



CITY COUNCIL Agenda

222 NE 2nd Avenue, Canby, OR, 97013 | Ph: (503) 266-4021 | www.canbyoregon.gov

NOVEMBER 20, 2024

The City Council meeting may be attended in person in the Council Chambers at
222 NE 2nd Avenue, Canby, OR 97013

The meetings can be viewed on YouTube at:

<https://www.youtube.com/channel/UCn8dRr3QzZYXoPUEF4OTP-A>

The public can register to attend the meeting virtually by contacting the Deputy City Recorder;
ridgleyt@canbyoregon.gov or call 503-266-0637.

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

WORK SESSION – 6:00 PM

1. CALL TO ORDER
2. HOUSING AND COMPREHENSIVE PLAN UPDATE AND SPECIAL AREA J
3. ADJOURN

Pg. 1

REGULAR MEETING – 7:00 PM

1. CALL TO ORDER
 - a. Invocation
 - b. Pledge of Allegiance
2. NEW EMPLOYEE INTRODUCTIONS
 - a. Swearing-in of Police Officers
3. SHOP LOCAL CANBY PROGRAM/2024 SMALL BUSINESS SATURDAY PROCLAMATION
4. 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. If you would like to speak virtually, please contact the Deputy City Recorder by 4:30 pm on November 20, 2024, with your name, the topic you'd like to speak on and contact information: ridgleyt@canbyoregon.gov or call 503-266-0637.

Pg. 4

5. CONSENT AGENDA

- a. Approval of the October 23, 2024, City Council Work Session and Regular Meeting Minutes. Pg. 5
- b. Approval of the November 6, 2024, City Council Regular Meeting Minutes. Pg. 10
- c. Reappointment of Commissioners Hannah Ellison, Judi Jarosh, and Craig Lewelling to the Planning Commission for a term that will expire on December 31, 2027. Pg. 14

6. ORDINANCES & RESOLUTIONS

- a. Consider **Ordinance 1634**: An Ordinance Adopting the Housing Efficiency Measures: Cottage Cluster Development and Design Standards 16.21, Planned Unit Development Code Updates Chapter 16.74 and 16.76, Low Density Residential Chapter 16.16, and Medium Density Residential Chapter 16.18, As part of the City of Canby Code (TA 24-02). (*Second Reading*) Pg. 15
- b. Consider **Ordinance 1635**: An Ordinance Authorizing the City Administrator to enter into a Contract between the City of Canby and Beery, Elsner and Hammond, LLP for City Attorney Services. (*Second Reading*) Pg. 73
- c. Consider **Ordinance 1636**: An Ordinance Amending Ordinance No. 1606 to Delete the Not to Exceed Amount in the Contract Between the City of Canby and Beery, Elsner and Hammond, LLP for Interim City Attorney Services. (*Second Reading*) Pg. 84
- d. Consider **Resolution 1421**: A Resolution Adopting the 2024 Transit Master Plan for Canby Area Transit. Pg. 92

7. OLD BUSINESS

- a. Canby Adult Center Funding Conditions

8. NEW BUSINESS

- a. January 2025 Meeting Schedule

9. MAYOR'S BUSINESS

10. COUNCILOR COMMENTS & LIAISON REPORTS

11. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

- a. Bi-Monthly Reports Pg. 275

12. CITIZEN INPUT

13. ACTION REVIEW

14. 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 Teresa Ridgley at 503-266-0637. A copy of this Agenda can be found on the City's web page at www.canbyoregon.gov.



CITY COUNCIL Staff Report Work Session

Meeting Date: 11/20/2024

To: The Honorable Mayor Hodson & City Council
Thru: Eileen Stein, City Administrator
From: Don Hardy, Planning Director
Agenda Item: Housing and Comprehensive Plan Update and Special Area J

Summary

This is a follow up to the city council work session on August 21, 2024. As we move forward with the Canby Comprehensive Plan update process, we are reviewing Special Area J which is along the NE portion of Canby roughly bounded by SE 1st Avenue on the south, NE Territorial Road to the north, 99E on the west and South Haines Road on the east. This area is within the Canby current growth boundary but none of this area has been annexed to the city. The current comprehensive plan recognizes and targets the needs for concentrated medium and high-density residential development and commercial use along 99E, but the underlying comprehensive plan pre-designation is Low and Medium Density Residential.

During the August 21 city council work session, the council inquired about whether reduction to the amount of residential urban growth boundary expansion would occur if comprehensive map changes occurred in Special Area J. The Department of Land Conservation and Development (DLCD) and city staff have discussed this and DLCD staff confirmed on November 7 that no reduction would occur to the 73 acres required for the city's residential urban growth boundary acreage identified in the adopted Housing Needs Analysis. This is based on the comprehensive plan scenario presented to the city council during the August 21 work session. The November 20 council work session will provide the methodology and details in a PowerPoint presentation.

DLCD identified that the contemplated comprehensive plan map changes might be challenged by conservation groups as the map changes would result in increased housing unit capacity over the existing comprehensive plan designations and an appeal if filed would likely target the increased housing unit capacity that could be argued should reduce the residential urban growth boundary expansion acreage needs. If an appeal were to be filed, it would be during the urban growth boundary expansion process after the comprehensive plan update for the existing and current urban growth boundary.

Background

The current comprehensive plan provides recommendations for changing the comprehensive plan map designations in Special Area J. In order to provide policy clarity, we are seeking city council input.

The two options before the before the city council are:

1. Making the comprehensive plan map changes as part of the comprehensive plan update process would result in areas being redesignated with a different mix of Low Density, Medium Density and High Density Residential along with Highway Commercial abutting 99E, or
2. Developing specific comprehensive plan policies for Special Area J that would define what future comprehensive plan changes should occur for this area. This would result in the area being adopted as part of the comprehensive plan with Low Density and Medium Density Residential designations.

Both options are supported by DLCD. If appeals were to occur it would likely be option 1 as comprehensive plan map changes would occur.

Option 2 would require an applicant to initiate a comprehensive plan, rezone and annexation to the city.

The adopted Housing Needs Analysis identified the need for more medium density residential and high-density residential land. Additionally, a concept plan was prepared for this area also showing medium and high density residential in 2005 but was not adopted.

The current comprehensive plan identifies the need for the following in Special Area J:

- A minimum of 12 acres of High-Density Residential
- 15 acres of Medium Density Residential
- Recommends protecting existing open space and natural features
- Also recognizes Jarbo's Restaurant as an existing commercial site

The planned Walnut Street extension will traverse through this area providing good access to support residential and commercial development. Also, the community summit input for the comprehensive plan update process supports the comprehensive plan map changes.

We are seeking city council input on whether to make comprehensive plan changes to this area as part of the comprehensive plan or to develop specific comprehensive pan policies directing development upon future applicant initiation. This input is needed to continue our comprehensive plan and transportation system update. According to the DLCD, the comprehensive plan map changes would **not** result in loss of residential urban growth boundary expansion acreage.

Attachments

- None, a PowerPoint presentation will be provided to the city council on November 19.

Options

No formal action is needed but the city council direction is needed on whether to:

1. Incorporate comprehensive plan map changes for Special Area J, or
2. To create specific comprehensive plan policies as part of the comprehensive plan update

According to the DLCD, the comprehensive plan map changes can occur without any loss of the 73 acres of residential urban growth boundary need. The 73 acres of residential urban growth boundary expansion would have a different mix with more acreage of low-density residential land than in the approved Housing Needs Analysis.

Fiscal Impact

No fiscal impact will occur.

Recommended Action

Based on the pros and cons presented by staff, we recommend that city council direct staff to move forward with either option presented. A recommendation is needed to continue our advancement of the comprehensive plan update.



PROCLAMATION

WHEREAS, the City of Canby, Oregon, celebrates our local small businesses and the contributions they make to our local economy and community;

WHEREAS, according to the United States Small Business Administration, there are 34.7 million small businesses in the United States, small businesses represent 99.7% of firms with paid employees, small businesses are responsible for 61.1% of net new jobs created since 1995, and small businesses employ 45.9% of the employees in the private sector in the United States;

WHEREAS, 68 cents of every dollar spent at a small business in the U.S. stays in the local community and every dollar spent at small businesses creates an additional 48 cents in local business activity as a result of employees and local businesses purchasing local goods and services;

WHEREAS, 59% of U.S. consumers aware of Small Business Saturday shopped or ate at a small, independently owned retailer or restaurant on Small Business Saturday 2023;

WHEREAS, Canby, Oregon, supports our local businesses that create jobs, boost our local economy, and preserve our communities;

WHEREAS, the City of Canby acknowledges the importance of shopping locally throughout the holiday season with the Shop Local Canby program, set to run from November 30, 2024 through January 2, 2025; and

WHEREAS, advocacy groups, as well as public and private organizations, across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday.

NOW, THEREFORE, I, Mayor Hodson, Mayor of Canby, Oregon, do hereby proclaim, November 30, 2024, as:

SMALL BUSINESS SATURDAY

And urge the residents of our community, and communities across the country, to support small businesses and merchants on Small Business Saturday – celebrating its 15th year in 2024 – and Shop Small throughout the year.

Dated this 20th day of November, 2024.

Brian Hodson
Mayor

**CANBY CITY COUNCIL
WORK SESSION MINUTES
October 23, 2024**

PRESIDING: Brian Hodson

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

COUNCIL ABSENT: James Davis

STAFF PRESENT: Eileen Stein, City Administrator; Teresa Ridgley, Deputy City Recorder; and Don Hardy, Planning Director.

CALL TO ORDER: Mayor Hodson called the Work Session to order at 6:05 p.m.

FEMA MODEL ORDINANCE/OPTION IMPLEMENTATION: Don Hardy, Planning Director, and Ashleigh Dougill with Beery, Elsner, and Hammond presented. Due to salmonoids and the Endangered Species Act, the Federal Emergency Management Agency (FEMA) was requesting cities across Oregon to select an option as part of FEMA's updated floodplain ordinance provisions by December 1, 2024. Based on tonight's selection, a new floodplain ordinance must be adopted by July 2025. The three options were: prohibit all new floodplain development, access floodplain development requests on a case-by-case basis by incorporating the Endangered Species Act (ESA) into local floodplain ordinances, or adopt the FEMA model ordinance which required permit applicants developing within the Special Flood Hazard Area (SFHA) to demonstrate that development would achieve "no net loss." Staff recommended the third option. They discussed useful acronyms, National Flood Insurance Program in Oregon, FEMA map for Canby, Pre-Implementation Compliance Measures background and options, model ordinance, and required actions and timeline.

There was discussion regarding risks of doing nothing, chance of lawsuit, enforcement, difference between floodplain and wetlands, pros and cons of the options, how not much property in the City would be subject to this ordinance, redundancy of the work since this was pre-implementation, how option three would apply in certain scenarios, and timeline and costs for the code updates.

There was a consensus for staff to move forward with the FEMA model ordinance.

Councilor Maldonado arrived at 6:28 p.m.

Mayor Hodson adjourned the Work Session at 7:02 p.m.

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
October 23, 2024**

PRESIDING: Brian Hodson

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

STAFF PRESENT: Eileen Stein, City Administrator; Teresa Ridgley, Deputy City Recorder; Jerry Nelzen, Public Works Director; Marisa Ely, Library Director; Amber Quinn, Library Manager, and David Doughman, Interim City Attorney (attended virtually).

CALL TO ORDER: Mayor Hodson called the meeting to order at 7:09 p.m.

NEW EMPLOYEE INTRODUCTIONS: None.

CANBY PREVENTION COALITION PRESENTATION UPDATE: Jackie Jones, Canby Prevention Coalition Coordinator, and Trevor Higgins, Clackamas County, presented highlights from the Canby Prevention Coalition. Their mission was to work with the community using education, advocacy, and collaboration to promote healthy, substance-free environments. Their vision was to raise awareness about the dangers of substance use, with particular focus on combating the normalization of drug use and highlighting the risks associated with alcohol and marijuana use. They discussed the public input process used to get community feedback and recommendations to create plans. The suggested approach was normalizing help-seeking behaviors, better outreach in person and online, raising awareness, and providing education with helpful tips. They had completed over 12 different outreach events from July through November. Highlights and outcomes from the end of 2023 included a proclamation for the City of Canby, gathering data from Canby, and a grant application for federal funding which was not received. The highlights from 2024 included outreach at the Canby Police Department Grill N Chill event, in Canby schools, at the Halloween event, the Canby Center, 12 Sectors of Drug Free Community (DFC), and the Clackamas County Fair. For resources, they had business cards, a chosen logo, and a website which would be live by November 2024. They received a grant through Drug Free Communities which was up to \$125,000/annually up to 5 years with an opportunity to renew for another 5 years. They discussed the timeline of work and priorities for year one of the grant. They asked for Canby citizens to join the Coalition.

There was discussion regarding the requirements for the grant and work of the Coalition.

CANBY PUBLIC LIBRARY STRATEGIC PLAN PRESENTATION: Marisa Ely, Library Director, and Lois Brooks, Library Board Chair, presented the Library Strategic Plan. They discussed the previous plan from 2018-2023. Items not accomplished were in the new plan. They had updated the vision and mission statements. “Community” was used in these new statements to encompass all in the geographic service area, unincorporated areas, and anyone else who used their services. The plan focused on three priorities: advance community education and outreach, build community through quality programming and services, and improve departmental and organizational health and stability. City Council Goals and Objectives that were addressed with the plan included: promoting financial stability, aligning resources to address future community growth, and enhancing engagement and communications that represented broad perspectives.

The Library had received a grant for a Native American Heritage Month presentation on November 5.

****Councilor Padden moved to approve the 2024-2027 Library Strategic Plan. Motion was seconded by Councilor Stearns and passed 6-0.**

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS:

Todd Davis, Canby resident, spoke regarding dogs off leash. He requested signs that looked more official with an ordinance as well as more signage on the Logging Road. He also mentioned the need for enforcement and fine amounts.

Mayor Hodson said Ms. Stein would follow up in a couple weeks after looking at options with Jerry Nelzen, Public Works Director.

CONSENT AGENDA: **Council President Hensley moved to approve the minutes of the September 11, 2024, City Council Work Session, the minutes of September 18, 2024, City Council Work Session and Regular Meeting, and the minutes of the October 2, 2024, City Council Work Session and Regular Meeting. Motion was seconded by Councilor Padden and passed 6-0.

ORDINANCES AND RESOLUTIONS:

Ordinance 1632 –

****Councilor Padden moved to approve Ordinance 1632, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO AMEND THE PERSONAL SERVICES CONTRACT WITH CURRAN-McLEOD, INC., CONSULTING ENGINEERS FOR DESIGN AND CONSTRUCTION PHASE ENGINEERING SERVICES FOR THE EXTENSION OF WALNUT STREET TO HIGHWAY 99E. Motion was seconded by Councilor Sasse and passed 6-0 by roll call vote.**

Ordinance 1633 – Jerry Nelzen, Public Works Director, explained this was an extension of the current contract for custodial services.

Mayor Hodson asked how much increase there was from last year. Mr. Nelzen responded it was the same price.

****Council President Hensley moved to approve Ordinance 1633, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXEND A ONE TO TWO YEAR CONTRACT WITH MSNW GROUP LLC IN THE AMOUNT OF \$144,960 PER YEAR FOR CUSTODIAL SERVICES FOR THE CITY OF CANBY to come up for second reading on November 6, 2024. Motion was seconded by Councilor Maldonado and passed 6-0 on first reading.**

OLD BUSINESS: City Attorney Legal Services Appointment – Eileen Stein, City Administrator, shared there was an RFP issued for legal services and the Council narrowed it down to one firm they wanted to interview. That interview had been conducted.

****Council President Hensley moved to APPOINT BEERY, ELSNER & HAMMOND, LLP FOR CITY ATTORNEY SERVICES FOR THE CITY OF CANBY AND AUTHORIZE THE CITY ADMINISTRATOR TO BRING A CONTRACT FOR APPROVAL DURING A FUTURE COUNCIL MEETING. Motion was seconded by Councilor Maldonado and passed 6-0.**

Councilor Padden wanted to continue to see the cost breakout for legal services and track those costs.

Canby Adult Center ARPA Request – Ms. Stein said the Adult Center had requested \$500,000 of ARPA money for their new facility that the Council had previously committed to their old facility. The Council needed to decide how much funding should be given.

Kathy Robinson, Adult Center Director, said they weren't just moving, they were buying the church to house their services. She discussed the variety of activities they supported and gave key statistics for meals provided, rides, exercise, and continuing education. They had outgrown the current space and the City had committed the ARPA funds for maintenance and upgrades to the current building. It had been challenging to fundraise for a building and land they did not own, but now they had the opportunity to purchase a building. There were some restrictions on ARPA funds, but funds for a non-profit was an approved use. The ARPA funds had to be programmed by the end of the year and they would use the funds for seismic upgrades, fire suppression, and an emergency generator. She asked for their support.

Keith Galitz, Canby resident, explained how his wife used the services at the Adult Center and how the new facility would give them additional space for dining which they could not get in the current building. There was also a parking issue at the current building, but the new facility would allow them to provide more parking, services, and opportunities for seniors.

The Council discussed the ARPA improvements that were proposed for the existing building, how they would have to satisfy the City's obligation for the CDBG funds, what it would take to upgrade the current building, uses for the current building, giving the Adult Center \$500,000 for the new building and getting out of the current building, lease with the school district and ongoing costs of the building, budget shortfall that would be created if the money was given to the Adult Center, and adding restrictions that if the Adult Center sold the new building, the money would be paid back to the City.

****Councilor Davis moved to commit the \$500,000 of ARPA funds to the Adult Center and instruct the City Administrator to work with legal to draft the restrictions on the funds to be brought back for formal approval at the next meeting. Motion was seconded by Councilor Padden and passed 6-0.**

There would be further discussion regarding the \$12,000 balance of the CDBG grant and lease with the school district if they were to scrap the building.

MAYOR'S BUSINESS: Mayor Hodson thanked the Council for their decision on the Adult Center funding. He announced the Canby Spooktacular Village on October 31, Election Day on November 5, 99E Grand Reopening and First Thursday on November 7, and Light the Night event on December 6. He reported on the League of Oregon Cities Conference discussions such as homeless camping. The City would be going out to bid on the NE 10th Avenue sidewalk

project. He reminded everyone not to rake or blow leaves into the street. Leaves could be dropped off at Public Works by appointment only.

COUNCILOR COMMENTS & LIAISON REPORTS:

Councilor Davis reported on the Parks and Recreation Committee meeting including citizen input on Maple Street Park and lighting and parking for Maple Street Park. He encouraged everyone to trick or treat downtown.

Councilor Sasse reported on the Library Board meeting and library activities. He asked about the Crawford property. Ms. Stein would follow up on it.

Councilor Stearns reported on the Bike and Pedestrian Committee meeting where speed limits on the Logging Road or banning e-bikes were discussed.

Council President Hensley reported on the League of Oregon Cities conference, updating Council policies, and last high school home football game on Friday.

Councilor Padden announced the grand reopening of the native plant sanctuary at Community Park on Friday.

CITY ADMINISTRATOR'S BUSINESS: Ms. Stein discussed business licenses, the City's hybrid work policy, previous sports center plans for Ackerman, and second quarter goals for the year. She thanked Mr. Doughman for his work as this was his last meeting.

CITIZEN INPUT: None.

ACTION REVIEW:

1. Approved the Consent Agenda.
2. Adopted Ordinance 1632.
3. Approved Ordinance 1633 to second reading on November 6, 2024.
4. Approved the Library Strategic Plan.
5. Authorized the City Administrator to come back with a contract for legal services.
6. Reconfirmed the commitment of \$500,000 in ARPA funding to the Adult Center and authorized the City Administrator to bring back guidelines for formal approval.

Mayor Hodson adjourned the Regular Meeting at 9:02 p.m.

Maya Benham, CMC
City Recorder

Brian Hodson
Mayor

Assisted with Preparation of Minutes – Susan Wood

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

PRESIDING: Brian Hodson

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

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

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

NEW EMPLOYEE INTRODUCTIONS: None.

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

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

PUBLIC HEARINGS:

Adopting of Housing Efficiency Measures –

Mayor Hodson read the hearing statement.

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

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

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

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

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

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

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

There was no public testimony.

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

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

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

ORDINANCES AND RESOLUTIONS:

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

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

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

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

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

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

OLD BUSINESS: None

NEW BUSINESS: None

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

COUNCILOR COMMENTS & LIAISON REPORTS:

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

Council President Hensley attended Spooktacular Village.

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

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

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

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

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

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

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

CITIZEN INPUT: None.

ACTION REVIEW:

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

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

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

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

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

Maya Benham, CMC
City Recorder

Brian Hodson
Mayor

Assisted with Preparation of Minutes – Susan Wood



CITY COUNCIL Staff Report

Meeting Date: 11/20/2024

To: The Honorable Mayor Hodson & City Council
Thru: Eileen Stein, City Administrator
From: Maya Benham, Administrative Director/ City Recorder
Agenda Item: Planning Commission Reappointments
Goal: Enhance Engagement and Communications that Represent Broad Perspectives

Summary

Commissioners Hannah Ellison, Judi Jarosh, and Craig Lewelling have been serving on the Planning Commission and their terms are set to expire on December 31, 2024. Ms. Ellison, Ms. Jarosh, and Mr. Lewelling would like to continue to serve on the Planning Commission.

Background

The City has [11 various Boards, Commissions and Committees](#): Bike and Pedestrian Committee, Budget Committee, Canby Utility Board, Heritage and Landmark Commission, Library Board, Parks and Recreation Advisory Board, Planning Commission, Public Transit Advisory Committee, Traffic Safety Commission, Urban Renewal Agency and the Urban Renewal Budget Committee. Each Board, Commission and Committee has members that are appointed by the City Council and the term lengths are established through the Canby City Charter or the City Code.

Fiscal Impact

None

Recommendation

1. Reappoint Hannah Ellison, Judi Jarosh, and Craig Lewelling to the Planning Commission.
2. Take no action.

Proposed Motion

“I move to approve the reappointments of Commissioners Hannah Ellison, Judi Jarosh, and Craig Lewelling to the Planning Commission with terms for each ending December 31, 2027.”



CITY COUNCIL Staff Report

Meeting Date: 11/20/2024

To: The Honorable Mayor Hodson & City Council
Thru: Eileen Stein, City Administrator
From: Don Hardy, Planning Director
Agenda Item: Consider Ordinance 1634: An Ordinance Adopting Housing Efficiency Measures: Cottage Cluster Development and Design Standards 16.21, Planned Unit Development Code Updates Chapter 16.74 and 16.76, Low Density Residential Chapter 16.16, and Medium Density Residential Chapter 16.18, As part of the City of Canby Code (TA 24-02). (*Second Reading*)
Goal: Align Resources to Address Future Community Growth
Objective: Complete the City's Development Code Update

Summary

The City proposes code updates to the Canby Planning and Zoning Code to improve residential development standards to promote a mix of housing types. The proposed code amendments, referred to as Housing Efficiency Measures (HEM) are the initial implementation of selected strategies in the draft Housing Production Strategy (HPS). The efficiency measures include new cottage cluster development standards, updates to the planned unit development standards, and revisions to the Low Density Residential and Medium Density Residential zones. These are required by the Department of Land Conservation and Development (DLCD) in order to approve the Canby urban growth boundary, as the efficiency measures are intended to lessen the need for urban growth boundary expansion. We received an efficiency measure letter of support from DLCD dated October 11, 2024, which is included with these materials. Prior to adoption of the ordinance, the City Council must have a public hearing and consider testimony received.

Background

Housing efficiency measures are necessary to limit the need for residential urban growth boundary expansion but even with the proposed housing efficiency measures, an urban growth boundary expansion is needed. There are still roughly 73 acres of residential urban growth boundary expansion need even with the proposed housing efficiency measures. These housing efficiency measures will also address some the Canby 20-year housing needs, and the need for forecasted single family residential, small lot/cottage cluster and townhomes in the city. These housing types represent the majority of needed housing over the next 20-years.

Discussion

The draft HEM was the subject of a public hearing before the Planning Commission on October 14, 2024, with a unanimous 6 to 0 vote, with one absent, recommendation of approval for adoption by the City Council. The Planning Commission also reviewed edits to the Chapter 16.21.080 Cottage Cluster Development and Design Standards and reconfirmed their recommendation of approval by a 4 to 1 vote with one opposed and one absent during the October 28, 2024, hearing. The Planning Commission requested that City Council review and make the final decision on three sections of

Chapter 16.21.080 addressing parking, courtyard area and pathways, and fencing. These are identified in track change comments in the draft Chapter 16.21.080 text included in the Council packet. The remainder of the housing efficiency measure recommended for approval during the

October 14, 2024, hearing remained unchanged by the Planning Commission. The November 6, 2024, City Council staff report is included in the packet including findings to incorporate the proposed HEM code amendments into the Canby Municipal Code (CMC), Title 16, Planning and Zoning.

Attachments

- City Council Ordinance 1634
- Canby Housing Efficiency Measures
- November 6, 2024, Housing Efficiency Measures Code Amendment Staff Report
- Confirmation of Post Acknowledgment Plan Amendment (PAPA) Online Submittal to DLCD
- October 11, 2024, Letter: DLCD Proposed Efficiency Measures Code Amendment

Fiscal Impact

None

Options

1. Adoption of Ordinance 1634
2. Adoption of Ordinance 1634 with Modifications
3. Continue Discussing Housing Efficiency Measures

Recommended Action

Staff recommends the City Council adopt Ordinance 1634.

Proposed Motion

"I move to adopt Ordinance 1634, an Ordinance Adopting the Housing Efficiency Measures: Cottage Cluster Development and Design Standards 16.21, Planning Unit Development Code Updates Chapter 16.74 and 16.76, Low Density Residential Chapter 16.16, and Medium Density Residential Chapter 16.18, As Part of the Canby Municipal Code (TA 24-02)."

ORDINANCE NO. 1634

AN ORDINANCE ADOPTING THE HOUSING EFFICIENCY MEASURES: COTTAGE CLUSTER DEVELOPMENT AND DESIGN STANDARDS 16.21, PLANNED UNIT DEVELOPMENT CODE UPDATES CHAPTER 16.74 AND 16.76, LOW DENSITY RESIDENTIAL CHAPTER 16.16, AND MEDIUM DENSITY RESIDENTIAL CHAPTER 16.18, AS PART OF THE CITY OF CANBY CODE (TA 24-02)

WHEREAS, the City Council accepted the Housing Efficiency Measures on November 6, 2024, including new Canby code and revised Canby code;

WHEREAS, there is a state requirement that Housing Efficiency Measures be adopted in order to permit residential urban growth boundary expansion;

WHEREAS, the adopted Canby Housing Needs Analysis identifies a 73-acre urban growth boundary need after factoring the proposed Housing Efficiency Measure code changes;

WHEREAS, Oregon State Department of Land Conversation and Development provided an October 11, 2024 letter of support for the Housing Efficiency Measures; and

WHEREAS, the planning commission recommended unanimous approval of the Housing Efficiency Measures on October 14, 2024; and

WHEREAS, a staff report with appropriate findings has been prepared showing consistency of the Housing Efficiency Measures with the Canby Comprehensive Plan, Canby Municipal Code and statewide planning goals.

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

Section 1. The City of Canby City Council hereby adopts the Housing Efficiency Measures and amends the Canby Municipal Code as described in Exhibit A, which is attached to this ordinance and is incorporated by reference.

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, November 6, 2024 ordered posted as required by the Canby City Charter; and scheduled for second reading on Wednesday, November 20, 2024 commencing at the hour of 7:00 PM in the Council Chambers located at 222 NE 2nd Avenue, 1st Floor Canby, Oregon.

Maya Benham, CMC
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 20th day of November, by the following vote:

YEAS _____

NAYS _____

Brian Hodson
Mayor

ATTEST:

Maya Benham, CMC
City Recorder

Canby Housing Efficiency Measures

Canby Municipal Code (CMC) Text Amendments

Proposed Text Amendments Tracker

Existing CMC Section	New CMC Section	Description of Change
16.16 R-1 Low Density Residential Zone		
16.16.010 Uses Permitted outright.		<ul style="list-style-type: none"> • Amended to allow cottage cluster developments as an outright permitted use. • Amended to allow townhouses as an outright permitted use if approved as a part of a PUD. • Amended to allow duplexes as an outright permitted use to memorialize previously approved HB 2001 code amendments adopted via Ord #1574. • Amended to strike duplexes as a conditional use.
16.16.030 Development Standards.		<ul style="list-style-type: none"> • Amended to identify that cottage clusters are subject to separate development standards and are not subject to the standards of this section. • Amended to add minimum lot size and modified lot dimensions for townhouses. • Amended to establish a maximum residential density standard of six (6) units per acre. • Amended to require that townhouse development shall not exceed six (6) consecutive attached dwellings, with each grouping of townhouses being separated by at least 10 feet. Language added encouraging that townhouses be alley loaded.
16.18 R-1.5 Medium Density Residential Zone		
16.18.010 Uses Permitted outright.		<ul style="list-style-type: none"> • Amended to increase the maximum townhouse grouping from three (3) to six (6) dwelling units. • Amended to allow fourplexes as an outright permitted use. • Amended to strike fourplexes as a conditional use.

<p>16.18.030 Development standards.</p>		<ul style="list-style-type: none"> • Amended to identify that cottage clusters are subject to separate development standards and are not subject to the standards of this section. • Amended to decrease the minimum townhouse lot size from 3,000 to 1,800 square feet if approved as a part of a PUD. • Amended to require that townhouse development shall not exceed six (6) consecutive attached dwellings in a row and that groupings should be separated by at least 10 feet. Language added encouraging that townhouses be alley loaded.
<p>16.21 Residential Design Standards</p>		
	<p>16.21.080 Cottage Cluster Development and Design Standards.</p>	<ul style="list-style-type: none"> • Section added to provide development and design standards for cottage cluster developments. Includes purpose statement, applicability provisions, approval processes and development/design standards for cottage clusters.
<p>16.74 PUD Uses Permitted</p>		
<p>16.74.020 Uses permitted in residential zone.</p>		<ul style="list-style-type: none"> • Amended to identify that all uses permitted outright or conditionally may be permitted with a PUD. • Amended to identify that a CUP is required if a conditional use is proposed with a PUD. • Amended to allow uses to be spread across a PUD site, regardless of the underlying base zone.
<p>16.76 PUD Requirements</p>		
<p>16.76.010 Minimum Requirements.</p>		<ul style="list-style-type: none"> • Amended to identify that open space provided with a PUD must be “usable”. • Amended to create exception for cottage clusters in PUDs for the purpose of calculating the minimum open space requirement. • Amended to identify that PUDs shall adhere to density provisions of the underlying base zone(s). • Amended to add approval criteria for a density bonus. • Amended to create exception that cottage cluster units do count toward

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		<p>maximum density allowance within a PUD.</p> <ul style="list-style-type: none">• Amended to allow the total base zone density to be spread throughout the PUD site, regardless of the underlying base zone.
16.76.030 Standards and criteria.		<ul style="list-style-type: none">• Amended to identify that higher intensity uses should be placed within the interior of a PUD where the PUD is adjacent to lower intensity uses.

KEY

Proposed New Text = Red Underlined

Proposed Removed Text = Red Underlined and Strikethrough

Chapter 16.16

R-1 LOW DENSITY RESIDENTIAL ZONE

Sections:

16.16.010 Uses permitted outright.

16.16.020 Conditional uses.

16.16.030 Development standards.

16.16.010 Uses permitted outright.

Uses permitted outright in the R-1 zone shall be as follows:

- A. Single-family dwelling; one single-family dwelling per lot;
- B. Duplex, subject to the standards in Chapter 16.81;
- C. Cottage cluster development, subject to the cottage cluster development and design standards of Chapter 16.21.080;
- D. Vegetable gardens, orchards and crop cultivation for personal use only, including greenhouses. No large-scale commercial sale of produce is permitted unless continued as a non-conforming use that was in place prior to the existing zoning designation. Keeping of animals other than domestic pets requires a special permit from the City Administrator unless a continuation of a non-conforming agriculture use.
- E. Accessory uses and/or accessory structures;
- F. Accessory dwelling, subject to review and approval through a Type 1 procedure (pursuant to Chapter 16.89.030) and must conform to the following standards:
 - 1. Compliance with the Oregon Structural Specialty Code;
 - 2. A maximum of one accessory dwelling is allowed per legal single-family dwelling. The unit may be a detached building, in a portion of a detached accessory building (e.g. above a garage or workshop), or a unit attached or interior to a primary dwelling (e.g. an addition or the conversion of an existing floor).

3. A detached accessory dwelling may not exceed 800 square feet of floor area or 75% of the primary dwelling's floor area, whichever is smaller.
 4. Accessory dwellings that result from the conversion of a level or floor (e.g. basement, attic, or second floor) of the primary dwelling may occupy the entire level or floor, even if the floor area of the accessory dwelling would be more than 800 square feet.
 5. Accessory dwellings must meet all other development standards (e.g. height, setbacks, lot coverage, etc.) for buildings in the zoning district, except that:
 - a. Conversion of an existing legal non-conforming structure to an accessory dwelling is allowed, provided the conversion does not increase the non-conformity; and
 - b. Chapter 16.21, Residential Design Standards do not apply; and
 - c. An additional on-site parking space shall not be required but may be provided.
- G.** Day care facility in a residential home, with twelve (12) or fewer children;
- H.** Manufactured and mobile home subdivisions, where developed as planned unit developments, subject to the requirements of Divisions IV and V;
- I.** Minor public facilities;
- J.** Manufactured home - with the following additional approval criteria:
1. Must be double-wide or wider and must enclose at least 1,000 square feet.
 2. Must be located not more than twelve (12) inches above grade on an excavated and back-filled masonry foundation which is enclosed at the perimeter.
 3. Must have a pitched roof with a minimum slope of at least a nominal three (3) feet in height for each twelve (12) feet in width.
 4. Exterior siding and roofing must be similar in color, material and appearance to that used on surrounding dwellings within three hundred (300) feet of the lot.
 5. The exterior thermal envelope must meet performance standards equivalent to those required for single family dwellings under the State Building Code.
 6. Must not have bare metal siding or roofing.
- K.** Home occupations which meet the strict definition of section 16.04.240.
- L.** Residential Home/Adult Foster Home - for five or fewer individuals. (Per ORS 197.665).

M. Foster Care Home; as defined in Section 16.04

N. Uses permitted outright with a planned unit development. The following uses are permitted outright if approved as a part of a planned unit development in accordance with section 16.76.

1. Single-family townhouse dwellings having common wall construction. The townhouse construction is limited to a maximum grouping of six dwellings. If more than one group of dwellings is developed than a ten foot distance shall be maintained between an adjacent group of dwellings.

16.16.020 Conditional uses.

Conditional uses in the R-1 zone shall be as follows:

A. Cemetery;

B. Church;

C. Day care facility, other than a residence or caring for more than twelve (12) children;

D. Hospital;

E. Nursing home

F. School;

G. Major public facilities;

H. Golf courses, public or private, with facilities and structures that are associated with the use;

I. Home occupations which otherwise meet the strict definition of section 16.04.240, but which involve the manufacture of products, nonresidential storage of goods, or any activity which is likely to increase traffic;

J. Accessory use or structure (not a dwelling) located on a lot or lots abutting the lot which houses the principal use of the property;

K. Manufactured and mobile home park or trailer park, subject to the criteria of Chapter 16.44;

L. ~~One two family dwelling (duplex) where the lot contains a minimum of twelve thousand square feet. Through the conditional use process, the Planning Commission may require the two dwellings in a duplex to share a common driveway to minimize curb cuts and paving;~~

M. One duplex on a corner lot that contains a minimum of ten thousand square feet, provided that the building is designed such that vehicle access to the different units is taken from different streets;

N. Bed and Breakfast;

O. Residential Facility - for six to fifteen individuals (Per ORS 197.667(4) and 443.400 (8))

P. Zero-lot line development for uses otherwise allowed, provided that the minimum side yard setback shall be 7 feet when adjacent to housing with standard setbacks. Prior to building permit approval, the applicant shall submit a copy of a recorded easement for every zero-lot line housing that guarantees rights for the purpose of construction and maintenance of structures and yards. The easement shall stipulate that no fence or other obstruction shall be placed in a manner that would prevent maintenance of structures on the subject lot; and the building placement, landscaping, and/or design of windows shall provide a buffer for the occupants of abutting lots.

Q. Other developments customarily found within a residential zone, as determined by the Planning Commission.

R. Detached accessory structure (not dwelling) up to twenty-two feet high which is located outside the allowed building footprint area for the principal structure and which does not meet the step-up height standard described in 16.16.030(E)(2)(b). (Ord. 890 section 16, 1993; Ord. 740 section 10.3.18(B), 1984; Ord. 1080, 2001; Ord. 1111 section 7, 2003; Ord 1237, 2007; Ord. 1514, 2019)

16.16.030 Development standards.

The following subsections indicate the required development standards of the R-I zone. Cottage cluster developments are exempt from these standards and are instead subject to the cottage cluster development and design standards outlined in section 16.21.080.

A. Minimum and maximum lot area:

1. For single family dwellings: seven thousand (7,000) square feet minimum, and ten thousand (10,000) square feet maximum, per single-family dwelling. The maximum lot area standard does not apply to single family dwellings existing at the time of subdivision or partition plan approval; and the Planning Commission may approve smaller or larger lots in conformance with subsection B, below. Preexisting, legally created lots of record shall be considered to be legally buildable and separately saleable, provided they contain at least five thousand (5,000) square feet; and further provided, that any new structures on such lots meet the required setbacks.

2. For townhouse dwelling units having common wall construction and developed as a part of a planned unit development:

a. 1,800 square foot minimum lot size.

3. Density. There is no minimum density. The maximum density for all residential uses is 6 units per acre.

B. Lot area exceptions:

1. The Planning Commission may approve an exception to the minimum and maximum lot area standards in subsection 16.16.030.A as part of a subdivision or partition application when all of the following standards are met:

- a. The average area of all lots created through the subject land division, excluding required public park land dedications, surface water management facilities and similar public use areas, shall be no less than seven thousand square feet and no greater than ten thousand square feet. Non-required significant natural resource areas shall be included in the average lot size calculation to enable a transfer of density onto buildable portions of the site. Required areas include identified parks, wetland areas, riparian corridors, and other areas in which building is not permitted under local, state, or federal laws or regulations. For land in the North Redwood DCP area, the Planning Commission may allow public park land dedications to be included in the lot size averaging calculation in order to achieve community development goals and allow protection of natural resources; in this case, the resulting average lot size shall not be less than 5,000 square feet.

- b. No lot shall be created that contains less than six thousand square feet, unless the alternative lot layout option provided in Section 16.64.040 is used;

- c. The lot area standards for two-family dwellings, as provided in Sections 16.16.010 and 16.16.020, shall be met; and

- d. As a condition of granting the exception, the city will require the owner to record a deed restriction with the final plat that prevents the re-division of oversized lots (e.g., ten thousand square feet and larger), when such re-division would violate the average lot area provision in subsection 16.16.030.B.1.a. All lots approved for use by more than one dwelling shall be so designated on the final plat.

2. A public benefit must be demonstrated in order to allow more than ten percent of the lots to be outside of the minimum and maximum lot areas in subsection 16.16.030.A.

3. The Planning Commission may modify the maximum lot area requirements in 16.16.030.A if these cannot be met due to existing lot dimensions, road patterns, or other site characteristics.

C. Minimum width and frontage: sixty feet, except that the Planning Commission may approve lots having less frontage subject to special conditions to assure adequate access.

1. Exception. The minimum width and frontage for single family attached (common wall) townhouse lots is twenty feet.

D. Minimum yard requirements:

1. Street yard: twenty feet on side with driveway; fifteen feet for all other street sides; except that street yards may be reduced to ten feet for covered porches only;
2. Rear yard: all corner lots, ten feet single story or fifteen feet two-story; all other lots, fifteen feet single story or twenty feet two-story. One story building components must meet the single story setback requirements; two story building components must meet the two-story setback requirements;
3. Interior yard: Seven feet, except as otherwise provided for zero-lot line housing.
4. Interior and rear yards may be reduced to three feet, or the width of any existing utility easement, whichever is greater, for detached accessory structures erected sixty feet or more from any street other than an alley. The height limitations noted in subsection E.2 below apply to such structures. Detached accessory dwellings are not eligible for the three foot reduction. Utility easements may only be reduced with the approval of all utility providers.
5. Infill standards may also apply. See CMC 16.21.050.

E. Maximum building height:

1. Principal building: thirty-five feet.
2. Detached accessory structure:
 - a. If located inside the allowed building footprint for the principal building, a detached accessory structure may be up to twenty-two feet tall, as measured to the highest point of the roof.
 - b. If located outside the allowed building footprint for the principal building, a detached accessory structure is subject to a step-up height standard, and is allowed outright only if it meets this standard. The structure shall not exceed eight feet tall, as measured to the highest point of the roof, at a distance of three feet from the property line. The structure may increase in height by one foot vertically for every one foot horizontally away from the three foot line, up to the maximum height of twenty-two feet.
 - c. A conditional use permit is required to locate the structure outside of the allowed building footprint for the principal building in violation of the step-up height standard.

d. Detached accessory structures over twenty-two feet tall are not permitted.

3. For detached accessory dwellings, the Planning Commission may approve building heights over twenty-two feet through the Conditional Use process, but in no case shall the accessory dwelling be higher than the principal building. The Planning Commission may only approve the use of buildings over twenty-two feet in the case of existing structures where no substantial changes to existing roof lines are proposed.

F. The maximum amount of impervious surface allowed the R-1 zone shall be 60 percent of the lot area.

1. Impervious surface includes all surface areas that create a barrier to or hinder the entry of water into the soil in comparison with natural conditions prior to development. Impervious surfaces include, but are not limited to, buildings, paved parking areas and driveways, roads, sidewalks, patios, packed earth, and oiled surfaces. Open, uncovered retention/detention facilities, green roofs, and permeable surfacing materials shall not be considered impervious surfaces. Roof surfaces are also considered 'pervious' when 100% of the annual average roof runoff is captured and reused on-site for irrigation or approved interior uses.

2. To limit impervious surface, alternative surfacing materials may be used. Alternative surfacing includes, but is not limited to paving blocks, turf block, pervious concrete, and porous asphalt. Other similar approved materials are encouraged. Utilization of alternative surfacing methods shall be subject to review by the City Public Works Department for compliance with applicable regulations and development standards. Maintenance of alternative surfacing materials located on private property are the responsibility of the property owner.

G. Other regulations:

1. Vision clearance distance shall be ten feet from a street to an alley or a street to a driveway, and thirty feet from a street to any other street.

2. All setbacks to be measured from the foundation line of the building; overhangs shall not exceed two feet; mechanical units, used for the heating/cooling of residential units are exempt from interior and/or rear yard setback requirements. A chimney for a fireplace or stove shall not exceed a two foot projection.

3. To provide shade, required yards on southern and western exposures may be reduced by not more than five feet for eaves, canopies, and covered patios if patio posts still comply with required five foot setbacks.

4. Accessory buildings shall not have a larger footprint than the primary building, unless lot area exceeds twelve thousand square feet.

5. Townhouse (common wall) development shall not exceed six attached dwellings if developed as a part of a planned unit development. If more than one group of

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six dwellings are constructed, then the groups shall be separated by not less than ten (10) feet. Townhouse units are encouraged to be alley loaded when possible.

KEY

Proposed New Text = Red Underlined

Proposed Removed Text = ~~Red Underlined and Strikethrough~~

Chapter 16.18

R-1.5 MEDIUM DENSITY RESIDENTIAL ZONE

Sections:

- 16.18.010** Uses permitted outright.
- 16.18.020** Conditional uses.
- 16.18.030** Development standards.

16.18.010 Uses permitted outright.

Uses permitted outright in the R-1.5 zone shall be as follows:

- A.** Uses permitted outright in the R-1 zone;
- B.** Two-family or three-family dwellings. One duplex or triplex on each lot. (Ord. 740 sect. 10.3.20 (A), 1984)
- C.** Single-family townhouse dwellings having common wall construction. The townhouse construction is limited to a maximum grouping of ~~three~~ six dwelling units. If more than one group of dwellings is developed then a ten foot distance shall be maintained between an adjacent group of dwelling units. (Ord. 740 sect. 10.3.20(B), 1984; Ord. 1080, 2001; Ord. 1514, 2019)
- D.** Four-family dwellings, one fourplex on each lot.

16.18.020 Conditional uses.

Conditional uses in the R-1.5 zone shall be as follows:

- A.** Uses listed as conditional in the R-1 zone; except as modified by Section 16.18.010, above;
- B.** ~~Four-family dwellings. (Ord. 740 sect. 10.3.20(B), 1984; Ord. 1080, 2001; Ord. 1514, 2019)~~

16.18.030 Development standards.

The following subsections indicate the required development standards of the R-1.5 zone.

Cottage cluster developments are exempt from these standards and are instead subject to the cottage cluster development and design standards outlined in Section 16.21.080.

A. Minimum and maximum lot area:

1. For single family dwellings: five thousand (5,000) square feet minimum and six thousand five hundred (6,500) square feet maximum.
2. For townhouse dwelling units having common wall construction: ~~three thousand (3000) square foot minimum lot size.~~
 - a. 3,000 square foot minimum lot size.
 - b. 1,800 square foot minimum lot size if approved as a part of a planned unit development in accordance with section 16.76.
3. Minimum residential density: For two, three, and four family dwellings: new development shall achieve a minimum density of 6 units per acre and a maximum of 13 units per acre. Minimum density for a property is calculated by multiplying its area in acres (minus area required for street right-of-way and public park/open space areas) by the density standard. For example, 0.32 acres x 6 units/acre = minimum of 1.92 units. Decimals are rounded to the nearest whole number (e.g., a minimum of 1.92 units becomes a minimum of 2 units per acre). The Planning Commission may modify the density standard if it cannot be met due to existing lot dimensions, road patterns, or other site characteristics.
4. The Planning Commission may approve smaller or larger lots in accordance with subsection B, below.

B. Lot area exceptions:

1. The Planning Commission may approve an exception to the minimum and maximum lot area standards in subsection 16.18.030.A as part of a subdivision or partition application when all of the following standards are met:
 - a. The average area of all lots and open space tracts created through the subject land division, excluding required public park land dedications, surface water management facilities and similar public use areas, shall be no less than five thousand square feet and no greater than six thousand five hundred square feet. Non-required significant natural resource areas shall be included in the average lot size calculation to enable a transfer of density onto buildable portions of the site. Required areas include identified parks, wetland areas, riparian corridors, and other areas in which building is not permitted under local, state, or federal laws or regulations. For land in the North Redwood DCP area, the Planning Commission may allow public park land dedications to be included in the lot size averaging calculation in order to achieve community development goals and allow protection of natural resources; in this case, the resulting average lot size shall not be less than 4,000 square feet;

b. No lot shall be created that contains less than four thousand square feet, unless the alternative lot layout option provided in Section 16.64.040 is used; and

2. As a condition of granting the exception, the city will require the owner to record a deed restriction with the final plat that prevents the re-division of over-sized lots (six thousand five hundred square feet and larger), when such re-division would violate the average lot size provision in subsection 16.18.030.B.1.a. All lots approved for use by more than one dwelling shall be so designated on the final plat.

3. A public benefit must be demonstrated in order to allow more than ten percent of the lots to be outside of the minimum and maximum lot areas in subsection 16.18.030.B.1.a.

4. The Planning Commission may modify the maximum lot area requirements in subsection 16.18.030.B if these cannot be met due to existing lot dimensions, road patterns, or other site characteristics.

5. The maximum lot area standard does not apply to dwellings existing prior to subdivision or partition plan approval or to lots designated for open space.

C. Minimum width and frontage: forty feet, except that the Planning Commission may approve lots having less frontage subject to special conditions to assure adequate access. Twenty feet is permitted for single family attached (common wall) housing ~~on~~ interior lots.

D. Minimum yard requirements:

1. Street yard: twenty feet on side with driveway; fifteen feet for all other street sides; except that street yards may be reduced to ten feet for covered porches only.

2. Rear yard: all corner lots, ten feet single story or fifteen feet two-story; all other lots: fifteen feet single story or twenty feet two-story. One story building components must meet the single story setback requirements; two story building components must meet the two-story setback requirements;

3. Interior yard: seven feet, except as otherwise provided for zero-lot line housing.

4. Interior and rear yards may be reduced to three feet, or the width of any existing utility easement, whichever is greater, for detached accessory structures, except accessory dwellings, erected sixty feet or more from any street other than an alley. The height limitations noted in subsection E.2 below apply. Utility easements may only be reduced with the approval of all utility providers.

5. Infill standards may also apply. See CMC 16.21.050.

E. Maximum building height:

1. Principal building: thirty-five feet.
2. Detached accessory structure:
 - a. If located inside the allowed building footprint for the principal building, a detached accessory structure may be up to twenty-two feet tall, as measured to the highest point of the roof.
 - b. If located outside the allowed building footprint for the principal building, a detached accessory structure is subject to a step-up height standard, and is allowed outright only if it meets this standard. The structure shall not exceed eight feet tall, as measured to the highest point of the roof, at a distance of three feet from the property line. The structure may increase in height by one foot vertically for every one foot horizontally away from the three foot line, up to the maximum height of twenty-two feet.
 - c. A conditional use permit is required to locate the structure outside of the allowed building footprint for the principal building in violation of the step-up height standard.
 - d. Detached accessory structures over twenty-two feet tall are not permitted.
3. For detached accessory dwellings, the Planning Commission may approve building heights over twenty-two feet through the Conditional Use process, but in no case shall the accessory dwelling be higher than the principal building. The Planning Commission may only approve the use of buildings over twenty-two feet in the case of existing structures where no substantial changes to existing roof lines are proposed.

F. The maximum amount of impervious surface allowed the R-1.5 zone shall be 70 percent of the lot area.

1. Impervious surface includes all surface areas that create a barrier to or hinder the entry of water into the soil in comparison with natural conditions prior to development. Impervious surface include, but are not limited to, buildings, parking areas, driveways, roads, sidewalks, patios, packed earth, and oiled surfaces. Open, uncovered retention/detention facilities, green roofs, and permeable surfacing materials shall not be considered impervious surfaces. Roof surfaces are also considered 'pervious' when 100% of the annual average roof runoff is captured and reused on-site for irrigation or approved interior uses.
2. To limit impervious surface, alternative surfacing materials may be used. Alternative surfacing includes, but is not limited to paving blocks, turf block, pervious concrete, and porous asphalt. Other similar approved materials are encouraged. Utilization of alternative surfacing methods shall be subject to review and approval

by the City Public Works Department for compliance with other applicable regulations and development standards. Maintenance of alternative surfacing materials located on private property are the responsibility of the property owner.

G. Other regulations:

1. Vision clearance distance shall be ten feet from a street to an alley or a street to a driveway, and thirty feet from a street to any other street.
2. All setbacks to be measured from the foundation line of the building. Overhangs shall not exceed two feet; mechanical units, used for the heating/cooling of residential units are exempt from interior and/or rear yard setback requirements. A chimney for a fireplace or stove shall not exceed a two foot projection.
3. To provide shade, required yards on southern and western exposures may be reduced by not more than five feet for eaves, canopies, and patio covers, if the patio posts still comply with required setbacks.
4. Accessory buildings shall not have a larger footprint than the primary building.
5. Townhouse (common wall) development shall not exceed six attached dwellings in a group as defined in Chapter 16.04.195. If more than one group of six dwellings is constructed, then the groups shall be separated by no less than ten feet. Townhouse units are encouraged to be alley loaded when possible.

[New Section] 16.21.080 Cottage Cluster Development and Design Standards.

- A. Purpose.** The purpose of these standards is to promote more affordable fee in common or fee ownership housing options within Canby. Additionally, they are designed to promote quality development, a sense of openness and community, and enhance livability and walkability. These standards are also intended to encourage cottage cluster developments that are compatible with existing and future residential development within the R-1 and R-1.5 zones.
- B. Applicability.** These standards apply to all new cottage cluster developments as defined by section 16.04.
- C. Permitted Use.** Cottage Cluster developments are permitted outright within the R1 and R1.5 zones. Cottage Cluster developments may be permitted as a standalone development or as part of a Planned Unit Development in accordance with 16.72, PUD applications.
- D. Approval Process.** Cottage cluster developments are a Type 3 Site and Design Review application, approved in accordance with Chapter 16.49, Site and Design Review. Cottage cluster developments within a PUD are subject to Chapter 16.72, PUD Applications. Cottage cluster developments proposed to be subdivided may be approved in accordance with Chapter 16.62, Subdivisions as a Type 3 process.
1. Cottage cluster developments are exempt from the following sections of Chapter 16.49, Site and Design Review:
 - a. Section 16.49.040.B.5, Site Design Review Menu;
 - b. Section 16.49.080.C, minimum landscaping standards; and
 - c. Section 16.49.120, parking lot landscaping standards.
 2. Covenants, easements or other recorded documents shall be provided to the City prior to certificate of occupancy of the first unit, or prior to the final plat if the cottage cluster is proposed to be subdivided, addressing access and maintenance of all shared common areas or common facilities including, but not limited to, storm sewers and stormwater facilities, drainage ways, open space, landscaping, and shared parking facilities.
- E. Development Standards.** The following development standards apply to all cottage cluster developments and supersede the development standards of the underlying zone unless stated otherwise.
1. *Density.* The minimum density of any cottage cluster development is 6 units per acre. There is no maximum density standard, provided the cottage cluster development is designed to conform with the requirements of this section.

2. *Lot Area.* There is no minimum or maximum lot area standard, provided the cottage cluster development is designed to conform with the requirements of this section.
3. *Minimum Perimeter Yard Setback Requirements for Structures.*
 - a. Street yard: The minimum setback requirement of the underlying zone applies.
 - b. Rear yard: 10 feet
 - c. Side yard 5 feet
4. *Number of Cottages.* Cottage housing units shall be developed in clusters of a minimum of four (4) units per cluster. There is no maximum, provided one (1) common courtyard, consistent with the standards of section 16.21.080(F)(3), is provided for every 12 cottages.
5. *Building Separation.* Cottages shall be separated by a minimum distance of six (6) feet. The minimum distance between all other structures, including accessory structures, shall be three (3) feet.
6. *Building Height.* The maximum building height for all structures is 28 feet.
7. *Unit Size.* Each cottage's total floor area shall be a minimum of 600 square feet and shall not exceed a maximum of 1,200 square feet. Per section 16.21.080(F)(6)(e)(ii) of this chapter, individual attached garages up to 200 square feet shall be exempted from the calculation of a cottage's maximum total floor area.
8. *Maximum Impervious Surface.* The maximum impervious surface standard of the underlying zone applies.
9. *Off-Street Parking.* At least two (2) off-street parking space shall be provided per cottage dwelling unit. Off-street parking shall be designed in accordance with section 16.10.070, Parking Lots and Access, and section 16.21.080(F)(5).
 - a. If a cottage cluster development fronts on a street that does not allow on-street parking, at least two (2) guest parking spaces shall be provided on site for every four (4) cottage dwelling units.
 - b. If a cottage cluster development fronts on a street that allows on-street parking, there is no guest parking requirement.
10. *Access Requirements.* Cottage cluster developments are permitted to have more than one driveway access provided applicable access spacing standards are met.

F. Design Standards. The following design standards apply to all cottage cluster developments. No other design standards shall apply to cottage clusters unless noted in this section. Where there is a conflict between these standards and the standards of other sections of this code, the standards of this section shall control.

1. *Cottage Design Standards.* All cottages and community buildings shall incorporate four (4) of the following design features:

- a. Dormers.
- b. Gables, hip roof, or gambrel roof form.
- c. Recessed entries (minimum 2 foot recess).
- d. Covered porch entries (minimum 48 square feet, minimum 4 foot depth).
- e. Bay windows.
- f. Any eaves of 12-inches or greater.
- g. Off-set of 16-inches or greater on building face or roof.
- h. Windows and main entrance doors occupy a minimum of 15 percent of the façade, not including the roof.
- i. Window trim (minimum 4-inch) or shutters (minimum 8-inch)
- j. Balconies or porch rail.
- k. Shakes, shingles, brick or other similar decorative materials occupying at least 60 square feet of the street-facing and courtyard-facing façade.

2. *Cottage Orientation.* Cottages must be clustered around a common courtyard and must meet the following standards (see Figure 1 and Figure 2):

- a. A minimum of 50 percent of cottages within a cluster must be oriented to the common courtyard and meet the following standards:
 - i. Have a main entrance facing the common courtyard;
 - ii. Be within 10 feet of the common courtyard measured from the façade of the cottage to the nearest edge of the common courtyard; and
 - iii. Be connected to the common courtyard by a pedestrian path.

- b. Cottages within 20 feet of a street property line may have their entrances facing the street, provided 50 percent of all cottage units within the cluster face the common courtyard.
 - c. Cottages not facing the common courtyard or the street must have their main entrances facing a pedestrian path that provides a continuous and reasonably direct connection to the common courtyard.
3. *Common Courtyard Design Standards.* Each cottage cluster development must share a common courtyard in order to provide a minimum open space area for the cottage cluster development. One (1) common courtyard shall be provided for every 12 cottage units (see Figure 1 and Figure 2).
- a. The common courtyard must be a single, contiguous area.
 - b. Cottages must abut the common courtyard on at least two sides of the courtyard.
 - c. The common courtyard must contain a minimum of 150 square feet per cottage within the associated cluster.
 - d. The common courtyard must be a minimum of 15 feet wide at its narrowest dimension.
 - e. The common courtyard shall be developed with a mix of landscaping and lawn area, recreational amenities, hard-surfaced pedestrian paths, and/or paved courtyard area. Impervious elements of the common courtyard shall not exceed 75 percent of the total common courtyard.
 - f. Pedestrian paths, parking areas, required setbacks, and driveways do not qualify as part of a common courtyard.
4. *Community Buildings.* Cottage cluster developments may include community buildings for the shared use of residents that provide space for accessory uses such as community meeting rooms, guest housing, exercise rooms, day care, or community eating areas. Community buildings must meet the following standards and may not be used as dwelling units:
- a. Each cottage cluster is permitted one community building.
 - b. A community building shall not exceed 1,400 square feet of total floor area.
 - c. Community buildings may count towards a cottage cluster's common courtyard requirement provided the standards of section 16.21.080(F)(1) are met. Only the footprint area of the community

building may count towards the common courtyard minimum area requirement.

- d. A community building cannot count for more than 75% of the common courtyard.

5. *Pedestrian Access.*

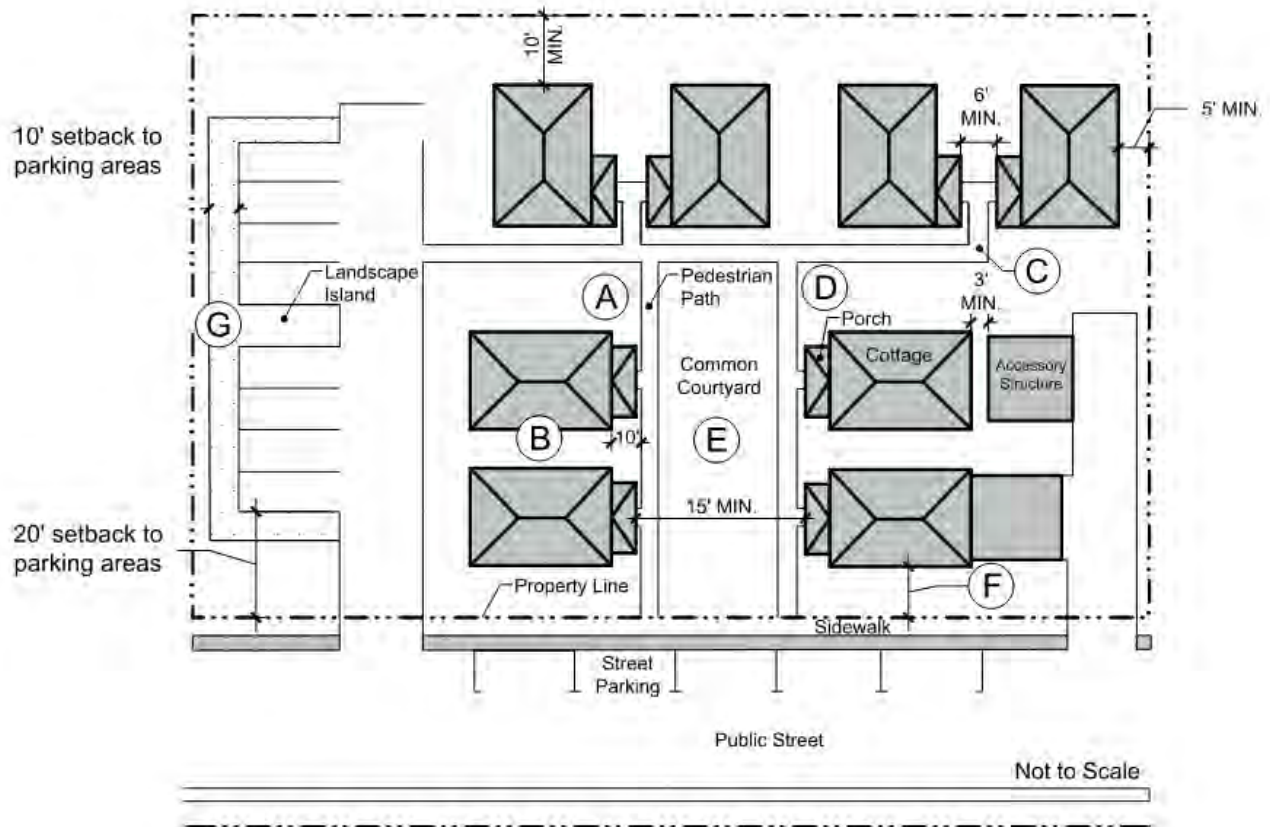
- a. An accessible pedestrian path must be provided that connects the main entrance of each cottage to the following (see Figure 1 and Figure 2):
 - i. The common courtyard;
 - ii. Shared parking areas;
 - iii. Community buildings, if provided; and
 - iv. Abutting sidewalks within the public right-of-way, or to the edge of the roadway if sidewalks along the roadway are not provided.
- b. The pedestrian path must be hard-surfaced and a minimum of five (5) feet in width.

6. *Parking Area Location and Design* (see Figure 1 and Figure 2).

- a. Clustered parking. Off-street parking may be arranged in clusters of not more than five (5) contiguous spaces separated from other clusters by at least four (4) feet of landscaping. Clustered parking areas may be covered.
- b. Off-street parking spaces and vehicle maneuvering areas shall not be located:
 - i. Within 20 feet from any street property line, excluding alleys.
 - ii. Between a street property line, excluding alleys, and cottages abutting the street property line.
- c. Off-street parking spaces shall not be located within 10 feet of any property line, except alley property lines. Driveways and drive aisles are permitted within 10 feet of all property lines.
- d. Screening. Landscaping, fencing, or walls shall separate clustered parking areas and parking structures from public streets and residentially zoned properties.
 - i. When adjacent to residentially zoned properties, the landscaping, fencing, or walls must be 6 feet tall.

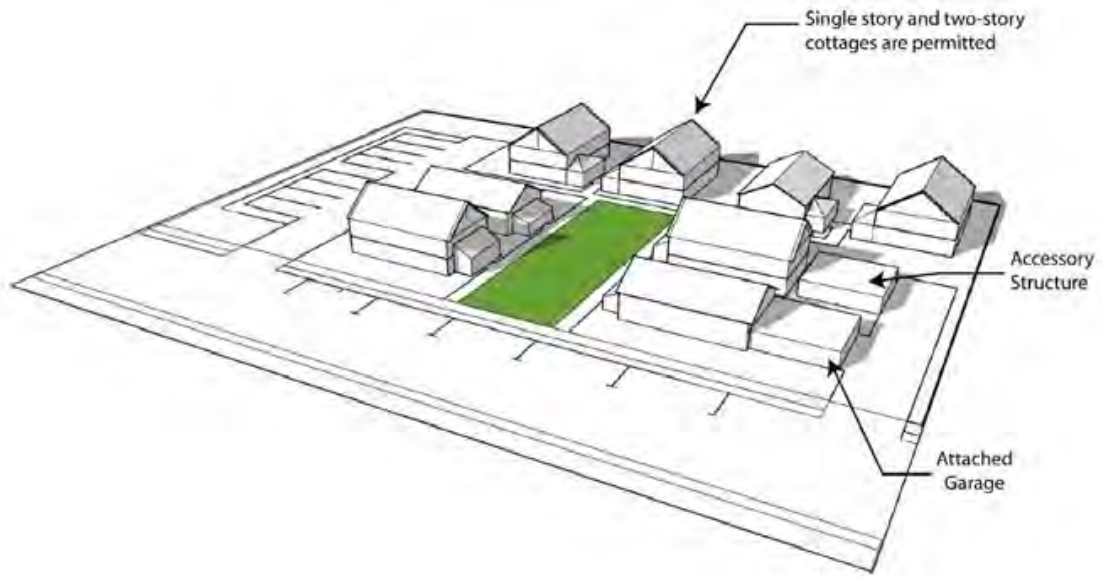
- ii. When adjacent to public streets, the landscaping, fencing, or walls must be at least 3 feet tall.
 - iii. All fencing and walls must be consistent with city fencing standards in CMC 16.08.110.
 - iv. All screening must comply with vision clearance.
 - e. Garages and carports shall meet the following standards:
 - i. Garages and carports (whether shared or individual) must not abut common courtyards.
 - ii. Individual attached garages up to 200 square feet shall be exempted from the calculation of a cottage's maximum total floor area per section 16.21.080(E)(7) of this chapter.
 - iii. Individual detached garages must not exceed 400 square feet in floor area.
 - iv. Garage doors for individual garages must not exceed 12 feet in width.
- 7. *Existing Structures.* On a lot or parcel to be used for a cottage cluster development, a pre-existing detached single-family dwelling may remain within the cottage cluster development area and does not need to comply with the requirements of this section except for minimum separation distance requirements per section 16.21.080(E)(4) above.

Figure 1. Cottage Cluster & Common Courtyard Design Standards



- (A) A minimum of 50% of cottages must be oriented to the common courtyard.
- (B) Cottages oriented to the common courtyard must be within 10 feet of the courtyard.
- (C) Cottages must be connected to the common courtyard by a pedestrian path.
- (D) Cottages must abut the courtyard on at least two sides of the courtyard.
- (E) The common courtyard must be at least 15 feet wide at its narrowest width.
- (F) Front yard setback to match the minimum setback of the underlying zone.
- (G) Parking facilities shall be screened from public streets and residentially zoned properties by landscaping, fencing or walls at specific heights as noted within this code.

Figure 2. Cottage Cluster Development Concept



KEY

Proposed New Text = Red Underlined

Proposed Removed Text = Red Underlined and Strikethrough

Chapter 16.74

USES PERMITTED

Sections:

16.74.010 Generally.

16.74.020 Uses permitted in residential zone.

16.74.030 Uses permitted in other than residential zone.

16.74.010 Generally.

In a planned unit development the uses set out in this chapter are permitted. (Ord. 740 section 10.5.30[part], 1984)

16.74.020 Uses permitted in residential zone.

In a planned unit development in a residential zone only the following uses are permitted:

A. All uses permitted outright or conditionally permitted in the underlying zone. If conditionally permitted uses are proposed within a planned unit development, the standards of Chapter 16.50 shall be met. Residential units, either detached, attached or in multiple type dwellings, but at no greater density than is allowed for the zoning district as set forth in Division III, except as may be modified for a density bonus as provided in section 16.76.010 or Chapter 16.80.

B. Accessory and incidental retail and other nonresidential uses may be specifically and selectively authorized as to exact type and size to be integrated into the project by design. Accessory retail uses shall serve primarily as a convenience to the inhabitants of the project.

C. Mobile home subdivisions, subject to the standards and criteria of Division IV and Chapter 16.80.

D. Recreational facilities, including but not limited to tennis courts, swimming pools, and playgrounds. (Ord. 740 section 10.5.30 (A), 1984)

E. All permitted and conditional residential uses allowed in any base zone in which the planned unit development is located are allowed uses throughout the planned unit development.

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Chapter 16.74 – Page 1

REVISED 11/17/2023.

16.74.030 Uses permitted in other than residential zone.

In planned unit developments in areas zoned for other than residential uses, uses shall be limited to those permitted by the zoning districts in which the use is located. (Ord. 740 section 10.5.30(B), 1984)

KEY

Proposed New Text = Red Underlined

Proposed Removed Text = Red Underlined and Strikethrough

Chapter 16.76

REQUIREMENTS

Sections:

16.76.010 Minimum requirements.

16.76.020 General requirements.

16.76.030 Standards and criteria.

16.76.040 Exceptions.

16.76.010 Minimum requirements.

The minimum requirements for a residential planned unit development shall include the following two items:

A. Open Space. A minimum of fifteen (15) percent of the gross area of the development shall be devoted to open space and shall be located in a common area or dedicated to the public, except in the case of conversions of existing rentals to unit ownership, where the Planning Commission may permit a lesser requirement if it is found that adequate recreation facilities exist for the units.

