

AGENDA

REGULAR CITY COUNCIL MEETING

JANUARY 23, 2023

5:30 p.m.

CITY HALL COUNCIL CHAMBER

313 COURT STREET

And

VIA ZOOM

<https://us06web.zoom.us/j/88147760127?pwd=bzF6UVBBS0EvaDIxTEVyRngrbExmQT09>

Meeting ID: 881 4776 0127

Passcode: 007612

1. CALL TO ORDER
2. ROLL CALL OF COUNCIL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF AGENDA
5. PRESENTATIONS/PROCLAMATIONS
 - A. Wastewater Treatment Plant Annual Report – Jacobs
 - B. The Dalles Area Chamber of Commerce Update – Lisa Farquharson
6. AUDIENCE PARTICIPATION

During this portion of the meeting, anyone may speak on any subject which does not later appear on the agenda. Up to five minutes per person will be allowed. Citizens are encouraged to ask questions with the understanding that the City can either answer the question tonight or refer that question to the appropriate staff member who will get back to you within a reasonable amount of time. If a response by the City is requested, the speaker will be referred to the City Manager for further action. The issue may appear on a future meeting agenda for City Council consideration.
7. CITY MANAGER REPORT
8. CITY COUNCIL REPORTS
 - A. Selection of a Council President
 - B. Assignment of City Councilors to Various Committees and Boards

CITY OF THE DALLES

"By working together, we will provide services that enhance the vitality of The Dalles."

9. CONSENT AGENDA

Items of a routine and non-controversial nature are placed on the Consent Agenda to allow the City Council to spend its time and energy on the important items and issues. Any Councilor may request an item be “pulled” from the Consent Agenda and be considered separately. Items pulled from the Consent Agenda will be placed on the Agenda at the end of the “Action Items” section.

- A. Approval of the January 9, 2023 Regular City Council Meeting Minutes
- B. Resolution No. 23-002 Extending the Beautification Committee until June 30, 2027
- C. Resolution No. 23-005 Concurring with the Mayor’s Appointments to Various Committees and Commissions
- D. Resolution No. 23-004 Assessing the Real Property Located at 817 Floral Court West for the Costs of Nuisance Abatement

10. PUBLIC HEARINGS

- A. General Ordinance No. 23-1395 An Ordinance Approving Comprehensive Plan Amendment No. 54-22 Revising Prescribed Residential Density Ranges of The Dalles Comprehensive Plan and Zoning Ordinance Amendment No, 107-22 to Revise Residential Density Ranges and Density Regulation of The Dalles Municipal Code, Title 10 – Land Use and Development
- B. Close-out of Community Development Block Grant (CDBG) Project No. HA2101, providing Covid-19 Emergency Rental and Mortgage Assistance

11. CONTRACT REVIEW BOARD ACTIONS

- A. Award Contract No. 2023-001 Sorosis Reservoir Structure Modifications & Spot Coating

12. ACTION ITEMS

- A. Resolution No. 23-003 Amending the City of The Dalles Fee Schedule

13. ADJOURNMENT

This meeting conducted VIA Zoom

Prepared by/
Izetta Grossman, CMC
City Clerk

CITY OF THE DALLES

"By working together, we will provide services that enhance the vitality of The Dalles."



Operations Management and Facilities Services
2021-2022 Annual Report

The Dalles, Oregon

Jacobs

**Challenging today.
Reinventing tomorrow.**

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Letter from Project Manager Taylor Poynor

It is with pleasure we present to you, our valued client, a delivery performance summary for the 2021-2022 contract year. Since 1989, we have provided operations and maintenance (O&M) services to the City's wastewater treatment plant (WWTP). We are committed to safeguarding uninterrupted service delivery of this critical infrastructure that keeps The Dalles clean and safe.

In the last contract year, we continued to manage the daily challenges of living and working during the pandemic. I am proud of how our team responded and of how our strong partnership is weathering these challenging times. And while we experienced challenges, the last contract year came with accomplishments and positive outcomes.

Highlights of the last contract year include:

- Safely worked 21 years without a lost-time incident and 8 years without a recordable incident
- Consistently removed well above our National Pollutant Discharge Elimination System (NPDES) permitted levels of biochemical oxygen demand (BOD), total suspended solids (TSS) and E. coli
- Received 1,652 hours of assistance from Jacobs regional and nationwide experts for compliance, maintenance, safety and more
- Received 250 hours of training, keeping our team and the community safe
- Hauled more than 2.9 million gallons (mg) of biosolids

On behalf of our entire team, we are honored and privileged to serve this great community. We are excited to continue our partnership to bring the best operations, technical and economic benefits to the City, its stakeholders and residents. We appreciate your business and look forward to another successful year.



Taylor Poynor
Project Manager

Company overview and history of excellence

Jacobs, established in 1947 and headquartered in Dallas, Texas, is a Fortune 500 company. Jacobs currently employs 50,000+ staff worldwide, making us one of the largest and most diverse companies in our industry. Jacobs has a number of corporate subsidiaries, including Operations Management International Inc. (OMI), an addition to the Jacobs family as a result of our acquisition of its parent company CH2M HILL Companies Ltd. in 2017. OMI was established in 1980 and is a wholly owned subsidiary of Jacobs.

More than 90 percent of Jacobs' work is repeat business. Our commitment to client value and partnership produces consistent cost advantages, profits and growth, allowing us to attract and retain the industry's top talent. Our strict dedication to safety and uncompromising ethics and integrity create a work environment that promotes employee progress and helps grow our business. Jacobs is recognized among the 50 Best Companies to work for because we provide the opportunity for long-term employment. An overview of our fully integrated, award-winning water/wastewater firm is in Exhibit 1.

Exhibit 1

Fully integrated award-winning water/wastewater firm



Industry-leading O&M provider

Jacobs is one of the largest water/wastewater O&M services providers in North America, generating over \$1.5 billion per year in annual revenue. As a U.S.-based company, we have more staff in the Northwest region than any other O&M firm, more water and wastewater experts than any other O&M firm and we have performed more design-build/design-build-operate (DB/DBO) projects than any other O&M firm in the country. This base of collective experience and resources allows us to better serve the O&M needs of the City of The Dalles (Exhibit 2).

Having Jacobs as a partner and extension of the City has many advantages, including the access to thousands of professionals specializing in a wide range of areas. In the Northwest alone, Jacobs has 215 O&M professionals working at 22 projects. The city has access to these specialty resources that represent considerable cost savings to The Dalles.

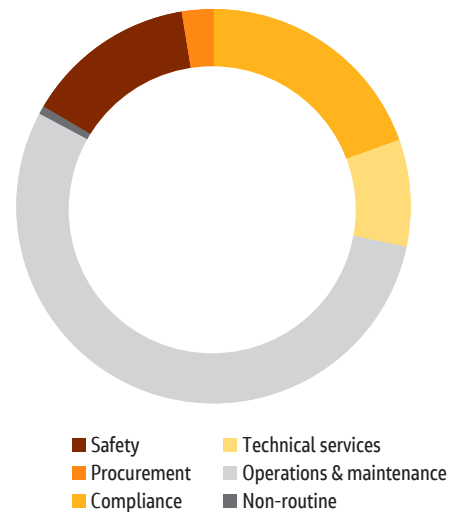
Exhibit 2

Jacobs unmatched resources in the Northwest



Exhibit 3

The Dalles regional support hours assistance



In the last contract year, our specialists recorded 1,652 hours (Exhibit 3 above) in the following areas of expertise:

- **Operations assessment and consulting.** Process troubleshooting, repairs, performance testing, quality management and system improvement
- **Asset management.** Condition assessments using proprietary software; determining facility asset operating longevity, lifecycle cost and risk and estimating repair and replacement costs and capital replacement costs
- **Optimization.** Optimization that lowers variable costs, benchmarking against a database of more than 100 similar facilities and providing a Web-enabled portal for data access and analysis
- **Software enhancement.** Installation, programming, operator training and monitoring of operations software and computerized maintenance management systems (CMMS)
- **Compliance.** Regulatory compliance specialists assess permits and help with permit renewal, assist with compliance plans and address compliance and regulatory challenges.

Industry-leading O&M provider

Jacobs experts assist with implementing projects focusing on optimization and efficiency

SUPERVISORY CONTROL AND DATA ACQUISITION EXPERT KEEP OPERATIONS FLOWING

Jacobs supervisory control and data acquisition (SCADA) expert Daryl Banaszek reprogrammed clarifier #2's pump and valves to cycle per their design specifications after it was discovered by onsite associates the scum box skimming line valves to the headworks were wired incorrectly in the programmable logic controller (PLC).

Daryl also assisted the project after a short in the connection strip on the gravity belt thickener (GBT) was discovered and level sensor programming was required. Daryl brought the system back online, allowing 24 hours per day/7 days a week wasting to resume.

MAINTENANCE EXPERT REBUILT MOTOR FOR PROJECT SPARE PARTS INVENTORY

After the bearings on the 1.5 horsepower Pista Grit motor wore through, the team replaced it with a new motor. Jacobs maintenance expert Bill Duchene rebuilt the motor and is now in our spare parts inventory.

ELECTRICIANS WORK TO IMPROVE OPERATIONS

Jacobs maintenance experts Bill Duchene and John Houchin assisted with the replacement of the variable frequency drive (VFD) on the Penn Valley Digester 1 and 2 recirculation pump. While onsite, they also replaced the ultraviolet (UV) low level sensors.

Bill and John also helped reinstall influent number 4 pump after the pump was not working properly and a cable was replaced by the manufacturer, Hidrostral Pumps.

Focus on our people

Our eight-member team is responsible for operating the City's WWTP and industrial pretreatment program (IPP). Jacobs delivery starts at the top of our The Dalles team with Project Manager Taylor Poynor. She brings new ideas to lead this dynamic team that brings almost 90 combined years of wastewater utilities experience. Jacobs is proud to attract and retain talented people working for The Dalles. Exhibit 4 highlights the team, their role at the project, skills they bring to the project and education/licenses/certifications.

