lead role in explaining why their project meets city code and should be approved.

Staff also believe that by better defining the hearing presentation order that the hearing process will also be shorter and more efficient.

Staff have also included an update to the appeal period for Type II (16.89.040) and III decisions, state law requires a 12-day appeal and city code identifies a 10 day appeal. Staff have noted a 12-day appeal period in the attached track change code.

### **Chapter 16.89.050 I(3.d)) Appeals**

The planning commission added recommended text to Chapter 16.89, and as part of their recommendation for approval to council stating, “Recommend approval to City Council Code amendments as presented by staff including addition of Section 16.89(I)3.d, stating “The Commission did not receive correct or complete information in the original application”. The planning commission request that this additional criteria be added at as finding “d”.



# *City of Canby*

---

## **Chapter 16.89.050 I(4) Appeal**

It is important for the city code to be clear on empowering the City Council to remand items under appeal from Planning Commission decisions back to the Planning Commission if new information not previously part of the record is included as the basis of the appeal. The code as it is currently written is not fully clear on this and this code change would correct this.

## **Model Ordinance for Medium Cities**

A new chapter of the zoning code is proposed-- Chapter 16.81 Middle Housing Model Ordinance. The state model ordinance will be incorporated by reference to Chapter 16.81.

This will memorialize the adopted state model ordinance for medium cities and summarize the overall details of the resultant changes to the underlying Low Density Residential (R-1), Medium Density Residential (R-1.5) and Commercial Residential (C-R) zones.

## Chapter 16.04

### DEFINITIONS

#### Sections:

- 16.04.010 Grammatical interpretation.
- 16.04.020 Generally.
- 16.04.030 Abutting-adjoining-adjacent.
- 16.04.035 Acceptable site.
- 16.04.036 Access.
- 16.04.037 Access classification.
- 16.04.038 Access connection.
- 16.04.039 Access management.
- 16.04.040 Accessory Dwelling Unit.
- 16.04.043 Accessory structure or use.
- 16.04.045 Accessway.
- 16.04.050 Agriculture.
- 16.04.060 Alley.
- 16.04.061 Antenna.
- 16.04.063 Application.
- 16.04.064 Attached telecommunications facility.
- 16.04.065 Backhaul network.
- 16.04.066 Bed and Breakfast.
- 16.04.068 Bicycle Facilities.
- 16.04.070 Billboard.
- 16.04.080 Boarding, lodging or rooming house.
- 16.04.090 Building.
- 16.04.100 Building line.
- 16.04.105 Cell Coverage Area.
- 16.04.110 Central business district (CBD).
- 16.04.120 City.
- 16.04.125 City Planner.
- 16.04.127 Collocation.
- 16.04.128 Commercial Recreation Uses.
- 16.04.130 Commission.
- 16.04.135 Conditionally suitable site.
- 16.04.137 Corner clearance.
- 16.04.140 Council.
- 16.04.145 Cross access.
- 16.04.150 Curb line.
- 16.04.155 Day care facility.
- 16.04.158 Detached WTS facility.
- 16.04.160 Development plan.
- 16.04.170 Dwelling, duplex-dwelling, two family.
- 16.04.180 Dwelling, multi-family.
- 16.04.190 Dwelling, single-family.
- 16.04.195 Dwelling, townhouse.
- 16.04.200 Dwelling unit.
- 16.04.210 Easement.
- 16.04.212 Eco-roof
- 16.04.215 Equipment shelters.
- 16.04.218 Façade.
- 16.04.220 Family.
- 16.04.221 Floor area ratio.
- 16.04.222 Foster Home,
- 16.04.223 Frontage road.
- 16.04.225 FCC.
- 16.04.228 Grade plane.
- 16.04.230 Height of building.
- 16.04.240 Home occupation.
- 16.04.250 Hotel.
- 16.04.253 Impervious Surface.
- 16.04.255 Infill homes.
- 16.04.275 Infiltration.
- 16.04.260 Intersection.
- 16.04.265 Joint access (or shared access).
- 16.04.270 Kennel.
- 16.04.275 Lattice tower.
- 16.04.280 Loading space.
- 16.04.290 Lot.
- 16.04.300 Lot area.
- 16.04.310 Lot, corner.
- 16.04.315 Lot depth.
- 16.04.318 Lot, flag.
- 16.04.320 Lot front.
- 16.04.321 Lot frontage.
- 16.04.330 Lot, interior.
- 16.04.340 Lot line.
- 16.04.350 Lot line, interior.



16.04.360 Lot line, street.	16.04.590 Structure.
16.04.370 Lot, through.	16.04.595 Stub-out (or stub street)
16.04.380 Lot width.	16.04.600 Subdivide land.
16.04.383 Low impact development.	16.04.610 Subdivision.
16.04.385 Lowest floor.	16.04.615 Traffic impact analysis.
16.04.390 Manufactured home.	16.04.620 Trailer coach.
16.04.400 Manufactured (mobile) home park.	16.04.630 Trailer park.
16.04.410 Manufactured (mobile) home subdivision.	16.04.035 Trip generation study.
16.04.420 Modular home.	16.04.640 Urban Growth Boundary (UGB).
16.04.425 Monopole.	16.04.650 Urbanizable.
16.04.430 Motel.	16.04.660 Use.
16.04.433 Nail Salons	16.04.666 Vicinity.
16.04.435 Neighborhood activity center.	16.04.670 Vision clearance area.
16.04.438 Nonconforming access features.	16.04.671 Walkway.
16.04.440 Nonconforming structure, lot or use	16.04.675 Wireless telecommunications facility.
16.04.445 Nursing Home	16.04.676 Wireless Telecommunications
16.04.450 Parent parcel.	16.04.680 Yard.
16.04.460 Parking space.	16.04.690 Yard, interior.
16.04.470 Partition.	16.04.700 Yard, rear.
16.04.480 Pedestrian way.	16.04.710 Yard, street.
16.04.490 Person.	16.04.715 Zero-lot line development.
16.04.500 Planning Commission.	
16.04.510 Plat.	
16.04.512 Porches, covered.	
16.04.514 Preapplication conference	
16.04.515 Preferred site.	
16.04.516 Public facility, major	
16.04.517 Public facility, minor	
16.04.519 Reasonably direct.	
16.04.520 Recommendation.	
16.04.525 Residential Facility	
16.04.527 Residential Home	
16.04.530 Right-of-way.	
16.04.540 Roadway.	
16.04.545 Safe and convenient bicycle and pedestrian routes.	
16.04.547 Self-Storage/Mini-Storage Warehouse	
16.04.550 Setbacks.	
16.04.560 Sidewalk.	
16.04.565 Stealth design.	
16.04.567 Story above grade plane.	
16.04.570 Street.	
16.04.580 Structural alteration.	

**16.04.010 Grammatical interpretation.**

As used in this title, the masculine includes the feminine and the neuter, and the singular includes the plural with no preference or prejudice intended or implied. (Ord. 740 section 10.1.20 (A), 1984)

**16.04.020 Generally.**

Unless the context requires otherwise, the words and phrases set out in this chapter shall mean as follows. (Ord. 740 section 10.1 .20(B)[part], 1984)

**16.04.030 Abutting-adjoining-adjacent.**

Abutting, adjoining or adjacent means physically touching, having at least one common point or lots separated only by a public street, public right-of-way, or railroad right-of-way. (Ord. 890 section 3, 1993; Ord. 740 section 10.1.20(B)[part], 1984)

**16.04.035 Acceptable site.**

For purposes of siting macro wireless telecommunications systems facilities, any land planned and zoned Highway commercial or Commercial-Manufacturing. (Ord. 981 section 17, 1997, Ord. 1539, 2020)

**16.04.036 Access.**

Access means a way or means of approach to provide pedestrian, bicycle, or motor vehicle entrance or exit to a property. (Ord. 1043 section 3, 2000).

**16.04.037 Access classification.**

Access classification means a ranking system for roadways used to determine the appropriate degree of access management. Factors considered include functional classification, the appropriate local government's adopted plan for the roadway, subdivision of abutting properties, and existing level of access control. (Ord. 1043 section 3, 2000)

**16.04.038 Access connection.**

Access connection means any driveway, street, turnout or other means of providing for the movement of vehicles to or from the public roadway system. (Ord. 1043 section 3, 2000)

**16.04.039 Access management.**

Access management means the process of providing and managing access to land development while preserving the regional flow of traffic in terms of safety, capacity, and speed. (Ord. 1043 section 3, 2000)

**16.04.040 Accessory Dwelling.**

**Accessory dwelling is an interior, attached, or detached residential structure that is used in connection with, or that is accessory to, a single-family dwelling. (Ord. 1514, 2019)**

**16.04043 Accessory structure or use.**

Accessory structure or use means a detached structure or use not intended for human habitation, incidental and subordinate to the main use of the property and which is located on the same lot with the main use such as, but not limited to, garage, carport, tool shed, private greenhouse or utility building. (Ord. 740 section 10.1.20(B)[part], 1984)

**16.04.045 Accessway.**

Accessway means a walkway that provides pedestrian and bicycle passage either between streets or from a street to a building or other destination such as a school, park, or transit stop. Accessways generally include a walkway and additional land on either side of the walkway, often in the form of an easement or right-of-way, to provide clearance and separation between the walkway and adjacent uses. Accessways through parking lots are generally physically separated from adjacent vehicle parking or parallel vehicle traffic by curbs or similar devices and include landscaping, trees, and lighting. Where accessways cross driveways, they are generally raised, paved, or marked in a manner that provides convenient access for pedestrians. (Ord. 1043 section 3, 2000)

**16.04.050 Agriculture.**

Agriculture means the tilling of the soil, the raising of crops, silviculture and horticulture. (Ord. 740 section 10.1.20(B)[part], 1984)

**16.04.060 Alley.**

Alley means a narrow street through a block primarily for vehicular service access to the back or side of properties otherwise abutting another street. (Ord. 740 section 10.1.20(B)[part], 1984)

**16.04.061 Antenna.**

Antenna. Defined in 47 C.F.R. § 1.6002(b). The term includes an apparatus designed for the purpose of emitting radio frequencies (RF) to be operated or operating from a fixed location pursuant to Federal Communications Commission authorization, for the provision of personal wireless service and any commingled information services. For purposes of this definition, the term antenna does not include an unintentional radiator, mobile station, or device authorized under 47 C.F.R. Part 15. (Ord. 1539, 2020)

**16.04.063 Application.**

Application for a land use permit (site and design review, conditional use permit, annexation, zone change, subdivision, etc.) means a package of information that includes:

- A. The application form filled out and signed by the owner;
- B. Site plan and/or narrative describing the proposal;
- C. List of property owners on mailing labels (1" x 2 5/8"); and

D. The application fee. (Ord. 981 section 1, 1997)

**16.04.064 Attached telecommunications facility.**

An existing pole, tower or other structure capable of accommodating a WTS facility antenna, whether originally intended for such use or not. (Ord. 981 section 17, 1997, Ord. 1539, 2020)

**16.04.065 Backhaul network.**

The land lines that connect a telecommunications provider's radio signals to one or more cellular telephone switching offices and/or local or long distance providers, or the public switched telephone network. (Ord. 981 section 17, 1997, Ord. 1539, 2020)

**16.04.066 Bed and Breakfast.**

Bed and Breakfast means any single-family residential dwelling having rooms for rent to travelers or transients for a charge or fee paid, for rental or use for a period of less than thirty (30) days. Additionally, such establishment serving only one meal per day prior to the noon hour. (Ord. 890 section 4, 1993; renumbered due to Ord. 981 amendments)

**16.04.068 Bicycle facilities.**

Bicycle facilities is a general term denoting improvements and provisions made to accommodate or encourage bicycling, including parking facilities and all bikeways. (Ord. 1043 section 3, 2000)

**16.04.070 Billboard.**

Billboard means a sign which has a surface space upon which advertising may be posted, painted, or affixed, and which is generally, although not necessarily, designed for the rental or lease of such sign space for advertising not relating to the use of the property upon which the sign exists. (Ord. 740 section 10.1.20 (B)[part], 1984)

**16.04.080 Boarding, lodging or rooming house.**

Boardinghouse, lodging house or rooming-house means a building where lodging with or without meals is provided for compensation for at least four, but not more than ten guests. Board and care, foster care and similar accommodations are considered boardinghouses for the purposes of this title. (Ord. 740 section 10.1.20(B)[part], 1984)

**16.04.090 Building.**

Building means a structure built for the shelter or enclosure of persons, animals, chattels or property of any kind. (Ord. 740 section 10.1.20(B)[part], 1984)

**16.04.100 Building line.**

Building line means a line on a plat indicating the limit beyond which buildings or structures may not be erected. (Ord. 740 section 10.1.20 (B)[part], 1984)

**16.04.105 Cell Coverage Area.**

A geographic area where a single radio transmission sending/receiving station (per provider) and the equipment necessary to connect these radio calls to land lines or other cells are located. (Ord. 981 section 17, 1997, Ord. 1539, 2020)

**16.04.110 Central business district (CBD).**

Central business district (CBD) means the downtown area of Canby, defined generally by zoning or designation on the Land Use Map of the Comprehensive Plan for downtown commercial development. (Ord. 740 section 10.1.20 (B)[part], 1984)

**16.04.120 City.**

City means the City of Canby, Oregon. (Ord. 740 section 10.1.20(B)[part], 1984)

**16.04.125 City Planner.**

City Planner means the person appointed by the city administrator as supervisor of the day-to-day operations of Canby's city planning functions, or another staff person he or she designates for a particular function. Also referred to as "Planning Director." (Ord. 890 section 5, 1993; Ord. 1080, 2001)

**16.04.127 Collocation.**

Collocation. Defined in 47 C.F.R. § 1.6002(g). Term describes: (1) mounting or installing an antenna facility on a preexisting structure, and/or (2) modifying a structure for the purpose of mounting or installing an antenna facility on that structure. "Collocate" has a corresponding meaning. A collocation includes supporting ancillary equipment that is required to operate the collocated antennas. (Ord. 1539, 2020)

**16.04.128 Commercial Recreation Uses.**

Commercial recreation uses means uses intended to provide for gymnastics, tennis, racquetball and other sport-related centers that require oversized indoor space and facilities. (Ord. 960, section 1, 12/18/96)

**16.04.130 Commission.**

Commission means the Planning Commission of the city. (Ord. 740 section 10.1.20(B)[part], 1984)

**16.04.135 Conditionally suitable site.**

For purposes of siting wireless macro telecommunications systems facilities, any land planned and zoned Residential / Commercial or Downtown Commercial. (Ord. 981 section 17, 1997, Ord. 1539, 2020)

**16.04.137 Corner clearance.**

Corner clearance means the distance from an intersection of a public or private road to the nearest access connection, measured from the closest edge of the pavement of the intersecting road to the closest edge of the pavement of the connection along the traveled way. (Ord. 1043 section 3, 2000)

**16.04.140 Council.**

Council means the City Council of Canby, Oregon. (Ord. 740 section 10.1.20(B)[part], 1984)

**16.04.145 Cross access.**

Cross access means a service drive providing vehicular access between two or more contiguous sites so the driver need not enter the public street system. (Ord. 1043 section 3, 2000)

**16.04.150 Curb line.**

Curb line means a line along the edge of the curb nearest the street lot line, not necessarily the right-of-way line. (Ord. 740 section 10.1.20(B) [part], 1984)

**16.04.155 Day care facility.**

Day care facility means any facility that provides day care to children, including a day nursery, nursery school group, home of a family day care provider, or similar unit operating under any name, but not including any:

- A. Facility providing care that is primarily educational, unless provided to a preschool child for more than four hours a day.
- B. Facility providing care that is primarily supervised training in a specific subject, including but not limited to dancing, drama, music or religion.
- C. Facility providing care that is primarily an incident of group athletic or social activities sponsored by or under the supervision of an organized club or hobby group.
- D. Facility operated by a school district, political subdivision of this state, or a governmental agency.
- E. Residential facility licensed under ORS 443.400 to 443.455.
- F. Babysitters. (Ord. 890 section 6, 1993)

**16.04.158 Detached telecommunications facility.**

A pole, tower or other structure designed and intended to support telecommunications antennas and other equipment. (Ord. 981 section 17, 1997, Ord. 1539, 2020)

**16.04.160 Development plan.**

Development plan means any plan adopted by the Planning Commission for the guidance of growth and improvement of the city, including modifications or refinements which may be made from time to time. (Ord. 740 section 10.1.20(B)[part], 1984)

**16.04.170 Dwelling, duplex-dwelling, two-family.**



Duplex dwelling or two-family dwelling means a building containing two dwelling units located on the same lot or parcel. (Ord. 740 section 10.1.20(B)[part], 1984; Ord 1514, 2019)

**16.04.180 Dwelling, multi-family.**

Multi-family dwelling means a building containing three or more dwelling units located on the same lot or parcel. (Ord. 740 section 10.1.20(B) [part], 1984; Ord. 1514, 2019)

**16.04.190 Dwelling, single-family.**

Single-family dwelling means a detached building containing one dwelling unit. Manufactured homes shall not be considered to be single-family dwellings for the purposes of this chapter unless found to meet all city building, mechanical, electrical and other construction codes applicable to conventional units built on the site. (Ord. 740 section 10.1.20 (B)[part], 1984; Ord. 1514, 2019)

**16.04.195 Dwelling, Townhouse (Common Wall).**

Means single-family attached common wall dwellings with each dwelling unit located on a separate lot. There shall be no more than six attached townhouse dwelling units in a row, and the combined single-family units shall not exceed 120 feet in length. (Ord. 1514, 2019)

**16.04.200 Dwelling unit.**

Dwelling unit means one or more rooms designed for occupancy by one family and not having more than one cooking facility. (Ord. 740 section 10.1.20(B)[part], 1984)

**16.04.210 Easement.**

Easement means a grant of the right to use an area of land for specific purposes. (Ord. 740 section 10.1 20(B)[part], 1984)

**16.04.212 Eco-roof**

Eco-roof means a vegetated roof constructed for water quality and quantity control. Eco-roofs are vegetated roof covers with growing media and plants taking the place of bare membrane, gravel ballast, shingles or tiles. The number of layers and the layer placement vary from system to system and roof type, but all eco-roofs include a single to multi-ply waterproofing layer, drainage, growing media and the plants, covering at least 50% of the roof deck surface. (Ord. 1338, 2010)

**16.04.215 Equipment shelters.**

For purposes of siting wireless telecommunications systems facilities, the buildings, structures, cabinets or vaults used to house and protect the equipment necessary to connect/relay radio signals from cell site to cell site and to land line systems. Associated equipment such as air conditioning or emergency generators shall be included in this definition of equipment shelters. (Ord. 981 section 17, 1997)

**16.04.218 Façade.**

Façade means an exterior face of a building. (Ord 1296, 2008)

**16.04.220 Family.**

Family means an individual or two or more individuals related by blood, marriage, adoption, or legal guardianship living together in a dwelling unit in which meals or lodging may also be provided for not more than two additional individuals excluding servants; or a group of not more than five individuals, excluding servants, who need not be related by blood, marriage, adoption or legal guardianship living together in a dwelling unit. Five or fewer handicapped persons, along with those individuals charged with caring for such persons and sharing a common dwelling unit, shall be considered to be a family for purposes of this title. (Ord. 740 section 10.1.20(B) [part], 1984)

**16.04.221 Floor area ratio.**

Floor area ratio means a method of calculating structural massing on a lot. Floor Area Ratio is expressed as a ratio of x divided by y, where x is equal to the sum of the gross floor area of all stories above grade plane, as measured to the outside surface of exterior walls, and y is equal to the lot area net of any publicly dedicated right-of-way or land. Detached accessory structures and detached or attached parking structures above grade plane are not included in the gross floor area calculation. (Ord 1296, 2008)

**16.04.222 Foster Home,**

"Foster home" means any home maintained by a person who has under the care of the person in the home any child under the age of 21 years unattended by the child's parent or guardian, for the purpose of providing the child with care, food and lodging, but does not include items listed in ORS 418.625 a-f.(Ord. 1514, 2019)

**16.04.223 Frontage road.**

Frontage road means a public or private drive which generally parallels a public street between the right-of-way and the front building setback line. The frontage road provides access to private properties while separating them from the arterial street (see also service roads). (Ord. 1043 section 3, 2000)

**16.04.225 FCC.**

The Federal Communications Commission; the federal agency that regulates interstate and international communications by radio, television, wire, satellite and cable. (Ord. 981 section 17, 1997)

**16.04.228 Grade plane.**

Grade plane means the average of finished ground level adjoining the building at exterior walls. Where the finished ground level slopes away from the exterior walls, the reference plane shall be established by the lowest points within the area between the building and the lot line or, where the lot line is more than 6 feet from the building, between the building and a point 6 feet from the building. (Ord 1296, 2008)

**16.04.230 Height of building.**

Height of building means the vertical distance from the grade to the highest point of the coping of a flat roof or to the deck line of a mansard roof or to the height of the highest gable of a pitch or hip roof. (Ord. 740 section 10.1.20(B) [part], 1984; Ord. 1514, 2019)

**16.04.240 Home occupation.**

Home occupation means a lawful activity commonly carried on within a dwelling by members of the family occupying the dwelling with not more than one non-resident employee being engaged, provided that:

- A. The residential character of the building is maintained;
- B. The activity occupies less than one-quarter of the ground floor area of the building;
- C. The activity is conducted in such a manner as not to give an outward appearance nor manifest any characteristic of a business in the ordinary meaning of the term nor infringe upon the rights of neighboring residents to enjoy the peaceful occupancy of their homes. Business visitors to the premises shall not exceed eight (8) per day and delivery trucks shall not exceed one (1) per day;
- D. The occupation shall not be carried on in an accessory building of the residence where the building is larger than six hundred (600) square feet;
- E. No signs are permitted, except for a single unilluminated nameplate not to exceed two (2) square feet in area;
- F. All home occupations require a city business license. (Ord. 890 section 7, 1993; Ord. 830 section 1, 1989; Ord. 740 section 10.1.20(B) [part], 1984)

