



**AGENDA**  
**CANBY CITY COUNCIL**  
**REGULAR MEETING – 7:00 PM**  
**EXECUTIVE SESSION - 8:00 PM**  
**(Will begin after Regular Session but not before 8:00pm)**

**April 19, 2023**

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

**Register here to attend the meetings virtually:**  
[https://us06web.zoom.us/webinar/register/WN\\_bF97OC8vSiycgwZ\\_USNfNA](https://us06web.zoom.us/webinar/register/WN_bF97OC8vSiycgwZ_USNfNA)

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

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

Mayor Brian Hodson

Councilor Christopher Bangs  
Councilor James Davis  
Council President Traci Hensley

Councilor Herman Maldonado  
Councilor Jason Padden  
Councilor Shawn Varwig

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**REGULAR MEETING – 7:00 PM**

**1. CALL TO ORDER**

- a. Invocation
- b. Pledge of Allegiance

**2. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:** This is an opportunity for audience members to address the City Council on items not on the agenda. If you are attending in person, please complete a testimony/comment card prior to speaking and hand it to the City Recorder. Each person will be given 3 minutes to speak. Staff and the City Council will make every effort to respond to questions raised during citizens input before the meeting ends or as quickly as possible thereafter. **\*\*\*If you would like to speak virtually please email or call the City Recorder by 4:30 pm on April 19, 2023 with your name, the topic you'd like to speak on and contact information: [benhamm@canbyoregon.gov](mailto:benhamm@canbyoregon.gov) or call 503-266-0720. Once your information is received, you will be sent instructions to speak.**

**3. 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 February 15, 2023 City Council Work Session and Regular Meeting Minutes.

Pg. 1

- b. Appointment of Member Randy Tessman to the Transit Advisory Committee for a term ending March 31, 2025. Pg. 6
- c. Reappointment of Member Tyler Francke and Member AdriAnne Carlson to the Transit Advisory Committee for a term ending March 31, 2026. Pg. 8
- d. Approval of OLCC Application for a Warehouse and Wholesale Sales Only License for Dragonberry Sweets LLC located at 888 Dragonberry Lane. Pg. 15

**4. PUBLIC HEARING**

**You are welcome to speak in person. \*\*\*If you would like to speak virtually please email or call the City Recorder by 4:30 pm on April 19, 2023 with your name, and contact information: [benhamm@canbyoregon.gov](mailto:benhamm@canbyoregon.gov) or call 503-266-0720. Once your information is received, you will be sent instructions to speak.**

- a. Economic Opportunity Analysis Hearing Pg. 20
- b. Text Amendment Application & Hearing – TA 23-01, a Text Amendment Rectifying an Erroneous Deletion in Chapter 16.10.010.B adopted under TA 22-01. Pg. 91

**5. ORDINANCES**

- a. Consider **Ordinance No. 1597**: An Ordinance Amending a Text Amendment Rectifying an Erroneous Deletion in Chapter 16.10.010.B adopted under TA 22-01. *(First Reading)* Pg. 91
- b. Consider **Ordinance No. 1594**: An Ordinance Prohibiting Camping and Reducing Other Miscellaneous Offenses to Violations. *(Second Reading)* Pg. 166
- c. Consider **Ordinance No. 1595**: An Ordinance Authorizing the City Administrator to enter into a 60 month lease and service contract with Pacific Office Automation. *(First Reading)* Pg. 172
- d. Consider **Ordinance No. 1596**: An Ordinance authorizing the City Administrator to execute a contract with Canby Excavating, Inc. in the amount of \$1,035,249 for the 2023 Sanitary Sewer Improvements and declaring an emergency. *(First Reading)* Pg. 177

**6. OLD BUSINESS**

- a. City of Canby Response to ODOT Tolling Environment Assessment Pg. 186

**7. NEW BUSINESS**

- a. Discussion regarding upcoming City Administrator position vacancy and succession process.

**8. MAYOR’S BUSINESS**

**9. COUNCILOR COMMENTS & LIAISON REPORTS**

**10. CITY ADMINISTRATOR’S BUSINESS & STAFF REPORTS**

- a. Recommendation to increase Code Enforcement Officer and Property/Evidence Tech positions from half-time to full-time in current fiscal year. Pg. 207
- b. Bi-Monthly Reports Pg. 208

**11. CITIZEN INPUT**

**12. ACTION REVIEW**

## 13. ADJOURN

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### **EXECUTIVE SESSION - 8:00 PM**

*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) (f) to consider information or records that are exempt by law from public inspection.

#### **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](http://www.canbyoregon.gov).

**CANBY CITY COUNCIL  
WORK SESSION  
February 15, 2023**

**PRESIDING:** Brian Hodson

**COUNCIL PRESENT:** Traci Hensley, James Davis, Jason Padden, Christopher Bangs (attended virtually), and Shawn Varwig.

**COUNCIL ABSENT:** Herman Maldonado

**STAFF PRESENT:** Scott Archer, City Administrator; Joseph Lindsay, City Attorney/Assistant City Administrator; Jorge Tro, Police Chief; and Maya Benham, Deputy City Recorder.

**CALL TO ORDER:** Mayor Hodson called the Work Session to order at 6:01 p.m. in the Council Chambers.

**CAMPING ORDINANCE:**

Joseph Lindsay, City Attorney, and Jorge Tro, Police Chief, presented on a proposed camping ordinance and what had been changed since the last time this item was discussed.

There was discussion regarding parked vehicles with outdated tags, the times of 7 a.m. to 9 p.m. for no sleeping allowed on public property, no parking at public safety buildings and essential utilities, how the City Administrator would release an announcement that blankets and pop up tents were allowed in residential areas for special events, keeping the 7 a.m. time, but adjusting the 9 p.m. to 10 p.m. to tie into day light savings, sidewalk vs. car camping, how legally parked cars had to be currently registered vehicles, adding signage to prohibited camping areas, creating a resources list to distribute, performing a homeless count, what public indecency meant, and need to update the code in the future.

Staff would bring the ordinance back with changes to a regular meeting for Council action.

The Work Session was adjourned at 6:55 p.m.

**CANBY CITY COUNCIL  
REGULAR MEETING MINUTES  
February 15, 2023**

**PRESIDING:** Brian Hodson

**COUNCIL PRESENT:** Traci Hensley, James Davis, Jason Padden, Shawn Varwig, Christopher Bangs (attended virtually), and Herman Maldonado (arrived late virtually).

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

**CALL TO ORDER:** Mayor Hodson called the Regular Meeting to order at 7:04 p.m. in the Council Chambers followed by opening ceremonies.

**IWO JIMA REMEMBRANCE DAY PROCLAMATION:**

Mayor Hodson read the proclamation declaring February 25, 2023 as Iwo Jima Remembrance Day and presented it to Jerry Bagge, American Legion.

Irene Breshears, American Legion Auxiliary, announced the Iwo Jima Flag Raising Ceremony on February 25.

**CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:** Kevin Starrett, Canby resident, spoke about the homeless issues on Pine Street. There was urgency to resolve these issues. He also discussed concerns about Measure 114 and its effects on the Police Department.

Clayton Rhodes, Canby resident, was the new president of the Rodeo. He would like the City to be involved in putting up banners. He thought they needed a hotel for these types of big events.

Spencer Polack, AFSCME president, discussed concerns about employee morale between management and staff. He requested Council to direct the City Administrator to bring back a work environment based on mutual trust, acceptance, productivity, and respect.

**CANBY ARTS IN THE PARKS PRESENTATION:** Jerry Nelzen, Public Works Director, and Jamie Stickel, Economic Development Director, discussed the Arts in the Parks program. They would be working with a local art gallery for donated pieces of art and staff would work with the Parks and Recreation Board to hide the art in a different park every month beginning March 1. There would be clues for people to find the art and win prizes.

There was discussion about how the program worked.

**CONSENT AGENDA:**

**\*\*Council President Hensley moved to approve the minutes of the January 4, 2023 City Council Regular Meeting, the OLCC Annual Liquor License Renewals, the OLCC application for a Full On-Premises, Commercial License for Guacamole Bowl Cuisine located at 1011 SW 1<sup>st</sup> Avenue, the OLCC Application for a Full On-Premises, Commercial License for the Train Station Tavern located at 911 SW 4<sup>th</sup> Avenue, the reappointment of Melody Thompson to the Canby Utility Board for a term ending February 28, 2026, the reappointment of Jack Pendleton to the Budget Committee for a term ending June 30, 2025, the appointment of Scott Sasse to the Budget Committee for a term ending June 30, 2023, the appointment of Lisa Potter to the Budget Committee for a term ending June 30, 2025, and the appointments of Tyler Francke and AdriAnne Carlson to the Transit Advisory Committee for a term ending March 31, 2023. Motion was seconded by Councilor Varwig and passed 4-0-1 with Councilor Bangs abstaining.**

**PUBLIC HEARINGS:** Supplemental Budget Hearing Regarding Parks - Mayor Hodson opened the public hearing and read the hearing statement.

Scott Archer, City Administrator, presented the staff report. This was a request for a supplemental budget that would transfer \$150,000 into the Parks budget for the Maple Street Park sport courts.

There was discussion regarding transferring the money from the SDC fund, how that would affect future park projects, following the original ordinance, process if the funding source was changed, and amending the resolution to bring back at a future meeting.

**\*\*Councilor Padden moved to direct staff to bring back an amended resolution to the March 15 meeting to allocate funds from SDCs for the project. Motion was seconded by Council President Hensley.**

Public Testimony: Greg Perez, Canby resident, thought the Council was getting misinformation. He did not think this was good business.

Mayor Hodson closed the public hearing.

Councilor Davis thought they should support staff's recommendation. He was opposed to the motion.

**Motion passed 4-1 with Councilor Davis opposed.**

Parks Maintenance Fee –

Mayor Hodson opened the public hearing and read the hearing statement.

Joe Lindsay, City Attorney, presented the staff report. This was a potential change to add a sunset clause to the Parks Maintenance Fee.

There was no public testimony.

Mayor Hodson closed the public hearing.

**\*\*Councilor Varwig moved to approve Resolution 1380, A RESOLUTION IMPLEMENTING AN EXPIRATION DATE TO THE CURRENT PARKS MAINTENANCE FEE. Motion was seconded by Councilor Davis.**

Councilor Padden did not think there should be a sunset unless a permanent funding mechanism was established.

Councilor Davis said the intention when the fee was created was for the fee to be evaluated every five years. The Parks and Recreation Board was in favor of keeping the sunset in place.

**Motion passed 3-2 with Councilors Bangs and Padden opposed.**

## **NEW BUSINESS:**

Consider approving the Canby Depot Museum Local Register of Historic Resources Application – Ms. Stickel explained the applicant’s request, Heritage and Landmarks Commission and Planning Commission approvals, process, background on the Depot Museum, criteria for designation, historic integrity, and historic significance. Staff recommended the Council approve the Historical Protection Overlay Zone designation for the Canby Depot Museum as outlined in the Municipal Code.

Carol Palmer, Canby resident, discussed the criteria, process, and prior designations, timelines of the Depot construction and relocation, why designation was important, and findings.

Councilor Maldonado joined the meeting via Zoom.

Councilor Varwig was concerned about moving the building as suggested by the Planning Commission. Ms. Palmer said there were no plans to move the building currently. Moving was not off the table, but she would not want it to be contingent on the approval. Designation did not restrict them from moving the building in the future.

Councilor Padden stepped away from the dais.

Councilor Maldonado was in favor of moving the Depot to a more central location.

**Council President Hensley moved to approve the Historical Protection Overlay Zone designation for the Canby Depot Museum. Motion was seconded by Councilor Maldonado and passed 5-0.**

Presentation on Canby Hotel Development Analysis –

Ms. Stickel introduced the topic.

Jerry Johnson, Johnson Economics, discussed the analysis that had been done in 2022 including the data that was gathered, hotel interest in the area, outreach to prospective developers, and reasons for a new hotel in Canby.

Ms. Stickel thought there was enough support to bring a hotel to the City.

There was discussion regarding recruiting hotel companies, next steps, partnership with the Chamber, high priority for this project, how the event center expansion and new sports complex played into the demand and support, and how this was a City and Chamber goal.

**MAYOR’S BUSINESS:** Mayor Hodson said the State of the City Address would be given tomorrow. He reported on the Council’s goal setting meeting.

## **COUNCILOR COMMENTS & LIAISON REPORTS:**

Councilor Padden reported on the School Board and Canby Utility Board meetings.

Councilor Maldonado reported on the Bike and Pedestrian Committee meeting.

Council President Hensley discussed the traffic signal timing on 4<sup>th</sup> and Pine.

Councilor Varwig congratulated the new principal at Baker Prairie. He reported on the Planning Commission meeting. The Transit Advisory Committee would meet next week.

Councilor Bangs attended the Heritage and Landmarks Commission meeting. The Library Board was scheduled to meet next Tuesday.

Councilor Davis reported on the Canby Adult Center meeting and remodel of the facility. The Parks and Recreation Board would be meeting next week. He distributed the Fire District Strategic Plan and reported on the Fire Board meeting. The Chamber Legislative Committee had endorsed the fire levy.

**CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS:** Mr. Archer said City offices would be closed on President's Day.

**CITIZEN INPUT:**

There was none.

**ACTION REVIEW:**

1. Approved the Consent Agenda.
2. Approved Staff to bring back Resolution 1379 on March 15 with amended language to use SDCs.
3. Approved Resolution No. 1380.
4. Approved the Canby Depot Museum Local Register of Historic Resources Application.

**\*\*Council President Hensley moved to go into Executive Session pursuant to ORS 192.660(2)(i) Performance Evaluation. Motion was seconded by Councilor Varwig and passed 6-0.**

Mayor Hodson read the Executive Session announcement and recessed the Regular Meeting at 9:39 p.m.

Mayor Hodson reconvened the Regular Meeting at 11:50 p.m. and immediately adjourned.

Melissa Bisset  
City Recorder

Brian Hodson  
Mayor

Assisted with Preparation of Minutes - Susan Wood





## City Council Staff Report

Meeting Date: 4/19/2023

To: Honorable Mayor Hodson and City Council

Thru: Scott Archer, City Administrator

From: Maya Benham, City Recorder

Agenda Item: Appointment of Randy Tessman to the Transit Advisory Committee with a term ending March 31, 2025.

Goal: Enhance Engagement & Communications that represents broad perspectives

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### **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. The applicant was interviewed on February 22, 2023 and recommended by the Vice Chair and Council Liaison to be appointed to the Transit Advisory Committee with a term ending March 31, 2025.

### **Attachments**

Randy Tessman Application

### **Fiscal Impact**

None.

### **Proposed Motion**

"I move to approve the consent agenda that includes the appointment of Randy Tessman to the Transit Advisory Committee with a term ending March 31, 2025."



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

Date: January 11, 2023 Position Applying For: CAT Advisory Board

Name: Randy Tessman Occupation: retired

Home Address: [REDACTED]

Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Daytime Phone: [REDACTED] Evening Phone: \_\_\_\_\_

E-Mail Address: [REDACTED]

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

transportation, planning

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

To determine transportation requirements  
for diverse users of system

Reason for your interest in this position: \_\_\_\_\_

To educate myself on CAT priorities  
and focus

Experience and educational background: \_\_\_\_\_

BA, PSU, Planning Seminars

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

Planning Commission

Referred by (if applicable): Melody Thompson

*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](mailto: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: 1/12/2023 Date Appointed: \_\_\_\_\_ Term Expires: \_\_\_\_\_  
Date Resigned: \_\_\_\_\_ Destruction Date: \_\_\_\_\_



## City Council Staff Report

Meeting Date: 4/19/2023

To: Honorable Mayor Hodson and City Council

Thru: Scott Archer, City Administrator

From: Maya Benham, City Recorder

Agenda Item: Reappointment of Tyler Francke & AdriAnne Carlson to the Transit Advisory Committee with a term ending March 31, 2026.

Goal: Enhance Engagement & Communications that represents broad perspectives

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### **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**

Both applicants were appointed on February 15, 2023. Both applicants were willing to accept their appointment and accept reappointment when their terms expired on March 31<sup>st</sup>. They would both like to continue serving on the Transit Advisory Committee.

### **Attachments**

Tyler Francke application

AdriAnne Carlson application

### **Fiscal Impact**

None.

### **Proposed Motion**

"I move to approve the consent agenda that includes the reappointments of Tyler Francke and AdriAnne Carlson to the Transit Advisory Committee with a term ending March 31, 2026."

<b>EMPLOYMENT APPLICATION</b>	
	<p style="text-align: center;"><b>City of Canby</b>  <b>222 NE 2nd Ave</b></p> <p style="text-align: center;"><b>Canby, Oregon - 97013</b>  <a href="http://www.canbyoregon.gov">http //www canbyoregon gov</a> (<a href="http://www.canbyoregon.gov">http //www canbyoregon gov</a>)  <b>Francke, Tyler, J</b>  <b>Committee, Board, Commission Member</b></p>
<p><b>Received: 1/7/23</b>                  11:50 AM  <b>For Official Use Only:</b>                  QUAL                  DNQ: _____</p> <p><input type="checkbox"/> Experience  <input type="checkbox"/> Training  <input type="checkbox"/> Other: _____</p>	

<b>PERSONAL INFORMATION</b>	
<b>POSITION TITLE:</b> Committee, Board, Commission Member	<b>Job Number:</b> VOL 2022
<b>NAME:</b> (Last, First, Middle) Francke, Tyler, J	<b>PERSON ID:</b> 12629258
<b>ADDRESS</b> (Street, City, State, Zip Code) [REDACTED] Canby, OR 97013	
<b>HOME PHONE</b> [REDACTED]	
<b>EMAIL ADDRESS</b> [REDACTED]	<b>NOTIFICATION PREFERENCE</b> Email

<b>PREFERENCES</b>
<b>SHIFTS YOU WILL ACCEPT:</b> Day , Evening
<b>WHAT TYPE OF JOB ARE YOU LOOKING FOR?</b> Regular
<b>TYPES OF WORK YOU WILL ACCEPT:</b> Full Time

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**Agency - Wide Questions**

Nothing Entered For This Section
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**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.

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

**Additional Information for Employment Applications**

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

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

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

employment medical exam and drug screen test (safety sensitive positions).

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

<b>EMPLOYMENT APPLICATION</b>	
	<p style="text-align: center;"><b>City of Canby</b>  <b>222 NE 2nd Ave</b></p> <p style="text-align: center;"><b>Canby, Oregon - 97013</b>  <a href="http://www.canbyoregon.gov">http //www canbyoregon gov</a> (<a href="http://www.canbyoregon.gov">http //www canbyoregon gov</a>)  <b>Carlson, AdriAnne</b>  <b>Transit Advisory Committee Member</b></p>
<p><b>Received:</b> 1/10/23                  1:35 PM  <b>For Official Use Only:</b>                  QUAL                  DNQ: _____</p> <p><input type="checkbox"/> Experience  <input type="checkbox"/> Training  <input type="checkbox"/> Other: _____</p>	

<b>PERSONAL INFORMATION</b>	
<b>POSITION TITLE:</b> Transit Advisory Committee Member	<b>Job Number:</b> VOL TAC
<b>NAME:</b> (Last, First, Middle) Carlson, AdriAnne	<b>PERSON ID:</b> 49609712
<b>ADDRESS</b> (Street, City, State, Zip Code) _____ Oregon City, OR 97045	
<b>HOME PHONE</b> _____	
<b>EMAIL ADDRESS</b> _____	<b>NOTIFICATION PREFERENCE</b> Email

<b>PREFERENCES</b>
<b>SHIFTS YOU WILL ACCEPT:</b>
<b>WHAT TYPE OF JOB ARE YOU LOOKING FOR?</b>
<b>TYPES OF WORK YOU WILL ACCEPT</b>

<b><u>Agency - Wide Questions</u></b>
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

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

**Additional Information for Employment Applications:**

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

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

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

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

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

# Memo

To: Mayor Brian Hodson & Members of City Council  
From: Jorge Tro, Chief of Police  
CC: Maya Benham, City Recorder  
Date: April 19, 2023  
Re: Liquor License Application – Warehouse/Wholesale,  
Dragonberry Sweets, 888 Dragonberry Lane, Canby, Oregon

---

I have reviewed the attached Warehouse and Wholesale Liquor License Application for Dragonberry Sweets, located at 888 Dragonberry Lane, Canby, Oregon, 97013.

On March 24, 2023, I spoke with Senayet Mulatu, Senior Accountant for Dragonberry Produce. She explained that Dragonberry Sweets is starting a new wholesale business which will include the sale of alcoholic beverages infused with some of their unique produce. Ms. Mulatu is aware of OLCC regulations and will comply with the OLCC laws as it pertains to selling and transporting of malt beverages, wine and cider to OLCC-licensed businesses.

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

Paid 100.00 fee  
5896  
(38)

### INTERNAL USE ONLY

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

### LOCAL GOVERNING BODY USE ONLY

City/County name:

City of Canby

Date application received:

Optional: Date Stamp



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

Printed Name

Date

# LIQUOR LICENSE APPLICATION

Page 2 of 4

<b>APPLICANT INFORMATION</b>	
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: <b>Dragonberry Sweets LLC</b>	Name of entity or individual applicant #2:
Name of entity or individual applicant #3:	Name of entity or individual applicant #4:

<b>BUSINESS INFORMATION</b>		
Trade Name of the Business (name customers will see): <b>Dragonberry Sweets LLC</b>		
Premises street address (The physical location of the business and where the liquor license will be posted): <b>888 Dragonberry Lane</b>		
City: <b>Canby</b>	Zip Code: <b>97013</b>	County: <b>Clackamas</b>
Business phone number: [REDACTED]	Business email: [REDACTED]	
Business mailing address (where we will send any items by mail as described in <a href="#">OAR 845-004-0065(1)</a> ): [REDACTED]		
City: <b>Canby</b>	State: <b>OR</b>	Zip Code: <b>97013</b>
Does the business address currently have an OLCC liquor license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

<b>AUTHORIZED REPRESENTATIVE</b> – 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:		
<input checked="" type="checkbox"/> Make changes regarding this license/application on my behalf.		
<input checked="" type="checkbox"/> Receive information about the status of this application, including information about pending compliance action or communications between OLCC and the licensee/applicant.		
Representative Name: <b>Senayet Mulatu</b>		
Phone number: [REDACTED]	Email: [REDACTED]	
Mailing address: [REDACTED]		
City: <b>Canby</b>	State: <b>OR</b>	Zip Code: <b>97013</b>

Please note: liquor license applications are public records.

OLCC Liquor License Application (Rev. 2.1.23)

# LIQUOR LICENSE APPLICATION

Page 3 of 4

<b>APPLICATION CONTACT INFORMATION</b> – Provide the point of contact for this application. If this individual is <u>not</u> an applicant or licensee, the Authorized Representative section must be filled in and the appropriate permission(s) must be selected.	
Application Contact Name: Amy Nguyen	
Phone number: [REDACTED]	Email: [REDACTED]

## 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 OLCC 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.

Amy Nguyen

Print name



3/1/2023

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)



## CITY COUNCIL STAFF REPORT

Meeting Date: 4/19/2023

To: The Honorable Mayor Hodson & City Council

Thru: Scott Archer, City Administrator

From: Don Hardy, Planning Director

Agenda Item: Economic Opportunity Analysis

Goal: Align Resources to Address Future Community Growth

Objective: Complete the City's Economic Needs Analysis

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### Summary

The planning commission has forwarded a recommendation of approval to city council to adopt the economic opportunity analysis.

### Background

Key element of the economic opportunity analysis include:

- Proposed employment growth scenario
- Proposed economic development objectives
- Proposed community development vision

The Canby Economic Opportunity Analysis (EOA) is intended to serve as a basis for the City to explore and document new information regarding the City's buildable lands inventory (BLI), population and employment trends, and develop policies and objectives aimed at strengthening the local economy. The Canby EOA will serve as the basis for the City to document and adopt local policies and actions that help make the City a more economically viable community for residents, businesses and workers.

The economic opportunity analysis is being completed to accomplish the following:

- Identify the land base to accommodate forecasted jobs.
- Establish employment targets based on economic assessment to establish amount of commercial and industrial acreage needed for 20-year population growth.
- Identify the anticipated acreage for employment land that may be brought into the City's Urban Growth Boundary.
- Use the economic assessment as part of the Economic Chapter of the Canby Comprehensive Plan and Transportation System Plan updates.

- Use the Community Development Objectives to further consider policy development in the comprehensive plan update.

The major elements of the EOA adoption include 13 community development objectives, the medium growth development scenario and the community development vision statement which are described below and which received a recommendation of approval from the planning commission on March 27, 2023. The planning commission added further recommendations shown in bold italics.

**Community development objectives:**

1. Enhance Canby's positive business environment with adequate commercial, industrial and mixed-use sites to address future growth opportunities.

*Planning Commission recommended targeting high tech industries, light manufacturing, agricultural specialty industries, higher education—community college, and satellite location for continuing education.*

2. Plan for Industrial expansion areas east and north of Mulino Rd.

3. Retain and attract businesses that provide quality jobs with high levels of employment per acre

*Planning Commission desired jobs per acre recommendation is 8 to 10 employees per acre.*

4. Provide incentives for targeted job creation and major private investment

5. Support expansion in health services

*Planning Commission would like focus to include support services for the health industry, senior living, in addition to outpatient treatment facilities.*

6. Support workforce training and development

7. Expand opportunities for the development of workforce housing

8. Expand lodging options

*Planning Commission recommended focus on hotel convention center/conference center to support activities at the Fairgrounds and other events in the city.*

9. Fund roads and infrastructure using innovative techniques

*Planning Commission recommended using urban renewal funds for major infrastructure and focusing on a radius road system around city to address future road needs as the city expands.*

10. Support arts & visitation, including agri- and bicycle-tourism

*Planning Commission would like to encourage promoting of a convention center.*

11. Attract downtown redevelopment with integrated mixed-use buildings

*Planning Commission would like to better connect the downtown and the industrial park.*

12. Update design standards and provide incentives for building renovations

13. Think Regional and Act Local

The planning commission recommended the medium growth forecast which is noted below identifying the need for 438 acres of industrial employment and 8 acres of commercial employment expansion need



over the next 20-years. A detailed breakdown of the required employment acreage needed for each growth scenario is shown in the following table:

**Canby UGB Employment Land Needs (gross buildable unconstrained acres)**

Comp. Plan Designation	Land Supply*	Land Need (Demand)**			Land Need (Shortfall)		
		Low	Medium	High	Low	Medium	High
Commercial (RC, DC, HC)	16.4	20.5	24.7	33.9	(4.1)	(8.3)	(17.5)
Industrial/Other Emp. (CM, LI, HI)*	163.0	244.4	601.5	637.8	(81.4)	(438.5)	(474.8)
<b>Total Buildable Land (gross acres)</b>	<b>179.4</b>	<b>264.9</b>	<b>626.2</b>	<b>671.6</b>	<b>(85.5)</b>	<b>(446.8)</b>	<b>(492.2)</b>

\* Includes projects in the development pipeline that have no building permit issued as of Jan. 1, 2023.

\*\* Excludes potential public land needs for new parks and schools.

The planning commission also supported the community development vision statement.

**Community Development Vision Statement**

Canby shall retain and enhance its unique sense of community and livable neighborhoods. Canby continues to be a great location for businesses to thrive and expand. Canby’s downtown is inviting and safe, with innovative businesses that meet the community’s needs. Canby’s employment centers attract a diverse mix of businesses that offer quality jobs and benefits. The Highway 99E Corridor is designed as a safe and attractive gateway that invites visitors to explore Canby. The City of Canby proactively plans for and invests wisely in infrastructure and services that enable the community to manage growth in a sustainable manner.

**Discussion**

A PowerPoint presentation will be provided for city council work hearing.

**Attachments**

March 27, 2023 Planning Commission Staff Report

Draft City of Canby Economic Opportunity Analysis, March 17, 2023

April 10, 2023 Planning Commission Economic Opportunity Analysis final findings

**Fiscal Impact**

None

**Options**

Approve, modify or deny the economic opportunity analysis

**Recommendation**

Approval of economic opportunity analysis

**Proposed Motion**

“I move to adopt the Economic Opportunity Analysis.”



## PLANNING COMMISSION STAFF REPORT

**TO:** *Chair Matt Ellison and Planning Commissioners*  
**FROM:** *Don Hardy, Planning Director*  
**THROUGH:** *Canby Planning Department*  
**DATE:** *March 27, 2023*

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### **ECONOMIC OPPORTUNITY ANALYSIS SUMMARY**

The Canby Economic Opportunity Analysis (EOA) is intended to serve as a basis for the City to explore and document new information regarding the City's buildable lands inventory (BLI), population and employment trends, and develop policies and objectives aimed at strengthening the local economy. The Canby EOA will serve as the basis for the City to document and adopt local policies and actions that help make the City a more economically viable community for residents, businesses and workers.

The economic opportunity analysis is being completed to accomplish the following:

- Identify the land base to accommodate forecasted jobs.
- Establish employment targets based on economic assessment to establish amount of commercial and industrial acreage needed for 20-year population growth.
- Identify the anticipated acreage for employment land that may be brought into the City's Urban Growth Boundary.
- Use the economic assessment as part of the Economic Chapter of the Canby Comprehensive Plan and Transportation System Plan updates.
- Use the Community Development Objectives to further consider policy development in the comprehensive plan update.

The major elements of the EOA adoption include 13 community development objectives, the medium growth development scenario and the community development vision statement which are described below.

## ECONOMIC OPPORTUNITY ANALYSIS ADVISORY COMMITTEE

Three economic opportunity advisory committee meetings occurred between March and September 2022 to discuss key issues and opportunities and review findings and recommendations, with meetings on March 31, 2022, June 9, 2022 and September 9, 2022.

Advisory Group members included:

- Kelly Reid and Leigh McIlvaine, OR Department of Land Conservation and Development
- Cindy Moore, Economic Development Coordinator
- Amy Oakley, Clackamas Workforce Partnership
- Briana Correa, Todos Juntos, Inc. S
- Susan Myers
- Teresa Sasse, Puddin' River Chocolates
- Brian Hodson, Canby Mayor
- Jason Padden, Canby City Council
- Sarah Spoon, Canby City Council

The advisory committee included periodic meetings with to obtain feedback on interim deliverables and draft recommendations, with specific attention focused on understanding economic needs and objectives. The input received during the EOA planning process was considered by the EOA Advisory Committee, City staff and City Council and utilized to help develop the recommended EOA objectives and actions. The advisory committee identified 13 objectives below:

### Community Development Objectives (DRAFT)

#### **1. Enhance Canby's positive business environment with adequate commercial, industrial and mixed-use sites to address future growth opportunities.**

- Develop local plans to support the "medium growth scenario" as described in the Canby EOA.
- Foster a positive business environment and permitting process.

#### **2. Plan for Industrial expansion areas east and north of Mulino Rd.**

- Plan for Industrial Expansion Areas adjacent to the industrial park. Adjust UGB and modify boundary of the Pioneer Business Park as part of a UGB expansion alternatives analysis.

- Identify and construct transportation and infrastructure improvements that serve Business Park expansion.
- 3. Retain and attract businesses that provide quality jobs with high levels of employment per acre**
    - Consider methods to advance public financing and funding for off-site infrastructure improvements needed to support business expansion for businesses that provide at least 8 jobs per acre.
  - 4. Provide incentives for targeted job creation and major private investment**
    - Support reasonable business incentive programs, offered by Business Oregon such as the Strategic Investment Program that provides limited tax abatement for major private investments.
    - Sponsor annual business summit meetings and events held by the Canby Chamber of Commerce.
  - 5. Support expansion in health services**
    - Work with local and regional health care providers to ensure that additional outpatient treatment facilities are available as the local population expands.
  - 6. Support workforce training and development**
    - Work with the Clackamas Workforce Partnership to connect workforce training opportunities and programs with local community residents and businesses.
  - 7. Expand opportunities for the development of workforce housing**
    - Update Canby's Housing Needs Analysis and Housing Production Strategy during 2023.
    - Evaluate and implement code amendments that lower the barrier to the development of middle housing types, such as plexes, courtyard apartments and accessory dwelling units.
  - 8. Expand lodging options**
    - Identify potential locations for a future hotel along Highway 99W.
    - Help facilitate partnerships between landowners and hotel operators.

## **9. Fund roads and infrastructure using innovative techniques**

- Update local system development charges to fully fund capacity expansion projects.
- Implement equitable transportation utility revenue generation that fully captures the impacts created by various business and industrial types and their impacts on local streets and related maintenance costs.
- Explore and create special assessments, such as local improvements districts to recapture the value created by major public or private investments in infrastructure.

## **10. Support arts & visitation, including agri- and bicycle-tourism**

- Implement master plan projects that include trails, pathways, parks, river access, and camping/RV facilities.
- Work with community partners, such as the Canby Parks and Recreation Advisory Board and the Canby School District and other organizations to explore feasibility for a new sports complex.
- Evaluate feasibility for a new amphitheater.
- Expand funding resources and attract state grants.

## **11. Attract downtown redevelopment with integrated mixed-use buildings**

- Ensure downtown Canby remains visually and functionally attractive.
- Evaluate opportunities to incentivize vertical mixed-use developments using techniques such as public parking, advance financing of off-site infrastructure and limited multifamily tax abatement.

## **12. Update design standards and provide incentives for building renovations**

- Implement effective design standards in core area and along Highway 99W.
- Create development codes which promote attractive highway commercial development servicing the needs of the community.
- Use the anticipated comprehensive plan and transportation system plan to establish goals to be used in creating future development code standards that will promote business consistent with design standards.

### 13. Think Regional and Act Local

- Support, monitor and participate in local and regional economic development organization activities that help Canby define its role within the larger region. Examples include Canby Chamber of Commerce, Clackamas County Economic Development Commission, and Greater Portland Inc.
- Play an active role in regional and state-sponsored economic planning processes to ensure that local business expansion needs are fully understood and can be addressed within the broader market area, if not within the Canby UGB.

These community development objectives will be further defined into policies during the comprehensive plan update and will be used in the comprehensive plan economic development chapter.

The advisory committee recommended the medium growth forecast which is noted below identifying the need for 438 acres of industrial employment and 8 acres of commercial employment expansion need over the next 20-years. A detailed breakdown of the required employment acreage needed for each growth scenario is shown in the following table:

**Canby UGB Employment Land Needs (gross buildable unconstrained acres)**

Comp. Plan Designation	Land Supply*	Land Need (Demand)**			Land Need (Shortfall)		
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\* Includes projects in the development pipeline that have no building permit issued as of Jan. 1, 2023.

\*\* Excludes potential public land needs for new parks and schools.

The advisory committee also recommended a community development vision statement in support of the recommended objectives and medium growth scenario and this was vetted with the City Council and Planning Commission.

## **Community Development Vision Statement**

Canby shall retain and enhance its unique sense of community and livable neighborhoods. Canby continues to be a great location for businesses to thrive and expand. Canby's downtown is inviting and safe, with innovative businesses that meet the community's needs. Canby's employment centers attract a diverse mix of businesses that offer quality jobs and benefits. The Highway 99E Corridor is designed as a safe and attractive gateway that invites visitors to explore Canby. The City of Canby proactively plans for and invests wisely in infrastructure and services that enable the community to manage growth in a sustainable manner.

## **COMMUNITY OUTREACH**

A significant effort was made to involve the Canby community in the economic opportunity assessment development which included City Council and Planning Commission Work Sessions, Canby Herald newspaper article, stakeholder interviews and two community surveys:

- October 19, 2022 Joint City Council and Planning Commission Work Session: Housing Need and Economic Opportunity Assessment
- November 2, 2022 City Council Work Session: Housing Need and Economic Opportunity Assessment
- November 28, 2022 Planning Commission Work Session: Housing Needs Analysis and Economic Opportunity Analysis Update
- January 24, 2023 Open House: Economic Opportunity Analysis and Housing Assessment
- March 1, 2023 Joint City Council and Planning Commission Work Session: Housing and Economic Studies

Canby Herald Newspaper Articles:

- January 27, 2023, Canby Public Asked To Weigh In On Housing (included community survey link for housing and economic development)

Stakeholder interviews and two community survey occurred:

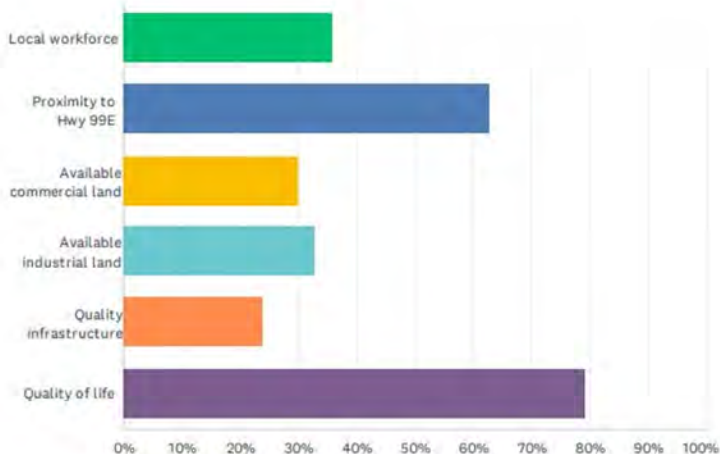
- Stakeholder Interviews. From April through October 2022, the City interviewed key stakeholders such as local business owners, employers, developers, real estate agents, and representatives for priority populations, including renters, low-income households, Hispanic/Latinx residents, other racial and ethnic minorities and immigrant or refugee communities, veterans, people with disabilities, seniors, agricultural workers, and formerly and currently houseless people. Interviews results identified that Canby should aim to attract commercial retail, professional and business services, entertainment/recreation, hotels, and business-to-business supply chain in flexibly light industrial buildings. Mixed support was voiced for additional warehousing and distribution operations in the City given relatively low employment density and wages offered by that sector.
- Community Survey. An online survey was conducted during the Summer/Fall 2022. There were 70 responses to that survey, with responses summarized below.

## Businesses Like...

Q6 What are the top three advantages to doing business in Canby?

Answered: 67 Skipped: 7

1. Quality of Life
2. Hwy 99E
3. Local workforce
4. Available sites



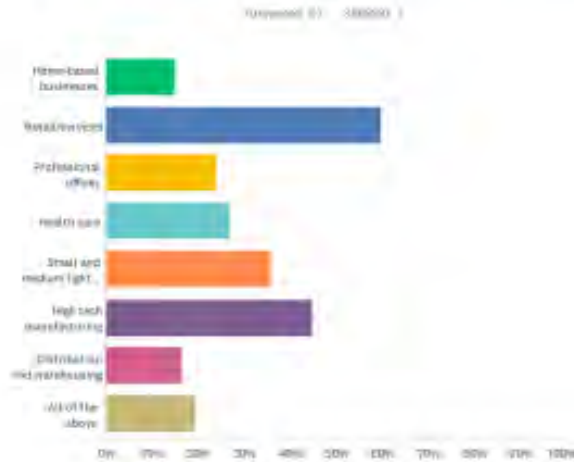




## Types of businesses or jobs needed...

1. Retail/services
2. High tech jobs
3. Small & medium light industrial (flexible buildings)
4. Health services
5. Prof. Offices
6. Lodging
7. Recreational amenities

Q7 What are the top three business and jobs you think Canby needs the most?



## Community dislikes...

1. Traffic congestion and anything that degrades quality of life
2. Lack of sidewalks & traffic control systems
3. Lack of attainable housing supply for workers
4. Lack of coordinated long term community master plan
5. Lack of quality design & landscaping standards
6. Warehousing & distribution businesses that pay low wages
7. Sprawl (low density development that is not pedestrian friendly)

A second community survey followed the January 24, 2023 open house and included 63 comments received with the result summarized below:

The survey results largely recognize the importance of employment to the Canby community needs and support for addressing these needs through the 13 objectives which are ranked below.

The highest do not support (41.3%) was associated with “Plan for industrial expansion areas east and north of Mulino Rd”. Greatest support of combined Support and Strongly Support was for “Retain and attract businesses that provide quality jobs with high levels of employment per acre” at 76.2%.

Ranking of the most supported to least supported using Support and Strongly Support scores included:

#1 Retain and attract businesses that provide quality jobs with high levels of employment per acre (76.2%)

#2 Enhance Canby’s positive business environment with adequate commercial, industrial, and mixed use site to address future growth opportunities (66.6%)

#3 Think regional and act locally (65.5%)

#4 Fund roads and infrastructure using innovative techniques (64.4%)

#5 Support expansion of health services (62.0%)

#6 Support workforce training and development 61.0%)

#7 Attract downtown redevelopment with integrated mixed-use building (61.0%)

#8 Update design standards and provide incentives for building renovations (54.2%)

#9 Expand hotel and lodging options (52.5%)

#10 Support arts & visitation/tourism, including agri-and bicycle-tourism (52.5%)

#11 Provide incentives for targeted job creation and major private investment (47.4%)

#12 Expand opportunities for the development of workforce housing (i.e., apartments, and attainable starter homes (44.0%)

#13 Plan for industrial expansion areas east and north of Mulino Rd. (43.1%)

Neither of the two surveys were a statistically valid representation of the community however, they do provide some indications of preferences and provide guidance which is consistent with the proposed objectives, medium growth scenario and Canby Vision Statement.

## **RECOMMENDATION**

The EOA was submitted to the DLCD 35 days in advance of the first evidentiary hearing as required by state law.

Based on the above information, including community outreach, economic opportunity advisory group recommendations, Planning Commission and City Council input and the future needs of Canby over the next 20-years, staff recommends that the Planning Commission recommend approval of the Economic Opportunity Analysis Report.

Recommended motion *“I move that the Planning Commission approve the City of Canby Economic Opportunity Analysis as a Guidance document, and recommend staff present it to the City Council for approval and adoption.*

## **ATTACHMENTS**

- *City of Canby, Economic Opportunity Analysis Draft Report, March 17, 2023*

# Canby, Oregon

## Economic Opportunities Analysis

Draft Report

March 17, 2023

This project was funded in part by a grant from the  
Oregon Department of Land Conservation and  
Development



# ACKNOWLEDGEMENTS

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This work is made possible through the extensive input by City staff and the Canby Economic Opportunities Analysis project advisory committee, as well as community members that participated in the planning process. We specifically recognize and appreciate the time and attention dedicated to this work by the following people.

## **City of Canby Mayor and City Council**

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

## **Project Advisory Committee**

Kelly Reid and Leigh McIlvaine, Oregon Dept. of Land Conservation and Development  
Cindy Moore, Economic Development Coordinator  
Amy Oakley, Clackamas Workforce Partnership  
Briana Correa, Todos Juntos, Inc.  
Susan Myers, Developer Representative  
Teresa Sasse, Puddin' River Chocolates  
Brian Hodson, Canby Mayor  
Jason Padden, Canby City Council  
Sarah Spoon, Canby City Council

## **Canby City Staff**

Don Hardy, Planning Director  
Jamie Stickel, Economic Development Director  
Tyler Nizer, Economic Development & Tourism Coordinator  
Ryan Potter, Planning Manager  
Brianna Addotta, Associate Planner

Emma Porricolo, Associate Planner

**Consultant Team**

Todd Chase, LEED, Principal, FCS Group

Tim Wood, Project Manager, FCS Group

Steve Faust, 3J Consulting

Julia Reissmann, 3J Consulting

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*“The best way to enjoy your job is to imagine  
yourself without one.” - Oscar Wilde*

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## Section I. INTRODUCTION

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The Canby Economic Opportunities Analysis (EOA) is intended to serve as a basis for the City to explore and document new information regarding the City’s buildable land inventory (BLI), population and employment trends, and development policies and objectives aimed at strengthening the local economy. The Canby EOA will serve as a basis for the City to document and adopt local policies and actions that help make the City a more economically viable community for residents, businesses and workers.

### I.A. OREGON REGULATORY REQUIREMENTS

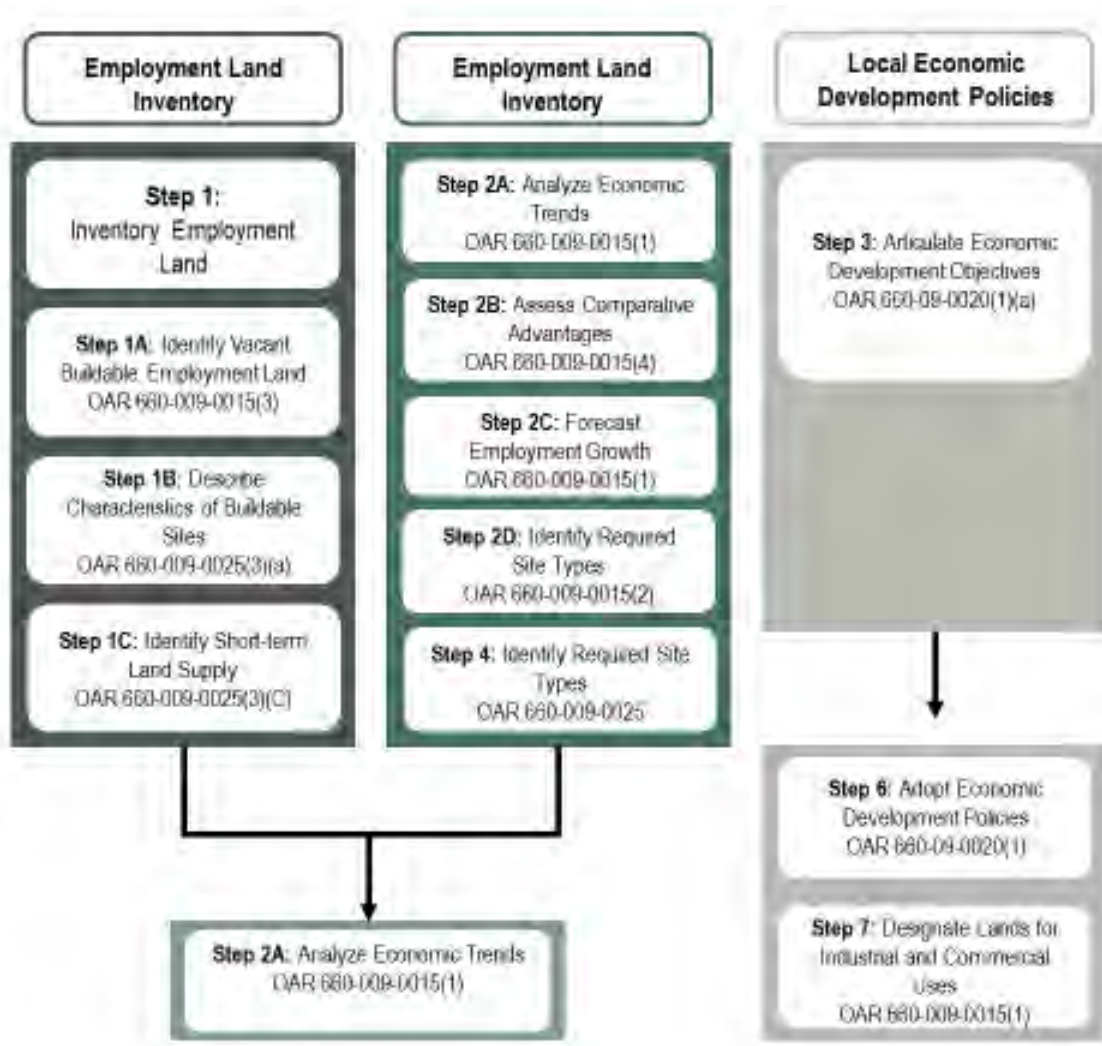
Canby is undergoing a review of its Comprehensive Plan per Oregon requirements. As part of the Comprehensive Plan update, the City must address the requirements of Goal 9 (Economic Development, OAR 660-009). Among other requirements listed in **Appendix A**, Goal 9 requires cities to periodically review and update the following:

- Local vision for strengthening local economies through the adoption of local economic policies that include community economic development objectives;
- Local urban growth requirements (land needs) for providing adequate land needed to accommodate 20-year employment growth forecasts. Land needs are to be based upon:
  - Current analysis of vacant and part-vacant buildable lands that are zoned or planned to accommodate job growth.
  - Forecast land needs based on an Economic Opportunities Analysis that considers global, national and local trends, and is generally consistent with regional growth forecasts or coordinated population growth forecasts.

### I.B. METHODOLOGY AND APPROACH

The technical and political approach used for the Canby EOA and related steps are illustrated in **Exhibit 1**. This approach is consistent with the DLCD Goal 9 administrative rule, the supporting OAR 660 guidance, as well as other supporting guidance provided per the DLCD Industrial & Other Employment Lands Analysis Guidebook (2005) and the Economic Development and Employment Land Planning Guidebook (July 2010).

Exhibit 1: Canby EOA Methodology and Approach



## Section II. EMERGING TRENDS

This section includes an analysis of economic trends and local competitive advantages according to prepared employment growth forecasts in accordance with OAR 660-009-0015(1-4). The analysis considers local economic development visions, goals, and objectives to inform the growth forecast.

### II.A. ECONOMIC OVERVIEW

FCS GROUP conducted an economic overview and market evaluation for office, commercial, industrial, and civic development for the Canby Urban Growth Boundary (UGB). The analysis focused on the expected level of demand for new development related to job growth over the next 20 years.

The United States (U.S.) economy has experienced an economic recovery since the Coronavirus-related economic downturn occurred during early 2019 through 2020. More recently, unemployment rates have declined to near record lows while the national economy has been hampered by persistently high inflation. Current trends reflect positive growth in the U.S. gross domestic product (GDP), which is a measure of the value of goods and services produced. According to Wells Fargo, U.S. GDP is expected to realize a 2.8% year-over-year GDP growth rate in 2022, but little or no real inflation adjusted growth in 2023 and 2024 (**Exhibit 2**).

As shown in **Exhibit 2**, the U.S. Consumer Price Index (CPI), which is a measure of inflation, is estimated to have increased at a rate of 8% in 2022 with anticipated increases of 3.8% in 2023 and 2.5% in 2024.

Exhibit 2: Global GDP and CPI Growth Projections

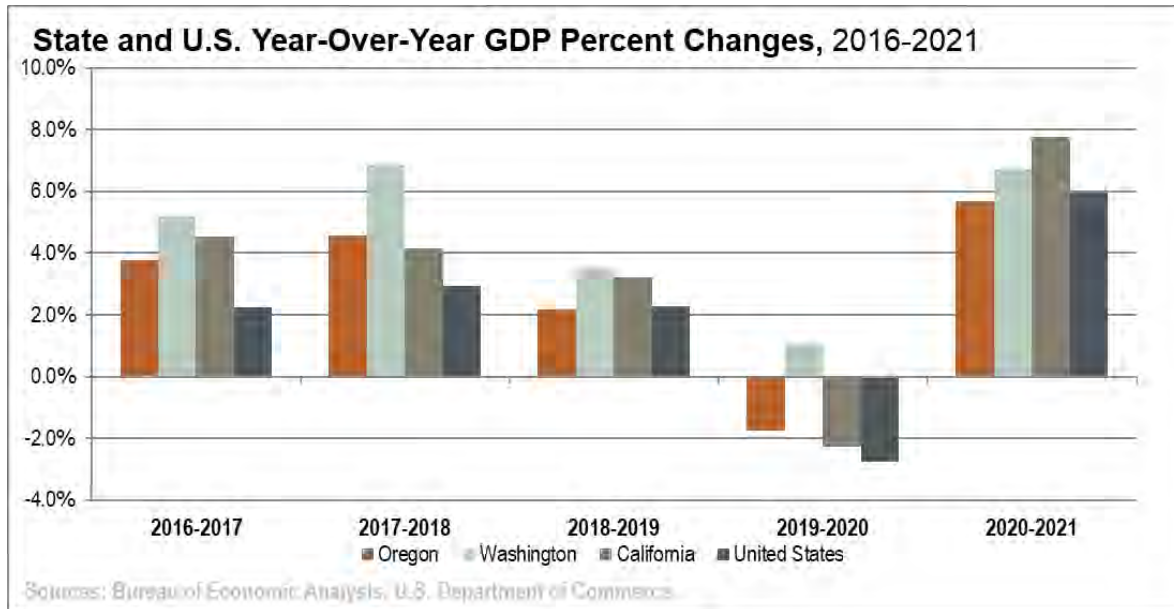
	GDP				CPI			
	2021	2022 Est.	2023 Proj.	2024 Proj.	2021	2022 Est.	2023 Proj.	2024 Proj.
<b>Advanced Economies</b>	5.2%	2.8%	0.2%	1.3%	3.1%	8.0%	5.0%	2.3%
United States	<b>5.9%</b>	<b>2.0%</b>	<b>0.2%</b>	<b>0.0%</b>	<b>4.7%</b>	<b>8.0%</b>	<b>3.8%</b>	<b>2.5%</b>
Eurozone	5.2%	3.2%	-0.7%	2.0%	2.6%	8.5%	6.2%	2.1%
United Kingdom	7.4%	4.4%	-1.5%	1.7%	2.6%	9.2%	8.9%	2.5%
Japan	1.7%	1.4%	1.2%	1.5%	-0.2%	2.4%	1.8%	0.8%
Australia	4.9%	3.8%	1.7%	2.4%	2.8%	6.4%	4.3%	2.9%
Canada	4.5%	3.5%	0.4%	2.4%	3.4%	6.8%	3.4%	1.9%
<b>Developing Economies</b>	6.6%	2.1%	2.8%	3.5%	5.9%	6.6%	5.2%	4.6%
China	8.1%	3.0%	4.9%	4.9%	0.9%	2.1%	2.3%	2.0%
India	8.7%	6.7%	5.8%	6.3%	5.5%	6.8%	4.5%	5.0%
Mexico	4.8%	3.1%	0.7%	1.8%	5.7%	7.9%	5.4%	3.6%
Brazil	4.6%	3.1%	0.4%	1.9%	8.3%	9.0%	5.0%	4.0%

Source: Wells Fargo, forecast as of December 8, 2022.

Abbreviations: GDP = gross domestic product; CPI = consumer price index

Within the U.S., Oregon tends to exceed the national GDP growth rate. According to the U.S. Bureau of Economic Analysis, Oregon had the 8<sup>th</sup> fastest growing economy in the U.S., increasing at 2.9% per year from 2016-2021 (**Exhibit 3**).

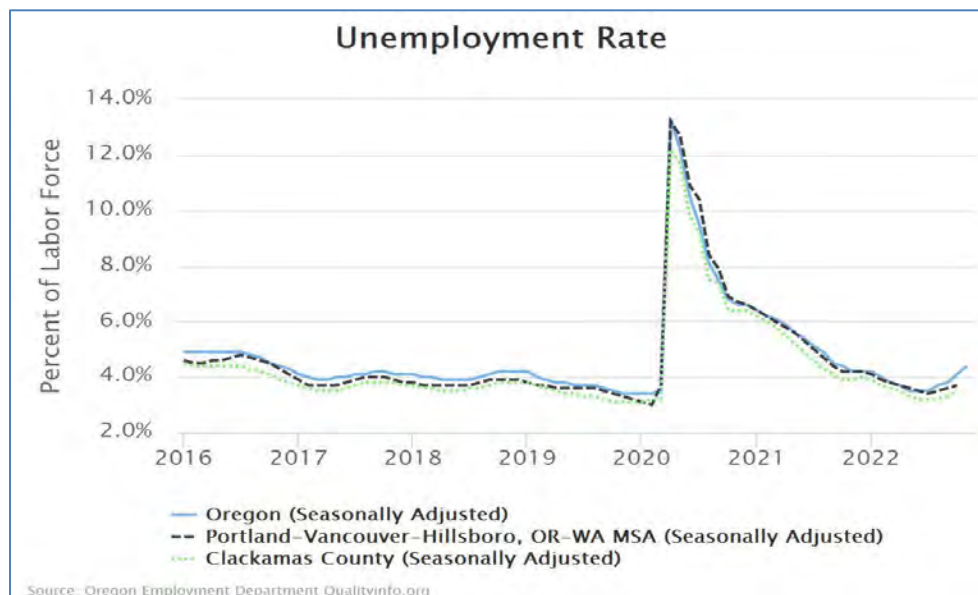
Exhibit 3: GDP Growth in Oregon, the United States, and Selected States



Statewide unemployment rates peaked at a seasonally adjusted rate of 13.3% in April 2020 before falling below 3.5% in July 2022 then ticking up slightly to 4.4% by November 2022 (**Exhibit 4**).

Clackamas County has recorded lower unemployment levels than the state as whole according to the Oregon Employment Department (OED). In October 2022, Clackamas County had an overall unemployment rate of 3.5% with a total employment of 222,549 workers.

Exhibit 4: Unemployment Rates, Clackamas County, Portland MSA, Oregon, 2016-2022



Because the unemployment rate is a measure of the percentage of workers between ages 15 and 64 that are actively looking for a job, it does not reflect factors regarding labor participation rates and underemployment (workers that have accepted low paying jobs since other jobs are not available

locally). In 2021, labor participation rates (the share of civilian population that is employed or unemployed) were slightly higher in Clackamas County (63.9%) compared with the state (62.6%).

## II.B. DEMOGRAPHIC TRENDS

Population has been steadily increasing in Canby, Clackamas County, and Oregon as a whole for the past 20 years. Canby’s population increased by 42% from 2000 to 2021, from 12,790 residents in 2000 to 18,171 in 2021 and 18,979 in 2022. Canby’s average annual growth rate (AGR) in population consistently outpaced the growth rates recorded in Clackamas County and Oregon during the past 21 years (**Exhibit 5**).

Exhibit 5: Population Trends, 2000-2021

	2000	2010	2020	2021	Avg. Growth Rate	
					2000-2010	2010-2021
Oregon	3,421,399	3,761,925	4,176,346	4,207,177	0.95%	1.02%
Clackamas County	338,391	375,992	422,185	425,316	1.06%	1.13%
City of Canby	12,790	15,829	17,210	18,171	2.15%	1.26%

Sources : U.S. Census, PSU Population Research Center

The long-term population forecasts prepared by Portland State University (PSU) anticipate a continuation of positive growth for Clackamas County. The county is projected to attain a 0.9% AGR between 2020 and 2040. The Canby Urban Growth Boundary (UGB) is projected to grow more quickly than the county, at a rate of 1.3% per year (**Exhibit 6**).

Exhibit 6: Population Projections, 2020-2043

	2020	2022	2025	2030	2035	2040	2043	AGR
								(2020-2040)
Clackamas	421,401	429,149	437,222	460,401	483,349	505,622	519,632	0.9%
Canby UGB	18,171	18,655	19,468	20,796	22,234	23,635	24,586	1.3%

Source: Population Research Center, Portland State University, June 30, 2020

In 2020, 87% of Canby’s population 25 years and over had graduated from high school, which was a smaller percentage than that of the State (91%), and the County (94%) as shown in **Exhibit 7**. Additionally, 26% of Canby’s population 25 years and over had obtained a bachelor’s degree and 10% of the city’s population had achieved a graduate degree.

Exhibit 7: Educational Attainment of Population 25 years and over, 2020

	Clackamas		
	Oregon	County	Canby
Less than high school	9%	6%	13%
High school	48%	46%	51%
College	30%	34%	26%
Graduate School	13%	13%	10%
<b>Total</b>	100%	100%	100%

Source: U.S. Census Bureau, American Community Survey 5-Year Estimates (Tables B15003)

Canby workers are far more likely to be employed in manufacturing occupations as compared with Clackamas County and the State. In 2019, nearly 22% of Canby’s jobs were in manufacturing,

compared with 11% in Clackamas County and 10% in Oregon. Construction (15%) Retail trade (11%), educational services (8%), accommodation and food service (8%), and health care (8%) also represent significant shares of jobs in Canby (**Exhibit 8**).

Exhibit 8: Occupations for the Employed Population 16 years and over, 2016

	Canby	Clackamas County	Oregon
Agriculture, Forestry, Fishing and Hunting	0.9%	2.7%	2.6%
Utilities	0.5%	0.3%	0.5%
Construction	15.2%	8.8%	6.0%
Manufacturing	21.7%	11.2%	10.1%
Wholesale Trade	6.5%	6.4%	3.9%
Retail Trade	10.9%	11.6%	10.5%
Transportation and Warehousing	2.6%	2.4%	3.6%
Information	2.6%	1.4%	2.0%
Finance and Insurance	2.0%	3.4%	3.0%
Real Estate and Rental and Leasing	0.9%	1.4%	1.5%
Professional, Scientific, and Technical Services	2.5%	6.2%	5.4%
Management of Companies and Enterprises	0.0%	1.5%	2.7%
Admin. & Support, Waste Mgmt.	1.7%	5.0%	5.5%
Educational Services	8.4%	6.5%	8.2%
Health Care and Social Assistance	8.3%	13.8%	14.8%
Arts, Entertainment, and Recreation	1.5%	1.6%	1.7%
Accommodation and Food Services	8.4%	8.1%	9.3%
Other Services (excluding Public Administration)	4.0%	4.6%	4.4%
Public Administration	1.4%	2.9%	4.2%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

DS)

## II.C. INCOME AND EMPLOYMENT TRENDS

Income levels for Canby’s residents tend to be below those of Clackamas County but well above the state as a whole. Between 2010 and 2020, median household and family incomes for residents of Canby increased measurably but were outpaced slightly by growth rates observed statewide and in Clackamas County (**Exhibit 9**).

In 2020, the median household income within Canby was much higher for owner-occupied households (\$91,523) than for renter households (\$49,677).

Exhibit 9: Income Trends, 2010-2020

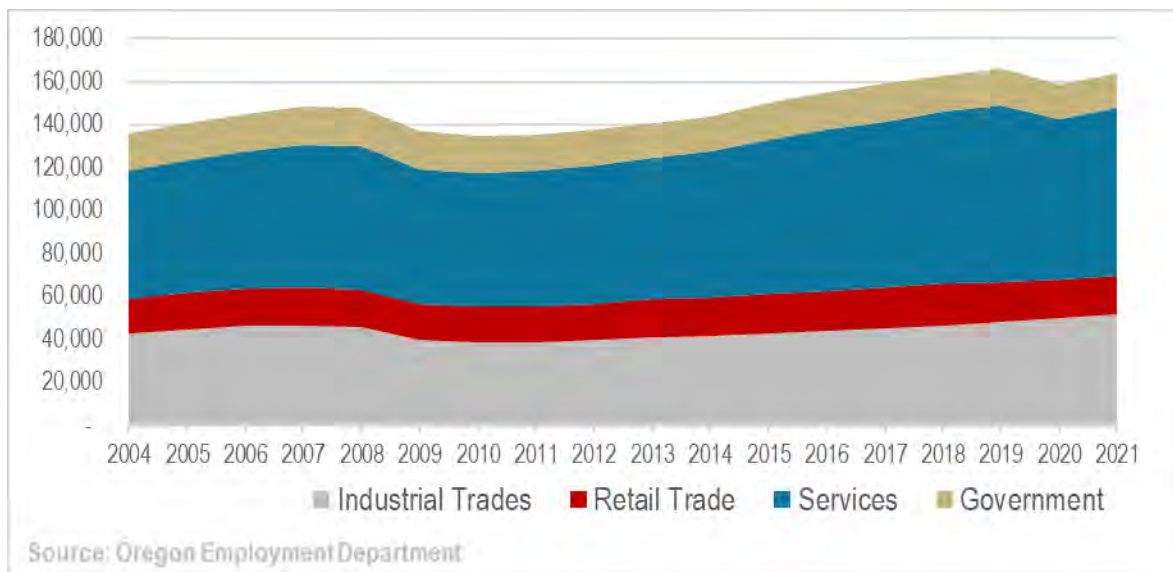
Median Household Income			
	2010	2020	AGR
<b>Canby</b>	<b>\$57,427</b>	<b>\$74,825</b>	<b>2.7%</b>
Clackamas County	\$62,007	\$82,911	2.9%
Oregon	\$49,260	\$65,667	2.9%
Median Family Income Trends			
	2010	2020	AGR
<b>Canby</b>	<b>\$67,370</b>	<b>\$87,173</b>	<b>2.6%</b>
Clackamas County	\$74,905	\$100,172	2.9%
Oregon	\$60,402	\$80,630	2.9%

Source: U.S. Census Bureau, American Community Survey 5-Year Estimates (Table B2 and Table B10113).

AGR: average annual growth rate.

In 2021, the total at-place-of-work employment within Clackamas County recorded 164,593 workers (nonfarm workers). Within Clackamas County, the services sector (professional business services, leisure and hospitality and financial activities) accounts for 48% of the employment. Industrial trades and retail trades are next with 31% and 11% of the jobs, and the government sector accounted for 10% of the employment base (**Exhibit 10**).

