



**AGENDA  
CANBY CITY COUNCIL  
REGULAR MEETING – 7:00 PM**

**January 4, 2023**

**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\\_W39PNGvLTeeMq6XVyrVm2w](https://us06web.zoom.us/webinar/register/WN_W39PNGvLTeeMq6XVyrVm2w)

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

For questions regarding programming, please contact:  
**Willamette Falls Studio (503) 650-0275; [media@wfmstudios.org](mailto:media@wfmstudios.org)**

Mayor Brian Hodson

Councilor Christopher Bangs  
Councilor James Davis  
Council President Traci Hensley

Councilor Herman Maldonado  
Councilor Jason Padden  
Councilor Shawn Varwig

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**REGULAR MEETING – 7:00 PM**

**1. CALL TO ORDER**

- a. Invocation
- b. Pledge of Allegiance

**2. RECOGNITION OF OUTGOING CITY COUNCILORS**

**3. SWEARING-IN OF CITY COUNCILORS**

**4. NEW STAFF INTRODUCTION**

- 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 speak virtually please email or call the Deputy City Recorder by 4:30 pm on January 4, 2023 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 October 19, 2022 City Council Work Session and Regular Meeting Minutes.

Pg. 1

b. Reappointments of Planning Commissioners

Pg. 6

i. Reappointment of Dan Ewert to the Planning Commission for a term that will expire on December 31, 2025.

ii. Reappointment of Michael Hutchinson to the Planning Commission for a term that will expire on December 31, 2025.

c. Appointment of Planning Commissioner

Pg. 6

i. Appointment of Craig Lewelling to the Planning Commission for a term that will expire on December 31, 2024.

## **7. NEW BUSINESS**

a. Selection of Council President

b. Discussion and Selection of Committee Liaison Assignments

## **8. MAYOR'S BUSINESS**

## **9. COUNCILOR COMMENTS & LIAISON REPORTS**

## **10. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS**

## **11. CITIZEN INPUT**

## **12. ACTION REVIEW**

## **13. ADJOURN**

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\*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to 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).

**CANBY CITY COUNCIL  
WORK SESSION  
October 19, 2022**

**PRESIDING:** Mayor Brian Hodson

**COUNCIL PRESENT:** Traci Hensley, Shawn Varwig, Greg Parker, Art Marine, and Sarah Spoon.

**ABSENT:** Christopher Bangs.

**STAFF PRESENT:** Scott Archer, City Administrator; Joseph Lindsay, City Attorney/Assistant City Administrator; Maya Benham, Deputy City Recorder; Don Hardy, Planning Director; Ryan Potter, Planning Manager; and Jamie Stickel, Economic Development Director.

Members of the Planning Commission were present including Michael Hutchinson, Chris Calkins, and Judi Jarosh (attended virtually). Dan Ewert, Jason Padden, and Matt Ellison of the Planning Commission were unable to attend.

**CALL TO ORDER:** Mayor Hodson called the City Council Work Session to order at 6:09 p.m. in the Council Chambers.

**Discussion of Housing Need and Economic Opportunity Assessment:**

Don Hardy, Planning Director, introduced consultants Steve Faust from 3J Consulting and Todd Chase from FCS Group. He gave a background on the Housing Needs Analysis and Economic Opportunities Analysis work.

Mr. Faust gave an overview of the Housing Needs Analysis, Housing Production Strategy, and Economic Opportunities Analysis. He summarized the community outreach including stakeholder interviews, public meeting comments, and resident concerns. He then reviewed the HNA findings including population trends, Canby housing needs, and residential land sufficiency.

Mr. Chase discussed housing policy considerations and strategies to meet future housing needs as well as financial strategies, incentives and partnerships, and custom housing policy considerations. He explained the pre-development pipeline projects, land base for EOA, employment growth scenarios, Canby EOA overall land needs, community development aspirations, and economic development objectives.

There was discussion regarding the population projections, density bonuses, affordable housing, requirements for employment lands, addressing barriers to living and working in Canby, medium and high density scenarios, and next steps.