**16.04.250 Hotel.**

Hotel means a building in which lodging is provided for more than ten guests for compensation and in which no provision is made for cooking in the rooms. (Ord. 740 section 10.1.20(B) [part], 1984)

**16.04.253 Impervious surface**

Impervious surface means a surface area that creates a barrier to or hinders the entry of water into the soil in comparison with natural conditions prior to development, thus causing water to run off the surface in greater quantities or at an increased rate of flow. Impervious surfaces include, but are not limited to, buildings, paved parking areas and driveways, roads, sidewalks, patios, packed earth, and oiled surfaces. Open, uncovered retention/detention facilities, green roofs, and permeable surfacing materials shall not be considered impervious surfaces. Roof surfaces are also considered 'pervious' when 100% of the annual average roof runoff is captured and reused on-site for irrigation or approved interior uses. (Ord. 1338, 2010)

**16.04.255 Infill homes.**

Infill homes mean existing and new single family dwellings, manufactured homes, two-family dwellings, duplexes and triplexes on lots that are located in an R-1 or R-1.5 zoning district, and that have existing homes on two adjacent sides. Each adjacent home must be within 25 feet of the common lot line with the infill homes and have pre-existed for at least 5 years (dated from the existing homes final building permit approval). (Ord. 1107, 2002; Ord 1237, 2007; Ord 1323, 2010)

**16.04.257 Infiltration**

Infiltration means the process or rate at which water percolates from the land surface into the ground. Infiltration is also a general category of best management practices (BMP) designed to collect runoff and allow it to flow through the ground for pollutant removal. (Ord. 1338, 2010)

**16.04.260 Intersection.**

Intersection means the place where two streets meet or cross. (Ord. 740 section 10.1.20(B) [part], 1984)

**16.04.265 Joint access (or shared access).**

Joint access (or shared access) means a driveway connecting two or more contiguous sites to the public street system. (Ord. 1043 section 3, 2000)

**16.04.270 Kennel.**

Kennel means a place where four or more dogs more than four months of age are kept on one lot or contiguous lots under one ownership. (Ord. 740 section 10.1.20(B) [part], 1984)

**16.04.275 Lattice tower.**

For purposes of siting wireless telecommunications systems facilities, a telecommunications support structure which consists of metal crossed strips or bars and which supports antennas and related equipment for one or more telecommunications provider. (Ord. 981 section 17, 1997, Ord. 1539, 2020)

**16.04.280 Loading space.**

Loading space means an off-street space for the temporary parking of a commercial vehicle or truck while loading or unloading merchandise or materials and which space has access to a street. (Ord. 740 section 10.1.20(B) [part], 1984)

**16.04.290 Lot.**

Lot means a single parcel or tract of land for which a legal description has been filed in the office of the county recorder or the boundaries of which are shown on a recorded subdivision plat. (Ord. 740 section 10.1.20(B) [part], 1984)

**16.04.300 Lot area.**

Lot area means the total horizontal area within the boundary lines of a lot, excluding the access strip servicing a flag lot. (Ord. 740 section 10.1.20(B) [part], 1984)

**16.04.310 Lot, corner.**

Corner lot means a lot abutting two intersecting streets other than an alley, provided that the streets do not intersect at an angle greater than one hundred thirty-five degrees. (Ord. 740 section 10.1.20 (B) [part], 1984)

**16.04.315 Lot depth.**

Lot depth means the average distance from the front lot line to the rear lot line. (Ord. 1043 section 3, 2000)

**16.04.318 Lot, flag.**

A flag lot is a lot that does not meet minimum frontage requirements and where access to the public road is by a narrow, private right-of-way. (Ord. 1043 section 3, 2000)

**16.04.320 Lot front.**

Lot front means the street lot line on a corner lot which the principal use or structure is facing. If no such use or structure exists, it means the street side having the shorter length. If the sides are of approximately equal length, the City Planner may designate the lot front. (Ord. 740 section 10.1.20(B) [part], 1984)

**16.04.321 Lot frontage.**

Lot frontage means that portion of a lot extending along a street right-of-way line. (Ord. 1043 section 3, 2000)

**16.04.330 Lot, interior.**

Interior lot means a lot other than a corner lot. (Ord. 740 section 10.1.20(B) [part], 1984)

**16.04.340 Lot line.**

Lot line means the property line bounding a lot. (Ord. 740 section 10.1.20(B) [part], 1984)

**16.04.350 Lot line, interior.**

Lot line, interior means all lot lines which separate one parcel from another, other than street lot lines. (Ord. 740 section 10.1.20(B) [part], 1984)

**16.04.360 Lot line, street.**

Street lot line means a lot line that separates the lot from a street other than an alley. The street lot line is not generally the same as the curb line. (Ord. 740 section 10.1.20(B) [part], 1984)

**16.04.370 Lot, through.**

Through lot means a lot having frontage on two parallel or approximately parallel streets other than alleys. (Ord. 740 section 10.1.20(B) [part], 1984)

**16.04.380 Lot width.**

Lot width means the average width of a lot when measured at the front and rear setback lines for a principal use. (Ord. 740 section 10.1.20(B) [part], 1984)

**16.04.383 Low impact development**

Low impact development (LID) means a stormwater management and land development strategy applied at the parcel, multiple parcel and/or subdivision level that emphasizes conservation and use of on-site natural features integrated with engineered, small-scale controls to more closely mimic predevelopment hydrologic functions. LID tools are designed to reduce environmental impacts of development, such as increased storm water runoff due to impervious areas, poor water quality and inconsistent water quantity in streams and rivers. LID techniques control storm water runoff volume and reduce pollutant loadings to receiving waters. Not all sites are suitable for LID. Considerations such as soil permeability, depth of water table and slope should be considered, in addition to other factors. LID techniques may not completely replace the need for conventional stormwater controls. (Ord 1338, 2010)

**16.04.385 Lowest floor.**

Lowest floor means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood-resistant enclosure, usable solely for parking of vehicles, building access or storage, in an area other than a basement area, is not considered a building's lowest floor, provided that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of this title found in Chapter 16.40 (Hazard Overlay Zone). (Ord. 804 section 2(A), 1987)

**16.04.390 Manufactured home (Mobile Home)**

"Manufactured home" means a structure constructed for movement on public highways that has sleeping, cooking, and plumbing facilities, that is intended for human occupancy, that is being used for residential purposes and that was constructed in accordance with federal manufactured housing construction and safety standards and regulations in effect at the time of construction. This definition includes manufactured dwelling, manufactured home, mobile home, and residential trailer as those terms are defined in ORS 446.003. A manufactured home shall be certified to meet the 1976 HUD Standards, as amended. The definition does not include recreational vehicles, travel trailers, park trailers or structures or vehicles which have a state of Oregon or U.S. Government label designating them as a recreational vehicle. It also does not include buildings or structures subject to the Structural Specialty Code adopted pursuant to ORS 455.100 through 455.450. (Ord 1514, 2019)

**16.04.400 Manufactured (Mobile) home park.**

Manufactured (Mobile) home park means a tax lot or lots where two or more manufactured homes are used for human occupancy and where the space is available for rent or lease. (Ord. 740 section 10.1.20(B) [part], 1984; Ord. 1514, 2019)



**16.04.410 Manufactured (Mobile) home subdivision.**

Manufactured (Mobile) home subdivision means a subdivision of property where individual lots are available for the placement of manufactured homes. (Ord. 740 section 10.1.20(B) [part], 1984; Ord. 1514, 2019)

**16.04.420 Modular home.**

Modular home means a residential structure constructed of one or more prefabricated parts which meet all city building, plumbing, mechanical, electrical and other construction codes applicable to conventional units which might be built on the site. (Ord. 740 section 10.1.20 (B) [part], 1984)

**16.04.425 Monopole.**

For purposes of siting wireless telecommunications systems facilities, a WTS support structure which consists of a single tapered steel pole and which supports antennas and related equipment for one or more WTS provider. (Ord. 981 section 17, 1997)

**16.04.430 Motel.**

Motel means a building or group of buildings on the same lot containing guest units with separate and individual entrances and consisting of individual sleeping quarters, detached or in connected rows, with or without cooking facilities, for rental. (Ord. 740 section 10.1.20(B) [part], 1984)

**16.04.433 Nail Salons.**

Establishments primarily engaged in providing nail care services, such as manicures, pedicures, and nail extensions. (Ord. 1514, 2019)

**16.04.435 Neighborhood activity center.**

Neighborhood activity center means an attractor or destination for residents of surrounding residential areas. Includes, but is not limited to, existing or planned schools, parks, shopping areas, transit stops, and employment areas. (Ord. 1043 section 3, 2000)

**16.04.438 Nonconforming access features.**

Nonconforming access features means features of the property access that existed prior to the date of ordinance adoption and do not conform with the requirements of this ordinance. (Ord. 1043 section 3, 2000)

**16.04.440 Nonconforming structure, lot or use.**

Nonconforming structure, lot or use means a structure, lot or use which lawfully existed prior to the adoption of zoning requirements for the zone in which it is located and with which it does not comply. (Ord. 740 section 10.1.20(B)[part], 1984)

**16.04.445 Nursing home**

Means any institution or facility defined as a long term care facility for licensing purposes under state statute or the rules of the Department of Human Services, including a long term care facility operated as part of a dual facility. "Dual facility" means a facility that operates both a hospital and a long term care facility on the same campus. (ORS 678.710) (Ord. 1514, 2019)

**16.04.450 Parent parcel.**

Parent parcel means a lot or parcel of land from which other parcels or lots are divided. (Ord. 740 section 10.1.20(B) [part], 1984)

**16.04.460 Parking space.**

Parking space means a rectangle in the dimensions as set forth in Division III of this title together with maneuvering and access space required for a conventional automobile to park within the rectangle. (Ord. 740 section 10.1.20(B) [part], 1984)

**16.04.470 Partition.**

Partition means to divide an area or tract of land into two or three parcels within the calendar year when such area or tract of land exists as a unit or contiguous units of land under single ownership at the beginning of such year. Partitioned land does not include any adjustment of a lot line by the relocation of a common boundary where an additional parcel is not created and where the existing parcel reduced in size by the adjustment is not reduced below the minimum lot size. (Ord. 1514, 2019)

**16.04.480 Pedestrian way.**

Pedestrian way means a right-of-way for pedestrian traffic. (Ord. 740 section 10.1.20(B) [part], 1984)

**16.04.490 Person.**

Person means an individual, firm, partnership, corporation, company, association, syndicate, or any legal entity, and including any trustee, receiver, assignee, or other similar representative thereof. (Ord. 740 section 10.1.20 (B) [part], 1984)

**16.04.500 Planning Commission.**

Planning Commission means the Planning Commission of the City of Canby, Oregon. (Ord. 740 section 10.1.20(B) [part], 1984)

**16.04.510 Plat.**

Plat means the map or drawing on which the subdivider's plan of subdivision is presented and which he submits for approval and intends in final form to record. Plat includes preliminary, tentative and final plats. (Ord. 740 section 10.1.20(B)[part], 1984)

**16.04.512 Porches, covered.**

Covered porches must not be enclosed by walls that are more than 42 inches in height, for 50 percent or more of their perimeter. (Ord. 1107, 2002)

**16.04.514 Preapplication conference.**

Preapplication conference means a meeting of the representatives of the city departments and other affected agencies, as determined by the City, to review and provide initial input on land use applications or other proposals.—. Pre-application conference applications may be required for Type II, III and IV applications. Pre-application conference meeting reports prepared by the city shall expire one-year after the pre-application conference meeting. (Ord. 1237, 2007)

**16.04.515 Preferred site.**

For purposes of siting wireless telecommunications systems facilities, any land planned and zoned Light Industrial or Heavy Industrial. (Ord. 981 section 17, 1997)

**16.04.516 Public facility, major.**

A major public facility is any public service improvement or structure, other than transportation projects, developed by or for a public agency that is not defined as a minor public facility. Transportation projects are covered by Section 16.08.130. (Ord. 1237, 2007)

**16.04.517 Public facility, minor.**

A minor public facility includes the following public service improvements or structures developed by or for a public agency:

- A. Minor utility structures, except substations, but including poles, lines, pipes, telecommunications facilities or other such facilities.
- B. Sewer, storm drainage, or water system structures except treatment plants or reservoirs, but including pump stations, manholes, valves, hydrants or other portions of the collection, treatment and distribution systems located within public property or public easements.
- C. Street improvements within existing developments including sidewalks, curbs, gutters, catch basins, paving, signs and traffic control devices and street lights.
- D. Transit improvements, such as shelters or pedestrian and bicycle safety improvements, located within public right of way or public easements or on public property.
- E. School improvements which will not increase the capacity of the school nor create significant additional traffic or other impacts on the surrounding neighborhood.
- F. Park improvements which will not create significant additional motor or foot traffic impact on the surrounding neighborhood. (Ord. 1237, 2007)

**16.04.519 Reasonably direct.**

A reasonably direct route does not deviate unnecessarily from a straight line or is a route that does not involve a significant amount of out-of-direction travel for likely users. (Ord. 1043 section 3, 2000; Ord. 1237, 2007)

**16.04.520 Recommendation.**

Recommendation includes any staff report or report from the Planning Commission to the City Council. (Ord. 740 section 10.1.20(B) [part], 1984)

**16.04.525 Residential facility**

Means a residential care, residential training or residential treatment facility, as those terms are defined in ORS 443.400, that provides residential care alone or in conjunction with treatment or training or a combination thereof for six to fifteen individuals who need not be related. Staff persons required to meet licensing requirements shall not be counted in the number of facility residents, and need not be related to each other or to any resident of the residential facility. (ORS 197.660)(1)) Under ORS 197.667(4), the city may require an applicant proposing to site a residential facility to supply the city with a copy of the entire application and supporting documentation for state licensing of the facility except for information that is exempt from public disclosure. (Ord. 1514, 2019)

**16.04.527 Residential home**

Means a residential treatment or training home, as defined in ORS 443.400, a residential facility registered under ORS 443.480 to 443.500 or an adult foster home licensed under ORS 443.705 to 443.825 that provides residential care alone or in conjunction with treatment or training or a combination thereof for five or fewer individuals who need not be related. Staff persons required to meet licensing requirements shall not be counted in the number of facility residents, and need not be related to each other or to any resident of the residential home. (ORS 197.660(2)) (Ord. 1514, 2019)

**16.04.530 Right-of-way.**

Right-of-way means the area between the boundary lines of a street or other easement. (Ord. 740 section 10.1.20(B) [part], 1984)

**16.04.540 Roadway.**

Roadway means the portion or portions of a street right-of-way developed for vehicular traffic. (Ord. 740 section 10.1.20(B) [part], 1984)

**16.04.545 Safe and convenient bicycle and pedestrian routes.**

Safe and convenient bicycle and pedestrian routes:

A. Are reasonably free from hazards; and

B. Provide a reasonably direct route of travel between destinations, considering that the optimum travel distance is one-half mile for pedestrians and three miles for bicyclists. (Ord. 1043 section 3, 2000)

**16.04.547 Self Storage Unit/Ministorage Warehouse (NAICS 531130)**

Establishments primarily engaged in renting or leasing space for self-storage. These establishments provide secure space (i.e., rooms, compartments, lockers, containers, or outdoor space) where clients can store and retrieve their goods.

**16.04.550 Setback.**

Setback means a distance which a structure is required to be set back from a lot line. Where specified in this title, some setbacks are measured from curbs or projected curb lines rather than lot lines. Decks 30 inches or less above grade are exempt from setback standards. (Ord. 830 section 2, 1989; Ord. 740 section 10.1.20(B) [part], 1984; Ord. 955 section 1, 1996; Ord. 1514, 2019)

**16.04.560 Sidewalk.**

Sidewalk means a pedestrian walkway with permanent surfacing to city standards. (Ord. 740 section 10.1.20(B)[part], 1984)

**16.04.565 Stealth design.**

Stealth design is a variety of techniques used to disguise or mitigate the visual presence of telecommunications support structures, antennas, and other equipment. Including, but not limited to: screening by mature trees (75 percent or more of the pole beneath the tree canopy), mimicking common features of the urban landscape (light poles, church steeples, trees, etc.), painting antennas to match the color of supporting building walls, or roof mounting behind parapets. (Ord. 981 section 17, 1997, Ord. 1539, 2020)

**16.04.567 Story above grade plane.**

Story above grade plane means any story having its finished floor surface entirely above grade plane, except that a basement shall be considered as a story above grade plane where the finished surface of the floor above the basement is either (1) more than 6 feet above grade plane, or (2) more than 12 feet above the finished ground level at any point. (Ord 1296, 2008)

**16.04.570 Street.**

Street means the entire width between the right-of-way line of every way which provides for public use for the purpose of vehicular and pedestrian traffic, and the placement of utilities and including the terms road, highway, lane, place, avenue, alley, or other similar designations.

A. Alley means a narrow street through a block primarily for vehicular service access to the back or side of properties otherwise abutting on another street.

B. Arterial means a street of considerable continuity which is primarily a traffic artery for intercommunication between large areas.

C. Collector means a street supplementary to the arterial street system and a means of intercommunication between this system and smaller areas used to some extent for through traffic and to some extent for access to abutting properties.

D. Neighborhood connector means a street supplementary to the collector street system providing local access to adjacent properties as well as movement into or out of a neighborhood or between neighborhoods.

E. Cul-de-sac (dead-end street) means a short street having one end open to traffic and being terminated by a vehicle turnaround.

F. Half-street means a portion of the width of a street, usually along the edge of a subdivision, where the remaining portion of the street could be provided in another subdivision.

G. Marginal access or frontage street means a minor street parallel and adjacent to a major arterial street providing access to abutting properties, but protected from through traffic.

H. Minor street means a street intended exclusively for access to abutting properties. (Ord. 740 section 10.1.20(B) [part], 1984; Ord. 1043 section 3, 2000)

I. Green street means a street that has been designed to integrate a system of stormwater management within its right of way. Green streets are intended to reduce the amount of runoff that is piped directly to the city stormwater system and/or streams and rivers. Green streets make the best use of the street tree canopy and natural filtration and drainage systems for stormwater interception and provide temperature mitigation and air quality improvements. (Ord. 1338, 2010)

**16.04.580 Structural alteration.**

Structural alteration means any change in the supporting members of a structure, including the supporting parts of foundations, bearing walls or partitions, columns, beams, girders, or the roof. (Ord. 740 section 10.1.20(B)[part], 1984)

**16.04.590 Structure.**

Structure means that which is built or constructed. Structure means an edifice or building of any kind or any piece of work artificially built up or composed of parts joined in some manner and which requires a location on the ground. (Ord. 740 section 10.1.20(B) [part], 1984)

**16.04.595 Stub-out (or stub street).**

Stub-out (or stub street) means a portion of a street or cross access drive used as an extension to an abutting property that may be developed in the future. (Ord. 1043 section 3, 2000)

**16.04.600 Subdivide land.**

Subdivide land means to divide a parcel of land into four or more lots in a given calendar year for the purpose of transfer of ownership or building development, whether



immediate or future, when such parcel exists as a unit or contiguous units under a single ownership. (Ord. 740 section 10.1.20(B) [part], 1984)

**16.04.610 Subdivision.**

Subdivision means either an act of subdividing land or tract of land subdivided as defined in this chapter. (Ord. 740 section 10.1.20(B) [part], 1984)

**16.04.615 Traffic Impact Analysis.**

Traffic Impact Analysis A comprehensive traffic analysis of a development proposal which includes trip generation, analysis of access/egress, accident analysis, intersection analysis, and traffic flow analysis. (Ord. 1019 section 22, 1999)

**16.04.620 Trailer coach.**

Trailer coach means a trailer or motor home not certified as meeting the HUD 1976 standards or as may be amended for design and construction of a mobile home. (Ord. 740 section 10.1.20(B) [part], 1984)

**16.04.630 Trailer park.**

Trailer park means a tax lot or lots where space is rented or leased for the location of two or more trailer coaches, or some combination of mobile homes and trailer coaches for human habitation. (Ord. 740 section 10.1.20(B) [part], 1984)

**16.04.635 Trip generation study.**

Trip Generation Study means an analysis of the number of vehicle trips generated by a development proposal. Trip generation for commercial/industrial/residential/ institutional projects are estimated through the Institute of Transportation Engineers' manual. The results of the trip generation study will determine the need for a Traffic Impact Analysis. If the trip generation study determines the use will generate more than 100 vehicle trips per day, the City Traffic Engineer may require a Traffic Impact Analysis. (Ord. 1019 section 23, 1999)

**16.04.640 Urban Growth Boundary (UGB)**

Urban Growth Boundary (UGB) means the area specifically delineated in the city's comprehensive plan as being already urbanized or available for urban development. (Ord. 740 section 10.1.20(B) [part], 1984)

**16.04.650 Urbanizable.**

Urbanizable is the term applied to property which is within the city's Urban Growth Boundary and which is planned for eventual urban development. (Ord. 740 section 10.1.20(B) [part], 1984)

**16.04.660 Use.**

Use means the purpose for which land or a structure is designed, arranged, or for which it is occupied or maintained. (Ord. 740 section 10.1.20 (B) [part], 1984)

**16.04.666 Vicinity.**

Vicinity means nearby; within the same neighborhood. It should be noted that in applying the criteria of this chapter, the term vicinity will be applied to a larger area when warranted by a large project or a project which is expected to have an impact on a large area. (Ord. 805 section 1, 1987)

**16.04.670 Vision clearance area.**

Vision clearance area means the triangle area at the intersection of two streets, a driveway and a street, or a street and a railroad, two sides of which are measured from the corner intersection of the existing or proposed curb lines to a distance specified in this title. The third side of the triangle is a line across the corner of the lot joining the ends of the other two sides. Where the curb lines at intersections have rounded corners, the curb lines will be extended in a straight line to their points of intersection. No plantings, structures, or temporary or permanent obstructions shall be located within a vision clearance area, extending from two and one-half to ten feet above the curb or street elevation. Except, however, that one tree trunk not greater than eighteen inches in diameter shall be permitted within a vision clearance area. (Ord. 830 section 3, 1989; Ord. 740 section 10.1.20(B) [part], 1984)

**16.04.672 Walkway.**

Walkway means a hard-surfaced area intended and suitable for pedestrians, including sidewalks and the surfaced portions of accessways. (Ord. 1043 section 3, 2000)

**16.04.675 Wireless telecommunications facilities.**

Wireless Telecommunications Facilities means the site, structures, equipment and appurtenances used to transmit, receive, distribute, provide or offer wireless telecommunications services. This includes, but is not limited to antennas, poles, towers, cables, wires, conduits, ducts, pedestals, vaults, buildings, electronics and switching equipment. (Ord. 981 section 17, 1997, Ord. 1539, 2020)

**16.04.676 Wireless Telecommunications**

Wireless Telecommunications means the system that uses radio frequency, infrared, microwave or other types of electromagnetic or acoustic waves to transmit data, voice and information. (Ord. 1539, 2020)

**16.04.680 Yard.**

Yard means an open space on a lot which is unobstructed from a point two and one-half feet above the general ground level of the graded lot upward, except as otherwise provided in this title. (Ord. 740 section 10.1.20(B) [part], 1984)

**16.04.690 Yard, interior.**

Interior yard means a yard lying between the nearest point of a building and measured horizontally to an interior lot line. (Ord. 1296; 2008; Ord. 740 section 10.1.20(B) [part], 1984)

**16.04.700 Yard, rear.**

Rear yard means a yard lying to the rear of the principal building on the lot and generally opposite the lot front. (Ord. 740 section 10.1.20 (B) [part], 1984)

**16.04.710 Yard, street.**

Street yard means a yard lying between the nearest point of a building and the street and measured horizontally to the street lot line. (Ord. 740 section 10.1.20(B) [part], 1984)

**16.04.715 Zero-lot line development.**

Zero-lot line development means detached dwellings required to have a side yard setback on only one side. (Ord. 1111 section 4, 2003)

## Chapter 16.58

### **LOT-PROPERTY** LINE ADJUSTMENT

#### Sections:

##### **16.58.010** Definition.

##### ~~16.58.010~~ Designated.

##### 16.58.020 Application and Process.

##### 16.58.030 Review by Planner and Engineer.

##### ~~16.58.040~~040 Approval procedure – City Planner responsibility.

##### ~~16.58.050~~050 Approval procedure – Commission responsibility.

##### ~~16.58.060~~060 City liability - compliance.

##### **16.58.010** Definition.

Per Oregon Revised Statute 92.010(12), "Property line adjustment" means a relocation or elimination of all or a portion of the common property line between abutting properties that does not create an additional lot or parcel.