Exhibit 10: Employment Trends by Sector in Clackamas County, 2004-2021\*

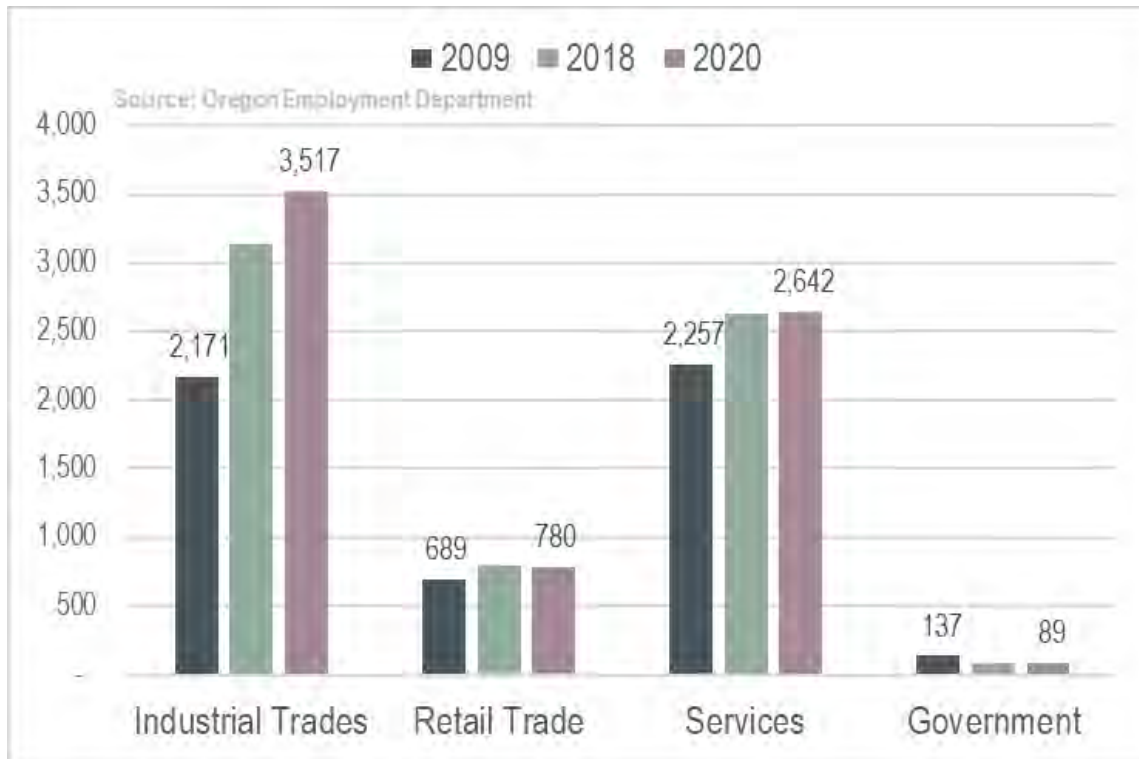


*\*Note, the job estimates shown above may tend to understate the total number of employees that work in Clackamas County since Oregon Employment Data only includes nonfarm workers that are covered by unemployment insurance. Hence, the OED estimates tend to exclude smaller home-based businesses and part-time workers that do not pay workers compensation insurance.*

Employment in Canby has increased significantly in recent years. According to the Oregon Employment Department, the total number of jobs covered by unemployment insurance increased to

7,028 jobs up from 6,718 in 2018. Half of Canby’s employment is in the strong and growing industrial sector which added 1,348 jobs between 2014 and 2020. The services sector accounts for 38% of employment in the city, followed by the retail trade sector which accounted for 11% of all jobs in 2020 (**Exhibit 11**).

Exhibit 11: Employment Trends by Sector in Canby, 2009-2020



Canby’s top private employers include a wide range of business types, as shown in **Exhibit 12**. In 2020 there were 11 private employers in Canby that each employed between 100 and 350 workers. These local businesses generated an estimated \$274 to \$316 million in annual GDP.

Exhibit 12: **Canby’s Top Private Employers, 2020**

	Description	Annual GDP (\$M)	Emp. Range
Larusso Concrete Inc.	Masonry Contractors	\$ 13.6 to \$ 17.0	100-125
Marquis Companies I Inc.	Assisted Living Facilities for the Elderly	\$ 11.8 to \$ 14.1	125-150
Wilson Construction Co.	Power and Communication Line Construction	\$ 17.0 to \$ 20.4	125-150
Shimadzu USA Manufacturing Inc.	Analytical Laboratory Instrument Manufacturing	\$ 24.7 to \$ 28.2	175-200
Kendal Floral Supply LLC	Flower, Nursery Stock, and Florists' Supplies	\$ 22.8 to \$ 26.0	175-200
MEC Northwest	Printed Circuit Assembly Manufacturing	\$ 24.7 to \$ 28.2	175-200
JMJ Construction LLC	New Single-Family Housing Construction	\$ 27.1 to \$ 30.5	200-225
Johnson Controls Battery Group Inc.	Storage Battery Manufacturing	\$ 28.2 to \$ 31.7	200-225
Fred Meyer	Warehouse Clubs and Supercenters	\$ 21.3 to \$ 23.4	250-275
Colima Construction LLC	Drywall, Plaster Work & Building Insulation	\$ 40.7 to \$ 47.5	300-350
Columbia Distributing	Beverage Merchant Wholesalers	\$ 40.7 to \$ 47.5	300-350

Source: Clackamas County Economic Landscape analysis by FCS GROUP, 2022.

Note: Data represents employment in 2020



Canby has been successful at adding employers of all sizes. Between 2009 and 2020 the number of employer establishments in Canby increased from 481 to 616 (over 12 per year on average). Significant growth has occurred in small, medium and very large business categories, as shown in **Exhibit 13**.

Exhibit 13: **Canby’s Employers by Number of Workers per Establishment, 2009-2020**

Employee Count per Establishment	Number of Establishments				
	2009	2020	2009 Dist.	2020 Dist.	% Change
0-1	166	227	35%	37%	37%
2-10	209	256	43%	42%	22%
11-25	63	76	13%	12%	21%
26-49	18	28	4%	5%	56%
50-100	17	17	4%	3%	0%
101+	8	12	2%	2%	50%
<b>Total</b>	<b>481</b>	<b>616</b>	<b>100%</b>	<b>100%</b>	<b>28%</b>

Source: Oregon Employment Department.

## II.D. TARGET BUSINESS CLUSTERS

Location quotient (LQ) analysis is a method of determining which business sectors are clustered in the City of Canby in comparison to the Oregon state average. LQ analysis reveals what makes the local economy “unique” in comparison to a broader geography. The LQ analysis indicates existing and potential emerging business clusters present in Canby based on their size (as measured by employment) and projected growth potential. The data used for the cluster analyses were derived from the Oregon Employment Department 2020 wage and salary employment statistics and the Clackamas, Multnomah, and Washington County job growth projections described previously applied to City of Canby current employment estimates.

Business clusters in Canby with high LQs include arts, entertainment and recreation, wholesale trade, manufacturing, construction, utilities, information, retail trade and other services.

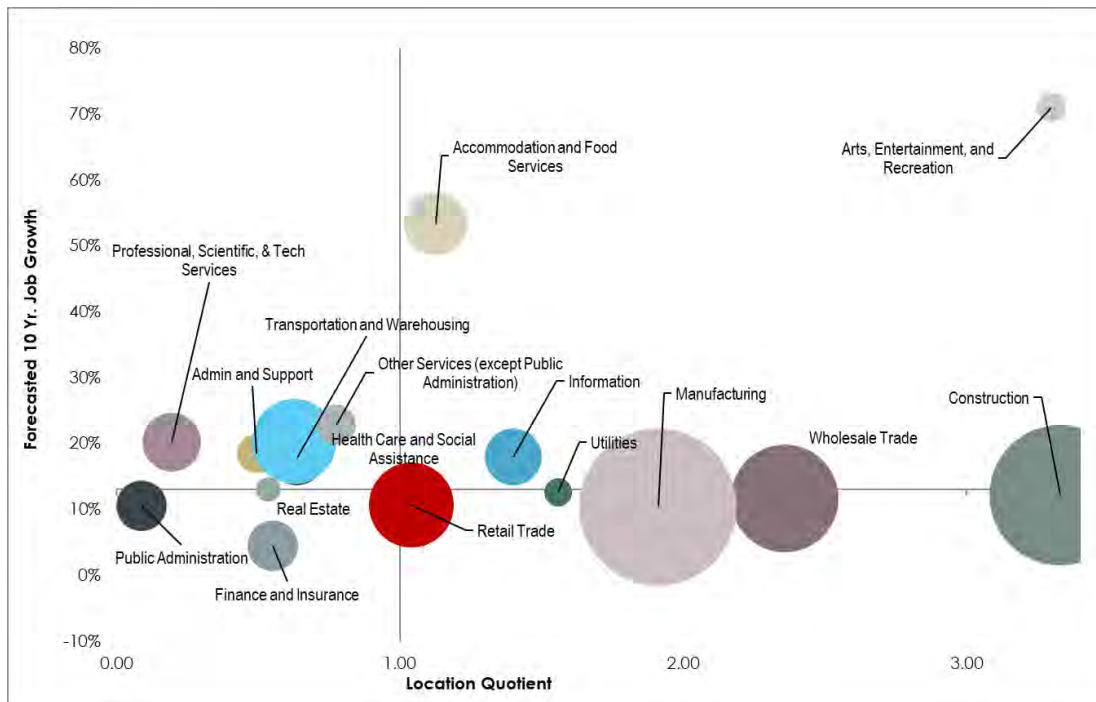
For example, the wholesale trade sector, a cluster which includes Kendal Floral Supply and American Metals, has an LQ of 2.65 which signifies that this business cluster is more than twice as concentrated in Canby than the statewide average (**Exhibit 14**).

Clusters with less than 1.0 LQ may represent a business cluster with either a competitive disadvantage (e.g., from lack of access to key markets) or business clusters with pent-up demand. Clusters with pent-up demand may represent “emerging” opportunities if the job growth rate is projected to be higher than average. For example, the health care cluster has a 0.62 LQ and a high job growth forecast (20% projected growth between 2020 and 2030) so it may now be in position to expand if local employment sites and workforce training opportunities are provided locally.

The preliminary list of target industries for Canby includes several existing and emerging clusters including:

- Advanced Manufacturing: metals and machinery
- High tech Manufacturing & Testing: electrical components, battery storage, etc.
- Construction trades
- Wholesale trade
- Health services

Exhibit 14: Industry Cluster Location Quotients and Forecasted Growth, Canby Area



Compiled by FCS Group based on Oregon Employment Department data from 2020.

During the EOA planning process, FCS conducted meetings with the project advisory committee, and the public, and interviewed local business stakeholders to ascertain local business expansion plans and relative market advantages Canby has for attracting and retaining various types of businesses. The input from those meetings combined with the analysis of growth trends suggests that Canby could have a high degree of success in attracting specific clusters of industries to its commercial and industrial lands, as summarized in **Exhibit 15**.

In addition to the target industries listed in Exhibit 15, feedback from stakeholder interviews and public surveys indicated that Canby should also aim to attract additional commercial retail, professional and business services, entertainment/recreation, hotels, and business-to-business supply chains in flexible light industrial buildings. Mixed support was voiced for additional warehousing

and distribution operations in the City given relatively low employment density and wages offered by that sector.

Exhibit 15: Potential Target Industries for Canby

Target Industry Category	Market Potential	Relative Wage Rates	Potential Job Creation	Target Industry	Example Businesses
<b>Advanced Manufacturing</b>	●	●	●	<input checked="" type="checkbox"/>	
Energy Systems	●	●	●	<input checked="" type="checkbox"/>	Johnson Controls
Electronic Component Manufacturing	●	●	●	<input checked="" type="checkbox"/>	MEC Northwest
Fabricated Metal Product Manufacturing	●	●	●	<input checked="" type="checkbox"/>	JV Northwest
Navigational, Measuring, Electromedical, and Control Instruments	●	●	●	<input checked="" type="checkbox"/>	Shimadzu USA, FLIR
<b>Composit Materials and Product Manufacturing</b>	●	●	●	<input type="checkbox"/>	Larusso Concrete
<b>Construction related</b>	●	●	●	<input type="checkbox"/>	Colima Construction, JMJ Construction, Wilson
<b>Food/Beverage Processing</b>	●	●	●	<input checked="" type="checkbox"/>	<b>Puddin' River</b> Chocolates, Cutsforth's
<b>Transportation and Distribution</b>	●	●	●	<input type="checkbox"/>	Kendal Floral, Amazon
<b>Health Care</b>	●	●	●	<input checked="" type="checkbox"/>	Providence
Legend:					
Good: ● Fair: ● Poor: ○					

Source: FCS GROUP.

## II.E. REGIONAL EMPLOYMENT GROWTH FORECAST

The Oregon Employment Department prepares employment forecasts for “regions” throughout Oregon. Canby’s region includes Clackamas, Multnomah and Washington counties. As shown in **Exhibit 16**, the tri-county region is projected to experience positive growth over the next 10 years across all job sectors. The sectors that are projected to add the most net new jobs include: transportation and warehousing, professional, scientific & tech services, health care and social assistance, construction and educational services.

Exhibit 16: Projected Job Growth s by Industry for Clackamas, Multnomah and Washington Counties 2020-2030

Sector	2020	2030	Change in		AAGR Trend
			Jobs	% Change	
Industrial Trades	254,400	285,100	30,700	12%	1.15%
Retail Trade	87,700	97,100	9,400	11%	1.02%
Services	542,400	663,900	121,500	22%	2.04%
Government	112,000	123,800	11,800	11%	1.01%
<b>Total</b>	<b>996,500</b>	<b>1,169,900</b>	<b>173,400</b>	<b>17%</b>	1.62%

Source: Oregon Employment Department. Includes Clackamas, Multnomah & Washington counties.

# Section III. OPPORTUNITIES AND CONSTRAINTS ANALYSIS

Current market trends regarding visitation, business openings & closures, and perceived market considerations are important factors to consider when evaluating the ability for Canby to retain or attract economic development. A summary of these considerations follows.

## III.A. BUSINESS OPENINGS/CLOSURES

Canby has witnessed several notable business openings and expansions over the past four years. **Exhibit 17** summarizes the most significant openings and expansions in the area, ranging from the opening of a manufacturing facility by Caldera International (medical products) to numerous food and beverage establishments.

Exhibit 17: Canby Business Openings and Closures May 2013-2018

Name	Industry	Date
<b>Openings/Expansions</b>		
Siren Song	Leisure and hospitality	9/9/2021
Art-O-Maddic	Retail trade	6/18/2021
B's Bake Shoppe	Leisure and hospitality	8/5/2020
Caldera International	Manufacturing	8/26/2019
Coffee Doodle Doo	Leisure and hospitality	8/9/2019
Wayward Sandwiches	Leisure and hospitality	5/9/2019
Columbia Distributing	Transportation, warehousing and utilities	5/2/2019
Neurotherapeutic Pediatric Therapies	Health care and social assistance	4/24/2019
Baker's Prairie Bakery	Leisure and hospitality	12/12/2018
TMK Creamery	Manufacturing	2/29/2018
HealthMarkets Insurance Agency	Financial activities	2/28/2018
<b>Closures</b>		
Dave's Prescription Shop	Retail trade	5/7/2019
Secret Garden Floral	Retail trade	2/11/2019

Source: Oregon Employment Department.

## III.B. INDUSTRIAL LEADS

Over the years, Canby has recorded numerous business leads that have or are currently expressing interest in industrial property in Canby. Selected business leads are listed below.

- Oregon Liquor Control Commission distribution warehouse
- Amazon distribution center which would employ 500

### III.C. RETAIL TRADE

FCS GROUP conducted an analysis of retail sales data to identify existing retail trade flows within the Canby market area. The analysis examines the consumer retail demand and existing estimated sales within a 15, 30- and 45-minute drive time of Canby (to/from downtown).

The retail trade flow analysis measures the difference between local buying power from resident demand within the footprint of the analysis area and the actual sales in the same area. The retail trade analysis summary shown in **Exhibit 18** indicates that Canby retail and food service establishments attract a significant amount of retail inflow (local sales are far greater than local buying power).

Based on the analysis of individual store groups there is also a retail outflow which means most Canby’s residents currently travel outside the area to make purchases in the following store group categories:

- Building Materials, Garden Equipment & Supply Stores
- Electronics and Appliance Stores
- Motor vehicle sales, auto parts and supply stores

Exhibit 18: Canby Retail Market Trade Area Profile, 2020

	15 Minutes	30 Minutes	45 Minutes
Population	82,389	683,585	1,435,758
Households	31,525	263,114	569,834
Aggregate Income	\$3,233,438,694	\$28,456,276,380	\$56,534,407,008
<b>Total Demand and Sales (Supply) within Trade Area</b>			
Demand	\$1,070,657,334	\$9,677,982,953	\$18,957,694,917
Supply	\$1,286,857,770	\$10,621,285,989	\$19,600,993,128
Retail Trade Outflow/(Inflow)	\$216,200,436	\$943,303,036	\$643,298,211
<b>Food and Drink Demand and Sales (Supply) within Trade Area</b>			
Demand	\$115,970,767	\$1,064,867,750	\$2,111,201,777
Supply	\$101,291,611	\$1,030,244,223	\$2,480,737,818
Retail Trade Outflow/(Inflow)	(\$14,679,156)	(\$34,623,527)	\$369,536,041

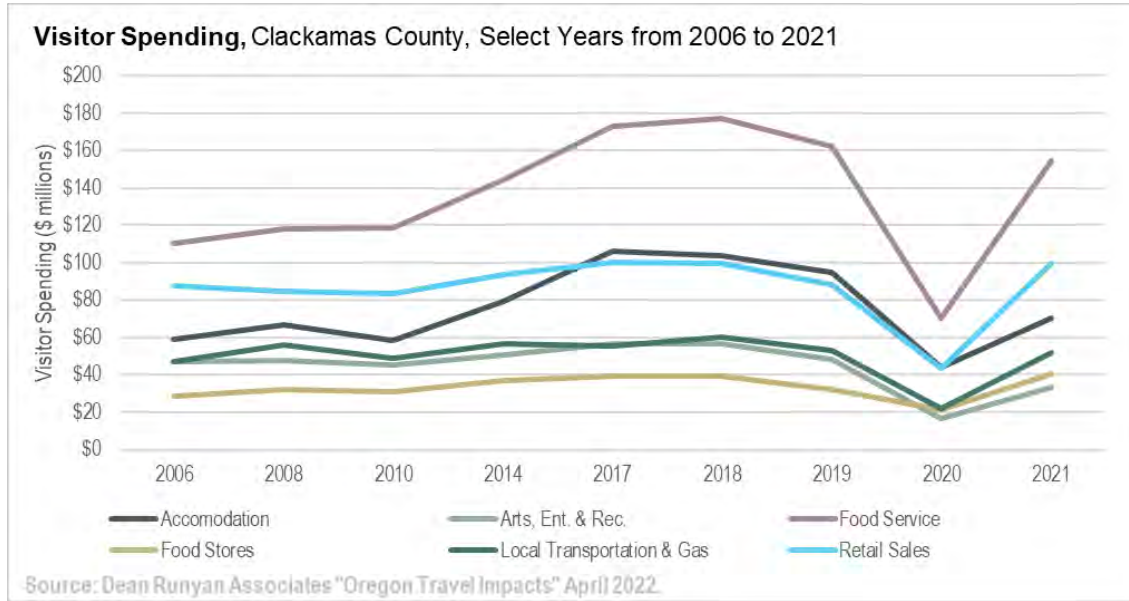
Source: ESRI Business Analyst Online

### III.D. VISITATION

The recreation and visitation industry has long been a bright spot within Clackamas County. County residents and visitors enjoy access to abundant recreational opportunities afforded by the Clackamas River, Mount Hood National Forest, wineries, breweries, skiing on Mount Hood, agritourism and other activities.

**Exhibit 19** depicts trends in visitor spending within Clackamas County between 2006 and 2021. Visitor spending reached a record level in 2018 at \$537 million, a total which declined measurably during the pandemic in 2020 before recovering in 2021 to \$451 million. In 2021 the leading sector for visitor spending was food service establishments followed by accommodation, retail spending, local transportation and gas, arts, entertainment and recreation and food stores.

Exhibit 19: Visitor Spending in Millions (2012-2021)



## Section IV. EMPLOYMENT GROWTH AND LAND INVENTORY & NEEDS

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In light of the trends and opportunities identified above, the Canby EOA Advisory Committee evaluated three alternative employment growth forecasts for the Canby UGB (see **Exhibit 20**).

**Low Growth Forecast Scenario:** this scenario assumes Canby's overall employment growth reflects a *Safe Harbor* assumption ties the overall average annual job growth rate (1.79%) to be generally consistent with the projected housing growth rate over the next 20 years. Overall job growth in Canby would increase by 3,270 jobs from 7,665 jobs (2023 est.) to 10,935 jobs in 20 years.

**Medium Growth Forecast Scenario:** this scenario reflects the level of job growth anticipated based on actual historic job growth rates for major sectors including industrial, retail, services and government. Historic growth rates were derived from 2009-2020 trends in covered employment within the City of Canby using Oregon Employment Department estimates for the industrial, retail and service sectors. Government sector growth rates are assumed to reflect the long-term population growth rate for the Canby UGB. This scenario would result in an average annual employment growth rate of 3.2%. Overall job growth in Canby would increase by 6,778 jobs from 7,665 jobs currently to 14,443 in 20 years.

**High Growth Forecast Scenario:** this scenario is consistent with the medium growth forecast but includes the local aspirational objective to attract additional living wage jobs into Canby. This scenario assumes that there are adequate sites to accommodate the addition of 300 industrial jobs and 460 service sector jobs over and above the assumptions shown in the medium scenario. The rationale for the additional service job growth assumes that the City's annual rate of growth in this sector (2.04%) equates to the long-range forecast for the Region (includes Clackamas, Multnomah and Washington Counties) per Oregon Employment Department's long range job growth forecast. This scenario would result in an overall average annual employment growth rate of 3.5%. Overall job growth in Canby would increase by 7,576 jobs from 7,665 jobs currently to 15,241 in 20 years.



Exhibit 20: Employment Growth Forecast, Canby UGB

Sector	2023			Annual Growth Rates		Proj. Canby Growth Rate			20-Year Job Growth Forecast		
	2009	2020	Est.	Canby Trend	Regional Forecast	Low	Medium	High	Low	Medium	High
Industrial Trades	2,171	3,517	4,012	4.48%	1.15%	2.24%	4.48%	4.64%	2,238	5,632	5,932
Retail Trade	689	780	807	1.13%	1.02%	1.02%	1.13%	1.32%	182	204	243
Services	2,257	2,642	2,758	1.44%	2.04%	1.32%	1.44%	2.04%	829	914	1,374
Government	137	89	89	-3.85%	1.01%	1.01%	1.32%	1.32%	20	27	27
<b>Total</b>	<b>5,254</b>	<b>7,028</b>	<b>7,665</b>	<b>2.68%</b>	<b>1.62%</b>	<b>1.79%</b>	<b>3.22%</b>	<b>3.50%</b>	<b>3,270</b>	<b>6,778</b>	<b>7,576</b>

Source: Oregon Employment Department (historic trend and regional forecast) and stated assumptions.

## Employment Land Needs Assessment

The employment land need for the Canby UGB is calculated using the following steps:

1. Allocating the growth forecasts into building types based on each sector’s typical space needs for office, general government, retail/service, general industrial, flex/business park and warehousing/distribution.
2. Applying an average job density (floor area square feet per job) based on the building types listed above;
3. Applying a work-at-home assumption for the various building types
4. Allocating building absorption among two categories: refill/redevelopment demand (jobs added into existing buildings); and vacant land demand (jobs requiring building expansions or new buildings on vacant or part-vacant lands).
5. Applying a net-to-gross land area factor of 1.25 to account for public roadways and utilities required to serve new development on vacant and part-vacant lands.

Employment density assumptions for forecasting land needs are illustrated in **Exhibit 21** and detailed calculations are provided in **Appendix D**.

### Refill/Redevelopment and Work at Home Assumptions

To keep employment land needs forecasts conservative, the vacant land need factors out work-at-home assumptions and includes separate calculations for building refill/redevelopment assumptions. People that work at home and jobs added within existing buildings through infill/redevelopment would not require any vacant land.

This analysis assumes that the amount of building refill that is expected to occur in existing buildings reduces net new development requirements by 15,000 to 24,000 SF of floor area for commercial buildings; and 3,000 to 4,000 SF for government buildings (detailed calculations shown in **Appendix D**).

### Mixed Use Development Assumptions

The analysis of employment land needs assumes that all buildable mixed use land zoned land in Canby is developed with 1 ground floor level of commercial and housing above. In other words, this analysis assumes that each vacant or part-vacant tax lot that is zoned for commercial or service

related employment growth (e.g., future retail or office uses) will be developed as mixed use with commercial on the ground level and upper-level housing.

As such, the Canby buildable land inventory includes the vacant and part-vacant mixed-use zoned tax lots in both the employment land and residential land inventory counts.

Exhibit 21: Employment Land Needs Forecast, Canby UGB

	Office	Government	Flex/Bus. Park	Gen. Industrial	Warehouse/ Dist.	Retail/ Service
Refill Job Allocation <sup>1</sup>	5%	20%	0%	0%	0%	5%
Jobs Needing Vacant Land Allocation <sup>2</sup>	83%	80%	90%	95%	100%	95%
Building SF Per Job <sup>2</sup>	250	750	550	1,000	1,500	500
Floor-Area-Ratio <sup>2</sup>	0.35	0.20	0.25	0.25	0.20	0.35
Public Facility Net:Gross Adjustment <sup>3</sup>	1.25	1.25	1.25	1.25	1.25	1.25
Work at Home Adjustment <sup>4</sup>	12%	0%	10%	5%	0%	0%

\* assumptions are intended to reflect a long-term average and current local observations.

1/ Adjusts for building refill & vacancy allowances.

2/ Building density consistent with local observations.

3/ Allowances take into account land dedicated to public/utility easements.

4/ Allowance based on local business license data; and is generally consistent with statistics by Oregon Emp. Dept.

Source: assumptions reflect local observations.

The assumptions used for estimating higher utilization of jobs within existing buildings (refill) and work-at-home allowances, which result in an adjusted (lower) number of total jobs that are projected to require vacant land than would otherwise occur. As shown in **Exhibit 22**, the Canby EOA assumes that approximately 12% of future jobs would not require development of vacant land as a result of potential building refill and work-at-home assumptions, and planned occupancy of new buildings that were currently under construction as of January 1, 2023.

The forecasted number of jobs that would require vacant land ranges from: 2,852 (low growth scenario); 5,963 (medium growth scenario); and 6,640 (high growth scenario).

Exhibit 22: Canby Jobs Requiring Vacant Land

	Low	Medium	High
Industrial	2,238	5,632	5,932
Retail	182	204	243
Services	829	914	1,374
Government & Education	20	27	27
<b>Total Job Growth</b>	<b>3,270</b>	<b>6,778</b>	<b>7,576</b>
<b>Proj. Jobs not requiring vacant land*</b>	<b>418</b>	<b>815</b>	<b>936</b>
<b>Proj. Jobs on Vacant Land</b>	<b>2,852</b>	<b>5,963</b>	<b>6,640</b>

\* reflects jobs accommodated through refill in existing buildings and home-based workers.

### Vacant Land Needs

The resulting employment land needs for the Canby UGB range from 265 acres (low growth scenario), 626 acres (medium growth scenario), and 672 acres (high growth scenario) of gross buildable (unconstrained land area). As shown in **Exhibit 23**, the employment land needs by general

land use type range from 244 to 638 acres for industrial (includes land zoned CM, LI or HI); 20.5 to 33.9 acres for commercial (land zoned CD, HC or Mixed Use). These land demand forecasts assume 2 acres of land will be required for civic uses such as police and fire stations (excludes parks and schools).

Exhibit 23: Employment Land Needs Forecast, Canby UGB

Land Use Classification	Land Need (Demand)*		
	Low	Medium	High
Commercial (DC, HC)	20.5	24.7	33.9
Industrial/Other Emp. (CM, LI, HI)*	244.4	601.5	637.8
<b>Total Buildable Land (gross acres)</b>	<b>264.9</b>	<b>626.2</b>	<b>671.6</b>

\* excludes potential public land needs for new parks and schools.

Excluding public/education, the current overall employment density within Canby is estimated at 14.3 jobs per net buildable acre on developed land zoned for employment uses.

Based on the employment job growth and related land need forecast, the overall employment density within Canby will increase over time. Again, after excluding public/education, the future level of employment density for net new job growth over the next 20 years is estimated to range from 14.4 to 15 jobs per net buildable acre in the medium to higher growth scenarios.<sup>1</sup>

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<sup>1</sup> Analysis of existing conditions assumes 7,576 private jobs on 527 developed acres zoned for commercial and industrial development in Canby (equates to 14.3 jobs per net acre). Future growth estimates for medium and high growth scenarios assume 6,751 to 7,522 private jobs are added over the next 20 years, requiring 468 to 503 net buildable acres (excludes public facilities) which equates to 14.4 to 15.0 jobs per net acre.

# Section V. BUILDABLE LAND INVENTORY & SITE SUITABILITY ANALYSIS

The BLI findings for the Canby UGB were documented by 3J Consulting and updated as of October 21, 2022. The BLI findings reflect all vacant and part-vacant land within the Canby UGB that has not yet been developed nor has been issued a building permit as of January 1, 2023.

The BLI findings reflect current zoning categories that allow employment uses. This includes land that is with Comprehensive Plan designations as follows: Downtown Commercial, Commercial/Manufacturing, Highway Commercial, Heavy Industrial and Light Industrial. As shown in **Exhibit 24** (with supporting BLI methodology provided in **Appendix E**), the total remaining BLI includes 179 acres of unconstrained land area within vacant, part vacant and redevelopment lots. The light and heavy industrial land is spread over 48 separate tax lots, and commercial land is spread over 24 separate tax lots.

Exhibit 24: Vacant, Part Vacant and Redevelopable Employment Land, Canby UGB

Comprehensive Plan Category	Developed					Total
	Land	Permitted	Pipeline	Buildable*	Constrained**	
DC - Downtown Commercial	35	0	0	1	0	36
CM - Commercial/Manufacturing	67	0	1	7	0	76
HC - Highway Commercial	67	0	0	12	2	82
HI - Heavy Industrial	67	0	0	26	1	94
LI - Light Industrial	282	14	80	51	1	428
<b>Total</b>	<b>519</b>	<b>14</b>	<b>82</b>	<b>97</b>	<b>5</b>	<b>716</b>

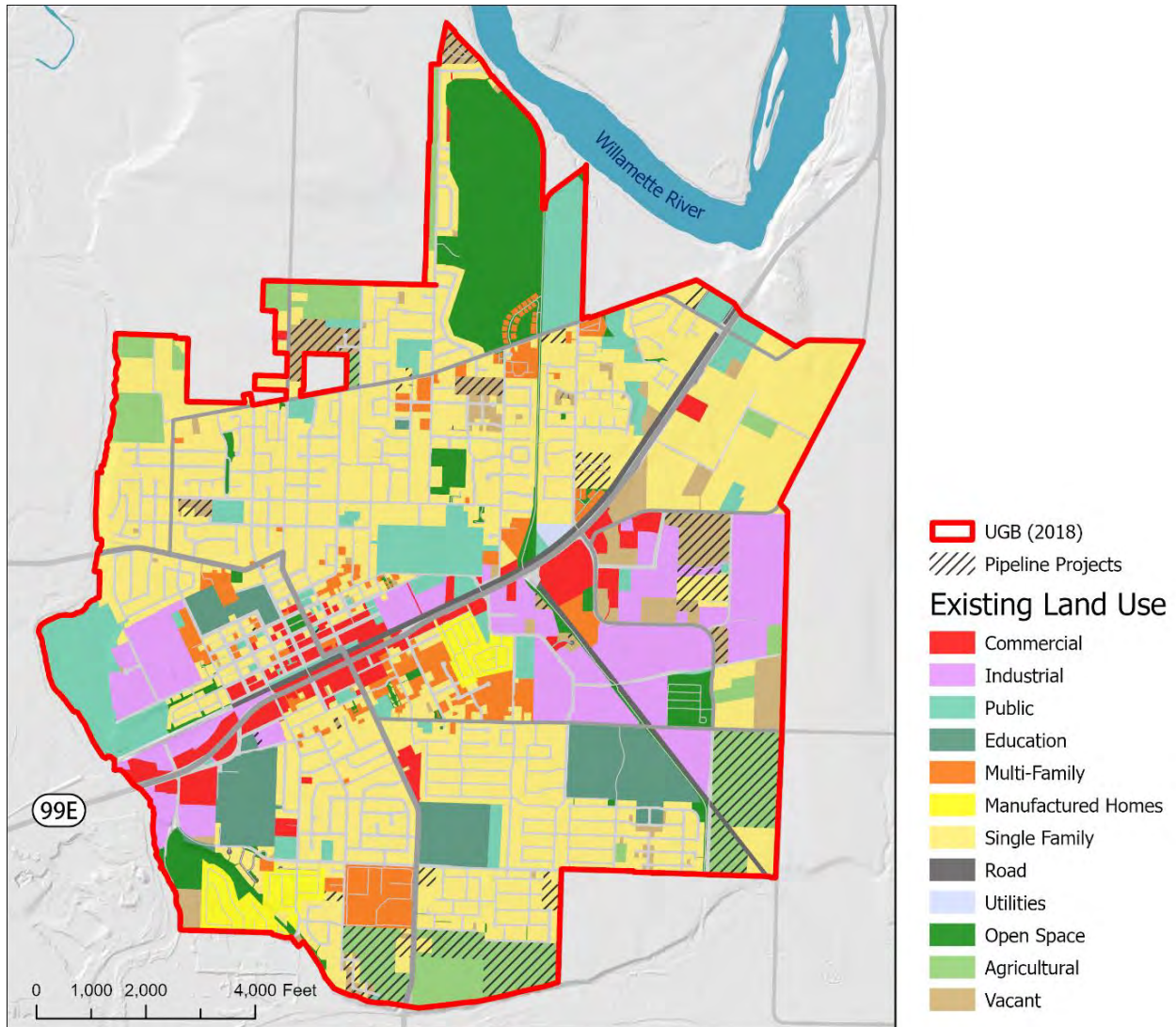
Comprehensive Plan Category	Developed Land*	Buildable Vacant	Constrained Vacant	Buildable Part		Total
				Vacant	Redevelopment	
RC - Residential Commercial	14	0	0	5	0	6
DC - Downtown Commercial	35	1	0	0	0	1
CM - Commercial/Manufacturing	67	6	0	3	0	8
HC - Highway Commercial	67	10	2	0	2	9
HI - Heavy Industrial	67	16	1	9	0	24
LI - Light Industrial	296	96	1	26	9	131
<b>Total</b>	<b>547</b>	<b>129</b>	<b>5</b>	<b>43</b>	<b>12</b>	<b>179</b>

Source: Canby Buildable Land Inventory; 3J Consulting, March 2023.

As shown in **Exhibits 25 and 26**, most of the remaining vacant commercial tax lots are located along Highway 99E and in downtown.

The majority of the remaining commercial land supply is concentrated in tax lots that have less than 5 acres of unconstrained land area. The commercial inventory includes 5 tax lots with 1-5 acres each, and 19 tax lots within less than 1 acre of buildable land area. Approximately 83% of the commercial land area is classified as vacant and the remainder is classified as redevelopable.

Exhibit 25: Canby UGB Existing Land Use



Most of the remaining industrial land inventory is concentrated in the Pioneer Business Park. There are also a few vacant industrial tax lots located north of Highway 99E.

At present there are three (3) remaining vacant industrial tax lot with over 10 acres each of unconstrained land area; and eight (8) tax lots each with between 5 and 10 acres of land area. There are an additional 11 tax lots each with 1 to 5 acres of land area; and 26 tax lots with under 1 acre of land area.

Approximately half of the remaining industrial land inventory is classified as vacant and unconstrained; 25% is classified as part-vacant; and 25% is classified as redevelopable (see **Exhibit 26**).

Exhibit 26: Canby UGB Buildable Employment Land Inventory

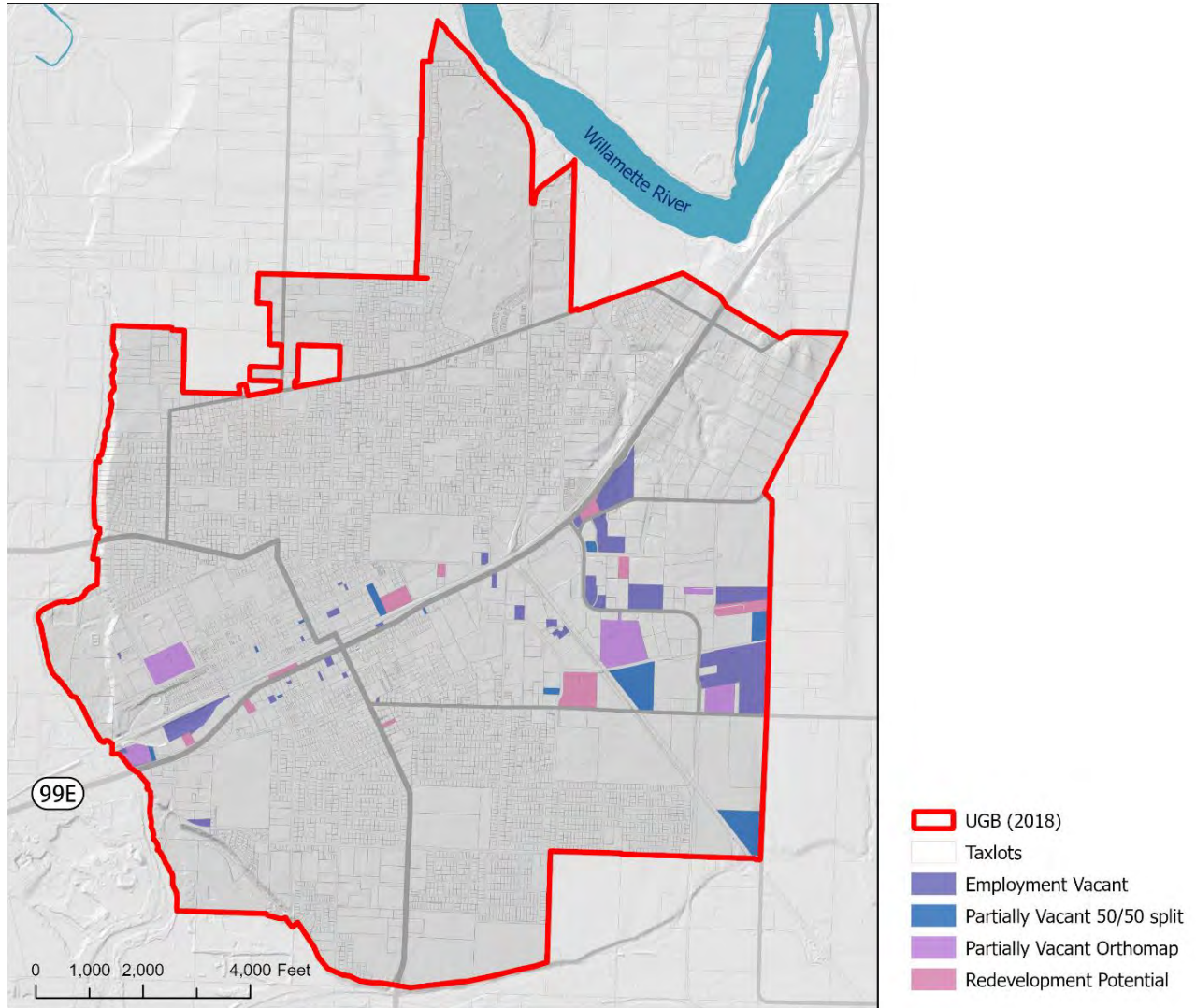
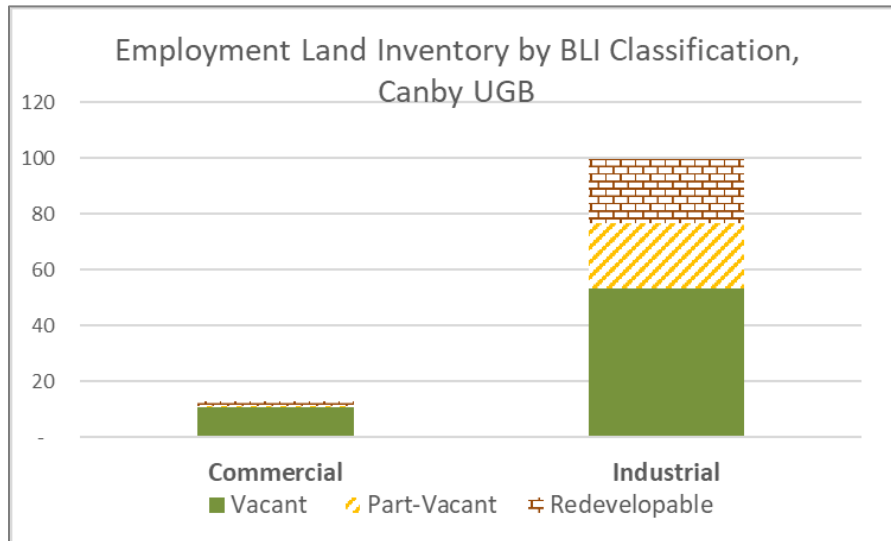


Exhibit 27: Buildable Land by Classification



## SITE SUITABILITY ANALYSIS

The site suitability analysis compares the remaining buildable land inventory to the projected employment land needs based on market factors detailed above.

As part of the EOA update, it has been determined that all remaining buildable employment lands within the Canby UGB can reasonably be served by planned investments in public and private facilities and services, such as roads, water, sewer, storm, power and telecommunications.

The commercial land use demand is derived from retail, service and office jobs that require new floor area on buildable land zoned CD or HC. The industrial land use demand forecast will be derived from jobs in manufacturing, construction, wholesale trade, transportation, distribution and utilities sectors on land zoned CM, LI or HI).

Exhibit 28: Canby Employment Land Need Forecast

### Canby UGB Employment Land Needs (gross buildable unconstrained acres)

Comp. Plan Designation	Land Supply*	Land Need (Demand)**			Land Need (Shortfall)		
		Low	Medium	High	Low	Medium	High
Commercial (RC, DC, HC)	16.4	20.5	24.7	33.9	(4.1)	(8.3)	(17.5)
Industrial/Other Emp. (CM, LI, HI)*	163.0	244.4	601.5	637.8	(81.4)	(438.5)	(474.8)
<b>Total Buildable Land (gross acres)</b>	<b>179.4</b>	<b>264.9</b>	<b>626.2</b>	<b>671.6</b>	<b>(85.5)</b>	<b>(446.8)</b>	<b>(492.2)</b>

\* Includes projects in the development pipeline that have no building permit issued as of Jan. 1, 2023.

\*\* Excludes potential public land needs for new parks and schools.

Site location, size and infrastructure requirements are important factors to consider when addressing the employment land needs. **Exhibit 29** identifies most likely site requirements under the middle and high employment growth scenarios.

Exhibit 29: Employment Site Requirements, Middle and High Growth Scenarios

	Very Small Users	Small Users	Medium Users	Large Users	Total
<i>Assumed Jobs On Site (annual average)</i>	<i>Less than 9</i>	<i>10 to 25</i>	<i>26 to 99</i>	<i>100 to 200+</i>	
<i>Proj. Avg. Jobs per Establishment</i>	<i>7 jobs</i>	<i>15 jobs</i>	<i>80 jobs</i>	<i>185 jobs</i>	
<i>Proj. Distribution of Job Growth Capture</i>	<i>24%</i>	<i>21%</i>	<i>27%</i>	<i>28%</i>	<i>100%</i>
<i>Proj. Jobs on Vacant Land: Middle Scenario</i>	<i>1,431 jobs</i>	<i>1,252 jobs</i>	<i>1,610 jobs</i>	<i>1,670 jobs</i>	<i>5,963 jobs</i>
<i>Proj. Jobs on Vacant Land: High Scenario</i>	<i>1,594 jobs</i>	<i>1,394 jobs</i>	<i>1,793 jobs</i>	<i>1,859 jobs</i>	<i>6,640 jobs</i>
<i>Avg. Site Size per Estab. (net acres)</i>	<i>0.25</i>	<i>1.75</i>	<i>8</i>	<i>15</i>	
<i>Proj. Vacant Land: Middle Scenario (acres)</i>	<i>51.1</i>	<i>146.1</i>	<i>161.0</i>	<i>135.4</i>	<i>494</i>
<i>Proj. Vacant Land: High Scenario</i>	<i>56.9</i>	<i>162.7</i>	<i>179.3</i>	<i>150.7</i>	<i>550</i>
<i>Proj. Distribution of Land Needs</i>	<i>20%</i>	<i>20%</i>	<i>35%</i>	<i>25%</i>	<i>100%</i>
<i>Total Sites Needed: Middle Scenario (sites)</i>	<i>204</i>	<i>83</i>	<i>20</i>	<i>9</i>	<i>317</i>
<i>Total Sites Needed: High Scenario (sites)</i>	<i>228</i>	<i>93</i>	<i>22</i>	<i>10</i>	<i>353</i>
<i>Industrial Capture (sites)</i>	<i>10%</i>	<i>90%</i>	<i>95%</i>	<i>95%</i>	
<i>Industrial Sites Needed: Middle Scenario</i>	<i>20</i>	<i>75</i>	<i>19</i>	<i>9</i>	<i>123</i>
<i>Industrial Sites Needed: High Scenario</i>	<i>23</i>	<i>84</i>	<i>21</i>	<i>10</i>	<i>137</i>
<i>Commercial Capture (sites)</i>	<i>90%</i>	<i>10%</i>	<i>5%</i>	<i>5%</i>	
<i>Commercial Sites Needed: Middle Scenario</i>	<i>184</i>	<i>8</i>	<i>1</i>	<i>0</i>	<i>194</i>
<i>Commercial Sites Needed: High Scenario</i>	<i>205</i>	<i>9</i>	<i>1</i>	<i>1</i>	<i>216</i>

**Commercial and Office Land Need Requirements**

With a long-term land demand forecast of 22 to 35 acres for commercial retail and office land needs (middle and high growth scenarios) and with a buildable land supply of 17 acres of commercial zoned land inside the existing UGB, Canby should explore new strategies to plan and annex appropriate locations for office and retail development.

Canby’s short-term buildable land supply should be adequate in meeting market demand over the next 12 months. However, over the long-term, the City may need approximately 5 to 18 acres of additional land area for commercial and office development.

Possible long-term strategies include completing master planning on adjacent planning areas, such as the Area J planning area for a combination of office, commercial and housing development. A portion of the Area J planning area will be needed to address Canby’s long-term employment land need.

In light of the fact that the remaining land supply within the City is primarily comprised of smaller tax lots (only 5 vacant commercial tax lots exist with over 1 acre in size), the City should explore strategies that support “special site” preferences for strategic uses, such as a new neighborhood shopping center, lifestyle center, hotel(s), and a medical/health campus that typically require sites ranging from 4-8 acres in size.

A forecast of site needs for commercial-zoned land in Canby is provided in **Exhibit 30**.



Exhibit 30: Commercial Site Requirements, Middle and High Growth Scenarios

Commercial	Very Small Users	Small Users	Medium Users	Large Users	Total
<i>Jobs on Site (average)</i>	7 jobs	15 jobs	80 jobs	185 jobs	
<i>Range in Site Size (net buildable acres)</i>	Less than 1.0	1 to 3	3 to 10	11 to 20	
<i>Avg. Site Size (net buildable acres)</i>	0.25	1.75	8	15	
<b>Land Supply (Sites or Tax Lots)</b>	<b>19</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>24</b>
<b>Total Land Demand (Sites or Tax Lots)</b>					
Middle Growth Forecast Scenario	184	8	1	0	194
High Growth Forecast Scenario	205	9	1	1	216
<b>Difference: Site Surplus or (Shortfall)*</b>					
Middle Growth Forecast Scenario (sites/tax lots)	(179)	(3)	(1)	(0)	
High Growth Forecast Scenario (sites/tax lots)	(200)	(4)	(1)	(1)	
<b>Total Building Floor Area Needed</b>					
Middle Growth Forecast Scenario	- 451,000 SF	- 44,000 SF	- 28,000 SF	- 29,000 SF	- 552,000 SF
High Growth Forecast Scenario	- 502,000 SF	- 49,000 SF	- 31,000 SF	- 33,000 SF	- 615,000 SF

\* Number of sites reflects 20-year demand by individual establishments or tenants.

### Industrial and Other Land Need Requirements

The Canby EOA indicates that the total long-term demand for industrial and other employment uses is expected to range from 265 to 672 acres of gross buildable land area. While the City appears to have an adequate short-term industrial/other land supply to meet demand, the long-term needs under all growth forecast scenarios would require the City to consider designating some land within the current UGB for employment and/or evaluating additional reserves for UGB expansion.

It is recommended that the EOA policies consider whether special site requirements are needed over the long-term that would require additional land area to be annexed in locations to accommodate large industrial uses that cannot be located on existing or planned industrial areas. A forecast of site needs for commercial-zoned land in Canby is provided in **Exhibit 31**.

Exhibit 31: Industrial Site Requirements, Middle and High Growth Scenarios

Industrial	Very Small Users	Small Users	Medium Users	Large Users	Total
<i>Jobs on Site (average)</i>	7 jobs	15 jobs	80 jobs	185 jobs	
<i>Range in Site Size (buildable acres)</i>	Less than 1.0	1 to 3	3 to 10	11 to 20	
<i>Avg. Site Size (net buildable acres)</i>	0.25	1.75	8	15	
<b>Land Supply (Sites or Tax Lots)</b>	<b>26</b>	<b>11</b>	<b>8</b>	<b>3</b>	<b>48</b>
<b>Land Demand (Sites or Tax Lots)</b>					
Middle Growth Forecast Scenario	20	75	19	9	123
High Growth Forecast Scenario	23	84	21	10	137
<b>Difference: Site Surplus or (Shortfall)*</b>					
Middle Growth Forecast Scenario (sites/tax lots)	6	(64)	(11)	(6)	
High Growth Forecast Scenario (sites/tax lots)	3	(73)	(13)	(7)	

\* Number of sites reflects 20-year demand by individual establishments or tenants.

## Section VI. COMMUNITY ECONOMIC DEVELOPMENT OBJECTIVES

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As part of this EOA planning process, the City and consultant team conducted a communitywide survey, community and business stakeholder interviews and public meetings and a City Council work session. Three separate meetings were conducted with the Canby EOA project advisory committee to obtain input and feedback on interim work products. This outreach resulted in input from a wide range of perspectives—community residents, local businesses, workforce training specialists, and policy officials.

A summary of community feedback is included in **Appendix B**.

Going forward it is recommended that a new Economic Development Mission be adopted along with current aspirations to build a stronger local economy for all residents, employers, and employees. The following statements will be subject to community review and refinement during the EOA adoption process, and subsequently incorporated into a new Comprehensive Plan for Canby during 2023.

### Community Development Mission Statement (DRAFT)

*Canby shall retain and enhance its unique sense of community and livable neighborhoods. Canby continues to be a great location for businesses to thrive and expand. Canby's downtown is inviting and safe, with innovative businesses that meet the community's needs. Canby's employment centers attract a diverse mix of businesses that offer quality jobs and benefits.<sup>2</sup> The Highway 99E Corridor is designed as a safe and attractive gateway that invites visitors to explore Canby. The City of Canby proactively plans for and invests wisely in infrastructure and services that enable the community to manage growth in a sustainable manner.*

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<sup>2</sup> Quality jobs are hereby defined to include businesses that pay annual wages that are above the Clackamas County average with health benefits provided to their workers.

## Community Development Objectives (DRAFT)

1. **Enhance Canby's positive business environment with adequate commercial, industrial and mixed-use sites to address future growth opportunities.**
  - Develop local plans to support the “medium growth scenario” as described in the Canby EOA.
  - Foster a positive business environment and permitting process.
2. Plan for Industrial expansion areas east and north of Mulino Rd.
  - Plan for Industrial Expansion Areas adjacent to the industrial park. Adjust UGB and modify boundary of the Pioneer Business Park as part of a UGB expansion alternatives analysis.
  - Identify and construct transportation and infrastructure improvements that serve Business Park expansion.
3. Retain and attract businesses that provide quality jobs with high levels of employment per acre
  - Consider methods to advance public financing and funding for off-site infrastructure improvements needed to support business expansion for businesses that provide at least 8 jobs per acre.
4. Provide incentives for targeted job creation and major private investment
  - Support reasonable business incentive programs, offered by Business Oregon such as the Strategic Investment Program that provides limited tax abatement for major private investments.
  - Sponsor annual business summit meetings and events held by the Canby Chamber of Commerce.
5. Support expansion in health services
  - Work with local and regional health care providers to ensure that additional outpatient treatment facilities are available as the local population expands.
6. Support workforce training and development
  - Work with the Clackamas Workforce Partnership to connect workforce training opportunities and programs with local community residents and businesses.
7. Expand opportunities for the development of workforce housing
  - Update Canby's Housing Needs Analysis and conduct a Housing Production Strategy during 2023.

- Evaluate and implement code amendments that lower the barrier to the development of middle housing types, such as plexes, courtyard apartments and accessory dwelling units.

#### 8. Expand lodging options

- Identify potential locations for a future hotel along Highway 99W.
- Help facilitate partnerships between landowners and hotel operators.

#### 9. Fund roads and infrastructure using innovative techniques

- Update local system development charges to fully fund capacity expansion projects.
- Implement equitable transportation utility revenue generation that fully captures the impacts created by various business and industrial types and their impacts on local streets and related maintenance costs.
- Explore and create special assessments, such as local improvements districts to recapture the value created by major public or private investments in infrastructure.

#### 10. Support arts & visitation, including agri- and bicycle-tourism

- Implement master plan projects that include trails, pathways, parks, river access, and camping/RV facilities.
- Work with community partners, such as the Canby Parks and Recreation Advisory Board and the Canby School District and other organizations to explore feasibility for a new sports complex.
- Evaluate feasibility for a new amphitheater.
- Expand funding resources and attract state grants.

#### 11. Attract downtown redevelopment with integrated mixed-use buildings

- Ensure downtown Canby remains visually and functionally attractive.
- Evaluate opportunities to incentivize vertical mixed-use developments using techniques such as public parking, advance financing of off-site infrastructure and limited multifamily tax abatement.

#### 12. Update design standards and provide incentives for building renovations

- Implement effective design standards in core area and along Highway 99W.
- Create development codes which promote attractive highway commercial development servicing the needs of the community.
- Use the anticipated comprehensive plan and transportation system plan to establish goals to be used in creating future development code standards that will promote business consistent with design standards.

### 13. Think Regional and Act Local

- **Support, monitor and participate in local and regional economic development organization activities that help Canby define its role within the larger region. Examples include Canby Chamber of Commerce, Clackamas County Economic Development Commission, and Greater Portland Inc.**
- **Play an active role in regional and state-sponsored economic planning processes to ensure that local business expansion needs are fully understood and can be addressed within the broader market area, if not within the Canby UGB.**

## APPENDIX A: GOAL 9 OREGON ADMINISTRATIVE RULES

### **(OAR 660-009-000)**

#### 660-009-0000

##### Intent and Purpose

The intent of the Land Conservation and Development Commission is to provide an adequate land supply for economic development and employment growth in Oregon. The intent of this division is to link planning for an adequate land supply to infrastructure planning, community involvement and coordination among local governments and the state. The purpose of this division is to implement Goal 9, Economy of the State (OAR 660-015-0000(9)), and ORS 197.712(2)(a) to (d). This division responds to legislative direction to assure that comprehensive plans and land use regulations are updated to provide adequate opportunities for a variety of economic activities throughout the state (ORS 197.712(1)) and to assure that comprehensive plans are based on information about state and national economic trends (ORS 197.717(2)).

Statutory/Other Authority: ORS 183 & 197

Statutes/Other Implemented: ORS 197.712

##### History:

LCDD 7-2005, f. 12-13-05, cert. ef. 1-1-07

LCDC 4-1986, f. & ef. 10-10-86

#### 660-009-0005

##### Definitions

For purposes of this division, the definitions in ORS chapter 197 and the statewide planning goals apply, unless the context requires otherwise. In addition, the following definitions apply:

- (1) "Developed Land" means non-vacant land that is likely to be redeveloped during the planning period.
- (2) "Development Constraints" means factors that temporarily or permanently limit or prevent the use of land for economic development. Development constraints include, but are not limited to, wetlands, environmentally sensitive areas such as habitat, environmental contamination, slope, topography, cultural and archeological resources, infrastructure deficiencies, parcel fragmentation, or natural hazard areas.
- (3) "Industrial Use" means employment activities generating income from the production, handling or distribution of goods. Industrial uses include, but are not limited to: manufacturing; assembly; fabrication; processing; storage; logistics; warehousing; importation; distribution and transshipment; and research and development. Industrial uses may have unique land, infrastructure, energy, and transportation requirements. Industrial uses may have external impacts on surrounding uses and may cluster in traditional or new industrial areas where they are segregated from other non-industrial activities.
- (4) "Locational Factors" means market factors that affect where a particular type of industrial or other employment use will locate. Locational factors include, but are not limited to, proximity to raw materials, supplies, labor, services, markets, or educational institutions; access to transportation and freight facilities such as rail, marine ports and airports, multimodal freight or transshipment facilities, and major transportation routes; and workforce factors (e.g., skill level, education, age distribution).
- (5) "Metropolitan Planning Organization (MPO)" means an organization designated by the Governor to coordinate transportation planning on urban land of the state including such designations made subsequent to the adoption of this division. The Longview-Kelso-Rainier MPO is not considered an MPO for the purposes of this division. Cities with less than 2,500 population are not considered part of an MPO for purposes of this division.

(6) "Other Employment Use" means all non-industrial employment activities including the widest range of retail, wholesale, service, non-profit, business headquarters, administrative and governmental employment activities that are accommodated in retail, office and flexible building types. Other employment uses also include employment activities of an entity or organization that serves the medical, educational, social service, recreation and security needs of the community typically in large buildings or multi-building campuses.

(7) "Planning Area" means the area within an existing or proposed urban growth boundary. Cities and counties with urban growth management agreements must address the urban land governed by their respective plans as specified in the urban growth management agreement for the affected area.

(8) "Prime Industrial Land" means land suited for traded-sector industries as well as other industrial uses providing support to traded-sector industries. Prime industrial lands possess site characteristics that are difficult or impossible to replicate in the planning area or region. Prime industrial lands have necessary access to transportation and freight infrastructure, including, but not limited to, rail, marine ports and airports, multimodal freight or transshipment facilities, and major transportation routes. Traded-sector has the meaning provided in ORS 285B.280.

(9) "Serviceable" means the city or county has determined that public facilities and transportation facilities, as defined by OAR 660, divisions 011 and 012, currently have adequate capacity for development planned in the service area where the site is located or can be upgraded to have adequate capacity within the 20-year planning period.

(10) "Short-term Supply of Land" means suitable land that is ready for construction within one year of an application for a building permit or request for service extension. Engineering feasibility is sufficient to qualify land for the short-term supply of land. Funding availability is not required. "Competitive Short-term Supply" means the short-term supply of land provides a range of site sizes and locations to accommodate the market needs of a variety of industrial and other employment uses.

(11) "Site Characteristics" means the attributes of a site necessary for a particular industrial or other employment use to operate. Site characteristics include, but are not limited to, a minimum acreage or site configuration including shape and topography, visibility, specific types or levels of public facilities, services or energy infrastructure, or proximity to a particular transportation or freight facility such as rail, marine ports and airports, multimodal freight or transshipment facilities, and major transportation routes.

(12) "Suitable" means serviceable land designated for industrial or other employment use that provides, or can be expected to provide the appropriate site characteristics for the proposed use.

(13) "Total Land Supply" means the supply of land estimated to be adequate to accommodate industrial and other employment uses for a 20-year planning period. Total land supply includes the short-term supply of land as well as the remaining supply of lands considered suitable and serviceable for the industrial or other employment uses identified in a comprehensive plan. Total land supply includes both vacant and developed land.

(14) "Vacant Land" means a lot or parcel:

(a) Equal to or larger than one half-acre not currently containing permanent buildings or improvements; or

(b) Equal to or larger than five acres where less than one half-acre is occupied by permanent buildings or improvements.

Statutory/Other Authority: ORS 183 & 197

Statutes/Other Implemented: ORS 197.712

History:

LCDD 7-2005, f. 12-13-05, cert. ef. 1-1-07

LCDC 4-1986, f. & ef. 10-10-86

660-009-0010

Application

(1) This division applies to comprehensive plans for areas within urban growth boundaries. This division does not require or restrict planning for industrial and other employment uses outside urban growth boundaries. Cities and counties subject to this division must adopt plan and ordinance amendments necessary to comply with this division.

(2) Comprehensive plans and land use regulations must be reviewed and amended as necessary to comply with this division as amended at the time of each periodic review of the plan pursuant to ORS 197.712(3). Jurisdictions that have received a periodic review notice from the Department (pursuant to OAR 660-025-0050) prior to the effective date of amendments to this division must comply with such amendments at their next periodic review unless otherwise directed by the Commission.

(3) Cities and counties may rely on their existing plans to meet the requirements of this division if they conclude:

(a) There are not significant changes in economic development opportunities (e.g., a need for sites not presently provided for in the plan) based on a review of new information about national, state, regional, county and local trends; and

(b) That existing inventories, policies, and implementing measures meet the requirements in OAR 660-009-0015 to 660-009-0030.

(4) For a post-acknowledgement plan amendment under OAR chapter 660, division 18, that changes the plan designation of land in excess of two acres within an existing urban growth boundary from an industrial use designation to a non-industrial use designation, or an other employment use designation to any other use designation, a city or county must address all applicable planning requirements, and:

(a) Demonstrate that the proposed amendment is consistent with its most recent economic opportunities analysis and the parts of its acknowledged comprehensive plan which address the requirements of this division; or

(b) Amend its comprehensive plan to incorporate the proposed amendment, consistent with the requirements of this division; or

(c) Adopt a combination of the above, consistent with the requirements of this division.

(5) The effort necessary to comply with OAR 660-009-0015 through 660-009-0030 will vary depending upon the size of the jurisdiction, the detail of previous economic development planning efforts, and the extent of new information on national, state, regional, county, and local economic trends. A jurisdiction's planning effort is adequate if it uses the best available or readily collectable information to respond to the requirements of this division.

(6) The amendments to this division are effective January 1, 2007. A city or county may voluntarily follow adopted amendments to this division prior to the effective date of the adopted amendments.

Statutory/Other Authority: ORS 183 & 197

Statutes/Other Implemented: ORS 197.712

History:

LCDD 7-2005, f. 12-13-05, cert. ef. 1-1-07

LCDD 4-2001, f. & cert. ef. 10-2-01

LCDC 4-1986, f. & ef. 10-10-86

660-009-0015

Economic Opportunities Analysis



Cities and counties must review and, as necessary, amend their comprehensive plans to provide economic opportunities analyses containing the information described in sections (1) to (4) of this rule. This analysis will compare the demand for land for industrial and other employment uses to the existing supply of such land.

(1) Review of National, State, Regional, County and Local Trends. The economic opportunities analysis must identify the major categories of industrial or other employment uses that could reasonably be expected to locate or expand in the planning area based on information about national, state, regional, county or local trends. This review of trends is the principal basis for estimating future industrial and other employment uses as described in section (4) of this rule. A use or category of use could reasonably be expected to expand or locate in the planning area if the area possesses the appropriate locational factors for the use or category of use. Cities and counties are strongly encouraged to analyze trends and establish employment projections in a geographic area larger than the planning area and to determine the percentage of employment growth reasonably expected to be captured for the planning area based on the assessment of community economic development potential pursuant to section (4) of this rule.

(2) Identification of Required Site Types. The economic opportunities analysis must identify the number of sites by type reasonably expected to be needed to accommodate the expected employment growth based on the site characteristics typical of expected uses. Cities and counties are encouraged to examine existing firms in the planning area to identify the types of sites that may be needed for expansion. Industrial or other employment uses with compatible site characteristics may be grouped together into common site categories.

(3) Inventory of Industrial and Other Employment Lands. Comprehensive plans for all areas within urban growth boundaries must include an inventory of vacant and developed lands within the planning area designated for industrial or other employment use.

(a) For sites inventoried under this section, plans must provide the following information:

(A) The description, including site characteristics, of vacant or developed sites within each plan or zoning district;

(B) A description of any development constraints or infrastructure needs that affect the buildable area of sites in the inventory; and

(C) For cities and counties within a Metropolitan Planning Organization, the inventory must also include the approximate total acreage and percentage of sites within each plan or zoning district that comprise the short-term supply of land.

(b) When comparing current land supply to the projected demand, cities and counties may inventory contiguous lots or parcels together that are within a discrete plan or zoning district.

(c) Cities and counties that adopt objectives or policies providing for prime industrial land pursuant to OAR 660-009-0020(6) and 660-009-0025(8) must identify and inventory any vacant or developed prime industrial land according to section (3)(a) of this rule.

(4) Assessment of Community Economic Development Potential. The economic opportunities analysis must estimate the types and amounts of industrial and other employment uses likely to occur in the planning area. The estimate must be based on information generated in response to sections (1) to (3) of this rule and must consider the planning area's economic advantages and disadvantages. Relevant economic advantages and disadvantages to be considered may include but are not limited to:

(a) Location, size and buying power of markets;

(b) Availability of transportation facilities for access and freight mobility;

(c) Public facilities and public services;

(d) Labor market factors;

- (e) Access to suppliers and utilities;
- (f) Necessary support services;
- (g) Limits on development due to federal and state environmental protection laws; and
- (h) Educational and technical training programs.

