



**Location:** City Hall – Council Chambers  
**Date:** March 12, 2024  
**Time:** 6:00 PM

## City Council Meeting Agenda

Mayor Jason Beebe, Council Members Steve Uffelman, Janet Hutchison, Shane Howard, Gail Merritt, Scott Smith, Marv Sumner and City Manager Steve Forrester  
**ATTEND TELEPHONICALLY BY CALLING 346-248-7799 Meeting ID: 947 5839 2608 Passcode: 123456**

### Call to Order

### Flag Salute

### Additions to Agenda

### Consent Agenda

1. Regular Meeting Brief 2-27-2024

### Visitors, Appearances and Requests

### Council Presentations

### Council Business

2. Consideration of a Proclamation - International Dark Skies Night - Sponsor Councilor Sumner
3. Consideration of a Proclamation - Vietnamese Remembrance Day - Sponsor Mayor Beebe
4. Review of Planning Commission Recommendation for Zone & Comprehensive Plan Maps Update - Josh Smith

### Staff Reports and Requests

5. City Manager's Report - Steve Forrester
6. City Water Supply History and Future Position - Casey Kaiser / Adam Sussman (GSI)
7. Railroad Capital Improvement Projects Presentation - Matt Wiederholt

### Committee Reports

### Ordinances

### Resolutions

### Visitors, Appearances and Requests

### Adjourn

*Agenda items maybe added or removed as necessary after publication deadline*



**CITY OF PRINEVILLE**  
**Regular Meeting Brief**  
387 NE Third Street – Prineville, OR 97754  
541.447.5627 ph 541-447-5628 fax

---

---

Full Meeting Recordings Available at:  
<http://cityofprineville.com/meetings/>

**City Council Meeting Brief**  
**February 27, 2024**

**Council Members Present:**

Marv Sumner  
Jason Beebe  
Gail Merritt

Steve Uffelman  
Scott Smith  
Shane Howard  
Janet Hutchison

**Council Members Absent**

None.

**Additions to the Agenda**

None.

**Consent Agenda**

1. Regular Meeting Brief 2-13-2023
2. PD Property Conversion

**Councilor Smith made a motion to approve consent agenda as presented. Motion seconded. Mayor Beebe asked if there were any questions on the property conversion. Mayor Beebe explained they were discussing that before Sgt. Vollmer came in. All in favor, motion carried.**

**Visitors, Appearances and Requests**

No one came forward.

**Council Presentations**

None.

**Council Business**

3. Approval for Intent to Purchase Surplus Locomotive – Matt Wiederholt

Matt Wiederholt, Railroad Manager explained this is a follow up to the last meeting and presented his staff report explaining that the city was the successful bidder on the locomotive by \$1,000. Five companies bid and we were able to get the one they wanted and it is a 1982.

There were discussions regarding how to get it here, cutting a check if approved then will send staff over next week and hand them the check. Then they will set it up for pulling on the BNSF heading to Eugene, then Klamath and then up. We were able to get a very good deal on the transport fee of \$4,700 and initially thought it would be about \$8,000 or \$9,000.

No further discussion.

**Councilor Hutchison made a motion to approve the purchase of the locomotive from the Port of Coos Bay in the amount of \$202,000. Motion seconded. Mayor Beebe asked if there is any discussion before voting. Councilor Uffelman said he feels very strongly in favor about moving forward with this acquisition. No further discussion. All in favor, motion carried.**

#### **Staff Reports and Requests:**

##### **4. City Manager's Report– Steve Forrester**

Steve Forrester, City Manager announced that Mary & Dave Dethman were in the audience. Mary used to work in the Police Department for many years and Dave worked at the Crook County Sheriff's office and have recently moved back to Prineville.

Mr. Forrester went through his Manager's report that highlighted activities in each department.

There were discussions regarding possible EV charging at Meadow Lakes and funding opportunities.

Councilor Smith talked about an article he read about a European company coming in and putting a big biomass facility in Longview and asked if it would effect our PREP project. Mr. Forrester explained that it shouldn't have an impact on our project.

There were no further questions or comments.

##### **5. Quarterly Financial Report – Lori Hooper Antram**

Lori Hooper Antram, Finance Director went through a power point presentation that covered condition of all city funds and profit and loss statements for the enterprise funds.

#### **Committee Reports**

Councilor Hutchison provided an Ochoco Forest Collaboration update explaining that they didn't have a meeting last month due to weather. Councilor Hutchison said that the collaboration

received a power point presentation regarding wildfire strategy. Forest mortality is still being worked on and wild horse litigation should be ending in March.

Councilor Hutchison announced that she has also joined the Crook County steering committee that just had their first meeting and will be working on a wild fire protection plan.

There were no other committee reports.

There was discussion on the Chamber Awards dinner and who the award recipients were. It was really a high-quality event and was well thought of by everyone who attended.

**Ordinances:**

None.

**Resolutions**

**6. Resolution No. 1589 – Approving Appropriation Adjustments to the BN2023-2025 Budget for the Third Quarter of the First Fiscal Year – Lori Hooper Antram**

Mrs. Hooper Antram presented the staff report and explained that this includes an adjustment for the purchase of the locomotive.

There were no questions.

**Councilor Sumner made a motion to approve Resolution No. 1589. Motion seconded. No discussion no motion. All in favor, motion carried.**

**Visitors, Appearances and Requests:**

No one came forward.

**Adjourn**

**Councilor Sumner made a motion to adjourn the meeting. Motion seconded. No discussion on motion. All in favor, motion carried.**

Meeting adjourned at 6:36 P.M.

**Motions and Outcomes:**

Motion:	Outcome	Beebe	Howard	Hutchison	Merritt	Smith	Sumner	Uffelman
Consent Agenda as presented	PASSED	Y	Y	Y	Y	Y	Y	-
Motion to approve the purchase of the locomotive from the Port of Coos Bay in the amount of \$202,000.	PASSED	Y	Y	Y	Y	Y	Y	Y
Resolution No. 1589 – Approving Appropriation Adjustments to the BN2023-2025 Budget for the Third Quarter of the First Fiscal Year	PASSED	Y	Y	Y	Y	Y	Y	Y
Adjourn Meeting	PASSED	Y	Y	Y	Y	Y	Y	Y

Public Records Disclosure

Under the Oregon public records law, all meeting information, agenda packets, ordinances, resolutions, audio and meeting briefs are available at the following URL:

<https://www.cityofprineville.com/meetings> .

# PROCLAMATION

**WHEREAS:** The experience of standing beneath a starry night sky inspires feelings of wonder and awe, and encourages stewardship of our shared environment and our magnificent dark skies; and

**WHEREAS:** Dark skies are an integral aspect of the sustainability of Oregon’s wild ecosystems as a key environmental factor in bird migration, insect pollination, and human sleep patterns; and

**WHEREAS:** Oregon’s dark skies are a significant natural resource, with two accredited Dark Sky Places to date—Sunriver and Prineville Reservoir State Park; and

**WHEREAS:** Oregon holds the largest area of pristine night skies in the contiguous 48 states; and

**WHEREAS:** Astro-tourism, including star gazing, astronomy star parties, and dark sky photography, is an evolving facet of outdoor recreation with real economic benefits for communities across Oregon, and which promotes the mitigation of light pollution; and

**WHEREAS:** International Dark Sky Week is observed in April on the week of the new moon.

**NOW, THEREFORE,** I, Jason Beebe, the Mayor of the City of Prineville, Oregon, hereby proclaim **April 2-8 2024** to be

## **International Dark Sky Week- Prineville, Oregon**

in Prineville, Oregon and encourage all Oregonians to join in this observance.

---

Rodney J. Beebe, Mayor

# PROCLAMATION

**Whereas:**

Vietnamese refugees have proudly resided in Prineville, the state of Oregon since the conclusion of the Vietnam War on April 30\*, 1975 and

**Whereas:**

Vietnamese Americans have put forth their full toiling energy building the city of Prineville, State of Oregon in a multitude of prominent areas including industry, economy, culture, education, and military service and

**Whereas:**

Vietnamese Americans have counted on the State of Oregon, USA as being their second heart, mind, and family homeland and

**Whereas:**

Every year, Vietnamese Americans celebrate Remembrance Day on April 30th to solemnly honor the 58,000 American soldiers, and more than 300,000 South Vietnamese soldiers who sacrificed their lives in the line of duty for freedom and democracy in South Vietnam from 1955 to 1975.

**NOW, THEREFORE:**

I, Jason Beebe the Mayor of Prineville, does hereby proclaim April 30th, 2024 to be recognized as:

**Vietnamese Remembrance Day**

I resolutely encourage all to join in the reverent recognition of this cultural heritage celebration.

---

Rodney J. Beebe, Mayor



# STAFF REPORT

---

---

**MEETING DATE:** 3/12/2024                      **PREPARED BY:** Joshua Smith  
**SECTION:** Council Business                      **DEPARTMENT:** Planning  
**CITY GOAL:** Position the City for the future  
**SUBJECT:** AM-2024-100 Zoning and Comprehensive Plan Amendments.

---

---

## REASON FOR CONSIDERATION:

The Planning Commission initiated a plan amendment and zone change process to reconcile discrepancies between the Comprehensive Plan Map, Zoning Map and existing uses of multiple properties within the Urban Growth Boundary. The Planning Commission held a hearing on 2/20/2024 in accordance with the City’s land use code. Based on the staff report of those proceedings and no public opposition to the changes, the Planning Commission has submitted a signed recommendation of approval.

In accordance with section 153.256.030 of the City’s land use code, zone changes and plan amendments do not require an additional public hearing before Council. “The City Council shall, in the absence of an appeal or review initiated by Council, adopt the Planning Commission decision. No argument or further testimony will be taken by the Council”.

## DOCUMENT OVERVIEW:

Documents included with the Staff Report are the Planning Commission Recommendation and “Exhibit A”; that includes mapped images of all nine areas.

Planning Commission Recommendation: This document provides background information with conclusions and recommendation from the Planning Commission.

Exhibit A (Areas 1-9): These documents show the current Comprehensive Plan designation and zone; and state what the change will be.

## DECISION:

- Do not initiate a review: Staff will prepare an Ordinance for an official vote at the next available Council meeting, with no public hearing.
- Initiate a review: Staff will prepare an Ordinance and provide notice of a public hearing at the next available Council meeting, where an official vote may be made.





