



AGENDA - Amended 2-14-2023
CANBY CITY COUNCIL
WORK SESSION – 6:00 PM
REGULAR MEETING – 7:00 PM

February 15, 2023

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

Register here to attend the meetings virtually:
https://us06web.zoom.us/webinar/register/WN_t0jdA9QWQ9KwD6S28XOjXQ

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

Mayor Brian Hodson	
Councilor Christopher Bangs	Councilor Herman Maldonado
Councilor James Davis	Councilor Jason Padden
Council President Traci Hensley	Councilor Shawn Varwig

WORK SESSION – 6:00 PM

- 1. CALL TO ORDER**
- 2. CAMPING ORDINANCE**
- 3. ADJOURN**

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REGULAR MEETING – 7:00 PM

- 1. CALL TO ORDER**
 - a. Invocation
 - b. Pledge of Allegiance
- 2. IWO JIMA REMEMBRANCE DAY PROCLAMATION**
- 3. 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

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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 February 15, 2023 with your name, the topic you'd like to speak on and contact information: benhamm@canbyoregon.gov or call 503-266-0720. Once your information is received, you will be sent instructions to speak.

4. CANBY ARTS IN PARKS PRESENTATION

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

- a. Approval of the January 4, 2023 City Council Regular Meeting Minutes. Pg. 18
- b. Approval of the OLCC Annual Liquor License Renewals. Pg. 21
- c. Approval of the OLCC Application for a Full On-Premises, Commercial license for Guacamole Bowl Cuisine located at 1011 SW 1st Avenue. Pg. 26
- d. Approval of the OLCC Application for a Full On-Premises, Commercial license for The Train Station Tavern located at 911 SW 4th Avenue. Pg. 34
- e. Reappointment of Chair Melody Thompson to the Canby Utility Board for a term ending February 28, 2026. Pg. 41
- f. Reappointment of Member Jack Pendleton to the Budget Committee for a term ending June 30, 2025. Pg. 43
- g. Appointment of Member Scott Sasse to the Budget Committee for a term ending June 30, 2023. Pg. 43
- h. Appointment of Member Lisa Potter to the Budget Committee for a term ending June 30, 2025. Pg. 43
- i. Appointment of Members Tyler Francke and AdriAnne Carlson to the Transit Advisory Committee for a term ending March 31, 2023. Pg. 51

6. PUBLIC HEARING

You are welcome to speak in person. *If you would like to speak virtually please email or call the Deputy City Recorder by 4:30 pm on February 15, 2023 with your name, and contact information: benhamm@canbyoregon.gov or call 503-266-0720. Once your information is received, you will be sent instructions to speak.**

- a. Supplemental Budget Hearing regarding Parks
- b. Public Hearing regarding Parks Maintenance Fee

7. RESOLUTIONS

- a. Consider adopting **Resolution No. 1379**: A Resolution adopting a Supplemental Budget for the 2022 Fiscal Year. Pg. 58
- b. Consider **Resolution No. 1380**: A Resolution Implementing an Expiration Date to the Current Parks Maintenance Fee. Pg. 61

8. NEW BUSINESS

- a. Consider approving the Canby Depot Museum Local Register of Historic Resources Application. Pg. 64
- b. Presentation on Canby Hotel Development Analysis Pg. 88

9. MAYOR’S BUSINESS

10. COUNCILOR COMMENTS & LIAISON REPORTS

11. CITY ADMINISTRATOR’S BUSINESS & STAFF REPORTS

12. CITIZEN INPUT

13. ACTION REVIEW

14. ADJOURN

EXECUTIVE SESSION – 8:00 PM– Amended 2-14-2023
Will begin after the regular meeting but not prior to 8:00 PM.

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

1. CALL TO ORDER

2. EXECUTIVE SESSION: Pursuant to ORS 192.660(2)(i) Performance Evaluation of Public Officer

3. 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.

ORDINANCE NO. 1582

AN ORDINANCE PROHIBITING CAMPING AND REDUCING OTHER MISCELLANEOUS OFFENSES TO VIOLATIONS

WHEREAS, the Canby Municipal Code does not currently have an ordinance regulating camping on certain public rights of way;

WHEREAS, Oregon House Bill 3115 requires any camping ordinance be brought into compliance with Oregon law and the decisions in *Martin v. Boise* and *Blake v. Grants Pass*;

WHEREAS, the City of Canby desires to have a camping ordinance that balances the constitutional rights of indigent homeless individuals with the needs of a city to remain orderly, safe, and clean;

WHEREAS, current Canby Municipal Codes in Chapter 9.24 and 12.24.040 unnecessarily criminalize certain behaviors associated with sidewalks, public rights of way, and use of public lands;

WHEREAS, the City of Canby desires to reduce the stigma and punishment associated with certain behaviors involving public lands and rights of way; and

WHEREAS, the City of Canby desires to have an ordinance that reasonably regulates as to time, space, and manner any camping within or along Canby public rights of way.

THEREFORE, THE CITY OF CANBY, OREGON, ORDAINS AS FOLLOWS:

Section 1. They City of Canby City Council creates CMC Chapter 9.25 and Chapter 9.24.080, and it amends Chapter 12.24.040 in the ways shown in Exhibits “A.”

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, July 20, 2022 ordered posted as required by the Canby City Charter; and scheduled for second reading on Wednesday, August 3, 2022 commencing at the hour of 7:30 PM in the Council Chambers located at 222 NE 2nd Avenue, 1st Floor 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 3rd day of August, 2022, by the following vote:

YEAS _____

NAYS _____

Brian Hodson
Mayor

ATTEST:

Melissa Bisset, CMC
City Recorder

ORDINANCE - EXHIBIT "A"

Canby Municipal Code Chapter 9.25 CAMPING PROHIBITED IN CERTAIN PLACES

Sections:

9.25.010 Definitions.

9.25.020 Prohibited Camping.

9.25.030 Violation-Penalty.

9.25.010 Definitions.

As used in this section.

(1) "To camp" means to set up, or to remain in or at, a campsite.

(2) "Campsite" means any place where any bedding, sleeping bag, or other sleeping matter, or any stove or fire, is placed, established, maintained, whether or not such place incorporates the use of any tent, lean-to, shack, or any other structure, or any vehicle or part thereof.

(3) "City property" means and includes all real property owned or leased by the city, other than public right-of-way and utility easement as those are defined herein, and all property held in proprietary capacity by the city.

(4) "To Store" or "storage" means to put aside or accumulate for use when needed, to put for safekeeping, to place or leave in a location.

(5) "Camp paraphernalia" means but is not limited to, tarpaulins, cots, beds, sleeping bags, blankets, mattresses, hammocks, or non-city designated cooking facilities and similar equipment.

(6) "Camp facilities" include, but are not limited to, tents, huts, temporary shelters, or vehicles.

9.25.020 Prohibited Camping.

(a) Except as expressly authorized by the Canby Municipal Code, it is unlawful at all times for any persons to camp or to establish, maintain, or occupy a campsite on the following city property:

(1) All public city parks and cemeteries;

(2) In a manner reducing the clear, continuous sidewalk width to less than five feet;

(3) All public property located within an area zoned for residential use under Title 16 of this code. Any street that borders any residential zone is considered residential for the purposes of any type of camping.

(4) In any public street, alleyway, or driveway unless in a camping facility designed for road travel and safety (vehicles, motorhomes, or camper trailers) that is legally parked, is operable, and is moved at least one block or one street every 24 hours. Vehicular street camping is still disallowed in the residential zones per CMC 9.25.020 (a)(3).

(b) Except as expressly authorized by the Canby Municipal Code or by the advanced written consent of the City Administrator or designee, it shall be unlawful for any person to camp or maintain any campsite on any otherwise lawfully allowable city property during the hours of 7:00 a.m. to 9:00 p.m.

(c) Notwithstanding the provisions of this chapter, the City Administrator or designee may temporarily authorize camping or storage of personal property on city property by written order that specifies the period of time and location:

- (1) In the event of emergency circumstances;
- (2) In conjunction with a special event permit; or
- (3) Upon finding it to be in the public interest and consistent with council goals and policies.

(e) The City Administrator may adopt administrative rules to implement any of the provisions of this chapter.

9.25.030 Violation - Penalties and Enforcement.

(a) Violation of Chapter 9.25.020 is a Class "C" violation. Each day that a violation occurs will be considered a separate offense. In lieu of any fine that may be imposed for violation of this section, the court may order community service. Or the court may order both a fine and community service.

(b) In addition to any other penalties that may be imposed, violation of this chapter shall constitute a public nuisance and may be abated in accordance with Oregon law to include ORS 195.505.

ADDITIONAL DECRIMINALIZATION OF CURRENT ORDINANCES

Canby Municipal Code Chapter

9.24.080 Penalty.

Violation of Chapter 9.24 is punishable by a fine not to exceed \$1000. In lieu of any fine that may be imposed for violation of this section, the court may order community service. Or the court may order both a fine and community service.

12.24.040 Possession or consumption of alcoholic beverages prohibited in parks.

- A. No person shall possess or consume alcoholic beverages in the municipal parks.
- B. Violation of this section is a Class C Violation.

C. It is an affirmative offense that the possession or consumption of alcohol was part of a city-sponsored or otherwise permitted event involving alcohol. For example, a beer festival in the park.

CHAPTER 9.24: MISCELLANEOUS OFFENSES

Section

9.24.010 Obstruction of sidewalks.

9.24.020 Riding on trains.

9.24.030 Removal of animal carcass.

9.24.040 Posted notices.

9.24.060 Drinking in public places.

9.24.070 Public indecency.

§ 9.24.010 Obstruction of sidewalks.

No person shall wilfully remain standing, lying or sitting down upon any of the sidewalks of the city in a manner as to obstruct the free passage of foot traffic or foot travelers on any portion of the same, or wilfully remain standing, lying or sitting thereon in that manner after being requested to move on by any police officer of the city.

§ 9.24.020 Riding on trains.

No person other than a railroad employee shall get on or off of any railroad car or train at any place within the corporate limits of the city, or in any manner interfere with railroad cars or trains within the corporate limits of the city.

§ 9.24.030 Removal of animal carcass.

No person who is the owner of any animal which dies shall suffer or permit the carcass to remain upon the public streets or ways; and no person who is owner or occupant of any property shall suffer or permit the carcass of any animal to remain thereon. It shall be the duty of any owner or occupant to forthwith cause the carcass to be buried or other disposition made of the same.

§ 9.24.040 Posted notices.

No person shall wilfully deface or tear down any notice, bulletin or sign before its date of expiration.

§ 9.24.060 Drinking in public places.

No person shall drink or consume alcoholic liquor in or on a street, alley, sidewalk, mall, public or private parking lot or parking structure, motor vehicles, public grounds or other public places unless the place has been licensed for that purpose by the Oregon Liquor Control Commission and the owner of the OLCC licensed premises has obtained a permit from the City of Canby to operate a sidewalk café or other qualifying event.

(Am. Ord. 1316, passed 8-19-2009; Am. Ord. 1366, passed 11-21-2012)

§ 9.24.070 Public indecency.

No person shall, while in or in view of a public place, including public streets, perform an act of urination or defecation, except in toilets provided for that purpose.

HOMELESS INDIVIDUALS' USE OF REAL PROPERTY

195.500 Policy for removal of homeless individuals camping on public property. All municipalities and counties shall:

(1) Develop a policy that recognizes the social nature of the problem of homeless individuals camping on public property.

(2) Implement the policy as developed, to ensure the most humane treatment for removal of homeless individuals from camping sites on public property. [Formerly 203.077]

Note: 195.500 to 195.510 were enacted into law by the Legislative Assembly but were not added to or made a part of ORS chapter 195 or any series therein by legislative action. See Preface to Oregon Revised Statutes for further explanation.

195.505 Elements of camp removal policies; unclaimed personal property; notice. (1) A policy developed pursuant to ORS 195.500 shall conform, but is not limited, to the following provisions.

(2) As used in this section, "personal property" means any item that can reasonably be identified as belonging to an individual and that has apparent value or utility.

(3) Except as provided in subsection (9) of this section, at least 72 hours before removing homeless individuals from an established camping site, law enforcement officials shall post a written notice, in English and Spanish, at all entrances to the camping site to the extent that the entrances can reasonably be identified.

(4)(a) When a 72-hour notice is posted, law enforcement officials shall inform the local agency that delivers social services to homeless individuals as to where the notice has been posted.

(b) The local agency may arrange for outreach workers to visit the camping site that is subject to the notice to assess the need for social service assistance in arranging shelter and other assistance.

(5)(a) All personal property at the camping site that remains unclaimed after removal shall be given to a law enforcement official, a local agency that delivers social services to homeless individuals, an outreach worker, a local agency official or a person authorized to issue a citation described in subsection (10) of this section, whether notice is required under subsection (3) of this section or not.

(b) The unclaimed personal property must be stored:

(A) For property removed from camping sites in counties other than Multnomah County, in a facility located in the same community as the camping site from which it was removed.

(B) For property removed from camping sites in Multnomah County, in a facility located within six blocks of a public transit station.

(c) Items that have no apparent value or utility or are in an insanitary condition may be immediately discarded upon removal of the homeless individuals from the camping site.

(d) Weapons, controlled substances other than prescription medication and items that appear to be either stolen or evidence of a crime shall be given to or retained by law enforcement officials.

(6) The written notice required under subsection (3) of this section must state, at a minimum:

(a) Where unclaimed personal property will be stored;

(b) A phone number that individuals may call to find out where the property will be stored;
or

(c) If a permanent storage location has not yet been determined, the address and phone number of an agency that will have the information when available.

(7)(a) The unclaimed personal property shall be stored in an orderly fashion, keeping items that belong to an individual together to the extent that ownership can reasonably be determined.

(b) The property shall be stored for a minimum of 30 days during which it shall be reasonably available to any individual claiming ownership. Any personal property that remains unclaimed after 30 days may be disposed of or donated to a corporation described in section 501(c)(3) of the Internal Revenue Code as amended and in effect on December 31, 2020.

(8) Following the removal of homeless individuals from a camping site on public property, the law enforcement officials, local agency officials and outreach workers may meet to assess the notice and removal policy, to discuss whether the removals are occurring in a humane and just manner and to determine if any changes are needed in the policy.

(9)(a) The 72-hour notice requirement under subsection (3) of this section does not apply:

(A) When there are grounds for law enforcement officials to believe that illegal activities other than camping are occurring at an established camping site.

(B) In the event of an exceptional emergency at an established camping site, including, but not limited to, possible site contamination by hazardous materials, a public health emergency or other immediate danger to human life or safety.

(b) If a funeral service is scheduled with less than 72 hours' notice at a cemetery at which there is a camping site, or a camping site is established at the cemetery less than 72 hours before the scheduled service, the written notice required under subsection (3) of this section may be posted at least 24 hours before removing homeless individuals from the camping site.

(10) A person authorized to issue a citation for unlawful camping under state law, administrative rule or city or county ordinance may not issue the citation if the citation would be issued within 200 feet of a notice required under subsection (3) of this section and within two hours before or after the notice was posted.

(11) Any law or policy of a city or county that is more specific or offers greater protections to homeless individuals subject to removal from an established camping site preempts contrary provisions of this section. [Formerly 203.079]

Note: See note under 195.500.

195.510 Sites not subject to ORS 195.500 to 195.510. As used in ORS 195.500 to 195.510, "camping site" does not include:

(1) Public property that is a day use recreational area.

(2) Public property that is a designated campground and occupied by an individual under an agreement with a municipality or county. [Formerly 203.081]

Note: See note under 195.500.

195.520 Camping by individuals living in vehicles. (1) Any political subdivision may allow any public or private entity to allow overnight camping by homeless individuals living in vehicles on the property of the entity.

(2) A political subdivision may impose reasonable conditions upon offering camping space under this section, including establishing a maximum number of vehicles allowed.

(3) Entities providing camping spaces under this section must also provide access to sanitary facilities, including toilet, handwashing and trash disposal facilities. [Formerly 203.082]

Note: 195.520 was enacted into law by the Legislative Assembly but was not added to or made a part of ORS chapter 195 or any series therein by legislative action. See Preface to Oregon Revised Statutes for further explanation.

195.530 Noncamping use of public property by homeless individuals; attorney fees. (1)

As used in this section:

(a) “City or county law” does not include policies developed pursuant to ORS 195.500 or 195.505.

(b)(A) “Keeping warm and dry” means using measures necessary for an individual to survive outdoors given the environmental conditions.

(B) “Keeping warm and dry” does not include using any measure that involves fire or flame.

(c) “Public property” has the meaning given that term in ORS 131.705.

(2) Any city or county law that regulates the acts of sitting, lying, sleeping or keeping warm and dry outdoors on public property that is open to the public must be objectively reasonable as to time, place and manner with regards to persons experiencing homelessness.

(3) It is an affirmative defense to a charge of violating a city or county law described in subsection (2) of this section that the law is not objectively reasonable.

(4) A person experiencing homelessness may bring suit for injunctive or declaratory relief to challenge the objective reasonableness of a city or county law described in subsection (2) of this section. The action must be brought in the circuit court of the county that enacted the law or of the county in which the city that enacted the law is located.

(5) For purposes of subsections (2) and (3) of this section, reasonableness shall be determined based on the totality of the circumstances, including, but not limited to, the impact of the law on persons experiencing homelessness.

(6) In any suit brought pursuant to subsection (4) of this section, the court, in its discretion, may award reasonable attorney fees to a prevailing plaintiff if the plaintiff:

(a) Was not seeking to vindicate an interest unique to the plaintiff; and

(b) At least 90 days before the action was filed, provided written notice to the governing body of the city or county that enacted the law being challenged of an intent to bring the action and the notice provided the governing body with actual notice of the basis upon which the plaintiff intends to challenge the law.

(7) Nothing in this section creates a private right of action for monetary damages for any person. [2021 c.370 §1]

Note: 195.530 becomes operative July 1, 2023. See section 2, chapter 370, Oregon Laws 2021.

Note: 195.530 was enacted into law by the Legislative Assembly but was not added to or made a part of ORS chapter 195 or any series therein by legislative action. See Preface to Oregon Revised Statutes for further explanation.

166.025 Disorderly conduct in the second degree. (1) A person commits the crime of disorderly conduct in the second degree if, with intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, the person:

- (a) Engages in fighting or in violent, tumultuous or threatening behavior;
- (b) Makes unreasonable noise;
- (c) Disturbs any lawful assembly of persons without lawful authority;
- (d) Obstructs vehicular or pedestrian traffic on a public way;
- (e) Initiates or circulates a report, knowing it to be false, concerning an alleged or impending fire, explosion, crime, catastrophe or other emergency; or
- (f) Creates a hazardous or physically offensive condition by any act which the person is not licensed or privileged to do.

(2)(a) Disorderly conduct in the second degree is a Class B misdemeanor.

(b) Notwithstanding paragraph (a) of this subsection, disorderly conduct in the second degree is a Class A misdemeanor if the crime is committed within 200 feet of the real property on which the person knows a funeral service is being conducted.

(3) As used in this section, “funeral service” means a burial or other memorial service for a deceased person. [1971 c.743 §220; 1983 c.546 §5; 2001 c.104 §55; 2005 c.631 §1; 2012 c.35 §1]

164.245 Criminal trespass in the second degree. (1) A person commits the crime of criminal trespass in the second degree if the person enters or remains unlawfully in a motor vehicle or in or upon premises.

(2) Criminal trespass in the second degree is a Class C misdemeanor. [1971 c.743 §139; 1999 c.1040 §9]

164.250 [Repealed by 1971 c.743 §432]

164.255 Criminal trespass in the first degree. (1) A person commits the crime of criminal trespass in the first degree if the person:

- (a) Enters or remains unlawfully in a dwelling;
- (b) Having been denied future entry to a building pursuant to a merchant’s notice of trespass, reenters the building during hours when the building is open to the public with the intent to commit theft therein;
- (c) Enters or remains unlawfully upon railroad yards, tracks, bridges or rights of way; or
- (d) Enters or remains unlawfully in or upon premises that have been determined to be not fit for use under ORS 453.855 to 453.912.

(2) Subsection (1)(d) of this section does not apply to the owner of record of the premises if:

- (a) The owner notifies the law enforcement agency having jurisdiction over the premises that the owner intends to enter the premises;
- (b) The owner enters or remains on the premises for the purpose of inspecting or decontaminating the premises or lawfully removing items from the premises; and
- (c) The owner has not been arrested for, charged with or convicted of a criminal offense that contributed to the determination that the premises are not fit for use.

(3) Criminal trespass in the first degree is a Class A misdemeanor. [1971 c.743 §140; 1993 c.680 §23; 1999 c.837 §1; 2001 c.386 §1; 2003 c.527 §1]

164.315 Arson in the second degree. (1) A person commits the crime of arson in the second degree if:

- (a) By starting a fire or causing an explosion, the person intentionally damages:
 - (A) Any building of another that is not protected property; or
 - (B) Any property of another and the damages to the property exceed \$750; or
 - (b) By knowingly engaging in the manufacture of methamphetamine, the person causes fire or causes an explosion that damages property described in paragraph (a) of this subsection.
- (2) Arson in the second degree is a Class C felony. [1971 c.743 §143; 2001 c.432 §1; 2005 c.706 §3]

164.320 [Amended by 1959 c.77 §1; repealed by 1971 c.743 §432]

164.325 Arson in the first degree. (1) A person commits the crime of arson in the first degree if:

- (a) By starting a fire or causing an explosion, the person intentionally damages:
 - (A) Protected property of another;
 - (B) Any property, whether the property of the person or the property of another person, and such act recklessly places another person in danger of physical injury or protected property of another in danger of damage; or
 - (C) Any property, whether the property of the person or the property of another person, and recklessly causes serious physical injury to a firefighter or peace officer acting in the line of duty relating to the fire; or
 - (b) By knowingly engaging in the manufacture of methamphetamine, the person causes fire or causes an explosion that damages property described in paragraph (a) of this subsection.
- (2) Arson in the first degree is a Class A felony. [1971 c.743 §144; 1991 c.946 §1; 2005 c.706 §4]

164.330 [Repealed by 1971 c.743 §432]

164.335 Reckless burning. (1) A person commits the crime of reckless burning if the person recklessly damages property of another by fire or explosion.

(2) Reckless burning is a Class A misdemeanor. [1971 c.743 §142]

164.345 Criminal mischief in the third degree. (1) A person commits the crime of criminal mischief in the third degree if, with intent to cause substantial inconvenience to the owner or to another person, and having no right to do so nor reasonable ground to believe that the person has such right, the person tampers or interferes with property of another.

(2) Criminal mischief in the third degree is a Class C misdemeanor. [1971 c.743 §145]

164.350 [Repealed by 1971 c.743 §432]

164.354 Criminal mischief in the second degree. (1) A person commits the crime of criminal mischief in the second degree if:

- (a) The person violates ORS 164.345, and as a result thereof, damages property in an amount exceeding \$500; or

(b) Having no right to do so nor reasonable ground to believe that the person has such right, the person intentionally damages property of another, or, the person recklessly damages property of another in an amount exceeding \$500.

(2) Criminal mischief in the second degree is a Class A misdemeanor. [1971 c.743 §146; 2009 c.16 §5]

164.365 Criminal mischief in the first degree. (1) A person commits the crime of criminal mischief in the first degree who, with intent to damage property, and having no right to do so nor reasonable ground to believe that the person has such right:

(a) Damages or destroys property of another:

(A) In an amount exceeding \$1,000;

(B) By means of an explosive;

(C) By starting a fire in an institution while the person is committed to and confined in the institution;

(D) Which is a livestock animal as defined in ORS 164.055;

(E) Which is the property of a public utility, telecommunications carrier, railroad, public transportation facility or medical facility used in direct service to the public; or

(F) By intentionally interfering with, obstructing or adulterating in any manner the service of a public utility, telecommunications carrier, railroad, public transportation facility or medical facility; or

(b) Intentionally uses, manipulates, arranges or rearranges the property of a public utility, telecommunications carrier, railroad, public transportation facility or medical facility used in direct service to the public so as to interfere with its efficiency.

(2) As used in subsection (1) of this section:

(a) "Institution" includes state and local correctional facilities, mental health facilities, juvenile detention facilities and state training schools.

(b) "Medical facility" means a health care facility as defined in ORS 442.015, a licensed physician's office or anywhere a licensed medical practitioner provides health care services.

(c) "Public utility" has the meaning provided for that term in ORS 757.005 and includes any cooperative, people's utility district or other municipal corporation providing an electric, gas, water or other utility service.

(d) "Railroad" has the meaning provided for that term in ORS 824.020.

(e) "Public transportation facility" means any property, structure or equipment used for or in connection with the transportation of persons for hire by rail, air or bus, including any railroad cars, buses or airplanes used to carry out such transportation.

(f) "Telecommunications carrier" has the meaning given that term in ORS 133.721.

(3) Criminal mischief in the first degree is a Class C felony. [1971 c.743 §147; 1973 c.133 §6; 1975 c.344 §1; 1979 c.805 §1; 1983 c.740 §33a; 1987 c.447 §104; 1987 c.907 §10; 1989 c.584 §2; 1991 c.837 §13; 1991 c.946 §2; 1993 c.94 §1; 1993 c.332 §3; 1999 c.1040 §11; 1999 c.1093 §2; 2003 c.543 §4; 2009 c.16 §6]

LITTERING

164.775 Deposit of trash within 100 yards of waters or in waters; license suspensions; civil penalties; credit for work in lieu of fine. (1) It is unlawful for any person to discard any

glass, cans or other trash, rubbish, debris or litter on land within 100 yards of any of the waters of the state, as defined in ORS 468B.005, other than in receptacles provided for the purpose of holding such trash, rubbish, debris or litter.

(2) It is unlawful for any person to discard any glass, cans or other similar refuse in any waters of the state, as defined in ORS 468B.005.

(3) In addition to or in lieu of the penalties provided for violation of any provision of this section, the court in which any individual is convicted of a violation of this section may order suspension of certain permits or licenses for a period not to exceed 90 days if the court finds that the violation occurred during or in connection with the exercise of the privilege granted by the permit or license. The permits and licenses to which this section applies are hunting licenses, fishing licenses or boat registrations.

(4)(a) Any person sentenced under subsection (6) of this section to pay a fine for violation of this section shall be permitted, in default of the payment of the fine, to work at clearing rubbish, trash and debris from the lands and waters described by subsections (1) and (2) of this section. Credit in compensation for such work shall be allowed at the rate of \$25 for each day of work.

(b) In any case, upon conviction, if punishment by imprisonment is imposed upon the defendant, the form of the sentence shall include that the defendant shall be punished by confinement at labor clearing rubbish, trash and debris from the lands and waters described by subsections (1) and (2) of this section, for not less than one day nor more than five days.

(5) A citation conforming to the requirements of ORS 133.066 shall be used for all violations of subsection (1) or (2) of this section in the state.

(6) Violation of this section is a Class B misdemeanor.

(7) In addition to and not in lieu of the criminal penalty authorized by subsection (6) of this section, the civil penalty authorized by ORS 468.140 may be imposed for violation of this section.

(8) Nothing in this section or ORS 164.785 prohibits the operation of a disposal site, as defined in ORS 459.005, for which a permit is required by the Department of Environmental Quality, for which such a permit has been issued and which is being operated and maintained in accordance with the terms and conditions of such permit. [Formerly 449.107; 1999 c.1051 §132; 2018 c.76 §18]

164.780 [1969 c.584 §5; repealed by 1971 c.743 §432]

164.785 Placing offensive substances in waters, on highways or other property. (1)(a) It is unlawful for any person, including a person in the possession or control of any land, to discard any dead animal carcass or part thereof, excrement, putrid, nauseous, noisome, decaying, deleterious or offensive substance into or in any other manner befoul, pollute or impair the quality of any spring, river, brook, creek, branch, well, irrigation drainage ditch, irrigation ditch, cistern or pond of water.

(b)(A) In a prosecution under this subsection, it is a defense that:

(i) The dead animal carcass that is discarded is a fish carcass;

(ii) The person returned the fish carcass to the water from which the person caught the fish; and

(iii) The person retained proof of compliance with any provisions regarding angling prescribed by the State Fish and Wildlife Commission pursuant to ORS 496.162.

(B) As used in this paragraph, “fish carcass” means entrails, gills, head, skin, fins and backbone.

(2) It is unlawful for any person to place or cause to be placed any polluting substance listed in subsection (1) of this section into any road, street, alley, lane, railroad right of way, lot, field, meadow or common. It is unlawful for an owner thereof to knowingly permit any polluting substances to remain in any of the places described in this subsection to the injury of the health or to the annoyance of any citizen of this state. Every 24 hours after conviction for violation of this subsection during which the violator permits the polluting substances to remain is an additional offense against this subsection.

(3) Nothing in this section shall apply to the storage or spreading of manure or like substance for agricultural, silvicultural or horticultural purposes, except that no sewage sludge, septic tank or cesspool pumpings shall be used for these purposes unless treated and applied in a manner approved by the Department of Environmental Quality.

(4) Violation of this section is a Class A misdemeanor.

(5) The Department of Environmental Quality may impose the civil penalty authorized by ORS 468.140 for violation of this section. [Formerly 449.105; 1983 c.257 §1; 1987 c.325 §1; 2013 c.132 §1]

164.805 Offensive littering. (1) A person commits the crime of offensive littering if the person creates an objectionable stench or degrades the beauty or appearance of property or detracts from the natural cleanliness or safety of property by intentionally:

(a) Discarding or depositing any rubbish, trash, garbage, debris or other refuse upon the land of another without permission of the owner, or upon any public way or in or upon any public transportation facility;

(b) Draining, or causing or permitting to be drained, sewage or the drainage from a cesspool, septic tank, recreational or camping vehicle waste holding tank or other contaminated source, upon the land of another without permission of the owner, or upon any public way; or

(c) Permitting any rubbish, trash, garbage, debris or other refuse to be thrown from a vehicle that the person is operating. This subsection does not apply to a person operating a vehicle transporting passengers for hire subject to regulation by the Department of Transportation or a person operating a school bus described under ORS 801.460.

(2) As used in this section:

(a) “Public transportation facility” has the meaning given that term in ORS 164.365.

(b) “Public way” includes, but is not limited to, roads, streets, alleys, lanes, trails, beaches, parks and all recreational facilities operated by the state, a county or a local municipality for use by the general public.

(3) Offensive littering is a Class C misdemeanor. [1971 c.743 §283; 1975 c.344 §2; 1983 c.338 §897; 1985 c.420 §20; 2007 c.71 §52; 2015 c.138 §2]



PROCLAMATION

Iwo Jima Remembrance Day

WHEREAS, on February 23, 1945, this country's Armed Forces were engaged in one of the most strategic and bloodiest battles of World War II – the battle for Iwo Jima;

WHEREAS, the Canby–Aurora Veterans of Foreign Wars Post and Auxiliary 6057 of the United States have deemed it fitting to erect a flagpole at the Canby Adult Center in remembrance of those who took part in this great battle;

WHEREAS, each year the members of the Canby–Aurora Veterans of Foreign Wars Post 6057, their Auxiliary, and their fellow veterans organizations and service organizations i.e. Lewis & Clark Young Marines, Civil Air Patrol, Boy Scouts, JROTC etc. have conducted a ceremony to rededicate this memorial and replace the flags on the flagpole; and

WHEREAS, the flagpole located at the Canby Adult Center is the only memorial in the City of Canby dedicated to our veterans who made such significant personal sacrifices during World War II in defense of this great nation.

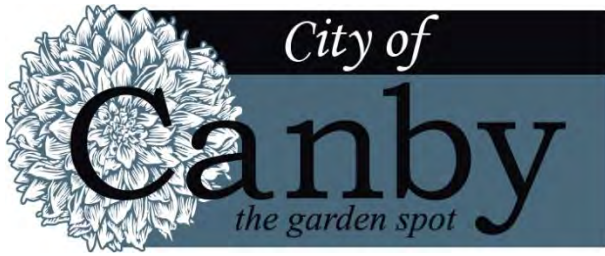
NOW, THEREFORE, I, Brian Hodson, by virtue of the authority vested in me as the Mayor of the City of Canby, do hereby proclaim February 25, 2023 as

Iwo Jima Remembrance Day

I further call upon all members of this community to join in commemorating this great event and celebrate the 76th anniversary of the end of World War II.

Given unto my hand this 15th day of February, 2023 in the City of Canby, Oregon.

