

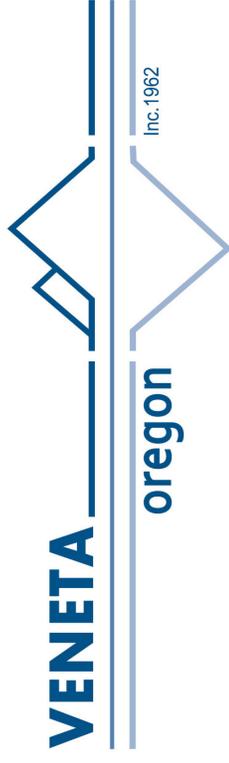
AGENDA
VENETA CITY COUNCIL
MONDAY, OCTOBER 10, 2016 – 6:30 P.M.
 Veneta Administrative Center, 88184 8th Street, Veneta, Oregon

- 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. Accounts Payable
 - i. To be Paid – Payable through October 4, 2016 (pgs. 3-17)
 - b. 2016 Planning and Building Activity Report (pgs. 19-20)
- 6:45 **4. COUNCIL BUSINESS AND REPORTS**
 - a. Business
 - (1) Appointments to Economic Development Committee (positions 7, 8, & 9) (pgs. 21-25)
 - b. Council/Committee Liaison Reports
- 6:55 **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. 27-46)
 - 7:10 b. Finance Director.....Shauna Hartz
 - (1) Rules of the Council Amendment
 - i. Agenda Item Summary (pgs. 47-59)
 - ii. **Resolution No. 1205** – A RESOLUTION AMENDING THE RULES OF THE COUNCIL AND REPEALING RESOLUTION NO. 690 AND RESOLUTION NO. 82 (pgs. 61-71)
 - 7:30 c. Public Works Director.....Kyle Schauer
 - (1) Update on Wastewater Treatment Plant (verbal)
 - 7:45 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. (pgs. 73-75)
 - (2) Questions from Councilors
- 8:00 **6. OTHER**
- 8:15 **7. ADJOURN**

Times are approximate. This meeting will be digitally recorded. Location is wheelchair accessible (WCA). Individuals needing special accommodations such as sign language, foreign language interpreters or equipment for the hearing impaired must request such services at least 72 hours prior to the City Council meeting. To make your request, please contact the City Recorder at 541-935-2191(voice), or by e-mail at: dhenneman@ci.veneta.or.us or TTY Telecommunications Relay Service 1-800-735-1232.
 Si necesita traductor en español o servicios de discapacidades (ADA) para asistir a una junta pública de la ciudad por favor llame con 72 horas de anticipación al 541-935-2191

Accounts Payable To Be Paid Proof List

User: mindy
 Printed: 10/05/2016 - 3:04 PM
 Batch: 007-09-2016



Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close	POLine #
AbvMess Above The Mess, LLC											
1304	10/04/2016	459.90	0.00	10/11/2016	Monthly Contract		-			No	0000
100-100-52055	Janitorial Services Contract										
1304	10/04/2016	114.98	0.00	10/11/2016	Monthly Contract		-			No	0000
140-140-52055	Janitorial Services Contract										
1304	10/04/2016	191.62	0.00	10/11/2016	Monthly Contract		-			No	0000
130-530-52055	Community Ctr Janitorial&Maint										
	1304 Total:	766.50									
	AbvMess Total:	766.50									
Accuity Accuity, LLC											
3610	09/28/2016	860.00	0.00	10/11/2016	Progress billing FY 2015-16 Audit		-			No	0000
100-100-52035	Audit & Filing Fees										
3610	09/28/2016	100.00	0.00	10/11/2016	Progress billing FY 2015-16 Audit		-			No	0000
130-130-52035	Audit & Filing Fees										
3610	09/28/2016	165.00	0.00	10/11/2016	Progress billing FY 2015-16 Audit		-			No	0000
140-140-52035	Audit & Filing Fees										
3610	09/28/2016	1,295.00	0.00	10/11/2016	Progress billing FY 2015-16 Audit		-			No	0000
210-210-52035	Audit & Filing Fees										
3610	09/28/2016	1,455.00	0.00	10/11/2016	Progress billing FY 2015-16 Audit		-			No	0000
220-220-52035	Audit & Filing Fees										
3610	09/28/2016	1,110.00	0.00	10/11/2016	Progress billing FY 2015-16 Audit		-			No	0000
230-230-52035	Audit & Filing Fees										
3610	09/28/2016	15.00	0.00	10/11/2016	Progress billing FY 2015-16 Audit		-			No	0000
240-240-52035	Audit & Filing Fees										
	3610 Total:	5,000.00									
	Accuity Total:	5,000.00									
ALSCO ALSCO											
Sept 2016	10/04/2016	142.85	0.00	10/11/2016	Paper Products		-			No	0000
100-100-51050	Bldg Maint/Janitorial Sup										
Sept 2016	10/04/2016	35.71	0.00	10/11/2016	Paper Products		-			No	0000
140-140-51050	City Hall Maint/Janitorial Sup										

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Sept 2016	10/04/2016	45.48	0.00	10/11/2016	Paper Products	PO 4970	-	No		0000
100-100-51050	Bldg Maint/Janitorial Sup									
Sept 2016	10/04/2016	2.54	0.00	10/11/2016	Paper Products	PO 4970	-	No		0000
120-120-51050	Building Maint & Janitorial									
Sept 2016	10/04/2016	8.67	0.00	10/11/2016	Paper Products	PO 4970	-	No		0000
130-130-53220	Building Maintenance									
Sept 2016	10/04/2016	8.27	0.00	10/11/2016	Paper Products	PO 4970	-	No		0000
140-140-51050	City Hall Maint/Janitorial Sup									
Sept 2016	10/04/2016	35.53	0.00	10/11/2016	Paper Products	PO 4970	-	No		0000
210-210-53065	Bldg & Yard Maintenance									
Sept 2016	10/04/2016	39.93	0.00	10/11/2016	Paper Products	PO 4970	-	No		0000
220-220-53065	Bldg & Yard Maintenance									
Sept 2016	10/04/2016	3.87	0.00	10/11/2016	Paper Products	PO 4970	-	No		0000
230-230-53065	Bldg & Yard Maintenance									
Sept 2016	10/04/2016	6.17	0.00	10/11/2016	Paper Products	PO 4970	-	No		0000
240-240-53065	Building & Yard Maintenance									
Sept 2016	10/04/2016	49.21	0.00	10/11/2016	Paper Products	PO 5068	-	No		0000
100-100-51050	Bldg Maint/Janitorial Sup									
Sept 2016	10/04/2016	2.75	0.00	10/11/2016	Paper Products	PO 5068	-	No		0000
120-120-51050	Building Maint & Janitorial									
Sept 2016	10/04/2016	9.38	0.00	10/11/2016	Paper Products	PO 5068	-	No		0000
130-130-53220	Building Maintenance									
Sept 2016	10/04/2016	8.95	0.00	10/11/2016	Paper Products	PO 5068	-	No		0000
140-140-51050	City Hall Maint/Janitorial Sup									
Sept 2016	10/04/2016	38.45	0.00	10/11/2016	Paper Products	PO 5068	-	No		0000
210-210-53065	Bldg & Yard Maintenance									
Sept 2016	10/04/2016	43.20	0.00	10/11/2016	Paper Products	PO 5068	-	No		0000
220-220-53065	Bldg & Yard Maintenance									
Sept 2016	10/04/2016	4.19	0.00	10/11/2016	Paper Products	PO 5068	-	No		0000
230-230-53065	Bldg & Yard Maintenance									
Sept 2016	10/04/2016	6.68	0.00	10/11/2016	Paper Products	PO 5068	-	No		0000
240-240-53065	Building & Yard Maintenance									
Sept 2016	10/04/2016	70.28	0.00	10/11/2016	Paper Products	PO 5068	-	No		0000
130-530-52055	Community Ctr Janitorial&Maint									
Sept 2016 Total:		562.11								
ALSCO Total:		562.11								
AnalyLab Analytical Laboratory Group										
82855	09/10/2016	1,008.20	0.00	10/11/2016	Wastewater		-	No		0000
220-220-53055	System Quality Tests									
82855	09/10/2016	84.00	0.00	10/11/2016	Drinking water		-	No		0000
210-210-53055	System Quality Tests									
82855 Total:		1,092.20								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
AnalyLab Total:		1,092.20								
BanBkCC Banner Bank	09/18/2016	27.30	0.00	10/11/2016	Monthly fee		-	No		0000
100-100-52045	Computer System Support-Maint							No		0000
8/16 MSOnline	09/18/2016	2.73	0.00	10/11/2016	Monthly fee		-	No		0000
100-160-52045	Computer System Support-Maint							No		0000
8/16 MSOnline	09/18/2016	2.73	0.00	10/11/2016	Monthly fee		-	No		0000
100-170-52045	Computer System Support/Maint							No		0000
8/16 MSOnline	09/18/2016	6.37	0.00	10/11/2016	Monthly fee		-	No		0000
130-130-52045	Computer System Support-Maint							No		0000
8/16 MSOnline	09/18/2016	2.73	0.00	10/11/2016	Monthly fee		-	No		0000
130-520-52045	Computer System Support/Maint							No		0000
8/16 MSOnline	09/18/2016	11.83	0.00	10/11/2016	Monthly fee		-	No		0000
140-140-52045	Computer System Support-Maint							No		0000
8/16 MSOnline	09/18/2016	10.92	0.00	10/11/2016	Monthly fee		-	No		0000
210-210-52045	Computer System Support-Maint							No		0000
8/16 MSOnline	09/18/2016	16.38	0.00	10/11/2016	Monthly fee		-	No		0000
220-220-52045	Computer System Support-Maint							No		0000
8/16 MSOnline	09/18/2016	6.37	0.00	10/11/2016	Monthly fee		-	No		0000
230-230-52045	Computer System Support-Maint							No		0000
8/16 MSOnline	09/18/2016	3.64	0.00	10/11/2016	Monthly fee		-	No		0000
240-240-52045	Computer System Support-Maint							No		0000
Sept 2016A	8/16 MSOnline Total:	91.00						No		0000
100-195-51010	Admin Supplies & Services	919.50	0.00	10/11/2016	Neighborhood Watch Signage		-	No		0000
Sept 2016B	09/18/2016	919.50						No		0000
100-100-51010	Admin Supplies & Services							No		0000
Sept 2016B	09/18/2016	11.29	0.00	10/11/2016	BOLI Posting		-	No		0000
130-130-51010	Admin Supplies & Services							No		0000
Sept 2016B	09/18/2016	5.36	0.00	10/11/2016	BOLI Posting		-	No		0000
130-520-51010	Administrative Supplies							No		0000
Sept 2016B	09/18/2016	7.72	0.00	10/11/2016	BOLI Posting		-	No		0000
140-140-51010	Admin Services & Supplies							No		0000
Sept 2016B	09/18/2016	5.55	0.00	10/11/2016	BOLI Posting		-	No		0000
210-210-51010	Admin Supplies & Services							No		0000
Sept 2016B	09/18/2016	9.87	0.00	10/11/2016	BOLI Posting		-	No		0000
220-220-51010	Admin Supplies & Services							No		0000
Sept 2016B	09/18/2016	12.23	0.00	10/11/2016	BOLI Posting		-	No		0000
230-230-51010	Admin Supplies & Services							No		0000
Sept 2016B	09/18/2016	6.72	0.00	10/11/2016	BOLI Posting		-	No		0000
240-240-51010	Admin Supplies & Services							No		0000
Sept 2016B	09/18/2016	1.26	0.00	10/11/2016	BOLI Posting		-	No		0000
240-240-51010	Admin Supplies & Services							No		0000
Sept 2016B	09/18/2016	60.00						No		0000