Exhibit 4

Our experienced team

Name and title	Education/licenses/certifications	Skills
 Taylor Poynor Project Manager	BS Environmental Engineering from Colorado School of Mines (Graduated Magna Cum Laude) Colorado Water Operator A Colorado Wastewater Operator A Engineer-in-Training Co-Authored in Journal of Membrane Science: Bell, E.A. et al. (2017) 'Produced Water Treatment Using Forward Osmosis Membranes: Evaluation of Extended-time Performance and Fouling', Journal of Membrane Science	Organizational leadership skills and forward-thinking vision to partner with the city. Highly proficient and technical background provides the city with information to help improve, expand and upgrade facility operational efficiencies.
 Oscar Farris Operator	Oregon WW Treatment Grade 2 Pursuing Oregon Water Distribution 1	Astounding leader that moved from truck driver to biosolids leadership role, and now is in operations. He has expanded his process knowledge and was recently promoted to Operations Lead.
 Mitchell Riefel Operator	Oregon WW Treatment Grade 2 Oregon WW Collections Grade 1 Pursuing Capstone Microturbine C65 Technician Certification	Strong institutional and system knowledge which provides the City with innovative upgrades at the WWTP. Utilizes strong local connections and relationships to address issues, quickly, as they arise.
 Jason Knott Mechanic	Pursuing Oregon WW Treatment Grade 1	Jason joined the team recently as a mechanic with specialized experience in wind turbines and WWTP maintenance. He brings leadership skills to the table having been a manager in previous professional positions.
 John Wall Operator and Mechanic	Oregon WW Treatment Grade 3	Extensive institutional knowledge of the City's facilities and how to keep them operating effectively and efficiently.
 Michael Hoffman Laboratory Technician	Pursuing Oregon WW Treatment Grade 1 and Oregon Water Distribution 1	Extremely detail oriented and highly skilled in laboratory sampling and reporting, and a proven leader in assisting with process decision making.
 Brooke Henrickson Operator	Oregon WW Treatment Grade 2	Brooke brings energy and momentum to the project. Her 5 years with The Dalles WWTP has made her a great resource for training on daily responsibilities and what to look for in process and maintenance controls.
 Curtis Wilhelm Operator	Oregon WW Treatment Grade 1	Highly energetic and willing to put copious amounts of effort toward laborious tasks. Curtis has become an essential member of the operations team, providing countless hours behind the wheel hauling biosolids and filling in for operations team.

Focus on our people

Increased certifications and licenses

Our team of eight are experienced with advanced licenses, and we emphasize the importance of increasing licenses as employees develop in their roles. The increased licenses not only help our team advance in their careers; it also benefits the city by having experienced personnel operating their facilities. We reinforce the opportunity for our associates to advance in their careers with Jacobs and learn new skills. The following associates are pursuing licenses and certification:

- Taylor is in the process of obtaining reciprocity for an Oregon WW Treatment Grade 4 license
- Oscar is pursuing an Oregon Water Distribution 1 license
- Michael is pursuing an Oregon WW Treatment Grade 1 and Oregon Water Distribution 1 licenses
- Mitchell is pursuing a Capstone Microturbine C65 Technician Certification
- Jason is pursuing an Oregon WW Treatment Grade 1 license



O&M overview

Wastewater production

Jacobs operates and maintains the city's 4.4-million-gallons-per-day average (mgd) WWTP. Our team consistently operates the City's WWTP to produce effluent significantly better than contract and permit requirements as highlighted in Exhibits 5-8.

Exhibit 5

Monthly average flow

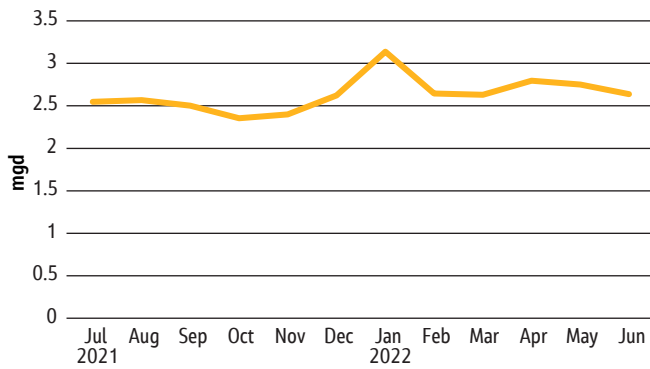


Exhibit 7

TSS monthly average versus permit

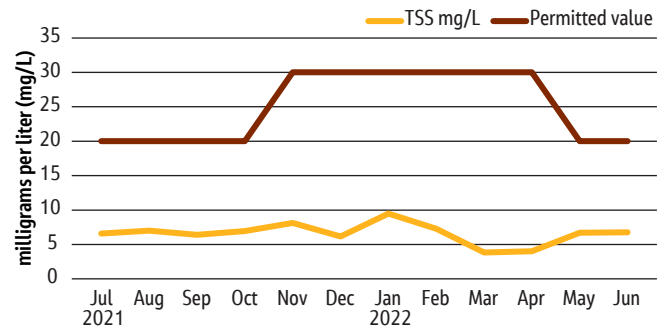


Exhibit 6

BOD monthly average versus permit

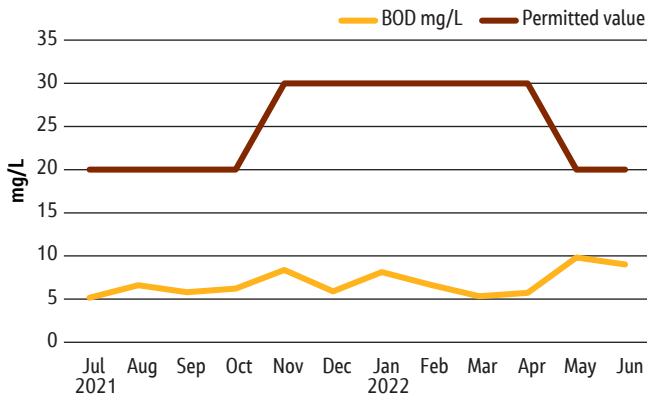
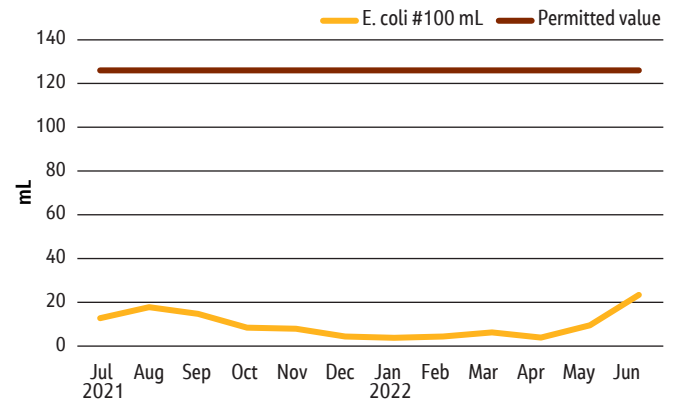


Exhibit 8

E. coli monthly total versus permit



O&M overview

Compliant operations

The WWTP experienced three non-compliance incidents in the last contract year. Exhibit 9 highlights the incident and actions taken to prevent the issue from occurring again.

Exhibit 9

Non-compliance incidents

Incident description	Cause	Action taken
In December, we experienced an excursion with the 2021 annual toxics monitoring for volatile organic compounds (VOC) due to an exceedance in sample holding time prior to analysis. The samples could not be re-collected within the required monitoring timeframe because we were not notified until January.	The selected contract laboratory failed to ship the samples for the VOC analysis to the correct sub-contracted laboratory's address. This led to a delay in the samples reaching the laboratory and resulted in the samples not meeting the time limit required for the samples to be analyzed.	The team changed laboratories and the site's sampling plan; providing the opportunity to re-sample if an issue occurs in the future.
In January, the in-stream effluent pH meter read below the permitted level of 6.0 standard units (SU).	The in-stream effluent pH meter probe was drifting over the course of weeks and needed recalibration.	The team has received additional training in operator rounds and how to use the in-stream and bench meter calibration comparison logbook. A low- and high-level pH alarm has also been installed in the call-out program.
In April, testing results for E. coli were not completed on time. The Department of Environmental Quality (DEQ) deemed there was no threat to public health or safety.	The laboratory operator was on vacation and the laboratory was being run by another team member for the day when E. coli results were supposed to be "read-out".	The daily rounds sheet has been modified to include a check on the E-coli incubator, ensuring all read-out events occur within the appropriate time frame.

O&M overview

Wastewater treatment activities

IMPLEMENTING THE NEW HACH WIMS OPERATIONAL DATA PROGRAM

Our team completed the last contract year utilizing the Hach WIMS database. It serves as a repository for all facility operational and compliance data. Information from the field and the laboratory are entered into the database and from this single data source, our team can make process calculations, generate regulatory reports and create graphs and tables revealing status trends in our operations. Data is then analyzed and measured how closely we are achieving plant-specific process performance targets. The objective is to have our team run the WWTP, not the WWTP run them.

This is the largest, and perhaps, the only companywide process control monitoring system in the U.S., according to Hach, who was instrumental in our development of this unique system. Once a week, CPCS calculates scores and measures how close each team is to achieving controllable process targets using the process and compliance data recorded in Hach WIMS. Rollup reports are automatically sent to project staff, Jacobs regional process and management teams and Jacobs O&M senior leadership. Direct access to the data management software allows the city to “mine” the database for specific data, as desired. Periodic reports will also provide the city with a quick summary of how the facilities are performing regarding the discharge permits and how individual processes are performing.

MICROTURBINE SYSTEM STATUS

Until the system is functioning up to expectations, our team is focused on efforts to improve the system and how it operates. Operator Mitchell Riefel is receiving microturbine training to help learn how to operate the equipment efficiently.