Brian Hodson
Mayor



CITY COUNCIL STAFF REPORT

Meeting Date: 2/15/2023

To: The Honorable Mayor Hodson & City Council
Thru: Scott Archer, City Administrator
From: Jamie Stickel, Economic Development Director
Agenda Item: Canby Arts in Parks Presentation.
Goal: N/A
Objective: N/A

Summary

The City of Canby's Parks and Recreation Advisory Board has worked with City staff and Art-O-Maddic to create the Canby Arts in Parks program which is set to launch on March 1, 2023.

Background

The City of Canby completed a Parks & Recreation Master Plan in 2022 and noted the City should begin to work on the "Recreation" aspect of a Parks & Recreation Department. As the Parks & Recreation Advisory Committee began to brainstorm ways they could put recreation projects and offerings into motion, one item that was brought forward was a concept to create a program that would move people throughout the parks system in Canby. The concept was initiated by the Parks and Recreation Advisory Board and they reached out to Art-O-Maddic to determine their willingness for collaboration. Shelley Arndt, owner Art-O-Maddic, quickly connected with local artists to determine the viability of having art pieces donated and was able to quickly determine that there was interest in the program. The program will launch on March 1st and occur monthly throughout the year. Interested participants can find clues on the City's Parks & Recreation website, City of Canby OR Facebook and Instagram, and on the Friends of Canby Parks page.

Discussion

The Canby City Council will hear a presentation regarding the new Arts in Parks program.

Attachments

- A. News Release: Arts in Parks
- B. Arts in Parks Logo



For Immediate Release:

2/7/2023

Contact:

Jamie Stickel

Economic Development Director | Communications Specialist

503.266.0701

StickelJ@CanbyOregon.gov

Canby Arts in Parks Program to Launch March 1st

Explore Canby Parks and Recreation Systems and Discover Local Art

The City of Canby will launch the Arts in Parks program beginning March 1st, 2023. The Arts in Parks program was created to encourage residents to explore the City of Canby parks system.

The Arts in Parks program is an effort led by the City of Canby's Parks & Recreation Advisory Board. Each month, members of the board will hide a piece of art in a City of Canby park. The artwork has been donated by [Art-O-Maddic](#), an art gallery located in downtown Canby at 181 N Grant Street #107.

Barry Johnson, Chair of the City of Canby Parks & Recreation Advisory Board spoke of the Arts in Parks program saying, "The Parks & Recreation board has been looking for an opportunity to encourage our residents to discover and explore our wonderful parks and recreation systems."

The City of Canby will reveal the piece of art and the first clue on the first day of the month. The artwork and clue will be posted on the [City of Canby website](#), [CityofCanbyOR Facebook](#) and [Instagram](#) pages, as well as on the [Friends of Canby Parks](#) Facebook page. A new clue will be released each week until the artwork is found. Once found, the participant is encouraged to take a selfie with the art and use #CanbyArtsInParks. Then follow the QR code on the tag attached to see further instructions.

The Parks & Recreation Advisory Board and Art-O-Maddic have collaborated for the Arts in Parks program. "My husband Eric and I are honored to be a part of this very fun project," said Shelley Arndt, owner of Art-O-Maddic Art Gallery. "We are excited to be able to help bring art to the community in a unique and fun way."

The first featured artist is Kevin Kanyo, from Northeast Portland. Kevin's specialty is glass combing which is a manual manipulation of glass when it is extremely hot. According to his bio, Mr. Kanyo's said his "...love of glass as medium grew with every new technique that I learned."


The program is open to residents and/or business owners who are interested in sponsoring a piece of art for the Arts in Parks program. Those interested should contact Jamie Stickel, Economic Development Director for the City of Canby, at StickelJ@CanbyOregon.gov.

###



Arts in Parks

discover canby parks



www.canbyoregon.gov/ru/page/canby-arts-parks-program

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
January 4, 2023**

PRESIDING: Brian Hodson

COUNCIL PRESENT: Traci Hensley, James Davis, Herman Maldonado, Jason Padden, Shawn Varwig, and Christopher Bangs.

STAFF PRESENT: Scott Archer, City Administrator; Joseph Lindsay, City Attorney/Assistant City Administrator; Maya Benham, Deputy City Recorder; Jorge Tro, Police Chief; Jamie Stickel, Economic Development Director; Jerry Nelzen, Public Works Director; Jeff Snyder, Public Works Supervisor; and Spencer Polack, Public Works Lead.

CALL TO ORDER: Mayor Hodson called the Regular Meeting to order at 7:00 p.m. in the Council Chambers followed by opening ceremonies.

RECOGNITION OF OUTGOING CITY COUNCILORS:

Mayor Hodson recognized outgoing City Councilors Greg Parker, Sarah Spoon, and Art Marine. He thanked each of them for their service and encouraged the public to do the same.

SWEARING IN CEREMONY: Rodney Grafe, Municipal Court Judge, swore in James Davis, Herman Maldonado, Jason Padden, and Shawn Varwig as City Councilors and Brian Hodson as Mayor.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: Ken and Melinda Buckles reported on their veteran's trip and thanked the City and Council for all of the support.

CONSENT AGENDA:

****Council President Hensley moved to approve the minutes of the October 19, 2022 Work Session and Regular Meeting, the reappointments of Dan Ewert and Michael Hutchinson to the Planning Commission with terms expiring December 31, 2025, and the appointment of Craig Lewelling to the Planning Commission for a term expiring December 31, 2024. Motion was seconded by Councilor Varwig and passed 6-0.**

NEW BUSINESS: Selection of Council President –

Mayor Hodson discussed the role and process for selecting the Council President. Council President Hensley was the current Council President and had been doing that for the past two years. She had expressed interest in continuing in this role. Councilor Varwig also expressed interest in this role.

****Councilor Davis moved to nominate Traci Hensley as Council President. Motion was seconded by Councilor Padden and passed 5-0-1 with Council President Hensley abstaining.**

Discussion and Selection of Committee Liaison Assignments –

Mayor Hodson reviewed the role of Council as Committee liaisons.

Councilor Maldonado would be the liaison to the Bike and Pedestrian Committee and Bridging Cultures. Councilor Padden would be the liaison to the Canby Utility Board and School District. Council President Hensley would be the liaison for French Prairie Forum, Aurora Airport Masterplan PAC, PAAM (Positive Aurora Airport Management), Willamette Falls & Landings Heritage Area Coalition, Traffic Safety Commission, and the alternate for C4. Mayor Hodson would be the liaison to Clackamas County Coordinating Committee (C4). Councilor Varwig would be the liaison to the Planning Commission and Transit Advisory Committee. Councilor Bangs would be the liaison to the Heritage and Landmark Commission and Library Advisory Board. Councilor Davis would be the liaison to the Parks and Recreation Advisory Board, Canby Fire District, and Canby Adult Center.

Councilor Bangs expressed interest in holding a work session to restart neighborhood association meetings again. Councilor Padden suggested including the associations in the public input for the Comprehensive Plan and Transportation System Plan update processes.

Scott Archer, City Administrator, suggested discussing this at the Council Goal Setting Retreat.

Mayor Hodson noted Committee vacancies that needed to be filled.

Mr. Archer said he was contacted by Metro to ask if the Mayor would continue to chair the Metro Policy Advisory Committee. Mayor Hodson would continue in that role.

Mayor Hodson thought there should be a future discussion regarding the need for liaison roles or if the chairs and the Mayor should meet periodically or they could come to a Council meeting.

Joe Lindsay, City Attorney/Assistant City Administrator, said they could also set up times for coffee with the Mayor and Council at the library.

MAYOR'S BUSINESS: Mayor Hodson was optimistic about the coming year and working together for the betterment of the City. He welcomed the new Council and thanked all the Councilors for taking on this role.

COUNCILOR COMMENTS & LIAISON REPORTS:

Council President Hensley shared that the Knights Bridge project had been postponed and it would not be closed at the same time as the ODOT project.

Councilor Varwig requested a discussion on the dog park at the next Council meeting.

Councilor Davis complimented City staff for their work during the ice storm.

CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS:

Mr. Archer congratulated the Mayor and new and returning Councilors.

CITIZEN INPUT:

There was none.

ACTION REVIEW:

1. Approved the Consent Agenda.
2. Approved the reappointments and appointment to the Planning Commission.
3. Re-selected Traci Hensley as Council President.
4. Selected Committee liaison assignments.

The meeting was adjourned at 8:06 p.m.

Melissa Bisset
City Recorder

Brian Hodson
Mayor

Assisted with Preparation of Minutes - Susan Wood

Memo

To: Mayor Brian Hodson & Members of City Council
From: Jorge Tro, Chief of Police
CC: Maya Benham, Deputy City Recorder
Date: February 15, 2023
Re: Annual Liquor License Renewals

I have reviewed the Oregon Liquor Control Commission (OLCC) list of businesses located within the City of Canby that are eligible for a liquor license annual renewal. Please see the attached list of businesses that have been identified by OLCC.

I recommend the Canby City Council approve these annual renewal requests to the Oregon Liquor Control Commission (OLCC).

District 2 Renewals

CANBY

Page 1

License No./ Premises No.		Tradename/Licensee/License Type	Premises Address & Phone	Premises Mailing Address
Lic.	348769	7-ELEVEN #17845D	109 SE 1ST	PO BOX 139044
Prem.	2577	BAIRD FOOD INC O - OFF-PREMISES SALES	CANBY, OR 97013 503-266-5111	DALLAS, TX 75313
Lic.	344736	AMERICAN LEGION POST #122 CANBY	424 NW 1ST	PO BOX 121
Prem.	2135	AMERICAN LEGION #122 CANBY F-CLU - FULL ON-PREMISES SALES	CANBY, OR 97013 503-266-9235	CANBY, OR 97013
Lic.	344768	BACKSTOP BAR & GRILL	211 N GRANT	
Prem.	38418	BACKSTOP INC F-COM - FULL ON-PREMISES SALES	CANBY, OR 97013 503-263-6606	
Lic.	346382	BISCUITS CAFE	1477 SE 1ST AVE #101	
Prem.	60258	SHANNIKKI ENTERPRISES LLC F-COM - FULL ON-PREMISES SALES	CANBY, OR 97013 503-263-3287	
Lic.	349069	BLACKJACK DELI & MORE	1110 SW 1ST AVE	
Prem.	38918	BLACKJACK DELI & MORE LLC L - LIMITED ON-PREMISES SALES	CANBY, OR 97013 503-651-9000	
Lic.	346731	B'S BAKE SHOPPE	113 NW 2ND AVE	2719 A ST
Prem.	61681	ZITO GRUPPO LLC L - LIMITED ON-PREMISES SALES	CANBY, OR 97013 503-266-2004	HUBBARD, OR 97032
Lic.	347148	CANBY FOOD MARKET	293 SW 1ST AVE	4495 RIVER RD N
Prem.	57320	DS CANBY LLC O - OFF-PREMISES SALES	CANBY, OR 97013 971-273-3635	KEIZER, OR 97303
Lic.	344737	CANBY LIQUOR STORE	1433 SE 1ST AVE #104	
Prem.	57845	ANDY DOERN INC O - OFF-PREMISES SALES	CANBY, OR 97013 503-266-3562	
Lic.	345392	CUTSFORTH THRIFTWAY	225 NE 2ND	
Prem.	2572	GEF INC O - OFF-PREMISES SALES	CANBY, OR 97013 503-266-2016	
Lic.	345393	CUTSFORTH THRIFTWAY	225 NE 2ND	
Prem.	2572	GEF INC L - LIMITED ON-PREMISES SALES	CANBY, OR 97013 503-266-2016	
Lic.	356800	DEDE'S DELI	1477 SE 1ST AVE #112	92 CENTENNIAL LP
Prem.	63149	CJ'S EATERY 2 LLC L - LIMITED ON-PREMISES SALES	CANBY, OR 97013 541-914-1495	EUGENE, OR 97401
Lic.	347507	DENNY'S RESTAURANT	1369 SE 1ST AVE	
Prem.	36262	CANBY-DENN INC F-COM - FULL ON-PREMISES SALES	CANBY, OR 97013 503-263-3182	
Lic.	348551	EBNER CUSTOM MEATS	272 N GRANT ST	
Prem.	49077	EBNER PROPERTIES LLC L - LIMITED ON-PREMISES SALES	CANBY, OR 97013 503-266-5678	
Lic.	347839	EL KIOSKO DELI	925 SW 4TH AVE	277 S KNOTT ST
Prem.	62449	EL KIOSKO DELI LLC F-COM - FULL ON-PREMISES SALES	CANBY, OR 97013 503-592-9121	CANBY, OR 97013
Lic.	345805	FOB TAPROOM	1109 SW 1ST AVE STE D	317 SE 15TH PL
Prem.	54111	MAV BIER LLC L - LIMITED ON-PREMISES SALES	CANBY, OR 97013 503-263-2337	CANBY, OR 97013

License No./ Premises No.		Tradename/Licensee/License Type	Premises Address & Phone	Premises Mailing Address
Lic.	347788	FRED MEYER #651	1401 SE 1ST	PO BOX 305103
Prem.	28571	FRED MEYER STORES INC O - OFF-PREMISES SALES	CANBY, OR 97013 503-797-7134	NASHVILLE, TN 37230
Lic.	346141	FULTANO'S PIZZA	715 SE 1ST	
Prem.	13198	ROMINE PIZZA CO L - LIMITED ON-PREMISES SALES	CANBY, OR 97013 503-266-1444	
Lic.	346029	GOLD DRAGON	204 SW 2ND	
Prem.	27957	LAM P. PHAN F-COM - FULL ON-PREMISES SALES	CANBY, OR 97013 503-263-1877	
Lic.	348522	GWYNN'S COFFEEHOUSE	190 NW 2ND AVE	
Prem.	57990	GWYNN'S COFFEEHOUSE LLC L - LIMITED ON-PREMISES SALES	CANBY, OR 97013 503-910-1744	
Lic.	345446	HWY 99 SOUTH CANBY QUIK MART	1120 SW 1ST	
Prem.	35523	HWY 99 SOUTH CANBY QUIK MART LL O - OFF-PREMISES SALES	CANBY, OR 97013 503-266-9515	
Lic.	346259	JOY KITCHEN	314 NW 1ST AVE	
Prem.	47726	SHENG YING INC L - LIMITED ON-PREMISES SALES	CANBY, OR 97013 503-266-8898	
Lic.	348547	LA CONASUPER MEAT MARKET	733 SE 1ST ST	14154 SE STARK ST
Prem.	63364	PASTOR'S INVESTMENT INC O - OFF-PREMISES SALES	CANBY, OR 97013 503-730-6980	PORTLAND, OR 97233
Lic.	348513	LA MIXTECA MARKET	205 SE 1ST	PO BOX 251
Prem.	42541	RUFINO ZURITA O - OFF-PREMISES SALES	CANBY, OR 97013 503-266-6757	CANBY, OR 97013
Lic.	346789	LONE ELDER PIZZA	207 SW 1ST AVE #106	
Prem.	18856	LONE ELDER ENTERPRISES LLC L - LIMITED ON-PREMISES SALES	CANBY, OR 97013 503-266-1888	
Lic.	346204	LOS DOS AGAVES MEXICAN RESTAUF	102 N IVY ST	
Prem.	57062	RAMIREZ & GONZALEZ LLC F-COM - FULL ON-PREMISES SALES	CANBY, OR 97013 503-266-1441	
Lic.	349293	MIKE'S PLACE	404 NW 1ST AVE	2008 NE 181ST AVE
Prem.	3604	S & J HOLDINGS LLC F-COM - FULL ON-PREMISES SALES	CANBY, OR 97013 503-236-9343	VANCOUVER, WA 98684
Lic.	346736	MOMIJI JAPANESE SUSHI BAR	1477 SE 1ST AVE #108 & 109	641 HICKORY ST #120
Prem.	58267	YTZC INC F-COM - FULL ON-PREMISES SALES	CANBY, OR 97013	ALBANY, OR 97321
Lic.	346061	NUEVO VALLARTA RESTAURANT	1385 SE 1ST AVE #104	
Prem.	36350	PUERTO VALLARTA RESTAURANTS IN F-COM - FULL ON-PREMISES SALES	CANBY, OR 97013 503-266-1782	
Lic.	348032	ODD MOE'S PIZZA	1017 SW 1ST AVE	
Prem.	57362	ALWAYS OPEN LLC O - OFF-PREMISES SALES	CANBY, OR 97013 503-263-8444	
Lic.	347510	PIZZA SCHMIZZA PUB AND GRILL	851 SW 1ST AVE #104	PO BOX 1166
Prem.	57102	MCROBBIE PIZZA INC F-COM - FULL ON-PREMISES SALES	CANBY, OR 97013 503-263-2300	CANBY, OR 97013

License No./ Premises No.		Tradename/Licensee/License Type	Premises Address & Phone	Premises Mailing Address
Lic.	346128	PUDDIN RIVER CHOCOLATES & WINE	1440 S IVY ST	
Prem.	57046	PUDDIN RIVER CHOCOLATES & CONF O - OFF-PREMISES SALES	CANBY, OR 97013	
Lic.	346129	PUDDIN RIVER CHOCOLATES & WINE	1440 S IVY ST	
Prem.	57047	PUDDIN RIVER CHOCOLATES & CONF L - LIMITED ON-PREMISES SALES	CANBY, OR 97013	
Lic.	347082	RITE AID #5325	891 SE 1ST AVE	PO BOX 3165
Prem.	45183	THRIFTY PAYLESS INC O - OFF-PREMISES SALES	CANBY, OR 97013 503-266-6381	HARRISBURG, PA 17105
Lic.	345521	ROUNDERS CANBY	224 NW 1ST AVE	
Prem.	43700	JTD ENTERPRISES LLC L - LIMITED ON-PREMISES SALES	CANBY, OR 97013 503-705-0588	
Lic.	347976	SAFEWAY STORE #2604	1055 SW 1ST AVE	PO BOX 29096 MS 6531
Prem.	36549	SAFEWAY INC O - OFF-PREMISES SALES	CANBY, OR 97013 503-266-5535	PHOENIX, AZ 85038
Lic.	346713	SIREN SONG	136 N GRANT ST STE B	4615 EXETER ST
Prem.	62790	WAYWARD HOSPITALITY LLC F-COM - FULL ON-PREMISES SALES	CANBY, OR 97013	WEST LINN, OR 97068
Lic.	346538	THAI CORNER CUISINE	1109 SW 1ST AVE SUITE A	
Prem.	48994	THAI CORNER CUISINE LLC L - LIMITED ON-PREMISES SALES	CANBY, OR 97013 503-263-2442	
Lic.	346537	THAI DISH	108 N IVY ST	
Prem.	37095	THAI DISH INC L - LIMITED ON-PREMISES SALES	CANBY, OR 97013 503-263-9898	
Lic.	346360	THE WILD HARE SALOON & CAFE	1190 SW FIRST	1109 SW 1ST AVE STE F
Prem.	21375	SIDEWINDER INC F-COM - FULL ON-PREMISES SALES	CANBY, OR 97013 503-651-4273	CANBY, OR 97013
Lic.	347227	TI-CANBY LLC	453 SE 1ST AVE	1700 VALLEY RIVER DR #300
Prem.	46053	TI-CANBY LLC O - OFF-PREMISES SALES	CANBY, OR 97013 541-968-4575	EUGENE, OR 97401
Lic.	349571	TMK DISTILLERY LLC / TMK CREAMER	27221 S DRYLAND RD	8441 DEHLINGER LN
Prem.	59055	TMK CREAMERY LLC F-COM - FULL ON-PREMISES SALES	CANBY, OR 97013 503-705-2550	KLAMATH FALLS, OR 97603
Lic.	349573	TMK DISTILLERY LLC / TMK CREAMER	27221 S DRYLAND RD	8441 DEHLINGER LN
Prem.	59055	TMK CREAMERY LLC BP - BREWERY - PUBLIC HOUSE	CANBY, OR 97013 503-705-2550	KLAMATH FALLS, OR 97603
Lic.	346659	TNT MARKET	164 SE 1ST AVE	
Prem.	15427	WHK INC O - OFF-PREMISES SALES	CANBY, OR 97013 503-266-2020	
Lic.	347117	WALGREENS #10893	1080 SW 1ST AVE	PO BOX 901 MS 3215
Prem.	46515	WALGREEN CO O - OFF-PREMISES SALES	CANBY, OR 97013 503-263-1600	DEERFIELD, IL 60015
Lic.	346712	WAYWARD SANDWICHES	117 NW 2ND AVE #120	4615 EXETER ST
Prem.	60350	WAYWARD HOSPITALITY LLC L - LIMITED ON-PREMISES SALES	CANBY, OR 97013 503-266-3100	WEST LINN, OR 97068

District 2 Renewals

CANBY
Page 4

<u>License No./ Premises No.</u>	<u>Tradenname/Licensee/License Type</u>	<u>Premises Address & Phone</u>	<u>Premises Mailing Address</u>
Lic. 347654 Prem. 2136	WILLAMETTE VALLEY COUNTRY CLUB WILLAMETTE VALLEY COUNTRY CLUB F-CLU - FULL ON-PREMISES SALES	900 COUNTRY CLUB PL CANBY, OR 97013 503-266-4066	PO BOX 988 CANBY, OR 97013

Count for CANBY

46

Memo

To: Mayor Brian Hodson & Members of City Council
From: Jorge Tro, Chief of Police
CC: Maya Benham, Deputy City Recorder
Date: February 15, 2023
Re: Guacamole Mexican Restaurant - Liquor License Application /
Full On-Premises, 1011 SW 1st Ave, Canby, Oregon

I have reviewed the attached liquor license application completed by Ramon Pelayo, new owner of Guacamole Mexican Restaurant (aka Guacamole Bowl), located at 1011 SW 1st Ave, Canby, Oregon, 97013.

On February 2, 2023, I spoke with Ramon Pelayo, regarding the application over the phone. Mr. Pelayo said he recently purchased Guacamole Bowl and needed to complete a new liquor license application due to the change of ownership. We discussed the expectations and responsibilities involving the sale of alcoholic beverages.

Mr. Pelayo does not have much experience selling alcoholic beverages since he is a new owner, but has recently been through the OLCC training and permitting process. He also has employees at the restaurant that have experience serving. He is aware that any employee selling alcoholic beverages must know the laws regulating the sale of alcoholic beverages and the consequences for failure to comply with the rules as set forth by Oregon State Law.

It is my recommendation the Canby City Council approve this application to the Oregon Liquor Control Commission (OLCC).

PD 111912023
✓ 8386
\$100.00
⑤

LIQUOR LICENSE APPLICATION

Page 1 of 3

Check the appropriate license request option:

☒ New Outlet | ☐ Change of Ownership | ☐ Greater Privilege | ☐ Lesser Privilege

Select the license type you are applying for.

More information about all license types is available [online](#).

Full On-Premises

- ☒ Commercial
- ☐ Caterer
- ☐ Public Passenger Carrier
- ☐ Other Public Location
- ☐ For Profit Private Club
- ☐ Nonprofit Private Club

Winery

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th

Brewery

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

Brewery-Public House

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

Grower Sales Privilege

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

Distillery

- ☐ Primary location
- Additional tasting locations: ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th ☐ 6th

☐ Limited On-Premises

☐ Off Premises

☐ Warehouse

☐ Wholesale Malt Beverage and Wine

INTERNAL USE ONLY

Application received:

Minimum documents acquired:

LOCAL GOVERNING BODY USE ONLY

City/County name:

Date application received:

Optional: Date Stamp

- ☐ Recommend this license be granted
- ☐ Recommend this license be denied

Printed Name

Date

Return this form to:

Investigator name:

Email:

LIQUOR LICENSE APPLICATION

Page 2 of 3

APPLICANT INFORMATION

Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.

Name of entity or individual applicant #1: _____ Name of entity or individual applicant #2: _____

Guacamole Mexican Restaurant, Inc

Name of entity or individual applicant #3: _____ Name of entity or individual applicant #4: _____

BUSINESS INFORMATION

Trade Name of the Business (name customers will see):

Guacamole Bowl Cuisine (Name in process)

Business phone number:

503-263-3940

Business email:

Premises street address (The physical location of the business and where the liquor license will be posted):

1011 SW 1st Ave,

City:

Canby

Zip Code:

97013

County:

Clackamas

Business mailing address (where we will send any items by mail as described in OAR 845-004-0065(1)):

Same as above

City:

State:

Zip Code:

Does the business address currently have an OLCC liquor license? ☐ Yes ☒ No

Does the business address currently have an OLCC marijuana license? ☐ Yes ☒ No

APPLICATION CONTACT INFORMATION

Contact Name:

Ramon Pelayo Flores

Phone number:

[REDACTED]

Email:

[REDACTED]

Mailing address:

[REDACTED]

City:

Canby

Zip Code:

97013

County:

Clackamas

Please note: liquor license applications are public records.

OLCC Liquor License Application (Rev. 04.15.22)

LIQUOR LICENSE APPLICATION

Page 3 of 3

ATTESTATIONS

By signing this form, you attest that each of the following statements are true. I understand the Commission may require a licensee to provide proof of any of the below or below referenced documents at any time.

I understand that marijuana is **prohibited** on the licensed premises. This includes marijuana use, consumption, ingestion, inhalation, samples, give-away, sale, etc. I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application are true and complete.

I affirm that I have read OAR 845-005-0311 and all individuals (sole proprietors) or entities with an ownership interest (other than waivable ownership interest per OAR 845-005-0311(6)) are listed as license applicants in #2 above. I understand that failure to list an individual or entity who has an un-waivable ownership interest in the business may result in denial of my license or the OLCC taking action against my license in the event that an undisclosed ownership interest is discovered after license issuance.

Ramon Pelayo Flores

Print name

[Redacted Signature]

10/20/2022

Date

Atty. Bar Info (if applicable)

Victor M. Arce Tamayo

Print name

[Redacted Signature]

10/20/2022

Date

Atty. Bar Info (if applicable)

Vicente Ortiz

Print name

[Redacted Signature]

10-20-2022

Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

Atty. Bar Info (if applicable)



OREGON LIQUOR CONTROL COMMISSION

Real Property Attestation

IMPORTANT: Please read Oregon Administrative Rule (OAR) 845-005-0311 [here](#) before completing this form.

- OAR 845-005-0311 defines who has an ownership interest in the business proposed to be licensed and allows the OLCC to refuse to issue a license if the applicant is not the owner of the business or an undisclosed ownership interest exists.
- Subsection (4)(b) of this rule includes as an ownership interest any person or entity owning the real or personal property of the premises proposed to be licensed, unless the owner of the property has given control over the property to another party via a lease or rental agreement or similar agreement.
- As a part of completing this "Real Property Attestation" form, applicants confirm they have read and understand OAR 845-005-0311.

Guacamole Bowl Cuisine

Business Trade Name (the name customers see)

1011 SW 1st Ave. Canby, OR. 97013

Business Address (street, city, zip code)

Definitions

- "Real property" means the real estate (land) and generally whatever is erected or affixed to the land (for example, the building) at the business address.
- "Common area" is a privately owned area where two or more parties (property tenants) have permission to use the area in common. Examples include the walking areas between stores at a shopping center, lobbies, hallways, patios, parking lots, etc. An area's designation as a "common area" is typically identified in the lease or rental agreement.

ATTESTATION

All applicants have read OAR 845-005-0311 and:

1. Each applicant shown on the Liquor License Application form has read and understands OAR 845-005-0311.
2. Only the applicant(s) shown on the Liquor License Application form have an ownership interest in the real property to be used as a part of the licensed business.
3. The licensed premises at the business address proposed to be licensed either:
 - a. Does not include any common areas; or
 - b. Does include one or more common areas; however, only the applicant(s) have the exclusive right to engage in alcohol sales and service in the area to be included as part of the licensed premises.
 - In this circumstance, the applicant(s) acknowledges responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including in portions of the premises that are situated in "common areas" and that this requirement applies at all times, even when the business is closed.
4. The premises address at the business address proposed to be licensed matches the premises business address listed on the Liquor License Application form.
5. The licensed premises at the business address above either:
 - a. Has no area on property controlled by a public entity (like a city, county, or state); or
 - b. Has one or more areas on property controlled by a public entity (like a city, county, or state) and the public entity has given at least one of the applicant(s) or licensee(s) permission to exercise the privileges of the license in the area.



OREGON LIQUOR CONTROL COMMISSION

Real Property Attestation

Guacamole Bowl Cuisine

Business Trade Name (the name customers see)

1011 SW 1st Ave. Canby, OR. 97013

Business Address (street, city, zip code)

Applicant(s) Signature

- Each individual listed as an applicant must sign this form.
- If an applicant is an entity, such as a corporation or LLC, at least one INDIVIDUAL who is authorized to sign for the entity must sign this form.
- An individual with the authority to sign on behalf of the applicant (such as the applicant's attorney or an individual with power of attorney) may sign this form. If an individual other than an applicant signs this form, please provide written proof of signature authority. Attorneys signing on behalf of applicants may list the state of bar licensure and bar number in lieu of written proof of authority from an applicant. **Applicants are still responsible for all information on this form.**

10/20/2022

Date

If an attorney

(Print Name)

(State of bar licensure)

(Bar number)

If an applicant

Ramon Pelayo F

Applicant #1 (Print Name)

Applicant #1 (Signature)

Victor M. Ace T.

Applicant #2 (Print Name)

Applicant #2 (Signature)

Vincent Ortiz

Applicant #3 (Print Name)

Applicant #3 (Signature)

Applicant #4 (Print Name)

Applicant #4 (Signature)



OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: Gaucamole Mexican Restaurant, Inc Phone: 503-263-3940
Trade Name (dba): Guacamole Bowl Cuisine
Business Location Address: 1011 SW 1st Ave,
City: Canby, Oregon ZIP Code: 97013

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday	8:00AM	to	09:00PM
Monday	8:00AM	to	09:00PM
Tuesday	8:00AM	to	09:00PM
Wednesday	8:00AM	to	09:00PM
Thursday	8:00AM	to	09:00PM
Friday	8:00AM	to	09:00PM
Saturday	8:00AM	to	09:00PM

Outdoor Area Hours:

Sunday	N/A	to	
Monday		to	
Tuesday		to	
Wednesday		to	
Thursday		to	
Friday		to	
Saturday		to	

The outdoor area is used for:

- ☐ Food service Hours: _____ to _____
☐ Alcohol service Hours: _____ to _____
☐ Enclosed, how _____

The exterior area is adequately viewed and/or supervised by Service Permittees.

(Investigator's Initials)

Seasonal Variations: ☐ Yes ☒ No If yes, explain: _____

ENTERTAINMENT

Check all that apply: N/A.

- | | |
|--|---|
| <input type="checkbox"/> Live Music | <input type="checkbox"/> Karaoke |
| <input type="checkbox"/> Recorded Music | <input type="checkbox"/> Coin-operated Games |
| <input type="checkbox"/> DJ Music | <input type="checkbox"/> Video Lottery Machines |
| <input type="checkbox"/> Dancing | <input type="checkbox"/> Social Gaming |
| <input type="checkbox"/> Nude Entertainers | <input type="checkbox"/> Pool Tables |
| | <input type="checkbox"/> Other: _____ |

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday	_____	to	_____
Monday	_____	to	_____
Tuesday	_____	to	_____
Wednesday	_____	to	_____
Thursday	_____	to	_____
Friday	_____	to	_____
Saturday	_____	to	_____

SEATING COUNT

Restaurant: 106 Outdoor: _____
Lounge: _____ Other (explain): _____
Banquet: _____ Total Seating: 106

OLCC USE ONLY

Investigator Verified Seating: _____ (Y) _____ (N)

Investigator Initials: _____

Date: _____

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: _____ Date: 10-20-2022

1-800-452-OLCC (6522)

www.oregon.gov/olcc

(rev. 12/07)



OREGON LIQUOR & CANNABIS COMMISSION
FLOOR PLAN FORM

Your floor plan must be submitted on this form

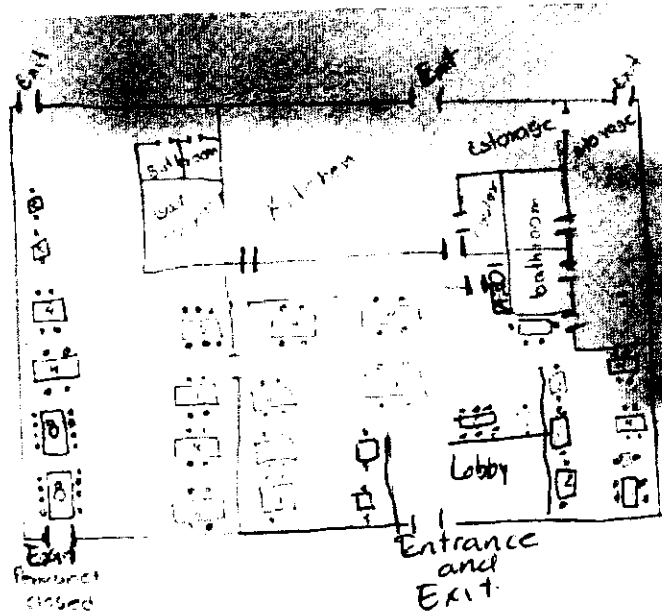
Guacamole Mexican Restaurant, Inc

Applicant Name

Trade Name (dba)

DBA.

