



CITY OF SWEET HOME CITY COUNCIL AGENDA - REVISED

February 23, 2021, 6:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

WIFI Passcode: guestwifi

PLEASE silence all cell phones – Anyone who wishes to speak, please sign in.

Mission Statement

The City of Sweet Home will work to build an economically strong community with an efficient and effective local government that will provide infrastructure and essential services to the citizens we serve. As efficient stewards of the valuable assets available, we will be responsive to the community while planning and preparing for the future.

Meeting Information

The City Council will hold a Regular City Council meeting at 6:30 p.m. in the City Council Chambers at City Hall, 3225 Main Street. In order to protect residents, staff, and elected officials due to the novel COVID-19 virus, the frequency and length of public meetings, including the City Council, boards and commissions, will be minimized. Non-urgent and non-essential City business with expected public feedback will be postponed whenever possible. Individuals attending public meetings in person will be limited to the first six people, required to maintain appropriate social distancing, (6-ft.) and be free of symptoms related to COVID-19. The City of Sweet Home City Council is streaming the meeting via the Microsoft Teams platform and asks the public to consider this option. There will be opportunity for public input via the live stream. To view the City Council meeting live, online visit live.sweethomeor.gov. If you don't have access to the internet you can call in to 541-367-5128 and you'll be asked to choose option #1 to be logged in to the call. Meeting ID 226 531 982#

This video stream and call in options are allowed under Council Rules, meet the requirements for Oregon public meeting law, and has been approved by the Mayor as Chairperson of the meeting. All votes will be conducted by Roll Call Vote.

Call to Order and Pledge of Allegiance

Moment of Silence for past Mayor and City Councilor Tim McQueary

Roll Call

Consent Agenda:

Approval of Minutes:

- a) [2021-01-26 City Council Minutes \(pg. 1\)](#)
- b) [2021-02-05 City Council Training Minutes \(pg. 8\)](#)
- c) [2021-02-06 City Council Training Minutes \(pg.10\)](#)
- d) [2021-02-07 City Council Training Minutes \(pg. 13\)](#)
- e) [2021-02-09 City Council Special Meeting \(pg. 15\)](#)

The location of the meeting is accessible to the disabled. If you have a disability that requires accommodation, advanced notice is requested by notifying the City Manager's Office at 541-367-8969.

- f) [2021-02-09 City Council Minutes \(pg. 18\)](#)
- g) [2021-02-16 City Council Special Meeting \(pg. 22\)](#)

Recognition of Visitors and Hearing of Petitions:

Old Business:

- a) [PUBLIC HEARING & Request for Council Action – Ordinance No. 3 for 2021 – Willow Street Neighborhood Local Improvement District \(LID\) \(pg. 24\)](#)

New Business:

- a) [Request for Council Action – Resolution No. 4 for 2021- Library Board Liaison \(pg. 45\)](#)
- b) [Request for Council Action - Resolution No. 5 for 2021 - Water and Wastewater Utility Rates \(pg. 48\)](#)
- c) [Request for Council Action - First Avenue Easement Release \(pg. 62\)](#)
- d) [Request for Council Action – Resolution No. 6 for 2021- City Council Goals for 2021-2022 \(pg. 65\)](#)
- e) [Q2 Update - Fiscal Year 2021 \(pg. 70\)](#)

Ordinance Bills:

Request for Council Action and First Reading of Ordinance Bills

- a) [Ordinance No. 3 for 2021 – Willow Street Neighborhood Local Improvement District \(LID\) \(pg. 74\)](#)

Second Reading of Ordinance Bills

- a) [Ordinance No. 2 for 2021- Sweet Home Ordinance Pertaining to System Development Charges \(pg. 76\)](#)

Third Reading of Ordinance Bills (Roll Call Vote Required)

- a) [Ordinance No. 1 for 2021 - Ordinance No. 1293 - An Ordinance Amending the Official Zoning Map \(pg. 93\)](#)

Reports of Committees:

Administrative and Finance/Property
Park and Tree Committee
Youth Advisory Council
Chamber of Commerce
Charter Review Committee
Council of Governments
Area Commission on Transportation
Solid Waste Advisory Council
Ad Hoc Committee on Health
Legislative Committee

Reports of City Officials:

Mayor's Report
City Manager's Report

Department Director's Reports (2nd meeting of the Month)

Finance Director

- a) [January 2021 Monthly Report \(pg. 107\)](#)

Police Chief

- a) [Police Department Monthly Report \(pg. 116\)](#)

City Attorney

- a) [2021-01-18 Viewers' Report Minutes \(pg. 117\)](#)

- b) [2021-01-21 Viewers' Report Minutes \(pg. 119\)](#)

Council Business for Good of the Order

Adjournment



CITY OF SWEET HOME CITY COUNCIL MINUTES

January 26, 2021, 6:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

WIFI Passcode: guestwifi

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Mission Statement

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Call to Order and Pledge of Allegiance

The meeting was called to order at 6:30 PM

Roll Call

PRESENT

Mayor Greg Mahler
President Pro Tem Diane Gerson
Councilor Dave Trask
Councilor Lisa Gourley
Councilor Susan Coleman
Councilor Angelita Sanchez
Councilor Dylan Richards

Consent Agenda:

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Approval of Minutes:

- a) 2021-01-12 City Council Minutes (pg. 3)

Motion made by Councilor Gourley, Seconded by Councilor Coleman.

Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards

Recognition of Visitors and Hearing of Petitions:

- a) Proclamation, "Denouncing Violence in Our Nation" (pg. 9)

Mayor Mahler read the proclamation denouncing violence in our nation.

Old Business:

None

New Business:

- a) Council Sub-Committee Appointments (pg. 11)

Mayor Mahler appointed the following to City Council Subcommittees:

Administration and Finance: Councilor Trask (Chair), Councilor Gerson, Councilor Coleman.

Charter Review Committee: Councilor Gerson, Councilor Trask

Park and Tree Committee: Councilor Trask

Youth Advisory Council: Councilor Gerson

Chamber of Commerce: Councilor Richards, Councilor Sanchez

Area Commission on Transportation: Councilor Sanchez

Council of Governments: Councilor Sanchez

Solid Waste Advisory Committee: Councilor Richards

Ad Hoc Community Health Committee: Councilor Gourley, Mayor Mahler

Legislative: Councilor Richards

There was discussion on having a Council representative on the Library Advisory Board. Councilor Coleman has expressed interest.

- b) Request for Council Action - Surplus of City equipment and vehicles (pg. 12)

Finance Director Neish presented the list of items to be surplussed. Finance Director Neish stated two vehicles will be surplussed to Enterprise, who will sell them for the City per our agreement. Technology items will be properly destroyed by our IT services.

Motion made by Councilor Gourley, Seconded by President Pro Tem Gerson.

Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards.

Ordinance Bills

Request for Council Action and First Reading of Ordinance Bills

- a) Public Hearing for Zone Map Amendment Application ZMA20-04 (pg. 16)

Mayor Mahler explained the Public Hearing has already been held for public comment. The ordinance is now before Council.

Motion made by Councilor Coleman, Seconded by Councilor Gourley.

Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards.

The Ordinance was read it it's entirety.

Motion to move Ordinance No. 1 for 2021 to second reading.

Motion made by Councilor Trask, Seconded by Councilor Gourley.

Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards

Second Reading of Ordinance Bills

None

Third Reading of Ordinance Bills (Roll Call Vote Required)

None

Reports of Committees:

Administrative and Finance/Property

- a) A February 2nd meeting was scheduled to interview for vacant Planning Commission and vacant Library Advisory Board positions

Charter Review Committee

- a) Councilor Gerson reported the committee met prior to the City Council Meeting.

Park and Tree Committee

Youth Advisory Council

Chamber of Commerce

- a) Councilor Gerson reported the Chamber held a 3-day Strategic Planning session.

Council of Governments

Area Commission on Transportation

Solid Waste Advisory Council

Ad Hoc Committee on Health

- a) Subcommittee on Homelessness Draft Document was presented reporting the outcome of a 4-day work session meeting by the committee and their goals addressing homelessness.

Legislative Committee

Reports of City Officials:

Mayor's Report

Mayor Mahler reminded the Council of the February 5th Training.

City Manager's Report

City Manager Ray Towry announced the retirement party for Library Director Rose Peda. CM Towry outlined the upcoming February 5-7th City Council training.

Department Director's Reports (2nd meeting of the Month)

Finance Director

- a) December 2020 Monthly Report (pg. 120)
A written report was included in the packet.

Police Chief

- a) Police Department Monthly Report (pg. 130)

A written report was included in the packet.

City Attorney

None

Council Business for Good of the Order

None

Adjournment

With no further business the meeting adjourned at 7:31 PM.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



CITY OF SWEET HOME CITY COUNCIL MINUTES

February 05, 2021, 3:00 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

WIFI Passcode: guestwifi

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Mission Statement

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Meeting Information

The City Council will hold a City Council training in the City Council Chambers at City Hall, 3225 Main Street. In order to protect residents, staff, and elected officials due to the novel COVID-19 virus, the frequency and length of public meetings, including the City Council, boards and commissions, will be minimized. Non-urgent and non-essential City business with expected public feedback will be postponed whenever possible. Individuals attending public meetings in person will be limited to the first six people, required to maintain appropriate social distancing, (6-ft.) and be free of symptoms related to COVID-19. The City of Sweet Home City Council is streaming the meeting via the Microsoft Teams platform and asks the public to consider this option. To view the City Council training live, online visit live.sweethomeor.gov. If you don't have access to the internet you can call in to 541-367-5128 and you'll be asked to choose option #1 to be logged in to the call. Meeting ID: 517 780 634#

This video stream and call in options are allowed under Council Rules, meet the requirements for Oregon public meeting law, and has been approved by the Mayor as Chairperson of the meeting.

Call to Order

The meeting was called to order at 3:10 PM.

Roll Call

PRESENT

Mayor Greg Mahler
President Pro Tem Diane Gerson
Councilor Lisa Gourley
Councilor Susan Coleman
Councilor Dave Trask (3:17PM)
Councilor Angelita Sanchez
Councilor Dylan Richards

STAFF

Communications Officer Lagea Mull
Administrative Assistant Julie Fisher
City Manager Ray Towry
Community and Economic Development Director Blair Larsen

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Public Works Director Greg Springman
Police Chief Jeff Lynn
City Manager Ray Towry
Staff Engineer Joe Graybill (6:43 PM)

New Business:

Welcome & Introductions

City Manager Towry explained the importance of the City Council Training. Training topics that will be discussed during the weekend were introduced.

City Charter, Council Rules and Mission, Vision & Goals

The Sweet Home City Charter was read in its entirety. There was time for discussion following each chapter.

The City of Sweet Home City Council Rules were reviewed. There was time for questions and answers.

The City of Sweet Home 2020 Vision Statement, Mission Statement, and Goals were reviewed by the Council.

Wes Crago presented to the Council on Lessons Learned during his 30 years in public administration and city government.

Home Rule, Public Meeting Laws, Public Records, & Ethics

City Attorney Snyder explained Home Rule. Public Records, Serial Meetings and Ethics were discussed.

Systems

City Manager Ray Towry gave a presentation on Culture and Systems.

City Property

Staff Engineer Joe Graybill presented the Council with a map of all City owned properties. City Manager Towry gave a brief history and update on several key properties.

Adjournment

The City Council Training adjourned at 7:37 PM.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



CITY OF SWEET HOME CITY COUNCIL MINUTES

February 06, 2021, 9:00 AM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

WIFI Passcode: guestwifi

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Call to Order

The City Council Training was called to order at 9:05 AM.

Roll Call

PRESENT

Mayor Mahler
Councilor Gerson
Councilor Gourley
Councilor Coleman
Councilor Trask
Councilor Sanchez
Councilor Richards

STAFF

Communications Specialist Lagea Mull
Finance Director Brandon Neish
Community and Economic Development Director Blair Larsen

Public Works Director Greg Springman
Police Chief Jeff Lynn
City Manager Ray Towry
Sergeant Ryan Cummings (10:45 AM)
Utility Manager Steven Haney (1:20 PM)

New Business:

a) Finance Annual Report / Budget 101

Finance Director Brandon Neish presented Budget 101 with a basic lesson on Oregon Local Budget Law, What is a Budget, Forecasting, and the Budget Document was reviewed.

Finance Director Neish explained Purchasing in Oregon and ORS 279A. The Local Contract Review Board and Exceptions were discussed.

Disposal of Assets was explained by Finance Director Neish.

The last section of the Finance presentation explained the roles and responsibilities of the Finance Office and Municipal Court. A proposed Organizational Chart was presented with some position restructuring suggestions.

b) Police Department Annual Report

Chief Lynn and Sargent Cummings presented the Police Department report. Sir Robert Peel's 9 Principals were presented which play a significant role in how the Police Department operates. The PD is working toward solutions towards problems under a service based model as opposed to policing people. Problem oriented policing model was discussed as a focus of Sweet Home Police Department.

The Sweet Home PD Organizational Chart was presented with a four sergeant model. A proposed organizational chart with a Captain and only two sergeants and two detectives was presented.

Sergeant Cummins gave a Use of Force Review. The report was presented with global statistics, department statistics and each officer statistics. No excessive Uses of Force were found or reported to the department. Policy updates and new state mandates were presented.

Sergeant Cummins stated they appreciate the community support which the department has felt.

Other topics covered included Theft Reduction, Warrant Reduction, Traffic, and Homelessness.

c) Library Annual Report

City Manager Towry gave the Sweet Home Library Department's report.

The main topic of discussion was the Library Needs Assessment and the identification of the need for a new library building.

d) 12:00 PM Lunch

e) Community and Economic Development Annual Report

Community and Economic Development Director Blair Larsen presented his Annual Department Report. His report included the department structure, statcal reports, current performance measures, department goals, operations and challenges, and economic development.

Code Enforcement, Planning, and Building all all part of the Community and Economic Development Department.

f) Public Works Annual Report

Public Works Director Greg Springman and Utility Manager Steven Haney presented the Public Works Annual Report. The topics of discussion included PW Administration, Water Treatment Plant and Distribution, Wastewater Treatment Plant, Collections, and Stormwater, Parks/Facilities Division, Streets Division, and Fleet Services.

g) Capital Improvement Plan

Finance Director Neish and City Manager Towry introduced the Capital Improvement Plan to the Council. The list was reviewed and the Council was asked to prioritize projects

h) Executive Annual Report

City Manager Ray Towry presented the Executive Department Annual Reports and discussed Organizational Health, Teams and Dysfunctions, Healthy Conflict, and Culture.

i) Committee and their Roles

City Manager Ray Towry reviewed each Board, Committee and Commissions. There was time for questions and answers.

k) Roles & Responsibilities

The Council watched a video on Roles and Responsibilities by Wes Crago.

Adjournment

The City Council Training adjourned at 7:28 PM.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



CITY OF SWEET HOME CITY COUNCIL MINUTES

February 07, 2021, 12:00 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

WIFI Passcode: guestwifi

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Meeting Information

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Call to Order

The meeting was called to order at 12:00 PM.

Roll Call

PRESENT

Mayor Greg Mahler
Councilor Lisa Gourley
Councilor Dave Trask
Councilor Susan Coleman
Councilor Diane Gerson
Councilor Dylan Richards
Councilor Angelita Sanchez

STAFF

City Manager Ray Towry
Finance Director Brandon Neish
Public Works Director Greg Springman

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Chief Police Jeff Lynn
Communications Specialist Lagea Mull
Administrative Assistant Julie Fisher

New Business:

Vision, Mission & Goals

City Manager Ray Towry led the Council in a quick recap of all training topics.

The Vision, Mission and Goals were reviewed. The Council wanted to add a 5th goal related to Communications and marketing. They delegated the crafting of the language to the Mayor, President Pro-Tem and staff. The updated goals will be adopted by resolution during an upcoming City Council meeting.

Adjournment

The meeting adjourned at 3:01 PM.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



CITY OF SWEET HOME CITY COUNCIL MINUTES

February 09, 2021, 5:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

WIFI Passcode: guestwifi

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Meeting Information

The City Council will hold a Special City Council meeting at 5:30 p.m. in the City Council Chambers at City Hall, 3225 Main Street. In order to protect residents, staff, and elected officials due to the novel COVID-19 virus, the frequency and length of public meetings, including the City Council, boards and commissions, will be minimized. Non-urgent and non-essential City business with expected public feedback will be postponed whenever possible. Individuals attending public meetings in person will be limited to the first six people, required to maintain appropriate social distancing, (6-ft.) and be free of symptoms related to COVID-19. The City of Sweet Home City Council is streaming the meeting via the Microsoft Teams platform and asks the public to consider this option. There will be opportunity for public input via the live stream. To view the City Council meeting live, online visit **live.sweethomeor.gov**. If you don't have access to the internet you can call in to 541-367-5128 and you'll be asked to choose option #1 to be logged in to the call. Conference ID: 629 947 780#

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Call to Order

The meeting was called to order at 5:00 PM.

Roll Call

PRESENT

Mayor Greg Mahler
Councilor Angelita Sanchez
Councilor Susan Coleman
Councilor Diane Gerson
Councilor Dave Trask
Councilor Dylan Richards

ABSENT

Councilor Lisa Gourley

STAFF

City Attorney Robert Snyder

Community & Economic Development Director Blair Larsen

City Manager Ray Towry

Administrative Assistant Julie Fisher

Communications Specialist Lagea Mull

Finance Director Brandon Neish

City Engineer Joe Graybill

Engineer Technician Trish Rice

Public Works Director Greg Springman

MEDIA

Benny Westcott, The New Era

GUEST

Austin Rambin, Murraysmith

Deb Galardi, Murraysmith

New Business:

- a) Public Hearing to Consider Modifications and Adoption of a Methodology for Calculating System Development Charges

Public Hearing Opened at 5:01

Mayor Mahler read the Public Hearing Notice and explained how anyone could submit comments for online participation.

Mayor Mahler asked of the Council if there was any Exparte, Conflict of Interest, or Personal Bias. There was none.

Staff Report: Community and Economic Development Director Blair Larsen stated the Public Hearing tonight is the first time the public has a chance to weigh in on the methodology for the SCDs. The purpose of the Public Hearing is to allow the public to make comments and ask questions.

Deb Galardi, with Galardi Rothstein Group, gave a presentation with a brief overview of SDCs, Oregon Statute regarding SDCs, and SDC charges for surrounding cities and throughout the state. SDCs are fees assessed to new development, additions, and construction designed to cover the cost of expanding capacity for future growth (over a 20 year planning period) of water and wastewater utilities, streets, stormwater and parks.

There were a few questions from the Council. It was explained to the Council that after the Public Hearing, they would be making a decision on only the methodology.

Testimony in Favor: None

Testimony in Opposition: None

Neutral Testimony: None

The Public Hearing was closed at 6:19 PM

Community and Economic Development Director explained the next steps and timeline for SDCs updates and setting the rates.

Adjournment

The meeting adjourned at 6:21 PM

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



CITY OF SWEET HOME CITY COUNCIL MINUTES

February 09, 2021, 6:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

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Call to Order and Pledge of Allegiance

The meeting was called to order at 6:30 PM.

Roll Call

PRESENT

Mayor Greg Mahler
Councilor Angelita Sanchez
Councilor Susan Coleman
Councilor Diane Gerson
Councilor Dave Trask
Councilor Dylan Richards

ABSENT

Councilor Lisa Gourley

STAFF

City Attorney Robert Snyder
Community & Economic Development Director Blair Larsen

City Manager Ray Towry
Administrative Assistant Julie Fisher
Communications Specialist Lagea Mull
Finance Director Brandon Neish
Engineer Technician Trish Rice
Public Works Director Greg Springman (video)
Police Chief Jeff Lynn
Utility Manager Steven Haney (video)

MEDIA

Benny Westcott, The New Era

Motion to Approve Councilor Gourley's Absence (Trask/Coleman) 6 Ayes, 0 Nays, 1 Absent (Gourley)

Consent Agenda:

Councilor Richards requested to move the committee appointments to New Business so each position could be voted on independently.

Approval of Minutes:

None

Recognition of Visitors and Hearing of Petitions:

None

Old Business:

None

New Business:

- a) Request for Council Action – Committee Appointments (pg. 3)
 - Motion to appoint Jamie Frick to the Library Advisory Board (Gerson/Trask) 6 Ayes, 0 Nays, 1 Absent (Gourley)
 - Motion to reappoint Eva Journey to the Planning Commission (Gerson/Trask) 6 Ayes, 0 Nays, 1 Absent (Gourley)
 - Motion to appoint Jamie Melcher to the Planning Commission (Coleman/Gerson) 6 Ayes, 0 Nays, 1 Absent (Gourley)
 - Motion to appoint James Goble to the Planning Commission (Coleman/Gerson) 5 Ayes, 1 Nays (Richards), 1 Absent (Gourley)
- b) Request for Council Action – Resolution No. 3 for 2021 – Fee Schedule (pg. 25)
 - City Manager Ray Towry explained the Request to update the City fee schedule. The updates were reviewed.
 - Motion to approve Resolution No. 3 for 2021- Fee Schedule (Gerson/Trask) 6 Ayes, 0 Nays, 1 Absent (Gourley)

Ordinance Bills

Request for Council Action and First Reading of Ordinance Bills

- a) Request for Council Action - Ordinance No. 2 for 2021 -Amended System Development Charges Ordinance (pg. 77)
 - Motion to move Ordinance No. 2 for 2021 - Amended System Development Charges Ordinance to first reading. (Trask/Coleman) 6 Ayes, 0 Nays, 1 Absent (Gourley)
 - Ordinance No. 2 for 2021 was read in its entirety.

Motion to move Ordinance No. 2 for 2021 Amended System Development Charges
Ordinance to second reading (Coleman/Trask 6 Ayes, 0 Nays, 1 Absent (Gourley))

Second Reading of Ordinance Bills

- a) Ordinance No. 1 for 2021 - Zone Map Amendment (pg. 94)

Ordinance No. 1 for 2021 was read by title only.

Motion to move Ordinance No. 1 for 2021 - Zone Map Amendment to third and final reading
(Trask/Coleman)

Third Reading of Ordinance Bills (Roll Call Vote Required)

Reports of Committees:

Administrative and Finance/Property

- a) 2021-02-02 Administration, Finance and Property Committee Minutes (pg. 185)

Park and Tree Committee

Charter Review Committee

Youth Advisory Council

Chamber of Commerce

Council of Governments

Area Commission on Transportation

Solid Waste Advisory Council

Ad Hoc Committee on Health

Legislative Committee

Reports of City Officials:

Mayor's Report

Mayor Mahler thanked City Manager Towry for an excellent job for the Council Training event held over the weekend. and thanked all staff for their part.

City Manager's Report

City Manager Ray Towry thanked Council for their 18 hours over the weekend to become a better councilor and public servant. Staff will send out a doodle poll for input on the training. City Manager Towry reported the Council goals will ready for adoption at the next meeting.

City Manager Towry also thanked the staff for their efforts in the training.

City Manager Towry announced the Sweetheart Run is on Saturday and volunteers are needed.

Library Director Position open soon 3-4 weeks recruitment.

A meeting was set Tuesday, Feb 16 for Capital Improvement Project list. The work session will be held at 5:30 PM.

Department Director's Reports (1st meeting of the Month)

Library Services Director

No report.

Community and Economic Development Director

- a) CEDD January 2021 Monthly Report (pg. 187)

A written report was included in the packet. There were no questions from the Council.

Public Works Director

- a) Public Works Department Monthly Report of Activities - January 2021 (pg. 192)

A written report was included in the packet. There were no questions of the Council.

City Attorney

No Report

Council Business for Good of the Order

Councilor Gerson asked for an update on the Governor's Covid-19 restrictions.

Councilor Gerson asked Public Works Director Springman about the water treatment plant in Florida that was hacked.

Adjournment

The meeting adjourned at 7:05 PM.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



CITY OF SWEET HOME CITY COUNCIL MINUTES

February 16, 2021, 5:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

WIFI Passcode: guestwifi

PLEASE silence all cell phones – Anyone who wishes to speak, please sign in.

Mission Statement

The City of Sweet Home will work to build an economically strong community with an efficient and effective local government that will provide infrastructure and essential services to the citizens we serve. As efficient stewards of the valuable assets available, we will be responsive to the community while planning and preparing for the future.

Meeting Information

The City Council will hold a Special City Council meeting at 5:30 p.m. in the City Council Chambers at City Hall, 3225 Main Street. In order to protect residents, staff, and elected officials due to the novel COVID-19 virus, the frequency and length of public meetings, including the City Council, boards and commissions, will be minimized. Non-urgent and non-essential City business with expected public feedback will be postponed whenever possible. Individuals attending public meetings in person will be limited to the first six people, required to maintain appropriate social distancing, (6-ft.) and be free of symptoms related to COVID-19. The City of Sweet Home City Council is streaming the meeting via the Microsoft Teams platform and asks the public to consider this option.

To view the Special City Council meeting live, online visit live.sweethomeor.gov. If you don't have access to the internet you can call in to 541-367-5128 and you'll be asked to choose option #1 to be logged in to the call. Meeting ID 198 028 774#

This video stream and call in options are allowed under Council Rules, meet the requirements for Oregon public meeting law, and has been approved by the Mayor as Chairperson of the meeting. All votes will be conducted by Roll Call Vote.

Call to Order

The meeting was called to order at 5:30 PM.

Roll Call

PRESENT

Mayor Greg Mahler
President Pro Tem Diane Gerson
Councilor Dave Trask
Councilor Lisa Gourley
Councilor Susan Coleman
Councilor Angelita Sanchez
Councilor Dylan Richards

STAFF

City Manager Ray Towry
Finance Director Brandon Neish

The location of the meeting is accessible to the disabled. If you have a disability that requires accommodation, advanced notice is requested by notifying the City Manager's Office at 541-367-8969.

Public Works Director Greg Springman
Utilities Manager Steven Haney

Old Business:

None

New Business:

a) Capital Budget Planning

The City Council reviewed the Capital Planning Document and identified project priorities for the Annual Budget. The Council reviewed projects from all departments. There was discussion over financing, interest rates, and incurring debt.

Adjournment

With no further discussion, the meeting adjourned at 8:02 PM.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

Title: PUBLIC HEARING & Request for Council Action – Ordinance No. 3 for 2021 – Willow Street Neighborhood Local Improvement District (LID)

Preferred Agenda: February 23, 2021

Submitted By: Robert Snyder, City Attorney

Reviewed By: Ray Towry, City Manager

Type of Action: Resolution ____ Motion X Roll Call ____ Other X

Relevant Code/Policy: SHMC Chapter 3.16
SHMC Charter Chapter VII Section 28

Towards Council Goal: Goal 1 Infrastructure
Vision Statement III WE ASPIRE to provide viable and sustainable infrastructure

Attachments: Viewers' Report including attachments thereof
Notice of Viewers' Report in The New Era
Proposed Ordinance

Purpose of this RCA:

To present to City Council the Viewers' Report on the Willow Street Neighborhood Local Improvement District to review and decide if the City Council wishes to proceed with the LID process as set forth in SHMC Chapter 3.16.

Background/Context:

SHMC Chapter 3.16 sets forth the process for an LID. The City through a Resolution appointed three viewers to review the proposed LID and the cost thereof. The viewers met and made a Viewers' Report with recommendations for the City Council to review. A copy of the Viewers' Report is included in the agenda packet. After the Viewers' Report was filed with the City Recorder the City placed in The New Era a Notice of the Viewers' Report which was run twice and is included in the agenda packet. In essence the Notice tells the public of a public hearing to be held at the City Council meeting on February 23, 2021 to hear any objections to the LID as presented in the Viewers' Report. Also, per SHMC Chapter 3.16 the City sent out certified letters to the property owners in the proposed LID area which included the newspaper Notice and the Cost Chart Breakdown that shows the cost to each property specially benefitted in the LID.

At this City Council meeting after reviewing the Viewers' Report and hearing any objections to the LID the City Council will be asked to decide if it wants to proceed with the LID. The City Council can follow the recommendations of the viewers, add to them or subtract from them. However, if the City Council decides to proceed and wants to use costs above those presented by

the viewers then another notice process will have to be done by the City to hear objections to the additional costs being considered. The methodology recommended by the viewers was the one set forth in the Cost Chart Breakdown that sets forth for each property the proportionate cost to each owner to pay for the LID and is that average of the cost based on the lineal foot frontage of each property and the cost based on an area of each property with a 150 foot maximum depth. By way of example using Property 20 on the Cost Chart Breakdown that shows in the last column under Total Project the sum of \$37,050.71 as the estimated cost for that property owner, said cost is formulated as follows:

1. The frontage (ft) of each in individual property is determined.
2. The area (sq ft) to a maximum depth of 150 ft of each individual property is determined.
3. The project area total frontage and the total area of all properties are determined.
4. The total construction cost of the project is determined.
5. The total construction cost of the project is divided by the total linear frontage of all properties in the project area, resulting in a cost per linear foot.
6. The total construction cost of the project is divided by the total area of all properties in the project area, resulting in a cost per square foot.
7. The project cost per linear foot is multiplied by each individual property frontage.
8. The project cost per square foot is multiplied by each individual property area.
9. The cost basis of per foot and per square foot are added together and divided by two for the "Averaging Method" for each individual property.
10. The resultant cost of the Averaging Method is the assessment applied to each property within the project area.

The next step in the LID process after the public hearing if the City Council decides to proceed with the LID is to pass an ordinance establishing the LID and directing the work to be done. A proposed ordinance is included in the council packet for a first reading if it meets with City Council approval. As stated in the last RCA the City Council can stop the LID process at any time prior to the final consummation of the proceedings.

The City will try to obtain funds from government and private sources to help defray the costs of the LID but as stated before the City will in all likelihood have to go out for a Bancroft Bond (or other financing) to pay for the improvements and will have to pay it back in monthly payments coming from the payments of the benefitted properties in the LID and city funds as needed.

The proposed ordinance touches on topics that the City Council needs to make decisions on such as the methodology for the costs to be used for each property benefitted, interest rate for the payment plan and how long the payment plan is to be. In the proposed ordinance the Viewers' Report estimated Cost Chart Breakdown is adopted with the interest rate and length of payment plan being dependent on the bond (or other financing mechanism) interest and repayment schedule therefor. (The last LID in 1995 used the bond interest to set the interest rate for repayment by the

property owners on a ten year repayment plan.) (Bancroft Bonds cannot be less than 10 years to repay.)

The City can defray some of the cost of the LID from its own funds if it believes that the situation warrants it. The viewers recommended that the City pay for the cost of oversizing of the water main that is in the cost estimates and that benefits the water system conductivity of the City. The cost of the oversizing is approximately \$60,000.00.

The topic of system development charges (SDC) came up with the viewers and they recommended that the City not charge SDC to the LID. After the Viewers' Report was made it was determined that by state law and in the SHMC on SDC that an LID is not to be charged SDC so none will be charged and the reference to the water SDC on the Cost Report Breakdown is proposed to be included as part of the contingency for the improvement project since the price of materials and labor in all likelihood will go up by the time the project is completed. As is always the case if the actual costs of the project are below the estimated costs adopted by the City Council then the assessments are reduced to the actual costs without further processes.

Joe Graybill, Staff Engineer, will be at the City Council meeting to explain the costs of the project and what actual improvements will be built for the Total Cost. Some streets may have sidewalks on only one side etc.

Brandon Neish, City Finance Director, at the City Council meeting will speak to the options for financing of the LID.

The Challenge/Problem:

How can the City Council meet their goal of providing the Citizens of Sweet Home viable and sustainable infrastructure in the Willow Street area?

Stakeholders:

- City Council – To improve the infrastructure of the City,
- Citizens of Sweet Home – For effective and efficient local government
- Citizens of the LID– For improved water, streets, sidewalks, curbs, gutters and storm drains at their properties.

Issues and Financial Impacts:

The financial terms of the proposed LID will be worked out by the Finance Director for the City of Sweet Home once the initial steps in the LID are completed. The project will most likely involve the City going out for a Bancroft Bond.

Elements of a Stable Solution:

This LID would help develop the infrastructure for the Willow Street Neighborhood area in the City

Options:

1. Option #1– Motion to Approve Ordinance No. 3 for 2021
2. Option #2 – Motion to Amend Ordinance No. 3 for 2021
3. Option #3 – Motion to Reject Ordinance No. 3 for 2021

Recommendation:

Option 1 is the recommended option: To move by motion that the proposed Ordinance No, 3 for 2021 be read for the first time.

VIEWERS' REPORT
FOR
WILLOW STREET NEIGHBORHOOD LID

This Viewers' Report is being made pursuant to Resolution No. 1 For 2021 of the City Council of the City of Sweet Home. The Viewers were Dave Holley, Charlene Adams, Tim McQueary, and Nancy Patton (Alternate Viewer), four freeholders and qualified electors, being citizens of the City of Sweet Home, Oregon. The Viewers met on January 18, 2021 (Dave, Charlene and Tim) and on January 21, 2021 (Dave, Charlene and Nancy) to investigate the Plat and City Manager's Report which included deed references, owners names (includes other persons that have interest in the property), maps and cost estimate of the project). City Staff explained the above documents to the Viewers with the Viewers each having copies of same and discussions followed among the Viewers with the Viewers making the following recommendations to the Sweet Home City Council:

1. The recommended methodology to be used to assess the cost per property should be the average of the cost based on the lineal foot frontage of each property and the cost based on an area of each property with a 150 foot maximum depth.
2. The Viewers recommend proceeding with the LID for the water improvements with the estimated assessment values as set forth on the cost chart breakdown presented herewith. This recommendation was made with 3 favorable for proceeding votes of the Viewers' on January 21, 2021.
3. The Viewers recommend proceeding with the LID for the street improvements with the estimated assessment values as set forth on the cost chart breakdown presented herewith (includes street, sidewalk, curb, gutter and storm drain improvements). This recommendation was made with a 2 to 1 vote of the Viewers' on January 21, 2021 with Nancy Patton and Charlene Adams voting for proceeding with the LID and Dave Holley voting not to proceed with the LID.
4. The Viewers recommend the City pay for any additional costs that are a direct cost of using an oversized water main improvement that benefits the City's water system conductivity.
5. The Viewers want the City Council to consider that the City not charge SDC fees for the LID and/or contribute funds to the LID that are of an equivalent amount.
6. The Viewers recommend that the City investigate any grant fund sources that may be available from other governmental and nongovernmental agencies that do not unnecessarily lengthen the LID process.

