

AGENDA
VENETA CITY COUNCIL
MONDAY, JULY 13, 2020 – 6:30 P.M.
 Veneta Administrative Center, 88184 8th Street, Veneta, Oregon

PURSUANT TO GOVERNOR BROWN’S EXECUTIVE ORDER NO. 20-07, ALL CITY OF VENETA PUBLIC MEETINGS WILL BE LIMITED TO NO MORE THAN 10 PEOPLE ATTENDING, INCLUDING STAFF AND ELECTED/APPOINTED OFFICIALS.

PURSUANT TO GOVERNOR BROWN’S EXECUTIVE ORDER NO. 20-16, CITY OF VENETA PUBLIC MEETINGS CAN BE ACCESSED VIA TELECONFERENCE. TO LISTEN TO THIS MEETING, CALL 1- 978-990-5248, ENTER ACCESS CODE 8848223.

- 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. PUBLIC HEARING – ADOPTION OF TRANSPORTATION SYSTEM DEVELOPMENT CHARGES**
 - a. Open Hearing
 - b. Staff Report/Agenda Item Summary – E. MacKenzie (handout)
 - c. Public Comments
 - d. Questions from City Council
 - e. Close of Public Hearing
 - f. City Council Deliberation and Decision
 - g. Public Comment
 - h. **RESOLUTION No. 1298** – A RESOLUTION ADOPTING TRANSPORTATION SYSTEM DEVELOPMENT CHARGES AND FEES AND REPEALING RESOLUTION NOS 889 AND 895 (pgs. 3-23)
- 6:55 **4. CONSENT AGENDA**
 - a. Minutes for June 22, 2020 (pgs. 25-34)
 - b. Accounts Payable
 - i. Unpaid Invoices Through July 8, 2020 (pgs. 35-44)
 - c. Public Works Activity Report for April and May 2020 (pgs. 45-48)
 - d. Civic Calendar for August 2020 (pg. 49)
 - e. Planning and Building Activity Report April 1 to June 30, 2020 (pgs. 51-52)
- 7:00 **5. COUNCIL BUSINESS AND REPORTS**
 - a. Business
 - (1) Lane County Sheriff’s Activity Report (pg. 53)
 - (2) Veneta-Fern Ridge Chamber of Commerce Introduction
 - b. Council/Committee Liaison Reports
- 7:15 **6. STAFF REPORTS**
 - a. Community Development Director.....Evan MacKenzie
 - (1) **SECOND READING & FINAL ENACTMENT OF ORDINANCE No. 557** – AN ORDINANCE ADOPTING AMENDMENTS TO LAND DEVELOPMENT ORDINANCE NO. 493 AND LAND DIVISION ORDINANCE NO. 494 SPECIFICALLY ADOPTING TYPE I-V PROCEDURES FOR PROCESSING LAND USE APPLICATIONS for second reading by title only and for final enactment of August 13, 2020 (pgs. 55-116)

- 7:20 b. Public Works Director.....Kyle Schauer
 (1) 4th Street Improvement Project Bid Award (pgs. 117-119)
- 7:35 c. City Administrator.....Matt Michel
 (1) City of Eugene Urban Reserves Survey Options (pgs. 121-135)
 (2) Review and Adopt League of Oregon Cities Legislative Priorities (pg. 137)
 (3) Discuss cancelling July 27th & August 24th Council meetings
 (4) Questions from Councilors
- 7:55 **7. OTHER**
 (1) Reminder – City Election Filing Deadline is 5:00 p.m., Friday, August 14, 2020.
- 8:00 **8. ADJOURN**

Times are approximate. This meeting will be digitally recorded. Location is wheelchair accessible (WCA). Individuals needing special accommodations, such as sign language or foreign language interpreters, should make such requests by contacting the City Recorder at 541-935-2191(voice) or by e-mail at: dhenneman@ci.veneta.or.us. Requests made after 10:00 a.m. two working days prior to a meeting may not be accommodated.

Los tiempos son aproximados. Esta reunión se grabará digitalmente. La ubicación es accesible para sillas de ruedas (WCA). Las personas que necesiten un alojamiento especial, tales como lenguaje de señas o intérpretes de idiomas extranjeros, deben hacer tales peticiones poniéndose en contacto con el registrador de la ciudad en 541-935-2191 (voz) o por correo electrónico a: dhenneman@ci.veneta.or.us. Las solicitudes hechas después de las 10:00 a.m. dos días hábiles antes de una reunión no pueden ser acomodadas.

To access City Council meeting material please go to <http://www.venetaoregon.gov/meetings>

PUBLIC HEARINGS - Please observe the following rules.

WRITTEN TESTIMONY:

Written comments received seven (7) days prior to the meeting have been incorporated in the staff report. All comments, including those received up until the meeting, are presented to the City Council members to be considered in their decision.

ORAL TESTIMONY:

If you wish to testify with regard to a matter which has been set for **Public Hearing** please observe the following rules:

1. **State your name and address.**
2. **Limit your testimony to three (3) minutes. Testimony must be specific to the issue at hand. Keep your comments brief and to the point. Comments can be in favor, against, or neutral regarding the proposal.**

The City Council considers all public comments, staff reports, and City ordinances in arriving at a final decision. **Staff reports are available for review at Veneta City Hall - 88184 8th Street - Veneta, Oregon.**

CITY OF VENETA

RESOLUTION NO. 1298

**ESTABLISHING A TRANSPORTATION SYSTEM DEVELOPMENT CHARGE AND
REPEALING RESOLUTION NOS 889 AND 895**

WHEREAS, the City of Veneta (“City”) has adopted Ordinances codified as Veneta Municipal Code (VMC) Chapter 13.25, authorizing the establishment of and provisions for governing the development and use of System Development Charges (“SDCs”) for the transportation system; and

WHEREAS, the City adopted a Transportation System Plan (TSP) in April, 2019; and

WHEREAS, on December 18, 2019, the City’s SDC consultant, FCS Group, completed a Transportation SDC update and associated report (the FCS Report), which relied upon the TSP’s anticipated growth of 1,100 PM peak hour trips and transportation project list, to create a new City Capital Improvement Plan; and

WHEREAS, the FCS Report also developed an improvement fee methodology, based upon the new CIP, a reimbursement fee methodology, and an administrative fee, which together supports a total transportation SDC fee of \$13,163 per PM peak hour vehicle trip; and

WHEREAS, the City wishes to incentivize development, while imposing a portion of the cost of transportation improvements required to increase system capacity resulting from new development on those developers rather than existing taxpayers; and

WHEREAS, the City must adopt supporting methodologies in order to impose SDC reimbursement and improvement fees, pursuant to VMC Chapter 13.25 and ORS 223.304; and

WHEREAS, the City desires that the Transportation SDC fee be increased on a periodic basis by the cost of inflation, based upon the Engineering News Record Construction Cost Index (ENR CCI) for the 20-City average, consistent with past practice; and

WHEREAS, the proposed methodologies and associated fee have been available for public inspection for the appropriate time period pursuant to VMC 13.25.150(2), and the Council has considered all associated public comment.

NOW, THEREFORE, BE IT RESOLVED by the City Council for the City of Veneta, as follows:

Section 1 Capital Improvement Plan. The City of Veneta hereby adopts the Capital Improvement Plan set forth in Figure 5, Improvement Fee Cost Basis, of the FCS Report, attached hereto and incorporated herein as Exhibit A as the City’s Transportation Capital Improvement Plan (CIP).

The City's Transportation CIP adopted above is hereby augmented to include the following amendment procedure:

The Transportation CIP may be modified at any time. If the Transportation SDC fee will be increased by proposed modifications to the CIP, pursuant to VMC 13.25.080(2), the City shall provide at least 30 days' notice of the proposed Plan modification to persons who have requested written notice under VMC 13.25.150(2). A hearing on such proposed Plan modifications will be held if the City receives a written request for such a hearing within seven days of the date the proposed modification is scheduled for adoption. If no such request is received within this time period, a hearing is not required, but may be held in the Council's sole discretion.

Section 2 Methodology. The City of Veneta hereby adopts the reimbursement and improvement fee methodologies established in Section II, Analysis, and summarized in Figure 6 of the FCS Report, attached as Exhibit 1, as the basis for the City's desired Transportation SDC Fee, per VMC 13.25.050 and ORS 223.304.

Section 3 Transportation SDC Fee. Based upon the above adopted CIP and methodologies, the following SDC fees per PM peak hour vehicle trip end are hereby adopted to establish a total Transportation SDC fee of \$3,800 per PM peak hour vehicle trip end: 1) A four percent (4%) administrative fee in the amount of \$146; 2) A Transportation SDC reimbursement fee in the amount of \$273; and 3) A Transportation SDC improvement fee in the amount of \$3,381. The City shall use Figure 7, SDC Schedule, within in Section II of the attached FCS Report to establish SDC charges for residential, commercial, industrial and other land uses.

Section 4 Charge Adjustment. The Transportation SDC fee imposed herein shall adjust annually on January 1st of each year by the cost of inflation, based upon the Construction Cost Index ("CCI") for the 20-City Average, as published by the *Engineering News Record* ("ENR") (11381.48 for January, 2020), without the need for modification of this resolution or a corresponding SDC fee increase process.

Section 5 Qualified Public Improvement Credit.

- A. Where a "qualified public improvement", as defined in VMC 13.25.030(8), is constructed by an applicant (Applicant), the City shall grant a credit only as provided in VMC 13.25.130. The amount of the credit shall be determined by the City Engineer, subject to the limitations of VMC 10.16.130.
- B. When the construction of a qualified public improvement gives rise to a credit amount greater than the improvement fee that would otherwise be levied against the project receiving development approval, the excess credit may be applied against improvement fees that accrue in subsequent phases of the original development project. Any transfer between phases stays with the original parcel of land, regardless of ownership. The excess credit will be valued in current dollars, thus credit value will escalate annually by the cost of inflation used on the ENR CCI, as do SDC fees.
- C. Excess credits existing after completion of the final phase of development

expire. They cannot be sold or traded to another developer for use on another parcel of land.

- D. This subsection shall not prohibit the City from providing a greater credit or from establishing a system providing for the transferability of credit, or from providing a credit for a capital improvement not identified in the CIP adopted herein, or from providing a share of the costs of such improvement by other means, if the City so designates by resolution.
- E. Any credit granted under this Section shall be requested in writing no later than 60 days after acceptance of the improvement by the City and used within ten (10) years from the date the credit is granted.

Section 6 Repeal. Resolution Nos. 889 and 895 and any other City resolution or portion thereof, to the extent that they establish transportation SDC fees or underlying CIPs or methodologies which conflict with this resolution, are hereby repealed.

Section 6. Severability. If any portion of this resolution is found to be invalid by a court of competent jurisdiction, the remaining portions of this resolution shall remain in full force and effect.

Section 6 Effective Date. This Resolution shall take effect on ____, 2020.

PASSED AND ADOPTED BY THE VENETA CITY COUNCIL THIS ____ day of _____, 2020.

XXXXXXXXXXXXXXXXXXXXX

Keith Weiss, Mayor

ATTEST:

XXXXXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder

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City of Veneta

TRANSPORTATION SYSTEM DEVELOPMENT CHARGE UPDATE

FINAL REPORT

December 18, 2019

Adopted by the Veneta City Council
July 13, 2020, by Resolution No. 1298

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FCS GROUP
Solutions-Oriented Consulting

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Section I. INTRODUCTION

This section describes the policy context and project scope upon which the body of this report is based.

I.A. PROJECT

The City of Veneta (City) charges a transportation system development charge (SDC) to provide partial funding for new capital projects in the transportation system. The current transportation SDC is \$2,496 per equivalent dwelling unit (EDU). The SDC is currently imposed on residential, commercial, and industrial developments.

In April 2019, the City finished its transportation system plan (TSP). In June 2019, the City contracted with FCS GROUP to perform a transportation SDC update to provide partial funding for the capital projects outlined in the master plan.

We conducted the study in the following three phases:

1. **Policy Framework for Charges.** In this step, we worked with City staff to identify and agree on the approach to be used and the components to be included in the analysis. The City provided input and data on these and other issues that guided portions of the technical analysis.
2. **Technical Analysis.** We analyzed data provided by the City within the constraints of the policy direction provided by staff. We calculated the maximum defensible transportation SDC as described in this report. We presented the results of the technical analysis to staff.
3. **Communication Phase.** In addition to this report, we presented our findings and recommendations at two public meetings.

I.B. SYSTEM DEVELOPMENT CHARGES

Oregon Revised Statutes (ORS) 223.297 to 223.314 authorize local governments to establish SDCs. These are one-time fees on new development paid at the time of development. SDCs are intended to recover a fair share of the cost of existing and planned facilities that provide capacity to serve future growth.

ORS 223.299 defines two types of SDCs:

4. A reimbursement fee that is designed to recover “costs associated with capital improvements already constructed, or under construction when the fee is established, for which the local government determines that capacity exists”
5. An improvement fee that is designed to recover “costs associated with capital improvements to be constructed”

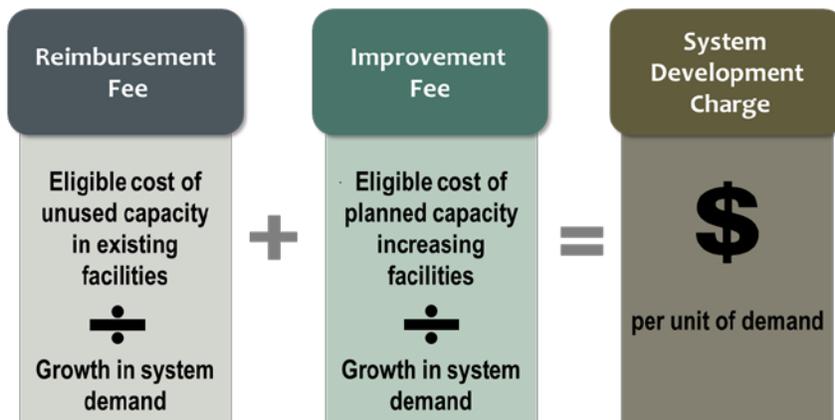
ORS 223.304(1) states, in part, that a reimbursement fee must be based on “the value of unused capacity available to future system users or the cost of existing facilities” and must account for prior contributions by existing users and any gifted or grant-funded facilities. The calculation must “promote the objective of future system users contributing no more than an equitable share to the

cost of existing facilities.” A reimbursement fee may be spent on any capital improvement related to the system for which it is being charged (whether cash-financed or debt-financed) and on the costs of compliance with Oregon’s SDC law.

ORS 223.304(2) states, in part, that an improvement fee must be calculated to include only the cost of projected capital improvements needed to increase system capacity for future users. In other words, the cost of planned projects that correct existing deficiencies or do not otherwise increase capacity for future users may not be included in the improvement fee calculation. An improvement fee may be spent only on capital improvements (or portions thereof) that increase the capacity of the system for which it is being charged (whether cash-financed or debt-financed) and on the costs of compliance with Oregon’s SDC law.

In general, SDCs are calculated by adding a reimbursement fee component (if applicable) and an improvement fee component—both with potential adjustments, and perhaps including a fee for compliance costs. Each component is calculated by dividing the eligible cost by growth in units of demand. The unit of demand becomes the basis of the charge. **Figure 1** shows this calculation in equation format.

Figure 1. SDC Equation



Section II. ANALYSIS

This section provides the detailed calculations of the maximum defensible transportation SDC.

II.A. CUSTOMER BASE AND GROWTH

The calculation of growth begins with defining the units by which current and future demand will be measured. Then, using the best available data, we quantify the current level of demand and estimate a future level of demand. The difference between the current level and the future level is the growth in demand that will serve as the denominator in the SDC calculations.

For transportation SDCs, a common unit of growth is the PM peak hour vehicle trip end. A PM peak hour vehicle trip end represents one vehicle departing or arriving at a particular property during the peak travel time of the afternoon. Based on the City’s TSP, the number of PM peak hour vehicle trip ends in 2017 was 2,700. In 2040, the TSP estimated that that number would rise to 3,800, which implies a growth of 1,100 in those 23 years. The growth of 1,100 will become the denominator for our SDC calculation. Using a base year of 2017 matches the CIP planning period and conservatively reduces the calculated charge. These calculations are summarized in **Figure 2**.

Figure 2. Transportation Demand Growth

| | 2017 | 2040 | 2017-2040 Growth | CAGR | Growth as a % of future customers |
|--------------------------------|-------|-------|---------------------|-------|---|
| PM peak hour vehicle trip ends | 2,700 | 3,800 | 1,100 | 1.50% | 29% |

Source: TM #6: Future Traffic Forecasting, Veneta TSP Update, 10/10/2018, page 8.

Abbreviations: CAGR - Compound Annual Growth Rate.

II.B. REIMBURSEMENT FEE COST BASIS

The reimbursement fee cost basis is the cost of capacity available in the existing system. Ideally, the cost basis of a reimbursement fee is derived from a categorized (or functionalized) inventory of assets. In other cases, such as the City’s, no such inventory is available. However, we do know that \$656,911 in transportation improvement fees have been expended on transportation facilities over the last 13 years. By definition, these expenditures created new capacity that would serve future users. Further, we can estimate the remaining capacity created by these expenditures by assuming that new capacity is absorbed over a 20-year period.

The City indicated that they made a series of expenditures in two areas: Pine Street and Bolton Hill Road, and East Hunter Avenue. Those expenditures are outlined by year in **Figure 3** below. The “Remaining Capacity” column indicates what percentage of original capacity is estimated to remain as a result of those expenditures. In the fifth column, the product of each expenditure and its remaining capacity percentage represents the total reimbursable costs. Finally, those reimbursable costs are totaled in the last row. This shows that the City has \$300,219 of reimbursable costs.

Figure 3. Reimbursement Fee Cost Basis

| Year | Pine St/Bolton Hill Expenditures | E. Hunter Expenditures | Remaining Capacity | Total Reimbursable Costs |
|--------------|----------------------------------|------------------------|--------------------|--------------------------|
| 2006 | \$ 100,000 | \$ - | 35% | \$ 35,000 |
| 2007 | 19,200 | - | 40% | 7,680 |
| 2008 | 508,841 | - | 45% | 228,978 |
| 2009 | - | - | 50% | - |
| 2010 | - | - | 55% | - |
| 2011 | - | - | 60% | - |
| 2012 | - | - | 65% | - |
| 2013 | - | - | 70% | - |
| 2014 | - | - | 75% | - |
| 2015 | - | - | 80% | - |
| 2016 | - | - | 85% | - |
| 2017 | - | 2,302 | 90% | 2,072 |
| 2018 | - | 1,591 | 95% | 1,512 |
| 2019 | - | 24,976 | 100% | 24,976 |
| Total | \$ 628,041 | \$ 28,870 | | \$ 300,219 |

Source: City of Veneta, 2019.

II.C. IMPROVEMENT FEE COST BASIS

An improvement fee is the eligible cost of planned projects per unit of growth that such projects will serve. A project’s SDC eligible cost is the product of its total cost and its eligibility percentage. The eligibility percentage represents the portion of the project that creates capacity for future users.

To estimate the eligibility percentage of the City’s transportation projects, we assigned an eligibility percentage to each type of project provided in the TSP. Project types that create capacity exclusively for new users were assigned an eligibility percentage of 100 percent. Project types that provide capacity for both new and old users were assigned the growth’s share of future population, as calculated in **Figure 2**, which is 29 percent. Project types that do not create capacity for future users were assigned an eligibility percentage of 0 percent. These eligibility percentages are summarized in **Figure 4**.

Figure 4. Improvement Fee Eligibility Percentages by Type of Project

| Project Type | Eligibility % |
|--|---------------|
| New Roadway | 100% |
| Capacity Improvement | 29% |
| Full Street Upgrade | 29% |
| Rail Crossing | 29% |
| Bike Facilities | 29% |
| Bike Lanes | 29% |
| Ped. Crossing Imp. | 29% |
| Shared-use Path | 29% |
| Sidewalk Gap Infill | 29% |
| Full Street Upgrade | 29% |
| Transit Improvement | 29% |
| Safety Improvement | 0% |
| Study | 0% |
| Driveway Consolidation | 0% |
| Safety Improvement | 0% |
| Program | 0% |
| Bike and Ped. Interim Safety Improvement | 0% |

Source: Compiled by FCS GROUP.

In addition to the eligibility percentage, any funding sources from outside the City will necessarily adjust the cost basis of projects in the TSP. Per SDC law, a City cannot charge an improvement fee for costs it expects a non-City entity to cover. Thus, for each project, any outside funding sources that exceed the non-eligible portion of a project must be deducted from the eligible costs of that project. These outside funding sources were estimated by the City for each project.

A list of the City’s planned projects is shown in **Figure 5**. The project name and type and estimated year of construction are shown in the first three columns, followed by the original cost estimates. These cost estimates are inflated to 2019 dollars in the next column. The eligibility percentage for each project is shown in column six as delineated in **Figure 4**. Any outside funding that the City expects is shown in column seven. Finally, column eight shows the SDC eligible costs of each project, which is the lesser of two quantities: the 2019 costs multiplied by the eligibility percentage, and the outside funding sources subtracted from the 2019 costs. This is done to ensure that the City accurately charges for the cost of serving future users. That cost is reduced when outside sources fund SDC eligible costs. The one exception to the rule for column eight lies in the Jeans Road/Territorial Highway Intersection Improvement project, where the City has elected to reduce its SDC eligible costs to \$915,867. This is less than both the SDC eligibility of the project and the portion of the project funded by the City. **Figure 5** demonstrates that the City has a total improvement fee cost basis of \$14,070,592.

Figure 5. Improvement Fee Cost Basis

| Project | Type | Estimated Year of Construction | Original Cost | | Eligibility % | Outside Funding | SDC Eligible Cost |
|---|--|--------------------------------|---------------|--------------|---------------|-----------------|-------------------|
| | | | Est. | 2019 Cost* | | | |
| OR 126/Huston Road Intersection Improvements | Capacity Improvement | 2020-2030 | \$ 1,024,000 | \$ 1,088,142 | 29% | \$ 979,328 | \$ 108,814 |
| Jeans Road/Territorial Highway Intersection Improvement | Capacity Improvement | 2020-2040 | 5,944,000 | 6,316,323 | 29% | 3,158,162 | 915,867 |
| Broadway Avenue Extension | New Roadway | 2030-2040 | 4,628,000 | 4,917,891 | 100% | 2,917,891 | 2,000,000 |
| Broadway Avenue Extension | New Roadway | 2030-2040 | 2,892,000 | 3,073,150 | 100% | 3,073,150 | - |
| Broadway Avenue Extension | New Roadway | 2030-2040 | 5,206,000 | 5,532,096 | 100% | 5,532,096 | - |
| Trinity Street Extension | New Roadway | 2030-2040 | 10,220,000 | 10,860,164 | 100% | 10,860,164 | - |
| E. Hunter Road Extension | New Roadway | 2030-2040 | 3,856,000 | 4,097,534 | 100% | 4,097,534 | - |
| Cheney Drive Extension | New Roadway | 2030-2040 | 5,206,000 | 5,532,096 | 100% | 5,532,096 | - |
| 8th Street Extension | New Roadway | 2030-2040 | 2,121,000 | 2,253,856 | 100% | 2,253,856 | - |
| Perkins Road Extension | New Roadway | 2030-2040 | 11,184,000 | 11,884,548 | 100% | 11,884,548 | - |
| New N/S Roadway | New Roadway | 2030-2040 | 12,741,000 | 13,539,076 | 100% | 13,539,076 | - |
| Jeans Road/Territorial Highway Realignment | Capacity Improvement | 2020-2030 | 5,150,000 | 5,472,588 | 29% | - | 1,584,170 |
| Downtown Parking Study | Study | 2030-2040 | 100,000 | 106,264 | 0% | - | - |
| Mobility Hub Study | Study | 2030-2040 | 100,000 | 106,264 | 0% | - | - |
| Territorial Highway Access Management | Driveway Consolidation | 2020-2040 | 48,000 | 51,007 | 0% | - | - |
| E. Hunter Road Extension | Full Street Upgrade | 2030-2040 | 2,643,000 | 2,808,553 | 29% | 2,808,553 | - |
| Territorial Highway School Zone | Safety Improvement | 2030-2040 | 144,000 | 153,020 | 0% | - | - |
| OR 126 Safety Improvements | Safety Improvement | 2030-2040 | 55,900 | 59,401 | 0% | 59,401 | - |
| Territorial Highway Rail Crossing | Rail Crossing | 2020-2030 | 109,000 | 115,828 | 29% | - | 33,529 |
| Huston Road Rail Crossing | Rail Crossing | 2020-2040 | 1,044,000 | 1,109,394 | 29% | - | 321,141 |
| 8th Street/Bolton Hill Road Intersection Improvement | Safety Improvement | 2030-2040 | 37,000 | 39,318 | 0% | - | - |
| Territorial Highway/Broadway Avenue Intersection Imp. | Safety Improvement | 2020-2040 | 639,000 | 679,026 | 0% | - | - |
| Territorial Highway Fire Station Access Improvements | Safety Improvement | 2030-2040 | 144,000 | 153,020 | 0% | - | - |
| Bolton Hill Road/Territorial Highway Intersection Imp. | Safety Improvement | 2020-2040 | 639,000 | 679,026 | 0% | - | - |
| Veneta Gateway Treatments | Safety Improvement | 2020-2040 | 40,000 | 42,506 | 0% | - | - |
| Neighborhood Traffic Calming Program | Program | 2020-2040 | 50,000 | 53,132 | 0% | - | - |
| Safe Routes to School Plan | Study | 2020-2040 | 75,000 | 79,698 | 0% | - | - |
| OR 126 Refinement Plan | Study | 2020-2030 | 150,000 | 159,396 | 0% | - | - |
| Cheney Drive Shared Roadway | Bike Facilities | 2030-2040 | 17,000 | 18,065 | 29% | - | 5,229 |
| Jeans Road Bike Lane Upgrade | Bike Lanes | 2020-2040 | 26,000 | 27,629 | 29% | - | 7,998 |
| Territorial Highway Buffered Bike Lanes | Bike Lanes | 2020-2040 | 3,227,000 | 3,429,134 | 29% | 3,429,134 | - |
| W. Broadway Bicycle Improvements | Bike Lanes | 2020-2040 | 13,000 | 13,814 | 29% | - | 3,999 |
| W. Broadway Bike Lanes | Bike Lanes | 2030-2040 | 5,000 | 5,313 | 29% | - | 1,538 |
| 8th Street Bike Lanes | Bike Lanes | 2020-2040 | 5,000 | 5,313 | 29% | - | 1,538 |
| Perkins Road Bike Lanes | Bike Lanes | 2020-2040 | 5,000 | 5,313 | 29% | - | 1,538 |
| Territorial Highway/Fern Ridge Library Ped. Crossing Imp. | Ped. Crossing Imp. | 2020-2040 | 219,000 | 232,718 | 29% | 116,359 | 67,366 |
| Territorial Highway/Blek Drive Ped. Crossing | Ped. Crossing Imp. | 2020-2040 | 219,000 | 232,718 | 29% | 116,359 | 67,366 |
| Perkins Road/Oak Island Drive Ped. Crossing | Ped. Crossing Imp. | 2020-2030 | 82,000 | 87,136 | 29% | - | 25,224 |
| E Hunter Road Ped. Crossing Imp. | Ped. Crossing Imp. | 2020-2030 | 184,000 | 195,525 | 29% | - | 56,599 |
| Territorial Highway Multi-Use Path | Shared-use Path | 2020-2030 | 203,300 | 216,034 | 29% | - | 62,536 |
| Veneta Elementary School to Hunter Road Share-Use Path | Shared-use Path | 2020-2040 | 587,000 | 623,769 | 29% | - | 180,565 |
| Sun Ridge Way to Cheney Drive Shared-Use Path | Shared-use Path | 2020-2040 | 810,000 | 860,737 | 29% | 860,737 | - |
| Cheney Drive Shared-Use Path | Shared-use Path | 2020-2040 | 425,000 | 451,621 | 29% | 451,621 | - |
| Cheney Drive to Sun Ridge Way Shared-Use Path | Shared-use Path | 2020-2040 | 230,000 | 244,407 | 29% | 244,407 | - |
| 8th Street to Sun Ridge Way Shared-Use Path | Shared-use Path | 2020-2040 | 75,000 | 79,698 | 29% | 79,698 | - |
| 8th Street to Hawk View Drive Shared-Use Path | Shared-use Path | 2020-2040 | 335,000 | 355,984 | 29% | 355,984 | - |
| Greenbrier Court to Hawk View Drive Shared-Use Path | Shared-use Path | 2020-2040 | 335,000 | 355,984 | 29% | 355,984 | - |
| Jeans Road Sidewalk Infill | Sidewalk Gap Infill | 2020-2040 | 1,339,000 | 1,422,873 | 29% | 1,422,873 | - |
| Hunter Road Sidewalks | Sidewalk Gap Infill | 2020-2030 | 173,000 | 183,836 | 29% | - | 53,216 |
| Hunter Road Sidewalks | Sidewalk Gap Infill | 2020-2030 | 33,000 | 35,067 | 29% | - | 10,151 |
| Hope Lane Sidewalks | Sidewalk Gap Infill | 2030-2040 | 559,000 | 594,015 | 29% | 594,015 | - |
| 8th Street Urban Upgrade | Full Street Upgrade | 2020-2040 | 4,230,000 | 4,494,960 | 29% | - | 1,301,173 |
| Perkins Road Urban Upgrade | Full Street Upgrade | 2030-2040 | 3,646,000 | 3,874,380 | 29% | - | 1,121,531 |
| E. Bolton Road Urban Upgrade | Full Street Upgrade | 2030-2040 | 2,809,000 | 2,984,951 | 29% | - | 864,065 |
| Huston Road Urban Upgrade | Full Street Upgrade | 2030-2040 | 5,444,000 | 5,785,003 | 29% | - | 1,674,606 |
| E. Hunter Road Urban Upgrade | Full Street Upgrade | 2020-2030 | 3,553,000 | 3,775,554 | 29% | - | 1,092,924 |
| E. Hunter Road Urban Upgrade | Full Street Upgrade | 2020-2040 | 6,092,000 | 6,473,593 | 29% | - | 1,873,935 |
| OR 126 Improvements | Full Street Upgrade | 2030-2040 | 19,289,000 | 20,497,232 | 29% | 20,497,232 | - |
| E. Bolton Road Urban Upgrade | Full Street Upgrade | 2030-2040 | 2,061,000 | 2,190,098 | 29% | - | 633,976 |
| Bolton Hill Road Upgrade | Full Street Upgrade | 2030-2040 | 4,856,000 | 5,160,172 | 29% | 5,160,172 | - |
| E. Bolton Road Interim Improvements | Bike and Ped. Interim Safety Improvement | 2020-2040 | 13,000 | 13,814 | 0% | - | - |

| Project (continued) | Type | Estimated Year of Construction | Original Cost | | 2019 Cost* | Eligibility % | Outside Funding | SDC Eligible Cost |
|---|--|--------------------------------|---------------|----------------|----------------|---------------|------------------|-------------------|
| | | | Est. | | | | | |
| E. Bolton Road Interim Improvements | Bike and Ped. Interim Safety Improvement | 2020-2040 | 17,000 | | 18,065 | 0% | - | - |
| 8th Street Interim Improvements | Bike and Ped. Interim Safety Improvement | 2020-2040 | 26,000 | | 27,629 | 0% | - | - |
| Hunter Road Interim Improvements | Bike and Ped. Interim Safety Improvement | 2020-2040 | 20,000 | | 21,253 | 0% | - | - |
| E Hunter Road Interim Improvements | Bike and Ped. Interim Safety Improvement | 2020-2040 | 22,000 | | 23,378 | 0% | - | - |
| E Hunter Road Interim Improvements | Bike and Ped. Interim Safety Improvement | 2020-2040 | 37,000 | | 39,318 | 0% | - | - |
| Huston Road Interim Improvements | Bike and Ped. Interim Safety Improvement | 2020-2040 | 31,000 | | 32,942 | 0% | - | - |
| Perkins Road Interim Improvements | Bike and Ped. Interim Safety Improvement | 2020-2040 | 26,000 | | 27,629 | 0% | - | - |
| Sertic Road Interim Improvements | Bike and Ped. Interim Safety Improvement | 2030-2040 | 11,000 | | 11,689 | 0% | - | - |
| Senior & Disabled Shuttle Service** | Transit Improvement | 2020-2040 | 294,000 | | 312,416 | 0% | - | - |
| Bus Stop Amenities | Transit Improvement | 2030-2040 | 99,000 | | 105,201 | 29% | 105,201 | - |
| Transit Informational Program** | Transit Improvement | 2020-2040 | 10,000 | | 10,626 | 0% | - | - |
| Huston Road Transit Stop | Transit Improvement | 2030-2040 | 60,000 | | 63,758 | 29% | 63,758 | - |
| OR 126/Huston Road Transit Improvements | Transit Improvement | 2030-2040 | 86,000 | | 91,387 | 29% | 91,387 | - |
| | | 0 | Total | \$ 138,028,200 | \$ 146,674,066 | | 0 \$ 100,640,777 | \$ 14,070,592 |

Source: Chapter Seven, Projects, Veneta TSP Update, 11/27/2018, pages 48-79, Compiled by FCS GROUP

*Estimated using the averages of the FY 2018 and FY 2019 ENR 20-City Average.

**These projects are programs and thus ineligible for SDC funding.

II.D. ADJUSTMENTS

The improvement fee costs basis must be adjusted to account for any unspent SDC monies the City has available to avoid double-charging developers for improvements. As of June 30, 2019, the City had \$448,327 in its SDC fund, which we deduct from the improvement fee cost basis.

ORS 223.307(5) authorizes the expenditure of SDCs on “the costs of complying with the provisions of ORS 223.297 to 223.314, including the costs of developing system development charge methodologies and providing an annual accounting of system development charge expenditures.” The City provided an estimate of 4 percent of each SDC they charge to cover relevant administration expenses.

II.E. CALCULATED SDC

The reimbursement fee is calculated by dividing its cost basis of \$300,219 by the calculated growth of 1,100 PM peak hour vehicle trip ends to get a reimbursement fee of \$273 per PM peak hour vehicle trip end.

The improvement fee cost basis of \$14,070,592 must be reduced by the improvement fee fund balance of \$448,327 to get an adjusted improvement fee cost basis of \$13,622,265. This is divided by the calculated growth of 1,100 PM peak hour vehicle trip ends to get an improvement fee of \$12,384 per PM peak hour vehicle trip ends.