**City of Prineville**  
**DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT**  
**PLANNING COMMISSION RECOMMENDATION**

---

<b>File No.:</b>	AM-2024-100
<b>Applicant:</b>	City of Prineville
<b>Notice to DLCD:</b>	1/9/2024
<b>PC Review:</b>	Initial review 1/17/2023, Final review 1/30/2024
<b>Public Notice:</b>	Newspaper Notice – 2/6/2024 Mailed Notice – 1/16/2024
<b>Public Hearing:</b>	Planning Commission – 2/20/2024 City Council Review – 3/12/2024
<b>Staff:</b>	Joshua Smith, Planning Director
<b>Proposal:</b>	Legislative Amendments to amend the City’s Comprehensive Plan Map and Zoning Map. The primary purpose of these amendments is to reconcile discrepancies between the Comprehensive Plan Map, Zoning Map and existing uses of multiple properties within the Urban Growth Boundary.
<b>Applicable Criteria:</b>	ORS – 227 & 197, OAR – 660-015 (Goal 2 & 10), City Comprehensive Plan, Land use Code Chapter 153 sections 153.230 – 153.236 & 153.252, 153.256.030

**Background:**

City zoning works on a two-map system, the Comprehensive Plan Map (Comp Plan) and a Zone Map. The Comp Plan Map provides basic designations of residential, commercial and industrial. The zoning map refines these designations into multiple zones within each designation. In 2007 the City adopted its first Comprehensive plan and map, separating itself from the County. At that time an existing County map from 1984 was used as the base map for the plan instead of the current zoning map. This created discrepancies where the zones do not align with their Comprehensive Plan designations. The 1984 map was of poor quality; therefore, many of the errors are on the zone boundaries where it was difficult to decipher where the line should be. Several areas have already been amended and more will need to be amended. These proposals focus on areas where the current and future use of the property is not in question.

**Findings:**

The following describes each exhibit and the reason for the change.

**Statewide Planning Goal 10, *To provide for the housing needs of citizens of the state.*** - These proposed changes have no impact on the housing capacity of the City. The purpose of these changes is to reconcile discrepancies between the comprehensive plan designation, zoning and existing uses. These discrepancies have created problems with property sales and lending primarily for residential uses. These amendments have no effect on the City’s Housing needs analysis as the changes are on properties that are already zoned residential or have existing residential or commercial developments.

**Area 1** – This area as described on Exhibit A, is designated as “Residential” in the Comprehensive Plan. The area has been zoned commercial for decades, other than a small residential lot associated with the Crystal Springs Subdivision. The Comprehensive plan is proposed to change from “Residential” to “Outlying Commercial” and the zone for the residential lot will change to “General Commercial”. All but tax lot 1000 (BLM building) are in the process of being consolidated. A commercial development has also been approved for the site and this proposed change was a condition of approval.

**Area 2** – This area as described in Exhibit A, is currently zoned residential in the County outside the City limits, but within the UGB. The City’s Comprehensive Plan for this area has a “Heavy Industrial” designation, presumably left over from when the Ochoco Lumber Mill was operating. That mill site has since been re-zoned to “Mixed Use” leaving this area designated for heavy industrial that is inappropriate for the area and the predominate residential uses. It is not likely the City will ever annex this area as heavy industrial and is therefore; proposing to change the Comprehensive Plan designation from “Heavy Industrial” to “Residential” to avoid this issue in the future, as the City grows.

**Area 3** – This area as described in Exhibit A, is currently designated as “Outlying Commercial” in the Comprehensive Plan. The area has been zoned “General Residential” and developed as residential for decades. Due to existing narrow roads and lack of City water, it is unlikely this area will become commercially viable without significant redevelopment. This proposal will change the Comprehensive plan designation for this area to “Residential” to match the current zone.

**Area 4** – This area as described in Exhibit A, is designated as “Residential” in the Comprehensive Plan and zoned Commercial (C2). The “Skate Park” Subdivision of 2016, was knowingly approved on properties that were zoned both residential and commercial. The City’s Commercial (C2) zone allows residential; however, the intent was to correct this zoning in combination with others zone corrections at a later date. The zoning for the five (5) lots that remain in the (C2) zone are proposed to be changed to Residential (R2), to match the use and the rest of the subdivision. The two City owned lots adjacent to the creek will be zone residential, but have a Comprehensive Plan designation of “Open Space”.

**Area 5** – This area as described in Exhibit A, is currently designated as “Outlying Commercial” in the Comprehensive Plan and zoned Recreational Commercial (C5). The “Rivers Edge” subdivision of 2006 was knowingly approved on properties that were zoned both residential and commercial. The majority zone of the original parcel was Residential (R2) and was used to justify the residential subdivision. The zoning for the seven (7) lots and a portion of the open space lot that remain in the (C5) zone are proposed to be changed to Residential (R2) and designated “Residential” on the Comprehensive Plan to match the use and the rest of the subdivision.

**Area 6** – This area as described in Exhibit A, is currently designated as “Open Space” and “Residential” on the Comprehensive Plan Map. The area has been zoned Commercial (C2) since 2004 (*Ordinance 1117*). This proposal will change the Comprehensive Plan Designation to “Outlying Commercial” to match the use and the zone.

**Area 7** – This area as described in Exhibit A, is currently designated as “Residential” on the Comprehensive Plan Map and zoned Residential (R2). The commercial storage facility (*Secure Storage*) was knowingly approved in 2014 on a property that is zoned both residential and commercial. The majority zone of the parcel is Commercial (C2) and was used to justify the Commercial development. The intent was to correct this zoning in combination with others zone corrections at a later date. This proposal will change the Comprehensive Plan Designation to “Outlying Commercial” and the zone to Commercial (C2), to match the use and zoning on the rest of the property.

AM-2024-100

Amending Zoning and Comp Plan maps

**Area 8** – This area as described in Exhibit A, is currently designated as “Light Industrial” on the Comprehensive Plan Map. The area has been zoned Residential (R4) since at least the late 90’s and is developed as residential. This proposal will change the Comprehensive Plan Designation to “Residential”, to match the uses and current zoning.

**Area 9** – This area as described in Exhibit A, is not a correction and is being added to this process for efficiency purposes. If there is opposition to this change, Area 9 can be removed from this process and reviewed as a separate application. This area is currently zoned Residential (R2) and developed as residential with four older residential units and an unused, defunct single-wide trailer. The property to the south is zoned Commercial (C2) and has a new commercial development. These two lots are relatively narrow; the southern property is interested in purchasing the property for better access and to potentially expand the commercial use in the future. The existing use will remain until redeveloped.

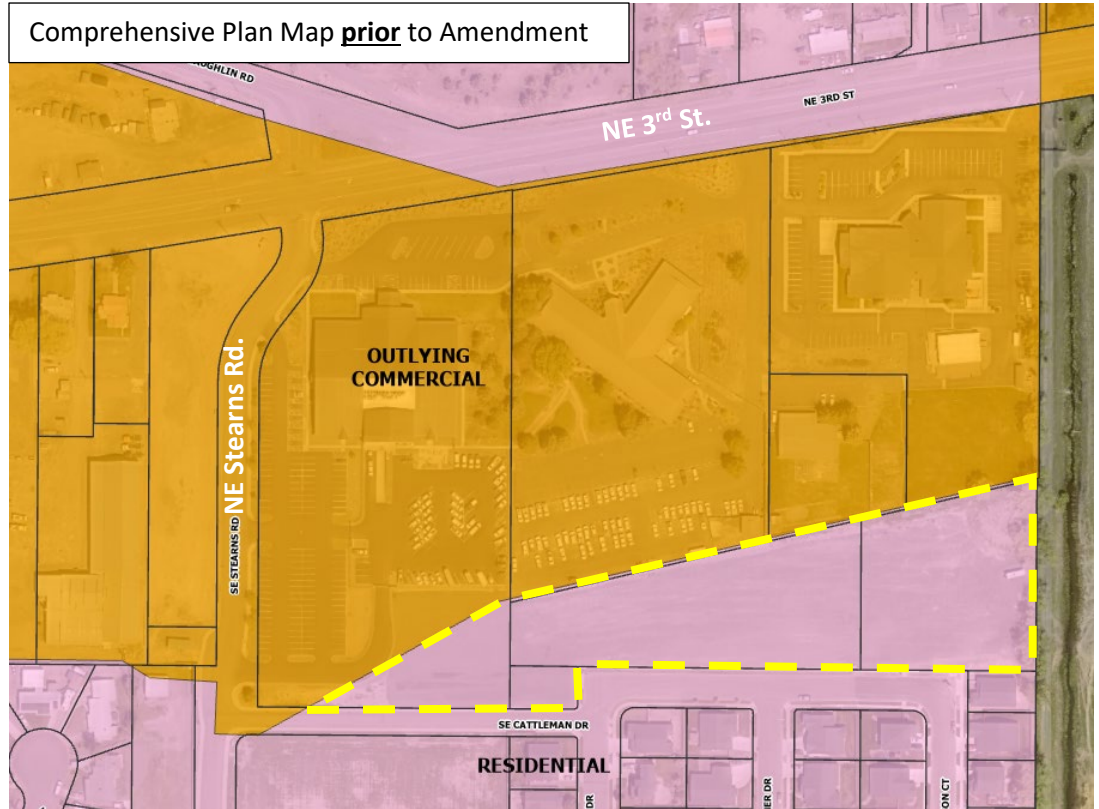
**Planning Commission Conclusions and Recommendation:**

Based on the findings stated above, the Planning Commission finds these changes to be necessary to preserve the integrity of our zoning maps and to prevent any unnecessary hardships for property owners. The Planning Commission recommends adoption of these zone changes as presented.

**EXHIBITS**

Exhibit A - Areas 1-9 show the existing plan designation and zoning for the individual properties and states the proposed change.

