



Harrisburg City Council Agenda  
June 10, 2025  
6:30 PM

---

Mayor: Robert Duncan  
Council President: Mike Caughey  
Councilors: Kimberly Downey, Randy Klemm, Charlotte Thomas,  
Cindy Knox, Dana Henry and Youth Advisor Nolan Malpass  
Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

**PUBLIC NOTICES:**

1. *This meeting is open to the public and will be tape-recorded.*
2. *Copies of the Staff Reports or other written documents relating to each item on the agenda are on file in the office of the City Recorder and are available for public inspection.*
3. *All matters on the Consent Agenda are considered routine and will be enacted by one motion. Any member of the public can request that a matter be removed from the Consent Agenda for discussion. It will then be discussed under the "Other" part of the meeting schedule.*
4. *The City Hall Council Chambers are handicapped accessible. Persons with disabilities wishing accommodations, including assisted listening devices and sign language assistance are requested to contact City Hall at 541-995-6655, at least 48 hours prior to the meeting date. If a meeting is held with less than 48 hours' notice, reasonable effort shall be made to have an interpreter present. The requirement for an interpreter does not apply to an emergency meeting. ORS 192.630(5)*
5. *Persons contacting the City for information requiring accessibility for deaf, hard of hearing, or speech-impaired persons, can use TTY 711; call 1-800-735-1232, or for Spanish voice TTY, call 1-800-735-3896.*
6. *The City of Harrisburg does not discriminate against individuals with disabilities, and is an equal opportunity provider.*
7. *For information regarding items of discussion on this agenda, please contact City Recorder Lori Ross, at 541-995-6655*
8. *Masks are not required currently. The City asks that anyone running a fever, having an active cough or other respiratory issues, not to attend this meeting.*
9. *If you wish to testify, and are unable to attend due to health concerns, please contact the City Recorder to be placed on a Conference Call list during the meeting.*

**CALL TO ORDER AND ROLL CALL** by Mayor, Robert Duncan

**CONCERNED CITIZEN(S) IN THE AUDIENCE.** (Please limit presentation to two minutes per issue.)

**ORDINANCES**

- 1. THE MATTER OF HOLDING A PUBLIC HEARING, AND APPROVING ORDINANCE NO. 1010, “AN ORDINANCE APPROVING AMENDMENTS TO THE HARRISBURG COMPREHENSIVE PLAN, AMENDING HARRISBURG MUNICIPAL CODE TITLES 18.80, 18.85, 19.30, 19.35, 19.45 AND 19.55, AND ADOPTING THE 2025 TRANSPORTATION SYSTEM PLAN (TSP)”**

**A PUBLIC HEARING SHALL BE OPENED AT THIS TIME TO ALLOW CITIZENS WHO WISH TO PROVIDE PUBLIC COMMENT REGARDING AMENDMENTS TO THE COMPREHENSIVE PLAN OR HMC TITLES 18.80, 18.85, 19.30, 19.35, 19.45 AND 19.55**

**STAFF REPORT:**

Exhibit A: Parametrix Sub-Contractor Memo with redlined changes

Exhibit B: Land Use Application & Narrative

Exhibit C: Redlined changes to HMC

Exhibit D: Ordinance No. 1010

Exhibit E: Final Transportation System Plan and Appendices will be included separately in Council Packets from the Agenda, due to the size of the documents. The same documents are on the City’s website, located at <https://www.ci.harrisburg.or.us/planning/page/public-hearings-harrisburg-transportation-system-plan-tsp-adoption-lu-466-2025>.

**ACTION: MOTION TO APPROVE ORDINANCE NO. 1010, “AN ORDINANCE APPROVING AMENDMENTS TO THE HARRISBURG COMPREHENSIVE PLAN, AMENDING HARRISBURG MUNICIPAL CODE TITLES 18.80, 18.85, 19.30, 19.35, 19.45 AND 19.55, AND ADOPTING THE 2025 TRANSPORTATION SYSTEM PLAN (TSP)” THIS MOTION IS BASED ON FINDINGS CONTAINED IN THE JUNE 3RD, 2025 STAFF REPORT, AND ON FINDINGS MADE DURING DELIBERATIONS ON THE REQUEST.**

**NEW BUSINESS**

- 2. THE MATTER OF A PRESENTATION FROM PARAMETRIX IN RELATION TO THE REPORT ON THE TRANSPORTATION SYSTEM DEVELOPMENT CHARGE UPDATE**

**STAFF REPORT:**

Exhibit A: June 2025 Transportation Development Charge Update

Exhibit B: 2012 SDC Methodology Report for Transportation SDC’s

Exhibit C: 2020 System Development Charges Issue Brief – State of

Oregon

**ACTION: MOTION TO FORMALLY START THE TRANSPORTATION SYSTEM DEVELOPMENT CHARGES PROJECT ACCORDING TO HMC 12.35.100**

**3. THE MATTER OF PROCLAIMING A SISTER CITY RELATIONSHIP WITH BREAL-SOUS-MONTFORT**

**STAFF REPORT:**

Exhibit A: Sister City Agreement

Exhibit B: Emails between Breal & Harrisburg

**ACTION: TO AUTHORIZE THE MAYOR TO SIGN THE SISTER CITIES AGREEMENT, TO FORMALLY ESTABLISH A SISTER CITY RELATIONSHIP WITH BREAL-SOUS-MONTFORT, EFFECTIVE ON JUNE 13, 2025**

**4. THE MATTER OF AUTHORIZING THE CITY ADMINISTRATOR TO APPROVE A PUBLIC EVENT PERMIT FOR THE 73RD YEAR OF THE HARRISBURG OLD FASHIONED 4TH OF JULY**

**STAFF REPORT:**

Exhibit A: Public Event Application

**ACTION: MOTION TO AUTHORIZE THE CITY ADMINISTRATOR TO APPROVE THE PUBLIC EVENT PERMIT FOR THE 73RD YEAR OF THE HARRISBURG OLD-FASHIONED 4TH OF JULY CELEBRATION AS CONDITIONED**

**CONSENT LIST:** Consent list materials are included in the Council Packet. Approval of items on the consent list will be enacted in one motion. Any member of the public, or City Council, can ask for an item to be removed from the consent list for discussion during the 'Other' segment.

**5. THE MATTER OF APPROVING THE CONSENT LIST**

**STAFF REPORT:**

Exhibit A: City Council Minutes for April 22, 2025 & May 13, 2025

Exhibit B: Payment Approval Report for May 2025

Exhibit C: Planning Commission Minutes for April 15, 2025

Exhibit D: Municipal Court Collections Report for May 2025

Exhibit E: Municipal Court Citation Report for May 2025

Exhibit F: May 2025 Code Enforcement Report

**ACTION: MOTION TO APPROVE THE CONSENT LIST**

A motion to approve the consent list will approve the following:

**Minutes from the April 22, 2025 & May 13, 2025 City Council Meetings**

**The Payment Approval Report for May 2025**

**OTHER ITEMS**

**ADJOURN**



Agenda Bill  
**Harrisburg City Council**  
Harrisburg, Oregon

---

**THE MATTER OF HOLDING A PUBLIC HEARING, AND APPROVING ORDINANCE NO. 1010, “AN ORDINANCE APPROVING AMENDMENTS TO THE HARRISBURG COMPREHENSIVE PLAN, AMENDING HARRISBURG MUNICIPAL CODE TITLES 18.80, 18.85, 19.30, 19.35, 19.45 AND 19.55, AND ADOPTING THE 2025 TRANSPORTATION SYSTEM PLAN (TSP)”**

**STAFF REPORT:**

Exhibit A: Parametrix Sub-Contractor Memo with redlined changes

Exhibit B: Land Use Application & Narrative

Exhibit C: Redlined changes to HMC

Exhibit D: Ordinance No. 1010

Exhibit E: Final Transportation System Plan and Appendices will be included separately in Council Packets from the Agenda, due to the size of the documents. The same documents are on the City’s website, located at <https://www.ci.harrisburg.or.us/planning/page/public-hearings-harrisburg-transportation-system-plan-tsp-adoption-lu-466-2025>.

**ACTION: MOTION TO APPROVE ORDINANCE NO. 1010, “AN ORDINANCE APPROVING AMENDMENTS TO THE HARRISBURG COMPREHENSIVE PLAN, AMENDING HARRISBURG MUNICIPAL CODE TITLES 18.80, 18.85, 19.30, 19.35, 19.45 AND 19.55, AND ADOPTING THE 2025 TRANSPORTATION SYSTEM PLAN (TSP)” THIS MOTION IS BASED ON FINDINGS CONTAINED IN THE JUNE 3<sup>RD</sup>, 2025 STAFF REPORT, AND ON FINDINGS MADE DURING DELIBERATIONS ON THE REQUEST.**

---

**THIS AGENDA BILL IS DESTINED FOR:** Agenda – June 10, 2025

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
N/A	Yes/No	N/A

**STAFF RECOMMENDATION:**

**Staff recommends the City Council Adopt Ordinance No. 1010, as well as the Transportation System Plan (TSP)**

**BACKGROUND INFORMATION:**

The Harrisburg Planning Commission met on May 20, 2025, and voted to make a recommendation to the City Council to adopt the changes to Harrisburg Comprehensive

Plan Goal No. 12, Transportation, and proposed changes to the City Code to compensate for the new TSP Plan, and to adopt the New TSP Plan.

The City's current Transportation System Plan (TSP) is more than twenty years old. By 2021, the City had expanded by 383 acres since the last adoption, and had grown by 30%. Therefore, it was important to update our system to match current standards. The update also provides us with a better opportunity to apply for grants. A TSP includes a lot of system data, and studies, and therefore, is an expensive master plan to update. The City is thankful that a Transportation & Growth Management Grant (TGM) for \$175,000, of which the City's match was \$22,000, was provided to the City. ODOT Representative David Helton will be present for this meeting, and has worked with us since 2021 on getting the TSP updated. The grant process was changed slightly from how it used to be ran, so the City benefited by an easier process which was controlled and managed by Mr. Helton. The City/ODOT obtained the services of Parametrix, who is the consultant who has painstakingly crafted the TSP as required by ODOT. Erin David will also be on hand to answer questions and has worked with the City since hired during that part of the process.

## INTRODUCTION

The Criteria and Findings of Fact support the amendments proposed in the Comprehensive System Plan changes shown in **Exhibit A**. **Exhibit B** contains the Land Use Application, and Narrative. **Exhibit C** contains the proposed changes to the Harrisburg Municipal Code, which are needed due to the adoption of the new TSP. These include some small changes in various parts of the code. The smaller changes in language include HMC 18.70.030, Vehicular access and circulation; HMC 18.85.010, Purpose and applicability; HMC 18.85.020 Transportation standards; new definitions in HMC 19.55.030, and HMC 19.30.030 Major modifications.

There have also been some additions to the HMC, which includes a new section in HMC 18.80.050 Bicycle Parking Facilities. These are required to apply to multi-family residential developments of 4 units or more, plus parks, schools, and places of worship per the OAR in relation to Transportation. That includes designs, and exemptions as well. HMC 19.30.030 Major modifications, and 19.35.030 Criteria, each have a new line that has been added.

There are some other recommendations made by the consultant at TM5, which are shown in *Appendix B*, of **Exhibit A**. Some of these will be discussed by the City when reviewing future changes to the development code. Finally, the proposed draft of the Transportation System Plan will be printed separately for the City Council. You may access it now by clicking this [link](#) for the standard draft plan, and [here](#) for the appendixes which holds all the studies and other information used in preparing the TSP. Staff, and Erin David will review the changes with City Council. David Helton will be available to answer technical questions in relation to ODOT.

## CRITERIA AND FINDINGS OF FACT

### HMC 19.35.030 – Criteria

**Planning Commission review and recommendation, and City Council approval, of an ordinance amending the zoning map, development code, or comprehensive plan shall be based on all of the following criteria:**

1. If the proposal involves an amendment to the comprehensive plan, the amendment must be consistent with the Statewide planning goals and relevant Oregon administrative rules;

**Discussion:** The City's Comprehensive Plan is based on the Statewide Planning Goals, as they are stated in Goals 1, 2, 8, 9, 11 & 12. These are compatible with the City's Comprehensive plan, as well as the Statewide Planning Goals pursuant to OAR 660-030-0070. In addition, as per OAR 660-018-0022, the City submitted the change to the DLCD a minimum of 35 days before holding the first evidentiary hearing on adoption of the proposed change.

**Finding:** As noted in the criteria, the proposed changes are consistent with Statewide Planning Goals, as well as OAR . **This criteria is met.**

**Harrisburg Comprehensive Plan Goals:** The City's Comprehensive Plan for Goals 1, 2, 8, 9, 11 & 12 are met by the adoption of this amendment.

### **Goal 1: Citizen Involvement:**

**Discussion:** Citizens have been involved in the creation of the new TSP. The appendixes to the TSP will show several surveys, feedback received during public events, and open committees that have met to discuss the project. The Planning Commission and City Council have held two different joint meetings in order to review the Draft TSP and have provided for more public input during this process. A project webpage was also developed, that allowed citizens to follow the process, and to understand the methodology and changes being suggested by ODOT and the consultants.

### **Goal 2: Land Use:**

**Discussion:** Policies include revising the Comprehensive Plan as necessary and allowing for provisions for participation by citizens. Sending notices on the website, and in multiple public meetings meets these requirements. In Implementing Measures in Section 17, it states that urban services to be provided include 'Streets within the development and providing access to the development, and improvements to City standards (as required)'.

### **Goal 8: Parks and Recreation Facilities:**

**Discussion:** Objectives include referrals to Master Plans, including a Master Bike Plan. In Parks, the City should also be providing dedication to rights-of-way and/or easements to access parks facilities, and to coordinate with the City's Transportation System Plan, which this process is now providing.

### **Goal 9: Economics:**

**Discussion:** The policies include making public investments to meet future needs and demands of industrial, commercial, and residential growth in Harrisburg. This includes Policy No. 7, which plans for appealing streetscapes. Implementing measures include several, which construct or improve infrastructure, provides parking, or allowing and encouraging streetscapes that are appealing to businesses and residential areas.

## **Goal 11: Public Facilities & Services:**

**Discussion:** The majority of this Goal requires adequate public facilities, including street development concurrent with developments as they are constructed. The Transportation System Plan is one of the master plans required as an implementing measure and should guide future development in Harrisburg.

## **Goal 12: Transportation:**

**Discussion:** the City acknowledges that most of this Goal will be revised with the adoption of the new Transportation System Plan, the implementation of which shall resolve current needs to add more pedestrian and bike paths in town, as well as streets that are interconnected in different areas of town. The proposed changes are included in **Exhibit A**.

**Findings:** As proposed, The City has met 5 of the Goals of the Comprehensive Plan, which are based upon Statewide Land Use Planning Goals, as well as applicable OAR. **As such, the criteria have been met.**

- 2. Applications for quasi-judicial amendments must conform to the regulatory policies of the comprehensive plan, in addition to the criteria in subsection (1) of this section;**

**Discussion:** This application is for a legislative amendment, rather than quasi-judicial.

**Finding: This criteria is not applicable.**

- 3. Legislative amendments must be in the public interest with regard to community conditions; the proposal either responds to changes in the community, or it corrects a mistake or inconsistency in the current plan or code; and**

**Discussion:** The purpose of this amendment is to update the Transportation System Plan, or TSP. This includes interconnective streets, and multi-modal improvements, including the pedestrian walkways, and bikeways. The public has been invited to several different events in which they helped to guide the process to meet their needs, as well as responding to surveys. There was also a Committee formed to help guide the initial steps of the creation of the new TSP.

**Findings:** The TSP has been amended in the public interest, based on community involvement and conditions, requiring that the TSP be updated. As such, **the criteria is met.**

- 4. All amendments must conform to the Oregon Transportation Planning Rule with regard to adequacy of the transportation system (OAR [660-012-060](#)). [Ord. 987 § 1 (Exh. A), 2022.]**

**Discussion:** All Land Use regulations are required to conform to adopted master plans as the City updates the specific ones that guide the City in development. This includes amending the TSP, and/or Comprehensive Plan to support and provide transportation

facilities, improvements, or services. This plan will also address Transportation SDC's, which helps to provide the funding needed to address and provide new infrastructure over the next 20-years.

**Finding:** The City needed to update the TSP to conform with the transportation Planning Rule, therefore **this criterion is met.**

**CONCLUSIONS**

The City is required to meet the standards in the Oregon Transportation Planning Rule (OAR 660-012-060), and therefore requests approval of the proposed Comprehensive Plan Amendments, the Harrisburg Municipal Code, and adoption of the Draft TSP. As demonstrated by the above discussion, analysis and findings, the application complies with the applicable criteria from the Harrisburg Municipal Code and Current Comprehensive Plan.

**CITY COUNCIL ACTION**

The City Council has three options with respect to the subject applications. They can:

- 1. Approve the request;
- 2. Approve the request with amendments; or
- 3. Deny the request.

Based upon the criteria, discussion, and findings of facts above, and as recommended by the Planning Commission, Staff suggests that the City Council approve Ordinance No. 1010. This will adopt the changes to Goal No. 12, Transportation, of the Comprehensive Plan, as well as Harrisburg Municipal Code. In addition, if approved, this action adopts the new Transportation System Plan.

Because this is a legislative amendment, there will be a standard appeal time from the day after the meeting. Any appeals will be through the Land Use Board of Appeals. The motion is located at the top of this staff report.

**REVIEW AND APPROVAL:**



06.03.25

Michele Eldridge      Date  
City Administrator

## Memorandum

To: City of Harrisburg  
From: Robin Scholetzky, AICP, UrbanLens Planning LLC  
CC: Parametrix, ODOT  
DATE: April 1, 2025  
Re: Task 6, TM #5 Regulatory Amendments to implement the Transportation System Plan

### I. Introduction

This memorandum provides documentation of the suggested modifications to the following documents: the City of Harrisburg Comprehensive Plan, Volume 1 and 2; the City's Title 18, Zoning and Development and Title 19, Application Review and Procedures to be consistent with and facilitate the implementation of, the pending 2024 City of Harrisburg Transportation System Plan (TSP) and to ensure consistency with the Oregon Transportation Planning Rule (OAR 660-012, also known as the "TPR").

The City of Harrisburg is undertaking adoption of a Transportation System Plan (TSP) consistent with the requirements of Statewide Planning Goal 12 - Transportation. The Transportation Planning Rule (TPR), Oregon Administrative Rule 660, Division 12, defines the necessary elements of a local TSP and how to implement Goal 12. The overall purpose of the TPR is to provide and encourage a safe, convenient, and economic transportation system. The TPR directs Transportation System Plans to integrate comprehensive land use planning with transportation needs to promote multi-modal systems. The Plan is designed to illustrate solutions and opportunities that make it convenient for people to walk, bicycle, use transit and use a mobility device while reducing automobile usage.

### II. Policy Recommendations

A jurisdiction's Comprehensive Plan is meant to be an evolving document that reflects the City's progress over time. The following changes are reflective of the City's organization of their Comprehensive Plan in two volumes. We recommend that the City update Volume No. 1 of the Comprehensive Plan to reflect the Goals noted in the Transportation System Plan (TSP). For Volume No. 2, we recommend that the City adopt the Goals and Policies of the Transportation System Plan and incorporate the TSP document by reference. Language to be edited in both Volumes is noted in **Appendix A**.

### III. Proposed Zoning and Development Ordinance revisions

The TPR requires cities to prepare local TSPs that are consistent with the Oregon Department of Transportation (ODOT) 2022 Transportation System Plan Guidelines noted in OAR 660-012-0045. The City adopted a new Zoning and Development Code in February 2024 and, as a result, many of the sections of Title 18 and 19 are up-to-date and consistent with the ODOT requirements. However, there are a few areas where the City may want to revisit certain sections of their Zoning and Development Code. The attached Matrix found in **Appendix B**, provides a listing of changes suggested and noted for changes.

#### **IV. Cost Methodology and System Development Charges**

*The consultant team is completing a review of the City's existing System Development Charges methodology based on the revised TSP project list. This section will be updated based on this review.*

#### **V. Appendices**

APPENDIX A City of Harrisburg Proposed Comprehensive Plan, Volume No. 1 and No. 2

APPENDIX B Table 1, Regulatory Changes/Matrix and code language

## GOAL 12: TRANSPORTATION

The City of Harrisburg references the following five goals for the provision of transportation within the City. The City's Transportation System Plan, 2025 is incorporated by reference to the City of Harrisburg's Comprehensive Plan, Volume No.2. Transportation priorities and policies are identified within the City's Comprehensive Plan, Volume No 2.

1. Goal 1. Transportation for All People – Provide a safe, reliable, and affordable transportation system for everyone and promote the needs of all people, including populations that are traditionally underserved.
2. Goal 2. Livability and Economic Vitality – Ensure the transportation system supports the community's quality of life by maintaining a healthy economy, encouraging employment opportunities, and providing housing affordability.
3. Goal 3. Well-Connected Multi-Modal System – Prioritize improvements that support people safely and comfortably walking, biking, and using public transportation services.
4. Goal 4. Environmentally Sustainable – Promote a sustainable transportation system by maintaining and preserving the existing system, mitigating environmental impacts from new development, and meeting the present and future needs of Harrisburg.
5. Goal 5. Fiscal Responsibility– Develop local funding sources and seek grants to implement future projects and programs.

~~Transportation is a topic of increasing concern because of the rising cost of gasoline and uncertainty about its future availability. Transportation information is documented in the City's 1999 Transportation System Plan and the 2004 Transportation System Plan Addendum.~~

~~Major arterials handle traffic originating in other cities and from major highways, as well as local traffic. They handle large volumes of inter-area traffic. The major arterial in Harrisburg is Third Street (Highway 99E). It is the major thoroughfare in Harrisburg and, as one of the primary North-South routes in the Willamette Valley, it receives considerable through traffic as well as local traffic.~~

~~Minor arterials provide more access to land and offers a lower level of traffic volume and mobility than major arterials. However mobility is still the primary function of the street. The Minor arterials in Harrisburg are:~~



- 1) ~~Peoria Road~~
- 2) ~~7th Street onto and including Diamond Hill~~
- 3) ~~So. 6th Street from LaSalle to Priceboro~~

~~Collector Streets connect intra-area traffic to the arterial system. Collectors penetrate all areas of the city, gather traffic, and channel it to arterials. The Collector Streets in Harrisburg include:~~

- 1) ~~Territorial from 2<sup>nd</sup> Street to Cramer Avenue~~
- 2) ~~LaSalle from 2nd Street to Cramer~~
- 3) ~~Priceboro from So. 6th to Cramer Avenue~~
- 4) ~~Smith Street from 2nd Street to Cramer Avenue~~
- 5) ~~2nd Street from Sommerville Avenue to Territorial Road~~
- 6) ~~9th Street from Priceboro to Diamond Hill Drive~~
- 7) ~~10th Street from Diamond Hill Drive to Priceboro Road~~
- 8) ~~Cramer Avenue from Diamond Hill Drive to Priceboro Road~~

~~Local Streets generally provide access to abutting properties and are not intended as primary through streets. Local streets are streets not designated as arterials or collectors.~~

## **~~BIKE WAYS~~**

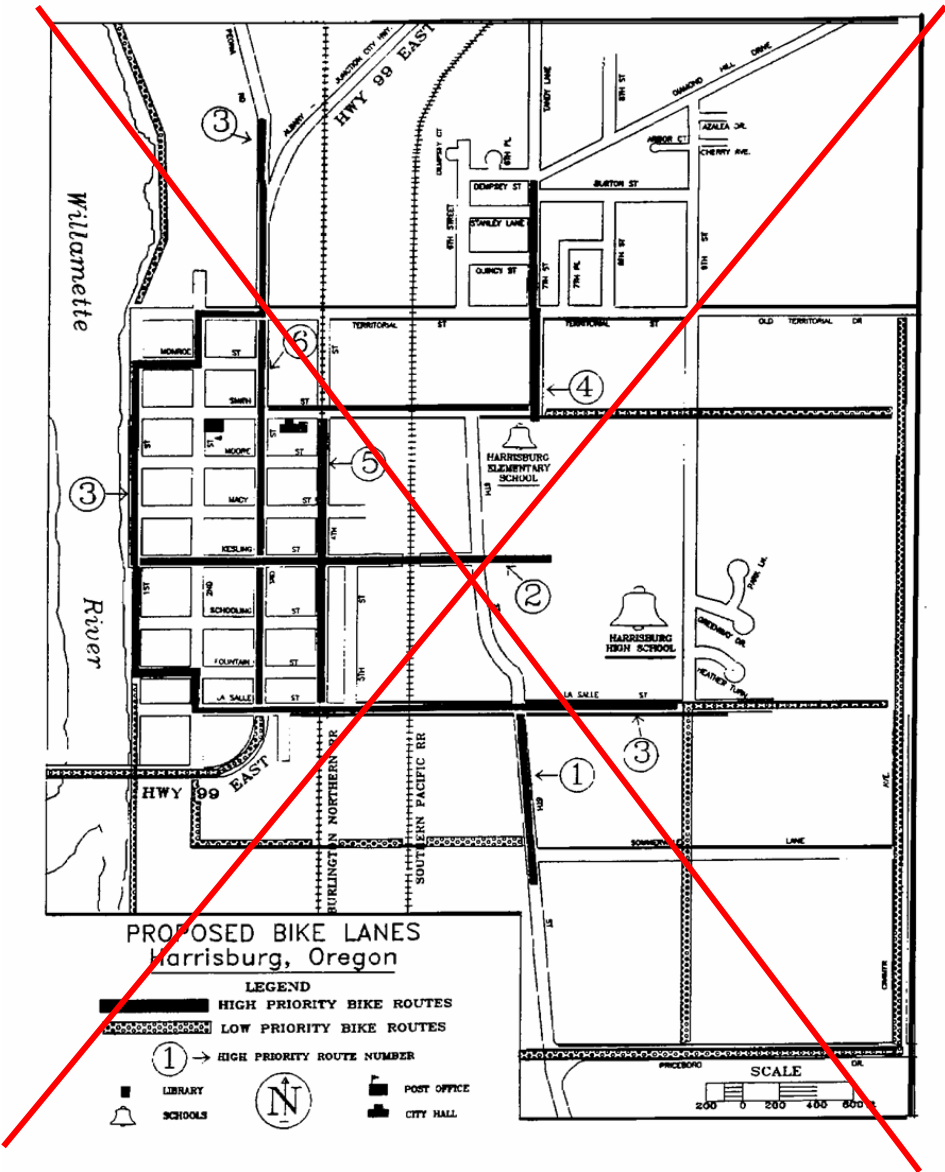
~~The use of bicycles as means of transportation and recreation has seen a tremendous increase in recent years. Bicycle and foot transportation are especially suited to small cities,~~

such as Harrisburg, because of the short distances within these cities from one place to another. Map 5 on the next page shows the high and low priority bike routes in Harrisburg.

Information pertaining to Bikeways within the Planning Area, are contained in the City's 1993 Master Bicycle Plan and the 2004 Transportation System Plan Addendum.

**Map 5. High and Low priority bike routes**

Map 5. High and Low Priority Bike Routes



## GOAL 12: TRANSPORTATION

The City's Transportation System Plan, 2025 is incorporated by reference to the City of Harrisburg's Comprehensive Plan, Volume No.2. Transportation priorities and policies are identified within the City's Comprehensive Plan, Volume No 2 as well as the transportation goals which are also included in Volume No. 1.

As part of the development of the City of Harrisburg's Transportation System Plan, 2025; the City identified the following nine priorities:

- Expanding and enhancing the pedestrian and bicycling networks to better meet the needs of all people in Harrisburg, especially within older and underserved areas of the UGB.
- Creating a better balance in the facilities and services provided by the City for multiple modes of travel while also enhancing connectivity for all modes of travel.
- Increasing compatibility of planned transportation improvements with the City's Zoning and Subdivision development code updates.
- Revising the City's Street Capital Improvement Plan, including updated facility costs.
- Identifying funding sources for future projects and programs and aligning projects with funding opportunities.
- Mitigating transportation impacts on wetlands in coordination with land use.
- Supporting the freight industry and expanding accessibility to industrial sites.
- Improving safety and accessibility across the transportation system.
- Improve coordination with ODOT related to 3<sup>rd</sup> Street (OR 99E), especially regarding strategies to response to local community concerns and identified barriers, such as at the intersection of LaSalle St and high travel speeds along the 3<sup>rd</sup> Street corridor.

### Transportation Goal 1

Goal 1. Transportation for All People – Provide a safe, reliable, and affordable transportation system for everyone and promote the needs of all people, including populations that are traditionally underserved.

### Transportation Goal 1 Policies

1.1. Ensure the transportation system is accessible to everyone, including seniors, people with disabilities, low-income individuals, people of color, and individuals living in underserved areas.

1.2. Develop street and path connections between streets to enhance connectivity for all people.

1.3. Address known safety issues, especially for people who walk, bike, or roll.

1.4. Maintain acceptable traffic flow and minimize delay city-wide, in coordination with ODOT guidelines.

1.5. Balance freight access with the needs of other modes of travel, including access to industrial parcels.

1.6. Coordinate with ODOT to improve safety along 3rd Street (OR 99E), including working within ODOT guidelines to evaluate alternative traffic controls at the intersection of LaSalle and 3rd Street (OR99E).

## **Transportation Goal 2**

Goal 2. Livability and Economic Vitality – Ensure the transportation system supports the community’s quality of life by maintaining a healthy economy, encouraging employment opportunities, and providing housing affordability.

## **Transportation Goal 2 Policies**

2.1. Minimize negative impacts to people, places, and environment from the transportation system.

2.2. Balance transportation needs on 3rd Street (OR 99E) to improve safety and comfort for all people, support business, and enhance the character of downtown.

2.3. Improve access to jobs for both residents and employers in Harrisburg.

2.4. Maintain and enhance freight accessibility to the industrial sites in the City’s UGB.

2.5. Develop projects and programs that are scaled appropriately to Harrisburg’s small-town context.

2.6. Coordinate with local, state, and regional agencies on transportation issues and system improvements.

2.7. Prioritize and coordinate investments to support the City’s present and future development.

2.8. Improve access to Harrisburg parks for people walking and bicycling.

## **Transportation Goal 3**

Goal 3. Well-Connected Multi-Modal System – Prioritize improvements that support people safely and comfortably walking, biking, and using public transportation services.

## **Transportation Goal 3 Policies**

3.1. Improve connectivity in the City's transportation network for all modes of travel, with an emphasis on walking and biking.

3.2. Balance the facilities and services provided by the City for multiple modes of travel, with an emphasis on walking and biking, as well as providing improved access to parks in Harrisburg.

3.3. Improve street crossings on arterial and local streets to increase safety and comfort.

3.4. Work to provide convenient and affordable transportation services for seniors, people with disabilities, and other underserved populations.

3.5. Work to establish public transportation access, including through partnerships with nearby service providers.

## **Transportation Goal 4**

Goal 4. Environmentally Sustainable – Promote a sustainable transportation system by maintaining and preserving the existing system, mitigating environmental impacts from new development, and meeting the present and future needs of Harrisburg.

## **Transportation Goal 4 Policies**

4.1. Coordinate planned transportation improvements with the recent revision of the City's Zoning and Subdivision Development Codes and new development to ensure new development complements the community, supports all modes of travel, and helps implement the TSP.

4.2. Preserve, maintain, and manage demand on the existing system before making new investments.

4.3. Minimize transportation impacts to the Willamette River, wetlands, and other natural features.

## **Transportation Goal 5**

Goal 5. Fiscal Responsibility– Develop local funding sources and seek grants to implement future projects and programs.

## **Transportation Goal 5 Policies**

5.1. Evaluate new local funding options for transportation maintenance and improvements by revising the City's Street Capital Improvement Plan and updating the facility costs in the City's Transportation Systems Development Charge.

5.2. Develop transportation projects that align with federal, state, and regional grant program goals and requirements.

5.3. Prioritize transportation investments in older and underserved areas of the City's UGB, with an emphasis on walking, biking, and public transit, such as Safe Route to School grant.

*To provide and encourage a safe, convenient and economic transportation system.*

## **POLICIES:**

- ~~1. Encourage transportation services for senior citizens and other transportation disadvantaged.~~
- ~~2. Encourage the development of a system of sidewalks and bike paths linking major areas of the City.~~
- ~~3. Continue to seek funding to implement Harrisburg's Bicycle Master Plan.~~
- ~~4. Participate in regional and statewide transportation planning in order to ensure access to all modes of transportation for the citizens of Harrisburg.~~
- ~~5. Encourage alternative truck routes for industry, agricultural business and commercial traffic.~~
- ~~6. To eliminate potentially hazardous situations and facilitate pedestrian access to the downtown commercial district, the City shall encourage the State Department of Transportation to:~~

- ~~1. Approve a four way stop or stop light at the intersection of 3<sup>rd</sup> Street (highway 99E) and Smith Street; and~~
- ~~2. Evaluate all speed zones in the city.~~

- ~~7. The City shall encourage Linn County to upgrade all County roads within the city limits and Urban Growth Boundary, to city standards for curbs, gutters, streets, and sidewalks.~~
- ~~8. Provide an adequate system of arterial and collector streets to provide for the needs of the residential, commercial and industrial areas of the community shall be maintained.~~
- ~~9. The City will encourage the Oregon Department of Transportation (ODOT) to construct a bikeway from Harrisburg to Junction City.~~
- ~~10. The City's Transportation System Plan shall serve as the city's transportation planning document and the prioritized capital improvement projects therein shall be reflected in the City's Capital Improvement Plan.~~

## **IMPLEMENTING MEASURES:**

- ~~1. Implementation of the Transportation System Plan, including recommendations of Best Management Practices.~~
- ~~2. A convenient and economic system of transportation shall be encouraged, to provide for needy senior citizens and the transportation disadvantaged.~~
- ~~3. Implementing ordinances shall consider the following community desires:~~
  - ~~1. Safer and more clearly defined access to downtown at Smith Street and Highway 99E~~
  - ~~2. Mixed use areas should be promoted to allow employment and shopping~~

~~opportunities in residential areas, thereby reducing vehicular trips.~~

~~e. Pedestrian and bicycle needs should be considered in all public and private development and redevelopment.~~

1.

~~d. Street widths should be flexible based on traffic demands of the project area.~~

## Appendix B: Matrix Summary of Code Changes

Item	Code Section	City Zoning and Development Ordinance Reference	Discussion/Questions for City/TPR Reference
<b>Land Uses</b>			
1	HMC Section 18.45.030	<p><i>Transportation facilities; includes construction, operation, and maintenance of facilities located within right-of-way controlled by a public agency, consistent with transportation system plan/comprehensive plan</i></p> <p>R-1, R-2, R-3. Transportation improvements as a Conditional use</p> <p>C-1, M-1: Transportation improvements as a Permitted use</p> <p>M-2: Transportation improvements as a Conditional use</p> <p>PUZ: Transportation improvements as a Permitted use</p>	<p>The City currently allows transportation improvements as permitted outright in certain zones: the C-1, M-1 and PUZ.</p> <p><b>Under Review:</b> Consultant recommends that the City should allow transportation improvements in <u>all</u> base zones, as outright uses as noted provided that the proposed improvements implement the Transportation System Plan and/or can be shown to be consistent with adopted policy.</p> <p>Recommends that revised code language be brought forward to allow in all base zones. Include a definition of transportation improvements to ensure that terminology reflects the appropriate types of transportation facilities. See item #13 in this matrix.</p> <p>OAR Reference: OAR 660-012-0045(1)(a)</p>
2	Chapter 18.55	<p>Greenway special purpose district</p> <p>Safe Harbor zone</p> <p>Wetland protection</p> <p>Flood hazard management</p>	No changes proposed to these code sections.
<b>Transportation and Parking Standards</b>			
3	HMC Section 18.70.030 Vehicular access and circulation.	1. Purpose and Intent. This section implements the street access policies of the City of Harrisburg transportation system plan and serves as the street access management policy	<b>Recommendation:</b> Delete this portion of a sentence to acknowledge City adoption of a TSP. Implementation language to remain in this section of Title 18.



		of the City of Harrisburg <u>with the City's Transportation System Plan. until such time as the City adopts a revised transportation system plan.</u> It is intended to promote safe vehicle access, circulation, and egress to properties, while maintaining traffic operations in conformance with adopted standards. "Safety," for the purposes of this chapter, extends to all modes of transportation.	OAR Reference: OAR 660-012-0330(8).
4	Chapter 18.80 Parking and Loading	<p>The City's Zoning and Development Code includes auto parking at thresholds which mirror parking quantities noted in the Model Code for Small Communities. No changes to auto parking quantiles are proposed.</p> <p>Bicycle parking is noted as 'required' for some uses and bicycle parking may be used to reduce auto parking requirements per 18.80.030.2.c. (5). However, no numeric requirements are noted in this code section.</p> <p><u>Multi-family residential of four units or more: one space per dwelling unit</u></p> <p><u>Retail/office/institutional, transit transfer stations, park-and-ride lots, and general parking lots: 2 spaces or one space per 10 vehicle spaces whichever is greater.</u></p> <p><u>Parks: four spaces per facility</u></p> <p><u>Schools: 2 spaces per classroom</u></p> <p><u>Places of Worship/Institutional uses: 2 spaces per primary use or 1 per 10 vehicle spaces whichever is greater.</u></p> <p><u>Design. Bicycle parking shall consist of staple-design steel racks or other City-approved</u></p>	<p><b>Recommendation:</b> Clarify bicycle parking requirements by adding a new section, 18.80.050 to include minimum numeric requirements for bicycle parking quantities, rack design and exemptions. The City may want to add engineering-related standards for bicycle rack design to the City of Harrisburg Engineering Design Standards Manual at some point.</p> <p>Code language based on Model Code for Small Communities.</p> <p>OAR Reference: The TPR includes provisions for bicycle parking as a way to provide safe and convenient facilities to all modes:</p> <p>660-012-0045(3)(a) Bicycle parking facilities as part of new multi-family residential developments of four units or more, new retail, office and institutional developments, and all transit transfer stations and park-and-ride lots;</p>

		<p>racks, lockers, or storage lids providing a safe and secure means of storing a bicycle.</p> <p><u>Exemptions. This section does not apply to single-family and duplex housing, home occupations, and agricultural uses. The City may exempt these requirements without a land use review upon finding that, due to the nature of the use or its location, it is unlikely to have any patrons or employees arriving by bicycle.</u></p> <p><u>Hazards. Bicycle parking shall not impede or create a hazard to pedestrians or vehicles, and shall be located so as to not conflict with pedestrian and/or auto movement.</u></p>	
5	<p>18.85.010</p>          <p>18.85.020 Transportation standards.</p>	<p>18.85.010 Purpose and applicability. 1. Purpose. The standards of this chapter implement the public facility policies of the City of Harrisburg comprehensive plan and the City’s adopted public facility master plans.</p> <p>2. Applicability. This chapter applies to developments subject to land division (subdivision or partition) approval and developments subject to site design review where public facility improvements are required. All public facility improvements within the City shall occur in accordance with the standards and procedures of this chapter <u>and the Transportation System Plan.</u></p> <p>1. General Requirements..... [a. ] no change</p>	<p><b>Recommendation:</b> Amend section to reference Transportation System Plan.</p>          <p><b>Recommendation:</b> This section of the code already contains requirements for a Transportation Impact Analysis and references to street widths. Recommend minor modifications to align with TSP.</p>

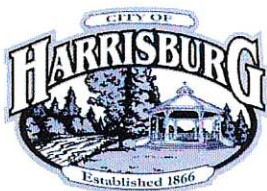
		<p>b. All street improvements, including the extension or widening of existing streets and public access ways, shall conform to this section, and shall be constructed consistent with the City of Harrisburg Engineering Design Standards Manual <u>and the Transportation System Plan</u>.</p> <p><u>(i). Other potential transportation needs or concerns as requested by City Engineer or County or State road authority.</u></p> <p>18.85.020.2. Street Location, Alignment, Extension, and Grades.</p> <p>a. All new streets, to the extent practicable, shall connect to the existing street network and allow for the continuation of an interconnected street network, consistent with adopted public facility plans and pursuant to subsection (4) of this section, Transportation Connectivity and Future Street Plans <u>and the Transportation System Plan</u>.</p> <p>Table 18.85.020.3 Street Widths [no changes proposed]</p>	<p><b>NOTE:</b> The City anticipates future work outside of the TSP process to create a wider street standard for local streets to accommodate on-street parking and sidewalks/bicycle lanes.</p> <p>Any changes to Table 18.85.020.3 may be finalized and adopted outside of the TSP adoption process.</p> <p>OAR Reference: 660-012-0020(2)(b) states “Functional classifications of roads in regional and local TSP's shall be consistent with functional classifications of roads in state and regional TSP's and shall provide for continuity between adjacent jurisdictions.” Additionally, the TSP Guidelines state that the Roadway Element of TSPs should include “Narrative definitions of roadway classifications.”</p>
<b>Land use reviews</b>			
6	Table 19.10.010 – Summary of Approvals by	Title 19 and the associated Chapters describes the land use review procedures for the City including noticing.	No changes proposed to code sections for noticing as noticing requirements include transportation service providers.

	Type of Review Procedure		<p>No changes proposed to consolidated review section as current language meets TPR requirements.</p> <p>OAR Reference: 660-012-0045(2) and 660-012-0330(8)(f), provide notice to public agencies providing transportation facilities and services.</p>
7	Chapter 19.25 Conditional use Permits	<p>HMC 19.25.040 Criteria, standards, and conditions of approval.</p> <p>Current code includes criteria to allow for Conditions of Approval which may improve street facilities in conjunction with a conditional use review:</p> <p><i>e. Designating the size, number, location, and/or design of vehicle access points or parking and loading areas;</i></p> <p><i>f. Requiring street rights-of-way to be dedicated and street improvements made, or the installation of pathways, sidewalks, or traffic control devices or features;</i></p>	<p>No changes proposed to these code sections.</p>
8	Chapter 19.30 Modifications to Approved Plans and Conditions	<p><i>g. Other changes similar to those in subsections (1)(a) through (f) of this section, in scale, magnitude, or <u>transportation (as evident by a Traffic Impact Analysis)</u> that impact adjacent properties, as determined by the City Administrator.</i></p>	<p>Current code notes in Section 19.30.030.1.d Major Modifications, that changes to traffic access would be addressed as a Major Modification.</p> <p><b>Recommendation:</b> Consider adding language to subsection g as noted.</p> <p>OAR Reference: 660-012- 0030(8)</p>
9	Chapter 19.35 Amendments to Zoning Map or Code.	<p>HMC 19.35.030. Criteria.</p> <p>5. <u>Comply with the policies and standards of the Transportation System Plan and</u></p>	<p><b>Recommendation:</b> Include reference to the City's Transportation System Plan within this section.</p> <p>OAR Reference: OAR 660-012-0330(8).</p>

		<u>Transportation policies of the City's Comprehensive Plan.</u>	
10	Chapter 19.40 Adjustments and Variances		No changes proposed to these code sections.
11	Chapter 19.45 Master Planned Developments	HMC 19.45.060. (preliminary criteria)  HMC 19.45.090 Detailed Development plan criteria.	<b>Recommendation:</b> Consider amending Concept Plan Approval criteria, new subsection:  <u>7. Transportation. Concept Plan must be in conformance with the Transportation System Plan .</u>  No changes to the 19.45.090 Detailed Development Plan criteria as it references back to Concept Plan criteria.  OAR Reference: OAR 660-012-0330(8).
12	Chapter 19.50 Religious Owned Affordable Housing Affordable Housing Land use		No changes proposed to these code sections.
<b>Definitions</b>			
13	Chapter 19.55.030	<b>Definitions</b>  “Street” means an improved or unimproved public or private right-of-way that is created to provide ingress or egress for vehicular traffic to one or more lots or parcels, excluding a private drive that is created to provide ingress or egress to mid-block drives (HMC 19.20.040) or land in conjunction with the use of land for forestry, mining, or agricultural purposes. A “street” includes the land between right-of- way lines or within the ingress/egress easement areas serving multiple residential	This section of the code includes definitions for: Street, TIA, Street connectivity, Access management.  For continuity and consistency, we recommend adding the following definitions which are also referenced in the TSP and in Table 18.85.020.3:  <b>Arterial Roadways.</b> These carry the majority of car traffic and connect major destinations, emphasizing motor vehicle throughput. Within Harrisburg, arterial roadway standards specify that they are constructed to handle heavy traffic volumes and loads. The majority of

		<p>lots but excluding “flag pole” portions of flag lots. For the purposes of this code, street does not include alleys and rail rights-of-way that do not also allow for motor vehicle access, or freeways and their ramps.</p> <p>“Street connectivity” is expressed as the number of street and/or access way connections within a specific geographic area. Higher levels of connectivity provide for more direct transportation routes and better dispersion of traffic, resulting in less traffic on individual streets and potentially slower speeds through neighborhoods.</p> <p>“Traffic impact analysis” means a report prepared by a professional engineer that analyzes existing and future roadway conditions, and which may recommend transportation improvements and mitigation measures.</p>	<p>arterials in Harrisburg are under the jurisdiction of ODOT or Linn County.</p> <p><b>Collector Roadways.</b> These provide less vehicle throughput than arterials but provide more access to residences and businesses. Within Harrisburg, collector roadways are similar to arterials in terms of width and are constructed to accommodate heavier traffic volumes and loads.</p> <p><b>Neighborhood/Local Roadways.</b> These connect residences to collectors and typically have lower speeds of travel and lower traffic counts. Local roadways are typically narrower in width. Most local roads in Harrisburg are owned by the City.</p> <p><b>Recreational Streets.</b> These streets connect residential areas to parks and open spaces, featuring lower speeds of travel and a design that prioritizes walking and biking. <i>*This is a new street type to reflect inclusion in the TSP and in Table 18.85.020.3.</i></p> <p><b>Transit/Rail Corridor.</b> This definition includes 4th Street in downtown Harrisburg, which features a railway traveling along the corridor’s centerline.</p> <p><b>Alley.</b> The Transportation System Plan did not bring this street type forward; recommend removal from Table 18.85.020.3 for consistency.</p> <p>Depending on determination for item #1, Transportation Facilities, recommend adding a new definition for Transportation Facilities as follows:</p> <p><u>Transportation Facilities. Transportation facilities are normal operation, maintenance, repair, and preservation activities on existing transportation facilities including installation of culverts, sidewalks, curbing, median fencing, guardrails, lighting and similar types of improvements within existing rights-of-way. Transportation facilities also include transportation improvement projects specifically identified in</u></p>
--	--	--	---

			<p><u>the City of Harrisburg, Transportation System Plan. Transportation facilities do not include improvements on private land.</u></p> <p>OAR Reference: 660-012-0020(2)(b) states “Functional classifications of roads in regional and local TSP's shall be consistent with functional classifications of roads in state and regional TSP's and shall provide for continuity between adjacent jurisdictions.” Additionally, the TSP Guidelines state that the Roadway Element of TSPs should include “Narrative definitions of roadway classifications.”</p>
--	--	--	---



City of Harrisburg  
120 Smith Street  
Harrisburg, OR 97446  
Phone (541) 995-6655  
[www.ci.harrisburg.or.us/planning](http://www.ci.harrisburg.or.us/planning)

## LAND USE APPLICATION

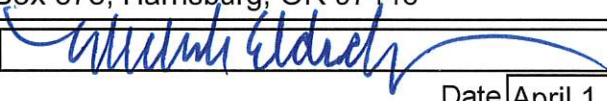
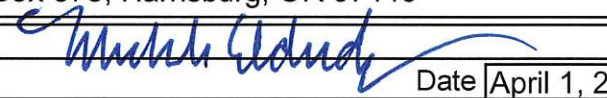
STAFF USE ONLY	
File Number: LU 466-2025	Date Received: April 1, 2025
Fee Amount: n/a	

APPLICATION TYPE	
<input type="checkbox"/> Annexation*	<input type="checkbox"/> Property Line Adjustment
<input type="checkbox"/> Comprehensive Plan Amendment*	<input type="checkbox"/> Partition/Replat*      Minor      Major
<input type="checkbox"/> Conditional Use Permit*	<input type="checkbox"/> Site Plan Review*
<input type="checkbox"/> Historic Permit*	<input type="checkbox"/> Site Plan Review – Parking Only
<input type="checkbox"/> Resource Alteration	<input type="checkbox"/> Subdivision/Replat*
<input type="checkbox"/> Resource Demolition	<input type="checkbox"/> Vacation of street, alley or easement
<input type="checkbox"/> Historic Review – District	<input type="checkbox"/> Variance*
<input type="checkbox"/> Legal Lot Determination	<input type="checkbox"/> Zone Map Change*
*A Pre-Application Conference with City Staff is Required	<input checked="" type="checkbox"/> Zoning Ordinance Text Amendment*

PLEASE PROVIDE A BRIEF SUMMARY OF THE PROPOSAL	
Project Description	The Transportation System Plan, or TSP is being replaced with a new version. This is a Master Plan of the City of Harrisburg, and therefore, is considered a legislative amendment, or a Type IV request. The Comprehensive Plan is being updated to reflect the changes as discussed in the meetings over the last 1 1/2 years.
Project Name	Harrisburg Transportation System Plan



## PRIMARY CONTACT AND OWNER INFORMATION

Applicant's Name	Michele Eldridge		
Phone	541-995-2200	Email	meldridge@ci.harrisburg.or.us
Mailing Address	PO Box 378, Harrisburg, OR 97446		
Applicant's Signature			Date
			April 1, 2025
Property Owner Name	City of Harrisburg		
Phone	541-995-2200	Email	meldridge@ci.harrisburg.or.us
Mailing Address	PO Box 378, Harrisburg, OR 97446		
Owner Signature			Date
			April 1, 2025

\*If more than one property owner is involved, provide a separate attachment listing each owner or legal representative and their signature.

## PROPERTY DESCRIPTION

(general vicinity, side of street, distance to intersection, etc.)

Street Address	n/a		
General Location Description	This legislative amendment covers the entire City limits		
Assessor's Map Number(s)	Related Tax Lot(s)		
Map #	n/a	Tax Lot(s) #	n/a
<p>The Assessor's Map Number (Township, Section and Range) and the Tax Lot Number (parcel) can be found on your tax statement, at the Linn County Assessor's Office, or online at <a href="http://linn-web.co.linn.or.us/propertywebquerypublic/">http://linn-web.co.linn.or.us/propertywebquerypublic/</a></p>			
Lot Area	n/a		

### LAND USE AND OVERLAY ZONES

Existing Zone(s)

Existing Comprehensive Plan Designation(s)

Please select any of the following zone overlays or natural areas that apply to the subject site:

- ☐ Historic Overlay      ☐ Willamette River Greenway      ☐ Floodplain  
☐ Riparian Corridors      ☐ Wetlands

\*Please include a discussion in the project narrative indicating how these overlays affect your proposal. For more information about any of these overlays, please contact the City Planner at (541) 995-6655.

### CHECK THE BOX NEXT TO INCLUDED EXHIBITS

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Narrative* (address all applicable HMC review criteria)<br><input type="checkbox"/> Assessor's Map with Applicable Tax Lots Highlighted<br><input type="checkbox"/> Site Plan<br><input type="checkbox"/> Survey / ALTA<br><input type="checkbox"/> Aerial Photograph / Existing Land Use(s) Map<br><input type="checkbox"/> Zoning Map (if applicable, show proposed change(s))<br><input type="checkbox"/> Comprehensive Plan Map(s) (if applicable, show proposed changes)<br><input type="checkbox"/> Subdivision or Partition Plat | <input type="checkbox"/> Architectural Elevations<br><input type="checkbox"/> Architectural Floor Plans<br><input type="checkbox"/> Utilities Plan<br><input type="checkbox"/> Geotechnical Report/Site<br><input type="checkbox"/> Assessment<br><input type="checkbox"/> Electronic Versions of Exhibits<br><input type="checkbox"/> Application Fee<br><input type="checkbox"/> Other |
|---|--|

\*A written narrative is required for all application types. Typical drawings sizes are 24"X36", 11"X17", or 8.5"X11". Sizes of required drawings will depend on the type and scope of applications involved. Contact the City Planner to verify requirements. On your plans, include the following: property lines, points of access for vehicles, pedestrians, and bicycles, water courses, any natural features (wetlands, floodplain, etc.), existing and proposed streets and driveways, parking areas, utilities, pedestrian and bike paths, and existing easements. Please note there are additional specific graphic and narrative requirements for each application type. Refer to the Harrisburg Municipal Code for more information.

A Pre-application Conference is Required with City Staff prior to turning in your land use application. Please contact the City Administrator, or City Recorder/Assistant City Administrator to make an appointment. Date of Appointment:

### 19.35.030 Criteria.

City of Harrisburg Narrative for Legislative Amendment Hearings:

**Planning Commission review and recommendation, and City Council approval, of an ordinance amending the zoning map, development code, or comprehensive plan shall be based on all of the following criteria:**

- 1. If the proposal involves an amendment to the comprehensive plan, the amendment must be consistent with the Statewide planning goals and relevant Oregon administrative rules;**

The City's Comprehensive Plan is based on the Statewide Planning Goals, as they are stated in Goals 1, 2, 8, 9, 11, & 12. These are compatible with the City's Comprehensive plan, as well as the Statewide Planning Goals pursuant to OAR 660-030-0070. In addition, as per OAR 660-018-0022, the City submitted the change to the DLCD a minimum of 35 days before holding the first evidentiary hearing on adoption of the proposed change.