**ADJOURN:** Mayor Hodson adjourned the meeting at 7:15 p.m.

**CANBY CITY COUNCIL  
REGULAR MEETING MINUTES  
October 19, 2022**

**PRESIDING:** Mayor Brian Hodson

**COUNCIL PRESENT:** Traci Hensley, Shawn Varwig, Greg Parker, Art Marine, and Sarah Spoon.

**COUNCIL ABSENT:** Christopher Bangs.

**STAFF PRESENT:** Scott Archer, City Administrator; Joseph Lindsay, City Attorney/Assistant City Administrator; and Maya Benham, Deputy City Recorder; Don Hardy, Planning Director; and Ryan Potter, Planning Manager.

**CALL TO ORDER:** Mayor Hodson called the Regular Meeting to order at 7:24 p.m. in the Council Chambers followed by opening ceremonies.

**NEW STAFF INTRODUCTIONS:** Scott Archer, City Administrator, introduced Jillian Self, Finance Technician, and Tony Zuniga, Custodian.

**CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:** Mayor Hodson read an email from Cherrol Pacholl who was not in favor of the currently proposed dog park and thought other locations should be evaluated.

Gayle Gartner, Canby resident, discussed her concerns about the proposed location of the dog park and how it would lessen the quality of life for those who lived on that side of town.

Mary Doak, Canby resident, said citizens had given Council many reasons to look for a different location for the dog park. She asked why Council was still in favor of it. She questioned whether citizens would use the dog park.

Lonna Bollinger, Canby resident, spoke about the Council not representing current citizens on the issue of the dog park. The funding should be used on deferred maintenance and to help preserve trees.

Mayor Hodson addressed the questions asked about the dog park.

**EAGLE SCOUT PRESENTATION:** Scout Jack Bell presented his project to the City Council, a flag drop box which would reside in City Hall. The troop would pick up the flags and retire them properly.

**CONSENT AGENDA:**

**\*\*Council President Hensley moved to approve the minutes of the August 17, 2022 Regular City Council Meeting. Motion was seconded by Councilor Varwig and passed 5-0.**

## RESOLUTION & ORDINANCE:

### Resolution 1377 –

Ken Buckles said Canby was the first city in the United States to pass this resolution and several cities were following their lead. He discussed the upcoming veteran events and healing that was happening around the country.

The Council thanked him for this work. Mayor Hodson read the resolution.

**\*\*Councilor Varwig moved to approve Resolution 1377, A RESOLUTION EXPRESSING GRATITUDE TO VETERANS OF THE VIETNAM WAR AND APOLOGIZING FOR THE NEGATIVE WAYS THEY WERE TEATED UPON THEIR RETURN HOME. Motion was seconded by Council President Hensley and passed 5-0.**

Ordinance 1586 – Joe Lindsay, City Attorney/Assistant City Administrator, said this was an opportunity with PERS to extend the work back program for Dave Conner to December 31, 2024. He explained the benefits of this action.

There was discussion regarding a succession plan.

**\*\*Councilor Spoon moved to approve Ordinance 1586, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO AN EMPLOYMENT CONTRACT BETWEEN THE CITY OF CANBY AND DAVE CONNER to come up for a second reading on November 2, 2022. Motion was seconded by Councilor Marine and passed 5-0 on first reading.**

**NEW BUSINESS:** Park Naming Policy – Councilor Parker said the Heritage and Landmark Commission had not weighed in on this policy. He thought the Commission should review it at their November meeting.

There was consensus to wait for the review from the Heritage and Landmark Commission.

### **OLD BUSINESS:**

Follow up regarding Revised City Council Goals – Mr. Archer discussed the revisions to the 2022 City Council Goals & Objectives. He asked if any changes needed to be made.

There was consensus to leave creation of a Youth Advisory Council on the list.

Mr. Archer reviewed the implementation and priority recommendation for the Council Goals.

There was discussion regarding a quarterly status report on the goals and having the goals come earlier in the year next year with the same format.

There was consensus to move forward with the prioritization as presented.