(5) Cities and counties are strongly encouraged to assess community economic development potential through a visioning or some other public input based process in conjunction with state agencies. Cities and counties are strongly encouraged to use the assessment of community economic development potential to form the community economic development objectives pursuant to OAR 660-009-0020(1)(a).

Statutory/Other Authority: ORS 183 & 197

Statutes/Other Implemented: ORS 197.712

History:

LCDD 7-2005, f. 12-13-05, cert. ef. 1-1-07

LCDC 4-1986, f. & ef. 10-10-86

[660-009-0020](#)

#### Industrial and Other Employment Development Policies

(1) Comprehensive plans subject to this division must include policies stating the economic development objectives for the planning area. These policies must be based on the community economic opportunities analysis prepared pursuant to OAR 660-009-0015 and must provide the following:

(a) Community Economic Development Objectives. The plan must state the overall objectives for economic development in the planning area and identify categories or particular types of industrial and other employment uses desired by the community. Policy objectives may identify the level of short-term supply of land the planning area needs. Cities and counties are strongly encouraged to select a competitive short-term supply of land as a policy objective.

(b) Commitment to Provide a Competitive Short-Term Supply. Cities and counties within a Metropolitan Planning Organization must adopt a policy stating that a competitive short-term supply of land as a community economic development objective for the industrial and other employment uses selected through the economic opportunities analysis pursuant to OAR 660-009-0015.

(c) Commitment to Provide Adequate Sites and Facilities. The plan must include policies committing the city or county to designate an adequate number of sites of suitable sizes, types and locations. The plan must also include policies, through public facilities planning and transportation system planning, to provide necessary public facilities and transportation facilities for the planning area.

(2) Plans for cities and counties within a Metropolitan Planning Organization or that adopt policies relating to the short-term supply of land, must include detailed strategies for preparing the total land supply for development and for replacing the short-term supply of land as it is developed. These policies must describe dates, events or both, that trigger local review of the short-term supply of land.

(3) Plans may include policies to maintain existing categories or levels of industrial and other employment uses including maintaining downtowns or central business districts.

(4) Plan policies may emphasize the expansion of and increased productivity from existing industries and firms as a means to facilitate local economic development.

(5) Cities and counties are strongly encouraged to adopt plan policies that include brownfield redevelopment strategies for retaining land in industrial use and for qualifying them as part of the local short-term supply of land.

(6) Cities and counties are strongly encouraged to adopt plan policies pertaining to prime industrial land pursuant to OAR 660-009-0025(8).

(7) Cities and counties are strongly encouraged to adopt plan policies that include additional approaches to implement this division including, but not limited to:

- (a) Tax incentives and disincentives;
- (b) Land use controls and ordinances;
- (c) Preferential tax assessments;
- (d) Capital improvement programming;
- (e) Property acquisition techniques;
- (f) Public/private partnerships; and
- (g) Intergovernmental agreements.

Statutory/Other Authority: ORS 183 & 197

Statutes/Other Implemented: ORS 197.712

History:

LCDD 7-2005, f. 12-13-05, cert. ef. 1-1-07

LCDC 4-1986, f. & ef. 10-10-86

#### 660-009-0025

#### Designation of Lands for Industrial and Other Employment Uses

Cities and counties must adopt measures adequate to implement policies adopted pursuant to OAR 660-009-0020. Appropriate implementing measures include amendments to plan and zone map designations, land use regulations, public facility plans, and transportation system plans.

(1) Identification of Needed Sites. The plan must identify the approximate number, acreage and site characteristics of sites needed to accommodate industrial and other employment uses to implement plan policies. Plans do not need to provide a different type of site for each industrial or other employment use. Compatible uses with similar site characteristics may be combined into broad site categories. Several broad site categories will provide for industrial and other employment uses likely to occur in most planning areas. Cities and counties may also designate mixed-use zones to meet multiple needs in a given location.

(2) Total Land Supply. Plans must designate serviceable land suitable to meet the site needs identified in section (1) of this rule. Except as provided for in section (5) of this rule, the total acreage of land designated must at least equal the total projected land needs for each industrial or other employment use category identified in the plan during the 20-year planning period.

(3) Short-Term Supply of Land. Plans for cities and counties within a Metropolitan Planning Organization or cities and counties that adopt policies relating to the short-term supply of land must designate suitable land to respond to economic development opportunities as they arise. Cities and counties may maintain the short-term supply of land according to the strategies adopted pursuant to OAR 660-009-0020(2).

(a) Except as provided for in subsections (b) and (c), cities and counties subject to this section must provide at least 25 percent of the total land supply within the urban growth boundary designated for industrial and other employment uses as short-term supply.

(b) Affected cities and counties that are unable to achieve the target in subsection (a) above may set an alternative target based on their economic opportunities analysis.

(c) A planning area with 10 percent or more of the total land supply enrolled in Oregon's industrial site certification program pursuant to ORS 284.565 satisfies the requirements of this section.

(4) If cities and counties are required to prepare a public facility plan or transportation system plan by OAR chapter 660, division 011 or division 012, the city or county must complete subsections (a) to (c) of this section at the time of periodic review. Requirements of this rule apply only to city and county decisions made at the time of periodic review. Subsequent implementation of or amendments to the comprehensive plan or the public facility plan that change the supply of serviceable land are not subject to the requirements of this section. Cities and counties must:

(a) Identify serviceable industrial and other employment sites. The affected city or county in consultation with the local service provider, if applicable, must make decisions about whether a site is serviceable. Cities and counties are encouraged to develop specific criteria for deciding whether or not a site is serviceable. Cities and counties are strongly encouraged to also consider whether or not extension of facilities is reasonably likely to occur considering the size and type of uses likely to occur and the cost or distance of facility extension;

(b) Estimate the amount of serviceable industrial and other employment land likely to be needed during the planning period for the public facilities plan. Appropriate techniques for estimating land needs include but are not limited to the following:

(A) Projections or forecasts based on development trends in the area over previous years; and

(B) Deriving a proportionate share of the anticipated 20-year need specified in the comprehensive plan.

(c) Review and, if necessary, amend the comprehensive plan and the public facilities plan to maintain a short-term supply of land. Amendments to implement this requirement include but are not limited to the following:

(A) Changes to the public facilities plan to add or reschedule projects to make more land serviceable;

(B) Amendments to the comprehensive plan that redesignate additional serviceable land for industrial or other employment use; and

(C) Reconsideration of the planning area's economic development objectives and amendment of plan objectives and policies based on public facility limitations.

(d) If a city or county is unable to meet the requirements of this section, it must identify the specific steps needed to provide expanded public facilities at the earliest possible time.

(5) Institutional Uses. Cities and counties are not required to designate institutional uses on privately owned land when implementing section (2) of this rule. Cities and counties may designate land in an industrial or other employment land category to compensate for any institutional land demand that is not designated under this section.

(6) Compatibility. Cities and counties are strongly encouraged to manage encroachment and intrusion of uses incompatible with industrial and other employment uses. Strategies for managing encroachment and intrusion of incompatible uses include, but are not limited to, transition areas around uses having negative impacts on surrounding areas, design criteria, district designation, and limiting non-essential uses within districts.

(7) Availability. Cities and counties may consider land availability when designating the short-term supply of land. Available land is vacant or developed land likely to be on the market for sale or lease at prices consistent with the local real estate market. Methods for determining lack of availability include, but are not limited to:

(a) Bona fide offers for purchase or purchase options in excess of real market value have been rejected in the last 24 months;

(b) A site is listed for sale at more than 150 percent of real market values;

(c) An owner has not made timely response to inquiries from local or state economic development officials; or

(d) Sites in an industrial or other employment land category lack diversity of ownership within a planning area when a single owner or entity controls more than 51 percent of those sites.

(8) Uses with Special Siting Characteristics. Cities and counties that adopt objectives or policies providing for uses with special site needs must adopt policies and land use regulations providing for those special site needs. Special site needs include, but are not limited to large acreage sites, special site configurations, direct access to transportation facilities, prime industrial lands, sensitivity to adjacent land uses, or coastal shoreland sites designated as suited for water-dependent use under Goal 17. Policies and land use regulations for these uses must:

(a) Identify sites suitable for the proposed use;

(b) Protect sites suitable for the proposed use by limiting land divisions and permissible uses and activities that interfere with development of the site for the intended use; and

(c) Where necessary, protect a site for the intended use by including measures that either prevent or appropriately restrict incompatible uses on adjacent and nearby lands.

Statutory/Other Authority: ORS 183 & 197

Statutes/Other Implemented: ORS 197.712

History:

LCDD 7-2005, f. 12-13-05, cert. ef. 1-1-07

LCDC 4-1986, f. & ef. 10-10-86

[660-009-0030](#)

Multi-Jurisdiction Coordination

(1) Cities and counties are strongly encouraged to coordinate when implementing OAR 660-009-0015 to 660-009-0025.

(2) Jurisdictions that coordinate under this rule may:

(a) Conduct a single coordinated economic opportunities analysis; and

(b) Designate lands among the coordinating jurisdictions in a mutually agreed proportion.

## APPENDIX B: COMMUNITY OUTREACH SUMMARY

The City of Canby has initiated a process to update its economic data and policies and identify tools to help encourage job growth.

The community outreach process entailed the following techniques:

- **EOA Advisory Committee Meetings:** three separate meetings were held between April 2022 and October 2022 to discuss key issues and opportunities; and to review interim findings and recommendations. The advisory committee included:
  - Kelly Reid and Leigh McIlvaine, Oregon Dept. of Land Conservation and Development
  - Cindy Moore, Economic Development Coordinator
  - Amy Oakley, Clackamas Workforce Partnership
  - Briana Correa, Todos Juntos, Inc.
  - Susan Myers, Developer Representative
  - Teresa Sasse, Puddin'River Chocolates
  - Brian Hodson, Canby Mayor
  - Jason Padden, Canby City Council

Input provided by the advisory committee served to address diverse local perspectives.

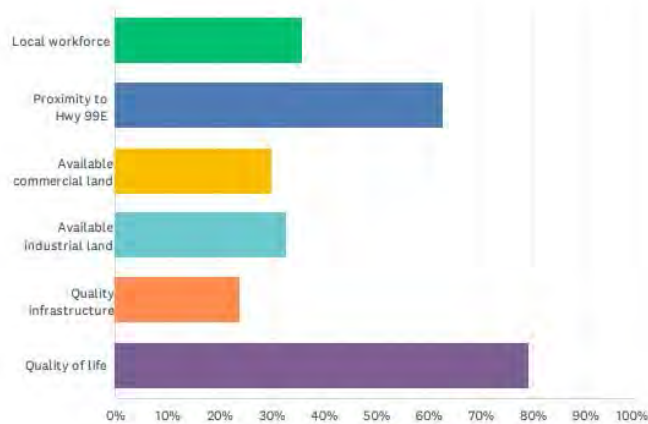
- **Joint City Council/Planning Commission Meeting.** This meeting was held in November 2022 to review and discuss draft findings and recommendations.
- **Stakeholder Interviews.** From April through October 2022, the consultant team interviewed key stakeholders such as local business owners, employers, and developers. Findings included:
  - Desire to provide additional light industrial and flex buildings.
  - Support for continued downtown development with adequate parking.
  - Support for a wide mix of employment sites for small, medium and large businesses.
  - Maintaining a positive business friendly environment with streamlined permitting for new business development.
  - Acknowledgement of the importance of adding attainable housing for people that work in Canby.
- **Community Survey.** An online survey was conducted during the Summer/Fall 2022. There were 70 responses to that survey, with responses summarized below.

## Businesses Like...

Q6 What are the top three advantages to doing business in Canby?

Answered: 67 Skipped: 7

1. Quality of Life
2. Hwy 99E
3. Local workforce
4. Available sites

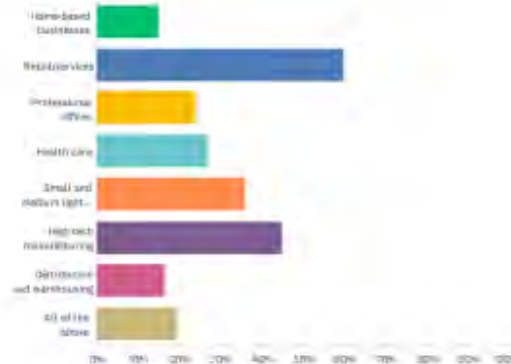


## Types of businesses or jobs needed...

Q7 What are the top three business and jobs you think Canby needs the most?

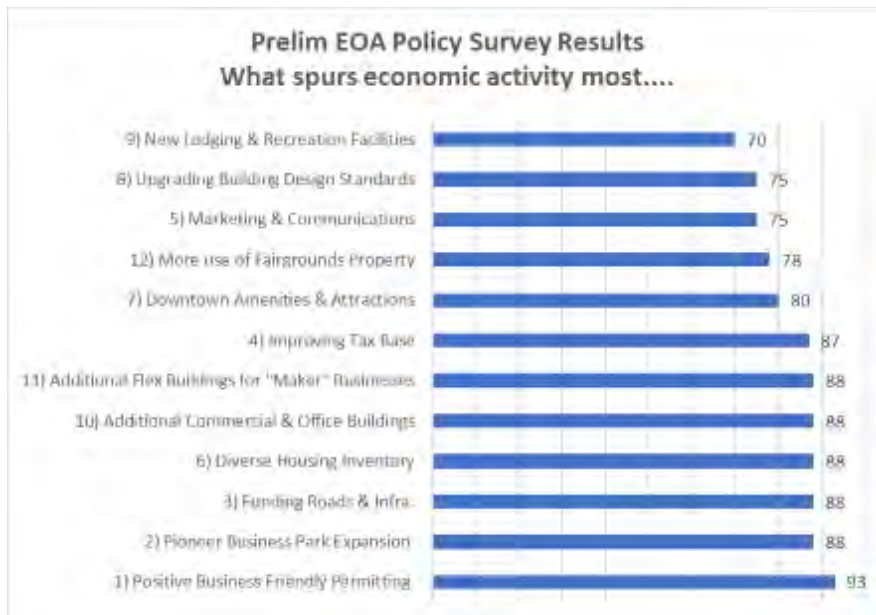
Answered: 67 Skipped: 7

1. Retail/services
2. High tech jobs
3. Small & medium light industrial (flexible buildings)
4. Health services
5. Prof. Offices
6. Lodging
7. Recreational amenities





## EOA Advisory Committee Priorities



*Objectives that will help promote local economic development*

**The input received during the EOA planning process was considered by the EOA Advisory Committee, City staff and City Council and utilized to help develop the recommended EOA goals, objectives, policies and actions identified in this document.**



## Appendix C. Regional Employment Growth Forecast

	2020	2030	Change	% Change
<b>Total employment</b>	<b>996,500</b>	<b>1,169,900</b>	<b>173,400</b>	<b>17%</b>
<b>Total payroll employment</b>	<b>937,000</b>	<b>1,105,400</b>	<b>168,400</b>	<b>18%</b>
Total private	825,000	981,600	156,600	19%
Natural resources and mining	10,200	10,900	700	7%
Mining and logging	600	600	0	0%
Construction	55,100	61,800	6,700	12%
Construction of buildings	15,800	17,700	1,900	12%
Residential building construction	8,200	9,500	1,300	16%
Nonresidential building construction	7,600	8,200	600	8%
Heavy and civil engineering construction	3,800	4,200	400	11%
Specialty trade contractors	35,500	39,900	4,400	12%
Manufacturing	99,100	109,400	10,300	10%
Durable goods	75,000	82,700	7,700	10%
Wood product manufacturing	2,100	2,100	0	0%
Primary metal manufacturing	4,500	5,100	600	13%
Fabricated metal product manufacturing	10,000	11,400	1,400	14%
Machinery manufacturing	7,900	9,000	1,100	14%
Computer and electronic product manufacturing	33,900	35,900	2,000	6%
Semiconductor and electronic component mfg.	28,000	29,700	1,700	6%
Electronic instrument manufacturing	4,200	4,700	500	12%
Transportation equipment manufacturing	5,800	6,900	1,100	19%
Nondurable goods	24,000	26,700	2,700	11%
Food manufacturing	10,800	12,300	1,500	14%
Paper manufacturing	1,700	1,700	0	0%
Trade, transportation, and utilities	177,700	200,100	22,400	13%
Wholesale trade	46,200	51,600	5,400	12%
Merchant wholesalers, durable goods	24,500	26,600	2,100	9%
Merchant wholesalers, nondurable goods	17,400	20,200	2,800	16%
Electronic markets and agents and brokers	4,300	4,800	500	12%
Retail trade	87,700	97,100	9,400	11%
Motor vehicle and parts dealers	10,600	12,400	1,800	17%
Building material and garden supply stores	6,900	7,400	500	7%
Food and beverage stores	19,000	20,700	1,700	9%
Clothing and clothing accessories stores	7,200	9,000	1,800	25%
Sporting goods, hobby, book and music stores	4,100	4,500	400	10%
General merchandise stores	16,900	17,500	600	4%
Transportation, warehousing, and utilities	43,700	51,400	7,700	18%
Transportation and warehousing	41,500	48,900	7,400	18%
Truck transportation	8,600	9,300	700	8%
Couriers and messengers	9,000	10,900	1,900	21%
Warehousing and storage	12,500	14,900	2,400	19%

**Source:** Oregon Employment Department, Workforce and Economics Research Division.

Contact: Amy Vander Vliet, Regional Economist, Amy.S.Vandervliet@employ.oregon.gov, (971) 804-2099

Oregon Employment Department, Workforce and Economic Research Division

	2020	2030	Change	% Change
<b>Total employment</b>	<b>996,500</b>	<b>1,169,900</b>	<b>173,400</b>	<b>17%</b>
<b>Total payroll employment</b>	<b>937,000</b>	<b>1,105,400</b>	<b>168,400</b>	<b>18%</b>
Total private	825,000	981,600	156,600	19%
Information	21,100	24,900	3,800	18%
Publishing industries, except Internet	10,100	11,500	1,400	14%
Software publishers	9,000	10,600	1,600	18%
Telecommunications	2,500	1,800	-700	-28%
Financial activities	61,600	66,700	5,100	8%
Finance and insurance	35,900	37,500	1,600	4%
Credit intermediation and related activities	15,300	15,900	600	4%
Insurance carriers and related activities	16,600	16,900	300	2%
Real estate and rental and leasing	25,700	29,200	3,500	14%
Real estate	23,000	26,000	3,000	13%
Professional and business services	155,400	186,300	30,900	20%
Professional and technical services	65,600	78,900	13,300	20%
Legal services	7,400	7,400	0	0%
Architectural and engineering services	12,600	14,700	2,100	17%
Computer systems design and related services	12,900	16,400	3,500	27%
Management of companies and enterprises	37,300	45,100	7,800	21%
Administrative and waste services	52,500	62,400	9,900	19%
Administrative and support services	49,800	59,000	9,200	18%
Employment services	21,700	26,900	5,200	24%
Business support services	5,500	5,200	-300	-5%
Services to buildings and dwellings	12,400	14,500	2,100	17%
Private educational and health services	140,000	168,600	28,600	20%
Private educational services	19,500	23,600	4,100	21%
Health care and social assistance	120,500	145,000	24,500	20%
Ambulatory health care services	43,700	54,200	10,500	24%
Hospitals	25,000	27,000	2,000	8%
Nursing and residential care facilities	22,700	27,000	4,300	19%
Social assistance	29,100	36,800	7,700	26%
Leisure and hospitality	72,400	113,100	40,700	56%
Arts, entertainment, and recreation	10,000	17,100	7,100	71%
Amusement, gambling, and recreation	6,800	12,000	5,200	76%
Accommodation and food services	62,500	95,900	33,400	53%
Accommodation	5,400	10,200	4,800	89%
Food services and drinking places	57,100	85,800	28,700	50%
Restaurants and other eating places	51,100	74,400	23,300	46%
Other services	32,400	39,800	7,400	23%
Membership associations and organizations	13,100	14,900	1,800	14%
Government	112,000	123,800	11,800	11%
Federal government	14,500	14,600	100	1%
Federal government post office	3,500	3,600	100	3%
State government	8,200	8,800	600	7%
Local government	89,300	100,400	11,100	12%
Local education	45,600	50,800	5,200	11%
<b>Self-employment</b>	<b>59,500</b>	<b>64,500</b>	<b>5,000</b>	<b>8%</b>

**Source:** Oregon Employment Department, Workforce and Economics Research Division.

Contact: Amy Vander Vliet, Regional Economist, Amy.S.Vandervliet@employ.oregon.gov, (971) 804-2099

Oregon Employment Department, Workforce and Economic Research Division

## Appendix D. Employment Land Needs Assumptions

### Canby UGB Net New Employment Forecast: 2023-2043\*

	Low	Medium	High
Industrial	2,238	5,632	5,932
Retail	182	204	216
Services	737	914	1,374
Government & Education	20	24	24
<b>Total Job Growth</b>	<b>3,178</b>	<b>6,775</b>	<b>7,546</b>
<b>Proj. Jobs not requiring vacant land*</b>	<b>403</b>	<b>815</b>	<b>934</b>
<b>Proj. Jobs on Vacant Land</b>	<b>2,775</b>	<b>5,960</b>	<b>6,611</b>

\* reflects jobs accommodated through refill in existing buildings and home-based workers.

### Canby UGB Job Growth Capture Rates: 2023-2043

	Scenario A	Scenario B	Scenario C
Industrial	100%	100%	100%
Retail	100%	100%	100%
Services	100%	100%	100%
Government & Education	100%	100%	100%

### Canby UGB Job Growth Forecast: 2023-2043

	Low	Medium	High
Industrial	2,238	5,632	5,932
Retail	182	204	216
Services	737	914	1,374
Government & Education	20	24	24
<b>Total</b>	<b>3,178</b>	<b>6,775</b>	<b>7,546</b>

Source: Derived from prior tables

**Employment Sectors to Building Type Assignment Assumptions**

Employment Sectors	Building Types						Total
	Office	Government	Flex/Bus. Park	Gen. Industrial	Warehouse	Retail	
Retail	0%		10%	0%	0%	90%	100%
Services	50%		20%	0%	0%	30%	100%
Industrial			30%	55%	15%	0%	100%
Government/Education/Other Public		100%		0%	0%		100%

Source: reflects local assumptions by FCS GROUP.

**Net New Employment Forecast by Building Type, Scenario A Forecast**

Employment Sectors	Office	Government	Flex/Bus. Park	Gen. Industrial	Warehouse	Retail	Total
Retail	-	-	18	-	-	164	182
Services	369	-	147	-	-	221	737
Industrial	-	-	671	1,231	336	-	2,238
Government/Other Public	-	20	-	-	-	-	20
<b>Total</b>	<b>369</b>	<b>20</b>	<b>837</b>	<b>1,231</b>	<b>336</b>	<b>385</b>	<b>3,178</b>

**Net New Employment Forecast by Building Type, Scenario B Forecast**

Employment Sectors	Office	Government	Flex/Bus. Park	Gen. Industrial	Warehouse	Retail	Total
Retail Trades	-	-	20	-	-	184	204
Services	457	-	183	-	-	274	914
Industrial	-	-	1,690	3,098	845	-	5,632
Government/Other Public	-	24	-	-	-	-	24
<b>Total</b>	<b>457</b>	<b>24</b>	<b>1,893</b>	<b>3,098</b>	<b>845</b>	<b>458</b>	<b>6,775</b>

Source: FCS GROUP based on local market assumptions.

**Net New Employment Forecast by Building Type, Scenario C Forecast**

Employment Sectors	Office	Government	Flex/Bus. Park	Gen. Industrial	Warehouse	Retail	Total
Retail Trades	-	-	22	-	-	194	216
Services	687	-	275	-	-	412	1,374
Industrial	-	-	1,780	3,263	890	-	5,932
Government/Other Public	-	24	-	-	-	-	24
<b>Total</b>	<b>687</b>	<b>24</b>	<b>2,076</b>	<b>3,263</b>	<b>890</b>	<b>606</b>	<b>7,546</b>

Source: FCS GROUP based on local market assumptions.

**Building Type to Land Needs Assumptions\***

	Office	Government	Flex/Bus. Park	Gen. Industrial	Warehouse/ Dist.	Retail/ Service
Refill Job Allocation <sup>1</sup>	5%	20%	0%	0%	0%	5%
Jobs Needing Vacant Land Allocation <sup>2</sup>	83%	80%	90%	95%	100%	95%
Building SF Per Job <sup>2</sup>	250	750	550	1,000	1,500	500
Floor-Area-Ratio <sup>2</sup>	0.35	0.20	0.25	0.25	0.20	0.35
Public Facility Net:Gross Adjustment <sup>3</sup>	1.25	1.25	1.25	1.25	1.25	1.25
Work at Home Adjustment <sup>4</sup>	12%	0%	10%	5%	0%	0%

\* assumptions are intended to reflect a long-term average and current local observations.

1/ Adjusts for building refill & vacancy allowances.

2/ Building density consistent with local observations.

3/ Allowances take into account land dedicated to public/utility easements.

4/ Allowance based on local business license data; and is generally consistent with statistics by Oregon Emp. Dept.

Source: assumptions reflect local observations.

**Net New Refill Building Space Requirements (Floor Area Sq.Ft.)**

	Office	Government	Flex/Bus. Park	Gen. Industrial	Warehouse	Retail	Total
Low	4,000	3,000	-	-	-	10,000	17,000
Medium	5,000	4,000	-	-	-	11,000	20,000
High	8,000	4,000	-	-	-	15,000	27,000

**Net New Building Floor Area Development on Vacant Lands (Floor Area) - 20 Year Forecast**

	Office	Government	Flex/Bus. Park	Gen. Industrial	Warehouse	Retail	Total
Low	67,000	12,000	373,000	1,111,000	504,000	183,000	2,250,000
Medium	83,000	14,000	843,000	2,796,000	1,267,000	218,000	5,221,000
High	125,000	14,000	925,000	2,945,000	1,335,000	288,000	5,632,000

**Vacant Land Need (gross buildable acres) - 20 Year Forecast**

	Office	Government	Flex/Bus. Park	Gen. Industrial	Warehouse	Retail	Total
Low	5.5	1.7	42.8	127.5	72.3	15.0	264.9
Medium	6.8	2.0	96.8	320.9	181.8	17.9	626.2
High	10.2	2.0	106.2	338.0	191.5	23.6	671.6

**Building to Land Use Assignment Assumptions**

Land Use Classification	Office	Government	Flex/Bus. Park	Gen. Industrial	Warehouse	Retail
Commercial (retail, office, lodging)	100%	0%	0%	0%	0%	100%
Mixed Use	0%	0%	0%	0%	0%	0%
Public	0%	100%	0%	0%	0%	0%
General Industrial & Flex	0%	0%	100%	100%	100%	0%
<b>Total</b>	100%	100%	100%	100%	100%	100%

*Assumptions by FCS GROUP and City staff based on local observations.*

**Vacant Land Needs Forecast by Zoning Classification, Scenario A Forecast**

Land Use Classification	Office	Government	Flex/Bus. Park	Gen. Industrial	Warehouse	Retail	Total
Commercial (retail, office, lodging)	5.5	-	-	-	-	15.0	20.5
Mixed Use	-	-	-	-	-	-	-
Public	-	1.7	-	-	-	-	1.7
General Industrial & Flex	-	-	42.8	127.5	72.3	-	242.7
<b>Total</b>	<b>5.5</b>	<b>1.7</b>	<b>42.8</b>	<b>127.5</b>	<b>72.3</b>	<b>15.0</b>	<b>264.9</b>

**Vacant Land Needs Forecast by Zoning Classification, Scenario B Forecast**

Land Use Classification	Office	Government	Flex/Bus. Park	Gen. Industrial	Warehouse	Retail	Total
Commercial (retail, office, lodging)	6.8	-	-	-	-	17.9	24.7
Mixed Use	-	-	-	-	-	-	-
Public	-	2.0	-	-	-	-	2.0
General Industrial & Flex	-	-	96.8	320.9	181.8	-	599.5
<b>Total</b>	<b>6.8</b>	<b>2.0</b>	<b>96.8</b>	<b>320.9</b>	<b>181.8</b>	<b>17.9</b>	<b>626.2</b>

**Vacant Land Needs Forecast by Zoning Classification, Scenario C Forecast**

Land Use Classification	Office	Government	Flex/Bus. Park	Gen. Industrial	Warehouse	Retail	Total
Commercial (retail, office, lodging)	10.2	-	-	-	-	23.6	33.9
Mixed Use	-	-	-	-	-	-	-
Public	-	2.0	-	-	-	-	2.0
General Industrial & Flex	-	-	106.2	338.0	191.5	-	635.8
<b>Total</b>	<b>10.2</b>	<b>2.0</b>	<b>106.2</b>	<b>338.0</b>	<b>191.5</b>	<b>23.6</b>	<b>671.6</b>

**Canby UGB Land Needs for Employment (gross buildable acres)**

General Land Use	Low	Medium	High
Commercial (CD, HC)	20	25	34
Industrial (CM, LI, HI)	243	599	636
Public & Education (excl. schools & parks)	2	2	2
<b>Total Land Need</b> (unconstrained acres)	<b>265</b>	<b>626</b>	<b>672</b>

**Source:** findings based on preceding assumptions.

## Appendix E: Buildable Land Inventory Methodology

In accordance with OAR 660-008-0005 (2) and OAR 660-009-0015 (3), an estimate of buildable land inventory (BLI) within Canby's Urban Growth Boundary (UGB) has been created to determine the amount of land available to meet housing and employment needs. The BLI analysis uses the most current Geographic Information Systems (GIS) data provided available for the Canby UGB.

The objective of the BLI is to determine the amount of developable land available for future residential housing and economic development within the UGB. The steps taken to perform this analysis are as follows:

1. Calculate gross acres by plan designation, including classifications for fully vacant and partially-vacant parcels. This step entails "clipping" all of the tax lots that are bisected by the current UGB to eliminate land outside current UGB from consideration for development at this time. City staff input was provided to provide a level of quality assurance to review output is consistent with OAR 660-008-0005(2) and OAR 660-009-0015 (3).
2. Calculate gross buildable acres by plan designation by subtracting land that is constrained from future development, such as such as existing public right-of-way, parks and open space, steep slopes, and floodplains. Canby's Comprehensive Plan call for an additional reduction for wetlands from the buildable land.
3. Calculate net buildable acres by plan designation, by subtracting future public facilities such as roads, schools and parks from gross buildable acres.
4. Determine total net buildable acres by plan designation by taking into account potential redevelopment locations and mixed-use development opportunity areas.

The detailed steps used to create the land inventory are described below.

### **Economic Land Base for Employment Lands**

The economic land base reflects current Canby Comprehensive Plan land use designations. Properties that are within the economic land base include the following base zone classifications:

#### Comprehensive Land Use Classifications

- Private Recreation (PR)
- Residential Commercial (RC)
- Light Industrial (LI)
- Heavy Industrial (HI)
- Commercial/Manufacturing (CM)
- Highway Commercial (HC)
- Downtown Commercial (DC)

#### Zoning Categories

- Residential Commercial (CR)
- Light Industrial (M1I)
- Heavy Industrial (M2)

- Commercial/Manufacturing (CM)
- Highway Commercial (C2)
- Downtown Commercial (C1)

These classifications have been kept consistent throughout the analysis.

### **Canby Buildable Land Categories EOA**

**Vacant land:** Properties with no structures or have buildings with very little value. For purpose of the BLI, employment lands with improvement value less than \$5,000 are considered vacant and the improvement value is 5% or less than the land value. These lands were also subjected to review using satellite imagery via Google Earth; and if the land is in a committed use such as a parking lot, an assessment has been made to determine if it is to be classified as vacant, part vacant or developed.

**Partially vacant land:** Properties that are occupied by a use (e.g., a home or building structure with value over \$5,000) but have enough land to be subdivided without the need for rezoning. This determination is made using tax assessor records and satellite imagery. For lots with structures that are in value 40% below their land value, it is assumed that half the lot is developed and the other half is vacant. Commercial inventory for partially-vacant land includes lots of at least one acre in size and one half-acre of unimproved land. The partially-vacant industrial land inventory includes lots that have at least five acres of unimproved land.

**Redevelopment Potential:** Occupied properties with a higher land value than the on-site structure. Properties must be at least 20,000sqft to be considered of interest for redevelopment. Commercial inventory for redevelopment land includes lots of at least one acre in size and one half-acre of unimproved land. The redevelopable industrial land inventory includes lots that have at least five acres of unimproved land

**Developed:** Properties unlikely to yield additional employment opportunities for one of two reasons: they possess existing structures that are unlikely to redevelop over the planning period; or they include parcels with Comprehensive Land Use Plan designations that do not permit commercial or industrial development.

**Other:** Properties which are regarded as unlikely to be developed because they are restricted by existing uses such as: public parks, schools, ballfields, roads and public right-of-way (ROW); common areas held by Homeowners Associations, cemeteries, power substations, and constrained by more than 85% of its area.

These tax lot classifications were validated using satellite imagery, street view, building permit data, and assessor records. Preliminary results were refined based on City staff and public input received during the Housing Needs Analysis (HNA) planning process.

#### **Development Constraints**

The BLI methodology for identifying and removing development constraints is consistent with state guidance on buildable land inventories per OAR 660-008-0005(2) and OAR 660-009-0015 (3), as well as 660-038-0070 and 660-038-0130. By definition, the BLI is intended to include land that is “suitable, available, and necessary for residential and economic uses.” “Buildable Land” includes residential and economic designated land within the UGB, including vacant, part vacant and land that is likely to be redeveloped; and suitable, available and necessary for residential and economic uses. Public-owned land is generally not considered to be available for new growth unless the underlying zoning permits it. It should be noted that “available” in this context does not mean that the land is



presently on the market. It is assumed in this analysis that such land is expected to come on the market within the 20-year timeframe of this study.

Land is considered to be “suitable for new development” unless it is:

- Is severely constrained by natural hazards as determined by the Statewide Planning Goal 7;
- Is subject to natural resource protection measures determined under Statewide Planning Goals 5, 6, 15, 16, 17 or 18;
- Has slopes over 25 percent;
- Is within the 100-year flood plain; or
- Cannot be provided or served with public facilities

Based on state guidelines and data provided by the City, the following constraints have been deducted from the residential lands inventory.

- Open water of at least one-half acre in size.
- Land within the 100-year floodplains. This includes lands in flood-hazard areas as identified by the Flood Prone classification of Canby’s Comprehensive Plan.
- Wetlands identified by the City and identified in the Comprehensive Plan as a barrier for future development.
- Land identified as parks, open space, outdoor recreation or conservation. This includes school land, parks, natural areas, cemeteries, homeowner association-owned land used for common space, trail parcels, golf courses, utility easements, etc.
- Land in public ownership with no development potential.
- Land with slopes greater than 25%.

Economic land is slightly differently treated by state guidelines.

The following constraints have been used for the economic lands inventory.

- Open water of at least one-half acre in size.
- Wetlands identified by the City and identified in the Comprehensive Plan as a barrier for future development.
- Land designated for parks, open space, outdoor recreation or conservation. This includes school land, parks, natural areas, cemeteries, homeowner association-owned land used for common space, trail parcels, golf courses, utility easements, etc.
- Land in public ownership with no development potential (such as the County’s fairgrounds).
- Lands in flood-hazard areas as identified by the Flood Prone classification of Canby’s Comprehensive Plan.
- Land within floodways is 100% constrained.
- Economic land within the 100-year floodplain is reduced by 50%.
- Industrial Land with slopes greater than 10% and all other commercial land with slopes greater than 25%.



BEFORE THE PLANNING COMMISSION  
OF THE  
CITY OF CANBY

A REQUEST TO ADOPT THE ECONOMIC  
OPPORTUNITY ANALYSIS (EOA)

) FINDINGS, CONCLUSION, & FINAL ORDER  
) CITY OF CANBY

**NATURE OF APPLICATION**

This application proposes to adopt the 2023 Economic Opportunity Analysis (EOA). The EOA is intended to serve as a basis for the City to explore and document new information regarding the City’s buildable lands inventory (BLI), population and employment trends, and develop policies and objectives aimed at strengthening the local economy. The Canby EOA will serve as the basis for the City to document and adopt local policies and actions that help make the City a more economically viable community for residents, businesses and workers.

**HEARINGS**

The Planning Commission considered the Economic Opportunity Analysis after the duly noticed public hearing held on March 27, 2023, at which time provisions of the EOA were considered. The economic opportunity analysis is being completed to accomplish the following:

- Identify the land base to accommodate forecasted jobs.
- Establish employment targets based on economic assessment to establish amount of commercial and industrial acreage needed for 20-year population growth.
- Identify the anticipated acreage for employment land that may be brought into the City’s Urban Growth Boundary.
- Use the economic assessment as part of the Economic Chapter of the Canby Comprehensive Plan and Transportation System Plan updates.
- Use the Community Development Objectives to further consider policy development in the comprehensive plan update.

**GOALS AND OBJECTIVES**

In judging whether or not to recommend approval of the *City of Canby’s 2023 Economic Opportunity Analysis (EOA)*, the Planning Commission reviewed the thirteen (13) EOA objectives recommended by the EOA Advisory Committee:

- 1. Enhance Canby’s positive business environment with adequate commercial, industrial and mixed-use sites to address future growth opportunities.**
  - Develop local plans to support the “medium growth scenario” as described in the Canby EOA.
  - Foster a positive business environment and permitting process.
- 2. Plan for Industrial expansion areas east and north of Mulino Rd.**
  - Plan for Industrial Expansion Areas adjacent to the industrial park. Adjust UGB and modify boundary of the Pioneer Business Park as part of a UGB expansion alternatives analysis.
  - Identify and construct transportation and infrastructure improvements that serve Business Park expansion.
- 3. Retain and attract businesses that provide quality jobs with high levels of employment per acre**
  - Consider methods to advance public financing and funding for off-site infrastructure improvements needed to support business expansion for businesses that provide at least 8 jobs per acre.

4. **Provide incentives for targeted job creation and major private investment**
  - Support reasonable business incentive programs, offered by Business Oregon such as the Strategic Investment Program that provides limited tax abatement for major private investments.
  - Sponsor annual business summit meetings and events held by the Canby Chamber of Commerce.
5. **Support expansion in health services**
  - Work with local and regional health care providers to ensure that additional outpatient treatment facilities are available as the local population expands.
6. **Support workforce training and development**
  - Work with the Clackamas Workforce Partnership to connect workforce training opportunities and programs with local community residents and businesses.
7. **Expand opportunities for the development of workforce housing**
  - Update Canby's Housing Needs Analysis and Housing Production Strategy during 2023.
  - Evaluate and implement code amendments that lower the barrier to the development of middle housing types, such as plexes, courtyard apartments and accessory dwelling units.
8. **Expand lodging options**
  - Identify potential locations for a future hotel along Highway 99E
9. **Fund roads and infrastructure using innovative techniques**
  - Update local system development charges to fully fund capacity expansion projects.
  - Implement equitable transportation utility revenue generation that fully captures the impacts created by various business and industrial types and their impacts on local streets and related maintenance costs.
  - Explore and create special assessments, such as local improvements districts to recapture the value created by major public or private investments in infrastructure.
10. **Support arts & visitation, including agri- and bicycle-tourism**
  - Implement master plan projects that include trails, pathways, parks, river access, and camping/RV facilities.
  - Work with community partners, such as the Canby Parks and Recreation Advisory Board and the Canby School District and other organizations to explore feasibility for a new sports complex.
  - Evaluate feasibility for a new amphitheater.
  - Expand funding resources and attract state grants.
11. **Attract downtown redevelopment with integrated mixed-use buildings**
  - Ensure downtown Canby remains visually and functionally attractive.
  - Evaluate opportunities to incentivize vertical mixed-use developments using techniques such as public parking, advance financing of off-site infrastructure and limited multifamily tax abatement.
12. **Update design standards and provide incentives for building renovations**
  - Implement effective design standards in core area and along Highway 99E.
  - Create development codes which promote attractive highway commercial development servicing the needs of the community.
  - Use the anticipated comprehensive plan and transportation system plan to establish goals to be used in creating future development code standards that will promote business consistent with design standards.
13. **Think Regional and Act Local**
  - Support, monitor and participate in local and regional economic development organization activities that help Canby define its role within the larger region. Examples include Canby Chamber of Commerce, Clackamas County Economic Development Commission, and Greater Portland Inc.
  - Play an active role in regional and state-sponsored economic planning processes to ensure that local business expansion needs are fully understood and can be addressed within the broader market area, if not within the Canby UGB.

Additionally, the Planning Commission recommended the medium-growth scenario forecast identifying the need for 438 acres of industrial employment and eight (8) jobs per acre of commercial employment expansion needed over the next 20 years.

### **FINDINGS AND REASONS**

The Planning Commission considered *City of Canby's 2023 Economic Opportunity Analysis*, at a public hearing held on March 27, 2023, during which time the staff report was presented. Staff recommended that the Planning Commission forward a recommendation of approval to the City Council for the proposed *City of Canby's 2023 Economic Opportunity Analysis (EOA)*.

### **CONCLUSION**

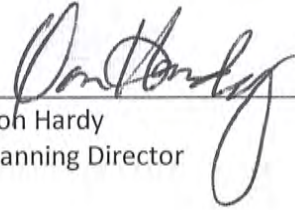
The Planning Commission of the City of Canby agreed with the Economic Opportunity Analysis goals and objectives and concluded that based on the recommendations and conclusions contained in the March 27, 2023, staff report and Commission deliberations that the *City of Canby's 2023 Economic Opportunity Analysis* should be approved by the City Council.

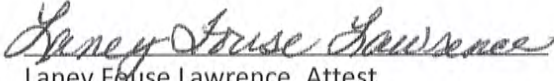
### **ORDER**

**THE PLANNING COMMISSION** of the City of Canby recommends that the City Council **APPROVE** *City of Canby's 2023 Economic Opportunity Analysis (EOA)*, as indicated with the *Findings* noted herein.

I CERTIFY THAT THIS ORDER approving the **ECONOMIC OPPORTUNITY ANALYSIS 2023** was presented to the Planning Commission of the City of Canby, who moved to recommend approval by the City Council.  
**DATED** this 10<sup>th</sup> day of April 2023.

  
 Matt Ellison  
 Planning Commission Chair

  
 Don Hardy  
 Planning Director

  
 Laney Fouse Lawrence, Attest  
 Recording Secretary

**ORAL DECISION: March 27, 2023**

Name	Aye	No	Abstain	Absent
Matt Ellison	x			
Dan Ewert	X			
Michael Hutchinson				x
Judi Jarosh	x			
Craig Lewelling	x			
Vacant				
Vacant				

**WRITTEN DECISION: April 10, 2023**

Name	Aye	No	Abstain	Absent
Matt Ellison	X			
Dan Ewert	X			
Michael Hutchinson	X			
Judi Jarosh	X			
Craig Lewelling	X			
Vacant				
Vacant				



## CITY COUNCIL STAFF REPORT

Meeting Date: 4/19/2023

To: The Honorable Mayor Hodson & City Council

Thru: Scott Archer, City Administrator

From: Brianna Addotta, Associate Planner

Agenda Item: Consider Ordinance No. 1597: An Ordinance Amending Canby's Title 16 of the Canby Municipal Code to restore the intended language of CMC Section 16.10.10.B. (TA 23-01) (*First Reading*)

Goal: N/A

Objective: N/A

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### **Summary**

This Text Amendment application has been submitted by Development Services in order to restore language in Chapter 16.10 of the Land Development and Planning Ordinance (referred to hereafter as "the Development Code") that was erroneously deleted in the course of updating the Development Code to include regulations pertaining to Food Cart Pods and Mobile Vendors (TA 22-01).

### **Background**

This Text Amendment application has been submitted by Development Services in order to restore language in Chapter 16.10 of the Land Development and Planning Ordinance (referred to hereafter as "the Development Code") that was erroneously deleted in the course of updating the Development Code to include regulations pertaining to Food Cart Pods and Mobile Vendors (TA 22-01). See Attachment A for exact language and formatting as it appears in the Development Code, and a draft of the Food Cart Pod chapter where the regulation was intended to be and was ultimately correctly placed. The deletion, located in 16.10.010.B, unfortunately alters the regulation in which it is contained. The deletion had no material basis and was never brought to Planning Commission or City Council for consideration in the course of review of TA 22-01. Staff reports produced during review for TA 22-01 are attached to this application as Attachment B, which show no intent to change 16.10.010.B.

### **Discussion**

This text amendment is limited in scope to revision of a single standard found in Chapter 16.10 of the Development Code, Off-Street Parking and Loading. The adoption of Ordinance 1570 in May 2022 incorporated standards for Food Cart Pods and Mobile Food Vendors into the Development Code. One of these standards is that in the Downtown Commercial (C-1) zone, Food Cart Pods are not required to provide off street parking. An editing error was made and language from Section 16.10.10.B of the Development Code was deleted, which affected parking standards for all uses in the C-1 zone. This edit was not intentional. This text amendment (TA 23-01) will restore

the original language of Section 16.10.10.B. Staff has provided records of the staff reports and draft code language used in the review of TA 22-01 to attest to the intended scope of the text amendment, attached to this report as Attachments C and D.

CMC 16.10.10.B

Original Language

B. No off-street parking shall be required for any use permitted outright within the C-1 zone in the rectangular area bounded by N. Ivy Street on the east, NW First Avenue on the south, N. Elm Street on the west, and NW Third Avenue on the north.

Erroneously Adopted Edit

B. No off-street parking shall be required for any use permitted outright within the C-1 zone.

**TABLE 1 – SUMMARY OF PROPOSED TEXT AMENDMENTS**

<b>16.10 – OFF-STREET PARKING AND LOADING</b>
Replace erroneously deleted language found in 16.10.10.B

**APPLICABLE REGULATIONS AND CODE PROVISIONS**

The applicable regulations in the Canby Municipal Code for the text amendment process are described below with responses by Staff regarding Facts and Findings.

**Division VIII – General Standards**

**16.88.170 Amendments to text of title**

In judging whether or not this title should be amended or changed, the Planning Commission and City Council shall consider:

**A. Authorization to Initiate Amendments.** An amendment to the text of this tile may be initiated by City Council, by the Planning Commission or by the application of a property owner or his authorized agent. The Planning Commission shall, within forty days, after closing the hearing, recommend to the City Council, approval, disapproval, or modification of the proposed amendment.

**Facts and Findings:** This amendment is initiated by Planning Staff and is being brought to the Planning Commission for recommendation to the City Council. Therefore, this criterion is met.

**B. Application and Fee.** Application procedures shall be as described in Chapter 16.89.

**Facts and Findings:** This proposal is an internal City process; all application procedures are followed as applicable. Therefore, this criterion is met.

- C. **Public Hearing on an Amendment.** Before taking final action on a proposed amendment, the Planning Commission shall hold a public hearing on the amendment following the requirements for advertising and conduct of hearings prescribed in Division VIII.

**Facts and Findings:** The public hearing was heard by the Planning Commission on March 13, 2023 and all applicable noticing requirements were followed per Canby Municipal Code and Oregon Revised Statute. The public hearing was conducted according to the standards prescribed in Division VIII. Therefore, this criterion is met.

- D. **Standards and Criteria.** In judging whether or not this title should be amended or changed, the Planning Commission and City Council shall consider:

1. The Comprehensive Plan of the City, and the plans of the County, State, and local districts, in order to preserve functions and local aspects of land conservation and development;

**Facts and Findings:** This text amendment will not negatively impact any of the plans or policies cited in this Standard. It will only replace erroneously deleted language, preserving the intent of the standard. Therefore, this criterion is met.

2. A public need for change;

**Facts and Findings:** This change is needed in order to provide accurate regulations for development as adopted by City Council. Therefore, this criterion is met.

3. Whether the proposed change will serve the public need better than any other change which might be expected to be made;

**Facts and Findings:** This amendment is the best course of action at the present time. By restoring the original code language, the amendment reflects previous discussions and debates conducted by City decision-makers regarding the content of the Development Code. The City is currently in the early stages of updating the Transportation System Plan, which will inform future updates to the Development Code. Therefore, this criterion is met.

4. Whether the change will preserve and protect the health, safety and general welfare of the residents in the community;

**Facts and Findings:** The proposed amendment will have no negative impact on the health, safety and general welfare of the residents in the community. Therefore, this criterion is met.

5. Statewide Planning Goals.

**Facts and Findings:** Statewide Planning Goals do not apply to this text amendment. This amendment is limited to replacing erroneously deleted language in exactly one location in the Development Code. Therefore, this criterion is not applicable.



### **Attachments**

- A. Text Amendment Application and Narrative
- B. Proposed Text Amendment
- C. Code Language Excerpts from TA 22-01
- D. Staff Reports created for TA 22-01

### **Fiscal Impact**

None anticipated.

### **Options**

City Council may elect to approve, deny, or continue the proposed Text Amendment application to a future hearing.

### **Recommendation**

Staff recommends the Council approve Amending Canby's Title 16 of the Canby Municipal Code to restore the intended language of CMC Section 16.10.10.B.

### **Proposed Motion**

"I move to approve Ordinance No. 1597; An Ordinance Amending Canby's Title 16 of the Canby Municipal Code to restore the intended language of CMC Section 16.10.10.B. (TA 23-01) to a second reading on May 3, 2023."

**ORDINANCE NO. 1597**

**AN ORDINANCE AMENDING CANBY'S SECTION 16.10.010.B. OF THE CANBY MUNICIPAL CODE TO RESTORE ERRONEOUSLY DELETED LANGUAGE.**

**WHEREAS**, City staff propose a legislative text amendment restoring language erroneously deleted during the adoption of TA 22-01;

**WHEREAS**, City staff propose legislative text amendments modifying Chapter 16.10.010.B; Title 16 of the Canby Municipal Code (CMC);

**WHEREAS**, the Planning Commission found that the standards and criteria of Section 16.88.160 of the Land Development and Planning Ordinance concerning Text Amendments were met, and forwarded a recommendation of approval to the City Council on a 5-0 vote as specified in their Findings and Final Order; and

**WHEREAS**, the City Council, after reviewing the record of the Canby Planning Commission regarding the subject amendments, concluded that the Planning Commission's recommendation is appropriate as recommended.

**NOW, THEREFORE, THE CANBY CITY COUNCIL ORDAINS AS FOLLOWS:**

- (1) TA 23-01 is hereby approved and the Canby Municipal Code hereby amended as detailed in Attachment B for the Land Development and Planning Ordinance (as directed by the City Council findings and final order);

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting thereof on April 19, 2023, ordered posted as required by the Canby City Charter, and scheduled for a second reading on May 3, 2023 commencing after the hour of 7:00 p.m., in the Council Chambers located at 220 NE 2nd Avenue, Canby, Oregon.

---

Maya Benham  
City Recorder

**PASSED** on the second and final reading by the Canby City Council at a regular meeting thereof on May 3, 2023 by the following vote:

YEAS \_\_\_\_\_

NAYS \_\_\_\_\_

\_\_\_\_\_  
Brian Hodson, Mayor

ATTEST:

\_\_\_\_\_  
Maya Benham  
City Recorder



City of Canby  
 Planning Department  
 222 NE 2<sup>nd</sup> Avenue  
 PO Box 930  
 Canby, OR 97013  
 (503) 266-7001

# LAND USE APPLICATION

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## TEXT AMENDMENT APPLICATION

### Process Type IV

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**APPLICANT INFORMATION:** *(Check ONE box below for designated contact person regarding this application)*

Applicant Name: City of Canby c/o Brianna Addotta Phone: 503-266-0686  
 Address: 222 NE 2nd Ave Email: addottab@canbyoregon.gov  
 City/State: Canby OR Zip: 97013

Representative Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Property Owner Name: City of Canby Phone: same as applicant  
 Signature: [Signature] for S. Archer  
 Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

*NOTE: Property owners or contract purchasers are required to authorize the filing of this application and must sign above*

- ① All property owners represent they have full legal capacity to and hereby do authorize the filing of this application and certify that the information and exhibits herewith submitted are true and correct.
- ② All property owners understand that they must meet all applicable Canby Municipal Code (CMC) regulations.
- ③ All property owners hereby grant consent to the City of Canby and its officers, agents, employees, and/or independent contractors to enter the property identified herein to conduct any and all inspections that are considered appropriate by the City to process this application.

**PROPERTY & PROJECT INFORMATION:**

Street Address or Location of Subject Property \_\_\_\_\_ Total Size of Property \_\_\_\_\_ Assessor Tax Lot Numbers \_\_\_\_\_

Existing Use, Structures, Other Improvements on Site \_\_\_\_\_ Zoning \_\_\_\_\_ Comp Plan Designation \_\_\_\_\_

Text Amendment to fix erroneous deletion in Section 16.10.010.B of the Land Development and Planning Ordinance  
 Describe the Proposed Development or Use of Subject Property \_\_\_\_\_

STAFF USE ONLY				
FILE #	DATE RECEIVED	RECEIVED BY	RECEIPT #	DATE APP COMPLETE

Visit our website at: [www.canbyoregon.gov](http://www.canbyoregon.gov)  
 Email Application to: [PlanningApps@canbyoregon.gov](mailto:PlanningApps@canbyoregon.gov)



City of Canby  
 Planning Department  
 222 NE 2<sup>nd</sup> Avenue  
 P.O. Box 930  
 Canby, OR 97013  
 Ph: 503-266-7001  
 Fax: 503-266-1574

# CHECKLIST

## TEXT AMENDMENT APPLICATION PROCESS TYPE IV

### Instructions to Applicant

All required application submittals detailed below must also be submitted in electronic format on a CD, flash drive or via email to: [PlanningApps@ci.canby.or.us](mailto:PlanningApps@ci.canby.or.us).

1. *N/A* The applicant will be required to hold a neighborhood meeting with adjacent property owners and neighborhood representatives prior to submitting their application, unless this requirement is waived by the City.

2. Afterwards, the applicant files a complete application with the City, which includes following information:

Applicant Check	City Check
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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A. An application for amendment by a property owner or his authorized agent shall be filed with the City Planner on forms prescribed for the purpose, in written format.
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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	B. The application shall be accompanied by a written statement explaining the conditions surrounding the proposal and addressing the required criteria of Section 16.88.160 (D).
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<input type="checkbox"/>	<i>N/A</i>	<input type="checkbox"/>	C. One (1) copy in written format of the minutes of the neighborhood meeting. The minutes to include the date of the meeting and a list of attendees.
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<input type="checkbox"/>	<i>N/A</i>	<input type="checkbox"/>	D. <b>One (1) electronic copy of mailing addresses in either an EXCEL SPREADSHEET or WORD DOCUMENT</b> for all property owners and all residents within 500 feet of the subject property. If the address of a property owner is different from the address of a site, an address for each unit on the site must also be included and addressed to "Occupant." A list of property owners may be obtained from a title insurance company or from the County Assessor's office.
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3. Staff will check the application, making sure that it is complete and all fees are paid. Copies of the application materials are routed to various City/State/County departments, as applicable, for their comments. Along with the comments received from others, the application is reviewed for completeness. The City Planner will accept or return the application with a written list of omissions within thirty (30) calendar days of the submittal.

4. Staff investigates the request, writes a staff report, places a public notice in the newspaper, notifies surrounding property owners, and makes all facts relating to the request available to the Planning Commission and all interested parties.

5. The staff report will be available seven (7) days prior to the hearing.

Visit our website at: [www.canbyoregon.gov](http://www.canbyoregon.gov)  
 Email Application to: [PlanningApps@canbyoregon.gov](mailto:PlanningApps@canbyoregon.gov)

6. The Planning Commission holds a public hearing approximately thirty (30) days after the complete application is submitted. The staff report is presented. Testimony is presented by the proponents and the opposition, followed by rebuttal from the proponents.
7. The commission then issues findings of fact which support approval, modification or denial of the application and passes such recommendation on to City Council for final action within forty (40) days after the close of the hearing.

## STANDARDS AND CRITERIA FOR TEXT AMENDMENT

In judging whether or not this title should be amended or changed, the Planning commission and City Council shall consider:

1. The Comprehensive Plan of the City and the plans and policies of the County, State, and local districts, in order to preserve functions and local aspects of land conservation and development;
2. A public need for the change;
3. Whether the proposed change will serve the public need better than any other change which might be expected to be made;
4. Whether the change will preserve and protect the health, safety and general welfare of the residents in the community;
5. Statewide planning goals.



## Standards and Criteria for Text Amendment

### Narrative

This Text Amendment application has been submitted by Development Services in order to restore language in Chapter 16.10 of the Land Development and Planning Ordinance (referred to hereafter as “the Development Code”) that was erroneously deleted in the course of updating the Development Code to include regulations pertaining to Food Cart Pods and Mobile Vendors (TA 22-01). See Attachment A for exact language and formatting as it appears in the Development Code, and a draft of the Food Cart Pod chapter where the regulation was intended to be, and was ultimately correctly placed. The deletion, located in 16.10.010.B, unfortunately alters the regulation in which it is contained. The deletion had no material basis and was never brought to Planning Commission or City Council for consideration in the course of review of TA 22-01. Staff reports produced during the course of review for TA 22-01 are attached to this application as Attachment B, which show no intent to change 16.10.010.B.

In judging whether or not this title should be amended or changed, the Planning commission and City Council shall consider:

1. The Comprehensive Plan of the City and the plans and policies of the County, State, and local districts, in order to preserve functions and local aspects of land conservation and development;

**Response:** Restoring the language deleted in error will materially preserve the intended functions and local aspects of Canby’s Comprehensive Plan. The Development Code will remain in compliance with County, State and local plans and policies.

2. A public need for the change;

**Response:** The restoration of erroneously deleted language from 16.10.010.B is necessary in order to reflect the desires of the public. The change was not intentional and therefore the public was not provided proper notice, nor was the change brought to Planning Commission or City Council for discussion.

3. Whether the proposed change will serve the public need better than any other change which might be expected to be made;

**Response:** Restoring the intended language in Section 16.10.010.B is the best way to rectify the error.

4. Whether the change will preserve and protect the health, safety and general welfare of the residents in the community;

**Response:** Restoring the intended language in Section 16.10.010.B will preserve and protect the health, safety, and general welfare of the residents in the community.

5. Statewide planning goals.

**Response:** The City of Canby’s compliance with the statewide planning goals will not be effected by the reinstatement of language deleted in error.





# City of Canby

Development Services  
PO Box 930  
222 NE 2nd Ave  
Canby, OR 97013

Attachments:

- A. Code Language excerpts from TA 22-01 demonstrating erroneous change
- B. Staff Reports showing no intent to remove language from 16.10.010.B
- C. Text Amendment Application Form

**Chapter 16.10**  
**OFF-STREET PARKING AND LOADING**

**Sections**

- 16.10.010** Off-street parking required – exceptions.
- 16.10.020** Definitions.
- 16.10.030** General requirements.
- 16.10.040** Prohibited near intersections.
- 16.10.050** Parking standards designated.
- 16.10.060** Off-street loading facilities.
- 16.10.070** Parking lots and access.
- 16.10.080** Street Tree Plan
- 16.10.090** Drive-up uses.
- 16.10.100** Bicycle parking.

**16.10.010 Off-street parking required – exceptions.**

**A.** At the time of establishment of a new structure or use, change in use, or change in use of an existing structure, within any planning district of the city, off-street parking spaces and off-street loading berths shall be as provided in this and following sections, unless greater requirements are otherwise established by the conditional use permit or the site and design review process, based upon clear and objective findings that a greater number of spaces are necessary at that location for protection of public health, safety and welfare. A lesser number of spaces may be permitted by the Planning Commission based on clear and objective findings that a lesser number of parking spaces will be sufficient to carry out the objective of this section.

**B.** No off-street parking shall be required for any use permitted outright within the C-1 zone ~~in the rectangular area bounded by N. Ivy Street on the east, NW First Avenue on the south, N. Elm Street on the west, and NW Third Avenue on the north.~~

**C.** At the time of enlargement of an existing structure or use, the provisions of this section shall apply to the enlarged structure or use only. (Ord. 1304, 2009; Ord. 1237, 2007; Ord. 890 section 9, 1993; Ord. 872, 1992; Ord. 854 section 2, 1991; Ord. 848, Part V, section 1, 16.10.010(A)(B), 1990)

**16.10.020 Definitions.**

**A. Floor Area.** Except where otherwise specified, the floor area measured shall be the gross floor area of the building primary to the function of the particular use of the property other than space devoted to off-street parking or loading.

Context added for TA 23-01  
TA 22-01 pertained to Food Cart Pods and Mobile Vendors. The intention was for Food Cart Pods to have no off-street parking requirements in the C-1 zone. This deletion allows all uses to have no off-street parking requirements in the C-1 zone, which was not the intent of the text amendment.

n. Club or lodge	1.00 space per 200 square feet of floor area
o. Day care , adult or child care; does not include Family Daycare (12 or fewer children) under ORS 657A.250	1.00 space per 500 square feet of floor area
p. All others	1.00 space per 550 square feet
q. Wireless telecommunication systems	1.00 space per site
r. Self-Storage (Mini) Warehouse	2.00 spaces per 1,000 gross square feet of office space
<u>s. Food Cart Pod</u>	<u>C-R, C-2, C-M zones: 1.5 spaces per cart</u> <u>C-1 zone: none</u> <u>M-1 and M-2 zone: 1 space per cart</u>  <u>See Chapter 16.45.035</u>
<b>Industrial:</b>	
a. Manufacturing	2.00 spaces per 1,000 gross square feet of office space, plus 1.00 space per 1,000 gross square feet of non-office manufacturing space. Minimum of 5 parking spaces overall.
b. Warehousing	2.00 spaces per 1,000 gross square feet of office space, plus 1.00 space per 1,000 gross square feet of non-office warehousing space. Minimum of 5 parking spaces overall.
c. Wholesale establishments	2.00 spaces per 1,000 gross square feet of office space, plus 1.50 spaces per 1,000 gross square feet of non-office wholesale space. Minimum of 5 parking spaces overall.

(Ord 1296, 2008, Ord. 1338, 2010; Ord. 1514, 2019)

**16.10.060 Off-street loading facilities**

**A.** The minimum number of off-street loading berths for commercial and industrial uses is as follows:

SQUARE FEET OF FLOOR AREA	NUMBER OF BERTHS
Less than 5,000	0
5000 – 25,000	1
25,000 – 60,000	2
60,000 and over	3

**B.** Loading berths shall conform to the following minimum size specifications:

1. Commercial uses – 13' x 35'
2. Industrial uses – 12' x 60'
3. Berths shall have an unobstructed minimum height of 14'.

**C.** Required loading areas shall be screened from public view, from public streets, and adjacent properties by means of sight-site obscuring landscaping, walls or other means, as approved through the site and design review process.

Formatted Table

Context added for TA 23-01

The regulation for no required off-street parking for Food Cart Pods in the C-1 zone is correctly adopted later in the same chapter. This is the amendment intended to be made in TA 22-01.

Context added for TA 23-01

This is an early draft of the Food Cart Pod chapter adopted through TA 22-01. Parking information specific to Food Cart Pods is included on page 5 of the chapter. Staff provide this draft document to further support the intent of TA 22-01 was not to remove required off-street parking for all uses in the C-1 zone.

**Chapter 16.45**

**Food Cart Pods**

**Sections:**

- 16.45.010 Purpose**
- 16.45.015 Applicability**
- 16.45.020 Administration**
- 16.45.025 Siting and Design Standards**
- 16.45.030 Individual Cart Design Standards**
- 16.45.035 Parking**
- 16.45.040 Utilities**
- 16.45.045 Signage**
- 16.45.045 Standards for M-1 and M-2 Zoning Districts**

**16.45.010 Purpose.**

The purpose of these regulations is to establish criteria for the placement of food cart pods in the City of Canby. Food carts encourage local business and provide the community a wider choice of eating and drinking options. Food cart pods shall comply with all applicable City, County and State standards.

**16.45.015 Applicability.**

**A.** This chapter applies to:

1. New Food Cart Pods.
2. Renovation or redevelopment of an existing Food Cart Pod.

**B.** This chapter does not apply to:

1. Individual Food Carts that have obtained a Temporary Mobile Vendor Permit as regulated by Section 16.08.140 and Section 16.08.145
2. Any person engaged in delivery, exhibition, sale or offering of food on a site for a period of time not to exceed 2 hours during any 24 hour period.
3. Food Carts or other mobile vending units that are approved as part of a City reviewed event, such as a farmer's market or block party.

**Commented [BA1]:** Inspired by Happy Valley code

**16.45.020 Administration.**

A. Permit Required. All Food Cart Pods erected after the effective date of this chapter shall require a permit. Applications shall be made on forms provided by the Planning Director with attached required information stated in the application form and in Section 16.45. Food Cart Pod applications are subject to the Type 2 land use process as described in Section 16.89.040.

B. Business License. The owner of the Food Cart Pod must obtain a business license through the City of Canby before operations begin, and it must be kept current with yearly renewals.

Commented [BA2]: Result of work session input

C. Fee. A fee established by resolution of the City Council shall be paid to the City of Canby upon filing of an application. Such fees will not be refundable.

D. Construction and Maintenance. All structures, equipment and ancillaries (whether above or underground), shall meet all applicable requirements of building, structural, mechanical and electrical codes.

