



**DR 25-02
Attachment E**

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Canby, OR 97013

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www.canbyoregon.gov

February 3, 2026

**Application: File Number: DR 25-02
Project Name: NE 3rd Ave. 7 Unit Townhouse Development
Address: 486 NE 3rd Ave., Canby, OR 97013**

The City requires all property owners and residents within 100 feet of Type II Site and Design Review application to be notified of the application's submittal. This letter serves as your notice that a proposal to build two three story structures; a 4 unit townhouse building and a 3 unit townhouse building, both with tuck under parking at 486 NE 3rd Ave, accessed by a central drive aisle.

The following Sections of Title 16 of the Canby Municipal Code, Planning and Zoning, apply to this proposal. The standards found in these sections will be what the Planning Director bases the decision of approval, approval with conditions, or denial on, as applicable to the proposal.

Chapter 16.08	General Provisions
Chapter 16.10	Off-Street Parking and Loading
Chapter 16.20	R-2 High Density Residential Zone
Chapter 16.21	Residential Design Standards
Chapter 16.43	Outdoor Lighting Standards
Chapter 16.46	Access Limitations
Chapter 16.89	Application and Review Procedures

The Canby Municipal Code is available online at www.canbyoregon.gov/dev-services/page/municipal-code

Copies of the application materials can be provided upon request, either in person at Canby City Hall Monday-Friday 9am-4pm, or by emailing PublicComments@Canbyoregon.gov. Please provide the file number and project name when submitting your request.

City staff anticipates issuing a decision on the application on March 15, 2026. **If you would like City staff to consider your comments on this application, please submit them in writing no later than March 1, 2026**

If you have any questions, please contact Brianna Addotta, AICP – Associate Planner by phone at 503-266-0686 or by email addottab@canbyoregon.gov

February 23, 2026

MEMORANDUM

TO: Don Hardy, Planning Director
Brianna Addotta, Associate Planner
Spencer Polack, Public Works Operations Supervisor

FROM: Patrick A. Sisul, P.E., Sisul Engineering

**RE: CITY OF CANBY, SITE & DESIGN REVIEW APPLICATION
7-UNIT TOWNHOUSE PROJECT AT 486 NE 3rd AVENUE**

We have the following comments for the proposed project noted above:

GENERAL

1. Water Service and Fire Protection shall be constructed in conformance with Canby Utility and Canby Fire District requirements.
2. The applicant shall submit engineered plans sealed by an engineer licensed in the State of Oregon to the City of Canby Public Works Department. The construction plans will be reviewed by the City of Canby, Canby Fire District, Canby Utility, and other service providers, and a pre-construction meeting will be held. Following the meeting, fees shall be paid and approved plans will be released to the developer before any construction can begin.
3. All public improvements shall be inspected by an Oregon Registered Engineer or a qualified individual under the supervision of an Oregon Registered Engineer. Public Works will not authorize work to begin on public improvements without the designation of an inspecting engineer by the developer.
4. Specifications for public improvements shall be per the current ODOT/APWA Oregon Standard Specifications for Construction, latest edition except as modified by the City of Canby Public Works Design Standards dated December 2019.

STREETS

1. A City of Canby Street Opening Permit will be required prior to any utility improvements within NE 3rd Avenue.
2. Any asphalt or concrete surfacing damaged by construction will have to be replaced according to the requirements of the City of Canby Public Works Design Standards.
3. The new driveway approach to NE 3rd Avenue shall be a commercial driveway approach per the City of Canby Public Works Design Standards and Standard Drawings. The driveway width shall

conform to the minimum and maximum widths permitted by Section 2.211.f of the Design Standards.

4. Where existing driveways and wings are removed, the curbing shall be replaced with new curbing having an exposure of 6 inches.
5. Where existing driveways and driveway wings are removed, where existing sidewalks do not conform to ADA PROWAG Standards, and where sidewalks are damaged by constructions, new sidewalks shall be reconstructed as per the current Public Works Design Standards. Sidewalk width shall conform to the existing sidewalk.
6. Any signage, painted curbing, or pavement markings needed along NE 3rd Avenue or onsite will be the developer's responsibility to move and/or install.

GRADING & EROSION CONTROL

1. An Erosion Control Permit will be required from the City of Canby prior to any on-site ground disturbance.
2. A Grading Permit will be required from Clackamas County prior to any on-site disturbance unless the project is exempt from needing a Grading Permit due to minimal grading activities. A copy of the Grading Permit (if necessary) shall be provided to the Public Works Department prior to plan approval.

SANITARY

1. The application shows a public sanitary sewer main extending into the site from NE 3rd Avenue. Because this project is multi-family with one property ownership, a public main extension is not necessary. However, if a future land division is being considered, then a public main extension would be advisable.
2. The minimum diameter sanitary sewer lateral for this site is 6-inches. Use of an existing sanitary lateral may be possible, if the lateral is 6-inch diameter and remains in good condition. The existing sanitary lateral shall be video inspected, and the video report shall be submitted to Public Works for review. If the existing lateral is in good condition, then it can remain. If it is in poor condition, the lateral shall be repaired or replaced. Public Works will determine the condition of the lateral by reviewing the video report. In either case, a 6-inch wye cleanout shall be placed on the sanitary lateral with the cleanout lid centered in the public sidewalk. City maintenance responsibility will terminate at the public cleanout.
3. If a new sanitary lateral or public sewer main are installed, they shall conform to the Public Works Design Standards and the water-sewer crossings requirements of OAR 333-061-0050 (9). Sanitary laterals shall conform to Public Works Standard Drawing #301,
4. If an existing lateral is not used, it shall be decommissioned by capping at the main.