The Viewers discussed and expressed their concerns about the cost of the street improvements on some of the residents in the LID area with Staff Engineer stating that he could put other less costly options together for the City Council to consider. Also an overlay option was discussed for the street improvements that is outside the LID process.

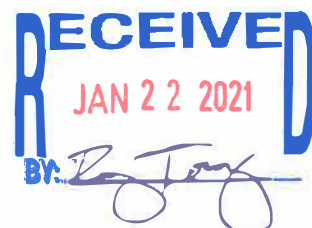
The Viewers' Report shall include the Request For Council Action (RCA) presented January 12, 2021 on Willow Street Neighborhood LID, Plat(updated), Maps(updated street), Resolution as stated above, Staff Engineer list, print out of estimated costs for water and street improvements(updated street), and the cost chart breakdown (with map and tax lot, tax account, site address, deed references and owner of record information, updated) for each property specially benefitted in the LID.

Dated: January 22, 2021


Dave Holley


Nancy Patton


Charlene Adams





REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Resolution No. 1 for 2021 -Willow Street Neighborhood Local Improvement District (L.I.D.)

Preferred Agenda: January 12, 2021

Submitted By: Robert Snyder, City Attorney

Reviewed By: Ray Towry, City Manager

Type of Action: Resolution x Motion Roll Call Other

Relevant Code/Policy: SHMC Chapter 3.16
SHMC Charter Chapter VIII Section 28

Towards Council Goal: Goal 1 Infrastructure.
Vision Statement III WE ASPIRE to provide viable and sustainable infrastructure

Attachments: Plat of the Project, Deed References, List of Owners (includes other persons that have interest in the property), Map of District and Estimate of Cost of Project
Resolution for Viewers, Publication and Notification

Purpose of this RCA:

To present to City Council a Resolution that appoints viewers to review the Plat, Deed References, List of Owners (includes other persons that have interest in the property), Map and Estimate of Cost concerning a proposed Local Improvement District (L.I.D.) in the Willow Street Neighborhood area of the city and then make recommendations to the City Council about the L.I.D.. In short, an L.I.D. is a method to build improvements (e.g. water, streets, sidewalks, curbs, gutters and storm drain infrastructure) in a given district (area of the city) and then provide for the payment of the improvements from the properties benefitted. The Resolution also provides for publication in the paper and notification of owners per SHMC Chapter 3.16 before a City Council decision is made to proceed further with the L.I.D..

Background/Context:

SHMC Chapter 3.16 sets forth the process for an L.I.D. pursuant to SHMC Charter Chapter VIII Section 28. The process starts with the City Council on its own or petitioned by a majority of property owners in a given area of the city (district) to form an L.I.D. to build the improvements requested, then the City Council directs the City Manager to prepare a plat and report (with deed references, owners list, map and cost estimate) and then the City Council passes a Resolution to appoint viewers (and then later in the process ordinances that assess the properties benefitted and provide for liens on them and a payment plan for repayment to the city for the funds expended by the city to build the improvements usually funded by passing a Bancroft Bond as provided in SHMC 3.16.110).

The next initial step is to pass a Resolution that appoints three viewers (three freeholders, who are qualified electors of the city) to investigate the above referred to documents to, "...make recommendations to the City Council about the project together with a just estimated assessment of the benefits to the property that they determine to be specially benefitted by the project. The City Recorder (City Manager) shall act as Clerk for the viewers."

The last L.I.D. for the city was in 1995. A couple have been started since then but not finished. SHMC Charter VIII Section 28 states:

"Streets, sewer, sidewalk, and such other improvements as may be deemed necessary by the council may be made on the motion of the council or on petition of a majority of the property owners interested. Remonstrance of two-thirds of the front footage of property owners concerned shall operate to defeat such motion or petition and the same may not again be considered by the council for a period of six months."

In the proposed L.I.D. improvements for water, street, sidewalk, curb, gutter, and storm drain are being considered in the Willow Street Neighborhood area. The above referred to attached documents describe the area, properties and cost involved in the project. The city has been petitioned by a majority of the property owners to start an L.I.D.. When the viewers come back with their recommendations, the City Council will consider a motion to proceed or not with the L.I.D. after considering the viewers' report and after publication and notification per SHMC 3.16. The next step after the viewers' report is filed with the Recorder (City Manager) in the process would be to publish a notice (2 successive publications) in the paper and send notices to each owner to give them notice of a scheduled City Council meeting to present their objections to the viewers' report and L.I.D., if they have any. "After the public hearing and hearing any objections, if the Council finds the viewers' report to be reasonable and just, it may, by ordinance, establish the improvement district and may direct and order the work to be done."

If an L.I.D. is created by the City Council it will need to decide at later City Council meetings (with additional information) how the L.I.D. will be financed, whether the city will contribute to the cost of the L.I.D., when the liens attach, the rate of interest for the liens (could be same as debt interest as in last L.I.D.) and the allowable payment installment plan (Bancroft Bonds require at least a 10-year plan not to exceed 30-year plan). The 1995 L.I.D. made the assessments on the final construction costs which were based on the average cost between the front footage and square footage method with the depth limited to 150 feet and payment on a 10-year repayment plan.

The L.I.D. in this case is being requested primarily for the water improvement since the area runs out of water sometimes in the summer and arsenic and other chemicals may be in some of the wells in the area. Also, the other improvements for the streets and sidewalks etc. are to improve the area to city standards.

The City Council can abandon and rescind proceedings for projects at any time prior to the final consummation of the proceedings. As stated above by the Charter provision a remonstrance by two thirds of the front footage property owners can also terminate the L.I.D..

To start the L.I.D. process, the viewers need to be appointed by the proposed Resolution. I have contacted Dave Holley, Charlene Adams, Tim McQueary and Nancy Patton and they have all said they would serve as viewers.

The Challenge/Problem:

Should the City Council pass the proposed Resolution to appoint the viewers (and provide for publication and notification) to review the attached documents and make a recommendation to the City Council about the proposed L.I.D.?

Stakeholders:

- City Council – to improve the infrastructure of the city.
- Citizens of Sweet Home – for effective and efficient local government.

- Citizens of the L.I.D. – for improved water, streets, sidewalks, curbs, gutters and storm drains at their properties.

Issues and Financial Impacts:

The financial terms of the proposed L.I.D. will be worked out by the Finance Director for the City of Sweet Home once the initial steps in the L.I.D. are completed. The project will most likely involve the City going out for a Bancroft Bond.

Elements of a Stable Solution:

This L.I.D. would help develop the infrastructure for the Willow Street Neighborhood area in the City.

Options:

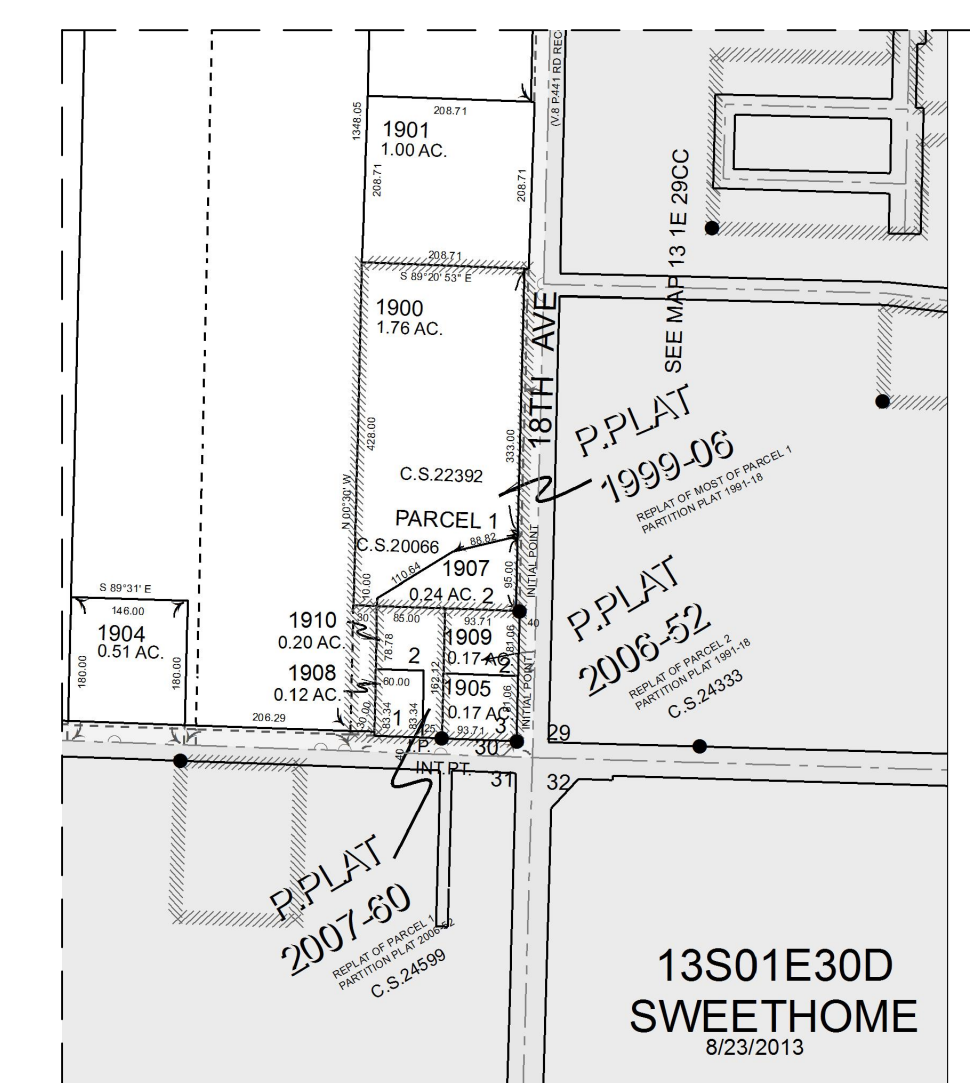
1. Option – Motion to approve the proposed Resolution.
2. Option – Motion to amend the proposed Resolution.
3. Option – Motion to reject the proposed Resolution.

Recommendation:

Option 1 is the recommended option: To move by motion that the proposed Resolution be passed to appoint the viewers (state names of three with one alternate) with provisions for publication in the paper and notification of owners per SHMC Chapter 3.16.

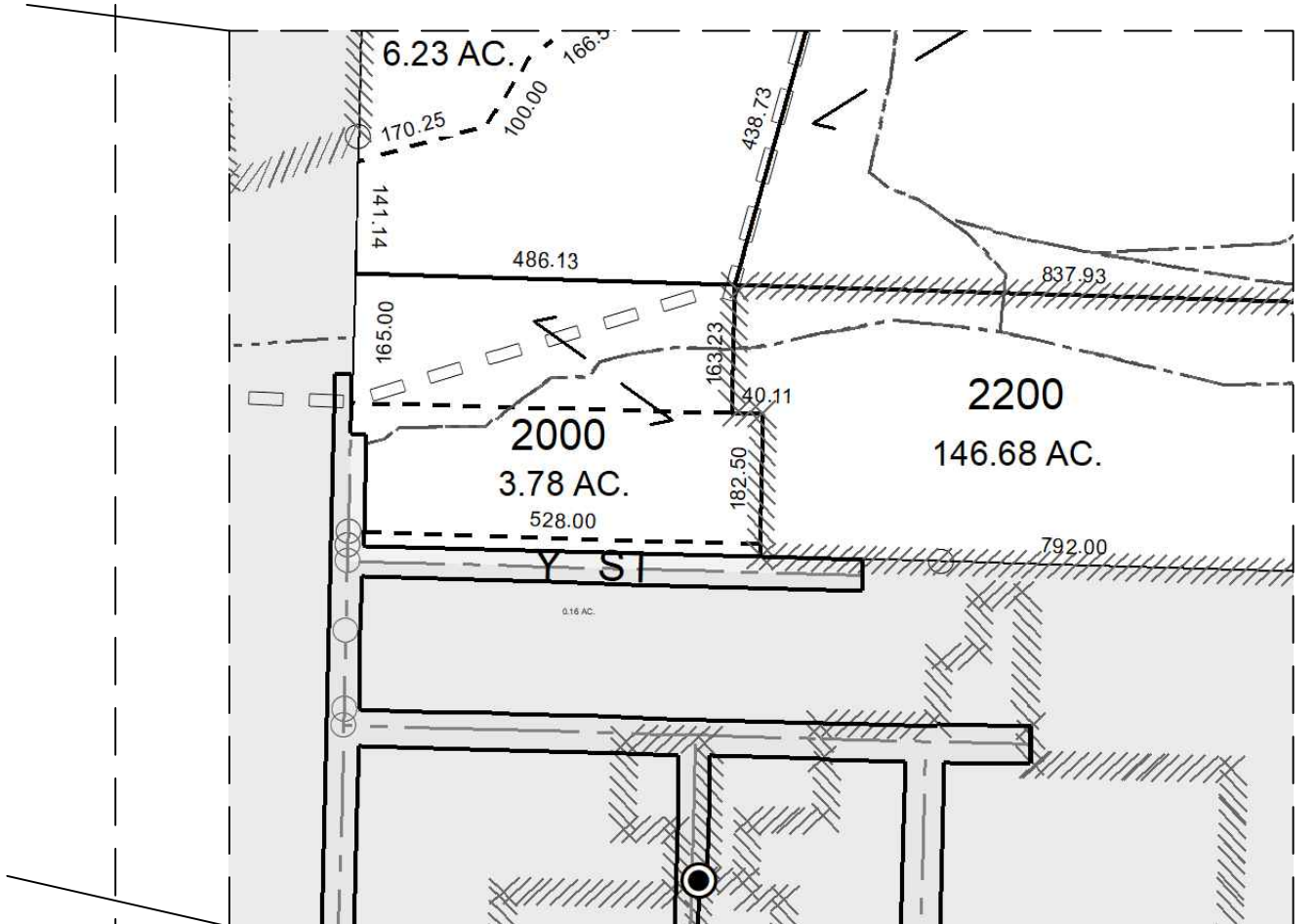
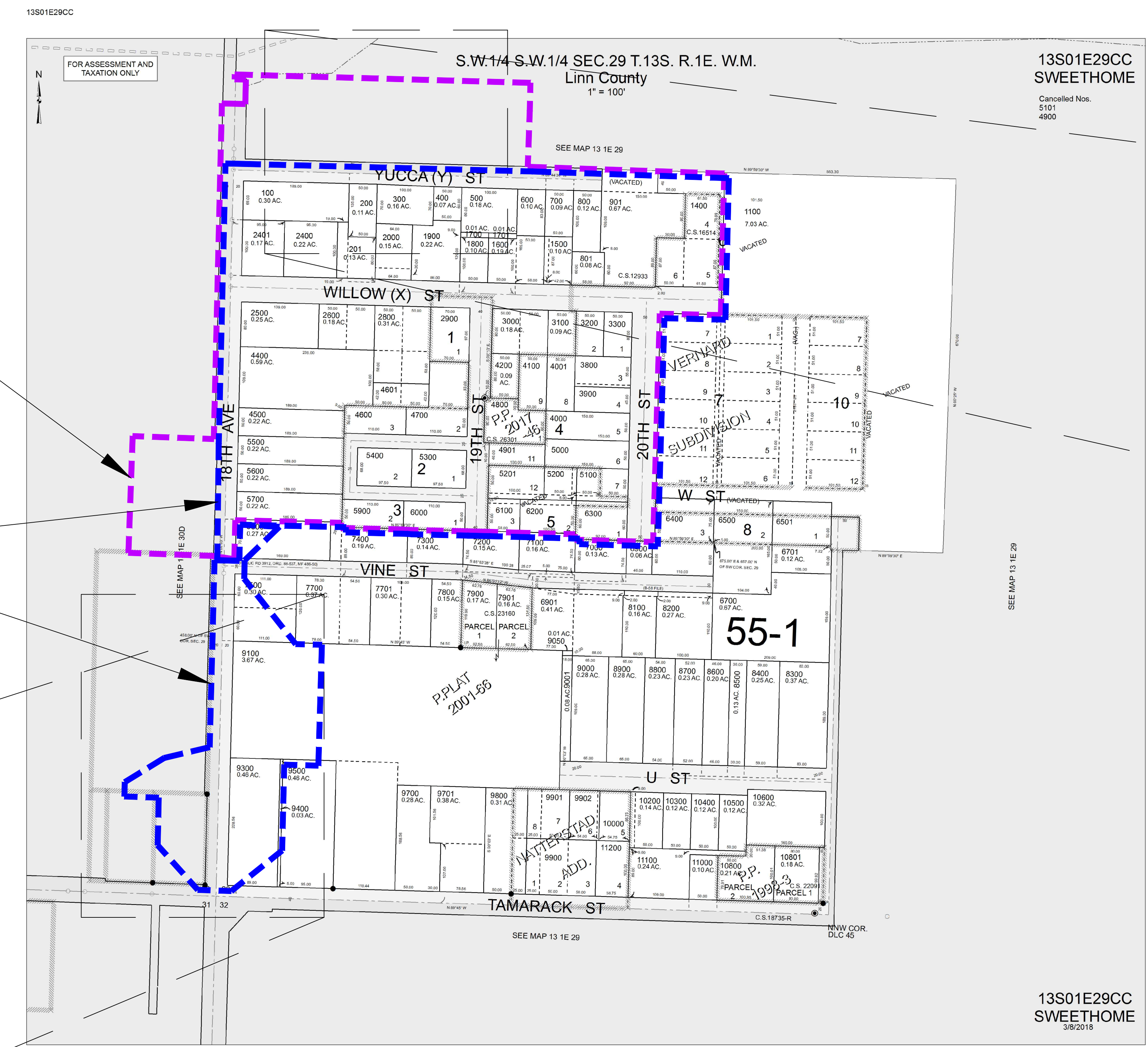
Proposed Water Local Improvement District

Proposed Street & Sidewalk Local Improvement District



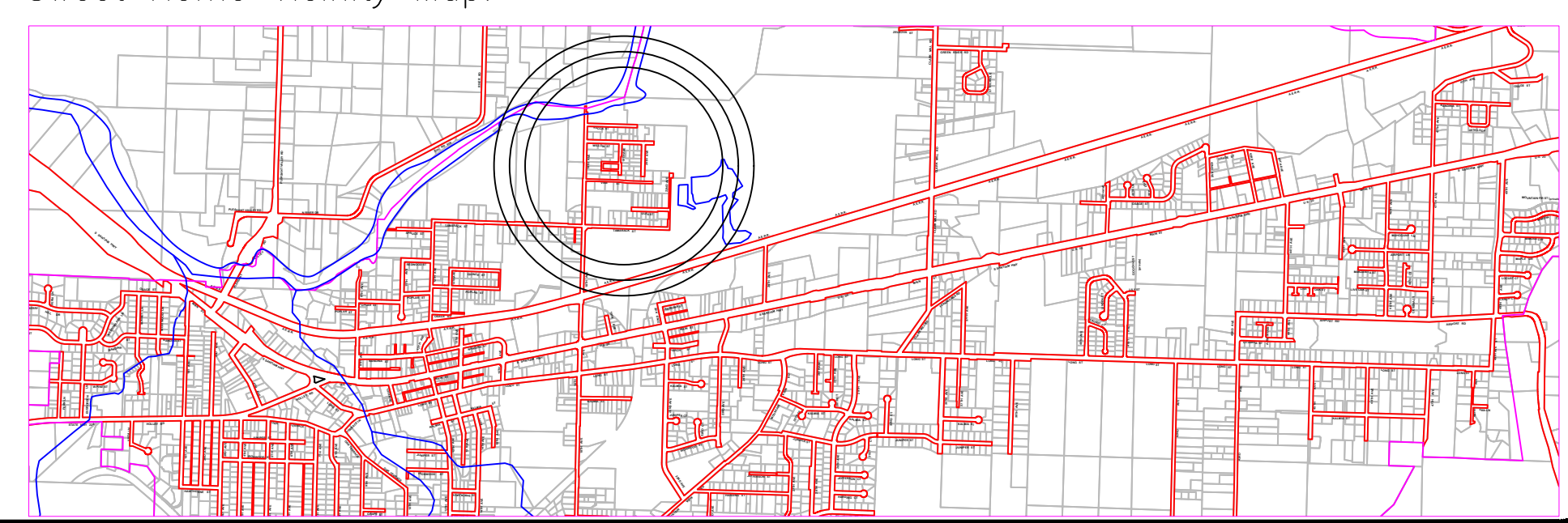
13S 01E 30D Lots 1907, 1909, 1905.
(Boundary Clipped)

13S 01E 29CC

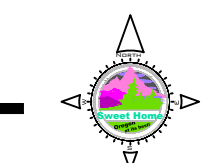


13S 01E 29 Lot 2000
(Boundary Clipped)

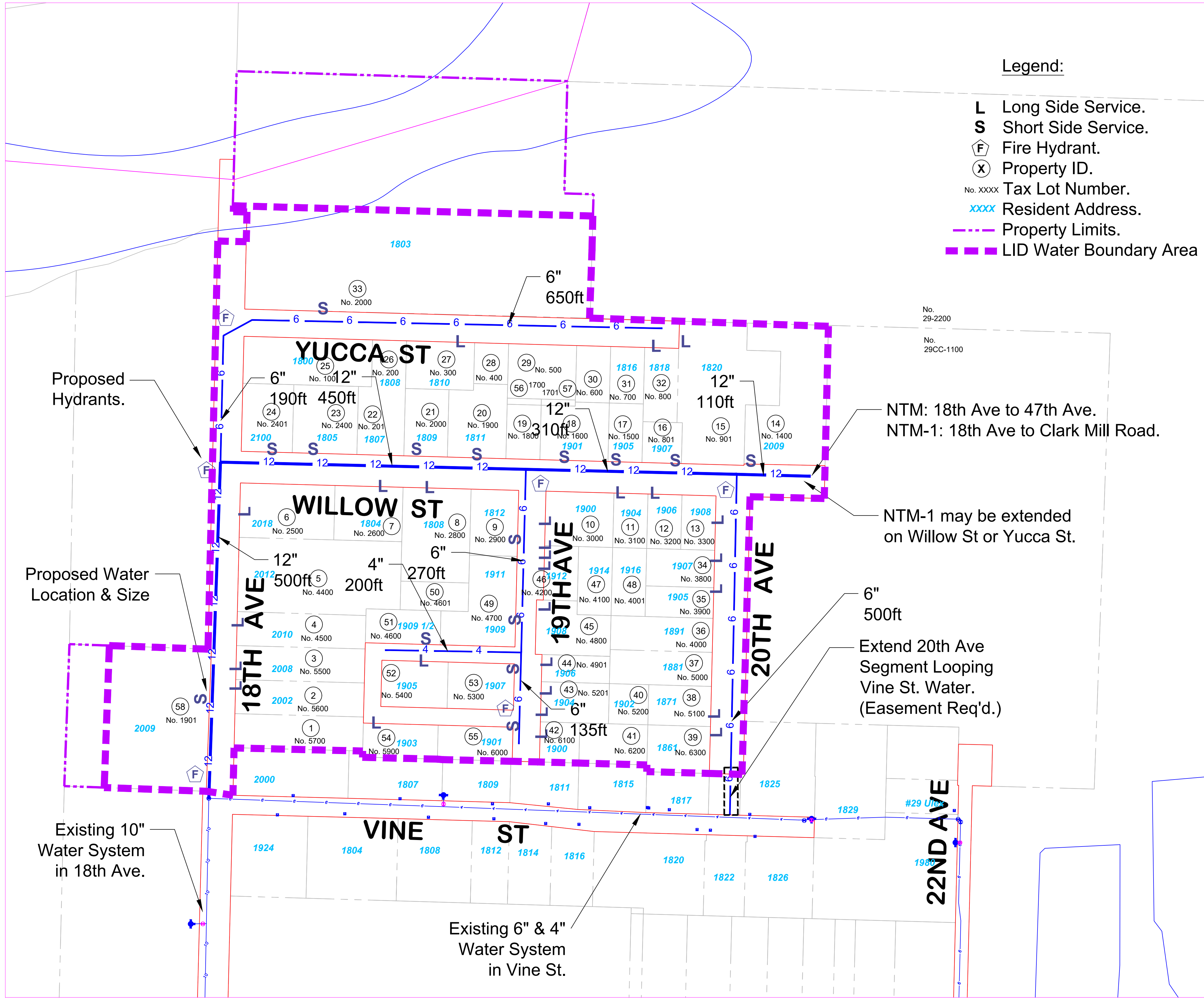
Sweet Home Vicinity Map.



LID Area Assessor Maps
Horizontal Scale NTS



DWG No. g:\engr\Projects\Water\18thAve-WillowSt_WaterSys\ProposedNewWaterSys.dwg		Rev.	Description.	Date.	CITY OF SWEET HOME, Public Works Department Engineering Division, 1140 12th Avenue, T:541-367-6977, F:541-367-6440	TITLE Willow St Neighborhood LID Assessor Plat Maps of Waterline & Street Improvements 18th Ave, 19th Ave, 20th Ave, Willow St, Yucca St, Tamarack St Corner.	SHEET NUMBER 1 of 4
PRINT DATE 03-05-2020	SCALE 1" = Varies	Drawn:					
START DATE 05-31-2019	SIZE D	Checked:					
		Approved:					



Legend:

- L Long Side Service.
- S Short Side Service.
- F Fire Hydrant.
- X Property ID.
- No. XXXX Tax Lot Number.
- XXXX Resident Address.
- Property Limits.
- LID Water Boundary Area

Proposed Hydrants.

Proposed Water Location & Size

Existing 10" Water System in 18th Ave.

Existing 6" & 4" Water System in Vine St.

NTM: 18th Ave to 47th Ave.
NTM-1: 18th Ave to Clark Mill Road.

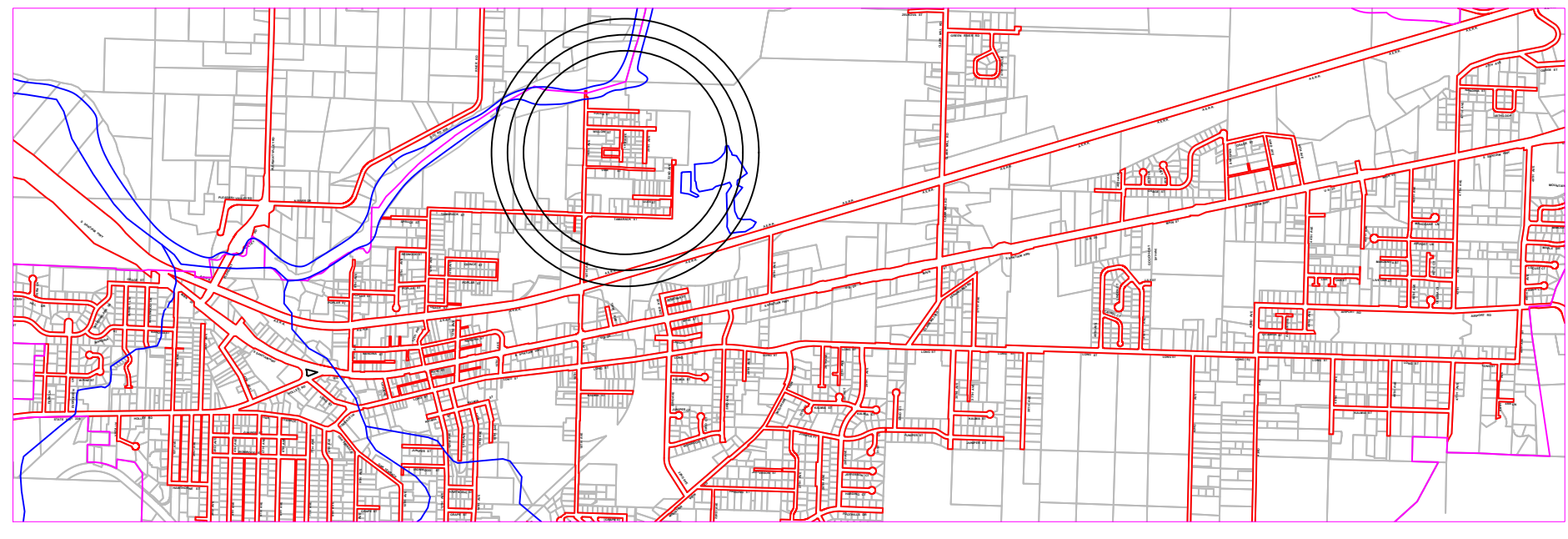
NTM-1 may be extended on Willow St or Yucca St.

6" 500ft
Extend 20th Ave Segment Looping Vine St. Water. (Easement Req'd.)

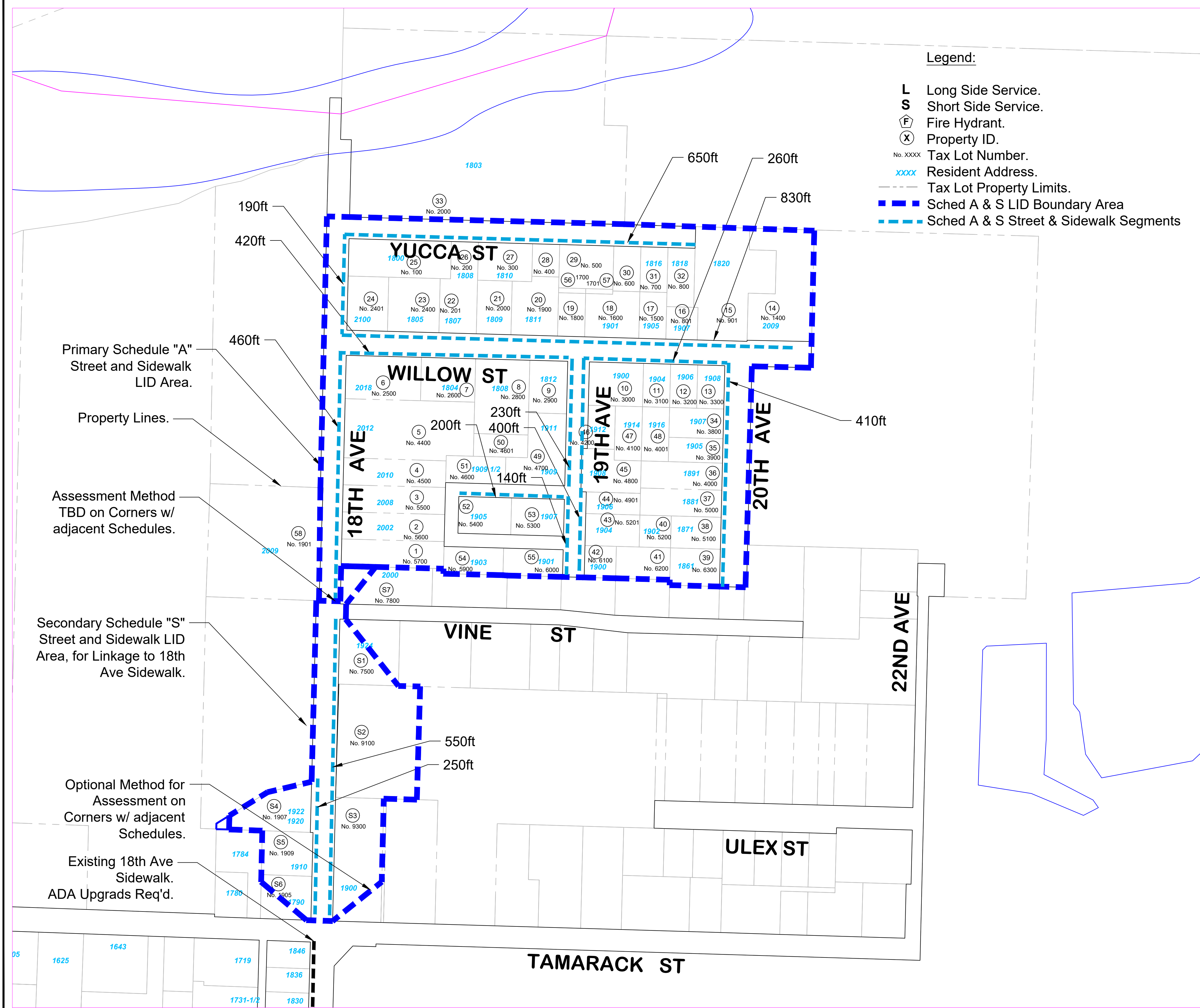
Project Overview
Horizontal Scale 1" = 80'



Sweet Home Vicinity Map.



DWG No. g:\engr\Projects\Water\18thAve-WillowSt_WaterSys\ProposedNewWaterSys.dwg		Rev.	Description.	Date.	CITY of SWEET HOME, Public Works Department Engineering Division, 1140 12th Avenue, T:541-367-6977, F:541-367-6440	TITLE Willow St Neighborhood LID Boundary Map of Waterline & Service Improvements 18th Ave, 19th Ave, 20th Ave, Willow St, Yucca St.	SHEET NUMBER 3 of 4
PRINT DATE 03-05-2020							
SCALE 1" = Varies	SIZE						
SHPW2008	D						
START DATE 05-31-2019		Drawn:	Checked:	Approved:			



- Legend:
- L Long Side Service.
 - S Short Side Service.
 - Fire Hydrant.
 - Property ID.
 - No. XXXX Tax Lot Number.
 - XXXX Resident Address.
 - Tax Lot Property Limits.
 - Sched A & S LID Boundary Area
 - Sched A & S Street & Sidewalk Segments

Primary Schedule "A"
Street and Sidewalk
LID Area.

Property Lines.

