



**Eugene City Council**

125 E. 8th Ave., 2nd Floor  
Eugene, OR 97401-2793  
541-682-5010 • 541-682-5414 Fax  
www.eugene-or.gov

# EUGENE CITY COUNCIL AGENDA

April 23, 2018

**7:30 p.m. CITY COUNCIL MEETING**  
**Harris Hall, 125 East 8<sup>th</sup> Avenue**  
**Eugene, Oregon 97401**

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**Meeting of April 23, 2018;**  
**Her Honor Mayor Lucy Vinis Presiding**

**Councilors**

Mike Clark, President  
Greg Evans  
Emily Semple  
Jennifer Yeh

Betty Taylor, Vice President  
Chris Pryor  
Claire Syrett  
Alan Zelenka

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**7:30 p.m. CITY COUNCIL MEETING**  
**Harris Hall, 125 East 8<sup>th</sup> Avenue**  
**Eugene, Oregon 97401**

*Mayor: I call the April 23, 2018, City Council meeting to order.*

**1. PUBLIC FORUM**

*Mayor: The Public Forum is an opportunity for individuals to speak to the City Council on any city-related issues except for those items which have already been heard by a Hearings Official or are on tonight's agenda as a public hearing. Each person will have three minutes to speak. When you come to the podium, please give your name, city of residence, and, for Eugene residents, your ward if known. The timer and lights indicate the time you have to speak. The red light indicates the end of three minutes.*

*Mayor closes Public Forum and asks for comments from the City Council.*

**2. CONSENT CALENDAR**

**A. Approval of City Council Minutes**

- a. April 9, 2018, Work Session
- b. April 9, 2018, Meeting
- c. April 11, 2018, Work Session

## **B. Approval of Tentative Working Agenda**

*City Council President: I move to approve the items on the consent calendar.*

*Call for vote.*

### **3. Public Hearing and Possible Action: Resolution 5224 Renaming the Westmoreland Community Center as the Dr. Edwin L. Coleman, Sr. Community Center in Honor of Dr. Edwin Coleman**

*Manager: Introduces topic, presents background information.*

*Mayor opens the public hearing: Those wishing to speak during the Public Hearing must submit a completed "Request to Speak" form to the information desk, prior to the beginning of the Public Hearing. When you come to the podium, please give your name, city of residence, and, for Eugene residents, your ward if known; you will have three minutes to comment. There are lights on the timer; the red light indicates the end of three minutes.*

*Mayor: Closes the public hearing.*

*Mayor: Asks for questions or comments from the City Council.*

*City Council President: I move to adopt Resolution 5224 renaming the Westmoreland Community Center as the Dr. Edwin L. Coleman, Sr. Community Center in honor of Dr. Edwin Coleman.*

*Call for vote.*

### **4. Public Hearing and Possible Action: Resolution 5225 Naming the Unnamed Park Located Near the Corner of Royal Avenue and Elizabeth Street the Andrea Ortiz Park in Honor of Andrea Ortiz**

*Manager: Introduces topic, presents background information.*

*Mayor opens the public hearing: Those wishing to speak during the Public Hearing must submit a completed "Request to Speak" form to the information desk, prior to the beginning of the Public Hearing. When you come to the podium, please give your name, city of residence, and, for Eugene residents, your ward if known; you will have three minutes to comment. There are lights on the timer; the red light indicates the end of three minutes.*

*Mayor: Closes the public hearing.*

*Mayor: Asks for questions or comments from the City Council.*

**City Council President:** *I move to adopt Resolution 5225 naming the unnamed park located near the corner of Royal Avenue and Elizabeth Street the Andrea Ortiz Park in honor of Andrea Ortiz*

**Call for vote.**

**5. Action: Potential Disposition of East 3<sup>rd</sup> Alley Property**

**City Council President:** *I move to direct the City Manager to work with Mr. Wilson-Charles to negotiate deal points for sale of the 1,270 sq. ft. City-owned property at E. 3rd Alley for future council consideration.*

**Call for vote.**

**6. Action: An Ordinance Updating the Public Passenger Vehicle Code**

**City Council President:** *I move to adopt Council Bill 5183, an ordinance concerning public passenger vehicle services.*

**Call for vote.**

*Adjourn.*

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The Eugene City Council welcomes your interest in these agenda items. This meeting location is wheelchair-accessible. For the hearing impaired, an interpreter can be provided with 48 hours' notice prior to the meeting. Spanish-language interpretation will also be provided with 48 hours' notice. To arrange for these services, contact the receptionist at 541-682-5010. City Council meetings are telecast live on Metro Television, Comcast channel 21, and rebroadcast later in the week.

El consejo de la Ciudad de Eugene agradece su interés en estos asuntos de la agenda. El lugar de la reunión tiene acceso para sillas de ruedas. Se puede proveer a un intérprete para las personas con discapacidad auditiva si avisa con 48 horas de anticipación. También se puede proveer interpretación para español si avisa con 48 horas de anticipación. Para reservar estos servicios llame al 541-682-5010. Las reuniones del consejo de la ciudad se transmiten en vivo por Metro Television, Canal 21 de Comcast y son retransmitidas durante la semana.

For more information, contact the Council Coordinator at 541-682-5010,  
or visit us online at [www.eugene-or.gov](http://www.eugene-or.gov).

# EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



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## Public Forum

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Meeting Date: April 23, 2018  
Department: Central Services  
[www.eugene-or.gov](http://www.eugene-or.gov)

Agenda Item Number: 1  
Staff Contact: Beth Forrest  
Contact Telephone Number: 541-682-5882

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### **ISSUE STATEMENT**

This segment allows citizens the opportunity to express opinions and provide information to the council. Testimony presented during the Public Forum should be on City-related issues and should not address items which have already been heard by a Hearings Official, or are on the present agenda as a public hearing item.

### **SUGGESTED MOTION**

No action is required; this is an informational item only.

### **FOR MORE INFORMATION**

Staff Contact: Beth Forrest  
Telephone: 541-682-5882  
Staff E-Mail: [beth.l.forrest@ci.eugene.or.us](mailto:beth.l.forrest@ci.eugene.or.us)

# EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



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## Approval of City Council Minutes

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Meeting Date: April 23, 2018  
Department: Central Services  
[www.eugene-or.gov](http://www.eugene-or.gov)

Agenda Item Number: 2A  
Staff Contact: Beth Forrest  
Contact Telephone Number: 541-682-5882

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### ISSUE STATEMENT

This is a routine item to approve City Council minutes.

### SUGGESTED MOTION

Move to approve the following minutes: April 9, 2018, Work Session; April 9, 2018, Meeting; and April 11, 2018, Work Session.

### ATTACHMENTS

- A. April 9, 2018, Work Session
- B. April 9, 2018, Meeting
- C. April 11, 2018, Work Session

### FOR MORE INFORMATION

Staff Contact: Beth Forrest  
Telephone: 541-682-5882  
Staff E-Mail: [beth.l.forrest@ci.eugene.or.us](mailto:beth.l.forrest@ci.eugene.or.us)

## MINUTES

**Eugene City Council  
Harris Hall, 125 East 8<sup>th</sup> Avenue  
Eugene, Oregon 97401**

**April 9, 2018  
5:30 p.m.**

**Councilors Present:** Emily Semple, Betty Taylor, Alan Zelenka, Jennifer Yeh, Mike Clark, Greg Evans, Claire Syrett, Chris Pryor

Mayor Vinis opened the April 9, 2018, Work Session of the Eugene City Council.

### **1. Committee Reports and Items of Interest from Mayor, City Council, and City Manager**

#### Council Discussion

- Recognize that the neighborhood matching grants are on the consent calendar tonight and all nine projects were approved.
- Would like to see a dog park in every 20-minute neighborhood.
- Concerned about how the Planning Commission meeting regarding SB 1051 was set up.
- Councilor Syrett will be attending a community court conference in May.
- Santa Clara Community Organization expressed concerns about potential car camp in their neighborhood.
- More information requested about the timeline for discussing C-2 zoning.

### **2. WORK SESSION: Construction Excise Tax**

Community Development Director Michael Kinnison and Grants Manager Stephanie Jennings returned to Council as a follow-up from last April with suggestions, analysis, and recommendations about implementing a Construction Excise Tax and local options for affordable housing. This included reviewing a set of recommendations from the Housing Policy Board.

#### Council Discussion

- Appreciate staff response to Council direction from last year, but a lot has changed over that time period.
- Not supportive of implementing a CET, but do support a motion to have a broader conversation around housing affordability and best outcomes.
- Questions raised about how the one percent CET rate was determined.
- Stakeholders in the community have concerns about moving forward with the CET without having broader, deeper conversations about barriers to building affordable housing in the community.
- Questions raised about the difference in residential vs. commercial/industrial CET rate.
- Concerns expressed about creating a double exemption for projects that may overlap with Multiple Unit Property Tax Exemption.
- Request made for meeting notes from Housing Policy Board.
- CET issue should be part of a larger conversation about missing middle housing because it should all be thought of as a package.
- Affordable housing requires affordable building and worst outcome would be if efforts to come up with funding mechanisms makes affordable construction more expensive.

- Important not to confuse affordable and subsidized housing.
- Best outcomes are exploring and addressing the specific barriers to building affordability.
- Clarification requested about whether CET money could be used to help people stay in their homes or pay utility bills.
- Support analyzing each possible component to affordable housing as a package to make sure there aren't conflicts between them.
- Should have high expectations for community input on this issue and make sure it is diverse and representative.
- Housing incentive tools include purchasing land, helping with infrastructure costs, closing gap for construction, SDC exemptions, property tax exemptions, addressing regulatory issues – some are process-oriented and some are financial.
- Want a package of strategies that work together to rebalance the market, deliverable items to make housing more affordable.
- For clarity, staff coming back should be as immediate as possible with the cost and the plan, but will accomplish ultimate work of going forward within six months of motion passing.
- Suggest friendly amendment to specify the date-certain be October 9, 2018, and that the mayor appoint a task-force of stakeholders to lead the conversations.
- Better Housing Together was formed for this purpose and started this process; may be able to build from that.
- Friendly amendment made and accepted that sets the time frame as six months from when staff brings back proposals and funding options.
- In favor of implementing a CET and addressing the barriers; want to know what the timeline is for potential actions.
- Worried that the concept of a “package” will delay action because it could make project too large – want to be realistic about what can be accomplished.
- Questions asked about using consultants vs. expecting planning staff to take on work.
- Would like staff to lay out a scope of work that addresses current issues and fundamentals, not entirely solving the housing crisis.

**MOTION AND VOTE (including friendly amendments):** Councilor Clark, seconded by Councilor Taylor, moved to direct the City Manager to bring back to Council for consideration a recommended process and the necessary funding to allow staff to identify existing barriers to housing affordability, availability, and diversity of type within the City of Eugene, the process to be completed within six months from Council's approval of the process and the funding. **PASSED 8:0.**

Mayor Vinis announced the Council did not get to the third item on the agenda, dog licensing, and it would likely be put on the agenda for the Wednesday work session.

The meeting adjourned at 6:58 p.m.

Respectfully submitted,

Elena Domingo  
Deputy City Recorder

## MINUTES

**Eugene City Council  
Harris Hall, 125 East 8<sup>th</sup> Avenue  
Eugene, Oregon 97401**

**April 9, 2018  
7:30 p.m.**

**Councilors Present:** Emily Semple, Betty Taylor, Alan Zelenka, Jennifer Yeh, Mike Clark, Greg Evans, Claire Syrett, Chris Pyror

Mayor Vinis opened the April 9, 2018, meeting of the Eugene City Council.

**1. PUBLIC FORUM**

1. Joel Iboa – conveyed the Human Rights Commission’s support for name proposals, sanctuary law.
2. Bonnie Souza – asked the council to expand the Protections for Individuals ordinance.
3. Ib Hamide – supported expanding Protections for Individuals law; communities being targeted.
4. David Fidanque – supported expanding the reach of the Protections for Individuals ordinance.
5. John Vandlandingham – strongly supported the Construction Excise Tax proposal.
6. Francisca Johnson – advocated for park named in honor of former Councilor Andrea Ortiz.
7. Max Gessert – supported expanding Protections for Individuals ordinance.
8. Seda Collier – encouraged completion of the expansion of the safe cities ordinance.
9. Chris Wig – provided comments on implementation of SB 1051 and secondary dwelling units.
10. Kate Gessert – supported expansion of Protections for Individuals ordinance.
11. David Piccioni – encouraged council to think about why people need sanctuary here.
12. Julie Fahey – State Representative, spoke about the intentions behind SB 1051 and SDUs.
13. Emily Reiman – supported CET and implementation as quickly as possible.
14. Julie Tanit – opposed including free-roaming cats in proposed wildlife feeding ban.
15. Louanne Koch – spoke on behalf of cat rescue adoption network; trap and neuter networks work.
16. Daniel Borson – supported expansion of Protections for Individuals for marginalized communities.
17. David Woken – supported expanding Protections for Individuals ordinance.
18. Carmen Urbina – supported naming park for Andrea Ortiz and building for Dr. Edwin Coleman.
19. Bob Bussel – supported naming parks after those who model engaged citizenship.
20. Mary Leighton – supported exploring deficiencies in current Protections for Individuals ordinance.
21. Ofelia Selts – advocated for naming park after Andrea Ortiz.
22. Felicitas Caballero - advocated for naming park after Andrea Ortiz.
23. Christine Carranza - advocated for naming park after Andrea Ortiz.
24. Rebecca Flynn - advocating for park naming after Andrea Ortiz.
25. Bob Cassidy – referenced *The Register-Guard* article regarding the performance auditor issue.
26. Marshall Peter - advocated for naming park after Andrea Ortiz.
27. Jenny Allen – spoke in favor of changing code to allow SDUs on church properties.
28. Ruth Duemler - advocated for proposals to honor Andrea Ortiz and Ed Coleman; supported CET.
29. Roy Ward – spoke in favor of expanding Protections for Individuals ordinance.
30. Cheri Briggs – opposed including feral cats in any potential wildlife feeding ban.
31. David Sáez – said individuals in our community deserve a safe and healthy life.
32. Kelly Coulter and Nicole West – spoke in favor of trap and neuter strategies for feral cats.
33. Misha English – Willamette Animal Guild, supported trap and neuter strategy for feral cats.
34. Rabbi Jacob Siegel – asked Council to pass the Eruv resolution.



35. Oriana Hurwit - asked Council to pass the Eruv resolution.
36. George Tanner - asked Council to pass the Eruv resolution.
37. Lauren Herbert – supported expansion of Protections for Individuals ordinance.
38. Kimberly Gladen – expressed concerns about downtown safety.
39. Carla Hervert – spoke against including feral cats in a wildlife feeding ban.
40. Molly Craig – spoke against including feral cats in a wildlife feeding ban.
41. Paulina Romo – supported expansion of Protections for Individuals ordinance.
42. John Roth – supported expansion of Protections for Individuals ordinance.
43. Stefan Strek – voiced concerns about City Hall.