Guacamole Bowl Cuisine.



.....OLCC USE ONLY.....
MINOR POSTING ASSIGNMENT(S)

Date: _____ Initials: _____

(rev. 03/22)

Memo

To: Mayor Brian Hodson & Members of City Council
From: Jorge Tro, Chief of Police
CC: Maya Benham, Deputy City Recorder
Date: February 15, 2023
Re: The Train Station Tavern - Liquor License Application / Full On-Premises, 911 SW 4th Ave, Canby, Oregon

I have reviewed the attached liquor license application completed by Travis McRobbie, for the soon to be new business, The Train Station Tavern, located at 911 SW 4th Ave, Canby, Oregon, 97013.

On Feb 7, 2023, I spoke with the owner of the new business, Travis McRobbie, over the phone and we discussed the expectations and responsibilities involving the sale of alcoholic beverages.

Mr. McRobbie has experience in the selling of alcoholic beverages due to previously owning another establishment that served alcohol. He is aware that any employee selling alcoholic beverages must know the laws regulating the sale of alcoholic beverages and the consequences for failure to comply with the rules as set forth by Oregon State Law.

It is my recommendation the Canby City Council approve this application to the Oregon Liquor Control Commission (OLCC).

LIQUOR LICENSE APPLICATION

Page 1 of 4

Check the appropriate license request option:

☒ [New Outlet](#) | ☐ [Change of Ownership](#) | ☐ [Greater Privilege](#) | ☐ [Lesser Privilege](#) | ☐ [Additional Privilege](#)

Select the license type you are applying for.

More information about all license types is available [online](#).

Full On-Premises

- ☒ Commercial
- ☐ Caterer
- ☐ Public Passenger Carrier
- ☐ Other Public Location
- ☐ For Profit Private Club
- ☐ Nonprofit Private Club

Winery

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th

Brewery

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

Brewery-Public House

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

Grower Sales Privilege

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

Distillery

- ☐ Primary location
- Additional tasting locations: ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th ☐ 6th

☐ Limited On-Premises

☐ Off Premises

☐ Warehouse

☐ Wholesale Malt Beverage and Wine

INTERNAL USE ONLY

Local Governing Body: After providing your recommendation, return this application to the applicant.

LOCAL GOVERNING BODY USE ONLY

City/County name:

Canby / Clackamas

Date application received: 2/6/2023

Optional: Date Stamp

PAID \$100

Check # 3806

☐ Recommend this license be granted

☐ Recommend this license be denied

Printed Name

Date

LIQUOR LICENSE APPLICATION

Page 2 of 4

APPLICANT INFORMATION

Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.

Name of entity or individual applicant #1:

Travis McRobbie

Name of entity or individual applicant #2:

Name of entity or individual applicant #3:

Name of entity or individual applicant #4:

BUSINESS INFORMATION

Trade Name of the Business (name customers will see):

The Train Station Tavern

Premises street address (The physical location of the business and where the liquor license will be posted):

911 SW 4th Avenue

City:

Canby

Zip Code:

97013

County:

Clackamas

Business phone number:

Business email:

Business mailing address (where we will send any items by mail as described in [OAR 845-004-0065\[1\]](#)):

City:

Canby

State:

OR

Zip Code:

97013

Does the business address currently have an OLCC liquor license? ☐ Yes ☒ No

Does the business address currently have an OLCC marijuana license? ☐ Yes ☒ No

AUTHORIZED REPRESENTATIVE – A liquor applicant or licensee may give a representative authorization to make changes to the license or application on behalf of the licensee or to receive information about a license or application.

I give permission for the below named representative to:

- ☐ Make changes regarding this license/application on my behalf.
- ☐ Receive information about the status of this application, including information about pending compliance action or communications between OLCC and the licensee/applicant.

Representative Name:

Phone number:

Email:

Mailing address:

City:

State:

Zip Code:

LIQUOR LICENSE APPLICATION

Page 3 of 4

APPLICATION CONTACT INFORMATION – Provide the point of contact for this application. If this individual is not an applicant or licensee, the Authorized Representative section must be filled in and the appropriate permission(s) must be selected.

Application Contact Name:

Travis McRobbie

Phone number:

Email:

TERMS

- “Real property” means the real estate (land) and generally whatever is erected or affixed to the land (for example, the building) at the business address.
- “Common area” is a privately owned area where two or more parties (property tenants) have permission to use the area in common. Examples include the walking areas between stores at a shopping center, lobbies, hallways, patios, parking lots, etc. An area’s designation as a “common area” is typically identified in the lease or rental agreement.

ATTESTATION – OWNERSHIP AND CONTROL OF THE BUSINESS AND PREMISES

- Each applicant listed in the “Application Information” section of this form has read and understands [OAR 845-005-0311](#) and attests that:
 1. At least one applicant listed in the “Application Information” section of this form has the legal right to occupy and control the real property proposed to be licensed as shown by a property deed, lease, rental agreement, or similar document.
 2. No person not listed as an applicant in the “Application Information” section of this form has an ownership interest in the business proposed to be licensed, unless the person qualifies to have that ownership interest waived under OAR 845-005-0311.
 3. The licensed premises at the premises street address proposed to be licensed either:
 - a. Does not include any common areas; or
 - b. Does include one or more common areas; however, only the applicant(s) have the exclusive right to engage in alcohol sales and service in the area to be included as part of the licensed premises.
 - In this circumstance, the applicant(s) acknowledges responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including in portions of the premises that are situated in “common areas” and that this requirement applies at all times, even when the business is closed.
 4. The licensed premises at the premises street address either:
 - a. Has no area on property controlled by a public entity (like a city, county, or state); or
 - b. Has one or more areas on property controlled by a public entity (like a city, county, or state) and the public entity has given at least one of the applicant(s) permission to exercise the privileges of the license in the area.

LIQUOR LICENSE APPLICATION

Page 4 of 4

- Each applicant listed in the "Application Information" section of this form has read and understands [OAR 845-006-0362](#) and attests that:

1. Upon licensure, each licensee is responsible for the conduct of others on the licensed premises, including in outdoor areas.
2. The licensed premises will be controlled to promote public safety and prevent problems and violations, with particular emphasis on preventing minors from obtaining or consuming alcoholic beverages, preventing over-service of alcoholic beverages, preventing open containers of alcoholic beverages from leaving the licensed premises unless allowed by OLCC rules, and preventing noisy, disorderly, and unlawful activity on the licensed premises.

I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application, are true and complete.

Travis McRobbie

Print name



2/6/2023

Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

Atty. Bar Info (if applicable)



OREGON LIQUOR & CANNABIS COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: Travis McRobbie

Phone [REDACTED]

Trade Name (dba): The Train Station Tavern

Business Location Address: 911 SW 4th Ave.

City: Canby

ZIP Code: 97013

DAYS AND HOURS OF OPERATION

Business Hours:

Outdoor Area Hours:

The outdoor area is used for:

Sunday 11am to 11pm
Monday 11am to 11pm
Tuesday 11am to 11pm
Wednesday 11am to 11pm
Thursday 11am to 11pm
Friday 11am to 12am

Sunday _____ to _____
Monday _____ to _____
Tuesday _____ to _____
Wednesday _____ to _____
Thursday _____ to _____
Friday _____ to _____

☐ Food service Hours: _____ to _____
☐ Alcohol service Hours: _____ to _____
☐ Enclosed, how _____
The exterior area is adequately viewed and/or supervised by Service Permittees.

Saturday 11am to 12am

Saturday _____ to _____

_____ (Investigator's Initials)

Seasonal Variations: ☐ Yes ☒ No If yes, explain: _____

ENTERTAINMENT

Check ALL that apply:

- | | |
|--|--|
| <input type="checkbox"/> Live Music | <input type="checkbox"/> Karaoke |
| <input type="checkbox"/> Recorded Music | <input type="checkbox"/> Coin-operated Games |
| <input type="checkbox"/> DJ Music | <input checked="" type="checkbox"/> Video Lottery Machines |
| <input type="checkbox"/> Dancing <input type="checkbox"/> Nude Dancing | <input type="checkbox"/> Social Gaming |
| <input type="checkbox"/> Live Entertainment | <input type="checkbox"/> Pool Tables |
| <input type="checkbox"/> Minor Entertainers | <input checked="" type="checkbox"/> Other: <u>Jukebox</u> |

*Minor Entertainers in an area prohibited to minors need prior approval from the OLCC

SEATING COUNT

Restaurant: 50 Outdoor: _____ Lounge: _____
Banquet: _____ Other (explain): _____ Total Seating: _____

OLCC USE ONLY

Investigator Verified Seating: _____(Y) _____(N)
Investigator Initials: _____
Date: _____

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature [REDACTED]

Date: 2/6/2023

www.oregon.gov/olcc



FLOOR PLAN FORM

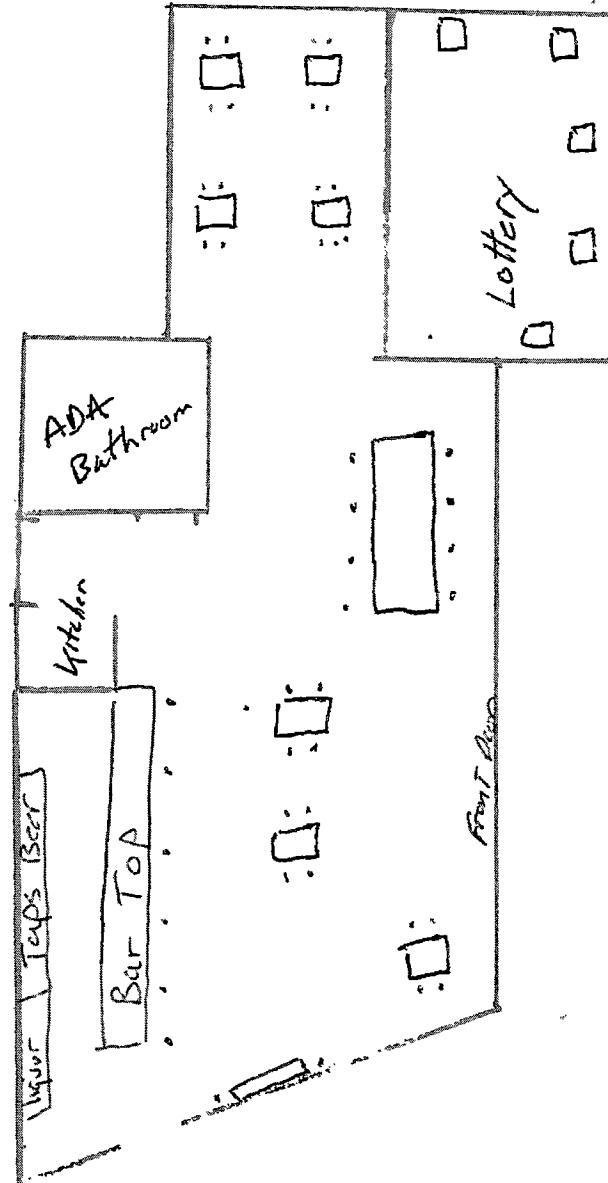
Your floor plan must be submitted on this form

Travis McRobbie

Applicant Name

The Train Station Tavern

Trade Name (dba)



.....OLCC USE ONLY.....
MINOR POSTING ASSIGNMENT(S)

Date: _____ Initials: _____



CITY COUNCIL STAFF REPORT

Meeting Date: 2/15/2023

To: The Honorable Mayor Hodson & City Council

Thru: Scott Archer, City Administrator

From: Maya Benham, Deputy City Recorder

Agenda Item: Canby Utility Board Reappointment

Goal: Enhance Engagement & Communications that represents broad perspectives

Objective: N/A

Summary

Melody Thompson has been serving on the Canby Utility Board since April 1, 2020. The term is set to expire on February 28, 2023. The new term will expire on February 28, 2026. Ms. Thompson would like to continue to serve on the Canby Utility Board.

Background

The Canby Utility Board was established in the [City Charter Chapter X, Section 4](#). The Board has exclusive jurisdiction, control and management of the Electric Department and all of its operations and facilities. The Board is made up of five members who serve three year terms and no member may serve more than two successive terms. The Canby City Charter explains that members are appointed by the Mayor and confirmed by a majority of the Canby City Council.

Attachments

Melody Thompson's Application

Fiscal Impact

None

Options

1. Reappoint Melody Thompson to the Canby Utility Board.
2. Take no action.

Proposed Motion

"I move to approve the reappointment of Melody Thompson on the Canby Utility Board for a term expiring February 28, 2026."



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

Date: 2/9/2023 Position Applying For: Canby Utility Board member

Name: Melody Thompson Occupation: Administrative Support

Home Address: [REDACTED] Canby OR 97013

Employer: Canby Area Transit/City of Canby Position: Administrative Assistant PT

Daytime Phone: [REDACTED] Evening Phone: [REDACTED]

E-Mail Address: [REDACTED]

What are your community interests (committees, organizations, special activities)? I retired in 2018 with 25 years of public service as an elected & public employee. Since then I have enjoyed spending more time with family and personal hobbies. Came back to volunteer for Canby budget committee and Utility Board in the last 4 years.

What are your major interests or concerns in the City's programs? Meeting needs, demands of progress while checking in with the community's vision of development. Investing in infrastructure wisely, supporting public programs, keeping safety and livability in the forefront. Recognizing, planning for demographic changes on the horizon.

Reason for your interest in this position: Canby Utility is on the cusp of growth in services (water/electric distribution) due to housing and business growth. A water master plan is in the works, electric vehicle opportunities are emerging, we have new leadership and staffing demands. I enjoy being a part of progress in Canby.

Experience and educational background: Retail store buyer/manager various businesses - 12 years. Public employee 26 yrs in Aurora, Gresham, Troutdale, Canby. Various positions: Court Clerk, Planning Tech, Finance Officer, City Recorder, Police Records Supervisor. Operated small business with husband (golf driving range).

List any other City or County positions on which you serve or have served: City of Canby Budget Committee several terms (2001 and 2020), City of Canby Mayor 2002-2010, Multi County/Metro Urban and Rural Reserves Planning project as "small cities" representative, C-4 representative & co-chair.

Referred by (if applicable): N/A

Please return to:

**City of Canby - Attn: Deputy City Recorder
PO Box 930, 222 NE 2nd Avenue, Canby, OR 97013
Phone: 503.266.0720 Fax: 503.266.7961 Email: benhamm@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. 12/2021

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



City Council Staff Report

Meeting Date: 2/15/2023

To: Honorable Mayor Hodson and City Council

Thru: Scott Archer, City Administrator

From: Maya Benham, Deputy City Recorder

Agenda Item: Reappointment of Jack Pendleton to the Budget Committee with a term ending June 30, 2025, Appointment of Scott Sasse to the Budget Committee with a term ending June 30, 2023, and the Appointment of Lisa Potter to the Budget Committee with a term ending June 30, 2025.

Goal: Enhance Engagement & Communications that represents broad perspectives

Summary

There are currently vacancies on the Budget Committee. The vacancies have been advertised on the City's website.

Background

Budget Committees are established through [State Statute](#) and exist to provide the public an opportunity to participate in the [budgeting process](#). It reviews and revises the proposed budget prior to the Urban Renewal Agency adopting the budget. The Urban Renewal Budget Committee is made up of six citizens-at-large from the City Budget Committee and one additional citizen-at-large, three year terms. Members must reside within the City limits and be registered voters.

Discussion

Jack Pendleton wished to be reappointed and continue serving on the Budget Committee. Two additional applicants applied for the open vacancies. Interviews were conducted on January 30, 2023 with Mayor Hodson, and Staff Liaison Eric Kytola. After the interview, the interview panel recommends the reappointment of Jack Pendleton to the Budget Committee with a term ending June 30, 2025, the Appointment of Scott Sasse to the Budget Committee with a term ending June 30, 2023, and the Appointment of Lisa Potter to the Budget Committee with a term ending June 30, 2025.

Attachments

Jack Pendleton Application

Scott Sasse Application

Lisa Potter Application

Fiscal Impact

None.

Proposed Motion

"I move to approve the consent agenda that includes the reappointment of Jack Pendleton to the Budget Committee with a term ending June 30, 2025, the Appointment of Scott Sasse to the Budget Committee with a term ending June 30, 2023, and the Appointment of Lisa Potter with a term ending June 30, 2025."



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

Date: 07/05/2019 Position Applying For: BUDGET COMMITTEE

Name: JACK PENDLETON Occupation: RETIRED

Home Address: [REDACTED] CANBY OR 97013

Employer: N/A Position:

Daytime Phone: [REDACTED] Evening Phone: [REDACTED]

E-Mail Address: [REDACTED]

What are your community interests (committees, organizations, special activities)? BUDGET COMM (PAST)
URD BUDGET (CURRENT), YOUTH SPORTS COACH (PAST) CHS ROBOTICS
MENTOR (PAST), READING MENTOR - KNIGHT SCHOOL (PAST)

What are your major interests or concerns in the City's programs? THAT CITY RESOURCES
BE USED IN THE MOST EFFICIENT MANNER TO PROVIDE AN
EXCELLENT ARRAY AND LEVEL OF CITY SERVICES TO RESIDENTS

Reason for your interest in this position: PAST PARTICIPATION

Experience and educational background: BS ELEC ENGINEERING (1970), CONSULTING
ENGINEER INVOLVED IN TECHNICAL, FINANCIAL, PLANNING
AND PROJECT INTRODUCTION FOR BUSINESS CLIENTS

List any other City or County positions on which you serve or have served: BUDGET COMM,
URD BUDGET COMM, STREET FEE COMM, TRAFFIC SAFETY
COMM (CHAIR), BKE AND PED COMM

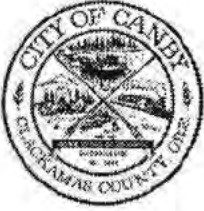
Referred by (if applicable): N/A

Please return to:

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

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

Date Received: 7/5/19 Date Appointed: 7/17/2019 Term Expires: 6/30/2022
Date Resigned: Destruction Date:



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

Date: 1-12-23 Position Applying For: Budget Committee
Name: SCOTT SASSE Occupation: LANDSCAPER
Home Address: [REDACTED] Canby OR
Employer: SELF Position: owner
Daytime Phone: [REDACTED] Evening Phone: SAMC
E-Mail Address: [REDACTED]

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

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

Reason for your interest in this position: _____

Experience and educational background: _____

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

PARKS & REC BOARD

Referred by (if applicable): _____

Please return to:

**City of Canby - Attn: Deputy City Recorder
PO Box 930, 222 NE 2nd Avenue, Canby, OR 97013
Phone: 503.266.0720 Fax: 503.266.7961 Email: benhamm@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. 12/2021

Date Received: 1/17/2023 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](http://www.canbyoregon.gov))
Potter, Lisa, A
Budget Committee Member

Received: 1/19/23
10:25 AM

For Official Use Only:

QUAL

DNQ:_____

☐ Experience

☐ Training

☐ Other:_____

PERSONAL INFORMATION

POSITION TITLE:

Budget Committee Member

Job Number:

2022 VOL BC

NAME: (Last, First, Middle)

Potter, Lisa, A

PERSON ID:

49611246

ADDRESS (Street, City, State, Zip Code)

 Canby, OR 97013

HOME PHONE

EMAIL ADDRESS

NOTIFICATION PREFERENCE

Email

PREFERENCES

SHIFTS YOU WILL ACCEPT:

Day , Evening , Night , Weekends

WHAT TYPE OF JOB ARE YOU LOOKING FOR?

Temporary

TYPES OF WORK YOU WILL ACCEPT:

Part Time

OBJECTIVE:

I am submitting an application to serve a term on the Canby Budget Committee.

EDUCATION

SCHOOL NAME:

Neah-Kah-Nie High School

LOCATION:(City , State)

Rockaway, OR

DID YOU GRADUATE?

☒ Yes ☐ No

DEGREE RECEIVED:

High School Diploma

SCHOOL NAME: Oregon State University		
LOCATION:(City , State) Corvallis, OR	DID YOU GRADUATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DEGREE RECEIVED: No Degree
MAJOR/MINOR: Business		

WORK EXPERIENCE		
DATES: from June/2019 to February/2023	EMPLOYER: City of Canby Parks & Recreation Advisory Board	POSITION TITLE: Secretary
ADDRESS: (Street, City, State, Zip Code): PO Box 930 Canby, OR 97013		COMPANY URL: canbyoregon.gov
PHONE NUMBER: 503-266-4021	SUPERVISOR: Barry Johnson - Chairman	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 5		
DUTIES: Serve as secretary to the Board, recording the activities and involved in planning activities and projects.		
REASON FOR LEAVING: Currently serving as a volunteer on the Canby Parks & Recreation Advisory Board.		
DATES: from January/2008 to June/2018	EMPLOYER: City of Canby	POSITION TITLE: Accounts Payable Specialist
ADDRESS: (Street, City, State, Zip Code): PO Box 930 Canby, OR 97013		COMPANY URL: canbyoregon.gov
PHONE NUMBER: 503-266-4021	SUPERVISOR: Julie Blums - Finance Director	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 36		
DUTIES: Accounts payable, document retention, daily deposits, customer service, data enter CAT tax payments.		
REASON FOR LEAVING: Retired		

CERTIFICATES AND LICENSES

Nothing Entered For This Section

SKILLS

OFFICE SKILLS:

Nothing Entered For This Section

OTHER SKILLS:

Nothing Entered For This Section

LANGUAGE(S):

Nothing Entered For This Section

SUPPLEMENTAL INFORMATION

Nothing Entered For This Section

REFERENCES

REFERENCE TYPE:

Personal

NAME:

Tim Dale

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

[REDACTED]

Canby, OR 97013

EMAIL ADDRESS:

[REDACTED]

PHONE NUMBER:

[REDACTED]

REFERENCE TYPE:

Professional

NAME:

James Davis

POSITION:

Fire Chief

ADDRESS (Street, City, State, Zip Code)

[REDACTED]

Canby, OR 97013

EMAIL ADDRESS:

[REDACTED]

PHONE NUMBER:

[REDACTED]

REFERENCE TYPE

Professional

NAME

Barry Johnson

POSITION

Chair, Canby Parks & Recreation
Advisory Board

ADDRESS (Street, City, State, Zip Code)

[REDACTED]

Canby, OR 97013

EMAIL ADDRESS:

[REDACTED]

PHONE NUMBER:

[REDACTED]

Agency - Wide Questions

1. **Do you have a high school diploma or equivalent?**
Yes
2. **Have you ever been employed by the City of Canby?**
Yes
3. **Licenses and Certificates required for or related to this position.**
None
4. **Are you legally eligible for employment in the USA?**
Yes
5. **How did you become aware of this employment opportunity?**
Other (please specify)
City Website
Social Media
6. **I understand that if I am offered employment, I will be required to pass a criminal history check and may also be required to pass a drivers record check, credit check, pre employment drug screen and or physical as a condition of being hired, depending on position for which I am being hired and consistent with applicable laws.**
Yes

Job Specific Supplemental Questions

1. **What are your community interests (committees, organizations, special activities)?**
I currently serve as secretary to the Canby Parks & Recreation Advisory Board.
2. **What are your major interests or concerns in the City's programs?**
As a member of the Parks & Recreation Advisory Board, I represent citizen interests in our community parks, ensuring the citizens' financial interests are responsibly served.
3. **Why are you interested in this volunteer position?**
As the City of Canby's accounts payable specialist, I was responsible for ensuring all vendor payments were made accurately. I am interested in the budget committee to ensure the citizens' taxes are appropriated responsibly.
4. **Please share your experience and educational background.**
I spent 18 years with the State of Oregon, 8 years as store manager with Target, owned Progress Liquor Store for 5 years, and had a home-based quilting business.
5. **Please list any other City or County positions on which you serve or have served.**
City of Canby Accounts Payable Specialist (10 years); Parks & Recreation Advisory Board (3+ years)
6. **If you were referred by someone, please list.**
Traci Hensley

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 orientation, pregnancy, status as a parent, national origin, age, or mental and/or physical disability.

BACKGROUND: Finalists for City jobs must successfully pass a background investigation and may be required to pass a pre-employment medical exam as a final condition of the job offer. Finalists for safety sensitive positions must also successfully pass a pre-employment drug-screening test.

PROBATIONARY PERIOD: New employees or employees changing job positions will be considered Trial service employees for at least six (6) months before attaining regular status.

IMMIGRATION LAW: In accordance with the Immigration Reform and Control Act of 1986 (IRCA), all newly hired employees will be required to complete and sign an Employment Eligibility Verification Form and present documentation verifying identity and employment eligibility. 10/20

This application was submitted by Potter, Lisa, A

Signature_____

Date_____



City Council Staff Report

Meeting Date: 2/15/2023

To: Honorable Mayor Hodson and City Council

Thru: Scott Archer, City Administrator

From: Maya Benham, Deputy City Recorder

Agenda Item: Appointments of Tyler Francke and AdriAnne Carlson to the Transit Advisory Committee with a term ending March 31, 2023.

Goal: Enhance Engagement & Communications that represents broad perspectives

Summary

There are currently vacancies on the Transit Advisory Committee. The vacancies have been advertised on the City's website.

Background

The Transit Advisory Committee was established through Resolution No. 790 in 2002. It assesses transportation needs, acts in an advisory capacity to the Transit Director, promotes and educates the public regarding the acceptance and usage of the transit system and special problems associated with the use of the system by youth, elderly and disabled citizens. The Commission is made up of seven members who serve three year terms.

Discussion

There were vacancies advertised on the City's website. Both applicants were interviewed on February 2, 2023 and recommended by the Vice Chair and Council Liaison to be appointed to the Transit Advisory Committee with terms ending March 31, 2023. Both applicants are both willing to also accept reappointment when those terms expire.

Attachments

Tyler Francke Application

AdriAnne Carlson Application

Fiscal Impact

None.

Proposed Motion

"I move to approve the consent agenda that includes the appointments of Tyler Francke and AdriAnne Carlson to the Transit Advisory Committee with a term ending March 31, 2023."

EMPLOYMENT APPLICATION



City of Canby
222 NE 2nd Ave

Canby, Oregon - 97013
[http //www canbyoregon gov](http://www.canbyoregon.gov) ([http //www canbyoregon gov](http://www.canbyoregon.gov))
Francke, Tyler, J
Committee, Board, Commission Member

Received: 1/7/23
11:50 AM

For Official Use
Only:

QUAL

DNQ:_____

☐ Experience

☐ Training

☐ Other:_____

PERSONAL INFORMATION

POSITION TITLE:

Committee, Board, Commission Member

Job Number:

VOL 2022

NAME: (Last, First, Middle)

Francke, Tyler, J

PERSON ID:

12629258

ADDRESS (Street, City, State, Zip Code)

██████████
 Canby, OR 97013

HOME PHONE

██████████

EMAIL ADDRESS

████████████████████

NOTIFICATION PREFERENCE

Email

PREFERENCES

SHIFTS YOU WILL ACCEPT:

Day , Evening

WHAT TYPE OF JOB ARE YOU LOOKING FOR?

Regular

TYPES OF WORK YOU WILL ACCEPT:

Full Time

Agency - Wide Questions

Nothing Entered For This Section

Job Specific Supplemental Questions

- 1. If employed, who is your employer and what is your position?**
Communications coordinator for the State of Oregon, local business owner (Now Hear This Media)
- 2. Which Board, Commission, or Committee are you applying to serve on?**
TRANSIT ADVISORY COMMITTEE
- 3. What are your community interests (committees, organizations, special activities)?**
Board member for Friends of the Canby Public Library (since February 2023), member and volunteer for Canby Rotary Club and Canby Area Chamber of Commerce, member and volunteer for Canby Alliance Church
- 4. What are your major interests or concerns in the City's programs?**
Transit is a critical but too often overlooked component of our community's infrastructure and services, and will be even more important with the ongoing 99E project and upcoming work on Knights Bridge, South Ivy and other projects.
- 5. Why are you interested in this volunteer position?**
Canby is a great community and I want to give back. Canby Area Transit does a wonderful job serving our community and providing critical services for working families, low-income families and those without access to transportation, seniors and those with disabilities
- 6. Please share your experience and educational background.**
15-plus years of professional communications and media experience, bachelor's degree in journalism from the University of Maine.
- 7. Please list any other City or County positions on which you serve or have served.**
None
- 8. If you were referred by someone, please list.**
Shawn Varwig.

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 orientation, pregnancy, status as a parent, national origin, age, or mental and/or physical disability.

BACKGROUND: Finalists for City jobs must successfully pass a background investigation and may be required to pass a pre-employment medical exam as a final condition of the job offer. Finalists for safety sensitive positions must also successfully pass a pre-employment drug-screening test.

PROBATIONARY PERIOD: New employees or employees changing job positions will be considered Trial service employees for at least six (6) months before attaining regular status.

IMMIGRATION LAW: In accordance with the Immigration Reform and Control Act of 1986 (IRCA), all newly hired employees will be required to complete and sign an Employment Eligibility Verification Form and present documentation verifying identity and employment eligibility. 10/20

This application was submitted by Francke, Tyler, J

Signature_____

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](http://www.canbyoregon.gov))
Carlson, AdriAnne
Transit Advisory Committee Member

Received: 1/10/23
1:35 PM

For Official Use Only:

QUAL

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE:

Transit Advisory Committee Member

Job Number:

VOL TAC

NAME: (Last, First, Middle)

Carlson, AdriAnne

PERSON ID:

49609712

ADDRESS (Street, City, State, Zip Code)

██████████
 Oregon City, OR 97045

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

I am on the Canby School District Budget committee, am active in my local church community, working with a local family-owned small business, and volunteering in various programs.

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

Due to the fact that I was born and raised in Canby and I love my hometown, I have a strong passion for the inter workings of my community and my community members. I wish to get further involved in maintaining the comfortable, small town feel of Canby while looking for opportunities to improve the lives of those in the community.

3. Why are you interested in this volunteer position?

I would love to get involved in Canby's transit system and look for ways it can be transformed into a more efficient and improved version for the citizens of the city of Canby.

4. Please share your experience and educational background.

My educational background includes a year of Bible college included with my nearly completed Bachelor's from Liberty University. I will be able to apply my education in community communications and applied policy comprehension.

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

Canby School District Budget Committee

6. If you were referred by someone, please list.

Traci Hensley

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.

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BACKGROUND: Finalists for City jobs must successfully pass a background investigation and may be required to pass a pre-employment medical exam as a final condition of the job offer. Finalists for safety sensitive positions must also

successfully pass a pre-employment drug-screening test.

PROBATIONARY PERIOD: New employees or employees changing job positions will be considered Trial service employees for at least six (6) months before attaining regular status.

IMMIGRATION LAW: In accordance with the Immigration Reform and Control Act of 1986 (IRCA), all newly hired employees will be required to complete and sign an Employment Eligibility Verification Form and present documentation verifying identity and employment eligibility. 10/20

This application was submitted by Carlson, AdriAnne

Signature_____

Date_____



CITY COUNCIL STAFF REPORT

Meeting Date: 2/15/2023

To: The Honorable Mayor Hodson & City Council

Thru: Scott Archer, City Administrator

From: Eric Kytola, Finance Director

Agenda Item: Consider adopting Resolution No. 1379: A Resolution adopting a Supplemental Budget for the 2022 Fiscal Year.

Goal: N/A

Objective: N/A

Summary

Adoption of a Supplemental Budget Resolution for the 2022 fiscal year.

Background

To maintain compliance with local budget law, a supplemental budget must be adopted to allow for the increase in expenditure appropriations.

Discussion

In the Parks Department, the Maple Park Sport Court incurred more expenditures in FY2022 than anticipated. According to the Public Works Director the cost estimates for completing the project were too low to begin with and the actual costs to complete the project were higher than when it was estimated.