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Sept 2016C	09/18/2016	2.64	0.00	10/11/2016	Additional back up charge		-			0000
100-100-52045	Computer System Support-Maint									No
Sept 2016C	09/18/2016	0.26	0.00	10/11/2016	Additional back up charge		-			0000
100-160-52045	Computer System Support-Maint									No
Sept 2016C	09/18/2016	0.26	0.00	10/11/2016	Additional back up charge		-			0000
100-170-52045	Computer System Support/Maint									No
Sept 2016C	09/18/2016	0.62	0.00	10/11/2016	Additional back up charge		-			0000
130-130-52045	Computer System Support-Maint									No
Sept 2016C	09/18/2016	0.26	0.00	10/11/2016	Additional back up charge		-			0000
130-520-52045	Computer System Support/Maint									No
Sept 2016C	09/18/2016	1.15	0.00	10/11/2016	Additional back up charge		-			0000
140-140-52045	Computer System Support-Maint									No
Sept 2016C	09/18/2016	1.06	0.00	10/11/2016	Additional back up charge		-			0000
210-210-52045	Computer System Support-Maint									No
Sept 2016C	09/18/2016	1.59	0.00	10/11/2016	Additional back up charge		-			0000
220-220-52045	Computer System Support-Maint									No
Sept 2016C	09/18/2016	0.62	0.00	10/11/2016	Additional back up charge		-			0000
230-230-52045	Computer System Support-Maint									No
Sept 2016C	09/18/2016	0.35	0.00	10/11/2016	Additional back up charge		-			0000
240-240-52045	Computer System Support-Maint									No
Sept 2016D	Sept 2016C Total:	8.81								
100-100-51098	09/18/2016 Wellness Program	87.95	0.00	10/11/2016	DHenneman Employ Recog		-			No
	Sept 2016D Total:	87.95								
	BanBkCC Total:	1,167.26								
BattBulb Batteries Plus										
211-478987	09/06/2016	59.99	0.00	10/11/2016	Back-UPS ES 550 - PO 5007		-			No
210-210-53040	System Maintenance									
	211-478987 Total:	59.99								
	BattBulb Total:	59.99								
BranEng Branch Engineering, Inc										
7319	09/29/2016	6,598.44	0.00	10/11/2016	Pavement Preservation		-			No
230-230-53050	Street Rehabilitation									
	7319 Total:	6,598.44								
7325	09/29/2016	921.25	0.00	10/11/2016	Perkins Rd Guardrail		-			No
230-230-52070	Engineering Fees									
	7325 Total:	921.25								
7326	09/29/2016	2,441.25	0.00	10/11/2016	3rd St Water Line		-			No
312-312-60130	System Expansion									
	7326 Total:	2,441.25								
7327	09/29/2016	2,775.00	0.00	10/11/2016	Sarto Village Development Review		-			No
140-140-52140	Technical Review Services									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
7328	09/29/2016	2,775.00	0.00	10/11/2016	Jeans Rd Partition		-	No		0000
140-140-52140	Technical Review Services	356.25								
	7328 Total:	356.25								
	BranEng Total:	13,092.19								
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BucSan Buck's Sanitary Service		53.00	0.00	10/11/2016	Fern Park unit		-	No		0000
A-56734	09/29/2016									
130-130-53210	Park Maintenance	53.00								
	A-56734 Total:	53.00								
A-56735	09/29/2016	53.00	0.00	10/11/2016	City Park Unit		-	No		0000
130-130-53210	Park Maintenance	53.00								
	A-56735 Total:	53.00								
A-56736	09/29/2016	98.50	0.00	10/11/2016	Skate Park unit		-	No		0000
130-130-53210	Park Maintenance	98.50								
	A-56736 Total:	98.50								
	BucSan Total:	204.50								
<hr/>										
BuiDep Building Department The		1,664.81	0.00	10/11/2016	Inspection Services		-	No		0000
Sept 2016	10/04/2016									
100-100-52025	Building Permit Inspections	522.64	0.00	10/11/2016	Inspection Services		-	No		0000
Sept 2016	10/04/2016									
100-100-52030	Electrical Permit Inspections	2,187.45								
	Sept 2016 Total:	2,187.45								
	BuiDep Total:	2,187.45								
<hr/>										
CarQuest CarQuest of Junction City		166.40	0.00	10/11/2016	Air filter wraps		-	No		0000
430695	09/30/2016									
220-220-53020	System Operating Supplies	166.40								
	430695 Total:	166.40								
	CarQuest Total:	166.40								
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CentPri Central Print & Repro Svc		62.10	0.00	10/11/2016	City of Veneta Banner		-	No		0000
315710	09/09/2016									
100-100-51010	Admin Supplies & Services	30.00	0.00	10/11/2016	City of Veneta Banner		-	No		0000
315710	09/09/2016									
100-100-51098	Wellness Program	92.10								
	315710 Total:	92.10								
	CentPri Total:	92.10								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
CenPrin Centro Print Solutions										
210448	09/28/2016	25.19	0.00	10/11/2016	Tax Forms		-			No 0000
100-100-51010	Admin Supplies & Services									
210448	09/28/2016	3.25	0.00	10/11/2016	Tax Forms		-			No 0000
130-130-51010	Admin Supplies & Services									
210448	09/28/2016	3.86	0.00	10/11/2016	Tax Forms		-			No 0000
130-520-51010	Administrative Supplies									
210448	09/28/2016	4.28	0.00	10/11/2016	Tax Forms		-			No 0000
140-140-51010	Admin Services & Supplies									
210448	09/28/2016	33.54	0.00	10/11/2016	Tax Forms		-			No 0000
210-210-51010	Admin Supplies & Services									
210448	09/28/2016	37.66	0.00	10/11/2016	Tax Forms		-			No 0000
220-220-51010	Admin Supplies & Services									
210448	09/28/2016	28.57	0.00	10/11/2016	Tax Forms		-			No 0000
230-230-51010	Admin Supplies & Services									
210448	09/28/2016	0.44	0.00	10/11/2016	Tax Forms		-			No 0000
240-240-51010	Admin Supplies & Services									
	210448 Total:	136.79								
	CenPrin Total:	136.79								
CivWest Civil West Engineering Service										
3101-006.19	09/26/2016	60.00	0.00	09/11/2016	WWTP Air Piping Inv Per 8/26-9/25/16		-			No 0000
220-220-61610	System Improvements									
3101-006.19	09/26/2016	90.00	0.00	09/11/2016	WWTP Air Piping Inv Per 8/26-9/25/16		-			No 0000
314-314-60130	System Expansion									
	3101-006.19 Total:	150.00								
3101-009.04	09/26/2016	938.00	0.00	09/11/2016	WWTP Outfall Diffuser		-			No 0000
220-220-53050	WW Treatment Plant Maintenance									
	3101-009.04 Total:	938.00								
	CivWest Total:	1,088.00								
ComfFlow Comfort Flow Heating AC & Refr										
SVC130489	09/19/2016	454.00	0.00	10/11/2016	UV sensor for Pool boiler		-			No 0000
130-520-54040	Pool Maintenance									
	SVC130489 Total:	454.00								
	ComfFlow Total:	454.00								
EDMS EDMS Inc										
81126	09/19/2016	74.56	0.00	10/11/2016	Sept 2016 Past Due's		-			No 0000
210-210-51010	Admin Supplies & Services									
81126	09/19/2016	120.50	0.00	10/11/2016	Sept 2016 Past Due's		-			No 0000
210-210-51015	Postage									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
81126	09/19/2016	111.83	0.00	10/11/2016	Sept 2016 Past Due's		-	No		0000
220-220-51010	Admin Supplies & Services									
81126	09/19/2016	180.75	0.00	10/11/2016	Sept 2016 Past Due's		-	No		0000
220-220-51015	Postage									
	81126 Total:	487.64								
	EDMS Total:	487.64								
EmePoo Emerald Pool & Patio										
426091-1	09/20/2016	581.74	0.00	09/11/2016	Pool Chemicals PO 5001		-	No		0000
220-220-53020	System Operating Supplies									
426091-1	09/20/2016	387.82	0.00	09/11/2016	Pool Chemicals PO 5001		-	No		0000
130-520-54020	Pool Operating Supplies									
	426091-1 Total:	969.56								
	EmePoo Total:	969.56								
EPUDEPUD										
104799 9/16	09/28/0216	24.23	0.00	10/11/2016	Skate Park		-	No		0000
130-130-53110	Territorial Park Electricity									
	104799 9/16 Total:	24.23								
107383 9/16	09/28/2016	797.61	0.00	10/11/2016	Pool		-	No		0000
130-520-54055	Pool Utilities									
	107383 9/16 Total:	797.61								
122635 9/16	09/28/2016	23.43	0.00	10/11/2016	Bulk Water Station		-	No		0000
210-210-51035	Electricity									
	122635 9/16 Total:	23.43								
12345 9/16	09/28/2016	2,593.48	0.00	10/11/2016	Various Street Lights		-	No		0000
230-230-51035	Electricity-Street Lights									
	12345 9/16 Total:	2,593.48								
51043 9/16	09/28/2016	336.61	0.00	10/11/2016	City Hall		-	No		0000
100-100-51035	Electricity									
51043 9/16	09/28/2016	84.15	0.00	10/11/2016	City Hall		-	No		0000
140-140-51035	Electricity									
	51043 9/16 Total:	420.76								
60675 9/16	09/28/2016	80.78	0.00	10/11/2016	Pine St Station		-	No		0000
220-220-51035	Electricity									
	60675 9/16 Total:	80.78								
61380 9/16	09/28/2016	66.29	0.00	10/11/2016	Jeans Lift Station		-	No		0000
220-220-51035	Electricity									
	61380 9/16 Total:	66.29								
8229 9/16	09/28/2016	23.62	0.00	10/11/2016	Territorial Rd Pump		-	No		0000
210-210-51035	Electricity									
	8229 9/16 Total:	23.62								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	EPUD Total:	4,030.20								
Figapiz Figaro's Pizza 09202016	09/20/2016	73.48	0.00	09/11/2016	Pizza for emergency training class		-	No		0000
100-195-51010 Admin Supplies & Services	09202016 Total:	73.48								
Figapiz Total:		73.48								
FRRRev Fern Ridge Review 17194	10/04/2016	96.00	0.00	10/11/2016	EDC Vacancies ad		-	No		0000
100-100-52060 Economic Development	17194 Total:	96.00								
FRRRev Total:		96.00								
FryAnn Frydendall Ann Afyrydall9/16	09/22/2016	29.03	0.00	10/11/2016	Food for staff breakfast		-	No		0000
100-100-51098 Wellness Program	Afyrydall9/16 Total:	29.03								
FryAnn Total:		29.03								
HallSara Hall Sarah Sept 2016	10/01/2016	175.00	0.00	09/11/2016	Grant prep for kiddie pool		-	No		0000
130-520-52290 Other Professional Services	Sept 2016 Total:	175.00								
HallSara Total:		175.00								
Hdfowler HD Fowler Company 14335154	09/20/2016	15.36	0.00	10/11/2016	PVC parts		-	No		0000
220-220-53050 WW Treatment Plant Maintenance	14335154 Total:	15.36								
14339280	09/23/2016	42.75	0.00	10/11/2016	Storm drain filter		-	No		0000
220-220-53050 WW Treatment Plant Maintenance	14339280 Total:	42.75								
Hdfowler Total:		58.11								
IngR Ingham Ric RIngham 09/16	10/04/2016	54.65	0.00	10/11/2016	Expense reimbursement		-	No		0000
100-100-51075 Travel - Staff										
RIngham 09/16	10/04/2016	5.46	0.00	10/11/2016	Expense reimbursement		-	No		0000
100-160-51075 Travel - Staff										

