



## CITY COUNCIL

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### Work Session Meeting Minutes September 25, 2023

Mayor Drotzmann called the work session meeting to order at 6:00pm. Present were Councilors Hardin, Peterson, Primmer, Linton, Barron, Myers, Duron, and McCarthy. Staff in attendance included: City Manager Byron Smith, Assistant City Manager Mark Morgan, City Attorney Rich Tovey, Chief Edmiston, Planning Director Clint Spencer, Parks and Recreation Director Brandon Artz, Assistant City Recorder Heather La Beau, and City Recorder Lilly Alarcon-Strong. The pledge of allegiance was given.

#### **Planning Department Budget**

Planning Director Clint Spencer presented information (PowerPoint presentation attached) and answered questions from the Council regarding: operations of the department, personnel, existing fees and potential revenue from updating fees charged, comparable department data, and more.

There was Council discussion regarding Planning Department fee's not being updated for over 20 years, the lack of fees being collected for the amount of staff work being done, and how all department fees should be reevaluated on a more frequent basis. The Council thanked Planning Director Spencer for the information and revenue options.

City Manager Smith stated general fund department staff will continue presented budget information with the exception of the Building Department as they will be moving out of the general fund due to state tracking requirements.

#### **Adjournment**

Mayor Drotzmann adjourned the work session meeting at 6:50pm and stated the Council will take a short recess before starting the regular council meeting.





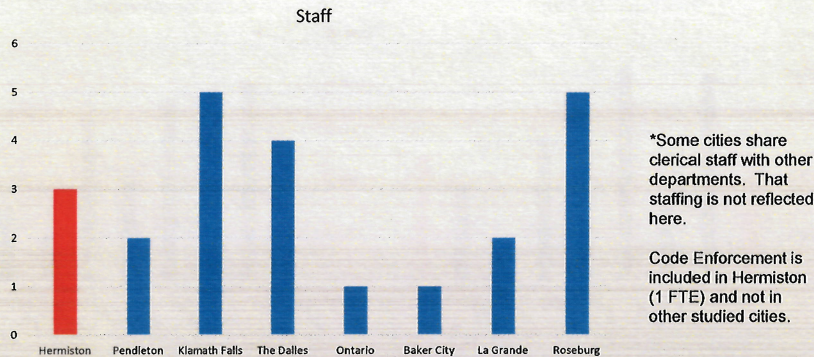
## HERMISTON OREGON Planning Staffing

- Planning has three full-time staff in the budget
  - City planner
  - Assistant planner
  - Code enforcement official



## HERMISTON OREGON Planning Staffing

- How does staffing compare with other cities?



## HERMISTON OREGON Planning Duties

- What does the planning department do?

Respond to citizen inquiries	Support Planning Commission and City Council	Urban renewal management
Subdivision review and approval	Commercial and industrial site plan review	Urban growth boundary management
Annexation to the city	Map amendments	Natural hazard/resource planning
Conditional use permits	Variances	Economic development support
Code enforcement	GIS mapping	Zoning verification requests
Addressing	Population reports/Census	Land divisions
Code updates	Transportation planning	Appeals
Regional coordination	Floodplain management	Property line adjustments
Records management	Mobile vendor licenses	Other duties as assigned

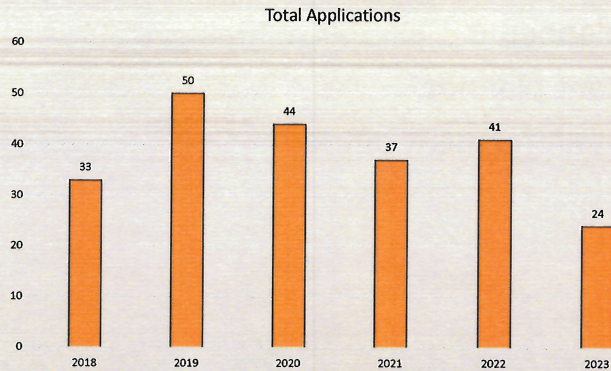






# Planning Duties

- What does the planning department do?