Marty Bailey: W M Bailey Date: 2-21-24  
Planning Commission Chair



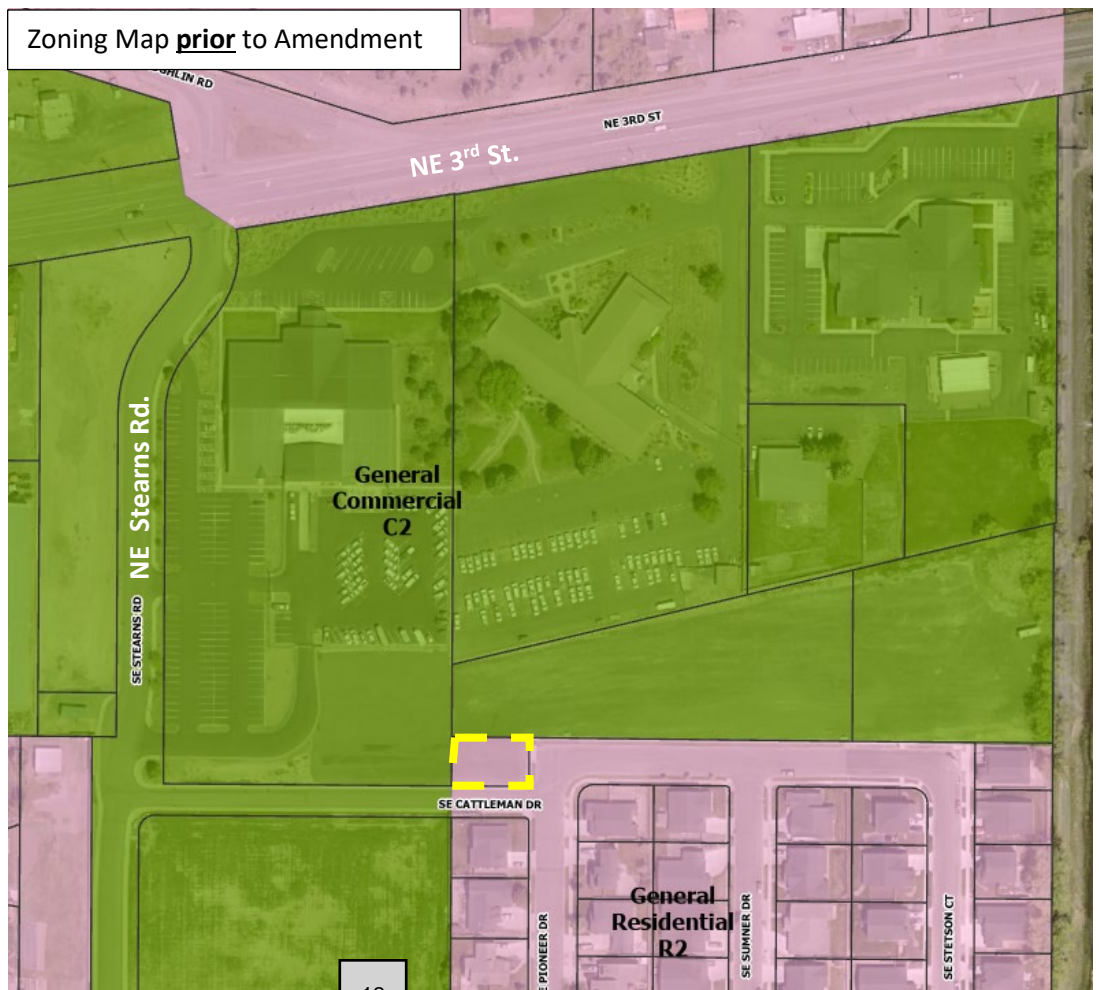
**Map & Tax lots:**

- 151604AA01000,
- 151604AA01300,
- 151604AA01400,
- 151604AD07009

**Residential**

changed to

**Outlying Commercial**



**Map & Tax lot:**

151604AA01400

**General Residential (R2)**

changed to

**General Commercial (C2)**

Ordinance# \_\_\_\_\_

## Area 2 - Exhibit A

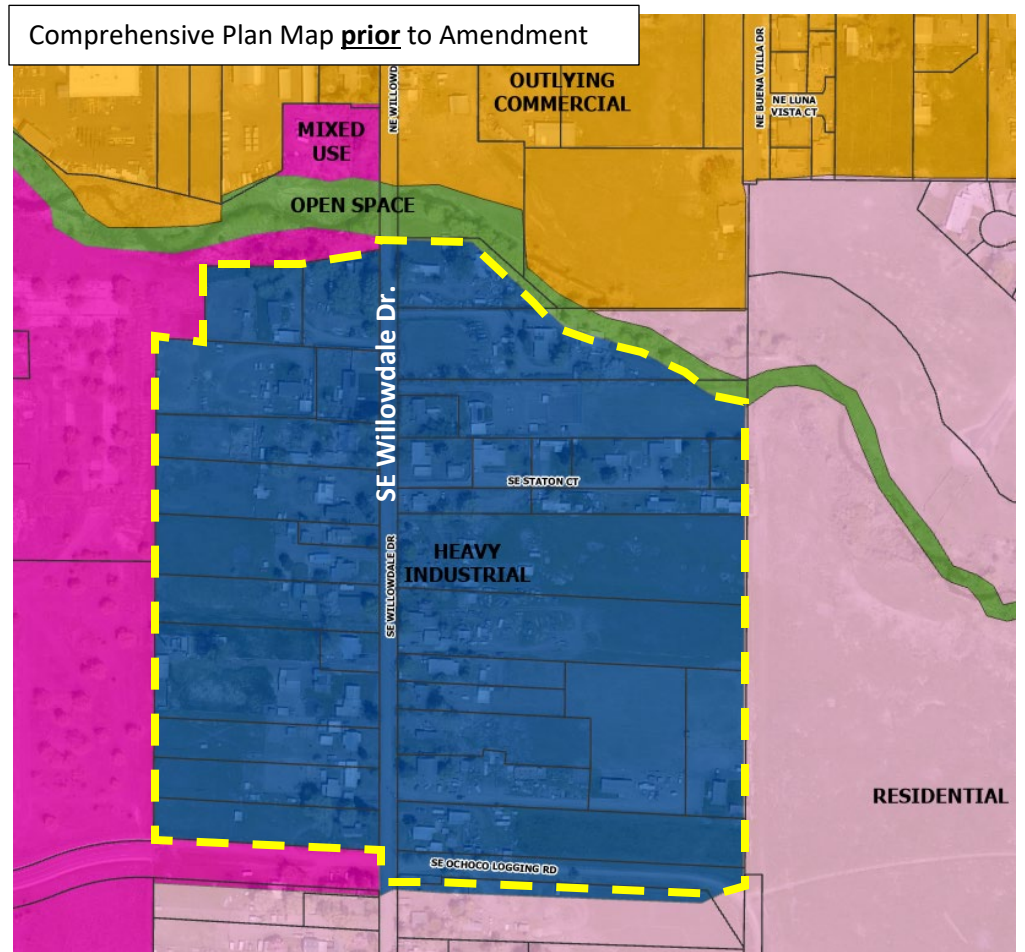
**Map & Tax lots:**  
151604C000200 & 300  
151604C003000 & 3100  
  
151604B006300 – 6305,  
151604B006000 & 6100,  
151604B005700 – 5702,  
151604B005800, 5801, 5803  
151604B005900,  
151604B005600 & 5601,  
151604B005400 & 5500,  
151604B006400 & 6401,  
151604B006500 – 6900,  
151604B007100 & 7102,  
151604B007000 & 7001,  
151604B007004

