

AGENDA
VENETA CITY COUNCIL
MONDAY, OCTOBER 24, 2016 – 6:30 P.M.
 Veneta Administrative Center, 88184 8th Street, Veneta, Oregon

- 6:30 **1. CALL TO ORDER**

- 6:30 **2. PUBLIC COMMENT** - Maximum time 20 minutes. Speakers will be limited to 3 minutes each. The Council will not engage in any discussion or make any decisions based on public comment at this time; however, they may take comments under advisement for discussion and action at a future Council meeting.

- 6:40 **3. CONSENT AGENDA**
 - a. Minutes for September 26, 2016 Joint Work Session (pgs. 3-4)
 - b. Minutes for September 26, 2016 (pgs. 5-13)
 - c. Minutes for October 10, 2016 (pgs. 15-18)
 - d. Accounts Payable
 - i. To be Paid – Payable through October 18, 2016 (pgs. 19-24)
 - e. Civic Calendar for November 2016 (pg. 25)
 - f. Annual Light Parade and Banner Permits (pgs. 27-34)

- 6:45 **4. COUNCIL BUSINESS AND REPORTS**
 - a. Business
 - (1) Lane County Sheriff’s Office Activity Report (pg. 35)
 - b. Council/Committee Liaison Reports

- 7:05 **5. STAFF REPORTS**
 - a. Community Development Director.....Kay Bork
 - (1) **Ordinance No. 540** – AN ORDINANCE AMENDING THE VENETA COMPREHENSIVE PLAN DIAGRAM AND VENETA ZONING MAP FROM RURAL R-RURAL RESIDENTIAL AND L-LOW DENSITY RESIDENTIAL TO M-MEDIUM DENSITY RESIDENTIAL PLAN DESIGNATION AND FROM RURAL RESIDENTIAL(RR) AND SINGLE FAMILY RESIDENTIAL (SFR) TO GENERAL RESIDENTIAL (GR) ZONE DESIGNATION for Second Reading by Title Only and Final Enactment. (pgs. 37-56)
 - (2) Transportation System Plan Update (pgs. 57-58)

 - b. Public Works Director.....Kyle Schauer
 - (1) Award of Contract for the City of Veneta 3rd St. Water Line Project (pgs. 59-61)
 - (2) Update on Wastewater Treatment Plant (verbal)

 - c. City Administrator.....Ric Ingham
 - (1) Questions from Councilors

- 7:55 **6. OTHER**

- 8:05 **7. ADJOURN**

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**Minutes of the Veneta City Council and
Veneta Planning Commission Joint Work Session
September 26, 2016**

Present: Sandra Larson, Tim Brooker, Laura Ruff, James Eagle Eye, Len Goodwin, Kevin Conlin, Lily Rees

Absent: Thomas Cotter, Thomas Laing, Calvin Kenney

Others: Ric Ingham, City Administrator; Kyle Schauer, Public Works Director; Kay Bork, Community Development Director; Lisa Garbett, Associate Planner; Darci Henneman, City Recorder; Matt Wadlington, Civil West Engineering Services, Inc.; and Joan Mariner, Fern Ridge Review

1. CALL TO ORDER THE VENETA CITY COUNCIL WORK SESSION

Mayor Larson called the City Council to order and James Eagle Eye called the Planning Commission to order at 5:34 p.m.

2. REVIEW WASTEWATER TREATMENT PLANT MASTER PLAN

Schauer introduced Matt Wadlington of Civil West Engineering.

Mr. Wadlington reviewed the options for expanding and updating the Wastewater Master Plan.

Schauer said the sewer connection map showed the east side as unserved. He said the Master Plan already addresses the east side. He said Mr. Wadlington reevaluated the 2009 Master Plan to prepare us for future development which includes replacing the Jeans Rd. lift station.

In response to a question from James Eagle Eye, Mr. Wadlington said the line to service Jack Kelley Dr. would be a replacement line to the Shopping Center but it would be deeper than the existing one and we would have to budget to go in a horizontal direction. He said it won't be easy but it is possible.

Schauer said the line would be about 20 ft. deep and the cost estimate did not include costs to acquire the land. He said we would only construct on City controlled property. He said everything in that 2009 report is still included in this update.

In response to questions from Len Goodwin, Schauer said the NPDES permit expires in 2017.

Mr. Wadlington said the current dry weather flow is .98 million gallons and wet weather flow is 2 million gallons per day.

Schauer said the plant has a 1.25 million gallon capacity. He said there are months that we average a million gallons a day. He said the data shows flow higher than they really are, but we have to address the data in the Master Plan.

In response to questions from Len Goodwin, Mr. Wadlington said he estimates the industrial flows for the Northeast Employment Center will stay the same and a high volume industrial user would have to have a pretreatment system. He said it's not high intensity flow but high volume flow. He said the east side is an 8 in. line and at Jeans Rd. it's a 10 or 12 in. line.

In response to a question from Mayor Larson, James Eagle Eye said the Sarto Village development would require a pump station to the Huston Rd. lift station. He said the City will have to plan to add pump stations for continued development. He said once a lift station came in, all of those pump stations may go away.

Schauer said he's not sure if the pump station would go away but it would pump to the Jeans. Rd. lift station. He said it's not likely it would be removed. He said the Sarto development was submitted when the update was almost completed so we actually asked Mr. Wadlington to review that scenario and see how that development impacts our capacity.

Mr. Wadlington said it's close enough to the Pine St. lift station that they would have their own pump station to Pine St. and we would route it to Huston from Hunter to the Pine St. basin and eventually go east to keep that volume out of the rest of the collection system capacity of the City's core.

In response to a question from James Eagle Eye, Ingham said a gravity feed west to Huston Rd. would need to be really deep and would require a full collection system.

In response to a question from James Eagle Eye, Mr. Wadlington said the CIP shows doing the east side pump station in 2021 and that's based on when it's needed.

In response to a question from Mayor Larson, Mr. Wadlington said based on this alignment, we can't build the pump station first, we need to start at the plant and work our way out.

Schauer said we want to make sure we have capacity for the next 20 years. He said its' going to be expensive but development won't occur until the sewer is dealt with.

In response to a question from Mayor Larson, Schauer said once all of these projects are completed, the City will be fairly well served. He said serving the Jeans Rd. area may be more difficult.

Mr. Wadlington said keep in mind, the east side pump station will likely be a two to three year process and it's not something that will happen until development starts to occur.

Schauer said that's why Sarto is looking at their own lift station because that area isn't currently served.

Len Goodwin said he is concerned about renewal of the NPDES permit. He said everything we've seen in the past five years has shown that renewing that permit will likely include restrictions like we've never seen. We need to be flexible with the wastewater treatment project.

In response to a question from James Eagle Eye, Schauer said staff is looking at bringing the Master Plan to the City Council for approval in the next four to six weeks.

Ingham said staff isn't sure how much more refining Mr. Wadlington can do. He said options 3 and 4 are very close. He said we'd like to look at how better we can serve Jack Kelley Dr.

In response to a question from Mayor Larson, Ingham said projects will be developed and brought to the Council and if approved, things won't be built for two to three years.

3. ADJOURN

Mayor Larson adjourned the City Council and James Eagle Eye adjourned the Planning Commission at 6:19 p.m.

XXXXXXXXXXXXXXXXXXXXX
Sandra H. Larson, Mayor

XXXXXXXXXXXXXXXXXXXXX
James Eagle Eye, Chairman

ATTEST:

XXXXXXXXXXXXXXXXXXXXX
Darci Henneman, City Recorder
(Minutes prepared by DHenneman)

Minutes of the Veneta City Council

September 26, 2016

Present: Sandra Larson, Tim Brooker, Laura Ruff

Absent: Thomas Laing and Thomas Cotter

Others: Ric Ingham, City Administrator; Shauna Hartz, Finance Director; Kay Bork Community Development Director; Kyle Schauer, Public Works Director; Lisa Garbett, Associate Planner; Julie Reid, Emergency Preparedness Specialist; Darci Henneman, City Recorder; Jeff Schlageter; Dennis Paronto; Dan Haga, Branch Engineering; Greg Demers; Paul Joiner; Raymond Yancey; Troy McAdams; David Blanchard; Alannah Blanchard; Tracy Gibson; Lt. Billy Halvorson and Sgt. Scott Denham, LCSO; Joan Mariner, Fern Ridge Review,

1. CALL TO ORDER THE VENETA CITY COUNCIL

Mayor Larson called the Veneta City Council to order at 6:34 p.m.

2. PUBLIC COMMENT

Jeff Schlageter, 88385 Vineyard Ln., Veneta, OR

Mr. Schlageter said he opened Oregon Herbal Remedies located in the West Lane Shopping Center on July 1, 2014. He said it's been a great privilege to do business in Veneta and the greater Fern Ridge community and they are thrilled to be there and have operated without incident. He said West Lane Technical Learning Center (WLTLC) moved to the shopping center after his business was established and no one under 21 years old is allowed in the store. He said he felt that the shopping center provides the required physical barrier and he sincerely hopes that they can continue to serve the community from their current location. He said he brought a petition signed by 110 people which he provided to staff for Council's review.

Dennis Paronto, 25138 Legacy Ct., Veneta, OR

Mr. Paronto said he is the Chairman of Mid Lane Cares (MLC) and they have been working on a new fundraising event called "March-toberfest". He said the event will show case local artists and quilters. He said the Service Center already displays several quilts and they have many racks to display more as well as art work. He said the event will include food and music and they would like to offer beer and wine for selling and tasting. He said because serving alcohol is not included in MLC's license, and in order to follow OLCC rules and guidelines, they need permission from the City to offer alcohol in a City owned building. He said a representative from Willamette Winery will be in charge of dispensing the alcohol and make sure they follow OLCC guidelines and rules. He said March-toberfest will be March 11th from 2:00 to 6:00 p.m. and would be the first of hopefully four events throughout the year. He said the events would be held at the Service Center and manned by Mid Lane Cares volunteers. He said because all events are fundraisers, all ages can attend. He said all receipts would go to the Service Center.

3. LEGISLATIVE PUBLIC HEARING – PROPOSED COMPREHENSIVE PLAN DIAGRAM AND ZONING MAP AMENDMENTS, FILE #CP-ZC-1-16 SARTO VILLAGE

1) Mayor Larson opened the Public Hearing at 6:41 p.m. and read the requirements for conducting a legislative public hearing.

2) Declaration of Conflict of Interest or Ex-Parte Contacts

Mayor Larson said she lives adjacent to the proposed area, however, she doesn't feel that she would have any financial gain or loss from this development and that she can make an informed decision without bias.

Tim Brooker and Laura Ruff had no ex parte contacts.

3) Staff Report (Lisa Garbett)

Garbett said the applicant's development will require a zone map and Comprehensive (Comp) Plan map amendment from Rural Residential (RR) and Low Density (LD) to Medium Density Residential and a zone change to General Residential. The site consists of three large tax lots which total just over 50 acres. She said the existing Open Space/Greenway Overlay and 100 year floodplain won't change with this request. The amendment is not for development but to change the Comp Plan diagram and the zoning map. Garbett reviewed the approval criteria including conformance with the Transportation Planning Rule (TPR) and applicable Statewide Planning Goals. Staff proposed a condition of approval in order to satisfy the TPR, for a maximum of 217 PM peak hour trips which was based on the Institute of Transportation Engineer's Trip Generation Manual. She said the Planning Commission held a public hearing on August 2nd and took public testimony but kept the record open for two weeks to allow for additional information and public comments. The Planning Commission moved to continue the meeting to September 6, 2016 for further deliberation and at that September 6th meeting, the Planning Commission recommended approval with conditions to the City Council. The final order with the approved conditions was signed by the Planning Commission Vice Chairman on September 8, 2016. She said all public comments were included in the packet and Dan Haga from Branch Engineering is here to answer any questions.

In response to questions from Tim Brooker, Garbett said a complete Traffic Impact Analysis (TIA) was performed. She said the transportation rule looks at impacts to intersections that may be triggered by intensifying the density.

Mr. Haga said the TPR needs to be consistent with the Transportation System Plan (TSP) and the TSP looks at the PM peak hours, therefore the TIA and TPR analysis would need to be consistent with that.

Bork said the TIA identifies the main intersections as Hwy 126 and Territorial Rd., Hwy 126 and Huston Rd., Hunter Rd. and Territorial Rd., Bolton Hill and Territorial Rd., E. Bolton Rd. and Pine St., Cheney Dr. and E. Bolton Rd., Huston Rd. and Hunter Rd., Hunter Rd. and Baker Rd. (E. Hunter Rd.), E. Bolton Rd. and Erdman Way, and Huston Rd. and Jose Ln.

In response to a question from Mayor Larson, Mr. Haga said 217 peak hour trips is the maximum allowed for the entire site.

4) Applicant/Proponents

Raymond Yancey said he represents Sarto Village. He said his group has enjoyed working with and meeting the community and felt they've been able to make a good project for the community, that the services this project offers supports the zone change application and that the subsequent TIA supports the services needed for the traffic this project will generate. He said they concur with the recommendation by the Planning Commission and they request that the City Council confirm the recommendation for approval.

Greg Demers, 24244 Sertic Rd., Veneta, OR

Mr. Demers said there are three compelling reasons to move forward with the project: 1. economic development; 2. It will bring much needed infrastructure to the area, parks, sidewalks, updated sewer and water; and 3. It will provide an employment opportunity in Veneta.

5) Opponents

Paul Joiner, 87957 Longwood Ln., Veneta, OR

Mr. Joiner said his property is bordered on two sides by the proposed development. He said he's not opposed to the development but he is concerned about water run off if Trinity Terrace is extended to connect to Hunter Rd. He said some of the Fern Meadows residents said there were significant water flow issues and he's concerned about the creek that borders his property. He said Hunter Rd. is already a busy road, dangerous for drivers and pedestrians, and there's a lot of people on the roadway. He said someone will get injured before the development comes in. He suggested not extending Trinity and use

some of the savings to address safety concerns on Hunter Rd. He said he is not opposed to the development but thinks it's happening too fast.

6) Neutral Testimony
None

7) Applicant Rebuttal

Raymond Yancey, 620 SW 5th Ave., Ste. 500, Portland, OR

Mr. Yancey said there are a number of steps to be taken; streets, storm water, and reviewing and finalizing the project engineering. He said the applicant will continue to work with the City in the development of those steps. He said tonight is a zone change only and there are many, many details that will get solved through the approval process.

8) Questions from the City Council
None

9) Mayor Larson closed the Public Hearing at 7:06 p.m.

10) Deliberation (Any decision to be rendered under Agenda Item 7.b.(1))

There was a consensus of the Council to deliberate and render a decision when Ordinance No. 539 is discussed.

4. PUBLIC HEARING – 8TH ST. SEWER LOCAL IMPROVEMENT DISTRICT (LID)

1) Mayor Larson opened the Public Hearing at 7:06 p.m.

2) Staff Report/Agenda Item Summary (Kay Bork)

Bork said the Council is scheduled to hold tonight's public hearing to take testimony on the formation of the 8th St. Sewer Local Improvement District (LID). The Council can take action on the formation of the LID based on valid written comments and remonstrances received. If the Council chooses to proceed with the LID, they can also call for construction of the sewer improvement which is part of the specific steps in forming the LID. Bork said on July 25, 2016 the Council approved the engineer's report for the LID and adopted Resolution No. 1204, declaring the Council's intention to form the LID which set tonight's public hearing. She said notice was sent to all property owners affected and published in the Fern Ridge Review for two weeks. She pointed out that property owners have the right to remonstrate or reject the LID and one remonstrance was received by City staff and provided to the Council. She said there are five property owners included in the LID that own seven parcels totaling 2.34 acres. In order to abandon the project for six months, remonstrance(s) from the property owners need to total at least 1.56 acres or 2/3rd of the LID. She said Mr. and Mrs. McAdams may have an alternative to connect their property to City sewer without being included in the LID.

In response to a question from Mayor Larson, Bork said his proposal would change the LID because he owns almost 2/3rd of the affected property.