Goal 1; CITIZEN INVOLVEMENT: Citizens have been involved in the creation of the new TSP. The appendixes to the TSP will show several surveys, feedback received during public events, and open committee's that have met to discuss the project. The Planning Commission and City Council have held two different joint meetings in order to review the Draft TSP, and have provided for more public input during this process. A joint webpage was also developed, that allowed for citizens to follow the process, and understand the methodology and changes being suggested by ODOT and the consultants.

Goal 2; LAND USE: Policies include revising the Comprehensive Plan as necessary, and to allow for provisions for participation by citizens. Sending notice on the website, and in the newspaper meets these requirements. In Implementing Measures in Section 17, it states that urban services to be provided include 'Streets within the development and providing access to the development, improvements to City standards (as required)'.

Goal 8 PARKS AND RECREATION FACILITIES: Objectives include referrals to Master Plans, including a Master Bike Plan. In Parks, the City should also be providing dedication to rights-of-way and/or easements to access parks facilities, and to coordinate with the City's Transportation System Plan, which this process is now providing.

Goal 9 ECONOMICS: The policies include making public investments to meet future needs and demands of industrial, commercial, and residential growth in Harrisburg. This includes policy No. 7, which plans for appealing streetscapes. Implementing measures include several, which constructs or improves infrastructure, provides parking, or allowing and encouraging streetscapes that are appealing to businesses and residential areas.

Goal 11 PUBLIC FACILITIES & SERVICES: The majority of this Goal requires adequate public facilities, including street development concurrent with developments as they are

constructed. The Transportation System Plan is one of the master plans required as an implementing measure, and should guide future development in Harrisburg.

Goal 12, TRANSPORTATION, the City acknowledges that most of this Goal will be revised with the adoption of the new Transportation System Plan, the implementation of which shall resolve current needs to add more pedestrian and bike paths in town, as well as streets that are interconnected in different areas of town.

The City has met 5 of the Goals of the Comprehensive Plan, which are based upon Statewide Land Use Planning Goals, as well as applicable OAR. **As such, the criteria has been met.**

**2. Applications for quasi-judicial amendments must conform to the regulatory policies of the comprehensive plan, in addition to the criteria in subsection (1) of this section;**

This application is for a legislative amendment, rather than quasi-judicial. **This criteria is not applicable.**

**3. Legislative amendments must be in the public interest with regard to community conditions; the proposal either responds to changes in the community, or it corrects a mistake or inconsistency in the current plan or code; and**

The purpose of this amendment is to update the Transportation System Plan, or TSP. This includes interconnective streets, and multi-modal improvements, including the pedestrian walkways, and bikeways. The public has been invited to several different events in which they helped to guide the process to meet their needs, as well as responding to surveys. There was also a Committee formed to help guide the initial steps of the creation of the new TSP. Therefore, the TSP has been amended in the public interest, based on community conditions. **As such, the criteria is met.**

**4. All amendments must conform to the Oregon Transportation Planning Rule with regard to adequacy of the transportation system (OAR [660-012-060](#)). [Ord. 987 § 1 (Exh. A), 2022.]**

All Land Use regulations are required to conform to adopted master plans as the City updates the specific ones that guide the City in developments. This includes amending the TSP, or Comprehensive Plan in order to support and provide transportation facilities, improvements, or services. This plan will also address Transportation SDC's, which helps to provide the funding needed to address and provide new infrastructure over the next 20-years. **As such, this criteria is met.**

## New Proposed Code Changes:

### HMC 18.70.030

#### 18.70.030 Vehicular access and circulation.

1. Purpose and Intent. This section implements the street access policies of the City of Harrisburg transportation system plan and serves as the street access management policy of the City of Harrisburg ~~with the City's until such time as the City adopts a revised~~ Transportation System Plan. It is intended to promote safe vehicle access, circulation, and egress to properties, while maintaining traffic operations in conformance with adopted standards. "Safety," for the purposes of this chapter, extends to all modes of transportation.

### HMC 18.80: Parking and Loading:

#### 18.80.050 Bicycle Parking Facilities

1. Standards are applicable to new multi-family residential developments of four units or more, new retail, office and institutional developments, and all transit transfer stations and park-and-ride lots.
  - a. Multi-family residential of four units or more: one space per dwelling unit  
Retail/office/institutional, transit transfer stations, park-and-ride lots, and general parking lots: 2 spaces or one space per 10 vehicle spaces whichever is greater.
  - b. Parks: four spaces per facility
  - c. Schools: 2 spaces per classroom
  - d. Places of Worship/Institutional uses: 2 spaces per primary use or 1 per 10 vehicle spaces whichever is greater.
2. Design. Bicycle parking shall consist of staple-design steel racks or other City-approved racks, lockers, or storage lids providing a safe and secure means of storing a bicycle.
3. Exemptions. This section does not apply to single-family and duplex housing, home occupations, and agricultural uses. The City may exempt these requirements without a land use review upon finding that, due to the nature of the use or its location, it is unlikely to have any patrons or employees arriving by bicycle.
4. Hazards. Bicycle parking shall not impede or create a hazard to pedestrians or vehicles, and shall be located so as to not conflict with pedestrian and/or auto movement

#### 18.85.010 Purpose and applicability.



1. Purpose. The standards of this chapter implement the public facility policies of the City of Harrisburg comprehensive plan and the City’s adopted public facility master plans.

2. Applicability. This chapter applies to developments subject to land division (subdivision or partition) approval and developments subject to site design review where public facility improvements are required. All public facility improvements within the City shall occur in accordance with the standards and procedures of this chapter and the Transportation System Plan.

3. Public Works/Engineering Design Standards. All public facility improvements, including, but not limited to, sanitary sewer, water, transportation, surface water and storm drainage, and parks projects, whether required as a condition of development or provided voluntarily, shall conform to the City of Harrisburg “design manual.” Where a conflict occurs between this code and the manual, the provisions of the design manual shall govern.

4. Public Improvement Requirement. No building permit may be issued until all required public facility improvements are in place and approved by the Public Works Director and/or City Engineer, or otherwise bonded. The City may allow deferral of required public improvements and require the applicant to record certification of nonremonstrance in conformance with the provisions of this code and the design manual.

5. Improvements required as a condition of development approval, when not voluntarily provided by the applicant, shall be roughly proportional to the impact of the development on public facilities. Findings in the development approval shall indicate how the required improvements directly relate to and are roughly proportional to the impact of development. [Ord. 987 § 1 (Exh. A), 2022.]

## **18.85.020 Transportation standards.**

### **1. General Requirements.**

a. Except as provided by subsection (1)(e) of this section, existing substandard streets and planned streets within or abutting a proposed development shall be improved in accordance with the standards of this chapter as a condition of development approval.

b. All street improvements, including the extension or widening of existing streets and public access ways, shall conform to this section, and shall be constructed consistent with the City of Harrisburg Engineering Design Standards Manual and the Transportation System Plan.

c. All new publicly owned streets shall be contained within a public right-of-way. Public pedestrian access ways may be contained within a right-of-way or a public access easement, as required by the City Engineer.

d. The purpose of this subsection is to coordinate the review of land use applications with roadway authorities and to implement Section 660-012-0045(2)(e) of the State Transportation

Planning Rule, which requires the City to adopt a process to apply conditions to development proposals in order to minimize impacts and protect transportation facilities.

(1) When a Traffic Impact Analysis Is Required. The City or other road authority with jurisdiction may require a traffic impact analysis (TIA) as part of an application for development, a change in use, or a change in access. A TIA may be required by the City Administrator where a change of use or a development would involve one or more of the following:

- (a) A change in zoning or a plan amendment designation, as may be required to determine compliance with OAR 660-012-0060, Transportation Planning Rule;
- (b) Operational or safety concerns documented in writing by a road authority;
- (c) An increase in site traffic volume generation by 300 average daily trips (ADT) or more;
- (d) An increase in peak hour volume of a particular movement to and from a street or highway by 20 percent or more;
- (e) An increase in the use of adjacent streets by vehicles exceeding the 20,000-pound gross vehicle weights by 10 vehicles or more per day;
- (f) Existing or proposed approaches or access connections that do not meet minimum spacing or sight distance requirements or are located where vehicles entering or leaving the property are restricted, or such vehicles are likely to queue or hesitate at an approach or access connection, creating a safety hazard;
- (g) A change in internal traffic patterns that may cause safety concerns; or
- (h) A TIA required by ODOT pursuant to OAR 734-051.

(i) Other potential transportation needs or concerns as requested by City Engineer, or County or State road Authority.

(2) Traffic Impact Analysis Preparation. A professional engineer registered by the State of Oregon, in accordance with the requirements of the road authority, shall prepare the traffic impact analysis.

e. The City Engineer or authorized representative may waive or allow deferral of standard street improvements, including sidewalk, roadway, bicycle lane, undergrounding of utilities, and landscaping, as applicable, where one or more of the following conditions in subsections (1)(e)(1) through (4) of this section is met. Where the City Engineer or authorized representative agrees to defer a street improvement, it shall do so only where the property owner agrees not to remonstrate against the formation of a local improvement district in the future.

(1) The standard improvement conflicts with an adopted capital improvement plan.

- (2) The standard improvement would create a safety hazard.
- (3) It is unlikely due to the developed condition of adjacent property that the subject improvement would be extended in the foreseeable future, and the improvement under consideration does not by itself significantly improve transportation operations or safety.
- (4) The improvement under consideration is part of an approved minor partition in the R-1 or R-2 zone and the proposed partition does not create any new street.
- (5) The City Administrator may accept development of a privately owned street in lieu of a standard public street improvement where the private street is designed to serve pedestrian, bicycle, and local automobile traffic and is not contrary to the City's transportation systems plan or other development code standard.

## 2. Street Location, Alignment, Extension, and Grades.

- a. All new streets, to the extent practicable, shall connect to the existing street network and allow for the continuation of an interconnected street network, consistent with adopted public facility plans and pursuant to subsection (4) of this section, Transportation Connectivity and Future Street Plans and the Transportation System Plan.

### 19.30.030 Major modifications.

1. Major Modification. The Planning Commission reviews applications for major modifications through the Type III procedure under Chapter [19.10](#) HMC. Any one of the following changes constitutes a major modification:

- a. A change in land use, from a less intensive use to a more intensive use of 20 percent or more, provided the standards of Chapters [18.40](#) through [18.90](#) HMC are met;
- b. An increase in floor area in a commercial or industrial development, or an increase in the number of dwelling units in a multifamily development, by 20 percent or more, provided the other standards of Chapters [18.40](#) through [18.90](#) HMC are met;
- c. A reduction in required setbacks, or an increase in lot coverage, by 20 percent or more, provided the other standards of Chapters [18.40](#) through [18.90](#) HMC are met;
- d. A change in the type and/or location of vehicle access points or approaches, driveways, or parking areas affecting off-site traffic;
- e. A reduction to screening, or a reduction to the area reserved for common open space or landscaping by 20 percent or more;
- f. Change to a condition of approval (CUP or site plan), or a change similar to subsections (1)(a) through (e) of this section, that could have a detrimental impact on adjoining properties. The City



Administrator shall have discretion in determining detrimental impacts triggering a major modification; or

g. Other changes similar to those in subsections (1)(a) through (f) of this section, in scale, magnitude, or transportation (as evident by a Traffic Impact Analysis) that impact ~~to~~ adjacent properties, as determined by the City Administrator.

### **19.35.030 Criteria.**

Planning Commission review and recommendation, and City Council approval, of an ordinance amending the zoning map, development code, or comprehensive plan shall be based on all of the following criteria:

1. If the proposal involves an amendment to the comprehensive plan, the amendment must be consistent with the Statewide planning goals and relevant Oregon administrative rules;
2. Applications for quasi-judicial amendments must conform to the regulatory policies of the comprehensive plan, in addition to the criteria in subsection (1) of this section;
3. Legislative amendments must be in the public interest with regard to community conditions; the proposal either responds to changes in the community, or it corrects a mistake or inconsistency in the current plan or code; and
4. All amendments must conform to the Oregon Transportation Planning Rule with regard to adequacy of the transportation system (OAR [660-012-060](#)). [Ord. 987 § 1 (Exh. A), 2022.]

5. Comply with the policies and standards of the Transportation System Plan and Transportation Policies of the City's Comprehensive Plan.

### **19.45.060 Concept plan approval criteria.**

The City, in approving or approving with conditions a concept plan, shall make findings that all of the following criteria are met. The City must deny an application where not all of the criteria are met.

1. Comprehensive Plan. The proposal conforms to the comprehensive plan. A master planned development may exceed the maximum density, commercial (minimum lot size), permitted by the underlying zone; provided, that the overall density of the project is not greater than 125 percent of the density permitted by the underlying zone.
2. Land Division Chapter. Except as may be modified under this title, all of the requirements for land divisions, under Chapter [19.20](#) HMC, are met.

3. HMC Title [18](#) Division 2 and Division 3 Standards. Except as may be modified under this title, all of the requirements of HMC Titles [12](#) and [18](#) are met.

4. Open Space. Master plans shall contain a minimum of 25 percent open space. Such open space shall be integral to the master plan and connect to a majority of the proposed residential lots. Plans shall provide space for both active and passive recreational uses, and may include, but are not limited to, neighborhood parks, pathways/trails, natural areas, plazas, and playfields. Open space areas shall be shown on the final plan and recorded with the final plat or separate instrument; the open space shall be conveyed in accordance with one of the following methods:

a. Open space proposed for dedication to the City must be acceptable to the Planning Commission with regard to the size, shape, location, improvement, environmental condition (i.e., the applicant may be required to provide an environmental assessment), and approved by City Council based on budgetary, maintenance, and liability considerations; or

b. By leasing or conveying title (including beneficial ownership) to a corporation, homeowners' association, or other legal entity. The terms of such lease or other instrument of conveyance must include provisions for maintenance and property tax payment acceptable to the City. The City, through conditions of approval, may also require public access or street dedications to be provided, where the open space is deemed necessary, based on impacts of the development and to meet public recreational and transportation needs pursuant to the City's comprehensive plan and master plans;

5. Special Housing. If the planned unit development proposes housing opportunities that implement local and regional housing goals or that meet other housing needs as identified by the City of Harrisburg, and that is not currently available (or only minimally available) in the City.

6. Modifications to Standards. All modifications to code standards must conform to the criteria in HMC [19.45.040](#). [Ord. 987 § 1 (Exh. A), 2022.]

**7. Transportation. Concept Plan must be in conformance with the Transportation System Plan.**

## HMC 19.55.030 – Definition Additions:

“Arterial Roadways” means roadways that carry the majority of car traffic and connect major destinations, emphasizing motor vehicle throughput. Within Harrisburg, arterial roadway standards specify that they are constructed to handle heavy traffic volumes and loads. The majority of arterials in Harrisburg are under the jurisdiction of ODOT or Linn County.

“Collector Roadways” means that these roadways provide less vehicle throughput than arterials but provide more access to residences and businesses. Within Harrisburg, collector roadways are similar to arterials in terms of width and are constructed to accommodate heavier traffic volumes and loads.

“Neighborhood/Local Roadways” means that these roadways connect residences to collectors and typically have lower speeds of travel and lower traffic counts. Local roadways are typically narrower in width. Most local roads in Harrisburg are owned by the City.

“Recreational Streets” means that these streets connect residential areas to parks and open spaces, featuring lower speeds of travel and a design that prioritizes walking and biking. *\*This is a new street type to reflect inclusion in the TSP and in Table 18.85.020.3.*

“Transit Conflict” means a roadway that is blocked at times due to train traffic in the City owned right-of-way.

“Transit/Rail Corridor” means a reference that includes 4th Street in downtown Harrisburg, which features a railway traveling along the corridor’s centerline.

**ORDINANCE NO. 1010**

**AN ORDINANCE APPROVING AMENDMENTS TO THE HARRISBURG COMPREHENSIVE PLAN, AMENDING HARRISBURG MUNICIPAL CODE TITLES 18.80, 18.85, 19.30, 19.35, 19.45 and 19.55, AND ADOPTING THE TRANSPORTATION SYSTEM PLAN (TSP)**

WHEREAS, the City of Harrisburg had previously obtained a Transportation Growth Management planning grant to replace our current TSP with a new version; and,

WHEREAS, the City of Harrisburg has spent the last two years on this public process, with the assistance of our Planning Advisory Committee, and time spent with the consultants from Parametrix, and ODOT Representative David Helton; and,

WHEREAS, it is recommended by the Planning Commission that the Harrisburg Comprehensive Plan be amended as shown in Exhibit A to this Ordinance, and that amendments to HMC 18.80, 18.85, 18.85, 19.30, 19.35, 19.45, and 19.55 be amended, as shown in Exhibit B to this Ordinance;

**NOW THEREFORE, THE CITY OF HARRISBURG ORDAINS AS FOLLOWS:**

**Section 1.** The Harrisburg Comprehensive Plan is amended by the replacement of Goal 12, Transportation, as recommended and shown in Exhibit A.

**Section 2.** Harrisburg Municipal Code Titles 18.80, 18.85, 19.30, 19.35, 19.45 and 19.55 are amended as shown in Exhibit B

**Section 3.** The Transportation System Plan is hereby adopted as a Master Plan of the City of Harrisburg.

PASSED by the Council this 10<sup>th</sup> Day of June, 2025.

APPROVED by Mayor Duncan this 10<sup>th</sup> Day of June 2025

EFFECTIVE DATE: July 11, 2025.

\_\_\_\_\_  
Mayor Robert Duncan

ATTEST:

\_\_\_\_\_  
City Recorder

## Exhibit A

### GOAL 12: TRANSPORTATION

The City of Harrisburg references the following five goals for the provision of transportation within the City. The City's Transportation System Plan, 2025 is incorporated by reference to the City of Harrisburg's Comprehensive Plan, Volume No. 2. Transportation priorities and policies are identified within the City's Comprehensive Plan, Volume No 2.

1. **Goal 1. Transportation for All People** – Provide a safe, reliable, and affordable transportation system for everyone and promote the needs of all people, including populations that are traditionally underserved.
2. **Goal 2. Livability and Economic Vitality** – Ensure the transportation system supports the community's quality of life by maintaining a healthy economy, encouraging employment opportunities, and providing housing affordability.
3. **Goal 3. Well-Connected Multi-Modal System** – Prioritize improvements that support people safely and comfortably walking, biking, and using public transportation services.
4. **Goal 4. Environmentally Sustainable** – Promote a sustainable transportation system by maintaining and preserving the existing system, mitigating environmental impacts from new development, and meeting the present and future needs of Harrisburg.
5. **Goal 5. Fiscal Responsibility**– Develop local funding sources and seek grants to implement future projects and programs.

## GOAL 12: TRANSPORTATION

The City's Transportation System Plan, 2025 is incorporated by reference to the City of Harrisburg's Comprehensive Plan, Volume No.2. Transportation priorities and policies are identified within the City's Comprehensive Plan, Volume No 2 as well as the transportation goals which are also included in Volume No. 1.

As part of the development of the City of Harrisburg's Transportation System Plan, 2025; the City identified the following nine priorities:

- Expanding and enhancing the pedestrian and bicycling networks to better meet the needs of all people in Harrisburg, especially within older and underserved areas of the UGB.
- Creating a better balance in the facilities and services provided by the City for multiple modes of travel while also enhancing connectivity for all modes of travel.
- Increasing compatibility of planned transportation improvements with the City's Zoning and Subdivision development code updates.
- Revising the City's Street Capital Improvement Plan, including updated facility costs.
- Identifying funding sources for future projects and programs and aligning projects with funding opportunities.
- Mitigating transportation impacts on wetlands in coordination with land use.
- Supporting the freight industry and expanding accessibility to industrial sites.
- Improving safety and accessibility across the transportation system.
- Improve coordination with ODOT related to 3<sup>rd</sup> Street (OR 99E), especially regarding strategies to response to local community concerns and identified barriers, such as at the intersection of LaSalle St and high travel speeds along the 3<sup>rd</sup> Street corridor.

### Transportation Goal 1

**Goal 1. Transportation for All People** – Provide a safe, reliable, and affordable transportation system for everyone and promote the needs of all people, including populations that are traditionally underserved.

### Transportation Goal 1 Policies

1.1. Ensure the transportation system is accessible to everyone, including seniors, people with disabilities, low-income individuals, people of color, and individuals living in underserved areas.

- 1.2. Develop street and path connections between streets to enhance connectivity for all people.
- 1.3. Address known safety issues, especially for people who walk, bike, or roll.
- 1.4. Maintain acceptable traffic flow and minimize delay city-wide, in coordination with ODOT guidelines.
- 1.5. Balance freight access with the needs of other modes of travel, including access to industrial parcels.
- 1.6. Coordinate with ODOT to improve safety along 3rd Street (OR 99E), including working within ODOT guidelines to evaluate alternative traffic controls at the intersection of LaSalle and 3rd Street (OR99E).

## **Transportation Goal 2**

**Goal 2. Livability and Economic Vitality** – Ensure the transportation system supports the community’s quality of life by maintaining a healthy economy, encouraging employment opportunities, and providing housing affordability.

### **Transportation Goal 2 Policies**

- 2.1. Minimize negative impacts to people, places, and environment from the transportation system.
- 2.2. Balance transportation needs on 3rd Street (OR 99E) to improve safety and comfort for all people, support business, and enhance the character of downtown.
- 2.3. Improve access to jobs for both residents and employers in Harrisburg.
- 2.4. Maintain and enhance freight accessibility to the industrial sites in the City’s UGB.
- 2.5. Develop projects and programs that are scaled appropriately to Harrisburg’s small-town context.
- 2.6. Coordinate with local, state, and regional agencies on transportation issues and system improvements.
- 2.7. Prioritize and coordinate investments to support the City’s present and future development.
- 2.8. Improve access to Harrisburg parks for people walking and bicycling.

## **Transportation Goal 3**

**Goal 3. Well-Connected Multi-Modal System** – Prioritize improvements that support people safely and comfortably walking, biking, and using public transportation services.

### **Transportation Goal 3 Policies**

- 3.1. Improve connectivity in the City's transportation network for all modes of travel, with an emphasis on walking and biking.
- 3.2. Balance the facilities and services provided by the City for multiple modes of travel, with an emphasis on walking and biking, as well as providing improved access to parks in Harrisburg.
- 3.3. Improve street crossings on arterial and local streets to increase safety and comfort.
- 3.4. Work to provide convenient and affordable transportation services for seniors, people with disabilities, and other underserved populations.
- 3.5. Work to establish public transportation access, including through partnerships with nearby service providers.

### **Transportation Goal 4**

**Goal 4. Environmentally Sustainable** – Promote a sustainable transportation system by maintaining and preserving the existing system, mitigating environmental impacts from new development, and meeting the present and future needs of Harrisburg.

### **Transportation Goal 4 Policies**

- 4.1. Coordinate planned transportation improvements with the recent revision of the City's Zoning and Subdivision Development Codes and new development to ensure new development complements the community, supports all modes of travel, and helps implement the TSP.
- 4.2. Preserve, maintain, and manage demand on the existing system before making new investments.
- 4.3. Minimize transportation impacts to the Willamette River, wetlands, and other natural features.

### **Transportation Goal 5**

**Goal 5. Fiscal Responsibility**– Develop local funding sources and seek grants to implement future projects and programs.

### **Transportation Goal 5 Policies**



5.1. Evaluate new local funding options for transportation maintenance and improvements by revising the City's Street Capital Improvement Plan and updating the facility costs in the City's Transportation Systems Development Charge.

5.2. Develop transportation projects that align with federal, state, and regional grant program goals and requirements.

5.3. Prioritize transportation investments in older and underserved areas of the City's UGB, with an emphasis on walking, biking, and public transit, such as Safe Route to School grant.

## **Exhibit B**

### **HMC 18.70.030**

#### **18.70.030 Vehicular access and circulation.**

1. Purpose and Intent. This section implements the street access policies of the City of Harrisburg transportation system plan and serves as the street access management policy of the City of Harrisburg with the City's Transportation System Plan. It is intended to promote safe vehicle access, circulation, and egress to properties, while maintaining traffic operations in conformance with adopted standards. "Safety," for the purposes of this chapter, extends to all modes of transportation.

### **HMC 18.80: Parking and Loading:**

#### **18.80.050 Bicycle Parking Facilities**

1. Standards are applicable to new multi-family residential developments of four units or more, new retail, office and institutional developments, and all transit transfer stations and park-and-ride lots.

- a. Multi-family residential of four units or more: one space per dwelling unit  
Retail/office/institutional, transit transfer stations, park-and-ride lots, and general parking lots: 2 spaces or one space per 10 vehicle spaces whichever is greater.
- b. Parks: four spaces per facility
- c. Schools: 2 spaces per classroom
- d. Places of Worship/Institutional uses: 2 spaces per primary use or 1 per 10 vehicle spaces whichever is greater.

2. Design. Bicycle parking shall consist of staple-design steel racks or other City-approved racks, lockers, or storage lids providing a safe and secure means of storing a bicycle.

3. Exemptions. This section does not apply to single-family and duplex housing, home occupations, and agricultural uses. The City may exempt these requirements without a land use review upon finding that, due to the nature of the use or its location, it is unlikely to have any patrons or employees arriving by bicycle.

4. Hazards. Bicycle parking shall not impede or create a hazard to pedestrians or vehicles, and shall be located so as to not conflict with pedestrian and/or auto movement

### **HMC 18.85 Public Facilities:**

#### **18.85.010 Purpose and applicability.**

1. Purpose. The standards of this chapter implement the public facility policies of the City of Harrisburg comprehensive plan and the City's adopted public facility master plans.

2. Applicability. This chapter applies to developments subject to land division (subdivision or partition) approval and developments subject to site design review where public facility improvements are required. All public facility improvements within the City shall occur in accordance with the standards and procedures of this chapter and the Transportation System Plan.

3. Public Works/Engineering Design Standards. All public facility improvements, including, but not limited to, sanitary sewer, water, transportation, surface water and storm drainage, and parks projects, whether required as a condition of development or provided voluntarily, shall conform to the City of Harrisburg "design manual." Where a conflict occurs between this code and the manual, the provisions of the design manual shall govern.

4. Public Improvement Requirement. No building permit may be issued until all required public facility improvements are in place and approved by the Public Works Director and/or City Engineer, or otherwise bonded. The City may allow deferral of required public improvements and require the applicant to record certification of nonremonstrance in conformance with the provisions of this code and the design manual.

5. Improvements required as a condition of development approval, when not voluntarily provided by the applicant, shall be roughly proportional to the impact of the development on public facilities. Findings in the development approval shall indicate how the required improvements directly relate to and are roughly proportional to the impact of development. [Ord. 987 § 1 (Exh. A), 2022.]

### **18.85.020 Transportation standards.**

#### **1. General Requirements.**

a. Except as provided by subsection (1)(e) of this section, existing substandard streets and planned streets within or abutting a proposed development shall be improved in accordance with the standards of this chapter as a condition of development approval.

b. All street improvements, including the extension or widening of existing streets and public access ways, shall conform to this section, and shall be constructed consistent with the City of Harrisburg Engineering Design Standards Manual and the Transportation System Plan.

c. All new publicly owned streets shall be contained within a public right-of-way. Public pedestrian access ways may be contained within a right-of-way or a public access easement, as required by the City Engineer.

d. The purpose of this subsection is to coordinate the review of land use applications with roadway authorities and to implement Section 660-012-0045(2)(e) of the State Transportation Planning Rule, which requires the City to adopt a process to apply conditions to development proposals in order to minimize impacts and protect transportation facilities.

(1) When a Traffic Impact Analysis Is Required. The City or other road authority with jurisdiction may require a traffic impact analysis (TIA) as part of an application for development, a change in use, or a change in access. A TIA may be required by the City Administrator where a change of use or a development would involve one or more of the following:

(a) A change in zoning or a plan amendment designation, as may be required to determine compliance with OAR 660-012-0060, Transportation Planning Rule;

(b) Operational or safety concerns documented in writing by a road authority;

(c) An increase in site traffic volume generation by 300 average daily trips (ADT) or more;

(d) An increase in peak hour volume of a particular movement to and from a street or highway by 20 percent or more;

(e) An increase in the use of adjacent streets by vehicles exceeding the 20,000-pound gross vehicle weights by 10 vehicles or more per day;

(f) Existing or proposed approaches or access connections that do not meet minimum spacing or sight distance requirements or are located where vehicles entering or leaving the property are restricted, or such vehicles are likely to queue or hesitate at an approach or access connection, creating a safety hazard;

(g) A change in internal traffic patterns that may cause safety concerns; or

(h) A TIA required by ODOT pursuant to OAR 734-051.

(i) Other potential transportation needs or concerns as requested by City Engineer, or County or State road Authority.

(2) Traffic Impact Analysis Preparation. A professional engineer registered by the State of Oregon, in accordance with the requirements of the road authority, shall prepare the traffic impact analysis.

e. The City Engineer or authorized representative may waive or allow deferral of standard street improvements, including sidewalk, roadway, bicycle lane, undergrounding of utilities, and landscaping, as applicable, where one or more of the following conditions in subsections (1)(e)(1) through (4) of this section is met. Where the

City Engineer or authorized representative agrees to defer a street improvement, it shall do so only where the property owner agrees not to remonstrate against the formation of a local improvement district in the future.

- (1) The standard improvement conflicts with an adopted capital improvement plan.
- (2) The standard improvement would create a safety hazard.
- (3) It is unlikely due to the developed condition of adjacent property that the subject improvement would be extended in the foreseeable future, and the improvement under consideration does not by itself significantly improve transportation operations or safety.
- (4) The improvement under consideration is part of an approved minor partition in the R-1 or R-2 zone and the proposed partition does not create any new street.
- (5) The City Administrator may accept development of a privately owned street in lieu of a standard public street improvement where the private street is designed to serve pedestrian, bicycle, and local automobile traffic and is not contrary to the City's transportation systems plan or other development code standard.

## 2. Street Location, Alignment, Extension, and Grades.

a. All new streets, to the extent practicable, shall connect to the existing street network and allow for the continuation of an interconnected street network, consistent with adopted public facility plans and pursuant to subsection (4) of this section, Transportation Connectivity and Future Street Plans and the Transportation System Plan.

### **HMC 19.30 Modifications to Approved Plans and Conditions:**

#### **19.30.030 Major modifications.**

1. Major Modification. The Planning Commission reviews applications for major modifications through the Type III procedure under Chapter [19.10](#) HMC. Any one of the following changes constitutes a major modification:
  - a. A change in land use, from a less intensive use to a more intensive use of 20 percent or more, provided the standards of Chapters [18.40](#) through [18.90](#) HMC are met;
  - b. An increase in floor area in a commercial or industrial development, or an increase in the number of dwelling units in a multifamily development, by 20 percent or more, provided the other standards of Chapters [18.40](#) through [18.90](#) HMC are met;
  - c. A reduction in required setbacks, or an increase in lot coverage, by 20 percent or more, provided the other standards of Chapters [18.40](#) through [18.90](#) HMC are met;

- d. A change in the type and/or location of vehicle access points or approaches, driveways, or parking areas affecting off-site traffic;
- e. A reduction to screening, or a reduction to the area reserved for common open space or landscaping by 20 percent or more;
- f. Change to a condition of approval (CUP or site plan), or a change similar to subsections (1)(a) through (e) of this section, that could have a detrimental impact on adjoining properties. The City Administrator shall have discretion in determining detrimental impacts triggering a major modification; or
- g. Other changes similar to those in subsections (1)(a) through (f) of this section, in scale, magnitude, or transportation (as evident by a Traffic Impact Analysis) that impact adjacent properties, as determined by the City Administrator.

### **HMC 19.35 Amendments to Zoning Map or Code:**

#### **19.35.030 Criteria.**

Planning Commission review and recommendation, and City Council approval, of an ordinance amending the zoning map, development code, or comprehensive plan shall be based on all of the following criteria:

1. If the proposal involves an amendment to the comprehensive plan, the amendment must be consistent with the Statewide planning goals and relevant Oregon administrative rules;
2. Applications for quasi-judicial amendments must conform to the regulatory policies of the comprehensive plan, in addition to the criteria in subsection (1) of this section;
3. Legislative amendments must be in the public interest with regard to community conditions; the proposal either responds to changes in the community, or it corrects a mistake or inconsistency in the current plan or code; and
4. All amendments must conform to the Oregon Transportation Planning Rule with regard to adequacy of the transportation system (OAR [660-012-060](#)). [Ord. 987 § 1 (Exh. A), 2022.]
5. Comply with the policies and standards of the Transportation System Plan and Transportation Policies of the City's Comprehensive Plan.

### **HMC 19.45 Master Planned Developments/Planned Unit Development:**

#### **19.45.060 Concept plan approval criteria.**

The City, in approving or approving with conditions a concept plan, shall make findings that all of the following criteria are met. The City must deny an application where not all of the criteria are met.

1. Comprehensive Plan. The proposal conforms to the comprehensive plan. A master planned development may exceed the maximum density, commercial (minimum lot size), permitted by the underlying zone; provided, that the overall density of the project is not greater than 125 percent of the density permitted by the underlying zone.

2. Land Division Chapter. Except as may be modified under this title, all of the requirements for land divisions, under Chapter [19.20](#) HMC, are met.

3. HMC Title [18](#) Division 2 and Division 3 Standards. Except as may be modified under this title, all of the requirements of HMC Titles [12](#) and [18](#) are met.

4. Open Space. Master plans shall contain a minimum of 25 percent open space. Such open space shall be integral to the master plan and connect to a majority of the proposed residential lots. Plans shall provide space for both active and passive recreational uses, and may include, but are not limited to, neighborhood parks, pathways/trails, natural areas, plazas, and playfields. Open space areas shall be shown on the final plan and recorded with the final plat or separate instrument; the open space shall be conveyed in accordance with one of the following methods:

a. Open space proposed for dedication to the City must be acceptable to the Planning Commission with regard to the size, shape, location, improvement, environmental condition (i.e., the applicant may be required to provide an environmental assessment), and approved by City Council based on budgetary, maintenance, and liability considerations; or

b. By leasing or conveying title (including beneficial ownership) to a corporation, homeowners' association, or other legal entity. The terms of such lease or other instrument of conveyance must include provisions for maintenance and property tax payment acceptable to the City. The City, through conditions of approval, may also require public access or street dedications to be provided, where the open space is deemed necessary, based on impacts of the development and to meet public recreational and transportation needs pursuant to the City's comprehensive plan and master plans;

5. Special Housing. If the planned unit development proposes housing opportunities that implement local and regional housing goals or that meet other housing needs as identified by the City of Harrisburg, and that is not currently available (or only minimally available) in the City.

6. Modifications to Standards. All modifications to code standards must conform to the criteria in HMC [19.45.040](#). [Ord. 987 § 1 (Exh. A), 2022.]

7. Transportation. Concept Plan must be in conformance with the Transportation System Plan.

**HMC 19.55.030 – Definitions:**

“Arterial Roadways” means roadways that carry the majority of car traffic and connect major destinations, emphasizing motor vehicle throughput. Within Harrisburg, arterial roadway standards specify that they are constructed to handle heavy traffic volumes and loads. The majority of arterials in Harrisburg are under the jurisdiction of ODOT or Linn County.

“Collector Roadways” means that these roadways provide less vehicle throughput than arterials but provide more access to residences and businesses. Within Harrisburg, collector roadways are similar to arterials in terms of width and are constructed to accommodate heavier traffic volumes and loads.

“Neighborhood/Local Roadways” means that these roadways connect residences to collectors and typically have lower speeds of travel and lower traffic counts. Local roadways are typically narrower in width. Most local roads in Harrisburg are owned by the City.

“Recreational Streets” means that these streets connect residential areas to parks and open spaces, featuring lower speeds of travel and a design that prioritizes walking and biking. *\*This is a new street type to reflect inclusion in the TSP and in Table 18.85.020.3.*

“Transit/Rail Corridor” means a reference that includes 4th Street in downtown Harrisburg, which features a railway traveling along the corridor’s centerline.



Agenda Bill

**Harrisburg City Council**

Harrisburg, Oregon

THE MATTER OF A PRESENTATION FROM PARAMETRIX IN RELATION TO THE REPORT ON THE TRANSPORTATION SYSTEM DEVELOPMENT CHARGE UPDATE

STAFF REPORT:

- Exhibit A: June 2025 Transportation Development Charge Update
- Exhibit B: 2012 SDC Methodology Report for Transportation SDC's
- Exhibit C: 2020 System Development Charges Issue Brief – State of Oregon

**ACTION: MOTION TO FORMALLY START THE TRANSPORTATION SYSTEM DEVELOPMENT CHARGES PROJECT ACCORDING TO HMC 12.35.100**

**THIS AGENDA BILL IS DESTINED FOR:** Agenda – June 10, 2025

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
TBD	Yes	2025-2026 Budget

STAFF RECOMMENDATION:

**Staff recommends the City Council review, and motion to formally start the Transportation System Development Charges Project according to HMC 12.35.100**

BACKGROUND INFORMATION:

Former City Administrator Brian Latta made a recommendation during his tenure that rather than working on all the SDC methodology at one time, the City of Harrisburg would continue to determine SDC charges based upon future Master Plans as each are updated. The Capitol Improvement Plan, or CIP is updated each time we adopt a Master Plan. The City has updated both the Water Master Plan, and the Parks Master Plan. Both had negligible amounts of increase, and therefore, those SDC's remain the same. When the City wrote the TGM Grant for the Transportation System Plan (TSP) to be updated, we made sure to include determining SDC's for Transportation Improvements over the next 20 years based upon the changes made to the CIP.

Parametrix consultants prepared a Harrisburg Transportation System Development Charge Update Report (**Exhibit A**) in relation to the revised Capital Improvement Plan (CIP). That CIP list is in the TSP and is also shown in the updated methodology report.

We were originally going to talk about SDC's at the last meeting in May. However, after Parametrix sent the report, Staff discovered that there were some of the CIP projects on the old 2012 list that weren't included on the new CIP list. It's logical that the CIP must list projects that are included as part of the Master Plan, but there can also be projects that may not be SDC eligible but can be included on the list. This allows the City to prioritize projects and is easier for citizens to understand. Staff has also provided the current Transportation System Development Charges methodology from 2012. This is provided in **Exhibit B**. Unfortunately, the report was provided in PDF, and has been scanned several times. The conversion to Word rendered it better than the PDF version, although there are still some areas that the program wasn't able to convert.

Some of the Councilors have not dealt with SDC's much in the past. In **Exhibit C**, Council will find a 'white paper' on SDC's that was released by the State of Oregon in 2020. Most of the policy that is repeated in the methodology report from Parametrix are shown on this report. It does a good job of explaining how SDC's are created, and for what they can be used for. It also helps to review this material if it's been a while since you've considered SDC's.

When looking at the two methodologies, there are some changes in terminology which are to be expected over the last 13 years. In the old methodology, ELNDT stands for Equivalent Length New Daily Trips; now shortened to New Daily Trips. ITE stands for the Institute of Transportation Engineers. This is a large volume set of transportation studies using a fairly comprehensive assortment of residential, commercial, and industrial uses throughout the nation, that have had trip studies created for every day of the week, and which focus on the times when most people are on the road and using transportation systems. Daily Trip Rates, as used in Table 2, **Exhibit A**, are related to the actual traffic studies.

Parametrix has done a good job of explaining and determining calculations based off of the new CIP that is the result of the TSP process, and using the same type of methodology as was used in 2012. In Section 3.3 of the SDC Report, Parametrix shows the Cost per Daily Trip Calculation. In comparison to the 2012 report, the SDC Improvement Fee has been considerably changed. The difference between the two reports shows an almost 29% increase. While infrastructure costs have certainly increased exponentially since 2012, the Daily Trip Cost has increased due to the reduction in daily trips.

2025 Methodology Report			2012 Methodology Report	
SDC Improvement Fee	SDC Eligible Costs	Daily Trips	SDC Eligible Costs	Daily Trips
	\$1,828,131	1,731	\$2,142,452	7,000
Daily Trip Cost	\$1,056		\$306	

As discovered in 2012, there are strict statutes on how SDC's are created and used. However, the interpretation of the data presented can be changed, and are based on a series of assumptions. In 2012, the City discussed Transportation SDC's over a period of several months. Ultimately, the City Council decided to modify the charges in order to allow for economic development, by using only 30% of the total ITE for commercial and industrial uses. This is what is referred to as a 'local factor'. As an example of this strategy, because the City was focusing on trying to obtain a grocery store in 2012, the local factor was reduced even more to 10% and 5% respectively, depending upon the size and type of grocery store. This reduction in fees was applied to both Grocery Deals, and Dollar General, when they were being constructed. While it's worthwhile to modify the methodology where possible to generate economic development, on the other side of the coin, the City also lowers the amount of SDC's accumulating for what is now one of the most expensive types of infrastructure in the State of Oregon.

According to Harrisburg Municipal Code (HMC) 12.35.110, SDC's must be provided to anyone on the SDC list a minimum of 90 days ahead of time, and the Reports must be available to them for a minimum of 60 days ahead of time. The last time the City went through this process, which is stipulated by ORS 223.304(7)(a), there were only 3 companies on the SDC notification list. The remaining names included all the different builders who had current projects in town under construction. Some of the builders are local, or are property owners who had larger parcels, and therefore future plans for development.

The analysis shown in section 3.2 makes sense, but Staff would like to analyze this change further, and discuss with the City's transportation engineers, as well as to verify the percentage used for commercial and industrial properties in relation to the City's urbanization plan. Normally, we would have some additional time to verify numbers, and discuss them with the contractors, but in this case, the contract with Parametrix has already been extended twice, and ends in the middle of this month. As such, Staff feels that the City has accomplished the main purpose of obtaining the TSP Master Plan, and can continue with this process, which is based upon the TSP that has just been adopted, in the near future by using staff and our exemplary traffic engineers. There will be a cost to the City for the use of our traffic engineers from Branch Engineering. Staff will ask for an estimate of time and can return with those numbers in a future meeting. This should be affordable and covered in our planned budget numbers for 2025-2026.

The City should be very cautious with this process and needs to take the time to work through all the ramifications of possible changes that could take effect. Examples of considerations to make:

- Looking at Table 2 below, the proposed Single Family Detached Housing has increased in Transportation Fees by \$7,311. This increases the City's total \$13,107 in SDC fees to \$20,418.
- While every City's CIP and resulting methodology will be completely different from each other, it's still important to make sure that the City is not pricing itself to lose competition to other Cities. The City should look at comparatives from other

communities nearby and can consider modifying the SDC's accordingly if desired.

- Ramifications to current development: HMC 12.35.100(2) states that effective dates may not be effective sooner than 30 days after Council action. However, for any current land use applications, the rate of SDC's shall not change for a minimum of six months. Because the City has worked so hard to encourage housing development, Staff suggests that current developments should be grandfathered at the existing SDC's rates if they have a current and approved preliminary plat prior to the dates of adoption of any new SDC's, and they file the final plat within the time frames required by the Municipal Code.
- Consideration that keeping SDC's low, puts more of a burden on current residents. Housing in Harrisburg is already lower, due to the cost of land, and property taxes are far cheaper in Linn County.

**Table 2. Transportation SDC Fee for Selected Land Uses compared to 2012**

ITE Code	ITE Category	Unit	Daily Trip Rate	Cost per Daily Trip	Local Factor	Admin Fee (4%)	Total Transportation SDC Fee	2012 Transportation SDC Fee	Difference
Cost per daily trip				\$ 1,056	100%	\$ 42	\$ 1,098	\$ 306	
Residential									
210	Single Family Detached Housing	Dwelling Unit	9.43	\$ 1,056	100%	\$ 398	\$ 10,356	\$3,045	\$7,311
220	Multifamily Housing (Low-Rise)	Dwelling Unit	6.74	\$ 1,056	100%	\$ 284	\$ 7,401	\$2,138	\$5,263
Commercial/Industrial									
110	General Light Industrial	1,000 sf	4.87	\$ 1,056	30%	\$ 61	\$ 1,604	\$665	\$939
320	Motel	Room	3.35	\$ 1,056	30%	\$ 42	\$ 1,103	\$537	\$566
630	Clinic	1,000 sf	37.60	\$ 1,056	30%	\$ 476	\$ 12,388	\$3,000	\$9,388
710	General Office Building	1,000 sf	10.84	\$ 1,056	30%	\$ 137	\$ 3,571	\$1,050	\$2,521
822	Strip Retail Plaza (<40k)	1,000 sf	54.45	\$ 1,056	30%	\$ 689	\$ 17,939	n/a	n/a

In conclusion, staff recommends that the City Council motion formally start the Transportation System Development Charges Project according to HMC 12.35.100.

**REVIEW AND APPROVAL:**



Michele Eldridge 06.04.25  
City Administrator

# Harrisburg Transportation System Development Charge Update

*Prepared for*  
City of Harrisburg



June 2025

# Harrisburg Transportation System Development Charge Update

*Prepared for*

**City of Harrisburg**  
120 Smith Street  
Harrisburg, OR 97446

*Prepared by*

**Parametrix**  
5 SE Martin Luther King Jr. Boulevard, Suite 400  
Portland, OR 97214  
T. 503.233.2400 F. 1.206.649.6353  
[www.parametrix.com](http://www.parametrix.com)

June 2025 | 274-2395-123

# Citation

Parametrix. 2025. Harrisburg Transportation System Development Charge Update. Prepared for City of Harrisburg by Parametrix, Portland, Oregon. June 2025.

# Contents

1. Introduction.....1

2. Overall Methodology .....1

3. SDC Improvement Fee Calculation .....2

    3.1 Capital Improvement Projects.....2

    3.2 Daily Trip Calculation .....6

    3.3 Cost per Daily Trip Calculation .....6

4. SDC Reimbursement Fee Calculation.....6

5. Total SDC Fee Calculation.....6

6. Summary.....7

TABLES

Table 1. System Development Charge Eligible Project Costs .....3

Table 2. Transportation SDC Fee for Selected Land Uses .....7

Table 3. Summary of 2025 Transportation SDC Update.....7



# Acronyms and Abbreviations

ITE	Institute of Transportation Engineers
ODOT	Oregon Department of Transportation
SDC	system development charge
TSP	transportation system plan

# 1. Introduction

System development charges (SDCs) are one-time fees on new development paid at the time of development. State Statutes under ORS 223 permit the City to adopt SDCs for five components of public infrastructure, including transportation systems. The City of Harrisburg completed the *System Development Charge Methodology and Capital Improvement Plan Updates* for all five components in February 2012.

The Harrisburg Transportation System Plan (TSP) is currently being updated and is expected to be adopted in June 2025. In this plan, the transportation system was evaluated for Year 2022 Existing Conditions and Year 2045 Future Conditions to identify deficiencies for people traveling through the City by vehicle or active transportation. Projects were developed to address these deficiencies and will be included in the City's Capital Improvement Plan. This *Transportation System Development Charge Update* summarizes the updated methodology for calculating transportation SDCs and the proposed transportation SDC fee based on the planning level cost estimates developed as part of the TSP.

# 2. Overall Methodology

SDCs may be charged to new development based on a fee to reimburse for unused infrastructure capacity (reimbursement fees) and/or to make planned improvements that increase infrastructure capacity (improvement fees). SDC revenues may only be used for capital costs; they cannot be used for ongoing facility or system maintenance or projects that either fix existing system deficiencies or replace existing capacity. The general approach used to calculate the SDCs for various systems is based on requirements set forth in ORS 223.304:

- Reimbursement fees must be established or modified by ordinance or resolution setting forth a methodology that is, when applicable, based on
  - (A) Ratemaking principles employed to finance publicly owned capital improvements;
  - (B) Prior contributions by existing users;
  - (C) Gifts or grants from federal or state government or private persons; (D)
  - (D) The value of unused capacity available to future users or the cost of the existing facilities; and
  - (E) Other relevant factors identified by the local government imposing the fee.

The methodology for establishing or modifying a reimbursement fee must promote the objective of future system users contributing no more than an equitable share to the cost of existing facilities and it must be available for public inspection.

- Improvement fees must be established or modified by ordinance or resolution setting forth a methodology that is available for public inspection and demonstrates consideration of:
  - (A) The projected cost of the capital improvements identified in the plan and list adopted pursuant to ORS 223.309 that are needed to increase the capacity of the systems to which the fee is related; and
  - (B) The need for increased capacity in the system to which the fee is related that will be required to serve the demands placed on the system by future users.

State law does not specify methodology for calculating SDC rates, but some standard methodologies have evolved. For instance, transportation SDCs are generally based on a standard trip generation calculator for the type of dwelling, business, or facility. State law explicitly prohibits SDCs based on numbers of employees or set to increase with the addition of employees. The 2012 City of Harrisburg *System Development Charge Methodology and Capital Improvement Plan Updates* outlined methodology for calculating the transportation SDC fee. This *Transportation System Development Charge Update* was consistent with most of the previous methodology, as explained in the following sections.

### 3. SDC Improvement Fee Calculation

Improvement fees may be charged to help fund planned improvements to accommodate future growth. The updated transportation SDC improvement fee was calculated according to the following steps:

1. The capital improvement projects were evaluated to determine which projects are eligible for SDC funding and what percentage of the total project cost is eligible.
2. The number of new daily trips expected to be generated within the City by year 2045 was calculated.
3. The transportation SDC improvement fee was calculated by dividing the total SDC-eligible project costs by the number of new daily trips.

#### 3.1 Capital Improvement Projects

A list of improvement projects was developed to address the transportation deficiencies identified in the Harrisburg TSP Update. The project list was evaluated to determine which projects were eligible for SDC funding based on two categories: regionally significant projects and active transportation projects. Some projects are not eligible for SDC funding if they are classified as aspirational projects, they do not have a project cost identified, or they are maintaining existing capacity.

- **Regionally significant projects** are projects that will require partner funding due to the magnitude of the project cost and the benefits the project will provide to the state transportation system. Similar to the 2012 City of Harrisburg *System Development Charge Methodology and Capital Improvement Plan Updates*, regionally significant projects are eligible for 20% SDC funding.
- **Active transportation projects** are projects that will provide benefits to people walking and biking through the City. It is assumed that active transportation trips will increase proportionally to vehicle trips in response to new development within the City. According to the Harrisburg TSP Update, vehicle trips are expected to grow by 16% by 2045. SDC funding is meant to address trips generated within the City and according to Oregon Department of Transportation's (ODOT) travel demand model, about 50% of all vehicle trips traveling through the City of Harrisburg are generated within the City and 50% are pass-through trips. Therefore, it is assumed that vehicle and active transportation trips that are generated within the City will grow by 8%. Active transportation projects are eligible for 8% SDC funding.

Lastly, the cost associated with updating the SDC methodology in the future was included in the total project costs. All of this planning cost is eligible for SDC funding. The total amount of SDC-eligible project costs is **\$1,828,131**, as shown in Table 1.