#### Council Discussion

- Feedback requested on what direction is needed from Council for City Manager to move forward on surveying City departments to complete the second step in the Protections for Individuals ordinance.
- Support waiving naming policy for both Andrea Ortiz and Ed Coleman.
- Feral cats were mentioned during first work session on wildlife feeding ban, but Council did not direct staff to draft an ordinance with this language.
- Council needs to protect all people in this community, documented or not, because separating children from their parents is unacceptable.
- Consider amending the naming policy instead of waiving the policy in this particular instance. Will have that discussion at the upcoming work session.

## 2. CONSENT CALENDAR

Councilor Semple pulled Item B from the Consent Calendar.

- A. Approval of City Council Minutes
  - June 26, 2017, Work Session
  - February 12, 2018, Work Session
  - February 12, 2018 Meeting
  - February 14, 2018, Work Session
  - February 20, 2018, Public Hearing
  - February 21, 2018, Work Session
  - February 24, 2018 Retreat
  - February 26, 2018, Work Session
  - February 26, 2018, Meeting
  - February 28, 2018, Work Session
  - March 12, 2018, Work Session
  - March 12, 2018, Meeting
  - March 14, 2018, Work Session
  - January 24, 2018, Work Session
  - January 31, 2018, Work Session
  - February 10, 2018, Retreat
- B. Approval of Tentative Working Agenda
- C. Approval of Neighborhood Matching Grants for Fiscal Year 2018

**MOTION AND VOTE:** Councilor Clark, seconded by Councilor Taylor, moved to approve the items on the Consent Calendar. **PASSED 8:0.**

Council Discussion

- The dog ban topic was added to the agenda during break and there wasn't enough time for people to respond.

**MOTION AND VOTE:** Councilor Clark, seconded by Councilor Taylor, moved to approve Item B on the Consent Calendar. **PASSED 6:2**, Councilors Semple and Taylor opposed.

**3. POTENTIAL ACTION: Adoption of Resolution Supporting Eruv**

**MOTION:** Councilor Clark, seconded by Councilor Taylor, moved to approve the Resolution to Support the Establishment of the Eugene Eruv.

Council Discussion

- Information requested about the secular purpose behind the Eruv and the establishment clause.
- Happy to support an Eruv for the Jewish community in Eugene.

**VOTE: PASSED 8:0.**

Mayor Vinis closed the meeting of the Eugene City Council and opened a meeting of the Eugene Urban Renewal Agency.

**4. URA POTENTIAL ACTION: Appointment to Expenditure Review Panel for Downtown Urban Renewal District**

Urban Development Analyst Allie Camp presented Mayor Vinis' recommendation to fill a vacant position on the Expenditure Review Panel.

**MOTION AND VOTE:** Councilor Clark, seconded by Councilor Taylor, moved to appoint the Mayor's nomination of Ms. Claire Barnum to the Expenditure Review Panel.  
**PASSED 8:0.**

Mayor Vinis closed the meeting of the Eugene Urban Renewal Agency and re-opened the meeting of the Eugene City Council.

**5. WORK SESSION: Initiation of Land Use Code Changes Related to the 5<sup>th</sup> Street Market District Expansion Project**

Urban Development Manager Will Dowdy presented the changes to Eugene's Land Use Code that Council has the option to consider in order to enable elements of the 5<sup>th</sup> Street Market District expansion, including a building height issue and a rooftop sign.

**MOTION:** Councilor Clark, seconded by Councilor Taylor, moved to initiate a land use code amendment creating a tiered height limit in the Skinner Butte Height Limitation Area and move to initiate an uncodified land use code amendment waiving height requirements for roof signs on the proposed Gordon Hotel site.

Council Discussion

- Information requested about the difference between codified and uncodified ordinances.
- Support City Manager's recommendation because the code changes will enhance the look of downtown and not affect the view from the butte.
- Information about when and why the Skinner Butte height limitation was put in place would be helpful.

**VOTE: PASSED 8:0.**

The meeting ended at 9:45 p.m.

Respectfully submitted,

Elena Domingo  
Deputy City Recorder

## MINUTES

**Eugene City Council  
Harris Hall, 125 East 8<sup>th</sup> Avenue  
Eugene, Oregon 97401**

**April 11, 2018  
12:00 p.m.**

**Councilors Present:** Emily Semple, Betty Taylor, Alan Zelenka, Jennifer Yeh, Mike Clark, Greg Evans, Claire Syrett, Chris Pryor

Councilor Clark opened the April 11, 2018, Work Session of the Eugene City Council.

**1. WORK SESSION: Downtown Dog Licensing**

Assistant City Manager Kristie Hammitt discussed downtown updates including activities and community engagement, youth activities, daytime storage, restroom programs, and community court. Planning and Development Director Denny Braud discussed safety issues around dogs downtown and proposed options for Council consideration.

Council Discussion

- The presence of dogs downtown is pleasant and makes it feel more welcoming. It is important for everyone to have licensed dogs with rabies shots.
- Questions asked about how the proposed license requirement will impact visiting people with dogs. Consider allowing dog licenses from other states.
- It is critical that all dogs have rabies shots; significant health concern.
- There is a pro-bono option for individuals to get their dogs licensed, therefore making the requirement equitable.
- Questions raised about the practicality and enforcement of a licensing requirement.
- Support including map of downtown core with the draft ordinance.

**MOTION AND VOTE:** Councilor Taylor, seconded by Councilor Zelenka, moved to direct the City Manager to schedule a public hearing on an ordinance concerning the prohibition of unlicensed dogs within the downtown core consistent with the draft ordinance attached as Attachment A, including a map. **PASSED 8:0.**

**2. WORK SESSION: Wildlife Feeding**

Building Official Mark Whitmill gave background information about the proposed ordinance regarding feeding wildlife.

Council Discussion

- Questions raised about rats and rat population; not sure if the proposed measures would address the current rat problem.
- Would like to see the City provide closed compost bins and wooden rat raps to demonstrate its commitment to resolving the problem.
- Support waiting to see the outcomes of rat education before moving forward on a wildlife feeding ban.
- The Medford model does address the massive problem of turkeys and deer; important to not lose sight of the rat conversation.
- Questions raised about why the animals listed were chosen and how feeding is defined.

- Any new legislation should connect the dots with the proposed definition of feeding with rat feeding including leaving out composting and chicken coops, etc.
- Consider looking at where the holes in the current rodent control provisions are and amending them and passing a separate wildlife provision so as not to create an enforcement problem.
- Support Oregon Department of Fish and Wildlife helping to control turkey population.
- Rats are the most pressing issue; education efforts may not be enough.
- Find a way to differentiate between active feeding and passive feeding in the ordinance language.
- Figure out what “success” would look like, possibly including metrics in determining if the ban is successful.

**MOTION AND VOTE:** Councilor Zelenka, seconded by Councilor Pryor, moved to schedule a work session to review the proposed ordinance as discussed today. **PASSED 7:1**, Councilor Semple opposed.

### 3. WORK SESSION: Exception to Naming Policy Requirement

Parks Planning Manager Carolyn Burke and Human Rights and Neighborhood Involvement Manager Jennifer Lleras Van Der Haeghen discussed exceptions to the Eugene Naming Policy to rename Westmoreland Community Center to Dr. Edwin L. Coleman, Sr. Community Center and name an unnamed park located near the corner of Royal Avenue and Elizabeth Street as Andrea Ortiz Park.

#### Council Discussion

- Consider aligning time requirements in Naming Policy to be consistent for naming parks and open spaces and facilities.
- Would like to examine and clean up the naming policies so that there is no confusion in the future.
- The council established a naming policy for good reason; there is no urgency in waiving the policy at this time.
- Council has the authority to waive the policy if it feels a proposal is important and significant enough. A more robust conversation about the naming policy in general is needed.
- These individuals are deserving of naming and the places are appropriate; it’s not the first time an exception has been requested and granted.
- Names matter, they are important and it is important to have parks and names that represent the diversity of our community; happy to make an exception for these individuals based on the contributions they made to the city.
- The naming policy exists to prevent naming things spontaneously and without proper vetting, but that is not the case in this situation.
- It’s important to address the injustice that has resulted from the legacy of Oregon’s racist past and treatment of marginalized communities.
- It is challenging to objectively approach something that is inherently subjective and emotional because we’re talking about people.

**MOTION AND VOTE:** Councilor Zelenka, seconded by Councilor Semple, moved to extend the meeting ten minutes. **PASSED 7:1**, Councilor Taylor opposed.

- The naming policy favors those who have money, and doesn’t create an even playing field.

**MOTION:** Councilor Zelenka, seconded by Councilor Semple, moved to amend page three of the Naming Policy to provide spaces which “clearly” have been previously dedicated in honor of an individual and to amend page two of Appendix A of the Naming Policy to change two years to one year for honoring a deceased person.

- There are four criteria in the naming policy, and only one of them references money.
- Concerned that Council is moving too fast, but will vote in favor of this motion.
- Questions raised about what “clearly” means and how it applies.

**VOTE: PASSED 8:0.**

**MOTION:** Councilor Evans, seconded by Councilor Pryor, moved to direct the City Manager to initiate the process for renaming, including the scheduling of a public hearing for both Dr. Coleman and Andrea Ortiz. **PASSED 8:0.**

The meeting adjourned at 1:35 p.m.

Respectfully submitted,

Elena Domingo  
Deputy City Recorder

# EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



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## Approval of Tentative Working Agenda

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Meeting Date: April 23, 2018  
Department: City Manager's Office  
[www.eugene-or.gov](http://www.eugene-or.gov)

Agenda Item Number: 2B  
Staff Contact: Beth Forrest  
Contact Telephone Number: 541-682-5882

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### **ISSUE STATEMENT**

This is a routine item to approve City Council Tentative Working Agenda.

### **BACKGROUND**

On July 31, 2000, the City Council held a process session and discussed the Operating Agreements. Section 2, notes in part that "The City Manager shall recommend monthly to the council which items should be placed on the council agenda. This recommendation shall be placed on the consent calendar at the regular City Council meetings (regular meetings are those meetings held on the second and fourth Monday of each month in the Council Chamber). If the recommendation contained in the consent calendar is approved, the items shall be brought before the council on a future agenda. If there are concerns about an item, the item may be pulled from the consent calendar at the request of any councilor or the Mayor. A vote shall occur to determine if the item should be included as future council business." Scheduling of this item is in accordance with the Council Operating Agreements.

### **RELATED CITY POLICIES**

There are no policy issues related to this item.

### **COUNCIL OPTIONS**

The council may choose to approve, amend or not approve the tentative agenda.

### **CITY MANAGER'S RECOMMENDATION**

The City Manager has no recommendation on this item.

### **SUGGESTED MOTION**

Move to approve the items on the Tentative Working Agenda.

**ATTACHMENTS**

A. Tentative Working Agenda

**FOR MORE INFORMATION**

Staff Contact: Beth Forrest

Telephone: 541-682-5882

Staff E-Mail: [beth.l.forrest@ci.eugene.or.us](mailto:beth.l.forrest@ci.eugene.or.us)


































# City Council Tentative Agenda
















**Updated April 18, 2018**









Meeting Location: Harris Hall, 125 East 8<sup>th</sup> Avenue, unless otherwise noted









April 2018					
Date	Day	Time	Title	Length	Dept. Contact
23-Apr	Monday	5:30 pm	Committee Reports and Items of Interest	45 mins	Amanda D'Souza, PDD
			Steam Plant RFP (URA Work Session)		
			Homeless Systems Analysis Update (Work Session)	45 mins	Jason Dedrick, CS Regan Watjus, CS
		7:30 pm	Public Forum		Carolyn Burke, PW
			Rename Westmoreland Community Center in Honor of Dr. Edwin Coleman (Public Hearing & Possible Action)		
			Name Park in Honor of Andrea Ortiz (Public Hearing & Possible Action)		
			E. 3 <sup>rd</sup> Alley Property Disposition (Potential Action)		
			Ordinance Concerning Public Passenger Vehicle Services (Potential Action)		
<i>Expected absences for 4/23: none</i>					
25-Apr	Wednesday	12 pm	CRO Implementation and E-V Ready Homes Update (Work Session)	45 mins	Ethan Nelson, CS Chelsea Clinton, CS
			Wildlife Feeding (Work Session)	45 mins	Rachelle Nicholas, PDD
<i>Expected absences for 4/25: none</i>					










May 2018					
Date	Day	Time	Title	Length	Dept. Contact
9-May	Wednesday	12 pm	 City Council Retreat Update	90 mins	Jason Dedrick, CS Kristie Hammitt, CS
<i>Expected absences for 5/9: none</i>					
9-May	Wednesday	5:30 pm	 Budget Committee Meeting	45 mins	Jamie Garner, CS
<i>Expected absences for 5/9: none</i> <span style="float: right;"><i>Location: Library, Bascom/Tykeson Room</i></span>					
14-May	Monday	5:30 pm	 Committee Reports and Items of Interest  Community Justice Update (Work Session)  Fireworks (Work Session)	45 mins  45 mins	Pavel Gubanikhin, CS  Joe Zaludek, Fire
		7:30 pm	 Ceremonial Matters  Public Forum  MWMC Budget Ratification (Consent Calendar)  Resolution: LIRHPTE for Hilyard Terrace, St. Vincent de Paul (Consent Calendar)  Resolution Annexing Land located at 65 Nelson Lane (Bruce Wiechert Custom Homes; A 18-1) (Consent Calendar)  Ordinance on Dog Licensing (Public Hearing)  Ordinance on Rental Housing (Public Hearing)  Ordinance on 1000' Marijuana Buffer Zone (Public Hearing)  Ordinances: Secondary Dwellings Phase 1 Implementation SB 1051 (Potential Action)		John Huberd, PW  Ellen Meyi-Galloway, PDD  Nick Gioello, PDD  Denny Braud, PDD  Rachelle Nicholas, PDD  Mike McKerrow, PDD  Alissa Hansen, PDD
<i>Expected absences for 5/14: none</i>					
16-May	Wednesday	12 pm	 C-2 Zoning (Work Session)	45 mins	Alissa Hansen, PDD
			 North Eugene Neighborhood SDC Credit (Work Session)	45 mins	Mark Schoening, PW

<i>Expected absences for 5/16: none</i>					
16-May	Wednesday	5:30 pm	 Budget Committee Meeting		Jamie Garner, CS
<i>Expected absences for 5/16: none</i> <span style="float: right;"><i>Location: Library, Bascom/Tykeson Room</i></span>					
21-May	Monday	5:30 pm	Boards and Commissions Interviews		Cas Casados, CS
<i>Expected absences for 5/21: none</i> <span style="float: right;"><i>Note: Meeting time change</i></span>					
23-May	Wednesday	12 pm	Boards and Commissions Interviews		Cas Casados, CS
<i>Expected absences for 5/23: none</i>					
23-May	Wednesday	5:30 pm	 Budget Committee Meeting		Jamie Garner, CS
<i>Expected absences for 5/23: none</i> <span style="float: right;"><i>Location: Library, Bascom/Tykeson Room</i></span>					
29-May	Tuesday	5:30 pm	 Committee Reports and Items of Interest		
			 Urban Reserves Planning (Work Session)	45 mins	Rebecca Gershow, PDD
			 Clear and Objective Housing Standards Update (Work Session)	45 mins	Jenessa Dragovich, PDD
		7:30 pm	 Pledge of Allegiance to the Flag (Memorial Day)		
			 Public Forum		
			 Ordinance Concerning Edison Elementary School Site Parking (Public Hearing)		Alissa Hansen, PDD
			 Amendment to Wastewater SDC Methodology (Public Hearing)		Louranah Janeski, PW
			 Eugene-Springfield 2019 One-Year Action Plan (Potential Action)		Stephanie Jennings, PDD
<i>Expected absences for 5/29: none</i>					
30-May	Wednesday	12 pm	 Envision Eugene Comprehensive Plan and Parcel-Specific Diagram (Phase 2) (Work Session)	45 mins	Chelsea Hartman, PDD
			 Barriers to Housing (Work Session)	45 mins	Michael Kinnison, PDD
<i>Expected absences for 5/30: none</i>					
30-May	Wednesday	5:30 pm	 Budget Committee Meeting		Jamie Garner, CS
<i>Expected absences for 5/30: none</i>					