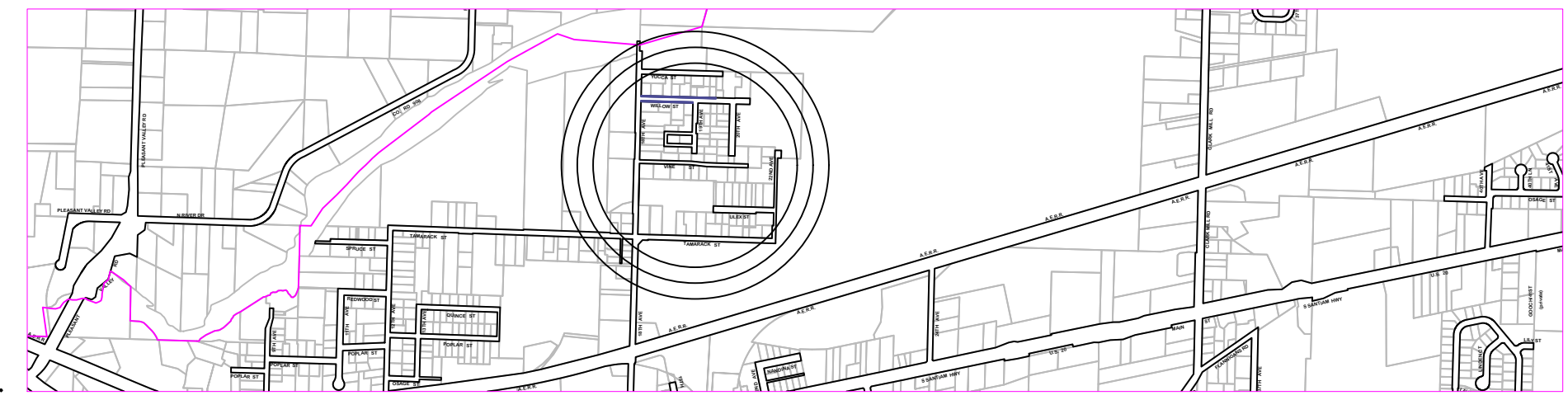
Assessment Method
TBD on Corners w/
adjacent Schedules.

Secondary Schedule "S"
Street and Sidewalk LID
Area, for Linkage to 18th
Ave Sidewalk.

Optional Method for
Assessment on
Corners w/ adjacent
Schedules.

Existing 18th Ave
Sidewalk.
ADA Upgrads Req'd.

Project Overview
Horizontal Scale 1" = 100'



DWG No.	Rev.	Description.	Date.
g:\engr\Projects\Water\18thAve-WillowSt_WaterSys\ProposedNewStreetSidewalkSys.dwg			
PRINT DATE	01-24-2020		
SCALE	1" = 100'	SIZE	
SHPW2008	Drawn: Checked: Approved:	D	

CITY of SWEET HOME, Public Works Department
Engineering Division, 1140 12th Avenue,
T:541-367-6977, F:541-367-6440

LINE IS 2 INCHES FULL SIZE
IF NOT 2" SCALE ACCORDINGLY

Willow St Neighborhood LID
Boundary Map of Street & Sidewalk Improvements
18th Ave, 19th Ave, 20th Ave, Willow St, Yucca St., Tamarack St Corner.

SHEET
NUMBER
4
of
4

RESOLUTION NO. 1 FOR 2021

A RESOLUTION TO APPOINT VIEWERS FOR LOCAL IMPROVEMENT DISTRICT (LID) KNOWN AS THE WILLOW STREET NEIGHBORHOOD LID.

IN THE MATTER OF PROPOSED WATER, STREET, SIDEWALK, CURB, GUTTER AND STORM DRAIN SYSTEM IMPROVEMENTS; SAID IMPROVEMENTS BEING:

Installment of water, street, sidewalk, curb, gutter and storm drain improvements on Willow Street, Yucca Street, part of Tamarack Street and parts of 18th, 19th and 20th Avenues as set forth below.

WHEREAS, the City Council of the City of Sweet Home is hereby petitioned by a majority of real property owners of the proposed LID who will be especially benefitted by the herein proposed improvements to order the aforementioned improvements;

WHEREAS, the City Council of the City of Sweet Home hereby declares that it desires to initiate this LID and hereby directs the City Manager to make the plat and report prescribed by SHMC 3.16.010;

WHEREAS, the City Manager has made the plat and report as prescribed by SHMC 3.16.010 that includes a Plat, Deed References, Owners Names (includes other persons that have interest in the property), Map and Cost Estimate of the project;

NOW, THEREFORE, be it resolved that in accordance with SHMC Chapter 3.16 for the City of Sweet Home:

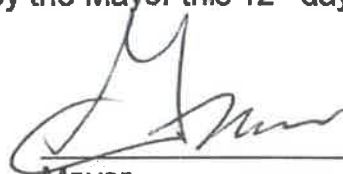
Section 1. There are hereby appointed three (3) Viewers with one Alternate being citizens of the City of Sweet Home, Oregon, who are freeholders and qualified electors. The Viewers shall investigate the plat and report (City Manager's Report as stated above) and within ten (10) days make recommendations to the City Council with regard to the project together with a just estimated assessment of the benefits to the property that they determine to be specially benefitted by such project. The City Recorder shall act as clerk for the Viewers. The Viewers shall be as follows:

<u>Charlene Adams</u>	Viewer
<u>Tim McQueary</u>	Viewer
<u>Dave Holley</u>	Viewer
<u>Nancy Patton</u>	Alternate

Section 2. Within ten (10) days after the filing of the Viewers' Report, the City Recorder (City Manager) shall cause notice to be published for a period of two (2) successive publications in the City's official newspaper stating that such report is on file in the City Recorder's office subject to examination, giving the date when the same was filed, the estimated probable cost of the proposed improvements, a statement of the properties proposed to be assessed therefor and identifying the district, and notifying all persons interested to present their objections to said report, if any they have, and that said objections, if any there be, will be heard by the City Council on a date specified in such notice not less than ten (10) days after the date of the first publication of the notice. Similar notices shall be sent to the owner of each parcel of property benefitted, the notices to be sent by registered or certified mail and shall be at least 10 days before the date specified for objections to be heard by the City Council.

This resolution shall take effect upon its passage and approval.

PASSED by the City Council and approved by the Mayor this 12th day of January, 2021.

 1-12-21

Mayor

ATTEST:



City Manager - Ex Officio City Recorder



Community and Economic Development Department

City of Sweet Home
3225 Main Street
Sweet Home, OR 97386
541-818-8039
www.sweethomeor.gov

Hi Robert,

Here is my list of issues for decision recommendations from the Willow St LID Viewers

Review meeting. I'm sure there are other items that will arise too.

- 1) Should the maximum depth of assessment be 150ft as has been used in previous instances, or a different distance. The average depth of the area properties is 86ft.
- 2) We may also need to consider to limit the frontage distance of the very large properties – there are two – the one on 18th Ave. and on Yucca St.
- 3) The main waterline on 18th Ave and on Willow St will be part of the City Transmission Main eventually will run all the way to 47th Ave, the NTM-1 segment. The oversized portion is needed by us, the City, not just the standard size line for a neighborhood waterline service. In most cases the expense of an oversized line is borne by the City.
- 4) How many years for an assessment payback lien process, sometimes 10 to 20 years, Brandon had suggested 30 for standard G.O. Bonds.
- 5) Should we assess a charge in an existing neighborhood? How much to charge for the Water and Sewer SDC's? Should the City absorb the cost of SDC's. Is there an implementation date for the City's new higher SDCs, generally thought to be in March, April or maybe at the turn of the Fiscal Year – July 1.
- 6) Should there be a consideration for seniors, low income or disabled? For Seniors on a fixed or low income to a certain threshold. Should any consideration be a percentage or a fixed dollar amount.
- 7) How should we assess corner properties? If development is on both streets, the front x depth covers the frontage on one street but overlaps laps the second street. Corners could have assessment areas cut back at a 45degree angle, particularly with cross streets that will have no work performed on them.
- 8) We need to decide on whether or not it's ok to have single side sidewalks rather than full on both sides. The two large properties (west side 18th, north side Yucca) would add significant



cost for single house benefits. Should the Opposite Side properties pay some proportion of the improvement. Should we improve the entirety of the project area? Is there a justification of providing pedestrian sidewalks along the MHP frontage which have no access – gates or otherwise – to 18th Ave.

We should also note that the city does not normally charge other locations for street upgrades like paving overlays. Some adjacent areas like Vine St that are not in the proposed LID, would just have a strong overlay, and would not be assessed; however the neighbors in the Willow St area might like that “low cost” option too. We should have a response for that. I understand some areas like Juniper St behind Hawthorne School are being planned for an overlay (no curbs or sidewalks, just maintenance paving) of the existing gravel (it is sorely needed). There were previous Council decisions about not doing that without them doing an LID to pay for it. That was contentious at the time, but the conditions may have changed, regardless we should verify the Council Directive (does a Consensus stay forever, or change with the personnel?) on that so that we don’t have anything go sideways.

Joe Graybill

Willow St Neighborhood
Local Improvement District
Waterline Estimated Improvement Costs

1/7/2021

Construction Elements									
No.		Item			Unit	Quantity	Cost	SubTotal	Total
(1)		(2)			(3)	(4)	(\$)	(\$)	(\$)
Sched A	Willow St	Mobilization - Admin							
		Mobilization			L.S.	1	20000	\$20,000.00	
		Traffic Control			L.S.	1	3000	\$3,000.00	
		Erosion Control			L.S.	1	2500	\$2,500.00	
		Clearing Grubbing			L.S.	1	10000	\$10,000.00	
		Tree Removal: Large, Single			Ea.	0	\$2,000	\$0.00	
		Tree Removal: Small, Group			L.S.	0	\$20,000	\$0.00	
		Tree Trimming: Lower Limbs			L.S.	0	\$15,000	\$0.00	
		Const Stake			L.S.	1	\$5,000	\$5,000.00	
		Archeology Analysis			L.S.	0	\$10,000	\$0.00	
		Cultural Resource Analysis			L.S.	0	\$10,000	\$0.00	
		Environmental Analysis			L.S.	0	\$10,000	\$0.00	
		ESCP			L.S.	1	\$5,000	\$5,000.00	
		ESCP SedFence (Lin Ft + 10%)			L.F.	200	\$2.5	\$500.00	
		ESCP StrwBales			Ea.	4	\$50	\$200.00	
		ESCP RoadBales			Ea.		\$25	\$0.00	
		ESCP CatchBasin Protection			Ea.	6	\$150	\$900.00	
		Legal, Administrative & Engineering Design & Review			L.S.	1	\$60,000	\$60,000.00	
		Bond Counsel			L.S.	1	\$10,000	\$10,000.00	
		Permit Loc/St/Fed			L.S.	1	\$6,550	\$6,550.00	
		Signs: FLT, CFC, and Warnings			Ea.	0	\$450	\$0.00	
		Marking: Bike - Ped Logos, Etc.			Ea.	0	\$350	\$0.00	
		Bike-Pedestrian Counter			Ea.	0	\$1,000	\$0.00	
		Mitigation/Enhance			L.S.		\$0	\$0.00	
		PropPin Repl			Ea.		\$400	\$0.00	
		ROW Easemt/Purc - 100LnFbx2Ft+10xAppr			S.F.		\$10	\$0.00	\$123,650.00
		Subtotal							
		Roadway Trench Paving							
		4" AC			Tn	376	180	\$67,619.51	
		Excav Trench CrRock			C.Y.	199	25	\$4,969.10	
		3" pvc sleeve			Ea.	0.00	40	\$0.00	
		sawcut exist paving			L.F.	1300.00	2.5	\$3,250.00	
		Subtotal							\$75,838.61
Sched A	Willow St	Water							
		Trench Excavation - DI Pipe			C.Y.	0	90.00	\$0.00	
		Trench Backfill 3/4" CrRk - DI Pipe			C.Y.	0	26.00	\$0.00	
		Trench Excavation - PVC Pipe			C.Y.	1795	45.00	\$80,784.00	
		Trench Backfill 3/4" CrRk - PVC Pipe			C.Y.	1593	35.00	\$55,741.58	
		8" Ductile CL52 Waterline - (Opt.)			L.F.	0.00	\$62.00	\$0.00	
		12" PVC AWWA C900 Waterline			L.F.	1370.00	\$55.00	\$75,350.00	
		6" PVC AWWA C900 Waterline			L.F.	1610.00	\$35.00	\$56,350.00	
		4" PVC AWWA C900 Waterline			L.F.	335.00	\$20.00	\$6,700.00	
		1" PEX AWWA C904 Meter Service w/Box (Near side)			Ea.	15.00	\$1,750.00	\$26,250.00	
		1" PEX AWWA C904 Meter Service w/Box (Far side)			Ea.	27.00	\$2,500.00	\$67,500.00	
		Private Side Connection to Residences			Ea.	42.00	\$1,800.00	\$75,600.00	
		Private Side BackFlow Devices, Valve, w/Box			Ea.	42.00	\$230.00	\$9,660.00	
		Fire Hydrant Assem.			Ea.	6.00	\$6,400.00	\$38,400.00	
		2" Blow Off			Ea.	5.00	\$1,500.00	\$7,500.00	
		Disinfection - Pressure Testing			L.S.	1.00	\$3,000.00	\$3,000.00	
		12"x12"x12" Tee			Ea.	1.00	\$4,000.00	\$4,000.00	
		12"x12"x6" Tee			Ea.	2.00	\$3,500.00	\$7,000.00	
		6"x6"x6" Tee			Ea.	2.00	\$1,500.00	\$3,000.00	
		12" BF Valves			Ea.	7.00	\$3,000.00	\$21,000.00	
		10" BF Valve			Ea.	1.00	\$2,500.00	\$2,500.00	
		6" Gate Valves			Ea.	9.00	\$1,500.00	\$13,500.00	
		4" Gate Valve			Ea.	1.00	\$1,000.00	\$1,000.00	
		12"x6" Reducers			Ea.	3.00	\$650.00	\$1,950.00	
		6"x4" Reducers			Ea.	1.00	\$150.00	\$150.00	
		6" 45deg Bend MixMj			Ea.	2.00	\$400.00	\$800.00	
		Subtotal							\$557,735.58
		Construction Total							\$757,224.20
		Contingency (10%)							\$75,722.42
		Subtotal Project Cost							\$832,946.62
		Full Pavement Overlay							\$0.00
		Total Project Request Cost							\$832,946.62

Willow St Neighborhood
Local Improvement District
Street, Sidewalk and Storm Network Estimated Improvement Costs

1/21/2021

Construction Elements									
No.	Item		Unit	Quantity	Cost	SubTotal	Total		
(1)	(2)		(3)	(4)	(\$)	(\$)	(\$)	(7)	
Sched A	Willow St	Mobilization - Admin							
		Mobilization	L.S.	1	20000	\$20,000.00			
		Traffic Control	L.S.	1	2000	\$2,000.00			
		Erosion Control	L.S.	1	2500	\$2,500.00			
		Clearing Grubbing	L.S.	1	10000	\$10,000.00			
		Tree Removal: Large, Single	Ea.	0	\$1,000	\$0.00			
		Tree Removal: Small, Group	L.S.	0	\$20,000	\$0.00			
		Tree Trimming: Lower Limbs	L.S.	1	\$15,000	\$15,000.00			
		Const Stake	L.S.	1	\$5,000	\$5,000.00			
		Archeology Analysis	L.S.	0	\$10,000	\$0.00			
		Cultural Resource Analysis	L.S.	0	\$10,000	\$0.00			
		Environmental Analysis	L.S.	0	\$10,000	\$0.00			
		ESCP	L.S.	1	\$5,000	\$5,000.00			
		ESCP SedFence (Lin Ft + 10%)	L.F.	200	\$2.5	\$500.00			
		ESCP StrwBales	Ea		\$50	\$0.00			
		ESCP RoadBales	Ea		\$25	\$0.00			
		ESCP CatchBasin Protection	Ea	6	\$150	\$900.00			
		Legal, Administrative & Engineering Design & Review	L.S.	1	\$65,500	\$65,500.00			
		Bond Counsel	L.S.	1	\$15,000	\$15,000.00			
		Permit Loc/St/Fed	L.S.	1	\$6,550	\$6,550.00			
		Signs: FLT, CFC, and Warnings	Ea.	0	\$450	\$0.00			
		Marking: Bike - Ped Logos, Etc.	Ea.	0	\$350	\$0.00			
		Bike-Pedestrian Counter	Ea.	0	\$1,000	\$0.00			
		Mitigation/Enhance	L.S.	0	\$0	\$0.00			
		Pre- & Post- ROW Survey	L.S.	1	\$5,000	\$5,000.00			
		PropPin Repl	Ea.	1	\$400	\$400.00			
		ROW Easemt/Purc - 100LnFbx2Ft+10xAppr	S.F.	0	\$10	\$0.00			\$153,350.00
		Subtotal							
		Roadway Trench Paving							
		4" AC	Tn	387	180	\$69,717.41			
		Excav AC paving	C.Y.	0	25	\$0.00			
		3" pvc sleeve	Ea	0.00	40	\$0.00			
		sawcut exist paving	L.F.	500.00	2.5	\$1,250.00			
		Sidewalk Panels Replace	C.Y.	0.00	0	\$0.00			
		const curb drainage cuts	Ea	0.00	100	\$0.00			
		Subtotal							\$70,967.41
Sched A	Willow St	Roadway Full Paving-Walk	Base Rock and 20ft of new AC Pavement & Sidewalks.						
	19th Ave	4" AC - Inc Driveway Aprons	Tn	795	140	\$111,347.60			
	20th Ave	Excav Roadbed 12"	C.Y.	888.9	35	\$31,111.11			
		Base CrRock 8"	C.Y.	592.9	40	\$23,715.56			
		Const Curb & Gutter	L.F.	2200	25	\$55,000.00			
		Const Sidewalk	S.F.	7000	12	\$84,000.00			
		Const Conc Driveway	S.F.	4000	12.00	\$48,000.00			
		Const 5foot conc apron	S.F.	26	800.00	\$20,800.00			
		Const 10foot AC apron	S.F.	0	0.00	\$0.00			
		ADA Access Ramp	Ea	12	1200.00	\$14,400.00			
		Corner Ramp	Ea	12	4000.00	\$48,000.00			
		Stormdrainage	L.S.	1	20000	\$20,000.00			
		Adjust Mail Boxes	Ea	0	150	\$0.00			
		Subtotal							\$456,374.27
Sched A	18th Ave	Roadway Full Paving-Walk	Base Rock and 6ft of new AC Pavement & Single Side Sidewalks.						
		4" AC - Inc Driveway Aprons	Tn	439	140	\$61,417.58			
		Excav Roadbed 12"	C.Y.	537.0	35	\$18,796.30			
		Base CrRock 8"	C.Y.	358.2	40	\$14,328.15			
		Vortex Vault Reconstruction	Ea	1	6000	\$6,000.00			
		Const Curb & Gutter	L.F.	1450	25	\$36,250.00			
		Const Sidewalk	S.F.	7250	12	\$87,000.00			
		Const Conc Driveway	S.F.	1980	12.00	\$23,760.00			
		Const 5foot conc apron	S.F.	11	800.00	\$8,800.00			
		Const 10foot AC apron	S.F.	0	0.00	\$0.00			
		ADA Access Ramp	Ea	11	1200.00	\$13,200.00			
		Corner Ramp	Ea	11	4000.00	\$44,000.00			
		Stormdrainage	L.S.	1	20000	\$20,000.00			
		Adjust Mail Boxes	Ea	11	150	\$1,650.00			
		Subtotal							\$335,202.02
Sched A	Yucca St	Roadway & Sidewalk	Base Rock and 20ft of new AC Pavement & Single Side Sidewalks.						
		4" AC - Inc Driveway Aprons	Tn	294	105	\$30,839.13			
		Excav Roadbed 12"	C.Y.	233.3	35	\$8,166.67			
		Base CrRock 8"	C.Y.	155.6	40	\$6,225.33			
		Const Curb & Gutter	L.F.	630	14	\$8,820.00			
		Const Sidewalk	S.F.	3150	10	\$31,500.00			
		Const Conc Driveway	S.F.	800	8.00	\$6,400.00			
		Const 5foot conc apron	S.F.	8	800.00	\$6,400.00			
		Const 10foot AC apron	S.F.	0	0.00	\$0.00			
		ADA Access Ramp	Ea	0	1200.00	\$0.00			
		Corner Ramp	Ea	0	4000.00	\$0.00			
		Stormdrainage	L.S.	1	10000	\$10,000.00			
		Adjust Mail Boxes	Ea	0	150	\$0.00			
		Subtotal							\$108,351.13
Construction Total									\$1,053,277.42
Contingency (10%)									\$105,327.74
Subtotal Project Cost									\$1,158,605.16

Willow St Neighborhood
Local Improvement District
Water, Street, Sidewalk and Storm Network Estimated Improvement Costs

Willow St Neighborhood L.I.D.

Full Development LID \$

2,062,022

Note: Costs are Estimates Only and are Subject to Change.

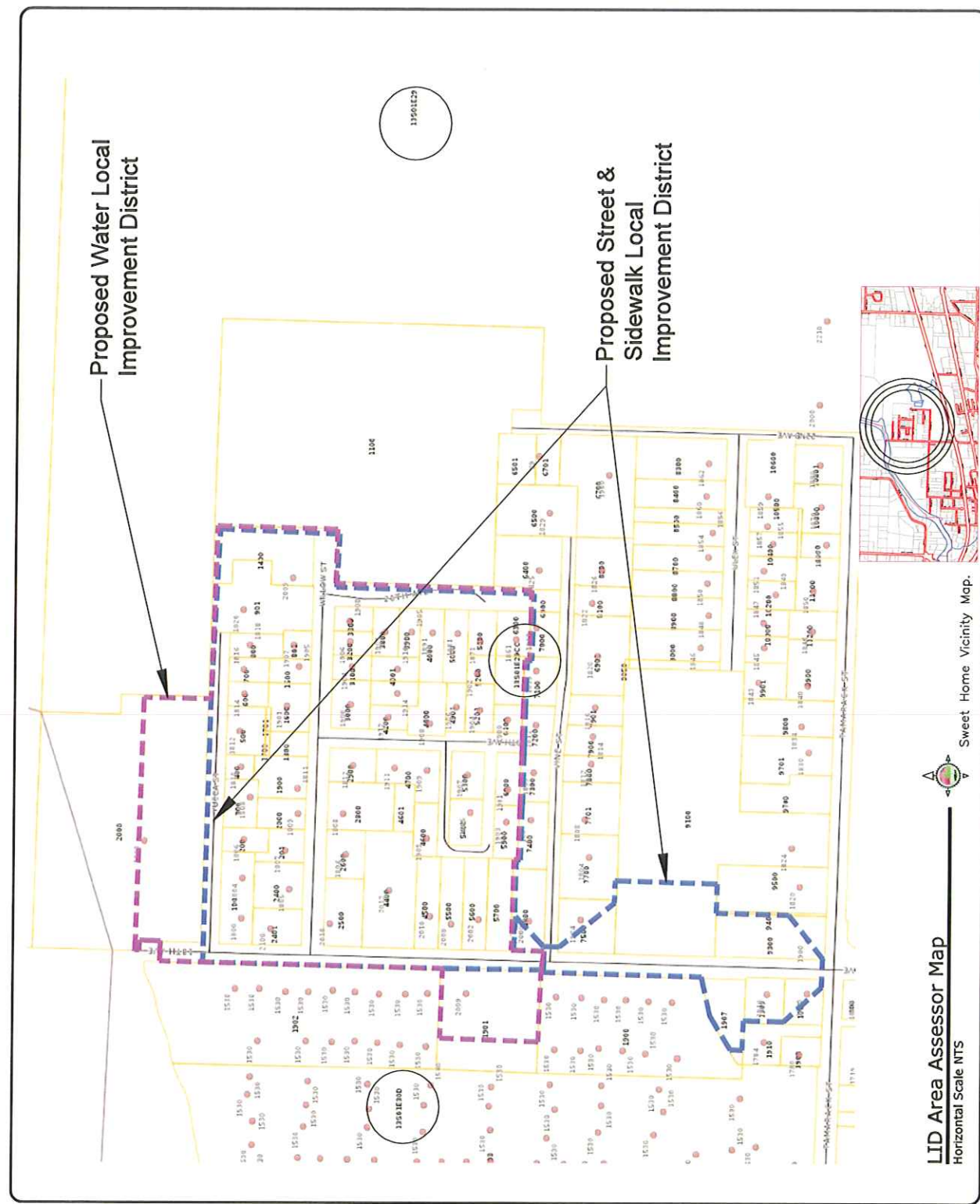
Location: 18th Ave, Willow St, Yucca St, 19th Ave, 20th Ave.
Revision 5-Jan-21
50/50 Averaging Method : = (Cost per frontage foot + Cost per square foot) / 2

I.D.	Map Page	Tax Lot	Linn Co Account	Site Address	Current Deed Reference No.	Owner of Record	Front	Depth	Assessment	Waterline Project Costs			Street & Sidewalk Project Costs			SDC	
								Typ is 150' maximum	Total Lot Size	50/50 Averaging Method			50/50 Averaging Method			Water	Total Project
							Footage	Footage	Sq Footage	Front Ft	Square Ft	50/50 Avg	Front Ft	Square Ft	50/50 Avg	(\$)	(\$)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(9)	(10)	(11)	(12)	(13)	(14)	(18)	(19)	(20)	(21)	(22)
1	131E29CC	5700	240727	na	2012-16271	REVES DALE & BONNIE	50.00	150.00	7500.00	\$ 8,345.81	\$ 13,211.17	\$ 10,778.49	\$ 11,276.67	\$ 19,859.27	\$ 15,567.97	\$ 1,215.00	\$ 27,561.46
2	131E29CC	5600	240719	2006 18th Ave	2012-16271	REVES DALE & BONNIE	50.00	150.00	7500.00	\$ 8,345.81	\$ 13,211.17	\$ 10,778.49	\$ 11,276.67	\$ 19,859.27	\$ 15,567.97	\$ 1,215.00	\$ 27,561.46
3	131E29CC	5500	240701	2008 18th Ave	MF 1775-450	DUBRAY GARY D	50.00	150.00	7500.00	\$ 8,345.81	\$ 13,211.17	\$ 10,778.49	\$ 11,276.67	\$ 19,859.27	\$ 15,567.97	\$ 1,215.00	\$ 27,561.46
4	131E29CC	4500	240586	2010 18th Ave	2012-07965	VICTOR MANUEL L DBA NORTHERN INVESTMENTS	50.00	150.00	7500.00	\$ 8,345.81	\$ 13,211.17	\$ 10,778.49	\$ 11,276.67	\$ 19,859.27	\$ 15,567.97	\$ 1,215.00	\$ 27,561.46
5	131E29CC	4400	240578	2012 18th Ave	2019-02657	VICTOR JOSHUA DBA NORTHERN INVESTMENTS	109.00	150.00	16350.00	\$ 18,193.86	\$ 28,800.35	\$ 23,497.10	\$ 24,583.13	\$ 43,293.20	\$ 33,938.17	\$ 1,215.00	\$ 58,650.27
6	131E29CC	2500	240362	2018 18th Ave	MF 643-138, MF 739-604	WINN LOIS, WHITE DONALD C., WHITE JOY ANN	80.00	139.00	11120.00	\$ 13,353.29	\$ 19,587.76	\$ 16,470.53	\$ 18,042.66	\$ 29,444.68	\$ 23,743.67	\$ 1,215.00	\$ 41,429.20
7	131E29CC	2600	240370	1804 Willow St	MF 199-796	REYNOLDS WAYNE N & VERONICA SUSAN	100.00	80.00	8000.00	\$ 16,691.61	\$ 14,091.91	\$ 15,391.76	\$ 22,553.33	\$ 21,183.22	\$ 21,868.27	\$ 1,215.00	\$ 38,475.04
8	131E29CC	2800	240396	1808 Willow St	2016-14921	DAVIS BILL & CHRISTINA	100.00	138.00	13800.00	\$ 16,691.61	\$ 24,308.55	\$ 20,500.08	\$ 22,553.33	\$ 36,541.05	\$ 29,547.19	\$ 1,215.00	\$ 51,262.28
9	131E29CC	2900	240404	1812 Willow St	2007-27851	VICTOR MANUEL L DBA NORTHERN INVESTMENTS	70.00	97.00	6790.00	\$ 11,684.13	\$ 11,960.51	\$ 11,822.32	\$ 15,787.33	\$ 17,979.26	\$ 16,883.29	\$ 1,215.00	\$ 29,920.62
10	131E29CC	3000	240412	1900 Willow St	2015-07515	VICTOR JOSHUA	100.00	80.00	8000.00	\$ 16,691.61	\$ 14,091.91	\$ 15,391.76	\$ 22,553.33	\$ 21,183.22	\$ 21,868.27	\$ 1,215.00	\$ 38,475.04
11	131E29CC	3100	240420	1904 Willow St	2019-22291	VICTOR MANUEL L DBA NORTHERN INVESTMENTS	50.00	80.00	4000.00	\$ 8,345.81	\$ 7,045.96	\$ 7,695.88	\$ 11,276.67	\$ 10,591.61	\$ 10,934.14	\$ 1,215.00	\$ 19,845.02
12	131E29CC	3200	240446	1906 Willow St	2011-16954	VICTOR MANUEL DBA NORTHERN INVESTMENTS	50.00	80.00	4000.00	\$ 8,345.81	\$ 7,045.96	\$ 7,695.88	\$ 11,276.67	\$ 10,591.61	\$ 10,934.14	\$ 1,215.00	\$ 19,845.02
13	131E29CC	3300	240453	1908 Willow St	2019-08776	PHILLIPS DANIEL AUSTIN, PHILLIPS PENNY LEE, PRUITT SALLY	50.00	80.00	4000.00	\$ 8,345.81	\$ 7,045.96	\$ 7,695.88	\$ 11,276.67	\$ 10,591.61	\$ 10,934.14	\$ 1,215.00	\$ 19,845.02
14	131E29CC	1400	240255	2009 Willow St	2017-06980	KIMBRELL KASSANDRA & KOLNICK JOE	119.50	87.00	10396.50	\$ 19,946.48	\$ 18,313.32	\$ 19,129.90	\$ 26,951.23	\$ 27,528.92	\$ 27,240.07	\$ 1,215.00	\$ 47,584.97
15	131E29CC	901	444949	1820 Yucca St	2018-07497	ANDREWS RODERICK D & CAROL A TRUSTEES	92.00	89.00	8188.00	\$ 15,356.29	\$ 14,423.07	\$ 14,889.68	\$ 20,749.06	\$ 21,681.03	\$ 21,215.04	\$ 1,215.00	\$ 37,319.72
16	131E29CC	801	240206	1907 Willow St	MF 101-345	PRUITT JOHN F & JESSMON M	58.00	60.00	3480.00	\$ 9,681.14	\$ 6,129.98	\$ 7,905.56	\$ 13,080.93	\$ 9,214.70	\$ 11,147.82	\$ 1,215.00	\$ 20,268.38
17	131E29CC	1500	240263	1905 Willow St	2017-09890	RICE JOHN H & LOIS J	50.00	87.00	4350.00	\$ 8,345.81	\$ 7,662.48	\$ 8,004.14	\$ 11,276.67	\$ 11,518.38	\$ 11,397.52	\$ 1,215.00	\$ 20,616.66
18	131E29CC	1600	240271	1901 Willow St	2018-03182	GOODWIN TRAVIS L	100.00	87.00	8700.00	\$ 16,691.61	\$ 15,324.96	\$ 16,008.29	\$ 22,553.33	\$ 23,036.75	\$ 22,795.04	\$ 1,215.00	\$ 40,018.33
19	131E29CC	1800	240297	na	2018-03182	GOODWIN TRAVIS L	50.00	80.00	4000.00	\$ 8,345.81	\$ 7,045.96	\$ 7,695.88	\$ 11,276.67	\$ 10,591.61	\$ 10,934.14	\$ 1,215.00	\$ 19,845.02
20	131E29CC	1900	240305	1811 Willow St	2008-23920	DAVIS CHRISTINA L	86.00	100.00	8600.00	\$ 14,354.79	\$ 15,148.81	\$ 14,751.80	\$ 19,395.86	\$ 22,771.96	\$ 21,083.91	\$ 1,215.00	\$ 37,050.71
21	131E29CC	2000	240313	1809 Willow St	2013-00329	NORTHERN INVESTMENTS	64.00	100.00	6400.00	\$ 10,682.63	\$ 11,273.53	\$ 10,978.08	\$ 14,434.13	\$ 16,946.58	\$ 15,690.35	\$ 1,215.00	\$ 27,883.44
22	131E29CC	201	944801	1807 Willow St	2017-19616	VICTOR MANUEL L	69.00	75.00	5175.00	\$ 11,517.21	\$ 9,115.71	\$ 10,316.46	\$ 15,561.80	\$ 13,702.90	\$ 14,632.35	\$ 1,215.00	\$ 26,163.81
23	131E29CC	2400	240354	1805 Willow St	2010-19846	MELLEIN JENNIFER	95.00	100.00	9500.00	\$ 15,857.03	\$ 16,734.15	\$ 16,295.59	\$ 21,425.66	\$ 25,155.07	\$ 23,290.37	\$ 1,215.00	\$ 40,800.96
24	131E29CC	2401	763813	2100 18th Ave	2016-22021	STEDMAN-CRANE ESTELLE LYNN, HUSHES CURTIS ANTHONY	75.00	100.00	7500.00	\$ 12,518.71	\$ 13,211.17	\$ 12,864.94	\$ 16,915.00	\$ 19,859.27	\$ 18,387.13	\$ 1,215.00	\$ 32,467.07
25	131E29CC	100	240107	1800 Yucca St	2019-02658	VICTOR MANUELL	189.00	69.00	13041.00	\$ 31,547.15	\$ 22,971.58	\$ 27,259.37	\$ 42,625.79	\$ 34,531.30	\$ 38,578.54	\$ 1,215.00	\$ 67,052.91
26	131E29CC	200	240115	1808 Yucca St	2017-19616	VICTOR MANUEL L	50.00	95.00	4750.00	\$ 8,345.81	\$ 8,367.07	\$ 8,356.44	\$ 11,276.67	\$ 12,577.54	\$ 11,927.10	\$ 1,215.00	\$ 21,498.54
27	131E29CC	300	240123	1810 Yucca St	2018-00882	VICTOR MANUEL L DBA NORTHERN INVESTMENTS	100.00	70.00	7000.00	\$ 16,691.61	\$ 12,330.42	\$ 14,511.02	\$ 22,553.33	\$ 18,535.32	\$ 20,544.32	\$ 1,215.00	\$ 36,270.34
28	131E29CC	400	240131	na	2018-00882	VICTOR MANUEL L DBA NORTHERN INVESTMENTS	50.00	60.00	3000.00	\$ 8,345.81	\$ 5,284.47	\$ 6,815.14	\$ 11,276.67	\$ 7,943.71	\$ 9,610.19	\$ 1,215.00	\$ 17,640.32
29	131E29CC	500	240149	1812 Yucca St	2018-00882	VICTOR MANUEL L DBA NORTHERN INVESTMENTS	100.00	80.00	8000.00	\$ 16,691.61	\$ 14,091.91	\$ 15,391.76	\$ 22,553.33	\$ 21,183.22	\$ 21,868.27	\$ 1,215.00	\$ 38,475.04
30	131E29CC	600	240156	1814 Yucca St	2018-00882	VICTOR MANUEL L DBA NORTHERN INVESTMENTS	50.00	80.00	4000.00	\$ 8,345.81	\$ 7,045.96	\$ 7,695.88	\$ 11,276.67	\$ 10,591.61	\$ 10,934.14	\$ 1,215.00	\$ 19,845.02
31	131E29CC	700	240180	1816 Yucca St	MF 751-72	TUNNELL BRENDA	50.00	80.00	4000.00	\$ 8,345.81	\$ 7,045.96	\$ 7,695.88	\$ 11,276.67	\$ 10,591.61	\$ 10,934.14	\$ 1,215.00	\$ 19,845.02
32	131E29CC	800	240198	1818 Yucca St	MF 977-160	TUNNELL BRENDA L	50.00	109.00	5450.00	\$ 8,345.81	\$ 9,600.12	\$ 8,972.96	\$ 11,276.67	\$ 14,431.07	\$ 12,853.87	\$ 1,215.00	\$ 23,041.83
33	131E29	2000	239455	1803 Yucca St	2016-10830	JONES DAVID L	528.00	150.00	8991.49	\$ 88,131.72	\$ 139,509.95	\$ 113,820.84	\$ -	\$ -	\$ -	\$ 1,215.00	\$ 115,035.84
34	131E29CC	380															

**NOTICE OF VIEWERS' REPORT ON
WILLOW STREET NEIGHBORHOOD
LID**

The Viewers' Report on the proposed Willow Street Neighborhood Local Improvement District (LID) is on file in the Recorder's Office (City Manager's Office) of the City of Sweet Home at 3225 Main Street Sweet Home OR 97386 subject to examination. (The Viewers' Report can be accessed at sweethomeor.gov) The Viewers' Report was filed on January 22, 2021 with the City Recorder. The estimated probable cost of the proposed improvements is \$832,947.00 for water only and \$1,158,605.00 for street, sidewalk, curbs, gutters and storm drain improvements with the total cost of \$2,062,022.00 for all said improvements. The properties in City of Sweet Home proposed to be assessed are properties with addresses on the following: 18th Avenue from the 1900 Block to the 2100 Block inclusive, Yucca Street from the 1800 Block to the 2000 Block inclusive, 19th Avenue in the 1900 Block including the un-named looped alley off 19th Avenue and 20th Avenue from the 1800 Block to the 1900 Block inclusive and Map 29CC Lots 400, 1700, 1701, 1800, 4601, 5700 and 6200 in the district area.