Table 1. System Development Charge Eligible Project Costs

TSP Project ID	Project Location	Project Description	Improvement Time Frame	Total Project Cost	SDC Eligibility	SDC-Eligible Project Cost
<b>Transportation System Improvements</b>						
C-1	<ul style="list-style-type: none"> <li>OR 99E/S 3rd Street and Kesling Street</li> <li>OR 99E/S 3rd Street and Smith Street</li> <li>OR 99E/S 3rd Street and LaSalle Street</li> </ul>	Enhanced Crossing	Near	\$ 522,000	20%	\$ 104,400
C-2	<ul style="list-style-type: none"> <li>Smith Street and S 6th Street</li> <li>Smith Street and N 7th Street</li> <li>N 7th Street and Territorial Street</li> <li>N 9th Street and Territorial Street</li> </ul>	Enhanced Crossing	Medium	\$ 1,152,000	8%	\$ 92,160
C-3	<ul style="list-style-type: none"> <li>2nd Street and Smith Street</li> <li>4th Street and Smith Street</li> <li>S 2nd Street and Kesling Street</li> <li>S 9th Street and Smith Street</li> </ul>	Standard Crossing	Near	\$ 696,000	8%	\$ 55,680
PB-2	New alignment between 6th Street and Eagle Park Access Road, including a new standard crosswalk at Sommerville Loop and S 6th Street.	Pedestrian and Bicycle (Shared-Use Path)	Aspirational	\$ 1,000,000	0%	\$ 0
PB-3	3rd Street from 2nd Street to LaSalle Street	Pedestrian and Bicycle (Shared-Use Path)	Medium	\$ 255,000	20%	\$ 51,000
P-4	Sommerville Loop from S 6th Street to Cramer Ave	Pedestrian (Lane/Walkway)	Medium	\$ 3,401,000	8%	\$ 272,080
P-5	N 9th Street between Diamond Hill Drive and Territorial Drive	Pedestrian (Sidewalk)	Near	\$ 1,468,136	8%	\$ 117,451
P-6	S 2nd Street between Fountain Street and S 3rd Street/OR 99E	Pedestrian (Sidewalk)	Medium	\$ 415,000	8%	\$ 33,200
P-7	S 4th Street between LaSalle Street and Smith Street	Pedestrian (Lane/Walkway or Sidewalk)	Near	\$ 0	0%	\$ 0
PB-8	1st Street between Territorial Drive and Schooling Street	Pedestrian and Bicycle (Shared-Use Path)	Aspirational	\$ 702,000	0%	\$ 0
R-1B	OR 99E/S 3rd Street and LaSalle Street	Change Traffic Control	Medium/Long	\$ 5,000,000	20%	\$ 1,000,000
R-2	Riley Way between N 6th Street and N 7th Street	New Roadway Connection	Aspirational	\$ 877,000	0%	\$ 0

TSP Project ID	Project Location	Project Description	Improvement Time Frame	Total Project Cost	SDC Eligibility	SDC-Eligible Project Cost
R-3	S 9th Street, between Sommerville Loop and S 9th Street	New Roadway Connection	Aspirational	\$ 2,277,000	0%	\$ 0
R-5	LaSalle Street, east of 9th Street	New Roadway Connection	Aspirational	\$ 1,497,000	0%	\$ 0
R-6	Smith Street, east of 9th Street	New Roadway Connection	Aspirational	\$ 1,087,000	0%	\$ 0
R-8	Sommerville Loop, west of S 6th Street	Roadway – Reduce roadway standard/vacate alignment	Medium	\$ 0	0%	\$ 0
R-9	Diamond Hill Drive and N 7th Street	Safety	Long	\$ 0	0%	\$ 0
-	Smith Street between 3rd Street and 4th Street	Roadway Reconstruction	Long	\$ 1,125,000	0%	\$ 0
-	N 9th Street between Burton Street and Diamond Hill Drive	Roadway Reconstruction	Near	\$ 133,000	0%	\$ 0
-	N 9th Street between Territorial Street and Burton Street	Roadway Reconstruction	Near	\$ 1,000,000	0%	\$ 0
-	Burton Street between 7th Street and 9th Street	Roadway Reconstruction	Near	\$ 2,460,000	0%	\$ 0
-	2nd Street between OR 99E and Fountain Street	Roadway Reconstruction	Medium	\$ 669,000	0%	\$ 0
-	LaSalle Street between 1st Street and 2nd Street	Roadway Reconstruction	Long	\$ 390,140	0%	\$ 0
-	Fountain Street between 1st Street and 2nd Street	Roadway Reconstruction	Long	\$ 390,140	0%	\$ 0
-	Macy Street east of 4th Street	Roadway Reconstruction	Long	\$ 390,140	0%	\$ 0
-	Kesling Street west of 6th Street	Roadway Reconstruction	Long	\$ 390,140	0%	\$ 0
B-1	OR 99E/2nd and 4th Street	Bicycle Markings and Wayfinding	Near	\$ 50,000	8%	\$ 4,000
B-2	LaSalle Street between S 2nd Street and S 3rd Street	Bicycle Markings and Wayfinding	Medium	\$ 6,000	8%	\$ 480
B-3	LaSalle Street between S 6th Street and S 9th Street	Bicycle Markings and Wayfinding	Medium	\$ 17,000	8%	\$ 1,360
B-4	Smith Street between 1st Street and 9th Street	Bicycle Markings and Wayfinding	Medium	\$ 41,000	8%	\$ 3,280
B-5	Kesling Street between 1st Street and S 5th Street	Bicycle Markings and Wayfinding	Medium	\$ 15,000	8%	\$ 1,200
B-7	6th Street, Dempsey Street, and 7th Street between Territorial and City Limits	Bicycle Markings and Wayfinding	Long	\$ 28,000	8%	\$ 2,240
B-8	N 7th Street between Smith Street and Territorial Street	Bicycle Markings and Wayfinding	Medium	\$ 8,000	8%	\$ 640

TSP Project ID	Project Location	Project Description	Improvement Time Frame	Total Project Cost	SDC Eligibility	SDC-Eligible Project Cost
B-9	9th Street between Diamond Hill Drive and Sommerville Loop	Bicycle Markings and Wayfinding	Medium	\$ 41,000	8%	\$ 3,280
B-10	Connection between N 2nd Street/ Territorial and OR 99E	Bicycle Markings and Wayfinding	Medium/Long	\$ 26,000	8%	\$ 2,080
B-11	Territorial Street between N 1st Street and N 4th Street	Buffered Bike Lane	Medium	\$ 28,000	8%	\$ 2,240
B-12	Territorial Street between 6th Street and 7th Street	Buffered Bike Lane	Medium	\$ 17,000	8%	\$ 1,360
<b>Transportation System Planning</b>						
-	Planning and SDC Update		Long	\$ 40,000	100%	\$ 40,000
-	Miscellaneous Oversizing		Long	\$ 40,000	100%	\$ 40,000
			<b>TOTAL</b>	<b>\$ 27,653,696</b>		<b>\$ 1,828,131</b>

## 3.2 Daily Trip Calculation

The Harrisburg TSP Update has a planning horizon year of 2045. The number of daily trips by 2045 was calculated based on expected residential, commercial, and industrial growth.

According to the Harrisburg TSP Update, the City of Harrisburg is forecast to gain more than 2,000 people by 2050, representing a 54.8% increase over the 2020 population of 3,652. In order to accommodate this population growth, the City assumes that 7 new dwelling units will be provided each year, for a total of 161 new dwelling units between the TSP planning years 2022 and 2045. According to the *Institute of Transportation Engineers (ITE) Trip Generation Manual, 11th Edition*, a new single-family detached housing unit (Land Use code 210) is expected to generate 9.43 daily trips, for a total of 1,518 new daily trips for the 161 new dwelling units.

Similar to the 2012 City of Harrisburg *System Development Charge Methodology and Capital Improvement Plan Updates*, it is assumed that commercial and industrial properties will add an additional 14% of new daily trips, for a total of **1,731 new daily trips** by 2045.

## 3.3 Cost per Daily Trip Calculation

The transportation SDC improvement fee was calculated by allocating the SDC-eligible project costs based on the number of new daily trips generated within the City.

$$\text{SDC Improvement Fee} = (\text{SDC-eligible costs}) / (\text{New daily trips})$$

$$\text{SDC Improvement Fee} = (\$1,828,131) / (1,731 \text{ daily trips})$$

$$\text{SDC Improvement Fee} = \$1,056 \text{ per daily trip}$$

## 4. SDC Reimbursement Fee Calculation

Reimbursement fees may be charged to reimburse the City for unused infrastructure capacity. Similar to the 2012 City of Harrisburg *System Development Charge Methodology and Capital Improvement Plan Updates*, there is no proposed methodology for a reimbursement fee. The assumption is that any transportation improvements that have been implemented since 2012 were required to address existing deficiencies and that future improvements are intended to accommodate future growth.

## 5. Total SDC Fee Calculation

The total transportation SDC fee is summarized below:

$$\text{SDC Improvement Fee} = \$1,056 \text{ per daily trip}$$

$$\text{SDC Reimbursement Fee} = \$0 \text{ per daily trip}$$

$$\text{Transportation SDC Fee} = \$1,056 \text{ per daily trip}$$

The cost per daily trip should be applied for each land use using the average daily trip rates from the current edition of the *ITE Trip Generation Manual*. Table 2 summarizes the transportation SDC fees for select land uses based on trip generation rates from the *ITE Trip Generation Manual, 11th Edition*. Similar to the 2012 City of Harrisburg System Development Charge Methodology and Capital Improvement Plan Updates, the following assumptions were included in the calculations:

- A local factor of 30% is included to mitigate non-residential land uses in order to encourage job opportunities and the provision of services to support the community.
- A 4% fee is included for all land uses to cover administration costs.

**Table 2. Transportation SDC Fee for Selected Land Uses**

ITE Code	ITE Category	Unit	Daily Trip Rate	Cost per Daily Trip	Local Factor	Admin Fee (4%)	Total Transportation SDC Fee
	Cost per daily trip			\$ 1,056	100%	\$ 42	\$ 1,098
Residential							
210	Single Family Detached Housing	Dwelling Unit	9.43	\$ 1,056	100%	\$ 398	\$ 10,356
220	Multifamily Housing (Low-Rise)	Dwelling Unit	6.74	\$ 1,056	100%	\$ 284	\$ 7,401
Commercial/Industrial							
110	General Light Industrial	1,000 sf	4.87	\$ 1,056	30%	\$ 61	\$ 1,604
320	Motel	Room	3.35	\$ 1,056	30%	\$ 42	\$ 1,103
630	Clinic	1,000 sf	37.60	\$ 1,056	30%	\$ 476	\$ 12,388
710	General Office Building	1,000 sf	10.84	\$ 1,056	30%	\$ 137	\$ 3,571
822	Strip Retail Plaza (<40k)	1,000 sf	54.45	\$ 1,056	30%	\$ 689	\$ 17,939

Source: ITE Trip Generation Manual (11th Edition) average weekday trips

Units for 1,000 sf are per 1,000 square feet of gross building area

## 6. Summary

Table 3 summarizes the transportation SDC fee from the 2012 City of Harrisburg System Development Charge Methodology and Capital Improvement Plan Updates and the proposed updated transportation SDC fee.

**Table 3. Summary of 2025 Transportation SDC Update**

	2012 SDC Update	2025 SDC Update
Total Project Costs	\$ 12,539,500	\$ 27,661,136
SDC-Eligible Project Costs	\$ 2,142,452	\$ 1,828,131
New Daily Trips	7,000	1,731
Transportation SDC Fee (Cost per daily trip)	\$ 306	\$ 1,056



# City of Harrisburg

## **TRANSPORTATION SDC UPDATE**

February 2012

### **T-1. OVERVIEW**

The Transportation System SDC has been derived from the 1999 City of Harrisburg Transportation System Plan (TSP), the Addendum to the 1999 TSP, and the June, 2010, Transportation Capital Improvement Plan (CIP) prepared by the City staff. The purpose of this update is to inventory all projects required to serve future growth and equitably allocate the current costs to future users.

The 1999 Transportation System Plan identified eight roadway capital improvement projects to be completed between 2006 and 2010. Of the eight projects, three have been completed and five were carried forward into the 2010 CIP in whole or in part. The 1999 TSP also identified 5 high priority bikeway projects totaling \$475,346. These projects are not identified as a component of the 2010 Transportation CIP and were either completed or eliminated from consideration. Thus, the bikeway projects have not been included in this SDC update.

An industry standard for allocating demands for transportation systems is the application of Equivalent Length New Daily Trips (ELNDT), which has standard rates published by the Institute of Transportation Engineers (ITE) for various land uses. The 1999 Transportation System Plan projected an additional 548 new housing units by 2017 with an additional 5,192 average weekday ELNDT as a basis for allocating cost.

The total ELNDT for existing and future population combined was not provided in the TSP. Without knowledge of either the current 1999 ELNDT total or the 2017 ELNDT total, allocating an equitable proportion of the cost of existing facilities to future users is not possible. Accordingly, the Transportation SDC Update will include an improvement fee only, predicated upon applying the costs of needed improvements to serve future growth, with no component for reimbursement of costs invested in excess capacity of existing facilities.

This update is based on the conclusion that the existing transportation system was adequate to serve the transportation needs of the existing population at the time of preparation of the 1999 TSP, and that all identified improvements were required to serve projected growth.

### **T-11. CREDITS FOR ELIGIBLE CONSTRUCTION**

State statutes require a credit be made available to private developers for construction of qualified public improvements. Qualified capital construction includes all projects listed in the Capitol Improvements Plan to the extent eligible.

Streets improved within a development site are eligible for Oversizing Credits only, being that portion of the street construction that exceeds the minimum street standards. The minimum street standards identified in the Harrisburg Municipal Code Chapter 17.40 includes a 32-foot street width and 5 foot sidewalks, within a 54-foot right-of-way.

The value of transportation credits given for required improvements off-site of the development property are mandated by statute to be equal to 100% of the costs of the eligible improvement, and are noted as Offsite Credits in the following table. The following table lists the eligible credits, including engineering fees, to be applied to all eligible transportation improvements, for half street construction on a lineal foot basis:

**CITY OF HARRISBURG**  
**TRANSPORTATION SDC FOR STREET CONSTRUCTION**  
**CREDIT FOR HALF STREET CONSTRUCTION**  
 February 2012

	<b>UPT032'</b>	<b>36'</b>	<b>40'</b>	<b>44'</b>	<b>48'</b>
Total Cost	\$250	\$270	\$290	\$310	\$330
Offsite Credit	\$250	\$270	\$290	\$310	\$330
Oversizing Credit	\$0	\$ 20	\$40	\$ 60	\$ 80

**T-III. TRANSPORTATION SYSTEM CAPITAL IMPROVEMENT PLAN**

The following table lists all the improvements identified in the June, 2010, Transportation CIP, the 1999 TSP and the subsequent Addendum to the TSP, with the project location and estimated cost to complete the work. All entries have been adjusted by the ENR CCI to be comparable 2011 dollars. The percent of SDC eligibility in the following table is estimated based on several options, including:

- a. The potential for private development funding the cost of non-eligible minimum street improvements (32') as a component of on-site development. However, due to the potential of oversize components, such as larger street widths or medians, a portion of the estimated costs is SDC eligible. An estimate of 10% of the value of new street construction is included for the oversize component potential;
- b. For street improvements in currently developed areas, the proportionate benefit accrued to future users is the basis for determining the SDC eligible component. At the time the TSP was prepared, the estimate of future population was 548 units or 1,550 additional residents beyond the 1999 population of approximately 2,550. This equates to 38% benefit to future users; and,
- c. The availability of grants to assist the City with regionally important projects is a necessity for several projects, due to the magnitude of the project costs and the benefits to the state highway and railroad systems. An estimate of 50% alternative funding was included for highway and railroad signalization costs, and the remaining costs were allocated proportionately to future and existing population, resulting in a net 20% SDC eligibility.

**CITY OF HARRISBURG**  
**TRANSPORTATION SYSTEM CAPITAL IMPROVEMENT PLAN**  
February 2012

No	PROJECT DESCRIPTION	PROJECT PRIORITY	TOTAL COST	SDC ELIGIBLE	SDCCOST
<b>Transportation System Improvements</b>					
2	Relocate UPRR crossing gates on LaSalle Street	1-5 yrs	\$67,500	20%	<b>\$13,500</b>
3	Smith Street from 1 <sup>st</sup> to 4 <sup>10</sup> (reconstruct street, curbs, gutters and sidewalks)	1-5 yrs	\$676,700	38%	<b>\$257,146</b>
4	9 <sup>10</sup> Street from Hammer to Marcus Landing (new street)	1-5 yrs	\$400,000	0%	\$0
5	North portion of Burton Street North of Harvest Glen Subdivision (new street)	1-5 yrs	\$77,700	0%	\$0
6	South portion of Burton Street East of 9 <sup>th</sup> Street to Harvest Glen Subdivision (new street).	1-5 yrs	\$88,000	0%	\$0
7	Kesling Street between 1 <sup>st</sup> and 2 <sup>nd</sup> Streets (curbs, gutters and new street)	1-5 yrs	\$138,400	38%	<b>\$52,592</b>
8	Relocate P & WRR crossing gates on LaSalle Street	1-5 yrs	\$202,600	20%	<b>\$40,520</b>
9	4 <sup>10</sup> Street from Moore to Macy (curbs, gutters and new street)	1-5 yrs	\$109,100	38%	<b>\$41,458</b>
10	4 <sup>m</sup> Street from Macy to Kesling (curb, gutter and sidewalk on East side)	1-5 yrs	\$33,800	38%	<b>\$12,844</b>
11	6 <sup>1n</sup> Street from Kesling to Smith (reconstruct street, curbs, gutters and sidewalks)	1-5 yrs	\$431,700	38%	<b>\$164,046</b>
12	Traffic Signal at 3 <sup>rd</sup> and LaSalle	1-5 yrs	\$634,000	20%	<b>\$126,800</b>
13	9 <sup>m</sup> Street from Burton to Diamond Hill Dr (2" overlay)	1-5 yrs	\$83,900	0%	<b>\$0</b>
14	9 <sup>10</sup> Street from Territorial to Burton (curbs, gutters and new street)	1-5 yrs	\$282,200	20%	<b>\$56,440</b>
15	Burton Street from 8 <sup>1n</sup> to 9 <sup>tn</sup> (curbs, gutters and new street)	1-5 yrs	\$397,300	38%	<b>\$150,974</b>
16	Cramer Ave from Priceboro to Diamond Hill (new street including 2 lanes with median and bike lanes)	6-10 yrs	\$3,167,500	10%	<b>\$316,750</b>
17	2 <sup>n°</sup> Street from 99E to Fountain (curb, gutter, sidewalk and new street)	6-10 yrs	\$178,200	38%	<b>\$67,716</b>
18	10 <sup>m</sup> Street from Territorial to Marcus Landing (new street)	6-10 yrs	\$1,538,000	10%	<b>\$153,800</b>
19	1Q <sup>th</sup> Street, Diamond Hill to Burton	6-10 yrs	\$590,000	10%	<b>\$59,000</b>

20	LaSalle from 3 <sup>rd</sup> to 6 <sup>th</sup> Streets, (new street)	6-10 yrs	\$759,200	38%	<b>\$288,496</b>
21	Cramer Ave, Priceboro to Diamond Hill (new street)	6-10 yrs	\$2,603,700	10%	<b>\$260,370</b>
<b>Transportation System Planning</b>					
	Planning & SDC Update	1-20 yrs	\$40,000	100%	40,000
	Miscellaneous Oversizing	]-20 yrs	\$40,000	100%	40,000
		<b>TOTAL</b>	<b>\$12,539,500</b>	<b>TOTAL</b>	<b>\$2,142,452</b>

#### T-IV. TRANSPORTATION SDC IMPROVEMENT FEE CALCULATION

The transportation SDC costs are allocated based on the number of Equivalent Length New Daily Trips (ELNDT) generated by the benefitting properties. The TSP estimated benefitted properties through the year 2017 at approximately 550 residential units for a total of 5,192 ELNDT. This did not include any anticipated trips generated by commercial / industrial development nor did this estimate include all development that would benefit from these improvements. The capacity of many of these improvements will provide for growth well beyond the year 2017.

The Capital Improvement Plan prepared by the City of Harrisburg contains many additional projects that are required to adequately support growth, and which have a capacity beyond the TSP planning window of 2017. As a result, the ELNDT total used to allocate costs to the benefitting properties should be much larger than that quantified in the TSP.

Based on the 2007 Harrisburg Urbanization Study, build-out of the UGB is estimated to include a total population of 5,756. This is an increase of approximately 3,200 in population from 1999 through build-out, or approximately 1,100 residential EDU at 9.57 ELNDT per EDU for a total of 10,500 ELNDT. With an estimated 14% associated commercial/industrial growth, the future ELNDT through build-out of the UGB is estimated at 12,000 ELNDT.

It is reasonable to conclude the benefitting properties and associated ELNDT is somewhere between the TSP figure of 5,192 ELNDT and build-out of 12,000 ELNDT. Using build-out of the UGB would understate the required fee, because the TSP has not incorporated all improvements required to serve the population beyond 2017. For allocation of eligible project costs in this SDC update, the benefitting properties are estimated to generate a total of 7,000 ELNDT. This figure should be verified during the next update of the TSP.

The SDC improvement fee cost per ELNDT is then:

SDC Improvement Fee = (SDC ELIGIBLE COSTS)/ (ELNDT)

SDC Improvement Fee = (\$2,142,452)/ (7,000 ELNDT)

**Improvement Fee = \$306 per ELNDT**

**T-V. SDC REIMBURSEMENT FEE CALCULATION**

In that no inventory of transportation system improvements was included in the TSP, and no estimates of ELNDT are available for the existing community, no costs have been included to support a reimbursement fee. The basis of the SDC methodology is that all improvements are required to serve future populations.

As projects are undertaken from the Capital Improvement Plan, the project costs should be used to support creation of a reimbursement fee and the project removed from the Improvement Fee calculation. The reimbursement fee should be the total of actual project costs, as adjusted by the ENR CCI to the current year, allocated over 7,000 ELNDT, comparable to the improvement fee.

The 7,000 ELNDT inventory of benefitting capacity should remain unchanged until a new Transportation System Plan is adopted with an expanded list of needed improvements and an upward revised inventory of benefitting ELNDTs, based on the number of benefitting trips from 1999 TSP forward.

**T-VI. TOTAL SDC FEE CALCUATION**

Based on the identified Capital Improvement Plan, reimbursement values and the projected number of new Equivalent Length New Daily Trips through the planning period, the SDC fee is summarized below:

SDC Improvement Fee \$306 per ELNDT

SDC Reimbursement Fee = \$0 perELNDT

**Transportation SDC = \$306 per ELNDT**

The cost per ELDNT should be applied to the ITE Trip Generation factor to determine the specific charge for each land use, as adjusted by a Local Factor discussed below. The ITE Trip Generation factor should be based on the average weekday trips from the best category fit in the current Trip Generation Manual, which is included by reference in this update.

The City of Harrisburg recognizes the significance of promoting local employment opportunities and encouraging the provision of services to this community. As a result, a Local Factor has been incorporated to mitigate the non-residential ITE trip rates to encourage job opportunities and the provision of services to support the community. The Local Factor reduces the commercial industrial published trip rates, thus reducing the fees assessed.

The financial impact of reduced commercial industrial transportation SDC fees is minor relative to the City as a whole in that the commercial industrial component of growth is only estimated at approximately fourteen percent of the future growth. Reducing the commercial industrial trip rates will encourage the creation of employment opportunities and also encourage development of additional local services to support the community.

The following table lists the SDC costs for selected land use, including a 4% charge for administration. Attached at the end of this section is a complete listing of all available ITE trip categories with published average weekday trip rates from the 7<sup>th</sup> Edition as adjusted by the Local Factor.

**CITY OF HARRISBURG**  
**TRANSPORTATION SDC IMPROVEMENT FEE FOR SELECTED LAND USES**  
**BASED ON ITE AVERAGE WEEKDAY ELNDT**  
 February, 2012

	ITE CATEGORY, UNIT*	ELNDT/ RATE	COST/ ELNDT	LOCAL FACTOR	ADMIN FEE(4%)	SDC COST
	Unit Cost per ELNDT	I	\$306	-	\$ 12	\$ 318
	<b>Residential</b>					
210	Single family, per living unit	9.57	\$306	100%	<b>\$117</b>	<b>\$3,045</b>
220	Apartment, per living unit	6.72	\$306	100%	<b>\$82</b>	<b>\$2,138</b>
	<b>Commercial/ Industrial</b>					
110	Light Industrial, per 1,000 sf'	6.97	\$306	30%	<b>\$25</b>	<b>\$ 665</b>
120	Heavy Industrial, per 1,000 sf'	1.50	\$306	30%	<b>\$ 5</b>	<b>\$143</b>
320	Motel, per room	5.63	\$306	30%	<b>\$ 20</b>	<b>\$ 537</b>
630	Medical Clinic, per 1,000 sf'	31.45	\$306	30%	<b>\$115</b>	<b>\$3,000</b>
710	General Office, per 1,000 sf"	11.01	\$306	30%	<b>\$40</b>	<b>\$1,050</b>
814	Specialty Retail, per 1,000 sf'	44.32	\$306	30%	<b>\$162</b>	<b>\$4,230</b>

\* Units are per 1,000 square feet of gross building area

# ITE TRIP GENERATION, *ih* Edition

## ELNDT AVERAGE WEEKDAY TRIP RATES

ITECODE	LAND USE	ITE TRIP RATE	LOCAL FACTOR	ELNDTRATE
<b>Port &amp; Terminal Use</b>				
010	Waterport / Marine Tenninal, Per Acre	11.93	30%	3.58
021	Commercial Airport, Per Commercial Flight per day	122.21	10%	12.22
022	General Aviation Airport, Per Average Flights per Day	1.97	30%	0.59
030	Truck Tenninal, Per Acre	81.90	30%	24.57
090	Park-and-Ride Lot with Bus Service, Per Parking Space	4.50	30%	1.35
093	Light Rail Transit Station with Parking, Per Parking Space	2.51	30%	0.75
<b>Industrial Use*</b>				
110	General Light Industrial, Per KSF	6.97	30%	2.09
120	General Heavy Industrial, Per KSF	1.50	30%	0.45
130	Industrial Park, Per KSF	6.96	30%	2.09
140	Manufacturing, Per KSF	3.82	30%	1.15
150	Warehousing, Per KSF	4.96	30%	1.49
151	Mini-Warehouse, Per KSF	2.50	30%	0.75
<b>Residential Use</b>				
210	Single-Family Detached Housing, Per Dwelling	9.57	100%	9.57
220	Apartment, Per Dwelling	6.72	100%	6.72
221	Low-Rise Apartment, Per Occupied Unit	6.59	100%	6.59
222	High-Rise Apartment, Per Dwelling	4.20	100%	4.20
230	Residential Condominium/ Townhouse, Per Dwelling	5.86	100%	5.86
232	High-Rise Residential Condominium /Townhouse, Per Dwelling	4.18	100%	4.18
240	Mobile Home Park, Per Occupied Dwelling	4.99	100%	4.99

ITE CODE	LAND USE	ITE TRIP RATE	LOCAL FACTOR	ELNDTRATE
251	Senior Adult Housing - Detached, Per Dwelling	3.71	100%	3.71
252	Sr. Adult Housing - Attached, Per Dwelling Unit	3.48	100%	3.48
253	Congregate Care Facility, Per Dwelling	2.02	100%	2.02
254	Assisted Living, Per Bed	2.66	100%	2.66
255	Continuing Care Retirement Community, Per Occupied Unit	2.81	100%	2.81
260	Recreational Home, Per Dwelling	3.16	100%	3.16
270	Residential Planned Unit Development, Per Dwelling	7.50	100%	7.50
<b>Lodging</b>				
310	Hotel, Per Room	8.17	30%	2.45
311	All Suites Hotel, Per Room	4.90	30%	1.47
312	Business Hotel, Per Occupied Unit	7.27	30%	2.18
320	Motel, Per Room	5.63	30%	1.69
<b>Recreational</b>				
411	City Park, Per Acre	1.59	30%	0.48
412	County Park, Per Acre	2.28	30%	0.68
413	State park, Per Acre	0.65	30%	0.20
414	Water Slide Park, Per Parking Space	1.67	30%	0.50
415	Beach Park, Per Acre	29.81	30%	8.94
417	Regional Park, Per Acre	4.57	30%	1.37
418	National Monument, Per Acre	5.37	30%	1.61
420	Marina, Per Berth	2.96	30%	0.89
430	Golf Course, Per Acre	5.04	30%	1.51
432	Golf Driving Range, Per Tee	13.65	30%	4.10
435	Multipurpose Recreational Facility, Per Acre	90.38	30%	27.11
437	Bowling Alley, Per KSF or Per Lane	33.33	30%	10.00
443	Movie Theater without Matinee, Per KSF	78.06	30%	23.42



ITE CODE	LAND USE	ITE TRIP RATE	LOCAL FACTOR	ELNDT RATE
452	Horse Racetrack, Per Acre	43.00	30%	12.90
460	Arena, Per Acre	33.33	30%	10.00
480	Amusement Park, Per Acre	75.76	30%	22.73
481	Zoo, Per Acre	114.88	10%	11.49
488	Soccer Complex, Per Field	71.33	30%	21.40
490	Tennis Courts, Per Court	31.04	30%	9.31
491	Racquet/Tennis Club, Per KSF	14.03	30%	4.21
492	Health/Fitness Club, Per KSF	32.93	30%	9.88
493	Athletic Club, Per KSF	43.00	30%	12.90
495	Recreational Community Center, Per KSF	22.88	30%	6.86
<b>institutional</b>				
520	Elementary School, Per KSF	14.49	30%	4.35
522	Middle School/Junior High School, Per KSF	13.78	30%	4.13
530	High School, Per KSF	12.89	30%	3.87
540	Junior/Community College, Per KSF	27.49	30%	8.25
560	Church, Per KSF	9.11	30%	2.73
561	Synagogue, Per KSF	10.64	30%	3.19
565	Day Care Center, Per KSF	79.26	30%	23.78
566	Cemetery, Per Acre	4.73	30%	1.42
590	Library, Per KSF	54.00	30%	16.20
<b>Medical</b>				
610	Hospital, Per KSF	17.57	30%	5.27
620	Nursing Home, Per KSF	6.10	30%	1.83
630	Clinic, Per KSF	31.45	30%	9.44
<b>Office</b>				
710	General Office Building, Per KSF	11.01	30%	3.30
714	Corporate Headquarters Building, Per KSF	7.98	30%	2.39
715	Single Tenant Office Building, Per KSF	11.57	30%	3.47

ITECODE	LAND USE	ITE TRIP RATE	LOCAL FACTOR	ELNDTRATE
720	Medical-Dental Office Building, Per KSF	36.13	30%	10.84
730	Government Office Building, Per KSF	68.93	30%	20.68
731	State Motor Vehicles Department, Per KSF	166.02	10%	16.60
732	United States Post Office, Per KSF	108.19	10%	10.82
733	Government Office Complex, Per KSF	27.92	30%	8.38
750	Office Park, Per KSF	11.42	30%	3.43
760	Research and Development Center, Per KSF	8.11	30%	2.43
770	Business Park, Per KSF	12.76	30%	3.83
<b>Retail</b>				
812	Building Materials & Lumber Store, Per KSF	45.16	30%	13.55
813	Free-Standing Discount Superstore, Per KSF	49.21	30%	14.76
814	Specialty Retail Center, Per KSF	44.32	30%	13.30
815	Free-Standing Discount Store, Per KSF	56.02	30%	16.81
816	Hardware/Paint Store, Per KSF	51.29	30%	15.39
817	Nursery (Garden Center), Per KSF	36.08	30%	10.82
818	Nursery (Wholesale), Per Acre	19.50	30%	5.85
820	Shopping Center, Per KSF	42.94	30%	12.88
823	Factory Outlet Center, Per KSF	26.59	30%	7.98
841	New Car Sales, Per KSF	33.34	30%	10.00
843	Automobile Parts Sales, Per KSF	61.91	30%	18.57
848	Tire Store, Per KSF	24.87	30%	7.46
849	Tire Superstore, Per KSF	20.36	30%	6.11
850	Supermarket, Per KSF	102.24	10%	10.22
851	Convenience Market (Open 24 Hours), Per KSF	737.99	5%	36.90
853	Convenience Market with Gasoline Pumps, Per KSF	845.60	5%	42.28
854	Discount Supermarket, Per KSF	96.82	30%	29.05
860	Wholesale Market, Per KSF	6.73	30%	2.02

ITE CODE	LAND USE	ITE TRIP RATE	LOCAL FACTOR	ELNDTRATE
861	Discount Club, Per KSF	41.80	30%	12.54
862	Home Improvements Superstore, Per KSF	29.80	30%	8.94
863	Electronics Superstore, Per KSF	45.04	30%	13.51
869	Discount Home Furnishing Superstore, Per KSF	47.81	30%	14.34
870	Apparel Store, Per KSF	66.40	30%	19.92
879	Arts and Craft Store, Per KSF	56.55	30%	16.97
880	Pharmacy/Drugstore without Drive-Through Window, Per KSF	90.06	30%	27.02
881	Pharmacy/Drugstore with Drive-Through Window, Per KSF	88.16	30%	26.45
890	Furniture Store, Per KSF	5.06	30%	1.52
<b>Service</b>				
911	Walk-In Bank, Per KSF	156.48	10%	15.65
912	Drive-In Bank, Per KSF	246.49	5%	12.32
931	Quality Restaurant, Per KSF	89.95	30%	26.99
932	High-Turnover (sit-Down) Restaurant, Per KSF	127.15	10%	12.72
933	Fast Food Restaurant without Drive-Through Window, Per KSF	716	5%	35.80
934	Fast Food Restaurant with Drive-Through Window, Per KSF	496.12	5%	24.81
935	Fast Food Restaurant with Drive-Through Window and No Indoor Seating, Per KSF	1400	5%	70.00
941	Quick Lubrication Vehicle Shop, Per Bay	40	30%	12.00
944	Gasoline/Service Station, Per Fueling Positions	168.56	10%	16.86
945	Gasoline/Service Station with Convenience Market, Per Fueling Positions	162.78	10%	16.28
946	Gasoline/Service Station with Convenience Market and Car Wash, Per Fueling Positions	152.84	10%	15.28
947	Self-Service Car Wash, Per Wash Stall	108.00	10%	10.80



# SYSTEM DEVELOPMENT CHARGES

## ISSUE BRIEF

This issue brief provides an overview of system development charges (SDCs) in Oregon. SDCs are one-time charges on new development and certain types of redevelopment to help pay for existing and planned infrastructure to serve that development. SDCs are one means available to local governments for financing growth.

### STATUTORY REQUIREMENTS

State law creates a framework for local SDCs and specifies how, when, and for what improvements they can be imposed. Under ORS 223.297 to 223.314, SDCs may be used by cities, counties, and special districts for capital improvements related to:

- water supply, treatment, and distribution;
- waste water collection, transmission, treatment, and disposal;
- drainage and flood control;
- transportation; or
- parks and recreation.<sup>1</sup>

SDCs may be charged to a new development based on a fee to reimburse for existing unused infrastructure capacity (reimbursement fee); to make planned improvements that increase infrastructure capacity (improvement fee); or for both existing and future capacity. SDC revenues may only be used for capital costs; they cannot be used for ongoing facility or system maintenance or for projects that either fix existing system deficiencies or replace existing capacity. State law also explicitly prohibits local governments from imposing SDCs on employers based on the number of employees or potential new hires.

Local governments must establish SDCs by ordinance or resolution and through a public process. They must have a methodology to calculate reimbursement and improvement fees and provide for a credit if a developer finances certain improvements. Local governments must also provide a review procedure through which anyone may challenge an expenditure of SDC revenue if it is out of compliance with state requirements.

<sup>1</sup> [ORS 223.297 to 223.314](#) (2019).

Prior to imposing a SDC for planned improvements based on an improvement fee for capital facilities, the local government must have in place a capital improvement plan, public facilities plan, master plan, or comparable plan that:

- lists the improvements to be funded with the SDC; and
- estimates the cost, timing, and percentage of costs eligible for funding from the improvement fee for each improvement.<sup>2</sup>

The plan and list of improvements may be modified at any time, although there are additional notice and hearing requirements if the SDC will be increased as a result of modifying the list. The plan must make a reasonable connection between the need for additional facilities and the growth generated by new development. There must also be a reasonable connection between the expenditure of the fee collected and the benefits received by the developer paying the fee.

SDCs are typically assessed at the time of building permit issuance but can be collected upon connection to a water or sewer system or at the time of occupancy. Developers may pass all or some of the cost to buyers. Some jurisdictions have recurring street maintenance fees that are not covered by SDC law.

## SDC RATE CALCULATIONS

State law does not specify the method of calculating SDC rates; it only requires that the fee be established or modified by local ordinance or resolution and consider certain factors. Reimbursement fee methodologies should consider ratemaking principles; prior contributions from existing users; other funding sources; the value of unused capacity; and other relevant factors. Improvement fee methodologies should consider the projected costs of the plan's capital improvements and the need for increased system capacity to meet the demand of future users.<sup>3</sup>

## LEGISLATIVE HISTORY

Local governments collected SDCs as early as the 1970s, originally for water and sewer improvements. Corvallis enacted its SDC ordinance in 1972. The state law regulating local SDCs was enacted in 1989 in order to provide a consistent process that would avoid litigation and to limit SDCs to certain capital improvements.

The last significant change to the SDC statutes occurred in 2003 through Senate Bill 939, which made the following changes:

- clarified that an SDC can be a combination of improvement fee and reimbursement fee so long as the charge is not based on providing the same system capacity;
- strengthened the tie between the required improvement plan and the list of projects eligible for SDCs;

<sup>2</sup> [ORS 223.309](#) (2019).

<sup>3</sup> [ORS 223.304](#) (2019).



- clarified that SDC expenditures may not be used for operation or maintenance of facilities constructed with SDC revenues;
- required local governments to provide notice and hold a hearing, if requested, when changes to the list of projects results in an increase in the SDC;
- allowed local governments to include an inflation index in their SDCs; and
- required the locality to demonstrate that certain factors were considered in establishing fees.<sup>4</sup>

## CURRENT USE OF SDCs

Every three years, the League of Oregon Cities (LOC) surveys its member cities on SDCs, including the types charged, rates, and methodologies. The LOC 2019 survey, which included responses from 96 cities, was released in February of 2020.<sup>5</sup> This report concluded that among survey respondents, 82 percent of cities collect SDCs for their city, county, and/or special district. Cities with a population greater than 1,250 and cities in the North Willamette Valley, Metro, and Central Oregon regions were more likely to have SDCs.<sup>6</sup>

Other findings on SDCs include:

- **Parks SDCs.** 57 cities had SDCs to fund parks with an average collection of \$1.5 million in fiscal year 2018. Parks SDCs are most common in cities with a population greater than 3,000 residents and in the Metro, Willamette Valley, and Central Oregon regions.
- **Sewer SDCs.** 69 cities had SDCs to fund sewers with an average collection of \$900,000 in fiscal year 2018. Sewer SDCs are most common in cities with a population greater than 1,250 and in the Metro, North Willamette Valley, and Central Oregon regions. Sewer and water SDCs are the most common SDCs.
- **Stormwater SDCs.** 46 cities had SDCs to fund stormwater infrastructure with an average collection of \$142,000 in fiscal year 2018. Stormwater SDCs are most common in cities with a population greater than 3,000 and in the Metro, North, and South Willamette Valley regions.
- **Transportation SDCs.** 52 cities surveyed utilized transportation SDCs with an average collection of \$1.14 million in fiscal year 2018. Transportation SDCs are most common in cities with a population of more than 3,000 and in the Metro, North and South Willamette Valley, and Central Oregon regions.
- **Water SDCs.** 69 cities had SDCs for water systems with an average collection of \$468,000 in fiscal year 2018. Water SDCs are most common in cities larger than 1,250 population and in the Metro, North Willamette Valley, and Central Oregon regions.

<sup>4</sup> [Chapter 765 Oregon Laws 2003](#).

<sup>5</sup> League of Oregon Cities, *System Development Charges Survey Report* (2020) (available online at <https://www.orcities.org/application/files/2615/8170/9849/SDCSurveyReport2-13-20.pdf>).

<sup>6</sup> *Id* at 4.

The City of Corvallis has assembled a comparison table of the 20 cities that charge SDCs for parks, sewer, water, transportation, and stormwater for fiscal year 2019-2020. For single-family residences, the total SDCs imposed in these cities range from \$8,703 in Grants Pass to \$37,458 in Lake Oswego.<sup>7</sup>

While no single report details the use of SDCs by counties or special districts, a review of county websites shows that several counties have transportation and/or parks SDCs. Transportation SDCs are used by Clackamas, Columbia, Deschutes, Hood River, Jackson, Jefferson, and Marion counties. Parks SDCs are used in Columbia, Jefferson, Lane, and Yamhill counties.

## STAFF CONTACTS

Melissa Leoni, Analyst  
Legislative Policy and Research Office  
503-986-1286  
[Melissa.Leoni@oregonlegislature.gov](mailto:Melissa.Leoni@oregonlegislature.gov)

Claire Adamsick, Analyst  
Legislative Policy and Research Office  
503-986-1531  
[Claire.Adamsick@oregonlegislature.gov](mailto:Claire.Adamsick@oregonlegislature.gov)

*Please note that the Legislative Policy and Research Office provides centralized, nonpartisan research and issue analysis for Oregon's legislative branch. The Legislative Policy and Research Office does not provide legal advice. Issue Briefs contain general information that is current as of the date of publication. Subsequent action by the legislative, executive, or judicial branches may affect accuracy.*

<sup>7</sup> City of Corvallis, *Table 2 – Multi-City SDC Comparison*, <https://archives.corvallisoregon.gov/public/ElectronicFile.aspx?dbid=0&docid=1707695> (last visited October 13, 2020).

Agenda Bill

**Harrisburg City Council**

Harrisburg, Oregon

THE MATTER OF PROCLAIMING A SISTER CITY RELATIONSHIP WITH BREAL-SOUS-MONTFORT

STAFF REPORT:

- Exhibit A: Sister City Agreement
- Exhibit B: Emails between Breal & Harrisburg

**ACTION: TO AUTHORIZE THE MAYOR TO SIGN THE SISTER CITIES AGREEMENT, TO FORMALLY ESTABLISH A SISTER CITY RELATIONSHIP WITH BREAL-SOUS-MONTFORT, EFFECTIVE ON JUNE 13, 2025**

**THIS AGENDA BILL IS DESTINED FOR:** Agenda – June 10, 2025

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
N/A	Yes/No	N/A

STAFF RECOMMENDATION:

**Staff recommend the City Council authorize the Mayor to move forward with signing the Sister-City Agreement**

BACKGROUND INFORMATION:

The City Council reviewed the agreement (**Exhibit A**) language during previous meetings, and were in agreement with most of them, as desired and reasonable. Council did ask for Staff to confirm what was meant by Item No. 5, ‘Facilitate the reception of people who wish to go to Harrisburg or Breal-sous-Montfort and guide them to enable them to visit Oregon or Brittany respectively, during tourist, cultural or educations trips’.

**Exhibit B** shows the email exchanges between Breal-sous-Montfort and Staff, including some from Russ Hayworth and Marilyn Smith. Essentially, we will simply answer questions for people; that can include routing them to our website, and suggesting places that they can go to in Harrisburg. If a public official, or Thierry, as an example, wish to come to Harrisburg, we will definitely respond with more information, and will likely set up a quick tour of the City. As Council can see from Exhibit A, that was also enthusiastically answered by Russ Hayworth and Marilyn Smith. Staff can encourage citizens in Harrisburg to step up to the plate if more tourism is in store in the future, as well.



Staff has sent information to the school district, letting them know about our Sister-City relationship, and suggesting that the teachers can expand on that relationship however they'd like. This would be beneficial to the school, and as noted throughout this entire process, the whole point of the relationship is to simply open the doors to another community who, like Harrisburg, honors our past, and seeks to engage our children and citizens in that process. How they decide to engage in any action is up to them. Otherwise, there is no obligation unless they'd like to do so.

Staff suggested that the opening of the agreement be adjusted to match actual dates. However, Thierry didn't feel that this is formal enough that we need to worry about it being 'correct'. (Breal has already adopted and signed their agreement to be effective on June 13<sup>th</sup>). The scheduled celebratory event has been moved to June 20<sup>th</sup>. The Mayor of Breal is undergoing surgery, and therefore, isn't available on June 13<sup>th</sup>. Staff regrets that we aren't able to hold the formal ceremony on the 13<sup>th</sup>, as it is the anniversary of the date that 1<sup>st</sup> Lt. Russell Quinn was shot down over Breal. Council will notice that the effective date of this agreement is still June 13<sup>th</sup>. This is an important date for us to acknowledge, and is the focus for the 'formal' agreement.

Staff will be working on a formal flyer, and information for the event this weekend. The American Legion (Jeff Besotes and his commander) will be sending some representatives, and the local VFW (Monroe) is being approached as well. Staff will be preparing a formal press release, and will invite other dignitaries, such as Rep. Jami Cate to be present. Sine Die; the formal end of the legislative long session is on June 29<sup>th</sup>; it might be hard for any legislators to be present at events these last few weeks in June due to the pressures of trying to complete advocating, and getting actual legislation signed into law this year.

The event will be starting at 8:30am, at the Museum/Fire Station, on June 20. This will allow Breal to have their signing ceremony at 5:30pm, on the same day. We plan on trying to have the ceremony be 'live', so that both cities can engage with each other on the 20<sup>th</sup>. We are still working on the agenda, which will be a compromise between Harrisburg & Breal. Staff encourages Councilors to be at this event, if at all possible. I have let Thierry know that most of the City Council is still working during the day, and the timing first thing in the morning is not conducive to many people's schedules.

With all the negativity in the press, and throughout our nation, it feels wonderful to be able to engage in actions like this, that helps to bridge gaps and develop relationships with other communities. If Council has suggestions for the event, please let Staff know.

#### REVIEW AND APPROVAL:



Michele Eldridge 06.05.25  
City Administrator



**Bréal-sous-Montfort**  
**FRANCE**

# SISTER CITIES AGREEMENT



**Harrisburg, Oregon**  
**USA**

Following unanimous approval by their respective city councils on February 11 and April 24, 2025, the cities of Harrisburg, Oregon, USA, and Bréal-sous-Montfort, France, establish through this agreement their sister cities relations, in order to strengthen their bonds of friendship around the memory of Lieutenant Russell Gerald Quinn, an American pilot from Harrisburg, shot down at Bréal-sous-Montfort on June 13, 1944.

Considering further the close and historical ties between the United States of America and France, as well as the numerous actions that celebrate a French-American friendship that must always be maintained, the two sister cities agree to:

- 1 - Continue to honor the memory of Lieutenant Quinn and pay tribute each year to all those who have fought to defend freedom around the world, during their respective patriotic ceremonies.
- 2 - Pass on the duty of remembrance to younger generations, by involving school pupils in commemorative ceremonies and by organizing exhibitions or conferences for their benefit.
- 3 - Enable the residents of Harrisburg and Bréal-sous-Montfort to get to know each other better through the regular exchange of information on the two towns, by disseminating it in local publications and press outlets.
- 4 - Encourage and facilitate direct contacts between residents of the two cities who wish to establish friendly links or fruitful contacts, particularly in the academic, linguistic, cultural, tourist, sporting or artistic fields.
- 5 - Facilitate the reception of people who wish to go to Harrisburg or Bréal-sous-Montfort and guide them to enable them to visit Oregon or Brittany respectively, during tourist, cultural or educational trips.
- 6 - Promote and support any other initiative that will strengthen ties between the two cities, including in the craft and commercial sectors.

This sister-cities agreement, symbolically signed on the anniversary of the death of Lieutenant R.G. Quinn, will be brought to the attention of the inhabitants of both towns, in order to invite them to participate in the various actions which will be undertaken.

For Bréal-sous-Montfort,  
mayor **Bernard ÉTHORÉ**

For Harrisburg,  
mayor **Robert DUNCAN**

**June 13, 2025**



# CONVENTION DE JUMELAGE



Après approbation à l'unanimité de leurs conseils municipaux respectifs des 11 février et 24 avril 2025, Les villes de Harrisburg, Oregon, Etats-Unis, et de Bréal-sous-Montfort, France, établissent par cette convention leurs relations de villes jumelées, afin de conforter leurs liens d'amitié autour du souvenir du Lieutenant Russell Gerald Quinn, pilote américain originaire d'Harrisburg, abattu à Bréal-sous-Montfort le 13 juin 1944.

Considérant par ailleurs les liens étroits et historiques entre les États-Unis d'Amérique et la France, ainsi que les nombreuses actions qui célèbrent une amitié franco-américaine devant être toujours entretenue, les deux villes jumelées conviennent de :

- 1 - Continuer à honorer la mémoire du Lieutenant Quinn et rendre hommage chaque année à l'ensemble des personnes qui ont combattu pour défendre la liberté dans le monde, lors de leurs cérémonies patriotiques respectives.
- 2 - Transmettre le devoir de mémoire aux jeunes générations, en faisant participer les élèves des établissements scolaires aux cérémonies commémoratives et en organisant des expositions ou des conférences à leur profit.
- 3 - Permettre aux habitants d'Harrisburg et de Bréal-sous-Montfort de mieux se connaître mutuellement par l'échange régulier d'informations sur les deux villes, en les diffusant dans les publications et les organes de presse locaux.
- 4 - Encourager et faciliter les contacts directs entre les habitants des deux villes qui souhaitent établir des liens amicaux ou des contacts fructueux, notamment dans les domaines scolaires, linguistiques, culturels, touristiques, sportifs ou artistiques.
- 5 - Faciliter l'accueil des personnes qui souhaitent se rendre à Harrisburg ou à Bréal-sous-Montfort et les orienter pour leur permettre de visiter respectivement l'Oregon ou la Bretagne, lors de voyages touristiques, culturels ou éducatifs.
- 6 - Favoriser et soutenir toute autre initiative permettant de resserrer les liens entre les deux villes, y compris dans les domaines artisanaux et commerciaux.

Cette convention de jumelage, signée symboliquement à la date anniversaire de la mort du Lieutenant R.G. Quinn, sera portée à la connaissance des habitants des deux villes, afin de les inviter à participer aux diverses actions qui seront engagées.

Pour Bréal-sous-Montfort,  
le maire **Bernard ÉTHORÉ**

Pour Harrisburg,  
le maire **Robert DUNCAN**

**Le 13 juin 2025**

## Michele Eldridge

---

**From:** Russ Hayworth <[russ@hayworthstatewines.com](mailto:russ@hayworthstatewines.com)>  
**Sent:** Wednesday, May 28, 2025 8:21 AM  
**To:** Thierry Thomas  
**Cc:** Michele Eldridge; Robert Duncan; Keely Hayworth; Marilyn Smith; Lori Ross; [bgriff@harrisburgfire.org](mailto:bgriff@harrisburgfire.org); Adjoint Urbanisme - Mairie de Bréal-sous-Montfort; JP FAVRAIS  
**Subject:** Re: Sister cities agreement between Bréal and Harrisburg

Good day everyone,

Thierry thank you for the detailed notes and suggestions with regards to June 13th. I'm hoping we can do the "live" exchange of signatures and proclamation.

My personal thoughts with regards to the points are that I feel that when we have knowledge of visitors coming from Breal that we will have many people offering to help with tours and hospitality. Like Breal, Harrisburg has the small town charm and a very good core of people helping people.

And I love the idea of a "Quinn" inspired wine. Keely and I have honored both our mothers within our brand as well my father and our 150th anniversary of original Hayworth farm and homestead with a wine called "1875".

This past weekend we remembered all who served and payed the ultimate price for freedom. Honor and observances came in many forms. Patriotism was on full display.

Give our best regards to your family and our friends in Breal!

Cheers,

Russ Hayworth

C: 541-510-3318

E: [Russ@hayworthstatewines.com](mailto:Russ@hayworthstatewines.com)

On Sun, May 25, 2025 at 9:41 AM Thierry Thomas <[thierry.thomas1467@gmail.com](mailto:thierry.thomas1467@gmail.com)> wrote:

Hi Michele and hello to all our friends in Harrisburg,

Thank you for your message and for your interest in our sister cities project!

First of all, I want to apologize for misspelling Mayor Duncan's name. It was a regrettable mistake, and I thank Marilyn for pointing it out! I have corrected it in the attached version of the text.

Regarding the video, we thought to plan the following times: 10:00 a.m. in Harrisburg and 7:00 p.m. in Bréal. However, your important meeting in Salem will require us to find another solution. I will check with the city hall to see if we can hold it at the times you indicated, i.e., 8:00 a.m. in Harrisburg and 5:00 p.m. in Bréal, and I will get back to you with an answer. If this is not possible, I will propose another solution, perhaps your suggestion to record the signatures each on their own then exchange it.

To answer your Councilors' question for point number 5, I can reassure you. It's not about accompanying visitors because I understand very well that this can be restrictive. The idea is simply to inform each other of possible visits, in order to provide useful information to people before their arrival according to their interests. This can be done by email before the trip or on site at the town hall upon their arrival. Perhaps the word "guide" that I used in the English version is poorly chosen and therefore misunderstood. In the French version, I used the word "orienter" which rather means "to give information." Perhaps the word "guide" should be changed in the English version to make it clearer for you. If this is the case, please suggest the correct word because my knowledge of the English language is not sufficient for me to identify certain nuances.

The general idea of the agreement is to allow a lot of flexibility for the future initiatives we wish to undertake and to help interested parties find a suitable contact in their sister city. For example, regarding point 6, which addresses the commercial aspect, we can imagine that one day Russ Hayworth would like to produce a special "Lieutenant Quinn" wine and sell it in Bréal. In this case, we could put him in touch with the Bréal wine merchant to make this project a reality.

I believe anything is possible and that everyone's imagination will allow us to launch initiatives in a wide variety of areas. That's why we will inform the entire population of Bréal after signing the agreement, so that anyone interested can make themselves known.

I hope I have been able to answer your questions and I remain at your disposal if necessary.

Cheers,  
Thierry

Le ven. 23 mai 2025 à 23:11, Marilyn Smith <[marilynrm@gmail.com](mailto:marilynrm@gmail.com)> a écrit :

Hello, Thierry,

I noticed that Mayor Duncan's surname is missing the first "n" in the space for his signature. I do a lot of copy editing. I often find unintended errors. I'm glad we still have time to correct this.

Michele's suggestion for the joint video call at 8 a.m. Pacific time is a good one. I hope that works for you.

Please give our best to Jean Paul and Henriette. We spent time with Russ and Keely last week and heard all about their time in Breal. We miss you.

Marilyn

Sent from my iPhone

On May 23, 2025, at 13:35, Michele Eldridge <[meldridge@ci.harrisburg.or.us](mailto:meldridge@ci.harrisburg.or.us)> wrote:

Hi Thierry, and all the wonderful friends on this email!

Thank you for the pictures of the event, and all the information you've provided to us. We did recognize that with the difference in time between both locations, that it would be difficult to engage in something at the same time; it sounds like you feel this might be workable? Please confirm how you see this working. Otherwise, each taking a video of the presentation, and sharing that, along with a remote signing ceremony is certainly acceptable to us.

I've been told that I must be in Salem on the 13<sup>th</sup>; I believe it's at 10:00am in the day to provide a presentation for the Special Public Works Fund \$3.5 million loan that the City is obtaining to complete the construction on our water bond project. That is something that came up that I don't have a choice about, as it's a public meeting with a board that approves the projects. This is a huge opportunity for the City, and one of our priorities. Therefore, I'm available earlier in the day, or later in the day. I've asked for the state to confirm the time of the presentation to see if I have options for time. If you planned on a concurrent event, then we could probably hold our event at 8:00am, when it would be 5:00pm there if you wanted to coordinate something together? Otherwise, holding our event later in the day, and taking video would be the most likely option available.

Some of my Councilors did have a question about No. 5. We don't have the resources or staff to guide people for tourist, cultural or educational trips. We can certainly through myself, or the Mayor, or other officials, welcome them to the City, and take a little bit of time to show them our gazebo and museum at the least, and the parks systems along with the Willamette River. I'm sure that our special districts (Fire & School) would similarly be able to do something. But it would be quite low key, as we are a rural community, and smaller than Breal. If it were yourself and JP Favrais, or the Mayor or other dignitaries, then of course, the event would be quite different. My assumption is that this sentence is truly meant for any of our citizens to participate in.