##### ~~16.58.010~~ Designated.

~~The relocations of one or more property lines between lots or parcels where no additional lots or parcels will result constitutes a lot line adjustment rather than a partition or subdivision. The procedure to be followed in such cases is as set out in this chapter. (Ord. 740 section 10.4.20 [part], 1984)~~

##### **16.58.020** Application and Process.

Property Line Adjustments are processed as a Type I application and are reviewed as administrative actions with clear and objective standards. Application procedures shall be as described in Chapter 16.89. (Ord. 740 section 10.4.20(A), 1984; Ord. 981 section 8, 1997; Ord. 1080, 2001)

##### **16.58.030** Review by Planner and Engineer.

The City Planner and City Engineer shall review the proposed lot-property line adjustment and shall determine whether the following criteria have been met:

A. Each of the remaining parcels and any structures located thereon shall be in full compliance with all regulations of this title, including the setback requirements of Division III. Except, however, that lot line adjustments are permitted on nonconforming lots and lots with nonconforming structures provided that the nonconforming lots and structures will be no less in conformity as a result of the lot line adjustment.

B. No new lots or parcels will be created as a result of the lot-property line adjustment without receiving approval as a partition or subdivision.

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Tab stops: 0.24", Left + Not at 0.12"

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Font color: Auto, Pattern: Clear

Formatted: Font: Not Bold

C. If the City Planner or city engineer deems it necessary to assure the accuracy of recorded information, a survey may be required of the applicant. Such a survey will be at the applicant's cost.

D. Lot-Property line adjustments shall not be permitted where the result will be the creation of additional building sites in known hazardous locations or where the appropriate development or extension of public facilities will be impaired as a result. (Ord. 740 section 10.4.20(B), 1984)

**16.58.040040 Approval procedure – City Planner responsibility.**

The City Planner is authorized to approve lot-property line adjustments in compliance with the requirements of section 16.58.030030. In any case where the City Planner determines that the requirements of section 16.58.030-030 cannot or may not be met, the application shall be scheduled for the consideration of the commission, with a recommendation from staff. In any case where the City Planner determines that a property line adjustment will significantly alter the design and appropriate development of a subdivision or partition which has previously been approved by the city or other nearby property, the City Planner shall schedule the application for consideration by the commission. (Ord. 740 section 10.4.20(C), 1984)

**16.58.050050 Approval procedure – Commission responsibility.**

The commission shall review the information submitted and shall make a decision approving, modifying or denying the proposal so as to assure compliance with the requirements of the Land Development and Planning Ordinance. The applicant shall be notified in writing of the decision of the commission and the reasons therefore. One copy of the proposed plan shall be returned to the applicant labeled "approved," "denied," or "modified." An additional copy shall be kept on file for future reference. (Ord. 740 section 10.4.20(D), 1984)

**16.58.060060 City liability - compliance.**

In acting on an application for lot-property line adjustment, the city assumes no liability for the applicant's actions. Applicants for propertylot line adjustments shall bear full responsibility for compliance with all applicable state and local regulations and for the following:

A. Any public or private easements to be altered as a result of the lot-property line adjustment shall require the prior approval of the agency or individual having right to such easements.

B. The county assessor shall be notified that the lot-property line adjustment is not to result in the creation of an additional legaltax-lot or parcel of record. ~~If a separate tax lot is created as a result, the city shall indicate that it is not considered to be a separately saleable or developable building site and may record a statement to that effect with the county recorder.~~

C. Approval of all lienholders having an interest in properties affected by a lot line adjustment shall be obtained.



D. Approval of the ~~Lot property~~ Line adjustment shall be null and void if the new deed descriptions for the properties involved is not recorded with Clackamas County within one (1) year of the final approval.

E. The Planning Director may approve a single one-year extension to the original one-year period. Applicants must file a request for such extension in writing, stating the reasons the request is needed. The Planning Director shall review such requests and may issue the extension after reviewing any changes that may have been made to the text of this title and any other pertinent factors, including public comment on the original application. (Ord. 740 section 10.4.20(E), 1984; Ord. 955 section 27, 1996; Ord. 1080, 2001)



## Chapter 16.60

### PARTITIONS

#### Sections:

- 16.60.010 Filing procedures
- 16.60.020 Standards and criteria
- 16.60.030 Partitions
- 16.60.040 Flag lots
- 16.60.050 Planning Director action
- 16.60.060 Final procedures and recordation
- 16.60.070 Public hearing required for appeal process

#### 16.60.010 Filing procedures.

Application procedures shall be as described in Chapter 16.89. (Ord. 740 section 10.4.30(A), 1984; Ord. 981 section 9, 1997; Ord. 1019 section 17, 1999; Ord. 1080, 2001)

#### 16.60.020 Standards and criteria.

The same improvements shall be installed to serve each building site of a partition as is required of a subdivision, and the same basic design standards shall apply. If the improvements are not constructed or installed prior to the filing of the signed partition plat with the county, they shall be guaranteed in a manner approved by the City Attorney. However, if the Planning Director finds that the nature of development in the vicinity of the partition makes installation of some improvements unreasonable, the Planning Director shall accept those improvements. In lieu of accepting an improvement, the Planning Director may recommend that the improvement be installed in the area under special assessment financing or other facility extension policies of the city. (Ord. 890 section 51, 1993; Ord. 740 section 10.4.30(B) [part], 1984; Ord. 1514, 2019)

#### 16.60.030 Partitions.

Partition means to divide an area or tract of land into two or three parcels within the calendar year. An Application for a partition shall be evaluated based upon the following standards and criteria:

- A. Conformance with the text and applicable maps of the Comprehensive Plan;
- B. Conformance with all other applicable requirements of the Land Development and Planning Ordinance;

CITY OF CANBY  
October 2019  
Chapter 16.60 – Page 1

C. The overall design and arrangement of parcels shall be functional and shall adequately provide building sites, utility easements, and access facilities deemed necessary for the development of the subject property without unduly hindering the use or development of adjacent properties;

D. No partitioning shall be allowed where the sole means of access is by private road, unless it is found that adequate assurance has been provided for year-round maintenance sufficient to allow for unhindered use by emergency vehicles, and unless it is found that the construction of a street to city standards is not necessary to insure safe and efficient access to the parcels;

E. It must be demonstrated that all required public facilities and services are available, or will become available through the development, to adequately meet the needs of the proposed land division. (Ord. 890 section 52, 1993; Ord. 740 section 10.4.30(B)(2), 1984; Ord. 1514, 2019)

#### **16.60. 040 Flag Lots**

Flag Lots or Panhandle-shaped Lots. The commission may allow the creation of flag lots provided that the following standards are met:

A. Not more than one flag lot shall be created to the rear of any conventional lot and having frontage on the same street unless it is found that access will be adequate and that multiple flag lots are the only reasonable method to allow for development of the site. Every flag lot shall have access to a public street.

B. The access strip is to be a minimum of twenty feet in width and shall be paved for its full width from its connection with the public street to the main body of the lot. Except, however, that the width requirement may be reduced to twelve feet, for accessing a single flag lot, where the total length of the access strip does not exceed one hundred feet. Access strips not less than ten feet in width may be permitted where two such drives abut and are provided with reciprocal easements for use. For drives accessing more than two flag lots, the access strip shall be a minimum of twenty feet with reciprocal access and maintenance agreements for all lots.

C. For residential flag lots, a minimum building setback of five feet from the access strip shall be maintained where such buildings exist prior to the creation of the flag lot.

D. Design and locations of buildings on flag lots shall be such that normal traffic will have sufficient area to turn around, rather than necessitating backing motions down the access strip. The commission may establish special setback requirements at the time of approving the creation of flag lots.

E. Flag lots shall not be permitted when the result would be to increase the number of properties requiring direct and individual access connections to the State Highway System or other arterials.

F. The area of a panhandle shaped or flag lot shall be considered to be the rear or buildable portion of the lot and shall not include the driveway or access strip.

G. For the purposes of defining setbacks, flag lots shall have three side yards and one yard of 20 feet on the garage side of the dwelling. (Ord. 1514, 2019)

**16.60. 050 Planning Director action**

A. Tentative maps shall be submitted to the Planning Director for review and determination that the proposal will be compatible with the Comprehensive Plan and the requirements of the Land Development and Planning Ordinance. The Planning Director may require such dedication of land easements and may specify such conditions or modifications to the tentative map as are deemed necessary to carry out the Comprehensive Plan. In no event, however, shall the Planning Director require greater dedications or conditions than would be required if the parcel were subdivided. For residentially zoned land, the Planning Director shall require, for newly created lots adjacent to existing residential development, that homes built on such lots be designated on the plat or included in the deed restrictions as "Infill Homes" as defined by 16.04.255 and therefore subject to any or all of the requirements of 16.21.050 Infill Homes. The Planning Director may modify the minimum lot coverage and/or maximum height standard if the applicant can demonstrate that 50% or more of adjacent lots exceed these standards.

B. Upon action by the Planning Director the applicant shall be notified in writing of the decision reached and the steps which must be taken before the parcels can be transferred or utilized for separate development.

C. One copy of the tentative map, clearly marked approved, denied or modified shall be retained in an appropriate file and one copy of same returned to the applicant. (Ord. 740 section 10.4.30(C), 1984; Ord. 1107, 2002; Ord. 1514, 2019)

**16.60. 060 Final procedures and recordation**

A. Following the action of the city in approving or conditionally approving a tentative map for a partition, the applicant shall be responsible for the completion of all required improvements, or the posting of adequate assurances in lieu thereof, to the satisfaction of the city engineer prior to the transfer of title of any of the parcels involved.

B. Recordation of an accurate survey map, prepared by a registered engineer or licensed surveyor, must be completed within two years of the approval of the tentative map. One copy of the recorded survey map shall be filed with the City Planner for appropriate record keeping.

C. The applicant shall bear full responsibility for compliance with applicable state and city regulations regarding the recordation of documents and subsequent transfer of ownership.

- D. ~~The Planning Director may approve a single one-year extension to the original two-year period. Single phase partitions and subdivisions shall be recorded within four years following original approval. Multiple phase subdivisions shall be recorded within six years of the original approval. The Planning Director may approve a single one-year extension to the original approval beyond those stated above for partitions or subdivisions.~~ Applicants must file a request for such extension in writing, stating the reasons the request is needed. The Planning Director shall review such requests and may issue the extension after reviewing any changes that may have been made to the text of this title and any other pertinent factors, including public comment on the original application. (Ord. 740 section 10.4.30(D), 1984; Ord. 1080, 2001; Ord. 1514, 2019)

#### **16.60. 070 Public hearing required for appeal process**

Each properly that filed application for an appeal of a Planning Director's partition application decision shall be considered by the Planning Commission following a public hearing advertised and conducted in the manner prescribed in Division VIII. (Ord. 740 section 10.3.75 (C), 1984; Ord. 1514, 2019)

Formatted: Tab stops: 0.75", Left + 0.88", Left + 1", Left

## Chapter 16.68

### SUBDIVISIONS FINAL PROCEDURES AND RECORDATION

#### Sections:

- 16.68.010 Responsibilities of applicant.
- 16.68.020 Submittal of subdivision plat.
- 16.68.030 Information required on plat.
- 16.68.040 Information to accompany plat.
- 16.68.050 Technical plat review.
- 16.68.060 Planning Commission approval.
- 16.68.070 Filing of final plat.

#### 16.68.010 Responsibilities of applicant.

Following the action of the city in approving or conditionally approving a tentative plat for a subdivision, the applicant shall be responsible for the completion of all required improvements, or the posting of adequate assurances in lieu thereof, to the satisfaction of the city, prior to transfer of title of any of the lots involved. (Ord. 740 section 10.4.40(C)(9)(a), 1984; Ord 1237, 2007)

#### 16.68.020 Submittal of subdivision plat.

Single phase partitions and subdivisions shall be submitted to the city and recorded within four years following original approval. Multiple phase subdivisions shall be recorded within six years of the original approval. The subdivider shall submit the original drawing, a Mylar copy, and any supplementary information to the city. The Planning Director may approve a single one-year extension to the original approval beyond those stated above for partitions or subdivisions. The subdivider shall provide a formal request for extension in writing, stating the reasons thereof. ~~The subdivider shall submit the original hardboard drawing, a Mylar copy, and any supplementary information to the city. If the subdivider wishes to proceed with the subdivision after the expiration of the two-year period following the approval of the tentative plat, he must formally request an extension of time, in writing, stating the reasons therefore. The City shall review such requests and may grant such requests; upon finding of good cause, allow a time extension of not more than six additional months, provided that the request for the time extension is properly filed before the end of the two-year approval period.~~ (Ord. 740 section 10.4.40(C)(9)(b), 1984; Ord 1237, 2007; Ord. 1514, 2019)

#### 16.68.030 Information required on plat.

In addition to that required for the tentative plat or otherwise specified by law, the following information shall be shown on the plat:

- A. Date, north point and scale of drawing;

- B. Legal description of the tract boundaries;
- C. Name and address of the owner or owners, subdivider, engineer or surveyor, and land planner or landscape architect;
- D. Tract boundary lines, right-of-way lines of streets and lot lines with dimensions, bearings or deflection angles and radii, arcs, points or curvature and tangent bearings. All bearings and angles shall be shown to the nearest one second and all dimensions to the nearest 0.01 foot. If circular curves are proposed in the plat, the following data must be shown in tabulation form: curve radius, central angles, arc length, length and bearing of long chord. All information shown on the face of the plat shall be mathematically accurate;
- E. Easements denoted by fine dotted lines, clearly identified and, if already of record, their recorded reference. If an easement of record is not definitely located, a statement of the easement shall be given. The width of the easement, its length and bearing, and sufficient ties to locate the easement with respect to the subdivision shall be shown. If the easement is being dedicated by the map, it shall be properly referenced in the owner's certificates of dedication;
- F. Name and right-of-way width of each street or other designated rights-of-way;
- G. Any building setback lines, if more restrictive than otherwise required in Division III;
- H. Numbering of blocks consecutively within the subdivision and numbering of lots within each block;
- I. Location and purpose for which sites, other than residential lots, are dedicated or reserved;
- J. Easements and any other areas for public use dedicated without any reservation or restriction whatever;
- K. A copy of any deed restrictions written on the face of the plat or prepared to record with the plat with reference on the face of the plat;
- L. The following certificates which may be combined where appropriate:
  - 1. A certificate signed and acknowledged by all parties having any record title interest in the land, consenting to the preparation and recording of the plat,
  - 2. A certificate signed and acknowledged as above, dedicating all land intended for public use except land which is intended for the exclusive use of the lot owners in the subdivision, their licensees, visitors, tenants and servants.
  - 3. A certificate with the seal of, and signed by, the engineer or the surveyor responsible for the survey and final plat,

CITY OF CANBY  
October 2019  
Chapter 16.68 – Page 2



4. Other certifications now or hereafter required by law;

M. Where any portion of the platted area is subject to inundation in the event of a one-hundred-year flood, that area shall be clearly indicated on the final plat. (Ord. 740 section 10.4.40(C)(9)(c), 1984)

**16.68.040 Information to accompany plat.**

The following data shall accompany the final plat:

A. A narrative describing how each condition of approval from the original entitling action (preliminary partition or subdivision application) has been or will be met by the applicant;

A.B. A preliminary title report issued by a title insurance company in the name of the owner of the land, showing all parties whose consent is necessary and their interest in the premises;

B.C. Sheets and drawings showing the following:

1. Traverse data including the coordinates of the boundary of the subdivision and ties to section corners and donation land claim corners, and showing the error of closing, if any,
2. The computation of distances, angles, and courses shown on the plat,
3. Ties to existing monuments, proposed monuments, adjacent subdivisions, street corners and state highway stationing;

C.D. A copy of any deed restrictions applicable to the subdivision;

D.E. A copy of any dedication requiring separate documents;

E.F. A certificate by the city engineer that the subdivider has complied with the requirements for bonding or otherwise assured completion of required improvements; and

F.G. A certificate of the subdivider of the total cost or estimate of the total cost for the development of the subdivision in accordance with the provisions and requirements of this title or any other ordinance or regulation of the city relating to subdivision development. This certificate is to be accompanied by a final bid estimate of the subdivider's contractor, if there is a contractor engaged to perform the work, and the certificate of the total cost estimate must be first approved by the city engineer. (Ord. 740 section 10.4.40(C)(9)(d), 1984; Ord. 1111 section 3, 2003)

**16.68.050 Technical plat review.**

A. Upon receipt by the city, the plat and other data shall be reviewed to determine that the subdivision, as shown, is substantially the same as it appeared on the

approved tentative plat and that there has been compliance with provisions of the law and of these regulations.

- B. The City may make such checks in the field as are desirable to verify that the plat is sufficiently correct on the ground, and their representatives may enter the property for this purpose.
- C. If the City determines that full conformity has not been made, the City shall advise the subdivider of the changes or additions that must be made and shall afford the subdivider an opportunity to make the changes or additions. (Ord. 740 section 10.4.40(C)(9)(e), 1984; Ord 1237, 2007)

**16.68.060 Planning Commission approval.**

Approval of the plat shall be indicated by the signatures of the Planning Director or their designee. After the plat has been approved by all city and county officials, one reproducible copy of all data (plat face, dedications, certificates, approvals), one copy of all plat data in a "dxf" digital format, and one copy of recorded restrictive and protective covenants shall be returned to the City Planner. (Ord. 899 section 5, 1993; Ord. 740 section 10.4.40(C)(9)(f), 1984; Ord 1237, 2007)

**16.68.070 Filing of final plat.**

Approval of the plat by the city, as provided by this division, shall be conditioned on its prompt recording. The subdivider shall, without delay, submit the plat to the county assessor and the county governing body for signatures, as required by Oregon Revised Statutes Chapter 92. The plat shall be prepared as provided by Oregon Revised Statutes Chapter 92. Approval of the final plat shall be null and void if the plat is not recorded within six months of the date of the signature of the Planning Director. (Ord. 740 section 10.4.40(C)(9)(g), 1984; Ord 1237, 2007)

## Chapter 16.89

### APPLICATION AND REVIEW PROCEDURES

#### Sections:

- 16.89.010 Purpose.
- 16.89.020 Description and summary of processes.
- 16.89.030 Type I procedure.
- 16.89.040 Type II procedure.
- 16.89.050 Type III procedure.
- 16.89.060 Type IV procedure.
- 16.89.070 Neighborhood meetings.
- 16.89.080 Application requirements and completeness.
- 16.89.090 Modifications.
- 16.89.100 Administrative Reviews

#### 16.89.010 Purpose.

The purpose of this chapter is to establish standard decision-making procedures that will enable the City, the applicant, and the public to review applications and participate in the decision-making process in a timely and effective way. (Ord. 1080, 2001)

#### 16.89.020 Description and Summary of Processes.

All land use and development applications shall be decided by using the procedures contained in this Chapter. Specific procedures for each type of permit are contained in Sections 16.89.030 through 16.89.060. The procedure type assigned to each permit governs the decision-making process for that permit. Additional requirements may be found in the individual chapters governing each permit type. The four types of procedure are described below. Table 16.89.020 lists the City's land use and development applications and their required procedures.

- A. Type I Procedure (Ministerial). Type I decisions are made by the Planning Director without public notice and without a public hearing. The Type I procedure is used when there are clear and objective approval criteria or provisions and applying those criteria or provisions requires no use of discretion. The appeal of a Type I Planning Director's decision is heard by the Planning Commission.
- B. Type II Procedure (Administrative). Type II decisions are made by the Planning Director with public notice and an opportunity for a public hearing. The appeal of a Type II decision is heard by the Planning Commission.