Attachments

Resolution 1379

Fiscal Impact

To fund the increase in costs the contingency account in the General Fund will be used, along with some of the unrestricted fund balance.

Options

1. Approve the supplemental budget as presented.
2. Make changes to the proposed supplemental budget.
3. Do not approve the supplemental budget.

Recommendation

Staff recommends that Council adopt Resolution No. 1379.

Proposed Motion

"I move to adopt Resolution No. 1379, A Resolution Adopting a Supplemental Budget for FY 2022."

RESOLUTION NO. 1379

A RESOLUTION ADOPTING BUDGET APPROPRIATION TRANSFERS FOR FISCAL YEAR 2022.

WHEREAS, the City of Canby budget for the fiscal year 2022 was adopted by the City Council at a regular meeting thereof on Wednesday, June 15, 2022;

WHEREAS, the City of Canby has the need to transfer existing appropriations between departments; and

WHEREAS, a transfer appropriation is required.

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

Section 1. Appropriations for the 2022 budget year are transferred in the following amounts.

	Current Appropriation	Change	Revised Appropriation
General Fund			
Parks	\$1,338,283	\$150,000	\$1,488,283
Contingency	133,500	(100,000)	33,500
Fund Balance (unrestricted)	3,437,202	(50,000)	3,387,202
	<u>\$4,908,985</u>	<u>\$0</u>	<u>\$4,908,985</u>

This resolution shall take effect on February 15, 2023.

ADOPTED by the Canby City Council at a regular meeting thereof on February 15, 2023.

Brian Hodson, Mayor

ATTEST:

Melissa Bisset, CMC
City Recorder



CITY COUNCIL STAFF REPORT

Meeting Date: 2/15/2023

To: The Honorable Mayor Hodson & City Council

Thru: Scott Archer, City Administrator

From: Joseph Lindsay, City Attorney/ Assistant City Administrator

Agenda Item: Resolution 1380: A Resolution Implementing an Expiration Date to the Current Park Maintenance Fee

Goal: Develop a more robust Parks & Recreation Program aligned with the Parks Master Plan

Objective: Evaluate how to sustainably fund park development and ongoing maintenance

Summary

On September 7, 2022, the City Council adopted Ordinance 1582 - AN ORDINANCE AMENDING THE CANBY MUNICIPAL CODE (CMC) CHAPTER 3.35.090 (F), REGARDING THE EXPIRATION OF THE PARK MAINTENANCE PROGRAM. Through this amending ordinance, the City Council eliminated the five-year sunset provision in the program. Instead of adding back an expiration to the ordinance (whole program), a resolution can be used in tandem with a public hearing (for changes to fees) that will accomplish the re-institution of a five-year sunset to the fee itself. This is a less onerous process than amending an ordinance, gives the public a chance to be heard, and can be amended in the future with another resolution.

Background

The City of Canby enacted a Park Maintenance Program by adoption of Ordinance 1466 in 2017. Canby Municipal Code (CMC) 3.35.040 dedicates revenues collected pursuant to the Park Maintenance Program to only be used for the program—namely, to maintain, repair, and reconstruct City Parks. Under the Chapter, the fees collected shall be used for activities that include administration and collection of Park Maintenance Fees, preventative maintenance, rehabilitation and reconstruction projects, design and inspection of such projects, park condition monitoring and assessment, and staff training and consultant services in support of such activities and projects.

The Park Maintenance Fee itself is outlined in Canby Municipal Code (CMC) 3.35 “Park Maintenance Program”. CMC 3.35.090 Determination of Park Maintenance Fee outlines the fees associated with the Park Maintenance Fee and includes the expiration provision.

In 2019, the City Council adopted Ordinance 1505 to amend CMC 3.35 to utilize a different Consumer Price Index due to the fact that the one used in the original ordinance (1466) was discontinued.

On September 7, 2022, the City Council adopted Ordinance 1582, repealing the sunset provision in the ordinance.

Discussion

If nothing is changed, the Parks Maintenance Program and the Fee associated with it will continue without any expiration date.

Fiscal Impacts

The Park Maintenance Fee currently generates nearly \$500,000 dollars annually.

Attachments

Resolution 1380

Options

Approve Resolution 1380 and re-establish an expiration date for the fee of December 31, 2027.

Table Resolution 1380 for future discussion.

Deny Resolution 1380 and continue having a Parks Maintenance Fee with no expiration date.

Recommendation

Staff recommends approving Resolution 1380.

Proposed Motion

"I move to approve Resolution 1380, A Resolution Implementing an Expiration Date to the Current Park Maintenance Fee."

RESOLUTION NO. 1380

A RESOLUTION IMPLEMENTING AN EXPIRATION DATE TO THE CURRENT PARK MAINTENANCE FEE.

WHEREAS, the Canby City Council held a public hearing on August 16, 2017 to receive public testimony regarding establishing a Park Maintenance Fee;

WHEREAS, on September 6, 2017 the Canby City Council adopted Ordinance 1466 which created Canby Municipal Code Chapter 3.35: Park Maintenance Program, which requires payment of a Park Maintenance Fee, and provides guidelines for collection of the fee; and

WHEREAS, the Canby City Council has determined that the rate hereinafter specified is just, reasonable, necessary, and based upon industry standards.

IT IS HEREBY RESOLVED by the City of Canby Council as follows:

Section 1: The City of Canby will continue the park maintenance fee currently billed monthly: \$5.61 per dwelling unit, \$2.81 per dwelling (reduced rate), and \$5.61 per utility account.

Section 2: An annual rate adjustment shall continue to be made based on the Consumer Price Index (CPI-U) for the Pacific Cities and index period December 2017=100. The adjustment shall be the percent change in the CPI for the calendar year ending December 31 of each year. The adjustment shall be completed annually with the Council adopted Master Fee Schedule resolution, effective July 1 of each year.

Section 3. The fee imposed by this resolution are not taxes subject to the property limitation of Article XI, Section 11(b) of the Oregon Constitution.

Section 4. The fee imposed by this resolution will automatically expire on December 31, 2027, unless a majority of the Council passes another resolution extending this fee.

This resolution shall take effect February 15, 2023.

ADOPTED this 15th day of February 2023 by the Canby City Council.

Brian Hodson
Mayor

ATTEST:

Melissa Bisset, CMC
City Recorder



CITY COUNCIL STAFF REPORT

Meeting Date: 2/15/2023

To: The Honorable Mayor Hodson & City Council
Thru: Scott Archer, City Administrator
From: Jamie Stickel, Economic Development Director
Agenda Item: Canby Depot Museum Local Register of Historic Resources Application
Goal: N/A
Objective: N/A

Summary

The City of Canby received an application from the Canby Historical Society to include the Canby Depot Museum on the Local Register of Historic Resources. Approval of the application would result in a Historical Protection Overlay Zone designation for the Depot property, which is located at 888 NE 4th Avenue. The site is on tax lot 31E33DA00502 and is zoned Light Industrial (M-1).

The City of Canby's Heritage and Landmark Commission approved the application on Monday, December 5, 2022 during a public hearing. As outlined in the Canby Municipal Code 16.110.045, the Heritage and Landmark Commission recommended the application be forwarded to the Planning Commission and the Canby City Council for final approval to receive the Historical Protection Overlay Zone designation.

The Canby Depot Museum application was presented at the January 9th, 2023 Planning Commission meeting. The Planning Commission held a public hearing and reviewed the Canby Depot Museum application for the Local Register of Historic Resources. The Planning Commission had a robust dialogue regarding the application and current location of the Canby Depot Museum. Commission Calkins originally moved to approve the Historical Protection Overlay Zone designation only if it's possible the Depot Museum could be moved to downtown Canby based on its current location zoning of light industrial. The applicant indicated they would withdraw their application should the Planning Commission move forward with the motion. Ultimately, the Planning Commission unanimously approved the Historic Protection Overlay Zone designation and recommended the application be forwarded to the City Council. Acting Planning Commission Chair Hutchinson moved to approve saying, "The chair moves to approve a recommendation to place the Canby Historical Society Depot Museum, on NE 4th Ave, on the local register of historic resources, with a request to City Council, looking forward in the future, to site the depot more centrally in downtown as opportunities present themselves."

Background

The Canby Historical Society submitted the application to add the Depot Museum to the Local Register of Historic Resources. The Canby Historical Society held a neighborhood meeting on Tuesday, November 1st, 2023 to gather information from interested property owners. Property owners located within 500 feet of the Depot Museum received a letter inviting them to the meeting. The purpose of the meeting was to provide a forum for the applicant and the surrounding property owners to review and consider the proposal.

The Canby Depot Museum Canby's Southern Pacific Railroad Depot is eligible for listing on the Canby Local Register for Historic Resources due to its association with the early development of Canby as a shipping and distribution

center on the Southern Pacific's mainline that linked Portland to California. The railroad brought greater economic flexibility, opened markets for shipping local crops and goods, and increased the number of permanent residents in the city.

In 1870, the arrival of the Oregon and California Railroad and filing of the town site plat led to the construction of a rail depot. In the fall of 1891, a wind storm toppled the structure, forcing Southern Pacific to build a replacement which was completed in 1892. Canby continued to grow in the decades before and after the turn of the century and Southern Pacific responded on multiple occasions to the need to update or enlarge the facility. The most significant occurred in 1911 when approximately twenty feet was added to the warehouse portion of the Depot. In addition to providing space for people and goods, the Depot housed enterprises such as Western Union and Railway Express and remained in operation until 1976.

The Depot's closure and Southern Pacific's subsequent offer in 1978 to donate it to the community prompted Mayor Robert Rapp to appoint an advisory committee. Concurrently, the city council passed Resolution 252 on October 25, 1978, declaring the Depot a historic site. Southern Pacific's proposal included the stipulation that the Depot be removed from their property in a timely manner by a professional moving company. In 1983, the Depot was moved from its original location on NW 1st Avenue to its current location at 888 NE 4th Avenue. To fit it the narrow site, the Depot was situated perpendicular to the railroad tracks on a new concrete foundation.

In preparation of the move, a former warehouse was removed and the Depot moved to the NE 4th Avenue location. A community group took on the task of rehabilitating the deteriorating structure and repurposing it to fit its new role as a museum began. Renovations included a new roof, replacement of rotten siding, restoration of windows and doors, rebuilding the loading ramp, painting, and other exterior tasks. Interior work included the addition of a bathroom, installation of display cases and storage cabinets, and lowering the warehouse floor to make it level with the office floor. The Canby Depot Museum was formally introduced to the community at a grand opening on October 6, 1984.

The Local Register of Historic Resources application noted the Historic Integrity and Historic Significance of the Canby Depot Museum:

Historic Integrity: Built in 1891-1892 as a Standard Southern Pacific Design #11 Combination Depot, the Canby Depot is a rectangular structure with a wood frame and post and beam floor structure. It features a side gable and wide overhanging eaves and shaped diagonal braces. The building is clad in horizontal board siding composed of cedar. Exterior trim boards are placed over the siding at vertical and horizontal angles. The prominent windows of the Depot are 12 over 4 double hung sash windows. The original windows were replaced in 2018 with vinyl windows, which present the same look as the original. The original wood window frames remain and one of the original windows is on display in the museum. The cedar shake roof was replaced with composite shingles during the 1983-84 restoration and replaced again in 2019. The removal of the warehouse addition returned the building to its pre-1911 footprint. Although the perpendicular siting of the Depot vis-à-vis the railroad track is a significant alteration, the overall integrity of the structure could be characterized as adequate.

Historic Significance: Canby's Southern Pacific Railroad Depot is eligible for listing on the Canby Historic Landmark Register for its association with the early development of Canby as a shipping and distribution center on Southern Pacific's mainline that linked Portland to California. The railroad brought greater economic flexibility, opened markets for shipping local crops and goods, and increased the number of permanent residents in the city. In City Council Resolution 252, Myra Weston described the Depot as "the heart of the city which has grown up around it. Passengers for Portland, San Francisco, and points between and beyond bought tickets and boarded trains at the depot. Incoming and outgoing mail was received and dispatched from there for Canby's and rural post offices in this vicinity. Innumerable tons of products of the area's productive soils were shipped out of Canby and merchandise was received from firms in the area until the motor vehicle superseded the

steam, and later the diesel, train.” For almost nine decades the Depot was the focal point of the community’s commercial core and a foundational element of its agricultural-based economy.

Southern Pacific Railroad was vital to the economic development of an area that extends west from Louisiana to California and north to Oregon. The firm constructed nine Standard #11 Combination Depots in Oregon. As one of three remaining, Canby’s Depot is an architecturally significant structure.

The Depot’s association with a long list of civic leaders and activists who contributed in multiple ways to Canby’s development contributes to its significance. Myra Weston, who served as secretary and president of the Save the Depot Committee, co-owned the Canby Herald with her husband William from 1947 to 1972. Weston served as the reporter and editor. She co-founded the city’s Business and Professional Women’s Club. As a member, Weston was instrumental in the campaign that resulted in the election of Bertha Dedman as the city’s first woman mayor. Weston was a charter member of the Canby Historical Society. In 1966 she spearheaded the effort to pass an initiative to increase the city’s tax base from \$14,000 to \$70,000. The ballot measure passed by a vote of 420 to 324. She was elected to the position of City Treasurer and served in that role for multiple years. After her retirement, Weston led the Chamber of Commerce as its Executive Director. Not only was she a driving force behind the effort to save the Depot, she put that same expertise and energy into the community pool campaign and the funding and organizing of Canby’s 100th anniversary commemoration. Most importantly, her determination to record and preserve Canby’s history has created an invaluable record of the community’s past, which is accessible at the Depot Museum.

The Depot’s association with Herman Bergman, station agent from 1958 to 1976, adds to its historic significance. Bergman was a tireless advocate for saving the structure and repurposing it as a museum. After the relocation was complete, he served for two decades as the Museum Director and is responsible for many of the additions to the document archive and the artifact collection, including the acquisition of the caboose in August 1989. The collection he amassed is the heart of the museum and an irreplaceable record of the community’s history.

Last, the Depot’s historic significance is embedded in its connection to two families that shaped Canby’s pre-1900 development: the Lees and the Knights. Philander Lee sold 111 acres of his Donation Land Claim to the Oregon & California Railroad. Lee insisted on including a provision in the sales agreement that required the firm to build a depot, a decision that proved critical to the emergence of a small town in what had been a farming area devoid of commercial structures. By 1892, when the second Depot replaced the first, Canby had a thriving main street and a growing population; one year later the city incorporated.

In 1868, Joseph Knight purchased the Lucius Seely and Wesley Joslyn Donation Land Claims, moving his large extended family from Butteville to Canby. In 1870, he sold a small portion to the Oregon & California Railroad. After the completion of the rail line through Canby, Knight’s adult sons began transforming the community. William and George constructed Knight Mercantile. Charles built a pharmacy on the West side of what is now Grant Street. Joseph erected a sawmill on the Molalla River; George built a grist mill; Adam opened a blacksmith shop. The Knights constructed homes, a hotel, a school house, and multiple commercial structures. William Knight became civically and politically active. He was instrumental in the city’s 1893 incorporation. The first city council meeting took place on the second floor of the Knight Building, with Knight serving as city recorder and Heman, Philander Lee’s son, as mayor.

Attachments

- A. Local Register of Historic Resources Application for Canby Depot Museum

- B. Owner approval letter
- C. Narrative
- D. Photo: North Side
- E. Photo: East Side
- F. Photo: South Side
- G. Photo: West Side
- H. Deed and Map
- I. Neighborhood Meeting Record
- J. Neighborhood Meeting Letter
- K. Neighborhood Meeting Address List
- L. Press Release

Fiscal Impact

None.

Options

- Approve the Historical Protection Overlay Zone designation for the Canby Depot Museum, located at 888 NE 4th Avenue.
- Deny the Historical Protection Overlay Zone designation for the Canby Depot Museum, located at 888 NE 4th Avenue.

Recommendation

City staff recommends the City Council approve the Historical Protection Overlay Zone designation for the Canby Depot Museum as outlined in Canby Municipal Code 16.110.045.

Proposed Motion

"I move to approve the Historical Protection Overlay Zone designation for the Canby Depot Museum, located at 888 NE 4th Avenue, as outline in the Canby Municipal Code 16.110.045."



City of Canby

LOCAL REGISTER OF HISTORIC RESOURCES APPLICATION

Form Submitted By:

Name: Carol Palmer for the Canby Historical Society Bus. Phone: 503.504.2638

Are you the owner of this property? ☐ YES ☒ NO

If no, enter the contact information for the property owner below and attach letter signed by the owner(s) supporting the nomination.

Name: Canby Historical Society/Depot Museum Bus. Phone: 503.266.8712

Address: 888 NE 4th Avenue

City & Zip: Canby, Oregon 97013 Email: DepotMuseum@Canby.com

C A N B Y



Location: 888 NE 4th Ave.
Mailing: P.O. Box 160
Canby, OR 97013
Phone: 503-266-6712
e-mail: depotmuseum@canby.com
web-site: canbyhistoricalsociety.org

HISTORICAL SOCIETY

May 3, 2022

To Whom It May Concern:

This will confirm that the Canby Historical Society supports the addition of our Depot Museum to the Canby Local Register of Historic Sites.

Thank you.

Very truly yours,


Nora K. Clark, President

MISSION STATEMENT:

The Canby Historical Society preserves our rich heritage and inspires an appreciation and understanding of Canby area history.

Canby's Southern Pacific Railroad Depot

In 1870, the arrival of the Oregon and California Railroad (O&C) and the filing of a townsite plat launched the transformation of Baker Prairie, a dispersed collection of farms, into the rural community of Canby.¹ Shortly thereafter, at the intersection of North Grant and First Avenue, the O&C constructed a depot described by one resident as “a small 8x12 house.”² For over a century the Depot site served as the focal point of the community. Canby's first business, Knight Mercantile set up shop directly across the street in 1871. Canby's first financial institution, Canby Bank & Trust, was constructed in 1906 on the lot diagonally opposite the Depot.³

Twenty years after its construction, the town's expansion in terms of businesses, people, and freight rendered the first Depot inadequate. Moreover, Southern Pacific's 1887 acquisition of O&C and subsequent extension of the line provided the community with a direct connection to markets in California and beyond.⁴ Residents repeatedly communicated with Southern Pacific (SP) about the “need for better depot facilities,” citing the volume of goods shipped to and from the community and arguing that Canby was “the natural shipping point for the southern part of our county.”⁵ One resident described the existing facility as “not much better than a chicken coop.”⁶ In the fall of 1891, a wind storm toppled the structure, forcing SP to build a replacement.⁷ By January 1892 Canby residents could brag about the new facility, noting that it was “the best one between Salem and Portland, which shows that the railway recognizes the place as one of future importance.”⁸

¹ *Canby Herald*, “1870 Townsite Mapped on \$26 Per Acre Land,” May 9, 1968. “Canby's Historic Railroad Depot,” Box 2001.4.450, Weston Collection, Canby Depot Museum.

² *Oregon City Enterprise*, “Clackamas County,” November 6, 1891.

³ *Canby Herald*, “Depot closure ends over a century of use,” August 4, 1976. Mildred Baker Burcham, “Our Knight Heritage,” 1976, Knight File, General Collection, Canby Depot Museum. Intensive Level Survey, Canby Bank & Trust, Oregon Historic Sites Database, 2014.

⁴ *Oregon City Enterprise*, “Clackamas County,” November 6, 1891. Bill Yenne, *The History of the Southern Pacific* (New York City, NY, Smithmark Publishers, Inc., 1994), 59.

⁵ *Oregon City Enterprise*, “County News Items,” April 24, 1891.

⁶ *Oregon City Enterprise*, “County News Items,” August 7, 1890.

⁷ *Oregon City Enterprise*, “Clackamas County,” November 6, 1891. Portland and Salem newspapers during that period contain no mention of a damaging windstorm. It is possible that the 20-year-old depot could not withstand a moderate windstorm or that human intervention played a role in its collapse.

⁸ *Oregon City Enterprise*, “Clackamas County,” January 29, 1892.

Canby continued to grow in the decades before and after the turn of the century and Southern Pacific responded on multiple occasions to the need to update or enlarge the facility. The most significant occurred in 1911 when approximately twenty feet was added to the warehouse portion of the Depot.⁹ Residents remarked on how the addition made it “possible to handle both freight and passenger traffic in a satisfactory manner.”¹⁰ In addition to providing space for people and goods, the Depot housed enterprises such as Western Union and Railway Express and remained in operation until 1976.¹¹

The Depot’s closure and SP’s subsequent offer in 1978 to donate it to the community prompted Mayor Robert Rapp to appoint an advisory committee. Concurrently, the city council passed Resolution CCLII on October 25, 1978, declaring the Depot a historic site. SP’s proposal included the stipulation that the Depot be removed from their property in a timely manner by a professional moving company. In August of the following year the city council approved a mutual aid agreement with the county whereby the county agreed to pursue federal funding and both entities agreed to work together to obtain and relocate the Depot.¹²

For three-years, city staff worked with local supporters to identify a new location for the Depot. Several privately owned locations were considered and rejected due to cost. The city, for

⁹ *Oregon City Enterprise*, “Local Briefs,” February 24, 1911. Intensive Level Survey, Canby Railroad Depot, Oregon Historic Sites Database, August 1, 2016. The survey notes an 1896 addition/upgrade. Photograph RR-091, Canby Depot Museum Photograph Collection. The caption reads “Canby Depot before warehouse addition in 1907.” Herman Bergman, undated memo, Box 2001.4.450, Weston Collection, Canby Depot Museum. Bergman, who worked on the rehabilitation and remodel of the Depot after its move to its current location, wrote that “Al Moore, and Herman Bergman, volunteers, surmised the station building had had at least five addition alterations.” They recognized that “some floor joists were quite a bit older in some sections of the building.” In his research notes, John Nieland, an active member of the Canby Historical Society at its founding and during the effort to save the Depot, notes a remodel/addition in 1907 and 1911. His research notebooks are available through his daughter Nora Clark, President of the Canby Historical Society.

¹⁰ *Oregon City Enterprise*, “Correspondence: Canby,” March 24, 1911.

¹¹ *Canby Herald*, “Depot closure ends over a century of use,” August 4, 1976. *Canby Herald*, “Volunteers make depot a museum,” October 3, 1984.

¹² George Kraus, Public Relations Manager, Southern Pacific Transportation Company, to Mayor Robert E. Rapp, September 6, 1978, Box 2001.5.450, Weston Collection, Canby Depot Museum. City of Canby, City Council Resolution CCLII, October 25, 1978. Myra Weston, “Review of the Save the Depot Project:1978-1983,” undated, Box 2001.5.450, Weston Collection, Canby Depot Museum. Jeff Durham, “Depot agreement reached with County,” *Canby Herald*, August 22, 1979.

various reasons, rejected potential state or county owned sites, including a small lot adjacent to the Clackamas County Fairgrounds, a lot west of North Elm adjacent to the highway, and a site west of Pine Street between the railroad tracks and the highway. Facing a deadline in terms of meeting the requirements of a federal grant, on May 15, 1981, the city planner recommended that the city end its participation in the mutual aid agreement.¹³

In response, residents interested in saving a significant part of their community's history took action. Canby's last railroad agent, Herman Bergman, civic activist Myra Weston, and others took the lead as part of the Save the Depot Committee (SDC). The organization commenced a multi-year fund-raising effort, which resulted in \$22,000 in contributions from individuals and businesses. They applied for and received multiple grants and obtained in-kind contributions from a dedicated cadre of skilled Canby residents.¹⁴

The Committee faced many challenges. At the top of the list was procuring a location for the Depot. In 1981, at the recommendation of former mayor Robert Rapp, then a member of the SDC, the organization lobbied for Wait Park as the Depot's new home. That effort, lauded by some, generated opposition from a contingent of civic leaders who gathered almost 300 signatures on a petition asking the city council to reject that option. As a last resort, the SDC, with the concurrence of the city, settled on the site adjacent to the fairgrounds. In 1984, the city deeded it to the Canby Historical Society.¹⁵

¹³ Myra Weston, "Review of the Save the Depot Project:1978-1983," undated, Box 2001.5.450, Weston Collection, Canby Depot Museum. City of Canby Staff Report prepared by City Planner Stephan A. Lashbrook for the Mayor and Council, July 12, 1979, Box 2001.5.450, Weston Collection, Canby Depot Museum. *Oregonian*, "Depot relocation plans remain in state of flux," August 12, 1979. Memo from City Planner Stephan A. Lashbrook to the Canby Planning Commission, November 21, 1979, Box 2001.5.450, Weston Collection, Canby Depot Museum.

¹⁴ Myra Weston to Mayor Swayze and the Canby City Council, October 28, 1981, Box 2001.5.450, Weston Collection, Canby Depot Museum. Herman Bergman to Friends, September 1984, Box 2001.5.450, Weston Collection, Canby Depot Museum. *Canby Herald*, "Volunteers make depot a museum," October 3, 1984.

¹⁵ Myra Weston, "Review of the Save the Depot Project:1978-1983," undated, Box 2001.5.450, Weston Collection, Canby Depot Museum. *Canby Herald*, "Petitioners protest proposal to move depot to Wait Park," March 3, 1982. R. Douglas Zenor, Canby City Administrator, to Myra Weston, Canby Historical Society Secretary, January 9, 1984, Box 2001.5.450, Weston Collection, Canby Depot Museum. The deed, recorded on March 27, 1984 by Juanita Orr, County Clerk, is on file at the Depot Museum.

Relocation was the next hurdle. The Northeast Fourth location was too small to accommodate the Depot so multiple additions to the warehouse had to be removed prior to transport. The SDC hired a Mount Angel firm, Berg and Sons to do both tasks. By August 3, 1983 Berg had completed the removal and the Depot was ready to be towed to its new location. To fit it the narrow site, the Depot was situated perpendicular to the railroad tracks on a new concrete foundation.¹⁶

Under the leadership of Al Moore the task of rehabilitating the deteriorating structure and repurposing it to fit its new role as a museum began. Working with a crew of local volunteers, Moore supervised installation of a new roof, replacement of rotten siding, restoration of windows and doors, rebuilding the loading ramp, painting, and other exterior tasks. Interior work included the addition of a bathroom, installation of display cases and storage cabinets, and lowering the warehouse floor to make it level with the office floor.¹⁷

Upon completion, the Canby Depot Museum was formally introduced to the community at a grand opening on October 6, 1984. Herman Bergman, President of the Canby Historical Society, served as the master of ceremonies. Former Canby mayor Archie S. Markee, station agent from 1923 to 1958, was the guest of honor. A ribbon cutting marked the opening of the community's first history museum.¹⁸

Historic Integrity

Built in 1891-2 as a Standard Southern Pacific Design #11 Combination Depot, the Canby Depot is a rectangular structure with a wood frame and post and beam floor structure. It features a side gable and wide overhanging eaves and shaped diagonal braces. The building is clad in horizontal board siding composed of cedar. Exterior trim boards are placed over the siding at vertical and horizontal angles. The prominent windows of the Depot are 12 over 4 double hung sash windows. The original windows were replaced in 2018 with vinyl windows, which present the same look as the original. The original wood window frames remain and one

¹⁶ *Canby Herald*, "Depot to be moved," August 3, 1983. Intensive Level Survey, Canby Railroad Depot, Oregon Historic Sites Database, August 1, 2016.

¹⁷ *Canby Herald*, "Renovations of depot exterior begins," July 18, 1984. *Canby Herald*, "Volunteers make depot a museum," October 3, 1984.

¹⁸ *Ibid.*

of the original windows is on display in the museum. The cedar shake roof was replaced with composite shingles during the 1983-84 restoration and replaced again in 2019. The removal of the warehouse addition returned the building to its pre-1911 footprint. Although the perpendicular siting of the Depot vis-à-vis the railroad track is a significant alteration, the overall integrity of the structure could be characterized as adequate.¹⁹

Historic Significance

Canby's Southern Pacific Railroad Depot is eligible for listing on the Canby Historic Landmark Register for its association with the early development of Canby as a shipping and distribution center on the SP's mainline that linked Portland to California. The railroad brought greater economic flexibility, opened markets for shipping local crops and goods, and increased the number of permanent residents in the city. In City Council Resolution CCLII, Myra Weston described the Depot as "the heart of the city which has grown up around it. Passengers for Portland, San Francisco, and points between and beyond bought tickets and boarded trains at the depot. Incoming and outgoing mail was received and dispatched from there for Canby's and rural post offices in this vicinity. Innumerable tons of products of the area's productive soils were shipped out of Canby and merchandise was received there for firms in the area until the motor vehicle superseded the steam, and later the diesel, train." For almost nine decades the Depot was the focal point of the community's commercial core and a foundational element of its agricultural-based economy.²⁰

Southern Pacific Railroad was vital to the economic development of an area that extends west from Louisiana to California and north to Oregon. The firm constructed nine Standard #11 Combination Depots in Oregon. As one of three remaining, Canby's Depot is an architecturally significant structure.²¹

¹⁹ Henry E. Bender Jr., *Southern Pacific Lines Standard-Design Depots*, (Wilton, California: Signature Press, 2013), 97. Intensive Level Survey, Canby Railroad Depot, Oregon Historic Sites Database, August 1, 2016. *Canby Herald*, "Renovations of depot exterior begins," July 18, 1984

²⁰ City of Canby, City Council Resolution CCLII, October 25, 1978.

²¹ Henry E. Bender Jr., *Southern Pacific Lines Standard-Design Depots*, (Wilton, California: Signature Press, 2013), 99.

The Depot's association with a long list of civic leaders and activists who contributed in multiple ways to Canby's development contributes to its significance. Myra Weston, who served as secretary and president of the SDC, co-owned the *Canby Herald* with her husband William from 1947 to 1972. Weston served as the reporter and editor. She co-founded the city's Business and Professional Women's Club. As a member, Weston was instrumental in the campaign that resulted in the election of Bertha Dedman as the city's first woman mayor. Weston was a charter member of the Canby Historical Society. In 1966 she spearheaded the effort to pass an initiative to increase the city's tax base from \$14,000 to \$70,000. The ballot measure passed by a vote of 420 to 324. She was elected to the position of City Treasurer and served in that role for multiple years. After her retirement, Weston led the Chamber of Commerce as its Executive Director. Not only was she a driving force behind the effort to save the Depot, she put that same expertise and energy into the community pool campaign and the funding and organizing of Canby's 100th anniversary commemoration. Most importantly, her determination to record and preserve Canby's history has created an invaluable record of the community's past, which is accessible at the Depot Museum.²²

The Depot's association with Herman Bergman, station agent from 1958 to 1976, adds to its historic significance. Bergman was a tireless advocate for saving the structure and repurposing it as a museum. After the relocation was complete, he served for two decades as the Museum Director and is responsible for many of the additions to the document archive and the artifact collection, including the acquisition of the caboose in August 1989. The collection he amassed is the heart of the museum and an irreplaceable record of the community's history.²³

Last, the Depot's historic significance is embedded in its connection to two families that shaped Canby's pre-1900 development: the Lees and the Knights. Philander Lee sold 111 acres of his Donation Land Claim to the O&C. Lee insisted on including a provision in the sales agreement that required the firm to build a depot, a decision that proved critical to the emergence of a small town in what had been a farming area devoid of commercial structures.

²² *The Decades of History 1906-2006: A Unique Look at the Last Century in Canby, Oregon and the World, Told by the Reporters of the Canby Herald*, compiled and edited by Steve St. Amand for the *Canby Herald*, 2007, 43. *Woodburn Independent*, "Obituaries," October 14, 2000.

²³ *Canby Herald*, "Herman Bergman: A Living Memorial," December 10, 2005. *Canby Herald*, photograph caption, August 16, 1989.

By 1892, when the second Depot replaced the first, Canby had a thriving main street and a growing population; one year later the city incorporated.²⁴

In 1868, Joseph Knight purchased the Lucius Seely and Wesley Joslyn Donation Land Claims, moving his large extended family from Butteville to Canby. In 1870, he sold a small portion to the O&C. After the completion of the rail line through Canby, Knight's adult sons began transforming the community. William and George constructed Knight Mercantile. Charles built a pharmacy on the West side of what is now Grant Street. Joseph erected a sawmill on the Molalla River; George built a grist mill; Adam opened a blacksmith shop. The Knights constructed homes, a hotel, a school house, and multiple commercial structures. William Knight became civically and politically active. He was instrumental in the city's 1893 incorporation. The first city council meeting took place on the second floor of the Knight Building, with Knight serving as city recorder and Heman, Philander Lee's son, as mayor.²⁵

²⁴ O&C & Lee sales agreement, May 21, 1870, Box 2001.5.450, Weston Collection, Canby Depot Museum.