# Planning Fees

- Planning fees have been consciously set very low to avoid discouraging development
  - Fees are not set to cover actual costs
  - Large development can afford higher fees
  - Small development, especially homeowners performing small actions are discouraged by high fees
  - When fees are set to cover actual costs, fees are so high that all development suffers or layoffs are necessary during slow years
- Fees were last adopted in 2001 although the fees were reaffirmed in 2023
- In the 2022-23 fiscal year, planning took in \$13,100 in land use review fees



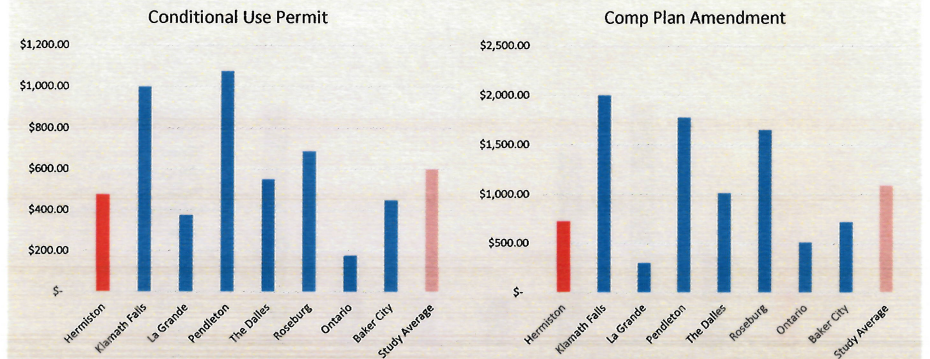
# Planning Fees

Application	Fee	Application	Fee
Annexation	\$700	Appeal of PC	\$375
Comp Plan/Zone Change	\$725	Appeal of Staff	\$250
Conditional Use	\$475	Historic Designation	\$475
Major Partition	\$430	Minor Partition	\$230
PUD	\$900 + \$10/Lot	Property Adjust	\$100
Vacation	\$555	Subdivision	\$900 + \$10/Lot
Major Variance	\$420	Minor Variance	\$225
Accessory Dwelling	\$200	Site Plan Review	\$370
Civil Review	\$100	Dev Agree Prep	\$200



# Planning Fees

Example of a local fee vs other cities

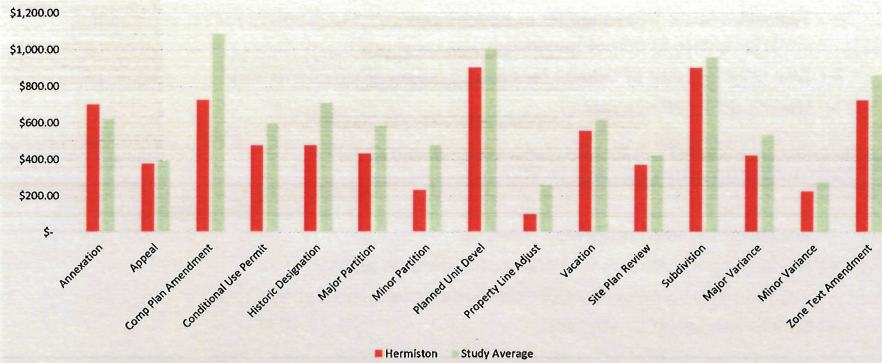






# Planning Fees

Schedule of Fees

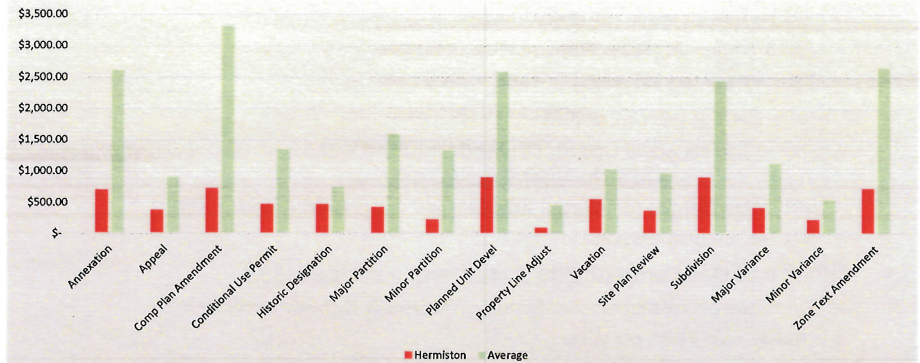


Source: Hermiston, Klamath Falls, La Grande, Pendleton, The Dalles, Roseburg, Ontario, Baker City