1. Usable Open Space. Open space areas shall be planned and improved to provide opportunities for active recreation, passive relaxation, or community interaction, and which are accessible to the general public or to residents, employees or customers in common. Examples include plazas, courtyards, private parks, sport fields and courts, and viewpoints overlooking natural resource areas.

a. The following shall not be counted towards a planned unit development's usable open space:

i. Areas of land where the average slope exceeds 20 percent where there is no associated usable amenity provided;

ii. Areas subject to the Wetland Overlay Zone (WO) per section 16.39 or the Hazard Overlay Zone (H) per section 16.40 unless the area can be improved to include usable amenities in conformance with the provisions of these

overlay zones;

- iii. Fenced surface stormwater facilities. Stormwater facilities may only be counted as usable open space if they are not fenced, include associated passive recreational amenities such as benches, viewpoints, or walking paths and are effectively incorporated into the development's overall open space design; and
- iv. Other areas determined by the review authority to be unusable for the purpose of meeting this standard.

2. Exemption. Portions of the planned unit development site used for cottage clusters do not count toward the development site's gross area for the purpose of calculating the minimum usable open space requirement for PUDs per this standard. However, common courtyards provided with cottage cluster developments per section 16.21.080(F)(2) as a part of a PUD may count towards a PUD's usable space requirement.

B. Density. The planned unit development site shall adhere to the minimum and maximum density provisions of the base zone, except where a density bonus is approved as provided in subsection B(1) below. The average area per dwelling unit shall not be less than that allowed within the zoning district in which the subdivision is located, unless alternative lot layout is used pursuant to 16.64.040(B). The average area shall be calculated by dividing the number of dwelling units into the gross area of the total land development, minus that area occupied by streets. The commission may grant a density bonus of not more than fifteen percent to planned unit developments where it is found that unique, beneficial design features (such as solar efficiency, recreation facilities, or other community assets) warrant such a bonus. The commission shall clearly state its findings in support of granting or denying a requested density bonus.

1. Density Bonus. The planning commission may grant an increase of up to 20% beyond the maximum density of the underlying base zone if all of the following criteria are met:

- a. Existing and proposed streets within and connecting to the development site will support the proposed density;
- b. Existing and proposed water, sanitary sewer and storm drainage systems within and connecting to the development will support the proposed density;
- c. The development demonstrates innovative site design, outstanding architectural variety, and quality construction which will mitigate the increased density;
- d. The increased density will be mitigated by providing exceptional

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quality and increased quantity of usable open space beyond the minimum amount required by section 16.76.010(A), and other amenities, especially active recreational areas.

- e. A minimum of five (5) percent of the planned unit development's dwelling units must be single-story units that have at least one (1) entrance accessible via a route that does not have any stairs between it and the street lot line or an on-site parking space.

2. Exceptions.

- a. Cottage cluster units provided within a planned unit development do not count toward the maximum density standard of the underlying base zone. Cottage cluster developments proposed within a planned unit development must meet the applicable development and design standards for cottage cluster developments per section 16.21.080.

C. The density allowed in each base zone may be spread throughout the planned unit development site.

D. To achieve the goals of low impact development, buildings are encouraged to be clustered within the designated development area of the site. Clustering is intended to preserve open space, reduce total impervious surface area, and minimize development impacts on critical areas and associated buffers. Preservation of open space reduces potential stormwater runoff and associated impacts and provides area for dispersion, filtration and infiltration of stormwater. The arrangement of clustered buildings shall be designed to avoid development forms commonly known as linear, straight-line or highway strip patterns.

E. The use of LID best management practices in site design and development is required where site and soil conditions make it feasible option. LID practices shall meet the standards set forth in the Canby Public Works design Standards.

F. (Ord. 740 section 10.5.50, 1984; Ord. 890 section 57, 1993; Ord. 1338, 2010; Ord. 1514, 2019)

16.76.020 General requirements.

Prior to development, application shall be made to the commission for site approval for all or any portion of the proposed development. Where only a portion of the development is submitted for approval, a master plan shall also be submitted indicating the intended layout for the total development. The form of the application shall follow the requirements and be subject to the standards and criteria of a subdivision or conditional use permit, depending upon whether the proposed development involves the division of property. Additional to the information which is otherwise required, the applicant shall submit accurate information on all of the following which may be applicable:

- A. Any areas proposed to be dedicated or reserved for public parks, schools,

- playgrounds, or otherwise dedicated or reserved for public purposes;
- B. Other undedicated open space set aside for the use of the residents of the development in common. Access and types of access for the open space area or areas shall be shown;
 - C. A general land use plan for the proposed subdivision indicating the areas to be used for various purposes;
 - D. Types of dwellings and site locations thereof;
 - E. Proposed locations of off-street parking areas with dimensions;
 - F. Pedestrian walks, malls and other trails, both public and private. The commission may require a complete circulation plan if warranted by the size and type of development;
 - G. The stages to be built in progression, if any;
 - H. The location of adjacent utilities intended to serve the development and a layout of the utilities within the development;
 - I. Table showing the density and lot coverage of the overall development;
 - J. Such other pertinent information as the commission may require in order to make necessary findings on the site approval. (Ord. 740 section 10.5.60(A), 1984)
 - K. A Traffic Impact Study (TIS) may be required in accordance with Section 16.08.150. (Ord. 1340, 2011)

16.76.030 Standards and criteria.

Additional to the standards and criteria listed in Divisions III and IV which are applicable to planned unit development, the following standards and criteria shall apply:

- A. The site approval as acted upon by the commission shall be binding upon the developer, and variations from the plan shall be subject to approval by the commission.
- B. All land within the planned unit development may be subject to contractual agreements with the city and to recorded covenants providing for compliance with the city's requirements.
- C. The development of the property in the manner proposed will be in keeping with the requirements of this title, other than those provisions allowing for special treatment of PUD's.

- D. The plan for the proposed development shall present a unified and organized arrangement of buildings and service facilities.
- E. The development must be designed so that the land areas and buildings around the perimeter of the project do not conflict with the adjoining properties. Where the development is adjacent to lower intensity uses, higher intensity uses should be placed within the interior of the project. The commission may establish special conditions for the perimeter of the development to minimize or mitigate potential conflicts.
- F. Each planned unit development shall be a complete development considering all previous requirements. The commission may, in addition, require the inclusion of facilities such as special curbs, sidewalks, streetlights, storm drainage, sanitary sewers, underground power and telephone lines, landscaping and adequate easements for utilities.
- G. Land which is not intended for physical development, such as buildings or street uses, may be required to remain in open space usage perpetually. Maintenance of such open space areas shall remain the responsibility of the individual owner or owners' association, in a manner outlined in the by-laws of such association.
- H. The manner in which any open space or park and recreational area is to be maintained shall be submitted, along with the preliminary copy of the proposed owners' association bylaws and contractual agreements, with the preliminary subdivision. In the case of an individual owner, the commission may impose special requirements to assure long-term maintenance.
- I. The Planning Commission may, and in the case of single story or townhouse structures shall, require the separation of utilities from one unit to the next.
- J. In reviewing an application for the conversion of existing residential units to condominiums, the commission shall utilize the general standards as are applied to the new construction of planned unit developments. A proposed conversion which is not found to meet the standards customarily applied to planned unit developments will not be approved.
- K. In reviewing an application for the conversion of existing residential units to condominiums, the Planning Commission shall consider the vacancy rates of multiple-family rental units throughout the city at the time of the application. It is the intent of the city to assure that there is at least one suitable rental unit available and vacant for each unit converted to condominium ownership.
- L. No fence/wall shall be constructed throughout a planned unit development where the effect or purpose is to wall said project off from the rest of the community unless reviewed and approved by the Planning Commission. (Ord. 740 section 10.5.60(B), 1984; Ord. 955 section 30, 1996)

16.76.040 Exceptions.

- A.** In considering a proposed planned unit development project, the approval thereof may involve modifications in the regulations, requirements and standards of the zoning district in which the project is located so as to appropriately apply such regulations, requirements and standards to the development. Modification of the lot size, lot width, and yard setback requirements may be approved by the commission at the time of the approval of the tentative subdivision plat or conditional use permit.
- B.** Building height shall conform to the zoning district in which the development is located.
- C.** Off-street parking and off-street loading requirement shall be pursuant to Division III. (Ord. 740 section 10.5.60(C), 1984)

16.21.080 Cottage Cluster Development and Design Standards.

- A. Purpose.** The purpose of these standards is to promote more affordable fee in common or fee ownership housing options within Canby. Additionally, they are designed to promote quality development, a sense of openness and community, and enhance livability, ~~and~~ walkability, ~~and safety of the community~~. These standards are also intended to encourage cottage cluster developments that are compatible with existing and future residential development within the R-1 and R-1.5 zones.
- B. Applicability.** These standards apply to all new cottage cluster developments as defined by section 16.04.

NOTE: DOWL suggests that the City create a new sub-chapter to the City’s residential design standards chapter (Chapter 16.21.080) for the new cottage cluster development and design standards. In addition to the code provisions that would be added here, a definition for “cottage cluster development” and “common courtyard” will need to be added to [Chapter 16.04, Definitions](#). The following definitions are provided, both of which are consistent with the definitions provided by [OAR 660-046-0020](#) but modified slightly based on this draft code:

Cottage Cluster: A grouping of at least four (4) detached dwelling units (cottages), where each cottage has a floor area square footage no less than 600 square feet and no greater than 1,200 square feet and are generally clustered around a common courtyard. For every 12 cottages there must be one (1) common courtyard. Cottage clusters are considered a type of middle housing and are not considered multiple dwelling units or single-dwelling unit detached dwellings. Cottage clusters typically have multiple cottages sharing a single lot; however, cottage clusters can also be divided so that cottages are on individual lots.

Common Courtyard: A single, contiguous common area for use by residents of a cottage cluster pursuant to the standards of Chapter 16.21.080(F)(2).

- C. Permitted Use.** Cottage Cluster developments are permitted outright within the R1 and R1.5 zones. Cottage Cluster developments may be permitted as a standalone development or as part of a Planned Unit Development in accordance with 16.72, PUD applications.
- D. Approval Process.** Cottage cluster developments are a Type 3 Site and Design Review application, approved in accordance with Chapter 16.49, Site and Design Review. Cottage cluster developments within a PUD are subject to Chapter 16.72, PUD Applications. Cottage cluster developments proposed to be subdivided may be approved in accordance with [Chapter 16.62, Subdivisions](#) as a Type 3 process.
 - 1. Cottage cluster developments are exempt from the following sections of Chapter 16.49, Site and Design Review:

- a. Section 16.49.040.B.5, Site Design Review Menu;
 - b. Section 16.49.080.C, minimum landscaping standards; and
 - c. Section 16.49.120, parking lot landscaping standards.
2. Covenants, easements or other recorded documents shall be provided to the City prior to certificate of occupancy of the first unit, or prior to the final plat if the cottage cluster is proposed to be subdivided, addressing access and maintenance of all shared common areas or common facilities including, but not limited to, storm sewers and stormwater facilities, drainage ways, open space, landscaping, and shared parking facilities.

NOTE: The City's legal counsel will provide input on the permitting process during the November 27th work session with the Planning Commission. Chapters 16.48 may need to be amended to exempt cottage clusters from certain design standards within those sections. This is noted below as well.

E. Development Standards. The following development standards apply to all cottage cluster developments and supersede the development standards of the underlying zone unless stated otherwise.

1. *Density.* The minimum density of any cottage cluster development is 6 units per acre. There is no maximum density standard, provided the cottage cluster development is designed to conform with the requirements of this section.
2. *Lot Area.* There is no minimum or maximum lot area standard, provided the cottage cluster development is designed to conform with the requirements of this section.

NOTE: In order to provide design flexibility, the minimum density is set at 6 units per acre, which is the R-1.5 zone's minimum density for duplex/triplex/fourplexes, and there is no maximum density or minimum/maximum lot area standard. However, both of these standards will be effectively regulated and controlled by compliance with the development and design standards of this section.

3. *Minimum Perimeter Yard Setback Requirements for Structures.*
 - a. Street yard: The minimum setback requirement of the underlying zone applies.

NOTE: During work sessions, the Planning Commission seemed especially concerned with providing a similar streetscape experience to existing single-family development patterns. This ensures that cottage cluster developments will be setback from the street a similar minimum distance as existing and future single-family residential units.

- b. Rear yard: 10 feet

c. Side yard 5 feet

NOTE: These rear and side yard setback standards are consistent with the DLCD cottage cluster model code. These setback distances represent minor reductions to the setback standards of the R-1 and R-1.5 zones, but provide additional flexibility in the design and layout of a cottage cluster development.

4. *Number of Cottages.* Cottage housing units shall be developed in clusters of a minimum of four (4) units per cluster. There is no maximum, provided one (1) common courtyard, consistent with the standards of section 16.21.080(F)(3), is provided for every 12 cottages.

NOTE: This is a typical standard provided in most cottage cluster development standards throughout the state.

5. *Building Separation.* Cottages shall be separated by a minimum distance of six (6) feet. The minimum distance between all other structures, including accessory structures, shall be three (3) feet.

NOTE: This is a typical standard provided in most cottage cluster development standards throughout the state as well as in the DLCD cottage cluster model code.

6. *Building Height.* The maximum building height for all structures is 28 feet.

NOTE: This is the same maximum building height standard as the R-1 and R-1.5 zone, creating consistency with adjacent single-family development. By stating “all structures”, this accounts for any accessory structures provided such as garages, carports, and community/common buildings.

7. *Unit Size.* Each cottage’s total floor area shall be a minimum of 600 square feet and shall not exceed a maximum of 1,200 square feet. Per section 16.21.080(F)(6)(e)(ii) of this chapter, individual attached garages up to 200 square feet shall be exempted from the calculation of a cottage’s maximum total floor area.

NOTE: There is considerable variation in the size requirements for cottages. This is the requirement provided by Turner’s cottage cluster design standards. Redmond and Albany, for example, have no minimum unit size and allow cottages to be as large as 1,400 square feet. Albany further requires that the average floor area per unit not exceed 1,000 square feet. The DLCD cottage cluster model code simply requires the average unit size not to exceed 1,400 square feet, but that a cottage’s footprint cannot be greater than 900 square feet.

8. *Maximum Impervious Surface.* The maximum impervious surface standard of the underlying zone applies.

9. Off-Street Parking. At least one (1) off-street parking space shall be provided per cottage dwelling unit. Off-street parking shall be designed in accordance with [section 16.10.070, Parking Lots and Access](#), and section 16.21.080(F)(5).

- a. Where-If a cottage cluster development fronts on a street that does not allow on-street parking, at least two (2) guest parking spaces shall be provided on site for every four (4) cottage dwelling units.
- b. If a cottage cluster development fronts on a street that allows on-street parking, there is no guest parking requirement.

NOTE: The requirement of one space per unit is typical for cottage cluster standards across the state, including City of Turner. Visitor parking requirements are more varied, but the requirement of one space for every 4 units is taken from Silverton's cottage code, with an added caveat that visitor parking is not required if the adjacent street allows on-street parking. There is no maximum parking standard. Parking seemed to be a major concern for the Planning Commission, so we should plan to discuss this especially.

10. Access Requirements. Cottage cluster developments are permitted to have more than one driveway access provided applicable access spacing standards are met.

F. Design Standards. The following design standards apply to all cottage cluster developments. No other design standards shall apply to cottage clusters unless noted in this section. Where there is a conflict between these standards and the standards of other sections of this code, the standards of this section shall control.

1. Cottage Design Standards. All cottages and community buildings shall incorporate four (4) of the following design features:
- Dormers.
 - Gables, hip roof, or gambrel roof form.
 - Recessed entries (minimum 2 foot recess).
 - Covered porch entries (minimum 48 square feet, minimum 4 foot depth).
 - Bay windows.
 - Any eaves of 12-inches or greater.
 - Off-set of 16-inches or greater on building face or roof.
 - Windows and main entrance doors occupy a minimum of 15 percent of the façade, not including the roof.
 - Window trim (minimum 4-inch) or shutters (minimum 8-inch)

Commented [JH1]: Planning Commission recommends that the City Council discuss minimum on-site parking requirements. Some members expressed interest in increasing to 2 stalls per cottage, while at least one member agreed that 1 was enough.

- j. Balconies or porch rail.
- k. Shakes, shingles, brick or other similar decorative materials occupying at least 60 square feet of the street-facing and courtyard-facing façade.

NOTE: This section requires minimum design elements for all cottages and community buildings included as a part of a cottage cluster development. This options menu is taken from the minimum design standards for single-family and two-family dwellings per CMC 16.21.030. All cottages and community buildings must incorporate at least four of these elements in their design, which will help to ensure compatibility with adjacent single-family development.

- 2. *Cottage Orientation.* Cottages must be clustered around a common courtyard and must meet the following standards (see Figure 1 and Figure 2):
 - a. A minimum of 50 percent of cottages within a cluster must be oriented to the common courtyard and meet the following standards:
 - i. Have a main entrance facing the common courtyard;
 - ii. Be within 10 feet of the common courtyard measured from the façade of the cottage to the nearest edge of the common courtyard; and
 - iii. Be connected to the common courtyard by a pedestrian path.
 - b. Cottages within 20 feet of a street property line may have their entrances facing the street, provided 50 percent of all cottage units within the cluster face the common courtyard.
 - c. Cottages not facing the common courtyard or the street must have their main entrances facing a pedestrian path that provides a continuous and reasonably direct connection to the common courtyard.
- 3. *Common Courtyard Design Standards.* Each cottage cluster development must share a common courtyard in order to provide a minimum open space area for the cottage cluster development. One (1) common courtyard shall be provided for every 12 cottage units (see Figure 1 and Figure 2).
 - a. The common courtyard must be a single, contiguous area.
 - b. Cottages must abut the common courtyard on at least two sides of the courtyard.

- c. The common courtyard must contain a minimum of 150 square feet per cottage within the associated cluster.
- d. The common courtyard must be a minimum of 15 feet wide at its narrowest dimension.
- e. The common courtyard shall be developed with a mix of landscaping and lawn area, recreational amenities, hard-surfaced pedestrian paths, and/or paved courtyard area. Impervious elements of the common courtyard shall not exceed 75 percent of the total common courtyard.
- f. Pedestrian paths qualify as part of a common courtyard. Parking areas, required setbacks, and driveways do not qualify as part of a common courtyard.

Commented [JH2]: Planning Commission requests that City Council consider excluding pedestrian paths from common courtyard calculation. The intent is to preserve the required minimum courtyard area for recreational use since pedestrian pathways are required by other elements of this code.

NOTE: The requirement for a common courtyard is a typical requirement for cottage clusters around the state and is an integral part of a cottage cluster development's design. It provides usable open space for residents while offering a similar "back yard" experience as single-family units. These requirements are taken from the DLCD cottage cluster model code. This language is extremely similar to that provided in other city's cottage cluster codes, such as Turner, Albany, and Redmond. Silverton requires a "common green", but is much less restrictive to how cottages are oriented to or clustered around the open space area. However, Silverton does require 400 square feet of common area per cottage, which is significantly higher than the model code.

- 4. *Community Buildings.* Cottage cluster developments may include community buildings for the shared use of residents that provide space for accessory uses such as community meeting rooms, guest housing, exercise rooms, day care, or community eating areas. Community buildings must meet the following standards and may not be used as dwelling units:
 - a. Each cottage cluster is permitted one community building.
 - b. A community building shall not exceed 1,400 square feet of total floor area.
 - c. Community buildings may count towards a cottage cluster's common courtyard requirement provided the standards of section 16.21.080(F)(1) are met. Only the footprint area of the community building may count towards the common courtyard minimum area requirement.
 - e-d. A community building cannot count for more than 75% of the common courtyard.

NOTE: This language is largely taken from the DLCD cottage cluster model code but simplified slightly and similar to the language in Turner’s code. The model code requires all buildings within a site (including cottages and community buildings) to not exceed an average maximum building area of 900 square feet. We are not applying a maximum average building area, but rather have specific limitations for cottages and the community building. Turner also applied a 1,400 square foot maximum for community buildings. An additional provision has been added to clarify that any community buildings proposed may count towards the “common courtyard” area requirement.

5. *Pedestrian Access.*

- a. An accessible pedestrian path must be provided that connects the main entrance of each cottage to the following (see Figure 1 and Figure 2):
 - i. The common courtyard;
 - ii. Shared parking areas;
 - iii. Community buildings, if provided; and
 - iv. Abutting sidewalks within the public right-of-way, or to the edge of the roadway if sidewalks along the roadway are not provided.
- b. The pedestrian path must be hard-surfaced and a minimum of five (5) feet in width.

NOTE: This language is taken from the DLCD cottage cluster model code and has not been modified.

6. *Parking Area Location and Design* (see Figure 1 and Figure 2).

- a. Clustered parking. Off-street parking may be arranged in clusters of not more than five (5) contiguous spaces separated from other clusters by at least four (4) feet of landscaping. Clustered parking areas may be covered.
- b. Off-street parking spaces and vehicle maneuvering areas shall not be located:
 - i. Within 20 feet from any street property line, excluding alleys.
 - ii. Between a street property line, excluding alleys, and cottages abutting the street property line.
- c. Off-street parking spaces shall not be located within 10 feet of any property line, except alley property lines. Driveways and drive aisles are permitted within 10 feet of all property lines.

- d. Screening. Landscaping, fencing, or walls at least three (3) feet tall shall separate clustered parking areas and parking structures from public streets and residentially zoned properties.
- e. Garages and carports shall meet the following standards:
 - i. Garages and carports (whether shared or individual) must not abut common courtyards.
 - ii. Individual attached garages up to 200 square feet shall be exempted from the calculation of a cottage's maximum total floor area per section 16.21.080(E)(7) of this chapter.
 - iii. Individual detached garages must not exceed 400 square feet in floor area.
 - iv. Garage doors for individual garages must not exceed 12 feet in width.

Commented [JH3]: Planning Commission recommends that City Council discuss the height and consider increasing it to 6 feet when adjacent to residentially zoned properties, and 3 feet when adjacent to public streets.

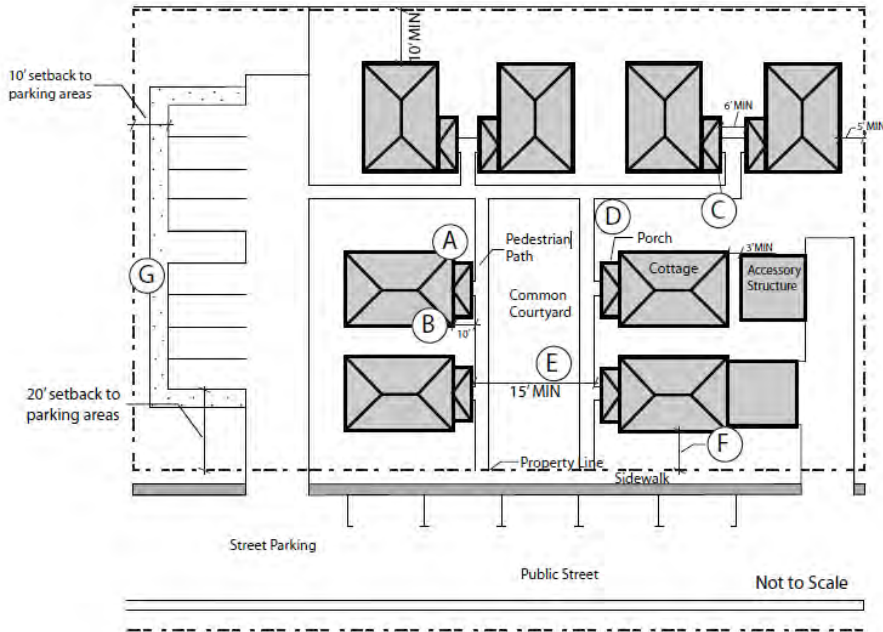
NOTE: This language is largely taken from the DLCD model code, but includes additional requirements for screening parking areas from adjacent residential properties. Additional buffer distances could be provided between parking and maneuvering areas and adjacent residential properties if desired.

- 7. *Existing Structures.* On a lot or parcel to be used for a cottage cluster development, a pre-existing detached single-family dwelling may remain within the cottage cluster development area and does not need to comply with the requirements of this section except for minimum separation distance requirements per section 16.21.080(E)(4) above.

NOTE: The DLCD cottage cluster model code includes a carveout for existing dwellings within a new cottage cluster development. The model code language has been simplified somewhat, removing restrictions on how existing dwellings can be modified.

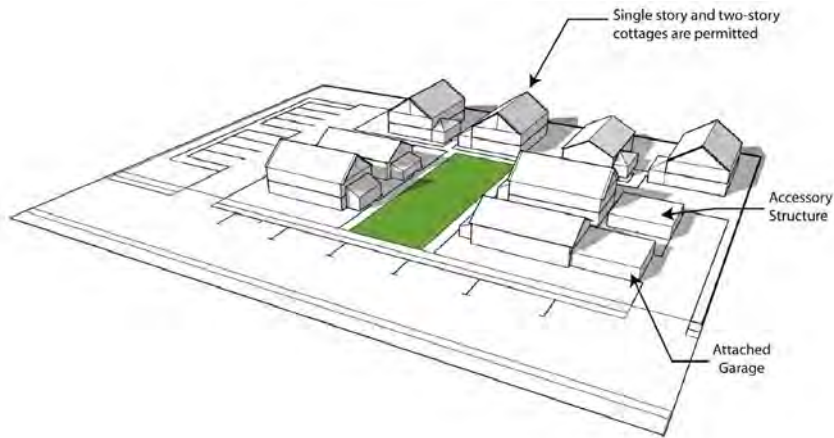
Figure 1. Cottage Cluster & Common Courtyard Design Standards

Commented [JH4]: Figure 1 and call out G may require revision if screening required by 16.21.080(F)(6)(d) is modified.



- (A) A minimum of 50% of cottages must be oriented to the common courtyard.
- (B) Cottages oriented to the common courtyard must be within 10 feet of the courtyard.
- (C) Cottages must be connected to the common courtyard by a pedestrian path.
- (D) Cottages must abut the courtyard on at least two sides of the courtyard.
- (E) The common courtyard must be at least 15 feet wide at its narrowest width.
- (F) Front yard setback to match the minimum setback of the underlying zone.
- (G) Parking facilities should be screened from public streets and residentially zoned properties with 3 foot tall landscaping, fencing or walls.

Figure 2. Cottage Cluster Development Concept





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TA 24-02

Housing Efficiency Measures Code Amendments
Staff Report for 11/6/2024 City Council Hearing

Applicant: City of Canby

Application Type: Text Amendment (Type IV)

City File No.: TA 24-01

REQUEST

The City proposes code updates to the Canby Planning and Zoning Code to improve residential development standards to promote a mix of housing types. The proposed code amendments, referred to Housing Efficiency Measures (HEM) or efficiency measures, are the initial implementation of selected strategies in the draft Housing Production Strategy (HPS). These are required by the Department of Land Conservation and Development (DLCD) in order to approve the Canby urban growth boundary, and the efficiency measures are intended to lessen the need for urban growth boundary expansion. We received efficiency measure review comments from DLCD on September 27, 2024, and these are also incorporated in this staff report. Below are the findings to incorporate the proposed HEM code amendments into the Canby Municipal Code (CMC), Title 16, Planning and Zoning.

OVERVIEW

This report includes findings regarding each applicable existing Canby Comprehensive Plan and Zoning Code criterion for the housing efficiency measures. The proposal is consistent with the Comprehensive Plan and Zoning Code criteria for a Zoning Code Text Amendment found in CMC 16.88.170. Context is also provided on the housing production strategies; however, they are subject to a separate Planning Commission and City Council review.

BACKGROUND

The Canby Housing Needs Analysis (HNA) was recently adopted in July 2024. The HNA included a buildable land inventory for the Canby Urban Growth Boundary (UGB) and evaluated the housing need for Canby over the 20-year planning horizon. A 73-acre deficit in residential land for the 20-year forecasted growth, across all residential designations (low, medium, and high density) was identified. See Figure 1 below. The HNA findings also displayed Canby's significant challenge with providing affordable housing for both fee-owned housing and rental housing currently and over the next 20-years.

Figure 1. Reconciliation of Residential Land Needs, Canby UGB (Source: Canby HNA, Exhibit 27)

Dwelling Unit Type	Most Typical Plan Designation ¹	Buildable Land Requirement ³	Current Buildable Land Inventory ³	Buildable Land Deficit (excluding public parks)	UGB Land Sufficiency (excludes public parks)
Single-Family Standard Lot	LDR	127.62	173.74	(22.62)	<i>inadequate land supply</i>
Single-Family Small Lot & Cottages		102.67		(33.93)	<i>inadequate land supply</i>
Townhomes/Plexes (2-4 units)	MDR	45.34	37.25	(8.10)	<i>inadequate land supply</i>
Multi-family/Other ²	HDR /varies	18.24	9.82	(8.42)	<i>inadequate land supply</i>
Total (gross buildable acres)		293.87	220.80	(73.07)	<i>inadequate land supply</i>

Source: prior tables; and interpretation of current zoning code and housing development/market conditions.

¹ Manufactured housing is allowed in all residential land use classifications.

² Category also includes group quarters housing demand.

³ Derived from previous Exhibits.

State legislation adopted in 2019 requires Oregon cities with a population over 10,000 people to adopt a HPS to promote the development of needed housing. The Canby draft HPS is intended to expand on the work of the HNA by examining how a city can impact housing affordability, access and choice issues, displacement and housing stability. The HPS process included a review of the city’s policies, past actions, future housing needs, and an analysis of who is at risk of being left behind in the existing housing environment. Community input was obtained to identify and evaluate recommended policy changes that can be implemented to increase production of needed subsidized and market-rate housing. At its core, the HPS identifies which tools, actions, or policies the city can implement to promote housing production, affordability, and choice, especially as it relates to the needs identified in the adopted HNA. The draft HPS proposes twelve (12) housing production strategies to be addressed over the next five (5) years. The strategies and their proposed adoption date are included in Table 1 below. The draft HPS is anticipated to be reviewed in work session in early 2025.

Table 1. HPS Strategies from September 2024 Final Draft HPS

HPS Strategy	Adoption Year
A. Develop Process for Identifying Land to Up-zone	2028
B. Allow Cottage Clusters in Residential Zones	2025
C. Identify Opportunities to Streamline PUDs	2028
D. Incentives to Encourage Diverse Housing Development in PUDs	2028
E. Modify SDC Fee Schedules with Scaled Based Charges (based on home size)	2026
F. Land Use Permitting Education for Property Owners/Developers	2028
G. Reduce Minimum Lot Size	2028
H. Increase Building Heights	2028
I. Update Residential Zones	2026
J. Update Design Standards	2029
K. Inventory and Encourage Preservation of Naturally Occurring Affordable Housing	2029
L. Partner with Clackamas County and Seek Public/Private Partnerships	2029

The proposed HEM code amendments are the first phase of implementing HPS strategies. The HEM code amendments are to implement three HPS strategies:

1. Strategy B. Allow Cottage Clusters in Residential Zones,
2. Strategy C. Identify Opportunities to Streamline PUDs (PUD code update), and
3. Strategy G. Reduce Minimum Lot Size (for townhouses).

The remaining HPS strategies will be implemented over the course of the next four years. Additionally, the next phase of HPS strategies implementation will be incorporated into the comprehensive Canby Planning and Zoning Code update that is anticipated to begin in the 2025-2026 fiscal year. An anticipated 2 to 3 year process will include a detailed code analysis of barriers to housing as well as changes earmarked in the HPS. The strategies to be addressed through the comprehensive code update process include the following.

1. Strategy H. Increase Building Heights
2. Strategy I. Update Residential Zones
3. Strategy J. Update Design Standards

The City is also in the process of updating the Comprehensive Plan. The HPS will be used to create and guide new housing policies in the Comprehensive Plan.

In addition to the proposed HEM efficiency measures, the City already has several efficiency measures or standards in place that support an effective use of land and a mix of housing types. They include the following.

- The City has a provision in the Zoning Code (Chapter 16.82) that allows deviations of development standards for "Special Housing Projects for the Elderly or Handicapped."
- Housing in a portion of the Downtown Core area of the C-1 Zone doesn't have to provide any parking if the development provides both housing and commercial uses.
- The City's R-2 (High Density) Residential Zone has been amended to require a minimum density of 14 dwelling units per acre, preventing lower density development.
- The City has amended its Zoning Code to allow duplexes in all low density residential zones to fully comply with HB 2001.
- A minimum density of 6 dwelling units per acre for triplexes and fourplexes in the R-1.5 zone is required.
- Established a minimum and maximum lot sizes in the R-1 and R-1.5 zones that create parameters for density. In the R-1 zone the minimum lot size permitted is 7,000 sf and 10,000 sf maximum. A 6 dwelling unit per acres maximum in the R-1 zone is proposed, and by maximum lot size the minimum R-1 density is four dwelling units per acre. In the R-1.5 zone the minimum lot size is 5,000 sf and the maximum lot size is 6,500 square feet.
- The City has a maximum building height of 35 feet across the R-1, R-1.5, and R-2 zones. Note, HPS Strategy H will revisit maximum building heights in the R-2 zone.

PROPOSAL

The City proposes a series of HEM code amendments as the preliminary implementation of select strategies from the draft HPS; they are Strategy B. Allow Cottage Clusters in Residential Zones, Strategy C. Identify Opportunities to Streamline PUDs (PUD code update is portion of this strategy), and Strategy G. Reduce Minimum Lot Size (for townhouses).

The efficiency measures are primarily aimed at reducing barriers to certain middle housing types (i.e., cottage clusters, townhouses, and fourplexes) to promote a mix of housing developments. Middle

housing, also often referred to as “missing middle housing,” are housing types in between single family houses and large apartment buildings; it generally includes duplexes, triplexes, fourplexes, townhouses and cottage clusters. Improving PUD standards to promote a more beneficial, streamlined process are also proposed. A brief list of the proposed amendments is summarized below. A complete summary and the proposed amendments are attached to this Staff Report.

- Add cottage clusters as a newly permitted use in the R-1, Low Density Residential, and R-1.5, Medium Density Residential zones. Create siting and design standards specifically for cottage clusters.
- Amend townhouses from a conditional use to a permitted use in PUDs only in the R-1 zone.
- Reduce townhouses minimum lot size from 3,000 to 1,800 sf for townhouses in PUDs.
- Change fourplexes from a conditional to a permitted use in the R-1.5 zone.
- Amend allowed use provisions to PUDs add detailed provisions to help streamline PUD processes. Also amend density bonus incentives for PUDs to promote better design.

The intent of efficiency measures is to support the development of a greater diversity or mix of housing types to address land needs and housing affordability in Canby. These issues that were identified in the HNA. Additionally, the City is currently in the process of conducting the series of studies for the Urban Growth Boundary (UGB), including the HNA, HPS, Comprehensive Plan update, and more. Pursuant to state law, a requirement of the UGB expansion process is demonstrating actions towards using existing UGB land more efficiently to reduce the need for additional land. Per guidance from the state Department of Land Conservation and Development (DLCD), implementation of some efficiency measures is needed in order to support a UGB expansion.

COMPLIANCE WITH CITY OF CANBY MUNICIPAL CODE FOR HOUSING EFFICIENCY MEASURES

The Canby Municipal Code defines the requirements for code amendments as follows:

CMC 16.88.170 Amendments to Text of Title

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 and policies of the county, state, and local districts, in order to preserve functions and local aspects of land conservation and development;

***Finding:** As a part of the next steps, the City will be updating the Comprehensive Plan. The HNA findings and draft HPS will inform updated housing policies in the Comprehensive Plan.*

The proposed efficiency measure amendments are also consistent with exiting Comprehensive Plan policies. Compliance with applicable Comprehensive Plan goals and policies are addressed below.

Urban Growth Element

Goals:

- 1) To preserve and maintain designated agricultural and forest lands by protecting them from urbanization.
- 2) To provide adequate urbanizable area for the growth of the city, within the framework of an efficient system for the transition from rural to urban land use.

Land Use Element

Goal: To guide the development and uses of land so that they are orderly, efficient, aesthetically pleasing, and suitably related to one another.

- Policy 2: Canby shall encourage a general increase in the intensity and density of permitted development as a means of minimizing urban sprawl.

Housing Element

Goal: to provide for the housing needs of the citizens of Canby.

- Policy 2: Canby shall encourage a gradual increase in housing density as a response to the increase in housing costs and the need for more rental housing.

The proposed efficiency measure amendments support middle housing. The middle housing types are a gradual increase in the current densities found in the City's low and medium density zones. Middle housing is a denser and more-efficient use of land when compared to single-family detached homes. Therefore, the efficiency measures can improve the utilization of land within the City's UGB. This minimizes sprawl which helps preserve agricultural and forest lands surrounding the city consistent with statewide goals. Additionally, middle housing is typically a more affordable option than a single-family detached home. The proposed code amendments were developed with neighborhood consistency in mind, keeping similar setback requirements to the existing requirements and equivalent design standards to single family homes.

Additionally, the HPS and efficiency measures have been sent to DLCD for review. Staff finds the criterion is met.

2. A public need for the change;

Finding: *The HNA findings demonstrated that in 2022, 29% of Canby residents are severely rent burdened. Canby's rate is slightly greater than the Clackamas County (27%) and statewide percentages (24%). In the 20-year planning horizon, the HNA identified a need for additional units across all housing types: single family detached, townhouses and 'plexes, multifamily housing or apartments. However, the HNA emphasized the need for affordable housing for fee-owned housing and rental housing both currently and over the course of the next 20 years. Sixty-two percent of the needed housing units are within the fee owned category.*

Per HNA findings, a public need for changes to housing within the Canby community exists today. The draft HPS and proposed HEM code amendments provide the opportunity for more housing opportunities by reducing barriers middle housing types, primarily townhouses and cottage clusters. Middle housing is typically more affordable than a detached single-family home. Additionally, the efficiency measures improve options for a PUD development, supporting additional pathway to developing a mix of housing types. The proposed HEM code amendments support the public need for a mix of housing types and improved housing affordability in Canby with the intent to promote broader, more affordable housing options. Staff finds the 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;

Finding: The proposed efficiency measures and HPS strategies were developed through an extensive public process and discussion with decision-makers. The 12 HPS strategies proposed in the draft HPS were chosen from a list of over 100 strategies vetted through public involvement via stakeholder interviews, a citizen advisory committee, and a community open house. The HEM code amendments were presented at numerous work sessions with Planning Commission and City Council.

With the extensive public involvement process for the HPS and proposed HEM code amendments, the proposed HPS strategies and efficiency measures were tailored to the local context and determined to be the best approach for Canby. The tailored approach developed through the public involvement process best serves the needs of the Canby community. Therefore, Staff finds the criterion is met.

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

Finding: The proposed efficiency measures have been developed with the consideration for health, safety, and general welfare of the residents of the community. Housing is an essential need for all. By improving housing opportunities for the future, the efficiency measures support community health, safety, and general welfare. Additionally, encouraging wider diversity of housing type supports housing choices for various stages of life and a variety of income levels. The efficiency measures propose an incentive for 1-story housing within PUDs to support aging in place in Chapter 16.76. Staff finds the criterion is met.

5. Statewide planning goals.

Finding: Oregon's 19 Statewide Planning Goals are addressed below. Though several of the goals are not applicable to the proposed Comprehensive Plan text amendments, those that are applicable are responded to in detail. Staff finds the proposed amendments are consistent with applicable statewide planning goals.

Goal 1 Citizen Involvement

This land use application is subject to a City of Canby Type IV land use review, which includes a significant citizen involvement component. This process has been established by the City and is determined to be consistent with this goal. The mandatory public notice of the action and decision, and the hearings on this case before the Planning Commission and City Council are all avenues of citizen participation. Additionally, the proposed HPS strategies and efficiency measures went through an extensive public process. The HPS included stakeholder interviews, as well as a public advisory committee, and community open house with an online public survey. The HEM code amendments, born from HPS strategies, were presented at 3 Planning Commission work sessions and 2 City Council Work Sessions.

Goal 2 Land Use Planning

This statewide goal requires that land use decisions 1) have an adequate factual base, 2) that alternatives have been considered, and 3) that implementation measures are consistent with and adequate to carry out Comprehensive Plan.

The process identified above was utilized in the drafting of the HPS and associated HEM code amendments. Alternative strategies and efficiency measures were considered and publicly vetted and have been considered. The proposed changes are consistent with and adequate to carry out the Comprehensive Plan.

Goal 3 Agricultural Lands and Goal 4 Forest Lands

These goals do not apply because the City does not include areas designated for agricultural or forest use.

Goal 5 Open Spaces, Scenic and Historic Areas, and Natural Resources

There are no proposed changes to text or policy regarding Goal 5 open spaces, scenic and historic areas and natural resources. Therefore, the intent of this goal remains satisfied by the policies of the Comprehensive Plan and implementation in the Zoning Ordinance.

Goal 6 Air, Water and Land Resources Quality

There are no proposed changes to text regarding air, water, or land resources. Therefore, the intent of this goal remains satisfied by the policies of the Comprehensive Plan and implementation in the Zoning Ordinance.

Goal 7 Areas Subject to Natural Hazards

There are no proposed changes to text regarding areas subject to natural hazards. Therefore, the intent of this goal remains satisfied by the policies of the Comprehensive Plan and implementation in the Zoning Ordinance.

Goal 8 Recreational Needs

There are no proposed changes to text regarding recreational needs. Therefore, the intent of this goal remains satisfied by the policies of the Comprehensive Plan and implementation in the Zoning Ordinance.

Goal 9 Economic Development

There are no proposed changes to text regarding non-residential development or economic development. Therefore, the intent of the goals remains satisfied by the policies of the Comprehensive Plan and Economic Opportunities Analysis and the implementation of the Zoning Ordinance.

Goal 10 Housing

The proposed HEM code amendments support a diversity of housing types by reducing barriers to certain middle housing types. Goal 10 supports a mix of housing types to address needed housing today and well as needed housing in the 20-year planning horizon. Therefore, the intent of this goal is met.

Goal 11 Public Facilities and Services

There are no proposed changes to text regarding public facilities and services. Therefore, the intent of this goal remains satisfied by the policies of the Comprehensive Plan and implementation in the Zoning Ordinance.

Goal 12 Transportation

The Transportation Planning Rule (TPR), OAR 600-012.0060, requires that, where an amendment to a Comprehensive Plan or zoning regulation would significantly affect an existing or planned transportation facility, the local government shall put in place measures that assure that allowed land uses are consistent with the function, capacity, and performance standards of the facility. The proposed code amendments will not significantly affect existing or planned transportation facilities. In addition to the required traffic review for development, the City's traffic consultant manages an update to date model of all new development in Canby. Therefore, the evaluations of the transportation function, capacity and performance

are maintained through the required traffic studies and active management of current conditions.

Goal 13 Energy Conservation

The proposed code amendments reduce barriers to certain middle housing types, specifically cottage cluster development and townhouse development. Generally, the footprint of these middle housing types is smaller than a single-family detached home. Therefore, the proposed amendments could support better energy efficiency.

Goal 14 Urbanization

The HPS and associated HEM code amendments are a part of the City current efforts for expansion of the Urban Growth Boundary (UGB), through the sequential UGB process pursuant to OAR 660-038. The adoption of the proposed HEM code amendments prepares the City for the expansion of the Urban Growth Boundary, an on-going effort by the City to provide for the housing needs of the City for the next 20 years. Approval of these updates will support the City's on-going compliance with Goal 14.

Goal 15 Willamette River Greenway

The Willamette Greenway does include the southern shoreline of the Willamette River on the north side of the City. However, the greenway does not extend into the Urban Growth Boundary and, therefore, encroachment of potential urban uses should not be a problem. Furthermore, most, if not all, of the greenway is in the floodplain; therefore, development will be restricted to comply with Federal Flood Insurance requirements.

Goal 16 Estuarine Resources, Goal 17 Coastal Shorelands, Goal 18 Beaches and Dunes, and Goal 19 Ocean Resources

The City does not have any estuarine resources, and is not on the Oregon Coast, so goals 16 through 19 are not applicable.

CMC 16.88.190. Conformance with Transportation System Plan and Transportation Planning Rule

- A. A proposed Comprehensive Plan amendment, zone change or land use regulation change, whether initiated by the city or by a private interest, shall be reviewed to determine whether it significantly affects a transportation facility, in accordance with the Transportation Planning Rule (OAR 660-012-0060). A plan or land use regulation amendment significantly affects a transportation facility if it:
 - 1. Changes the functional classification of an existing or planned transportation facility;
 - 2. Changes standards implementing a functional classification system;
 - 3. As measured at the end of the planning period identified in the adopted plan:
 - a. Allows types or levels of land use that would result in levels of travel or access that are inconsistent with the functional classification of a transportation facility;
 - or
 - b. Would reduce the performance of the facility below the minimum acceptable performance standard identified in the Transportation System Plan;
 - c. Would worsen the performance of a facility that is otherwise projected to perform below the minimum acceptable performance standard identified in the Transportation System Plan.
- B. Amendments to the Comprehensive Plan and land use regulations which significantly affect a transportation facility shall assure that allowed land uses are consistent with the function, capacity, and performance standards (e.g., level of service, volume to capacity ratio, etc.) of

the facility identified in the Transportation System Plan. This shall be accomplished by one of the following:

1. Adopting measures that demonstrate allowed land uses are consistent with the planned function, capacity, and performance standards of the transportation facility.
 2. Amending the TSP or Comprehensive Plan to provide transportation facilities, improvements or services adequate to support the proposed land uses consistent with the requirements of Section – 0060 of the TPR. Such amendments shall include a funding plan or other mechanism so that the facility, improvement or service will be provided by the end of the planning period.
 3. Altering land use designations, densities, or design requirements to reduce demand for vehicle travel and meet travel needs through other modes of transportation.
 4. Amending the TSP to modify the planned function, capacity or performance standards of the transportation facility.
 5. Providing other measures as a condition of development, including transportation system management measures, demand management or minor transportation improvements.
- C. A Traffic Impact Study may be required by the City in accordance with Section 16.08.150.

Finding: *The proposed code amendments do not significantly change the characteristics of the city's low and medium density zones (R-1 and R-1.5). Rather, the efficiency measures encourage certain middle housing types by reducing barriers by shifting the uses from a conditional to a permitted use. Cottage clusters are proposed as a new use in the R-1 and R-1.5 chapters. Cottage cluster and PUD projects would be addressed through the required traffic analyses to determine and mitigate for impacts to the transportation system.*

The City's traffic consultant manages an up-to-date active model of the current transportation system that has every new development incorporated. This ensures that proposed development is considered within the current function, capacity, and performance standards for the City's transportation facilities.

The proposed code amendments will not significantly impact the transportation system. Staff finds the standards are met.

CONDITIONS

Planning Commissions shall review the recommended code amendments and make a recommendation to City Council. The final hearing body (City Council) shall issue a final written order containing findings and conclusions recommending that the City Council approve, approve with conditions or deny the application for the Comprehensive Plan amendment.

Finding: *Staff does not find it necessary to subject this decision to any conditions of approval.*

CONCLUSION

Based on the above information, including community outreach, Planning Commission and City Council review, Staff recommends that the City Council **approve the Housing Efficiency Measures code amendments (TA 24-02).**

Confirmation of PAPA Online submittal to DLCD

DLCD Plan Amendments

To: Laney Fouse Lawrence

Sent: 9/4/2024 12:53 PM

Canby

Your notice of a proposed change to a comprehensive plan or land use regulation has been received by the Oregon Department of Land Conservation and Development.

Local File #: TA 24-02 Housing Efficiency Measures

DLCD File #: [002-24](#)

Proposal Received: 9/4/2024

First Evidentiary Hearing: 10/14/2024

Final Hearing Date: 11/6/2024

Submitted by: fousel

If you have any questions about this notice, please reply or send an email to plan.amendments@dlcd.oregon.gov.



October 11, 2024



Don Hardy, Planning Director
City of Canby
PO Box 930
Canby, Oregon 97013

By email: hardyd@canbyoregon.gov

RE: Proposed Efficiency Measures code amendments

Dear Mr. Hardy,

Thank you for the opportunity to review your draft proposed code amendments to complete the City’s Sequential UGB Work Program Task 2: Identify and Adopt Land Efficiency Measures. The Work Program indicates the following under Task 2:

“Land efficiency measures are changes the city makes to its zoning map and development code to increase land efficiency within the existing UGB in order to reduce the overall UGB expansion needs. The land efficiency measures can include zone changes to zone more land for residential development, to up-zone or increase densities in some areas, or other changes to standards that would provide more capacity. These measures may partially overlap with strategies identified in the Housing Production Strategy.”

Staff at DLCD have reviewed the proposed draft efficiency measures, as well as a draft of the city’s Housing Production Strategy. Taken together, we believe the proposals will provide additional housing capacity and will result in more efficient land development.

The proposed cottage cluster amendments closely follow DLCD’s model code for cottage clusters. We applaud the addition of this housing type that can provide smaller, more affordable options for current and future Canby residents. We note that when larger floor area and heights for cottage clusters are allowed the resulting housing units may not be priced much lower than typical detached homes, so it is important to calibrate the size allowances carefully.

The actions in the Housing Production Strategy that will most effectively move the needle further on land efficiency are strategy A: upzoning, strategy G, reducing the minimum lot size for townhomes and H, increasing the heights for high density housing. We support the proposed

timing of these actions to occur within the first half of the 8-year Housing Production Strategy implementation timeline. We will be monitoring the final adopted Housing Production Strategy to ensure the timeline continues to be front-loaded for these actions. Including these actions to be adopted by 2028 allows for evaluation during the mid-point review and provides time for the city to change course if it has not been successful in adopting these actions.

Thank you for your diligent work and we look forward to working with you.

Please contact your regional representative, Kelly Reid, at (971) 345-1987 or kelly.reid@dlcd.oregon.gov if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Gordon W. Howard". The signature is written in a cursive style.

Gordon Howard
Community Services Division Manager
DLCD

Attachments:

- A. City of Canby Approved Sequential UGB Work Program

cc: Kevin Young, DLCD Urban Planner
Jena Hughes, DLCD Housing and Growth Management Analyst
Kelly Reid, DLCD Regional Representative



CITY COUNCIL Staff Report

Meeting Date: 11/20/2024

To: The Honorable Mayor Hodson & City Council
Thru: Eileen Stein, City Administrator
From: Eileen Stein, City Administrator
Agenda Item: Consider Ordinance 1635: An Ordinance Authorizing the City Administrator to enter into a Contract between the City of Canby and Beery, Elsner and Hammond, LLP for City Attorney Services. (*Second Reading*)
Goal: Promote Financial Stability/Align Resources to Address Future Community Growth

Summary

Consider Ordinance 1635: An Ordinance Authorizing the City Administrator to enter into a Contract between the City of Canby and Beery, Elsner and Hammond, LLP (BEH) for City Attorney services.

Background

The City of Canby contracted with BEH for interim City Attorney services in the recent past. The City Council assessed the City's cost of legal services and decided it wanted to contract out for this service on a permanent basis. Upon this decision, the City of Canby undertook a process to secure competitive proposals from legal firms. The City received four proposals, however the City Council decided to interview BEH as a first round interview process.

The interview occurred on October 9, 2024, and on October 23, 2024, the Council voted to appoint BEH as the permanent City Attorney. The Council then directed the City Administrator to develop a contract for Council consideration. A Personal Services Agreement (PSA) is attached as Exhibit A. It is envisioned to roll over from year to year, but also provides that the Council can terminate the agreement for any reason at any point consistent with the expectations in a professional relationship.

In accordance with our Canby City Charter, any expenditure over \$50,000 must be authorized by ordinance. This PSA is expected to exceed \$50,000 over the life of the professional relationship between the City and BEH.

Attachments

1. Ordinance No. 1635
2. Exhibit A - Personal Services Agreement

Fiscal Impact

This ordinance will allow for expenditure beyond \$50,000, but the City will be billed monthly for time served on the City's legal issues. Staff will continue to track BEH's monthly costs and report these to the City Council on a monthly basis.

Options

1. Authorize Ordinance 1635 and PSA with Beery, Elsner and Hammond, LLP.
2. Reject Ordinance 1635 and PSA with Beery, Elsner and Hammond, LLP.

Proposed Motion

“I move to adopt Ordinance 1635, An Ordinance Authorizing the City Administrator to enter into a Contract between the City of Canby and Beery, Elsner and Hammond, LLP for City Attorney Services.”

ORDINANCE NO. 1635

AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A CONTRACT BETWEEN THE CITY OF CANBY AND BEERY, ELSNER AND HAMMOND, LLP FOR CITY ATTORNEY SERVICES.

WHEREAS, the City of Canby has contracted with Beery, Elsner and Hammond for interim City Attorney services in the recent past;

WHEREAS, the City Council subsequently decided to contract out its legal services on a permanent basis;

WHEREAS, the City of Canby undertook a process to secure competitive proposals from legal firms for city attorney services;

WHEREAS, the City of Canby chose Beery, Elsner and Hammond to serve in the role of permanent city attorney and directed the City Administrator to develop a contract for Council consideration; and

WHEREAS, this contract is expected to exceed \$50,000 requiring an ordinance per the Canby City Charter.

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 Personal Services Agreement with Beery, Elsner and Hammond to serve as City Attorney for the City of Canby. A copy of the Agreement is attached hereto as Exhibit "A."

Section 2. The effective date of this Ordinance shall be December 20, 2024.

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, November 6, 2024, ordered posted as required by the Canby City Charter; and scheduled for second reading on Wednesday, November 20, 2024, commencing at the hour of 7:00 PM in the Council Chambers located at 222 NE 2nd Avenue, 1st Floor Canby, Oregon.

Maya Benham, CMC
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 20th day of November 2024, by the following vote:

YEAS _____

NAYS _____

Brian Hodson
Mayor

ATTEST:

Maya Benham, CMC
City Recorder

PERSONAL SERVICES AGREEMENT

**CITY OF CANBY
and
BEERY, ELSNER & HAMMOND, LLP**

THIS PERSONAL SERVICES AGREEMENT (“Agreement”) is made and entered into as of the last date of signature below, by and between the City of Canby, an Oregon municipal corporation (“CITY”), and Beery, Elsner & Hammond, LLP, an Oregon limited liability partnership (“ATTORNEY”).

WHEREAS, CITY has need for legal services with the particular training, ability, knowledge and experience possessed by ATTORNEY; and

WHEREAS, CITY has determined that ATTORNEY is qualified and capable of performing the professional services as CITY does hereinafter requires, under these terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. LEGAL SERVICES

ATTORNEY will provide legal advice upon request of the City Manager, City Council, Mayor or other consultants representing CITY. Additional terms of engagement are provided in Exhibit A, which is incorporated into this Agreement.

2. ATTORNEY IDENTIFICATION

ATTORNEY shall furnish CITY with its employer identification number, as designated by the Internal Revenue Service.

3. COMPENSATION

A. Payment will be made to the ATTORNEY for the services identified based upon a detailed monthly billing showing work performed. Payment will be made within 30 days of CITY’S receipt of the detailed monthly billing from ATTORNEY.

B. Hourly rates:

Partners and Of Counsel	\$305.00
Senior Associates	\$285.00
Associates	\$265.00
Paralegals	\$185.00

Legal Assistants	\$160.00
Law Clerk	\$100.00

It is understood that the above rates may be adjusted or changed by ATTORNEY on not more than a yearly basis with not less than 60 days written notice to CITY.

- C. CITY shall reimburse ATTORNEY for out-of-pocket expenses at ATTORNEY’S direct cost without additional markup.

4. INDEPENDENT CONTRACTOR

ATTORNEY shall be an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for under paragraph 3 of this Agreement.

5. TERM AND TERMINATION

At any time with or without cause, CITY or ATTORNEY shall have the right to terminate this Agreement. If CITY terminates the Agreement, it shall deliver full payment to ATTORNEY for services rendered to the date of termination.

6. INDEMNITY AND INSURANCE

A. Indemnity: ATTORNEY shall defend, indemnify, and hold the CITY, its officers, and employees harmless from any third-party claims that result in liability, loss, or expenses to the CITY, provided that such duty is limited to the proportional extent that the liability, loss or expense results from the negligence or willful misconduct of ATTORNEY in the performance of its services under this agreement. Notwithstanding the foregoing, CITY acknowledges that ATTORNEY while performing legal services is acting in its capacity as City Attorney as an Officer and an Agent of the City, and therefore CITY agrees to be responsible under the terms of the Oregon Tort Claims Act (ORS 30.260 to 30.300) for defending, saving harmless and indemnifying ATTORNEY while it is acting within the professional scope of its engagement for the performance of legal services as City Attorney.

B. Liability Insurance: ATTORNEY shall maintain professional liability insurance insuring ATTORNEY against errors or omissions in the amount and on the conditions required by the Professional Liability Fund of the Oregon State Bar. ATTORNEY shall also maintain commercial general liability insurance covering Bodily Injury, Property Damage, and Personal Injury for at least \$1,000,000 per occurrence and at least \$2,000,000 in the aggregate per project.

C. Workers Compensation Coverage: ATTORNEY hereby certifies that ATTORNEY has qualified for State of Oregon Worker’s Compensation coverage either as a carrier-insured employer or as a self-insured employer.

7. NOTICES

All notices shall be made in writing and may be given by email or by mail, addressed as follows:

CITY: Eileen Stein, City Administrator
City of Canby
222 NE 2nd Ave.
Canby, OR 97013-3709
Email: steine@canbyoregon.gov

ATTORNEY: Ashley Driscoll, Partner
Beery, Elsner & Hammond, LLP
1804 NE 45th Ave.
Portland, OR 97213-1416
Email: ashley.driscoll@behlaw.com

8. BAR MEMBERSHIP:

ATTORNEY is responsible for maintaining professional standing, as members of the Oregon State Bar Association, of all its attorneys providing services pursuant to this contract.

9. WORK IS CITY PROPERTY

All work, including, but not limited to documents, drawings, papers, electronic media, and photographs, performed or produced by ATTORNEY under this Agreement, shall be the property of CITY.

10. SUCCESSORS AND ASSIGNMENTS

A. ATTORNEY shall not assign any of its obligations hereunder without the prior consent of CITY.

B. ATTORNEY may, with CITY'S consent, subcontract services provided under this agreement when a specialized need for legal services arises.

11. MODIFICATION

Any modification of the provisions of this Agreement shall be reduced to writing and signed by the parties.

12. NO WAIVER OF LEGAL RIGHTS

A waiver by a party of any breach by the other shall not be deemed to be a waiver of any subsequent breach.

13. COMPLIANCE WITH LAWS

ATTORNEY shall comply with all applicable Federal, State and local laws, codes, ordinances and regulations applicable to the work in this contract. All provisions of ORS 279B.220 through ORS 279B.235 and ORS 279C.500 through ORS 279C.870 are incorporated herein to the extent applicable to services contracts. Unless otherwise specified, ATTORNEY shall obtain all permits necessary to perform the work.

14. FORCE MAJEURE

Neither ATTORNEY nor CITY shall be held responsible for delay or default caused by an act beyond their reasonable control including but not limited to fire, riot, acts of God, war or pandemic. The party whose performance is delayed or is in default shall make all reasonable efforts to remove or eliminate the cause of the delay or default, and shall, upon the cessation of the cause, diligently pursue performance of its obligations under this contract.

15. INTEGRATION

This Agreement contains the entire agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the same subject. If any provision of this contract is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular provision held to be invalid.

IN WITNESS WHEREOF, CITY has caused this Agreement to be executed by its duly authorized undersigned agents and ATTORNEY has executed this Agreement effective as of the date last signed below.

CITY OF CANBY

BEERY, ELSNER & HAMMOND, LLP

By: _____
Title: Eileen Stein, City Administrator

By: 
Title: Ashley Driscoll, Partner

Date: _____

Date: 10/29/24

EXHIBIT A

TERMS OF ENGAGEMENT

Thank you for selecting our firm to represent your organization. We are pleased to serve you and look forward to a successful professional relationship.

We explain our client service practices and billing procedures below. These practices and procedures will apply to your account unless you have reached a different written understanding with us. We encourage you to discuss them with our attorneys at the start of an engagement and whenever you have any questions during that engagement.

GENERAL PHILOSOPHY AND CONCEPT OF REPRESENTATION

The firm operates as a team. While the firm assigns an attorney to serve as the primary contact for each client, we share work and will involve whichever lawyers and personnel as circumstances warrant are best suited to serve your legal needs. While we can never guarantee a particular outcome, our goal is to see that your legal needs are met in the most cost-effective and efficient manner possible, and this team approach permits us to achieve that goal. Please do not hesitate to reach out to your primary contact or a partner at the firm with any concerns about a lawyer or firm personnel working on a matter for you.

COMMUNICATION PRACTICES

Our firm will communicate with authorized representatives of your entity regarding the work we are asked to perform on your behalf. We typically use standard means of professional communication, including telephone discussions, videoconferencing and e-mail communications, although there are times we may use less standard forms of communications such as text messaging. In today's world of technology of viruses and hacking, there is some risk that third parties may intercept or otherwise gain access to confidential communications between our firm and your authorized representatives. We believe the benefits of using these forms of communication outweigh the risk of accidental or malicious disclosure. But we will use whatever means of communication that you prefer if you inform us of your preferences. Nonetheless, we recommend that your authorized representatives avoid using computers or other communication tools that are owned, controlled, or accessible by others, such as public Wi-Fi networks or shared public computers when communicating with our office. Use of any computer, device, or account that is accessible by others increases the risk of disclosure of confidential information. Any devices used to communicate with our firm should be password protected.

BILLING PRACTICES

We bill monthly throughout the engagement for a particular matter, and our periodic bills are due when rendered. Our bills contain a concise summary of each matter for which legal services are rendered and a fee is charged. We bill in one-tenth hourly (six-minute) increments. Payment is due within 30 days of mailing, and the firm retains the right to charge interest on overdue bills at an annual rate of 9%. Please review your bills upon receipt. If you do not object to a bill within

30 days, the bill is deemed final. Please do not hesitate to contact us if you have a concern about a fee or billing issue.

COSTS AND EXPENSES

We strive to serve you through the most cost-effective and efficient support systems available. Our internal charges typically include such items as courier services, certain charges for legal research, engagement of outside contractors and charges for photocopying materials. We may request an advance cost deposit when we expect that we will be required to incur substantial advanced costs on your behalf. We pass along out-of-pocket expenses at cost. Travel time is billed at our hourly rates and mileage is billed at current IRS rates.

RATE CHANGES

We adjust our standard rates and chargeable costs from time to time but not more than yearly. Such adjusted rates will be charged for time spent only after the effective date of the adjustment. We will provide you with at least 60 days' notice of any rate change. If you have any questions or concerns regarding billing matters or our rates, please contact us.

CONFLICTS OF INTEREST

We have checked a list of our other clients to see whether representing you would create a conflict of interest. We are not aware of any such conflicts. Please inform us immediately if you become aware of any actual or potential conflict of interest that may arise.

PRIVACY/CONFIDENTIALITY POLICY

Attorneys have been and continue to be bound by professional standards of confidentiality that are even more stringent than other privacy laws. We have always protected each client's right to privacy and will continue to do so. We want you to know that all information that we receive from a client is held in confidence, and is not released to people outside the firm, except as agreed by the client, or as required under applicable law. To accomplish this, we maintain physical, electronic, and procedural safeguards that comply with our professional standards.

TERMINATION OF SERVICES

We retain the right to stop performing legal services and to terminate our legal representation for any reason consistent with the applicable ethical rules, including unanticipated conflicts of interest or unpaid legal fees and expenses. You retain the right to discharge the firm for any reason at any time. You agree that if you discharge the firm or we terminate our legal representation as provided above, you remain liable for all fees, costs, and expenses actually incurred under this contract, which may include work we are required to perform on your behalf after you transition to another attorney, and that you will make payment in full.

CHOICE OF LAW/VENUE

This agreement shall be considered to have been negotiated, signed, and delivered, and to be wholly performed, in the state of Oregon in the United States, and the rights and obligations of the parties to this Agreement shall be construed and enforced in accordance with, and governed by, the laws of the state of Oregon without giving effect to that state's or any other state's or country's choice-of-law principles. You further agree that any claim or dispute you may have against the firm will be resolved by a state or federal court located in Multnomah County, Oregon. You agree to submit to the personal jurisdiction of the courts located within Multnomah County, Oregon, for the purpose of litigating any and all such claims or disputes. Each party shall be responsible for its own costs and attorney fees for any claim, action, suit or proceeding, including any appeal.

FILE RETENTION

We securely store our electronic files either on a local server, a remote backup server or using a cloud service. Physical files, of which there are not many, are stored securely at the firm's offices or an offsite storage facility. Email communications are stored in the cloud unless and until they are downloaded to a local server. We believe your files and information are secure using these methods, however, if you have any concerns about the security of your files, please let us know and we will take reasonable and appropriate steps to alleviate your concerns. Upon termination, we will return any requested files to you. Unless otherwise required by law to be kept for a longer period of time, electronic and physical files will be destroyed after 10 years. Collection and returning of files is charged at our then in-place billable rates.

MARKETING

Our firm will, on occasion, publicize the clients with which we work. For example, we generally list the names of clients on our website or refer to them in proposals for new clients. Any information we share about clients includes only that which is publicly available. We will assume that by engaging the services of our firm, you consent to our firm using your entity's name and any publicly available information in such marketing. You may withdraw this consent at any time by providing written notice to our office manager.

QUESTIONS

We take pride in delivering legal services effectively and efficiently and in providing accurate and understandable billings. Please direct any questions about our services or billing practices to the lawyer responsible for your account. Any questions regarding the billing or payment status of your account should be promptly directed to the primary attorney on your matter or to Yen Huynh at (503) 226-7191.



CITY COUNCIL Staff Report

Meeting Date: 11/20/2024

To: The Honorable Mayor Hodson & City Council
Thru: Eileen Stein, City Administrator
From: Eileen Stein, City Administrator
Agenda Item: Consider Ordinance 1636: An Ordinance Amending Ordinance No. 1606 to Delete the Not to Exceed Amount in the Contract Between the City of Canby and Beery, Elsner and Hammond, LLP for Interim City Attorney Services. (*Second Reading*)
Goal: Promote Financial Stability/Align Resources to Address Future Community Growth

Summary

Consider Ordinance 1636: An Ordinance Amending Ordinance No. 1606 to Delete the Not to Exceed Amount in the Contract Between the City of Canby and Beery, Elsner and Hammond, LLP (BEH) for Interim City Attorney Services.

Background

In July, 2023, the City Council approved Ordinance 1606 which approved a contract with BEH for Interim City Attorney services and put a cap on the contract of \$149,000. The staff report written indicated that this cap “coincided with the formal *quote* process used in the procurement of this contract.” The City’s purchasing rules at the time dictated that a solicitation of quotes was needed for procurements between \$50,000 and \$150,000. For services \$150,000 and above, a formal Request for Proposal (RFP) process is required.

In May 2024, the Council directed staff to issue an RFP for permanent City Attorney. The Council ultimately agreed to contract with BEH for permanent City Attorney. Meanwhile, billings to date for Interim City Attorney services have continued under the contract approved by Ordinance 1606 and have now exceeded \$149,000.

Attachments

1. Ordinance No. 1636
2. Exhibit A – Amended Personal Services Agreement

Fiscal Impact

Ordinance 1636 removes the limit of \$149,000 so that BEH can continue to be paid for expenses through the rest of this year as Interim City Attorney. Staff will continue its practice of tracking BEH’s monthly costs and report these to the City Council on a monthly basis.

Options

1. Authorize Ordinance 1636 and the amended PSA with Beery, Elsner and Hammond, LLP.
2. Reject Ordinance 1636 and the amended PSA with Beery, Elsner and Hammond, LLP.

Proposed Motion

“I move to adopt Ordinance 1636, an Ordinance Amending Ordinance No. 1606 to Delete the Not to Exceed Amount in the Contract Between the City of Canby and Beery, Elsner and Hammond, LLP for Interim City Attorney Services.”

ORDINANCE NO. 1636

AN ORDINANCE AMENDING ORDINANCE NO. 1606 TO DELETE THE NOT TO EXCEED AMOUNT IN THE CONTRACT BETWEEN THE CITY OF CANBY AND BEERY, ELSNER AND HAMMOND, LLP FOR INTERIM CITY ATTORNEY SERVICES.

WHEREAS, on July 19, 2023, the City of Canby adopted Ordinance No. 1606 authorizing the interim city administrator to enter into a contract with Beery, Elsner and Hammond for interim city attorney services;

WHEREAS, the contract the parties entered into stated a not to exceed amount of \$149,999;

WHEREAS, the City of Canby has chosen Beery, Elsner and Hammond for permanent city attorney services;

WHEREAS, the contract for permanent city attorney services will not take effect until December 20, 2024, but Beery, Elsner and Hammond has incurred fees in excess of \$149,999; and

WHEREAS, in order to continue receiving city attorney services through December 20, 2024, it is necessary to amend Ordinance 1606 to remove the not to exceed amount; and

WHEREAS, the Canby City Council adopts this ordinance on an emergency basis in order to ratify amounts the City has spent in excess of \$149,999 and immediately provide the City Administrator the authority to continue to pay Beery, Elsner and Hammond for services until the permanent contract takes effect, including fees incurred to date.

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

Section 1. Ordinance No. 1606 is hereby amended to strike the following phrase from Section 1: “but under \$150,000.”

Section 2. Exhibit “A” of this Ordinance, attached hereto and incorporated by this reference, shall replace the Exhibit “A” in Ordinance No. 1606.