It reads: *"In consideration of conveyance of land and One Dollar the Co. agrees to put in two crossings at suitable points on the premises of said Lee, and Cattle Guards at division fences; and it is further agreed that the said Lee shall have the right to remove all trees and shrubbery included in the right-of-way in the garden orchard, and except to such extent as will be necessary for constructing and operating the Railroad. Said Company does agree to construct a Depot upon said Land—the Main track of the road, and to begin not farther to the South West than the frog at Station 182, and the Depot to be not be further to the South West that 650 feet from Station 182 aforesaid. Said Depot to be of such character as is suitable for the business to be done at said point."*

²⁵ Mildred Baker Burcham, "Our Knight Heritage," 1976, Knight File, General Collection, Canby Depot Museum. Ron Knight and Kate Sterry, "Knight Family History," Knight File, General Collection, Canby Depot Museum.

D. North.Side



E.East.Side



F.South.Side



G.West.Side



BARGAIN AND SALE DEED — STATUTORY FORM
(Individual or Corporation)

The City of Canby, a political subdivision of the State of Oregon,
Grantor, conveys to Canby Historical Society

Grantee, the following described real property: provided that said property is used for public purposes. When such property is no longer so used, the grantor or its assigns shall have the right to re-enter said property and upon such re-entry all right of grantee, or its assigns shall terminate thereupon.

A tract of land situated in the Southeast Quarter of Section 33, T.3S., R.1E., of the W.M. and also being in the Philander Lee D.L.C. No. 56, Clackamas County; described as follows:

Beginning at the Northwest corner of the second parcel described in Deed Book 143, page 131, deed records, said point being North 89°51' West along the Quarter Section line, 314.7 feet from the East Quarter corner of Section 33, T.3S., R.1E., W.M.; thence South along the East line of said tract, 115.83 feet to a point on the northerly right of way of N. Pine Street; thence South 63°04' West along said line, 45.12 feet to the intersection of said northerly line with the easterly right-of-way of North-east 4th Avenue, thence North 26°56' West along said line, 81.35 feet to a point of curve; thence along the arc of a curve left having a radius of 227.50 and an angle of 20°20'.

The true consideration for this conveyance is \$ -0- (Here comply with the requirements of ORS 93.030*).

Dated this 21st day of December, 1983, if a corporate grantor, it has caused its name to be signed by order of its board of directors.

[Signature]
Michael L. Gabrion, Mayor
R. Douglas Zenor, City Recorder

STATE OF OREGON)
County of Clackamas) ss.
December 21, 1983)

Personally appeared the above named Michael L. Gabrion, and R. Douglas Zenor, and acknowledged the foregoing instrument to be their voluntary act and deed.

Personally appeared _____, 19____,) ss.
each for himself and not one for the other, did say that the former is the president and that the latter is the secretary of the _____, a corporation, and that said instrument was signed in behalf of said corporation by authority of its board of directors; and each of them acknowledged said instrument to be its voluntary act and deed.

Before me:

[Signature]
Notary Public for Oregon
My commission expires: 10/25/85

If the consideration consists of or includes other property or value, add the following:
The actual consideration consists of or includes other property or value given or promised which is part of the whole consideration (indicate which).

City of Canby
182 North Holly Street

(See attachment for Continuation)

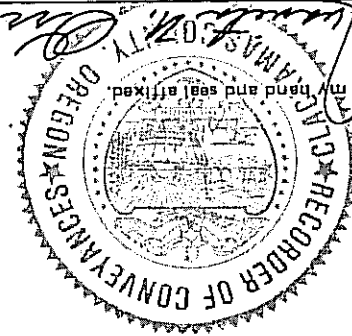
Continuation of Legal Description

80.74 feet to a point on the North line of the Southeast Quarter of Section 33; thence South 89°51' East along said line, 125.50 feet to the point of beginning.

2

STATE OF OREGON)
) ss. County of Clackamas)
 I, Juanita N. Orr, County Clerk, Ex-Officio Recorder of Conveyances of the State of Oregon, for the County of Clackamas, do hereby certify that the instrument of writing was received for recording in the records of said County at

1984 MAR 27 AM 11:30



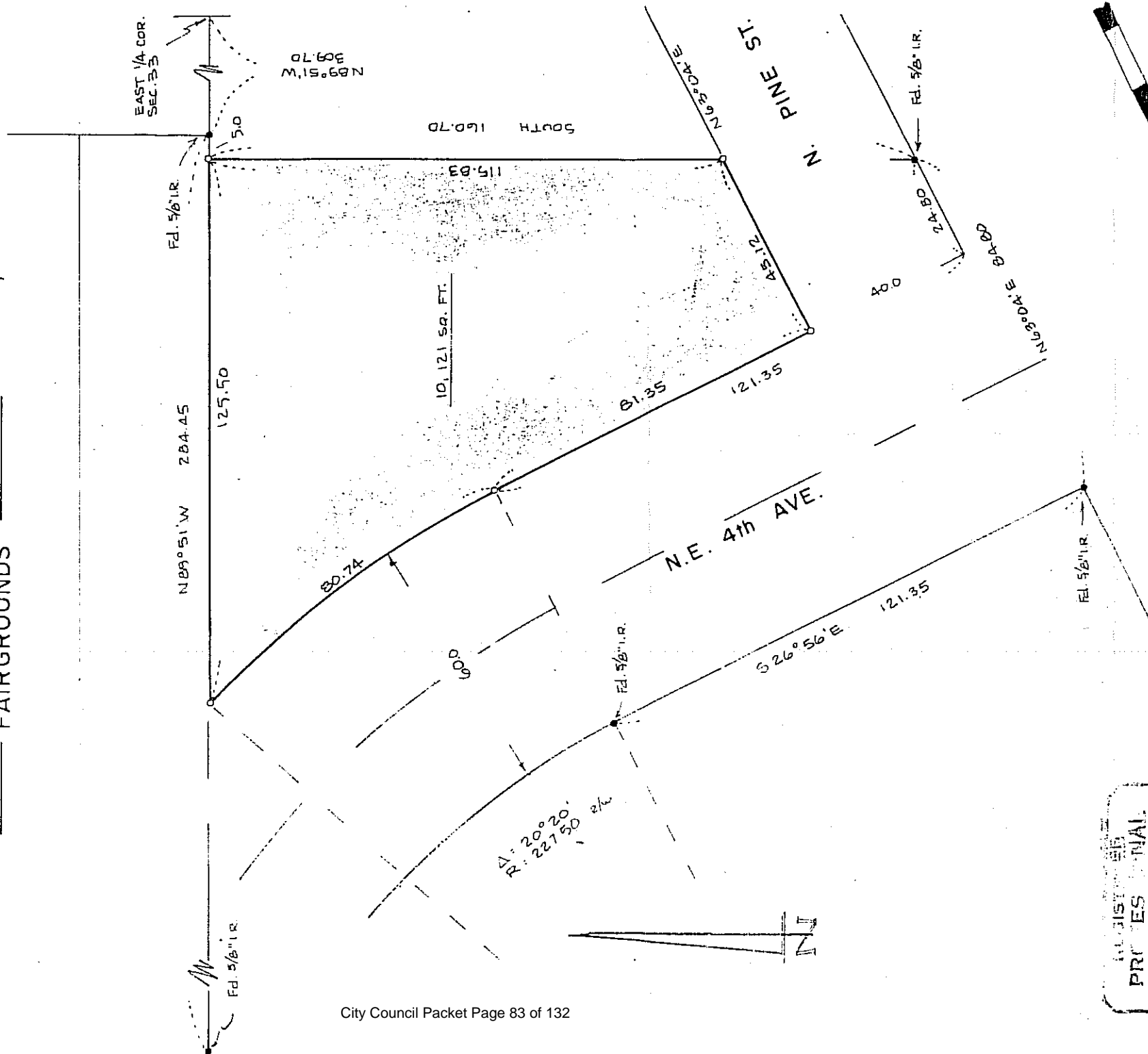
Witness my hand and seal affixed.

JUANITA N. ORR
 County Clerk

Recording Certificate

CCP-R4 84 09335

FAIRGROUNDS



Canby Depot Historic Landmark Application

Neighborhood Meeting Record

October 13, 2022: Neighborhood meeting notification mailed (and emailed to ODOT)

October 13, 2022: Inquiry from ODOT received: “*Thank you for your email Nora. Do you have any further application materials you can share in advance for ODOT’s review?*”

October 20, 2022: Press release with meeting information sent to the *Canby Herald* and the *Canby Current*

October 22, 2022: Email response sent to ODOT with full application attached.

October 26, 2022: *Canby Herald* published meeting information

October 31, 2022: *Canby Current* published meeting information.

November 1, 2022: Neighborhood Meeting held at the Depot Museum at 6:00pm. No one attended. The doors were open until 7:00.

C A N B Y



HISTORICAL SOCIETY

Location: 888 NE 4th Ave.
Mailing: P.O. Box 160
Canby, OR 97013
Phone: 503-266-6712
e-mail: depotmuseum@canby.com
web-site: canbyhistoricalsociety.org

October 13, 2022

Depot Museum Neighborhood Meeting

To our neighbors at

Canby, OR 97013

The Canby Historical Society has submitted a preliminary application for a Historic Landmark Designation to the Canby Planning Department. Approval of the application would result in a Historic Zoning Overlay for the Depot property, which is located at 888 NE 4th Avenue. The site is on tax lot 31E33DA00502 and is zoned Light Industrial (M-1).

Prior to finalizing our request, we would like to discuss the proposal in more detail with the surrounding property owners.

You are cordially invited to attend an in-person Neighborhood Meeting:

Tuesday, November 1, 2022 at 6:00pm

The meeting will be held at the Depot Museum

888 NE 4th Avenue, Canby, Oregon 97013

Please note that this will be an informational meeting on preliminary plans. These plans may be altered prior to the final submission of the application. The purpose of this meeting is to provide a forum for the applicant and the surrounding property owners to review and consider the proposal. The meeting gives you the opportunity to share with us any special information you know about the property.

We look forward to more specifically discussing the proposal with you. If you have any questions on how to participate in the proposed meeting, please contact us at depotmuseum@canby.com or (503) 266-6712.

Sincerely,
Nora Clark
President, Canby Historical Society

MISSION STATEMENT:

The Canby Historical Society preserves our rich heritage and inspires an appreciation and understanding of Canby area history.

Depot Historic Designation Project - 2022
Neighborhood Notice - Addresses for Letters

<u>Tax Parcel No.</u>	<u>Property Address</u>	<u>Owner</u>	<u>Mailing Address</u>
00794992	733 SE 1st Ave., Canby 97013 733, 729, 725, 721, 717 (strip mall)	Sam Jones	1360 N. Birch St., Canby 97013
05001508	835 SE 1st Ave., Canby 97013	Canby Manor Estates	PO Box 2176, Tualatin 97062
00794983	891 SE 1st Ave., Canby 97013	Rite Aid/Kinsman	29911 SW Boones Ferry Rd. Ste 3 Wilsonville 97070
00799425	1175 SE 1st Ave., Canby 97013	Millar's	(same as property)
00799461	1175 SE 1st Ave., Canby 97013	Millar's	(same as property)
00799443	102 S. Pine St., Canby 97013	Canby Builders	(same as property)
01637740	221 S. Pine St., Canby 97013	Fire Dept.	(same as property)
00783940	694 NE 4th Ave., Canby 97013	Clackamas County	1710 Red Soils Ct. #200, OC 97045
00794901	694 NE 4th Ave., Canby 97013	Clackamas County	1710 Red Soils Ct. #200, OC 97045
00794947	694 NE 4th Ave., Canby 97013	Clackamas County	1710 Red Soils Ct. #200, OC 97045
01441336	694 NE 4th Ave., Canby 97013	Clackamas County	1710 Red Soils Ct. #200, OC 97045
00794938	799 NE 4th Ave., Canby 97013	Austen's Body	801 NE 4th, Canby 97013
00794929	801 NE 4th Ave., Canby 97013	Austen's Body	(same as property)
00794910	805 NE 4th Ave., Canby 97013	Sandsness	1106 N. Lupine Ct., Canby 97013
Depot	888 NE 4th Ave., Canby 97013	CHS	PO Box 160
00786643	1004 NE 4th Ave., Canby 97013	Mechanic Shop	12328 S. Casto Rd., OC 97045
00794974	1004 NE 4th Ave., Canby 97013	Mechanic Shop Pkg.	12328 S. Casto Rd., OC 97045
00786661	469 N. Pine St., Canby 97013	Scott	130 SW 2nd Ste 103, Canby 97013
00794965	469 N. Pine St., Canby 97013	Scott	130 SW 2nd Ste 103, Canby 97013
00799372	490 N. Pine St., Canby 97013	Storage	11889 S. New Era Rd., OC 97045
00786634	545 N. Pine St., Canby 97013	Canby Gardens Apts.	8924 E. Pinnacle Peak G5-553 Scottsdale, AZ 85255
"	547, 549, 551, 553, 555, 557, 559, 561, 563		
"	575, 577, 579, 581, 583, 585		
"	587, 589, 591, 593, 597, 599		
00786652	625 N. Pine St., Canby 97013	Canby Gardens Apts.	8924 E. Pinnacle Peak G5-553 Scottsdale, AZ 85255
"	627, 629, 631, 633, 635		
"	637, 639, 641, 643, 645, 647		
00799363	640 N. Pine St., Canby 97013	Bergen	(same as property)
00786616	705 N. Pine St., Canby 97013	Clackamas County	150 Beaver Creek Rd., OC 97045
Railroad	Union Pacific Railroad	1525 N. River St.	Portland, OR 97227
99E Highway	ODOT prefers public notices be sent via email:		ODOT_R1_DevRev@odot.state.or.us

October 20, 2022

Contact: Carol Palmer

503.504.2638

Historical Society Seeks Historic Landmark Status for Depot

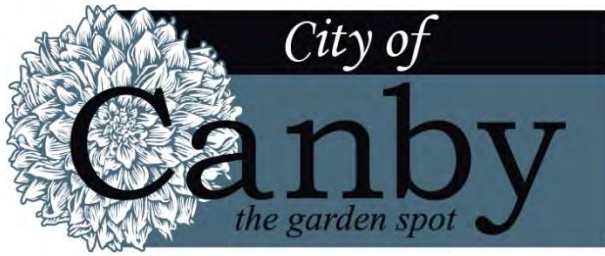
The Canby Historical Society (CHS) has submitted an application to add the Depot Museum to the Canby Register of Historic Landmarks. Per Ken Daniels, Vice President of the CHS, "a historic designation will help us preserve the site and it will be a plus when we apply for grants."

When a windstorm toppled Canby's Oregon & California Railroad station in 1891, Southern Pacific (SP) built its replacement using one of their standard designs for small community depots. It served the town until 1976, when SP closed it. Per Carol Palmer, CHS member who researched and wrote the landmark application, "community activists interested in saving a site that had been central to the development of their city worked together to preserve the building, relocate it, and convert it into a museum." A portion of the warehouse had to be removed to fit the structure to its new site. It was moved in 1983 and, after repairs were made and the interior was remodeled, the museum opened to the public in 1984.

As part of the historic landmark designation requirements, the CHS will host a neighborhood meeting to gather information from interested residents. The meeting will be held at the Depot on November 1st at 6:00pm. Per Nora Clark, President of the CHS, "a meeting notice was sent to all of the residents and property owners within 500 feet of the Depot. However, anyone interested in contributing to the discussion is welcome to attend."

The city will hold a series of public hearings to consider the application. The first will be held by the Heritage and Landmark Commission (HLC) during its December 5th meeting. If the HLC approves the application, it will go to the Planning Commission for approval of a historic zoning overlay and then to the city council for final approval.

If you would like more information about the neighborhood meeting, you can contact the CHS at depotmuseum@canby.com or call 503.266.6712.



CITY COUNCIL STAFF REPORT

Meeting Date: 2/15/2023

To: The Honorable Mayor Hodson & City Council
Thru: Scott Archer, City Administrator
From: Jamie Stickel, Economic Development Director
Agenda Item: Presentation on Canby Hotel Development Analysis
Goal: N/A
Objective: N/A

Summary

The City of Canby worked with Johnson Economics to create an addendum to the 2019 Canby Hotel Study. The consultant considered changes in the number of businesses and residents in Canby over the last several years, effects of the COVID-19 pandemic, and area-wide demand. The Canby Hotel Development Analysis was completed in December 2022 and Jerry Johnson will present the update to the Canby City Council.

Background

The City of Canby's Economic Development Department has consulted with Johnson Economics for an update to the 2019 Canby Hotel Study. In 2019, the results of the study showed the demand for a hotel in Canby was high; however, the COVID-19 pandemic brought considerable changes to business, development, and travel. The updated analysis considered growth in the Canby Pioneer Industrial Park, continued residential development, and the return of events throughout the year.

Discussion

The Canby City Council will hear a presentation by Jerry Johnson, Johnson Economics, regarding the 2022 Canby Hotel Development Analysis.

Attachments

A. 2022 Canby Hotel Development Analysis



MARKET ANALYSIS OF HOTEL DEVELOPMENT OPPORTUNITIES CITY OF CANBY, OREGON

NOVEMBER 2022

Acknowledgements

This Hotel Development Market Analysis was commissioned by the City of Canby, Oregon

Project Manager:

Jamie Stickel, Economic Development Director



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I. INTRODUCTION

The City of Canby has retained JOHNSON ECONOMICS to develop a preliminary evaluation of potential for hotel development within the City of Canby. This market study follows recent interest by community stakeholders who have expressed the need for local hotel and/or conference space development. In this analysis, JOHNSON ECONOMICS assessed market conditions to determine the market potential for new lodging facilities against the backdrop of the competitive landscape. This analysis will evaluate and make program recommendations with respect to the feasibility and likely market position of a hotel development in the City of Canby. This study updates a previous analysis completed in 2018.

II. EXECUTIVE SUMMARY

- Hotel demand in Canby is driven largely by two factors. The first factor driving demand in the area is events. The city is home to the Clackamas County Fairgrounds, which hosts dozens of events and tens of thousands of people throughout the year. The fairground was estimated to host over 200,000 in the last year. While there are many day visitors to some of these events, many—specifically exhibitors and others involved in the goings on—need to have an option to stay the night/weekend. In addition to this, a hotel in the city would be welcome for those in town for sports tournaments. Willamette Valley Country Club could host major golf tournaments but has not been able to do so because of a lack of local accommodation. A hotel would also offer the Canby police department an opportunity to host training events.
- In addition, the city would also draw demand for a hotel via corporate stayovers. Canby has a thriving and growing business community. These businesses regularly need a place for out-of-town guests to stay. Though there is a motel in the city, surveys indicate that this type of accommodation is not consistent with business standards. Without an appropriate hotel in the city, these businesses are forced to have their guests stay as far away as the Grand in Bridgeport Village, more than 20 minutes away.
- The national and local economies have improved greatly since the end of pandemic-related restrictions. As of June 2022, U.S. unemployment has been trending downwards and is currently at roughly 3.5% with Clackamas County's unemployment rate being around the same. For the most part, unemployment rates on the national, state, and regional level have slowly returned to what they were prior to the pandemic. Employment growth in the region and state has also been robust, with most of the state and region having been able to regain the jobs lost in 2020.
- The largest driver of employment growth in Clackamas County since the pandemic (in terms of total jobs) has been the Mining, Construction, and Logging industry followed by the Professional & Business service industry and Education & Health services industry, respectively. In terms of percentages, the industries that have seen the strongest annual

growth are Information, Transportation & Warehousing, and Mining & Construction industries. On the other hand, base employment in the Leisure and Hospitality industry has decreased by roughly 7% per year since 2017. In terms of wages, the Professional and Business Services and Information sectors have seen the biggest increase.

- Clackamas County's hospitality market reported stellar growth since the turn of the millennium and prior to the pandemic. Since 2000, Spending on accommodations in the county grew by an impressive 135.6% from 2000 through 2016. National hotel revenue growth during that same time was 72.4%. Total spending by visitors in Clackamas County grew from just under \$98 million in 2000 to nearly \$203 million in 2016. That equates to an annual growth of 4.7%.
- While the four-county Metro region has seen a significant level of hotel development, only four properties in the potential supply pipeline are found in the Primary Market Area. These properties are found in Tualatin, Oregon City, and Happy Valley, all being within a 22-minute drive. These properties range from upper midscale to upscale classed hotels. These projects may potentially impact demand for hotels in Canby given their distance from the city. However, it is also likely that the upscale hotels may cater more to people staying in their respective towns.
- JOHNSON ECONOMICS surveyed hotel properties within a determined market area. This market area was based largely on a drive-time distance of roughly 22 to 24 minutes. Based on surveys with businesses in Canby, this was the furthest distance mentioned for hosting corporate stayovers. Within this market area, there are a total of 36 properties with 2,794 rooms. Of these, JOHNSON ECONOMICS was able to obtain data on 24 properties with 2,199 rooms. Roughly 37% of these rooms are classified as Upper Midscale, 26% as Upscale, 19% as Economy, and 18% as Midscale. The rooms are, on average, 20 minutes away from Canby by car.

FIGURE 2.1: SUMMARY OF COMPARABLE PROPERTIES

Class	Count	# of Rooms	Age	Rating (Hotels.com)	Rate (Aug 2022)	Rate (Dec 2022)
Economy	6	412	36	6.8	\$113	\$73
Midscale	4	260	35	7.4	\$166	\$106
Upper Midscale	9	902	30	8.2	\$173	\$134
Upscale	5	680	26	8.6	\$245	\$155
Total/Avg.	24	2,254	32	7.8	\$183	\$126

SOURCE: STR Global, JOHNSON ECONOMICS

- Following the pandemic, average daily revenue (ADR), occupancy rates, and revenue per available room (RevPAR) have recovered considerably in the market area. Occupancy rates have risen from 28.6% in May 2020 to 66.7% in May 2022. RevPAR has risen from \$44 in July 2020 to \$115 in July 2022, while ADR grew from \$97 to \$150 during the same period. In a

survey of prices for August 2022, comparable properties ranged from \$113 for Economy Class rooms to \$245 for Upscale Class rooms. The average rate, assuming a standard queen room, that month is \$183 across all properties.

- In total, we estimate a base demand of 23 to 39 rooms per night in the city, exclusive of leakage from other properties in the area. The local market is estimated to be undersupplied by up to 129 rooms. We would expect at least some of that to be fulfilled by a new property in Canby proper. If half of that unmet supply were to be filled by a new property, that would bring the base demand for a hotel in Canby to 88 to 104 rooms per night.
- To meet this demand and the preferences of the business community, we recommend a Midscale to Upper Midscale hotel with 120 to 145 rooms. The upper midscale class of properties includes such brands as Hampton Inn and Holiday Inn Express. A Midscale class hotel (La Quinta Inn/Quality Inn) could meet the needs of many guests as well, providing the market a somewhat lower relative price position. Given the demand in the local community, undersupply in the area, and lack of hotel units in the development pipeline, we expect that a new hotel of this size in these market segments should be feasible.
- The expected stabilized occupancy rate for a new hotel of this configuration is expected to average 72% to 74% over the year. This is consistent with pre-pandemic rates in the market, and assumes the project is priced competitively within the market. The area is expected to see consistent growth in demand due to employment and population growth.

III. SOCIOECONOMIC TRENDS AND CONDITIONS

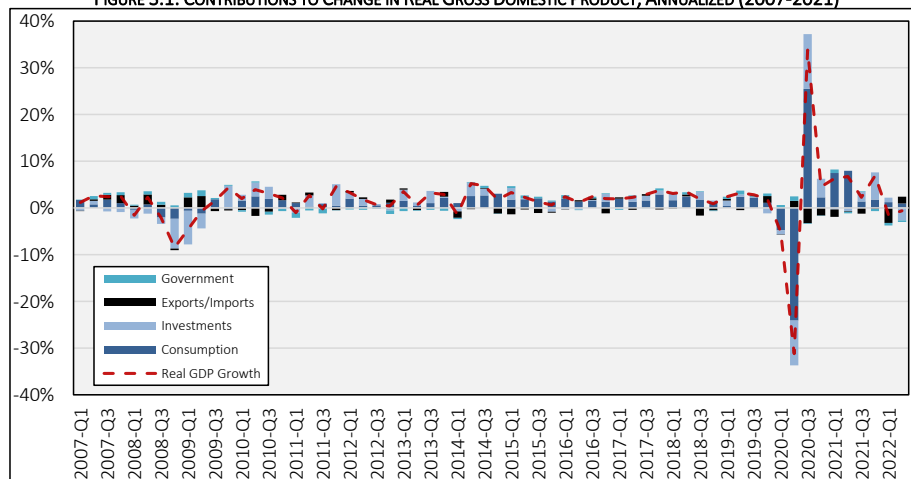
This section describes current economic trends. The analysis relies heavily on data from third party sources, specifically the Congressional Budget Office (CBO), the Bureau of Economic Analysis (BEA), and the Oregon Employment Department (OED).

Demographic and economic indicators are key in the hotel development decision-making process. Gross Domestic Product, for instance, is generally seen to be highly positively correlated with demand for lodging. Other factors have been shown to be important as well. For example, Canina and Carvell (2005) found that indicators such as income growth and consumer confidence are also significantly related to the number of hotel rooms sold.

NATIONAL TRENDS

The national economy has seen recent fluctuations as it is recovering from the COVID downturn. Annualized GDP growth dropped by roughly 31% during the onset of COVID in Q1-2020, but rebounded to 34% by Q3-2020, reflecting the effects of the federal stimulus payments. Since then, GDP growth tapered off and hovered between 2% and 7% in 2021 and is currently contracting in Q1 and Q2-2022. Private consumption and investment have been the primary drivers of growth since COVID, mostly due to the stimulus payments. Consumption dominated contributions to changes in GDP as it accounted for nearly all GDP growth in the first two quarters of 2021. However, consumption has been losing steam due to rising inflation rates decreasing consumers' purchasing power. As a result, recent public opinion on the economy has worsened as the Consumer Confidence Index has been declining and expectations surrounding the economy have been relatively negative.

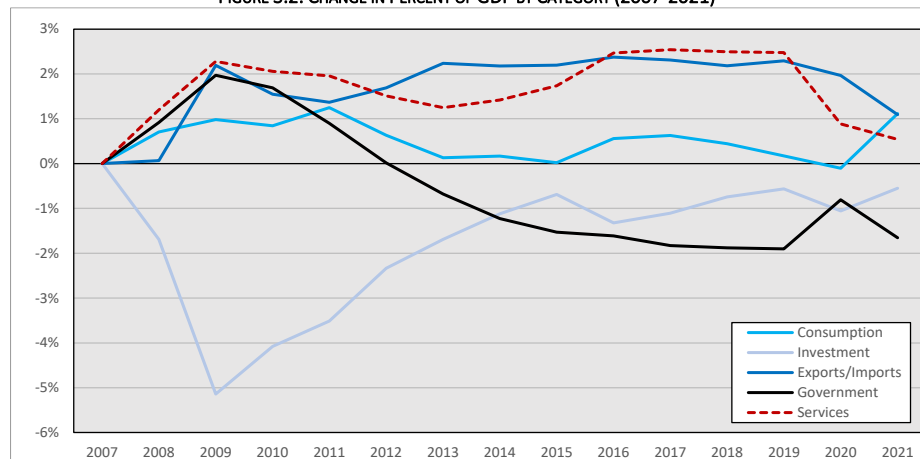
FIGURE 3.1: CONTRIBUTIONS TO CHANGE IN REAL GROSS DOMESTIC PRODUCT, ANNUALIZED (2007-2021)



SOURCE: Bureau of Economic Analysis

The figure below depicts how major components to GDP have changed since 2007 (the year before the downturn). To do this, we looked at each of the major components as a percentage of GDP using 2007 as a baseline. Consumption and Exports/Imports have seen the biggest shares in growth since 2007. Both are now roughly 1.1% more part of the GDP than it was in 2007. Although Exports/Imports have “grown” since 2007, growth in this sense means that the trade deficit is just less negative than it was before. As of 2021, the trade deficit is still a negative \$861.4 billion. Though investment has grown dramatically since bottoming in 2009, it has not—on a percentage basis—reached the same levels it was the year before the recession started.

FIGURE 3.2: CHANGE IN PERCENT OF GDP BY CATEGORY (2007-2021)

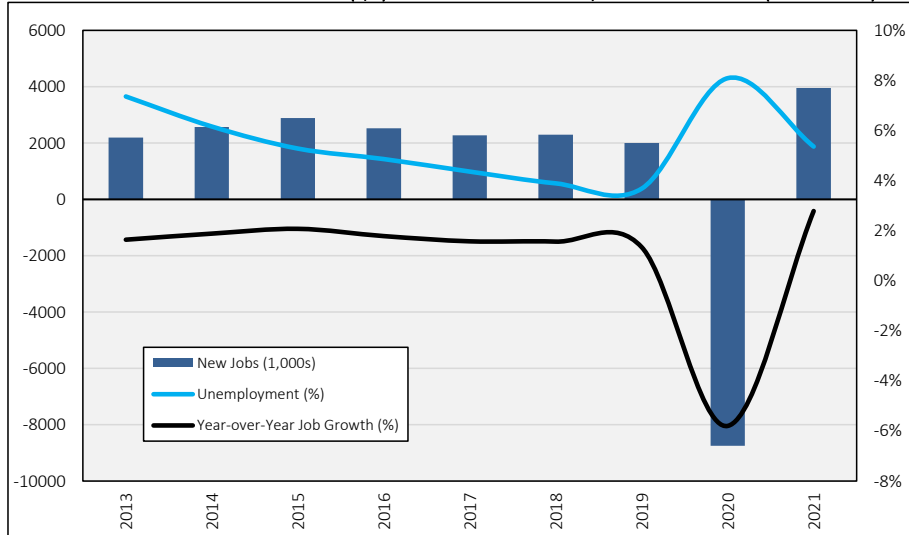


SOURCE: Bureau of Economic Analysis, JOHNSON ECONOMICS

EMPLOYMENT AND LABOR FORCE

Growth throughout the past decade has been steady and robust. Unemployment remained below 5% from late 2015 to early 2020—a level which many consider to be “full employment”. However, the employment growth that dominated much of the 2010’s was halted by the COVID pandemic in 2020. During this year, the average annualized unemployment rate shot up to roughly 8.2%. Job growth averaged 146,000 per month in 2021, roughly 2,000 lower than the 2015-17 three-year average.

FIGURE 3.3: U.S. EMPLOYMENT GROWTH (Y/Y) AND UNEMPLOYMENT RATES, SEASONALLY ADJUSTED (2013 – 2021)

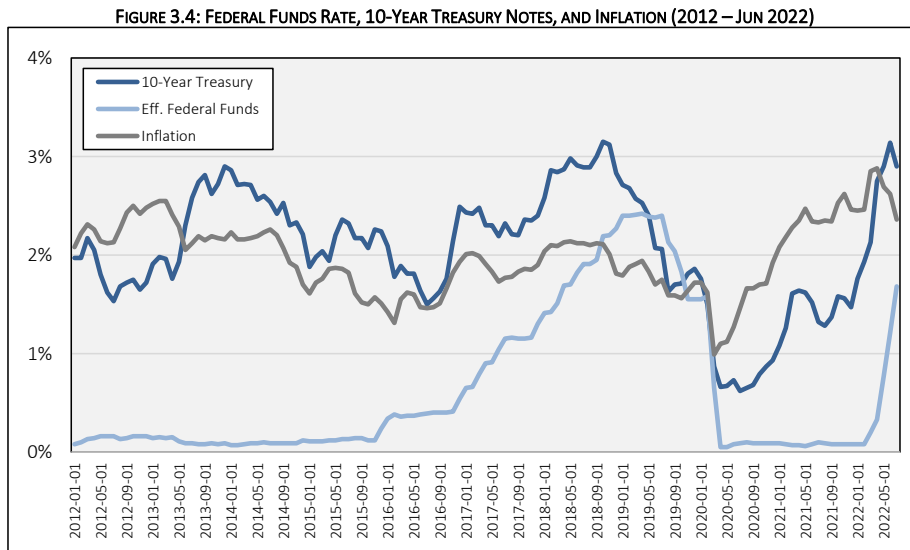


SOURCE: U.S. Bureau of Labor Statistics

INFLATION, MONETARY POLICY, AND INTEREST RATES

Inflation levels rebounded quickly after the '08 – '09 recession but took a dive during the tail end of 2014. Since then, consumer prices have hovered around the Federal Reserve's 2% target until early 2020 when consumer prices declined during COVID as consumer spending dropped due to country-wide lockdowns. However, pent-up demand from COVID has quickly introduced a sharp rise in consumer prices that started in 2021. In response, the Federal Reserve recently raised the federal funds rate in Q2 2022 to slow the economy down and combat inflation.