BIOSOLIDS HAULING AND LAND APPLICATION

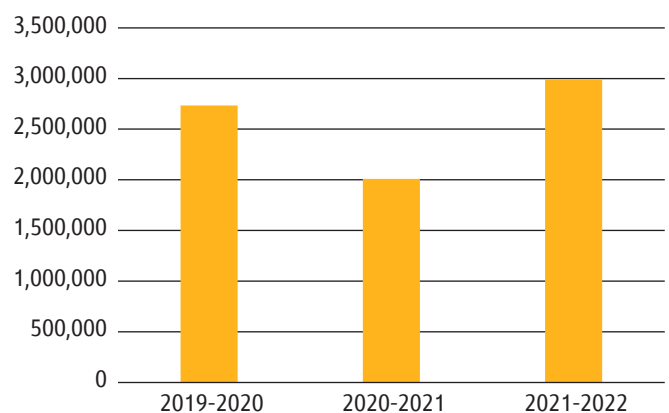
During the last contract year, we hauled more than 2.9 mg of liquid biosolids to farmland where it is land applied using a terragator tractor. Jacobs is now caught up with biosolids activities from the previous contract year, even while facing adversity. A large snowstorm in January prevented biosolids land application for four weeks, leading to significant hauling backups. For a temporary solution, our team acquired three Baker tanks that held 15,000 – 17,000 gallons of biosolids per tank. Even with the tanks, the facility was behind in wasting, but our team found a solution. After coordinating with the Public Works Department, the City of Hood River, and nearby Jacobs-operated project in Hood River, The Dalles WWTP team hauled 101,000 gallons of Class B treated biosolids to the Hood River WWTP for dewatering. The ability to lean on a nearby Jacobs-operated facility allowed The Dalles to return to normal operations.

Exhibit 10 highlights the total biosolids in million gallons hauled over the last three years.

As part of our land application program, Jacobs has developed relationships with local farmers, which means The Dalles biosolids are re-used, and these local farmers benefit via nitrogen and other nutrients for their soil. Jacobs prides ourselves on our partnerships with area farmers.

Exhibit 10

Total biosolids hauled the last three contract years



O&M overview

Industrial pretreatment program

IPP Coordinator Mitchell Riefel and Compliance and IPP Manager Rebekka Maier work with the city and The Dalles industries to help businesses comply with local ordinances and protect the City's assets. During the last contract year, the following activities occurred:

- Rebekka worked closely with The Dalles compliance coordinator on regulations and calculations associated with IPP
- Gathered and distributed data for the City's local limits study
- Assisted with the review of permit renewal review documents for significant industrial users (SIUs)
- Assisted in walk through inspections of SIUs and categorical industrial users (CIUs)
- Collected and audited IPP permittee's monthly and quarterly reports for the city
- Performed semi-annual sampling for all SIUs and CIUs
- Maintained historical documents for the city's IPP

INNOVATIVE TECHNOLOGY HELPS THE TEAM WORK EFFICIENTLY

Our team is utilizing the City's new asset management tool, Lucity, on inspections on fleet vehicles, lift stations, manholes and grease traps and for the IPP. After our team completes an inspection, a work order (WO) is created in the field and is electronically delivered to the city. The city can then prioritize and resolve WOs. This real-time sharing of information has improved communications between the city and Jacobs.

Lucity also helps with communicating with local businesses. Grease trap inspection reports are compiled and delivered to businesses informing them of required changes or upgrades. This is another example of how the tool streamlines processes and improves communications and efficiencies.



O&M overview

Maintenance program performance

Jacobs protects the City's equipment by practicing routine preventive maintenance (PM) and addressing small problems before they develop into major problems requiring corrective maintenance (CM). By performing and tracking daily, weekly, monthly and annual PM on all the facility's equipment we keep major equipment failures to a minimum. We initiated new predictive technology practices, while enhancing practices that were already utilized, including:

- Vibration analysis
- Infrared camera inspection of electrical systems
- Electrical analysis of motors and pumps
- Completed annual PM on equipment, ahead of schedule
- Participated in equipment oil sampling program to save on unnecessary oil changes and identify potential equipment failures before they occur

Utilizing these new practices, we fixed loose electrical connections, replaced bad bearings and fixed leaking oil seals on the bar screens. We also completed the following maintenance activities:

- Repaired the 12-inch air leak and replaced the air valves with all new valves with a cost-effective plan
- Attempted to optimize the use of cogeneration unit to maximize electrical savings
- Worked on the upgrades to the aeration basins, blowers and boiler systems
- Repaired the Siloxane skid compressor
- Repaired the boiler plate cartridge after a crack was discovered
- Removed and repaired influent pump 4
- Installed the upper exhaust cooling unit for the microturbine
- Replaced the brass scraper and adjusted the flush box on clarifier #1
- Replaced the starter on one of the Huber bar screens
- Replaced the spring and diaphragm on the polymer water line valve
- Replaced the GBT belt from our spare parts inventory and ordered a new back up belt
- Replaced the water pump belt and pulleys on the Quadtrack
- Repaired a weir in the south UV channel that had become detached
- Replaced lamps in both the North and South UV banks



O&M overview

Laboratory quality assurance and quality control

Quality control (QC) and quality assurance (QA) programs are extremely important at all levels of laboratory operations. All results must be valid, representative, comparable and of known precision and accuracy to be of value. The laboratory adheres to Jacobs' well-established and well-documented QA program which meets the requirements of the NPDES permit. This enables us to provide reliable, legally defensible results and to make decisions that will protect and enhance the environment.

In the last contract year, we completed the following activities:

- Collected 4,013 samples (not including the Department of Environmental Quality [DEQ] required sampling) in the last contract year, including process, daily and weekly, annual Tier, biosolids and more
- Completed annual and semi-annual samples ahead of schedule

Our Jacobs team is also assisting the city with the DEQ required sampling in preparation for WWTP's discharge permit renewal. Oregon DEQ has elevated the level of sampling required from Oregon municipalities before they issue a new permit; and The Dalles is no exception. Our Jacobs team is currently conducting 10 months of ambient pesticide, ultra-low-level mercury, low-level metals and base-neutral compounds sampling. Additionally, our team is collecting effluent samples for metals, VOCs and pesticides. These samples are sent to a contract laboratory for analysis. Laboratory results are returned and QC-ed by site staff, and then are entered into the proper spreadsheet format for DEQ review. The DEQ then considers the sampling results when evaluating the city's new permit requirements.



Focus on safety extends impressive safety record another year

The Dalles team has extended its impressive safety milestones: more than 22 years of work with zero lost-time incidents and 9.5 years with no reportable incidents. The team attributes these remarkable milestones to training and team buy-in. Our safety standards and practices include more than 250 hours of safety training by the entire team. The industry-specific training our team receives allows our team to come home in the same condition that we arrive onsite.

Our onsite Safety Champion, Oscar Farris along with Taylor Poynor, are responsible for creating a culture of safety onsite. Emphasizing the importance of completing each job safely and encouraging our team to stop work when something doesn't look or feel right. Every day, our goal is for all associates to return home in the condition they arrived.

It is this focus on safety that allowed associates to speak up when they noticed emergency lighting wasn't working properly. Jacobs maintenance experts Bill Duchene and John Houchin fixed the light. Our team also noticed the lack of safety paint near the access points of the digesters. They were painted so visitors and associates could be aware of the grade change.

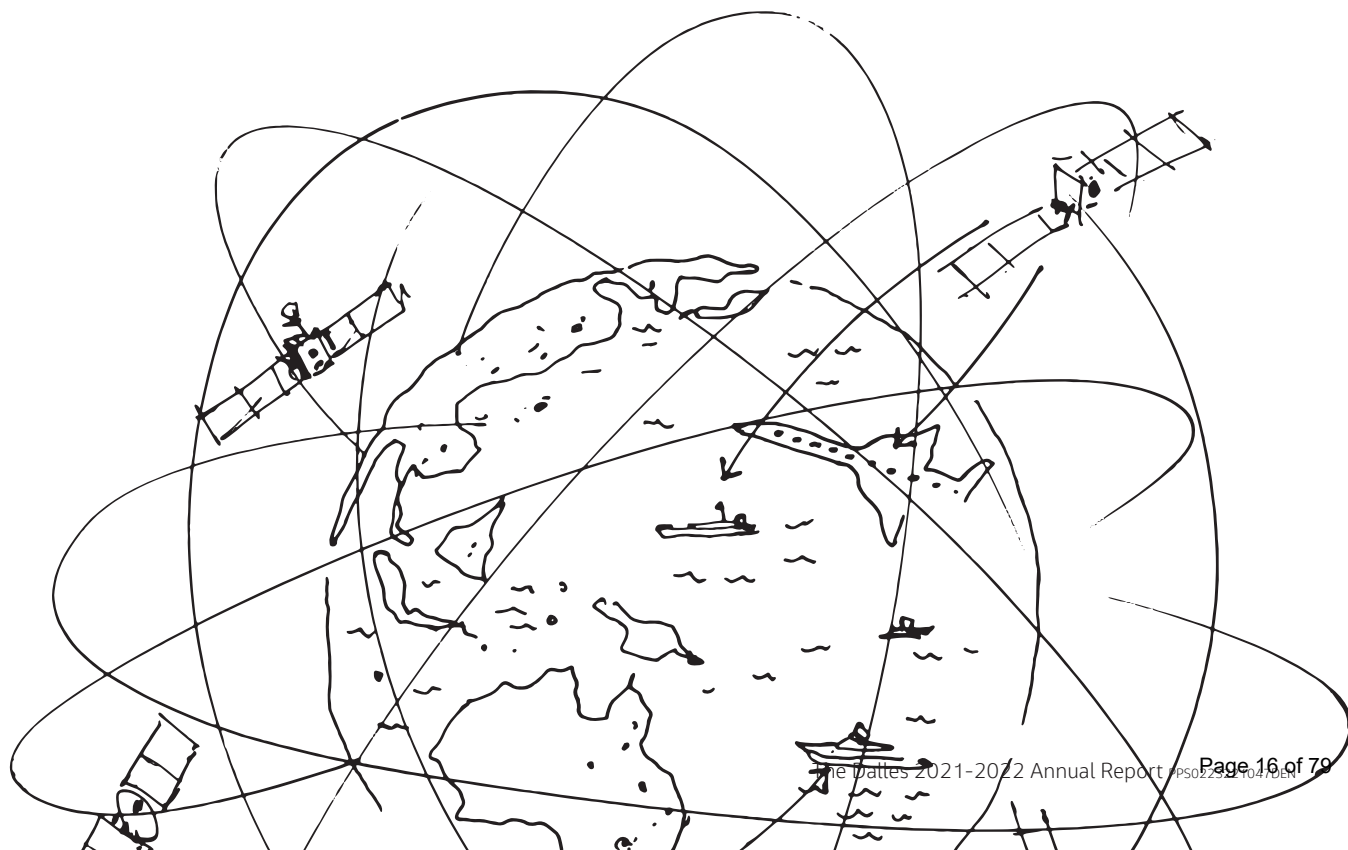
In the last year, our team received training on the following topics:

- Daily Safety Topics
- Occupational Safety and Health Administration (OSHA)-30
- Code of conduct
- Respect in the workplace
- Cyber security
- Accountability framework
- Conscious inclusion
- Active shooter
- Forklift safety
- Fire extinguisher
- Data integrity
- Accident prevention plan
- BeyondZero safety program
- American Red Cross Adult First Aid, cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED)
- Overhead crane
- Ethics and business conduct
- Anti-harassment and non-discrimination
- Workplace security
- Confined space entry
- Compliance and reporting
- Land application of biosolids
- Working alone standard
- Smith system driving
- Hand and power tools
- Machine guarding
- Hand safety
- Lock out/tag out
- Drum handling
- Electrical safety
- Ergonomic awareness

Making a lasting impact in our community

From teaching Oregon's future generations about the importance of preservation and conservation to discovering new ways to save money or increase efficiency, our team always has the best interests of the city and residents in mind. To continue to invest in our project and community, we dedicated ourselves to the following projects to create a lasting impact in our community:

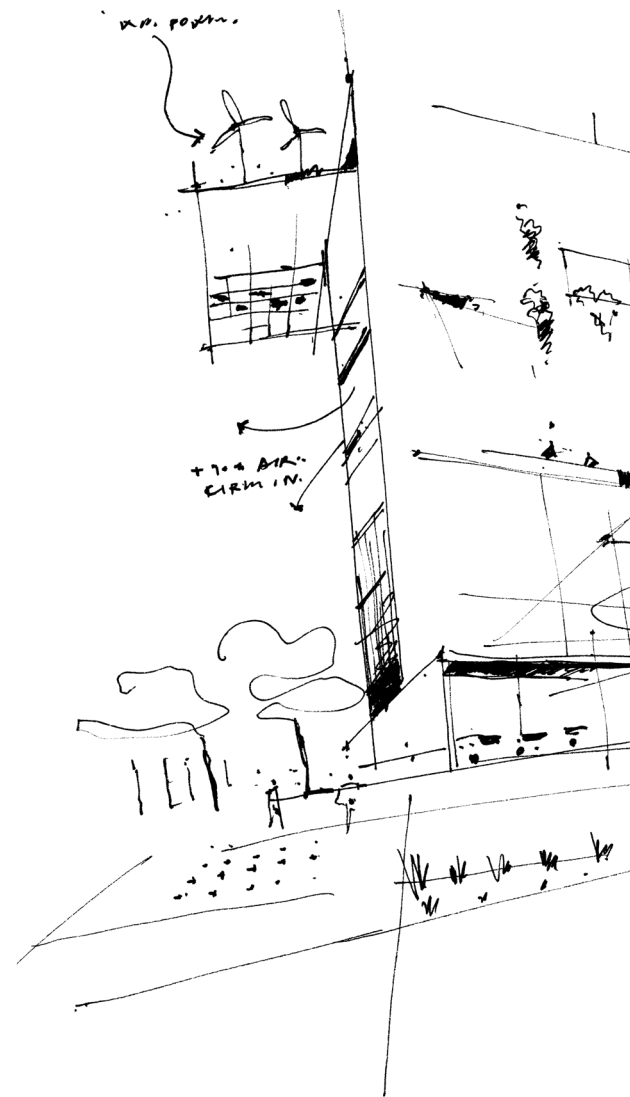
- Sponsored and set up the annual Easter Egg Scramble egg hunt
- Conducted testing every month for TSS at the Oak Springs Fish Hatchery for the US Fish and Wildlife to ensure water and quality and TSS levels are adequate to support rainbow trout, cutthroat trout and summer and winter steelhead
- Removed fish net debris and pollution from the stream near the facility
- Assisted the City with clean-up on facility grounds, identified decommissioned parts and recycled scrap metal
- Participated in an equipment oil analysis program and reduced the number of oil changes the team conducts, saving gallons of oil
- Recycled between 50-100 pounds monthly of paper, plastic and corrugated cardboard through The Dalles Disposal (Waste Connections) Recycle Program
- Participated in Waste Connections Quarterly Haz Recycle event recycling expended UV lamps and assorted expired hazardous chemicals
- Scrapped approximately 1,000 pounds of mixed metals through The Dalles Public Works Metals Recycling Program
- Composted coffee grounds, banana peels, orange peels, etc. in our portable rotating composter; using the compost as fertilizer on facility grounds
- Recycled 100 pounds of nitrile gloves to the Zero Waste Recycling Company and nearing capacity on our third recycling container
- Recycled broken laboratory glassware through Zero Waste Recycling Company
- Monitored and emptied the fishing line recycle receptacles along the Columbia River



What's next

In the next year, we are focused on keeping costs down, and in some cases, finding new ways to operate the facility to save the city money. We are focused on creating a conceptual plan to update the aeration basins and valves.

Jacobs is proud to operate the city's facility. We know you have a choice in providers, and we are extremely grateful for your trust and confidence. We look forward to working with the city for years to come.

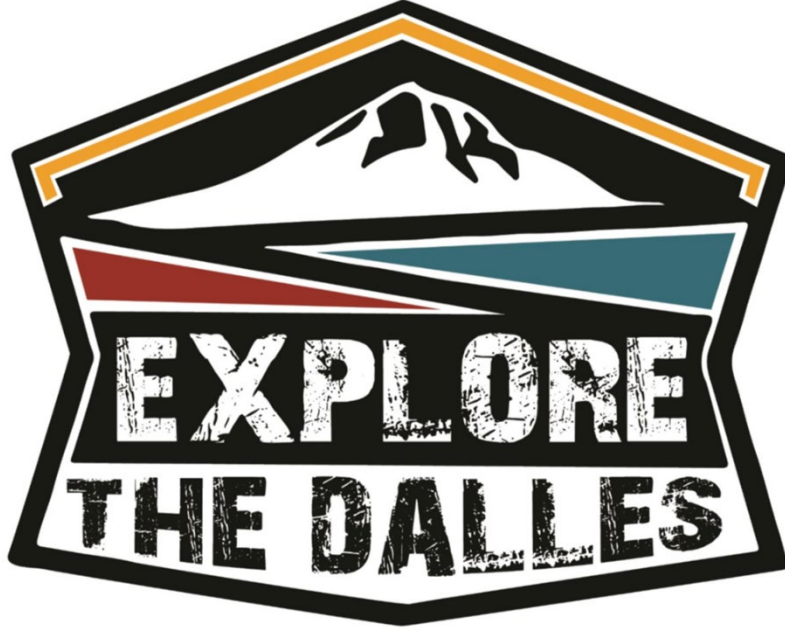


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“Explore The Dalles”

The Dalles Area Chamber of Commerce

Quarterly Report

Q1: July Through Sept 2022

Key Objectives and Goals for 2022/2023

Objective: Increase Occupancy Rate for Wasco County

Goal: Maintain lead over regional and national average and further increase occupancy rate

Occupancy is varied with numbers rising and falling below last years along with 2019 pre-covid. We did heavy campaigns in July and September of 2021. We did campaigns of August of 2022. We are planning on running ad/media campaigns in April / May / June of 2023.

Data Provided by*



Lodging Occupancy Report
July 2022 - June 2023

Month	Wasco County / Percentage of				Mt Hood / Gorge Region		Pacific NW	United States
	2022 /2023	2021 /2022	% of change	2019 /2020	2022/2023	% of change/Year over year	2022/2023	2022/2023
July	78.8	86.8	-9.2%	86.4	79.1	-6.60%	75.6	69.6
August	80.2	79.8	0.5%	26.1	77.7	0.70%	72.8	66.5
September	74.7	77.8	-4.0%	77.0	73.9	1.60%	73.1	66.7
October	62.6	71.7	-12.7%	68.8	64.2	-2.60%	70.0	67.2
November	62.6	57.4	9.1%	49.6	50.3	-10.20%	70.0	67.2
December		46.0		38.7				
January		47.1		38.9				
February		52.8		45.4				
March		62.7		39.7				
April		66.7		37.3				
May		70.9		40.7				
June		77.0		54.0				

ExploreTheDalles.com Website

Objective: Focus on Increasing Awareness of Explore The Dalles brand through multiple mediums of online awareness to include but not limited to the following major platforms of an online presence:

Goal: Increase Website Traffic of Explore The Dalles. Increase traffic by regular posted content such as articles, media, photos, videos and regularly update the website and posting high quality articles with carefully researched keywords to increase traffic to the website.

We are working with web designer to increase our SEO so that engagement will increase. This is a constant updating of information, keywords, and look. We are working on a new approach for later this year with a 'Create your own Itinerary' on our

website which will coincide with a tourism personality test in our Visitor Guide that will be produced in July of this year. We are adding elements each month that will help the visitor to come and Explore The Dalles.

Social Media

Increase Presence on Social Media: Utilize technology and social media to post quality content to gain followers and share new articles posted to the website. Social media is also great to connect on a more personal level with both local businesses, tourists, local residents and acts as an online presence and focal point of information.

Main Social Media Platforms:

[Facebook Page](#)

[Instagram](#)

[Youtube Channel](#)

Media Coverage:

JULY

[Best Winery & Vineyard Venues with Brides.com](#)

[Bargeway Pub Cooking Segment with Harrod's Cookhouse](#)

[Columbia Gorge Discovery Center Eagle Exhibit](#)

AUGUST

[Things to Do with OregonLive](#)

[Historic Columbia River with NEWSTALK870](#)

[NW Mural Fest with OregonLive](#)

[Historic Columbia River Highway Trail with WWeek](#)

[Historic Columbia River Highway Viento Park with Columbia Gorge News](#)

[NW Muralfest with OBBG](#)

[NW Muralfest with KGW News](#)

[Museums Story with DailyKOS](#)

[7 Charming Towns with WorldAtlas](#)

[Tastebound Cookbook promotion with HOODGORGE on Facebook](#)

[Did You Know: Oregon's Traveling Historian](#)

[NW Muralfest Facebook with Oregonian](#)

[NW Muralfest Facebook with Karl's News](#)

SEPTEMBER

Featured Story in the Reel News (subscription only media)

[2022 The Dalles Walldogs Northwest Muralfest](#)

[Fall Tourism ENEWSletter](#)

Upcoming Media Coverage:

We hosted Wander with Wonder with meals and excursions Their focus is FOOD/WINE/BEER and their publication is totally digital. The Story will be published in February / March. We have now contracted with them for digital advertising on their web and social media for this coming year.