In response to a question from Laura Ruff, Bork said Mr. McAdams' proposal would require the 8th St. LID to be re-evaluated.

3) Public Comment

Troy McAdams, 88138 8th St., Veneta, OR

Mr. McAdams said their neighbors to the south, David and Alannah Blanchard, have agreed to give him and his wife an easement that will allow them to connect to an existing sewer stub. He said Mr. Blanchard's neighbor to the south could also connect to the same sewer stub. He said if they can work this out, it would resolve the 8th St. Sewer LID. He said everyone involved would like a two year extension to put together the funding to cover the cost.

David and Alannah Blanchard 88122 8th St., Veneta, OR

Ms. Blanchard said there is a plan to hook the McAdams' and the Gibson's to sewer by giving them an easement through their property. She said this plan is a less expensive route. She said they are not opposed to the LID but they need more time to get it worked out and two years seems reasonable. She said she felt the process was too rapid and she and her husband weren't invited to the dialogue and the process has been kind of confusing. She said Schauer came up with this idea.

Mr. Blanchard said he didn't like the process and how it took place. He said he's fully willing to comply and get connected but they just need more time.

In response to a question from Mayor Larson, Schauer said the Blanchard's are not a benefited property and not part of the LID. He said they weren't included in the process because they have access to an existing sewer stub off 9th St.

Tracy Gibson 88102 8th St., Veneta, OR

Ms. Gibson said she and her finance' live next to the Blanchard's and they would like to get an easement from the Blanchards' as well. She said they also didn't receive a letter because they're not in the LID. She said Schauer suggested going through the Blanchards' property and they too would also like an extension to get funding together. She said all three neighbors are hoping to connect at the same time to keep the costs down for everyone.

Schauer said the City cannot force residents to give easements or dedicate land for easements.

4) Questions from Council

In response to a question from Mayor Larson, Ingham said to comply with the City's sewer ordinance, about two years ago some residents in the 8th St. area were sent a one year connection notice to connect to City sewer but that connection notice is separate from the 8th St. LID. He said residents in several areas of the City that are not currently connected to City sewer have been sent that connection notice.

In response to a question from Laura Ruff, Schauer said if all properties included in the proposed 8th St. LID can find alternatives to connect to City sewer, the 8th LID will no longer be needed.

In response to a question from Mayor Larson, Schauer said there are options for the four remaining 8th St. properties. He said the City could grant an easement to two of the properties. He said one property owner hasn't contacted staff but they would also have an option to connect but it wouldn't be through 8th St.

Ingham said a mutual agreement could be drafted with a two year extension which would get everyone on the west side of 8th St. connected. He said there are still two properties north of McCutcheon that need to connect and there is a potential to talk to that neighbor about an easement. He said they may need a private pump system which is likely doable.

Laura Ruff said she likes to hear that the community is coming together and finding a better solution.

In response to a question from Mayor Larson, Schauer said the three property owners would create private sewer lines and would be responsible for all of them. He said the City can't include any conditions other than making sure installation is done properly and that it meets code. Also, the City does not have surveying equipment or a staff surveyor. He said again, it would be a private project. He said he gave the as-builts to the McAdams' contractor. He said its not unusual to use pumps.

Schauer said he has an alternative for Sue Sullivan that he will talk with her about.

Mayor Larson said it sounds like the private arrangements would be significantly cheaper than the LID.

Tim Brooker suggested postponing the 8th St. LID until we have solid information from the three property owners about the easements as well as the options Schauer may have for the other residents.

In response to a question from Mayor Larson, Ingham suggested staff bring this back to the Council after the first of the year to give the residents time to work through easements and to determine if it is feasible.

5) Mayor Larson closed the Public Hearing at 7:25 p.m.

6) Council Deliberation and Decision

After a thorough discussion, it was the consensus of the Council to postpone the 8th St. LID until the first of the year to give the three neighbors enough time to get organized and to work through the easement process.

5. CONSENT AGENDA

MOTION: Tim Brooker Cotter made a motion to approve the consent agenda as presented.
Laura Ruff seconded motion.

VOTE: Sandra Larson, aye; Laura Ruff, aye; Tim Brooker, aye.

The consent agenda as approved included Minutes for September 12, 2016 Work Session, Minutes for September 12, 2016, Accounts Payable - To be Paid – Payable through September 20, 2016, Civic Calendar for October, Public Works Activity Reports for July and August, 2016.

6. COUNCIL BUSINESS AND REPORTS

a. Business

(1) Lane County Sheriff's Office Activity Reports for July and August, 2016

Sgt. Halvorson said as of September 1st he has been promoted to lieutenant so Sgt. Scott Denham will take over as the contract sergeant for Veneta. He said Sgt. Denham worked in Creswell where he built the community policing program. He said senior Deputy Glessner will be in Veneta to replace Deputy Dornbusch who has been selected for the Dunes Contract in Florence. He said these changes are a good fit for Veneta and he thanked the Council for working with him.

Mayor Larson congratulated him on his promotion but said she's sorry we're losing him.

Sgt. Denham said he was a contract deputy in Veneta from 2006 and 2010 when Tim Brooker was Mayor. He said he's knows most of the community and most of the staff knows him. He said he looks forward to dedicating more time to both Veneta and Creswell and to be able to give both communities what we need.

In response to a question from Laura Ruff, Sgt. Denham said it's fairly common to see a spike in skate park activity on the weekends which generates a lot of paperwork.

In response to a question from Mayor Larson, Sgt. Denham said deputies check the skate park on average of about 15 times a month. He said he wants to make sure the records for those checks are going to the same place and not someplace else.

Lt. Halvorson said those are dedicated skate park checks. He said he would check the park on his way in and out of town but he wouldn't write it down. That number is a good gauge but they're realistically higher.

b. Council/Committee Liaison Reports

Mayor Larson said she attended the Mayor's Roundtable and she informed the Mayors about our wastewater treatment plant contamination. She said they also talked about the bicycle studio and the planned workshop to try to integrate it throughout the entire county. She said the school district is down 23 or 24 students from this time last year but Kindergarten attendees have increased. She said

the kiddy pool committee has received almost \$8000 from the duck for a buck fundraising campaign in addition to the \$175,000 grant from the Oregon Parks and Recreation Dept.

7. STAFF REPORTS

a. Emergency Preparedness Specialist.....Julie Reid

(1) Emergency Preparedness Table Top Exercise

Reid said the City has been working with Lane Fire Authority on creating a Hazardous Mitigation Plan and an Emergency Operations Plan (EOP). She said the EOP draft is pretty much done but the second phase will be to create annexes or mini plans (which more than half are completed) that address specific aspects of the Plan. Part of the process of the National Incident Management System (NIMS) compliance is to test the plan. Reid said the most logical way of testing the Plan is to conduct a Tabletop Exercise which is a discussion based exercise where the facilitators come up with a hypothetical but feasible scenario that could affect our area. She said the City and Lane Fire Authority will be conducting a Tabletop Exercise on October 10th, from 9:00 a.m. to noon at Lane Fire Authority based on the recently drafted Plan. She invited the Council to attend and possibly participate with the exercise.

In response to a question from Mayor Larson, Reid said City staff, Lane Fire Authority personnel, Sgt. Denham and Scottie Barnes from the Fern Ridge Review will be attending/participating in the exercise.

b. Community Development Director.....Kay Bork

(1) **Ordinance No. 540** – AN ORDINANCE AMENDING THE VENETA COMPREHENSIVE PLAN DIAGRAM AND VENETA ZONING MAP FROM RURAL R-RURAL RESIDENTIAL AND L-LOW DENSITY RESIDENTIAL TO M-MEDIUM DENSITY RESIDENTIAL PLAN DESIGNATION AND FROM RURAL RESIDENTIAL(RR) AND SINGLE FAMILY RESIDENTIAL (SFR) TO GENERAL RESIDENTIAL (GR) ZONE DESIGNATION for First Reading by Title Only.

Mayor Larson said she does share many of the same concerns that were mentioned in the written public comments, however, none of which were applicable to a zone change. She's hopeful that some of the neighbors will have an influence on the development plan.

Bork said a zone change is the first step in any site development. She said the applicant would be required to submit preliminary subdivision plans, a storm water plan, transportation improvement plans for connectivity, cross sections, bike paths, etc. She said all of the issues raised in the public hearing are valid concerns and will be addressed by the Planning Commission when they are proposed.

MOTION: **Tim Brooker made a motion to adopt Ordinance No. 540, an Ordinance amending the Veneta Comprehensive Plan Diagram and Veneta Zoning Map from Rural Residential and L-Low Density Residential to M-Medium Density Residential Plan Designation and from Rural Residential (RR) and Single Family Residential (SFR) to General Residential (GR) Zone Designation for First Reading by Title Only. Laura Ruff seconded the motion which passed with a vote of 3-0.**

Ordinance No. 540 was read into the record for first reading by title only.

(2) Sidewalk Project Prioritization

Bork said this is a follow up to sidewalk and bike lane inventory that was presented to the Council in 2015 and based on the inventory conducted by Pavement Services. She said the majority of Veneta sidewalks are in excellent or good condition and no sidewalks rated in poor condition. Sidewalks in the two oldest subdivisions are in fair condition. Bork said staff is hoping to prioritize sidewalk projects within the City and she reviewed the criteria for ranking the projects.

In response to a question from Mayor Larson, Bork said the "Safe Routes to School" plan would probably not apply to the Transportation Plan because it was not a program in 1999.

In response to a question from Bork, Mayor Larson said she would like to have a full Council to decide on the top four priority projects.

Bork said we received funding to update the Transportation System Plan (TSP) and DKS Engineering is ready to start on that update.

In response to a question from Mayor Larson, Ingham said the scoping is done but we still need to enter into an agreement with ODOT so we have several months before the actual TSP updates start. He said these projects can take up to 24 months and in some communities it can take longer so the final adoption of the TSP could be as much as two years out.

After a brief discussion, it was the consensus of the Council that once the citizen members of the Transportation Advisory Committee have been appointed and a timeline is created, staff will bring the TSP update timeline and the sidewalk prioritization back to the Council for review.

c. Finance Director.....Shauna Hartz

- (1) **Resolution No. 1208** - A RESOLUTION AUTHORIZING SIGNERS ON VARIOUS BANKING ACCOUNTS, FOR THE CITY OF VENETA AND REPEALING RESOLUTION NO. 1057

Hartz said it was recently brought to her attention that former Mayor Hobart was still an authorized signer on the City's bank accounts. She said Resolution No. 1208 will repeal the previous resolution and remove Mayor Hobart as a signer.

MOTION: Tim Brooker made a motion to adopt Resolution No. 1204, a resolution authorizing signers on various banking accounts for the City of Veneta and repealing Resolution No. 1057. Laura Ruff seconded the motion which passed with a vote of 3-0.

d. Public Works Director.....Kyle Schauer

- (1) Update on Wastewater Treatment Plant (verbal)

Schauer said there has been another incident since the last Council meeting. He said incident frequency has increased, however the severity of the contamination seems to be in smaller amounts. He said typical maintenance to drain the basin and remove the sludge is planned. He said removing all of the materials may help us to see whatever chemical is coming in. He said inspecting the liner and replacing the aeration sleeves are part of the inspection/maintenance process. He said he has also talked with a couple of different labs about sampling protocol to identify the contaminant. He said we have an opportunity to apply for an infrastructure grant because the testing is very expensive.

Ingham said Infrastructure Finance Authority (IFA), an entity within Business Oregon, has invited us to submit an intake form to apply for grant funds to elevate the level of testing, which could be as much as \$20,000. He said we may have to bring in our own funds. He said we'll get that submitted in the next couple of days and it turns around fairly quickly.

e. City Administrator.....Ric Ingham

- (1) Approval of Revised Intergovernmental Agreement (IGA) with Lane County to Provide Tobacco Retail Licensing Administrative and Enforcement Services

Ingham said at the September 12th meeting, the Council approved the City enter into this Intergovernmental Agreement (IGA) for five years. However, since then, Lane County has indicated that they would only approve a three year contract so staff is presenting the IGA as a three year contract.

MOTION: Tim Brooker made a motion to approve the revised IGA with Lane County to provide Tobacco Retail Licensing Administrative and Enforcement Services. Laura Ruff seconded the motion which passed with a vote of 3-0.

- (2) **Ordinance No. 539** – AN ORDINANCE ALLOWING OREGON'S HERBAL REMEDIES, A LICENSED RECREATIONAL MARIJUANA RETAIL FACILITY, TO LOCATE WITHIN 500 FEET OF WEST LANE TECHNICAL LEARNING CENTER for Second Reading by Title Only and Final Enactment.

Ingham said at the September 12th Council meeting, legal counsel provided great detail regarding Ordinance No. 539. He said provisions of Senate Bill 1511 allows cities to adopt an ordinance permitting a recreational retail marijuana facility to be located within 500 ft. of a school. He said OLCC would also need to approve Ordinance No. 539 before they would license Oregon Herbal Remedies' transition from a medical marijuana facility to a recreational retail marijuana facility.

Laura Ruff suggested postponing consideration of Ordinance No. 539 for second reading and final enactment until the October 10, 2016 Council meeting to give the absent Council members the opportunity to vote.

After a brief discussion, there was a consensus to postpone the second reading of Ordinance No. 539 until the October 10, 2016 Council meeting.

- (3) Utilizing Rural Tourism Marketing Program (RTMP) Funds to Support Cooperative Advertising in the 2017 Travel Lane County Visitor Guide
Ingham asked the Council if they wanted to provide \$1329 in RTMP funds to assist local businesses advertise in the Lane County Visitor Guide. He provided the Council with a copy of last year's Guide that included Veneta businesses.

In response to a question from Mayor Larson, Ingham said there is space in the Guide for additional ads. He said the \$1329 would be match funding to sponsor three businesses.

MOTION: Tim Brooker made a motion to approve expenditure of RTMP funding to offset the cost of local businesses placing ads in the annual Travel Lane County Visitor Guide. Laura Ruff seconded the motion which passed with a vote of 3-0.

- (4) Community Fiber Project Survey
Ingham said the Economic Development Committee (EDC) continues to make this a high priority. He said representatives from Century Link have been talking with the EDC and LS Networks also spoke at the August meeting. He said the EDC is wanting to conduct a demand survey to find out if residents and businesses are satisfied what their current internet service and if alternate services are available, how likely would they change providers. He provided a copy of the demand survey, which we can tailor for Veneta. He said staff will also put the survey on the website and include information in the City newsletter. He said hopefully it will generate a lot of response. He said it won't be a huge expense to get the survey out.

After a brief discussion, it was the consensus of the Council to direct staff to move forward with the survey.

- (5) Questions from Councilors
None

8. OTHER

Ingham said with regard to the request from Mid Lane to allow alcohol to be served at the Service Center, he said it's the City's standard policy that liquor is not allowed at any City facility. He said Mid Lane continues to operate the Service Center on a shoe string budget and they continue with fundraising

efforts. He said if the Council wanted staff to look into this, we could work with our insurance agent and discuss policies for Mid Lane Cares.

Mayor Larson said it's exciting that the Service Center can cater to all ages as long as it's a fundraising effort. She said there's not a lot of room for other services.

Hartz said the Council Rules will come back to the Council for approval sometime in October and the City Auditors will be here today and tomorrow. She said the Urban Renewal Agency bank signers also need to be updated. She said she will bring that resolution to the Agency at the October meeting.

Ingham said the second project of the 2016 pavement preservation plan went well and was completed on Saturday. He told the Council about the water line break on Cheney over the weekend and that the repairs and repaving went smoothly.

Ingham said the Downtown Market Analysis group outreached to five to six commercial real estate brokers to ask them to identify the barriers that keep businesses and anchor retailers from locating in Veneta. He said their work plan is aggressive but staff felt there's a lot that can come out of it.

Herb Vloedman said Wildish dumped asphalt in the middle of the Cornerstone Drive and requested it be cleaned up. He said they used Cornerstone as a staging area for the Highway 126 paving project.

Ingham said if you get a chance, go to the Lane County Election website and click on "current ballot measures". He said some of the ballot measures include a local gas tax, prohibition of recreational marijuana facilities and imposing a tax on recreational marijuana retail sales.