Section 3. The City Administrator is hereby authorized on behalf of the City to continue to pay for interim city attorney services, including fees incurred to date, from Beery Elsner and Hammond until the permanent contract takes effect.

Section 4. In order to continue receiving interim city attorney services, the Canby City Council declares an emergency; and this ordinance will take effect immediately upon enactment on November 20, 2024.

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, November 6, 2024, ordered posted as required by the Canby City Charter; and scheduled for second reading on Wednesday, November 20, 2024, commencing at the hour of 7:00 PM in the Council Chambers located at 222 NE 2nd Avenue, 1st Floor Canby, Oregon.

Maya Benham, CMC
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 20th of November, 2024 by the following vote:

YEAS _____

NAYS _____

Brian Hodson
Mayor

ATTEST:

Maya Benham, CMC
City Recorder

PERSONAL SERVICES AGREEMENT

THIS AGREEMENT is between the CITY OF CANBY (City) and BEERY, ELSNER & HAMMOND, LLP (Contractor).

- A. City requires services which Contractor is capable of providing, under terms and conditions hereinafter described.
- B. Contractor is able and prepared to provide such services as City requires, under those terms and conditions set forth.

The Parties Agree as Follows:

- 1. Scope of Services. Contractor's services under this Agreement are set forth in Exhibit "A", attached hereto.
- 2. Contractor Identification. Contractor shall furnish to City its employer identification number as designated by the Internal Revenue Service, or Contractor's Social Security Number, as City deems applicable.
- 3. Compensation:
 - A. City agrees to pay Contractor according to the proposed rate schedule submitted with the Contractor's proposal. See Exhibit "A" attached hereto.
 - B. City agrees to pay Contractor within 30 days after receipt of Contractor's itemized statement reporting completed work. Amounts disputed by the City may be withheld pending settlement.
 - C. City certifies that sufficient funds are available and authorized for expenditure to finance costs of the Agreement.
- 4. Contractor is Independent Contractor.
 - A. Contractor's services shall be provided under the general supervision of the City Council. Contractor shall be an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for under Paragraph #3 of this Agreement.
 - B. Contractor certifies that it is either a carrier-insured employer or a self-insured employer as provided in Chapter 656 of the Oregon Revised Statutes.
 - C. Contractor hereby represents that no employee of the City, or any

partnership or corporation in which a City Employee has an interest, will or has received any remuneration of any description from Contractor, either directly or indirectly, in connection with the letting or performance of this contract, except as specifically declared in writing.

5. Subcontractors and Assignment. Contractor shall neither subcontract any of the work, nor assign any rights acquired hereunder, without obtaining prior written approval from City. City, by this Agreement, incurs no liability to third persons for payment of any compensation provided herein to Contractor. Any subcontract between Contractor and subcontractor shall require the subcontractor to comply with all terms and conditions this agreement as well as applicable OSHA regulations and requirements.
6. Work is Property of City. All work performed by Contractor under this Agreement shall be the property of the City. City agrees that the Contractor may use its work in other assignments if all City of Canby data and references are removed.
7. Term.
 - A. This Agreement may be terminated by:
 1. Mutual written consent of the parties.
 2. Either party, upon thirty (30) days written notice to the other, delivered by certified mail or in person.
 3. City, effective upon deliver of written notice to Contractor by certified mail, or in person, under any of the following:
 - a. If Contractor fails to provide services called for by this Agreement within the time specified or any extension thereof.
 - b. If Contractor fails to abide by the terms of this Agreement.
 - c. If services are no longer required.
8. Professional Standards. Contractor shall be responsible to the level of competency presently maintained by others practicing the same type of work in City's community, for the professional and technical soundness, accuracy and adequacy of all work and materials furnished under this authorization.

By entering into this agreement, contractor represents and warranties that they have complied with the tax laws of the State of Oregon and the City of Canby. Further, for the duration of this contract, Contractor promises to continue to comply with said State and local tax laws. Any failure to comply with tax laws will be considered a default of this contract and could result in the immediate

termination of this agreement and/or other sought damages or other such relief under applicable law.

9. Insurance. Insurance shall be maintained by the Contractor with the following limits:

A. For Comprehensive General Liability Insurance, Contractor shall provide a Certificate of Insurance naming the City of Canby as an additional named insured showing policy limits of not less than \$1,000,000 Combined Single Limit for Bodily Injury/Property Damage on an occurrence basis.

B. For Automobile Insurance, Contractor shall provide a Certificate of Insurance naming the City of Canby as an additional named insured showing policy limits of not less than \$1,000,000 Combined Single Limit for Bodily Injury/Property Damage on an occurrence basis for any vehicle used for City business or use otherwise related to this contract.

C. For Professional Liability—errors and omissions—a \$1,000,000 Combined Single Limit for Bodily Injury/Property Damage limit. (Required for Architects, Appraisers, Attorneys, Consultants, Engineers, Planners, Programmers, etc.). For purposes of professional liability, Contractor shall provide proof of a Certificate of Insurance naming the City of Canby as a Certificate Holder.

D. For Worker's Compensation, Contractor shall provide a Certificate of Insurance naming the City of Canby as a Certificate Holder showing Worker's Compensation Insurance with statutory limits of coverage.

Procuring of such required insurance at the above-stated levels shall not be construed to limit the Contractor's liability hereunder. Notwithstanding said insurance, Contractor shall be obligated for the total amount of any damage, injury, loss, or related costs caused by or related to Contractor's negligence or neglect connected with this Agreement.

10. Legal Expense. In the event legal action is brought by City or Contractor against the other to enforce any of the obligations hereunder or arising out of any dispute concerning the terms and conditions hereby created, the losing party shall pay the prevailing party such reasonable amounts for attorneys fees, costs, and expenses as may be set by the court both at trial and all appeals there from.

11. Modifications. Any modification of the provisions of this Agreement shall be in writing and signed by the parties.

12. Notices. Any notice, bills, invoices, reports, or other documents required by this Agreement shall be sent by the parties by United States mail, postage paid, electronically, faxed, or personally delivered to the address below. All notices shall be in writing and

shall be effective when delivered. If mailed, notices shall be deemed effective forty-eight (48) hours after mailing unless sooner received.

13. Entire Agreement. This Agreement contains the entire understanding of the parties regarding the subject matter of this Agreement and supersedes all prior and contemporaneous negotiations and agreements, whether written or oral, between the parties with respect to the subject matter of this Agreement.
14. Savings Clause. Should any provision of this Agreement be found to be in conflict with any federal or Oregon state law, or final controlling decision of any Court of competent jurisdiction, or ruling or decision of any controlling administrative agency, all other provisions of this Agreement shall remain in full force and effect.

CITY: Eileen Stein, City Administrator
City of Canby
PO Box 930
Canby, OR 97013

CONTRACTOR: Ashley Driscoll
Beery, Elsner & Hammond, LLP
1804 NE 45th Ave
Portland, OR 97213-1416

**Please submit invoices to: Attn: Accounts Payable
City of Canby
PO Box 930
Canby, OR 97013
ap@canbyoregon.gov**

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly appointed officers.

CONTRACTOR:

CITY OF CANBY:

By:

By:

Date:

Date:



CITY COUNCIL Staff Report

Meeting Date: 11/20/2024

To: The Honorable Mayor Hodson & City Council

Thru: Eileen Stein, City Administrator

From: Todd Wood, Transit & Fleet Services Director

Agenda Item: Resolution No. 1421: A Resolution Adopting the 2024 Transit Master Plan for Canby Area Transit

Goal: Plan a Transportation System that eases the impacts of growth

Objective: Update the Transportation System Plan

Summary

Adoption of the updated 2024 Canby Area Transit Master Plan.

Background

Canby Area Transit (CAT) is required to have an up-to-date transit master plan to continue to receive grant funding from state and federal sources. The recommended time covered by a master plan is 5 to 10 years with an update every 5 to 7 years. CATS current plan was updated in 2017 and with nearly all projects completed over the last 7 years, a new plan was needed.

In 2023, CAT applied for and received a grant to fund 80% of costs to update the Master Plan. CAT published an RFP and Jarrett Walker + Associates (JWA) was the successful bidder. JWA began their work in December of 2023.

Discussion

JWA has spent over 9 months looking at the City's current system, speaking with the public, and determining the best path forward. On October 2, 2024, they presented their findings, recommendations, and future suggestions to the City Council. With the Council's input, JWA took what was presented and placed it into the final Master Plan which is being brought forward for adoption via Resolution No. 1421. The Transit Master Plan combines the expertise of the consulting team, the expertise of CAT staff, and substantial public input from a diverse set of Canby stakeholders. The phasing of improvements in the Master Plan represents the values of this community at this time, and the Plan will provide technical guidance for CAT staff for years to come.

Recommendation

Staff recommends that the Council approve Resolution No. 1421, adopting the 2024 Canby Transit Master Plan.

Attachments

- 2024 Final Canby Transit Master Plan for Canby Area Transit
- Resolution No. 1421

Recommended Motion

“I move to approve Resolution No. 1421: A Resolution Adopting the 2024 Transit Master Plan for Canby Area Transit.”

RESOLUTION NO. 1421

A RESOLUTION ADOPTING THE 2024 TRANSIT MASTER PLAN FOR CANBY AREA TRANSIT.

WHEREAS, Resolution 1276 adopted the 2017 Canby Transit Master Plan on November 15, 2017, as the guiding plan for developing and implementing transit service;

WHEREAS, the updated 2024 Transit Master Plan for Canby Area Transit has been developed with extensive input from a diverse set of Canby stakeholders;

WHEREAS, the updated 2024 Transit Master Plan for Canby Area Transit represents the values of the Canby community and technical best practices; and

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Canby that the updated 2024 Transit Master Plan for Canby Area Transit is hereby adopted as the guiding plan for changing, maintaining and improving Canby Area Transit's public transit services. Modifications and additions may be required over time as conditions change.

This resolution will take effect on November 20, 2024

ADOPTED this 20th day of November 2024, by the Canby City Council.

Brian Hodson
Mayor

ATTEST:

Maya Benham, CMC
City Recorder

Canby Area Transit

TRANSIT MASTER PLAN

Prepared by JARRETT WALKER + ASSOCIATES

AUGUST, 2024

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Anytime you see a symbol like **A** or **B** in this document, look for the same symbol in a nearby map or image.

Acknowledgments

The Transit Master Plan for the City of Canby was completed in 2024, with contributions from the following people.

City Council

Brian Hodson, Mayor

Traci Hensley, Council President

James Davis, Councilor

Jason Padden, Councilor

Scott Sasse, Councilor

Daniel Stearns, Councilor

Herman Maldonado, Councilor

City Staff

Todd Wood, Transit & Fleet Director

Heidi Muller, Transit Operations Manager

Consultants



1. Introduction

Why is Canby Area Transit updating the Master Plan?

Canby Area Transit (CAT) operates public transit for the city and its residents, moving people within and outside of Canby's Urban Growth Boundary (UGB).

The Transit Master Plan (TMP) lays out a set of improvements to Canby's public transit system that respond to residents' travel needs, the City's goals for mobility, economic opportunity and the environment, and priorities expressed throughout public outreach conducted in 2024. These improvements could be implemented over the next 3-5 years.

CAT went through a Transit Master Plan process in 2017. This effort generated ideas for route structures based on extensive analysis and conversations with the community. Most of these ideas have been the source of service improvements that have been made since then. CAT is now looking at how to improve service in the next 5 years.

In the past few years, the region has experienced sudden and potentially lasting lifestyle and economic shifts, prompting CAT to reassess its priorities. Looking ahead, we considered three significant changes:

- Changes in Need and Demand
- Changes in Financial Resources
- Changes in Goals and Priorities

The Transit Master Plan has been an opportunity to have conversations with the community about how the agency's service should change in the face of these questions.

Changes in Need and Demand

The past two years have presented major challenges for all transit agencies. Ridership declined substantially for virtually all US transit operators, and many were forced to make major service cuts as a result of either financial instability or driver shortages. CAT has been one of the few agencies that has bounced back from the pandemic.

Figure 1 shows that after the pandemic, ridership started to decline but CAT kept service constant. In 2021, the Canby Loop service was implemented and ridership started to grow. This means that CAT's service planning can now focus on network improvements, rather than restoring service cuts from the past few years.

While major disruptions in daily life due to the pandemic are past, some of the changes introduced over the last two years and people's mobility patterns are likely to persist, creating new demands and expectations of transit providers. As more people can work from home, commuter trips are decreasing and more

CAT Ridership and Service 2015-2022

Dial-A-Ride and Fixed-Route Service

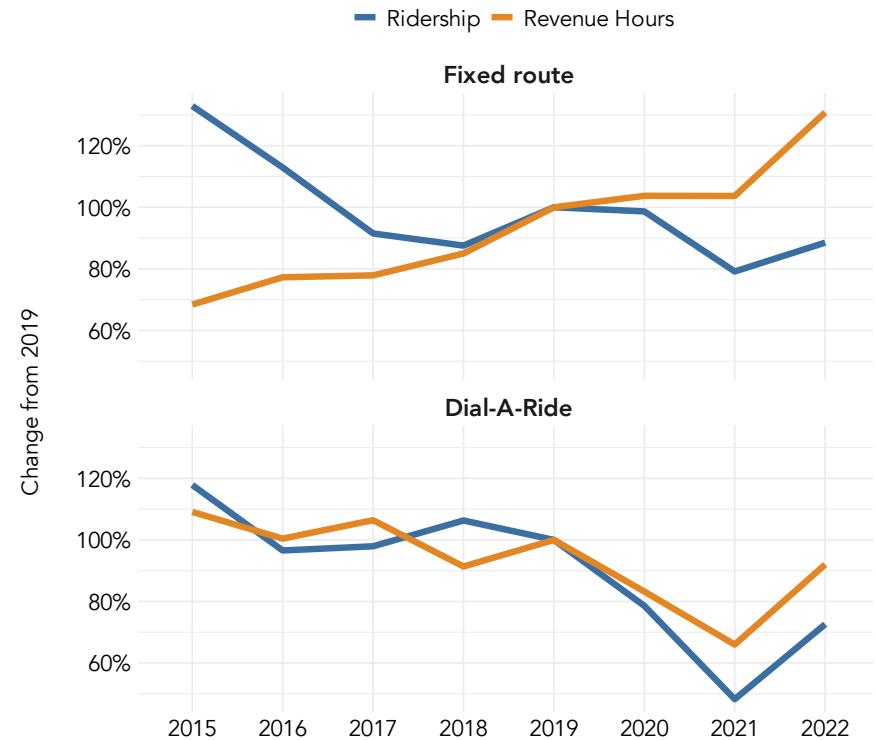


Figure 1: CAT Ridership and Service change since 2015.

Why is Canby Area Transit updating the Master Plan?

multipurpose trips are spread out throughout the whole day, as shown in **Figure 2**.

This chart shows that the majority of trips originating in Canby are happening in the afternoon (from 12 to 4PM). It also shows that there is similar travel demand on Saturdays, only without the morning rush hour present on weekdays.

One part of this planning process was to determine what direction the community wanted CAT to go in the future. This conversation included changes to **when** transit is offered, as well as **where** transit is offered.

While CAT worked on the Transit Master Plan update there was a parallel process happening: **the Comprehensive Plan Update**. This effort will give direction on where the city will grow and by how much. Throughout this process we worked with the City to inform this plan. New neighborhoods, commercial zones and communities are places where transit service may be appropriate and needed in the future.

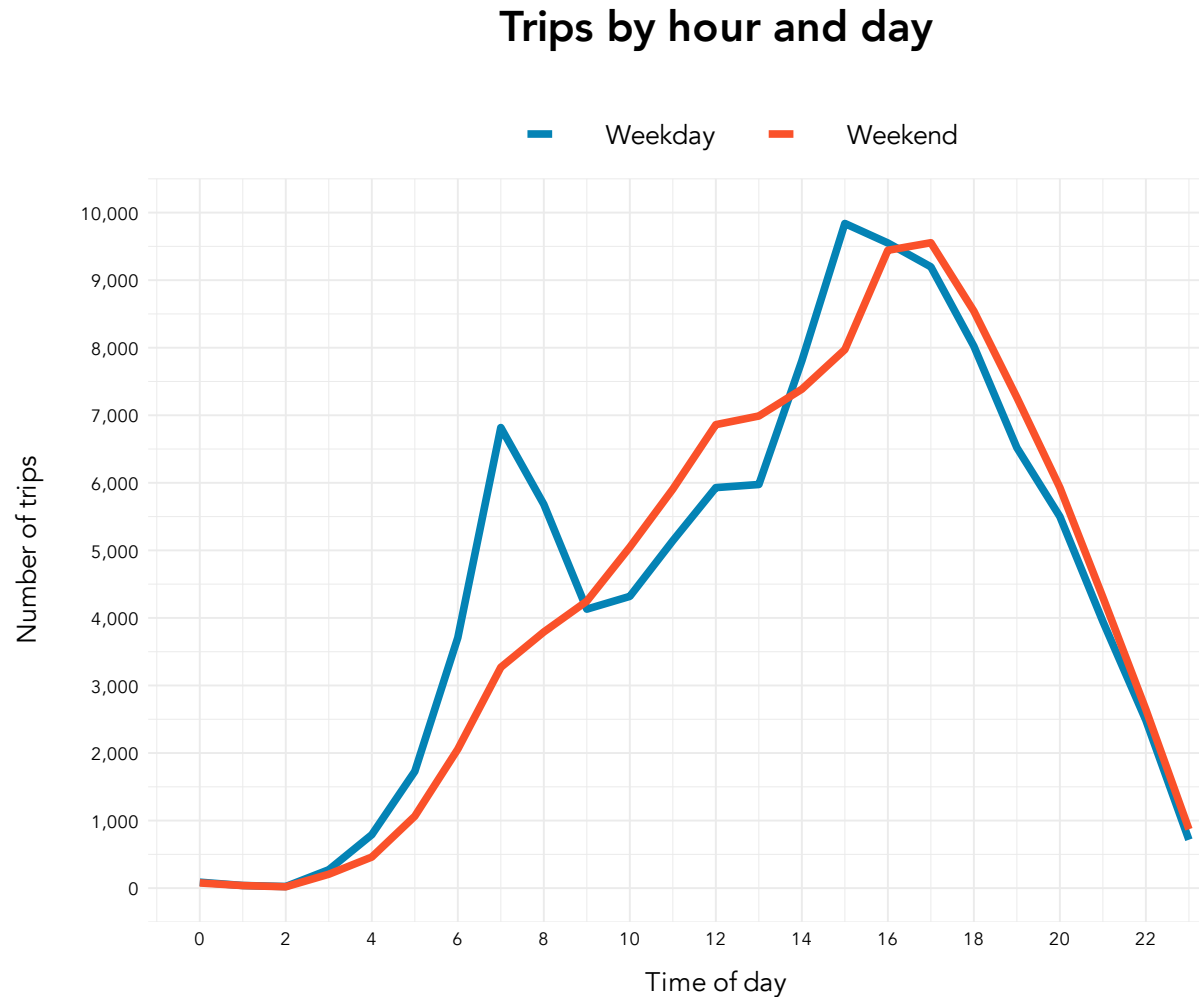


Figure 2: Canby trips by hour and day of the week. Source: Replica data 2023.

Changes in financial resources

This Master Plan Update provides recommendations based on realistic financial growth in state and local funding.

Transit agencies in the US have been experiencing devastating service cuts due to a shortage of bus drivers. Drivers are quitting or retiring early much faster than agencies can replace them. A successful strategy to keep existing drivers or hire new ones is to provide better wages, which is costly for agencies.

CAT currently contracts-out operations (which includes driving and supervision) through a third party provider. This cost will likely go up due to driver retention issues. The agency is also considering the idea of hiring drivers directly. Regardless of the direction CAT takes, a portion of any increase in resources will go towards keeping drivers to operate its existing service.

The revenue level assumed in the Master Plan update is not a statement about how much transit service Canby needs or should have; it's a description of what CAT anticipates it can afford, given the current funding sources.

What have we heard from the public?

The foundation of this effort is the need to update our priorities. Transit plays a central role in many issues that people care about, including urban development, social equity, racial justice, traffic, safety, and climate change. Each of these issues suggests certain priorities for CAT, but they can each push the transit system in different directions.

We asked the community to help CAT determine what priorities the agency should follow in the next five years.

Since early 2024, the project team has gathered input from hundreds of Canby residents and organizations. This has included conversations with stakeholder focus groups, online and on board surveys, and outreach at community events. Chapter 2 describes the engagement process and findings. Based on this work, CAT has identified issues with existing services and a clear set of priorities for improvement. These include:

- **Additional local service in the City of Canby.** We asked the community what additional service meant to them, and we heard that their preference is having the Canby Loop operate in two directions as it would shorten their local trips.
- **Additional service on Sundays.** In the first survey and stakeholder

workshop, we heard that adding service on Sunday is a priority as people don't have any service today. In the second survey, we asked the public again about this in relation to the other improvements and taking into account the very high cost of adding Sunday service. With that additional context, Sunday service didn't emerge as respondents' first priority. Other improvements to local service and regional connections were more important to respondents in the second survey.

- **Better weekend and evening service.** People's lives don't end at 6 PM, and many essential activities take place on Saturdays and Sundays. This is especially true for many low-wage and essential workers, who often bear the brunt of worse weekend and evening frequencies, or services that stop running before their work shifts end.
- **More regional service.** Many people rely on CAT for all-day travel between Canby, Oregon City and Woodburn. One of the most important priorities we heard from the community was improving connections to neighboring cities, especially to Oregon City, downtown Portland, Wilsonville, Clackamas and Woodburn.

Highlights of this Transit Master Plan

The Transit Master Plan is a document to rethink how transit should work in Canby. Key goals include:

- How do the transit routes work today?
- What are the community values in relation to CAT's service, and how can CAT work to serve these values?
- What should CAT do in the following five years and how will it get there?

This plan recommends enhancing CAT's fixed routes by adding new routes to additional locations and improving existing services.

Some of the key improvements for the next five years that would improve local and regional trips include:

- **Better frequency.** The Canby Loop and part of Route 99X would run every 30 minutes consistently throughout the whole day.
- **Better local service.** The Canby Loop would run in two directions every 30 minutes.
- **Better service on Saturdays.** Route 99X (from Canby to Oregon City) would have 30 minute service on Saturday, twice as much as today.

- **Better regional connections.** Route 99X would provide service to downtown Woodburn about every 60 minutes. Route 99X would provide service to Oregon City, and Milwaukie, connecting to the Milwaukie/Main Street MAX Orange Line Station. CAT would also provide additional service to Wilsonville's SMART Route 3X, resulting in a bus coming every 30 minutes.

- **Chapter 7** focuses on the assessment and recommendations for CAT's fleet of vehicles, bus stops, and its current technology systems.
- **Chapter 8** outlines policy findings and recommendations for the City of Canby to make that will help create transit-supportive infrastructure.

Document guide

The document is organized into 7 chapters:

- **Chapter 2** provides a summary of public engagement in this plan and how the public informed the Plan.
- **Chapter 3** provides a summary of the Existing Conditions Report. This report is also available in "Appendix D: Existing Conditions Report".
- **Chapter 4** describes the 2029 Recommended Network.
- **Chapter 5** provides a description of what will happen with Dial a Ride Service in the next years.
- **Chapter 6** provides a description of this plan cost, and potential funding sources.

2. Public Engagement Overview

Overview

CAT and the consulting team led an inclusive process to engage a diverse group of existing and potential transit users, including historically underserved communities, seniors, people with disabilities, and others who live in Canby and travel to population centers for appointments, shopping, or visiting family and friends.

Goals of engagement

The goals for engagement included:

- Collaborating with key stakeholders throughout the project to understand constraints and identify potential solutions for future transit service in Canby and connected cities.
- Gathering input directly from potential users and current riders regarding transit service, travel preferences, and preferred destinations.
- Collecting feedback from the public on the Draft Network.
- Communicating the engagement process and informing the public when their input would have the greatest impact, allowing for actionable feedback that influences the Plan's recommendations.
- Providing consistent, reliable, and accessible information with a

designated CAT contact person.

- Sharing information on the Canby Area Transit webpage.

Our outreach approaches included:

- Developing a **Public Involvement Plan** to guide the community involvement process. Special consideration was given to senior facilities, apartment complexes, schools, lower-income residents and workers, and people who predominantly speak Spanish to reach underrepresented groups.
- Conducting four **stakeholder interviews** with stakeholders identified by CAT.
- Hosting a **stakeholder workshop** on March 28th, where project staff guided participants through the service planning decisions being considered in the Plan update. Staff invited around 150 participants by email or phone, and a total of 10 people attended the workshop.
- **Administering a community survey, both online and in person (onboard buses)**. The first survey, launched from March 11 to April 15, asked the community about their transit needs and priorities for the Transit Master Plan. The survey received 87 responses, including 7 in Spanish.

- Conducting a **second online survey** focused on potential network improvements, launched from June 6th to July 8th. A total of 102 responses were collected, with 11 in Spanish.
- **Tabling at community events**. During the Spring and Summer of 2024, CAT and the project team attended two community events to invite participation in the Plan update. They collected feedback by asking people to take the surveys and mark a map with their thoughts on route improvements.
- Sending email blasts to an Interested Parties List to keep people informed about the project.
- Providing updates to the Transit Advisory Committee and City Council.

The engagement process started at the beginning in Spring 2024. This chapter summarizes the process and what we heard from the community.

Stakeholder workshop

On March 28th, CAT held a workshop to address key questions regarding the planning of future transit within and around Canby. The workshop took place from 5:00 to 7:30 pm in the public meeting space of the Police Department building. Staff and consultants reached out to 150 stakeholders, with a total of 10 participants attending the event.

Participants included multiple members of the Transit Advisory Committee, Planning Commission, City of Canby employees, and representatives from the Canby Adult Center and Hope Village.

The workshop included:

- **Presentation:** The project team provided an overview of CAT's routes and presented the key findings from the existing conditions analysis.
- **Interactive Transit Planning Game:** Participants engaged in a game that introduced the trade-offs and service considerations for transit in and around Canby. They were divided into small groups to create transit maps for the City of Canby, incorporating both local and regional services. Each group had to weigh the trade-offs of operating at various distances and frequencies throughout the region.
- **Live Polling:** Participants were invited to

respond to key questions through live polling.

- **Questions and Discussion:** An open forum for participants to ask questions and engage in discussions with the project team.

Interactive game

The project team assisted participants and engaged in discussions about the types of trips and services they hope to see in future CAT offerings. Some general sentiments were:

- Participants acknowledged the

challenges of planning a transit system that works for everyone.

- They noted the difficulty in choosing between higher frequency service and service that covers more areas.
- Many participants, who were not regular riders, expressed a desire to better understand the needs of current riders.
- During the service exercise, participants made minimal changes to the Loop but concentrated on updating regional service. Improving the connection to Wilsonville was a common theme across groups.



Figure 3: Networks created by stakeholder workshop participants.

- Participants explored how transit planning intersects with future needs, such as multifamily residential developments and the impact of tolling on I-5 for accessing Wilsonville.
- Overall, participants said they gained an understanding of the trade-offs between providing frequency or service coverage.

Stakeholder workshop

Polling

Participants responded to a set of polling questions. During this stage of the workshop, there was also an open discussion where participants could elaborate on their answers or ask additional questions.

The images on this page show the results of each polling question. Please note that while we had 10 participants at the event, only a few responded to the questions.

If you could add hours or days of service, what would you add first?

Currently, service on the Canby Loop ends at 8 pm and there is no service on Sunday. The frequency of the Loop and the 99X also decreases on Saturdays.

Stakeholders indicated that extending service hours on weekdays and Saturdays was a priority.

Adding service on Sundays was considered less important due to the additional costs it would incur (requiring more drivers, supervisors and maintenance staff). Extending Saturday service is less costly since CAT already offers service and the

basic staffing structure is in place.

In general, which do you think is better for service INSIDE of Canby?

When considering improvements to local service, specifically the Canby Loop, the transit agency faces a trade-off. Should the service be closer to more people, allowing them to reach a bus stop with a short walk, even if this means the bus comes less frequently? Or should the bus come more frequently, but with bus stops farther away, requiring a longer walk? The majority of participants favored shorter walks, even if it meant longer wait times and a longer ride around town to reach their destination.



Figure 4: Preferences for service inside of Canby.

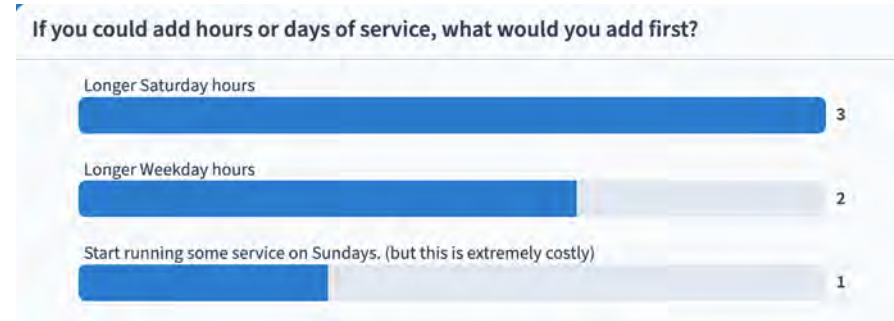


Figure 5: Preferences for where additional service hours could go.

Stakeholder workshop

Which is the most important place that you think people should be able to easily reach by transit, from Canby?

Stakeholders identified Wilsonville, Tualatin, and Oregon City as the most important locations to connect to. While there is existing transit service from Canby to Wilsonville (with a connection to the 2X for Tualatin) and Oregon City, these services are currently infrequent.

During the discussion respondents emphasized the importance of improving service to Wilsonville, where there are many opportunities and destinations currently not reachable in a reasonable travel time by transit.

How happy would you be if the 99X was extended to end at the downtown Woodburn Transit Center, instead of Bi-Mart on 99E?

The current 99X route only goes as far as Bi-Mart on 99E, where riders can transfer to local Woodburn routes for travel within Woodburn, reaching key destinations such as downtown and the Outlet Mall, or to the Cherriots 10X, which goes to Salem.

Most participants were neutral to very satisfied with the idea of extending the route to downtown Woodburn. This change would not remove any existing connections but would allow people to travel directly to

downtown without needing to transfer. The participant who expressed concerns about this extension was worried about losing access to Legacy Urgent Care, currently served by the Bi-Mart stop. However, after further discussion, it was clarified that the Bi-Mart stop would be moved to 99E, ensuring this destination remains accessible.

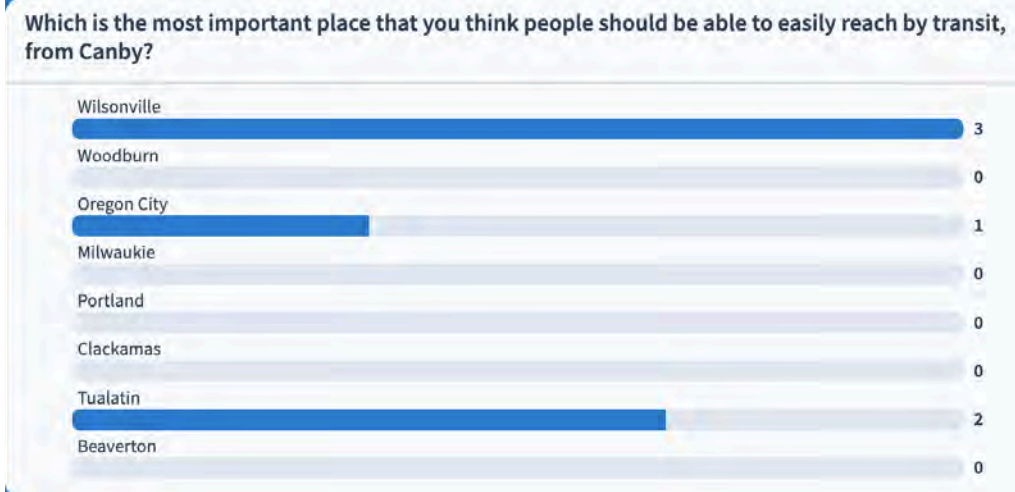


Figure 6: Top transit destinations for stakeholder workshop participants.



Figure 7: Preferences on service to Downtown Woodburn.

Stakeholder interviews

We engaged with stakeholders representing various interest groups around Canby to understand their communities' transportation needs and to inform recommendations for the Transportation Master Plan. We reached out to:

- Canby school district representatives
- Canby Chamber of Commerce
- Canby Center and Canby Adult Center
- Hope Village and Casa Verde senior centers
- Bridging Cultures

We sought feedback from stakeholders based on their experiences and asked them to identify improvements that would be most beneficial for themselves, the people they know, and others in their communities. Our questions included:

- What are their community or group's top three priorities for transit improvements in Canby?
- What types of improvements would they like to see in the Transit Master Plan? Such as more frequency in existing routes, new routes going to new areas, more service on Saturday, more service in the evening, new service on Sunday.
- What would make the Transit Master

Plan successful to their community?
What about CAT's service can be improved?

- What is CAT doing especially well that can continue or expand?

One-on-one discussions were held virtually on Teams or phone calls, in-person, or through email depending on what was easiest for interviewees.

Key Feedback:

Most of the feedback related to improvements to service and facilities.

Some key points include:

- Prioritize enabling Canby residents to access transit near their homes at **any time of day**.
- Prioritize providing Canby residents with **access to shopping areas and appointments outside of Canby in locations such as Wilsonville, Woodburn, Salem, Tigard, Tualatin, and Portland**.
- **Add more stops** and increase the frequency of stops in all business areas in Canby.
- **Start earlier service on the Canby Loop**.

- **Riders are not deterred by having to transfer at Canby Transit Center to reach Milwaukie.**
- Regarding the proposed recommendations, reducing service to Woodburn would negatively impact the community, while increasing service to Milwaukee/Happy Valley would have a positive impact. **There is a strong preference for access to Milwaukie/MAX over the Woodburn Mall or Wilsonville.**
- **Removing the Woodburn bus stop at the Bi-Mart parking lot would eliminate the closest stop to medical services** in that area.
- **Improve the advertisement of services and schedules**, and include promotions for tourist-friendly bus routes.

Please go to "Appendix A: Public Engagement" for a more detailed summary of the interviews.

Community Survey # 1

At the beginning of the project we launched a survey asking the community what should be the goals and priorities for CAT. The purpose was to start a discussion and build an understanding of balancing competing priorities like improving the frequency and hours of service versus adding new routes to new areas, or adding more local service versus regional routes.

An informative and brief survey posed questions on the key trade-offs for CAT to consider in service development, including:

- Their travel patterns
- How CAT can improve service to better fit the needs of residents and visitors in Canby
- Locations that are important for CAT to serve
- Regional destinations that CAT should prioritize

The survey was launched March 11 – April 15. The survey received 87 responses, including 7 Spanish surveys. The consulting team also spent two days conducting surveys onboard the 99X and Canby Loop.

Demographics

The table in this page provides a summary of the respondents' demographics. Note that respondents were given the option to answer the demographics questions, but not all of them did.

Key facts about the respondents

- Of the 87 respondents, 60% ride CAT once a week or a few times a month.
- 72.7% of respondents had ridden the 99X Fixed Route in the past year and 65.2% of respondents rode the local Canby loop.
- Most riders begin their trip on the 99X in Oregon City (28%) and Canby (40%), and 18% of riders begin their trips in Woodburn. Most riders end their trip in Oregon City (48%).

Total Survey Responses	87	
Completed Survey Count	78	
Demographics Response Count	69	
Connection to Canby?		
Resident	49	54%
Worker	19	21%
Visitor	20	22%
Other	3	3%
Age		
Under 18	4	6%
18 to 25	12	16%
25 to 44	17	23%
45 to 64	23	32%
65 and above	16	23%
Race		
People of Color	31	43%
White	41	56%
Language spoken at home		
English	60	83%
Spanish	12	17%
Gender		
Female	28	41%
Male	36	52%
Non-binary	2	3%
Transgender	3	4%
Income		
Less than \$25,000	14	27%
\$25,000 - \$49,999	15	29%
\$50,000 - \$74,999	7	13%
\$75,000 - \$99,999	6	11%
\$100,000 or more	10	20%

Community Survey # 1

Results

If CAT had additional resources for transit service, what should they spend it on?

One of the key goals of this Transit Master Plan is identifying where CAT should go in the next years. We asked the public this question to understand what should CAT do. The top responses we heard were:

- Additional service on Sunday (16%)

- Covering new places (15%)
- Longer hours of service (14%)
- More regional service (13%)

Adding more service on Sunday would mean more than a driver and bus on the road. It would also mean staff working in maintenance, operations, the call center and ADA paratransit service. Since this would be a major cost for the agency, we asked about this again in Community Survey #2.

If CAT had additional resources for transit service, what should they spend it on?

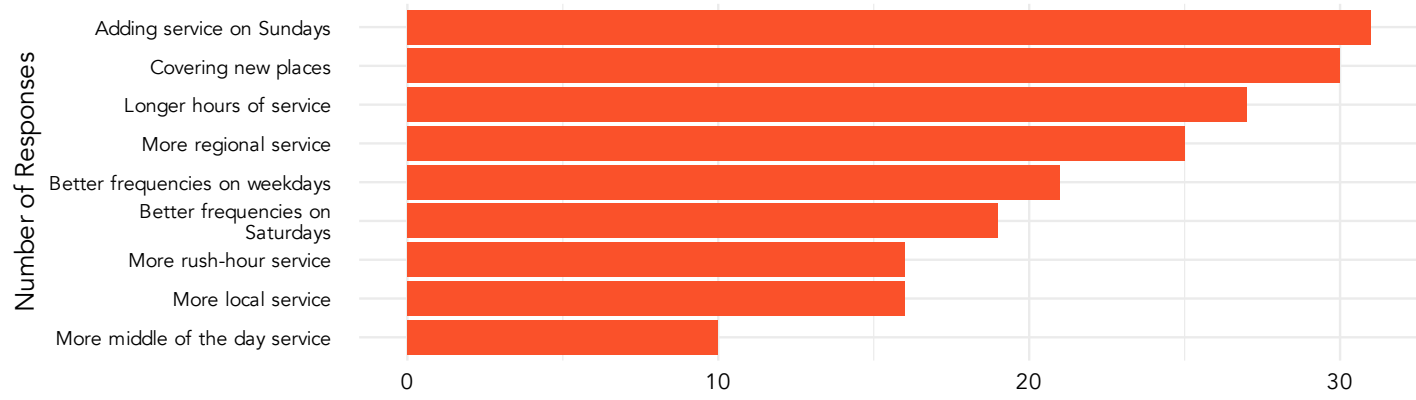


Figure 9: What should CAT do with additional resources?

Community survey # 1

Results

Most important places that you think people should be able to easily reach by transit, from Canby?

The top five most important places to reach by transit from Canby were:

- Oregon City (17%)
- Portland downtown (13%)
- Wilsonville (13%)
- Clackamas (13%)

- Woodburn (13%)

Oregon City, Woodburn and Wilsonville have service today, although it is not very frequent. CAT couldn't serve Portland or Clackamas with a single route because it would be too expensive. But what they can do is improving the connections at Oregon City, or extending to Milwaukie to reduce the number of transfers from two to one.

Most important places that you think people should be able to easily reach by transit, from Canby?

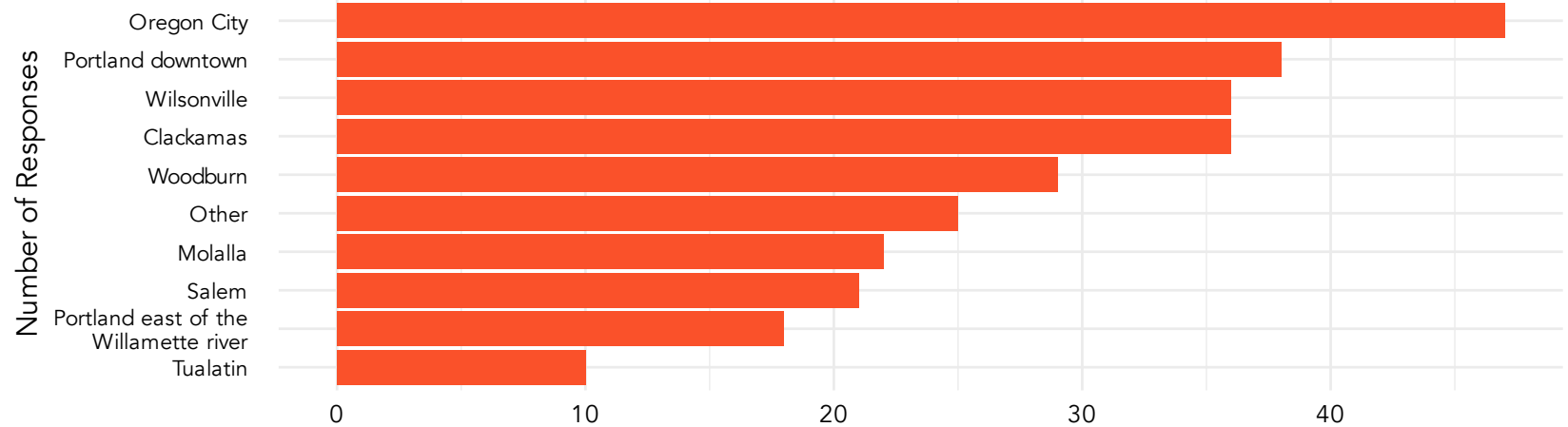


Figure 10: Most important regional destinations

Community Survey # 1

Results

In general, which do you think is better for service INSIDE of Canby?

This questions focused participants on their priorities when using local transit within Canby.

85% of respondents would prefer a short walk to a stop, but a long ride on the bus (because it would be more circuitous and infrequent in order to be closer to more people).

In general, which do you think is better for service INSIDE of Canby?

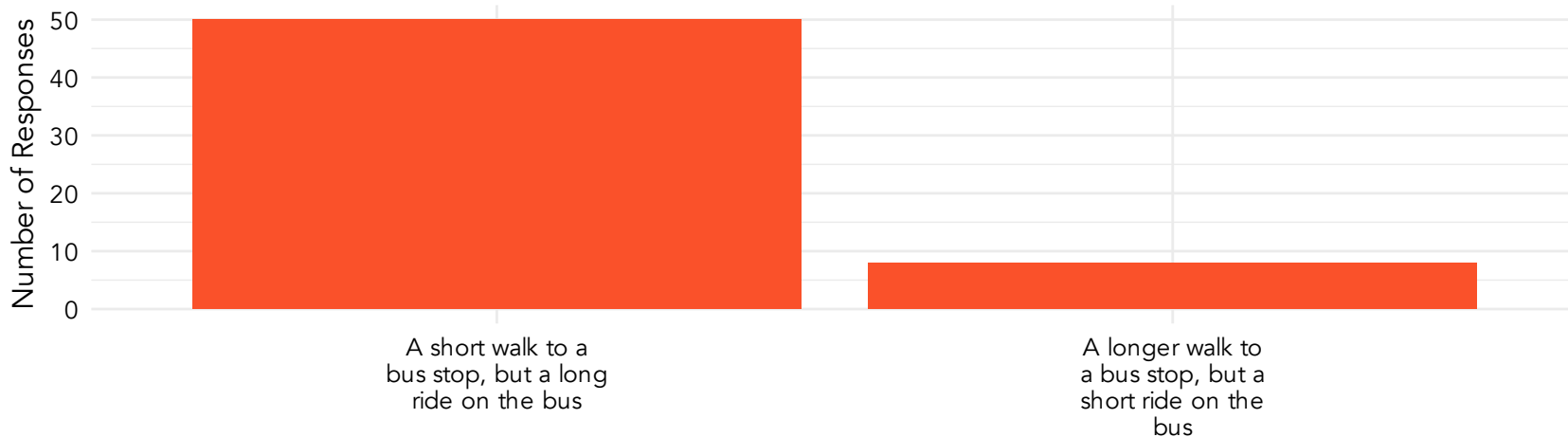


Figure 11: What to do with the service within Canby

Community Survey # 2

During the second phase of engagement, we engaged the community to obtain feedback on the Draft Plan proposed service changes. We created and conducted a second online survey to obtain input on the Draft plan related to:

- Whether the Draft Plan is better than the Existing Network
- Which priorities are most important to include in the Draft Plan
- What service improvements are preferred for the Canby Loop
- Additional changes to consider for the Draft Plan

The survey was launched from June 6 to July 8. The survey received 102 responses, including 11 Spanish surveys. The survey was promoted in Woodburn as well.

Demographics

The table in this page provides a summary of the respondents' demographics. Note that respondents were given the option to answer the demographics questions, but not all of them did.

Key facts about the respondents

- Most of the respondents live, work or visit Canby (97%).
- 48% of the respondents identify as People of Color. 20% of them live in a home where Spanish is the primary language spoken.
- 65% of respondents identify as female.
- 63% of respondents have a working vehicle available at their household.

Total Survey Responses	102	
Completed Survey Count	62	
Demographics Response Count	53	
Connection to Canby?		
Resident	36	58%
Worker	9	14%
Visitor	15	24%
Other	2	4
Age		
Under 18	7	13%
18 to 25	6	11%
25 to 44	20	36%
45 to 64	14	26%
65 and above	8	14%
Race		
People of Color	33	48%
White	29	52%
Language spoken at home		
English	43	80%
Spanish	11	20%
Gender		
Female	34	64%
Male	17	32%
Non-binary	2	4%
Transgender	0	0%
Income		
Less than \$25,000	9	21%
\$25,000 - \$49,999	14	32%
\$50,000 - \$74,999	10	23%
\$75,000 - \$99,999	4	9%
\$100,000 or more	7	15%

Community survey # 2

Results

The survey asked respondents to share their views on a variety of future priorities for the development of CAT's network.

Compared to the Existing Network, the Draft Plan would be better for the region overall.

We asked the public to compare the Draft Plan network with the existing network. We asked how the Draft Plan would affect them, their friends and family, and the region as a whole.

Over 95% of respondents agreed that the route improvements would be better for the region than existing routes.

Compared to the Existing Network, the Draft Plan would be better for the region overall.

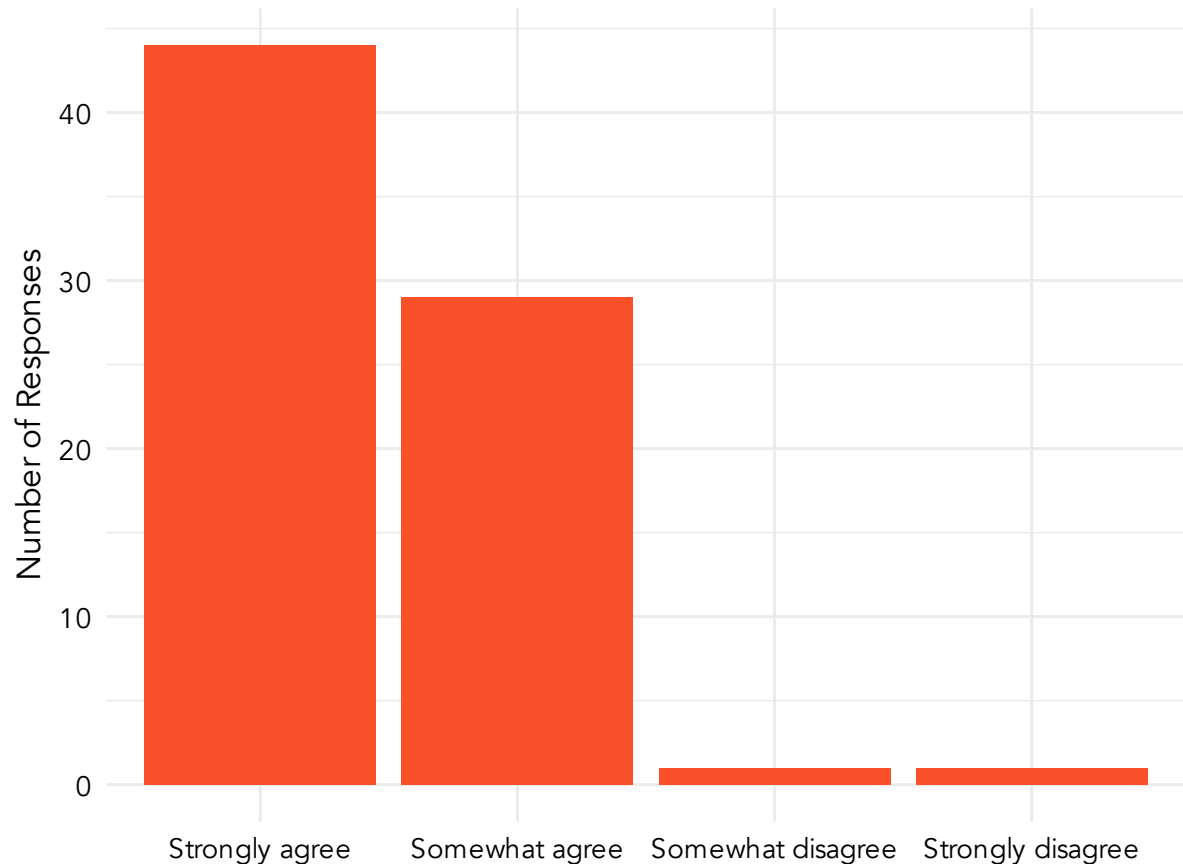


Figure 13: Is the Draft Plan better for the region than the existing network?

Community survey # 2

CAT cannot implement all these changes at once and needs to understand which are the most important priorities.

There are several improvements CAT could achieve in the next five years, but resources are limited. We asked the public to help identify which priorities CAT should focus on in the coming years.

Most respondents prioritized extending the 99X to Milwaukie and downtown Woodburn, understanding that this would require new resources and would require splitting the route at the Canby Transit Center.

The next priorities were: increasing service on the Canby Loop, providing evening service and adding more buses to Wilsonville. Adding Sunday service was the lowest priority for participants.

If you could improve service on the Canby Loop, what would you do?

Adding extra service to the Loop would mean two things:

- Run the Canby Loop in two directions, with the bus in each direction coming every 30 minutes.

- Improve the frequency to have a bus coming every 15 minutes, but keep the loop running clockwise only

54% of respondents answered that having

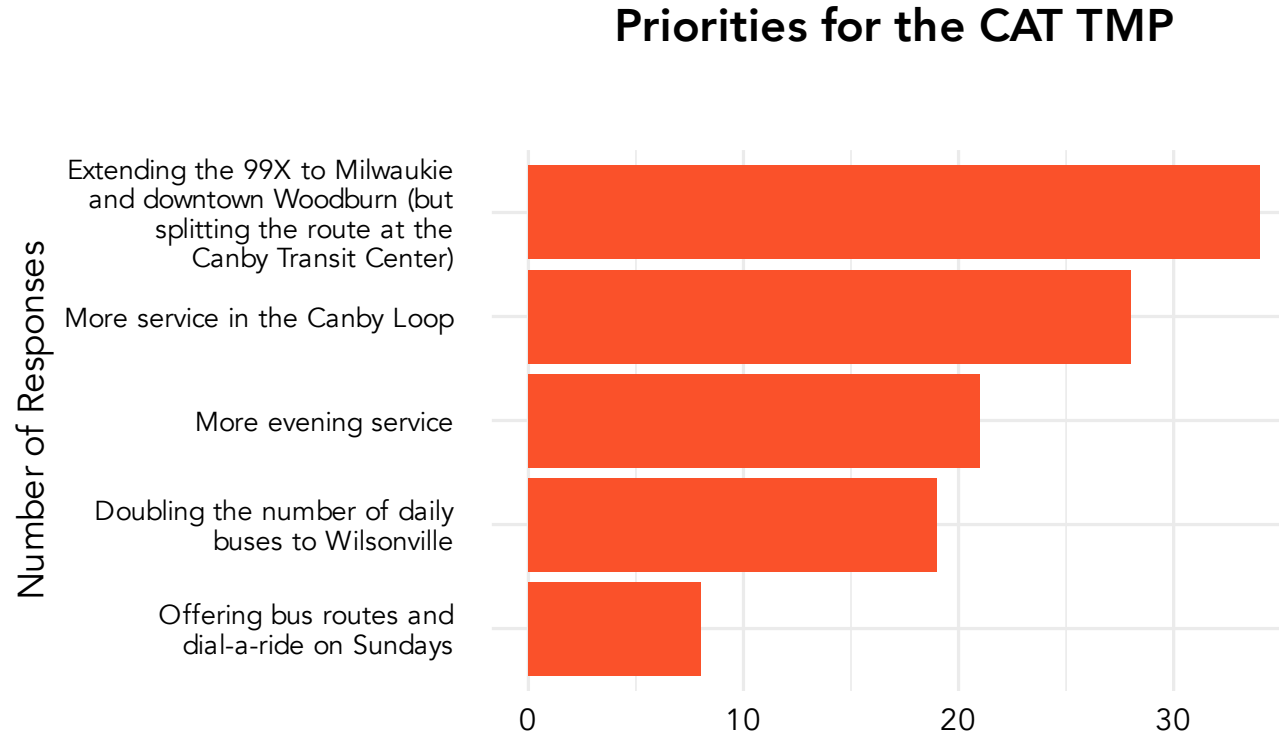


Figure 14: What should CAT do first with their limited resources?

Tabling Events

CAT and the consultant team attended two community events in summer 2024 to promote the proposed service changes, talk to the community about their thoughts, and collect survey responses:

- *First Thursday* on June 6
- Bridging Cultures's *Saturday in the Park* on June 22

First Thursday is a monthly event held by the City of Canby on a closed off portion of NW 2nd Avenue in Canby's downtown. Many of the local businesses stay open late for the event and there are tables lining the street for local vendors to sell crafts, promote businesses & nonprofits, as well as many food carts, live music, and kids activities.

Bridging Cultures' Saturday in the Park is a series of events throughout the summer in various parks around Canby. The events always include free food, live music, kids' activities and tables from local businesses and non-profits.

The Saturday in the Park on June 22 was in Wait Park and coincided with the Canby Farmer's Market just a block away. This Saturday's free food was provided by the Zion Mennonite Church of Canby who they often partner with for their goal of strengthening the community by Bridging Cultures through mutually transformative

relationships.

CAT's table included posters showing the current service map and the proposed service map to compare, iPads for attendees to take the surveys, various route maps, schedules, and dial-ride applications, and a prize wheel to give out CAT branded swag like bags, mugs, magnets and more.

We received from over 50 people at both events. Some common comments were:

- General interest in learning about how to ride CAT such as cost, hours, and current routes.
- Interest in the proposed service changes by comparing the current and proposed future maps.
- Suggestions to move existing bus stops to be more convenient for residents.
- Interest in more service to Wilsonville.



Figure 15: Tabling Event

3. Existing Conditions Overview

Existing 2024 CAT Routes

The map on this and the following pages introduce a style throughout this report in which route colors represent frequency in the middle of the day.

Dark blue represent routes that come every 30 minutes, while light blue represent routes that come every 45 to 60 minutes in the middle of the day.

CAT's service is comprised of two routes that cover most of the city. The Canby Loop provides local service almost every 30 minutes at midday, and Route 99X provides service connecting Canby to Oregon City and Woodburn almost every 45 to 60 minutes at midday.

Route 99X is the more productive of the two routes. It attracts an average of 200 daily passengers, resulting in a productivity of 14 passengers per vehicle per hour. The productivity of the Loop is around 7 passengers per vehicle per hour.

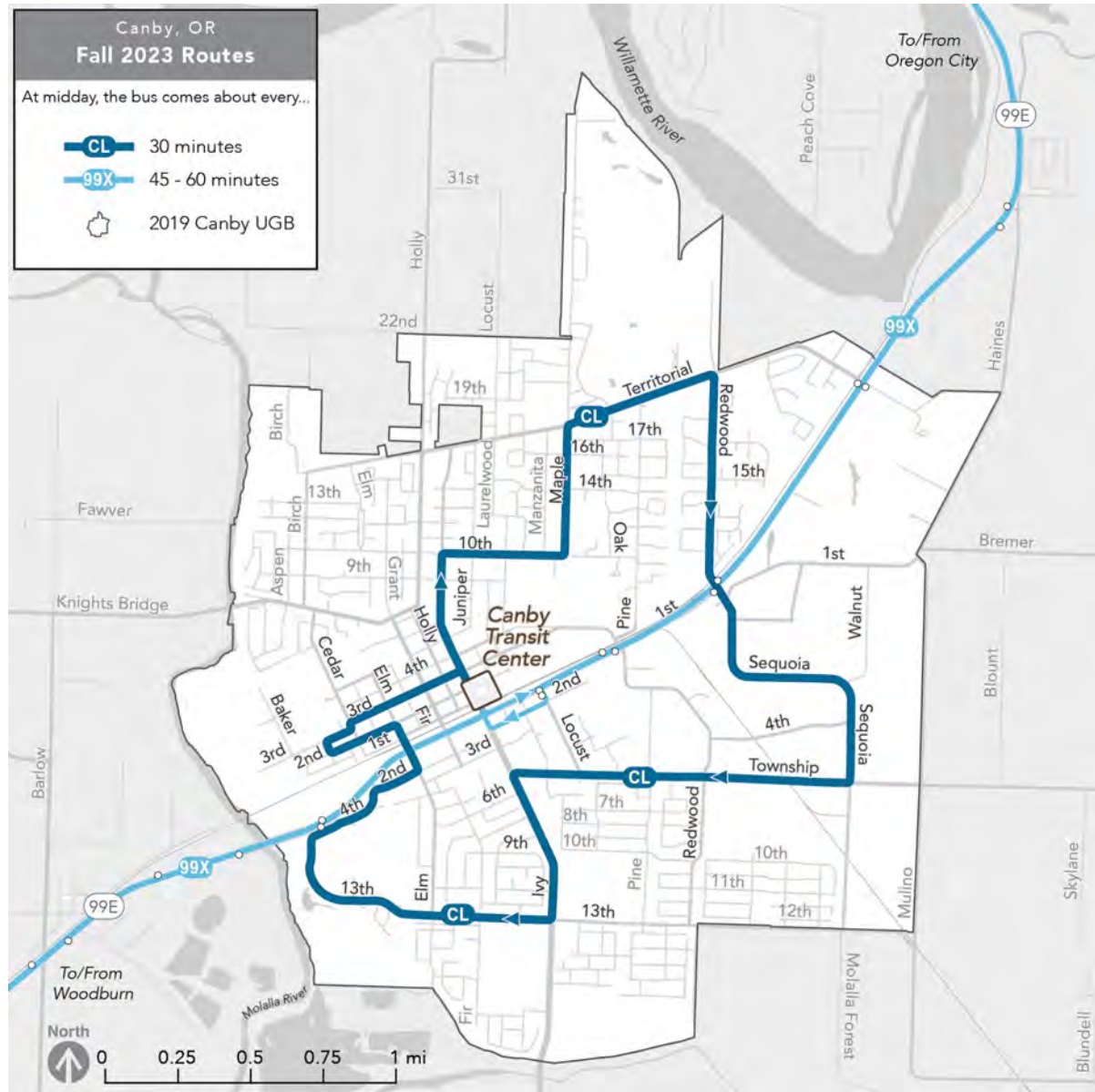


Figure 16: Fall 2023 CAT Routes

2024 Service Frequency by Route and Time of Day

On weekdays, the Canby Loop operates from 6 am to 8 pm, while on Saturdays it starts later at 8 am and goes longer in the night, up to around 10 pm. CAT doesn't offer service on Sunday.

CAT would like to offer a consistent 30-minute frequency throughout the day on the loop. However, due to the necessity of providing driver breaks this frequency cannot be consistent without additional resources.

Route 99X service is split into two segments, Canby to Woodburn and Canby to Oregon City. In general the route is more frequent on its northern segment, to Oregon City, especially on Saturdays. Frequency on the 99X is also affected by lack of resources and driver breaks, so users don't experience a consistent frequency throughout the weekday.

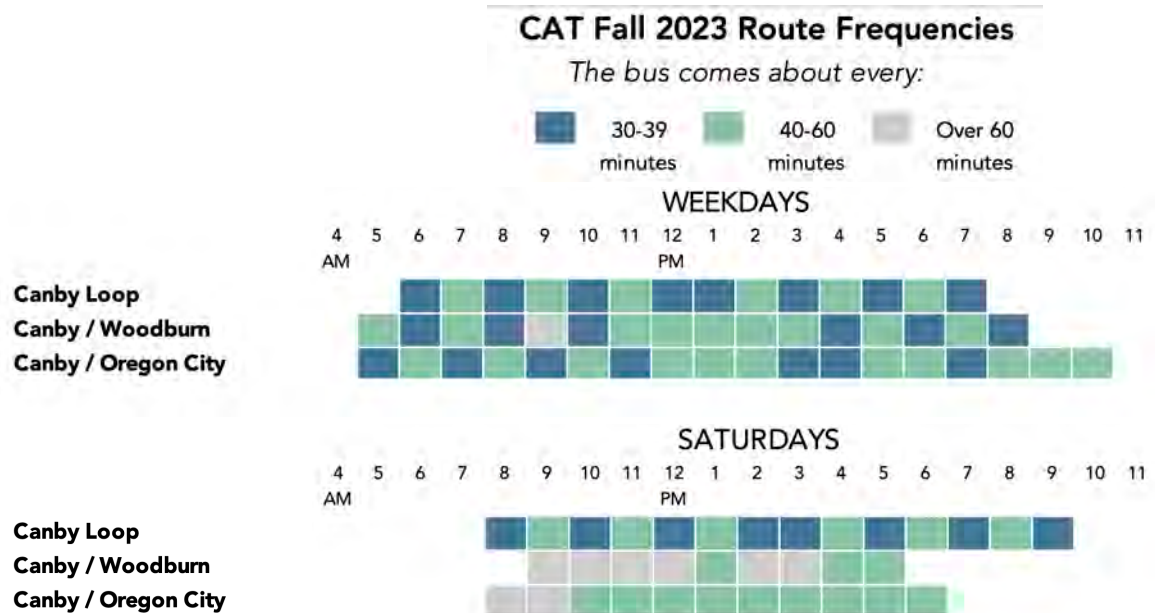


Figure 17: CAT Fall 2023 route frequencies.

What did we find in the Existing Conditions Report?

At the beginning of 2024, we compiled the Existing Conditions report. This document reviewed CAT's public transportation services, evaluated their performance, and analyzed the transit market in Canby and its neighboring cities. For more details, please refer to "Appendix D: Existing Conditions Report".

Some of the key observations that guided the Transit Master Plan process are:

- The Canby Loop operates with approximately 30-minute frequency during the middle of the day and only travels in a clockwise direction. One-way loops like this present two main challenges. First, the route from point A to point B is entirely different from the route back from point B to point A, which can be confusing for new riders. Second, loops often involve numerous deviations, taking passengers out of their way to reach their destinations. By design, one-way loops lead riders in a circular route, which for many trips is longer than a direct path between where they are and where they want to go.
- **The Canby Loop service is conveniently located near most residents,** connecting various neighborhoods, including all the dense ones, to major destinations such as downtown, the Adult Center, the Community Park, grocery stores, and most schools.
- Canby benefits from its proximity to multiple neighboring cities, which expands the range of opportunities accessible within a reasonable time frame beyond the city. **Excluding walking trips, about 58% of people travel within Canby on weekdays, while 42% make trips to other cities in the region.**
- From all the places people are going, the most common regional destinations are **Wilsonville, Portland, Oregon City, Tualatin, Woodburn, and Molalla.**
- The connection between Wilsonville and Canby is important as there are approximately 5,000 daily trips between the cities. It is also a transit "gateway" to Tualatin, Tigard and places further west. Wilsonville's transit agency, **SMART, offers a route that connects Wilsonville and Canby. This route is not very useful as it comes every 90 minutes in the middle of the day and once an hour during the AM peak.**
- **Oregon City is also a key destination for Canby residents as it provides a "gateway" to other busy places like Gladstone, Milwaukie, and Portland.** Multiple important destinations like Clackamas Community College and the closest hospital from Canby (Providence Willamette Falls Medical Center) are in Oregon City. On a typical day there are around 5,000 trips between Canby and Oregon City.
- Canby residents can use **CAT's Route 99X to reach Woodburn, but they get off the bus at Mt Hood Ave and 99E, near the Bi-Mart.** From there it is a long walk to downtown (or an additional transfer to a Woodburn Transit route) and other key parts of Woodburn, and even farther to the newer developments around I-5 and the Outlet Mall.
- **Regional trips take a long time.** Route 99X is an important link in the regional network but the trips take a long time because neighboring cities are far away from Canby, and the 99X is very infrequent for most of the day. Frequency, speed and the number of transfers all affect people's travel time across the region.
- The City of Canby is **updating its Comprehensive Plan** to guide growth over the next 20 years. The City plans to expand its Urban Growth Boundary, which will influence future CAT routes. However, this anticipated development is not expected to occur within the next 5 years, which is beyond the scope of this Transit Master Plan.

4. Transit Recommendations

Recommended 2029 Transit Network

The Transit Master Plan lays out a network of future services oriented around the top priorities from public input and what we found in the Existing Conditions Report: Make transit service more relevant to the community’s local and regional needs.

The Transit Master Plan outlines a map to utilize new funding and driver recruitment to expand service over the next 5 years. This future network will be referred to as the 2029 Network in the rest of the document. The 2029 Network is going to be built from the current structure, but would offer better frequency, spans and connections to other transit systems:

- The Canby Loop would provide local service every 30 minutes in **two directions**.
- Route 99X would provide **service to downtown Woodburn** once an hour, and **30 minute service to Oregon City, and Milwaukie**, connecting to the MAX Orange Line.
 - Route 99X would have the **same level of service Monday to Saturday**.
- CAT would provide **additional service to Wilsonville along SMART’s Route 3X, resulting in a bus coming every 30 minutes**.

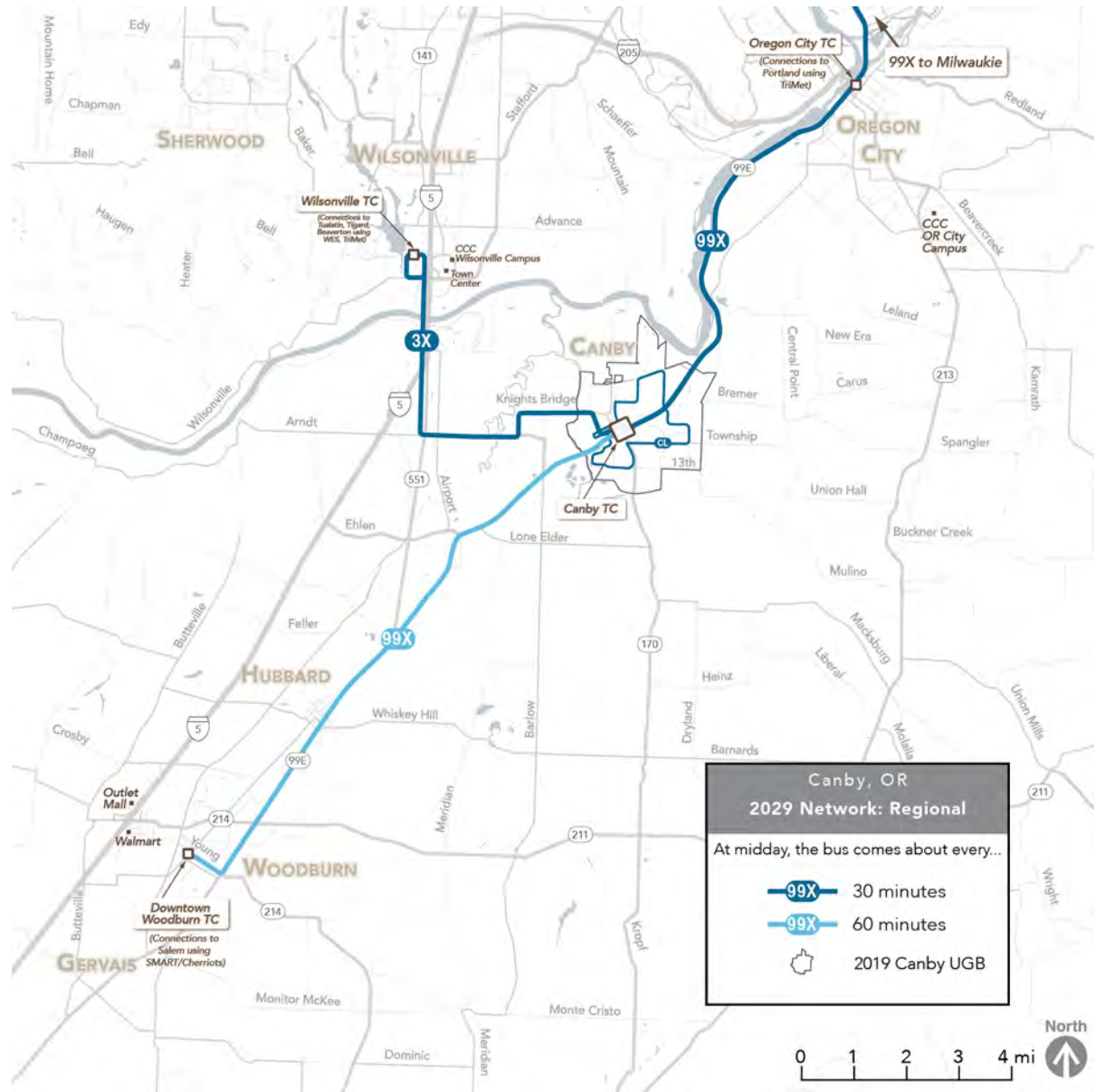


Figure 18: 2029 Network.