If a lower expectation for what is possible under no. 5 works for Breal-sous-Montfort, then we can leave that statement as it is. Please let me know if that works with your expectations on your side.

Thank you, and again, my deep thanks to you all for fostering this relationship!



*Michele Eldridge, CMC*

*City Administrator*

*PO Box 378*

*[120 Smith St.](#)*

*[Harrisburg, OR 97446](#)*

*541-995-2200*

**Confidentiality Notice:** This e-mail message and all attachments transmitted with it may contain legally privileged and confidential information intended solely for the use of the addressee. If you have received this message by mistake, please notify us immediately by replying to this message or calling us.. Please do not review, disclose, copy or distribute it. Thank you.

**Public Records Law Disclosure:** This e-mail is a public record of the City of Harrisburg and is subject to public disclosure unless exempt from disclosure under Oregon Public Records Law. This e-mail is subject to the State Retention Schedule.

---

**From:** Thierry Thomas <[thierry.thomas1467@gmail.com](mailto:thierry.thomas1467@gmail.com)>

**Sent:** Friday, May 23, 2025 10:52 AM

**To:** Michele Eldridge <[meldridge@ci.harrisburg.or.us](mailto:meldridge@ci.harrisburg.or.us)>

**Cc:** Robert Duncan <[rduncan@ci.harrisburg.or.us](mailto:rduncan@ci.harrisburg.or.us)>; Marilyn Smith <[marilynrm@gmail.com](mailto:marilynrm@gmail.com)>; Russ Hayworth <[russ@haywortheastatewines.com](mailto:russ@haywortheastatewines.com)>; Keely Hayworth <[keely@haywortheastatewines.com](mailto:keely@haywortheastatewines.com)>; Lori Ross <[lross@ci.harrisburg.or.us](mailto:lross@ci.harrisburg.or.us)>; [bgriff@harrisburgfire.org](mailto:bgriff@harrisburgfire.org); Adjoint Urbanisme - Mairie de Bréal-sous-Montfort <[adjointurbanisme@brealsousmontfort.fr](mailto:adjointurbanisme@brealsousmontfort.fr)>; JP FAVRAIS <[jeanpaulfavrais1@orange.fr](mailto:jeanpaulfavrais1@orange.fr)>

**Subject:** Re: Sister cities agreement between Bréal and Harrisburg

Hi Michele,

Hi dear friends of Harrisburg,

Last night, May 22nd, the Bréal City Council unanimously approved the draft sister-cities

agreement I sent you, a copy of which you can find attached. Please let me know if you, on the Harrisburg side, would like to make any changes to this draft agreement.

As soon as I have your response, I will send you the final text, removing the red "signature" mention. This will allow each mayor to sign the document (French and English version) and affix the seal of their city. We will then be able to proceed with a scanned exchange of the signed documents so that they can be countersigned by the other mayor. Each mayor will then have a complete version signed in both languages.

Please let me know if this remote signing procedure is suitable for you. The idea is to have the signed agreements ready by June 13th and conduct a video exchange between the two towns to formalize the sister cities. We are, of course, planning to conduct a video conference test before this date to ensure it works well.

For your information, we also plan to hold an initial information meeting at the town hall on June 23rd to identify all the individuals and associations in Bréal who are interested in exchanging with their Harrisburg counterparts as part of the sister cities agreement, and we will then formalize the creation of a sister cities committee.

That's all the news from our side. Don't hesitate to contact me to let me know how you're progressing.

Cheers,  
Thierry

Le sam. 10 mai 2025 à 22:37, Thierry Thomas <[thierry.thomas1467@gmail.com](mailto:thierry.thomas1467@gmail.com)> a écrit :

Hello everyone, dear friends of Harrisburg,

Thank you very much for your very positive reactions to the proposed sister-cities agreement.

I have corrected what Russ pointed out because the expression "French-American" is indeed more correct in the English version (corrected text attached).

For your information, the Bréal City Council will vote on this agreement at its next meeting on May 22nd. I will keep you informed whether the text remains unchanged or includes any modifications.



For your part, please let me know whether the Harrisburg City Council would like any changes to the text or its presentation.

Once both city councils have given their opinions, I will send everyone the final version of the agreement, ready for signature by the mayors before June 13th.

The idea of holding a video call between the two town halls on June 13th is an excellent one.

However, we'll have to take into account the time difference (9 hours, I think), establish the technical arrangements for a Zoom call, and find people who speak French well in Harrisburg and English well in Bréal to help the mayors communicate with each other!

Our May 8th ceremonies at the Lieutenant Quinn Memorial and War Memorial to celebrate the 1945 victory over Nazi Germany went well, with a fairly large crowd, as did the religious service at the church and the mayor's reception for the participants.

Jean-Paul was honored on this occasion and received a medal in recognition of his extensive research on American pilots.

I'm attaching some photos taken by the family that illustrate the day. The town hall took more official photos, but I don't have them yet.

That's the latest news from Bréal.

Have a great weekend, everyone.

Cheers,  
Thierry

Le jeu. 8 mai 2025 à 17:01, Michele Eldridge <[meldridge@ci.harrisburg.or.us](mailto:meldridge@ci.harrisburg.or.us)> a écrit :

Hi Thierry, Jean Paul, and our Breal-sous-Montfort friends;

Knowing about what you are doing on the 8<sup>th</sup> warms my heart! I will have a few clarifying questions for you, but I provisionally agree with the information as shown in the agreement that has been proposed. Having this be effective on June 13<sup>th</sup> is a wonderful gesture; and it's the day before Flag Day, making it even more meaningful for all of us. Our Mayor is in New York right now on an annual vacation, but I will check in with him, and make plans to have a ceremony here, in order to honor the memories of

Lt. Russell Quinn, and the others who have sacrificed their lives in the past in order to preserve freedom, and to ultimately protect our citizens.

We can take this agreement to our meeting on June 10<sup>th</sup>...perfect timing leading up to the 13<sup>th</sup>. We can make the agreement effective on that date, so the respective Mayors can sign at their meetings leading up to that date, but setting a ceremony on the 13<sup>th</sup> to reveal the agreement.

I hope that today's events were well attended, and stand in awe again, of the wonderful job that you all do to honor the sacrifices that have been made. Please do share pictures when you have a moment....I will be in touch with questions, and with information in relation to our plans.

Take care;



*Michele Eldridge, CMC*

*City Administrator*

---

**From:** Russ Hayworth <[russ@hayworthestatewines.com](mailto:russ@hayworthestatewines.com)>  
**Sent:** Thursday, May 8, 2025 6:29 AM  
**To:** Thierry Thomas <[thierry.thomas1467@gmail.com](mailto:thierry.thomas1467@gmail.com)>  
**Cc:** Robert Duncan <[rduncan@ci.harrisburg.or.us](mailto:rduncan@ci.harrisburg.or.us)>; Michele Eldridge <[meldridge@ci.harrisburg.or.us](mailto:meldridge@ci.harrisburg.or.us)>; Keely Hayworth <[keely@hayworthestatewines.com](mailto:keely@hayworthestatewines.com)>; [bgriff@harrisburgfire.org](mailto:bgriff@harrisburgfire.org); Lori Ross <[lross@ci.harrisburg.or.us](mailto:lross@ci.harrisburg.or.us)>; Marilyn Smith <[marilynrm@gmail.com](mailto:marilynrm@gmail.com)>; Adjoint Urbanisme - Mairie de Bréal-sous-Montfort <[adjointurbanisme@brealsousmontfort.fr](mailto:adjointurbanisme@brealsousmontfort.fr)>; JP FAVRAIS <[jeanpaulfavrais1@orange.fr](mailto:jeanpaulfavrais1@orange.fr)>  
**Subject:** Re: Sister cities agreement between Bréal and Harrisburg

Dear Thierry,

This agreement looks very good and just one typo that I caught was to change “Franco” to “French”, ie, French-American. I think it hits all of the key and important points that we’ve talked about from both sides. I feel this would really serve as a valuable instrument to bond our two cities relationship.

I am honored and proud to hear about today’s acknowledgement and ceremonies held in Breal today. I hope you can send photos of it. Please know my heart and soul is still with you there. Our tour group honored the 80th anniversary of the last air mission of the Mighty 8th on April 25th while we were touring the Burgundy region. Keely and I returned from France last night and want to share that we noticed a lot of war memorials in the small towns that we toured.

I am also personally moved that you’ve suggested June 13th to declare commencement of our Sister City relationship. It is a date we can always reflect, honor, and be proud of. Perhaps we could arrange a video call during that day to exchange the honors of our pledge to each other.

Enjoy today’s events and give our best personal regards to everyone there!

Best regards,

Russ Hayworth

C: 541-510-3318

E: [Russ@hayworthestatewines.com](mailto:Russ@hayworthestatewines.com)

On Wed, May 7, 2025 at 9:57 AM Thierry Thomas <[thierry.thomas1467@gmail.com](mailto:thierry.thomas1467@gmail.com)> wrote:

Dear Bobby, dear Michele, and dear friends of Harrisburg,

As agreed, we have been working on a draft sister cities agreement between Bréal and Harrisburg. It is in French and English and includes the points on which we have already agreed. I am keeping this declaration on a single page because it seems more appropriate for its presentation and also to facilitate its dissemination or publication. It also allows for a single double-sided sheet for both the French and English versions.

Please give us your feedback on this agreement and make any additions or corrections, especially for the English translation which may contain vocabulary errors.

The proposed signing date is June 13, 2025, which corresponds to the anniversary of Lieutenant Quinn's death. If we can agree on this date, it would be a wonderful symbol. For the signing, we propose that each mayor sign separately, and then we exchange a scan of the signed versions for the other mayor to countersign. This could, of course, be done a few days before the June 13th deadline so that the signed document is available at the right time. But if you have another idea, please let us know.

For your information, tomorrow in Bréal, May 8, we are celebrating the 80th anniversary of the 1945 victory. We will have a ceremony in front of the Quinn Memorial to pay tribute to him, as we do every year, followed by a religious celebration at the church, and we will conclude with a final ceremony at the Bréal war memorial during which Jean-Paul will be honored. We hope to see a large turnout from the public and school children. At the end of these celebrations, the mayor will offer a reception to everyone present in the Bréal community hall.

Cheers,  
Thierry

Links contained in this email have been replaced. If you click on a link in the email above, the link will be analyzed for known threats. If a known threat is found, you will not be able to proceed to the destination. If suspicious content is detected, you will see a warning.

Agenda Bill

**Harrisburg City Council**

Harrisburg, Oregon

THE MATTER OF AUTHORIZING THE CITY ADMINISTRATOR TO APPROVE A PUBLIC EVENT PERMIT FOR THE 73<sup>RD</sup> YEAR OF THE HARRISBURG OLD FASHIONED 4<sup>TH</sup> OF JULY

STAFF REPORT:

Exhibit A: Public Event Application

**ACTION: MOTION TO AUTHORIZE THE CITY ADMINISTRATOR TO APPROVE THE PUBLIC EVENT PERMIT FOR THE 73<sup>rd</sup> YEAR OF THE HARRISBURG OLD-FASHIONED 4<sup>TH</sup> OF JULY CELEBRATION AS CONDITIONED**

**THIS AGENDA BILL IS DESTINED FOR:** Agenda – June 10, 2025

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
\$8,000	Yes	General – Miscellaneous Expenses

STAFF RECOMMENDATION:

**Staff recommends the City Council authorize the City Administrator to approve the most awesome event in the region!**

BACKGROUND INFORMATION:

Harrisburg Municipal Code (HMC) Chapter 9.52 requires a Public Event Permit for any event that garners more than 100 participants or attendees, or if an event is required to obtain a permit from Linn County. Because this is a regional event that has been in operation for 73 years, the City Administrator has determined that no additional notice of the event needs to be sent in general to citizens. The Parade Permit portion of this event permit was approved at the last meeting in May. Detailed data in relation to street closure schedules, etc., is in this event permit.

HMC 9.52 states that it is the City Administrator who authorizes and approves all public event permits. Because the City Administrator is also the Vice-President of the HC4JA (Harrisburg Community Fourth of July Association), the City Council is being asked to authorize the City Administrator to approve the event permit, because there is a slight conflict of interest in the City Administrator approving their own event permit, without someone else in authority reviewing the event permit in its entirety.

The permit process is very complex, as planning is essential in operating an event of this size. It's also important that the City follows its own requirements for an event like this. The criteria below represent the information that the City Administrator must

consider when approving the permit. The permit was completed more than 30 days in advance of the event itself, as required by HMC 9.52, and is located in **Exhibit A**.

**HMC 9.52.100: Criteria applied to the decision-making process:**

**(1) Noise that will come from the public event that may impact neighboring properties, including information on any amplified sound.**

**Findings:** Noise will be generated in multiple places during the 4<sup>th</sup> of July, for the Pet Parade on July 5<sup>th</sup>, and during the 5K and Car Hop on the 6<sup>th</sup> of July. Most of the loudest noise is from the parade itself, and the fireworks. In the parade, held between the hours of 11:00 and 12:30, there can be bands, music playing on floats, sirens, and general noise from multiple engines and equipment being operated. The timeframe is during the day; this event has been held for 73 years, therefore citizens are expectant of the level of noise that is generated.

Fireworks are one of the loudest of the events that the HC4JA holds. Out of the 73 years of history of this event, only two of those years did not include fireworks. Citizens look forward to the fireworks display on an annual basis. Standard noise requirements, and timeframes for any bands operating are the same throughout the year, typically ending at 11:00pm. Bands will play during the day. There will be a band (Bad Reputation) playing in the gazebo during the afternoon, and in the early evening, Cornerstone and the Walters will be playing, ending with a presentation of the flag, and pledge of allegiance.

The association has applied again to get aerial support from a fixed Wing Jet with a flyover on the 4<sup>th</sup> of July. A flyover is difficult to schedule, as they are asked to fly over multiple events on the 4<sup>th</sup> of July. We hope that this year, we will actually get to see a Flyover!

On July 5<sup>th</sup>, the Pet Parade will be relatively low in noise compared to the other parade, but there is still a chance of horns, and pets making noise, including lots of barking. On July 6<sup>th</sup>, the Firecracker 5K and Show & Shine/Car Hop event is held. Participants in the 5K can gather as early as 7:00am, and the music generally starts around 7:30 in the morning. There are PA announcements as well. The Car Hop being held in the parking lot of Harrisburg Plaza is another event being held that generates noise and music, as there will be a DJ operating outside of the 99Grill, and the souped-up vehicles tend to be loud.

**The City Administrator finds that the level of noise from this event is not excessive based upon 73 years of the event being held in the City of Harrisburg. This criterion has been met.**

**(2) Whether or not dust may be an issue.**

**Findings:** Dust is already present on the roadways during this event, and a few hundred vehicles will spread that dust somewhat. Otherwise, staging is being held in parking lots, on grass fields, and City streets. **City Administrator finds that excess dust will not be generated for this event. This criterion has been met.**

**(3) Provisions for dealing with trash containment and disposal.**

**Findings:** Trash containment and disposal is directly provided by the City of Harrisburg. Multiple trash barrels and recycling barrels are provided throughout the event and are focused on areas in which more trash is generated, such as near the food vendors. The HC4JA also provides volunteers who help the City the day after the event, by going through heavily trafficked areas, and picking up garbage. **The City Administrator finds that provisions for dealing with trash containment and disposal, and therefore this criterion, have been met.**

**(4) Other information relative to the impact the event may have on health and safety issues, or the convenience of neighbors near the event or the general public.**

**Findings:** Communication about the event is provided on multiple platforms, including the City Newsletter, website, FaceBook, and the Reader Board. No parking signs are placed a minimum of three days ahead of the event, as required by traffic law in order to prepare people for vacating the streets along the parade route. The Budget Committee has recommended approval of the budget to the City Council in June, which includes budgeting for contributions to both the 4<sup>th</sup> of July and the Harvest Festival. (\$3,000 each). The additional officers have been a great addition to the event, and one that the City will continue to pay for. In addition to LCSO deputies scheduled for the parade coverage, the City will also have City of Coburg reserves, including some regular officers attending. The Linn County Posse is now alternating between the Harrisburg and Mill City events; this year, I'm sorry to say that they will be in Mill City. Staff is working on getting more reserves and hopes to have at least two officers patrolling in the middle of the afternoon. This event and the presence of the officers is another great way for them to engage with the community. Their presence helps to control the crowds and prevent problems from arising. It also provides the HC4JA and City with more officers to control intersections during dispersal following the parade, and especially after the fireworks.

White lines and cones are set up on the parade route to keep kids behind them, and HC4JA always struggles to provide enough safety monitor volunteers to help corral kids during the parade. This is a great low-key way for citizens to help with the event, with fairly little effort. (Please see the City Administrator if you are interested in assisting as a volunteer at this level!) A safety corridor has been added to the corner of LaSalle and 3<sup>rd</sup> Street, which will help to control pedestrians in an area where large trucks are routed to turn into the detour area during the parade. One bouncy (obstacle course) will be located at BN park, and the kids' games will follow the parade.

There have been so many positive comments, that HC4JA plans to keep the larger fireworks, as well as a slightly longer show. The Fireworks now cost \$1,300 more than they did the previous year; with HC4JA paying \$18,800 in 2025. Fireworks are strictly regulated by the State Fire Marshal, and the location for where they can be fired from is also regulated. Safety regulations around the fireworks is strictly enforced by the Harrisburg Fire/Rescue District, who is the 'sponsor' of the fireworks. They also provide the pyrotechnicians. The organization has been starting to look at drones as a possibility for a light show in the future. Between the potential for fires, as well as tariffs on fireworks from China, this is likely a consideration that we will be considering more seriously in the future.

A Parade Permit through ODOT has been previously approved by the City Council, and in addition, the HC4JA also applies for a Linn County Road Use Permit Application.

This is required because the Firecracker 5K uses the Sommerville Loop/Kramer street section that is outside the jurisdictional boundaries of the City of Harrisburg. Facility permits were already filed with the School District as well for staging areas. A separate boat parade will be on the Willamette River, organized by Mike Hurd and his fabulous Scenic Jet Boat Tours business. This year, they anticipate floating through before full dark, but still during twilight. This is permitted by the Oregon State Marine Board.

Vendor booths and the Chicken BBQ are expected to take place as normal. The Harrisburg Fire/Rescue Volunteers also will be supplying their ever-popular pancake breakfast on the 4<sup>th</sup> of July. Porta Pots are the same as the previous year. Additional washing units are still in place, throughout the event.

**The City Administrator finds that the provisions to follow safety requirements are in place.**

**f. An event site plan designating, at a minimum, a traffic plan including emergency access routes, proposed parking areas, setbacks from adjoining properties, location and quantity of proposed sanitary facilities, source(s) of potable water, and any proposed overnight camping areas.**

**Findings:** A traffic plan is designated and shown on several maps. The detail in the event permit includes a complete schedule of when intersections are closed down prior to the parade, and how to route people to staging points prior to the parade. Three different emergency routes to the City are set up, and the HC4JA can communicate to volunteers at the four entrance points for allowing EMS service vehicles to enter the parade. The Harrisburg Fire/Rescue District is involved in multiple areas, including in the parade, as well as providing pyro-technicians for the fireworks. An engine is also kept near City Hall in the late afternoon/evening, so that they can easily respond to any problems at or near Riverfront Park.

There are two dedicated ADA lots, otherwise, parking is provided throughout the event areas on city streets and in parking lots. Another service group typically provides larger paid parking areas in other areas in town. By barricading the city streets at 2<sup>nd</sup> Street, the City and HC4JA alleviate a lot of congestion and vehicles maneuvering out of tight local streets when vehicles are confronted with a wall of people. The City is also putting out additional barricades this year, (paid for by the HC4JA) at 2<sup>nd</sup> St. and 4<sup>th</sup> St., for all cross streets. The barrier of people is effective, but we felt we should add another layer of protection by the addition of a T-3 barricade in these locations during the parade.

As noted earlier, the Porta Potts map shows the locations of porta-potties, and wash stations throughout town. Some of the locations are conducive to other events, such as the 5K, and the car hop. Porta-Potties have been adjusted based on feedback from the previous year. Additional maps are created and released to the general public closer to the event, which shows the location of restroom and wash facilities. Potable water is provided by vendors and is otherwise also available in public flushing facilities. Overnight camping is not allowed in City parks, or in any other location inside the city limits of Harrisburg.

The High School plans on holding their annual regional wrestling event, and since it typically blocks use of their lots for other events, the 5K is now staged from the parking lot at the Middle School/Grade school on Sunday morning.



**The City Administrator finds that this criterion has been met.**

**g. An estimate of the total number of persons attending and participating in the event.**

**Findings:** The HFEA typically plans for numbers between 10,000 and 15,000 people for all the events. That includes participants as well as spectators. **The City Administrator therefore finds that this criterion is met.**

**h. Plans for signage.**

**Findings:** The City puts out much of the signage required for traffic laws, and to meet requirements in order to tow vehicles that are blocking the parade route. Signage is throughout the event, in strategic places, to direct citizens to different events.

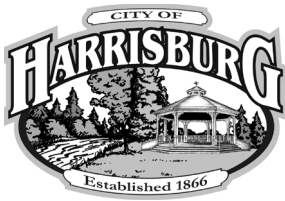
**Therefore, the City Administrator finds this criterion has been met.**

**Overall, Staff finds that the criteria to hold this public event in Harrisburg has been met. Therefore, the City Council is recommended to authorize the City Administrator to approve the event permit for the 73<sup>rd</sup> Old Fashioned 4<sup>th</sup> of July Event.**

REVIEW AND APPROVAL:



06/02/25  
 Michele Eldridge Date  
 City Administrator



# Public Event Permit

Public Events in Harrisburg are allowed through Harrisburg Municipal Code (HMC) Chapter 9.52. A public event in Harrisburg is required for any activity below, where there are likely more than 100 participants or attendees. A public event is required for events in which:

1. Persons are permitted or invited to attend, and where a fee is charged; or
2. A voluntary contribution is paid or solicited for the privilege of attending; or
3. Any money is raised or items are sold to defray the expenses of such events, unless exempted under Chapter 9.52; or
4. It is an event which is required to obtain a permit from Linn County pursuant to the Linn County Outdoor Assembly Peace, Health, Safety, and Welfare Code, found in Linn County Code Chapter 580.

There are exceptions to the requirement of a public event permit; those are included in HMC Chapter 9.52. Please contact the City of Harrisburg if you feel that your event should fall under the exemptions for obtaining a permit. The Harrisburg Municipal Code can be found by going to our website, at [www.ci.harrisburg.or.us](http://www.ci.harrisburg.or.us).

**Permit Application Fee:** \$165 for events 500 people or less; \$250 for events with more than 500 people. Permit Fees are set by Council Resolution. *This event is Harrisburg's largest, and results in regional tourism for Harrisburg; therefore, a fee has never been charged.*

***Permits are required to be submitted at least 30 days prior to the first day upon which such public event is to be held.***

**Date of Application:** May 19, 2025

**Applicant:** Name: Michele Eldridge on behalf of the Harrisburg Community Fourth of July Association  
Mailing Address: PO Box 378 – HC4JA: PO Box 178  
Phone Number: (w)541-995-6655 (c) 541-554-5435  
Email: [meldridge@ci.harrisburg.or.us](mailto:meldridge@ci.harrisburg.or.us) and [harrisburgjuly4thcelebration@comcast.net](mailto:harrisburgjuly4thcelebration@comcast.net)  
Day of Event: [harrisburgjuly4thcelebration@comcast.net](mailto:harrisburgjuly4thcelebration@comcast.net)

**Organizer:** Name: Same as above & Rhonda Giles  
Mailing Address: PO Box 178  
Phone Number: (h) 541-995-5252 (c) 541-729-5492  
Email: [rhondajgiles@comcast.net](mailto:rhondajgiles@comcast.net)

**Main Contact:** Same as Above. See tables below for committee contacts, and HFEA sub-committees.

Title	Name	Cell Phone	Email
Parade Chair, Collections	Bryan Shaddy	541-514-4047	<a href="mailto:Pinkhouse67@yahoo.com">Pinkhouse67@yahoo.com</a>
Car Hop	None	541-510-5736 541-913-0089	TBD
Judging	Suzan Jackson	541-514-4047	<a href="mailto:Pinkhouse67@yahoo.com">Pinkhouse67@yahoo.com</a>
Shields	Leo Giles	541-729-5491	<a href="mailto:leogiles@comcast.net">leogiles@comcast.net</a>

Title	Name	Cell Phone	Email
Vice-President, Vendors, 5K, Car Hop, Permits, Insurance, Treasurer, Press, Bouncies, Announcements, Collections, Entertainment	Michele Eldridge	541-554-5435	<a href="mailto:cheleeldridge@gmail.com">cheleeldridge@gmail.com</a>
President, Collections, Sponsors, 5K, Bouncies, Press, Volunteers, Entertainment, Announcements	Rhonda Giles	541-729-5492	<a href="mailto:rhondaigiles@comcast.net">rhondaigiles@comcast.net</a>
5K, Judging, Collections, Bands	Carlene Mitchell	541-221-0688	<a href="mailto:Carlenemitchell11@gmail.com">Carlenemitchell11@gmail.com</a>
Kids Games, Pet Parade, Coloring Contest	Crystal Falk	541-517-9148	<a href="mailto:maketheworldsing@gmail.com">maketheworldsing@gmail.com</a>
Kids Games, Pet Parade, Announcements	Connie Falk	541-520-4544	<a href="mailto:Nanaclaws1958@gmail.com">Nanaclaws1958@gmail.com</a>
Collections, 5K, Car Hop, Special Activities/contests, Judging, Bands, Secretary	Suzan Jackson	541-514-4047	<a href="mailto:Pinkhouse67@yahoo.com">Pinkhouse67@yahoo.com</a>
Parade – Porta Potts - Barricades	City & HC4JA		

#### Harrisburg 4<sup>th</sup> of July Sub-Committees

Parade	<b>Bryan Shaddy</b> , Dan Nichols, Tami & Jim Kirk
Collections	<b>Rhonda Giles</b> , Bryan Shaddy, Carlene Mitchell, Leo Giles, Michele Eldridge
Vendors	<b>Michele Eldridge</b> ,
Sponsors	<b>Rhonda Giles</b> , Michele Eldridge, Leo Giles
Parade Judging	Carlene Mitchell, Suzan Jackson, Crystal Falk, Angie Solesbee
5K	<b>Carlene Mitchell</b> , Rhonda Giles, Michele Eldridge, Suzan Jackson
Press/Social Media	<b>Rhonda Giles</b> , Michele Eldridge,
Shields	<b>Leo Giles</b> , Rhonda Giles
Car Show/Car Hop	Rhonda, Michele, Susan
Bouncies	Michele Eldridge, Rhonda Giles
Insurance/Permits	<b>Michele Eldridge</b>
Kids Races – Pet Parade	<b>Crystal Falk</b> , (Connie Falk)
Fireworks	<b>Hubert Christensen</b> (Pyro, Lead), Michele Eldridge- Liaison/Permits
Bands	<b>Susan Jackson</b> , Carlene Mitchell
Special Activities/Contests	<b>Suzan Jackson</b> , Michele Eldridge, Rhonda Giles
Porta-Pots	<b>City of Harrisburg/HC4JA – City</b>
Barricades	<b>City of Harrisburg – City</b>
Garbage	<b>City of Harrisburg</b>
Boat Parade	<b>Mike Hurd</b>

#### Owner of Property, if not an applicant, organizer or contact person:

Name: **City of Harrisburg**

*Please note; the City of Harrisburg needs the contact information for persons principally involved in this event. Those are typically the owners, managers, producers, and others who may be requested by the City. The City Administrator might contact you for other contact information, if needed.*

#### Address and Description of Property on which the proposed public event will be conducted:

## Thursday, July 3<sup>rd</sup>, 2025 – Firecracker 5K Registration & packet Pickup @ Old Fire Station

- 5:00-7:00pm

## Friday, JULY 4<sup>TH</sup>, 2025 – 4<sup>TH</sup> OF JULY EVENT

- All of Riverfront Park, from South End to North End
- 1<sup>st</sup> Street (CLOSED ENTIRE DAY)
- Smith Street 1<sup>ST</sup> to 2<sup>nd</sup> St (CLOSED ENTIRE DAY) Vendors!
- Moore Street 1<sup>st</sup> to 2<sup>nd</sup> St (CLOSED ENTIRE DAY)
- All Streets from LaSalle St to Territorial St (CLOSED AT 2<sup>ND</sup> ST. TO THE WEST: ½ DAY)
- Fire Station (Breakfast, Chicken BBQ, Life Flight???)
- Museum Grounds (Flag Raise)
- High School Parking Lot (Parade Staging)
- Methodist Church Parking Lot (Parade Staging, Grand Marshal location)
- Elementary/Middle School Fields & Parking Lot (Parade Staging)
- Former Jean Nixon Lot: (Vendors Food Court)
- Harrisburg Magnuson Dental Property (Disabled Parking)
- Fire Station Parking Lot (old): Senior & Disabled parking for breakfast.
- Gazebo: Decorated for the day –Flag Raising @ 10:00am, Bands at 12:30 and 6:30pm, presentation of colors and pledge of allegiance.

## Saturday, July 5, 2025 – Kids/Pet Parade! Parade in Costume with your pet, wagon, bike, trike or wheelchair. Theme of 'Peace, Love & Fireworks' Stage on Schooling St between 2<sup>nd</sup> and 1<sup>st</sup> St.

- 10:30am Staging 1<sup>st</sup> & Schooling
- 10:45am Judging
- 11:00am Parade starts on 1<sup>st</sup> St., which will be closed, kids, bikes and pets to proceed on 1<sup>st</sup> St. from Schooling to Gazebo. Timelines subject to change based on weather.

## Saturday, July 5, 2025 – Firecracker 5K Pre-Registration & Packet Pickup @ Old Fire Station

- 11:00am – 2:00pm

## SUNDAY, July 6, 2025 - Firecracker 5K Run/Walk Event & Kids Fun Run – 7:00am to Noon. Streets remain open for this event (Event Map Attached) (Separate Linn County Road Permit Required for use of Sommerville Loop outside city limits)

- Grade/Middle School Parking Lot
- Smith St. from 7<sup>th</sup> to 6<sup>th</sup> St.
- 6<sup>th</sup> Street to Priceboro St.
- Priceboro Park (Rest Station, Restrooms)
- Priceboro St. to Sommerville Loop
- Sommerville Loop to 6<sup>th</sup> St.
- 6<sup>th</sup> St to LaSalle St.
- LaSalle St. to 9<sup>th</sup> St.
- Smith St. to Middle/Grade School

Firecracker 5K Directional Race Signs	
Edge of Parking lot onto Smith St.	Left arrow
Corner of Smith & 6 <sup>th</sup>	Left arrow
Corner of 6 <sup>th</sup> & LaSalle	Straight arrow
Corner of 6 <sup>th</sup> & Priceboro	Left arrow
Corner of 6 <sup>th</sup> & Sommerville Loop	Left arrow
Corner of Sommerville Loop/Sommerville Loop	Left arrow
Corner of Sommerville Loop & 6 <sup>th</sup> St.	Right arrow
Corner of LaSalle & 6 <sup>th</sup> St.	Right arrow

Corner of LaSalle & 9 <sup>th</sup> St.	Left arrow
High School Parking Lot	Straight Arrow
Corner of 9 <sup>th</sup> & Smith St.	Left Arrow
@ 7 <sup>th</sup> St./Grade/Middle School Parking	Left Arrow

- All directional signs are the responsibility of the 5K volunteer staff. Signs will be placed early in the morning and will be picked up following the race.
- Use Permit at Middle/Grade School is for parking lot area. HC4JA to provide generator for use of Eclectic Edge staff for timing clocks. Two temporary Porta Pots at this location only on day of race.
- Water, Chocolate Milk, & Snack provided by sponsors following the race

**SUNDAY, July 6, 2025 – Car Hop & Cruise-In Event 4:00 to 7:00pm** (*When eating in your car was cool!*):

- Location: Hwy 99 Grill and adjacent full parking lot. Toreros is participating, and other businesses being added.
- Classic cars to park in parking lot and order from a menu from Hwy 99 Grill. Food is eaten in the car.
- Cruise-in is non-sanctioned.
- Overflow Parking for viewers is from Grocery Deals Parking Lot

**PARADE ROUTE – Route Map Attached (Requires Separate Parade Permit)**

*City puts out barricades with closed street warnings for 4<sup>th</sup> of July 3 days prior to the event, along the Parade Route*

*Detour route signs are put out by the City at the following locations on Tuesday, July 1, 2025:*

- *Before the intersection of Priceboro & 6<sup>th</sup> St, with detour to Powerline Rd.*
- *At the intersection of Territorial and N. 3<sup>rd</sup> St.*
- *On the gravel ROW adjacent to City water plant.*

*PARADE ROUTE – Kids Pet Parade on July 5<sup>th</sup>, 2025. Barricades will be set in the morning.*

- *Schooling St, between 2<sup>nd</sup> St. & 1<sup>st</sup> St. for Staging*
- *1<sup>st</sup> St., from Schooling to the Gazebo & Smith St.*

## Intersection Staffing Schedule/Road Closure Times:

Intersection	Staffing by	Road Closure	Responsibility
<b>9<sup>th</sup> &amp; Territorial</b>	<b>9:30am:</b> City Flagger (1) Stay until 12:30pm	<b>10:00am:</b> 9 <sup>th</sup> St. Closed to Southbound traffic only	Barricade Traffic <ul style="list-style-type: none"> <li>Close traffic heading south on 9<sup>th</sup> St at 10:00am</li> <li>Tell drivers wanting to stage that they need to go counterclockwise to 3<sup>rd</sup> St, and then LaSalle St.</li> <li>Traffic heading <b>north</b> on 9<sup>th</sup> may exit.</li> </ul>
<b>9<sup>th</sup> &amp; Smith</b>	<b>9:30am:</b> HFEA Volunteer (1)	N/A	Barricade Traffic & Parade Staging <ul style="list-style-type: none"> <li>Direct traffic to staging areas.</li> </ul>
<b>7<sup>th</sup> &amp; Smith</b>	<b>9:30am:</b> HFEA Volunteer (Parade <u>Lead</u> ) until Parade ends	<b>10:00am:</b> 7 <sup>th</sup> St. Closed to southbound traffic only	Parade Coordination & Participant Order <ul style="list-style-type: none"> <li>Close Traffic at 10:00. Anyone here for staging should be routed counterclockwise to the staging areas.</li> </ul>
<b>6<sup>th</sup> &amp; Smith</b>	<b>9:30am:</b> HFEA Volunteer (1) until Parade ends	<b>10:00am:</b> 6 <sup>th</sup> St. closed to northbound traffic only (except for horses and kids floats)  Traffic turning from Smith onto 6 <sup>th</sup> St. is ok.	Barricade Traffic & Participant Directions <ul style="list-style-type: none"> <li>Close traffic coming from 6<sup>th</sup> St onto Smith St at 10:00am</li> <li>After 10:00, the only traffic that should be on Smith is residential from homes in this area. They can exit south onto 6<sup>th</sup> St.</li> <li>Traffic wanting to stage needs to turn around, and proceed to LaSalle, and then 9<sup>th</sup> St.</li> <li>Equestrian and kids stage off of 6<sup>th</sup> St. through the school bus lot (Instruct them to keep horses on grass until called forward)</li> </ul>
<b>4<sup>th</sup> &amp; Smith</b>	<b>9:30am:</b> City Flaggers (1.5) 1 stays until after parade ends; 1 stays until right before parade starts; <b>PLEASE VERIFY THAT POWER IS ON IN BN PARK BY 10:00AM!</b>	<b>10:00am:</b> 4 <sup>th</sup> St. closed to eastbound traffic on Smith St. <b>10:30am:</b> closed to westbound traffic on Smith St.	Barricade Traffic – Safety Control <ul style="list-style-type: none"> <li>Close traffic going East at 10:00am</li> <li>Ok to allow traffic from breakfast to head west on Smith until 10:30</li> <li>After 10:30, all breakfast traffic routed to 4<sup>th</sup> St.</li> <li>After 11:00, only one person is needed here; the other flagger can leave.</li> <li>After Parade starts, keep people from standing//sitting on rail lines.</li> <li>Anyone here for staging should be routed counterclockwise to the staging areas.</li> </ul>
<b>3<sup>rd</sup> &amp; Smith</b>	<b>9:30AM:</b> City Flaggers (2)	<b>10:00am:</b> Closed to eastbound traffic on Smith St. <b>11:00am:</b> 3 <sup>rd</sup> St. closed to non-parade traffic between Smith & LaSalle St's.	Barricade Traffic – Safety Control <ul style="list-style-type: none"> <li>Close traffic going East on Smith St. at 10:00am</li> <li>Traffic heading west is ok until 10:30</li> <li>At 11:00, the 2<sup>nd</sup> St. detours start.</li> </ul>
<b>Territorial &amp; 3<sup>rd</sup> St.</b>	<b>10:45am:</b> Deputy (1). Stay until deputy at end of parade turns onto LaSalle St. heading east.	<b>11:00am:</b> Closed to Southbound traffic on 3 <sup>rd</sup> St.	<ul style="list-style-type: none"> <li>Detour Route for both Territorial and Southbound 3<sup>rd</sup> St. (Hwy 99E) Traffic.</li> <li>Detour begins at 11:00am.</li> </ul>
<b>LaSalle &amp; 2<sup>nd</sup> St.</b>	<b>10:45am:</b> Deputy (1) plus (1) HFEA volunteer. Stay until deputy at end of parade turns onto LaSalle St. heading east.	<b>11:00am:</b> Closed to Northbound traffic on 3 <sup>rd</sup> St.	<ul style="list-style-type: none"> <li>Detour Route for Northbound 3<sup>rd</sup> St. (Hwy 99E) Traffic.</li> <li>Detour begins at 11:00am.</li> <li>Actively direct regular traffic from intersection of LaSalle &amp; 3<sup>rd</sup> onto 2<sup>nd</sup> St.</li> </ul>

<b>LaSalle &amp; 3<sup>rd</sup> St.</b>	<b>10:30am:</b> HFEA Volunteers (2) Stay until deputy at end of the parade turns onto LaSalle St. heading east.	<b>11:00am:</b> Deputy to send traffic northbound onto 2 <sup>nd</sup> St. Only trucks that can't make the turn should go to LaSalle St.	Barricade Traffic & Parade/Crowd Control <ul style="list-style-type: none"> <li>Set up Safety Corridor at 11:00am.</li> <li>Trucks might need to use this intersection to turn west onto LaSalle, if northbound on Hwy 99E/3<sup>rd</sup> St. Be prepared to move crowd if needed.</li> <li>Send church, commercial, political floats to east on LaSalle; turn north on 9<sup>th</sup>; stage on Smith</li> </ul>
<b>6<sup>th</sup> &amp; LaSalle St.</b>	<b>10:30am:</b> HFEA Volunteers (2) Stay until the deputy at end of the parade crosses 6 <sup>th</sup> heading east on LaSalle St.	<b>11:00am:</b> Intersection closed to north bound traffic from 6 <sup>th</sup> St. after this time.	Barricade Traffic – Parade & Crowd Control <ul style="list-style-type: none"> <li>Close traffic turning from 6<sup>th</sup> heading east or west onto LaSalle at 11:00am.</li> <li>Life Bible float allowed to go north on 6<sup>th</sup> St to ball field</li> <li>Event Staff allowed to go north on 6<sup>th</sup> to ball field</li> <li>Staging Directions: based on staging/event map.</li> </ul>
<b>Sommerville Loop &amp; 6<sup>th</sup> St.</b>	<b>10:45am:</b> Deputy (1) Remain until 12:30pm.	<b>10:45am:</b> Closed to northbound traffic on 6 <sup>th</sup> St. unless they are staging for the parade.	Detour Route for Northbound S. 6 <sup>th</sup> St. traffic. <ul style="list-style-type: none"> <li>Through traffic routed to Priceboro Rd to Powerline to bypass Harrisburg.</li> <li>Intersection @ LaSalle closes to all traffic at 11:00. If they haven't already staged, they are too late!</li> </ul>
<b>LaSalle &amp; 9<sup>th</sup> St.</b>	<b>10:45am:</b> HFEA Volunteers (2) Stay during the duration of the parade.	<b>10:45am:</b> Intersection closed to northbound traffic unless they are staging for the parade	Barricade Traffic & Parade & Crowd Control <ul style="list-style-type: none"> <li>Close traffic from S. 9<sup>th</sup> St. to LaSalle St.</li> <li>Traffic heading continuing to head south from S. 9<sup>th</sup> St. or from LaSalle onto S. 9<sup>th</sup> St. is ok, if heading south. Ok for last minute traffic heading north for staging, until 11:00.</li> <li>LaSalle closes to all traffic at 11:00. If they haven't already staged, they are too late!</li> </ul>
<b>2<sup>nd</sup> &amp; Smith St.</b>	<b>12:00pm:</b> HFEA Volunteer (1)	<b>12:00PM:</b> Crowd Control for 2 <sup>nd</sup> St. at transition from detour to 3 <sup>rd</sup> St. at end.	Barricade Traffic & Crowd/Event Control <ul style="list-style-type: none"> <li>Do NOT allow cars through on Smith to 3<sup>rd</sup> St. until the detour is finished. There is too much traffic in 3<sup>rd</sup> &amp; Smith intersection as it is. Cars who parked on Smith or in post office parking may exit onto 2<sup>nd</sup> St. if they move and replace barriers.</li> </ul>
<b>LaSalle &amp; 4<sup>th</sup> St.</b>	<b>11:00am:</b> HFEA Volunteers (2) Stay until end of parade	<b>11:00am:</b> Closed to southbound traffic, northbound allowed for parade entrants for emergencies	Barricade Traffic & Crowd/Event Control <ul style="list-style-type: none"> <li>Direct traffic onto LaSalle St., both east and west bound following parade</li> <li>Control Traffic exiting from Eagle Veneer Parking Lot</li> <li>Remove barricades here and at 5<sup>th</sup> St.</li> </ul>
<b>LaSalle &amp; 5<sup>th</sup> St.</b>	<b>11:00am:</b> No Volunteers, only barricades	<b>11:00am:</b> Closed to all traffic	Barricade Traffic.

Railroad Tracks	Staffing time and by	Responsibility
Railroad Crossing on Smith - Fast Track	<b>10:30 am:</b> HFEA Volunteers (2) Stay until last float has turned onto 3rd St	Parade & Crowd Control <ul style="list-style-type: none"> <li>Keep people from standing/sitting on the tracks</li> <li>Use stop signs to stop floats from going onto tracks until there is space for them on other side</li> </ul>

Railroad Crossing on LaSalle St.- Fast Track	<b>11:00 am:</b> HFEA Volunteers (2) Stay until last float has passed 6 <sup>th</sup> St	Parade & Crowd Control <ul style="list-style-type: none"> <li>• Keep people from standing/sitting on the tracks</li> <li>• Use stop signs to stop floats from going onto tracks until there is space for them on other side</li> </ul>
Railroad Crossing on LaSalle St - Slow Tracks	<b>11:00 am:</b> HFEA volunteer (1) Stay until last float has passed your location.	Parade & Crowd Control <ul style="list-style-type: none"> <li>• Keep people from standing/sitting on the tracks</li> <li>• Use stop signs to stop floats from going onto tracks until there is space for them on other side</li> </ul>
Parade Route	3-8 HFEA Volunteers	Parade & Crowd Control <ul style="list-style-type: none"> <li>• Monitor parade route to reduce safety issues caused by participants and spectators</li> <li>• Do not allow parade participants to get on and off floats during the parade.</li> </ul>



**Barricade Schedule:** City drops off & picks up

Type of Barricade	Location	Timeframe
T3 + Event Sign	LaSalle @ 2 <sup>nd</sup> St.	AM
T3 x 2	Fountain @ 1 <sup>st</sup> St. + Alley	AM
T3 x 2	Schooling @ 1 <sup>st</sup> St. + Alley	AM
T3 x 2	Kesling @ 1 <sup>st</sup> St. + Alley	AM
T3 x 2	Macy @ 1 <sup>st</sup> St. + Alley	AM
T3 x 2	Moore @ 2 <sup>nd</sup> St. + Alley	AM
T3 x 2	Smith @ 3 <sup>rd</sup> St. + Alley	AM
T3 x 2	Monroe @ 1 <sup>st</sup> St. + Alley	AM
T3 x 1	Monroe @ 2 <sup>nd</sup> Street	AM
T3 x 2	Moore @ 2 <sup>nd</sup> & 4 <sup>th</sup> Streets	AM
T3 x 2	Macy @ 2 <sup>nd</sup> & 4 <sup>th</sup> Streets	AM
T3 x 2	Kesling @ 2 <sup>nd</sup> & 4 <sup>th</sup> Streets	AM
T3 x 2	Schooling @ 2 <sup>nd</sup> & 4 <sup>th</sup> Streets	AM
T3 x 2	Fountain @ 2 <sup>nd</sup> & 4 <sup>th</sup> Streets	AM
T3	4 <sup>th</sup> St. @ LaSalle St.	AM (During Parade)
T3	Territorial & 1 <sup>st</sup> St.	AM
T3 + Event Sign	Territorial @ 2 <sup>nd</sup> St.	AM
T3 x 2 + Event Sign	Smith St. @ 2 <sup>nd</sup> St.	AM
T3 x 2 + Event Sign	Smith St. @ 3 <sup>rd</sup> St.	AM
T3 x 1 + Event Sign (2) FIRE LANE -NO PARKING	Alley behind post office lot	AM
Cones – 10	3 parking spaces closest to Gazebo for bands	AM
<b>Parade Barricades</b>	All barricades in parade areas are removed following the parade	
	9 <sup>th</sup> & Territorial	AM – Standby for 10:00
	7 <sup>th</sup> & Territorial	AM – Standby for 10:00
	4 <sup>th</sup> & Territorial	AM – Standby for 10:00
	3 <sup>rd</sup> & Territorial	AM – Standby for 10:00
	Driveway @ Pharmacy	AM – Standby for 10:00
	Heather Turn @ 9 <sup>th</sup>	AM – Standby for 11:00
	McKenzie Court @ 9 <sup>th</sup>	AM – Standby for 11:00
	9 <sup>th</sup> & LaSalle	AM – Standby for 11:00
Both sides of 9 <sup>th</sup>	Moore St. @ 9 <sup>th</sup> (both sides)	AM – Standby for 11:00
	4 <sup>th</sup> & LaSalle St.	AM – Standby for 11:00
	5 <sup>th</sup> & LaSalle St.	AM – Standby for 11:00
Both sides of LaSalle	6 <sup>th</sup> & LaSalle St.	AM – Standby for 11:00
T1 + Event Sign	9 <sup>th</sup> & LaSalle St.	AM – Standby for 11:00
T1 + Event Sign (No Dogs & Fireworks West of 2 <sup>nd</sup> St.)	LaSalle St. @ 2 <sup>nd</sup> St.	AM
T1 + Event Sign	Fountain St. @ 2 <sup>nd</sup> St.	AM
T1 + Event Sign	Schooling St. @ 2 <sup>nd</sup> St.	AM
T1 + Event Sign	Kesling St. @ 2 <sup>nd</sup> St.	AM
T1 + Event Sign	Macy St. @ 2 <sup>nd</sup> St.	AM
Add Event Sign to T3	Moore S. @ 2 <sup>nd</sup> St.	AM
Add Event Sign to T3	Smith St. @ 2 <sup>nd</sup> St.	AM
T1 + Event Sign	Monroe St. @ 2 <sup>nd</sup> St.	AM
Add Event Sign to T3	Territorial St. @ 2 <sup>nd</sup> St.	AM
<b>SAFETY BARRIERS</b>	City Streets will have chalk or flour on sides of streets to mark a barrier line, approx. 5' from sidewalks. ODOT/Hwy 99 will have only cones on it. Signs will be marked <b>FOR SAFETY, PLEASE KEEP CHILDREN BEHIND LINES!</b>	

Type of Barricade	Location	Timeframe
<b>Safety Corridor – Safety Delineators provided by HFEA</b>	@ LaSalle & 3 <sup>rd</sup> St., safety delineators will be set up with a lane marked out for pedestrians to cross the street once the parade starts. This will better control the drive lane needed for large trucks to make the turn onto LaSalle St. People should not watch the parade from this area!	
	Smith St., from 7 <sup>th</sup> St. to 3 <sup>rd</sup> St.	2 cones per block on both north and south sides of Smith St.
	3 <sup>rd</sup> St., from Smith St. to LaSalle St.	2 cones per block on both east and west sides of 3 <sup>rd</sup> St.
	LaSalle St, from 3 <sup>rd</sup> to fast tracks	2 cones per block on both north and south sides of LaSalle St.
	LaSalle St, from fast tracks to 6 <sup>th</sup>	2 cones entire stretch, both north and south sides
	LaSalle St., from 6 <sup>th</sup> St. to Baseball field	4 cones, entire stretch.
<b>RAILROAD SAFETY BARRIERS</b>	8 signs – along with HFEA volunteers in Safety vests, with stop signs. (Only volunteers who can be tough are allowed here.) Signs will state that you must leave room for forward float to move and to not stop on tracks. Will also state LIVE TRAINS! Even though the slow tracks don't operate trains during the event (barring an emergency), we still staff them.	
	16 A Frame signs that will be located next to sidewalks on both sides of tracks. <b>LIVE TRAINS: DO NOT SIT OR STAND ON RAILROAD TRACKS.</b>	
<b>CAR SHOW MARKERS</b>	None this year	
<b>Disabled Parking – Firemen will monitor this location.</b>	Paved Parking area at Fire station open only to <b>DISABLED AND SENIOR</b> parking. (Applies only between the old fire station, and the new one) Museum parking is for Museum Personnel	
<b>Disabled Parking – No Personnel Assigned</b>	Paved Parking area at Magnuson Dental; Save space for Magnusons!	

#### No Parking Signs – Parade Route (Signs are placed 4 days before event) & Main Event Spaces

9 <sup>th</sup> St from LaSalle St to Monroe St.
All of Monroe Street (East of 7 <sup>th</sup> St.)
Smith St. 1 <sup>st</sup> to 2 <sup>nd</sup> St.
Moore St. 1 <sup>st</sup> to 2 <sup>nd</sup> St.
All of 1 <sup>st</sup> St.
LaSalle Street from 6 <sup>th</sup> St. to the apartments
<b>LaSalle Street Between 2<sup>nd</sup> &amp; 3<sup>rd</sup> St. Include no parking for southern 10' of NE corner of 2<sup>nd</sup> &amp; LaSalle to allow for truck radiuses in a tight space.</b>

#### Date(s) and Time(s) of Event:

##### July 3<sup>rd</sup> Events:

- 5:00pm to 7:00pm Firecracker 5K Pre-Registration/Packet pick up @ old fire hall

##### 4<sup>th</sup> of July Event:

- All Day
- 6:00am to 10:00am Volunteer Firefighters Breakfast
- 7:00am to 4:00pm Museum Open – Lighting of the Steam Engine
- 8:00am Flag Raising by
- 9:00am to 10:00am Life Flight Air Ambulance – NOT CONFIRMED
- 9:00am – 1:00pm Library Book Sale
- 10:00am – 2:00pm (HART Fundraiser: Not Confirmed)

- 10:00am – 2:00pm Chicken BBQ – Fire Hall by Life Bible
- 10:00am – 5:00pm Marketplace Vendors
- 10:00am – 5:30pm Skatepark Open
- 10:00am – 6:00pm Meet the Artists at the Gallery (294 Smith St.) (Not Confirmed)
- 10:00am – 10:00pm Regular Vendors
- 11:00am - 12:30pm Parade
- 12:30pm – 3:30ish PM Band – Bad Reputation
- 5:30ish pm – 8:30pm Band – Cornerstone & the Walters (Possible Switch of times)
- 8:30pm Presentation of Colors, Pledge of Allegiance, and National Anthem
- Dusk Fireworks!

**How many people do you expect to attend this event?** 5,000 to 10,000

**Please describe the Public Event, including potential nuisance issues such as noise, dust, trash, and other health and safety considerations.**

**Noise:** A DJ will be present at the Car Hop, playing tunes and announcing on the 6<sup>th</sup>. Noise from bands in the parade itself on the 4<sup>th</sup>, 10:30 to 12:30, Fireworks banned from 2<sup>nd</sup> St to the river, Bands at the Gazebo, plus possible bands for area restaurants (TBD), Large Fireworks starting at dusk.

**Dust:** Regular Traffic in most areas of town

**Trash:** City sets garbage cans throughout event area, along with recycling at the riverfront areas. Need additional garbage cans at vendor area, if garbage will not be emptied after a certain time.

HC4JA provides volunteers to help with picking up event trash in event areas the day after the event to assist PW crew.

**Sanitary:** Porta-Pots & Hand Wash Stations from Better Portable Toilets – See attached map  
Public bathrooms at the Museum and by the River open during nearby events  
\*HFEA reduced the number of units starting in 2022, as the prices for these have become extremely expensive. We are now adjusting and adding in units where needed after adjusting last year.