Commented [BA3]: Public Works and Fire input

1. All equipment shall be kept in good repair and maintained in a safe, neat, and clean condition.
2. No structures or equipment shall be erected or maintained in such a manner that any portion of its surface will interfere with the free use of—or any access to—any fire escape, exit or standpipe.
3. No aspect of the Food Cart Pod shall be deployed in a location that creates an immediate danger to the safety and welfare of the public by blocking vision for either pedestrians or motorists at public and/or private roadways, intersections, driveways, paths, sidewalks or railroad crossings.

E. Appeal. Appeals are limited to procedures set forth in Chapter 16.89 for land use decisions pursuant to requirements in Chapter 16.89. Appeals of building permit decisions are decided by the Clackamas County Building Official.

F. Permit Expiration. The approval shall be implemented for a Food Cart Pod within 365 days, beginning on the day a final decision is issued.

G. Permit Suspension or Revocation. The Planning Director and City Engineer or their duly authorized representative may, in writing, suspend or revoke a permit issued under provisions of this chapter whenever the permit is issued on the basis of incorrect information supplied, or in violation of applicable ordinance or regulation or any of the provisions of this chapter.

**16.45.025 Site and Design Standards.**

A. The purpose of this section is to provide clear and objective site and design standards for Food Cart Pods in the City of Canby.

**B. Site Design Standards for Food Cart Pods:**

1. Food carts and amenities shall be located on a paved or concrete surface.
2. Food cart pods shall not occupy pedestrian walkways.
3. Food cart pods shall not occupy or obstruct bicycle or vehicle parking required for an existing use.
4. Carts and/or objects associated with the food cart use shall not occupy fire lanes or other emergency vehicle access areas. .
5. Setbacks for food cart pods shall be the same as the zone in which it is located, except when a side or rear yard abuts a residential zoning district. Any side or rear yard abutting a residential zoning district must meet the following setbacks:
  - a. Rear and/or side yards abutting residentially zoned property shall have a minimum setback of 20 feet or the minimum setback for the zone in which it is located, whichever is greater.
6. Carts shall not be located or oriented in a way that requires customers to queue in a driveway or right of way.
7. Uses shall not create tripping hazards in pedestrian and vehicular circulation areas with items including, but not limited to, cords, hoses, pipes, cables, or similar materials.
8. Where more than one cart is located on a site, carts shall be separated by a minimum of 6 feet.
9. Food carts shall not be located in the Vision Clearance Area as described in Section 16.46.020.
10. The Pod must be enclosed with clear entrance and exit points. This can be achieved by using landscaping, fencing, existing buildings, or topography, or a mix of these elements. Fences shall not be chain link, with or without slats.
11. Landscaping is required as designated by the zoning district. Landscaping must be installed permanently, or in planters not smaller than 10 gallons. Nursery pots are prohibited.
12. Lighting in accordance with the LZ2 lighting district is required as regulated in Section 16.43.

**Commented [BA4]:** "Design standards" and "amenity standards" organization inspired by Beaverton code

**Commented [BA5]:** Work session input

**Commented [BA6]:** Work session input

**Commented [BA7]:** Building Code

**Commented [BA8]:** Work session input

**Commented [BA9]:** Inspired by Milwaukee code

**C. Standards for Amenities within a Food Cart Pod.**

1. All food cart pods which provide seating for customers shall have restrooms with hand washing facilities available during operating hours. Restrooms must have handwashing facilities with hot and cold running water, soap and paper towels or air dryers. ~~Restrooms must either be on site or on an adjacent parcel with adjacent property owner's written approval.~~ Restrooms shall be screened from view of the public right of way and abutting residentially zoned properties. ~~Required restrooms shall be available during Pod operating hours.~~
2. All food carts and customer amenities within a food cart pod shall be served by a 5 foot minimum hard surface walkway.
3. Waste and recycling receptacles shall be provided for customer and business waste. Receptacles shall be screened from view of the right of way and abutting residentially zoned properties and serviceable by the applicable waste-hauler.
4. Storage structures accessory to food carts shall be less than 120 square feet in size and no greater than 15 feet in height. Storage structures shall be set back a minimum of 20 feet from public rights-of-way.
5. Structures used to provide shelter to customers may not be membrane structures such as tents or canopies unless they are fully framed.
6. Permanent structures must meet the dimensional standards of the underlying zone.
7. All food cart pods which provide seating for customers shall provide weather protection elements.
8. Screening elements may include landscaping, fencing, existing buildings, topography, or a mix of these elements. Fences shall not be chain link, with or without slats.

**Commented [BA10]:** Precludes unwanted port-o-potty set up, but gives more flexibility than requiring a permanent structure

**Commented [BA11]:** Define 'hard surface'

**Commented [BA12]:** Beaverton Code. Max. size allowed without a building permit.

**Commented [BA13]:** Work session input. Needs to be more specific.

**Commented [BA14]:** Define weather protection

**Commented [BA15]:** Work session input

**16.45.030 Individual Cart Design Standards.**

A. All Food carts shall be subject to the design standards listed below:

1. Food carts shall enclose or screen from view of the right of way and abutting residentially zoned property all accessory items not used by customers, including but not limited to, tanks, barrels, grills, smokers, or other accessory items.
2. The wheels and tongues must remain on the food cart. Wheels must remain inflated.
3. ~~Carts shall not have missing siding or roofing.~~

- 4. Food carts shall be kept in good repair and maintained in a safe and clean condition. Carts shall not have missing siding or roofing.
- 5. Food carts shall not be longer than 26 feet, as measured from wall to wall. Food Carts shall not exceed 15 feet in height.
- 6. Food carts shall obtain and keep current a City Business License.
- 7. Food carts shall maintain all required licenses by the appropriate State and/or local agency, including Clackamas County Health.
- 8. If provided, cart awnings shall have seven (7) feet of clearance between the ground and awning for safe pedestrian circulation.
- 9. ~~Food Carts shall not exceed 15 feet in height.~~

**Commented [BA16]:** More detail

**16.45.035 Parking.**

**A.** Parking lots for Pods must conform to the standards found in Section 16.10.070.

~~**B.** No off-street parking shall be required for Food Cart Pods, permitted outright within the C-1 zone.~~

**C.B.** Required parking ratios for Pods are as listed in the following table.

**Commented [BA17]:** Work session input

Required Parking for Food Cart Pods by Zoning District	
Residential Commercial (C-R)	1.5 spaces per cart
Downtown Commercial (C-1)	None
Highway Commercial (C-2)	1.5 spaces per cart
Commercial Manufacturing (C-M)	1.5 spaces per cart
Light Industrial (M-1)	1 space per cart
Heavy Industrial (M-2)	1 space per cart

- 1. M-1 and M-2 zoned properties within the Pioneer Industrial Park are eligible for a 10% or 5 space reduction in required parking, whichever is less. To qualify, the applicant must quantitatively show there is existing unutilized parking on the parcel.

**Commented [BA18]:** Effort to encourage a pod in the industrial park, where most customers anticipated will be employees of the area.

**16.45.040 Utilities.**

**A.** Food Cart Pods are subject to the utility regulations below.

**Commented [BA19]:** Beaverton code and input from Wastewater management



1. All permanent utility lines shall be placed underground. Temporary utilities, lines and tanks shall be ~~placed underground or otherwise~~ screened, covered, or hidden from view from the right-of-way as to minimize visual impacts and prevent tripping hazards or other unsafe conditions.

2. Wastewater shall be addressed in one of the following two ways:

a. Food carts shall connect to the sanitary sewer consistent with applicable state plumbing codes and will include an approved grease separator for the disposal of fats, oils and grease. Indirect discharge or leakage draining into the storm water system is prohibited.

b. Food carts shall connect to individual or community wastewater holding tanks. Tanks shall be owned and serviced by an Oregon Department of Environmental Quality licensed pumper. A copy of the contract shall be provided to the City before any food carts are located on site. Holding tanks shall be screened from view of the right-of-way by fully sight obscuring fencing. Indirect discharge or leakage draining into the storm water system is prohibited. Wastewater shall not be dumped onto the ground, onto the streets, or into a storm drain. All liquid waste from the waste tank or from cleaning activities such as cleaning the mobile food cart shall be captured and properly disposed of in the sanitary sewer.

3. Potable water shall be addressed in one of the following two ways:

a. Food carts shall connect to a permanent water source in conformance with applicable state plumbing codes.

b. Food carts shall be connected to a potable water tank consistent with Section 5-3 of the Oregon Health Authority's 2012 Food Sanitation Rules, or the most recent version thereof.

Commented [BA20]: State standard

4. Food carts and amenities shall connect to a permanent power source. Power connections may not be connected by overhead wires to the individual food carts. Generators are prohibited.

Commented [BA21]: More specific

#### 16.45.045 Signage

A. Regulations from Chapter 16.42 shall apply in cases where this Chapter is silent.

B. Signage for Food Cart Pods shall be allowed as follows:

1. One freestanding sign, not to exceed 15' in height and 50 square feet per face (up to two faces). If lit, lighting source shall not be seen directly from the right of way or abutting residentially zoned properties.

2. One A-Frame sign per street frontage with a maximum sign window of 24" x 36", unlit and outside of the public right of way.
3. One temporary banner not to exceed 32 square feet is allowed during the first 30 days after opening of the Pod. The banner must be fully secured and kept in good condition.

**16.45.050 Standards for M-1 and M-2 Zoning Districts.**

A. The purpose of this section is to recognize the Light Industrial (M-1) and Heavy Industrial (M-2) zoning districts require additional regulations for Food Cart Pods to ensure safety and compatibility. The following standards apply to Pods in the M-1 and M-2 zoning districts.

- ~~1. Generators are allowed to power individual carts within pods. Generators must be screened to address both visual and aural impacts.~~
2. A 2' vegetated buffer is required around the Pod in addition to perimeter fencing. The buffer can be counted towards the overall percentage of landscaping required. Landscaping must be installed permanently, or in planters not smaller than 10 gallons. Nursery pots are prohibited.

**Commented [BA22]:** Effort to encourage a pod in the industrial park. Generators are common in the park, extra buffer for safety and comfort.

**Commented [BA23]:** Inspired by Milwaukie code



TA 23-01

Application Attachment B

# City of Canby

PO Box 930  
222 NE 2nd Ave  
Canby, OR 97013

Phone: 503.266.4021  
Fax: 503.266.7961  
www.canbyoregon.gov

## City Council & Planning Commission Work Session Staff Report

DATE: July 27, 2021

TO: Honorable Mayor Hodson and City Council, Chair Savory and Planning Commissioners

THRU: Scott Archer, City Administrator

FROM: Brianna Addotta, Associate Planner

ITEM: Food Carts in the City of Canby

### Summary

The purpose of the August 4<sup>th</sup>, 2021 joint work session is to discuss food carts and food cart pods in response to increased community interest. Currently, food carts are allowed through a Temporary Vendor permit, food cart pods are not included in the Canby Municipal Code Chapter 16. Staff has reviewed regulations for food cart pods in other jurisdictions and has conducted a tour of pods around the region and presents them here for consideration, in an effort to inform and solicit direction from the Council and Planning Commission on Canby's options for implementing food cart and food cart pod regulations for our City.

### Background

Food carts are a way for small and local businesses to reach customers directly, with low overhead and more flexibility than opening a brick and mortar restaurant. They can also add interest, vibrancy and activity to an area, and provide increased and more diverse access in areas underserved by traditional restaurants. Food cart pods have become popular especially over the past decade; a pod is a designated site with rental spaces for individual cart owners, often with shared facilities such as restrooms and handwashing stations, seating and weather protection, and trash and recycling disposal. Balancing regulations and permitting procedures can help ensure mobile food vending opportunities are present without posing a threat to traditional restaurants, interfering with the right-of-way, or creating a nuisance.

### Discussion

#### Temporary Vendor Permit

Temporary vendor permits allow the sale of good or services from a vehicle, truck, tent, or other temporary structure on private property for up to 90 days, with the option of renewing for an additional 90 days. The City has not received a temporary vendor application from a mobile food vendor in over three years, despite frequent inquiries about the process to Planning and Economic Development staff. We have learned the restrictions placed on temporary vendor permits make them largely impractical for food cart operators who, if successful in their location, would like to stay for a longer period of time.

Mobile food vendors have several additional considerations not addressed by the temporary vendor regulations, such as food storage and refrigeration, cooking equipment, trash and recycling generation, providing seating options, lighting and weather protection, provision of utilities, and security. Holes in regulations create applicant confusion and discourage them from bringing their business to our city, as well as allowing sub-par design.

In order to address these issues, staff recommend implementing a new type of temporary vendor permit more specific to mobile food units. This would be an administrative (Type 1) land use application written specifically with mobile food vending in mind. Differences between this permit and the general temporary vendor permit could include: longer approval periods, such as 1 year per cart per site, with an option to renew if no violations have been reported. Design standards such as location and type of seating, weather protection, and storage options can also be regulated through a mobile food unit permit. These permits will give cart owners and property owners clear direction and send the signal we as a City are ready to welcome them to our community.

Other jurisdictions have done similarly. The City of Milwaukie crafted a permitting process specifically for 'Mobile Food Carts on Private Property' in 2019. Attachment A is a three page informational handout created by Milwaukie Planning that includes (1) the application thresholds (2) the approval criteria (3) the application process and (4) the code sections applicable to the application.

Staff is seeking direction from the planning commission and city council on this or other ideas or procedures for individual food cart and permitting options.

### Food Cart Pods

Food Cart Pods, or mobile food unit sites, are properties where mobile carts have support facilities which allow them to be parked on a long term basis. These facilities often include restrooms, handwashing stations, seating, lighting, weather protection, and sometimes a permanent building or 'host cart' serving drinks and providing gathering space.

Pods offer property owners an option to develop in a limited capacity in order to see a short term return on their investment, while at the same time, providing space for business incubation, community gathering, and culinary adventure. Pods are largely considered an 'interim use' in that they are not typically the highest and best use for a piece of commercial property and will eventually be redeveloped when the market allows. Remnant parcels are sometimes creatively developed into Pods as well, creating a pocket of interest and activity in developed commercial areas.

Pods are also a great way to reflect community values and interests; individual carts are tenants of the pod, and the patrons essentially will decide which carts they value by voting with their purchases. They provide opportunity for creativity- local artists can display their work, creative seating and lighting can act as a gathering space. Successful carts often graduate to a brick-and-mortar restaurant in the community where they already have relationships with their patrons, and the City.

In considering potential regulations for Food Cart Pods, two categories are considered, accommodations and design.

Accommodations include the essentials: trash collection, restrooms and hand washing, utilities for the carts, perimeter designation, and parking.

Design includes what makes a Pod attractive: Entryway interest, configuration and number of carts, landscaping, seating, weather protection.

<b>Site Accommodations</b>		<b>TABLE 1</b>
Perimeter	Fencing, security, landscaping, screening, fire access	
Restrooms & handwashing	Temporary or permanent, screening	
Trash and recycling	Location, operations	
Utilities	Under ground, above ground, screening	
Parking	Ratios, location, ADA	
Surfacing	Gravel, aggregate, pavement, asphalt	
<b>Site Design</b>		
Entry	Site demarcation, signage, type of access, landscaping	
Number & Configuration of Carts	Square footage per space, space between carts, individual screening, cart standards, setbacks	
Landscaping	Perimeter, size and type, potted or planted, maintenance, ratio	
Seating	Type and number, configuration, accessibility	
Weather protection	Type, materials, temporary or permanent, maintenance	

**Fiscal Impact**

No city fiscal impact expected. Work can be done by City staff.

**Options**

During this work session, staff will present different examples of these accommodations and design elements (see Table 1) and encourage a discussion among Councilors, Commissioners and staff.

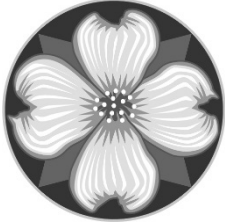
**Recommendation**

Provide a clear idea of what a Pod should look like in Canby, and a recommendation to staff to pursue crafting code language for Food Carts and Food Cart Pods for adoption into the City of Canby Municipal Code Chapter 16, Planning and Zoning.

**Proposed Motion**

As this is a work session, no motion is being requested, however staff is requesting direction on proceeding ahead with a draft Food Cart ordinance for planning commission and city council review and adoption.

**Attachment A: City of Milwaukie *Mobile Food Carts on Private Property***



PLANNING DEPARTMENT  
6101 SE Johnson Creek Blvd  
Milwaukie OR 97206  
503.786.7630  
planning@milwaukieoregon.gov

# Mobile Food Carts on Private Property

This information applies to mobile food carts located on private property. For information about locating a food cart in the public right-of-way, contact the Engineering Department at 503-786-7600.

If you are planning a mobile food cart, your first step should be to consider where the cart will be located. The location of the food cart will help determine which sections of the Milwaukie Municipal Code (MMC) apply and what permits may be required.

Mobile food carts meet the definition of "vehicle" per MMC Section 19.201 Definitions if they meet the following criteria:

- The cart will sit on an existing paved parking area on a site that is zoned to allow eating and drinking establishment uses.
- The cart has wheels, and the wheels will not be removed.
- Any canopies, awnings, or any other attachments will be attached to, and supported entirely by, the cart and will not touch the ground.
- The unit is self-contained and will not require any plumbing connections.
- 

If your food cart does not meet the above criteria, it will be considered a building and will be subject to the appropriate land use approvals, permits, and design reviews. For more information about building requirements, contact the Planning Department at 503-786-7630.

Mobile food carts may require permits from other agencies and City departments.

## APPROVAL CRITERIA

Food carts are permitted in Milwaukie under the following conditions:

- Carts must be totally self-contained.
- Carts must remain mobile and have wheels attached at all times.
- Carts must meet the eating establishment definition and must be located on property that allows eating establishments as a permitted, limited, or accessory use.
- If the cart locates in a required parking space for another existing use, that space will be removed from the parking count and will need to be replaced per MMC Chapter 19.600 Off-Street Parking and Loading (shared or on-site)
- Carts with wheels are considered vehicles, not structures, and are, therefore, not subject to development standards and downtown design review.
- Carts without wheels are considered structures and are subject to development standards, and may be subject to downtown design review.

## APPLICATION PROCESS

1. First, identify a site for your cart. The location of the cart will determine which sign and development regulations will apply.

Food cart eating establishments are allowed outright in the following zones:

- Downtown Mixed Use (DMU)
- General Mixed Use (GMU)
- Neighborhood Mixed Use (NMU)
- General Commercial (C-G)
- Tacoma Station Area Manufacturing (M-TSA)

Food cart eating establishments are allowed as limited uses in the following zones:

- Business Industrial (BI)

Food cart eating establishments are allowed as accessory uses in the following zone:

- Manufacturing (M)

Food cart eating establishments are allowed as conditional uses in the following zones (this is a Type III process):

- Neighborhood Commercial (C-N)
- Open Space (OS)

Food cart eating establishments are prohibited in the following zones:

- All Residential zones (R-10, R-7, R-5, R-3, R-2.5, R-2 and R-1)
- Residential-Office-Commercial (R-1-B)
- Limited Commercial (C-L)
- Community Shopping Commercial (C-CS)

2. Submit appropriate Clackamas County applications and licenses for mobile food units. The information can be found at [http://clackamas.us/community\\_health/eh/restaurants.jsp](http://clackamas.us/community_health/eh/restaurants.jsp).
3. Apply for a City of Milwaukie Business Registration. The form can be found at <http://www.milwaukieoregon.gov/finance/business-registration-1>.
4. Apply for any necessary permits. Mobile food carts are commercial businesses and all electrical work in or on the cart must be done by a licensed electrical contractor. Any electrical work in or on the cart will require a permit (including electrical service from a generator). Contact the Building Department at 503-786-7613 for more information.

Vending carts are allowed one daily display sign (A-board) per cart. The sign must comply with MMC Chapter 14.16 Sign Districts. If the sign will be displayed on private property, you will also need a daily display sign owner authorization.

The application for a daily display sign and sign owner authorization can be found at <http://www.milwaukieoregon.gov/planning/daily-display-sign>.

## DESIGN

Food carts located on private property in downtown Milwaukie are not subject to design review. However, we encourage the use of high-quality materials, attractive colors and designs, and other means of contributing to the overall vitality and appeal of the downtown area.

## APPLICABLE CODE SECTIONS

Food carts must comply with the applicable sections of the Milwaukie Municipal Code. The sections of the Code that apply to food carts are Title 14 and Title 19. Title 14 is the Sign Ordinance, which provides standards for signs in the city; Title 19 is the Zoning Ordinance, which provides guidelines for development standards and uses in the city. The full text of the Code can be found at <http://www.qcode.us/codes/milwaukie/>.

### MMC Chapter 14.16 Sign Districts

This section of the Code identifies prohibited signs, exempted signs, and standards for signs; standards vary depending on the sign district where the cart will be located.

### MMC Section 19.201 Definitions

“Vehicle” means a device in, upon, or by which any person or property is or may be transported or drawn upon a public highway, except devices moved by human power or used exclusively upon stationary rails or tracks.

“Eating establishment” means a restaurant or other similar business establishment with the primary function of serving food, prepared to order, to the public, and may serve alcoholic beverages at the dining table. This establishment may or may not have an attached drinking establishment.

### MMC Chapter 19.300 Base Zones

This section of the Code identifies which uses are allowed in each zone. Food cart eating establishments are allowed outright in the DMU, GMU, NMU, and C-G Zones. They are allowed as accessory uses in the M Zones; as limited uses in the BI and M-TSA Zones; and as conditional uses in the C-N and OS Zones.

### MMC Chapter 19.600 Off-Street Parking and Loading

This section of the Code determines the number of required parking spaces for each use in each zone. If your food cart is located in a required parking space for another business, that parking space will need to be replaced either on- or off-site in accordance with this section.





# City of Canby

PO Box 930  
NE 2nd Ave  
Canby, OR 97013

Phone: 503.266.4021  
Fax: 503.266.7961  
www.canbyoregon.gov

## City Council & Planning Commission Work Session Staff Report

DATE: October 26, 2021

TO: Honorable Mayor Hodson and City Councilors, Chair Savory and Planning Commissioners

THRU: Scott Archer, City Administrator

FROM: Brianna Addotta, Associate Planner

ITEM: Food Carts in the City of Canby, 2<sup>nd</sup> Work Session

### Summary

At the August 4<sup>th</sup>, 2021 work session Councilors and Commissioners voiced their support of allowing and regulating food carts and pods as local business incubators that will bring vibrancy to the community and offer more diverse food options for people who live, work, and play in the City. The purpose of the November 3<sup>rd</sup>, 2021 joint work session is for staff to introduce specific regulation options for Mobile Food Vendors and Food Cart Pods in response to feedback received at the first work session.

### Background

Single food carts are opportunities for small businesses to provide the community with fresh, inexpensive dining options. Areas where there are several employers and limited dining options, such as industrial parks, can benefit from a mobile vendor using excess parking to provide an experience right on site.

Food Cart Pods have become popular over the past decade; a pod is a privately owned site with rental spaces for individual cart owners, often with shared facilities such as restrooms and handwashing stations, seating and weather protection, and trash and recycling disposal.

Balancing regulations and permitting procedures can help ensure mobile food vending opportunities are present without posing a threat to traditional restaurants, interfering with the right-of-way, or creating a nuisance.

### Discussion

#### *Zoning and Processes*

The fundamental regulation which must be defined is which zoning districts (1) single food carts and (2) food cart pods will be allowed, conditional, or prohibited. The table below details how

restaurants are regulated according to the zones.

Land Use	Current Zoning Code	Restaurant use
Residential	R-1, R-1.5, R-2	Prohibited
Commercial	C-R	Conditional Use, no drive thru
	C-1	Allowed, no drive thru
	C-2	Allowed, drive thru
Industrial	C-M	Allowed, drive thru
	M-1, M-2	Allowed related/incidental to primary industrial use

Based on feedback from the first work session, staff believe single carts would be appropriate in all commercial and industrial zones, subject to minimum design standards. In response, a Mobile Food Vendor application has been created by tailoring the current Temporary Vendor application to remove undue hardships and unrealistic regulations specific to mobile food preparation and direct vending. The draft application is attached to this memo. The Mobile Food Vendor permit would go through a Type 1 application process, which means applications can be processed administratively.

Food Cart Pods are larger and more permanent than a mobile food vendor and are likely to have different impacts. Staff posit it would be most appropriate to allow the C-1 and C-2, and C-M zones outright, following a Type 2 process which requires all design standards be met and public notice to be provided. In order to recognize the low intensity of the C-R zone and the industrial intensity in the M-1 and M-2 zones, staff suggests additional regulations specific to these zones to mitigate impacts. Examples include limiting the size of the pod, number of carts allowed, and lighting and screening considerations.

An additional process could be included for sites that cannot meet the standards, a Type 3 Conditional use permit. The Conditional Use permit would allow staff and the Planning Commission to consider the specific project to determine whether it meets the intent of the Code. The Type 3 process requires a neighborhood meeting and public comment opportunities that will provide the developer and City important feedback during the design process.

#### *Pod Parking*

Staff has analyzed Development Code regulations for Food Cart Pods from 7 jurisdictions and has found parking requirements are regulated in one of two ways: (1) per cart or (2) per 1,000 square feet of floor area. The first way, functionally, aims to provide parking specifically for employees

and patrons of the food carts. The second way assumes the Pod itself is the attraction and must provide parking according to the overall size of the site. The table below provides parking standards for Pods in other jurisdictions.

<b>Jurisdiction</b>	<b>Parking Ratio</b>
Beaverton	1 per cart
Happy Valley	2.2 per cart
Woodburn	4 per cart
Oregon City	4/1,000 sq ft of floor area
Milwaukie	4/1,000 sq ft of floor area
Tigard	7/1,000 sq ft of floor area
Lake Oswego	3.5 spaces per cart

Food carts can come in several shapes and sizes, but generally they can be ‘small’ (14’x6’), ‘medium’ (17’x6’), or ‘large’ (20’x6’). These trucks are 94, 112, and 120 square feet, respectively. Rental spaces in Pods are typically 200-250 square feet, which accounts for the cart itself as well as any storage, landings, awning, etc. accessory to the cart.

Restaurants in the City of Canby must provide 8 spaces per 1,000 square feet, which equates to 1 per 125 square feet. Using this ratio as a guide and the parking ratios of other jurisdictions as case studies, staff believe a ratio of 1 to 2 spaces per cart is appropriate for Pods in Canby.

Of note, support for a zero parking requirement within the downtown core was voiced at the first work session, in line with the Downtown Canby Overlay regulations. Staff agree this is appropriate.

*Pod Design Standards*

The first work session provided staff with plenty of information regarding how Pods should look and feel in Canby. Three major themes emerged: Flexibility, a sense of permanence, and an element of enclosure or delineation of the site.

Food Cart Pods have become so popular in the last decade because they provide both property owners and small business owners with increased flexibility; flexibility in developing their property, flexibility in meeting customer demands, and flexibility to respond to unexpected

changes in the economy. The best way the City can support this flexibility is by limiting regulations, keeping permitting cost competitive, and providing a quick review process.

It is the interim nature of Pods which allow for this type of flexibility, but it should not come at the expense of the integrity of the development. A sense of permanence can be accomplished without undue hardship on the property owners using design strategies such as immovable and varied seating options, providing amenities like a fire pit, setting material standards for screening and accessory structures, intentional site planning, and an element of enclosure or distinction around the site's perimeter.

An element of enclosure or distinction can provide a more permanent sense of place, increased safety and security, and is an opportunity for good design that will add visual interest to streetscapes. The enclosure element could include fencing, landscaping, creative placement of carts, utilization of the existing topography, artistic elements, and more. The goal is to create a set of minimum standards that ensure the design meets expectations while still providing flexibility and opportunities to be creative.

### **Recommendation**

Following the first work session, staff provided Commissioners and Councilors with language from several jurisdictions that have incorporated Pods into their development codes. We respectfully request any feedback to these codes be provided during this second work session. Staff will use this feedback, and well as feedback on the information provided in this memo, to begin crafting language to be incorporated into Chapter 16 of the Municipal Code.



# City of Canby

PO Box 930 Phone: 503.266.4021  
222 NE 2nd Ave Fax: 503.266.7961  
Canby, OR 97013 www.canbyoregon.gov

## MEMORANDUM

**DATE:** January 14, 2022  
**MEETING DATE:** January 24, 2022  
**TO:** Planning Commission  
**FROM:** Brianna Addotta, AICP, Associate Planner  
**SUBJECT:** Food Cart Pod Text Amendment Work session

### Introduction – Canby Municipal Code Chapter 16 Amendment

This work session is intended to be the last before a legislative and quasi-judicial process to adopt an amendment to Chapter 16 of the City's Municipal Code in order to allow Food Cart Pods within the City, subject to certain regulations. Attached to this memorandum is a draft of proposed *Chapter 16.45, Food Cart Pods*. Staff has provided this draft for Planning Commission review before initiating a formal Text Amendment process.

### Background

Commissioners and Counselors have expressed interest in adding a Food Cart Pod chapter to the Canby Municipal Code, and in tailoring the existing Temporary Vendor Permit to create a Mobile Vendor permit more fitting with the realities of single temporary food carts.

Food Cart Pods have become popular over the past decade; a pod is a privately owned site with rental spaces for individual cart owners, often with shared facilities such as restrooms and handwashing stations, seating and weather protection, and trash and recycling disposal.

Balancing regulations and permitting procedures can help ensure mobile food vending opportunities are present without posing a threat to traditional restaurants, interfering with the right-of-way, or creating a nuisance.

Planning Staff has held two joint work sessions with the Planning Commission and City Councilors, the first on August 4, 2021 and the second on October 26, 2021. Staff reviewed Development Code sections from nine surrounding cities and visited Pods that have been privately developed using their respective City's Code in order to understand the intent and the outcome of Pod regulations. Staff refer back to the memos produced after the first and second work session for record of these discussions.

## **Draft Chapter 16.45 Food Cart Pods**

The draft chapter includes the following sections. Staff respectfully request feedback from Planning Commissioners on each of these sections.

16.45.010 Purpose

16.45.015 Applicability

16.45.020 Administration

16.45.025 Siting and Design Standards

16.45.030 Individual Cart Design Standards

16.45.035 Parking

16.45.040 Utilities

16.45.045 Signage

16.45.050 Standards for M-1 and M-2 Zoning Districts

## **Conclusion**

City officials and members of the community alike are looking forward to regulations that would allow development of a Food Cart Pod. It is the intent of Staff to bring forth a formal Text Amendment in February 2022, after appropriate edits are made following this work session. A Text Amendment is subject to public review and comment and is ultimately decided upon by City Council after recommendation from the Planning Commission. Staff thank the public officials for their continued guidance.

### *Attachments:*

- A. Memo from 1<sup>st</sup> work session
- B. Memo from 2<sup>nd</sup> work session
- C. Draft Chapter 16.45 Food Cart Pods
- D. Draft Application for Food Cart Pods
- E. Draft Code language for Mobile Vendor Permit
- F. Draft application for Food Cart Pod Permit



## City Council Staff Report

Meeting Date: 5/4/2022

To: The Honorable Mayor Hodson & City Council

Thru: Scott Archer, City Administrator

From: Don Hardy, Planning Director

Agenda Item: Food Cart Pods and Mobile Food Vendors Text Amendment (*Second Reading*)

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### **Summary**

On April 20, 2022, City Planning staff presented the first reading of the Food Cart Pods and Mobile Food Vendors Text Amendment. City Council heard and approved the Text Amendment with two revisions:

1) Edit Section 16.04.221.1 of the Canby Municipal Code to include the minimum number of cart spaces required for a Food Cart Pod. The definition for a Food Cart Pod will read “A site containing space for three or more food carts and associated amenities under common management on private property”.

2) Edit Section 16.04.415 of the Canby Municipal Code to allow both premade and made to order food products to be sold by Mobile Food Vending Units. The definition for a Mobile Food Vending Unit will read “A vehicle or trailer designed to be portable and not affixed to any structure, from which food is made to order vended, sold, served, displayed, offered for sale or given away. The vehicle must not require a special permit from the Oregon Department Transportation to be moved.”

City Planning Staff are requesting consideration of a legislative text amendment to add regulations and processes to allow Food Cart Pods and Mobile Food Vendors to the Canby Land Development and Planning Ordinance Title 16 Canby Municipal Code (CMC). The text amendment proposal is an effort to allow and regulate an emerging business concept that could increase local business activity and provide more dining options to the community of Canby. The purpose of this staff report is to summarize the text amendments and to provide findings of fact related to the text amendment process.

### **Background**

Planning staff used a variety of sources to craft the text amendments. This included analyzing Development Codes from Beaverton, Hillsboro, Oregon City, Happy Valley, Milwaukie, Lake Oswego and Portland, visiting Food Cart Pods in these cities, and working closely with the Economic Development Director to perform local business outreach. Several work sessions have been held with City Council and Planning Commission to refine the city’s goals and standards for Pods and Mobile Food Vendors, which are reflected in the draft code text.

### **Discussion**

The need for this amendment is largely driven by the emerging business model of the Food Cart Pod. Without these amendments, the City of Canby would miss opportunities to foster economic development, and lose out on exciting and local creative cuisine options.

The following Statewide Planning Goals apply to this application:

### Goal 1: Citizen Involvement.

The Planning Commission will make a recommendation to the City Council on this application in a public hearing which was noticed in the Canby Herald. Additionally, this amendment has been discussed in 3 separate work sessions with the City Council and Planning Commission.

### Goal 9: Economic Development

This goal requires Cities to have an inventory of commercial and industrial land available for development. Creative uses like Food Cart Pods have the unique ability to develop constrained parcels into commercial enterprises. Allowing this use would (1) encourage the creative use of constrained or remnant parcels and (2) leave the large 'shovel ready' parcels for large format traditional commercial and industrial development.

This text amendment will support several of The Comprehensive Plan goals and policies:

#### Citizen Involvement Element Policy No. 2:

Canby shall strive to eliminate unnecessarily costly, confusing, and time consuming practices in the development review process.

#### Economic Element Policy No. 3:

Canby shall encourage economic programs and projects which will lead to an increase in local employment opportunities.

This amendment is the best course of action at the present time. The City has received numerous inquiries from private developers interested in creating a Pod in Canby, as well as frequent comments that the current Temporary Mobile Vendor permitting process is prohibitive for single Food Carts. No code changes at this juncture would result in a lost opportunity for the City of Canby to encourage local businesses and enjoy increased food options. This amendment preserves the functions and local control of land conservation and development within the City of Canby.

### Attachments

- A. Text Amendment Application
- B. Proposed Text Amendments throughout Chapter 16 of the Municipal Code
- C. Draft Chapter 16.45 Food Cart Pod text
- D. Oregon Health Authority Mobile Food Unit Operation Guide
- E. OHA Food Sanitation Rules
- F. Link to Oregon Plumbing Specialty Code

### Fiscal Impact

There will be a \$2,000 fee associated with a Food Cart Pod application. These applications will be processed by Planning Staff.

### Options

City Council may elect to approve, deny, or continue the Text Amendment application to a future hearing.

### Recommendation

Staff recommends the Council approve Amending Canby's Title 16 of the Canby Municipal Code Adding Newly Created Code Chapter 16.45 for Food Cart Pods and Modifying Existing Chapters in the Title to be consistent with Chapter 1645.

### Proposed Motion



I move to adopt Ordinance No. 1570; An Ordinance Amending Canby's Title 16 of the Canby Municipal Code Adding Newly Created Code Chapter 16.45 for Food Cart Pods and Modifying Existing Chapters in the Title to be consistent with Chapter 1645.

Chapter 16.10

OFF-STREET PARKING AND LOADING

Sections

- 16.10.010 Off-street parking required – exceptions.
- 16.10.020 Definitions.
- 16.10.030 General requirements.
- 16.10.040 Prohibited near intersections.
- 16.10.050 Parking standards designated.
- 16.10.060 Off-street loading facilities.
- 16.10.070 Parking lots and access.
- 16.10.080 Street Tree Plan
- 16.10.090 Drive-up uses.
- 16.10.100 Bicycle parking.

**16.10.010 Off-street parking required – exceptions.**

**A.** At the time of establishment of a new structure or use, change in use, or change in use of an existing structure, within any planning district of the city, off-street parking spaces and off-street loading berths shall be as provided in this and following sections, unless greater requirements are otherwise established by the conditional use permit or the site and design review process, based upon clear and objective findings that a greater number of spaces are necessary at that location for protection of public health, safety and welfare. A lesser number of spaces may be permitted by the Planning Commission based on clear and objective findings that a lesser number of parking spaces will be sufficient to carry out the objective of this section.

**B.** No off-street parking shall be required for any use permitted outright within the C-1 zone in the rectangular area bounded by N. Ivy Street on the east, NW First Avenue on the south, N. Elm Street on the west, and NW Third Avenue on the north.

**C.** At the time of enlargement of an existing structure or use, the provisions of this section shall apply to the enlarged structure or use only. (Ord. 1304, 2009; Ord. 1237, 2007; Ord. 890 section 9, 1993; Ord. 872, 1992; Ord. 854 section 2, 1991; Ord. 848, Part V, section 1, 16.10.010(A)(B), 1990)

**16.10.020 Definitions.**

**A. Floor Area.** Except where otherwise specified, the floor area measured shall be the gross floor area of the building primary to the function of the particular use of the property other than space devoted to off-street parking or loading.

**B. Employees.** Where employees are specified, the term shall apply to all persons, including proprietors, working on the premises during the peak shift. (Ord. 854 section 2, 1991; Ord. 848, Part V, section 1, 16.10.020(A)(B), 1990)

**16.10.030 General requirements.**

**A.** Should the owner or occupant of a structure change the use to which the building is put, thereby increasing parking or loading requirements, the increased parking/loading area shall be provided prior to commencement of the new use.

**B.** Parking and loading requirements for structures not specifically listed herein shall be determined by the City Planner, based upon requirements of comparable uses listed.

**C.** In the event several uses occupy a single structure, the total requirements for off-street parking shall be the sum of the requirements of the several uses computed separately. If the applicant can demonstrate that the uses do not have overlapping parking needs (based on days and hours of operation) and can share parking, the total requirement for combined uses may be reduced by up to 60 percent.

**D.** Off-street parking spaces for dwellings shall be located on the same lot, or adjacent lot, with the dwelling. Parking spaces located within an on-site garage shall count toward the minimum parking requirement for residential uses. Other required parking spaces may be located on a separate parcel, provided the parcel is not greater than five hundred (500) feet from the entrance to the building to be served, measured along the shortest pedestrian route to the building. The applicant must prove that the parking located on another parcel is functionally located and that there is safe vehicular and pedestrian access to and from the site.

**E.** Required parking spaces shall be available for the parking of operable passenger automobiles of residents, customers, patrons and employees and shall not be used for storage of vehicles or materials or for the parking of trucks used in conducting the business.

**F.** Institution of on-street parking shall not be allowed for off-street parking, where none is previously provided, and shall not be done solely for the purpose of relieving crowded parking lots in commercial or industrial planning districts.

**G.** Parking facilities may be shared by users on adjacent parcels if all of the following standards are met, or the Planning Commission determines a lesser combination meets the intent of the ordinance:

1. One of the parcels has excess parking spaces, considering the present use of the property; and the other parcel lacks sufficient area for required parking spaces. Excess parking spaces can be determined by considering when the uses need the parking spaces, such as time of day or day of week.

2. The total number of parking spaces meets the standards for the sum of the number of spaces that would be separately required for each use. If the applicant can demonstrate that the uses do not have overlapping parking needs (based on days and hours of operation) and can share parking, the total requirement for combined uses may be reduced by up to 60 percent.

3. Legal documentation, to the satisfaction of the City Attorney, shall be submitted verifying present use of the excess parking area on one lot by patrons of the uses deficient in required parking areas.

4. Physical access between adjoining lots shall be such that functional and reasonable access is provided to uses on the parcel deficient in parking spaces.

5. Adequate directional signs shall be installed specifying the joint parking arrangement.

H. The number of vehicular spaces required in Table 16.10.050 may be reduced by up to 10% if one of the following is demonstrated to the satisfaction of the Planning Director or Planning Commission:

1. Residential densities greater than nine units per gross acre (limit parking to no less than one space per unit for multi-family structures); or

2. The proposed development is pedestrian-oriented by virtue of a location which is within convenient walking distance of existing or planned neighborhood activities (such as schools, parks, shopping, etc.) and the development provides additional pedestrian amenities not required by the code which, when taken together, significantly contribute to making walking convenient (e.g., wider sidewalks, pedestrian plazas, pedestrian scale lighting, benches, etc.). (Ord. 890 section 10, 1993; Ord. 854 section 2 [part], 1991; Ord. 848, Part V, section 16.10.030, 1990; Ord. 1043 section 3, 2000; Ord. 1338, 2010)

**16.10.040 Prohibited near intersections.**

In no case will off-street parking be allowed within a vision clearance area of an intersection. (Ord. 740 section 10.3.10(D), 1984)

**16.10.050 Parking standards designated.**

The parking standards set out in Table 16.10.050 shall be observed. (Ord. 854 section 2, [part], 1991; Ord. 848 section 1, 16.10.050, 1990; Ord. 740 section 10.3.10(E), 1984; Ord. 981 section 20, 1997)

**TABLE 16.10.050**

Off-street Parking Provisions - The following are the minimum standards for off-street vehicle parking:

<b>USE</b>	<b>PARKING REQUIREMENT</b>
<b><i>Residential Uses:</i></b>	
a. Single-family dwellings	2.00 spaces per dwelling unit for new construction. (Existing single-family dwellings having only a single parking space shall not be considered to be nonconforming.)
b. Two-family dwellings	2.00 spaces per dwelling unit.
c. Multi-family dwellings in complexes with private internal driveways	One space per studio or 1-bedroom unit. 2.00 spaces per 2-bedroom or larger unit. One additional guest parking space shall be provided for every five units for each development often or more units.
d. Retirement/assisted living	1.0 spaces per unit
e. Residential day care facility and	1.00 space per employee
<b><i>Institutions:</i></b>	
a. Convalescent home, nursing home or sanitarium	1.00 spaces per two beds for patients or residents, plus 1.00 space per employee
b. Hospital	4.00 spaces per two beds
<b><i>Places of Public Assembly:</i></b>	
a. Library, reading room	1.00 space per 400 square feet of public area
b. Nursery, primary/elementary, or junior high school	2.00 spaces per employee
c. Senior high school	1.00 space per classroom, plus 1.00 space per six students
d. Other places of public assembly, including churches	1.00 space per four seats or eight feet of bench length
<b><i>Commercial Amusement:</i></b>	
a. Theater	1.00 per six seats
b. Bowling alley	3.0 spaces per 1,000 square feet of floor area
c. Dance hall, skating rink	3.0 spaces per 1,000 square feet of floor area
d. Racquet courts, health clubs	3.0 spaces per 1,000 square feet of floor area
<b><i>Commercial</i></b>	
a. Retail shops (under 100,000 sq. ft.)	2.00 spaces per 1,000 square feet of floor area
b. Retail store handling exclusively bulky merchandise such as furniture, automobile and service repair shops	1.00 space per 1,000 square feet of sales floor area
c. Shopping center (over 100,000 square feet of gross leasable area)	3.00 spaces per 1,000 square feet of gross leasable area
d. Banks/savings and loans	2.00 spaces per 1,000 gross square feet of floor area
e. Medical/dental offices	3.00 spaces per 1,000 gross square feet of floor area
f. General offices	2.00 spaces per 1,000 gross square feet of floor area
g. Real estate offices	2.00 spaces per 1,000 gross square feet of floor area
h. Government offices	3.50 spaces per 1,000 gross square feet of floor area
i. Restaurant	8.00 spaces per 1,000 gross square feet of floor area
j. Take-out restaurant	8.00 spaces per 1,000 gross square feet of floor area
k. Motel	0.75 spaces per rentable room
l. Residential hotel, rooming house,	0.75 spaces per rentable room
m. Hotel	0.75 spaces per rentable room

n. Club or lodge	1.00 space per 200 square feet of floor area
o. Day care , adult or child care; does not include Family Daycare (12 or fewer children) under ORS 657A.250	1.00 space per 500 square feet of floor area
p. All others	1.00 space per 550 square feet
q. Wireless telecommunication systems	1.00 space per site
r. Self-Storage (Mini) Warehouse	2.00 spaces per 1,000 gross square feet of office space
s. Food Cart Pod	C-R, C-2, C-M zones; 1.5 spaces per cart C-1 zone; none M-1 and M-2 zone; 1 space per cart  See Chapter 16.45.035
<b>Industrial:</b>	
a. Manufacturing	2.00 spaces per 1,000 gross square feet of office space, plus 1.00 space per 1,000 gross square feet of non-office manufacturing space. Minimum of 5 parking spaces overall.
b. Warehousing	2.00 spaces per 1,000 gross square feet of office space, plus 1.00 space per 1,000 gross square feet of non-office warehousing space. Minimum of 5 parking spaces overall.
c. Wholesale establishments	2.00 spaces per 1,000 gross square feet of office space, plus 1.50 spaces per 1,000 gross square feet of non-office wholesale space. Minimum of 5 parking spaces overall.

(Ord 1296, 2008, Ord. 1338, 2010; Ord. 1514, 2019)

**16.10.060 Off-street loading facilities**

**A.** The minimum number of off-street loading berths for commercial and industrial uses is as follows:

SQUARE FEET OF FLOOR AREA	NUMBER OF BERTHS
Less than 5,000	0
5000 – 25,000	1
25,000 – 60,000	2
60,000 and over	3

**B.** Loading berths shall conform to the following minimum size specifications:

1. Commercial uses – 13’ x 35’
2. Industrial uses – 12’ x 60’
3. Berths shall have an unobstructed minimum height of 14’.

**C.** Required loading areas shall be screened from public view, from public streets, and adjacent properties by means of sight-site obscuring landscaping, walls or other means, as approved through the site and design review process.

**D.** Required loading facilities shall be installed prior to final building inspection and shall be permanently maintained as a condition of use.

**E.** A driveway designed for continuous forward flow of passenger vehicles for the purpose of loading and unloading children shall be located on the site of a school or day care center having a capacity greater than twenty-five (25) students.

**F.** The off-street loading facilities shall, in all cases, be on the same lot or parcel as the structure they are intended to serve. In no case shall the required off-street loading spaces be part of the area used to satisfy the off-street parking requirement.

**G.** The Planning Commission may exempt a building from the loading berth requirement, or delay the requirement, based on findings that loading berths are not needed for a particular building or business. (Ord. 854 section 2[part], 1991; Ord. 848, Part V, section 1, 16.10.060, 1990; Ord. 1237, 2007)

**16.10.070 Parking lots and access.**

**A. Parking Lots.** A parking lot, whether as accessory or principal use, intended for the parking of automobiles or trucks, shall comply with the following:

1. Parking lot design shall comply with the dimensional standards set forth in Figure 1 of this section.

2. Parking stalls of eight (8) feet in width and sixteen (16) feet in length for compact vehicles may comprise up to a maximum of thirty (30) percent of the total number of parking stalls. Such parking stalls shall be marked "Compact Parking only" either on the parking surface or on a sign in front of the parking stalls.

3. Areas used for standing or maneuvering of vehicles shall have paved asphalt, concrete, solid concrete paver surfaces, or paved "tire track" strips maintained adequately for all weather use and so drained as to avoid the flow of water across sidewalks or into public streets, with the following exception:

a. The Planning Director or Planning Commission may approve the use of an engineered aggregate system for outdoor storage and/or non-required parking areas provided that the applicant can demonstrate that City Standards related to:

i. minimizing dust generation,

ii. minimizing transportation of aggregate to city streets, and

iii. minimizing infiltration of environmental contaminants including, but not limited to, motor oils, fuels, volatile organic compounds (e.g. benzene, toluene, ethylbenzene, xylene), and ethylene glycol are met.

The decision maker may impose conditions as necessary to meet City Standards.

- b.** Use of permeable surfacing materials for parking lots and driveways is encouraged whenever site and soil conditions make permeable surfacing feasible. Permeable surfacing includes, but is not limited to: paving blocks, turf block, pervious concrete, and porous asphalt. All permeable surfacing shall be designed, constructed, and maintained in accordance with the Canby Public Works Design Standards and the manufacturer's recommendations. Maintenance of permeable surfacing materials located on private property are the responsibility of the property owner.
- 4.** The full width of driveways must be paved in accordance with (3) above:
- a.** For a minimum of 20 feet from the right-of-way line back into the private property to prevent debris from entering public streets, and
- b.** To within 150 feet of all portions of the exterior wall of the first story of any structure(s) served by the driveway to ensure fire and emergency service provision.
- 5.** Except for parking to serve residential uses, parking areas adjacent to or within residential planning districts or adjacent to residential uses shall be designed to minimize disturbance of residents. Artificial lighting, which may be provided, shall be so deflected as not to shine or create glare in any residential planning district or on any adjacent dwelling, or any street right-of-way in such a manner as to impair the use of such way.
- 6.** Groups of more than four (4) parking spaces shall be so located and served by driveways that their use will require no backing movements or other maneuvering within a street right-of-way other than an alley.
- 7.** Off-street parking areas, and the accesses to them, shall be designed and constructed to facilitate the flow of traffic, provide maximum safety of traffic access and egress and the maximum safety of pedestrian and vehicular traffic on the site and in adjacent roadways. The Planning Director or Planning Commission may require engineering analysis and/or truck turning diagrams to ensure safe and efficient traffic flow based on the number and type of vehicles using the site, the classification of the public roadway, and the design of the parking lot and access drives.
- 8.** Parking bumpers or wheel stops shall be provided to prevent cars from encroaching on the street right-of-way, adjacent landscaped areas, or adjacent pedestrian walkways.
- 9.** Accessible parking shall be provided, constructed, striped, signed and maintained as required by ORS 447.233 and all Oregon Structural Specialty Code requirements.



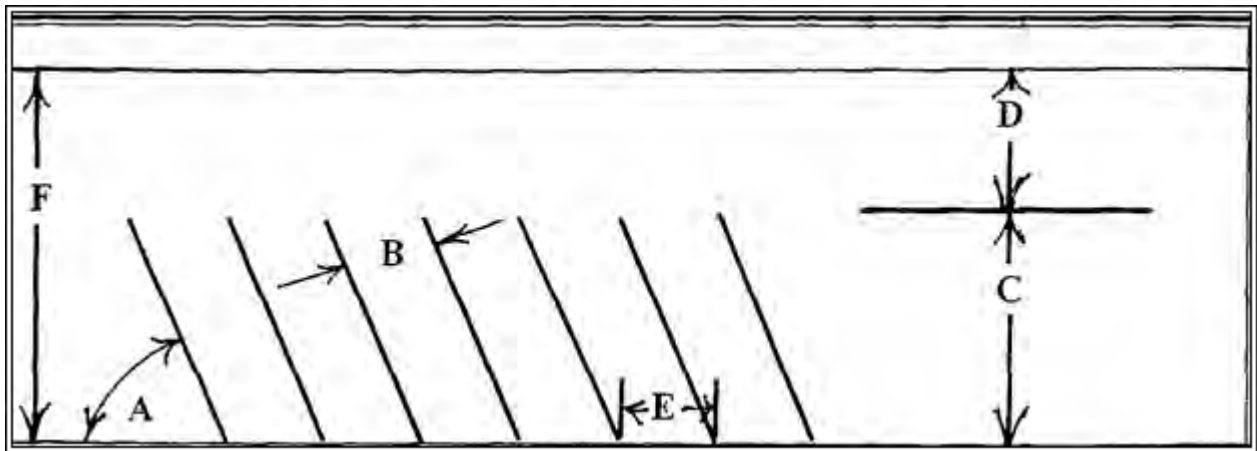
**TABLE 16.10.070**  
**Minimum dimensional Standard for Parking**

This table and Figure 16.10.070 provide the minimum dimensional standards for parking areas and spaces.

A = Parking angle in degrees  
 B = Minimum stall width  
 C = Minimum stall depth

D = Minimum clear aisle width  
 E = Minimum clear stall distance at bay side  
 F = Minimum clear bay width

A	B	C	D	E	F
0 (parallel)	8'0"	-	12'0"	22'0"	20'0"
30	8'6"	16'4"	12'0"	17'0"	28'4"
45	8'6"	18'9"	12'6"	12'0"	31'3"
60	8'6"	19'10"	18'0"	9'10"	37'10"
90	8'6"	18'0"	24'0"	8'6"	42'0"



**B. Access.**

1. The provision and maintenance of vehicular and pedestrian ingress and egress from private property to the public streets as stipulated in this ordinance are continuing requirements for the use of any structure or parcel of real property in the City of Canby. No building permit or other permits shall be issued until scale plans are presented that show how the ingress and egress requirement is to be fulfilled. Should the owner or occupant of a lot or building change the use to which the lot or building is put, thereby increasing ingress and egress requirements, it shall be unlawful and a violation of this ordinance to begin or maintain such altered use until the required increase in ingress and egress is provided.

2. The City of Canby encourages joint/shared access. Owners of two (2) or more uses, structures, or parcels of land may agree to, or may be required by the City to, utilized jointly the same ingress and egress when the combined ingress and egress of both uses, structures, or parcels of land satisfies their combined requirements as designed in this ordinance, provided that satisfactory legal evidence is presented to

the City Attorney in the form of deeds, easements, leases or contracts shall be placed on permanent files with the city recorder.

3. All ingress and egress shall connect directly with public streets.

4. Vehicular access for residential uses shall be brought to within fifty (50) feet of the ground floor entrances or the ground floor landing of a stairway, ramp or elevator leading to dwelling units.

5. Required sidewalks shall extend from the ground floor entrances or the ground floor landing of a stairs, ramps or elevators to the sidewalk or curb of the public street or streets that provide the required access and egress.

6. To afford safe pedestrian access and egress for properties within the city, a sidewalk shall be constructed along all street frontages, prior to use or occupancy of the building or structure proposed for said property. The sidewalks required by this section shall be constructed to city standards except in the case of streets with inadequate right-of-way width or where the final street design and grade have not been established, in which case the sidewalks shall be constructed to a design, and in a manner approved by the Site and Design Review Board. Sidewalks approved by Board may include temporary sidewalks and sidewalks constructed on private property; provided, however, that such sidewalks shall provide continuity with sidewalks of adjoining commercial developments existing or proposed. When a sidewalk is to adjoin a future street improvement, the sidewalk construction shall include construction of the curb and gutter section to grade and alignment established by the Site and Design Review Board.

7. The standards set forth in this ordinance are minimum standards for access and egress, and may be increased through the site and design review process in any particular instance where the standards provided herein are deemed insufficient to protect the public health, safety and general welfare. (Ord. 890 section 12, 1993; Ord. 1237, 2007; Ord. 1338, 2010)

## Minimum Access Requirements

**16.10.070(B)(8): Minimum access requirements for residential uses - ingress and egress for residential uses shall not be less than the following (except that in the case of flag lots, section 16.64.0400) shall apply):**

<i>Dwelling units</i>	<i>Minimum number of accesses required</i>	<i>Minimum access width</i>	<i>Sidewalks &amp; Curbs (in addition to driveways)</i>
1 or 2	1	12 feet	none required
3-19	1	20 feet	Minimum of one sidewalk connection to residences and parking areas; curb required if sidewalk adjacent to driveway.
20-49	Option A: 1 access OR Option B:	20 feet  12 feet	Minimum of one sidewalk connection to residences and parking areas; curb required if sidewalk adjacent to driveway.

	2 accesses		
50-499	Option A: 1 access OR Option B: 2 accesses	30 feet  20 feet	Curbs required; Minimum of one sidewalk connection to residences and parking areas
Over 500	As required by Site and Design Review Board		As required by Public Works Director
<b>16.10.070(B)(9): Minimum access requirements for commercial or institutional uses - ingress and egress for commercial uses shall not be less than the following:</b>			
<i>Parking spaces required</i>	<i>Minimum number of accesses required</i>	<i>Minimum access width</i>	<i>Sidewalks &amp; curbs (in addition to driveways)</i>
1-4	1	12 feet	<i>None required</i>
5-99	1	20 feet	Curbs required; sidewalk on one side minimum
100-249	2	20 feet	Curbs required; sidewalk on one side minimum
Over 250	As required by Site and Design Review Board	As required by Public Works Director	
<b>16.10.070(B)(10): Minimum access requirements for industrial uses - ingress and egress for industrial uses shall not be less than the following:</b>			
<i>Parking spaces required</i>	<i>Minimum number of accesses required</i>	<i>Minimum access width</i>	<i>Sidewalks &amp; curbs (in addition to driveways)</i>
1-250	1	24 feet	Curbs required; sidewalks on one side minimum
Over 250	As required by Public Works Director		

**8. One-Way Ingress or Egress** – The hard surfaced pavement of one-way drives shall not be less than twelve (12) feet for multi-family residential, commercial or industrial uses. (Ord. 1514, 2019)

**9. Driveways:**

**a.** Access to private property shall be permitted with the use of driveway curb cuts. The access points with the street shall be the minimum necessary to provide access while not inhibiting the safe circulation and carrying capacity of the street. Driveways shall meet all applicable guidelines of the Americans with Disabilities Act (ADA). Driveway distance shall be measured from the curb intersection point [as measured for vision clearance area (16.04.670)].

Distances to an intersection shall be measured from the stop bar at the intersection.

**b.** Driveways shall be limited to one per property except for certain uses which include large commercial uses such as large box stores, large public uses such as schools and parks, drive through facilities, property with a frontage of over 250-feet and similar uses.

**c.** Double frontage lots and corner lots may be limited to access from a single street, usually the lower classification street. Single family residential shall not have access onto arterials, and shall have access onto collectors only if there is no other option.

**d.** If additional driveways are approved by the City Administrator or designee, a finding shall be made that no eminent traffic hazard would result and impacts on through traffic would be minimal. Restrictions may be imposed on additional driveways, such as limited turn movements, shared access between uses, closure of existing driveways, or other access management actions.

**e.** Within commercial, industrial, and multi-family areas, shared driveways and internal access between similar uses are encouraged to reduce the access points to the higher classified roadways, to improve internal site circulation, and to reduce local trips or movements on the street system. Shared driveways or internal access between uses will be established by means of common access easements at the time of development.

**f.** Driveway widths shall be as shown on the following table.

**Driveway Widths (Minimum/Maximum, Ft.)**

<b>Street Classification</b>	<b>Res.</b>	<b>Comm.</b>	<b>Ind.</b>
<b>Arterial:</b>	NA (1)	12/36	12/36
<b>Industrial:</b>	NA (1)	12/36	12/36
<b>Collector:</b>	12/24 (2)	12/36	12/36
<b>Neighborhood Route:</b>	12/24 (2)	12/36	12/36
<b>Local:</b>	12/24 (2)	12/36	12/36
<b>Cul-de-sac:</b>	12/24 (2)	12/36	12/36
<b>Public Alley</b>	12/24 (2)	NA	NA

Res. = Residential Zone  
 Comm. = Commercial Zone  
 Ind. = Industrial Zone

**Notes: (1) Special conditions may warrant access.**

**(2) 28' maximum width for 3-car garage.**

g. Driveway spacing shall be as shown in the following table.

**Minimum Driveway Spacing**

<b><u>Street Classification</u></b>	<b><u>Intersection</u></b>	<b><u>Driveway</u></b>
<b>Arterial (2)</b>	330' (1)	330' (1)
<b>Industrial Streets (2)</b>	100' (1)	100' (1)
<b>Collector (2)</b>	100' (1)	100' (1)
<b>Neighborhood Route</b>	50' (1)(3)	10'
<b>Local (all)</b>	50' (1)(3)	10'
<b>Cul-de-sac</b>	50' (1)(3)	10'
<b>Public Alley</b>	50' (1)(3)	

**Notes:** (1) Minimum distance or no closer than 60% of parcel frontage unless this prohibits access to the site, in which case City Administrator or designee may approve a deviation.

(2) Direct access to this street will not be allowed if an alternative exists or is planned.

(3) For single-family residential houses, the minimum distance between driveways and an intersection shall be thirty (30) feet.

**h.** Curb cuts shall be a minimum of five feet from the property line, unless a shared driveway is installed. Single driveways may be paved up to an adjacent property line but shall maintain a five (5) foot separation from the side property line where the driveway enters the property. Driveways shall not be constructed within the curb return of a street intersection. Deviations may be approved by the City Administrator or designee.

**i.** For roads with a classification of Collector and above, driveways adjacent to street intersections shall be located beyond the required queue length for traffic movements at the intersection. If this requirement prohibits access to the site, a driveway with restricted turn movements may be permitted.

**j.** Multi-family access driveways will be required to meet the same access requirements as commercial driveways if the multi-family site generated 100 or more trips per day.

**k** For circular type driveways, the minimum distance between the two driveway curb cuts on one single-family residential lot shall be thirty (30) feet. (Ord. 1514, 2019)

**10.** When considering a public facilities plan that has been submitted as part of site and design review plan in accordance with this ordinance, the city Public Works Supervisor may approve the location of a driveway closer than fifty (50) feet

from the intersection of collector or arterial streets, based on written findings of fact in support of the decision. Said written approval shall be incorporated into the recommended decision of the City Planner for the site and design review plan under the process set forth.

**11.** Where an existing alley is 20 feet or less in width, the property line setback abutting the alley shall increase to provide a minimum of 24 feet for maneuvering and backing movements from, garages, carports, or parking areas. (Ord. 890 section 12, 1993; Ord. 872, 1991; Ord. 854 section 2 [part], 1991; Ord 848, Part V, section 16.10.070 (A)(B) 1990; Ord. 955 section 3 & 4 1996; Ord. 981 section 44, 1997; Ord. 1019 section 5, 1999; Ord 1237, 2007; Ord. 1514, 2019)

**16.10.080 Street Tree Plan**

A Street Tree Plan can be provided in lieu of meeting the requirement of planting a tree every 30 lineal feet of street frontage as stated in Ordinance 1385 Exhibit B. The Street Tree Plan can compensate for driveways, utilities, or other obstructions that inhibit the 30 foot spacing requirement. The requirement for the planting of street trees is required under Chapter 12.32 CMC. (Ord. 854, 1991; Ord. 848, Part VI, section 1, 1990; Ord. 1514, 2019)

**16.10.090 Drive-up uses.**

**A.** Drive-up uses shall provide a minimum stacking area clear of the public right-of-way or parking lot aisle from the window service to the vehicles as follows:

1. All drive-up uses. – Each lane shall provide a minimum capacity for two (2) to eight (8) automobiles, as determined by the Site and Design Review Board.

2. For purposes of this section, an automobile shall be considered no less than twenty (20) feet in length. The width and turning radius of drive-up aisles shall be approved by the City Public Works Director.

**B.** The stacking area shall not interfere with safe and efficient access to other parking areas on the property. Traffic aisles shall be wide enough to accommodate backing movements where adjacent to parking stalls. Parking maneuvers shall not occur in the stacking area. (Ord. 848, Part VII, section 16.10.090, 1990)

**16.10.100 Bicycle Parking.**

Bicycle parking shall be provided for all multi-family residential, institutional, commercial, and industrial uses.

**A.** Dimensions and characteristics: Bicycle parking spaces shall be a minimum of six (6) feet long and two (2) feet wide, and overhead clearance in covered spaces shall be a minimum of seven (7) feet. A minimum five (5) foot aisle for bicycle maneuvering shall be provided and maintained beside or between each row of bicycle parking. Bicycle racks located on a sidewalk shall provide a minimum of two (2) feet between the rack and a wall or other obstacle, and between the rack and curb face. Bicycle racks or lockers shall be securely anchored to the surface or a structure. Bicycle racks located in the Downtown Commercial Zone shall be of the inverted U style

(a.k.a. staple racks). See Figure 20 of the Canby Downtown Plan for correct rack placement.

**B. Location:** Bicycle parking shall be located in well-lit, secure locations within fifty (50) feet of the main entrance to a building, but not further from the entrance than the closest automobile parking space, and in no case further than 50 feet from an entrance when several entrances are involved.