The proposed district area is shown in the map below. All persons interested are to present their objections to the Viewers' Report, if any they have, and the objections, if any there be, will be heard by the Sweet Home City Council on February 23, 2021 at 6:30 pm at its regular scheduled meeting at 3225 Main Street Sweet Home OR 97386 (The City of Sweet Home is streaming the meeting via the Microsoft Teams platform and asks the public to consider this option. There will be opportunity for public input via the live stream and phone call in. To view the meeting live, online visit live.sweethomeor.gov. If you do not have access to the internet you can call in to 541-367-5128 and you will be asked to choose option 1 to be logged in to the call. Phone Conference ID: 226 531 982 #. A person can also email (jfisher@sweethomeor.gov) or mail in any objections to be placed in the agenda packet if received by the City by February 17, 2021 at 5:00pm.) (Feb 3 - Feb 10)



LID Area Assessor Map
Horizontal Scale NTS

Sweet Home Vicinity Map.

Subject: willow street neighborhood LID

Date: Sunday, February 14, 2021 at 11:18:21 AM Pacific Standard Time

From: sue reynolds

To: Julie Fisher

To whom it may concern,

My name is Susan Reynolds and I am writing on behalf of my husband and me at 1804 Willow Street and also my Father in Law, Everett Reynolds at 1909 19th Avenue

We have lived in this neighborhood since 1974. We feel that there is no need for paved streets and sidewalks in this neighborhood. We are not opposed to city water as the need becomes more necessary with more people living down here and sharing wells but the roads are too narrow for paved streets and sidewalks and most people in this neighborhood are either retired and on fixed incomes or are just starting out and this project will result in an undo financial burden on many people. We also feel that we should not be forced to give up any of our property we've worked so hard for over the years for an unnecessary vanity project. Simply fixing the streets we already have would be sufficient. We sincerely hope you take our thoughts into consideration and talk personally to people in this neighborhood before moving forward with this project.

Sincerely,
Susan Reynolds

ORDINANCE BILL NO. 3 FOR 2021

ORDINANCE NO. _____

IN THE MATTER OF WATER, STREET, SIDEWALK, CURBS, GUTTERS AND STORM DRAIN IMPROVEMENTS FOR THE WILLOW STREET NEIGHBORHOOD LID AND DECLARING AN EMERGENCY.

WHEREAS, The improvement project being the installation of water, street, sidewalk, curb, gutter and storm drain improvements on Willow Street, Yucca Street, parts of 18th, 19th, and 20th Avenues and other roadways in the LID area as set forth in the Viewers' Report; and

WHEREAS, It is determined pursuant to SHMC Chapter 3.16 that the subject Local Improvement District is established hereby and the estimated proper assessments of the benefits therefor to the respective properties benefitted thereby have been determined and set forth in the Viewers' Report in the Cost Chart Breakdown in the Total Project column for each property and as a total project cost; and

WHEREAS, This ordinance needs to be in effect as soon as possible to take advantage of financial opportunities to help pay for the improvements; and

NOW THEREFORE, THE CITY OF SWEET HOME DOES ORDAIN AS FOLLOWS:

Section 1. That an assessment for said improvements is to be levied as to be determined and set by city ordinance. The assessments shall be based on the average of frontage and area of each property up to 150 depth as set forth in the Viewers' Report.

Section 2. The assessment procedures and amounts set out in the Viewers' Report in the Cost Chart Breakdown in the Total Project column are hereby declared to be reasonable and just to the property specially benefitted thereby.

Section 3. The unpaid balances on said assessments shall bear interest at the rate incurred by the City in obtaining financing. The unpaid balance of said assessments shall be paid in the time period given to the City to pay the financing that the City has to pay but not less than ten years.

Section 4. Said improvement project is hereby designated as the Willow Street Neighborhood LID for water, street, sidewalk, curb, gutter and storm drain Improvements.

Section 5. The City Council does hereby direct and order the work to be done in accordance with applicable State and City laws.

Section 6. It is necessary and it is for the interest and benefit of the City that this Ordinance become effective immediately, an emergency is hereby declared to exist, and this Ordinance shall be in full force and effect after its passage by the City Council and approved by the Mayor.

PASSED by the City Council and approved by the Mayor this _____ day of _____, 2021

Mayor

ATTEST:

City Manager-Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Library Board Liaison

Preferred Agenda: February 23, 2021

Submitted By: Julie Fisher, Administrative Assistant

Reviewed By: Ray Towry, City Manager

Type of Action: Resolution x Motion Roll Call Other

Relevant Code/Policy: SHMC Chapter 2.12
SHMC Charter VI Section 19

Towards Council Goal: Goal # 2 Be an Effective and Efficient Government

Attachments: Resolution No, 4 for 2021

Purpose of this RCA:

Appointment of City Council Liaison to the Library Board Committee

Background/Context:

During the recent City Council training event held February 5-7, 2021, the Council discussed the importance and roles of Boards, Committees and Commissions. It was discussed adding a City Council liaison to the Library Advisory Board for better communication opportunities with the board. The Council appointed liaison would be a non-voting ex-officio member.

The Challenge/Problem:

How can City Council be better involved and improve communications with Boards, Committees and Commissions?

Stakeholders:

- City Council – Explanation
- Library Advisory Board – Explanation
- Citizens of Sweet Home – Explanation

Issues and Financial Impacts:

No financial impacts known.

Elements of a Stable Solution:

Improved transparency, communication and involvement in the Library Advisory Board.

Options:

1. Option #1 – Make a motion to approve Resolution No. 4 for 2021 and appointment by the Mayor of a Liaison to the Library Advisory Board.

2. Option #2 – Amend Resolution No. 4 for 2021.
3. Option #3 – Make a motion to not approve Resolution No. 4 for 2021.

Recommendation:

Staff Recommends Option #1 – Make a motion to approve Resolution No. 4 for 2021 and appointment by the Mayor of a Liaison to the Library Advisory Board.

RESOLUTION NO.4 FOR 2021

A RESOLUTION FOR APPOINTMENT OF CITY COUNCIL MEMBER AS A LIAISON
TO LIBRARY BOARD OF TRUSTEES;

WHEREAS, the City of Sweet Home has a Library Board Of
Trustees as set forth in SHMC Chapter 2.12;

WHEREAS, the Mayor desires to appoint a City Council member
as a liaison to the Library Board Of Trustees pursuant to SHMC
Charter VI Section 19;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SWEET HOME
RESOLVES AS FOLLOWS:

A City Council member shall be a non-voting ex-officio member to
the Library Board Of Trustees appointed by the Mayor.

This resolution shall be effective upon the passage thereof.

PASSED by the City Council and approved by the Mayor this 23rd
day of February, 2021.

Mayor

ATTEST:

City Manager - Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

Title: Water Utility Fee Review

Preferred Agenda: February 23, 2021

Submitted By: Brandon Neish, Finance Director

Reviewed By: Ray Towry, City Manager

Type of Action: Resolution X Motion Roll Call Other

Relevant Code/Policy: SHMC 13.04.050
Resolution No. 14 for 2019

Towards Council Goal: 1.2(a): Increase community awareness of infrastructure needs (Water)

Attachments: Resolution No. 5 for 2021
Water Rate Proposal
Rates by Consumption

Purpose of this RCA:

To revisit water utility fees after an initial decision to freeze the water rate at 2019 levels.

Background/Context:

During the regular session City Council meeting on April 14, 2020, the City Council approved Resolution No. 7 for 2020 which included a base and commodity rate increase for the City's water user fees. The rate increase was scheduled to take effect on May 18, 2020 which would have water users paying the new rates in their bills due around July 1. On June 23, 2020, the City Council voted to strike Resolution No. 7 for 2020 due to the ongoing pandemic. During the City Council training sessions held on February 5-7th, 2021, members of the City Council expressed an interest in revisiting the water utility rates and determine whether the rate should be revised.

ORS 294.388(1) states that "each municipal corporation shall prepare estimates of expenditures and other requirements for the ensuing year or budget period. The estimates must be reconciled so that the total amount of expenditures and other requirements in each fund equals the total amount of resources in the fund for the same period." Adopted expenditures for the 2020-2021 fiscal year in the Water Fund were \$2.4 million while projected resources with no change to current utility rates totaled \$2.3 million. Pursuant to Oregon State Statutes, the City made expenditure reductions throughout the year in order to balance the fund and ensure that expenditures did not exceed anticipated revenues.

During a work session held on February 25, 2020, staff outlined three options to the City Council. In one scenario, operations & maintenance funds are held at requested values while not addressing the “leaking bucket” that is capital funding with no changes to the “water” going into the capital bucket. In another scenario, staff outlined what would be necessary to fund some sort of capital projects from the water fee and a third scenario demonstrated the potential cuts to the water distribution system if staff was asked to limit the overall water rate increase. Ultimately, the Council consensus was for staff to present a scenario that would allow some priority projects to move forward in the 2021 fiscal year while putting some funds away for potential capital projects in the future. To that end, staff prepared one rate scenario for the City Council to review which includes leveraging the \$207,000 in revenue from the sale of the 9th Ave property (the former Water Treatment Plant).

During the City Council meeting held March 5th, staff presented a revised proposal which would increase the water rates for the median residential consumer (44% of accounts) by \$1.71 per month. For the 600 cubic foot average consumer (our average) accounting for approximately 9% of the City’s residential customers, the bill would increase \$4.80/month. Consumers that use more water would see an average increase of \$14.55/month. For commercial consumers, an increase of \$3.21/month on average would be expected under this proposal. Bulk users would see an increase of \$2.64/month per 100 cubic feet of water used.

Staff also reviewed the history of the water rate in Sweet Home which demonstrated that 44% of the users will have saved \$58.56 over three years of water payments due to prior rate reductions.

On March 19, 2020, the City Council declared a public health emergency in the City of Sweet Home in response to the spread of the novel coronavirus or COVID-19. Since early March, coronavirus has ravaged employment numbers in the United States as businesses closed their doors, some temporarily and others permanently, to comply with state orders and public health officials’ guidance. While the US economy is beginning to reopen along with the state of Oregon, recovery has been slow, and much remains unknown as businesses and individuals attempt to navigate a “new normal.” Unemployment remains higher than normal and some are postponing payments until unemployment checks arrive or until their livelihoods return. It is for this reason that City Manager Towry broached the subject of reviewing the water rates to determine if, to do the most good for the most people for the longest period of time, it would be prudent to freeze the rates at their 2019 levels and revisit the rates in early-2021 as is standard practice.

The Challenge/Problem:

How do we approach utility rates in a way that addresses operational needs in alignment with Council goals while ensuring that users are not priced out of the system?

Stakeholders:

- City of Sweet Home residents and businesses – Residents and commercial businesses are the sole users of water and therefore pay for the distribution and usage. All water users expect that the City is using resources appropriately and accurately billing them for necessary expenditures that will deliver clean, consistent water when they need it. Given the current economic climate, residents and businesses are also being asked to do more with less and a revision to the water rates may adversely impact their ability to consume water.
- City of Sweet Home City Council – Council members are the voice of the citizens we serve. Each member of this group is interested in providing the best service possible for the best possible price. They must balance leadership with representation.
- Sweet Home Public Works staff – Public Works staff ensures utilities are maintained in a manner which benefits all in the city. Appropriate rates provide necessary resources used to maintain a level of service expected by utility users.

- Jacobs – Jacobs (CH2M) is our contract water plant operators. Their fees are calculated into our expenses and utilized to determine the budget and rates.
- Sweet Home Community & Economic Development – Regular review of expenditures within utility funds and, subsequently, utility rates ensure that Sweet Home is comparable to other cities of similar size which can attract new rate payers to the system. New citizens or businesses affect the community in a positive manner and affects livability within the city.

Issues and Financial Impacts:

1. Increasing utility rates – Citizens have many utility bills to pay including the city's utilities. Increases to utility rates can have a negative impact on citizens even though the city must operate with enough resources to back necessary expenditures. Under the previously approved rate scenario, the bulk of the City's residential customers would see an average increase of \$1.71/month. No increases are being proposed for the Wastewater or storm utility rates. It is up to the elected officials to determine what is best for the citizenry of Sweet Home.
2. Oregon Revised Statutes – As previously explained, the ORS require that the City maintain a zero or positive fund balance at the end of a given fiscal year. This requires the City and the Council to act accordingly. The decision then becomes one of raising rates or reducing expenses. When managing a fund in which nearly 62% of its resources come from the user fees generated, options are limited in decision-making.
3. Division resources – When Public Works/Jacobs is left with diminishing resources, tough decisions must be made regarding service offerings to customers. Stability in these fees provides the Department and Divisions the ability to plan and attempt to mitigate other factors that contribute to the increasing expenses such as fixing leaking pipes and inspecting reservoirs.

Elements of a Stable Solution:

Reviewing the rates annually and making revisions at the time rather than shelving rate adjustments for another year ensures overall stability of the Water Fund and ensures rate payers are not saddled with significant increases at one time. Alternatively, rate increases that users cannot afford results in lost revenue to the City which reduces available funds to meet current service levels.

Options:

1. Move to adopt Resolution No. 5 for 2021. Water rates for 2021 and beyond would increase based on meter size and overall consumption. These increases were previously adopted by the City Council during their meeting on April 14, 2020 before being struck in June.
2. Do nothing. Rates would remain the same with a base rate (paid by all customers regardless of consumption and based on meter size) and a commodity rate applied per 100 cubic feet of water used over 300 cubic feet.
3. Recommend an alternate scenario based on revised methodology or total budget. The City Council could request to see additional scenarios that would impact the calculation of the water utility rate. Staff would run the additional scenario(s) and return at a future meeting to set the new rates.

Recommendation:

Staff has no recommendation currently. Staff is aware of the unique situation we all face regarding COVID-19 and the ensuing economic recession that the United States entered in the first quarter of 2020. However, alternatively, staff is also aware that previous attempts to freeze a utility rate has resulted in higher increases in a future fiscal year to mitigate expenditure reductions and/or service cuts. Continued freezing of the water utility rate may result in delayed projects deemed important by Public Works to maintain and preserve the City's water distribution system. The impact of this decision is unmeasurable given the multiple factors that cannot be predicted.

Resolution No. 5 for 2021

A RESOLUTION SETTING RATES AND FEES FOR WATER SERVICES.

WHEREAS, the Sweet Home City Council has provided that Water User Rates should be established by resolution, in accordance with Ordinance No. 1174; and

WHEREAS, the Water User Rates were last adjusted July 2019 and need to be adjusted herein to ensure adequate funds are received to cover the annual cost of operation and maintenance, replacement, and other administrative costs of the Water Utility.

NOW, THEREFORE, BE IT RESOLVED BY THE SWEET HOME CITY COUNCIL that effective February 18, 2021, the water user fees shall be as follows:

Section 1 - The rates for water use to be charged for each billing period are as follows:

A minimum charge for each water service inside the city limits will be made according to the meter sizes as follows.

<u>Meter Size</u>	<u>Monthly Base Charge</u>
3/4 inch	21.70
1 inch	27.45
1-1/2 inch	35.12
2 inch	56.21
3 inch	211.51
4 inch	269.03
6 inch	403.24
8 inch	556.62

Residential Users (inside the City Limits): The monthly base charge is to include the first 300 cubic feet of water consumed for all residential customers only. A consumption charge of \$10.28 per 100 cubic feet for water used, over 300 cubic feet, shall be made in addition to the Monthly Base Charge for all meter sizes for all residential customers only.

Commercial Users (inside the City Limits): A consumption charge of \$10.22 per 100 cubic feet for all water used shall be made in addition to the Monthly Base Charge for all commercial customers per meter size.

Bulk Users (inside the City Limits): A consumption charge of \$10.07 per 100 cubic feet for all water used shall be made.

Water Users (outside the City Limits): Monthly charges will be computed at 1.5 times the inside city rate as stated above for residential, commercial and bulk users.

The Monthly Base Charge for a meter on a water line installed solely for the purpose of providing fire protection shall be the 3/4 inch rate charged for a residence. If the monthly reading of the meter indicates any usage, the Monthly Base Charge will be the normal charge for the meter size installed as shown above in addition to the charge for consumption.

For purposes of this resolution, the City Council shall annually review Water Rates before May of each year and set the new monthly rate for bills sent out each July.

Section 2 - Miscellaneous water service fees are established by resolution and contained in the city's Public Information, Records, Research and Miscellaneous Fees schedule.

Section 3 – Other associated fees, practices and charges for water and sewer installation and hookup are described in the city's code of ordinances.

It has been determined that these rates and fees are classified as not being subject to Oregon Constitution, Article XI, Section 11b limitations.

This Resolution supersedes all prior resolutions on water rates including Resolution No. 14 for 2019.

PASSED by the City Council and approved by the Mayor this 23rd day of February, 2021.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder

Residential Rates

Cubic Feet	Number of Customers	% of Total Customers	Current Water Rates	Current Rate Total w/WW+Storm	300 cf incl. in base Proposal #1 (current structure)			
					Water Rate	Total w/WW+Storm	\$ ▲ from current	% ▲ from current
100	449	15.75%	\$ 19.99	\$ 61.86	\$ 21.70	\$ 63.57	1.71	2.76%
200	357	12.52%	19.99	61.86	21.70	63.57	1.71	2.76%
300	441	15.47%	19.99	61.86	21.70	63.57	1.71	2.76%
400	416	14.59%	29.24	80.89	31.98	83.63	2.74	3.39%
500	371	13.01%	38.49	99.92	42.26	103.69	3.77	3.77%
600	256	8.98%	47.74	118.95	52.54	123.75	4.80	4.04%
700	193	6.77%	56.99	137.98	62.82	143.81	5.83	4.23%
800	130	4.56%	66.24	157.01	73.10	163.87	6.86	4.37%
900	71	2.49%	75.49	176.04	83.38	183.93	7.89	4.48%
1000	58	2.03%	84.74	195.07	93.66	203.99	8.92	4.57%
1100	33	1.16%	93.99	214.10	103.94	224.05	9.95	4.65%
1200	20	0.70%	103.24	233.13	114.22	244.11	10.98	4.71%
1300	8	0.28%	112.49	252.16	124.50	264.17	12.01	4.76%
1400	14	0.49%	121.74	271.19	134.78	284.23	13.04	4.81%
1500	8	0.28%	130.99	290.22	145.06	304.29	14.07	4.85%
1600	5	0.18%	140.24	309.25	155.34	324.35	15.10	4.88%
1700	4	0.14%	149.49	328.28	165.62	344.41	16.13	4.91%
1800	5	0.18%	158.74	347.31	175.90	364.47	17.16	4.94%
1900	3	0.11%	167.99	366.34	186.18	384.53	18.19	4.97%
2000	4	0.14%	177.24	385.37	196.46	404.59	19.22	4.99%
2300	3	0.11%	204.99	442.46	227.30	464.77	22.31	5.04%
2500	1	0.04%	223.49	480.52	247.86	504.89	24.37	5.07%
2600	1	0.04%	232.74	499.55	258.14	524.95	25.40	5.08%
Average Rate	2,851		\$ 37.17	\$ 97.17	\$ 40.79	\$ 100.79		
Base Rate			\$ 19.99		\$ 21.70			
Commodity			\$ 9.25		\$ 10.28			

1,426 accounts / 44% in median = Median users (2019)

= Annual average consumption (2019)

Commercial Rates

Cubic Feet	Number of Customers	% of Total Customers	Current Water Rates	Current Rate Total w/WW+Storm	300 cf incl. in base Proposal #1 (current structure)			
					Water Rate	Total w/WW+Storm	\$ ▲ from current	% ▲ from current
100	106	46.49%	\$ 29.21	\$ 80.86	\$ 31.92	\$ 83.57	2.71	3.35%
200	17	7.46%	38.43	99.86	42.14	103.57	3.71	3.72%
300	12	5.26%	47.65	118.86	52.36	123.57	4.71	3.96%
400	13	5.70%	56.87	137.86	62.58	143.57	5.71	4.14%
500	9	3.95%	66.09	156.86	72.80	163.57	6.71	4.28%
600	9	3.95%	75.31	175.86	83.02	183.57	7.71	4.38%
700	7	3.07%	84.53	194.86	93.24	203.57	8.71	4.47%
800	5	2.19%	93.75	213.86	103.46	223.57	9.71	4.54%
900	3	1.32%	102.97	232.86	113.68	243.57	10.71	4.60%
1000	7	3.07%	112.19	251.86	123.90	263.57	11.71	4.65%
1100	1	0.44%	121.41	270.86	134.12	283.57	12.71	4.69%
1200	3	1.32%	130.63	289.86	144.34	303.57	13.71	4.73%
1300	5	2.19%	139.85	308.86	154.56	323.57	14.71	4.76%
1400	0	0.00%	149.07	327.86	164.78	343.57	15.71	4.79%
1500	3	1.32%	158.29	346.86	175.00	363.57	16.71	4.82%
1600	1	0.44%	167.51	365.86	185.22	383.57	17.71	4.84%
1700	1	0.44%	176.73	384.86	195.44	403.57	18.71	4.86%
1800	1	0.44%	185.95	403.86	205.66	423.57	19.71	4.88%
1900	1	0.44%	195.17	422.86	215.88	443.57	20.71	4.90%
2300	24	10.53%	232.05	469.52	256.76	494.23	24.71	5.26%
Total Accounts	228							
Average Rate			\$ 72.24	\$ 166.44	\$ 79.61	\$ 173.81		
Base Rate			\$ 19.99		\$ 21.70			
Commodity			\$ 9.22		\$ 10.22			

114 accounts / 46% in median = Median users (2019)

= Annual average consumption (2019)

Industrial/Bulk Rates

Cubic Feet	Number of Customers	Current Water Rates	Current Rate Total w/WW+Storm	300 cf incl. in base Proposal #1 (current structure)		
				Water Rate	\$ ▲ from current	% ▲ from current
10,500	1	\$ 933.99	N/A	\$ 1,028.70	\$ 94.71	10.14%
100,500	1	\$ 9,159.99	N/A	\$ 10,091.70	\$ 931.71	10.17%
135,000	1	\$ 11,901.99	N/A	\$ 13,112.70	\$ 1,210.71	10.17%
36,300	1	\$ 2,761.99	N/A	\$ 3,042.70	\$ 280.71	10.16%
299,700	1	\$ 26,525.99	N/A	\$ 29,224.70	\$ 2,698.71	10.17%
626,700	1	\$ 56,687.99	N/A	\$ 62,455.70	\$ 5,767.71	10.17%
Base Rate	91%	\$ 19.99		\$ 21.70		
Commodity		\$ 9.14		\$ 10.07		

Utility Rates Effective May 18, 2020

Sewer Base \$40.87 Water Base \$21.70
 Sewer Commodity \$9.78 Water Commodity \$10.28

3/4" Residential User

	<i>Water</i>	<i>Sewer</i>	<i>Storm</i>	<i>Total</i>	▲ from PY
100	\$21.70	\$40.87	\$1.00	\$63.57	\$1.71
200	\$21.70	\$40.87	\$1.00	\$63.57	\$1.71
300	\$21.70	\$40.87	\$1.00	\$63.57	\$1.71
400	\$31.98	\$50.65	\$1.00	\$83.63	\$2.74
500	\$42.26	\$60.43	\$1.00	\$103.69	\$3.77
600	\$52.54	\$70.21	\$1.00	\$123.75	\$4.80
700	\$62.82	\$79.99	\$1.00	\$143.81	\$5.83
800	\$73.10	\$89.77	\$1.00	\$163.87	\$6.86
900	\$83.38	\$99.55	\$1.00	\$183.93	\$7.89
1,000	\$93.66	\$109.33	\$1.00	\$203.99	\$8.92
1,100	\$103.94	\$119.11	\$1.00	\$224.05	\$9.95
1,200	\$114.22	\$128.89	\$1.00	\$244.11	\$10.98
1,300	\$124.50	\$138.67	\$1.00	\$264.17	\$12.01
1,400	\$134.78	\$148.45	\$1.00	\$284.23	\$13.04
1,500	\$145.06	\$158.23	\$1.00	\$304.29	\$14.07
1,600	\$155.34	\$168.01	\$1.00	\$324.35	\$15.10
1,700	\$165.62	\$177.79	\$1.00	\$344.41	\$16.13
1,800	\$175.90	\$187.57	\$1.00	\$364.47	\$17.16
1,900	\$186.18	\$197.35	\$1.00	\$384.53	\$18.19
2,000	\$196.46	\$207.13	\$1.00	\$404.59	\$19.22
2,100	\$206.74	\$216.91	\$1.00	\$424.65	\$20.25
2,200	\$217.02	\$226.69	\$1.00	\$444.71	\$21.28
2,300	\$227.30	\$236.47	\$1.00	\$464.77	\$22.31
2,400	\$237.58	\$246.25	\$1.00	\$484.83	\$23.34
2,500	\$247.86	\$256.03	\$1.00	\$504.89	\$24.37
2,600	\$258.14	\$265.81	\$1.00	\$524.95	\$25.40
2,700	\$268.42	\$275.59	\$1.00	\$545.01	\$26.43
2,800	\$278.70	\$285.37	\$1.00	\$565.07	\$27.46
2,900	\$288.98	\$295.15	\$1.00	\$585.13	\$28.49
3,000	\$299.26	\$304.93	\$1.00	\$605.19	\$29.52
3,100	\$309.54	\$314.71	\$1.00	\$625.25	\$30.55
3,200	\$319.82	\$324.49	\$1.00	\$645.31	\$31.58
3,300	\$330.10	\$334.27	\$1.00	\$665.37	\$32.61
3,400	\$340.38	\$344.05	\$1.00	\$685.43	\$33.64
3,500	\$350.66	\$353.83	\$1.00	\$705.49	\$34.67
3,600	\$360.94	\$363.61	\$1.00	\$725.55	\$35.70
3,700	\$371.22	\$373.39	\$1.00	\$745.61	\$36.73
3,800	\$381.50	\$383.17	\$1.00	\$765.67	\$37.76
3,900	\$391.78	\$392.95	\$1.00	\$785.73	\$38.79
4,000	\$402.06	\$402.73	\$1.00	\$805.79	\$39.82
4,100	\$412.34	\$412.51	\$1.00	\$825.85	\$40.85
4,200	\$422.62	\$422.29	\$1.00	\$845.91	\$41.88
4,300	\$432.90	\$432.07	\$1.00	\$865.97	\$42.91
4,400	\$443.18	\$441.85	\$1.00	\$886.03	\$43.94

Utility Rates Effective May 18, 2020

Sewer Base	\$40.87	Water Base	\$21.70
Sewer Commodity	\$9.78	Water Commodity	\$10.22

3/4" Commercial User

	<i>Water</i>	<i>Sewer</i>	<i>Storm</i>	<i>Total</i>
100	\$31.92	\$50.65	\$1.00	\$83.57
200	\$42.14	\$60.43	\$1.00	\$103.57
300	\$52.36	\$70.21	\$1.00	\$123.57
400	\$62.58	\$79.99	\$1.00	\$143.57
500	\$72.80	\$89.77	\$1.00	\$163.57
600	\$83.02	\$99.55	\$1.00	\$183.57
700	\$93.24	\$109.33	\$1.00	\$203.57
800	\$103.46	\$119.11	\$1.00	\$223.57
900	\$113.68	\$128.89	\$1.00	\$243.57
1,000	\$123.90	\$138.67	\$1.00	\$263.57
1,100	\$134.12	\$148.45	\$1.00	\$283.57
1,200	\$144.34	\$158.23	\$1.00	\$303.57
1,300	\$154.56	\$168.01	\$1.00	\$323.57
1,400	\$164.78	\$177.79	\$1.00	\$343.57
1,500	\$175.00	\$187.57	\$1.00	\$363.57
1,600	\$185.22	\$197.35	\$1.00	\$383.57
1,700	\$195.44	\$207.13	\$1.00	\$403.57
1,800	\$205.66	\$216.91	\$1.00	\$423.57
1,900	\$215.88	\$226.69	\$1.00	\$443.57
2,000	\$226.10	\$236.47	\$1.00	\$463.57
2,100	\$236.32	\$246.25	\$1.00	\$483.57
2,200	\$246.54	\$256.03	\$1.00	\$503.57
2,300	\$256.76	\$265.81	\$1.00	\$523.57
2,400	\$266.98	\$275.59	\$1.00	\$543.57
2,500	\$277.20	\$285.37	\$1.00	\$563.57
2,600	\$287.42	\$295.15	\$1.00	\$583.57
2,700	\$297.64	\$304.93	\$1.00	\$603.57
2,800	\$307.86	\$314.71	\$1.00	\$623.57
2,900	\$318.08	\$324.49	\$1.00	\$643.57
3,000	\$328.30	\$334.27	\$1.00	\$663.57
3,100	\$338.52	\$344.05	\$1.00	\$683.57
3,200	\$348.74	\$353.83	\$1.00	\$703.57
3,300	\$358.96	\$363.61	\$1.00	\$723.57
3,400	\$369.18	\$373.39	\$1.00	\$743.57
3,500	\$379.40	\$383.17	\$1.00	\$763.57
3,600	\$389.62	\$392.95	\$1.00	\$783.57
3,700	\$399.84	\$402.73	\$1.00	\$803.57
3,800	\$410.06	\$412.51	\$1.00	\$823.57
3,900	\$420.28	\$422.29	\$1.00	\$843.57
4,000	\$430.50	\$432.07	\$1.00	\$863.57
4,100	\$440.72	\$441.85	\$1.00	\$883.57
4,200	\$450.94	\$451.63	\$1.00	\$903.57
4,300	\$461.16	\$461.41	\$1.00	\$923.57
4,400	\$471.38	\$471.19	\$1.00	\$943.57

Utility Rates Effective May 18, 2020

Sewer Base	\$40.87	Water Base	\$21.70
Sewer Commodity	\$9.78	Water Commodity	\$10.07

3/4" Bulk User

	<i>Water</i>	<i>Sewer</i>	<i>Storm</i>	<i>Total</i>
100	\$31.77	\$0.00	\$0.00	\$31.77
200	\$41.84	\$0.00	\$0.00	\$41.84
300	\$51.91	\$0.00	\$0.00	\$51.91
400	\$61.98	\$0.00	\$0.00	\$61.98
500	\$72.05	\$0.00	\$0.00	\$72.05
600	\$82.12	\$0.00	\$0.00	\$82.12
700	\$92.19	\$0.00	\$0.00	\$92.19
800	\$102.26	\$0.00	\$0.00	\$102.26
900	\$112.33	\$0.00	\$0.00	\$112.33
1,000	\$122.40	\$0.00	\$0.00	\$122.40
1,100	\$132.47	\$0.00	\$0.00	\$132.47
1,200	\$142.54	\$0.00	\$0.00	\$142.54
1,300	\$152.61	\$0.00	\$0.00	\$152.61
1,400	\$162.68	\$0.00	\$0.00	\$162.68
1,500	\$172.75	\$0.00	\$0.00	\$172.75
1,600	\$182.82	\$0.00	\$0.00	\$182.82
1,700	\$192.89	\$0.00	\$0.00	\$192.89
1,800	\$202.96	\$0.00	\$0.00	\$202.96
1,900	\$213.03	\$0.00	\$0.00	\$213.03
2,000	\$223.10	\$0.00	\$0.00	\$223.10
2,100	\$233.17	\$0.00	\$0.00	\$233.17
2,200	\$243.24	\$0.00	\$0.00	\$243.24
2,300	\$253.31	\$0.00	\$0.00	\$253.31
2,400	\$263.38	\$0.00	\$0.00	\$263.38
2,500	\$273.45	\$0.00	\$0.00	\$273.45
2,600	\$283.52	\$0.00	\$0.00	\$283.52
2,700	\$293.59	\$0.00	\$0.00	\$293.59
2,800	\$303.66	\$0.00	\$0.00	\$303.66
2,900	\$313.73	\$0.00	\$0.00	\$313.73
3,000	\$323.80	\$0.00	\$0.00	\$323.80
3,100	\$333.87	\$0.00	\$0.00	\$333.87
3,200	\$343.94	\$0.00	\$0.00	\$343.94
3,300	\$354.01	\$0.00	\$0.00	\$354.01
3,400	\$364.08	\$0.00	\$0.00	\$364.08
3,500	\$374.15	\$0.00	\$0.00	\$374.15
3,600	\$384.22	\$0.00	\$0.00	\$384.22
3,700	\$394.29	\$0.00	\$0.00	\$394.29
3,800	\$404.36	\$0.00	\$0.00	\$404.36
3,900	\$414.43	\$0.00	\$0.00	\$414.43
4,000	\$424.50	\$0.00	\$0.00	\$424.50
4,100	\$434.57	\$0.00	\$0.00	\$434.57
4,200	\$444.64	\$0.00	\$0.00	\$444.64
4,300	\$454.71	\$0.00	\$0.00	\$454.71
4,400	\$464.78	\$0.00	\$0.00	\$464.78



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action - First Avenue Release Of Easement

Preferred Agenda: February 23, 2021

Submitted By: Robert Snyder, City Attorney

Reviewed By: Ray Towry, City Manager

Type of Action: Resolution ____ Motion X Roll Call ____ Other ____

Relevant Code/Policy: NA

Towards Council Goal: Goal 1 Infrastructure.
Vision Statement III WE ASPIRE to provide viable and sustainable infrastructure.

