

ORDINANCE NO. 1629

AN ORDINANCE ADOPTING THE COMPREHENSIVE PLAN, TRANSPORTATION SYSTEM PLAN AND URBAN GROWTH BOUNDARY SCOPE OF WORK AND BUDGET FOR FY 24/25.

WHEREAS, City issued a Request for Proposal (RFP) for update to the Canby Comprehensive Plan, Transportation System Plan and Urban Growth Boundary expansion on September 19, 2022, and selected and awarded the work to 3J Consulting to complete the work on October 5, 2022;

WHEREAS, contracts for the comprehensive plan, transportation system plan and urban growth boundary expansion have been issued to 3J consultants for FY 22/23 totaling \$177,576 and for FY 23/24 totaling \$523,068, and continued work based on the RFP tasks is needed in FY 24/25;


WHEREAS, the FY 24/25 continued comprehensive plan, transportation system plan and urban growth boundary expansion work totals \$228,938; and

WHEREAS, the FY 24/25 budget accounted for this budget related to the comprehensive plan, transportation system plan and urban growth boundary expansion.

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

Section 1. In addition to the amounts identified in the recitals above, the City of Canby City Council hereby authorizes approval for the FY 24/25 totaling \$228,938 for comprehensive plan, transportation system plan and urban growth boundary expansion work as described in Exhibit A.

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, July 17, 2024, ordered posted as required by the Canby City Charter; and scheduled for second reading on Wednesday, August 7, 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 7th day of August 2024, by the following vote:

YEAS 5

NAYS 0



Brian Hodson
Mayor

ATTEST:



Maya Benham, CMC
City Recorder



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Comprehensive Plan and Transportation System Plan Update

Fiscal Year 2024-25 Scope of Work

July 2024 – June 2025

Exhibit A

Combined Tasks

Task 1 – Project Management

1.1 Project Administration

Consultant will maintain project files to include documentation related to the Project, including but not limited to computations, assumptions, meeting minutes, working drawings, correspondence and memoranda. Consultant should prepare and maintain a Project management team (PMT) website (using web-based tools) that includes communication, PMT roster, draft and revised schedules, online discussion topics, and deliverables.

1.2 Project Schedule

Consultant will maintain the project schedule showing the duration of work tasks and subtasks needed to complete the Project. Consultant will prepare a simple graphic milestone-oriented schedule for the project. Consultant will coordinate the schedule with the consultant team.

1.5 Regular Project Management Team (PMT) Meetings and Project Assessment

Consultant will organize, participate, co-lead (with the City) and summarize online project management team meetings. These calls will be conducted approximately every two weeks for the duration of the planning process and will integrate both the Comprehensive and TSP efforts. Consultant will provide a summary of key decisions and action items after each meeting.

1.6 Additional Communication and Coordination

In addition to the tasks described above the Consultant project manager will regularly communicate and coordinate with City staff and other team members regarding the status of and plans for current and upcoming project deliverables and activities. This will be done via email, telephone and online meeting communication.

Timeline: July 2024 – June 2025

Task 1. Deliverables

Maintain Basecamp project management site

Update graphic project schedule

PM meetings and summaries

Email correspondence and phone calls

Monthly invoices and detailed progress reports



Task 2 – Community Engagement

2.3 Project Webpage

Consultant will work with City staff to regularly update the website to include access to draft work products, announcements about upcoming engagement events, results of previous engagement events and other project information as it is available. Consultant will develop a plan for transitioning web assets back to City at the conclusion of the project.

2.6 Project Advisory Committee (PAC) meetings

The Consultant will prepare for, facilitate, and summarize up to two (2) meetings of the PAC. Meetings may be two (2) hours to cover Comprehensive Plan and TSP content. PAC meetings will be conducted in-person or via a hybrid in-person/online meeting platform. Topics for the PAC meetings include:

- Meeting #7 (September 2024). Review draft Comprehensive Plan.
- Additional meeting as needed.