**Fireworks:** City assists HC4JA by digging pits in the field where fireworks will be set off (See the Fireworks Map for area that is cleared for fireworks). The Fire Department provides licensed pyrotechnic operators (Up to 6), as well as providing fire trucks and water tenders in the field being used for setting off fireworks. *Fireworks are strictly licensed by the state and state fire marshal.*

**Insurance Requirements:** *If the decision maker determines that the public event creates a significant potential for injury to persons or property, the applicant shall furnish evidence of liability insurance. If the organizer doesn't file proof of non-cancellable insurance at least 10 days prior to the first day of the event, the City Administrator may void a permit for the public event, and will notify the organizer at the address above.*

- *The City of Harrisburg and the HC4JA have a MOU stating that general insurance requirements are covered under the City's liability umbrella.*
- *The HC4JA does purchase insurance listing the city and HC4JA as additional insureds for the Marketplace Vendors*
- *The HC4JA does require all regular vendors to provide a minimum \$1,000,000 policy that states the City and the HC4JA as additional insureds.*

**Noise:** Will this event include noise that may impact neighboring properties, including information on any amplified sound? ☒ Yes ☐ No. If yes, please describe what kind of noise or amplified sound you are providing, and the hours of such operations: ***Bands will be playing in the parade, and accompanying vehicular noise along with sirens and horns (10:30 to 1:00) Bands will also be at the Gazebo at 12:30pm and at 5:30pm. Possible DJ at Car Hop on 6<sup>th</sup>.***

Other information relative to the impact the event may have on health and safety issues, or the convenience of neighbors near the event or the general public:

- *Barricades on 2<sup>nd</sup> St block off all streets and alleys that go to the river are necessary to protect neighbors on all of the streets from cars trying to park and maneuver in these areas. (See Barricade Schedule)*
- *Signs on the barricades are necessary to prevent people from allowing dogs in the main event area, and to prevent fireworks from being in the event area.*
- *Detour Signs going up 3 days prior to event remind everyone of parade and road closures*
- *Road Closure signs going up on city streets that will be closed due to parade routes, or events minimum 3 days prior to allow for towing of vehicles*
- *ODOT Permit notifies overweight/oversize traffic of avoiding the Harrisburg area and of detours one month prior.*
- *Parade Rules include informing all vehicles that candy can only be handed out by walkers*
- *Parade Rules specify that people may not get on or off a vehicle while it is moving*
- *Parade Rules state that people should not hand out anything that can harm people*
- *Bouncy rules are strictly enforced (No shoes, no liquids, no gum, no food, and limits of children are strictly kept to size of bouncy)*

**You are required to include an event site plan (drawn to scale) that provides the following information:**

- X A Traffic Plan, including emergency access routes
  - *ODOT Parade Permit is required, with detour signs and detour routes marked on map*
  - *Linn County Road Department Permit is required for Sommerville Loop outside of the city limits*
- X Proposed parking areas – *Map attached – Handicap is on city streets, or at 2<sup>nd</sup> & Macy St. (Additional handicapped and senior parking for breakfast in paved parking adjacent to old fire station station.)*
- ☐ Setbacks from adjoining properties
- X Location and quantity of proposed sanitary facilities – *Better Portable Toilets Map attached.*
- X Source(s) and location of potable water – *Water Fountains in town, otherwise vendor provided*
- ☐ Any proposed overnight camping area
- X Location and plans for proposed signage for the event
  - *Custom signs; no dogs or fireworks west of 2<sup>nd</sup> St goes on the barricade for each street in town that is blocked from 2<sup>nd</sup> St to Riverside Park*
  - *Detour Signs are placed at the beginning of the bridge on the west side, on 6<sup>th</sup> St at the intersection of Priceboro, and at LaSalle St., and on 3<sup>rd</sup> St, where the south bound traffic is detoured to Territorial and south on 2<sup>nd</sup> St., and on 7<sup>th</sup> & Territorial St., and finally, on 9<sup>th</sup> St. at the Smith St. intersection.*
- X Location and number of garbage cans and recycling containers, and a plan for how waste generated by your event will be disposed of – *The City provides both garbage and recycling containers, as well as determining the schedule for removal of waste.*
- ☐ If dust will be generated by this event; please provide a plan showing how you will contain it.

You are required to provide a valid copy of all necessary licenses required by the state, or local health authorities. Please list applicable licenses provided: **ODOT Parade Permit & Linn County Road Permit – Copy of Fireworks Contract with required licensing/permitting by vendor & pyrotechnics.**

**Any changes to the persons principally involved with this event must be communicated to the City Administrator prior to the first day of the event.**

**Applicant Signature:**



***Date of meeting with law enforcement/parade principles: July 1, 2025***

**Preapplication Conference:** A preapplication conference might be required before the application is deemed complete by the City. Any preapplication conference shall take place within 10 working days of receipt of the application by the City.

**Application Review:** The City Administrator shall review the application for completeness. Each reviewing authority shall review the application, and determines whether the application contains sufficient information to show that the applicant can comply with the requirements of HMC 9.52. (Reviewing authorities means any government official designated by the City Council to review an application for a permit to conduct a public event. It can also include, but is not limited to the City Administrator, the Public Works Director, the Chief of Harrisburg Fire and Rescue, and the Linn County Sheriff or his/her designee).

Upon receipt of the complete application, the City Administrator will mail a notice to property owners within 300 feet of the planned location for the proposed public event. The City Administrator is required to provide property owners with at least ten days from the date of the mailing to comment in writing on the proposal.

The City Administrator may impose any conditions deemed appropriate, regardless of whether they are included in HMC Chapter 9.52. Written notice of conditions and approval shall be provided to the applicant.

The City Administrator can deny the application if:

1. The applicant is unable to demonstrate compliance with or the ability to comply with the rules and regulations set forth in this chapter.
2. The City Administrator is unable to make any of the findings of fact required in HMC Chapter 9.52.

Any party may appeal a final decision of the City Administrator on a public event application to the City Council by providing written notice to the City Administrator no later than 10 days after the mailing of the notice of decision. Any hearing on the appeal shall be conducted de novo. Notice of the hearing shall be provided to the appellant and to all participating parties, either orally or in writing, at least 10 days prior to the City Council hearing.

Office Staff Use Only:

To be verified with applicant:

- ☒ Temporary Liquor License needed
- ☐ Noise Permit protocol needed
- ☐ Dance Permit required

Date Rec:

Review Complete:

# LINN COUNTY ROAD DEPARTMENT

3010 FERRY Street SW, ALBANY, OR 97322-3998  
PHONE (541) 967-3919 - FAX (541) 924-0202


## ROAD USE PERMIT APPLICATION

Name of Organization	Harrisburg Community 4th of July Association	
Name of Event	Firecracker 5K	
Event Type	5K Race/Walk Event with Kids Fun Run	
Contact Person	Michele Eldridge	
Mailing Address	PO Box 178, Harrisburg, OR 97446	
Phone Number	541-554-5435	
Fax Number	541-995-9244	
Email Address	meldridge@ci.harrisburg.or.us	
Date of Event	July 6, 2025	
Approximate Time Limits (i.e. 8:00 AM to 10:00 PM)	From: 7:00am	To: 1:00pm
Is this a Road Closure?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
(i.e. 8:00 AM to 10:00 PM)	From:	To:
County Road(s) to be used:	Kramer Ave/Sommerville Loop outside City limits	
Sanitation Facilities to be provided? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Location of Sanitation Facilities	Priceboro Park & at Start/End of Race	
What Traffic Controls will be provided?	Signs, ground markings, people in busy locations. Otherwise, participants are asked to follow pedestrian laws, and stay in the right-of-way.	
<b>MAP OF ROUTE AND CERTIFICATE OF LIABILITY MUST BE ATTACHED TO APPLICATION</b>		

FOR OFFICE USE ONLY	
Application	
Fee	
Deposit	
Certificate of Liability	
Map	
Deposit Returned	





CERTIFICATE OF COVERAGE							
<b>Agent</b> Hagan Hamilton Insurance, Inc. PO Box 847 McMinnville, OR 97128		This certificate is issued as a matter of information only and confers no rights upon the certificate holder other than those provided in the coverage document. This certificate does not amend, extend or alter the coverage afforded by the coverage documents listed herein.			 citycounty insurance services cisoregon.org		
<b>Named Member or Participant</b> City of Harrisburg PO Box 378 Harrisburg, OR 97446		<b>Companies Affording Coverage</b> COMPANY A - CIS COMPANY B - National Union Fire Insurance Company of Pitts, PA COMPANY C - RSUI Indemnity COMPANY D - Federal Insurance Company					
LINES OF COVERAGE							
This is to certify that coverage documents listed herein have been issued to the Named Member herein for the Coverage period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which the certificate may be issued or may pertain, the coverage afforded by the coverage documents listed herein is subject to all the terms, conditions and exclusions of such coverage documents.							
	Type of Coverage	Company Letter	Certificate Number	Effective Date	Termination Date	Coverage	Limit
X	<b>General Liability</b>	A	24LHAR	7/1/2024	7/1/2025	General Aggregate: Each Occurrence:	\$15,000,000 \$5,000,000
X	Commercial General Liability						
X	Public Officials Liability						
X	Employment Practices						
X	Occurrence						
X	<b>Auto Liability</b>	A	24LHAR	7/1/2024	7/1/2025	General Aggregate: Each Occurrence:	None \$5,000,000
X	Scheduled Autos						
X	Hired Autos						
X	Non-Owned Autos						
X	<b>Auto Physical Damage</b>	A / C	24APDHAR	7/1/2024	7/1/2025		
X	Scheduled Autos						
X	Hired Autos						
X	Non-Owned Autos						
X	<b>Property</b>	A / C	24PHAR	7/1/2024	7/1/2025		Per Filed Values
X	<b>Boiler and Machinery</b>	D	24BHAR	7/1/2024	7/1/2025		Per Filed Values
	<b>Excess Liability</b>						
X	<b>Excess Crime</b>	B	24ECHAR	7/1/2024	7/1/2025	Per Loss:	\$500,000
	<b>Excess Earthquake</b>						
	<b>Excess Flood</b>						
X	<b>Cyber Security</b>	A	24CYBHAR	7/1/2024	7/1/2025	Claims-Made/Aggregate:	\$500,000
	<b>Difference in Conditions</b>						
<b>Description:</b> Linn County is listed as Additional Insured re:5K Event June 30th,2024							
<b>Certificate Holder:</b> Linn County 310 Ferry Street SW Albany, OR 97322-3998		<b>CANCELLATION:</b> Should any of the coverage documents herein be cancelled before the expiration date thereof, CIS will provide 30 days written notice to the certificate holder named herein, but failure to mail such notice shall impose no obligation or liability of any kind upon CIS, its agents or representatives, or the issuer of this certificate.  <div style="display: flex; justify-content: space-between;"> <span>By: Jamie Haddy</span> <span>Date: 6/3/2024</span> </div>					



**REQUEST FOR MILITARY AERIAL SUPPORT**  
**ALL EVENT REQUESTERS MUST READ THE INSTRUCTIONS ON PAGE 4**  
**BEFORE COMPLETING THIS FORM.**

**REQUEST NUMBER**  
AD161A3AC85

OMB No. 0704-0290  
OMB approval expires  
20260131

4.

The public reporting burden for this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, at [whs.mc-alex.esd.mbx.dd-dod-informationcollections@mail.mil](mailto:whs.mc-alex.esd.mbx.dd-dod-informationcollections@mail.mil). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

**PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE ADDRESS ON PAGE 4.**

**ALL DATA WILL BE HANDLED ON A "FOR OFFICIAL USE ONLY" BASIS.**

**SECTION I - ACTIVITY**

1. CATEGORY REQUESTED (X and complete as applicable)	1) DATE(S) REQUESTED (Start to End) (YYYYMMDD)	2) TYPE AIRCRAFT REQUESTED		3) MILITARY SERVICE REQUESTED	
		ANY (X)	SPECIFIC (Optional)	ALL (X)	SPECIFIC (Optional)
<input checked="" type="checkbox"/> a. FLYOVER (See paragraph 5 of Instructions)	20250704		(a) Fixed Wing Jet	<input type="checkbox"/>	USAF
<input type="checkbox"/> b. STATIC DISPLAY (See paragraph 6 of Instructions)		<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/> c. SINGLE AIRCRAFT DEMONSTRATION (See paragraph 8 of Instructions) Is this request for an air show? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/> d. OTHER AERIAL SUPPORT (i.e. Parachute Demo, SAR Demo)				<input type="checkbox"/>	
e. AERIAL DEMONSTRATION TEAM (X all requested. See Instructions.)	(a) PRIMARY DATE (YYYYMMDD)		(b) ALTERNATE DATE(S) (YYYYMMDD)	(c) I WILL CONSIDER ANY DATE DURING AIR SHOW SEASON (X one)	
<input type="checkbox"/> U.S. ARMY GOLDEN KNIGHTS				<input type="checkbox"/> YES	
<input type="checkbox"/> U.S. NAVY BLUE ANGELS				<input checked="" type="checkbox"/> NO	
<input type="checkbox"/> U.S. NAVY LEAP FROGS					
<input type="checkbox"/> U.S. AIR FORCE THUNDERBIRDS					
<input type="checkbox"/> U.S. AIR FORCE WINGS OF BLUE					
<input type="checkbox"/> OTHER (Specify)					

**2. INCLUSIVE DATES/TIME OF EVENT (YYYYMMDD/0:00 a.m. or p.m.)**

START DATE 20250704	END DATE	REHEARSAL DATE (required for air shows/open houses)	TIME 1045	<input checked="" type="checkbox"/> CHECK IF 1-DAY EVENT
------------------------	----------	---	--------------	--

**SECTION II - EVENT AND SITE INFORMATION**

3.a. EVENT TITLE (to include if air show) Harrisburg 4th of July Celebration			b. SITE OF EVENT (Must be accessible by persons with disabilities) Harrisburg, OR		
c. SITE CITY, STATE AND ZIP CODE Harrisburg, OR 97446	d. SITE ELEVATION (Feet above sea level) 322	e. RUNWAY LENGTH X WIDTH 0 X	f. ARRESTING GEAR WITHIN REQUIRED DISTANCE (X one) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	g. TYPE OF SITE (e.g., airport, park, lake, etc.) The City limits of Harrisburg	
h. EXPLAIN RECRUITING SUPPORT (Including local Armed Forces point of contact if applicable.) Veterans are honored on a float in the parade. Recruiters are welcome and would be provided a space.			i. We agree to provide local military recruiters, at no charge, prime space at the event for recruiting purposes. SIGNATURE:		

**j. WEBSITE AND SOCIAL MEDIA HANDLES FOR EVENT: (Contact aircraft/parachute team for specific unit or Service level social media platform handles and hashtags.)**

WEBSITE	<a href="http://www.facebook.com/harrisburgjuly4th">http://www.facebook.com/harrisburgjuly4th</a>
FACEBOOK	
INSTAGRAM	
TWITTER	
OTHER	

**k. IS THERE CIVILIAN AERIAL PARTICIPATION PLANNED FOR THE EVENT? (X one) ☐ YES ☒ NO**

**4. EVENT SITE CERTIFICATION (To be completed by an agent exercising authority for site use) I certify that an agreement has been made with the requesting organization indicated in Section III to use the event site indicated in 2.b. above.**

a. NAME (Last, First, Middle Initial) (Include Mr./Ms./MIL. Rank) ELIZABETH, MICHELLE MS.	b. TITLE CITY ADMINISTRATOR	c. TELEPHONE NO. (Include area code) 441-995-2200
d. SIGNATURE 		e. DATE SIGNED (YYYYMMDD) 5-5-25

5. ATTENDANCE		6. PLANNED MEDIA COVERAGE (X as applicable)			
a. PROJECTED 12,000	b. PRIOR EVENT 12,000	<input type="checkbox"/> TELEVISION	<input type="checkbox"/> RADIO	<input checked="" type="checkbox"/> SOCIAL MEDIA	YOUR MEDIA/PR POC (Name/telephone/email):
		<input type="checkbox"/> REGIONAL	<input checked="" type="checkbox"/> PRINT		NAME
		<input type="checkbox"/> NATIONAL	<input type="checkbox"/> NONE		TELEPHONE
					EMAIL

# SECTION III - REQUESTER INFORMATION

4.

**7. LOCAL REQUESTING ORGANIZATION** (not contracted event promoter, airboss, or others not directly employed by event requesting organization)

**b. TYPE (X one)**

**a. NAME** (include website)

☐ PROFIT

Harrisburg Community July 4th Celebration (<http://www.facebook.com/harrisburgjuly4th>)

☒ NONPROFIT

**8. POINT OF CONTACT FOR AVIATION ACTIVITIES FOR THIS EVENT** (Please PRINT all contact information.)

**a. (X one)**

**b. NAME** (Last, First, Middle Initial)

**c. RANK** (if military)

☐ MR.

☐ MS.

Giles, Leo

**d. PHONE NUMBERS** (include area code)

**e. E-MAIL ADDRESS**

(1) TELEPHONE NO.

(2) CELL PHONE NO.

(3) DSN

leogiles@comcast.net

541-729-5491

541-729-5492

**9. IS EVENT OFFICIALLY SUPPORTED BY LOCAL GOVERNMENT** (X one)

YES

NO

☒

☐

**10. WILL YOU PROVIDE A POST-EVENT REPORT ON REQUEST?** (X one)

☒

☐

**11. DOES REQUESTING ORGANIZATION PERMIT MEMBERSHIP WITHOUT REGARD TO RACE, COLOR, NATIONAL ORIGIN, RELIGION, AGE, DISABILITY, SEX, OR SEXUAL ORIENTATION?** (X one)

☒

☐

**12. WILL ALL ASPECTS OF THIS EVENT BE AVAILABLE TO ALL PERSONS WITHOUT REGARD TO RACE, COLOR, NATIONAL ORIGIN, RELIGION, AGE, DISABILITY, SEX, OR SEXUAL ORIENTATION?** (X one)

☒

☐

**13. WILL THE EVENT BE OPEN TO THE GENERAL PUBLIC?** (X one)

☒

☐

## SECTION IV - FEDERAL AVIATION ADMINISTRATION COORDINATION

(This Section is not required for static displays. Requester may submit a completed FAA Form 7711 (safety form) along with this form in lieu of obtaining a FSDO signature in this section. However, the FSDO contact name and number MUST be included here.)

**FOR THIS EVENT TO BE CONSIDERED FOR U.S. MILITARY SUPPORT, THE REQUESTER MUST HAVE THIS SECTION COMPLETED BY THE FLIGHT STANDARDS DISTRICT OFFICE RESPONSIBLE FOR CONTROLLING THE AERIAL ACTIVITIES AT THE EVENT SITE.**

For events where the airspace falls under the purview of the United States Department of Transportation, Federal Aviation Administration (FAA) coordination is required for all U.S. military aviation activities described in Section I EXCEPT AIRCRAFT STATIC DISPLAYS. THE REQUESTER WILL FORWARD THIS DOCUMENT, WITH SECTIONS I THROUGH III AND SECTIONS V THROUGH VII COMPLETED, TO THE FLIGHT STANDARDS DISTRICT OFFICE (FSDO) HAVING JURISDICTION OVER THE SITE. After completion of Section IV by the FSDO, form will be returned to the requester for submission to DoD. Requesters will allow a minimum of 45 days for FAA review and completion.

**14. FLIGHT STANDARDS DISTRICT OFFICE REVIEW**

I have reviewed the requested activity in Section I and determined that: (X and complete as applicable)

☐ a. FAA/OTHER GOVERNMENTAL WAIVER IS NOT REQUIRED.

☐ b. WAIVER IS REQUIRED FOR THE FOLLOWING AERIAL ACTIVITIES LISTED IN SECTION I: (Specify)

☐ c. COORDINATION HAS BEEN ACCOMPLISHED WITH CONTROLLING AIR TRAFFIC CONTROL FACILITY.

☐ d. AIR TRAFFIC COORDINATION IS NOT REQUIRED.

☐ e. DEMONSTRATION SITE FEASIBILITY STUDY IS REQUIRED AND SITE PLAN WAS SUBMITTED BY THE REQUESTER. (Must meet show line, crowd line, airspace parameters and show congested areas, dwellings, thoroughfares, and obstructions within 3 NM of show center.)

☐ f. DEMONSTRATION SITE FEASIBILITY STUDY IS NOT REQUIRED.

☐ g. NO MAJOR NOISE CONCERNS IN THE REQUESTED AIRSPACE.

**15. FEASIBILITY DETERMINATION** Based upon my review of this site, I find the site to be: (X one)

☐ SATISFACTORY

☐ CONDITIONAL SATISFACTORY (See NOTE)

☐ UNSATISFACTORY (See NOTE)

**NOTE:** If the show site is marked "Conditional Satisfactory," explain the conditions which must be met by the show requester to provide a "Satisfactory" site in the Additional Comments section. If the show site is marked "Unsatisfactory," the request for the applicable activity cannot be accepted by the Department of Defense.

**16. ADDITIONAL COMMENTS** (Mandatory if FARs are waived) (Explain the desired effects of U.S. military participation in this event and how it will be amplified via social media)

**17. COORDINATING OFFICIAL**

**a. NAME** (Last, First, Middle Initial)

**b. FLIGHT STANDARDS DISTRICT OFFICE**

**c. TELEPHONE NO.** (include area code)

**d. TITLE AND SIGNATURE**

**e. DATE SIGNED** (YYYYMMDD)

## SECTION V - PROGRAM

4.

**18. PROGRAM THEME AND OBJECTIVE** *(Please explain how aviation support is an integral part of the event.)*

The event celebrates our nations' Independence. We honor veterans in the large parade. The City is recognizing WWII Air Force Lt. Russell Quinn, KIA in France, a native of Harrisburg. A flyover would be a fitting honor of his sacrifice.

**19. CHARGES AND FEES** *(Specify the monetary amounts charged below.)*

<b>a. ADMISSION</b>	<b>b. PARKING</b>	<b>c. SEATING</b>	<b>d. OTHER</b> <i>(Specify)</i> Free
<b>e. DOES EVENT RAISE FUNDS?</b> <i>(X one)</i> <input checked="" type="checkbox"/> YES <i>(Complete 20.f. and 20.g.)</i> <input type="checkbox"/> NO	<b>f. FUNDS WILL BE USED FOR</b> <i>(X as applicable)</i> <input type="checkbox"/> (1) CHARITIES <input checked="" type="checkbox"/> (2) EXPENSES <input checked="" type="checkbox"/> (3) PRIZES <input type="checkbox"/> (4) OTHER <i>(Explain in 20.g.)</i>		<b>g. SPECIFIC INSTRUCTIONS FOR USE OF FUNDS</b> <i>(e.g., Company, Charity or Organization to benefit)</i> Donations from individuals and businesses fund the annual event: parade, kids races and prizes, free bounce zone, free music and fireworks show.

**20. HISTORICAL INFORMATION**

<b>a. LIST ALL YEARS THE EVENT HAS BEEN HELD</b>  73	<b>b. MOST RECENT DoD DEMONSTRATION TEAM</b> <i>(If any) AND YEAR OF PERFORMANCE</i> <i>(e.g., Blue Angels, Thunderbirds, Golden Knights; year)</i>	<b>c. LIST CIVILIAN AND MILITARY AIRCRAFT AT THE LAST EVENT</b>  None
--	---	---

## SECTION VI - SUPPORT

*(For all requests other than flyovers, which could include air shows, open houses, some static displays, and non-air show flyovers if the unit is not local.)*

<b>21. THE REQUESTER AGREES TO:</b> <i>(Initial each applicable item signifying acceptance. Lack of initials renders the event ineligible for all support other than flyovers.)</i>	<b>APPLICABLE?</b> <i>(If yes, enter initials.)</i>	<b>INITIALS</b>
<b>a. OBTAIN THE AIR SHOW WAIVER FROM THE FAA MONITOR PRIOR TO THE EVENT FOR EACH ACTIVITY REQUIRING A WAIVER</b> <i>(plan a 60-day lead time). FAILURE TO OBTAIN A WAIVER WILL RESULT IN DEMONSTRATION CANCELLATION AT THE EXPENSE OF THE REQUESTER</i> <i>(air shows and open houses only).</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>b. PAY COSTS AS OUTLINED ON PAGE 4, PARAGRAPHS 7, 8, AND 9 OF INSTRUCTIONS, AS APPLICABLE.</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>c. PROVIDE OR REIMBURSE TRANSPORTATION, MEALS, AND LODGING COSTS</b> <i>(including pre-event visits) FOR ARMED FORCES PARTICIPANTS, AS REQUIRED. (Reimbursement for demonstration teams covered in paragraphs 7, 8, and 9 of Instructions.)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>d. PROVIDE SUITABLE AIRCRAFT FUEL AT MILITARY CONTRACT PRICES</b> <i>(air shows and open houses only). (Requester must pay all costs over military contract prices, including any transportation and handling charges, if fuel is not available at such prices.)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>e. PROVIDE SECURITY FOR AIRCRAFT AT EVENT SITE DURING ENTIRE STAY.</b> <i>(Certain assets (such as the F-35) will require extensive security.)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>f. PROVIDE MOBILE FIREFIGHTING, CRASH, GROUND, VO-AIR COMMUNICATIONS, MOBILE ARRESTING GEAR, GROUND SUPPORT EQUIPMENT AS APPLICABLE PER SERVICE SPECIFIC SUPPORT MANUALS, AT THE SHOW SITE FOR FLIGHT AND PARACHUTE DEMONSTRATIONS AND STATIC DISPLAY AIRCRAFT</b> <i>(air shows and open houses only).</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>g. PROVIDE AMBULANCE AND MEDICAL PERSONNEL ON SITE DURING FLIGHT AND PARACHUTE DEMONSTRATIONS AND CERTAIN OTHER TYPES OF AERIAL ACTIVITIES AS DETERMINED, IN ADVANCE, BY THE MILITARY SERVICES.</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>h. PROVIDE TELEPHONE FACILITIES FOR NECESSARY OFFICIAL COMMUNICATIONS AT THE EVENT SITE.</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>i. PROVIDE AERIAL PHOTOGRAPH AND AIRFIELD DIAGRAM UPON REQUEST.</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>j. WILL RUN EMERGENCY RESPONSE DRILL ON REHEARSAL DAY</b> <i>(air shows and open houses only).</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	

SECTION VII - CERTIFICATION BY REQUESTER *(Signature will expire the day after the date of event.)***22. PRESIDENT/CHAIRMAN OF REQUESTING ORGANIZATION/BASE OR WING COMMANDER** *(If civilian sponsored or military requested, respectively; this will not be a contracted event promoter or others not directly employed by the event sponsoring organization.)*

I certify that the information provided above is complete and accurate to the best of my knowledge. I understand that representatives from the military services will contact us to discuss arrangements and additional costs involved prior to final commitments. Any changes to the information on this form may invalidate eligibility for military participation.

<b>a. SIGNATURE</b>	<b>b. DATE SIGNED</b> <i>(YYYYMMDD)</i>	<b>c. PRINT NAME AND TITLE</b>

## INSTRUCTIONS

4.

1. The attached form is used to request U.S. Armed Forces aircraft participation at public events in support of community relations programs, flyovers, static displays and requests for an aerial demonstration team (U.S. Army Golden Knights, U.S. Navy Leap Frogs, U.S. Navy Blue Angels, or U.S. Air Force Thunderbirds), and U.S. Marine Corps, Army, Navy and Air Force single-ship demonstration teams, to perform on or off a military installation worldwide. This form is used by each Military Service to determine eligibility of an event for military aerial support. Once an event has been approved as eligible, it is the event requester's responsibility to contact units and coordinate any possible military unit participation. **The event requester is required to inform all the other requested Military Services once acceptance of any military aviation participation has been confirmed.**

2. Do not use this form to request flyovers for military funeral honors. Information on requesting military funeral honors support may be found at <https://www.militaryonesource.mil/leaders-service-providers/casualty-assistance/military-funeral-honors/>.

3. Uniformed members of the military, DoD civilians or DoD contractor employees must not be the point of contact or event site certifier for non-military hosted events. This form must be completed by the requesting organization who is responsible for conducting the event. The local Flight Standards District Office that has jurisdiction over the event site will complete all appropriate blocks in Section IV. Requests for static displays only do not require FAA coordination. Complete Sections I - III and V - VII, and forward the form to the nearest Flight Standards District Office (FSDO) for completion of Section IV. To locate nearest FSDO, visit FAA's website at [http://www.faa.gov/about/office\\_org/field\\_offices/fsdo/](http://www.faa.gov/about/office_org/field_offices/fsdo/).

4. The local requesting organization is responsible for the accurate completion of the form and conducting the event. The organization must consult with the event site authority. At no time should a contractor for an event complete this form. The information on this form must be typed or printed in ink, and is used to evaluate the event for compliance with public law and Department of Defense policies, and to determine its eligibility for Armed Forces participation. In all cases, military participation must not interfere with military operations and training programs, and must be at no additional cost to the U.S. Government. Requesters will consult with local military recruiters and provide, at no cost, prime space for recruiting activities in an area or location close to branch related static displays, branch related performance team and/or that allows for 60-90% of event foot traffic to pass by while travelling from entrance to viewing area. Department of Defense is unable to support events for which the request is intended to make a business profit. Events which have an admission charge, or other associated charges, do not necessarily preclude military participation. Military commands cannot participate in events which charge admission unless the military participation is incidental to the event, and not the primary attraction. Incomplete forms, or forms submitted late, cannot be considered and will be returned to the requester's representative.

5. **Flyover** requests will be considered for aviation-oriented events (i.e., air shows, airport anniversaries or aviation related dedication events), or for patriotic observances held in conjunction with Armed Forces Day, Memorial Day, Independence Day, POW/MIA Recognition Day, or Veterans Day (event must be within seven days of the actual holiday date to be considered). Flyovers are limited to aircraft formations of the providing Military Service policy. Sports events with a military appreciation theme will be considered on a case-by-case basis by the requested Military Service. Requesters of events other than air shows and open houses are prohibited from scheduling more than one Service to conduct the flyover. Once a military organization confirms flyover support, requester must notify any other Military Service requested so they will not participate in the same event. The Blue Angels and Thunderbirds generally do not perform flyovers. Requests for flyovers must be received for processing at least 60 days prior to the event for full consideration by the Services. Requests received closer than 30 days will not allow adequate planning for some organizations to support. Complete Sections I-III and V-VII, and forward the form to the nearest Flight Standards District Office (FSDO) for completion of Section IV. The Missing Man Formation is generally reserved for select national military observances that are solemn and commemorative in nature, or for military funeral services as determined by the Military Services' individual policies.

6. Requests for aircraft static displays will only be considered for air shows, airport events, expositions and fairs, and public events which contribute to the public knowledge of Armed Forces equipment and capabilities (including recruiting and ROTC events). Complete Sections I-III and V-VII (Section IV is not applicable when requesting static displays only). Requests must be made from the requesting organization in accordance with each Military Service's policy in paragraph 10 of these instructions. The requester must satisfy all safety and operational requirements for the requested aircraft. Requests received closer than 60 days (90 days for Marine Corps support) will not allow adequate planning for some organizations to support.

7. Civilian-sponsored requests for performances by a flight demonstration team (Blue Angels and Thunderbirds) will be considered only for events which are: (1) aviation oriented (e.g., air shows, airport events, historical aviation events); (2) planning civilian aviation participation; (3) open to all Military Services for participation, and (4) held during the air show season (mid-March to mid-November). A partial reimbursement cost (lodging and meals) per official demonstration (including any performance where admission is charged to view a team) is payable by non-military requesters as indicated in the team support manual. Appearances on a military installation or requested by a military organization will only be approved in support of an official installation "open house" program (no admission charge/entrance fee). All event requesters are required to comply with all aspects of the team support manual, as applicable. Requests for the U.S. Navy Blue Angels and Thunderbirds must be received by July 1 of the year that is two years preceding the year of the event. Complete Sections I-III and V-VII, and forward the form to the nearest FAA Flight Standards District Office (FSDO) for completion of

7. (Continued) Section IV before submitting to each service individually per the instructions listed in number ten of this page. The schedules will be released in December two years prior to the season. Subsequent to public release of the schedules, teams will be rescheduled if a scheduled event is cancelled, the original requesting organization is changed, or the original event site is changed. Previously validated requests will automatically be reconsidered.

NOTE: Several of the aerial demonstrations (teams and single-ship) and other aircraft participating in events, have runway length, arresting gear, and other ground support requirements that must be provided by the event organizer. Refer to Military Service-specific support manuals for details before requesting support. Military Services should provide arresting gear, ground support equipment, and security support (as applicable) to civilian air shows supporting approved DoD jet or single-ship demonstration team performances, static display aircraft, etc. This support ensures the safety and security of the performing military teams. Arresting gear support should be requested and coordinated between the air show point of contact and the major commands that provide mobile arresting gear in accordance with the applicable policies of the Military Department being asked to provide the equipment. Funding the transportation of arresting gear, installation, removal, and ground support equipment will be the responsibility of the air show.

8. Requests for single aircraft demonstrations (e.g., F-22, F-18, Harrier) will be considered for events as described in paragraph 7 (1) through (4) above. Army single aircraft demonstrations must be received for processing at least 60 days prior to the event. Air Force single aircraft demonstration requests are due July 1 of the year prior to the event with the schedule announced for the following year in December. Navy single aircraft demonstration requests must be received by July 1 of the year preceding the year of the event. USMC Harrier AV-8B, Osprey MV-22, and Lightning II F-35B demonstration or static display requests must be received by August 26 of the year preceding the year of the event. The Harrier demonstration can only be performed over a prepared hard surface or open water. (Scheduled Harrier events will receive two aircraft, one for demonstration and one for static display. Fifty gallons of distilled water must be provided for each Harrier demonstration.) Meals, lodging, and transportation for the aircrews must be provided by the requester. Social media coverage, at a minimum, is expected for all flyovers and static displays. Each Service will provide social media hashtags and handles to be used.

9. Civilian-sponsored requests for the U.S. Army parachute team, the "Golden Knights," are considered for events open to the public such as air shows, sporting events, fairs, and other outdoor events that help connect the public with America's Army and enhance the U.S. Army's marketing and engagement efforts. Appearances on military installations are only approved in support of official "open house" programs. All requesters, military and civilian, must provide vehicles, hotel rooms, and a daily show fee. The show fee must be received 60 days before the event or it will be cancelled. Contact the Golden Knights for the current year's support manual which includes the most up-to-date information on support requirements and current show fee. The Golden Knights' show schedule is released in mid-January approximately 30 days after the International Council of Air Shows (ICAS) convention. After the official schedule is released, the Golden Knights consider additional performances if the event is requested at least 60 days prior to the event and there is a team available. In the event of a cancellation, previously submitted requests are automatically considered. The show requester completes Section I, II, III, V, and VII of this form and forwards the form to the nearest FAA Flight Standards District Office (FSDO) for completion of Section IV. Please send the completed form to the contact listed below.

10. All Air Force requests must be made via the Air Force Aerial Events Website, <https://www.airshows.pa.hq.af.mil>. For Army, Navy or Marine Corps support, requester must complete the DD Form 2535 and follow the submission instructions as noted below. Additional DD Forms 2535 may be obtained through the office(s) listed below, through the nearest military installation public affairs office, or on the Internet at [https://www.esd.whs.mil/Directives/forms/dd2500\\_2999/](https://www.esd.whs.mil/Directives/forms/dd2500_2999/). For legibility reasons, event requesters are highly encouraged to fill out applicable information on-line prior to printing form out.

### ARMY:

Community Relations Division  
HQDA, Office of the Chief, Public Affairs  
1500 Army Pentagon, Room 1D470  
Washington, DC 20310-1500  
[usarmyoutreach@army.mil](mailto:usarmyoutreach@army.mil)  
[www.army.mil/comrel](http://www.army.mil/comrel)

U.S. Army Parachute Team  
Attn: Show Scheduler  
P.O. Box 73712  
Fort Bragg, NC 28307-0126  
(910) 907-3025 (fax)  
[usarmy.knox.hqda.lst.apf.show@mail.mil](mailto:usarmy.knox.hqda.lst.apf.show@mail.mil)

For instructions on how to request Army assets, please visit:  
[www.army.mil/comrel/assetrequests](http://www.army.mil/comrel/assetrequests)

### MARINE CORPS:

For instructions on how to request Marine Corps assets, please visit  
[www.marines.mil/community](http://www.marines.mil/community)  
(703) 614-1034 (voice)  
Submit completed forms via email to  
[hqmc.comrel@usmc.mil](mailto:hqmc.comrel@usmc.mil)

### NAVY:

Navy Office of Community Outreach  
Attn: Aviation Support  
5722 Integrity Drive, Bldg 466-3  
Millington, TN 38054  
(901) 874-5803 (voice)  
Submit completed forms via email at  
[aviationsupport@navy.mil](mailto:aviationsupport@navy.mil)  
[www.outreach.navy.mil](http://www.outreach.navy.mil)

### AIR FORCE:

Office of the Secretary of the Air Force  
Office of Public Affairs (SAF/PA)  
1690 Air Force Pentagon  
Washington, DC 20330  
(703) 695-9664 (voice)  
[aerialevents@us.af.mil](mailto:aerialevents@us.af.mil)  
Submit request online at  
[www.airshows.pa.hq.af.mil](http://www.airshows.pa.hq.af.mil)

**REQUESTER: PLEASE RETAIN A COPY OF THIS FORM FOR FUTURE REFERENCE.**

Page 120



# Oregon

Tina Kotek, Governor

4.

## State Marine Board

435 Commercial St NE Suite 400

PO Box 14145

Salem, OR 97309-5065

Main: (503) 378-8587

Fax: (503) 378-4597



May 22, 2025

Harrisburg Festivals and Events Association  
PO Box 178  
Harrisburg, OR 97446

Mike Hurd,

Your application for a Marine Event on July 4<sup>th</sup>, 2025, on the Willamette River has been approved.

As the applicant, to promote safety all event sponsors, promoters, event personnel, safety/rescue craft persons and any other person associated with the happening of this event, will wear a properly fitted life jacket while on the water. To prevent the spread of aquatic invasive species, inspect boats to ensure that there are no aquatic organisms on the hull, trailer, motor or other boating-related equipment or gear. As needed, participants must carefully and completely clean their boats away from the water and re-inspect before launching. All participating non-motorized boats are required to possess a Waterway Access Permit and all out of state motorized boats require an Aquatic Invasive Species Prevention permit. These can be purchased online at the Boat Oregon Store or through the ODFW app. This permit must be followed as described in the application, as any deviation will require the permit to be amended. All event organizers must carry a copy of the permit and it is available for inspection by regulatory agencies.

Authorization to the permitted by the Marine Board for the Marine Event does not authorize any invasion of private rights, nor grant any exclusive privileges, nor does it preclude the necessity of complying with any other federal, state, or local laws or regulations.


Your permit number is **MEP 25-062**.

If you have additional questions, feel free to contact Randy Sigman at 503-871-4941.

Randy Sigman  
Boating Safety Waterways Coordinator  
Oregon State Marine Board

*Optional Mission Statement Here*

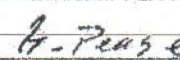


 Oregon State Marine Board PO Box 14145 435 Commercial St NE, #400 Salem OR 97309-5065 (503) 487-4941	Date Received: <u>5/22/25 RLS</u>
	<b>Marine Event Permit Application</b> <b>IMPORTANT:</b> <ul style="list-style-type: none"><li>Application for a permit to hold a marine event, regatta, or parade. This permit must be filed and completed at least 30 days to an event (ORS 830.375).</li></ul>

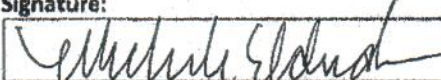
1. Name of event: Harrisburg 4th of July Boat Flag Parade		2. Waterway: Willamette River RM 163-166
3. Applicant name: Harrisburg Festivals and Events Assoc		4. County: Lane/Linn
5. Agency (if applicable): Lane & Linn County Sheriff's Office		
6. Event website: HarrisburgJuly4thcelebration@comcast.net		
7. Address: PO Box 178 Harrisburg Oregon 97446		
8. Date(s) of event: July 4th 2026	9. Start time: 7:30pm	10. End time: 8:30pm
11. Description of event: (Note: Attach a section of a chart or map with boundaries) 72nd annual 4th of July celebration/4th annual boat flag parade along the Harrisburg river front		
12. Number of participating boats: 25ish	13. Size of participating boats: 12-24'	
14. Number and description of boats provided for safety and conduct of the event: Harrisburg Fire/Rescue water rescue craft 1-boat 1-jet ski		
15. Estimated number of spectator boats: 0		
16. Event organizer: Mike Hurd mikh@hurdsinc.com		
17. Event organizer cell phone number: 541-912-9107		
18. Location of Chair during the event: On river		
19. The undersigned has full authority as spokesman for the sponsor: 		Date: <b>05/19/2025</b>

20. ENDORSERS: Please attach any conditions for issuance to a separate page.

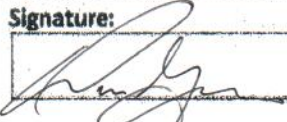
FIRST ENDORSEMENT: County Sheriff or enforcement agency

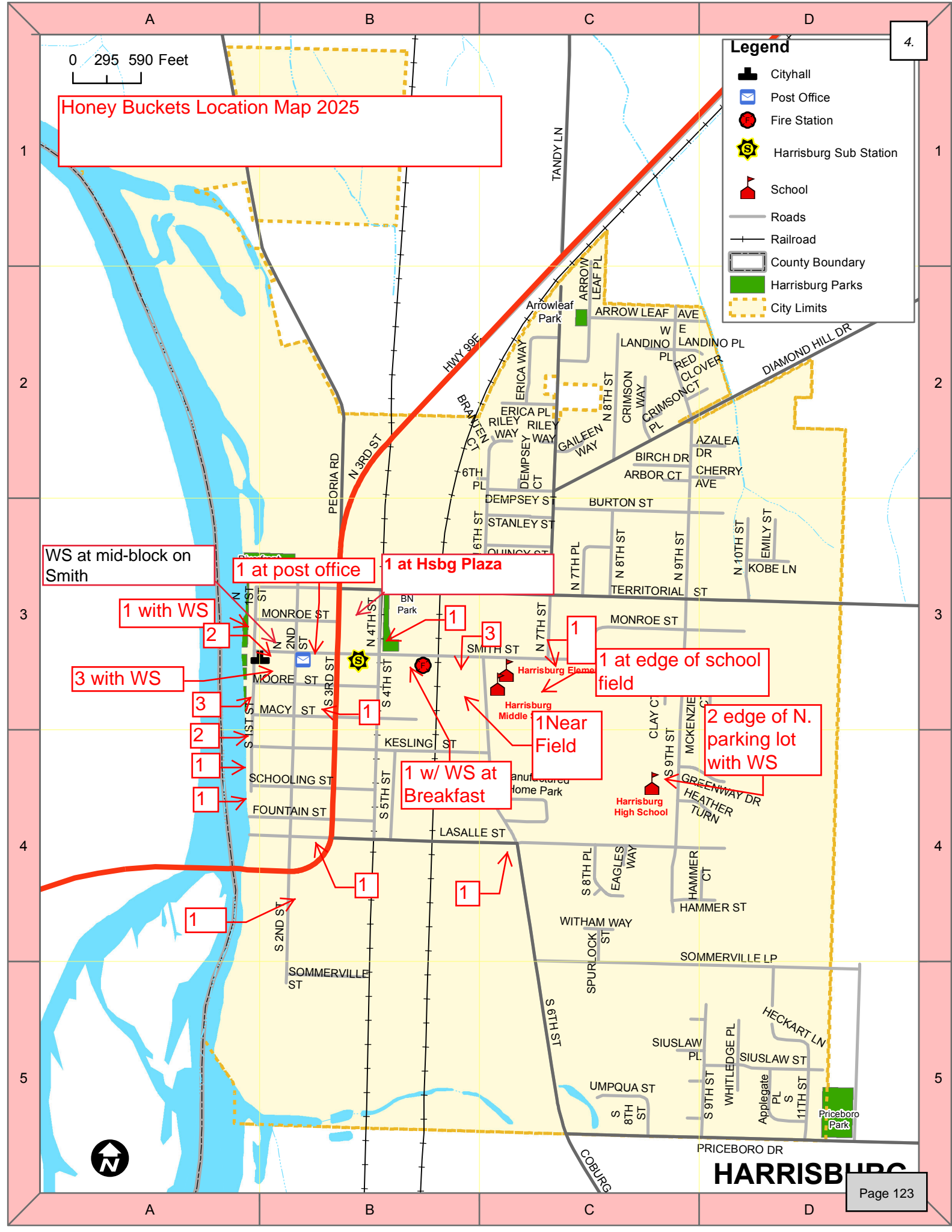
Signature:	Agency:	Date:
 140	Lane Co. Sheriff	5-19-25

SECOND ENDORSEMENT: Land managing agency (Federal, state, and local)

Signature:	Agency:	Date:
	CITY OF HARRISBURG	5-19-25

ADDITIONAL ENDORSEMENT: Complete if more agencies are involved

Signature:	Agency:	Date:
	LINN CO. SHERIFFS OFFICE	5/22/25 (OAR 250-010-0095 (2))



Honey Buckets Location Map 2025

- Legend**
- Cityhall
  - Post Office
  - Fire Station
  - Harrisburg Sub Station
  - School
  - Roads
  - Railroad
  - County Boundary
  - Harrisburg Parks
  - City Limits

WS at mid-block on Smith

1 at post office

1 at Hsbg Plaza

1 with WS

3 with WS

1 at edge of school field

2 edge of N. parking lot with WS

1 w/ WS at Breakfast

1 Near Field



# A TRADITION OF EXCELLENCE

Western Display Fireworks has been providing the finest in pyrotechnic productions for over 75 years. We are the oldest and largest aerial display fireworks company in the Northwest and are honored to be part of hundreds of events annually.

We offer custom designed fireworks displays for every budget, venue, and event type. We strive to make each display more spectacular than the last and never lose sight of our company commitment to the safety of our crew and spectators.

**WE WELCOME THE OPPORTUNITY TO BE  
A PART OF YOUR CELEBRATION AND SHARE  
OUR DEDICATION TO EXCEPTIONAL  
CUSTOMER SERVICE.**

## WESTERN DISPLAY FIREWORKS LTD

Portland • Seattle • Boise

P.O. Box 932 • Canby • Oregon 97013 • 503.656.1999 • [westerndisplay.com](http://westerndisplay.com)

PYROTECHNIC EXCELLENCE • SINCE 1948





# REFERENCES

4.

## SEATTLE SEAFAIR SUMMER FOURTH

Eric Corning | *PRESIDENT & CEO*  
206.728.0123 • eric@seafair.org

## PORTLAND ROSE FESTIVAL

Steven Bledsoe | *WATERFRONT ACTIVITIES MANAGER*  
503.227.2681 • stevenb@rosefestival.org

## THE MILL CASINO

## INDEPENDENCE DAY CELEBRATION

Kevin Lee | *MARKETING SPECIALIST*  
541.756.8800 x 1565 • klee@themillcasino.com

## SAN JUAN ISLAND

## INDEPENDENCE DAY CELEBRATION

Becki Day | *CHAMBER EXECUTIVE DIRECTOR*  
360.378.5240 • chamber@sanjuanisland.org

## CITY OF BOISE 4TH OF JULY

Summer Altieri | *SPECIAL EVENT COORDINATOR*  
208.608.7618 • saltieri@cityofboise.org

## WATERFRONT BLUES FESTIVAL

Tyler Fuller | *PRESIDENT*  
503.880.0192 • tyler@fullerevents.com

## CHINOOK WINDS CASINO ANNIVERSARY CELEBRATION, LINCOLN CITY, OR

Heather Thomas | *ENTERTAINMENT MANAGER*  
541.996.5787 • heathert@CWCResort.com

# WESTERN DISPLAY FIREWORKS LTD

Portland • Seattle • Boise

P.O. Box 932 • Canby • Oregon 97013 • 503.656.1999 • westerndisplay.com

PYROTECHNIC EXCELLENCE • SINCE 1948

Page 125



# COMPANY SAFETY EXPERIENCE

4.

**SAFETY** We maintain an unparalleled safety record through ongoing pyrotechnician training and strict adherence to Federal DOT and ATF regulations, National Fire Protection Association (NFPA) and state statutes. We are committed to providing both the safest and most spectacular fireworks displays for our clients.

**EXPERIENCE** Our decades of experience and commitment to artistic design plus use of the latest technology, has made us the largest and most celebrated display fireworks company in the Northwest. We produce hundreds of shows annually for a wide variety of events. Here are just a few:

- TACOMA FREEDOM FAIR • SEAFAIR SUMMER FOURTH
- PORTLAND ROSE FESTIVAL • KUNA RODEO—KUNA, ID
- NEWPORT 4TH OF JULY • MUKILTEO LIGHTHOUSE FESTIVAL
- SILVERDALE WHALING DAYS • CITY OF BOISE 4TH OF JULY
- ST. PAUL RODEO—ST. PAUL, OR • YAKIMA JULY 4TH CELEBRATION
- ASTORIA WARRENTON 4TH OF JULY • LINCOLN CITY 4TH OF JULY
- JOINT BASE LEWIS | MCCHORD INDEPENDENCE DAY CELEBRATION
- CITY OF FEDERAL WAY—RED, WHITE AND BLUES
- SEASIDE'S OLD FASHIONED FOURTH OF JULY
- THE MILL CASINO INDEPENDENCE DAY CELEBRATION
- SAN JUAN INDEPENDENCE DAY CELEBRATION
- ROCHE HARBOR RESORT AND MARINA INDEPENDENCE DAY
- WATERFRONT BLUES FESTIVAL—PORTLAND, OR
- ANACORTES FOURTH OF JULY CELEBRATION
- MELALEUCA FREEDOM CELEBRATION—IDAHO FALLS, ID
- CHINOOK WINDS CASINO ANNIVERSARY CELEBRATION
- DIAMOND LAKE JULY 4TH CELEBRATION 100TH ANNIVERSARY
- EUGENE EMERALDS BASEBALL JULY 3RD AND 4TH
- HILLSBORO HOPS SEASON OF FIREWORKS

## WESTERN DISPLAY FIREWORKS LTD

Portland • Seattle • Boise

P.O. Box 932 • Canby • Oregon 97013 • 503.656.1999 • [westerndisplay.com](http://westerndisplay.com)

PYROTECHNIC EXCELLENCE • SINCE 1948

Page 126





WESTERN DISPLAY FIREWORKS LTD

Harrisburg Festival & Event Association  
Harrisburg Old Fashioned 4<sup>th</sup> of July  
July 4, 2025



Portland • Seattle • Boise



## Fireworks Display Proposal Summary

Harrisburg Festival & Event Association/Harrisburg Fire Department  
Harrisburg Old Fashioned 4th of July  
July 4, 2025

Your display proposals include the following services to be provided by Western Display Fireworks, Ltd:

- Process and pay for a General Fireworks Display Permit issued by the Oregon State Fire Marshal's office and approved by local police and fire authorities
- Payment of the Lane County Sheriff's Office background check fee associated with their approval of the OSFM display permit application
- Provide transportation by a properly licensed vehicle and a CDL hazmat driver for all pyrotechnics to Hayworth Seed Warehouse
- Provide \$5,000,000 commercial auto insurance to cover transportation
- Supply all pyrotechnics as listed on the attached detailed proposal
- Provide any additional mortars required to pre-load and fire the display

Portland • Seattle • Boise

## DISPLAY AGREEMENT AND PURCHASE ORDER

**THIS AGREEMENT** ("Agreement") is entered into on 01/02/2025, by and between Western Display Fireworks, Ltd., an Oregon corporation, whose address is set forth above, ("Western") and Harrisburg Festival & Event Association/Harrisburg Fire Department, whose address is PO Box 378, Harrisburg, OR 97446 ("Sponsor"). Western and Sponsor are sometimes individually referred to as a "Party" and collectively as the "Parties."

In consideration of the mutual terms and conditions set forth herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. **Proposal.** Western agrees to supply, and Sponsor agrees to pay for, a fireworks display on the following designated date: July 4, 2025, as detailed in Proposal #25-7664, which is attached hereto and incorporated herein by this reference, (the "Display").
2. **Price and Payment Terms.** Total price of EIGHTEEN THOUSAND EIGHT HUNDRED DOLLARS AND NO/100 (\$18,800.00) is to be paid as follows: 25% of the total price, \$4,700.00 is due by DECEMBER 15, 2024; 25% of the total price, \$4,700.00 is due by JUNE 4, 2025; the remaining balance of the price, \$9,400.00, is due in full on or before July 14, 2025. Interest will accrue at 1½% per month (an annual percentage rate of 18% per annum) on all unpaid amounts from the date on which the payment was due.
3. **Western Duties.** As part of the total price Western agrees to the following:
  - a. To supply the Display, that is, all shells and other pyrotechnics listed on the Proposal;
  - b. To loan Sponsor the equipment necessary to perform the Display, including mortars, firing equipment and all other required materials necessary; and
  - c. To comply with all federal, state, and local laws, regulations, and ordinances in transferring the Display to the Sponsor; and
  - d. To comply with all local and federal guidelines and obtain any necessary permits to perform the Display, unless otherwise noted in Sponsor Duties.
4. **Sponsor Duties.**
  - a. Sponsor shall comply with all duties as detailed under the Compliance with Laws/Sponsor Responsibilities portion of this Agreement; and
  - b. Sponsor to comply with all federal, state, and local laws, regulations, and ordinances related to the performance of the Display.
5. **Insurance.** Sponsor shall purchase and maintain comprehensive general commercial liability and property damage insurance from a company and in an amount satisfactory to Western. Such policy(ies) shall name Western as an additional insured and shall prohibit cancellation without thirty (30) days notice to Western. The City of Harrisburg, on behalf of the Sponsor will furnish Western with a certificate of insurance confirming that such coverage is in full force and effect prior to June 15. If The City of Harrisburg & Sponsor fails to supply such written verification, Western shall be entitled to refuse to ship or deliver the Display. Western agrees to provide, at its expense, commercial general liability insurance coverage that will cover the conveyance and delivery of the Display to the City of Harrisburg and Event Sponsor.