2029 Service Frequency by Route and Time of Day

The 2029 Network would have consistent 30 minute frequency on the Canby Loop and Route 99X from Canby to Oregon City and Milwaukie. Currently, the Canby Loop is the only route that runs approximately every 30 minutes throughout the day. In contrast, Route 99X and SMART’s Route 3X buses operate hourly or less frequently, with many having gaps in their schedules during midday, resulting in longer actual wait times.

A 30-minute frequency throughout the day allows for more convenient transit options for trips to and from Canby, making transit a more viable choice for many kinds of trips.

In the 2029 Network, additional routes would feature 30-minute service. Figure 19 illustrates the frequency for each hour of the day for the 2029 routes.

- The segment of Route 99X from Canby to Oregon City and Milwaukie would run every 30 minutes throughout the day.
- The segment of Route 99X from Canby to Woodburn would operate hourly, similar to current service, but without the additional rush-hour frequency.
- CAT would enhance SMART’s 3X route by adding an extra bus, resulting in a 30-minute frequency to Wilsonville.

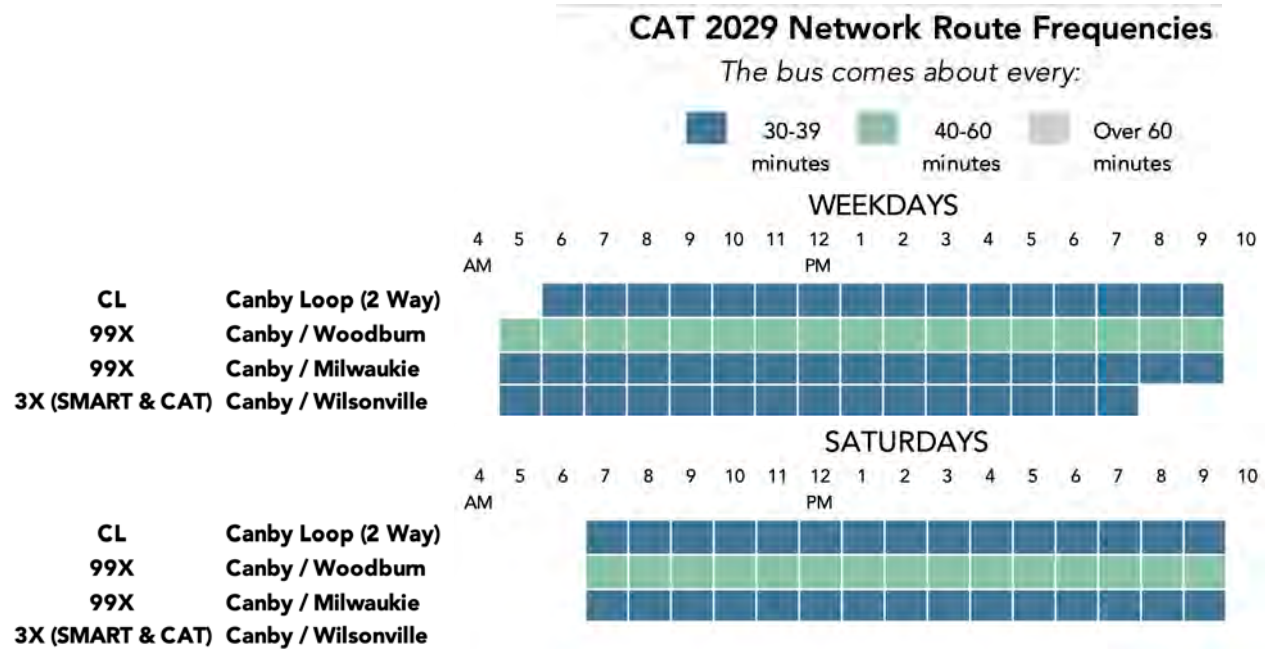


Figure 19: 2029 Network route frequencies.

Route 3X would only run from Monday to Friday.

- Saturday service would match the Monday-to-Friday service levels (except for Route 3X).

Availability of Service on Weekdays

By counting the number of people and jobs near service, we can estimate how well the 2029 Network would serve Canby's residents.

The maps on this page show the frequency of service available at different times on weekdays. The charts show the percentage of people and jobs within a 1/2 mile walk (10 minutes walk) to these services. The distinction is important because frequent service is most liberating for people and generally attracts the highest ridership.

CAT's 2029 Network would operate most of its routes coming every 30 minutes throughout the day.

- **More people would live near service that comes every 30 minutes.** 85% of residents and 82% of jobs would be within 1/2 mile of a bus stop for most of the day.
- **Proximity to transit would still be equitable across income and race.** Low income residents and people of

color are slightly more likely to live close to bus service than all residents.

- **More people near transit in the evening as the Canby Loop and the 99X would operate for longer hours.** Around 80% of residents would be within walking distance from a 30 minute route at night. Only 27% of residents are near 60 minute service today.

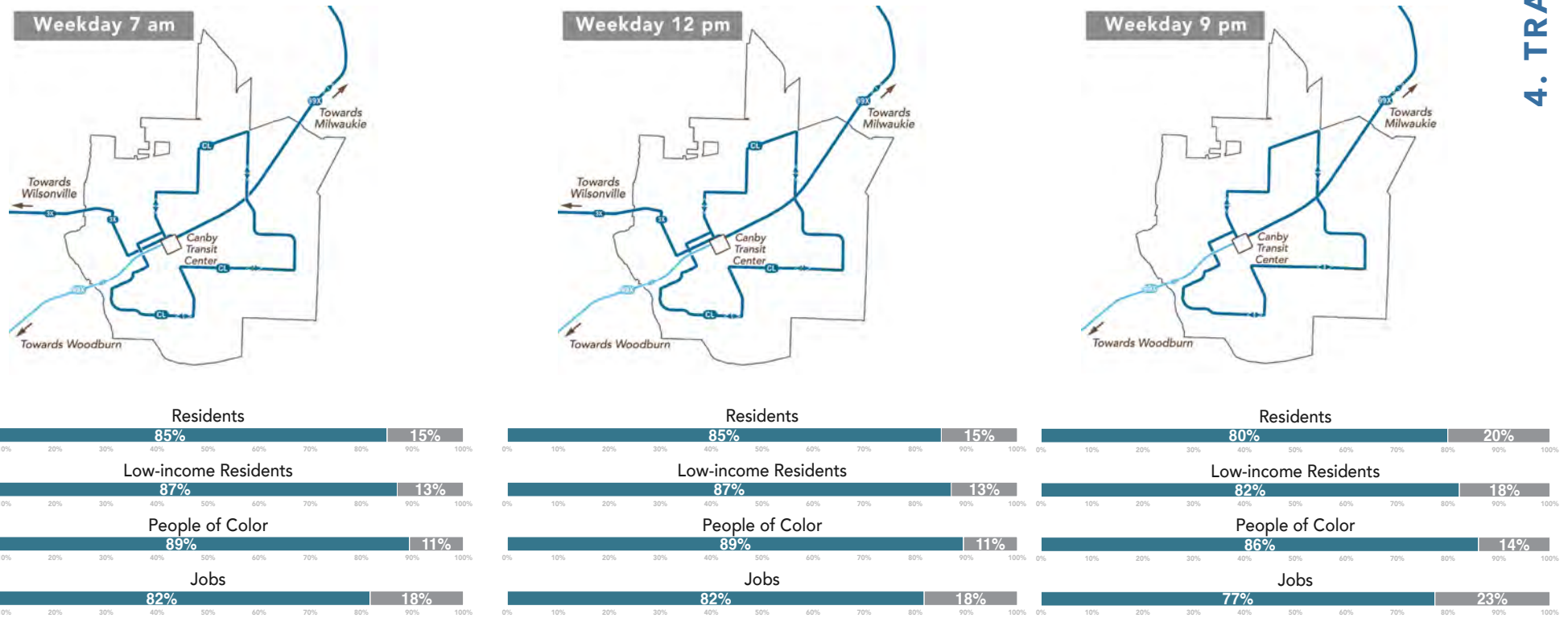


Figure 20: Service availability throughout weekdays in the 2029 Network.

Availability of Service on Saturday

The maps and the charts in this page show the availability of service on Saturday and the percentage of jobs and people within 1/2 mile walk from it.

- **The Canby Loop and the 99X would operate with the same frequency and during the same times as during the week days.** 80% of residents and 77% of jobs would be within 1/2 mile of a bus stop for most of the day. This is slightly lower than during the week because Route 3X connecting

Wilsonville won't operate during the weekend.

- **There is local and regional transit service into the evening.** 80% of people would be near 30 minute service, as the Canby Loop and 99X operate until 10 pm.
- **There won't be service on Sunday for now.** Given CAT's limited resources, we asked the community to identify which priorities the agency should focus on

first. Due to the high costs associated with adding Sunday service, the public favored other improvements for the coming years.

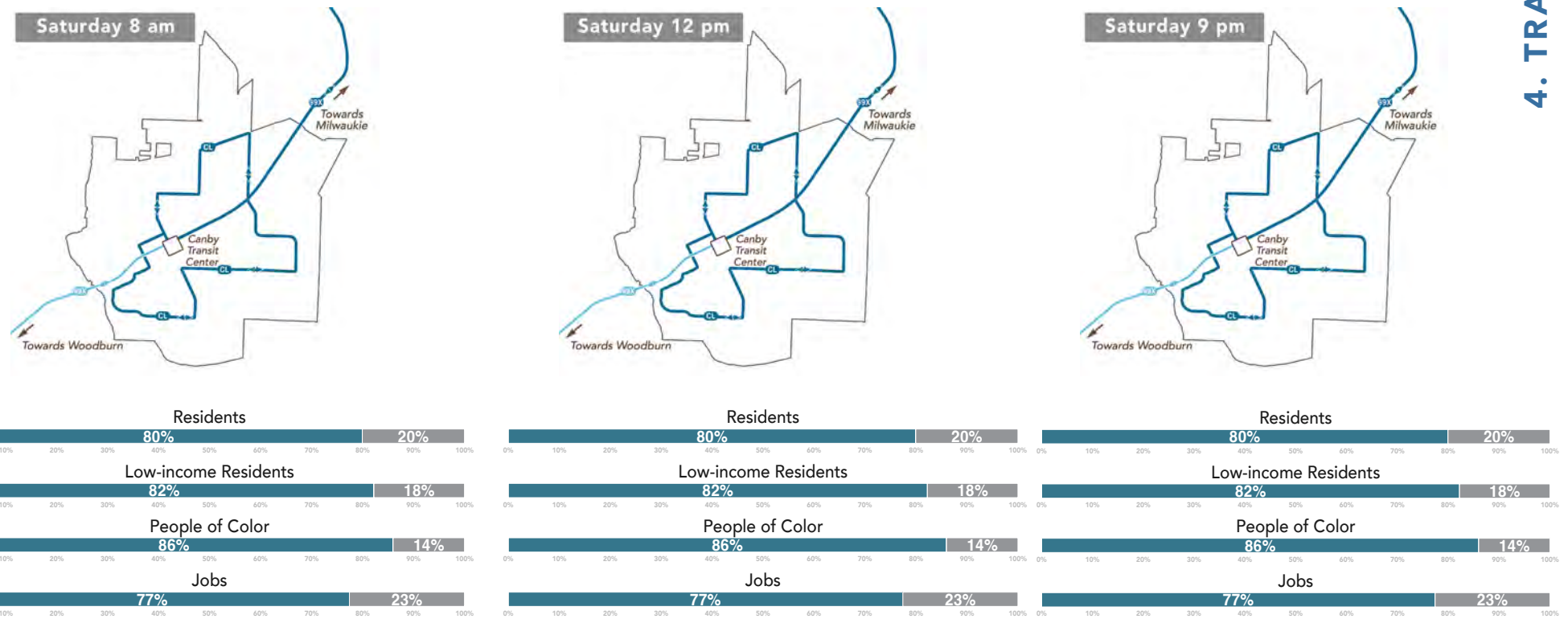


Figure 21: Service availability throughout Saturdays in the 2029 Network.

Recommended Route: Canby Loop

The Canby Loop in the 2029 Network would have three major changes that would improve the travel times for people making trips within Canby:

- Consistent Frequency:** The bus would run every 30 minutes throughout the day. Currently, the Canby Loop has an inconsistent frequency, with buses arriving every 30 to 34 minutes at some times and every 45 minutes at others. The recommended service would provide a consistent 30-minute interval from 6 am to 10 pm.
- Two-way loop.** The Canby Loop would transition to a two-way route. One-way loops have the drawback of differing routes in each direction, which can be confusing. By making it a two-way loop, riders would experience the route as a more straightforward two-way service, making trips more linear and less circuitous.
- Removal of Deviation:** The existing Loop includes a deviation to 3rd and Aspen to serve the Police Department and industrial buildings on the West side of the city. This stop is not used by very many people and it adds extra time to trips on the Loop. We recommend removing this deviation, speeding up travel times for a large number of people.

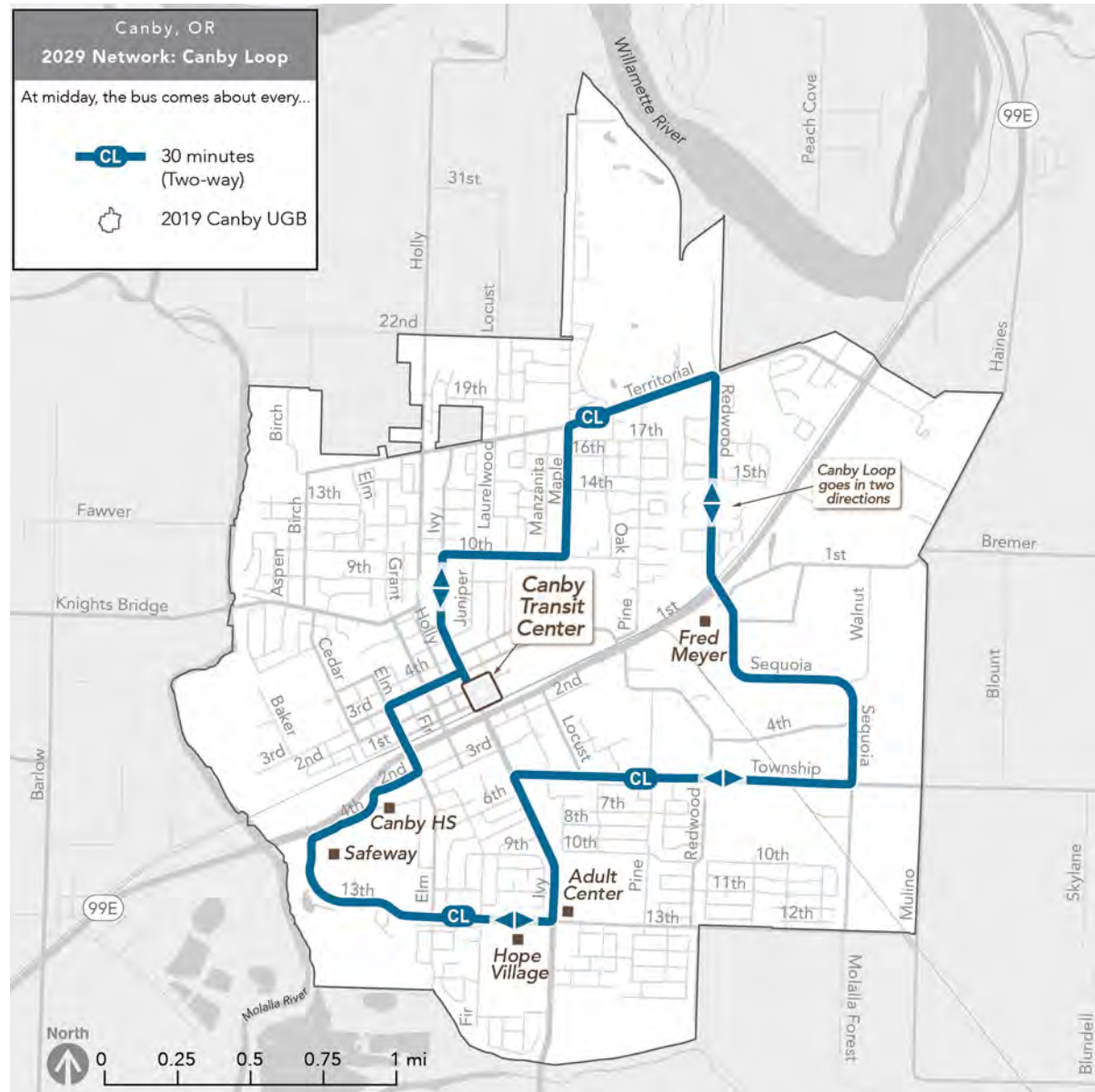


Figure 22: The Canby Loop in the 2029 Network.

Trip on the Loop

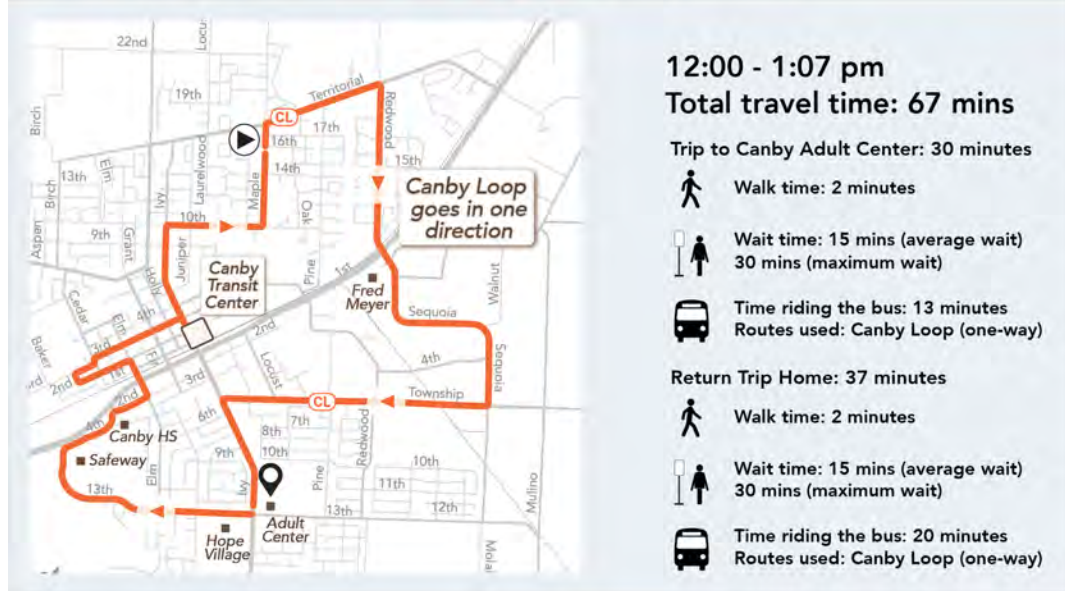
This page illustrates how the recommended Canby Loop would enhance trips within Canby.

The map at the top shows the current travel time for this trip, while the map at the bottom depicts how the trip would be with the recommended network.

The recommended Canby Loop offers shorter travel times due to its more direct routing and two-way operation. For instance, the trip from N Maple and NE 16th to the Canby Adult Center is very different in the two directions on the current loop. Travelers may have a straightforward path to the Adult Center but must ride a circuitous route when returning home due to the one-way loop.

With the recommended two-way loop, travelers can enjoy a more direct route to the Canby Adult Center and back home, improving overall travel efficiency.

On the 2024 Existing Network, what is the round trip like from N Maple & NE 16th to the Canby Adult Center at noon on a weekday?



On the 2029 Network, what is the round trip like from N Maple & NE 16th to the Canby Adult Center at noon on a weekday?

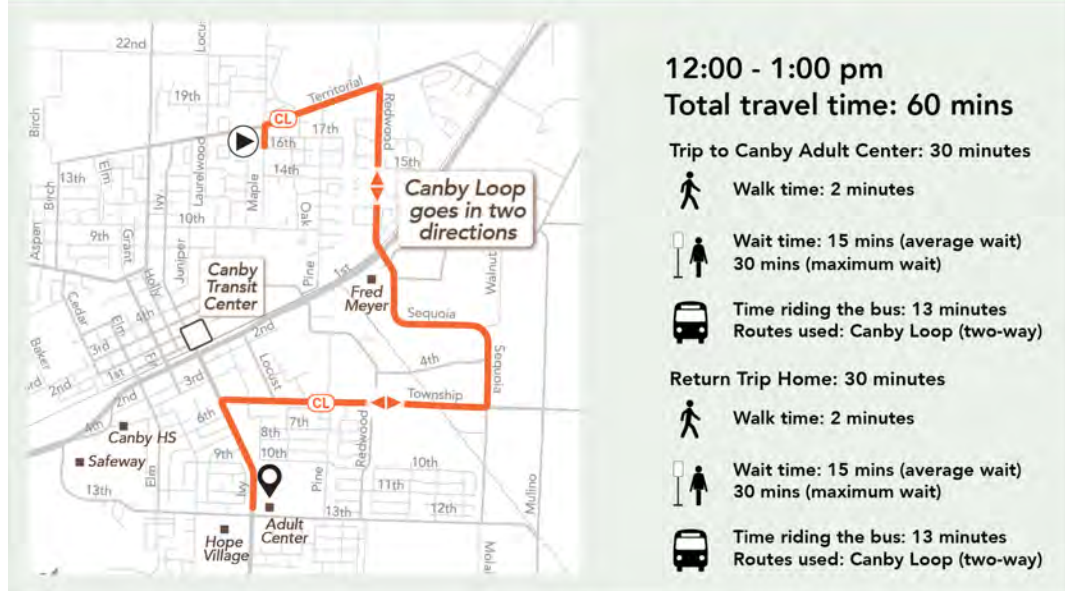


Figure 23: Example trip on the 2023 and 2029 Network. CAT Transit Master Plan | 34

2029 Regional Connections

Through our analysis and our conversations with the public, we heard that Route 99X plays a vital role as it is an important link and connector in the regional network. The 2029 Network would maintain the existing connections provided by Route 99X and would add major improvements and regional connections.

The 2029 Network includes:

- Improvements on Route 99X. Consistent 30 minute service from Canby to Oregon City, and then non stop to the Milwaukie/ Main Street MAX Station. People going to Portland would be able to transfer to TriMet’s MAX Orange Line in Milwaukie.
- Extension of Route 99X to downtown Woodburn.
- Additional service to complement SMART’s route 3X, which connects Canby to Wilsonville.

Figure 24 shows how the 2029 routes would fit in the regional network. Red lines represent routes coming every 15 minutes, dark blue lines are every 30 minutes, light blue lines are every 40 to 60 minutes, and pink lines have more than 60 minutes between buses. Marked in black text next to each line is the ride time between locations.

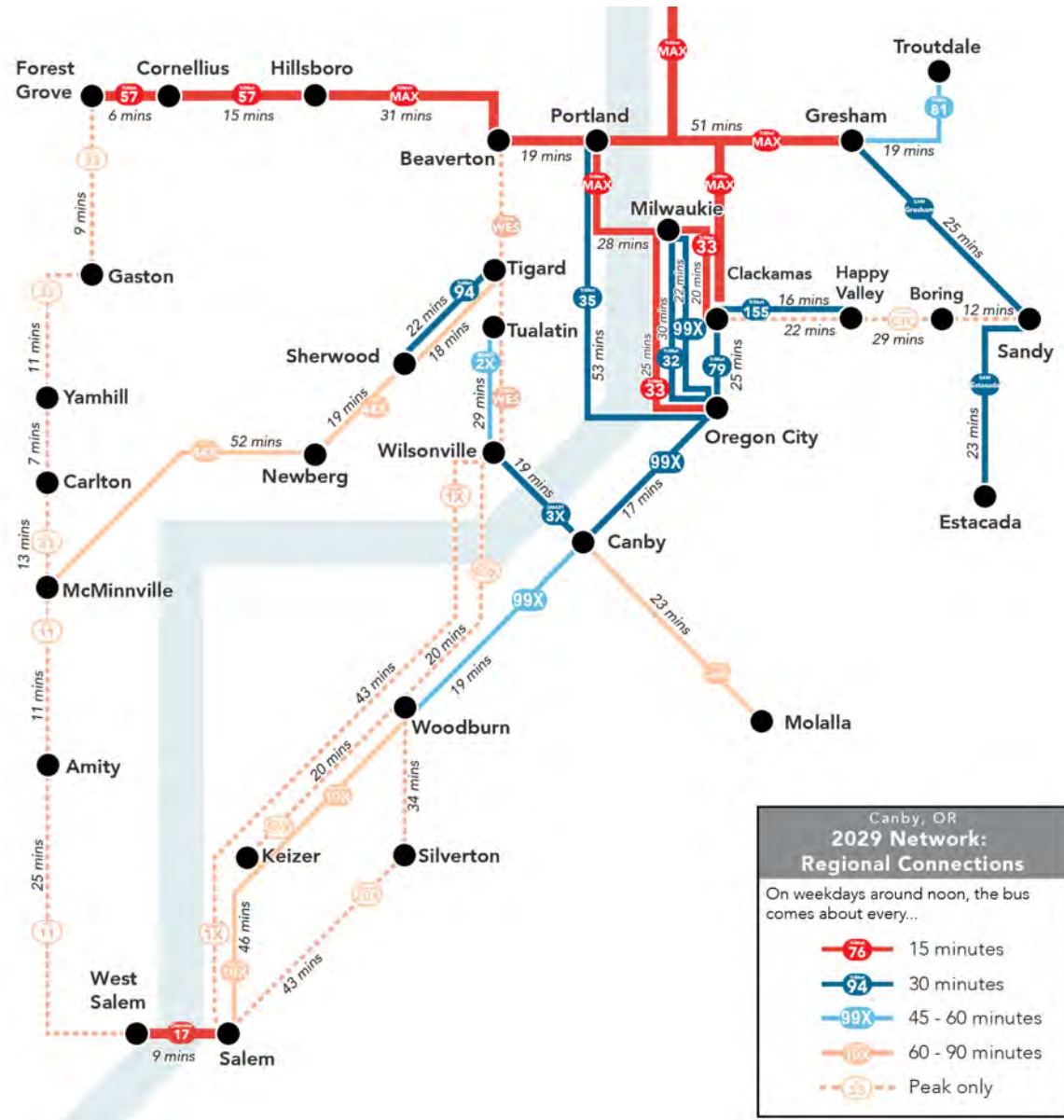


Figure 24: Regional Connections and the 2029 Network.

2029 Regional Connections

By making these improvements, the 2029 Network would connect Canby to the main regional destinations people are traveling to today.

Figure 25 shows the major trip patterns from and to Canby, and the chart shows the percentage of trips from Canby going to other cities on a typical weekday (source: Replica Data Spring 2023). The most common places people are going are Wilsonville, Portland, Oregon City, Tualatin, and Woodburn.

- **Direct connections:** Route 99X would connect directly with Oregon City, Milwaukie and Woodburn. Improvements on Route 3X would improve the connection to Wilsonville, the largest regional destination for Canby.
- **Indirect connections:** Route 99X would go to Oregon City and Milwaukie, where people can transfer to continue on to Portland, the second largest regional destination. Route 99X would also connect with Woodburn local routes, and with Cherriots' 10X route to Salem. Route 3X would also connect people to WES and regional SMART routes, taking people onwards to Tualatin, Tigard and Beaverton.

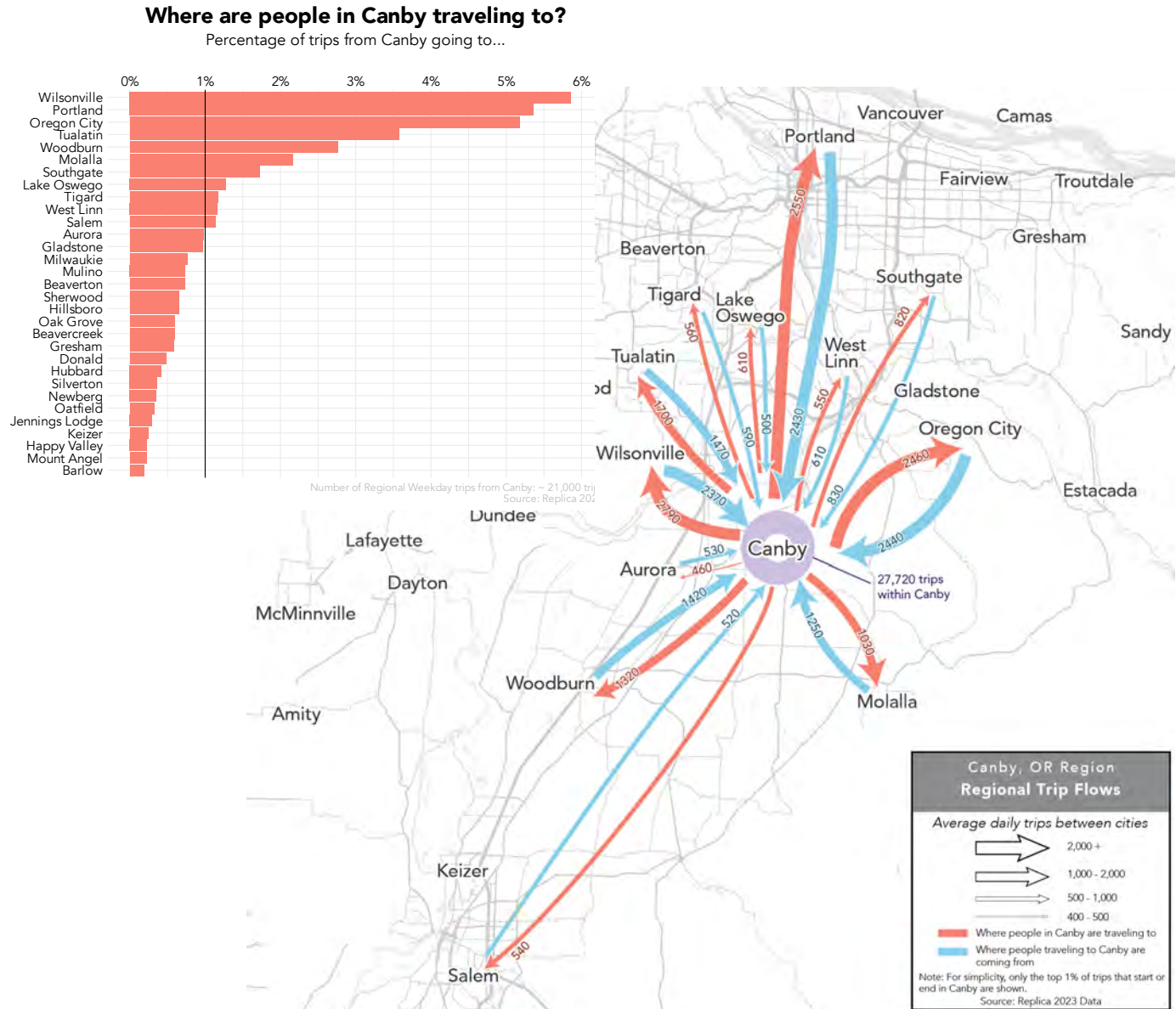


Figure 25: Top trip patterns to and from Canby.

Recommended Route: 99X going North

The structure of the Route 99X route would remain largely unchanged from its current configuration, but there would be significant improvements in the northern and southern segments of the route.

For the northern segment of the 99X, the recommended improvements include:

- Extension to Milwaukie:** The route would extend to the Milwaukie/Main Street MAX Station, allowing connections to the MAX Orange Line and other TriMet routes. This extension would shorten the trip for Canby residents and reduce the need for multiple transfers to reach various destinations in Portland.
- Consistent 30-Minute Service:** Route 99X would operate every 30 minutes throughout the day, improving connectivity with TriMet services at Oregon City and Milwaukie.
- Increased Saturday Service:** The 99X would also run every 30 minutes on Saturdays, doubling the current service frequency.

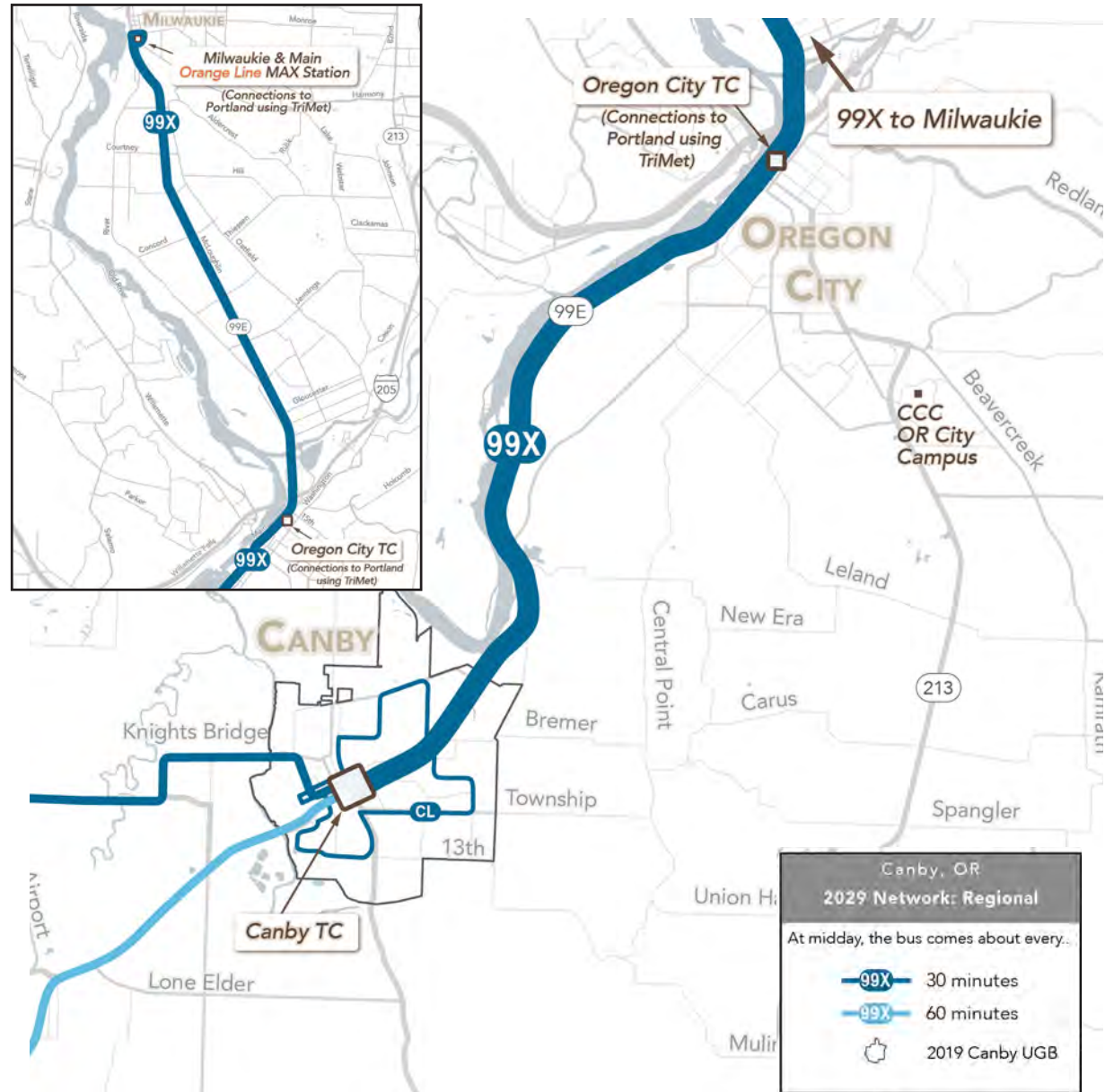


Figure 26: 2029 Network between Canby and Milwaukie.

Trip to Portland

This example demonstrates a trip from Canby to Portland State University (PSU). Traveling to PSU (or any location in downtown Portland) from Canby by transit is challenging due to the long distance and the need for multiple transfers.

In this example, you would start your trip in Canby, transfer to TriMet’s Route 33 in Oregon City, and then switch to the MAX Orange Line in Milwaukie. This involves considerable travel time and two vehicle transfers.

While CAT cannot change the location of major destinations like PSU, it can streamline transfers and reduce travel time. The recommended Route 99X would extend from Canby to Milwaukie, with the segment between Oregon City and the Milwaukie/Main Street MAX Station running express. This extension would connect passengers to the MAX Orange Line and other TriMet routes, making the trip more efficient.

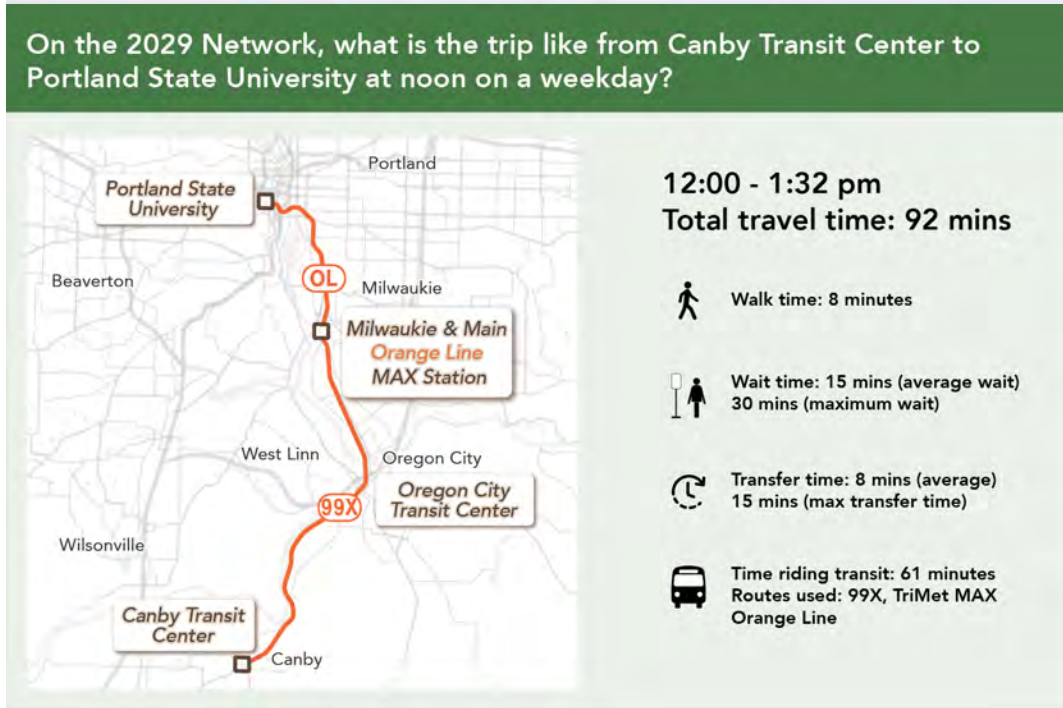
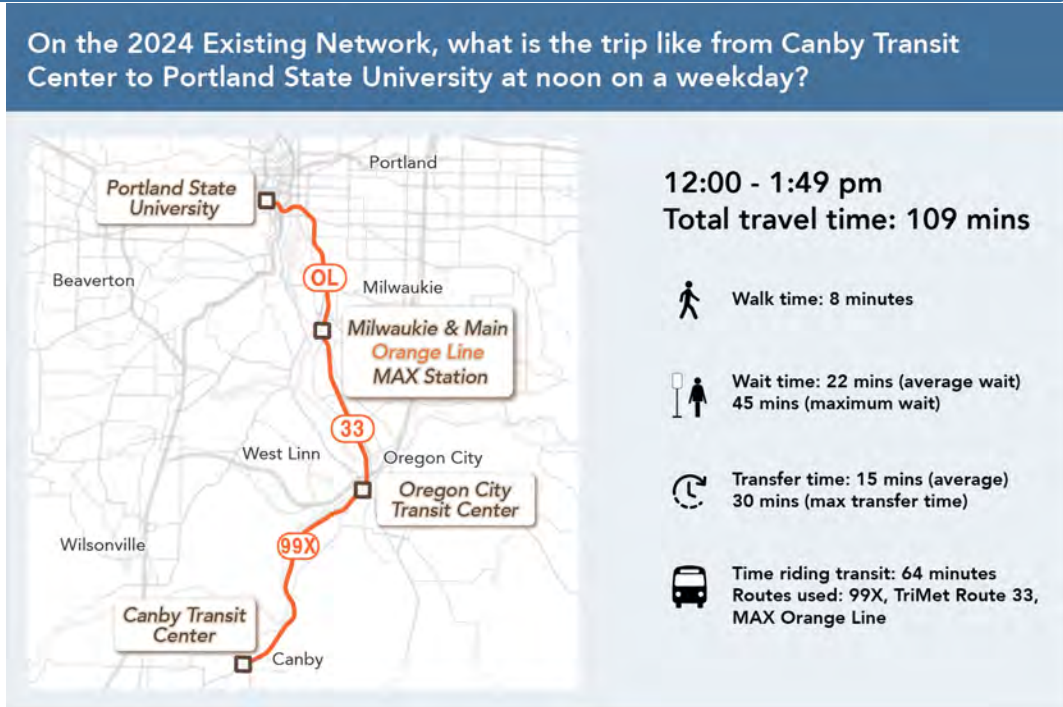


Figure 27: Trip to PSU using 2024 and 2029 Networks.

Recommended Route: 99X going South

The segment of Route 99X from Canby to Woodburn would undergo the following changes:

- Hourly Service:** The segment would operate every hour throughout the day, without additional service during rush hours.
- Extension to Downtown Woodburn:** The route would extend to the downtown Woodburn Transit Center, replacing the Bi-Mart stop. This change allows for a direct ride from Canby to downtown Woodburn. Although Bi-Mart and the Legacy Urgent Care facility would no longer be directly served, they would still be accessible via a stop on 99E, within walking distance. Passengers would be able to connect to the Woodburn circulators and Cherriots 10X at the downtown Woodburn Transit Center.
- Route Split at Canby Transit Center:** To implement these changes, CAT would split Route 99X at the Canby Transit Center. Passengers traveling between Woodburn and Oregon City would need to transfer at the Canby Transit Center. Passengers traveling from Woodburn to Portland would not make additional transfers; their transfer point would move from Oregon City to Canby. Canby residents going to Portland would make one transfer (at Milwaukie), instead of two.

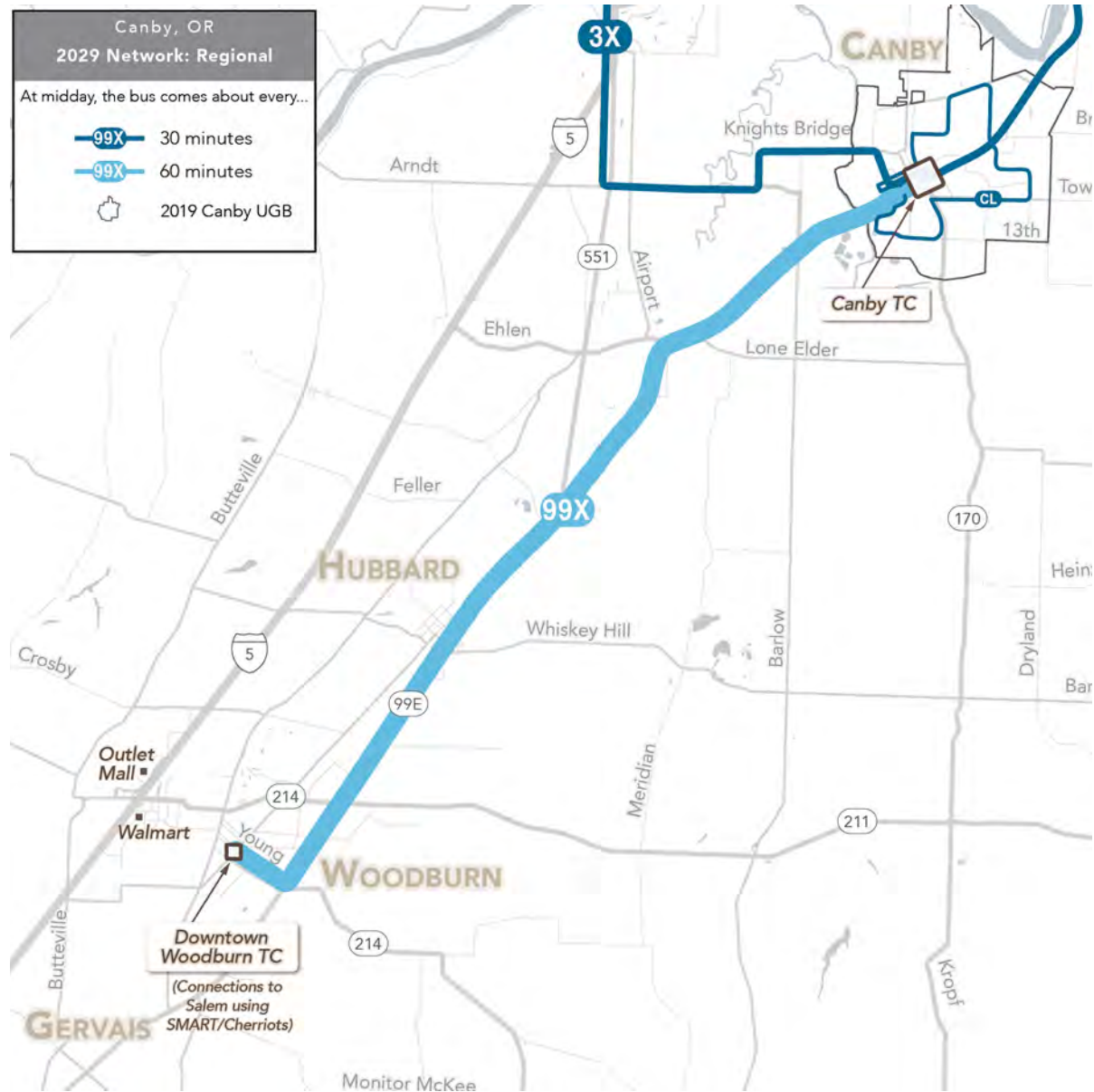


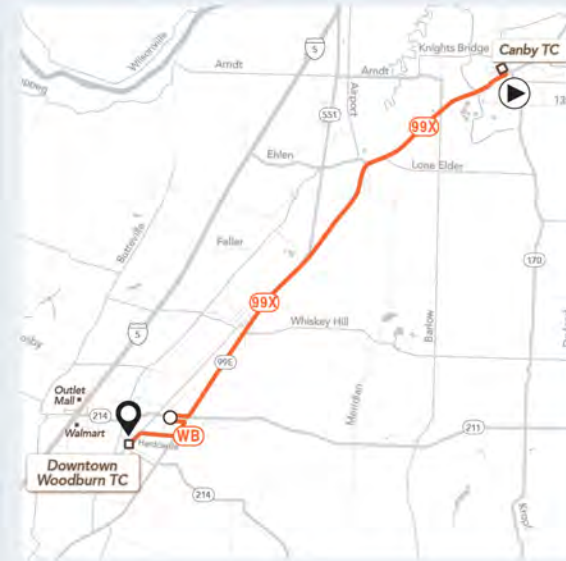
Figure 28: 2029 Network between Canby and Woodburn.

Trip to Woodburn

This example demonstrates a trip from Canby to downtown Woodburn. Currently, travelers must use Route 99X and then transfer at Bi-Mart to use local Woodburn Transit routes, which can be time-consuming.

With the recommended changes, Route 99X would extend to downtown Woodburn. This would allow passengers to reach their destinations in this area more quickly and still connect to local Woodburn routes at the downtown Woodburn Transit Center.

On the 2024 Existing Network, what is the trip like from the Canby Library to the Downtown Woodburn Transit Center at noon on a weekday?



12:00 - 1:28 pm
Total travel time: 88 mins

- Walk time: 2 minutes
- Wait time: 22 mins (average wait)
45 mins (maximum wait)
- Transfer time: 30 mins (average)
60 mins (max transfer time)
- Time riding the buses: 34 minutes
Routes used: 99X and Woodburn Express Loop

On the 2029 Network, what is the trip like from the Canby Library to the Downtown Woodburn Transit Center at noon on a weekday?



12:00 - 12:58 pm
Total travel time: 58 mins

- Walk time: 2 minutes
- Wait time: 30 mins (average wait)
60 mins (maximum wait)
- Time riding the bus: 26 minutes
Routes used: 99X

Figure 29: Trip to Woodburn using 2024 and 2029 Networks.

Recommended Route: 3X

Currently, Wilsonville transit agency, SMART, operates Route 3X, connecting Wilsonville and Canby with 8 trips per day. This commuter-focused service follows an hourly schedule with a mid-day break.

This connection is vital, as approximately 5,000 daily trips occur between these cities, and it serves as a transit gateway to Tualatin, Tigard, and destinations further west.

We recommend that CAT add an additional bus to Route 3X to complement SMART's existing service. By coordinating with SMART, this addition would increase service frequency to every 30 minutes throughout the day, providing twice as many opportunities to travel to Wilsonville compared to the current schedule.

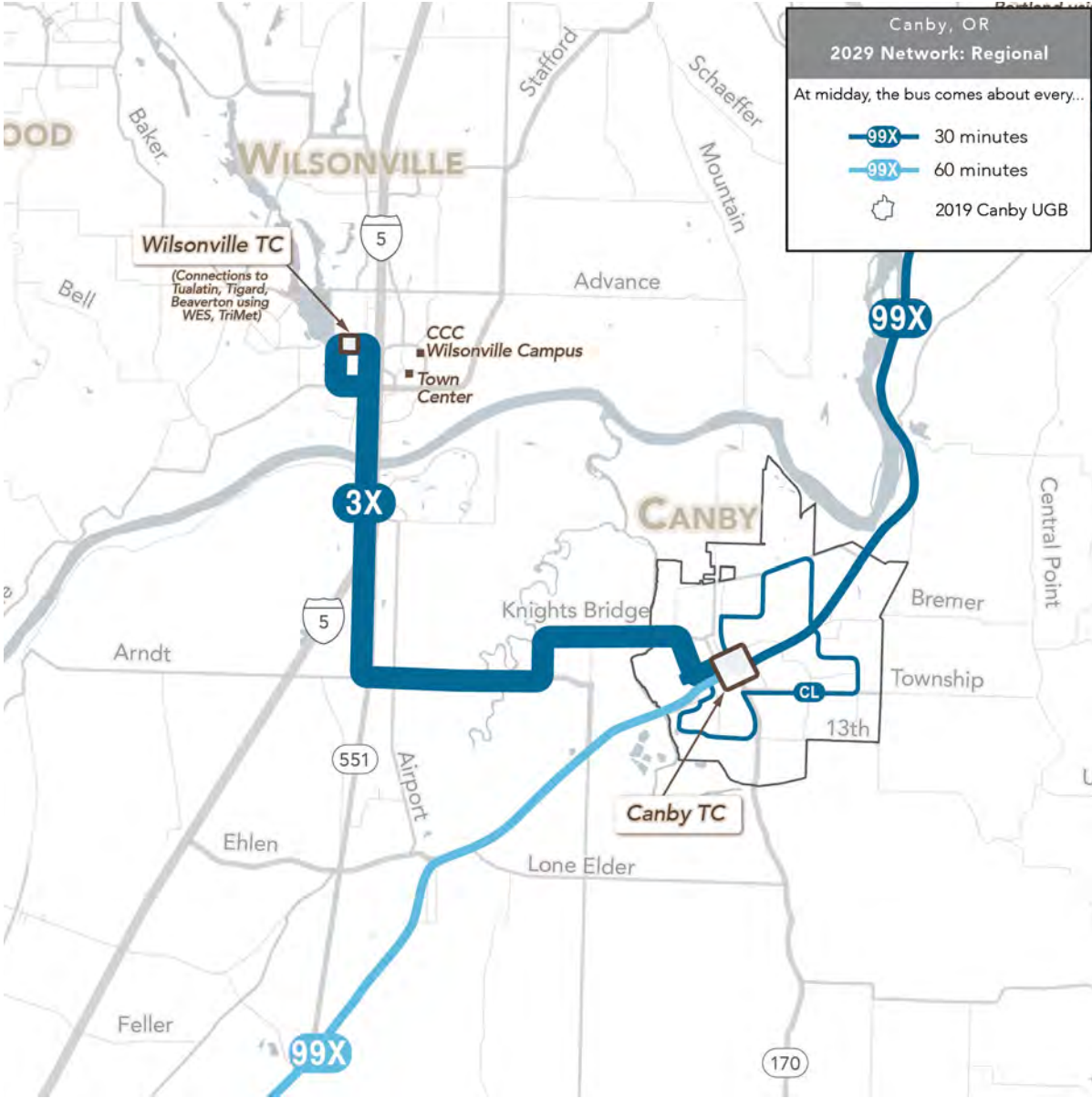


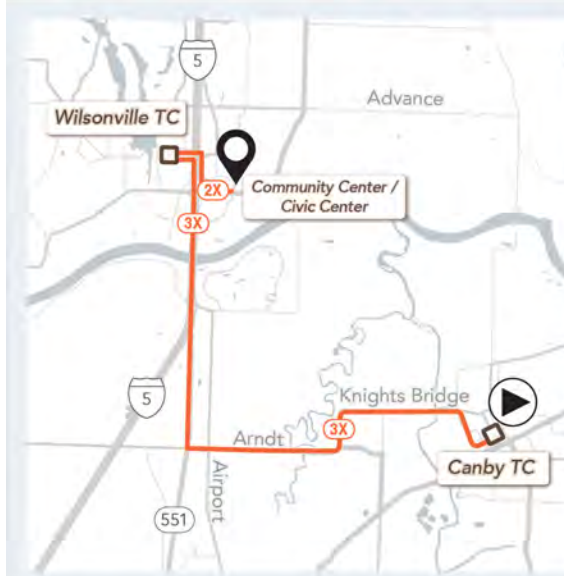
Figure 30: 2029 Network between Canby and Wilsonville.

Trip to Wilsonville

This example illustrates a trip from Canby to the Wilsonville Community Center. Currently, travelers can expect an average wait time of 45 minutes of to use Route 3X in the middle of the day.

With the frequency improvement in the 2029 Network, the average wait time to use Route 3X would be 15 minutes on average. This would greatly shorten the overall travel time between Canby and Wilsonville.

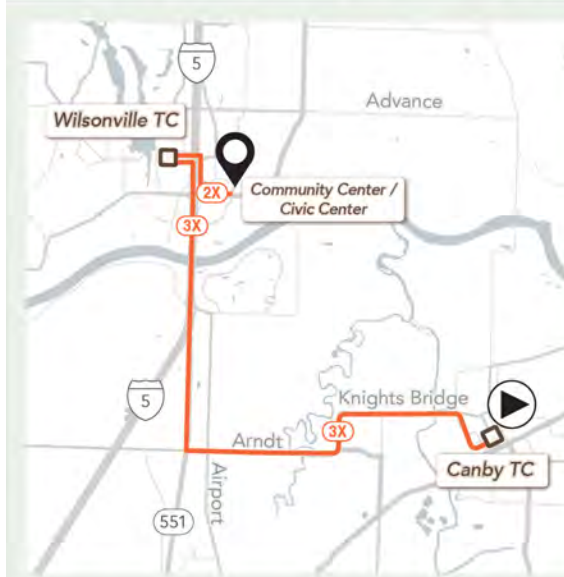
On the 2024 Existing Network, what is the trip like from the Canby Library to Wilsonville Town Center at noon on a weekday?



12:00 - 1:42 pm
Total travel time: 102 mins

- Walk time: 3 minutes
- Wait time: 45 mins (average wait)
90 mins (maximum wait)
- Transfer time: 30 mins (average)
60 mins (max transfer time)
- Time riding the buses: 24 minutes
Routes used: 3X and 2X

On the 2029 Network, what is the trip like from the Canby Library to Wilsonville Town Center at noon on a weekday?



12:00 - 1:12 pm
Total travel time: 72 mins

- Walk time: 3 minutes
- Wait time: 15 mins (average wait)
30 mins (maximum wait)
- Transfer time: 30 mins (average)
60 mins (max transfer time)
- Time riding the buses: 24 minutes
Routes used: 3X and 2X

Figure 31: Trip to Wilsonville using 2024 and 2029 Networks.
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Public comments on the Draft Transit Master Plan

During the third phase of engagement, we engaged the public to obtain feedback on the Draft TMP after a round of edits based on the second phase of engagement. We created and conducted an online survey to ensure that the public were satisfied with the Draft TMP. We reached out about the survey via social media, emails/ads, and in-person at community events. We received 105 survey responses, including 15 in Spanish. In addition to outreach about the survey, we held an Open House hosted at the Transportation Advisory Committee meeting. The meeting was an opportunity for the public and committee members to ask questions about the major improvements recommended for the next five years.

Tabling Events

On August 23, we tabled at **Canby Big Night Out**, a community event held in downtown Canby with food and live music. We encouraged eventgoers to take the survey and explained the major improvement recommendations. We also offered general transit information like bus schedules, route maps, and application forms for the Dial-a-Ride program. Plus, attendees could spin a prize wheel to win a transportation-themed prize from CAT.

During the event, we engaged with 217 people.

On August 24, we tabled at **Bridging Cultures' Saturday in the Park**, a bilingual community event held in Maple Street Park with food, live music and dancing. We encouraged eventgoers to take the survey and explained the major improvement recommendations. We also offered general transit information like bus schedules, route maps, and application forms for the Dial-a-Ride program. Plus, attendees could spin a prize wheel to win a transportation-themed prize from CAT.

Feedback:

- Many commented that they were happy about improved service to Wilsonville and increased service to Wilsonville.
- Many commented that they were excited about the loop running in both directions.
- Some asked questions about CAT's funding and if service improvements would mean increased taxes.

City Council Work Session

On October 2, CAT Staff attended a City Council Work Session to share the Draft

plan and engagement to date and get feedback from council members.

Feedback:

- The Council asked questions about the purpose of the demographic questions in the survey and report. (We ask that to make sure we are getting a representative number of responses to the survey to ensure that changes made are not affecting one group disproportionately and it is required by law.)
- The Council provided positive feedback on the engagement and direction of the plan.



Figure 32: Tabling Event at the Canby Night Out

Public comments on the Draft Transit Master Plan

Transportation Advisory Committee Open House

On September 26, CAT Staff attended a Transportation Advisory Committee meeting to share the Draft TMP. There were X committee members present.

Feedback:

- There were questions about the function of a TMP and how it affects day to day operations:
- Does the TMP include policy on fares? (No, fares are a part of the master fee schedule, and it is up to the City Council to change. There are no plans of changing the fare from the current dollar/free for the loop).
- The Transportation Advisory Committee was curious to hear what has been heard from the public so far.
- There were questions about the methodology of the public engagement report:
- What “low-income” threshold was considered when studying the impacts of the TMP? (150% of federal poverty line in order to capture more).
- Is the point of including race in the demographic questions to increase ridership for people of color? (No, we

ask that to make sure we are getting a representative number of responses to the survey to ensure that changes made are not affecting one group disproportionately. Also, the majority of riders are Hispanic).

- The committee’s goal is to make sure riding transit is not seen as a last resort. They want people to want to take the bus, not because they have to. This means capturing “affluent” riders who have cars as much as riders who rely on transit.
- The committee is satisfied with the wide range of engagement. They feel

that the plan is heading in the right direction.

- The committee would like to see better alignment with the High School buses. It is a well-known issue with the High School’s change of schedule. Schedules are now not synced between the Middle School, High School, and the Loop, and construction does not help.

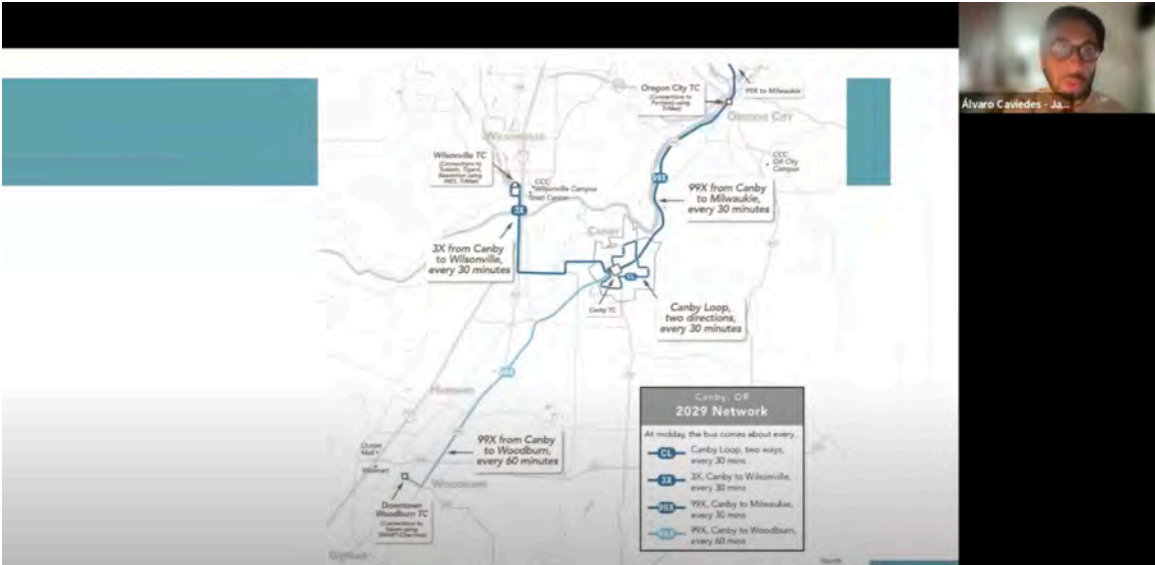


Figure 33: Presentation during the Open House

Community Survey # 3

The final survey posed questions about what we heard in prior rounds of engagement and if this sounded like the right path forward. The survey outlined the major improvements recommended for the next five years based on the priorities from prior engagement:

- **Better frequency.** The Canby Loop and part of Route 99X would offer a consistent 30-minute frequency throughout the whole day
- **Better local service.** The Canby Loop would run in both directions every 30 minutes.
- **Better service on Saturdays.** Route 99X (from Canby to Oregon City) would offer 30-minute frequency on Saturday, which is twice as much as today.
- **Better regional connections.** Route 99X would provide service to downtown Woodburn about every hour. Route 99X would provide service to Oregon City and Milwaukie, all the way to the Milwaukie/Main Street MAX Orange Line Station. CAT would also add service to SMART Route 3X, resulting in a bus every 30 minutes between Wilsonville and Canby.

The survey was launched August 23 through September 27 and was available

in English & Spanish. The survey received 105 responses, including 15 Spanish surveys. We also provided paper copies to the Canby Senior Center and Bridging Cultures.

Demographics

The table in this page provides a summary of the respondents' demographics. Note that respondents were given the option to answer the demographics questions, but not all of them did.

Total Survey Responses	105	
Completed Survey Count	103	
Demographics Response Count	81	
Connection to Canby?		
Resident	63	62%
Worker	11	11%
Visitor	18	18%
Other	10	9%
Age		
Under 18	12	15%
18 to 25	4	5%
25 to 44	33	41%
45 to 64	21	26%
65 and above	11	13%
Race		
People of Color	33	48%
White	37	52%
Language spoken at home		
English	67	83%
Spanish	13	17%
Gender		
Female	49	63%
Male	28	37%
Non-binary	0	0%
Transgender	0	0%
Income		
Less than \$25,000	11	19%
\$25,000 - \$49,999	9	16%
\$50,000 - \$74,999	10	18%
\$75,000 - \$99,999	13	22%
\$100,000 or more	16	25%

Community survey # 3

Results

Overall, do you feel like the Draft Transit Master Plan is headed in the right direction?

We asked the public this question to get a sense of how the Plan reflects what we heard from the public throughout the public engagement process and what we found in our analysis.

82% of respondents strongly agree or agree with the direction of the route improvements. Only 5% (6 responses) disagreed with the changes.

Will the proposed service changes help you get around Canby, or make connections to other regions, without driving?

The majority of respondents (~76%) also agreed that the proposed changes would improve their mobility inside Canby, and regionally. 15% of respondents were not sure if their trips would improve.

Overall, do you feel like the draft Transit Master Plan is headed in the right direction?

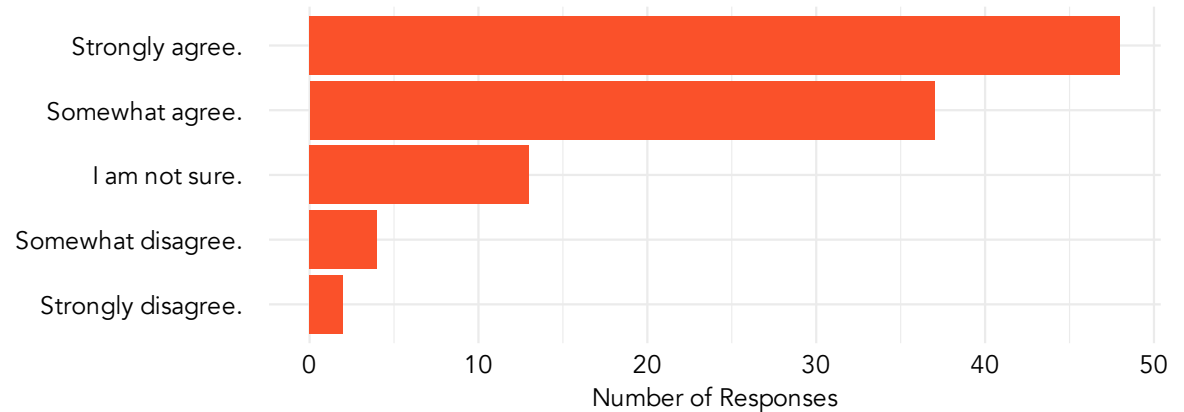


Figure 35: Overall, do you feel like the Draft TMP is headed in the right direction?

Will the proposed service changes help you get around Canby, or make connections to other regions, without driving?

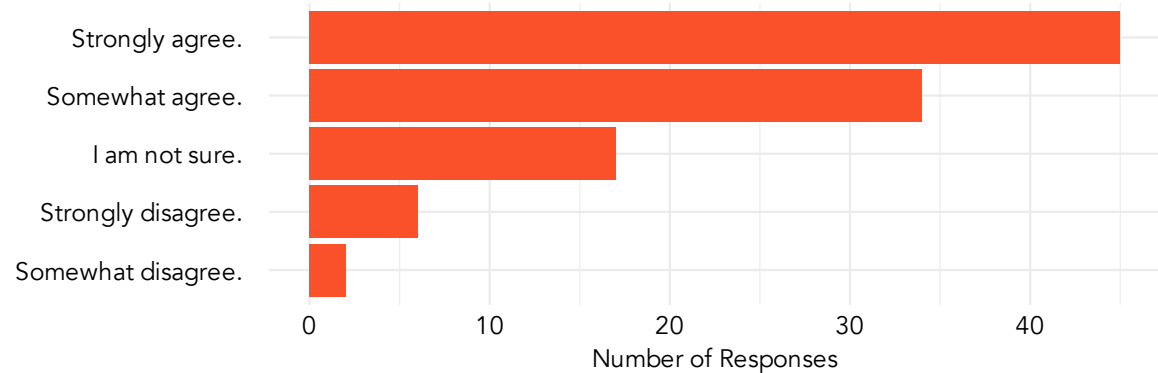


Figure 36: Will the proposed changes help you get around Canby? or make connections to other regions, without driving?

Community survey # 3

Results

Of the changes described in the bus network of the draft Transit Master Plan, what are your main priorities? Choose up to 3.

We asked the public this question to understand which improvements CAT should prioritize in the coming years. The agency doesn't have the resources to address everything at once, so they will need to decide what to tackle first. Public opinion is crucial in determining what is most important.

- More than 50% of respondents indicated that having the Canby Loop operate in two directions is the top priority.
- The second priority, with 32% of responses, is additional service to Wilsonville.
- The third priority is extended service hours on Saturdays for the regional route 99X.
- While the extensions of route 99X to Milwaukie and Woodburn was less important compared to other options, past surveys and community events have shown that these are still key improvements to consider for the future.

Of the changes described in the bus network of the draft Transit Master Plan, what are your main priorities? Choose up to 3.