# Planning Fees

Schedule of Fees - Cities 15,000+



Source: Hermiston, Albany, Klamath Falls, Oregon City, Pendleton, Ashland, Coos Bay, Dallas, St. Helens, The Dalles, Roseburg



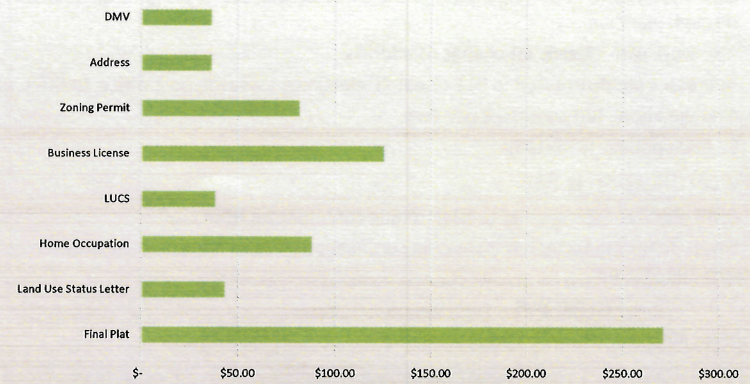
# Planning Fees

- In any category we process an average of five applications in any given year.
- Hermiston's fees are significantly lower than average, although some local jurisdictions such as La Grande and Baker City are very similar.
- Fees should be increased to better reflect actual staff costs and time.
- Some jurisdictions charge a mailing/notice deposit on every application.
  - Hermiston back bills these costs after process is complete
  - Where a deposit is collected, jurisdictions are setting significantly higher than actual costs and refunding after completion
- Every jurisdiction charges a per lot fee for subdivisions and other land divisions.
  - Hermiston charges \$10 per lot
  - Common fee is \$50 per lot



# Planning Fees

Uncollected Fees (Average)







## Planning Fees

- Average business license is \$125
  - 375 businesses inside city limits
  - \$46,875 annually (\$125x375)
  - \$18,750 annually (\$50x375)
- Average zoning permit is \$81
  - Zoning permits would typically be issued concurrent with any structural permit or tenant improvement permit in the building department
  - 261 residential and commercial structural and sign permits issued in 2022
  - \$21,141 annually (\$81x261)
- LUCS (Land Use Compatibility Statement) average is \$38
  - State level permits for erosion control, septic repair, highway work, etc.
  - Usually issue 25-35 per year
  - \$950 annually (\$38x25)



## Planning Fees

- Land Use Status letter is \$42.75
  - Typically a letter from a lender or buyer inquiring as to property zoning, outstanding violations, date of permit issuance
  - Also used by State of Oregon for home grow marijuana permitting
  - Usually do 10-20 per year
  - \$855 annually (\$42.75x20)
- Home Occupation permit is \$87.50
  - Businesses which do not serve customers or give the outside impression of a business are permitted in all residential zones
  - No tracking mechanism for home occupations in place
  - Estimate 100 home occupations but number could be higher
  - \$8,750 annually (\$87.50x100)



## Planning Fees

- Addressing is \$36
  - Each subdivision, house, new commercial construction, etc. is assigned an address through planning
  - Also work with citizens for change of address
  - Addresses are distributed to 911 dispatch, elections, assessor, post office, utilities, etc.
  - Average about 100 addresses per year
  - \$3,600 annually (\$36x100)
- DMV certification is \$36
  - DMV requires each reseller to have zoning confirmation from city
  - Fewer dealers in town, but increasing certifications due to home vehicle brokers working over the internet
  - Ten certifications per year
  - \$360 annually (\$36x10)