6. **Indemnification.** Sponsor agrees to indemnify, defend, and hold harmless Western, its agents and employees from and against all claims, costs, judgments, damages and expenses, including reasonable attorney fees that arise from the set-up, performance, and clean-up of the Display to the extent that such are occasioned by any act or omission of Sponsor, its agents and employees.
7. **Compliance with Laws.**
- a. Sponsor Responsibilities: SPONSOR agrees to perform their requirements in accordance with NFPA 1123 OUTDOOR DISPLAY OF FIREWORKS 2022 Edition (National Fire Protection Association) 8.1 General Requirements. The sponsor of the display shall make provisions for fire protection for the display. 8.1.1 The sponsor shall consult with the AHJ, the local responding fire department (if different from the AHJ) and the operator to determine the level of fire protection required. 8.1.2 The following shall apply to crowd control: (1) Monitors whose sole duty is the enforcement of crowd control shall be located around the display site and at other locations as determined by the sponsor. (2) The AHJ and the operator shall approve the provisions for crowd control. 8.1.2.1 Monitors shall be positioned around the display site to prevent spectators or any other unauthorized persons from entering the discharge site. 8.1.2.2 Where required by the AHJ, approved delineators or barriers shall be used to aid in crowd control. 8.1.2.3 Portions of the display site, other than the discharge site(s), shall be permitted to be open to the public prior to the display as long as the provisions of 4.2.2.2 are maintained. 8.1.2.4 Unescorted public access to the discharge site shall not be permitted where pyrotechnic materials are present during the period before the display. 8.1.2.5 The discharge site shall be restricted throughout the display and until the discharge site has been inspected after the display. Sponsor shall secure and maintain any and all licenses, permits or certificates that may be required by any regulatory body having jurisdiction over the possession and performance of the Display.
- b. Western's Responsibilities: Western shall secure and maintain any and all licenses, permits or certificates that may be required by any regulatory body having jurisdiction over the materials or delivery of the materials herein contemplated.
8. **Cancellation/Rescheduling by Sponsor.** If the Display is cancelled by the Sponsor after receipt of this signed Agreement, Sponsor agrees to pay 25% of the total price (\$4,700.00) for restocking and costs incurred. If the Display is cancelled by the Sponsor within 30 days of the scheduled Display date, Sponsor agrees to pay 50% of the total price (\$9,400.00). If the Display is cancelled by the Sponsor on the date of the Display, Sponsor agrees to pay 100% of the total price (\$18,800.00). By providing notice of not less than 30 days from the original Display date, Sponsor may elect to reschedule the Display to a mutually agreeable date. This date must be within 90 days of the original display date. Western agrees to facilitate this rescheduling and Sponsor agrees to reimburse Western for new permits and other additional costs associated with this change. Sponsor understands that permitting requirements, burn bans and other factors beyond Western's control may prohibit rescheduling of a display. If these factors prohibit the rescheduled Display from taking place then the standard cancellation schedule applies.
9. **Safety / Weather Forced Cancellation.** Sponsor agrees that it shall have responsibility to cancel or delay the Display if in the Sponsor's judgment circumstances beyond its control pose a risk to the health and safety of any persons or property within the vicinity of the Display.

10. **Force Majeure.** Sponsor assumes the risks of weather, strike, civil unrest, terrorism, military action, governmental action, and any other causes beyond the control of Western which may prevent the Display from being safely delivered to Sponsor.
11. **Product Performance.** Sponsor recognizes and acknowledges that due to the nature of fireworks, an industry accepted level of 3% of the product used in any display may not function as designed and this level of nonperformance is acceptable as full performance.
12. **Limitation on Damages.** In the event that Sponsor claims that Western has breached this Agreement or was negligent in performing its duties hereunder, Sponsor shall not be entitled to claim or recover monetary damages from Western beyond the amount that Sponsor has paid Western under this Agreement and shall not be entitled to a claim for or recover of consequential damages from Western, including, but not limited to, damages for lost income, business, or profits. Additionally, Western's liability for matters covered by the insurance set forth herein shall be limited to the limits of said insurance.
13. **Time.** Time is of the essence in this agreement. The Parties expressly recognize that in the performance of their respective obligations, each Party is relying on timely performance by the other Party and will schedule operations and incur obligations to third parties in reliance upon timely performances by the other Party and may sustain substantial losses by reason of any failure of timely performance.
14. **Independent Contractor/No Joint Venture.** The Parties agree that Western is an independent contractor, and is not an agent or employee of Sponsor for any purpose. It is further agreed that Western's employees shall be, and remain, the employees of Western and not of Sponsor. Nothing in this Agreement or the actions of Western or Sponsor shall be construed as forming a partnership or joint venture between Sponsor and Western.
15. **Attorney Fees.** In the event that either Party to this Agreement shall enforce any of the provisions hereof by any action at law or in equity, the unsuccessful Party to such litigation agrees to pay to the prevailing Party all costs and expenses, including reasonable attorney fees, incurred therein by the prevailing Party.
16. **Jurisdiction.** This Agreement shall be governed in all respects, whether as to validity, construction, capacity, performance or otherwise, by the laws of the State of Oregon applicable to contracts.
17. **Severability.** In the event a court of competent jurisdiction determines that any provision of this Agreement is in violation of any statute, law, rule, regulation, ordinance or public policy, then the provisions of this Agreement that violate such statute, law, rule, regulation, ordinance or public policy shall be stricken or modified to the extent that such provision no longer violates such statute, law, rule, regulation, ordinance or public policy. All provisions of this Agreement that do not violate any statute, law, rule, regulation, ordinance or public policy shall continue in full force and effect for all purposes. Furthermore, any court order striking or modifying any provision of this Agreement shall modify or strike the provision in as limited a manner as possible to give as much effect as possible to the intentions of the Parties to this Agreement.
18. **Survival.** The terms of paragraphs 6, 12, 15, and 16 shall survive the cancellation or termination of this Agreement.

19. **Entire Agreement.** This Agreement sets forth the entire agreement and understanding between the Parties hereto respecting the matters within its scope and may be modified only in writing signed by both of the Parties hereto.

The pricing and product offered in the Proposal shall remain firm if this Agreement is mutually executed by both Parties on or before December 15, 2024.

**Sponsor****Western Display Fireworks, Ltd.***Michele Eldridge*By: Michele EldridgeIts: Vice-President ofDate: 12/04/2024*Brent Pavlicek*By: Brent PavlicekIts: Co-PresidentDate: 01/02/2025**Co-Sponsor****Harrisburg Fire & Rescue***[Signature]*By: Harrisburg Fire and RescueIts: Fire ChiefDate: 01/02/2025



Exhibit A – Display Site Map – Harrisburg, OR



Harrisburg Old Fashioned 4th of July

Harrisburg, Oregon

Discharge Site 40' X 40'

Western Display Fireworks

Revised 5 2017

Agenda Bill  
**Harrisburg City Council**  
Harrisburg, Oregon

5.

**THE MATTER OF APPROVING THE CONSENT LIST**

**STAFF REPORT:**

- Exhibit A: City Council Minutes for April 22, 2025 & May 13, 2025
- Exhibit B: Payment Approval Report for May 2025
- Exhibit C: Planning Commission Minutes for April 15, 2025
- Exhibit D: Municipal Court Collections Report for May 2025
- Exhibit E: Municipal Court Citation Report for May 2025
- Exhibit F: May 2025 Code Enforcement Report

**ACTION: MOTION TO APPROVE THE CONSENT LIST**

A motion to approve the consent list will approve the following:

- 1. Minutes from the April 22, 2025 & May 13, 2025 City Council Meetings**
- 2. The Payment Approval Report for May 2025**

---

**THIS AGENDA BILL IS DESTINED FOR:** Consent Agenda –June 10, 2025

**STAFF RECOMMENDATION:**

**Staff recommends the City Council approve the consent list.**

**Building Permits:**

May 2025: Submitted: 16  
                  Issued: 16  
New Homes: Issued: 2

**Residential Valuation:** \$763,170.00

**Commercial Valuation:** \$2,000,000.00

**2025 YTD Valuation:** \$3,523,549.14

*Please note valuation is not added to the City's property tax base until the fall period following when the permit is finalized. As such, the typical timeframe for most construction to show up on our tax base is the following year in November. The valuation figure includes new home values, the value of commercial or industrial construction, and the value of extensive remodels.*

**Business Licenses Issued:**

- Nine Solicitation Licenses for Infinity Solar USA- Valid through December 2025 (Please visit the City website for individual names.

**Harrisburg Municipal Court:**

- The Collection Report (**EXHIBIT D**) for the month of May is \$8,666.39 which includes \$2,118.39 from collections.

- The Citation Report (**EXHIBIT E**) shows there were 40 citations issued in the month of May 2025 for a total of 46 offenses. There was one defendant charged with Failure to Perform Duties of the Driver, one for Driving While Suspended-Misdemeanor and one defendant cited for Prohibited Parking.

**Monthly Code Enforcement:** Exhibit F shows the monthly code enforcement action taken during the month of May 2025. (This does not include code enforcement services provided by LCSO or Coburg PD.)

**Committee Minutes:** *Please note all committee/board minutes are approved by the individual committee, and not by the City Council consent agenda approval.*

**Harrisburg and HRA Budget Committee:** Chairperson Dana Henry  
The Harrisburg and HRA Budget Committee last met on May 12, 2025. Those minutes are not yet available.  
*Next Scheduled Meeting: TBD*

**Library Board:** Chairperson Alexandria Bennett  
The Library Board last met on May 6, 2025. Those minutes are not yet available.  
*Next Scheduled Meeting: July 1, 2025*

**Personnel Committee:** Chairperson Kimberly Downey  
The Personnel Committee last met on March 13, 2025. Those minutes are not yet available.  
*Next Scheduled Meeting: TBD*

**Planning Commission:** Chairperson Todd Culver  
The Planning Commission last met on May 20, 2025. Those minutes are not yet available.  
*Next Scheduled Meeting: June 17 2025*

**REVIEW AND APPROVAL:**

	06/02/2025
Lori Ross	Date
City Recorder	



## Harrisburg City Council Minutes April 22, 2025

---

Mayor: Robert Duncan, Presiding  
 Council President: Mike Caughey, Absent (Excused)  
 Councilors Present: Kimberly Downey, Randy Klemm, Charlotte Thomas, Cindy Knox, Dana Henry  
 Councilors Absent: Youth Advisor Nolan Malpass  
 Staff Present: City Administrator Michele Eldridge, Public Works Director Chuck Scholz, Finance Director/Deputy City Recorder Cathy Nelson, City Recorder/Municipal Court Administrator Lori Ross and City Attorney Sean Kidd  
 Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

**The Pledge of Allegiance was led by Mayor Robert Duncan**

**CALL TO ORDER AND ROLL CALL** by Mayor, Robert Duncan at the hour of 6:32pm

### **CONCERNED CITIZEN(S) IN THE AUDIENCE:**

- Jeremy Zuidema with Butterfly Construction approached Council and passed out **Addendum 1**. He would like to ask Council for a deferment on paying SDC charges until they have received the certificate of occupancy.
  - Klemm commented that he doesn't have an issue with the deferment but was unclear if Council had any precedence for this matter
  - Downey would like to review the materials provided and bring back to another Council meeting as an agenda item.
- Eldridge introduced Public Works Employee Matt Renfro as the new Public Works Foreman.
  - Renfro stated that he is excited for the challenge.



April 22, 2025

- Scholz commented on how happy he was with the choice. He added that Renfro has similar ways of thinking as Scholz, and they both understand what it takes to make Harrisburg a good town.

*Items No. 1 and No. 2 on the agenda were skipped as we waited for the arrival of Sergeant Frambes who was delayed at another meeting.*

**THE MATTER OF MEETING WITH A MEMBER REPRESENTATIVE FROM COBURG POLICE DEPARTMENT IF ONE IS AVAILABLE:** Chief Larson reviewed the 2025 1<sup>st</sup> Quarter Report as stated in Exhibit A. He noted an addition to the report which provides some speeds they cited for as shown on page 46.

**THE MATTER OF A PROCLAIMING MAY 2025 AS MENTAL HEALTH MONTH IN HARRISBURG:** Mayor Duncan introduced Dick Knowles, the Chairperson for Linn County Mental Health Advisory Board. On behalf of Mayor Robert Duncan, Eldridge read the proclamation, proclaiming May 2025 as Mental Health Month in Harrisburg.

**THE MATTER OF REVIEWING THE 2025 1<sup>st</sup> QUARTER CRIME RESULTS FOR THE CITY OF HARRISBURG:** Eldridge reviewed the 2025 1<sup>st</sup> Quarter Crime Report. Some of the highlights included:

- Person crimes are consistent with last year and included two assault charges.
- Property crimes have doubled compared to last quarter and include local business break-ins, two fraud charges and a stolen trailer.
- Year to date surpasses last year at this time, however, person crimes and others have been reduced.
- Eldridge remarked on a Fraud Alert Brochure provided by LCSO, that was included with the recent Utility Bills.

**THE MATTER OF NEXT STEPS TO MITIGATE THE DANGEROUS HOUSE LOCATED AT 790**

**BURTON STREET:** Eldridge reviewed the staff report stating that the City's main objective is to make sure the liens get paid, and that progress continues to be made on the home. Eldridge reviewed the options for the Voluntary Compliance Agreement on page 58 and added Option No. 2 appears to be the best option. Eldridge stated that Dan Schroeder will be asking for an extension of the agreement to allow time for the inspection reports to be completed and for him to appear before Judge Blake, at the next court date scheduled for May 14<sup>th</sup>, in regard to the assessed court fines. Schroeder would also like to ask Council to waive the interest accrued on the City liens. Total amount due is over \$58,000 and of that, over \$12,000 is interest.

- Caughey is willing to consider removing the interest as long as the home is fixed up.
- Schroeder informed Council the house appears to be structurally sound. They will need to replace the roof and replace posts under the floor joist due to water damage.
- Schroeder is currently working on obtaining power of attorney and added that the ATEZ inspection will be done in two parts due to interior access limitations.
- Henry and Downey would like to hold off on making any decisions on the interest until they receive the inspection reports, Schroeder receives power of attorney, and they are informed on the Judge's ruling.
- Thomas doesn't have a problem with the family entering the home with an agreement with the property owner or power of attorney. Thomas thought that cutting interest in half would be an option. Knox agrees with Thomas.
- Nelson added that the length of time on the lien docket has contributed to the amount of interest. The larger liens have been there since 2020 at a rate of prime plus 2%.

April 22, 2025

- Eldridge suggested extending the agreement by three weeks to give time to meet our requests.
  - Thomas **motioned to authorize the City Administrator to enter into the Voluntary Compliance Agreement with the property owner and family for 790 Burton St and extend the agreement with the deadline in the agreement by three weeks and was seconded by Klemm. The motion passed unanimously by a vote of 5-0.** (Yes: Thomas, Klemm, Downey, Knox, and Henry. No: None)

#### **THE MATTER OF MEETING WITH A MEMBER REPRESENTATIVE FROM LCSO IF ONE IS**

**AVAILABLE:** Sergeant Frambes referred to **Addendum 2**; a 10 day traffic study report on Sommerville Loop which included data from a total of 7,820 vehicle. Sergeant Frambes commented there were no high risk incidents and only 29 vehicles in 10 days, traveling over the speed limit. Sergeant Frambes added that more vehicles were traveling under 25mph than over.

- Thomas thought Sommerville was seeing an increase in travelers with the new housing expansion and not necessarily speeders.
- Scholz added the narrow road makes vehicles appear to be traveling at higher speeds. Sergeant Frambes reviewed the LCSO Report for March 2025. Some of the highlights included:
  - Detectives are still working on the recent business break-ins in Harrisburg and surrounding cities.
  - Some of the calls included; counterfeit money and a local bar fight.
  - Klemm asked about the 911 hangup calls on page 15. Sergeant Frambes stated that it was an alarm issue at the High School.
- Downey thanked Sergeant Frambes for performing the study on Sommerville Loop and thinks it would be good information to share with the residents.

#### **THE MATTER OF APPLICATION FOR A SPECIAL PUBLIC WORKS FUNDING LOAN FROM BIZ OREGON:**

- Eldridge reviewed the staff report. Some of the discussion highlights included:
- The loan request is for \$3.5 million to cover the funding gap for the water bond project. She believes this is the best option, which will most likely be a 30-40 year loan at an interest rate of 4% to 4.5%.
  - If the City receives the \$2.3 million Capital Funding request from the State of Oregon, we can decrease the debt and not pull it out.
  - The amount needed from the HRA funds, as noted on page 65, has been reduced to \$1.4 million instead of \$2 million.
  - Eldridge informed Council that Biz Oregon contacted her and informed her the project may be eligible for a water/wastewater financing program. Scholz doesn't think we will qualify as they are asking for information we can't provide.
  - Henry inquired about the plan to pay off the loan. Nelson stated she based the new budget as if we were going to get it and referred to the proposed 5% rate increase, **(Addendum 3)** which is lower than the 12% originally planned.
  - Henry and Thomas both agreed on the importance of informing residents the rate increase is due to the Water Bond Project and is lower than anticipated.

#### **OTHERS:**

April 22, 2025

- Eldridge informed Council they need to appoint a pro-tem Council President to conduct the May 13<sup>th</sup> meeting due to both Mayor Duncan and Caughey being absent.
  - Klemm **was nominated by Henry and was seconded by Thomas. The nomination passed by a vote of 5-0.** (Yes: Henry, Thomas, Downey, Downey, and Klemm. No: None.)
- Eldridge informed Council she would be on vacation for a few days then off to an LOC Conference.
- Thomas confirmed the SDC request will be coming back to a future meeting.
- Scholz asked about upgrading our speed trailer to be able to provide reports similar to what Sergeant Frambes provided at a cost of under \$30,000. Mayor Duncan thought it might be useful to provide proof of traffic speeds on the highway to ODOT if needed. Downey would like to know the difference in cost between a new one with that capability and one without.
- Scholz informed Council he is hopeful of our request for a Random Rapid Flashing Beacon crosswalk (RRFB), provided by ODOT, due to ODOT's recent approval for the replacement of gas lines, which was needed prior to installation.

**The City Council Meeting recessed at the hour of 8:22pm to prepare for the Executive Session.** All concerned citizens in the audience left the meeting.

**The City Council Executive Session was called to order at the hour of 8:24pm**

**THE MATTER OF HOLDING AN EXECUTIVE SESSION UNDER ORS 192.660(2)(H) TO CONSULT WITH COUNSEL CONCERNING THE LEGAL RIGHTS AND DUTIES OF A PUBLIC BODY WITH REGARD TO CURRENT LITIGATION OR LITIGATION LIKELY TO BE FILED**

**The City Council Executive Session adjourned at the hour of 8:54pm and returned to the City Council Meeting.**

**With no recommendations on the matters discussed in the Executive Session, the City Council Meeting adjourned at the hour of 8:54pm**

---

Mayor

---

City Recorder

### Request for deferred Payment of SDC's

Dear City Council,

My name is Jeremy Zuidema and my Company is Carbide Construction. We are developing The Butterfly Garden Townhomes off of 7<sup>th</sup> Street. I am requesting a delay in the payment of the Site Development Charges (SDC's). I believe that the information below, from the Oregon System Development Charges Study ( [Oregon SDC Study FinalReport 121422.pdf](#) ) provides a basis and examples of SDC's being deferred. The study showed the following:

- Smaller and lower-cost housing units tend to be more affected by SDCs than larger and more expensive homes.
- SDCs can combine with other factors to exacerbate challenges for housing production and affordability, even if they are not the primary driver.
- Communities with lower home prices and rents tend to be more sensitive to SDCs (and other development costs)

#### **Exhibit 54. Sample SDC Payment Timing Policies and Practices**

Source: FCS GROUP, based on League of Oregon Cities, System Development Charges Survey Report (February 2020), pages 119-128.

City	SDC Payment Policy
Cornelius	SDC payments "delayed until a later date, such as the time of occupancy."
Forest Grove	"Payments delayed have been for non-profit housing developments to allow the project to occur. Delayed payments are due prior to the issuance of certificate of occupancy."
Lafayette	"Allowed a payment plan for SDCs as required by statute."
Madras	"We will allow deferrals on payments up to 9 months or Certificate of Occupancy (whichever comes first)."
Medford	SDC payments "delayed until a later date, such as the time of occupancy." A payment plan ("called bancrofting") is also available.
Milwaukie	"Bancroft financing over a ten-year period or less."
Newport	"Installment plan is an option to allow payment to be financed over time."
Pendleton	SDC payments "delayed until a later date, such as the time of occupancy."
Redmond	"Delaying collection of SDCs to occupancy" is available in enterprise zones.
Sherwood	SDCs can be deferred to occupancy if the transportation and/or parks SDC is greater than \$50,000.
Veneta	SDC payments "delayed until a later date, such as the time of occupancy" for affordable housing.
West Linn	SDCs can be financed under the provisions of the Bancroft Bonding Act.
Wilsonville	SDC payments "delayed until a later date, such as the time of occupancy."
Winston	SDCs can be financed over ten years with semi-annual payments.

I believe the examples above show that deferred SDC payments are not uncommon and that SDC's have a significant impact on developers and builders ability to provide housing projects on lower cost housing.



Currently the cost of permits and SDC's per door is approximately \$18,650 per unit of which approximately \$15,000 is allocated to SDC's. I am proposing that we be allowed to pay the permits only to get the building project started. The city can put a lien on the properties and that the SDC's be deferred until the Certificate of Occupancy is issued.

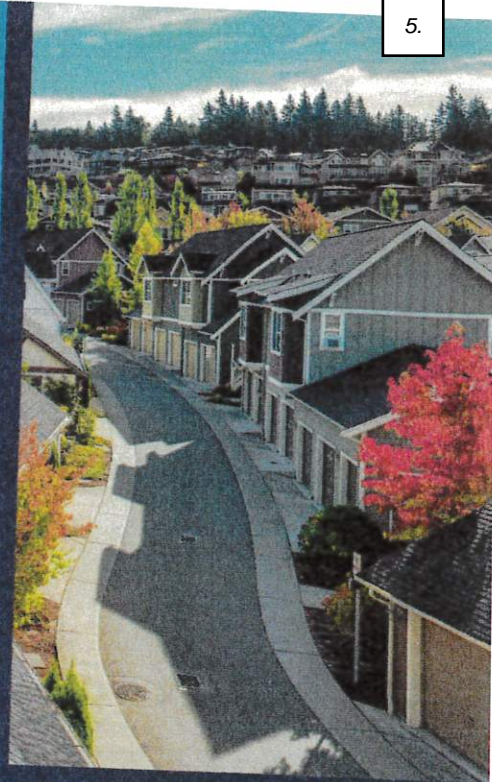
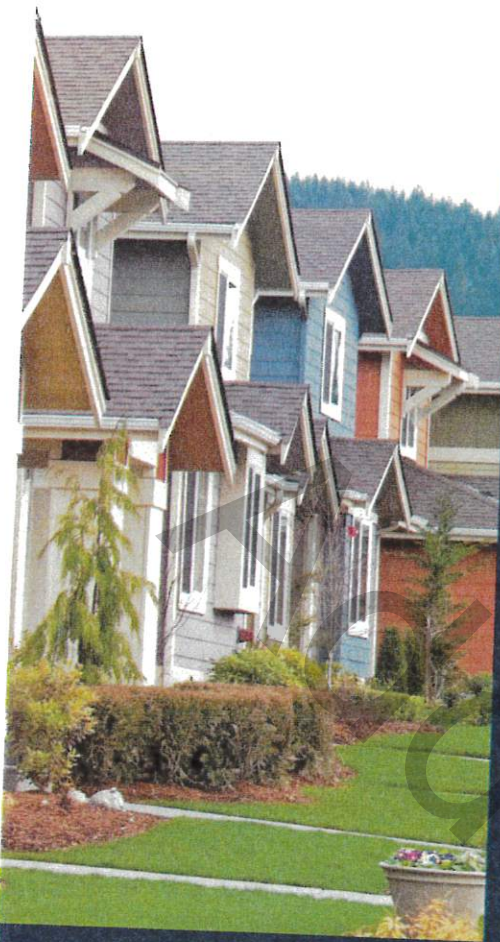
Thank you for your consideration,



Jeremy Zuidema

Carbide Construction LLC

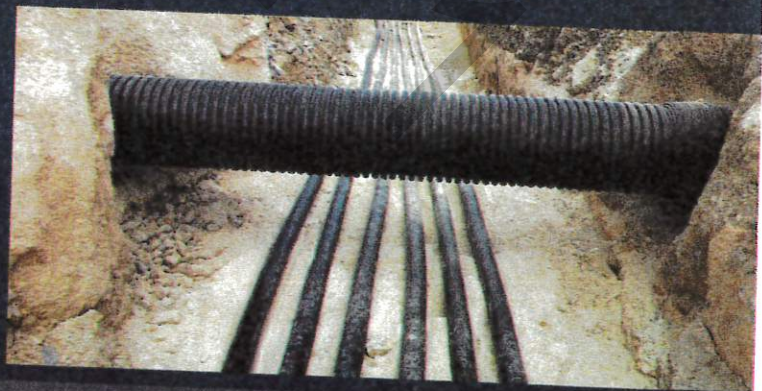




# OREGON SYSTEM DEVELOPMENT CHARGES STUDY: WHY SDCs MATTER AND HOW THEY AFFECT HOUSING



Source: Portland Parks and Rec



December 2022

Prepared for Oregon Housing  
Community Services (OHCS)



# Acknowledgements

This report was prepared by ECONorthwest on behalf of Oregon Housing and Community Services (OHCS) with funding from the 2021 Oregon State Legislature and substantial contributions from FCS GROUP and Galardi Rothstein Group. Staff and project team members are grateful to the many cities, counties, special districts, and housing developers who participated in focus groups and interviews and/or provided written commentary to inform this study.

While many individuals contributed to this study, core project team members are listed below.

## OREGON HOUSING AND COMMUNITY SERVICES

- Elise Cordle Kennedy, *Project Lead*
- Kim Travis, *Engagement Support*

## ECONORTHWEST

- Becky Hewitt, *Senior Project Manager*
- Tyler Bump, *Project Director and Senior Advisor*
- Lorelei Juntunen, *President and Senior Advisor*
- Michael Wilkerson, *Director of Data Analytics*
- James Kim, *Research and Analysis Lead*
- Lee Ann Ryan, *Engagement Lead*
- Spencer Keating, *Analyst*

## GALARDI ROTHSTEIN GROUP

- Deborah (Deb) Galardi, *Principal*

## FCS GROUP

- John Ghilarducci, *President/Principal*
- Doug Gabbard, *Project Manager*



# Executive Summary

In 2021, the Oregon legislature passed House Bill 3040 (HB 3040), directing Oregon Housing and Community Services (OHCS) to prepare a study of System Development Charges (SDCs)—a form of one-time impact fees charged on new development to help pay for infrastructure that serves or provides capacity for growth. The legislature requested that the study cover the history of the charges, methodologies for setting the fees, recent trends in fee levels, how the fees relate to other development costs, and how they ultimately affect the cost and production of housing. The findings from this study can inform future policy discussions related to SDCs, but the legislature's direction for this study did not include making policy recommendations.

OHCS contracted with ECONorthwest and subcontractors FCS GROUP and Galardi Rothstein Group to undertake this report. The team drew its findings from reviews of national and local studies; surveys of cities, counties, and special districts; interviews and focus groups with local government officials and housing developers; original data analyses; and decades of experience conducting SDC studies, analyzing residential development, and evaluating infrastructure funding mechanisms.

## Key Findings

**SDCs have become an essential funding mechanism in many Oregon communities, for practical, political, and policy reasons.**

- **SDCs are increasing faster than inflation due to lack of alternative funding and increasing infrastructure costs.** Over the last several decades, flat or declining state and federal infrastructure spending, limitations on property taxes, and increasing costs for operations, maintenance, and regulatory compliance have increased dependence on SDCs and other local revenue sources. On average, both SDCs and water and sewer utility rates have increased faster than construction costs over the past 10-15 years. Even so, many jurisdictions report falling behind in their ability to pay for infrastructure, especially in the last few years as costs have escalated so quickly that annual indexed adjustments have not kept up.
- **SDCs are a critical component of local funding for infrastructure needed to support growth.** SDCs can allow communities to build the infrastructure needed to accommodate orderly growth, making them an important part of Oregon's growth management system. They can benefit both developers (by funding investments that make development possible and distributing costs among multiple benefitting parties) and existing residents (by reducing reliance on utility rates, bonds, and other community-wide funding mechanisms that can disproportionately impact lower-income households). Further, the requirements associated with other local funding sources for capital improvements (e.g., voter approval for general obligation bonds) can increase jurisdictions' reliance on SDCs. However, small, slow-growing communities tend to use



SDCs less, as they have less need to increase infrastructure capacity, few costs attributable to growth, and little development that would generate revenue.

- **The variation in SDC rates across the state reflects differences in local needs, cost factors, and priorities.** Oregon's SDC Act and the broader legal context provide guardrails to ensure SDCs recover an equitable share of costs of capacity, while also providing flexibility to tailor the approach to community values and local circumstances. Local differences in funding choices, system needs, and construction and land costs can lead to differences in the total costs that SDCs are expected to cover. Local choices related to how costs are linked to development impacts can also lead to differences in SDC rates for similar development in different communities. Further, because SDCs are adopted by local elected officials, some communities intentionally keep SDC rates down to avoid discouraging development, either by discounting the calculated charges or reducing the size of the capital improvements list.

**SDCs also increase the cost of building new housing in ways that can skew housing development towards higher-cost homes and can impact buyers and renters.** SDCs likely account for anywhere from just under 2 percent to nearly 13 percent of total development costs for housing in Oregon, depending on the housing type, SDC rates, other cost factors, and market conditions. There are many other factors driving home prices, rents, and development costs—SDCs are just one contributor that impacts the market by influencing development decisions. In an accounting sense, housing developers pay the SDC (e.g., write a check), but the cost is typically shared with other actors, including landowners, homebuyers, renters, and (rarely) investors. A large body of evidence, including new analysis for Oregon, finds that higher SDCs/impact fees tend to be associated with higher home prices, though there are multiple possible explanations. This study identifies several ways that SDC costs may affect buyers and renters:

- **Smaller and lower-cost housing units tend to be more affected by SDCs than larger and more expensive homes.** SDCs typically account for a larger share of total costs for smaller homes, middle housing, and moderately priced apartments. These housing types are often targeted to moderate-income households who may not be able to absorb higher prices or rents, making them sensitive to small increases in development costs. They often also have lower system impacts than larger homes. *Scaling fees for smaller units based on lower demand for infrastructure (as a growing number of communities are doing) can even out financial impacts across housing types and sizes, but only if implemented across multiple infrastructure systems at a meaningful discount.*
- **SDCs can combine with other factors to exacerbate challenges for housing production and affordability,<sup>1</sup> even if they are not the primary driver.**
- **Communities with lower home prices and rents tend to be more sensitive to SDCs (and other development costs).** The market may not support passing costs on to

<sup>1</sup> As used in this report, *housing affordability* means households' ability to find housing within their financial means, with or without public support or restrictions in place, across a range of income levels.



buyers/renters and lower land values mean less room to absorb SDCs or other costs through land price negotiations. Over time, lack of housing production can lead to higher rents and home prices for existing housing, which can indirectly affect buyers and renters. However, SDC rates in these communities tend to be lower. *Keeping SDC rates low in areas with lower home prices and rents can reduce barriers to housing production, if key projects to enable growth can still be funded.*

- Communities with strong demand and limited new housing supply are more likely to see rising costs—including SDCs—shift to homebuyers and renters.** Higher SDCs in this context likely reinforce other market factors—including high land costs and demand from higher-income households—that encourage more expensive housing development. Higher land and construction costs can contribute to both higher SDC rates and higher home prices/rents. In addition, some infrastructure investments (e.g., parks) can serve as amenities, and affluent buyers and renters may choose to pay more to live in places that are making more investments in that infrastructure, though low and moderate-income households may not have this option. Keeping SDC rates low overall may be neither politically palatable nor aligned with infrastructure needs, but when SDC rates are both relatively high and relatively flat among different types and sizes of housing, it can increase the barriers to building smaller and lower-cost housing. For medium or large single-family homes in moderate and high-cost areas, ECONorthwest's analysis suggests that SDCs typically represent a relatively small percentage of costs (e.g., 2 to 7 percent), and reductions would likely have at most a modest impact on new home prices. *However, for smaller and lower-cost units in moderate and high-cost areas, evidence from a few Oregon communities suggests a major reduction or elimination of SDCs can sometimes enable development that would not be financially feasible otherwise.*
- SDCs on affordable housing development<sup>2</sup> can increase the difficulty of securing adequate funding for the development and, even as a small percentage of total development costs, likely consume millions of dollars per year in funding for affordable housing statewide.** Smaller affordable housing developments and those with less traditional funding sources (which often includes affordable homeownership projects) are more impacted. *SDC exemptions or reductions for affordable housing development can allow funding for affordable housing to stretch further and reduce obstacles to affordable housing development, provided the needed infrastructure can still be funded.*

**Some jurisdictions have implemented SDC measures to support affordability, but broader adoption is hindered by administrative, legal, and financial concerns.** SDCs must remain rooted in recovering an equitable share of costs based on the impacts of the development, but jurisdictions have discretion over many choices that can affect how and to what extent SDCs impact housing development. Many jurisdictions are concerned about housing affordability, and a growing number have implemented new SDC rate structures and policies in response.

<sup>2</sup> As used in this report, *affordable housing* means income and/or rent-restricted housing that is affordable to households earning a certain income level (e.g., at or below 80 percent of area median income).



Some have adopted scaled rates that account for lower demand from smaller dwelling units, some offer policy-based exemptions for affordable housing, and some allow developers to defer paying SDCs until construction is complete rather than before it begins. Other jurisdictions express serious reservations about some of these measures, and each has trade-offs to consider.

- **Scaled SDC rates for smaller units** are typically tied to evidence of lower development impacts, which is well within the discretion allowed under statute. Scaling reduces costs for smaller units while remaining revenue neutral for the jurisdiction, but it can increase complexity for both applicants and jurisdictions. *The primary barriers to broader adoption include the effort associated with a methodology update, collecting and analyzing supporting data, and updating permitting systems to collect the necessary information.*
- **SDC waivers** can offer substantial savings for affordable housing development, but there are differing views on their validity. Some practitioners believe that jurisdictions implicitly have the discretion to exempt certain classes of development, including affordable housing. Others see legal risks if lost funds are not paid from another source because the issue is not explicitly addressed in statute,<sup>3</sup> and the loss of revenue may prevent an agency from completing the project list upon which the SDCs were calculated. *Overcoming these concerns would require clear legal authority and ways to mitigate lost revenue.*
- **SDC deferrals** reduce financing costs for developers, which can be 10 to 25 percent of the SDC amount. While the financial impacts for jurisdictions are minimal, many expressed concerns about their ability to collect fees after permits are issued, increasing administrative cost and complexity, and, in some cases, delaying revenue collection. Those that have implemented deferrals reported mixed results: Some saw a substantial increase in administrative effort, while for others this was minor. Major challenges with nonpayment were rare (and mostly linked to commercial development) but time-consuming to resolve. This suggests that there is potential for more jurisdictions to adopt administrative approaches to deferrals that have worked well for others, but that the level of effort may depend on jurisdiction-specific systems and practices and may not allow for a one-size-fits-all approach. *Broader adoption may require additional focused discussions with stakeholders to identify a range of approaches to administering deferrals that could work for jurisdictions of different sizes and staffing levels and additional/better mechanisms for enforcement that reduce the risk of (and costs associated with) nonpayment.*

**Difficulty estimating SDC costs up front can create challenges for multifamily, affordable housing, middle housing, and greenfield development.** Developers value being able to estimate total SDC costs with some certainty during early project budgeting, but this is difficult for some types of development. Multifamily SDCs can be especially hard to calculate early in a

<sup>3</sup> Oregon's SDC statutes emphasize that new users should contribute no more than an equitable share of costs but say little about assigning costs to individual developments. Other state statutes make clear that jurisdictions may waive SDCs for affordable multifamily housing in at least some circumstances, but they do not clearly address whether "backfilling" lost revenue is required.



project because they are often not a flat rate per unit. When they exceed initial estimates after financing and budgets are set, this can cause major challenges, especially for affordable housing. Rates for middle housing types are often not listed or defined. Policies related to credits for building SDC-eligible projects, which is common for greenfield development, can also be difficult to discern. While most jurisdictions provide some information about SDCs online, many do not yet fully comply with recent updates to statute increasing requirements for transparency and may not be aware of the change. *SDC rate structures and approach to SDC changes can lead to variability between initial estimates and final SDC costs, but uncertainty for middle housing SDCs and SDC credit policies could be addressed through clearer information for applicants.*

## Conclusion

**At their core, SDCs are a funding mechanism; reducing SDC costs broadly in the interest of housing production and affordability would require greater availability of other funding for infrastructure that does not increase development costs or burden low-income households.** The jurisdictions and special districts that provide water, sewer, stormwater, transportation, and park infrastructure have a clear mandate to keep those systems functioning and provide sufficient capacity for planned development. Given fiscal constraints, SDCs are likely to remain central to local funding for infrastructure, and most stakeholders agree that development should contribute to growth-related infrastructure costs at some level. SDCs provide a consistent and relatively predictable mechanism for development contributions to growth-related costs, and they can support housing production by funding capital projects needed for growth. However, the equity implications of relying on SDCs to fund eligible infrastructure projects are mixed. Residential SDCs can be regressive, with higher impacts on lower-cost housing (especially when applied more uniformly to all housing), but some alternatives (e.g., raising utility rates) can also be regressive and directly impact lower-income households. *Expanding other funding mechanisms or increasing state funding for infrastructure with a focus on mitigating impacts to affordable and lower-cost housing could help even the playing field for lower-cost housing development while retaining SDCs as a key funding source for infrastructure to serve growth.*

**Even in the current fiscal context, jurisdictions can take steps to mitigate the impacts of SDCs on housing production and affordability.** SDC rates must relate to impacts, which limits jurisdictions' ability to align them with housing costs. However, some jurisdictions have implemented measures that offer improvements at the margins. This includes changes to rate structures (e.g., scaling by unit size), policies (e.g., allowing discounts or waivers for regulated affordable housing), and administrative practices (e.g., allowing deferral to certificate of occupancy for some residential development, offering clear SDC estimates for more housing types). All have trade-offs and can increase administrative costs, suggesting that these changes may not be appropriate in the same form for all communities. Still, broader implementation of these measures could yield a meaningful change. *Jurisdictions can identify locally appropriate measures to reduce or mitigate SDCs' impact on housing development during SDC methodology updates, housing production strategies, infrastructure funding plans, or other policy discussions related to infrastructure and/or housing.*





Start: 2025-04-07

End: 2025-04-17

Times: 0:00:00-23:59:59

Medium Risk Threshold: Speed Limit + 10

High Risk Threshold: Speed Limit + 20

Speed Range: 1 to 150

Time View: By Hour (Total Volumes)

Time	Speed Limit	Mode	Compliant	Low Risk	Medium Risk	High Risk	Total Num Vehicles
0:00	25	Dependent Messages	21	5	0	0	26
1:00	25	Dependent Messages	42	6	0	0	48
2:00	25	Dependent Messages	22	7	0	0	29
3:00	25	Dependent Messages	21	0	0	0	21
4:00	25	Dependent Messages	6	3	0	0	9
5:00	25	Dependent Messages	10	2	0	0	12
6:00	25	Dependent Messages	74	25	0	0	99
7:00	25	Dependent Messages	213	50	0	0	263
8:00	25	Dependent Messages	198	24	2	0	224
9:00	25	Dependent Messages	259	39	0	0	298
10:00	25	Dependent Messages	390	55	0	0	355
11:00	25	Dependent Messages	399	104	0	0	504
12:00	25	Dependent Messages	415	92	6	0	513
13:00	25	Dependent Messages	392	90	0	0	482
14:00	25	Dependent Messages	673	71	0	0	744
15:00	25	Dependent Messages	535	112	1	0	648
16:00	25	Dependent Messages	591	136	3	0	730
17:00	25	Dependent Messages	657	136	2	0	795
18:00	25	Dependent Messages	459	147	2	0	608
19:00	25	Dependent Messages	426	81	1	0	508
20:00	25	Dependent Messages	382	77	1	0	460
21:00	25	Dependent Messages	230	54	3	0	287
22:00	25	Dependent Messages	76	10	5	0	91
23:00	25	Dependent Messages	53	13	0	0	66
Total			6454	1337	29	0	7820

Addendum 2



Start: 2025-04-07

End: 2025-04-17

Times: 0:00:00-23:59:59

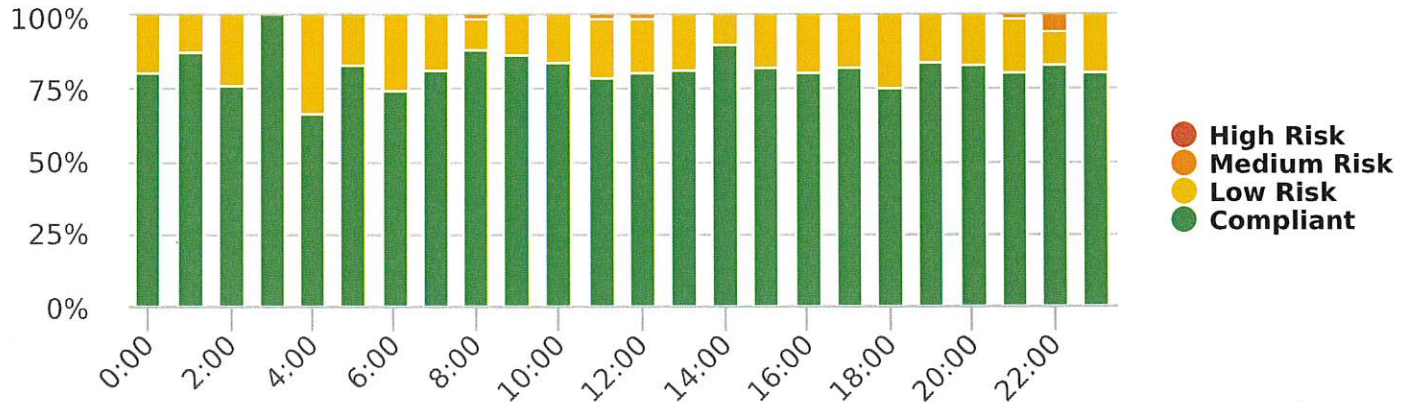
Medium Risk Threshold: Speed Limit + 10

High Risk Threshold: Speed Limit + 20

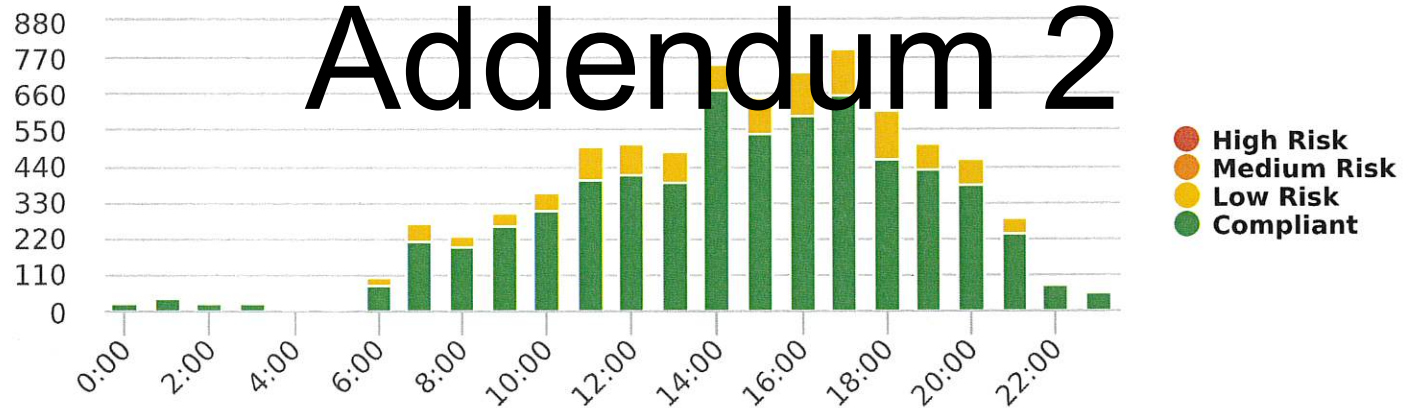
Speed Range: 1 to 150

Time View: By Hour (Total Volumes)

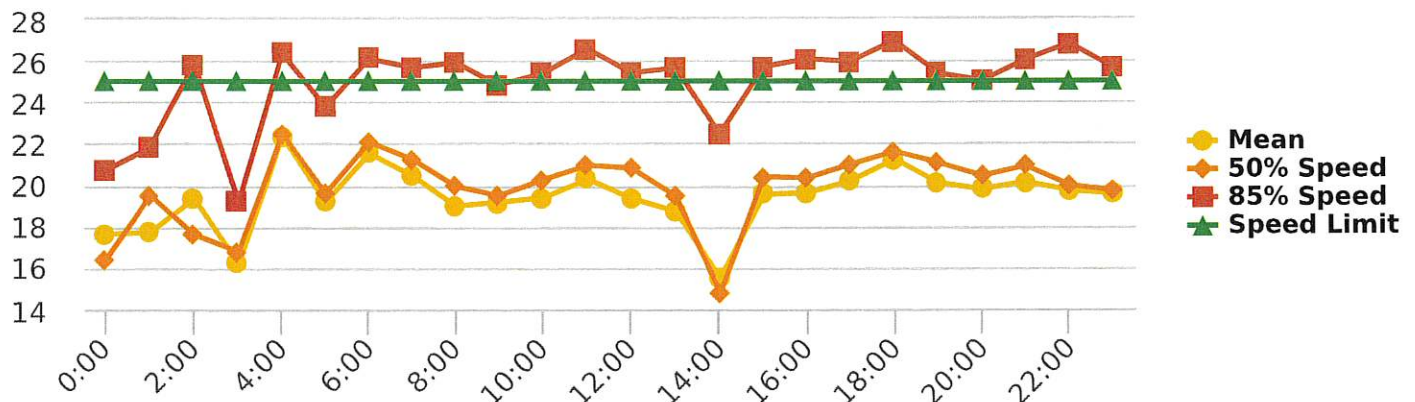
Compliance % by Hour (Totals)



Compliance by Hour (Totals)



Speeds



## Breakdown of 5% Utility Increase

### Residential Utility Rates (Fiscal Year 2024-25)

**Water Base Rate:** \$22.82    **Sewer:** Minimum Charge: \$22.91

**Per Unit:** \$1.86 (per EUU\*)    **Sewer User Fee:** \$8.31 (per EUU\*)

**Storm Drain:** \$3.85    \*An EUU is equal to 748 gals of metered water

### Proposed Residential Utility Rates (Fiscal Year 2025-26)

**Water Base Rate:** \$23.96    **Sewer:** Minimum Charge: \$24.06

**Per Unit:** \$1.95 (per EUU\*)    **Sewer User Fee:** \$8.73 (per EUU\*)

**Storm Drain:** \$4.04    \*An EUU is equal to 748 gals of metered water

Residential rates would increase \$2.48 for base rate users. Water would increase \$0.08 per unit and sewer would increase \$0.42 per unit.

A household who uses 4 units would see an increase of \$3.34 per month in their utility rates.



This document is supplemented by agenda packet materials, meeting materials distributed and audio recordings of the meeting and may be reviewed upon request to the City Recorder.



## Harrisburg City Council Minutes May 13, 2025

Mayor: Robert Duncan, Absent (Excused)  
 Council President: Mike Caughey, Absent (Excused)  
 Councilors Present: Kimberly Downey (Via Phone), Randy Klemm, Cindy Knox, Dana Henry and Youth Advisor Nolan Malpass  
 Councilors Absent: Charlotte Thomas (Excused)  
 Staff Present: City Administrator Michele Eldridge, Public Works Director Chuck Scholz, Finance Director/Deputy City Recorder Cathy Nelson and City Recorder/Municipal Court Administrator Lori Ross  
 Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

The Pledge of Allegiance was led by Pro-Tem Council President, Randy Klemm

**CALL TO ORDER AND ROLL CALL** by Pro-Tem Council President Randy Klemm at the hour of 6:34pm

**CONCERNED CITIZEN(S) IN THE AUDIENCE:** All in attendance were there for items on the agenda.

### **PUBLIC HEARING**

**THE MATTER OF HOLDING A PUBLIC HEARING AND APPROVING/ DENYING/AMENDING THE DRAFT AMENDMENT TO THE CITY OF HARRISBURG FLOOD HAZARD MANAGEMENT CODE, HMC 18.55.070 (LU 463-2025), BY APPROVING ORDINANCE NO. 1008, "AN ORDINANCE AMENDING HMC 18.55.070, AND REPEALING HMC 15.20 FLOOD DAMAGE PREVENTION."**

May 13, 2025

**Pro-Tem Chairperson Klemm read aloud the order of proceedings, and noted the procedures for continuance, and the process to keep the record open.**

**At the hour of 6:36pm, the Public Hearing was opened.**

**Klemm asked if there were any conflicts of interest or any ex-parte contacts.** No conflicts of interest, no declaration of ex-parte contact, and no rebuttal of disclosures reported.

**Klemm read aloud the criteria that were relied upon for this land use hearing and noted additional copies of the criteria near the door. He also directed the audience on how they would need to direct testimony towards the applicable criteria, and how an appeal could be made.**

**STAFF REPORT:** Eldridge informed Council there are 35 properties affected with 15 of them being owned by the City. Eldridge reminded Council that of the three choices given, they chose to adopt the amendments to the flood zone as required by FEMA (Federal Emergency Management Agency) and as provided by the DLCDD (Department of Land Conservation & Development). She added that if this requirement should change in the future, it would be easy to remove it by repealing this part of the code.

Eldridge pointed out **Addendum 1**, an acronyms and abbreviations cheat sheet and **Addendum 2**, a copy of the Harrisburg Comprehensive Codes and Policies, for Council's review. Eldridge referred to page 26 showing the blue areas affected by the riverfront including Riverfront Park, Eagle Park, the northwest corner of town including homes at the end of Territorial St, Gheen Irrigation and Knife River. She added that notices were sent out to the property owners affected and only two attended the Planning Commission meeting. Eldridge did meet with the business owners affected the most to answer any questions they had.

Eldridge highlighted the following criteria and goals:

- Only four criteria apply, and one is to make sure we following the State Comprehensive Plan Goals and added the City's Comprehensive Plan follows the same titles as the States Goals.
- Statewide Planning Goals No.5, 6, 8,12 and 15 are all met.
- Comprehensive Plan Goals No.1, 2, 5, 6, 7, 8,12 and 15 are all met.
- Goal 12; Transportation. If something is not paved, it cannot be paved in the future. There is a small portion of our street on Territorial and 1<sup>st</sup> inside the zone, that we will be allowed to perform maintenance on, but can't expand.
- Henry asked if installing the boat ramp at Eagle Park would be affected. Eldridge and Scholz stated they would need to come up with a work around which would include getting a joint permit through the Army Corps of Engineers (USACE), the Department of Environmental Quality (DEQ) and the Department of State Lands (DSL).
- Eldridge referred to page 68 showing the exemptions standards noting that she added 6.3 (i); Habitat restoration activities and page 69 showing the formula process going forward for mitigation.

Eldridge stated that two of the criteria are met and two are not applicable.

**City Council has no additional preliminary questions for staff at this time.**

**Klemm asked for public testimony, whether in favor, opposition or neutral.** None given.

**The public hearing was closed at the hour of 6:55pm.**

May 13, 2025

- Klemm read the title of Ordinance No. 1003 again for the record.
- Downey, Henry and Klemm like the idea of getting rid of this as soon as we are able to.
  - Henry motioned **“Based upon the criteria, discussion, and findings and fact in this staff report, I motion to approve Ordinance No. 1008, An Ordinance Amending HMC 18.55.070 and Repealing HMC 15.20 Flood Damage Prevention” and was seconded by Downey. The motion passed unanimously by a vote of 4-0.** (Yes: Henry, Downey, Klemm and Knox. Youth Advisor Malpass also voted in favor. No: None.)