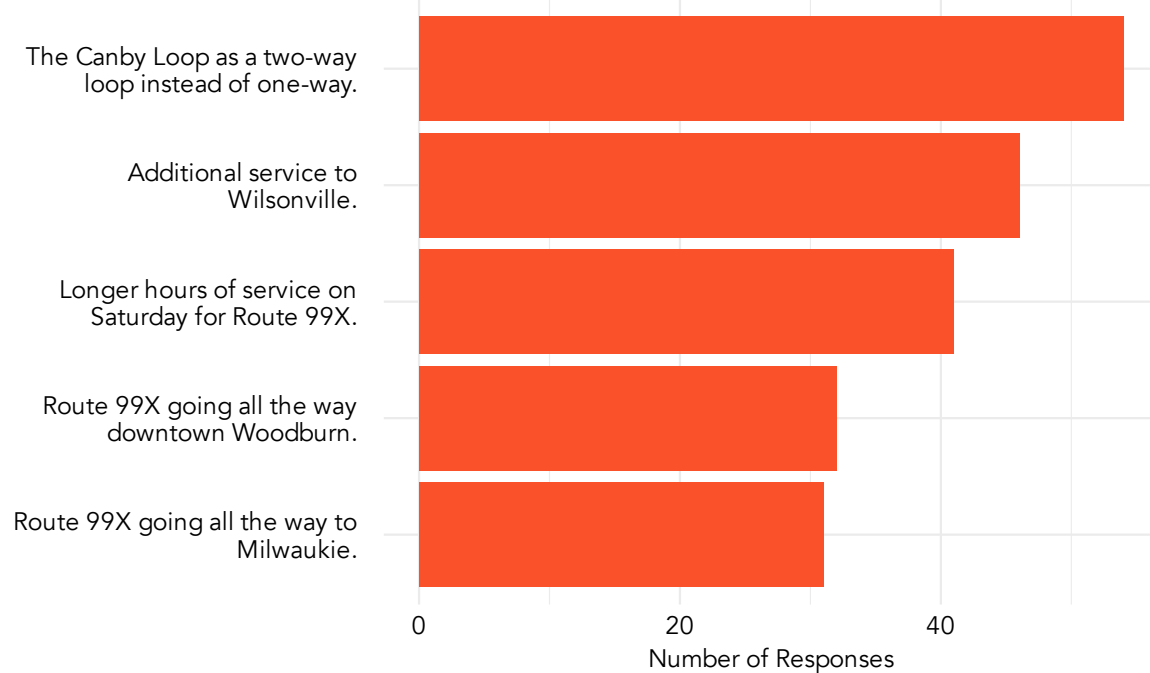


Figure 37: What should CAT prioritize?

5. Dial a Ride Service

Background

CAT is required by the Americans with Disabilities Act (ADA) of 1990 to provide a complementary paratransit service to eligible users. CAT provides this service under:

- **Complementary Paratransit Service (CPS) Dial-A-Ride.**
- **General Public Dial-A-Ride.**

In the Existing Conditions report, we found that:

- The introduction of the Loop reduced Dial-A-Ride and ADA paratransit ridership, by attracting some of the ADA riders. The Loop provides mobility at a much lower cost per ride, and with fewer vehicles, than the demand response services.
- The total ADA operational costs have been increasing since 2020 due to labor costs.
- More than 90% of trips were provided within the on-time window of 10 minutes before to 10 minutes after the promised time. CAT has an excellent track of not canceling trips. More than 80% of the trips have been completed, around 10% have been canceled by the user, and under 5% have been users that don't show up at the pick up time.

	Dial-A-Ride	Dial-A-Ride: Transferless service to Oregon City	General Public
Description	Door to door service within the Canby UGB.	Service to and from destinations within Oregon City's limits. At Oregon City users can connect with TriMet's LIFT to travel to the rest of the Metro area.	Service to anyone traveling within the Canby UGB The GP service is designed to utilize unused capacity on CAT's Paratransit Service.
Elegibility	Priority is given to Americans with Disabilities Act (ADA) eligible customers.	Americans with Disabilities Act (ADA) eligible customers.	Anyone, but priority is given to Americans with Disabilities Act (ADA) eligible customers. Rides are provided on a first come, first served space available basis. A sign-up form is required from customers prior to service.
Cost	Monday to Friday: \$1 Saturday: Free	Monday to Friday: \$1 Saturday: Free	Monday to Friday: \$1 Saturday: Free
Hours of Operation	Mon to Fri: 5 am to 8 pm Sat: 8 am to 6:30 pm	Mon to Fri: 5 am to 8 pm Sat: 8 am to 6:30 pm	Mon to Sat: 8:00 am to 6:00 pm.
Trips Restrictions	None	Limited to medical, dental, education, employment, legal and social service appointments.	None
% of ADA ridership	~73%	~18%	~9%
% of CAT weekday ridership	~14%		~1%

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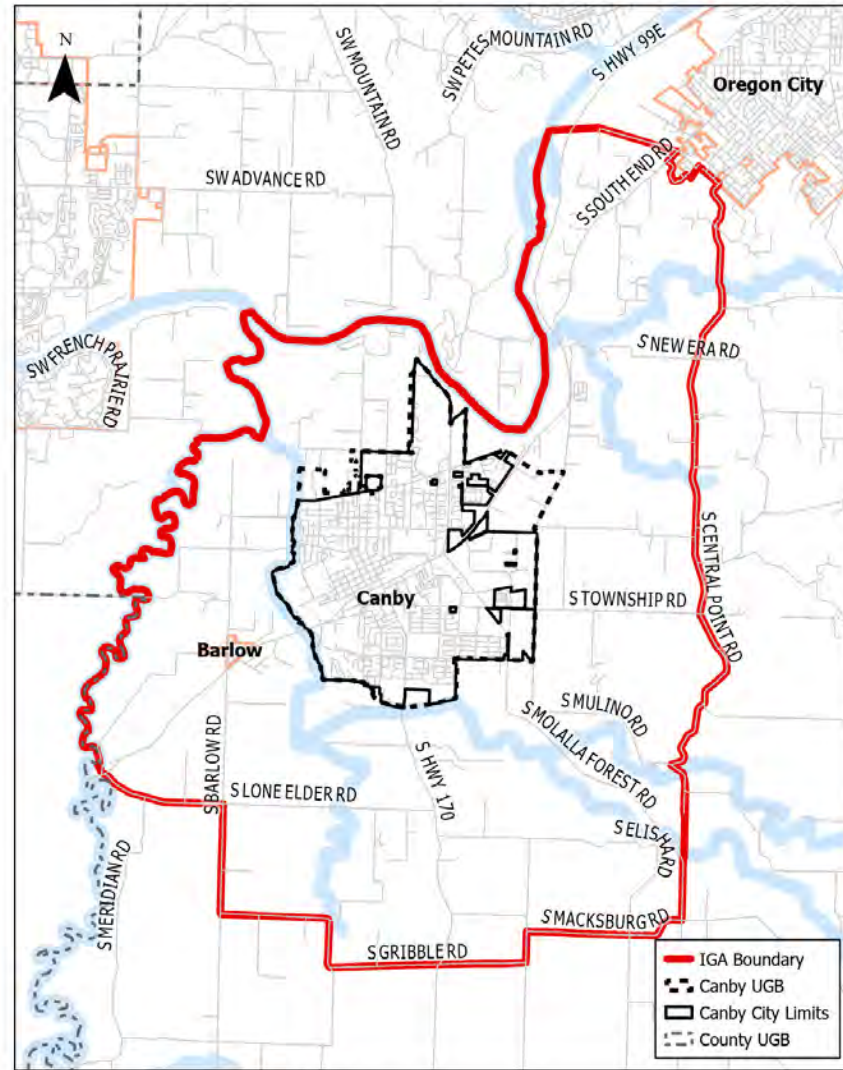
Figure 38: Overview of Paratransit Services

Service expansion into Clackamas County

CAT is required by federal regulations to provide paratransit service within 3/4 mile of a local fixed-route line during the hours of operation. Currently, CAT exceeds this requirement by offering paratransit service throughout the entire Urban Growth Boundary (UGB).

CAT will continue to provide this service for eligible users traveling within the Canby UGB and to destinations within Oregon City limits.

CAT has recently reached an agreement with Clackamas County to expand demand response transit services beyond Canby's UGB. As a result, eligible residents within the red boundary shown in **Figure 39** will also be able to use the paratransit service.



Canby Area Transit (CAT) & Clackamas County IGA Boundary

0 1 Miles

Date: May 7, 2024
By: Canby Planning
Source: Clackamas County GIS Portal

Figure 39: Canby Urban Growth Boundary and CAT's IGA boundary.

6. Costs and Funding

Fixed Route Operating Costs

Based on the frequencies, spans, lengths, and assumed speeds of each proposed route, we can estimate the number of vehicles and drivers required in service, as well as the number of vehicle hours needed for each route. Additionally, we can calculate the total miles that vehicles will travel to deliver each route. These elements form the core of operating costs: Revenue Hours in service, Revenue Miles in service, and Peak Vehicles.

Revenue hour refers to one hour when a bus and driver are on the road, providing service to passengers.

Revenue mile is a mile driven on a route while in service.

Peak vehicles represent the maximum number of vehicles needed simultaneously to deliver service during the busiest times of the week, typically rush hours.

These three parameters are the primary factors defining an agency's costs for transit.

The 2029 Network is a substantial increase in service compared to what is provided today. It is not achievable with the current resources and would also require additional drivers and buses.

Fixed Route Operating Costs

During the week, CAT would need to allocate twice as many resources to operate the enhanced service compared to the current level:

- **Canby Loop:** To provide service in both directions, CAT would need an additional vehicle, effectively doubling the service compared to today.
- **Route 99X Extensions:** Extending the route to downtown Woodburn and Milwaukie would require 1.6 additional vehicles. However, since the segment from Canby to Woodburn would run once an hour without peak hour

service, only one extra vehicle would be needed.

- **Route 3X:** Operating every 30 minutes would require 2 buses, but only one of these would be operated by CAT; the other would be provided by SMART. Costs are calculated based on the vehicle operated by CAT alone, assuming an agreement between the two cities.
- **Saturday Service:** The most significant cost increase would be for Saturday service, which would be nearly four times the current level, mainly due to

Route 99X running every 30 minutes between Canby and Milwaukie.

Route		Frequency		Two way length (miles)	Round-trip cycle time with layover (min)	Weekday revenue hours	Saturday revenue hours	Annual revenue hours	Annual revenue miles	Peak vehicles required
		a.m. peak	midday							
Canby Loop	Local	30	30	16	30	16	16	4,912	104,622	2
99X	Canby - Woodburn	60	60	57	120	70	70	21,490	472,780	4
99X	Canby - Oregon City- Milwaukie	30	30							
3X	Wilsonville	30	30	17	60	15	0	3,825	48,871	1
		Total recommended 2029 fixed routes				101	86	30,227	626,273	7
		Total - 2024 fixed routes				55	25	14,050	313,636	4
						+84%	+244%	+115%	+100%	+3

Figure 40: CAT Fixed Route Operating Costs.

Transit Grant Funding Sources and Opportunities

As part of this Transit Master Plan, we examined CAT's current funding situation and potential feasible local, State and Federal funding sources with regard to their relative certainty of future availability.

A full list of grants is located on the following pages in **Figure 41**. This table includes information such as the program name, description, relevance to CAT, eligible improvements, grant status, annual award amount available, match requirement, and program webpage for more information.

Potential priority grants are grants that align with the recommendations for bus stop and access improvements for CAT. These grants are marked in Table 1 under the column, "Potential Priority Grant". These grants are:

- State Transit Network Program
- Many funds are based on information listed in the United States Code for Transportation, Title 49, Chapter 53 – Public Transportation. More information on that code can be found [here](#).
- Rural and Tribal Assistance Pilot Program
- Grants for Buses and Bus Facilities Competitive Program
- Enhanced Mobility of Seniors & Individuals with Disabilities - Section 5310
- Vehicle Replacement Discretionary Program
- Bus and Bus Facilities Discretionary Program – 5339

Transit Funding Opportunities Summary

Program Name (and grant source)	Potential Priority Grant	Program Description from Grant Source	Relevance to Canby Area Transit	Eligible improvements for CAT				Status as of July 2024	Grant Source Total Amount Available	Cost Sharing or Matching Requirement	Program URL
				Access/ Infrastructure	Vehicles/ Facilities	Service/ staff	Maintenance				
Rural and Tribal Assistance Pilot Program (Federal)	X	<p>The Rural and Tribal Assistance Pilot Program is intended advance transportation infrastructure projects in rural and Tribal communities by supporting development-phase activities for projects reasonably expected to be eligible for certain DOT credit and grant programs. Grants will fund financial, technical, and legal assistance to states and rural and Tribal communities.</p> <p>The grants are intended to increase organizational capacity in communities that may not have resources available to evaluate and develop projects that qualify for federal funding and financing programs. Grants reimburse expenses incurred to hire staff or procure third-party advisory firms to assist with project development.</p>	Grant could provide CAT with temporary capacity-building assistance to strive for additional grants. Capacity-building could include hiring staff or funding design and engineering services for recommended infrastructure improvements. Grant could be leveraged to apply for additional federal grants.			X		Closed	\$10,000 to \$360,000	No	https://www.transportation.gov/rural/grant-toolkit/rural-and-tribal-assistance-pilot-program
Grants for Buses and Bus Facilities	X	The purpose of the Buses and Bus Facilities Competitive Program is to	This flexible funding source could be applied to financing buses and facilities capital projects. Grant also	X	X	X		Closed; potential	\$447 Million to \$490 Million per	Yes	https://www.transportation.gov/rural/grant-

Program Name (and grant source)	Potential Priority Grant	Program Description from Grant Source	Relevance to Canby Area Transit	Eligible improvements for CAT				Status as of July 2024	Grant Source Total Amount Available	Cost Sharing or Matching Requirement	Program URL
				Access/ Infrastructure	Vehicles/ Facilities	Service/ staff	Maintenance				
Competitive Program (Federal)		assist in the financing of buses and bus facilities capital projects, including replacing, rehabilitating, purchasing or leasing buses or related equipment, and rehabilitating, purchasing, constructing or leasing bus-related facilities.	funds workforce development activities and trainings, including trainings on zero-emission vehicles.					to reopen Jan 2025	year for FY 2022-2026 - authorized amount		toolkit/grants-buses-and-bus-facilities-competitive-program
Enhanced Mobility of Seniors & Individuals with Disabilities - Section 5310 (State)	X	<p>Eligible projects include vehicle purchases, passenger shelters, purchased services, preventive maintenance, travel training, marketing programs, development of centralized call centers, and equipment that supports transportation to meet the special needs of seniors and individuals with disabilities.</p> <p>Projects must be derived from a local Coordinated Public Transit-Human Services Transportation Plan.</p>	CAT and 99X services rural areas with Census blocks of people over 64 years old (EJScreen), including Aurora, Hubbard, and parts of Woodburn. Upgrades could include bus stop facilities, ADA curb ramps, accessible pathways to bus stops, including sidewalks, accessible pedestrian signals, or other accessible features.		X		X	<p>Discretionary Program: closed.</p> <p>Non-discretionary program: open; applications due Nov 20, 2024, to ODOT.</p> <p>Funds awarded every 2 years.</p>	Varies	Yes, 20% local share/80%	<p>ODOT: https://www.oregon.gov/ODOT/RPTD/Pages/Funding-Opportunities.aspx</p> <p>FTA: https://www.transit.dot.gov/funding/grants/advanced-mobility-seniors-individuals-disabilities-section-5310</p>

Program Name (and grant source)	Potential Priority Grant	Program Description from Grant Source	Relevance to Canby Area Transit	Eligible improvements for CAT				Status as of July 2024	Grant Source Total Amount Available	Cost Sharing or Matching Requirement	Program URL
				Access/ Infrastructure	Vehicles/ Facilities	Service/ staff	Maintenance				
Vehicle Replacement Discretionary Program (State)	X	The purpose of this program is to fund the replacement or right-sizing of vehicles that have met or exceeded their useful life standards.	CAT could use funds to purchase new vehicles.		X			Closed; potential to reopen March 2025.	\$9 million (4 million for Section 5307; (\$5 million for Sec. 5310 and 5311 projects, and pending funding availability, Section 5307 projects)	Yes; 10.27% local; 89.73% federal.	https://www.oregon.gov/ODOT/RPTD/Pages/Funding-Opportunities.aspx
5339 Bus and Bus Facilities Discretionary Program (State)	X	This program funds the replacement and purchase of buses, bus equipment, and bus-related facilities for transportation providers in small urban and rural areas with population of 199,999 or less.	This flexible fund provides resources for bus replacement, maintenance and administrative facilities, transfer facilities, a variety of station/facility types, passenger amenities (including shelters and stop signs), introduction of new technology, bicycle facilities, and other resources. Many recommendations about transit access and improvements could be funded through this discretionary program.	X	X		X	Closed; potential to reopen March 2025.	Varies	Yes, varies. Local match is 10-20%	https://www.oregon.gov/ODOT/RPTD/Pages/Funding-Opportunities.aspx

Program Name (and grant source)	Potential Priority Grant	Program Description from Grant Source	Relevance to Canby Area Transit	Eligible improvements for CAT				Status as of July 2024	Grant Source Total Amount Available	Cost Sharing or Matching Requirement	Program URL
				Access/ Infrastructure	Vehicles/ Facilities	Service/ staff	Maintenance				
State Transit Network Program (State)	X	This solicitation is for two separate competitive statewide solicitations; the STIF Discretionary Fund and the Statewide Transit Network Program. Review the STIF Discretionary and Statewide Network Program Guidance and Grant Application Instructions document in the Application section.	CAT could use funds for variety of projects, either for technical improvements (vehicles, facility improvements, technology, etc.) or for planning work (planning, management, research). Funds may also be used for projects that improve bicycle or pedestrian access to transit.	X	X	X	X	Open; applications due Sept 5, 2024.	n/a	Yes, varies. Local match between 10%-50% depending on project type.	https://www.oregon.gov/ODOT/RPTD/Pages/Funding-Opportunities.aspx Link to Guidebook
Public Works Program (Federal)		The Economic Development Administration’s (EDA) Public Works program funds physical infrastructure revitalization, expansion, and improvement projects among distressed communities to improve economic conditions, including business and job growth.	Grant focus is on revitalization through physical infrastructure for economic purposes. CAT could align improvements to stops near employment centers with grant purpose.	X		X		Open	\$600,000 - \$3,000,000	Yes	https://www.transportation.gov/rural/grant-toolkit/public-works-program

Program Name (and grant source)	Potential Priority Grant	Program Description from Grant Source	Relevance to Canby Area Transit	Eligible improvements for CAT				Status as of July 2024	Grant Source Total Amount Available	Cost Sharing or Matching Requirement	Program URL
				Access/ Infrastructure	Vehicles/ Facilities	Service/ staff	Maintenance				
Rebuilding American Infrastructure with Sustainability and Equity (RAISE) (Federal)		Under the Bipartisan Infrastructure Law (BIL), the Rebuilding American Infrastructure with Sustainability and Equity (or RAISE) program provides funding for capital investments in surface transportation that will have a significant local or regional impact. A Benefit-Cost Analysis (BCA) is required for this grant program.	Grant can be used for capital investments, including public transportation projects as stated under Chapter 53 of Title 49, United States Code.	X	X			Closed; potential to reopen winter 2024/2025	\$0 - \$25 million. Minimum amount for capital projects in rural areas is \$1 million.	Yes; minimum 20% local	https://www.transportation.gov/rural/grant-toolkit/rebuilding-american-infrastructure-sustainability-and-equity-raise
Low- or No-Emission Grant Program (Federal)		The Low- or No-Emission Grant Program 5339I provides funding to purchase or lease zero-emission and low-emission transit buses and for acquisition, construction, and leasing of required supporting facilities.	Purchasing/leasing low- or no-emissions buses, including constructing or leasing facilities. Grant able to fund workforce development activities and trainings.		X	X		Closed; potential to reopen Jan 2025	\$71-78 Million per year FY22-26	Yes; 10% -15%	https://www.transportation.gov/rural/grant-toolkit/low-or-no-emission-grant-program

Program Name (and grant source)	Potential Priority Grant	Program Description from Grant Source	Relevance to Canby Area Transit	Eligible improvements for CAT				Status as of July 2024	Grant Source Total Amount Available	Cost Sharing or Matching Requirement	Program URL
				Access/ Infrastructure	Vehicles/ Facilities	Service/ staff	Maintenance				
Advanced Transportation Technologies and Innovative Mobility Deployment (Federal)		The Advanced Transportation Technologies and Innovative Mobility Deployment (ATTIMD) program, also known as the Advanced Transportation Technology and Innovation (ATTAIN) program, provides funding to deploy, install, and operate advanced transportation technologies to improve safety, mobility, efficiency, system performance, intermodal connectivity, and infrastructure return on investment.	Partnership required. Must advance public transportation system through technologies, such as improved integration of payment systems, public access to real-time information, improve safety, etc.	X	X			Closed	Up to \$12 million	Yes; 20%	https://www.transportation.gov/rural/grant-toolkit/advanced-transportation-technologies-and-innovative-mobility-deployment
Strengthening Mobility and Revolutionizing Transportation (SMART) Grants (Federal)		The Strengthening Mobility and Revolutionizing Transportation (SMART) Grant program provides funding to eligible public-sector agencies to conduct demonstration projects focused on advanced smart community technologies and systems in order to improve transportation efficiency and	CAT could apply funds to traffic signal improvements for bus prioritization, connecting vehicles, and live bus trackers at stops. Funds are also eligible for planning and construction activities. Grant source is divided into two stages: Planning and Prototyping (Stage 1) and Implementation (Stage 2).	X	X			Closed; potential to reopen spring 2025	\$250,000 - \$2 Million	No match required for Stage 1 grants	https://www.transportation.gov/rural/grant-toolkit/strengthening-mobility-and-revolutionizing-transportation-smart-grants

Program Name (and grant source)	Potential Priority Grant	Program Description from Grant Source	Relevance to Canby Area Transit	Eligible improvements for CAT				Status as of July 2024	Grant Source Total Amount Available	Cost Sharing or Matching Requirement	Program URL
				Access/ Infrastructure	Vehicles/ Facilities	Service/ staff	Maintenance				
		<p>safety, among the other USDOT Innovation Principles.</p> <p>The program seeks to fund purpose-driven innovation and focuses on building data and technology capacity and experience for state, local, and Tribal governments.</p>								https://www.transportation.gov/grants/SMART	

Figure 41: Transit Funding Opportunities

7. CAT's Capital Assessment and Recommendations

CAT Vehicle Fleet

This section describes current assets and practices for CAT's fleet and bus stops. It focuses on an assessment of three key asset areas for the agency: its fleet of vehicles, its inventory of bus stops, and its current technology systems. Through this assessment of infrastructure replacements and upgrades for both upfront and long-term recurring costs, CAT will be better positioned to provide reliable and accessible transit, more accurately forecast financial needs, proactively maintain its vehicles, and more seamlessly meet ADA and policy requirements.

Existing Fleet

As of 2024, CAT operates 16 vehicles in revenue service and has one vehicle reserved for solely administrative use. The fleet, summarized in **Figure 42**, includes multiple vehicle types. The most common are Arboc cutaway buses, which range between 23 and 28 feet in length. Other vehicle types include Gillig buses and Ford and Dodge vans.

The average age of vehicles in revenue service is seven years. Four of the vehicles in the fleet (two Gillig buses, one Chevy cutaway, and the Dodge Caravan) are 11 years or older.

Functionally, these vehicles meet the agency's needs for its fixed route and

dial-a-ride service. According to staff, crowding on vehicles is rare, and all operators are licensed to drive both the Type A and Type D bus vehicles. However, problems have arisen due to frequent repairs and the long timelines involved in securing necessary parts. These most frequently affect the Gillig buses and the Arboc cutaways. According to staff, frequent repair needs come from a variety of vehicle parts, from engine problems to HVAC failures. Repair delays are exacerbated by CAT's lack of an area to stockpile spare parts such as climate control knobs. These include quality control issues, too, on newer vehicles.

According to CAT staff, vehicles have typically been replaced as they reached their useful life standard, measuring by years rather than mileage. However, this is dependent on grant funding availability. Within the current fleet, two Class A Gillig buses are approaching their minimum useful life standard of 12 years, though

their mileage as of May 2024 is less than the minimum recommended useful life mileage of 500,000 miles¹. Seven additional vehicles – five Arboc cutaways, one Startrans cutaway, and the Dodge Caravan

¹ "Vehicle Descriptions and Useful Life Standards." Oregon Department of Transportation Rail and Public Transit Division. January 2024. <https://www.oregon.gov/odot/RPTD/RPTD%20Document%20Library/Vehicle-Useful-Life-Benchmarks.pdf>

Make	Years	Type	Number of vehicles
Gillig	2013, 2023	35-foot buses	3
Dodge	2013	19-foot, minivan, Admin or supplemental vehicle for Dial-A-Ride dispatchers	1
Arboc	2016, 2018 (2)	23-foot cutaway buses	3
Arboc	2016 (2)	26-foot cutaway buses	2
Arboc	2018, 2019 (2), 2021 (2)	28-foot cutaway buses	5
Ford	2022	20-foot, van	1
Chevrolet	2004	Sedan, Admin vehicle	1
Chevrolet	2010	22-foot, cutaway	1

Figure 42: CAT Vehicle Inventory

CAT Vehicle Fleet

– have already surpassed their Expected Useful Life (EUL) dates.

Following Oregon Department of Transportation (ODOT) base vehicle price estimates, the cutaway and Dodge replacements (if replaced on a one-to-one basis) would incur a replacement cost of between \$460,000 and \$985,000. The cost to replace the two Gillig buses would be between \$960,000 and \$2,000,000². The two Gillig replacements will reach their EUL in 2026. **Figure 43** shows anticipated replacement costs by year.

Regional Transit Benchmarks

For a transit agency of its size that operates two fixed routes and paratransit service, CAT operates a larger fleet than is typically required. While the agency needs a minimum of seven vehicles on a typical weekday, and approximately nine or ten go into service per day, its revenue service fleet includes a total of 16 vehicles.

One reason for the larger fleet is the frequency of repairs and longer time requirements for maintenance. Older vehicles are kept in the fleet as spares to cover

gaps that occur when newer vehicles are taken out of service for maintenance. No local dealerships within Canby can offer repairs to the 10 Arboc cutaway buses, for example, necessitating longer trips to Sandy, Oregon, for repairs. CAT staff have also indicated that the Gillig buses frequently require repairs, as well.

As a result, CAT's fleet is larger than several neighboring agencies that serve towns in the greater Portland metro area of similar sizes. The City of Sandy, about 20 miles northeast of Canby and 25 miles outside of Portland, operates four fixed-route lines, including regional routes to nearby Clackamas and a circulator shuttle. According to the Federal Transit Administration, as of 2022 Sandy Area Metro (SAM) had 11 vehicles in revenue

service³. This includes vehicle types such as 35-foot Gillig buses and smaller trolley buses.

Wilsonville operates the South Metro Area Regional Transit (SMART) system, a larger agency that provides some indications of future directions for CAT. SMART serves the area to the northwest of Canby as well as connections into Canby. As the agency operates more lines and covers a larger area, it has a larger fleet, more than 35 vehicles in revenue service. These include larger buses such as 40-foot diesel-electric hybrid buses and cutaway buses. In 2019, SMART also added two 35-foot Proterra Catalyst buses to its fleet⁴.

³ "2022 Annual Agency Profile – City of Sandy." Federal Transit Administration. 2022. https://www.transit.dot.gov/sites/fta.dot.gov/files/transit_agency_profile_doc/2022/00389.pdf

⁴ "SMART Awarded \$1.45 Million Grant for New Electric-Powered Buses." Wilsonville, Oregon. <https://www.ci.wilsonville.or.us/administration/page/smart-awarded-145-million-grant-new-electric-powered-buses>

Figure 43: Potential Fleet Replacement Costs

	End of EUL Vehicles	One-to-One Approach	Ford Transit Vans Re-placing Cutaways (assumes E4 class)
Currently Past EUL by date	5 Arboc Cutaways, 1 Startrans Cutaway, 1 Dodge van	\$500,000 -	
\$1,080,000	\$140,000 - \$420,000		
2025	None	N/A	N/A
2026	1 Arboc Cutaway, 2 Gillig 35', 1 Ford TCN	\$554,000 - \$2,149,000	\$1,040,000 - \$2,195,000
2027	2 Arboc Cutaways	\$160,000 - \$340,000	\$40,000 - \$120,000
2028	2 Arboc Cutaways	\$160,000 - \$340,000	\$40,000 - \$120,000

CAT Vehicle Fleet

Expected Growth Needs

CAT's fleet generally meets the needs and demands of today's riders. Ridership in recent years has grown with the addition of more revenue service hours through the Canby Loop line described above. A key driver for the size of CAT's current fleet, rather than ridership and service needs, is the frequency and long timeline for repairs and maintenance detailed above.

The CAT fleet is generally maintained to useful life standards, with some exceptions in the age of older vehicles. The agency is meeting this need currently, but the need will continue into the near future. Six vehicles have surpassed their useful life as tracked through vehicle age, not mileage, and two Gillig buses detailed above are nearing their end of useful life.

CAT staff have indicated a desire to replace some cutaways with Ford Transit vans. But following ODOT capital cost assumptions, the most expensive Class E vans cost approximately 16% more per mile of useful life than the most expensive Class D cutaway buses.

Lastly, the new facility building, in development as of spring 2024, will include electric charging infrastructure. This opens the door to new electric vehicle types

and expands the type of vehicles that can replace current vehicles as they age out. The addition of electric vehicles will require additional training and creation of new standards and best practices.

Recommendations and Replacement Plan

Right-size and optimize the fleet. Currently, a significant number of CAT's fleet is beyond its useful life or will near its useful life in the next two years. As CAT replaces vehicles, the agency should consider vehicle sizes and types that match the agency's needs. Current ridership data indicates that the electrification process may provide an opportunity to reconsider vehicle sizing needs.

Further, as a vehicle reaches the end of its useful life, the agency should evaluate if the fleet size can be reduced or if maintenance needs still dictate the current fleet size. A smaller fleet may help save CAT funds, but with minimal maintenance staff and the lack of local garages to supplement them, any reduction in fleet should be carefully considered. It may be necessary to maintain a large number of vehicles as spares or in service rotation until a more efficient repair system may be established.

Lastly, as parts availability and long

maintenance timelines are a recurring constraint on the number of vehicles available in service, repair ease should be a factor considered in the acquisition of new vehicles. Canby has a local Ford dealership, which allows more seamless repair services to smaller Ford vehicles such the Ford Transit van. While Ford discontinued the Transit Connect Van (TCN) in 2023, the slightly larger Ford Transit XL and XLT are still sold by Ford, as are pre-owned TCN vehicles.

Needs related to electric vehicles

The inclusion of electrical charging infrastructure in the new CAT facility will allow for the addition of electric vehicles to the fleet. As they reach the end of their useful lives, older Gillig and Arboc buses may be replaced by electric buses. These will require new standards of maintenance and operator trainings, but also may involve less frequent maintenance due to fewer moving engine parts. According to a survey from the Transit Cooperative Research Program, transit agencies who have added electric vehicles have recommended that agencies use the same vendor for charging infrastructure and for new vehicles¹.

¹ "Electric Vehicle Maintenance Best Practices." National Rural Transit Assistance Program. November 2022. <https://www.nationalrtap.org/Resources/>

CAT Vehicle Fleet

As of June 2024, CAT has not identified which electric charging devices will be installed in its future maintenance facility. Broadly, electric vehicles that would meet CAT's needs include electric buses, vans, and cutaways, depending on the vehicle they are replacing. Potential manufacturers and models include:

- **Ford:** The E-Transit series offers several electric cutaway options, beginning at \$51,595 for a chassis cab to be converted into a transit shuttle. Ford does not currently offer an electric passenger Transit Van (only cargo configurations), but other manufacturers such as Lightning eMotors offer electric passenger vans constructed from the Ford Transit Van chassis².
- **GreenPower:** GreenPower produces a range of electric transit vehicles that range from a 19-passenger van, the EV Star, to a 40-foot, 40-passenger bus, the EV350. The most applicable models based on CAT's current fleet and expressed needs are the EV Star van, EV Star Mobility Plus cutaway, and the EV250 30-foot bus³.
- **BYD:** BYD produces a range of

medium-to-large size electric transit vehicles, as well as larger-capacity buses. The 30-foot K7M bus would be most relevant for CAT's fleet and has a capacity of 22 seated passengers and a range of 158 miles⁴.

Electric transit vehicles have much higher purchase prices than diesel and natural gas vehicles but they offer cost savings over their lifetime. The Oregon Department of Transportation and Natural Resources Defense Council estimate a typical electric transit bus costs \$753,000 in 2019 dollars (\$939,540 in 2024 dollars⁵). This estimate does not reflect smaller transit vans and cutaways.

Data monitoring

Fleet Pro has traditionally been useful in monitoring the fleet status and identifying routine maintenance needs. As described further below, as Fleet Pro largely depends upon manual data entry by operators, additional staff training may assist in standardizing input entered into the system. Accurate mileage and maintenance data will be key for anticipating vehicle replacement needs and covering out-of-service vehicles.

Maintenance

Due to difficulties repairing vehicles locally, CAT should continue to maintain vehicle redundancy to anticipate long repair cycles. This redundancy should focus on the vehicle types that require longer repairs, ensuring that larger vehicles are available to cover peak ridership on the 99X route, for example, when a Gillig bus is taken out of service.

Between repairs, CAT should stockpile parts that are difficult to procure to save time on future repairs. This should be weighed with data on the age of a vehicle and whether the retirement of that vehicle is imminent (data tracked through Fleet Pro). CAT should continue to budget and plan proactively for repairs and preventative maintenance to avoid longer repair cycles.

Best-Practices-Spotlight/Electric-Vehicle-Maintenance
2 "Lightning ZEV3 Transit Passenger Van."

Lightning eMotors. <https://lightningemotors.com/zev3-transit-passenger-van/>.

3 "EV250 Bus." GreenPower Motor Company. <https://greenpowermotor.com/gp-products/ev250-bus/>.

4 "K7M – 30' Electric Bus." BYD. <https://ride.co/products/k7m/>.

5 "Guide to Transit Electrification." Oregon Department of Transportation. 2020. <https://www.oregon.gov/odot/RPTD/RPTD%20Document%20Library/Transit-Electrification-Guide.pdf>.

CAT Bus Stops

CAT's system includes bus stops on the Canby Loop and on the 99X, within and outside of Canby City Limits. There are 32 bus stops on the Canby Loop, 20 bus stops to the north between Canby and Oregon City, and 23 bus stops to the south between Canby and Woodburn. Canby's bus stops include a combination of **Signs** (Large and Small), **Poles** (Including use of light poles), **Shelter and Benches**, and **Trash receptacles**.

Canby Loop

For Canby Loop stops, CAT has more flexibility about stop amenities and placement since they are all located on city streets and therefore under the City's jurisdiction. When CAT was first created, about 20 years ago, Canby staff, including CAT and Public Works staff, rode the route and placed the stops together to set up the initial system. The stops are placed approximately ¼ mile (1,320 feet) to ½ mile (1,760 feet) apart.

A typical stop on the Canby Loop includes a sign and pole on the curb side. Most stops on the Canby Loop have sidewalks adjacent to the roadway without a buffer. Some of the stops have a parking lane leading up to the bus stop location.



99X

CAT has less flexibility to address stop configuration and amenities for the remaining 99X stops because they are located on ODOT's right-of-way and require more coordination and ODOT approval.

Many of the stops along OR-99E do not have a concrete landing area nor sidewalk connection.

For bus stops along OR-99E, as part of the recent ODOT roadway construction project, nine stops were permitted to receive shelters and one stop a bench.

For a detail description of the existing conditions for each bus stop in the system, go to "Appendix B: Bus Stop Inventory"



Figure 44: CAT bus stop locations.

Bus Stop Recommendations

This section provides guidance for the City of Canby to consider when developing standards for the siting and design of bus stops. These guidelines are based on the Oregon Department of Transportation (ODOT) Public Transportation and Guidelines in the ODOT Highway Design Manual and national best practices from the NACTO Transit Street Design Guide¹².

For a detail description of issues and improvement recommendations for each bus stop in the system, go to "Appendix B: Bus Stop Inventory"

Siting

Spacing

- Destinations: place bus stops near major destinations and land uses such as shopping centers, schools, hospitals, and parks to maximize convenience and usage.
- Bus stop spacing: balance accessibility with service efficiency by following general spacing guidelines based on the land use context. When placing stops follow these recommendations

¹ ODOT Traffic-Roadway Section, Highway Design Manual, Part 700 Public Transportation and Guidelines: https://www.oregon.gov/odot/Engineering/Documents_RoadwayEng/HDM-0700.pdf

² Transit Street Design Guide, NACTO: <https://nacto.org/publication/transit-street-design-guide/>

based on urban development and density:

- **In Dense areas** with a lot of activities and good walkability conditions, strive for bus stops every 3 blocks or 780 feet. Stops placed closer together should only occur in special cases, such as for safety or specific stop-by-stop needs. In nonresidential or employment zones, use an equivalent density of 56 persons per acre. Regional Centers, Town Centers, and Main Streets should be included in these dense areas. This placement would allow service to be reliable and fast in dense areas, while concentrating boardings in main stops.
- **In suburban and rural areas**, walking conditions are essential when determining bus stop locations. If stops are too far apart, passengers might face long, unpleasant walks along highways (e.g., Route 99X) or struggle with urban obstacles. In these low-density regions, where buses make fewer stops due to less frequent use, placing stops too far apart to maintain speed would not compensate for the negative impact of poor walking conditions, leading to reduced ridership. Instead, placing

stops closer together in areas with poor walking conditions can prevent difficult walks to the bus stop without significantly affecting the route's speed, given the typically low ridership in these areas. Stops should be placed as needed based on the above criteria but no closer than every 1,000 feet.

Placement

- Prioritize placing stops near intersections. The three big advantages of bus stops near intersections are:
 - Most intersections include crosswalks which allow people to easily cross to and from the stop, improving access from nearby businesses and homes.
 - The overall walking distance from a neighborhood to a stop will be shorter if the stop is located at the intersection of multiple walking routes (in this case, sidewalks).
 - A bus stop is more visible in all directions when it is near a corner.
 - Finally, when two bus routes are on cross streets, locating both of their bus stops near the corners makes it easier for transferring passengers to see the stop they need to walk

Bus Stop Recommendations

to, and makes their walk shorter.

- **Nearside vs. farside stops:** Generally, farside placement is preferred on streets with multiple lanes where motorists may pass the stopped bus. If the street is configured in such a way that motorists may not pass the stopped bus (e.g. only one lane per direction, and the bus is stopped in the lane) nearside placement is appropriate. Farside bus stops at signalized intersections can also improve the bus's operating speed and reliability.
- **Safe crossings:** ensure bus stops are placed near safe pedestrian crossings, such as crosswalks or intersections with traffic signals or stop signs to facilitate safe and easy access for pedestrians.

Design.

Bus Stop Zone

- **Deceleration and acceleration:** ensure enough area is provided along the curb for bus deceleration, stopping, and acceleration. At nearside stops a minimum length of 100 feet is appropriate. Minimum of 80 feet at farside stops, and minimum 150 feet at mid-block stops.
- **Bus stop pads:** bus pads are areas of

the roadway surface at bus stops that are usually constructed of thick and/or reinforced concrete slabs to address the common issue of asphalt rutting at bus stops, which increases maintenance costs. Bus pads should be at least 10 feet wide (including gutter pan if present) to accommodate both wheels of a bus. The length of the bus pad should be sufficient to at least extend to include the rear wheels of the bus.

- **Curbs:** the curb alongside the bus stop should be painted red to help prevent motorists from parking within the bus stop zone so that all bus riders can safely access the curb and bus ramps can be deployed. Curb height and design should be informed by local conditions or design standards.
- **Bus pullouts:** consider the pros and cons of bus pullouts where the bus exits the travel lane to drop off and pick up riders. Generally, they are appropriate for high-volume (greater than 250 vehicles/peak hour) and/or high-speed (greater than 40 mph) arterials. Since most ODOT facilities are classified as arterials, they may be the default for ODOT facilities, however, they can be a challenge for transit operations, requiring more time for the bus operator to wait for a break

in traffic to reenter the travel lane. If bus pullouts are used, farside bus stop placement is preferred because traffic control allows breaks in traffic.

Amenities

- Stop amenities should be consistent by a set of bus stop criteria based on ridership and urban development patterns:
 - At lower ridership or physically constrained stops (e.g., narrow sidewalks), the sign may suffice.
 - At higher-ridership, less-constrained stops where multiple routes stop and people make transfers, amenities such as benches and shelters should be pursued. These can help make the waiting experience more pleasant, especially during cold and wet seasons.
 - At stops with known high numbers of elderly or disabled travelers nearby should be prioritized for ADA improvements and shelters.
 - At locations with an adjacent parking lane, CAT and Canby Public Works should work together to ensure that parked cars and parking are not encroaching on the buses' paths to the curb.

Bus Stop Recommendations

- For locations that require a shelter follow these guidelines:
 - Shelters should provide roofs and side panels to protect passengers from weather to the extent possible.
 - Shelters should not block sight distance. Intersections and driveways should still have adequate visibility with shelters installed. Shelters should be located at least 5 feet from the edge of the curb.
 - Shelters should be placed on a smooth, flat surface, such as a concrete platform. Maintain a minimum clear space of 2.5 x 4 feet within the shelter space to allow someone using a typical wheelchair to use the shelter.
 - An accessible route (with a minimum width of 4 feet) should connect the shelter space to the boarding area.
 - In the absence of shelters, site bus stops at locations where vegetation or building shadows provide shade.
- Seating and additional amenities: include space to rest, either a bench or leaning rail, and space for a wheelchair user next to the bench. Consider additional amenities such as garbage cans, bicycle parking, and real-time arrival information.
- Treatments at unsignalized intersections: CAT stops - especially those outside of the city - are not at intersections and therefore there is no legal crosswalk (marked or unmarked) close by.
 - At high ridership stops and destinations, unsignalized intersections should receive enhancements such as high visibility marked crosswalks and warning signs. Quick build elements such as paint and post curb extensions or pedestrian refuge islands can also enhance the crossing experience, shortening the crossing and narrowing the roadway. Treatments such as rectangular rapid flashing beacons, pedestrian hybrid beacons, and signals should be explored when warranted by both pedestrian desire lines and volumes and ability to safely cross traffic volumes on the main roadway. An example of where a signal should be explored is at OR-99E & Haines Rd to provide safe pedestrian access to Canby Regency, a mobile home community. To install more expensive but permanent infrastructure (such as raised crossings and concrete curb extensions that include a bus loading area) CAT should look for opportunities through: a) Other City or ODOT corridor projects, b) Stop treatment capital construction projects
- Treatments at signalized intersections: Signalized intersections provide an opportunity to improve the pedestrian and transit user experience as well. Nearly all riders will walk across the road on one or both ends of their trip. Collaborate with design projects to include high-visibility crosswalks and leading pedestrian intervals at signalized intersections.

Lighting.

Lighting is a key element in making transit users feel safe, especially while riding after dusk or before dawn. Lighting provided at bus stops can have additional benefits: pedestrians passing through the area can also appreciate the sidewalk or intersection being lit, operators can better see transit users waiting at a stop, and it can help transit users alight the bus more easily.

Bus stops should ideally be located within 50 feet of an overhead light source. In shelters, ensure lighting and clear panels for visibility and safety. Avoid lighting that will backlight people waiting at the bus stop

Bus Stop Recommendations

because it makes it difficult for the bus operators to see people at the stop.

Installing lighting fixtures, such as the LED Cobra Head, to power poles is one of the most cost-effective ways of introducing more lighting without needing new poles and foundations. Where a power pole is not located in a convenient location, a pole and foundation should be installed for the most robust lighting. Areas along OR-99E without formal pedestrian infrastructure should also receive lighting as funding becomes available. Possible lighting solutions may include solar-powered transit lights integrated directly into bus stop poles. One important consideration is that a light's built-in battery have enough capacity to sustain several days' charge in the event that inclement weather prevents the solar cell from recharging. Relevant products for solar lighting affixed to stop poles include:

- Brasco SolStop, which integrates a rider-activated button or sensor on the stop pole with a solar-powered light³.
- UrbanSolar PVStop+, which offers either rider-activated or dusk-to-dawn lighting settings, and can run at least five days between solar battery charges⁴.

³ SolStop. Brasco International. <https://www.brasco.com/products/solstop/solstop/>.

⁴ "Transit Pole Lighting." UrbanSolar. <https://urbansolarcorp.com/transit-lighting/transit-pole-lighting/>.

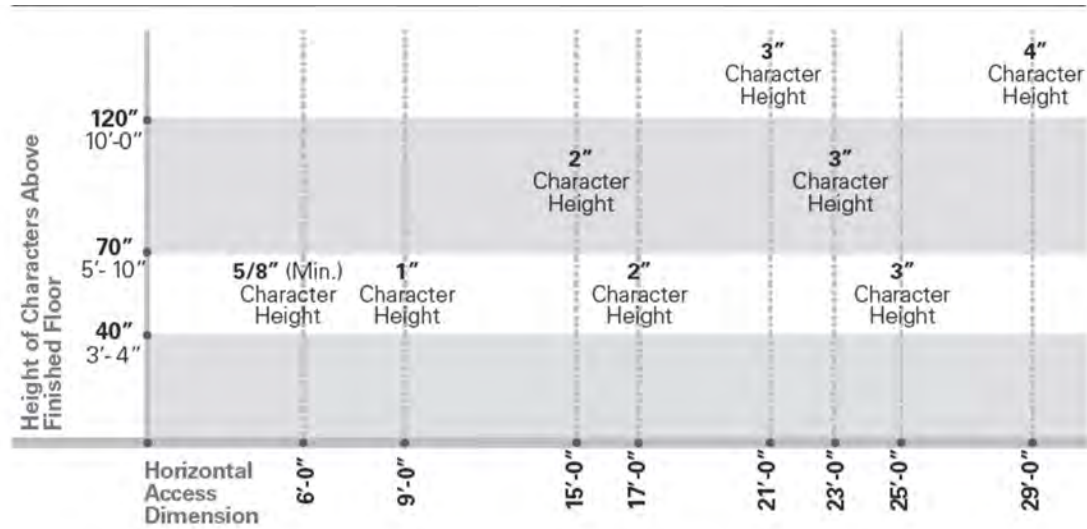


Figure 46: Text sizing for bus stop signage



Figure 45: Examples of effective bus stop signage

Bus Stop Recommendations

- Smart Era Lighting Systems Transit Pole Solar Light, which offers options for dimmer automatic settings that may brighten when users activate the button, and also boasts⁵.
- Solar Illuminations BK10 Bus Stop Lighting System, which offers options to upgrade for additional battery capacity. Package begins at about \$800 per light⁶.

Bus Stop Sign Design

Sign Placement

- APTA recommends that a bus stop sign should be able to be seen from a 300-500-foot distance easily in both directions. The white background of CAT's current sign design makes it blend into the background, especially on cloudy days. CAT should choose colors for the signs so that they don't need to be maintained frequently to retain contrast, even after periods of being exposed the elements.
- Height and offset from curb: place bus stop signs 7-9 feet from the ground

⁵ "Transit Pole Solar Light." SELS: Smart Era Lighting System. <https://selsled.com/products/transit-pole-solar-light>

⁶ "BK10 Solar Bus Stop Lighting System." Solar Illuminations. <https://www.solarillumination.com/solar-bus-shelter-transit-lights/bk10-solar-bus-stop-light>.

(measured from the bottom of the sign to the top of the sidewalk) for visibility above parked cars and other obstacles. Place bus stop sign poles 2-4 feet offset from the face of curb.

- Exclusive poles: Install bus stop signs their own exclusive pole, as opposed to being affixed to existing sign poles.
- Ensure standard bus stop signs are at least 18 inches wide by 24 inches high.
- Use large, high-contrast fonts (at least 2 inches in height) for readability from a distance.
- CAT has recently gone through a rebranding process. As funding becomes available, CAT should replace signs with new branding, graphics, colors, and text to meet accessibility standards. While tactile signs and braille are not required, many agencies have started to add them to bus stop signs to provide additional accessibility for vision-impaired transit users. Detailed text, such as a schedule, should be located farther down the sign at a smaller font for people standing at the stop can read it.

Stop names and numbers

- Place unique station numbers (such as the Stop IDs) in an easily readable spot

on the sign assembly along with information about how to access schedules and maps (such as a QR code).

- Establish and use consistent stop names across many media (e.g. choosing one of "NW 2nd Ave & N Douglas St" or "2nd & Douglas"). These names appear in online maps, Google Maps, Passio Go! App and transit trip planners' instructions. They should be consistent with the names used by other transit agencies that share stops with CAT, to make it easier to identify and search for a stop.

Service Detours

Temporary Stops

- In the event of potential disruptions to bus routing or stops due to construction or other causes, existing bus stops should remain open and accessible with at least a 4-foot-wide path.
- If it is not feasible to serve the permanent stop, a temporary stop should be provided. The temporary bus stop location should adhere to the guidance above, ensuring the location is safe, visible, and ADA accessible.

Bus Stop Recommendations

Detour Signage

- Rider notice signs with information about the bus stop closure and the location of the temporary bus stop shall be installed at all bus stops with detoured service.
- Post notices to notify transit users and the surrounding community of the temporary bus stop change at least seven days in advance, or as soon as possible to allow frequent weekly riders to be informed of the upcoming change.
- A temporary bus stop should be signed by posting a temporary bus stop sign.
- Signage may be made of laminated paper sheets that are taped or tied to poles and shelters.

ADA accessibility

Accessibility for the most vulnerable populations should be prioritized. This includes:

- Stops near senior or low-income housing. Stops on OR-99E along gravel shoulders for alighting should be prioritized to receive concrete pads to make the stop more permanently accessible.
- ADA landing pad: ensure compliance with ADA by providing an 8-foot by 5-foot landing pad at bus entrances

and exits. A smooth, stable surface (such as concrete) should be used. The landing pad provides a flat space for someone in a wheelchair to board or exit the bus. The pad can be part of an adjacent sidewalk.

- Coordinate with ODOT to make improvements on stops for the 99X route.
- For the Canby Loop, confirm curb ramps accessing bus stop are available and meet ADA requirements.
- When adding amenities such as signs, benches, or shelters to bus stops, a 5-ft ADA pedestrian access route should remain clear around amenities.
- Sidewalks: maintain a continuous clear accessible pedestrian path at bus stop areas. There should be a minimum 4-foot-wide sidewalk that is not encroached by bus stop signage, shelters, benches, and other amenities; however, a 5-foot-wide or greater sidewalk is preferred.
 - o CAT should create a list of curb ramps near stops that should receive reconstruction to make them accessible and, over time, work with Canby Public Works to reconstruct non-compliant ramps through other infrastructure

projects.

- o Provide a clear and leveled sidewalk or pedestrian path from the bus stop to the nearest intersection which should include curb ramps with tactile strips on each corner.
- Boarding area: provide a level boarding area with a maximum slope of 2.1% (as measured perpendicular to the street)



Figure 47: CAT paratransit van.

Technology Assessment

Internal Operations Software

CAT currently uses three main technologies to track vehicle condition, manage scheduling, and monitor system performance.

- Fleet Pro:** Fleet Pro tracks vehicle condition and mileage. CAT uses it to schedule annual and preventative maintenance based on mileage and other data. Information is manually entered by operators, which historically has been a point of difficulty, as some data is not entered in consistent formats.
- Passio:** CAT uses Passio for scheduling and service performance metrics such as on-time performance. Passio has historically been a challenge for CAT staff, but recent changes have smoothed the work process and generated more reliable schedule reports. Passio is also the rider-facing platform described below, allowing riders to track real-time arrivals on the system. The Passio system also provides Route 99X on-board audio announcements of upcoming stops.
- CTS Software/Trip Master:** Canby employs a program from CTS to manage dial-a-ride paratransit requests. Software crashes have occasionally occurred due to Microsoft

updates, but otherwise the system works well for CAT staff.

Public Information

Rider-facing information is largely made available through two venues: the City of Canby website and through the Passio app. Through the city website, CAT information directs users to information about the Canby Loop and 99X lines, though no overall system map is available.

Links to download the Passio Go app are

provided, and users may also use a browser-based version. **Figure 48** depicts how the Passio Go app shows both real-time route information as well as serve disruption alerts. The website also directs riders to a Ride Clackamas interactive map of routes and a trip planner. The interactive map offers more information about each route and displays connections run by other local agencies. However, CAT staff note that the Ride Clackamas information does not update unless CAT staff prompt changes. As such, CAT currently refers riders to the Passio Go app, which reflects any routing changes.

CAT also publishes a GTFS (General Transit Feed Specification) with their current schedules so that people can get info about CAT through whatever transit app they choose (Google, Apple, Transit App, etc).

Fare Information

Fare information is also available on the website, but no online purchasing option is available for passes. To pay through a computer, users must fill out a PDF order form and submit it via email. Other options are offered at the CAT

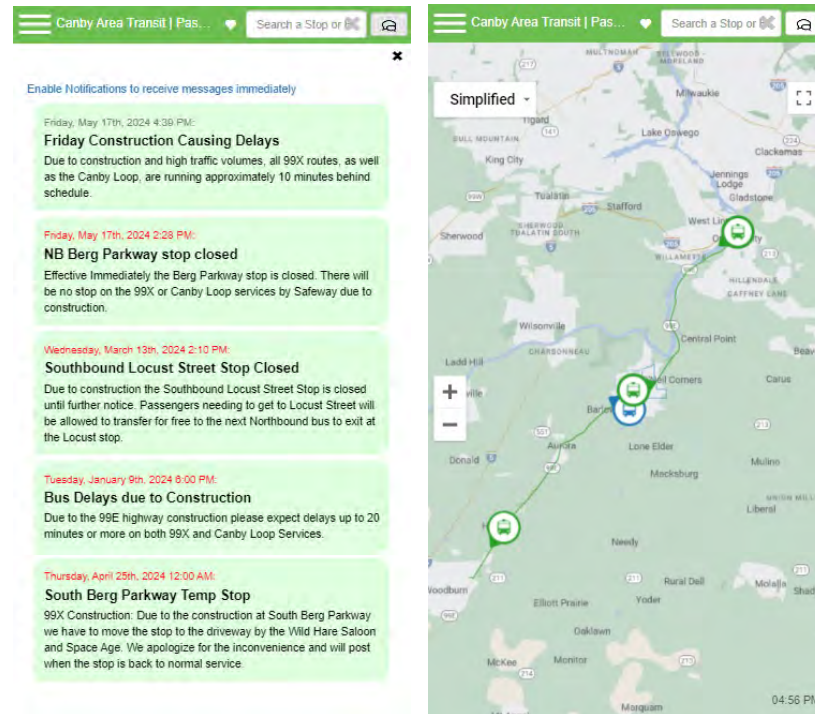


Figure 48: Passio Go app screenshots

Technology Assessment

office, on the bus from an operator, or via phone. Passes are available either as a punch card of 24 rides or a monthly pass.

Regional Technology Comparisons

The City of Wilsonville's SMART system has similar fare pricing as Canby, with base fares at \$1.60. The agency uses Umo, however, to provide electronic fare payment. The introduction of Umo occurred recently, in August 2023, and SMART no longer offers punch card passes. Fares loaded onto the Umo app may also be used through the Cherriots system operated by the Salem Area Mass Transit District.

SMART directs riders to a custom application, MySMARTbus, for bus arrival and real-time information. As with Passio Go, the information is also available on a browser-based map.

Fare and routing systems offered by Sandy Area Metro are very similar to those of CAT's. SAM offers a \$1 base fare. SAM riders may purchase passes in person from an operator on a bus, or at a number of public buildings around the city of Sandy. No online options are available.

Provider	Advantages	Considerations
Passio	<ul style="list-style-type: none"> Existing system, staff familiarity Recent progress in working with Passio staff to address problems from setup Simple browser and app interface, does not require use of phone (can be accessed on desktop) 	<ul style="list-style-type: none"> Historical performance problems with initial data setup Limited app capabilities for payment, if CAT desires to pursue app payment
UMO	<ul style="list-style-type: none"> UMO rider app includes both tracking and payment capabilities in one place App-based payment options via partnership with Cubic 	<ul style="list-style-type: none"> Procurement process required Data setup and migration required Emphasis on rider experience, accounts
Swiftly	<ul style="list-style-type: none"> Proactive bunching and performance management tools Emphasis on fleet performance management Partnership with the Transit app for real-time arrivals, and offers browser-based arrival times map. 	<ul style="list-style-type: none"> Procurement process required Data setup and migration required No dedicated real-time arrival mobile app, but Swiftly provides data API for third party apps, such as Google, Apple or Transit Swiftly did not bid during the last CAT RFP.

Figure 49: Fare Technology Options

Technology Assessment

CAT should explore alternatives to Passio. While recent changes have improved CAT's experience using Passio, the remaining three years of the Passio contract offer an opportunity to assess its utility for CAT and explore alternatives. Other technologies are available that would provide benefits for riders as well as for CAT's reporting internally. Potential alternatives to Passio are listed in **Figure 49** on page 70.

Review options for onboard displays.

CAT currently uses Passio equipment to provide audio stop announcements on the 99X route. The installation of onboard displays showing the upcoming stop would complement these and improve the accessibility of that onboard information to more riders, especially those who might not hear the announcements or those who have difficulty understanding English place names by ear but can recognize them in writing.

Consider real-time info at stops.

For riders who may not have a phone or have not downloaded the Passio Go app, real-time arrival signs installed at major stops like the Canby Transit Center would offer information on arrivals and service disruption. E-ink products such as SeekInk displays or Vix Technology signs are

weatherproof and require low amounts of electricity, such that they do not require a hardwired power source and are powered by batteries or a solar panel.

Plan for upgraded fare solutions.

The current process to buy fare passes for CAT rides is not intuitive for most riders and involves additional steps and time. CAT should consider how the advent of an app-based fare payment system may be integrated into its system, and what kinds of capital improvements may be needed in the form of onboard readers.

An electronic system could allow CAT to institute new fare types, such as weekly passes or student discounts, more flexibly. It could also allow CAT to share fare systems with a neighboring system such as SMART, improving the riding experience for any rider transferring between the two systems.

8. Policy for Transit-Supportive Infrastructure

Policy assessment and recommendations

This section outlines transit friendly policy recommendations to guide the City in implementing the Transit Master Plan.

We have assessed existing city codes and policies (specifically the Public Works Design Standard) to identify the gaps and barriers to transit-supportive development. This section provides recommendations for code amendments and policy changes that would enhance the transit environment and operations in Canby, based on national best practices. A list of resources that the City may refer to for best practices related to policy and design of transit-supportive infrastructure is in "Appendix C: Summary of Recommended Policies".

Before presenting the recommendations for transit-supportive infrastructure, this section provides an assessment of the existing city codes and policies that are relevant to transit development. Eight chapters in the city code were reviewed, along with the Public Works Design Standards. The codes and policies are organized by chapter number and title and include a summary of their main provisions and implications for transit. Some of the topics covered are:

- Zoning regulations,
- Parking rules,
- Curb management,

- Pedestrian safety,
- Intersection design, and
- Bus stop siting and design.

These codes and policies provide the baseline for identifying potential barriers and opportunities to enhancing the transit environment and operations in Canby.

Policy assessment and recommendations

16.08: General Standards and Procedures

City code section 16.08 outlines various zoning-related rules, including compliance requirements for land use, specifics about zoning maps, and the establishment of zone boundaries. It covers regulations for zoning newly annexed areas, prohibited parking of large vehicles in residential areas, the creation of legally compliant lots, and conditions for reducing area and yard sizes. Additionally, it includes requirements for sidewalks, height allowances for structures, and regulations for temporary and mobile vendors, as well as guidelines for traffic impact studies and transportation improvements.

Relevance to Transit Development

Regulations in this code include requirements for sidewalks with curb ramps in commercial areas, standard transportation improvements (e.g. installation of pathways, fencing, and lighting), and transportation/traffic impact studies. These regulations ensure safe and comfortable environments for pedestrians by mandating adequate sidewalks and clear visibility and sightliness.

Potential Barriers and Opportunities to Support Transit Development

1. While sidewalks are mandated in commercial areas, there is no requirement for other zones which could limit pedestrian safety and access in those areas. **Opportunity:** Consider requiring sidewalks in all zoning areas, including residential, commercial, and overlay zones, ensuring continuous and safe pedestrian pathways to access transit services throughout the city.
2. There is no requirement for curb ramps to have tactile warning strips. **Opportunity:** Consider requiring all new and modified curb ramps in the city include tactile warning strips throughout the city to meet Americans with Disabilities Act (ADA) requirements and best practices¹.
3. Impacts on transit access and operations are not explicit considerations in TIS. **Opportunity:** Consider including potential impacts to transit access and operations as a determinant for when a TIS is required and ensuring that the potential impact on transit access and operations is considered in the scoping checklist.

¹ Public Right-of-Way Accessibility Guidelines (PROWAG), U.S. Access Board: <https://www.access-board.gov/prowag/>

Policy assessment and recommendations

16.10: Off-Street Parking and Loading

City code section 16.10 outlines the requirements and exceptions for off-street parking in the city. It specifies that new buildings, changes in building use, or enlargements must meet the defined parking standards unless exceptions are met. Certain areas, like a specified zone in the C-1 district, are exempt from these requirements. Additionally, the code includes provisions for shared parking, reducing parking spaces under certain conditions, and for bicycle parking (including at transit centers/park-and-rides).

Relevance to Transit Development

Regulation of off-street parking can promote the use of transit by reducing dependency on private automobiles and encouraging other transportation modes. Exemptions for certain areas from parking requirements support mixed-use developments and denser urban environments, which are conducive to transit ridership and transit-friendly communities. Additionally, requiring bicycle parking can support transit riders bicycling to/from transit with a secured place to store their bicycle.

Potential Barriers and Opportunities to Support Transit Development

1. Parking minimums can further dependency on private automobiles, discourage dense mixed-use development, and hinder the ability to create places that have short walking distances between destinations and transit stops. **Opportunity:** Remove parking minimums and establish parking maximums citywide, in more districts, or in proximity to transit stops.
2. Standards needed to allow shared parking may be too limiting for properties to share parking (e.g.: legal documentation) and may lead to more parking capacity in areas that can increase walking distances between destinations and transit stops. **Opportunity:** Consider loosening standards for shared parking spaces.
3. Specifying minimum widths for driveways might prioritize vehicle access over pedestrian safety, potentially leading to wider road crossings and reduced walkability in the area. **Opportunity:** Consider specifying maximum widths for driveways and standards for large turning radii, and right-in-right-out.
4. Standards for parking bumpers or wheel stops may not be adequate to prevent cars from encroaching on adjacent pedestrian walkways. **Opportunity:** Consider including decorative fencing to separate parking lots from pedestrian walkways.

Policy assessment and recommendations

16.41: Downtown Canby Overlay Zone

City code section 16.41 aims to encourage intense, pedestrian-friendly development in the core and transitional commercial areas, while allowing more auto-oriented development in the outer highway commercial area. The code sets specific standards for building setbacks, floor area ratios, building heights, and architectural elements to create a vibrant, cohesive downtown environment. It also includes guidelines for creating a pedestrian-oriented environment, enhancing accessibility, and ensuring compatibility among adjacent uses.

Relevance to Transit Development

The “Downtown Canby Overlay (DCO) Zone” supports transit-friendly development by encouraging higher-density and mixed-use projects, which increases ability of transit to service multiple trip types and populations. The code emphasizes pedestrian-oriented design, requiring features like transparent ground-floor windows and direct pedestrian pathways, which enhance walkability to make transit more accessible.

Potential Barriers and Opportunities to Support Transit Development

1. The code does not explicitly mention the integration of transit services within the DCO, not leveraging the benefits of transit access to these amenities and opportunity for improved connectivity through trails. **Opportunity:** Consider amending the code to explicitly ensure all new developments provide direct pedestrian pathways connecting to transit stops and other key neighboring destinations.

16.46: Access Limitations on Project Density

City code section 16.46 establishes guidelines for vehicular access to residential developments, particularly in higher-density areas. It outlines specific standards for the number of units permitted based on the number and type of access points, ingress and egress requirements, joint and cross access, and access connection spacing. The code aims to ensure adequate and safe access for residents and emergency services while promoting efficient traffic flow and minimizing conflicts between vehicles, pedestrians, and

cyclists.

Relevance to Transit Development

By mandating joint and cross access between properties and ensuring safe ingress and egress, the code promotes efficient traffic flow and helps minimize conflicts between motorists and pedestrians. These measures support a well-connected street network, improving accessibility for pedestrians and transit users, and can help contribute to a more transit-friendly environment.

Potential Barriers and Opportunities to Support Transit Development

2. Requirements focus primarily on vehicle access and may not adequately consider the needs of pedestrians, leading to potential conflicts and safety issues. For example, minimum road widths, ingress/egress requirements, and shared access/cross access do not consider pedestrian access. **Opportunity:** Consider strengthening the design standards to adjust minimum road widths, and ensure ingress, egress, and shared/cross access minimize conflicts with pedestrian pathways.

Policy assessment and recommendations

16.49: Site and Design Review

City code section 16.49 outlines the procedures and criteria for the site and design review of new developments and major modifications. The purpose is to ensure high-quality design, aesthetic appeal, and functionality of structures and landscaping in the city. The code establishes a Site and Design Review Board, defines the application process, and sets specific standards for architecture, landscaping, pedestrian and bicycle facilities, and parking.

Relevance to Transit Development

The code supports transit-friendly development by ensuring new projects provide safe and convenient pedestrian and bicycle access, and integrating walkways that could be used to connect transit stops and neighborhood activity centers. The code requires landscaping and parking lot designs that enhance comfort and safety. Additionally, the site and design review process mandates that developers consider the impact of their developments on the overall aesthetic and functional integration with the surrounding environment, which can include transit access and services.

Potential Barriers and Opportunities to Support Transit Development

1. The code does not explicitly require the incorporation of transit infrastructure, such as bus stops and shelters, in new developments. **Opportunity:** Consider requiring new developments to contribute a fee into a fund for new bus stops and other transit amenities, or to dedicate property in lieu of the fee. However, such infrastructure should not be automatically placed adjacent to new developments, but rather should be decided in consultation with CAT staff. There are limits on where transit service can operate, and infrastructure should only be placed where it is very likely to support future service operations.
2. While pedestrian walkways are required, the code does not emphasize their integration with public transit stops or the creation of pedestrian-friendly routes specifically for accessing transit. **Opportunity:** Consider emphasizing developments that create walkways that link directly to existing bus stops abutting the development site.
3. Site and design review does not require specific provisions for evaluation of

potential impacts to transit access and service. **Opportunity:** Include considerations for transit access and service in the proposed site development and site plan compliance review.

4. The Design Review Board, Design Review Commission, and the Planning Commission do not explicitly include someone with transit expertise. **Opportunity:** Consider including someone with transit expertise in the Design Review Board, Design Review Commission, and/or the Planning Commission.

Policy assessment and recommendations

16.64: Subdivision - Design Standards

City code section 16.64 outlines the standards and requirements for the design and development of subdivisions. This chapter covers a wide range of topics, including street layout and design, access requirements, block sizes, easements, lot configurations, public open spaces, grading, and improvements. The standards ensure that subdivisions are designed to promote public safety, accessibility, efficient traffic circulation, and environmental sustainability.

Relevance to Transit Development

By ensuring streets are well-connected, appropriately sized, and equipped with necessary infrastructure like sidewalks and bicycle lanes, the code helps ensure streets provide adequate access and circulation, enhancing the efficiency and accessibility of transit services. It also mandates pedestrian connections in cul-de-sacs and encourages the use of low-impact development practices, supporting a safe, sustainable, and walkable urban environment.

Potential Barriers and Opportunities to Support Transit Development

1. The code specifies a minimum roadway and right-of-way width that follow the Public Works Design Standards, however, roadway width minimum may potentially lead to wider roads that are difficult for pedestrians to cross safely. **Opportunity:** Consider amending the minimum roadway width requirement based on the Public Works Design Standards and Transportation System Plan (TSP) to discourage general-purpose lane widths greater than 11 feet¹.

¹ Urban Street Design Guide, National Association of City Transportation Officials (NACTO): <https://nacto.org/publication/urban-street-design-guide/street-design-elements/lane-width/>

Policy assessment and recommendations

16.86: Street Alignments

City code section 16.86 sets forth regulations to ensure adequate space for the expansion, extension, or realignment of public streets. It aims to promote the efficient layout of streets and minimize impervious surfaces. The code includes provisions for right-of-way widths, street connectivity, and the inclusion of bikeways and pedestrian facilities, aligning with the city's Transportation System Plan and Public Works Design Standards.

Relevance to Transit Development

Promotes a connected grid pattern of streets, which enhances the transit operation efficiency and access to transit stops. The code mandates the inclusion of bikeways and pedestrian facilities, ensuring safe and convenient routes. These measures collectively create a well-connected, accessible urban area that can encourage the use of transit and active transportation.

Potential Barriers and Opportunities to Support Transit Development

1. While curvilinear streets and cul-de-sacs are discouraged and only permitted in cases of extreme topographical challenges, such as excessive slopes, the code does not include provisions that pedestrian pathways still be considered in those cases. Note Code 16.64 (Subdivision – Design Standards) requires pedestrian connectivity in cul-de-sacs. **Opportunity:** Consider including provisions for pedestrian pathways that improve the connectivity of the pedestrian network, in cases where curvilinear streets and cul-de-sacs would otherwise make the connectivity of the street network low.
2. There are few traffic signals located in the city, and even fewer are operated by the City; however, the code has no standards for traffic signals. **Opportunity:** Incorporate best practices for traffic signal design and operation that incorporate pedestrian access and safety with elements that include, accessible pedestrian signals, leading pedestrian intervals, and extended crossing times.

Policy assessment and recommendations

16.120: Parks, Open Space and Recreation Land

City code section 16.120 outlines the requirements and procedures for providing parks, open spaces, and recreational facilities within new developments. The purpose is to ensure the availability of aesthetically pleasing and functional green spaces that meet the recreational needs of Canby's residents. The code mandates land dedication or cash in lieu for park development, sets minimum standards for open space, and provides guidelines for the maintenance and preservation of these areas.