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
RIngham 09/16	10/04/2016	10.93	0.00	10/11/2016	Expense reimbursement		-	No		0000
130-130-51075	Travel									
RIngham 09/16	10/04/2016	27.32	0.00	10/11/2016	Expense reimbursement		-	No		0000
140-140-51075	Travel - Staff									
RIngham 09/16	10/04/2016	10.93	0.00	10/11/2016	Expense reimbursement		-	No		0000
210-210-51075	Travel									
RIngham 09/16	10/04/2016	54.64	0.00	10/11/2016	Expense reimbursement		-	No		0000
220-220-51075	Travel									
RIngham 09/16	10/04/2016	5.46	0.00	10/11/2016	Expense reimbursement		-	No		0000
130-520-51075	Travel									
RIngham 09/16	10/04/2016	43.71	0.00	10/11/2016	Expense reimbursement		-	No		0000
230-230-51075	Travel									
RIngham 09/16	10/04/2016	5.46	0.00	10/11/2016	Expense reimbursement		-	No		0000
240-240-51075	Travel									
	RIngham 09/16 Total:	218.56								
	IngR Total:	218.56								
JerBro Jerry Brown Co										
Sept 2016	09/30/2016	57.73	0.00	10/11/2016	Fuel usage		-	No		0000
100-100-51075	Travel - Staff									
Sept 2016	09/30/2016	115.48	0.00	10/11/2016	Fuel usage		-	No		0000
130-130-53030	Vehicle Operation/Maintenance									
Sept 2016	09/30/2016	115.48	0.00	10/11/2016	Fuel usage		-	No		0000
230-230-53030	Vehicle Operation-Maintenance									
Sept 2016	09/30/2016	461.90	0.00	10/11/2016	Fuel usage		-	No		0000
210-210-53030	Vehicle Operation&Maintenance									
Sept 2016	09/30/2016	404.16	0.00	10/11/2016	Fuel usage		-	No		0000
220-220-53030	Vehicle Operation&Maintenance									
	Sept 2016 Total:	1,154.75								
	JerBro Total:	1,154.75								
JerHom Jerry's Home Improvement										
Sept 2016	09/30/2016	129.80	0.00	10/11/2016	Various needs		-	No		0000
130-130-53210	Park Maintenance									
Sept 2016	09/30/2016	324.30	0.00	10/11/2016	Various needs		-	No		0000
230-230-53045	Street Maintenance									
	Sept 2016 Total:	454.10								
	JerHom Total:	454.10								
Joh Yar John's Yard Care										
15553	09/27/2016	200.00	0.00	10/11/2016	Yard Work for Pine St Property		-	No		0000
100-170-51125	Ordinance Enforcement									
	15553 Total:	200.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	JohYar Total:	200.00								
LanCoAc Lane Co Accts Receivable	09/29/2016	66.68	0.00	10/11/2016	Assessments due from FY 2015/16		-	No		0000
100-000-20330 County Fine Assessment Payable	10/04/2016	596.99	0.00	10/11/2016	Assessments due from Sept 2016 less 15%		-	No		0000
100-000-20330 County Fine Assessment Payable	Sept 2016 Total:	663.67								
LanCoAc Total:		663.67								
LanCoDe Lane County Deeds & Records	10/04/2016	37.00	0.00	10/11/2016	Lien Satisfaction 25106 E Bolton Rd		-	No		0000
220-220-51010 Admin Supplies & Services	Oct 2016 Total:	37.00								
LanCoDe Total:		37.00								
LanEle Lane Electric Coop Inc	09/30/2016	1,363.73	0.00	10/11/2016	Various Street Lights		-	No		0000
230-230-51035 Electricity-Street Lights	42000 9/16 Total:	1,363.73								
42002 9/16	09/30/2016	75.89	0.00	10/11/2016	Community Center		-	No		0000
130-530-51035 Electricity-Community Center	42002 9/16 Total:	75.89								
42007 9/16	09/30/2016	136.17	0.00	10/11/2016	Hwy 126 Welcome Sign		-	No		0000
100-100-51100 Welcome Sign Maintenance	42007 9/16 Total:	136.17								
42008 9/16	09/30/2016	5,014.28	0.00	10/11/2016	Wastewater Treatment Plant		-	No		0000
220-220-51035 Electricity	42008 9/16 Total:	5,014.28								
42009 9/16	09/30/2016	176.55	0.00	10/11/2016	Bolton Hill Reservoir		-	No		0000
210-210-51035 Electricity	42009 9/16 Total:	176.55								
42013 9/16	09/30/2016	875.84	0.00	10/11/2016	Huston/Tidball pump		-	No		0000
210-210-51035 Electricity	42013 9/16 Total:	875.84								
LanEle Total:		7,642.46								
LanFor Lane Forest Products	09/21/2016	120.00	0.00	10/11/2016	Planting mix		-	No		0000
1838510	Miscellaneous/Discretionary	1838510 Total:								
100-100-51085		120.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	LanFor Total:	120.00								
MidSta Mid-State Industrial Svc										
166323	09/29/2016	1,218.75	0.00	10/11/2016	Clean out WW		-	No		0000
220-220-53040	System Maintenance									
	166323 Total:	1,218.75								
166359	09/22/2016	1,930.00	0.00	10/11/2016	Monthly Contract		-	No		0000
230-230-53150	Street Sweeping Contract									
	166359 Total:	1,930.00								
	MidSta Total:	3,148.75								
ODOR ODOR - Court										
Sept 2016	09/29/2016	52.00	0.00	10/11/2016	Unitary Assessment /other St fees2015/16		-	No		0000
100-000-20320	State Fine Assessments Payable									
Sept 2016	10/04/2016	365.00	0.00	10/11/2016	Unitary Assessment /other St fees		-	No		0000
100-000-20320	State Fine Assessments Payable									
	Sept 2016 Total:	417.00								
	ODOR Total:	417.00								
OneCal One Call Concepts Inc										
6090507	09/30/2016	11.55	0.00	10/11/2016	Uitility Locates MMYear		-	No		0000
210-210-51030	Telephone Services									
6090507	09/30/2016	11.55	0.00	10/11/2016	Uitility Locates MMYear		-	No		0000
220-220-51030	Telephone Services									
	6090507 Total:	23.10								
	OneCal Total:	23.10								
OReilly O'Reilly Automotive, Inc										
Sept 2016	09/28/2016	2.00	0.00	10/11/2016	Various needs		-	No		0000
130-130-53130	Equipment Repairs									
Sept 2016	09/28/2016	1.99	0.00	10/11/2016	Various needs		-	No		0000
230-230-53130	Equipment Repairs									
Sept 2016	09/28/2016	89.93	0.00	10/11/2016	Various needs		-	No		0000
220-220-53040	System Maintenance									
	Sept 2016 Total:	93.92								
	OReilly Total:	93.92								
OrmKip Orme Kip										
KOrme 9/16	10/04/2016	50.00	0.00	10/11/2016	Cell phone stipend		-	No		0000
220-220-51030	Telephone Services									
	KOrme 9/16 Total:	50.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	OrmKip Total:	50.00								
PacRub Pacific Rubber & Supply										
222413	09/27/2016	48.34	0.00	10/11/2016	Various Supplies		-	No		0000
210-210-53040	System Maintenance									
222413	09/27/2016	129.63	0.00	10/11/2016	Various Supplies		-	No		0000
220-220-53040	System Maintenance									
	Total:	177.97								
	222413 Total:	177.97								
	PacRub Total:									
PaesChk Paeschke Matthew										
MPaeschke 9/16	09/28/2016	977.76	0.00	09/11/2016	E-Permit refund 893-16-000134-STR		-	No		0000
100-100-51105	Refunds									
	Total:	977.76								
	MPaeschke 9/16 Total:	977.76								
	PaesChk Total:	977.76								
RodPai Rodda Paint Co										
11701745	09/22/2016	45.52	0.00	10/11/2016	Latex traffic paint		-	No		0000
230-230-53045	Street Maintenance									
	Total:	45.52								
	11701745 Total:	45.52								
	RodPai Total:	45.52								
SanMin Sandford Mindy S										
MSandford 9/16	09/14/2016	4.66	0.00	09/11/2016	Mileage Reimbursement		-	No		0000
100-100-51075	Travel - Staff									
MSandford 9/16	09/14/2016	0.52	0.00	09/11/2016	Mileage Reimbursement		-	No		0000
100-160-51075	Travel - Staff									
MSandford 9/16	09/14/2016	0.52	0.00	09/11/2016	Mileage Reimbursement		-	No		0000
130-130-51010	Admin Supplies & Services									
MSandford 9/16	09/14/2016	1.04	0.00	09/11/2016	Mileage Reimbursement		-	No		0000
140-140-51075	Travel - Staff									
MSandford 9/16	09/14/2016	0.52	0.00	09/11/2016	Mileage Reimbursement		-	No		0000
130-520-51010	Administrative Supplies									
MSandford 9/16	09/14/2016	6.22	0.00	09/11/2016	Mileage Reimbursement		-	No		0000
210-210-51010	Admin Supplies & Services									
MSandford 9/16	09/14/2016	6.22	0.00	09/11/2016	Mileage Reimbursement		-	No		0000
220-220-51010	Admin Supplies & Services									
MSandford 9/16	09/14/2016	0.52	0.00	09/11/2016	Mileage Reimbursement		-	No		0000
230-230-51010	Admin Supplies & Services									
MSandford 9/16	09/14/2016	0.52	0.00	09/11/2016	Mileage Reimbursement		-	No		0000
240-240-51010	Admin Supplies & Services									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
MSandford 9/16 140-140-51015	09/14/2016 Postage	3.36	0.00	09/11/2016	Postage Reimbursement		-	No		0000
	MSandford 9/16 Total:	24.10								
	SanMin Total:	24.10								
SchKyl Schauer Kyle KSchauer 9/16 210-210-51030	10/05/2016 Telephone Services	50.00	0.00	10/11/2016	Cell phone stipend		-	No		0000
	KSchauer 9/16 Total:	50.00								
	SchKyl Total:	50.00								
SenMet Sensus USA ZAI7008182 210-210-52045	09/17/2016 Computer System Support-Maint	1,665.98	0.00	09/11/2016	Autoread software support 11/15-11/14/17		-	No		0000
	ZAI7008182 Total:	1,665.98								
	SenMet Total:	1,665.98								
Sprint Nextel Communications 886952530-130 100-100-51030	09/27/2016 Telephone Services	39.50	0.00	10/11/2016	Cell Phone Service from 8/24/9/23/16		-	No		0000
886952530-130 130-130-51030	09/27/2016 Telephone Services	39.50	0.00	10/11/2016	Cell Phone Service from 8/24/9/23/16		-	No		0000
886952530-130 210-210-51030	09/27/2016 Telephone Services	59.25	0.00	10/11/2016	Cell Phone Service from 8/24/9/23/16		-	No		0000
886952530-130 220-220-51030	09/27/2016 Telephone Services	59.25	0.00	10/11/2016	Cell Phone Service from 8/24/9/23/16		-	No		0000
886952530-130 230-230-51030	09/27/2016 Telephone Services	39.48	0.00	10/11/2016	Cell Phone Service from 8/24/9/23/16		-	No		0000
	886952530-130 Total:	236.98								
	Sprint Total:	236.98								
SipilsCC Staples Credit Plan Sept 2016 5067 100-100-51010	09/15/2016 Admin Supplies & Services	44.11	0.00	10/11/2016	Various office needs PO 5067 & 4969		-	No		0000
Sept 2016 5067 130-130-51010	09/15/2016 Admin Supplies & Services	5.69	0.00	10/11/2016	Various office needs PO 5067 & 4969		-	No		0000
Sept 2016 5067 130-520-51010	09/15/2016 Administrative Supplies	6.76	0.00	10/11/2016	Various office needs PO 5067 & 4969		-	No		0000
Sept 2016 5067 140-140-51010	09/15/2016 Admin Services & Supplies	7.50	0.00	10/11/2016	Various office needs PO 5067 & 4969		-	No		0000
Sept 2016 5067 210-210-51010	09/15/2016 Admin Supplies & Services	58.73	0.00	10/11/2016	Various office needs PO 5067 & 4969		-	No		0000

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Sept 2016 5067	09/15/2016	65.94	0.00	10/11/2016	Various office needs	PO 5067 & 4969	-	No		0000
220-220-51010	Admin Supplies & Services									
Sept 2016 5067	09/15/2016	50.02	0.00	10/11/2016	Various office needs	PO 5067 & 4969	-	No		0000
230-230-51010	Admin Supplies & Services									
Sept 2016 5067	09/15/2016	0.75	0.00	10/11/2016	Various office needs	PO 5067 & 4969	-	No		0000
240-240-51010	Admin Supplies & Services									
	Sept 2016 5067 Total:	239.50								
	StplsCC Total:	239.50								
SunsetAu Sunset Auto Parts, Inc										
10898	09/30/2016	114.56	0.00	10/11/2016	V-Belts		-	No		0000
220-220-53040	System Maintenance									
	10898 Total:	114.56								
	SunsetAu Total:	114.56								
TravLan Travel Lane County										
11831	09/06/2016	240.00	0.00	10/11/2016	Visitor map 2016 Veneta-Fern Ridge		-	No		0000
100-100-52065	Tourism Support/Projects									
	11831 Total:	240.00								
	TravLan Total:	240.00								
VenChir Veneta Chiropractic										
PO 5008	09/08/2016	3.75	0.00	09/11/2016	CDL Physical K Orme 2016		-	No		0000
100-100-51055	Safety Program and Supplies									
PO 5008	09/08/2016	3.75	0.00	09/11/2016	CDL Physical K Orme 2016		-	No		0000
130-130-51055	Safety Program & Supplies									
PO 5008	09/08/2016	3.75	0.00	09/11/2016	CDL Physical K Orme 2016		-	No		0000
230-230-51055	Safety Programs & Supplies									
PO 5008	09/08/2016	30.00	0.00	09/11/2016	CDL Physical K Orme 2016		-	No		0000
210-210-51055	Safety Programs & Supplies									
PO 5008	09/08/2016	30.00	0.00	09/11/2016	CDL Physical K Orme 2016		-	No		0000
220-220-51055	Safety Programs & Supplies									
PO 5008	09/08/2016	1.88	0.00	09/11/2016	CDL Physical K Orme 2016		-	No		0000
130-520-51055	Safety Program & Supplies									
PO 5008	09/08/2016	1.87	0.00	09/11/2016	CDL Physical K Orme 2016		-	No		0000
240-240-51055	Safety Program & Supplies									
	PO 5008 Total:	75.00								
	VenChir Total:	75.00								
WilAnim Willamette Animal Guild										
43474	09/23/2016	45.00	0.00	10/11/2016	Feral Cat program	Spay / Neuter	-	No		0000
100-170-51122	Animal Control Feral Program									

Invoice # Inv Date Amount Quantity Pmt Date Description Reference Task Type PO # Close POLine #

43474 Total: 45.00
WilAnim Total: 45.00

Report Total: 50,104.19

VENETA CITY COUNCIL

AGENDA ITEM SUMMARY

Title/Topic: 2016 Planning and Building Activity Report

Meeting Date: October 10, 2016
 Department: Community Development

Staff Contact: Lisa Garbett
 Email: lgarbett@ci.veneta.or.us
 Telephone Number: 541-935-2191 Ext.304

The following is a summary update of planning and building activities for the year 2016 (year to date; 1/1/16 – 9/30/16).

Current Planning Activity Summary

The table below summarizes 2016 Land Use applications approved or in process and inquiries (year to date through September 30, 2016). The most significant applications in process for the year so far include three (3) separate tentative subdivisions which are anticipated to move forward after the applicant received completeness status, a zone change request from Rural Residential to General Residential for three large parcels south of Hunter Road, a conditional use permit request for a Day Care Facility in the General Residential zone and a conditional use permit for outside storage exceeding 180 days at the West Lane Shopping Center. A complete list of land use decisions is listed on the City website at the following web link: <http://www.venetaoregon.gov/planning/page/land-use-decisions>.

Planning Applications & Inquiries for 2016 (January 1st – September 30th, 2016) Application Type	Year to date Total
Amendment, Minor Amendment, Zone (map only) & Comp Plan (map only) & Specific Development Plan (Minor Amendment, Administrative)	2
Subdivisions	3
Site Plan Reviews	0
Site Plan Amendment	1
Partitions	0
Property Line Adjustments	0
Variances	0
Temporary Use Permits Renewal	1
Temporary Use Permits	2
Conditional Use Permits	2
Appeals	1
Tree Removal Type A	16
Tree Removal Type B	2
Sign Permits (Portable)	4
Backyard Chicken Permits	4
Pre-Development Applications	7

Floodplain Development Application	1
Total Permits/Applications	46

Building Permit Activity Summary

The table below summarizes building permits issued for each calendar year. In 2016, as of September 30th, 2016, the City issued 26 single family residential permits and 33 other building permits.

Building Permits Issued By Year			
YEAR	New SFR	Other	Total
1999	23	72	95
2000	10	73	83
2001	35	140	175
2002	56	71	127
2003	115	67	182
2004	126	79	205
2005	112	108	220
2006	120	112	232
2007	55	125	180
2008	25	79	104
2009	23	64	87
2010	15	59	74
2011	12	63	75
2012	11	58	69
2013	30	81	111
2014	12	52	64
2015	25	76	101
2016 (YTD)	26	33	59

1. Please give a brief description of the experience or training that qualifies you for membership on this commission/committee. (If you wish, you may attach a resume or other pertinent material.)

I have been on the committee since it's most recent formation.

2. Why do you want to become a member of the above-mentioned commission/committee and what specific contribution would you hope to make?

I would be continuing to serve on the committee.

3. Please list the community concerns related to this commission/committee that you would like to see addressed if you are appointed.