## Planning Fees

- Final plat fees are \$271 plus per lot fee
  - City does not charge a final plat review fee and includes the final plat costs in the preliminary costs
  - Significant review time is needed to review final plats and prepare reports
  - \$4,355 annually (\$271 +\$30/lot x 5)
- Notary services are provided in the planning offices at \$2
  - Notary services consume significant staff time
  - Generally 15 documents are notarized for both city business and the general public per week
  - 780 notary services per year requiring 5 to 15 minutes each
  - State allows notary fees to be set at a maximum of \$10
  - Currently generating \$1,560 annually in fees
  - Could generate up to \$7,800 annually with maximum fee, but high fee could see fewer requests







## Planning Fees

- Potential new fees are recommended
- The city currently provides many services such as addressing and zoning status at no charge which is not standard practice, especially in light of the staff resources required
- If all currently free services and new fees were implemented (business license, zoning permit, LUCS, address assignment, home occupation, DMV certification, final plat review, and notary fees) were to be added as paid services the revenue increase is substantial
- **\$66,561** is currently provided as free or below cost services
- Zoning permits and home occupation licenses provide clear regulatory benefits (\$29,891 of total)



## Planning Fees

- Land use application fees are due for upward revision
- Actual revenue generated from increase will be minimal
- City processes approximately 30 to 50 applications in any given year
- Total revenue from doubling of fees will be approximately **\$13,000**
- **Increasing existing fees and adding fees for currently free services will increase revenue by \$79,561**







# CITY COUNCIL

## Regular Meeting Minutes September 25, 2023

Mayor Drotzmann called the regular meeting to order at 7:00pm. Present were Councilors Hardin, Peterson, Primmer, Linton, Barron, Myers, Duron, and McCarthy. Staff in attendance included: City Manager Byron Smith, Assistant City Manager Mark Morgan, City Attorney Rich Tovey, Chief Edmiston, Planning Director Clint Spencer, Parks and Recreation Director Brandon Artz, and City Recorder Lilly Alarcon-Strong. The pledge of allegiance was given.

City Manager Smith informed the Council that representatives of Hacienda CDC Loma Vista Housing Project will be presenting later in the meeting as they are currently presented at the Hermiston School Board.

### **Citizen Input on Non-Agenda Items**

None given.

### **Consent Agenda Items**

Councilor Duron moved, and Councilor Hardin seconded to approve Consent Agenda items A-F to include:

- A. Committee Vacancy Announcements
- B. Re-Appointment Recommendation of Dan Burns for: Airport Advisory Committee Position #1- term ending 10/31/2026
- C. Re-Appointment Recommendation of Nicole Westing for: Parks and Recreation Advisory Committee Position #7- term ending 10/31/2026
- D. Appointment Recommendation of Dan Mahon for: Faith-Based Advisory Committee Position #5- term ending 12/31/2025
- E. Appointment Recommendation of Jessica De la Cruz for: Hispanic Advisory Committee Position #2- term ending 06/30/2026
- F. Minutes of the September 11th Work Session and Regular Meeting

Motion carried unanimously.

### **Public Hearing- Annexation- Crowther 4N2815CB TL 1907-910 W Angus Ave (Ordinance No. 2349)**

Hearing no potential conflicts of interest, Mayor Drotzmann opened the hearing at 7:04pm.

Planning Director Clint Spencer gave information regarding the application of Nathan Crowther to annex .72 acres of land located at 910 W Angus Ave for emergency connection to City sewer. The property lies within the urban portion of the urban growth boundary and is adjacent to city limits on the east side.

There were no proponents, opponents, or neutral parties who wished to address the Council and the hearing was closed at 7:07pm.

Planning Director Spencer presented the Finding of Fact as outlined in the agenda packet. Councilor Primmer moved and Councilor Hardin seconded to approve the Findings of Fact as presented. Motion carried unanimously. Councilor Hardin moved and Councilor Primmer seconded to impose conditions of approval as presented. Motion carried unanimously.





# CITY COUNCIL

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## **Ordinance No. 2349- Annexation of .72 Acres of Land Located at 910 W Angus Ave**

City Manager Smith stated this item was discussed during the Public Hearing.