Tourism Lobby Statistics 2022 / 2023

		Walk-ins	Phone	Relocation	Welcome	Cruise Boat Charm Trail	Tourism	Postage	Walk-In Visitor's Country (Top 5)	Walk-In Visitor's State (Top 5)
				Packets	Packets		Packets	(tourism)		
2022	July	237	268				5	\$8.04	CANADA	CA,WA,CO,MN,AZ,OR,TX,MI,OH,NC,
	August	364	291	3			9	\$26.41	USA	WA, OR, IN, UT, CA
	September	320	222	1			1	\$44.94	USA, CANADA, ENG	OR, TX, WA, CA, FL, SC
	October	257	260					\$149.16	USA, CANADA, ENG	WA, OR, NC, AK, ME
	November	265	291	3	23			\$90.45	USA	CA,OR
	December	147	117	2	52			\$55.35	USA	OR
2023	January									
	February									
	March									
	April									
	May									
	June									
Totals		1590	1449	9	75	0	15	\$374.35		

	Walk-ins	Phone	Tourism Mailed	Reloc Pkts	Welome	Cruise Ships	Postage
					Explore TD		
2012/2013	5232	5594	2384	63	990	0	\$ 1,866.23
2013/2014	5632	6186	1831	40	2879	1916	\$ 838.30
2014/2015	5527	5682	956	59	3417	4712	\$ 835.38
2015/2016	4837	4500	1550	62	7761	5713	\$ 679.38
2016/2017	4536	3678	2775	80	12075	3948	\$ 546.69
2017/2018	4477	4153	820	44	N/A	N/A	\$ 517.81
2018/2019	4536	3678	2775	80	12075	8000	\$ 546.69
2019/2020	1819	2024	24	26	142	6000	\$ 382.59
2020/2021	2619	2816	28	19	12	-	\$ 75.30
2021/2022	2913	3236	28	7	91	-	\$ 1,042.41
2022/2023							



AGENDA STAFF REPORT

AGENDA LOCATION: Item #9 A-D

MEETING DATE: January 23, 2023

TO: Honorable Mayor and City Council

FROM: Izetta Grossman, CMC, City Clerk

ISSUE: Approving items on the Consent Agenda and authorizing City staff to sign contract documents.

- A. **ITEM:** Approval of the January 9, 2023 Regular City Council meeting minutes.

BUDGET IMPLICATIONS: None.

SYNOPSIS: The minutes of the January 9, 2023 Regular City Council meeting have been prepared and are submitted for review and approval.

RECOMMENDATION: That City Council review and approve the minutes of the January 9, 2023 Regular City Council meeting minutes.

- B. **ITEM:** Concurring with Resolution No. 23-002 Extending the Beautification Committee until June 30, 2027

BUDGET IMPLICATIONS: None.

SYNOPSIS: The resolution has been submitted for your review and approval.

RECOMMENDATION: That City Council concur with Mayor's extension of the life of the Beautification Committee and adopt Resolution No. 23-002

- C. **ITEM**: Resolution No. 23-005 Concurring with the Mayor's Appointments to Various Committees and Commissions

BUDGET IMPLICATIONS: None.

SYNOPSIS: The resolution has been submitted for review and approval.

RECOMMENDATION: That City Council concur with the Mayor's Appointments and adopt Resolution No. 23-005.

- D. **ITEM**: Resolution No. 23-004 Assessing the Real Property Located at 817 Floral Court West for the Costs of Nuisance Abatement

BUDGET IMPLICATIONS: City will have a lien on 817 Floral Court West for reimbursement of abatement costs.

SYNOPSIS: The resolution has been submitted for your review and approval.

RECOMMENDATION: That City Council approve Resolution No. 23-004

MINUTES

CITY COUNCIL MEETING
COUNCIL CHAMBER, CITY HALL
JANUARY 9, 2023
5:30 p.m.

VIA ZOOM/ IN PERSON

PRESIDING: Mayor Richard Mays

COUNCIL PRESENT: Darcy Long, Tim McGlothlin, Rod Runyon, Scott Randall, Dan Richardson

COUNCIL ABSENT: None

STAFF PRESENT: City Manager Matthew Klebes, City Attorney Jonathan Kara, City Clerk Izetta Grossman, Finance Director Angie Wilson, Community Development Director Joshua Chandler, Public Works Director Dave Anderson, Police Chief Tom Worthy, Executive Assistant Nubia Sanchez, Associate Planner Kaitlyn Cook, Assistant Public Works Director Eric Hanson

CALL TO ORDER

The meeting was called to order by Mayor Mays at 5:30 p.m.

ROLL CALL OF COUNCIL

Roll Call was conducted by City Clerk Grossman. Long, McGlothlin, Randall, Richardson, Runyon present.

PLEDGE OF ALLEGIANCE

Mayor Mays asked Councilor Richardson to lead the Pledge of Allegiance.

Councilor Richardson invited the audience to join in the Pledge of Allegiance.

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Regular City Council Meeting
January 9, 2023
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OATH OF OFFICE

City Clerk Izetta Grossman performed the Oath of Office for Mayor Richard A. Mays; Councilor Position #1 Timothy McGlothlin; Councilor Position #3 Scott Randall.

She said they had been elected to another term in November.

APPROVAL OF AGENDA

It was moved by Long and seconded by Randall to approve the agenda as submitted. The motion carried 5 to 0; Long, Randall, McGlothlin, Richardson, Runyon voting in favor; none opposed.

PRESENTATIONS PROCLAMATIONS

Fiscal Year 2021-22 City Audit Presentation; Airport Audit – TKW, LLP

Finance Director Angie Wilson introduced Tim Gillette representing TKW, LLP.

Mr. Gillette presented a clean opinion and reviewed the report.

Mayor Mays asked the term of the contract with TKW. Finance Director Wilson said there was one year left on the contract with a six month termination notice requirement.

SafeSpace Children's Advocacy Center – Beatriz Lynch

Ms. Lynch presented a flyer on the child abuse assessment program (attached).

She reported that 60% of the caseload comes from Wasco County/The Dalles. She said total cases in 2021 was 134; 2022 total cases increased to 180.

She said the facility SafeSpace leases was sold last year. She said it was decided to find a new location to purchase and renovate to avoid the risk of having to move again.

Ms. Lynch said they had started a capital campaign to raise funds. She said they found a building, and had secured \$2 million. She said the Center was located behind Walmart in Hood River on Wasco Loop. She said she would like to have a satellite office in The Dalles.

She asked the City to invest in the center. In response to a question she said they were asking the City to contribute \$500,000. She said they were a little over half way to their goal.

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January 9, 2023

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Long asked how operations were funded. Lynch said through contracts with Hood River County, Wasco County, Sherman County and Klickitat County. She said the State Department of Justice provided grant funding to the counties. She said Wasco County paid \$40,000 annually.

In response to a question, she said she was asking other cities for contribution, and that Fossil had contributed.

She said there was no charge for the services to the victim or their family.

AUDIENCE PARTICIPATION

Corliss Marsh, 1401 East 21st handed out a flyer on Wasco Cultural Trust Coalition (attached). She encouraged people to apply.

She said the grant cycle was open and the deadline was February 17, 2023, with award announcements February 24, 2023.

CITY MANAGER REPORT

City Manager Matthew Klebes reported he met with Northern Wasco County Parks and Recreation Director Scott Baker.

He said they had interviews for the Economic Development Officer and Facilities Director.

Klebes said historically use of the "Safety Funds" came before Council for approval. He said the City had criteria and purchasing policies in place that he would be using to determine purchase of smaller value items.

Klebes said \$31,000 was being allocated to Front Desk Safety Training at City Hall and Public Works.

Klebes said the City had received first allotment of Opioid Funds from the State. He said the City would be using part of those funds for a Drug Testing Device for the Police Department that would help officers quickly identify if a substance was present. He said the cost of the device was \$7,000.

He said Mid-Columbia Housing had asked for \$7,000 in funding to contesting data in the State survey that reported rental costs in The Dalles had gone down. He said the City was using the guidelines on how the Opioid Funds could be spent.

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CITY COUNCIL REPORTS

Councilor Richardson reported:

- Meeting with Mayor and City Manager
- Climate Change Taskforce
- Witnessed Public Works in action in his neighborhood – fast and efficient

Councilor Long reported:

- Meeting with City Manager; Community Development Director Josh Chandler
- Traffic Safety Commission

Councilor McGlothlin:

- Would like to see opioid funds used for safety and revitalization of the MINT team

Mayor Mays:

- Public Works did a great job with the snow and ice removal
- Council committee assignments at next Council Meeting, please let Mayor know if you want to change
- Evaluations of City Manager, City Attorney and Municipal Court Judge generally in May, asked Council to contact him with suggestions to improve the process

CONSENT AGENDA

It was moved by Long and seconded by Randall to approve the Consent Agenda as presented. The motion carried 5 to 0, Long, Randall, McGlothlin, Richardson, Runyon voting in favor; none opposed.

Items approved on the consent agenda were: 1) The minutes of the December 19, 2022 Regular City Council Meeting; 2) Resolution No. 2022-001 Assessing the Real Property Located at 1724 East 17th for the Costs of Nuisance Abatement.

CONTRACT REVIEW BOARD

Contract No. 2022-007 Dog River Fish Screening and Passage Improvements Construction

Public Works Director Dave Anderson reviewed the staff report.

Richardson asked how much of the stream was affected. Anderson said 4 to 6 miles.

Anderson said the engineer's estimate was \$2.1 million. He said they do their best at estimating;

MINUTES

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however, everything has gone up in price substantially.

It was moved by McGlothlin and seconded by Runyon to authorize the City Manager to enter into contract with Tapani Inc. in an amount not to exceed \$2,464,430 for Contract No. 2022-007, the Dog River Fish Screening and Passage Improvements contract. The motion carried 5 to 0; McGlothlin, Runyon, Long, Randall, Richardson voting in favor; none opposed.

ACTION ITEMS

Provide Sanitary Sewer Services to Property Outside the City Limits

Public Works Director Dave Anderson reviewed the staff report.

In response to a question, Associate Planner Kaitlyn Cook said the property could not be annexed into the City as it was in the National Scenic Area. She said she was waiting on the easements.