4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)

EDC member/ FRCAN BOD/Ford Family Leadership Cohort 1/LCFD #1 BOD

5. Are you currently serving on any Advisory Boards, Commissions or Committees? If so, which ones?

EDC

6. Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the City that might be within the purview of the committee on which you are seeking appointment?

NO

Name Ryan Frome

Committee Applying for Econ. Devel.

Date 9-28-16

1. Please give a brief description of the experience or training that qualifies you for membership on this commission/committee. (If you wish, you may attach a resume or other pertinent material.)

Local resident + business owner.

2. Why do you want to become a member of the above-mentioned commission/committee and what specific contribution would you hope to make?

To help play a role in the vision of our community.

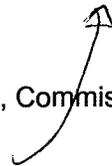
3. Please list the community concerns related to this commission/committee that you would like to see addressed if you are appointed.

Hwy 126 concerns. Business infrastructure in Veneta.

4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)

Econ. Develop Comm since 9/2015

5. Are you currently serving on any Advisory Boards, Commissions or Committees? If so, which ones?



6. Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the City that might be within the purview of the committee on which you are seeking appointment?

No

Name Jason Alansky

Committee Applying for Economic Development

Date 9/30/2016

1. Please give a brief description of the experience or training that qualifies you for membership on this commission/committee. (If you wish, you may attach a resume or other pertinent material.)

I am qualified for this committee based on past service with this committee, more than 10 years experience in the financial industry, and years of experience with other local boards and organizations.

2. Why do you want to become a member of the above-mentioned commission/committee and what specific contribution would you hope to make?

I would use my knowledge of business banking and lending to further the goals of the committee.

3. Please list the community concerns related to this commission/committee that you would like to see addressed if you are appointed.

Simply put: growing local business to stimulate the local economy and give the city of Veneta an economic advantage.

4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)

Past member of this group, President of the Chamber of Commerce.

5. Are you currently serving on any Advisory Boards, Commissions or Committees? If so, which ones?

No

6. Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the City that might be within the purview of the committee on which you are seeking appointment?

No.

S:\FORMS\Volunteers\Commission & Committee Application form.rtf

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/ 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. Findings. 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 (Exhibit B) and Veneta Zoning Map (Exhibit C).

Section 2 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 26th day of September, 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.

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Sandra H. Larson
Executed on _____

ATTEST:

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

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.

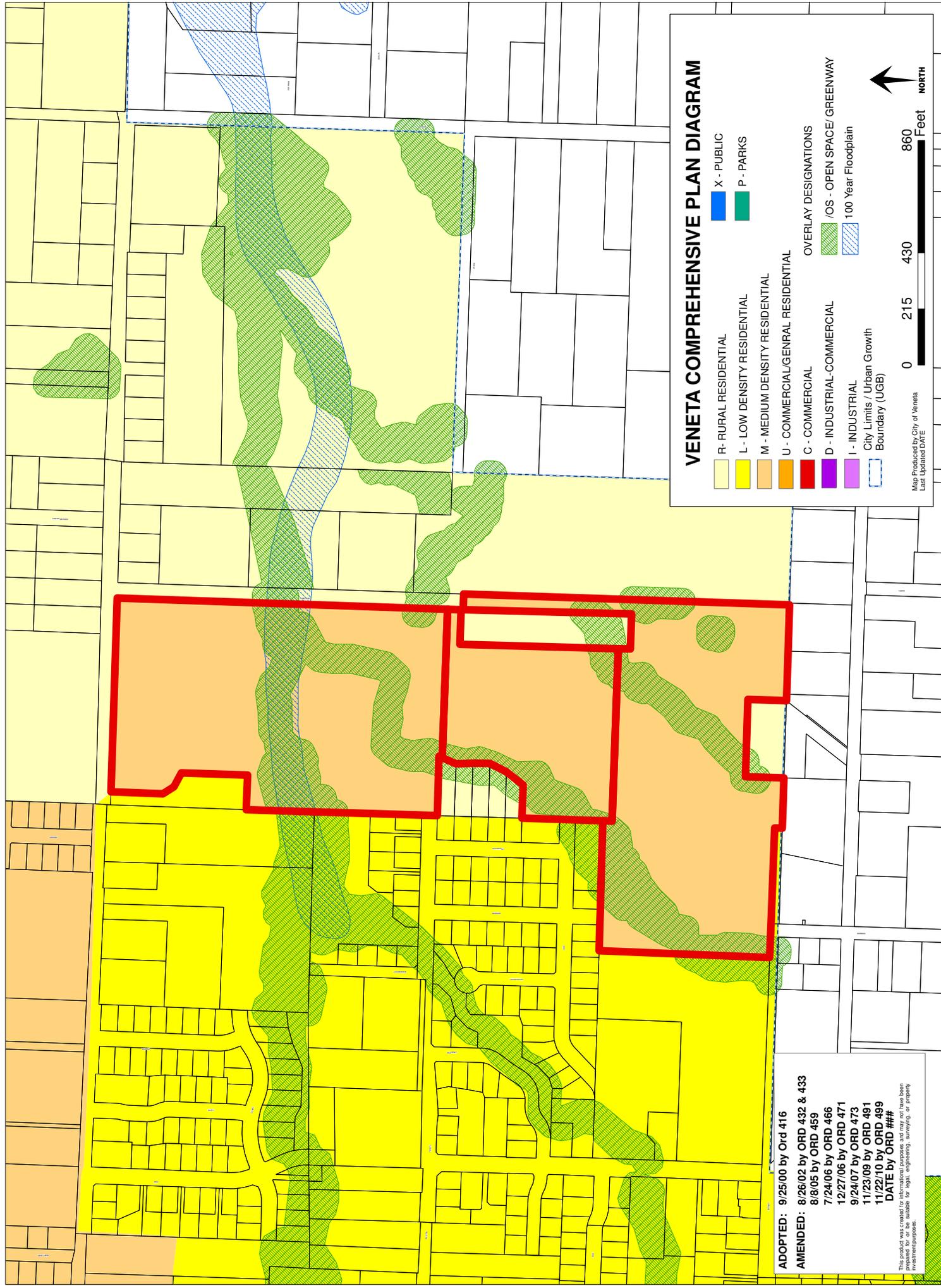
7. As an informational item, since the zone change application is based on planned development that includes three separate tax lots (Assessor's Map 17-05-31-00 Tax Lots 00400 and 00501 and Assessor's Map 17-05-31-34 Tax Lot 00602), the site should be considered as one development site. If development 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.



VENETA COMPREHENSIVE PLAN DIAGRAM

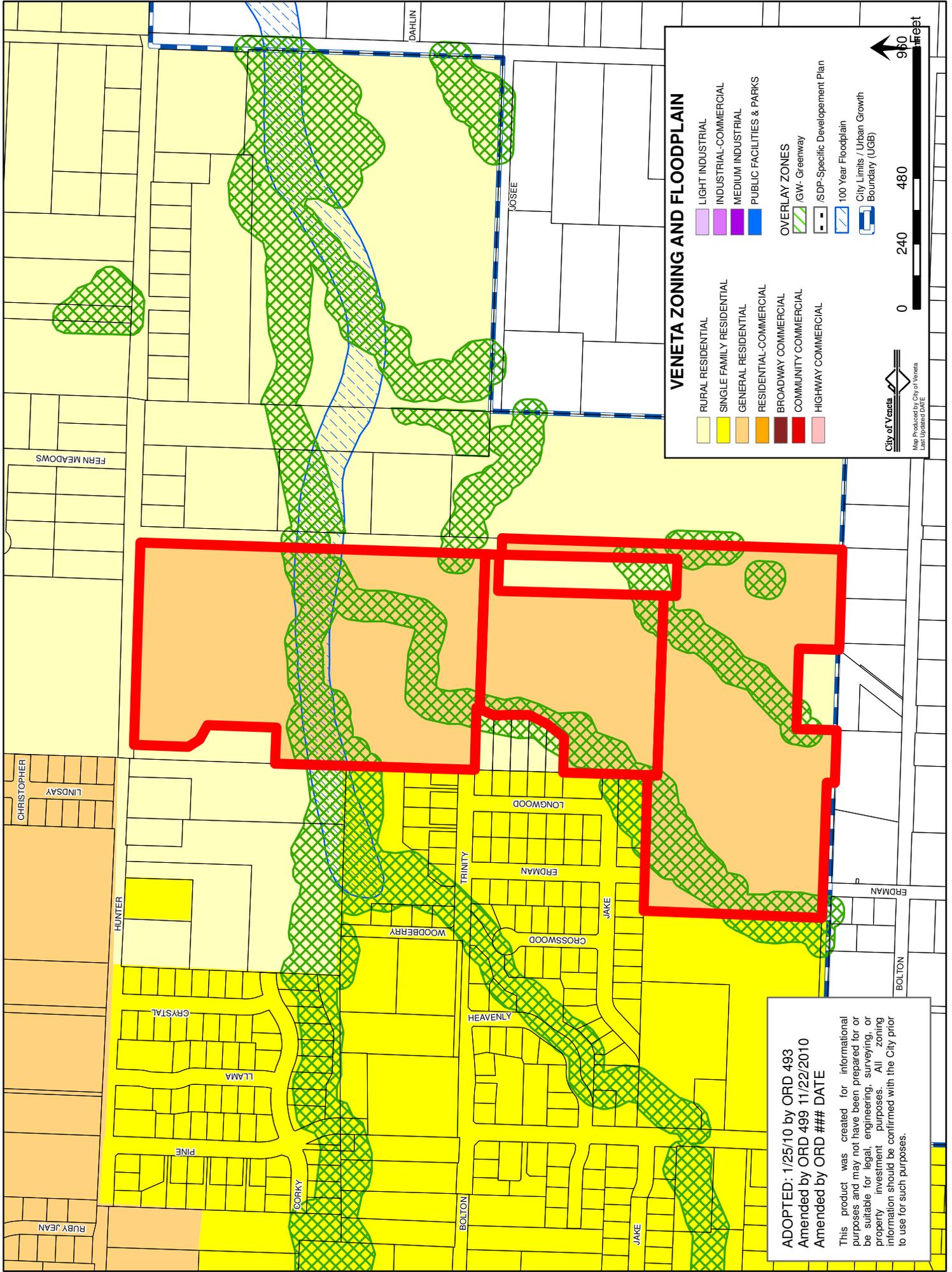
- R - RURAL RESIDENTIAL
- L - LOW DENSITY RESIDENTIAL
- M - MEDIUM DENSITY RESIDENTIAL
- U - COMMERCIAL/GENERAL RESIDENTIAL
- C - COMMERCIAL
- D - INDUSTRIAL-COMMERCIAL
- I - INDUSTRIAL
- City Limits / Urban Growth Boundary (UGB)
- X - PUBLIC
- P - PARKS
- OVERLAY DESIGNATIONS
- /OS - OPEN SPACE/ GREENWAY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

Map Produced by City of Veneta
 Last Updated DATE



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
 11/23/08 by ORD 491
 11/22/10 by ORD 499
 DATE by ORD ##

This product was created for informational purposes and may not have been suitable for legal, engineering, surveying, or property investment purposes.



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

This product was created for informational purposes and may not have been prepared for or be suitable for legal, engineering, surveying, or property investment purposes. All zoning information should be confirmed with the City prior to use for such purposes.

VENETA CITY COUNCIL AGENDA ITEM SUMMARY

Title/Topic: Rules of the Council Amendment

Meeting Date: October 10, 2016
Department: Finance

Staff Contact: Shauna Hartz
Email: shartz@ci.veneta.or.us
Telephone Number: 541-935-2191 Ext. 305

ISSUE STATEMENT

Does the Council wish to amend the Rules of the Council? They were last amended in 1995.

BACKGROUND (include prior council or committee action)

The Rules of the Council were created in November 1981 by Resolution No. 260 and last modified in November 1995 by Resolution No. 690. Resolution No. 82 provides guidance on conducting public hearings by the City Council and the Planning Commission. The Planning Commission relies on ORS 197.763 to conduct public hearings and public hearing guidance for the Council is included in the “Rules of the Council” which makes Resolution No. 82 obsolete. Staff is recommending the Rules be amended to be more in line with the current municipal practices. The proposed changes can be split into three groups. They are listed and explained below:

- Administrative. Broad changes made to the numbering system, moving sections, removing obsolete terms and re-wording the Rules to enhance the Rules and provide clarity and consistency.
- Specific Amendments. Substantial changes were made in numerous sections. One example, is updating the expense reimbursement guidelines to be based on the IRS Meals & Incidental Expenses (M&IE) schedule rather than on fixed amounts. Another example is that all verbiage that is addressed in the City’s Charter has been removed.
- New Contents. Several new sections were added to make the Rules of the Council more comprehensive.

Resolution No. 1205 was first proposed at the September 12, 2016 meeting. The vote was postponed to allow more time for review and discussion. Since that date a few more changes have been made to the proposed new rules. The most significant is that all language regarding issues contained in the City’s Charter has been removed. This was done to prevent the confusion of having two different guiding documents with potentially different language.

Attachment A to this summary is a red-lined version of the Rules that also includes all the proposed new content (text is blue).

Both the red-lined version attached and Exhibit A to the Resolution incorporate the changes made since September 12, 2016.

RELATED CITY POLICIES (include existing resolutions and ordinances)

City of Veneta Charter dated April 1, 1999
Resolution No. 690 and Resolution No. 82

COUNCIL OPTIONS (include financial impacts)

1. Adopt the amended Rules of the Council as presented or with minor revisions.
2. Provide comments and suggestions for future adoption.
3. Reject changes and continue to use the existing Rules of the Council.

CITY ADMINISTRATOR'S RECOMMENDATION

Approve the amended Rules of the Council as presented.

SUGGESTED MOTION

"I make a motion to approve Resolution No. 1205, a resolution amending the Rules of the Council and repealing Resolution No. 690 and Resolution No. 82."

ATTACHMENTS

- A. Proposed Rules of the Council with track changes.