Mayor Drotzmann requested that the first reading be by title only. Hearing no opposition, City Attorney Tovey read the ordinance by title only. Mayor Drotzmann requested the ordinance be put on for final adoption at this meeting and that the second reading be by title only. After City Attorney Tovey read the ordinance by title only, Councilor Primmer moved, and Councilor Duron seconded that Ordinance No. 2349 be adopted and become effective 30 days after adoption by the City Council. Motion carried unanimously.

## **Presentation- Hacienda CDC, Loma Vista Housing Project**

Hacienda Director of Real Estate Development Maryum Bolouri presented information (PowerPoint Presentation attached) regarding the proposed development of a 56-unit income-based apartment complex on property currently owned by the Hermiston School District on the corner of E. Theater Lane and NE 10<sup>th</sup> Street. Ms. Bolouri gave information regarding the different funding sources needed to secure development and asked that the City show support for this project in both monetary and non-monetary terms as it is difficult to secure state funding without local support, specifically because Hermiston is a rural area with a population of under 25,000 and there will be many other communities applying for the same funding.

Ms. Bolouri addressed questions from the Council and stated that Hacienda CDC is also reaching out to other organizations in the community to secure support for the project.

After further discussion, Mayor Drotzmann asked City Manager Smith to work on options of possible future support and thanked Ms. Bolouri for their determination to continue efforts on this project.

## **August FY2024 Financial Report**

Councilor Primmer moved and Councilor Duron seconded to accept the August FY2024 Financial Report as presented by City Manager Smith. Motion carried unanimously.

## **Committee Reports**

**Parks & Recreation Committee-** Councilor McCarthy gave information regarding received forestry grant, Skateboard Park grand opening in November, collaboration between the Senior Center and Arc to share the Harkenrider Center while the Arch undergoes renovations and mentioned that the Harkenrider Senior Center can now be used for private rentals. Parks and Recreation Director Brandon Artz stated a facility use agreement is being established for private rentals at the Harkenrider Senior Center.

**Hispanic Advisory Committee-** Councilor Barron stated the Committee cancelled their September meeting but hopes to meet next month.

## **Mayor's Report**

Mayor Drotzmann spoke regarding:

- His planned attendance at Legislative Days in Salem this week where topics will range from Homelessness to city revenue concerns in conjunction with Measures 5 and 50
- Stepping Stones Volunteer Day on Saturday, Sept 30<sup>th</sup> at Umatilla Public Works





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- Volunteer Fair on October 24<sup>th</sup>
- Almost all vacancies on City Committee's and Boards have been filled

### Council Reports

Councilor Primmer introduced his son in the audience and stated he is visiting from the Country of Cyprus.

Councilor McCarthy spoke regarding Nookies Grand Opening Celebration, combined Kiwanis Kids Day and Faith & First Responders event on October 7<sup>th</sup> from 10am-2pm, Cork & Barrel, and the Mayor & Municipal Judge election.

Councilor Barron spoke regarding his attendance at the Hispanic Heritage month kickoff in Salem on September 15<sup>th</sup> and his excitement to represent Hermiston at the event.

Mayor Drotzmann congratulated Councilor Linton on her recent community recognition and asked her to speak about it.

Councilor Linton stated she received recognition from the Portland Urban League on September 13<sup>th</sup> for work she has done throughout the community.

### Youth Advisory Report

None present.

### City Manager's Report

City Manager Smith spoke regarding:

- The City's partnership with the Chamber of Commerce and Ford Family Foundation to develop Leadership Hermiston
- The passing of retired Lt. Randy Studebaker

Mayor Drotzmann gave his condolences to the Studebaker family.

### Adjournment

Mayor Drotzmann adjourned the City Council meeting at 8:17pm.



SIGNED:

  
\_\_\_\_\_  
Dr. David Drotzmann, Mayor

ATTEST:

  
\_\_\_\_\_  
Lilly Alarcon-Strong, CMC, City Recorder



# HACIENDA

COMMUNITY DEVELOPMENT CORP.

◆ Hacienda CDC is a Latino Community Development Corporation that strengthens families by providing affordable housing, homeownership support, economic advancement and educational opportunities.

◆ Hacienda CDC was formed in 1986 in response to the great need for affordable housing and social services in NE Portland.