- C. Type III Procedure (Quasi-Judicial/Legislative). Type III decisions are made by the Planning Commission after a public hearing, with appeals reviewed by the City Council. Type III procedures generally use discretionary approval criteria.
- D. Type IV procedure (Council Decision). Type IV decisions generally apply to legislative matters, but include certain other applications as well. Legislative matters involve the creation, revision, or large-scale implementation of public policy (e.g., adoption of land use regulations, zone changes, and comprehensive plan amendments that apply to entire districts). Type IV matters are considered initially by the Planning Commission with final decisions made by the City Council. Annexations and certain quasi-judicial applications are also processed under the Type IV process. (Ord. 1080, 2001; Ord 1237, 2007; Ord. 1514, 2019)

**TABLE 16.89.020**  
**Land Use and Development Application Procedures**

Application Type	Process Type	Notice Radius (Feet)	Neighborhood Meeting Required
Access permit to public street	I	n/a	No
Administrative Review	I	n/a	No
Administrative Review	II	100	No
Amendments to Zoning Map	IV	500	Yes
Annexation, Minor and Major	IV	500	Yes
Appeals	III	200	No
Building Permit	I	n/a	No
Comprehensive Plan Amendment	IV	500	Yes
Conditional Use Permit	III	500	No
Condominium Construct. (less than 6 units)*	I	n/a	No
Interpretation	See Section 16.05.020		
<u>Property</u> Line Adjustment**	<del>III</del>	<del>n/a</del> 100	No
Modification	See Section 16.89.090		
Non-Conforming Structure/Use	II	100	No
Parking Lot/Paving projects	I	n/a	No
Partition	II	100	No

CITY OF CANBY  
October 2019  
Chapter 16.89 – Page 2

Application Type	Process Type	Notice Radius (Feet)	Neighborhood Meeting Required
Planned Unit Development	III	200	Yes
Sign Permit (non-SDR)	I	n/a	No
Sign Permit – Discretionary Monument Sign or A-Frame Sign Permit (16.42.040)	II	100	No
Site and Design Review – Type II	II	100	No
Site and Design Review – Type III	III	500	Yes
Site Plan Review	I	n/a	No
Temporary Permit (16.44.090)	See Chapter 16.44		
Temp. Hardship Permit (16.44.100)	II	100	No
Subdivision	III	500	Yes
Text Amendment	IV	500	Yes
Variance, Minor	II	200	No
Variance, Major	III	200	No

NOTES: \* See also Chapter 16.78

\*\* See also Chapter 16.58.

#### 16.89.030 Type I procedure.

- A. Application requirements. Type I applications shall be made on forms provided by the Planning Director. The application shall be accompanied by all required information and fees.
- B. Decision requirements. The Planning Director's decision shall address all of the approval criteria. Based on the criteria and the facts contained within the record, the Planning Director shall approve, approve with conditions, or deny the requested permit or action. A written record of the decision shall be provided to the applicant and kept on file at the City.
- C. Final decision. The decision shall be final on the date it is mailed or otherwise provided to the applicant, whichever occurs first. (Ord. 1080, 2001)

#### 16.89.040 Type II procedure.

- A. Pre-application conference. A pre-application conference may be required by the Planning Director for Type II applications.
- B. Application requirements. Type II applications shall be made on forms provided by the Planning Director. The application shall be accompanied by all required information and fees.

**C. Public notice.**

1. Before making a Type II decision, the Planning Director shall mail notice meeting the requirements of state law to:
  - i. All owners of real property and, if the owner's address is different from the site address, all residents of property, within the distance prescribed in Table 16.89.020.
  - ii. Any person who submits a written request to receive notice; and
  - iii. Any governmental agency which is entitled to notice under an intergovernmental agreement entered into with the City. The City may notify other affected agencies, as appropriate, for review of the application.
  - iv. Any application that involves access to OR 99E or that is expected to impact the state highway system must be provided to the Oregon Department of Transportation for their review and comment regarding conformance with state access management and mobility standards and requirements.
  - v. Any application that is expected to impact a road under the jurisdiction of Clackamas County must be provided to Clackamas County for review and comment regarding county standards.
2. Notice of any proposal that includes a new transportation facility or improvement and where these facilities or improvements included or may impact a collector or arterial street, will be sent to the ODOT and Clackamas County or any special interest transportation groups as appropriate. Special interest transportation groups could include trucking organizations, bicycles and pedestrian interest groups, and interest groups for people with disabilities. Information that should be conveyed with the notice includes the following:
  - a. Project location
  - b. Proposed land use action
  - c. Location of project access point(s)
3. The public notice shall allow a 10-day period for submitting written comments before a decision is made on the permit.
4. The City shall prepare an affidavit of mailing for the public notice and make the affidavit part of the application file.



D. The Planning Director shall make Type II decisions in writing addressing all of the relevant approval criteria and standards. Based upon the criteria and standards, and the facts contained within the record, the Planning Director shall approve, approve with conditions, or deny the requested permit or action.

E. Notice of Decision.

1. Within five days of making a final decision on a Type II application, a notice of decision shall be sent to:
  - i. All owners of real property and, if the owner's address is different from the site address, all residents of property, within the distance prescribed in Table 16.89.020;
  - ii. Any person who submits a written request to receive notice; and
  - iii. Any governmental agency which is entitled to notice under an intergovernmental agreement entered into with the City.
2. The notice of decision shall include information on the application, the City's decision, and a statement explaining how an appeal of the decision may be filed.

F. Effective Date. A Type II decision is final for purposes of appeal when it is mailed by the City.

G. Appeal. A Type II decision may be appealed to the Planning Commission as follows:

1. The following persons have legal standing to appeal a Type II decision:
  - i. The applicant;
  - ii. Any person who was mailed notice of the decision; and
  - iii. Any other person who participated in the proceeding by submitting written comments.
2. Procedure.
  - a. A Notice of Appeal shall be filed in writing, on forms provided for the purpose by the Planning Director, within ~~40~~12 days of the date the Notice of Decision was mailed.
  - b. The Notice of Appeal shall be accompanied by all required information and fees.

- c. An appeal of a Type II decision shall be made following the Type III public notice procedures, as described in Section 16.89.050.D.
  - d. The appeal shall be limited to the specific issues raised during the written comment period unless the hearings body allows additional evidence or testimony concerning any other relevant issue. The hearings body may allow additional evidence if it determines that such evidence is necessary to resolve the case. The purpose of this requirement is to limit the scope of Type II appeals by encouraging persons to submit specific concerns in writing during the comment period. Only in extraordinary circumstances should new issues be considered by the hearings body on appeal of a Type II decision.
3. The decision of the Planning Commission regarding an appeal of a Type II decision is the final decision of the City unless appealed to the City Council. An appeal to the City Council shall follow the same notification and hearing procedures as for the appeal of the staff decision.
- H. Any decision or interpretation of this title made by staff that is not a Type II decision may be appealed to the Planning Commission without fee, provided that such appeal is filed in writing within ten days of the staff decision. Such appeals shall be heard as a new business item. The Planning Commission's decision on such appeals may be appealed to the City Council following the Type III public notice procedures, as described in Section 16.89.050.D. (Ord. 1080, 2001; Ord 1237, 2007; Ord. 1340, 2011)

**16.89.050 Type III Decision.**

- A. Pre-application conference. A pre-application conference may be required by the Planning Director for Type III applications.
- B. Neighborhood meetings. As directed in Table 16.89.020, the applicant may be required to present their development proposal at a neighborhood meeting before the City accepts the application as complete. See Section 16.89.070.
- C. Application requirements. Type III applications shall be made on forms provided by the Planning Director. The application shall be accompanied by all required information and fees.
- D. Public notice.
  - 1. At least 20 days prior to a public hearing on a Type III decision or a Type II appeal decision, the Planning Director shall mail notice meeting the requirements of state law to:
    - a. All owners of real property and, if the owner's address is different from the site address, all residents of property, within the distance prescribed in Table 16.89.020;

- b. The appointed chair of any neighborhood association whose boundaries include the subject property;
  - c. Any person who submits a written request to receive notice; and
  - d. Any governmental agency which is entitled to notice under an intergovernmental agreement entered into with the City.
  - e. For appeals, the appellant and all persons who provided testimony.
2. Notice of any proposal that includes a new transportation facility or improvement, and where these facilities or improvements included or may impact a collector or arterial street, will be sent to the ODOT and Clackamas County or any special interest transportation groups as appropriate. Special interest transportation groups could include trucking organizations, bicycle and pedestrian interest groups, and interest groups for people with disabilities. Information that should be conveyed with the notice includes the following:
- a. Project location
  - b. Proposed land use action
  - c. Location of project access point(s)
3. The City shall prepare an affidavit of mailing for the public notice and make the affidavit part of the application file. Failure of any individual to receive notice as prescribed in this section does not invalidate the proceedings.
4. Written notice shall be published in a newspaper of general circulation in Canby once in either of the two consecutive weeks prior to the hearing.
5. At least ten (10) days before the hearing, written notice shall be posted at City Hall and such other conspicuous locations as the Council may determine to be appropriate.
6. At least ten (10) days before the hearing, the applicant shall post notice of the hearing on the property as directed by the Planning Director.
7. The Planning Director may expand the notice area or take other steps to assure that affected property owners or residents are made aware of the pending public hearing.
8. Any application that involves access to the state highway system must be provided to the Oregon Department of Transportation for their review and comment regarding conformance with state access management standards and requirements.

E. Conduct of public hearing.

1. In all evidentiary hearings required by this title the following procedures shall be followed:

- a. All interested persons in attendance shall be heard on the matter of hearing, and this fact shall be communicated to those in attendance;
- b. A summary of the application or other matter for hearing shall be given by the presiding officer or their designee;

~~c. The staff report shall be made followed by questions, if any, of the staff by the hearings body;~~

~~d.c.~~ The public hearing shall be opened and testimony shall be received in the following order:

~~i.~~ Staff (brief introduction of the project (up to 5-minutes);

~~i.ii.~~ Applicant (up to 20-minutes);

~~ii.iii.~~ ii. Proponents (up to 3-minutes each);

~~iii.iv.~~ Opponents (up to 3-minutes each); and

~~v.~~ Rebuttal by proponents or applicant (up to 10-minutes);

~~iv.vi.~~ Questions of staff and applicant;

~~e.d.~~ Close public hearing;

~~f.e.~~ Additional Questions and discussion limited to the record and testimony heard by the hearing body;

~~g.f.~~ Decision by the hearing body except that further discussions, decision, or reopening of the public hearing may be postponed to another meeting, the time, date, and place of which shall be announced before adjournment.

- 2. All persons who speak at the hearing shall identify themselves by name, address, and interest in the matter. Attorneys or other agents shall be allowed to speak on behalf of all participants.
- 3. Physical evidence in the form of written documents, photographs, or other exhibits may be accepted by the hearing body if deemed to be pertinent.
- 4. A record made at any prior evidentiary hearing may be accepted, considered, and used by the hearing body at any subsequent hearing, and said body, by majority vote of a quorum present, may deny to accept or hear any repetitious matter.

5. The hearing body may recess a hearing in order to obtain additional information or to serve further notice upon other property owners or persons it decides may be interested. Upon recessing for these purposes, the hearing body shall announce the time and date when the hearing will be resumed.
6. Before the conclusion of the initial evidentiary hearing, any participant may ask the hearings body for an opportunity to present additional relevant evidence or testimony that is within the scope of the hearing. The hearings body shall grant the request by scheduling a date to finish the hearing as follows:
  - a. If the hearings body grants a continuance, the completion of the hearing shall be continued to a date, time, and place at least seven days after the date of the first evidentiary hearing. An opportunity shall be provided at the second hearing for persons to present and respond to new written evidence and oral testimony. If new written evidence is submitted at the second hearing, any person may request, before the conclusion of the second hearing, that the record be left open for at least seven days, so that they can submit additional written evidence or testimony in response to the new written evidence; or
  - b. If the hearings body leaves the record open for additional written evidence or testimony, the record shall be left open for at least seven days after the hearing. Any participant may ask the City in writing for an opportunity to respond to new evidence submitted during the period the record was left open. If such a request is filed, the hearings body shall reopen the record as follows:
    - i. When the hearings body re-opens the record to admit new evidence or testimony, any person may raise new issues which relate to that new evidence or testimony.
    - ii. An extension of the hearing or record granted pursuant to this subsection is subject to the limitations of ORS 227.178 (120-day rule), unless the continuance or extension is requested or agreed to by the applicant.
    - iii. If requested by the applicant, the City shall allow the applicant at least seven days after the record is closed to all other persons to submit final written arguments in support of the application, unless the applicant expressly waives this right. The applicant's final submittal shall be part of the record but shall not include any new evidence.

**F. Decision process.**

1. Approval or denial of a Type III decision or appeal of a Type II decision shall be based on standards and criteria located in the code.

2. The hearings body shall issue a final written order containing findings and conclusions that approve, approve with conditions, or deny the application.
3. The written decision shall explain the relevant criteria and standards, state the facts relied upon in rendering the decision, and justify the decision according to the criteria, standards, and facts.
4. In cases involving attorneys, the prevailing attorney shall prepare the findings, conclusions, and final order. Staff shall review and, if necessary, revise, these materials prior to submittal to the hearings body.

**G. Notice of Decision.**

1. The written findings shall be sent to:
  - a. Any person who submits a written request to receive notice, provides written comments during the application review period, or provides written or oral testimony in the public hearing;
  - b. The applicant and owner of the subject property;
  - c. Any governmental agency which is entitled to notice under an intergovernmental agreement entered into with the City.
2. The written findings shall include information on the application, the City's decision, and a statement explaining how an appeal of the decision may be filed.

**H. Effective Date.** A Type III decision is final for purposes of appeal when it is mailed by the City.

**I. Appeal.** The Planning Commission's decision on a Type III decision or Type II appeal may be appealed to the City Council as follows:

1. The following have legal standing to appeal:
  - a. The applicant;
  - b. Any person who was mailed notice of the decision;
  - c. Any other person who participated in the proceeding by testifying or submitting written comments; and
  - d. The City Council, on its own motion.
2. Procedure.



- a. A Notice of Appeal shall be filed in writing, on forms provided for the purpose by the Planning Director, within ~~10-12~~ days of the date the Notice of Decision was mailed.
  - b. The Notice of Appeal shall be accompanied by all required information and fees.
  - c. The appeal shall be limited to the specific issues raised during the comment period and public hearing process unless the hearings body allows additional evidence or testimony concerning any other relevant issue. The hearings body may allow additional evidence if it determines that such evidence is necessary to resolve the case. The purpose of this requirement is to limit the scope of appeals by encouraging persons to be involved in the public hearing. Only in extraordinary circumstances should new issues be considered by the hearings body on an appeal.
3. The City Council shall overturn or remand the decision of the Planning Commission only when one or more of the following findings are made:
- a. That the Commission did not correctly interpret the requirements of this title, the Comprehensive Plan, or other requirements of law;
  - b. That the Commission did not observe the precepts of good planning as interpreted by the Council; or
  - c. That the Commission did not adequately consider all of the information which was pertinent to the case.
  - e.d. The Commission did not receive correct or complete information in the original application.
4. The Council's action on an appeal shall be governed by the same general regulations, standards, and criteria as apply to the Commission in the original consideration of the application. Council may choose to remand decisions to the Planning Commission if new information is presented that was not part of the original Planning Commission record.
- J. Any decision of the Planning Commission may be appealed to the City Council unless otherwise specified in this Title. Such appeals will be processed using the Type III procedures unless otherwise specified in this Title.
- K. The decision of the City Council regarding a Type IV decision, appeal of a Planning Commission decision, or any other process contained within this title, is the final decision of the City. (Ord. 1080, 2001; Ord. 1111 section 5, 2003; Ord 1237, 2007)

Commented [DH1]: Added by planning commission

Formatted: List Paragraph, Left, Line spacing: single, No bullets or numbering, Tab stops: Not at 0.75"

Commented [DH2]: Added by planning commission

#### 16.89.060 Type IV decision.

CITY OF CANBY  
October 2019  
Chapter 16.89 – Page 11

For certain applications, the City Council makes a final decision after a recommendation by the Planning Commission. These application types are referred to as Type IV decisions.

**A. Pre-application conference.** A pre-application conference may be required by the Planning Director for Type IV applications.

**B. Neighborhood meetings.** The applicant may be required to present their development proposal at a neighborhood meeting (see Section 16.89.070). Table 16.89.020 sets the minimum guidelines for neighborhood review but the Planning Director may require other applications to go through neighborhood review as well.

**C. Application requirements.** Type IV applications shall be made on forms provided by the Planning Director. The application shall be accompanied by all required information and fees.

**D. Public notice and hearings.** The public notice and hearings process for the Planning Commission's review of Type IV applications shall follow that for Type III applications, as provided in subsections 16.89.050.D and 16.89.050.E.

**E. Decision process.**

1. Approval or denial of a Type IV decision shall be based on the standards and criteria located in the code.
2. The hearings body shall issue a final written order containing findings and conclusions recommending that the City Council approve, approve with conditions, or deny the application.
3. The written decision shall explain the relevant criteria and standards, state the facts relied upon in rendering the decision, and justify the decision according to the criteria, standards, and facts.
4. In cases involving attorneys, the prevailing attorney shall prepare the findings, conclusions, and final order. Staff shall review and, if necessary, revise, these materials prior to submittal to the hearings body.

**F. City Council proceedings:**

1. Upon receipt of the record of the Planning Commission proceedings, and the recommendation of the Commission, the City Council shall conduct a review of that record and shall vote to approve, approve with conditions, or deny the recommendation of the Planning Commission.
2. The City Council may question those individuals who were a party to the public hearing conducted by the Planning Commission if the Commission's record appears to be lacking sufficient information to allow for a decision by the Council. The Council shall hear arguments based solely on the record of the Commission.

3. The City Council may choose to conduct public hearings on Comprehensive Plan amendments, amendments to the text of this title, zone map amendments, and annexations. If the Council elects to conduct such hearings, it may do so in joint session with the Planning Commission or after receiving the written record of the Commission. (Ord. 1080, 2001)

**16.89.070 Neighborhood Meetings.**

- A. Applicants are encouraged to meet with adjacent property owners and neighborhood representatives prior to submitting their application in order to solicit input, identify issues, and exchange information about the proposed meeting.
- B. The Planning Commission or Planning Director may require an applicant to hold a meeting in the neighborhood prior to accepting an application as complete. A neighborhood meeting is required for some application types, as shown in Table 16.89.020, unless this requirement is waived by the Planning Director.
- C. At least two weeks prior to the neighborhood meeting, the applicant shall mail notice of the meeting to:
  1. The appointed chair of any neighborhood association in whose boundaries the application lies; and
  2. All of those who would receive notice of the application's public hearing before the Planning Commission.
- D. The meeting shall be held in a fully accessible location approved by the City.
- E. Following a required neighborhood meeting, applicants shall prepare a written summary of pertinent issues raised and shall prepare a detailed response to each issue. This material shall be submitted to the Planning Department in electronic format at least two weeks before the initial public hearing.
- F. Applicants or attendees may make audio or video recordings of the neighborhood meeting if desired. (Ord. 1080, 2001; Ord. 1111 section 5, 2003; Ord 1237, 2007; Ord. 1514, 2019)

**16.89.080 Application Requirements and Completeness.**

- A. Submittal. Applications for land use and development permits shall be filed on forms provided by the purpose by the Planning Director. The application shall be made with all required information and fees.
- B. Fees. Fees shall be set out by resolution adopted by the City Council. Fees shall differentiate between various processes and applications and no part of the fee shall be refunded unless approved by the Planning Director.

C. Amendments to forms. Application forms may be amended by the Planning Director. The Planning Commission shall first review and approve all proposed amendments as New Business Items.

D. Completeness. In reviewing an application for completeness, the following procedure shall be used:

1. When an application is received by the City, the Planning Director shall immediately determine whether the following essential items are present. If they are not, the Planning Director may choose not to accept the application, in which case the application shall be immediately returned to the applicant:

- a. The required form;
- b. The required fee; and
- c. The signature of the applicant on the form, and signed written authorization of the property owner of record if the applicant is not the owner.

2. Completeness.

a. After the application is accepted, the Planning Director shall review the application for completeness. If the application is incomplete, the Planning Director shall notify the applicant in writing exactly what information is missing within thirty (30) days of the application and allow the applicant 180 days to submit the missing information;

b. In accordance with the application submittal requirements, the application shall be deemed complete upon the receipt by the Planning Director of all required information. The applicant shall have the option of withdrawing the application or refusing to submit information requested under (a), above. For the refusal to be valid, it shall be made in writing and received by the Planning Director no later than fourteen (14) days after the date on the letter of incompleteness. If the applicant refuses in writing to submit the missing information, the application shall be deemed complete for the purposes of processing on the 31st day after first acceptance of the application.

E. The City shall take final action on permit applications which are subject to this chapter, including resolution of all appeals, within 120 days from the date the application is deemed complete. Any exceptions to this rule shall conform to the provisions of ORS 227.178. This 120-day rule does not apply to legislative comprehensive plan and text amendment applications as defined under ORS 227.178.

F. Standards and criteria. Approval or denial of a complete application shall be based upon the standards and criteria that were applicable at the time the application was first accepted. (Ord. 1080, 2001)

#### **16.89.90 Modifications.**

Any proposed modification to previously approved land use applications, including site plans, elevations, or conditions of approval, shall be reviewed by the Planning Director to determine if they are minor, intermediate, or major. Factors to be considered in this determination include the date of the original application, the impact on neighboring properties, and the impact on public service provision. Modifications shall be processed as indicated in subsections A through D below. Modification applications shall be made on forms provided for the purpose by the Planning Director.