**C. Number of spaces:** The bicycle parking standards set out in Table 16.10.100 shall be observed. (Ord. 1019 section 1, 1999; Ord. 1076, 2001)

**TABLE 16.10.100 BICYCLE PARKING STANDARD**

<b>LAND USE CATEGORY</b>	<b>MINIMUM REQUIRED BICYCLE PARKING SPACES</b>
<b>Residential</b> Multi-family residential, general Multi-family residential, seniors or with physical disabilities	1 space per unit 4, or 1 space per 5 units, whichever is greater
<b>Institutional</b> Schools – Elementary Schools - Jr. High/Middle School Schools - St. High College Transit Centers/Park & Ride Lots  Religious Institutions Hospitals Doctor, Dentist Offices Libraries, Museums, etc.	To be determined through design review To be determined through design review To be determined through design review To be determined through design review 5% of auto spaces (or 100% of demand, depending on accessibility to bicyclists) 1 space per 40 seat capacity 1 space per 5 beds 2, or 1 space per 1000 ft <sup>2</sup> , whichever is greater 2, or 1 space per 1000 ft <sup>2</sup> , whichever is greater
<b>Commercial</b> Retail Sales Auto-oriented Services Groceries/Supermarkets Offices Restaurants/Food Cart Pods Drive-in Restaurants Shopping Centers Financial Institutions Theaters, Auditoriums, etc. Downtown Commercial Zone	0.33 space per 1000 ft <sup>2</sup> , whichever is greater 2, or 0.33 space per 1000 ft <sup>2</sup> , whichever is greater 0.33 space per 1000 ft <sup>2</sup> 2, or 1 space per 1000 ft <sup>2</sup> , whichever is greater 1 space per 1000 ft <sup>2</sup> 1 space per 1000 ft <sup>2</sup> 0.33 space per 1000 ft <sup>2</sup> 2, or 0.33 space per 1000 ft <sup>2</sup> , whichever is greater 1 space per 30 seats 4 spaces per block
<b>Industrial</b> Industrial Park Warehouse Manufacturing, etc.	2, or .1 space per 1000 ft <sup>2</sup> , whichever is greater 2, or .1 space per 1000 ft <sup>2</sup> , whichever is greater 2, or .15 space per 1000 ft <sup>2</sup> , whichever is greater

**NOTES:**

*Each individual use needs to be evaluated for bicycle parking – e.g., a commercial accessory use in an*

*industrial district may have different requirements than the industrial uses around it. Similarly, in mixed-use developments, the amount of each use and required bicycle parking needs" evaluation. Finally, within each use category one needs to consider the different user categories - residents, employees, customers, etc. - and parking requirements for each. (Ord. 1019 section I, 1999; Ord. 1043 section 3, 2000; Ord. 1076, 2001)*



**Chapter 16.10**  
**OFF-STREET PARKING AND LOADING**

**Sections**

- 16.10.010** Off-street parking required – exceptions.
- 16.10.020** Definitions.
- 16.10.030** General requirements.
- 16.10.040** Prohibited near intersections.
- 16.10.050** Parking standards designated.
- 16.10.060** Off-street loading facilities.
- 16.10.070** Parking lots and access.
- 16.10.080** Street Tree Plan
- 16.10.090** Drive-up uses.
- 16.10.100** Bicycle parking.

**16.10.010 Off-street parking required – exceptions.**

**A.** At the time of establishment of a new structure or use, change in use, or change in use of an existing structure, within any planning district of the city, off-street parking spaces and off-street loading berths shall be as provided in this and following sections, unless greater requirements are otherwise established by the conditional use permit or the site and design review process, based upon clear and objective findings that a greater number of spaces are necessary at that location for protection of public health, safety and welfare. A lesser number of spaces may be permitted by the Planning Commission based on clear and objective findings that a lesser number of parking spaces will be sufficient to carry out the objective of this section.

**B.** No off-street parking shall be required for any use permitted outright within the C-1 zone ~~in the rectangular area bounded by N. Ivy Street on the east, NW First Avenue on the south, N. Elm Street on the west, and NW Third Avenue on the north.~~

**C.** At the time of enlargement of an existing structure or use, the provisions of this section shall apply to the enlarged structure or use only. (Ord. 1304, 2009; Ord. 1237, 2007; Ord. 890 section 9, 1993; Ord. 872, 1992; Ord. 854 section 2, 1991; Ord. 848, Part V, section 1, 16.10.010(A)(B), 1990)

**16.10.020 Definitions.**

**A. Floor Area.** Except where otherwise specified, the floor area measured shall be the gross floor area of the building primary to the function of the particular use of the property other than space devoted to off-street parking or loading.

Context added for TA 23-01  
TA 22-01 pertained to Food Cart Pods and Mobile Vendors. The intention was for Food Cart Pods to have no off-street parking requirements in the C-1 zone. This deletion allows all uses to have no off-street parking requirements in the C-1 zone, which was not the intent of the text amendment.

n. Club or lodge	1.00 space per 200 square feet of floor area
o. Day care , adult or child care; does not include Family Daycare (12 or fewer children) under ORS 657A.250	1.00 space per 500 square feet of floor area
p. All others	1.00 space per 550 square feet
q. Wireless telecommunication systems	1.00 space per site
r. Self-Storage (Mini) Warehouse	2.00 spaces per 1,000 gross square feet of office space
<u>s. Food Cart Pod</u>	<u>C-R, C-2, C-M zones: 1.5 spaces per cart</u> <u>C-1 zone: none</u> <u>M-1 and M-2 zone: 1 space per cart</u>  <u>See Chapter 16.45.035</u>
<b>Industrial:</b>	
a. Manufacturing	2.00 spaces per 1,000 gross square feet of office space, plus 1.00 space per 1,000 gross square feet of non-office manufacturing space. Minimum of 5 parking spaces overall.
b. Warehousing	2.00 spaces per 1,000 gross square feet of office space, plus 1.00 space per 1,000 gross square feet of non-office warehousing space. Minimum of 5 parking spaces overall.
c. Wholesale establishments	2.00 spaces per 1,000 gross square feet of office space, plus 1.50 spaces per 1,000 gross square feet of non-office wholesale space. Minimum of 5 parking spaces overall.

(Ord 1296, 2008, Ord. 1338, 2010; Ord. 1514, 2019)

**16.10.060 Off-street loading facilities**

**A.** The minimum number of off-street loading berths for commercial and industrial uses is as follows:

SQUARE FEET OF FLOOR AREA	NUMBER OF BERTHS
Less than 5,000	0
5000 – 25,000	1
25,000 – 60,000	2
60,000 and over	3

**B.** Loading berths shall conform to the following minimum size specifications:

1. Commercial uses – 13' x 35'
2. Industrial uses – 12' x 60'
3. Berths shall have an unobstructed minimum height of 14'.

**C.** Required loading areas shall be screened from public view, from public streets, and adjacent properties by means of sight-site obscuring landscaping, walls or other means, as approved through the site and design review process.

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Context added for TA 23-01

The regulation for no required off-street parking for Food Cart Pods in the C-1 zone is correctly adopted later in the same chapter. This is the amendment intended to be made in TA 22-01.

Context added for TA 23-01

This is an early draft of the Food Cart Pod chapter adopted through TA 22-01. Parking information specific to Food Cart Pods is included on page 5 of the chapter. Staff provide this draft document to further support the intent of TA 22-01 was not to remove required off-street parking for all uses in the C-1 zone.

**Chapter 16.45**  
**Food Cart Pods**

**Sections:**

- 16.45.010 Purpose**
- 16.45.015 Applicability**
- 16.45.020 Administration**
- 16.45.025 Siting and Design Standards**
- 16.45.030 Individual Cart Design Standards**
- 16.45.035 Parking**
- 16.45.040 Utilities**
- 16.45.045 Signage**
- 16.45.045 Standards for M-1 and M-2 Zoning Districts**

**16.45.010 Purpose.**

The purpose of these regulations is to establish criteria for the placement of food cart pods in the City of Canby. Food carts encourage local business and provide the community a wider choice of eating and drinking options. Food cart pods shall comply with all applicable City, County and State standards.

**16.45.015 Applicability.**

**A.** This chapter applies to:

- 1. New Food Cart Pods.
- 2. Renovation or redevelopment of an existing Food Cart Pod.

**B.** This chapter does not apply to:

- 1. Individual Food Carts that have obtained a Temporary Mobile Vendor Permit as regulated by Section 16.08.140 and Section 16.08.145
- 2. Any person engaged in delivery, exhibition, sale or offering of food on a site for a period of time not to exceed 2 hours during any 24 hour period.
- 3. Food Carts or other mobile vending units that are approved as part of a City reviewed event, such as a farmer's market or block party.

**Commented [BA1]:** Inspired by Happy Valley code

**16.45.020 Administration.**

A. Permit Required. All Food Cart Pods erected after the effective date of this chapter shall require a permit. Applications shall be made on forms provided by the Planning Director with attached required information stated in the application form and in Section 16.45. Food Cart Pod applications are subject to the Type 2 land use process as described in Section 16.89.040.

B. Business License. The owner of the Food Cart Pod must obtain a business license through the City of Canby before operations begin, and it must be kept current with yearly renewals.

Commented [BA2]: Result of work session input

C. Fee. A fee established by resolution of the City Council shall be paid to the City of Canby upon filing of an application. Such fees will not be refundable.

D. Construction and Maintenance. All structures, equipment and ancillaries (whether above or underground), shall meet all applicable requirements of building, structural, mechanical and electrical codes.

Commented [BA3]: Public Works and Fire input

1. All equipment shall be kept in good repair and maintained in a safe, neat, and clean condition.
2. No structures or equipment shall be erected or maintained in such a manner that any portion of its surface will interfere with the free use of—or any access to—any fire escape, exit or standpipe.
3. No aspect of the Food Cart Pod shall be deployed in a location that creates an immediate danger to the safety and welfare of the public by blocking vision for either pedestrians or motorists at public and/or private roadways, intersections, driveways, paths, sidewalks or railroad crossings.

E. Appeal. Appeals are limited to procedures set forth in Chapter 16.89 for land use decisions pursuant to requirements in Chapter 16.89. Appeals of building permit decisions are decided by the Clackamas County Building Official.

F. Permit Expiration. The approval shall be implemented for a Food Cart Pod within 365 days, beginning on the day a final decision is issued.

G. Permit Suspension or Revocation. The Planning Director and City Engineer or their duly authorized representative may, in writing, suspend or revoke a permit issued under provisions of this chapter whenever the permit is issued on the basis of incorrect information supplied, or in violation of applicable ordinance or regulation or any of the provisions of this chapter.

**16.45.025 Site and Design Standards.**

A. The purpose of this section is to provide clear and objective site and design standards for Food Cart Pods in the City of Canby.

**B. Site Design Standards for Food Cart Pods:**

1. Food carts and amenities shall be located on a paved or concrete surface.
2. Food cart pods shall not occupy pedestrian walkways.
3. Food cart pods shall not occupy or obstruct bicycle or vehicle parking required for an existing use.
4. Carts and/or objects associated with the food cart use shall not occupy fire lanes or other emergency vehicle access areas. .
5. Setbacks for food cart pods shall be the same as the zone in which it is located, except when a side or rear yard abuts a residential zoning district. Any side or rear yard abutting a residential zoning district must meet the following setbacks:
  - a. Rear and/or side yards abutting residentially zoned property shall have a minimum setback of 20 feet or the minimum setback for the zone in which it is located, whichever is greater.
6. Carts shall not be located or oriented in a way that requires customers to queue in a driveway or right of way.
7. Uses shall not create tripping hazards in pedestrian and vehicular circulation areas with items including, but not limited to, cords, hoses, pipes, cables, or similar materials.
8. Where more than one cart is located on a site, carts shall be separated by a minimum of 6 feet.
9. Food carts shall not be located in the Vision Clearance Area as described in Section 16.46.020.
10. The Pod must be enclosed with clear entrance and exit points. This can be achieved by using landscaping, fencing, existing buildings, or topography, or a mix of these elements. Fences shall not be chain link, with or without slats.
11. Landscaping is required as designated by the zoning district. Landscaping must be installed permanently, or in planters not smaller than 10 gallons. Nursery pots are prohibited.
12. Lighting in accordance with the LZ2 lighting district is required as regulated in Section 16.43.

**Commented [BA4]:** "Design standards" and "amenity standards" organization inspired by Beaverton code

**Commented [BA5]:** Work session input

**Commented [BA6]:** Work session input

**Commented [BA7]:** Building Code

**Commented [BA8]:** Work session input

**Commented [BA9]:** Inspired by Milwaukee code

**C. Standards for Amenities within a Food Cart Pod.**

1. All food cart pods which provide seating for customers shall have restrooms with hand washing facilities available during operating hours. Restrooms must have handwashing facilities with hot and cold running water, soap and paper towels or air dryers. ~~Restrooms must either be on site or on an adjacent parcel with adjacent property owner's written approval.~~ Restrooms shall be screened from view of the public right of way and abutting residentially zoned properties. ~~Required restrooms shall be available during Pod operating hours.~~
2. All food carts and customer amenities within a food cart pod shall be served by a 5 foot minimum hard surface walkway.
3. Waste and recycling receptacles shall be provided for customer and business waste. Receptacles shall be screened from view of the right of way and abutting residentially zoned properties and serviceable by the applicable waste-hauler.
4. Storage structures accessory to food carts shall be less than 120 square feet in size and no greater than 15 feet in height. Storage structures shall be set back a minimum of 20 feet from public rights-of-way.
5. Structures used to provide shelter to customers may not be membrane structures such as tents or canopies unless they are fully framed.
6. Permanent structures must meet the dimensional standards of the underlying zone.
7. All food cart pods which provide seating for customers shall provide weather protection elements.
8. Screening elements may include landscaping, fencing, existing buildings, topography, or a mix of these elements. Fences shall not be chain link, with or without slats.

**Commented [BA10]:** Precludes unwanted port-o-potty set up, but gives more flexibility than requiring a permanent structure

**Commented [BA11]:** Define 'hard surface'

**Commented [BA12]:** Beaverton Code. Max. size allowed without a building permit.

**Commented [BA13]:** Work session input. Needs to be more specific.

**Commented [BA14]:** Define weather protection

**Commented [BA15]:** Work session input

#### 16.45.030 Individual Cart Design Standards.

A. All Food carts shall be subject to the design standards listed below:

1. Food carts shall enclose or screen from view of the right of way and abutting residentially zoned property all accessory items not used by customers, including but not limited to, tanks, barrels, grills, smokers, or other accessory items.
2. The wheels and tongues must remain on the food cart. Wheels must remain inflated.
3. ~~Carts shall not have missing siding or roofing.~~

- 4. Food carts shall be kept in good repair and maintained in a safe and clean condition. Carts shall not have missing siding or roofing.
- 5. Food carts shall not be longer than 26 feet, as measured from wall to wall. Food Carts shall not exceed 15 feet in height.
- 6. Food carts shall obtain and keep current a City Business License.
- 7. Food carts shall maintain all required licenses by the appropriate State and/or local agency, including Clackamas County Health.
- 8. If provided, cart awnings shall have seven (7) feet of clearance between the ground and awning for safe pedestrian circulation.
- 9. ~~Food Carts shall not exceed 15 feet in height.~~

**Commented [BA16]:** More detail

**16.45.035 Parking.**

**A.** Parking lots for Pods must conform to the standards found in Section 16.10.070.

~~**B.** No off-street parking shall be required for Food Cart Pods, permitted outright within the C-1 zone.~~

**C.B.** Required parking ratios for Pods are as listed in the following table.

**Commented [BA17]:** Work session input

Required Parking for Food Cart Pods by Zoning District	
Residential Commercial (C-R)	1.5 spaces per cart
Downtown Commercial (C-1)	None
Highway Commercial (C-2)	1.5 spaces per cart
Commercial Manufacturing (C-M)	1.5 spaces per cart
Light Industrial (M-1)	1 space per cart
Heavy Industrial (M-2)	1 space per cart

- 1. M-1 and M-2 zoned properties within the Pioneer Industrial Park are eligible for a 10% or 5 space reduction in required parking, whichever is less. To qualify, the applicant must quantitatively show there is existing unutilized parking on the parcel.

**Commented [BA18]:** Effort to encourage a pod in the industrial park, where most customers anticipated will be employees of the area.

**16.45.040 Utilities.**

**A.** Food Cart Pods are subject to the utility regulations below.

**Commented [BA19]:** Beaverton code and input from Wastewater management

1. All permanent utility lines shall be placed underground. Temporary utilities, lines and tanks shall be ~~placed underground or otherwise~~ screened, covered, or hidden from view from the right-of-way as to minimize visual impacts and prevent tripping hazards or other unsafe conditions.

2. Wastewater shall be addressed in one of the following two ways:

a. Food carts shall connect to the sanitary sewer consistent with applicable state plumbing codes and will include an approved grease separator for the disposal of fats, oils and grease. Indirect discharge or leakage draining into the storm water system is prohibited.

b. Food carts shall connect to individual or community wastewater holding tanks. Tanks shall be owned and serviced by an Oregon Department of Environmental Quality licensed pumper. A copy of the contract shall be provided to the City before any food carts are located on site. Holding tanks shall be screened from view of the right-of-way by fully sight obscuring fencing. Indirect discharge or leakage draining into the storm water system is prohibited. Wastewater shall not be dumped onto the ground, onto the streets, or into a storm drain. All liquid waste from the waste tank or from cleaning activities such as cleaning the mobile food cart shall be captured and properly disposed of in the sanitary sewer.

3. Potable water shall be addressed in one of the following two ways:

a. Food carts shall connect to a permanent water source in conformance with applicable state plumbing codes.

b. Food carts shall be connected to a potable water tank consistent with Section 5-3 of the Oregon Health Authority's 2012 Food Sanitation Rules, or the most recent version thereof.

Commented [BA20]: State standard

4. Food carts and amenities shall connect to a permanent power source. Power connections may not be connected by overhead wires to the individual food carts. Generators are prohibited.

Commented [BA21]: More specific

#### 16.45.045 Signage

A. Regulations from Chapter 16.42 shall apply in cases where this Chapter is silent.

B. Signage for Food Cart Pods shall be allowed as follows:

1. One freestanding sign, not to exceed 15' in height and 50 square feet per face (up to two faces). If lit, lighting source shall not be seen directly from the right of way or abutting residentially zoned properties.



2. One A-Frame sign per street frontage with a maximum sign window of 24" x 36", unlit and outside of the public right of way.
3. One temporary banner not to exceed 32 square feet is allowed during the first 30 days after opening of the Pod. The banner must be fully secured and kept in good condition.

**16.45.050 Standards for M-1 and M-2 Zoning Districts.**

A. The purpose of this section is to recognize the Light Industrial (M-1) and Heavy Industrial (M-2) zoning districts require additional regulations for Food Cart Pods to ensure safety and compatibility. The following standards apply to Pods in the M-1 and M-2 zoning districts.

- ~~1. Generators are allowed to power individual carts within pods. Generators must be screened to address both visual and aural impacts.~~
2. A 2' vegetated buffer is required around the Pod in addition to perimeter fencing. The buffer can be counted towards the overall percentage of landscaping required. Landscaping must be installed permanently, or in planters not smaller than 10 gallons. Nursery pots are prohibited.

**Commented [BA22]:** Effort to encourage a pod in the industrial park. Generators are common in the park, extra buffer for safety and comfort.

**Commented [BA23]:** Inspired by Milwaukie code



# City of Canby

PO Box 930  
222 NE 2nd Ave  
Canby, OR 97013

Phone: 503.266.4021  
Fax: 503.266.7961  
www.canbyoregon.gov

## City Council & Planning Commission Work Session Staff Report

DATE: July 27, 2021

TO: Honorable Mayor Hodson and City Council, Chair Savory and Planning Commissioners

THRU: Scott Archer, City Administrator

FROM: Brianna Addotta, Associate Planner

ITEM: Food Carts in the City of Canby

### Summary

The purpose of the August 4<sup>th</sup>, 2021 joint work session is to discuss food carts and food cart pods in response to increased community interest. Currently, food carts are allowed through a Temporary Vendor permit, food cart pods are not included in the Canby Municipal Code Chapter 16. Staff has reviewed regulations for food cart pods in other jurisdictions and has conducted a tour of pods around the region and presents them here for consideration, in an effort to inform and solicit direction from the Council and Planning Commission on Canby's options for implementing food cart and food cart pod regulations for our City.

### Background

Food carts are a way for small and local businesses to reach customers directly, with low overhead and more flexibility than opening a brick and mortar restaurant. They can also add interest, vibrancy and activity to an area, and provide increased and more diverse access in areas underserved by traditional restaurants. Food cart pods have become popular especially over the past decade; a pod is a designated site with rental spaces for individual cart owners, often with shared facilities such as restrooms and handwashing stations, seating and weather protection, and trash and recycling disposal. Balancing regulations and permitting procedures can help ensure mobile food vending opportunities are present without posing a threat to traditional restaurants, interfering with the right-of-way, or creating a nuisance.

### Discussion

#### Temporary Vendor Permit

Temporary vendor permits allow the sale of good or services from a vehicle, truck, tent, or other temporary structure on private property for up to 90 days, with the option of renewing for an additional 90 days. The City has not received a temporary vendor application from a mobile food vendor in over three years, despite frequent inquiries about the process to Planning and Economic Development staff. We have learned the restrictions placed on temporary vendor permits make them largely impractical for food cart operators who, if successful in their location, would like to stay for a longer period of time.

Mobile food vendors have several additional considerations not addressed by the temporary vendor regulations, such as food storage and refrigeration, cooking equipment, trash and recycling generation, providing seating options, lighting and weather protection, provision of utilities, and security. Holes in regulations create applicant confusion and discourage them from bringing their business to our city, as well as allowing sub-par design.

In order to address these issues, staff recommend implementing a new type of temporary vendor permit more specific to mobile food units. This would be an administrative (Type 1) land use application written specifically with mobile food vending in mind. Differences between this permit and the general temporary vendor permit could include: longer approval periods, such as 1 year per cart per site, with an option to renew if no violations have been reported. Design standards such as location and type of seating, weather protection, and storage options can also be regulated through a mobile food unit permit. These permits will give cart owners and property owners clear direction and send the signal we as a City are ready to welcome them to our community.

Other jurisdictions have done similarly. The City of Milwaukie crafted a permitting process specifically for 'Mobile Food Carts on Private Property' in 2019. Attachment A is a three page informational handout created by Milwaukie Planning that includes (1) the application thresholds (2) the approval criteria (3) the application process and (4) the code sections applicable to the application.

Staff is seeking direction from the planning commission and city council on this or other ideas or procedures for individual food cart and permitting options.

### Food Cart Pods

Food Cart Pods, or mobile food unit sites, are properties where mobile carts have support facilities which allow them to be parked on a long term basis. These facilities often include restrooms, handwashing stations, seating, lighting, weather protection, and sometimes a permanent building or 'host cart' serving drinks and providing gathering space.

Pods offer property owners an option to develop in a limited capacity in order to see a short term return on their investment, while at the same time, providing space for business incubation, community gathering, and culinary adventure. Pods are largely considered an 'interim use' in that they are not typically the highest and best use for a piece of commercial property and will eventually be redeveloped when the market allows. Remnant parcels are sometimes creatively developed into Pods as well, creating a pocket of interest and activity in developed commercial areas.

Pods are also a great way to reflect community values and interests; individual carts are tenants of the pod, and the patrons essentially will decide which carts they value by voting with their purchases. They provide opportunity for creativity- local artists can display their work, creative seating and lighting can act as a gathering space. Successful carts often graduate to a brick-and-mortar restaurant in the community where they already have relationships with their patrons, and the City.

In considering potential regulations for Food Cart Pods, two categories are considered, accommodations and design.

Accommodations include the essentials: trash collection, restrooms and hand washing, utilities for the carts, perimeter designation, and parking.

Design includes what makes a Pod attractive: Entryway interest, configuration and number of carts, landscaping, seating, weather protection.

<b>Site Accommodations</b>		<b>TABLE 1</b>
Perimeter	Fencing, security, landscaping, screening, fire access	
Restrooms & handwashing	Temporary or permanent, screening	
Trash and recycling	Location, operations	
Utilities	Under ground, above ground, screening	
Parking	Ratios, location, ADA	
Surfacing	Gravel, aggregate, pavement, asphalt	
<b>Site Design</b>		
Entry	Site demarcation, signage, type of access, landscaping	
Number & Configuration of Carts	Square footage per space, space between carts, individual screening, cart standards, setbacks	
Landscaping	Perimeter, size and type, potted or planted, maintenance, ratio	
Seating	Type and number, configuration, accessibility	
Weather protection	Type, materials, temporary or permanent, maintenance	

**Fiscal Impact**

No city fiscal impact expected. Work can be done by City staff.

**Options**

During this work session, staff will present different examples of these accommodations and design elements (see Table 1) and encourage a discussion among Councilors, Commissioners and staff.

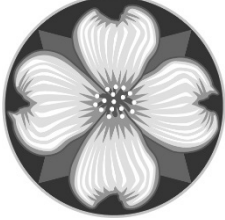
**Recommendation**

Provide a clear idea of what a Pod should look like in Canby, and a recommendation to staff to pursue crafting code language for Food Carts and Food Cart Pods for adoption into the City of Canby Municipal Code Chapter 16, Planning and Zoning.

**Proposed Motion**

As this is a work session, no motion is being requested, however staff is requesting direction on proceeding ahead with a draft Food Cart ordinance for planning commission and city council review and adoption.

**Attachment A: *City of Milwaukie Mobile Food Carts on Private Property***



PLANNING DEPARTMENT  
6101 SE Johnson Creek Blvd  
Milwaukie OR 97206  
503.786.7630  
planning@milwaukieoregon.gov

# Mobile Food Carts on Private Property

This information applies to mobile food carts located on private property. For information about locating a food cart in the public right-of-way, contact the Engineering Department at 503-786-7600.

If you are planning a mobile food cart, your first step should be to consider where the cart will be located. The location of the food cart will help determine which sections of the Milwaukie Municipal Code (MMC) apply and what permits may be required.

Mobile food carts meet the definition of "vehicle" per MMC Section 19.201 Definitions if they meet the following criteria:

- The cart will sit on an existing paved parking area on a site that is zoned to allow eating and drinking establishment uses.
- The cart has wheels, and the wheels will not be removed.
- Any canopies, awnings, or any other attachments will be attached to, and supported entirely by, the cart and will not touch the ground.
- The unit is self-contained and will not require any plumbing connections.
- 

If your food cart does not meet the above criteria, it will be considered a building and will be subject to the appropriate land use approvals, permits, and design reviews. For more information about building requirements, contact the Planning Department at 503-786-7630.

Mobile food carts may require permits from other agencies and City departments.

## APPROVAL CRITERIA

Food carts are permitted in Milwaukie under the following conditions:

- Carts must be totally self-contained.
- Carts must remain mobile and have wheels attached at all times.
- Carts must meet the eating establishment definition and must be located on property that allows eating establishments as a permitted, limited, or accessory use.
- If the cart locates in a required parking space for another existing use, that space will be removed from the parking count and will need to be replaced per MMC Chapter 19.600 Off-Street Parking and Loading (shared or on-site)
- Carts with wheels are considered vehicles, not structures, and are, therefore, not subject to development standards and downtown design review.
- Carts without wheels are considered structures and are subject to development standards, and may be subject to downtown design review.

## APPLICATION PROCESS

1. First, identify a site for your cart. The location of the cart will determine which sign and development regulations will apply.

Food cart eating establishments are allowed outright in the following zones:

- Downtown Mixed Use (DMU)
- General Mixed Use (GMU)
- Neighborhood Mixed Use (NMU)
- General Commercial (C-G)
- Tacoma Station Area Manufacturing (M-TSA)

Food cart eating establishments are allowed as limited uses in the following zones:

- Business Industrial (BI)

Food cart eating establishments are allowed as accessory uses in the following zone:

- Manufacturing (M)

Food cart eating establishments are allowed as conditional uses in the following zones (this is a Type III process):

- Neighborhood Commercial (C-N)
- Open Space (OS)

Food cart eating establishments are prohibited in the following zones:

- All Residential zones (R-10, R-7, R-5, R-3, R-2.5, R-2 and R-1)
- Residential-Office-Commercial (R-1-B)
- Limited Commercial (C-L)
- Community Shopping Commercial (C-CS)

2. Submit appropriate Clackamas County applications and licenses for mobile food units. The information can be found at [http://clackamas.us/community\\_health/eh/restaurants.jsp](http://clackamas.us/community_health/eh/restaurants.jsp).
3. Apply for a City of Milwaukie Business Registration. The form can be found at <http://www.milwaukieoregon.gov/finance/business-registration-1>.
4. Apply for any necessary permits. Mobile food carts are commercial businesses and all electrical work in or on the cart must be done by a licensed electrical contractor. Any electrical work in or on the cart will require a permit (including electrical service from a generator). Contact the Building Department at 503-786-7613 for more information.

Vending carts are allowed one daily display sign (A-board) per cart. The sign must comply with MMC Chapter 14.16 Sign Districts. If the sign will be displayed on private property, you will also need a daily display sign owner authorization.

The application for a daily display sign and sign owner authorization can be found at <http://www.milwaukieoregon.gov/planning/daily-display-sign>.

## DESIGN

Food carts located on private property in downtown Milwaukie are not subject to design review. However, we encourage the use of high-quality materials, attractive colors and designs, and other means of contributing to the overall vitality and appeal of the downtown area.

## APPLICABLE CODE SECTIONS

Food carts must comply with the applicable sections of the Milwaukie Municipal Code. The sections of the Code that apply to food carts are Title 14 and Title 19. Title 14 is the Sign Ordinance, which provides standards for signs in the city; Title 19 is the Zoning Ordinance, which provides guidelines for development standards and uses in the city. The full text of the Code can be found at <http://www.qcode.us/codes/milwaukie/>.

### MMC Chapter 14.16 Sign Districts

This section of the Code identifies prohibited signs, exempted signs, and standards for signs; standards vary depending on the sign district where the cart will be located.

### MMC Section 19.201 Definitions

“Vehicle” means a device in, upon, or by which any person or property is or may be transported or drawn upon a public highway, except devices moved by human power or used exclusively upon stationary rails or tracks.

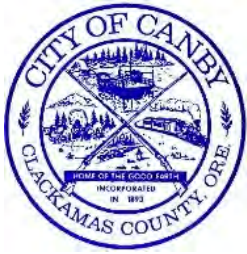
“Eating establishment” means a restaurant or other similar business establishment with the primary function of serving food, prepared to order, to the public, and may serve alcoholic beverages at the dining table. This establishment may or may not have an attached drinking establishment.

### MMC Chapter 19.300 Base Zones

This section of the Code identifies which uses are allowed in each zone. Food cart eating establishments are allowed outright in the DMU, GMU, NMU, and C-G Zones. They are allowed as accessory uses in the M Zones; as limited uses in the BI and M-TSA Zones; and as conditional uses in the C-N and OS Zones.

### MMC Chapter 19.600 Off-Street Parking and Loading

This section of the Code determines the number of required parking spaces for each use in each zone. If your food cart is located in a required parking space for another business, that parking space will need to be replaced either on- or off-site in accordance with this section.



# City of Canby

PO Box 930  
NE 2nd Ave  
Canby, OR 97013

Phone: 503.266.4021  
Fax: 503.266.7961  
www.canbyoregon.gov

## City Council & Planning Commission Work Session Staff Report

DATE: October 26, 2021

TO: Honorable Mayor Hodson and City Councilors, Chair Savory and Planning Commissioners

THRU: Scott Archer, City Administrator

FROM: Brianna Addotta, Associate Planner

ITEM: Food Carts in the City of Canby, 2<sup>nd</sup> Work Session

### Summary

At the August 4<sup>th</sup>, 2021 work session Councilors and Commissioners voiced their support of allowing and regulating food carts and pods as local business incubators that will bring vibrancy to the community and offer more diverse food options for people who live, work, and play in the City. The purpose of the November 3<sup>rd</sup>, 2021 joint work session is for staff to introduce specific regulation options for Mobile Food Vendors and Food Cart Pods in response to feedback received at the first work session.

### Background

Single food carts are opportunities for small businesses to provide the community with fresh, inexpensive dining options. Areas where there are several employers and limited dining options, such as industrial parks, can benefit from a mobile vendor using excess parking to provide an experience right on site.

Food Cart Pods have become popular over the past decade; a pod is a privately owned site with rental spaces for individual cart owners, often with shared facilities such as restrooms and handwashing stations, seating and weather protection, and trash and recycling disposal.

Balancing regulations and permitting procedures can help ensure mobile food vending opportunities are present without posing a threat to traditional restaurants, interfering with the right-of-way, or creating a nuisance.

### Discussion

#### *Zoning and Processes*

The fundamental regulation which must be defined is which zoning districts (1) single food carts and (2) food cart pods will be allowed, conditional, or prohibited. The table below details how



restaurants are regulated according to the zones.

Land Use	Current Zoning Code	Restaurant use
Residential	R-1, R-1.5, R-2	Prohibited
Commercial	C-R	Conditional Use, no drive thru
	C-1	Allowed, no drive thru
	C-2	Allowed, drive thru
Industrial	C-M	Allowed, drive thru
	M-1, M-2	Allowed related/incidental to primary industrial use

Based on feedback from the first work session, staff believe single carts would be appropriate in all commercial and industrial zones, subject to minimum design standards. In response, a Mobile Food Vendor application has been created by tailoring the current Temporary Vendor application to remove undue hardships and unrealistic regulations specific to mobile food preparation and direct vending. The draft application is attached to this memo. The Mobile Food Vendor permit would go through a Type 1 application process, which means applications can be processed administratively.

Food Cart Pods are larger and more permanent than a mobile food vendor and are likely to have different impacts. Staff posit it would be most appropriate to allow the C-1 and C-2, and C-M zones outright, following a Type 2 process which requires all design standards be met and public notice to be provided. In order to recognize the low intensity of the C-R zone and the industrial intensity in the M-1 and M-2 zones, staff suggests additional regulations specific to these zones to mitigate impacts. Examples include limiting the size of the pod, number of carts allowed, and lighting and screening considerations.

An additional process could be included for sites that cannot meet the standards, a Type 3 Conditional use permit. The Conditional Use permit would allow staff and the Planning Commission to consider the specific project to determine whether it meets the intent of the Code. The Type 3 process requires a neighborhood meeting and public comment opportunities that will provide the developer and City important feedback during the design process.

#### *Pod Parking*

Staff has analyzed Development Code regulations for Food Cart Pods from 7 jurisdictions and has found parking requirements are regulated in one of two ways: (1) per cart or (2) per 1,000 square feet of floor area. The first way, functionally, aims to provide parking specifically for employees

and patrons of the food carts. The second way assumes the Pod itself is the attraction and must provide parking according to the overall size of the site. The table below provides parking standards for Pods in other jurisdictions.

<b>Jurisdiction</b>	<b>Parking Ratio</b>
Beaverton	1 per cart
Happy Valley	2.2 per cart
Woodburn	4 per cart
Oregon City	4/1,000 sq ft of floor area
Milwaukie	4/1,000 sq ft of floor area
Tigard	7/1,000 sq ft of floor area
Lake Oswego	3.5 spaces per cart

Food carts can come in several shapes and sizes, but generally they can be ‘small’ (14’x6’), ‘medium’ (17’x6’), or ‘large’ (20’x6’). These trucks are 94, 112, and 120 square feet, respectively. Rental spaces in Pods are typically 200-250 square feet, which accounts for the cart itself as well as any storage, landings, awning, etc. accessory to the cart.

Restaurants in the City of Canby must provide 8 spaces per 1,000 square feet, which equates to 1 per 125 square feet. Using this ratio as a guide and the parking ratios of other jurisdictions as case studies, staff believe a ratio of 1 to 2 spaces per cart is appropriate for Pods in Canby.

Of note, support for a zero parking requirement within the downtown core was voiced at the first work session, in line with the Downtown Canby Overlay regulations. Staff agree this is appropriate.

*Pod Design Standards*

The first work session provided staff with plenty of information regarding how Pods should look and feel in Canby. Three major themes emerged: Flexibility, a sense of permanence, and an element of enclosure or delineation of the site.

Food Cart Pods have become so popular in the last decade because they provide both property owners and small business owners with increased flexibility; flexibility in developing their property, flexibility in meeting customer demands, and flexibility to respond to unexpected

changes in the economy. The best way the City can support this flexibility is by limiting regulations, keeping permitting cost competitive, and providing a quick review process.

It is the interim nature of Pods which allow for this type of flexibility, but it should not come at the expense of the integrity of the development. A sense of permanence can be accomplished without undue hardship on the property owners using design strategies such as immovable and varied seating options, providing amenities like a fire pit, setting material standards for screening and accessory structures, intentional site planning, and an element of enclosure or distinction around the site's perimeter.

An element of enclosure or distinction can provide a more permanent sense of place, increased safety and security, and is an opportunity for good design that will add visual interest to streetscapes. The enclosure element could include fencing, landscaping, creative placement of carts, utilization of the existing topography, artistic elements, and more. The goal is to create a set of minimum standards that ensure the design meets expectations while still providing flexibility and opportunities to be creative.

### **Recommendation**

Following the first work session, staff provided Commissioners and Councilors with language from several jurisdictions that have incorporated Pods into their development codes. We respectfully request any feedback to these codes be provided during this second work session. Staff will use this feedback, and well as feedback on the information provided in this memo, to begin crafting language to be incorporated into Chapter 16 of the Municipal Code.



# City of Canby

PO Box 930 Phone: 503.266.4021  
222 NE 2nd Ave Fax: 503.266.7961  
Canby, OR 97013 www.canbyoregon.gov

## MEMORANDUM

**DATE:** January 14, 2022  
**MEETING DATE:** January 24, 2022  
**TO:** Planning Commission  
**FROM:** Brianna Addotta, AICP, Associate Planner  
**SUBJECT:** Food Cart Pod Text Amendment Work session

### Introduction – Canby Municipal Code Chapter 16 Amendment

This work session is intended to be the last before a legislative and quasi-judicial process to adopt an amendment to Chapter 16 of the City's Municipal Code in order to allow Food Cart Pods within the City, subject to certain regulations. Attached to this memorandum is a draft of proposed *Chapter 16.45, Food Cart Pods*. Staff has provided this draft for Planning Commission review before initiating a formal Text Amendment process.

### Background

Commissioners and Counselors have expressed interest in adding a Food Cart Pod chapter to the Canby Municipal Code, and in tailoring the existing Temporary Vendor Permit to create a Mobile Vendor permit more fitting with the realities of single temporary food carts.

Food Cart Pods have become popular over the past decade; a pod is a privately owned site with rental spaces for individual cart owners, often with shared facilities such as restrooms and handwashing stations, seating and weather protection, and trash and recycling disposal.

Balancing regulations and permitting procedures can help ensure mobile food vending opportunities are present without posing a threat to traditional restaurants, interfering with the right-of-way, or creating a nuisance.

Planning Staff has held two joint work sessions with the Planning Commission and City Councilors, the first on August 4, 2021 and the second on October 26, 2021. Staff reviewed Development Code sections from nine surrounding cities and visited Pods that have been privately developed using their respective City's Code in order to understand the intent and the outcome of Pod regulations. Staff refer back to the memos produced after the first and second work session for record of these discussions.

## **Draft Chapter 16.45 Food Cart Pods**

The draft chapter includes the following sections. Staff respectfully request feedback from Planning Commissioners on each of these sections.

16.45.010 Purpose

16.45.015 Applicability

16.45.020 Administration

16.45.025 Siting and Design Standards

16.45.030 Individual Cart Design Standards

16.45.035 Parking

16.45.040 Utilities

16.45.045 Signage

16.45.050 Standards for M-1 and M-2 Zoning Districts

## **Conclusion**

City officials and members of the community alike are looking forward to regulations that would allow development of a Food Cart Pod. It is the intent of Staff to bring forth a formal Text Amendment in February 2022, after appropriate edits are made following this work session. A Text Amendment is subject to public review and comment and is ultimately decided upon by City Council after recommendation from the Planning Commission. Staff thank the public officials for their continued guidance.

### *Attachments:*

- A. Memo from 1<sup>st</sup> work session
- B. Memo from 2<sup>nd</sup> work session
- C. Draft Chapter 16.45 Food Cart Pods
- D. Draft Application for Food Cart Pods
- E. Draft Code language for Mobile Vendor Permit
- F. Draft application for Food Cart Pod Permit



## City Council Staff Report

Meeting Date: 5/4/2022

To: The Honorable Mayor Hodson & City Council

Thru: Scott Archer, City Administrator

From: Don Hardy, Planning Director

Agenda Item: Food Cart Pods and Mobile Food Vendors Text Amendment (*Second Reading*)

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### **Summary**

On April 20, 2022, City Planning staff presented the first reading of the Food Cart Pods and Mobile Food Vendors Text Amendment. City Council heard and approved the Text Amendment with two revisions:

1) Edit Section 16.04.221.1 of the Canby Municipal Code to include the minimum number of cart spaces required for a Food Cart Pod. The definition for a Food Cart Pod will read “A site containing space for three or more food carts and associated amenities under common management on private property”.

2) Edit Section 16.04.415 of the Canby Municipal Code to allow both premade and made to order food products to be sold by Mobile Food Vending Units. The definition for a Mobile Food Vending Unit will read “A vehicle or trailer designed to be portable and not affixed to any structure, from which food is made to order vended, sold, served, displayed, offered for sale or given away. The vehicle must not require a special permit from the Oregon Department Transportation to be moved.”

City Planning Staff are requesting consideration of a legislative text amendment to add regulations and processes to allow Food Cart Pods and Mobile Food Vendors to the Canby Land Development and Planning Ordinance Title 16 Canby Municipal Code (CMC). The text amendment proposal is an effort to allow and regulate an emerging business concept that could increase local business activity and provide more dining options to the community of Canby. The purpose of this staff report is to summarize the text amendments and to provide findings of fact related to the text amendment process.

### **Background**

Planning staff used a variety of sources to craft the text amendments. This included analyzing Development Codes from Beaverton, Hillsboro, Oregon City, Happy Valley, Milwaukie, Lake Oswego and Portland, visiting Food Cart Pods in these cities, and working closely with the Economic Development Director to perform local business outreach. Several work sessions have been held with City Council and Planning Commission to refine the city’s goals and standards for Pods and Mobile Food Vendors, which are reflected in the draft code text.

### **Discussion**

The need for this amendment is largely driven by the emerging business model of the Food Cart Pod. Without these amendments, the City of Canby would miss opportunities to foster economic development, and lose out on exciting and local creative cuisine options.

The following Statewide Planning Goals apply to this application:

### Goal 1: Citizen Involvement.

The Planning Commission will make a recommendation to the City Council on this application in a public hearing which was noticed in the Canby Herald. Additionally, this amendment has been discussed in 3 separate work sessions with the City Council and Planning Commission.

### Goal 9: Economic Development

This goal requires Cities to have an inventory of commercial and industrial land available for development. Creative uses like Food Cart Pods have the unique ability to develop constrained parcels into commercial enterprises. Allowing this use would (1) encourage the creative use of constrained or remnant parcels and (2) leave the large 'shovel ready' parcels for large format traditional commercial and industrial development.

This text amendment will support several of The Comprehensive Plan goals and policies:

#### Citizen Involvement Element Policy No. 2:

Canby shall strive to eliminate unnecessarily costly, confusing, and time consuming practices in the development review process.

#### Economic Element Policy No. 3:

Canby shall encourage economic programs and projects which will lead to an increase in local employment opportunities.

This amendment is the best course of action at the present time. The City has received numerous inquiries from private developers interested in creating a Pod in Canby, as well as frequent comments that the current Temporary Mobile Vendor permitting process is prohibitive for single Food Carts. No code changes at this juncture would result in a lost opportunity for the City of Canby to encourage local businesses and enjoy increased food options. This amendment preserves the functions and local control of land conservation and development within the City of Canby.

### **Attachments**

- A. Text Amendment Application
- B. Proposed Text Amendments throughout Chapter 16 of the Municipal Code
- C. Draft Chapter 16.45 Food Cart Pod text
- D. Oregon Health Authority Mobile Food Unit Operation Guide
- E. OHA Food Sanitation Rules
- F. Link to Oregon Plumbing Specialty Code

### **Fiscal Impact**

There will be a \$2,000 fee associated with a Food Cart Pod application. These applications will be processed by Planning Staff.

### **Options**

City Council may elect to approve, deny, or continue the Text Amendment application to a future hearing.

### **Recommendation**

Staff recommends the Council approve Amending Canby's Title 16 of the Canby Municipal Code Adding Newly Created Code Chapter 16.45 for Food Cart Pods and Modifying Existing Chapters in the Title to be consistent with Chapter 1645.

### **Proposed Motion**

I move to adopt Ordinance No. 1570; An Ordinance Amending Canby's Title 16 of the Canby Municipal Code Adding Newly Created Code Chapter 16.45 for Food Cart Pods and Modifying Existing Chapters in the Title to be consistent with Chapter 1645.





## CITY COUNCIL STAFF REPORT

Meeting Date: 4/19/2023

To: The Honorable Mayor Hodson & City Council

Thru: Scott Archer, City Administrator

From: Joseph Lindsay, City Attorney/ Assistant City Administrator

Agenda Item: Consider Ordinance 1594: An Ordinance Prohibiting Camping and Reducing Other Miscellaneous Offenses to Violations (*Second Reading*)

Goal: Align resources to address future community growth

Objective: N/A

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### Summary

Canby does not currently have an ordinance to regulate camping in the public rights of way. Oregon Revised Statute 195.530 calls for cities to have any such ordinances comply with Oregon law in addition to the holdings in *Martin v. Boise* as well as *Blake v. Grants Pass*. In order to regulate any use of public rights of way for camping, the City has to structure its ordinance in a way that is reasonable as to time, space, and manner. It must look to avoid the violation of individuals' 8<sup>th</sup> Amendment rights against cruel and unusual punishment with excessive fines or criminalization behaviors that naturally flow from those experiencing homelessness or houselessness. In reviewing Canby Municipal Code Chapters 9.24 and 12.24.040, it is advisable to have those fall in line with this de-criminalization of use of public rights of way.

### Attachments

Exhibit A—creating CMC Chapter 9.25 and Chapter 9.24.080 as well as amending CMC Chapter 12.24.040

### Fiscal Impact

No Costs. We might collect some revenue from any violations of these ordinances.

### Options

Approve the Ordinances as written to regulate camping and de-criminalize similar activities in public.

Deny and ask staff to craft a different ordinance or no ordinance at all.

### Recommendation

Approve the ordinance as written.

### Proposed Motion

"I move to adopt Ordinance No. 1594, an Ordinance Prohibiting Camping and Reducing Other Miscellaneous Offenses to Violations."

**ORDINANCE NO. 1594**

**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 Revised Statute 195.530 requires any camping ordinance be brought into compliance with Oregon law and with 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 or houseless 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 a camping ordinance that reasonably regulates as to time, space, and manner any camping within or along Canby public rights of way.

**NOW 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, March 1, 2023 ordered posted as required by the Canby City Charter; and scheduled for second reading on Wednesday, April 19, 2023 commencing at the hour of 7:00 PM in the Council Chambers located at 222 NE 2<sup>nd</sup> Avenue, 1<sup>st</sup> Floor Canby, Oregon.

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Maya Benham  
City Recorder

**PASSED** on second and final reading by the Canby City Council at a regular meeting thereof on the 19<sup>th</sup> day of April, 2023, by the following vote:

YEAS \_\_\_\_\_

NAYS \_\_\_\_\_

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Brian Hodson  
Mayor

ATTEST:

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Maya Benham  
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, cemeteries, public safety buildings and curtilage, utility buildings and curtilage, and public works buildings and curtilage;

(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 otherwise allowable 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 (to include current registration), is operable, and is moved at least ~~one block or one~~ to a different 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. for all months other than June, July, August, and September in which the hours change to 7:00 a.m. to 10 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 defense 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

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### 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.



## CITY COUNCIL STAFF REPORT

Meeting Date: 4/19/2023

To: The Honorable Mayor Hodson & City Council

Thru: Scott Archer, City Administrator

From: Paul Waterman, Network Administrator

Agenda Item: Consider Ordinance No. 1595, An Ordinance Authorizing the City Administrator to enter into a Contract with Pacific Office Automation. (*First Reading*)

Goal: Consolidate Copier Contracts and Standardize Equipment

Objective: Approval of Staff Recommendation – Pacific Office Automation Lease Consolidation

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### **Summary**

The City of Canby wishes to consolidate multiple department copier equipment lease contracts into one contract with standardized equipment.

### **Background**

The City of Canby departments previously managed print/copier equipment lease contracts separately. Multiple brands and models of copiers/printers are deployed across the city. Managing and supporting multiple contracts and copier brands increase account management overhead as well as increases support complexity and cost.

### **Discussion**

Consolidating contracts will streamline account and cost management. Standardizing on a copier brand will make training and support of copiers more efficient. End users and support across all locations and departments will use the same copier menus and functionality. Pacific Office Automation will not have to schedule multiple technicians with different brand support expertise for service calls. Internal Setup and Documentation can be streamlined across all departments.

Combining contracts and standardizing copier equipment the city will save \$200 per month. The proposal for the new copiers includes the equipment and configurations for each department. The quote uses US Communities and this is for a term of 60 months. US Communities is nationally pre-bid pricing that any government or educational institution can use to ensure the best pricing.

The current cost-per-copy rates vary because of the different equipment in the different departments. The B/W cost-per-copy ranges between \$0.0085 and \$0.015, and the Color cost-per-copy ranges between \$0.05 and \$0.09. With the new proposal and US Communities pricing, the B/W cost-per-copy would be \$0.0077, and Color would be \$0.0499.

Overall consolidation and standardization save money on labor overhead and lowers lease payments and consumables costs.

## **Attachments**

Ordinance No. 1595  
City of Canby Copier Proposal

## **Fiscal Impact**

### **Current Services:**

Multiple Contracts and equipment brand leases: **\$1,481.33 / Month**  
B/W - **\$0.0085 and \$0.015**  
Color - **\$0.05 and \$0.09**

### **New Services:**

Consolidated Contracts and RICOH Copiers: **\$1,280 / Month**  
B/W - **\$0.0077**  
Color - **\$0.0499**

## **Recommendation**

Staff recommends that the Council authorize the City Administrator to approve an agreement with Pacific Office Automation for a 60 month lease and service contract for five RICOH IM C4500 copiers for \$1,280 per month and toner consumable pricing at B/W - \$0.0077 and Color - \$0.0499 per copy.

## **Proposed Motion**

"I move to approve Ordinance No. 1595, An Ordinance Authorizing the City Administrator to enter into a 60 month lease and service contract with Pacific Office Automation to come up for a second reading on May 3, 2023."



**ORDINANCE NO. 1595**

**AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A 60-MONTH LEASE AND SERVICE AGREEMENT WITH PACIFIC OFFICE AUTOMATION**

**WHEREAS**, the City of Canby desires to update and consolidate its copiers and services under a single 60-month lease contract;

**WHEREAS**, this consolidated proposal to bring many City of Canby departments into the same contract with Pacific Office Automation will save costs and efficiencies; and

**WHEREAS**, the Pacific Office Automation quote utilizes US Communities, which is nationally pre-bid pricing that any government or educational institution can use to ensure the best pricing.

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

**Section 1.** The City Administrator is hereby authorized on behalf of the City to enter into a 60-month lease agreement with Pacific Office Automation for office copiers and services. A copy of the Scope of Leased Equipment is attached hereto as Exhibit “A.”

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, April 19, 2023, ordered posted as required by the Canby City Charter; and scheduled for second reading on Wednesday, May 3, 2023, commencing at the hour of 7:00 PM in the Council Chambers located at 222 NE 2<sup>nd</sup> Avenue, 1<sup>st</sup> Floor Canby, Oregon.

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Maya Benham  
City Recorder

**PASSED** on second and final reading by the Canby City Council at a regular meeting thereof on the 3<sup>rd</sup> day of May 2023, by the following vote:

YEAS \_\_\_\_\_

NAYS \_\_\_\_\_

\_\_\_\_\_  
Brian Hodson  
Mayor

ATTEST:

\_\_\_\_\_  
Maya Benham  
City Recorder



**Current Set-up**

<b>Department</b>
<i>Developmental Services</i>
<b>Equipment:</b>
Ricoh MP C6004ex

<b>Department</b>
<i>Finance</i>
<b>Equipment:</b>
Sharp MX-5070N

<b>Department</b>
<i>Transit</i>
<b>Equipment:</b>
Canon iRAC5550i

<b>Department</b>
<i>Public Works</i>
<b>Equipment:</b>
Ricoh MP C3004ex

<b>Department</b>
<i>Administration</i>
<b>Equipment:</b>
Sharp MX-5070N

<b>Current Expense</b>
\$1,481.33 / month

**New Equipment**

<b>Department</b>
<i>Developmental Services</i>
<b>Equipment Configuration:</b>
Ricoh IM C4500 (45 PPM)
Fax
4 x 550-Sheet Paper Trays
OCR Scanning
Booklet Finisher

<b>Department</b>
<i>Finance</i>
<b>Equipment Configuration:</b>
Ricoh IM C4500 (45 PPM)
Fax
4 x 550-Sheet Paper Trays
OCR Scanning
Booklet Finisher

<b>Department</b>
<i>Transit</i>
<b>Equipment Configuration:</b>
Ricoh IM C4500 (45 PPM)
Fax
4 x 550-Sheet Paper Trays
OCR Scanning
Staple Finisher
Hole-Punch

<b>Department:</b>
<i>Public Works</i>
<b>Equipment Configuration:</b>
Ricoh IM C4500 (45 PPM)
Fax
4 x 550-Sheet Paper Trays
OCR Scanning
Staple Finisher
Hole-Punch

<b>Department:</b>
<i>Administration</i>
<b>Equipment Configuration:</b>
Ricoh IM C4500 (45 PPM)
Fax
4 x 550-Sheet Paper Trays
OCR Scanning

**New Expense**

<b>Monthly Cost:</b>
\$1,280.00
<b>Term Length:</b>
60 months

<b>Service CPC:</b>
Cost Per Copy *see below
\$0.0077 per B/W image
\$0.0499 per Color image

<b>Notes</b>
1. Cost off all equipment not to exceed \$1,280/month
2. CPC cost noted above to cover all equipment
3. Term length of 60 months for all equipment
4. Equipment configurations based on Department Requests Survey
5. US Communities is nationally pre-bid pricing that any government or educational institution can use to ensure best pricing



## CITY COUNCIL STAFF REPORT

Meeting Date: 4/19/2023

To: The Honorable Mayor Hodson & City Council

Thru: Scott Archer, City Administrator

From: Jeremy S. Thomas, CURRAN-MCLEOD, Inc

Agenda Item: Consider Ordinance No. 1596: An Ordinance authorizing the City Administrator to execute a contract with Canby Excavating, Inc. in the amount of \$1,035,249.00 for the 2023 Sanitary Sewer Improvements and declaring an emergency.

Goal: Align Resources to Address Future Community Growth

Objective: Explore planning toward future wastewater/municipal water needs

### Summary

On March 5<sup>th</sup>, 2023, the City of Canby received two bids for the 2023 Sewer Improvements Project. This staff report is to recommend the City Council approve award of the construction contract to Canby Excavating, Inc., in the amount of \$1,035,249.00.

### Background

In August 2021, the City of Canby and CURRAN-McLEOD signed a contract for engineering services to prepare plans and specifications for the Safeway Pump Station Decommissioning project. This project will be listed in the CIP and funded by the Sanitary Sewer SDC.

The two bids for the 2023 Sewer Improvements project are listed below:

<b>1</b>	<b>Canby Excavating, Inc.</b>	<b>\$1,035,249.00</b>
<b>2</b>	<b>K &amp; E Excavating, Inc.</b>	<b>\$1,233,725.00</b>

Canby Excavating, Inc’s bid was deemed to be responsive and responsible. There are no concerns listed on the Oregon Construction Contractors Board (CCB) records for this company, therefore, CURRAN-McLEOD recommends the contract be awarded to Canby Excavating, Inc.

### Discussion

This solicitation was advertised and completed in compliance with the public bid statutes in ORS 279C, as a formal bid process. All bids received were responsive and responsible. The bid from Canby Excavating, Inc. was the lowest responsive and responsible bid.

### Attachments

1. Ordinance No. 1596
2. Contract for Construction

### **Fiscal Impact**

This project is budgeted for 2022-23 and an eligible expense for both the Sanitary Sewer SDC Reimbursement and Improvement fees.

### **Options**

1. Approve the contract as presented.
2. Reject the contract as presented.

### **Recommendation**

That the City of Canby approve Ordinance No. 1596 authorizing the City Administrator to execute a contract with Canby Excavating, Inc., for the 2023 Sewer Improvements in the amount of \$1,035,249.00.

### **Proposed Motion**

“I move to approve Ordinance No. 1596 authorizing the City Administrator to execute a contract with Canby Excavating, Inc., in the amount of \$1,035,249.00 for the 2023 Sewer Improvements project, and declaring an emergency.”

**ORDINANCE NO. 1596**

**AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH CANBY EXCAVATING, INC, IN THE AMOUNT OF \$1,035,249.00 FOR CONSTRUCTION OF THE 2023 SANITARY SEWER IMPROVEMENTS PROJECT; AND DECLARING AN EMERGENCY**

**WHEREAS**, in accordance with the Public Contract requirements in ORS 279C, the City of Canby has heretofore formally advertised and received bids for the 2023 Sanitary Sewer Improvements Project;

**WHEREAS**, the notice of call for bids was duly and regularly published in the Oregon Daily Journal of Commerce on February 6<sup>th</sup>, 2023;

**WHEREAS**, two (2) bids were received and opened on March 2<sup>nd</sup>, 2023, at 2:00 pm in the City Hall Mt Hood Conference Room, and the bids were read aloud, with the summary of bids as listed below:

<b>1</b>	<b>Canby Excavating, Inc.</b>	<b>\$1,035,249.00</b>
<b>2</b>	<b>K &amp; E Excavating, Inc.</b>	<b>\$1,233,725.00</b>

**WHEREAS**, the Canby City Council, acting as the City’s Contract Review Board, met on Wednesday, March 15, 2023, and considered the bids and reports and recommendations of the City staff, including the staff recommendation that the low responsive bid be selected; and

**WHEREAS**, the Canby City Council determined that the low responsive bid was that of Canby Excavating, Inc.

**NOW THEREFORE, THE CITY OF CANBY ORDAINS AS FOLLOWS:**

Section 1. The City Administrator is hereby authorized and directed to make, execute, and declare in the name of the City of Canby and on its behalf, an appropriate contract with Canby Excavating, Inc. for the 2023 Sewer Improvements Project in the amount of \$1,035,249.00.

Section 2. Inasmuch as it is in the best interest and the safety and welfare of the citizens of Canby, Oregon, to complete this project as soon as possible, an emergency is hereby declared to exist and this ordinance shall therefore take effect immediately upon its enactment after final reading.

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, April 19, 2023; ordered posted as required by the Canby City Charter and scheduled for second reading on Wednesday, May 3, 2023, after the hour of 7:00 PM at the Council Meeting Chambers located at 222 NE 2<sup>nd</sup> Avenue, Canby, Oregon.

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Maya Benham  
City Recorder

**PASSED** on second and final reading by the Canby City Council at a regular meeting thereof on the 3<sup>rd</sup> day of May 2023, by the following vote:

YEAS \_\_\_\_\_

NAYS \_\_\_\_\_

\_\_\_\_\_  
Brian Hodson, Mayor

ATTEST:

\_\_\_\_\_  
Maya Benham  
City Recorder

**CONTRACT FOR CONSTRUCTION**

THIS AGREEMENT is dated as of the \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_ by and between:

\_\_\_\_\_  
**CITY OF CANBY**  
(hereinafter called OWNER) and

\_\_\_\_\_  
**CANBY EXCAVATING, INC.**  
(hereinafter called CONTRACTOR)

OWNER and CONTRACTOR, in consideration of the mutual covenants hereinafter set forth, agree as follows:

**ARTICLE 1 - WORK**

CONTRACTOR shall complete all Work as specified or indicated in the Contract Documents:

**City of Canby**  
**SANITARY SEWER IMPROVEMENTS**  
Schedule A: Gravity Sewer Construction & Safeway Pump  
Station Decommissioning  
Schedule B: 3<sup>rd</sup> & Baker Pump Station

Schedule ‘A’ scope of work includes approximately 1,120 feet of 8” gravity sewer construction, including 120 feet of open trench excavation across Highway 99E, and decommissioning of the existing Safeway Pump Station. Schedule ‘B’ consists of a new 40 kW generator and masonry building at the existing 3rd & Baker Pump Station.

**ARTICLE 2 - ENGINEER**

The Project has been designed by CURRAN-McLEOD, INC., Consulting Engineers, who is hereinafter called ENGINEER and who will assume all duties and responsibilities and will have the rights and authority assigned to ENGINEER in the Contract Documents in connection with completion of the Work in accordance with the Contract Documents.

**ARTICLE 3 - CONTRACT TIME**

3.1 The Work will be substantially completed within **150 calendar days** after the date when the Contract Time commences to run as provided in paragraph 4.01 of the General Conditions and completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions within 30 days after the date when the issuance of the Certificate of Substantial Completion including punch list items.



- 3.2 Liquidated Damages: OWNER and CONTRACTOR recognize that time is of the essence of this Agreement and that OWNER will suffer financial loss if the Work is not substantially complete within the time specified in paragraph 3.1 above, plus any extensions thereof allowed in accordance with Article 12 of the General Conditions. They also recognize the delays, expense and difficulties involved in proving in a legal proceeding the actual loss suffered by OWNER if the Work is not substantially complete on time.

Accordingly, instead of requiring any such proof, OWNER and CONTRACTOR agree that as liquidated damages for delay (but not as a penalty) CONTRACTOR shall pay OWNER or the OWNER may withhold from amounts due the CONTRACTOR Two Hundred Fifty Dollars (\$250.00) for each day that expires after the time specified in paragraph 3.1. for Substantial Completion until the Work is substantially complete AND/OR for each day of delay beyond the deadline for Final Completion.

#### **ARTICLE 4 - CONTRACT PRICE**

- 4.1 OWNER shall pay CONTRACTOR for performance of the Work in accordance with the Contract Documents in current funds by check, an amount totaling

ONE MILLION THIRTY-FIVE THOUSAND TWO HUNDRED FORTY-NINE DOLLARS & NO CENTS

(\$1,035,249.00) as shown in the attached Bid Proposal.

#### **ARTICLE 5 - PAYMENT PROCEDURES**

CONTRACTOR shall submit Applications for Payment in accordance with the General Conditions. Applications for Payment will be processed by ENGINEER as provided in the General Conditions.

- 5.1 Progress Payments: OWNER shall make progress payments on account of the Contract Price based on CONTRACTOR'S Applications for Payment as recommended by ENGINEER, on or about the 25th day of each month during construction as provided below. All progress payments will be based on the progress of the Work measured by the schedule of values provided for in paragraph 2.03 of the General Conditions.

5.1.1 Prior to Substantial Completion progress payments will be in an amount equal to:

- (a) 95 % of the Work completed; and
- (b) 95 % of materials and equipment not incorporated in the Work but delivered and suitably stored, less in each case the aggregate of payments previously made.

- 5.1.2 Upon Substantial Completion, OWNER shall pay an amount sufficient to increase total payments to CONTRACTOR to 95% of the value of the Contract Work completed, less such amounts as ENGINEER shall determine in accordance with the General Conditions.
- 5.2 Final Payment: Upon final completion and acceptance of the Work in accordance with the General Conditions, OWNER shall pay the remainder of the value of the Contract Work completed, as recommended by ENGINEER.

## **ARTICLE 6 - INTEREST**

All monies not paid when due hereunder shall bear interest at the maximum rate allowed by law at the place of the Project, when requested in accordance with ORS 279C.570

## **ARTICLE 7 - CONTRACTOR'S REPRESENTATIONS**

To induce OWNER to enter into this Agreement CONTRACTOR makes the following representations:

- 7.1 CONTRACTOR has familiarized himself with the nature and extent of the Contract Documents, Work, locality, and with all local conditions and federal, state, and local laws, ordinances, rules, and regulations that in any manner may affect cost, progress, or performance of the Work.
- 7.2 CONTRACTOR has visited and explored the site soil conditions or if attached studied carefully all reports of investigations and tests of subsurface and latent physical conditions at the site or otherwise affecting cost, progress or performance of the Work which were relied upon by ENGINEER in the preparation of the Drawings and Specifications and which have been identified in the Supplementary Conditions.
- 7.3 CONTRACTOR has visited and explored the site soil conditions, made or caused to be made if attached examinations, investigations and tests and studies of such reports and related data in addition to those referred to in paragraph 7.2 as he deems necessary for the performance of the Work at the Contract Price, within the Contract Time and in accordance with the other terms and conditions of the Contract Documents; and no additional examinations, investigations, tests, reports or similar data are or will be required by CONTRACTOR for such purposes.
- 7.4 CONTRACTOR has conversed with the ENGINEER regarding the site soil conditions or correlated if attached the results of all such observations, examinations, investigations, tests, reports and data with the terms and conditions of the Contract Documents.
- 7.5 CONTRACTOR has given ENGINEER written notice of all conflicts, errors, or discrepancies that he has discovered in the Contract Documents and the written resolution thereof by ENGINEER is acceptable to CONTRACTOR.

**ARTICLE 8 - CONTRACT DOCUMENTS**

- 8.1 This Agreement
- 8.2 Exhibits to this Agreement.
- 8.3 Performance and other Bonds
- 8.4 Notice of Award.
- 8.5 General Conditions of the Construction Contract
- 8.6 Supplementary Conditions
- 8.7 Technical Specifications as listed in the Table of Contents.
- 8.8 Drawings & Specifications bearing the following general title:

**City of Canby**  
**SANITARY SEWER IMPROVEMENTS**  
Schedule A: Gravity Sewer Construction & Safeway Pump  
Station Decommissioning  
Schedule B: 3<sup>rd</sup> & Baker Pump Station

- 8.9 Addenda number 1.
- 8.10 CONTRACTOR'S Bid
- 8.11 Any Modification, including Change Orders, duly delivered after execution of Agreement.

There are no Contract Documents other than those listed above in this ARTICLE 8. The Contract Documents may only be altered, amended, or repealed by a Modification (as defined in Article 1 of the General Conditions).

**ARTICLE 9 - MISCELLANEOUS**

- 9.1 Terms used in this Agreement which are defined in the General Conditions shall have the meanings indicated in the General Conditions.
- 9.2 No assignment by a party hereto of any rights under or interests in the Contract Documents will be binding on another party hereto without the written consent of the party sought to be bound; and specifically by without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment no

assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

9.3 OWNER and CONTRACTOR each binds himself, his partners, successors, assigns and legal representatives to the other party hereto, his partners, successors, assigns and legal representatives in respect to all covenants, agreements and obligations contained in the Contract Documents.