Relevance to Transit Development

The code supports the development of transit-friendly environments by ensuring the provision of parks and open spaces within new developments, which can be strategically located near transit stops. The code promotes walkability and safe, accessible pathways for pedestrians and bicyclists, enhancing the connectivity of green spaces with surrounding neighborhoods. By integrating natural features and greenways, the code can create attractive, pleasant environments that encourage

the use of active transportation facilities for purposes beyond recreation, such as access to transit.

Potential Barriers and Opportunities to Support Transit Development

1. The code does not explicitly mention the integration of parks, open space, natural parks, and trails with transit services, and therefore does not leverage the benefits of transit connectivity to these amenities and the opportunity for improved transit access through trails. **Opportunity:** Consider amending the code to explicitly require consideration of transit infrastructure, access, and services a factor for the City to consider whether to accept land or cash in lieu for parks, open space, and trails.

Policy assessment and recommendations

Public Works Design Standards (December 2019)

The Public Works Design outlines the guidelines and specifications for public infrastructure improvements, including streets, sidewalks, parking, and storm drainage systems. These standards ensure that developments meet safety, accessibility, and sustainability criteria, supporting efficient travel and the integration of public utilities.

Relevance to Transit Development

By specifying requirements for streets, sidewalks, traffic calming, and parking, the standards can help ensure that urban spaces in Canby are safe, accessible, and efficient for all users, including those walking and relying on transit. These standards can promote well-connected, transit- and pedestrian-friendly environments.

Potential Barriers and Opportunities to Support Transit Development

1. The standards do not require a minimum width for sidewalks on local streets and may potentially lead to inadequate sidewalk space in some locations if developers are only required to match the existing width. **Opportunity:** Consider specifying a minimum width for sidewalks on local streets of 5 feet¹.
2. The current standards may not adequately address the need for designated curb zones for transit stops, loading/unloading, and ride-hailing, which can limit the ability for transit access and lead to conflicts and unsafe conditions. **Opportunity:** Consider introducing designated curb zones for transit stops, loading/unloading, and ride-hailing to better manage curb space and reduce conflicts. Include the need to ensure adequate visibility at intersections between motorists and pedestrians.
3. Standard curb radii may not always align with the needs for pedestrian safety at intersections. **Opportunity:** Consider adjusting curb radii standards

¹ Urban Street Design Guide, NACTO: <https://nacto.org/publication/urban-street-design-guide/street-design-elements/sidewalks/>

to 15 to balance motorists' turning speeds with pedestrian safety, ensuring intersections are safe for all users^{2,3}. Larger radii (up to 30 feet) can be used along places where buses are expected to make right turns⁴.

4. While the standards specify allowable traffic calming measures, the requirement that each measure be field tested by Canby Fire District when applied on neighborhood routes/local streets may limit the ability to implement these measures. **Opportunity:** Consider adjusting the standard and providing a list of traffic calming measures with dimensions and specifications that have been tested by Canby Fire District to remove potential ambiguity in the standards.

² FHWA: <https://safety.fhwa.dot.gov/saferjourney1/library/countermeasures/09.htm>

³ Urban Street Design Guide, NACTO: <https://nacto.org/publication/urban-street-design-guide/intersection-design-elements/corner-radii/>

⁴ Transit Street Design Guide, NACTO: <https://nacto.org/publication/transit-street-design-guide/intersections/transit-route-turns/turn-radii/>

Policy Recommendations and Design Guidelines

Amendments to City Code and Policy

The table in “Appendix C: Summary of Recommended Policies” summarizes recommended policies aimed at enhancing pedestrian safety and access, bus stop siting and design, and transit operations in Canby. These recommendations are designed to create a more transit-friendly environment with safe, comfortable, and well-connected pedestrian pathways. Each recommendation addresses potential barriers to transit development based on the review of Canby’s code and is linked to specific sections of the code. Additionally, the recommendations are assigned a priority level indicating the importance at which the city should implement the recommendation to support a more accessible and efficient transit system for all users.

“Appendix C: Summary of Recommended Policies” organizes the recommendations into two primary categories Pedestrian Safety, Circulation, and Access, and Bus Stop and Transit Operations. Under each primary category, there are a set of sub-categories as such:

Pedestrian Safety, Circulation, and Access:

- A. Expand sidewalks and pathways for pedestrian access and circulation.
- B. Promote land use strategies to create a more walkable urban environment.
- C. Ensure pedestrians and motorists’ shared spaces are safe for all users.

Bus Stop and Transit Operations:

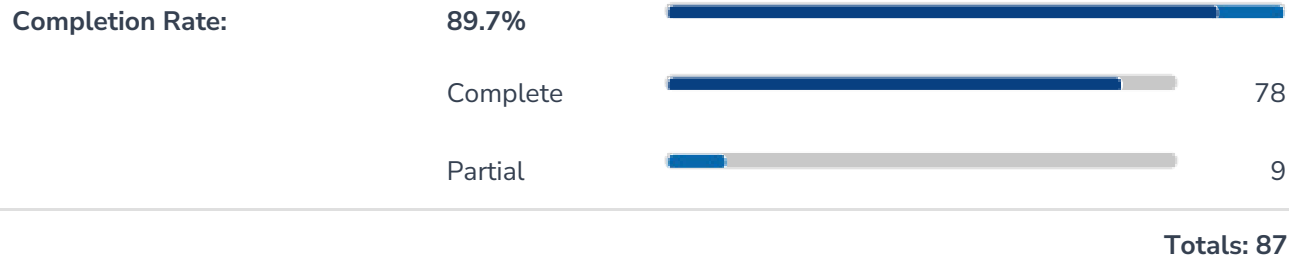
- D. Create development practices that support transit operations.
- E. Standardize curb space for multi-modal uses.

Appendix A: Public Engagement

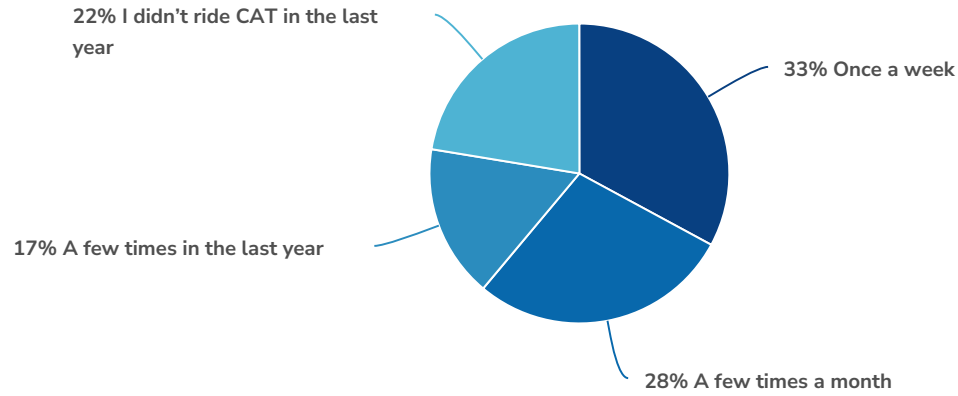
Community Survey #1 - Results

Report for Canby Area Transit TMP Survey #1

Response Counts



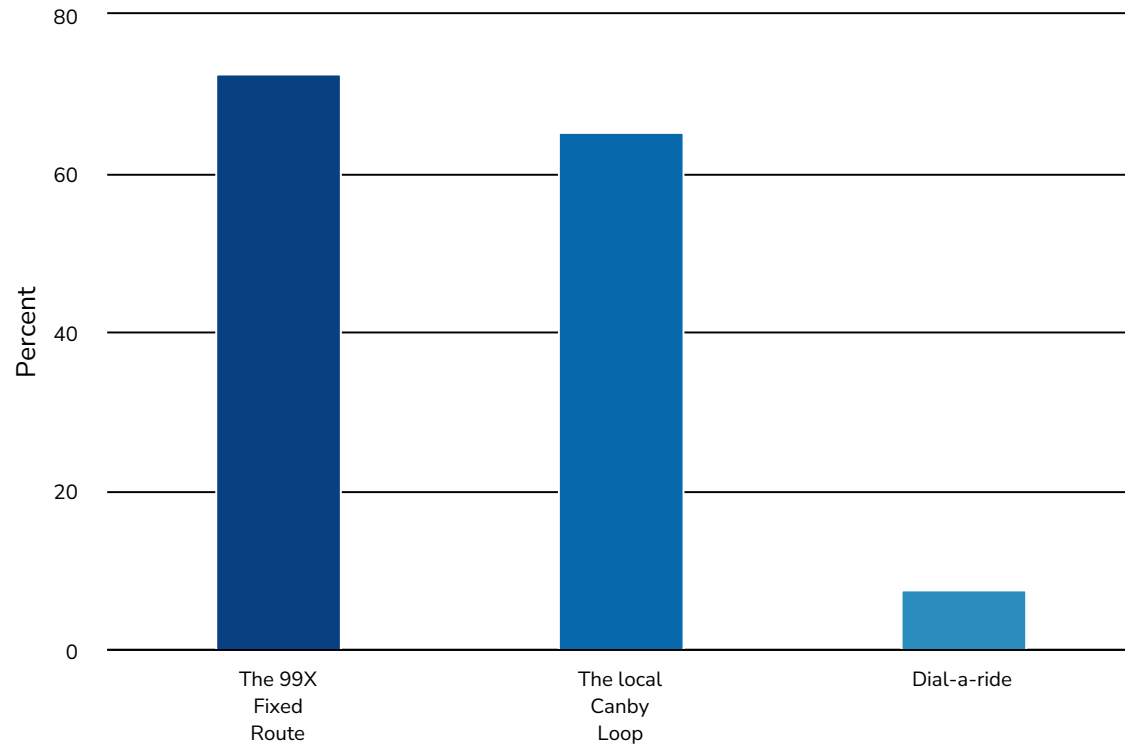
1. On average, how often have you ridden CAT in the last year?



Value	Percent	Responses
Once a week	32.9%	28
A few times a month	28.2%	24
A few times in the last year	16.5%	14
I didn't ride CAT in the last year	22.4%	19

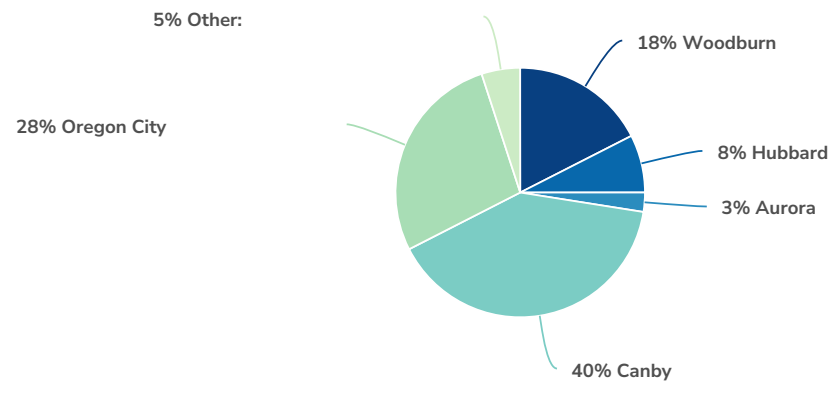
Totals: 85

2. Which CAT services have you ridden in the last year?



Value	Percent	Responses
The 99X Fixed Route	72.7%	48
The local Canby Loop	65.2%	43
Dial-a-ride	7.6%	5

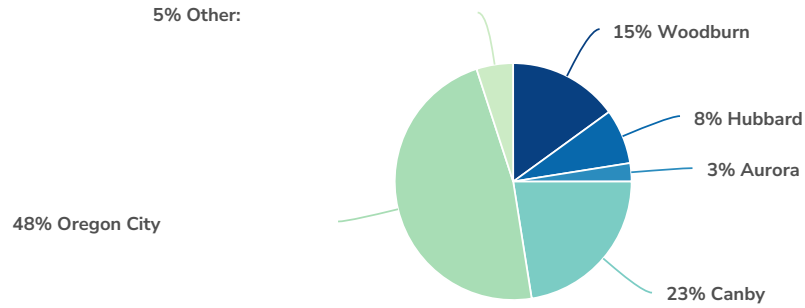
3. When riding the 99X, what is the closet city you usually begin your trip?



Value	Percent	Responses
Woodburn	17.5%	7
Hubbard	7.5%	3
Aurora	2.5%	1
Canby	40.0%	16
Oregon City	27.5%	11
Other:	5.0%	2

Totals: 40

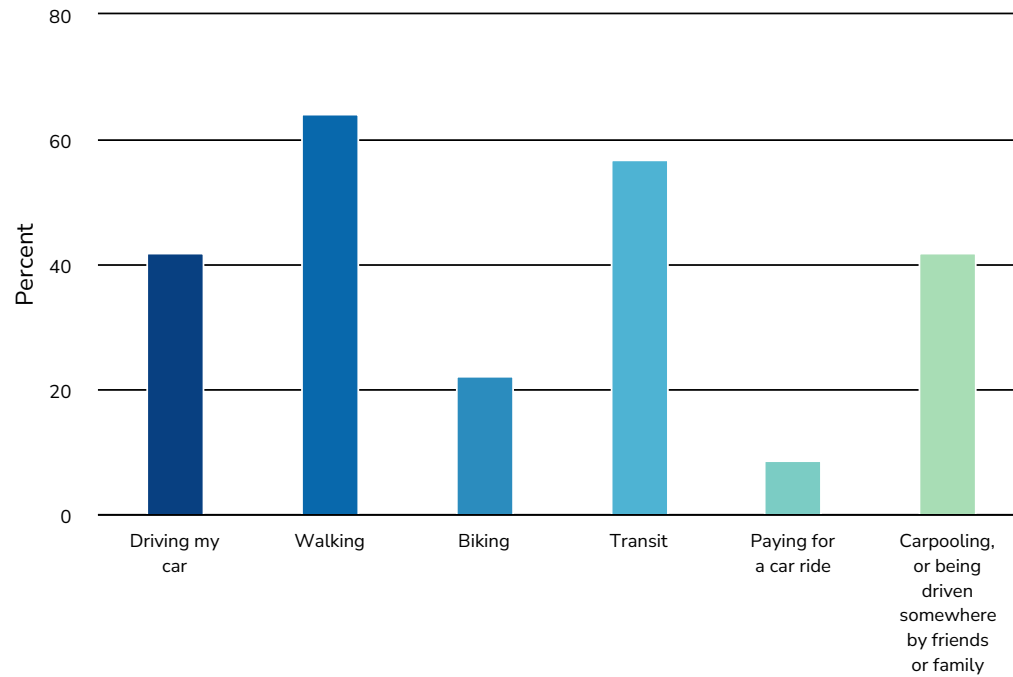
4. When riding the 99X, what is the closet city you usually end your trip?



Value	Percent	Responses
Woodburn	15.0%	6
Hubbard	7.5%	3
Aurora	2.5%	1
Canby	22.5%	9
Oregon City	47.5%	19
Other:	5.0%	2

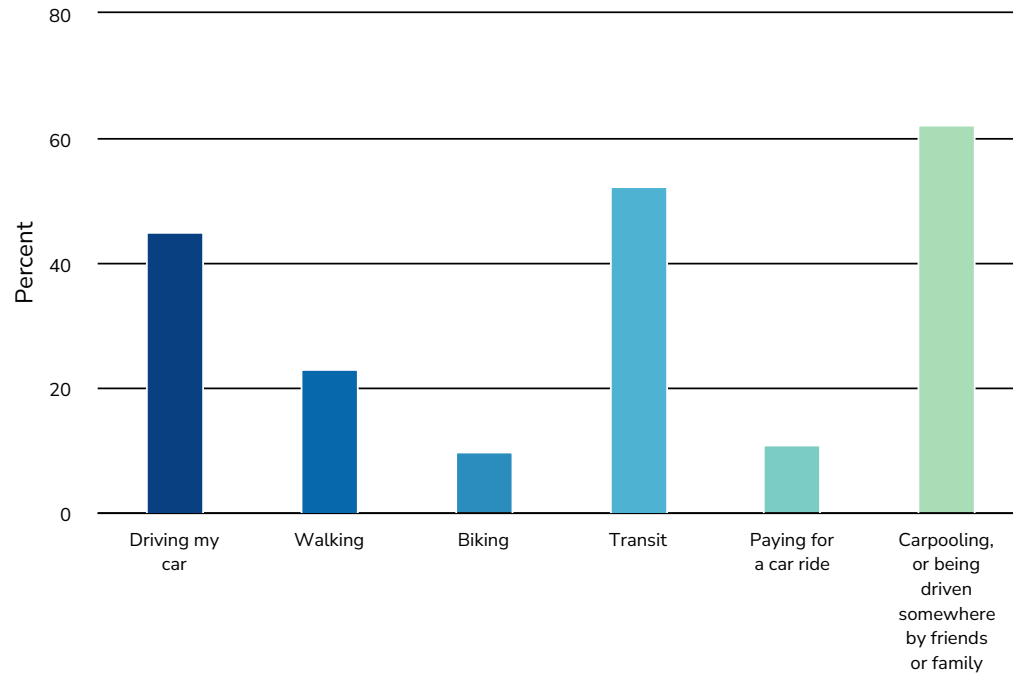
Totals: 40

5. Within the past year, what travel modes have you used for trips WITHIN Canby? Pick all that apply.



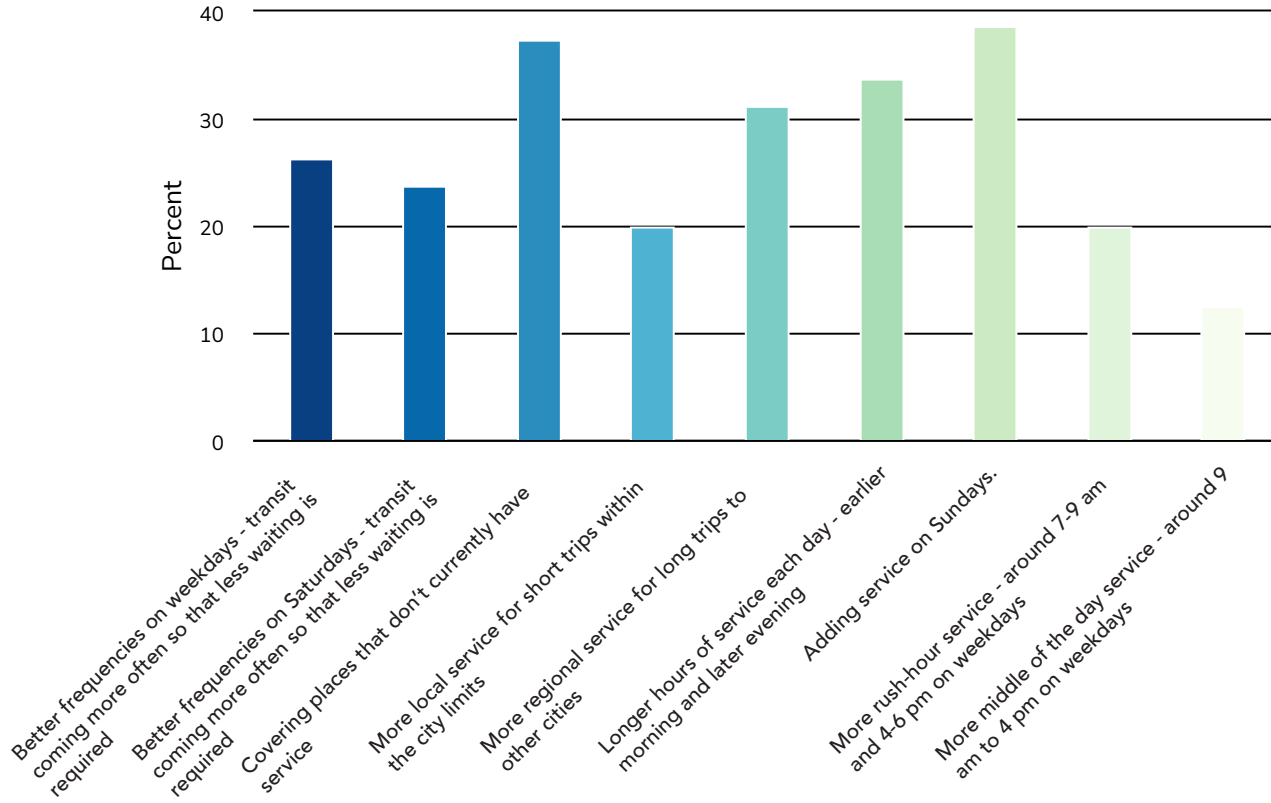
Value	Percent	Responses
Driving my car	42.0%	34
Walking	64.2%	52
Biking	22.2%	18
Transit	56.8%	46
Paying for a car ride	8.6%	7
Carpooling, or being driven somewhere by friends or family	42.0%	34

6. Within the past year, what travel modes have you used for trips BEYOND and OUTSIDE OF Canby? Pick all that apply.



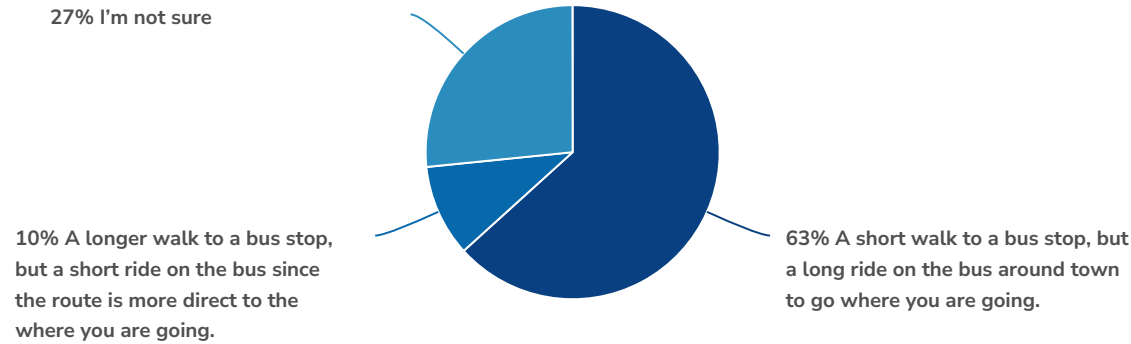
Value	Percent	Responses
Driving my car	45.1%	37
Walking	23.2%	19
Biking	9.8%	8
Transit	52.4%	43
Paying for a car ride	11.0%	9
Carpooling, or being driven somewhere by friends or family	62.2%	51


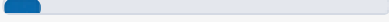
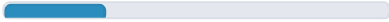
7. If CAT had additional resources for transit service, what should they spend it on? Please pick up to three answers.



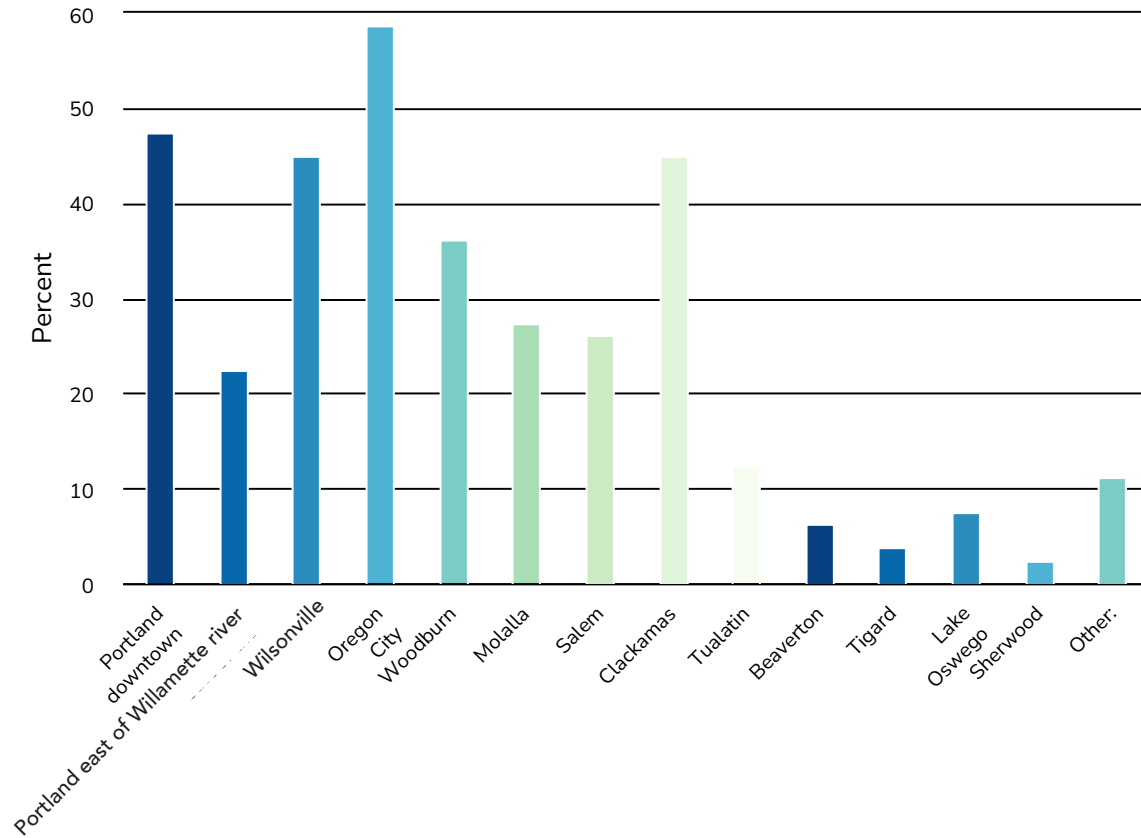
Value	Percent	Responses
Better frequencies on weekdays - transit coming more often so that less waiting is required	26.3%	21
Better frequencies on Saturdays – transit coming more often so that less waiting is required	23.8%	19
Covering places that don't currently have service.	37.5%	30
More local service for short trips within the city limits.	20.0%	16
More regional service for long trips to other cities.	31.3%	25
Longer hours of service each day – earlier morning and later evening	33.8%	27
Adding service on Sundays.	38.8%	31
More rush-hour service – around 7-9 am and 4-6 pm on weekdays	20.0%	16
More middle of the day service – around 9 am to 4 pm on weekdays	12.5%	10

8. In general, which do you think is better for service INSIDE of Canby?



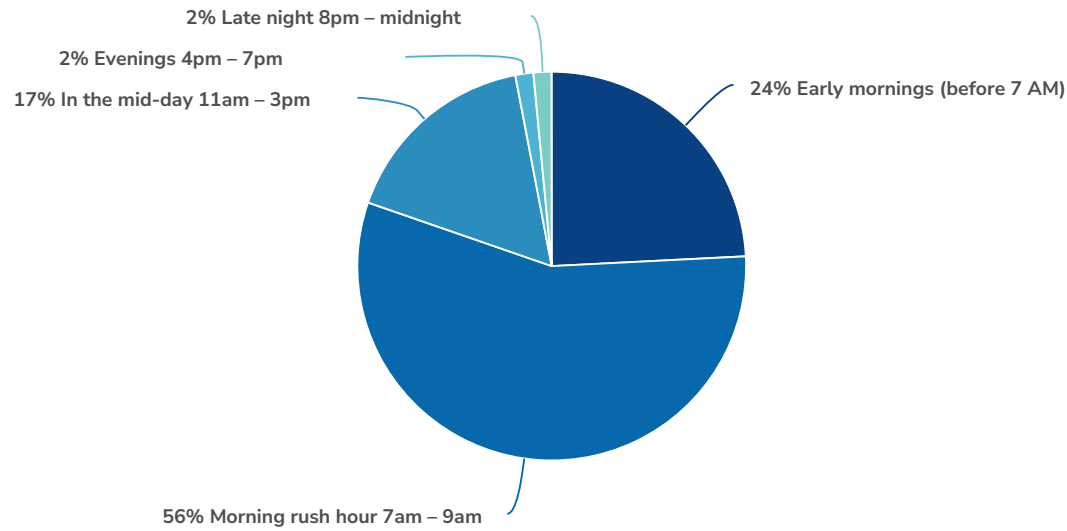
Value	Percent	Responses
A short walk to a bus stop, but a long ride on the bus around town to go where you are going.	63.3% 	50
A longer walk to a bus stop, but a short ride on the bus since the route is more direct to the where you are going.	10.1% 	8
I'm not sure	26.6% 	21
Totals: 79		

9. Which are the most important places that you think people should be able to easily reach by transit, from Canby? Please pick up to five answers.



Value	Percent	Responses
Portland downtown	47.5%	38
Portland east of the Willamette river	22.5%	18
Wilsonville	45.0%	36
Oregon City	58.8%	47
Woodburn	36.3%	29
Molalla	27.5%	22
Salem	26.3%	21
Clackamas	45.0%	36
Tualatin	12.5%	10
Beaverton	6.3%	5
Tigard	3.8%	3
Lake Oswego	7.5%	6
Sherwood	2.5%	2
Other:	11.3%	9

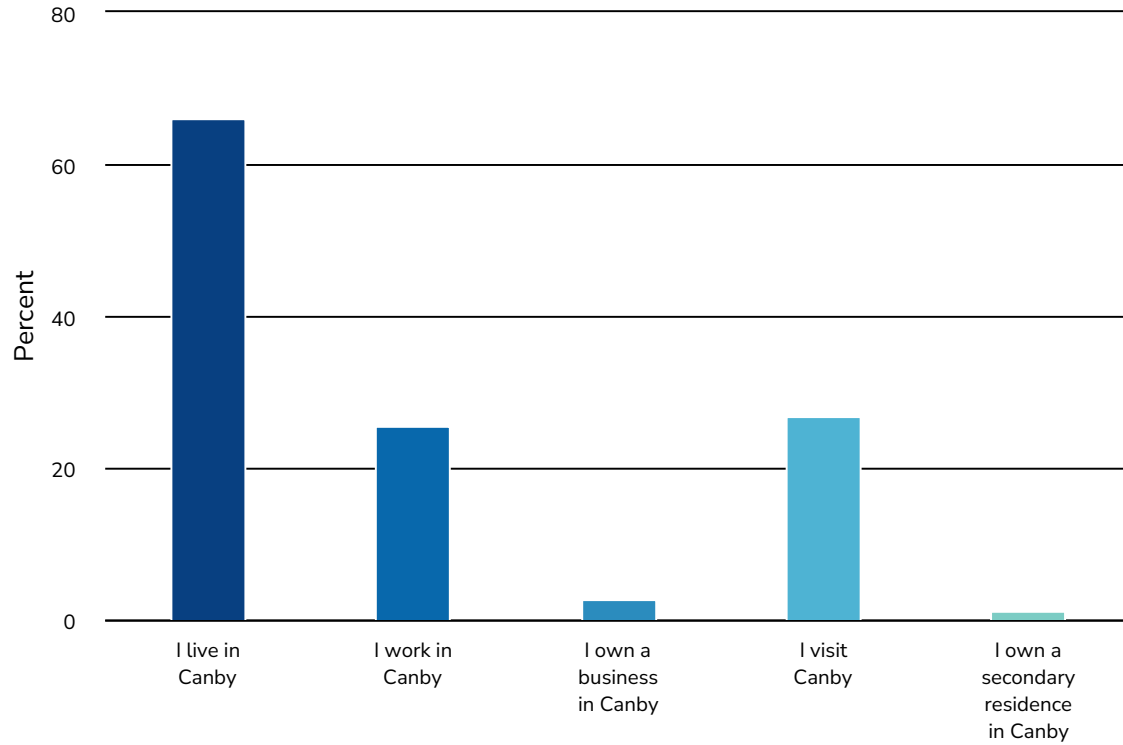
10. When do you usually start work or school?



Value	Percent	Responses
Early mornings (before 7 AM)	24.2%	16
Morning rush hour 7am - 9am	56.1%	37
In the mid-day 11am - 3pm	16.7%	11
Evenings 4pm - 7pm	1.5%	1
Late night 8pm - midnight	1.5%	1

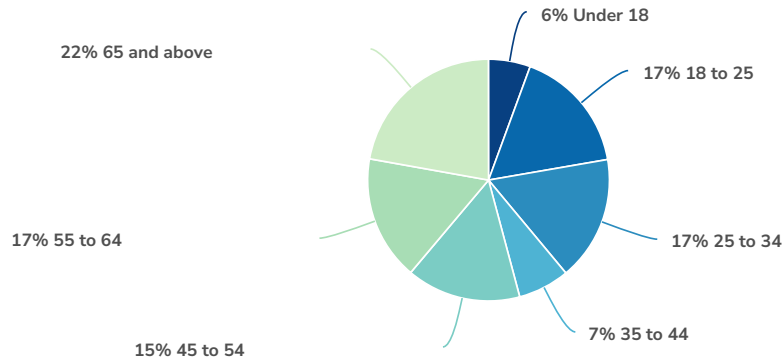
Totals: 66

11. What is your connection to Canby? Choose all that apply.



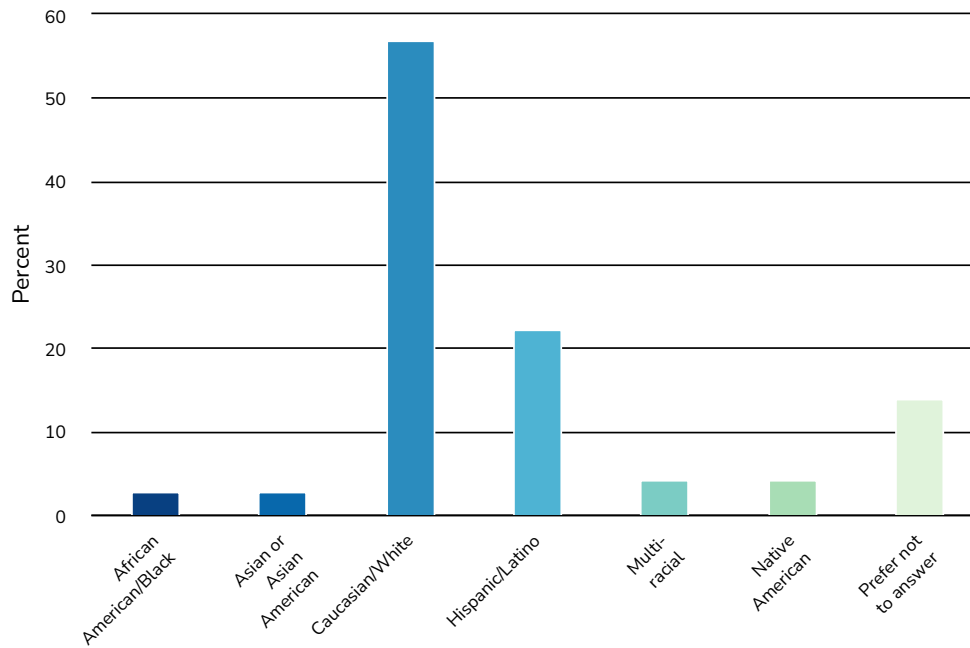
Value	Percent	Responses
I live in Canby	66.2%	49
I work in Canby	25.7%	19
I own a business in Canby	2.7%	2
I visit Canby	27.0%	20
I own a secondary residence in Canby	1.4%	1

12. What is your age?



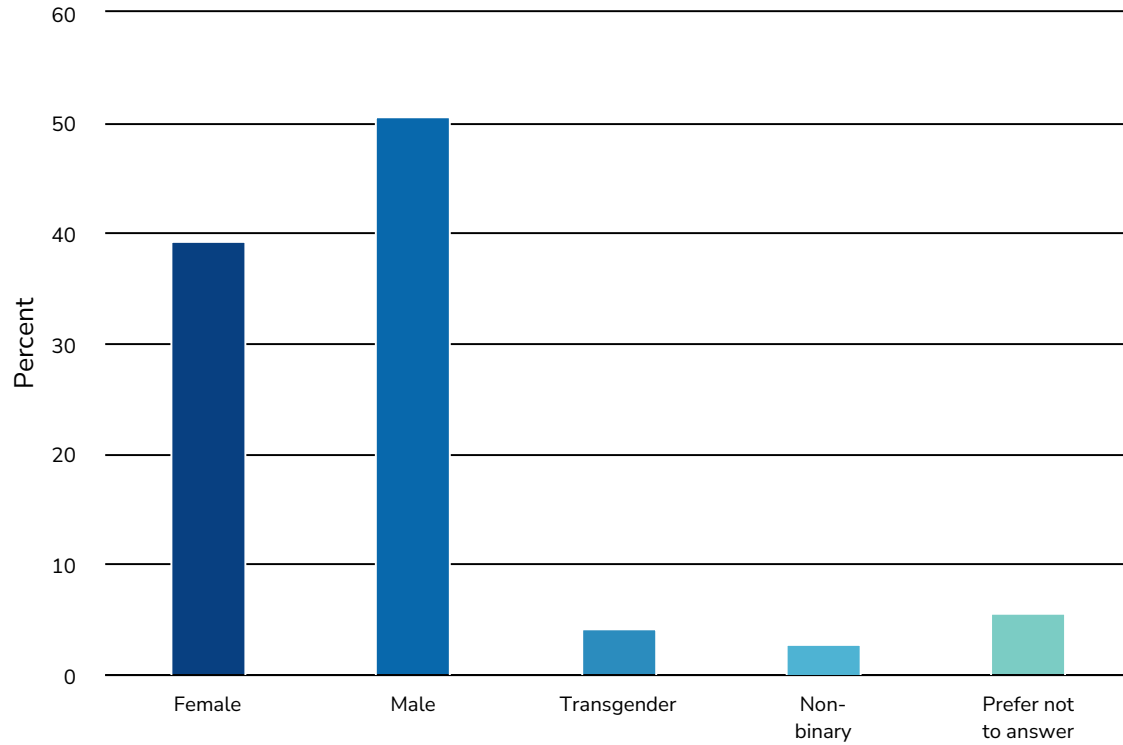
Value	Percent	Responses
Under 18	5.6%	4
18 to 25	16.7%	12
25 to 34	16.7%	12
35 to 44	6.9%	5
45 to 54	15.3%	11
55 to 64	16.7%	12
65 and above	22.2%	16

13. Which ethnic or racial group do you identify yourself? Choose all that apply.



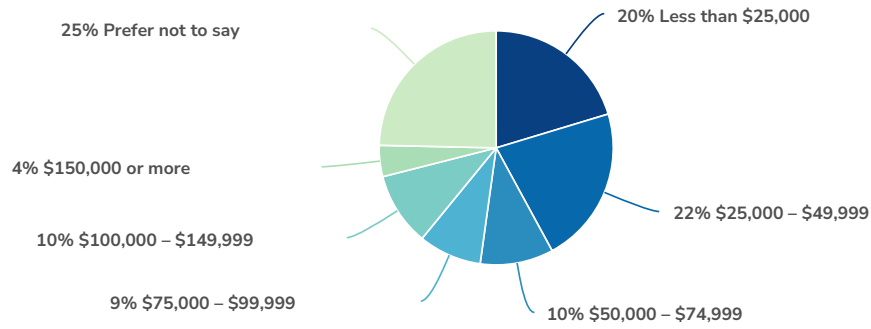
Value	Percent	Responses
African American/Black	2.8%	2
Asian or Asian American	2.8%	2
Caucasian/White	56.9%	41
Hispanic/Latino	22.2%	16
Multi-racial	4.2%	3
Native American	4.2%	3
Prefer not to answer	13.9%	10

14. Please indicate your gender. Choose all that apply.



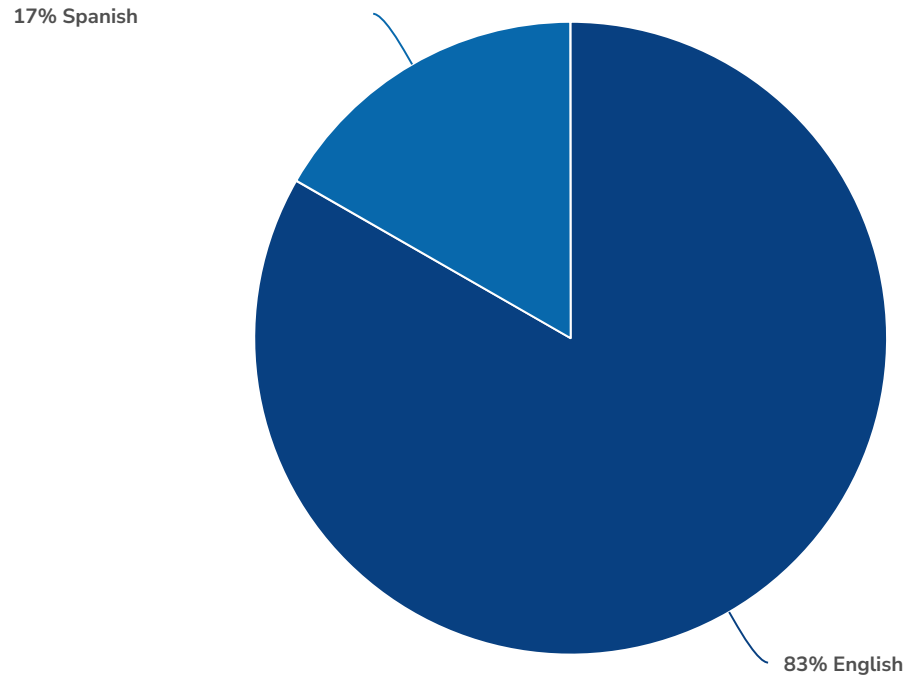
Value	Percent	Responses
Female	39.4%	28
Male	50.7%	36
Transgender	4.2%	3
Non-binary	2.8%	2
Prefer not to answer	5.6%	4

15. What is your household income?



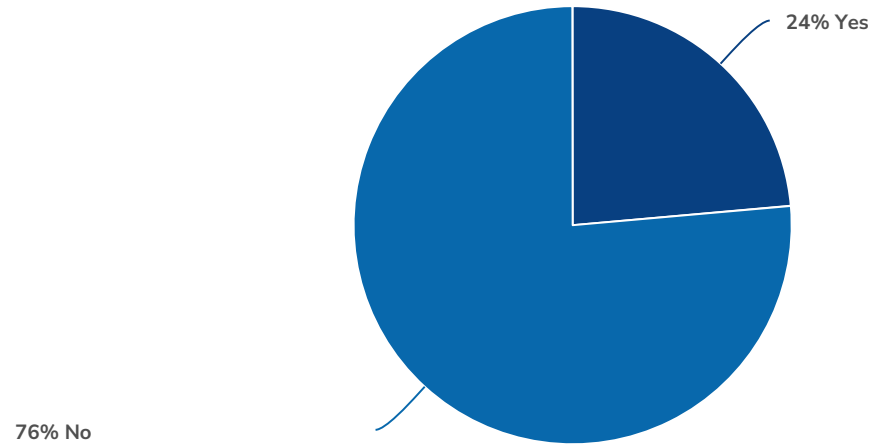
Value	Percent	Responses
Less than \$25,000	20.3%	14
\$25,000 - \$49,999	21.7%	15
\$50,000 - \$74,999	10.1%	7
\$75,000 - \$99,999	8.7%	6
\$100,000 - \$149,999	10.1%	7
\$150,000 or more	4.3%	3
Prefer not to say	24.6%	17

16. What is the primary language spoken in your home?



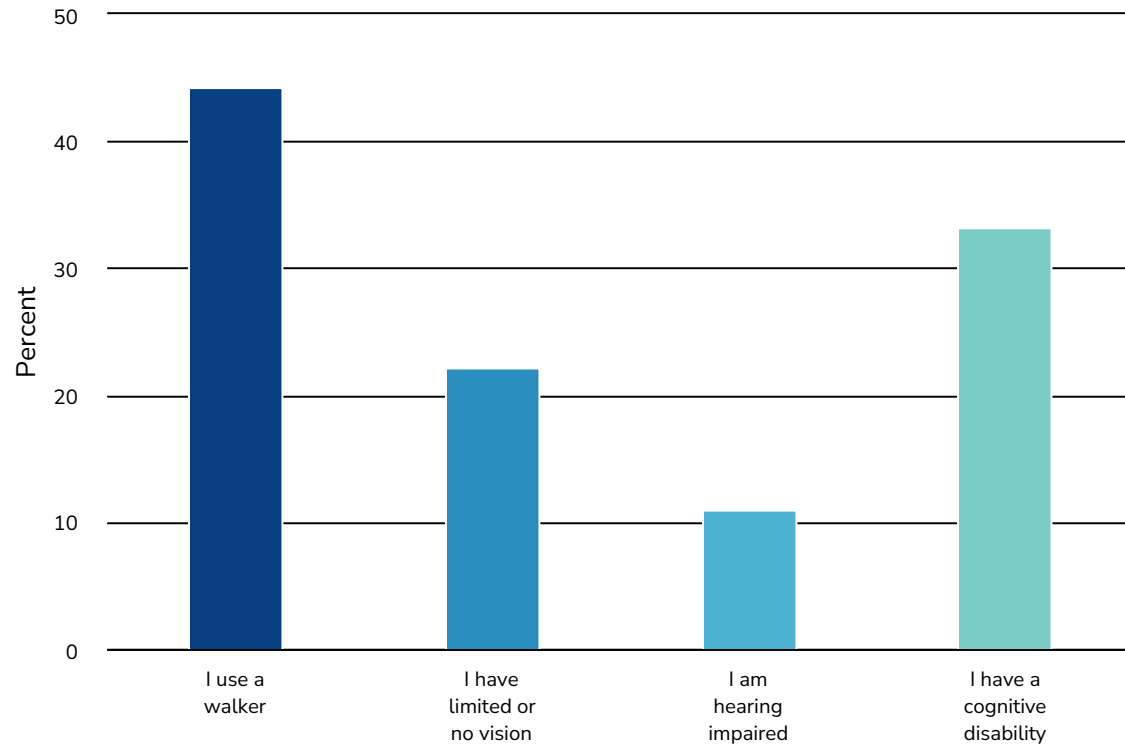
Value	Percent	Responses
English	83.3%	60
Spanish	16.7%	12
		Totals: 72

17. Do you have a disability that limits your mobility?



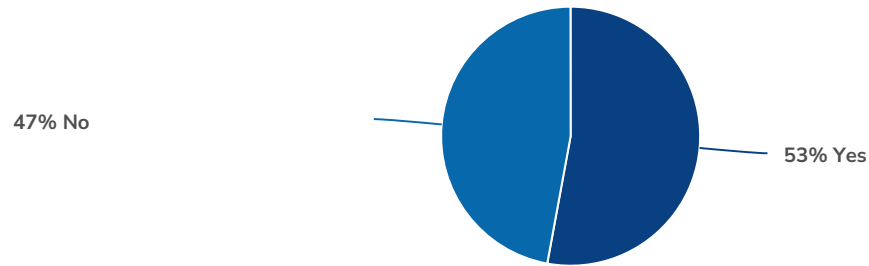
Value	Percent	Responses
Yes	23.6%	17
No	76.4%	55
Totals: 72		

18. Check all that apply to you:



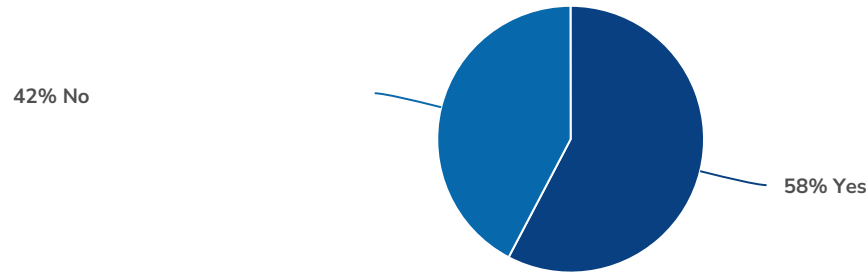
Value	Percent	Responses
I use a walker	44.4%	4
I have limited or no vision	22.2%	2
I am hearing impaired	11.1%	1
I have a cognitive disability	33.3%	3

19. Do you have a valid driver's license?



Value	Percent	Responses
Yes	52.9%	37
No	47.1%	33
		Totals: 70

20. Is a working vehicle usually available for your use?

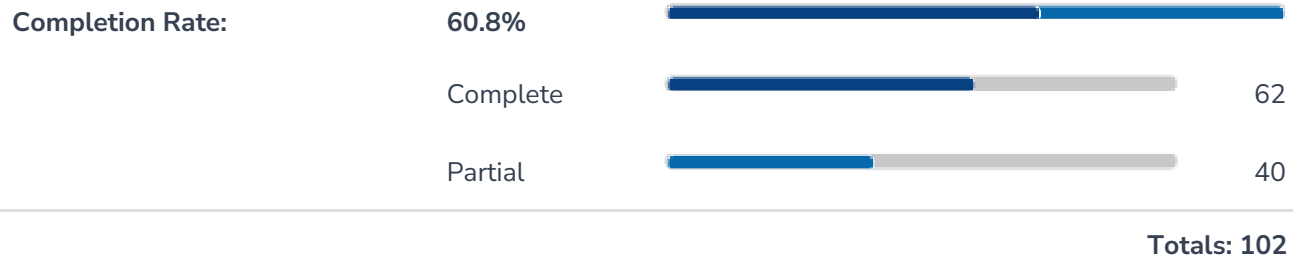


Value	Percent	Responses
Yes	57.7%	41
No	42.3%	30
Totals: 71		

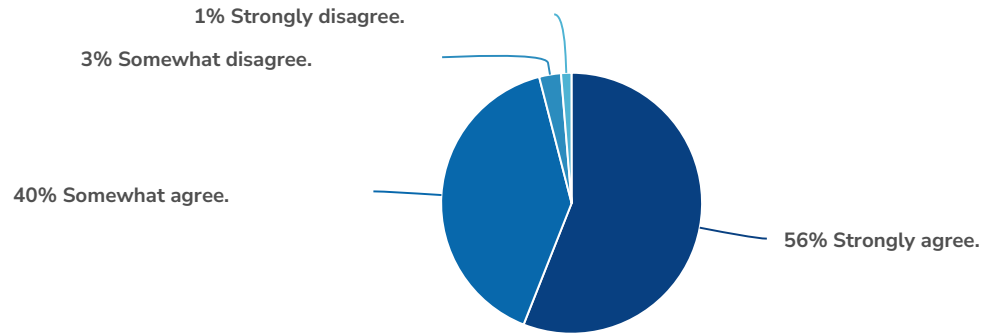
Community Survey #2 - Results

Report for Canby Area Transit TMP Survey #2

Response Counts



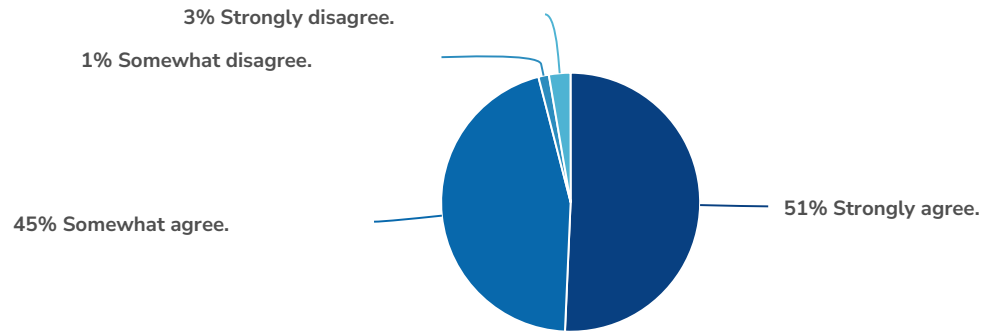
1. Compared to the Existing Network, the Draft Plan would be better for me. (Check only one)



Value	Percent	Responses
Strongly agree.	56.0%	42
Somewhat agree.	40.0%	30
Somewhat disagree.	2.7%	2
Strongly disagree.	1.3%	1

Totals: 75

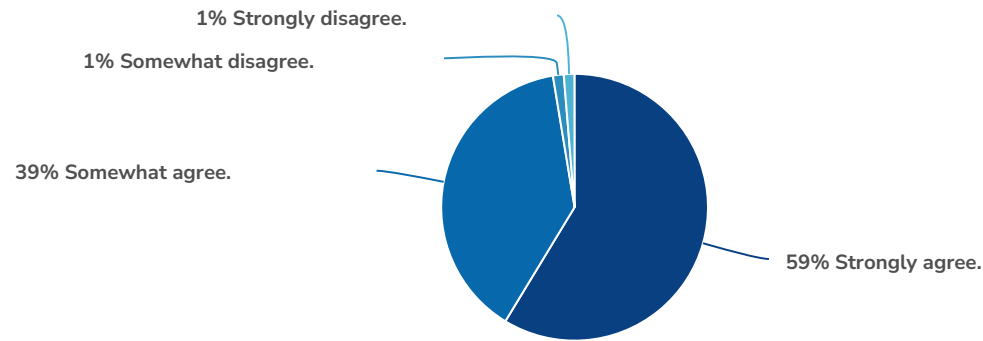
2. Compared to the Existing Network, the Draft Plan would be better for my friends, neighbors, coworkers, or others I know. (Check only one)



Value	Percent	Responses
Strongly agree.	50.7%	38
Somewhat agree.	45.3%	34
Somewhat disagree.	1.3%	1
Strongly disagree.	2.7%	2

Totals: 75

3. Compared to the Existing Network, the Draft Plan would be better for the region overall. (Check only one)



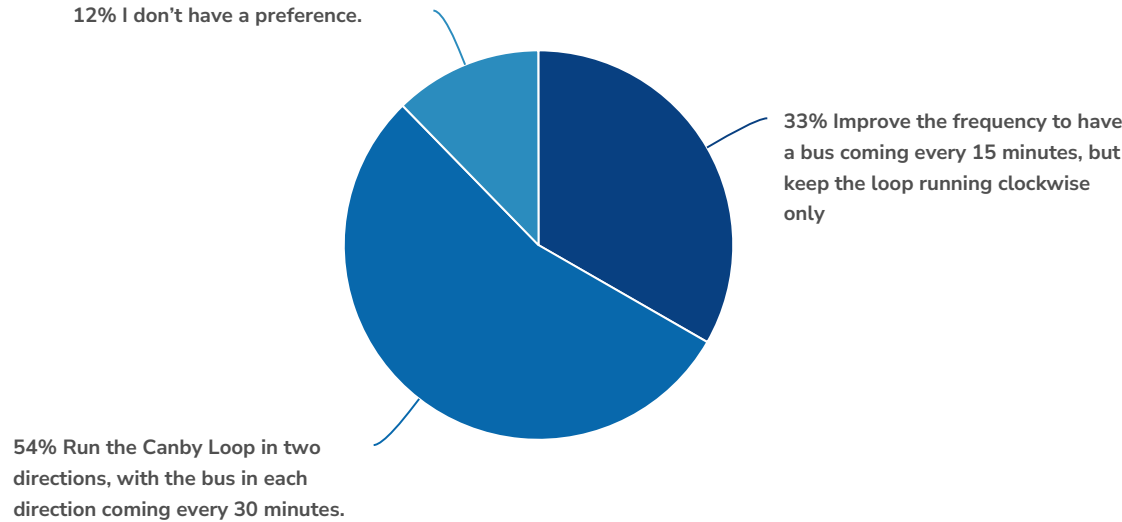
Value	Percent	Responses
Strongly agree.	58.7%	44
Somewhat agree.	38.7%	29
Somewhat disagree.	1.3%	1
Strongly disagree.	1.3%	1

Totals: 75

4. CAT cannot implement all these changes at once and needs to understand which are the most important priorities. Imagine you are in charge of transit for the City and you need to decide how to invest some additional budget in the service improvements described earlier. You have 7 coins to spend, so you can only pay for a few improvements. How would you spend this budget? (it is ok if you still have coins left after paying for your preferred improvements)

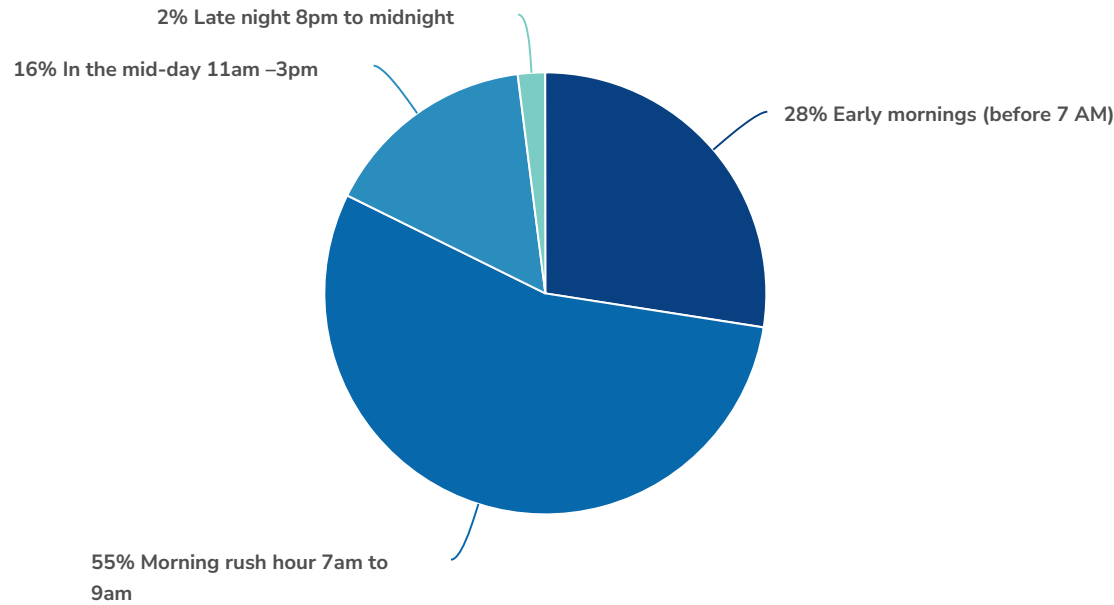
Item	Average	Min	Max	StdDev	Sum	Total Responses
More service in the Canby Loop (cost = 3 coins)	2.8	0.0	3.0	0.8	78.0	28
Extending the 99X to Milwaukie and downtown Woodburn (but splitting the route at the Canby Transit Center) (cost = 4 coins)	3.8	0.0	4.0	0.9	128.0	34
Doubling the number of daily buses to Wilsonville (cost = 2 coins)	1.9	0.0	2.0	0.4	36.0	19
More evening service (cost = 2 coins)	2.0	2.0	2.0	0.0	42.0	21
Offering bus routes and dial-a-ride on Sundays (cost = 5 coins)	3.4	0.0	5.0	2.2	27.0	8

5. If you could improve service in the Canby Loop, what would you do?



Value	Percent	Responses
Improve the frequency to have a bus coming every 15 minutes, but keep the loop running clockwise only	33.3% 	19
Run the Canby Loop in two directions, with the bus in each direction coming every 30 minutes.	54.4% 	31
I don't have a preference.	12.3% 	7
		Totals: 57

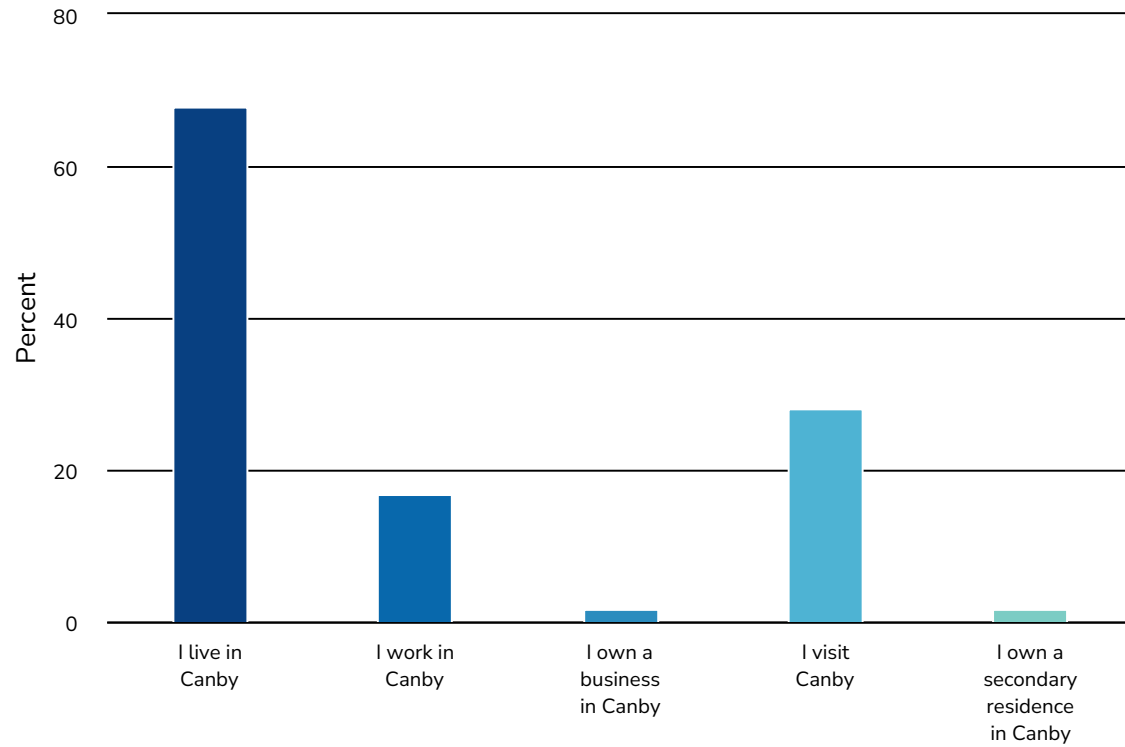
7. When do you usually start work or school?



Value	Percent	Responses
Early mornings (before 7 AM)	27.5%	14
Morning rush hour 7am to 9am	54.9%	28
In the mid-day 11am -3pm	15.7%	8
Late night 8pm to midnight	2.0%	1

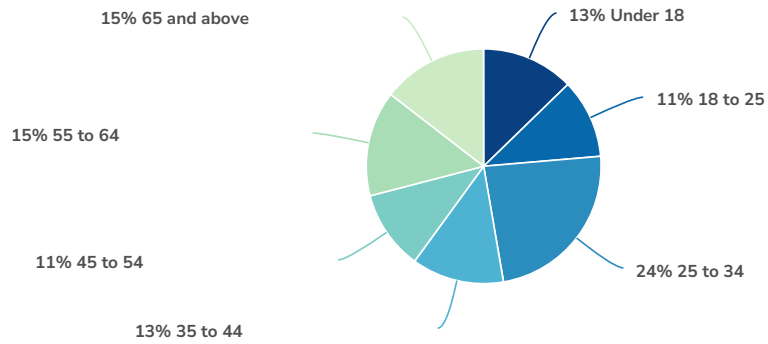
Totals: 51

8. What is your connection to Canby? (choose all that apply)



Value	Percent	Responses
I live in Canby	67.9%	36
I work in Canby	17.0%	9
I own a business in Canby	1.9%	1
I visit Canby	28.3%	15
I own a secondary residence in Canby	1.9%	1

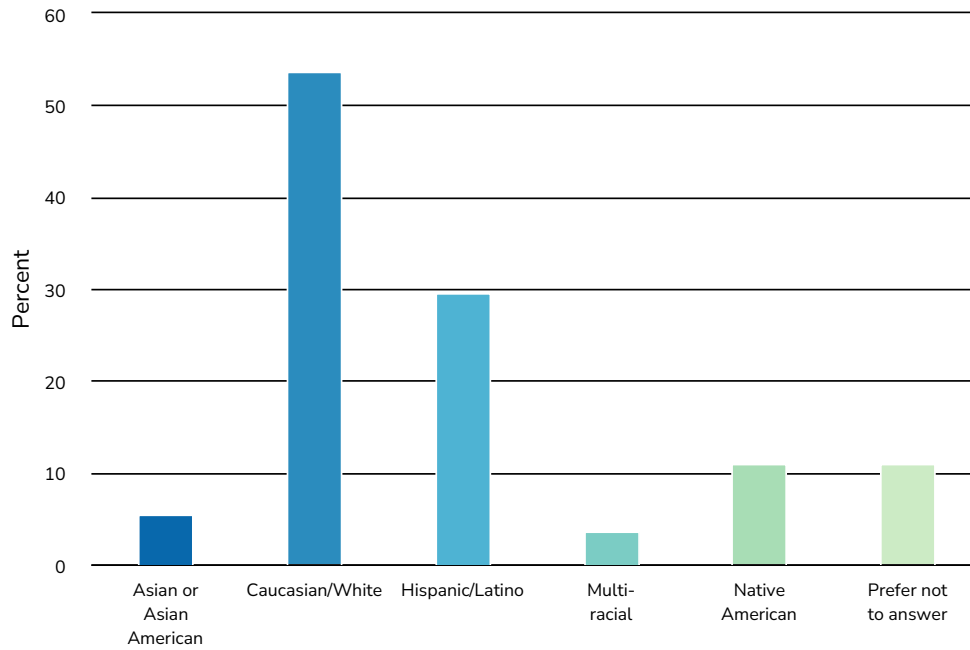
9. What is your age?



Value	Percent	Responses
Under 18	12.7%	7
18 to 25	10.9%	6
25 to 34	23.6%	13
35 to 44	12.7%	7
45 to 54	10.9%	6
55 to 64	14.5%	8
65 and above	14.5%	8

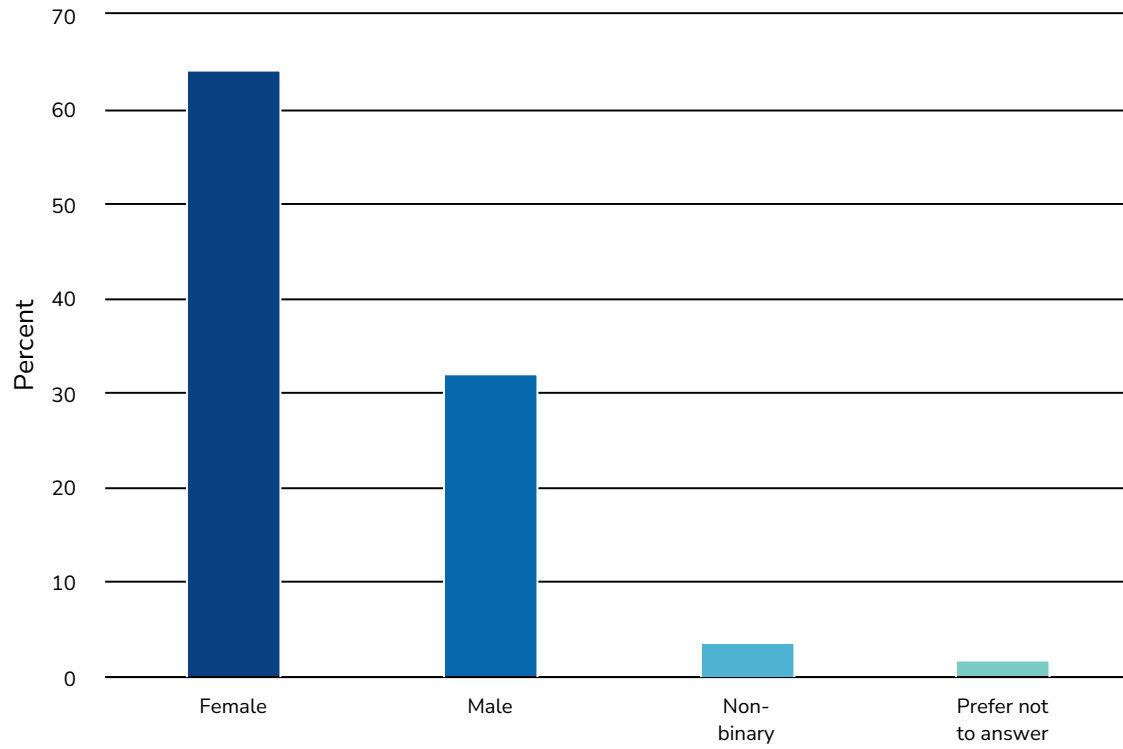
Total: 55

10. Which ethnic or racial group do you identify yourself? Choose all that apply.



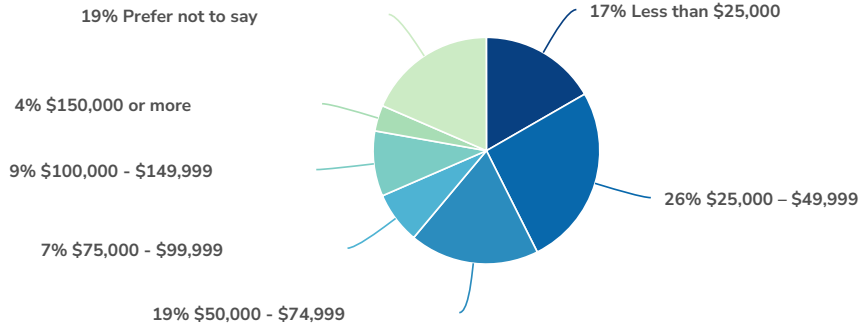
Value	Percent	Responses
Asian or Asian American	5.6%	3
Caucasian/White	53.7%	29
Hispanic/Latino	29.6%	16
Multi-racial	3.7%	2
Native American	11.1%	6
Prefer not to answer	11.1%	6

11. Please indicate your gender. Choose all that apply.



Value	Percent	Responses
Female	64.2%	34
Male	32.1%	17
Non-binary	3.8%	2
Prefer not to answer	1.9%	1

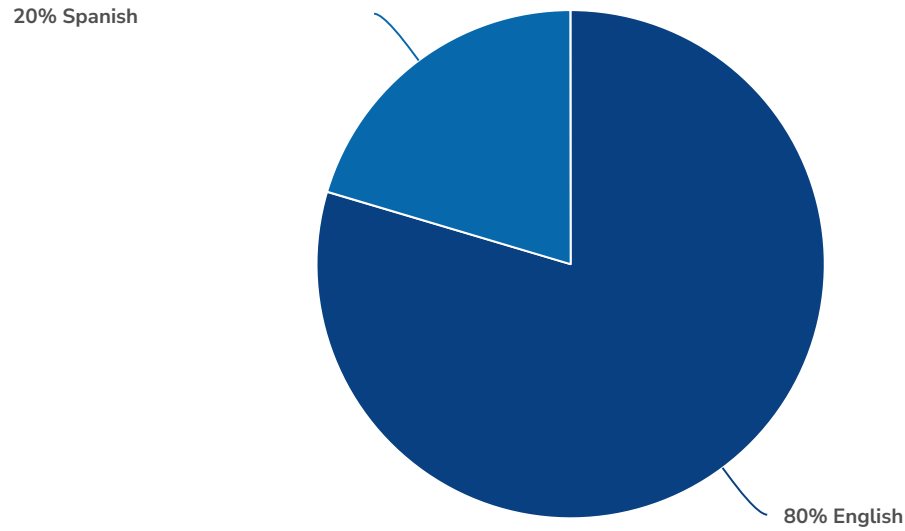
12. What is your household income?