**THE MATTER OF CONSIDERATION OF A REQUEST TO DEFER SDC PAYMENTS:** Eldridge reminded Council that Jeremy Zuidema, with Butterfly Garden Subdivision, was at the last meeting requesting a deferment of System Development Charges (SDC). Eldridge referred to Exhibit A on page 106, the materials he handed out at the last meeting and to page 115, HMC 12.35 (System Development Charges) that states SDC charges are to paid when issuing the permit. Eldridge stated delaying the payment of the SDC's would require the City to file a lien and an Ordinance to change the HMC. Other discussion included:

- It is suggested that a \$500 fee, per dwelling unit, be added to cover staff time and for placing on the lien docket.
- It wouldn't apply to a single family dwelling unit, only multiple units.
- Knox would like to keep from having so many liens and come up with a plan on the number of units it would apply to.
- Nelson confirmed with Zuidema, he was asking to defer until the certificate of occupancy is issued.
- Henry inquired about the time frame from issuance of the permit to obtain the certificate of occupancy. Zuidema responded six to nine months. Henry also inquired about if this would be a delay in funding for the City. Nelson stated that our funds are healthy enough and if we placed a lien, it would be accruing interest to compensate for the interest we would otherwise have received.
- Klemm likes filing the lien but would like it to be a trial basis and Downey agreed.
- Zuidema added that he has put in over \$400,000 of infrastructure into streets and sewer and by getting these homes moving, increases the City tax revenue. Slowing construction down, due to the SDC fees, is delaying that.
- Scholz stated the HMC is clear, and he doesn't believe we could legally make this change on a trial basis when other developers are in town currently as well. Scholz thinks it needs to be addressed by our Attorney.
- Downey doesn't want to limit this to only one builder.
- Henry suggested having it apply on a case by case basis. Scholz suggested listing the factors for the case by case basis.
- Knox would like to set a precedence for future builders and for it to apply to everyone, but not everything they were building.
- Downey would like for this to be brought back to a full Council and for the City Attorney to review.
- Zuidema would like this to apply to townhomes, two to five or six units with adjoining walls.
- ***The consensus from the City Council is to bring back to our next meeting.***

**THE MATTER OF APPROVING AN IGA WITH THE RURAL ECONOMIC ALLIANCE (REAL):**

Eldridge reviewed the staff report adding that REAL is a way for participating cities to be able to combine resources and do something they couldn't afford on their own. Eldridge informed Council that her first priority is to bring business's to Harrisburg but if we aren't able to accommodate a

May 13, 2025

request, she would refer them to another participating City to keep in our region or county. Eldridge gave the presentation as shown in **Addendum 3**.

Discussion afterwards included:

- Knox confirmed that everything accomplished so far including the website and branding has been at no cost to the City so far, except for Eldridge's time. Eldridge responded yes due to receiving grant funds.
- Henry asked what kind of support they are bringing to our business owners. Eldridge responded they are still working on brochures and promotions.
- Klemm would like to hear more concrete methodologies and how they are affecting our businesses in our community. He wants something that drives people to Harrisburg to visit our businesses and would like to see a return if the City is spending \$15,000.
- Downey felt the presentation was based on policy and structure of REAL and not success's. Downey would like to know what the ideas are and what's going to work. Eldridge stated the brochure REAL is working on will provide resources for businesses to be successful.
- Downey doesn't want to get rid of the program but suggested not allowing disbursement of the funds until REAL informs them how the funds are being used.
- Henry would like to add a contingency that Council would like a report or formal presentation at the end of the year indicating what our return investment was including stats.
- Knox felt the success indicators on page 149 was in theory and would like to have information on what they have accomplished as Henry suggested.
- Eldridge informed Council that approving this agreement doesn't mean the City will be sending funds. REAL will approach Council if they need funds and inform them what the funds will be used for.
  - Downey **motioned to authorize the Mayor to sign the IGA with member cities of Rural Economic Alliance and that all funds be approved by the City Council before disbursement and was seconded by Knox.**
- Klemm would like to make sure we see a return this time and know that REAL is having a positive impact for our community.
  - **The motioned passed unanimously by a vote of 4-0.** (Yes: Downey, Knox, Klemm and Henry. Youth Advisor Malpass also voted in favor. No: None.)

#### **THE MATTER OF APPROVING THE FINAL DRAFT OF THE 2025-2030 STRATEGIC PLAN:**

Eldridge stated the only change since the last review was the addition of Goal No. 10.

- Downey would like the removal of RAIN, which is mentioned twice on page 169 and also page 167. Eldridge to remove.
  - Downey **motioned to approve the Final Draft of the 2025-2030 Strategic Plan as amended and was seconded by Henry. The motion passed unanimously by a vote of 4-0.** (Yes: Downey, Henry, Klemm, and Knox. Youth Advisor Malpass also voted in favor. No: None.)

#### **THE MATTER OF APPROVING THE CONSENT LIST:** No discussion or concerns.

- Henry **motioned to approve the consent list and was seconded by Knox. The motion passed unanimously by a vote of 4-0.** (Yes: Henry, Knox, Downey, and Klemm. Youth Advisor Malpass also voted in favor. No: None.). **Motion to approve the consent list approved the following:**
  - **Minutes from the March 25, 2025 & April 8, 2025 City Council Meetings**

May 13, 2025

- **The Payment Approval Report for April 2025**
- **Appointment of Pat Rufo to the Library Board for a term ending June 30, 2028**
- **Out of State Travel for Chuck Scholz to attend the AWWA Expo in Denver, Colorado at a cost of \$2991**

**CITY ADMINISTRATOR VERBAL REPORT:**

- Scholz gave an update on the Water Bond Project stating the steel portion of the north tank are up but there is still lots of work needing to be done with piping, lining and sealing. The south tank has had 30% underground lines put in including the electric and they are starting the foundation for the treatment plan.
- Eldridge informed Council they are still working on the Special Public Works Fund (SPWF) loan application process for the Water Bond Project. They will be asking for an additional \$1 million to ensure we have enough funds.
- Eldridge will be offering Dan Schroeder another extension. He will be meeting with Judge Blake tomorrow at court then appearing at the next Council meeting.
- Eldridge referred to **Addendum 4**, a monthly code enforcement report showing the current activity which will be included in the consent list. She added that we have cited a resident into Court for a junk violation. Downey asked if we cite the owner of the property or the tenant. Eldridge responded we can do both.
- Eldridge informed Council the City was approached by Ziply, another broadband company based in Washington that would like to do business in Harrisburg.
- Nelson asked Council if they would allow teachers located outside the city limits to have a free library card. ***The consensus from Council was to offer teachers in our school district a library card at no cost.***

**With no further business, the City Council Meeting adjourned at the hour 8:34pm.**

---

**Mayor**

---

**City Recorder**



Acronyms and Abbreviations

BiOp	Biological Opinion
CFR	Code of Federal Regulations
CLOMR	Conditional Letter of Map Revision
CRS	Community Rating System
dbh	diameter breast height
ESA	Endangered Species Act
FEMA	Federal Emergency Management Agency
LID	Low-Impact Development
LOMR	Letter of Map Revision
MHHW	Marine Higher-High Water line
NFIP	National Flood Insurance Program
NMFS	National Marine Fisheries Service
OHWM	Ordinary High Water Mark
ORS	Oregon Revised Statutes
ORSC	Oregon Residential Specialty Code
OSSC	Oregon Structural Specialty Code
RBZ	Riparian buffer zone
SFHA	Special Flood Hazard Area
TB	Technical Bulletin

BPA: REASONABLE  
& FEASIBLE ALTERNATIVES  
EIS ENVIRON.  
IMPACT STATEMENT

## GOAL 1: CITIZEN INVOLVEMENT

*To develop a citizen involvement program which ensures the opportunity for citizens to be involved with all phases of the planning process.*

### GOAL:

To involve citizens in all phases of the planning process.

### POLICIES:

1. To develop and maintain a Citizen involvement Program that clearly defines the procedures by which the general public will be involved in the land use planning process.
2. To ensure that citizens have planning information available to them that will enable them to identify and comprehend planning issues and the implications of planning decisions.
3. To ensure that the Citizen Involvement Program complies with statutory requirements.

### IMPLEMENTING MEASURES:

1. The Harrisburg Planning Commission shall be the designated Committee for Citizen Involvement, the responsibilities of which shall be to:
  - a. Hold public meetings during the course of all planning action to provide citizens an opportunity to participate in all stages of the planning process.
  - b. Inform the community of planning commission meetings through:
    1. newspaper notices;
    2. articles in the newspaper or newsletters;
    3. public hearing notices posted at City Hall and the Post Office
    4. statements in utility bills
  - c. Record and file minutes and other pertinent information related to planning commission meetings. All public information will be available for public inspection at City Hall.
  - d. Encourage citizen involvement through such methods as:
    1. neighborhood groups;
    2. internal neighborhood meetings
    3. cooperation with established community organizations;
  - e. Provide the Harrisburg City Council with information and recommendations on planning related issues.
  - f. Work towards the realization of all goals and implementation of all policies within the Harrisburg Comprehensive Plan, and to periodically review, update, and maintain the Harrisburg Comprehensive Plan as a workable document for the citizens and future growth of Harrisburg.
2. Financial support for the Citizen Involvement Program will be provided through the City Budget and the Land Conservation and Development Department's (LCDC) maintenance grants, as funds are available.

## GOAL 2: LAND USE

*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 basis for such decisions and actions*

### GOALS:

To comply with the Statewide Planning Goals and assure that changes in this Plan comply with these goals.

To participate with other jurisdictions and special districts to assure appropriate land use and related issues are coordinated

To establish a policy framework and factual basis for land use decision making by establishing a land use planning process.

### POLICIES:

1. To revise and review the Comprehensive Plan as necessary, according to the schedule for periodic review established by the Department of Land Conservation and Development (DLCD).
2. Establish Plan review and revision procedures that include provisions for participation by citizens and affected governments and special districts.
3. To assure the Comprehensive Plan includes an adequate factual basis for decisions and actions.
4. To adopt a zoning ordinance, subdivision ordinance, and other ordinances and procedures deemed necessary to implement the Plan.
5. To ensure adequate provision of land for residential, commercial, open space, industrial and public facilities within the City.

### IMPLEMENTING MEASURES:

1. The City has adopted the revised 2013 Comprehensive Plan based on the recommendations of the Planning Commission, and the action of the City Council.
2. The City has adopted a zoning ordinance to implement the revised 2013 Comprehensive Plan. The City shall review all other related ordinances, including the subdivision ordinances to ensure that all such ordinances are in conformance with the revised 2013 Comprehensive Plan.
3. Capital Improvement Programs of the City shall conform to the priorities of the adopted Comprehensive Plan.
4. High density residential development not to exceed 18 units per net acre (not including right-of-ways) shall be dispersed throughout the City, including around the central commercial area and in areas with good access to collector or arterial streets.
5. Medium-density residential development, with a range of two to 12 units per net acre (not including right-of-ways), shall be located around the central commercial areas or in areas with good access to collector or arterial streets.
6. Low density residential development not to exceed six units per net acre (not including right-of-ways) shall occur mostly in the eastern areas of the city.

7. Manufactured homes shall be permitted outright in low and medium density areas, with compliance to standards in residential permitted areas.
8. There shall be a central, compact area designated for commercial use.
9. The City shall make provisions for development of neighborhood commercial centers within residential areas when they are fully compatible with residential uses
10. In designating land for industrial use, the following shall be considered:
  - a. Highway and rail access
  - b. Availability of utilities
  - c. Fire protection, and
  - d. Development limitations
11. The City shall require screening of new industries or expanding existing industries when they are abutting residential zones.
12. Future placement of permanent utilities shall be underground where feasible.
13. The City will require that landscaping be provided and maintained in future development, where appropriate, in an effort to:
  - a. Provide attractive living and working environments, and
  - b. Ensure compatibility of unlike uses.
16. The City shall require all new construction or substantial renovation (exceeding 80% of the value of the structure) of multiple family developments exceeding two units, commercial, and industrial buildings to be subject to site review that will consider, at a minimum, the location of proposed structures, off street parking and loading areas, access to public right-of-ways, landscaping, fences, and walls, provision of public facilities and utilities, and drainage.
17. An adequate level of urban services shall be provided prior to, or concurrent with all proposed residential development. Services shall include, but not be limited to:
  - a. Sanitary sewer collection and disposal lines. Adequate municipal waste treatment plant capacities must be available.
  - b. Storm sewer and drainage facilities (as required)
  - c. Streets within the development and providing access to the development, improvements to City Standards (as required).
  - d. Municipal water distribution facilities and adequate water supplies.
18. The City shall provide adequate residential, commercial, industrial and open space lands to meet the present and future needs of the community.

### **GOAL 3: AGRICULTURAL LANDS**

Goal 3 is not applicable to the City of Harrisburg because there are no lands designated for farm use within the Harrisburg Urban Growth Boundary.

### **GOAL 4: FOREST LANDS**

Goal 4 is not applicable to the City of Harrisburg because there are no lands designated for forest use within Harrisburg's Urban Growth Boundary

## GOAL 5: OPEN SPACES AND HISTORICAL AREAS, AND NATURAL RESOURCES

*To conserve open space and protect  
natural and scenic resources*

### GOALS:

Conservation and protection of, Harrisburg's open spaces, and natural, and scenic resources.

Recognition, protection, and enhancement of Harrisburg's historic resources and heritage, and, promotion of public awareness and participation in historic preservation.

### POLICIES:

1. Integrate the protection and enhancement of Open Space into Goal 8, Recreation.
2. Develop and maintain a current map and inventory areas of significant environmental concern including:
  - a. Floodway boundaries identified by the Federal Emergency Management Agency (FEMA)
  - b. Historic buildings and landmarks identified in the Linn County Historic Register and Harrisburg's Register of Historic Resources.
  - c. Wetlands, as identified by the National Wetlands Inventory Maps and the Local Wetlands Inventory.
  - d. Fish and wildlife in the riparian zone.
  - e. Significant riparian corridors as identified by the City's Safe Harbor Ordinance and boundary map.
3. Promote the development of recreational trails and interpretive opportunities along the Willamette River consistent with Harrisburg's Park and Recreation Master Plan and Heritage River Guidelines.
4. Encourage Willamette River enhancement programs through coordination between civic, school, and natural resource agencies.
5. Preserve the scenic qualities of the Willamette River.
6. Identify unique historic landmarks in Harrisburg and when appropriate seek inclusion in the Harrisburg Register of Historic Resources.
7. Encourage restoration and renovation of historic properties throughout the city and preserve the historic integrity of the community.

### IMPLEMENTING MEASURES:

1. The City shall protect and provide for the historical heritage of the City of Harrisburg by protecting structures identified in the Harrisburg's Register of Historic Resources and downtown Historic Overlay Zone. The City shall:
  - a. Encourage the continued operation and improvement of the historical museum
  - b. Promote incentives, such as appropriate building code exemptions, to encourage historic preservation efforts throughout the community.



- c. Adopt design standards for use by the Planning Commission to ensure that appropriate infill takes place in historic districts.
  - d. Protect historic resources from conflicting uses through implementation of alteration and demolition review procedures established in the Harrisburg Zoning Ordinance.
- 2. The Harrisburg Register of Historic Resources is the official City list of significant historic resources, which warrant protection. The Historic Resources Provisions of the Harrisburg Comprehensive Plan establish the Harrisburg Register of Historic Resources. (See Appendix B). The City shall keep the local historic inventory current.
- 3. The City of Harrisburg shall protect natural scenic resources by encouraging the conservation of significant riparian areas, open space, fish and wildlife habitat, and recreation trails. These resources shall be protected to the maximum extent feasible as set forth in the City's Safe Harbor Ordinance.
- 4. Prepare development and landscape standards for areas of significant environmental concerns. The City shall:
  - a. Maintain an inventory and map related to these sites which delineate their boundaries and other pertinent data relating to the resource.
  - b. Review development proposals to minimize negative impacts on the resource. Procedures shall be designed to mitigate any lost values to the greatest extent possible.
- 5. The City shall designate and map additional areas having special public value, and of significant environmental concern in terms of one or more of the following:
  - a. Economic value, e.g. tourist attraction, agricultural business, job retention;
  - b. Recreation value, e.g. rivers, streams, trails, wetlands, play fields;
  - c. Historic values, e.g. buildings, sites or landmarks;
  - d. Public safety, e.g. municipal water supply storage or watersheds, flood plains, and stream bank erosion areas;
  - e. Scenic value, e.g. areas valued for their special character or specific natural features;
  - f. Archeological value, e.g. areas valued for their historical, scientific and cultural value.
- 6. Require that legislative and quasi-judicial action affecting areas of significant environmental concern meet all applicable local, state, and federal regulations.

## GOAL 6: AIR, WATER, AND LAND RESOURCES QUALITY

*To maintain and improve the quality of the air,  
Water, and land resources of the state*

### GOAL:

The City of Harrisburg, recognizing that the health, safety, welfare, and quality of life of its citizens may be adversely affected by air, water and noise pollution, supports efforts to improve air and water quality and to reduce noise levels.

### POLICIES:

1. Maintain healthful ground and surface water resources, to prevent contamination of drinking water.
2. Ensure that all State and Federal regulations for air, water and noise quality are met.
3. Participate in state and regional plans and programs to reduce pollution levels.

### IMPLEMENTATION MEASURES:

1. Cooperate in the development and implementation of regional efforts to maintain and improve air, water and noise quality.
2. The City shall require the separation and buffering of industrial noise sources from residential areas, when feasible through such methods as setbacks and buffers.
3. The City will enforce its environmental standards and will recognize all applicable environmental quality standards and regulations of Linn County the Oregon Department of Environmental Quality, and the U.S. Environmental Protection Agency.
4. Adopt policies to encourage public sewer extensions into areas served by private septic systems.
5. Limit noxious air emissions that create a public nuisance and have a negative effect on livability in the community.
6. Establish and implement a mechanism to receive and report complaints regarding the quality of air, water and noise pollution.
7. The City shall develop the City's water supply to provide adequate amounts of clean, safe water to meet the City's future needs.
8. The City shall protect the sensitive groundwater area underlying Harrisburg. The City will coordinate with and support DEQ's effort to ensure that uses such as underground storage tanks, septic systems and land use practices are done in such a way as to protect this sensitive aquifer.
9. The City shall protect soils from excessive erosion by ensuring adequate erosion control measures by developers.
10. The City shall encourage development of renewable energy resources, such as solar power and low-head hydropower for individual, neighborhood, or community use through innovative zoning and tax incentives.

## GOAL 7: NATURAL HAZARDS

*To protect life and property from  
natural disasters and hazards.*

### GOAL:

To protect life and property from natural disasters and hazards

### POLICIES:

1. The City shall continue to participate in the FEMA Flood Insurance Program.
2. The City shall coordinate with the County to maintain a disaster relief and evacuation plan.
3. The City shall identify and map areas with development limitations.
4. Land identified as having development limitations shall be required to incorporate hazard mitigation design and techniques set forth in zoning ordinances prior to issuing a development permit.

### IMPLEMENTATION MEASURES:

1. A flood damage prevention section shall be maintained as part of the City's implementing ordinances to regulate the use of land identified as having development limitations as set forth in the development limitations map.
2. The implementing ordinances shall include provisions that may require an evaluation of the property to determine the need to incorporate design and construction techniques to reduce the hazard potential to life and property prior to the issuance of a building permit.
3. The City will continue to seek funding to implement the Kesling Street Surface Drainage Project.

## GOAL 8: PARKS AND RECREATION FACILITIES

*To satisfy the recreational needs of the citizens of the state and visitors and, where appropriate, to provide for the siting of necessary recreational facilities including destination resorts.*

### GOALS:

To acquire, develop and maintain parks and recreational opportunities and open spaces, for the use and enjoyment of Harrisburg's residents and visitors.

To provide for recreation needs through joint use of schools and other public facilities, private facilities, and other means, and by requiring park dedication or contribution as part of the development process.

### OBJECTIVES:

1. To maintain and enhance the unique character of Harrisburg's recreational resources.
2. To promote the preservation of open space in suitable areas within the City of Harrisburg and the Urban Growth Area.
3. To equitably spread the costs of maintaining and developing recreational opportunities in Harrisburg.
4. To encourage implementation and maintenance of the trails and interpretive area north of the boat ramp that is in public ownership.
5. To ensure that river front recreation be resource-based and not degrade river front resources.
6. To promote coordination and consistency with other policies and programs to assure availability of grants for continued river front enhancement projects.
7. The *Harrisburg Parks Master Plan* (August 2004) will serve as the guiding document for park acquisition and development.
8. Harrisburg's Master Bike Plan shall guide the city's efforts to develop future bikeways.
9. Each new subdivision shall provide recreation areas or an assessment to be retained in the Parks Development Fund and to be used toward neighborhood recreation development. Expenditures of the park development funds will be consistent with the City's Capital Improvement Plan.
10. The City will continue to work with residents and community groups to identify recreation needs, location of future park properties, to develop neighborhood parks, and to identify uses for undeveloped or underdeveloped park lands.

### IMPLEMENTATION MEASURES:

1. The City shall continue acquisition and development of parks and open space to meet the needs of residents as documented in Harrisburg's Parks Master Plan.
  - The City shall take action to include approximately 18 acres of the Knife River site south of town in the UGB for use as a community or regional park. The City plans to develop a park with urban amenities on the portion of the park within the UGB. These amenities may include: restrooms, parking lots, sports fields, picnic tables and shelter, playground equipment, and lights.

- The City shall prepare a master plan for the Knife River park site that details the types of activities, facilities and uses for the park. The master plan shall include a capital improvements plan that outlines anticipated costs, dates, and funding sources of proposed improvements.
2. The City shall encourage dedication of right-of-ways/easements necessary for trail development by those developing property along the Willamette River
  3. The City shall coordinate with lead agencies to provide public access to the Willamette River and in trail development and facilities.
  4. The City shall coordinate with the City's Transportation System Plan to add emphasis on development of bike routes as connections to the Riverfront Trail and to ensure alternative transportation or multi-purpose use of trail systems wherever possible.
  5. The City shall encourage developers to set aside park lands/open spaces through flexible zoning techniques such as cluster zoning which permits building of houses on smaller lots provided the space saved is dedicated for community purposes.

## GOAL 9: ECONOMICS

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

### GOALS:

- Diversify the economic base of the community.
- Encourage the growth of existing employers and attract new employers to Harrisburg that complement the existing business community.
- Promote the health of its economy by encouraging economic development that is compatible with the City's infrastructure, service provision capabilities, environment and the community's standards for quality of life.
- Implement the strategies in the Harrisburg Downtown Business Development and Marketing Plan.
- Support the maintenance and enhancement of the Harrisburg Historic District.
- Encourage the development and redevelopment of the commercial downtown core as an alternative to commercial sprawl.
- Provide for tourism related employment as an important part of the economic diversification effort.

### POLICIES:

1. Provide appropriately designated vacant buildable land in adequate quantities to meet the forecasted needs of Harrisburg according to the Harrisburg *Urbanization Study*, March 2013.
2. Plan and make public investments to meet the future demands of industrial, commercial and residential growth in Harrisburg.
3. Encourage and support development of the communications infrastructure to attract high tech business and industry.
4. Encourage tourism activities through the promotion of recreational /historic sites and tourist related businesses.
5. Encourage start up and growth of small to medium sized businesses providing family wage jobs.
6. Encourage investment in the Downtown Commercial Core, and support project activities in the Historic District.
7. Plan appealing people friendly streetscapes that make shopping downtown an enjoyable experience and accommodate public gathering for both residents and visitors.
8. Encourage cooperation between public and private sectors to support economic growth.
9. Preserve prime industrial land on sites larger than 20 acres for future industrial uses.

### IMPLEMENTING MEASURES:

1. The Downtown Commercial Core:
  - a. Improve the visual appearance of the downtown by encouraging street trees, furniture, murals, historic facades when public and private development and or redevelopment is undertaken.



- b. Conserve historically significant places and properties as listed in the Harrisburg's Historic Register and aid in the rehabilitation of buildings and properties, particularly in the Downtown Historic District.
  - c. Work with the Linn County Tourism Coalition, State Tourism, The Heritage River Program and Historical Society to link tourism, riverfront development and downtown revitalization efforts on a regional level as well as at the local level.
  - d. Work with the Harrisburg Area Museum Board of Directors to link and promote the museum to the historic downtown/riverfront area and with regional tourism efforts.
  - e. Construct or improve infrastructure as needed.
  - f. Provide an adequate amount of appropriately located off street parking
2. Highway 99E commercial district
- a. Provide for highway commercial developments in areas along highway 99E where this is the predominant land use.
  - b. Improve the visual appearance by encouraging street trees, furniture, murals, and historic facades when public and private development and or redevelopment is undertaken.
  - c. Construct or improve infrastructure as needed; plan and coordinate improvement projects with the Oregon Department of Transportation (ODOT).
3. 6<sup>th</sup> and LaSalle Streets commercial district
- a. Encourage the use of the southwest corner of this intersection as a grocery store and other retail.
  - b. As development is suggested, prepare an access plan to limit the number of access points from the private property to the public street.
  - c. As development is suggested, consider extending a private street to the west from South 6<sup>th</sup> Street, in line with Sommerville Loop, and require landscaping that will serve as a buffer between the commercial use and the manufacturing use.
4. Industrial areas
- a. Provide for industrial development located with good access to I-5, arterial streets; rail facilities; and fire protection.
  - b. Construct or improve infrastructure as needed.
  - c. Require all new industrial development to pay an equitable share of the cost of required capital improvements.

## GOAL 10: HOUSING

*Provide for the housing needs of citizens of the state*

### GOALS:

To meet the housing needs of the community by providing choice in the type, density and cost of housing

Provide and maintain adequate public facilities in all parts of the community and promote a logical and orderly development of those facilities. Require new housing developments to pay an equitable share of the cost of required capital improvements.

Promote the efficient use of vacant land by encouraging in-fill development which is sensitive to existing neighborhoods, and by encouraging new development which achieves the density allowed by the comprehensive plan.

Strengthen existing, and promote new neighborhood centers as focal points for neighborhood services.

### POLICIES:

1. The City shall work with the community, private industry, and other local governmental units and the appropriate state and federal agencies in developing an adequate number of housing units at a price commensurate with their ability to pay.
2. Housing shall be made available in a variety of prices and designs so as to meet the housing needs of a diverse community, including housing for persons of different income levels and ages.
3. The City shall encourage upgrading of deteriorating housing stock through urban renewal programs and enforcing nuisance and hazard ordinances.
4. High-density residential development, not to exceed 18 units per net acre (not including right-of-ways), shall be dispersed throughout the city including around the central commercial areas or in areas with good access to collector or arterial streets.
5. Medium-density residential development, with a range of two to 12 units per net acre (not including right-of-ways), shall be dispersed throughout the city including around the central commercial areas or in areas with good access to collector or arterial streets.
6. Low-density residential development, not to exceed six units per net acre (not including right-of-ways), shall occur mostly in the eastern areas of the city.
7. Target ratios by Plan Designation are: 61 % Low-Density Residential, 26% Medium-Density Residential, and 14% High-Density Residential.
8. Residential development shall occur, to the greatest extent possible, on designated buildable lands free from flood hazard, severe soil limitations or other natural or man-made hazards.
9. Residential development shall coincide with the provision of adequate streets, water and sanitary sewerage and storm drainage facilities. These facilities shall be:
  - a. capable of adequately serving all intervening properties as well as the proposed development and,
  - b. designed to meet City standards.
10. Areas for location of residential manufactured housing on individual lots shall be provided.

11. The city shall encourage programs that provide assistance or incentives for energy conservation adjustments on existing housing.
12. The City shall consider alternative residential design techniques and will amend the zoning ordinance to provide for those techniques that the City views as being beneficial to the community. Design techniques that could be beneficial to the community are those that would provide:
  - a. Methods to reduce the cost of housing;
  - b. Greater housing choice;
  - c. Efficient land use;
  - d. Efficient energy use

## **IMPLEMENTING MEASURES:**

1. Low density residential:
  - a. Single family residential shall be in areas designated Low Density Residential on the Comprehensive Plan map.
  - b. Adequate water and sanitation will be available without exception
2. Medium density residential:
  - a. Medium density zones shall be in those areas designated Medium Density Residential on the Comprehensive Plan map, and shall be allowed consistent with the residential land needs analysis.
  - b. Medium Density Residential shall be located along or near arterial or collector streets to improve transportation flow and options.
  - c. Adequate sanitary sewer, storm sewer, and water lines shall be available without exception.
  - d. Street access to the property shall provide entrance for emergency vehicles.
  - e. Landscaping shall be required and maintained for multi-family structures.
3. High density residential:
  - a. High density zones shall be in those areas designated High Density Residential on the Comprehensive Plan map, and shall be allowed consistent with the residential land needs analysis.
  - b. Access to arterial or collector streets shall be directly available.
  - c. Adequate sanitary sewer, storm sewer, and water lines shall be available without exception.
  - d. Street access to the property shall provide entrance for emergency vehicles.
  - e. Landscaping shall be required and maintained for multi-family structures.
4. Manufactured Home Parks:
  - a. Manufactured home parks shall be located in areas with arterial or collector street access.
  - b. Manufactured home parks shall have sanitary sewers, adequate water (including fire fighting capacity) and storm sewers.
  - c. Manufactured home parks shall be subject to the conditions set forth in the City Ordinance addressing the same.
  - d. Landscaping shall be required and maintained for mobile home parks.
5. 4. Neighborhood Commercial:

- a. A neighborhood commercial zone shall be established at those areas designated NC on the Land Use Plan Map. New neighborhood centers may be identified, and shall apply to parcels proximate to a neighborhood focal point, such as an intersection, with no specific area or size limitations provided that the boundaries of the center are located generally along alleys or mid-block.
  - b. Development standards for NC overlay zone shall be prepared. The overlay zone shall be applied to underlying residential zones.
  - c. Neighborhood Centers are intended to rely primarily on pedestrian traffic, thereby reducing automobile strips and related off-street parking where feasible and alleviating conversion of front lawns to parking lots. Rear access parking will be encouraged. Streetscape qualities shall be enhanced through the use of pedestrian spaces with benches and street trees for shade.
6. 5. Cluster Zoning:  
The City shall provide for more flexible zoning in residential areas by allowing developers to build homes on smaller lots as long as the space saved is dedicated to community purposes. Cluster zoning reduces development costs while preserving valuable neighborhood open space for parks and community/neighborhood functions.

## GOAL 11: PUBLIC FACILITIES AND SERVICES

*To plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development.*

### GOAL:

To plan and develop a timely, orderly, and efficient arrangement of public facilities and services to serve as a framework for urban development.

To support public facility extensions when new development provides its own financing. The cost of new growth should, to the extent possible, be borne by the new growth itself.

### POLICIES:

1. Encourage the development of public and private facilities that meet the community's economic, social, cultural, health, and educational needs.
2. Require all future urban level development to be served by public sanitary sewer and water.
3. The City shall provide or require public facilities and services in advance of, or concurrent with development. Within the Urban Growth Boundary, the City shall encourage Linn County to provide or require public facilities and services in advance of or concurrent with development, consistent with the Harrisburg-Linn County Urbanizable Area Agreement.
4. Public facilities and services shall be provided to permit the development of an adequate housing supply.
5. High quality water supply and distribution systems shall be maintained to meet current and future domestic, commercial and industrial needs.
6. Future streets shall be planned in a manner that will ensure City water mains can be looped so that adequate water pressure can be provided in all parts of the city.
7. School boards shall submit proposals for school sites and school facilities to the Planning Commission for review and comment.
8. Provide adequate fire and police protection in keeping with population growth.
9. Promote the health and well-being of the residents of the City by encouraging an adequate program for solid waste disposal.
10. Encourage programs to provide recycling services.

### IMPLEMENTING MEASURES:

1. The City shall develop a Capital Improvements Plan to outline the phasing and development of public facilities. The Capital Improvements Plan will be consistent with the City's Water System Master Plan; Transportation System Plan; Surface Drainage Plan; and Parks Master Plan.
2. The availability of necessary public facilities and services shall be incorporated as a consideration in the review of subdivision and zoning ordinance applications and annexation requests.

## GOAL 12: TRANSPORTATION

*To provide and encourage a safe, convenient and economic transportation system.*

### GOALS:

To provide and encourage a safe, convenient and economic transportation system

### POLICIES:

1. Encourage transportation services for senior citizens and other transportation disadvantaged.
2. Encourage the development of a system of sidewalks and bike paths linking major areas of the City.
3. Continue to seek funding to implement Harrisburg's Bicycle Master Plan.
4. Participate in regional and statewide transportation planning in order to ensure access to all modes of transportation for the citizens of Harrisburg.
5. Encourage alternative truck routes for industry, agricultural business and commercial traffic.
6. To eliminate potentially hazardous situations and facilitate pedestrian access to the downtown commercial district, the City shall encourage the State Department of Transportation to:
  - a. Approve a four way stop or stop light at the intersection of 3<sup>rd</sup> Street (highway 99E) and Smith Street; and
  - b. Evaluate all speed zones in the city.
7. The City shall encourage Linn County to upgrade all County roads within the city limits and Urban Growth Boundary, to city standards for curbs, gutters, streets, and sidewalks.
8. Provide an adequate system of arterial and collector streets to provide for the needs of the residential, commercial and industrial areas of the community shall be maintained.
9. The City will encourage the Oregon Department of Transportation (ODOT) to construct a bikeway from Harrisburg to Junction City.
10. The City's Transportation System Plan shall serve as the city's transportation planning document and the prioritized capital improvement projects therein shall be reflected in the City's Capital Improvement Plan.

### IMPLEMENTING MEASURES:

1. Implementation of the Transportation System Plan, including recommendations of Best Management Practices.
2. A convenient and economic system of transportation shall be encouraged, to provide for needy senior citizens and the transportation disadvantaged.
3. Implementing ordinances shall consider the following community desires:
  - a. Safer and more clearly defined access to downtown at Smith Street and Highway 99E
  - b. Mixed use areas should be promoted to allow employment and shopping opportunities in residential areas, thereby reducing vehicular trips.



- c. Pedestrian and bicycle needs should be considered in all public and private development and redevelopment.
- d. Street widths should be flexible based on traffic demands of the project area.

Addendum 2

## GOAL 13: ENERGY CONSERVATION

*To conserve energy*

### GOALS:

To conserve energy in existing and proposed community development

### POLICIES:

1. Actively assist and encourage the development of alternative sources of energy.
2. Encourage conservation techniques for all new industrial, commercial, single and multi-family developments and encourage site planning, landscaping and construction, which support solar energy use and conservation.
3. Promote weatherization programs.
4. Promote super good cents housing concepts.
5. Encourage recycling and conservation efforts.
6. Encourage renewal and conservation of existing neighborhoods and buildings. Promote mixed use zoning areas that provide for close relationships among developments for living, working, shopping and recreation. Encourage infilling of passed over vacant land.

### IMPLEMENTING MEASURES:

1. Research appropriate standards to protect the availability of sunlight and wind as energy sources.
2. Information will be made available concerning local conservation programs.
3. The City should make available information about the appropriate tax benefits of, and the availability and location of buildable lands in the urban growth area.

## GOAL 14: URBANIZATION

*To provide for an orderly and efficient transition from rural to urban land use.*

### GOALS:

- To provide for an orderly and efficient transition from rural to urban land use.
- To provide enough land in appropriate types and locations for the anticipated growth needs of the City of Harrisburg as set forth in the Harrisburg *Urbanization Study* (June 2013).
- To coordinate with Linn County in order to manage the urban growth boundary and the conversion of land within the boundary for urban uses.
- To encourage development in areas already served by major public facilities before extending services to areas not served.
- To provide for the orderly and efficient provision of public facilities and services.

### POLICIES:

1. Establishment and change of the Urban Growth Boundary shall be based upon the following considerations:
  - a) Land Need: Establishment and change of urban growth boundaries shall be based on the following:
    - i) Demonstrated need to accommodate long range urban population, consistent with a 20-year population forecast coordinated with affected local governments; and
    - ii) Demonstrated need for housing, employment opportunities, livability or uses such as public facilities, streets and roads, schools, parks or open space.
  - b) Boundary Location: The location of the urban growth boundary and changes to the boundary shall be determined by evaluating alternative boundary locations consistent with ORS 197.298 and with consideration of the following factors:
    - i) Efficient accommodation of identified land needs;
    - ii) Orderly and economic provision of public facilities and services;
    - iii) Comparative environmental, energy, economic and social consequences; and
    - iv) Compatibility of the proposed urban uses with nearby agricultural and forest activities occurring on farm and forest land outside the UGB.
2. Encourage the orderly annexation of land within the Urban Growth Boundary to the City of Harrisburg.
  - a. Adequate public utilities shall be planned or provided for, per local and State Statutes, to service an area when annexation is considered. This includes but is not limited to, storm sewer, sanitary sewer and water service.
  - b. Public facilities such as roads, street lights, parks, and fire hydrants may be required for development of the area in question and shall be subject to review prior to annexation.
  - c. Upon annexation, an official plat of the parcel(s) in question shall be filed if such a document does not exist. Any plat shall be subject to review by the Planning Director/Administrator, the Planning Commission and the City Council as set forth in the Subdivision Ordinance.

3. Conversion of urbanizable land to urban land uses shall be based on consideration of:
  - a. Orderly, economic provisions for public facilities and services;
  - b. Availability of sufficient land for the various uses to enhance choices in the market place;
  - c. Encouragement of development within urban areas before conversion of urbanizable areas;
  - d. LCDC goals
4. Zoning of newly annexed areas shall comply with the Comprehensive Plan Land Use Map and Development Guidelines.
5. Sewer and water services shall not be extended outside of the City Limits except under unusual circumstances. A finding that unusual circumstances exist shall be related to both of the following:
  - a. a public health need or the future viability of an existing industry; and
  - b. a determination that the provision of sanitary sewers or domestic water supply is vital to the operation of a particular use.

## GOAL 15: WILLAMETTE GREENWAY

*To protect, enhance and maintain the natural, scenic, historical, agricultural, economic and recreational qualities of lands along the Willamette River as the Willamette River Greenway.*

### GOALS:

To protect, conserve, enhance, and maintain the natural, scenic, historical, agricultural, economic, and recreation qualities of land along the Willamette River.

### POLICIES:

1. Lands West of 1<sup>st</sup> Street from Safari Motor Coaches RV parking area in the north to Fountain Street in the south, shall be set aside for open space and recreation
2. The Willamette River Greenway shall be shown on the Harrisburg Comprehensive Plan Map and Zoning Map.
3. The City will review all intensification, change of use and developments to ensure compatibility with the Willamette River and the Willamette River Greenway Goal.
4. The City will work with appropriate Federal, State and local agencies to:
  - a. Protect resources associated with the Willamette River and the Greenway;
  - b. Alleviate problems associated with the Willamette River and the Greenway, such as streambank erosion and bar accretion.
  - c. Provide public access to the river in urban and urbanizable areas.
5. The City will continue to work with property owners and public agencies to acquire the land for open space and recreational use north of Safari Motor Coaches RV park north to the City's Sewer Lagoon property.

## **GOAL 16: ESTUARINE RESOURCES**

This goal does not apply to Harrisburg.

## **GOAL 17: COASTAL SHORELANDS**

Goal 17 does not apply to Harrisburg, as there are no areas designated as coastal shorelands within the Harrisburg Urban Growth Boundary.

## **GOAL 18: BEACHES AND DUNES**

Goal 18 does not apply to Harrisburg, as there are no areas designated for beaches or dunes within Harrisburg's Urban Growth Boundary.

## **GOAL 19: OCEAN RESOURCES**

Goal 19 does not apply to Harrisburg, as there are no areas designated for ocean resources within Harrisburg's Urban Growth Boundary.



Addendum 2

# Marketing Plan 2025



# In This Plan

03

Brand Position

4

Situation

5

Strategic Objectives & Goals

7

Key Audiences & Messages

11

Marketing & Communications Tactics

12

Marketing

13

Social Media & Social Media Strategy

18

REAL Partners

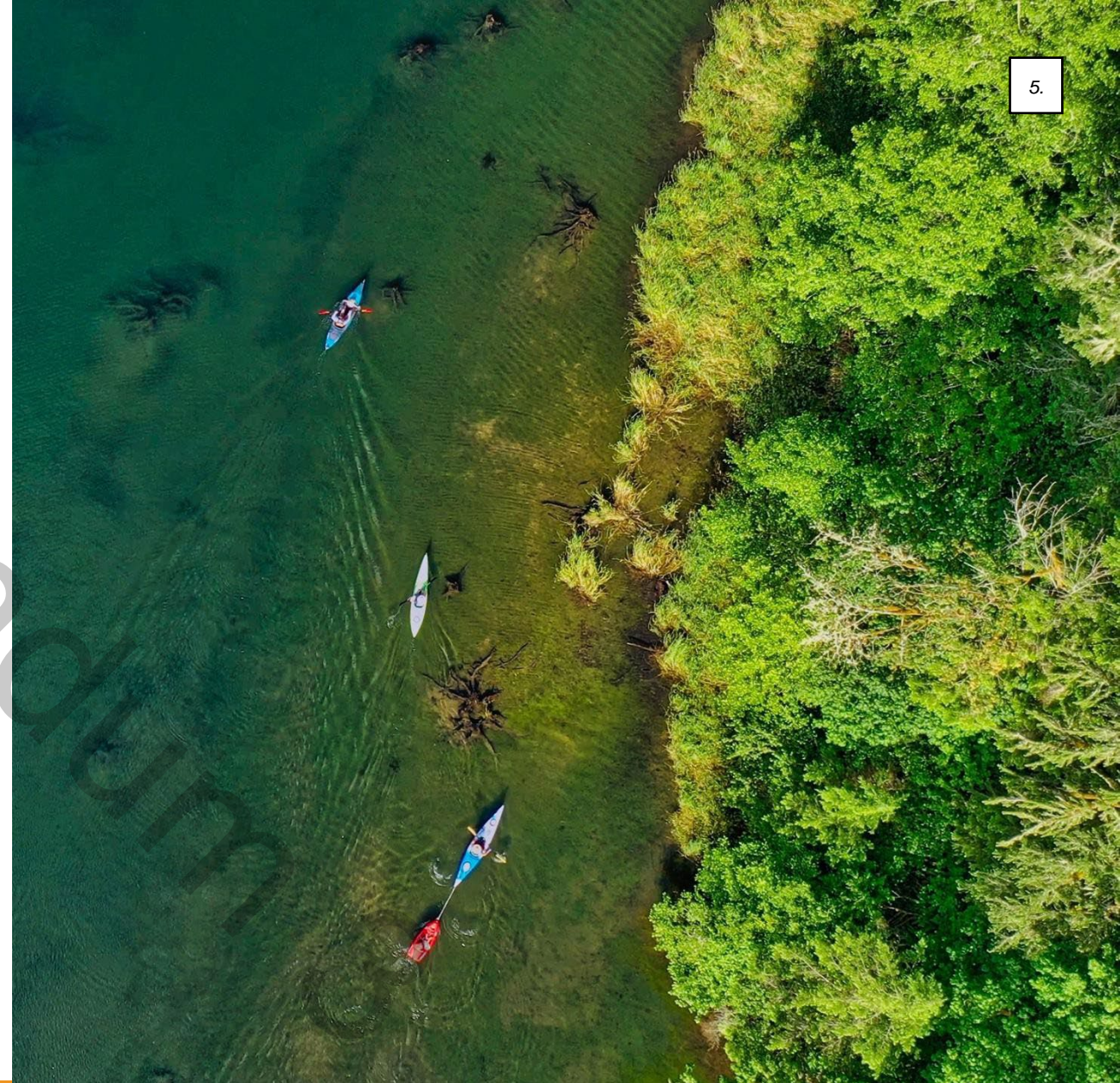


# Brand Position

## RURAL ECONOMIC ALLIANCE

*Be part of something bigger*

When you do business in Oregon's Mid-Willamette Valley, you can feel the difference. It's a community where people feel like they belong, and businesses share a sense of contributing to the broader economic well-being of the region. We accomplish more by working together. Here, you can make a REAL impact.





# Situation

The Rural Economic Alliance (REAL) is in the process of establishing its role as a central advocate for economic development in Linn and Benton counties. However, the \*recent business community survey highlights a low level of brand awareness and underutilization of REAL's resources.

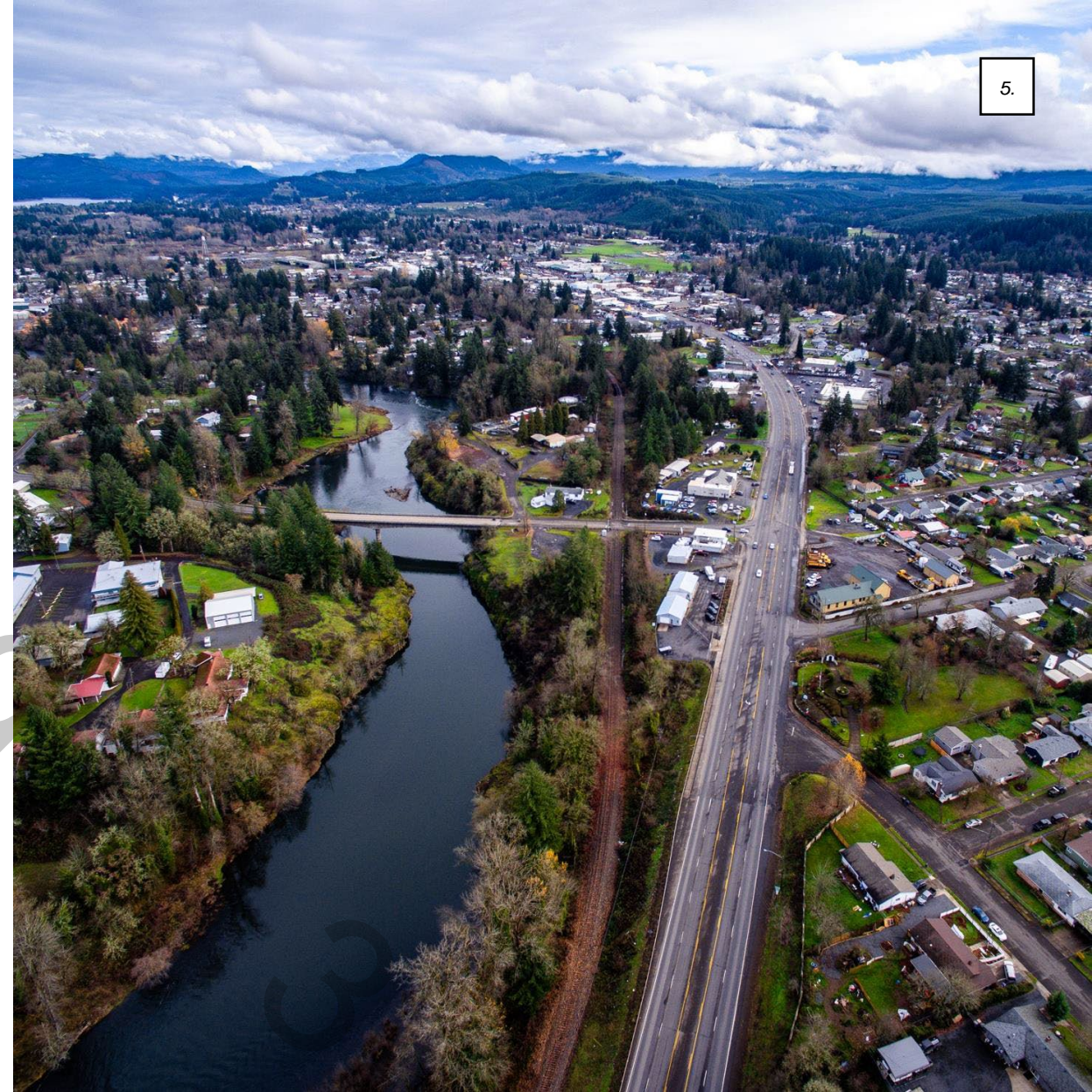
Key findings include:

- A significant portion of businesses surveyed are unaware of REAL and its offerings.
- Many business owners have not visited the REAL website or engaged with its programs.
- REAL's role as a resource hub and advocate for regional businesses is not yet widely recognized within the community.

Despite this, there is a clear need for the services REAL provides, such as financial guidance, workforce support and business promotion. By improving its visibility and increasing engagement, REAL can solidify its position as a trusted resource for business owners, entrepreneurs and local stakeholders.

Currently, REAL stands at a critical juncture where building brand awareness and demonstrating tangible impact are essential to becoming a recognized leader in driving economic growth and community development across rural Linn and Benton counties.

*\*September-October 2024*





# Strategic Objectives

REAL's strategic objectives are outlined in their strategic plan and include the following:

1. **Retention and Expansion:** Create conditions that make it possible for business to stay and expand in the REAL region.
2. **Recruitment:** Diversify the region's economic base by supporting attraction and recruitment of business to rural Linn and Benton counties.
3. **Land Use:** Remove barriers to productive use of land and maximize the limited supply of buildable land.
4. **Entrepreneurship:** Support the founding of new business in the REAL region.
5. **Advocacy:** Move political action and funding toward the key priorities of rural businesses.
6. **Marketing & Stakeholder Engagement:** Create brand recognition for REAL and promote our rural communities as great places to live, visit and start or expand a business.





# Goals & Metrics

## MEASUREMENT DASHBOARD – HOW TO TRACK SUCCESS

Provide monthly updates and campaign reports. Start by measuring what matters most.

Create an annual report sharing what's in progress and what's been completed while setting benchmark goals for the following year.

After benchmarking year one goals, the following year may include:

- Achieve a 20% increase in social media engagement
- Boost website traffic 15%
- Secure 4-story placements with an estimated 1 million impressions annually

Keep track of attendance at REAL-supported trainings and events and the # of advising hours/clients seen by the SBDC. Include success indicators as outlined by the strategic plan.

Metric	FY24/25	FY25/26	YOY Change %
Paid Media			
Impression volume (marketing)	benchmark		
Total clicks (ads)	benchmark		
Click-through rate (ads)	benchmark		
Earned Media			
Number of articles (pr)	benchmark		
Number of articles influenced (pr)	benchmark		
Number of trainings/events held	benchmark		
Owned Media			
New users (website)	benchmark		
Users (website)	benchmark		
Page View (website)	benchmark		
Total followers (social)	benchmark		
Engagement % (social)	benchmark		
Post total reach (social)	benchmark		
Total engagements (social)	benchmark		
Link clicks (social)	benchmark		

Exhibit B



## Key Audiences & Messages



# Key Audiences

## Current Business Owners (Linn & Benton Counties)

Needs: Financial assistance, workforce support and marketing resources.

Top Channels:

- Chamber of Commerce newsletters/websites.
- Email campaigns via partners (targeted business updates).
- Local business events and networking opportunities.
- Social media platforms: Facebook, LinkedIn.

## Local Governments & Stakeholders

Needs: Alignment on land use, economic incentives and workforce development.

Top Channels:

- Direct communications: email, presentations, meetings.
- Website content updates: data reports, success stories.
- Quarterly reports shared with city councils.

## Prospective Entrepreneurs/ Startups

Needs: Access to capital, business guidance and training programs.

Top Channels:

- Social media platforms: Facebook, LinkedIn.
- Partnerships with the SBDC, LBCC (events, workshops).
- Local media outlets: regional newspapers, radio.
- Word-of-mouth campaigns via community associations.

## Community Members

Needs: Build awareness of local businesses and opportunities for growth that enhance local quality of life.

Top Channels:

- Social media campaigns promoting shop local.
- Local events: markets, community gatherings.

# Key Messages

## 1. REAL is the trusted advocate for rural businesses in Linn and Benton counties.

We support local businesses by connecting them to resources, addressing challenges and advocating for policies that enable growth, workforce development and economic success.

## 2. REAL helps businesses thrive by providing access to essential tools and resources.

Whether it's funding opportunities, workforce solutions, or operational support, REAL serves as a hub for the information and assistance businesses need to grow and succeed.

## 3. REAL fosters entrepreneurship and business expansion to strengthen rural economies.

By partnering with regional organizations like the SBDC, LBCC and local chambers, we provide training, support and opportunities for new and growing businesses.

## 4. REAL is building vibrant communities by promoting local businesses and removing barriers to growth.

Through strategic planning, land use solutions and "shop local" initiatives, REAL creates opportunities for businesses to thrive while enhancing the quality of life in our communities.

## 5. REAL connects businesses, partners and local leaders to drive economic development.

We bring stakeholders together to develop solutions, share resources and champion initiatives that create a stronger, more resilient regional economy.

# Key Themes by Audience

## Business Owners

- REAL connects you to funding, workforce solutions and tools to grow your business.
- Whether it's expanding operations or finding skilled employees, REAL is here to help.

## Government Partners

- Collaboration with REAL removes barriers for businesses, attracts investment and enhances regional development.
- Through advocacy and strategic planning, REAL advances land use and economic incentives.

## Entrepreneurs

- Launch your business with confidence. REAL provides resources, training and pathways to success.
- REAL connects you with grants, funding opportunities and expert guidance.

- Support local businesses that strengthen our rural economy and enhance quality of life.
- Together, we can make Linn and Benton counties great places to live, work and grow.

## Prospective

## Community Members

An aerial photograph of a town street at dusk. The street is wide and multi-laned, with traffic lights and cars visible. On the left side of the street, there are several commercial buildings, including a large parking lot with many cars. On the right side, there are more buildings, including a theatre with a large sign that says "Theatre" and a marquee displaying silhouettes of people. In the background, there are mountains and a water tower on the left. The sky is dark blue, and the overall scene is illuminated by streetlights and building lights.