June 2018					
Date	Day	Time	Title	Length	Dept. Contact
11-Jun	Monday	5:30 pm	 Committee Reports and Items of Interest  TBD (Work Session)  TBD (Work Session)		
		7:30 pm	 Pledge of Allegiance to the Flag (Flag Day)  Ceremonial Matters  Public Forum  Ordinance Concerning Edison Elementary School Site Parking (Potential Action)		Alissa Hansen, PDD
<i>Expected absences for 6/11: none</i>					
13-Jun	Wednesday	12 pm	 Transportation SDC Methodology (Work Session)	45 mins	Dan Kaler, PW
			 TBD (Work Session)	45 mins	
<i>Expected absences for 6/13: none</i>					
18-Jun	Monday	7:30 pm	 Modification to Transportation SDC Methodology (Public Hearing)		Dan Kaler, PW
<i>Expected absences for 6/18: none</i>					
20-Jun	Wednesday	12 pm	 Nuisance Codes (Work Session)	45 mins	Rachelle Nicholas, PDD
			 TBD (Work Session)		
<i>Expected absences for 6/18: none</i>					
25-Jun	Monday	5:30 pm	 Committee Reports and Items of Interest		
			 Zone of Benefit/Reimbursement District (Work Session)	45 mins	Mark Schoening, PW
			 Unimproved Roads (Work Session)	45 mins	Mark Schoening, PW
<i>Expected absences for 6/25: Taylor</i>					

25-Jun	Monday	7:30 pm	 Public Forum		Twylla Miller, CS
			 Resolution Authorizing Sale of General Obligation Bonds to Fund Street Preservation & Bicycle and Pedestrian Projects (Consent Calendar)		
			 FY18 Supplemental Budget (Public Hearing & Possible Action)		
			 FY19 Proposed Budget (Public Hearing & Possible Action)		
			 URA FY19 Proposed Budget (Public Hearing & Possible Action)		
			 Boards and Commission Appointments (Action)		Cas Casados, CS
<i>Expected absences for 6/25: Taylor</i>					
27-Jun	Wednesday	12 pm	 Police Auditor Annual Evaluation (Work Session)	45 mins	Keri Beraldo, CS
			 TBD (Work Session)	45 mins	
<i>Expected absences for 6/27: Taylor</i>					

July 2018					
Date	Day	Time	Title	Length	Dept. Contact
09-Jul	Monday	5:30 pm	 Committee Reports and Items of Interest		
			 TBD (Work Session)		
			 TBD (Work Session)		
		7:30 pm	 Pledge of Allegiance to the Flag and Reading of the Declaration of Independence (Independence Day)		
			 Ceremonial Matters		
			 Public Forum		
<i>Expected absences for 7/9: none</i>					
11-Jul	Wednesday	12 pm	 TBD (Work Session)		
			 TBD (Work Session)		
<i>Expected absences for 7/11: none</i>					

16-Jul	Monday	7:30 pm	 PH: Skinner Butte Height Limitation Amendment and Gordon Hotel Sign Code Amendments (Public Hearing)		Will Dowdy, PDD
<i>Expected absences for 7/16: none</i>					
18-Jul	Wednesday	12 pm	 Transportation System Plan Amendments (Work Session)	45 mins	Rob Inerfeld, PW
			 Emerging Transportation Technologies (Work Session)	45 mins	Rob Inerfeld, PW
<i>Expected absences for 7/18: none</i>					
23-Jul	Monday	5:30 pm	 Committee Reports and Items of Interest		
			 TBD (Work Session)		
			 TBD (Work Session)		
		7:30 pm	 Public Forum		
<i>Expected absences for 7/23: Taylor</i>					
25-Jul	Wednesday	12 pm	 TBD (Work Session)		
			 TBD (Work Session)		
<i>Expected absences for 7/25: Taylor</i>					

**Council Break: July 26 – September 10**

 Work Session	 Action	 Public Hearing	 Public Forum	 Consent Calendar
 Committee Reports/Items of Interest	 Ceremonial Matters	 Pledge of Allegiance		

**Approved Work Session Polls to be Scheduled**

Rest Stop Siting Policy - Councilor Evans  
Hwy 99/Bethel Urban Renewal District - Councilor Evans  
Home Energy Score Policy for Home Sales and Rentals - Councilor Semple  
Marginalized Voices - Councilor Semple

**Follow-Up Work Sessions to be Scheduled**

\$1 Million Shelter  
Commercial Setbacks  
Property Leases  
Inclusionary Zoning

# EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



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Public Hearing and Possible Action: Resolution 5224 Renaming the Westmoreland  
Community Center as the Dr. Edwin L. Coleman, Sr. Community Center  
In Honor of Dr. Edwin Coleman

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Meeting Date: April 23, 2018  
Department: Public Works /Central Services  
[www.eugene-or.gov](http://www.eugene-or.gov)

Agenda Item Number: 3  
Staff Contact: Carolyn Burke (541) 682-4914  
Jennifer Lleras VanDerHaeghen (541) 682-5619

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## ISSUE STATEMENT

On April 11, 2018 the City Council voted unanimously to direct the City Manager to schedule a Public Hearing to consider renaming Westmoreland Community Center to Dr. Edwin L. Coleman, Sr. Community Center in honor of Dr. Edwin Coleman.

## BACKGROUND

On September 27, 2010, the Eugene City Council adopted the City of Eugene Naming Policy (Attachment A), to guide the naming of City-owned facilities in a fair, objective and consistent manner and aid in the selection of names that are suitable to the property or facility, respectful of the history of the site or area, useful to the public in locating the facility and reflect prevailing or emerging community culture.

On April 11, the City Council voted unanimously to amend the City of Eugene Naming Policy to improve clarity and remove inconsistencies within the policy. The amendments include:

- Adding the word “clearly” to the statement on page three that reads “...the council will not rename facilities or existing facility spaces which *clearly* have been previously dedicated in honor of an individual...”
- Amending the Naming Policy for Park lands and Features (page two of Appendix A of the Naming Policy) to change two years to one year from the time of death to consider requests honoring a deceased person.

This City Council decision and the direction to the City Manager to schedule a public hearing facilitated the opportunity to consider the renaming at this time.

Dr. Edwin Coleman passed away in January 2017. Dr. Coleman was an educator, musician, community activist, and family man. He was a leader in Eugene advocating for human and civil rights for more than 50 years. He was a tenured member of the faculty of the University of Oregon’s English Department where he taught and mentored students and fellow colleagues. He served as a Track and Field official and was a staunch Duck fan. His heavy and impactful involvement in the issues affecting the local African American community led to numerous

positive changes in the condition of local race relations. He was an instrumental force in the NAACP, the Lane County Democratic Party, the naming of MLK, Jr. Blvd. and the dedication of Rosa Parks Plaza in downtown Eugene. Dr. Coleman's imprint on the thousands of lives he touched in Eugene is immeasurable. This honor reflects one of the places in Eugene he loved most - the Westmoreland Park and Community Center where he raised his family and spent countless hours volunteering his time and resources to the betterment of all Eugene.

This proposed action is in alignment with the City Council's commitment to supporting equity and inclusion for underrepresented communities, specifically the African American community, in Eugene.

### **RELATED CITY POLICIES**

City of Eugene Naming Policy, adopted September 27, 2010, amended April 11, 2018

### **COUNCIL OPTIONS**

- A. Take action to adopt the resolution to rename Westmoreland Community Center to Dr. Edwin L. Coleman, Sr. Community Center in honor of Dr. Edwin Coleman.
- B. Take no action at this time and consider at a future meeting.
- C. Take no action.

### **CITY MANAGER'S RECOMMENDATION**

The City Manager recommends renaming the Westmoreland Community Center as the Dr. Edwin L. Coleman, Sr. Community Center in honor of Dr. Edwin Coleman.

### **SUGGESTED MOTION**

Move to adopt Resolution 5224 renaming the Westmoreland Community Center as the Dr. Edwin L. Coleman, Sr. Community Center in honor of Dr. Edwin Coleman.

### **ATTACHMENTS**

- A. City of Eugene Naming Policy, September 27, 2010
- B. Proposed Resolution

### **FOR MORE INFORMATION**

Staff Contact: Carolyn Burke, Parks and Open Space Planning Manager, (541) 682-4914  
Jennifer Lleras Van Der Haeghen, Human Rights and Neighborhood Involvement  
Manager, (541) 682-5619

Staff E-Mail: [carolyn.j.burke@ci.eugene.or.us](mailto:carolyn.j.burke@ci.eugene.or.us); [jennifer.e.vanderhaeghen@ci.eugene.or.us](mailto:jennifer.e.vanderhaeghen@ci.eugene.or.us)





# City of Eugene Naming Policy

*Adopted September 27, 2010*

## **OBJECTIVE**

The intent of the City of Eugene naming policy is to guide the naming of City-owned facilities in a fair, objective and consistent manner, and aid in the selection of names that are suitable to the property or facility, respectful of the history of the site or area, useful to the public in locating the facility and reflect prevailing or emerging community culture. For the purposes of this policy, “facility” shall be used to mean any building, park, street, natural area, bridge, or other City- owned structure.

## **GENERAL**

The establishment of formal legal names of permanent real property owned by the City of Eugene requires administrative action. Only the Eugene City Council retains the authority to establish formal legal names for City-owned facilities.

It will be the general policy of the City of Eugene when naming facilities to incorporate a geographic, natural, historic, or geological feature as part of the name to assist the public in recognizing the location. The use of geographic areas or neighborhood locations for naming promotes community identification, thus creating a sense of ownership by citizens.

As an alternative, the council may consider honoring individuals whose achievements represent a lasting legacy to the mission of the City of Eugene and the community it serves, or donors making significant financial contributions to the construction of or ongoing operation of the facility by incorporating that individual’s name in the name of the facility. Whenever practicable, the individual’s name will be incorporated into the existing geographic name. In the event that an individual’s name is considered, the City Council will take great care to ensure that the individual is of such character and integrity that the name will endure as an honor in the present and into the future. At no time will a facility be named after a business.

It is the policy of the City Council not to rename existing facilities which have been dedicated in honor of an individual, unless such individual no longer represents a lasting legacy to the mission of the City of Eugene or the community it serves.

All naming proposals for major City-owned facilities will be subject to a public comment process during which objections to the proposal may be raised. The council may choose to empower an appropriate existing committee or create an ad-hoc naming committee, appointed by the Mayor, to ensure the integrity and completeness of the naming process. In general, members of an ad hoc Naming Committee will possess a public service background and have a working knowledge of state and local history.

Existing naming policies shall remain in effect unless the application of the following procedures is warranted. Factors used in determining which policy shall be applied may include size and scope of the facility, level of public interest, and significant historical event.

## **CRITERIA FOR CONSIDERING INDIVIDUAL'S NAME FOR BOTH NEW AND EXISTING CITY FACILITIES**

The City Council may consider naming a facility after an individual who has been deceased for a minimum of one year as of the date of the submission of the proposed name and who meets at least one of the following criteria:

- Regional or local leader with strong, identifiable ties to the community or, specifically, to the facility being named.
- City resident who has distinguished himself/herself in public service as an elected or appointed official or volunteer with strong, identifiable ties to the City organization.
- Individual nominated for dedication of a specific facility by a donor who gives:
  - ✓ At least 50 percent of the total cost of the facility donated at the time of construction;
  - ✓ At least 50 percent of the total cost of major renovation or upgrade donated at the time of renovation or upgrade; or
  - ✓ The land comprising the building site or the cost of the land donated at the time of purchase.
- Individual nominated for dedication of a space/room in the facility by a donor who makes a significant financial contribution to the facility.

### **I. PROCEDURE FOR SELECTING NAMES FOR NEW FACILITIES**

The following procedures shall be used in selecting names for new City-owned facilities.

#### **A. City-Owned Facilities**

1. Staff will notify the council about a naming opportunity at least 12 months prior to the scheduled opening of a new facility or at the earliest opportunity. The council may choose to designate an appropriate committee or convene an ad hoc naming committee to recommend a geographic name for that facility and to identify and analyze any real costs associated with the proposal. The proposed name will be based on the location served by the facility or its history.

- a) Individual or groups who wish to submit a recommendation to the City Council will provide the following information in writing (*see Attachment D*):
  - ✓ Description of facility to be named
  - ✓ Proposed name
  - ✓ Description of how the naming proposal meets the criteria contained within this policy

*If the proposed name recognizes a living or deceased person, the proposal must also contain the following:*

- ✓ Compelling evidence of the extraordinary contribution of the individual to the community
- ✓ Biographical information, including date of the death, if applicable
- ✓ Explanation of how naming facility would improve community awareness and historical perspective

2. A name for the new facility will be proposed to the City Council at a regular council meeting. This meeting will initiate a public comment period, the purpose of which is to ensure that the proposed geographic name and/or any individual names proposed by stakeholders or citizens are accepted by the community.

3. During the public comment period, staff will notify the public of the proposed name through press releases, public service announcements, the City's website, or other effective means of communication. Any notification will contain the following information:
  - (a) A description of the facility to be named, its location, and its proposed name
  - (b) The deadline for submitting comments (either in writing or in person)
  - (c) The address to which citizens may send their comments
  - (d) The dates, times, and locations of the council meetings to be held during the public comment period, at which citizens may comment on the proposed name.
4. If public response suggests the need for an alternate name, the Naming Committee will consider other names and make an appropriate recommendation to the council. The recommendation will include the rationale for the committee's choice.
5. The council will hear the final recommendation and, unless further deliberation is needed, will vote on the recommendation at a regular council meeting.

**B. Streets**

The process for naming streets is prescribed in planning laws and regulations (*see Attachment A.*)

**C. Library Amenities**

The criteria for the naming of features and amenities at the Eugene Public Library were set by a council-appointed committee, and are maintained by a three-member City of Eugene/Eugene Public Library Foundation (EPLF) committee and coordinated by the EPLF (*see Attachment B.*)

**D. Parks and Open Spaces**

The Parks and Open Space Division oversees the naming of park lands and features within the Eugene parks and open space system, with the exception of large buildings such as community centers and aquatic facilities. To ensure fair and consistent application of naming, all park lands and features requiring naming, or for which formal naming is requested, are evaluated and processed in accordance with established guidelines (*see Attachment C.*)

**II. PROCEDURE FOR SELECTING NAMES OF INDIVIDUALS FOR EXISTING FACILITIES AND SPACES**

In most cases, renaming an existing facility will occur only when a facility has a generic name or in recognition of and response to evolving political/social perspectives and sensitivities.

