

**CANBY CITY COUNCIL
WORK SESSION MINUTES
August 21, 2024**

PRESIDING: Brian Hodson

COUNCIL PRESENT: Traci Hensley, Scott Sasse, James Davis, and Herman Maldonado (attended virtually).

COUNCIL ABSENT: Jason Padden and Daniel Stearns

STAFF PRESENT: Eileen Stein, City Administrator; Teresa Ridgley, Deputy City Recorder; Jerry Nelzen, Public Works Director; Jamie Stickel, Economic Development Director/Communications Specialist; Heidi Muller, Transit Operations Manager; and Don Hardy, Planning Director.

CALL TO ORDER: Mayor Hodson called the Work Session to order at 6:00 p.m.

COMPREHENSIVE PLAN UPDATE AND AREA J DISCUSSION: Don Hardy, Planning Director, shared a presentation on the Comprehensive Plan and Special Area J. He gave a background on the Buildable Lands Inventory findings for the current Urban Growth Boundary (UGB), residential UGB expansion needed acreage per the Housing Needs Analysis (HNA), HNA findings for severely rent burdened households and housing needs based on income levels, Special Area J current Comprehensive Plan policies, and NE Canby draft concept plan from 2005. The concept plan was not adopted however, current Comprehensive Plan text included the need for a minimum of 12 acres of high density residential, a minimum of 15 acres of medium density residential, and the remainder with mixed residential. One issue with the area was the designations from 1984 did not follow property lines. He then discussed the Community Summit input composite map and possible land use designations. Proposed Comprehensive Plan changes would yield 22.14 acres of density changes, of which 18.01 acres was designated low density residential which would be changed to higher density. The Walnut Street extension would provide access to the Industrial Park and Special Area J. He asked Council to consider changing the Comprehensive Plan map designations in Special Area J for property owners desiring medium, high, and commercial density designations. Alternatively, the Comprehensive Plan policies could have more specific text on where in Special Area J these designations should be located or the applicant could submit an application to complete the Comp Plan map designation changes. He then gave next steps.

Mayor Hodson asked how it came about that these areas were labeled “special.” Mr. Hardy responded there were 12 special areas of which most had been built out or had vague suggestions that were no longer relevant because they were created in 1984. Special Area J was updated in 2002-2003 as part of the 2005 work that was completed.

Councilor Davis asked for Mr. Hardy’s recommendation. Mr. Hardy recommended taking the mapping pieces forward.

Mayor Hodson asked if they increased the density of Special Area J, would it decrease the need for expanding the Urban Growth Boundary? Mr. Hardy responded it would for the residential piece. He didn’t know how much because the numbers would need to be run.

Councilor Davis asked if there had been input on Area J at the Community Summits. Mr. Hardy responded they had. He discussed the Community Summit Input Composite Map showing Area J identifying the land uses. The changes discussed would not be inconsistent with community comments and would benefit the City. He thought they needed to better define the vision for this area in the Comprehensive Plan.

Council President Hensley asked how many special areas designated weren't built out. Mr. Hardy responded only a handful. She also asked how they would be considered in the TSP. Mr. Hardy responded they would consider them with their base zoning now and would look at them again if they had additional policies around them.

Mayor Hodson asked if it was enough land to reduce the Urban Growth Boundary expansion. Mr. Hardy responded that there were 221 acres of developable land which was mostly vacant and low density residential currently in the Urban Growth Boundary and City limits. Whether that was enough was the question.

Mayor Hodson wanted to have as much Urban Growth Boundary expansion as they could to control the destiny and vision for the City. He thought there should be an additional Work Session for the mapping piece to review the designations further.

Councilor Sasse responded he liked the proposal and the fact they were ahead of the curve and setting boundaries instead of developers. He thought there might be pushback regarding the trees.

Mr. Hardy understood they did not want to lose extra land because they had densified one area, but there was also support for the proposal. He wanted to make sure they knew what the vision for the area was.

Councilor Davis asked how the timing of the Comp Plan fit the timing of Pahlisch and an annexation request. Mr. Hardy thought Pahlisch wanted to see the mapping moved forward with changes to the Comp Plan.

Mr. Hardy clarified he could return with the details of what the adjustment would look like.

Councilor Davis mentioned there were no park land designations in the new Urban Growth Boundary, which could be a concern for citizens. Mr. Hardy responded those acres would be in addition to the Economic Opportunity Analysis acreage and residential acreage and represented 43 acres. He would note that for Community Summit 5 to clearly address it.

Mayor Hodson brought up policies on the water/green space in Area J. He wanted to be sure the City's code was not used against them like it was in the Redwood development. Mr. Hardy responded there was discussion with the Planning Commission on usable open space.

Mayor Hodson adjourned the Work Session at 6:52 p.m.

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
August 21, 2024**

PRESIDING: Brian Hodson

COUNCIL PRESENT: Traci Hensley, Scott Sasse, James Davis, and Herman Maldonado (attended virtually).