9. ADJOURN

Mayor Larson adjourned the Veneta City Council at 8:38 p.m.

XXXXXXXXXXXXXXXXXXXXX

Sandra H. Larson, Mayor

ATTEST:

XXXXXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder
(Minutes prepared by DHenneman)

Minutes of the Veneta City Council

October 10, 2016

Present: Sandra Larson, Thomas Cotter, Thomas Laing, Laura Ruff

Absent: Tim Brooker

Others: Ric Ingham, City Administrator; Shauna Hartz, Finance Director; Kay Bork Community Development Director; Kyle Schauer, Public Works Director; Darci Henneman, City Recorder; Joan Mariner, Fern Ridge Review

1. CALL TO ORDER THE VENETA CITY COUNCIL

Mayor Larson called the Veneta City Council to order at 6:31 p.m.

2. PUBLIC COMMENT

Jeff Schlageter, 88385 Vineyard Ln, Veneta, OR

Mr. Schlageter of Oregon Herbal Remedies said over the course of the last couple of years, he has come before the Council a few times. He said it was brought to his attention that he misspoke at the last Council meeting and he did not want Oregon Herbal Remedies and its policies to be misunderstood and he wanted to clarify what he said at the last meeting. He said as far as recreational marijuana sales, people 21 years and older are allowed in the sales room with valid government issued identification and with a valid Oregon Medical Marijuana card, 18 year olds and up are allowed in for medical sales only. He said everyone entering his facility first enters into a reception room and is greeted by a receptionist where identification is checked before entering into the sale room. He said it was not his intention to be misleading and he apologized for not providing this clarification when he spoke to the Council at the last meeting. He said this has been a rapidly changing industry and he wanted to make sure the Council is aware that Oregon Herbal Remedies is in total compliance with all rules and requirements of the industry and OLCC. He said he has two daughters and understands the importance of protecting children and they make every effort to do that including not making the outside of their building tempting to children. He said he is grateful for the opportunity to do business in Veneta and he submitted another 139 signatures in support of Oregon Herbal Remedies.

In response to a question from Mayor Larson, Mr. Schlageter said he submitted a previous petition with about 110 signatures and he has not verified whether or not some may be duplicate signatures.

3. CONSENT AGENDA

**MOTION: Thomas Cotter made a motion to approve the consent agenda as presented.
Thomas Laing seconded motion.**

VOTE: Thomas Laing, aye; Thomas Cotter, aye; Sandra Larson, aye; Laura Ruff, aye.

The consent agenda as approved included Accounts Payable -To be Paid – Payable through October 4, 2016 and the 2016 Planning and Building Activity Report.

4. COUNCIL BUSINESS AND REPORTS

a. Business

(1) Appointments to Economic Development Committee (positions 7, 8, & 9)

Mayor Larson said if the Council had no objections, she would like to appoint Jason Alansky, Charles Ruff, and Ryan Frome to the Economic Development Committee.

Mayor Larson said the Bylaws of the Economic Development Committee states that members are appointed by Mayor and ratified by a vote.

MOTION: Thomas Cotter made a motion to appoint Jason Alansky, Charles Ruff, and Ryan Frome to the Economic Development Committee. Laura Ruff seconded the motion which passed with a vote of 4-0.

b. Council/Committee Liaison Reports

Thomas Cotter said he attended the EDC subcommittee meeting and they discussed how they can connect Veneta’s employers with Veneta residents as well as how to assist employers to recruit Veneta residents as employees. He said some employers said they don’t know how to get the word out about job openings in Veneta because the Fern Ridge Review doesn’t reach all residents. He said they also identified different problems and decided to meet again on October 20th. He said this subcommittee is one of three subcommittees.

Laura Ruff said the Park Board is hosting the Tree City Celebration on Saturday, October 15, 2016 at the Farmers’ Market site.

Mayor Larson said she had no current news from the School District. She said she, Thomas Laing, and Ric Ingham attended the League of Oregon Cities (LOC) conference in Salem, September 28th through the 30th. She said the City received the City/County Insurance (CIS) gold award for no loss time injuries. She said a lot of information was provided at the conference including the transportation package. She said the transportation committee has traveled all over the state to talk about raising the gas tax to pay for transportation improvements. She said they are encouraging cities and counties to step up and agree to raise the gas tax. She said a remarkable program was developed in California and tested during the 1989 Loma Prieta earthquake. She said neighborhood volunteers mapped neighborhoods and identified neighbors with specific medical needs, families with small children, and homes with pets, etc. She said the first three hours after a disaster are critical for neighbors to come together and help each other. She said she provided the program guide to the Neighborhood Watch Group because they likely would be the local group to administer and organize that kind of program. Mayor Larson said she will also give it to Lane Fire Authority Chief Terry Ney. Also during the conference, she toured the City of Aumsville which is similar to Veneta but has about 1000 less residents. She said Aumsville doesn’t have a local newspaper so the City publishes a newspaper and sells advertising to cover costs. She said they also made a video tour of their water and sewer plant operation and put it on the website to give residents a better understanding of how it all works and what they’re paying for. They are home of the Corn Festival which is well known and in 2010 they experienced a tornado which destroyed several buildings but luckily no one was seriously injured. She said Aumsville also has some very nice parks. She said the LOC conference also hosted a gubernatorial candidate forum but only the republican and independent candidates were there and the libertarian and democratic candidates were not.

5. STAFF REPORTS

a. Community Development Director.....Kay Bork
Bork said Ordinance No. 540 was scheduled to have a second reading tonight, however, legal counsel, Carrie Connelly, has recommended adding two sections that specify what is being changed on the maps. She also suggested the added sections be read out loud which Bork did. These changes make it necessary to consider the Ordinance again for first reading by title only. The Council was provided with an updated version of Ordinance No. 540.

(1) **Ordinance No. 540** – AN ORDINANCE AMENDING THE VENETA COMPREHENSIVE PLAN DIAGRAM AND VENETA ZONING MAP FROM RURAL R-RURAL RESIDENTIAL AND L-LOW DENSITY RESIDENTIAL TO M-MEDIUM DENSITY RESIDENTIAL PLAN DESIGNATION AND FROM RURAL RESIDENTIAL(RR) AND SINGLE FAMILY RESIDENTIAL (SFR) TO GENERAL RESIDENTIAL (GR) ZONE DESIGNATION for First Reading by Title Only.

MOTION: Thomas Cotter made a motion to adopt Ordinance No. 540, an Ordinance amending the Veneta Comprehensive Plan Diagram and Veneta Zoning Map from Rural Residential and L-Low Density Residential to M-Medium Density Residential Plan Designation and from Rural Residential (RR) and Single Family Residential (SFR) to General Residential (GR) Zone Designation for First Reading by Title Only. Thomas Laing seconded the motion which passed with a vote of 4-0.

Ordinance No. 540 was read into the record for first reading by title only.

b. Finance Director.....Shauna Hartz

(1) Rules of the Council Amendment

i. Agenda Item Summary

Hartz said at the September 12th meeting staff brought Resolution No. 1205 to the Council for approval, however, there was a consensus of the Council to postpone approval in order to provide the Council with more time to read through the proposed updated rules. Hartz said since that time, legal counsel suggested a few other changes, the most significant was to remove language on items addressed in the City Charter. The agenda item summary attachment included a redlined version of the rules.

ii. **Resolution No. 1205** – A RESOLUTION AMENDING THE RULES OF THE COUNCIL AND REPEALING RESOLUTION NO. 690 AND RESOLUTION NO. 82

MOTION: Thomas Cotter made a motion to approve Resolution No. 1205, a resolution amending the Rules of the Council and repealing Resolution No. 690 and Resolution No. 82. Laura Ruff seconded the motion which passed with a vote of 4-0.

c. Public Works Director.....Kyle Schauer

(1) Update on Wastewater Treatment Plant (verbal)

Schauer said since he last provided an update to the Council the public works crew conducted maintenance on both ponds and the sick pond has been back on line for two weeks. He said everything was going well until today when it appeared there was another incident on Sunday. He said it has effected the pond greatly and he's not sure it will survive but they continue to monitor it and will do everything they can to keep it going.

In response to a question from Mayor Larson, Schauer said he is trying to secure a \$20,000 grant from Infrastructure Finance Authority (IFA) for assistance with testing costs that will cover thorough testing on both the good pond and the sick one to see what the differences are and mainly to identify what the contaminant is. He said we may also bring in a consultant. Schauer said he's reached out to people in the industry and everyone is at a loss, due to the characteristics of what we're seeing.

In response to a question from Thomas Laing, Schauer said because we have a good idea of when the contaminant comes in, public works staff shuts off flow to the good pond on the weekends so there's a lesser chance of the contaminant getting in.

In response to a question from Thomas Cotter, Schauer said they shut off the healthy pond prior to the weekend so all of the flow goes to the sick pond.

d. City Administrator.....Ric Ingham

(1) **Ordinance No. 539** – AN ORDINANCE ALLOWING OREGON'S HERBAL REMEDIES, A LICENSED RECREATIONAL MARIJUANA RETAIL FACILITY, TO LOCATE WITHIN 500 FEET OF WEST LANE TECHNICAL LEARNING CENTER for Second Reading by Title Only and Final Enactment.

Ingham said the Council is being asked to conduct a second reading by title only of Ordinance No. 539, which will allow Oregon Herbal Remedies to maintain its current location if licensed as a recreational retail marijuana facility by OLCC. He said we are asking for second reading but the third time this has come before the Council. It was originally scheduled for a second reading on September 26, 2016 but was postponed. The Council is being asked to take action tonight.

Laura Ruff recognized she has a personal bias toward Ordinance No. 540 and asked if she could abstain from voting.

Ingham said a bias doesn't really qualify as abstinence of voting.

MOTION: Thomas Cotter made a motion to adopt Ordinance No. 539, an Ordinance Allowing Oregon's Herbal Remedies, a Licensed Recreational Marijuana Retail Facility, to locate within 500 feet of West Lane Technical Learning Center for first reading by title only. Thomas Laing seconded the motion which passed with a vote of 3-1. Laura Ruff voted no.

(2) Questions from Councilors
None

6. OTHER

Ingham said Councilor Brooker did not make tonight's meeting because he wasn't feeling well. He said unfortunately, Councilor Brooker will be submitting his letter of resignation because he and his wife will be moving out of the area. He said staff expects he will be submitting his letter of resignation in the next few days and staff will work on getting Councilor Brooker's vacancy advertised by the New Year.

In response to a question from Mayor Larson, Ingham said part of the issue is we only conduct a single Council meeting in the months of November and December. He said staff is pondering whether or not to advertising the Council vacancy now and make an appointment as early as the first meeting in December or wait until after the first of the year and make an appointment at that time.

Mayor Larson said she's happy that the move will solve a lot of problems for them but very sad to see Councilor Brooker and his wife leave the area because for so many years they have done so much for our community.

Ingham said Mayor Larson, Councilor Ruff, along with City staff, participated in the Tabletop exercise with Lane Fire Authority and they appreciated the effort from Julie Reid and Bob Morrison for putting the event together. He said it was a good experience to participate in and it was interesting to see how Lane Fire Authority would set up an incident command and how everyone would go about conducting business. He said it was a very positive experience.

Mayor Larson said it was another example of the great partnerships we have.

7. ADJOURN

Mayor Larson adjourned the Veneta City Council at 7:02 p.m.

XXXXXXXXXXXXXXXXXXXX

Sandra H. Larson, Mayor

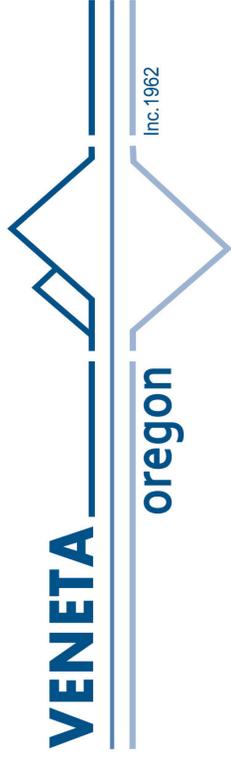
ATTEST:

XXXXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder
(Minutes prepared by DHenneman)