9.4 In the event a suit, arbitration or other legal action is required by either the OWNER or the CONTRACTOR to enforce any provisions of this Agreement, the prevailing parties shall be entitled to all reasonable costs and reasonable attorney's fees upon trial or subsequent appeal.

IN WITNESS WHEREOF, the parties hereto have signed three counterparts of this Agreement.

This Agreement will be effective on \_\_\_\_\_ .

OWNER:

**City of Canby  
222 NE 2<sup>nd</sup> Avenue  
Canby, OR 97013**

CONTRACTOR:

**Canby Excavating, Inc.  
25361 S Hwy 99 E,  
Aurora, OR 97002**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Attest: \_\_\_\_\_

Address for giving notices:



## CITY COUNCIL STAFF REPORT

Meeting Date: 4/19/2023

To: The Honorable Mayor Hodson & City Council

Thru: Scott Archer, City Administrator

From: Don Hardy, Planning Director

Agenda Item: I-205 Toll Project Letter

Goal: Plan a Transportation System that eases the impacts of growth

Objective: Build relationships with ODOT and Clackamas County to pursue project planning resources and funding for transportation improvements

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### Summary

The Oregon Department of Transportation (ODOT) has released the National Environmental Policy Act (EA) for the I-205 Toll Project. The EA consists of 3,000 pages of analysis and detailed information about the I-205 Toll Project proposal. Public Comments are due by 4:00 pm April 21, 2023.

As traffic diversion is anticipated to have significant impacts to Canby, the city has remained involved in correspondence and conversation with ODOT staff, including participation in two mitigation meetings. Staff prepared three comment letters addressing concerns at the beginning stages of the project, during the EA scoping process and most recently requesting an extension to the April 21, 2023 EA comment deadline. Additionally, city staff participated in numerous ODOT sponsored video conferences and Clackamas County and cities discussions regarding tolling project impacts over the last two years. Canby staff believe that concerns raised during the EA scoping process have not been adequately addressed in the EA.

### Background

ODOT is proposing tolling to alleviate traffic congestion along I-205 and to provide a long-term transportation funding source. For most Clackamas County jurisdictions there will also be traffic diversion impacts associated with the tolling project which will decrease traffic level of services and cause unwanted delays for cars and freight and also those walking and biking along and across these streets and intersections. For Canby, these diversion impacts are predicted to be most significant for the Ivy/99E intersection, although no supporting analysis was provided in the EA at other nearby OR 99E intersections which may also experience significant added delay once tolling is implemented. ODOT intends to address the Haines Road intersection with the development of a roundabout and South-End Road with a traffic signal. The exact timing of these improvements is not certain.

According to the EA traffic diversion impacts will affect the Redwood/99E intersection but diversion will not cause failure of the intersection; however, Canby has provided the EA project team with comments that identifies incorrect data with used in the EA analysis. These discrepancies have not been addressed in the current version of the EA, therefore it is unclear how the resulting analysis will change once they are corrected, and it is possible additional impacts will be identified. No analysis was completed at the Pine/99E intersection or other intersections in the city outside of the OR 99E intersections with Ivy, Redwood and Haines in the current version of the EA.

The city has a number of concerns related to tolling which include:

- What failure of the Ivy/99E intersection will mean for development applications and development review of land use applications
- Diversion impacts onto Canby streets
- Impacts to future growth and urban growth boundary expansion
- ODOT modeling analysis work
- Pedestrian and bicycle safety
- Impacts to Canby Area Transit ridership and operational delays in schedule

Staff have prepared a letter for city council approval which is included in the council packets. Additionally, due to the highly technical nature of the EA, Canby has hired DKS Associates to prepare a letter identifying traffic impacts and concerns as part of the city's letter. DKS prepared the April 14, 2023 I-205 Toll Project Technical – Canby Review memorandum which is part of the council package.

Canby is requesting ODOT to do the following in the letter from the city:

- Not adopt the EA.
- Request that an Environmental Impact Statement be completed to address project impacts more holistically and provide mitigation for impacts not currently included in the EA to address Canby concerns.

### **Discussion**

Review of the draft letter including the DKS technical analysis and council's review and discussion of the letter.

### **Attachments**

Draft letter to ODOT addressing I-205 Tolling concerns for the mayor's signature and April 14, 2023 I-205 Toll Project Technical – Canby Review memorandum by DKS Associates.

### **Fiscal Impact**

None

### **Options**

Approve, modify, or deny the Draft letter to ODOT addressing I-205 Tolling Concerns

### **Recommendation**

Approval of Draft letter to ODOT addressing I-205 Tolling Concerns for the mayor's signature and incorporating by reference the April 14, 2023 I-205 Toll Project Technical – Canby Review memorandum from DKS Associates.

### **Proposed Motion**

"I move to approve the Draft letter to ODOT addressing I-205 Tolling Concerns and authorizing Mayor Hodson to sign the letter."



# City of Canby

PO Box 930 Phone: 503.266.4021  
222 NE 2nd Ave Fax: 503.266.7961  
Canby, OR 97013 www.canbyoregon.gov

April 19, 2023

Mandy Putney  
Oregon Department of Transportation  
Via email  
CC: Keith Lynch, FHWA, Kris Strickler, ODOT

## **RE: I-205 Toll Project Draft Environmental Assessment (EA)**

Dear Ms. Putney:

The City of Canby appreciates this opportunity to provide comments addressing the EA for the I-205 Toll Project.

Although Canby is not located directly along either the I-5 or I-205 freeway corridors, our community is strategically located at a point in the regional transportation network that is directly affected by regional commute patterns. State Highway 99E traverses and bisects the heart of Canby and serves as the only major through-route surface highway between population centers along I-5 (i.e., Aurora, Hubbard, Woodburn, Salem, and points south) and the eastern metro area (i.e., Oregon City and beyond). As more and more commuters choose to work in the Portland area but live outside the metro area, Canby and its neighbors have experienced increased pressure from growth and congestion on Highway 99E. Additional congestion on 99E through Canby is both an economic and quality of life issue for our community: peak hour traffic volumes on 99E affect how our local businesses conduct their day-to-day operations and also affect the safety of residents walking and biking between neighborhoods.

Canby has a number of concerns with impacts from anticipated I-205 tolling diversion and this letter addresses them at a high level and is supported by the April 14, 2023 I-205 Toll Project Technical Report– Canby Review prepared by DKS Associates, attached and incorporated by reference. We request that EA comment responses address both this letter and the analysis gaps and lack of mitigation identified by DKS Associates memorandum.

Canby has many planning studies underway, Housing Needs Analysis, Housing Production Strategy, Housing Code Efficiency Measure Development, Economic Opportunity Analysis and 20-year Comprehensive Plan and Transportation System Plan Updates. Substantial work has been completed on the Housing Needs Analysis, Housing Production Strategy,

and Economic Opportunity Analysis (EOA) all supported by Department of Land Conversation and Development Grants. The EOA is scheduled for city council adoption on April 19, 2023. We understand that the EA did not assess this body of work as it was not adopted when the EA was prepared and is not an existing condition; however, we provide this information for context of Canby's overall concern which is that traffic diversion is likely to limit needed housing and employment growth due to significant increase traffic volumes on 99E and on city streets. This is further elaborated in the DKS Associates --April 14, 2023 I-205 Toll Project Technical – Canby Review memorandum.

Our draft housing needs analysis and economic opportunity analysis work has been completed consistent with state buildable lands assessments standards and both a housing and employment urban growth boundary expansion will be needed to accommodate roughly 6,000 residents over the next 20-years along with associated employment lands. Urban growth boundary expansion for residential development is currently forecasted to be between 100 and 200 acres and roughly 450 acres of employment lands.

We realize that the EA baseline of environmental assessment was based on current adopted plans; however, we provide this information to support our request that an Environmental Impact Statement be completed for the I-205 Toll Project in place of an EA. We believe that future road capacity on city streets is directly tied to the I-205 Toll project and is foreseeable and should be considered as part of an Environmental Impact Statement. The magnitude of traffic increase from anticipated tolling diversion in the EA is significant.

We also understand that the use of an EA implies that all environmental impacts have been addressed and mitigated to the point of non-significance. There are a number of impacts that we believe have not been mitigated. We also believe that the EA does not provide analysis of diversion impacts onto city streets and this is further identified by DKS Associates. Canby, like many Oregon cities, has adopted its own level of service standards as documented in the Canby 2010 Transportation System Plan. Acknowledging impacts caused from tolling diversion onto city streets is especially important for those intersections leading to the heart of downtown Canby, including the Elm Street, Grant Street, Ivy Street, and 4<sup>th</sup> Avenue intersections with 99E.

The Ivy Street/99E intersection is predicted to fail in 2027 and with the tolling diversion impacts will almost double in intersection delay. We understand that the right-of-way constraints to this intersection restrict intersection improvements but we believe to substantiate an EA other corridor improvements to off-set this impact need to be analyzed and documented, including those at the Pine Street/99E intersection. We believe additional 99E corridor analysis should be completed to provide off-setting mitigation to substantiate approval of and EA and Record of Decision, including but not limited to analysis at additional intersections, providing queuing analysis, and presenting mitigated operations.



Canby also has concerns with the data referenced by DKS Associates and cited in their memorandum for the Redwood Street/Sequoia Parkway/99E intersection as the forecasted 2027 the intersection is expected to operate within 1 percent of the mobility target during the p.m. peak hour (0.89 v/c versus the 0.90 v/c mobility target). The City provided feedback through DKS Associates to the ODOT EA team that incorrect signal timing data and other inputs were utilized for the evaluation at both signalized intersections in Canby. Once these discrepancies are corrected, the Redwood Street/Sequoia Parkway/99E intersection may require additional mitigation. In our opinion this analysis is needed to determine the full project impacts in the EA.

We believe consequential intersection failure from tolling diversion will substantially increase queuing at the Ivy Street/99E intersection and an evaluation of those impacts should be addressed and mitigated as part of the EA or preferably in an environmental impact statement. This issue was raised during the two ODOT mitigation meeting discussions but has not been addressed. We understood from those mitigation meetings that impacts from lengthened queues onto city streets were addressed but have never seen this analysis. Our overall concern is that when development review occurs for proposed development and development trips distribute to the Ivy Street/99E intersection that this may result in the need for project denial based on adopted city level of service. The City of Canby is also aware of other intersections along 99E through development review, including 4<sup>th</sup> Avenue-Pine Street and Elm Street, that are operating near their mobility target during peak periods without layering on the additional traffic from the tolling diversion.

As Ivy Street and these other noted intersections are in the center of town, most development projects will result in trips impacts. Consequential decreases in the level of service at these intersections should be fully addressed and mitigated in EA, including the impacts to nearby intersections as drivers divert around this congested segment of 99E. Resulting development project denials from tolling diversion causing city street levels of service failure is a substantial impact on both current anticipated city growth and anticipated future growth. We don't see how the EA mitigates these impacts to a point of non-significance, nor is this clearly explained in the EA.

More broadly Canby also believes that overall diversion onto the city street system needs to be evaluated to determine impact on city adopted levels of services for vehicles, and pedestrian and bicycle travel. The city streets included in the diversion assessment should include the following and others where the analyses shows that there will be significant impacts:

- Ivy Street/Canby-Marquam Highway (north-south route with an intersection at 99E that is approaching a failure of mobility standards)
- Knights Bridge/S Arndt Road/S Barlow Road (network of related east-west streets connecting Canby and Barlow to I-5)
- NE Territorial Road (east-west road increasingly used as alternative to 99E)

- Haines Road (roughly parallel to 99E, with existing safety issues where it connects to 99E)
- 13<sup>th</sup> Avenue (east-west route paralleling 99E to the south)

We also believe that bike and pedestrian mobility impacts are understated in the EA as noted by DKS Associates and request that more analysis be provided for:

- Local pedestrian routes and safety
- Local bicycle routes and safety
- Equity impacts from creating or exacerbating physical barriers
- Impacts related to installation of intersection improvements that widen or otherwise enlarge portions of the local transportation network

Canby also requests that impact to Canby Area Transit operations be assessed for ridership and operational impacts as noted by DKS Associates—transit travel time increases by over 3 minutes during the peak hours between Canby and Oregon City.

In closing we request that further analysis be completed along with associated mitigation to truly address long term tolling impacts. Canby along with other Clackamas County jurisdictions will be living with the consequential impacts from tolling for decades and more analysis of impacts is critical to Canby's future.

Thank you for your consideration and we look forward to continuing our role as a participating agency and to engaging in future steps of this project.

Sincerely,

Mayor Brian Hodson  
City of Canby

Attachment: April 14, 2023 I-205 Toll Project Technical – Canby Review prepared by DKS Associates

cc: Clackamas County Coordinating Committee (C4)  
Canby City Council, ATTN Council President Traci Hensley  
Canby Traffic Safety Commission, ATTN Robert Cambra, Chair  
Oregon State Representative, James Hieb  
Don Hardy, Planning Director  
Ryan Potter, AICP, Planning Manager



## I-205 TOLL PROJECT TECHNICAL REPORT - CANBY REVIEW

DATE: April 14th, 2023

TO: Don Hardy | City of Canby

FROM: Kevin Chewuk, Dock Rosenthal | DKS Associates

SUBJECT: Canby Regional Mobility Pricing Project Support  
205 Tolling Project Environmental Assessment Review Memorandum

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As requested, we have reviewed the I-205 Tolling Project Environmental Assessment (EA) and associated technical appendices<sup>1</sup>. The following memorandum summarizes our detailed review, including reported impacts identified within Canby and specific findings on each, and other relevant issues and potential impacts of concern to the City of Canby that were not addressed within the I-205 Tolling EA.

### INTERSECTIONS ANALYZED IN CANBY

The I-205 Tolling EA included 2 intersections within Canby and another just to the north of the City (at Haines Road) as part of its transportation area of potential impact (API) analysis (see Figure 1). The intersections are noted below:

- OR 99E and S New Era Road/S Haines Road (ID #47)
- OR 99E and Ivy Street (ID #48)
- OR 99E and N Redwood Street/Sequoia Parkway (ID #50)

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<sup>1</sup> I-205 Tolling EA, February 2023, Oregon Department of Transportation.

### Findings for Canby:

While 3 intersections were analyzed in or near Canby, many were not included, especially along OR 99E through Downtown Canby. These intersections will likely be impacted by the added traffic in the Build scenario, and particularly those through Downtown Canby impacted by queuing and the potential spill back from the adjacent intersections. The I-205 Tolling EA states that "Implementation of mitigation strategies may cause secondary impacts at adjacent intersections or roadways. Secondary impacts from implementing mitigation measures may require additional avoidance, minimization, or mitigation measures. An assessment of the effects associated with mitigation will be included in the Revised EA." Additional intersections that were not analyzed in the I-205 Tolling EA that may see impacts include: OR 99E & SW Berg Parkway, OR 99E & Elm Street, OR 99E & Grant Street, OR 99E & S Pine Street/NE 4<sup>th</sup> Avenue and OR 99E & Territorial.

FIGURE 1. CANBY STUDY INTERSECTIONS INCLUDED IN THE I-205 TOLLING TRANSPORTATION API



## TRAFFIC DIVERSION WITH I-205 TOLLING

Tolling on I-205 will cause many highway users to shift their trips to OR 99E and other roadways in Canby to avoid tolling. Significant increases in traffic volumes are forecasted from highway user diversion in Canby in the I-205 Tolling EA Transportation Technical Report, most notably along OR 99E and streets connecting to it, and other major streets connecting Canby to areas outside of the City, such as Knights Bridge Road and SE 13<sup>th</sup> Avenue.

## TRAFFIC DIVERSION IN 2027 WITH I-205 TOLLING

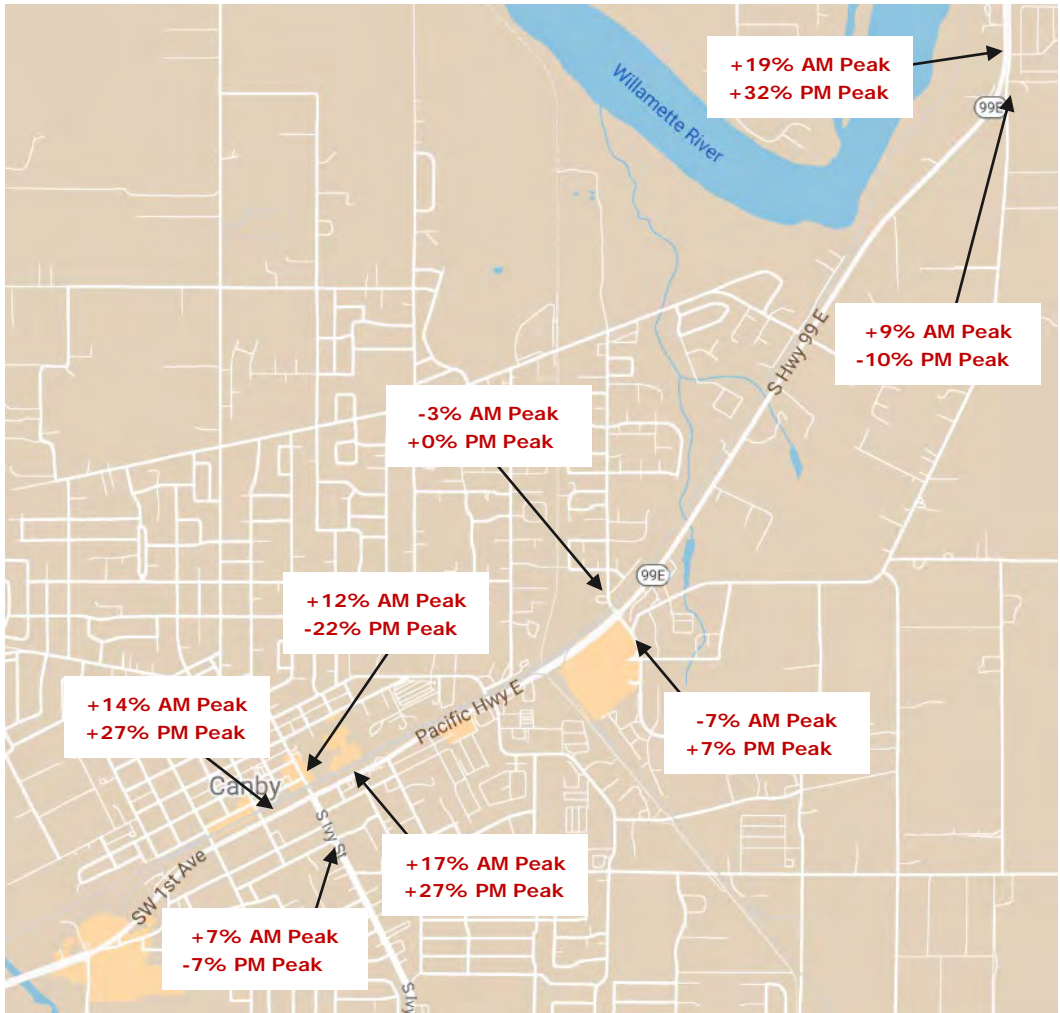
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The I-205 Tolling EA Transportation Technical Report provides projected daily traffic volume changes for segments of OR 99E surrounding Canby, although it excludes the segment through downtown Canby, comparing the average weekday volumes in the 2027 Pre-Tolling and Build Scenarios to those in the 2027 No-Build Scenario. It estimates daily volume increases in 2027 from tolling diversion along OR 99E up to 24 percent in the northbound direction and up to 21 percent in the southbound direction east of Sequoia Parkway/Redwood Street, and daily volume increases along OR 99E near Lone Elder Road (between Canby and Aurora) up to 110 percent in the northbound direction and up to 93 percent in the southbound direction.

Figure 2 shows projected 2027 peak hour volume increases along studied roadway segments in Canby with I-205 tolling. As shown, increases of up to 19 percent are expected during the a.m. peak along OR 99E at the northeast part of the City, and up to 17 percent along OR 99E through Downtown Canby. On side streets approaching OR 99E, increases of up to 12 percent are expected during the a.m. peak hour.

During the p.m. peak hour, significant volume increases are projected along OR 99E in Canby (see Figure 2) when compared to 2027 conditions without I-205 tolling, most notably increasing 32 percent and 27 percent near Haines Road and Ivy Street respectively. On side streets approaching OR 99E, increased volumes are expected along Sequoia Parkway with decreasing volumes expected along Haines Road and Ivy Street.

**FIGURE 2. PROJECTED PEAK HOUR VOLUME CHANGES IN 2027 WITH I-205 TOLLING COMPARED TO WITHOUT**



**TRAFFIC DIVERSION IN 2045 WITH I-205 TOLLING**

Figure 3 shows projected changes in daily volumes between the 2045 Build Scenario and the 2045 No-build Scenario for roadway segments in Canby. As shown, daily volumes are expected to increase in 2045 from tolling diversion up to 20 percent along OR 99E at the northeast part of the City and through Downtown Canby and up to 30 percent along OR 99E at the southwest part of the City.

**FIGURE 3. PROJECTED DAILY VOLUME CHANGES IN 2045 WITH I-205 TOLLING COMPARED TO WITHOUT**

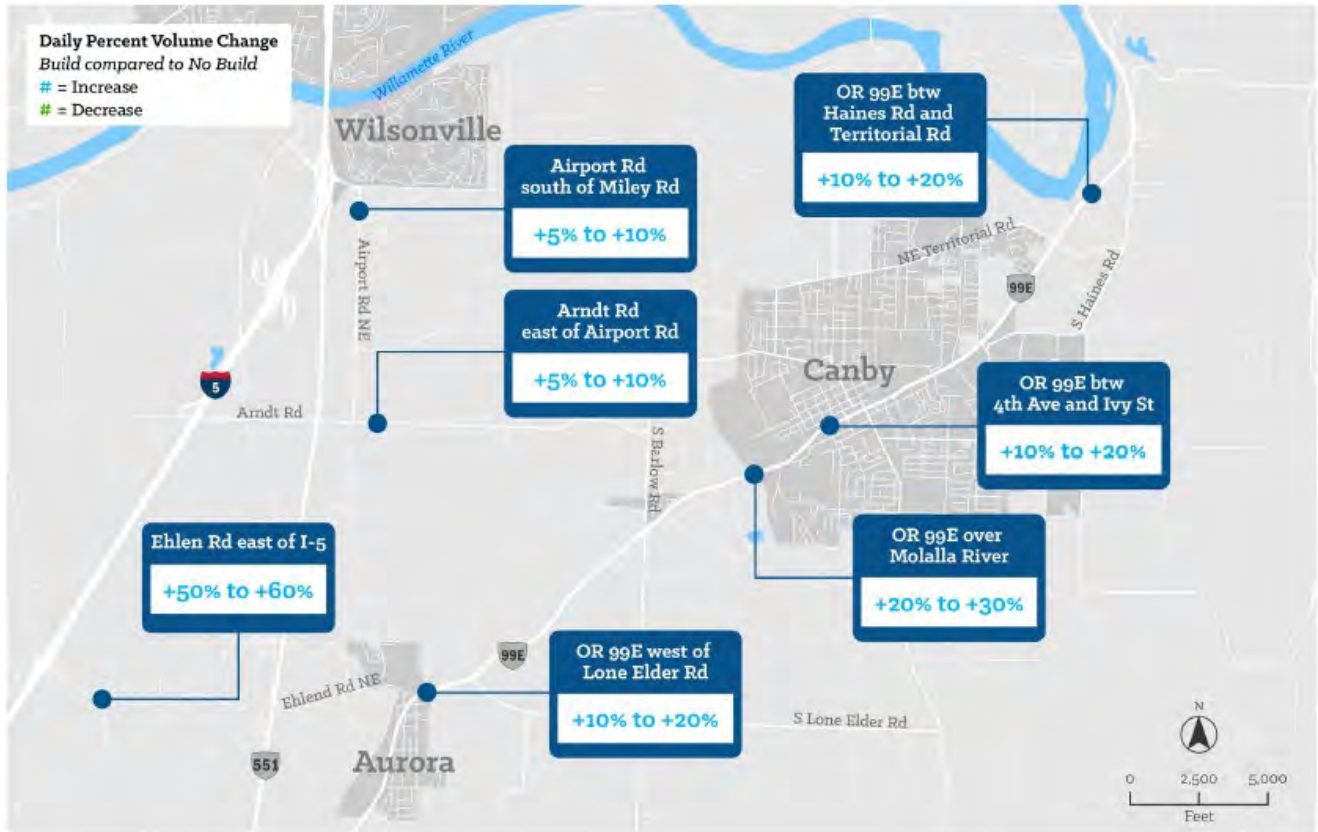
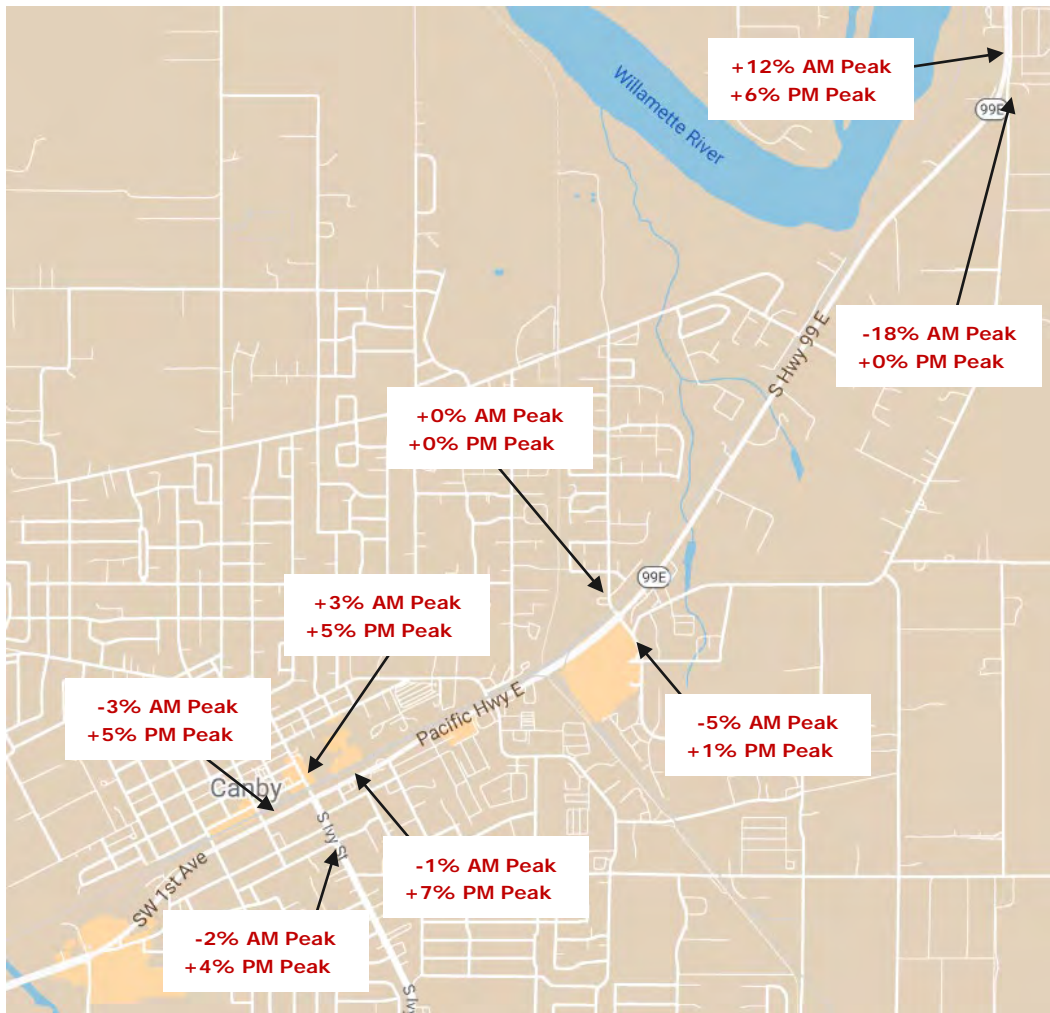


Figure 4 shows the projected 2045 peak hour volume changes along studied roadway segments in Canby with I-205 tolling. As shown, volume increases during the a.m. peak hour are projected along OR 99E at the northeast part of Canby near Haines Road, while slight decreases are projected through Downtown Canby when compared to 2045 conditions without I-205 tolling. During the p.m. peak hour, volume increases are projected along OR 99E up to 7 percent through Downtown Canby and 6 percent at the northeast part of Canby near Haines Road.

**FIGURE 4. PROJECTED PEAK HOUR VOLUME CHANGES IN 2045 WITH I-205 TOLLING COMPARED TO WITHOUT**





### Findings for Canby:

While the roadway segments and intersections included in the I-205 Tolling EA Report do not reflect the complete picture, they do provide some insight into the projected highway user diversion impact to surface streets in Canby, indicating that I-205 tolling will increase daily and peak hour traffic along OR 99E, and along Ivy Street, Sequoia Parkway and Haines Road. This includes adding more peak hour traffic on critically congested links along OR 99E through Downtown Canby, up to 27 percent more in 2027 and up to 7 percent more in 2045.

Tolling will also significantly increase traffic along connecting streets to OR 99E in Downtown Canby, with up to 12 percent more peak hour traffic in 2027 and up to 5 percent more in 2045. It is difficult to assess the impact of these peak hour volume increases at adjacent intersections along OR 99E and other Downtown streets since the I-205 Tolling EA Report only included analysis at the Ivy Street intersection.

## ROADWAY IMPACTS IDENTIFIED IN THE I-205 TOLLING EA

The forecasted analysis results from the I-205 Tolling EA for the 3 study intersections in Canby indicate that two intersections are impacted by the 2027 Build Alternative when compared to the 2027 No-Build Alternative, including the following:

- OR 99E and S New Era Road/S Haines Road (ID #47)
- OR 99E and Ivy Street (ID #48)

The reported results at the OR 99E/ N Redwood Street/Sequoia Parkway (ID #50) for 2027 also indicate that the intersection is expected to operate within 1 percent of the mobility target during the p.m. peak hour (0.89 v/c versus the 0.90 v/c mobility target). The City provided feedback to the I-205 Tolling EA project team that incorrect signal timing data and other inputs were utilized for the evaluation at both signalized intersections in Canby. Once these discrepancies are corrected, the OR 99E/ N Redwood Street/Sequoia Parkway may also be identified as a roadway impact under the Build alternative.

The 2045 results indicate that the same two intersections that were also impacted in 2027 analysis are impacted by the 2045 Build Alternative when compared to the 2045 No-Build Alternative.

Queuing results were not provided for intersections in Canby.

### Findings for Canby:

Impacts were identified at two of the 3 Canby area intersections analyzed in the I-205 Tolling EA, including the OR 99E intersections with Ivy Street and Haines Road.

In addition, several noted modifications to the analysis may change the resulting volume-capacity ratios at the study intersections in Canby in the Revised I-205 Tolling EA. The reported results at the OR 99E/ N Redwood Street/Sequoia Parkway for 2027 also indicate that the intersection is expected to operate within 1 percent of the mobility target during the p.m. peak hour. The City provided feedback to the I-205 Tolling EA project team that incorrect signal timing data and other inputs were utilized for the evaluation at both signalized intersections in Canby. These changes include cycle length and coordination settings at both intersections and the split phasing at Redwood/Sequoia Parkway intersections. Additionally, the truck percentages seem to have discrepancies, with no trucks included at OR 99E & Redwood/Sequoia Parkway intersection in the existing and 2045 PM reports. In the AM existing and 2045 reports truck percentages over 100 percent are used.

Another issue is when the volume data was collected, as the volume data in Canby used for the operations analysis was not seasonally adjusted according to ODOT analysis procedures. While most of the study area and study intersections are within the Metro boundary (where seasonal fluctuations are assumed to be minor and no adjustments are assumed), those near the City of Canby are not and volumes for traffic analysis are typically seasonally adjusted to reflect the 30 HV hour. The expected seasonal adjustment from October to the peak month (typically July/August) is approximately 7 percent.

Tolling I-205 will cause many highway users to shift their trips to roadways in the City. These trips would result in significant new congestion along roadways and at intersections, and increased delay and travel times for people in the City, particularly along OR 99E and its connecting side streets through the City. Additionally, queue spill back from OR 99E intersections to the adjacent intersections are major concerns. The I-205 Tolling EA does not provide queuing analysis for intersections studied in Canby and these potential impacts to other nearby streets and intersections in Downtown Canby were not assessed.

Travel times were estimated for the 2045 No-Build and Build Alternatives along various segments of OR 99E, including the segment from Grant Street in Canby and S 2<sup>nd</sup> Street in Oregon City as shown in Figure 5. A typical trip taken today along this 8-mile OR 99E segment during the peak hour takes around 10 to 14 minutes in either direction. The 2045 Build scenario is estimated to add up to 20 seconds to the travel time along this segment when compared to the 2045 No-Build scenario, with the travel times in the southbound direction estimated to decrease during the a.m. peak hour. It is unclear why the travel times would improve in the a.m. peak under the build alternative with increased traffic volume. While the total estimated corridor travel time reported in the I-205 Tolling EA along OR 99E is reported beyond Canby, the overall increase in travel time along the segment is likely estimated to occur within the segment through Canby.

FIGURE 5: 2045 NO BUILD AND BUILD PEAK HOUR TRAVEL TIMES ALONG OR 99E



**TRANSIT IMPACTS IDENTIFIED IN THE I-205 TOLLING EA**

Transit travel times were estimated for the 2045 No-Build and Build Alternatives along OR 99E through Canby. The results indicate that transit travel times along OR 99E through Canby are expected to increase up to 20 seconds during the peak hours, and by over 3 minutes during the peak hours between Canby and Oregon City. The increased transit travel times along these OR 99E segments correlate to the decline in the estimated transit multimodal level of service along the segments between 11<sup>th</sup> Street and Main Street, and Railroad Avenue and S 2<sup>nd</sup> Street in Oregon City utilized by the CAT 99X route, with the former declining from C to D and the later declining from D to E. While the reported transit multimodal level of service along OR 99E through Canby did not show a decline in the I-205 Tolling EA between the No Build and Build scenarios, these segments still operate with a transit level of service of D or E.

### Findings for Canby:

Transit impacts were identified along two Oregon City roadway segments analyzed in the I-205 Tolling EA utilized by the Canby Area Transit 99X route, including along OR 99E from 11th Street to Main Street (southbound) and OR 99E from Railroad Avenue to MP 12.74 (northbound). This impact was not identified in the I-205 Tolling EA.

It is also unclear if the proposed mitigations were included in the transit travel time assessment for the Build scenario. This is particularly true along OR 99E where intersection operations become significantly worse in the Build scenario when compared to the No-Build scenario, yet no change or even an improvement in transit travel times are projected along most segments.

## PEDESTRIAN AND BICYCLE IMPACTS IDENTIFIED IN THE I-205 TOLLING EA

Bicycle level of traffic stress was estimated for the 2045 No-Build and Build Alternatives along OR 99E through Canby. The results indicate moderate to high stress (Bike Level of Traffic Stress 3 or 4) for bicyclists along OR 99E. The results also indicate no change in the expected level of stress for bicyclists along this segment between the 2045 No-Build and Build scenarios. Bicycle level of traffic stress was not analyzed along any other streets or intersections in Canby in the I-205 Tolling EA, although bicyclist will likely experience increased stress levels along it given the significant increase in traffic expected in Downtown Canby in the Build scenarios when compared to the No-Build.

A pedestrian corridor multimodal level of service analysis was also completed for the 2045 No-Build and Build Alternatives along the same OR 99E segments in Canby as the bicycle level of stress analysis. The results indicate a pedestrian level of service ranging from C to E along OR 99E. Again, the results indicate no change in the expected pedestrian level of service along these segments between the 2045 No-Build and Build scenarios. Again, pedestrian analysis was not analyzed along any other streets or intersections in Canby in the I-205 Tolling EA, although pedestrians will likely experience increased stress levels, particularly at intersections, given the significant increase in traffic expected in Downtown Canby in the Build scenarios when compared to the No-Build.

### Findings for Canby:

No bicycle impacts were identified in Canby in the I-205 Tolling EA, although several of the analyzed roadway segments include high levels of traffic stress for bicyclists in both the 2045 No-Build and Build scenarios. OR 99E lacks bike facilities through much of Canby. The bikeway gap along OR 99E is one of the most critical in the City, with high levels of traffic stress experienced by these users. The increased traffic along OR 99E with the Build scenario will further exacerbate the high bicycle level of traffic stress along this corridor and could deter people from biking.

No pedestrian impacts were identified in the I-205 Tolling EA, although several of the analyzed roadway segments include a high pedestrian level of service. Existing sidewalks along OR 99E are narrow and often directly adjacent to the travel lane with no buffer provided. Additionally, segments of OR 99E exist with no sidewalk coverage. Adding additional traffic with the Build scenario to these already heavily traveled lanes, coupled with the high travel speeds, will negatively impact those walking along OR 99E and between the nearby neighborhoods. This will lead to uncomfortable walking conditions and a high level of stress, and difficult street crossings for some of the most vulnerable users in the City.

Although not analyzed in the I-205 Tolling EA, additional streets in the City could see increases in the level of traffic stress experienced for bicyclists and worsening pedestrian level of service as the level of traffic increases in the Build scenario, especially along streets approaching OR 99E and other streets in Downtown Canby.

## TRUCK FREIGHT IMPACTS IDENTIFIED IN THE I-205 TOLLING EA

The I-205 Tolling EA does not include a metric for identifying an impact to truck freight. Freight corridor travel times were estimated for the 2045 No-Build and Build Alternatives along OR 99E between Canby and Oregon City. The results indicate that freight corridor travel times along OR 99E during the peak period are expected to increase up to 34 percent (over 3 minutes) between Grant Street in Canby and Arlington Street just north of Oregon City.

### Findings for Canby:

The I-205 Tolling EA does not include a metric for identifying an impact to truck freight. The added vehicle traffic along OR 99E under the Build scenario will lead to increased freight corridor travel times during the peak periods of up to 3 minutes between Canby and Oregon City. Additionally, the added traffic in Downtown Canby will make it more difficult to access area businesses and will affect how local businesses conduct their day-to-day operations.

## TRANSPORTATION SAFETY IMPACTS IDENTIFIED IN THE I-205 TOLLING EA

A transportation safety impact was identified along the OR 99E segment from Redwood Street-Sequoia Parkway to Ivy Street through Canby. This segment is estimated in the I-205 Tolling EA to see an increase in the predicted number of fatality/severe injury crashes per year in the Build scenario when compared to the No-Build scenario. A safety impact was also identified at the OR 99E/Ivy Street intersection.

Although not characterized as a transportation safety impact in the I-205 Tolling EA, the increased traffic along streets in the City will have additional negative impacts on the safety of all transportation users. Peak-hour traffic volumes affect the safety of residents walking and biking between neighborhoods and those attempting to cross streets. The higher traffic volumes and increased congestion is estimated in the I-205 Tolling EA to lead to an increase in the predictive number of crashes at intersections and roadway segments in Canby. They also create an increase in the predicted number of pedestrian and bicycle collisions in the I-205 Tolling EA with more potential conflicts between people walking and biking and those driving in the City.

Additionally, vehicle queues from OR 99E intersections extending back to the adjacent intersections will negatively impact the safety of users attempting to cross these intersections.

### Findings for Canby:

A transportation safety impact was identified along the OR 99E segment from Redwood Street-Sequoia Parkway to Ivy Street and at the OR 99E/Ivy Street intersection.

Although not characterized as a transportation safety impact in the I-205 Tolling EA, the increased traffic along streets in the City will have additional negative impacts on the safety of all transportation users, including vehicle queues from OR 99E intersections extending back to the adjacent intersections negatively impacting the safety of users attempting to cross these intersections.

## MITIGATIONS FOR IMPACTS IDENTIFIED IN THE I-205 TOLLING EA

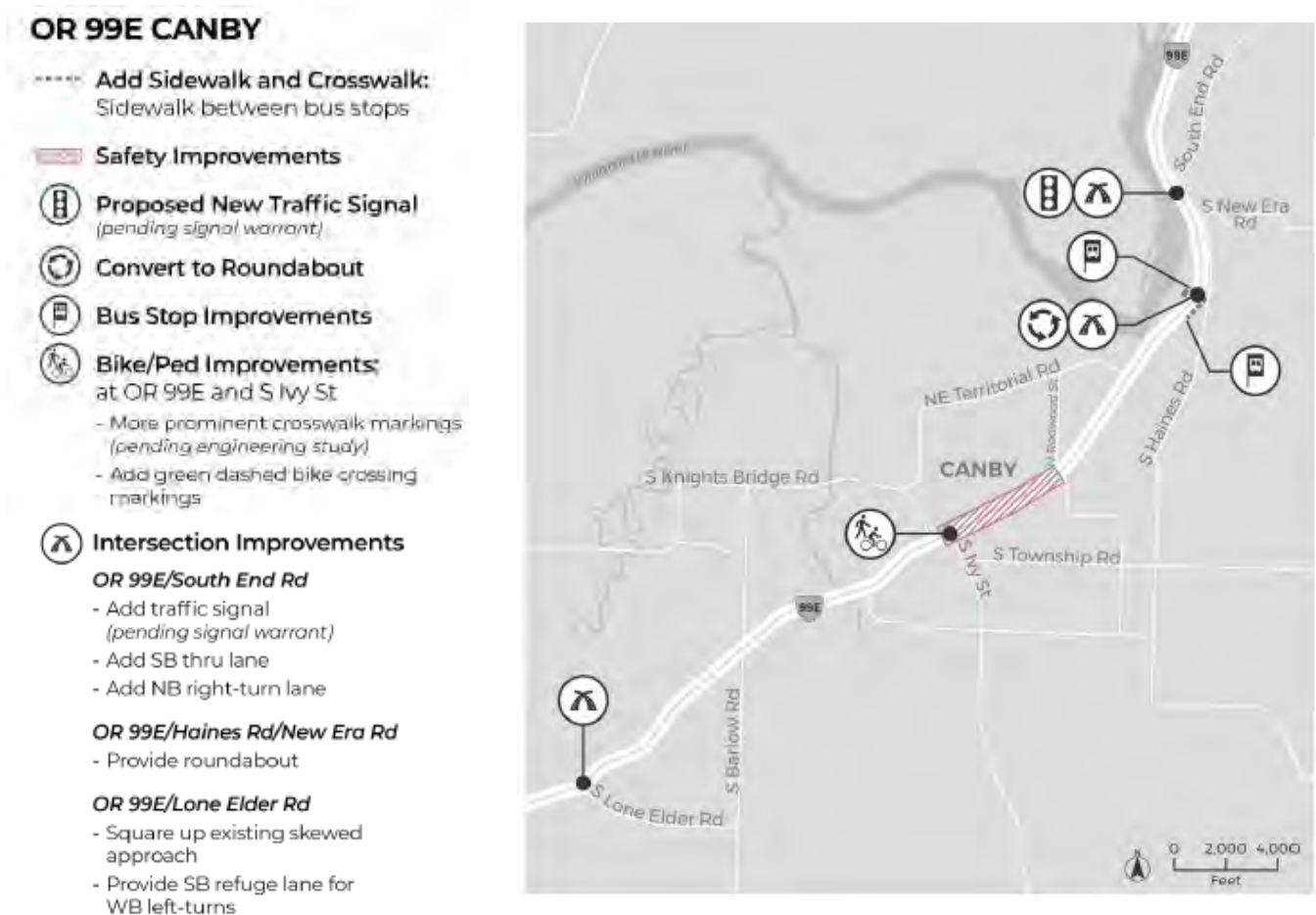
The following sections provide a summary of the mitigations recommended in the I-205 Tolling EA to address the Build scenario impacts identified in Canby. These identified impacts are summarized below:

- Roadway impacts were identified at six intersections, including:
  - OR 99E and S New Era Road/S Haines Road (ID #47)
  - OR 99E and Ivy Street (ID #48)
- Transit impacts were identified along roadway segments utilized by Canby Area Transit Route 99X in Oregon City, including:

- OR 99E from 11th Street to Main Street (southbound)
- OR 99E from Railroad Avenue to MP 12.74 (northbound)
- A transportation safety impact was identified along the OR 99E segment from Redwood Street-Sequoia Parkway to Ivy Street and at the OR 99E/Ivy Street intersection.

Figure 6 summarizes the proposed mitigations in Canby for these identified impacts.

**FIGURE 6: PROPOSED MITIGATIONS IN CANBY FOR IMPACTS IDENTIFIED IN THE I-205 TOLLING EA**



**OR 99E AND IVT ST (ID #48)**

The OR 99E/ Ivy Street intersection is projected to see significant increases in daily and peak hour traffic in the 2027 Build Scenario compared to the No-Build scenario. The increased traffic causes the intersection to exceed the mobility standard in the peak hour of the 2027 Build scenario. Additionally, this segment of OR 99E is estimated to see an increase in the predicted number of fatality/severe injury crashes per year due to the increased traffic. No mitigation is recommended

in the I-205 Tolling EA at this intersection (see Table 1) for the roadway impact, outside of a note to consider improvements at the OR 99E/Pine Street intersection.

**TABLE 1: PROPOSED MITIGATIONS AT OR 99E/ IVY ST INTERSECTION IN THE I-205 TOLLING EA**

MITIGATION TYPE	IMPACTS IDENTIFIED IN THE I-205 TOLLING EA	PROPOSED MITIGATION IN THE I-205 TOLLING EA
ROADWAY	Intersection operations exceed the mobility standard	Consider operational improvements at OR 99E and Pine St to facilitate more traffic use of that intersection to reach downtown Canby, thereby alleviating some traffic impact at Ivy St.
TRANSIT	None	None
PEDESTRIAN	None	Provide more prominent crosswalk markings; Add green dashed bike crossing markings across OR 99E.
BICYCLE	None	
TRANSPORTATION SAFETY	Increase in predicted number of fatality/severe injury crashes per year	Add 3-inch yellow reflective sheeting to signal backplates and a hardened centerline.

**OR 99E AND HAINES ROAD (ID #47)**

The OR 99E/ Haines Road intersection is projected to exceed the mobility standard in the peak hours of both the 2027 and 2045 No-Build scenarios and this mobility standard exceedance is expected to worsen under the Build scenarios. Recommended mitigations are shown in Table 2 and include installing a roundabout, in addition some transit enhancements.

**TABLE 2: PROPOSED MITIGATIONS AT OR 99E/ HAINES ROAD INTERSECTION IN THE I-205 TOLLING EA**

MITIGATION TYPE	IMPACTS IDENTIFIED IN THE I-205 TOLLING EA	PROPOSED MITIGATION IN THE I-205 TOLLING EA
ROADWAY	Intersection operations exceed the mobility standard	Install a roundabout.
TRANSIT	None	Install landing pads at bus stops (i.e., paved area at the bus stop where passengers board or exit the bus), crosswalks with RRFB to facilitate crossing of OR 99E and extend sidewalks to New Era Rd.
PEDESTRIAN	None	Install crosswalks and RRFBs to improve pedestrian access to bus stops and safety for crossing/
BICYCLE	None	
TRANSPORTATION SAFETY	None	None



### Findings for Canby:

While improvements at the OR 99E/Pine Street intersections are supported by Canby to help mitigate some of the identified Build scenario impacts along OR 99E in Canby, it does not adequately address the impacts at OR 99E & Ivy Street. Given the intersection is over capacity it is reasonable to expect some local diversion through City streets parallel to OR 99E. The distribution of the added Build scenario traffic through Downtown Canby streets is unclear given the lack of intersection analysis in the I-205 Tolling EA. Peak hour volume data from the study intersections indicate significant increases are expected with the Build scenarios and the impact that it is projected to have along adjacent roadway segments and at intersections is not documented in the I-205 Tolling EA.

Additionally, the note to “Consider operational improvements at OR 99E and Pine St” is unclear, and any process recommended in the I-205 Tolling EA for identifying and implementing an unknown mitigation should be clarified.

It is also unclear how the significant levels of congestion reported at the OR 99E/ Ivy Street impacts adjacent intersections since queuing analysis was not provided for intersections in Canby. The mitigated operational results were also not reported in the I-205 Tolling EA or provided in the appendices, so it is unclear how the proposed mitigations impact operations.

There are some changes needed in the analysis to ensure results reflect accurate impacts of the project. Even with the analysis included in the I-205 Tolling EA the missing intersections in Downtown Canby that were not studied could be omitting potential impacts of the Build alternative. For example, field observations in July 2022 showed that even with the updated signal timing, segments of OR 99E from Elm to Ivy were at capacity in the peak periods and queues were regularly filling the available storage. While the analysis at the OR 99E/ Ivy Street intersection shows that traffic operations will exceed mobility targets in the future alternatives there are other impacts to the system, such as queue spillback and local diversion, that are not captured by Highway Capacity Manual methodology alone.

# Memo

To: Scott Archer, City Administrator  
From: Jorge Tro, Chief of Police  
Date: April 19, 2023  
Re: Request to hire a full time Code Enforcement Officer position

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I would like to make a request for an early hiring of a full time Code Enforcement Officer starting on or around May 1, 2023.

Prior to 2016, the Canby Police Department had a full time Code Enforcement Officer and a full time Property/Evidence Officer. Due to budget constraints, these two positions were reduced to half time. The two positions were combined into one, and currently filled by one full time employee who splits their time between Code Enforcement and Property/Evidence duties. This has never been an ideal situation and both positions have suffered due to the reduction in time.

During last year's budget process, we presented the need to move both of these positions back to full time status to address the growing needs of the City and Department. At that time, my recommendation was to fill these positions in the 2023/2024 budget year. This request was supported by you and the Budget Committee. We also mentioned the possibility of hiring this position in the spring of this year in conjunction with the implementation of the Body Worn Camera program if the budget allowed.

As you are aware, the Department has received body worn cameras for our officers and implementation will begin in early April. This will create additional work and responsibilities for the Property/Evidence position due the large volume of videos being stored and organized as evidence. Increasing this position to full time will allow the Property/Evidence Officer to properly address the increased workload.

The City Council is also looking to pass a no camping ordinance that will go into effect sometime in April. The responsibility to educate and enforce this new ordinance will be through Code Enforcement. Adding a full time Code Enforcement Officer will increase the necessary time to assist with the implementation and success of the ordinance.

The Police Department currently has the funds in this year's personnel services budget to cover the costs for this position for the months of May and June (approximately \$20,000). Next year's cost would be requested in the normal budget process.



**City of Canby Bi-Monthly Report**  
**Department: Administration**  
**For Months of: January & February 2023**

To: The Honorable Mayor Hodson & City Council  
 From: Maya Benham, City Recorder  
 Prepared by: Same as above  
 Through: Scott Archer, City Administrator  
 Date: 3/15/2023

**Board and Commissions** - Current Vacancies

Board/ Commission/ Committee	Vacancy	Applications Received	Status
Library Advisory Board	1		Term ends 6/30/2024
Transit Advisory Committee	1		1 term ends 3/31/2023
Heritage & Landmark Commission	2		1 term ends 6/30/2025, and 1 student term ends upon graduation
Planning Commission	2	2	1 term ends 12/31/2023 and 1 term ends 12/31/2024
Urban Renewal Budget Committee	3		2 terms end 6/30/2025 and 1 term ends 6/30/2023

**Liquor Licenses/ Noise Variance Application**

Processed two Liquor Licenses  
 Processed the Annual Liquor License Renewals

**Public Records Requests**

Processed six public records requests.

**Recruitments/ New Hires**

- Lifeguard I/ Instructor I
- Library Assistant



**City of Canby Bi-Monthly Report**  
**Department: Municipal Court**  
**For Months of: January and February 2023**

To: The Honorable Mayor Hodson & City Council  
 From: Jessica Roberts, Municipal Court Supervisor  
 Prepared by: Same as above  
 Through: Scott Archer, City Administrator  
 Date: 3/15/2023

Canby Municipal Court has jurisdiction over all city and state traffic offenses and City Code violations committed within city limits.

Monthly Statistics	January	February
<b>Misdemeanors</b>		
Warrants Issued	6	6
<b>Misdemeanor Case Detail</b>		
Diversion/Deferred Sentence	0	1
Offenses Dismissed	8	0
Offenses Sentenced	6	1
<b>Traffic &amp; Other Violations</b>		
Offenses Filed	192	182
Cases/Citations Filed	145	135
Parking Citations Filed	11	5
<b>Traffic &amp; Other Violations Case Detail</b>		
Diversion (Good Driver Class/MIP)	9	10
Dismissal (Fix It Tickets)	8	11
Dismissed by Judge	10	14
Sentenced by Judge	27	42
Handled by Violations Bureau	31	69
Guilty by Default	29	53
<b>Traffic and Criminal Trials</b>		
Court Trial (Misdemeanor)	0	0
Jury	0	0
Traffic Trial	11	10
Defendant Accounts referred to Collections	\$82,934.50	\$13,831.25
Fines & Surcharges Collected	\$36,270.88	\$49,639.80

**Explanation of terms:**

1. Difference between Offenses Filed vs. Cases Filed
  - Multiple offenses (charges) can be filed on any one defendant from a single traffic stop.
  - Offenses filed reflects this number. Cases filed (also called docket numbers) refers to a single defendant's matter before the court.
2. Guilty by Default. When a defendant does not appear or contact the court on their scheduled court date a defaulted conviction is entered against them on the following Thursday. A court clerk processes the default convictions.
3. The court's Violations Bureau Order allows court clerks to accept pleas, offer a deferred sentence program (if qualified) and set a payment plan, under the Judge's authority.

If a defendant qualifies, the clerks can offer an option to participate in an informative driving education course for a fee to the court. If there are no convictions during the following two months, the case will be dismissed.

Current programs and to qualify:

- Good Drivers Program (no prior traffic convictions in the last five years and no further convictions for 60 days)
  - 1st Offender - Minor in Possession of Alcohol/Marijuana citation
4. The court offers a Fix It program, which allows the defendant to have a citation dismissed if an issue with their vehicle, registration or license is fixed. There is a \$50 dismissal fee owed for each fixed violation.
  5. As of July 1, 2022, the Canby Municipal Court no longer processes misdemeanor offenses committed within city limits. The Municipal Court continues to process criminal matters cited into the court before July 1, 2022. The Misdemeanor Case Details provided in this report refer to those matters.



**City of Canby Bi-Monthly Report**  
**Department: Economic Development**  
**For Months of: January & February 2023**

To: The Honorable Mayor Hodson & City Council  
From: Jamie Stickel, Economic Development Director  
Prepared by: Same as above  
Through: Scott Archer, City Administrator  
Date: 3/15/2023

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**Economic Development Director Updates**

**Housing and Economic Opportunity Assessments:** The City of Canby has been diligently working on completing three long-range planning efforts which will inform the forthcoming Comprehensive Plan update. These efforts include a Housing Needs Analysis, Housing Production Strategy, and Economic Opportunity Analysis. The Planning Department and Economic Development Department have partnered on these updates, with Economic Development providing community outreach and engagement, ongoing support to the consultants. On January 24<sup>th</sup>, the City held an Open House to provide the community the opportunity to learn more about the work that has been completed, ask questions of City staff and consultants, and to note the forthcoming Comprehensive Plan update.

**Canby Depot Museum Local Register of Historic Resources Application:** The Canby Historical Society submitted an application to add the Depot Museum, 888 NE 4<sup>th</sup> Avenue, to the Local Register of Historic Resources. The City's Heritage and Landmark Commission reviewed and approved the application at a December 5<sup>th</sup> Public Hearing. The recommendation from the Heritage and Landmarks Commission was to forward the application to the Planning Commission and City Council for approval of the historical protection overlay zoning designation.

- **Planning Commission Review:** The Planning Commission held a public hearing on Monday, January 9<sup>th</sup> to review the zoning designation. The Planning Commission had a robust dialogue regarding the application and current location of the Canby Depot Museum. The original motion to approve the Historical Protection Overlay Zone designation was contingent on moving the Canby Depot Museum back downtown 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.
- **City Council Review:** On Wednesday, February 15<sup>th</sup>, the Canby City Council reviewed the application and received a presentation from city staff and Carol Palmer on behalf of the Canby Historical Society. The City Council reviewed the request from the Canby Historical Society. The Historical Protection Overlay Zone was unanimously approved by the City Council in the location it currently sits, 888 NE 4<sup>th</sup> Avenue.

**Canby Hotel Development Analysis:** The City of Canby worked with Johnson Economics to create an addendum to the 2019 Canby Hotel Study. Jerry Johnson, Johnson Economics, presented at the February 15<sup>th</sup> City Council Meeting. The Canby Hotel Development Analysis was completed in December 2022 and 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. 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. The 2022 Canby Hotel Development Analysis indicated the demand for a hotel in Canby remains high. City staff has met with potential hotel developers and provided contacts and support as they consider developing in Canby.

**Shop Local Canby:** The Economic Development Team put together a new campaign titled Shop Local Canby which began on November 26<sup>th</sup> in conjunction with Small Business Saturday. The campaign ran through the First Thursday Night Market, January 5<sup>th</sup>, and allowed for participants to receive punches at participating businesses.

Participating businesses displayed a Shop Local Canby decal on their front door and was listed on the Shop Local Canby map. With each \$10 spent, the local business punched the Shop Local Canby card, each business can give one punch, per person, per day. Once participants filled the card with 10 separate purchases, they deposited the completed card with their information in the drawing box for a chance to win prizes from local businesses. Participants were encouraged to pick up another card and fill as many cards as they like! The drawing was held on Friday, January 6<sup>th</sup> for all the completed Shop Local Canby cards.



#### **SHOP LOCAL CANBY PARTICIPATING BUSINESSES**

- 1) [Art-O-Maddic](#): 181 N Grant St. 2) [Backstop Bar + Grill](#): 211 N. Grant St. 3) [Baker's Prairie Bakery](#): 1385 SE 1st Ave. 4) [Bikes N' More](#): 200 NW 1st Ave. 5) [Bricks + Mini Figs](#): 250 SW 1st Ave. 6) [B's Bake Shoppe](#): 113 NW 2nd Ave. 7) [Canby Rental + Equipment](#): 476 NW 1st Ave. 8) [Canby Smiles](#): 150 NE 3rd Ave. 9) [Club Fit](#): 365 S. Redwood St. 10) [Cutsforth's Market](#): 225 NE 2nd Ave. 11) [Dahlia Home + Garden](#): 115 NW 2nd Ave. 12) [Ebner's Custom Meats](#): 272 N Grant St. 13) [F.O.B Taproom](#): 1109 SW 1st Ave. 14) [Fultano's](#): 715 SE 1st Ave. 15) [Gwynn's Coffee House](#): 190 NW 2nd Ave. 16) [Kings Farm to Table](#): 241 NW 2nd Ave. 17) [Little Love Resale](#): 151 N Ivy St. 18) [Los Dos Agaves](#): 102 N Ivy St. 19) [Mattress World](#): 298 NW 1st Ave. 20) [Oaxaca Bakery](#): 239 NW 2nd Ave. 21) [Pappy's Greasy Spoon](#): 243 NW 2nd Ave. 22) [Park & Lu](#): 181 S. Ivy St. 23) [Post Furnishings](#): 288 NW 1st Ave. 24) [Puddin' River Chocolates](#): 1438S Ivy St. 25) [Red Door Antiques](#): 394 NW 1st Ave 26) [Retro Revival](#): 280 N Grant St. 27) [Rice Time](#): 356 NW 1st Ave. 28) [Siren Song](#): 136 N Grant St. 29) [The Barn Door Boutique](#): 107 N. Ivy St. 30) [The Book Nook](#): 294 NW 2nd Ave. 31) [Tin + Paisley](#): 249 NW 2nd Ave. 32) [Ultimate Team Spirit](#): 248 NW 1st Ave. 33) [Wayward Sandwiches](#): 117 NW 2nd Ave 34) [Wild Hare Saloon](#): 1190 SW 1st Ave.

**First Thursday Night Market:** First Thursday continues on with steady attendance through both January and February. Collaboration with the businesses saw the Scavenger Hunt continue with participating businesses. The First Thursday Night Market occurs on a monthly basis on the first Thursday from 5:00 – 8:00p. The event encourages businesses to stay open late and invites the local community to come downtown.

**Mt. Hood Territories Familiarization Tour:** City of Canby Economic Development staff participated in a FAMiliarization Tour on February 1<sup>st</sup>. The FAMiliarization tour, commonly known as a FAM Tour, allows individuals involved in tourism to get a sense of activities and businesses within the area to better connect, market, and engage with tourist. In the fall, the FAM tour came through Canby for lunch from Wayward Sandwiches and a holiday-themed art activity at Art-O-Maddic. The tour ranged from high tea at Elka Bee's Coffee Haus to pickleball at RECS. The Economic Development Department oversees the tourism efforts for the City of Canby.

**Arts In The Parks:** The City of Canby will launch the Arts in Parks program beginning March 1<sup>st</sup>, 2023. The Arts in the Parks program was created to encourage residents to explore the City of Canby parks system and the 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.







**City of Canby Bi-Monthly Report**  
**Department: Finance**  
**For Months of: January & February 2023**

To: The Honorable Mayor Hodson & City Council  
From: Eric Kytola, Finance Director  
Prepared by: Same as above  
Through: Scott Archer, City Administrator  
Date: 3/15/2023

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The Finance team worked on the following projects and tasks over the last few months:

- Finance is in the middle of providing the support that the auditors are asking for. The audit is still on track to be completed by the end of the month.
- Finance is in the middle of the budget process for FY2024.
  - Work sheet templates have been created and distributed to directors
  - Personnel costs and revenue streams have been estimated
- Finance is still struggling to catch up on a multitude of tasks that fell very far behind due to the challenges that started in the summer of 2021.
- Finance will be presenting a supplemental budget to add the encumbered expenses from FY2022 into the FY2023 budget in the near future.
- We are working on an ARPA funds presentation. We will detail the amount of revenue received, what has been reported to SAM.gov, the amounts committed that will be reported at the next report deadline, and we have assembled all proposed and requested funds for the future.
- Finance is missing a staff person which has required the Finance Tech to take over those duties.