Attachments: Release and Termination of Easement

Purpose of this RCA:

To obtain City Council approval of a release and termination of a utility easement near First Ave and Nandina Street that runs between private properties and is no longer used or needed by the City of Sweet Home.

Background/Context:

The City has a utility easement between private real properties near First Ave and Nandina Street that was once used by the City as a sewer easement but is no longer used for the sewer or any other city utilities nor will it be in the future since the city utilities are now in the streets. One of the property owners wants to construct a structure (greenhouse) in the easement area and needs the City to release and terminate the easement so that the construction can take place. The easement was given to the City in a Partition Plat recorded at the County as Partition Plat No. 1997-53 with the easement thereon under the heading of PUBLIC UTILITY EASEMENT and labeled as (A) which is set forth in the Release and Termination of Easement enclosed herewith.

The Challenge/Problem:

Should the City of Sweet Home release and terminate the said easement?

Stakeholders:

- City of Sweet Home – to update its easement inventory
- Property Owners – Three benefitted property owners will be able to use the easement without violating the easement terms.

Issues and Financial Impacts:

There are no financial impacts

Elements of a Stable Solution:

The private property owners are able to use their lands without violating the terms of the easement since the easement is no longer needed by the City of Sweet Home.

Options:

1. Option #1 – Motion to approve the proposed release.
2. Option #2 – Motion to amend the proposed release.
3. Option #3 – Motion to reject the proposed release.

Recommendation:

Option 1 is the recommended option: To move by motion that the Release And Termination of Easement document be executed by the City Manager and recorded in the Linn County Deed Records.

After Recording, Return To:

Robert Snyder
City Attorney
P.O. Box 486
Sweet Home, OR 97386

Send Tax Statement To:

Same As Tax Rolls

RELEASE AND TERMINATION OF EASEMENT

WHEREAS, The City of Sweet Home, an Oregon Municipal Corporation, has a 12 foot Public Utility Easement on Parcel 1 , Parcel 2 and Parcel 3 of Partition Plat 1997-53, County Survey 21988 in the City of Sweet Home, Linn County, Oregon that is set out on the plat as PUBLIC UTILITY EASEMENT and labeled (A) 12' Utility Easement Deeded To The City Of Sweet Home;

WHEREAS, A property owner of one of said parcels desires that the easement be released and terminated to allow for development on the property in the easement area;

WHEREAS, The City does not currently use the easement nor does it have any foreseeable use for it in the future in that all utilities for these properties have been moved to the streets and the easement used in the past for sewer access is no longer needed;

WHEREAS, The City Council for the City of Sweet Home hereby approves of the Release And Termination Of Easement;

NOW THEREFORE, The City of Sweet Home does hereby release and terminate the 12 foot Public Utility Easement on Parcel 1, Parcel 2 and Parcel 3 of Partition Plat 1997-53, County Survey 21988 in the City of Sweet Home, Linn County, Oregon explained under the heading of PUBLIC UTILITY EASEMENT and labeled as (A) on said Partition Plat that is in part set forth on Exhibit A attached hereto and by this reference made a part hereof.

Dated this 23rd day of February, 2021

City of Sweet Home, Grantor
an Oregon Municipal Corporation
by Ray Towry, City Manager

STATE OF OREGON)
) ss.
County of LINN)

This instrument was acknowledged before me on February 23, 2021 by Ray Towry, City Manager of City of Sweet Home, an Oregon Municipal Corporation, Grantor with approval of its common council and in his authorized capacity.

BEFORE ME:

Notary Public for Oregon
My Commission Expires_____

DUANE AND SHARON R. KEENONW 1/4 SEC. 31, T. 13 S., R. 1 E., W.M.
SWEET HOME, LINN COUNTY, OREGON
SCALE: 1"=60' JULY 1, 1997LEGEND:

- MONUMENT FOUND AS DESCRIBED IN FOUND MONUMENT IDENTIFICATION TABLE
- MONUMENT SET 5/8" X 30" IRON ROD WITH PLASTIC CAP STAMPED: JIM UDELL RLS 1366
- FD. FOUND
- R.O.W. RIGHT-OF-WAY
- C.S. COUNTY SURVEY
- () DATA OF RECORD
- REFERENCE SURVEY: BROOKSIDE ACRES SUBDIVISION-C.S. 7823
MILBURN ADDITION-C.S. 3793
C.S. 2220, C.S. 8183,
C.S. 14153, C.S. 19905

NARRATIVE:

PURPOSE OF THIS SURVEY WAS TO PARTITION THE PARENT PARCEL AS SHOWN HEREON PER CITY OF SWEET HOME PLANNING CASE NO. P-97-5. THE EXTERIOR BOUNDS OF THE PARENT PARCEL WERE ESTABLISHED AS SHOWN HEREON AND DESCRIBED IN THE ATTACHED SURVEYOR'S CERTIFICATE. FROM THESE EXTERIOR BOUNDS THE NEW INTERIOR PARCELS AND RIGHT-OF-WAY DEDICATIONS WERE ESTABLISHED PER CITY OF SWEET HOME CASE NO. P-97-5 AT CLIENTS' REQUEST.

STATE OF OREGON
COUNTY OF LINN

I HEREBY CERTIFY THAT THE PARTITION PLAT WAS RECEIVED AND DULY RECORDED BY ME IN THE LINN COUNTY RECORD OF PARTITION PLATS AS PLAT NO. 1997-53, ON THIS 8TH DAY OF October, 1997, AT 2:15 O'CLOCK PM, TARGET SHEET RECORDED IN DEED RECORDS MF 898, PAGE 177.

STEVE DRUCKENMILLER BY: Pamela A. Arthur, Deputy
LINN COUNTY CLERK

PUBLIC UTILITY EASEMENT

A PERPETUAL EASEMENT IS RESERVED FOR UTILITY INSTALLATION, MAINTENANCE, AND REPLACEMENT, OVER AND UNDER THE GROUND IN A STRIP OF LAND 12 FEET IN EVEN WIDTH AS SHOWN AND LABELED ON THIS PLAT. THIS RESERVATION SHALL INCLUDE THE RIGHT OF INGRESS TO AND EGRESS FROM ANY AND ALL EASEMENTS IN ANY MANNER NECESSARY FOR THE PURPOSE OF CONSTRUCTION, MAINTENANCE, OR REMOVAL OF UTILITY AS NOTED. SERVICES USING THIS EASEMENT SHALL RESTORE THE PROPERTY AS NEAR AS REASONABLE TO ITS CONDITION PRIOR TO SAID INSTALLATION OR MAINTENANCE.

FOUND MONUMENT IDENTIFICATION

- ① - FOUND 1/2" I.R. SW CORNER LOT 2 PER C.S. 12774
- ② - FOUND 1/2" I.P. C.S. 1801
- ③ - FOUND 5/8" I.R. C.S. 19905
- ④ - FOUND 3/4" I.P. PER C.S. 2220
- ⑤ - FOUND 1/2" I.R. C.S. 9918
- ⑥ - FOUND 3/4" I.P. PER C.S. 8183 3.51' WEST OF RIGHT-OF-WAY AS ESTABLISHED
- ⑦ - FOUND 5/8" I.R. PER MILBURN ADDITION
- (A) - 12' UTILITY EASEMENT DEEDED TO THE CITY OF SWEET HOME

SURVEYOR'S CERTIFICATE

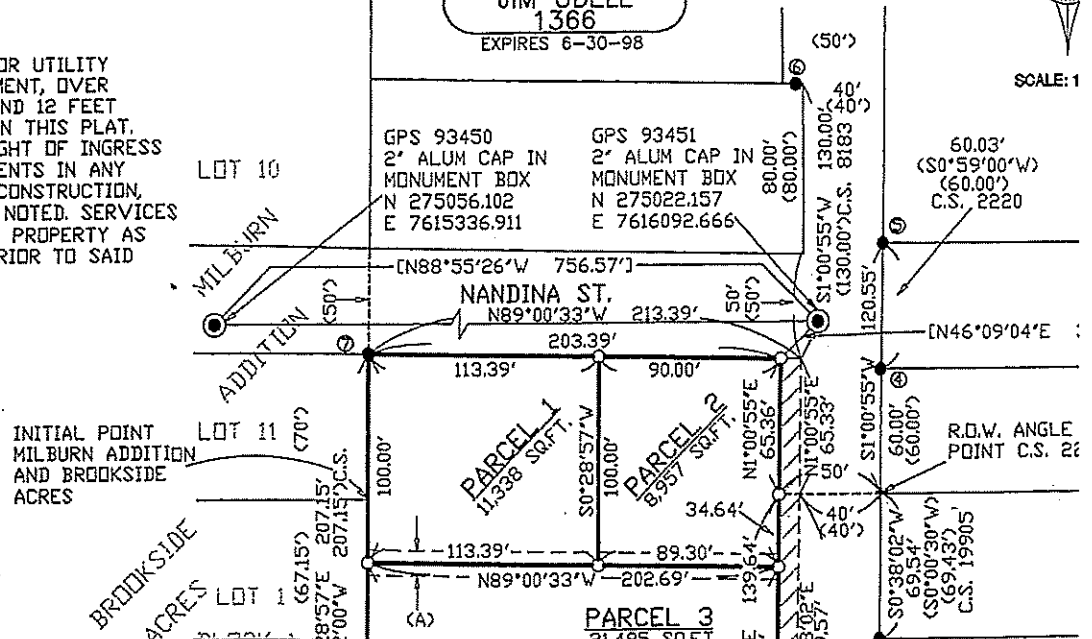
STATE OF OREGON
COUNTY OF LINN

I, JIM UDELL, BEING FIRST DULY SWORN DEPOSE AND SAY THAT: HAVE CORRECTLY SURVEYED AND MARKED WITH PROPER MONUMENTS THE LANDS REPRESENTED HEREON, THE EXTERIOR BOUNDARY OF WHICH IS DESCRIBED AS FOLLOWS:

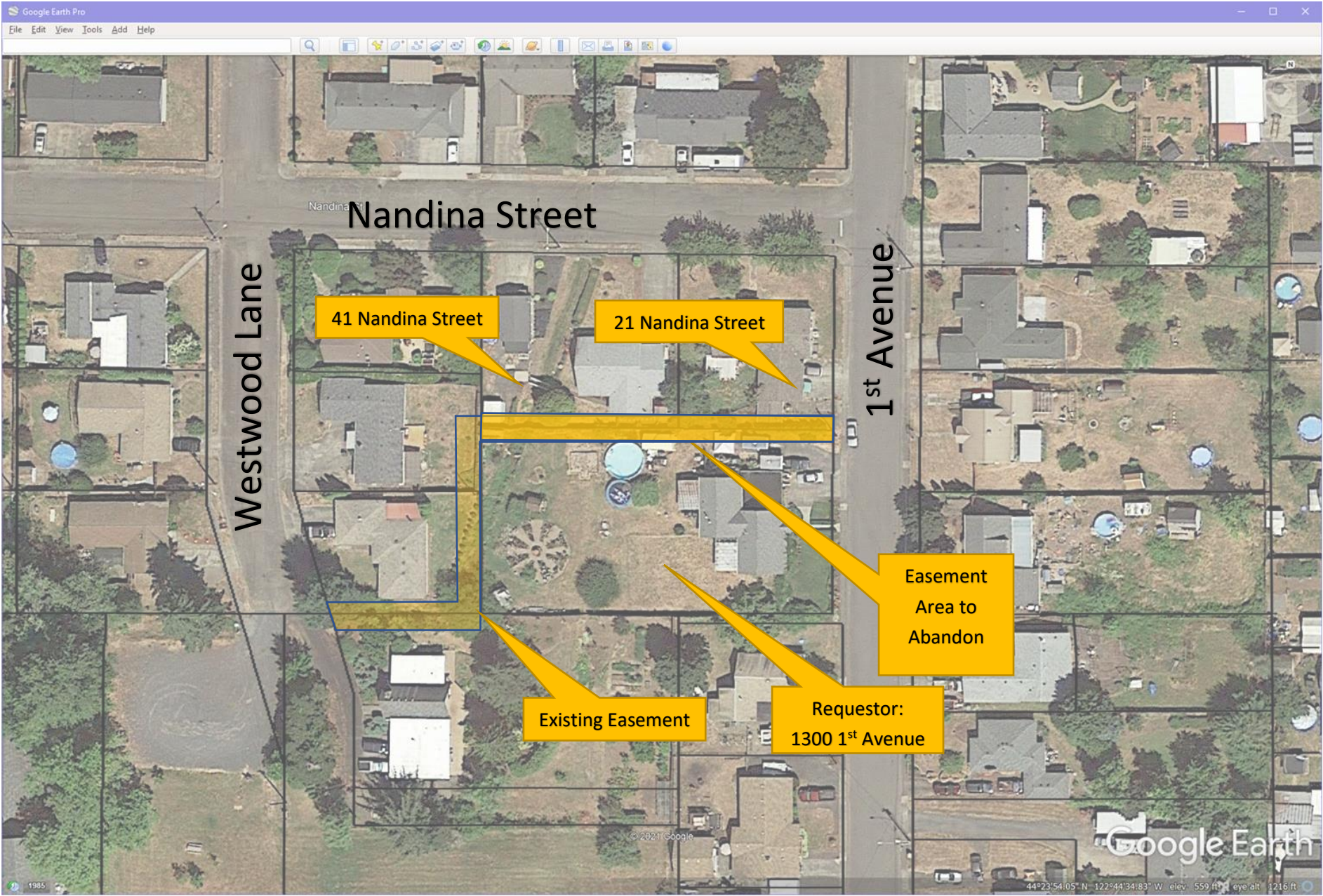
BEGINNING AT A 5/8" IRON ROD, SAID IRON ROD MARKING THE SE CORNER OF LOT 2 IN BLOCK 1 OF BROOKSIDE ACRES SUBDIVISION, CITY OF SWEET HOME, LINN COUNTY, OREGON, SAID IRON ROD BEING THE INITIAL POINT OF THIS PARTITION, THENCE SOUTH 89° 37' 00" EAST 114.23 FEET TO A 1/2 INCH IRON PIPE, THENCE SOUTH 89° 37' 00" EAST 98.17 FEET, THE EXISTING WEST LINE OF THE FIRST AVENUE RIGHT-OF-WAY, THEN NORTH 0° 38' 02" EAST 139.57 FEET ALONG SAID RIGHT-OF-WAY, THEN CONTINUING ALONG SAID RIGHT-OF-WAY NORTH 1° 00' 55" EAST 65.33 FEET TO THE SOUTH INTERSECTION OF NANDINA STREET, THENCE NORTH 89° WEST 213.39 FEET ALONG SAID SOUTHERLY RIGHT-OF-WAY TO A 5/8" IRON ROD MARKING THE NE CORNER OF LOT 11 IN MILBURN ADDITION TO CITY OF SWEET HOME, THENCE SOUTH 0° 28' 57" WEST 207.15 FEET AL THE EAST LINE OF MILBURN ADDITION AND BROOKSIDE ACRES SUBDIVIS TO THE POINT OF BEGINNING.



JAMES F. UDELL
ENGINEERING & SURVEYING
63 EAST ASH ST.
LEBANON, OREGON 97355
(541) 451-5125
(541) 451-1366 FAX



Request to Remove Abandon Sewer Utility Easement from 1300 1st Avenue.





REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Resolution No. 6 for 2021- City Council Goals for 2021-2022

Preferred Agenda: February 23, 2021

Submitted By: Julie Fisher, Administrative Assistant

Reviewed By: Ray Towry, City Manager

Type of Action: Resolution X Motion Roll Call Other

Relevant Code/Policy: Type Code/Policy Here

Towards Council Goal: Goal #.#: State goal here

Attachments: Resolution No. 6 for 2021

Purpose of this RCA:

Should the City Council of Sweet Home adopt the Council Goals for Fiscal Year 2021-2022/

Background/Context:

The City Council and City Management Staff participated in goal setting sessions on February 5-7, 2021. The Vision Statement, Mission Statement and Goals identified in Resolution No. 6 for 2021 are a result of that process and establish the priorities of the City Council for the fiscal year ending June 30, 2022. Following adoption of the goals, City Staff will prepare work plans in support of the adopted goals. The goals will be reviewed regularly to evaluate accomplishments towards same.

The Challenge/Problem:

Often times organizations face issues when leadership and staff are not in alignment on the direction of the organization. A clear Vision Statement, Mission Statement and Goals utilized to formulate a work plan will help create alignment, so leadership and professional staff are working to move the organization in the same direction. Failure to have these in place will lead to miscommunication, misunderstanding and disarray within the organization.

Stakeholders:

1. **Citizens:** A Vision, Mission and Goals utilized to formulate a work plan will help create transparency in local government operations. Citizens deserve to have a clear understanding of the direction their Elected Officials are taking their local government as an organization and what issues their elected representatives will be working toward.

2. **Elected Council**: Establishing a Vision, Mission and Goals utilized to formulate a work plan will help create transparency in local government operations, clarity for staff on how to make decisions and guide daily operations.
3. **Professional Staff**: Having a clear Vision, Mission and Goals to formulate a work plan will help create alignment in daily operations as staff makes decisions they believe to meet the Council's wishes.

Issues and Financial Impacts:

1. The FY 2021-2022 goals will be incorporated into the budget as necessary to move priorities forward to completion.

Elements of a Stable Solution:

A clear Vision Statement, Mission Statement and Goals so staff will be able to develop work plans around them, steering the City's limited resources in the most efficient manner possible.

Options:

1. Do Nothing
2. Make Modifications to the identified goals
3. Make a Motion to approve Resolution No. 6 for 2021 adopting the Fiscal Year 2021-2022 City Council Goals.

Recommendation:

RECOMMENDATION: It is recommended that the City Council choose option #3 Make a Motion to approve Resolution No. 6 for 2021 adopting the Fiscal Year 2021-2022 City Council Goals.

RESOLUTION NO. 6 FOR 2021

A RESOLUTION ADOPTING THE CITY OF SWEET HOME VISION STATEMENT, MISSION STATEMENT AND FISCAL YEAR 2021-2022 CITY COUNCIL GOALS.

WHEREAS, the Sweet Home City Council periodically establishes goals to guide its actions in carryout out the business of the City; and

WHEREAS, the City Council considered and identified its goals on February 5 and February 7, 2021; and

WHEREAS, the City Council has identified the following goals to be worked toward during Fiscal Year 2021-2022.

NOW, THEREFORE, THE CITY OF SWEET HOME DOES RESOLVE AS FOLLOWS:

That the following Vision Statement, Mission Statement and City Council goals are adopted for Fiscal Year 2021-2022

VISION STATEMENT

WE, as City Council, have been entrusted to make decisions that do the most good, for the most people, for the longest period of time to enhance the quality of live for our community.

- I. WE ASPIRE to make Sweet Home a community people find desirable to live in.
- II. WE ASPIRE to have an effective and efficient local government.
- III. WE ASPIRE to provide viable and sustainable infrastructure.
- IV. WE ASPIRE to provide viable and sustainable essential services.
- V. WE ASPIRE to create an economically strong environment in which businesses prosper.

MISSION STATEMENT

The City of Sweet Home will work to build an economically strong community with an efficient and effective local government that will provide infrastructure and essential services to the citizens we serve. As efficient stewards of the valuable assets available, we will be responsive to the community while planning and preparing for the future.

GOAL #1 INFRASTRUCTURE

1. Develop specific steps for implementation of the adopted infrastructure master plans.
 - a. Water
 - b. Sewer
 - c. Streets
 - d. Parks
 - e. Property
2. Increase community awareness of infrastructure needs and appropriate planning documents.
 - a. Water
 - b. Sewer

- c. Streets
- d. Parks
- e. Property

GOAL #2 BE AN EFFECTIVE AND EFFICIENT GOVERNMENT

- 1. Update and streamline processes
- 2. Develop continuity in planning and permitting processes.
- 3. Invest in long-term staff stability & training.
- 4. Develop transparency in all communication.
- 5. Continue to implement financial “best” practices
- 6. Employ sound technology to maximize efficiency.

GOAL #3 ESSENTIAL SERVICES

- 1. Increase access to quality healthcare services in Sweet Home
 - a. Memory Care
 - b. Senior Assisted Living
 - c. Physical Therapy
 - d. Urgent Care
 - e. Mental/Behavioral Health
- 2. Look for methods to improve community safety, Police, Community Design, etc.
- 3. Develop partnerships with regional services and work to connect them with the appropriate members of the public.

GOAL #4 ECONOMIC STRENGTH

- 1. Implement vitalization programs
- 2. Support future economic development efforts within City Hall
- 3. Develop economic and business education opportunities with regional partners

GOAL #5 MAGE BUILDING

- 1. Develop a Strategic Marketing Plan.
 - a. Internal Messaging
 - i. Positivity
 - b. External messaging
 - i. Positivity
 - c. Recruitment
 - i. Remote Workers
 - ii. Businesses
- 2. Branding
 - a. Universal Partnerships
 - b. Unique Resources
 - c. Safe/Healthy Environment
 - d. Affordable
 - e. Community Support

PASSED by the Council and approved by the Mayor this 23rd day of February, 2021.

Mayor



Finance Department

MEMORANDUM

To: Sweet Home City Council
Ray Towry, City Manager

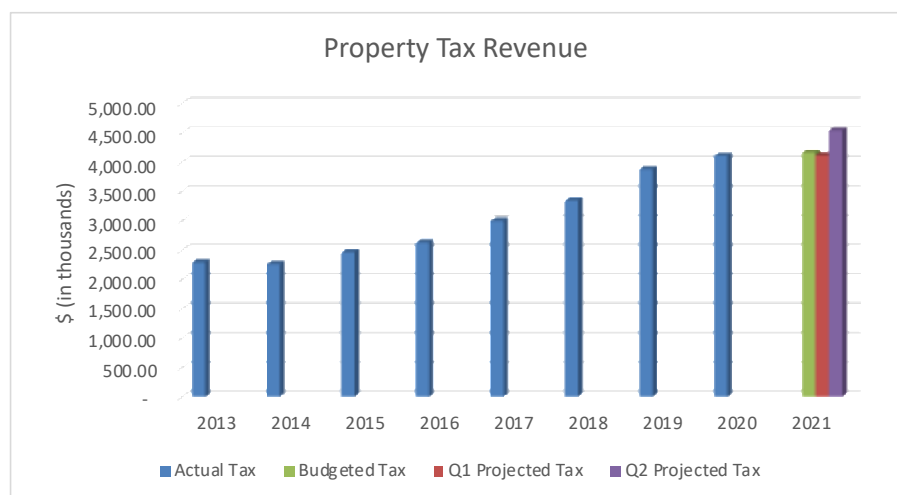
From: Brandon Neish, Finance Director

RE: Financial Status Update for Fiscal Year 2021 – Second Quarter

The second quarter of fiscal year 2021 ended December 31, 2020. 2020 is a “year like no other” and certainly the City’s finances are no different. Using information gleaned from recent property tax reports from Linn County and historical data during the last economic downturn, the City has developed a financial snapshot and forecast for the remainder of the fiscal year. To develop this forecast, staff used “burn rates,” a rate which takes a specified timeframe (in this case, Q2) and calculating a percentage of the total from fiscal year 2013 and 2020. FY13 was used due to its proximity to the recession when the City’s property tax revenues were at their lowest point due to lower property tax values and astronomical compression rates. Additionally, at the height of the recession, fees and other revenues were lower as well. FY20 was used to provide a snapshot on the initial effects of COVID-19 on revenue generation. During the second quarter, most of the revenue projections remained stable with the exception of property taxes which swung the other direction from the original projection.

Property Taxes

Property tax revenues rebounded significantly during the second quarter of the year and now indicate that the collection of property taxes will exceed the budgeted figures. Originally budgeted at \$4,164,469, the City now anticipates it will collect \$4,543,807 which includes both current property taxes and delinquent payments from prior years. The second quarter is generally the most significant for property taxes as the City typically receives ~90% of the total property tax receipts for the year. In fiscal year 2020, the City had received 92.48% through the end of December which is being used to inform the current projection.



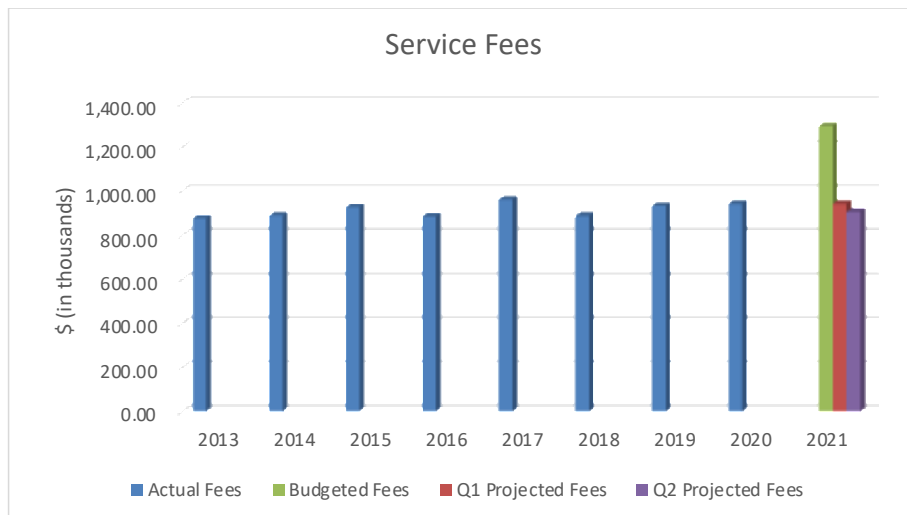
As a reminder, the City had planned for the following with regards to tax receipts:

- Compression levels would drop from 19% to 18%
- Assessed values would increase 3% as allowed by Measure 50
- An 8% reduction from total billings to account for early pay discounts and delinquencies

An analysis of property tax bills for the 2021 fiscal year highlights a higher than anticipated drop in compression rates (compression now sitting at approximately 15%) which accounts for \$152,000 in additional revenue. The remainder of the increase from budgeted estimates, \$227,000, indicates fewer delinquent accounts than originally projected when the pandemic began.

Service Charges

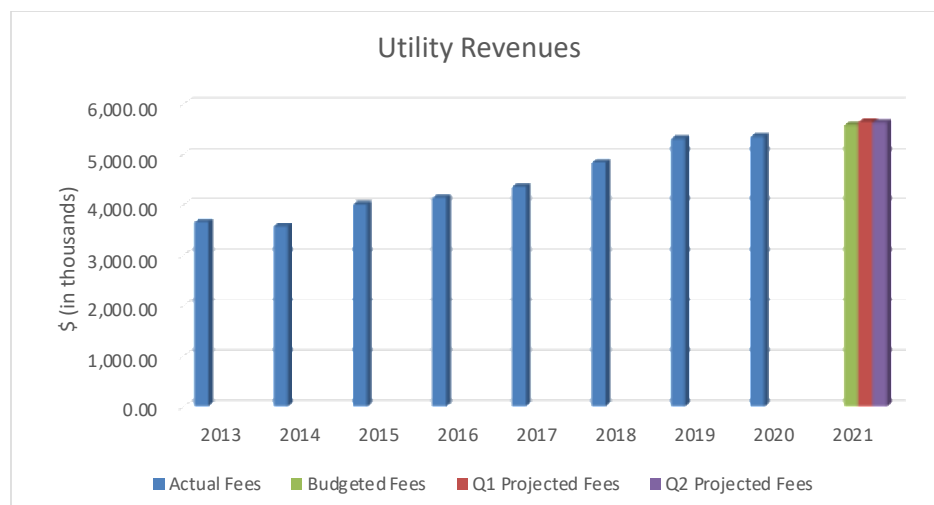
Service fee revenues have been impacted during the Coronavirus pandemic. Through December, services fees are down 6.6% from the prior year. Service fees include franchise fees from utility companies, library fees, utility connections, court fees and planning fees. This does not include building



permits. Court and franchise fees are up 25% (primarily in the general fund) but library and utility fees are down an average of 48% through the second quarter. This is a direct result of coronavirus restrictions that have left the City struggling to adapt where the standard practice is direct, in-person service at various City locations. Additionally, more folks are opting to refinance property loans instead of moving as housing prices have continued to climb more than 7% since this time

last year resulting in less connection fee revenue. Close monitoring of these service fees will be essential as we continue through the year. Budgeted revenue from service fees for 2021 is \$1.3 million and the second quarter projection puts fee revenue at \$907k, a 30% reduction or \$390k for the year.

Utility Revenues

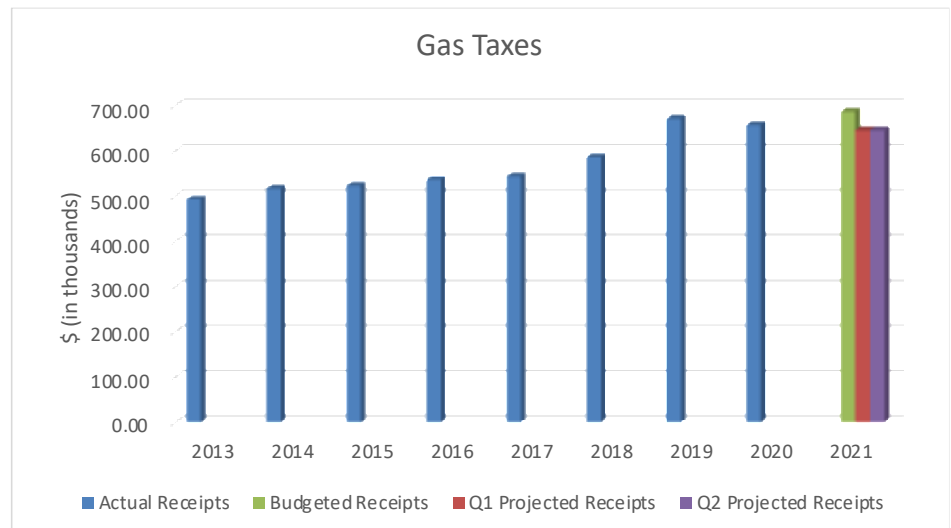


For the second quarter, utility revenues are up 4.6% over the second quarter of the prior year. Budgeted at \$5.6 million, staff expects that utility revenues will reach \$5.62 million by fiscal year end. The pandemic has increased consumption for individuals who are home more driving the increased revenue as there were no increases in utility fees for the current fiscal year. What could impact this forecast in the long term is a drag on the

overall economy which may force residents and businesses to cut back or consider paying for other needs over utility fees (the first quarter projection was \$44k higher for the year). The City has taken a considerate stance related to utility accounts as folks face temporary layoffs and will likely continue to work with customers who need additional time and help. This may slow revenue generation overall and spread out the revenue receipts in future fiscal quarters.