Accounts Payable To Be Paid Proof List

User: mindy
 Printed: 10/19/2016 - 3:04 PM
 Batch: 004-10-2016



Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
ASI ASI										
A00014656909Hxp	09/30/2016	3.75	0.00	10/25/2016	Sept 2016		-	No		0000
100-100-51010	Admin Supplies & Services									
	A00014656909Hxp Total:	3.75								
	ASI Total:	3.75								
BarnScot Barnes Scottie										
1016	10/14/2016	146.00	0.00	10/25/2016	Monthly Newsletter 10/2016		-	No		0000
100-100-51095	Public Relations					MM/XXXXX Newslet				
	1016 Total:	146.00								
	BarnScot Total:	146.00								
BiMart Bi-Mart Corporation										
Sept 2016	10/01/2016	44.94	0.00	10/25/2016	Various needs		-	No		0000
220-220-53040	System Maintenance									
Sept 2016	10/01/2016	117.98	0.00	10/25/2016	Various needs		-	No		0000
220-220-51055	Safety Programs & Supplies									
Sept 2016	10/01/2016	47.11	0.00	10/25/2016	Various needs		-	No		0000
130-130-53210	Park Maintenance									
Sept 2016	10/01/2016	19.39	0.00	10/25/2016	Various needs		-	No		0000
140-140-51010	Admin Services & Supplies									
Sept 2016	10/01/2016	21.31	0.00	10/25/2016	Various needs		-	No		0000
100-100-51050	Bldg Maint/Janitorial Sup									
Sept 2016	10/01/2016	5.34	0.00	10/25/2016	Various needs		-	No		0000
140-140-51050	City Hall Maint/Janitorial Sup									
Sept 2016	10/01/2016	36.02	0.00	10/25/2016	Various needs		-	No		0000
100-100-51010	Admin Supplies & Services									
Sept 2016	10/01/2016	18.48	0.00	10/25/2016	Various needs		-	No		0000
210-210-53040	System Maintenance									
Sept 2016	10/01/2016	12.17	0.00	10/25/2016	Various needs		-	No		0000
130-130-53130	Equipment Repairs									
Sept 2016	10/01/2016	31.98	0.00	10/25/2016	Various needs		-	No		0000
230-230-53045	Street Maintenance									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Sept 2016	10/01/2016	12.17	0.00	10/25/2016	Various needs		-	No		0000
230-230-53130	Equipment Repairs									
Sept 2016	10/01/2016	24.97	0.00	10/25/2016	Various needs		-	No		0000
230-230-53070	Landscape Maint & Supplies									
	Sept 2016 Total:	391.86								
	BiMart Total:	391.86								
CentLink CenturyLink Communications, LL										
3680 9/16	10/02/2016	167.40	0.00	10/25/2016	Public Works/Wtr plant phone & internet		-	No		0000
210-210-51030	Telephone Services									
	3680 9/16 Total:	167.40								
	CentLink Total:	167.40								
CKMar C & K Market Inc										
Sept 2016	09/30/2016	70.44	0.00	10/25/2016	Work Session Meal		-	No		0000
100-100-51010	Admin Supplies & Services									
	Sept 2016 Total:	70.44								
	CKMar Total:	70.44								
DocuTrak DocuTRAK Imaging, Inc										
6971	10/11/2016	30.00	0.00	10/25/2016	On site shredding service		-	No		0000
100-100-51010	Admin Supplies & Services									
	6971 Total:	30.00								
	DocuTrak Total:	30.00								
Driver Driver & Motor Vehicle Service										
61344-093016	09/30/2016	33.00	0.00	10/25/2016	Certified Court Print-Employees		-	No		0000
100-100-51010	Admin Supplies & Services									
	61344-093016 Total:	33.00								
	Driver Total:	33.00								
EDMS EDMS Inc										
81309	10/07/2016	1,195.84	0.00	10/25/2016	Oct 2016 Utility Bills		-	No		0000
100-100-51095	Public Relations									
81309	10/07/2016	132.32	0.00	10/25/2016	Oct 2016 Utility Bills		-	No		0000
210-210-51010	Admin Supplies & Services									
	81309 10/07/2016	255.20	0.00	10/25/2016	Oct 2016 Utility Bills		-	No		0000
210-210-51015	Postage									
81309	10/07/2016	198.49	0.00	10/25/2016	Oct 2016 Utility Bills		-	No		0000
220-220-51010	Admin Supplies & Services									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
81309	10/07/2016	382.80	0.00	10/25/2016	Oct 2016 Utility Bills		-	No		0000
220-220-51015	Postage									
	81309 Total:	2,164.65								
	EDMS Total:	2,164.65								
EPUD EPUD										
8257 WtrPInt	10/05/2016	2,491.28	0.00	10/25/2016	Water Treatment Plant		-	No		0000
210-210-51035	Electricity									
	8257 WtrPInt Total:	2,491.28								
	EPUD Total:	2,491.28								
EWEB Eugene Water & Electric Board										
Oct 2016A	10/06/2016	955.35	0.00	10/25/2016	Meter #76100316		-	No		0000
210-210-53135	Water Purchase									
	Oct 2016A Total:	955.35								
Oct 2016B	10/06/2016	9,738.76	0.00	10/25/2016	Meter #76100315		-	No		0000
210-210-53135	Water Purchase									
	Oct 2016B Total:	9,738.76								
	EWEB Total:	10,694.11								
EWEBTrng Eugene Water & Electric Board										
WaterCont 10/13	10/12/2016	323.75	0.00	10/25/2016	Emergency Water Supply Container		-	No		0000
100-190-51085	Miscellaneous/Discretionary									
	WaterCont 10/13 Total:	323.75								
	EWEBTrng Total:	323.75								
Figapiz Figaro's Pizza										
100 42 016	10/04/2016	39.00	0.00	10/25/2016	Emergency Prep. Training PO 4809		-	No		0000
100-195-51010	Admin Supplies & Services									
	100 42 016 Total:	39.00								
	Figapiz Total:	39.00								
GarnEle Garner Electric Co										
GarnerElet10/17	10/13/2016	89.60	0.00	10/25/2016	Electrical Permit refund 893-16-000153		-	No		0000
100-100-51105	Refunds									
	GarnerElet10/17 Total:	89.60								
	GarnEle Total:	89.60								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
HuntComm Hunter Communications, Inc										
09/16 missed	10/15/2016	91.48	0.00	10/25/2016	Fiber Internet Service		-	No		0000
100-100-52050	Internet & Web Site Fees									
09/16 missed	10/15/2016	30.50	0.00	10/25/2016	Fiber Internet Service		-	No		0000
140-140-52050	Internet & Web Site Fees									
09/16 missed	10/15/2016	121.98	0.00	10/25/2016	Fiber Internet Service		-	No		0000
210-210-52050	Internet & Web Site Fees									
09/16 missed	10/15/2016	60.99	0.00	10/25/2016	Fiber Internet Service		-	No		0000
220-220-52050	Internet & Web Site Fees									
09/16 missed	10/15/2016	20.00	0.00	10/25/2016	Fiber Internet Service		-	No		0000
120-120-51030	Telephone Services									
	09/16 missed Total:	324.95								
Nov 2016	10/15/2016	91.48	0.00	10/25/2016	Fiber Internet Service		-	No		0000
100-100-52050	Internet & Web Site Fees									
Nov 2016	10/15/2016	30.50	0.00	10/25/2016	Fiber Internet Service		-	No		0000
140-140-52050	Internet & Web Site Fees									
Nov 2016	10/15/2016	121.98	0.00	10/25/2016	Fiber Internet Service		-	No		0000
210-210-52050	Internet & Web Site Fees									
Nov 2016	10/15/2016	60.99	0.00	10/25/2016	Fiber Internet Service		-	No		0000
220-220-52050	Internet & Web Site Fees									
Nov 2016	10/15/2016	20.00	0.00	10/25/2016	Fiber Internet Service		-	No		0000
120-120-51030	Telephone Services									
	Nov 2016 Total:	324.95								
	HuntComm Total:	649.90								
LanCoSh Lane County Sheriff's Ofc										
SO5808	10/03/2016	215,869.75	0.00	10/25/2016	1st Qtr FY-16-17		-	No		0000
120-120-52210	Law Enforcement Contract									
	SO5808 Total:	215,869.75								
	LanCoSh Total:	215,869.75								
LeiAlan Law Office of Alan J Leiman, P										
Oct 2016	10/14/2016	371.00	0.00	10/25/2016	Monthly contract Oct 2016		-	No		0000
100-160-52080	Judicial Services									
	Oct 2016 Total:	371.00								
	LeiAlan Total:	371.00								
NetAsset Net Assets										
88-201609	10/03/2016	235.00	0.00	10/25/2016	Sept 2016 Lein Searches		-	No		0000
100-100-51010	Admin Supplies & Services									
	88-201609 Total:	235.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
NetAsset Total:		235.00								
SaniPac SANIPAC										
2349471	10/01/2016	24.04	0.00	10/25/2016	Trash haul-Act #2013-2002191-001		-	No		0000
100-100-51050	Bldg Maint/Janitorial Sup									
2349471	10/01/2016	6.01	0.00	10/25/2016	Trash haul-Act #20132002191-001		-	No		0000
140-140-51050	City Hall Maint/Janitorial Sup									
2349471	10/01/2016	103.95	0.00	10/25/2016	Trash Haul-Act #2013-2002191-001		-	No		0000
220-220-53050	WW Treatment Plant Maintenance									
2349471	10/01/2016	123.43	0.00	10/25/2016	Trash haul-Act #2013-2002191-001		-	No		0000
210-210-53065	Bldg & Yard Maintenance									
	2349471 Total:	257.43								
2349502	10/01/2016	158.64	0.00	10/25/2016	Street debris		-	No		0000
230-230-53045	Street Maintenance									
	2349502 Total:	158.64								
	SaniPac Total:	416.07								
SpeHoy Speer Hoyt LLC										
37497GEN	09/30/2016	1,477.16	0.00	10/25/2016	Legal Services		-	No		0000
100-100-52010	Attorney & Legal Services									
	37497GEN Total:	1,477.16								
37498PLN	09/30/2016	185.00	0.00	10/25/2016	Legal Services		-	No		0000
140-140-52010	Attorney & Legal Services									
	37498PLN Total:	185.00								
	SpeHoy Total:	1,662.16								
SubPro Suburban Propane										
20721	09/30/2016	45.00	0.00	10/25/2016	Balance due on tank rent City Hall		-	No		0000
220-220-53020	System Operating Supplies									
	20721 Total:	45.00								
35491	09/30/2016	1,035.56	0.00	10/25/2016	Pool Propane		-	No		0000
130-520-54060	Pool Fuel									
35491	09/30/2016	9.92	0.00	10/25/2016	Safety P&TFee		-	No		0000
130-520-54060	Pool Fuel									
	35491 Total:	1,045.48								
	SubPro Total:	1,090.48								
SwaPes Swanson's Pest Mgt										
588341	10/05/2016	33.00	0.00	10/25/2016	Community Ctr pest management		-	No		0000
130-530-52055	Community Ctr Janitorial&Maint									
	588341 Total:	33.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
588342	10/05/2016	16.17	0.00	10/25/2016	PWD shops / Water Trmnt Plant		-	No		0000
210-210-53065	Bldg & Yard Maintenance									
588342	10/05/2016	16.66	0.00	10/25/2016	PWD shops / Water Trmnt Plant		-	No		0000
220-220-53065	Bldg & Yard Maintenance									
588342	10/05/2016	16.17	0.00	10/25/2016	PWD shops / Water Trmnt Plant		-	No		0000
230-230-53065	Bldg & Yard Maintenance									
	588342 Total:	49.00								
588343	10/05/2016	31.20	0.00	10/25/2016	CH pest management		-	No		0000
100-100-51050	Bldg Maint/Janitorial Sup									
588343	10/05/2016	7.80	0.00	10/25/2016	CH pest management		-	No		0000
140-140-51050	City Hall Maint/Janitorial Sup									
	588343 Total:	39.00								
	SwaPes Total:	121.00								
<hr/>										
USAblu USA Blue Book										
075808	10/03/2016	50.00	0.00	10/25/2016	Sample Packs		-	No		0000
220-220-53020	System Operating Supplies									
075808	10/03/2016	112.30	0.00	10/25/2016	Sample Packs		-	No		0000
210-210-53020	System Operating Supplies									
	075808 Total:	162.30								
	USAblu Total:	162.30								
<hr/>										
	Report Total:	237,222.50								



CITY OF VENETA - CIVIC CALENDAR - NOVEMBER 2016

Veneta Administrative Center - 88184 8th Street, Veneta, Oregon

1	Veneta Planning Commission Meeting - City Hall	6:30 p.m.
2	Veneta Park Board Meeting - City Hall	4:30 p.m.
6	Daylight Saving Day - Fall Back	
8	Election Day	
9	Veneta Economic Development Committee Meeting - City Hall	2:00 p.m.
11	Veterans Day - City Hall Closed	Closed
14	Veneta City Council Meeting - City Hall Veneta Urban Renewal Agency Meeting immediately following City Council Meeting	6:30 p.m.
17	Municipal Court - City Hall	8:30 a.m.
24	Thanksgiving Day - City Hall Closed	Closed
25	City Hall closed in Observance of Thanksgiving Holiday	Closed
28	Veneta City Council Meeting - City Hall	cancelled

Calendar updates will be posted on the City's website at www.venetaoregon.gov

This Civic Calendar was sent to: Fern Ridge Review, Fern Ridge School District 28J,
Fern Ridge Public Library, and Lane Fire Authority



All City of Veneta Ordinances are available for review at City Hall (88184 8th St.) prior to and after City Council adoption

M E M O R A N D U M

TO: Sgt. Denham, Lane County Sheriff's Department DATE: October 19, 2016
FROM: Darci Henneman, City Recorder
SUBJECT: Light Parade

Attached is an application for the Light Parade to be held Thursday, December 8, 2016. The parade route is attached.

Please **initial and date** below and return this application to me at your earliest convenience. This request will be submitted to the City Council at the **October 24, 2016** meeting.

If you feel the application should be conditionally approved or denied, please provide additional information.

- 
_____ UNCONDITIONAL APPROVAL
- _____ APPROVAL WITH CONDITIONS (complete reverse side of this memorandum)
- _____ DENIAL (complete reverse side of this memorandum)

S:\CITY RECORDER\DARCI\PERMITS & LICENSES\PARADES\2016\LIGHT PARADE\MEMO TO SGT. DENHAM.DOCX



APPLICATION AND PERMIT TO OCCUPY OR
PERFORM OPERATIONS UPON A STATE HIGHWAY

PERMIT NUMBER

See Oregon Administrative Rule, Chapter 734, Division 55

CLASS :	KEY#
---------	------

GENERAL LOCATION			PURPOSE OF APPLICATION (TO CONSTRUCT/OPERATE/MAINTAIN)		
HIGHWAY NAME AND ROUTE NUMBER OR-200 / 200 / Territorial			<input type="checkbox"/> POLE LINE	TYPE	MIN. VERT. CLEARANCE
HIGHWAY NUMBER 200	COUNTY Lane		<input type="checkbox"/> BURIED CABLE	TYPE	
BETWEEN OR NEAR LANDMARKS Intersection of Hwy 200 & McCutcheon Ave to Jack Kelley Drive			<input type="checkbox"/> PIPE LINE	TYPE	
HWY. REFERENCE MAP AmL	DESIGNATED FREEWAY <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	IN U.S. FOREST <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> NON-COMMERCIAL SIGN	FEE AMOUNT	0
APPLICANT NAME AND ADDRESS Fern Ridge Light Parade 2016 ATTN: Ric Ingham PO Box 458 Veneta, OR 97487 541-935-2191			<input checked="" type="checkbox"/> MISCELLANEOUS OPERATIONS AND/OR FACILITIES AS DESCRIBED BELOW		
			FOR ODOT USE ONLY		
			BOND REQUIRED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	REFERENCE: OAR 734-55 035(2)	AMOUNT OF BOND \$0.00
			INSURANCE REQUIRED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	REFERENCE: OAR 734-55 035(1)	SPECIFIED COMP. DATE 12/08/2016

DETAIL LOCATION OF FACILITY(For more space attach additional sheets)

MILE POINT	TO MILE POINT	ENGINEERS STATION	ENGINEERS TO STATION	SIDE OF HWY OR ANGLE OFCROSSING	DISTANCE FROM		BURIED CABLE OR PIPE		SPAN LENGTH
					CENTER OF PVMT	R/W LINE	DEPTH/VERT.	SIZE AND KIND	
Hwy 200 19.60	19.81	1100+15	1121+16	BOTH	XXX	XXX	XXX	XXX	XXX

DESCRIPTION AND LOCATION OF NON-COMMERCIAL SIGNS OR MISCELLANEOUS OPERATIONS FACILITIES
Light Parade on 12/08/2016

SPECIAL PROVISIONS (FOR MORE SPACE ATTACH ADDITIONAL SHEETS)

- TRAFFIC CONTROL REQUIRED YES [OAR 734-55-025(6)] NO
- OPEN CUTTING OF PAVED OR SURFACED AREAS ALLOWED? YES [OAR 734-55-100(2)] NO (OAR 734-55-100(1))
- ◆ AT LEAST 48 HOURS BEFORE BEGINNING WORK, THE APPLICANT OR HIS CONTRACTOR SHALL NOTIFY THE DISTRICT REPRESENTATIVE AT TELEPHONE NUMBER: 541-935-7111 OR FAX A COPY OF THIS PAGE TO THE DISTRICT OFFICE AT: N/A SPECIFY TIME AND DATE IN THE SPACE BELOW.
- ◆ A COPY OF THIS PERMIT AND ALL ATTACHMENTS SHALL BE AVAILABLE AT THE WORK AREA DURING CONSTRUCTION.
- ◆ ATTENTION: Oregon Law requires you to follow rules adopted by the Oregon Utility Notification Center. Those rules are set forth in OAR 952-001-0010 through OAR 952-001-0090. You may obtain copies of the rules by calling the center at (503) 232-1987. CALL BEFORE YOU DIG 1-800-332-2344

COMMENTS - ODOT USE ONLY

PERMIT AND PERMISSION TO HOLD THE LIGHT PARADE ON TERRITORIAL HWY AND TRAFFIC CONTROL. HWY IS NOT TO BE CLOSED PRIOR TO 6:00 P.M., CLOSURE NOT TO EXCEED 4 HOURS. CITY SIGNATURE REQUIRED ON PAGE 1 UNDER LOCAL GOVERNMENT. TRAFFIC CONTROL TO BE CONDUCTED BY LANE COUNTY SHERIFF'S OFFICE. HWY CLOSURE SHALL NOT EXCEED 15 MINUTES AND OVERSIZED TRUCKS WILL BE ALLOWED FULL MOVEMENT. LANE COUNTY SHERIFF'S OFFICE & CERT TEAM WILL PROVIDE TRAFFIC CONTROL.

IF THE PROPOSED APPLICATION WILL AFFECT THE LOCAL GOVERNMENT, THE APPLICANT SHALL ACQUIRE THE LOCAL GOVERNMENT OFFICIAL'S SIGNATURE BEFORE ACQUIRING THE DISTRICT MANAGER'S SIGNATURE.

LOCAL GOVERNMENT OFFICIAL SIGNATURE 	TITLE City Administrator	DATE 10/18/2016
APPLICANT SIGNATURE 	APPLICATION DATE 10/18/2016	TITLE City Administrator
DISTRICT MANAGER OR REPRESENTATIVE <input checked="" type="checkbox"/>		TELEPHONE NO. 541-935-2191
When this application is approved by the Department, the applicant is subject to, accepts and approves the terms and provisions contained and attached; and the terms of Oregon Administrative Rules, Chapter 734, Division 55, which is by this reference made a part of this permit.		APPROVAL DATE

City of Veneta, Oregon
Parade Permit Application

ORGANIZATION: City of Veneta
APPLICANT: Ric Ingham
DATE OF PARADE: December 8 2016 BEGINS: 6:00 p.m ENDS: 8:00 p.m.
PURPOSE OF PARADE: annual holiday light parade

I/we agree to comply with all rules, regulations and special conditions governing this parade permit for the use of City of Veneta streets, parks, and/or city facilities.