CITY OF CANBY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

ADMINISTRATION DEPT

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION DEPT</u>						
PERSONAL SERVICES:						
100-101-410-1000	REGULAR SALARIES AND WAGES	312,201.49	.00	312,201.49	443,408.00	131,206.51 70.4
100-101-410-1123	MAYOR & COUNCIL	200.00	.00	200.00	.00 ( 200.00)	.0
100-101-410-1300	OVERTIME	160.52	.00	160.52	.00 ( 160.52)	.0
100-101-410-2000	EMPLOYEE BENEFITS	1,666.76	.00	1,666.76	.00 ( 1,666.76)	.0
100-101-410-2100	INSURANCE BENEFITS	71,009.49	.00	71,009.49	93,457.00	22,447.51 76.0
100-101-410-2200	TAXES/OTHER	25,609.28	.00	25,609.28	35,466.00	9,856.72 72.2
100-101-410-2300	PERS CONTRIBUTIONS	72,005.77	.00	72,005.77	104,916.00	32,910.23 68.6
	TOTAL PERSONAL SERVICES	482,853.31	.00	482,853.31	677,247.00	194,393.69 71.3
MATERIALS & SERVICES:						
100-101-410-3120	ELECTION	.00	.00	.00	1,000.00	1,000.00 .0
100-101-410-3200	PROF/TECH SERVICES	4,731.60	1,480.80	4,731.60	108,500.00	103,768.40 4.4
100-101-410-3315	CTV5 PROFESSIONAL SERVICES	.00	.00	.00	36,000.00	36,000.00 .0
100-101-410-3316	WFM PROFESSIONAL SERVICES	27,840.00	13,920.00	27,840.00	.00 ( 27,840.00)	.0
100-101-410-3330	CODIFICATION	503.68	.00	503.68	5,495.00	4,991.32 9.2
100-101-410-4300	COPIER LEASE & MAINT	2,408.94	102.79	2,408.94	5,000.00	2,591.06 48.2
100-101-410-5500	PRINTING & BINDING	.00	.00	.00	500.00	500.00 .0
100-101-410-5600	MAYOR & CITY COUNCIL	3,305.03	.00	3,305.03	12,120.00	8,814.97 27.3
100-101-410-5601	MAYOR & CC TRAVEL & TRAINING	7,203.94	.00	7,203.94	8,075.00	871.06 89.2
100-101-410-5602	MAYOR & CC MEMBERSHIP DUES	3,914.00	.00	3,914.00	1,189.00 ( 2,725.00)	329.2
100-101-410-5800	ADMIN STAFF TRAVEL & TRAINING	968.27	.00	968.27	7,660.00	6,691.73 12.6
100-101-410-5803	ATTORNEY TRAVEL & TRAINING	1,431.84	.00	1,431.84	1,500.00	68.16 95.5
100-101-410-5820	ADMIN MEMBERSHIP DUES & FEES	23,128.91	.00	23,128.91	25,638.00	2,509.09 90.2
100-101-410-5901	INTERNAL CHARGE-FLEET	990.64	.00	990.64	1,486.00	495.36 66.7
100-101-410-5902	INTERNAL CHARGE-FACILITIES	10,506.08	.00	10,506.08	15,759.00	5,252.92 66.7
100-101-410-5903	INTERNAL CHARGE-TECH SERVICES	35,692.16	.00	35,692.16	53,538.00	17,845.84 66.7
100-101-410-6100	SUPPLIES & SERVICES	3,302.84	.00	3,302.84	7,075.00	3,772.16 46.7
100-101-410-6510	EMPLOYEE RECOGNITION	2,245.73	.00	2,245.73	5,525.00	3,279.27 40.7
	MATERIALS & SERVICES	128,173.66	15,503.59	128,173.66	296,060.00	167,886.34 43.3
	TOTAL ADMINISTRATION DEPT	611,026.97	15,503.59	611,026.97	973,307.00	362,280.03 62.8

CITY OF CANBY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

HUMAN RESOURCES/RISK MGMT DEPT

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>HUMAN RESOURCES/RISK MGMT DE</u>						
PERSONAL SERVICES:						
100-112-414-1000	REGULAR SALARIES AND WAGES	87,923.48	.00	87,923.48	165,707.00	77,783.52 53.1
100-112-414-2100	INSURANCE BENEFITS	17,276.40	.00	17,276.40	40,303.00	23,026.60 42.9
100-112-414-2200	TAXES/OTHER	7,589.91	.00	7,589.91	13,967.00	6,377.09 54.3
100-112-414-2300	PERS CONTRIBUTIONS	19,107.17	.00	19,107.17	37,118.00	18,010.83 51.5
	TOTAL PERSONAL SERVICES	131,896.96	.00	131,896.96	257,095.00	125,198.04 51.3
MATERIALS & SERVICES:						
100-112-414-3200	PROFESSIONAL SERVICES	24,859.92	.00	24,859.92	138,500.00	113,640.08 18.0
100-112-414-3320	LEGAL/LABOR NEGOTIATIONS	.00	.00	.00	20,000.00	20,000.00 .0
100-112-414-3325	RECRUITMENT/EMPLOYEE TESTING	7,057.52	.00	7,057.52	12,000.00	4,942.48 58.8
100-112-414-3440	SOFTWARE MAINTENANCE	14,530.75	.00	14,530.75	15,606.00	1,075.25 93.1
100-112-414-5200	LIABILITY INSURANCE	434,213.13	.00	434,213.13	426,704.00	( 7,509.13) 101.8
100-112-414-5201	NON-INSURANCE CLAIMS	.00	.00	.00	15,000.00	15,000.00 .0
100-112-414-5202	LIAB INS DEDUCTIBLE ACCRUED	112.50	.00	112.50	25,000.00	24,887.50 .5
100-112-414-5800	TRAINING & TRAVEL	4,763.35	.00	4,763.35	8,000.00	3,236.65 59.5
100-112-414-5820	MEMBERSHIP FEES & DUES	561.56	.00	561.56	425.00	( 136.56) 132.1
100-112-414-5902	INTERNAL CHARGE-FACILITIES	3,272.48	.00	3,272.48	4,909.00	1,636.52 66.7
100-112-414-5903	INTERNAL CHARGE-TECH SERVICES	25,677.60	.00	25,677.60	38,516.00	12,838.40 66.7
100-112-414-6100	SUPPLIES & SERVICES	3,126.41	.00	3,126.41	7,600.00	4,473.59 41.1
100-112-414-6530	RISK MGMT/SAFETY COMMITTEE	119.00	.00	119.00	2,050.00	1,931.00 5.8
	MATERIALS & SERVICES	518,294.22	.00	518,294.22	714,310.00	196,015.78 72.6
	TOTAL HUMAN RESOURCES/RISK MG	650,191.18	.00	650,191.18	971,405.00	321,213.82 66.9

CITY OF CANBY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

FINANCE DEPT

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FINANCE DEPT</u>						
PERSONAL SERVICES:						
100-110-415-1000	REGULAR SALARIES AND WAGES	227,804.45	.00	227,804.45	353,625.00	125,820.55 64.4
100-110-415-1300	OVERTIME	2,249.10	.00	2,249.10	.00 ( 2,249.10)	.0
100-110-415-2100	INSURANCE BENEFITS	53,034.66	.00	53,034.66	85,355.00	32,320.34 62.1
100-110-415-2200	TAXES/OTHER	20,345.84	.00	20,345.84	29,960.00	9,614.16 67.9
100-110-415-2300	PERS CONTRIBUTIONS	46,344.23	.00	46,344.23	79,212.00	32,867.77 58.5
	TOTAL PERSONAL SERVICES	349,778.28	.00	349,778.28	548,152.00	198,373.72 63.8
MATERIALS & SERVICES:						
100-110-415-3200	PROF/TECH SERVICE	2,863.00	.00	2,863.00	.00 ( 2,863.00)	.0
100-110-415-3220	PROF SRVTITLE LIEN SEARCH COST	2,244.00	.00	2,244.00	6,500.00	4,256.00 34.5
100-110-415-3310	AUDITING	3,450.00	40,100.00	3,450.00	55,000.00	51,550.00 6.3
100-110-415-3440	SOFTWARE MAINTENANCE	36,785.00	.00	36,785.00	32,000.00 ( 4,785.00)	115.0
100-110-415-4450	COPIER LEASE & MAINT	2,534.70	.00	2,534.70	4,500.00	1,965.30 56.3
100-110-415-5500	PRINTING & BINDING	598.50	.00	598.50	2,500.00	1,901.50 23.9
100-110-415-5800	TRAINING/CONF/TRAVEL	3,055.09	.00	3,055.09	9,000.00	5,944.91 34.0
100-110-415-5820	MEMBERSHIP DUES & FEES	270.00	.00	270.00	2,300.00	2,030.00 11.7
100-110-415-5902	INTERNAL CHARGE-FACILITIES	4,981.84	.00	4,981.84	7,473.00	2,491.16 66.7
100-110-415-5903	INTERNAL CHARGE-TECH SERVICES	37,747.84	.00	37,747.84	56,622.00	18,874.16 66.7
100-110-415-6100	SUPPLIES & SERVICE	5,593.22	.00	5,593.22	4,500.00 ( 1,093.22)	124.3
100-110-415-6101	BANK CHARGES	5,263.27	.00	5,263.27	11,500.00	6,236.73 45.8
100-110-415-6102	CASH OVER & SHORT	1,454.31	.00	1,454.31	.00 ( 1,454.31)	.0
100-110-415-6103	CITYWIDE PENDING VISA CHARGES	346.25	.00	346.25	.00 ( 346.25)	.0
100-110-415-6120	MISC OFFICE EQUIPMENT	1,464.72	.00	1,464.72	5,000.00	3,535.28 29.3
	MATERIALS & SERVICES	108,651.74	40,100.00	108,651.74	196,895.00	88,243.26 55.2
	TOTAL FINANCE DEPT	458,430.02	40,100.00	458,430.02	745,047.00	286,616.98 61.5

CITY OF CANBY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

COURT DEPT

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COURT DEPT</u>						
PERSONAL SERVICES:						
100-102-412-1000	REGULAR SALARIES AND WAGES	114,174.87	.00	114,174.87	169,353.00	55,178.13 67.4
100-102-412-2100	INSURANCE BENEFITS	17,266.49	.00	17,266.49	51,692.00	34,425.51 33.4
100-102-412-2200	TAXES/OTHER	10,148.44	.00	10,148.44	14,425.00	4,276.56 70.4
100-102-412-2300	PERS CONTRIBUTIONS	19,451.57	.00	19,451.57	29,531.00	10,079.43 65.9
	TOTAL PERSONAL SERVICES	161,041.37	.00	161,041.37	265,001.00	103,959.63 60.8
MATERIALS & SERVICES:						
100-102-412-3341	INTERPRETER	4,965.71	.00	4,965.71	6,000.00	1,034.29 82.8
100-102-412-3343	ATTORNEY SERVICES	56,802.00	19,200.00	56,802.00	44,000.00	( 12,802.00) 129.1
100-102-412-4450	COPIER LEASE & MAINT	1,091.30	517.08	1,091.30	1,750.00	658.70 62.4
100-102-412-5800	TRAINING/CONF/TRAVEL	1,088.04	.00	1,088.04	1,805.00	716.96 60.3
100-102-412-5820	MEMBERSHIP FEES & DUES	200.00	.00	200.00	250.00	50.00 80.0
100-102-412-5821	JURY FEES	.00	.00	.00	120.00	120.00 .0
100-102-412-5822	WITNESS FEES	.00	.00	.00	105.00	105.00 .0
100-102-412-5902	INTERNAL CHARGE-FACILITIES	4,558.32	.00	4,558.32	6,837.00	2,278.68 66.7
100-102-412-5903	INTERNAL CHARGE-TECH SERVICES	28,755.28	.00	28,755.28	43,133.00	14,377.72 66.7
100-102-412-6100	SUPPLIES & SERVICES	2,628.25	.00	2,628.25	6,100.00	3,471.75 43.1
100-102-412-6101	DISCOVERY EXPENSE	.00	.00	.00	100.00	100.00 .0
100-102-412-6102	BANK CHARGES	3,326.47	.00	3,326.47	5,000.00	1,673.53 66.5
100-102-412-6103	COURT COLLECTION COSTS	30,567.07	.00	30,567.07	55,000.00	24,432.93 55.6
	MATERIALS & SERVICES	133,982.44	19,717.08	133,982.44	170,200.00	36,217.56 78.7
	TOTAL COURT DEPT	295,023.81	19,717.08	295,023.81	435,201.00	140,177.19 67.8

CITY OF CANBY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

PLANNING DEPT

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PLANNING DEPT</u>						
PERSONAL SERVICES:						
100-103-419-1000	REGULAR SALARIES AND WAGES	182,417.27	.00	182,417.27	279,590.00	97,172.73 65.2
100-103-419-2000	EMPLOYEE BENEFITS	160.89	.00	160.89	.00 ( 160.89)	.0
100-103-419-2100	INSURANCE BENEFITS	21,073.72	.00	21,073.72	44,279.00	23,205.28 47.6
100-103-419-2200	TAXES/OTHER	16,431.47	.00	16,431.47	23,953.00	7,521.53 68.6
100-103-419-2300	PERS CONTRIBUTIONS	32,814.80	.00	32,814.80	63,040.00	30,225.20 52.1
	TOTAL PERSONAL SERVICES	252,898.15	.00	252,898.15	410,862.00	157,963.85 61.6
MATERIALS & SERVICES:						
100-103-419-3200	PROF/TECH SERVICES	61,630.00	.00	61,630.00	473,000.00	411,370.00 13.0
100-103-419-4450	COPIER LEASE & MAINT	2,864.53	970.58	2,864.53	4,000.00	1,135.47 71.6
100-103-419-5300	COMMUNICATIONS	61.68	.00	61.68	100.00	38.32 61.7
100-103-419-5510	MAPPING	.00	.00	.00	1,500.00	1,500.00 .0
100-103-419-5620	PLANNING COMMISS. EXPENSES	1,062.70	.00	1,062.70	1,500.00	437.30 70.9
100-103-419-5800	TRAVEL & TRAINING	3,141.86	.00	3,141.86	2,800.00 ( 341.86)	112.2
100-103-419-5820	FEES & DUES	533.00	.00	533.00	3,600.00	3,067.00 14.8
100-103-419-5902	INTERNAL CHARGE-FACILITIES	3,884.88	.00	3,884.88	5,827.00	1,942.12 66.7
100-103-419-5903	INTERNAL CHARGE-TECH SERVICES	36,227.44	.00	36,227.44	54,341.00	18,113.56 66.7
100-103-419-6100	SUPPLIES & SERVICES	3,901.65	.00	3,901.65	6,000.00	2,098.35 65.0
100-103-419-6910	TRAFFIC STUDY	35,220.00	.00	35,220.00	135,000.00	99,780.00 26.1
	MATERIALS & SERVICES	148,527.74	970.58	148,527.74	687,668.00	539,140.26 21.6
	TOTAL PLANNING DEPT	401,425.89	970.58	401,425.89	1,098,530.00	697,104.11 36.5

CITY OF CANBY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

BUILDING DEPT

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>BUILDING DEPT</u>						
PERSONAL SERVICES:						
100-107-422-1000	REGULAR SALARIES AND WAGES	56,637.26	.00	56,637.26	88,921.00	32,283.74 63.7
100-107-422-2100	INSURANCE BENEFITS	5,954.36	.00	5,954.36	13,295.00	7,340.64 44.8
100-107-422-2200	TAXES/OTHER	5,040.28	.00	5,040.28	7,468.00	2,427.72 67.5
100-107-422-2300	PERS CONTRIBUTIONS	10,232.51	.00	10,232.51	19,756.00	9,523.49 51.8
	TOTAL PERSONAL SERVICES	77,864.41	.00	77,864.41	129,440.00	51,575.59 60.2
MATERIALS & SERVICES:						
100-107-422-5300	COMMUNICATIONS	61.68	.00	61.68	100.00	38.32 61.7
100-107-422-5902	INTERNAL CHARGE-FACILITIES	457.04	.00	457.04	686.00	228.96 66.6
100-107-422-6100	SUPPLIES & SERVICE	.00	.00	.00	50.00	50.00 .0
	MATERIALS & SERVICES	518.72	.00	518.72	836.00	317.28 62.1
TRANSFERS:						
100-107-491-0110	O/H TRANSFER TO GENERAL FUND	14,824.32	.00	14,824.32	22,236.00	7,411.68 66.7
	TOTAL TRANSFERS	14,824.32	.00	14,824.32	22,236.00	7,411.68 66.7
	TOTAL BUILDING DEPT	93,207.45	.00	93,207.45	152,512.00	59,304.55 61.1

CITY OF CANBY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

POLICE DEPT

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE DEPT</u>						
PERSONAL SERVICES:						
100-108-421-1000	REGULAR SALARIES AND WAGES	2,066,662.81	.00	2,066,662.81	3,536,496.00	1,469,833.19 58.4
100-108-421-1300	OVERTIME	62,024.77	.00	62,024.77	84,000.00	21,975.23 73.8
100-108-421-1310	COURT OVERTIME	18,947.48	.00	18,947.48	52,500.00	33,552.52 36.1
100-108-421-1330	HOLIDAY OVERTIME	34,394.87	.00	34,394.87	63,000.00	28,605.13 54.6
100-108-421-1340	SIU OVERTIME	19,081.21	.00	19,081.21	26,500.00	7,418.79 72.0
100-108-421-1345	TRAINING OVERTIME	22,158.56	.00	22,158.56	42,000.00	19,841.44 52.8
100-108-421-1350	SPECIAL EVENTS OVERTIME	4,538.66	.00	4,538.66	5,500.00	961.34 82.5
100-108-421-1351	TACTICAL/SWAT OVERTIME	10,738.69	.00	10,738.69	31,500.00	20,761.31 34.1
100-108-421-1361	SUPERVISION OVERTIME	3,244.65	.00	3,244.65	10,500.00	7,255.35 30.9
100-108-421-1523	GRANT - DUUI WAGES EXP	5,315.30	.00	5,315.30	15,000.00	9,684.70 35.4
100-108-421-1524	GRANT - SEATBELT WAGES EXP	3,294.86	.00	3,294.86	7,500.00	4,205.14 43.9
100-108-421-1525	GRANT - PEDESTRIAN/WAGES EXP	1,097.78	.00	1,097.78	5,000.00	3,902.22 22.0
100-108-421-1529	GRANT - HIDTA OT	7,556.51	.00	7,556.51	20,000.00	12,443.49 37.8
100-108-421-1531	GRANT - OCDETF OT	539.24	.00	539.24	.00	( 539.24) .0
100-108-421-1533	GRANT - DISTRACTED DRIVING	5,586.69	.00	5,586.69	15,000.00	9,413.31 37.2
100-108-421-1534	GRANT - SPEED ENFORCEMENT	254.18	.00	254.18	3,000.00	2,745.82 8.5
100-108-421-2000	EMPLOYEE BENEFITS	11,785.94	.00	11,785.94	.00	( 11,785.94) .0
100-108-421-2100	INSURANCE BENEFITS	462,262.85	.00	462,262.85	776,996.00	314,733.15 59.5
100-108-421-2200	TAXES/OTHER	221,264.09	.00	221,264.09	423,311.00	202,046.91 52.3
100-108-421-2300	PERS CONTRIBUTIONS	606,773.44	.00	606,773.44	943,513.00	336,739.56 64.3
100-108-421-2910	UNIFORM CLEANING ALLOWANCE	8,625.00	.00	8,625.00	18,827.00	10,202.00 45.8
100-108-421-2911	CLOTHING ALLOWANCE	1,500.00	.00	1,500.00	3,091.00	1,591.00 48.5
100-108-421-2912	FOOTWEAR ALLOWANCE	6,900.00	.00	6,900.00	6,182.00	( 718.00) 111.6
	TOTAL PERSONAL SERVICES	3,584,547.58	.00	3,584,547.58	6,089,416.00	2,504,868.42 58.9



CITY OF CANBY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

POLICE DEPT

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
MATERIALS & SERVICES:						
100-108-421-3200	PROFESSIONAL SERVICES	100.00	.00	100.00	5,000.00	4,900.00 2.0
100-108-421-4450	COPIER LEASE & MAINT	4,790.11	2,259.06	4,790.11	7,080.00	2,289.89 67.7
100-108-421-5140	INVESTIGATION & INFO	389.28	.00	389.28	3,500.00	3,110.72 11.1
100-108-421-5141	PRISONERS BOARD & MEDICAL	3,800.00	.00	3,800.00	6,000.00	2,200.00 63.3
100-108-421-5142	CRIME PREVENTION	.00	.00	.00	1,500.00	1,500.00 .0
100-108-421-5300	COMMUNICATIONS	17,674.83	.00	17,674.83	31,000.00	13,325.17 57.0
100-108-421-5310	COUNTY DISPATCH FEES	164,508.00	78,504.00	164,508.00	242,212.00	77,704.00 67.9
100-108-421-5500	JUVENILE DIVERSION SERVICES	.00	.00	.00	2,500.00	2,500.00 .0
100-108-421-5800	TRAINING & TRAVEL	37,316.34	.00	37,316.34	43,000.00	5,683.66 86.8
100-108-421-5801	FIREARMS & LESS LETHAL EQUIP	32,514.29	.00	32,514.29	40,900.00	8,385.71 79.5
100-108-421-5803	TACTICAL ENTRY TEAM EQUIPMENT	1,538.45	.00	1,538.45	5,000.00	3,461.55 30.8
100-108-421-5804	VESTS	4,240.00	.00	4,240.00	11,000.00	6,760.00 38.6
100-108-421-5805	E.O.C.	.00	.00	.00	1,500.00	1,500.00 .0
100-108-421-5807	DETECTIVE EQUIPMENT	14,987.20	.00	14,987.20	20,000.00	5,012.80 74.9
100-108-421-5820	MEMBERSHIP FEES & DUES	2,035.00	.00	2,035.00	2,600.00	565.00 78.3
100-108-421-5840	INFORMATION SYSTEM SERVICES	33,969.25	375.00	33,969.25	66,000.00	32,030.75 51.5
100-108-421-5901	INTERNAL CHARGE-FLEET	157,152.64	.00	157,152.64	235,729.00	78,576.36 66.7
100-108-421-5902	INTERNAL CHARGE-FACILITIES	72,683.04	.00	72,683.04	109,025.00	36,341.96 66.7
100-108-421-5903	INTERNAL CHARGE-TECH SERVICES	173,360.80	.00	173,360.80	260,041.00	86,680.20 66.7
100-108-421-6100	SUPPLIES & SERVICES	29,196.82	409.50	29,196.82	41,562.00	12,365.18 70.3
100-108-421-6130	UNIFORMS & PATROL EQUIPMENT	19,662.81	.00	19,662.81	30,000.00	10,337.19 65.5
100-108-421-6151	RADIO REPAIR	450.00	.00	450.00	6,000.00	5,550.00 7.5
100-108-421-6152	800 RADIO OPERATING FEE	29,227.50	.00	29,227.50	29,280.00	52.50 99.8
100-108-421-6160	CANINE EXPENSES	1,785.84	.00	1,785.84	3,500.00	1,714.16 51.0
100-108-421-6180	TRAFFIC SAFETY EQUIPMENT	10,820.36	.00	10,820.36	24,000.00	13,179.64 45.1
100-108-421-6820	DONATIONS-POLICE	1,001.00	.00	1,001.00	500.00	( 501.00) 200.2
100-108-421-6910	ACCREDITATION	3,525.00	.00	3,525.00	3,875.00	350.00 91.0
	MATERIALS & SERVICES	816,728.56	81,547.56	816,728.56	1,232,304.00	415,575.44 66.3
CAPITAL:						
100-108-421-7470	CAPITAL EQUIP - VEHICLES	102,294.79	44,319.42	102,294.79	185,000.00	82,705.21 55.3
100-108-421-7471	EQUIP - COMPUTER/SOFTWARE	27,642.00	.00	27,642.00	77,000.00	49,358.00 35.9
	TOTAL CAPITAL	129,936.79	44,319.42	129,936.79	262,000.00	132,063.21 49.6
	TOTAL POLICE DEPT	4,531,212.93	125,866.98	4,531,212.93	7,583,720.00	3,052,507.07 59.8

CITY OF CANBY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

PARKS DEPT

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS DEPT</u>						
PERSONAL SERVICES:						
100-106-452-1000	REGULAR SALARIES AND WAGES	225,599.53	.00	225,599.53	397,801.00	172,201.47 56.7
100-106-452-1250	SEASONAL/TAPE WAGES	27,122.40	.00	27,122.40	18,000.00 ( 9,122.40)	150.7
100-106-452-1300	OVERTIME	4,579.37	.00	4,579.37	7,500.00	2,920.63 61.1
100-106-452-2100	INSURANCE BENEFITS	55,454.49	.00	55,454.49	104,734.00	49,279.51 53.0
100-106-452-2200	TAXES/OTHER	25,708.75	.00	25,708.75	53,495.00	27,786.25 48.1
100-106-452-2300	PERS CONTRIBUTIONS	53,187.34	.00	53,187.34	101,888.00	48,700.66 52.2
100-106-452-2911	CLOTHING ALLOWANCE	2,400.00	.00	2,400.00	2,800.00	400.00 85.7
	TOTAL PERSONAL SERVICES	394,051.88	.00	394,051.88	686,218.00	292,166.12 57.4
MATERIALS & SERVICES:						
100-106-452-3200	CONTRACT SERVICES	5,940.00	.00	5,940.00	11,000.00	5,060.00 54.0
100-106-452-3250	SURVEYS & MASTER PLANS- SDC	29,435.00	49,925.65	29,435.00	100,000.00	70,565.00 29.4
100-106-452-4310	PARKS GROUND MAINTENANCE	5,624.32	.00	5,624.32	10,500.00	4,875.68 53.6
100-106-452-4320	PARK BLDG MAINTENANCE	4,509.94	.00	4,509.94	17,300.00	12,790.06 26.1
100-106-452-4340	STREETSCAPE LANDSCAPING	10,215.48	.00	10,215.48	10,000.00 ( 215.48)	102.2
100-106-452-4360	VANDALISM REPAIR	195.95	.00	195.95	3,000.00	2,804.05 6.5
100-106-452-4450	COPIER LEASE & MAINT	624.86	272.27	624.86	1,000.00	375.14 62.5
100-106-452-4500	PARKS MAINT FEE BILLING	18,885.56	.00	18,885.56	32,500.00	13,614.44 58.1
100-106-452-5300	COMMUNICATIONS	1,472.34	.00	1,472.34	1,800.00	327.66 81.8
100-106-452-5850	TRAINING/CONF/TRAVEL	210.00	.00	210.00	2,400.00	2,190.00 8.8
100-106-452-5901	INTERNAL CHARGE-FLEET	49,242.00	.00	49,242.00	73,863.00	24,621.00 66.7
100-106-452-5902	INTERNAL CHARGE-FACILITIES	26,170.64	.00	26,170.64	39,256.00	13,085.36 66.7
100-106-452-5903	INTERNAL CHARGE-TECH SERVICES	4,082.24	.00	4,082.24	6,123.00	2,040.76 66.7
100-106-452-6100	SUPPLIES & SERVICES	23,399.52	1,726.57	23,399.52	18,400.00 ( 4,999.52)	127.2
100-106-452-6120	PARK EQUIPMENT	11,792.25	.00	11,792.25	9,500.00 ( 2,292.25)	124.1
100-106-452-6200	UTILITIES	20,491.26	.00	20,491.26	30,000.00	9,508.74 68.3
	MATERIALS & SERVICES	212,291.36	51,924.49	212,291.36	366,642.00	154,350.64 57.9
CAPITAL:						
100-106-452-7410	EQUIPMENT/VEHICLES	26,712.00	.00	26,712.00	127,000.00	100,288.00 21.0
100-106-452-7618	LOCUST PARK SHELTER	174.53	104,455.00	174.53	110,000.00	109,825.47 .2
100-106-452-7619	MAPLE PARK SPORT COURT	20,680.00	.00	20,680.00	.00 ( 20,680.00)	.0
100-106-452-7633	DOG PARK	12,158.75	.00	12,158.75	900,000.00	887,841.25 1.4
100-106-452-7634	MASTER PLAN PARKS PROJECTS	.00	.00	.00	1,000,000.00	1,000,000.00 .0
	TOTAL CAPITAL	59,725.28	104,455.00	59,725.28	2,137,000.00	2,077,274.72 2.8
	TOTAL PARKS DEPT	666,068.52	156,379.49	666,068.52	3,189,860.00	2,523,791.48 20.9

CITY OF CANBY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

CEMETERY DEPT

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CEMETERY DEPT</u>						
PERSONAL SERVICES:						
100-109-450-1000	REGULAR SALARIES AND WAGES	64,811.74	.00	64,811.74	112,435.00	47,623.26 57.6
100-109-450-1250	SEASONAL/TEMP WAGES	.00	.00	.00	18,000.00	18,000.00 .0
100-109-450-1300	OVERTIME	389.57	.00	389.57	.00 ( 389.57)	.0
100-109-450-2100	INSURANCE BENEFITS	13,095.97	.00	13,095.97	25,643.00	12,547.03 51.1
100-109-450-2200	TAXES/OTHER	6,592.32	.00	6,592.32	17,012.00	10,419.68 38.8
100-109-450-2300	PERS CONTRIBUTIONS	13,282.12	.00	13,282.12	27,530.00	14,247.88 48.3
	TOTAL PERSONAL SERVICES	98,171.72	.00	98,171.72	200,620.00	102,448.28 48.9
MATERIALS & SERVICES:						
100-109-450-4300	GROUNDS MAINTENANCE	2,675.35	.00	2,675.35	3,500.00	824.65 76.4
100-109-450-4320	BUILDING MAINTENANCE	229.41	.00	229.41	4,200.00	3,970.59 5.5
100-109-450-4450	COPIER LEASE & MAINT	111.93	48.78	111.93	200.00	88.07 56.0
100-109-450-4620	REFUNDS	995.00	.00	995.00	2,000.00	1,005.00 49.8
100-109-450-5903	INTERNAL CHARGE-TECH SERVICES	852.40	.00	852.40	1,279.00	426.60 66.7
100-109-450-6100	SUPPLIES - RECORDS	189.00	.00	189.00	1,350.00	1,161.00 14.0
100-109-450-6120	TOOLS & EQUIPMENT	34,689.37	.00	34,689.37	8,100.00 ( 26,589.37)	428.3
100-109-450-6200	UTILITIES	1,870.65	.00	1,870.65	2,500.00	629.35 74.8
100-109-450-6350	NAME BARS	1,713.00	.00	1,713.00	4,500.00	2,787.00 38.1
	MATERIALS & SERVICES	43,326.11	48.78	43,326.11	27,629.00 ( 15,697.11)	156.8
	TOTAL CEMETERY DEPT	141,497.83	48.78	141,497.83	228,249.00	86,751.17 62.0

CITY OF CANBY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

ECONOMIC DEVELOPMENT DEPT

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ECONOMIC DEVELOPMENT DEPT</u>						
PERSONAL SERVICES:						
100-111-465-1000	REGULAR SALARIES AND WAGES	170,308.19	.00	170,308.19	257,073.00	86,764.81 66.3
100-111-465-1300	OVERTIME	1,293.25	.00	1,293.25	.00 ( 1,293.25)	.0
100-111-465-2000	EMPLOYEE BENEFITS	714.34	.00	714.34	.00 ( 714.34)	.0
100-111-465-2100	INSURANCE BENEFITS	21,398.30	.00	21,398.30	30,438.00	9,039.70 70.3
100-111-465-2200	TAXES/OTHER	13,975.58	.00	13,975.58	20,779.00	6,803.42 67.3
100-111-465-2300	PERS CONTRIBUTIONS	38,989.51	.00	38,989.51	60,259.00	21,269.49 64.7
	TOTAL PERSONAL SERVICES	246,679.17	.00	246,679.17	368,549.00	121,869.83 66.9
MATERIALS & SERVICES:						
100-111-465-4450	COPIER LEASE & MAINT	1,432.21	485.26	1,432.21	1,500.00	67.79 95.5
100-111-465-5902	INTERNAL CHARGE-FACILITIES	4,015.92	.00	4,015.92	6,024.00	2,008.08 66.7
100-111-465-5903	INTERNAL CHARGE-TECH SERVICES	10,657.68	.00	10,657.68	15,987.00	5,329.32 66.7
100-111-465-6100	SUPPLIES & SERVICES	16,567.89	.00	16,567.89	38,700.00	22,132.11 42.8
100-111-465-6115	MAIN STREET (GENERAL FUND)	24,213.03	.00	24,213.03	24,350.00	136.97 99.4
100-111-465-6116	INDEPENDENCE DAY EXPENSES	10,294.18	.00	10,294.18	16,850.00	6,555.82 61.1
100-111-465-6117	FLOWER PROGRAM	.00	.00	.00	6,500.00	6,500.00 .0
100-111-465-6120	COMMUNITY SMALL GRANTS	1,500.00	.00	1,500.00	50,000.00	48,500.00 3.0
100-111-465-6165	MAIN STREET (UR ALLOWABLE)	8,320.49	.00	8,320.49	33,071.00	24,750.51 25.2
100-111-465-6600	ECONDEV CITY GRANT EXPENDED	3,786.90	.00	3,786.90	5,700.00	1,913.10 66.4
	MATERIALS & SERVICES	80,788.30	485.26	80,788.30	198,682.00	117,893.70 40.7
TRANSFERS:						
100-111-491-0110	O/H TRANSFER TO GENERAL FUND	45,183.68	.00	45,183.68	67,776.00	22,592.32 66.7
	TOTAL TRANSFERS	45,183.68	.00	45,183.68	67,776.00	22,592.32 66.7
	TOTAL ECONOMIC DEVELOPMENT D	372,651.15	485.26	372,651.15	635,007.00	262,355.85 58.7

CITY OF CANBY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

UNALLOCATED

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>UNALLOCATED</u>						
PERSONAL SERVICES:						
100-115-413-1900	.00	.00	.00	82,400.00	82,400.00	.0
	.00	.00	.00	82,400.00	82,400.00	.0
MATERIALS & SERVICES:						
100-115-413-4410	4,000.00	2,000.00	4,000.00	6,000.00	2,000.00	66.7
100-115-413-5902	43,632.96	.00	43,632.96	65,449.00	21,816.04	66.7
100-115-413-6120	50,100.94	48,963.41	50,100.94	200,000.00	149,899.06	25.1
	97,733.90	50,963.41	97,733.90	271,449.00	173,715.10	36.0
TRANSFERS:						
100-115-491-0201	295,000.00	.00	295,000.00	295,000.00	.00	100.0
100-115-498-0001	.00	.00	.00	25,000.00	25,000.00	.0
	295,000.00	.00	295,000.00	320,000.00	25,000.00	92.2
	392,733.90	50,963.41	392,733.90	673,849.00	281,115.10	58.3
	8,613,469.65	410,035.17	8,613,469.65	16,686,687.00	8,073,217.35	51.6
	3,360,028.30	( 410,035.17)	3,360,028.30	( 1,269,088.00)	( 4,629,116.30)	264.8

CITY OF CANBY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

LIBRARY EXPENDITURES

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY EXPENDITURES</u>						
PERSONAL SERVICES:						
201-201-455-1000	REGULAR SALARIES AND WAGES	378,126.71	.00	378,126.71	545,395.00	167,268.29 69.3
201-201-455-1200	ON CALL	30,557.50	.00	30,557.50	46,984.00	16,426.50 65.0
201-201-455-1210	LIBRARY PAGE/SEASONAL	47,306.17	.00	47,306.17	.00 (	47,306.17) .0
201-201-455-2100	INSURANCE BENEFITS	81,262.56	.00	81,262.56	120,122.00	38,859.44 67.7
201-201-455-2200	TAXES/OTHER	39,225.45	.00	39,225.45	49,816.00	10,590.55 78.7
201-201-455-2300	PERS CONTRIBUTIONS	87,595.98	.00	87,595.98	133,582.00	45,986.02 65.6
	TOTAL PERSONAL SERVICES	664,074.37	.00	664,074.37	895,899.00	231,824.63 74.1
MATERIALS & SERVICES:						
201-201-455-3150	COMPUTER HARDWARE/SOFTWARE	2,388.92	.00	2,388.92	1,550.00 (	838.92) 154.1
201-201-455-3170	LINCC CONSORTIUM	20,381.90	.00	20,381.90	35,100.00	14,718.10 58.1
201-201-455-4450	COPIER LEASE & MAINT	5,281.52	2,278.48	5,281.52	7,700.00	2,418.48 68.6
201-201-455-5800	TRAVEL & TRAINING	1,384.44	.00	1,384.44	5,075.00	3,690.56 27.3
201-201-455-5902	INTERNAL CHARGE-FACILITIES	60,939.92	.00	60,939.92	91,410.00	30,470.08 66.7
201-201-455-5903	INTERNAL CHARGE-TECH SERVICES	43,613.28	.00	43,613.28	65,420.00	21,806.72 66.7
201-201-455-6100	SUPPLIES & SERVICES	19,670.86	.00	19,670.86	29,400.00	9,729.14 66.9
201-201-455-6102	CASH OVER & SHORT	7.57	.00	7.57	.00 (	7.57) .0
201-201-455-6150	LIBRARY COLLECTION	45,638.05	.00	45,638.05	89,250.00	43,611.95 51.1
201-201-455-6421	LOST BOOKS REFUNDS	57.95	.00	57.95	.00 (	57.95) .0
201-201-455-6510	VOLUNTEER RECOGNITION	853.69	.00	853.69	1,500.00	646.31 56.9
201-201-455-6610	GRANTS-LIBRARY EXPENDED	3,309.43	.00	3,309.43	3,905.00	595.57 84.8
201-201-455-6992	DONATIONS EXPENDED FOL	10,360.02	.00	10,360.02	17,970.00	7,609.98 57.7
	MATERIALS & SERVICES	213,887.55	2,278.48	213,887.55	348,280.00	134,392.45 61.4
TRANSFERS:						
201-201-491-0110	O/H TO GENERAL FUND	136,653.52	.00	136,653.52	204,980.00	68,326.48 66.7
201-201-491-0223	IF LOAN PAYMENT TO CPC	500,000.00	.00	500,000.00	500,000.00	.00 100.0
201-201-498-0001	SPECIAL PAYMENTS-FOL PASS-THRU	7,866.36	.00	7,866.36	.00 (	7,866.36) .0
	TOTAL TRANSFERS	644,519.88	.00	644,519.88	704,980.00	60,460.12 91.4
	TOTAL LIBRARY EXPENDITURES	1,522,481.80	2,278.48	1,522,481.80	1,949,159.00	426,677.20 78.1
	TOTAL FUND EXPENDITURES	1,522,481.80	2,278.48	1,522,481.80	1,949,159.00	426,677.20 78.1
	NET REVENUE OVER EXPENDITURES	310,872.12	( 2,278.48)	310,872.12	( 8,744.00) (	319,616.12) 3555.3

CITY OF CANBY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

TRANSIT EXPENDITURES

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSIT EXPENDITURES</u>						
PERSONAL SERVICES:						
240-240-466-1000	REGULAR SALARIES AND WAGES	142,731.50	.00	142,731.50	229,419.00	86,687.50 62.2
240-240-466-1300	OVERTIME	3,211.52	.00	3,211.52	1,500.00 ( 1,711.52)	214.1
240-240-466-2100	INSURANCE BENEFITS	24,330.45	.00	24,330.45	41,216.00	16,885.55 59.0
240-240-466-2200	TAXES/OTHER	12,858.02	.00	12,858.02	19,490.00	6,631.98 66.0
240-240-466-2300	PERS CONTRIBUTIONS	31,224.40	.00	31,224.40	52,587.00	21,362.60 59.4
	TOTAL PERSONAL SERVICES	214,355.89	.00	214,355.89	344,212.00	129,856.11 62.3
MATERIALS & SERVICES:						
240-240-466-3200	PROF/TECH SERVICES	3,000.00	.00	3,000.00	100,000.00	97,000.00 3.0
240-240-466-3300	CONTRACT SERVICES	898,235.25	698,163.08	898,235.25	1,639,540.00	741,304.75 54.8
240-240-466-4330	TRANSIT FACILITIES MAINTENANCE	7,387.53	.00	7,387.53	13,800.00	6,412.47 53.5
240-240-466-4332	SPACE LEASE	28,844.00	14,422.00	28,844.00	58,982.00	30,138.00 48.9
240-240-466-4342	VEHICLE MAINTENANCE	265.03	.00	265.03	1,500.00	1,234.97 17.7
240-240-466-4450	COPIER LEASE & MAINT	3,467.47	1,401.25	3,467.47	6,000.00	2,532.53 57.8
240-240-466-5202	INSURANCE DEDUCTIBLE	( 100.00)	.00 (	( 100.00)	.00	100.00 .0
240-240-466-5300	COMMUNICATIONS	3,502.64	1,472.00	3,502.64	20,628.00	17,125.36 17.0
240-240-466-5400	MARKETING	2,813.10	.00	2,813.10	12,260.00	9,446.90 23.0
240-240-466-5500	PRINTING	139.76	.00	139.76	6,200.00	6,060.24 2.3
240-240-466-5800	TRAVEL & TRAINING	.00	.00	.00	5,500.00	5,500.00 .0
240-240-466-5820	MEMBERSHIP DUES & FEES	2,322.07	.00	2,322.07	12,262.00	9,939.93 18.9
240-240-466-5901	INTERNAL CHARGE-FLEET	246,103.36	.00	246,103.36	369,155.00	123,051.64 66.7
240-240-466-5902	INTERNAL CHARGE-FACILITIES	6,094.00	.00	6,094.00	9,141.00	3,047.00 66.7
240-240-466-5903	INTERNAL CHARGE-TECH SERVICES	33,456.88	.00	33,456.88	50,185.00	16,728.12 66.7
240-240-466-6100	SUPPLIES & SERVICES	5,746.30	.00	5,746.30	14,500.00	8,753.70 39.6
240-240-466-6105	TAX COLLECTION SERVICES & SUPP	2,799.52	.00	2,799.52	3,200.00	400.48 87.5
	MATERIALS & SERVICES	1,244,076.91	715,458.33	1,244,076.91	2,322,853.00	1,078,776.09 53.6
CAPITAL:						
240-240-466-7300	TRANSIT PROJECTS	107,374.60	12,928.40	107,374.60	130,000.00	22,625.40 82.6
240-240-466-7420	VEHICLES	377,455.92	.00	377,455.92	90,000.00 ( 287,455.92)	419.4
240-240-466-7430	BUS SHELTERS	.00	.00	.00	375,000.00	375,000.00 .0
240-240-466-7431	NEW TRANSIT OFFICE	.00	.00	.00	1,500,000.00	1,500,000.00 .0
	TOTAL CAPITAL	484,830.52	12,928.40	484,830.52	2,095,000.00	1,610,169.48 23.1
TRANSFERS:						
240-240-491-0110	O/H TO GENERAL FUND	174,690.80	.00	174,690.80	262,036.00	87,345.20 66.7
	TOTAL TRANSFERS	174,690.80	.00	174,690.80	262,036.00	87,345.20 66.7
	TOTAL TRANSIT EXPENDITURES	2,117,954.12	728,386.73	2,117,954.12	5,024,101.00	2,906,146.88 42.2
	TOTAL FUND EXPENDITURES	2,117,954.12	728,386.73	2,117,954.12	5,024,101.00	2,906,146.88 42.2

CITY OF CANBY  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

{SEGTITLE[D DEPARTMENT]}

	<u>PERIOD ACTUAL</u>	<u>YTD ENCUM</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
NET REVENUE OVER EXPENDITURES	( 563,169.77)	( 728,386.73)	( 563,169.77)	( 2,086,080.00)	( 1,522,910.23)	( 27.0)



CITY OF CANBY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

SWIM CENTER EXPENDITURES

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SWIM CENTER EXPENDITURES</u>						
PERSONAL SERVICES:						
275-275-455-1000	REGULAR SALARIES AND WAGES	259,970.27	.00	259,970.27	433,175.00	173,204.73 60.0
275-275-455-1300	OVERTIME	3,661.25	.00	3,661.25	10,000.00	6,338.75 36.6
275-275-455-2100	INSURANCE BENEFITS	42,305.32	.00	42,305.32	88,538.00	46,232.68 47.8
275-275-455-2200	TAXES/OTHER	26,081.82	.00	26,081.82	51,911.00	25,829.18 50.2
275-275-455-2300	PERS CONTRIBUTIONS	47,209.33	.00	47,209.33	70,506.00	23,296.67 67.0
	TOTAL PERSONAL SERVICES	379,227.99	.00	379,227.99	654,130.00	274,902.01 58.0
MATERIALS & SERVICES:						
275-275-455-4300	BLDG MAINTENANCE	10,167.00	18,793.70	10,167.00	51,000.00	40,833.00 19.9
275-275-455-4410	GROUND LEASE	9,333.36	4,666.64	9,333.36	14,000.00	4,666.64 66.7
275-275-455-4450	COPIER LEASE & MAINT	.00	.00	.00	350.00	350.00 .0
275-275-455-5400	ADVERTISING & MARKETING	1,104.00	.00	1,104.00	5,000.00	3,896.00 22.1
275-275-455-5800	TRAINING & TRAVEL	694.35	.00	694.35	6,000.00	5,305.65 11.6
275-275-455-5903	INTERNAL CHARGE-TECH SERVICES	11,644.48	.00	11,644.48	17,467.00	5,822.52 66.7
275-275-455-6100	SUPPLIES & SERVICES	8,020.71	.00	8,020.71	23,000.00	14,979.29 34.9
275-275-455-6101	BANK CHARGES	3,068.49	.00	3,068.49	6,500.00	3,431.51 47.2
275-275-455-6102	CASH OVER & SHORT	( 3.20)	.00	( 3.20)	.00	3.20 .0
275-275-455-6110	POOL CHEMICALS	5,348.17	.00	5,348.17	14,000.00	8,651.83 38.2
275-275-455-6120	JANITORIAL SUPPLIES	1,940.68	.00	1,940.68	6,000.00	4,059.32 32.3
275-275-455-6130	POOL CONCESSION PURCHASES	1,563.86	.00	1,563.86	3,000.00	1,436.14 52.1
275-275-455-6200	UTILITY - GAS	19,800.30	.00	19,800.30	19,000.00	( 800.30) 104.2
275-275-455-6210	UTILITY - WATER	2,595.26	.00	2,595.26	4,000.00	1,404.74 64.9
275-275-455-6220	UTILITY - ELECTRIC	7,157.82	.00	7,157.82	12,000.00	4,842.18 59.7
	MATERIALS & SERVICES	82,435.28	23,460.34	82,435.28	181,317.00	98,881.72 45.5
CAPITAL:						
275-275-455-7200	BLDG IMPROVEMENTS >\$5K	33,224.00	2,277.00	33,224.00	1,500,000.00	1,466,776.00 2.2
	TOTAL CAPITAL	33,224.00	2,277.00	33,224.00	1,500,000.00	1,466,776.00 2.2
TRANSFERS:						
275-275-491-0110	O/H TO GENERAL FUND	135,269.28	.00	135,269.28	202,904.00	67,634.72 66.7
	TOTAL TRANSFERS	135,269.28	.00	135,269.28	202,904.00	67,634.72 66.7
	TOTAL SWIM CENTER EXPENDITURE	630,156.55	25,737.34	630,156.55	2,538,351.00	1,908,194.45 24.8
	TOTAL FUND EXPENDITURES	630,156.55	25,737.34	630,156.55	2,538,351.00	1,908,194.45 24.8
	NET REVENUE OVER EXPENDITURES	426,660.38	( 25,737.34)	426,660.38	( 1,394,851.00)	( 1,821,511.38) 30.6

CITY OF CANBY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

STREETS EXPENDITURES

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STREETS EXPENDITURES</u>						
PERSONAL SERVICES:						
202-202-431-1000	REGULAR SALARIES AND WAGES	363,942.42	.00	363,942.42	461,528.00	97,585.58 78.9
202-202-431-1250	SEASONAL/TEMP WAGES	9,772.32	.00	9,772.32	9,025.00	( 747.32) 108.3
202-202-431-1300	OVERTIME	7,743.67	.00	7,743.67	6,000.00	( 1,743.67) 129.1
202-202-431-2100	INSURANCE BENEFITS	83,758.07	.00	83,758.07	120,363.00	36,604.93 69.6
202-202-431-2200	TAXES/OTHER	36,686.97	.00	36,686.97	66,476.00	29,789.03 55.2
202-202-431-2300	PERS CONTRIBUTIONS	86,915.05	.00	86,915.05	103,799.00	16,883.95 83.7
202-202-431-2911	CLOTHING ALLOWANCE	2,000.00	.00	2,000.00	1,200.00	( 800.00) 166.7
	<b>TOTAL PERSONAL SERVICES</b>	<b>590,818.50</b>	<b>.00</b>	<b>590,818.50</b>	<b>768,391.00</b>	<b>177,572.50 76.9</b>
MATERIALS & SERVICES:						
202-202-431-3112	CONSULTANT ENGINEER	680.00	.00	680.00	15,000.00	14,320.00 4.5
202-202-431-3200	PROFESSIONAL SERVICES	3,724.95	.00	3,724.95	5,000.00	1,275.05 74.5
202-202-431-4320	CURB/SIDEWALK REPAIR	6,569.57	.00	6,569.57	20,000.00	13,430.43 32.9
202-202-431-4340	STREET LIGHTING & MAINT	47,365.48	3,833.00	47,365.48	85,000.00	37,634.52 55.7
202-202-431-4345	STREET MAINTENANCE	16,812.96	.00	16,812.96	62,000.00	45,187.04 27.1
202-202-431-4450	COPIER LEASE & MAINT	599.73	261.32	599.73	800.00	200.27 75.0
202-202-431-4500	STREET MAINT BILLING	19,117.02	.00	19,117.02	27,500.00	8,382.98 69.5
202-202-431-4660	STREET SIGNING	11,453.89	.00	11,453.89	17,500.00	6,046.11 65.5
202-202-431-4680	STREET MARKING & STRIPING	1,918.76	.00	1,918.76	15,000.00	13,081.24 12.8
202-202-431-4690	DAMAGED PROPERTY CLAIM EXPEN	4,325.74	.00	4,325.74	2,000.00	( 2,325.74) 216.3
202-202-431-5300	COMMUNICATIONS	1,423.34	.00	1,423.34	2,100.00	676.66 67.8
202-202-431-5800	TRAVEL & TRAINING	1,243.75	.00	1,243.75	4,000.00	2,756.25 31.1
202-202-431-5820	MEMBERSHIP DUES & FEES	210.00	.00	210.00	800.00	590.00 26.3
202-202-431-5901	INTERNAL CHARGE-FLEET	64,262.64	.00	64,262.64	96,394.00	32,131.36 66.7
202-202-431-5902	INTERNAL CHARGE-FACILITIES	26,322.96	.00	26,322.96	39,484.00	13,161.04 66.7
202-202-431-5903	INTERNAL CHARGE-TECH SERVICES	27,058.16	.00	27,058.16	40,587.00	13,528.84 66.7
202-202-431-6100	SUPPLIES & SERVICES	9,084.28	.00	9,084.28	10,000.00	915.72 90.8
202-202-431-6120	SMALL TOOLS	3,493.93	.00	3,493.93	6,200.00	2,706.07 56.4
202-202-431-6180	SAFETY SUPPLIES	435.99	.00	435.99	1,100.00	664.01 39.6
202-202-431-6192	URBAN FORESTRY PROGRAM	12,944.00	.00	12,944.00	15,000.00	2,056.00 86.3
202-202-431-6200	UTILITIES	3,184.45	.00	3,184.45	5,600.00	2,415.55 56.9
	<b>MATERIALS &amp; SERVICES</b>	<b>262,231.60</b>	<b>4,094.32</b>	<b>262,231.60</b>	<b>471,065.00</b>	<b>208,833.40 55.7</b>
CAPITAL:						
202-202-431-7410	EQUIPMENT	155,302.33	42,417.79	155,302.33	779,000.00	623,697.67 19.9
202-202-431-7614	STREET MAINT FEE PROJECTS	941,768.37	92,228.35	941,768.37	900,000.00	( 41,768.37) 104.6
202-202-431-7626	N LOCUST NE 4TH-NE 10TH IMPROV	282,301.18	879,794.32	282,301.18	1,300,000.00	1,017,698.82 21.7
202-202-431-7627	S IVY SIDEWALK/OVERLAY PROJECT	40,306.85	.00	40,306.85	1,900,000.00	1,859,693.15 2.1
202-202-431-7629	INDUSTRIAL PARK TO 99E	169,495.00	.00	169,495.00	1,500,000.00	1,330,505.00 11.3
202-202-431-7633	NE TERRITORIAL/REDWOOD IMPROV	409,600.07	.00	409,600.07	280,000.00	( 129,600.07) 146.3
202-202-431-7635	CHARGING STATION	.00	.00	.00	150,000.00	150,000.00 .0
	<b>TOTAL CAPITAL</b>	<b>1,998,773.80</b>	<b>1,014,440.46</b>	<b>1,998,773.80</b>	<b>6,809,000.00</b>	<b>4,810,226.20 29.4</b>
TRANSFERS:						
202-202-491-0110	O/H TRANSFER TO GENERAL FUND	124,736.72	.00	124,736.72	187,105.00	62,368.28 66.7
	<b>TOTAL TRANSFERS</b>	<b>124,736.72</b>	<b>.00</b>	<b>124,736.72</b>	<b>187,105.00</b>	<b>62,368.28 66.7</b>

CITY OF CANBY  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

STREETS EXPENDITURES

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL STREETS EXPENDITURES	2,976,560.62	1,018,534.78	2,976,560.62	8,235,561.00	5,259,000.38	36.1
TOTAL FUND EXPENDITURES	2,976,560.62	1,018,534.78	2,976,560.62	8,235,561.00	5,259,000.38	36.1
NET REVENUE OVER EXPENDITURES	( 988,888.05)	( 1,018,534.78)	( 988,888.05)	( 952,161.00)	36,727.05	(103.9)

CITY OF CANBY  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

TOURISM PROMO/FAC (RESTRICTED)

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TOURISM PROMO/FAC (RESTRICTED)</u>						
MATERIALS & SERVICES:						
217-221-465-6100 SERVICES & SUPPLIES	2,453.20	.00	2,453.20	10,000.00	7,546.80	24.5
MATERIALS & SERVICES	2,453.20	.00	2,453.20	10,000.00	7,546.80	24.5
TOTAL TOURISM PROMO/FAC (RESTR)	2,453.20	.00	2,453.20	10,000.00	7,546.80	24.5

CITY OF CANBY  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

TOURISM ENHANCEMENT(UNRESTRIC)

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TOURISM ENHANCEMENT(UNRESTRI</u>						
MATERIALS & SERVICES:						
217-222-465-6100 SERVICES & SUPPLIES	10,261.50	.00	10,261.50	10,000.00	( 261.50)	102.6
MATERIALS & SERVICES	10,261.50	.00	10,261.50	10,000.00	( 261.50)	102.6
TOTAL TOURISM ENHANCEMENT(UN	10,261.50	.00	10,261.50	10,000.00	( 261.50)	102.6
TOTAL FUND EXPENDITURES	12,714.70	.00	12,714.70	20,000.00	7,285.30	63.6
NET REVENUE OVER EXPENDITURES	1,304.95	.00	1,304.95	( 100.00)	( 1,404.95)	1305.0

CITY OF CANBY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

SYSTEMS DEVELOP EXPENDITURES

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SYSTEMS DEVELOP EXPENDITURES</u>						
TRANSFERS:						
210-210-492-0106	.00	.00	.00	1,110,000.00	1,110,000.00	.0
210-210-492-0202	267,779.94	.00	267,779.94	1,457,000.00	1,189,220.06	18.4
210-210-492-0306	2,730.00	.00	2,730.00	1,233,000.00	1,230,270.00	.2
210-210-492-0312	.00	.00	.00	245,000.00	245,000.00	.0
TOTAL TRANSFERS	270,509.94	.00	270,509.94	4,045,000.00	3,774,490.06	6.7
TOTAL SYSTEMS DEVELOP EXPENDI	270,509.94	.00	270,509.94	4,045,000.00	3,774,490.06	6.7
TOTAL FUND EXPENDITURES	270,509.94	.00	270,509.94	4,045,000.00	3,774,490.06	6.7
NET REVENUE OVER EXPENDITURES	1,513,131.32	.00	1,513,131.32	( 2,130,000.00)	( 3,643,131.32)	71.0

CITY OF CANBY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

FORFEITURE EXPENDITURES

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FORFEITURE EXPENDITURES</u>						
MATERIALS & SERVICES:						
229-229-421-6100	.00	.00	.00	5,000.00	5,000.00	.0
229-229-421-6110	.00	.00	.00	5,185.00	5,185.00	.0
MATERIALS & SERVICES	.00	.00	.00	10,185.00	10,185.00	.0
TOTAL FORFEITURE EXPENDITURES	.00	.00	.00	10,185.00	10,185.00	.0
TOTAL FUND EXPENDITURES	.00	.00	.00	10,185.00	10,185.00	.0
NET REVENUE OVER EXPENDITURES	263.97	.00	263.97	( 10.00)	( 273.97)	2639.7

CITY OF CANBY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

FACILITIES EXPENDITURES

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FACILITIES EXPENDITURES</u>						
PERSONAL SERVICES:						
227-227-480-1000	REGULAR SALARIES AND WAGES	90,423.70	.00	90,423.70	184,730.00	94,306.30 49.0
227-227-480-1300	OVERTIME	3,106.75	.00	3,106.75	2,000.00 (	1,106.75) 155.3
227-227-480-2100	INSURANCE BENEFITS	19,995.53	.00	19,995.53	40,902.00	20,906.47 48.9
227-227-480-2200	TAXES/OTHER	8,885.25	.00	8,885.25	27,859.00	18,973.75 31.9
227-227-480-2300	PERS CONTRIBUTIONS	20,540.31	.00	20,540.31	40,334.00	19,793.69 50.9
227-227-480-2911	CLOTHING ALLOWANCE	800.00	.00	800.00	1,200.00	400.00 66.7
	TOTAL PERSONAL SERVICES	143,751.54	.00	143,751.54	297,025.00	153,273.46 48.4
MATERIALS & SERVICES:						
227-227-480-3200	CONTRACT SERVICES	20,547.34	9,915.41	20,547.34	28,000.00	7,452.66 73.4
227-227-480-4200	JANITORIAL SERVICES & SUPPLIES	12,276.25	43,620.00	12,276.25	18,000.00	5,723.75 68.2
227-227-480-4300	BUILDING REPAIRS & MAINTENANCE	35,444.59	.00	35,444.59	40,000.00	4,555.41 88.6
227-227-480-4450	COPIER LEASE & MAINT	115.69	50.41	115.69	180.00	64.31 64.3
227-227-480-5800	TRAVEL & TRAINING	.00	.00	.00	2,000.00	2,000.00 .0
227-227-480-5901	INTERNAL CHARGE-FLEET	4,897.36	.00	4,897.36	7,346.00	2,448.64 66.7
227-227-480-6100	SUPPLIES AND SMALL TOOLS	1,666.82	.00	1,666.82	6,000.00	4,333.18 27.8
227-227-480-6200	UTILITIES	44,080.55	.00	44,080.55	75,000.00	30,919.45 58.8
	MATERIALS & SERVICES	119,028.60	53,585.82	119,028.60	176,526.00	57,497.40 67.4
	TOTAL FACILITIES EXPENDITURES	262,780.14	53,585.82	262,780.14	473,551.00	210,770.86 55.5
	TOTAL FUND EXPENDITURES	262,780.14	53,585.82	262,780.14	473,551.00	210,770.86 55.5
	NET REVENUE OVER EXPENDITURES	69,409.09	( 53,585.82)	69,409.09	24,179.00	( 45,230.09) 287.1



CITY OF CANBY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

FLEET EXPENDITURES

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FLEET EXPENDITURES</u>						
PERSONAL SERVICES:						
204-204-425-1000	REGULAR SALARIES AND WAGES	116,853.55	.00	116,853.55	172,826.00	55,972.45 67.6
204-204-425-1300	OVERTIME	54.94	.00	54.94	2,500.00	2,445.06 2.2
204-204-425-2100	INSURANCE BENEFITS	36,264.65	.00	36,264.65	54,442.00	18,177.35 66.6
204-204-425-2200	TAXES/OTHER	10,896.84	.00	10,896.84	19,947.00	9,050.16 54.6
204-204-425-2300	PERS CONTRIBUTIONS	25,351.94	.00	25,351.94	38,518.00	13,166.06 65.8
204-204-425-2911	CLOTHING ALLOWANCE	800.00	.00	800.00	800.00	.00 100.0
	TOTAL PERSONAL SERVICES	190,221.92	.00	190,221.92	289,033.00	98,811.08 65.8
MATERIALS & SERVICES:						
204-204-425-3110	CONTRACT SERVICES-SHOP	5,169.61	542.85	5,169.61	9,000.00	3,830.39 57.4
204-204-425-3115	CONTRACT SERVICES-VEHICLES	9,062.65	.00	9,062.65	20,000.00	10,937.35 45.3
204-204-425-3150	CAT CONTRACT SERVICES	5,658.02	.00	5,658.02	18,000.00	12,341.98 31.4
204-204-425-4450	COPIER LEASE & MAINT	196.79	85.74	196.79	400.00	203.21 49.2
204-204-425-5150	CANBY AREA TRANSIT EXPENSES	20,765.68	.00	20,765.68	42,000.00	21,234.32 49.4
204-204-425-5300	COMMUNICATIONS	611.79	.00	611.79	1,200.00	588.21 51.0
204-204-425-5800	TRAVEL & TRAINING	.00	.00	.00	1,500.00	1,500.00 .0
204-204-425-5830	DEQ/DMV	546.00	.00	546.00	1,000.00	454.00 54.6
204-204-425-5902	INTERNAL CHARGE-FACILITIES	36,557.84	.00	36,557.84	54,837.00	18,279.16 66.7
204-204-425-5903	INTERNAL CHARGE-TECH SERVICES	9,976.00	.00	9,976.00	14,964.00	4,988.00 66.7
204-204-425-6100	SUPPLIES & SERVICES	27,499.02	.00	27,499.02	45,000.00	17,500.98 61.1
204-204-425-6111	TIRES	12,185.75	.00	12,185.75	8,000.00	( 4,185.75) 152.3
204-204-425-6112	TIRES-TRANSIT	3,543.30	.00	3,543.30	8,000.00	4,456.70 44.3
204-204-425-6119	MISC SHOP SUPPLIES	2,337.34	.00	2,337.34	5,000.00	2,662.66 46.8
204-204-425-6120	TOOLS AND EQUIPMENT	5,689.08	.00	5,689.08	8,000.00	2,310.92 71.1
204-204-425-6300	GASOLINE/FUEL	196,667.69	.00	196,667.69	336,000.00	139,332.31 58.5
204-204-425-6301	OIL-GENERAL	2,363.12	.00	2,363.12	2,500.00	136.88 94.5
204-204-425-6302	OIL-TRANSIT	3,309.78	.00	3,309.78	2,500.00	( 809.78) 132.4
204-204-425-6500	SAFETY EQUIPMENT	.00	.00	.00	500.00	500.00 .0
	MATERIALS & SERVICES	342,139.46	628.59	342,139.46	578,401.00	236,261.54 59.2
	TOTAL FLEET EXPENDITURES	532,361.38	628.59	532,361.38	867,434.00	335,072.62 61.4

CITY OF CANBY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

TECH SERVICE EXPENDITURES

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TECH SERVICE EXPENDITURES</u>						
PERSONAL SERVICES:						
231-231-457-1000	REGULAR SALARIES AND WAGES	125,757.05	.00	125,757.05	227,767.00	102,009.95 55.2
231-231-457-2100	INSURANCE BENEFITS	26,326.25	.00	26,326.25	66,447.00	40,120.75 39.6
231-231-457-2200	TAXES/OTHER	11,151.89	.00	11,151.89	19,236.00	8,084.11 58.0
231-231-457-2300	PERS CONTRIBUTIONS	18,860.71	.00	18,860.71	52,155.00	33,294.29 36.2
	TOTAL PERSONAL SERVICES	182,095.90	.00	182,095.90	365,605.00	183,509.10 49.8
MATERIALS & SERVICES:						
231-231-457-3410	TECHNICAL CONSULTANT	3,000.00	24,795.00	3,000.00	82,200.00	79,200.00 3.7
231-231-457-4450	COPIER LEASE & MAINT	636.56	215.68	636.56	1,000.00	363.44 63.7
231-231-457-5300	COMMUNICATIONS	49,960.87	.00	49,960.87	63,197.00	13,236.13 79.1
231-231-457-5320	WEB PAGE	.00	.00	.00	12,000.00	12,000.00 .0
231-231-457-5800	TRAVEL & TRAINING	4,811.42	.00	4,811.42	6,000.00	1,188.58 80.2
231-231-457-5820	FEES & DUES	31,287.42	32,417.46	31,287.42	61,697.00	30,409.58 50.7
231-231-457-5902	INTERNAL CHARGE-FACILITIES	2,742.32	.00	2,742.32	4,113.00	1,370.68 66.7
231-231-457-6100	SUPPLIES & SERVICES	12,907.97	.00	12,907.97	10,000.00	( 2,907.97) 129.1
231-231-457-6120	COMPUTER EQUIPMENT	20,544.65	.00	20,544.65	27,825.00	7,280.35 73.8
	MATERIALS & SERVICES	125,891.21	57,428.14	125,891.21	268,032.00	142,140.79 47.0
	TOTAL TECH SERVICE EXPENDITURE	307,987.11	57,428.14	307,987.11	633,637.00	325,649.89 48.6

CITY OF CANBY  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

TECH RESERVE

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TECH RESERVE</u>						
CAPITAL:						
231-232-457-7410 EQUIPMENT	36,729.85	.00	36,729.85	.00	( 36,729.85)	.0
231-232-457-7450 COMPUTER EQUIPMENT >\$5000	26,507.42	40,588.85	26,507.42	157,000.00	130,492.58	16.9
TOTAL CAPITAL	63,237.27	40,588.85	63,237.27	157,000.00	93,762.73	40.3
TOTAL TECH RESERVE	63,237.27	40,588.85	63,237.27	157,000.00	93,762.73	40.3
TOTAL FUND EXPENDITURES	371,224.38	98,016.99	371,224.38	790,637.00	419,412.62	47.0
NET REVENUE OVER EXPENDITURES	130,701.55	( 98,016.99)	130,701.55	( 42,387.00)	( 173,088.55)	308.4