The sum of the reimbursement and improvement fees is \$12,657 and multiplying this by 4 percent for compliance costs calculates a compliance component of \$506 per PM peak hour vehicle trip end. Finally, totaling the reimbursement fee, the improvement fee, and the compliance component results in a total SDC of \$13,163 per PM peak hour vehicle trip end.

These calculations are summarized in **Figure 6**.

Figure 6. Calculated SDC

| System Development Charge Calculation | | |
|--|-------|--|
| Reimbursement Fee | | |
| Remaining Capacity of SDC Funded Projects | \$ | 300,219 |
| Growth to End of Planning Period | 1,100 | PM peak hour vehicle trip ends |
| Reimbursement Fee | \$ | 273 per PM peak hour vehicle trip end |
| Improvement Fee | | |
| Capacity Expanding CIP | \$ | 14,070,592 |
| Less FY 2018-19 Improvement Fee Fund Balance | \$ | (448,327) |
| | \$ | 13,622,265 |
| Growth to End of Planning Period | 1,100 | PM peak hour vehicle trip ends |
| Improvement Fee | \$ | 12,384 per PM peak hour vehicle trip end |
| Compliance Fee | | |
| Sum of Reimbursement and Improvement Fees | \$ | 12,657 |
| Administration percentage | | 4% |
| Compliance Fee | \$ | 506 per PM peak hour vehicle trip end |
| Total System Development Charge | | |
| Reimbursement Fee | \$ | 273 per PM peak hour vehicle trip end |
| Improvement Fee | \$ | 12,384 per PM peak hour vehicle trip end |
| Compliance Fee | \$ | 506 per PM peak hour vehicle trip end |
| Total SDC | \$ | 13,163 per PM peak hour vehicle trip end |

The schedule in **Figure 7** summarizes the SDC by land use.

Figure 7. SDC Schedule

| Land Use | ITE Code | Unit of Measure | PM Peak Hour Vehicle Trip Ends | New Trip Conversion Factor | New PM Peak Hour Vehicle Trip Ends | Calculated Transportation System Development Charge per Unit |
|--|----------|-------------------------|--------------------------------|----------------------------|------------------------------------|--|
| General Light Industrial | 110 | 1,000 SFGFA | 0.63 | 1.00 | 0.63 | \$8,293 |
| Industrial Park | 130 | 1,000 SFGFA | 0.40 | 1.00 | 0.40 | \$5,265 |
| Manufacturing | 140 | 1,000 SFGFA | 0.67 | 1.00 | 0.67 | \$8,819 |
| Warehousing | 150 | 1,000 SFGFA | 0.19 | 1.00 | 0.19 | \$2,501 |
| Mini-Warehouse | 151 | 1,000 SFGFA | 0.17 | 1.00 | 0.17 | \$2,238 |
| Utility | 170 | 1,000 SFGFA | 2.27 | 1.00 | 2.27 | \$29,880 |
| Specialty Trade Contractor | 180 | 1,000 SFGFA | 1.97 | 1.00 | 1.97 | \$25,931 |
| Single-Family Detached Housing | 210 | Dwelling Units | 0.99 | 1.00 | 0.99 | \$13,031 |
| Multifamily Housing (Low-Rise) | 220 | Dwelling Units | 0.56 | 1.00 | 0.56 | \$7,371 |
| Mid-Rise Residential with 1st-Floor Commercial | 231 | Occupied Dwelling Units | 0.37 | 1.00 | 0.37 | \$4,870 |
| Mobile Home Park | 240 | Dwelling Units | 0.46 | 1.00 | 0.46 | \$6,055 |
| Senior Adult Housing - Detached | 251 | Dwelling Units | 0.30 | 1.00 | 0.30 | \$3,949 |
| Senior Adult Housing - Attached | 252 | Dwelling Units | 0.26 | 1.00 | 0.26 | \$3,422 |
| Congregate Care Facility | 253 | Dwelling Units | 0.18 | 1.00 | 0.18 | \$2,369 |
| Assisted Living | 254 | 1,000 SFGFA | 0.48 | 1.00 | 0.48 | \$6,318 |
| Recreational Homes | 260 | Dwelling Units | 0.28 | 1.00 | 0.28 | \$3,686 |
| Timeshare | 265 | Dwelling Units | 0.63 | 1.00 | 0.63 | \$8,293 |

| Land Use (continued) | ITE Code | Unit of Measure | PM Peak Hour Vehicle Trip Ends | New Trip Conversion Factor | New PM Peak Hour Vehicle Trip Ends | Calculated Transportation System Development Charge per Unit |
|--|----------|-----------------|--------------------------------------|----------------------------------|--|--|
| Residential Planned Unit Development | 270 | Dwelling Units | 0.69 | 1.00 | 0.69 | \$9,083 |
| Hotel | 310 | Rooms | 0.60 | 1.00 | 0.60 | \$7,898 |
| Motel | 320 | Rooms | 0.38 | 1.00 | 0.38 | \$5,002 |
| Campground/Recreational Vehicle Park | 416 | Acres | 0.98 | 1.00 | 0.98 | \$12,900 |
| Multipurpose Recreational Facility | 435 | 1,000 SFGFA | 3.58 | 1.00 | 3.58 | \$47,124 |
| Multiplex Movie Theater | 445 | Movie Screens | 13.73 | 1.00 | 13.73 | \$180,729 |
| Ice Skating Rink | 465 | 1,000 SFGFA | 1.33 | 1.00 | 1.33 | \$17,507 |
| Soccer Complex | 488 | Fields | 16.43 | 1.00 | 16.43 | \$216,269 |
| Health/Fitness Club | 492 | 1,000 SFGFA | 3.45 | 1.00 | 3.45 | \$45,413 |
| Recreational Community Center | 495 | 1,000 SFGFA | 2.31 | 1.00 | 2.31 | \$30,407 |
| Elementary School | 520 | 1,000 SFGFA | 1.37 | 1.00 | 1.37 | \$18,033 |
| Middle School/Junior High School | 522 | 1,000 SFGFA | 1.19 | 1.00 | 1.19 | \$15,664 |
| High School | 530 | 1,000 SFGFA | 0.97 | 1.00 | 0.97 | \$12,768 |
| Junior/Community College | 540 | 1,000 SFGFA | 1.86 | 1.00 | 1.86 | \$24,483 |
| Church | 560 | 1,000 SFGFA | 0.49 | 1.00 | 0.49 | \$6,450 |
| Day Care Center | 565 | 1,000 SFGFA | 11.12 | 1.00 | 11.12 | \$146,373 |
| Prison | 571 | Beds | 0.05 | 1.00 | 0.05 | \$658 |
| Fire and Rescue Station | 575 | 1,000 SFGFA | 0.48 | 1.00 | 0.48 | \$6,318 |
| Library | 590 | 1,000 SFGFA | 8.16 | 1.00 | 8.16 | \$107,411 |
| Hospital | 610 | 1,000 SFGFA | 0.97 | 1.00 | 0.97 | \$12,768 |
| Nursing Home | 620 | 1,000 SFGFA | 0.59 | 1.00 | 0.59 | \$7,766 |
| Clinic | 630 | 1,000 SFGFA | 3.28 | 1.00 | 3.28 | \$43,175 |
| Animal Hospital/Veterinary Clinic | 640 | 1,000 SFGFA | 3.53 | 1.00 | 3.53 | \$46,466 |
| General Office Building | 710 | 1,000 SFGFA | 1.15 | 1.00 | 1.15 | \$15,138 |
| Small Office Building | 712 | 1,000 SFGFA | 2.45 | 1.00 | 2.45 | \$32,250 |
| Single Tenant Office Building | 715 | 1,000 SFGFA | 1.71 | 1.00 | 1.71 | \$22,509 |
| Medical-Dental Office Building | 720 | 1,000 SFGFA | 3.46 | 1.00 | 3.46 | \$45,544 |
| Government Office Building | 730 | 1,000 SFGFA | 1.71 | 1.00 | 1.71 | \$22,509 |
| United States Post Office | 732 | 1,000 SFGFA | 11.21 | 1.00 | 11.21 | \$147,558 |
| Office Park | 750 | 1,000 SFGFA | 1.07 | 1.00 | 1.07 | \$14,084 |
| Research and Development Center | 760 | 1,000 SFGFA | 0.49 | 1.00 | 0.49 | \$6,450 |
| Business Park | 770 | 1,000 SFGFA | 0.42 | 1.00 | 0.42 | \$5,528 |
| Tractor Supply Store | 810 | 1,000 SFGFA | 1.40 | 1.00 | 1.40 | \$18,428 |
| Construction Equipment Rental Store | 811 | 1,000 SFGFA | 0.99 | 1.00 | 0.99 | \$13,031 |
| Building Materials and Lumber Store | 812 | 1,000 SFGFA | 2.06 | 1.00 | 2.06 | \$27,116 |
| Free-Standing Discount Superstore | 813 | 1,000 SFGFA | 4.33 | 0.71 | 3.07 | \$40,467 |
| Variety Store | 814 | 1,000 SFGFA | 6.84 | 0.66 | 4.51 | \$59,423 |
| Free-Standing Discount Store | 815 | 1,000 SFGFA | 4.83 | 0.83 | 4.01 | \$52,769 |
| Hardware/Paint Store | 816 | 1,000 SFGFA | 2.68 | 0.74 | 1.98 | \$26,105 |
| Nursery (Garden Center) | 817 | 1,000 SFGFA | 6.94 | 1.00 | 6.94 | \$91,352 |
| Nursery (Wholesale) | 818 | 1,000 SFGFA | 5.18 | 1.00 | 5.18 | \$68,185 |
| Shopping Center | 820 | 1,000 SFGLA | 3.81 | 0.66 | 2.51 | \$33,100 |
| Factory Outlet Center | 823 | 1,000 SFGFA | 2.29 | 1.00 | 2.29 | \$30,143 |
| Automobile Sales (New) | 840 | 1,000 SFGFA | 2.43 | 1.00 | 2.43 | \$31,986 |
| Automobile Sales (Used) | 841 | 1,000 SFGFA | 3.75 | 1.00 | 3.75 | \$49,362 |
| Recreational Vehicle Sales | 842 | 1,000 SFGFA | 0.77 | 1.00 | 0.77 | \$10,136 |
| Automobile Parts Sales | 843 | 1,000 SFGFA | 4.91 | 0.57 | 2.80 | \$36,839 |
| Tire Store | 848 | 1,000 SFGFA | 3.98 | 0.72 | 2.87 | \$37,720 |
| Tire Superstore | 849 | 1,000 SFGFA | 2.11 | 1.00 | 2.11 | \$27,774 |
| Supermarket | 850 | 1,000 SFGFA | 9.24 | 0.64 | 5.91 | \$77,841 |
| Convenience Market | 851 | 1,000 SFGFA | 49.11 | 0.49 | 24.06 | \$316,755 |
| Convenience Market with Gasoline Pumps | 853 | 1,000 SFGFA | 49.29 | 0.34 | 16.76 | \$220,595 |
| Discount Supermarket | 854 | 1,000 SFGFA | 8.38 | 0.79 | 6.62 | \$87,142 |
| Discount Club | 857 | 1,000 SFGFA | 4.18 | 0.63 | 2.63 | \$34,664 |
| Farmers Market | 858 | Acres | 179.84 | 1.00 | 179.84 | \$2,367,247 |
| Wholesale Market | 860 | 1,000 SFGFA | 1.76 | 1.00 | 1.76 | \$23,167 |
| Sporting Goods Superstore | 861 | 1,000 SFGFA | 2.02 | 1.00 | 2.02 | \$26,589 |
| Home Improvement Superstore | 862 | 1,000 SFGFA | 2.33 | 0.58 | 1.35 | \$17,789 |

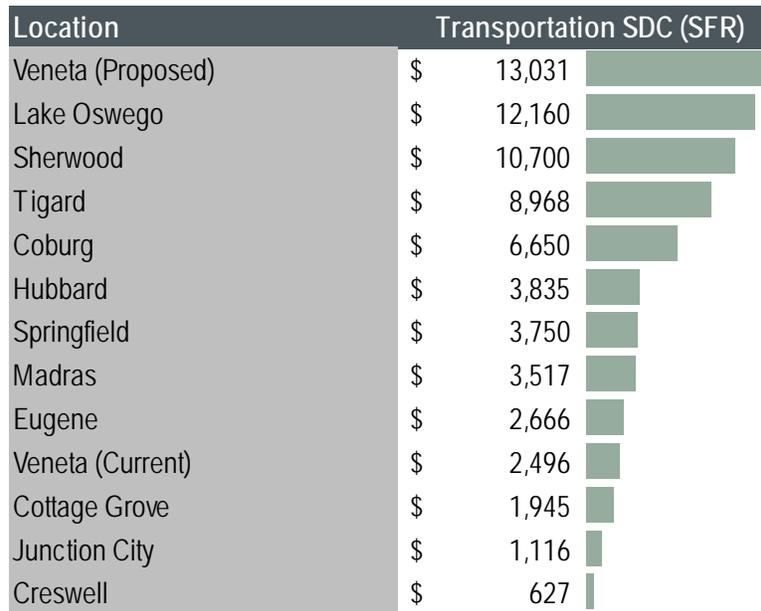
| Land Use (continued) | ITE Code | Unit of Measure | PM Peak Hour Vehicle Trip Ends | New Trip Conversion Factor | New PM Peak Hour Vehicle Trip Ends | Calculated Transportation System Development Charge per Unit |
|--|----------|---------------------------|--------------------------------|----------------------------|------------------------------------|--|
| Electronics Superstore | 863 | 1,000 SFGFA | 4.26 | 0.60 | 2.56 | \$33,645 |
| Toy/Children's Superstore | 864 | 1,000 SFGFA | 5.00 | 1.00 | 5.00 | \$65,815 |
| Baby Superstore | 865 | 1,000 SFGFA | 1.82 | 1.00 | 1.82 | \$23,957 |
| Pet Supply Superstore | 866 | 1,000 SFGFA | 3.55 | 1.00 | 3.55 | \$46,729 |
| Office Supply Superstore | 867 | 1,000 SFGFA | 2.77 | 1.00 | 2.77 | \$36,462 |
| Book Superstore | 868 | 1,000 SFGFA | 15.83 | 1.00 | 15.83 | \$208,371 |
| Discount Home Furnishing Superstore | 869 | 1,000 SFGFA | 1.57 | 1.00 | 1.57 | \$20,666 |
| Bed and Linen Superstore | 872 | 1,000 SFGFA | 2.22 | 1.00 | 2.22 | \$29,222 |
| Department Store | 875 | 1,000 SFGFA | 1.95 | 1.00 | 1.95 | \$25,668 |
| Apparel Store | 876 | 1,000 SFGFA | 4.12 | 1.00 | 4.12 | \$54,232 |
| Arts and Crafts Store | 879 | 1,000 SFGFA | 6.21 | 1.00 | 6.21 | \$81,743 |
| Pharmacy/Drugstore without Drive-Through Window | 880 | 1,000 SFGFA | 8.51 | 0.47 | 4.00 | \$52,648 |
| Pharmacy/Drugstore with Drive-Through Window | 881 | 1,000 SFGFA | 10.29 | 0.51 | 5.25 | \$69,079 |
| Marijuana Dispensary | 882 | 1,000 SFGFA | 21.83 | 1.00 | 21.83 | \$287,350 |
| Furniture Store | 890 | 1,000 SFGFA | 0.52 | 0.47 | 0.24 | \$3,217 |
| Beverage Container Recycling Depot | 895 | 1,000 SFGFA | 10.10 | 1.00 | 10.10 | \$132,947 |
| Medical Equipment Store | 897 | 1,000 SFGFA | 1.24 | 1.00 | 1.24 | \$16,322 |
| Liquor Store | 899 | 1,000 SFGFA | 16.37 | 1.00 | 16.37 | \$215,480 |
| Walk-in Bank | 911 | 1,000 SFGFA | 12.13 | 1.00 | 12.13 | \$159,668 |
| Drive-in Bank | 912 | 1,000 SFGFA | 20.45 | 0.65 | 13.29 | \$174,970 |
| Hair Salon | 918 | 1,000 SFGFA | 1.45 | 1.00 | 1.45 | \$19,086 |
| Copy, Print, and Express Ship Store | 920 | 1,000 SFGFA | 7.42 | 1.00 | 7.42 | \$97,670 |
| Drinking Place | 925 | 1,000 SFGFA | 11.36 | 1.00 | 11.36 | \$149,533 |
| Food Cart Pod | 926 | Food Carts | 3.08 | 1.00 | 3.08 | \$40,542 |
| Fast Casual Restaurant | 930 | 1,000 SFGFA | 14.13 | 1.00 | 14.13 | \$185,994 |
| Quality Restaurant | 931 | 1,000 SFGFA | 7.80 | 0.56 | 4.37 | \$57,496 |
| High-Turnover (Sit-Down) Restaurant | 932 | 1,000 SFGFA | 9.77 | 0.57 | 5.57 | \$73,304 |
| Fast-Food Restaurant without Drive-Through Window | 933 | 1,000 SFGFA | 28.34 | 1.00 | 28.34 | \$373,042 |
| Fast-Food Restaurant with Drive-Through Window | 934 | 1,000 SFGFA | 32.67 | 0.50 | 16.34 | \$215,019 |
| Fast-Food Restaurant with Drive-Through Window and No Indoor Seating | 935 | 1,000 SFGFA | 42.65 | 1.00 | 42.65 | \$561,405 |
| Coffee/Donut Shop without Drive-Through Window | 936 | 1,000 SFGFA | 36.31 | 1.00 | 36.31 | \$477,951 |
| Coffee/Donut Shop with Drive-Through Window | 937 | 1,000 SFGFA | 43.38 | 1.00 | 43.38 | \$571,014 |
| Coffee/Donut Shop with Drive-Through Window and No Indoor Seating | 938 | 1,000 SFGFA | 83.33 | 0.11 | 9.17 | \$120,657 |
| Bread/Donut/Bagel Shop without Drive-Through Window | 939 | 1,000 SFGFA | 28.00 | 1.00 | 28.00 | \$368,566 |
| Bread/Donut/Bagel Shop with Drive-Through Window | 940 | 1,000 SFGFA | 19.02 | 1.00 | 19.02 | \$250,362 |
| Quick Lubrication Vehicle Shop | 941 | 1,000 SFGFA | 8.70 | 1.00 | 8.70 | \$114,519 |
| Automobile Care Center | 942 | 1,000 SFGFA | 3.11 | 1.00 | 3.11 | \$40,937 |
| Automobile Parts and Service Center | 943 | 1,000 SFGFA | 2.26 | 1.00 | 2.26 | \$29,749 |
| Gasoline/Service Station | 944 | Vehicle Fueling Positions | 14.03 | 0.58 | 8.14 | \$107,113 |
| Gasoline/Service Station with Convenience Market | 945 | Vehicle Fueling Positions | 13.99 | 0.44 | 6.16 | \$81,027 |
| Self-Service Car Wash | 947 | Wash Stalls | 5.54 | 1.00 | 5.54 | \$72,923 |
| Automated Car Wash | 948 | Car Wash Tunnels | 77.50 | 1.00 | 77.50 | \$1,020,138 |
| Car Wash and Detail Center | 949 | Wash Stalls | 13.60 | 1.00 | 13.60 | \$179,018 |
| Truck Stop | 950 | Vehicle Fueling Positions | 8.41 | 1.00 | 8.41 | \$110,701 |
| Super Convenience Market/Gas Station | 960 | Vehicle Fueling Positions | 22.96 | 1.00 | 22.96 | \$302,224 |
| Winery | 970 | 1,000 SFGFA | 7.31 | 1.00 | 7.31 | \$96,222 |
| Accessory Dwelling Units | | Dwelling Units | | | 0.30 | \$3,949 |

Source: ITE, Trip Generation Manual, 10th edition; Metro (default person trip conversion factor of 1.52); previous tables (SDC per trip end). Abbreviations: ITE = Institute of Transportation Engineers.

II.F. SDC COMPARISON

In the **Figure 8**, the City's current and proposed transportation SDC for a single-family detached residence is compared to a selection of other cities. After the proposed increase of \$10,535 per single-family residence, the City will have a larger transportation SDC than other comparable cities.

Figure 8. SDC Comparison



Section III. IMPLEMENTATION

This section addresses practical aspects of implementing SDCs.

III.A. FUNDING PLAN

The SDC calculated in this report represents our opinion of the maximum transportation SDC that the City can legally charge. However, even if the City imposes the full, calculated charge, the SDC will generate only about a tenth of the funds needed to complete the full project list, as shown in **Figure 9**.

Figure 9. Funding Plan

| Funding Plan | Cost in Dollars | Percent of Total |
|---|-----------------------|------------------|
| Resources | | |
| Beginning fund balance | \$ 448,327 | 0.30% |
| Transportation system development charges | 14,479,382 | 9.83% |
| Other funding sources | 132,303,256 | 89.86% |
| Total resources | \$ 147,230,965 | 100.00% |
| Requirements | | |
| Projects | \$ 146,674,066 | 99.62% |
| Compliance costs | 556,899 | 0.38% |
| Total requirements | \$ 147,230,965 | 100.00% |

Source: Previous tables.

III.B. INDEXING

Oregon law (ORS 223.304) also allows for the periodic indexing of system development charges for inflation, as long as the index used is:

- “(A) A relevant measurement of the average change in prices or costs over an identified time period for materials, labor, real property or a combination of the three;
- (B) Published by a recognized organization or agency that produces the index or data source for reasons that are independent of the system development charge methodology; and
- (C) Incorporated as part of the established methodology or identified and adopted in a separate ordinance, resolution or order.”

We recommend that the City index its charges to the Engineering News Record Construction Cost Index for the 20-City Average and adjust its charges annually. There is no comparable Oregon-specific index.

III.C. MODIFYING THE IMPROVEMENT FEE COST BASIS

Veneta Municipal Code (VMC 13.25.080(2)) requires that the City Council adopt a process for modifying the project list whose costs forms the improvement fee cost basis. We recommend that the Council adopts a plan as laid out in that provision, which is quoted below:

“The council may modify the plan and list at any time. If a system development charge will be increased by a proposed modification of the list to include a capacity-increasing capital improvement, as referenced in VMC 13.25.060(2), the city shall provide at least 30 days’ notice of the proposed plan modification to persons who have requested written notice under VMC 13.25.150(2). A hearing on such proposed plan modifications will be held if the city receives a written request for such a hearing within seven days of the date the proposed modification is scheduled for adoption. If no such request is received within this time period, a hearing is not required, but may be held in the council’s sole discretion.”

III.D. RECOMMENDED CODE CHANGE

As discussed in **Section 1.B**, SDCs are intended to recover a fair share of the cost of existing and planned facilities that provide capacity to serve future growth. Because all new development requires some capacity of the transportation system, waiving or exempting certain developments or types of development weakens the defensibility of charging an SDC. For this reason, we recommend that the City Council repeal VMC 13.25.120(4), which states:

“Municipal projects are exempt from all system development charges.”

Section IV. SDCs AND AFFORDABLE HOUSING

This section responds specifically to the City’s request for a memo providing an “alternative SDC methodology for needed housing.”

Prioritizing affordable housing is a policy decision that requires discussion of many items such as the appropriate level of subsidy, prioritization of renters versus owners, and the appropriate income level that can qualify for affordable housing.

In the context of SDCs, the City has relatively few legally defensible courses of action. Our recommendations are that the City:

- Modify the charge basis as described in **Section II** of this report.
- Provide an SDC waiver for affordable housing using the tools provided by Senate Bill 1533.
- Backfill any SDC revenue foregone by waiving SDCs for affordable housing.

These options are discussed in the sections below.

One additional option that the City may consider is that the City charge less than the fully defensible SDC. While this approach seems simple, reducing the SDC decreases development costs but may not correlate to decreased housing price. Another issue with this approach is that the City may be unable to construct necessary capital improvements. When SDC revenues decrease, capital improvements must be funded using different sources.

IV.A. MODIFY THE CHARGE BASIS

The SDC methodology in this report uses a different charge basis from the City’s current SDC methodology. The current methodology charges new developments based on an EDU basis, where one EDU is equal to the average acreage of a single-family home. The impact on the transportation system of other types of development, such as commercial and industrial, is also measured in EDUs.

This method may obscure the true impact of new developments on the transportation system. For example, a car wash of equal acreage to a warehouse will likely experience much greater vehicle traffic, and thus have a greater impact on the City’s streets. Yet, under the EDU-based methodology, the two developments would pay the same SDC. This discrepancy between lot size and impact is why a more common unit of measurement is the PM peak hour vehicle trip end, as described in **Section II.A**.

The PM peak hour vehicle trip end is the unit used throughout this report. It may incentivize needed housing development better than the current methodology. For example, under this unit of measurement, the Institute of Transportation Engineers (ITE) calculates a difference in transportation impact between multi-family and single-family developments. As shown in **Figure 7**, while a new single-family detached housing unit will add about 0.99 PM peak hour vehicle trip ends to the

transportation system, a new low-rise multi-family housing unit will add only 0.56. Consequently, a multi-family unit will pay a lower SDC than a single-family detached unit, whereas under the current methodology they may pay a similar SDC.

Note that **Figure 7** also includes an estimation of the new PM peak hour vehicle trip ends created by the development of an accessory dwelling unit (ADU). This is not measured by the ITE. However, because ADUs may be a needed form of housing in the city, we included them in the schedule by equating their PM peak hour vehicle trip ends with that of a new senior adult detached housing unit, whose impact is measured by the ITE.

IV.B. PROVIDE A WAIVER FOR AFFORDABLE HOUSING

The passage of Senate Bill 1533 in 2016 created a new option for the City to create affordable housing. Oregon Revised States (ORS) 197.309 provides that a City can require multi-family developments greater than 20 units to reserve up to 20 percent of those units as affordable housing. If a City requires this, it must provide one of the incentives listed in ORS 197.309(5)(d). One of the incentives that the City can choose is to waive SDCs.

This law provides the ability to waive SDCs in only limited circumstances and does not require the City to specifically use SDCs to incentivize affordable housing requirement. The City may also choose to incentivize developers with whole or partial fee waivers, finance-based incentives, or property tax exemptions.

Additionally, while SDCs may be waived for affordable housing per ORS 197.309, it is highly recommended that cities still backfill the SDC funds. When the State of Oregon adopted Senate Bill 1533, it also created a potential backfilling mechanism for the City to use in ORS 320.195. The City can implement a construction tax on all development and use the revenue to backfill waivers provided in ORS 197.309(5)(d). If the City imposes a construction tax, there are requirements set by the state on how to use those funds. 50 percent must be used to create affordable housing, 35 percent must be used for affordable housing programs, and 15 percent must be sent to Oregon Housing and Community Services.

For example, the City of Newport adopted a one percent construction tax on both residential and nonresidential development to provide financial incentives for affordable housing. Because the City has adopted the construction tax and SDC per square footage items recently, it has yet to build affordable housing. However, the goal is to fund affordable housing and add workforce housing that can take advantage of lower SDCs.

IV.C. BACKFILL ANY FORGONE SDC REVENUE

The City does not currently offer any credits or exemptions of the transportation SDC for the development of needed housing. If, in the future, SDCs are reduced or waived for specific developments or types of developments, any forgone SDC revenue must be replaced with non-SDC funding to avoid diminishing the equity and legal defensibility of the SDC. The City can choose to backfill SDC waivers from various other funding sources, if such funding is available. Many funding sources, such as passing a larger local option levy, can be directly applied to housing. Others, such as a construction tax, can free up general fund monies that can be directed to affordable housing. If the City wishes to reserve the authority to modify SDCs for specific developments or types of developments, such authority should be reflected in the adopted ordinance.

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Minutes of the Veneta City Council Meeting June 22, 2020

Present: Keith Weiss, Mayor; Thomas Cotter, Council President; Robbie McCoy, Councilor; Calvin Kenney, Councilor (via telephone); Pat Coy, Councilor

Others: Matt Michel, City Administrator; Shauna Hartz, Finance Director; Kyle Schauer, Public Works Director; Evan MacKenzie, Community Development Director; Stacy Cornelius, HR Generalist/Program Manager; Darci Henneman, City Recorder; Jana Weaver, Management Analyst; Terah Van Dusen, Fern Ridge Review

1. CALL TO ORDER

Mayor Weiss called the Veneta City Council to order at 6:29 p.m.

2. PUBLIC COMMENT

None

3. CONSENT AGENDA

MOTION: Councilor Thomas Cotter made a motion to approve the consent agenda as presented. Councilor Robbie McCoy seconded the motion.

VOTE: Councilor Calvin Kenney, aye; Councilor Thomas Cotter, aye; Mayor Keith Weiss, aye; Councilor Robbie McCoy, aye; Councilor Pat Coy, aye.

The consent agenda as approved includes Minutes for June 8, 2020, Accounts Payable - Unpaid Invoices Through June 16, 2020, Civic Calendar for July 2020, Public Works Activity Report for May 2020.

4. COUNCIL BUSINESS AND REPORTS

a. Business
None

b. Council/Committee Liaison Reports
Councilor Cotter said he will attend an LCOG meeting on Thursday.

Councilor Kenney said he attended the most recent Lane ACT and said MacKenzie made a very good demonstration for our bike path letter of support request, which we received.

Councilor Coy said Kiwanis started meeting at the Service Center and the Mexican train group has started meeting as well. They're a long ways from having meals in the cafeteria.

Councilor McCoy said the Chamber had an actual meeting last week and it was great. She said she would also like staff to put the Chamber on the next agenda. Chamber President, Jason Alansky would like to introduce Heather Blake as their new Visitor Coordinator.

5. STAFF REPORTS

a. Community Development Director.....Evan MacKenzie
(1) **ORDINANCE NO. 557** – AN ORDINANCE ADOPTING AMENDMENTS TO LAND DEVELOPMENT ORDINANCE NO. 493 AND LAND DIVISION ORDINANCE NO. 494 SPECIFICALLY ADOPTING TYPE I- V PROCEDURES FOR PROCESSING LAND USE APPLICATIONS for first reading by title only

MacKenzie said Ordinance No. 557 will put all of our procedures in one place and is fairly standardized process used by many jurisdictions and will greatly simplify our procedures. He said it will also result in a smaller code. He said the definitions alone were reduced from 24

pages to nine. He said noticing residents of this ordinance was not required since no property rights were addressed.

In response to a question from Mayor Weiss, MacKenzie said Ordinance No. 557 includes amendments to our Land Development Ordinance No. 493 and Land Division Ordinance No. 494. He said eventually we will adopt one final ordinance that will repeal both 493 and 494.

To add to that, Michel said Ordinance No. 557 amends Ordinance Nos. 493 and 494.

Mayor Weiss asked if any Councilor wanted the ordinance to be read in full.

The Council all agreed to have the Ordinance read by title only.

MOTION: Councilor Cotter made a motion to adopt Ordinance No. 557, an Ordinance Adopting Amendments to Land Development Ordinance No. 493 and Land Division Ordinance 494 specifically adopting Type I-V Procedures for processing land use applications for first reading by title only. Councilor Coy seconded the motion which passed with a vote of 5-0.

Ordinance No. 557 was read into the record for first reading by title only.

(2) Temporary Restaurant Parking Waiver in Response to COVID-19

i. Agenda Item Summary

MacKenzie said as a result of COVID-19, many restaurants are moving their outside dining to the sidewalks and streets if space is available. Staff is proposing temporary allowance for restaurants to expand outdoor dining areas into their off-street parking areas, without interrupting their off-street parking requirements and providing they don't create conflicts with drivers. This allowance would apply to all restaurants that have their own off-street parking areas, as well as restaurants in multi-tenant facilities (malls), subject to certain minimum operating standards. This allowance is made as an option to restaurants – there is no requirement to implement outdoor dining. He said originally staff proposed a 90 day temporary allowance but is suggesting an expiration date of December 31, 2020. He said we'll see how things go over the winter and address the subject next spring.

In response to a question from Councilor Kenney, MacKenzie said the five feet distance rule was for traffic and a minimum distance between parked vehicles and diners.

Councilor Kenney would prefer six feet minimum distancing between diners and traffic/parked vehicles and diners.

After a brief discussion, it was the consensus of the Council to change both distancing requirements to six feet.

In response to a question from Council McCoy, MacKenzie said restaurants renting or leasing would need the permission from the property owner. He said if we want to make this a permanent allowance, we could look at a resolution or an ordinance to amend the Code to extend and refine the process.

Mayor Weiss said during the Light Parade, restaurants on Broadway would likely want to keep this process through the end of the year.

ii. **RESOLUTION NO. 1307 – A RESOLUTION ESTABLISHING A TEMPORARY OUTDOOR DINING PERMIT IN RESPONSE TO COVID-19 PANDEMIC**

MOTION: Councilor Cotter made a motion to approve Resolution No. 1307 a resolution establishing a temporary outdoor dining permit in response to the COVID-19 pandemic including amending Section 2, number 3, setting the setback from 5 ft. to 6 ft. Councilor McCoy seconded the motion which passed with a vote of 5-0.

(3) IGA Update for Lane County Regional Housing Rehabilitation Program

i. Agenda Item Summary

MacKenzie said the City is partnered with St. Vincent de Paul to administer Community Development Block Grant (CDBG) funds. He said currently we have our own contract with Lane County Regional Housing Rehabilitation (LCRHR) but they would like to have one umbrella agreement with all entities. It doesn't change the terms of our agreement but just includes us with other cities involved with LCRHR.

Michel said Exhibit "A" to the Intergovernmental Agreement (IGA) is the IGA with Junction City and is used as an example. He said with the Council's approval, the City's IGA would become Exhibit "A" to the overall IGA with LCRHR which he will also sign.

In response to a question from Councilor Cotter, MacKenzie said the terms of the agreement shouldn't change. He said we don't administer CDGB funds and to have an agency provide that service to several smaller communities is a wonderful thing.

MOTION: Councilor Cotter made a motion to authorize the City Administrator to sign the new Intergovernmental Agreement in order for the City to continue participation in the Community Development Block Grant Consortium. Councilor Coy seconded the motion which passed with a vote of 5-0.

b. Finance Director.....Shauna Hartz

(1) Adoption of Updated Compensation Plan for Regular Positions

i. Agenda Item Summary

Hartz said staff has presented a compensation plan for approval that includes a 2.5% Cost of Living allowance (COLA) for employees. She said the COLA was included in the budget which the Budget Committee approved on May 21, 2020. She said the Consumer Price Index (CPI) used shows a 2.7% COLA. She said the reason for the adjustment is we recently learned that our health insurance deductibles were increasing so management met with staff and negotiated the 2.5% COLA and to increase the City's contribution to employees' Health Savings Accounts (HSA) to offset the slightly lower COLA.

ii. **RESOLUTION NO. 1300** – A RESOLUTION UPDATING THE COMPENSATION PLAN FOR REGULAR POSITIONS OF THE CITY OF VENETA FOR FISCAL YEAR 2020-21 AND REPEALING RESOLUTION NO. 1273

MOTION: Councilor Cotter made a motion to adopt Resolution No. 1300, a Resolution updating the City's Compensation Plan for Regular Positions for Fiscal Year 2020-2021 and repeal Resolution No. 1273, as presented. Councilor McCoy seconded the motion which passed with a vote of 5-0.