THIS PERMIT DOES NOT AUTHORIZE USE OF STATE HIGHWAYS OR NON-CITY PROPERTIES. PERMITS FROM ODOT AND/OR OTHER AGENCIES ARE REQUIRED IF YOUR PARADE ROUTE INCLUDES STATE OR COUNTY ROADS AND/OR HIGHWAYS.

I/we agree to be responsible for all application clean-up, any additional charges for law enforcement personnel, and compliance with all applicable governmental and/or law enforcement rules, regulations, and approvals.

In addition I/we will provide the City with a Certificate of Insurance naming the City as an additional insured.

In the event that I/we do not comply with the City's rules, regulations and special conditions, I/we understand that the City of Veneta may immediately revoke and terminate this parade permit. (See reverse side for applicable special conditions).

Date: 10/18/2016

Signature of Applicant or Authorized Agent

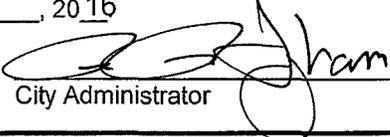
Work Phone: 541-935-2191 Home Phone: _____
Alternate Contact Person: Kyle Schauer

PARADE PERMIT

It appearing from the above application that the proposed parade is not to be held for any unlawful purpose and will not in any manner tend to a breach of the peace, cause damage or unreasonably interfere with the public use of the streets, or the peace and quiet of the inhabitants of this City. This permit is issued in accordance with Veneta Municipal Code 10.05.090 and is only valid for the use of City streets or facilities.

NOW, THEREFORE, the above-named Ric Ingham, is hereby granted a permit for a parade at the time and date specified for the use of City streets, parks and facilities as shown on the attached parade permit.

DATED this 18th day of October, 2016

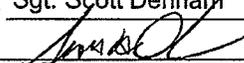

City Administrator

SPECIAL CONDITIONS FOR PARADE PERMIT

The permit holder shall comply with each special conditions by initialing all conditions listed below. Failure to comply with any one of the special conditions or requirements shall be sufficient for the City of Veneta to revoke or terminate this parade permit.

	SPECIAL CONDITIONS	INITIALS
1.	This permit holder shall hold the City of Veneta harmless from all liability, expense, cost or damages which may be claimed against, incurred or suffered by the City of Veneta as a result of the actions of any individual, member, officer, agent, invitee or other participant in conjunction with the parade or any detour of traffic.	RI
2.	Lane County Fire District No. 1 has been provided with a copy of this permit and the current parade route seven (7) days prior to the parade taking place.	RI
	REQUIREMENTS	
3.	Traffic Controls and signs shall be installed as follows: _____ <u>Explorer scouts at 2nd & Dunham, McCutcheon, Broadway & Territorial</u>	RI
4.	Uniform sheriff's deputies or reserve deputies shall direct traffic at the following intersections: _____ <u>8th & Broadway, Territorial & McCutcheon, Hwy 126 & Territorial</u>	RI
5.	Parade marshals shall be provided to direct traffic at the following intersections: _____ <u>Volunteers at both sides of W Broadway, Territorial Rd. and 8th St.</u>	RI
6.	Describe the parade route (Attach map) _____ <u>Map attached</u>	RI

SIGNATURE REQUIRED FROM THE DEPARTMENT CONDUCTING THE TRAFFIC CONTROL. SIGNATURE REPRESENTS AWARENESS OF THE EVENT AND ASSURANCE/AGREEMENT POLICE WILL BE MONITORING THE EVENT. POLICE INFORMATION/SIGNATURE HERE.

PRINT NAME: Sgt. Scott Denham DEPARTMENT: LC50
SIGNATURE:  DATE: 10-19-16 PHONE NUMBER: _____

PRIOR TO ISSUING A PARADE PERMIT THE FOLLOWING MUST BE PROVIDED:

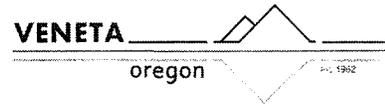
- Certificate of Insurance
- Approval from the State Highway Division shall be obtained for the use of Territorial Road and Highway 126. **** CONTACT OREGON DEPARTMENT OF TRANSPORTATION.**
- Approval from the Lane County Public Works Department shall be obtained for the use of County Road. ****CONTACT LANE COUNTY PUBLIC WORKS.**
- I, Ric Ingham, hereby certify that I will comply with City of Veneta ordinances pertaining to this permit. I also understand this permit is not valid without the necessary permits from the above mentioned agencies and a Certificate of Insurance.

Dated this 18th day of October, 2016.


Applicant

STREET BANNER PERMIT APPLICATION

City of Veneta
PO Box 458
88184 8th St
Veneta, OR 97487
(541) 935-2191



This form must be submitted to Veneta City Hall no later than three weeks prior to the date requested. Applications will be processed on a first come, first serve basis. All banners are subject to appropriate jurisdictional approval. Banners are only allowed for the following entities: governmental entities, special district organizations, non-profit organizations. Banners shall be permitted to promote only the following activities: public service activity which provides benefits to the community as a whole; artistic or literary activities, provided that artistic shall include music and the performing arts; scholastic activities which are defined as activities sponsored by organizations which carry on general education activities. Banners may display the name, slogan, advertising, logo or trademark of any sponsor of the activity. Banners shall not be permitted to advertise the following: promote or be sponsored by any political candidate/party, religious, issue group, or be carried on for the purpose of earning a profit.

1. Organization Information

Entity: City of Veneta
Purpose: Annual Light Parade
Contact Person: Ric Ingham
Phone Number: 541-935-2191
Email: ringham@ci.veneta.or.us

2. Permit Information

Event Date 12/08/2016
Requested time period for banner display: Start Date 11/28/2016 End Date 12/12/2016
Requested banner location:

- Luther Ln (Lane Electric Cooperative)
- Territorial Hwy (Emerald PUD)
ODOT Banner Application must accompany Veneta permit

Please attach a copy of the proposed banner.
Banner must meet Lane Electric and/or ODOT specifications.

3. Proof of Insurance

Please attach a copy of proof of insurance listing **both city and the respective utility as additionally insured** for the proposed dates (**ODOT will need to be listed as additionally insured for all Territorial Hwy banners**).

Signature: [Handwritten Signature] Date: 10.18.16

City of Veneta use only below line

Date Received in City Hall: 10.19.16 Time Received: 1:10 p.m.
Received By: [Handwritten Name]
Public Works Approval: _____
Date applicant notified of decision: _____
Application forwarded to (circle one): ODOT Lane Electric EPUD
Further action requested: Yes No
If yes, explain: _____



**APPLICATION AND PERMIT TO OCCUPY OR
PERFORM OPERATIONS UPON A STATE HIGHWAY**

See Oregon Administrative Rule, Chapter 734, Division 55

PERMIT NUMBER

CLASS :	KEY#
---------	------

GENERAL LOCATION				PURPOSE OF APPLICATION (TO CONSTRUCT/OPERATE/MAINTAIN)			
HIGHWAY NAME AND ROUTE NUMBER OR-200 / 200 / Territorial				<input type="checkbox"/> POLE LINE	TYPE		MIN. VERT. CLEARANCE
HIGHWAY NUMBER 200		COUNTY Lane		<input type="checkbox"/> BURIED CABLE	TYPE		
BETWEEN OR NEAR LANDMARKS BROADWAY & RR CROSSING				<input type="checkbox"/> PIPE LINE	TYPE		
HWY. REFERENCE MAP AML		DESIGNATED FREEWAY <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	IN U.S. FOREST <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> NON-COMMERCIAL SIGN		FEE AMOUNT \$0.00	
APPLICANT NAME AND ADDRESS Ric Ingham City of Veneta 88184 8th St. Veneta, OR 97487				<input type="checkbox"/> MISCELLANEOUS OPERATIONS AND/OR FACILITIES AS DESCRIBED BELOW			
				FOR ODOT USE ONLY			
				BOND REQUIRED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		REFERENCE: OAR 734-55-035(2) AMOUNT OF BOND \$0.00	
				INSURANCE REQUIRED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		REFERENCE: OAR 734-55-035(1) SPECIFIED COMP. DATE	

DETAIL LOCATION OF FACILITY(For more space attach additional sheets)

MILE POINT	TO MILE POINT	ENGINEERS STATION	ENGINEERS TO STATION	SIDE OF HWY OR ANGLE OFCROSSING	DISTANCE FROM		BURIED CABLE OR PIPE		SPAN LENGTH
					CENTER OF PVMT	R/W LINE	DEPTH/VERT.	SIZE AND KIND	
19.7		115+32		90°	VARIES	VARIES	BANNER	XXX	XXX

DESCRIPTION AND LOCATION OF NON-COMMERCIAL SIGNS OR MISCELLANEOUS OPERATIONS FACILITIES
BANNER PERMIT

SPECIAL PROVISIONS (FOR MORE SPACE ATTACH ADDITIONAL SHEETS)

- TRAFFIC CONTROL REQUIRED YES [OAR 734-55-025(6)] NO
- OPEN CUTTING OF PAVED OR SURFACED AREAS ALLOWED? YES [OAR 734-55-100(2)] NO (OAR 734-55-100(1))
- ◆ **AT LEAST 48 HOURS BEFORE BEGINNING WORK, THE APPLICANT OR HIS CONTRACTOR SHALL NOTIFY THE DISTRICT REPRESENTATIVE AT TELEPHONE NUMBER: 541-935-7111 OR FAX A COPY OF THIS PAGE TO THE DISTRICT OFFICE AT: N/A SPECIFY TIME AND DATE IN THE SPACE BELOW.**
- ◆ A COPY OF THIS PERMIT AND ALL ATTACHMENTS SHALL BE AVAILABLE AT THE WORK AREA DURING CONSTRUCTION.
- ◆ **ATTENTION: Oregon Law requires you to follow rules adopted by the Oregon Utility Notification Center. Those rules are set forth in OAR 952-001-0010 through OAR 952-001-0090. You may obtain copies of the rules by calling the center at (503) 232-1987. CALL BEFORE YOU DIG 1-800-332-2344**

COMMENTS - ODOT USE ONLY

PERMIT AND PERMISSION TO HAVE BANNER WITHIN ODOT RIGHT OF WAY.

BANNER TO BE INSTALLED ON NOVEMBER 28, 2016 AND REMOVED ON DECEMBER 12, 2016 BY LOCAL UTILITY.
SEE SPECIAL PROVISIONS PAGE 2.

IF THE PROPOSED APPLICATION WILL AFFECT THE LOCAL GOVERNMENT, THE APPLICANT SHALL ACQUIRE THE LOCAL GOVERNMENT OFFICIAL'S SIGNATURE BEFORE ACQUIRING THE DISTRICT MANAGER'S SIGNATURE.

LOCAL GOVERNMENT OFFICIAL SIGNATURE 		TITLE CITY ADMINISTRATOR	DATE 10/18/2016
APPLICANT SIGNATURE 	APPLICATION DATE 10/21/2015	TITLE CITY ADMINISTRATOR	TELEPHONE NO. 541-935-2191
When this application is approved by the Department, the applicant is subject to, accepts and approves the terms and provisions contained and attached: and the terms of Oregon Administrative Rules, Chapter 734, Division 55, which is by this reference made a part of this permit.			DISTRICT MANAGER OR REPRESENTATIVE X APPROVAL DATE

734-3457(2-06)

PARADE ROUTE AND PARKING DETAILS

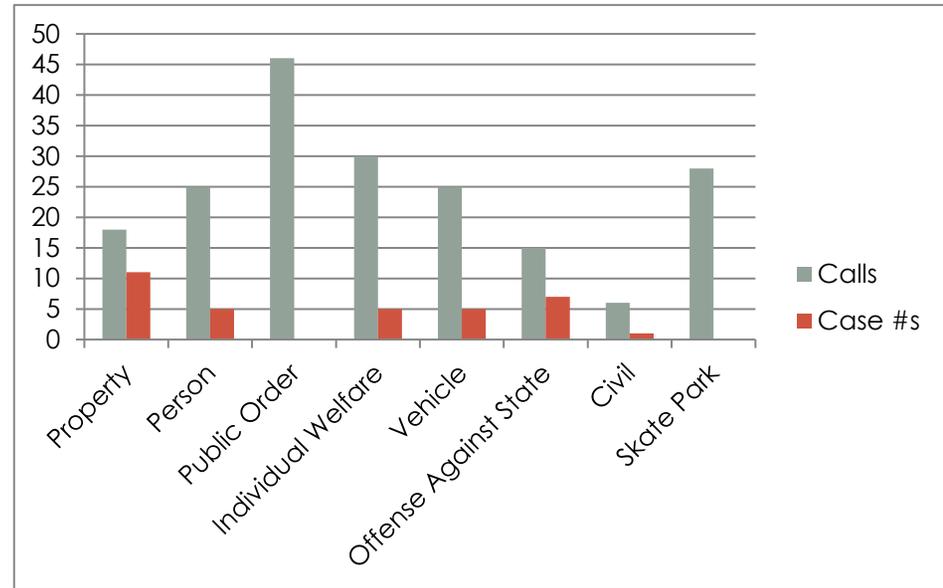


City of Veneta Monthly Police Activity- September 2016

Prepared by Sgt. Scott Denham, LCSO

Calls for Service by Incident Types:

<u>Incident Type</u>	<u>Calls</u>	<u>Case #s</u>
<u>Property</u>	18	11
<u>Person</u>	25	5
<u>Public Order</u>	46	0
<u>Individual Welfare</u>	30	5
<u>Vehicle</u>	25	5
<u>Offense Against State</u>	15	7
<u>Civil</u>	6	1
<u>Skate Park</u>	28	0
<u>Total</u>	193	34



Property (Thefts, Criminal Mischief, Trespass)

Person (Assaults, Menacing, Harassment, Viol. Restraining Order)

Public Order (Disorderly Subjects, Suspicious Vehicles/Persons)

Individual Welfare (Welfare Checks, Missing Persons, Overdose, Suicidal Subjects)

Vehicle (DUII, DWS, Illegal Parking/Vehicles, Traffic Hazard)

Offense Against State (Drug, Warrants)

Civil (Civil Service, Eviction Process)

CITY OF VENETA

ORDINANCE NO. 540

AN ORDINANCE AMENDING THE VENETA COMPREHENSIVE PLAN DIAGRAM AND VENETA ZONING MAP FROM RURAL R-RURAL RESIDENTIAL AND L-LOW DENSITY RESIDENTIAL TO M-MEDIUM DENSITY RESIDENTIAL PLAN DESIGNATION AND FROM RURAL RESIDENTIAL(RR) AND SINGLE FAMILY RESIDENTIAL (SFR) TO GENERAL RESIDENTIAL (GR) ZONE DESIGNATION.

WHEREAS, the owner proposed to change the Comprehensive Plan designation and zoning designation for Assessors map Map/ Tax Lot No. 17-05-31-00-00400, 17-05-31-00-00501 and 17-05-31-34-00602; and

WHEREAS, the City notified the Department of Land Conservation and Development (DLCD) of the proposal on June 17, 2016, more than 35 days prior to the first evidentiary hearing; and

WHEREAS, the Veneta City Planning Commission conducted a properly advertised public hearing on the proposed amendment to the Veneta Land Development Ordinance 493 on August 2, 2016; and

WHEREAS, the Veneta City Planning Commission moved to leave the record open for two (2) weeks on August 2, 2016, until August 16, 2016 in order to 1) allow the applicant to submit additional information and 2) allow additional public comment for one week (until August 23, 2016); and

WHEREAS, the Veneta City Planning Commission deliberated at a public meeting on September 6, 2016 and recommended that the City Council adopt the proposed amendments; and

WHEREAS, the Veneta City Council conducted a properly advertised public hearing on the proposed amendment to the Veneta Comprehensive Plan Diagram and Veneta Zoning Map on September 26, 2016; and

WHEREAS, based upon all materials relevant to the proposal, including staff reports, the findings made by the Veneta , testimony and comments submitted at both public hearings, both orally and in writing, the Veneta City Council has made the findings of fact as set forth in Exhibit A; now, therefore,

NOW, THEREFORE, THE CITY OF VENETA ORDAINS AS FOLLOWS:

Section 1 The City hereby adopts the Findings of Fact set forth above and in the attached Exhibit A as its basis for adopting the following amendment to the Veneta Comprehensive Plan Diagram and Veneta Zoning Map.