Rate increases have perhaps come too slowly for the current market. Treasury yields climbed to over 3% in June 2022, which is near a four-year high. However, the recent rate increases have introduced moderate decreases in consumer prices and treasury yields.

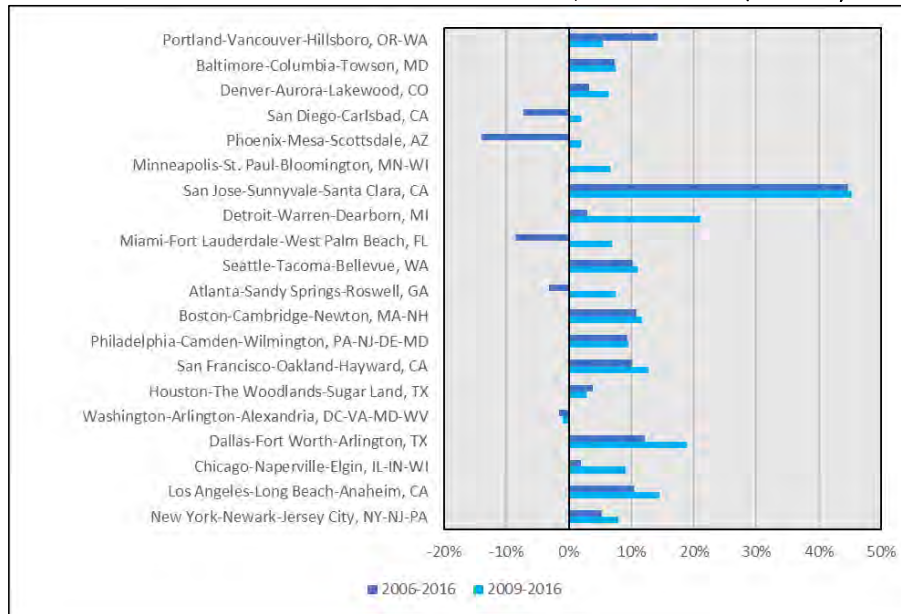


SOURCE: Federal Reserve Bank of St. Louis, Bureau of Labor and Statistics, JOHNSON ECONOMICS

REGIONAL AND LOCAL TRENDS

The Portland MSA, which includes Multnomah, Washington, Clark, and Clackamas counties, has been one of the most rapidly growing regional economies in the United States over the past decade. Between 2006 and 2016, the region’s 1.3% average annual growth rate in terms of GDP/capita was the second-fastest growth among the top-20 largest MSAs by GDP. The largest part of this growth was in the earlier part of the decade. Growth since the downturn has been steady, but not as strong, growing at 0.8% per year, 16th out of those same 20 MSAs. While this might seem like a negative on the surface, one must account for the large numbers of people that have been migrating to the region during that time. The area—and state as a whole—has been one of the most popular moving destinations in the country for several years running.

FIGURE 3.5: CUMULATIVE CHANGE IN GROSS METROPOLITAN PRODUCT, MAJOR METRO AREAS (2006-2016)



SOURCE: Bureau of Economic Analysis

The region's growth looks even more impressive if we look at its GDP/capita rankings prior to the pandemic. The region was the 116th ranked region in the country by this metric in 2002. The ranking now stands at 25th in the country, which shows that jobs in the region have been more heavily weighted on the high end, which is one of the reason more and more people continue to move here, in addition to the other benefits the region brings, such as its incredible access to nature, good food, and other desired lifestyle wants.

EMPLOYMENT

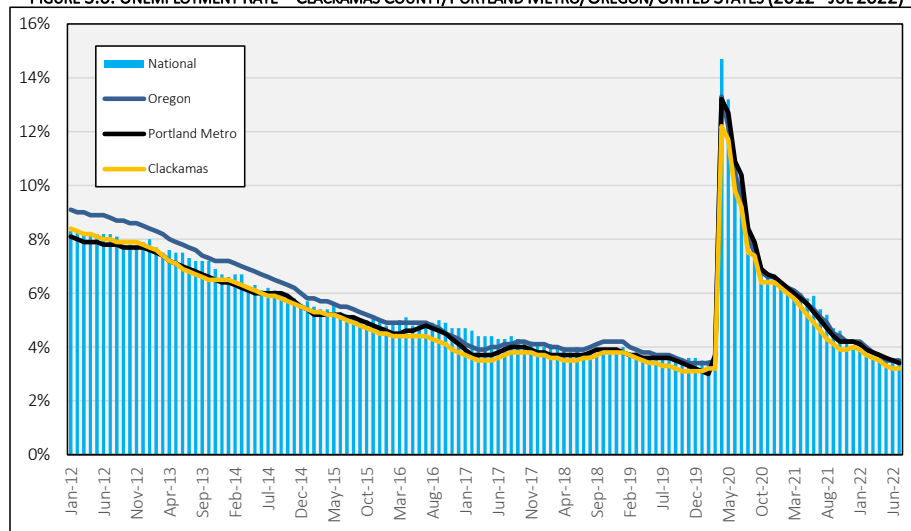
Prior to COVID, employment trends were very promising nationwide. During the tail end of the 2010s, strong job growth in the Portland Metro area subsequently helped reduce unemployment at a faster pace as compared to the rest of the nation. Furthermore, the United States had been at or below 5% unemployment for nearly 24 consecutive months through December 2019, with the other observed regions following suit. In the months leading up to COVID, the national unemployment rate was experiencing a historic low of roughly 3.5% around February 2020. However, the COVID pandemic was quick to accelerate unemployment rates to historic highs.

During COVID, the Portland area and state of Oregon saw unemployment rates of roughly 13%, while the country reached unemployment rates of roughly 15%, a near decade high. Comparatively,

Clackamas county fared marginally better than the region and nation as unemployment rates only reached up to roughly 12%. However, this is not surprising as Clackamas county has seen historically better unemployment rates since the early 2010's, most likely driven by the strong job growth experienced in the region.

Given these circumstances, nationwide recovery in the labor market has been very promising. Coming into 2021, unemployment rates started declining nationwide, with Clackamas county decelerating at a comparatively faster rate than the region, state, and nation. Although this rapid deceleration tapered off a little in the second half of 2021, we see that unemployment rates in general are very close to what they were prior to COVID. As of July 2022, the nation and state of Oregon have returned to an unemployment rate of roughly 3.5%, while the Portland Metro area and Clackamas county are at a 26-month low of 3.4% and 3.2% respectively.

FIGURE 3.6: UNEMPLOYMENT RATE – CLACKAMAS COUNTY/PORTLAND METRO/OREGON/UNITED STATES (2012 - JUL 2022)

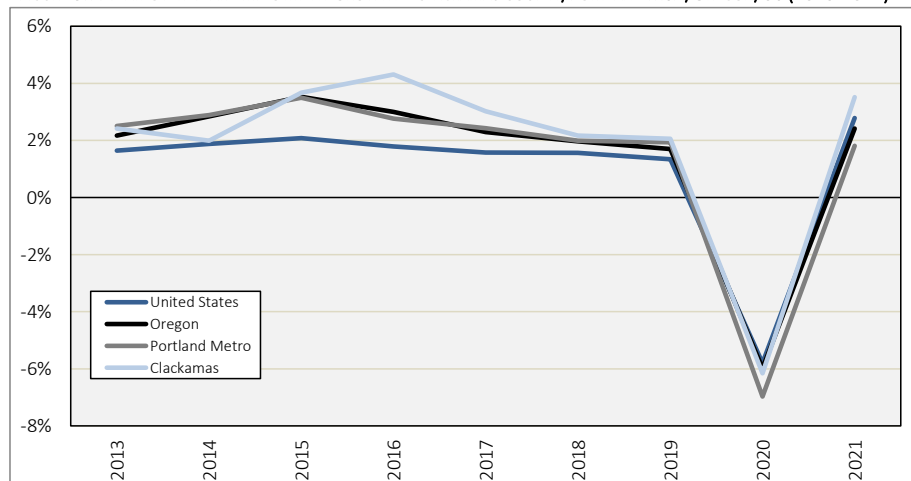


SOURCE: Oregon Employment Department, BLS, Johnson Economics

The Portland Metro Area and State of Oregon are displaying strong recovery trends post-COVID. While both markets suffered strong employment effects throughout 2020, growth since then has been in-line with national trends. For the most part, employment growth has been very similar in the different geographies throughout the COVID recovery period. In short, as of 2021 Clackamas county has seen the strongest job growth (roughly 3.8%), the nation and Oregon are nearly identical (roughly 3%), and the Portland Metro area is slightly lagging (a little under 2%).

When studying the historical employment growth data, it becomes clear that the Portland Metro area has seen a relatively slower recovery. Pre-COVID, the Portland Metro area and Oregon mimicked each other for most of the 2010's, both outpacing the nation by a fair amount. However, since COVID, the nation has overtaken the region, displaying slightly better employment growth that may persist into the near future. For further context, employment growth in the region peaked in 2015 at roughly 3.8% and has not come close since. On the other hand, the nation has already surpassed its peak from the last decade early into the COVID recovery. Clackamas county has not quite surpassed its peak from the last decade, but it has outperformed its employment growth from the years leading up to 2020.

FIGURE 3.7: YEAR-OVER-YEAR EMPLOYMENT GROWTH – CLACKAMAS COUNTY/PORTLAND MSA/OREGON/US (2013-2021)



SOURCE: Oregon Employment Department, BLS, Johnson Economics

Though Clackamas County has seen robust employment growth since coming out of the recession, it has not been evenly distributed across industries. Since June 2017, the county added just over 6,000 private sector jobs ending in June 2022, equating to an average annual growth rate of roughly 1%.

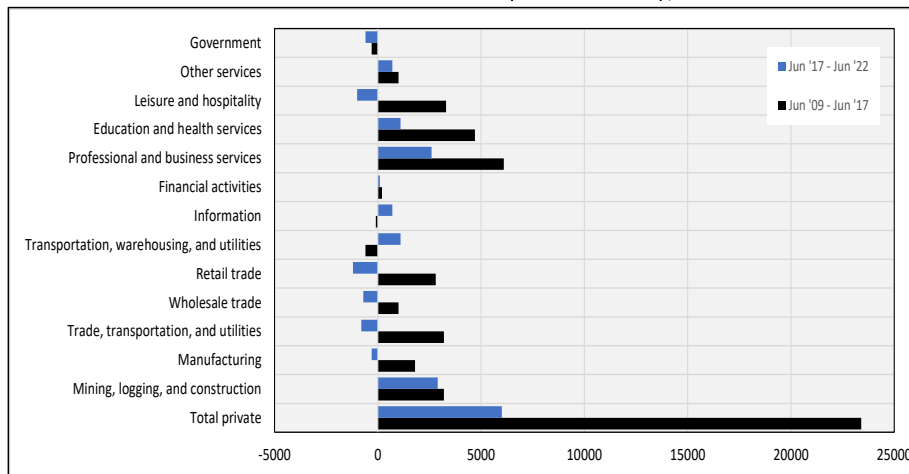
The sector with the strongest growth in terms of total jobs added was Mining, Construction, and Logging, which added nearly 3,000 jobs in the last five years. The sector with the strongest average annual growth was information, which averaged roughly 7% growth per year from June 2017 to June 2022. During this time frame, six industries shrunk, with the two biggest losses being in the Retail Trade and Leisure & Hospitality sectors. While these sectors did lose jobs, losses were not large. The Retail Trade and Leisure & Hospitality sectors shrunk at an average annual rate of 1.3% and 1.2%, respectively.

In terms of wages, all industries have seen growth. From 2017 to 2021, the Information sector saw the biggest increase in pay. Since the downturn in 2009, the industry has seen average pay jump by

over \$4,300 per year. This equates to an average annual growth of roughly 7% during this time, which also puts the industry first by this metric. The Professional & Business, and Financial Activities sectors saw the next highest annual wage growth, respectively.

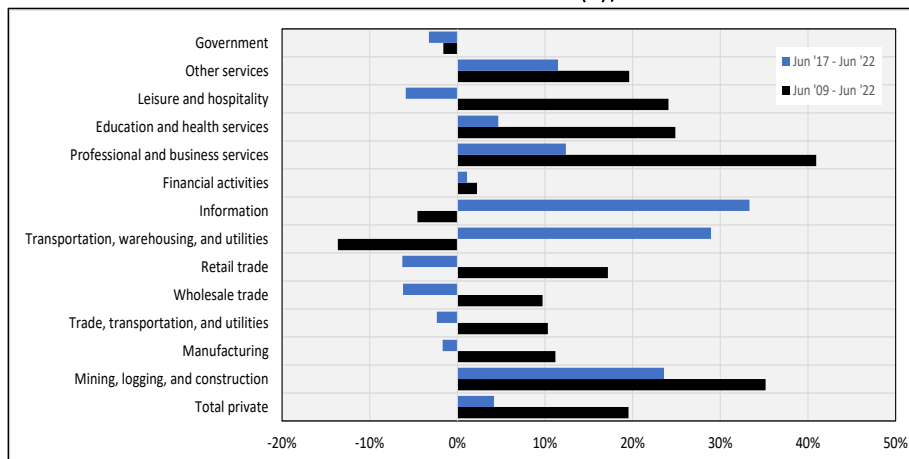
The following four charts detail employment and wage growth by industry in Clackamas County.

FIGURE 3.8: TOTAL EMPLOYMENT GROWTH BY INDUSTRY (THOUSANDS OF JOBS) ,CLACKAMAS COUNTY



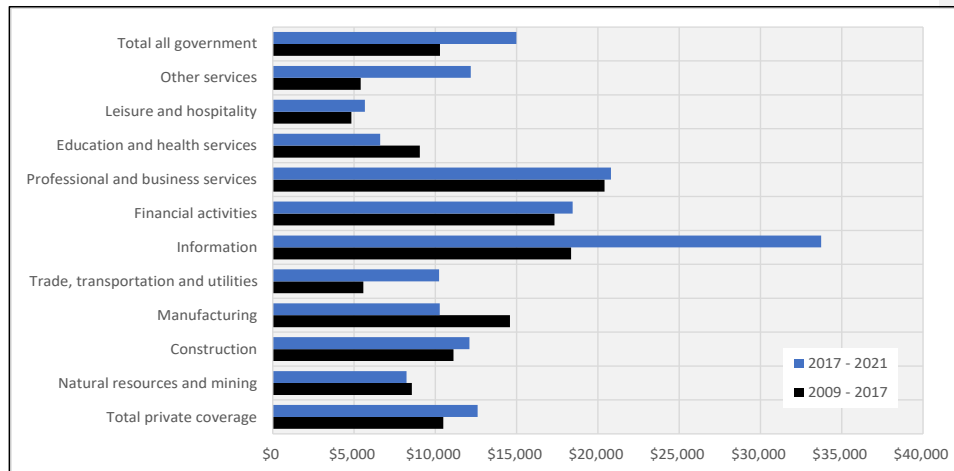
SOURCE: State of Oregon, JOHNSON ECONOMICS

FIGURE 3.9: ANNUAL EMPLOYMENT GROWTH BY INDUSTRY (%) ,CLACKAMAS COUNTY



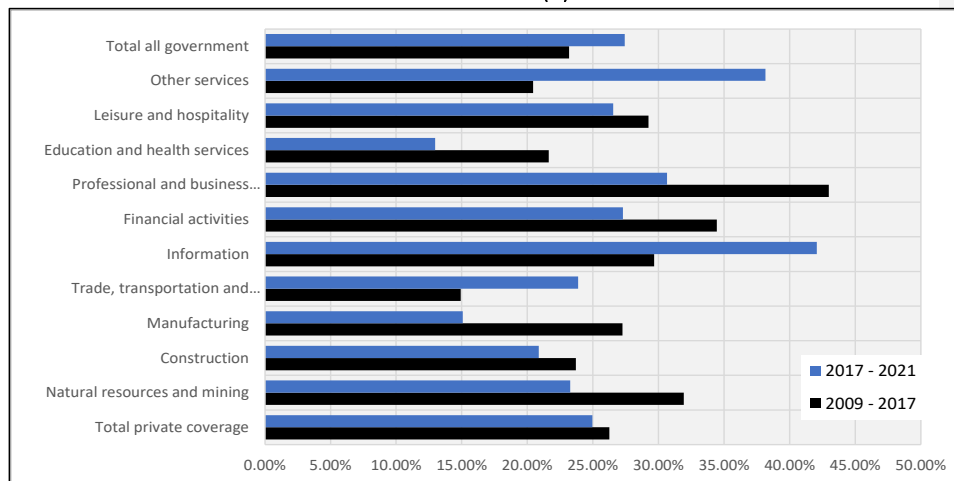
SOURCE: State of Oregon, JOHNSON ECONOMICS

FIGURE 3.10: TOTAL WAGE GROWTH BY INDUSTRY (THOUSANDS OF \$) – CLACKAMAS COUNTY



SOURCE: State of Oregon, JOHNSON ECONOMICS

FIGURE 3.11: ANNUAL WAGE GROWTH BY INDUSTRY (%) – CLACKAMAS COUNTY

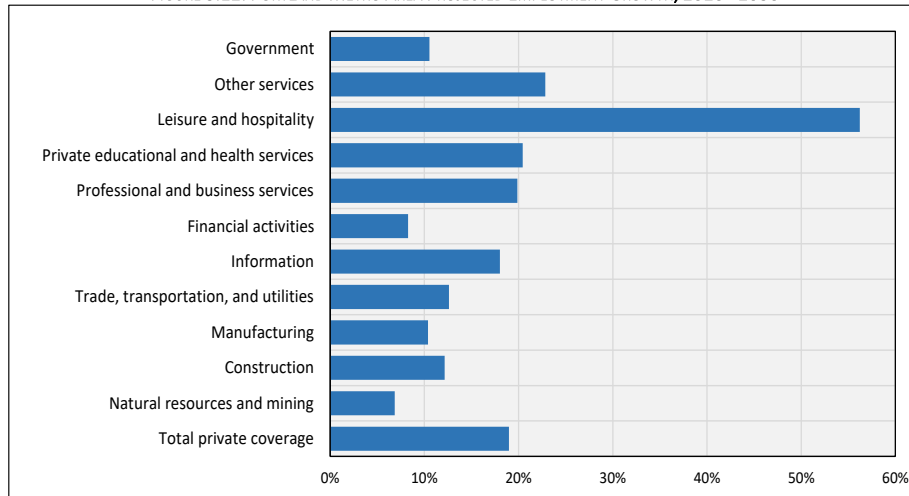


SOURCE: State of Oregon, JOHNSON ECONOMICS

The latest projections made by the Oregon Employment Department for the Portland Metro Area are plotted from 2020 to 2030. Over this ten-year period, roughly 157,000 new private jobs are projected for the tri-county area. Leisure and hospitality are expected to see nearly 41,000 added jobs, the most

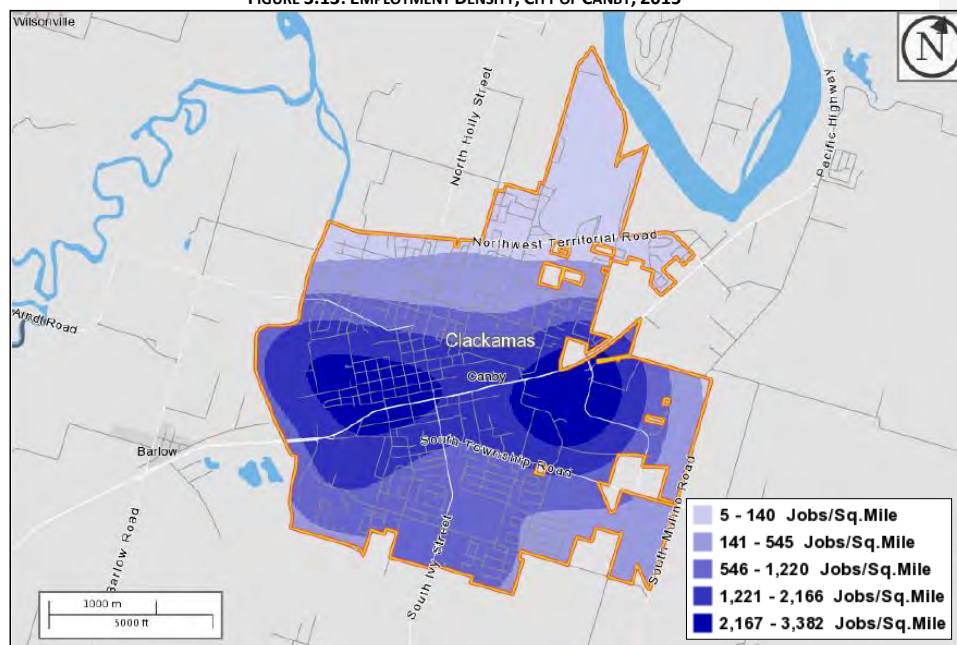
of any sector. Leisure and hospitality are also projected to vastly outperform other industries on a percentage basis as it is expected to grow by roughly 55% over the next decade.

FIGURE 3.12: PORTLAND METRO AREA PROJECTED EMPLOYMENT GROWTH, 2020 - 2030



SOURCE: Oregon Employment Department, JOHNSON ECONOMICS

FIGURE 3.13: EMPLOYMENT DENSITY, CITY OF CANBY, 2015



Source: On The Map (US Census Bureau)

LOCAL ECONOMIC TRENDS

The City of Canby has been very successful over the last several years in terms of economic development, attracting a significant number of new businesses. The following is a summary of some of the recent new employers to the area:

FIRM	YEAR OPENED	LOCAL EMPLOYMENT
CANBY PIONEER INDUSTRIAL PARK		
Lil Stinky's Environmental	2019	12 employees
AlphaSense	2020	15 employees
Columbia Distributing	2020	300 employees
Caruso Produce	2021	120 employees
Stanton Furniture	2021	300 employees
Lampros Steel	Under Construction	
Dragonberry Produce Expansion	Under Construction	
OKADA International	Under Construction	11 employees
Active Water Sports Expansion	Under Construction	8 employees
Amazon	Future/Planned	500 employees
OLCC	Future/Planned	
Thermaglass	Future/Planned	8 employees
Lucky Foods	Future/Planned	50 employees
American Welding	Future/Planned	

POPULATION AND INCOME

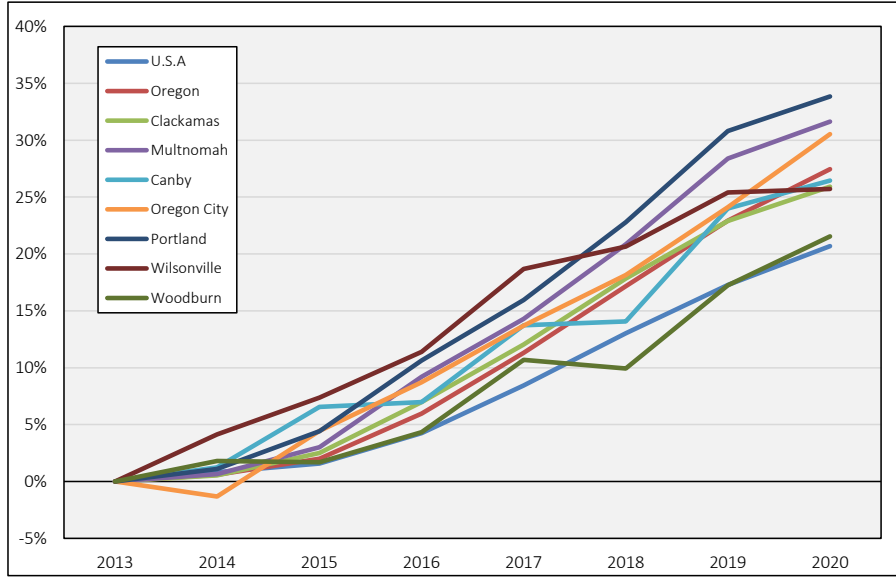
The Portland Metro area has been one of the fastest growing regions in the last decade, growing by an average of 1.4% per year. People have been driven to move to the region because of strong job growth and lifestyle. Though the area has been growing rapidly, growth has not been equal in all areas.

Wilsonville has seen one of the biggest population booms in the region. The city's population has increased by roughly 4,000 from 2014 to 20120 (+ 20.1% overall, + 3.3% annual average). Besides Wilsonville, the only other city that had a cumulative growth of above 10% is Oregon City. From 2014 to 2020, Oregon City grew by roughly 3,200 people, which translates to an overall increase of 9.5% and an annual average of 1.6%. Other than these two cities, the other observed cities and counties all experienced cumulative growth under 10% total. Portland, for instance, has grown cumulatively by 9%, Clackamas County has grown by 8.7%, and Canby has grown by 7.6% during the same period. Although Canby has grown slower compared to the other geographies, this may change moving into the future.

According to Portland State's Population Research Center, Canby has grown by roughly 2,100 people from 2017 to 2020, with most of this growth happening from 2019 onward. This equates to a total growth of 12.57%, outpacing the national population growth in the same period. The recent strong growth in Canby highlights how the city is benefiting from the strong job growth characteristic of the region paired with the city's cheap housing. Only half an hour away from Portland, Canby provides those that have been priced out of the city a cheaper alternative.

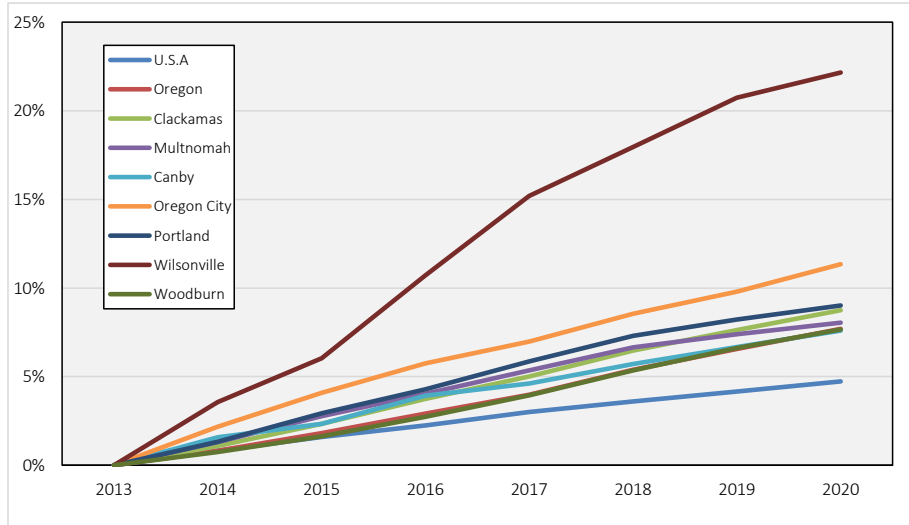
In terms of income, the story is similar. Portland led the region in income growth from 2013 to 2020, seeing household median incomes rise by roughly 34% cumulatively. Comparatively, Canby only saw its median household income grow by 25% cumulatively in that span. Like population, however, the growth has been mostly in the past couple of years. According to the U.S. Census Bureau, from 2017 to 2020, Canby's median income grew from \$68,813 to \$81,039, translating to a 17.77% increase overall or 5.9% per year.

FIGURE 3.14: CUMULATIVE MEDIAN HOUSEHOLD INCOME GROWTH (2013-2020)



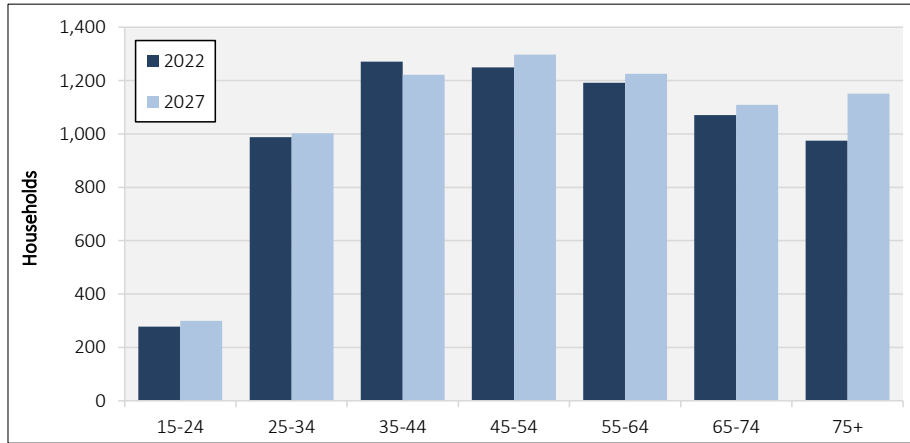
SOURCE: US Census Bureau, JOHNSON ECONOMICS

FIGURE 3.15: CUMULATIVE POPULATION GROWTH (2013-2020)



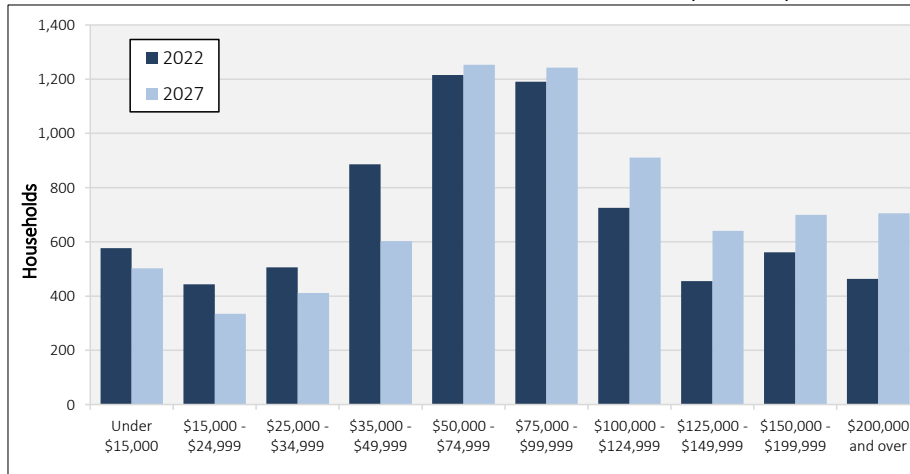
SOURCE: US Census Bureau, JOHNSON ECONOMICS

FIGURE 3.16: PROJECTED HOUSEHOLD GROWTH BY AGE GROUP - CANBY (2022-2027)



SOURCE: NeuStar, JOHNSON ECONOMICS

FIGURE 3.17: PROJECTED HOUSEHOLD GROWTH BY HOUSEHOLD INCOME – CANBY (2022-2027)



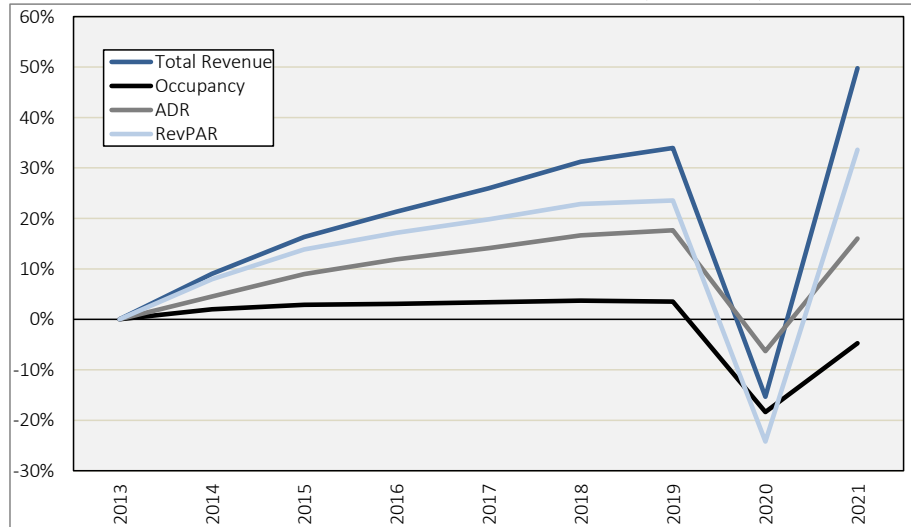
SOURCE: NeuStar, JOHNSON ECONOMICS

IV. HOTEL DEVELOPMENT MARKET CONDITIONS

U.S. MARKET CONDITIONS

Key hotel industry indicators in the U.S have shown significant growth and recovery in recent years. Using 2013 as the baseline, total revenue for the industry has climbed over 50%, and roughly 62% since the COVID recession low in 2020. Average daily rates are up 21% since COVID, and occupancy rates have seen moderate recovery from a low of 33% in 2020 to a high of roughly 70% in 2021. As such, revenue per available room (RevPAR) has also seen decent growth, being up roughly 35% since 2013, and nearly 53% since COVID.