◆ We have since built 12 housing communities in Northwestern Oregon – creating a portfolio of 772 units of supportive, community-centered affordable housing. Today, our community developments house over 3,600 people, over half are children.



## OUR MISSION AND HISTORY



**Las Adelitas** is the outcome of a 5+ year community design process that transforms a former vacated lot that was negatively impacting the vitality of Cully into a catalyst development. Fully leased in June 2023.

**Building Amenities:**

- ◆ 142 affordable apartments ranging from 1-3 bedrooms
- ◆ Space for events and performances
- ◆ Community room for residents
- ◆ Parking garage

## OUR PORTFOLIO | LAS ADELITAS







**Las Flores Apartments**, co-owned and co-developed by Community Development Partners and Hacienda CDC, will be a new community-centered apartment complex design around a communal green space. The site is set among a residential neighborhood and is adjacent to retail and commercial amenities. Project will begin leasing in January 2024.

**Building Amenities:**

- ◆ 171 affordable apartments ranging from 1-4 bedrooms
- ◆ Community garden
- ◆ Book-share library
- ◆ Community demonstration kitchen

OUR PORTFOLIO | LAS FLORES 



**Rockwood Village** Co-owned and co-developed by Community Development Partners and Hacienda CDC, Rockwood Village is designed and built with the community in mind.

**Building Amenities:**

- ◆ 224 affordable apartments ranging from 1-4 bedrooms
- ◆ Community Garden
- ◆ Food Truck Paseo
- ◆ Community plaza and flex open space

OUR PORTFOLIO | ROCKWOOD VILLAGE 





Las Adelitas



Villa de Clara Vista



Las Flores



Villa de Sueños

VT



Los Jardines de la Paz



Rockwood Village



Miraflores



Plaza los Robles



Clara Vista  
Townhomes



Vista de Rosas



Plaza los Cedros



Villa de Mariposas

## OUR PORTFOLIO



## We Go Beyond Housing

We provide holistic services like Youth & Family Services, Homeownership Support, and Mercado Empresarios that strengthen our communities from the ground up.

## HOLISTIC PROGRAMS







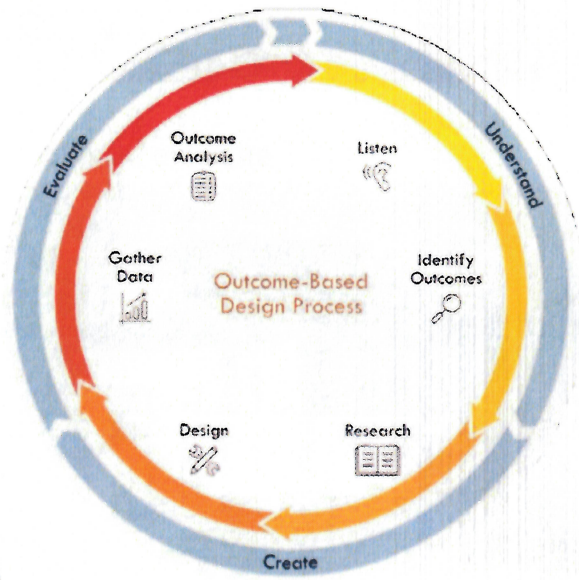
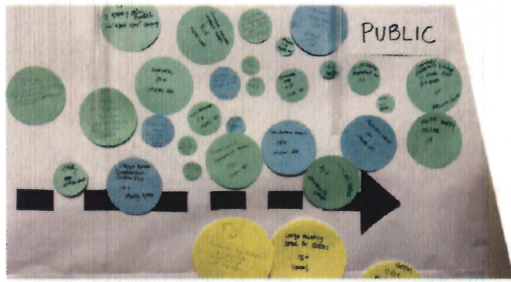
PROGRAMS | RESIDENT SERVICES