Parks and Recreation Master Plan Implementation Recommendations – Mr. Archer presented the recommendations from the Parks and Recreation Advisory Board/Steering Committee. These included short term goals for the next 1-3 years, mid-term goals in 4-6 years, and long term goals

in 7-10 years. He then presented the City Administrator's recommendations including Phase 1 (0-2 years), Phase 2 (2-3 years), Phase 3 (3-4 years), Phase 4 (4-5 years), Phase 5 (6-10 years), and other/ongoing items.

There was discussion regarding the achievability of the project list, funding sources, taking this to the Parks and Recreation Advisory Board, capital projects and maintenance, additional meetings of the Board if needed, moving up in priority more benches on the Logging Road Trail, and making parks more accessible.

Barry Johnson, Parks and Recreation Advisory Board Chair, thought this plan was doable and a good working document.

**\*\*Councilor Marine moved to direct the City Administrator to adopt the submitted Parks and Recreation Master Plan implementation plan into a formal CIP for Council adoption. Motion was seconded by Councilor Parker and passed 5-0.**

**MAYOR'S BUSINESS:** Mayor Hodson reported on the community meeting for the dog park. He asked about the traffic study that was done.

Mr. Lindsay said the study showed the traffic impact was negligible and the City could move forward with a Type I application. They were still waiting for the County's land use decision.

Councilor Parker wanted a discussion on reducing the cost of the project. There was consensus to put it on a future meeting agenda.

Mayor Hodson discussed the City Council Candidate Forum, Halloween scarecrow competition, and Trunk or Treat event.

**COUNCIL COMMENTS & LIAISON REPORTS:** Councilor Marine reported on the Canby Utility Board meeting.

Council President Hensley thought they should look at other locations for the dog park. She reported on the Traffic Safety Commission meeting.

Councilor Parker discussed the dog park location and geographic bias in land use siting. He had volunteered at the Canby Center to help paint pumpkins.

Councilor Spoon addressed questions asked about the dog park and discussed statistics, locations, siting criteria, and utilities for the dog park as well as deferred maintenance. She thought the proposed location was the best location. There should be a discussion regarding the use of the Honda Pits site.

**CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS:** Mr. Archer said Canby Disposal was holding a community clean-up event on November 12 by appointment. The grand opening for the Grant Street Arch and Downtown Quiet Zone would be held on November 3.

**CITIZEN INPUT:** None.

**ACTION REVIEW:**

1. Approved the Consent Agenda.
2. Approved Resolution No. 1377.
3. Passed Ordinance No. 1586 to a second reading on November 2, 2022.
4. Ordered the City Administrator to come back with a Capital Improvement Plan taking into account the Parks and Recreation Advisory Board's recommendations.

There was no Executive Session.

Mayor Hodson adjourned the meeting at 9:56 p.m.

Melissa Bisset  
City Recorder

Brian Hodson  
Mayor

Assisted with Preparation of Minutes - Susan Wood



## CITY COUNCIL STAFF REPORT

Meeting Date: 1/4/2023

To: The Honorable Mayor Hodson & City Council

Thru: Scott Archer, City Administrator

From: Maya Benham, Deputy City Recorder

Agenda Item: Consider Planning Commission Reappointments and Appointment

Goal: N/A

Objective: N/A

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### **Summary**

Dan Ewert and Michael Hutchinson's terms on the [Planning Commission](#) expired on December 31, 2022. Both members wish to be reappointed to continue serving on the Planning Commission.

Craig Lewelling would like to serve on the Planning Commission and had recently applied for the City Council vacancy. Mr. Lewelling is the only one currently applying for the open positions. Reappointing and appointing these members will ensure and bolster a quorum for the Planning Commission.

### **Background**

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

### **Attachments**

Dan Ewert Application

Michael Hutchinson Application

Craig Lewelling Application

### **Fiscal Impact**

None.

### **Options**

1. Reappoint Dan Ewert and Michael Hutchinson and Appoint Craig Lewelling to the Planning Commission.
2. Take no action.

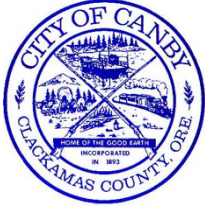
### **Recommendation**

Reappoint Dan Ewert and Michael Hutchinson and Appoint Craig Lewelling to the Planning Commission.