2.12 Planning Commission and City Council Updates

Consultant will support City staff for one briefing to the City Planning Commission and one briefing to City Councilors. Consultant will support City staff for one work session with the City Planning Commission and two work sessions with City Councilors.

Timeline: July 2024 – December 2024

Task 2. Deliverables
Maintain project website/online engagement platform
PAC meetings #7 materials and summaries
Presentation for briefings #6 and #7

Comprehensive Plan Update

CP Task 4 – Urban Growth Boundary (UGB) Evaluation and Amendment

4.2 Evaluation of Efficiency Measures

Development Scenario Support: DOWL conducted research and provided the City with development scenarios to illustrate what current code allows in the R-1 and R1.5 base zones and under the PUD scenario. The final deliverable was a table comparing each scenario. This task included virtual meetings and coordination via email as well as one round of client edits for the table.

Preliminary Development Compliance Review: DOWL reviewed a cottage concept design relative to Canby’s draft cottage code as presented to the Planning Commission on November 27, 2023. DOWL provided comments via email regarding the concept plan’s consistency with the draft code.

Additional Cottage Cluster Research: To further assess best practices in cottage cluster development and at the request of the client, DOWL contacted three local agencies in Washington and Oregon, as well as DLCD, to obtain cottage development project examples.



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Case Study Compliance Review: Using examples of cottage clusters constructed in the three jurisdictions, DOWL will conduct a code compliance review to identify any changes that may be warranted to the draft Canby Code to better enable these case study projects. This will assist staff in identifying what, if any, changes should be made to optimize desired outcomes. The final deliverable for this effort will be a 4-5 page memorandum summarizing the differences in each development example. This task includes two (2) virtual meetings and one round of client review of the memorandum.

Additional Code Diagrams: As needed to support greater awareness of the implications of the preliminary code standards, DOWL will create up to three additional development diagrams illustrating the orientation and design of cottage clusters and open space areas

CP Task 5 – Short-Term Action Planning

5.1 Recommended Updates to System Development Charge (SDC) Methodologies

The current FY 2023-24 budget for the Comprehensive Plan update focuses on formulating a locally preferred funding plan for addressing transportation and city-owned infrastructure required to maintain current levels of service as Canby grows over time. That budget for the initial phase of funding work will focus on creating a long-range capital improvement program and funding strategy for transportation (included with TSP update) as well as City-owned park facilities and utilities for wastewater and stormwater, with emphasis on new funding techniques being considered for UGB expansion areas.

The supplemental work program identified below for FY 24-25 is intended to build upon the results of the locally preferred funding plan and carry the SDC through refinement and adoption by June 2025. The SDC adoption focuses on transportation, parks, wastewater and stormwater facilities. The consultant team will work with City staff and their engineers and public officials to prioritize capital facility improvements, determine boundaries for SDC rates, and implement a new methodology for scaling SDCs by home size.

Task 5.1.1 | Confirm Key Assumptions

Within 2 weeks of notice to proceed, the FCS project team will set up a meeting with City staff to discuss and confirm key assumptions using City input and current master plans for the multi-service SDC study, including such items as:

- Identify capital cost assumptions for long range projects identified in recent capital plans, master plans (e.g., transportation, stormwater, wastewater, parks) and system plans.
- Confirm inventory and current level of service for existing City facilities, such as parks & trails, stormwater facilities, streets, and wastewater treatment and conveyance systems.
- Update debt service schedules for the above-mentioned public facilities (if any).
- Confirm wastewater fixed asset inventory and treatment capacity assumptions.
- Compile historical accounting of SDC expenditures by year.
- Compile customer data and growth forecasts.
- Review the existing SDC ordinance and procedures.
- Prepare capital cost index assumptions.

We will convene a meeting with City staff in person to initiate the study and clarify objectives, approaches, and schedule.



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Once the initial data set has been obtained, we will review the data and make requests for any additional items or explanations, as necessary.