PROGRAMS | HOMEOWNERSHIP SUPPORT



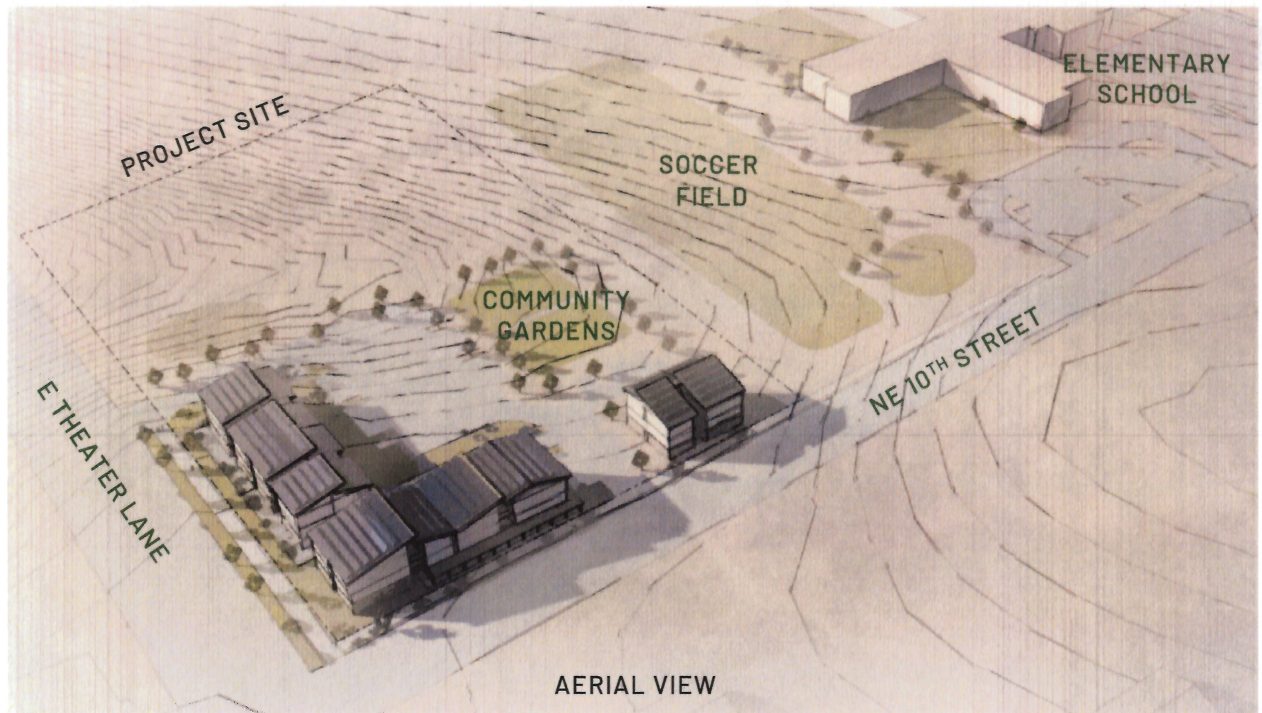




OUR APPLIED OUTCOME-BASED DESIGN RESEARCH HAS INCLUDED

- ◆ Home & Sense of Place
- ◆ Dignity & Independence
- ◆ Healing Environments & Empowerment
- ◆ Order & Arrangement
- ◆ Environmental Control
- ◆ Trauma-Informed Design
- ◆ Privacy & Safety & Security
- ◆ Families & The Built Environment
- ◆ Way-finding