- A. Minor Modification.** Minor modifications have a negligible impact on an approved site plan, land use decision, or condition of approval. The Planning Director will review all minor modifications under the Type I process.
- B. Intermediate Modification.** Intermediate modifications are those that do not fit the definitions in 16.89.090(A) or (C). The Planning Director will review intermediate modifications under the Type II process. If the Planning Director approves an intermediate modification, notice of the decision will be made in accordance with the Type II process. The individuals noticed may obtain a public hearing on the issue by filing a request in writing within ten days of the notice mailing date. Any additional costs of such hearings shall be paid by the modification applicant. Hearing notice shall follow the requirements of the procedure type of the original application.
- C. Major Modification.** Any modification that would result in a substantial impact to an approved site plan, land use decision, or condition of approval is a major modification. Major modifications shall be processed using the procedure type of the original application.
- D. Modification criteria.** Modification applications shall be evaluated based on the criteria pertaining to the original application being modified. (Ord. 1111, 2003; Ord 1237, 2007)

#### **16.89.100 Administrative Reviews.**

Where a determination about a proposed use, structure or the legality of a parcel cannot be made without interpretation or the exercise of factual, policy or legal judgment, the proposed use, structure, or the legality of a lot or parcel may be reviewed as an administrative review subject to submittal of an application as provided in this chapter. The administrative review procedures, as provided below, shall be followed in making these decisions.

- A.** The decision shall be made on the basis of the applicable city comprehensive plan and applicable standards and criteria in the City Of Canby land development and planning ordinance. The Planning Director or designee may attach any conditions of approval deemed necessary to ensure conformance of the use, structure, lot or parcel to the standards or criteria. Administrative Review Applications may be submitted and shall be signed as required in this chapter. Notwithstanding any other provisions of this title, the Planning Director or designee may forward any

land use permit or application to the planning commission for a public hearing and initial decision.

- B.** Notice of a decision shall be sent to the applicant, the owner(s) of the subject property, the co-tenants if the subject property is owned by tenants in common, and all property owners within the notification area prescribed by this chapter or as required by state law or administrative rule.
- C.** The applicant or any persons aggrieved or affected by the decision may file a request for a hearing to the City Planning Department within 120 days of the date the decision was rendered. The request must follow procedures in Sections 16.89.030 and 040.
- D.** The applicant may file a request for reconsideration without a hearing to the Planning Department within 120 days of the date the decision was rendered. The request must be in writing and received in the Planning Department office prior to the decision being final, and should explain wherein the decision is factually or legally incorrect, or state new facts material to the decision that were not available to the Planning Director, or propose modifications that will better conform the proposal to the requirements of this title. The request for reconsideration shall include a signed 30-day waiver of the 120-day time limit in the Oregon Revised Statutes.

Applicants shall be limited to one request for reconsideration per application. The Planning Director shall reconsider the matter and provide notice to the person requesting reconsideration and as required in subsection (B) of this section.

- E.** When reconsideration has been requested, the decision is stayed until final action is taken. (Ord. 1514, 2019)



<b>Chapter 16.81</b> <b>MIDDLE HOUSING MODEL ORDINANCE</b>
---------------------------------------------------------------

**Sections:**

- 16.81.010 Purpose**
- 16.81.020 Applicability**
- 16.81.030 Review Procedures**
- 16.81.040 Development Standards**

**16.81.010 Purpose.**

The purpose of the middle housing model ordinance is to implement Oregon House Bill 2001, codified in ORS 197.758 by providing siting and design standards for duplex development on lots or parcels that allow for the development of detached single-family dwellings. Canby has adopted the State's Model Ordinance for a Medium City (see **Figure 1**, attached).

**16.81.020 Applicability.**

- A.** This chapter provides guidance and identified development standards as a complement to the Model Ordinance. Canby is a medium city as defined by Oregon House Bill 2001 with a population between 10,000 and 25,000 and not within Metro's jurisdiction. Duplexes are allowed on any lot in Canby that permits a single-family home as an outright use. This applies primarily to the Low Density Residential R-1 zone. Other zones including the Medium Density Residential R-1.5 and Commercial Residential C-R also permit single family detached housing and duplexes and are subject to the zoning standards in these zones.

**16.81.030 Review Procedure.**

Duplex development will be subject to the Type 1 Site Plan Review requirements in Application and Review Procedures 16.89.030.

**16.81.040 Development Standards**

The development standards included below are requirements from Oregon House Bill 2001 and are the minimum standards required by the Department of Land Conservation and Development.

**A. Maximum Density**

- 1. In a Low Density Residential (R-1) zone a maximum of two dwelling units are permitted on each legal lot subject to development and infrastructure requirements. This could result in one duplex or a single family home and an accessory dwelling unit on one legal lot. Residential density is regulated by the

development standards in Medium Density Residential (R-1.5) and Commercial Residential (C-R) zones.

**B. Setbacks**

Setbacks are regulated by the zoning code for the R-1, R-1.5 and C-R zones with the exception that rear yard setbacks for duplex development is permitted within 15 feet of the property line.

**C. Lot Sizes**

Minimum lot size for the R-1, R-1.5 and C-R zone apply to C-R creation of lots. Oregon Senate Bill 458 will permit division of a duplex into two lots on a legal lot as of July 1, 2022.

**D. Standards**

All R-1, R-1.5 and C-R zone design standards apply to duplex development.

**E. Building Height**

Maximum building height is limited to 35 feet in the R-1, R-1.5 and C-R zones for duplex development.

**F. Impervious Surface**

Maximum impervious surface permitted in the R-1, R-1.5 and C-R zones apply to duplex development.

**G. Parking**

Parking is not required for duplex development in the R-1, R-1.5 and C-R zones.

**H. Utilities**

Clear and objective standards apply to utility requirements, so the same utility standard would apply equally between what is required for single-family detached home and a duplexes.

**I. Frontage Improvements**

Clear and objective standards apply to frontage improvement requirements, so the same frontage standard would apply equally between what is required for single-family detached home and a duplexes.

## FIGURE 1

### Medium Cities Middle Housing Model Code

#### **User's Guide:**

Oregon House Bill 2001 (2019) (HB 2001) requires that “Medium Cities” (defined as cities with a population of more than 10,000 and less than 25,000 that are not within Metro’s jurisdiction) allow a duplex on each lot or parcel zoned for residential use that allows for the development of detached single family dwellings. Duplexes provide an opportunity to increase housing supply in developed neighborhoods and can blend in well with detached single-family dwellings.

The bill allows local governments to regulate siting and design of duplexes, provided that the regulations do not, individually or cumulatively, discourage duplex development through unreasonable costs or delay. When regulating siting and design of duplexes, Medium Cities should balance concerns about neighborhood compatibility and other factors against the need to address Oregon’s housing shortage by removing barriers to development and should ensure that any siting and design regulations do not, individually or cumulatively, discourage the development of duplexes through unreasonable costs or delay.

Medium Cities may develop their own standards in compliance with the requirements of HB 2001. This model code may provide guidance toward that end. However, if Medium Cities do not wish to prepare their own standards or if Medium Cities do not adopt the required code amendments by June 30, 2021, they must directly apply this model code prepared by the Department of Land and Conservation Development (DCLD) to development in their jurisdictions. The model code is intended to be straightforward and implementable by Medium Cities throughout the state. The model rules are consistent with the requirements and intent of HB 2001 and are intended to ensure that a duplex is no more difficult to develop than a detached single family home. The model code will be adopted by reference into Oregon Administrative Rules.

To the extent they are applicable, the Administrative Rules contained in Chapter 660, Division 46 apply to and may be used to interpret this model code.

## **Sections:**

- A. Purpose**
- B. Definitions**
- C. Applicability**
- D. Relationship to Other Regulations**
- E. Permitted Uses and Approval Process**
- F. Development Standards**
- G. Design Standards**
- H. Duplex Conversions**
- I. Figures**

### **A. Purpose**

The purpose of this model middle housing code (“code”) is to implement HB 2001, codified in ORS 197.758 et seq, by providing siting and design standards for duplexes developed on lots or parcels that allow for the development of detached single family dwellings.

### **B. Definitions**

The following definitions shall apply for the purposes of this code, notwithstanding other definitions in the development code:

1. “Detached single family dwelling” means a detached structure on a lot or parcel that is comprised of a single dwelling unit. Detached single family dwellings may be constructed off-site, e.g., manufactured dwellings or modular homes.
2. “Duplex” means two dwelling units on a lot or parcel in any configuration. Figures 1–6 in Section I illustrate examples of possible duplex configurations. In instances where a development can meet the definition of a duplex and also meets the definition of a primary dwelling unit with an accessory dwelling unit (ADU), the applicant shall specify at the time of application review whether the development is considered a duplex or a primary dwelling unit with an ADU.
3. “Lot or Parcel” means any legally created unit of land.
4. “Zoned for residential use” means a zoning district in which residential dwellings are the primary use and which implements a residential Comprehensive Plan map designation.

### **C. Applicability**

1. Except as specified in subsection (2) of this section (C), the standards in this code allow for the development of duplexes, including those created through conversion of existing detached single family dwellings, on lots or parcels zoned for residential use that allow for the development of detached single family dwellings.
2. The standards in this code do not allow the following, unless otherwise permitted by the development code:

- Creation of duplexes on lots or parcels on lands that are not zoned for residential use. This includes lands zoned primarily for commercial, industrial, agricultural, public, or mixed uses, even if those zones allow for the development of detached single family dwellings.
- Creation of more than two dwelling units on a single lot or parcel.

#### **D. Relationship to Other Regulations**

1. Conflicts. In the event of a conflict between this code and other standards applicable to a duplex, the standards of this code control.
2. Public Works Standards. Clear and objective exceptions to public works standards granted to single family dwellings shall also be granted to duplexes.
3. Protective Measures. Duplexes shall comply with protective measures (plans, policies, or regulations) adopted pursuant to statewide land use planning goals (e.g., environmental and natural hazard protections).

#### **E. Permitted Uses and Approval Process**

Duplexes are permitted outright on lots or parcels zoned for residential use that allow for the development of detached single family dwellings. Duplexes are subject to the same approval process as that for detached single family dwellings in the same zone and are subject only to clear and objective standards, approval criteria, conditions, and procedures. Alternatively, an applicant may choose to submit an application for a duplex subject to discretionary standards and criteria adopted in accordance with ORS 197.307, if such a process is available.

#### **F. Development Standards**

Except as specified below, duplexes shall meet all clear and objective development standards that apply to detached single family dwellings in the same zone (including, but not limited to, minimum and maximum lot size, minimum and maximum setbacks, and building height), unless those standards conflict with this code.

The following development standards are invalid and do not apply to duplexes being developed on lots or parcels zoned for residential use that allow the development of a detached single family dwelling:

1. Maximum Density. The jurisdiction's pre-existing density maximums and minimum lot sizes for duplexes do not apply.
2. Setbacks. A minimum front setback of greater than 20 feet or a minimum rear setback of greater than 15 feet except for those minimum setbacks applicable to garages and carports.
3. Off-Street Parking. Any off-street parking requirement.

## G. Design Standards

New duplexes shall meet all clear and objective design standards (e.g., entry orientation, window coverage, articulation, etc.) that apply to detached single family dwellings in the same zone, unless those standards conflict with this code. Facades of dwellings that are separated from the street property line by another dwelling are exempt from meeting building design standards.

Any design standards that apply only to duplexes are invalid.

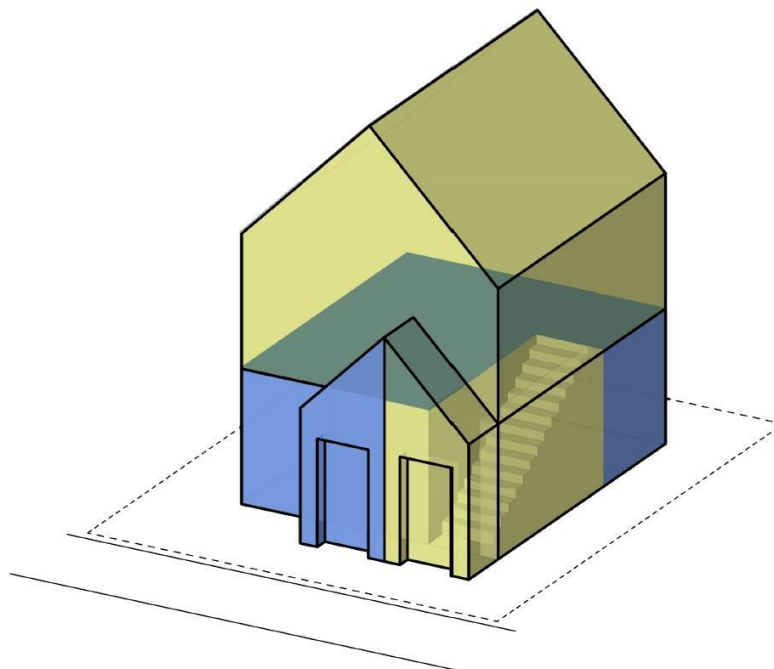
## H. Duplex Conversions

Conversion of an existing detached single family dwelling to a duplex is allowed, pursuant to Section C, provided that the conversion does not increase nonconformance with applicable clear and objective standards.

## I. Figures

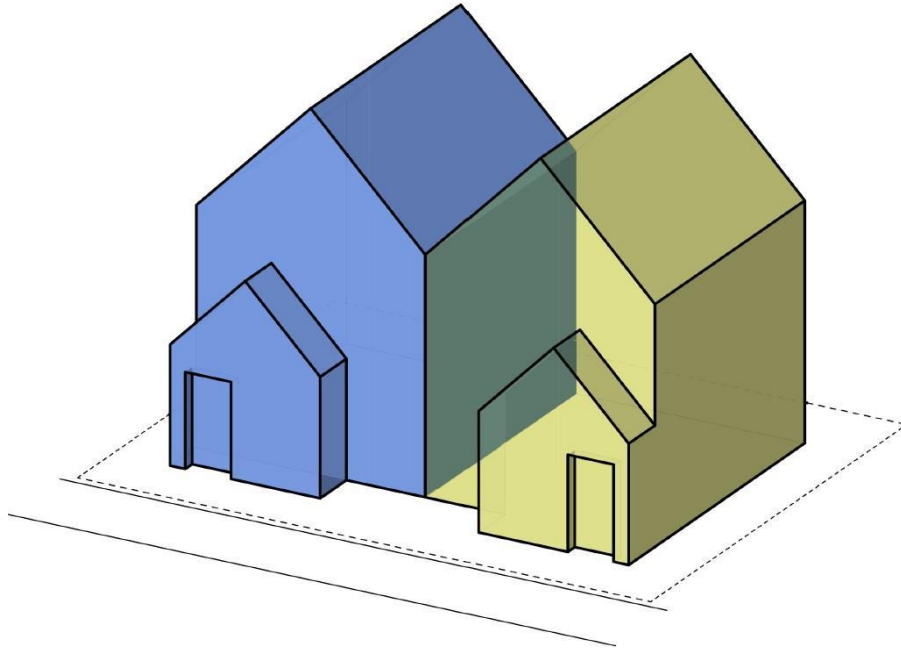
The following figures illustrate examples of possible duplex configurations. Other configurations may also be acceptable, provided the development meets the definition of duplex, pursuant to Section B.

*Figure 1. Stacked Duplex*

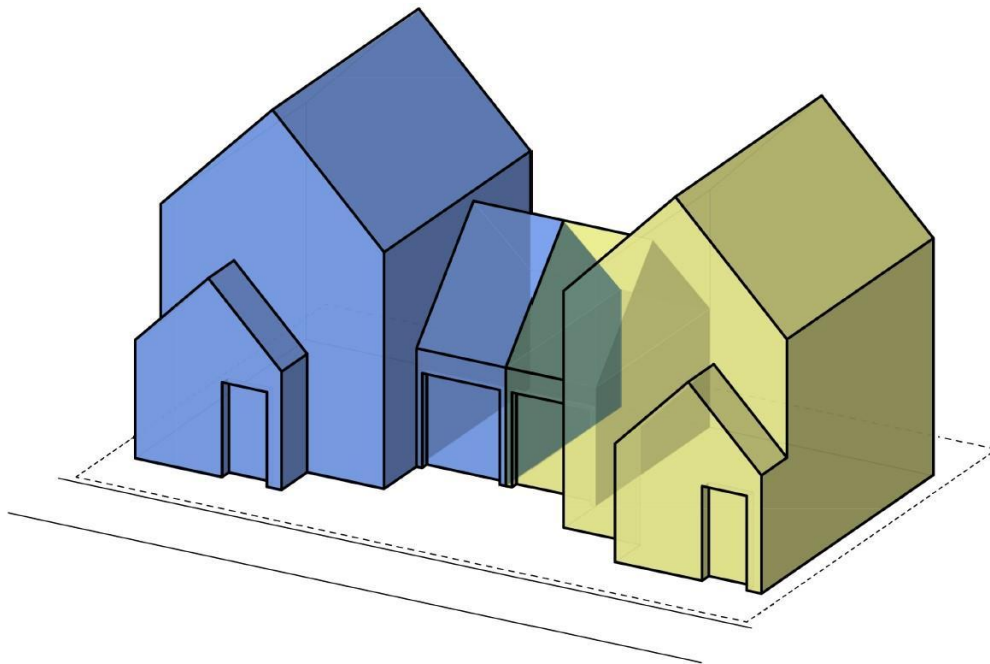




*Figure 2. Side-by-Side Duplex*



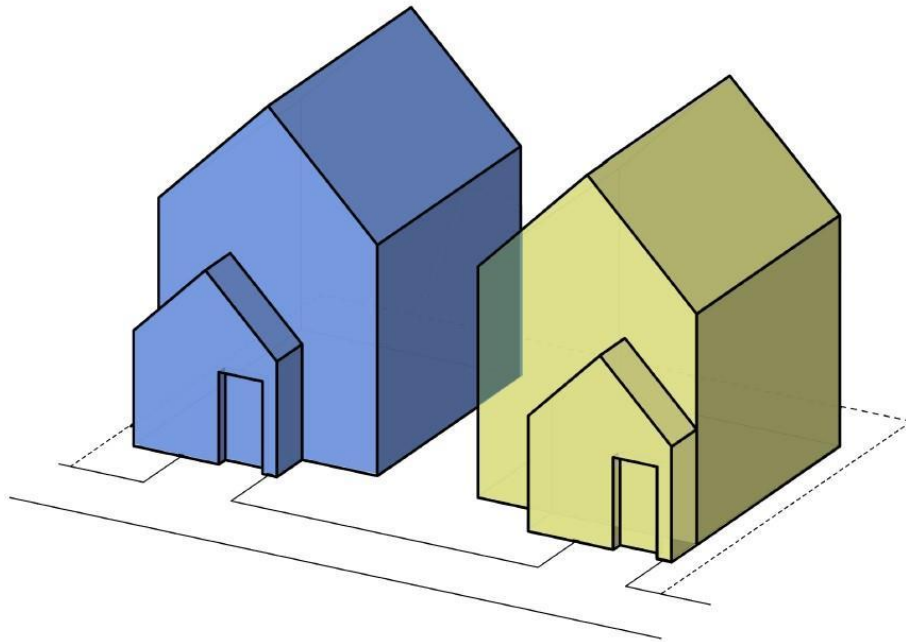
*Figure 3. Duplex Attached by Garage Wall*



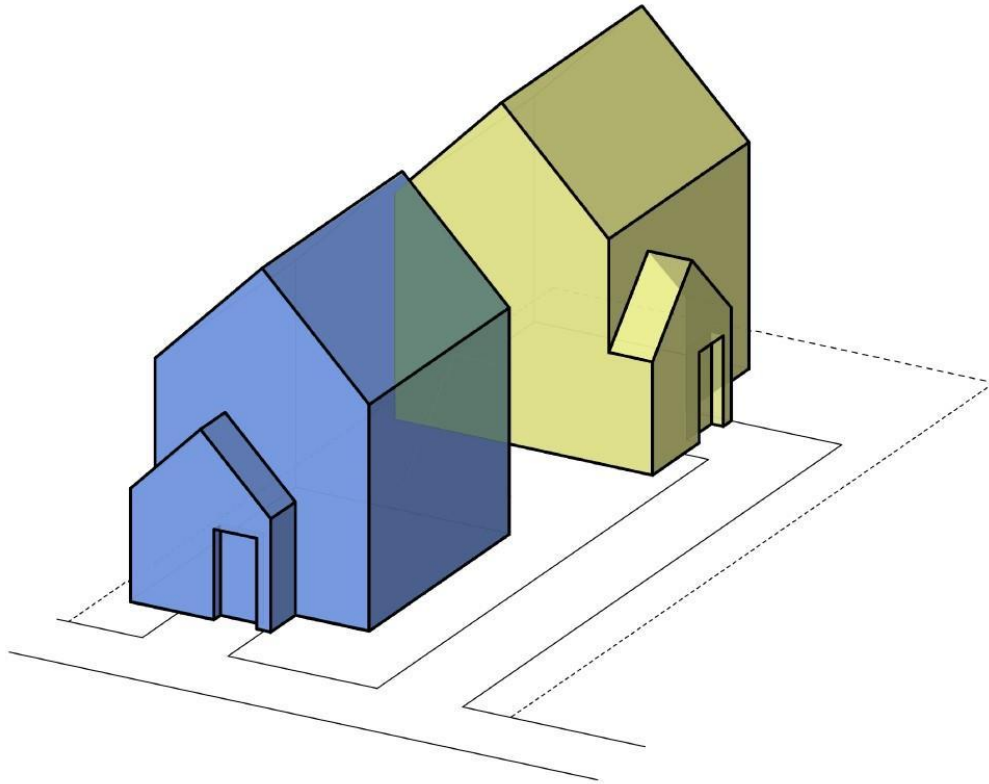
*Figure 4. Duplex Attached by Breezeway*



*Figure 5. Detached Duplex Units Side-by-Side*



*Figure 6. Detached Duplex Units Front and Back*





## CITY COUNCIL STAFF REPORT

Meeting Date: 6/1/2022

To: The Honorable Mayor Hodson & City Council

Thru: Scott Archer, City Administrator

From: Todd Wood, Transit & Fleet Services Director

Agenda Item: Consider Ordinance No. 1575: An Ordinance Authorizing the City Administrator to purchase nine bus shelters with solar lighting and benches, one standalone bench, and one solar light from Brasco International of Madison Heights, Michigan to come up for a second reading on June 15, 2022.

