

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
November 6, 2024**

PRESIDING: Brian Hodson

COUNCIL PRESENT: Scott Sasse, Daniel Stearns, James Davis, Traci Hensley, Herman Maldonado, and Jason Padden.

STAFF PRESENT: Eileen Stein, City Administrator; Maya Benham, Administrative Director/City Recorder; Jorge Tro, Police Chief; Don Hardy, Planning Director; and Emily Matasar, Interim City Attorney (attended virtually).

CALL TO ORDER: Mayor Hodson called the meeting to order at 7:02 p.m.

NEW EMPLOYEE INTRODUCTIONS: None.

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS: Bryan Dinteman, Canby Historical Society, reported on the rebranding of the Depot Museum. He wanted to know who to contact about road projects so they could coordinate future projects. Eileen Stein, City Administrator, would follow up with him.

CONSENT AGENDA: ****Council President Hensley moved to approve the appointment of Linnea Stormo as the Teen Liaison to the Library Advisory Board with a term ending at the end of the 2025 school year. Motion was seconded by Councilor Padden and passed 6-0.**

PUBLIC HEARINGS:

Adopting of Housing Efficiency Measures –

Mayor Hodson read the hearing statement.

Don Hardy, Planning Director, presented the Housing Efficiency Measures code. He gave a background on previous housing processes including the Housing Needs Analysis, Housing Production Strategies, and Housing Efficiency Measures with the context of focusing on housing measures for cottage clusters and revisions to Planned Unit Development standards in R-1 and R-1.5 zones. He summarized the Housing Efficiency Measures draft code and Planning Commission recommendations. The Planning Commission did not have plurality on the cottage cluster provisions and requested Council's input. Questions for Council included: should there be a minimum of one or two on-site parking spaces per cottage unit, should pathways be excluded from common courtyard requirements, and should adjacent residential areas be separated by a three-foot or six-foot hedge or fence. Staff recommendations were a minimum of one on-site parking space per cottage, pathways to be excluded from courtyard requirements, and six-foot tall fencing be required when cottage cluster development abutted adjacent residential development factoring in sight distance requirements. He then summarized the cottage cluster development code and development and design standards as well as the R-1 and R-1.5 zoning code updates.

There was discussion regarding lot sizes for cottage cluster developments, interest in these types of developments, if they would be owned or rental units, how they held up over time, the purpose

of these for diversity of housing types in the City, what other communities had done, how there were a variety of design options, and intent of the code.

Mr. Hardy shared a cottage cluster design concept as one option.

There was further discussion regarding omitting sidewalks from the calculation for more greenspace and active space, fencing requirements of six feet on the sides and in the back against residential housing and three feet along the street and parking, how that would be consistent with the fence code update, there would be a step down from six feet to three feet for site visibility, whether they should require 1.5 or 2 parking spaces per unit, how this should remain a Type III review, single vs. two story units, covenants, easements, or recorded documents addressing access and maintenance, garages for parking, street design and parking, and prices for the units.

Mr. Hardy concluded his presentation by summarizing the Planned Unit Development (PUD) code updates.

Mayor Hodson opened the public hearing at 8:09 p.m.

There was no public testimony.

Mayor Hodson closed the public hearing at 8:09 p.m.

There was consensus to require two parking spaces per unit, to exclude sidewalks from common courtyard requirements, and six-foot fencing.

****Council President Hensley moved to approve Ordinance 1634, AN ORDINANCE ADOPTING THE HOUSING EFFICIENCY MEASURES: COTTAGE CLUSTER DEVELOPMENT AND DESIGN STANDARDS 16.21 TO INCLUDE TWO PARKING SPACES PER UNIT MINIMUM, EXCLUDE THE PATHWAYS FROM THE COURTYARD REQUIREMENTS, AND INCLUDE SIX-FOOT FENCING REQUIREMENTS, PLANNED UNIT DEVELOPMENT CODE UPDATES CHAPTER 16.74 AND 16.76, LOW DENSITY RESIDENTIAL CHAPTER 16.16, AND MEDIUM DENSITY RESIDENTIAL CHAPTER 16.18, AS PART OF THE CITY OF CANBY CODE (TA 24-02) to come up for second reading on November 20, 2024. Motion was seconded by Councilor Maldonado and passed 6-0 on first reading.**

ORDINANCES AND RESOLUTIONS:

Ordinance 1633 – Ms. Stein clarified the extension of the contract would be for one year, which would require the City to do either an RFP or bring it in house next year.