(2) Adoption of Updated Compensation Plan for Temporary and Seasonal Positions

i. Agenda Item Summary

Hartz said effective July 1, 2020 the State of Oregon is raising minimum wage to \$12.00 per hour so this resolution is required to make that adjustment to all temporary and seasonal positions. She said this was also included in the approved budget.

ii. **RESOLUTION NO. 1301** – A RESOLUTION UPDATING THE CITY'S COMPENSATION PLAN FOR TEMPORARY AND SEASONAL POSITIONS AND REPEALING RESOLUTION NO. 1278

MOTION: Councilor Cotter made a motion to adopt Resolution No. 1301, a Resolution updating the City's Compensation Plan for Temporary and Seasonal Positions for Fiscal Year 2020-21, and repeal Resolution No. 1278, as presented. Councilor Coy seconded the motion which passed with a vote of 5-0.

(3) State Revenue Eligibility for Fiscal Year 2020-2021

i. Agenda Item Summary

Hartz said the following two resolutions are required to continue to receive state shared revenue consisting of cigarette, liquor, marijuana, and fuel taxes, to verify that the City provides certain services, and to officially notify the state that we wish to receive the revenue. She said it's estimated that the City will receive a little over \$500,000. She said two Public Hearings are also required, one with the Budget Committee held May 21, 2020 and one before the City Council, held June 8, 2020. She said the final step is for the Council to adopt Resolution Nos. 1302 and 1303.

ii. **RESOLUTION NO. 1302** – A RESOLUTION CERTIFYING THAT THE CITY PROVIDES FOUR OR MORE MUNICIPAL SERVICES

MOTION: Councilor Cotter made a motion to adopt Resolution No. 1302, a Resolution certifying that the City provides four or more municipal services, as presented. Councilor McCoy seconded the motion which passed with a vote of 5-0.

iii. **RESOLUTION NO. 1303** – A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE-SHARED REVENUES

MOTION: Councilor Cotter made a motion to adopt Resolution No. 1303, a Resolution declaring the City's election to receive state share revenues, as presented. Councilor Coy seconded the motion which passed with a vote of 5-0.

(4) Proposed Storm Water Drainage Fee Increase

i. Agenda Item Summary

Hartz said this is a proposed increase in storm water drainage fee. She said this fee has increased 2% for the past several years to keep up with inflation. It computes to a five cent per month increase for residential accounts and 15 cent per month increase for commercial accounts. She said Exhibit A to the resolution is a schedule of past increases and the proposed increase. Exhibit B shows the cumulative amount of the increases which are \$0.59 cents for residential accounts and \$1.79 for commercial accounts.

ii. Public Comment
None

iii. **RESOLUTION NO. 1304** – A RESOLUTION ESTABLISHING STORM WATER DRAINAGE FEES AND GOVERNANCE FOR USERS AND USE OF THE VENETA MUNICIPAL STORM WATER DRAINAGE SYSTEM AND REPEALING RESOLUTION NO. 1277

MOTION: Councilor Cotter made a motion to adopt Resolution No. 1304, a Resolution establishing storm water drainage fees and governance for users and use of the Veneta municipal storm-water drainage system and repealing Resolution No. 1277, as presented. Councilor McCoy seconded the motion which passed with a vote of 5-0.

(5) Adoption of Fiscal Year 2020-21 Budget

i. Agenda Item Summary

Hartz said this resolution adopts the FY2020-21 Budget which was presented to the Budget Committee on May 21, 2020 and approved with minor amendments. The Committee also imposed a tax levy, specified appropriations, and categorized the taxes, which they are required to do. The Public Hearing was noticed and conducted on June 8th and no public comments were received. Staff is requesting the Council adopt Resolution No. 1305 in order for the City to continue to receive taxes and spend funds.

ii. **RESOLUTION No. 1305**– A RESOLUTION ADOPTING THE OPERATING BUDGET FOR FISCAL YEAR 2020-21; SPECIFYING APPROPRIATIONS; IMPOSING TAXES; AND CATEGORIZING TAXES IMPOSED

MOTION: Councilor Cotter made a motion to adopt Resolution No. 1305, a resolution adopting the operating budget for fiscal year 2020-2021; specifying appropriations; imposing taxes; and categorizing taxes imposed, as presented. Councilor Coy seconded the motion which passed with a vote of 5-0.

(6) Deactivation of Unnecessary Funds Effective July 1, 2020

i. Agenda Item Summary

Hartz said Resolution No. 1305 is required to do a little housekeeping by deactivating funds that are no longer necessary. She said we did not include appropriations other than transfers. She prefers to deactivate funds by resolution because it’s easier to track. She said these three capital projects have been completed and the FY20-21 budget includes transferring the remaining funds into their perspective operating funds. She said the grant fund was used for the Regional Housing and that has been completed. She said if needed at a later date, we can reactive any of the funds. She said it’s a good practice to deactivate them if we don’t need them.

ii. **RESOLUTION No. 1306** – A RESOLUTION AUTHORIZING THE DEACTIVATION OF THREE FUNDS ENTITLED “GRANT”, “CAPITAL PROJECTS-POOL” AND “CAPITAL PROJECTS-W. BROADWAY” BEGINNING JULY 1, 2020

MOTION: Councilor Cotter made a motion to adopt Resolution No. 1306, a Resolution authorizing the deactivation of unnecessary funds effective July 1, 2020, as presented. Councilor McCoy seconded the motion which passed with a vote of 5-0.

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

(1) Brooker Ln. Parking Lot Project Bid Award

Schauer said staff put the Brooker Ln. 16 space parking lot project out to bid which will be directly behind American Market. We received six bids ranging from a high of \$170,610.00 to the lowest bid of \$133,695.43 from Durban Excavating. Staff is recommending moving forward with awarding the contract to Durban Excavating. He is also asking for a 15% contingency for a total not to exceed \$155,000. Schauer said he was surprised that the lowest bid was lower than his estimated project cost.

In response to questions from Councilor Coy, Schauer said once the contract is awarded, he and the contractor will schedule the work to begin. He said it will be done by the end of October 2020. He said it’s roughly 10 ft. from the American Market building and the two large maple trees will need to be removed.

In response to questions from Councilor Kenney, Schauer said the bid includes everything except the landscaping. He said the City Public Works Dept. will provide the landscaping and irrigation to keep the cost down. He said all of the landscaping will help with storm water

treatment and the parking lot is designed to shed to the storm water drain on site.

In response to a question from Councilor Coy, Schauer said there is an ADA pedestrian pathway on the southwest corner adjacent to the ADA parking spot behind the store and landscaping and swales are to the north.

In response to a question from Councilor Cotter, Schauer said he thought the bids would be higher because the City Park Phase 2 Improvement bids were higher. He said Branch Engineering did a good job of simplifying the project.

In response to a question from Mayor Weiss, Schauer said the cost to remove the trees is included in the bid and the trees become the property of the contractor.

Schauer said this is an economic development project, funded with Urban Renewal Agency funds, and has been included in the Urban Renewal Plan.

In response to a question from Pat Coy, Schauer said Durban Excavating completed the 3rd St. water line project and he was very happy with their work.

MOTION: Councilor Cotter made a motion that Council authorize staff to enter into contract with Durbin Excavating LLC for the construction of the Brooker Lane Parking Lot project for an amount not to exceed \$155,000. Councilor Coy seconded the motion which passed with a vote of 5-0.

(2) Veneta Community Pool Update and Recommendation for the 2020 Season

Schauer said when Oregon went into Phase 2 of the COVID-19 pandemic, a lot of moving target guidance came out. He said Cornelius spent a lot of time reviewing that information which is included in the Agenda Item Summary presented to the Council. He said she participated in many conference calls with Oregon Parks and Recreation Dept., the City of Eugene, and Willamalane Parks and Recreation District (WPRD), discussing how these things were going to be put together.

As a result, they identified many challenges, some of which include staffing, what kind of program could be offered, and the financial piece. He said pre-registration would be required, attendance would be limited, and how would we ensure it's not the same 15 people was not quite worked out. Locker rooms would be closed, family changing rooms would be used as restrooms, and the water fountain would be shut down. All equipment and the entire facility would need to be sanitized after every use. If lessons are held, six feet of social distancing is required with instructors on deck and parents in the water with students. Group lessons are not feasible but private lessons for older kids may be possible. Lap swim sessions would consist of one person per lane, two if from the same household, per hour. He said water safety is most important.

In response to a question from Councilor Kenney, Schauer said there's a challenge with deciding who gets in and who doesn't. Would it be on a first come first serve basis or a lottery? How would we address eight lap swimmers showing up but only have six lanes?

Schauer said we could probably have a 12 to 14 member swim team and alternate practices on an every other day schedule but spectators would not be allowed in. He said in the past, parents would typically drop off kids at the pool for recreation swim sessions but that would not be allowed. He said after going over all of these issues, he and Cornelius came to the conclusion that recreation swim time is not feasible or possible and if we open the pool at all, they only recommend family swim time with an adult in the pool to maintain social distancing. He said failure of any one of these things could make this all fall apart.

In response to a question from Councilor Cotter, Cornelius said swimmers would be required to maintain six feet of social distancing in the pool if you are from another household.

Councilor McCoy said she doesn't understand why the state is requiring six feet social distancing in the pool because the virus can't live in chlorine water.

Calvin Kenney said the state is requiring six feet social distancing even in the water because swimmers are not under water the entire time they're in the water.

Councilor Coy said last year we had a lot of trouble keeping staff; it's going to be even worse in this scenario.

Schauer said staff estimated this year's operating costs to be approximately \$99,000 and estimated revenues to be \$23,400 for the proposed season, the pool would lose approximately \$75,700 and have a cost recovery of only 24%. For reference, cost recovery last year was 40% and over the past five years has averaged approximately 49%. He said it's hard enough keeping kids in line at the pool during a regular season. He said the preregistration process needs to be worked out and how do we be fair to all that want to swim. He said staff is concerned people will start losing their patience and start pushing back. He said finally, there is a potential risk to employees, if that happens, we're done. All staff will be required to wear a mask and being outside in the heat could pose a health issue. Lastly, we could have another statewide shut down and guards would be out of work. He said the City of Junction City is not opening their pool, Willamalane is going to try to open one pool only. He said many of the problems we face are the moving targets and yesterday's interpretation may be different from tomorrows. He said it's staff's recommendation that we do not open. He said it's difficult but we don't see a realistic way to make it happen.

Councilor Coy said we could go through all the hoops and still have a shut down. He said it's just not realistic.

Schauer suggested spending some funds getting ready for next season on things like purchasing a new pool cover.

Councilor Kenney said staff did a good job of laying it all out for the Council. He said another thing to consider is if a staff member comes down with COVID-19, then there's a workers compensation claim and an Occupational Safety & Health Administration (OSHA) investigation. He said he thinks in a couple of weeks, we may be back to phase 1. He thanked staff again for all the work that went into this.

Schauer said we received an email requesting to please open the pool and staff is getting a lot of calls. He said staff needs direction and to notify eight potential employees they need to look for other jobs. He said we're also concerned about people going to other bodies of water that are not monitored.

After a brief discussion, it was the consensus of the Council to not open the pool this year.

Michel also thanked Schauer and Cornelius for a job well done.

d. City Administrator.....Matt Michel

(1) League of Oregon Cities Legislative Prioritization

Michel asked the Council to complete individual ballots and bring them to the next meeting. He said all of the information is provided and ballots will be tallied to submit the top four Council priorities to the League by the August 7th deadline.

(2) Elmira – Veneta Multi-Use Path Project Right of Way IGA

i. Agenda Item Summary

Michel said this is the environmental and design phase of this project which is a path from Veneta north to Elmira. The contract would be between the City, ODOT, and Lane County, with Lane County serving as our agent on the project Right-of-Way (ROW) elements. He said there could be use of eminent domain condemnation if there are issues in acquiring the ROW, which the path location hasn't been determined if it will be on the west side or east side of Territorial Rd. He said the City Legal Counsel identified a missing indemnity clause. He said that information was corrected and the contract was rechanneled to all parties for signature.

Councilor Cotter said this has been an ongoing project for 15 plus years and he's pleased that things are moving along.

MOTION: Councilor Cotter made a motion to authorize the City Administrator to sign the Elmira-Veneta Multi Use Path Project Right of Way Services IGA with ODOT and Lane County. Councilor McCoy seconded the motion which passed with a vote of 5-0.

(3) Discuss Summer Meeting Schedule

Michel said as things are stacking up for the summer, staff will shift priorities and focus on the first two meetings in July and August and the possibility of cancelling the second meetings in each month.

(4) Personal Services Agreement for Street Sweeping Services

Michel asked Schauer to present the contract.

Schauer said the current three year contract with Mid-State, for street sweeping services, expires the end of this year so Schauer packaged a scope of work and equipment requirements and sent it directly to a few street sweeping companies. He said he received two responses, one from a company that indicated they couldn't meet the scope of work and the other from Mid-State. He said after reviewing it, he recommends we continue with their services.

In response to a question from Councilor McCoy, Schauer said their contract is to do every street once a month, they come one day and sometimes twice a week. We don't know when they'll be here or what their cleaning schedule is. He said the time they spend here varies from summer to fall.

(5) Questions from Councilors

Michel introduced Jana Weaver as the new Management Analyst and asked her to tell the Council a little bit about herself.

Weaver said she is originally from Indiana and moved here seven plus years ago. She said she came to the City from Willamalane Parks and Recreation District coordinating special events and rentals in the Recreation and Services Division and she enjoyed it very much. She said she looks forward to impacting the local community in a positive way. She said she's excited to be with the City and for the variety her position offers. She said everyone has made her feel very welcomed and she's honored to be here.

Michel said she's doing a great job and has started in on some economic development tasks. He's excited about having her perspective and her insights really benefit the City.

7. OTHER

Michel said the City contributed \$20,000 towards the Emergency Small Business fund, a pool we joined with Lane County, Cottage Grove, Creswell, Florence, and Lowell. He said that pool totaled

\$675,000. The County applied, on behalf of all of us, to Business Oregon, for a one-to-one match program that was called Round 1 and we received \$100,000. The City's percentage share of that was about 3% or a gain of \$3300 of match. For our \$3300 we received another \$3300. Round 2 came out which focused on economic development lending institutions and the institution that we partnered with, Community Lending Works, applied for the Round 2 grant and received \$125,000. The County lobbied Business Oregon to allow us to pool those two awards, which they approved, so we doubled our \$3300 to \$6600. Now we have \$6600 of our money that is state matched to a total of \$13,300. He said the question now is, what should be do with the unmatched \$13,300? The County has proposed, and he agrees, to try to leverage it for Round 3. He said there will be more rounds as the state tries to figure out how to spend 1.3 billion dollars in federal money that came to Oregon. He would like to tell the County we will continue to pledge \$20,000 and continue our match for Rounds 1 and 2 of grant funds. He said the state is insisting their application requirements be followed, which are not user friendly. He said sole proprietorships and businesses with five or less employees will apply to Community Lending Works and if they get through the first screening, applicants will be chosen by lottery and will be provided guidance going through the state application process to gain that funding. He said Community Lending Works will start accepting pre-registration applications for the lottery around the first week of July and hopefully by July 20th funds will be distributed to businesses. He said his intent to take the unmatched \$13,300 and see if we can't leverage that for more dollars coming in.

Michel said it's highly unlikely that the School District will move forward with the School Resource Deputy (SRD) at this time. He said the Student Investment Act funds linked to the corporate tax are not there at this time. He said the Council talked about assessing a public safety fee and if it's the District's intent to bring this project forward, a public safety fee may be a conversation we need to have.

Michel wanted to let the Council know that the City is renewing the Information Services (IS) Intergovernmental Agreement (IGA) with LCOG. He said the City of Veneta, City of Coburg, and Lane Regional Air Protection Agency (LRAPA) all contract with LCOG for IS services. He said the City's contract is \$15,000 per fiscal year which covers all computer costs, the network, server support, and setup of all computers and networks. He said they provide a lot of services for the cost. He said because of the contract amount, he is allowed to sign the contract without Council approval, however, he wanted to let the Council know his plan to do so.

Michel said Valley United Methodist Church (VUMC) transitional camping site permit expires in August. He said he spoke with the site monitor and asked that she work with VUMC to come before the Council in August if they want to apply for permit renewal.

Michel said the Jeans Rd. City-owned property is currently leased and that lease is expiring soon. He said he and Schauer went to the site and noticed there's more equipment there than they realized so they're going to have our building inspector do an onsite inspection to make sure the site is in full compliance prior to renewing the lease. He said the business owners are interested in purchasing that property which the City has declared as surplus.

In response to a question from Councilor Coy, Michel said he believes we purchased the property for about \$82,000 and the current Real Market Value is roughly \$180,000. He said we net about \$45,000 in rent every three years.

In response to a question from Councilor McCoy, Schauer said the building is currently being used to extract hemp oil. He said it seems to be effective and they have a lot going on.

Schauer said the raw material is brought in and put in smaller air tight containers and they use alcohol and pressurized air rather than butane to extract the oil. He said it's a safe process and there's more equipment on site than he realized.

In response to a question from Thomas Cotter, Schauer said the process doesn't use a lot of water and they recycle 80 to 90% of the alcohol so very little goes into the sewer.

Michel said their operation requires very little hands on and they have a lot invested in the site.

In response to a question from Councilor Coy, Michel said Greg Demers recently informed him that Sarto Village developers are not moving forward with the project, that realtor John Brown is evaluating whether or not to serve as the agent for the seller. However, the site has value as a ready to develop site.

Mayor Weiss said he will be performing a ribbon cutting ceremony for Grocery Outlet at 8:00 a.m. on Thursday to advertise their grand opening.

Mayor Weiss temporarily adjourned the Council at 8:14 p.m. for a brief recess.

Mayor Weiss reconvened the City Council at 8:20 p.m. and went directly into Executive Session.

8. EXECUTIVE SESSION - ORS 192.660(2)(i) - City Administrator’s Evaluation

After making no decisions, Mayor Weiss closed the Executive Session and reconvened the regular Council meeting at 9:05 p.m.

MOTION: Councilor Cotter made that Matt Michel has successfully completed his 6 month probationary period as the City Administrator and is now considered a regular employee subject to the terms of his employee agreement and employee handbook. Councilor McCoy seconded the motion which passed with a vote of 5-0.

9. ADJOURN

Mayor Weiss adjourned the Veneta City Council at 9:07 p.m.

XXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Keith Weiss, Mayor

ATTEST:

XXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder
(Minutes prepared by DHenneman)

| Invoice Number | Sequence Number | Description | Type | Invoice Date | Due Date | Invoice Amount | Net Invoice Check Amount | GL Account Number | GL Account Description |
|--|-----------------|-----------------------------|-------|--------------|------------|----------------|--------------------------|-------------------|------------------------|
| 120 Accuity, LLC | | | | | | | | | |
| 6800 | 1 | Audit Services-Yr end 6/30/ | Invoi | 06/22/2020 | 07/14/2020 | 320.00 | 320.00 | 100-100-52035 | Audit & Filing Fees |
| 6800 | 2 | Audit Services-Yr end 6/30/ | Invoi | 06/22/2020 | 07/14/2020 | 180.00 | 180.00 | 130-130-52035 | Audit & Filing Fees |
| 6800 | 3 | Audit Services-Yr end 6/30/ | Invoi | 06/22/2020 | 07/14/2020 | 100.00 | 100.00 | 140-140-52035 | Audit & Filing Fees |
| 6800 | 4 | Audit Services-Yr end 6/30/ | Invoi | 06/22/2020 | 07/14/2020 | 420.00 | 420.00 | 210-210-52035 | Audit & Filing Fees |
| 6800 | 5 | Audit Services-Yr end 6/30/ | Invoi | 06/22/2020 | 07/14/2020 | 300.00 | 300.00 | 220-220-52035 | Audit & Filing Fees |
| 6800 | 6 | Audit Services-Yr end 6/30/ | Invoi | 06/22/2020 | 07/14/2020 | 660.00 | 660.00 | 230-230-52035 | Audit & Filing Fees |
| 6800 | 7 | Audit Services-Yr end 6/30/ | Invoi | 06/22/2020 | 07/14/2020 | 20.00 | 20.00 | 240-240-52035 | Audit & Filing Fees |
| Total 6800: | | | | | | 2,000.00 | 2,000.00 | | |
| Total 120 Accuity, LLC: | | | | | | 2,000.00 | 2,000.00 | | |
| 185 Analytical Laboratory Group | | | | | | | | | |
| 127843 | 1 | Lab services: Drinking wat | Invoi | 06/06/2020 | 07/14/2020 | 147.00 | 147.00 | 210-210-53055 | System Quality Tests |
| 127843 | 2 | Lab services: wastewater 6 | Invoi | 06/06/2020 | 07/14/2020 | 943.20 | 943.20 | 220-220-53055 | System Quality Tests |
| Total 127843: | | | | | | 1,090.20 | 1,090.20 | | |
| Total 185 Analytical Laboratory Group: | | | | | | 1,090.20 | 1,090.20 | | |
| 245 Banner Bank-CC | | | | | | | | | |
| BBCC 6/20 | 1 | MSONline 6/20 | Invoi | 06/17/2020 | 07/14/2020 | 37.85 | 37.85 | 100-100-52045 | Computer System Sup |
| BBCC 6/20 | 2 | MSONline 6/20 | Invoi | 06/17/2020 | 07/14/2020 | 4.01 | 4.01 | 100-160-52045 | Computer System Sup |
| BBCC 6/20 | 3 | MSONline 6/20 | Invoi | 06/17/2020 | 07/14/2020 | .38 | .38 | 100-170-52045 | Computer System Sup |
| BBCC 6/20 | 4 | MSONline 6/20 | Invoi | 06/17/2020 | 07/14/2020 | 8.49 | 8.49 | 130-130-52045 | Computer System Sup |
| BBCC 6/20 | 5 | MSONline 6/20 | Invoi | 06/17/2020 | 07/14/2020 | 3.37 | 3.37 | 130-520-52045 | Computer System Sup |
| BBCC 6/20 | 6 | MSONline 6/20 | Invoi | 06/17/2020 | 07/14/2020 | 11.71 | 11.71 | 140-140-52045 | Computer System Sup |
| BBCC 6/20 | 7 | MSONline 6/20 | Invoi | 06/17/2020 | 07/14/2020 | 22.72 | 22.72 | 210-210-52045 | Computer System Sup |
| BBCC 6/20 | 8 | MSONline 6/20 | Invoi | 06/17/2020 | 07/14/2020 | 26.24 | 26.24 | 220-220-52045 | Computer System Sup |
| BBCC 6/20 | 9 | MSONline 6/20 | Invoi | 06/17/2020 | 07/14/2020 | 10.21 | 10.21 | 230-230-52045 | Computer System Sup |
| BBCC 6/20 | 10 | MSONline 6/20 | Invoi | 06/17/2020 | 07/14/2020 | 3.01 | 3.01 | 240-240-52045 | Computer System Sup |
| BBCC 6/20 | 11 | Wellness program-certificat | Invoi | 06/17/2020 | 07/14/2020 | 120.00 | 120.00 | 100-100-51098 | Wellness Program |
| BBCC 6/20 | 12 | OSP records | Invoi | 06/17/2020 | 07/14/2020 | 10.00 | 10.00 | 100-205-51010 | Admin Supplies & Servi |
| BBCC 6/20 | 13 | MMichel ICMA 2020 | Invoi | 06/17/2020 | 07/14/2020 | 150.09 | 150.09 | 100-100-51020 | Professional Dues |
| BBCC 6/20 | 14 | MMichel ICMA 2020 | Invoi | 06/17/2020 | 07/14/2020 | 6.74 | 6.74 | 100-160-51020 | Professional Dues |
| BBCC 6/20 | 15 | MMichel ICMA 2020 | Invoi | 06/17/2020 | 07/14/2020 | 28.62 | 28.62 | 130-130-51020 | Professional Dues |
| BBCC 6/20 | 16 | MMichel ICMA 2020 | Invoi | 06/17/2020 | 07/14/2020 | 43.68 | 43.68 | 140-140-51020 | Professional Dues |
| BBCC 6/20 | 17 | MMichel ICMA 2020 | Invoi | 06/17/2020 | 07/14/2020 | 274.39 | 274.39 | 210-210-51020 | Professional Dues |
| BBCC 6/20 | 18 | MMichel ICMA 2020 | Invoi | 06/17/2020 | 07/14/2020 | 176.97 | 176.97 | 220-220-51020 | Professional Dues |
| BBCC 6/20 | 19 | MMichel ICMA 2020 | Invoi | 06/17/2020 | 07/14/2020 | 146.27 | 146.27 | 230-230-51020 | Professional Dues |
| BBCC 6/20 | 20 | MMichel ICMA 2020 | Invoi | 06/17/2020 | 07/14/2020 | 5.24 | 5.24 | 240-240-51020 | Professional Dues |
| BBCC 6/20 | 21 | MMichel OCMA 2020 | Invoi | 06/17/2020 | 07/14/2020 | 42.27 | 42.27 | 100-100-51020 | Professional Dues |
| BBCC 6/20 | 22 | MMichel OCMA 2020 | Invoi | 06/17/2020 | 07/14/2020 | 1.90 | 1.90 | 100-160-51020 | Professional Dues |
| BBCC 6/20 | 23 | MMichel OCMA 2020 | Invoi | 06/17/2020 | 07/14/2020 | 8.06 | 8.06 | 130-130-51020 | Professional Dues |
| BBCC 6/20 | 24 | MMichel OCMA 2020 | Invoi | 06/17/2020 | 07/14/2020 | 12.30 | 12.30 | 140-140-51020 | Professional Dues |
| BBCC 6/20 | 25 | MMichel OCMA 2020 | Invoi | 06/17/2020 | 07/14/2020 | 77.27 | 77.27 | 210-210-51020 | Professional Dues |
| BBCC 6/20 | 26 | MMichel OCMA 2020 | Invoi | 06/17/2020 | 07/14/2020 | 49.83 | 49.83 | 220-220-51020 | Professional Dues |
| BBCC 6/20 | 27 | MMichel OCMA 2020 | Invoi | 06/17/2020 | 07/14/2020 | 41.19 | 41.19 | 230-230-51020 | Professional Dues |
| BBCC 6/20 | 28 | MMichel OCMA 2020 | Invoi | 06/17/2020 | 07/14/2020 | 1.48 | 1.48 | 240-240-51020 | Professional Dues |
| Total BBCC 6/20: | | | | | | 1,324.29 | 1,324.29 | | |
| Total 245 Banner Bank-CC: | | | | | | 1,324.29 | 1,324.29 | | |

| Invoice Number | Sequence Number | Description | Type | Invoice Date | Due Date | Invoice Amount | Net Invoice Check Amount | GL Account Number | GL Account Description |
|------------------------------------|-----------------|----------------------------|-------|--------------|------------|----------------|--------------------------|-------------------|--------------------------|
| 255 Hendrickson, Scottie | | | | | | | | | |
| 0720 | 1 | Monthly newsletter-July 20 | Invoi | 07/08/2020 | 07/14/2020 | 270.00 | 270.00 | 100-100-51095 | Public Relations |
| Total 0720: | | | | | | 270.00 | 270.00 | | |
| Total 255 Hendrickson, Scottie: | | | | | | 270.00 | 270.00 | | |
| 260 Batteries Plus | | | | | | | | | |
| P27846748 | 1 | Bulbs | Invoi | 06/16/2020 | 07/14/2020 | 31.82 | 31.82 | 100-100-51050 | Building Maint & Janitor |
| Total P27846748: | | | | | | 31.82 | 31.82 | | |
| Total 260 Batteries Plus: | | | | | | 31.82 | 31.82 | | |
| 295 Branch Engineering, Inc | | | | | | | | | |
| 14228 | 1 | 4th St improvements | Invoi | 06/29/2020 | 07/14/2020 | 10,040.02 | 10,040.02 | 230-230-53045 | Street Maintenance |
| 14228 | 2 | City Park phase 2 | Invoi | 06/29/2020 | 07/14/2020 | 10,040.01 | 10,040.01 | 310-310-60130 | System Expansion |
| Total 14228: | | | | | | 20,080.03 | 20,080.03 | | |
| 14229 | 1 | City Park phase 2 | Invoi | 06/29/2020 | 07/14/2020 | 846.38 | 846.38 | 130-130-60130 | Facilities Expansion |
| 14229 | 2 | City Park phase 2 | Invoi | 06/29/2020 | 07/14/2020 | 1,974.87 | 1,974.87 | 310-310-60130 | System Expansion |
| Total 14229: | | | | | | 2,821.25 | 2,821.25 | | |
| 14230 | 1 | Brooker Lane/4th St | Invoi | 06/29/2020 | 07/14/2020 | 2,291.50 | 2,291.50 | 230-230-60130 | System Expansion |
| Total 14230: | | | | | | 2,291.50 | 2,291.50 | | |
| 14231 | 1 | Jack Kelly Dr property | Invoi | 06/29/2020 | 07/14/2020 | 1,301.25 | 1,301.25 | 100-100-52070 | Engineering Fees |
| Total 14231: | | | | | | 1,301.25 | 1,301.25 | | |
| 14232 | 1 | Baxter Development Revie | Invoi | 06/29/2020 | 07/14/2020 | 475.00 | 475.00 | 140-140-52140 | Technical Review Servi |
| Total 14232: | | | | | | 475.00 | 475.00 | | |
| Total 295 Branch Engineering, Inc: | | | | | | 26,969.03 | 26,969.03 | | |
| 320 Buck's Sanitary Service | | | | | | | | | |
| A-140774 | 1 | Fern Park 6/20 | Invoi | 06/30/2020 | 07/14/2020 | 65.00 | 65.00 | 130-130-53210 | Park Maintenance |
| Total A-140774: | | | | | | 65.00 | 65.00 | | |
| A-140775 | 1 | City Park 6/20 | Invoi | 06/30/2020 | 07/14/2020 | 65.00 | 65.00 | 130-130-53210 | Park Maintenance |
| Total A-140775: | | | | | | 65.00 | 65.00 | | |
| A-140776 | 1 | Skate Park 6/20 | Invoi | 06/30/2020 | 07/14/2020 | 98.50 | 98.50 | 130-130-53210 | Park Maintenance |
| Total A-140776: | | | | | | 98.50 | 98.50 | | |
| A-141281 | 1 | Farmers Mrkt 6/20 | Invoi | 06/30/2020 | 07/14/2020 | 275.00 | 275.00 | 100-205-51050 | Building Maint & Janitor |
| Total A-141281: | | | | | | 275.00 | 275.00 | | |

| Invoice Number | Sequence Number | Description | Type | Invoice Date | Due Date | Invoice Amount | Net Invoice Check Amount | GL Account Number | GL Account Description |
|---|-----------------|--------------------------|-------|--------------|------------|----------------|--------------------------|-------------------|--------------------------|
| Total 320 Buck's Sanitary Service: | | | | | | 503.50 | 503.50 | | |
| 450 Cornelius Stacy | | | | | | | | | |
| SCORNELIU | 1 | Cell Phone reimbursement | Invoi | 06/22/2020 | 07/14/2020 | 50.00 | 50.00 | 130-520-51010 | Admin Supplies & Servi |
| Total SCORNELIUS 6/20: | | | | | | 50.00 | 50.00 | | |
| Total 450 Cornelius Stacy: | | | | | | 50.00 | 50.00 | | |
| 530 DLA Inc | | | | | | | | | |
| 6388 | 1 | City Park design | Invoi | 07/06/2020 | 07/14/2020 | 1,055.70 | 1,055.70 | 130-130-60130 | Facilities Expansion |
| 6388 | 2 | City Park design | Invoi | 07/06/2020 | 07/14/2020 | 2,463.28 | 2,463.28 | 310-310-60130 | System Expansion |
| Total 6388: | | | | | | 3,518.98 | 3,518.98 | | |
| Total 530 DLA Inc: | | | | | | 3,518.98 | 3,518.98 | | |
| 560 EDMS Inc | | | | | | | | | |
| 17995 | 1 | June 2020 Past Due State | Invoi | 06/19/2020 | 07/14/2020 | 59.15 | 59.15 | 210-210-51010 | Admin Supplies & Servi |
| 17995 | 2 | June 2020 Past Due State | Invoi | 06/19/2020 | 07/14/2020 | 81.12 | 81.12 | 210-210-51015 | Postage |
| 17995 | 3 | June 2020 Past Due State | Invoi | 06/19/2020 | 07/14/2020 | 88.72 | 88.72 | 220-220-51010 | Admin Supplies & Servi |
| 17995 | 4 | June 2020 Past Due State | Invoi | 06/19/2020 | 07/14/2020 | 121.68 | 121.68 | 220-220-51015 | Postage |
| Total 17995: | | | | | | 350.67 | 350.67 | | |
| Total 560 EDMS Inc: | | | | | | 350.67 | 350.67 | | |
| 580 Emerald Peoples Utility District | | | | | | | | | |
| 104799 6/20 | 1 | Skate park | Invoi | 06/24/2020 | 07/14/2020 | 31.00 | 31.00 | 130-130-53110 | Electricity |
| Total 104799 6/20: | | | | | | 31.00 | 31.00 | | |
| 107383 6/20 | 1 | Pool | Invoi | 06/24/2020 | 07/14/2020 | 1,093.37 | 1,093.37 | 130-520-54055 | Pool Utilities |
| Total 107383 6/20: | | | | | | 1,093.37 | 1,093.37 | | |
| 108974 6/20 | 1 | St Lights | Invoi | 06/24/2020 | 07/14/2020 | 2,791.07 | 2,791.07 | 230-230-51035 | Electricity |
| Total 108974 6/20: | | | | | | 2,791.07 | 2,791.07 | | |
| 122635 6/20 | 1 | Bulk water station | Invoi | 06/24/2020 | 07/14/2020 | 33.72 | 33.72 | 210-210-51035 | Electricity |
| Total 122635 6/20: | | | | | | 33.72 | 33.72 | | |
| 136326 6/20 | 1 | 8th & Jack Kelly | Invoi | 06/24/2020 | 07/14/2020 | 112.62 | 112.62 | 220-220-51035 | Electricity |
| Total 136326 6/20: | | | | | | 112.62 | 112.62 | | |
| 139282 6/20 | 1 | Attic | Invoi | 06/24/2020 | 07/14/2020 | 46.23 | 46.23 | 100-205-51050 | Building Maint & Janitor |
| Total 139282 6/20: | | | | | | 46.23 | 46.23 | | |
| 51043 6/20 | 1 | C/H | Invoi | 06/24/2020 | 07/14/2020 | 270.48 | 270.48 | 100-100-51035 | Electricity |
| 51043 6/20 | 2 | C/H | Invoi | 06/24/2020 | 07/14/2020 | 90.16 | 90.16 | 140-140-51035 | Electricity |
| Total 51043 6/20: | | | | | | 360.64 | 360.64 | | |