Section 2 The Veneta Comprehensive Plan Diagram is hereby amended as follows: Assessor's Map 17-05-31-00, Tax Lots 00400, 00501 are re-designated from Rural Residential to Medium Residential and Tax Lot 00602 is re-designated from Rural Residential and Low Density Residential to Medium Residential.

Section 3 The Veneta Zoning Map is hereby amended as follows: Assessor's Map 17-05-31-00, Tax Lots 00400, 00501 are re-zoned from Rural Residential to General

Residential and Tax Lot 00602 is re-zoned from Rural Residential and Single Family Residential to General Residential.

Section 4 Effective Date. This ordinance will go into full force and effect on the 30th day after City Council enactment.

READ FOR A FIRST TIME, BY TITLE ONLY, this 10th day of October, 2016, no Council person in attendance having requested that it be read in full.

READ FOR A SECOND TIME, BY TITLE ONLY, AND FOR FINAL ADOPTION, this ____ day of _____, 2016, no Council person present having requested that it be read in full.

PASSED AND ADOPTED by a ____ vote for and ____ against by the City of Veneta Council this ____, day of _____, 2016.

XXXXXXXXXXXXXXXXXXXXXXXXXX

Sandra H. Larson

Executed on _____

ATTEST:

XXXXXXXXXXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder

Executed on _____

**EXHIBIT A
FINAL ORDER
VENETA CITY COUNCIL**

**SARTO VILLAGE
COMPREHENSIVE PLAN DIAGRAM AND ZONING MAP AMENDMENT
File (CP/ZC-1-16)**

A. The Veneta City Council finds:

1. On May 27, 2016, the City of Veneta (City) deemed Applicant's Comprehensive Diagram Zone Change application complete.
2. On August 2, 2016, the Veneta Planning Commission held a properly noticed public hearing on Applicant's Comprehensive Diagram Zone Change application, received public testimony and made a motion to leave the record open for two weeks (until August 23, 2016) and continue the meeting and deliberation on September 6, 2016.
3. On September 6, 2016, the Veneta Planning Commission continued and deliberated at a public meeting on Applicant's Comprehensive Diagram Zone Change application and recommended approval with conditions, as presented in Exhibit A, Proposed Comprehensive Map Designation Amendment and Exhibit B, Proposed Zoning Map Amendment attached to and incorporated herein to the Final Order, CP/ZC-1-16.
4. On September 8, 2016, the Planning Commission issued an order of recommended approval with conditions to the City Council, signed by the Planning Commission Vice Chair.
5. On September 26, 2016, the Veneta City Council held a properly noticed public hearing on the Applicant's Comprehensive Diagram Zone Change application.
6. The Veneta City Council has reviewed and used as evidence all material relevant to the request that has been submitted by the applicant and general public in creating the findings and conclusions stated in this proposed final order.
7. The Veneta City Council followed the required procedures and standards for taking action on a Comprehensive Diagram Zone Change application as required by Article 11 of the Veneta Land Development Ordinance No. 493.
8. The proposed amendments are in conformance with applicable Statewide Planning Goals and the Veneta Comprehensive Plan Ordinance No. 523.

B. IT IS HEREBY ORDERED THAT the Veneta City Council approves with conditions the proposed amendments, as shown in Exhibit A and B, based on the following findings of fact:

FINDINGS

Applicable Comprehensive Plan provisions are set forth in *italics*, below. Findings showing compliance with the applicable criteria and standards are in **bold**.

FINDINGS OF CONSISTENCY FOR COMPREHENSIVE PLAN NO. 523

I. INTRODUCTION

C. CITIZEN INVOLVEMENT

RESPONSIBILITIES RELATED TO CITIZEN INVOLVEMENT

City Council

1. *The City Council makes all major decisions related to land use planning and community development for the City of Veneta. Decisions requiring City Council action include but are not limited to the following:*
 - A. *Adoption of a Program for Citizen Involvement.*
 - B. *Amendment to the Veneta Comprehensive Land Use Plan.*
 - C. *Adopted of an amendment to ordinances implementing the Comprehensive Plan.*
2. *The City Council will provided a written record for public dissemination of the rationale used in all land use and other planning policy decisions.*

FINDINGS:

1. **The City Council has held a public hearing on the request after receiving recommendation from the Planning Commission to approve the request with conditions.**
2. **The City Council has made a motion to approve with conditions the Comprehensive Plan Diagram and Zoning Map Amendment as presented in Exhibit A, Proposed Comprehensive Map Designation Amendment and Exhibit B, Proposed Zoning Map Amendment attached to and incorporated herein to the Final Order, CP/ZC-1-16.**
3. **These findings constitute the required rational for this land use decision.**

III. PLAN ELEMENTS AND POLICIES

A. GROWTH MANAGEMENT ELEMENT

GOAL:

Provide sufficient buildable lands and open space areas to all ow Veneta to develop as the retail and service center for the Fern Ridge area and to develop a commercial and light industrial employment base.

POLICIES:

1. *Designate the Urban Service Development Area as the primary development area within Veneta. When water and sewer services become available, facilitate an easy transition of plan designations from rural residential to residential, commercial, industrial, or public/semi-public.*
2. *Allow either the City of Veneta or the property owner to initiate a plan designation change and zoning map amendments when services become available.*

FINDINGS:

1. Lands with a plan designation of Rural Residential are slated for eventual transition to other designations which allow development within the UGB to occur at urban densities. The applicant wishes to develop the site with a mix of single family detached and attached single family dwellings (age restricted 55+) and a senior assisted living facility at higher densities than the current Rural Residential Plan Designation and Zoning permits.
2. City water, sewer, stormwater, and streets are available to the site as illustrated in the findings below.
3. *Make the following findings of fact in order to permit conversion of rural residential lands to other plan designations:*
 - (a) *Water: The City water supply and distribution system are adequate to provide service to the property proposed for conversion to urban densities.*
 - (b) *Sewer: The City sewer treatment and collection system are adequate to provide service to the property for conversion to urban densities.*
 - (c) *Streets: The neighborhood streets and drainage system are adequate to handle additional traffic and storm drainage.*

FINDINGS:

1. The proposal is consistent with this standard in that adequacy of water, sewer, and streets are adequate to provide service to the property proposed for conversion to urban densities based on the following:

Water

- i. The applicant provided a memorandum prepared by MSA, dated May 11, 2016 was provided with the rezone request, which was reviewed by the City Engineer.
- ii. Increased water demands associated with the potential additional dwelling units are estimated at 87,285 gallons per day (gpd) for average day demands (ADD), and 234,876 gpd for maximum day demand (MDD). The supply and distribution systems have adequate capacity, as planned in the Water System Master Plan, to meet the increased demands of the proposed re-zoned area per the City Engineer. Distribution system capacity to meet fire flow needs in the proposed project area is dependent on the completion of looped piping through the project area from E. Hunter Road (formerly known as Baker Lane) to Bolton Road and Jake Street, as identified in the Water System Master Plan (WSMP).
- iii. Public water lines exist adjacent to the site in Hunter Road and Trinity.
- iv. The combined increase in water storage needed to accommodate the proposed increased development density is 237,000 gallons, or 0.24 million gallons. Under current conditions, the City has an existing storage volume surplus of approximately 1.0 MG. There is adequate storage capacity today to serve the proposed increased development density according to the City Engineer.
- v. Per the Water System Master Plan (WSMP), the City will ultimately have a storage volume deficit of 1.6 MG at build-out within the UGB, without considering the proposed increased development density. The storage

volume deficit would be increased to 1.84 MG with these proposed density increases. The Capital Improvement Plan (CIP) includes the recommended construction of a new 1.6 MG reservoir in the southwest corner of the City's urban growth boundary in order to meet the projected deficit. This improvement is recommended to be complete by approximately the year 2020.

- vi. Public water is available to the site with adequate capacity to serve development permitted within the proposal according to the City Engineer.
- vii. Based on the findings above, the City Engineer states public water is available to the site with adequate capacity to serve development permitted with the proposed amendment.

Sewer

- i. Per the City's wastewater engineer, the wastewater treatment plant has capacity to serve 6,220 residents. Current population served is roughly 4,800 residents.
- ii. Public gravity sewer pipes exist in Hunter and Trinity near the western limits of the site. Due to the existing topography of the area, these pipes are likely too shallow to gravity serve the site. In addition, the capacity of portions of the existing gravity pipe in Hunter appears insufficient to accommodate the potential development density proposed based on comments received from the City's Wastewater Engineer.
- iii. According to the City's wastewater engineer, a lift station will be required to pump the wastewater from the project area to the existing gravity collection system on Hunter Road. The pipe in Hunter, between Pine Street and Lindsay Lane, likely will not have the available capacity to handle the flow from the proposed development unless that section of the gravity system is reconstructed with a larger diameter pipe.
- iv. Although public wastewater service has been extended to the project site, the capacity of the existing downstream system may be insufficient to serve development of the site. Any future development on the subject site will be required to address wastewater capacity of the existing downstream system, and upsize the system as necessary to accommodate the proposed development.

Streets

- i. The applicant provided a Traffic Impact Analysis (TIA), prepared by Access Engineering, Inc., dated April 15, 2016 in order to satisfy Goal 12, Oregon Administrative Rules (OAR 660-012- 0060). The traffic impact and TPR analyses are prepared by a qualified professional engineer per the City Engineer.
- ii. The subject site is adjacent to E. Hunter Road, classified as a Major Collector per the Veneta Transportation System Plan.
- iii. Street frontage improvements are reviewed and conditioned with development review.
- iv. Development of property is subject to City of Veneta Land Development Ordinance 493, Article 5, Section 5.27, which requires a traffic impact analysis if a development generates 100 or more AM or PM peak hour trips.

Stormwater

- i. Any future development proposal for the project site will be required to adhere to Veneta’s stormwater treatment and detention standard, which limit peak flow rates for new development to existing (pre-development) rates.**
- ii. Increasing the development density potential will have minimal, if any, impact to the downstream system, according to the City Engineer.**

III. PLAN ELEMENTS AND POLICIES

C. RESIDENTIAL LAND AND HOUSING ELEMENT

GOALS:

- 1. Provide an adequate supply of residential land and encourage land use regulations that allow a variety of housing types that will be able to meet the housing needs of a range of age groups, income levels, and family types.*
- 2. Encourage efficient land development patterns that minimize service and infrastructure costs.*
- 3. Encourage land use patterns that provide livable neighborhoods; allow mixed uses, and allow a variety of housing types.*
- 4. Encourage land use patterns that protect and enhance Veneta’s natural resources.*
- 5. Maintain an attractive residential community in an appealing rural setting.*

POLICIES:

- 9. Control further subdivision of land in the rural residential area to allow for easy conversion of rural residential properties to urban densities in the future when full city services become available.*
- 7. Locate multi-family housing where traffic circulation problems and safety hazards are minimized.*

FINDINGS:

- 1. The proposal would convert approximately forty-three (43) acres of R-Rural Residential designated land and seven (7) acres of L-Low Density Residential land (50 acres) to M-Medium Density Residential land. The same parcels would be rezoned to General Residential.**
- 2. The intended use of the property is for an age restricted 55+ community with a variety of housing types; detached and attached single family dwellings, and a Senior Residential Care Facility.**
- 3. Approximately 7.17 acres of the subject property is located in the Single Family Residential zone. The Single Family Residential zone does not allow multi-family housing except with conditional use permit approval which would require the applicant to prove the, “Existing lot is incapable of division**

to City standards” per Veneta Land Development Ordinance No. 493, Section 8.11(11)(b) – Standards for multi-family in Single-Family Residential zone.

4. An adequate supply of residential land will be maintained with approval of the Comprehensive Plan designation and Zoning Map amendment request. The City’s 20-year Buildable Land Inventory assumes all Rural Residential Land will be built out to urban densities (a minimum of 6.2 units per net acre). The conversion of Rural Residential and Single Family Residential land to General Residential will not negatively impact the supply of residential land.
5. The applicant has submitted a Traffic Impact Analysis prepared by Access Engineering, Inc. which addresses traffic impacts. Findings and recommended conditions of approval are addressed (Goal 12 – Transportation).
6. The net site area is likely reduced to approximately 31.2 acres due to potential new right-of-way extensions and preservation of existing wetlands/buffers according to the applicant’s preliminary analysis.
7. In order to develop the property; the property owner/ applicant will be required to comply with Veneta Land Development Ordinance No. 493 and Veneta Land Division Ordinance No. 494.

III. PLAN ELEMENTS AND POLICIES

E. UTILITIES

GOAL:

1. *Upgrade and develop adequate water, sewer, storm drainage and other appropriate utilities to serve the planning population (Other utilities could potentially include telecommunications, electric, cable, solid waste, etc.)*

POLICIES:

2. *Protect groundwater from the potential of contamination through improperly abandoned wells and protect city water from contamination by private wells by requiring proof of proper abandonment/isolation of private wells at the time of any development action on property with one or more private wells.*
3. *Encourage use of city water and wastewater services by requiring all new development to connect to the city water supply when practical.*
12. *Determine if oversizing of infrastructure is needed in light of future potential development (based on development at urban densities).*
15. *Allow rural properties until such time as the conversion to urban densities is feasible and needed.*

FINDINGS:

1. **City water and sewer are available to the site and extension of City services is preferable over development with wells and septic systems as would be required for a majority (+/-43.61 acres) of the site under the current Rural Residential zone designation.**
2. **Approving the requested rezone encourages new development to connect to city services.**
3. **Future development will be required to extend and connect to public water and sewer services.**

4. Oversizing of sewer infrastructure will be evaluated at the time of development proposal.

V. IMPLEMENTATION AND UPDATES TO THE PLAN

B. UPDATING THE PLAN

“...Comprehensive Plan amendments, however, can be initiated by private citizens. The procedure will be exactly the same as the procedure used for a zone change as outlined in the Veneta Land Development Ordinance. The applicant makes the initial request for a plan amendment to the Planning Commission. The City notifies LCDC of the proposal prior to the first hearing date, per ORS 197.610. The Planning Commission holds a public hearing and makes its recommendation to the City Council. The City Council holds a final public hearing. If the amendment is approved, the City would instruct the city attorney to prepare an ordinance to that effect and the ordinance could be adopted at the next regularly scheduled Council meeting.”

“For a plan amendment to be legally adopted, there must be documentation of an “established need” for the plan change. The establishment of this need rests ultimately with the City Council. However, the most common practice in Oregon is for the City Council and Planning Commission to require the applicant to submit the documentation for establishing that changes in the Comprehensive Plan cannot be arbitrary or capricious but must be based on a demonstrated need.”