Value	Percent	Responses
Less than \$25,000	16.7%	9
\$25,000 - \$49,999	25.9%	14
\$50,000 - \$74,999	18.5%	10
\$75,000 - \$99,999	7.4%	4
\$100,000 - \$149,999	9.3%	5
\$150,000 or more	3.7%	2
Prefer not to say	18.5%	10

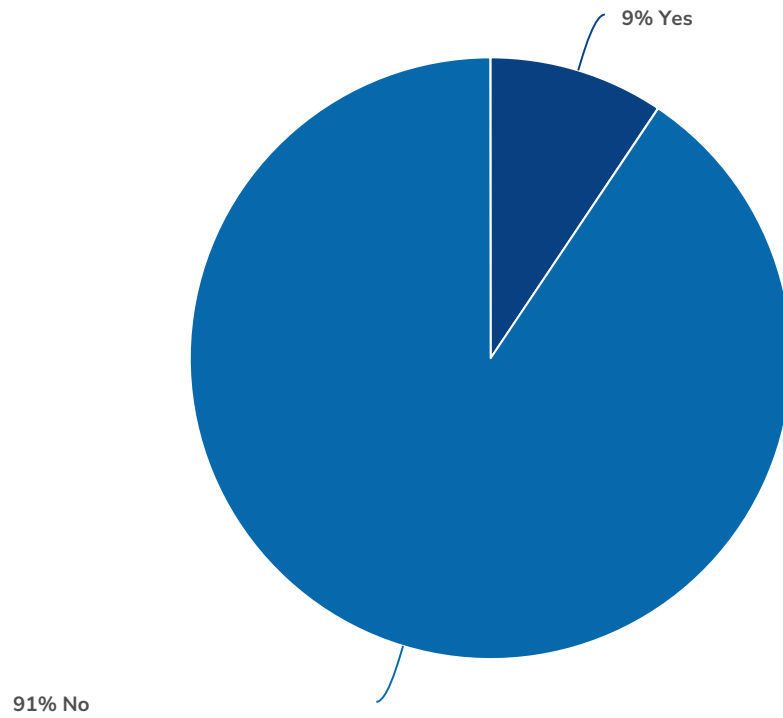
Totals: 54

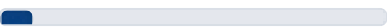

13. What is the primary language spoken in your home?



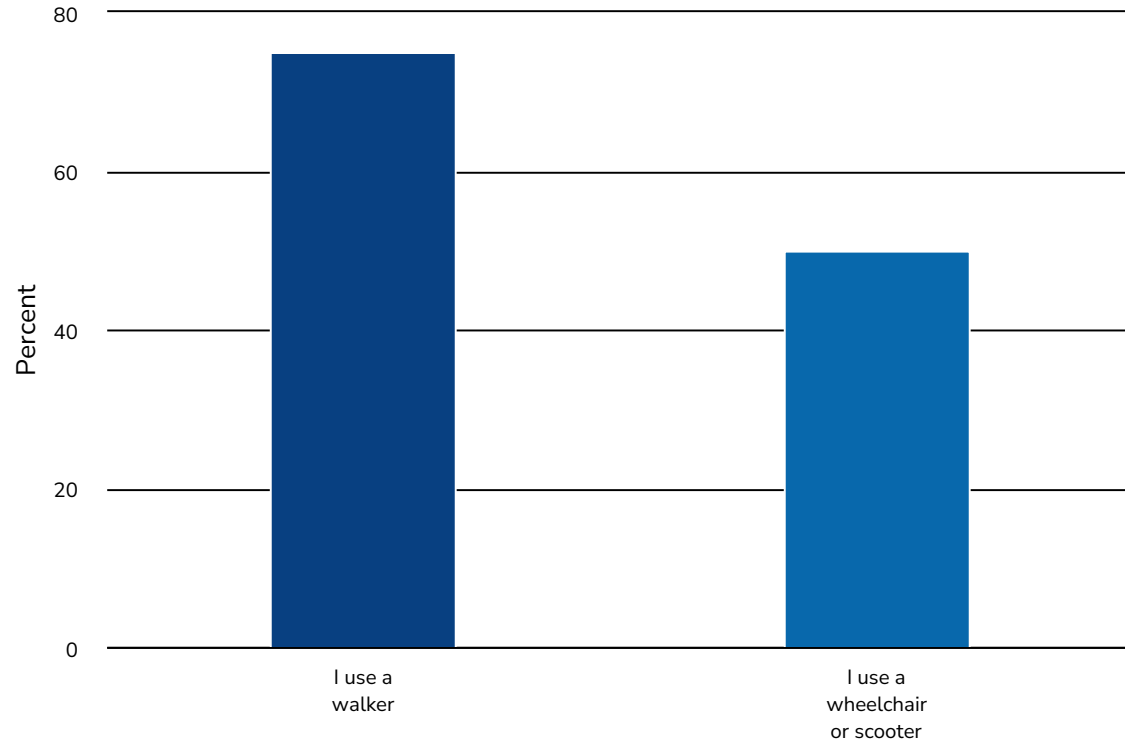
Value	Percent	Responses
English	79.6%	43
Spanish	20.4%	11
		Totals: 54



14. Do you have a disability that limits your mobility?



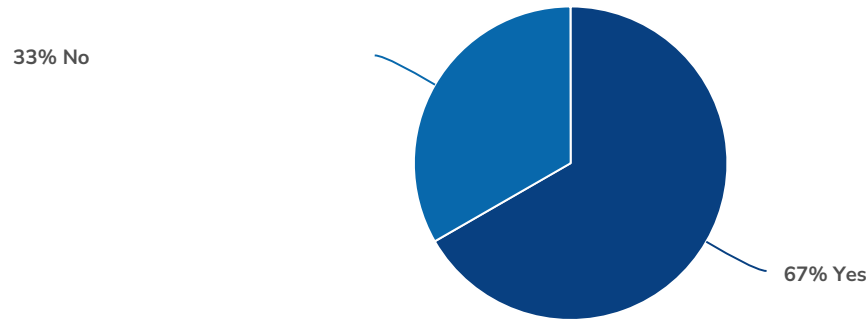
Value	Percent	Responses
Yes	9.4% 	5
No	90.6% 	48
		Totals: 53

15. Check all that apply to you:



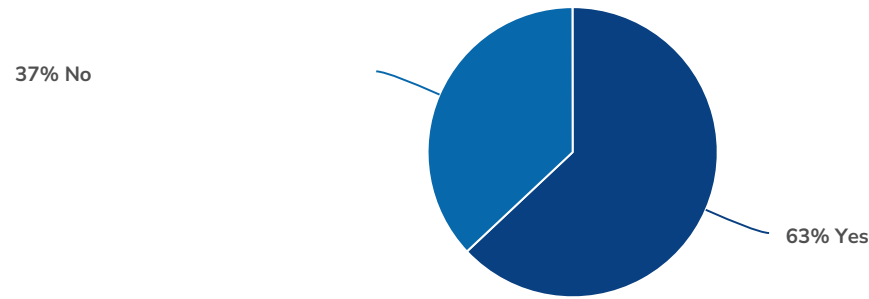
Value	Percent	Responses
I use a walker	75.0% 	3
I use a wheelchair or scooter	50.0% 	2

16. Do you have a valid driver's license?



Value	Percent	Responses
Yes	66.7% 	36
No	33.3% 	18
		Totals: 54

17. Is a working vehicle usually available for your use?

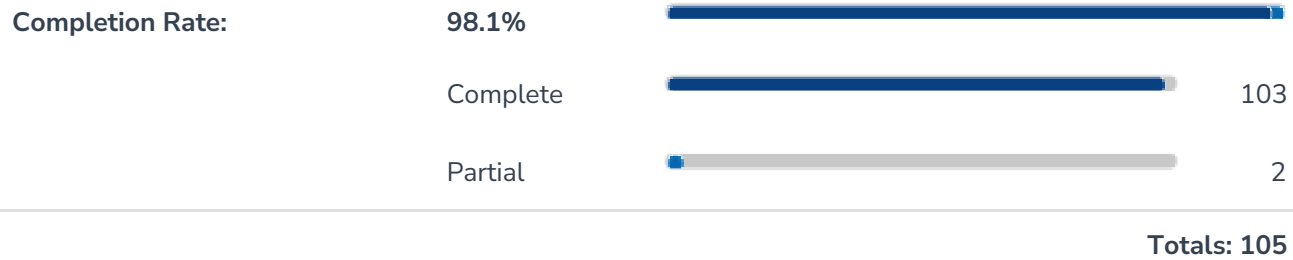


Value	Percent	Responses
Yes	63.0%	34
No	37.0%	20
Totals: 54		

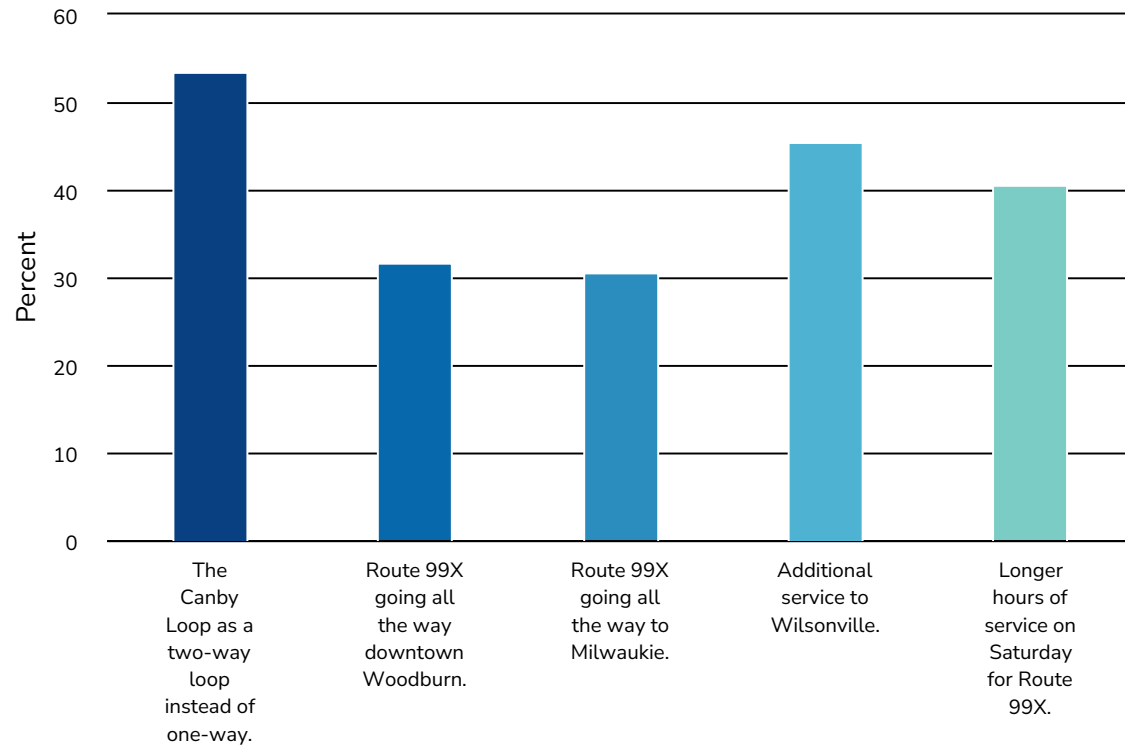
Community Survey #3 - Results

Report for Canby Area Transit TMP Survey 08/23/24

Response Counts

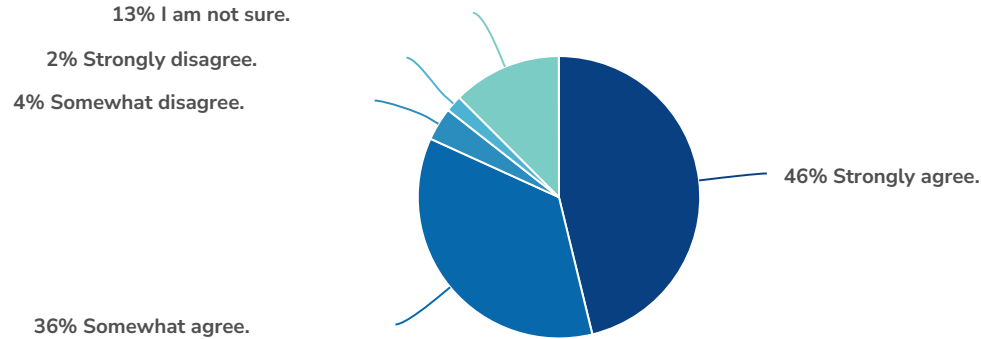


1. Of the changes described in the bus network of the draft Transit Master Plan, what are your main priorities? Choose up to 3.



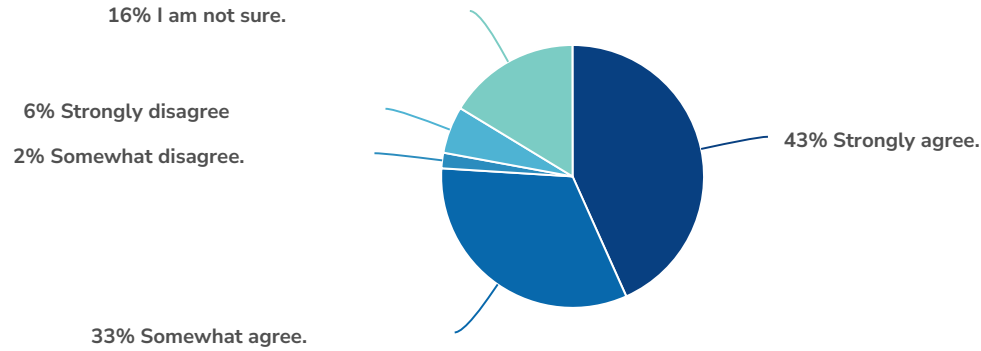
Value	Percent	Responses
The Canby Loop as a two-way loop instead of one-way.	53.5% 	54
Route 99X going all the way downtown Woodburn.	31.7% 	32
Route 99X going all the way to Milwaukie.	30.7% 	31
Additional service to Wilsonville.	45.5% 	46
Longer hours of service on Saturday for Route 99X.	40.6% 	41

2. Overall, do you feel like the draft Transit Master Plan is headed in the right direction?



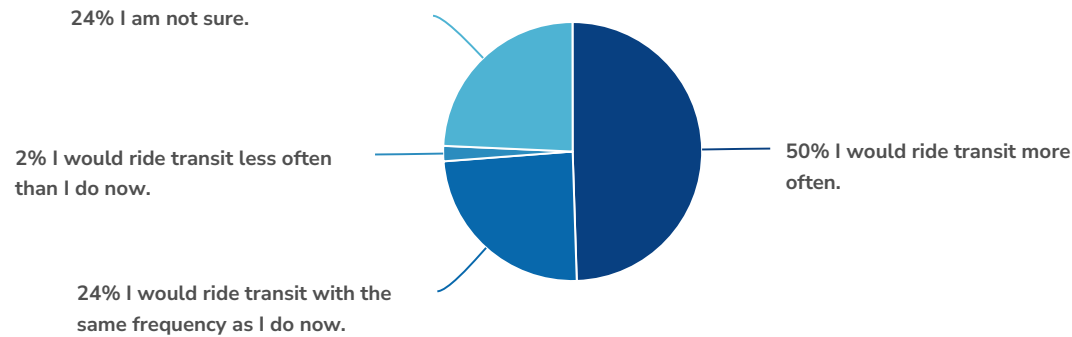
Value	Percent	Responses
Strongly agree.	46.2%	48
Somewhat agree.	35.6%	37
Somewhat disagree.	3.8%	4
Strongly disagree.	1.9%	2
I am not sure.	12.5%	13

3. Will the proposed service changes help you get around Canby, or make connections to other regions, without driving?



Value	Percent	Responses
Strongly agree.	43.3%	45
Somewhat agree.	32.7%	34
Somewhat disagree.	1.9%	2
Strongly disagree	5.8%	6
I am not sure.	16.3%	17

4. Thinking about your own use of CAT's services, what effect would these changes have?



Value	Percent	Responses
I would ride transit more often.	49.5%	51
I would ride transit with the same frequency as I do now.	24.3%	25
I would ride transit less often than I do now.	1.9%	2
I am not sure.	24.3%	25

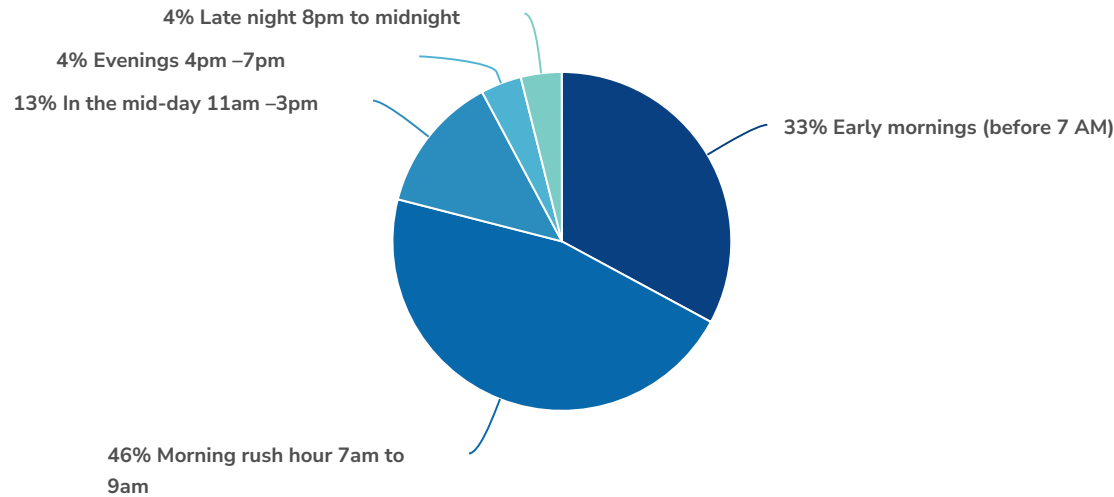
5. Is there any other feedback you'd like to share?

ResponseID	Response
11	Works good for me!
19	I have no feedback
24	No
31	I do not use transit
44	Can I get a ride to Wilsonville?
45	I believe this is a great idea, good luck!
46	No
47	No
58	nomp
59	I love CAT
60	No
63	No
69	Nah
71	We love the Canby loop
72	Love the idea of bridging the gap between Canby and Wilsonville with pubic transit
78	Later service to Wilsonville would be good

81 Are there any plans to expand to Newberg?

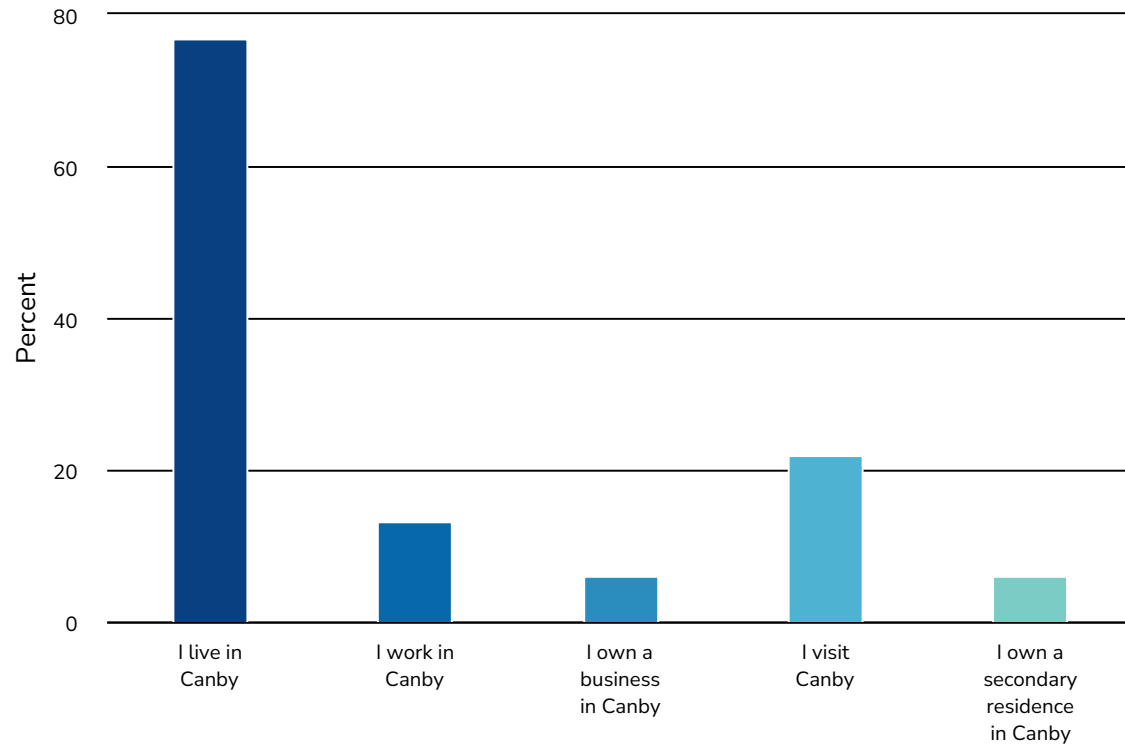
ResponseID	Response
101	No
102	Son Un transporte muy necesario gracias
103	Would like to have service to Woodburn Walmart mon-sat
104	We love the free Loop!
105	Adding services to people w/children under 5 in unsafe areas.
109	None
112	Would like more evening Loop service
116	Only to Max. I suppose that the Wilsonville location is for WES
119	This is a huge waste of money. Buses drive around empty or almost empty all day. The need is clearly not there for expansion.

7. When do you usually start work or school?



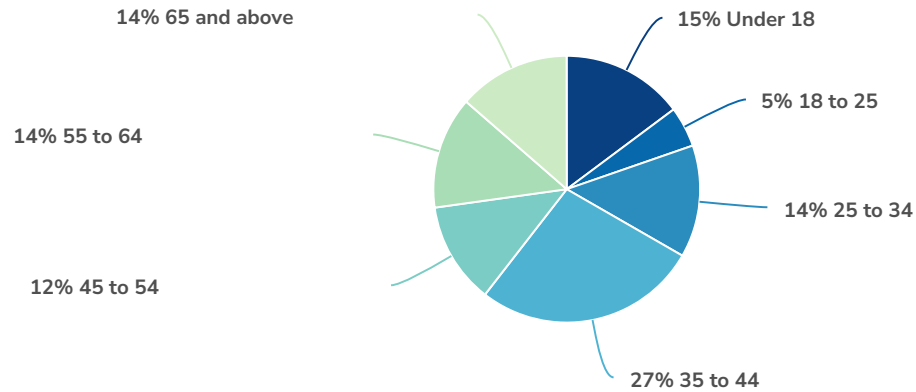
Value	Percent	Responses
Early mornings (before 7 AM)	32.9%	25
Morning rush hour 7am to 9am	46.1%	35
In the mid-day 11am -3pm	13.2%	10
Evenings 4pm -7pm	3.9%	3
Late night 8pm to midnight	3.9%	3

8. What is your connection to Canby? (choose all that apply)



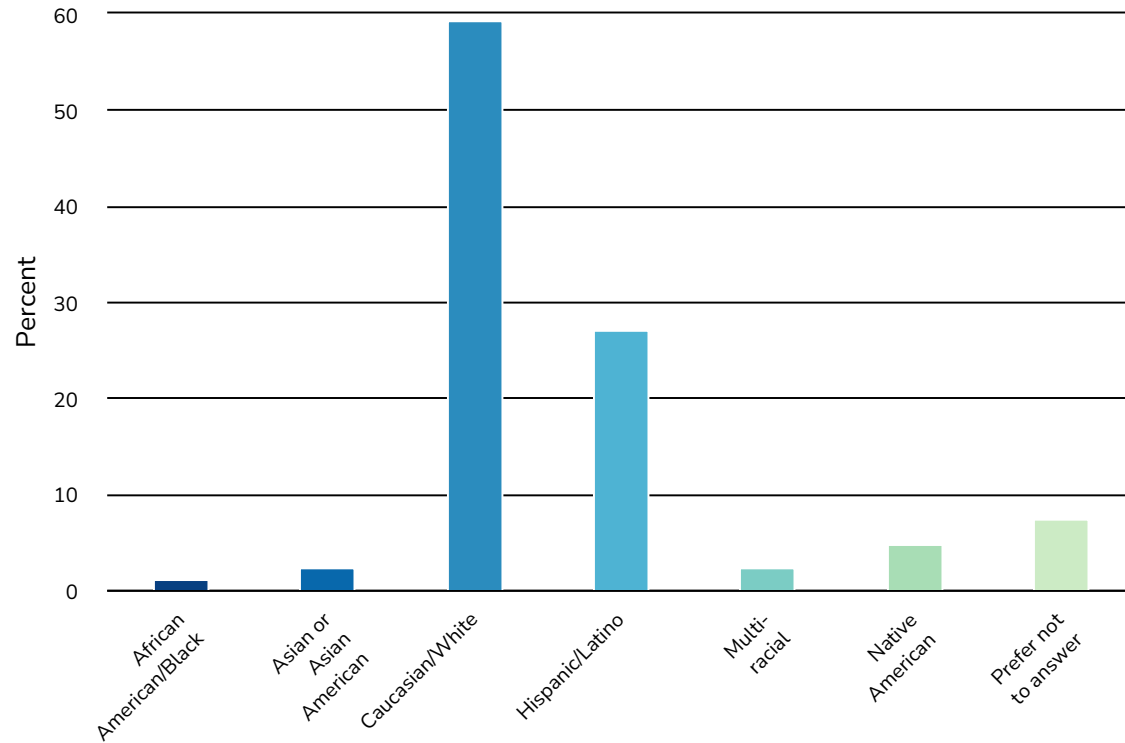
Value	Percent	Responses
I live in Canby	76.8%	63
I work in Canby	13.4%	11
I own a business in Canby	6.1%	5
I visit Canby	22.0%	18
I own a secondary residence in Canby	6.1%	5

9. What is your age?



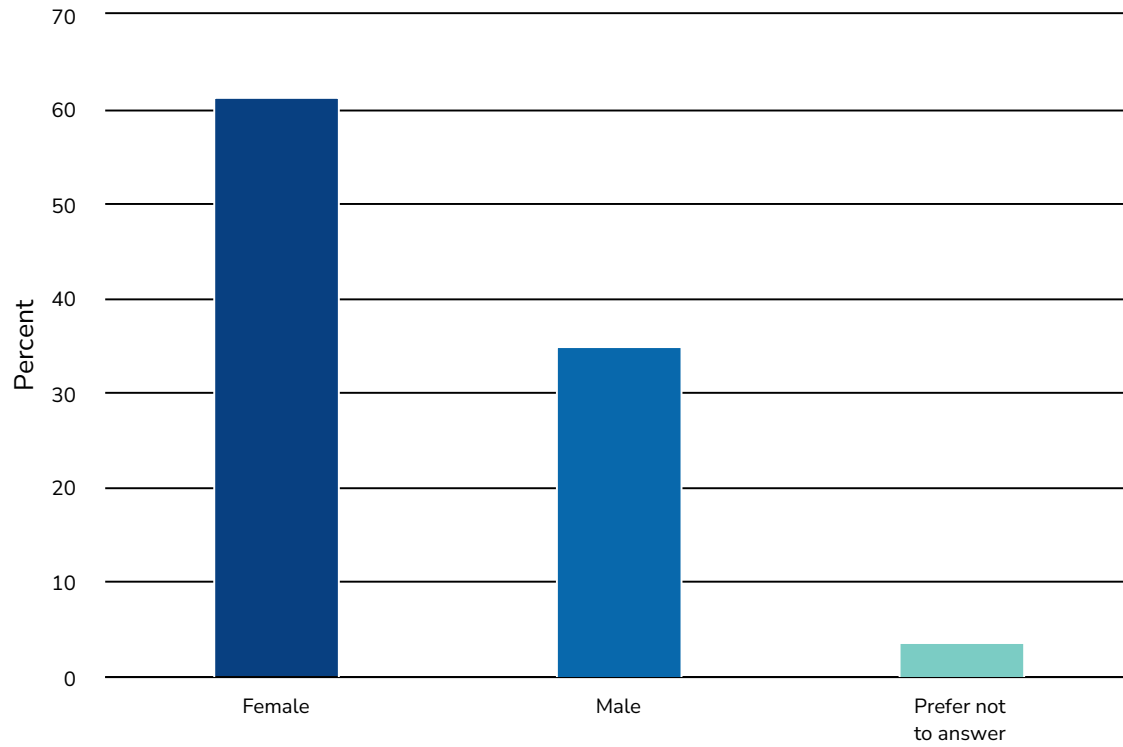
Value	Percent	Responses
Under 18	14.8%	12
18 to 25	4.9%	4
25 to 34	13.6%	11
35 to 44	27.2%	22
45 to 54	12.3%	10
55 to 64	13.6%	11
65 and above	13.6%	11

10. Which ethnic or racial group do you identify yourself? Choose all that apply.



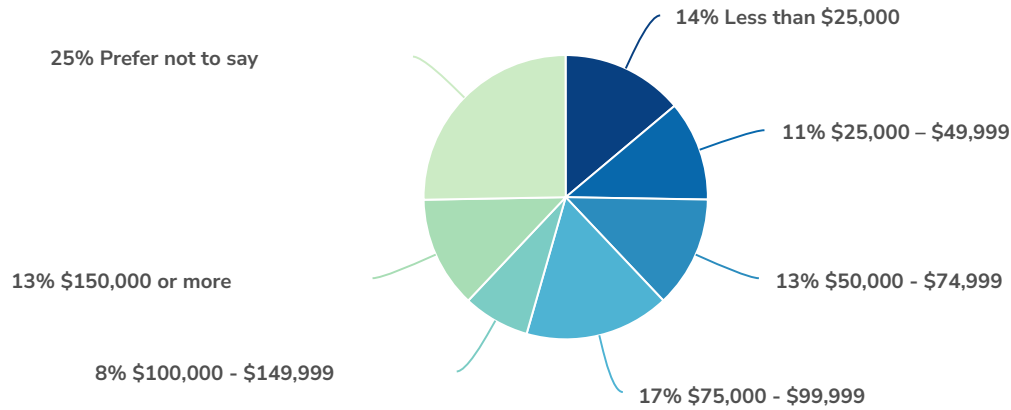
African American/Black	1.2%	1
Asian or Asian American	2.5%	2
Caucasian/White	59.3%	48
Hispanic/Latino	27.2%	22
Multi-racial	2.5%	2
Native American	4.9%	4
Prefer not to answer	7.4%	6

11. Please indicate your gender. Choose all that apply.



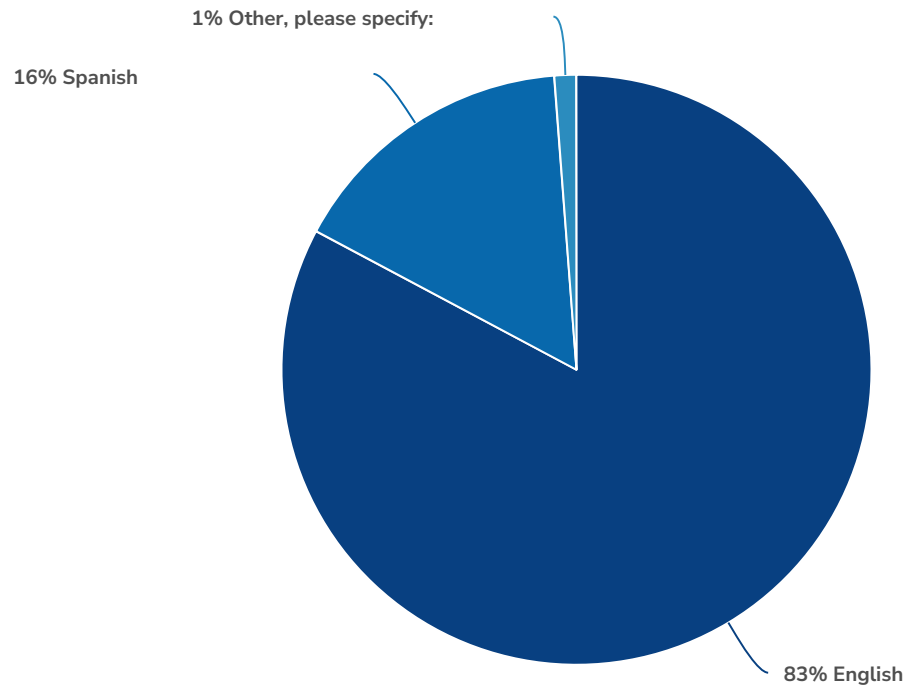
Value	Percent	Responses
Female	61.3%	49
Male	35.0%	28
Prefer not to answer	3.8%	3

12. What is your household income?



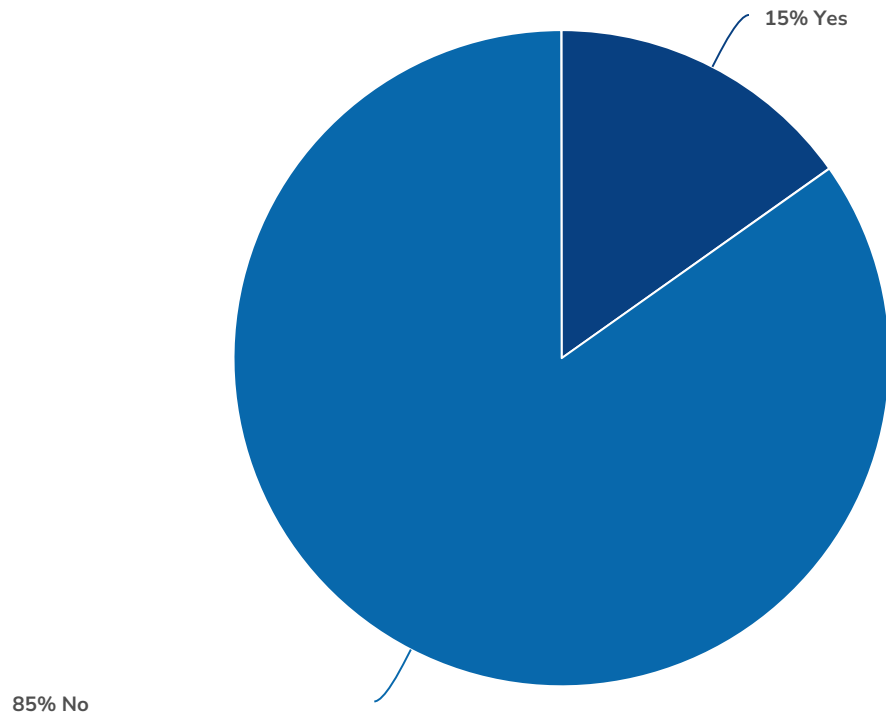
Value	Percent	Responses
Less than \$25,000	13.9%	11
\$25,000 - \$49,999	11.4%	9
\$50,000 - \$74,999	12.7%	10
\$75,000 - \$99,999	16.5%	13
\$100,000 - \$149,999	7.6%	6
\$150,000 or more	12.7%	10
Prefer not to say	25.3%	20

13. What is the primary language spoken in your home?



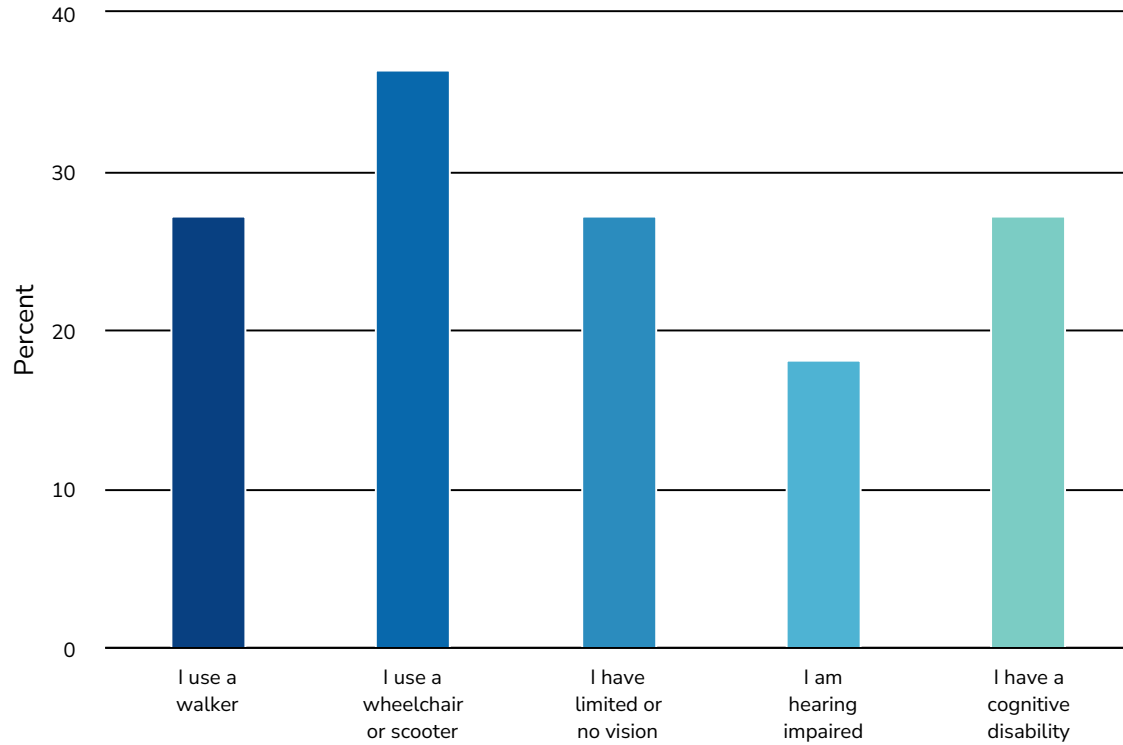
Value	Percent	Responses
English	82.7%	67
Spanish	16.0%	13
Other, please specify:	1.2%	1

14. Do you have a disability that limits your mobility?



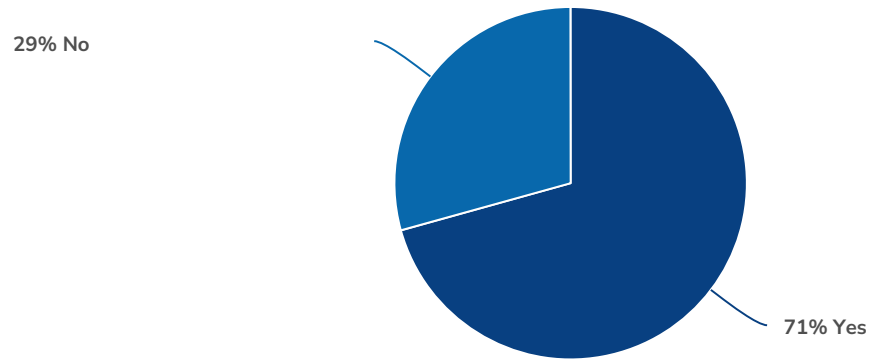
Value	Percent	Responses
Yes	15.2%	12
No	84.8%	67

15. Check all that apply to you:



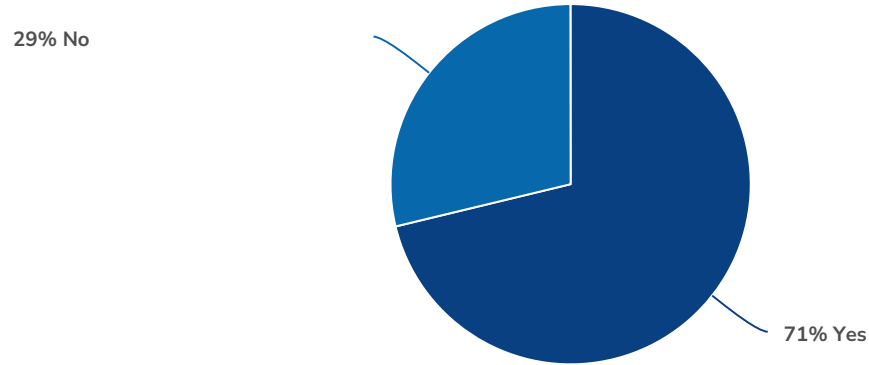
Value	Percent	Responses
I use a walker	27.3%	3
I use a wheelchair or scooter	36.4%	4
I have limited or no vision	27.3%	3
I am hearing impaired	18.2%	2
I have a cognitive disability	27.3%	3

16. Do you have a valid driver's license?



Value	Percent	Responses
Yes	70.7%	58
No	29.3%	24

17. Is a working vehicle usually available for your use?



Value	Percent	Responses
Yes	71.3%	57
No	28.8%	23

Stakeholder Interviews Summary

Purpose

We reached out to stakeholders representing interest groups around Canby to learn about their communities' transportation needs and to inform recommendations for the Transportation Management Plan. During these interviews, we sought feedback from stakeholders' existing experiences and improvements that would be most useful for themselves, people they know of, and others they are aware of by asking:

- What their community groups top three priorities are for transit improvement in Canby
- What would make a Transit Master Plan successful in their community
- What CAT is doing well in terms of service that can continue or expand on

Who We Engaged With

We reached out to:

- Local school district representatives
- Business/industrial park owners and employees
- Non-profit services, like Canby Center or Canby Adult Center
- Senior center, like Hope Village or Casa Verde
- Local organizations, like Bridging Cultures

We heard from:

- Bill Vermillion from Hope Village
- Kristen Wohlers, Canby School District

- Wendy May, Canby Adult Center
- Abdi Lopez, Social Worker at Canby School District

Interview Methods

We conducted three interviews over the phone, one in person and gave interviewees the option to send us email responses to our questions. We provided a brief overview of the project and what kind of feedback we were hoping to receive. Interview questions included:

- What are your community/group top three priorities for transit improvements in Canby?
- What would make the Transit Master Plan successful to your community? What about CAT's service can be improved?
- What is CAT doing especially well in terms of service that can continue or expand?
- Is there anything else you'd like to add or point out that we have not yet asked about to ensure a successful transit system?

If time permitted, we asked the following additional questions to hear stakeholder thoughts on proposed recommendations to the Transportation Management Plan:

- We are considering the idea of adding service to Wilsonville or Milwaukie at the expense of reducing some service to Woodburn. What would you think of that?
- We are exploring the idea of extending the 99X to reach downtown Woodburn (instead of stopping on 99E at the Bi-Mart). We are also exploring the idea of sending it further north into Milwaukie, to connect with the Orange Line train to Portland. But to do those things, the CAT Route 99X might have to be split apart at Canby Transit Center. People riding through Canby might have to change buses or wait while the driver takes a break. What would you think of that?

Findings

Priorities for Transit Improvements in Canby

- At the Canby Adult Center folks currently cross the street to get to the bus and wait at a makeshift bus stop that is just a pole. There was a shelter on the property at Canby Adult Center that used to be used as the bus stop for the Canby Loop. Stakeholders wish CAT can pick up riders at the Canby Adult Center at the shelter on property.
- Adding benches to bus stops. Right now, the bus stop across the street from the Canby Adult Center is just a pole, and riders are forced to stand and wait.
- Prioritize service for a large mobile home community off Highway 99. It is a very underserved area because community members cannot walk up to the highway or cross the highway to the next stop. Currently, neither Dial-A-Ride service or paratransit will go there.
- Prioritize Canby citizens being able to get a ride near their home any time of day.
- Improve advertisement of services and schedule.
- Prioritize Canby citizens being able to easily get to and from shopping areas or appointments outside Canby like Woodburn, Salem, Tualatin, Tigard, and Portland.
- Prioritize service to Wilsonville, and service to Costco.
- Don't forget about the riders who have no other means of transportation and rely on this service.

What would make the Transit Master Plan successful to your community? What about CAT's service can be improved?

- Having a shelter inside the Canby Adult Center that is serviced by the Canby Loop.
- Adding more stops and more frequent stops to all business areas in Canby.
- Advertise tourist-friendly bus routes.

- There is a Denny's breakfast group of regulars who get together from Hope Village that stakeholders wish service ran early enough for folks to get to, as current service hours aren't early enough for when this group meets. He mentioned sometimes people use dial-a-ride to get to the Denny's breakfast group.
- For Hope Village riders, Sunday is not a big priority as people already have rides to church.
- Service to Woodburn, Salud Medical Center.

What is CAT doing especially well in terms of service that can continue or expand?

- Staff are smart, nice, and accommodating. As an example, if folks are ready to go home from the Canby Adult Center early before the bus schedule, staff will call CAT, and the staff are cool about trying to get there early when they can.
- The consistency in scheduling of the Canby Loop is great. It goes all day long, and folks know exactly when they can get a ride.
- Dial-A-Ride is working well, and great for folks with mobility issues.
- Appreciate that a free or cheap option exists for those who otherwise wouldn't be able to get around.

Thoughts on Proposed Recommendations

- Not a lot of people are coming to the Canby Adult Center from Woodburn, but a lot of people call looking for services in Woodburn – they are underserved and do not have an Adult Center in Woodburn. It would have a negative impact and isolate people more to have reduced service to Woodburn.
- Not a lot of people talk about going to Wilsonville but there's now Costco and Target so maybe it would be good to add service there.
- At Hope Village, residents from the cottages and garden homes prefer more Oregon City service and/or access to Milwaukie/MAX over the Woodburn Mall or Wilsonville.
- If service extended to Milwaukee would be outstanding and even to Happy Valley. In Happy Valley, there is the Clackamas County courthouse and medical services, so service to Happy Valley and Milwaukee would be outstanding.
- Having to transfer at Canby Transit Center would not be a deterrent.

- Concern for reducing service to Woodburn because of Salud Medical Center- access is already minimal and many clients (social service clients from Canby School District, primarily low income and Spanish speaking) need to go there.

Anything Else

- Canby has grown and so has Woodburn.
- Good questions!
- Hope Village includes:
 - 100 affordable living apartments
 - 200 cottages & garden homes residences/condos
 - And Assisted living
- Hope Village has a bus but no driver. They can work around CAT service when possible.

Questions for CAT

- Can the bus take a left turn into the parking lot of the Canby Adult Center and then get back on the loop route?
- Why won't Dial-A-Ride take calls from community members from the large mobile home community on Highway 99 right outside of Canby?
- What does CAT's funding look like?
- What is the cost of a ride?
- What care does CAT take to contribute to a healthy environment and decrease air pollution?

Appendix B: Bus Stop Inventory

Bus Stop Inventory

Canby Loop Bus Stops

Stop #	Stop ID	Bus Stop Location	Bus Stop Amenities	Notes and Recommendations
1	1000	Canby Transit Center	<ul style="list-style-type: none"> 2 shelters 3+ benches Map signage Sign and pole Bathrooms Lighting 	Midblock bus pull-out. Canby Transit Center is shared with Wilsonville SMART route 3X, and South Clackamas Transportation District’s Molalla to Canby bus route, which use N Ivy St and NW 2 nd Ave to access/depart from the transit center. Shared with 99X.
2	102	N Ivy St & NE 4 th Ave	<ul style="list-style-type: none"> Sign and pole 	<p>Farside. Sign and pole at back of sidewalk. Parking lane and bike lane adjacent. Yellow curb at bus stop.</p> <p>Near-term recommendation to add green bike conflict markings in the bike-lane. Evaluate ridership and bicycle volumes at this stop.</p> <p>Long-term recommendation to extend curb into parking lane and bike lane, add bike ramps and sidewalk-level bike lane behind bus platform to create more waiting space on bus platform at curb and mitigate bus/bike conflict. Evaluate drainage and utility conflicts.</p>

3	104	N Ivy St & NE 10 th Ave	<ul style="list-style-type: none"> ▪ Sign and pole 	<p>Nearside. Sign and pole at back of sidewalk. Parking lane and bike lane adjacent.</p> <p>Recommend yellow curb and marked crossings on all four legs of intersection. Near-term recommendation to add green bike conflict markings in the bike-lane. Evaluate ridership and bicycle volumes at this stop. Long-term recommendation to extend curb into parking lane and bike lane, add bike ramps and sidewalk-level bike lane behind bus platform to create more waiting space on bus platform at curb and mitigate bus/bike conflict.</p>
4	108	NE 10 th Ave & N Locust St	<ul style="list-style-type: none"> ▪ Sign and pole 	<p>Nearside. Sign and pole at curb of sidewalk. Parking lane adjacent. Mailboxes ~5' from sign and pole.</p> <p>Recommend marked crossings across N Locust St. at north and south legs of intersection. Recommend shifting stop closer to intersection.</p>
5	112	N Maple St & Maple Street Park	<ul style="list-style-type: none"> ▪ Sign and pole 	<p>Midblock. Sign and pole at curb of sidewalk. Parking lane adjacent. Parking lot for park behind bus stop.</p> <p>Recommend yellow curb. Recommend repurposing a vehicular parking spot in parking lot for bus shelter and adding walkway across landscaping to access sidewalk.</p>
6	114	N Maple St & NE 16 th Ave	<ul style="list-style-type: none"> ▪ Sign and pole 	<p>Farside. Sign and pole at curb of sidewalk. Parking lane adjacent.</p> <p>Recommend yellow curb and marked crossing on east leg of intersection.</p>

7	116	NE Territorial Rd & N Pine St	<ul style="list-style-type: none"> Sign and pole 	<p>Farside. Sign and pole at curb of sidewalk. Parking lane and bike lane adjacent. Yellow curb at bus stop.</p> <p>Recommend marked crossing at N Pine St and shifting stop closer to intersection.</p> <p>Near-term recommendation to add green bike conflict markings in the bike-lane. Evaluate ridership and bicycle volumes at this stop. Long-term recommendation to extend curb into parking lane and bike lane, add bike ramps and sidewalk-level bike lane behind bus platform to create more waiting space on bus platform at curb and mitigate bus/bike conflict.</p>
8	118	N Redwood St & NE 19 th Loop	<ul style="list-style-type: none"> Sign and pole 	<p>Midblock. Sign and pole at curb of sidewalk. Parking lane adjacent.</p> <p>Recommend yellow curb and marked crossing at NE 19th Loop and across N Redwood St. Recommend "No Parking" signs.</p>
9	120	N Redwood St & NE 17 th Ave	<ul style="list-style-type: none"> Sign and pole 	<p>Nearside of tee intersection. Sign and pole at curb of sidewalk.</p> <p>Recommend marked crossings along N Redwood St, on west and east legs of intersection. Recommend yellow curb.</p>
10	122	N Redwood St & NE 11 th Ave	<ul style="list-style-type: none"> Sign and pole 	<p>Farside. Sign and pole at curb of sidewalk. Bike lane adjacent. Short segment of yellow curb from curb return to sign and pole.</p> <p>Recommend marked crossings along Redwood St, on west and east legs of intersection. Recommend shifting stop away from</p>

				intersection to not block curb ramp. Recommend green bike conflict markings.
11	202	Sequoia Pkwy & SE Hazel Dell Way	▪ Sign and pole	<p>Nearside. Sign and pole at curb of sidewalk. Signalized intersection. Right turn lane (and bike lane) adjacent.</p> <p>Recommend bus shelter and seating due to high intersection volumes. Recommend green bike conflict markings for bus merging into through lane.</p>
12	204	301 S Sequoia Pkwy	▪ Sign on light pole	<p>Midblock, farside of driveway. Sign on light pole in grass buffer. Nearby bench and bike rack. Bike lane adjacent.</p> <p>Recommend shifting stop ~50 feet away from driveway to avoid vehicular conflicts. Recommend paved platform for bus shelter and ADA access to bus. Add green bike conflict markings.</p>
13	206	387 S Sequoia Pkwy	▪ Sign and pole	<p>Midblock, at pedestrian path to adjacent building. Sign and pole at curb of concrete buffer area (rest of buffer is grass and trees). Next to mailbox. Bike lane adjacent.</p> <p>Recommend yellow curb. Recommend bus shelter.</p>
14	208	SE Township Rd & Sequoia Pkwy	▪ Sandwich board	<p>Farside. Sandwich board against Speed Limit 30 sign on dirt between fence of cemetery and curb. Parking lane adjacent.</p> <p>Recommend sign and pole, and sidewalk with yellow curb. Evaluate for drainage and utilities. Recommend remarking crosswalks on west leg.</p>

15	210	SE Township Rd across from Baker Prairie Middle School	<ul style="list-style-type: none"> ▪ Sign and pole 	<p>Midblock, farside of driveway. Sign and pole at curb of sidewalk. Bike lane adjacent.</p> <p>Recommend bus shelter behind sidewalk. Recommend yellow curb and green bike conflict markings.</p>
16	212	SE Township Rd & S Redwood St	<ul style="list-style-type: none"> ▪ Sign and pole 	<p>Farside. Sign and pole at curb of sidewalk. Parking lane and bike lane adjacent.</p> <p>Near-term recommendation to add yellow curb, shift stop close to intersection, and add green bike conflict markings.</p> <p>Evaluate stop for ridership and bicycle volumes. Long-term recommendation to extend curb into parking lane and bike lane, add bike ramps and sidewalk-level bike lane behind bus platform to create more waiting space on platform at curb and mitigate bus/bike conflict. Evaluate drainage and utilities.</p>
17	214	SE Township Rd & S Pine St	<ul style="list-style-type: none"> ▪ Sign and pole 	<p>Farside. Sign and pole at curb of sidewalk. Parking lane and bike lane adjacent.</p> <p>Near-term recommendation to add marked crossing on north and south legs, add yellow curb, and add green bike conflict markings.</p> <p>Evaluate stop for ridership numbers and bicycle volumes. Long-term recommendation to extend curb into parking lane and bike</p>

				lane, add bike ramps and sidewalk-level bike lane behind bus platform to create more waiting space on platform at curb and mitigate bus/bike conflict.
18	216	SE Township Rd & S Locust St	<ul style="list-style-type: none"> Sign and pole 	<p>Farside. Sign and pole at curb of sidewalk. Bus pull-out and bike lane adjacent. Trees blocking sign as of July 2023.</p> <p>Near-term recommendation to add green bike conflict markings. Evaluate stop for ridership numbers and bicycle volumes. Long-term recommendation to extend curb into parking lane and bike lane, add bike ramps and sidewalk-level bike lane behind bus platform to create more waiting space on platform at curb and mitigate bus/bike conflict. Evaluate for drainage and utilities.</p>
19	218	SE Township Rd & S Ivy St	<ul style="list-style-type: none"> Sign and pole 	<p>Nearside. Sign and pole at curb of sidewalk. Bike lane adjacent. Trees blocking sign in photo provided by CAT.</p> <p>Recommend yellow curb and green bike conflict markings. Possibility to pave and add bus shelter on church property.</p>
20	220	S Ivy St & SW 8 th Ave	<ul style="list-style-type: none"> Sign and pole 	<p>Nearside. Sign and pole at curb in vegetated area. Trees blocking sign as of July 2023.</p> <p>Recommend marked crossing on southwest leg of intersection, crossing SW 8th Ave. Shift stop sign away from intersection. Recommend adding green bike conflict markings. Evaluate right-of-way (ROW) and consider sidewalk and curb ramp.</p>

21	222	S Ivy St & SW 13 th Ave	<ul style="list-style-type: none"> ▪ Sign and pole 	<p>Nearside. Sign and pole at curb of sidewalk. Bike lane adjacent.</p> <p>Recommend yellow curb and green bike conflict markings.</p>
22	224	SW 13 th Ave & S Fir St	<ul style="list-style-type: none"> ▪ Sign and pole 	<p>Farside. Sign and pole at curb of sidewalk. Parking lane and bike lane adjacent.</p> <p>Near-term recommendation to add yellow curb and green bike conflict markings.</p> <p>Evaluate stop for ridership and bike volumes. Long-term recommendation to extend curb into parking lane and bike lane, add bike ramps and sidewalk-level bike lane behind bus platform to create more waiting space on platform at curb and to mitigate bus/bike conflicts.</p>
23	226	SW 13 th Ave & S Elm St	<ul style="list-style-type: none"> ▪ Sign and pole 	<p>Farside, ~100 ft from intersection, more toward midblock. Sign and pole at curb of sidewalk. Bike lane tapers, parking lane adjacent.</p> <p>Near-term recommendation for yellow curb and adding green bike conflict markings.</p> <p>Evaluate stop for ridership and bike volumes. Long-term recommendation to extend curb into parking lane and bike lane, add bike ramps and sidewalk-level bike lane behind bus platform to create more waiting space on platform at curb and to mitigate bus/bike conflicts.</p>

24	228	SW 13 th Ave at S Aspen Way	<ul style="list-style-type: none"> ▪ Sign and pole 	<p>Nearside to dead end street driveway (S Aspen Way). Sign and pole at back of sidewalk. Parking lane and bike lane adjacent. Yellow curb on nearside and farside of S Aspen Way.</p> <p>Shift stop east of Baywood Ct to avoid driveway conflicts. Add painted crossing.</p>
25	230	S Berg Pkw at Canby Communit y Park	<ul style="list-style-type: none"> ▪ Sign and pole 	<p>Midblock. Sign on light pole. Sign lists as temporary bus stop. Bike lane adjacent.</p> <p>Near-term recommendation for yellow curb and adding green bike conflict markings.</p> <p>Evaluate stop for ridership and bike volumes. Long-term recommendation to extend curb into parking lane and bike lane, add bike ramps and sidewalk-level bike lane behind bus platform to create more waiting space on platform at curb and to mitigate bus/bike conflicts.</p> <p>Long-term recommendation to add curb ramps and marked crossing to access park.</p>
26	1030	Hwy OR- 99E & S Berg Pkw	<ul style="list-style-type: none"> ▪ Sign and pole ▪ Shelter (recent ODOT project) 	<p>Shared bus stop with 99X. Midblock. Sign and pole at curb of sidewalk. No buffer to travel lane. Path to Canby Square Market Center/Safeway parking lot.</p> <p>Recommend adding yellow paint and installing bus-and-turn lane.</p>

27	232	SW 2 nd Ave & S Birch St	<ul style="list-style-type: none"> Sign and pole 	<p>Midblock between Canby High School driveways. Sign and pole at curb of sidewalk. Yellow curb.</p> <p>Re-paint crossing across SW 4th Ave.</p>
28	234	SW 2 nd Ave & S Elm St	<ul style="list-style-type: none"> Sign and pole 	<p>Nearside. Sign and pole at curb of sidewalk. Parking lane adjacent.</p> <p>Recommend yellow paint. Evaluate right-of-way (ROW) to possibly install bus shelter in mulch area.</p>
29	124	NW 2 nd Ave & N Douglas St	<ul style="list-style-type: none"> Sign and pole 	<p>Nearside. Sign and pole at curb. Parking lane adjacent.</p> <p>Recommend yellow paint.</p>
30	126	NW 3 rd Ave & N Aspen St	<ul style="list-style-type: none"> Sandwich board 	<p>Midblock. Sandwich board sign. No parking bus stop side of street. Roll curb.</p> <p>Recommend yellow paint.</p>
31	128	NW 3 rd Ave & N Elm St	<ul style="list-style-type: none"> Sign and pole 	<p>Nearside. Sign and pole at back of sidewalk. Parking lane adjacent.</p> <p>Recommend yellow paint. Shift bus stop further away from stop sign to not interfere with intersection.</p>
32	132	NW 3 rd Ave between N Holly St	<ul style="list-style-type: none"> Sign and pole 	<p>Midblock. Sign and pole at curb at far side of midblock raised crossing. Front-in angled parking east and west of raised crossing.</p>

and N
Grant St

99x Bus Stops

Stop #	Stop ID	Bus Stop Location	Bus Stop Amenities	Notes
1	2000	Oregon City Transit Center (Oregon City)	<ul style="list-style-type: none"> Shelter Benches Map signage Sign and pole Lighting Trash receptacles 	Farside. Oregon City Transit Center is shared with TriMet routes 31, 32, 33, 34, 35, 79, 99, 154, and LIFT. 11 th St/Moss St driveway allows connection between McLoughlin Blvd (OR-99E) and Main St.
2	1003	OR-99E & Jerome St (Oregon City)	<ul style="list-style-type: none"> Sign and pole 	<p>Nearside. Sign and pole at curb of sidewalk. Bike lane adjacent. Trees no longer remain.</p> <p>Near-term recommendation for yellow curb and adding green bike lane conflict markings.</p> <p>Evaluate stop for ridership and bike volumes. Long-term recommendation to partner with Oregon City to extend curb into parking lane and bike lane, add bike ramps and sidewalk-level</p>

				bike lane behind bus platform to create more waiting space on platform and to mitigate bus/bike conflicts.
3	1007	OR-99E at General Trailer (Canby)	<ul style="list-style-type: none"> ▪ Sign and pole 	Nearside driveway of General Trailer. Sign and pole on shoulder (gravel and asphalt).
4	1009	OR-99E & Haines Rd (Canby)	<ul style="list-style-type: none"> ▪ Sign and pole 	Nearside flashing signal. No pedestrian crossing. Sign and pole on shoulder (asphalt). Recommend lighting.
5	1011	OR-99E & SE Territorial Rd (SB) (Canby)	<ul style="list-style-type: none"> ▪ Sign and pole ▪ Shelter (recent ODOT project) 	Farside. Sign and pole on shoulder (asphalt). Flush sidewalk from signalized intersection. Recommend lighting and bus shelter.
6	1013	OR-99E & N Redwood St (SB) (Canby)	<ul style="list-style-type: none"> ▪ Sign and pole ▪ Shelter (recent ODOT project) 	Nearside. Sign and pole at back of sidewalk at signalized intersection. Recommend green bike lane conflict markings. Consider shifting stop to farside to improve merging back into travel lane.
7	1017	OR-99E & N Pine St (SB) (Canby)	<ul style="list-style-type: none"> ▪ Sign and pole ▪ Shelter (recent ODOT project) 	Farside. Sign and pole on shoulder. No sidewalk to the north ~250 ft to signalized intersection. Recommend shifting stop closer to intersection. Add lighting.

8	1119	S Locust St between OR-99E and SE 2 nd Ave (Canby)	<ul style="list-style-type: none"> ▪ Sign and pole ▪ Bench (recent ODOT project) 	<p>Nearside. Sign and pole at back of sidewalk. Yellow curb.</p> <p>Recommend lighting.</p>
9	1000	Canby Transit Center (Canby)	<ul style="list-style-type: none"> ▪ 2 shelters ▪ 3+ benches ▪ Map signage ▪ Sign and pole ▪ Bathrooms ▪ Lighting 	<p>Midblock bus pull-out. Canby Transit Center is shared with Wilsonville SMART route 3X, and South Clackamas Transportation District’s Molalla to Canby bus route which use N Ivy St and NW 2nd Ave to access/depart from the transit center. Shared bus stop with Canby Loop.</p>
10	1025	OR-99E & S Berg Parkway (Walgreens) (SB) (Canby)	<ul style="list-style-type: none"> ▪ Sign and pole ▪ Shelter (recent ODOT project) 	<p>Midblock. Sign and pole at curb of sidewalk.</p> <p>Recommend shifting bus stop closer to intersection. Recommend bus and right turn lane up to intersection.</p>
11	1027	OR-99E before McLarens Carpet One (Canby)	<ul style="list-style-type: none"> ▪ Sign and pole 	<p>Midblock. Sign and pole on shoulder (asphalt).</p> <p>Consider shifting stop east, on farside of entrance to Dick’s Canby Ford, to increase proximity with Riverside RV Park 99X bus stop.</p>

12	1029	OR-99E & S Barlow Rd (SB) (Canby)	<ul style="list-style-type: none"> Sign and pole 	<p>Farside. Sign and pole on shoulder (asphalt).</p> <p>Recommend shifting stop east, closer to intersection.</p> <p>Recommend lighting and installing sidewalk to access stop.</p>
13	1033	OR-99E & Liberty St (Aurora)	<ul style="list-style-type: none"> Sign and pole 	<p>Farside. Sign and pole at back of sidewalk. Parking lane and bike lane adjacent.</p> <p>Near-term recommendation for yellow curb and shifting stop to nearside. Coordinate with ODOT on the following improvements:</p> <p>Add green bike lane conflict markings. Adjust signal change to allow for through bus movement to share right turn signal.</p>
14	1035	OR-99E at Ottoway Rd (Aurora)	<ul style="list-style-type: none"> Sign and pole 	<p>Nearside. Sign and pole on shoulder (asphalt).</p> <p>Recommend repainting crosswalk on north and west legs of intersections.</p>
15	1037	OR-99E at AA Storage/U-Haul (Aurora)	<ul style="list-style-type: none"> Sign and pole 	<p>Midblock. Sign and pole on shoulder (gravel). Across from Olds Mobile Park.</p>
16	1039	OR-99E at the Truck Scales (Hubbard)	<ul style="list-style-type: none"> Sign and pole 	<p>Midblock. Sign and pole on shoulder (gravel). Truck scales entrance on opposite side of bus stop.</p> <p>Recommend lighting</p>

17	1041	OR-99E at Advantage Self Storage (Hubbard)	<ul style="list-style-type: none"> ▪ Sign and pole 	<p>Midblock. Sign and pole at back of sidewalk. Across OR-99E from residential neighborhood.</p> <p>Recommend bus shelter and marked mid-block crosswalk.</p>
18	1045	OR-99E & G St (SB) (Hubbard)	<ul style="list-style-type: none"> ▪ Sign and pole 	<p>Farside. Sign and pole on curb of asphalt sidewalk. Parking lane adjacent.</p> <p>Recommend lighting.</p>
19	1049	OR-99E & Pacific Ct NE (SB) (Hubbard)	<ul style="list-style-type: none"> ▪ Sign and pole 	<p>Farside. Sign and pole at back of sidewalk. Bike lane adjacent.</p> <p>Recommend lighting, yellow curb, and green bike lane conflict markings.</p>
20	1061	1600 Mt Hood Ave (Woodburn)	<ul style="list-style-type: none"> ▪ Sign and pole ▪ Shelter (by others) 	<p>In parking lot. Accesses back of transit shelter.</p> <p>Recommend lighting.</p>
21	1004	OR-99E & Carl Rd (NB) (Woodburn)	<ul style="list-style-type: none"> ▪ Sign and pole 	<p>Nearside. Sign and pole at back of sidewalk. Bike lane adjacent.</p> <p>Recommend green bike lane conflict markings.</p>
22	1008	OR-99E & G Street (NB) (Hubbard)	<ul style="list-style-type: none"> ▪ Sign and pole 	<p>Nearside. Sign and pole on shoulder (gravel).</p> <p>Recommend lighting.</p>

23	1010	OR-99E & Parkway Ave (NB) (Hubbard)	<ul style="list-style-type: none"> ▪ Sign and pole 	<p>Midblock. Sign and pole at back of buffer between sidewalk and curb. Parking lane adjacent.</p> <p>Recommend shifting stop north to Rudometkin Dr to utilize existing bus shelter.</p>
24	1012	OR-99E before Truck Scales (Hubbard)	<ul style="list-style-type: none"> ▪ Sign and pole 	<p>Nearside of truck scales. Sign and pole on shoulder (asphalt).</p> <p>Recommend lighting.</p>
25	1014	OR-99E at Olds Mobile Home Park (Aurora)	<ul style="list-style-type: none"> ▪ Sign and pole 	<p>Nearside to entrance to Olds Mobile Home Park. Sign and pole on shoulder (asphalt).</p> <p>Recommend lighting.</p>
26	1016	OR-99E & Orchard Ave NE (NB) (Aurora)	<ul style="list-style-type: none"> ▪ Sign and pole ▪ Shelter 	<p>Midblock. Sign and pole at back of sidewalk. Parking lane adjacent.</p> <p>Recommend shifting stop closer to bus shelter.</p>
27	1018	OR-99E & 3 rd St NE (NB) (Aurora)	<ul style="list-style-type: none"> ▪ Sign and pole ▪ Bench 	<p>Nearside. Sign and pole at curb of sidewalk. Parking lane and bike lane adjacent.</p>

				<p>Recommend lighting. Near-term recommendation to add painted yellow curb and green bike lane conflict markings. Install crossing across Pacific Hwy and across 3rd St NE.</p> <p>Evaluate stop for ridership and bike volumes. Long-term recommendation to partner with City of Aurora to extend curb into parking lane and bike lane, add bike ramps and sidewalk-level bike lane behind bus platform to create more waiting space on platform and to mitigate bus/bike conflicts.</p>
28	1024	OR-99E at Barlow House (Canby)	<ul style="list-style-type: none"> ▪ Sign and pole 	<p>Midblock between Barlow House driveway entrances. Sign and pole on shoulder (asphalt).</p> <p>Recommend shifting stop closer to intersection. Recommend lighting and sidewalk to access stop.</p>
29	1028	OR-99E at Riverside R-V Park (Canby)	<ul style="list-style-type: none"> ▪ Sign and pole 	<p>Midblock. Sign and pole on curb of sidewalk.</p> <p>Recommend lighting.</p>
30	1030	OR-99E & S Berg Pkwy (Canby)	<ul style="list-style-type: none"> ▪ Sign and pole ▪ Shelter (recent ODOT project) 	<p>Shared bus stop with Canby Loop. Sign and pole at curb of sidewalk. No buffer to travel lane. Path to Canby Square Market Center/Safeway parking lot.</p> <p>Recommend adding yellow paint and installing bus-and-turn lane.</p>

31	1038	OR-99E & S Locust St (Canby)	<ul style="list-style-type: none"> ▪ Sign and pole ▪ Shelter (recent ODOT project) 	Farside. Sign and pole at back of sidewalk.
32	1040	OR-99E before S Pine St (Canby)	<ul style="list-style-type: none"> ▪ Sign and pole ▪ Shelter (recent ODOT project) 	Nearside. Sign and pole on curb of sidewalk. Signalized intersection.
33	1042	OR-99E & Sequoia Pkwy (NB) (Canby)	<ul style="list-style-type: none"> ▪ Sign and pole ▪ Shelter (recent ODOT project) 	Nearside. Sign and pole at back of sidewalk. Perpendicular path to Canby Market Center/Fred Meyer. Signalized intersection. Right turn lane and bike lane adjacent.
34	1048	OR-99E & SE Territorial Rd (NB) (Canby)	<ul style="list-style-type: none"> ▪ Sign and pole ▪ Shelter (recent ODOT project) 	Nearside. Sign and pole at back of sidewalk (ramping down from signalized intersection). Recommend lighting.
35	1050	OR-99E & Haines Rd (NB) (Canby)	<ul style="list-style-type: none"> ▪ Sign and pole 	Nearside. Far from intersection. Sign and pole on shoulder (asphalt). Recommend lighting and shifting stop closer to intersection.
36	1052	OR-99E at Pearson's	<ul style="list-style-type: none"> ▪ Sign and pole 	Midblock. Sign and pole on grass beyond shoulder (asphalt).