| Invoice Number | Sequence Number | Description | Type | Invoice Date | Due Date | Invoice Amount | Net Invoice Check Amount | GL Account Number | GL Account Description |
|---|-----------------|------------------------------|-------|--------------|------------|----------------|--------------------------|-------------------|-------------------------|
| 60675 6/20 | 1 | Pine St lift station | Invoi | 06/24/2020 | 07/14/2020 | 116.53 | 116.53 | 220-220-51035 | Electricity |
| Total 60675 6/20: | | | | | | 116.53 | 116.53 | | |
| 61380 6/20 | 1 | Terrr & Hwy 126 Lift | Invoi | 06/24/2020 | 07/14/2020 | 32.55 | 32.55 | 220-220-51035 | Electricity |
| Total 61380 6/20: | | | | | | 32.55 | 32.55 | | |
| 8229 6/20 | 1 | Terr Rd pump | Invoi | 06/24/2020 | 07/14/2020 | 32.82 | 32.82 | 210-210-51035 | Electricity |
| Total 8229 6/20: | | | | | | 32.82 | 32.82 | | |
| Total 580 Emerald Peoples Utility District: | | | | | | 4,650.55 | 4,650.55 | | |
| 642 FCS Group | | | | | | | | | |
| 3067-220060 | 1 | Transportation SDC | Invoi | 06/19/2020 | 07/14/2020 | 1,633.75 | 1,633.75 | 310-310-52290 | Other Professional Ser |
| Total 3067-22006062: | | | | | | 1,633.75 | 1,633.75 | | |
| Total 642 FCS Group: | | | | | | 1,633.75 | 1,633.75 | | |
| 650 Fern Ridge Review | | | | | | | | | |
| 20542 | 1 | Planning Commision ad | Invoi | 05/23/2020 | 07/14/2020 | 96.00 | 96.00 | 140-140-51025 | Advertising and Publish |
| Total 20542: | | | | | | 96.00 | 96.00 | | |
| Total 650 Fern Ridge Review: | | | | | | 96.00 | 96.00 | | |
| 840 Industrial Source | | | | | | | | | |
| 1775136 | 1 | Pool C02 | Invoi | 06/30/2020 | 07/14/2020 | 83.95 | 83.95 | 130-520-54020 | Pool Operating Supplie |
| Total 1775136: | | | | | | 83.95 | 83.95 | | |
| Total 840 Industrial Source: | | | | | | 83.95 | 83.95 | | |
| 850 Info Structure | | | | | | | | | |
| 2518617 | 1 | Cust #C7930 - City Hall | Invoi | 06/21/2020 | 07/14/2020 | 405.36 | 405.36 | 100-100-51030 | Telephone Services |
| 2518617 | 2 | Cust #C7930 - City Hall | Invoi | 06/21/2020 | 07/14/2020 | 101.33 | 101.33 | 140-140-51030 | Telephone Services |
| Total 2518617: | | | | | | 506.69 | 506.69 | | |
| 2518783 | 1 | Cust #62054 -Pool | Invoi | 06/21/2020 | 07/14/2020 | 47.47 | 47.47 | 130-520-54055 | Pool Utilities |
| Total 2518783: | | | | | | 47.47 | 47.47 | | |
| 2518868 | 1 | Cust #61227 - WWTP | Invoi | 06/21/2020 | 07/14/2020 | 52.02 | 52.02 | 220-220-51030 | Telephone Services |
| Total 2518868: | | | | | | 52.02 | 52.02 | | |
| Total 850 Info Structure: | | | | | | 606.18 | 606.18 | | |
| 985 Lane County Deeds & Records | | | | | | | | | |
| IRREVOCA. | 1 | Additional recording fee for | Invoi | 07/01/2020 | 07/14/2020 | 25.00 | 25.00 | 140-140-51010 | Admin Supplies & Serv |
| Total IRREVOCA. TREE INSTALL #2 2020: | | | | | | 25.00 | 25.00 | | |

| Invoice Number | Sequence Number | Description | Type | Invoice Date | Due Date | Invoice Amount | Net Invoice Check Amount | GL Account Number | GL Account Description |
|--|-----------------|---------------------------|-------|--------------|------------|----------------|--------------------------|-------------------|------------------------|
| Total 985 Lane County Deeds & Records: | | | | | | 25.00 | 25.00 | | |
| 1015 Lane Electric Coop Inc | | | | | | | | | |
| 42002 6/20 | 1 | C Center | Invoi | 06/30/2020 | 07/14/2020 | 109.07 | 109.07 | 130-130-51035 | Electricity |
| Total 42002 6/20: | | | | | | 109.07 | 109.07 | | |
| 42007 6/20 | 1 | Welcome light sign | Invoi | 06/30/2020 | 07/14/2020 | 145.86 | 145.86 | 100-100-51100 | Welcome Sign Mainten |
| Total 42007 6/20: | | | | | | 145.86 | 145.86 | | |
| 42008 6/20 | 1 | Sewer Plant | Invoi | 06/30/2020 | 07/14/2020 | 4,955.97 | 4,955.97 | 220-220-51035 | Electricity |
| Total 42008 6/20: | | | | | | 4,955.97 | 4,955.97 | | |
| 42009 6/20 | 1 | Water tower pumps | Invoi | 06/30/2020 | 07/14/2020 | 202.76 | 202.76 | 210-210-51035 | Electricity |
| Total 42009 6/20: | | | | | | 202.76 | 202.76 | | |
| 42012 6/20 | 1 | St Lights | Invoi | 06/30/2020 | 07/14/2020 | 1,281.92 | 1,281.92 | 230-230-51035 | Electricity |
| Total 42012 6/20: | | | | | | 1,281.92 | 1,281.92 | | |
| 42013 6/20 | 1 | Huston & Tidball | Invoi | 06/30/2020 | 07/14/2020 | 366.41 | 366.41 | 210-210-51035 | Electricity |
| Total 42013 6/20: | | | | | | 366.41 | 366.41 | | |
| Total 1015 Lane Electric Coop Inc: | | | | | | 7,061.99 | 7,061.99 | | |
| 1120 McGuire Bearing Co. | | | | | | | | | |
| 2505234-00 | 1 | System needs | Invoi | 06/30/2020 | 07/14/2020 | 57.84 | 57.84 | 220-220-53050 | WW Plant Maintenance |
| Total 2505234-00: | | | | | | 57.84 | 57.84 | | |
| Total 1120 McGuire Bearing Co.: | | | | | | 57.84 | 57.84 | | |
| 1150 Mid-State Industrial Svc | | | | | | | | | |
| 187175 | 1 | Monthly Contract 6/20 | Invoi | 06/25/2020 | 07/14/2020 | 2,255.00 | 2,255.00 | 230-230-53150 | Street Sweeping Contr |
| Total 187175: | | | | | | 2,255.00 | 2,255.00 | | |
| Total 1150 Mid-State Industrial Svc: | | | | | | 2,255.00 | 2,255.00 | | |
| 1160 Mid-Valley Tractor Co | | | | | | | | | |
| R44880 | 1 | Walker Mower Repair/parts | Invoi | 06/30/2020 | 07/14/2020 | 206.50 | 206.50 | 220-220-53130 | Equipment Repairs |
| R44880 | 2 | Walker Mower Repair/parts | Invoi | 06/30/2020 | 07/14/2020 | 206.50 | 206.50 | 230-230-53130 | Equipment Repairs |
| R44880 | 3 | Walker Mower Repair/parts | Invoi | 06/30/2020 | 07/14/2020 | 206.50 | 206.50 | 130-130-53130 | Equipment Repairs |
| Total R44880: | | | | | | 619.50 | 619.50 | | |
| Total 1160 Mid-Valley Tractor Co: | | | | | | 619.50 | 619.50 | | |
| 1170 Mitchell Justin | | | | | | | | | |
| JMITCHELL | 1 | Cell phone stipend | Invoi | 06/29/2020 | 07/14/2020 | 80.00 | 80.00 | 220-220-51030 | Telephone Services |
| Total JMITCHELL 6/20: | | | | | | 80.00 | 80.00 | | |

| Invoice Number | Sequence Number | Description | Type | Invoice Date | Due Date | Invoice Amount | Net Invoice Check Amount | GL Account Number | GL Account Description |
|--|-----------------|-----------------------------|-------|--------------|------------|----------------|--------------------------|-------------------|-------------------------|
| Total 1170 Mitchell Justin: | | | | | | 80.00 | 80.00 | | |
| 1190 Nation's Mini-Mix Inc | | | | | | | | | |
| 201447 | 1 | Concrete | Invoi | 07/01/2020 | 07/14/2020 | 231.00 | 231.00 | 130-130-53210 | Park Maintenance |
| Total 201447: | | | | | | 231.00 | 231.00 | | |
| Total 1190 Nation's Mini-Mix Inc: | | | | | | 231.00 | 231.00 | | |
| 1200 Net Assets | | | | | | | | | |
| 88-202006 | 1 | Lien search fees | Invoi | 07/01/2020 | 07/14/2020 | 245.00 | 245.00 | 100-100-51010 | Admin Supplies & Servi |
| Total 88-202006: | | | | | | 245.00 | 245.00 | | |
| Total 1200 Net Assets: | | | | | | 245.00 | 245.00 | | |
| 1245 One Call Concepts Inc | | | | | | | | | |
| 60507 | 1 | Utility Locates - Water | Invoi | 06/30/2020 | 07/14/2020 | 30.60 | 30.60 | 210-210-51030 | Telephone Services |
| 60507 | 2 | Utility Locates - Sewer | Invoi | 06/30/2020 | 07/14/2020 | 30.60 | 30.60 | 220-220-51030 | Telephone Services |
| Total 60507: | | | | | | 61.20 | 61.20 | | |
| Total 1245 One Call Concepts Inc: | | | | | | 61.20 | 61.20 | | |
| 1305 Oregon Dept of Consumer and Business | | | | | | | | | |
| DCBS 5/20 | 1 | St Surcharges May 2020 | Invoi | 06/22/2020 | 07/14/2020 | 216.60 | 216.60 | 100-000-20275 | Building Surcharges Pa |
| DCBS 5/20 | 2 | St Surcharges May 2020 | Invoi | 06/22/2020 | 07/14/2020 | 171.36 | 171.36 | 100-000-20280 | Electrical Surcharges P |
| Total DCBS 5/20: | | | | | | 387.96 | 387.96 | | |
| Total 1305 Oregon Dept of Consumer and Business: | | | | | | 387.96 | 387.96 | | |
| 1315 Oregon Dept of Enviromental Quality | | | | | | | | | |
| WQ21STM-0 | 1 | Stormwater permit NPDES | Invoi | 06/12/2020 | 07/14/2020 | 1,112.00 | 1,112.00 | 240-240-51010 | Admin Supplies & Servi |
| Total WQ21STM-0222: | | | | | | 1,112.00 | 1,112.00 | | |
| Total 1315 Oregon Dept of Enviromental Quality: | | | | | | 1,112.00 | 1,112.00 | | |
| 1410 Orme Kip | | | | | | | | | |
| KORME 6/20 | 1 | Cell phone stipend | Invoi | 06/30/2020 | 07/14/2020 | 50.00 | 50.00 | 220-220-51030 | Telephone Services |
| Total KORME 6/20: | | | | | | 50.00 | 50.00 | | |
| Total 1410 Orme Kip: | | | | | | 50.00 | 50.00 | | |
| 1560 Ricoh USA, Inc. | | | | | | | | | |
| 5059840205 | 1 | Color copier supplies/servi | Invoi | 06/19/2020 | 07/14/2020 | 77.11 | 77.11 | 140-140-51065 | Office Machine Mainten |
| Total 5059840205: | | | | | | 77.11 | 77.11 | | |
| Total 1560 Ricoh USA, Inc.: | | | | | | 77.11 | 77.11 | | |
| 1605 Sanipac | | | | | | | | | |
| 3572932 | 1 | Trash haul-Act #20132002 | Invoi | 07/01/2020 | 07/14/2020 | 250.35 | 250.35 | 220-220-53050 | WW Plant Maintenance |

| Invoice Number | Sequence Number | Description | Type | Invoice Date | Due Date | Invoice Amount | Net Invoice Check Amount | GL Account Number | GL Account Description |
|------------------------------------|-----------------|------------------------------|-------|--------------|------------|----------------|--------------------------|-------------------|------------------------|
| Total 3572932: | | | | | | 250.35 | 250.35 | | |
| 3572958 | 1 | Street debris-Act #2013-30 | Invoi | 07/01/2020 | 07/14/2020 | 577.31 | 577.31 | 230-230-53045 | Street Maintenance |
| Total 3572958: | | | | | | 577.31 | 577.31 | | |
| Total 1605 Sanipac: | | | | | | 827.66 | 827.66 | | |
| 1625 Kyle Schauer | | | | | | | | | |
| KSCHAUER | 1 | Cell phone stipend | Invoi | 07/06/2020 | 07/14/2020 | 100.00 | 100.00 | 210-210-51030 | Telephone Services |
| Total KSCHAUER 5/20 & 6/20: | | | | | | 100.00 | 100.00 | | |
| Total 1625 Kyle Schauer: | | | | | | 100.00 | 100.00 | | |
| 1715 Staples Credit Plan | | | | | | | | | |
| STAPLES 6/2 | 1 | Various office needs- Gene | Invoi | 06/15/2020 | 07/14/2020 | 85.67 | 85.67 | 100-100-51010 | Admin Supplies & Servi |
| STAPLES 6/2 | 2 | Various office needs - Park | Invoi | 06/15/2020 | 07/14/2020 | 10.46 | 10.46 | 130-130-51010 | Admin Supplies & Servi |
| STAPLES 6/2 | 3 | Various office needs- Plann | Invoi | 06/15/2020 | 07/14/2020 | 7.45 | 7.45 | 140-140-51010 | Admin Supplies & Servi |
| STAPLES 6/2 | 4 | Various office needs - Wate | Invoi | 06/15/2020 | 07/14/2020 | 124.14 | 124.14 | 210-210-51010 | Admin Supplies & Servi |
| STAPLES 6/2 | 5 | Various office needs - Sew | Invoi | 06/15/2020 | 07/14/2020 | 142.70 | 142.70 | 220-220-51010 | Admin Supplies & Servi |
| STAPLES 6/2 | 6 | Various office needs - stree | Invoi | 06/15/2020 | 07/14/2020 | 11.54 | 11.54 | 230-230-51010 | Admin Supplies & Servi |
| STAPLES 6/2 | 7 | Various office needs - Stor | Invoi | 06/15/2020 | 07/14/2020 | 18.72 | 18.72 | 240-240-51010 | Admin Supplies & Servi |
| Total STAPLES 6/20: | | | | | | 400.68 | 400.68 | | |
| Total 1715 Staples Credit Plan: | | | | | | 400.68 | 400.68 | | |
| 1725 Suburban Propane | | | | | | | | | |
| 132146 | 1 | Jack Kelly propane Act # 1 | Invoi | 06/30/2020 | 07/14/2020 | 119.67 | 119.67 | 220-220-53020 | System Operating Sup |
| Total 132146: | | | | | | 119.67 | 119.67 | | |
| 1572-001660 | 1 | Pool propane - Acct # 1572 | Invoi | 06/15/2020 | 07/14/2020 | 1,517.40 | 1,517.40 | 130-520-54020 | Pool Operating Supplie |
| Total 1572-001660 6/20: | | | | | | 1,517.40 | 1,517.40 | | |
| 1572-001660 | 1 | Pool propane tank rental | Invoi | 06/15/2020 | 07/14/2020 | 250.00 | 250.00 | 130-520-54020 | Pool Operating Supplie |
| Total 1572-001660B: | | | | | | 250.00 | 250.00 | | |
| Total 1725 Suburban Propane: | | | | | | 1,887.07 | 1,887.07 | | |
| 1735 Napa Auto Parts | | | | | | | | | |
| 10898 6/20 | 1 | Various needs | Invoi | 06/30/2020 | 07/14/2020 | 27.90 | 27.90 | 230-230-53130 | Equipment Repairs |
| 10898 6/20 | 2 | Various needs | Invoi | 06/30/2020 | 07/14/2020 | 10.99 | 10.99 | 220-220-53040 | System Maintenance |
| 10898 6/20 | 3 | Various needs | Invoi | 06/30/2020 | 07/14/2020 | 2.69 | 2.69 | 230-230-53030 | Vehicle Operation&Mai |
| 10898 6/20 | 4 | Various needs | Invoi | 06/30/2020 | 07/14/2020 | 2.99 | 2.99 | 210-210-53040 | System Maintenance |
| Total 10898 6/20: | | | | | | 44.57 | 44.57 | | |
| Total 1735 Napa Auto Parts: | | | | | | 44.57 | 44.57 | | |
| 1845 Valley Tel Service Inc | | | | | | | | | |
| 418646 | 1 | Telephone service 6/20 | Invoi | 06/19/2020 | 07/14/2020 | 57.60 | 57.60 | 100-100-51030 | Telephone Services |
| 418646 | 2 | Telephone service 6/20 | Invoi | 06/19/2020 | 07/14/2020 | 14.40 | 14.40 | 140-140-51030 | Telephone Services |

| Invoice Number | Sequence Number | Description | Type | Invoice Date | Due Date | Invoice Amount | Net Invoice Check Amount | GL Account Number | GL Account Description |
|--|-----------------|---------------------------|-------|--------------|------------|----------------|--------------------------|-------------------|-------------------------|
| Total 418646: | | | | | | 72.00 | 72.00 | | |
| Total 1845 Valley Tel Service Inc: | | | | | | 72.00 | 72.00 | | |
| 1855 Veneta Ace Hardware | | | | | | | | | |
| 400 6/20 | 1 | Various needs | Invoi | 06/30/2020 | 07/14/2020 | 64.59 | 64.59 | 130-130-53210 | Park Maintenance |
| 400 6/20 | 2 | Various needs | Invoi | 06/30/2020 | 07/14/2020 | 178.71 | 178.71 | 130-520-54040 | Pool Maintenance |
| 400 6/20 | 3 | Various needs | Invoi | 06/30/2020 | 07/14/2020 | 31.07 | 31.07 | 130-130-53130 | Equipment Repairs |
| 400 6/20 | 4 | Various needs | Invoi | 06/30/2020 | 07/14/2020 | 111.21 | 111.21 | 230-230-53045 | Street Maintenance |
| 400 6/20 | 5 | Various needs | Invoi | 06/30/2020 | 07/14/2020 | 46.55 | 46.55 | 220-220-53040 | System Maintenance |
| 400 6/20 | 6 | Various needs | Invoi | 06/30/2020 | 07/14/2020 | 10.99 | 10.99 | 210-210-53040 | System Maintenance |
| Total 400 6/20: | | | | | | 443.12 | 443.12 | | |
| Total 1855 Veneta Ace Hardware: | | | | | | 443.12 | 443.12 | | |
| 1865 Fern Ridge Community Action Network | | | | | | | | | |
| FRCAN 6/20 | 1 | Donation | Invoi | 07/07/2020 | 07/14/2020 | 1,800.00 | 1,800.00 | 350-350-54490 | Council Discretionary |
| FRCAN 6/20 | 2 | Donation | Invoi | 07/07/2020 | 07/14/2020 | 725.00 | 725.00 | 100-100-51085 | Miscellaneous/Discretio |
| FRCAN 6/20 | 3 | Donation | Invoi | 07/07/2020 | 07/14/2020 | 675.00 | 675.00 | 100-100-52065 | Tourism Support/Projec |
| Total FRCAN 6/20: | | | | | | 3,200.00 | 3,200.00 | | |
| Total 1865 Fern Ridge Community Action Network: | | | | | | 3,200.00 | 3,200.00 | | |
| 1875 Veneta Veterinary Hospital | | | | | | | | | |
| PER END 6/ | 1 | Spay/neuter feral program | Invoi | 06/19/2020 | 07/14/2020 | 120.75 | 120.75 | 100-170-51122 | Animal Control Feral Pr |
| Total PER END 6/19/20: | | | | | | 120.75 | 120.75 | | |
| Total 1875 Veneta Veterinary Hospital: | | | | | | 120.75 | 120.75 | | |
| 1950 Wilson Heirgood Associates Insurance | | | | | | | | | |
| 782868 | 1 | Bond-new buisness | Invoi | 07/02/2020 | 07/14/2020 | 694.00 | 694.00 | 100-100-52020 | Employee Bond Insura |
| Total 782868: | | | | | | 694.00 | 694.00 | | |
| Total 1950 Wilson Heirgood Associates Insurance: | | | | | | 694.00 | 694.00 | | |
| 1978 Other Refunds | | | | | | | | | |
| BKYCEK 7/2 | 1 | C Center rental refund | Invoi | 07/07/2020 | 07/14/2020 | 130.00 | 130.00 | 130-130-51105 | Refunds |
| Total BKYCEK 7/20: | | | | | | 130.00 | 130.00 | | |
| Total 1978 Other Refunds: | | | | | | 130.00 | 130.00 | | |
| 2023 Jamie's Backflow Services, LLC | | | | | | | | | |
| 1884 | 1 | Backflow testing | Invoi | 07/01/2020 | 07/14/2020 | 600.00 | 600.00 | 210-210-53040 | System Maintenance |
| Total 1884: | | | | | | 600.00 | 600.00 | | |
| Total 2023 Jamie's Backflow Services, LLC: | | | | | | 600.00 | 600.00 | | |
| 2087 Michel, Matt | | | | | | | | | |
| MMICHEL 6/ | 1 | MMichel-Gen | Invoi | 06/30/2020 | 07/14/2020 | 10.99 | 10.99 | 100-100-51075 | Travel - Staff |
| MMICHEL 6/ | 2 | MMichel-Court | Invoi | 06/30/2020 | 07/14/2020 | 1.10 | 1.10 | 100-160-51075 | Travel - Staff |

| Invoice Number | Sequence Number | Description | Type | Invoice Date | Due Date | Invoice Amount | Net Invoice Check Amount | GL Account Number | GL Account Description |
|---------------------------------------|-----------------|--------------------------|-------|--------------|------------|----------------|--------------------------|-------------------|--------------------------|
| MMICHEL 6/ | 3 | MMichel-Parks | Invoi | 06/30/2020 | 07/14/2020 | 2.20 | 2.20 | 130-130-51075 | Travel - Staff |
| MMICHEL 6/ | 4 | MMichel-Plng | Invoi | 06/30/2020 | 07/14/2020 | 5.49 | 5.49 | 140-140-51075 | Travel - Staff |
| MMICHEL 6/ | 5 | MMichel-Wtr | Invoi | 06/30/2020 | 07/14/2020 | 2.20 | 2.20 | 210-210-51075 | Travel - Staff |
| MMICHEL 6/ | 6 | MMichel-Swr | Invoi | 06/30/2020 | 07/14/2020 | 10.99 | 10.99 | 220-220-51075 | Travel - Staff |
| MMICHEL 6/ | 7 | MMichel-Pool | Invoi | 06/30/2020 | 07/14/2020 | 1.10 | 1.10 | 130-520-51075 | Travel - Staff |
| MMICHEL 6/ | 8 | MMichel-Streets | Invoi | 06/30/2020 | 07/14/2020 | 8.79 | 8.79 | 230-230-51075 | Travel - Staff |
| MMICHEL 6/ | 9 | MMichel-Strmwtr | Invoi | 06/30/2020 | 07/14/2020 | 1.09 | 1.09 | 240-240-51075 | Travel - Staff |
| MMICHEL 6/ | 10 | MMichel-Phone/lpad Stipe | Invoi | 06/30/2020 | 07/14/2020 | 75.00 | 75.00 | 100-100-51030 | Telephone Services |
| Total MMICHEL 6/20: | | | | | | 118.95 | 118.95 | | |
| Total 2087 Michel, Matt: | | | | | | 118.95 | 118.95 | | |
| 2100 GSI Water Solutions, Inc | | | | | | | | | |
| 0297.009-2 | 1 | Water Mgmt & Conservatio | Invoi | 06/09/2020 | 07/14/2020 | 517.50 | 517.50 | 210-210-52290 | Other Professional Ser |
| Total 0297.009-2: | | | | | | 517.50 | 517.50 | | |
| Total 2100 GSI Water Solutions, Inc: | | | | | | 517.50 | 517.50 | | |
| 2101 Executive Cleaning | | | | | | | | | |
| 9697J | 1 | Janitorial contract 6/20 | Invoi | 06/30/2020 | 07/14/2020 | 600.00 | 600.00 | 100-100-52055 | Janitorial Services Cont |
| 9697J | 2 | Janitorial contract 6/20 | Invoi | 06/30/2020 | 07/14/2020 | 250.00 | 250.00 | 130-530-52055 | Janitorial Contract |
| 9697J | 3 | Janitorial contract 6/20 | Invoi | 06/30/2020 | 07/14/2020 | 150.00 | 150.00 | 140-140-52055 | Janitorial Services Cont |
| Total 9697J: | | | | | | 1,000.00 | 1,000.00 | | |
| Total 2101 Executive Cleaning: | | | | | | 1,000.00 | 1,000.00 | | |
| 2102 Bineham Constructon, Inc | | | | | | | | | |
| PRJCT #2 C | 1 | City Park phase 2 | Invoi | 07/01/2020 | 07/14/2020 | 16,471.29 | 16,471.29 | 130-130-60130 | Facilities Expansion |
| PRJCT #2 C | 2 | City park phase 2 | Invoi | 07/01/2020 | 07/14/2020 | 38,433.01 | 38,433.01 | 310-310-60130 | System Expansion |
| Total PRJCT #2 CP: | | | | | | 54,904.30 | 54,904.30 | | |
| Total 2102 Bineham Construction, Inc: | | | | | | 54,904.30 | 54,904.30 | | |
| 2103 Mazzei, Michael | | | | | | | | | |
| MMAZZEI 6/ | 1 | Grasshopper tube/tire | Invoi | 06/30/2020 | 07/14/2020 | 48.98 | 48.98 | 130-130-53130 | Equipment Repairs |
| Total MMAZZEI 6/20: | | | | | | 48.98 | 48.98 | | |
| Total 2103 Mazzei, Michael: | | | | | | 48.98 | 48.98 | | |
| Total : | | | | | | 120,552.10 | 120,552.10 | | |
| Grand Totals: | | | | | | 120,552.10 | 120,552.10 | | |

Summary by General Ledger Posting Period

| <u>GL Posting Period</u> | <u>Debit</u> | <u>Credit</u> | <u>Net</u> |
|--------------------------|-------------------|---------------|-------------------|
| 06/20 | 120,552.10 | .00 | 120,552.10 |
| Grand Totals: | <u>120,552.10</u> | <u>.00</u> | <u>120,552.10</u> |

City of Veneta
M E M O R A N D U M

Date: May 16, 2020
To: City Council
From: Kyle Schauer, Public Works Director
Subject: Monthly Significant Activities Report for April 2020

Water

Monthly water production: Wells-4.671 MG, EWEB-6.712 MG.

Total of 11.383 MG.

Took five bacteriological samples. All were negative.

Performed 92 service calls.

Shut off 1 service for non-payment.

Installed new registers in four large meters around town.

Repaired fire hydrant on Jeans Road.

Wastewater

Took five influent and five effluent samples of treatment plant.

Monitored Jack Kelley Drive and Pine Street lift pump stations.

Cleaned sewer line on Meadowdale Lane.

Unplugged lift pump at Pine Street Lift Station.

Pressure wash all concrete at WWTP.

Had contractor add more dirt and reseed grass in ROW area by Rays that was disturbed by sewer project.

Installed new non-potable water pump at WWTP.

Unplugged sewer main on Territorial and Broadway.

Installed over ground mainline for treated effluent disposal on Territorial property. Supplies reel irrigators.

Greased headworks equipment.

Street/Storm Drainage

Issued five Right of Way Construction Permits.

Replaced/repared two street signs.

Removed signs from Right of Ways.

Completed replanting and renovating flower beds at Luther Lane and Territorial Hwy.

Mowed and maintained detention ponds in Trinity subdivision.

Mowed and cleaned out all detention ponds.

Mowed all City properties.

Re-installed bench near sidewalk at Luther and Hwy 126. Set in concrete with pad.

Trimmed up detention swale on Bolton Hill Road.

Parks & Recreation

Cleaned parks weekly.

Mowed all parks.

Repaired water leak at pool.

Mowed Heavenly walk path.

Repaired Walker riding lawnmower.

Repaired irrigation in all parks.

Fertilized grass in City Park.

Bagged up over 800 bags of Easter Eggs and treats.

Delivered Easter Egg bags to Veneta Elementary for distribution with food program.

Handed out Easter Egg bags to public in front of City Hall.

Delivered remainder of Easter treats to Community Dinner.

Removed several dead trees near Community Garden in City Park. Cleaned out brush.

Mechanically aerated City Park lawn areas.

Posted and maintained signs regarding Covid-19 closure in all parks.

Other

Performed 33 utility locates.

Community center use: Suspended rentals due to pandemic.

Building Permits: Two.

Certificates of Occupancy issued: One.

Continued to pick up trash weekly from lot 400.

Treated City buildings for moss control.

Removed abandoned septic tank on property where parking lot is to be built.

Dealt with many dog issues.

Pressure washed VFW Memorial site.

Installed new Neighborhood Watch signs on Natalie Lane.

City of Veneta
M E M O R A N D U M

Date: June 18, 2020
To: City Council
From: Kyle Schauer, Public Works Director
Subject: Monthly Significant Activities Report for May 2020

Water

Monthly water production: Wells-6.103 MG, EWEB-7.016 MG.

Total of 13.119 MG.

Took five bacteriological samples. All were negative.

Performed 94 service calls.

Shut off one service for non-payment.

Installed three new water meters.

Worked on several meters.

Flushed dead end blow offs.

Flushed Well #9 line and prepared Water Treatment Plant for use.

Started Well #9 and put back into service for summer.

Wastewater

Took five influent and five effluent samples of treatment plant.

Monitored Jack Kelley Drive and Pine Street lift pump stations.

Began irrigating with wheel irrigators on city effluent disposal site.

Installed new sprinklers around treated effluent pond to increase evaporation.

Changed air filters in all three blowers at WWTP.

Unplugged pump at Pine Street lift station twice.

Installed new degreaser for Pine Street lift station.

Updated Safety Data Sheets for WWTP and lift stations.

Repaired air leak at WWTP.

Took sludge samples and delivered to lab in preparation of annual sludge application.

Street/Storm Drainage

Issued five Right of Way Construction Permits.

Replaced/repared two street signs.

Removed signs from Right of Ways.

Repaired leaks in irrigation in front of shopping center.

Cleaned and mowed around detention ponds.

Mowed detention swale on Bolton Hill Road.

Mowed Farmer's Market site.

Parks & Recreation

Cleaned parks weekly.

Mowed all parks weekly.

Started up and made repairs/adjustments to irrigation systems in all parks.

Continued with preparations to open pool.

Pressure washed pool deck.

Repaired several mower issues.

Pressure washed and cleaned around VFW memorial.

Fertilized City Park and City Hall lawns.

Removed several standing dead trees in City Park in preparation for Phase II construction.

Worked with consultants to finalize bid package for City pa

Other

Performed 30 utility locates.

Community center use: Suspended rentals due to pandemic.

Building Permits: Three.

Certificates of Occupancy issued: One.

Continued to pick up trash weekly from lot 400.

Cleaned up large homeless camp on City property near shopping center.

Had motor on old backhoe rebuilt.

Pressure washed sidewalks at City Hall.

Saved ducklings that had fallen into storm drain.



CITY OF VENETA - CIVIC CALENDAR - AUGUST 2020

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

| | | |
|--|---|---|
| 4 | Veneta Planning Commission Meeting - City Hall | 6:30 p.m. |
| 5 | Veneta Park Board Meeting - City Hall | 4:30 p.m. |
| 10 | Veneta City Council Meeting - City Hall Veneta Urban Renewal Agency meeting - immediately following | 6:30 p.m. |
| 12 | Veneta Economic Development Committee Meeting - City Hall | 2:00 p.m. |
| 20 | Municipal Court - City Hall | 8:30 a.m. |
| 24 | Veneta City Council Meeting - City Hall | 6:30 p.m. |
|  | Calendar updates will be posted on the City's website at www.venetaoregon.gov . This Civic Calendar was sent to: Fern Ridge Review, Fern Ridge School Dist. 28J, Fern Ridge Public Library, and Lane Fire Authority |  |

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

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City of Veneta MEMORANDUM

Date: July 13, 2020

To: City Council

From: Lisa Garbett, Associate Planner

Subject: Planning and Building Activity Report (April 1, 2020 – June 30th, 2020)

The following is a summary of planning and building activities for the second quarter of calendar year 2020 (April 1, 2020 – June 30, 2020).

Current Planning Activity Summary

The table below summarizes 2020 Land Use applications received during the second quarter of the calendar year.

| Planning Applications (April 1 st – June 30th, 2020) | |
|---|----------|
| Application Type | # |
| Amendment | 0 |
| Subdivision | 0 |
| Site Plan Review | 1 |
| Final Plat (Subdivision) | 0 |
| Partition | 0 |
| Property Line Adjustment | 0 |
| Variance | 0 |
| Temporary Use (Renewal) | 1 |
| Conditional Use Permit | 0 |
| Replat | 0 |
| Appeal | 0 |
| Tree Removal Type ‘A’ | 4 |
| Tree Removal Type ‘B’ | 0 |
| Tree Removal Type ‘C’ | 0 |
| Backyard Chicken | 0 |
| Planned Development Subzone | 0 |
| Pre-Development Application | 1 |
| Floodplain Development Application | 0 |
| Total | 7 |

Building Permit Activity Summary

The City issued three (3) new single family residential permits and fifty-five (55) other (i.e. electrical, structural, mechanical, demolition, plumbing) building permits during the second quarter of calendar year 2020.

In comparison, last year, the City issued two (2) new single family residential permits and forty-one (41) other (i.e. electrical, structural, mechanical, demolition, plumbing) building permits during the second quarter of calendar year 2019.