At any time, citizens or other stakeholders may suggest names for an existing facility or for spaces in and around City-owned facilities to the City Council in writing; however, the council will not rename facilities or existing facility spaces which have been previously dedicated in honor of an individual, unless such individual no longer represents a lasting legacy to the mission of the City of Eugene or the community it serves.

**A. Renaming City-Owned Facilities**

1. When submitting a proposal to rename an existing facility, the person(s) requesting the change will provide the following information (*see Attachment D.*):
  - ✓ Description of feature to be renamed
  - ✓ Proposed name
  - ✓ Concise description of reason(s) for the name change
  - ✓ Description of how the renaming request meets the criteria contained within this policy

*If the proposed name recognizes a living or deceased person, the proposal must also contain the following:*

- ✓ Compelling evidence of the extraordinary contribution of the individual to the community
  - ✓ Biographical information, including date of the death, if applicable
  - ✓ Explanation of how renaming a park or feature would improve community awareness and historical perspective
2. The City Council may refer a suggested name(s) to an appropriate existing committee or ad hoc Naming Committee. The Naming Committee will meet to review any suggestions and will make a recommendation to the council. During its review, the committee will identify and analyze potential consequences and any financial implications associated with the proposed name.
  3. When a name is suggested for an existing facility, the council will initiate a public comment period and will notify the public of the proposed name through press releases, public service announcements, the City's website, or other effective means of communication. Any notification will contain:
    - ✓ A description of the facility to be named, its location, and its proposed name
    - ✓ The deadline for submitting comments (either in writing or in person)
    - ✓ The address to which citizens may send their comments
    - ✓ The dates and times of at least one public forum to be held during the public comment period at which citizens may comment on the proposed name
  4. If multiple suggestions are made for the same facility or space, the Naming Committee will select one name to recommend for approval, but may recommend the other suggested names for other spaces in the facility.
  5. The council will hear the Naming Committee's recommendation and, unless further deliberation is needed, will vote on the recommended name at a regular council meeting.
  6. If additional deliberation is needed, the vote will be postponed until a subsequent council meeting. The Naming Committee will clarify its recommendation before that council meeting.

#### **B. Renaming Streets**

The process for renaming streets is currently set forth in Eugene Code sections 9.8475 – 9.8490. Applications for street name changes are submitted to the Eugene Planning Division and vetted by the Planning Commission (see Attachment A).

### **III. STAFF-INITIATED REQUESTS**

Naming/renaming of public meeting rooms and subsections of City facilities will be made by the City Manager or his designee, but may come to the City Council for approval at a regular council meeting, or, in situations of lower public interest, via council memo at least four weeks prior to formalization of the proposed name.

### **ENDORING PROPOSALS FROM OTHER JURISDICTIONS**

In the event the Mayor and City Council are asked to endorse a proposal for naming or renaming a facility not under the City's jurisdictional authority, the following information shall be required:

- ✓ Written letter or statement of request
- ✓ Description of public process for vetting the proposed name
- ✓ Impact analysis, including financial implications, community impact, potential negative impacts, associated with the naming or renaming.

A minimum of six councilors voting in the affirmative is required for the City Council to officially endorse a naming proposal. In the event this threshold cannot be met, a formal notice will be sent to the requesting agency stating that the City Council has no position on the request.

#### **COUNCIL-INITIATED PROPOSALS TO OTHER JURISDICTIONS**

Individuals, advisory groups, organizations, individual councilors, or the council as a body may wish to recommend a name for a facility not under the City of Eugene's jurisdiction. In these cases, the following procedure will be used to develop a formal recommendation:

1. Individual or group submits recommendation in writing to City Council via letter or nomination form.
2. Recommendation is placed on Consent Calendar for initiation of public comment period.
3. Notification about the public comment period will occur on the City's website or by other effective means of communication and will consist of:
  - ✓ A description of the facility to be named, its location, and its proposed name
  - ✓ The deadline for submitting comments (either in writing or in person)
  - ✓ The address to which citizens may send their comments
  - ✓ The dates and times of at least one public forum to be held during the public comment period at which citizens may comment on the proposed name
5. Staff identifies any potential impacts associated with the proposal, including financial implications.
6. Following the public comment period, the proposal is scheduled for action by the City Council.
7. Official letter of recommendation is prepared and sent to governing agency.

#### **ATTACHMENTS**

- A. Street Naming Policy (including relevant code provisions)
- B. Library Naming Policy
- C. Parks and Open Space Naming Policy
- D. Application for Naming/Renaming Facilities

## Suggested Road Naming Guidelines Lane County, Oregon

Recently, many new road names became problematic for address and road name users. Developers have proposed road names that are identical or too similar to existing road names in Lane County. There have also been problems with road names containing road types, alpha/numeric, etc. This results in difficulties for many public agencies, private companies, the U.S. Postal Service, E9-1-1, residents, and the public at large.

Lane Council of Governments (LCOG) facilitated a meeting with local governments and the U.S. Postal Service to create guidelines to accommodate the needs of Planners, Addressing, Public Safety, and U.S. Postal Service staff when reviewing new road names and proposed road name changes. The guidelines apply to both public and private road names.

Generally, each jurisdiction involved in reviewing subdivision plats and proposed road name changes already has an existing review process. In addition to these existing review processes, it was concluded that it would be beneficial to have the U.S. Postal Service, E9-1-1, and LCOG review proposed road names. In an effort to reduce the amount of paper involved with this additional step, correspondence will be sent via e-mail. An e-mail group list has been created and can be found on the RIS network as \*LCOG Roadnames. Another benefit of the group list is that it may help prohibit identical or too similar road names from being approved by two different entities simultaneously. Those who send proposed road names to the e-mail group list should give reply deadlines. Recipients should reply that the proposed road name is acceptable or unacceptable before the deadline.

### Guidelines:

These guidelines do not conflict with any existing regulations within Lane County. Road names can be checked by using [www.rlid.org](http://www.rlid.org). This site contains all road names within Lane County where building permits have been issued.

### Do not accept:

- Road names without a valid road type;\*
- Road names with post-directionals (ex: Woodlake Way South);
- Road names with pre-directionals contained within the *road name* field (instead of in the pre-direction field). Pre-directionals that are attached to another word in the road name (no space between words) are acceptable (ex: South Ridge Dr is not acceptable, Southridge Dr acceptable);
- Road names with punctuation (ex: St. Ives Pl, Be-ell Pl, or Hooton's Corners Rd);
- Road names with potentially confusing foreign names (ex: Soufreiere Ct);
- Road names that are alpha/numeric (ex: Bonners Lane 1);
- Road names that sound like existing road names (ex: Cortland/Portland);
- Road names that contain more than 20 characters (ex: Goodpasture Lakes Loop Rd);
- Road names that contain a road type within the road name (ex: Woodway Pl);\*
- Road names that contain a sound-alike of a road type within the road name (ex: Brenelain Ave);\*



Do not accept (cont'd)

- Road names that are identical to an existing mailing or incorporated city;
- Road names that are in general confusing, or have unusual spellings (ex: Acres on Taylor Ave or Hodsdonsdale Ln);
- Road names that contain abbreviated MT (mount/mountain) or ST (saint) without another word following (ex: Shasta MT Rd not acceptable, MT Shasta Rd is acceptable). There will be no punctuation but it must contain a valid road type;
- Road names with TRL as a road type. "Trail" in the road name is acceptable with a valid road type (ex: Deer TRL not acceptable, Deer Trail Rd is acceptable).

Proposed road names that already exist in Lane County will be reviewed on a case-by-case basis. Because the Master Street Address Guide (MSAG) is maintained at a county-wide level, it would be less confusing to avoid duplication of road names in Lane County.

Additional guidelines:

Naming cul-de-sacs:

- A new road name is preferable
- For short cul-de-sacs which can be addressed between the lowest and highest addresses of the "root" road where it connects with the cul-de-sac, it is acceptable to use the same road name *and* type as the root road. Do not use a different road type. (ex: a cul-de-sac off of Teralee Ln should be named either Teralee Ln or an entirely different road name)

If you have any questions regarding these guidelines, please contact Carolyn Housdorf at (541) 682-6437 or [chousdorf@lcoq.org](mailto:chousdorf@lcoq.org).

\*Valid road types are: Aly, Ave, Blvd, Cir, Ct, Dr, Hall, Hwy, Ln, Lp, Pike, Pkwy, Pl, Rd, St, Ter, and Way.

## Relevant Code Sections

### Standards for Streets, Alleys, and Other Public Ways

**9.6855**     **Street Names.** Wherever practical, streets that are in alignment with existing named streets shall bear the names of such existing streets. Names for streets that are not in alignment with existing streets are subject to approval by the planning director and shall not unnecessarily duplicate or resemble the name of any existing or platted street in Lane County.

*(Section 9.6855, see chart at front of Chapter 9 for legislative history from 2/26/01 through 6/1/02.)*

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### Street Name Change

**9.8475**     **Purpose of Street Name Changes.** Requests to rename an existing street may be generated by a variety of circumstances. In many cases, there are other existing streets in the city that have similar sounding names resulting in confusion for the postal service, emergency response services and the general public. Applications to rename a street are subject to state law that requires the planning commission to review the request and make a recommendation to the city council for final action.

*(Section 9.8475, see chart at front of Chapter 9 for legislative history from 2/26/01 through 6/1/02.)*

**9.8480**     **Applicability.** Any existing street or highway, other than a county or state road or highway, may be renamed by the city council provided it is within six miles of the limits of the city and within the Eugene Urban Growth Boundary. Street name changes are subject to the Type IV procedural requirements beginning at EC 9.7400.

*(Section 9.8480, see chart at front of Chapter 9 for legislative history from 2/26/01 through 6/1/02.)*

**9.8485**     **Street Name Change Approval Criteria.** The planning commission shall recommend, and the city council shall approve an application for a street name change upon determining that a proposed renaming is in the best interest of the city.

*(Section 9.8485, see chart at front of Chapter 9 for legislative history from 2/26/01 through 6/1/02.)*

**9.8490**     **General Requirements.** The city council by ordinance shall rename a street or highway in accordance with the recommendation of the planning commission, or by resolution shall reject the recommendation. A certified copy of the ordinance shall be filed for record with the county clerk or recorder, and a like copy shall be filed with the county assessor and county surveyor. The county surveyor shall enter the new names of the streets and roads as required by state law.

*(Section 9.8490, see chart at front of Chapter 9 for legislative history from 2/26/01 through 6/1/02.)*





**EUGENE PUBLIC LIBRARY  
NAMED GIFT OPPORTUNITIES**

A three- person committee decides all deletions and additions to the named gift opportunities list, which was originally created by the City Council-appointed “Named Gifts Committee.” That committee is currently comprised of Library Services Director Connie Bennett, Eugene Public Library Foundation (EPLF) Board President Connie Regali (to be replaced next month by incoming president Larry Deckman), and EPLF Executive Director Jim Olney.

Once a named gift opportunity is identified and approved by this committee, EPLF handles all donations and naming. The list of current gift opportunities is listed below and is available on the EPLF website.

**Over \$250,000**

<i>Children’s Center</i> .....	<i>\$1,000,000</i>
<i>Grand Staircase</i> .....	<i>\$1,000,000</i>

**Over \$50,000 and under \$250,000**

<i>Children’s Center Courtyard</i> .....	<i>\$250,000</i>
<i>Electronic Resources Room</i> .....	<i>\$100,000</i>
<i>Eugene Skinner sculpture</i> .....	<i>\$75,000</i>

**Over \$5,000 and under \$50,000**

<i>Billy Goats Gruff sculpture</i> .....	<i>\$50,000</i>
<i>Conference Center Breakout Area</i> .....	<i>\$35,000</i>
<i>Carnegie Table</i> .....	<i>\$10,000</i>

**\$5,000 and under**

<i>Study Tables</i> .....	<i>each \$5,000</i>
<i>Study Carrels</i> .....	<i>each \$5,000</i>
<i>Rotunda Steps</i> .....	<i>each \$2,500</i>
<i>Computer Stations</i> .....	<i>each \$2,500</i>
<i>Upholstered Chairs</i> .....	<i>each \$2,000</i>
<i>New Library Chairs</i> .....	<i>each \$1,000</i>
<i>Buy a Library Book Stack</i> .....	<i>each \$1,000</i>
<i>Buy a Library Book Shelf</i> .....	<i>each \$100</i>

**Donation Guidelines**  
*City of Eugene Parks and Open Space*

**APPENDIX A**

**NAMING POLICY FOR PARK LANDS AND FEATURES**

**1. INTRODUCTION AND PURPOSE**

The Parks and Open Space Division shall oversee the naming of park lands and features within the Eugene parks and open space system, with the exception of certain large buildings such as community centers and aquatic facilities. To ensure fair and consistent application of naming, all park lands and features requiring naming, or for which formal naming is requested, shall be evaluated and processed in accordance with these guidelines. Approved naming or renaming shall not constitute an obligation to provide a sign or other indication of the name.

**2. JURISDICTION**

The establishment of formal legal names of permanent real property owned by the City of Eugene, including parks, requires legislative action and cannot be accomplished through administrative action. Only the Eugene City Council retains the authority to carry out legislative action to establish legal names. Features or distinct areas within parks, however, such as picnic structures or gardens, can be named through administrative action.

**3. COMMON NAME VS. LEGAL NAME**

For operational and public identification purposes, the Parks and Open Space Division frequently refers to park property by a particular name which has not been legally defined or assigned by the City Council. Such names are called “common” or “use” names. In many cases, common names are used for long periods of time, and subsequently appear in documents and printed materials. Names may only achieve a legal standing by one of two means:

1. Eugene City Council resolution adopting the name
2. Eugene City Council adoption of a plan or document in which the common or use name is clearly used to identify the property or facility

**4. NEW PROPERTY AND FEATURES**

As new property is acquired and new features are constructed, the City of Eugene Parks and Open Space Division typically establishes a name based on one or more of the source criteria listed below. Similarly, the Division may establish a name for existing parks property or features which have not been named.

Adjacent Street - Names referencing an adjacent street.

Geography – Names referencing geographical characteristics of an area near the park or facility, with consideration being given to archeological, geological, topographical, botanical, zoological, or human-made geographical characteristics. Geographical names shall reference features expressing timeless qualities likely to maintain name appropriateness over time.

History - Names referencing a historic person, place, culture, or event associated with the land or facility.

Subdivision/Neighborhood - Names referencing the surrounding neighborhood or subdivision comprising a significant portion of the park service area.

**Donation Guidelines**  
*City of Eugene Parks and Open Space*

**5. RECOGNITION NAMING**

Naming park land or features in recognition of a person, group or entity shall be considered based on the following criteria:

Donor - Names referencing a donor, or a name suggested by a donor, may be considered in exchange for significant contributions. Naming of land, where the land itself is donated, may be considered where the appraised value of the donated land is \$500,000 or greater, and where the donated land represents at least 51% of the area of a particular park. Naming of donated features constructed using donated funds, may be considered for donations of 51% of the feature construction or acquisition cost, or \$100,000, whichever is greater. Long-term gifts and endowments are encouraged and may also be considered for naming opportunities.

Honoring a Living Person - Park land and features may be named to honor a living person whose gift or service to the community is of a most extraordinary nature.