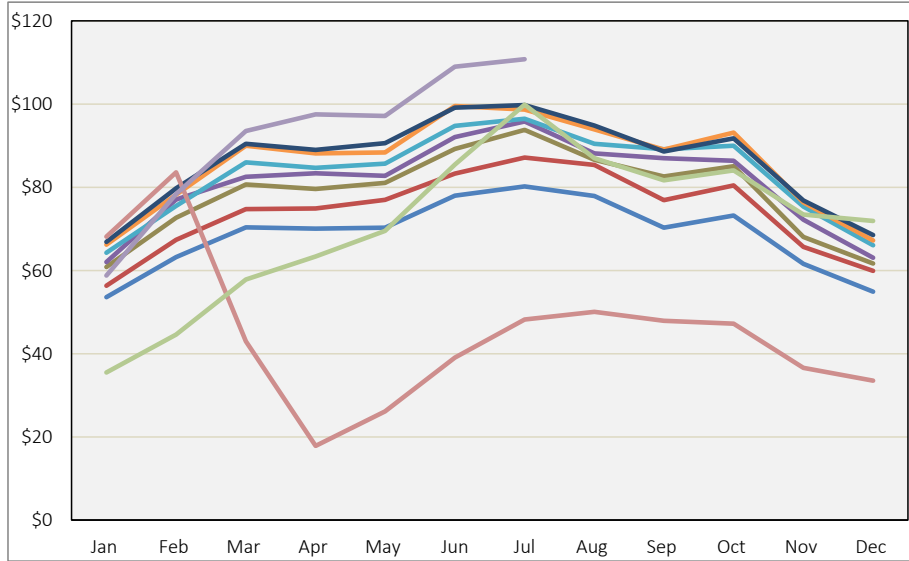
FIGURE 4.1: CUMULATIVE % GAINS FOR SEVERAL HOTEL METRICS – US (2013 TO 2021)



SOURCE: CoStar, JOHNSON ECONOMICS

As of 2022, only the months of January and February have seen occupancy rates below 60%. Furthermore, after taking a sizable hit throughout 2020 and early 2021, RevPAR started recovering around July 2021, matching 2019's annual peak. Currently, RevPAR on a national level has recovered and is currently the highest it's been in the past decade. As of July 2022, RevPAR is roughly \$110, as compared to \$100 in July 2021 (roughly + 10%).

FIGURE 4.2: MONTHLY REVPAR – US (JAN 2013 TO JULY 2021)

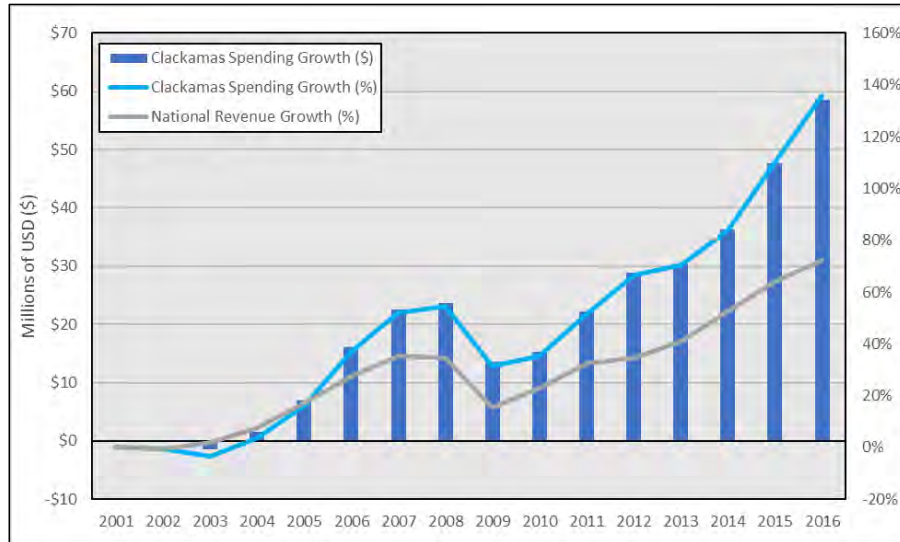


SOURCE: Statista, STR Global, JOHNSON ECONOMICS

CLACKAMAS COUNTY HOTEL AND TRAVEL TRENDS

The hotel business in Clackamas County has been growing faster than national trends consistently over the last decade-plus. Using 2001 as a normalization point, we can see that national hotel revenue has grown 72.4% by 2016. In that same time frame, spending on accommodations in Clackamas County has grown by nearly \$59 million, or an incredible 135.6%, more than doubling spending over that period.

FIGURE 4.3: CUMULATIVE SPENDING AND REVENUE GAINS - US & CLACKAMAS (2001 TO 2016)



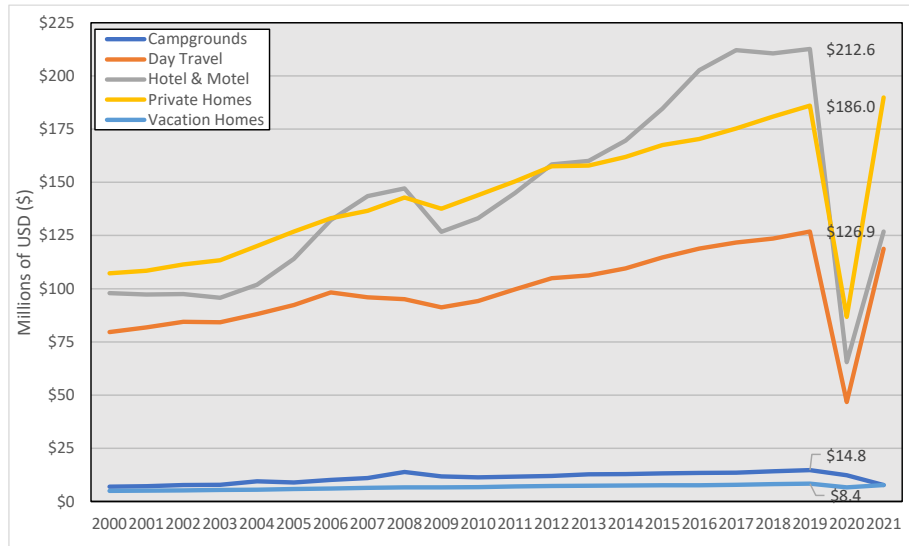
SOURCE: Statista, STR Global, JOHNSON ECONOMICS

People have several choices for accommodations when traveling to a destination. These range from hotels and motels to private residences, to even campgrounds. In 2000, visitors staying in private residences—that is, for example, people staying overnight at their family members’ houses—spent the most money while on their visits to Clackamas County. These visitors were consistently the biggest spenders until 2006. Hotel visitors took over for a couple of years, but that industry was hit heavily during the downturn. People looked for cheaper accommodations and spending by those visiting private homes climbed again for a couple of years.

Hotels rebounded quickly, however, and reclaimed the local spending crown in 2012, and it is unlikely that it will be overtaken again. In 2016, visitors to Clackamas County staying in hotels spent a total of nearly \$203 million in the County, \$33 million more than those staying in private homes. This increase has seen a rise in employment in the accommodation and food service industries. The industries grew by roughly 700 people from 2010 to 2016, a gain of nearly 3.4% per year.

We look at spending trends in a few ways. We first look at total spending by visitors. This includes not only accommodations, but also spending throughout the county in places such as restaurants and retail establishments. We then look at how spending by these subsets of visitors changed on an annual basis, and then look at cumulative spending gains. We can see by this final metric that spending by folks in hotels and motels is growing exponentially faster than spending by other visitors to the County.

FIGURE 4.4: TOTAL SPENDING BY VISITORS IN CLACKAMAS ACCOMMODATIONS (2000 TO 2021)



SOURCE: Dean Runyan and Associates, JOHNSON ECONOMICS

Spending has seen relatively slow spending growth from travelers staying in campgrounds and vacation homes. This result is not surprising. As a group, campers take with them most of the supplies that they need to campsites directly. There is need for gas, food, and basic supplies should they run out, but little else. People in vacation homes are using houses as a destination. The homes themselves are where they will hang out most often, not doing tourist activities, most of which they may have already seen.

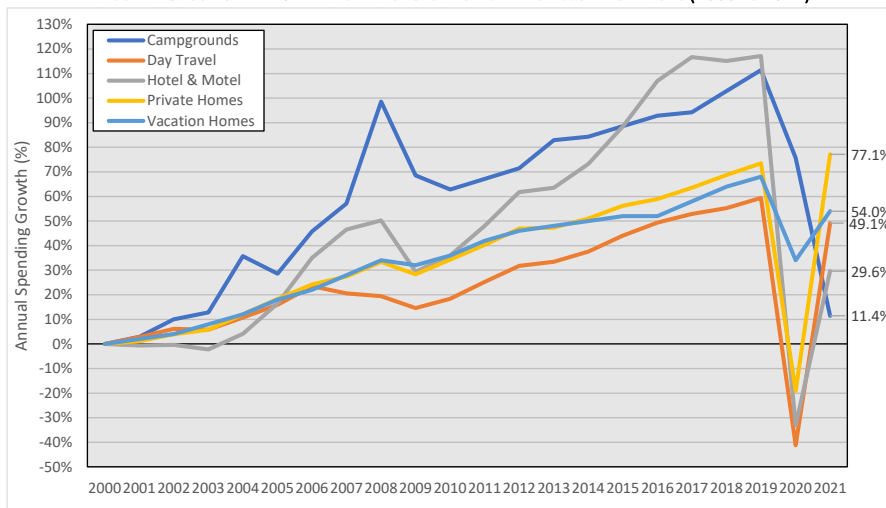
Visitor patterns were significantly impacted by the Covid-19 pandemic, dropping precipitously in 2020. The area saw recovery to pre-pandemic levels for private homes in 2021 and is expected to recover previous levels for hotels/motels in 2022. Spending by hotel visitors rose rapidly prior to the pandemic. This segment spent just under \$98 million in 2000 and over \$212 million in 2019. This equates to a cumulative growth of 117% over the 19-year period, reflecting a robust annual growth rate of 4.2%. Growth has been more impressive since 2008, with an average annual growth of 5.3%.

TABLE 4.5: ANNUAL SPENDING GROWTH BY CLACKAMAS VISITORS, BY ACCOMMODATION (2000 TO 2021)

	Campgrounds	Day Travel	Hotel & Motel	Private Homes	Vacation Homes
2000	9.3%	5.8%	11.4%	3.7%	10.4%
2001	3.7%	2.7%	-0.7%	1.1%	3.3%
2002	7.1%	3.3%	0.2%	2.7%	1.8%
2003	1.9%	-0.4%	-1.9%	1.8%	3.1%
2004	21.1%	4.6%	6.5%	5.9%	4.0%
2005	-5.9%	4.8%	11.9%	5.6%	4.4%
2006	13.5%	6.5%	15.9%	5.0%	4.6%
2007	8.5%	-2.4%	8.5%	2.6%	4.3%
2008	26.0%	-1.0%	2.5%	4.6%	5.1%
2009	-15.4%	-4.1%	-13.9%	-3.7%	-2.1%
2010	-3.1%	3.3%	5.1%	4.7%	2.8%
2011	2.2%	5.9%	8.8%	4.5%	4.7%
2012	2.7%	5.2%	9.3%	4.7%	2.6%
2013	6.6%	1.2%	1.1%	0.3%	1.3%
2014	1.3%	3.1%	6.0%	2.5%	2.1%
2015	1.8%	4.8%	8.9%	3.5%	0.8%
2016	2.7%	3.7%	9.8%	1.8%	0.8%
2017	0.7%	2.4%	4.6%	2.9%	3.9%
2018	4.4%	1.6%	-0.7%	3.2%	3.8%
2019	4.2%	2.7%	0.9%	2.8%	2.4%
2020	-16.9%	-63.1%	-69.2%	-53.4%	-20.2%
2021	-36.6%	153.6%	93.7%	119.0%	14.9%
2000-2019 Avg.	4.0%	2.5%	4.2%	2.9%	2.8%
2009-2019 Avg.	2.3%	3.4%	5.3%	3.1%	2.4%
2019-2021 Avg.	-27.4%	-3.3%	-22.7%	1.0%	-4.3%

SOURCE: Dean Runyan and Associates, JOHNSON ECONOMICS

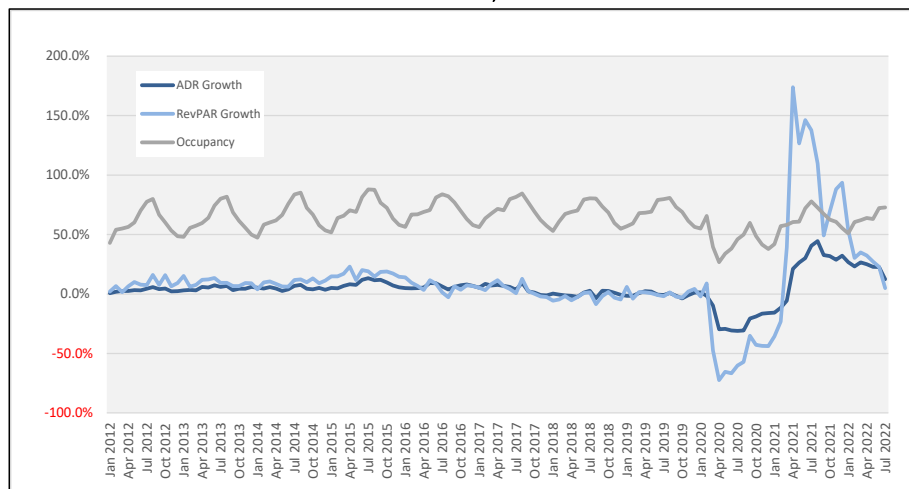
FIGURE 4.6: CUMULATIVE SPENDING BY VISITORS IN CLACKAMAS ACCOMMODATIONS (2000 TO 2021)



SOURCE: Dean Runyan and Associates, JOHNSON ECONOMICS

The following chart shows year-over-year growth in each of the three major hotel metrics for the Canby area: occupancy, average daily rate, and revenue per available room (RevPAR). Occupancy rates have tapered off from historic 2015 highs, but rooms still see over 74% occupancy in the area. Growth for ADR and RevPAR also tapered off since 2015, but have seen very strong increases since 2021, most likely due to the pent-up demand from COVID shutdowns. The strongest increases in ADR and RevPAR were seen around Q3 2021, and has since tapered off, although remaining much higher than the average during the 2010's

FIGURE 4.7: CANBY AREA OCCUPANCY, ADR AND REVPAR GROWTH



SOURCE: CoStar, JOHNSON ECONOMICS

CANBY AND REGIONAL HOTEL PIPELINE

According to data available on CoStar, there are currently 31 hotel properties either proposed, under construction, or with the potential for development in the Portland Metro Area. These properties represent thousands of new hotel units, which is sure to drive down occupancy rates in the short term.

Of these 31 hotel properties, there are only four properties that are within the 22 to 24-minute driving distance used to determine the competitive area, with one potential project in Happy Valley being close to the pre-determined boundary.

The first potential project within the competitive area is in Tualatin, 13.6 miles away and an approximately 21 minute drive according to Google Maps. The project is slated to be an upscale hotel property that is a new addition to the Ascend Collection hotel franchise. It is planned to have 65 rooms

between two stories, with amenities such as a fitness center and restaurant. This project is currently under construction and is expected to finish in 2024.

The second property is in Oregon City, 9.8 miles away and an approximately 17 minute drive from Canby based on Google Maps. The project is planned to be a new Hampton Inn and Suites in Oregon City, a popular Upper Midscale hotel franchise. It is planned to have 99 rooms over five stories and will include basic amenities such as a business center and meeting event space. This project is still undergoing the proposal phase and is estimated to finish around 2024.

The last two properties within the competitive area are in Happy Valley and the respective project sites are only 315 feet away from each other. The two properties in this area are the Residence Inn Portland, an upscale hotel which is currently under construction, and the Home 2 Suites by Hilton, which is currently undergoing the proposal process. The Residence Inn is planned to have 117 rooms throughout five stories, while the Home 2 Suites is planned to have 102 rooms throughout six stories.

These hotels can be potential competitors for hotels in Canby given the proximity. However, it is possible that the upscale hotels in the sample will likely cater more to people staying in their respective towns.

V. COMPETITIVE MARKET ANALYSIS

COMPETITIVE MARKET SURVEY

Like any other business, hotels must compete for customers. Canby's isolation away from I-5 has both upsides and downsides in this regard. On the negative side, Canby is not located directly on the interstate. Hotels along interstates not only have clear visibility, but they offer easy respite for people traveling long distances up and down the West Coast, whether that is travelers or truckers. While Canby is only a 10 to 12-minute drive away from the interstate, that is more than enough to deter people who have been traveling for a long day. Looking at properties along I-5, guests have consistently rated "Location" as one of their top reasons for staying there. Proximity to the interstate allows for quick, easy access to many regional destinations. Not only that, but clusters of hotels off of the interstate system often have access to other well-traveled establishments such as restaurants.

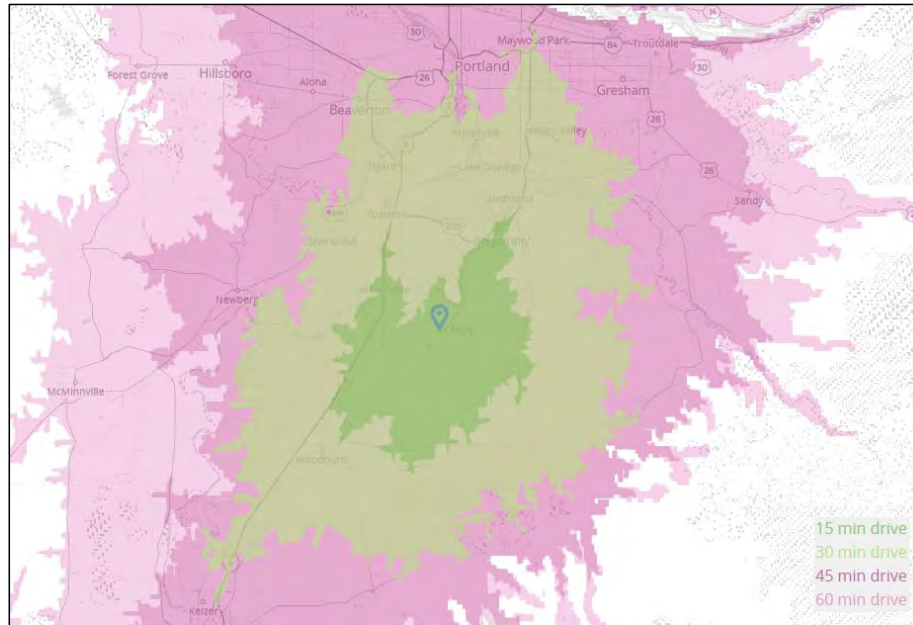
That said, this distance from the interstate would give a new Canby property a locational advantage over these other properties. Overnight visitors who need to be in Canby proper would be more inclined to choose a property as close to their destination as possible to avoid unnecessary travel time. Canby hosts thousands of visitors per year for corporate stayovers and all types of other events, largely centered around the Clackamas County Fairgrounds. There is only one motel in town currently (Motel 6) and limited other accommodations in rooms from sites such as Airbnb. All other hotels are at least 15-20 minutes away in good traffic. The distance away from the interstate that makes Canby

unattractive for drop-in visitors is, thus, a big plus for people looking to stay in town and a reason a new hotel could perform well.

We look at hotels that are roughly within a 22 to 24-minute drive from Canby. The reason for choosing this distance is based both on surveys of businesses and geographic boundaries. In the Canby Hotel Tourism survey, a large majority of businesses observed that there was not adequate accommodation in town. Corporate guests had to stay in other cities, the furthest noted was the Grand Hotel at Bridgeport Village. Drive time to this location is generally 22 minutes when checking the most efficient routes on Google Maps. If businesses are OK with this distance, then we assume that an extra minute or two on the highway is not a problem. This brings us to a region bound by the I-5/Highway 217 interchange to the north, Woodburn to the southeast, Molalla to the south, and the I-205/Highway 212 interchange to the northeast.

We first find the 50 closest hotels to Canby by using CoStar. We then generate drive-time distances to determine which hotels fall within this distance. We finally limit this by using Google Maps to weed out any hotels that may take longer than the above assumed driving time. The following table and maps detail the properties used for the purposes of comparable properties, their locations, and the drive-time isochrones used to generate the catchment area. Hotels come from as far south as Woodburn and Molalla, and as far north as Tualatin. A total of 36 properties met these criteria. Of these, 24 properties submitted their daily and/or monthly occupancy, ADR, RevPAR, and other data to CoStar. Data from these properties is explored further in the following sections.

FIGURE 5.1: DRIVE-TIME ISOCHRONES FROM CANBY LIBRARY/CITY HALL



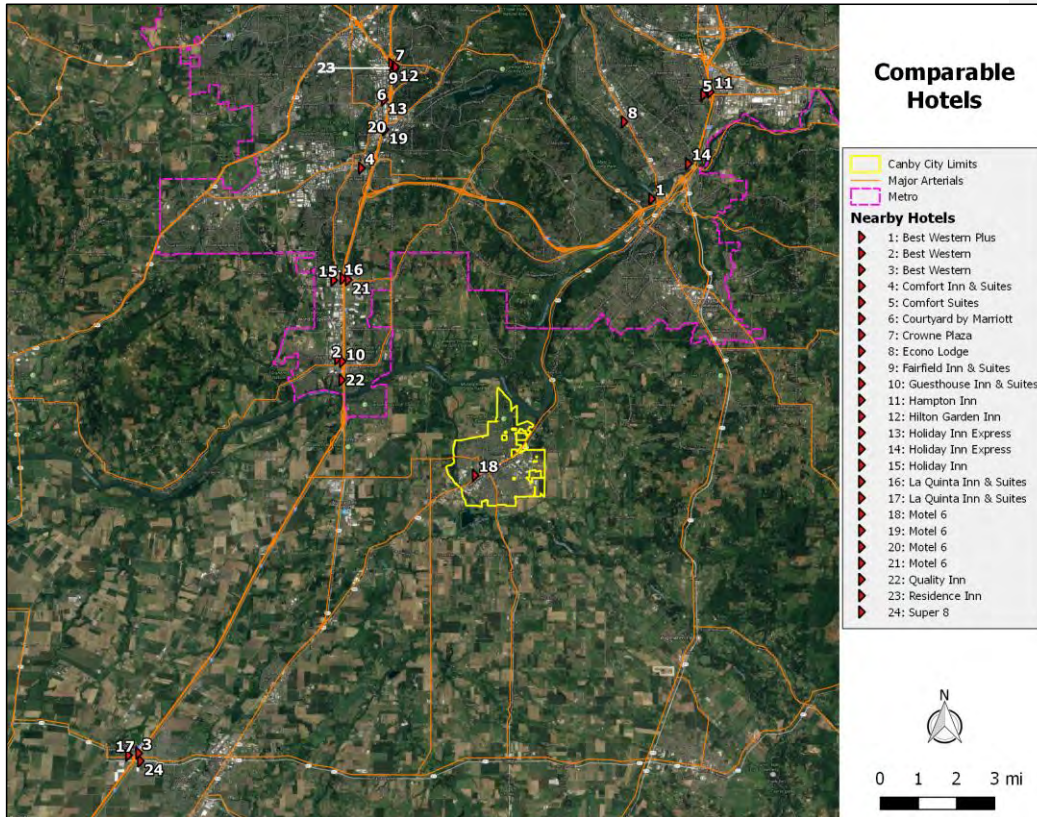
SOURCE: Mapzen Mobility Explorer

FIGURE 5.2: COMPARABLE HOTEL PROPERTIES

MAP ID	Hotel Name	City	Class	Opening Date	Rooms	Rating (Hotels.com)	Rate (Aug 2022)	Rate (Dec 2022)	Minutes to Canby	On I-5 or I-205?
1	Best Western Plus Riverside Hotel	Oregon City	Upper Midscale	Jun 1970	114	8	\$181	\$119	17	Yes
2	Best Western Wilsonville Inn & Suites	Wilsonville	Midscale	Jan 1998	56	7.8	\$167	\$103	14	Yes
3	Best Western Woodburn	Woodburn	Midscale	Apr 1995	80	8	\$167	\$124	21	Yes
4	Comfort Inn & Suites Tualatin Portland South	Tualatin	Upper Midscale	Jun 2000	59	8	\$202	\$186	21	Yes
5	Comfort Suites Clackamas	Clackamas	Upper Midscale	Aug 1999	50	8	\$120	\$96	20	Yes
6	Courtyard Portland Tigard	Tigard	Upscale	Apr 1996	110	8.8	\$192	\$121	21	Yes
7	Crowne Plaza Portland Lake Oswego	Lake Oswego	Upscale	Oct 1989	161	8.6	\$193	\$142	23	Yes
8	Econo Lodge Southeast Milwaukie	Milwaukie	Economy	Jul 1991	27	7.4	\$95	\$64	20	No
9	Fairfield Inn & Suites Portland South Lake Oswego	Lake Oswego	Upper Midscale	Feb 1999	124	8.6	\$179	\$129	23	Yes
10	Quality Inn & Suites	Wilsonville	Midscale	Oct 1992	64	6.4	\$125	\$93	17	Yes
11	Hampton Inn Portland Clackamas	Clackamas	Upper Midscale	Jun 1988	113	7.6	\$188	\$128	24	Yes
12	Hilton Garden Inn Portland Lake Oswego	Lake Oswego	Upscale	Feb 2000	179	8.4	\$200	\$170	23	Yes
13	Holiday Inn Express Portland South Lake Oswego	Lake Oswego	Upper Midscale	Jun 1972	94	8.4	\$170	\$145	20	Yes
14	Holiday Inn Express Portland/SE Clackamas	Gladstone	Upper Midscale	Sep 1999	101	8.6	\$193	\$143	20	Yes
15	Holiday Inn Portland I 5 South Wilsonville	Wilsonville	Upper Midscale	Mar 1978	169	8	\$162	\$143	17	Yes
16	Best Western Plus Parkway Inn	Wilsonville	Upper Midscale	Jun 1987	78	8.4	\$164	\$114	18	Yes
17	La Quinta Inns & Suites Woodburn	Woodburn	Midscale	Oct 1988	60	7.4	\$184	\$105	24	Yes
18	Motel 6 Canby	Canby	Economy	May 1986	35	5.8	\$100	\$75	3	No
19	Motel 6 Portland South Lake Oswego	Tigard	Economy	Jun 1967	117	6.6	\$102	\$51	22	Yes
20	Motel 6 Portland Tigard West	Portland	Economy	Jun-79	80	7.4	\$114	\$73	22	Yes
21	Motel 6 Wilsonville	Wilsonville	Economy	Dec 1985	72	6.8	\$110	\$70	18	Yes
22	Hilton Garden Inn Wilsonville	Wilsonville	Upscale	Oct 2020	118	9	\$262	\$125	18	Yes
23	Residence Inn Portland South Lake Oswego	Lake Oswego	Upscale	Dec 1984	112	8.2	\$379	\$215	23	Yes
24	Super 8 Woodburn	Woodburn	Economy	Jan 1998	81	7	\$159	\$105	22	Yes

SOURCE: Google Maps, Hotels.com, CoStar, JOHNSON ECONOMICS


FIGURE 5.3: COMPARABLE HOTEL LOCATIONS








SOURCE: Google Maps, Hotels.com, JOHNSON ECONOMICS

The following three pages offer a slightly more in-depth look at fifteen of the 36 total properties in the drive-time catchment area. In addition to some of the information included in the above table, we look at the types of amenities included at each of the properties, regional access, and discuss feedback given from customers at each of the properties, from cleanliness of rooms to quality of service.

FIGURE 5.4: COMPARABLE HOTELS

Motel 6 Canby 4636 SW First Ave, Canby, OR 97013		
	Map ID:	18
	# of Rooms:	35
	Year Built:	1986
	Rating (Hotels.com):	6.6
	Price - August 2022:	\$100
	Price - December 2022:	\$75
	Minutes to Downtown Canby:	3
Notes: Formerly known as the Canby Country Inn, the Motel 6 is the only hotel/motel in Canby proper. The 2-star property offers basic amenities and dated rooms, but does offer free breakfast and internet. There is little range in price between low and high seasons, based on our searches. We feel that this is due more to the quality of the establishment, rather than lack of demand.		
Holiday Inn Express Portland SE-Clackamas 75 82nd Drive, Gladstone, OR 97027		
	Map ID:	14
	# of Rooms:	101
	Year Built:	1998
	Rating (Hotels.com):	8.4
	Price - August 2022:	\$179
	Price - December 2022:	\$134
	Minutes to Downtown Canby:	20
Notes: For those that are willing to drive 20 minutes into Canby, the Holiday Inn Express along the Clackamas River offers some of the nicest accommodations in the area. Though right near I-205, the hotel's adjacency to the river offers guests excellent views. Breakfast and internet are free in this property, and guests have access to a fitness center, pool, and 24-hour business center.		
Stagecoach Inn 415 Grange Ave, Molalla, OR 97038		
	Map ID:	N/A
	# of Rooms:	32
	Year Built:	1919
	Rating (Hotels.com):	7.6
	Price - August 2022:	\$70
	Price - December 2022:	\$70
	Minutes to Downtown Canby:	23
Notes: The Stagecoach Inn is Molalla's only motel accommodation, offering only 32 rooms. It offers dated rooms and basic amenities. That said, those staying there rave about the cleanliness and service, resulting in an overall rating of 8.0 at Hotels.com. Visitors also find great value for the price, which does not seem to fluctuate much throughout the year.		
Best Western Plus Rivershore Hotel 1900 Clackamette Dr, Oregon City, OR 97045		
	Map ID:	1
	# of Rooms:	114
	Year Built:	1970
	Rating (Hotels.com):	8.2
	Price - August 2022:	\$181
	Price - December 2022:	\$119
	Minutes to Downtown Canby:	17
Notes: While not the closest hotel in terms of drive-time, this hotel offers the most direct route into Canby via 99E. The hotel offers excellent regional access via this highway and I-205, and offers excellent views of the Willamette River. Guests have access to free internet, a fitness center and business center. Guests have great feedback about the food in the on-site restaurant.		
Best Western Wilsonville Inn and Suites 29769 SW Boones Ferry Rd, Wilsonville, OR 97070		
	Map ID:	2
	# of Rooms:	56
	Year Built:	1998
	Rating (Hotels.com):	8.0
	Price - August 2022:	\$167
	Price - December 2022:	\$103
	Minutes to Downtown Canby:	14
Notes: This hotel is one of more expensive hotels that people visiting Canby might consider visiting. Prices for the first weekend of August are over \$150 per night for a standard queen room. At only 14 minutes to Downtown Canby, it is also the closest comparable hotel to the city. A selling point is its adjacency to I-5. Guests get free breakfast and WiFi, as well as fitness and business centers.		