**Proposed Motion**

“I move to approve the reappointments of Dan Ewert and Michael Hutchinson to the Planning Commission for a term expiring December 31, 2025 and the Appointment of Craig Lewelling to the Planning Commission for a term expiring December 31, 2024.”



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

Date: \_\_ November 19, 2021.      Position Applying For: Planning Commissioner Position

Name: Dan Ewert      Occupation: Retired Auctioneer / Appraiser

Home Address: [REDACTED] Canby Oregon 97013

Employer: Self Employed      Position: Owner

Daytime Phone: [REDACTED]      Evening Phone: Same

E-Mail Address: [REDACTED]

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

- I have served as:
  - Planning Commissioner for the city of Canby for 18 years total starting in 90's. I chaired this commission for 16 of the 18 years I served.
  - Elected to the Blue Heron Recreation District, served one full term.
  - 142<sup>nd</sup> Civil Engineering Squadron Oregon Air National Guard
  - City of Canby Transportation Committee
  - City of Canby Budget Committee
  - Metro Task Force liaison for City of Canby
- Presently involved
  - Church Security Team

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

Having lived in Canby for the last 36 years and raising my family here, and now being involved in my Grandchildren upbringing in Canby I have a deep interest in the quality of life this community can and does provide. I believe my interests, in order of importance are:

- Transportation
- Quality of life planning and development – parks, infrastructure demands (water, sewer, electric, gas, ect.)
- A planning approach that encourages jobs and housing. Live where you work goals to decrease traffic volume and commute distances
- City infrastructure build out, this would be updating and finishing areas in our town that are lacking in sidewalks, full width streets, streetlights and internal walk and hiking offerings.

**Reason for your interest in this position:**

I have enjoyed the planning process and watching our town grow over the years and it has been an honor and rewarding to be involved in that in a small way. I have a core belief that each of us in our society need to give back in some way to the community, state and nation that we live in.

**Experience and educational background:**

- BS Degree Diesle Engeneering
  - Co-Minor Industrial Education
- Graduate Auctioneering Collage
- Property & Business Development

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

- Planning Commissioner for the city of Canby for 18 years total starting in 90's. I chaired this commission for 16 of the 18 years I served.
- Elected to the Blue Heron Recreation District, served one full term.
- City of Canby Transportation Committee
- City of Canby Budget Committee
- Metro Task Force liaison for City of Canby

Referred by (if applicable):

*Please return to:*

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

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

10/2019

Date Received: \_\_\_\_\_ Date Appointed: \_\_\_\_\_ Term Expires: \_\_\_\_\_  
Date Resigned: \_\_\_\_\_ Destruction Date: \_\_\_\_\_



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

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

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

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

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

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

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

Referred by (if applicable): —

**Please return to:**

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

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

Date Received: \_\_\_\_\_ Date Appointed: \_\_\_\_\_ Term Expires: \_\_\_\_\_  
Date Resigned: \_\_\_\_\_ Destruction Date: \_\_\_\_\_

## EMPLOYMENT APPLICATION



**City of Canby**  
**222 NE 2nd Ave**

**Canby, Oregon - 97013**  
[http //www canbyoregon gov](http://www.canbyoregon.gov)  
 (http://www.canbyoregon.gov)

**Lewelling, Craig**  
**City Councilor**

**Received: 11/30/22 8:18 PM**  
**For Official Use Only:**

QUAL: \_\_\_\_\_

DNQ: \_\_\_\_\_

☐ Experience

☐ Training

☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

**POSITION TITLE:**

City Councilor

**Job Number:**

VOL -2022 (2)