Honoring a Deceased Person – Park lands and features may be named to honor a deceased person to recognize an extraordinary service or gift to the community. Requests for naming in honor of a deceased person shall be considered after 2 years from the date of death.

Group Recognition - Park lands and features may be named to recognize an organization or group for extraordinary gifts or service to the community.

**6. RENAMING PROCEDURES**

In order to respect past community values, a commonly- or legally-named park or feature shall not be renamed in its entirety under most circumstances. The following procedures describe the process for renaming park lands and features in a variety of circumstances:

*Renaming Through Public Process*

During public discussions within a park or open space resources plan update process, a general consensus may be reached to rename park land or features to better reflect current community values or the area's special characteristics, or for similar reasons deemed significant by participating members of the community. Public discussions of naming shall be directed to address the criteria outlined herein.

Legal change of the name for a park does not occur unless or until formally adopted by the City of Eugene Council. Name change for a feature or area within a park will take place when the plan is adopted by administrative order.

(continued next page)

## **Donation Guidelines**

### *City of Eugene Parks and Open Space*

#### *Renaming Features Outside of Public Process*

Requests for renaming outside of a public process may originate from members of the community, organizations, or elsewhere. An official written request for renaming must be sent to the Parks & Open Space Division containing the following information:

- ✓ Description of feature to be renamed
- ✓ The proposed name
- ✓ Concise description of reason(s) for the name change
- ✓ A description of how the renaming request meets the criteria contained within this policy

If the proposed name recognizes a living or deceased person, the proposal must also contain the following:

- ✓ Compelling evidence of the extraordinary contribution of the individual to the community
- ✓ Date of the death, if applicable
- ✓ Explanation of how renaming a park or feature would improve community awareness and historical perspective

#### *Renaming a Park Outside of Public Process*

Typically such requests will need the individual support of the Mayor or a City Councilor in order for staff to be instructed by the City Council process the request. Such requests will generally need the same types of information as indicated above for renaming a feature.

## **7. NAMING APPROVAL PROCEDURES**

All naming requests and proposals shall be reviewed by the Parks and Open Space Division. Requests shall be reviewed by Parks and Open Space Division staff, who shall forward a recommendation to the Director, who may elect to accept or reject the request. The Director may elect to forward the naming request to the Eugene City Council for action if the request is judged to have a high level of controversy, or to change names with prior legal standing. The Director may decline to forward the request to the Eugene City Council for naming of subordinate areas or features within a park.

On receipt of a request from the City Council to consider renaming a park, staff will evaluate the information provided and return a recommendation to the City Council regarding the request. The Council would then make the decision.



# City of Eugene Application for Naming Facilities

The naming of facilities follows City of Eugene policy. The Eugene City Council has sole responsibility for establishing formal legal names for City-owned facilities.

I/We \_\_\_\_\_ request that the name of  
*(Name of applicant)*  
\_\_\_\_\_ be considered for the  
*(proposed name)*  
\_\_\_\_\_ facility located at  
*(current or functional facility name)*  
\_\_\_\_\_  
*(address or description of location)*

**Summary of recommendation** (additional documents may be attached to this form)

If proposed name recognizes a living or deceased person, please include the following:

- ✓ Compelling evidence of the extraordinary contribution of the individual to the community
- ✓ Date of the death, if applicable
- ✓ Explanation of how renaming facility would improve community awareness and historical perspective

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Person(s) submitting this proposal (please print):

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Address:

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Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date submitted: \_\_\_\_\_

Submit to: City Manager's Office, 777 Pearl Street, Room 105, Eugene, OR 97401 (541-682-5010)

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION RENAMING THE WESTMORELAND COMMUNITY CENTER AS THE DR. EDWIN L. COLEMAN, SR. COMMUNITY CENTER IN HONOR OF DR. EDWIN COLEMAN.**

**The City Council of the City of Eugene finds that:**

**A.** Dr. Edwin Coleman recently passed away in January, 2017. Dr. Coleman was an educator, musician, community activist, and family man. He was a leader in Eugene advocating for human and civil rights for more than 50 years. He was a tenured member of the faculty of the University of Oregon's English Department where he taught and mentored students and fellow colleagues. He served as a Track and Field official and was a staunch Duck fan. His heavy and impactful involvement in the issues affecting the local African American community led to numerous positive changes in the condition of local race relations. He was an instrumental force in the NAACP, the Lane County Democratic Party, the naming of MLK, Jr. Blvd. and the dedication of Rosa Parks Plaza in downtown Eugene. Dr. Coleman's imprint on the thousands of lives he touched in Eugene is immeasurable. This honor reflects one of the places in Eugene he loved most - the Westmoreland Park and Community Center where he raised his family and spent countless hours volunteering his time and resources to the betterment of all Eugene.

**B.** The Westmoreland Community Center should be renamed in Dr. Coleman's honor for the following reasons: the importance and impact of Dr. Coleman's life and legacy in Eugene; and previous council actions which waived the two-year death provision for honoring individuals whose body of work and community contributions have positively altered the course of Eugene's history.

**NOW, THEREFORE,**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EUGENE, a Municipal Corporation of the State of Oregon, as follows:**

**Section 1.** The City Council hereby renames the Westmoreland Community Center as the Dr. Edwin L. Coleman, Sr. Community Center to honor Dr. Edwin L. Coleman.

**Section 2.** This Resolution is effective immediately upon its passage by the City Council.

**The foregoing Resolution adopted the \_\_\_\_ day of \_\_\_\_\_, 2018.**

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**City Recorder**

# EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



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Public Hearing and Possible Action: Resolution 5225 Naming the Unnamed Park  
Located Near the Corner of Royal Avenue and Elizabeth Street  
the Andrea Ortiz Park in Honor of Andrea Ortiz

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Meeting Date: April 23, 2018  
Department: Public Works /Central Services  
[www.eugene-or.gov](http://www.eugene-or.gov)

Agenda Item Number: 4  
Staff Contact: Carolyn Burke (541) 682-4914  
Jennifer Lleras Van Der Haeghen (541) 682-5619

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## ISSUE STATEMENT

On April 11, 2018, the City Council voted unanimously to direct the City Manager to schedule a Public Hearing to consider the naming of an unnamed park located near the corner of Royal Ave. and Elizabeth St. as Andrea Ortiz Park in honor of Andrea Ortiz.

## BACKGROUND

On September 27, 2010, the Eugene City Council adopted the City of Eugene Naming Policy (Attachment A), to guide the naming of City-owned facilities in a fair, objective and consistent manner and aid in the selection of names that are suitable to the property or facility, respectful of the history of the site or area, useful to the public in locating the facility and reflect prevailing or emerging community culture.

On April 11, the City Council voted unanimously to amend the City of Eugene Naming Policy to improve clarity and remove inconsistencies within the policy. The amendments include:

- Adding the word “clearly” to the statement on page three that reads “...the council will not rename facilities or existing facility spaces which clearly have been previously dedicated in honor of an individual...”
- Amending the Naming Policy for Park lands and Features (page two of Appendix A of the Naming Policy) to change two years to one year from the time of death to consider requests honoring a deceased person.

This City Council decision and the direction to the City Manager to schedule a public hearing facilitated the opportunity to consider the renaming at this time.

Andrea Ortiz passed away on January 16, 2017. Andrea Ortiz was a local Latina leader, equity advocate, friend, colleague and former City Council member. She worked for 28 years at PeaceHealth while serving on the Bethel School Board of Directors, Eugene Human Rights Commission, Eugene Police Commission, PeaceHealth OR Diversity Team, Bethel Weed & Seed Steering Committee, Trainsong Neighbors, Children First, as well as serving two terms as the City

Councilor for Ward 7. She was the first Latina to serve on the Eugene City Council and advocated passionately for Eugene's working class and marginalized communities. Andrea Ortiz founded the We Are Bethel community celebration held at Petersen Barn Community Center annually, now in its 15th year.

This proposed action is in alignment with the City Council's commitment to supporting equity and inclusion for underrepresented communities, specifically the Latino community, in Eugene.

### **RELATED CITY POLICIES**

City of Eugene Naming Policy, adopted September 27, 2010, amended April 11<sup>th</sup>, 2018

### **COUNCIL OPTIONS**

- A. Take action to adopt the resolution to name the unnamed park as Andrea Ortiz Park.
- B. Take no action at this time and consider at a future meeting.
- C. Take no action.

### **CITY MANAGER'S RECOMMENDATION**

The City Manager recommends naming the unnamed park located near the corner of Royal Ave. and Elizabeth St. as Andrea Ortiz Park in order to Andrea Ortiz.

### **SUGGESTED MOTION**

Move to adopt Resolution 5225 naming the unnamed park located near the corner of Royal Avenue and Elizabeth Street the Andrea Ortiz Park in honor of Andrea Ortiz.

### **ATTACHMENTS**

- A. City of Eugene Naming Policy, September 27, 2010
- B. Proposed Resolution

### **FOR MORE INFORMATION**

Staff Contact: Carolyn Burke, Parks and Open Space Planning Manager, (541) 682-4914  
Jennifer Lleras Van Der Haeghen, Human Rights and Neighborhood Involvement Manager, (541) 682-5619

Staff E-Mail: [carolyn.j.burke@ci.eugene.or.us](mailto:carolyn.j.burke@ci.eugene.or.us); [jennifer.e.vanderhaeghen@ci.eugene.or.us](mailto:jennifer.e.vanderhaeghen@ci.eugene.or.us)





# City of Eugene Naming Policy

*Adopted September 27, 2010*

## **OBJECTIVE**

The intent of the City of Eugene naming policy is to guide the naming of City-owned facilities in a fair, objective and consistent manner, and aid in the selection of names that are suitable to the property or facility, respectful of the history of the site or area, useful to the public in locating the facility and reflect prevailing or emerging community culture. For the purposes of this policy, “facility” shall be used to mean any building, park, street, natural area, bridge, or other City- owned structure.

## **GENERAL**

The establishment of formal legal names of permanent real property owned by the City of Eugene requires administrative action. Only the Eugene City Council retains the authority to establish formal legal names for City-owned facilities.

It will be the general policy of the City of Eugene when naming facilities to incorporate a geographic, natural, historic, or geological feature as part of the name to assist the public in recognizing the location. The use of geographic areas or neighborhood locations for naming promotes community identification, thus creating a sense of ownership by citizens.

As an alternative, the council may consider honoring individuals whose achievements represent a lasting legacy to the mission of the City of Eugene and the community it serves, or donors making significant financial contributions to the construction of or ongoing operation of the facility by incorporating that individual’s name in the name of the facility. Whenever practicable, the individual’s name will be incorporated into the existing geographic name. In the event that an individual’s name is considered, the City Council will take great care to ensure that the individual is of such character and integrity that the name will endure as an honor in the present and into the future. At no time will a facility be named after a business.

It is the policy of the City Council not to rename existing facilities which have been dedicated in honor of an individual, unless such individual no longer represents a lasting legacy to the mission of the City of Eugene or the community it serves.

All naming proposals for major City-owned facilities will be subject to a public comment process during which objections to the proposal may be raised. The council may choose to empower an appropriate existing committee or create an ad-hoc naming committee, appointed by the Mayor, to ensure the integrity and completeness of the naming process. In general, members of an ad hoc Naming Committee will possess a public service background and have a working knowledge of state and local history.

Existing naming policies shall remain in effect unless the application of the following procedures is warranted. Factors used in determining which policy shall be applied may include size and scope of the facility, level of public interest, and significant historical event.

## **CRITERIA FOR CONSIDERING INDIVIDUAL'S NAME FOR BOTH NEW AND EXISTING CITY FACILITIES**

The City Council may consider naming a facility after an individual who has been deceased for a minimum of one year as of the date of the submission of the proposed name and who meets at least one of the following criteria:

- Regional or local leader with strong, identifiable ties to the community or, specifically, to the facility being named.
- City resident who has distinguished himself/herself in public service as an elected or appointed official or volunteer with strong, identifiable ties to the City organization.
- Individual nominated for dedication of a specific facility by a donor who gives:
  - ✓ At least 50 percent of the total cost of the facility donated at the time of construction;
  - ✓ At least 50 percent of the total cost of major renovation or upgrade donated at the time of renovation or upgrade; or
  - ✓ The land comprising the building site or the cost of the land donated at the time of purchase.
- Individual nominated for dedication of a space/room in the facility by a donor who makes a significant financial contribution to the facility.

### **I. PROCEDURE FOR SELECTING NAMES FOR NEW FACILITIES**

The following procedures shall be used in selecting names for new City-owned facilities.

#### **A. City-Owned Facilities**

1. Staff will notify the council about a naming opportunity at least 12 months prior to the scheduled opening of a new facility or at the earliest opportunity. The council may choose to designate an appropriate committee or convene an ad hoc naming committee to recommend a geographic name for that facility and to identify and analyze any real costs associated with the proposal. The proposed name will be based on the location served by the facility or its history.
  - a) Individual or groups who wish to submit a recommendation to the City Council will provide the following information in writing (*see Attachment D*):
    - ✓ Description of facility to be named
    - ✓ Proposed name
    - ✓ Description of how the naming proposal meets the criteria contained within this policy

*If the proposed name recognizes a living or deceased person, the proposal must also contain the following:*

- ✓ Compelling evidence of the extraordinary contribution of the individual to the community
  - ✓ Biographical information, including date of the death, if applicable
  - ✓ Explanation of how naming facility would improve community awareness and historical perspective
2. A name for the new facility will be proposed to the City Council at a regular council meeting. This meeting will initiate a public comment period, the purpose of which is to ensure that the proposed geographic name and/or any individual names proposed by stakeholders or citizens are accepted by the community.

3. During the public comment period, staff will notify the public of the proposed name through press releases, public service announcements, the City's website, or other effective means of communication. Any notification will contain the following information:
  - (a) A description of the facility to be named, its location, and its proposed name
  - (b) The deadline for submitting comments (either in writing or in person)
  - (c) The address to which citizens may send their comments
  - (d) The dates, times, and locations of the council meetings to be held during the public comment period, at which citizens may comment on the proposed name.
4. If public response suggests the need for an alternate name, the Naming Committee will consider other names and make an appropriate recommendation to the council. The recommendation will include the rationale for the committee's choice.
5. The council will hear the final recommendation and, unless further deliberation is needed, will vote on the recommendation at a regular council meeting.

**B. Streets**

The process for naming streets is prescribed in planning laws and regulations (*see Attachment A.*)

**C. Library Amenities**

The criteria for the naming of features and amenities at the Eugene Public Library were set by a council-appointed committee, and are maintained by a three-member City of Eugene/Eugene Public Library Foundation (EPLF) committee and coordinated by the EPLF (*see Attachment B.*)

**D. Parks and Open Spaces**

The Parks and Open Space Division oversees the naming of park lands and features within the Eugene parks and open space system, with the exception of large buildings such as community centers and aquatic facilities. To ensure fair and consistent application of naming, all park lands and features requiring naming, or for which formal naming is requested, are evaluated and processed in accordance with established guidelines (*see Attachment C.*)

**II. PROCEDURE FOR SELECTING NAMES OF INDIVIDUALS FOR EXISTING FACILITIES AND SPACES**

In most cases, renaming an existing facility will occur only when a facility has a generic name or in recognition of and response to evolving political/social perspectives and sensitivities.