****Councilor Padden moved to approve Ordinance 1633, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXTEND A ONE TO TWO YEAR CONTRACT WITH MSNW GROUP LLC IN THE AMOUNT OF \$144,960 PER YEAR FOR CUSTODIAL SERVICES FOR THE CITY OF CANBY. Motion was seconded by Councilor Maldonado and passed 6-0 by roll call vote.**

Ordinance 1635 and Ordinance 1636 – Ms. Stein said Ordinance 1635 would approve the permanent City Attorney services. The second ordinance, Ordinance 1636, which is new

business not on the agenda, would increase the amount initially approved from Ordinance 1606 until Ordinance 1635 went into effect on December 20, 2024, to cover payments for City Attorney services.

****Councilor Padden moved to approve Ordinance 1636: AN ORDINANCE AMENDING ORDINANCE 1606 TO DELETE THE NOT TO EXCEED AMOUNT IN THE CONTRACT BETWEEN THE CITY OF CANBY AND BEERY, ELSNER & HAMMOND, LLP FOR INTERIM CITY ATTORNEY SERVICES to come up for second reading on November 20, 2024. Motion was seconded by Councilor Davis and passed 6-0 on first reading.**

Council President Hensley moved to approve Ordinance 1635: AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO ENTER IN TO A CONTRACT BETWEEN THE CITY OF CANBY AND BEERY, ELSNER & HAMMOND, LLP FOR CITY ATTORNEY SERVICES to come up for second reading on November 20, 2024. Motion was seconded by Councilor Maldonado and passed 6-0 on first reading.

OLD BUSINESS: None

NEW BUSINESS: None

MAYOR'S BUSINESS: Mayor Hodson thanked the business community and staff for the Downtown Spooktacular Village and thanked those who voted in the November election. Tomorrow was First Thursday and at 4:00 p.m., there would be a grand reopening and ribbon cutting for the completion of Highway 99E.

COUNCILOR COMMENTS & LIAISON REPORTS:

Councilor Padden planned to attend the reopening of 99E and First Thursday, He attended the Chamber Luncheon, thanked Canby Pride for putting on two open candidate forums, and noted North Redwood was finished and was much improved.

Council President Hensley attended Spooktacular Village.

Councilor Davis thanked Public Works for trimming trees along the path at Maple Street Park. The Auburn Farms Neighborhood Association president attended the Parks and Recreation Advisory Board meeting to stay informed about the parks at Dodds Farm and Auburn Farms. He attended the ribbon cutting at Community Park for the native plant sanctuary. Trees were planted on 99E also. The Fire Department would be holding an open house on December 14th to say goodbye to Fire Chief Davis and possibly swearing in of the new Fire Chief, Matt Dale.

Councilor Stearns thought it would be a good idea to have a Work Session explaining property tax bills for the public. He had heard from developers that working with Canby could be frustrating. He thought they should address the issue to smooth out the process. Ms. Stein would look into the issue.

Councilor Sasse reported on the Heritage and Landmark Commission meeting. They still needed three to four members as it was hard to accomplish anything without a full board. They would be

cleaning gravestones at Zion Cemetery in April/May. The basement portion of City Hall was getting new wood windows.

Regarding quorums, Mayor Hodson mentioned language in some of the committee bylaws stating a quorum could be based on the number of active members.

CITY ADMINISTRATOR'S BUSINESS: Ms. Stein announced an Open House at Willamette Falls Studios on November 20, from 4:00-7:00 p.m. They were willing to do a special orientation at 3:00 p.m. so Council could attend. Most of her time lately had been getting caught up and working on the City Attorney matter.

Mayor Hodson asked for an update on the Maple Street Park lighting project. He also asked about the Council calendar. The first meeting in January was on January 1, 2025, and he suggested moving it to January 7. Tentative dates for the Goal Setting session were January 31 and February 1, 2025.

CITIZEN INPUT: None.

ACTION REVIEW:

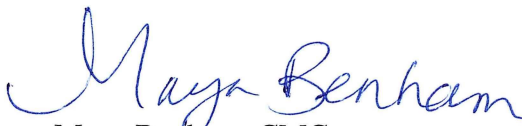
1. Approved the Consent Agenda.
2. Approved Ordinance 1634 to include two parking places per unit, excluding pathways from common courtyard requirements, and six-foot fencing.
3. Approved Ordinance 1635 and 1636 to a second reading on November 20, 2024.
4. Adopted Ordinance 1633.

Councilor Padden asked that Council candidates be notified of the dates of the Goal Setting meetings.

****The Council went into Executive Session pursuant to ORS 192.660(2)(i) Performance Evaluation.**

Mayor Hodson recessed the Regular Meeting at 8:55 p.m.

Mayor Hodson reconvened the Regular Meeting at 10:55 p.m. and immediately adjourned.



Maya Benham, CMC
City Recorder



Brian Hodson
Mayor

Assisted with Preparation of Minutes – Susan Wood