Task 5.1.2 | Policy Review

Identify with City staff any key policy questions surrounding the SDC structures, bases, and/or calculations. Analyze policy choices and recommend a course of action on each policy question (up to four), possibly to include the following:

- Approaches to level of service for preparing the stormwater, parks, wastewater and transportation SDCs. Water rates and SDCs will be handled by Canby Utility as such rates and charges are calculated and collected separately by Canby Utility.
- Applicability of a reimbursement fee and improvement fee.
- Basis of the charge for each service including scaling the SDCs by dwelling unit size.

The consultant will provide issue papers around each of these fees to clearly communicate current City practices, alternative methods, and recommended methods for consideration, discussion, and input.

Task 5.1.3 | Technical Analysis

The SDC analyses will be based primarily on information in the most recent plans and staff and consultant knowledge.

Under Oregon statutes cities may create three types of SDCs: reimbursement fee, improvement fee and compliance fee. The reimbursement fee is to be based on existing facilities that have “excess capacity” to serve future development. The improvement fee is based on future planned facilities that are required to maintain current levels of service. The compliance fee takes into account the cost of complying with SDC regulations and periodically updating SDCs and maintaining accounting and administrative practices.

The SDC analyses will include both a reimbursement fee (as applicable) and an improvement fee. The following task elements are included:

- 3a Develop Reimbursement Fee. Identify the recoverable costs of existing system facilities and calculate the “reimbursement fee” portion of each SDC.
- 3b Develop Improvement Fee. Calculate the “improvement fee” portion of each SDC, working with City staff, the list of needed capital improvements for each service, the recommended allocation approach, and other related financial, planning, and engineering information.
- 3c Document the current maximum defensible SDCs the City can charge, and discuss implementation options for phasing in the new SDCs over time.

Task 5.1.4 | Study Documentation and Presentation

In addition to the analytical elements, the SDC study will require professional communication of findings and results. This will include interim reviews with City staff and management, report preparation, and 2 presentations to the Public Infrastructure Committee or City Council and 1 hearing presentation with the City Council. The following task elements are anticipated:



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- 4a Review Meetings. Prepare materials for and participate in up to four (4) interim review meetings (video conferences) with City staff (and/or others such as identified stakeholders). Participate in ad hoc conference calls and video conferences as necessary to meet City needs.
- 4b Prepare SDC Study Methodology Report. Prepare and submit an electronic (.pdf) copy of the Public Review draft report, summarizing all study assumptions, methodologies, analytical results and recommendations. The report will also include a technical appendix supporting the findings. Incorporate City comments on the draft, as appropriate, and submit an electronic version (.pdf) of the final report for City production and distribution.
- 4c Prepare and provide a notice of public hearing for interested parties as required in ORS 223.304.
- 4d Local Presentations. Prepare materials and present SDC findings at up to two (2) meetings with the Public Infrastructure Committee/Planning Commission or City Council via video conference and one hearing with City Council.
- 4e Based upon the feedback received from subtasks 4a-4d, prepare a final SDC Methodology Report and implementation strategy.

Timeline: July 2024 – June 2025

CP Task 6 – Updated Comprehensive Plan Document

6.1 Preliminary Draft Comprehensive Plan and Action Plan

Consultant will prepare a Preliminary draft of the Comprehensive Plan in Microsoft Word, including updated text, maps and policies. The Action Plan prepared in Task 5 will be a companion document to the Comprehensive Plan.

Consultant will prepare a document template to be used for each Comprehensive Plan chapter. It will indicate the proposed page layout, fonts, colors, and other recommended graphic styles. Consultant will revise this template, as needed, prior to creating the draft Comprehensive Plan in Task 6.2.

6.2 Draft Comprehensive Plan Review and Revision

The team will review the draft Comprehensive Plan with the PAC, other community members for review and comment. The Consultant will present the draft Comprehensive Plan, HNA, and UGB expansion at work sessions of the Planning Commission and City Council. Further review will occur during the adoption process in Task 7. Consultant will draft a set of updated policies for inclusion in the Comprehensive Plan based on this review.