**NAME:** (Last, First, Middle)

Lewelling, Craig

**PERSON ID:**

52127949

**ADDRESS:** (Street, City, State, Zip Code)

Canby, OR 97013

**HOME PHONE:****EMAIL ADDRESS:****NOTIFICATION PREFERENCE:**

Email

## PREFERENCES

**SHIFTS YOU WILL ACCEPT:****WHAT TYPE OF JOB ARE YOU LOOKING FOR?****TYPES OF WORK YOU WILL ACCEPT:****Agency - Wide Questions**

Nothing Entered For This Section

**Job Specific Supplemental Questions****1. If employed, who is your employer and what is your position?**

Self employed - CEO

**2. What are your community interests (committees, organizations, special activities)?**

I have belonged to Rotary International for over 23 years, have been president 4 times in two clubs, have been involved with Junior Achievement, Meals on Wheels, Store to Door, and this is the 13th year we are doing a Toys for Tots drive – we have consistently raised 600-700 toys each year

**3. What are your major interests or concerns in the City's programs?**

Canby has been my home for my entire life. I have a lot of passion for this town and want to see a really good balance of activities from living, to working and playing. This includes focusing on families and family activities such as parks, walking/biking trails, recreation facilities, Adult Center and more. Enhancing livability with smart & compatible residential, commercial and industrial development.

**4. Why are you interested in this volunteer position?**

I love Canby and the city that it is, I would be honored to be part of the council to help with the decision making process, by keeping an open mind, and help keep Canby thriving and making it better as the City's population grows.

**5. Please share your experience and educational background.**

University of Oregon, Bachelor of Science, Economics; Corporate Internal Auditor, The Fred Meyer Corporation; Small Business Owner - helping small business and individuals with tax reviews, planning, budgets and retirement for 29 years. Community College Instructor for 27 years.

**6. Please list any other City or County positions on which you serve or have served.**

Member of Canby's original Urban Renewal Advisory Committee; President of the Industrial Area Association - recognized by the City Council in 1999 - Canby's first Neighborhood Business Association.

**7. If you were referred by someone, please list.**

Mayor Brian Hodson

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By clicking the Accept & Submit button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge.

**Additional Information for Employment Applications:**

I understand this application does not represent a contract for employment. I understand that an acceptance of an offer for employment does not create a contractual obligation upon the City of Canby to continue to employ me for any period of time in the future. I understand that no representative from the City has any authority to enter into any special agreement with me to promise and/or guarantee my employment for any specific time period or to promise me a promotion or transfer, etc. either prior to commencement of employment or after I have become employed, or to assure me of any benefits or terms and conditions of employment, or to make any agreement contrary to the aforementioned.

I hereby represent that each answer to questions incorporated into this application and all other information otherwise furnished by me shall be true, complete, and correct. I understand that incorrect, incomplete, false or misleading statement/answer/information furnished by me either verbally, or in writing will subject my application to disqualification from further consideration and/or if already employed by the City, when the aforementioned is detected, I will be subject to discipline up to and including discharge, for falsifying a City record/document, regardless of how much time has elapsed since the date I was employed. In the event that I am employed by the City, I agree to comply with all its orders, rules, regulations, safety policies, and performance standards. Upon hire, I will provide proof as required on the US Government, I-9 form that I am legally eligible for employment in the United States. If I cannot provide such proof in accordance with Federal Law, I understand that my employment will be terminated.

I have read and understand all of the provisions of this acknowledgement. By signing this application, I hold the City of Canby harmless for any result of the City questioning the references provided in this application. If I am selected for further consideration, I hereby authorize and release from liability all former employers, landlords, educational institutions, law enforcement agencies, and/or other government agencies to provide/release information regarding my employment, education, criminal conviction record, credit history, driver's license violations and motor vehicle records, which may be in their possession to the City of Canby and/or its agents. I understand that I will not receive and am not entitled to know the contents of confidential reports received, and I further understand that these reports may be privileged. An offer of employment is conditional upon a background investigation, and if relevant, a pre-employment medical exam and drug screen test (safety sensitive positions).

**EQUAL EMPLOYMENT OPPORTUNITY:** We are an Equal Opportunity/Affirmative Action Employer. We are dedicated to a policy of nondiscrimination in employment on the basis of race, color, religion, sex, gender identity, sexual