## DESIGN PROCESS



## VISION FOR HERMISTON





VIEW FROM THEATER LANE & 10<sup>TH</sup> STREET

VISION FOR HERMISTON

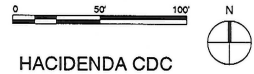
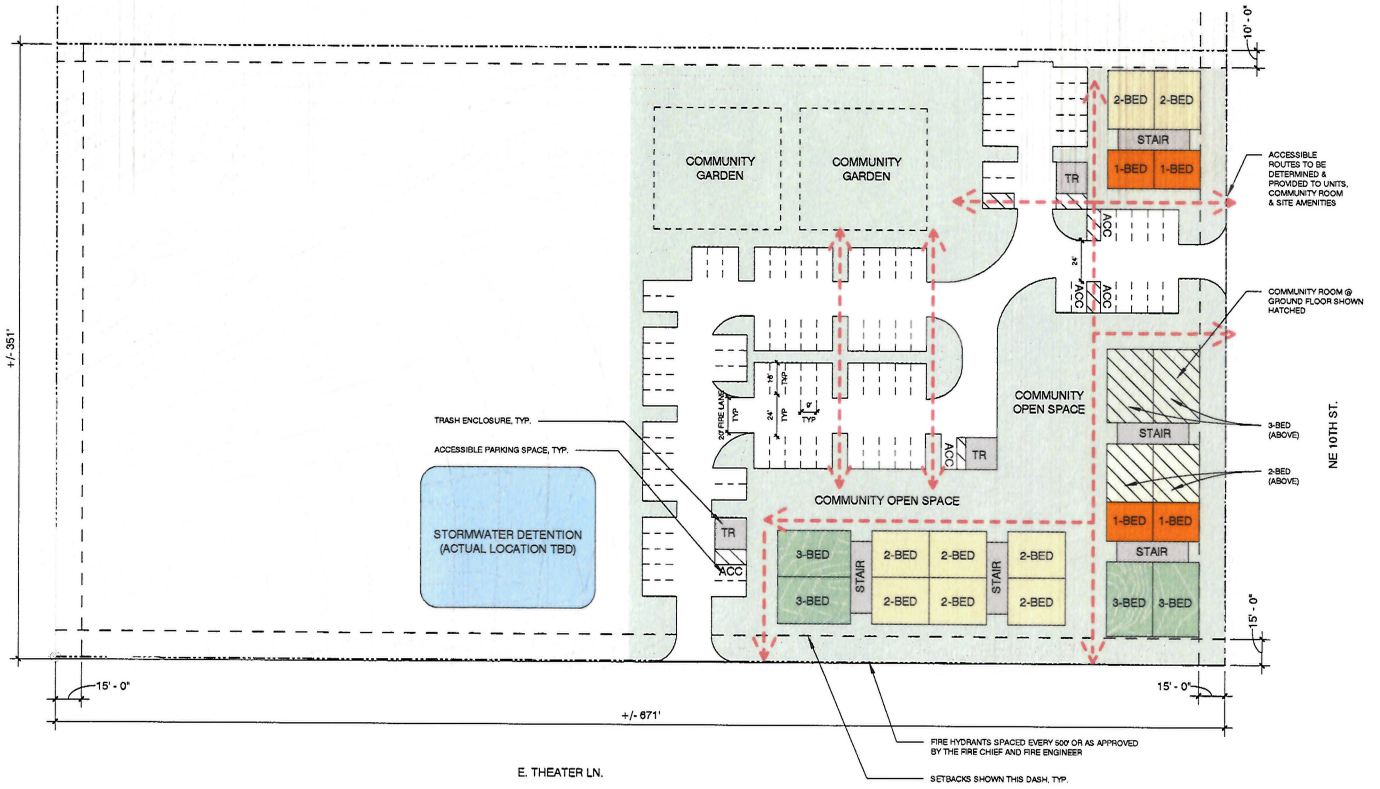


VIEW FROM COMMUNITY GARDENS

VISION FOR HERMISTON







HACIDENDA CDC

UNIT MIX				
	1 Bedroom	2 Bedroom	3 Bedroom	Total
Third Floor	4	10	6	20
Second Floor	4	10	6	20
Ground Floor	4	8	4	16
	<b>12</b>	<b>28</b>	<b>16</b>	<b>56</b>

FLOOR AREA*						
	1 Bedroom	2 Bedroom	3 Bedroom	Community	Circ/ Mech/ Stor	Total
Third Floor	2,332	8,750	6,678	0	1,600	19,360
Second Floor	2,332	8,750	6,678	0	1,600	19,360
Ground Floor	2,332	7,000	4,452	3,000	1,600	18,384
	<b>6,996</b>	<b>24,500</b>	<b>17,808</b>	<b>3,000</b>	<b>4,800</b>	<b>57,104</b>

PARKING					
1.5/ 1 Bedroom	1.5/ 2 Bedroom	2/ 3 Bedroom	Total Required	Total Provided**	
6	15	12	33		
6	15	12	33		
6	12	8	26		
<b>18</b>	<b>42</b>	<b>32</b>	<b>92</b>	<b>92</b>	

\* May vary +/-15%

\*\* Includes 5 accessible spaces