Anderson said the sewer line is there, City would not be extending the service main.

It was moved by Long and seconded by Richardson to authorize the provision of City sanitary sewer service to the property at 1420 West 13th Street contingent upon approvals from Wasco County Planning and the Columbia Gorge National Scenic Area as applicable, and the acquisition and recording of related easements by the owner of real property located at 1420 West 13th Street. The motion carried 5 to 0; Long, Richardson, Runyon, Randall, McGlothlin voting in favor; none opposed.

Anderson said he just received notice that Wasco County Planning and National Scenic Area approved the sewer line construction.

EXECUTIVE SESSION

In accordance with ORS 192.660(2)(2)(f) to consider information or records that are exempt from disclosure by law, including written advice from your attorney; and ORS 192.660(2)(d) to conduct deliberations with persons designated to carry on labor negotiations.

Mayor Mays recessed Open Session at 6:38 p.m.

Mayor Mays reconvene Open Session at 7:35 p.m.

There was no decision made after the executive session.

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ADJOURNMENT

Being no further business, the meeting adjourned at 7:36 p.m.

Submitted by/
Izetta Grossman, CMC
City Clerk

SIGNED:

Richard A. Mays, Mayor

ATTEST:

Izetta Grossman, CMC City Clerk



SERVING HOOD RIVER, WASCO, GILLIAM, WHEELER and KLICKITAT COUNTIES



In the Columbia Gorge region, approximately **1,500 children per year** will likely experience child abuse.

When a child experiences abuse, there must be a **safe place to go** — a place where they can feel secure and supported. A place where they can begin to hope again. For any child in the five-County Columbia River Gorge region, **SafeSpace is that place.**



Investments in the SafeSpace Capital Campaign will help ensure SafeSpace will always be here for child victims of abuse, neglect and maltreatment.

Objectives

- Create the first permanent Columbia Gorge location for a child advocacy center
- Establish the SafeSpace Hope Fund to improve and expand access to support for children who experience abuse
- Add space for children’s mental health providers on-site
- Serve as collaborative location for regional children’s programs



CAMPAIGN LEADERSHIP

Dillon Borton, VP Key Bank
SafeSpace Capital Campaign Chair

Beatriz Lynch
Executive Director SafeSpace

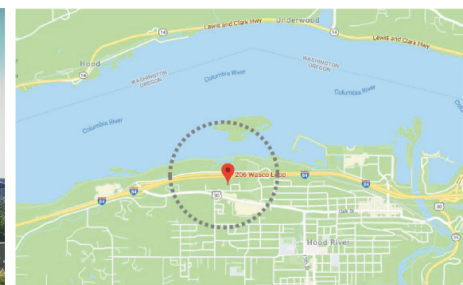
Carrie Rasmussen, Hood River District Attorney
SafeSpace Board Co-Chair

FACILITY TEAM

Jeff Dellis, Jeff Dellis Architecture

Tanner Hall, Windemere

Anne Medenbach, Copper West



Vision

The SafeSpace Campaign aims to purchase and renovate 8,400 sf at 206 Wasco Loop, easy regional access near I-84.



Impact

- Increase SafeSpace case capacity from 160 to 320 per year
- Eliminate wait lists, improving response time for concerns of child abuse
- Add in-house bilingual Pediatric Mental Health Provider
- Provide outreach, planning and training center for regional child abuse response with law enforcement and child services partners
- Add satellite location in The Dalles to enhance access to SafeSpace support



Campaign Goal **\$5,000,000** Acquire and renovate 8,400 sf
Invest in program growth and satellite location

Status **\$2,700,000** **Funded** As of November 1, 2022

Funding Plan \$1,200,000 Capital Campaign Fundraising Gifts and pledges, room dedications
\$ 1,100,000 Foundation Grants In progress

Timeline By Spring 2023: Begin renovation with 80% of funds raised
By End of 2023: Complete renovation with 100% funding committed



Joining the SafeSpace Capital Campaign Team means delivering a huge win for the children of the Columbia Gorge region.

Together, we are giving children who have been abused a fresh start and new hope.



For more information please contact Beatriz Lynch:
blynch@safespacecac.org, 541.436.2960

WASCO CULTURAL TRUST COALITION



2023 Grant Application Available

The mission of the Wasco Cultural Trust is to encourage projects and activities in the arts, heritage and humanities that relate to the priorities of the Wasco County Cultural plan.

Wasco County CTC is now seeking applications for grant funding for projects occurring February - December 2023.

Grant awards will generally range from \$200.00 to \$2,000.00 depending on number of grants awarded and funds available. The most competitive applications will provide some matching resources, either in contributed goods and services or cash funding. First time applicants may receive greater consideration than repeat applicants.

Grant Cycle:

Applications available - December 1, 2022

Applications due back to committee - February 17, 2023

Grant awards announced by - February 24, 2023

Grant cycle for project or activity - February 28, 2023 - December 31, 2023

Funds for Wasco County CTC grants come from the Oregon Cultural Trust. Applications for Wasco County CTC grants do not disqualify an application to the Oregon Cultural Trust or other organizations.

Application links are available on the Wasco County Cultural Trust website: www.wascoculturaltrust.org

RESOLUTION NO. 23-002

**A RESOLUTION CONCURRING WITH THE
MAYOR'S EXTENSION OF THE LIFE OF THE BEAUTIFICATION COMMITTEE AND
APPOINTMENTS TO THE BEAUTIFICATION COMMITTEE**

WHEREAS, Resolution No. 19-015 created an ad hoc committee "The Dalles Beautification Committee", consisting of up to 9 members, with the requirement that members appointed to the committee must be residents of the City of The Dalles.

WHEREAS, the Mayor has elected to extend the life of the ad hoc committee for an additional four (4) years, ending June 30, 2027.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS FOLLOWS:

Section 1. The City Council concurs with the extension of the life of the ad hoc committee "The Dalles Beautification Committee; and

The reappointment of Connie Krummrich, John Nelson, Adam Rahmlow, Debi Ferrer, and Kelsey Alsheimer, and the appointment of Janet Kavanagh to the Committee. The remaining members to be appointed at a later date.

Section 2. This Resolution shall be effective January 23, 2023. **PASSED**

AND ADOPTED THIS 23rd DAY OF JANUARY, 2023.

Voting Yes, Councilors: _____

Voting No, Councilors: _____

Absent, Councilors: _____

Abstaining, Councilors: _____

AND APPROVED BY THE MAYOR THIS 23rd DAY OF JANUARY, 2023.

SIGNED:

ATTEST:

Richard A. Mays, Mayor

Izetta Grossman, CMC, City Clerk

RESOLUTION NO. 23-005

A RESOLUTION CONCURRING WITH THE MAYOR'S APPOINTMENTS TO VARIOUS COMMITTEES AND COMMISSIONS

WHEREAS, there are expired terms on the Columbia Gorge Regional Airport Board (Airport), Urban Renewal Budget Committee and City Budget Committee;

WHEREAS, the Mayor has elected to reappoint Terry Trapp to the Airport Board; Ben Wring, Joe Barcott and Sandy Haechrel to the Urban Renewal Budget Committee; and Ben Wring to the City Budget Committee; and

WHEREAS, there are vacancies on the Airport Board, City Budget Committee, and Urban Renewal Budget Committee;

WHEREAS, the Mayor has elected to appoint Randy Anderson to the Airport Board; Sandy Haechrel to the City Budget Committee taking the position left vacant by Taner Elliott.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS FOLLOWS:

Section 1. The City Council concurs with the appointments of:

Terry Trapp and Randy Anderson to the Airport Board with an expiration date of December 30, 2024; Ben Wright, Joe Barcott, Sandy Haechrel and Donna Lawrence to the Urban Renewal Budget Committee with terms expiring June 30, 2025; Ben Wring and Sandy Haechrel to the City Budget Committee with term expiring June 30, 2025.

Section 2. This Resolution shall be effective January 23, 2023.

PASSED AND ADOPTED THIS 23rd DAY OF JANUARY 2023.

Voting Yes, Councilors: _____
Voting No, Councilors: _____
Absent, Councilors: _____
Abstaining, Councilors: _____

AND APPROVED BY THE MAYOR ON THIS 23rd DAY OF JANUARY 2023

SIGNED: _____ ATTEST: _____

Richard A. Mays, Mayor

Izetta Grossman, CMC, City Clerk

RESOLUTION NO. 23-004

**A RESOLUTION ASSESSING THE REAL PROPERTY LOCATED AT
817 FLORAL COURT FOR THE COSTS OF NUISANCE ABATEMENT**

WHEREAS, the City Code Enforcement Officer posted a Notice to Abate Nuisance upon the following listed properties on the dates shown below:

<u>Property</u>	<u>Assessor's Map No.</u>	<u>Date of Posting</u>
817 Floral Court West	2N 13E 29 DC 9000	November 15, 2022

WHEREAS, according to Wasco County real property records, the following persons are the owners of record for tax purposes of the following listed property:

<u>Property</u>	<u>Owner</u>
817 Floral Court West	The Engman Family Trust UDT July 8, 2010

WHEREAS, the Notice to Abate Nuisance required the removal of garbage and junk from the listed property pursuant to the provisions of Section 5.04.140 of The Dalles Municipal Code;

WHEREAS, the Notice to Abate Nuisance further provided if the nuisance conditions were not abated the City would hire a contractor to abate the nuisance conditions, and the costs of the abatement would be charged to the owner of the property, and become a lien upon the property;

WHEREAS, as a result of the owners' failure to abate the nuisance conditions on the property, the City hired the following listed contractor, who abated the nuisance conditions on the date listed below, for the cost listed below:

<u>Property</u>	<u>Contractor</u>	<u>Date of Abatement</u>	<u>Cost</u>
817 Floral Court West	Rod Huante	December 19, 2022	\$3,299.00

WHEREAS, pursuant to Section 5.24.070 of The Dalles Municipal Code, on December 30, 2022, the City Clerk sent a Notice of Assessment by certified mail to Engman Family Trust/Ruth Postema advising them the total cost of the assessment for the property was \$3,299.00, and the listed sum would become a lien upon the property if the amount was not paid by January 17, 2023, or the assessment was not protested by January 9, 2023, by Engman Family Trust/Ruth Postema;

WHEREAS, Engman Family Trust/Ruth Postema failed to pay the balance of the assessment by the deadline listed in the Notices of Assessment, and the City Council finds the statement of the amount of the proposed assessments is correct and no reason exists to justify any delay in proceeding with the imposition of a lien upon the properties for the cost of the assessments.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF THE DALLES
RESOLVES AS FOLLOWS:**

Section 1. Assessment. The cost of the abatements of the nuisance conditions of garbage and junk for the following property:

<u>Name/Address</u>	<u>Description</u>	<u>Final Assessment</u>
The Engman Family Trust UDT July 8, 2010	2N 13E 29 DC 9000	\$3,299.00

The legal description for the properties is shown in the list of descriptions attached to and made part of this Resolution as Exhibit "A".