**DESIGNATION:**

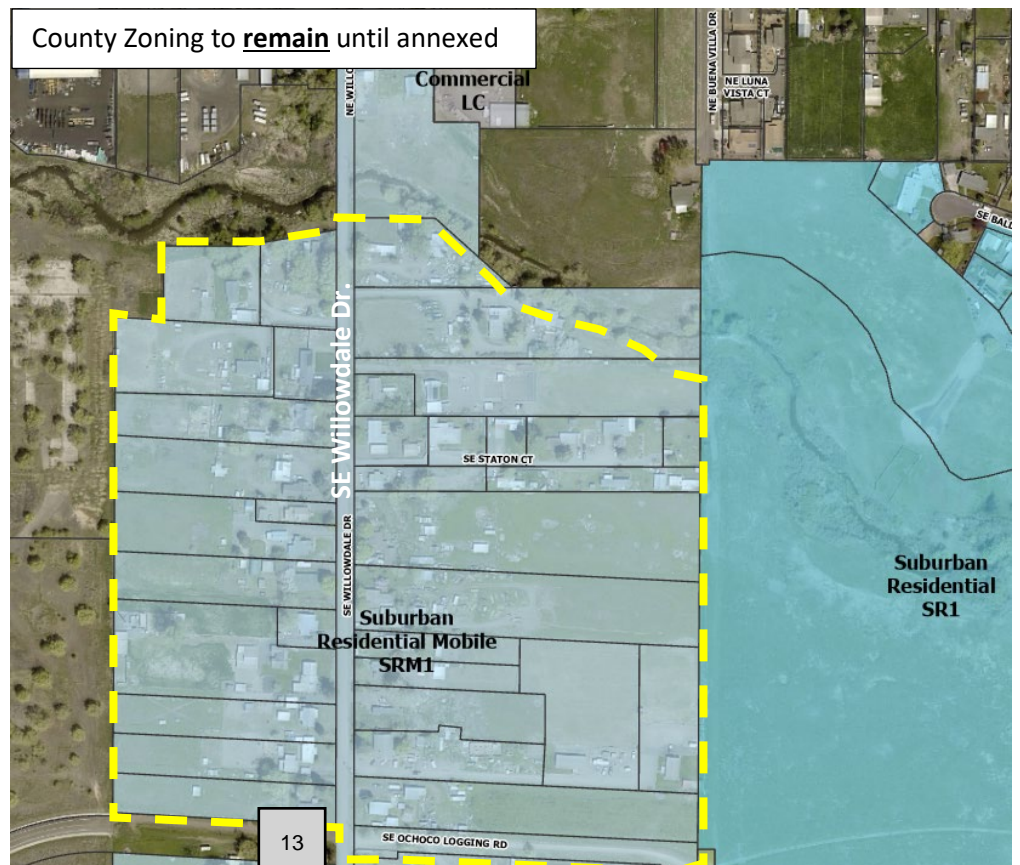
**Heavy Industrial**

*changed to*

**Residential**



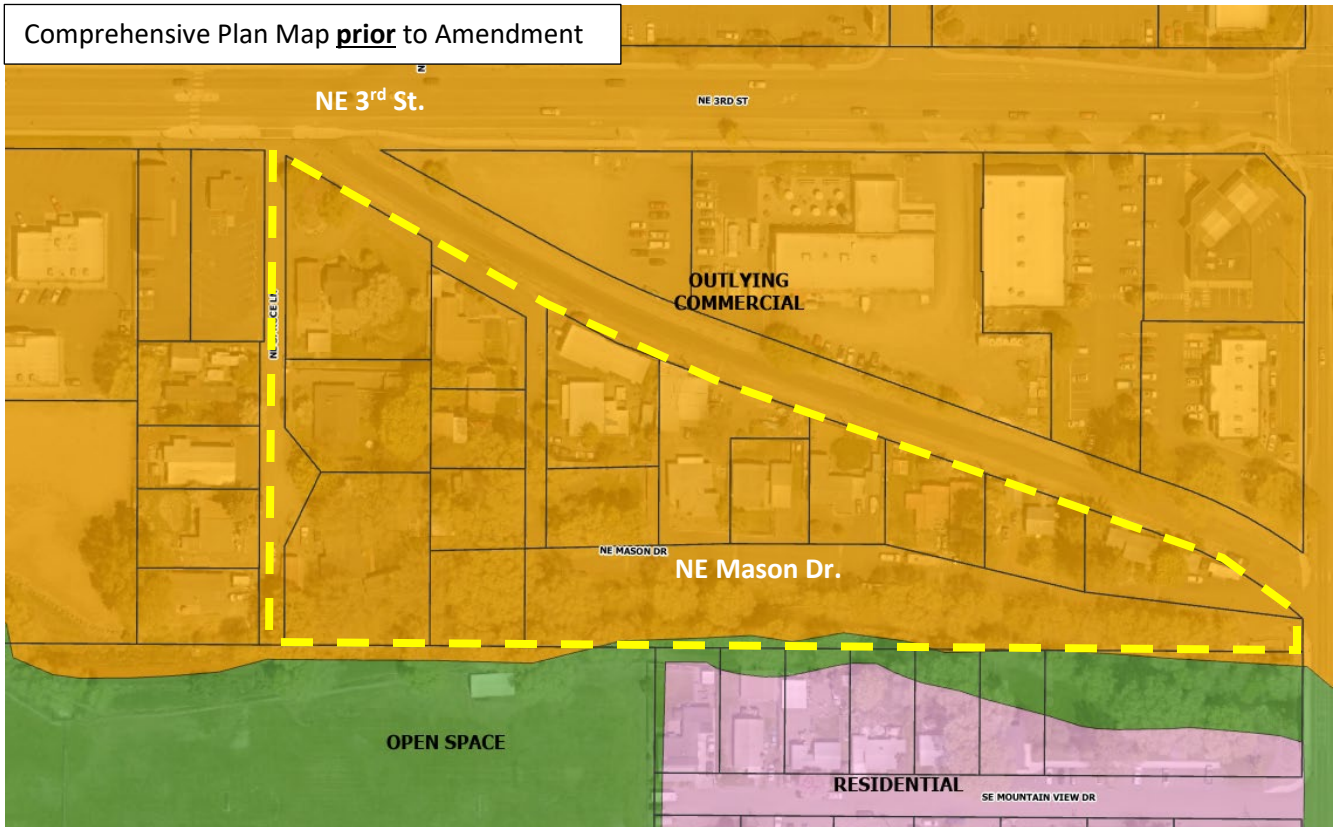
**No change in "SRM1" Zoning**



Map & Tax lots: 151605AA01800 - 3200 & 3400

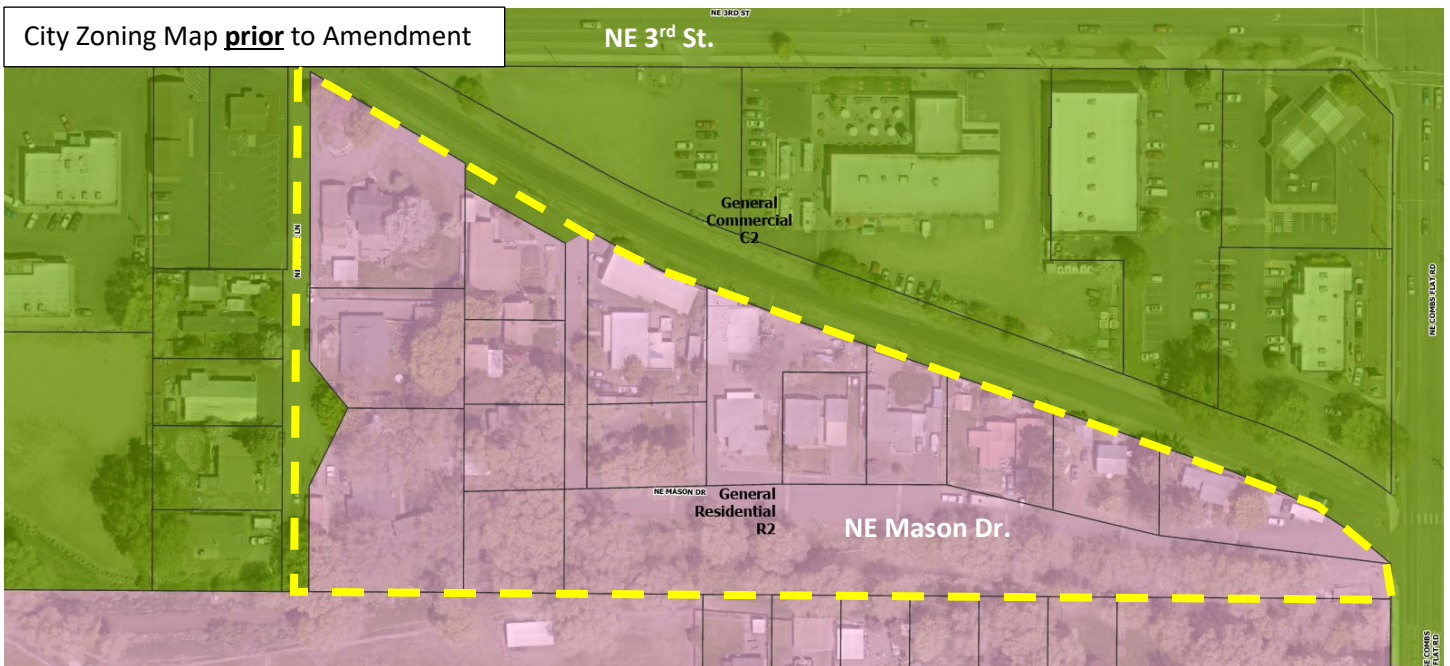
**DESIGNATION:** Outlying Commercial *change to* Residential