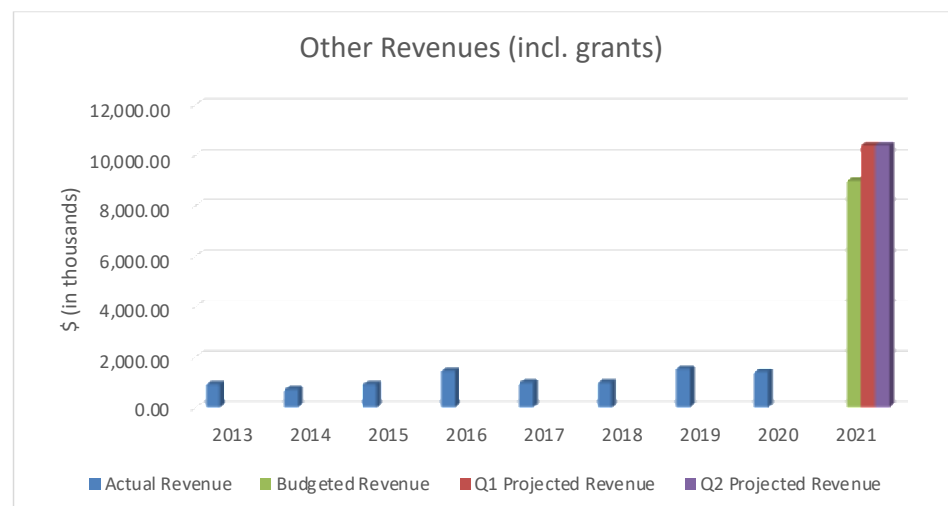
Gas Taxes

Gas tax revenue is paid by motorists who utilize DMV services, filling up fuel tanks resulting in fuel tax receipts and those who are required to pay tolls, ODOT permit fees, trucking fees and more. The revenue is collected by the Oregon Department of Transportation (ODOT) and distributed to cities and counties across Oregon. In 2017, the Oregon Legislature passed an additional payroll tax, 1/10th of 1%, which employees pay as part of their monthly payroll. These taxes originally increased the allocation that Sweet Home was expecting to receive in gas tax revenues. However, when COVID struck, ODOT projections were swiftly revised, and the City ultimately saw a reduction in receipts for the end of fiscal year 2020 as well as revised projections for 2021. These projections were included in the adopted budget, which was set at \$686,742, a 4.5% increase over the 2020 actual revenue. As of the end of the first quarter, state receipts were down 13.2% and an October revenue report from ODOT tells the City to expect a reduction of \$40,925 from the original estimates resulting in a forecast of \$645,817 for streets. This impact will be absorbed by the original budgeted ending fund balance of \$194,805 but future reductions or limits to cost increases will be necessary to maintain operations long-term.



Other Revenues

Included in "other revenues" are building permits, interest, grants and other miscellaneous revenues. Through December 2020, other revenue is up 119% primarily due to grant receipts as both the Library and Community & Economic Development have leveraged grant funds to complete projects across the City. The City has also received funds for the Wastewater Treatment Plant engineering work and CARES funding (COVID) from the State. Additionally, significant progress at Sankey Park using a grant from the Oregon Parks and Recreation Department has resulted in new playground equipment, paths and lighting moving closer to realizing the full potential of Sankey as the City's flagship park. Given that a majority of these revenues are due to grants, the projection for this grouping of funds, while higher than originally budgeted, has been tempered to match the prior year revenue figure, \$1.4 million in addition to \$9 million in planned grants from the State of Oregon for the



Wastewater Treatment Plant Project. As the pandemic continues, grant organizations have shifted to providing grants for COVID mitigation efforts and donations being overall lower have impacted their ability to distribute funds as they have previously.

Personnel

Personnel expenditures generally make up nearly 50% of the City's overall expenditures annually. For fiscal year 2021, personnel expenditures were budgeted at \$5.6 million. Through the second quarter, personnel expenditures are down 4.8% from the same period last year or \$131,651. The savings comes from personnel decisions made during the onset of the pandemic such as leaving open positions vacant and salary freezes instituted for management and AFSCME employees. As we continue further into the fiscal year, the City will begin to hire additional, previously unbudgeted staff to fulfill a City Council decision to take over the operations of the water and wastewater treatment plants. Additionally, previously vacant positions will now be filled to address capacity concerns. These two changes, likely recognized in Q4 this year, will utilize the available savings seen through the second quarter.

Materials & Service

At the height of the coronavirus pandemic, City Manager Ray Towry issued a non-essential spending freeze until the financial impacts of COVID could be better determined. This contributed to a carryover of \$2.6 million above the 2020 budget which resides in fund balances across the various funding resources adding to long-term fund stability as we navigate the effects of the pandemic. For 2021, the spending freeze resulted in spending that is 14.5% less than this same period in the prior year. As of Q3, the spending freeze has been lifted and we anticipate that the total materials & services spending will increase through the remaining quarters. The materials and services budget for 2021 was adopted at \$5,198,202 and current projections estimate that the City will spend \$3.3 million. This is a 37% reduction in total spending and net savings of \$1.9 million.

ORDINANCE BILL NO. 3 FOR 2021

ORDINANCE NO. _____

IN THE MATTER OF WATER, STREET, SIDEWALK, CURBS, GUTTERS AND STORM DRAIN IMPROVEMENTS FOR THE WILLOW STREET NEIGHBORHOOD LID AND DECLARING AN EMERGENCY.

WHEREAS, The improvement project being the installation of water, street, sidewalk, curb, gutter and storm drain improvements on Willow Street, Yucca Street, parts of 18th, 19th, and 20th Avenues and other roadways in the LID area as set forth in the Viewers' Report; and

WHEREAS, It is determined pursuant to SHMC Chapter 3.16 that the subject Local Improvement District is established hereby and the estimated proper assessments of the benefits therefor to the respective properties benefitted thereby have been determined and set forth in the Viewers' Report in the Cost Chart Breakdown in the Total Project column for each property and as a total project cost; and

WHEREAS, This ordinance needs to be in effect as soon as possible to take advantage of financial opportunities to help pay for the improvements; and

NOW THEREFORE, THE CITY OF SWEET HOME DOES ORDAIN AS FOLLOWS:

Section 1. That an assessment for said improvements is to be levied as to be determined and set by city ordinance. The assessments shall be based on the average of frontage and area of each property up to 150 depth as set forth in the Viewers' Report.

Section 2. The assessment procedures and amounts set out in the Viewers' Report in the Cost Chart Breakdown in the Total Project column are hereby declared to be reasonable and just to the property specially benefitted thereby.

Section 3. The unpaid balances on said assessments shall bear interest at the rate incurred by the City in obtaining financing. The unpaid balance of said assessments shall be paid in the time period given to the City to pay the financing that the City has to pay but not less than ten years.

Section 4. Said improvement project is hereby designated as the Willow Street Neighborhood LID for water, street, sidewalk, curb, gutter and storm drain Improvements.

Section 5. The City Council does hereby direct and order the work to be done in accordance with applicable State and City laws.

Section 6. It is necessary and it is for the interest and benefit of the City that this Ordinance become effective immediately, an emergency is hereby declared to exist, and this Ordinance shall be in full force and effect after its passage by the City Council and approved by the Mayor.

PASSED by the City Council and approved by the Mayor this _____ day of _____, 2021

Mayor

ATTEST:

City Manager-Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

Title: Amended System Development Charges Ordinance

Preferred Agenda: First Reading: February 9, 2021
Second Reading: February 23, 2021

Submitted By: Blair Larsen, Community & Economic Development Director

Reviewed By: Ray Towry, City Manager

Type of Action: Resolution ____ Motion X Roll Call ____ Other ____

Relevant Code/Policy: SHMC Chapter 13.12: Water and Sewer Hookup Fees and System Development Charges

Towards Council Goal: Aspiration III: Viable and Sustainable Infrastructure; Goal 1: Infrastructure

Attachments: SDC Ordinance—Track Changes
SDC Ordinance—Final

Purpose of this RCA:

The purpose of this RCA is to amend SHMC Chapter 13.12, Water and Sewer Hookup Fees and System Development Charges.

Background/Context:

System Development Charges (SDCs) are fees assessed on new development to pay for the new development's use of the capacity of City infrastructure. SDCs are highly regulated under state law. The City's current System Development Charges amount to approximately \$1,800 per single family home, and only pay for water and wastewater infrastructure. Sweet Home's fees are among the lowest in the State, and have not changed since 2005. Since August, 2019, the City has been working to update its SDCs in order to treat current ratepayers and residents fairly, and obtain the revenue necessary to maintain our infrastructure's capacity and meet the demands of new development.

Before revised System Development Charge Methodology, Capital Improvement List, and Rates can be adopted, the ordinance must be updated to bring it into compliance with current state law, and allow for Stormwater, Transportation, and Parks SDCs in addition to the existing Water and Wastewater SDCs.

The Challenge/Problem:

How does the City update its System Development Charge Ordinance to better meet the City's goals and service citizens' interests?

Stakeholders:

- Sweet Home Residents – Residents deserve well-maintained City infrastructure that meets their needs and improves their quality of life. Residents also deserve not to have the infrastructure capacity they have paid for given away without compensation.
- Property Developers – Developers build where there is adequate infrastructure capacity, a market for their developments, and where they can make a profit. SDCs that continue to provide infrastructure, but are not so high as to remove the ability to make a profit, serve the combined interests of developers and residents.
- Sweet Home City Council – The City Council has a goal to provide viable and sustainable infrastructure that serves development and improves residents' quality of life.
- Sweet Home City Staff—City Staff have an interest in ordinances that empower them to meet the Council's goals.

Issues and Financial Impacts:

This ordinance adopts no changes in rates, but allows for rate changes to be made by resolution in the future. Therefore, it has no financial impact in and of itself. A future resolution will be needed to adopt new SDC rates, and that resolution will have a financial impact.

Elements of a Stable Solution:

A stable solution includes the approval of an amended SDC ordinance that will meet the Council's goals.

Update for February 23, 2021:

At the February 9, 2021 Council meeting, the Council voted to approve the amended ordinance and move it to a First Reading, after which the Council voted in favor of advancing the ordinance to a Second Reading at the following Council meeting.

Options:

1. Do Nothing – The Council could choose to do nothing at this time, and leave the SDC ordinance as it currently exists. This will prevent the adoption of a new SDC methodology, capital improvement list, and rate structure.
2. Approve the amended SDC Ordinance as Presented and move it to a Third Reading at the March 9, 2021 Council Meeting – By approving the amended ordinance as presented and moving it to a third reading, the Council would allow the City's efforts to update its SDCs to progress.
3. Approve the amended SDC Ordinance with Changes and move it to a First Reading – The Council may choose to direct Staff to make other changes to the SDC Ordinance, approve it, and hold a first reading.
4. Direct Staff to Research Other Options – The Council may direct staff to research other ways to accomplish its goals.

Recommendation:

Staff recommends option 2: Motion to Approve the amended SDC Ordinance as Presented and move it to a Third Reading.

ORDINANCE BILL NO. 2 FOR 2021

ORDINANCE NO. ____

SWEET HOME ORDINANCE PERTAINING TO SYSTEM DEVELOPMENT CHARGES

WHEREAS, the City of Sweet Home has undertaken a complete review of its system development charges in order to ~~insure~~ensure its compliance with state law; and

WHEREAS, it is important to the City that costs of growth are equitably and rationally shared by new growth and development activities.

NOW THEREFORE,

The City of Sweet Home does Ordain as follows:

Section 1. Sweet Home Municipal Code Chapter 13.12 titled WATER AND SEWER HOOKUP FEES AND SYSTEM DEVELOPMENT CHARGES is amended to read as follows:

CHAPTER 13.12: ~~WATER AND SEWER HOOKUP FEES AND~~ SYSTEM DEVELOPMENT CHARGES

§ 13.12.010 PURPOSE.

The purpose of the system development charge is to impose a portion of the cost of capital improvements for water, wastewater, ~~and~~ storm water, transportation and parks upon those development(s) that create the need for or increase the demands on ~~the city's water, wastewater and/or storm water systems~~capital improvements, consistent with State law.

§ 13.12.020 DEFINITIONS.

For purposes of this chapter, the following mean:

CAPITAL IMPROVEMENTS. Public facilities or assets used for the following:

1. Water supply, treatment, ~~or and~~ distribution ~~or any combination~~;
2. Wastewater collection, transmission, treatment ~~or, and~~ disposal ~~or any combination~~; ~~and/or~~;
3. ~~Stormwater collection~~^[BL1], ~~transmission, treatment or disposal or any combination~~Drainage and flood control;
4. Transportation; or
- 3.5. Parks and recreation.

DEVELOPMENT. All improvements on a site, including buildings, other structures, parking and loading areas, landscaping, paved or graveled areas, and areas devoted to exterior display,

storage or activities. DEVELOPMENT includes redevelopment of property. DEVELOPMENT includes improved open areas such as plazas and walkways, but does not include natural geologic forms or unimproved lands.

IMPROVEMENT FEE. A fee for costs associated with capital improvements to be constructed after the date the fee is adopted pursuant to § 13.12.030 of this chapter.

LAND AREA. The area of a parcel of land as measured by projection of the parcel boundaries upon a horizontal plane with the exception of a portion of the parcel within a recorded right-of-way or easement subject to a servitude for a public street or for a public scenic or preservation purpose.

OWNER. The owner or owners of record title or the purchaser or purchasers under a recorded land sales agreement, and other persons having an interest of record in the described real property.

PARCEL OF LAND. A lot, parcel, block or other tract of land that in accordance with city regulations is occupied or may be occupied by a structure or structures or other use, and that includes the yards and other open spaces required under the zoning, subdivision or other development ordinances.

PERMITTEE. The person to whom a building permit, development permit, a permit or plan approval to connect to the sanitary sewer, storm~~water sewer~~ or water system, or right-of-way access permit is issued.

QUALIFIED PUBLIC IMPROVEMENTS. A capital improvement that is:

1. Required as a condition of development approval;
2. Identified in the plan adopted pursuant to "improvement plan" of this chapter; and either:
 - a. Not located on or contiguous to a parcel of land that is the subject of the development approval; or
 - b. Located in whole or in part on or contiguous to property that is the subject of development approval and required to be built larger or with greater capacity than is necessary for the particular development project to which the improvement fee is related.
3. For purposes of this definition, CONTIGUOUS means in a public way which abuts the parcel.

REIMBURSEMENT FEE. A fee for costs associated with capital improvements constructed or under construction on the date the fee is adopted pursuant to § 13.12.030 of this chapter, and for which the Council determines capacity to exist.

SYSTEM DEVELOPMENT CHARGE. A reimbursement fee, an improvement fee or a combination thereof assessed or collected at the time of increased usage of a capital improvement ~~of the water, wastewater or storm water systems, at the time of or~~ issuance of a development permit or building permit, or ~~at the time of~~ connection to the capital improvement ~~to the city's water, wastewater and/or storm water systems.~~

1. A SYSTEM DEVELOPMENT CHARGE includes that portion of a sanitary sewer, storm sewer or water system connection charge that is greater than the amount necessary to reimburse the city for its average cost of inspecting and installing connections with water, wastewater and/or storm~~water-sewer~~ facilities.

2. A system development charge does not include fees assessed or collected as part of a local improvement district or a charge in lieu of a local improvement district assessment or the cost of complying with requirements or conditions imposed by a land use decision.

§ 13.12.030 SYSTEM DEVELOPMENT CHARGE ESTABLISHED.

- A. System development charges shall be established and may be revised by resolution of the City Council. The Council shall set by resolution the amount of the charge, the type of permit to which the charge applies and, if the charge applies to a geographic area smaller than the entire city, the geographic area subject to the charge.
- B. Unless otherwise exempted by the provisions of this chapter or the other local or state law, a system development charge is hereby imposed upon all development within the city, upon the act of making a connection to the city water or sewer system within the city, and upon all development outside the boundary of the city that connects to or otherwise uses the water or wastewater facilities of the city.
- B.C. Systems development charges for each system may be automatically adjusted on the first day of July of each calendar year. The City Recorder shall make the adjustment based upon the Seattle Construction Cost Index published by Engineering News Record (ENR) by calculating the percentage increase/decrease in the index for the period since the last adjustment and then applying that percentage increase/decrease in the index for the period since the last adjustment and then applying that percentage to the figures used to calculate the systems development charge and any credits.

§ 13.12.040 METHODOLOGY.

- A. The methodology used to establish or modify the reimbursement fee shall promote the objective that future systems users shall contribute no more than an equitable share of the cost of then-existing facilities. The methodology used to establish or modify a reimbursement fee shall, where applicable, be based on:
 1. Ratemaking principles employed to finance publicly owned capital improvements;
 2. Prior contributions by existing users;
 3. Gifts or grants from federal or state government or private persons;
 4. The value of unused capacity available to future system users or the cost of the existing facilities and
 5. Other relevant factors identified by the City Council.
- A.
- B. The methodology used to establish or modify ~~the an~~ improvement fee shall demonstrate consideration of the estimated cost of projected capital improvements identified in an improvement plan (see §13.12.070 of this chapter) that are needed to increase the capacity of the systems to which the fee is related. The methodology shall be calculated to obtain the cost of capital improvements for the projected need for ~~available~~ system capacity for future system users.
- C. The methodology used to establish or modify the improvement fee or the reimbursement fee, or both, shall be contained in a resolution adopted by the City Council.
- D. A change in the amount of a reimbursement fee or an improvement fee is not a modification of the system development charge if the change in amount is based on:

1. A change in project costs, including the cost of materials, labor, or real property; or
2. The periodic application of one or more specific cost indexes or other periodic data sources, including the cost index identified in §13.12.030(C) of this chapter. A specific cost index or periodic data source must be:
 - a. A relevant measurement of the average change in prices over an identified time period for materials, labor, real property, or a combination of the three;
 - b. Published by a recognized organization or agency that produces the index or data source for reasons that are independent of the system development charge methodology; and
 - c. Incorporated as part of the established methodology or identified and adopted by the City Council in a separate resolution, or if no other index is identified in the established methodology, then the index stated in §13.12.030(c) of this chapter.

G.

§ 13.12.050 AUTHORIZED EXPENDITURES.

- A. Reimbursement fees shall be applied only to capital improvements associated with the system for which the fees are assessed, including expenditures relating to repayment of indebtedness.
- B. Improvement fees shall be spent only on capacity increasing capital improvements associated with the system for which the fee is assessed, including expenditures relating to repayment of future debt for the improvements. An increase in system capacity occurs if a capital improvement increases the level of performance or service provided by existing facilities or providing new facilities. The portion of the capital improvements funded by improvement fees must be related to demands created by current or projected development. A capital improvement being funded wholly or in part from revenues derived from the improvement fee shall be included in the plan adopted by the city pursuant to § 13.12.070 of this chapter.
- C. Notwithstanding subsections A. and B. of this section, system development charge revenues may be expended on the direct costs of complying with the provisions of this chapter, including the costs of developing system development charge methodologies and providing an annual accounting of system development expenditures.

§ 13.12.060 EXPENDITURE RESTRICTIONS.

- A. Systems development charges shall not be expended for costs associated with the construction of administrative office facilities that are more than an incidental part of other capital improvements.
- B. System development charges shall not be expended for costs of the operation or routine maintenance of capital improvements.

§ 13.12.070 IMPROVEMENT PLAN.

- A. Prior to the establishment of a system development charge, the Council shall adopt a plan that includes a list of:
 - 1. The capital improvements that the City Council intends to fund in whole or in part with improvement fee revenues;
 - 2. The estimated cost and time of construction of each improvement and the percentage of that cost eligible to be funded with improvement fee revenues; ~~and.~~
 - 3. ~~A description of the process for modifying the plan.~~
- B. In adopting this plan, the City Council may incorporate by reference all or a portion of any public facilities plan, master plan, capital improvements plan or similar plan that contains the information required by this section.
- C. The Council may modify the plan and list at any time. If a system development charge will be increased by a proposed modification to the list to include a capacity increasing public improvement the City Council will:
 - 1. At least 30 days prior to adoption of the proposed modification, provide written notice to persons who have requested notice pursuant to § 13.12.120 of this chapter; and
 - 2. Hold a public hearing if a written request for a hearing is received within seven days of the date of the proposed modification.
- ~~D. A change in the amount of a reimbursement fee or an improvement fee is not a modification of the system development charge if the change in amount is based on the periodic application of the construction cost index published by the Engineering News Record, or a similar index if the construction cost index is no longer published or representative of the cost for the city, or a modification to any of the factors related to the rate that are incorporated in the established methodology.~~

§ 13.12.080 COLLECTION OF CHARGE.

- A. The system development charge is payable upon the issuance of:
 - 1. A building permit;
 - 2. A development permit;
 - 3. A development permit for development not requiring the issuance of a building permit;
 - 4. A permit or approval to connect to the water system;
 - 5. A permit or approval to connect to the sewer system; or
 - 6. A right-of-way access (public works) permit.
- B. If no building, development or connection permit is required, the system development charge is payable at the time the usage of the capital improvement is increased based on changes in the use of the property unrelated to seasonal or ordinary fluctuations in usage.
- C. If development is commenced or connection is made to the water or sewer systems without an appropriate permit, the system development charge is immediately payable upon the earliest date that a permit was required.
- D. The Public Works Director or his or her designee shall collect the applicable system development charge from the permittee when a permit that allows building or development of a parcel is issued or when a connection to the water or sewer system of the city is made.
- E. The Public Works Director or his or her designee shall not issue the permit or allow the connection until the charge has been paid in full, or until provision for installment payments has been made pursuant to § 13.12.090 of this chapter, or unless an exemption is granted pursuant to § 13.12.100 of this chapter.

§ 13.12.090 INSTALLMENT PAYMENT.

- A. When a system development charge is due and collectible, the owner of the parcel of land subject to the development charge may apply for payment in 20 semi-annual installments, to include interest on the unpaid balance, in accordance with O.R.S. 223.208.
- B. The Public Works Director or his or her designee shall provide application forms for installment payments, which shall include a waiver of all rights to contest validity of the lien, except for the correction of computational errors.
- C. An applicant for installment payments shall have the burden of demonstrating the applicant's authority to assent to the imposition of a lien on the parcel and that the property interest of the applicant is adequate to secure payment of the lien.
- D. The Public Works Director or his or her designee shall report to the Finance Director or his or her designee the amount of the system development charge, the dates on which payments are due, the name of the owner and the description of the parcel.
- E. The Finance Director or his or her designee shall docket the lien in the lien docket. From that time the city shall have a lien upon the described parcel for the amount of the system development charge, together with interest on the unpaid balance at the rate established by the Council. The lien shall be enforceable in the manner provided in O.R.S. Chapter 223.
- F. Upon written request of the Public Works Department, the Finance Director or his or her designee is authorized to cancel assessments of SDCs, without further Council action, where the new development approved by the building permit is not constructed and the building permit is cancelled.
- G. For property that has been subject to a cancellation of assessment of SDCs, a new installment payment contract shall be subject to the code provisions applicable to SDCs and installment payment contracts on file on the date the new contract is received by the city.

§ 13.12.100 EXEMPTIONS.

The following are exempt from System Development Charges:

- A. Additions to single-family dwellings that do not constitute the addition of a dwelling unit, as defined by the state's Uniform Building Code, ~~are exempt from all portions of the system development charge.~~
- B. An alteration, addition, replacement or change in use that does not increase the parcels or structures use of the public improvement facility ~~are exempt from all portions of the system development charge.~~
- C. Municipal projects or any other development which is being financed by City funds.
- B-D. Housing for low-income or elderly persons which is exempt from real property taxes under state law.

§ 13.12.110 CREDITS.

- A. When a development occurs that is subject to a system development charge, the system development charge for the existing use, if applicable, shall be calculated and if it is less

than the system development charge for the use that will result from the development, the difference between the system development charge for the existing use and the system development charge for the proposed use shall be the system development charge. If the change in the use results in the system development charge for the proposed use being less than the system development charge for the existing use, no system development charge shall be required. No refund or credit shall be given unless provided for by another subsection of this section.

- B. A credit shall be given to the permittee for the cost of a qualified public improvement upon acceptance by the city of the public improvement. The credit shall not exceed the improvement fee even if the cost of the capital improvement exceeds the applicable improvement fee and shall only be for the improvement fee charged for the type of improvement being constructed.
- C. If a qualified public improvement is located in whole or in part on or contiguous to the property that is the subject of the development approval and is required to be built larger or with greater capacity than is necessary for the particular development project, a credit shall be given for the cost of the portion of the improvement that exceeds the city's minimum standard facility size or capacity needed to serve the particular development project or property. The applicant shall have the burden of demonstrating that a particular improvement qualifies for credit under this subsection. The request for credit shall be filed in writing no later than 60 days after acceptance of the improvement by the city. The city may deny the credit provided for in this section if the city demonstrates that the application does not meet the requirements of this section or if the improvement for which credit is sought was not included in the improvement plan pursuant to § 13.12.070 of this chapter.
- D. When the construction of a qualified public improvement located in whole or in part or contiguous to the property that is the subject of development approval gives rise to a credit amount greater than the improvement fee that would otherwise be levied against the project, the credit in excess of the improvement fee for the original development project may be applied against improvement fees that accrue in subsequent phases of the original development project.
- E. ~~Notwithstanding subsections A. through D. above, when establishing a methodology for a system development charge,~~ the city may provide for a credit against the improvement fee, the reimbursement fee or both, for capital improvements constructed as part of the development which reduce the development's demand upon existing capital improvements and/or the need for future capital improvements, or a credit based upon any other rationale the Council finds reasonable.
- ~~E.F. Notwithstanding subsections A. through D. above, the city may provide a credit against the improvement fee, the reimbursement fee, or both, for the dedication of land to the city, not including public rights-of-way, for the future expansion of the City's Water, Wastewater, Stormwater, Transportation, or Parks systems, however this credit shall only be applied toward the system (Water, Wastewater, Stormwater, Transportation, or Parks) for which the land is dedicated.~~
- F.G. Credits shall not be transferable from one development to another.
- G.H. Credits shall not be transferable from type of system development charge to another.
- H.I. Credits shall be used within ten years from the date the credit is given.

§ 13.12.120 NOTICE.

- A. The city shall maintain a list of persons who have made a written request for notification prior to adoption or modification of a methodology for any system development charge. Written notice shall be mailed to persons on the list at least 90 days prior to the first hearing to establish or modify a system development charge. The methodology supporting the system development charge shall be available at least 60 days prior to the first hearing to adopt or amend a system development charge. The failure of a person on the list to receive a notice that was mailed does not invalidate the action of the city.
- B. The city may periodically delete names from the list, but at least 30 days prior to removing a name from the list, the city must notify the person whose name is to be deleted, that a new written request for notification is required if the person wishes to remain on the notification list.

§ 13.12.130 SEGREGATION AND USE OF REVENUE.

- A. All funds derived from a particular type of system development charge are to be segregated by accounting practices from all funds of the city. That portion of the system development charge calculated and collected on account of a specific facility system shall be used for no purpose other than set forth in § 13.12.050 of this chapter.
- B. The appropriate city official shall provide the City Council with an annual accounting, by January 1 of each year, for system development charges showing the total amount of system development charge revenues collected for each type of facility and the projects funded from each account in the previous fiscal year. A list of the amount spent on each project funded in whole or in part, with system development charge revenues, shall be included in the annual accounting.

§ 13.12.140 REFUNDS.

- A. Refunds may be given by the Public Works Department upon finding that there was a clerical error in the calculation of the SDC.
- B. Refunds shall not be allowed for failure to timely claim credit or for failure to timely seek an alternative SDC rate calculation at the time of submission of an application for a building permit.
- C. The city shall refund to the applicant any SDC revenues not expended within ten years of receipt.

§ 13.12.150 IMPLEMENTING REGULATIONS—AMENDMENTS.

The City Council delegates authority to the City Manager or designee to adopt necessary procedures to implement provisions of this chapter including the appointment of an SDC program administrator. All rules pursuant to this delegated authority shall be filed with the office of City Manager and be available for public inspection.

§ 13.12.160 APPEAL PROCEDURE.

- A. A person challenging the propriety of an expenditure of system development charge revenues may appeal the decision or the expenditure to the City Council by filing a written request with the Public Works Director describing with particularity the decision of the Public Works Director and the expenditure from which the person appeals. An appeal of an expenditure must be filed within two years of the date of the alleged improper expenditure.
- B. Appeals of any other decision required or permitted to be made by the Public Works Director under this chapter must be filed in writing with Public Works Director within ten days of the decision.
- C. After providing notice to the appellant, the Council shall determine whether the Public Works Director's decision or the expenditure is in accordance with this chapter and the provisions of O.R.S. 223.297 to 223.314 and may affirm, modify or overrule the decisions. If the Council determines that there has been an improper expenditure of system development charge revenues, the Council shall direct that a sum equal to the misspent amount shall be deposited within one year to the credit of the account or fund from which it was spent. The decision of the Council shall be reviewed only as provided in O.R.S. 34.010 to 34.100, and not otherwise.
- D. A legal action challenging the methodology adopted by the Council pursuant to § 13.12.040 shall not be filed later than 60 days after adoption. A person shall contest the methodology used for calculating a system development charge only as provided in O.R.S. 34.010 to ORS 34.100, and not otherwise.
- E. A person who wishes to challenge the calculation of a system development charge must make a written challenge to the calculation of the system development charge and file the challenge with the Public Works Director within 30 days of receiving the calculation. The written challenge must describe with particularity the calculation which the person appeals.
 - 1.
 - a. The written challenge shall state:
 - (1) The name and address of the appellant;
 - (2) The nature of the calculation being appealed;
 - (3) The reason the calculation is incorrect; and
 - (4) What the correct determination of the appeal should be or how the correct calculation should be derived.
 - b. A person who fails to file such a written challenge within the time permitted waives his or her objections, and his or her objections shall be dismissed.
 - 2. After providing timely notice to the challenger, the Public Works Director shall determine whether the calculation is in accordance with the resolution containing the methodology used to establish or modify the system development charge adopted by the City Council.
 - 3. Unless the challenger and the city agree to a longer period, a written challenge to the calculation of the system development charge shall be heard by a hearings officer within 40 working days of the receipt of the written challenge. At least 15 working days prior to the hearing, the city shall mail notice of the time and location thereof to the person who made the written challenge.
 - 4. The hearings officer shall hear and determine the challenge on the basis of the person's written challenge and any additional evidence he or she deems appropriate. At the hearing, the challenger may present testimony and oral argument personally or by counsel. The rules of evidence as used by courts of law do not apply.
 - 5. The person challenging the calculation shall carry the burden of proving that the calculation being appealed is incorrect and what the correct calculation should be or how a correct calculation should be derived.

6. After exhausting the city's administrative review procedure pursuant to § 13.12.160 of this chapter, the person challenging the calculation of the system development charge may then petition for review of the city official's/hearings officer or Council's determination pursuant to O.R.S. 34.010 to 34.100.

§ 13.12.170 PROHIBITED CONNECTION.

No person may connect to the water, wastewater, stormwater, or sewertransportation systems of the city unless the appropriate system development charge has been paid or the lien or installment payment method has been applied for and approved.

§ 13.12.180 PENALTY.

Violation of this chapter constitutes a violation under the provisions of Chapter 9.36 of the Sweet Home Municipal Code and may be prosecuted under the provisions thereof as now enacted or hereafter amended. The prosecution shall not be exclusive, but shall be in addition to any other remedy the city may have available to it to enforce compliance with this chapter. Each day that a violation exists is a separate offense. A Violation Enforcement Officer authorized to issue citations for commission of violation(s) of this chapter shall include city's Code Enforcement Officer, Sweet Home police officer and Public Works Director.

§ 13.12.190 CONSTRUCTION.

For the purposes of administration and enforcement of this chapter, unless otherwise stated in this chapter, the following rules of construction shall apply.

- A. In case of any difference of meaning or implication between the text of this chapter and any caption, illustration, summary table or illustrative table, the text shall control.
- B. The word "shall" is always mandatory and not discretionary; the word "may" is permissive.
- C. Words used in the present tense shall include the future; and words used in the singular number shall include the plural and the plural the singular, unless the context clearly indicates the contrary.
- D. The phrase "used for" includes "arranged for", "designed for", "maintained for" or "occupied for".
- E. Where a regulation involves two or more connected items, conditions, provisions or events:
 1. "And" indicates that all the connected terms, conditions, provisions or events shall apply; and
 2. "Or" indicates that the connected items, conditions, provisions or events may apply singly or in any combination.
- F. The word "includes" shall not limit a term to the specific example, but is intended to extend its meaning to all other instances of like kind or character.

§ 13.12.200 SEVERABILITY.

The provisions of this chapter are severable and it is the intention to confer the whole or any part of the powers herein provided for. If any clause, section or provision of this chapter shall be declared unconstitutional or invalid for any reason or cause, the remaining portion of this chapter shall be in full force and effect and be valid as if the invalid portion thereof had not been incorporated herein. It is hereby declared to be the Council's intent that this chapter would have been adopted had such an unconstitutional provision not been included herein.

§ 13.12.210 CLASSIFICATION.

The City Council determines that any fee, rates or charges imposed by this chapter are not a tax subject to the property tax limitations of Article XI, § 11(b) of the Oregon Constitution.

ORDINANCE BILL NO. 2 FOR 2021

ORDINANCE NO. ____

SWEET HOME ORDINANCE PERTAINING TO SYSTEM DEVELOPMENT CHARGES

WHEREAS, the City of Sweet Home has undertaken a complete review of its system development charges in order to ensure its compliance with state law; and

WHEREAS, it is important to the City that costs of growth are equitably and rationally shared by new growth and development activities.

NOW THEREFORE,

The City of Sweet Home does Ordain as follows:

Section 1. The title of Sweet Home Municipal Code Chapter 13.12 titled WATER AND SEWER HOOKUP FEES AND SYSTEM DEVELOPMENT CHARGES is changed to read SYSTEM DEVELOPMENT CHARGES.

Section 2. Sweet Home Municipal Code § 13.12.010 PURPOSE is amended to read as follows:

The purpose of the system development charge is to impose a portion of the cost of capital improvements for water, wastewater, storm water, transportation and parks upon those development(s) that create the need for or increase the demands on capital improvements, consistent with State law.