FINDINGS:

- 1. The property owner submitted an application for the Comprehensive Plan designation and zone change request (Map only), accompanied by a letter addressed to the Planning Commission and City Council demonstrating need for the change, consistent with the Comprehensive Plan, Ordinance 523, V., B. Updating the Plan.**
- 2. The City notified the Department of Land Conservation and Development (DLCD) of the proposal on June 17, 2016, more than 35 days prior to the first evidentiary hearing. The Planning Commission reviewed the proposed change and made a recommendation of approval with conditions to the Veneta City Council on September 6, 2016. The final order of recommended approval with conditions was signed by the Planning Commission Vice Chair on September 8, 2016.**
- 3. The establishment of need for the rezone with the applicants intent to develop of a Senior Living Project (55 and older), has been documented by the applicant, given the intended development aligns with the following Comprehensive Plan goals; 1) Rapidly growing population and changing demographics in Veneta, particularly those over age 55, 2) Veneta’s population is projected to increase from 4,635 in 2013 to 10,505 people by the year 2035, 3) Adequate land area must be allocated to support the residential needs of this projected growth, 4) Aging of the baby boom generation, accompanied by increases in life expectancy; increasing the number of people age 55 and older and 5) Median age of Veneta residents is increasing and the Oregon Office of Economic Analysis forecasts that Lane County’s percent of people 55 years and older will increase from 13 percent in 2000 to 20 percent in 2030.**

4. The requested Comprehensive Plan Diagram amendment from R-Rural Residential & L-Low Density Residential to M-Medium Density Residential is consistent with the Comprehensive Plan as shown in the included findings and as summarized as follows: 1) **Utilities**: Increasing the density within the City makes for efficient use of public utilities reducing initial and long-term maintenance costs for the City and Residents, 2) **Transportation**: Increasing the density within the City makes for efficient use of public transportation systems and reduces initial and long-term maintenance costs for the City and residents, 3) **Parks and Open space**: The increased density will support development of a variety of public neighborhood parks, open space areas, and recreational facilities for use by the residents of Veneta and 4) **Natural Resources**: Allows for preservation of significant natural resources within the City while maintaining density levels as the demand for population growth within the City continues.

IV. COMPREHENSIVE PLAN MAP AND LAND USE DESIGNATIONS PLAN DESIGNATIONS:

MEDIUM DENSITY GENERAL RESIDENTIAL (M)

Purpose of Plan Designation:

- *Provide areas suitable and desirable for a variety of housing types and densities with provisions for associated public service uses, planned developments and other uses under controlled conditions.*
- *Ensure that sufficient lands are available for development of a variety of housing types by allowing an intermix of housing types within a medium density residential area. Allow densities up to fifteen (15) living units per net acre. Planned Development (PD) may qualify for density bonuses up to twenty (20) living units per net acre.*
- *Require a minimum lot size of 6,000 square feet per single-family detached dwelling unit. The minimum lot size for single-family attached or multi-family units is 7,500 square feet minimum for duplex and 2,000 square feet per unit thereafter. Undersized lots, existing prior to 1980, may be developed as single family residential lots.*
- *Allow mobile home parks in the General Residential (GR) Zone. Concentrate medium-density housing in and around the downtown area. Typical housing densities would be approximately 6-14 units per net acre.*
- *Use the medium-density housing to transition from higher intensity uses to low-density residential.*
- *Allow for residential care facilities for more than 15 people. Allow up to 30 units per acre.*

LOW DENSITY RESIDENTIAL (L)

Purpose of Plan Designation:

- *Provide areas suitable and desirable for primarily single-family uses with provisions for associated public service uses, planned developments, and limited multiple-family use under controlled conditions on lots incapable of division to city standards.*

- *Ensure that residents are provided with a low density single-family residential area.*
- *Allow up to seven (7) units per net acre. Planned Developments may qualify for a density bonus of up to fifteen (15) living units per net acre in the Single Family Residential (SFR) zone.*
- *Require minimum lot sizes shall of 6,000 square feet and 8,000 square feet on steep slopes. Larger lots may be established by the Planning Commission if it determines that development hazards or constraints exist or if the Planning Commission finds larger lot sizes will be more compatible with surrounding residential areas.*
- *Allow multi-family uses in this designation area if there is no feasible alternative which would allow division of the large lot into smaller single-family lots.*
- *Allow for residential care facilities for more than 15 people. Allow up to 30 units per acre.*

RURAL RESIDENTIAL (R)

Purpose of Plan Designation:

- *Allow the City of Veneta or the property owner to initiate a plan designation change to either Low Density or Medium Density Residential, and applicable zoning map amendments, when development to urban uses and densities and services become available.*

FINDINGS:

- 1. The applicant states that the conversion of the subject parcels to M-Medium Density Residential is consistent with surrounding properties (both in terms of plan designation and zoning). Staff notes that there are several instances within the Veneta city limits where Medium Density Residential abuts Low and Rural Density Residential similarly to the subject site. The surrounding properties (to the west) are within the Low Density Residential plan designation/ Single Family Residential zone. The surrounding properties to the east and north are within the Rural Residential plan designation.**
- 2. Approximately 43.61 acres of the subject site are located in the Rural Residential plan designation and in reserve for future plan change designation to either Low Density or Medium Density residential; when urban uses, densities and services become available as described in the purpose of the Rural Residential plan designation (Ordinance 523 – Comprehensive Plan). A portion of the property, approximately 7.17 acres is currently located in the Low Density Residential plan designation/ Single Family Residential zone. The applicant states, there are significant wetlands and greenway that will buffer the transition between the proposed M–Medium Density Residential plan designation and adjacent L – Low Density Residential.**
- 3. The Rural Residential zone requires one-acre lot minimums. The majority (+/- 43.61 acres) of the subject site is located in the Rural Residential zone, which equates to a potential of approximately forty-three (43) dwelling units, if the designations remained as is. Approximately 7.17 acres of the subject site, is located in the Single Family Residential zone, which currently allows similar size lots as the General Residential zone. The Single Family Residential zone allows a net density not to exceed seven (7) dwelling units per acre versus the**

General Residential zone which allows a net density not to exceed fifteen (15) dwelling units per net acre.

- 4. The proposal will convert approximately forty-three (43) gross acres of R-Rural Residential designated land, seven (7) acres of L-Low Density Residential land and add a total of approximately fifty (50) acres of M-Medium Density Residential land and adjacent Low Density Residential plan designation.**
- 5. The Medium Density Residential (M) plan designation is intended to be concentrated in and around the downtown area according to the Comprehensive Plan. However, there are several instances where Medium Density Residential is not concentrated in the downtown area including south of Perkins Road (Perkins Country Estates Subdivision), Applegate Landing Subdivision in southwest Veneta and east of Territorial Road (Lawler Subdivision).**
- 6. The applicant has expressed intent to develop multi-family housing (townhomes – 3 or more units on one lot). The Low Density Residential (L) plan designation does not allow multi-family uses except through conditional use permit approval. The purpose of the Low Density Residential plan designation is to allow multi-family uses if there are no feasible alternative which would allow division of the large lot into smaller single-family lots.**
- 7. The proposal is consistent with the change from Rural Residential to Medium Density Residential as the Rural Residential plan designation is intended to allow the property owner to initiate a plan designation change to Medium Density Residential.**

FINDINGS OF CONSISTENCY LAND DEVELOPMENT ORDINANCE NO. 493

“PURPOSE OF LAND DEVELOPMENT ORDINANCE NO. 493: The purpose of this ordinance is to establish standards and procedures for the orderly development of land within the City of Veneta; to assist in implementing the Veneta Comprehensive Plan and to promote the public health, safety and general welfare.”

FINDINGS:

- 1. The amendments to the Land Development Ordinance No. 493, Article 3, Section 3.03 – Location of Zones, does not affect the stated purpose of the Land Development Ordinance.**

SECTION 11.01 AUTHORIZATION TO INITIATE AMENDMENTS

“An amendment to the text of this ordinance may be initiated by the City Council, the City Planning Commission or by application of a property owner or city resident. An amendment to the zoning map may be initiated by the City Council, the City Planning Commission or by application of a property owner. The request by an application for an amendment shall be accomplished by filing an application with the Building and Planning Official using forms prescribed pursuant to Section 2.06. A filing fee in accordance with the provisions of Section 2.08 and a narrative statement explaining the reasons for the amendment shall accompany an application by a property owner.”

FINDINGS:

- 1. The property owner is requesting by application the initiation of a Zone Change (map only) which is consistent with this criteria. The applicant has**

submitted the required application form, filing fee, and narrative statement explaining the reasons for the amendment.

THE STATEWIDE PLANNING GOALS AND GUIDELINES ADOPTED UNDER OREGON REVISED STATUTES CHAPTER 197

The City's Comprehensive Plan incorporated the Statewide Planning Goals and was acknowledged by the state as being in compliance with state law; therefore, the Statewide Goals are addressed under the Comprehensive Plan Policies Sections. The following Statewide Planning Goals are applicable: Goal 1: Citizen Involvement; Goal 2: Land Use Planning; Goal 10: Housing; Goal 12: Transportation.

GOAL 1: CITIZEN INVOLVEMENT

OAR 660-015-0000(1)

To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.

FINDINGS:

- 1. The City, through the Veneta Land Development Ordinance No. 493, has created proper procedures to ensure citizens have the opportunity to have input on any proposed map amendment. Opportunities for public input have been made available through the public comment process and public hearings procedures, prior to action on this proposal. Notification of this proposal and public hearing schedule was mailed to all property owners located within five-hundred (500) feet of the subject parcels. Notice was also published in the Fern Ridge Review on June 22, 2016 (Planning Commission public hearing) and August 17, 2016 (City Council public hearing). The City has met its obligation of providing for citizen involvement under Statewide Planning Goal 1, as defined through the City's adopted procedures.**

GOAL 2: LAND USE PLANNING

OAR 660-015-0000(2)

To establish a land use planning process and policy framework as a basis for all decision and actions related to use of land and to assure an adequate factual base for such decisions and actions.

FINDINGS:

- 1. The proposed Comprehensive Plan/Zone amendment (map only) has been evaluated using criteria and policies found within the City's Comprehensive Plan and Land Development Ordinance No. 493. The proposed amendments are subject to a public hearing before the Planning Commission and City Council. Therefore, a well-established planning process and policy framework exists within the City. The proposal is consistent with Statewide Planning Goal 2 – Land Use Planning.**

GOAL 10: HOUSING

OAR 660-015-0000(10)

To provide for the housing needs of citizens of the state. Buildable lands for residential use shall be inventoried and plans shall encourage the availability of adequate numbers

of needed housing units at price ranges and rent levels which are commensurate with the financial capabilities of Oregon households and allow for flexibility of housing location, type and density.

FINDINGS:

- 1. The project site was identified as vacant or partially vacant land (buildable) in the Veneta Residential Land Use Classifications Map (adopted with the Comprehensive Plan Amendment, September 14, 2015) and Buildable Lands Study.**
- 2. As noted in the September 14, 2015 adopted amendment to the Veneta Comprehensive Plan, the majority of buildable residential land acres is designated Rural Residential and Low Density Residential totaling 347.6 acres and the remaining 128 acres is designated Medium Density Residential.**
- 3. Veneta will need to provide 2,120 new dwelling units between the years 2013-2033, plus an additional sixty three (63) group quarter units in order to accommodate the forecasted population according to the adopted Comprehensive Plan.**
- 4. Group quarter population is forecasted to double by 2033. An additional 3.3 acres will be needed to accommodate projected new group quarter facilities. The intent to develop senior congregate care facility on approximately five (5) acres is aligned with the projected need for group quarters within city limits.**
- 5. The long term national trend is the aging of the baby boom generation, accompanied by increases in life expectancy. The number of people aged 55 and older will more than double by 2050.**
- 6. The intent of the Sarto Village project is to develop single family attached and detached lots for those 55 and older. The applicant has expressed the intent to develop individual lots with one owner.**
- 7. Based on the above findings, the proposal is consistent with Goal 10: Housing.**

GOAL 12: TRANSPORTATION PLANNING RULE

OAR Section 660-12-0060

Plan and Land Use Regulation Amendments

- (1) If an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation (including a zoning map) would significantly affect an existing or planned transportation facility, then the local government must put in place measures as provided in section (2) of this rule, unless the amendment is allowed under section (3), (9) or (10) of this rule. A plan or land use regulation amendment significantly affects a transportation facility if it would:
 - (a) Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);*
 - (b) Change standards implementing a functional classification system; or*
 - (c) As measured by the end of the planning period identified in the adopted transportation system plan (TSP):**

(A) Allow land uses or levels of development that would result in types or levels of travel that are inconsistent with the functional classification of an existing or planned transportation facility;

(B) Degrade the performance of an existing or planned transportation facility below the minimum acceptable performance standard identified in the TSP or comprehensive plan:

(C) Degrade the performance of an existing or planned transportation facility that is otherwise projected to perform below the minimum acceptable performance standard identified in the TSP or comprehensive plan:

FINDINGS:

- 1. The applicant has provided a Sarto Village Zone Change Traffic Impact Analysis (TIA) dated April 15, 2016, a Revised Sarto Village TIA, dated August 5, 2016 and a Technical Memorandum, dated August 17, 2016, prepared by Access Engineering, Inc.**
- 2. The Technical Memorandum is a response to Oregon Department of Transportation's request for the applicant to utilize current High Capacity Manual 2010 (HCM2010) methodology for the un-signalized intersections within the study area.**
- 3. The revised TIA and Technical Memorandum show the Transportation Planning Rule (TPR) likely worst case scenario (fully developed with single family detached housing on 6,000 square foot lots), could result in up to 227 single-family residences and would generate up to 217 new PM peak hour trips. The TPR analysis concluded the site could support up to 227 single family residences and the resulting trip generation of 217 PM peak hour trips in the future year 2026 PM peak hour traffic conditions without causing a failing condition or worsening a failing performance standard on study area intersections.**
- 4. The Technical Memorandum, Table 9 and 12 shows the intersection of Huston Road at Highway 126, which is owned and maintained by the Oregon Department of Transportation, would operate with a v/c ratio near the tolerable limit of the 0.85 in the year 2026 traffic conditions with worst case scenario development.**
- 5. In the August 24, 2016 Myhre Group response letter, the applicant is proposing a trip cap of 220 PM peak hour trips. The City Engineer responded that the trip generation should be documented based on the number of potential dwellings and should utilize trip generation rates consistent with the previous analyses applied to the number of dwelling units. The development of 227 single family dwellings discussed throughout the TIA process is not consistent with 217 PM peak hour trips discussed in the August 17, 2016 Technical Memorandum. Further, the August 17, 2016 technical memorandum states that a trip cap is not required.**
- 6. As stated, the applicant is proposing to rezone the site to General Residential. The reasonable worst case scenario analyzed in the TIA (Revised TIA dated 8/5/16 and Technical Memorandum received 8/19/16) is for single family dwellings on 6,000 square foot lots which would generate 217 PM peak hour trips. Per Veneta Land Development Ordinance No. 493, Section 4.03(3)(b) multi-family dwellings are a permitted use with Site Plan approval in the General Residential Zoning District. Per Veneta's Comprehensive Plan,**

Chapter IV Comprehensive Plan Map and Land Use Designations the maximum density for General Residential Zone is 15 dwelling units per net acre. The applicant's TIA states the net acres of the site available for development is 31.2 acres. At a maximum density of 15 dwelling units per net acre the site could potentially be developed with 468 multi-family units. The TIA provided no data that to show whether or not multi-family development on all three tax lots might significantly affect transportation facilities. Therefore, staff is proposing a trip cap of 217 PM peak hour trips to ensure study area intersections are not impacted. The TPR can be satisfied with the following condition:

Condition: The maximum development on the site (Assessor's Map 17-05-31-00 Tax Lots 00400 and 00501 and Assessor's Map 17-05-31-34 Tax Lot 00602) shall be limited so that it would not produce more than 217 PM peak hour trips as determined by the Institute of Transportation Engineers Trip Generation Manual. The City may allow development intensity beyond this maximum number of peak hour vehicle trips only if the applicant submits to the City and ODOT a traffic impact analysis that demonstrates that the proposed intensification of use would be consistent with the Transportation Planning Rule in effect at the time of development application. The applicant shall seek and the City shall consider such approval using the City's limited land use application procedure.