STORM

1. No storm drainage report was provided for review. A drainage report consistent with the requirements of Section 4.200 of the Public Works Design Standards shall be submitted with the engineered construction plans. The drainage report shall include a site-specific geotechnical

investigation to define the infiltration rate of the existing soil per Section 4.204 of the Public Works Design Standards.

2. Per Public Works Design Standards Section 4.112, only Public Right-of-Way runoff shall be collected and disposed of within the public storm drainage system. No runoff from private properties shall discharge to public storm drainage facilities.
3. Driveway and roof runoff from the development will need to be disposed of onsite in a private facility. The plans show an infiltration rain garden as the method of stormwater disposal. The storm drainage report shall demonstrate that the onsite stormwater disposal system shall be able to accommodate at minimum, the 25-year design storm without overflow.
4. If a drywell (or similar UIC) is ultimately used as a method of disposing of stormwater runoff, the proposed drywell (UIC) must meet one of the following criteria in accordance with the City of Canby Stormwater Master Plan, Appendix "C", Groundwater Protectiveness Demonstration and Risk Prioritization for Underground Injection Control (UIC) Devices:
 - a. the vertical separation distance between the UIC and seasonal high groundwater shall be more than 2.5 feet or
 - b. the horizontal separation distance between the UIC and any water well shall be a minimum of 267 feet.

The Canby Stormwater Master Plan shows the depth to seasonal high groundwater between 30 and 40 feet below this site.

5. DEQ Underground Injection Control (UIC) approval will be required for any new private UIC. A copy of the DEQ approval shall be submitted to Public Works prior to construction plan approval.
6. All private storm drainage improvements will require a permit through the Clackamas County Building Department.
7. Maintenance of private stormwater systems is the responsibility of the property owner.

Should you have any questions or need additional information, please feel free to contact me.




Patrick A. Sisul, P.E.

Re: [External] Review Requested: NE 3rd Ave Townhouse Project



Mark Johnston <mjohnston@canbyfire.org>
To Brianna Addotta

 If there are problems with how this message is displayed, click here to view it in a web browser.

Good Morning,

The only items I have left are -

Remove the tree at the entrance that will create an impediment for incoming engines
Addressing, visible from the street, minimum 4 inch numbers of a contrasting color to the background
If required by building official, please ensure that Fire Alarm external strobes are street-facing

Kind Regards,

Mark Johnston
mjohnston@canbyfire.org
503-592-4695



CANBY FIRE DISTRICT

Canby Utility Water Service- Joe Brennan

Thank you for taking the time to put us in touch with the applicant. I have reviewed the provided plan for the townhomes again and our fee structure. Found here: [Water Hook-up Charges \(SDC\) – Canby Utility](#)

My replies are blue.

Who will own each unit? **One owner for the whole lot**

If there will be one owner and one organization then any applicable one time fees (SDC's) for the development would be to have a single meter (likely 1.5" or two 1" meters since a single 1" will not provide enough flow for all 7 units) with one separate meter for just irrigation (likely 5/8" x 3/4"). Any future planned units will also require additional dwelling SDC's An irrigation meter will be needed since the monthly base charge and the monthly rate for water consumption are both different than our general service rates. If the units were to be separate tax lots owned by the individual they would all need to be metered and separately and residential SDC/meter charges would be applied.

Who will be paying the water bill? **What is the cost per meter, 3/4", 1", 1.5", 2"**

The property would likely be assessed a multi-family dwelling charge for each unit which would be \$8,016 (effective October 1st of 2025). A meter charge would be applied on top of that for the allocation of the meter itself and the labor for the installation (CUB always installs our own water meters when the service is installed, all SDC's have been payed, and all other applicable fees have been payed). The fee for the meter would likely be \$1,100. I will confirm all of this with our billing supervisor and our general manager when your plan is a little more clear.

Will payment be up to an individual or will that be up to a HOA/management company? **We will evaluate once we know what the cost per meter is**

Will the units be addressed separately or will they be unit numbers with a 486 NE 3rd address? **We are flexible on this, up to the city**

How will the complex be irrigated? **one extra meter for irrigation, 3/4"**

As stated before your development will need to have a separate irrigation meter since the rates and applicable fees are a separate part of our rate structure. The SDC for a 5/8" x 3/4" irrigation meter would be \$21,370 plus a meter installation charge of \$480. I will also confirm all of this with our billing supervisor and our general manager.

There is also a 1" water service line stubbed out onto that property that looks like it will most likely be in the proposed driveway approach. This service would have to be abandoned since we will not allow a service line in that location. It also cannot be moved east or west because we require service lines to take straight paths from the mainline in the street to the location of the water meter.

Our construction standards and detail drawings can be found here:

[Water-Specifications-9-25-23.pdf](#)

I hope this helps and please don't hesitate to ask any other questions.

Sincerely,

Joe