City of Veneta Monthly Police Activity- June 2020

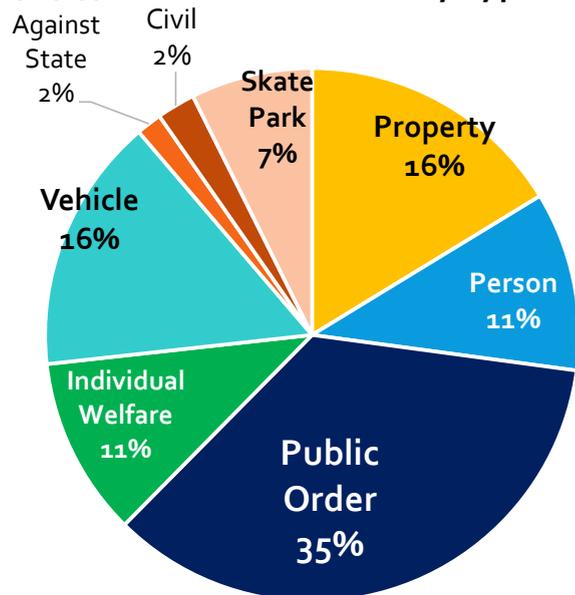
Prepared by Sgt. Steve Sieczkowski, LCSO

Calls for Service by Incident Types:

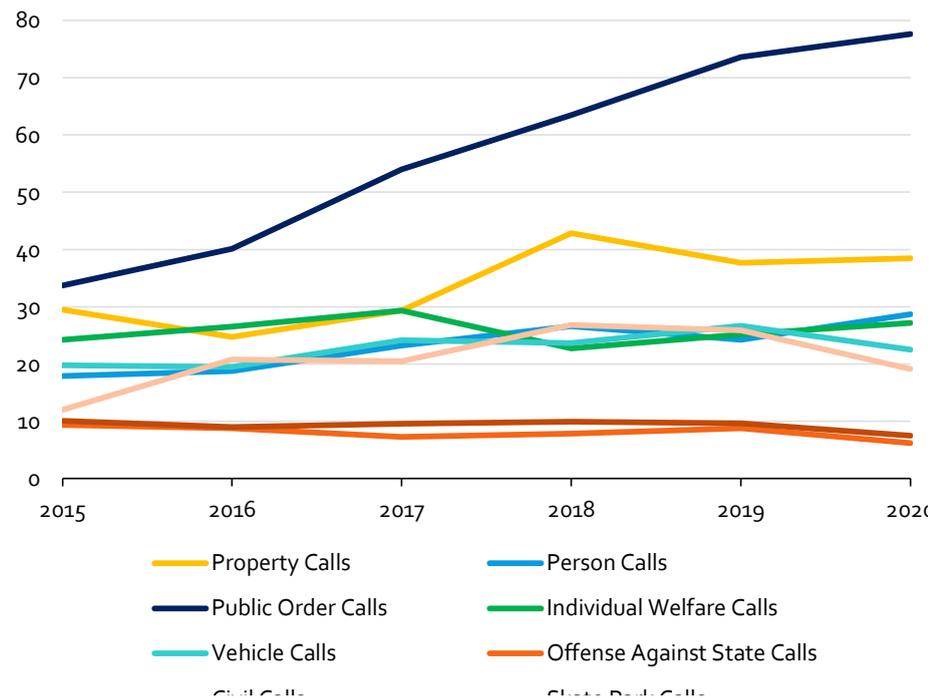
| Incident Type | Calls | Same Month of Prior Year | Calls 5-Year Average | Cases | Same Month of Prior Year | Cases 5-Year Average |
|--|------------|--------------------------|----------------------|-----------|--------------------------|----------------------|
| Property (Thefts, Criminal Mischief, Trespass, UUV, UEMV, Fraud) | 42 | 23 | 37 | 12 | 7 | 19 |
| Person (Assaults, Menacing, Harassment, Viol. Restraining Order) | 28 | 21 | 29 | 6 | 5 | 5 |
| Public Order (Disorderly Subjects, Suspicious Vehicles/Persons, Citizen Contacts, Dog/Noise) | 91 | 77 | 50 | 0 | 0 | 2 |
| Individual Welfare (Welfare Checks, Missing Persons, Overdose, Suicidal Subjects) | 28 | 26 | 24 | 5 | 2 | 5 |
| Vehicle (DUII, DWS, Illegal Parking/Vehicles, Traffic Hazard) | 40 | 32 | 25 | 6 | 2 | 3 |
| Offense Against State (Drug, Warrants, Local City Ord) | 4 | 13 | 10 | 1 | 4 | 4 |
| Civil (Civil Service, Eviction Process) | 6 | 8 | 14 | 0 | 1 | 0 |
| Skate Park | 19 | 35 | 23 | 0 | 2 | 0 |
| Total | 258 | 235 | 211 | 30 | 23 | 37 |

75 uncounted calls

Current Month Calls by Type



Prior Year Monthly Averages by Call Type



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ORDINANCE NO. 557

AN ORDINANCE ADOPTING AMENDMENTS TO LAND DEVELOPMENT ORDINANCE NO. 493 AND LAND DIVISION ORDINANCE NO. 494 SPECIFICALLY ADOPTING TYPE I-V PROCEDURES FOR PROCESSING LAND USE APPLICATIONS

WHEREAS, the City relies on two different ordinances for control of most land use actions; and

WHEREAS, the Veneta Land Development Ordinance No. 493 and Land Division Ordinance No. 494 are not consistent regarding procedural requirements for land use applications; and

WHEREAS, the Veneta Land Development Ordinance No. 493 and Land Division Ordinance No. 494 share almost the same set of Definitions, even though some words only appear in one ordinance; and

WHEREAS, the City desires to be seen as development-friendly, and adopting procedural standards and definitions in its land development ordinances that are consistent and well-understood by the development community furthers that goal; and

WHEREAS, City staff engaged the Planning Commission in a discussion on the merits of adopting a unified "Type" procedure for land use applications similar to that used in other jurisdictions at its January 7, 2020 meeting, at which the Commission recommended the idea move forward to the City Council; and

WHEREAS, City staff engaged the City Council in a discussion on the merits of adopting a unified procedure for land use applications at its January 27, 2020 meeting, at which the Council recommended that staff formally initiate an amendment to Ordinances 493 and 494; and

WHEREAS, on January 31, 2020, the Department of Land Conservation and Development was notified of the proposed amendments; and

WHEREAS, on May 5, 2020, the Veneta Planning Commission conducted a properly advertised public hearing on the proposed amendments to Veneta Land Development Ordinance No. 493 and Veneta Land Division Ordinance No. 494 and recommended that the City Council adopt the proposed amendments; and

WHEREAS, on May 27, 2020, a Veneta City Council Public Hearing on the proposed amendments was properly advertised; and

WHEREAS, based upon all materials relevant to the proposal, staff reports, findings made by the Veneta Planning Commission, and testimony and comments submitted at 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, THE CITY OF VENETA ORDAINS AS FOLLOWS:

Section 1. The City Council hereby adopts the Findings of Fact attached as Exhibit A as its basis for adopting amendments to Land Development Ordinance No. 493 and Land Division Ordinance No. 494.

Section 2. Veneta Land Development Ordinance No. 493 is hereby amended as follows:

A. ARTICLE 1 – INTRODUCTORY PROVISIONS

Section 1.02, PURPOSE, is hereby amended as set forth in the attached Exhibit B.

Section 1.03, SEVERABILITY, Section 1.04, POLICY OF NONDISCRIMINATION, and Section 1.05, DUTY OF ENFORCEMENT, are hereby added to Article 1 as set forth in the attached Exhibit B.

B. ARTICLE 2 – ADMINISTRATIVE PROVISIONS

Section 2.01, COMPLIANCE WITH ORDINANCE PROVISIONS, is hereby amended as set forth in the attached Exhibit B.

Section 2.03, ADMINISTRATION, is hereby replaced with Section 2.03, UNLAWFUL CONSTRUCTION OR USE, as set forth in the attached Exhibit B.

Section 2.06, FORM OF PETITIONS, APPLICATIONS, FINAL ACTION, Section 2.07, APPEALS, Section 2.11, NOTICE OF PUBLIC HEARING, Section 2.12, CONTINUANCE, EXTENSIONS AND REOPENING PUBLIC HEARINGS, and Section 2.13, NOTICE OF LIMITED LAND USE ACTIONS, are hereby repealed. Those sections are reserved for future amendment, as shown in the attached Exhibit B.

C. ARTICLE 4 – USE ZONES

Section 4.02, SINGLE-FAMILY RESIDENTIAL ZONE (SFR), is hereby amended to remove the introductory phrase “In an SFR zone, the following regulations shall apply:” and to remove the phrase “in the SFR zone” “and “In a SRF zone” throughout Section 4.02.

Section 4.03, GENERAL RESIDENTIAL ZONE (GR), is hereby amended to remove the introductory phrase “In a GR zone, the following regulations shall apply:” and to remove the phrase “In a GR zone” throughout Section 4.03.

Section 4.14, PLANNED DEVELOPMENT SUBZONE (/PD), subsection (4)(b) is hereby amended to change the first sentence as follows:

“The applicant shall petition for a Type III amendment to the zoning map as specified in Article 11.”

The remainder of Subsection 4.14(4)(b) remains unchanged. Subsection 4.14(12)(a) is hereby amended as follows:

“If substantial construction or development has not taken place within the approval period for a Type III Action, the /PD Subzone shall become null and void.”

D. ARTICLE 5 – SUPPLEMENTARY PROVISIONS

Section 5.01 GENERAL PROVISIONS REGARDING ACCESSORY USES, is hereby amended as set forth in the attached Exhibit B.

Section 5.04, RESERVED SECTION, is hereby replaced with 5.04, GENERAL STANDARDS FOR SINGLE FAMILY DETACHED DWELLINGS, as set forth in the attached Exhibit B.

Section 5.18, TIME LIMIT EXTENSION REQUEST, is hereby repealed. That section is reserved for future amendment, as shown in the attached Exhibit B.

Section 5.30, BACKYARD CHICKENS, subsections (6) through (10) are hereby entitled Section 5.31, STANDARDS FOR NEW RESIDENTIAL DEVELOPMENT, and renumbered as Subsections 5.31(1) through (4), with no amendments to text or graphics.

Section 5.31, ACCESSORY DWELLING UNIT STANDARDS, is hereby renumbered as Section 5.32, with no amendments to text or graphics.

E. ARTICLE 6 – SITE PLAN REVIEW

Section 6.01, SITE PLAN REVIEW PURPOSE AND APPLICABILITY, is hereby amended to add Subsection (3), as follows:

“(3) Types of Review. Site plan review application shall be submitted and processed pursuant to the Type II procedures set forth in Article 11 of this ordinance. If the applicant requests an adjustment to any Site Plan Review standards contained in this Article, the application shall be processed by the Planning Commission pursuant to the Type III Procedures set forth in Article 11 of this ordinance.”

Section 6.03, REQUIRED INFORMATION ON SITE PLAN, is hereby amended to change the first sentence of the introductory paragraph, as follows:

“All Site Plan Review applications shall include the following information based on the size, scale and complexity of the development.”

The remainder of Section 6.03 remains unamended and in full force and effect.

Section 6.05, APPROVAL CRITERIA, Subsection (1)(g) is hereby amended to remove the phrase “(Track II Site Plan Review)” with no replacement to that language. The remainder of Section 6.05 remains unamended and in full force and effect.

Section 6.06, PROCEDURE FOR APPROVING SITE PLANS, and 6.07, AMENDMENTS, are hereby amended as set forth in the attached Exhibit B.

F. ARTICLE 7 – TEMPORARY USE PERMIT REGULATIONS

Section 7.05, PROCEDURE FOR APPROVING TEMPORARY USE PERMITS, and Section 7.06, PROCEDURE FOR RENEWING TEMPORARY USE PERMITS, are hereby amended as set forth in the attached Exhibit B.

G. ARTICLE 8 – CONDITIONAL USES

Section 8.03, TAKING ACTION ON A CONDITIONAL USE APPLICATION, is hereby amended as set forth in the attached Exhibit B.

Section 8.05, TIME LIMIT ON AN APPROVED CONDITIONAL USE APPLICATION, is hereby repealed. That section is reserved for future amendment, as shown in the attached Exhibit B.

H. ARTICLE 10 – VARIANCES

Section 10.04, PROCEDURE FOR TAKING ACTION ON A VARIANCE APPLICATION, is hereby amended as set forth in the attached Exhibit B.

Section 10.06, TIME LIMIT OF AN APPROVED VARIANCE APPLICATION, is hereby repealed. That section is reserved for future amendment, as shown in the attached Exhibit B.

I. ARTICLE 11 – AMENDMENTS

ARTICLE 11 – AMENDMENTS is hereby replaced in full with ARTICLE 11 – PROCEDURAL STANDARDS, as set forth in the attached Exhibit B.

J. ARTICLE 12 – HOME OCCUPATIONS

Section 12.03, MINOR HOME OCCUPATIONS, is hereby amended as set forth in the attached Exhibit B.

K. ARTICLE 13 – DEFINITIONS

ARTICLE 13 – DEFINITIONS is hereby amended as set forth in the attached Exhibit B.

L. All references to “Track 2 Site Plan Review” throughout the Veneta Lane Development Ordinance 493 are hereby amended to read “Type III Site Plan Review.”

M. All incorrect cross-references and Table of Contents titles and page numbers are hereby updated to reflect the amendments adopted herein.

Section 3. Veneta Land Division Ordinance 494 is hereby amended as follows:

A. ARTICLE 2 – APPLICATION AND VARIANCE PROCEDURES

ARTICLE 2 – APPLICATION AND VARIANCE PROCEDURES, is hereby retitled “APPLICATION PROCEDURES.”

Section 2.03, SUBMISSION PROCEDURE, and Section 2.05, VARIANCE PETITION, are hereby amended as set forth in the attached Exhibit C.

Section 2.06, NOTICE OF LIMITED LAND USE ACTIONS, is hereby repealed. That Section is reserved for future amendment, as shown in the attached Exhibit C.

B. ARTICLE 4 – SUBDIVISIONS

Section 4.02, TENTATIVE PLAN REVIEW AND ACTION PROCEDURES, Section 4.03, CATEGORIES FOR REVIEW OF TENTATIVE PLAN APPLICATIONS, and Section 4.04, AMENDMENTS, are hereby amended as set forth in the attached Exhibit C.

C. ARTICLE 5 – PARTITIONS

Section 5.03, TENTATIVE PLAN REVIEW AND ACTION PROCEDURES, and Section 5.04, CATEGORIES FOR REVIEW OF TENTATIVE PLAN APPLICATIONS, are hereby amended as set forth in the attached Exhibit C.

D. ARTICLE 8 – GENERAL PROVISIONS

Section 8.05, AMENDMENTS, and Section 8.06, DEFINITIONS, are hereby amended as set forth in the attached Exhibit C.

E. All incorrect cross-references and Table of Contents titles and page numbers are hereby updated to reflect the amendments made herein.

Section 4. All unamended provisions and sections and provisions of Ordinance Nos. 493 and 494 shall remain in full force and effect.

Section 5. 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 22nd day of June 2020, 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 _____, 2020, 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 _____, 2020.

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Keith Weiss, Mayor
Executed on _____

ATTEST:

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder

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**ORDINANCE NO. 557 EXHIBIT A
VENETA CITY COUNCIL
FINDINGS OF FACT
File # A-1-20**

**ADOPTION OF AMENDMENTS TO
VENETA LAND DEVELOPMENT ORDINANCE NO. 493
AND LAND DIVISION ORDINANCE NO. 494**

A. The Veneta City Council finds the following:

1. The issue was discussed before the Planning Commission at its January 7, 2020 meeting, and then the City Council at its January 27 meeting. Both bodies recommended staff move the issue forward for consideration and adoption. The City Attorney was also supportive of the change and reviewed the proposed amendments.
2. The City provided public notice to the Oregon Department of Land Conservation and Development (DLCD) on January 31, 2020 at least 35 days prior to the first public hearing, and provided notice in the Fern Ridge Review on April 22, 2020 at least 10 days prior to the first public hearing, per Veneta Land Development Ordinance No. 493, Section 2.11. Because no properties or property uses were affected by the proposed amendments, mailed notices to property owners were not required.
3. The Planning Commission held a public hearing on May 5, 2020 on the proposed amendments to Veneta Land Development Ordinance No. 493 and Veneta Land Division Ordinance No. 494 and recommended adoption to the City Council.
4. The Veneta City Council conducted public hearings on June 8 and June 22, 2020 on the proposed amendments to Veneta Land Development Ordinance No. 493 and Veneta Land Division Ordinance No. 494.
5. Based on the findings below, the City Council concluded that the proposed amendments are in conformance with the applicable Statewide Planning Goals, the Veneta Comprehensive Plan, Veneta Land Development Ordinance No. 493, Veneta Land Division Ordinance No. 494, and amendments thereto.

B. IT IS HEREBY ORDERED that the Veneta City Council adopt the proposed amendments to Ordinance Nos. 493 and 494 based on the following findings of fact:

1. **The following Statewide Planning Goals have been considered by the City of Veneta for adoption of the proposed amendments:**

Citizen Involvement (Goal 1)

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

Finding: The Planning Commission and City Council conducted public hearings on the proposal prior to adopting proposed amendments. Notice of the proposal and hearings was published in the Fern Ridge Review on April 10, 2020. The proposal was submitted to the Department of Land

Conservation and Development on January 23, 2020 at least 35 days in advance of the first public hearing scheduled for April 7, 2020, but postponed to May 5, 2020.

Because the proposal will “change the rules that apply,” it is a legislative action. However, because the proposed amendment package will not change the Comprehensive Plan designation or zoning on any property, and will not change the permitted, conditional or prohibited uses or any specific development regulations, no notice to individual property owners or “Measure 56” notice was required. Staff was very mindful of the reduced opportunity for public participation offered by the current Coronavirus pandemic, and limited the amendment package to language that will have little, if any, impact on our citizens, property owners, businesses or developers.

Legislative decisions first require a Planning Commission public hearing and recommendation to the City Council, which then makes a decision based on stated findings. The Planning Commission and City Council hearings were duly noticed and open to the public. Phone numbers were publicly advertised for citizens to call into the meetings if they were unable or uncomfortable attending meetings in person. The Planning Commission public hearing was held on May 5, 2020. City Council public hearings were held on June 8, 2020 (first reading) and June 22, 2020 (second reading and adoption).

Land Use Planning (Goal 2)

Objective: 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.

Finding: The proposal is to amend and consolidate the procedural language and definitions in the Veneta Land Development Ordinance and Land Division Ordinance. The impetus for the proposal is a desire to make the City’s procedural standards consistent for both Ordinances, and also to bring the standards in line with those used by many other jurisdictions. The result and benefit will be that the City’s procedural standards will be more easily understood and followed by City staff, elected and appointed officials, and the development community. Ultimately, the purpose of the amendment package is increased compliance with Goal 2.

Economic Development (Goal 9)

Objective: To provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens.

Finding: As previously noted, the proposed amendments will not change permitted or prohibited uses within the City of Veneta and will have no impact on development regulations.

The impact of the amendment package on the public will be easier to understand ordinances, a slightly reduced time frame for processing some applications, and the potential to reduce development costs, all of which is consistent with Goal 9.

Statewide Planning Goals 1, 2 and 9 are the only Goals that apply to the proposed amendments. No public, agency, or other testimony has been received to indicate that the remaining Goals are applicable to this action.

Conclusion: The amendments are consistent with Statewide Planning Goals 1, 2 and 9. Remaining Statewide Goals are not applicable to this action.

2. **The following Statutes, Rules, Comprehensive Plan Provisions and Implementing Ordinances have been considered by the City of Veneta in the formation of the language contained within this request:**

Statutory Requirements

Findings: Although all Comprehensive Plans and implementing ordinances must be consistent with state law, the limited frequency of amendments results in many local codes being out of compliance. The amendment package under consideration is limited to addressing compliance with procedural requirements for land use actions.

The proposed amendments were reviewed by the City Attorney for conformance with Oregon Revised Statutes ([ORS](#)) and Oregon Administrative Rules ([OAR](#)). Minor changes were also made to ensure consistency with the Oregon Residential Specialty Code ([ORSC](#)).

Comprehensive Plan Economic Development Element

Per the Element:

This element addresses State Economic Development Goal 9, "To provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens."

Finding: The proposed amendments will have an indirect impact on economic development efforts by reducing redundant and conflicting language within our two development ordinances and providing a set of procedures that is generally understood by the development community. A development-friendly code is easy to understand and is not subject to different interpretations by developers, staff, and our elected and appointed officials. Consolidating all procedural language and definitions into one ordinance is one way to improve the City's development regulations.

Because the proposed amendments will have no impact on permitted or prohibited uses or other development standards within the City, there should be minimal impact, if any, relative to other Comprehensive Plan elements.

Procedural Requirements in Veneta Land Development Ordinance No 493:

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.

SECTION 11.02 PUBLIC HEARINGS ON AMENDMENTS

All requests for amendment to the text or zoning map of this ordinance shall comply with the following public hearing procedures:

- 1) Notice of public hearing shall be as specified in Section 2.11.*
- 2) The Planning Commission shall conduct a public hearing on the proposed amendment at its earliest practicable meeting after it is proposed. Lane County shall be notified about proposed amendments and large area rezoning proposals before the date of the hearing.*
- 3) The Planning Commission shall, within 40 days after the initial hearing date, recommend to the City Council approval, disapproval or modification of the proposed amendment.*

- 4) *After receiving the recommendation of the Planning Commission, the City Council shall hold a public hearing on the proposed amendment in conformity with the notice provisions of Section 2.11.*
- 5) *All public hearings shall be in accordance with procedures for the conduct of hearings before the Planning Commission and City Council.*
- 6) *Within seven (7) days after a decision has been rendered with reference to an amendment, the Building and Planning Official shall provide the applicant with written notice of the decision. This procedure shall apply to recommendations made by the Planning Commission and to final action made by the City Council.*

Finding: One public hearing was held by the Planning Commission and two public hearings were held by the City Council in accordance with VLDO Section 2.11 and 11.02. Notice was emailed to DLCD on January 31, 2020, at least 35 days prior to the first hearing. Notice was published in the Fern Ridge Review on April 22, 2020 at least 10 days prior to the first evidentiary hearing, per Section 2.11(1). A second notice was published on May 27, 2020, 12 days prior to the first City Council hearing.

Planning Commission recommendations and the City Council's decisions are based on applicable statewide planning goals and guidelines, federal and state statutes and rules, Comprehensive Plan policies, and provisions of the Veneta Land Development Ordinance, as presented in the final order.

SECTION 1.02 PURPOSE

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.

Finding: The proposed amendments to the Veneta Land Development and Land Division Ordinances will not change any permitted or prohibited uses within the City's jurisdiction. The proposed amendments will consolidate the procedural standards and definitions for the City's Land Development and Land Division Ordinances, and put them in a hierarchical Type I-V typology consistent with many other jurisdictions in the State. This typology is understood by the development community, which will make Veneta more development-friendly. As described, the proposed amendments promote the public health, safety and general welfare of Veneta.

City of Veneta Ordinance No. 557, Exhibit B

Amendments to the

VENETA LAND DEVELOPMENT ORDINANCE No. 493

ARTICLE 1 - INTRODUCTORY PROVISIONS

1.02 PURPOSE

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.

The provisions of this ordinance shall be deemed minimum requirements for the preservation of the public safety, health, convenience, comfort, prosperity and general welfare of the people of the City of Veneta.

1.03 SEVERABILITY

The provisions of this ordinance are severable. If a section, sentence, clause or phrase of this ordinance is adjudged by a court of competent jurisdiction to be invalid, the decision shall not affect the validity of the remaining portions of this ordinance.

1.04 POLICY OF NONDISCRIMINATION

Age, gender/race or physical disability shall not be an adverse consideration in making a land use decision as defined in Oregon Law.

1.05 DUTY OF ENFORCEMENT

It shall be the duty of the City Administrator to see that this Ordinance is enforced. No permit for the construction or alteration of any building or part thereof shall be issued unless the plans, specifications and intended use of such building conform in all respects with the provisions of this Ordinance.

ARTICLE 2 - ADMINISTRATIVE PROVISIONS

2.01 COMPLIANCE WITH ORDINANCE PROVISIONS

Land Use Consistent with this Ordinance:

- (1) Land may be used and a structure or part of a structure may be constructed, altered, occupied or used only as this ordinance permits.
- (2) No lot area, yard, off-street parking area, off-street loading area or other open space existing on or after the effective date of this ordinance shall be reduced below the minimum required for it by this ordinance.
- (3) No lot area, yard, off-street parking area, off-street loading area or other open space shall be used as the required lot area, yard, off-street parking area, off-street loading area or other open space of another use, except as provided for in this ordinance.
- (4) Development shall not commence until the applicant has received all of the appropriate land use and development permits

2.03 UNLAWFUL CONSTRUCTION OR USE

- (1) Violations. If a structure is located, constructed, maintained, repaired, altered or used, or land is used in violation of this ordinance, the City may utilize the procedures in this ordinance, or any other lawful means, to correct the violation.
 - (a) Within a reasonable time after discovering a violation of this ordinance, the Building and Planning Official shall notify the property owner that such a violation exists.
 - (b) If the violation does not involve a structure, action to correct the violation shall be made within 30 days. If the violation involves a structure, action to correct the violation shall be made within 60 days.
 - (c) If no action has been taken to correct the violation within the specified time, the Building and Planning Official shall refer the violation to the City Administrator for enforcement.
- (2) Penalties for Noncompliance.
 - (a) Violation of any provision of this ordinance or any amendment thereto is punishable, upon conviction, by a fine of not less than \$50 dollars nor more than \$500 dollars.

(b) A violation of this ordinance shall be considered a separate offense for each day the violation continues.

2.06 RESERVED

2.07 RESERVED

2.11 RESERVED

2.12 RESERVED

2.13 RESERVED

ARTICLE 5 - SUPPLEMENTARY PROVISIONS

5.01 GENERAL PROVISIONS REGARDING ACCESSORY USES

An accessory use shall comply with all requirements for a principal use, except where specifically modified by this Section. Accessory uses shall not be used for human habitation. Accessory uses shall comply with the following standards.

- (1) Fences, hedges and walls may be located within required yards but shall not exceed 48" (four (4) feet) in height in any required front yard which abuts a street other than an alley nor 2-1/2 feet in height in a vision clearance area. Elsewhere, fences, hedges and walls shall not exceed six (6) feet in height in residential and commercial zones and eight (8) feet in height in industrial zones. Swimming pools, tennis courts, and other accessory recreational structures may have fences that exceed six (6) feet, provided they are not located within the front yard, but may be allowed within the side and rear yards.
- (2) No sales shall be made from a greenhouse or hothouse maintained as an accessory to a dwelling in a residential zone unless the sales have been approved as a home occupation.
- (3) The highest point of the roof of an accessory or structure shall not exceed a building height of 24 feet in a residential zone.
- (4) A garage shall be located a minimum of twenty (20) feet from front lot line in a residential zone except in an RC zone and as specified in Section 5.09(1). Parking requirements as specified in Section 5.20 continue to apply to lots with reduced setbacks. Garages must also meet the requirements of Article 13, Section 13.02 Dwelling, Single-Family (8).
- (5) Except for garages and carports, accessory structures in the SFR, GR, and RC zones, including those not requiring a building permit, shall not be located between any front or side street and a principal building and must comply with the minimum yard setbacks for the zone in which they are located.
- (6) Boats, trailers, detached campers, motorized dwellings and similar recreation equipment may be stored, but not used for human habitation, on a lot as an accessory use to a dwelling provided that storage shall not be permitted in a front yard.
- (7) All buildings that are accessory structures shall have a minimum roof pitch of 12:12, except for Accessory Dwelling Units (ADUs).

5.04 GENERAL STANDARDS FOR SINGLE FAMILY DETACHED DWELLINGS

All new single family detached dwellings shall:

- (1) Meet current energy standards as adopted by the State of Oregon.
- (2) Be occupied only for residential purposes.
- (3) Conform to all residential use development standards for one-family dwellings.

- (4) Be constructed or installed in accordance with the Oregon Residential Specialty Code as adopted by the City or as defined within the statutes of the State of Oregon.
- (5) Be placed or constructed on foundations:
 - (a) Stick-built homes shall have foundation systems in accordance with the Oregon Residential Specialty Code;
 - (b) Manufactured dwellings shall be placed on an excavated and back-filled foundation, enclosed at the perimeter with no more than sixteen (16) inches of enclosing material exposed above grade. Where the building site has a sloped grade, no more than sixteen (16) inches of the enclosing material shall be exposed on the uphill side of the home. If the manufactured home is placed on a basement, the sixteen (16) inch limitation will not apply.
- (6) Have a minimum width of eighteen (18) feet as measured by the narrowest elevation.
- (7) Have an exterior finish and roof materials commonly found on residential structures in the area and City of Veneta.
- (8) Have a roof with eaves and gable overhangs of not less than six (6) inches measured from the vertical side of the structure and shall include gutters.
- (9) Have an enclosed garage or carport whichever is commonly found in the surrounding area and its exterior covering and roof materials shall be the same as the main structure. The maximum size of the garage shall be three stalls, with a maximum floor area of 900 square feet. Garage may be attached to house or detached.
- (10) Have electrical meter base attached either to the garage or dwelling unit.
- (11) Have a roof with a nominal pitch of 3 feet in height for each twelve feet in width.

5.18 RESERVED

ARTICLE 6 - SITE PLAN REVIEW

6.06 PROCEDURE FOR REVIEWING SITE PLANS

- (1) Prior to taking action on a Site Plan the City must provide notice of a Type II procedure in compliance with Article 11 of this ordinance.
- (2) Approval of any Site Plan will be subject to compliance with the standards set forth in this ordinance and elsewhere by City ordinance or resolution. Type III Site Plan Review applications and major site plan amendments may be approved, approved with discretionary and non-discretionary conditions or denied. Type II Site Plan Review applications and Minor site plan amendments may be reviewed by the Building and Planning Official, and if approved, may include conditions as necessary to ensure compliance with applicable requirements if not shown on submitted plans.
- (3) As a result of an approved site plan, a final map shall be prepared and filed with the Community Development Department, including all required modifications and conditions. Once approved, the site plan submitted shall become the official plan. The applicant may be required to sign and record a Development Agreement in a form approved by the City Attorney against the property to assure compliance with ongoing conditions of approval. Building permits shall be issued only for plans which substantially conform to the official plan and all construction shall substantially conform to the official plan or a Certificate of Occupancy may be withheld until compliance.

6.07 AMENDMENTS

Amendments are only permitted for developments for which the City has record of an approved Site Plan. A change to an existing development for which a previous site plan has never been approved requires a full site plan review. If the proposed use is more intensive than the existing use, additional Systems Development Charges shall be assessed at the time a building permit is issued.

Major amendments to an approved site plan shall follow the same procedure as for an approval of a site plan review. A new application and filing fee are required and the proposal must be approved by the Planning Commission. Major site plan amendments involve a change that does not meet the criteria listed under minor site plan amendments. Minor site plan amendments that may be approved through a Type I application are those that meet the following criteria:

- (1) The site plan amendment does not involve any interpretation of submission requirements or required findings that would set a precedent for other site plans or site plan amendments.
- (2) The site plan amendment will not change the impacts (such as traffic generation, emissions or drainage) on surrounding properties.
- (3) The site plan amendment fully complies with City ordinances and does not require a variance.
- (4) There are no unusual circumstances relative to the site plan amendment.
- (5) There are no questions of adequacy of services raised by The Public Works Superintendent, City Engineer, or any affected public or private agency.

Any amendment that involves commercial or industrial development adjacent to Hwy 126 and involves a change in use that is more intensive than the current or previous use as determined by the Building and Planning Official shall require a Type III application and review.

The Planning Commission shall be advised of all administrative approvals of site plan amendments at the following regular Planning Commission meeting.

ARTICLE 7 - TEMPORARY USE PERMIT REGULATIONS

7.05 PROCEDURE FOR REVIEWING TEMPORARY USE PERMITS

- (1) Prior to taking action on a temporary use permit, the City must provide notice of a Type II procedure, except for Mobile Vending Units which will be processed as follows:
 - (a) A mobile Vending Unit requires a Type I application and associated procedure as set forth in Article 11 of this ordinance.
 - (b) A mobile Vending Site requires a Type II application and associated procedure as set forth in Article 11 of this ordinance.
- (2) The Building and Planning Official may approve, disapprove, or conditionally approve the Temporary Use Permit. If the application is for a highly visible location or potentially controversial use, the Building and Planning Official may forward the application to the Planning Commission for decision. Approval of the Temporary Use Permit will be subject to compliance with the standards as set forth in this ordinance and standards established elsewhere by City ordinance or resolution.
- (3) The Building and Planning Official or the Planning Commission may attach appropriate and reasonable conditions to the permit that are necessary to secure the public health, safety, and welfare and to maintain compliance with city codes and ordinances. Such clear and objective standards may include but are not limited to:
 - (a) Setback requirements.
 - (b) Screening.
 - (c) Control of points of ingress and egress.
 - (d) Special provisions for signs.
 - (e) Landscaping and maintenance of landscaping.
 - (f) Maintenance of grounds.
 - (g) Control of noise, vibration, and odors.
 - (h) Limitation of hours for certain activities.
 - (i) Limitation of duration of temporary use.
 - (j) Once approved, the site plan for the temporary use as modified with conditions shall become the official plan.

- (k) If written Notice of Appeal is not filed within fifteen (15) days of the date the Final Order is signed and mailed, the decision becomes final.
- (l) Compliance with conditions imposed in the temporary use permit and adherence to the approved plans is required. The Building and Planning Official may revoke the temporary use permit with any departure from the approved plans or conditions or approval.
- (m) All temporary uses involving a business must comply with Veneta Municipal Code Chapter 5.05, Business Registration.

7.06 RENEWING TEMPORARY USE PERMITS

- (1) Temporary Use Permit shall be subject to review and approval by the Building and Planning Official on an annual basis.
- (2) Public Notice requirements may be waived for renewal of Temporary Use Permits at the discretion of the Building and Planning Official provided that:
 - (a) No formal complaints have been filed regarding the temporary use.
 - (b) There have been no changes made to the site plan or activities from the time of initial approval as verified by the Building and Planning Official.

ARTICLE 8 - CONDITIONAL USES

8.03 PROCEDURE FOR REVIEWING A CONDITIONAL USE APPLICATION

Conditional Use applications shall be processed pursuant to the standards for a Type III application contained in Article 11.

- (1) Lane County shall be notified of any conditional use permits that will have a potential impact or effect on lands, services or facilities outside the city limits.