Goal: Plan a Transportation System that eases the impacts of growth

Objective: N/A

---

### Summary

In 2020, Canby Area Transit applied for and was awarded a grant to improve 10 bus stops along 99E within the City of Canby's Urban Growth Boundary. The project is tied to ODOT's project to resurface and improve the intersections along 99E. ODOT will prepare six of the stops and the City will prepare four of the stops. The City will install shelters and benches at nine of the stops and a bench at one stop. The City will maintain the shelters and benches at all ten stops.

### Background

Canby Area Transit owns and maintains two shelters along the CAT Route 99X. The existing shelters are at the Canby Transit Center in Canby. At the Route 99X bus stops in Oregon City and Woodburn riders enjoy the use of facilities owned and maintained by TriMet and Woodburn Transit Service. This leaves 37 unimproved bus stops on the CAT Route 99X along Highway 99E.

Bus shelters have long been a desire along the 99E corridor. The project to resurface 99E along with the availability of Federal funds represented the ideal time to add the much needed improvements to the system.

### Discussion

In early 2019, the City had conversations with Robert DeVassie, ODOT Project Manager, regarding an ODOT project to resurface Highway 99E between Pine Street and Berg Parkway.

In 2020, the City applied for and was awarded 5339 Federal Grant fund in the amount of \$266,900 with a required 25% match in order to improve the 10 identified stops.

Improving Route 99X bus stops is specifically mentioned on pages 34 and 35 of Volume II: Transit Master Plan for Canby Area Transit (October 25, 2017).

The stops inside the Canby Urban Growth Boundary (CUGB) are designated as the Canby fixed-route service area and enjoy the most frequent bus service. The other stops along the Route 99X outside the CUGB are considered commuter service bus stops. The 10 stops identified in this request are highly used stops along the most congested section of the Route 99X. Improving these stops will be the first step toward improving all bus stops along the route.

After evaluating the stop usage it was decided that the first stops to be improved should be the ones that have the most frequent service, are most visible to Canby residents, and are also among the most frequently used bus stops.

This project includes engineering, permitting, property coordination, excavation, sidewalk and shelter construction and acquisition of required equipment to improve ten (10) CAT Route 99X bus stops along Highway 99E within the Canby Urban Growth Boundary. Six (6) of these bus stops are located within ODOT's 99E K18775 OR 99E Pine Street - Berg Parkway repaving project. The City has been working with Robert DeVassie, ODOT Project Manager to include the six (6) bus stop improvements in the scope of work for the repaving project. The four (4) additional stop improvements are north of the project area and within the Canby Urban Growth Boundary. The city has been working with Curran-Mcleod consulting engineers to design the four additional stop locations.

This portion of the project is for the purchase of nine bus stops with benches and lighting, and one stand-alone bench with a solar light.

### **Attachments**

Ordinance No. 1575  
Shelter Bid  
Shelter Pictures

### **Fiscal Impact**

The cost of the Project is as follows:  
Estimated total project cost: \$375,000

Shelter Hardware: \$81,950

This represents the cost for shelters, benches, lighting, powder coating, and shipping.

### **Recommendation**

Staff recommends that the Council authorize the City Administrator to purchase nine shelters with solar lighting, ten benches, one standalone solar light each with powder coating and delivery in the amount of Eighty One Thousand, Nine Hundred and Fifty dollars (\$81,950).

### **Proposed Motion**

"I move to pass **Ordinance No. 1575**: An Ordinance Authorizing the City Administrator to purchase nine bus shelters with solar lighting and benches, one standalone bench, and one solar light from Brasco International of Madison Heights, Michigan to come up for a second reading on June 15, 2022.

## **ORDINANCE NO. 1575**

### **AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO PURCHASE BUS SHELTERS, BENCHES AND LIGHTING FROM BRASCO INTERNATIONAL OF MADISON HEIGHTS, MICHIGAN**

**WHEREAS**, the City of Canby/Canby Area Transit (CAT) wishes to add bus shelters and seating to 10 stops along 99E;

**WHEREAS**, CAT received grant contract no.34228 from ODOT – Rail and Public Transit Division for \$266,900 in 5339 Capital funds to provide a portion of the funding to purchase and install 9 shelters and 10 benches with lighting with a match rate of 25%;

**WHEREAS**, the estimated total cost of the project is \$375,000;

**WHEREAS**, the grant funds including match and additional funds for the proposed project are included in the adopted budget for fiscal year 2021/22 for the City of Canby;

**WHEREAS**, the project will work in conjunction with ODOT and the O99E project;

**WHEREAS**, the City will purchase and install the shelters, benches and Lighting;

**WHEREAS**, the City received a quote from BRASCO International in the amount of \$81,950 including nine shelters with solar lighting, ten benches, and one standalone solar light including powder coating and delivery; and

**WHEREAS**, the City will install the shelters once preparation of each site is complete.

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

1. The City Administrator is hereby authorized and directed to make, execute and declare in the name of the City of Canby (Canby Area Transit) and on its behalf, an appropriate Purchase Order with BRASCO International:
  - Purchase Order including nine shelters with solar lighting, ten benches, one standalone solar light each with powder coating and delivery in the amount of Eighty One Thousand, Nine Hundred and Fifty dollars (\$81,950)



**SUBMITTED** to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, June 1, 2022 and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular meeting thereof on Wednesday, June 15, 2022 commencing at the hour of 7:30 PM in the Council Meeting Chambers located at 222 NE 2<sup>nd</sup> Avenue, 1<sup>st</sup> Floor in Canby, Oregon.

---

Melissa Bisset, CMC  
City Recorder

**PASSED** on second and final reading by the Canby City Council at a regular meeting thereof on the 15<sup>th</sup> of June, 2022 by the following vote:

YEAS \_\_\_\_\_

NAYS \_\_\_\_\_

---

Brian Hodson  
Mayor

**ATTEST:**

---

Melissa Bisset, CMC  
City Recorder



# QUOTE

Quote Number: 051822LS02  
Quote Date: May 18, 2022  
Quote Expiration: 30 Days from Quote Date  
Return to: lsweeney@brasco.com

## Quoted for:

Todd Wood  
City of Canby, OR  
WoodT@canbyoregon.gov  
(503) 266-0751

PREPARED BY		PROJECT NAME	PAYMENT TERMS (WITH APPROVED CREDIT)	LEAD TIME	
Lauren Sweeney		Slimline Series Shelters	Net 30 Days	±20-22 Weeks from Approvals	
QTY	ITEM	DESCRIPTION	UNIT PRICE	TOTAL	
8	SL-0408-F-0-AR-PC-TG-1-0-S	4' x 8' Slimline Series Aluminum Structure Three Sided; Full Sided with Open Front 1/4" Clear Tempered Safety Glass Wall Panels Clear or Dark Bronze Anodized Aluminum Finish Arched Roof with Clear, White, or Bronze Structured Polycarbonate Glazing	\$6,250	\$50,000	
1	SL-0408-C-0-AR-PC-TG-1-0-S	4' x 8' Slimline Series Aluminum Structure Three Sided; Cantilevered Side Walls with Open Front 1/4" Clear Tempered Safety Glass Wall Panels Clear or Dark Bronze Anodized Aluminum Finish Arched Roof with Clear, White, or Bronze Structured Polycarbonate Glazing	\$5,975	\$5,975	
9	Powder Coat Finish	Powder Coat Painted Finish in Lieu of Standard Anodized Finish—RAL TBD	\$700	\$6,300	
9	Solar Lighting Package	Solar Lighting Package with Solar Panel, Battery, Solar Controller, Vented Aluminum Enclosure, and LED Lighting For General Illumination	\$1,575	\$14,175	
9	Wall Mounted Bench	4' Wall Mounted Aluminum Bench with Backrest in Matching Finish	\$300	\$2,700	
1	SolStop Head & Button	SolStop Solar Lighting Head and Push Button Activation with Sign Plate 20 Watt Solar Panel, 5 Watt LED Lighting, Battery and Solar Controller/Timer Powder Coat Painted Finish—RAL TBD	\$1,375	\$1,375	
1	Mounting Pole	3" x 3" x 9' Square Aluminum Mounting Pole For SolStop Head and Button Powder Coat Painted Finish—RAL TBD	\$575	\$575	
1	Touchless Sensor	Touchless Activation Sensor for SolStop in Lieu of Standard Push-Button Activation	\$200	\$200	
1	4' Pedestal Bench	4' Freestanding Aluminum Pedestal Bench with Backrest Powder Coat Painted Finish—RAL TBD	\$650	\$650	
Option 1	6' Pedestal Bench	6' Freestanding Aluminum Pedestal Bench with Backrest Powder Coat Painted Finish—RAL TBD	\$825	Not Included	
Option 2	8' Pedestal Bench	8' Freestanding Aluminum Pedestal Bench with Backrest Powder Coat Painted Finish—RAL TBD	\$1,075	Not Included	
Option 3	Trash Receptacle	Eclipse 32 Gallon Perforated Aluminum Trash Receptacle with Bonnet Lid	\$750	Not Included	
			<b>Subtotal</b>	<b>\$81,950</b>	
			<b>Freight</b>	<b>Included</b>	
			<b>Total</b>	<b>\$81,950</b>	

This is a quotation on the above products listed and is subject to the conditions noted below.

Prices are subject to change after quote expiration date. Payment terms are subject to change per Brasco's Financial Credit Approval Process.

Offloading shipments is the responsibility of the customer. Please note that a forklift with 8' forks is required unless otherwise noted in writing. Structures must be anchored into concrete or as otherwise specified; all anchoring hardware is included.

\*Structural Engineering with Stamped Drawings and Structural Calculations is an additional \$975 per shelter model.  
Concrete Pad Design and Analysis is an additional \$500, if required.

Lead time begins after all approvals including drawings, color selections, applicable deposits, etc. Our lead times have temporarily increased due to COVID-19. Our production team is doing everything possible to return our lead times to normal. Thank you for your understanding and patience.

Signature of Acceptance\*

Date

Print Name

Title

\*The above prices, specifications and conditions are satisfactory and are hereby accepted. Brasco International, Inc. is authorized to proceed with the supply of products as noted. Brasco International, Inc. is a vendor and not a contractor or subcontractor. Brasco International, Inc. is not subject to any payment retainage or liquidated damages. All Brasco standard terms and conditions of sale apply.

We Thank You For Your Business

32400 Industrial Dr. Madison Heights, MI 48071 • P: (313) 393-0393 F: (313) 393-0499  
www.BRASCO.com





## Brasco International, Inc. ("Brasco") Standard Terms and Conditions of Sale

The Brasco International, Inc. Standard Terms and Conditions of Sale ("Terms and Conditions") are incorporated herein by reference and form part of this agreement. This quotation shall be valid for 30 days unless otherwise withdrawn by Brasco prior to Purchaser accepting. Purchaser's issuance of either a purchase order or an acceptance shall constitute an acceptance of the Brasco Terms and Conditions. Acceptance shall be in writing. Any additional terms or modifications to the Brasco Terms and Conditions proposed by Purchaser, whether in a purchaser order or otherwise, are expressly rejected by Brasco and not part of the agreement between Brasco and Purchaser. The agreement between Brasco and the Purchaser shall be referred to herein and in the Brasco Terms and Conditions as the "Contract". This quote constitutes an offer to sell products and services on terms expressed herein and shall be construed as inviting acceptance from the Purchaser.

**Terms of Payment.** Notwithstanding anything contained herein, payment shall be due in accordance with the terms of Brasco's Acknowledgment ("Acknowledgment"), which will be generated upon receipt by Brasco of the Purchaser's signature on the Quote or receipt by Brasco of the Purchaser's signature on the Acknowledgment. An invoice will be generated by Brasco pursuant to the terms of payment under the Contract once Brasco has completed the Order, and the due date for the payment of balance due under the Contract shall be on the invoice.

**Warranties.** Components not manufactured by Brasco shall be covered by their relevant manufacturer's warranty only. Brasco Products must be installed in accordance with Brasco's installation instructions. The workmanship, design and machined components on the Products are warranted to conform to the applicable specifications and to be free from defects in workmanship and materials for the relevant period listed in Fig. 1. All warranties begin from the date of delivery (DOD). Brasco will transfer ownership and good title to the Products free and clear of liens and rights of third parties. **THE FOREGOING WARRANTIES ARE EXCLUSIVE AND ARE IN LIEU OF ALL OTHER WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, ARISING BY LAW OR CUSTOM, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. ALL IMPLIED WARRANTIES ARE HEREBY EXPRESSLY DISCLAIMED.**

**FIG. 1: STANDARD PRODUCT WARRANTIES FROM DATE OF DELIVERY**

General Product Workmanship	1 Year	
Powder Coat Finish	1 Year	
Solar Panels	1 Year	
Solar Lighting Mounting Hardware	1 Year	
LED Light Fixture & Engine	1 Year	
Wire Harnesses and Connectors	1 Year	
Solar Charge Controller	1 Year	
Solar Batteries	1 Year	<i>Sealed lead acid batteries will self-discharge in storage. Batteries should be stored indoors at a recommended 68 degrees Fahrenheit for maximum shelf life. Batteries should be installed no later than 3 months of delivery or battery warranties will be void.</i>

**Limited Remedies.** Any warranty claims by Purchaser shall be communicated to Brasco in writing. Failure by Purchaser to give written notice of claim within the stated warranty period shall be deemed an absolute and unconditional waiver of Purchaser's warranty claim. Purchaser's sole and exclusive remedy for a valid warranty claim is either repair or replacement of the Products or a full refund of the price paid by Purchaser for the Products (which remedy shall be selected by Brasco). The remedy does not include the cost of installation, removal, dismantling, or reinstallation and is limited to replacement parts. Shipping and handling fees are not included under warranty terms and are the responsibility of the Purchaser. Purchaser will provide Brasco with access to all available warranty data and the Products. Purchaser will also provide Brasco with an opportunity to participate in root cause analysis performed by Purchaser concerning the Products. Brasco shall have no liability to the extent Products are or have been: (a) modified by Purchaser or a third party; (b) modified by Brasco at Purchaser's request; (c) made to specifications not provided by Brasco; (d) used or installed in a way not known to Brasco or operated under conditions not known to Brasco; or (e) subject to misuse, abuse or improper storage, installation or maintenance.

**Payment Late Charges, Certain Remedies and Recovery of Expenses.** Except as otherwise provided in the Acknowledgment, all payments are due thirty (30) days from the date of Brasco's invoice and shall be paid in United States currency. Purchaser shall pay a charge equal to the lesser of (i) the highest rate allowable by law or (ii) 1.5% per month (18% per annum) of the unpaid balance with respect to any late payments. In addition, Purchaser shall pay all costs and expenses incurred by Brasco, including actual attorney's fees, which were incurred in connection with enforcing the Contract and/or collecting any past due payments. Brasco shall have the right of setoff, the right to terminate the Contract and/or the right to suspend further deliveries under the Contract and/or other agreements with Purchaser, the right to recover damages in addition to any other remedies available to Brasco as a matter of law, in the event Purchaser fails to make any payment when due. Brasco may require full or partial payment in advance of shipment if, in Brasco's opinion, the credit or financial condition of Purchaser is, or is about to become, impaired. If Purchaser requests delayed shipment, Brasco may bill for Products when ready for shipment and charge reasonable daily storage fees. Purchaser shall not have any right of setoff against Brasco. The remedies available to Brasco for Purchaser's breach are intended to be as flexible as permissible and cumulative to the fullest extent permissible and no choice of any one or more remedies is intended to constitute an election of remedies which would limit the ability to assert other remedies.





## Brasco International, Inc. ("Brasco") Standard Terms and Conditions of Sale

### Limitation of Liability:

NOTWITHSTANDING ANYTHING HEREIN TO THE CONTRARY, EXCEPT FOR BREACH OF OBLIGATIONS OF CONFIDENTIALITY OR MISAPPROPRIATION OF INTELLECTUAL PROPERTY, NEITHER PARTY SHALL BE LIABLE TO THE OTHER PARTY OR ANY THIRD PARTY FOR ANY SPECIAL, INCIDENTAL, INDIRECT, CONSEQUENTIAL, PUNITIVE, OR EXEMPLARY DAMAGES OF ANY KIND ARISING FROM OR RELATING TO THE OBLIGATIONS UNDER THIS CONTRACT. THE TERM "CONSEQUENTIAL DAMAGES" SHALL INCLUDE, BUT NOT BE LIMITED TO, LOSS OF ANTICIPATED PROFITS, LOSS OF USE, LOSS OF REVENUE AND COST OF CAPITAL. NEITHER PARTY MAY BRING ANY ACTION, REGARDLESS OF FORM, ARISING OUT OF TRANSACTIONS UNDER THE CONTRACT, MORE THAN TWO (2) YEARS AFTER THE CAUSE OF ACTION HAS ACCRUED. EXCEPT FOR PERSONAL INJURY OR DEATH DUE TO BRASCO'S MISCONDUCT, the parties agree that the total damages that can be awarded in any claim by PURCHASER relating to BRASCO's obligations under this CONTRACT (WHETHER BASED IN CONTRACT, TORT OR OTHERWISE), shall not exceed the combined total of amounts paid by PURCHASER to BRASCO under the CONTRACT. THE PARTIES EXPRESSLY AGREE THAT THE ABOVE LIMITATIONS ON LIABILITY PROVISIONS SHALL REMAIN IN FULL FORCE AND EFFECT EVEN IF IT IS FOUND THAT PURCHASER'S EXCLUSIVE REMEDY FAILS OF ITS ESSENTIAL PURPOSE.

**Cancellation.** A. Purchaser may cancel an order for "Convenience" via written notice to Brasco within 5 business days from the date of receipt by Brasco of the Purchaser's signature on the Quote or receipt by Brasco of the Purchaser's signature on the Acknowledgment and no cancellation fee shall be due Brasco. Cancellations of orders for reasons other than for Convenience as referred to above must be in writing and agreed to in advance by Brasco. Such cancellations are subject to a cancellation charge equal to the greater of the actual costs incurred by Brasco during the performance period or a 50% cancellation fee.

**Shipping and Delivery.** Brasco shall not be liable for delays or failure in performance when caused by circumstances beyond Brasco's reasonable control. If Purchaser does not provide shipping and routing instructions, Brasco shall be the sole judge of the best method of routing shipment. All sales of Products are F.O.B. Brasco's plant. Risk of loss of the Products shall transfer to Purchaser upon delivery of the Products to the common carrier.

**Modifications and Delays.** Brasco reserves the right to modify or change portions of this Contract should any assumptions specified be determined to be incorrect, or if new/ additional information relative to this Contract become available.

**Termination by Brasco.** In addition to any other rights to terminate the Contract or suspend performance under the Contract, (A) Brasco may, upon written notice to Purchaser immediately terminate all or any part of the Contract or suspend performance under the Contract, without any liability to the Purchaser and without waiving its right to damages, (a) if Purchaser (i) repudiates, breaches, or threatens to breach any of the terms of the Contract, (ii) fails to accept or threatens not to accept Products in accordance with the Contract, (iii) fails to make timely payment, or (b) upon the occurrence or threat of insolvency or bankruptcy of Purchaser; (B) Purchaser shall purchase and pay Brasco immediately for all unique raw materials, work in process and finished goods under the Contract; (C) Purchaser shall reimburse Brasco for all preparation and other expenses incurred by Brasco and/or its subcontractors in connection with the Contract and for all other losses and costs arising from the termination.

**Lead Times.** Lead time is the window of time necessary to complete an order, after the approvals process is complete. The approvals process includes satisfying Brasco's credit terms and written approval of Brasco's preliminary engineering drawings. Once all approvals are complete, the lead time begins, wherein detailed engineering paperwork is completed, stamped calculations are ordered, material is purchased, and the order is fabricated. For orders that endure a lengthy approvals process, lead times may shift between the time the order was placed and approved. Additionally, third party lead times and availability can directly impact Brasco's lead times, therefore Brasco shall not be liable for any damages (actual or liquidated) caused by acts outside of its control that arise from third party suppliers.

**Change Orders.** Design, material, finish and quantity changes by the Purchaser to an order after preliminary engineering approval drawings are provided by Brasco are subject to a Change Order fee. Fees include a minimum administrative fee of \$105.00, with relevant material cost and additional labor fees applied.

**Purchaser Approvals.** In accordance with the terms of this Contract, Purchaser agrees to timely execute and return to Brasco an approval of each set of drawings provided to Purchaser by Brasco including, but not limited to, Preliminary Elevation Drawings and Detailed Engineering Drawings. Failure by the Purchaser to timely execute and return to Brasco an approval of drawings provided by Brasco negatively affects lead time of the order and if same occurs, Brasco in its sole discretion shall have the unilateral right to increase the lead time to complete and deliver the order to the Purchaser or terminate the Contract.

**Rejections and Returns.** Purchaser will be deemed to have inspected and accepted all delivered Products unless written notice of rejection specifying the basis therefore in reasonable detail, is provided to Brasco within 10 days after delivery. Purchaser may not return Products that are not timely rejected without Brasco's prior written approval.

**Taxes.** A 6% Sales tax will be billed to Michigan businesses, entities and municipalities as applicable under Michigan State law. If your business is tax exempt, please provide a Sales Tax-Exempt Certificate. Sales tax will not be billed to businesses, entities and municipalities outside the jurisdiction of the State of Michigan and is the sole responsibility of said entity to pay within its respective jurisdiction where applicable.

**Governing Law, Jurisdiction and Venue.** The Contract shall be governed by and construed in accordance with the laws of the State of Michigan without reference to the choice of law principles thereof. Each party irrevocably submits to the jurisdiction of the Courts of the State of Michigan and the United States District Court for the Eastern District of Michigan and hereby waives, to the fullest extent it may effectively do so, the defense of an inconvenient forum to the maintenance of such action or proceeding.

**Severability.** If any provision of this Agreement is or becomes illegal, void or invalid, that shall not affect the legality and validity of the other provisions.