Comprehensive Plan Map prior to Amendment



No change in "R2" Zoning

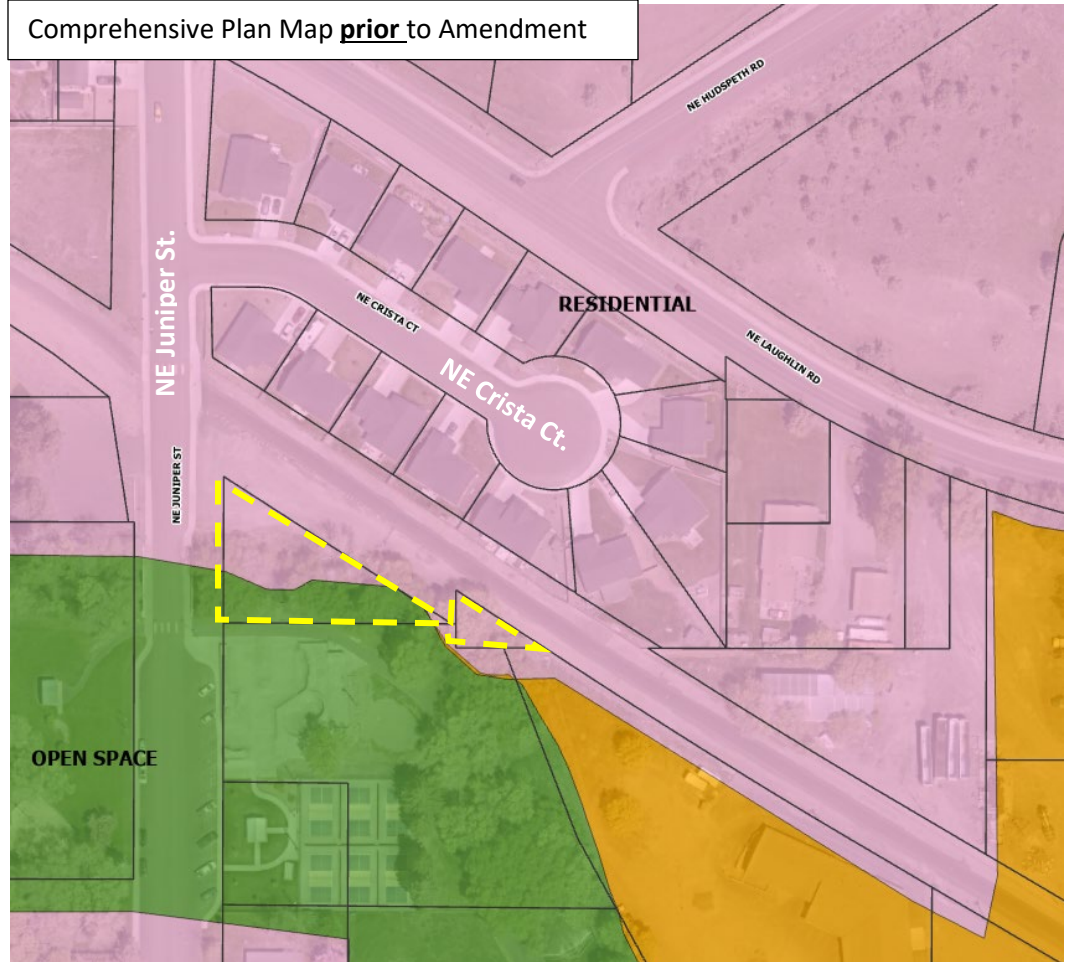
City Zoning Map prior to Amendment



Ordinance# \_\_\_\_\_

## Area 4 - Exhibit A

Comprehensive Plan Map prior to Amendment



Map & Tax lots:  
151605AB00900 & 800

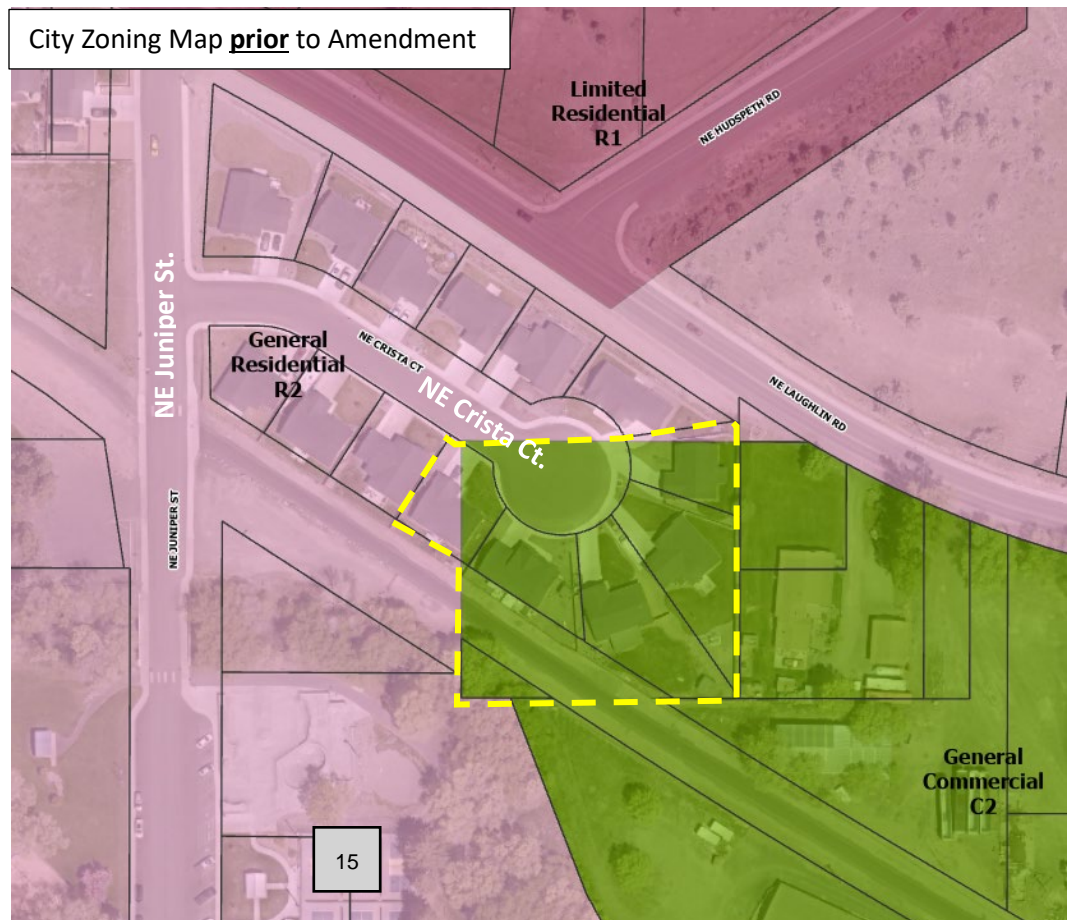
**DESIGNATION:**

Residential

*changed to*

Open Space

City Zoning Map prior to Amendment



Map & Tax lots:  
151605AB00800,  
141632DC05807 - 05811

**ZONING:**

General Commercial (C2)

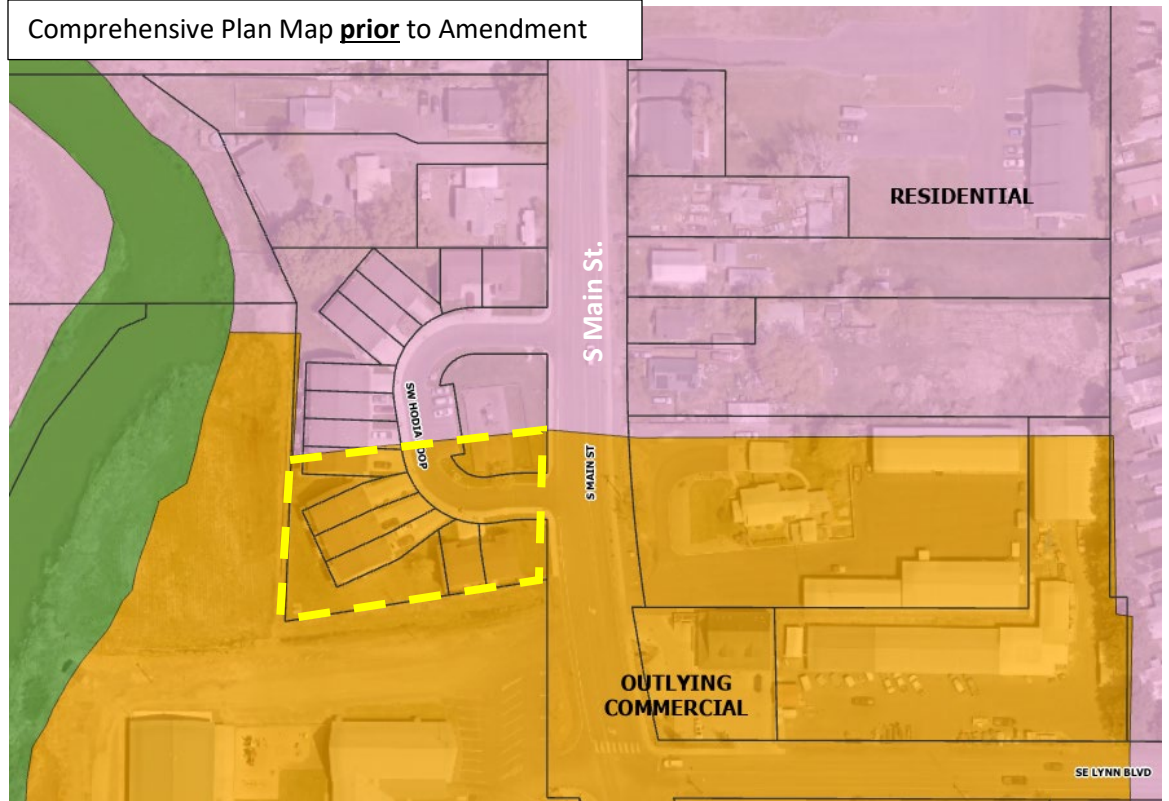
*changed to*

General Residential (R2)

Comprehensive Plan Map **prior** to Amendment

**Map & Tax lots:**  
151606DA03600  
151606DA3608  
151606DA03611 - 03617

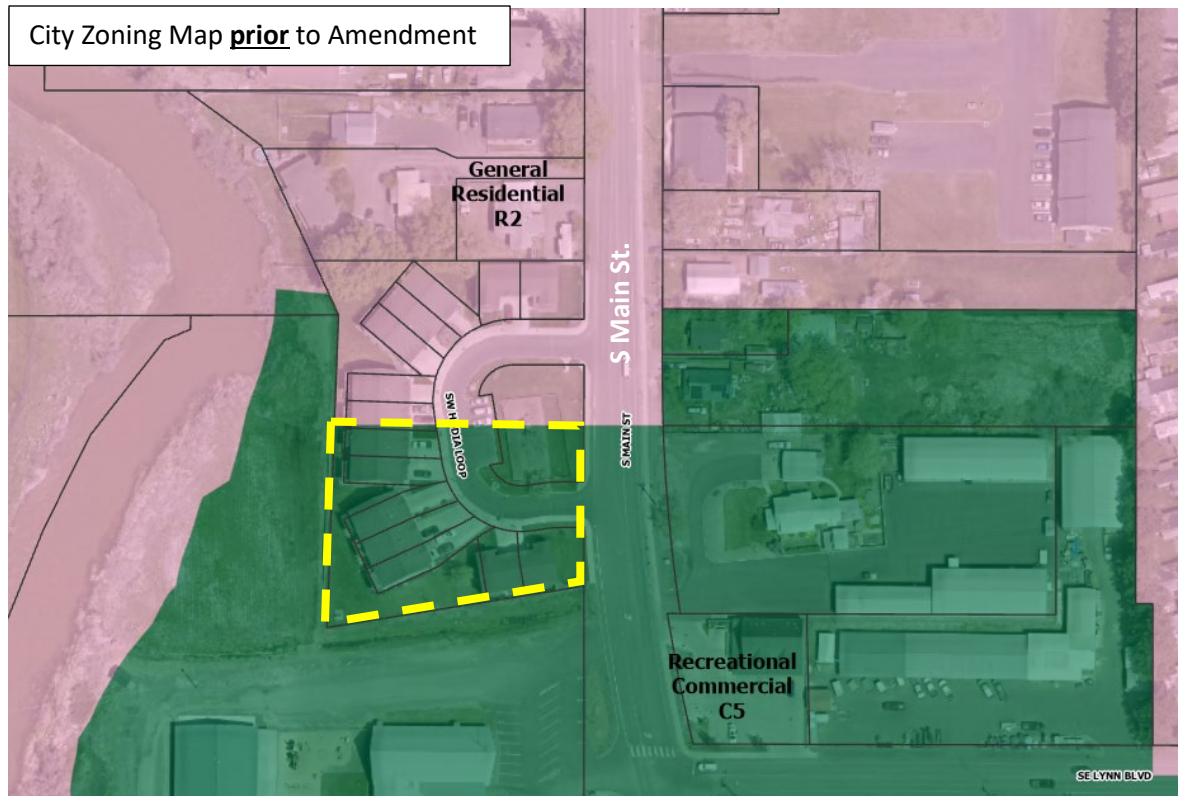
**DESIGNATION:**  
**Outlying Commercial**  
*changed to*  
**Residential**