RULES OF THE COUNCIL
Exhibit A to Resolution No. 1205

The Veneta City Charter requires the City Council adopt Rules of the Council by Resolution to govern its meetings and proceedings. These rules will decide questions and give direction on meetings, conduct, agendas, and other matters.

1. Council Authority.

The Council has the right to require persons attending or participating in any meeting of the Council or addressing the Council to conform to or abide by the ~~R~~rules of the Council and directions of the Mayor or Presiding Officer.

~~Section 1. — MEETINGS.~~ **2. Meetings.**

All meetings of the Veneta City Council will be open to the public with the exception of Executive Sessions. All meetings will be held in a location accessible to the public and in accordance with the Oregon Public Meeting Laws. All meetings will be noticed in accordance with the Oregon Public Meeting Laws.

The types of meetings are:

2.1. Regular Meetings. The Council shall meet in regular session on the ~~S~~second and ~~F~~fourth Mondays of each month at the Veneta Administrative Center, 88184 8th St., Veneta, Oregon or such other specified location within the City of Veneta beginning at ~~7:30 7:00~~ 6:30 p.m. In the event that the regular session is scheduled for a holiday, the meeting day, time and place shall be determined by the Mayor.

2.2. Work Sessions. Meetings may be held as work sessions of the Council to give the Council members an opportunity to discuss issues in an informal setting. Motions shall not be made at a work session. Decisions on items considered at a work session must be made at a regular Council meeting; however, general direction or consensus is allowable.

2.3. Special Meetings. Special meetings of the Council shall be held when called by the Mayor or ~~in the absence of the Mayor, the Council President, or~~ when two Council members request ~~that the Mayor call~~ a special meeting. Notice of special meetings including the subject, time, and place of the meeting shall be given to all Council members. Public notice of special meetings shall be given to the press and interested persons and posted at Veneta Administrative Center 24 hours prior to the meeting. In case of an actual emergency a special meeting may be called and the public given what notice is reasonable, based upon the emergency.

2.4. Emergency Meetings. An Emergency Meeting of the Council may be called with less than 24 hours' notice pursuant to Oregon Public Meeting Laws. The meeting notice and minutes of the meeting must identify the specific emergency that exists. Only business directly associated with the actual emergency will be discussed and/or acted upon during the meeting.

2.5. Executive Sessions. Executive Sessions may be held during Regular, Special, Emergency or Work Session meetings if the Executive Session complies with all applicable provisions of the Oregon Public Meeting Laws. The Council shall not vote or make any commitment regarding future votes during an Executive Session, although the Council may reach a consensus in Executive Session which must be confirmed by a formal vote taken in open session. The Mayor and Councilors are expected to maintain the confidentiality of the information discussed in an Executive Session.

3. Calling a Meeting.

A Special or Emergency Meeting of the Council may be called by the Mayor, or in the Mayor's absence, by the Council President or two Councilors. A member of the Council desiring to call a Special or Emergency meeting shall first contact the Mayor or, in the Mayor's absence, the Council President. The Mayor or Council President will contact the City Administrator, who will contact other members of the Council, determine if a quorum is available, and determine whether all applicable Oregon Public Meetings Law requirements are met. The City Administrator may schedule a Work Session, Special or Emergency meeting if they determine that such a meeting is needed to carry out Council business. Future Work, Special or Emergency meetings may also be set by the Council at a Work, Regular, Special or Emergency Meeting.

4. Cancellation of a Meeting.

The Mayor, upon the recommendation of the City Administrator, may cancel a meeting. Council members will be notified of the cancellation prior to notice being given to the public. Notice of cancellation will be given at least 72 hours prior to the scheduled meeting, if possible.

~~Section II. OPEN MEETING LAW, 5.~~ **Open Public Meeting Laws.**

The Council concurs that an informed public, aware of the deliberations and decisions of the City of Veneta, is beneficial to the community. In recognition of this policy, the Council shall comply with the Oregon Open Public Meetings Laws, ORS 192.610 to 192.740 ~~690~~.

~~Section III. CONDUCT OF MEETING, 6.~~ **Conduct of Meetings.**

The presiding officer shall conduct meetings in accordance with the Rules of the Council and the Charter of the City of Veneta. ~~All parliamentary questions which arise shall be decided by the Council using Roberts Rules of Order as a guide.~~

~~Section IV. QUORUM, 7.~~ **Quorum.**

Three members of the Council shall constitute a quorum. If a quorum is not present, the ~~Recorder~~ City Administrator shall immediately inform the absent members, except those known to be ~~unavailable for the meeting~~, unavoidably detained, that their presence is required. ~~to enable the council to proceed~~. If the absent member or members do not appear after the notice, the members present shall adjourn until a specific time and place or until the next regular meeting. ~~In the absence of the Mayor and Council President, the remaining members shall call the meeting to order and elect a presiding officer who shall conduct the meeting.~~

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8. Attendance, Excused Absences.

Members of the Council may be excused from attending a City Council meeting by contacting the Mayor prior to the meeting and stating the reason for their inability to attend. If the member is unable to contact the Mayor, the member shall contact the City Administrator or City Recorder, who shall convey the message to the Mayor. Absent Councilors who do not follow the above process will be considered unexcused, which shall be so noted in the minutes.

9. Rules of Order.

The Council has an obligation to be clear and simple in its procedures and the consideration of the questions coming before it. The following Rules of Order should be liberally construed to that end. Council Members should avoid invoking the fine points of parliamentary procedure when such points serve only to obscure the issues before the Council and/or confuse the audience at public meetings and citizens in general.

9.1. Presiding Officer. The Mayor or in the Mayor's absence, the Council President, shall serve as the Presiding Officer. The Presiding Officer shall preserve decorum and decide all points of order, subject to appeal by the Council.

9.2. Pro-tem Presiding Officer. In the event of the absence of the Mayor and the Council President, the ~~City Administrator~~remaining members shall call the ~~Council meeting~~ to order and call the roll of the members. If a quorum is present, those Councilors present shall elect, by majority vote, a Pro-tem Presiding Officer for that meeting. Should the Mayor or Council President arrive, the Pro-tem Officer shall relinquish the chair immediately upon the conclusion of the item of business then under consideration before the Council.

9.3. Council Discussion/Debate. Every Councilor desiring to speak shall first address the Presiding Officer, and await recognition to obtain the floor. No persons other than members of the Council and the person having the floor shall enter into any discussion, either directly or through a member of the Council without the permission of the Presiding Officer.

No Councilor shall address the Presiding Officer or demand the floor while a vote is being taken.

Councilors should limit their remarks on a subject to five minutes unless granted additional time by the majority of the Council. Members of the Council should refrain from speaking more than once upon any subject until other members of the Council have had a chance to speak to the topic. After all Councilors have had their opportunity to speak, the Presiding Officer will entertain Council action as necessary.

Councilors desiring to question administrative staff shall address questions to the City Administrator or the author of the Agenda Item Summary, who shall ~~be entitled to~~ either answer the inquiry or designate a staff member to do so.

A Councilor, once recognized by the Presiding Officer, shall not be interrupted while speaking, unless called in order by the Presiding officer or a point of order is raised by any member of the Council while they are speaking. In this case, the speaker shall immediately cease speaking until the point is determined. If the presiding officer rules that the speaker is in order, the speaker shall be permitted to proceed speaking; if ruled to be out of order, the speaker shall remain silent or shall alter their remarks to comply with the ruling.

All members shall accord the utmost courtesy to each other, staff and the public and refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities. Members shall confine their questions to the particular matters before the assembly and, in debate, shall confine their remarks to the issue before the Council.

Members shall be removed from the meeting for failure to comply with the decisions of the Presiding Officer and/or for continued violations of the rules of the Council. If the Presiding Officer fails to act, any member may move to require the Presiding Officer to enforce the rules and the affirmative vote of a majority of the Council shall require the Presiding Officer to act.

All members of the Council shall give undivided attention to the discussions and business of the Council during Council meetings. Members shall refrain from personal conversations or correspondence with other members of the Council, staff or public.

9.4. Right to Appeal. Any Councilor may appeal a ruling of the Presiding Officer to the Council. If the appeal is seconded, the member making the appeal may briefly state the reason for the appeal and the Presiding Officer may briefly explain the ruling; but there shall be no debate on the appeal and no other question than, "Shall the decision of the Presiding Officer stand as the decision of the Council?" If the majority of the members vote Aye, the ruling of the Presiding Officer is sustained; otherwise it is overruled.

9.5. Excusal During the Meeting. No Councilor may leave the Council meeting while in regular session without permission from the Presiding Officer.

10. Minutes of a Council Meeting.

Written minutes shall be taken for all meetings of the Council, except Executive Sessions for which minutes may be kept in the form of audio recordings. No transcript of Executive Session minutes shall be made unless otherwise required by law. The written minutes of the Council meetings need not be verbatim transcripts, but shall give a true reflection of the matters discussed at the meeting and the views of those participating in the discussions.

~~Section V. — AGENDA.~~ 11. Agenda.

The City ~~Recorder~~ Administrator or designee shall prepare an agenda, approved by the City Administrator-Mayor, of the business to be presented at a Council meetings. No item of business shall be added to the agenda of a Regular Council meeting after 5:00 p.m. on the ~~Wednesday~~ Wednesday, Thursday of the week preceding the Council meeting. ~~The Council shall consider at the regular meeting only matters that appear on the agenda for that meeting or are introduced by the Mayor or a council member.~~

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~~Agendas shall be posted at the Veneta City Hall and made available to the public 24 hours prior to the meeting. No item of business may be added to the agenda of a special meeting unless it is added 24 hours prior to the meeting with the approval of the Mayor and notice of the new agenda item is given to the public and the press as required under Section I of these Rules.~~

For all other meetings, no agenda item can be added after public notice of the meeting has been given. The Council shall consider at the regular meeting only matters that appear on the agenda for that meeting or are introduced by the Mayor or a Council member. The Mayor and members of the Council shall endeavor to have subjects they wish considered submitted in time to be placed on the agenda. Items that meet the deadline may be placed on the agenda by any of the following methods:

1. A majority vote of the Council;
2. Consensus of the Council;
3. By any Councilor in a request to the City Administrator (the agenda item will identify the Councilor who requested the item to be placed on the agenda);
4. By the City Administrator or City Attorney.

~~No item shall be added to the agenda after the applicable deadline without the unanimous vote of the council present at the meeting.~~

~~Section VII. — ORDER OF BUSINESS.~~ 12. Order of Business.

~~REGULAR COUNCIL MEETINGS.~~ The order of business at Regular Council Meetings, as they apply, shall be as follows:

1. Call to Order
2. Public Comment. Maximum time 20 minutes; speakers will be limited to 3 minutes and may not yield their time to other speakers.
3. ~~Consent Agenda~~Public Hearings
4. ~~Public Hearings~~Consent Agenda
5. ~~Special~~ Presentations ~~from the Public~~
6. Department Reports
 - a. From Councilors
 - b. From Committee Liaisons
7. Staff Reports
 - a. ~~Public Works Superintendent~~ Community Services Director
 - b. ~~City Attorney~~ Finance Director
 - c. ~~City Engineer~~ Public Works Director
 - d. City Administrator
 - e. ~~New Business~~
 - f. ~~Old business~~

- 8. Other
- 9. Executive Session
- 10. Adjourn

~~2. Information shall be made at the end of the Agenda regarding the consent agenda as follows: 'CONSENT AGENDA' All matters listed under the consent agenda are considered to be routine by the Veneta City Council and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda to be considered separately. THIS MEETING WILL BE TAPE RECORDED."~~

~~3-12.1.~~ To assist in the timely accomplishment of the Council meetings, an estimate of the time that each ~~category agenda~~ item could take will be shown on the ~~left side of the~~ agenda.

~~5-12.2.~~ The Council may modify the order of business at any meeting as is deemed appropriate by the Council for the efficient administration of its business.

13. Public Comment.

There shall be a period of time, not to exceed 20 minutes, near the beginning of each Regular Meeting for questions or statements on items of concern whether or not they appear on the agenda. Except items having a separate public comment time. This time is not for additional comments or repetitive comments on issues addressed in prior meetings. Comments shall be limited to three minutes or less per person.

4-14. Public Hearings.

The Council may hold Public Hearings as part of any meeting when it desires to obtain testimony from the public on any question before the Council. ~~The order of business of Public Hearings concerning land use issues shall follow Resolution No. 82. The order of business for all other public hearings shall be as follows:~~

- ~~(1) Call to Order~~
- ~~(2) Declaration of Potential Conflict of Interest~~
- ~~and Ex Parte Contacts~~
- ~~(3) Staff Report~~
- ~~(4) Proponents~~
- ~~(5) Opponents~~
- ~~(6) Questions from the Council~~
- ~~(7) Close of Hearing~~
- ~~(8) Decision on the Issue~~

There are two types of public hearings, legislative and quasi-judicial, and it is important to understand the distinction between them.