Section 2. Docket Entry. Upon passage of this Resolution and its approval by the Mayor, the following information shall be entered into the City Electronic Lien Docket:

- a. The foregoing legal description of the property assessed.
- b. The names of the owners or a statement the owners are unknown.
- c. The sum assessed upon each lot or tract of land.
- d. The date of the docket entry.

Section 3. Notices/Collection of Assessment. The City Clerk is directed to proceed with notice and collection of the assessment in accordance with the procedures prescribed by Oregon law for enforcement of liens and collection of assessments.

Section 4. Effective Date. This Resolution shall be effective upon adoption.

PASSED AND ADOPTED THIS 23rd DAY OF JANUARY, 2023,

Voting Yes, Councilors: _____
 Voting No, Councilors: _____
 Absent, Councilors: _____
 Abstaining, Councilors: _____

AND APPROVED BY THE MAYOR THIS 23rd DAY OF JANUARY, 2023.

 Richard A. Mays, Mayor

Attest:

 Izetta Grossman, CMC, City Clerk

EXHIBIT "A"
Resolution No. 23-004
Legal Description
Assessor's Map No. 2N 13E 29 DC, Tax Lot 9000

The following described portion of Tract 30, SNIPES ACRES: beginning at a point which is 78 feet 2 inches Westerly from the Northeast corner of Tract 30 Snipes Acres: thence continuing West 100 feet; thence South 100 feet; to the North boundary line of Floral Court; thence East 100 feet along said North line of Floral Court; thence North 100 feet to point of beginning, County of Wasco and State of Oregon.



AGENDA STAFF REPORT

AGENDA LOCATION: Public Hearing Item #10A

MEETING DATE: January 23, 2023

TO: Honorable Mayor and City Council

FROM: Joshua Chandler, Community Development Director

ISSUE: Legislative Public Hearing and consideration of Ordinance No. 23-1395, approval of Comprehensive Plan Amendment No. 54-22 revising prescribed residential density ranges, and Zoning Ordinance Amendment No. 107-22 to revise residential density ranges and density regulations of The Dalles Municipal Code

BACKGROUND:

The City of The Dalles Zoning Ordinance No. 80-986 (**TDZO**), adopted in May 1980 with subsequent amendments occurring until January 1993, established minimum lot sizes and maximum density for four residential zoning districts within the City, R-1, R-2, R-3, and RMH. In 1994, The Dalles Comprehensive Plan (**Comp Plan**) was adopted and established minimum/maximum “density ranges” for three reclassified residential zoning districts: RL – Low Density Residential, RH – High Density Residential, and RMH – Mobile Home Residential (later amended to RM – Medium Density Residential). Both the Zoning Ordinance and Comp Plan existed as standalone documents.

Following the adoption of the Comp Plan in 1994, the City undertook an extensive public engagement process with the goal of creating a new Land Use and Development Ordinance (**LUDO**) to implement the goals and policies laid out in the Comp Plan. The LUDO, adopted in 1998 as Title 10 of The Dalles Municipal Code (**TDMC**), replaced TDZO and incorporated Comp Plan density ranges into the Purpose statement of each residential zoning district, as well as modified the minimum lot sizes previously established within TDZO.

In 2011, the City conducted a periodic review of the LUDO in partnership with Winterbrook Planning to amend multiple sections throughout. At that time, minimum/maximum density ranges of both the RL and RH zoning districts were slightly modified;

however, these modifications were not included in the Comp Plan. In addition to these modifications, an additional “minimum density” provision was added in each of the three residential zoning districts of the LUDO. This new provision was measured using “net density”, contrary to the existing “gross density” measurements of the density ranges within the Comp Plan, effectively establishing two separate conflicting density units of measure.

Since 2011, various aspects of all three residential zoning district sections of the LUDO have been amended, most recently in 2019 and 2021 for compliance with “Middle Housing” standards set forth in House Bill 2001. These amendments addressed siting and design standards, and lot dimensions for duplexes, triplexes, and quadplexes, as well as adjusted density ranges in the Comp Plan for consistency with the 2011 LUDO changes. Although these code amendments addressed compliance with state standards and inherently established the framework for increasing density, no change occurred to existing density ranges, thus failing to address consistency between lot sizes and density ranges.

In the past eleven years, Staff encountered ambiguities with density regulation, leaving discretion in the hands of the approving authority. The City’s Planning Commission (**Commission**) became familiar with this issue in February 2022 following an appeal hearing on a previously denied land division proposal. The appellant requested approval to divide one existing parcel into three parcels of varying size. However, the application was denied as it exceeded maximum allowed density of the underlying zoning district, although each of the proposed parcels met minimum lot size allowances. Additionally, the appellant raised concerns of previous inconsistencies in enforcing density of similarly sized development proposals. At the completion of the hearing, the Commission directed Staff to review TDMC, specifically pertaining to density, and provide the Commission with recommendations to ensure that Title 10 of TDMC was both clear and objective to avoid similar situations moving forward. The overall goal with these amendments is to provide clarity and consistency in the application of density with all residential development proposals.

DISCUSSION:

This group of proposed amendments was discussed at two work sessions with the Commission on July 7, 2022 and October 6, 2022. At the direction of the Commission, Staff distributed an initial draft of proposed amendments to multiple local homebuilders, surveyors, and engineers for input on August 11, 2022. To date, only one comment has been received. Following the October 6, 2022 Commission meeting, Staff compiled feedback and discussions into a final draft of amendments (see *Proposed Amendments for Zoning Ordinance Amendment 107-22 and Comprehensive Plan Amendment 54-22*, attached to and made part of this Staff Report as **Exhibit B**). These amendments create a brand new TDMC Article pertaining to density, restructure multiple other Articles, as well as adjustments to the Comp Plan. Some of these amendments include: defining common density related terms, changes to current rounding provisions, adjusting density ranges, calculating density, regulating density, and modifying requirements for development of land below density ranges. Additional context was included regarding minimum lot allowances, with all residentially zoned lots allowed at least one dwelling

unit, thus having a density of at least one dwelling: *one lot = one dwelling* (see page 4 of Exhibit B).

A brief synopsis of the major amendments is provided below.

Density Ranges / “Minimum Density”

Currently, residential density ranges and “minimum density” requirements of all three residential zoning districts have conflicting units of measure, with Comp Plan density ranges based on gross area and “minimum density” based on net area. This results in properties potentially having two separate density requirements. For example, the density range in the RL zoning district is “3 to 6 units per gross acre”, while the “minimum density” is “Not more than 10,000 net buildable SF per dwelling unit” (resulting in a minimum density of 4 units per acre). Staff is proposing to eliminate the use of “minimum density” and require all development to comply with minimum/maximum density ranges only.

Additionally, Staff is proposing to adjust maximum density ranges of each residential zoning district consistent with existing minimum lot sizes. For reference, the current density ranges and *minimum lot sizes* for each residential zone are listed below:

- RL: 3-6 dwellings per gross acre | 5,000 SF
- RM: 7-17 dwellings per gross acre | 2,000 SF
- RH: 10-25 dwellings per gross acre | 1,500 SF

At the time of new development, the total number of proposed dwellings/lots must be within the associated density range of the underlying zoning district, and all proposed lots must be no less than the minimum lot size. One is to ensure target density ranges are met, while the other defines a specific dimensional threshold that must be met. However, these regulations are not evenly divisible into a specified area (in this case, per acre). For example, when referencing lot size alone, one may assume a 15,000 SF lot could accommodate three dwellings/lots; however, due to the underlying density range, this is not the case. See below:

- $15,000 \text{ SF} / 5,000 \text{ SF (min. lot size)} = 3 \text{ dwellings/lots}$
- $0.34 (15,000 \text{ SF}^1) \times 6 \text{ (max. density)} = 2 \text{ dwellings/lots (rounded down from 2.06)}$

The examples provided above demonstrate the discrepancy within the RL zone; however, these discrepancies also exist in the RH and RM zones.

By adjusting the maximum density range consistent with minimum lot sizes, the range itself is effectively embedded into the minimum lot size, thus allowing an individual to rely on lot size alone when dividing land. See below:

- RL: 3-8.712 units per acre ($43,560 / 5,000 = 8.712$)
- RM: 7-21.78 units per acre ($43,560 / 2,000 = 21.78$)
- RH: 10-29.04 units per acre ($43,560 / 1,500 = 29.04$)

¹ $15,000 / 43,560 = 0.34$

Within land development, decimal points must be rounded for purposes of determining actual unit figures (parking spaces, lots, dwellings, etc.). However, rather than applying fractional rounding standards to the maximum density range of the RL zone (8.712), rounding and truncation will only occur on a per development basis.

Rounding

Existing rounding provisions of TDMC state that regulations (parking spaces, lots, dwellings) expressed in terms of minimum requirements are rounded up to the next consecutive whole number (e.g., 2.1 rounded to 3), while regulations expressed in terms of maximum allowances are rounded down to the next consecutive whole number (e.g., 2.9 rounded to 2). Staff is proposing a new rounding provision for all TDMC calculations, as well as establishing a truncation standard for rounding. Calculation results are truncated to the hundredths places (e.g., 3.4235 shall be truncated to 3.42). If greater than 0.50, the results are rounded up to the next whole number (e.g., 3.51 rounded to 4.00) and rounded down to the preceding whole number if less than 0.50 (e.g., 3.49 rounded to 3.00). This amendment is more consistent with typical rounding practices.

Additionally, Staff is proposing a provision specific to rounding density ranges. If a calculation results in a rounded whole number which exceeds the maximum density range, the development shall be permitted no more than one dwelling unit greater than the density range. For example, a RL-zoned development with a maximum density of 8.65 may be rounded up to nine (9), thus exceeding the 8.712 maximum allowed density (see page 4 of Exhibit B).