Task CP6. Deliverables

Preliminary draft Comprehensive Plan

Comprehensive Plan format template

Draft Comprehensive Plan



CP Task 7 – Adoption Process

The Comprehensive Plan, UGB Expansion and Housing Needs Analysis will be packaged to move through the adoption process concurrently. Additional meetings with the Clackamas County Board of Commissioners are expected to be needed to adopt the proposed UGB amendments.

7.1 Presentation Materials

Consultant will prepare a PowerPoint presentation for use in presenting the proposed draft Comprehensive Plan to the Planning Commission in a work session or public hearing.

7.2 Canby Planning Commission and City Council and Clackamas County Board of Commissioners Work Sessions and Hearings

Consultant will participate in up to two (2) work sessions and two (2) public hearings with the Canby Planning Commission and City Council and one hearing with the Clackamas County Board of Commissioners to adopt the updated Comprehensive Plan and proposed amendment to the Canby UGB. City staff will make all logistical arrangements for these hearings, including providing public notice and submitting required notice to state agencies. Consultant will prepare a final Comprehensive Plan document.

Task CP7. Deliverables

Adoption presentation

Revised adoption presentation

Planning Commission and City Council work sessions

Planning Commission and City Council hearings

Board of County Commissioners hearing

Transportation System Plan Update

TSP Task 2 — Transportation Existing Conditions and Future Needs Analysis

2.3 TM #8: Future Traffic Forecasting

Update distribution of land use in the current UGB and inputs into the travel demand model.

TSP Task 3 – Transportation Projects and Programs

3.2 TM #11: Transportation Projects and Programs

Prepare a scenario that assumes I-205 tolling. Run travel demand model and update intersection operations at the 31 study intersections with diversion traffic. Identify additional projects.

3.3 Area Special Area J Rezone

Consultant will prepare the horizon year (2043) travel forecasts using the Canby travel forecast tool for Special Area J located in the NE part of the City. Future forecasts will be consistent with the recommended Comprehensive Plan zone changes for the area. Consultant should coordinate with City staff to complete the land use (population and employment) information for horizon year.



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The Consultant will develop future horizon year baseline motor vehicle volumes for study intersections and post-process them using National Cooperative Highway Research Program Report 255 guidelines. The forecasting methods and results will be documented in draft and revised TM #11 under Task 3.2.

TSP Task 6 – Adoption Process

The Transportation System Plan and System Development Charge updates will be packaged to move through the adoption process concurrently.

6.1 Planning Commission and City Council Public Hearing

Consultant will prepare for and attend two (2) Planning Commission and two (2) City Council hearing and will provide a presentation overview of the Adoption Draft TSP and SDC updates.

6.2 Final TSP

Consultant will incorporate edits from Planning Commission and City Council hearings into the Final TSP.

Task TSP6. Deliverables
Planning Commission Public Hearing
City Council Public Hearing
Final TSP

Total FY 24/25 budget is shown in the table below.

Canby Comprehensive Plan and TSP FY 24-25 Budget	3J Subtotal	DKS	FCS Subtotal	DOWL Subtotal	TOTAL
Tasks					
1. Project Management	\$27,468	\$23,330	\$5,690	\$0	\$56,488
CP4. UGB Evaluation and Amendment	\$3,704	\$0	\$0	\$10,035	\$13,739
CP5. Short-Term Action Planning	\$11,796	\$16,920	\$55,250	\$0	\$83,966
CP6. Updated Comprehensive Plan Document	\$11,954	\$0	\$0	\$0	\$11,954
CP7. Adoption Process	\$6,223	\$0	\$0	\$0	\$6,223
TSP2. Transportation Existing Conditions and Future Needs	\$448	\$14,230	\$0	\$0	\$14,678
TSP3 – Transportation Projects and Programs	\$448	\$7,290	\$0	\$0	\$7,738
TSP3A – Area Special Area J Rezone	\$1,864	\$17,840	\$0	\$0	\$19,704
TSP6. Adoption Process	\$388	\$14,060	\$0	\$0	\$14,448
Total Fees	\$64,293	\$93,670	\$60,940	\$10,035	\$228,938