		Art Gallery (Canby)		Recommend lighting.
37	1054	OR-99E south of Oregon City Marina (Oregon City)	▪ Sign and pole	Midblock. Sign and pole on shoulder (asphalt and gravel). Recommend lighting.
38	1056	OR-99E at Hedges St (Oregon City)	▪ Sign and pole	Farside. Sign and pole on shoulder (asphalt). Recommend lighting.
39	1058	OR-99E at Gerber Collision & Glass (Oregon City)	▪ Sign and pole	Midblock. Sign and pole on shoulder (asphalt). Recommend lighting.
40	1060	OR-99E & Main St (NB) (Oregon City)	▪ Sign and pole	Farside. Sign and pole on curb of sidewalk. Bus pull-in area next to sidewalk/parking lot.

Specific recommendations for bus stop improvements

Stop #	Stop ID	Bus Stop Location	Issues	Recommendations
Canby Loop				
14	208	SE Township Rd & Sequoia Pkwy	Bus stop has no pole or sign. No sidewalk, bus pad, shelter, seating, or lighting. No ADA access.	Move stop closer to intersection. Install pole and sign, install bus shelter and seating. Leverage existing lighting at intersection. Install sidewalk with ADA access from intersection. Re-paint crosswalk markings.
20	220	S Ivy St & SW 8 th Ave	No sidewalk, bus pad, shelter, seating, or lighting. No ADA access.	Install bus shelter, seating, and lighting. Install sidewalk access to stop. Install marked crosswalk across SW 8 th St.
25	230	S Berg Pkwy at Canby Community Park	No bus pad, shelter, or seating. Narrow sidewalk. No crosswalk to park.	Install bus shelter and seating. Install marked crossing with curb ramps, crossing warning signs, advance "Stop Here For Pedestrians" sign and stop line.
32	132	NW 3 rd Ave between N	Stop placed on far side of the midblock raised crossing, which means the	The sign should be moved nearside of the raised crossing at this location.

		Holly St and N Grant St	bus will stop in the crosswalk if it pulls up to the sign and pole.	
99X				
4	1009	OR-99E & Haines Rd (Canby)	No sidewalks and no safe pedestrian crossing across OR-99E to Canby Regency, a mobile home community with high transit ridership.	Add pedestrian infrastructure (sidewalks) from Canby Regency along S New Era Rd to Haines Rd. Coordinate with ODOT on the following improvements: Add a signalized crossing across OR-99E at Haines Rd.
11	1027	OR-99E before McLarens Carpet One (Canby)	No sidewalk, bus pad, shelter, seating, or lighting. Stop is located close to 4-lane roadway with narrow shoulder. Posted speed limit is 50 mph.	Recommend shifting bus stop closer to adjacent stop at Riverside RV Park. Add bus pad, shelter, seating, and lighting. Coordinate with ODOT on the following improvements: Add signalized crossing across OR-99E in proximity to stop ID 1028.
16	1039	OR-99E at the Truck Scales (Hubbard)	No ADA access to bus stop; no marked crossing. Riders must cross truck scales entrance with no infrastructure. Stop is located next to a drainage ditch. No shelter, lighting, or	Add shelter, seating, and lighting. Add ADA access. Coordinate with ODOT on the following improvements: Add marked crossing across truck scales entrance. Add signalized crossing at Shirley Ave NE to improve access to NB bus stop #1012. Consider relocating stop away from truck scales exit.

			seating is available. Stop is located close to road; posted speed limit is 50 mph.	
22	1008	OR-99E & G Street (NB) (Hubbard)	No sidewalk, bus pad, shelter, or lighting. Limited ADA access to stop. No delineated separation between waiting area and auto-businesses. Install marked crossing at G St intersection.	Add shelter, seating, and lighting. Coordinate with ODOT on the following improvements: Install sidewalk from G St to bus stop, with defined edge between travel lane and automotive lot
24	1012	OR-99E before Truck Scales (Hubbard)	No ADA access to stop. No marked crossing. Bust stop located next to ditch. No shelter, lighting, or seating. Stop is located close to road; posted speed limit is 50 mph.	Add shelter, seating, and lighting. Add ADA access. Coordinate with ODOT on the following improvements: Add marked crossing across 99E.
25	1014	OR-99E at Olds Mobile Home Park (Aurora)	No sidewalk, bus pad, shelter, or lighting. No ADA access to stop. Stop is located next to	Add shelter, seating, and lighting. Coordinate with ODOT on the following improvements: Install sidewalk access from Olds Mobile Home Park to stop. Add marked crossing to improve access to bus stop #1037.

			drainage ditch. Posted speed limit is 50 mph.	
28	1024	OR-99E at Barlow House (Canby)	No sidewalk, bus pad, shelter, or lighting. Stop is located next to driveway entrance. Posted speed limit is 50 mph.	Add shelter, seating, and lighting. Shift stop away from driveway.
32	1040	OR-99E before S Pine St (Canby)	No bus pad, shelter, or seating. Stop is located adjacent to 5-lane roadway, no shoulder.	Evaluate right-of-way (ROW). If public ROW, add bus pad, shelter, and seating away from travel lane.
35	1050	OR-99E & Haines Rd (NB) (Canby)	No sidewalk, bus pad, shelter, seating, or lighting. Stop is located adjacent to 4-lane roadway with wide shoulder. Stop is located far from intersection. Posted speed is 50 mph. No crossing to SB bus stop.	Relocated bus stop closer to intersection. Add crossing elements. Add bus shelter, seating, and lighting.

Appendix C: Summary of Recommended Policies

Summary of Recommended Policies

RECOMMENDATION		RELATED CODE OR POLICY	PRIORITY
Pedestrian Safety, Circulation, and Access	A	Expand sidewalks and pathways for pedestrian access and circulation	
	A1	Require sidewalks in all zoning areas, including residential, residential/commercial, and overlay zones, ensuring continuous and safe pedestrian pathways to access transit services throughout the city.	16.08: GENERAL STANDARDS AND PROCEDURES High
	A2	Include provisions that require installing pedestrian pathways when curvilinear streets and cul-de-sacs are necessary so that connectivity for people walking to nearby destinations and streets can be maintained. Note, Code 16.64 (Subdivision – Design Standards) requires pedestrian connectivity in cul-de-sacs	16.64: SUBDIVISION – DESIGN STANDARDS; 16.86: STREET ALIGNMENTS High
	A3	Specify a minimum width of 5 feet for sidewalks on local streets to accommodate mobility devices such as wheelchairs and allow two people to pass comfortably or to walk side by side.	PUBLIC WORKS DESIGN STANDARDS High
	A4	Amend code to explicitly ensure all new developments provide direct pedestrian pathways that connect to transit stops and other key neighboring destinations in the Downtown Canby zone.	16.41: DOWNTOWN CANBY OVERLAY ZONE High
	A5	Require all new and modified sidewalks in commercial, residential, residential/commercial, and overlay zones include tactile paving surfaces at crosswalks to assist individuals with visual impairments.	16.08: GENERAL STANDARDS AND PROCEDURES High
	A6	Emphasize that all developments shall create walkways that link directly to existing bus stops abutting the development site.	16.49: SITE AND DESIGN REVIEW Medium
	A7	Require consideration of transit infrastructure, access, and services as a factor for the City to consider whether to accept land or cash in lieu of parks, open space, and trails.	16.120: PARKS, OPEN SPACE, AND RECREATION LAND Low
B	Promote land use strategies to create a more walkable urban environment		

RECOMMENDATION		RELATED CODE OR POLICY	PRIORITY
B1	Consider loosening standards for shared parking spaces to encourage more developments to consolidate and share parking.	16.10: OFF-STREET PARKING AND LOADING	High
B2	Remove parking minimums citywide, in specific districts, or in areas proximate to transit stops.	16.10: OFF-STREET PARKING AND LOADING	Medium
B3	Include decorative fencing as a requirement for parking lot design to separate the lots from pedestrian walkways.	16.10: OFF-STREET PARKING AND LOADING	Low
C	Ensure pedestrians and motorists' shared spaces are safe for all users		
C1	Strengthen the design standards to adjust minimum road widths, and ensure ingress, egress, and shared/cross access minimize conflicts with pedestrian pathways.	16.46: ACCESS LIMITATIONS ON PROJECT DENSITY	High
C2	Adjust curb radii standards to 15 to balance motorists' turning speeds with pedestrian safety, ensuring intersections are safe for all users. Larger radii (up to 30 feet) can be used along places where buses are expected to make right turns.	Public Works Design Standards	High
C3	Specify maximum widths for driveways and standards for large turning radii, and right-in-right-out.	16.10: OFF-STREET PARKING AND LOADING	Medium
C4	Amending the minimum roadway width requirement that limits general-purpose lanes to no greater than 11 feet to encourage motorists to drive at safer speeds and reduce pedestrian crossing distances.	16.64: SUBDIVISION – DESIGN STANDARDS; Public Works Design Standards; Transportation System Plan	Medium
C5	Provide a list of traffic calming measures with dimensions and specifications that have been tested by Canby Fire District to remove potential ambiguity in the standards that need to be tested for every application.	Public Works Design Standards	Medium
C6	Include standards for traffic signals design and operation that incorporate pedestrian access and safety with elements that include, accessible pedestrian signals, leading pedestrian intervals, and extended crossing times.	16.86: STREET ALIGNMENTS; Public Works Design Standards	Medium
D	Create development practices that support transit operations		

RECOMMENDATION		RELATED CODE OR POLICY	PRIORITY
D1	Include potential impacts to transit access and operations as a determinant for when a TIS is required and ensure that the potential impact on transit access and operations is considered in the scoping checklist.	16.08: GENERAL STANDARDS AND PROCEDURES	High
D2	Include considerations for transit access and service in the proposed site development and site plan compliance review.	16.49: SITE AND DESIGN REVIEW	Medium
D3	Include someone with transit expertise in the Design Review Board, Design Review Commission, and/or the Planning Commission.	16.49: SITE AND DESIGN REVIEW	Medium
D4	Create standards section for bus stops siting that are near activity centers, follow spacing guidelines, ensure proximity to intersections/crossings, and integrate with pedestrian pathways. See Bus Stop Guidelines section below for more information.	NEW SECTION	Medium
D5	Create standards section for bus stop design that ensure ADA compliance, and clear bus stop zones. Provide shade, seating, lighting, garbage cans, and safe accessible pedestrian paths. See Bus Stop Guidelines section below for more information.	NEW SECTION	Medium
D6	Create standards section for bus stop sign design that ensure proper placement and size of signs that promote visibility and reduce conflicts. See Bus Stop Guidelines section below for more information.	NEW SECTION	Medium
D7	Require new developments help pay for creating new bus stops, concrete pads, shelters, and other transit amenities through a fee and/or dedications of property in lieu of the fee.	16.49: SITE AND DESIGN REVIEW	Low
E	Standardize curb space for safe multimodal uses		
E1	Develop standards for designated curb zones for transit stops, loading/unloading, and ride-hailing to better manage curb space and reduce conflicts.	Public Works Design Standards	Medium
E2	Specify a requirement for clear-sight triangles at all intersections. Curb space should be clear and no obstructions, including parked vehicles, landscaping, or street furniture, should be within the sight triangle.	16.08: GENERAL STANDARDS AND PROCEDURES; Public Works Design Standards	Medium

List of Resources

Improving Safety for Pedestrians and Bicyclists Accessing Transit, 2022, FHWA.

https://safety.fhwa.dot.gov/ped_bike/ped_transit/fhwasa21130_PedBike_Access_to_transit.pdf

Manual on Pedestrian and Bicycle Connections to Transit, 2011, FTA.

<https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/research-innovation/64496/ftareportno0111.pdf>

Pedestrian and Bicycle Funding Opportunities, 2023, USDOT.

https://www.fhwa.dot.gov/environment/bicycle_pedestrian/funding/funding_opportunities.pdf

Pedestrian Safety Guide for Transit Agencies, 2008, FHWA.

https://safety.fhwa.dot.gov/ped_bike/ped_transit/ped_transguide/transit_guide.pdf

Public Right-of-Way Accessibility Guidelines (PROWAG), 2013, U.S. Access Board.

<https://www.access-board.gov/prowag/>

Traffic-Roadway Section, Highway Design Manual, Part 700 Public Transportation and Guidelines, 2024, ODOT:

https://www.oregon.gov/odot/Engineering/Documents_RoadwayEng/HDM-0700.pdf

Transit Street Design Guide, 2016, NACTO.

<https://nacto.org/publication/transit-street-design-guide/>

Urban Street Design Guide, 2013, NACTO.

<https://nacto.org/publication/urban-street-design-guide/>

Improving Safety for Pedestrians and Bicyclists Accessing Transit, 2022, FHWA.

https://safety.fhwa.dot.gov/ped_bike/ped_transit/fhwasa21130_PedBike_Access_to_transit.pdf

Appendix D: Existing Conditions Report



City of Canby Bi-Monthly Report
Department: Administration
For Months of: September & October 2024

To: The Honorable Mayor Hodson & City Council
 From: Maya Benham, Administrative Director/City Recorder
 Prepared by: Teresa Ridgley, Deputy City Recorder
 Through: Eileen Stein, City Administrator
 Date: November 20, 2024

2024 Council Goals & Objectives:

Goal 5.1 Conduct a community survey on customer satisfaction and city service levels.

- Several potential service providers have been consulted, meanwhile staff discussions are continuing about how best to scope this project.

Goal 5.5 Update Council policies and guidelines

- Council subcommittee identified and began the process of updating the Council’s Policies and Operating Guidelines. Currently, in review by City Attorney. Tentatively, scheduled for a Work Session on December 4, 2024.

Goal 5.6 Create a Canby Civic Engagement Academy

- Program has been scoped out and presented to Leadership Team. First session will be January 9, 2025.

Statistics:

Boards and Commissions Vacancies

Board/ Commission/ Committee	Vacancy	Applications Received	Status
Bike & Pedestrian Committee	2	0	1 Term ends 6/30/2026, 1 Term ends 6/30/2027. Accepting applications until 11/12/2024.
Budget/ URA Budget Advisory Committee	1	0	Term ends 6/30/2027
Heritage & Landmark Commission	4	0	2 Terms end 6/30/2027, 1 Term ends 6/30/2026, & 1 Student Term ends upon graduation

Public Records Requests

Processed eight public records requests.

Liquor License/ Noise Variance Applications

There was one OLCC Liquor License application.

There were no Noise Variance applications.

Recruitments in Process

Police Officer
Head Lifeguard
Public Works Lead
Wastewater Operator I

New Hires

IT Coordinator (1)
Maintenance Worker I – Parks (1)
Police Officer – Lateral (1)
Public Works Supervisor (1)

Department Activities:

- City Council Goals – Held 2nd Quarter update on October 23rd. January 31/February 1 is the tentative date for the 2025 goal setting session.
- Canby Community Partners – Hosted this group on September 12th. Next meeting in December.
- City Attorney Recruitment – Completed the process of hiring a permanent City Attorney, Berry Elsner and Hammond. Ordinance 1635 (2nd reading) is scheduled for November 20th.
- Canby Utility/Owners Representative Interview Panel – Represented the City of Canby on the interview panel for Canby Utility’s Owner’s Representative for its Water Treatment Plant project. An owner’s representative is essentially the project manager (environmental permitting, public engagement, preliminary design, cost estimating, and project management) on behalf of the utility.
- Pamplin Media/Canby Herald – Met with Brian Monihan to discuss ways to use the Canby Herald for greater advertising and public outreach.
- Open Enrollment – Completed the process for 2024. New insurance plans begin in 2025.
- Bridging Cultures Food Bank – On October 25th, the Leadership Team volunteered at the Bridging Cultures food bank event.



City of Canby Bi-Monthly Report
Department: Municipal Court
For Months of: September & October 2024

To: The Honorable Mayor Hodson & City Council
 From: Maya Benham, Administrative Director/ City Recorder
 Prepared by: Jessica Roberts, Municipal Court Supervisor
 Through: Eileen Stein, City Administrator
 Date: November 20, 2024

2024 Council Goals & Objectives:

Not Applicable

Statistics:

Monthly Statistics	July	August
Misdemeanors		
Warrants Issued	1	5
Misdemeanor Case Detail		
Diversion/Deferred Sentence	0	0
Offenses Dismissed	7	2
Offenses Sentenced	5	5
Traffic & Other Violations		
Offenses Filed	143	117
Cases/Citations Filed	106	84
Parking Citations Filed	3	8
Traffic & Other Violations Case Detail		
Diversion (Good Driver Class/MIP)	8	27
Dismissal (Fix It Tickets)	20	9
Dismissed by Judge	15	8
Sentenced by Judge	60	67
Handled by Violations Bureau	58	44
Guilty by Default	63	63
Traffic and Criminal Trials		
Court Trial (Misdemeanor)	0	0
Jury	0	0
Traffic Trial	17	11
Defendant Accounts Referred to Collections	\$74,796.25	\$49,901.25
Fines & Surcharges Collected	\$48,242.14	\$39,069.10

Explanation of terms:

Canby Municipal Court has jurisdiction over all city and state traffic offenses and City Code violations committed within city limits.

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 reflect this number. Cases filed (also called docket numbers) refer 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. On July 1, 2022, the Canby Municipal Court stopped processing 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.

Department Activities:

On November 1, 2024, the prosecution of misdemeanors that occur within the city limits of Canby will return to the Canby Municipal Court. The Court will hold misdemeanor dockets twice per month starting December, 2024.

The Canby Municipal Court recently partnered with Oregon Patrol Services to provide bailiff services during court sessions. Oregon Patrol Services will begin working with the Court on November 5, 2024.



City of Canby Bi-Monthly Report
Department: Economic Development
For Months of: September & October 2024

To: The Honorable Mayor Hodson & City Council
From: Jamie Stickel, Economic Development Director
Prepared by: Same
Through: Eileen Stein, City Administrator
Date: November 20, 2024

2024 Council Goals & Objectives:

Goal 2.2 Work on recruiting a hotel or motel in Canby.

- Economic Development staff continues to meet with interested developers, site selectors, property owners, and other interested parties to recruit a hotel. Staff has had continued discussions with interested parties and has fielded new inquiries in October.

Goal 5.4 Develop a communications plan for the City.

- The City's Economic Development Director + Communications Specialist has begun to create a communications plan for the City which will focus on internal and external communications, while also integrating the City's recently adopted Emergency Operation Plan, the social media policy, as well as a style guide to help streamline branding and community engagement.

Goal 5.6 Create a Canby Civic Engagement Academy.

- City staff is implementing the planning and marketing for the inaugural Civic Engagement Academy. The Economic Development Director presented on the Civic Engagement Academy at the October 2nd City Council meeting. Recruitment for participants will be held in November and December. The Civic Engagement Academy is due to run from January 2025 – June 2025 on the 2nd Thursday of each month.

Statistics:

N/A. See Department Activities below.

Department Activities:

Façade Improvement Program – The City of Canby's Economic Development staff received an application for a Façade Improvement Program grant for Le Nest, 151 Northwest 3rd Avenue, for up to \$25,000. In July, the Urban Renewal Agency approved the Façade Grant for up to \$15,000 and asked that staff come back once other grant timelines were completed to see where the budget was for final approval. After no further invoices from previous applications, the agency approved the final \$10,000 for Le Nest. The applicant seeks to update/repair the following items for their building:

- Paint entire building. New store front wood paneling with trim detailing.
- New 42" glass/wood front door with brass kick plate and handle.
- New windows installed on the left and right of alcove entrance.
- Replace existing store front windows with solid glass (no panels) windows.
- Brick trim on the front corners.
- Replace and add needed exterior lighting and possible lit blade sign.
- Repair dry rot siding where applicable.

Community Engagement

- **First Thursday Night Market** – The First Thursday Night Market has continuously increased attendance and bring awareness to the local businesses. October saw its largest attendance of 2024! There were many businesses participating along with street vendors along 1st & 2nd Ave. between Holly and Grant. Through our regular meetings with local business owners, we have received positive feedback for meeting our mission and goals of the event. This event occurs on the first Thursday of every month from 5pm-8pm, we look forward to seeing you at the upcoming First Thursday Night Market!
 - *Mission: The First Thursday Night Market seeks to promote downtown Canby as a destination for residents and visitors to explore local businesses while providing an opportunity to shop, dine, and play monthly.*
 - *Goal 1: Offer a fun evening that captures visitors/residents to experience Canby businesses/organizations.*
 - *Goal 2: Develop a new customer base for local businesses who continually return and shop locally.*
 - *Goal 3: Provide an opportunity for Business-to-Business cross promotion of goods and services.*
- **Canby's Spooktacular Village** - The City of Canby held the *Spooktacular Village* on Thursday, October 31st, 2024. Even through the rain and cold the event saw thousands come downtown for trick-or-treating at participating businesses from 3pm-6pm. Halloween crafts and book giveaways were available at the Canby Public Library, treats from Canby Police and Canby Fire District, as well as Scarecrows (sponsored by Hotrod Dreamworks) peppered downtown intersections. It was another fantastic evening in Canby!
- **Canby's Light Up The Night** – The 23rd Annual Light Up The Night is set to take place throughout Canby's Downtown and in Wait Park on Friday, December 6th, 2024. Planning and coordination is well underway, and we are thrilled for another spectacular evening of Christmas joy in Canby! The event kicks off with its festive parade at 6pm along with the Canby High School Cantelina's performing at Wait Park prior to the floats arriving in Wait Park. The lighting ceremony will begin at 6:30pm and pictures with Santa at 7pm.
- **Legacy Park Fitness Courts Grand Opening** - The City of Canby held the grand opening of the Legacy Park Fitness Court, a state-of-the-art outdoor fitness facility designed to promote health and wellness in the community. The grand opening ceremony was held on Wednesday, October 9th, 2024, at 5:00p at Legacy Park, located at 1200 SE 13th Avenue. The Fitness Court is equipped with a variety of exercise stations, suitable for all fitness levels, encouraging residents to engage in healthy activities in an outdoor setting. Users will be able to access training modules via a QR code. The Legacy Park Fitness Court is part of a broader initiative to promote active lifestyles and enhance public spaces in Canby.

Urban Renewal Annual Report – On Wednesday, September 4th, the City's Economic Development Director and Finance Director presented the Urban Renewal Annual Report to the City's Urban Renewal Agency. Staff reported on the projects and programs that are underway or have been completed in the last year. The Urban Renewal District is due to sunset in 2026. Part of the presentation looked at the remaining funds and the projects that have been identified to be completed in that timeframe.

Canby HWY 99E Grand Reopening – As Canby's HWY 99E has been closed for reconstruction and paving, the City's Economic Development Department has heard from businesses along HWY 99 and in the downtown who have experienced negative impacts of road closures. The City's Economic Development Department has been working with the Canby Area Chamber of Commerce for a grand reopening event which would bring support and awareness to local businesses. The Grand Reopening event will coincide with the First Thursday Night Market in November and include a ribbon cutting by the Chamber of Commerce. The Economic Development Director met with ODOT staff to discuss their plans for a celebration and determined it would work well to combine the efforts of all three agencies. The Chamber and City will distribute flyers and spreading information about the grand reopening event to local businesses. The event will be held on Thursday, November 7th beginning at 4:00p and going well into the evening.

Continued Education and Trainings –

- **Oregon’s Economic Development Association (O.E.D.A)**- Tyler Nizer, Canby’s Economic Development and Tourism Coordinator is in the process of Oregon Certified Economic Developer program. In October, the training course titled “Economic Development 101” focused on the basics of economic development in Oregon and what organizations can be of assistance to our efforts. This training led up to O.E.D.A’s annual conference further discussing annual accomplishments, what is trending along with what to expect for 2025.
- **Travel Oregon- Tourism Learning Lab**- Travel Oregon hosted its annual Tourism Learning Lab an introduction to destination stewardship and development. This learning opportunity provided an avenue to grow relationships across the expanding peer network of destination development, management, and stewardship professionals at the local, regional and statewide level. There were multiple resources provided throughout the course including tools, templates and programs that can be leveraged. It was a great opportunity to increase familiarity with the best practices, opportunities, strategies and trends that are impacting the changing landscape of tourism that can be applied in destinations.
- **International Economic Development Council Conference** – The City’s Economic Development Director attended the annual conference held in Denver, Co. The conference was held on September 15th through 18th and focused on the theme, “Championing Economic Development Superheroes”. The conference had thorough presentations which included topics such as community development financing, accelerating housing production, and the changing roles for economic development. This year’s conference focused greatly on entrepreneurship, and IEDC has a new framework for Entrepreneurship Development Professionals.

New Businesses in Downtown - We’re excited to announce the grand opening of two new businesses in Canby! Oregon City Brewing opened its Canby Beer Library, another great destination added to Canby, for an unparalleled selection of local brews and culinary delights! Featuring over 40 craft beers from Oregon City Brewing, as well as a diverse array of ciders, wines, refreshing house-made sodas, and seven food carts (Church of Smoke, Adeline’s Mexican Cuisine, Alani Mediterranean, Zula’s Tea & Coffee, Blessing Bites, Poundtown Smashburgers, and Esan Thai), the Canby Beer Library offers something for everyone. Whether you’re a beer enthusiast or just looking for a cozy spot to unwind, their inviting atmosphere and extensive drink menu promise to make your visit a memorable one. We welcome them at 292 N. Holly St. Canby OR 97013.

Neighborhood Health Center moved into their new location at 227 NW 3rd Ave in late October. This space is occupied by their medical and dental clinic servicing the community. They pride themselves on providing high quality healthcare to everyone- whether they’re on Medicaid, Medicare, uninsured, or at risk. Providing culturally appropriate, accessible care to all, regardless of income, immigration status or current state of wellness.

Industrial Outreach – The Economic Development Department has met with several key stakeholders over the last few months. First, staff met with industrial real estate brokers who were eager to discuss the City’s Cultivating Canby efforts. Cultivating Canby includes 1) Comprehensive Plan Update 2) Transportation Systems Plan Update, and 3) the potential Urban Growth Boundary (UGB) Expansion. The future development of the Canby Pioneer Industrial Park is of the upmost importance to the brokers and developers who are active in Canby. Additionally, staff met with Perlo Construction, which have been point on several of the large projects that have developed in the industrial park. Perlo Construction was eager to learn about development in the downtown and industrial area, as well as to hear about the potential expansion of Canby’s UGB. The Economic Development team also met with Leviat and P&C Construction (located in the Canby Pioneer Industrial Park and the northside industrial park, respectively) on their hopes to become more engaged in the community.

Dragonberry Produce Event – The City’s Economic Development Director, Mayor, and City Council were invited to attend a “Swings for Education” event by Dragonberry Produce held on Monday, September 9th. Jamie Stickel, Economic Development Director, and City Councilor Jason Padden attended the event which was held at the Willamette Valley Country Club. Dragonberry Produce works closely with the Oregon Vietnam Economic Education Cultural Association (OVEECA) and the “Swings for Education” event was part of their ongoing partnership. This event was an opportunity for the City of Canby to support one of its unique businesses located in the Canby Pioneer Industrial Park.

Business Meeting - The City of Canby’s Economic Development team is excited to host a local business meeting, inviting local business and property owners to review the past year and discuss the future opportunities the city can further support. At this time the team will provide material for Small Business Saturday and Shop Local Canby, a campaign that puts extra focus on supporting our local businesses during the holiday season. This is also an opportunity to hear from our local businesses about what they would like to see continue and what additions can be a benefit. The meeting is scheduled for the latter part of November, and staff are putting finalizing items for the meeting.



City of Canby Bi-Monthly Report
Department: Finance
For Months of: September & October 2024

To: The Honorable Mayor Hodson & City Council
From: Scott Schlag, Finance Director
Prepared by: Katy Joyner, Financial Analyst
Through: Eileen Stein, City Administrator
Date: November 20, 2024

2024 Council Goals & Objectives: See Department Activities

Statistics: Attached

Department Activities:

In addition to providing services and responding to inquiries from both internal and external customers, the Finance Department reports the following items of interest for this period.

- Finance received the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for the City of Canby's budget document.
- Staff completed all year-end accruals and adjusting entries for FY23-24 allowing the auditors to work on completing their review and work to draft the Annual Comprehensive Financial Report (ACFR).
- Staff have been responding and providing the auditors with a multitude of support documents and analytic responses to changes in accounts from the prior fiscal year and are 90% complete with final fieldwork.
- Payroll is gearing up for health insurance changes that will require payroll updates for all employees.
- Staff mailed our Transit Tax Returns to businesses in late September/early October for Quarter 3 and we received about half by the end of October.
- The annual survey of Streets Revenue & Expenses was prepared and submitted to the League of Oregon Cities/ODOT in October.
- Staff completed ODOT's review of sub-recipient statement of federal awards and single audit reports for the fiscal year ended June 30, 2023, with a conclusion and letter of completion the city materially complied with the major program requirements.
- Staff completed the ODOT ARPA report for the 3rd quarter of 2024 related to expenditures for the Industrial Park to 99E project.
- The Finance Team participated in the following meetings, trainings and events this period:
 - Leadership Team meetings
 - PCC Grant Writing Beyond the Basics course
 - PCC Excel Refresher
 - Finance Team meetings

Statistics FY 24-25 **JUL-AUG** **SEP-OCT** **NOV-DEC** **JAN-FEB** **MAR-APR** **MAY-JUN**

Accounts Payable

Invoices	488	468
Invoice Entries	1136	1222
Encumbrances	46	43
Manual Checks	8	1
Total Checks	336	324

Payroll

Timesheets Processed	564	501
Total Checks and Vouchers	637	570
New Hires/Separations	12 / 9	3 / 26

Transit Tax Collection

Forms Sent	51	1186
Accounts Opened/Closed	40 / 6	17/20
Returns Posted	765	602

Utility Billing

Bills Sent	9950	10554
Emails	47	62
Accounts Opened/Closed	87	87
Adjustments/ Write-offs	169	145
Lien Payoffs completed	28	14
Lien Payoff Inquiries	56	91
Collection Notices Sent 30 Day	210	142
Collection Notice sent 10 Day	44	79
Accounts sent to WCB	9	57
WCB account to manage	175	189
Assesors-Once a year-JULY	100	0
New Homes Occupied	8	8
Auto Pay, Landlord, Payment Plan:	25	22
NE-VACANT letters	106	44

General Ledger

Total Journal Entries	271	235
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Cash Receipts Processed

Finance	1239	847
Utility	220	248



City of Canby Bi-Monthly Report
Department: Fleet
For Months of: September & October 2024

To: The Honorable Mayor Hodson & City Council
 From: Todd Wood, Transit/ Fleet/ IT Director
 Prepared by: Robert Stricker, Lead Mechanic
 Through: Eileen Stein, City Administrator
 Date: November 20, 2024

2024 Council Goals & Objectives:

Goal 1: Promote Financial Stability

[See Department Statistics](#)

Statistics:

Sep-24

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	0				\$0.00
Adult Center	0	\$0.00	\$0.00	\$287.85	\$287.85
IT Department	0	\$0.00	\$0.00	\$0.00	\$0.00
Facilities	2	\$1,015.48	\$544.17	\$57.51	\$1,617.16
Wastewater Collections	4	\$804.03	\$3,530.78	\$148.11	\$4,482.92
Wastewater Treatment	2	\$138.25	\$34.51	\$0.00	\$172.76
Parks	10	\$156.26	\$101.82	\$1,202.20	\$1,460.28
Police	28	\$2,172.70	\$2,125.08	\$5,450.07	\$9,747.85
Streets	19	\$226.88	\$170.86	\$1,859.70	\$2,257.44
Fleet Services	2	\$55.30	\$8.83	\$62.53	\$126.66
Canby Area Transit (CAT)	16	\$9,900.46	\$11,707.92	\$10,730.30	\$32,338.68
Total	83			Total	\$52,491.60

Oct-24

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	0	\$0.00	\$0.00	\$0.00	\$0.00
Adult Center	0	\$0.00	\$0.00	\$266.20	\$266.20
Facilities	0	\$0.00	\$0.00	\$118.14	\$118.14
IT Department	0	\$0.00	\$0.00	\$0.00	\$0.00
Wastewater Collections	3	\$37.79	\$13.70	\$502.84	\$554.33
Wastewater Treatment	3	\$79.39	\$0.00	\$342.74	\$422.13
Parks	11	\$634.20	\$165.32	\$978.34	\$1,777.86
Police	27	\$1,214.01	\$1,013.99	\$5,050.20	\$7,278.20
Streets	20	\$564.66	\$822.64	\$3,198.56	\$4,585.86
Fleet Services	2	\$127.19	\$58.02	\$58.99	\$244.20
Canby Area Transit (CAT)	16	\$6,544.13	\$9,308.58	\$12,277.09	\$28,129.80
Total	82			Total	\$43,376.72



City of Canby Bi-Monthly Report
Department: IT
For Months of: September & October 2024

To: The Honorable Mayor Hodson & City Council
From: Todd Wood, Transit/ Fleet/ IT Director
Prepared by: Same as above
Through: Eileen Stein, City Administrator
Date: November 20, 2024

2024 Council Goals & Objectives:

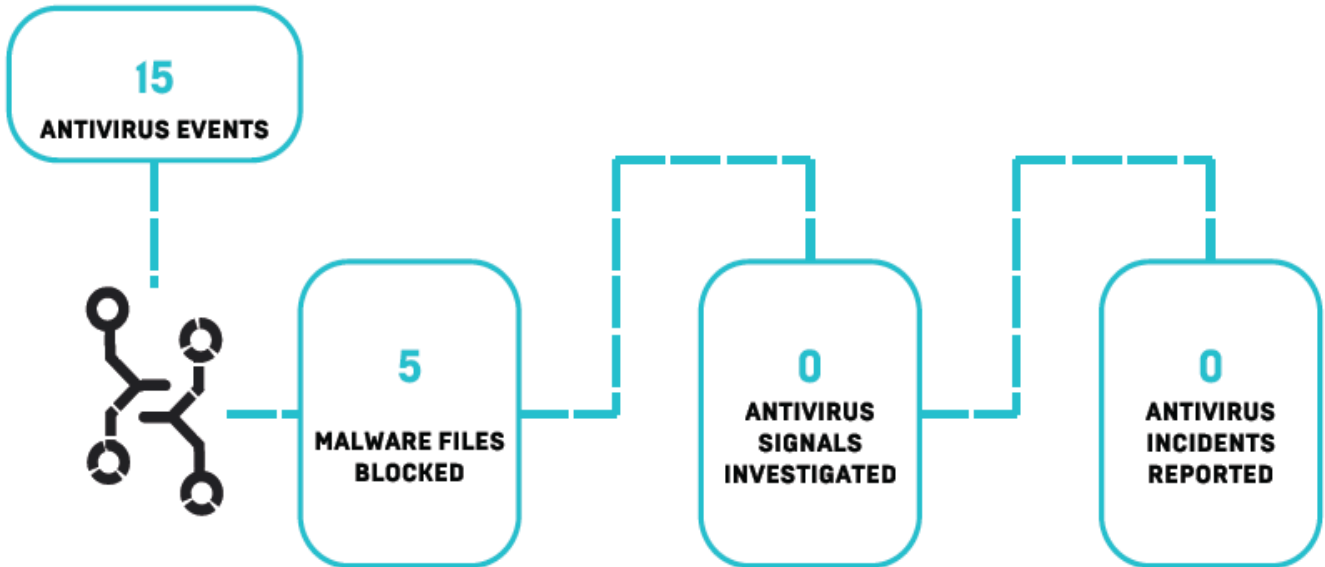
Goal 1: Promote Financial Stability

[See Department Activities Below](#)

Statistics:

Tickets Resolved: 325 YTD

ANTIVIRUS EVENT TRIAGE



INCIDENT SUMMARY

Great news! During this time frame, your organization had **0 incidents reported**. Keep up the good work. In the meantime, stay updated on the cyber threat landscape with this Global Threat Spotlight.

573

Protected User Profiles

with 2,078 total canary files, deploying multiple canary files per user

0

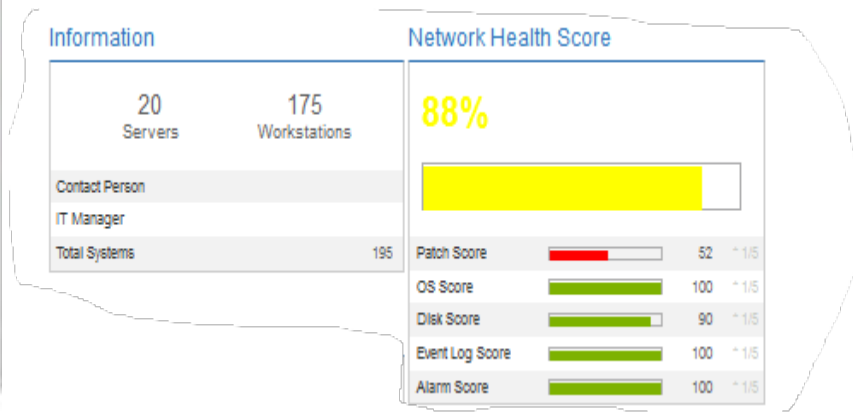
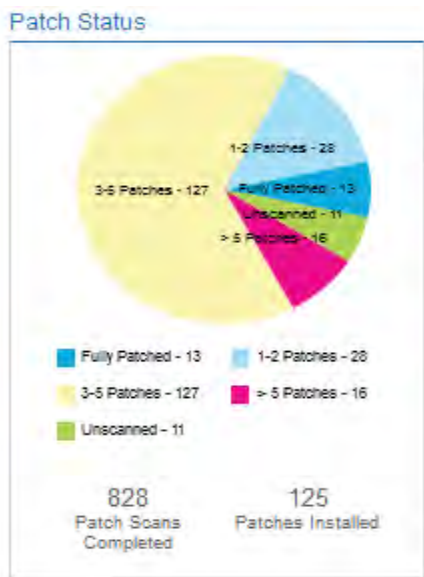
Ransomware Incidents Reported

across 186 endpoints

SUMMARY

During the time frame of this report, your cybersecurity platform analyzed 41,396,946 events from 186 entities on your network.

Of those events, there were 88 signals detected through automated and human analysis. None of the detected signals were suspicious in nature, thus no further investigation was warranted by your security team. This defense strategy continues to reduce your risk, which maximizes your security and minimizes cyberattack damage to your business.



Department Activities:

Polar continues to audit our system, update software as needed, find and patch vulnerabilities. A full needs assessment will be coming soon including hardware upgrades and replacements.

Several replacements for both PCs and switching equipment is underway to improve the reliability of our systems.

Tech services have begun negotiating with direct link for an updated phone system contract to improve monthly costs.

Tech services is still in the process of inventory to determine what the city has, what it needs and what can be disposed of. The process is expected to take several months.










City of Canby Bi-Monthly Report
Department: Library
For Months of: September & October 2024

To: The Honorable Mayor Hodson & City Council
 From: Marisa Ely, Library Director
 Prepared by: Same as above
 Through: Eileen Stein, City Administrator
 Date: 11/20/2024

2024 Council Goals & Objectives:

NA. See Departmental Activities.

Statistics

		<h2 style="text-align: center;">CANBY PUBLIC LIBRARY</h2> <p style="text-align: center;">SEP/OCT '24 SNAPSHOT</p>	
Items added to the collection - 1,361		Items checked in 40,477	
Holds filled 8,726		 New cards 206	
Digital checkouts 8,453		Room reservations 254	
Physical checkouts 41,181		 Adult events - 21 Participants - 300	
Customer interactions - 3,469		Children's events - 44 Participants - 2,164	
Visitors 17,258		 Teen events - 12 Participants - 71	

Department Activities:

- Our new **Strategic Plan 2024 - 2027**, along with our new *Mission & Vision* statements, were approved by our Library Advisory Board on 9/17/24 and City Council on 10/23/24. You can now view the library's new *Mission & Vision* statements and our new Strategic Plan on the library website.
- The Library Advisory Board adopted our revised **Library Policy Manual** on 10/15/24, and those policies can be viewed on our website.
- Our Librarian, Steven Hager, is now a Notary Public for the library. More information can be found on the library website.
- On October 14th the library was closed for carpet cleaning, staff training/development, and our new Teen Room mural installation (more info below)!
- Upcoming events:
 - **Native American Heritage Month Presentation: Traditional Ecological Knowledge and Indigenous Ways of Knowing** by Stephanie M. Craig of Kalapuya Weaving on 11/5/24 at 6pm (paid in part by the American Indian Library Association *Talk Story Grant*)!
 - **Maker Lab: Paint with Magenta Watercolor Workshop** for all ages on 11/6/24 at 4:30pm. Registration required and can be found on the library website.
 - The Teen Room mural installation was completed by *Canby Signs & Graphics* and generously funded by the *Canby Public Library Foundation*! The mural artist, Carlos Nieto III, created three pieces that Canby teens and the greater community voted on at our Library Open House in May. To celebrate the giant wall mural, we will have a **Teen Open House** on 11/23/24 from 2-4pm with snacks, a prize raffle, and more. All ages are welcome to the event, including an anime drawing workshop with the artist at 2:30pm.
 - **Kiwanis Canby Community Food & Toy Drive** goes from 11/1 – 12/6/24: The library has both the applications and the toy donation barrel for this month-long event!





City of Canby Bi-Monthly Report
Department: Development Services
For Months of: September & October 2024

To: The Honorable Mayor Hodson & City Council
From: Don Hardy, Planning Director
Prepared by: Laney Fouse Lawrence, Planning Technician
Through: Eileen Stein, City Administrator
Date: 11/20/2024

2024 Council Goals & Objectives:

Goal 1.3 Adjust the City's System Development Charges (SDCs).

- Work has begun on the SDC update process and existing background reports are being gathered.

Goal 2.1 Complete the City's Housing Needs Analysis (HNA) and Housing Production Strategy (HPS).

- The City Council approved the HNA and DLCD provided us with a letter identifying that no appeals occurred and that the HNA is valid for four years.

Goal 2.4 Complete the City's development code update

- The Housing Efficiency Measures were adopted by city council on November 6 with a second reading that will occur on November 20. The full city development code update will start in FY25/26, and staff is developing a scope of work for addressing the code update. Clackamas County is completing a development code audit, and our staff will be looking at the merits of a similar code audit combined with a code update. Additionally, the anticipated update to the Housing Production Strategy will be used as an additional basis for code updates.

Statistics:

Land Use Application Activity:¹

1. **Pre-Application Conferences** held for the period of September 1 – October 31, 2024: None
2. **Pre-Construction Conferences** held for the period of September 1 – October 31, 2024: Colima Construction, and Mark's Place Subdivision Phase 2B
3. **Site Plans Submitted for Zoning Conformance** September 1 – October 31, 2024: **26** site plan review applications were submitted and have been or are being released for building permits
4. **Signs Submitted for Plan Review** September 1 – October 31, 2024: **1** application submitted

Planning Commission Activity:

1. Agenda Items Reviewed September 1 – October 31, 2024: During this period, the Planning Commission:
 - a. Held a public hearing on Housing Efficiency Measures.
 - b. Held a public hearing on Housing Production Strategy.

¹ 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.

Department Activities:

Other events and upcoming work sessions include:

- November 20 Continued discussion for Special Area J City Council work session
- November 20 City Council second reading of the Housing Efficiency Measures Ordinance



City of Canby Bi-Monthly Report
Department: Police
For Months of: SEPTEMBER & OCTOBER 2024

To: The Honorable Mayor Hodson & City Council
 From: Chief Jorge Tro
 Prepared by: Katie McRobbie, Administrative Supervisor
 Through: Eileen Stein, City Administrator
 Date: 11/20/2024

2024 Council Goals & Objectives: *N/A - See Department Activities below.*

STATISTICS:

	SEPT	OCT
Calls for Service - Dispatched 911 / Non-Emergency Calls / Self-Dispatched Calls	1250	924
PROPERTY CRIMES REPORTED		
Burglary	1	1
Unauthorized Use of Motor Vehicle / Unlawful Entry into Motor Vehicle	3	3
Robbery	0	0
Theft I, II, & III	15	6
Forgery / Counterfeiting	0	0
Trespass	10	9
Vandalism / Criminal Mischief	6	5
PERSON CRIMES REPORTED		
Assault I, II, IV	2	4
Carrying Concealed Weapons (knife, blade, etc.)	0	0
Disorderly Conduct (includes resisting arrest)	2	1
Endangering Welfare of a Minor / Recklessly Endangering	2	0
Felon in Possession of Firearm / Restricted Weapon	1	0
Harassment, Intimidation or Threats	8	5
Identity Theft	3	3
Interfering with Peace Officer	0	0
Menacing	1	0
Sex Offenses	5	1
Strangulation	1	0
ARRESTS		
Warrant Arrests (includes contempt of court, restraining order violations, parole violations)	12	11
Adult and Juvenile Custodies (includes juvenile curfew)	33	32

DRUG CRIMES		
Possession Controlled Substance (Cocaine, Heroin, Marijuana, Meth)	3	3
Delivery of a Controlled Substance (Cocaine, Heroin, Marijuana, Meth)	0	2
Manufacture Controlled Substance (Cocaine, Heroin, Marijuana, Meth)	0	0
TRAFFIC CRIMES, ACCIDENTS, CITATIONS		
Attempt to Elude	2	1
Driving Under the Influence of Intoxicants (Alcohol & Controlled Substance)	15	8
Other Traffic Crimes (Hit & Run, Driving While Suspended / Revoked, Reckless Driving, Failure to Surrender Suspended License / Use Invalid License)	7	7
Traffic Accidents	8	16
Traffic Citations	354	125

Department Activities:

- Obtained Patrol K9 and currently in training program with K9 Officer Young
- Hired Lateral Officer
- Posted for vacant Officer position
- Chief Tro held the Emergency Operation Plan Review Meeting
- Chief Tro and Captain Gonzalez attended the International Association of Chiefs of Police Conference
- Continued ODOT Construction Zone traffic enforcement (ODOT grant)
- Participated in Scarecrow Contest and Spooktacular Village
- Received donation of \$1500 for the Doctor Davies First Responder Fund



City of Canby Bi-Monthly Report
Department: Public Works
For Months of: September & October 2024

To: The Honorable Mayor Hodson & City Council
 From: Jerry Nelzen, Public Works Director
 Prepared by: Monica Stone, Dustin Breese, Spencer Polack, Chris Goetz and Ken Daniels
 Through: Eileen Stein, City Administrator
 Date: 11/20/2024

Facilities Department:

2024 Council Goals & Objectives: N/A. See Department Activities below.

The Facility Maintenance Department installed a new access control panel for City Hall/Library.



Facilities	Total Hours
September	160
October	184

Parks Department

2024 Council Goals & Objectives: N/A. See Department Activities below.

September-pruning of trees to lift canopy at Maple Street Park. The Sports Fitness Court completed at Legacy Park.

October-winterizing all irrigation and splash pad. Canby Garden Club donated a Maple tree, and the Parks Department planted the tree at Maple Street Park.



Parks	Total Hours
September	1,014.5
October	1139.5

Sewer Collections Department

2024 Council Goals & Objectives: N/A. See Department Activities below.

The Collections crew repaired sewer laterals at 602 N. Juniper and 841 NW 12th Ave.



Maintenance on NW 3rd Avenue and N Baker Street Sewer Lift Pump Station



September Sewer	Total Hours
Sewer Cleaning	12
Sewer Maintenance/Repair	24
Sewer TV'ing	9
Lift Station Maintenance	71
Locating Utilities	73
Sewer Inspections	9
Vactor Usage	2
Drying Beds	2

October Sewer	Total Hours
Sewer Cleaning	12
Sewer Laterals/Maintenance	74
Sewer TV'ing	7
Lift Station Maintenance	26
Locating Utilities	43
Sewer Inspections	9
Vactor Usage	6

Storm Water Department

2024 Council Goals & Objectives: N/A. See Department Activities below.

A sedimentation manhole after being cleaned.



September Stormwater	Total Hours
Catch Basin Maintenance	30
Drywell Maintenance	10
Storm Line Maintenance/Repair`	24
Storm Line Inspections	2
Erosion Control	3
Drying Beds	6

October Stormwater	Total Hours
Catch Basin Maintenance	63
Storm Line Maintenance/Repair	22
Erosion Control Inspections	4

Streets Department

2024 Council Goals & Objectives: N/A. See Department Activities below.

New driveway approaches for our downtown alleyways.



September Streets	Total Hours
Street Sweeping	80
Street Maintenance	434
Driveway Approach & Sidewalks Inspections	4
Street Sign Manufacturing	15
Street Sign Installation	5
Street Sign Maintenance	25
Street Lights	14
Tree Trimming	3
Tree Watering	26
Tree Removal	4
Mini Trackhoe	8

October Streets	Total Hours
Street Sweeping	176
Street Maintenance	592
Driveway Approach & Sidewalk Inspections	12
Street Sign Manufacturing	34
Street Sign Maintenance	24
Street Sign Installation	5
Streetlights	25
Tree Trimming/Removal	34
Vactor Usage	5
Mini Trackhoe	3

Wastewater Department

2024 Council Goals & Objectives: N/A. See Department Activities below.

NPDES Permit Parameter	NPDES Permit Limit	WWTP - Sept Monthly Avg	WWTP - Oct Monthly Avg
Biochemical Oxygen Demand (BOD)	10 mg/l	3 mg/l	3 mg/l
Total Suspended Solids (TSS)	10 mg/l	2 mg/l	4 mg/l
BOD Removal Efficiency	85%	99%	99%
TSS Removal Efficiency	85%	99%	99%

All NPDES permit compliance requirements were met in September and October, and zero safety incidents were reported. Cumulatively, the operations and maintenance team treated nearly 62 million gallons of wastewater between September and October 2024.

Canby Laboratory Gets the Gold Star

The monthly discharge monitoring report (DMR) submitted to the Department of Environmental Quality (DEQ) documents the laboratory test results required by the State of Oregon (State). Annually, the State verifies that each laboratory is meeting required quality control standards. In October, **Dave Frahm** submitted his test results and received acknowledgement that all required laboratory tests were verified and that they meet the State quality control and accuracy standards.

Laboratory Tests Performed Sept/Oct	Laboratory Sampling Events Sept/Oct
<ul style="list-style-type: none">• Process Control: 184• Compliance: 150• Outside Contract Lab: 21• Industrial Compliance/Noncompliance: 2	<ul style="list-style-type: none">• Permitted Sampling Events: 16• Permitted Industrial Sampling Events: 2• OSU Influent Sampling Events: 8• Additional Sampling Events: 0

Solids Processing and Maintenance Management

Month	WWTP Solids Processed	WWTP - Belt Press Operation	Solids Hauled to Heard Farms
September	678,500 gallons	20 days	138 wet tons/5 loads
October	968,240 gallons	21 days	132 wet tons/5 loads

Heard Farms: Jerry Nelzen and Monica Stone visited Heard Farms in October to participate in an information sharing session with local Senators, Representatives and Natural Resource Committee Members regarding the value that Heard Farms brings to communities like the City of Canby. The presentation included a discussion about grant funded expansion opportunities at Heard Farms.



Safety Improvements: Great strides were made this month to complete job hazard assessments and to identify unsafe conditions in the workplace. Ladders were replaced that created hazards, first aid kits were refilled and/or replaced, concrete fillers were added to prevent trips and falls, and the team proposed a project to CIS in an effort to receive a grant to help with safety improvements on site. The team worked on many safety committee agenda items and collaborated on solutions.



This ladder was replaced to improve stability while working in the headworks of the wastewater plant.



Wastewater Operator Certification

Oregon law requires that wastewater treatment plants operate their systems with trained and certified operators to ensure facilities are managed in a manner that fully protects public health and the environment. The Department of Environmental Quality administers the certification program for domestic wastewater and collection system operators and requires continued education to maintain these certifications.

This October, Patrick Mahoney (wastewater operator pictured left) passed the Level IV Wastewater Certification exam and holds the highest level of certification offered by the State of Oregon in Wastewater Treatment. This is a major accomplishment!

Plant Maintenance included completing routine preventative maintenance tasks, as well as taking the south primary clarifier down for inspection and maintenance. The pressate transfer pump was replaced (pictured left, old and new). The aeration basin process piping leaks were repaired, and the south alum dosing pump was replaced.



Pictured on the right is part of the WWTP Team participating in an Evacuation drill (air horn included) during the **Great Shake Out** on October 17th.

Pretreatment and Environmental Compliance			
Discharge Compliance: Permit & BMP	100%	Restaurant FOG Compliance	86%
Inspections: Discharge Permit, BMP & FOG	7	Wetland/Stormwater Inspections	2
Building Plans & Business License Review:	14	Environmental Survey Review	13

Environmental Compliance: The annual UIC report was submitted to DEQ, and two meetings were held with DEQ regarding the new Local Limits study and the Copper BLM model. Coordination efforts included working with the Willow Creek homeowner’s association on a plan to remove invasive plants near the riparian area with some recommended remediation as well.



City of Canby Bi-Monthly Report
Department: Canby Swim Center
For Months of: September & October 2024

To: The Honorable Mayor Hodson & City Council
From: Eric Laitnen, Aquatic Program Manager
Prepared by: Same as Above
Date: November 20, 2024

2024 Council Goals & Objectives: See Department Activities

Statistics: Revenue is up \$600.00, and attendance is down 200 swims over the first 4 months of last year.

Department Activities:

- Overall, most things are very similar to the first four months of last year. Every fall closure is different, which makes the start of the fall season start slower or faster. As you see the numbers are so close to last year that they really are about the same.
- Fall swims are busy, especially the lap swims and swimming lessons. Everyone is happy to be back in the water again. We continue to work on getting moving on the renovation plan. I had a few weeks delay as I am having visual problems and I just returned back to work today. I am moving a bit slower than usual, as I try to work with a visual problem. I have contacted the architect, and we are planning on having a meeting soon to work on some more detailed plans for our project.
- We are halfway through the fall schedule and only have a few weeks until we switch over to our winter schedule. During the winter we do not have public swimming lessons in order to fit high school swimming into the schedule, but we do add a toddler, and parents swim a couple days a week so they can still get some pool time during the day.



City of Canby Bi-Monthly Report
Department: Transit
For Months of: September & October 2024

To: The Honorable Mayor Hodson & City Council
From: Todd Wood, Transit/ Fleet/ IT Director
Prepared by: Same as above
Through: Eileen Stein, City Administrator
Date: November 20, 2024

2024 Council Goals & Objectives: (Examples)

Goal 1: Promote Financial Stability

[See Grant Activities below](#)

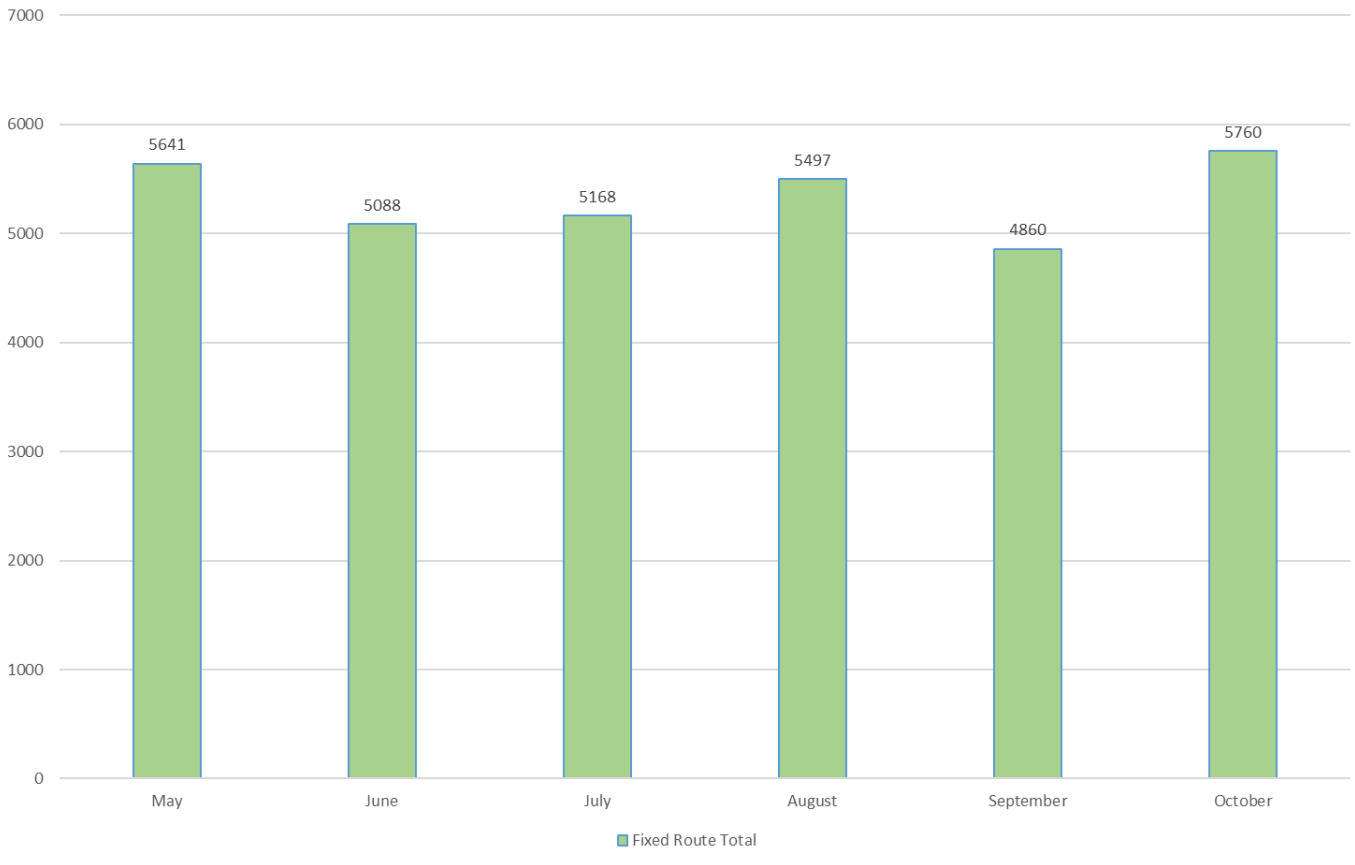
Goal 3: Plan a transportation system that eases the impacts of growth

[See Transit Statistics below](#)

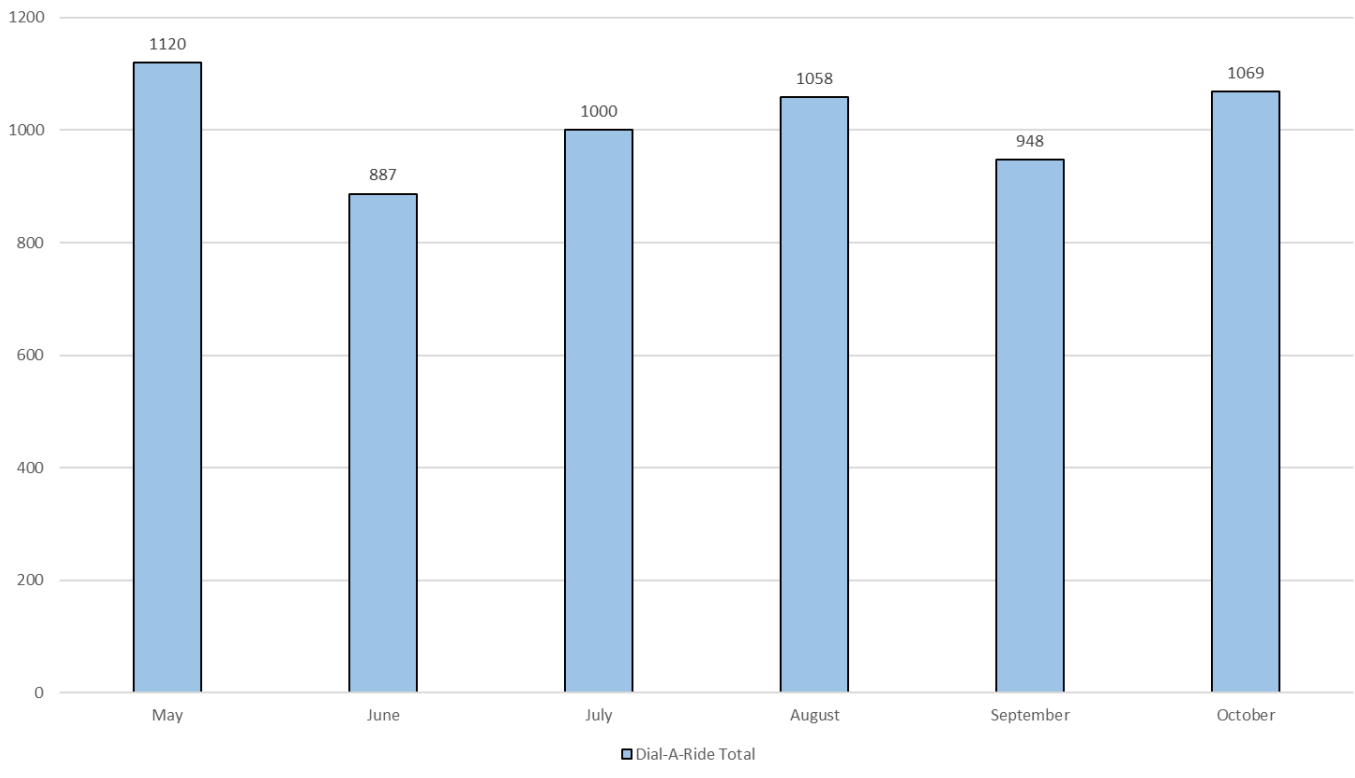
Statistics:

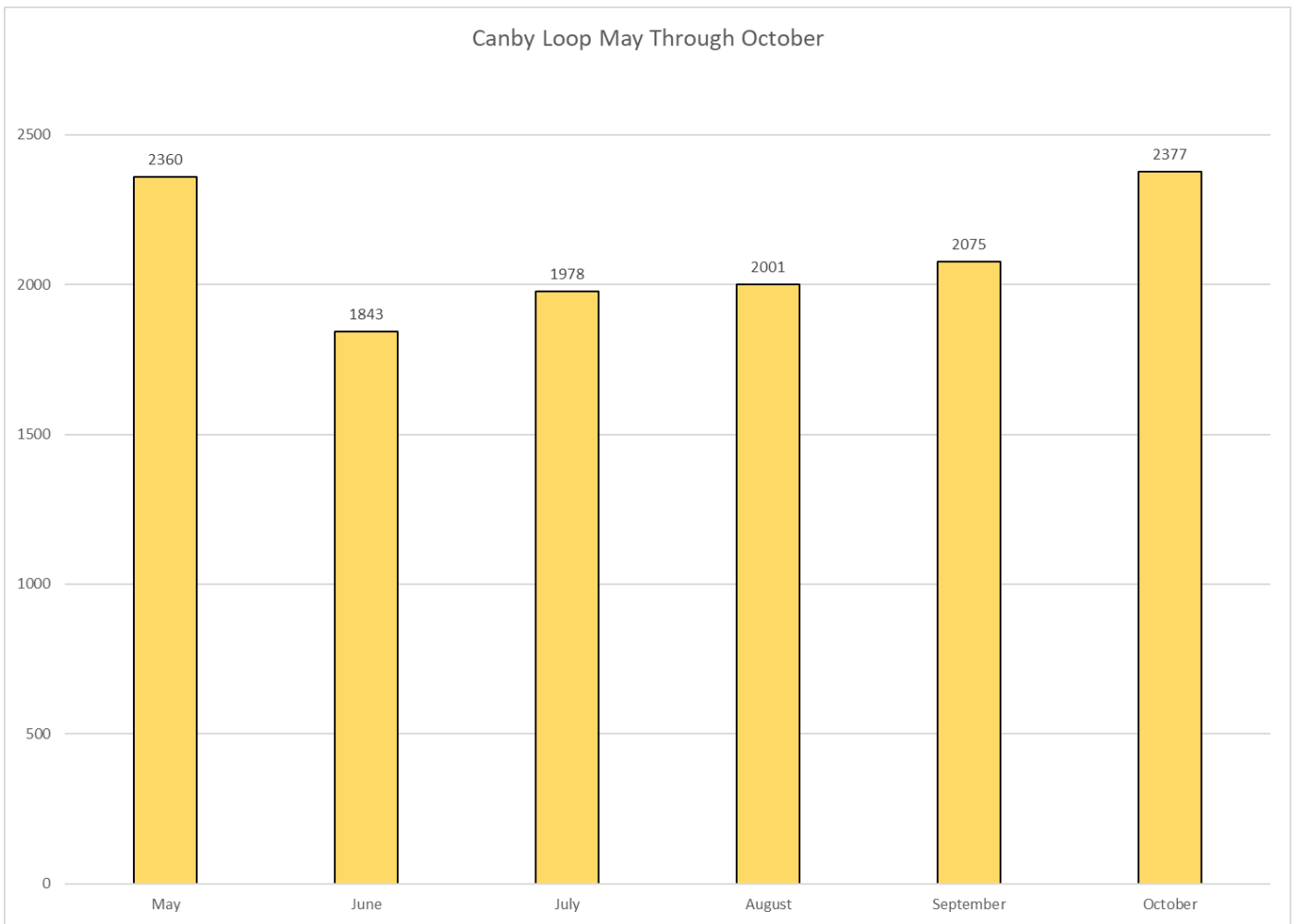
September average daily weekday daily 99x route ridership:	216 trips
September average daily weekend daily 99x route ridership:	135 trips
October average daily weekday daily 99x route ridership:	227 trips
October average daily weekend daily 99x route ridership:	134 trips
September average daily weekday Dial-a-Ride route ridership:	41 trips
September average daily weekend Dial-a-Ride route ridership:	28 trips
October average daily weekday Dial-a-Ride route ridership:	42 trips
October average daily weekend Dial-a-Ride route ridership:	28 trips
September average daily weekday daily Loop route ridership:	95 trips
September average daily weekend daily Loop route ridership:	44 trips
October average daily weekday daily Loop route ridership:	94 trips
October average daily weekend daily Loop route ridership:	53 trips

99x Ridership May Through October



Dial-A-Ride Ridership May Through October





Department Activities:

1) Grant Activities:

Reported Transit Activities to the FTA
 Submitted Reports for STIF, 5311, 5310 Grants
 Submitted Quarterly Reimbursement Requests
 Awarded a grant to purchase 5 new vehicles including 4 Transit Vans and 1 bus.

2) New Transit Building:

The Transit building has hit a small snag regarding grant funding. Transit is currently working with ODOT to determine what grant opportunities may or may not be available.

3) Transit Master Plan:

The Transit master plan will be adopted on Nov 20, 2024.