Hilton Garden Inn Wilsonville 30800 SW Parkway Ave, Wilsonville, OR 97070		
	Map ID:	22
	# of Rooms:	118
	Year Built:	2020
	Rating (Hotels.com):	9.0
	Price - August 2022:	\$262
	Price - December 2022:	\$125
	Minutes to Downtown Canby:	18
Notes: Previously the Quality Inn Wilsonville, it has now become an upper-mid class hotel. The hotel is located a couple blocks away from Best Western, and commands a comparatively premium price. Guests here get access to a fitness center, business center, free internet, and an indoor pool. The hotel is located just a few blocks from parks along the Willamette River.		
Quality Inn & Suites 8855 SW Citizens Dr, Wilsonville, OR 97070		
	Map ID:	10
	# of Rooms:	64
	Year Built:	1992
	Rating (Hotels.com):	6.4
	Price - August 2022:	\$125
	Price - December 2022:	\$93
	Minutes to Downtown Canby:	17
Notes: Formerly the Guesthouse Inn & Suites, the Quality Inn & Suites is a moderately priced hotel adjacent to I-5 in Wilsonville. Downtown Canby can be reached from the hotel in under 20 minutes, and visitors can expect to pay as little as \$77 for a standard queen the first week of September. The hotel has free breakfast and internet, and offers guests use of a business center.		
Holiday Inn Portland South 25425 SW 95th Ave, Wilsonville, OR 97070		
	Map ID:	15
	# of Rooms:	169
	Year Built:	1978
	Rating (Hotels.com):	8.0
	Price - August 2022:	\$162
	Price - December 2022:	\$143
	Minutes to Downtown Canby:	17
Notes: This hotel is one of the few comparables to cost over \$200 during high season. It is also one of the only 3-star properties in the area, and guests rate is highly for its fitness facility, food, and service. Guests can expect free internet during their stay, a business center, and use of a shuttle. Guests can drive to Canby in under 20 minutes, and its location on I-5 makes regional access ideal.		
Best Western Plus Parkway Inn 8815 SW Sun Pl, Wilsonville, OR 97070		
	Map ID:	16
	# of Rooms:	78
	Year Built:	1985
	Rating (Hotels.com):	8.4
	Price - August 2022:	\$164
	Price - December 2022:	\$114
	Minutes to Downtown Canby:	18
Notes: Previously The La Quinta Inn, the hotel offers large, comfortable rooms and excellent service, according to over 1,004 survey respondents on Hotels.com. Guests get free breakfast and internet, and they have access to a fitness center, pool, and business center. The location on I-5 is ideal for those travelling regionally or those simply staying the night after a long drive.		
Motel 6 Wilsonville 25438 SW Parkway Ave, Wilsonville, OR 97070		
	Map ID:	21
	# of Rooms:	72
	Year Built:	1985
	Rating (Hotels.com):	6.8
	Price - August 2022:	\$110
	Price - December 2022:	\$70
	Minutes to Downtown Canby:	18
Notes: While bigger than the Motel 6 in Canby, visitors to this accommodation are just as lukewarm when reviewing the property. Rooms are basic, but guests do have access to free internet during their stay. The building is not clean according to guests, but they do love the I-5 location.		

Snoozinn Wilsonville 30245 Parkway Ave, Wilsonville, OR 97070		
	Map ID:	N/A
	# of Rooms:	58
	Year Built:	1967
	Rating (Hotels.com):	6.8
	Price - August 2022:	\$94
	Price - December 2022:	\$64
	Minutes to Downtown Canby:	17
Notes: This property offers some of the most basic accommodations of any comparable property. It is, however, the cheapest of all of the properties and comes with free breakfast and internet, though connection issues were noted by guests. This property is suited to those that need a quick stayover, such as travelers and truckers along I-5.		
Super 8 Woodburn 821 Evergreen Road, Woodburn, OR 97071		
	Map ID:	24
	# of Rooms:	81
	Year Built:	1997
	Rating (Hotels.com):	7.0
	Price - August 2022:	\$159
	Price - December 2022:	\$105
	Minutes to Downtown Canby:	22
Notes: The Super 8 in Woodburn is the highest rated--and most expensive--motel in the comparable properties. It is ideally situated along I-5, offering excellent regional access south to Salem or north to Portland. Guests can expect free breakfast and internet, as well as excellent service, an indoor pool, a business center, and meeting space. Canby is just over 20 minutes from this property.		
La Quinta Inn & Suites Woodburn 120 Arney Rd NE, Woodburn, OR 97071		
	Map ID:	17
	# of Rooms:	60
	Year Built:	1986
	Rating (Hotels.com):	7.4
	Price - August 2022:	\$184
	Price - December 2022:	\$105
	Minutes to Downtown Canby:	24
Notes: This hotel in Woodburn offers excellent regional access due to its proximity to I-5. Guests can reach Canby in just over 20 minutes with good traffic. Pricing at the hotel is similar to other Woodburn hotels, which range from \$130-\$150 during the first weekend of August. The hotel offers free internet and breakfast, as well as access to fitness and business centers.		
Best Western Woodburn 2887 Newberg Hwy, Woodburn, OR 97071		
	Map ID:	3
	# of Rooms:	80
	Year Built:	1995
	Rating (Hotels.com):	8.0
	Price - August 2022:	\$139
	Price - December 2022:	\$121
	Minutes to Downtown Canby:	21
Notes: This Best Western in Woodburn offers excellent regional access, as with properties adjacent to I-5. Like most comparable properties, guests get free internet and breakfast. They also have access to fitness and business centers. Rooms are clean and spacious, and service is excellent according to over 300 reviews on Hotels.com. The property is just over 20 minutes from Canby.		
Grand Hotel at Bridgeport 7265 SW Hazelfern Rd		
	Map ID:	N/A
	# of Rooms:	124
	Year Built:	2009
	Rating (Hotels.com):	9.2
	Price - August 2022:	\$189
	Price - December 2022:	\$169
	Minutes to Downtown Canby:	20
Notes: The highest rated hotel in the comparables, this property was specifically included because it was mentioned as a hotel Canby businesses use for corporate stayovers. It offers upscale accommodations, and guests rave about the cleanliness, breakfast, and fast, free WiFi. There is a fitness center with pool and spa. Bridgeport Village is only 5-minute walk away.		

SUMMARY OF COMPARABLE PROPERTIES

The following is a summary of our survey observations. Unless otherwise noted, totals and averages are based on all the 24 surveyed properties with data from CoStar. Of the 24 properties, six are Economy Class (e.g., Motel 6, Super 8), six are midscale class (e.g., La Quinta, Quality Inn), eight are Upper Midscale Class (e.g., Hampton Inn, Holiday Inn Express), and four are Upscale Class (e.g., Hilton Garden Inn, Courtyard by Marriott).

Average Rates: The average room rate for the area ranges broadly depending on hotel class and proximity to major highways. On the low end, economy class lodging sees between \$54 and \$105 per night during the offseason, and \$70 to \$150 per night during the busiest months of summer. In the few upscale properties in the area, we see prices range from \$120 to \$170 per night in the offseason to over \$260 during the high season.

The 24 properties in the competitive survey averaged a low of roughly \$107 per room in December 2022 to a high of \$152 in August the same year. It is important to note that hotel prices in 2022 have seen an increase due to pent-up travel demand alongside increased consumer savings following the COVID pandemic.

Occupancy rates at the comparable properties have recovered dramatically as well, from a low of 28.6% in May 2020 to 66.7% in May 2022, an increase of 38.1 percentage points. As of 2021, July saw the highest occupancy rates, followed by August, June, and September. For the most part, occupancy rates have returned and outperformed pre-COVID trends, even though this may be a short term reflection of pent-up demand and increased consumer spending following lockdowns.

Given the recovery in both measures, RevPAR has also increased substantially. December and August (the lowest and highest RevPAR months, respectively), have grown by 113% and 93%, respectively, from 2020 to 2021. The following tables detail how rates have changed in each of these three metrics since 2016.

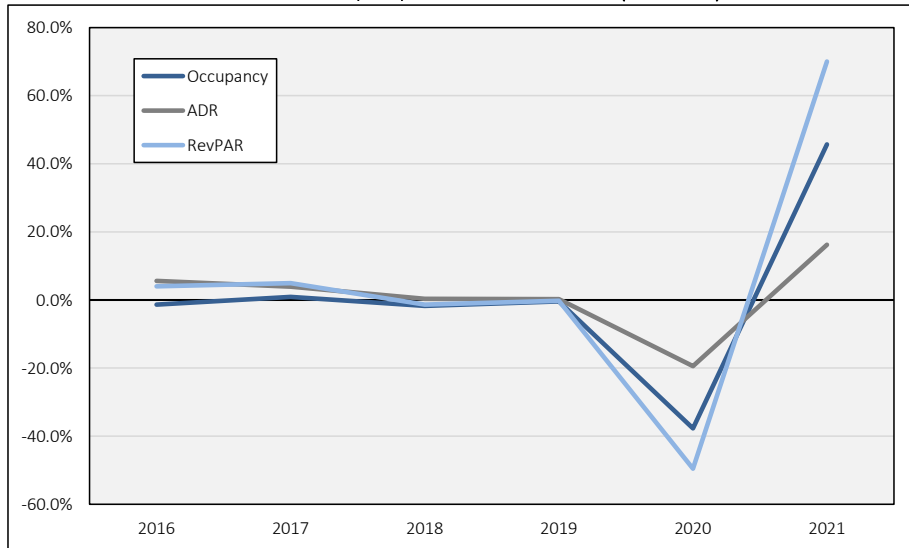
FIGURE 5.5: OCCUPANCY, ADR, REVPAR – COMPARABLE PROPERTIES (2016-2021)

Occupancy (%)													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVG
2016	54.5%	67.8%	67.9%	71.9%	71.7%	82.6%	83.9%	84.0%	78.8%	72.0%	64.1%	56.8%	71.3%
2017	55.1%	65.3%	70.4%	74.5%	73.1%	82.0%	82.2%	86.7%	80.5%	72.2%	64.5%	57.0%	72.0%
2018	53.9%	63.7%	69.5%	72.8%	72.2%	82.9%	82.6%	84.6%	76.7%	72.7%	62.8%	54.5%	70.7%
2019	56.4%	61.0%	69.7%	72.1%	72.8%	81.6%	81.3%	83.2%	76.9%	72.1%	63.2%	55.3%	70.5%
2020	54.3%	66.2%	37.2%	21.8%	28.6%	37.1%	45.6%	49.8%	59.3%	49.5%	41.3%	36.1%	43.9%
2021	41.1%	57.5%	59.6%	62.7%	63.2%	74.4%	79.5%	76.2%	70.8%	65.9%	62.9%	53.7%	64.0%
Average Daily Revenue (\$)													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVG
2016	\$76.84	\$77.55	\$77.30	\$76.58	\$79.57	\$83.90	\$89.18	\$89.65	\$83.55	\$80.90	\$78.95	\$74.43	\$80.70
2017	\$97.64	\$103.39	\$104.13	\$108.86	\$113.51	\$127.74	\$132.52	\$139.82	\$116.93	\$111.65	\$102.36	\$94.67	\$112.77
2018	\$99.56	\$103.39	\$103.69	\$107.45	\$111.91	\$128.47	\$136.18	\$133.63	\$119.69	\$115.47	\$104.11	\$94.85	\$113.20
2019	\$98.29	\$102.69	\$104.60	\$109.94	\$113.10	\$128.56	\$136.54	\$134.35	\$118.68	\$111.17	\$105.20	\$99.10	\$113.52
2020	\$101.34	\$102.54	\$96.79	\$79.66	\$83.21	\$91.68	\$97.36	\$97.56	\$95.48	\$89.19	\$84.06	\$78.77	\$91.47
2021	\$78.71	\$86.01	\$87.24	\$92.56	\$100.10	\$115.37	\$132.94	\$135.57	\$123.13	\$114.70	\$107.42	\$101.92	\$106.31
RevPAR (\$)													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVG
2016	\$52.71	\$66.49	\$67.11	\$73.24	\$77.03	\$101.04	\$109.61	\$107.14	\$90.65	\$78.13	\$65.55	\$52.94	\$78.47
2017	\$53.85	\$67.49	\$73.31	\$81.13	\$82.99	\$104.73	\$108.97	\$121.17	\$94.18	\$80.61	\$65.98	\$53.97	\$82.37
2018	\$53.69	\$65.87	\$72.03	\$78.25	\$80.78	\$106.51	\$112.44	\$113.01	\$91.81	\$83.97	\$65.36	\$51.74	\$81.29
2019	\$55.47	\$62.65	\$72.93	\$79.25	\$82.33	\$104.88	\$110.99	\$111.80	\$91.30	\$80.20	\$66.47	\$54.76	\$81.09
2020	\$55.07	\$67.93	\$36.01	\$17.38	\$23.78	\$34.03	\$44.38	\$48.63	\$56.57	\$44.15	\$34.69	\$28.40	\$40.92
2021	\$32.34	\$49.44	\$51.96	\$58.02	\$63.24	\$85.88	\$105.63	\$103.35	\$87.20	\$75.56	\$67.60	\$54.70	\$69.58

SOURCE: CoStar, JOHNSON ECONOMICS

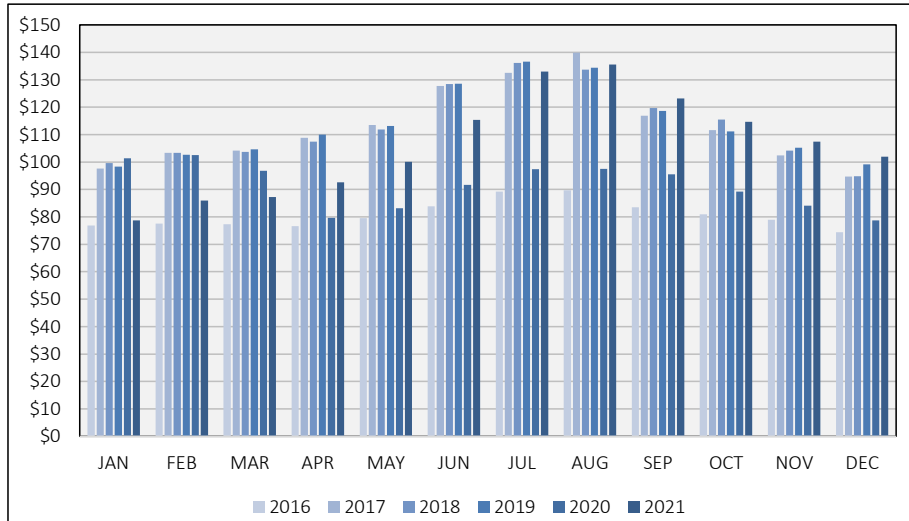
The following chart shows how the key metrics for the surveyed properties have changed since 2016, and the chart after that isolates RevPAR's growth by month and year.

FIGURE 5.6: OCCUPANCY, ADR, REVPAR – ANNUAL GROWTH (2011-2017)



SOURCE: CoStar, JOHNSON ECONOMICS

FIGURE 5.7: REVPAR BY MONTH (2011-2017)



SOURCE: STR Global, JOHNSON ECONOMICS

ESTIMATED UNDERSUPPLY

One might believe that maximizing occupancy rates is the surest way to increase profitability. While this might seem intuitive, it is not necessarily true in all situations. After a certain occupancy rate, gross operating profit (GOP) begins to diminish as the costs associated with keeping a room open (utilities, extra staff, etc.) begin to cost more than the revenue from the room itself.

STR Global performed research on over 5,000 hotels in 2016 to determine the maximum occupancy levels at which GOP is maximized. What they found is striking and differed largely on the class of hotel. Midscale and economy class properties maxed profit margins at 78.6% occupancy; upper midscale properties maxed at 71.4%; and upscale properties maxed at 75.1% or 80.2% depending on whether they were full-service or limited-service establishments, respectively.

We weighted each of the comparable properties based on the number of rooms in their properties compared to the number of overall rooms in all comparable properties. We then multiplied these weights by the optimal occupancy rates to find the most efficiently profitable occupancy level, which resulted in a level of 74.7%.

To further conduct analysis of the potential undersupply in the area, we will be comparing the optimal occupancy level above to the key hotel metrics from 2019. Although data from 2020, 2021, and part of 2022 are currently available, data from these years would not yield an accurate reflection of the undersupply due to the very low occupancy rates during the COVID pandemic. However, as mentioned

Commented [AH1]: Did not update this portion as the same analysis done on the 2021 & 2022 datasets suggested that there was an oversupply in the market area. Not sure if that is what the client wants to hear.

throughout this study, the hotel market has seen a relatively fast and strong recovery to pre-COVID levels, which justifies using 2019 as the reference for this analysis.

The yearly occupancy average in 2019 was 70.5% which is lower than the optimal occupancy level of 74.7%. Although this is the case, occupancy in June 2019 through September 2019, which also happens to be peak season for the hotel market, far outperforms the optimal 74.7%. The table below breaks down the key metrics for these months of the year while also providing the estimated undersupply per month and per night. Comparing the optimal occupancy rate of 74.7% to the occupancy rates for each of the six highest occupied months, there is a potential undersupply of over 15,800 room nights, or an average of nearly 129 rooms per night. This ranges from a potential undersupply of 185 rooms per night in August to 43 rooms per night in September. Average occupancy over this four-month period was 78.0%, while ADR and RevPAR were \$124 and \$96, respectively. All three of these numbers peaked in August 2019.

TABLE 5.14: POTENTIAL UNDERSUPPLY IN SEARCH RADIUS – COMPARABLE PROPERTIES (JUN-SEP 2019)

	Rooms					Potential Undersupply	
	Occupancy	ADR	RevPAR	Available	Occupied	Per Month	Per Night
June	81.6%	\$129	\$82	64,050	52,253	4,443	146
July	81.3%	\$137	\$105	66,216	53,826	4,395	144
August	83.2%	\$134	\$111	66,216	55,101	5,653	185
September	76.7%	\$119	\$91	64,080	49,294	1,305	43
Average	78.0%	\$124	\$96	65,133	50,803	3,077	129

SOURCE: CoStar, JOHNSON ECONOMICS

Note that this number might still be a lower estimate. There are still properties within our search radius that did not submit their occupancy and pricing information to STR Global. When taking these properties into account, the metrics we see above may see a marginal increase. However, the takeaway regarding the area's undersupply should be the same regardless of taking these properties into account or not.

VI. MARKET DEPTH ANALYSIS

JOHNSON ECONOMICS analyzed sources of demand for a potential hotel development. Our demand assessment and forecast are based on a thorough investigation of local market conditions, surveys with members of the business community, and detailed event counts for the Clackamas County Fairgrounds—far and away the biggest tourism draw in Canby—all of which indicate demand for new hotel rooms in the area. Overall, growth in the leisure and hospitality market is expected to continue its upward growth path albeit at a slower rate. Occupancy rates have leveled off since their 2015 highs. However, while there has been a bevy of new hotel development in Portland proper, the market area is still lacking. This means that hotel room supply will continue to be constrained, leading to upward pricing pressure.

OVERNIGHT LODGING DEMAND

As noted previously in this analysis, the primary drivers of overnight lodging demand are business travelers, meetings/group demand and tourism/leisure demand.

The availability of well-located and quality overnight lodging options, as well as meeting rooms, provides an important amenity for many local employers and is supportive of economic development efforts. This segment of the market would likely include a component of contracted rates by major employers, as well as a significant component of extended stay. The extended stay market is primarily business-related and includes corporate projects and large-scale construction projects. The business demand market is strongest Monday through Thursday nights and is not typically considered to be seasonal.

The meeting and group segment includes seminars, conventions, trade association shows and other gatherings. The typical industry breakout includes corporate groups, associations and SMERFE (social, military, ethnic, religious, fraternal and educations) groups. Meeting and group demand also generates significant revenue from food and beverage. Business related activity tends to be more lucrative and mid-week, while the SMERFE groups are price sensitive and will meet on weekends and off seasons. This segment of the market is substantial but can be quite volatile. Appealing to this market typically requires a significant investment in meeting spaces, and/or proximity to a convention or conference center.

Tourism/leisure demand provides an important component of support and is particularly important for weekends. This demand is typically associated with convenience to major travel corridors or attractors (such as the Clackamas County Fairgrounds). Leisure demand is strongest on Friday and Saturday nights and all week during holiday periods and summer months, with is roughly the inverse of business related demand. As a result, this demand segment stabilizes the overall occupancy and is often a critical component of a successful project. The tourism/leisure market is seen as somewhat riskier than the business market by the investment community, especially in a town like Canby with relatively fewer attractions than, say, a similarly sized town like Newberg that can rely on wine tourists. This market niche tends to be price sensitive, and increasingly finds rooms using online booking services such as hotels.com.

The industry has seen new booking options associated with technology, such as Airbnb, which expand the supply of available lodging units. While these services can complete for portions of the tourism/leisure market, they are not typically well received or appropriate for business and group needs. While hotel operators have expressed displeasure with services such as Airbnb, data available to-date indicates that it does not compete with upscale options or for business travelers. Our survey of Airbnb properties in Canby resulted in just a handful of properties, many of which have shared bathroom facilities, not ideal for many travelers.

DEMAND IN CANBY

Hotel demand in Canby is driven largely by two factors. The first factor that drives demand in the area is events. The city is home to the Clackamas County Fairgrounds, which hosts dozens of events and tens of thousands of people throughout the years. While there are many day visitors to some of these events, many—specifically exhibitors and others involved in the goings on—need to have an option to stay the night/weekend.

In addition to this, a hotel in the city would be welcome for those in town for sports tournaments. Willamette Valley Country Club could host major golf tournaments but has not been able to do so because of a lack of local accommodations. A hotel would also offer the Canby police department an opportunity to host training events. In addition to these types of events, the city would also draw demand for a hotel via corporate stayovers. Canby has a thriving and growing business community. These businesses regularly need a place for out-of-town guests to stay. Though there is a motel in the city, surveys indicate that this type of accommodation is not up to business standards. Without a hotel in the city, these businesses are forced to have their guests stay as far away as the Grand in Bridgeport Village, more than 20 minutes away.

Using surveys of businesses, detailed lists of events, and employment data, Johnson Economics estimates the total number of room nights demanded for a hotel in Canby. In a Canby tourism survey, 12 businesses responded with their estimated number of hotel nights needed in a given month. According to QCEW data provided to Johnson Economics by the City of Canby, the City had 6,024 jobs across all industries in 2016. The data offers ranges of employment sizes for individual businesses. Based on the data, these 12 businesses account for up to 15.2% of all employees in the City.

These 12 businesses responded that they needed a *minimum* of 146 rooms per month to meet demand for their overnight guests. Assuming the high end of the employment ratio of 15.2% as noted above, this would translate to 963 room nights per month, or 31 per night during a 31-day month. However, room nights vary dramatically by size. It is generally only the largest companies that see the highest level of overnight stays.). Extrapolating the lowest numbers in the survey to all businesses, we estimate a conservative 400 to 600 room nights per month come from all businesses in Canby. This equates to roughly 13 to 20 rooms per night throughout the year.

In addition to this number, however, is event business. Johnson Economics was provided with event data for the Clackamas County Fairgrounds, sports tournaments, and weddings and parties. Visitors to these events approach 200,000 people. However, only a small portion of these people are likely to stay overnight in the city for these events. Local events such as the Independence Day celebration or the “Light up the night” are unlikely to have many overnight visitors. Weddings and sports events

certainly do, however, as do the largest events such as the Clackamas County Fair. We estimate that these events add an additional 10 to 20 rooms per night in the city.

TABLE 6.1: ESTIMATED YEARLY AND DAILY DEMAND FOR HOTEL ROOMS IN CANBY

Type	Room Night Estimates			
	Year Low	Year High	Day Low	Day High
Business	4,800	7,200	13.2	19.7
Weddings and Parties	1,700	4,300	4.7	11.8
Events	1,400	2,000	3.8	5.5
Sports Tournaments	600	800	1.6	2.2
Total	8,500	14,300	23.3	39.2

SOURCE: City of Canby, JOHNSON ECONOMICS

In total, we estimate a base demand of 23 to 39 rooms per night in the city, exclusive of leakage from other properties in the area. As noted previously, we estimate that the market is undersupplied by up to 129 rooms per night in the area. We would expect much of that to be fulfilled by a new property in Canby proper. Even if just half of that unmet supply were to be filled by a new property, that would bring the base demand for a hotel in Canby to 88 to 104 rooms per night.

There is likely additional demand on top of this. Friends and family often need places to stay whilst visiting. New events could pop up. The Willamette Valley Country Club, for instance, is interested in hosting golf tournaments, but they are unable to because of a lack of local accommodation. Such an event could be possible with a new hotel.

VII. RECOMMENDATIONS

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The City of Canby is well positioned to build a moderately sized hotel. Businesses and events bring in an estimated 23 to 39 rooms per night in the area. Given the additional leakage from the undersupplied market, we estimate that the base demand for a hotel in the city is 88 to 104 rooms per night. This does not consider people that may stay in the area due to family and friends or additional events that might be able to now take place, such as a golf tournament. Given these numbers, we feel confident that a 125 to 148 room hotel in the city would consistently see solid occupancy rates.

A new hotel in the city should aim to be positioned as a Midscale to Upper Midscale hotel. Businesses in the area have made a point in surveys that economy hotels are not viable options for their needs. The business community will likely prefer an Upper Midscale class property. Midscale properties such as a La Quinta Inn & Suites or Quality Inn would likely be acceptable for other types of guests in the region. However, given that business stayovers are one of the largest drivers of room nights in the city, we'd recommend focusing on developing an Upper Midscale property.

Given the lack of units in the area's pipeline, occupancy rates are likely to continue to be strong for the foreseeable future. We expect average daily room rates and RevPAR to continue to grow. Occupancy rates during the high seasons of June through August should range from 80 to 90%. The table below provides estimates for a hotel in the city if it were to be built in 2022.

TABLE 7.1: ESTIMATED OCCUPANCY, ADR, REVPAR – CANBY (2022)		
	Midscale	Upper Midscale
Occupancy (Aug)	87.5%	87.5%
Occupancy (Dec)	55%	55%
Room Rates (Aug)	\$130	\$160
Room Rates (Dec)	\$80	\$110
RevPAR (Aug)	\$113.75	\$140
RevPAR (Dec)	\$44	\$60.50

SOURCE: JOHNSON ECONOMICS

HVS does an annual survey of hotel development costs in major markets across the United States. For their most recent 2016/17 survey, a midscale property cost, on average, anywhere from \$161,000 to \$227,000 per room. This number depends largely on the existence of an on-site restaurant, which is not common in the Upper Midscale brands. The table below details the most recent survey results, as well as the year-over-year changes in costs. Given the low end of the rates (assuming no restaurant), an average 60 to 80 room hotel would cost anywhere from \$9.7 million to \$12.9 million.

TABLE 7.2: AVERAGE BUILDING COSTS PER UNIT BY HOTEL CLASS – 2015/16 TO 2016/17

2015/2016						
Type	Land	Building/Site Improvements	Soft Costs	FF&E	Pre-Opening & Working Capital	Total
Budget/Economy Hotels	\$10,900	\$57,100	\$7,800	\$10,200	\$1,600	\$87,600
Midscale w/o Food & Beverage	\$31,000	\$77,000	\$20,200	\$14,800	\$3,500	\$146,500
Extended-Stay Hotels	\$20,200	\$83,600	\$17,100	\$15,900	\$3,200	\$140,000
Midscale w/ Food & Beverage	\$39,700	\$117,600	\$29,400	\$17,000	\$6,600	\$210,300
Full-Service Hotels	\$45,700	\$154,900	\$13,000	\$28,300	\$13,600	\$255,500
Luxury Hotels & Resorts	\$116,600	\$294,500	\$85,900	\$51,000	\$22,900	\$570,900
2016/17						
Type	Land	Building/Site Improvements	Soft Costs	FF&E	Pre-Opening & Working Capital	Total
Budget/Economy Hotels	\$8,773	\$62,906	\$10,023	\$11,838	\$1,946	\$95,486
Midscale w/o Food & Beverage	\$23,151	\$98,089	\$20,238	\$15,826	\$3,809	\$161,113
Extended-Stay Hotels	\$16,483	\$98,521	\$18,673	\$17,464	\$3,550	\$154,690
Midscale w/ Food & Beverage	\$43,800	\$129,600	\$30,000	\$19,000	\$4,400	\$226,800
Full-Service Hotels	\$38,500	\$163,200	\$52,600	\$31,100	\$8,100	\$293,500
Luxury Hotels & Resorts	\$60,200	\$323,700	\$83,100	\$63,600	\$19,800	\$550,400
Year-over-Year Cost Increases						
Type	Land	Building/Site Improvements	Soft Costs	FF&E	Pre-Opening & Working Capital	Total
Budget/Economy Hotels	-20%	10%	29%	16%	22%	9%
Midscale w/o Food & Beverage	-25%	27%	0%	7%	9%	10%
Extended-Stay Hotels	-18%	18%	9%	10%	11%	10%
Midscale w/ Food & Beverage	10%	10%	2%	12%	-33%	8%
Full-Service Hotels	-16%	5%	305%	10%	-40%	15%
Luxury Hotels & Resorts	-48%	10%	-3%	25%	-14%	-4%

SOURCE: HVS

IMPLICATIONS FOR BROADER DEVELOPMENT

While a hotel can provide a valuable amenity for businesses and residents of a jurisdiction, it is not typically viewed as a driver of economic development. The operation of such a facility can provide a substantial benefit to a local commercial district, as well as local businesses. Overnight stays in a hotel facility are typically linked with significant local expenditures, most often for food and entertainment. Offsite expenditures vary by type of traveler. The following is a summary of amenities desired by different broad traveler types:

Business Travelers Business travelers are a prized consumer group in the hotel industry because of their willingness (or, their company's willingness) to pay higher room prices. This group prizes fast Internet access, access to electronic devices like fax machines, printers and scanners and access to lounges. They also tend to

remain in their room most of the time, thus requiring hotels to provide attention to detail regarding quality of bedding, room service offerings and furnishing, such as desks with Internet access hookup.

Solo Travelers	Solo travelers typically desire to spend more time exploring the city than spending time at the hotel. As such, they prize low prices over amenities and services. The hotel industry accommodates this group of travelers by offering bare bones accommodations in exchange for per-night prices at a fraction of higher end hotels. Because this group often craves socializing with other travelers as part of the experience, hotels often create common lounges as part of the property.
Couples	Couples are another demographic of the hotel industry, who generally seek quiet premises, restaurants, and high-quality bedding. Though couples may go offsite to enjoy surrounding attractions, a premium is placed on room interior and hotel conditions. Childless couples have more disposable income than families, thereby requesting luxury goods more frequently.
Families	Families require kid-friendly and inexpensive restaurants, on-site play areas, entertainment and ideally, discounts for additional rooms in which their kids can stay. Couples with babies require additional amenities, such as booster chairs, wide stroller-friendly paths and changing stations. Open air spaces are also desirable for parents with loud, raucous children.

Within the City of Canby, any of the new hotel types is expected to draw support at some level from all these traveler types. The most consistent travelers to the hotel would likely be business travelers, followed by visitors to events.

VIII. TERMS AND DEFINITIONS

ADR (Average Daily Rate): Room revenue divided by rooms sold, displayed as the average rental rate for a single room.

Demand (Rooms Sold): The number of rooms sold (excludes complimentary rooms).

Occupancy: Rooms sold divided by rooms available. Occupancy is always displayed as a percentage of rooms occupied. For markets such as the Portland metropolitan area, projects are typically underwritten at an assumed stabilized rate of 65%.

Percent Change: Amount of growth, up, flat, or down from the same period last year (month, ytd, three months, and twelve months).

Revenue (Room Revenue): Total room revenue generated from the sale or rental of rooms.

RevPAR (Revenue per Available Room): Room revenue divided by rooms available

Supply (Rooms Available): The number of rooms times the number of days in the period.

Hotel Tiers

Full service hotels often contain upscale full-service facilities with a large volume of full service accommodations, on-site full service restaurant(s), and a variety of on-site amenities such as swimming pools, a health club, children's activities, ballrooms, on-site conference facilities, and other amenities.

Boutique hotels are smaller independent non-branded hotels that often contain upscale facilities of varying size in unique or intimate settings with full service accommodations.

Business service hotels are small to medium-sized hotel establishments that offer a limited number of on-site amenities that only cater and market to a specific demographic of travelers, such as the single business traveler. Many may still offer full service accommodations but may lack leisure amenities such as an on-site restaurant or a swimming pool.

Economy and limited service hotels are small to medium-sized hotel establishments that offer a very limited number of on-site amenities and often only offer basic accommodations with little to no services, these facilities normally only cater and market to a specific demographic of travelers, such as the budget-minded traveler seeking a "no frills" accommodation. Limited service hotels often lack an on-site restaurant but in return may offer a limited complimentary food and beverage amenity such as on-site continental breakfast service.

Extended stay hotels are small to medium-sized hotels that offer longer-term full service accommodations compared to a traditional hotel. Extended stay hotels may offer non-traditional pricing methods such as a weekly rate that caters towards travelers in need of short-term accommodations for an extended period. Similar to limited and select service hotels, on-site amenities are normally limited and most extended stay hotels lack on an on-site restaurant.

A *motel* is a small-sized low-rise lodging establishment like that of a limited service hotel, but with direct access to individual rooms from the car park. Motels are often considered the "lowest classification" type of lodging accommodation and operate with minimal staffing levels.