32400 Industrial Dr. Madison Heights, MI 48071 • P: (313) 393-0393 F: (313) 393-0499



# QUOTE

Quote Number: 092920LS03  
 Quote Date: September 29, 2020  
 Quote Expiration: 30 Days from Quote Date  
 Return to: [lsweeney@brasco.com](mailto:lsweeney@brasco.com)

**Quoted for:**

Todd Wood  
 Canby Area Transit  
[woodt@canbyoregon.gov](mailto:woodt@canbyoregon.gov)  
 (503) 266-0751

PREPARED BY	PROJECT NAME	PAYMENT TERMS (WITH APPROVED CREDIT)	LEAD TIME
Lauren Sweeney	Slimline Series Shelter	Net 30 Days	±16-18 Weeks from Approvals



4' x 8' Slimline Series Aluminum Structure  
 Three Sided; Full Side Walls with Open Front  
 Clear or Dark Bronze Anodized Aluminum Finish  
 1/4" Clear Tempered Safety Glass Wall Panels  
 Arched Roof with Clear, White, or Bronze Structured Polycarbonate Glazing

32400 Industrial Dr. Madison Heights, MI 48071 • P: (313) 393-0393 F: (313) 393-0499





## City Council Staff Report

Meeting Date: 06/01/2022

To: Honorable Mayor Hodson & City Council

Thru: Scott Archer, City Administrator

From: Curt McLeod, PE  
CURRAN-McLEOD, INC

Agenda Item: Consider Ordinance No. 1576 authorizing the City Administrator to execute a Contract with ML Houck Construction Co. in the amount of \$1,893,228.65 for Construction of the 2022 Street and Utility Improvements Project.

Goal: Plan a Transportation System that Eases the Impacts of Growth

---

### Summary

On May 19, 2022, the City of Canby received five bids for the 2022 Street and Utility Improvement Project, also known as the Locust Street Project. This staff report is to recommend the City Council approve award of the construction contract to ML Houck Construction Company in the amount of \$1,893,228.65.

### Background

This project previously bid in 2021 and all bids were rejected due to bidding irregularities. This year the project was redesigned, and additional work was included on NW 10<sup>th</sup> & Birch Street, N Maple Lane, and NE Territorial Road.

A bid tabulation is attached, and a summary of all bids is listed below:

1	ML Houck Construction Co	\$1,893,228.65
2	Eagle-Elsner, Inc.	\$2,005,499.50
3	Canby Excavating, Inc.	\$2,208,599.00
4	Icon Construction*	\$2,394,195.00
5	Pacific Excavation, Inc.	\$2,522,000.00

\* Icon Construction bid was deemed non-responsive



### **Discussion**

This solicitation was advertised and completed in compliance with the public bid statutes in ORS 279C, as a formal bid process. Of the five bids, all were reviewed for compliance with the bidding requirements. Minor math errors were noted in four of the five bids, although it did not impact the ranking of the low bid.

The fourth low bid was received from Icon Construction, and they did not submit a first Tier Disclosure Statement. As a result, this bid was deemed non-responsive and rejected. The remaining four bids were deemed to be responsive and responsible.

ML Houck Construction Company has been active in the construction industry for 30 years and have no complaints, disciplinary actions, or debts noted on their CCB file.

### **Attachments**

1. Ordinance No. 1576
2. Bid Tabulation

### **Fiscal Impact**

This project is being funded with a combination of Federal Fund Exchange Grant through ODOT and System Development Charges and is budgeted for FY 2021 and FY 2022.

### **Options**

1. Approve the contract as presented.
2. Modify the ordinance to include an Emergency Clause to accelerate project completion.

### **Recommendation**

That the City of Canby approve Ordinance No. 1576 authorizing the City Administrator to execute a contract with M. L. Houck Company in the amount of \$1,893,228.65 for the 2022 Street and Utility Improvements project.

### **Proposed Motion**

"I move to approve Ordinance No. 1576 authorizing the City Administrator to execute a contract with M. L. Houck Construction in the amount of \$1,893,228.65 for the 2022 Street and Utility Improvements project for a second reading on June 15, 2022."

## ORDINANCE NO. 1576

### **AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH ML HOUCK CONSTRUCTION CO. IN THE AMOUNT OF \$1,893,226.65 FOR CONSTRUCTION OF THE 2022 STREET AND UTILITY IMPROVEMENTS PROJECT**

**WHEREAS**, in accordance with the Public Contract requirements in ORS 279C, the City of Canby has heretofore formally advertised and received bids for the 2022 Street and Utility Improvements Project;

**WHEREAS**, the notice of call for bids was duly and regularly published in the Oregon Daily Journal of Commerce on April 27, 2022;

**WHEREAS**, five (5) bids were received and opened on May 19, 2022, at 2:00 pm in the City Hall Mt Hood Conference Room, and the bids were read aloud, with the summary of bids as listed below:

1	<b>ML Houck Construction Co.</b>	<b>\$1,893,228.65</b>
2	Eagle-Elsner, Inc.	\$2,005,499.50
3	Canby Excavating, Inc.	\$2,208,599.00
4	Icon Construction*	\$2,394,195.00
5	Pacific Excavation, Inc.	\$2,522,000.00

\*\* Icon Construction was deemed non-responsive for failure to submit a first tier disclosure

**WHEREAS**, the Canby City Council, acting as the City's Contract Review Board, met on Wednesday, June 1, 2022, and considered the bids and reports and recommendations of the City staff, including the staff recommendation that the low responsive bid be selected; and

**WHEREAS**, the Canby City Council determined that the low responsive bid was that of M. L. Houck Construction Company.

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

Section 1. The City Administrator is hereby authorized and directed to make, execute, and declare in the name of the City of Canby and on its behalf, an appropriate contract with ML Houck Construction Company for the 2022 Street and Utility Improvements Project in the amount of \$1,893,228.65.

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, June 1, 2022; ordered posted as required by the Canby City Charter and scheduled for second reading on Wednesday, June 15, 2022, after the hour of 7:30 PM at the Council Meeting Chambers located at 222 NE 2<sup>nd</sup> Avenue, Canby, Oregon.

---

Melissa Bisset, CMC  
City Recorder

**PASSED** on second and final reading by the Canby City Council at a regular meeting thereof on the 15<sup>th</sup> day of June 2022, by the following vote:

YEAS \_\_\_\_\_

NAYS \_\_\_\_\_

---

Brian Hodson, Mayor

ATTEST:

---

Melissa Bisset, CMC  
City Recorder

**CITY OF CANBY**  
**2022 Street & Utility Improvements**  
**Bid Date: Thursday, May 19, 2022**

1 2 3 4 5

BID TABULATION				M.L. Houck Construction	Eagle-Elsner	Canby Excavating	Icon Construction & Development	Pacific Excavation
<b>Schedule A: NW 10th Ave &amp; Birch Street Sanitary Sewer</b>								
Basic Bid Items:				Units	Unit / Total	Unit / Total	Unit / Total	Unit / Total
<b>A. Site Preparation</b>								
A.1	Mobilization, Bonds & Insurance	1	LS	\$ 15,000.00	\$ 4,000.00	\$ 9,950.00	\$ 15,000.00	\$ 22,000.00
				\$ 15,000.00	\$ 4,000.00	\$ 9,950.00	\$ 15,000.00	\$ 22,000.00
A.2	Temporary Protection & Direction of Traffic	1	LS	\$ 4,600.00	\$ 8,000.00	\$ 2,250.00	\$ 10,000.00	\$ 9,000.00
				\$ 4,600.00	\$ 8,000.00	\$ 2,250.00	\$ 10,000.00	\$ 9,000.00
A.3	Erosion & Sediment Control	1	LS	\$ 2,350.00	\$ 1,000.00	\$ 950.00	\$ 2,500.00	\$ 1,500.00
				\$ 2,350.00	\$ 1,000.00	\$ 950.00	\$ 2,500.00	\$ 1,500.00
A.4	Site Restoration Including 4" of HMA Repair in 2 Lifts, and "C" Curb and 6" Driveway Concrete Repair as needed	1	LS	\$ 9,400.00	\$ 6,257.00	\$ 4,200.00	\$ 7,500.00	\$ 9,000.00
				\$ 9,400.00	\$ 6,257.00	\$ 4,200.00	\$ 7,500.00	\$ 9,000.00
<b>Subtotal Site Preparation</b>				<b>\$ 31,350.00</b>	<b>\$ 19,257.00</b>	<b>\$ 17,350.00</b>	<b>\$ 35,000.00</b>	<b>\$ 41,500.00</b>
<b>A. Sanitary Sewer</b>								
A.5	Sawcut AC & Concrete Surfaces	300	LF	\$ 3.00	\$ 3.00	\$ 3.00	\$ 4.50	\$ 2.00
				\$ 900.00	\$ 900.00	\$ 900.00	\$ 1,350.00	\$ 600.00
A.6	8" PVC 3034 Sanitary Including Trench Excavation and Select Backfill	93	LF	\$ 149.10	\$ 220.00	\$ 163.00	\$ 125.00	\$ 260.00
				\$ 13,866.30	\$ 20,460.00	\$ 15,159.00	\$ 11,625.00	\$ 24,180.00
A.7	6" PVC 3034 Sanitary Lateral Including Trench Excavation, Select Backfill, Tee and Fernco Coupling to Existing	24	LF	\$ 136.70	\$ 195.00	\$ 214.00	\$ 145.00	\$ 210.00
				\$ 3,280.80	\$ 4,680.00	\$ 5,136.00	\$ 3,480.00	\$ 5,040.00
A.8	48" Diameter Manhole Over Existing Line	1	Ea.	\$ 4,500.00	\$ 8,700.00	\$ 12,100.00	\$ 5,500.00	\$ 7,200.00
				\$ 4,500.00	\$ 8,700.00	\$ 12,100.00	\$ 5,500.00	\$ 7,200.00
A.9	Plug Existing Service Line	3	Ea.	\$ 300.00	\$ 1,000.00	\$ 1,200.00	\$ 500.00	\$ 400.00
				\$ 900.00	\$ 3,000.00	\$ 3,600.00	\$ 1,500.00	\$ 1,200.00
A.10	8" Cleanout Detail	1	Ea.	\$ 980.00	\$ 2,200.00	\$ 1,350.00	\$ 1,000.00	\$ 2,000.00
				\$ 980.00	\$ 2,200.00	\$ 1,350.00	\$ 1,000.00	\$ 2,000.00
<b>Subtotal Sanitary Sewer</b>				<b>\$ 24,427.10</b>	<b>\$ 39,940.00</b>	<b>\$ 38,245.00</b>	<b>\$ 24,455.00</b>	<b>\$ 40,220.00</b>
<b>TOTAL SCHEDULE A:</b>				<b>\$ 55,777.10</b>	<b>\$ 59,197.00</b>	<b>\$ 55,595.00</b>	<b>\$ 59,455.00</b>	<b>\$ 81,720.00</b>
<b>Schedule B: N. Knott Street &amp; NE 4th Avenue Storm Drain</b>								
Basic Bid Items:				Units	Unit / Total	Unit / Total	Unit / Total	Unit / Total
<b>B. Site Preparation</b>								
B.1	Mobilization, Bond & Insurance	1	LS	\$ 15,000.00	\$ 2,000.00	\$ 9,200.00	\$ 12,500.00	\$ 20,000.00
				\$ 15,000.00	\$ 2,000.00	\$ 9,200.00	\$ 12,500.00	\$ 20,000.00
B.2	Temporary Protection & Direction of Traffic	1	LS	\$ 4,600.00	\$ 5,000.00	\$ 2,100.00	\$ 8,500.00	\$ 8,000.00
				\$ 4,600.00	\$ 5,000.00	\$ 2,100.00	\$ 8,500.00	\$ 8,000.00
B.3	Erosion & Sediment Control	1	LS	\$ 2,200.00	\$ 500.00	\$ 950.00	\$ 2,500.00	\$ 1,500.00
				\$ 2,200.00	\$ 500.00	\$ 950.00	\$ 2,500.00	\$ 1,500.00
B.4	Site Restoration and 4" of HMA in 2 Lifts	1	LS	\$ 7,700.00	\$ 3,600.00	\$ 4,500.00	\$ 5,000.00	\$ 3,000.00
				\$ 7,700.00	\$ 3,600.00	\$ 4,500.00	\$ 5,000.00	\$ 3,000.00
<b>Subtotal Site Preparation</b>				<b>\$ 29,500.00</b>	<b>\$ 11,100.00</b>	<b>\$ 16,750.00</b>	<b>\$ 28,500.00</b>	<b>\$ 32,500.00</b>
<b>B. Storm Drain</b>								
B.5	Sawcut AC & Concrete Surfaces	150	LF	\$ 3.00	\$ 3.00	\$ 3.00	\$ 4.50	\$ 2.00
				\$ 450.00	\$ 450.00	\$ 450.00	\$ 675.00	\$ 300.00
B.6	10" HDPE Pipe including Trench Excavation, Select Backfill	41	LF	\$ 130.15	\$ 180.00	\$ 130.00	\$ 165.00	\$ 110.00
				\$ 5,336.15	\$ 7,380.00	\$ 5,330.00	\$ 6,765.00	\$ 4,510.00
B.7	48" Diameter Drywell	1	Ea.	\$ 25,885.00	\$ 26,000.00	\$ 17,250.00	\$ 6,000.00	\$ 26,000.00
				\$ 25,885.00	\$ 26,000.00	\$ 17,250.00	\$ 6,000.00	\$ 26,000.00
B.8	G-2 Catch Basin	2	Ea.	\$ 3,415.00	\$ 2,800.00	\$ 3,050.00	\$ 6,250.00	\$ 3,500.00
				\$ 6,830.00	\$ 5,600.00	\$ 6,100.00	\$ 12,500.00	\$ 7,000.00
<b>Subtotal Storm Drain</b>				<b>\$ 38,501.15</b>	<b>\$ 39,430.00</b>	<b>\$ 29,130.00</b>	<b>\$ 25,940.00</b>	<b>\$ 37,810.00</b>
<b>TOTAL SCHEDULE B:</b>				<b>\$ 68,001.15</b>	<b>\$ 50,530.00</b>	<b>\$ 45,880.00</b>	<b>\$ 54,440.00</b>	<b>\$ 70,310.00</b>
<b>Schedule C: N. Locust Street Reconstruction &amp; NE 9th Avenue Sanitary Sewer</b>								
Basic Bid Items:				Units	Unit / Total	Unit / Total	Unit / Total	Unit / Total
<b>C. Site Preparation</b>								
C.1	Mobilization, Bonds & Insurance	1	LS	\$ 48,200.00	\$ 50,000.00	\$ 172,400.00	\$ 35,000.00	\$ 160,520.00
				\$ 48,200.00	\$ 50,000.00	\$ 172,400.00	\$ 35,000.00	\$ 160,520.00
C.2	Temporary Protection & Direction of Traffic	1	LS	\$ 9,050.00	\$ 40,000.00	\$ 8,450.00	\$ 50,000.00	\$ 30,000.00
				\$ 9,050.00	\$ 40,000.00	\$ 8,450.00	\$ 50,000.00	\$ 30,000.00
C.3	Erosion & Sediment Control	1	LS	\$ 4,015.00	\$ 3,000.00	\$ 9,750.00	\$ 10,000.00	\$ 17,000.00
				\$ 4,015.00	\$ 3,000.00	\$ 9,750.00	\$ 10,000.00	\$ 17,000.00
C.4	Common Excavation (Estimated Depth 18")	3,000	CY	\$ 19.29	\$ 29.00	\$ 34.65	\$ 105.00	\$ 48.00
				\$ 57,870.00	\$ 87,000.00	\$ 103,950.00	\$ 315,000.00	\$ 144,000.00
C.5	Tree Removal and Stump Grinding	4	Ea.	\$ 2,000.00	\$ 4,000.00	\$ 4,900.00	\$ 1,500.00	\$ 6,000.00
				\$ 8,000.00	\$ 16,000.00	\$ 19,600.00	\$ 6,000.00	\$ 24,000.00
C.6	Remove and Reinstall Existing Signs with V-Loc Base	7	Ea.	\$ 100.00	\$ 305.00	\$ 155.00	\$ 250.00	\$ 600.00
				\$ 700.00	\$ 2,135.00	\$ 1,085.00	\$ 1,750.00	\$ 4,200.00
C.7	New Sign Post w/ V-Loc Base	3	Ea.	\$ 300.00	\$ 500.00	\$ 300.00	\$ 500.00	\$ 800.00
				\$ 900.00	\$ 1,500.00	\$ 900.00	\$ 1,500.00	\$ 2,400.00
C.8	Remove, Salvage and Reinstall Existing Mail/Paper Boxes on New Post with New V-Loc Base (single)	5	Ea.	\$ 415.00	\$ 500.00	\$ 350.00	\$ 350.00	\$ 1,400.00
				\$ 2,075.00	\$ 2,500.00	\$ 1,750.00	\$ 1,750.00	\$ 7,000.00
C.9	Remove, Salvage and Reinstall Existing Mail/Paper Boxes on New Post with New V-Loc Base (Multiple)	7	Ea.	\$ 668.00	\$ 675.00	\$ 450.00	\$ 750.00	\$ 2,300.00
				\$ 4,676.00	\$ 4,725.00	\$ 3,150.00	\$ 5,250.00	\$ 16,100.00
C.10	Thermoplastic Stop Bar (12" wide)	50	SF	\$ 23.77	\$ 20.00	\$ 28.00	\$ 32.00	\$ 22.00
				\$ 1,188.50	\$ 1,000.00	\$ 1,400.00	\$ 1,600.00	\$ 1,100.00
C.11	Sawcut AC & Concrete Surfaces (Locust)	250	LF	\$ 3.00	\$ 3.75	\$ 3.00	\$ 4.50	\$ 2.00
				\$ 750.00	\$ 937.50	\$ 750.00	\$ 1,125.00	\$ 500.00
C.12	Site Restoration	1	LS	\$ 4,820.00	\$ 10,000.00	\$ 31,000.00	\$ 10,000.00	\$ 25,000.00
				\$ 4,820.00	\$ 10,000.00	\$ 31,000.00	\$ 10,000.00	\$ 25,000.00
<b>Subtotal Site Preparation</b>				<b>\$ 142,244.50</b>	<b>\$ 218,797.50</b>	<b>\$ 354,185.00</b>	<b>\$ 438,975.00</b>	<b>\$ 431,820.00</b>