8.05 RESERVED

ARTICLE 10 – VARIANCES

10.04 PROCEDURE FOR REVIEWING A VARIANCE APPLICATION

Variance applications shall be processed pursuant to the standards for a Type III application as set forth in Article 11 of this ordinance.

- (1) The Planning Commission may prescribe the terms and conditions upon which a variance may be granted and set a time limit for the duration of such variance and may require guarantees in such form as deemed proper under the circumstances to ensure that the purpose for which said variance is granted will be fulfilled and that the conditions of the variance will be met.

10.06 RESERVED

ARTICLE 11 - PROCEDURAL STANDARDS

SECTION 11.01 PURPOSE AND APPLICABILITY

- (1) Purpose. This Article establishes procedures to initiate and make final decisions on planning actions under the Veneta Land Development Ordinance (“this ordinance”), pursuant to City policy and state law.
- (2) Applicability of Review Procedures. All planning actions shall be subject to processing by one of the following procedures summarized in subsections (a) – (d), below, and as designated in Table 11.01. Building permits and other approvals, including approvals from state or federal agencies, may be required. Failure of the applicant to receive notice of any such requirement does not waive that requirement or invalidate any planning action under this ordinance.
 - (a) Type I Action (Ministerial Decision). The Director makes Type I decisions by applying clear and objective standards and criteria that do not require the use of discretion in their application. A public notice and public hearing are not required for Type I decisions. Type I decisions are not land use decisions subject to appeal to LUBA. Procedures for Type I actions are contained in Section 11.05.
 - (b) Type II Procedure (Administrative Decision). Type II decisions are usually made by the Director and require the use of a limited amount of discretion. Type II decisions require public notice and allow for submission of written comment from the public, but a public hearing is not required. Director decisions are appealed to the Planning Commission. Alternatively, the Director may refer a Type II application to the Planning Commission for its review and decision in a public hearing. Planning Commission decisions are appealed to the City Council. Procedures for Type II actions are contained in Section 11.06.
 - (c) Type III Procedure (Quasi-Judicial Decision). Type III decisions involve standards and criteria that require the use of discretion. Type III decisions are made by the Planning Commission after a public hearing, with an opportunity for appeal to the City Council. Quasi-judicial decisions involve discretion and implement policy. Procedures for Type III actions are contained in Section 11.07.
 - (d) Type IV Procedure (Quasi-Judicial Zoning Map Amendment). Type IV decisions are certain zoning map amendments that involve the exercise of discretion and require quasi-judicial procedural protections. Type IV decisions require the recommendation of the Planning Commission after a public hearing, with the City Council serving as the final decision-maker, after a second public hearing. If approved, Type IV decisions are

implemented via ordinance. Procedures for Type IV actions are contained in Section 11.08.

- (e) Type V Procedure (Legislative Decision). Type V decisions are legislative decisions, such as the adoption and amendment of land use regulations and the Comprehensive Plan to implement public policy. Type IV matters are initially considered by the Planning Commission, which makes a recommendation to City Council. The Council makes the final decision on a legislative proposal through ordinance enactment. Public notice and hearings in front of the Planning Commission and City Council are required prior to the final decision. The City Council’s decision is the final local decision. Procedures for Type IV actions are contained in Section 11.09.

Table 11.01. Summary of Applications by Type of Review Procedure

| Action | Procedure |
|---|-----------------------------|
| Amendments | |
| Comprehensive Plan text | Type V |
| Comprehensive Plan map | Type V |
| Zoning Map (may be quasi-judicial or Legislative) | Type IV / V |
| Ordinance Text | Type V |
| Annexation | See ORS 222 |
| Conditional Use Permit | Type III |
| Extension of Time | Type I or III |
| Floodplain Development | |
| Home Occupation (Minor or Major) | Type I or III |
| Interpretation of Ordinance | Type II or III |
| Mobile Vending | |
| Modification to Approval | |
| Minor Modification | Type I |
| Major Modification | Per original review |
| Sign Permit | Type I |
| Site Plan Review | Type II or III |
| Temporary Use | Type I |
| Tree Removal | Type I |

SECTION 11.02 DETERMINATION OF REVIEW PROCEDURE

Where Table 11.01 designates more than one possible review procedure, the applicable review procedure shall be determined based on the specifics of the application(s) and criteria applied.

SECTION 11.03 PRE-APPLICATION CONFERENCE AND CONSOLIDATION OF REVIEW

- (1) Pre-Application Conference. All applicants for Type II-V actions must complete a pre-application conference for the proposal within six months prior to filing the application. The Director may waive this requirement if, in the Director's opinion, the information to be gathered in a pre-application conference already exists in the complete application. The purpose of the conference shall be to acquaint the applicant with the substantive and procedural requirements of this ordinance, provide for an exchange of information regarding applicable elements of the comprehensive plan and development requirements, and to identify policies and regulations that create opportunities or pose significant constraints for the proposed development. The Director is authorized to create procedures allowing for electronic or other alternative forms of conferences.
- (2) Consolidated Review Procedures. An applicant may apply at one time for all permits and approvals needed for a project proposal. When applicable, the consolidated procedure shall be subject to the time limitations set out in ORS 227.178. To process consolidated applications, the City shall follow the highest review procedure required for any single application type submitted. For example, a consolidated application that includes a Type II and a Type III procedure would be subject to Type III review procedures.

SECTION 11.04 BURDEN OF PROOF

The burden of producing substantial evidence to support the requisite findings is on the applicant. If no supporting evidence is produced by the applicant, the City may deny the application.

- (1) The applicant has the burden of proof regarding all requests affecting a subject property, and the applicant recognizes that it bears the sole obligation to substantiate all requests.
- (2) If an applicant wishes to file a local appeal of any decision made under this ordinance, the applicant shall pay an appeal fee (subject to limitations of ORS 227.175(10) and 227.180(1)(c) for certain actions).

SECTION 11.05 TYPE I PROCEDURE (MINISTERIAL DECISION)

Type I decisions are made by the Director. A public notice and public hearing are not required for Type I decisions. Type I decisions involve clear and objective standards and criteria that do not require the exercise of discretion.

(1) Application Requirements and Review.

- (a) **Application Form and Fee.** Applications subject to Type I review shall be submitted on forms provided by the Director. All property owners of the subject parcel or their authorized agents, as applicable, must sign the application. The application shall not be considered complete unless it includes all information required by this ordinance and the appropriate application fee.
- (b) **Decision.** Within 21 days after accepting a complete application for a Type I review, the Director shall approve, approve with conditions or deny the application based upon applicable criteria, unless such time limitation is extended by applicant. Conditions of approval may specify other required permits and/or approvals.
- (c) **Notice.** Within 5 days after the Director renders a decision, the applicant and property owner shall be notified in writing of the decision.

(2) **Building Permits.** The City shall not issue a building permit for a project subject to review under this Section until the Director has approved the Type I application.

(3) **Criteria and Decision.** The Director, in approving a Type I application, may find that other City permits or approvals are required prior to issuance of construction or building permits.

(4) **Effective Date.** A Type I decision is final on the date it is signed by the Director, with no right to a local appeal.

11.06 TYPE II PROCEDURE (ADMINISTRATIVE DECISION)

Type II decisions are made by the Director with limited discretion, following public notice and a public written comment period. Type II decisions provide an opportunity for appeal to the Planning Commission. Notwithstanding any other provision, and at no additional cost to the applicant, the Director may choose to refer a Type II application to the Planning Commission for a public hearing utilizing the Type III procedure in order to request an interpretation, provide for greater notice and opportunity for public participation than would otherwise be required, or in order to comply with any applicable time requirements.

(1) Application Requirements.

- (a) Application Form and Fee. Applications subject to Type II review shall be submitted on forms provided by the Director. All property owners of the subject parcel or their authorized agent, as applicable, must sign the application. The application shall not be considered complete unless it includes all information required by this ordinance and the appropriate application fee.
- (b) Submittal Information. The application shall include all of the following information.
 - 1. The information requested on the application form.
 - 2. Plans and exhibits required for the specific approval(s) sought.
 - 3. A written statement or letter explaining how the application satisfies each and all of the relevant criteria and standards in sufficient detail.
 - 4. Information demonstrating compliance with all prior decision(s) and conditions of approval for the subject site, as applicable.
 - 5. The required fee.

(2) Notice of Application.

- (a) Mailing of Notice of Application. The purpose of the notice of application is to give nearby property owners and other interested people the opportunity to review and submit written comments on the application before the City issues a decision. Within ten days of deeming a Type II application complete, the City shall mail a notice of a pending Type II application to the following:
 - 1. Applicant.
 - 2. Owners and occupants of the subject property.
 - 3. Owners and occupants for properties located within 300 feet of the perimeter of the subject site.
 - 4. Neighborhood groups or community organizations officially recognized by the City that include the area of the subject property.
 - 5. Where an application subject to Type II review is preceded by a Type III decision, to parties of record from the prior Type III decision.
 - 6. For applications to amend an approval, to the same mailing address provided by those who provided testimony for the original application.
- (b) Content of Notice of Application. The notice of application shall include all of the following:
 - 1. The street address or other easily understandable reference to the location of the proposed use or development.

2. A summary of the proposal.
 3. The applicable criteria for the decision, listed by commonly used citation.
 4. Date and time that written comments are due, and the physical address where comments must be mailed or delivered.
 5. An explanation of the 14-day period for the submission of written comments, starting from the date of mailing.
 6. A statement that a copy of the application, all documents and evidence submitted by or for the applicant, and the applicable criteria and standards are available for review and that copies will be provided at a reasonable cost.
 7. A statement that issues that may provide the basis for appeal to the Land Use Board of Appeals must be raised in writing and with sufficient specificity to enable the decision-maker to respond to the issue (See ORS 197.195(3)(c)(B)).
 8. The name and telephone number of a City contact person.
 9. A brief summary of the Type II review and decision-making process.
- (c) **Posted Notice.** The City shall post the notice of application on the project site in clear view from a public right-of-way using a poster format prescribed by the Director. Posting shall occur not later than the date of the mailing of the notice.
- (d) **Certification of Notices.** The City shall prepare an affidavit or other certification stating the date(s) the notices were mailed and posted, which shall be made a part of the file.
- (3) **Decision.**
- (a) At the conclusion of the comment period, the Director shall review the comments received and prepare a decision approving, approving with conditions, or denying the application based on the applicable ordinance criteria. The Director shall prepare a decision within 60 days of the City's determination that an application is complete, unless the applicant agrees to a longer time period. Alternatively, the Director may transmit written comments received, along with a copy of the application, to the Planning Commission for review and decision at its next regularly scheduled meeting.
- (b) Where the Director refers a Type II application to the Planning Commission, the Commission shall review the application pursuant to applicable criteria and standards and shall approve, approve with conditions, or deny the application following the Type III procedure set forth in Section 11.07.

(4) Notice of Decision.

(a) Mailing of Notice of Decision. Within five days after the Director renders a decision, the City shall mail notice of the decision to the following:

1. Applicant.
2. Owners and occupants of the subject property.
3. Parties of record; this includes any group or individual who submitted written comments during the comment period.
4. Those groups or individuals who requested notice of the decision.
5. For applications to amend an approval, to any parties who received the Notice of Decision from the original application, as their names and addresses appeared in the previous notice.

(b) Content of Notice of Decision. The notice shall include all of the following:

1. A description of the nature of the decision.
2. An explanation of the nature of the application and the proposed use or uses, which could be authorized.
3. The street address or other easily understandable reference to the location of the proposed use or development.
4. The name and telephone number of a City contact person.
5. A statement that a copy of the application, all documents and evidence submitted by or for the applicant, and applicable criteria and standards are available for review and that copies will be provided at reasonable cost.
6. A statement that any person who is adversely affected or aggrieved or was mailed a written notice of the decision may request appeal as provided in subsection (6), below.
7. A statement that the decision becomes final when the period for filing a local appeal has expired.
8. An explanation that a person who is mailed written notice of the decision cannot appeal directly to LUBA.

(c) Certification of Notices. The City shall prepare an affidavit or other certification stating the date(s) the notices were mailed and posted, which shall be made a part of the file.

(5) Effective Date of Decision. Unless the conditions of approval specify otherwise or the decision is appealed, a Type II decision becomes effective 12 days after the City mails the notice of decision.

(6) Appeal of Type II Decision. A Type II decision made by the Director may be appealed to the Planning Commission and a Type II decision made by the Planning Commission after referral from the Director may be appealed to the City Council, pursuant to the following:

- (a) Who May Appeal. The following persons have standing to appeal a Type II decision.
1. The applicant or owner of the subject property.
 2. Any person entitled to written notice, pursuant to subsection 11.06 (4).
 3. Any other person who submitted comments into the written record.
 4. A person adversely affected or aggrieved by the decision.
- (b) Appeal Filing Procedure.
1. Notice of Appeal. Any person with standing to appeal, as provided in subsection 11.06 (6) (a), above, may appeal a Type II decision by filing a notice of appeal and paying the required appeal fee. An appeal fee shall not be required of neighborhood or community organizations recognized by the City and whose boundaries include the site. If an appellant prevails at the hearing or upon subsequent appeal, the fee for the initial hearing shall be refunded.
 2. Time for Filing. A notice of appeal shall be filed with the Director within 12 days of the date the notice of decision is mailed.
 3. Content of Notice of Appeal. The notice of appeal shall be accompanied by the required filing fee and shall contain:
 - a. An identification of the decision being appealed, including the date of the decision.
 - b. A statement demonstrating the person filing the notice of appeal has standing to appeal.
 - c. A statement explaining the specific issues being raised on appeal.
 - d. A statement demonstrating that the appeal issues were raised during the public comment period.
 4. The requirements of this Section are jurisdictional and required for City acceptance.
- (c) Scope of Appeal. Appeal hearings on Type II decisions made by the Director shall be de novo hearings before the Planning Commission. Appeals shall not be limited to the application materials, evidence and other documentation, and specific issues raised in the review leading up to the Type II decision, but may include other relevant evidence and arguments. The Planning Commission may allow additional evidence, testimony, or argument concerning any relevant ordinance provision.

- (d) Appeal Hearing Procedure. Hearings on appeals of Type II decisions follow the Type III public notice and hearing procedures, pursuant to Section 11.07.

SECTION 11.07 TYPE III PROCEDURE (QUASI-JUDICIAL DECISION)

Type III quasi-judicial decisions are made after a public hearing before the Planning Commission.

(1) Application Requirements.

- (a) Application Form and Fee. Applications subject to Type III review shall be submitted on forms provided by the Director. All property owners of the subject parcel or their authorized agent, as applicable, must sign the application. The application shall not be considered complete unless it includes all information required by this ordinance and the appropriate application fee.
- (b) Submittal Information. Type III applications shall include all of the following information.
 - 1. The information requested on the application form.
 - 2. Plans and exhibits required for the specific approvals sought.
 - 3. A written statement or letter explaining how the application satisfies each and all of the relevant criteria and standards in sufficient detail.
 - 4. Information demonstrating compliance with all prior decision(s) and conditions of approval for the subject site, as applicable.
 - 5. The required fee.

(2) Notice of Public Hearing.

- (a) Mailing of Notice of Public Hearing.
 - 1. The City shall mail notice of public hearing not less than 20 days before the hearing if only one hearing is scheduled; when more than one hearing will be held, notice shall be mailed a minimum of ten (10) days before the hearing. Such notice shall be mailed to all individuals and organizations listed below.
 - a. Applicant.
 - b. Owners and applicants of the subject property.
 - c. Owners and occupants for properties located within 300 feet of the perimeter of the subject site.
 - d. Neighborhood group or community organization officially recognized by the City that includes the area of the subject property.

- e. Any person or organization that has submitted a written request for notice.
- (b) Content of Notice of Public Hearing. Notices mailed and posted pursuant to this Section shall contain all of the following information:
 - 1. The street address or other easily understandable reference to the location of the proposed use or development.
 - 2. The nature of the application and the proposed use or uses which could be authorized.
 - 3. The applicable criteria for the decision, listed by commonly used citations.
 - 4. The date, time and location of the scheduled hearing.
 - 5. A statement that a copy of the application, all documents and evidence submitted by or for the applicant, and the applicable criteria and standards are available for review and that copies will be provided at a reasonable cost.
 - 6. The name and telephone number of a City contact person.
 - 7. A statement that a copy of the City's staff report and recommendation to the hearings body will be available for review at no cost at least seven days before the hearing, and that a copy will be provided on request at a reasonable cost.
 - 8. A general explanation of the requirements to submit testimony, and the procedure for conducting public hearings.
 - 9. A statement that failure to raise an issue at the hearing, in person or by letter, or failure to provide statements or evidence with sufficient specificity to enable the decision-maker to respond to the issue precludes an appeal based on that issue.
- (c) Posted Notice. The City shall post the notice of public hearing on the project site in clear view from a public right-of-way using a poster format prescribed by the Director. Posting shall occur not later than the date of the mailing of the notice.
- (d) Certification of Notices. The City shall prepare an affidavit or other certification stating the date(s) the notices were mailed and posted, which shall be made a part of the file.
- (e) Newspaper Notice. The City shall publish a notice in a newspaper of general circulation in the City at least ten days prior the date of the public hearing.

(3) Conduct of the Public Hearing.

(a) Announcements. At the commencement of the hearing, the Chairperson, or the Chair's designee, shall state to those in attendance all of the following information and instructions.

1. Commence the hearing by announcing the nature and purpose of the hearing and summarizing the rules for its conduct.
2. Call for statements of conflicts of interest, ex parte contacts, and bias or challenges to impartiality on these bases.
3. Identify the applicable approval criteria by commonly used citations. (The Chair may reference the written and oral staff report).
4. Testimony, arguments and evidence must be directed toward the approval criteria described in the staff report, or other criteria in the comprehensive plan or land use regulations that the person testifying believes to apply to the decision.
5. Failure to raise an issue accompanied by statements or evidence sufficient to afford the decision-maker and the parties an opportunity to respond to the issue precludes appeal to the state Land Use Board of Appeals on that issue.
6. Prior to the end of the hearing, any participant may request an opportunity to present additional evidence, argument, or testimony regarding the application. If prior to the end of the initial evidentiary hearing, the hearings body shall grant such request by continuing the public hearing as provided in subsection 11.08 (3) (e), below, or leaving the record open for additional written evidence, arguments or testimony, as provided in subsection 11.07 (3) (f), below. If not the initial evidentiary hearing, the hearings body has discretion to grant any such request.
7. At the conclusion of the hearing, the hearings body shall deliberate and make a decision based on the facts and arguments in the record, or may set deliberation and decision making over to a future meeting date within applicable timelines.

(b) Ex Parte Contacts, Conflicts of Interest and Bias.

1. Actual Conflicts of Interest/Bias. A member of the hearings body will voluntarily recuse him- or herself from discussing and voting on a matter when:
 - a. Any of the following has a direct or substantial pecuniary interest in the matter: the member or the member's spouse, brother, sister, child, parent, father-in-law, or mother-in-law; any organization or business in which the member is then serving as an officer or director or employee or has so served within the previous 2 years; or any business with which the

member is negotiating for or has an arrangement or understanding concerning a prospective partnership, employment or other business affiliation.

- b. The member owns all or a portion of the property that is the subject of the matter before the hearings body or owns abutting or adjacent property.
- c. The member has a direct personal interest in the matter or for any other reason cannot participate in the hearing and decision impartially.

Any member of the hearings body who has an actual conflict of interest in the matter shall disclose the nature of the actual conflict, on the record. Following disclosure of the reason for abstention, the member shall leave the table during hearing, deliberation, discussion, and voting on the matter.

- 2. Potential Conflicts of Interest or Bias. Any member of the hearings body who has a potential conflict of interest or perceived bias in the matter shall disclose the nature of the potential conflict or bias on the record. Following disclosure, the member may proceed in the same manner as described in subsection 11.07 (3) (b) 6., below.
- 3. Ex Parte Contacts. Ex parte contacts must be announced on the record as called for under subsection 11.07 (3) (a) 2. Ex parte contacts are all reports or other materials outside the record, including communications directly or indirectly with any applicant, appellant, other party to the proceedings or party representative about any issue involved in the hearing or in connection with the particular application. Ex parte contacts invalidate the hearings body's decision unless placed on the record and all parties are provided a right to rebut the substance of the communication at the first hearing following the communication. A communication between a hearings body member and City staff is not an ex parte contact for purposes of this Section.
- 4. The applicant and interested parties have the right to challenge the qualifications of any hearings body member and to rebut the substance of any disclosed ex parte contact, conflict of interest or bias declaration on the record.
- 5. If an identified potential conflict, contact, or bias has not impaired the member's impartiality and ability to decide the matter on the record, the member shall so state on the record and may then participate in the hearing and decision.

- (c) Presenting and Receiving Evidence.
 - 1. The hearings body may set reasonable time limits for oral presentations and may limit or consolidate cumulative, repetitious, or irrelevant testimony, argument or evidence.
 - 2. No oral testimony shall be accepted after the close of the public hearing. Written testimony may be received until the record is closed.
- (d) The hearings body, in making its decision, shall consider the facts and arguments in the record, except that the hearings body may take notice of local, state, or federal regulations, previous City decisions, case law and similar evidence if entered into the record prior to the final decision.
- (e) If the hearings body grants a continuance, the hearing shall be continued to a date time and place certain, announced into the record, that is at least seven (7) days after the date of the first evidentiary hearing. When announced in this manner, no additional notice is required. An opportunity shall be provided at the continued hearing for persons to present and respond to new evidence, argument or testimony. If new written evidence is submitted at the continued hearing, any person may request, prior to conclusion of the continued hearing that the record be left open for at least seven days to submit additional written evidence, arguments or testimony in response to the new written evidence. In the interest of time, the hearing body may close the hearing and limit additional testimony to arguments and not accept additional evidence.
- (f) If the hearing body leaves the record open for additional written testimony, the record shall be left open for at least seven days after the hearing. Any participant may file a written request with the City for an opportunity to respond to new evidence submitted while the record was left open. If such a request is filed, the hearing body shall reopen the record, as follows:
 - 1. When the record is reopened to admit new evidence, arguments or testimony, any person may raise new issues that relate to that new evidence, argument, testimony or applicable criteria.
 - 2. An extension of the hearing or record granted pursuant to this Section is subject to the limitations of Section 11.11.
 - 3. Unless waived by the applicant, the hearings body shall grant the applicant at least seven days after the record is closed to all other persons to submit final written arguments, but not new evidence. Applicant's additional 7 days is excluded from and not subject to any applicable 120 day limit of ORS 227.178.

(4) Notice of Decision.

(a) Mailing of Notice of Decision. The City shall mail notice of the decision to the following:

1. Applicant or authorized agent.
2. Owners and occupants of the subject property.
3. Parties of record, including any group or individual who submitted written comments during the comment period.
4. Those groups or individuals who requested notice of the decision.
5. The Department of Land Conservation and Development, if required.

(b) Content of Notice of Decision. The notice shall include all of the following:

1. The date notice was mailed.
2. The decision.
3. A statement that the decision will not become final until the period for filing a local appeal has expired.
4. An explanation of the appeal rights, including any right of appeal to LUBA.

(5) Certification of Notices. The City shall prepare an affidavit or other certification stating the date(s) the notices were mailed and posted, which shall be made a part of the file.

(6) Effective Date of Decision. Unless a condition of approval specifies otherwise or the decision is appealed, a Type III decision becomes effective 12 days after the City mails the notice of decision.

(7) Appeal of Type III Decision. A Type III decision may also be appealed to the Council as follows:

(a) Who May Appeal. Appeals may only be filed by the following parties:

1. Applicant
2. Owner of the subject property.
3. Neighborhood group officially recognized by the City that includes the area of the subject property.
4. Any person who submitted written comments or provided oral testimony at the public hearing.

(b) Appeal Filing Procedure.

1. Notice of Appeal. An appeal of a Planning Commission Type III decision requires submittal in accordance with this subsection of a notice of appeal and the appeal fee.

2. Time for Filing. The notice of appeal shall be filed with the City Administrator within 12 days of the date the notice of decision is mailed.
 3. Content of Notice of Appeal. The notice shall include the appellant's name, address, identification and date of the appealed decision, an explanation of appellant's standing, and a clear and distinct explanation of how the decision-maker failed to properly evaluate the application procedurally or make a decision consistent with applicable criteria. The basis of the appeal is limited to the issues raised during review of the original application.
 4. The requirements of this Section for submittal of an appeal are jurisdictional and required for City acceptance.
- (c) Mailed Notice. The City shall mail the notice of appeal together with a notice of the date, time, and place of the City Council appeal hearing to all Interested Parties, as defined in subsection 11.07 (7), at least 20 days prior to the meeting. The notice shall contain all information required for the original notice, as specified in subsection 11.07 (2) (b).
- (d) Scope of Appeal. The review of a decision of the Planning Commission by the City Council shall be confined to the record of the proceeding before the Commission. The record shall consist of the appealed decision, the original application and all materials submitted prior to the close of the record, including minutes and recorded testimony of prior hearings.
- (e) Appeal Hearing Procedure. The decision of the City Council is the final decision of the City on an appeal of a Type III decision, unless the decision is remanded to the Planning Commission.
1. Oral Argument. Oral argument on the appeal shall be permitted before the Council. Oral argument shall be limited to ten minutes for the applicant, ten for the appellant, if different, and three minutes for any other party. Written arguments shall be submitted to the City Recorder prior to the commencement of oral testimony.
 2. Council Decision. The Council may affirm, reverse, modify, or remand the decision and may approve or deny the request, or grant approval with conditions. The Council shall make findings and conclusions, and make a decision based on the record before it as justification for its action. The Council shall cause copies of a final order to be sent to all parties participating in the appeal.
- (f) Record of the Public Hearing. For purposes of City Council review, the notice of appeal and the written arguments submitted by the parties to the appeal, and the oral arguments, if any, shall become part of the record of the appeal proceeding. The public hearing record shall include the following information:

1. The notice of appeal and the written arguments submitted by the parties to the appeal.
2. Copies of all notices given as required by this Article, and correspondence regarding the application that the City mailed or received.
3. All materials considered by the hearings body including the application and all materials submitted with it.
4. Documentary evidence, exhibits and materials submitted during the hearing or at other times when the record before the Planning Commission was open.
5. Recorded testimony (including DVDs when available).
6. All materials submitted by the Director to the hearings body regarding the application;
7. The minutes of the hearing.
8. The final written decision of the Commission including findings and conclusions.

- (g) Effective Date and Appeals to State Land Use Board of Appeals. City Council decisions on Type III applications are final the date the City mails the notice of decision. Appeals of Council decisions on Type III applications must be filed with the State Land Use Board of Appeals, pursuant to ORS 197.805 - 197.860.

SECTION 11.08 TYPE IV PROCEDURE (QUASI-JUDICIAL ZONING MAP AMENDMENT)

Certain zoning map amendments are discretionary in nature, and require the exercise of judgment in applying the policies of the Comprehensive Plan and its implementing ordinances. These actions fall under the quasi-judicial standards established under Section 11.07, but also require review and approval by the City Council and adoption by ordinance.

- (1) Determination. A request will generally be considered a quasi-judicial process if it involves the following factors:
- (a) The process is bound to result in a decision;
 - (b) The decision-maker is bound to apply preexisting criteria to concrete facts; and
 - (c) The action is customarily directed at a closely circumscribed factual situation or small number of persons.

Although no factor is considered determinative and each must be weighed, the more definitively these factors are answered affirmatively, the more it will be considered a quasi-judicial decision.

- (2) Procedure. Type IV decisions require a recommendation made by the Planning Commission after a public hearing following the Type III quasi-judicial hearings procedures of Section 11.07, except the City Council is the sole review authority for annexations. The City Council reviews the recommendation of the Planning Commission at a second Type III quasi-judicial public hearing and is the final decision-maker in Type IV development applications. If approved, a Type IV final decision shall be adopted by ordinance.
- (3) Notice of Public Hearing. Notification procedure for Type IV Planning Commission and Council actions shall follow the same procedures as that for Type III actions, but shall also include notification to State agencies such as DLCDC, ODOT, etc. as applicable.
- (4) Final Decision, Effective Date, and Notice of Decision. A Type IV action, if approved, becomes final and takes effect as specified in the enacting ordinance. A notice of decision shall be mailed to all parties as specified for a Type III decision, and DLCDC.

SECTION 11.09 TYPE V PROCEDURE (LEGISLATIVE DECISION)

Type V actions are reviewed by the Planning Commission, which makes a recommendation to the City Council. The Council makes final decisions on legislative proposals by enacting an ordinance.

- (1) Initiation of Requests. The City Council or Planning Commission may initiate an action for a legislative decision.
- (2) Procedure. Public hearings on Type IV actions are conducted similar to City Council hearings on other legislative proposals, except the matter shall have an initial evidentiary public hearing before the Planning Commission, who shall make a recommendation to the City Council. Criteria for approval shall include, as applicable, establishing consistency with the Comprehensive Plan.
- (3) Notice of Public Hearing. Notification procedure for Type IV actions is as follows:
 - (a) The Director shall notify in writing the Oregon Department of Land Conservation and Development (DLCDC) of legislative amendments to the Comprehensive Plan, Zoning Map, Land Development Ordinance, or Land Division Ordinance at least 35 days before the first public hearing at which public testimony or new evidence will be received.

- (b) At least 20 days but not more than 40 days before the date of the first hearing on an application to legislatively amend the Comprehensive Plan, Zoning Map, the Land Development Ordinance, or the Land Division Ordinance, the Director shall mail notice of such hearing to:
 - 1. Each owner whose property is rezoned in accordance with ORS 227.186;
 - 2. For a zone change affecting a manufactured home or mobile home park, all mailing addresses within the park, in accordance with ORS 227.175; and
 - 3. Neighborhood groups and community organizations that have submitted written request for notification.
- (c) At least ten days before the scheduled Planning Commission and City Council public hearing dates, public notice shall be published in a newspaper of general circulation in the City. The notice shall include the time and place of the public hearing, and a brief description of the proposed amendment.
- (4) Final Decision, Effective Date, and Notice of Decision. If a legislative proposal is approved pursuant to this ordinance, it becomes final and takes effect as specified in the enacting ordinance. A notice of a legislative land use decision shall be mailed to all parties of record, those groups or individuals who requested notice of the decision, and DLCD.

SECTION 11.10 APPLICATION SUBMITTAL REQUIREMENTS

The Director is authorized to set standards and procedures for application submittal requirements, including the number and type of applications required (e.g., hard copies, electronic copies), size and format of applications (e.g., paper size, electronic format), and dates when applications can be received. The Director shall make the requirements for application submittals readily available to the public.

SECTION 11.11 COMPLETE APPLICATION AND TIME LIMITS

- (1) Complete Applications. The Director shall determine within 30 days of receiving an application for Type I-IV review whether the application is complete, and shall advise the applicant accordingly in writing. Where an application is deemed incomplete, the Director shall inform the applicant that the applicant must respond pursuant to subsection (a), (b), or (c), below, within 180 days from the date of application submittal. The 120-day clock under subsection (2) below does not begin until the applicant:
 - (a) Submits all of the missing information; or

- (b) Submits some of the missing information and written notice that no other information will be provided; or
 - (c) Submits written notice that none of the missing information will be provided.
- (2) Time Limit - 120-day Rule. If required by statute, the City shall take final action on Type I-IV land use applications pursuant to this Article, including resolution of all local appeals, within 120 days from the date the Director deems the application complete for purposes of processing, unless the applicant requests an extension in writing. If the City of Veneta surpasses a population of 5,000, certain multifamily projects may be subject to a reduced time limit of 100 days pursuant to SB 1051.
- (3) Time Periods. In computing time periods prescribed or allowed by this Article, the designated period of time does not include the date of the action or event cited. For example, where this ordinance provides for an appeal period ending ten days after the City mails a decision, the ten-day period does not include the day the decision is mailed. The last day of the period shall be included, unless it is a Saturday, Sunday, or a legal holiday, in which case the period runs until the end of the next day that is not on a weekend or legal holiday.

SECTION 11.12 CITY COUNCIL OR PLANNING COMMISSION MAY INITIATE PROCEDURES

The City Council or Planning Commission may initiate any Type I, Type II, Type III, or Type IV planning action by motion duly adopted by the respective body designating the appropriate City department to complete and file the application.

SECTION 11.13 FAILURE TO RECEIVE NOTICE

The failure of a property owner to receive notice shall not invalidate such proceedings if the City can demonstrate by affidavit that such notice was mailed.

SECTION 11.14 RESUBMITTAL OF APPLICATIONS

A Type II-IV application that is denied by the Planning Commission or the City Council shall not be eligible for resubmittal for one year from the date of the denial, unless evidence is submitted that conditions, the application, or the project design have changed to an extent that further consideration is warranted.

SECTION 11.15 FEES

Fees authorized by this Ordinance and the Land Division Ordinance shall be set by Council resolution.

SECTION 11.16 WITHDRAWAL OF AN APPLICATION

- (1) An application may be withdrawn if the City receives consent in writing to withdraw the application from the owner(s) of the property or their authorized representative(s) under the following circumstances:
 - (a) An applicant may withdraw an application at any time before the application is deemed complete.
 - (b) An applicant may withdraw an application previously deemed complete at any time prior to adoption of a final City decision.
 - (c) The City Administrator or designee may withdraw any City-initiated application at any time.
 - (d) Notwithstanding any preexisting, nonconforming use that remains consistent with the allowances of Article 9, a violation of a City ordinance has been identified on the subject property and processing of the application would not correct the identified violation.
- (2) If an application is withdrawn after public notice has been mailed, any noticed hearing will be cancelled.
- (3) Once an application has been withdrawn, the application fees shall be refunded by the following formula:
 - (a) Application withdrawn prior to being deemed complete: 85%.
 - (b) Application withdrawn prior to publication or distribution of public notice: 75%.
 - (c) Application withdrawn after publication or distribution of public notice: 50%.
 - (d) Application withdrawn after issuance of a decision or public hearing: no refund.

SECTION 11.17 EXPIRATION OF DECISION.