At any time, citizens or other stakeholders may suggest names for an existing facility or for spaces in and around City-owned facilities to the City Council in writing; however, the council will not rename facilities or existing facility spaces which have been previously dedicated in honor of an individual, unless such individual no longer represents a lasting legacy to the mission of the City of Eugene or the community it serves.

**A. Renaming City-Owned Facilities**

1. When submitting a proposal to rename an existing facility, the person(s) requesting the change will provide the following information (*see Attachment D.*):
  - ✓ Description of feature to be renamed
  - ✓ Proposed name
  - ✓ Concise description of reason(s) for the name change
  - ✓ Description of how the renaming request meets the criteria contained within this policy

*If the proposed name recognizes a living or deceased person, the proposal must also contain the following:*

- ✓ Compelling evidence of the extraordinary contribution of the individual to the community
  - ✓ Biographical information, including date of the death, if applicable
  - ✓ Explanation of how renaming a park or feature would improve community awareness and historical perspective
2. The City Council may refer a suggested name(s) to an appropriate existing committee or ad hoc Naming Committee. The Naming Committee will meet to review any suggestions and will make a recommendation to the council. During its review, the committee will identify and analyze potential consequences and any financial implications associated with the proposed name.
  3. When a name is suggested for an existing facility, the council will initiate a public comment period and will notify the public of the proposed name through press releases, public service announcements, the City's website, or other effective means of communication. Any notification will contain:
    - ✓ A description of the facility to be named, its location, and its proposed name
    - ✓ The deadline for submitting comments (either in writing or in person)
    - ✓ The address to which citizens may send their comments
    - ✓ The dates and times of at least one public forum to be held during the public comment period at which citizens may comment on the proposed name
  4. If multiple suggestions are made for the same facility or space, the Naming Committee will select one name to recommend for approval, but may recommend the other suggested names for other spaces in the facility.
  5. The council will hear the Naming Committee's recommendation and, unless further deliberation is needed, will vote on the recommended name at a regular council meeting.
  6. If additional deliberation is needed, the vote will be postponed until a subsequent council meeting. The Naming Committee will clarify its recommendation before that council meeting.

#### **B. Renaming Streets**

The process for renaming streets is currently set forth in Eugene Code sections 9.8475 – 9.8490. Applications for street name changes are submitted to the Eugene Planning Division and vetted by the Planning Commission (see Attachment A).

### **III. STAFF-INITIATED REQUESTS**

Naming/renaming of public meeting rooms and subsections of City facilities will be made by the City Manager or his designee, but may come to the City Council for approval at a regular council meeting, or, in situations of lower public interest, via council memo at least four weeks prior to formalization of the proposed name.

### **ENDORING PROPOSALS FROM OTHER JURISDICTIONS**

In the event the Mayor and City Council are asked to endorse a proposal for naming or renaming a facility not under the City's jurisdictional authority, the following information shall be required:

- ✓ Written letter or statement of request
- ✓ Description of public process for vetting the proposed name
- ✓ Impact analysis, including financial implications, community impact, potential negative impacts, associated with the naming or renaming.

A minimum of six councilors voting in the affirmative is required for the City Council to officially endorse a naming proposal. In the event this threshold cannot be met, a formal notice will be sent to the requesting agency stating that the City Council has no position on the request.

#### **COUNCIL-INITIATED PROPOSALS TO OTHER JURISDICTIONS**

Individuals, advisory groups, organizations, individual councilors, or the council as a body may wish to recommend a name for a facility not under the City of Eugene's jurisdiction. In these cases, the following procedure will be used to develop a formal recommendation:

1. Individual or group submits recommendation in writing to City Council via letter or nomination form.
2. Recommendation is placed on Consent Calendar for initiation of public comment period.
3. Notification about the public comment period will occur on the City's website or by other effective means of communication and will consist of:
  - ✓ A description of the facility to be named, its location, and its proposed name
  - ✓ The deadline for submitting comments (either in writing or in person)
  - ✓ The address to which citizens may send their comments
  - ✓ The dates and times of at least one public forum to be held during the public comment period at which citizens may comment on the proposed name
5. Staff identifies any potential impacts associated with the proposal, including financial implications.
6. Following the public comment period, the proposal is scheduled for action by the City Council.
7. Official letter of recommendation is prepared and sent to governing agency.

#### **ATTACHMENTS**

- A. Street Naming Policy (including relevant code provisions)
- B. Library Naming Policy
- C. Parks and Open Space Naming Policy
- D. Application for Naming/Renaming Facilities

## Suggested Road Naming Guidelines Lane County, Oregon

Recently, many new road names became problematic for address and road name users. Developers have proposed road names that are identical or too similar to existing road names in Lane County. There have also been problems with road names containing road types, alpha/numeric, etc. This results in difficulties for many public agencies, private companies, the U.S. Postal Service, E9-1-1, residents, and the public at large.

Lane Council of Governments (LCOG) facilitated a meeting with local governments and the U.S. Postal Service to create guidelines to accommodate the needs of Planners, Addressing, Public Safety, and U.S. Postal Service staff when reviewing new road names and proposed road name changes. The guidelines apply to both public and private road names.

Generally, each jurisdiction involved in reviewing subdivision plats and proposed road name changes already has an existing review process. In addition to these existing review processes, it was concluded that it would be beneficial to have the U.S. Postal Service, E9-1-1, and LCOG review proposed road names. In an effort to reduce the amount of paper involved with this additional step, correspondence will be sent via e-mail. An e-mail group list has been created and can be found on the RIS network as \*LCOG Roadnames. Another benefit of the group list is that it may help prohibit identical or too similar road names from being approved by two different entities simultaneously. Those who send proposed road names to the e-mail group list should give reply deadlines. Recipients should reply that the proposed road name is acceptable or unacceptable before the deadline.

### Guidelines:

These guidelines do not conflict with any existing regulations within Lane County. Road names can be checked by using [www.rlid.org](http://www.rlid.org). This site contains all road names within Lane County where building permits have been issued.

### Do not accept:

- Road names without a valid road type;\*
- Road names with post-directionals (ex: Woodlake Way South);
- Road names with pre-directionals contained within the *road name* field (instead of in the pre-direction field). Pre-directionals that are attached to another word in the road name (no space between words) are acceptable (ex: South Ridge Dr is not acceptable, Southridge Dr acceptable);
- Road names with punctuation (ex: St. Ives Pl, Be-ell Pl, or Hooton's Corners Rd);
- Road names with potentially confusing foreign names (ex: Soufreiere Ct);
- Road names that are alpha/numeric (ex: Bonners Lane 1);
- Road names that sound like existing road names (ex: Cortland/Portland);
- Road names that contain more than 20 characters (ex: Goodpasture Lakes Loop Rd);
- Road names that contain a road type within the road name (ex: Woodway Pl);\*
- Road names that contain a sound-alike of a road type within the road name (ex: Brenelain Ave);\*



Do not accept (cont'd)

- Road names that are identical to an existing mailing or incorporated city;
- Road names that are in general confusing, or have unusual spellings (ex: Acres on Taylor Ave or Hodsdonsdale Ln);
- Road names that contain abbreviated MT (mount/mountain) or ST (saint) without another word following (ex: Shasta MT Rd not acceptable, MT Shasta Rd is acceptable). There will be no punctuation but it must contain a valid road type;
- Road names with TRL as a road type. "Trail" in the road name is acceptable with a valid road type (ex: Deer TRL not acceptable, Deer Trail Rd is acceptable).

Proposed road names that already exist in Lane County will be reviewed on a case-by-case basis. Because the Master Street Address Guide (MSAG) is maintained at a county-wide level, it would be less confusing to avoid duplication of road names in Lane County.

Additional guidelines:

Naming cul-de-sacs:

- A new road name is preferable
- For short cul-de-sacs which can be addressed between the lowest and highest addresses of the "root" road where it connects with the cul-de-sac, it is acceptable to use the same road name *and* type as the root road. Do not use a different road type. (ex: a cul-de-sac off of Teralee Ln should be named either Teralee Ln or an entirely different road name)

If you have any questions regarding these guidelines, please contact Carolyn Housdorf at (541) 682-6437 or [chousdorf@lcoq.org](mailto:chousdorf@lcoq.org).

\*Valid road types are: Aly, Ave, Blvd, Cir, Ct, Dr, Hall, Hwy, Ln, Lp, Pike, Pkwy, Pl, Rd, St, Ter, and Way.

## Relevant Code Sections

### Standards for Streets, Alleys, and Other Public Ways

**9.6855**     **Street Names.** Wherever practical, streets that are in alignment with existing named streets shall bear the names of such existing streets. Names for streets that are not in alignment with existing streets are subject to approval by the planning director and shall not unnecessarily duplicate or resemble the name of any existing or platted street in Lane County.

*(Section 9.6855, see chart at front of Chapter 9 for legislative history from 2/26/01 through 6/1/02.)*

\*\*\*\*\*

### Street Name Change

**9.8475**     **Purpose of Street Name Changes.** Requests to rename an existing street may be generated by a variety of circumstances. In many cases, there are other existing streets in the city that have similar sounding names resulting in confusion for the postal service, emergency response services and the general public. Applications to rename a street are subject to state law that requires the planning commission to review the request and make a recommendation to the city council for final action.

*(Section 9.8475, see chart at front of Chapter 9 for legislative history from 2/26/01 through 6/1/02.)*

**9.8480**     **Applicability.** Any existing street or highway, other than a county or state road or highway, may be renamed by the city council provided it is within six miles of the limits of the city and within the Eugene Urban Growth Boundary. Street name changes are subject to the Type IV procedural requirements beginning at EC 9.7400.

*(Section 9.8480, see chart at front of Chapter 9 for legislative history from 2/26/01 through 6/1/02.)*

**9.8485**     **Street Name Change Approval Criteria.** The planning commission shall recommend, and the city council shall approve an application for a street name change upon determining that a proposed renaming is in the best interest of the city.

*(Section 9.8485, see chart at front of Chapter 9 for legislative history from 2/26/01 through 6/1/02.)*

**9.8490**     **General Requirements.** The city council by ordinance shall rename a street or highway in accordance with the recommendation of the planning commission, or by resolution shall reject the recommendation. A certified copy of the ordinance shall be filed for record with the county clerk or recorder, and a like copy shall be filed with the county assessor and county surveyor. The county surveyor shall enter the new names of the streets and roads as required by state law.

*(Section 9.8490, see chart at front of Chapter 9 for legislative history from 2/26/01 through 6/1/02.)*





**EUGENE PUBLIC LIBRARY  
NAMED GIFT OPPORTUNITIES**

A three- person committee decides all deletions and additions to the named gift opportunities list, which was originally created by the City Council-appointed “Named Gifts Committee.” That committee is currently comprised of Library Services Director Connie Bennett, Eugene Public Library Foundation (EPLF) Board President Connie Regali (to be replaced next month by incoming president Larry Deckman), and EPLF Executive Director Jim Olney.

Once a named gift opportunity is identified and approved by this committee, EPLF handles all donations and naming. The list of current gift opportunities is listed below and is available on the EPLF website.

**Over \$250,000**

<i>Children’s Center</i> .....	\$1,000,000
<i>Grand Staircase</i> .....	\$1,000,000

**Over \$50,000 and under \$250,000**

<i>Children’s Center Courtyard</i> .....	\$250,000
<i>Electronic Resources Room</i> .....	\$100,000
<i>Eugene Skinner sculpture</i> .....	\$75,000

**Over \$5,000 and under \$50,000**

<i>Billy Goats Gruff sculpture</i> .....	\$50,000
<i>Conference Center Breakout Area</i> .....	\$35,000
<i>Carnegie Table</i> .....	\$10,000

**\$5,000 and under**

<i>Study Tables</i> .....	each \$5,000
<i>Study Carrels</i> .....	each \$5,000
<i>Rotunda Steps</i> .....	each \$2,500
<i>Computer Stations</i> .....	each \$2,500
<i>Upholstered Chairs</i> .....	each \$2,000
<i>New Library Chairs</i> .....	each \$1,000
<i>Buy a Library Book Stack</i> .....	each \$1,000
<i>Buy a Library Book Shelf</i> .....	each \$100

**Donation Guidelines**  
*City of Eugene Parks and Open Space*

**APPENDIX A**

**NAMING POLICY FOR PARK LANDS AND FEATURES**

**1. INTRODUCTION AND PURPOSE**

The Parks and Open Space Division shall oversee the naming of park lands and features within the Eugene parks and open space system, with the exception of certain large buildings such as community centers and aquatic facilities. To ensure fair and consistent application of naming, all park lands and features requiring naming, or for which formal naming is requested, shall be evaluated and processed in accordance with these guidelines. Approved naming or renaming shall not constitute an obligation to provide a sign or other indication of the name.

**2. JURISDICTION**

The establishment of formal legal names of permanent real property owned by the City of Eugene, including parks, requires legislative action and cannot be accomplished through administrative action. Only the Eugene City Council retains the authority to carry out legislative action to establish legal names. Features or distinct areas within parks, however, such as picnic structures or gardens, can be named through administrative action.

**3. COMMON NAME VS. LEGAL NAME**

For operational and public identification purposes, the Parks and Open Space Division frequently refers to park property by a particular name which has not been legally defined or assigned by the City Council. Such names are called “common” or “use” names. In many cases, common names are used for long periods of time, and subsequently appear in documents and printed materials. Names may only achieve a legal standing by one of two means:

1. Eugene City Council resolution adopting the name
2. Eugene City Council adoption of a plan or document in which the common or use name is clearly used to identify the property or facility

**4. NEW PROPERTY AND FEATURES**

As new property is acquired and new features are constructed, the City of Eugene Parks and Open Space Division typically establishes a name based on one or more of the source criteria listed below. Similarly, the Division may establish a name for existing parks property or features which have not been named.

Adjacent Street - Names referencing an adjacent street.

Geography – Names referencing geographical characteristics of an area near the park or facility, with consideration being given to archeological, geological, topographical, botanical, zoological, or human-made geographical characteristics. Geographical names shall reference features expressing timeless qualities likely to maintain name appropriateness over time.

History - Names referencing a historic person, place, culture, or event associated with the land or facility.

Subdivision/Neighborhood - Names referencing the surrounding neighborhood or subdivision comprising a significant portion of the park service area.

**Donation Guidelines**  
*City of Eugene Parks and Open Space*

**5. RECOGNITION NAMING**

Naming park land or features in recognition of a person, group or entity shall be considered based on the following criteria:

Donor - Names referencing a donor, or a name suggested by a donor, may be considered in exchange for significant contributions. Naming of land, where the land itself is donated, may be considered where the appraised value of the donated land is \$500,000 or greater, and where the donated land represents at least 51% of the area of a particular park. Naming of donated features constructed using donated funds, may be considered for donations of 51% of the feature construction or acquisition cost, or \$100,000, whichever is greater. Long-term gifts and endowments are encouraged and may also be considered for naming opportunities.

Honoring a Living Person - Park land and features may be named to honor a living person whose gift or service to the community is of a most extraordinary nature.

Honoring a Deceased Person – Park lands and features may be named to honor a deceased person to recognize an extraordinary service or gift to the community. Requests for naming in honor of a deceased person shall be considered after 2 years from the date of death.