14.1. Legislative Public Hearings. The purpose of a legislative public hearing is to obtain public input on legislative decisions on matters of policy. Legislative public hearings are required by state law when a city or county addresses such matters as comprehensive land use plans or the annual or biennial budget. Legislative public hearings are generally less formal than quasi-judicial public hearings. They do not involve the legal rights of specific, private parties in a contested setting, but rather affect a wider range of citizens or perhaps the entire jurisdiction. The wisdom of legislative decisions reached as a result of such hearings is not second-guessed by the courts; if challenged, they are reviewed only to determine whether the decision was based upon the complete record, are constitutional and in compliance with state law. ~~For example, a court will not review whether the basic budgetary decisions made by a city council or county commission were correctly made. On the other hand, comprehensive plans in Growth Management Act (GMA) counties may be reviewed by a growth management hearings board, and maybe later by a court, for consistency with the GMA.~~ Legislative Public Hearings held by

local government bodies are used to approve resolutions, ordinances, budgets, etc. and will be conducted by the City Council as follows:

1. Open Hearing
2. Staff Report
3. Public comments
4. Specific Council questions of public testifying
5. Close of Public Hearing
6. City Council deliberation and decision, if warranted

14.2 Quasi-judicial Public Hearings. Unlike legislative decisions, quasi-judicial decisions involve the legal rights of specific parties. The decisions made as a result of such hearings must be based upon and supported by the "record" developed at the hearing. Quasi-judicial hearings are subject to stricter procedural requirements than legislative hearings. Most quasi-judicial hearings held by local government bodies involve land use matters, including site specific rezones, preliminary plats, variances, and conditional uses, and will be conducted by the City Council as follows:

1. Open Hearing
2. Declaration of Conflict of Interest or Ex-Parte Contacts
3. Staff Report
4. Applicant/Proponents
5. Opponents
6. Neutral testimony
7. Applicant rebuttal
8. Questions from the City Council/~~Planning Commission~~
9. Close of Public Hearing
10. Deliberation and Decision

~~Section VI.~~ CONSENT AGENDA: 15. Consent Agenda.

In order to make more efficient use of meeting time, ~~ordinances, resolutions,~~ requests of minute approval, bills and other items which are routine in nature and ~~concerning~~ for which no debate is expected, shall be placed on a "Consent Agenda." Any item placed on the consent agenda shall be removed at the request of the Mayor or a Council member prior to the time a vote is taken on the consent agenda items. All remaining items on the consent agenda shall be disposed of in a single motion "to adopt the consent agenda" which shall not be debatable. Adoption of the consent agenda shall be by a roll call vote of all Council members present. If there are dissenting votes, each item on the consent agenda shall be voted upon separately by a roll call vote. Items removed shall be considered separately.

~~Section XI.~~ ORDINANCE ADOPTION: 16. Ordinance Adoption.

Ordinances shall be adopted using the following procedures:

~~4-~~ **16.1. Land Use Ordinances.**

(1) The Planning Commission shall consider a proposed land-use ordinance and a staff report at a public hearing and the Commission shall make a written Findings Report and recommend to the Council that the Ordinance be approved or disapproved.

(2) The Council shall consider the proposed ordinance and ~~p~~Planning ~~e~~Commission recommendation at a public hearing and shall make a written Findings Report prior to taking final action to enact or disapprove the Ordinance.

~~2-~~ **16.2. General Ordinance.**

(1) Adoption of General Ordinances shall be accomplished first by using the Charter, then by these Council Rules. Public Notice. The City Recorder will notify the press and

~~public of proposed ordinances seven (7) days prior to the first reading of the ordinance. A copy of the proposed ordinance will be posted at Veneta City hall. Notice may be given by any means, including mail, posting of property, publication of a notice in a newspaper of general circulation, or by any other means designed to inform affected citizens of the proposed ordinance.~~

~~A copy of the ordinance is provided for each Council member. Three copies of the ordinance are available for public inspection in the office of the custodian of City records; and notice of their availability is given by written notice posted at the City Hall and two other public places in the City, or advertised in a newspaper of general circulation in the City.~~

(2) First Reading. At the time of the first reading of an ordinance the Council will consider the proposed ordinance, a staff report, and call for public ~~testimony~~ comment. By motion, the Council shall approve, modify or disapprove the ordinance as read ~~by title only~~.

~~(3) Second Reading. Prior to the second reading and final enactment of an ordinance, the City Recorder will staff person presenting the ordinance to the Council shall read any amendments to the Ordinance in full and will incorporate the amendments into the written copy of the ordinance.~~

~~(4) Title Reading. Any reading of an ordinance may be by title only, unless a member of the Council requests that the ordinance be read in full.~~

~~(5) Two Meeting Passage Adoption. All ordinances will be considered at two meetings unless the rules are suspended by unanimous consent of all Council members present.~~

~~(3e) Amendments. Amendment of a proposed ordinance shall be handled per Charter and at a public meeting shall not require any new or additional public notice as set forth in Section (1) 16.2(1) above the Charter.~~

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~~(7) Effective Date. Non-emergency ordinances shall become effective on the 30th day from the second reading and final enactment. All resolutions and franchises shall become immediately effective upon adoption by the City Council and approval by the Mayor.~~

~~(4e) Emergency Clause. Whereas when adoption of an ordinance is deemed to be necessary for the preservation of the public health, safety and welfare of the citizens of the City of Veneta, an emergency is hereby declared to exist, and the ordinance shall be in full force and effect upon its adoption by the City Council and approval of the Mayor per the Charter.~~

~~Section XII. ORDINANCE RECORDING. 17.7. Ordinance Recording.~~

All ordinances passed by the Council, signed by the Mayor and the Recorder, shall be kept in a book for that purpose.

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~~Section XIII. MAYOR'S DUTIES. 18. Mayor's Duties.~~

~~In addition to the duties included in the City's Charter, tThe Mayor shall have the following duties and responsibilities:~~

- ~~1. To serve as Chairman of the Council, and preside over its deliberations;~~
- ~~2. To have the authority to preserve order, enforce the rules of the Council and determine the order of business at all meetings;~~
- ~~23. To sign all minutes, resolutions, ordinances, warrants, bonds, loans, contracts, checks and other documents of the City upon adoption by the Council or under the authorization of the Council; and~~

~~4. Not to have any power to veto any actions passed by the Council.~~

~~Section VIII. VOTING. 19. Voting Generally.~~

~~A majority of the Council members present at a meeting shall be necessary to decide any questions before the Council.~~

1920. Duty to Vote.

Every Councilor who is present will vote for or against the question before the Council unless the Council excuses that Councilor from voting. A Councilor may refrain for just legal cause without being excused by the Council. Councilors must announce the legal reason or justification for abstaining from voting.

~~Section IX. CONFLICT OF INTEREST. 204. Conflict of Interest.~~

Whenever a Council member believes such Council member has a potential or actual conflict of interest on any matter coming before the Council, the Council member shall publicly announce such potential or actual conflict of interest and describe the nature of the conflict. Conflicts of interest must be announced at each meeting where the matter comes before the Council.

1. An "actual conflict of interest" means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which would be to the private pecuniary benefit or detriment of the person or the person's relative or any business with which the person or a relative of the person is associated except as defined in ORS 244.020.

2. A "potential conflict of interest" means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which could be to the private pecuniary benefit or detriment of the person or the person's relative, or a business with which the person or the person's relative is associated, unless the pecuniary benefit or detriment arises out of the following:

(1) An interest or membership in a particular business, industry, occupation or other class required by law as a prerequisite to the holding by the person of the office or position.

(2) Any action in the person's official capacity which would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person's relative or business with which the person or the person's relative is associated, is a member or is engaged. The commission may by rule limit the minimum size of or otherwise establish criteria for or identify the smaller classes that qualify under this exception.

(3) Membership in or memberships on the board of directors of a nonprofit corporation that is tax-exempt under section 501(c) of the Internal Revenue Code.

When met with a potential conflict of interest after it has been publicly announced, the Councilor may take any action thereon in the capacity of a public official. When met with an actual conflict of interest after being publicly announced, a public official shall refrain from participating as a public official in any discussion or debate on the issue arising out of the actual conflict or from voting on the issue. The public official may vote even if there is an actual conflict of interest, if the official's vote is necessary to meet a requirement of a minimum number of votes to take official action. After this announcement, the public official may vote but not participate in any discussion or debate on the issue out of which the actual conflict arose.

~~Section X. DECORUM. 212. Decorum.~~

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Except by permission of the presiding officer, a Council member shall address any remarks to the Council and not to the audience. Upon recognition and permission of the presiding officer, a person in the audience may address the Council relative to any matter being considered by the Council at that time. All persons speaking in a Council meeting shall address the question under consideration, and shall be courteous to the Council, staff and audience. If a meeting is disrupted by members of the audience, the presiding officer or a majority of the Council present may order that the Council chambers or other meeting hall be cleared and a recess called until order is restored.

223. Seating Capacity and Safety Requirements.

The safe occupancy and seating capacity of the Council Chambers as determined by the Fire Marshal shall be posted within the Chambers. The limitations on occupancy and seating capacity shall be complied with at all times. Aisles shall be kept clear at all times. Members of the audience shall abide by the seating plan in the Council Chambers, and shall not pass beyond the restraining barriers unless requested to do so by the Presiding Officer.

234. Flags, Signs and Posters.

No flags, posters, placards or signs, unless authorized by the Presiding Officer, may be carried or placed within the Council Chambers, any meeting hall in which the Council is officially meeting, or any meeting hall in which a public meeting is being held. This restriction shall not apply to armbands, emblems, badges or other articles worn on personal clothing of individuals, provided that such devices are of such a size and nature as not to interfere with the vision or hearing of other persons at the meeting, and providing that such devices do not extend from the body in a manner likely to cause injury to another.

245. News Media.

The provisions of these rules shall not be construed to prevent news media representatives from performing their duties so long as the manner of performance is not unreasonably disruptive of the meeting.

256. Effect of Rules.

These rules shall repeal, rescind and replace all other rules and procedures of the Council which may have been formally adopted by resolution or informally adopted by past practice or implied policies. These rules of procedure are adopted for the sole benefit of the members of the City Council to assist in the orderly conduct of Council business.

267. Failure to Follow Rules.

Failure to follow the rules of the Council in conducting business ~~or or failure to not~~ abide by the rules of procedure does not invalidate the decisions of the Council nor will it be grounds to later challenge the validity of the decision.

~~Section XX. SUSPENSION OF RULES. 278.~~ **Suspension of Rules.**

Any rule prescribed in this resolution, Rules of the Council, may be suspended by the Council upon a majority vote of the Council members present at a meeting. ~~These rules may be permanently amended at any meeting at which prior notice of the proposed change was provided to each member of the Council. A majority of those Council members present and voting is needed to effect an amendment or an addition to these rules.~~

~~Section XIV. PRESIDENT OF THE COUNCIL. 29.~~ **President of the Council.**

~~A President of the Council shall be elected by the Council at its first meeting of each odd-numbered year. The President of the Council shall preside over all Council meetings in the absence of the Mayor. He shall also serve as Acting Mayor whenever the Mayor is unable to perform the duties of his office, and shall have all the powers of the Mayor while acting in that capacity.~~

Section XV. ~~APPOINTMENTS, 28930.~~ Appointments.

The Mayor shall appoint one or more Council members to serve as the City's representative to ~~all City of Veneta~~ committees, boards, or agencies outside the City government in which the City has an interest. Appointments shall be ratified by a ~~vote~~ consensus of the Council.

Section XVI. ~~DEPARTMENT ASSIGNMENTS, 304 29.~~ Liaison Assignments.

The Mayor may appoint Council members to serve as liaisons to the Veneta Economic Development Committee, Veneta Park Board, Fern Ridge School District 28J, Veneta-Fern Ridge Chamber of Commerce, and other local government agencies. The Mayor shall serve as Administrative liaison to the City Administrator, City Engineer, City Attorney and other staff on general administrative matters.

Section XVII. ~~COMMITTEES, 312-- 30.~~ Committees.

1. Standing Committees. The Council may create standing or ad hoc committees to serve as advisory committees to the Council. Standing committees of the City shall include, but not be limited to, the following committees:

Budget Committee	5 Council members	5 citizen members
Economic Development	9 citizen members	
Park Board	9 citizen members	
Planning Commission	5 citizen members	

~~The Mayor may also appoint a Council member to serve as a non-voting representative to each standing committee.~~

2. Filling Vacancies on Committees. When a vacancy exists on a standing committee, the City Recorder shall notify the public that a vacancy exists. Interested individuals may apply for the vacant position by completing and submitting a Committee/Commission application to the City. The Mayor shall propose a person to appoint to the committee. The Mayor shall discuss the proposed appointment with the City Council prior to making an official appointment.

3. Student Committee Members. The Council shall establish on the ~~Council and each standing committee list in No. 1 of this section" no more than two student representatives per standing committee"~~ Park Board, as standing positions, no more than two student representatives. ~~This position~~ These positions shall be appointed by the Mayor in the same manner as used to appoint other members of the committees described in No. 2 of this Section. The positions shall ~~be non-voting~~ have voting rights and appointees shall be current members of the student body of area High Schools. ~~At such time as a student representative vacancy exists on a standing committee, the city will notify the area School District of the vacancy and request that they advise the area High School student body of the vacancy and that interested persons should contact the city Recorder for additional information.~~

~~Section XVIII. MUNICIPAL COURT. Municipal Court will be held at 8:30 a.m. on the third Thursday of each month at Veneta City Hall. Trials and other court sessions may be set at a time and place determined by the Municipal Judge to permit the orderly transaction of court business.~~

Section XIX. ~~EXPENSES REIMBURSED, 3123.~~ Expenses Reimbursed.

1. Mileage. City Councilors may be reimbursed for mileage if using their personal vehicle on City business at the effective IRS rate for that year. All persons must submit bills or summaries of mileage to the City Administrator prior to reimbursement.

2. Meals. City Councilors may be reimbursed for meals and incidental expenses incurred while conducting City business or attending conferences and trainings in their official capacity. Alcoholic beverages are not reimbursable. Meals may be reimbursed ~~up to the~~

~~maximum allowed per meal:~~ based on the IRS ~~M~~ meals and ~~I~~ incidental ~~E~~ expense (M&IE) per diem rate for that year.

~~Breakfast: \$5.00~~
~~Lunch: \$7.00~~
~~Dinner: \$10.00~~

3. **Property Damage.** ~~Employees, committee members, and~~ City Councilors may be reimbursed for property damage to vehicles in an amount up to ~~\$50~~ \$200 when all of the following conditions are met:

- (1) The damage was caused by or incurred during the conduct of City business;
- ~~(2) The claim was not covered by insurance;~~
- ~~(3) The person was not reimbursed for mileage;~~ and
- (4) The City Council approved reimbursement of the claim.