City Zoning Map **prior** to Amendment

**Map & Tax lots:**  
151606DA03600  
151606DA3608  
151606DA03611 – 03617

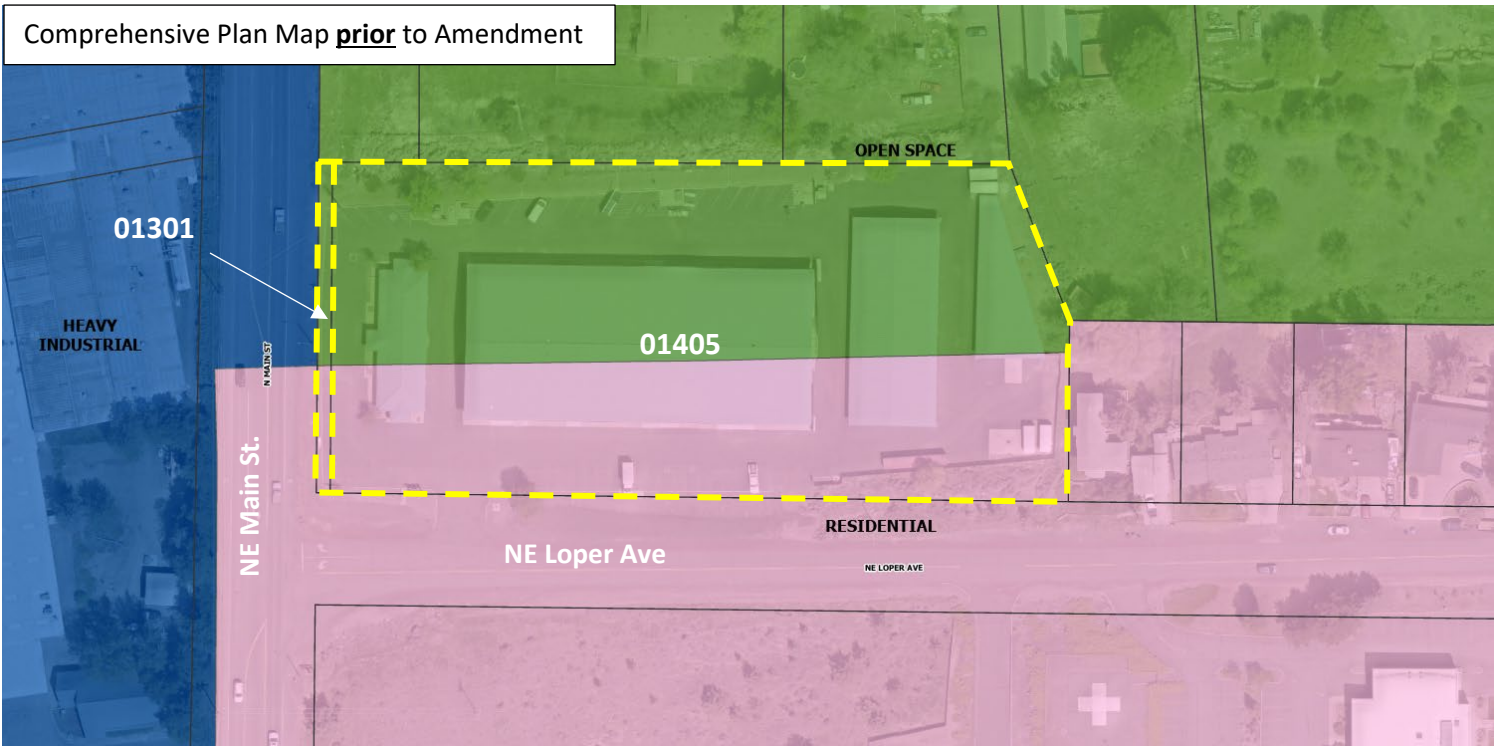
**ZONING:**  
**Rec. Commercial (C5)**  
*changed to*  
**General Residential (R2)**