Group Recognition - Park lands and features may be named to recognize an organization or group for extraordinary gifts or service to the community.

**6. RENAMING PROCEDURES**

In order to respect past community values, a commonly- or legally-named park or feature shall not be renamed in its entirety under most circumstances. The following procedures describe the process for renaming park lands and features in a variety of circumstances:

*Renaming Through Public Process*

During public discussions within a park or open space resources plan update process, a general consensus may be reached to rename park land or features to better reflect current community values or the area's special characteristics, or for similar reasons deemed significant by participating members of the community. Public discussions of naming shall be directed to address the criteria outlined herein.

Legal change of the name for a park does not occur unless or until formally adopted by the City of Eugene Council. Name change for a feature or area within a park will take place when the plan is adopted by administrative order.

(continued next page)

## **Donation Guidelines**

### *City of Eugene Parks and Open Space*

#### *Renaming Features Outside of Public Process*

Requests for renaming outside of a public process may originate from members of the community, organizations, or elsewhere. An official written request for renaming must be sent to the Parks & Open Space Division containing the following information:

- ✓ Description of feature to be renamed
- ✓ The proposed name
- ✓ Concise description of reason(s) for the name change
- ✓ A description of how the renaming request meets the criteria contained within this policy

If the proposed name recognizes a living or deceased person, the proposal must also contain the following:

- ✓ Compelling evidence of the extraordinary contribution of the individual to the community
- ✓ Date of the death, if applicable
- ✓ Explanation of how renaming a park or feature would improve community awareness and historical perspective

#### *Renaming a Park Outside of Public Process*

Typically such requests will need the individual support of the Mayor or a City Councilor in order for staff to be instructed by the City Council process the request. Such requests will generally need the same types of information as indicated above for renaming a feature.

## **7. NAMING APPROVAL PROCEDURES**

All naming requests and proposals shall be reviewed by the Parks and Open Space Division. Requests shall be reviewed by Parks and Open Space Division staff, who shall forward a recommendation to the Director, who may elect to accept or reject the request. The Director may elect to forward the naming request to the Eugene City Council for action if the request is judged to have a high level of controversy, or to change names with prior legal standing. The Director may decline to forward the request to the Eugene City Council for naming of subordinate areas or features within a park.

On receipt of a request from the City Council to consider renaming a park, staff will evaluate the information provided and return a recommendation to the City Council regarding the request. The Council would then make the decision.



# City of Eugene Application for Naming Facilities

The naming of facilities follows City of Eugene policy. The Eugene City Council has sole responsibility for establishing formal legal names for City-owned facilities.

I/We \_\_\_\_\_ request that the name of  
*(Name of applicant)*  
\_\_\_\_\_ be considered for the  
*(proposed name)*  
\_\_\_\_\_ facility located at  
*(current or functional facility name)*  
\_\_\_\_\_  
*(address or description of location)*

**Summary of recommendation** (additional documents may be attached to this form)

If proposed name recognizes a living or deceased person, please include the following:

- ✓ Compelling evidence of the extraordinary contribution of the individual to the community
- ✓ Date of the death, if applicable
- ✓ Explanation of how renaming facility would improve community awareness and historical perspective

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Person(s) submitting this proposal (please print):

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Address:

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Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date submitted: \_\_\_\_\_

Submit to: City Manager's Office, 777 Pearl Street, Room 105, Eugene, OR 97401 (541-682-5010)

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION NAMING THE UNNAMED PARK LOCATED NEAR THE CORNER OF ROYAL AVE. AND ELIZABETH ST. THE ANDREA ORTIZ PARK IN HONOR OF ANDREA ORTIZ.**

**The City Council of the City of Eugene finds that:**

**A.** Andrea Ortiz passed away on January 16, 2017. Andrea Ortiz was a local Latina leader, equity advocate, friend, colleague and former City Council member. She worked for 28 years at PeaceHealth while serving on the Bethel School Board of Directors, Eugene Human Rights Commission, Eugene Police Commission, PeaceHealth OR Diversity Team, Bethel Weed & Seed Steering Committee, Trainsong Neighbors, Children First, as well as serving two terms as the City Councilor for Ward 7. She was the first Latina to serve on the Eugene City Council and advocated passionately for Eugene’s working class and marginalized communities. Andrea Ortiz founded the We Are Bethel community celebration held at Petersen Barn Community Center annually, now in its 15<sup>th</sup> year.

**B.** The unnamed park located near the corner of Royal Ave. and Elizabeth St. should be named in Andrea Ortiz’s honor because her contributions to the City represent a lasting legacy to the mission of the City and the community it serves. Andrea Ortiz was not only a leader in the City’s local Latino community, but she was a local advocate for equity across the City and across vulnerable communities. A local park named after Councilor Andrea Ortiz would keep her legacy as an equity advocate in Eugene alive.

**NOW, THEREFORE,**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EUGENE, a Municipal Corporation of the State of Oregon, as follows:**

**Section 1.** The City Council hereby names the unnamed park located near the corner of Royal Ave. and Elizabeth St. the Andrea Ortiz Park to honor Andrea Ortiz.

**Section 2.** This Resolution is effective immediately upon its passage by the City Council.

**The foregoing Resolution adopted the \_\_\_\_ day of \_\_\_\_\_, 2018.**

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**City Recorder**

# CITY COUNCIL AGENDA ITEM SUMMARY



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## Action: Potential Disposition of East 3<sup>rd</sup> Alley Property

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Meeting Date: April 23, 2018  
Department: Planning and Development  
[www.eugene-or.gov](http://www.eugene-or.gov)

Agenda Item Number: 5  
Staff Contact: Amanda D'Souza  
Contact Telephone Number: 541-682-5540

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### ISSUE STATEMENT

The City received an offer from a private party for the purchase of a small segment of land adjacent to the Ferry Street Bridge (see map in Attachment A). The prospective buyer owns the adjacent properties and is interested in using the property to consolidate services among his commercial and residential developments. This item is an opportunity for council to provide direction on the disposition process, if any, for this property.

### BACKGROUND

The E. 3<sup>rd</sup> Alley site is 1,270 square feet, located at the intersection of E. 3<sup>rd</sup> Alley and Mill Alley and adjacent to where Coburg Road turns into Ferry Street Bridge. Jeff Wilson-Charles, a local property owner, has approached the City with a proposal to purchase the property. Mr. Wilson-Charles previously bought a surplus parking lot from the City, located immediately to the north of the subject property, in 2006.

Mr. Wilson-Charles, operating as Three Muses Group LLC, owns all of the properties adjacent to E. 3<sup>rd</sup> Alley and Mill Alley. These properties include Rye Restaurant and the mixed-use Watershed building, both of which are located immediately to the northwest of the subject property, and the mixed-use redevelopment of a bungalow located just south of E. 3<sup>rd</sup> Alley. He is also interested in seeking an alley vacation for both E. 3<sup>rd</sup> Alley and Mill Alley, which would require council approval. Mr. Wilson-Charles has not submitted an alley vacation application at this time.

At the November 27, 2017, work session, council approved a process for the disposition of City-owned property (Attachment B). The process states that after receiving an unsolicited offer from a private party, the City Manager will evaluate the merits of the offer, and council will provide direction on the disposal process.

Currently, the property is unmaintained and has overgrown greenery. It is a remnant of several pieces of land that were acquired for road improvements in 1953, has never been designated as a legal lot nor tax lot, and is not zoned for any development. The property is not right-of-way and Public Works does not have any use planned for the site.

## **RELATED CITY POLICIES**

The sale and redevelopment of this property supports the adjacent mixed use development, which addresses goals for Eugene and the riverfront, including:

### *Eugene Downtown Plan*

- Build upon downtown's role as the center for government, commerce, education and culture in the city and the region.
- Downtown development shall support the urban qualities of density, vitality, livability and diversity to create a downtown, urban environment.
- Actively pursue public/private development opportunities to achieve the vision for an active, vital, growing downtown.

### *Envision Eugene Pillars*

- Promote compact urban development and efficient transportation options.
  - Integrate new development and redevelopment in the downtown, in key transit corridors and in core commercial areas.

## **COUNCIL OPTIONS**

1. Direct the City Manager to begin working with Mr. Wilson-Charles to negotiate deal points for the sale of the property and bring deal points to council for action.
2. Select a different process for the sale of the site.
3. Do not approve moving forward with sale of the property at this time.

## **CITY MANAGER'S RECOMMENDATION**

The City Manager recommends moving forward with negotiations with Mr. Wilson-Charles for the sale of the property.

## **SUGGESTED MOTION**

Move to direct the City Manager to work with Mr. Wilson-Charles to negotiate deal points for sale of the 1,270 sq. ft. City-owned property at E. 3<sup>rd</sup> Alley for future council consideration.

## **ATTACHMENTS**

- A. Map of Property
- B. Council Approved Property Disposition Process

## **FOR MORE INFORMATION**

Staff Contact: Amanda D'Souza  
Telephone: 541-682-5540  
Staff E-Mail: [amanda.m.dsouza@ci.eugene.or.us](mailto:amanda.m.dsouza@ci.eugene.or.us)



# Map of E. 3<sup>rd</sup> Alley Property



Orthophotography: 2017  
Caution: This map is based on imprecise source data, subject to change, and for general reference only.

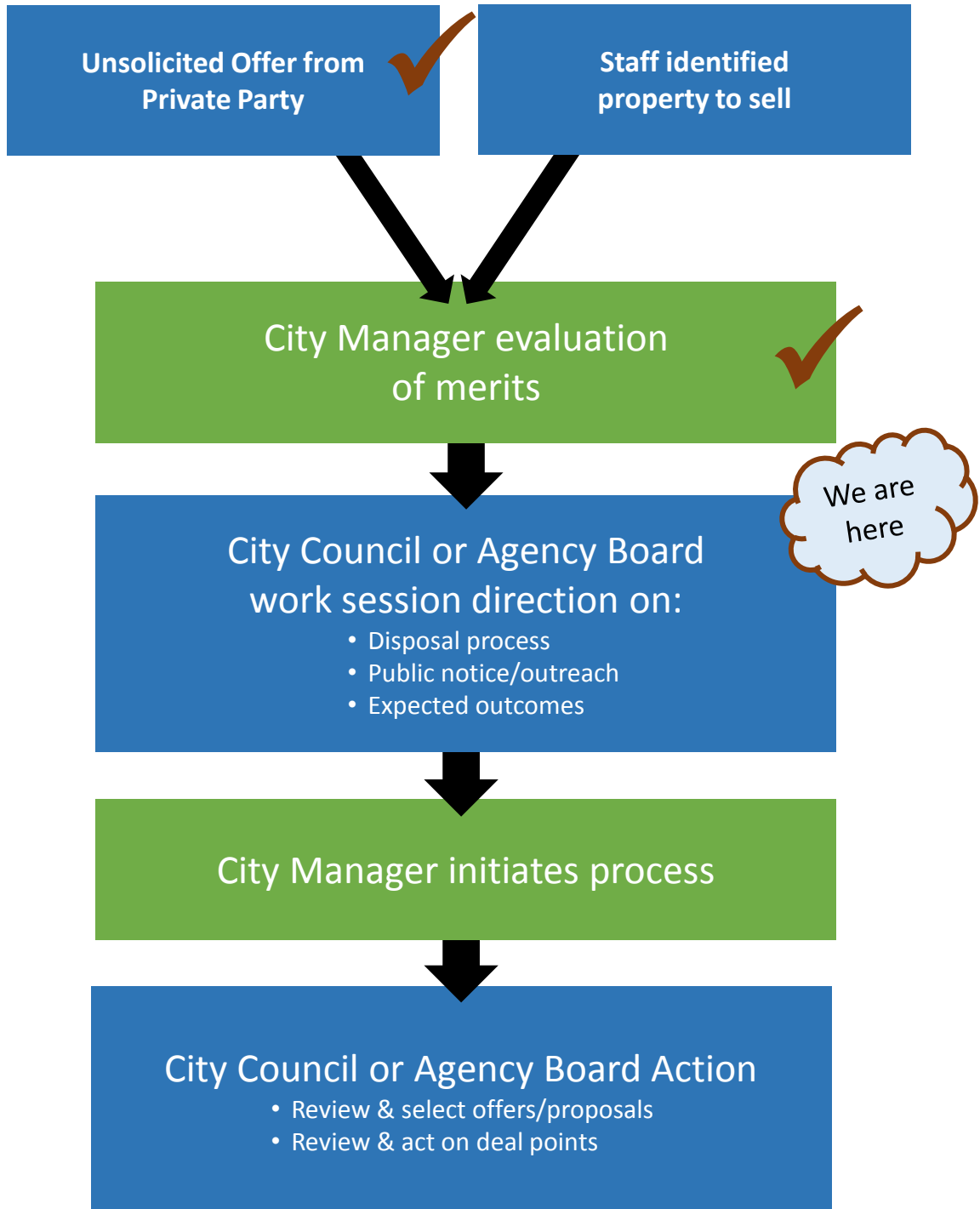
April 23, 2018, Meeting – Item 5

City of Eugene, PDD  
4/18/2018



# Council Approved Property Disposition Process

November 2018



# EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



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## Action: An Ordinance Updating the Public Passenger Vehicle Code

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Meeting Date: April 23, 2018  
Department: Planning and Development  
[www.eugene-or.gov](http://www.eugene-or.gov)

Agenda Item Number: 6  
Staff Contact: Rachele Nicholas  
Contact Telephone Number: 541-682-5495

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### **ISSUE STATEMENT**

The City Council is scheduled to take action on proposed changes to the City's Public Passenger Vehicle code (3.345). The purpose of the proposed changes is to make it more likely for Transportation Network Companies (TNC) to operate in Eugene while continuing to maintain important community safety standards.

### **BACKGROUND**

In 2015, City Council unanimously approved updates to Eugene's Public Passenger Vehicle (PPV) code to acknowledge the emergence of new technologies and business models while also ensuring all Public Passenger Vehicles operating in Eugene meet community safety standards.

Eugene City Code 3.345 provides licensing regulations for PPV Services. The code provides a definition of PPVs, establishes the licensing requirement, screening requirements, fare charging requirements and requires adoption of Administrative rules by the City Manager.

After approving code updates related to PPVs in 2015, Council supported updating the administrative rules to accommodate new transportation models, like TNCs, while maintaining community safety standards such as driver background checks and insurance requirements. The updated rules were intended to make it possible for companies like Uber and/or Lyft to operate in Eugene, but no TNCs have applied for a license to operate since the update.

Since the last code update there have been some changes and new information related to the operation of TNCs, including insurance coverage options, vehicle inspection options, and driver background checks. At the February 14, 2018, council work session, staff presented these changes and provided additional information including the City of Medford's recently adopted public passenger vehicle code. The City of Medford's public passenger vehicle code was adopted in December 2017. Uber and Lyft are currently operating in the city of Medford. Based on all of this information, council provided direction to the City Manager to draft code language that aligns with the City of Medford's process which includes local licensing of public passenger vehicle drivers. A summary of the proposed changes is included as Attachment A.

The City has communicated with representatives from Uber and Lyft. Uber has indicated their support for the draft code. It is unclear, based on communication with Lyft, whether or not the proposed code would work for them.