CITY OF CANBY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

SEWER/WWTP EXPENDITURES

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SEWER/WWTP EXPENDITURES</u>						
PERSONAL SERVICES:						
306-306-432-1000	REGULAR SALARIES AND WAGES	426,874.06	.00	426,874.06	580,987.00	154,112.94 73.5
306-306-432-1300	OVERTIME	1,111.99	.00	1,111.99	40,000.00	38,888.01 2.8
306-306-432-2100	INSURANCE BENEFITS	79,805.26	.00	79,805.26	113,849.00	34,043.74 70.1
306-306-432-2200	TAXES/OTHER	38,318.93	.00	38,318.93	72,812.00	34,493.07 52.6
306-306-432-2300	PERS CONTRIBUTIONS	95,286.17	.00	95,286.17	144,325.00	49,038.83 66.0
306-306-432-2911	CLOTHING ALLOWANCE	2,000.00	.00	2,000.00	3,200.00	1,200.00 62.5
	<b>TOTAL PERSONAL SERVICES</b>	<b>643,396.41</b>	<b>.00</b>	<b>643,396.41</b>	<b>955,173.00</b>	<b>311,776.59 67.4</b>
MATERIALS & SERVICES:						
306-306-432-3112	PROFESSIONAL SERVICES	1,500.00	18,000.00	1,500.00	15,000.00	13,500.00 10.0
306-306-432-4210	DISPOSAL SERVICES	95,351.40	56,648.60	95,351.40	152,000.00	56,648.60 62.7
306-306-432-4360	MAINTENANCE OPERATIONS	19,471.80	.00	19,471.80	42,000.00	22,528.20 46.4
306-306-432-4365	PUMP AND MOTOR REPAIR	8,988.19	.00	8,988.19	20,000.00	11,011.81 44.9
306-306-432-4370	GROUNDS MAINT	1,145.69	.00	1,145.69	1,600.00	454.31 71.6
306-306-432-4450	COPIER LEASE & MAINT	93.28	40.65	93.28	600.00	506.72 15.6
306-306-432-5116	EFFLUENT TESTING	13,573.72	.00	13,573.72	31,860.00	18,286.28 42.6
306-306-432-5117	SLUDGE TESTING	589.00	.00	589.00	2,500.00	1,911.00 23.6
306-306-432-5119	PRETREATMENT TESTING	367.20	.00	367.20	7,500.00	7,132.80 4.9
306-306-432-5300	COMMUNICATIONS	123.50	.00	123.50	1,000.00	876.50 12.4
306-306-432-5800	TRAVEL & TRAINING	1,825.50	.00	1,825.50	3,500.00	1,674.50 52.2
306-306-432-5820	MEMBERSHIP DUES & FEES	2,165.00	.00	2,165.00	3,000.00	835.00 72.2
306-306-432-5825	NPDES PERMIT FEES	24,924.00	.00	24,924.00	23,500.00	( 1,424.00) 106.1
306-306-432-5901	INTERNAL CHARGE-FLEET	8,064.00	.00	8,064.00	12,096.00	4,032.00 66.7
306-306-432-5902	INTERNAL CHARGE-FACILITIES	1,252.32	.00	1,252.32	1,878.00	625.68 66.7
306-306-432-5903	INTERNAL CHARGE-TECH SERVICES	16,858.00	.00	16,858.00	25,287.00	8,429.00 66.7
306-306-432-6100	SUPPLIES & SERVICES	5,379.67	238.50	5,379.67	6,500.00	1,120.33 82.8
306-306-432-6110	SAFETY SUPPLIES	260.53	.00	260.53	1,500.00	1,239.47 17.4
306-306-432-6120	TOOLS & EQUIPMENT	.00	.00	.00	700.00	700.00 .0
306-306-432-6125	COMPUTER SUPPLIES	2,571.99	.00	2,571.99	6,500.00	3,928.01 39.6
306-306-432-6140	BLDG CLEANING SERVICE	.00	.00	.00	4,000.00	4,000.00 .0
306-306-432-6172	LAB EQUIPMENT & CHEMICALS	9,850.19	.00	9,850.19	13,000.00	3,149.81 75.8
306-306-432-6174	BULK CHEMICALS	5,584.92	.00	5,584.92	13,500.00	7,915.08 41.4
306-306-432-6175	LIME	24,143.06	.00	24,143.06	50,000.00	25,856.94 48.3
306-306-432-6176	BIOSOLIDS - POLYMER	6,050.00	.00	6,050.00	11,000.00	4,950.00 55.0
306-306-432-6200	UTILITIES	55,943.44	.00	55,943.44	98,000.00	42,056.56 57.1
	<b>MATERIALS &amp; SERVICES</b>	<b>306,076.40</b>	<b>74,927.75</b>	<b>306,076.40</b>	<b>548,021.00</b>	<b>241,944.60 55.9</b>
CAPITAL:						
306-306-432-7200	BUILDING	.00	.00	.00	461,000.00	461,000.00 .0
306-306-432-7410	VEHICLES & EQUIPMENT	.00	.00	.00	120,000.00	120,000.00 .0
306-306-432-7600	IMPROVEMENTS	40,987.74	.00	40,987.74	400,000.00	359,012.26 10.3
	<b>TOTAL CAPITAL</b>	<b>40,987.74</b>	<b>.00</b>	<b>40,987.74</b>	<b>981,000.00</b>	<b>940,012.26 4.2</b>
TRANSFERS:						
306-306-491-0110	O/H TRANSFER TO GENERAL FUND	153,371.44	.00	153,371.44	230,057.00	76,685.56 66.7
	<b>TOTAL TRANSFERS</b>	<b>153,371.44</b>	<b>.00</b>	<b>153,371.44</b>	<b>230,057.00</b>	<b>76,685.56 66.7</b>

CITY OF CANBY  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

SEWER/WWTP EXPENDITURES

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL SEWER/WWTP EXPENDITURE	1,143,831.99	74,927.75	1,143,831.99	2,714,251.00	1,570,419.01	42.1

CITY OF CANBY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

SEWER COLLECTIONS EXPENDITURES

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SEWER COLLECTIONS EXPENDITUR</u>						
PERSONAL SERVICES:						
306-311-433-1000	REGULAR SALARIES AND WAGES	132,738.73	.00	132,738.73	246,521.00	113,782.27 53.8
306-311-433-1300	OVERTIME	1,260.09	.00	1,260.09	3,000.00	1,739.91 42.0
306-311-433-2100	INSURANCE BENEFITS	25,823.16	.00	25,823.16	66,853.00	41,029.84 38.6
306-311-433-2200	TAXES/OTHER	12,975.53	.00	12,975.53	35,481.00	22,505.47 36.6
306-311-433-2300	PERS CONTRIBUTIONS	29,117.21	.00	29,117.21	54,888.00	25,770.79 53.1
306-311-433-2911	CLOTHING ALLOWANCE	400.00	.00	400.00	800.00	400.00 50.0
	TOTAL PERSONAL SERVICES	202,314.72	.00	202,314.72	407,543.00	205,228.28 49.6
MATERIALS & SERVICES:						
306-311-433-3112	CONSULTANT ENGINEER	3,910.00	.00	3,910.00	12,000.00	8,090.00 32.6
306-311-433-4345	LATERAL REPAIR	6,773.17	.00	6,773.17	12,000.00	5,226.83 56.4
306-311-433-4350	LIFT STATION MAINT	2,237.19	.00	2,237.19	10,000.00	7,762.81 22.4
306-311-433-4360	LIFT STATION TELEMTRY	563.40	.00	563.40	4,500.00	3,936.60 12.5
306-311-433-4380	COLLECTION SYSTEM MAINT	1,436.68	.00	1,436.68	10,000.00	8,563.32 14.4
306-311-433-4450	COPIER LEASE & MAINT	258.37	112.59	258.37	1,800.00	1,541.63 14.4
306-311-433-5300	COMMUNICATIONS	854.28	.00	854.28	1,200.00	345.72 71.2
306-311-433-5800	TRAVEL & TRAINING	3,696.21	.00	3,696.21	4,000.00	303.79 92.4
306-311-433-5820	MEMBERSHIP DUES & FEES	675.00	.00	675.00	800.00	125.00 84.4
306-311-433-5901	INTERNAL CHARGE-FLEET	19,996.00	.00	19,996.00	29,994.00	9,998.00 66.7
306-311-433-5902	INTERNAL CHARGE-FACILITIES	11,630.40	.00	11,630.40	17,446.00	5,815.60 66.7
306-311-433-5903	INTERNAL CHARGE-TECH SERVICES	3,006.48	.00	3,006.48	4,510.00	1,503.52 66.7
306-311-433-6100	SUPPLIES & SERVICES	3,008.95	.00	3,008.95	5,550.00	2,541.05 54.2
306-311-433-6125	SMALL TOOLS	3,579.97	.00	3,579.97	5,000.00	1,420.03 71.6
306-311-433-6180	SAFETY SUPPLIES	691.05	.00	691.05	1,200.00	508.95 57.6
306-311-433-6201	UTILITIES-LIFT STATIONS	5,398.93	.00	5,398.93	8,000.00	2,601.07 67.5
	MATERIALS & SERVICES	67,716.08	112.59	67,716.08	128,000.00	60,283.92 52.9
CAPITAL:						
306-311-433-7410	VEHICLES & EQUIPMENT	210,020.71	81,893.50	210,020.71	194,000.00	( 16,020.71) 108.3
306-311-433-7627	SAFEGWAY PUMP STATION REMOVAL	21,055.35	.00	21,055.35	950,000.00	928,944.65 2.2
306-311-433-7628	GENERATOR 3RD BAKER PUMPSTATI	.00	.00	.00	50,000.00	50,000.00 .0
306-311-433-7629	N KNOTT ST STORM	2,407.50	68,001.15	2,407.50	36,000.00	33,592.50 6.7
306-311-433-7630	N MAPLE LN SEWER LINE REPLACE	131,637.50	41,121.50	131,637.50	152,000.00	20,362.50 86.6
306-311-433-7631	N NW 10TH & BIRCH SEWER EXT	1,965.00	55,777.10	1,965.00	33,000.00	31,035.00 6.0
306-311-433-7632	N MAPLE LN SEWER LINE REPLACE	300.00	.00	300.00	.00	( 300.00) .0
306-311-433-7633	N NW 10TH & BIRCH SEWER EXT	300.00	.00	300.00	.00	( 300.00) .0
	TOTAL CAPITAL	367,686.06	246,793.25	367,686.06	1,415,000.00	1,047,313.94 26.0
TRANSFERS:						
306-311-491-0110	O/H TRANSFER TO GENERAL FUND	57,176.72	.00	57,176.72	85,765.00	28,588.28 66.7
	TOTAL TRANSFERS	57,176.72	.00	57,176.72	85,765.00	28,588.28 66.7
	TOTAL SEWER COLLECTIONS EXPEN	694,893.58	246,905.84	694,893.58	2,036,308.00	1,341,414.42 34.1

CITY OF CANBY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

STORMWATER EXPENDITURES

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STORMWATER EXPENDITURES</u>						
PERSONAL SERVICES:						
306-312-431-1000	REGULAR SALARIES AND WAGES	62,896.93	.00	62,896.93	158,185.00	95,288.07 39.8
306-312-431-1300	OVERTIME	20.91	.00	20.91	500.00	479.09 4.2
306-312-431-2100	INSURANCE BENEFITS	12,610.51	.00	12,610.51	39,679.00	27,068.49 31.8
306-312-431-2200	TAXES/OTHER	5,862.36	.00	5,862.36	20,312.00	14,449.64 28.9
306-312-431-2300	PERS CONTRIBUTIONS	13,092.37	.00	13,092.37	36,683.00	23,590.63 35.7
306-312-431-2911	CLOTHING ALLOWANCE	.00	.00	.00	400.00	400.00 .0
	TOTAL PERSONAL SERVICES	94,483.08	.00	94,483.08	255,759.00	161,275.92 36.9
MATERIALS & SERVICES:						
306-312-431-3112	CONSULTANT ENGINEER	5,969.90	.00	5,969.90	10,000.00	4,030.10 59.7
306-312-431-4345	CATCH BASIN REPAIR	.00	.00	.00	8,000.00	8,000.00 .0
306-312-431-4362	STORM SYSTEM MAINTENANCE	119.00	.00	119.00	25,500.00	25,381.00 .5
306-312-431-4450	COPIER LEASE & MAINT	170.72	74.39	170.72	240.00	69.28 71.1
306-312-431-5300	COMMUNICATIONS	563.30	.00	563.30	1,000.00	436.70 56.3
306-312-431-5800	TRAVEL & TRAINING	173.74	.00	173.74	2,000.00	1,826.26 8.7
306-312-431-5820	MEMBERSHIP DUES & FEES	700.00	.00	700.00	1,000.00	300.00 70.0
306-312-431-5902	INTERNAL CHARGE-FACILITIES	11,630.40	.00	11,630.40	17,446.00	5,815.60 66.7
306-312-431-6100	SUPPLIES & SERVICES	1,991.09	.00	1,991.09	5,600.00	3,608.91 35.6
306-312-431-6125	SMALL TOOLS	1,733.05	.00	1,733.05	5,000.00	3,266.95 34.7
306-312-431-6180	SAFETY SUPPLIES	16.00	.00	16.00	1,100.00	1,084.00 1.5
	MATERIALS & SERVICES	23,067.20	74.39	23,067.20	76,886.00	53,818.80 30.0
CAPITAL:						
306-312-431-7410	EQUIPMENT >\$5K	.00	.00	.00	194,000.00	194,000.00 .0
306-312-431-7611	DRYWELLS	.00	.00	.00	80,000.00	80,000.00 .0
	TOTAL CAPITAL	.00	.00	.00	274,000.00	274,000.00 .0
TRANSFERS:						
306-312-491-0110	O/H TRANSFER TO GENERAL FUND	33,782.16	.00	33,782.16	50,673.00	16,890.84 66.7
	TOTAL TRANSFERS	33,782.16	.00	33,782.16	50,673.00	16,890.84 66.7
	TOTAL STORMWATER EXPENDITURE	151,332.44	74.39	151,332.44	657,318.00	505,985.56 23.0

CITY OF CANBY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

SEWER UNALLOCATED

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SEWER UNALLOCATED</u>						
PERSONAL SERVICES:						
306-313-470-1000	REGULAR SALARIES AND WAGES	10,215.63	.00	10,215.63	18,864.00	8,648.37 54.2
306-313-470-2100	INSURANCE BENEFITS	4,339.20	.00	4,339.20	4,986.00	646.80 87.0
306-313-470-2200	TAXES/OTHER	836.09	.00	836.09	1,572.00	735.91 53.2
306-313-470-2300	PERS CONTRIBUTIONS	2,147.82	.00	2,147.82	4,154.00	2,006.18 51.7
	TOTAL PERSONAL SERVICES	17,538.74	.00	17,538.74	29,576.00	12,037.26 59.3
MATERIALS & SERVICES:						
306-313-470-3200	RATE STUDIES AND MASTER PLANS	375.00	.00	375.00	.00 ( 375.00)	.0
306-313-470-4500	SEWER BILLING	30,928.42	.00	30,928.42	43,000.00	12,071.58 71.9
306-313-470-5900	FRANCHISE FEE	199,504.98	.00	199,504.98	313,000.00	113,495.02 63.7
	MATERIALS & SERVICES	230,808.40	.00	230,808.40	356,000.00	125,191.60 64.8
	TOTAL SEWER UNALLOCATED	248,347.14	.00	248,347.14	385,576.00	137,228.86 64.4
	TOTAL FUND EXPENDITURES	2,238,405.15	321,907.98	2,238,405.15	5,793,453.00	3,555,047.85 38.6
	NET REVENUE OVER EXPENDITURES	802,696.87	( 321,907.98)	802,696.87	347,547.00 ( 455,149.87)	231.0



CITY OF CANBY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

URD EXPENDITURES

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>URD EXPENDITURES</u>						
MATERIALS & SERVICES:						
280-280-463-3250	MAT & SVC CONTRACT	5,470.56	663.08	5,470.56	22,300.00	16,829.44 24.5
280-280-463-3270	DUE TO ECONOMIC DEVELOPMENT	263,548.84	.00	263,548.84	425,000.00	161,451.16 62.0
280-280-463-6372	BEAUTIFICATION & MARKETING	.00	.00	.00	25,000.00	25,000.00 .0
280-280-463-6373	FACADE IMPROVEMENT PROGRAM	35,992.25	.00	35,992.25	75,000.00	39,007.75 48.0
	MATERIALS & SERVICES	305,011.65	663.08	305,011.65	547,300.00	242,288.35 55.7
CAPITAL:						
280-280-463-7506	GRANT ST ARCH	11,890.49	14,289.81	11,890.49	238,000.00	226,109.51 5.0
280-280-463-7612	WAIT AND COMMUNITY PARK	22,226.25	.00	22,226.25	425,000.00	402,773.75 5.2
280-280-463-7613	RAILROAD QUIET ZONE	62,136.02	.00	62,136.02	.00 (	62,136.02) .0
280-280-463-7615	MURAL PROGRAM	.00	.00	.00	50,000.00	50,000.00 .0
280-280-463-7616	HWY 99 LOGGING BRIDGE	33,142.65	322,624.00	33,142.65	425,000.00	391,857.35 7.8
	TOTAL CAPITAL	129,395.41	336,913.81	129,395.41	1,138,000.00	1,008,604.59 11.4
	TOTAL URD EXPENDITURES	434,407.06	337,576.89	434,407.06	1,685,300.00	1,250,892.94 25.8
	TOTAL FUND EXPENDITURES	434,407.06	337,576.89	434,407.06	1,685,300.00	1,250,892.94 25.8
	NET REVENUE OVER EXPENDITURES	49,493.75	( 337,576.89)	49,493.75	.00 (	49,493.75) .0



**City of Canby Bi-Monthly Report**  
**Department: Fleet**  
**For Months of: January & February 2023**

To: The Honorable Mayor Hodson & City Council  
 From: Robert Stricker, Lead Mechanic  
 Prepared by: Same as above  
 Through: Scott Archer, City Administrator  
 Date: 3/15/2023

**Jan-23**

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	0	\$0.00	\$0.00	\$0.00	\$0.00
Adult Center	1	\$0.00	\$0.00	\$182.62	\$182.62
IT Department	0	\$0.00	\$0.00	\$0.00	\$0.00
Facilities	1	\$14.54	\$0.00	\$190.77	\$205.31
Wastewater Collections	7	\$366.68	\$25.77	\$223.07	\$615.52
Wastewater Treatment	0	\$0.00	\$0.00	\$0.00	\$0.00
Parks	0	\$0.00	\$0.00	\$688.14	\$688.14
Police	18	\$2,203.42	\$704.39	\$5,696.91	\$8,604.72
Streets	10	\$772.79	\$692.65	\$1,959.86	\$3,425.30
Fleet Services	1	\$138.25	\$0.00	\$198.13	\$336.38
Canby Area Transit (CAT)	27	\$5,066.62	\$5,433.84	\$11,011.73	\$21,512.19
<b>Total</b>	<b>65</b>			<b>Total</b>	<b>\$35,570.18</b>

**Feb-23**

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	0	\$0.00	\$0.00	\$0.00	\$0.00
Adult Center	2	\$616.25	\$101.75	\$324.67	\$1,042.67
Facilities	3	\$127.19	\$58.66	\$297.83	\$483.68
IT Department	0	\$0.00	\$0.00	\$0.00	\$0.00
Wastewater Collections	8	\$232.26	\$7.61	\$254.96	\$494.83
Wastewater Treatment	3	\$264.81	\$15.65	\$1,085.10	\$1,365.56
Parks	8	\$2,254.74	\$88.04	\$816.35	\$3,159.13
Police	15	\$1,462.17	\$806.90	\$5,459.04	\$7,728.11
Streets	8	\$1,281.62	\$257.54	\$827.03	\$2,366.19
Fleet Services	1	\$27.65	\$16.07	\$87.08	\$130.80
Canby Area Transit (CAT)	24	\$3,094.62	\$1,532.08	\$10,909.38	\$15,536.08
<b>Total</b>	<b>72</b>			<b>Total</b>	<b>\$32,307.05</b>



**City of Canby Bi-Monthly Report**  
**Department: IT**  
**For Months of: January & February 2023**

To: The Honorable Mayor Hodson & City Council  
 From: Paul Waterman, Network Administrator  
 Prepared by: Same as above  
 Through: Scott Archer, City Administrator  
 Date: 3/15/2023

**January 2023**

- Tickets
  - 89 completed.
- Highlights
  - Upgraded Netmotion/SecureAccess VPN to latest Version for CPD and COC
  - Disaster Recover and Backup Infrastructure Configuration Complete
  - Migrated Public Works Domain Controller and File Server
  - Decommissioned Windows 2012 Server

**February 2023**

- Tickets
  - 78 completed.
- Highlights
  - Reconfigure Library Workstations
  - Replace aging Battery UPS in Server Rooms
  - Assist with CPD Body Cam Implementation

**Projects**

<b>Fiscal Year 2022-2023 IT Projects</b>	<b>Priority Rank</b>	<b>Status</b>	<b>Projected Complete *</b>	<b>Requestor</b>
CPD Body Cam Project	Med	In Progress	22-23 Q3	CPD
MS365/Teams G Migration / Email Archive	High	In Progress	22-23 Q3	IT
City Business CAT Tax Online Payment & Tracking	Low	In Progress	22-23 Q4	Finance
Council Chambers Renovation	High	In Progress	22-23 Q4	Admin

Website Business License - Caselle	Med	In Progress	22-23 Q4	Finance
Video/Security System Upgrade	Low	In Queue		Admin
Phone System	Low	In Queue		IT
<b>Cedar Conference Room Renovation</b>	<b>Med</b>	<b>Complete</b>	<b>22-23 Q3</b>	<b>Admin</b>
<b>ITPipes Sewer Maintenance Implementation</b>	<b>Med</b>	<b>IT Complete</b>	<b>22-23 Q3</b>	<b>Public Works</b>
<b>NeoGov – Caselle (Caselle option not available)</b>	<b>Med</b>	<b>Cancelled</b>		<b>HR</b>
<b>New Dell Server for vmWare Upgrade</b>	<b>High</b>	<b>Complete</b>	<b>22-23 Q2</b>	<b>IT</b>
<b>Backup and Disaster Recovery Systems Upgrade</b>	<b>High</b>	<b>Complete</b>	<b>22-23 Q2</b>	<b>IT</b>
<b>VPN Solution</b>	<b>Med</b>	<b>Complete</b>	<b>22-23 Q2</b>	<b>IT</b>
<b>Caselle Server Migration</b>	<b>Med- Low</b>	<b>Complete</b>	<b>22-23 Q2</b>	<b>IT</b>








\*changed to City Fiscal Calendar



**City of Canby Bi-Monthly Report**  
**Department: Library**  
**For Months of: January & February 2023**

To: The Honorable Mayor Hodson & City Council  
 From: Danny Smith, Library & IT Director  
 Prepared by: Same as above  
 Through: Scott Archer, City Administrator  
 Date: 3/15/2023

**Usage Metrics Overview**

		<p><b>CANBY PUBLIC LIBRARY</b>          JAN/FEB SNAPSHOT</p>	
Items added to the collection - 1,125		Items checked in 43,064	
Holds filled 10,149		 New cards 227	
Digital checkouts 5,817		Room reservations 135	
Physical checkouts 39,042		 Adult events - 4 Participants - 99	
Customer interactions - 1,612		Children's events - 21 Participants - 714	
Visitors 14,971		 Teen events - 4 Participants - 24	

**Staff**

No updates at this time.

**Spaces**

The Children’s area of the library has been slightly rearranged to allow for more asynchronous craft and STEM/STEAM events adjacent to the Discovery Room storage area. Library users can expect to see more hands-on activities here in the future.

## Collections

No updates at this time.

## General News

### *Children's Events*

- Story times are held each week and have peaked at around 70 participants, including kids and parents. To make room for more attendees, staff have moved the craft activities outside of the Willamette Room so more people can enjoy story time.
- A new to Canby program, kids Dance Party continues to be met with great enthusiasm and increasing participation. Attending kids particularly love the bubbles and light show at the end of each party.



### *Young Adult Events*

- Craft Night – Perler Beads, teens made colorful key chains by melting perler beads into Anime characters, animals and creatures of their own imaginations.
- Secrets of Petra Mystery, teens followed puzzles and clues to discover sacred scrolls hidden in the ancient city of Petra.
- Pizza and Ping Pong (and giant Jenga), always a crowd pleaser! Teens enjoyed pizza while battling each other for bragging rights as a table- top king! It got pretty competitive!

### *Adult Events*

- Tame the Mess: Practical Organizing for Real People, a well-attended program that allowed attendees to get involved in hands-on organizing tasks and understanding more of the psychology of organization. Each person went home with practical strategies to use at home.
- An Introduction to Writing for Publication, a three hour writing workshop was held with broad interest from the community. This helped aspiring writers connect with content focused on more specialized type of writing and covered subjects on different book publishing venues, writers' markets, and fine-tuning scripts.



**City of Canby Bi-Monthly Report**  
**Department: Parks**  
**For Months of: January & February 2023**

To: The Honorable Mayor Hodson & City Council  
From: Jeff Snyder, Public Works Supervisor  
Prepared by: Same as above  
Through: Scott Archer, City Administrator  
Date: 3/15/2023

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### **Park Renovations**

The S. Locust Park picnic shelter project is now complete. Staff assembled six new picnic table and installed them at the shelter. Mountain West Boring Co. donated time towards the installation of the power conduits for the shelter project, Thanks Steve Milner.

At Maple St. Park the last piece of foul ball netting was installed. Existing conditions surveys were also compleeted at Maple Park in anticipation of future park renovations. A public meeting has been scheduled March 20<sup>th</sup> to discuss improvements, more details to come in the future.

One hundred and four baskets were ordered from S and K nursery for our light pole planters in our core downtown areas.

### **Park Maintenance**

All the Christmas decorations were taken down and stored in early January. The Christmas tree drop off area was well utilized by the citizens. All the trees were chipped and used for mud control at the disc golf course. Storm debris cleanup, shrub trimming and tree trimming occupied staffs time over the last couple months. All the bio-swales were cleaned on 2<sup>nd</sup> Ave. and building maintenance issues were addressed as found. We also cleaned up a homeless camp on the Molalla Forest road.

The Parks Department spent 29.5 hrs. addressing graffiti and vandalism over the last two months. Maintenance was performed at the 34 areas the Parks Department is responsible for, the Adult Center, Arneson Gardens Horticultural Park, Baker Prairie Cemetery, Beck Pond, Community Park (River), CPIP sign, Disc Golf Park, Eco Park natural area, Faist V property, Holly & Territorial welcome sign property, Hulbert's welcome sign property, Klohe Fountain, Knights Bridge right of way, Legacy Park, South Locust Street Park, Logging Road Trail and Fish Eddy/Log Boom property, Maple Street Park, Nineteenth Loop Natural area, Northwood Estates Park, NW 1<sup>st</sup> Ave., NW 2<sup>nd</sup> Ave., Police Department landscaping, Simnitt Property, Skate Park, Shop Ground, Swim Center, Timber Park, Territorial Estates Future CLC Park, Transit Bus Stop, Triangle Park, Wait Park, Willow Creek Wetlands (19<sup>th</sup> Loop), WWTP property and Zion Cemetery.

### **Meetings attended**

I attended the Park and Recreation meetings.

I attended a meeting regarding the National Fitness Campaign outdoor exercise court.

I attended Art in the Parks meetings.

I meet with EC electric to repair the Molalla Forest Rd. crosswalk signal.

I had a meeting regarding banners in the parks.

I had a meeting with the parks crew regarding future projects.

Ken took Pesticide licensing classes and half the crew attended a chainsaw training class.

## Zion Cemetery

At the cemetery, pressure-washing, leaf removal, and storm debris cleanup has occupied staffs time. Floral decoration cleanup, building maintenance issues and sexton duties were performed as needed.

## For your Information

Please see attached park maintenance actual hours for the months of November and December 2022. Hours are based on number of employee's (each day) x 7.5





Parks Department

January 2023 Actual Hours

Total

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Adult Center																																9.0
Arneson Gardens			3.0			0.5		1.0		4.0	1.0						1.0						18.0	42.5	34.5	32.5						133.0
Baker Prairie Cem.																																0.0
Beck Pond						0.5		1.5				1.0																				3.0
Community Park			4.0		1.0	1.0			4.0	2.0	3.0	38.0	36.5				6.5	30.0	3.5	2.0												153.5
CPIP Sign Property																							1.0									23.5
Disc Golf Course																																0.0
Eco Park			1.0			0.5		0.5			0.5		0.5				2.0															5.5
Faist V (5)			1.0					0.5																								1.5
Holly-Territorial Sign																																0.0
Hulberts-sign property																																10.0
Klohe Fountain						0.5		0.5	1.0																							15.0
Knights Brdg.																																2.0
Legacy Park			2.0		1.0	1.0		3.5	7.0	1.0	1.0	1.0	1.0				7.0		3.0	2.0												0.0
S. Locust Park			2.0		0.5	1.0		2.0	4.0	5.5	1.0	1.0	1.0				6.0	10.0	3.0	13.0												41.0
Logging Rd. Path			1.0		3.0	0.5		4.0	2.0	2.0	2.0	1.0	1.0				2.0			6.5												55.5
Fish Eddy-Log Boom			1.0					0.5	2.0	0.5	0.5	0.5	0.5				2.0			6.0												39.0
Maple St. Park			3.0		23.5	23.5		2.0	2.0	22.0	1.0	1.0	1.0				5.5			2.0												22.5
19th Loop																																93.5
Northwood Park			1.0		0.5			1.0		0.5							2.0															0.0
Street Landscaping					14.0			1.0	6.0	3.0			1.0				1.0		24.0													7.5
Storm/Collect mow																																52.0
Police Department			1.0																5.0													0.0
Sinnitt Property																																6.0
Skate Park			1.0					1.0		0.5		0.5	0.5				1.0															0.0
Shops/fools-trucks										3.0	1.5																					20.0
Swim Center									16.0																							4.5
Territorial-CLC Prop.																																16.0
Timber Park			2.0			0.5		1.5		1.0	1.0		0.5				2.0			1.0												0.0
Transit Bus stop					4.0	0.5	0.5	1.0	1.0	1.0	0.5						1.5			1.0												12.0
Triangle Park																																14.0
Wait Park			7.0	40.5	1.0	15.0		13.5		2.0	1.0	1.0	1.0						3.0	4.0												0.5
Veterans Memorial								1.0		0.5			0.5																			22.5
WWTP property																																25.5
Zion Cemetery			15.0	7.5	6.0	7.5		7.5	7.5	5.0	7.5	7.5	7.5				7.5	7.5	3.5	7.5												0.0
Administration								5.0									5.0	5.0														143.5
																																15.0

Monthly Total 1014.5

Parks Department

February 2023 Actual Hours

Total

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Adult Center								0.5																								62.0
Arneson Gardens	2.0						1.0	0.5																								11.5
Baker Prairie Cem.								0.5																								1.0
Beck Pond	1.5							0.5																								3.5
Community Park	9.5	3.0	4.0			2.0	3.0	1.0	1.0	2.0			2.0	1.0	1.0	1.0	1.0				2.0		1.0	2.0		2.0	30.0				68.5	
CPIP Sign Property																																0.0
Disc Golf Course																																0.0
Eco Park	1.0		1.0			0.5	0.5	0.5		0.5			0.5		0.5											0.5						7.5
Faist V (5)	1.0																															1.0
Holly-Territorial Sign																																0.0
Hulberts-sign property																																0.0
Klohe Fountain	0.5							0.5							2.0																	4.0
Knights Bldg.												8.5																				8.5
Legacy Park	2.0	3.0	2.0			24.5	30.0	0.5	37.5	9.5			1.5	1.0	1.0	1.0	2.0				7.5	3.0	1.0	1.0		2.0	5.0				135.0	
S. Locust Park	3.0	1.0	3.0			2.0	2.0	1.0	1.0	6.0			6.0		1.0	1.0	1.0				2.0	14.0	26.0	8.0		2.0	3.0				83.0	
Logging Rd. Path	4.0		4.0			1.5	2.0	1.5	0.5	2.0			2.5	0.5	2.0	2.0	2.0				2.0		1.0	10.0		2.0					27.5	
Fish Eddy-Log Boom	0.5		1.0			0.5	0.5	0.5					0.5	0.5	0.5	0.5	0.5				0.5					0.5						25.0
Maple St. Park	3.0	2.0	2.0			1.5	2.0	1.0	1.0	2.0			2.0	2.0	2.0	1.0	2.0				1.0		1.5	2.0		2.0	1.0				21.0	
19th Loop																																20.0
Northwood Park	0.5		1.0			0.5		0.5	0.5	0.5			0.5	0.5	0.5									0.5		0.5	0.5					6.0
Street Landscaping		0.5						2.0						15.5		16.5					19.0					1.0						14.5
Storm/Collect mow																																0.0
Police Department								0.5							40.0	6.0																46.5
Simmitt Property																																0.0
Skate Park	0.5		1.0					0.5	0.5	0.5			0.5		0.5											0.5						4.5
Shops/tools-trucks	2.0		5.0											3.0							9.0											19.5
Swim Center								1.0																								1.0
Territorial-CLC Prop.																																0.0
Timber Park	2.0	1.0	2.0			2.0	1.0	0.5	1.0	12.0			0.5	0.5	2.0						1.0		1.5	1.0		12.0						41.0
Transit Bus stop	2.5	0.5	1.0			1.0	1.0	0.5	0.5	3.0			17.5	0.5		1.0							1.5	1.0		1.0						33.5
Triangle Park													0.5		1.0												1.0					2.5
Wait Park	2.0	1.0	3.0			2.0	2.0	0.5	1.0	6.0			2.0	0.5	2.0								3.0	1.0		15.0	2.0					47.0
Veterans Memorial		18.0						0.5	0.5	0.5																0.5						20.0
WWTP property																																0.0
Zion Cemetary	15.0	4.0	7.5					7.5	7.5	7.5				7.5	7.5	7.5	7.5				7.5	7.5	7.5	8.5		10.5	8.5					121.5
Administration								30.0																								30.0

Monthly Total 824.5



**City of Canby Bi-Monthly Report**  
**Department: Police**  
**For Months of: January & February 2023**

To: The Honorable Mayor Hodson & City Council  
 From: Chief Jorge Tro  
 Prepared by: Katie McRobbie, Administrative Supervisor  
 Through: Scott Archer, City Administrator  
 Date: 3/15/2023

	JANUARY	FEBRUARY
Calls for Service - Dispatched 911 and Non-Emergency Calls	1162	1125
<b>PROPERTY CRIMES REPORTED</b>		
Burglary	5	4
Unauthorized Use of Motor Vehicle / Unlawful Entry into Motor Vehicle	2	0
Robbery	0	0
Theft I, II, & III	8	12
Forgery / Counterfeiting	0	0
Trespass	7	1
Vandalism / Criminal Mischief	4	9
<b>PERSON CRIMES REPORTED</b>		
Assault I, II, IV	1	0
Carrying Concealed Weapons (knife, blade, etc.)	0	0
Disorderly Conduct (includes resisting arrest)	2	3
Endangering Welfare of a Minor / Recklessly endangering	0	1
Felon in possession of firearm / restricted weapon	1	0
Harassment, Intimidation or Threats	4	3
Identity Theft	5	2
Interfering with Peace Officer	0	0
Menacing	1	0
Sex Offenses	2	0
Strangulation	0	0
<b>ARRESTS</b>		
Warrant Arrests (and contempt of court, restraining order, parole violations)	22	20
Adult and Juvenile Custodies (includes juvenile curfew)	46	33

<b>DRUG CRIMES</b>		
Possession Controlled Substance (Cocaine, Heroin, Marijuana, Meth)	1	1
Delivery of a Controlled Substance (Cocaine, Heroin, Marijuana, Meth)	0	0
Manufacture Controlled Substance (Cocaine, Heroin, Marijuana, Meth)	0	0
<b>TRAFFIC CRIMES, ACCIDENTS, CITATIONS</b>		
Attempt to Elude	2	1
Driving Under the Influence of Intoxicants (Alcohol & Controlled Substance)	8	8
Other Traffic Crimes (Hit & Run, Driving While Suspended / Revoked, Reckless Driving, UUMV, Failure to Surrender Suspended License / Use Invalid License)	16	5
Traffic Accidents	9	6
Traffic Citations	327	314

**CANBY POLICE DEPARTMENT – TRAFFIC UNIT**

**SGT. MIKE SMITH**

**OFFICER ALLEN MILLER**

**MONTHLY TRAFFIC SAFETY REPORT**

**JANUARY 2023**

CITATIONS:	327
DUII ARRESTS:	8
TRAFFIC CRIMES:	19
TRAFFIC CRASHES:	Injury (Traffic): 0 Injury (Patrol): 3  Non-Injury (Traffic): 2 Non-Injury (Patrol): 2  Hit & Run (Traffic): 2 Hit & Run (Patrol): 0  TOTAL CRASHES: 9
TRAFFIC COMPLAINTS:	17

**CANBY POLICE DEPARTMENT – TRAFFIC UNIT**

**SGT. MIKE SMITH**

**OFFICER ALLEN MILLER**

**MONTHLY TRAFFIC SAFETY REPORT**

**FEBRUARY 2023**

CITATIONS:	314
DUII ARRESTS:	8
TRAFFIC CRIMES:	7
TRAFFIC CRASHES:	Injury (Traffic): 0 Injury (Patrol): 3  Non-Injury (Traffic): 2 Non-Injury (Patrol): 2  Hit & Run (Traffic): 2 Hit & Run (Patrol): 0  TOTAL CRASHES: 9
TRAFFIC COMPLAINTS:	17



**City of Canby Bi-Monthly Report**  
**Department: Development Services**  
**For Months of: January & February 2023**

To: The Honorable Mayor Hodson & City Council  
From: Don Hardy, Planning Director  
Prepared by: Laney Fouse Lawrence, Planning Technician  
Through: Scott Archer, City Administrator  
Date: 3/15/2023

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The following report provides a summary of Planning and Development Services activities for the months of January and February 2023. Please feel free to call department staff if you have questions or desire additional information about any of the listed projects or activities. This report identifies ongoing planning activities, a list of pre-application meetings, a list of project hearings and the number of projects for which the City has performed site plan review for building permits.

**Development Services Activities:**

1. **DLCD Housing Needs Analysis (HNA), Housing Production Strategy (HPS), and Economic Opportunity Analysis (EOA).** Continued development of the Housing Needs and Housing Production Strategy documents occurred in January and February with an open house on January 24 followed by a community on-line survey, and the fourth and final housing advisory committee meeting on February 22 all leading to the joint city council and planning commission work session on March 1. The planning commission will be reviewing the housing production strategy on March 13 and the economic opportunity analysis on March 27 followed by city council housing production strategy review on April 19 and economic opportunity analysis on May 3.
2. **Comprehensive Plan and Transportation System Plan.** The comprehensive plan and transportation system plan kick off meeting occurred on February 1, 2023. A list of comprehensive plan advisory group members has been completed and invites will be sent for a possible meeting date in March. Existing conditions background work is being completed and traffic intersection evaluations will occur over the next several months.
3. **Parks and Recreation Planning.** Staff are continuing to work with the master plan consultant team to prepare a System Development Charge (SDC) methodology, which will be completed in the coming months. Planning staff are also assisting the public works department in the coordination of the Outdoor Fitness Court at Legacy Park.
4. **Freeway I-205 Tolling Project.** ODOT released the draft Environmental Assessment (EA) on February 21, 2023 and they extended the public comment period until April 21, 2023. Canby is also coordinating with other Clackamas County cities and the county to identify where each jurisdiction can assist in addressing the anticipated impacts from tolling and the lack of mitigation proposed by ODOT with the intent of moving ODOT to better account for anticipated traffic impacts.

### **Land Use Application Activity:**<sup>1</sup>

1. **Pre-Application Conferences** held for the period of January 1 – February 28, 2023: Canby Public Works Fueling Facility, and Trail Crossing East, 60-unit Multi-family development.
2. **Site Plans Submitted for Zoning Conformance** January 1 – February 28, 2023: **35** *site plan review applications* were submitted and have been or are being released for building permits.
3. **Signs Submitted for Plan Review** January 1 – February 28, 2023: **3** applications submitted.

### **Planning Commission Activity:**

1. Agenda Items Reviewed January 1 – February 28, 2023. During this period, the Planning Commission:
  - a. Made a recommendation to the City Council to approve HLC 22-01 Canby Historical Society/Canby Depot Museum, 884 NE 4th Avenue for this site to be included on the Local Register of Historic Resources.
  - b. Approval of DR 22-05/LLA 22-05, Backstop Brewing, 211 & 241 N Grant Street to construct a two-story, 11,230-square-foot building featuring a restaurant/bar, brewery/taproom, and second-story dining terrace.
  - c. Met in a Work Session to discuss the Housing Needs Analysis and Housing Production Strategy Update.
  - d. Met in a Work Session to discuss the Comprehensive Plan Update and Planning Commission involvement.
  - e. Met in a Work Session to discuss Planning Commission Processes and Procedures.

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<sup>1</sup> Note that the applications listed here do not capture the department's full backlog of active land use applications and site plan reviews, many of which were either submitted prior to this reporting period or have been submitted but are currently deemed incomplete applications.





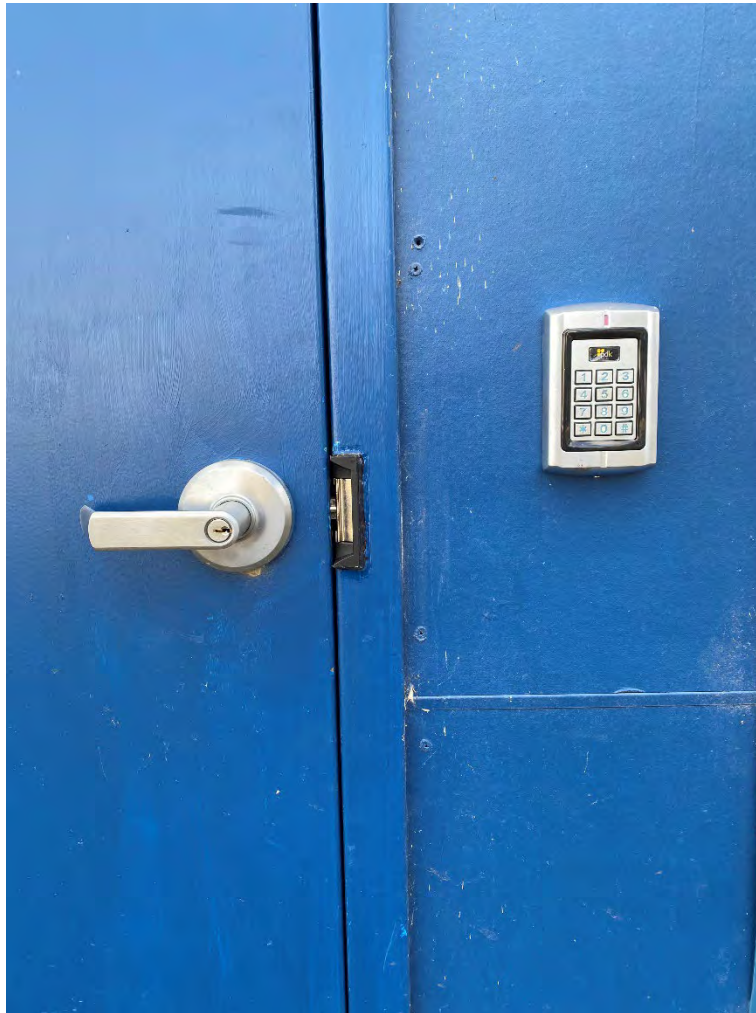
**City of Canby Bi-Monthly Report**  
**Department: Public Works**  
**For Months of: January & February 2023**

To: The Honorable Mayor Hodson & City Council  
From: Jerry Nelzen, Public Works Director  
Prepared by: Ronda Rozzell, Office Specialist III  
Through: Scott Archer, City Administrator  
Date: 3/15/2023

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Facilities

Facility Maintenance Department installed 12 new keyless entry pads with new door hardware and door strikes at Public Works. This is a great added security for the shop complex.



Facilities	Total Hours
January	200.5
February	136

Streets Department

Public Works and Canby Utility crew installing large electrical vault and trench line with conduit to vault on S Ivy Street.



January Streets	Total Hours
Street Sweeping	81
Street Maintenance	275.5
Sidewalks Inspections	6
Driveway Approach Inspections	6
Street Sign Manufacturing	18
Street Sign Maintenance	5
Street Sign Installation	2
Street Lights	8
Dump Truck	50
Vactor	2
Mini Trackhoe	59.5

February Streets	Total Hours
Street Sweeping	50
Street Maintenance	270.5
Sidewalk Inspections	4
Driveway Approaches	4
Street Sign Manufacturing	13
Street Sign Maintenance	17
Street Lights	11
Tree Trimming	6

## Sewer Collections

The Collections Crew repaired a sewer lateral after finding two bored conduits through the citizen's sewer lateral.



<b>January Sewer</b>	<b>Total Hours</b>
Sewer Cleaning	16
Sewer Maintenance/Repair	52
Sewer TV'ing	7
Lift Station Maintenance	12
Locating Utilities	25
Sewer Inspections	2
Vactor Usage	10

<b>February Sewer</b>	<b>Total Hours</b>
Sewer Cleaning	1
Sewer TV	13
Sewer Laterals/Maintenance	47.5
Lift Station Maintenance	42
Locating Utilities	68
Sewer Inspections	8
Vactor Usage	5

## Storm Water

Our Erosion/Storm Control inspector managing our streets to keep them clean by having the construction companies maintain clean and safe work zones.



January Stormwater	Total Hours
Catch Basins	2
Erosion Control	2
Storm Line Inspections	2
Vactor Usage	1

February Stormwater	Total Hours
Catch Basins	1
Drywell Maintenance	14
Erosion Control Inspections	3
Vactor Usage	1



**City of Canby Bi-Monthly Report**  
**Department: Canby Swim Center**  
**For Months of: January & February 2023**

To: The Honorable Mayor Hodson & City Council  
From: Eric Laitnen, Aquatics Program Manager  
Prepared by: Same as above  
Through: Scott Archer, City Administrator  
Date: 3/15/2023

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January and February continued where last year ended the weather was very unpredictable but we only had a couple early closings due to ice and snow. Now that we have moved on to our spring schedule things should seem a little bit more usual. Although with the middle school and high school hour changes make it very difficult to get as much done after school because everything gets started so late in the afternoon. We are back to public and second grade lessons now, we definitely are staying busy and keeping as much in the pool as we can. Swimming attendance numbers continue to stay very similar to last years, but some of the people moved to different programs. Revenue is down from last year, but we try to focus on offering more programing to the public and keeping people swimming.

Swim teams are finishing up their winter seasons. Then Canby High School is all done with the Cougar girls finishing 1<sup>st</sup> in their district and 5<sup>th</sup> at state, while the boys were 2<sup>nd</sup> at district and 9<sup>th</sup> at state. This is the best finish for a Canby HS Swimming girls ever at state. I was a great season for both the boys and girls teams. Nathan is finishing up with the Canby Gators the next couple of weeks and has done an amazing job with the Canby Gators. The high school team has only done so well because of all the time Nathan has put into the club swimmers and they set the pace for both teams.

The water main is all done and the sidewalk is back to normal thanks to Nathan and help from other city employees. Everything very well considering all organizing and coordinating the different people. Nathan did a great job bringing everything together to get everything fixed and replaced.

Staffing continues to be a challenge, but we continue to try to stay on top of it. We are always looking for good people that are willing to work and have some swimming experience. Then second part is kind of important.

**SUBJECT: January 2023 Monthly Attendance Numbers**  
**DATE: 2022-2023**

CANBY SWIM CENTER January	ADMIT 2022	ADMIT 2023	PASS 2022	PASS 2023	TOTAL 2022	TOTAL 2023	YTD TOTAL 21-22	YTD TOTAL 22-23
MORNING LAP	20	33	233	300	253	333	1841	1935
ADULT RECREATION SWIM	35	18	331	326	366	344	2556	2180
MORNING WATER EXERCISE	5	47	138	131	143	178	1285	1227
PARENT/ CHILD/ Family Swim	31	28	7	5	38	33	1449	1978
MORNING PUBLIC LESSONS	0	0	0	0	0	0	3000	3110
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	84	105	282	349	366	454	2052	2067
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	182	187	1	36	183	223	2083	2680
PENGUIN CLUB	0	0	0	0	0	0	765	588
CANBY H.S. SWIM TEAM	0	0	560	800	560	800	1124	1629
CANBY GATORS	0	0	680	934	680	934	5015	5257
MASTER SWIMMING	0	0	7	12	7	12	41	46
EVENING LESSONS	446	0	0	0	446	0	4839	4054
EVENING LAP SWIM	26	27	38	17	64	44	453	460
EVENING PUBLIC SWIM	67	114	14	13	81	127	1815	1463
EVENING WATER EXERCISE	0	0	0	0	0	0	0	0
ADULT LESSONS	0	16	0	0	0	16	52	94
GROUPS AND RENTALS	10	8	0	0	10	8	54	19
OUTREACH SWIMMING	0	0	0	0	0	0	0	0
<b>TOTAL ATTENDANCE</b>	<b>906</b>	<b>583</b>	<b>2291</b>	<b>2923</b>	<b>3197</b>	<b>3506</b>	<b>28424</b>	<b>28787</b>

**SUBJECT: February 2023 Monthly Attendance Numbers**  
**DATE: 2022-2023**

CANBY SWIM CENTER February	ADMIT 2022	ADMIT 2023	PASS 2022	PASS 2023	TOTAL 2022	TOTAL 2023	YTD TOTAL 21-22	YTD TOTAL 22-23
MORNING LAP	27	33	266	272	293	305	2134	2240
ADULT RECREATION SWIM	33	18	305	238	338	256	2894	2436
MORNING WATER EXERCISE	15	38	145	181	160	219	1445	1446
PARENT/ CHILD/ Family Swim	212	128	4	0	216	128	1665	2106
MORNING PUBLIC LESSONS	0	0	0	0	0	0	3000	3110
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	93	121	284	324	377	445	2429	2512
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	162	253	16	27	178	280	2261	2960
PENGUIN CLUB	0	0	133	56	133	56	898	644
CANBY H.S. SWIM TEAM	0	0	217	150	217	150	1341	1779
CANBY GATORS	0	0	1078	740	1078	740	6093	5997
MASTER SWIMMING	0	0	12	10	12	10	53	56
EVENING LESSONS	720	468	0	0	720	468	5559	4522
EVENING LAP SWIM	23	38	29	24	52	62	505	522
EVENING PUBLIC SWIM	137	112	22	4	159	116	1974	1579
EVENING WATER EXERCISE	0	0	0	0	0	0	0	0
ADULT LESSONS	0	30	0	0	0	30	52	124
GROUPS AND RENTALS	0	15	0	0	0	15	54	34
OUTREACH SWIMMING	0	0	0	0	0	0	0	0
<b>TOTAL ATTENDANCE</b>	<b>1422</b>	<b>1254</b>	<b>2511</b>	<b>2026</b>	<b>3933</b>	<b>3280</b>	<b>32357</b>	<b>32067</b>



**City of Canby Bi-Monthly Report**  
**Department: Transit**  
**For Months of: January & February 2023**

To: The Honorable Mayor Hodson & City Council  
From: Todd Wood, Transit Director  
Prepared by: Same as above  
Through: Scott Archer, City Administrator  
Date: 3/15/2023

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1) Grant Funding and Contracts:

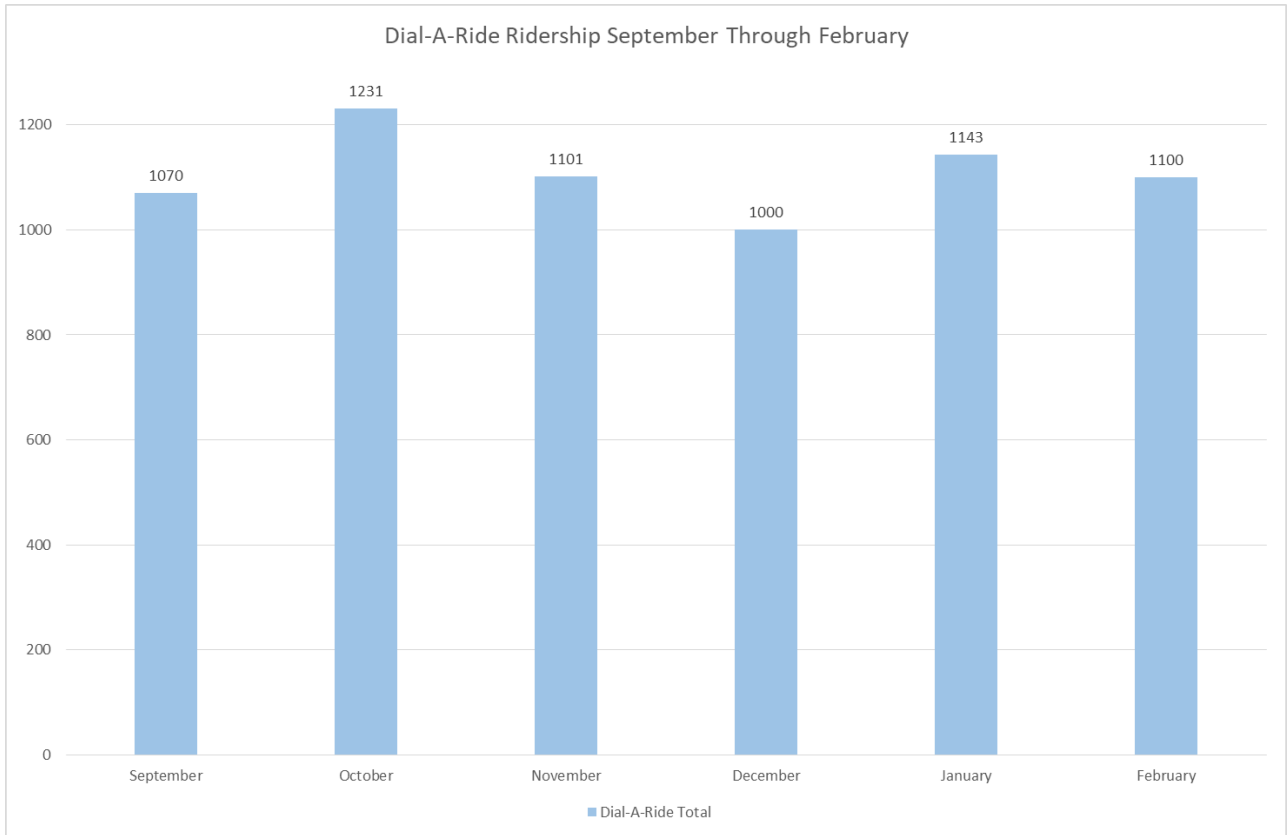
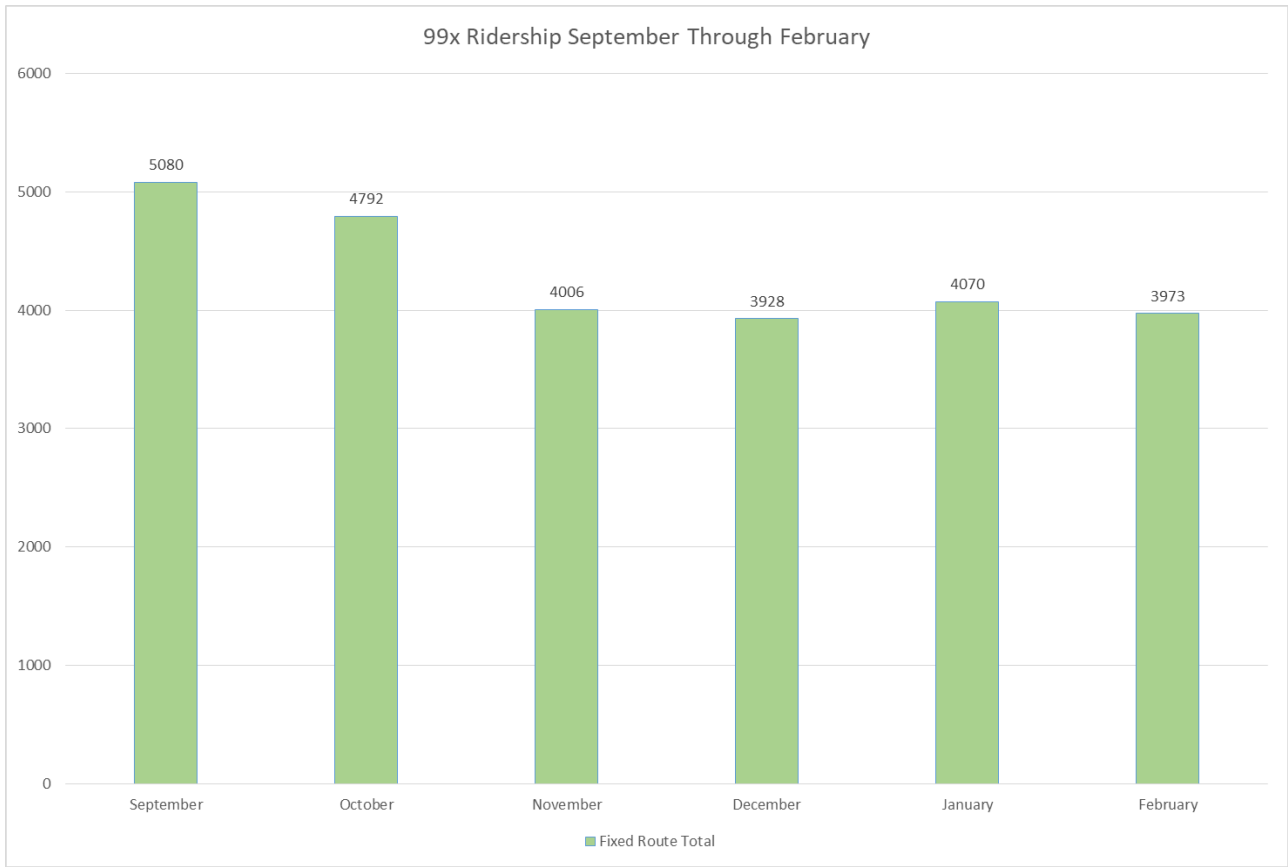
The following grant activities have taken place:

- Monthly Elderly and Disabled reports have been submitted to TriMet
- Quarterly Charter reports Submitted
- 5311 & 5310 2<sup>nd</sup> Quarter reports submitted
- 5311 & 5310 2<sup>nd</sup> Quarter reimbursement requests submitted
- Drug and Alcohol reports submitted

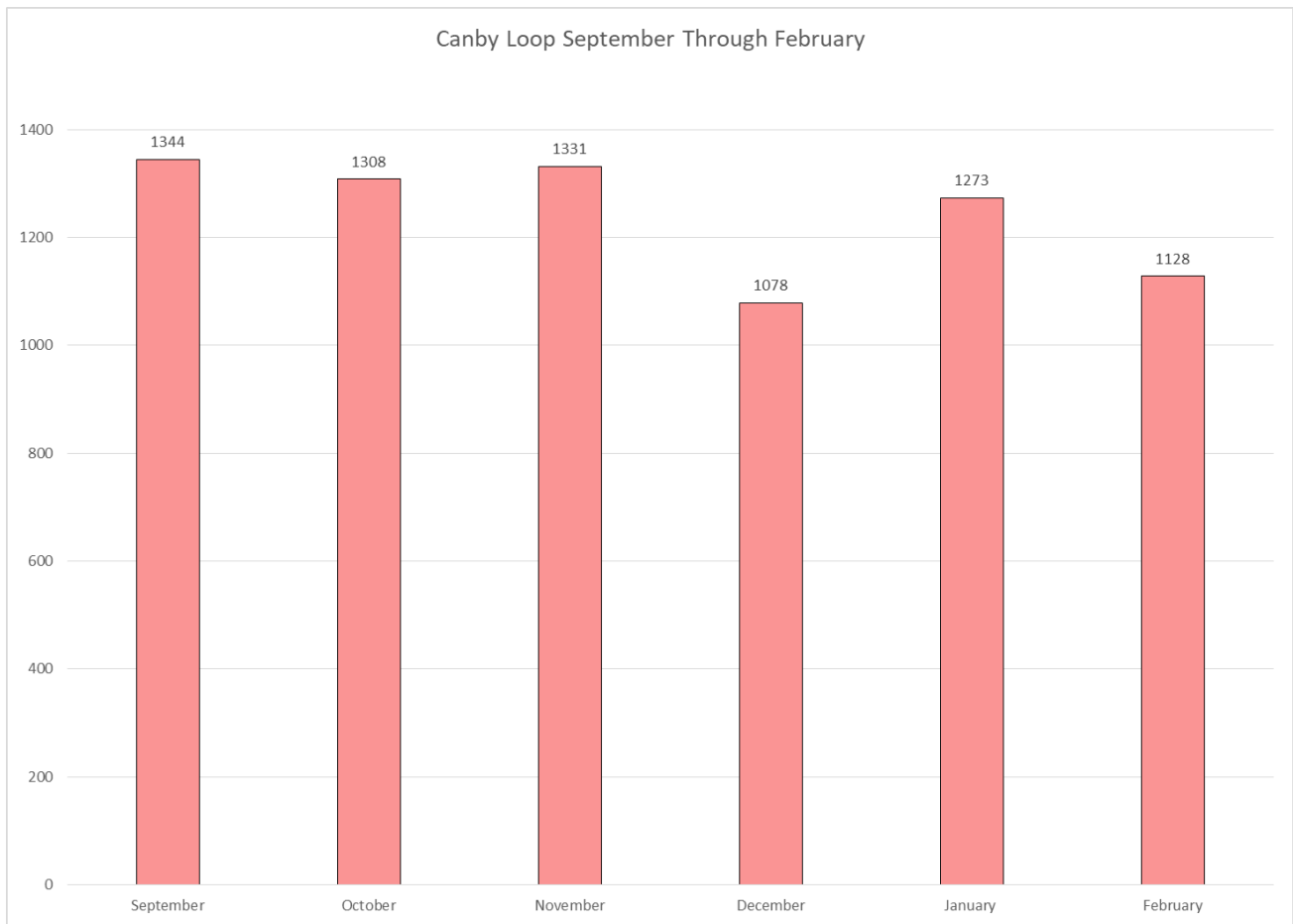
2) Ridership:

Ridership for January and February saw typical drops due to weather.

January average daily weekday daily 99x route ridership:	171 trips
January average daily weekend daily 99x route ridership:	77 trips
February average daily weekday daily 99x route ridership:	181 trips
February average daily weekend daily 99x route ridership:	85 trips
January average daily weekday Dial-a-Ride route ridership:	48 trips
January average daily weekend Dial-a-Ride route ridership:	18 trips
February average daily weekday Dial-a-Ride route ridership:	51 trips
February average daily weekend Dial-a-Ride route ridership:	19 trips
January average daily Loop ridership:	58 trips
February average daily Loop ridership:	56 trips







**3) Transit Advisory Committee:**

Transit Committee is sad to say goodbye to long time member Carol Luce. March will be her last meeting.

The Committee will have two available openings beginning March 23th with the retirement of Carol. The committee currently has five active members.

Transit Committee will be meeting March 23<sup>rd</sup> at 6pm (virtual options available) in the City Council Chambers. We will be talking Transit from Canby taking over to today. All are welcome to join us to learn about our system.

**4) New Technology:**

New Hardware for the buses has been installed and we are working out the bugs in the software. There have been some delays as the vendor works out some issues.

We are expecting to begin testing in April.

**5) Shelter Project:**

The shelter project is tied to ODOTs 99E project. There are 10 stops that will be updated in accordance with the project. Of the 10 total stops, 6 will be prepared by ODOT and completed by the City. Four stops will be prepared and completed by the City.

Bus shelters are expected to arrive in April, but the 99E project has been delayed and so has our shelter project.

6) New Transit Building:

CAT has prepared a RFP for an Architecture and Engineering contractor to design the new building and manage construction. A selection is expected to happen in summer which will be the contract for designing the new transit offices.

7) New Logo:

CAT has begun the process of a logo redesign. The CAT paw has been in use for many years.



Novell Designs is currently preparing options for the new logo.

8) 99x Changes:

The 99x schedule has not changed in nearly 5 years. In the last 5 years traffic patterns have changed, ridership has changed, and costs have increased.

This change to the 99x will improve service efficiency by decreasing bus down time, improving service times, and reducing transfers between CAT buses.

This change will increase frequency during certain times of the day giving riders more opportunities to make connections.

Changes are estimated to be implemented September 2023.

9) Canby Loop Expansion:

Canby has applied for and received enough funding through the State Transportation Improvement Fund (STIF) to expand the Canby Loop to Saturdays. The loop will operate 12 hours with hours still TBD.

The Saturday Loop will begin September 2023.

10) Contractor Changes:

Currently all CAT drivers and dispatchers are contract employees through First Transit. First Transit has been acquired by TRANSDEV US. TRANSDEV will continue to honor the current CAT contract which expires 6/30/24.

Negotiations for contract extensions will begin in January 2024. The current contract allows for three 1 year extensions.



**City of Canby Bi-Monthly Report**  
**Department: Wastewater Treatment Plant**  
**For Months of: January & February 2023**

To: The Honorable Mayor Hodson & City Council  
From: Jon Patrick, Wastewater Lead  
Prepared by: Same as above  
Through: Scott Archer, City Administrator  
Date: 3/15/2023

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**Facility Operation & Maintenance:**

The water quality for the months of January and February have been good. There were some process control changes to address an increase in filamentous bacteria. The treatment plant is running well and all reports and DMR's were completed on time and without issue. DEQ has issued our new 5 year NPDES permit with updated testing requirements and program regulations that took effect January 1, 2023. A permit modification was issued on January 4th at our request to clarify some of the testing requirements. Some repairs were made to the primary and secondary clarifiers after the freezing rain.

**Biosolids Program**

- **January** Production: Belt run time = 20 days. 7 loads to Heard Farms, 204 wet tons.
- **February** Production: Belt run time = 20 days. 5 loads to Heard Farms, 149 wet tons.

**Pretreatment, Stormwater and FOG Program**

- **January** Pump Outs: 23 Inspections: 12 fog, 6 pretreatment
- **February** Pump Outs: 21 Inspections: 15 fog, 1 pretreatment

Industrial permit/compliance data review of reports and continued support working with businesses on BMP agreements. The pretreatment annual report was sent to DEQ on February 28<sup>th</sup>.

**Daily Lab Activity**

- Continued OSU Covid 19 Wastewater Study sampling.
- Daily and Weekly TSS, BOD's, E-coli, solids, NH3, and process control testing.
- Copper BLM and Aluminum sampling.
- 2 CBOD tests did not meet QA/QC standards during this monthly report period. I worked with the operator in the lab to identify and resolve issue in accordance with the requirements set in the permit.