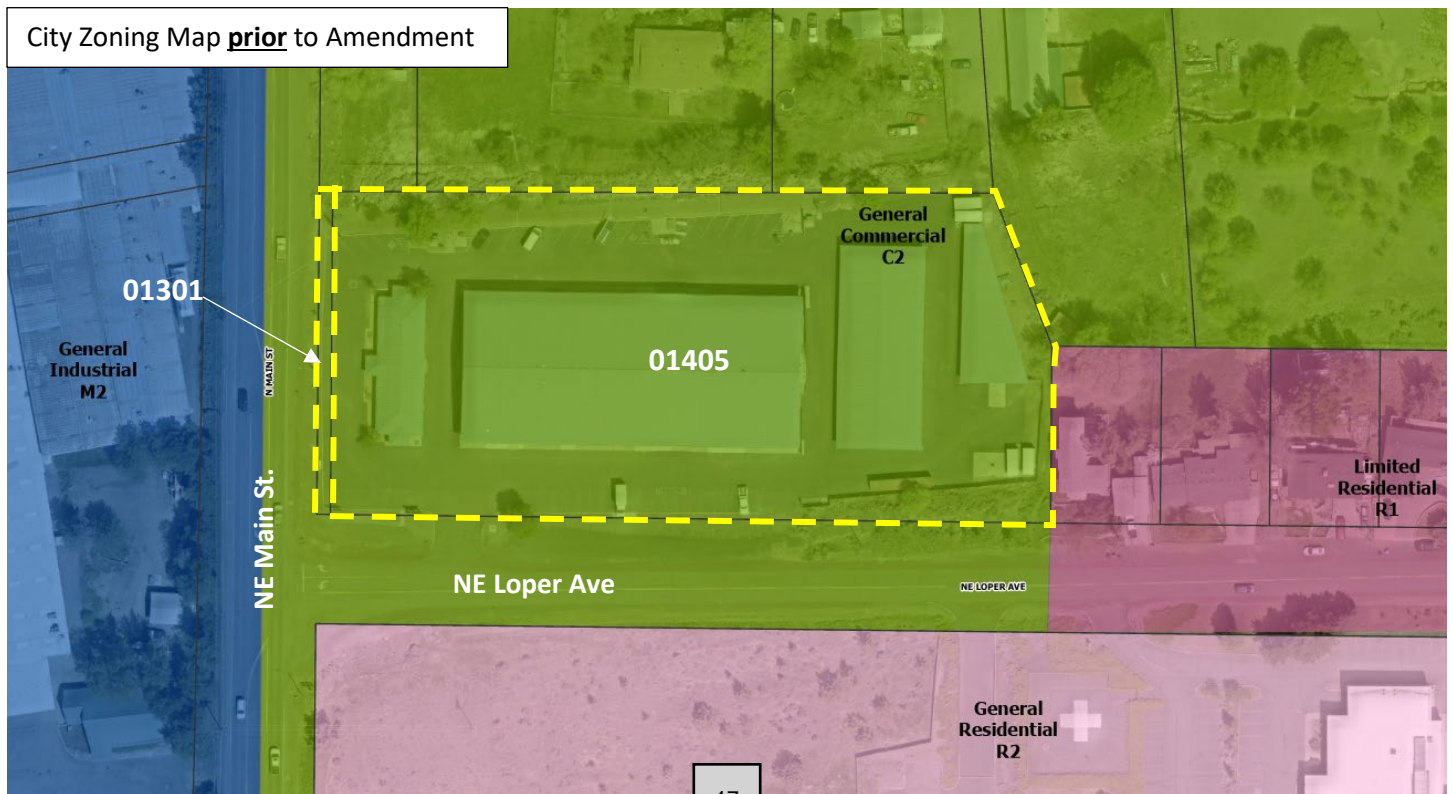


Map & Tax lots: 141632CB01405 & portion of 141632CB01301

**DESIGNATION:** Open Space/Residential change to Outlying Commercial



No change in "C2" Zoning

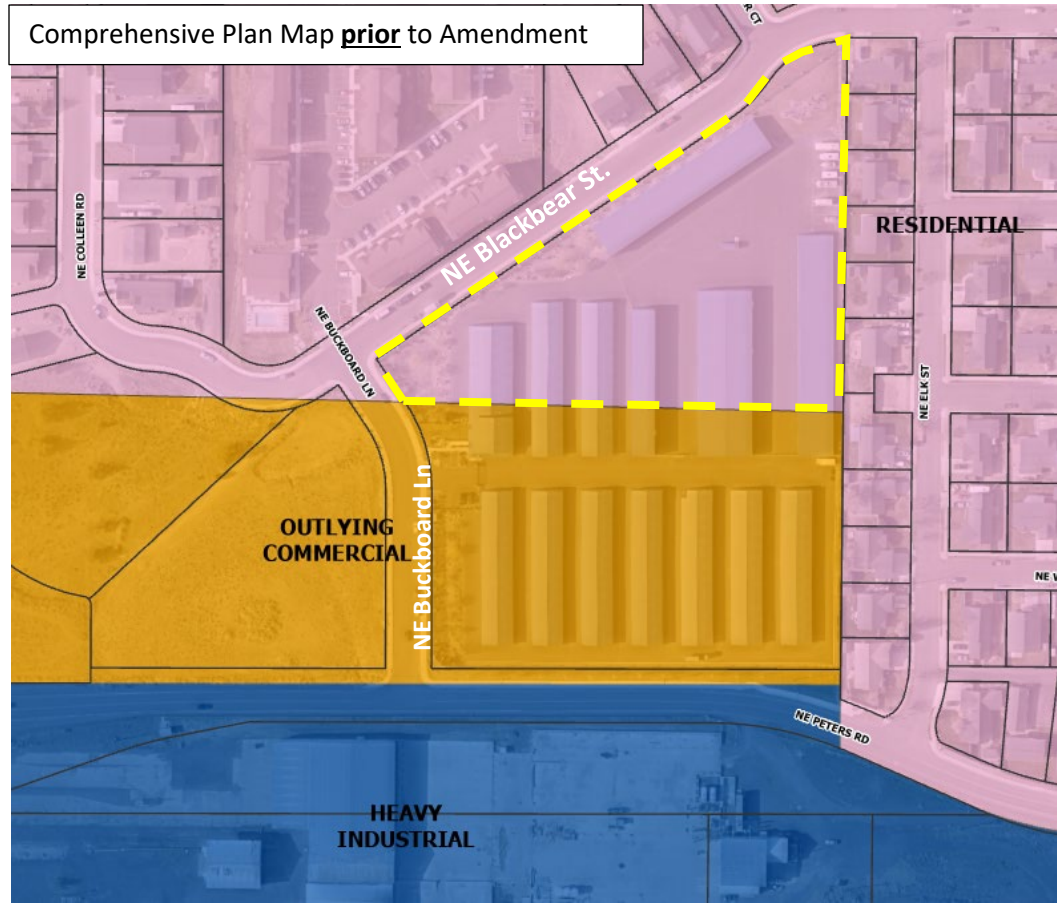


Ordinance# \_\_\_\_\_

## Area 7 - Exhibit A

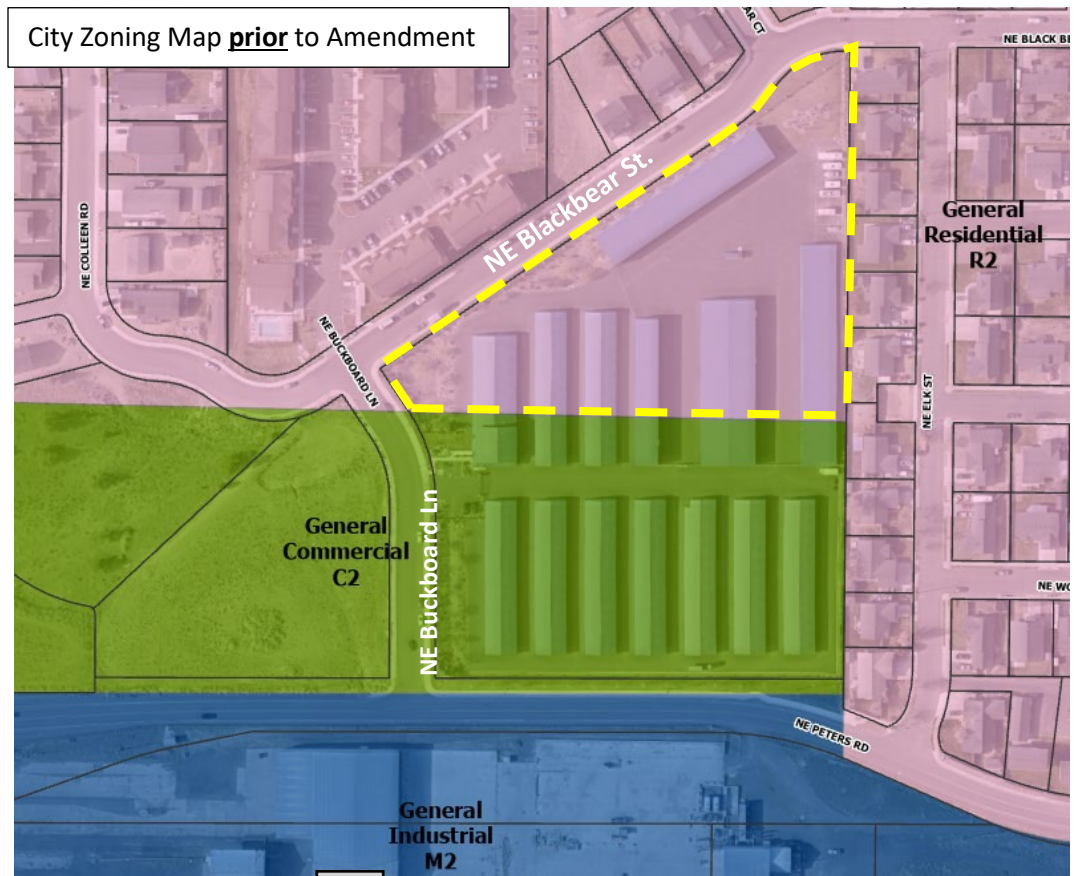
Map & Tax lot:  
141629CC00105

**DESIGNATION:**  
Residential  
*changed to*  
Outlying Commercial



Map & Tax lot:  
141629CC00105

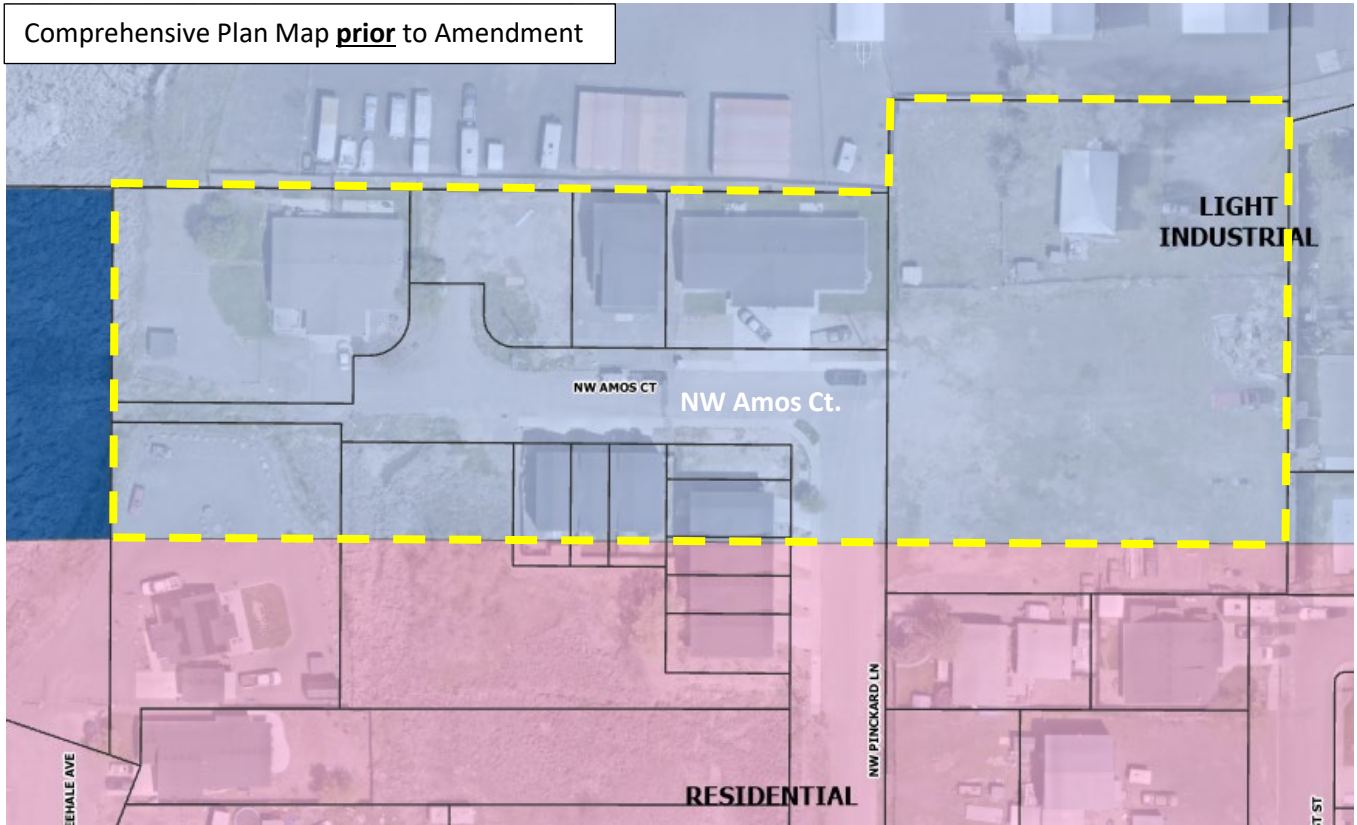
**ZONING:**  
General Residential (R2)  
*changed to*  
General Commercial (C2)



Map & Tax lots: 141631BD01200, 01700, 01800, 01801, 01900, 02000 – 02005 & 02200

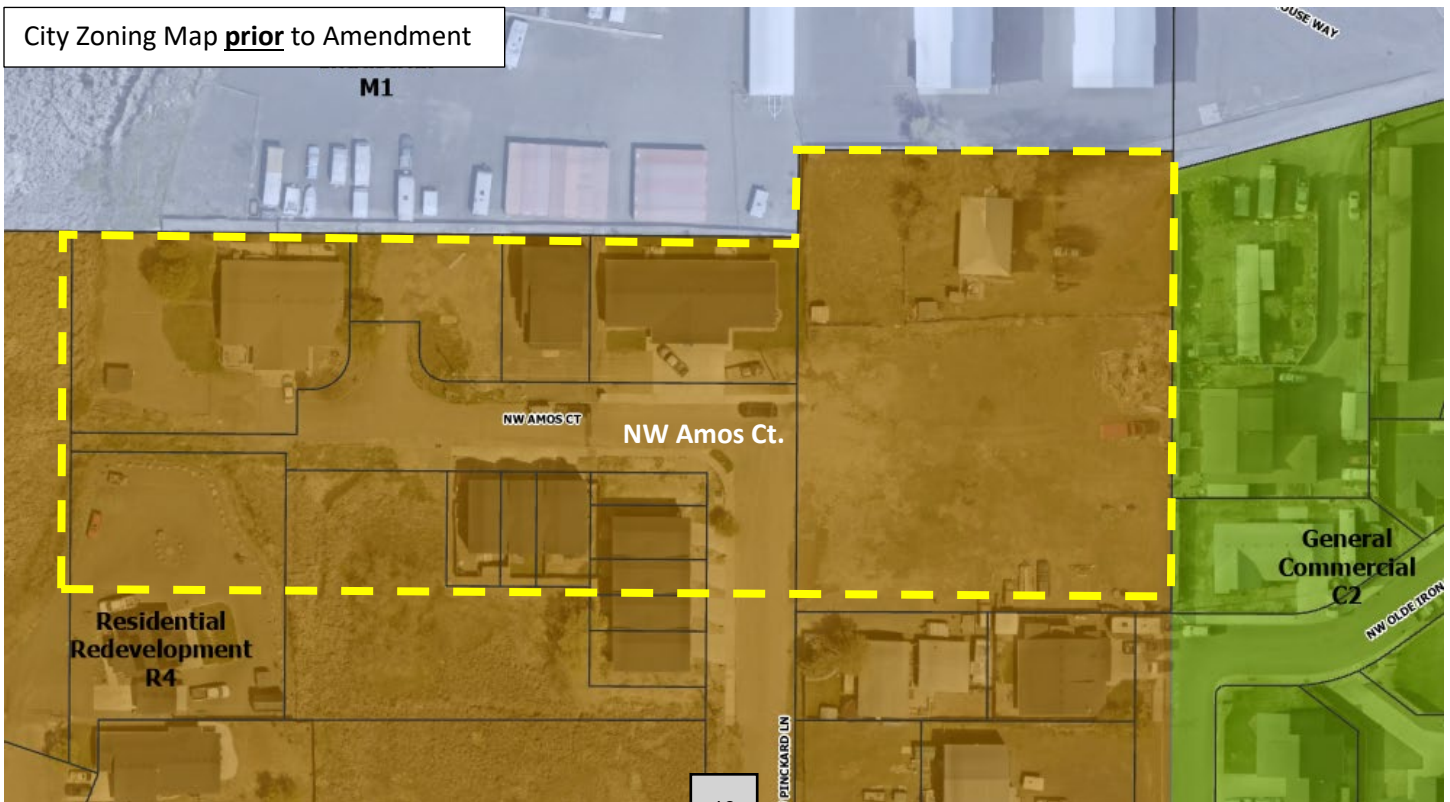
**DESIGNATION:** Light Industrial *change to* Residential