Adopted by the Veneta City Council on the ____ day of _____, 2016 by Resolution No. 1205.

Sandra H. Larson, Mayor

ATTEST:

Darci Henneman, City Recorder

CITY OF VENETA

RESOLUTION NO. 1205

**A RESOLUTION AMENDING THE RULES OF THE COUNCIL AND REPEALING
RESOLUTION NO. 690 AND RESOLUTION NO. 82**

WHEREAS, the City Council first adopted Rules of the Council (Rules) in 1981;
and

WHEREAS, the last review and amendment of the Rules was completed in 1995
with Resolution No. 690; and

WHEREAS, it is good practice to periodically review and update the Rules of the
Council; and

WHEREAS, proposed amendments are required in order for the Rules of the Council to
conform to the provisions of the City of Veneta Charter; and

WHEREAS, Resolution No. 82 adopts rules of procedure for the conduct of public
hearings related to Land Use matters; and

WHEREAS, the amended Rules of the Council include public hearing procedures for the
City Council to follow for Land Use and other matters; and

WHEREAS, the Veneta Planning Commission has relied on public hearing procedures
found in the Oregon Revised Statute (ORS) 197.763 for Land Use matters; and

NOW, THEREFORE, BE IT RESOLVED by the Veneta City Council that:

SECTION 1 Amendment. The Rules of the Council, attached to and
incorporated herein as Exhibit A are hereby adopted.

SECTION 2 Effective Date. This Resolution shall take effect on October ____,
2016.

SECTION 3 Repealing Clause. Resolution No. 690 and Resolution No. 82 are
hereby repealed.

PASSED AND ADOPTED by the Veneta City Council this ____ day of October,
2016.

XXXXXXXXXXXXXXXXXXXX

Sandra H. Larson, Mayor

ATTEST:
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder

RULES OF THE COUNCIL
Exhibit A to Resolution No. 1205

The Veneta City Charter requires the City Council adopt Rules of the Council by Resolution to govern its meetings and proceedings. These rules will decide questions and give direction on meetings, conduct, agendas, and other matters.

1. Council Authority.

The Council has the right to require persons attending or participating in any meeting of the Council or addressing the Council to conform to or abide by the Rules of the Council and directions of the Mayor or Presiding Officer.

2. Meetings.

All meetings of the Veneta City Council will be open to the public with the exception of Executive Sessions. All meetings will be held in a location accessible to the public and in accordance with the Oregon Public Meeting Laws. All meetings will be noticed in accordance with the Oregon Public Meeting Laws.

The types of meetings are:

2.1. Regular Meetings. The Council shall meet in regular session on the second and fourth Mondays of each month at the Veneta Administrative Center, 88184 8th St., Veneta, Oregon or such other specified location within the City of Veneta beginning at 6:30 p.m. In the event that the regular session is scheduled for a holiday, the meeting day, time and place shall be determined by the Mayor.

2.2. Work Sessions. Meetings may be held as work sessions of the Council to give the Council members an opportunity to discuss issues in an informal setting. Motions shall not be made at a work session. Decisions on items considered at a work session must be made at a regular Council meeting; however, general direction or consensus is allowable.

2.3. Special Meetings. Special meetings of the Council shall be held when called by the Mayor or in the absence of the Mayor, the Council President, or when two Council members request a special meeting. Notice of special meetings including the subject, time, and place of the meeting shall be given to all Council members. Public notice of special meetings shall be given to the press and interested persons and posted at Veneta Administrative Center 24 hours prior to the meeting. In case of an actual emergency a special meeting may be called and the public given what notice is reasonable, based upon the emergency.

2.4. Emergency Meetings. An Emergency Meeting of the Council may be called with less than 24 hours' notice pursuant to Oregon Public Meeting Laws. The meeting notice and minutes of the meeting must identify the specific emergency that exists. Only business directly associated with the actual emergency will be discussed and/or acted upon during the meeting.

2.5. Executive Sessions. Executive Sessions may be held during Regular, Special, Emergency or Work Session meetings if the Executive Session complies with all applicable provisions of the Oregon Public Meeting Laws. The Council shall not vote or make any commitment regarding future votes during an Executive Session, although the Council may reach a consensus in Executive Session which must be confirmed by a formal vote taken in open session. The Mayor and Councilors are expected to maintain the confidentiality of the information discussed in an Executive Session.

3. Calling a Meeting.

A Special or Emergency Meeting of the Council may be called by the Mayor, or in the Mayor's absence, by the Council President or two Councilors. A member of the Council desiring to call a Special or Emergency meeting shall first contact the Mayor or, in the Mayor's absence, the Council President. The Mayor or Council President will contact the City Administrator, who will contact other members of the Council, determine if a quorum is available, and determine whether all applicable Oregon Public Meeting Law requirements are met. The City Administrator may schedule a Work Session, Special or Emergency meeting if they determine that such a meeting is needed to carry out Council business. Future Work, Special or Emergency meetings may also be set by the Council at a Work, Regular, Special or Emergency Meeting.

4. Cancellation of a Meeting.

The Mayor, upon the recommendation of the City Administrator, may cancel a meeting. Council members will be notified of the cancellation prior to notice being given to the public. Notice of cancellation will be given at least 72 hours prior to the scheduled meeting, if possible.

5. Public Meeting Laws.

The Council concurs that an informed public, aware of the deliberations and decisions of the City of Veneta, is beneficial to the community. In recognition of this policy, the Council shall comply with the Oregon Public Meeting Laws, ORS 192.610 to 192.690.

6. Conduct of Meetings.

The presiding officer shall conduct meetings in accordance with the Rules of the Council and the Charter of the City of Veneta.

7. Quorum.

Three members of the Council shall constitute a quorum. If a quorum is not present, the City Administrator shall immediately inform the absent members, except those known to be unavoidably detained, that their presence is required. If the absent member or members do not appear after the notice, the members present shall adjourn until a specific time and place or until the next regular meeting.

8. Attendance, Excused Absences.

Members of the Council may be excused from attending a City Council meeting by contacting the Mayor prior to the meeting and stating the reason for their inability to attend. If the member is unable to contact the Mayor, the member shall contact the City Administrator or City Recorder, who shall convey the message to the Mayor. Absent Councilors who do not follow the above process will be considered unexcused, which shall be so noted in the minutes.

9. Rules of Order.

The Council has an obligation to be clear and simple in its procedures and the consideration of the questions coming before it. The following Rules of Order should be liberally construed to that end. Council Members should avoid invoking the fine points of parliamentary procedure when such points serve only to obscure the issues before the Council and/or confuse the audience at public meetings and citizens in general.

9.1. Presiding Officer. The Mayor or in the Mayor's absence, the Council President, shall serve as the Presiding Officer. The Presiding Officer shall preserve decorum and decide all points of order, subject to appeal by the Council.

9.2. Pro-tem Presiding Officer. In the event of the absence of the Mayor and the Council President, the remaining members shall call the meeting to order and call the roll of the members. If a quorum is present, those Councilors present shall elect, by majority vote, a Pro-tem Presiding Officer for that meeting. Should the Mayor or Council President arrive, the Pro-

tem Officer shall relinquish the chair immediately upon the conclusion of the item of business then under consideration before the Council.

9.3. Council Discussion/Debate. Every Councilor desiring to speak shall first address the Presiding Officer, and await recognition to obtain the floor. No persons other than members of the Council and the person having the floor shall enter into any discussion, either directly or through a member of the Council without the permission of the Presiding Officer.

No Councilor shall address the Presiding Officer or demand the floor while a vote is being taken.

Councilors should limit their remarks on a subject to five minutes unless granted additional time by the majority of the Council. Members of the Council should refrain from speaking more than once upon any subject until other members of the Council have had a chance to speak to the topic. After all Councilors have had their opportunity to speak, the Presiding Officer will entertain Council action as necessary.

Councilors desiring to question administrative staff shall address questions to the City Administrator or the author of the Agenda Item Summary, who shall either answer the inquiry or designate a staff member to do so.

A Councilor, once recognized by the Presiding Officer, shall not be interrupted while speaking, unless called in order by the Presiding officer or a point of order is raised by any member of the Council while they are speaking. In this case, the speaker shall immediately cease speaking until the point is determined. If the presiding officer rules that the speaker is in order, the speaker shall be permitted to proceed speaking; if ruled to be out of order, the speaker shall remain silent or shall alter their remarks to comply with the ruling.

All members shall accord the utmost courtesy to each other, staff and the public and refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities. Members shall confine their questions to the particular matters before the assembly and, in debate, shall confine their remarks to the issue before the Council.

Members shall be removed from the meeting for failure to comply with the decisions of the Presiding Officer and/or for continued violations of the rules of the Council. If the Presiding Officer fails to act, any member may move to require the Presiding Officer to enforce the rules and the affirmative vote of a majority of the Council shall require the Presiding Officer to act.

All members of the Council shall give undivided attention to the discussions and business of the Council during Council meetings. Members shall refrain from personal conversations or correspondence with other members of the Council, staff or public.

9.4. Right to Appeal. Any Councilor may appeal a ruling of the Presiding Officer to the Council. If the appeal is seconded, the member making the appeal may briefly state the reason for the appeal and the Presiding Officer may briefly explain the ruling; but there shall be no debate on the appeal and no other question than, "Shall the decision of the Presiding Officer stand as the decision of the Council?" If the majority of the members vote Aye, the ruling of the Presiding Officer is sustained; otherwise it is overruled.

9.5. Excusal During the Meeting. No Councilor may leave the Council meeting while in regular session without permission from the Presiding Officer.

10. Minutes of a Council Meeting.

Written minutes shall be taken for all meetings of the Council, except Executive Sessions for which minutes may be kept in the form of audio recordings. No transcript of Executive Session minutes shall be made unless otherwise required by law. The written minutes of the Council

meetings need not be verbatim transcripts, but shall give a true reflection of the matters discussed at the meeting and the views of those participating in the discussions.

11. Agenda.

The City Administrator or designee shall prepare an agenda, approved by the Mayor, of the business to be presented at Council meetings. No item of business shall be added to the agenda of a Regular Council meeting after 5:00 p.m. on the Thursday of the week preceding the Council meeting.

For all other meetings, no agenda item can be added after public notice of the meeting has been given. The Council shall consider at the regular meeting only matters that appear on the agenda for that meeting or are introduced by the Mayor or a Council member. The Mayor and members of the Council shall endeavor to have subjects they wish considered submitted in time to be placed on the agenda. Items that meet the deadline may be placed on the agenda by any of the following methods:

1. A majority vote of the Council;
2. Consensus of the Council;
3. By any Councilor in a request to the City Administrator (the agenda item will identify the Councilor who requested the item to be placed on the agenda);
4. By the City Administrator or City Attorney.

12. Order of Business.

The order of business at Regular Meetings, as they apply, shall be as follows:

1. Call to Order
2. Public Comment. Maximum time 20 minutes; speakers will be limited to 3 minutes and may not yield their time to other speakers.
3. Public Hearings
4. Consent Agenda
5. Special Presentations
6. Department Reports
 - a. From Councilors
 - b. From Committee Liaisons
7. Staff Reports
 - a. Community Services Director
 - b. Finance Director
 - c. Public Works Director
 - d. City Administrator
8. Other
9. Executive Session
10. Adjourn

12.1. To assist in the timely accomplishment of the Council meetings, an estimate of the time that each agenda item could take will be shown on the agenda.

12.2. The Council may modify the order of business at any meeting as is deemed appropriate by the Council for the efficient administration of its business.

13. Public Comment.

There shall be a period of time, not to exceed 20 minutes, near the beginning of each Regular Meeting for questions or statements on items of concern whether or not they appear on the agenda. Except items having a separate public comment time. This time is not for additional comments or repetitive comments on issues addressed in prior meetings. Comments shall be limited to three minutes or less per person.

14. Public Hearings.

The Council may hold Public Hearings as part of any meeting when it desires to obtain testimony from the public on any question before the Council.

There are two types of public hearings, legislative and quasi-judicial, and it is important to understand the distinction between them.

14.1. Legislative Public Hearings. The purpose of a legislative public hearing is to obtain public input on legislative decisions on matters of policy. Legislative public hearings are required by state law when a city or county addresses such matters as comprehensive land use plans or the annual or biennial budget. Legislative public hearings are generally less formal than quasi-judicial public hearings. They do not involve the legal rights of specific, private parties in a contested setting, but rather affect a wider range of citizens or perhaps the entire jurisdiction. The wisdom of legislative decisions reached as a result of such hearings is not second-guessed by the courts; if challenged, they are reviewed only to determine whether the decision was based upon the complete record, are constitutional and in compliance with state law. Legislative Public Hearings held by local government bodies are used to approve resolutions, ordinances, budgets, etc. and will be conducted by the City Council as follows:

1. Open Hearing
2. Staff Report
3. Public comments
4. Specific Council questions of public testifying
5. Close of Public Hearing
6. City Council deliberation and decision, if warranted

14.2 Quasi-judicial Public Hearings. Unlike legislative decisions, quasi-judicial decisions involve the legal rights of specific parties. The decisions made as a result of such hearings must be based upon and supported by the "record" developed at the hearing. Quasi-judicial hearings are subject to stricter procedural requirements than legislative hearings. Most quasi-judicial hearings held by local government bodies involve land use matters, including site specific rezones, preliminary plats, variances, and conditional uses, and will be conducted by the City Council as follows:

1. Open Hearing
2. Declaration of Conflict of Interest or Ex-Parte Contacts
3. Staff Report
4. Applicant/Proponents
5. Opponents
6. Neutral testimony
7. Applicant rebuttal
8. Questions from the City Council
9. Close of Public Hearing
10. Deliberation and Decision

15. Consent Agenda.

In order to make more efficient use of meeting time, requests of minute approval, bills and other items which are routine in nature and for which no debate is expected, shall be placed on a "Consent Agenda." Any item placed on the consent agenda shall be removed at the request of the Mayor or a Council member prior to the time a vote is taken on the consent agenda items. All remaining items on the consent agenda shall be disposed of in a single motion "to adopt the consent agenda" which shall not be debatable. Adoption of the consent agenda shall be by a roll call vote of all Council members present. If there are dissenting votes, each item on the consent agenda shall be voted upon separately by a roll call vote. Items removed shall be considered separately.