BID TABULATION				M.L. Houck Construction	Eagle-Elsner	Canby Excavating	Icon Construction & Development	Pacific Excavation
<b>C. Paving &amp; Surfacing</b>								
C.13	1 "-0" Crushed Rock Base (12" deep)	4,750	SY	\$ 39.76	\$ 18.00	\$ 24.00	\$ 9.50	\$ 30.00
				\$ 188,860.00	\$ 85,500.00	\$ 114,000.00	\$ 45,125.00	\$ 142,500.00
C.14	Standard Concrete Curb & Gutter or Gutter Pan Against Existing Curb, Including Excavation and 6" Leveling Rock	2,700	LF	\$ 33.76	\$ 30.00	\$ 28.00	\$ 36.00	\$ 30.00
				\$ 91,152.00	\$ 81,000.00	\$ 75,600.00	\$ 97,200.00	\$ 81,000.00
C.15	Concrete 'C' Curb Including Excavation 6" Leveling Rock	60	LF	\$ 47.13	\$ 48.00	\$ 46.00	\$ 45.00	\$ 55.00
				\$ 2,827.80	\$ 2,880.00	\$ 2,760.00	\$ 2,700.00	\$ 3,300.00
C.16	6" Concrete Residential Driveway including Excavation and 2" Leveling Rock	660	SY	\$ 125.04	\$ 125.00	\$ 138.00	\$ 155.00	\$ 160.00
				\$ 82,526.40	\$ 82,500.00	\$ 91,080.00	\$ 102,300.00	\$ 105,600.00
C.17	6" Concrete Residential Driveway including Excavation and 4" Leveling Rock and 6x6x10 Gauge WWF/Mesh	65	SY	\$ 130.55	\$ 130.00	\$ 145.00	\$ 175.00	\$ 160.00
				\$ 8,485.75	\$ 8,450.00	\$ 9,425.00	\$ 11,375.00	\$ 10,400.00
C.18	4" Concrete Sidewalk or Driveway including Excavation and 2" Leveling Rock	520	SY	\$ 82.39	\$ 90.00	\$ 101.00	\$ 130.00	\$ 122.00
				\$ 42,842.80	\$ 46,800.00	\$ 52,520.00	\$ 67,600.00	\$ 63,440.00
C.19	ADA Truncated Domes	6	Ea.	\$ 1,100.00	\$ 1,000.00	\$ 1,160.00	\$ 2,500.00	\$ 1,200.00
				\$ 6,600.00	\$ 6,000.00	\$ 6,960.00	\$ 15,000.00	\$ 7,200.00
C.20	1/2" Dense Mix AC Pavement, Level II (4" depth)	1,100	Tons	\$ 116.17	\$ 103.00	\$ 122.00	\$ 145.00	\$ 120.00
				\$ 127,787.00	\$ 113,300.00	\$ 134,200.00	\$ 159,500.00	\$ 132,000.00
C.21	Crushed Rock Driveway Restoration	40	Tons	\$ 28.00	\$ 100.00	\$ 74.00	\$ 150.00	\$ 55.00
				\$ 1,120.00	\$ 4,000.00	\$ 2,960.00	\$ 6,000.00	\$ 2,200.00
C.22	Concrete Block Retaining Wall	150	SF	\$ 117.41	\$ 35.00	\$ 33.00	\$ 225.00	\$ 60.00
				\$ 17,611.50	\$ 5,250.00	\$ 4,950.00	\$ 33,750.00	\$ 9,000.00
<b>Subtotal Paving &amp; Surfacing</b>				<b>\$ 569,813.25</b>	<b>\$ 435,680.00</b>	<b>\$ 494,455.00</b>	<b>\$ 540,550.00</b>	<b>\$ 556,640.00</b>
<b>C. Storm Drain</b>								
C.23	12" HDPE Pipe Including Trench	470	LF	\$ 86.15	\$ 125.00	\$ 112.00	\$ 122.00	\$ 102.00
				\$ 40,490.50	\$ 58,750.00	\$ 52,640.00	\$ 57,340.00	\$ 47,940.00
C.24	10" HDPE Pipe including Trench Excavation and Select Backfill	238	LF	\$ 78.00	\$ 150.00	\$ 95.00	\$ 165.00	\$ 80.00
				\$ 18,564.00	\$ 35,700.00	\$ 22,610.00	\$ 39,270.00	\$ 19,040.00
C.25	Remove Existing Catch Basin and Cap End of Pipe	5	Ea.	\$ 519.15	\$ 700.00	\$ 575.00	\$ 5,000.00	\$ 900.00
				\$ 2,595.75	\$ 3,500.00	\$ 2,875.00	\$ 25,000.00	\$ 4,500.00
C.26	Type G-2 Catch Basin	5	Ea.	\$ 2,920.00	\$ 2,800.00	\$ 2,750.00	\$ 6,250.00	\$ 3,500.00
				\$ 14,600.00	\$ 14,000.00	\$ 13,750.00	\$ 31,250.00	\$ 17,500.00
C.27	Curb Inlet Catch Basin	5	Ea.	\$ 3,250.00	\$ 3,000.00	\$ 3,250.00	\$ 4,200.00	\$ 3,800.00
				\$ 16,250.00	\$ 15,000.00	\$ 16,250.00	\$ 21,000.00	\$ 19,000.00
C.28	Pollution Control Manhole	2	Ea.	\$ 7,500.00	\$ 11,000.00	\$ 11,180.00	\$ 4,500.00	\$ 10,000.00
				\$ 15,000.00	\$ 22,000.00	\$ 22,360.00	\$ 9,000.00	\$ 20,000.00
C.29	Standard 48" Diameter Manhole	3	Ea.	\$ 4,885.00	\$ 7,000.00	\$ 6,000.00	\$ 11,000.00	\$ 4,000.00
				\$ 14,655.00	\$ 21,000.00	\$ 18,000.00	\$ 33,000.00	\$ 12,000.00
C.30	Connect to Existing Catch Basin	2	Ea.	\$ 350.00	\$ 1,200.00	\$ 1,700.00	\$ 2,950.00	\$ 2,000.00
				\$ 700.00	\$ 2,400.00	\$ 3,400.00	\$ 5,900.00	\$ 4,000.00
C.31	Connect to Existing Drywell	4	Ea.	\$ 408.00	\$ 1,200.00	\$ 4,000.00	\$ 3,200.00	\$ 2,000.00
				\$ 1,632.00	\$ 4,800.00	\$ 16,000.00	\$ 12,800.00	\$ 8,000.00
<b>Subtotal Storm Drain</b>				<b>\$ 124,487.25</b>	<b>\$ 177,150.00</b>	<b>\$ 167,885.00</b>	<b>\$ 234,560.00</b>	<b>\$ 151,980.00</b>
<b>C. Sanitary Sewer</b>								
C.32	Locust Street 8" PVC 3034 SDR 35 Gravity Sewer Main including Trench Excavation and select Backfill, and 4" HMAc Trench Repair	1,400	LF	\$ 130.04	\$ 230.00	\$ 146.00	\$ 85.00	\$ 175.00
				\$ 182,056.00	\$ 322,000.00	\$ 204,400.00	\$ 119,000.00	\$ 245,000.00
C.33	NE 9th Avenue 8" PVC 3034 SDR 35 Gravity Sewer Main including Saw Cut Trench Excavation, Select Backfill	500	LF	\$ 158.07	\$ 230.00	\$ 144.00	\$ 210.00	\$ 200.00
				\$ 79,035.00	\$ 115,000.00	\$ 72,000.00	\$ 105,000.00	\$ 100,000.00
C.34	6" Sewer Lateral including Cleanout, Trench Excavation, and Select backfill, Short Side	21	Ea.	\$ 2,100.00	\$ 1,200.00	\$ 2,540.00	\$ 2,450.00	\$ 3,000.00
				\$ 44,100.00	\$ 25,200.00	\$ 53,340.00	\$ 51,450.00	\$ 63,000.00
C.35	6" Sewer Lateral including Cleanout, Trench Excavation, and Select backfill, Long Side	22	Ea.	\$ 2,550.00	\$ 1,600.00	\$ 3,550.00	\$ 3,500.00	\$ 3,600.00
				\$ 56,100.00	\$ 35,200.00	\$ 78,100.00	\$ 77,000.00	\$ 79,200.00
C.36	6" Sewer Lateral including Cleanout, Trench Ex, Sel. Bfl. w/Blackwater Valve, Long Side	1	Ea.	\$ 3,842.00	\$ 1,600.00	\$ 5,580.00	\$ 6,500.00	\$ 4,500.00
				\$ 3,842.00	\$ 1,600.00	\$ 5,580.00	\$ 6,500.00	\$ 4,500.00
C.37	6" Sewer Lateral including Short Reconnection to Existing Services w/o Cleanout	2	Ea.	\$ 1,610.00	\$ 1,800.00	\$ 2,050.00	\$ 1,500.00	\$ 1,900.00
				\$ 3,220.00	\$ 3,600.00	\$ 4,100.00	\$ 3,000.00	\$ 3,800.00
C.38	48" Diameter Manhole	5	Ea.	\$ 4,900.00	\$ 7,500.00	\$ 5,650.00	\$ 3,600.00	\$ 6,700.00
				\$ 24,500.00	\$ 37,500.00	\$ 28,250.00	\$ 18,000.00	\$ 33,500.00
C.39	Connect to Existing Manhole	2	Ea.	\$ 525.00	\$ 1,200.00	\$ 4,025.00	\$ 3,500.00	\$ 3,400.00
				\$ 1,050.00	\$ 2,400.00	\$ 8,050.00	\$ 7,000.00	\$ 6,800.00
C.40	Minor Existing Manhole Adjust	2	Ea.	\$ 750.00	\$ 400.00	\$ 755.00	\$ 2,500.00	\$ 1,400.00
				\$ 1,500.00	\$ 800.00	\$ 1,510.00	\$ 5,000.00	\$ 2,800.00
<b>Subtotal Sanitary Sewer</b>				<b>\$ 395,403.00</b>	<b>\$ 543,300.00</b>	<b>\$ 455,330.00</b>	<b>\$ 391,950.00</b>	<b>\$ 538,600.00</b>
<b>C. Street Lighting</b>								
C.41	Utility Trenching as Directed Including Excavation and Select Backfill	150	LF	\$ 22.25	\$ 35.00	\$ 45.00	\$ 85.00	\$ 60.00
				\$ 3,337.50	\$ 5,250.00	\$ 6,750.00	\$ 12,750.00	\$ 9,000.00
<b>Subtotal Street Lighting</b>				<b>\$ 3,337.50</b>	<b>\$ 5,250.00</b>	<b>\$ 6,750.00</b>	<b>\$ 12,750.00</b>	<b>\$ 9,000.00</b>
<b>TOTAL SCHEDULE C:</b>				<b>\$ 1,235,285.50</b>	<b>\$ 1,380,177.50</b>	<b>\$ 1,478,605.00</b>	<b>\$ 1,618,785.00</b>	<b>\$ 1,688,040.00</b>

<b>Schedule D: Maple Lane Sanitary Sewer &amp; Overlay</b>								
Basic Bid Items:				Units	Unit / Total	Unit / Total	Unit / Total	Unit / Total
<b>D. Site Preparation</b>								
D.1	Mobilization, Bonds & Insurance	1	LS	\$ 22,000.00	\$ 9,000.00	\$ 23,850.00	\$ 12,500.00	\$ 29,000.00
				\$ 22,000.00	\$ 9,000.00	\$ 23,850.00	\$ 12,500.00	\$ 29,000.00
D.2	Temporary Protection & Direction of Traffic	1	LS	\$ 4,650.00	\$ 5,000.00	\$ 8,400.00	\$ 10,000.00	\$ 16,000.00
				\$ 4,650.00	\$ 5,000.00	\$ 8,400.00	\$ 10,000.00	\$ 16,000.00
D.3	Erosion & Sediment Control	1	LS	\$ 2,180.00	\$ 1,000.00	\$ 4,875.00	\$ 2,500.00	\$ 1,000.00
				\$ 2,180.00	\$ 1,000.00	\$ 4,875.00	\$ 2,500.00	\$ 1,000.00
D.4	Site Restoration	1	LS	\$ 4,850.00	\$ 2,000.00	\$ 8,320.00	\$ 3,000.00	\$ 4,000.00
				\$ 4,850.00	\$ 2,000.00	\$ 8,320.00	\$ 3,000.00	\$ 4,000.00
<b>Subtotal Site Preparation</b>				<b>\$ 33,680.00</b>	<b>\$ 17,000.00</b>	<b>\$ 45,445.00</b>	<b>\$ 28,000.00</b>	<b>\$ 50,000.00</b>
<b>D. Paving &amp; Surfacing</b>								
D.5	C' Curb Construction	100	LF	\$ 47.14	\$ 90.00	\$ 36.00	\$ 27.00	\$ 49.00
				\$ 4,714.00	\$ 9,000.00	\$ 3,600.00	\$ 2,700.00	\$ 4,900.00
D.6	Grind Existing Pavement (6' wide, 2" to 0" Depth) Including Disposal of Waste Material	800	LF	\$ 14.25	\$ 12.00	\$ 9.00	\$ 10.00	\$ 11.00
				\$ 11,400.00	\$ 9,600.00	\$ 7,200.00	\$ 8,000.00	\$ 8,800.00
D.7	2" HMAc Overlay, Including All Labor, Equipment, Material Tack Coat, Placement and Sand Seal Joints	195	Tons	\$ 140.00	\$ 115.00	\$ 141.00	\$ 157.00	\$ 130.00
				\$ 27,300.00	\$ 22,425.00	\$ 27,495.00	\$ 30,615.00	\$ 25,350.00
<b>Subtotal Paving &amp; Surfacing</b>				<b>\$ 43,414.00</b>	<b>\$ 41,025.00</b>	<b>\$ 38,295.00</b>	<b>\$ 41,315.00</b>	<b>\$ 39,050.00</b>

BID TABULATION				M.L. Houck Construction	Eagle-Elsner	Canby Excavating	Icon Construction & Development	Pacific Excavation
<b>D. Sanitary Sewer</b>								
D.8	8" PVC 3034 Sanitary Including Saw Cut, Trench Excavation, Select Backfill, Cleanout, and 4" HMAc Trench Repair	424	LF	\$ 153.75	\$ 235.00	\$ 206.00	\$ 105.00	\$ 210.00
				\$ 65,190.00	\$ 99,640.00	\$ 87,344.00	\$ 44,520.00	\$ 89,040.00
D.9	6" Sewer lateral including Saw Cut, Trench Excavation, Select Backfill, Cleanout, and 4" of HMAc Trench Restoration ( Short Side)	4	Ea.	\$ 2,150.00	\$ 1,200.00	\$ 2,570.00	\$ 2,950.00	\$ 3,000.00
				\$ 8,600.00	\$ 4,800.00	\$ 10,280.00	\$ 11,800.00	\$ 12,000.00
D.10	6" Sewer lateral including Saw Cut, Trench Excavation, Select Backfill, Cleanout, and 4" of HMAc Trench Restoration ( Long Side)	5	Ea.	\$ 2,450.00	\$ 1,700.00	\$ 6,490.00	\$ 3,800.00	\$ 3,500.00
				\$ 12,250.00	\$ 8,500.00	\$ 32,450.00	\$ 19,000.00	\$ 17,500.00
D.11	48" Diameter Standard Manhole	1	Ea.	\$ 4,900.00	\$ 7,000.00	\$ 6,325.00	\$ 3,600.00	\$ 6,500.00
				\$ 4,900.00	\$ 7,000.00	\$ 6,325.00	\$ 3,600.00	\$ 6,500.00
D.12	Connect to Existing Manhole	1	Ea.	\$ 525.00	\$ 1,800.00	\$ 4,050.00	\$ 1,200.00	\$ 3,200.00
				\$ 525.00	\$ 1,800.00	\$ 4,050.00	\$ 1,200.00	\$ 3,200.00
Subtotal Sanitary Sewer				\$ 91,465.00	\$ 121,740.00	\$ 140,449.00	\$ 80,120.00	\$ 128,240.00
TOTAL SCHEDULE D:				\$ 168,559.00	\$ 179,765.00	\$ 224,189.00	\$ 149,435.00	\$ 217,290.00
<b>Schedule E: Territorial Road Street Improvements</b>								
Basic Bid Items:				Units	Unit / Total	Unit / Total	Unit / Total	Unit / Total
<b>E. Site Preparation</b>								
E.1	Mobilizing, Bonds & Insurance	1	LS	\$ 53,000.00	\$ 20,000.00	\$ 22,000.00	\$ 30,000.00	\$ 46,000.00
				\$ 53,000.00	\$ 20,000.00	\$ 22,000.00	\$ 30,000.00	\$ 46,000.00
E.2	Temporary Protection & Direction of Traffic	1	LS	\$ 9,550.00	\$ 15,000.00	\$ 33,900.00	\$ 50,000.00	\$ 45,000.00
				\$ 9,550.00	\$ 15,000.00	\$ 33,900.00	\$ 50,000.00	\$ 45,000.00
E.3	Erosion & Sediment Control	1	LS	\$ 4,395.00	\$ 2,000.00	\$ 5,500.00	\$ 5,000.00	\$ 3,200.00
				\$ 4,395.00	\$ 2,000.00	\$ 5,500.00	\$ 5,000.00	\$ 3,200.00
E.4	Sawcut AC & Concrete Surfaces	1,050	LF	\$ 3.00	\$ 3.00	\$ 3.00	\$ 4.50	\$ 2.00
				\$ 3,150.00	\$ 3,150.00	\$ 3,150.00	\$ 4,725.00	\$ 2,100.00
E.5	Remove, Salvage and Reinstall Mail/ Paper Boxes on New Post with V-Loc Base (single)	1	Ea.	\$ 415.00	\$ 500.00	\$ 350.00	\$ 350.00	\$ 1,400.00
				\$ 415.00	\$ 500.00	\$ 350.00	\$ 350.00	\$ 1,400.00
E.6	Remove, Salvage and Reinstall Existing Signs with V-Loc Base	1	Ea.	\$ 344.00	\$ 500.00	\$ 325.00	\$ 250.00	\$ 650.00
				\$ 344.00	\$ 500.00	\$ 325.00	\$ 250.00	\$ 650.00
E.7	New Sign & Post w/ V-Loc Base	4	Ea.	\$ 542.00	\$ 650.00	\$ 300.00	\$ 500.00	\$ 1,200.00
				\$ 2,168.00	\$ 2,600.00	\$ 1,200.00	\$ 2,000.00	\$ 4,800.00
E.8	Relocate Pedestrian Pushbutton Pole	1	Ea.	\$ 10,925.00	\$ 12,000.00	\$ 11,600.00	\$ 3,500.00	\$ 3,500.00
				\$ 10,925.00	\$ 12,000.00	\$ 11,600.00	\$ 3,500.00	\$ 3,500.00
E.9	Adjust Existing Manhole to Grade and Orientation	2	Ea.	\$ 2,500.00	\$ 1,300.00	\$ 1,320.00	\$ 1,000.00	\$ 1,300.00
				\$ 5,000.00	\$ 2,600.00	\$ 2,640.00	\$ 2,000.00	\$ 2,600.00
E.10	Site Restoration	1	LS	\$ 4,920.00	\$ 2,400.00	\$ 6,500.00	\$ 10,000.00	\$ 4,000.00
				\$ 4,920.00	\$ 2,400.00	\$ 6,500.00	\$ 10,000.00	\$ 4,000.00
Subtotal Site Preparation				\$ 93,867.00	\$ 60,750.00	\$ 87,165.00	\$ 107,825.00	\$ 113,250.00
<b>E. Paving &amp; Surfacing</b>								
E.11	Common Excavation (Estimated Depth 16")	250	CY	\$ 19.29	\$ 31.00	\$ 31.20	\$ 95.00	\$ 66.00
				\$ 4,822.50	\$ 7,750.00	\$ 7,800.00	\$ 23,750.00	\$ 16,500.00
E.12	1"-0" Crushed Rock Base (12"deep)	550	SY	\$ 40.69	\$ 28.00	\$ 26.00	\$ 35.00	\$ 42.00
				\$ 22,379.50	\$ 15,400.00	\$ 14,300.00	\$ 19,250.00	\$ 23,100.00
E.13	Concrete 'C' Curb Including Excavation and 6" Leveling Rock	980	LF	\$ 39.43	\$ 35.00	\$ 33.00	\$ 45.00	\$ 44.00
				\$ 38,641.40	\$ 34,300.00	\$ 32,340.00	\$ 44,100.00	\$ 43,120.00
E.14	6" Concrete Commercial Driveway w/4" Leveling Rock & WWF Reinforcing	30	SY	\$ 138.55	\$ 150.00	\$ 151.00	\$ 155.00	\$ 170.00
				\$ 4,156.50	\$ 4,500.00	\$ 4,530.00	\$ 4,650.00	\$ 5,100.00
E.15	4" Concrete Sidewalk w/2" Leveling Rock	700	SY	\$ 94.45	\$ 77.00	\$ 101.00	\$ 130.00	\$ 122.00
				\$ 66,115.00	\$ 53,900.00	\$ 70,700.00	\$ 91,000.00	\$ 85,400.00
E.16	ADA Truncated Domes	5	Ea.	\$ 1,100.00	\$ 1,000.00	\$ 1,160.00	\$ 2,500.00	\$ 1,200.00
				\$ 5,500.00	\$ 5,000.00	\$ 5,800.00	\$ 12,500.00	\$ 6,000.00
E.17	1/2" Dense Mix HMAc Pavement (4" in 2 Lifts)	125	Tons	\$ 147.00	\$ 155.00	\$ 157.00	\$ 235.00	\$ 153.00
				\$ 18,375.00	\$ 19,375.00	\$ 19,625.00	\$ 29,375.00	\$ 19,125.00
E.18	Thermoplastic Stop Bars / Ped Crossing	450	SF	\$ 22.03	\$ 20.00	\$ 25.00	\$ 32.00	\$ 22.00
				\$ 9,913.50	\$ 9,000.00	\$ 11,250.00	\$ 14,400.00	\$ 9,900.00
Subtotal Paving & Surfacing				\$ 169,903.40	\$ 149,225.00	\$ 166,345.00	\$ 239,025.00	\$ 208,245.00
<b>E. Storm Sewer</b>								
E.19	18" HDPE Pipe including Trench Excavation & Native Backfill	410	LF	\$ 99.83	\$ 145.00	\$ 170.00	\$ 145.00	\$ 167.00
				\$ 40,930.30	\$ 59,450.00	\$ 69,700.00	\$ 59,450.00	\$ 68,470.00
E.19.1	12" HDPE Pipe including Trench Excavation & Select Backfill	355	LF	\$ 91.50	\$ 95.00	\$ 94.00	\$ 122.00	\$ 91.00
				\$ 32,482.50	\$ 33,725.00	\$ 33,370.00	\$ 43,310.00	\$ 32,305.00
E.19.2	12" DI Pipe including Trench Excavation & Select Backfill	18	LF	\$ 156.30	\$ 160.00	\$ 190.00	\$ 165.00	\$ 185.00
				\$ 2,813.40	\$ 2,880.00	\$ 3,420.00	\$ 2,970.00	\$ 3,330.00
E.20	10" HDPE Pipe including Trench Excavation and Select Backfill	30	LF	\$ 106.76	\$ 165.00	\$ 116.00	\$ 225.00	\$ 118.00
				\$ 3,202.80	\$ 4,950.00	\$ 3,480.00	\$ 6,750.00	\$ 3,540.00
E.21	G2 Catch Basin	2	Ea.	\$ 2,920.00	\$ 2,500.00	\$ 2,550.00	\$ 6,250.00	\$ 3,500.00
				\$ 5,840.00	\$ 5,000.00	\$ 5,100.00	\$ 12,500.00	\$ 7,000.00
E.22	Standard 48" Diameter Manhole	2	Ea.	\$ 4,890.00	\$ 6,700.00	\$ 6,150.00	\$ 5,500.00	\$ 4,200.00
				\$ 9,780.00	\$ 13,400.00	\$ 12,300.00	\$ 11,000.00	\$ 8,400.00
E.23	Connect 10" and 12" Storm to Existing Manhole	2	Ea.	\$ 408.00	\$ 1,100.00	\$ 3,875.00	\$ 2,500.00	\$ 1,600.00
				\$ 816.00	\$ 2,200.00	\$ 7,750.00	\$ 5,000.00	\$ 3,200.00
E.24	Connect 18" Storm to Existing Manhole	1	Ea.	\$ 408.00	\$ 1,000.00	\$ 4,450.00	\$ 3,000.00	\$ 1,900.00
				\$ 408.00	\$ 1,000.00	\$ 4,450.00	\$ 3,000.00	\$ 1,900.00
Subtotal Storm Sewer				\$ 96,273.00	\$ 122,605.00	\$ 139,570.00	\$ 143,980.00	\$ 128,145.00
<b>E. Street Lighting</b>								
E.25	Utility Trenching as Directed Including Excavation and Select Backfill	250	LF	\$ 22.25	\$ 13.00	\$ 45.00	\$ 85.00	\$ 60.00
				\$ 5,562.50	\$ 3,250.00	\$ 11,250.00	\$ 21,250.00	\$ 15,000.00
Subtotal Street Lighting				\$ 5,562.50	\$ 3,250.00	\$ 11,250.00	\$ 21,250.00	\$ 15,000.00
TOTAL SCHEDULE E:				\$ 365,605.90	\$ 335,830.00	\$ 404,330.00	\$ 512,080.00	\$ 464,640.00
<b>TOTAL BASIC BID</b>				\$ 1,893,228.65	\$ 2,005,499.50	\$ 2,208,599.00	\$ 2,394,195.00	\$ 2,522,000.00

Red denotes variation from written bid, after calculation. No resulting changes to ranking.