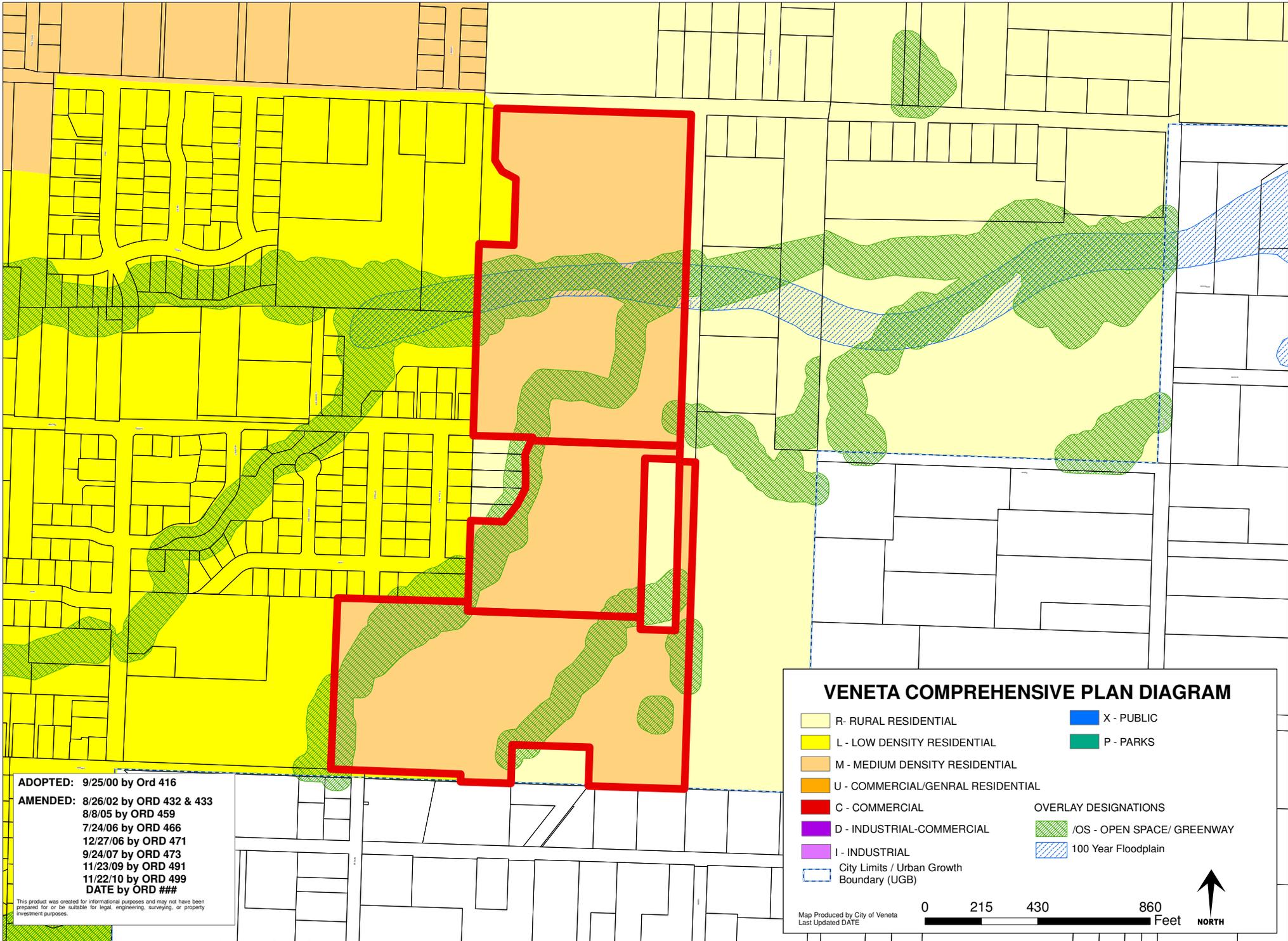
7. As an informational item, since the zone change application is based on planned development that includes three separate tax lots (Assessor's Map 17-05-31-00 Tax Lots 00400 and 00501 and Assessor's Map 17-05-31-34 Tax Lot 00602), the site should be considered as one development site. If development on the site occurs in phases, prior to issuance of any land use application approvals or prior to issuance of any building permits, the trip generation from the entire site (Assessor's Map 17-05-31-00 Tax Lots 00400 and 00501 and Assessor's Map 17-05-31-34 Tax Lot 00602) should be evaluated by the owner/developer's traffic engineer and approved by the City Engineer, to determine if the site's cumulative trip generation exceeds 100 or more PM peak hour trips and if a traffic study is applicable. If/when development on any part of the site (Assessor's Map 17-05-31-00 Tax Lots 00400 and 00501 and Assessor's Map 17-05-31-34 Tax Lot 00602) generates 100 or more PM peak hour trips and when any development on the site occurs after the 100 PM peak hour trip threshold is exceeded; a traffic study should be prepared by the owner/developer's traffic engineer and approved by the City Engineer, to address traffic conditions per Section 5.27 of the City of Veneta's Land Use Ordinance No. 493.
8. The existing Hunter Road roadway conditions do not include bike lanes or pedestrian facilities that are identified in the City of Veneta's transportation system plan for the major collector street functional classification. The TPR criterion addresses the functional classification and capacity at the planning level for motor vehicle traffic (i.e. what is planned during the TSP plan year) and does not include stipulations for bike lanes and/or pedestrian facilities. If required with future development proposal(s), a future traffic impact analysis prior to development should include an inventory and assessment of

the adequacy of the existing level of improvements for motor vehicle, bicycle and pedestrian users and the capability of existing facilities within the study area to accommodate both motorized and non-motorized modes of traffic and any potential for increase with development.

CONCLUSIONARY FINDINGS

This approval shall become final on the date this decision and supporting findings of fact are signed by the Veneta City Council, below. This Council decision may be appealed to the Land Use Board of Appeals (LUBA) within 21 days after the final order has been signed and mailed.

Failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the City to respond to the issue precludes an action for damages in circuit court.



ADOPTED: 9/25/00 by Ord 416
AMENDED: 8/26/02 by ORD 432 & 433
 8/8/05 by ORD 459
 7/24/06 by ORD 466
 12/27/06 by ORD 471
 9/24/07 by ORD 473
 11/23/09 by ORD 491
 11/22/10 by ORD 499
 DATE by ORD ###

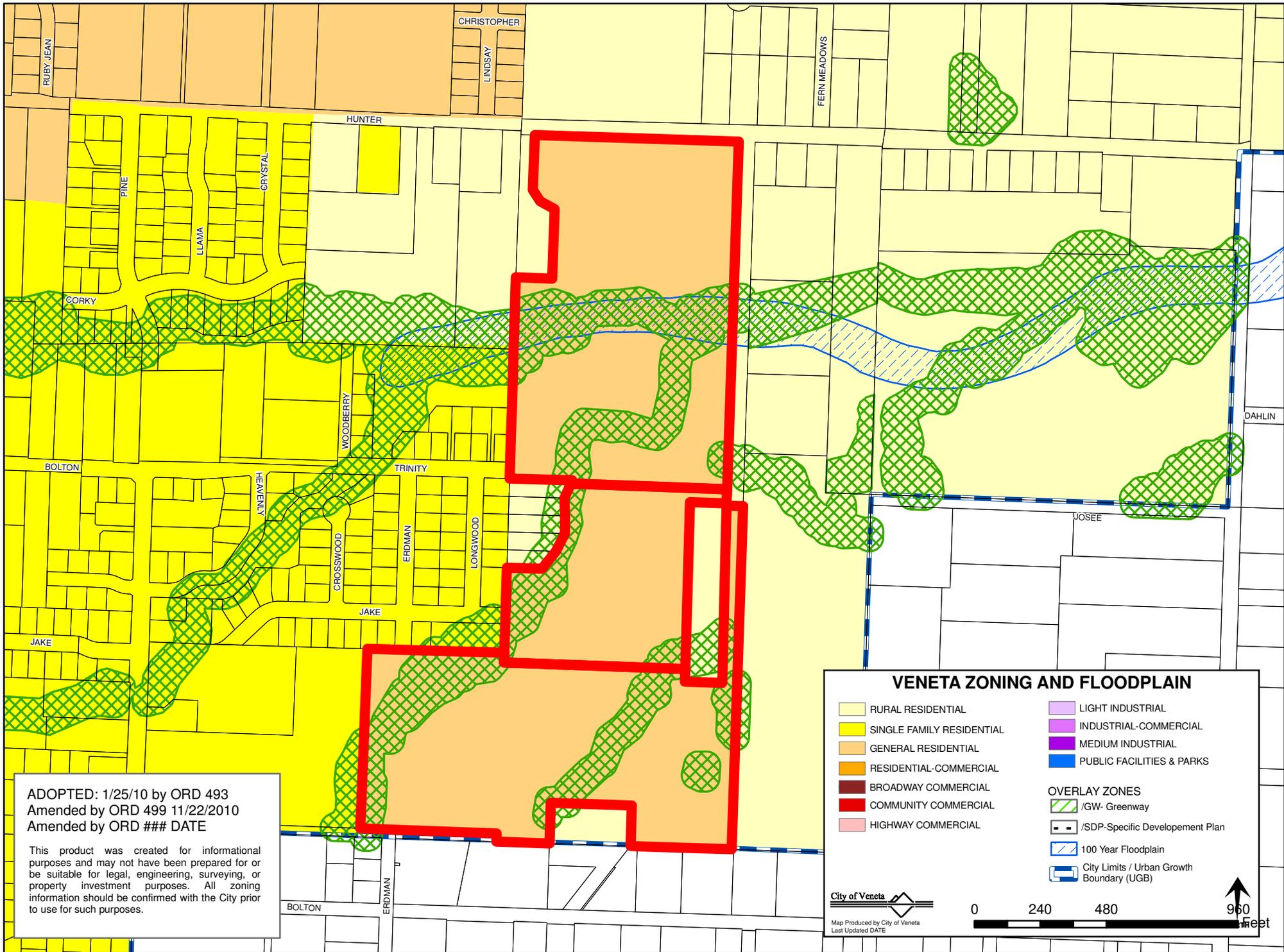
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VENETA COMPREHENSIVE PLAN DIAGRAM

- | | |
|---|-----------------------------|
| R - RURAL RESIDENTIAL | X - PUBLIC |
| L - LOW DENSITY RESIDENTIAL | P - PARKS |
| M - MEDIUM DENSITY RESIDENTIAL | |
| U - COMMERCIAL/GENERAL RESIDENTIAL | |
| C - COMMERCIAL | OVERLAY DESIGNATIONS |
| D - INDUSTRIAL-COMMERCIAL | /OS - OPEN SPACE/ GREENWAY |
| I - INDUSTRIAL | 100 Year Floodplain |
| City Limits / Urban Growth Boundary (UGB) | |

Map Produced by City of Veneta
 Last Updated DATE





ADOPTED: 1/25/10 by ORD 493
 Amended by ORD 499 11/22/2010
 Amended by ORD ### DATE

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VENETA CITY COUNCIL

AGENDA ITEM SUMMARY

Title/Topic: Transportation System Plan Update

Meeting Date: October 24, 2016
Department: Community Development

Staff: Kay Bork, Director
Email: kbork@ci.veneta.or.us
Telephone Number: 541-935-2191 Ext. 314

ISSUE STATEMENT

Staff is presenting an update on the Transportation System Plan (TSP) Update project and asking City Council to discuss formation of Citizen Advisory Committee.

BACKGROUND

Oregon Department of Transportation has agreed to fund an update to the City's TSP and will contract with DKS Engineering to complete the work. The project includes a TSP Update, which will replace the city's current TSP (adopted in 1998). The TSP update will establish a new 2017 baseline condition and identify transportation improvements based on a 2040 planning horizon. The Veneta TSP Update will address compliance with new and/or amended federal, state, and local plans, policies, and regulations. Once complete the City Council will adopt the TSP into our Comprehensive Plan.

There are several meeting types that will occur over the course of the Project. These include Project Management Team meetings, Technical and Citizen Advisory Committee meetings, Planning Commission and City Council work sessions, and Open Houses. The City and consultant will collaborate to organize and conduct these meetings and events.

City staff have begun advertising for volunteers to serve on the Citizen Advisory Committee (CAC) and are asking City Council to consider appointing at least one, if not two Councilors to serve on the Committee and will also request the Planning Commission appoint two members. Staff hopes to recruit at least three to five citizens for a seven to nine member CAC.

The first Citizen Advisory Committee meeting is scheduled for January 2017 and will meet five (5) times over the 18-month project period. Staff will ask the Mayor to appoint Committee members in December. The CAC application deadline is November 30, 2016.

RELATED CITY POLICIES

Council Rules: 30. Committees. Standing Committees. The Council may create standing or ad hoc committees to serve as advisory committees to the Council.

COUNCIL OPTIONS

Discuss options to appoint at least one, if not two Councilors to serve on the CAC. Council will not have to appoint Committee members until December 2017. Council may want to consider appointing City Council members after the election and Council appointments have been made. The first CAC meeting

can be scheduled to accommodate Council schedule.

CITY ADMINISTRATOR'S RECOMMENDATION

Discuss and agree on timeline and number of Council members to appoint to CAC.

SUGGESTED MOTION

None.

ATTACHMENTS

None.

VENETA CITY COUNCIL AGENDA ITEM SUMMARY

Title/Topic: Award of Contract for the City of Veneta 3rd Street Water Line Project

Meeting Date: October 24, 2016
Department: Public Works

Staff Contact: Kyle Schauer
Email: kschauer@ci.veneta.or.us
Telephone Number: 541-935-2191 Ext. 313

ISSUE STATEMENT

Will the City Council authorize staff to enter into contract with Durbin Excavating, Inc. to construct the 3rd Street water Line Project?

BACKGROUND

On October 6, bidding for the City of Veneta 3rd Street Water Line Project closed. The project calls for the installation of an 8" ductile iron water main in 3rd Street from Broadway Avenue to Hunter Road.

The City received seven bids for the project. They were as follows:

Durbin Excavating, Inc.	\$117,528.00
Wildish Construction Co.	\$121,100.22
Professional Underground Services	\$129,535.49
Delta Construction	\$129,635.00
Brx Inc.	\$136,700.00
Excadrain Construction, LTD	\$155,383.00
Ray Wells, Inc.	\$167,403.00

Durbin Excavating Inc.'s bid is the lowest, most responsive bid for the project. Branch Engineering, Inc. has vetted out the bids and has recommended awarding the bid to Durbin Excavating, Inc.

It is also recommended that the City add a contingency of about 10% to the budget for a total request not to exceed \$130,000.00.

RELATED CITY POLICIES

The project is budgeted for construction under the Water Fund in the 2016/2017 budget year.

COUNCIL OPTIONS

1. Authorize staff to enter into contract with Durbin Excavating, Inc. and proceed with the project.
2. Deny the request.

3. Postpone decision pending more information.

CITY ADMINISTRATOR'S RECOMMENDATION

The City Council authorize staff to enter into contract with Durbin Excavating, Inc. to construct the 3rd Street Water Line Project for an amount not to exceed \$130,000.

SUGGESTED MOTION

"I make a motion to authorize City staff to enter into contract with Durbin Excavating, Inc. to construct the 3rd Street Water Line Project for an amount not to exceed \$130,000."

ATTACHMENTS

1. Recommendation to Award letter from Branch Engineering, Inc.



October 18, 2016

City of Veneta
88184 Eighth Street
Veneta, OR 97487
ATTN: Kyle Schauer, Public Works Director

**RE: 3RD STREET WATER LINE PROJECT
Engineer's Recommendation for Award of Contract**

The City received the following bids for the 3rd Street Water Line project:

- | | |
|---|--------------|
| 1. <u>Durbin Excavating</u> | \$117,528.00 |
| 2. <u>Wildish Construction Co.</u> | \$121,100.00 |
| 3. <u>Professional Underground Services</u> | \$129,535.49 |
| 4. <u>Babb Construction (d.b.a. Delta Const.)</u> | \$129,635.00 |
| 5. <u>BRX, Inc.</u> | \$136,700.00 |
| 6. <u>Excadrain Construction, LTD</u> | \$155,383.00 |
| 7. <u>Ray Wells, Inc.</u> | \$167,403.00 |

I have reviewed all bid packages and found them to be complete and responsive. Durbin Excavating has presented the lowest bid for the project.

I recommend that the contract be awarded to Durbin Excavating in the amount of \$117,528.00.

Respectfully submitted,

Lane Branch, P.E., Principal
Branch Engineering, Inc.