Section 3. Sweet Home Municipal Code § 13.12.020 Definitions for the following defined words shall be amended to read as follows:

CAPITAL IMPROVEMENTS. Public facilities or assets used for the following:

1. Water supply, treatment, and distribution;
2. Wastewater collection, transmission, treatment, and disposal;
3. Drainage and flood control;
4. Transportation; or
5. Parks and recreation.

PERMITTEE. The person to whom a building permit, development permit, a permit or plan approval to connect to the sanitary sewer, stormwater or water system, or right-of-way access permit is issued.

SYSTEM DEVELOPMENT CHARGE. A reimbursement fee, an improvement fee or a combination thereof assessed or collected at the time of increased usage of a capital improvement or issuance of a development permit or building permit, or connection to the capital improvement.

1. A SYSTEM DEVELOPMENT CHARGE includes that portion of a sanitary sewer, storm sewer or water system connection charge that is greater than the amount necessary to reimburse the city for its average cost of inspecting and installing connections with water, wastewater and/or stormwater facilities.
2. A system development charge does not include fees assessed or collected as part of a local improvement district or a charge in lieu of a local improvement district assessment or the cost of complying with requirements or conditions imposed by a land use decision.

Section 4. Sweet Home Municipal Code § 13.12.030 SYSTEM DEVELOPMENT CHARGE ESTABLISHED is amended to include the following subsection (C):

- C. Systems development charges for each system may be automatically adjusted on the first day of July of each calendar year. The City Recorder shall make the adjustment based upon the Seattle Construction Cost Index published by Engineering News Record (ENR) by calculating the percentage increase/decrease in the index for the period since the last adjustment and then applying that percentage increase/decrease in the index for the period since the last adjustment and then applying that percentage to the figures used to calculate the systems development charge and any credits.

Section 5. Sweet Home Municipal Code § 13.12.040 METHODOLOGY is amended to read as follows:

- A. The methodology used to establish or modify the reimbursement fee shall promote the objective that future systems users shall contribute no more than an equitable share of the cost of then-existing facilities. The methodology used to establish or modify a reimbursement fee shall, where applicable, be based on:
 1. Ratemaking principles employed to finance publicly owned capital improvements;
 2. Prior contributions by existing users;
 3. Gifts or grants from federal or state government or private persons;
 4. The value of unused capacity available to future system users or the cost of the existing facilities and
 5. Other relevant factors identified by the City Council.
- B. The methodology used to establish or modify an improvement fee shall demonstrate consideration of the estimated cost of projected capital improvements identified in an improvement plan (see §13.12.070 of this chapter) that are needed to increase the capacity of the systems to which the fee is related. The methodology shall be calculated to obtain the cost of capital improvements for the projected need for system capacity for future system users.
- C. The methodology used to establish or modify the improvement fee or the reimbursement fee, or both, shall be contained in a resolution adopted by the City Council.
- D. A change in the amount of a reimbursement fee or an improvement fee is not a modification of the system development charge if the change in amount is based on:
 1. A change in project costs, including the cost of materials, labor, or real property; or
 2. The periodic application of one or more specific cost indexes or other periodic data sources, including the cost index identified in §13.12.030(C) of this chapter. A specific cost index or periodic data source must be:
 - a. A relevant measurement of the average change in prices over an identified time period for materials, labor, real property, or a combination of the three;

- b. Published by a recognized organization or agency that produces the index or data source for reasons that are independent of the system development charge methodology; and
- c. Incorporated as part of the established methodology or identified and adopted by the City Council in a separate resolution, or if no other index is identified in the established methodology, then the index stated in §13.12.030(c) of this chapter.

Section 6. Sweet Home Municipal Code § 13.12.070 IMPROVEMENT PLAN is amended to read as follows:

- A. Prior to the establishment of a system development charge, the Council shall adopt a plan that includes a list of:
 - 1. The capital improvements that the City Council intends to fund in whole or in part with improvement fee revenues;
 - 2. The estimated cost and time of construction of each improvement and the percentage of that cost eligible to be funded with improvement fee revenues.
- B. In adopting this plan, the City Council may incorporate by reference all or a portion of any public facilities plan, master plan, capital improvements plan or similar plan that contains the information required by this section.
- C. The Council may modify the plan and list at any time. If a system development charge will be increased by a proposed modification to the list to include a capacity increasing public improvement the City Council will:
 - 1. At least 30 days prior to adoption of the proposed modification, provide written notice to persons who have requested notice pursuant to § 13.12.120 of this chapter; and
 - 2. Hold a public hearing if a written request for a hearing is received within seven days of the date of the proposed modification.

Section 7. Sweet Home Municipal Code § 13.12.100 EXEMPTIONS is amended to read as follows:

The following are exempt from System Development Charges:

- A. Additions to single-family dwellings that do not constitute the addition of a dwelling unit, as defined by the state's Uniform Building Code.
- B. An alteration, addition, replacement or change in use that does not increase the parcels or structures use of the public improvement facility.
- C. Municipal projects or any other development which is being financed by City funds.
- D. Housing for low-income or elderly persons which is exempt from real property taxes under state law.

Section 8. Sweet Home Municipal Code § 13.12.110 CREDITS, subsections (E), (F), (G), and (H) are amended and subsection (I) is added to read as follows:

- E. Notwithstanding subsections A. through D. above, the city may provide for a credit against the improvement fee, the reimbursement fee or both, for capital improvements constructed as part of the development which reduce the development's demand upon existing capital improvements and/or the need for future capital improvements, or a credit based upon any other rationale the Council finds reasonable.
- F. Notwithstanding subsections A. through D. above, the city may provide a credit against the improvement fee, the reimbursement fee, or both, for the dedication of land to the city, not including public rights-of-way, for the future expansion of the City's Water,

Wastewater, Stormwater, Transportation, or Parks systems, however this credit shall only be applied toward the system (Water, Wastewater, Stormwater, Transportation, or Parks) for which the land is dedicated.

- G. Credits shall not be transferable from one development to another.
- H. Credits shall not be transferable from one type of system development charge to another.
- I. Credits shall be used within ten years from the date the credit is given.

Section 9. Sweet Home Municipal Code § 13.12.170 PROHIBITED CONNECTION is amended to read as follows:

No person may connect to the water, wastewater, stormwater, or transportation systems of the city unless the appropriate system development charge has been paid or the lien or installment payment method has been applied for and approved.

Passed by the Council and approved by the Mayor this ___ day of _____, 2021.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

Title: Public Hearing for Zone Map Amendment Application ZMA20-04

Preferred Agenda: January 12, 2021 Public Hearing
January 26, 2021 1st Reading
February 9, 2021 2nd Reading
February 23, 2021 3rd Reading

Submitted By: Angela Clegg, Associate Planner

Reviewed By: B. Larsen, CEDD Director
R. Towry, City Manager

Type of Action: Resolution ____ Motion X Roll Call ____ Other X

Relevant Code/Policy: [SHMC 2.04.030](#) Powers of the City Council

Towards Council Goal: Vision Statement, Aspiration I: Desirable Community, Mission Statement

Attachments: Planning Commission Order of Approval
Ordinance No. 1 for 2021
Original Application

Purpose of this RCA:

For the City Council to conduct the 3rd Reading of the Zone Map Amendment Application ZMA20-04.

Background/Context:

The public hearing for application ZMA20-04 and Ordinance No. 1 for 2021 was held during the City Council meeting on January 12, 2021. The first reading of Ordinance No. 1 was held during the City Council meeting on January 26, 2021. During the January 26, 2021 meeting, the City Council moved to approve the second reading of Ordinance No. 1 for 2021 at the February 9, 2021 City Council meeting. During the February 9, 2021 meeting, the City Council moved to approve the third reading of Ordinance No. 1 for 2021 at the February 23, 2021 City Council meeting.

The applicant is proposing to change the Zoning Map in an area consisting of approximately 87,962 square feet (1.96 acre) located approximately 300 feet north of the Main Street and 9th Avenue intersection, Sweet Home, OR 97386 (13S01E31BD Tax Lot 401). The Sweet Home Zoning Map is proposed to change from the Highway Commercial (C-2) Zone to the Residential High Density (R-2) Zone. The proposed zone change would bring the zoning designation into conformity with the property's existing Comprehensive Plan Map designation (High Density Residential).

The Sweet Home Planning Commission held a public hearing on December 7, 2020. At the hearing the Planning Commission reviewed application ZMA20-04 where they received testimony and deliberated on this matter. The Planning Commission passed a motion to

recommend approval of the application to City Council. That motion of approval specified a 12-day appeal period from the date the decision motion is mailed. No specific conditions of approval were required.

ZMA20-04 was filed simultaneously with Application PD20-02. Application PD20-02 is pending the approval of Application ZMA20-04. Application PD20-02 was approved with conditions at the January 4, 2021 Planning Commission meeting.

The Challenge/Problem:

Should the zoning map be changed to allow residential activity on the property in question, rather than the current Highway Commercial designation.

Should the Comprehensive Plan designations be followed if the proposed amendment is consistent with the goals and policies of the comprehensive plan. The Planning Commission will recommend, and the City Council shall determine the location of boundaries by examining the goals and policies contained within the Plan. [Chapter 2, Page 12 of the Comprehensive Plan].

Stakeholders:

- The Owner/Developer would be able to develop the property as they have proposed.
- The residents and businesses in the surrounding area would benefit from the vacant property being cleared and developed.
- The City of Sweet Home would benefit from the additional housing that could come from the changed zoning

Issues and Financial Impacts:

There are no issues or financial impacts currently identified.

Elements of a Stable Solution:

A stable solution is one in which a decision on the application is made that conforms with City Code and State Law.

The Sweet Home Comprehensive Plan guides official policy decisions about development within the area. The Plan aims to organize and coordinate complex interrelationships between people, land, resources, and facilities to meet the future needs of the citizens and to protect the livability of the community. The Plan also reflects the public's goals and aspirations for Sweet Home about the best way to handle development and conservation in the City. The officially acknowledged Comprehensive Plan gives policy direction for land use decisions and coordinates private and public development. [Chapter 1, Page 1 of the Comprehensive Plan].

Comprehensive Plan Map Policy 1: The Comprehensive Plan Map graphically portrays Sweet Home's land use pattern as recommended by Comprehensive Plan policy. Each designation has a different symbol or color. The land use map portrays the long-range vision of land use patterns in Sweet Home. [Chapter 2, Page 12 of the Comprehensive Plan].

17.12.025 Review Criteria for Map Amendments. An amendment to the official zoning or comprehensive plan map may be authorized provided that the proposal satisfied all relevant requirements of this title and also provided that the applicant demonstrates the following:

- A. The proposed amendment is consistent with the goals and policies of the comprehensive plan.
- B. The proposed amendment is orderly and timely, considering the pattern of development in the area, surrounding land uses, and any changes which may have occurred in the neighborhood or community to warrant the proposed amendment.
- C. Utilities and services can be efficiently provided to serve the proposed uses or other potential uses in the proposed zoning district; and

- D. The proposed amendment to the comprehensive plan map is consistent with Oregon's statewide planning goals

Options:

1. Deny Application Staff would prepare an Order of Denial for Application ZMA20-04.
2. Approve Application ZMA20-04 and Ordinance No. 1 for 2021, Ordinance 1293 as presented.
3. Recommend different zone amendment. Council could review these proposed changes and recommend different zone amendments. Staff would take these recommendations and revise the proposed application for review at a future Council meeting.

Recommendation: Staff Recommends Option 2: Approve Application ZMA20-04 and Ordinance No. 1 for 2021, Ordinance 1293 as presented.

ORDINANCE BILL NO. 1 FOR 2021

ORDINANCE NO. 1293

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP

WHEREAS, the applicant, Good Faith Management, submitted Zone Change Application ZMA20-04 and requested a zone map change for an area consisting of 1.96 acres located at Map 31BD Tax Lot 401, Sweet Home, OR 97386. The Sweet Home Zoning Map is proposed to change from the Commercial Highway (C-2) Zone to the Residential High Density (R-2) Zone. The proposed zone change would bring the zoning designation into conformity with the property's existing Comprehensive Plan Map designation. The subject properties are identified on the Linn County Assessor's Map as 13S01E31BD Tax Lot 00401; and

WHEREAS, the Planning Commission of the City of Sweet Home held a public hearing on December 7, 2020 with due notice of such public hearing having been given and provided an opportunity for public comments and testimony. The Planning Commission deliberated at their December 7, 2020 meeting, and recommended that the City Council approve this application; and

WHEREAS, the City Council held a public hearing on this matter on January 12, 2021, with due notice of such public hearing having been given and provided an opportunity for public comments and testimony. The City Council approved this application by motion at their January 12, 2021 meeting; and

WHEREAS, the proposed R-2 zoning is needed to facilitate development of the subject property;

Now, Therefore,

THE CITY OF SWEET HOME DOES ORDAIN AS FOLLOWS:

Section 1: The City of Sweet Home adopts the findings of fact in support of zone change application ZMA20-04 included as Exhibit A.

Section 2: The City of Sweet Home amends the Official Zoning Map, identified in SHMC 17.20.020 as the City Zoning Map including all subsequent amendments, for the an area consisting of 1.96 acres located at Map 31BD, Tax Lot 401, Sweet Home, OR 97386.; and identified on the Linn County Assessor's Map as 13S01E31BD Tax Lot 00401. The Official Zoning Map shall be amended from the Commercial Highway (C-2) Zone to the Residential High Density (R-2) Zone for the subject property as shown on Exhibit B.

Passed by the Council and approved by the Mayor this _____ day of _____ 2021.

Mayor

ATTEST:

City Manager - Ex Officio City Recorder

Exhibit A

Findings of Fact in Support of Zone Change Application ZMA20-04

Exhibit A to Order of Approval for ZMA20-04

The review and decision criteria for a zone change are listed below in bold. Staff findings and analysis are provided under each review and decision criterion.

- A. An amendment to the official zoning or comprehensive plan map may be authorized provided that the proposal satisfied all relevant requirements of this title and also provided that the applicant demonstrates the following: [SHMC 17.12.010]**
- 1. The proposed amendment is consistent with the goals and policies of the comprehensive plan; [SHMC 17.12.025(A)]**
 - a. The Zoning Code implements the Comprehensive Plan by providing specific development guidelines for each Land Use Designation. The general nature of each Comprehensive Plan Land Use Designation will guide the uses and standards for the corresponding zone in the Zoning Code. [Sweet Home Comprehensive Plan, Chapter 2 Text]**
 - b. The Comprehensive Plan Map graphically portrays Sweet Home's land use pattern as recommended by Comprehensive Plan policy. Each designation has a different symbol or color. The land use map portrays the long-range vision of land use patterns in Sweet Home. [Sweet Home Comprehensive Plan, Chapter 2, Comprehensive Plan Map Policies, Policy 1]**
 - c. Zoning Codes. The Zoning Codes regulate the use of land on a comprehensive basis. More specifically, the Zoning Codes divide the community into residential, commercial, industrial, and other use zones based on the Comprehensive Plan. Each zone has standards and regulations that determine the allowed uses on that land and the standards to which structures must conform, such as building height, yard setbacks, and lot size. The Codes consists of text, found in Title 17 of the Sweet Home Municipal Codes, and an official Zoning Map.**

The Zoning Codes fulfill two major roles. First, zoning promotes the public health, safety, and welfare of Sweet Home. Secondly, the Zoning Codes implement the Comprehensive Plan. Oregon Revised Statute 197.175 states that cities will:

- Prepare, adopt, amend, and revise comprehensive plans in compliance with Statewide Planning Goals; and
- Enact land use regulations to implement their comprehensive plan.

In a broad sense, zoning encourages the orderly development of the community and implements the Comprehensive Plan. Zoning can only partially relate to the long-term aspects of the plan because as a regulatory tool, it must relate to the current conditions within the City of Sweet Home.

The Comprehensive Plan provides a general and long-range policy for the City while the Zoning Codes serve as a legal ordinance with binding provisions on land

development. The various zones have specific boundaries and when drafting the Zoning Ordinance, the City considers how each land parcel will be affected.

Zoning Code provisions and the Zoning Map can be amended. Amendments shall be consistent with the Comprehensive Plan. If proposed amendments to the Zoning Codes do not comply with the Comprehensive Plan, the Comprehensive Plan must also be amended so that the two documents correspond. [Sweet Home Comprehensive Plan, Chapter 2, Comprehensive Plan Map Policies, Chapter 8: Plan Management]

- d. Updating the plan: Making the Comprehensive Plan a basic part of the community's planning process an ongoing active function of City government will keep the Plan as a viable and useable policy document. The Comprehensive Plan needs to be updated occasionally for the following reasons:** [Sweet Home Comprehensive Plan, Chapter 8: Plan Management]
 - i. To accurately reflect changes in the community.**
 - ii. To ensure integration with other policies, Zoning Codes, and Subdivision Codes.**
- e. Changes to the Plan Shall be made by ordinance after public hearings.** [Sweet Home Comprehensive Plan, Chapter 2, Plan Amendment Policies, Policy 2]
- f. Changes in the Plan shall be incorporated directly into the document at the appropriate place. A list of all amendments with date of passage should be a part of the document.** [Sweet Home Comprehensive Plan, Chapter 2, Plan Amendment Policies, Policy 3]
- g. Property Owners, their authorized agents, or the City Council may initiate a Comprehensive Plan amendment. In order to obtain a Comprehensive Plan amendment, the applicants have the burden of proof that all of the following conditions exist.** [Sweet Home Comprehensive Plan, Chapter 2, Plan Amendment Policies, Policy 5]
 - i. There is a need for the proposed change;**
 - ii. The identified need can best be served by granting the change requested;**
 - iii. The proposed change complies with the Statewide Planning Goals; and,**
 - iv. The proposed change complies with all other elements of the City's Comprehensive Plan.**
- h. Highway Commercial: To provide suitable and desirable commercial areas along the highway intended to meet the business needs of the community.** [Sweet Home Comprehensive Plan Land Designations for Economic Development, Table 11]
- i. High Density Residential: To provide areas suitable and desirable for higher density residential development, and particularly for apartments, manufactured home parks, other residential uses, and appropriate community facilities.** [Sweet Home Comprehensive Plan Map Residential Land Designations, Table 7]

Applicants Comments: See Attachment C, 9th Avenue Planned Development Summary Page 37.

Staff Findings: The applicant is proposing to change the Zoning Map of an approximately 87,962 square feet (1.96 acre) property identified on the Linn County Assessor's Map as 13S01E31BD Tax Lot 401 (see Attachment A). The applicant has proposed a change in zoning from Commercial Highway (C-2) to Residential High Density (R-2).

Based on the Linn County 2017 aerial photograph, the area is surrounded by Low Density Residential, High Density Residential Central Commercial and Highway Commercial lots. The applicant states a desire to develop a seven-lot development on the property.

Based on the findings above the proposed zoning plan designation would be consistent with the Sweet Home Comprehensive Plan.

The application complies with this criterion.

2. The proposed amendment is orderly and timely, considering the pattern of development in the area, surrounding land uses, and any changes which may have occurred in the neighborhood or community to warrant the proposed amendment; [SHMC 17.12.025(B)]

Staff Findings: Staff finds that the proposed zoning map amendment would be consistent with the pattern of development in the area, based on the 2017 Linn County aerial photograph Staff finds that the subject property is surrounded by Low Density Residential, High Density Residential Central Commercial and Highway Commercial lots.

The application complies with this criterion.

3. Utilities and services can be efficiently provided to serve the proposed uses or other potential uses in the proposed zoning district; and [SHMC 17.12.025(C)]

Applicants Comments: See Attachment C, 9th Avenue Planned Development Summary Page 37 and 38.

Staff Findings: Per the staff engineers' comments above, public water and sanitary sewer service will be provided to each parcel. City maintenance access will be in a utility easement over the driveway area. Connections are available in 9th Avenue. The subject property has frontage along 9th Avenue through a private access easement. Based on the applicant's statements the subject property is anticipated to be developed with a seven-lot planned development. Staff finds that utilities and services are efficiently provided to serve the proposed use of a planned development unit or other potential uses in the proposed zoning district.

The application complies with this criterion.

4. The proposed amendment to the comprehensive plan map is consistent with Oregon's statewide planning goals. [SHMC 17.12.025(D)]

Applicants Comments: See Attachment C, 9th Avenue Planned Development Summary Page 38, 69-73.

Staff Findings: The applicant is not proposing an amendment to the comprehensive plan map.

5. OAR 660-012-0060(1). If an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation (including a zoning map) would significantly affect an existing or planned transportation facility, then the local government must put in place measures as provided in section (2) of this rule, unless the amendment is allowed under section (3), (9) or (10) of this rule. A plan or land use regulation amendment significantly affects a transportation facility if it would:

- a. **Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);**
- b. **Change standards implementing a functional classification system; or**
- c. **Result in any of the effects listed in paragraphs (a) through (c) of this subsection based on projected conditions measured at the end of the planning period identified in the adopted TSP. As part of evaluating projected conditions, the amount of traffic projected to be generated within the area of the amendment may be reduced if the amendment includes an enforceable, ongoing requirement that would demonstrably limit traffic generation, including, but not limited to, transportation demand management. This reduction may diminish or completely eliminate the significant effect of the amendment.**
 - i. **Types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;**
 - ii. **Degrade the performance of an existing or planned transportation facility such that it would not meet the performance standards identified in the TSP or comprehensive plan; or**
 - iii. **Degrade the performance of an existing or planned transportation facility that is otherwise projected to not meet the performance standards identified in the TSP or comprehensive plan. [OAR 660-012-0060(1)]**

Staff Findings: The subject property has existing frontage along 9th Avenue through a private access easement on Lot 303. 9th Avenue is identified as a local street in the Sweet Home Transportation System Plan; Figure 2.2. The applicant has proposed a change in zoning from the Commercial Highway (C-2) to the Residential High Density (R-2) zone. The proposed use would be consistent with the Comprehensive Plan Map designation. Based on these findings, staff concludes that the proposed zone change would not significantly affect the existing transportation infrastructure in the neighborhood and is consistent with the Sweet Home Transportation System Plan.

The application complies with this criterion.



City of Sweet Home
Community and Economic Development Department- Planning Program
3225 Main Street, Sweet Home, OR 97386 541-367-8113

**OFFICIAL NOTICE OF A PLANNING COMMISSION RECOMMENDATION
ON A LAND USE APPLICATION**

PLANNING COMMISSION ORDER OF APPROVAL

REQUEST: The applicant is proposing to change the Zoning Map in an area consisting of approximately 87,962 square feet (1.96 acre) located approximately 300 feet north of the Main Street and 9th Avenue intersection, Sweet Home, OR 97386 (13S01E31BD Tax Lot 401). The Sweet Home Zoning Map is proposed to change from the Highway Commercial (C-2) Zone to the Residential High Density (R-2) Zone. The proposed zone change would bring the zoning designation into conformity with the property's existing Comprehensive Plan Map designation (High Density Residential). The Planning Commission will hold a public hearing and make a recommendation to the City Council. The City Council will hold a public hearing and decide on this application.

Application ZMA20-04 is being filed simultaneously with Application PD20-02. Application PD20-02 is pending the approval of Application ZMA20-04.

APPLICANT AND

PROPERTY OWNER: Good Faith Management LLC

PROPERTY LOCATION: Approximately 300 feet north of the Main Street and 9th Avenue intersection, Sweet Home, OR 97386, Sweet Home, OR 97386; Identified on the Linn County Assessor's Map as 13S01E31BD Tax Lot 401.

REVIEW AND

DECISION CRITERIA: Sweet Home Municipal Code Section(s) 17.12, 17.36, 17.28; OAR 660-012-0060

FILE NUMBER: ZMA20-04

STAFF CONTACT: Angela Clegg, Associate Planner
Phone: (541) 367-8113; Email: aclegg@sweethomeor.gov

- I. **PUBLIC HEARING:** The Sweet Home Planning Commission held a public hearing on December 7, 2020. At the hearing the Planning Commission reviewed application ZMA20-04. The Planning Commission received testimony and deliberated on this matter at their December 7, 2020 meeting and passed a motion to recommend approval of the application to City Council. That motion of approval specified a 12-day appeal period from the date the decision motion is mailed. No specific conditions of approval were required.
- II. **FINDINGS OF FACT:** The Planning Commission provided an opportunity for testimony at the December 7, 2020 public hearing. The Planning Commission considered the information in the record, testimony at the public hearing, and the Findings of Fact listed in the Staff Report presented to the Planning Commission prior to the December 7, 2020 public hearing. The Planning Commission adopted the Findings of Fact listed in Section III of the Staff Report, and those are included as Exhibit A to this Order

- III. **DECISION: Approved** the motion to recommend the application to City Council on January 12, 2021. Based on the findings referenced in Exhibit A of this order, the Planning Commission found that the proposal described in ZMA20-04 complies with the applicable sections of the Sweet Home Municipal Code. The Sweet Home Planning Commission hereby approves application ZMA20-04 and recommends approval by the City Council.

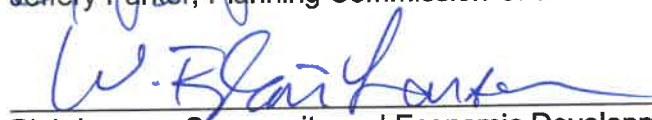
PLANNING COMMISSION DECISION: December 7, 2020

APPEAL DEADLINE: January 3, 2020 at 5:00 PM

CITY COUNCIL MEETING: January 12, 2021 at 6:30 PM


Jeffery Parker, Planning Commission Chair

12/22/2020
Date


Blair Larsen, Community and Economic Development Director

12/21/2020
Date

APPEAL: This decision can be appealed. The decision made by the Planning Commission is final unless written appeal from an aggrieved party is received by the City of Sweet Home no later than the appeal deadline listed above (12 days from the mailing of this decision). All appeals must be filed with the appropriate fee and documentation and submitted to: City of Sweet Home Community and Economic Development Department, 3225 Main Street, Sweet Home, OR 97386. The City Council will hold a public hearing on the request upon appeal. If you would like any information concerning filing of an appeal, please contact the Planning Office at (541) 367-8113. Failure of an issue to be raised in a hearing, in person or by letter, or failure to provide sufficient specificity to afford the decision maker an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue.

A copy of the application, all documents and evidence relied upon by the applicant and applicable criteria are available for inspection at no cost and a copy will be provided at reasonable cost. A copy of the Staff Report and all documentation included in the record for the file are available for inspection at no cost and a copy will be provided at reasonable cost at the City of Sweet Home Community and Economic Development Department, 3225 Main Street, Sweet Home, OR 97386; (541) 367-8113.

Exhibit A to Order of Approval for ZMA20-04

II. REVIEW AND DESIGN CRITERIA

The review and decision criteria for a zone change are listed below in bold. Staff findings and analysis are provided under each review and decision criterion.

A. An amendment to the official zoning or comprehensive plan map may be authorized provided that the proposal satisfied all relevant requirements of this title and also provided that the applicant demonstrates the following: [SHMC 17.12.010]

- 1. The proposed amendment is consistent with the goals and policies of the comprehensive plan; [SHMC 17.12.025(A)]**
 - a. The Zoning Code implements the Comprehensive Plan by providing specific development guidelines for each Land Use Designation. The general nature of each Comprehensive Plan Land Use Designation will guide the uses and standards for the corresponding zone in the Zoning Code. [Sweet Home Comprehensive Plan, Chapter 2 Text]**
 - b. The Comprehensive Plan Map graphically portrays Sweet Home's land use pattern as recommended by Comprehensive Plan policy. Each designation has a different symbol or color. The land use map portrays the long-range vision of land use patterns in Sweet Home. [Sweet Home Comprehensive Plan, Chapter 2, Comprehensive Plan Map Policies, Policy 1]**
 - c. Zoning Codes. The Zoning Codes regulate the use of land on a comprehensive basis. More specifically, the Zoning Codes divide the community into residential, commercial, industrial, and other use zones based on the Comprehensive Plan. Each zone has standards and regulations that determine the allowed uses on that land and the standards to which structures must conform, such as building height, yard setbacks, and lot size. The Codes consists of text, found in Title 17 of the Sweet Home Municipal Codes, and an official Zoning Map.**

The Zoning Codes fulfill two major roles. First, zoning promotes the public health, safety, and welfare of Sweet Home. Secondly, the Zoning Codes implement the Comprehensive Plan. Oregon Revised Statute 197.175 states that cities will:

- Prepare, adopt, amend, and revise comprehensive plans in compliance with Statewide Planning Goals; and
- Enact land use regulations to implement their comprehensive plan.

In a broad sense, zoning encourages the orderly development of the community and implements the Comprehensive Plan. Zoning can only partially relate to the long-term aspects of the plan because as a regulatory tool, it must relate to the current conditions within the City of Sweet Home.

The Comprehensive Plan provides a general and long-range policy for the City while the Zoning Codes serve as a legal ordinance with binding provisions on land development. The various zones have specific boundaries and when drafting the Zoning Ordinance, the City considers how each land parcel will be affected.

Zoning Code provisions and the Zoning Map can be amended. Amendments shall be consistent with the Comprehensive Plan. If proposed amendments to the Zoning Codes do not comply with the Comprehensive Plan, the Comprehensive Plan must also be amended so that the two documents correspond. [Sweet Home

Comprehensive Plan, Chapter 2, Comprehensive Plan Map Policies, Chapter 8: Plan Management]

- d. **Updating the plan: Making the Comprehensive Plan a basic part of the community's planning process an ongoing active function of City government will keep the Plan as a viable and useable policy document. The Comprehensive Plan needs to be updated occasionally for the following reasons:** [Sweet Home Comprehensive Plan, Chapter 8: Plan Management]
 - i. **To accurately reflect changes in the community.**
 - ii. **To ensure integration with other policies, Zoning Codes, and Subdivision Codes.**
- e. **Changes to the Plan Shall be made by ordinance after public hearings.** [Sweet Home Comprehensive Plan, Chapter 2, Plan Amendment Policies, Policy 2]
- f. **Changes in the Plan shall be incorporated directly into the document at the appropriate place. A list of all amendments with date of passage should be a part of the document.** [Sweet Home Comprehensive Plan, Chapter 2, Plan Amendment Policies, Policy 3]
- g. **Property Owners, their authorized agents, or the City Council may initiate a Comprehensive Plan amendment. In order to obtain a Comprehensive Plan amendment, the applicants have the burden of proof that all of the following conditions exist.** [Sweet Home Comprehensive Plan, Chapter 2, Plan Amendment Policies, Policy 5]
 - i. **There is a need for the proposed change;**
 - ii. **The identified need can best be served by granting the change requested;**
 - iii. **The proposed change complies with the Statewide Planning Goals; and,**
 - iv. **The proposed change complies with all other elements of the City's Comprehensive Plan.**
- h. **Highway Commercial: To provide suitable and desirable commercial areas along the highway intended to meet the business needs of the community.** [Sweet Home Comprehensive Plan Land Designations for Economic Development, Table 11]
- i. **High Density Residential: To provide areas suitable and desirable for higher density residential development, and particularly for apartments, manufactured home parks, other residential uses, and appropriate community facilities.** [Sweet Home Comprehensive Plan Map Residential Land Designations, Table 7]

Applicants Comments: See Attachment C, 9th Avenue Planned Development Summary Page 37.

Staff Findings: The applicant is proposing to change the Zoning Map of an approximately 87,962 square feet (1.96 acre) property identified on the Linn County Assessor's Map as 13S01E31BD Tax Lot 401 (see Attachment A). The applicant has proposed a change in zoning from Commercial Highway (C-2) to Residential High Density (R-2).

Based on the Linn County 2017 aerial photograph, the area is surrounded by Low Density Residential, High Density Residential Central Commercial and Highway Commercial lots. The applicant states a desire to develop a seven-lot development on the property.

Based on the findings above the proposed zoning plan designation would be consistent with the Sweet Home Comprehensive Plan.

The application complies with this criterion.

- 2. The proposed amendment is orderly and timely, considering the pattern of development in the area, surrounding land uses, and any changes which may have occurred in the neighborhood or community to warrant the proposed amendment; [SHMC 17.12.025(B)]**

Staff Findings: Staff finds that the proposed zoning map amendment would be consistent with the pattern of development in the area, based on the 2017 Linn County aerial photograph Staff finds that the subject property is surrounded by Low Density Residential, High Density Residential Central Commercial and Highway Commercial lots.

The application complies with this criterion.

- 3. Utilities and services can be efficiently provided to serve the proposed uses or other potential uses in the proposed zoning district; and [SHMC 17.12.025(C)]**

Applicants Comments: See Attachment C, 9th Avenue Planned Development Summary Page 37 and 38.

Staff Findings: Per the staff engineers' comments above, public water and sanitary sewer service will be provided to each parcel. City maintenance access will be in a utility easement over the driveway area. Connections are available in 9th Avenue. The subject property has frontage along 9th Avenue through a private access easement. Based on the applicant's statements the subject property is anticipated to be developed with a seven-lot planned development. Staff finds that utilities and services are efficiently provided to serve the proposed use of a planned development unit or other potential uses in the proposed zoning district.

The application complies with this criterion.

- 4. The proposed amendment to the comprehensive plan map is consistent with Oregon's statewide planning goals. [SHMC 17.12.025(D)]**

Applicants Comments: See Attachment C, 9th Avenue Planned Development Summary Page 38, 69-73.

Staff Findings: The applicant is not proposing an amendment to the comprehensive plan map.