COUNCIL ABSENT: Jason Padden and Daniel Stearns

STAFF PRESENT: Eileen Stein, City Administrator; Teresa Ridgley, Deputy City Recorder; Jerry Nelzen, Public Works Director; Jamie Stickel, Economic Development Director/Communications Specialist; Heidi Muller, Transit Operations Manager; Don Hardy, Planning Director; and David Doughman, Interim City Attorney (attended virtually).

CALL TO ORDER: Mayor Hodson called the meeting to order at 7:05 p.m.

NEW EMPLOYEE INTRODUCTIONS: Monica Stone, Wastewater Treatment Plant Supervisor, introduced Amy Francisco, an Operator.

Ms. Stone announced they were awarded the Gold Peak Performance Award from the National Association of Clean Water Agencies, an organization which handled legislative, regulatory topics. They recognized the City of Canby Wastewater Treatment Plan for 100% compliance with the discharge permit for last year, which was equal to almost 1,000 compliance points which were met.

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS: None.

CONSENT AGENDA: ****Council President Hensley moved to approve the minutes of the August 7, 2024, Regular City Council Meeting. Motion was seconded by Councilor Davis and passed 4-0.**

ORDINANCES AND RESOLUTIONS:

Ordinance 1630 – Heidi Muller, Transit Operations Manager, stated a NEPA study was required for state and federal grants to help pay for the new transit building. The building was estimated to cost \$9.5 million, and the City was about \$6.5 million short. The study would cost around \$80,000.

Mayor Hodson asked if the City had to do the grand version of the NEPA study. Ms. Muller responded the City would only need the shortened version.

****Council President Hensley moved to approve Ordinance 1630, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO AMEND THE CONTRACT WITH WATERLEAF ARCHITECTURE OF PORTLAND, OR, TO COMPLETE THE NEPA STUDY FOR THE CANBY AREA TRANSIT BUILDING PROJECT to come up for second reading on September 4, 2024. Motion was seconded by Councilor Sasse and passed 4-0 on first reading.**

Ordinance 1631 – Jerry Nelzen, Public Works Director, and Jamie Stickel, Economic Development Director/Communications Specialist, stated this agreement covered the signalized intersection connecting Highway 99E to Pioneer Industrial Park, determining which entity was performing which responsibilities. This project was similar to the one done at the signal near Fred Meyer.

****Council President Hensley moved to approve Ordinance 1631, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A COOPERATIVE IMPROVEMENT AGREEMENT BETWEEN THE CITY OF CANBY AND THE STATE OF OREGON (OREGON DEPARTMENT OF TRANSPORTATION) to come up for second reading on September 4, 2024. Motion was seconded by Councilor Davis and passed 4-0 on first reading.**

Ms. Stickel said the hope was this project would go to bid in early 2025. The project involved extra work at the intersections because of the requirements to connect to a state highway. The State was also covering an extra 300 feet towards Canby to cover a private drive.

Mayor Hodson asked what potential pitfalls may be faced with this project, knowing funding from ODOT was tight. Mr. Nelzen stated based on how engineer estimates were going, the City was able to fully fund the project. The biggest challenge with the road was the area that fell between a pond with a creek and another creek. Extending Walnut through Area J would allow the area to be served with utilities. They would have to bore under 99E, the tracks, and between houses on Willow Creek to get sewer to the Wastewater Treatment Plant. There could be some wetland mitigation as well.

OLD BUSINESS: City Attorney Recruitment – Eileen Stein, City Administrator, notified the Council that Maya Benham, Administrative Director/City Recorder, sent an email reminding them comments on the RFP draft were due today. The Council thought the RFP looked good.

MAYOR’S BUSINESS: Mayor Hodson asked about Street Maintenance Task Force updates. He announced Canby’s Big Weekend this weekend and the closure of streets for the Street Dance in downtown Canby on Friday. The 35th Annual Cutsforth’s Cruisin’ would be on Saturday, the opening of the Dahlia Festival was all weekend, there was a Bridging Cultures event at Maple Street Park on Saturday, and the last Slice of Summer concert was on Sunday.

COUNCILOR COMMENTS & LIAISON REPORTS:

Council President Hensley attended a Council Policy meeting with Councilor Padden, Councilor Davis, and Ms. Benham. They combined and subtracted some things from the League of Oregon Cities model and the current Canby model. They planned to meet again on October 17 to review the combined document and to send it to David Doughman, Interim City Attorney, and then to Council. The Traffic Safety Commission had a Facebook page called Canby Traffic Safety. The

community was still upset with remote work at the City. She asked about the railroad tracks by Redwood as some vehicles had caught air going over the tracks.

Mr. Nelzen explained Union Pacific would be coming back to do a night closure next Thursday and taper it back to the new asphalt.

Mayor Hodson announced upcoming Work Sessions on September 11 and October 9, both at 7:00 p.m. Councilor Maldonado might not be able to attend the October meeting.