- (1) Unless a different period of time is established within a decision issued pursuant to this ordinance or the Veneta Land Division Ordinance, decisions issued pursuant to a Type I-IV process shall expire and become void automatically after the number of years specified in Table 11.17 unless one of the following circumstances has occurred:
 - (a) Actual construction or alteration has begun under a required permit, or in the case of a permit not involving construction or alteration, actual commencement of the authorized activity has begun;

- (b) The approved land use has begun and is continuing operation in compliance with any applicable conditions of approval; or
 - (c) An extension has been granted pursuant to Section 11.17.
- (2) If a final local decision is on appeal, the effective date of the decision and corresponding valid period before expiration shall begin when the final decision is issued on the appeal.
- (3) Type IV actions are not subject to expiration or extension.

| Table 11.17 Expiration and Extension of Decisions | | | |
|--|---------------------|--------------------|------------------------------|
| Procedure | Valid Period | Extension 1 | Additional Extensions |
| Type I | 1 | 0 | 0 |
| Type II | 3 | 1 | 0 |
| Type III | 3 | 1 | 1 |
| Type IV | N/A | N/A | N/A |

SECTION 11.18 EXTENSION OF DECISION

- (1) Written Request for Extension Required. A written request to extend the expiration date of a decision made pursuant to this ordinance must be filed with the Director by the applicant before the decision expires.
- (2) No Modifications. The previous land use decision will not be modified in any way.
- (3) First Extension. A first extension may be granted for the applicable period of time as specified in Table 11.17 pursuant to subsection (1), above. A first extension shall be approved through a Type I permit.
- (4) Second or Longer Extension. A request for a second extension of a Type III decision or an extension longer than specified in Table 11.17 may be considered subject to the following criteria:
- (a) The extension is necessary because it is not possible to begin development within the allowed time for reasons beyond the control of the applicant;
 - (b) The previous land use decision will not be modified in design, use, or conditions of approval; and
 - (c) There have been no changes in circumstances, applicable regulations, or statutes likely to require modification of the previous land use decision or conditions of approval since the effective date of the previous land use decision.

- (d) Second extensions shall be considered through the Type III Conditional Use procedure and shall not be used to extend an entitlement that would have been rendered noncompliant by a change in local code; or State, Federal or case law.
- (5) Extensions for Multi-phase Projects. Phasing schedules are required as part of the initial decision for multi-phase projects. Longer approval periods for multi-phase projects may be authorized if approved by the decision-maker under one of the following circumstances:
 - (a) Completion of a phase may extend the approval period of remaining phases only if specifically granted in the original approval; or
 - (b) Post-approval phasing extensions shall be considered through the Type III Conditional Use procedure and shall not be used to extend an entitlement that would have been rendered noncompliant by a change in local code; or State, Federal or case law.

SECTION 11.19 EXPEDITED LAND DIVISIONS

In conformance with ORS 197.360, applications for an Expedited Land Division (“ELD”) may be submitted subject to the following:

- (1) Application Form and Fee. Applications for an ELD shall be submitted on forms provided by the Director. All property owners of the subject parcel or their authorized agent, as applicable, must sign the application. The application shall not be considered complete unless it includes all information required by this ordinance.
- (2) Submittal Information. The application shall include all of the following information:
 - (a) The information requested on the application form.
 - (b) Plans and exhibits required for the ELD sought.
 - (c) A written statement or letter explaining how the application satisfies each and all of the relevant criteria and standards in sufficient detail.
 - (d) Information demonstrating compliance with all prior decision(s) and conditions of approval for the subject site, as applicable.
 - (e) The required fee.
- (3) Decision. The Director shall approve or deny an ELD application after conducting the review procedures required by ORS 197.365.

- (4) Appeal Procedure. The Director's decision may only be appealed in accordance with ORS 197.375.

SECTION 11.20 AMENDMENTS TO THE COMPREHENSIVE PLAN AND IMPLEMENTING ORDINANCES

- (1) Purpose. Amendments may be necessary from time to time to reflect changing community conditions, needs and desires; to correct mistakes; or to address changes in the law.
- (2) Authorization to Initiate Amendments. An amendment to the Comprehensive Plan text or map, this Ordinance, the Land Division Ordinance, or amendments to the zoning map that do not fall under the Type IV procedure may only be initiated by the City Council, the Planning Commission or by application of the property owner by filing an application with the City Administrator using forms prescribed pursuant to this Ordinance.
- (3) Compliance with Comprehensive Plan. Any Type V amendments shall comply with the provisions of the City of Veneta Comprehensive Plan text and map, excepting amendments to the Comprehensive Plan Text or map.
- (4) Compliance with Statute and Rule. Certain Sections of this ordinance are preempted by Oregon Revised Statutes (ORS) and Oregon Administrative Rules (OAR). Any amendments to local ordinances shall comply with applicable Statute and Rule. If an amendment to the ORS or OAR is adopted at the State level, the City shall observe those standards even if not formally incorporated into this ordinance through the procedure for an amendment.
- (5) Review Procedure. Applications shall be processed using the Type V procedure set forth in Section 11.09.
- (6) Adoption by Ordinance. All decisions to amend this ordinance or the Comprehensive Plan text or maps require adoption by City Council ordinance. After a Planning Commission public hearing, the Commission shall recommend to the City Council approval, approval with modifications, or denial of the amendment, based upon applicable approval criteria. The Council shall consider the recommendation of the Planning Commission and at a duly noticed meeting act to reject or adopt the Planning Commission's recommendation. Approval shall be effected by ordinance adoption.

ARTICLE 12 - HOME OCCUPATIONS

12.03 MINOR HOME OCCUPATIONS

Home occupations in compliance with the standards for all home occupations and the standards listed below are permitted as accessory uses. An annual business registration is required as well as a signed agreement acknowledging compliance with the relevant home occupations standards, which shall be processed as a Type I action.

- (1) All aspects of the home occupation, including storage of materials and equipment, shall be contained and conducted within a completely enclosed, lawfully-built structure and be conducted in such a manner as not to give an outward appearance of a business.
- (2) The home occupation shall use no more than 25 percent of the floor area used for human occupancy, or no more than 500 square feet in an accessory structure or attached garage.
- (3) On-site storage of hazardous materials (including toxic, explosive, noxious, combustible, or flammable) is prohibited.
- (4) The use shall involve no more than an average of five customers/clients per week.
- (5) No one from outside the resident household shall work at the home occupation site. The home occupation site shall not be used as a gathering or meeting place for people employed by or associated with the home occupation. A "home occupation site" means the property on which the home occupation is conducted.
- (6) There shall be no more than an average of one commercial delivery or pickup per week to or from the home occupation site.
- (7) No additional on-site parking will be needed. Residential off-street parking requirements as specified in 417 5.20(11) still apply.
- (8) No written complaints have been received regarding the home occupation. If a written complaint is submitted to city staff, the city shall not renew the business license until the Planning Commission has approved the home occupation as a conditional use.

ARTICLE 13 - DEFINITIONS

13.02 DEFINITIONS

As used in this ordinance and Ordinance No. 494, the following words and phrases shall mean:

Abut. Contiguous to or immediately join. For example, two (2) lots with a common property line are considered to be abutting.

Access. The way or means by which pedestrians and vehicles enter and leave property.

Accessory Structure or Use. A structure or use incidental, appropriate and subordinate to the main use of property and located on the same lot as the main use. Accessory structures are not permitted on vacant parcels of land. Accessory structures (including those originally designed for human habitation such as mobile homes) shall not be used for human habitation.

Activity Center. Uses or buildings that are open to the public, have a civic or community function, and/or attract visitors. Uses include public parks, public buildings (e.g., post office, library, city offices, schools), elder care facilities, and shopping centers.

Alley. A street that is more than ten (10) feet and less than sixteen (16) feet in width which affords primarily a secondary means of access to property.

Alter. Any change, addition or modification in construction or occupancy.

Applicant. The person making application to the City for any action as the owner or representative of the owner of the property that is subject of the action. The applicant shall provide proof of permission for the requested action from all owners or other persons having an interest in the property subject to the action.

Barn. A farm building for housing livestock or animals.

Basement. A story partly or wholly underground. A basement shall be counted as a story for purposes of height measurement where more than one-half of its height is above the average level of the adjoining ground.

Block. An area bounded on 4 sides by streets not including cul-de sacs. In residential zones, block lengths do not exceed 600 feet and block perimeters do not exceed 1800 feet except where topography, natural features, or existing development creates conditions requiring longer blocks.

Building. Any structure used or intended for supporting or sheltering any use or occupancy.

Building Height. The vertical distance from the grade to the highest point of the coping of a flat roof, to the deck line of a mansard roof or to the average height of the highest gable of a pitch or hip roof. The average maximum vertical height of a building or structure measured at a minimum of three points from finished grade along each building elevation. Architectural elements that do not add floor area to a building or structure, such as chimneys, vents, antennae and towers are not considered part of the height of a building or structure.

Building Inspector. The Division Director of the Lane County Department of Environmental Management, Construction Permits Division, his authorized representative or any other authorized building inspector appointed by the Veneta City Council.

Building Line. A line on a plat or map indicating the limit beyond which buildings or structures may not be erected. Buildings shall not overhang over an easement or dedicated right-of-way.

Building & Planning Official. See the definition for the term “Director”.

Chicken Run. An enclosed area in which chickens are allowed to walk and run about and that is attached to a chicken coop.

City. The City of Veneta, Oregon.

City Council. The Council of the City of Veneta, Oregon, which is the governing body of said City.

Co-Housing. Private dwelling units with shared spaces such as community dining, cooking, and recreation rooms for adults and children. Individual units may be rented or owner-occupied. Due to the shared facilities, the lot configuration may deviate from standard requirements such as street frontage and parking spaces.

Comprehensive Plan. A City plan for the guidance of growth and improvement of the City, including modifications or refinements which may be made from time to time.

Day Care Facility. Any facility that provides child care to children, including a day nursery, nursery school, child care center, certified or registered family child care home or similar unit operating under any name serving sixteen (16) or more children.

Day Care - Family, Registered or Certified. A day care that is a certified under ORS 657A.280, serving sixteen (16) or fewer children or registered under ORS 657A.330 serving ten (10) or fewer children.

Declarant. A person who files a declaration under ORS 92.075.

Declaration. The instrument described in ORS 92.075 by which the subdivision or partition plat was created.

Density, Gross. The number of dwelling units per acre of land, including areas devoted to dedicated streets, sidewalks, other public rights-of-way, parks, and non-residential uses allowed in residential areas.

Density, Net. The number of dwelling units per acre of land in planned or actual use -- excluding from the acreage dedicated streets, sidewalks, other public rights-of-way, parks, and non-residential uses allowed in residential areas.

Designated Arterials and Connectors. Streets identified in the Veneta Comprehensive Plan Functional Class map as Principal or Minor Arterials or Major or Minor Collectors.

Development. A building or mining operation, making a material change in the use or appearance of a structure or land, dividing land into two or more parcels, including partitions and subdivisions as provided in ORS 92.010 to 92.285, and creating or terminating a right of access.

Director. The City of Veneta Community Development Director or the City Administrator’s designee.

Dog Kennel. A place of business for the care of dogs, including but not limited to the boarding, grooming, breeding, training, or selling of dogs, but not including an animal hospital.

Driveway. An area on private property where automobiles and other vehicles are operated or allowed to stand.

Driveway Approach. An area within the Right-of-Way, between the roadway of a public street and private property line, intended to provide access for vehicles from the roadway to a definite area of the private property, such as a driveway or parking area intended and

used for the ingress and egress of vehicles. The component parts of the driveway approach are termed the apron, the end slopes or curb return, and the sidewalk section.

Dwelling, Accessory. Accessory Dwelling Unit means an interior, attached or detached residential structure that is used in connection with or that is accessory to a single family dwelling.

Dwelling, Multi-family. Attached housing where each dwelling unit is not located on a separate lot.

Dwelling, Single-Family. A building (detached or attached) used exclusively as a dwelling unit and built to the specifications of the Oregon Residential Specialty Code or a manufactured home as defined within the statutes of the State of Oregon, on a permanent foundation.

Dwelling, Single-Family Detached. A dwelling unit that is free standing and separate from other housing units.

Dwelling Unit. A single unit providing complete independent living facilities, designed for occupancy by one (1) family and including permanent provisions for living, sleeping, eating, cooking and sanitation.

Facilities. For the purposes of this Code, facilities are water, sewer, stormwater, telephone, cable, natural gas, electric, telecommunication facilities and broadband fiber conduit.

Family. An individual or two (2) or more persons related by blood, marriage, legal adoption or legal guardianship living together in one dwelling unit using one kitchen and providing meals or lodging to not more than two (2) additional persons excluding servants; or a group of not more than five (5) unrelated persons living together in one dwelling unit using one kitchen.

Fence, Sight-Obscuring. A continuous fence, wall, evergreen planting or combination thereof, constructed and/or planted so as to provide a specified percentage of view-obscuring screens.

Final Action / Decision / Approval. Any legislative, administrative, or quasi-judicial action that establishes the final determination of the City on any land use action by reducing said decision in writing.

Findings of Fact. The conclusions of a judge, jury, or administrative tribunal regarding the underlying facts of the case under consideration.

Floor Area. The area included within the surrounding exterior walls of a building or portion thereof, exclusive of vent shafts and courts. The floor area of a building or portion thereof, not provided with surrounding exterior walls, shall be the usable area under the vertical projection of the roof or floor above.

Grade (Ground) Level. The average elevation of the finished ground level at the exterior of all walls of a building, except that if a wall is parallel to and within five (5) feet of a sidewalk, the sidewalk elevation nearest the wall shall constitute ground level.

Hardscape. Permanent improvements to a site other than a building, including but not limited to, plazas, concrete planters, decks, sitting areas and other similar architectural features that include small unit pavers or concrete.

High Impact Recreation Facilities. Facilities which have the potential for creating significant impacts through traffic generation, noise, dust, chemical use, lighting, or other nuisance characteristics. High impact recreation facilities include, but are not limited to,

sport complexes, stadiums, equestrian arenas, golf course and driving ranges, and swimming pools.

Home Occupation. A lawful business carried on by a resident of a dwelling where the business is secondary to the residential use of the property. See Veneta Municipal Code 5.05 for definitions and licensing requirements for businesses.

Horticulture. The cultivation of crops, orchards, or gardens. Domestic horticulture involves plants grown for the people living on the property. Commercial horticulture involves plants that will be sold; either on-site or delivered to a buyer off-site. Farm stands and u-pick sales are temporary uses that may require a permit.

Junkyard. Any property used by a business that deals in buying, selling, trading, and storing, old motor vehicles, old motor vehicle parts, abandoned autos, or machinery or parts thereof, or appliances or parts thereof.

Kenel. Any lot or premises on which three (3) or more adult dogs are kept, whether by owners of the dogs or by persons providing facilities and care, whether or not for compensation. An adult dog is one that has reached the age of six (6) months.

Legal Lot. A lot or parcel created pursuant to ORS 92.010 to 92.190, a unit of land created in compliance with all applicable city land division regulations, or a unit of land created by deed or land sales contract, if there were no applicable planning, zoning or subdivision or partition ordinance or regulations in effect at the time of the deed or land sales contract.

Loading Space. An off-street space or berth on the same lot with a building for the temporary parking of a commercial vehicle while loading or unloading merchandise or materials and which abuts upon a street, alley or other appropriate means of access.

Lot. A single unit of land that is created by a subdivision of land.

Lot Area. The total land area, commonly measured in square feet, within the boundaries of a legal lot, exclusive of any street or alley rights-of-way.

Lot, Corner. A lot at least two adjacent sides of which abut streets other than alleys, provided the angle of intersection of the adjacent streets does not exceed 135 degrees.

Lot, Through. A lot having frontage on two parallel or approximately parallel streets other than alleys.

Line, Property. The division line between two units of land.

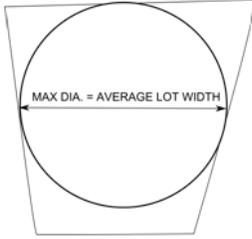
Lot Line, Front. The lot line separating the lot from a street other than an alley and, in the case of a corner lot, the shortest lot line along a street other than an alley. For flag lots, the lot line abutting the pole portion of the lot. See also Yard, Front

Lot Line, Rear. The lot line which is opposite and most distant from the front lot line.

Lot Line, Side. Any lot line not a front or rear lot line. See also Yard, Side

Lot, Flag. A lot or parcel that has the bulk of its area set back some distance from a road or street and that is connected to the road or street via a thin strip of land (i.e., the flagpole).

Lot Width. The horizontal distance between the side lot lines, ordinarily measured parallel to the front lot line. For irregular shaped lot, lot width shall be determined by measuring the maximum diameter of a circle that fits entirely within the property lines as shown below:



Manufactured Dwelling. Residential trailers constructed before January 1, 1962; mobile homes constructed between January 1, 1962 and June 15, 1976, which met Oregon construction standards then in effect; and manufactured homes constructed to federal standards. (Refer to definition of Dwelling, Single-Family for siting and construction requirements.)

Manufactured Dwelling Park. Any place where two (2) or more manufactured dwellings are parked within 500 feet of one another on a lot, tract, or parcel of land under the same ownership, the primary purpose of which is to rent space or keep space for rent to any person for a charge or fee paid or to be paid for the rental or use of facilities or to offer space free in connection with securing the trade or patronage of such person. A manufactured dwelling park has the same definition as a mobile home park. Manufactured dwelling parks within Veneta are required to register as a business each year.

Map. A final diagram, drawing or other writing concerning a partition.

Medical marijuana Facility. A facility registered with the Oregon Health Authority under ORS 475.314 and OAR 333-008-1050 to:

- (1) Accept the transfer of usable marijuana and immature marijuana plants from a registry identification cardholder, the designated primary caregiver of a registry identification cardholder, or a person responsible for a marijuana grow site to the medical marijuana facility; or
- (2) Transfer usable marijuana and immature marijuana plants to a registry identification cardholder or the designated primary caregiver of a registry identification cardholder.

Mobile Vending Unit. Any vehicle that is self-propelled, or can be pulled or pushed down a sidewalk, street, highway or waterway intended for retail, food, or drink sales.

Mobile Vending Site. One (1) site with multiple (three or more) mobile vendors.

Nonconforming Structure, Lot or Use. A lawful existing structure, lot or use at the time this ordinance or any amendment thereto becomes effective which does not conform to the dimensional or similar standards of the zone in which it is located.

Open Space. Land area to be used for scenic or open recreational purposes within the development. Open space does not include street right-of-way, driveways, parking areas, required setbacks or public service easements unless these areas have some special recreational design or purpose.

Owner. An individual, association, partnership, or corporation having legal or equitable title to land, other than legal title held for purpose of security only.

Parcel. A unit of land that is created by a partitioning of land.

Parking Space. An off-street enclosed or unenclosed surfaced area with minimum dimensions of eighteen (18) feet by nine (9) feet, exclusive of maneuvering and access area, permanently reserved for the temporary storage of one automobile and connected with a street by a surfaced driveway which affords ingress and egress for automobiles.

Partition. Either an act of partitioning land or an area or tract of land partitioned as defined in this Section.

Partition Land. To divide an area or tract of land into two or three parcels within a calendar year when such area or tract of land exists as a unit or contiguous units of land under single ownership at the beginning of such year. "Partition land" does not include divisions of land resulting from lien foreclosures; divisions of land resulting from the creation of cemetery lots; and divisions of land made pursuant to a court order, including but not limited to court orders in proceedings involving testate or intestate succession; and "partition land" does not include any adjustment of a lot line by the relocation of a common boundary where an additional parcel is not created and where the existing parcel reduced in size by the adjustment is not reduced below the minimum lot standards of the zoning ordinance.

Person. A natural person, firm, partnership, association, social or fraternal organization, corporation, trust, estate, receiver, syndicate, branch of government, or any group or combination acting as a unit.

Planning Commission. The Planning Commission of the City of Veneta, Oregon.

Professional Office. An office occupied by doctors, dentists, accountants, attorneys, optometrists, architects, professional engineers or surveyors or persons engaged in similar occupations.

Property Line Adjustment. A relocation or elimination of all or a portion of the common property line between abutting properties that does not create an additional lot or parcel. An adjusted property line shall be surveyed and monumented in accordance with ORS 92.065(3); a survey, complying with ORS 209.250, shall be filed with the county surveyor; and the property line adjustment shall be recorded with the Lane County Department of Deeds and Records.

Public and Semi-Public Building or Use. A building or use owned or operated by a religious, charitable or other non-profit organization; a public utility or any social agency such as a church, school, auditorium, meeting hall, hospital, club, nursing or care home, stadium, library, art gallery, museum, fire station, utility substation, cemetery, park, playground, sports field, bicycle or pedestrian way or community center.

Quasi-Judicial. Refers to an action or decision that requires substantial discretion or judgment in applying the standards or criteria of this Code. Quasi-judicial land use decisions involve a public hearing.

Recreational Vehicle. A vacation trailer or other unit, with or without motive power, which is designed for human occupancy and to be used temporarily for recreational or emergency purposes. It shall also include a camper placed on a pickup truck.

Reduction. A lessening in value, quantity, size, or the like.

Remodel. The addition to, removal of or from, or physical modification or repair of an exterior part or portion of a building.

Replat. The act of plating the lots, parcels and easements in a recorded subdivision or partition plat to achieve a re-configuration of the existing subdivision or partition plat or to increase or decrease the number of lots in the subdivision.

Residential Facility. Residential Facility with six (6) or more persons as defined by ORS 197.660.

Residential Home. A residential treatment or training or adult foster home that provides residential care alone or in conjunction with treatment or training or a combination thereof

as defined by ORS 197.660 for five or fewer individuals who need not be related. Staff persons required to meet licensing requirements shall not be counted in the number of facility residents, and need not be related to each other or to any resident of the residential home.

Right-of-Way (ROW). The right of passage or of way, which is a servitude imposed by law or convention, and by virtue of which one has the right to pass over or through the property of another as is set forth by its terms.

Service Station, Automobile. A place or station designed and used primarily for the supplying of motor fuel, oil, lubrication and accessories to motor vehicles but excluding major repair and overhauling.

Shadow Plat. A future subdivision or partition concept plan approved by the city in conjunction with a request for interim development (often a single-family residence or partition). The shadow plat is not binding on either the property owner of the city; that is, the property owner would have to apply for tentative plat approval for future development proposals. Shadow plats are designed to ensure that an urban level of development will be possible when urban services become available.

Sign. Any medium including its structure and component parts, which is used or intended to be used to attract attention to the subject matter for advertising purposes.

Sight-Obscuring. To impede the visibility of an area by more than 75 percent through the use of fences, vegetation or other means.

Site. A property (or group of adjacent parcels or lots under the same ownership) that is subject to a permit application under this code.

Street. A public or private way that is created to provide ingress or egress for persons to one or more lots, parcels, areas or tracts of land and including the term, "road," "highway," "lane," "avenue," "alley" or similar designations.

- (1) Alley. A narrow street through a block primarily for vehicular service access to the back or side of properties otherwise abutting on another street.
- (2) Arterial (Principal). Roadways in urbanized areas which serve the major centers of activity, the highest traffic volume corridors, the longest trip desires, and a high proportion of the total urban area travel (even though it may only constitute a relatively small percentage of the total roadway network).
 - (a) Provides significant intra-area travel
 - (b) Because of the nature of the travel served by the major arterial system, almost all are fully and partially controlled access facilities.
 - (c) For major arterials, service to abutting land is subordinate to travel service to major traffic movements.
- (3) Arterial (Minor). Interconnects with and augments the principal arterial system.
 - (a) Accommodates trips of moderate length at a somewhat lower level of travel mobility than major arterials.
 - (b) Distributes travel to geographic areas smaller than the higher system does and offers lower traffic mobility.
 - (c) May carry local bus routes and provide intracommunity continuity. Ideally, does not penetrate identifiable neighborhoods.
- (4) Collector. Provides both land access service and traffic circulation within residential neighborhoods and commercial and industrial areas.

- (a) Differs from Arterial system in that facilities on the collector system may penetrate residential neighborhoods, distributing trips from the arterials through the area to their ultimate destination.
- (b) Conversely, they collect traffic from the local streets in neighborhoods and channel it into the arterial system.
- (5) Cul-de-Sac (Dead End Street). A local street, usually only a few hundred feet in length and closed at one end, designed to serve the interior of a subdivision or large tract of land.
- (6) Half Street. A portion of the width of a street, usually along the edge of a subdivision, where the remaining portion of the street could be provided in another subdivision.
- (7) Limited Access Street. A minor street parallel and adjacent to a major arterial street providing access to abutting properties, but protected from through traffic.
- (8) Local Street. Streets that serve primarily to provide direct access to abutting land and access to the higher order systems. It offers the lowest level of mobility and usually contains no bus routes.

Structural Alteration. Any change to the supporting members of a structure including foundations, bearing walls or partitions, columns, beams, girders or structural change in the roof or in the exterior walls.

Structure Use. That which is built or constructed, an edifice or building of any kind or any piece of work artificially built up or composed of parts joined together in some definite manner. The purpose for which land or a structure is designed, arranged or intended or for which it is occupied and maintained.

Subdivision. Either an act of subdividing land or an area or tract of land subdivided as defined in this Section.

Subdivide Land. To divide land to create four or more lots within a calendar year.

Tentative Plan. The plan of a subdivision or partition submitted to the City for approval under the provision of ORS 92 and Article 3 and Article 5 of the Land Division Ordinance.

Transportation Facility, High Impact. Transportation facility with significant external impacts, such as heliports, helistops, bus terminals, and train terminals.

Transportation Facility, Minor. Transportation facility with minor external impacts, such as a multi-use pathway.

Veterinary Hospital. A building, together with animal runs, in which veterinary services, clipping, bathing, boarding and other services are rendered to dogs, cats and other small animals and domestic pets.

Wetland. Areas that are inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted to life in saturated soil conditions.

Yard, Back (Rear). A yard adjacent to a property line. See also Lot Line, Rear.

Yard, Front. A yard adjacent to a street and to the front entrance of a building. See also Lot Line, Front.

Yard, Side. A yard adjacent to a property line. For a corner lot, the Side Yard (located at the side of a residence or structure) can also be adjacent to a street. See also Lot Line, Side.

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City of Veneta Ordinance No. 557, Exhibit C

Amendments to the **VENETA LAND DIVISION ORDINANCE No. 494**

ARTICLE 2 - APPLICATION PROCEDURES

2.03 SUBMISSION PROCEDURE

Following preliminary review and the pre-development land division conference, where applicable, the land divider shall prepare an application and a tentative plan with other supplementary data required to indicate the general program and objectives of the proposed land division. The form of application shall be as prescribed by the City and shall be submitted to the Building and Planning Official who shall coordinate the process of review and action. The submission and informational requirements and review procedures shall be as specified for each land division classification contained in this ordinance.

Applications that are accompanied by the required application fee will be reviewed and, within 30 days of its receipt, the applicant will be notified as to the completeness. If the City determines that the application is complete, the City will process the application in accordance with the review procedures for the type of application that has been submitted.

Applications shall be processed in the following manner, consistent with the procedural standards in the Land Development Ordinance (No.493):

| Action | Procedure |
|---|------------------|
| Lot Line Adjustment, including Lot Consolidations | Type I |
| Partition, Re-plat or Vacation of 2-3 lots | |
| Tentative Plan | Type II |
| Final Plat | Type I |
| Minor Amendment | Type I |
| Subdivision, Replat or Vacation of >3 lots | |
| Tentative Plan | Type III |
| Final Plat | Type I |
| Minor Amendment | Type I |
| Major Amendment | Type III |

Any Type I or II application made concurrently with a Type III application (such as those requiring approval of a Variance) shall be noticed and considered by the Planning Commission concurrent with the other application(s) at the higher review level.

2.05 VARIANCES

Variances to the requirements of this ordinance may be considered pursuant to the standards and procedures for a Variance outlined in the Land Development Ordinance (No. 493).

2.06 RESERVED

ARTICLE 4 - SUBDIVISIONS

4.02 TENTATIVE PLAN REVIEW AND ACTION PROCEDURES

- (1) City Staff Review and Action. Upon deeming an application complete, the CDD shall furnish one (1) copy of the tentative plan and supplementary material to the City Engineer and Public Works Superintendent. Public agencies believed to have an interest shall be provided notice of the proposal. These officials and agencies shall be given fifteen (15) days to review the plan and to suggest revisions that appear to be in the public interest.
- (2) Subdivision Tentative Plan Procedure. Tentative Plan applications require a Type III application and associated procedures, as set forth in Article 11 of the Veneta Land Development Ordinance (No. 493).
- (3) Dedications and Conditions of Approval. The Planning Commission may require dedication of land and easements and may specify conditions or modifications to the tentative plan as necessary to ensure compliance with city regulations.
- (4) Failure to Complete Subdivision Requirements. Tentative Plan approval shall remain effective for three (3) years from the date of Planning Commission action. Within three (3) years, the applicant must submit a complete Final Plat application for review along with all supplementary data required to meet the conditions of approval listed in the Final Order. If the land divider is unable to proceed with the subdivision prior to the expiration of the three (3) year period following the approval of the tentative plan, the applicant must resubmit the tentative plan and make any revision(s) necessary to meet changed conditions or modifications in laws or ordinances of the State of Oregon, Lane County, or the City of Veneta.
- (5) Performance Bonds and Irrevocable Agreements. At tentative plan approval, the applicant shall post a performance bond and enter into an Irrevocable Agreement between the applicant and the City, in a form as provided by the City, to assure that the subdivision improvements are completed. The performance bond shall be equal to the cost of public improvements including city water and sewer main extension and service and streets, which includes curbs, gutters and sidewalks with the City of Veneta. The cost of public improvements shall be based on an estimate by the City Engineer. Performance bonds shall be in the form of a surety bond, irrevocable letter of credit, cash, or other financial instrument acceptable to the City Attorney.

4.03 REVIEW OF TENTATIVE PLAN APPLICATIONS

A tentative plan application shall be approved, approved with conditions, or denied based on the standards found in the following sections of the Land Division Ordinance, Land Development Ordinance, and other sources specified in this Section:

- (1) The transportation system supports the new development and provides vehicular, bicycle, and pedestrian access to each lot in conformance with the applicable City requirements, including Design Standards (Article 6) and Improvement Requirements (Article 7) of this Land Division Ordinance; the requirements of the zoning district (Land Development Ordinance); and the Veneta Transportation System Plan.
- (2) Each lot will be served with sanitary sewer (or septic systems), water, and other public utilities in conformance with the applicable City requirements, including Design Standards (Article 6) and Improvement Requirements (Article 7) of this Land Division Ordinance; the requirements of the zoning district (Land Development Ordinance); and City utility plans.
- (3) The surface water drainage shall be in conformance with the City's Drainage Master Plan and other applicable City requirements, including Design Standards (Article 6) and Improvement Requirements (Article 7) of this Land Division Ordinance; and the requirements of the zoning district (Land Development Ordinance).
- (4) Topography, floodplain, wetlands, and vegetation have been incorporated into the subdivision design in conformance with the applicable City requirements, including Design Standards (Article 6) and Improvement Requirements (Article 7) of this Land Division Ordinance; and the requirements of the zoning district (Land Development Ordinance).
- (5) Development of any remainder of property under the same ownership can be accomplished in accordance with city requirements.
- (6) Adjoining land can be developed or is provided access that will allow its development in accordance with city requirements.
- (7) The proposed preliminary plat complies with all of the applicable city requirements, including Design Standards (Article 6), Improvement Requirements (Article 7), and the requirements of the zoning district in which the property is located (Land Development Ordinance)

4.03 AMENDMENTS

- (1) Minor Amendments. Minor amendments to any approved tentative subdivision plan may be approved, approved with conditions, or denied administratively by staff through a Type I application as long as the amendments substantially comply with the tentative plan, fully comply with all City ordinances and do not:
 - (a) Involve any interpretation of submission requirements or require findings that would set a precedent for other tentative subdivision plan amendments;

- (b) Impact utilities, the transportation system, drainage, or natural features of the site;
 - (c) Require a variance;
 - (d) Raise questions of adequacy of services by the Public Works Superintendent, City Engineer, or any affected public or private agency; and
 - (e) Create more lots than the approved tentative subdivision plan.
- (2) Major Amendments. Major amendments to an approved tentative subdivision plan involve changes that do not meet the criteria listed under minor amendments. Major amendments to an approved tentative plan must be reviewed and processed in the same manner as required for the original tentative subdivision plan. A new application and filing fee are required.

4.06 REVIEW AND ACTION PROCEDURES

- (1) Upon receipt, the plat and other required data shall be reviewed by the Building and Planning Official, City Engineer and Public Works Superintendent to determine that the subdivision as shown is substantially the same as it appeared on the approved tentative plan, meets any conditions of approval, and that there has been compliance with provisions of the law and of this ordinance.
- (2) Final Plat applications shall be processed under the Type I procedure contained in the Land Development Ordinance (No. 493).
- (3) The City may make such checks in the field as are desirable to verify that the plat is sufficiently correct on the ground and City representatives may enter the property for this purpose.
- (4) If it is determined that full conformity has not been made, the Building and Planning Official shall advise the sub divider of the changes or additions that must be made and shall afford the land divider an opportunity to make the changes or additions.
- (5) If after approval by the City Engineer and Public Works Superintendent the Building and Planning Official determines that the plat conforms to all requirements, it shall give approval, provided supplemental documents and provisions for required improvements are satisfactory. After acceptance, a recordable copy of the map shall be submitted to the City for signature. Final approval shall be indicated by the signature of the Building and Planning Official on the recordable copy of the plat. Acceptance by the public of the dedication of any street or other easements shown on the plat shall be indicated by the signature of the Mayor on behalf of the City.

ARTICLE 5 - PARTITIONS

5.03 TENTATIVE PLAN REVIEW AND ACTION PROCEDURES

- (1) Partition Tentative Plan Procedure. Tentative Plan applications require a Type II application and associated procedures, as set forth in Article 11 of the Veneta Land Development Ordinance (No. 493).
- (2) Planning Commission Review. If the proposed partition requires a variance, or is submitted concurrent with any other land use action requiring a Type III application, the Building and Planning Official shall submit the proposal to the Planning Commission for a consolidated higher level review. Any other proposal may be submitted to the Commission for review at the discretion of the Building and Planning Official.
- (3) Dedications and Conditions of Approval. The Building and Planning Official or the Planning Commission may require dedication of land and easements and may specify conditions or modifications to the tentative plan as necessary.
- (4) Tentative Plan Approval. The action of the Building and Planning Official or the Planning Commission shall be incorporated into a Final Order with all conditions of approval and a copy sent by mail to the applicant within seven (7) days of the decision. The original copy of the Final Order shall be retained in the City Planning files.
- (5) Failure to Complete Partition Requirements. Tentative plan approval shall remain effective for three (3) years from the date the Building and Planning Official or Planning Commission took action. Within that three (3) year period, the applicant must submit a complete Final Plat for review along with all supplementary data required to meet the conditions of approval listed in the Final Order issued either by the Building & Planning Official or the Veneta Planning Commission. If the land divider is unable to proceed with the partition prior to the expiration of the three (3) year period following the approval of the tentative plan, the applicant must resubmit the tentative plan and make any revisions(s) necessary to meet changed conditions of modifications in laws or ordinances of the State of Oregon, Lane County, or the City of Veneta

5.04 REVIEW OF TENTATIVE PLAN APPLICATIONS

A tentative plan partition application shall be approved, approved with conditions, or denied based on the standards found in the following sections of the Land Division Ordinance, Land Development Ordinance, and other sources specified in this Section:

- (1) The transportation system supports the new development and provides vehicular,

bicycle, and pedestrian access to each lot in conformance with the applicable City requirements, including Design Standards (Article 6) and Improvement Requirements (Article 7) of this Land Division Ordinance; the requirements of the zoning district (Land Development Ordinance); and the Veneta Transportation System Plan.