# Marketing & Communication Tactics



## Marketing Tactics |2025

Initiatives	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Role
1. Evaluate opportunities to partner with the Small Business Development Center, with the Lebanon and Sweet Home Chambers of Commerce, Business Oregon, i.e. (see slide 19)to expand REAL's reach within Linn and Benton counties.													REAL
2. Increase brand awareness by attending industry events as REAL.													REAL
3. Develop and produce a brochure with QR codes to generate interest and provide essential information to potential and current business owners. <ul style="list-style-type: none"> <li>Distribute brochures at Chambers of Commerce, the SBDC and local government buildings.</li> <li>Offer downloadable versions on RuralEconomicAlliance.com and promote through social media channels.</li> </ul>													JayRay
4. Increase local brand awareness by creating window clings with REAL branding and distributing them to local business owners to display in their windows.													JayRay
5. Conduct quarterly interviews and collect business success stories in Linn and Benton County. Include quotes in the REAL brochure, publish success stories to the REAL website and create shareable social media posts to distribute to partners for recruitment, retention and expansion efforts.													JayRay
6. Conduct photo shoot to build asset library for all marketing initiatives.													JayRay
7. Create a measurement dashboard to track success indicators. Create year-one benchmarks and then begin tracking year-over-year progress.													REAL
<b>JayRay estimated cost of items 3-5: \$16,000-20,000</b> <b>JayRay estimated cost of item 6: \$10,000-12,000</b>  <b>Aspirational: Conduct video shoot of up to 4 success story videos to be used on website, social media and in recruitment efforts. Additional ~\$15,000 to accompany on the photoshoot.</b>													

## Social Media Tactics |2025

Initiatives	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Role
1. Implement social media strategy, posting up to twice a week.													REAL
2. Reshare City, chamber, SBDC and other partner content as relevant to your audiences.													REAL
3. Align social posts with website content to balance original and curated content.													REAL
<b>Estimated Social Media Program: ~\$24,000</b> <b>+Aspirational:</b> Increase posting cadence from 2x a week to 3x a week.													

# Social Media Strategy

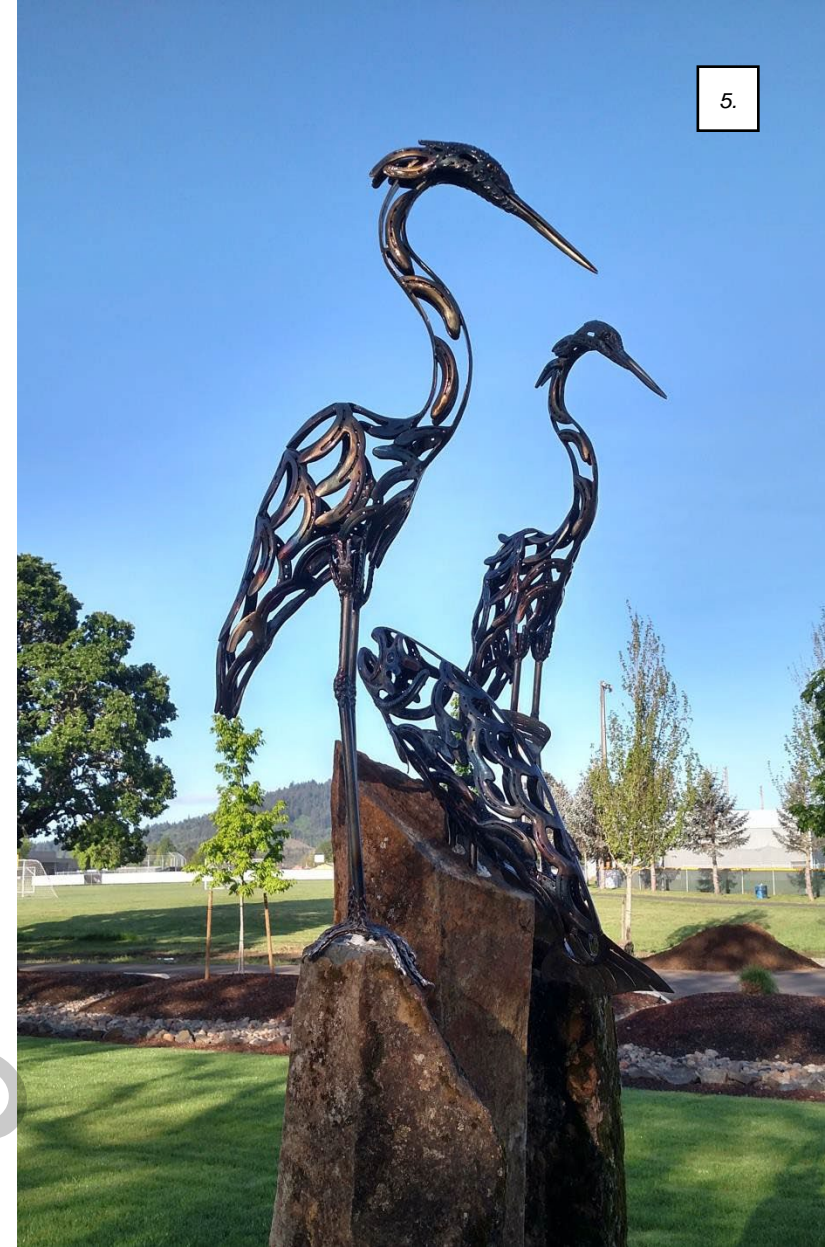
## WHY DOES SOCIAL MEDIA MATTER TO BUSINESS OWNERS?

Social media is a source of information and inspiration. Potential business owners and larger business enterprises use social media as a tool to find out what resources exist to support businesses in the communities where they consider building.

Current business owners look to social media for up-to-date information on upcoming trainings and legislative changes and community members look to social media to learn about local businesses and events. REAL must meet their communities where they are.

## SOCIAL MEDIA GOALS

- Promote REAL as a resource for starting and doing business in rural Linn and Benton counties.
- Encourage prospective businesses to choose to do business in Linn and Benton counties.
- Engage with partner organizations and share local resources, trainings and events.
- Share about advocacy work and provide calls to action.
- Inspire locals to support local businesses.



# Content Pillars

## BUSINESS RESOURCES & EDUCATION

REAL connects business owners and prospective business owners with funding opportunities and business education.

- Share tools, grants and training options to support retention and entrepreneurship.
- Share content from area partners, promote partner events, skills trainings and job fairs.

## SUCCESS STORIES & TESTIMONIALS

REAL supports business owners and entrepreneurs in achieving their goals.

- Posts that highlight businesses in Linn and Benton counties.
- Posts about the work businesses are doing with REAL.
- Quotes from area business owners.

## ADVOCACY

REAL advocates to help move political action and funding toward the key priorities of rural businesses.

- Posts about the advocacy work REAL and their partners are doing.
- Calls to action with how REAL community members can support their advocacy.



# Content Pillars

## RECRUITMENT

REAL helps diversify the region's economic base by supporting the attraction and recruitment of businesses in rural Linn and Benton counties.

- Posts sharing regional development updates; share progress on land use plans, shovel-ready sites and infrastructure improvements.
- Reshare local government updates on land use updates and enterprise zones.
- Link back to information on [RuralEconomicAlliance.com](https://RuralEconomicAlliance.com) when possible.

## COMMUNITY CAMPAIGNS

Promote REAL rural communities as great places to live and visit to create brand recognition and goodwill with local community members, as well as paint a picture of a high quality of life for prospective business owners.

- Posts that highlight unique attractions in your local communities.
- Highlight upcoming local events.
- Spotlight businesses and things to do in the area.



# Channels Overview

## PRIORITY 1

### Facebook

- Publish to feed twice a week

### Why Facebook:

- Third most visited site on the internet, following Google and YouTube.

### Focus on Facebook:

- Business resources & education
- Website content
- Local business success stories
- Earned media coverage
- Advocacy
- Recruitment
- Community campaigns
- Partner events, opportunities and updates

## PRIORITY 2 (ASPIRATIONAL)

### LinkedIn

- Publish to feed twice a week

### Why LinkedIn:

- LinkedIn is the social network for business.

### Focus on LinkedIn:

- Business resources & education
- Recruitment
- Local business success stories
- Earned media coverage
- Advocacy
- Partner events, opportunities and updates





# REAL Partners

## CITIES

[CITY OF ADAIR VILLAGE](#)

[CITY OF BROWNSVILLE](#)

[CITY OF HALSEY](#)

[CITY OF HARRISBURG](#)

[CITY OF MONROE](#)

[CITY OF LEBANON](#)

[CITY OF PHILOMATH](#)

[CITY OF SWEET HOME](#)

[CITY OF TANGENT](#)

## CHAMBERS OF COMMERCE

[BROWNSVILLE CHAMBER](#)

[TRI-COUNTY CHAMBER](#)

[LEBANON CHAMBER](#)

[PHILOMATH CHAMBER](#)

[SWEET HOME CHAMBER](#)

## DOWNTOWN ASSOCIATIONS

[LEBANON DOWNTOWN ASSOCIATION](#)

[BUSINESS ASSOCIATION OF MONROE](#)

## OTHER PARTNERS

[RAIN CATALYSTS](#)

[OREGON SECRETARY OF STATE OFFICE](#)

[OREGON ENTREPRENEURS NETWORK](#)

[SMALL BUSINESS DEVELOPMENT CENTER](#)

[OREGON CASCADES WEST COUNCIL OF GOVERNMENTS](#)



[CORVALLIS BENTON COUNTY ECONOMIC DEVELOPMENT OFFICE \(EDO\)](#)

[BUSINESS XPRESS](#)





## Thank You

 @RuralEconomicAllianceREAL  
 RuralEconomicAlliance.com

## Monthly Code Enforcement Report

May 2025

Area/Location:	Issue:	Action(s) taken:
8 <sup>th</sup> & Burton	Junk/Nuisance Vegetation	Cited into Muni Court 5/14/25
End of Emily Ln	RV stored on street	Building documentation
Erica Way	Trailers on street	Letter to be mailed (LCSO advised)
End of Heckart Ln	Vehicle on street	Letter to be mailed (LCSO advised)
S. 9 <sup>th</sup> St	Vehicle on street	Letter to be mailed (LCSO advised)
4 <sup>th</sup> & Schooling	Vehicles & Vegetation	Building documentation
6 <sup>th</sup> & Priceboro	Trees obscuring vision	Letter sent, will continue to check on
3 <sup>rd</sup> & Lasalle	Vegetation	Letter sent, resolved/no violation
9 <sup>th</sup> & Greenway	Junk	Another letter to be sent

### Overall narrative:

Main topics of concern recently are long-term parking of vehicles on the street and vegetation/junk (they seem to go hand-in-hand). LCSO and Coburg PD are being provided with Code Enforcement "focus areas" as well. Previous actions and resolutions seem to be getting noticed as some prior areas of concern have been improving. Code Enforcement has also substantially increased their visibility with regular follow up/patrols and face-to-face contact with Harrisburg citizens (the "Let's All Be Good Neighbors for a Better Harrisburg" approach).

With the Summer events season approaching, Code Enforcement will be stepping up vegetation/junk notifications and certain residents will be strenuously encouraged to take advantage of the annual Citywide Cleanup at no cost to help avoid potential violation(s)/citation(s)/fine(s).

## Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
<b>1845</b>						
1845	AB Utility Contractors Inc.	6678	Concrete Work	01/29/2024	2,741.26	51-65-4600
Total 1845:					2,741.26	
<b>1206</b>						
1206	Analytical Lab & Consultants	174416	Water Testing	04/09/2025	265.00	51-65-4200
1206	Analytical Lab & Consultants	174417	Water Testing	04/09/2025	332.00	52-65-4200
1206	Analytical Lab & Consultants	174418	Water Testing	04/09/2025	332.00	52-65-4200
1206	Analytical Lab & Consultants	174539	Water Testing	04/15/2025	332.00	52-65-4200
1206	Analytical Lab & Consultants	174540	Water Testing	04/15/2025	361.00	52-65-4200
1206	Analytical Lab & Consultants	174541	Water Testing	04/15/2025	45.00	52-65-4200
1206	Analytical Lab & Consultants	174721	Water Testing	04/23/2025	426.00	52-65-4200
1206	Analytical Lab & Consultants	174722	Water Testing	04/23/2025	74.00	52-65-4200
1206	Analytical Lab & Consultants	174774	Water Testing	04/25/2025	332.00	52-65-4200
1206	Analytical Lab & Consultants	174775	Water Testing	04/25/2025	361.00	52-65-4200
1206	Analytical Lab & Consultants	174816	Water Testing	04/28/2025	332.00	52-65-4200
1206	Analytical Lab & Consultants	174941	Water Testing	04/30/2025	361.00	52-65-4200
Total 1206:					3,553.00	
<b>2225</b>						
2225	B & I Hardware & Rental	10987/1	P/W Misc Supplies.	05/05/2025	59.98	10-72-6700
2225	B & I Hardware & Rental	10988/1	P/W Misc Supplies.	05/05/2025	10.00	10-72-6700
Total 2225:					69.98	
<b>2946</b>						
2946	BNSF Railway Company	25005469	Park Lease	05/06/2025	513.98	10-72-2100
Total 2946:					513.98	
<b>3693</b>						
3693	Branch Engineering Inc	23046	Engineering Services	04/29/2025	4,173.75	51-71-2100
3693	Branch Engineering Inc	23047	Engineering Services	04/29/2025	890.00	11-42-2100
3693	Branch Engineering Inc	23048	Engineering Services	04/29/2025	7,863.00	51-78-8015
3693	Branch Engineering Inc	23049	Engineering Services	04/29/2025	5,197.50	61-70-7600
3693	Branch Engineering Inc	23050	Engineering Services	04/29/2025	1,806.25	10-41-4000
3693	Branch Engineering Inc	23051	Engineering Services	04/29/2025	3,052.50	51-71-2100
3693	Branch Engineering Inc	23052	Engineering Services	04/29/2025	2,905.00	11-42-2100
3693	Branch Engineering Inc	23161	Engineering Services	05/20/2025	517.50	11-42-2100
3693	Branch Engineering Inc	23162	Engineering Services	05/20/2025	42,284.71	51-78-8015
3693	Branch Engineering Inc	23163	Engineering Services	05/20/2025	4,802.50	10-41-4000
3693	Branch Engineering Inc	23164	Engineering Services	05/20/2025	232.50	11-42-2100
3693	Branch Engineering Inc	23176	Engineering Services	05/20/2025	2,970.00	51-71-2100
Total 3693:					76,695.21	
<b>1576</b>						
1576	C & M Pump Co.	31447	Service pumps	05/14/2025	3,550.00	51-65-4600

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 1576:					3,550.00	
<b>4070</b>						
4070	Caleb Smith	5132501	Milage	05/13/2025	204.40	10-63-2300
Total 4070:					204.40	
<b>3788</b>						
3788	Cameron McCarthy Landscape	02226	LGGP Grant	05/21/2025	888.75	61-70-7600
Total 3788:					888.75	
<b>2549</b>						
2549	Cascade Columbia Distribution	921853	Misc. P/W Expense	04/23/2025	2,565.80	52-65-4000
Total 2549:					2,565.80	
<b>3407</b>						
3407	Cascade Health Solutions	97332	Exam	05/05/2025	149.00	11-44-5050
Total 3407:					149.00	
<b>3920</b>						
3920	Cathy Nelson	5062025-1	Mileage	05/06/2025	72.80	10-63-2300
Total 3920:					72.80	
<b>3773</b>						
3773	CenturyLink	APRIL 2025	Phone Bill	04/28/2025	46.48	52-65-3500
3773	CenturyLink	APRIL 2025	Phone Bill	04/28/2025	41.28	51-65-3500
3773	CenturyLink	APRIL 2025	Phone Bill	04/28/2025	40.93	51-65-3500
3773	CenturyLink	APRIL 2025	Phone Bill	04/28/2025	44.93	51-65-3500
3773	CenturyLink	APRIL 2025	Phone Bill	04/28/2025	40.93	10-69-3500
3773	CenturyLink	APRIL 2025	Phone Bill	04/28/2025	42.83	52-65-3500
3773	CenturyLink	APRIL 2025	Phone Bill	04/28/2025	46.48	52-65-3500
3773	CenturyLink	APRIL 2025	Phone Bill	04/28/2025	46.48	52-65-3500
3773	CenturyLink	APRIL 2025	Phone Bill	04/28/2025	20.43	10-69-3500
3773	CenturyLink	APRIL 2025	Phone Bill	04/28/2025	42.83	52-65-3500
Total 3773:					413.60	
<b>2939</b>						
2939	Cobalt Computer Services, Inc.	31583	Computer Service	04/30/2025	506.25	40-65-8015
2939	Cobalt Computer Services, Inc.	31675	Computer Service	04/30/2025	341.20	40-65-8015
Total 2939:					847.45	
<b>3348</b>						
3348	Code Publishing, Inc.	GCI0017516	Web Hosting	05/09/2025	196.00	10-60-2900
Total 3348:					196.00	
<b>2720</b>						
2720	Comcast	MAY 2025	Internet Service	05/02/2025	435.22	10-60-2000
2720	Comcast	MAY 2025 LIB	Internet Service	04/23/2025	286.85	24-60-2525
2720	Comcast	MAY 2025 PW	Internet Service	05/01/2025	159.40	52-65-3550

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
2720	Comcast	MAY 2025 PW	Internet Service	05/01/2025	159.40	51-65-3550
Total 2720:					1,040.87	
<b>1210</b>						
1210	Conser Quarry Company	01127844	Gravel	05/06/2025	594.83	10-72-6700
Total 1210:					594.83	
<b>3913</b>						
3913	DataBar Inc	270990	Utility Billing Statements	05/10/2025	423.42	52-74-2200
3913	DataBar Inc	270990	Utility Billing Statements	05/10/2025	64.54	23-70-2500
3913	DataBar Inc	270990	Utility Billing Statements	05/10/2025	423.42	51-74-2200
3913	DataBar Inc	271095	Utility Billing Statements	05/14/2025	399.70	23-70-2500
3913	DataBar Inc	271096	Utility Billing Statements	05/14/2025	399.70	23-70-2500
Total 3913:					1,710.78	
<b>3966</b>						
3966	DCBS Fiscal Services	APRIL 2025	State Surcharge - Building/Electric	04/30/2025	263.42	27-70-1050
3966	DCBS Fiscal Services	APRIL 2025	State Surcharge - Building/Electric	04/30/2025	1,557.35	26-70-1050
Total 3966:					1,820.77	
<b>3896</b>						
3896	Delapoer Kidd PC	2113	Attorney Fees	05/01/2025	840.00	10-42-2700
3896	Delapoer Kidd PC	2113	Attorney Fees	05/01/2025	1,417.50	10-42-2500
Total 3896:					2,257.50	
<b>1000</b>						
1000	DEQ	WQSTM25024	Water Quality Permit	05/01/2025	1,573.52	51-78-8015
1000	DEQ	WQWSC25003	Operator Certification	04/21/2025	107.12	52-65-5000
Total 1000:					1,680.64	
<b>1946</b>						
1946	Ferguson Waterworks	1303040-3	P/W Misc. Expense	04/11/2025	675.44	52-78-7400
1946	Ferguson Waterworks	1303040-3	P/W Misc. Expense	04/11/2025	675.44	51-78-7400
1946	Ferguson Waterworks	1313036	P/W Misc. Expense	04/09/2025	214.82	51-78-7400
1946	Ferguson Waterworks	1313036	P/W Misc. Expense	04/09/2025	214.82	52-78-7400
1946	Ferguson Waterworks	1313306	P/W Misc. Expense	04/17/2025	329.29	52-78-7400
1946	Ferguson Waterworks	1313306	P/W Misc. Expense	04/17/2025	329.29	51-78-7400
1946	Ferguson Waterworks	1316276	P/W Misc. Expense	05/09/2025	478.60	52-78-7400
1946	Ferguson Waterworks	1316276	P/W Misc. Expense	05/09/2025	478.60	51-78-7400
1946	Ferguson Waterworks	1316514	P/W Misc. Expense	05/12/2025	7,949.61	51-78-7400
1946	Ferguson Waterworks	1316514	P/W Misc. Expense	05/12/2025	7,949.60	52-78-7400
1946	Ferguson Waterworks	1318260	P/W Misc. Expense	05/09/2025	402.51	51-78-7400
1946	Ferguson Waterworks	1318260	P/W Misc. Expense	05/09/2025	402.51	52-78-7400
Total 1946:					20,100.53	
<b>1218</b>						
1218	Grainger	9484104634	Misc. P/W Supplies	04/23/2025	234.72	10-72-4000
Total 1218:					234.72	



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
<b>2271</b>						
2271	Home Comfort Heating & A/C	100287269	Maintenance Contract	05/28/2025	650.37	10-72-4000
Total 2271:					650.37	
<b>4071</b>						
4071	HP Civil, Inc.	20-009C #8	Water Treatment Project	05/05/2025	345,690.68	51-78-8015
Total 4071:					345,690.68	
<b>1220</b>						
1220	Hurd's Custom Machinery, Inc.	44886	Public Works Supplies	03/31/2025	132.43	10-72-4000
Total 1220:					132.43	
<b>2543</b>						
2543	Industrial Source	2418526	Misc. P/W Supplies	04/30/2025	25.49	11-44-6000
Total 2543:					25.49	
<b>4081</b>						
4081	Jamie Hooper	2883	Photography	05/28/2025	200.00	61-70-7000
4081	Jamie Hooper	2883	Photography	05/28/2025	230.00	10-60-2000
Total 4081:					430.00	
<b>1221</b>						
1221	Jerry's Home Improvement	294682/1	Misc Public Works Supplies	04/14/2025	11.37	10-72-6700
1221	Jerry's Home Improvement	294926/1	Misc Public Works Supplies	04/15/2025	11.37	10-72-6700
Total 1221:					22.74	
<b>3968</b>						
3968	Junction City	APRIL 2025	Building/Electrical Permit Fees	04/30/2025	12,179.44	26-70-1000
3968	Junction City	APRIL 2025	Building/Electrical Permit Fees	04/30/2025	640.09	27-70-1000
Total 3968:					12,819.53	
<b>4048</b>						
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	25.00	10-53-2200
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	901.65	10-60-2400
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	359.98	24-60-2800
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	182.28	10-63-2200
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	162.91	23-70-2500
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	84.99	10-42-2800
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	5.50	24-60-3050
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	31.97	24-60-3050
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	31.80	11-45-2100
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	37.10	51-73-2100
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	938.80	24-60-2000
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	71.20	24-60-3050
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	14.97	24-60-2800
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	37.43	24-60-2000
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	80.00	10-42-2800
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	33.00	10-53-2200
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	39.77	24-60-3050
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	72.63	11-45-2100

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	2.00	10-42-2800
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	110.64	10-60-2300
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	600.00	10-63-2100
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	34.00	24-60-2000
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	223.72	10-41-3000
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	19.99	10-60-2300
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	13.60	51-65-4600
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	159.90	40-65-8015
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	16.60	24-60-2000
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	207.58	24-60-3050
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	75.25	51-73-2100
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	24.00	10-53-2200
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	179.51	10-53-2200
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	19.99	24-60-3050
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	12.59	24-60-3050
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	22.55	24-60-3050
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	17.99	10-63-2200
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	575.00	11-60-7975
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	25.00	10-53-2200
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	47.99	10-42-2800
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	22.98	24-60-3050
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	84.73	52-73-2100
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	73.00	10-60-2400
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	90.55	24-60-3050
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	350.00	10-41-2000
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	84.73	51-73-2100
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	75.25	52-73-2100
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	23.70	10-42-2800
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	2.31	10-60-2400
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	19.99	24-60-2000
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	64.50	11-45-2100
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	9.25	10-53-2000
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	13.60	52-65-4600
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	215.26	10-63-2000
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	37.10	52-73-2100
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	16.99	10-53-2000
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	61.99	51-65-3300
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	61.99	52-65-3300
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	25.00	10-53-2200
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	8.95	10-60-2400
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	466.27	10-72-6700
4048	KeyBank Key Card	APRIL 2025	Misc Credit Card Charges	04/30/2025	6.45	10-72-6700
Total 4048:					7,217.49	
<b>2308</b>						
2308	Linn County Planning Dept.	EAGLE PARK	Flood Plain Development Permit	05/27/2025	175.00	61-70-7600
Total 2308:					175.00	
<b>1253</b>						
1253	Linn County Sheriff's Office	4TH QRT 2024	Law Enforcement Contract	05/07/2025	70,752.00	10-66-3000
Total 1253:					70,752.00	
<b>1077</b>						
1077	Michele Eldridge	5.30.25 PER DI	Per Diem	05/08/2025	71.00	10-63-2200

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 1077:					71.00	
<b>3292</b>						
3292	Mid-Valley Tractor	2690	Walker Mower	05/12/2025	13,000.00	41-78-8060
3292	Mid-Valley Tractor	2690	Walker Mower	05/12/2025	6,113.33	41-78-8170
Total 3292:					19,113.33	
<b>4079</b>						
4079	National Auto Fleet Group	010225A	Pickup Purchase	05/01/2025	44,558.58	41-78-8010
Total 4079:					44,558.58	
<b>2644</b>						
2644	Net Assets	54-202504	Lien Searches	05/01/2025	169.00	10-53-2250
Total 2644:					169.00	
<b>4080</b>						
4080	Norm's Electric, Inc.	393-24-000004	Permit Refund	05/05/2025	146.72	27-33-1000
Total 4080:					146.72	
<b>1102</b>						
1102	NW Natural Gas Co.	MAY 2025	Utilities	05/09/2025	23.34	10-69-2000
1102	NW Natural Gas Co.	MAY 2025 PU	Utilities	05/13/2025	55.57	52-65-2700
1102	NW Natural Gas Co.	MAY 2025 PW	Utilities	05/09/2025	62.05	51-65-2700
Total 1102:					140.96	
<b>1952</b>						
1952	OAWU	39716	Membership Fees	05/01/2025	339.25	51-65-4600
1952	OAWU	39716	Membership Fees	05/01/2025	339.25	52-65-4600
Total 1952:					678.50	
<b>3427</b>						
3427	OHA Cashier	00366 2025	Water System Fee	05/20/2025	1,500.00	51-65-5000
Total 3427:					1,500.00	
<b>1245</b>						
1245	One Call Concepts, Inc.	5040377	Locates	04/30/2025	23.10	52-65-4600
1245	One Call Concepts, Inc.	5040377	Locates	04/30/2025	23.10	51-65-4600
Total 1245:					46.20	
<b>3082</b>						
3082	Overhead Door	IN-0377965	Misc P/W Exp	05/02/2025	305.00	51-65-2400
Total 3082:					305.00	
<b>3096</b>						
3096	Pacific Office Automation	263603	Copier Contract	04/30/2025	170.48	10-60-2100
3096	Pacific Office Automation	314720	Telephone	05/21/2025	35.21	24-60-2500
3096	Pacific Office Automation	314720	Telephone	05/21/2025	120.64	52-65-3500

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
3096	Pacific Office Automation	314720	Telephone	05/21/2025	120.65	10-69-3500
3096	Pacific Office Automation	314720	Telephone	05/21/2025	120.64	51-65-3500
3096	Pacific Office Automation	5034373233	Copier Contract	05/14/2025	345.01	40-67-8000
3096	Pacific Office Automation	5034373233	Copier Contract	05/14/2025	162.23	10-60-2100
3096	Pacific Office Automation	5034373233	Copier Contract	05/14/2025	162.24	52-74-2000
3096	Pacific Office Automation	5034373233	Copier Contract	05/14/2025	162.24	51-74-2000
Total 3096:					1,399.34	
<b>1079</b>						
1079	Pacific Power & Light Company	MAY 2025	UTILITIES	05/16/2025	83.64	10-69-3000
1079	Pacific Power & Light Company	MAY 2025	UTILITIES	05/16/2025	42.23	10-69-3000
1079	Pacific Power & Light Company	MAY 2025	UTILITIES	05/16/2025	23.05	52-65-2600
1079	Pacific Power & Light Company	MAY 2025	UTILITIES	05/16/2025	604.46	25-65-2500
1079	Pacific Power & Light Company	MAY 2025	UTILITIES	05/16/2025	27.20	25-65-2500
1079	Pacific Power & Light Company	MAY 2025	UTILITIES	05/16/2025	47.34	11-44-2000
1079	Pacific Power & Light Company	MAY 2025	UTILITIES	05/16/2025	29.14	10-69-2500
1079	Pacific Power & Light Company	MAY 2025	UTILITIES	05/16/2025	533.97	10-69-2500
1079	Pacific Power & Light Company	MAY 2025	UTILITIES	05/16/2025	50.66	10-69-3000
1079	Pacific Power & Light Company	MAY 2025	UTILITIES	05/16/2025	44.87	10-69-3000
1079	Pacific Power & Light Company	MAY 2025	UTILITIES	05/16/2025	84.44	10-69-3000
1079	Pacific Power & Light Company	MAY 2025	UTILITIES	05/16/2025	15.03	10-69-3000
1079	Pacific Power & Light Company	MAY 2025	UTILITIES	05/16/2025	21.74	10-69-2500
1079	Pacific Power & Light Company	MAY 2025	UTILITIES	05/16/2025	60.71	10-69-2500
1079	Pacific Power & Light Company	MAY 2025	UTILITIES	05/16/2025	390.85	10-69-3000
1079	Pacific Power & Light Company	MAY 2025	UTILITIES	05/16/2025	1,056.08	10-69-3000
1079	Pacific Power & Light Company	MAY 2025	UTILITIES	05/16/2025	22.43	10-69-3000
1079	Pacific Power & Light Company	MAY 2025	UTILITIES	05/16/2025	146.95	51-65-2600
1079	Pacific Power & Light Company	MAY 2025	UTILITIES	05/16/2025	141.52	10-69-3000
1079	Pacific Power & Light Company	MAY 2025	UTILITIES	05/16/2025	21.74	10-69-3000
1079	Pacific Power & Light Company	MAY 2025	UTILITIES	05/16/2025	112.32	52-65-2600
1079	Pacific Power & Light Company	MAY 2025	UTILITIES	05/16/2025	80.20	52-65-2600
1079	Pacific Power & Light Company	MAY 2025	UTILITIES	05/16/2025	406.07	10-69-2500
1079	Pacific Power & Light Company	MAY 2025	UTILITIES	05/16/2025	1,358.19	52-65-2600
1079	Pacific Power & Light Company	MAY 2025	UTILITIES	05/16/2025	58.63	25-65-2500
1079	Pacific Power & Light Company	MAY 2025	UTILITIES	05/16/2025	412.33	10-69-3000
1079	Pacific Power & Light Company	MAY 2025	UTILITIES	05/16/2025	25.29	10-69-2500
1079	Pacific Power & Light Company	MAY 2025	UTILITIES	05/16/2025	12.88	10-69-3000
1079	Pacific Power & Light Company	MAY 2025	UTILITIES	05/16/2025	8.44	10-69-3000
1079	Pacific Power & Light Company	MAY 2025	UTILITIES	05/16/2025	17.77	10-69-3000
1079	Pacific Power & Light Company	MAY 2025	UTILITIES	05/16/2025	61.04	52-65-2600
1079	Pacific Power & Light Company	MAY 2025	UTILITIES	05/16/2025	59.11	10-69-3000
1079	Pacific Power & Light Company	MAY 2025	UTILITIES	05/16/2025	231.06	10-69-3000
1079	Pacific Power & Light Company	MAY 2025	UTILITIES	05/16/2025	58.42	52-65-2600
1079	Pacific Power & Light Company	MAY 2025	UTILITIES	05/16/2025	5,427.13	51-65-2600
1079	Pacific Power & Light Company	MAY 2025	UTILITIES	05/16/2025	25.73	10-69-3000
1079	Pacific Power & Light Company	MAY 2025	UTILITIES	05/16/2025	90.20	10-69-3000
1079	Pacific Power & Light Company	MAY 2025	UTILITIES	05/16/2025	59.26	52-65-2600
1079	Pacific Power & Light Company	MAY 2025	UTILITIES	05/16/2025	86.01	10-72-6700
1079	Pacific Power & Light Company	MAY 2025	UTILITIES	05/16/2025	934.10	51-65-2600
Total 1079:					12,972.23	
<b>3582</b>						
3582	Sierra Springs	21792967 0524	Bottled Water	05/24/2025	102.79	10-53-2200

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 3582:					102.79	
<b>2927</b>						
2927	Staples Business Advantage	6032117378	Office Supplies	05/16/2025	8.86	10-60-2300
2927	Staples Business Advantage	6032117378	Office Supplies	05/16/2025	8.86	52-74-2400
2927	Staples Business Advantage	6032117378	Office Supplies	05/16/2025	8.86	51-74-2400
2927	Staples Business Advantage	6032198321	Office Supplies	05/17/2025	5.90	10-60-2300
2927	Staples Business Advantage	6032198321	Office Supplies	05/17/2025	5.89	52-74-2400
2927	Staples Business Advantage	6032198321	Office Supplies	05/17/2025	5.90	51-74-2400
Total 2927:					44.27	
<b>1144</b>						
1144	Suzan Jackson	251	Janitor Services	04/30/2025	630.00	10-72-4100
1144	Suzan Jackson	251	Janitor Services	04/30/2025	420.00	10-72-4100
1144	Suzan Jackson	251	Janitor Service	04/30/2025	130.00	10-72-4100
Total 1144:					1,180.00	
<b>3243</b>						
3243	Synergy Security Solutions	16504	Municipal Center Monitoring	04/22/2025	8,325.00	10-72-4300
Total 3243:					8,325.00	
<b>3815</b>						
3815	The Franklin Press	51048	Court Supplies	04/30/2025	402.00	10-42-2800
Total 3815:					402.00	
<b>4082</b>						
4082	Timberline Electric Inc	0000053	Electrician	04/14/2025	1,149.69	51-65-4600
Total 4082:					1,149.69	
<b>2052</b>						
2052	Tri-County	SUMMER SOU	Summer Sounds	05/29/2025	3,900.00	23-70-6850
Total 2052:					3,900.00	
<b>4043</b>						
4043	TWGW, Inc. Napa Auto Parts	727201	Repairs	03/20/2025	18.14	52-73-2100
4043	TWGW, Inc. Napa Auto Parts	727201	Repairs	03/20/2025	15.55	11-45-2100
4043	TWGW, Inc. Napa Auto Parts	727201	Repairs	03/20/2025	18.13	51-73-2100
4043	TWGW, Inc. Napa Auto Parts	729214	Repairs	04/16/2025	1.04	10-72-4000
4043	TWGW, Inc. Napa Auto Parts	729214	Repairs	04/16/2025	69.54	10-72-4000
4043	TWGW, Inc. Napa Auto Parts	729891	Repairs	04/24/2025	5.22	51-73-2100
4043	TWGW, Inc. Napa Auto Parts	729891	Repairs	04/24/2025	5.22	52-73-2100
4043	TWGW, Inc. Napa Auto Parts	729891	Repairs	04/24/2025	4.47	11-45-2100
4043	TWGW, Inc. Napa Auto Parts	732273	Repairs	05/22/2025	10.29	10-72-4000
Total 4043:					147.60	
<b>3855</b>						
3855	Uline Inc	191864731	Safety Vest	04/21/2025	735.19	11-43-2100

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 3855:					735.19	
<b>3866</b>						
3866	Umpqua Valley Financial, LLC	9563	Audit Services	05/05/2025	919.75	11-42-2000
3866	Umpqua Valley Financial, LLC	9563	Audit Services	05/05/2025	2,051.75	52-60-2000
3866	Umpqua Valley Financial, LLC	9563	Audit Services	05/05/2025	1,910.25	51-60-2000
3866	Umpqua Valley Financial, LLC	9563	Audit Services	05/05/2025	2,193.25	10-41-2000
Total 3866:					7,075.00	
<b>1401</b>						
1401	United Rentals N.A., Inc.	247723215-00	Rental Equipment	05/08/2025	704.74	10-72-6700
Total 1401:					704.74	
<b>1287</b>						
1287	US Bank	2863726	Loan Payment	04/10/2025	34,700.00	52-85-8100
1287	US Bank	2863726	Loan Payment	04/10/2025	50,000.00	52-85-8000
1287	US Bank	2863832	Loan Payment	04/10/2025	85,000.00	30-51-8400
1287	US Bank	2863832	Loan Payment	04/10/2025	147,380.89	30-59-8400
1287	US Bank	2863843	Loan Payment	04/10/2025	35,000.00	30-51-8200
1287	US Bank	2863843	Loan Payment	04/10/2025	13,224.97	30-59-8200
Total 1287:					365,305.86	
<b>3663</b>						
3663	Water Refunds	#1036.05	Utility Billing Overpayment	05/20/2025	67.35	01-1075
3663	Water Refunds	#106.04	Utility Billing Overpayment	05/01/2025	97.86	01-1075
3663	Water Refunds	#11638.09	Utility Billing Overpayment	05/27/2025	47.52	01-1075
3663	Water Refunds	#11840.01	Utility Billing Overpayment	05/20/2025	4.86	01-1075
3663	Water Refunds	#226.12	Utility Billing Overpayment	05/01/2025	36.84	01-1075
3663	Water Refunds	#657.05	Utility Billing Overpayment	05/19/2025	76.01	01-1075
Total 3663:					330.44	
<b>2661</b>						
2661	WCP Solutions	14016554	Office Supplies	04/08/2025	202.70	10-72-6650
2661	WCP Solutions	14016555	Office Supplies	04/08/2025	342.75	10-72-6650
2661	WCP Solutions	14018179	Office Supplies	04/08/2025	48.00	51-74-2400
2661	WCP Solutions	14018179	Office Supplies	04/08/2025	48.00	10-60-2300
2661	WCP Solutions	14018179	Office Supplies	04/08/2025	48.00	52-74-2400
2661	WCP Solutions	14031973	Office Supplies	04/08/2025	18.50	10-72-6650
Total 2661:					707.95	
<b>1239</b>						
1239	WECO	CP-00308602	PW Gas Exp	04/30/2025	554.20	11-45-2000
1239	WECO	CP-00308602	PW Gas Exp	04/30/2025	646.57	52-73-2000
1239	WECO	CP-00308602	PW Gas Exp	04/30/2025	646.57	51-73-2000
Total 1239:					1,847.34	
<b>4045</b>						
4045	Wilbur-Ellis Company LLC	17080180	PW Misc Supplies	04/22/2025	1,339.28	25-65-2000



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 4045:					1,339.28	
Grand Totals:					1,034,215.6	

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Recorder: \_\_\_\_\_

City Treasurer: \_\_\_\_\_

Payment Approval Report  
Expense Account Key

	Fund Number	G.L. Number Acct
General Fund	10	10-XX- XXXX
Street Fund	11	11-XX- XXXX
CED Fund	23	23-XX- XXXX
Library Fund	24	24-XX- XXXX
Storm Fund	25	25-XX- XXXX
Building Permit Fund	26	26-XX- XXXX
Electrical Permit Fund	27	27-XX- XXXX
Debt Services Fund	30	30-XX- XXXX
Office Equip. Fund	40	40-XX- XXXX
Equipment Fund	41	41-XX- XXXX
Water Fund	51	51-XX- XXXX
Sewer Fund	52	52-XX- XXXX
Sewer Resv Fund	56	56-XX- XXXX

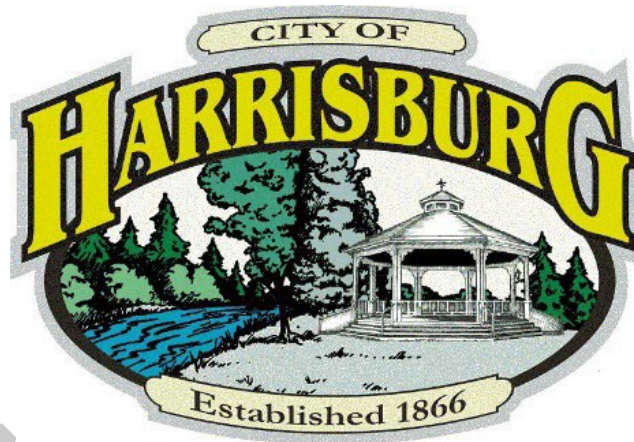
## Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

April 15, 2025



## Planning Commission Meeting Minutes

April 15, 2025

---

Chairperson: Todd Culver, Presiding  
Commissioners Present: Joe Neely, Susan Jackson, and Jeremy Moritz.  
Commissioners Absent: Rhonda Giles, Kurt Kayner, Kent Wullenwaber and Youth Advisor Taylor Tatum  
Staff Present: City Administrator/Planner Michele Eldridge, and Finance Officer/Deputy City Recorder Cathy Nelson  
Meeting Location: Harrisburg Municipal Center located at 354 Smith St.

**CALL TO ORDER AND ROLL CALL:** Order was called at 7:02pm by Chairperson Todd Culver.

**CONCERNED CITIZEN(S) IN THE AUDIENCE.** Everyone present was there for items on the agenda.

**APPROVAL OF MINUTES**

Moritz motioned to approve the minutes for October 15, 2024, and was seconded by Neely. The Planning Commission then voted unanimously to approve the Minutes for October 15, 2024.

**PUBLIC HEARING**

**THE MATTER OF HOLDING A PUBLIC HEARING AND RECOMMENDING APPROVAL/AMENDMENT/DENIAL OF THE DRAFT AMENDMENT TO THE CITY OF HARRISBURG FLOOD HAZARD MANAGEMEMNT CODE, HMC 18.55.070 (LU 463-2025) TO THE CITY COUNCIL.**

Chairperson Todd Culver read aloud the order of proceedings, and noted the procedures for continuance, and the process to keep the record open.

At the hour of 7:05pm, the Public Hearing was opened.

Culver asked if there were any Conflicts of Interest or any Ex Parte contacts.

None reported.

There were no rebuttals in relation to Conflicts of Interest, or Ex Parte Contacts.

April 15, 2025

**Culver then read aloud the criteria that were relied upon for this land use hearing and noted additional copies of criteria near the door. He also directed the audience on how they would need to direct testimony towards the applicable criteria, and how an appeal could be made.**

**STAFF REPORT:** Eldridge gave a summary of the new requirements. They are handed down to the city from FEMA and are required. DLCD has created a model ordinance for cities to follow, which we are using. This procedure is called PICM (Pre-Implementation Compliance Measure). The Governor of Oregon asked for a pause on the PICM, and FEMA refused to work with Oregon and DLCD. There are ramifications for non-compliance, which include denial of federal grants, federal hazard assistance, and flood insurance for residents. If FEMA takes away this requirement we can revert to our original code. The City Council had chosen Option 1, which was less onerous for the city and citizens.

Page 21 of the agenda pack is a red-line standard showing the additions to the previous code. Eldridge showed city maps on the screen for the Commission and public. She started with the basic map of the city and added the flood zone overlay and then the SFHA (Special Flood Hazard Area) overlay to show which properties were affected. This SFHA is applicable to undeveloped areas falling in the new areas. Page 49 shows all exempt activities. Eldridge pointed out that the city cannot change the standards set by FEMA. However, there is a variance process that can be applied. Eldridge spoke with Gheen personally last week, due to them being the most affected business in town by the new regulations.

- Pages 21-30 of the agenda added definitions.
- Page 46 explains what “no net loss standards” mean.
- Page 62 refers to stormwater management in the new SFHA zones.
- Table 1 on page 50 shows the ratio to maintain the “no net loss standards” for undeveloped space, impervious surfaces, and trees.
- Neely asked when the fine for non-compliance starts. Eldridge replied that the \$500 day fines would be treated the same as the other violations. We would apply common sense before issuing fines.

Eldridge referred to the city council goals and Harrisburg Comp plan volume II.

Eldridge highlighted the following criteria and goals:

- Criterion 1 – Met.
- Goals 1, 2, 5, 6, 7, 8, 12, and 15 – Met
- Criterion 2 – N/A.
- Criterion 3 – Met.
- Criterion 4 – N/A.

Staff feel that all requirements are met and recommend approval.

#### **TESTIMONY IN FAVOR WAS ASKED FOR.**

- None given.

#### **TESTIMONY IN OPPOSITION WAS ASKED FOR.**

- None given.

#### **NUETRAL TESTIMONY WAS ASKED FOR.**

- Derek Scafford of Harrisburg asked about the current flood plain zone. How can they prove that they are not in a flood zone. FEMA increased the level by 3ft. which covers his property and increases his homeowner’s insurance.

**The public hearing was closed at the hour of 8:03pm.**

April 15, 2025

- Jackson asked if residents could still apply for a LOMA. Eldridge advised her to speak to an attorney.
- Moritz **motioned to approve the recommendation oof the amendment to the City of Harrisburg Flood Hazard Management Code, HMC 18.55.070 (LU 463-2025) to the City Council. This motion is based on findings contained in the April 8, 2025 Staff Report, and on findings during deliberations on the request. The motion was seconded by Jackson. The Planning Commission then voted unanimously to approve the recommendation oof the amendment to the City of Harrisburg Flood Hazard Management Code, HMC 18.55.070 (LU 463-2025) to the City Council. This motion is based on findings contained in the April 8, 2025 Staff Report, and on findings during deliberations on the request.**

With no further discussion, the meeting was adjourned at the hour of 8:10 pm.

---

Chairperson

---

City Recorder

Code	Description	Count	Amount	GL Account
<b>Court Costs</b>				
AF	ATTORNEY FEE	1	26.50	
CF	COLLECTION FEE	4	289.38	
COSTS	COURT COSTS	6	125.20	
DEF-ADJUD	DEF ADJUDICATION	16	1,359.21	
LPF	LATE PAYMENT FEE	25	192.15	
PA	PAYMENT ARRANGEMENT- FEE	11	92.72	
SCF	SHOW CAUSE FEE	2	51.13	
SUSP	SUSPENSION FEE	8	48.76	
WF	WARRANT FEE	5	305.46	
Total Court Costs:		78	2,490.51	
<b>Fines</b>				
DISM	CHARGE DISMISSED	2	16.45	
DIV	DIVERSION AGREEMENT	2	319.00	
FINE	FINE ASSESSED	1	10.00	
GBD	GUILTY BY DEFAULT	60	1,449.76	
GUILTY	FOUND GUILTY	34	2,778.67	
Total Fines:		99	4,573.88	
<b>Surcharges</b>				
COUNTY	COUNTY ASSESSMENT	14	187.00	
DIV STATE	STATE ASSESSMENT	1	5.00	
STATE	STATE ASSESSMENT	35	1,195.00	
Total Surcharges:		50	1,387.00	
<b>Unapplied</b>				
	Unapplied payments	2	215.00	011095
Total Unapplied:		2	215.00	
Grand Totals:		229	8,666.39	

## Report Criteria:

Agency	Case Number	Citation Numbers	Violation Date	Primary Offense	Location
LCSO	25-T-0121	230597	05/03/2025	DRIVING WHILE UNINSURED	300 N. 10TH ST & TERRITORIAL ST
COBURG PD	25-T-0119	1101	05/04/2025	FAILURE TO OBEY TRAFFIC CONTROL DEVICE-SIGN	7TH ST & TERRITORIAL
COBURG PD	25-T-0118	1102	05/04/2025	FTO TCD-SIGN; DRIVING UNINSURED	7TH ST NEAR TERRITORIAL
COBURG PD	25-T-0124	1103	05/04/2025	FAILURE TO OBEY TRAFFIC CONTROL DEVICE-SIGN	7TH ST & TERRITORIAL
COBURG PD	25-T-0125	1104	05/04/2025	VIOLATING DESIGNATED SPEED 11-20 MPH	S. 6TH NEAR SOMMERVILLE
LCSO	25-T-0120	230612	05/04/2025	DRIVING WHILE UNINSURED; NO OPER LICENSE	532 TERRITORIAL ST
COBURG PD	25-T-0123	1728	05/05/2025	VIOLATING DESIGNATED SPEED 11-20 MPH	S. 6TH ST & SOMMERVILLE LP
LCSO	25-T-0122	230630	05/06/2025	DRIVING WHILE UNINSURED	100 N. 3RD ST & SMITH ST
COBURG PD	25-T-0129	1105	05/10/2025	VIOLATING DESIGNATED SPEED 11-20 MPH	SOMMERVILLE & S. 6TH
COBURG PD	25-T-0128	1106	05/10/2025	VIOLATING DESIGNATED SPEED 11-20 MPH	S. 6TH ST NEAR SOMMERVILLE
LCS	25-T-0126	230664	05/10/2025	DRIVING WHILE UNINSURED	100 N. 3RD ST & SMITH ST
LCSO	25-T-0127	230690	05/13/2025	DRIVING WHILE UNINSURED	666 TERRITORIAL ST
LCS	25-M-0015	230749	05/13/2025	FAILURE TO PERFORM DUTIES OF DRIVER WHEN PROPERTY DA	100 SMITH ST
LCS	25-T-0130	230699	05/14/2025	NO OPERATORS LICENSE; DRIVE UNINSURED	799 S. 2ND ST & S. 3RD ST
COBURG PD	25-T-0133	1107	05/18/2025	DRIVING WHILE UNINSURED	99 & S. 2ND
COBURG PD	25-T-0132	1108	05/18/2025	VIOLATING DESIGNATED SPEED 11-20 MPH	S. 6TH NEAR SOMMERVILLE
COBURG PD	25-T-0131	1109	05/18/2025	VIOLATING DESIGNATED SPEED 11-20 MPH	
COBURG PD	25-T-0134	1731	05/18/2025	VIOLATING DESIGNATED SPEED 11-20 MPH	S. 6TH ST & SOMMERVILLE LP
COBURG PD	25-T-0135	1732	05/18/2025	VIOLATING DESIGNATED SPEED 11-20 MPH	S. 6TH ST & SOMMERVILLE LP
LCS	25-T-0139	230728	05/18/2025	EXPIRED VALID STICKER; DRIVE UNINSURED	299 MACY ST & S. 3RD ST
LCS	25-T-0140	230729	05/18/2025	EXPIRED VEHICLE REGISTRATION	599 LASALLE ST & S. 6TH ST
LCS	25-T-0141	230730	05/18/2025	EXPIRED VEHICLE REGISTRATION	499 S. 3RD ST & SCHOOLING ST
LCS	25-T-0142	230731	05/18/2025	EXPIRED VEHICLE REGISTRATION	415 S. 3RD ST
LCS	25-T-0143	230732	05/18/2025	ILLEGAL WINDOW TINTING; EXP VEHICLE REG	299 MACY ST & S. 3RD ST
LCS	25-T-0144	230733	05/18/2025	OPERATE VEHICLE WHILE USING CELL PHONE	100 S. 3RD ST & SMITH ST
LCS	25-T-0145	230734	05/18/2025	DRIVING WHILE UNINSURED	299 SMITH ST & N. 3RD ST
LCS	25-T-0146	230735	05/18/2025	FAILURE TO USE SAFETY BELT	489 S. 3RD ST
LCS	25-T-0147	230737	05/18/2025	VDS 21-30 MPH; FAIL TO USE SAFETY BELT	799 DIAMOND HILL & N. 8TH ST
LCS	25-T-0148	230738	05/18/2025	DRIVE WHILE SUSPENDED/REVOKED	299 N. 3RD ST & TERRITORIAL ST
LCSO	25-T-0136	230747	05/19/2025	FAIL TO REGISTER VEHICLE	251 S. 3RD ST
LCS	25-T-0137	230748	05/19/2025	DRIVING WHILE UNINSURED	100 SMITH ST
LCSO	25-M-0016	230753	05/19/2025	DRIVE WHILE SUSPENDED - MISD	230 N. 3RD ST
LCSO	25-T-0138	230754	05/19/2025	DRIVING WHILE UNINSURED	230 N. 3RD ST
LCSO	25-T-0149	230837	05/26/2025	DRIVE WHILE SUSPENDED/REVOKED	279 TERRITORIAL ST
LCSO	25-T-0150	230858	05/27/2025	UNREASONABLE VEHICLE NOISE	100 S. 6TH ST & SMITH ST
LCS	25-P-0001	230866	05/28/2025	PROHIBITED PARKING OR STANDING	625 N. 9TH ST
COBURG PD	25-T-0153	200577	05/29/2025	NO OPERATORS LICENSE	7TH/ TERRITORIAL ST
COBURG PD	25-T-0154	200578	05/29/2025	EXPIRED VEHICLE REGISTRATION	3RD ST/ SMITH ST
COBURG PD	25-T-0152	200585	05/30/2025	VIOLATING DESIGNATED SPEED 11-20 MPH	6TH ST/ SOMMERVILLE LP
COBURG PD	25-T-0151	200586	05/30/2025	VIOLATING DESIGNATED SPEED 11-20 MPH	6TH ST/ SOMMERVILLE LP

Grand Totals:

40 CITATIONS ISSUED FOR A TOTAL OF 46 OFFENSES



## Monthly Code Enforcement Report

### May 2025

<b>Area/Location:</b>	<b>Issue:</b>	<b>Action(s) taken:</b>
8 <sup>th</sup> & Burton	Junk/Nuisance Vegetation	Next court appearance 6/4/25
End of Emily Ln	RV stored on street	Building documentation, letter to be sent
N 7 <sup>th</sup> St	Inoperable Vehicles/Junk	Building documentation, letter to be sent
S. 9 <sup>th</sup> St	Vehicle on street	Letter to be mailed (LCSO advised)
4 <sup>th</sup> & Schooling	Vehicles & Vegetation	Building documentation
9 <sup>th</sup> & Greenway	Junk	Another letter to be sent
6 <sup>th</sup> & Quincy	Vegetation	Letter sent
End of Applegate Pl	Vehicles in front yard	Letter to be sent
Erica Way	Trailers on street	Trailers moved enough to be in compliance
End of Heckart Ln	Vehicle on street	Resolved, vehicle removed by resident

#### Overall narrative:

Main topics of concern recently are long-term parking of vehicles on the street, vegetation/junk, and basketball hoops on streets and sidewalks . LCSO and Coburg PD are being provided with Code Enforcement “focus areas” as well. Previous actions and resolutions seem to be getting noticed as some prior areas of concern have been improving. Code Enforcement has also substantially increased their visibility with regular follow up/patrols and face-to-face contact with Harrisburg citizens (the “Let’s All Be Good Neighbors for a Great Harrisburg” approach).

With the Summer events season approaching, Code Enforcement will be stepping up vegetation/junk notifications and certain residents will be strenuously encouraged to take advantage of the annual Citywide Cleanup at no cost to help avoid potential violation(s)/citation(s)/fine(s).