Comprehensive Plan Map **prior** to Amendment



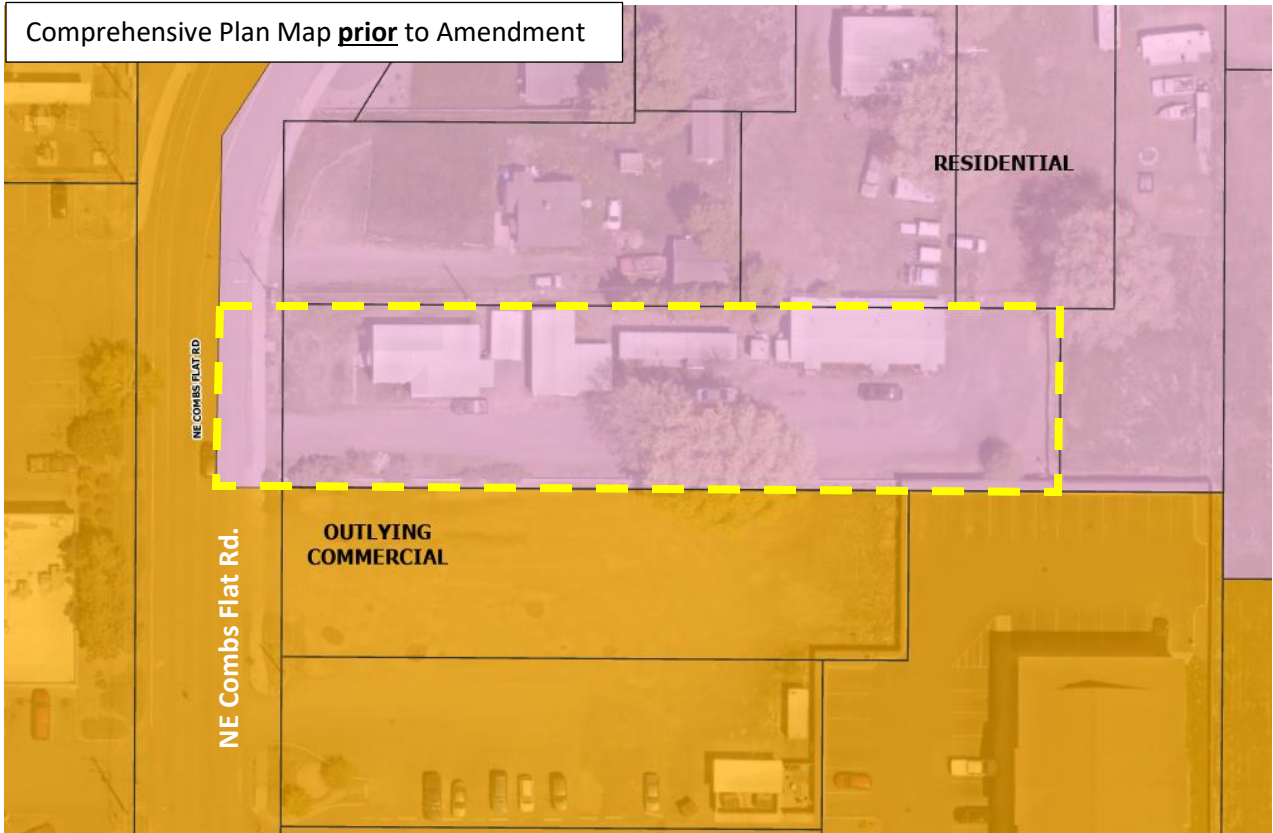
No change in "R4" Zoning

City Zoning Map **prior** to Amendment



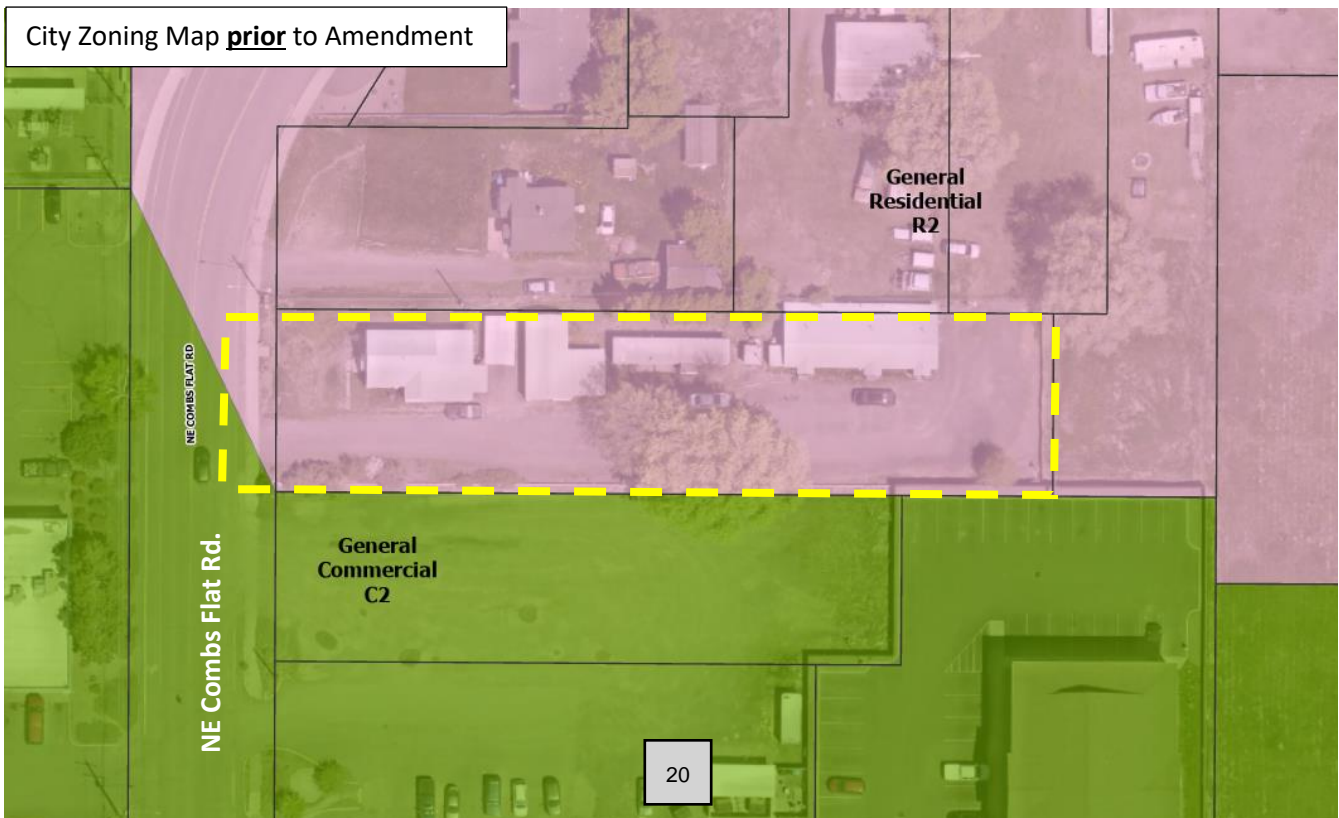
Map & Tax lot: 151604B003300

**DESIGNATION:** Residential *change to* Outlying Commercial



Map & Tax lots: 151605151604B003300

**ZONING:** General Residential (R2) *change to* General Commercial (C2)



## **City Manager Update to Council**

**March 12, 2024**

### **Public Safety / Dispatch**

Recruitment has opened for an Administrative Services Manager and another round just opened for dispatch with one in training.

Most of our police officers have undergone their intensive training for and transitioned over to the new firearms.

### **Public Works**

The mandatory pre-bid meeting for our 2024 Spring Paving project was well attended with six contractors attending.

The Ochoco Irrigation District pump station project on Combs Flat Road is expected to wrap up in late April. We can anticipate the road being back open at that time.

The new Bowman Museum Belknap Exhibit Center project has been completed. The city worked with the museum to get all new sidewalks, ADA ramp, and our downtown decorative street lights installed. There will be an open house on Saturday, March 16<sup>th</sup> from 11:00 AM – 4:00 PM.

ODOT continues to make good progress on the 3<sup>rd</sup> Street project through town. They are currently working on the replacement of the corner ADA ramps through the corridor. The construction of the stormwater retention pond at 5<sup>th</sup> & Claypool is well underway and is anticipated to continue through the summer.

### **Railroad**

Matt will be providing a power point presentation regarding railroad capital improvement projects after this report.

### **Meadow Lakes Golf**

Meadow Lakes had another record-breaking February, despite being closed 9 days due to weather. March is off to a slow start.

The PW Streets team has been assisting Zach in removing curbing and preparing for the upcoming parking lot paving project.

### **Airport**

Kelly reports that rehabilitation of the second runway will commence soon. At one point it was expected that eventually this particular runway would end up going away. However, with

continued efforts for funding over many years by Kelly, the Prineville Crook County Airport will be one of only 3 airports in Central Oregon to have two runways.

### **Planning**

Development projects are still moving right along.

### **Human Resources**

Karee remains busy with recruitments and policies that will need to be updated with recent legislation that has passed this session.

### **Information Technology – No Update**

### **Finance**

The auditors will be here in person for the first time since before COVID and expected on-site in mid-June.

### **City Recorder/Risk Management – No Update**

### **City Legal – No Update**

### **EDCO**

EDCO's Prineville / Crook County annual luncheon was very well attended. They are working on a couple of leads for potential development in Prineville including a food production company that looked at the area a couple of years ago.

### **Public Relations**

ShanRae is reporting that OPB did a good article on the Deschutes Basin that highlights water conservation efforts in our region. It even mentions that the decades long collaboration is a poster child in the state for what can be achieved when working together.

### **Mayor/Council**

We have some dates out there for a Council retreat in April. This is intended to be an informal get together for the Councilors to interact with each other and become acquainted with each other's personal goals. Please check your email and get back to Lisa.

### **Other**

The legislative session has been a very busy session. There will be more to report on this soon. There were some fixes to BM110, which initially decriminalized drugs a couple of years ago. Many public safety officials across the state signed on to support changes. Even people that initially supported BM110 when it passed, saw that it wasn't working and needed fixes.