- (2) Each lot will be served with sanitary sewer (or septic systems), water, and other public utilities in conformance with the applicable City requirements, including Design Standards (Article 6) and Improvement Requirements (Article 7) of this Land Division Ordinance; the requirements of the zoning district (Land Development Ordinance); and City utility plans.
- (3) The surface water drainage shall be in conformance with the City's Drainage Master Plan and other applicable City requirements, including Design Standards (Article 6) and Improvement Requirements (Article 7) of this Land Division Ordinance; and the requirements of the zoning district (Land Development Ordinance).
- (4) Topography, floodplain, wetlands, and vegetation have been incorporated into the partition design in conformance with the applicable City requirements, including Design Standards (Article 6) and Improvement Requirements (Article 7) of this Land Division Ordinance; and the requirements of the zoning district (Land Development Ordinance).
- (5) Development of any remainder of property under the same ownership can be accomplished in accordance with city requirements.
- (6) Adjoining land can be developed or is provided access that will allow its development in accordance with city requirements.
- (7) The proposed preliminary plat complies with all of the applicable city requirements, including Design Standards (Article 6), Improvement Requirements (Article 7), and the requirements of the zoning district (Land Development Ordinance).

ARTICLE 8 – GENERAL PROVISIONS

8.05 AMENDMENTS

Amendments to this Ordinance shall be processed as a Type IV decision, as set forth in Article 11 of the Veneta Land Development Ordinance (No. 493).

8.06 DEFINITIONS

Capitalized words and phrases within this ordinance are defined in Article 13 of the Veneta Land Development Ordinance (No. 493). Terms not defined shall utilize commonly accepted definitions.

VENETA CITY COUNCIL

AGENDA ITEM SUMMARY

Title/Topic: 4th Street Improvement Project Bid Award

Meeting Date: July 13, 2020
Department: Public Works

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

ISSUE STATEMENT

Shall the City Council authorize staff to enter into contract for the construction of the 4th Street Improvement Project?

BACKGROUND

On July 7th, the City opened bids for the 4th Street Improvement Project. The project consists of the reconstruction of 4th Street between Broadway Avenue and Dunham Avenue. The project will install curb, gutter, sidewalk, ADA ramps, street lighting pedestals, and storm facilities to both sides of 4th Street as well as provide for new subsurface and asphalt for the street section. The project also will provide new sidewalk and curb along the north side of Dunham Avenue from 3rd Street to 4th Street.

The City received six bids. They were as follows:

| Bidder | Bid Amount |
|--------------------------|-------------------|
| Delta Construction Co. | \$ 303,398.00 |
| Durbin Excavating, LLC | \$ 309,676.50 |
| H & J Construction, Inc. | \$ 332,264.00 |
| Wildish Construction Co. | \$ 334,000.00 |
| Knife River | \$ 356,916.50 |
| Cascade Civil Corp | \$ 440,998.00 |

Delta Construction Company's bid is the lowest, most responsive bid for the project. Branch Engineering vetted out the bids and has recommended awarding the bid to Delta Construction Company.

Staff is recommending moving forward with the project and would like to add a contingency budget of approximately 15% so that the total request is for a total not to exceed \$350,000.

RELATED CITY POLICIES

This project is currently listed in the 2020-2021 budget under Urban Renewal.

COUNCIL OPTIONS

1. Authorize staff to enter into contract with Delta Construction Company for the construction of the 4th Street Improvement Project for an amount not to exceed \$350,000.

2. Deny the request.
3. Postpone the decision pending more information.

CITY ADMINISTRATOR’S RECOMMENDATION

City Council authorize staff to enter into contract with Delta Construction Company for the construction of the 4th Street Improvement Project for an amount not to exceed \$350,000.

SUGGESTED MOTION

“I make a motion that Council authorize staff to enter into contract with Delta Construction Company for the construction of the 4th Street Improvement Project for an amount not to exceed \$350,000.”

ATTACHMENTS

1. Engineer’s Recommendation from Branch Engineering.



July 9, 2020

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

**RE: 2020 - VENETA - 4TH STREET AND DUNHAM IMPROVEMENTS PROJECT
Engineer's Recommendation for Award of Contract**

The City received the following bids for the 2020 Veneta 4th Street and Dunham Improvements project:

| Contractor | Bid |
|----------------------------------|--------------|
| 1. <u>Delta Construction Co</u> | \$303,398.00 |
| 2. <u>Durbin Excavating LLC</u> | \$309,676.50 |
| 3. <u>H & J Construction</u> | \$332,264.00 |
| 4. <u>Wildish Construction</u> | \$334,000.00 |
| 5. <u>Knife River</u> | \$356,916.50 |
| 6. <u>Cascade Civil Corp</u> | \$440,998.00 |

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

I recommend the contract be awarded to Delta Construction Co. in the amount of \$303,398.00.

Respectfully submitted,

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

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VENETA CITY COUNCIL AGENDA ITEM SUMMARY

TITLE/TOPIC: City of Eugene Urban Reserves Survey Options

Meeting Date: July 12, 2020
Department: Administration

Staff Contact: Matt Michel, City Administrator
Email: mmichel@ci.veneta.or.us
Telephone Number: 541-935-2018

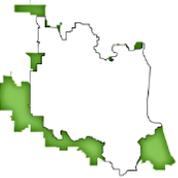
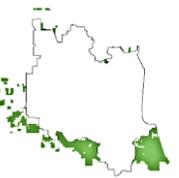
ISSUE STATEMENT

Should the City of Veneta participate in a City of Eugene Urban Reserves options survey? If so, what rating does the City of Veneta have for each urban reserves option?

BACKGROUND

The City of Eugene recently adopted a revised urban growth boundary to meet planning requirements through 2032, and now seeks to identify urban reserves to serve population growth to year 2062. The City of Eugene Planning Division has invited the City of Veneta as a neighboring municipality to participate in their online survey of four urban reserves options.

The survey asks to rate each of the four options on a 1 to 5 scale from “Strongly Support” (1) to “Neutral” (3) to “Strongly Oppose” (5). The survey also asks: “What made you support or not support certain options?” Staff seeks guidance from the Council on how to score to each of the four urban reserves options and offer comments on any certain option.

| | OPTION 1 | OPTION 2 | OPTION 3 | OPTION 4 | |
|--|--|---|---|---|-------|
|  North |  |  |  |  | |
| How many years of growth will this option accommodate, beyond 2032? | 30 years | 29 years | 27 years | 10 years | |
| How much developable land is included? | 6,365 acres | 6,220 acres | 5,940 acres | 2,670 acres | |
| What type of developable land is included in this option? | Exception areas/non-resource land: | 789 | 808 | 782 | 779 |
| | Marginal land: | 407 | 407 | 407 | 387 |
| | Farm and Forest land: | 5,063 | 4,899 | 4,646 | 1,408 |
| | Other land: | 106 | 106 | 106 | 95 |
| Which farm and forest lands are included in this option? <small>(Class 1 is highest value, Class 6 is lowest value)</small> | Properties with predominant Class 1 to 6 land | Properties with predominant Class 2 to 6 land | Properties with predominant Class 2 to 6 land | Properties with predominant Class 6 land | |
| Which farm and forest lands in the study area are excluded from this option? | Some farm and forest properties with predominant Class 1 and 2 land, constrained with flood plain, or difficult to serve | All farm and forest properties with predominant Class 1 land | All farm and forest properties with predominant Class 1 land and directly adjacent properties with predominant Class 2 land | All farm and forest properties with predominant Class 1-4 land | |
| What is the average estimated residential capacity of this option, in number of dwelling units per developable acre? | 5.1 | 5.02 | 4.85 | 3.65 | |

RELATED CITY POLICIES

None.

COUNCIL OPTIONS

1. Direct to staff on responding to the City of Eugene Urban Reserves survey on behalf of the City of Veneta.
2. Direct staff to not respond to the City of Eugene Urban Reserves survey on behalf of the City of Veneta.

CITY ADMINISTRATOR’S RECOMMENDATION

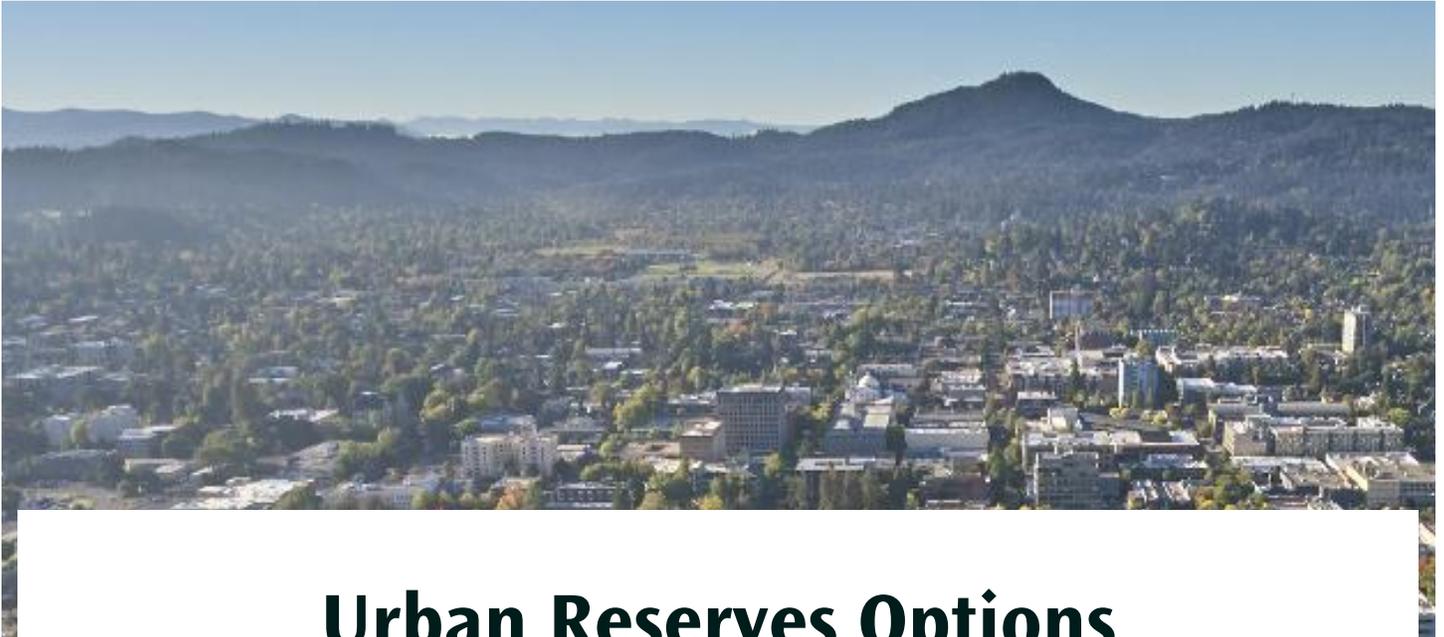
Respond to the survey on behalf of the City of Veneta.

SUGGESTED MOTION

N/A

ATTACHMENT

1. City of Eugene Urban Reserve Options Story Map



Urban Reserves Options

Planning for the Next Two Generations

City of Eugene June 25, 2020

What are Urban Reserves?

Urban Reserves are a special designation for lands outside the urban growth boundary (UGB) that can be considered as a first priority if and when a city needs to expand for a growing population.

The goal of Urban Reserves planning is to identify where Eugene may expand to serve up to 30 years of population growth beyond the recently adopted 2032 UGB – or as far out as 2062.

Similar to a UGB, Urban Reserves are supposed to include enough land needed for future housing and jobs, as well as public lands for parks, schools and other services. However, Urban Reserves will remain rural, and cannot be urbanized, unless they are brought into

the City's UGB through a formal process for expansion. Urban Reserves must be jointly agreed upon and designated by the Eugene City Council and the Lane County Board of Commissioners.

Watch our video for more background on Urban Reserves:



City of Eugene - Urban Reserves 2019

Where are we in the process?

With the help of many stakeholders, we have completed the project's technical and suitability analysis and have developed a range of **Urban Reserves Options** for review. Stakeholders include:

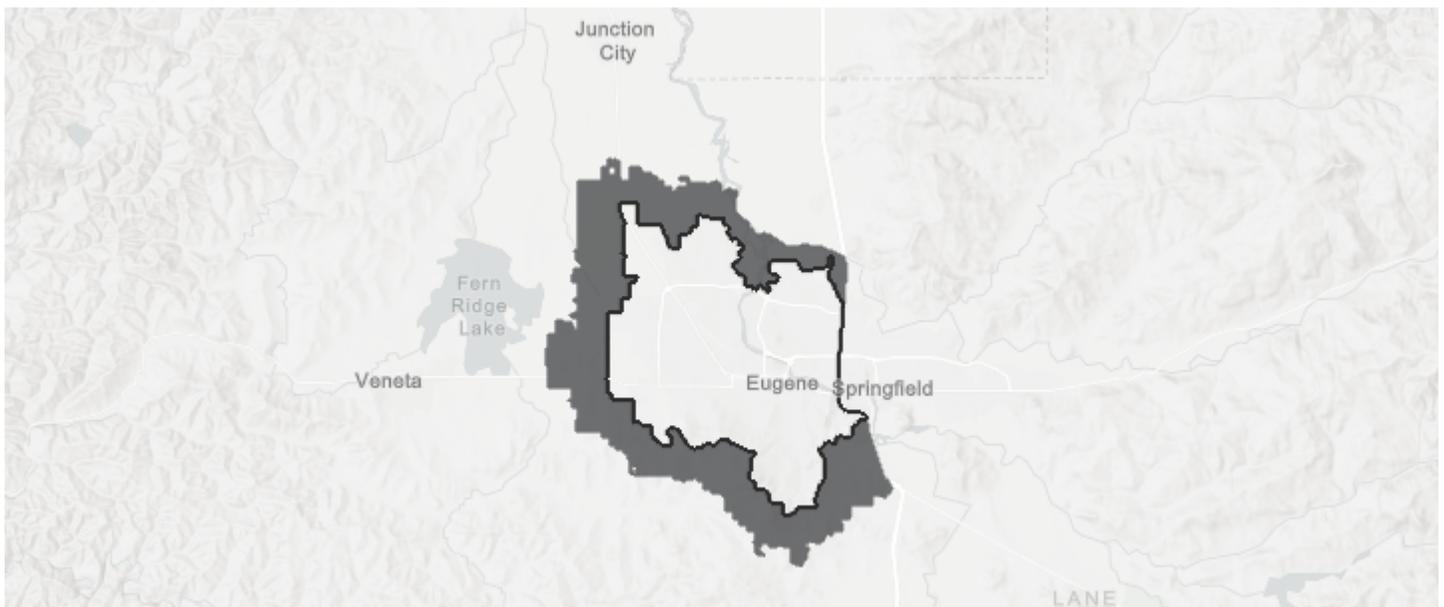
- property owners
- service providers
- the Envision Eugene Technical Advisory Committee
- the Triple Bottom Line Sounding Board
- and many others

We will take these options—with the input we've received—to City and County decision-makers later this summer and fall for their direction, with a goal for adoption by next spring. Once Urban Reserves are adopted, they become the first land to be considered if and when a UGB expansion is necessary.



Going Virtual

Due to COVID-19, our planned in-person public workshops were put on hold as we re-evaluated how to safely get the public's input. City priorities were shifted as we focused on meeting more immediate needs of our community. Your input remains integral to the success of this process, and we are now engaging virtually to hear what you think.



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How did we get here?

The Urban Reserves technical analysis gave us the critical information needed for developing Urban Reserve options. For a detailed look at the technical analysis informing the Urban Reserves process, check out the [technical analysis story map](#), which includes four major parts:

1. **Establishing a study area** (shown on the map in dark gray).
Includes land within at least one mile outside the Eugene UGB,

except for lands to the north of the McKenzie River and East of Interstate 5.

2. **Estimating future land need.** How much land do we need for homes and jobs through 2062?
3. **Estimating the land supply.** How much developable land do we have for future neighborhoods?
4. **Conducting a capacity analysis.** How many homes and jobs can be accommodated on this land?



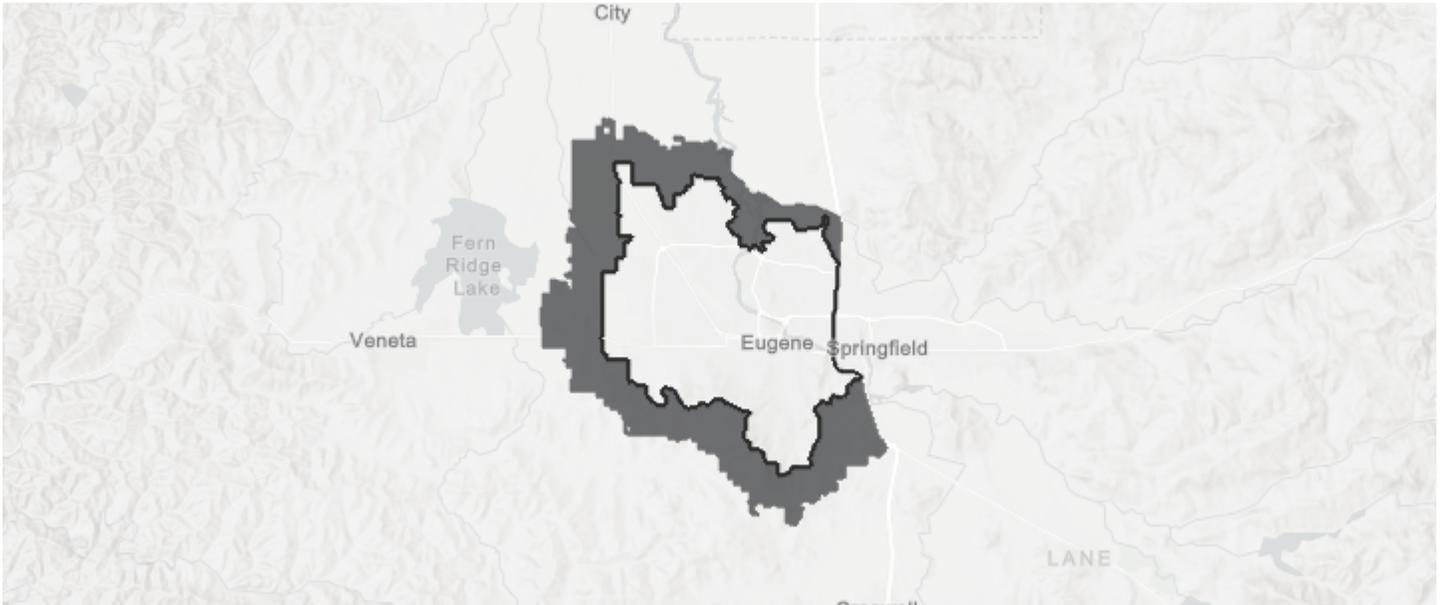
Suitability Analysis Criteria

After completing the technical analysis, we conducted the suitability analysis to evaluate all land in the study area by considering it in terms of the following four factors (dictated by state rules), then dismissed land that, on balance, would be unsuitable for Urban Reserves:

1. **Efficient accommodation of identified land needs.** Will this area be able to efficiently meet our future land need? Are there topography, steep slopes or other characteristics that would make efficient urbanization difficult?
2. **Orderly and economic provision of public facilities and services.** Can city services, such as utilities and fire protection, be efficiently extended to this area? (View full report [here](#))
3. **Comparative economic, energy, social, and environmental impacts.** How would urbanization impact natural resources like wildlife habitat and wetlands? Would urbanization increase the risk of landslides, wildfire, or flooding? How much economic activity would urbanization of this area bring? To what extent would urbanization generate energy or climate burdens? How

might urbanization impact the most vulnerable and under-served groups?

- 4. **Compatibility with nearby agricultural and forest activities outside the UGB.** Would urbanization be compatible with surrounding forest and agricultural uses?



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Suitability Analysis Results

The following areas were deemed *unsuitable* for future urbanization based upon the criteria above, and were removed from further consideration. Click on any button to view the area on the map.

- Areas prone to flooding
- Natural hazard and hard to serve areas
- Areas identified for airport use
- More distant and inaccessible areas

Of the almost 11,000 acres of developable land that were studied,

approximately 6,700 acres are considered suitable for Urban Reserves. Suitable land moves forward for further consideration and development of options; being identified as 'suitable' does not necessarily mean it will become Urban Reserves.

Suitable Lands

To view additional information about specific suitable properties, visit the [Urban Reserves Suitable Lands webmap](#). You may also review detailed [Suitability Analysis Reports](#) for each subarea.

Land identified as suitable may be included in Urban Reserves in the following order:

First consideration: Exception areas/non-resource land

These are places outside of the UGB where Lane County allows residential, commercial or industrial uses as the primary use on a property. In the study area, these lands are mostly rural residential, and many are already developed to some degree.

There are 812 acres of developable, suitable **exception areas/non-resource land in the study area.**

Second Consideration: Marginal land

Marginal lands are also designated for non-resource uses, like housing, due to having marginal value for farm or forest production.

There are 407 acres of developable, suitable **marginal land in the study area.**

Third Consideration: Farm and Forest Land

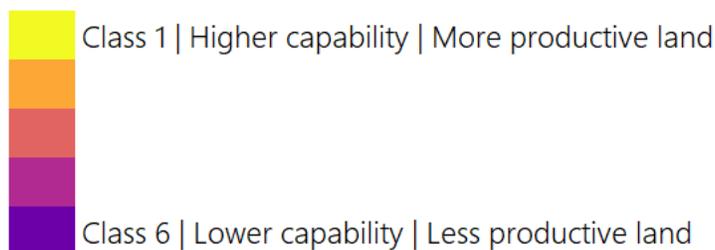
Properties designated as agricultural and forest resource lands are the last to become Urban Reserves, with higher priority given to land of lower resource value (poorest soils are considered first).

There are 3,589 acres of developable, suitable agricultural land, and 1,768 acres of developable, suitable forest land in the study area.

Farm and Forest Land Classification

In order to prioritize farm and forest land, so that properties of either type with the least productive soils are considered first for Urban Reserves, we identified, for each suitable property, the predominant* land capability class for agricultural land and the predominant* forest productivity class for forest land. The land capability and forest productivity class data came from the US Department of Agriculture and the Oregon Department of Forestry.

Predominant agricultural land capability and forest productivity classes were combined into one dataset and will be referred to collectively as *land class*.



Notes: There are no suitable farm or forest properties with a predominant land class of 5, 7, or 8.

*Predominant class is the largest share of all farm or forest classes present within the property.

Urban Reserves Options

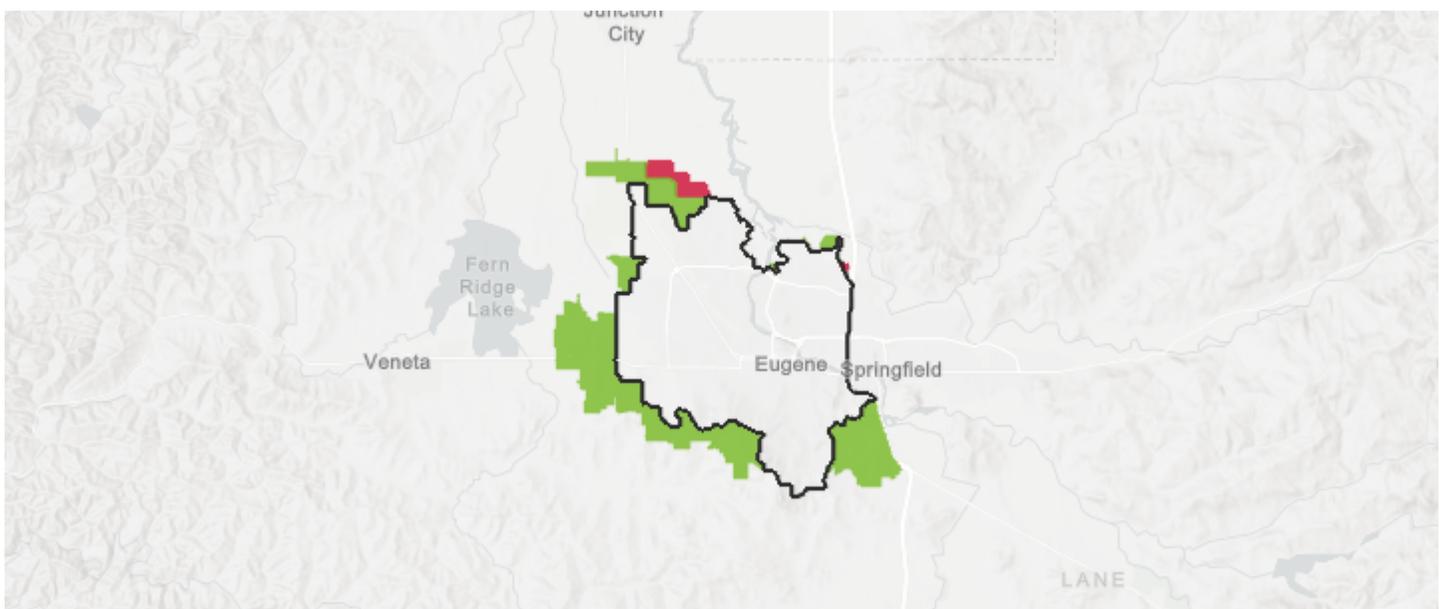
The state gives communities flexibility when deciding on the size of Urban Reserves--we can designate enough land to meet the needs of between 10- and 30-years of population growth, from 2032. Using

the analysis described above, we began by identifying the best Urban Reserve option to meet a 30-year land need, then evaluated a range of other scenarios of varying sizes.

There were several other options explored that were not moved forward, due primarily to physical constraints and land patterns that would negatively impact future serviceability. Preliminary options were refined, with the help of the Envision Eugene Technical Advisory Committee, that reflect the largest possible Urban Reserve size (30-year), the smallest possible Urban Reserve size (10-year) and two options that protect our highest-class soils. They are presented below in order from largest to smallest.

How to use these maps

- Click the magnifying glass icon on the upper left corner of the map and enter an address to see whether a particular location is included or excluded from any of the Urban Reserve options.
- Click on an area in the map to view a popup on whether a property is included or excluded from any of the Urban Reserves options.
- Hover over the circle button on the bottom left of the map to view the legend.



Esri, CGIAR, USGS | State of Oregon GEO, Esri, HERE, Garmin, SafeGraph, FAO, METI/NASA, USGS, Bureau of ... Powered by Esri

The 30-year option

Largest Urban Reserve option; provides the most flexibility in the future for urban growth boundary expansion.

This option reserves enough land to meet the projected needs of 30 years of growth beyond 2032, based on Eugene's expected population in 2062. A **30-year Urban Reserve** is the maximum size allowed by law.

The suitable lands **excluded from this option** are some agricultural properties with predominant Class 1 and 2 land, some properties partially constrained with flood plain, or areas more difficult to serve if included.

Pros of this option:

- A 30-year Urban Reserve meets our growth needs for the longest time.
- It is the most comprehensive Urban Reserve, and allows for the most flexibility in the future when considering the best locations for homes, schools, jobs or parks.
- Based on past development trends, and the size, slope and elevation of properties included in this option, it has the highest average residential capacity of all the options, estimated at 5.1 dwelling units per acre.

Cons of this option:

- It includes the most resource land (farm and forest) of all the options.
- While there is no guarantee (or requirement) that land will urbanize in the future, an Urban Reserve designation makes it more likely, and this option limits protections on preserving the most farm and forest land for resource use.

The 29-year option

Preserves the highest value farmland by removing from

consideration the properties with the highest value soils.

This option reserves enough land to meet the projected needs of 29 years of growth beyond 2032.

The suitable lands **excluded from this option** are all agricultural properties with predominant Class 1 land.

Pros of this option:

- Removes the highest value farmland from urban reserve consideration, while still meeting the needs of 29-years of growth.
- Based on past development trends, and the size, slope and elevation of properties included in this option, it has the second highest average residential capacity of all the options, estimated at 5.0 dwelling units per acre.

Cons of this option:

- It includes the second most resource land (farm and forest) of all the options.
- Removing all agricultural properties with predominant Class 1 land creates an inefficient development pattern for potential future serviceability, where land on only one side of a major roadway and at the far edge of the study area is included in urban reserves. This may make these areas less likely and more costly to develop.

Zoom to inefficient development pattern

The 27-year option

Preserves the highest value farmland and additional properties with higher value soils.

This option reserves enough land to meet the projected needs of 27

years of growth beyond 2032.

The suitable lands **excluded from this option** are all agricultural properties with predominant Class 1 land **and** the directly adjacent agricultural properties with predominant Class 2 land.

Pros of this option:

- Provides protections from future urbanization for more predominant Class 2 agricultural land than the 30 or 29-year options.
- Has a more logical future development pattern than the 29-year option, while potentially preserving more farmland.

Cons of this option:

- Removes a large area of easy to serve suitable land from potential future urbanization
- Due to fewer large and flat properties included in this option, the average residential capacity drops to an estimated 4.85 dwelling units per acre.

The 10-year option

Smallest Urban Reserve option; provides the least land in the future for urban growth boundary expansion and preserves the most farm and forest land.

This option reserves enough land to meet the projected needs of 10 years of growth beyond 2032. A **10-year Urban Reserve** is the smallest size allowed by law.

The suitable lands **excluded from this option** are all agricultural and forest properties with predominant Class 1, 2, 3, or 4 land.*

Pros of this option:

- Excludes the most resource land (farm and forest) of all the

options.

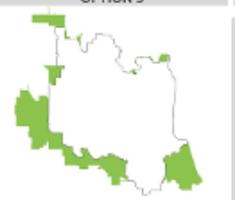
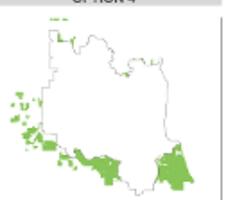
- Only includes lower value farm and forest land (predominant Class 6 land).*

Cons of this option:

- The scattered pattern of properties included by necessity in this option significantly limits opportunities for efficient and cost-effective future neighborhoods. This may make these areas more costly to serve and less likely to develop.
- Based on past development trends, and the size, slope and elevation of properties included in this option, it has the lowest average residential capacity of all the options, estimated at 3.65 dwelling units per acre.

**There are no suitable agricultural or forest properties with predominant Class 5 land.*

Comparison of Urban Reserves Options

| | OPTION 1 | OPTION 2 | OPTION 3 | OPTION 4 |
|--|--|--|---|---|
| |  |  |  |  |
| How many years of growth will this option accommodate, beyond 2032? | 30 years | 29 years | 27 years | 10 years |
| How much developable land is included? | 6,365 acres | 6,220 acres | 5,940 acres | 2,670 acres |
| What type of developable land is included in this option? | Exception areas/non-resource land: | 789 | 808 | 782 |
| | Marginal land: | 407 | 407 | 407 |
| | Farm and Forest land: | 5,063 | 4,899 | 4,546 |
| | Other land: | 106 | 106 | 106 |
| Which farm and forest lands are included in this option? <small>(Class 1 is highest value, Class 6 is lowest value)</small> | Properties with predominant Class 1 to 6 land | Properties with predominant Class 2 to 6 land | Properties with predominant Class 2 to 6 land | Properties with predominant Class 6 land |
| Which farm and forest lands in the study area are excluded from this option? | Some farm and forest properties with predominant Class 1 and 2 land, constrained with flood plain, or difficult to serve | All farm and forest properties with predominant Class 1 land | All farm and forest properties with predominant Class 1 land and directly adjacent properties with predominant Class 2 land | All farm and forest properties with predominant Class 1-4 land |
| What is the average estimated residential capacity of this option, in number of dwelling units per developable acre? | 5.1 | 5.02 | 4.85 | 3.65 |

For detailed information on how we estimated residential capacity, visit the Capacity Analysis portion (section 4) of the [technical analysis story map](#).

Tell us what you think

Thank you for reviewing the Urban Reserves Options. Next, **please complete our survey** so your input can be included when we meet with decision-makers. **We want to hear from you!** Everyone who **completes the survey by July 26 will be entered into a drawing for a \$100 grocery gift card**. For more information, go to engage.eugene-or.gov/urbanreserves.

Urban Reserves Options Survey

Questions?

We can't possibly include everything here. Please contact us with questions—we look forward to talking with you. As we are working

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Please mark 4 boxes with an X or check mark that reflects the top 4 issues that your city recommends be added to the priorities for the LOC's 2021 legislative agenda.

City of: Veneta

Legislation

| | |
|---|--|
| A. Beer and Cider Tax Increase | |
| B. Broadband Infrastructure and Technical Assistance Funding | |
| C. Building (Reach) Code – Energy Efficiency Local Option | |
| D. COVID-19 Economic Recovery Investments | |
| E. Digital Equity and Inclusion | |
| F. Expedited Siting for Shelter and Affordable Housing | |
| G. Green Energy/Renewables – Expanded Local Option | |
| H. Housing and Services Investment | |
| I. Increased Budgetary Flexibility During Budgetary Emergency | |
| J. Infrastructure Financing and Resilience | |
| K. Local Climate Action Planning Resources | |
| L. Local Energy Generation Project Support | |
| M. Local Speed Setting Authority | |
| N. Long Term Transportation Infrastructure Funding | |
| O. Low-Income Energy Efficiency and Affordability Programs | |
| P. Marijuana Tax Local Rate Limitation Increase | |
| Q. Mental Health Service Delivery | |
| R. Municipal Broadband and Municipal Pole Protection | |
| S. New Mobility Services | |
| T. Photo Enforcement Safety Cameras | |
| U. Property Tax Reform | |
| V. Reducing Wastewater Impacts from Wipes and Other “Non-Flushables” | |
| W. Right-of-way/Franchise Fees Authority Preservation | |
| X. State Highway Funds Formula | |
| Y. Tort Liability Reform | |
| Z. Water Utility Rate and Fund Assistance | |

In addition to your ranking of the priorities shown above, please use this space to provide us with any comments (supportive or critical) you may have on these issues, or thoughts on issues or potential legislative initiatives that have been overlooked during the committee process.):