16. Ordinance Adoption.

Ordinances shall be adopted using the following procedures:

16.1. Land Use Ordinances.

(1) The Planning Commission shall consider a proposed land-use ordinance and a staff report at a public hearing and the Commission shall make a written Findings Report and recommend to the Council that the Ordinance be approved or disapproved.

(2) The Council shall consider the proposed ordinance and Planning Commission recommendation at a public hearing and shall make a written Findings Report prior to taking final action to enact or disapprove the Ordinance.

16.2. General Ordinance.

(1) Adoption of General Ordinances shall be accomplished first by using the Charter, then by these Council Rules.

(2) First Reading. At the time of the first reading of an ordinance the Council will consider the proposed ordinance, a staff report, and call for public comment. By motion, the Council shall approve, modify or disapprove the ordinance as read.

(3) Amendments. Amendment of a proposed ordinance shall be handled per Charter and shall not require any new or additional public notice as set forth in the Charter.

(4) Emergency Clause. Whereas when adoption of an ordinance is deemed to be necessary for the preservation of the public health, safety and welfare of the citizens of the City of Veneta, an emergency is hereby declared to exist, and the ordinance shall be in full force and effect per the Charter.

17. Ordinance Recording.

All ordinances passed by the Council, signed by the Mayor and the Recorder, shall be kept in a book for that purpose.

18. Mayor's Duties.

In addition to the duties included in the City's Charter, the Mayor shall have the following duties and responsibilities:

1. To serve as Chairman of the Council;
2. To sign all minutes, resolutions, ordinances, bonds,-loans, contracts, and other documents of the City upon adoption by the Council or under the authorization of the Council; and

19. Duty to Vote.

Every Councilor who is present will vote for or against the question before the Council unless the Council excuses that Councilor from voting. A Councilor may refrain for just legal cause without being excused by the Council. Councilors must announce the legal reason or justification for abstaining from voting.

20. Conflict of Interest.

Whenever a Council member believes such Council member has a potential or actual conflict of interest on any matter coming before the Council, the Council member shall publicly announce such potential or actual conflict of interest and describe the nature of the conflict. Conflicts of interest must be announced at each meeting where the matter comes before the Council.

1. An "actual conflict of interest" means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which would be to the private

pecuniary benefit or detriment of the person or the person's relative or any business with which the person or a relative of the person is associated except as defined in ORS 244.020.

2. A "potential conflict of interest" means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which could be to the private pecuniary benefit or detriment of the person or the person's relative, or a business with which the person or the person's relative is associated, unless the pecuniary benefit or detriment arises out of the following:

(1) An interest or membership in a particular business, industry, occupation or other class required by law as a prerequisite to the holding by the person of the office or position.

(2) Any action in the person's official capacity which would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person's relative or business with which the person or the person's relative is associated, is a member or is engaged. The commission may by rule limit the minimum size of or otherwise establish criteria for or identify the smaller classes that qualify under this exception.

(3) Membership in or memberships on the board of directors of a nonprofit corporation that is tax-exempt under section 501(c) of the Internal Revenue Code.

When met with a potential conflict of interest after it has been publicly announced, the Councilor may take any action thereon in the capacity of a public official. When met with an actual conflict of interest after being publicly announced, a public official shall refrain from participating as a public official in any discussion or debate on the issue arising out of the actual conflict or from voting on the issue. The public official may vote even if there is an actual conflict of interest, if the official's vote is necessary to meet a requirement of a minimum number of votes to take official action. After this announcement, the public official may vote but not participate in any discussion or debate on the issue out of which the actual conflict arose.

21. Decorum.

Except by permission of the presiding officer, a Council member shall address any remarks to the Council and not to the audience. Upon recognition and permission of the presiding officer, a person in the audience may address the Council relative to any matter being considered by the Council at that time. All persons speaking in a Council meeting shall address the question under consideration, and shall be courteous to the Council, staff and audience. If a meeting is disrupted by members of the audience, the presiding officer or a majority of the Council present may order that the Council chambers or other meeting hall be cleared and a recess called until order is restored.

22. Seating Capacity and Safety Requirements.

The safe occupancy and seating capacity of the Council Chambers as determined by the Fire Marshal shall be posted within the Chambers. The limitations on occupancy and seating capacity shall be complied with at all times. Aisles shall be kept clear at all times. Members of the audience shall abide by the seating plan in the Council Chambers, and shall not pass beyond the restraining barriers unless requested to do so by the Presiding Officer.

23. Flags, Signs and Posters.

No flags, posters, placards or signs, unless authorized by the Presiding Officer, may be carried or placed within the Council Chambers, any meeting hall in which the Council is officially meeting, or any meeting hall in which a public meeting is being held. This restriction shall not apply to armbands, emblems, badges or other articles worn on personal clothing of individuals, provided that such devices are of such a size and nature as not to interfere with the vision or

hearing of other persons at the meeting, and providing that such devices do not extend from the body in a manner likely to cause injury to another.

24. News Media.

The provisions of these rules shall not be construed to prevent news media representatives from performing their duties so long as the manner of performance is not unreasonably disruptive of the meeting.

25. Effect of Rules.

These rules shall repeal, rescind and replace all other rules and procedures of the Council which may have been formally adopted by resolution or informally adopted by past practice or implied policies. These rules of procedure are adopted for the sole benefit of the members of the City Council to assist in the orderly conduct of Council business.

26. Failure to Follow Rules.

Failure to follow the rules of the Council in conducting business or failure to abide by the rules of procedure does not invalidate the decisions of the Council nor will it be grounds to later challenge the validity of the decision.

27. Suspension of Rules.

Any rule prescribed in this resolution, Rules of the Council, may be suspended by the Council upon a majority vote of the Council members present at a meeting. These rules may be permanently amended at any meeting at which prior notice of the proposed change was provided to each member of the Council. A majority of those Council members present and voting is needed to effect an amendment or an addition to these rules.

28. Appointments.

The Mayor shall appoint one or more Council members to serve as the City's representative to committees, boards, or agencies outside the City government in which the City has an interest. Appointments shall be ratified by a consensus of the Council.

29. Liaison Assignments.

The Mayor may appoint Council members to serve as liaisons to the Veneta Economic Development Committee, Veneta Park Board, Fern Ridge School District 28J, Veneta-Fern Ridge Chamber of Commerce, and other local government agencies. The Mayor shall serve as Administrative liaison to the City Administrator, City Engineer, City Attorney and other staff on general administrative matters.

30. Committees.

1. Standing Committees. The Council may create standing or ad hoc committees to serve as advisory committees to the Council. Standing committees of the City shall include, but not be limited to, the following committees:

Budget Committee	5 Council members	5 citizen members
Economic Development	9 citizen members	
Park Board	9 citizen members	
Planning Commission	5 citizen members	

2. Filling Vacancies on Committees. When a vacancy exists on a standing committee, the City Recorder shall notify the public that a vacancy exists. Interested individuals may apply for the vacant position by completing and submitting a Committee/Commission application to the City. The Mayor shall propose a person to appoint to the committee. The Mayor shall discuss the proposed appointment with the City Council prior to making an official appointment.

3. Student Committee Members. The Council shall establish on the Park Board, as standing positions, no more than two student representatives. These positions shall be

appointed by the Mayor in the same manner as used to appoint other members of the committees described in No. 2 of this Section. The positions shall have voting rights and appointees shall be current members of the student body of area High Schools.

31. Expenses Reimbursed.

1. Mileage. City Councilors may be reimbursed for mileage if using their personal vehicle on City business at the effective IRS rate for that year. All persons must submit bills or summaries of mileage to the City Administrator prior to reimbursement.

2. Meals. City Councilors may be reimbursed for meals and incidental expenses incurred while conducting City business or attending conferences and trainings in their official capacity. Alcoholic beverages are not reimbursable. Meals may be reimbursed based on the IRS Meals and Incidental Expense (M&IE) per diem rate for that year.

3. Property Damage. City Councilors may be reimbursed for property damage to vehicles in an amount up to \$200 when all of the following conditions are met:

- (1) The damage was caused by or incurred during the conduct of City business;
- and
- (2) The City Council approved reimbursement of the claim.

Adopted by the Veneta City Council on the ____ day of _____, 2016 by Resolution No. 1205.

Sandra H. Larson, Mayor

ATTEST:

Darci Henneman, City Recorder

CITY OF VENETA

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

WHEREAS, Section 4 of the City of Veneta Charter of 1999 provides as follows:

POWERS OF THE CITY. The city has all powers which the constitutions, statutes, and common law of the United States and of this state now or hereafter expressly or impliedly grant or allow municipalities, as fully as though this charter specifically enumerated each of those powers; and

WHEREAS, ORS 475B.450(3)(d) provides that a medical marijuana dispensary registered with the Oregon Health Authority pursuant to ORS 475B.450 may not be located within 1000 feet of a public elementary or secondary school for which attendance is compulsory under ORS 339.020 or a private or parochial elementary or secondary school teaching children as described in ORS 339.030(1)(a); however,

WHEREAS, ORS 475B.455 provides that if a school locates within 1000 feet of a pre-existing medical marijuana dispensary, the dispensary is not required to move; and

WHEREAS, Oregon's Herbal Remedies, a medical marijuana dispensary registered pursuant to ORS 475B.450, was issued a final occupancy permit for its current location at 88344 Territorial Road in the City of Veneta on July 3, 2014; and

WHEREAS, West Lane Technical Learning Center (WLTLC), a charter school chartered by the Fern Ridge School District, was issued a final occupancy permit for its current location at 24967 Highway 126 in the City of Veneta on July 7, 2015; and

WHEREAS, WLTLC is located within 500 feet of Oregon's Herbal Remedies; and

WHEREAS, because Oregon's Herbal Remedies opened in its current location prior to WLTLC moving to its current location, Oregon's Herbal Remedies is protected under ORS 475B.455; however,

WHEREAS, Oregon's Herbal Remedies wishes to transition from a registered medical marijuana dispensary to a licensed recreational marijuana retail facility; and

WHEREAS, ORS 475B.110(2)(d) provides that a recreational marijuana retail facility for which a license has been issued pursuant to ORS 457B.110 may not be located within 1000 feet of a public elementary or secondary school for which attendance is compulsory under ORS 339.020 or a private or parochial elementary or secondary school teaching children as described in ORS 339.030(1)(a); therefore,

WHEREAS, once Oregon’s Herbal Remedies transitions to a recreational marijuana retail facility, it will no longer be protected by ORS 475B.455; however,

WHEREAS, Chapter 83, Oregon Laws 2016 specifically provides that a city may adopt an ordinance allowing a recreational marijuana retail facility for which a license has been issued pursuant to ORS 457B.110 to be located within 500 feet of a public elementary or secondary school for which attendance is compulsory under ORS 339.020 or a private or parochial elementary or secondary school teaching children as described in ORS 339.030(1)(a) if the city determines that a physical or geographic barrier capable of preventing children from traversing to the school separates the recreational marijuana retail facility from the school; and

WHEREAS, WLTL and Oregon’s Herbal Remedies are physically separated by eight (8) businesses; and

WHEREAS, WLTL fronts Highway 126 to the South; and

WHEREAS, Oregon’s Herbal Remedies fronts Territorial Road to the East; and

WHEREAS, the entrance to Oregon’s Herbal Remedies is not within line of sight of the entrance to WLTL; and

WHEREAS, WLTL is also located in close proximity to a liquor store, a smoke shop and a lottery retail outlet, all of which are strictly regulated by the State of Oregon; and

WHEREAS, Oregon’s Herbal Remedies is a responsibly run local business and a valuable member of the business community in the City of Veneta; and

WHEREAS, the Council is not aware of any adverse impacts on attendees of WLTL due to WLTL’s proximity to Oregon’s Herbal Remedies; and

WHEREAS, the State of Oregon has not provided any specific guidance regarding what constitutes a “a physical or geographic barrier capable of preventing children from traversing to the school;”

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

Section 1. Adoption. The above-stated recitals are hereby adopted by the City Council as support for this ordinance.

Section 2. Findings. Pursuant to the City of Veneta’s Home Rule Authority and Chapter 83, Oregon Laws, 2016, the City Council finds that a physical or geographic barrier capable of preventing children from traversing directly between Oregon’s Herbal Remedies and West Lane Technical Learning Center separates Oregon’s Herbal Remedies and West Lane Technical Learning Center.

Section 3. Declaration. The City Council hereby declares that when Oregon’s Herbal Remedies is licensed as a recreational marijuana retail facility by the Oregon Liquor Control Commission, Oregon’s Herbal Remedies may continue to operate as a recreational marijuana retail facility at 88344 Territorial Road, Veneta, Oregon 97487.

Section 4. Severability. The sections, subsections, paragraphs, and clauses of this ordinance are severable. The invalidity of one section, subsection, paragraph, or clause shall not affect the validity of the remaining sections, subsections, paragraphs, and clauses.

Section 5. Effective Date. This ordinance shall take effect on the 30th day after its adoption.

READ FOR A FIRST TIME, BY TITLE ONLY, this 12th day of September, 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 October, 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 October, 2016.

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Sandra H. Larson
Executed on _____

ATTEST:

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder
Executed on _____