Councilor Sasse attended a Library Board meeting and joint meeting with Friends of the Library and the Library Foundation last night. The Library Board was still looking for a teen member, finalized their donation policy, and was still working on the Strategic Plan. The seed program paid off as many had been donating the fruits and vegetables to the Canby Center. Luana Hill from Kiwanis came to the meeting and stated the road closures had severely affected their donations. Any donations could be taken to the Kiwanis loading ramp. The Library Foundation also needed members and were looking for hosts for the Christmas Tour of Homes this year.

Councilor Davis welcomed two new members, Doug Rykken and Cathy Smith, to the Parks and Recreation Advisory Board. Bob Grady, who frequented the bike trail, noticed an oak tree stump which would be perfect for carving some sort of nature animal and was willing to pay for it. Another citizen made a request that the sign in the middle of the grassy area at Timber Park be moved because kids used the area to play ball. The Board would contact Code Enforcement to make sure the dog leash ordinance was properly posted at Wayward Park since there had been complaints about dogs off leash. The bid for Auburn Farms came back over budget at \$3.2 million. The Board asked staff to go back over the budget of \$1.5 million to determine infrastructure, water, parking, and grass area with the remainder coming in next year's budget. The outdoor fitness equipment at Legacy Park would hopefully be finished by the end of August. Donna Tyrone expressed a safety concern about the parking at Maple Street Park along both sides of the street. There was a nearby vacant lot that they could consider through Capital Improvement in next year's budget. He appreciated scheduling the joint Work Session with Council and the Parks and Recreation Advisory Board. At that meeting, the Board would like to discuss the possibility of a pedal park in Canby. The first memorial bench had been requested. Regarding the sports complex, Cogeo was moving forward with other communities who were providing more information and working with them. He expressed disappointment that Canby hadn't gotten property or stayed in communication with them. He suggested the City get a commercial real estate broker who specialized in this type of property as well as for hotels/motels. Maple Street Park should be ready for ball by next spring. He recognized K&E for working with the City on providing flaggers when needed. He reported on the South End Road fire. He disapproved of City staff working remotely and planned to bring the topic back at the next meeting.

Mayor Hodson asked Councilor Davis to take a request from a citizen about designating a pink Dogwood as a City tree. He also mentioned including CAPRD in the October Work Session with the Council and Parks and Recreation Advisory Board.

Councilor Maldonado had been approached by the community regarding remote work. He hoped the City could move forward on the sports complex.

CITIZEN INPUT: None.

CITY ADMINISTRATOR’S BUSINESS: Mr. Nelzen gave an update on street projects. This year’s paving schedule was complete. He was still working with the paving company on alleyways. The slurry seal would start downtown on Sunday after all the events were done. South Ivy Street would have all the underground work done this year, and storms would be done last. Hardscapes would come next year. September 2025 was the completion date. There was about four days left of road painting for the Public Works crew. It was the first year of crack sealing and renting a crack sealer. They did about three subdivisions in two weeks. There had been a water main break in a remote area, and they worked with Canby Fire and Canby Utility for repairs.

Councilor Davis mentioned the break caused 500,000 gallons of water to flood all the way from the Fire Station parking lots across Pine as well as the parking lot of Rite Aid and Canby Builder Supply. Everything was cleaned up within two hours.

Mr. Nelzen said the Street Maintenance Task Force met and minutes were given to Ms. Stein to share with Council. The next meeting would establish a chair and structure. Several weeks ago, they put out an RFQ for engineering services and 15 companies replied. They were in the review process to get a list of engineering services for Canby.

Council President Hensley asked if there would be a street closure when the food carts were craned into the Canby Beer Library. Ms. Stickel responded there would be a closure on NW 3rd between N Holly and N Ivy on Wednesday, August 28, from 7:00 a.m. – 3:00 p.m.

Ms. Stein discussed the City-led Homeless Services Grant process that the Police, Library, and Canby Center applied for together. A scope of work would be put into an Intergovernmental Agreement for a November Council meeting. Clackamas County was doing a strategic planning process for rural communities in the County regarding homeless support services. There was a meeting at Oregon City’s City Hall on August 28th at 3:00 p.m. on the Willamette Falls Locks Project.

Ms. Stickel said the Willamette Falls Locks Authority was seeking input about the future of the locks and how it should be developed.

Ms. Stein and half of the leadership team met with the new School Superintendent. They discussed possibilities with the Ackerman property.


ACTION REVIEW:

1. Approved the Consent Agenda.
2. Approved Ordinances 1630 and 1631 to a second reading on September 4, 2024.

Councilor Maldonado reminded the community to give themselves more time with the construction and school starting, which would have more kids walking and biking.

Mayor Hodson adjourned the meeting at 8:27 p.m.

Maya Benham, CMC
City Recorder



Brian Hodson
Mayor

Assisted with Preparation of Minutes – Susan Wood