Most of the details of the City's PPV regulations are found in the Administrative Rules. The rules describe the driver application process, insurance requirements, and vehicle requirements. If the proposed code is adopted, staff will update the administrative rules to include specific requirements for Public Passenger Vehicle companies and drivers.

In addition to the requirement for licensing PPV companies and certifying drivers, the proposed code provides the option for the City Manager to adopt a per-trip fee that is paid by the public passenger. The purpose of the per-trip fee is to cover program costs to adequately administer this code section 3.345 and the administrative rules adopted thereunder, increase the availability of accessible vehicles and any other purpose related to public passenger vehicles services specifically identified by the city manager in the notice of proposed fee.

A public hearing on the proposed code changes was held by the City Council on April 16, 2018. Three people presented testimony at the hearing for Council consideration. The public testimony focused on background checks and insurance requirements. The proposed code changes retain all of the city's existing authority to run background checks on PPV drivers based on current background check standards. The authority exists elsewhere in Chapter 3 of the Eugene Code and will remain unchanged. Background checks of all PPV drivers will continue to be conducted by Eugene Police Department following a process similar to what is currently in place. The existing Administrative Rules require PPV companies to provide proof of insurance, annually, for all PPV vehicles. If the draft code is adopted the Administrative Rules will be updated to include additional insurance coverage options to meet this important safety requirement.

Everyone driving a 'vehicle-for-hire', including TNC drivers, must possess a valid driver certification card issued by the City of Eugene. With the proposed changes, a person intending to be certified by the City as a PPV driver will follow this basic process:

1. The driver completes whatever "onboarding" process is required by the individual PPV company.
2. If the driver is approved by the PPV company, the PPV company provides notice to the driver that he/she must obtain a driver certification card from the City.
3. To qualify for a certification from the City, the driver provides the City with verification from the PPV company, which may include a third-party background check, proof of a vehicle inspection conducted by a certified mechanic and proof of insurance.
4. If the driver passed a background check conducted by an approved third party through the PPV company on-boarding process, the driver will be issued an immediate certification. In this case a second background check will be conducted by EPD, a process that typically takes 3-7 days.
5. If a third-party background check was not conducted by the PPV company, the driver will be issued a certification upon successfully passing the background check conducted by EPD.
6. Drivers must renew their certification annually.



It is important to stress that a background check will be performed by Eugene Police. If a driver fails the local background check his/her certification will be suspended, revoked, or not issued.

The proposed ordinance is included as Attachment B. An immediate effective date has been added to the proposed ordinance. If the ordinance passes with six votes or more the ordinance will go into effect immediately. If the ordinance passes with less than six votes, the ordinance will go into effect in 30 days. An immediate effective date is necessary to address a community need for additional transportation options.

### **RELATED CITY POLICIES**

Eugene Code Chapter 3, Section 3.345 –Licensing Regulations Public Passenger Vehicle Services  
Vision Zero Resolution No. 5143 – Transportation Safety

### **COUNCIL OPTIONS**

1. Approve the code changes and adopt the ordinance as attached
2. Modify the code changes and adopt a modified ordinance
3. Take no action

### **CITY MANAGER'S RECOMMENDATION**

The City Manager recommends Option 1, the Eugene City Council approve the changes to the Public Passenger Code and adopt the ordinance as attached.

### **SUGGESTED MOTION**

Move to adopt Council Bill 5183 that updates the Public Passenger Vehicle code.

### **ATTACHMENTS**

- A. Summary of Proposed Public Passenger Vehicle Services Code Changes
- B. Draft Ordinance Concerning Public Passenger Vehicle Services; Amending Sections 3.005 and 3.345 of the Eugene Code, 1971; and Providing for an Immediate Effective Date.

### **FOR MORE INFORMATION**

Staff Contact: Rachelle Nicholas  
Telephone: 541-682-5495  
Staff E-Mail: [Rachelle.d.nicholas@ci.eugene.or.us](mailto:Rachelle.d.nicholas@ci.eugene.or.us)

**Summary of Proposed Public Passenger Vehicle Services Code Changes:**

**3.005** Amended to add the following definitions under the Public Passenger Vehicle heading:

**Public Passenger Vehicles:**

**Transportation Network Company.** A person or business that provides a digital or software application scheduling platform or service that enables a prospective passenger to connect to a vehicle-for-hire.

**Transportation Network Driver.** An employee or independent contractor of a transportation network company that operates a vehicle-for-hire by transporting passengers for compensation utilizing the transportation network company's digital or software application scheduling platform or service.

**Transportation Network Vehicle.** A vehicle-for-hire operated by a transportation network driver.

**Vehicle-for-Hire.** A vehicle used for providing shared transport, which transports one or more passengers for a fee between locations of the passengers' choice, including, but not limited to, all public passenger vehicles and all transportation network vehicles.

**Vehicle-for-Hire Company.** All public passenger vehicle companies and all transportation network companies.

**3.345 Public Passenger Vehicle Services**

1. Add the following requirements:
  - All vehicle-for-hire companies ( this includes Taxi Companies and Transportation Network Companies)
    - Must obtain a public passenger vehicle company license from the City to operate.
    - Maintain accurate, current records for all drivers employed by, contracting with, or otherwise affiliated with the company, including all drivers utilizing the company's digital or software application scheduling platform in the city.
    - Notify all drivers that they must obtain a driver certification card in accordance with subsection (2) of this section.
    - Revoke a driver's authority to operate as a driver for their company if the city revokes the driver's public passenger vehicle driver certification card.
2. Everyone driving a vehicle-for-hire must possess a valid driver certification card issued by the City of Eugene.
  - An applicant may be issued the card without any waiting period if the application is complete and they provide documentation that they were hired by a vehicle-for-hire company after undergoing a criminal background check in accordance with the company's procedure.
3. Remove the maximum rate notification requirement.
4. Add a provision which allows the City to audit vehicle-for-hire companies up to twice per calendar year to review compliance with applicable city code and administrative rules or require the production of records as related to an investigation of a specific allegation of violation or evaluation of a complaint.
5. Change the penalty for a late renewal or extension application of the license from \$10 per day to \$20 per day.

## ATTACHMENT A

6. Add a provision which allows the City manager to establish a per-trip fee. This would be paid for by the vehicle-for-hire company or the passenger. The purpose of the fee is to cover program costs required to administer this code and the associated administrative rules, increase the availability of accessible vehicles and any other purpose related to public passenger vehicles services identified by the City.
7. As per Eugene Charter, this ordinance would become *effective immediately* to address a community need for additional transportation options with an affirmative vote of two-thirds of the City Council.

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE CONCERNING PUBLIC PASSENGER VEHICLE SERVICES;  
AMENDING SECTIONS 3.005 AND 3.345 OF THE EUGENE CODE, 1971; AND  
PROVIDING FOR AN IMMEDIATE EFFECTIVE DATE.**

**THE CITY OF EUGENE DOES ORDAIN AS FOLLOWS:**

**Section 1.** Section 3.005 of the Eugene Code, 1971, is amended to add the following definitions under the “Public Passenger Vehicle” heading:

**3.005** For the purposes of this chapter, the following words and phrases shall mean:

**Public Passenger Vehicles:**

***Transportation Network Company. A person or business that provides a digital or software application scheduling platform or service that enables a prospective passenger to connect to a vehicle-for-hire.***

***Transportation Network Driver. An employee or independent contractor of a transportation network company that operates a vehicle-for-hire by transporting passengers for compensation utilizing the transportation network company’s digital or software application scheduling platform or service.***

***Transportation Network Vehicle. A vehicle-for-hire operated by a transportation network driver.***

***Vehicle-for-Hire. A vehicle used for providing shared transport, which transports one or more passengers for a fee between locations of the passengers’ choice, including, but not limited to, all public passenger vehicles and all transportation network vehicles.***

***Vehicle-for-Hire Company. All public passenger vehicle companies and all transportation network companies.***

**Section 2.** Section 3.345 of the Eugene Code, 1971, is amended to provide:

**3.345 Public Passenger Vehicle Services [~~License and/or Permit Required~~].**

**(1) Vehicle-for-Hire Company Licensure Requirements.**

(a) No person or business may operate a [~~public passenger vehicle~~] **vehicle-for-hire** company without a public passenger vehicle company license; however, an unlicensed [~~public passenger vehicle~~] **vehicle-for-hire** operating outside the jurisdictional limits of Eugene and Springfield may deliver a fare from outside those limits to a location within the limits, and if the vehicle waits for the person, retrieves the person for the return trip back outside the jurisdictional limits.

~~[(b) No person or business may connect, or attempt to connect, a prospective passenger to a vehicle for hire by providing a digital or~~



- ~~software application scheduling platform or service without first obtaining a public passenger vehicle company license.]~~
- (~~eb~~) Unless driving a vehicle-for-hire for a person or business that has obtained a public passenger vehicle company license, no person may drive a vehicle-for-hire without first obtaining a public passenger vehicle company license.
- (~~dc~~) No person or business required to obtain a public passenger vehicle **company** license may solicit or accept any passenger within the city limits except as provided in this subsection.
- (~~ed~~) No ~~[public passenger vehicle]~~ **vehicle-for-hire company** may operate at the Eugene Airport unless authorized by the Airport to do so.
- (e) **All vehicle-for-hire companies shall:**
1. **Maintain accurate, current records for all drivers employed by, contracting with, or otherwise affiliated with the company, including all drivers utilizing the company's digital or software application scheduling platform in the city; and**
  2. **Notify all drivers that they must obtain a driver certification card in accordance with subsection (2) of this section; and**
  3. **Revoke a driver's authority to operate as a driver for their company if the city revokes the driver's public passenger vehicle driver certification card; and**
  4. **Not locate its central operation in a residential zone unless expressly authorized by the city manager.**
- ~~[(2) No person or business required under subsection (1) of this section to obtain a public passenger vehicle company license may use in its operation a motorized vehicle which lacks a public passenger vehicle permit.]~~
- (32) **Vehicle-for-Hire Driver Certification Card Requirements.** No person may drive **a vehicle-for-hire** ~~[a motorized public passenger vehicle, and no business required to obtain a public passenger vehicle company license may hire a person as a driver, either as an employee or an independent contractor,]~~ unless that person possesses a valid public passenger vehicle driver certification **card**. ~~[Notwithstanding the foregoing, a person who has applied for such a certification may drive a taxicab if the person has obtained from the city a temporary certification; such certification shall not be valid for more than 30 days, or until the city grants or denies the person's application for a public passenger vehicle driver certification, whichever is sooner.]~~ **An applicant may be issued a driver certification card without any waiting period if the person's application is complete and includes documentation demonstrating that the applicant has been hired by a vehicle-for-hire company after undergoing a criminal background check in accordance with the vehicle-for-hire company's criminal background check procedures. For purposes of this section, "hired by a vehicle-for-hire company" means a driver employed by, contracting with, or otherwise affiliated with the vehicle-for-hire company.**
- ~~[(4) No public passenger vehicle company may locate any part of its operation in a residential zone unless expressly authorized by the city manager or designee pursuant to this code or the Springfield Code.~~
- ~~(5) All persons and businesses required to obtain a public passenger vehicle company license under subsection (1) of this section shall provide the city manager or designee with written notice of the maximum rate to be charged passengers. No public passenger vehicle company license holder shall~~

~~change its maximum rate without first providing the city manager or designee with a minimum of ten days advance written notice of the new rate. No public passenger vehicle company license holder shall charge more than the rate on file with the city. Upon request, the city manager may exempt, by administrative order, a public passenger vehicle company license holder from the provisions of this section if the public passenger vehicle company license holder does not operate any taxicabs.]~~

- (63) **Fare.** The actual fare charged for each trip by a [~~taxicab~~] **vehicle-for-hire** shall not exceed the higher of:
- (a) The meter calculated rate, including authorized and posted surcharges, or
  - (b) The minimum fare as posted on the interior and exterior of the vehicle, or
  - (c) The smartphone application calculated rate, including displayed and passenger-confirmed surcharges.
- (4) **Audit.** *The city manager may audit vehicle-for-hire companies up to twice per calendar year to review compliance with applicable city code and administrative rules. Upon request, a vehicle-for-hire company shall provide the city manager a sample of records for up to thirty (30) drivers affiliated with the vehicle-for-hire company that have operated in the thirty (30) days preceding the audit. The audit shall occur at a time and location designated by the city manager. In addition to an audit, the city manager may require a vehicle-for-hire company to produce records related to an investigation of a specific allegation of a violation of applicable city code administrative rules, or other applicable law, or to evaluate a complaint. Production of records for an investigation or to evaluate a complaint does not count toward the twice-per-year auditing limit.*
- (75) **Rules.** The city manager shall adopt rules setting standards and establishing requirements for **vehicle-for-hire companies; vehicles-for-hire;** public passenger vehicle companies; public passenger vehicles; public passenger vehicle drivers; [~~and~~] the issuance of **public passenger vehicle company licenses** [~~for companies, permits for vehicles, and~~]; **and the issuance of public passenger driver certification** [~~s and temporary certificates for drivers~~] **cards.** Such rules shall be consistent with this code and be designed to ensure that the public safety is protected, the public needs are met, and the public convenience is promoted.
- ~~[(8) In addition to requirements established by rule to obtain a license, each public passenger vehicle company must designate a registered agent who may be served with any process, notice or demand required or permitted by law to be served upon the company. The registered agent shall be an individual or business located in Eugene or Springfield, and must be available for service of legal process during all hours that the public passenger vehicle company is in operation.]~~
- (96) **Term.** The term for a license issued hereunder shall commence on January 1 and expire on December 31 of the year issued. The license fee for applications received after January 1 shall be prorated on the basis of that term. An application for extension or renewal of an existing license must be submitted by November 1, accompanied by the required license fee. Failure to submit the license fee with the extension or renewal application, or to pay the same before the end of the current license term may result in the licensee

being required to submit a new application and pay an application fee. A licensee who submits an extension or renewal application after November 1 may be assessed a penalty fee of [~~\$40~~] **\$20** per day for each day between November 1 and the date the application is submitted.

- (7) ***Per-Trip Fee.*** *In addition to licensure and certification card fees, a per-trip fee to be paid by the vehicle-for-hire company or the passenger may be established by the city manager pursuant to section 2.020 of this code. The purpose of the per-trip fee is to cover program costs required to adequately administer this Section 3.345 and the administrative rules adopted thereunder, increase the availability of accessible vehicles, and any other purpose related to public passenger vehicle services specifically identified by the city manager in the notice of proposed fee.*

**Section 3.** Pursuant to the provisions of Section 32(2) of the Eugene Charter of 2002, with the affirmative vote of two-thirds of the members of the City Council, this Ordinance shall become effective immediately upon adoption by the Council and approval by the Mayor, or passage over the Mayor’s veto. An immediate effective date is necessary to address a community need for additional transportation options.

**Section 4.** The City Recorder, at the request of, or with the consent of the City Attorney, is authorized to administratively correct any reference errors contained herein, or in other provisions of the Eugene Code, 1971, to the provisions added, amended or repealed herein.

**Passed by the City Council this**

\_\_\_\_\_ day of April, 2018

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

**Approved by the Mayor this**

\_\_\_\_\_ day of April, 2018

\_\_\_\_\_  
**Mayor**