- 5. OAR 660-012-0060(1). If an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation (including a zoning map) would significantly affect an existing or planned transportation facility, then the local government must put in place measures as provided in section (2) of this rule, unless the amendment is allowed under section (3), (9) or (10) of this rule. A plan or land use regulation amendment significantly affects a transportation facility if it would:**
 - a. Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);**
 - b. Change standards implementing a functional classification system; or**
 - c. Result in any of the effects listed in paragraphs (a) through (c) of this subsection based on projected conditions measured at the end of the planning period identified in the adopted TSP. As part of evaluating projected conditions, the amount of traffic projected to be generated within the area of the amendment may be reduced if the amendment includes an enforceable, ongoing requirement that would demonstrably limit traffic generation, including, but not limited to, transportation demand management. This reduction may diminish or completely eliminate the significant effect of the amendment.**

- i. **Types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;**
- ii. **Degrade the performance of an existing or planned transportation facility such that it would not meet the performance standards identified in the TSP or comprehensive plan; or**
- iii. **Degrade the performance of an existing or planned transportation facility that is otherwise projected to not meet the performance standards identified in the TSP or comprehensive plan. [OAR 660-012-0060(1)]**

Staff Findings: The subject property has existing frontage along 9th Avenue through a private access easement on Lot 303. 9th Avenue is identified as a local street in the Sweet Home Transportation System Plan; Figure 2.2. The applicant has proposed a change in zoning from the Commercial Highway (C-2) to the Residential High Density (R-2) zone. The proposed use would be consistent with the Comprehensive Plan Map designation. Based on these findings, staff concludes that the proposed zone change would not significantly affect the existing transportation infrastructure in the neighborhood and is consistent with the Sweet Home Transportation System Plan.

The application complies with this criterion.



Finance Department

City of Sweet Home
3225 Main Street
Sweet Home, OR 97386
541-367-5128
Fax 541-367-1215
www.sweethomeor.gov

To: City Council
Ray Towry, City Manager

From: Brandon Neish, Finance Director

Subject: Finance Department Monthly Report – January 2021

The Finance Department is responsible for the for the fiscal management of the City of Sweet Home. This includes accounts payable, payroll, general accounting, preparing the annual budget and the city's annual audit. This department also administers the city's assessment docket, coordinates employee's benefits and maintains financial records relating to grants and contracts. The following information represents the department's activities during the month of **January 2021**.

	January 2021	December 2020	YTD	January 2020	Prior Five- Year Average
<u>Accounts Payable</u>					
Chks printed	110	158	999	138	411
Exp. Total	\$512,370.96	\$709,684.01	\$5,319,642.78	\$571,379.75	\$453,209.58
<u>Passports</u>					
Processed	39	6	81	66	N/A
Photos taken	26	9	60	51	N/A
<u>Lien Searches</u>					
	50	56	414	47	53

	January 2021	December 2020	YTD	January 2020	Prior Five- Year Average
Utility Billing					
Service requests	141	201	1,329	212	N/A
New accounts	15	9	99	12	N/A
Net account changes	+7	+1	+17	+2	N/A
Statements processed	3,218	3,241	22,669	3,271	N/A
Past-due notices sent	778	906	6,770	1,074	N/A
Accounts scheduled for turn-off	46	84	619	77	N/A

Below is a list of the checks that were equal to or exceeded \$5,000 and their purpose (if not clear on check listing).

<u>Check No.</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Fund</u>
92058	Keller Associates, Inc.	WWTP Value Engineering	\$60,500	Wastewater Depreciation (553)
92064	Moore Holding Corporation	Bipolar Ionization Units (CARES)	\$13,825.50	General Fund & Library
92102	Walker Heating & AC, Inc	Air scrubber (CARES)	5,219.50	PW & Police

Bank Reconciliation

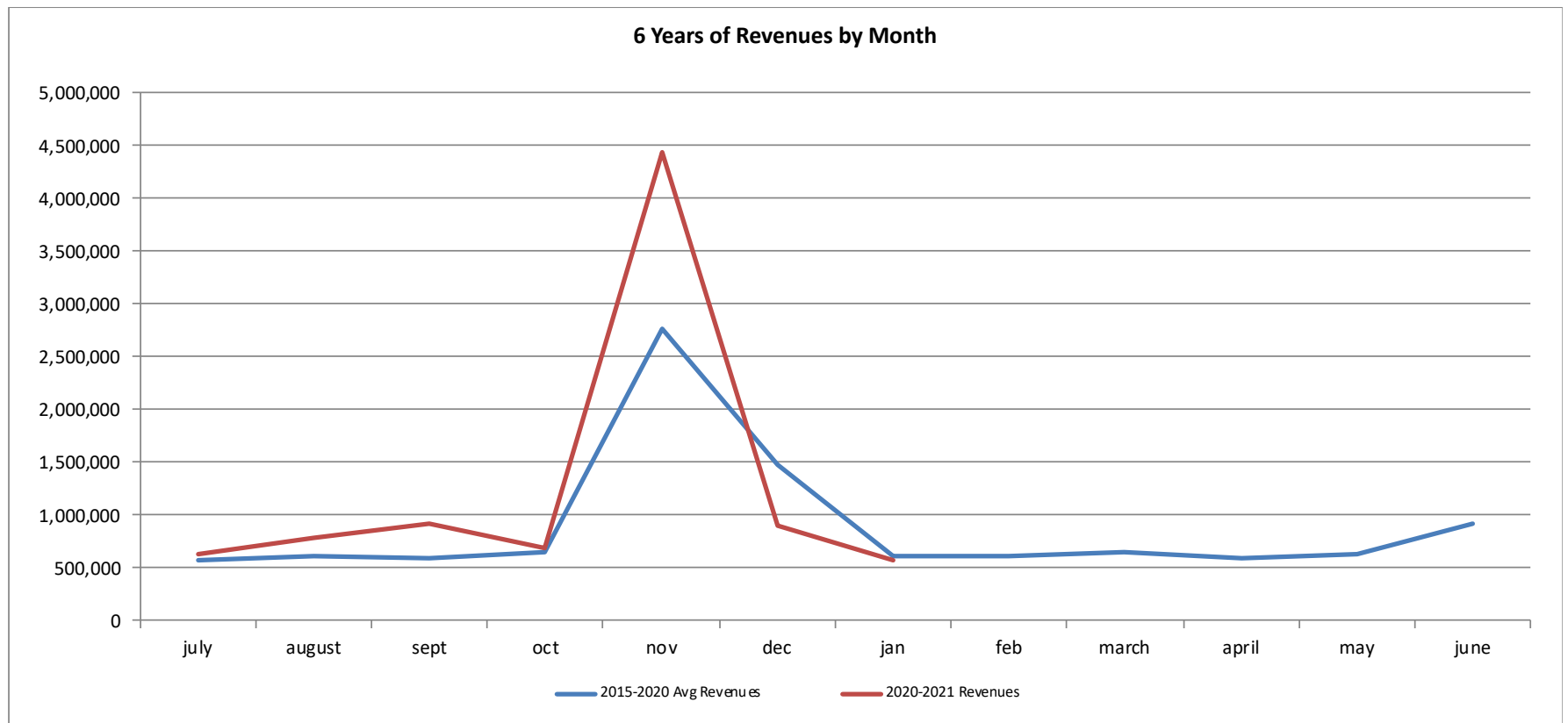
Checks by Date

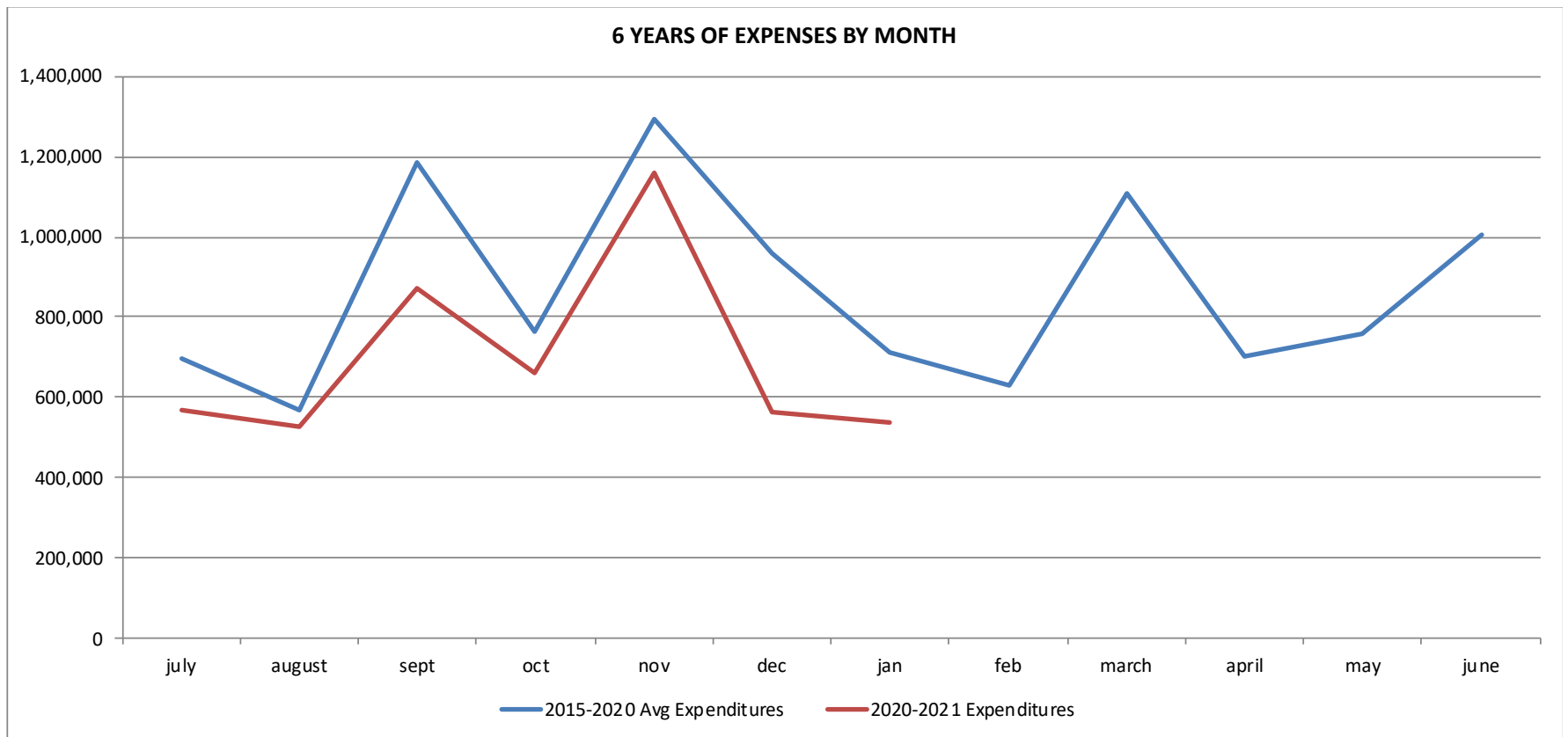
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 Printed: 02/19/2021 - 11:20AM
 Cleared and Not Cleared Checks

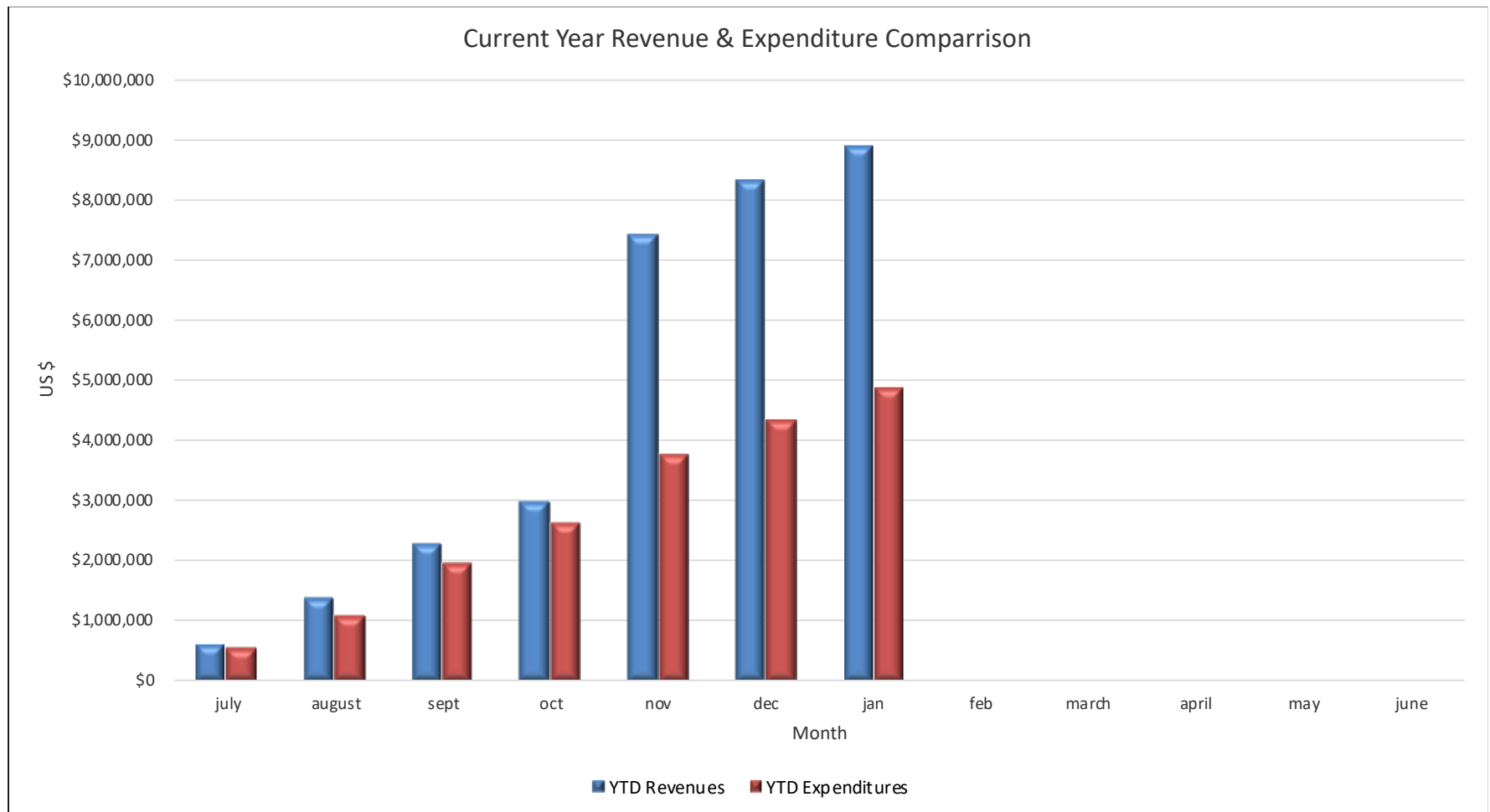


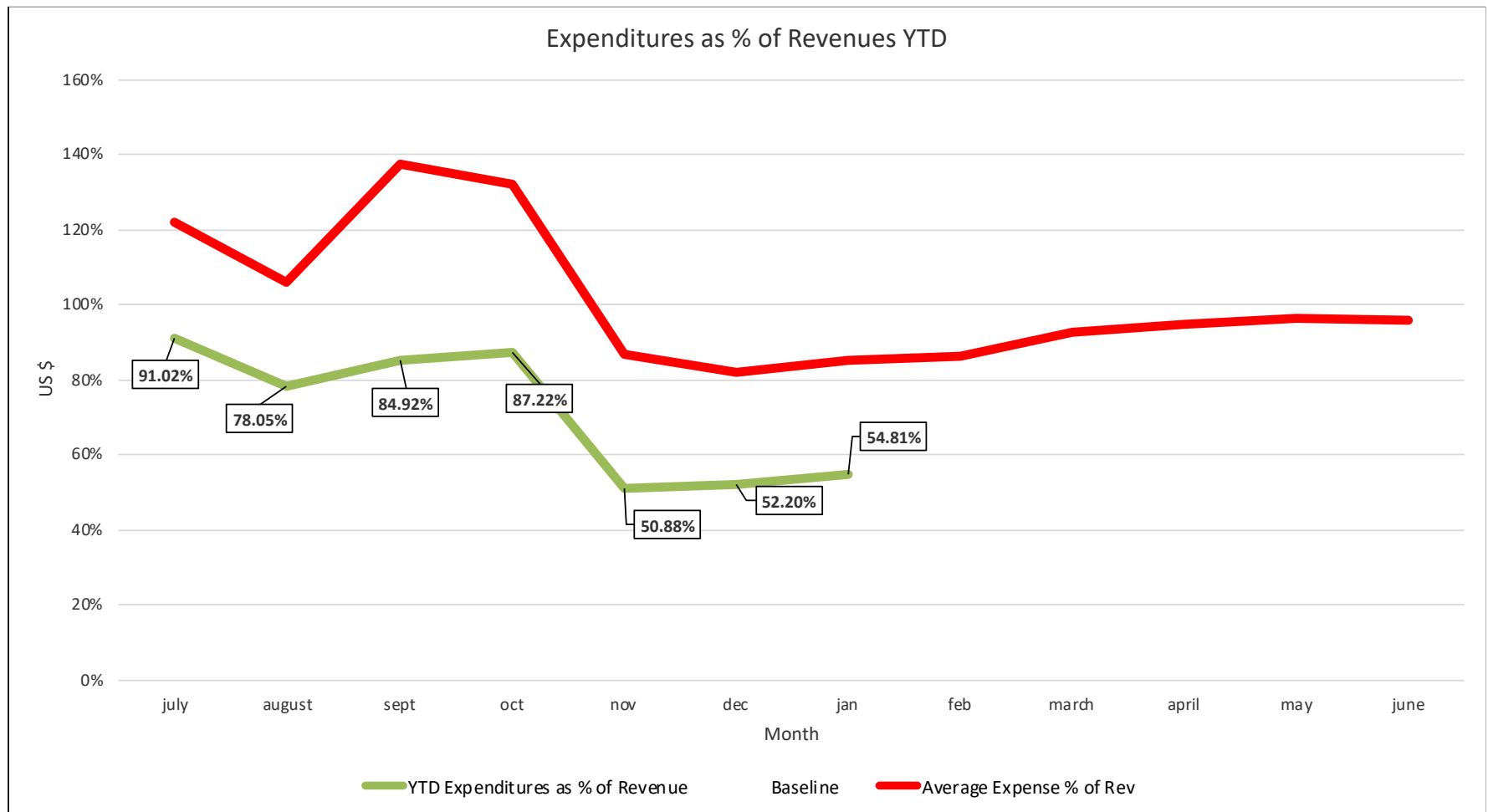
Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	1/18/2021	CENTURYLINK		AP		39.99
0	1/18/2021	Stepper Consulting, Inc.		AP		13,669.13
0	1/18/2021	CENTURYLINK - Bus		AP		2,732.98
0	1/18/2021	CENTURYLINK		AP		335.57
0	1/18/2021	Government Portfolio Advisors, LLC		AP		1,250.00
92022	1/18/2021	911 SUPPLY		AP		88.99
92023	1/18/2021	Albany Rifle and Pistol Club		AP		150.00
92024	1/18/2021	ALSCO		AP		490.80
92025	1/18/2021	Amazon Capital Services, Inc.		AP		5,234.48
92026	1/18/2021	ASCAP		AP		367.00
92027	1/18/2021	AT&T Mobility/First Net		AP		804.93
92028	1/18/2021	AT&T Mobility/First Net		AP		1,087.96
92029	1/18/2021	RICHARD BENNETT		AP		44.33
92030	1/18/2021	BENTON ELECTRIC, INC.		AP		291.45
92031	1/18/2021	BI-MART CORPORATION		AP		94.28
92032	1/18/2021	DEENA BROOKS CAIN		AP		43.22
92033	1/18/2021	BUCKMASTER PRO PLUMBING & I		AP		135.00
92034	1/18/2021	BUCK'S SANITARY SERVICE, INC.		AP		145.00
92035	1/18/2021	Canon Financial Services, Inc.		AP		458.71
92036	1/18/2021	CH2M OMI, Inc.		AP		88,439.17
92037	1/18/2021	SARAH CLARKE		AP		69.58
92038	1/18/2021	GARY CLOUSER		AP		53.09
92039	1/18/2021	COMCAST		AP		88.40
92040	1/18/2021	COMCAST BUSINESS		AP		3,019.00
92041	1/18/2021	Correct Equipment, Inc.		AP		2,971.12
92042	1/18/2021	TREVOR DENUÉ		AP		83.51
92043	1/18/2021	DEPT. OF CONSUMER AND BUSINI		AP		5,838.07
92044	1/18/2021	FASTENAL COMPANY		AP		161.58
92045	1/18/2021	Ferguson Enterprises, LLC #3011		AP		2,239.83
92046	1/18/2021	FOSTER LAKE MALL		AP		10.00
92047	1/18/2021	JESSICA GARDNER		AP		62.41
92048	1/18/2021	GAIL GLASS		AP		69.58
92049	1/18/2021	JOSHUA HALFACRE		AP		55.61
92050	1/18/2021	TOM/KATHLEEN HORN		AP		61.25
92051	1/18/2021	HOY'S TRUE VALUE		AP		240.53
92052	1/18/2021	ANDREW HUDDLESTON		AP		37.11
92053	1/18/2021	INDUSTRIAL WELDING SUPPLY, IN		AP		122.84
92054	1/18/2021	International Conference of Police Chap		AP		125.00
92055	1/18/2021	GERALD IVERSON		AP		203.78
92056	1/18/2021	NATHANIEL JEPPSEN		AP		81.95
92057	1/18/2021	JUNIOR LIBRARY GUILD		AP		159.80
92058	1/18/2021	Keller Associates, Inc.		AP		60,500.00
92059	1/18/2021	KIP AMERICA, Inc.		AP		240.00
92060	1/18/2021	Legend Data Systems, Inc.		AP		118.50
92061	1/18/2021	LIBERTY ROCK PRODUCTS, INC.		AP		45.64
92062	1/18/2021	METEREADERS, LLC		AP		1,899.30

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
92063	1/18/2021	MOONLIGHT BPO, INC.		AP		2,889.85
92064	1/18/2021	Moore Holding Corporation		AP		13,825.50
92065	1/18/2021	Sean Morgan		AP		510.00
92066	1/18/2021	THE MORGAN CPS GROUP, INC.		AP		420.00
92067	1/18/2021	MICHAEL MURPHY		AP		84.02
92068	1/18/2021	NATIONAL PHOTOCOPY CORPORA		AP		495.19
92069	1/18/2021	NET ASSETS		AP		460.00
92070	1/18/2021	Northwest Natural		AP		4,102.70
92071	1/18/2021	O & M TIRE SHOP, INC.		AP		425.00
92072	1/18/2021	O & M TIRE SHOP, INC.		AP		2,632.50
92073	1/18/2021	OREGON ASSOC. CHIEFS OF POLIC		AP		150.00
92074	1/18/2021	OREGON ASSOC. CHIEFS OF POLIC		AP		150.00
92075	1/18/2021	O'REILLY AUTOMOTIVE, INC.		AP		200.61
92076	1/18/2021	PACIFIC POWER		AP		20,963.33
92077	1/18/2021	PAN PACIFIC INVESTMENTS LLC		AP		119.06
92078	1/18/2021	SUSAN PARK		AP		60.82
92079	1/18/2021	PASTEGA COFFEE SERVICE		AP		250.40
92080	1/18/2021	ANNA PERRY		AP		124.76
92081	1/18/2021	PETROCARD		AP		1,514.99
92082	1/18/2021	Lydell Phillips		AP		1,000.00
92083	1/18/2021	PROFESSIONAL SECURITY ALARM		AP		556.00
92084	1/18/2021	JOHN E. REID AND ASSOCIATES, IN		AP		445.00
92085	1/18/2021	SAMARITAN HEALTH SERVICES, II		AP		125.00
92086	1/18/2021	Scottmiriam, Inc.		AP		897.00
92087	1/18/2021	SOUTH FORK TRADING CO., INC.		AP		352.95
92088	1/18/2021	Staples, Inc.		AP		1,013.73
92089	1/18/2021	STATE OF OREGON - Notary		AP		40.00
92090	1/18/2021	STATE OF OREGON - Notary		AP		40.00
92091	1/18/2021	GARY STEBBINS		AP		44.33
92092	1/18/2021	Sunset Electric, Inc.		AP		45.00
92093	1/18/2021	SUNSHINE INDUSTRIES UNLIMITE		AP		1,067.09
92094	1/18/2021	SYNCB/AMAZON		AP		542.82
92095	1/18/2021	THE BUILDING DEPARTMENT, LLC		AP		5,046.18
92096	1/18/2021	Thyssenkrupp Elevator Corporation		AP		92.95
92097	1/18/2021	TWGW, INC. NAPA AUTO PARTS		AP		478.12
92098	1/18/2021	TWGW, INC. NAPA AUTO PARTS		AP		48.97
92099	1/18/2021	CANDI UNGER		AP		137.16
92100	1/18/2021	VALLEY OVERHEAD DOOR SALES		AP		143.75
92101	1/18/2021	W. W. Grainger, Inc.		AP		129.72
92102	1/18/2021	WALKER HEATING & AC, INC.		AP		5,219.50
92103	1/18/2021	DAVID WALTERS		AP		83.51
92104	1/18/2021	WELLS FARGO FINANCIAL LEASIN		AP		734.00
92105	1/18/2021	WILDISH SAND & GRAVEL CO.		AP		745.49
92106	1/19/2021	OREGON DEPT. OF ENVIRONMENI		AP		300.00
0	1/20/2021	UMPQUA BANK - ACH		AP		5,362.56
0	1/27/2021	Vantagepoint Trf. Agents 705507		AP		508.33
0	1/27/2021	PERS		AP		13,362.95
0	1/27/2021	FEDERAL PAYROLL TAXES		AP		35,212.53
0	1/27/2021	MEDICARE		AP		9,303.82
0	1/27/2021	SWEET HOME COMMUNITY FOUN		AP		149.13
0	1/27/2021	FICA PAYROLL TAXES		AP		39,089.14
0	1/27/2021	ASI-PAYROLL DEDUCTIONS		AP		180.33
0	1/27/2021	NATIONWIDE-PAYROLL DEDUCTIC		AP		550.00
0	1/27/2021	Vantagepoint Trf. Agents 300619		AP		2,720.00
0	1/27/2021	HSA - PAYROLL DEDUCTIONS		AP		850.00
0	1/27/2021	CHILD SUPPORT ACCOUNTING UN		AP		601.00









SWEET HOME POLICE DEPARTMENT
CHIEF OF POLICE
 1950 Main Street
 Sweet Home, OR 97386
 (541) 367-5181 Fax (541) 367-5235



	This Month	Last Month	Last Year	Year to Date	
	1/31/2021	12/31/2020	1/31/2020	1/31/2021	5 Year
Call Volume	663	661	732	2020-00663	692
CAD Calls	1350	1130	1511	1350	1411
ONIBR Person Crimes	20	8	17	20	12
ONIBR Person Crimes Cleared	14	4	14	14	9
ONIBR Property Crimes	26	21	32	26	34
ONIBR Property Crimes Cleared	5	8	8	5	8

Trends:

Earlier this month the Public Works Department received the permits associated with the Radar Traffic signs for various locations along Main Street and Highway 228. The signs, which are somewhat mobile, should be up and installed soon. This will allow us to start gathering data related to the traffic in our downtown corridor and further east on Main Street. The intent is to use this data and assign patrol units in those areas with the most efficient use of our resources. On a similar topic, our Radar Trailer has been refurbished and repaired by the PW Mechanic and is now being deployed to areas in the Avenues and off of Main Street where we are receiving traffic complaints. One such area is 1st Avenue. We have been assigning vehicles in that area in an attempt to deter speeding.

Our community's response to homelessness remains a key focus of the Police Department. As of the middle of February 2021, there are between 12 to 14 persons staying on the property at the Nazarene Church. The Family Assistance Resource Center Group continues to accept a larger role in the management of the camp that is at the Church. It has provided more support. A significant amount of effort has recently gone into organizing and cleaning the area. A lot of appreciation should go out to the members of the Nazarene Church, the Family Assistance Resource Center Group, and the community volunteers that made this happen.

The end of March is fast approaching and with it, the end of the emergency shelter opportunity that has been hosted by the Nazarene Church. The homeless "sub-committee" that is working towards possible action items and the next steps that will be needed beginning in April when the Nazarene Church site is no longer operating in its current capacity. The group remains active in developing a comprehensive plan to respond to homelessness in our community. Based on the scale of the task of this committee, I do not believe that any site options to potentially replace the existing emergency shelter will be selected and ready. My hope is that soon, we will be able to present a framework of our discussions to the Council and the Community for their input and be able to move forward later in the spring.



CITY OF SWEET HOME VIEWERS' REPORT MEETING

January 18, 2021, 1:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

WIFI Passcode: guestwifi

PLEASE silence all cell phones – Anyone who wishes to speak, please sign in.

Mission Statement

The City of Sweet Home will work to build an economically strong community with an efficient and effective local government that will provide infrastructure and essential services to the citizens we serve. As efficient stewards of the valuable assets available, we will be responsive to the community while planning and preparing for the future.

Meeting Information

A Viewer's Report Meeting will be held at City Hall, 3225 Main Street. In order to protect residents, staff, and elected officials due to the novel COVID-19 virus, the frequency and length of public meetings, including the City Council, boards and commissions, will be minimized. Non-urgent and non-essential City business with expected public feedback will be postponed whenever possible. Individuals attending public meetings in person will be limited to the first six people, required to maintain appropriate social distancing, (6-ft.) and be free of symptoms related to COVID-19. The City of Sweet Home City Council is streaming the meeting via the Microsoft Teams platform and asks the public to consider this option. There will be opportunity for public input via the live stream. To view the City Council meeting live, online visit live.sweethomeor.gov. If you don't have access to the internet you can call in to 541-367-5128 and you'll be asked to choose option #1 to be logged in to the call. Phone Conference ID: 510 641 31#

This video stream and call in options are allowed under Council Rules, meet the requirements for Oregon public meeting law, and has been approved by the Mayor as Chairperson of the meeting. All votes will be conducted by Roll Call Vote.

Call to Order

The meeting was called to order at 1:35 PM

Roll Call

VIEWER'S

Tim McQueary
Charlene Adams
Dave Holley

STAFF

Lagea Mull, Communications Specialist
Ray Towry, City Manager
Robert Snyder, City Attorney
Blair Larsen, Community & Economic Development Director
Julie Fisher, Administrative Assistant
Joe Graybill, Staff Engineer
Brandon Neish, Finance Director

The location of the meeting is accessible to the disabled. If you have a disability that requires accommodation, advanced notice is requested by notifying the City Manager's Office at 541-367-8969.

New Business

City Attorney explained the process to the Viewer's regarding the Local Improvement District.

- a) Resolution No. 1 for 2021 -Willow Street Neighborhood Local Improvement District (L.I.D.) (pg. 126)

Staff Engineer Joe Graybill explained the water issue which prompted the LID and explained one method of determining cost share which is based upon linear footage of property frontage and area. This project will serve 58 individual properties and it was acknowledged that the cost could be difficult for some of the homeowners and should be considered. It was also noted that there are a few properties which are sizable and development cost would be higher for their one service.

In addition to water service, development of streets, sidewalks and drainage was discussed.

Other items of discussion for consideration by the Viewer's included: System Development Fees (either existing or new), low-income homeowners or elderly homeowners, length of terms (suggested 30 year), and properties that are outside of average size or located on corner lots.

Viewer Dave Holley stated there is one property owner that owns 22 properties, who initiated the LID. To oppose the LID, 2/3rd of the property owners would have to come forward, which is not possible.

Mr. Holley also stated the LID fees could amount to \$39,000 which could be unbearable to some of those homeowners. Mr. Holley was for the water LID, but only for a very basic street improvement LID to keep the cost somewhat bearable for the owners.

Viewer Charlene Adams was concerned about street improvements on 19th due to the size of the street. She agreed with Mr. Holley on the water LID and some street improvement.

Tim McQueary agreed the water is imperative. He questioned the size of the ROW width. Staff Engineer stated the smallest is 40', but sidewalks and two lanes are possible. Street parking was a concern.

Recommendation by the committee was on methodology for cost share based on linear foot of frontage by 150' depth and area. They agreed on very little street improvement, but water LID is necessary.

Staff will research any grants available that could help the overall cost.

Adjournment

The meeting adjourned at 2:40 PM

Chair

ATTEST:

City Manager – Ex Officio City Recorder



CITY OF SWEET HOME VIEWERS' REPORT COMMITTEE MINUTES

January 21, 2021, 1:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

WIFI Passcode: guestwifi

PLEASE silence all cell phones – Anyone who wishes to speak, please sign in.

Mission Statement

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Call to Order

The meeting was called to order at 1:30 PM.

Roll Call

Viewers. Charlene Adams, Nancy Patton, and Dave Holley

New Business

- a) Resolution No. 1 for 2021 -Willow Street Neighborhood Local Improvement District (L.I.D.)
Installment of water, street, sidewalk, curb, gutter, and storm drain improvements on Willow Street, Yucca Street, part of Tamarack Street, and parts of 18th, 19th and 20th Avenues.
The viewers shall investigate the plat and City Manager's Report and shall make recommendations to the City Council with regard to the project together with a just estimated assessment of the benefits to the property that they determine to be specifically benefitted by the project.

The location of the meeting is accessible to the disabled. If you have a disability that requires accommodation, advanced notice is requested by notifying the City Manager's Office at 541-367-8969.

The Viewers made the following recommendations:

The recommended methodology to be used to assess the cost per property should be the average of the cost based on an area of each property with a 150-foot maximum depth.

The Viewers recommend proceeding with the LID for the street improvements with the estimated assessment values as set forth on the cost chart breakdown presented (included street, sidewalk, curb, gutter and storm drain improvements). This recommendation was made with a 2 to 1 vote of the Viewers' on January 21, 2021 with Nancy Patton and Charlene Adams voting for proceeding with the LID and Dave Holly voting not to proceed.

The Viewers recommended the City pay for any additional cost that are a direct cost of using an oversized water main improvement that benefits the City's water system conductivity.

The Viewers want the City Council to consider that the City no charge SDC fees for the LID and/or contribute funds to the LID that are equivalent amount.

The Viewers recommend that the City investigate any grant fund sources that may be available from other governmental and nongovernmental agencies that do not unnecessarily lengthen the LID process.

Adjournment

With no further business, the meeting adjourned.

Chair

ATTEST:

City Manager – Ex Officio City Recorder