Calculating Density: Gross vs. Net

As part of the new Density Article, Staff is proposing multiple amendments to clarify how to calculate density. These amendments include when to use gross and net density, establishing the study area or “density denominator” for density calculations, and defining reductions for calculating net area.

“Gross density” is defined as the number of residential units per acre of land, while “net density” is the number of units per acre of land, excluding various constraints (required infrastructure, floodplains, or slopes, to name a few). In general, gross density can be helpful to understand the overall, and at times hypothetical, density of an area, while net density accounts for “buildable” land by acknowledging site-specific characteristics. Employing either gross or net into a specific development can be advantageous to different types of developers or property owners, allowing an individual to either maximize (gross) or minimize (net) the density of their proposed development. To create more flexibility for prospective developers or property owners, Staff is proposing the use of gross density when calculating maximum allowed density and net density when calculating minimum required density.

Regulating Density / Redevelopment Plans

By enforcing density ranges, the City has the ability to prevent developments from providing “too few” or “too many” residential units on a parcel, as well as enable the City and other public agencies to plan for growth. Enforcing minimum density holds property owners accountable for accommodating future development. Not enforcing minimum densities may result in lower overall densities within the City as well as discourage additional infill. The 2016 Housing and Residential Land Needs Assessment estimated

1,770 new housing units are needed by 2036 to accommodate the projected housing need for the City. This study found the City could only accommodate the projected need by increasing density, through infill and/or with the development of multi-family units.

Staff continues to receive feedback from prospective applicants and property owners stating how minimum density requirements are too restrictive, specifically for those seeking to build at a lower density. Enforcing minimum density at the time of development creates a barrier for developments and can impact property sales. For example, a parcel with a minimum density of three (3) units, requires development of all three units from the onset. To address this issue, Staff is proposing modifications to the *Redevelopment Plans* section of TDMC to allow for development of larger parcels in phases, rather than all at once, with an approved “Redevelopment Plan.” This plan would demonstrate how to develop at a lower density without inhibiting future development from meeting minimum density of a development site. An approved plan will be recorded with the Wasco County Clerk; all future development must comply with this plan or submit a new plan for review.

Planning Commission:

At the regularly scheduled Commission meeting on November 17, 2022, the Commission unanimously recommended approval to City Council (**Council**) of the proposed amendments, as presented in **Exhibit B** attached. Pursuant to TDMC 10.3.020.060, a notice of the November 17, 2022 public hearing was published in the Columbia Gorge News on November 3, 2022, more than ten days prior to the Commission hearing. Notice of the November 17, 2022 public hearing was sent to all local news media, Wasco County Planning, and posted on the City’s website on November 10, 2022. Additionally a notice of the proposed amendments were submitted to the Department of Land Conversation and Development on September 29, 2022, 35 days prior to the November 17, 2022 hearing.

Notification (City Council):

Pursuant to TDMC 10.3.020.060, a notice of public hearing was published in the Columbia Gorge News on January 11, 2023, more than ten days prior to the January 23, 2022 Council hearing. Notice of the public hearing was sent to all local news media, Wasco County Planning, and posted on the City’s website on January 13, 2023.

Additionally, the proposed amendments were provided to the Wasco County Planning Department on November 8, 2022 and later discussed with the Board County of Commissioners on December 7, 2022. No formal comment was provided.

Comments:

No comment received as of the date this report was published (January 11, 2023).

Review:

See *Exhibit A*.

Proposed Amendments:

See *Exhibit B*.

BUDGET IMPLICATIONS: None.

COUNCIL ALTERNATIVES:

1. **Staff recommendation:** *Move to adopt General Ordinance No. 23-1395, an ordinance approving Comprehensive Plan Amendment No. 54-22 revising prescribed residential density ranges, and Zoning Ordinance Amendment No. 107-22 to revise residential density ranges and density regulations of The Dalles Municipal Code.*
2. Decline adoption of General Ordinance No. 23-1395.
3. Provide additional direction to staff.

ATTACHMENTS:

- Attachment #1 – General Ordinance 23-1395
- Attachment #2 – **Exhibit A:** *Findings of Fact and Conclusions of Law for Zoning Ordinance Amendment 107-22 and Comprehensive Plan Amendment 54-22*
- Attachment #3 – **Exhibit B:** *Proposed Amendments for Zoning Ordinance Amendment 107-22 and Comprehensive Plan Amendment 54-22*
- Attachment #4 – Planning Commission Resolution No. 610-22
- Attachment #5 – Planning Commission minutes, November 17, 2022, pages 1-2 of 14

GENERAL ORDINANCE NO. 23-1395

AN ORDINANCE APPROVING COMPREHENSIVE PLAN AMENDMENT NO. 54-22 REVISING PRESCRIBED RESIDENTIAL DENSITY RANGES OF THE DALLES COMPREHENSIVE PLAN AND ZONING ORDINANCE AMENDMENT NO. 107-22 TO REVISE RESIDENTIAL DENSITY RANGES AND DENSITY REGULATIONS OF THE DALLES MUNICIPAL CODE, TITLE 10 – LAND USE AND DEVELOPMENT

WHEREAS, Oregon law is trending towards the application of clear and objective standards in all facets of land use and development;

WHEREAS, Community Development Department Staff has historically encountered ambiguities in the implementation of the City’s density regulations;

WHEREAS, the City understands those textual ambiguities coupled with subsequent discretion-based decision-making have led to inconsistent interpretations of the City’s density regulations;

WHEREAS, in an effort to avoid future ambiguities to maximize consistent applications of the City’s regulations, Community Development Department Staff proposed CPA 54-22 and ZOA 107-22 to provide clear and objective standards for the City’s density regulations;

WHEREAS, Staff brought this matter for Planning Commission discussion on July 5, 2022, and October 6, 2022, both at regular and noticed meetings;

WHEREAS, the Planning Commission conducted a noticed public hearing at its regular November 17, 2022, meeting to take public testimony on the proposed CPA 54-22 and ZOA 107-22;

WHEREAS, the Planning Commission considered the public testimony and reviewed the proposed amendments set forth in CPA 54-22 and ZOA 107-22, voted to adopt PC Resolution No. 610-22, and recommend the proposed amendments be forwarded to the City Council for its review and adoption; and

WHEREAS, on January 23, 2023, the City Council considered the public testimony and reviewed the proposed amendments set forth in CPA 54-22 and ZOA 107-22 and, based upon the proposed findings of fact and conclusions of law in the staff report and testimony presented during the hearing, incorporated herein by this reference, the City Council voted to approve the proposed amendments.

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**NOW, THEREFORE, THE COUNCIL OF THE CITY OF THE DALLES
ORDAINS AS FOLLOWS:**

Section 1. The City Council hereby approves and adopts the findings of fact and conclusions of law connected with **Comprehensive Plan Amendment No. 54-22** and **Zoning Ordinance Amendment No. 107-22**, attached to and made part of this Ordinance as Exhibit “A”.

Section 2. The City Council hereby approves and adopts the proposed amendments detailed in **Comprehensive Plan Amendment No. 54-22** and **Zoning Ordinance Amendment No. 107-22**, attached to and made part of this Ordinance as Exhibit “B”, consistent with the Planning Commission’s recommendation.

Section 3. This Ordinance shall be effective 30 days after adoption.

PASSED AND ADOPTED THIS 23RD DAY OF JANUARY, 2023

Voting Yes	Councilors:	_____
Voting No	Councilors:	_____
Abstaining	Councilors:	_____
Absent	Councilors:	_____

AND APPROVED BY THE MAYOR THIS 23RD DAY OF JANUARY, 2023.

Richard A. Mays, Mayor

ATTEST:

Izetta Grossman, CMC, City Clerk

EXHIBIT A

Findings of Fact and Conclusions of Law for Zoning Ordinance Amendment 107-22 Comprehensive Plan Amendment 54-22

City of The Dalles Municipal Code, Title 10 Land Use and Development

Section 10.3.110.030 Review Criteria.

Proposed text amendments shall be consistent with the Comprehensive Plan, and State Laws and Administrative Rules, including the State Transportation Planning Rule OAR 660-012-0060. Proposed text amendments shall be consistent with the adopted Transportation System Plan and the planned function, capacity, and performance standards of the impacted facility or facilities. Requirements of the State Transportation Planning Rule shall apply to those land use actions that significantly affect the transportation system, as defined by OAR 660-012-0060.

FINDING #1: Staff will address consistency with the Comprehensive Plan, State Laws, and Administrative Rules in subsequent findings. **Criterion met.**

City of The Dalles Comprehensive Plan

Goal #1. Citizen Involvement. *To develop a citizen involvement program that ensures the opportunity for citizens to be involved in all phases of the planning process.*

Policy 3. *The land-use planning process and policy framework shall include opportunity for citizen input as a part of the basis for all decisions and actions related to the use of land.*

FINDING #2: The proposed amendments were discussed at two work sessions with the Planning Commission (Commission) on July 7, 2022 and October 6, 2022. At the direction of the Commission, Staff distributed an initial draft of proposed amendments to multiple local homebuilders, surveyors, and engineers for input on August 11, 2022. Pursuant to TDMC 10.3.020.060, a notice of public hearing was published in the Columbia Gorge News on November 3, 2022, more than ten days prior to the November 17, 2022 Commission hearing. Notice of the public hearing was sent to all local news media, Wasco County Planning, and posted on the City's website on November 10, 2022. All City Council and Commission meetings are open to the public and allow the opportunity to provide testimony on all proposed amendments. Additionally a notice of the proposed amendments were submitted to the Department of Land Conversation and Development on September 29, 2022, 35 days prior to the November 17, 2022 hearing. To date, only comment was received. **Criterion met.**

Goal #2. Land Use Planning. *To establish a land use planning process and policy framework as a basis for all decisions and actions related to use of land and to assure an adequate factual base for such decisions and actions.*

Policy 6. Implement this Plan through appropriate ordinances and action. Implementing measures shall be developed to allow administrative review and approval authority.

FINDING #3: The proposed amendments implementation process is consistent with the legislative application process outlined in TDMC 10.3.110.030 and follows proper noticing requirements of TDMC 10.3.020.060. These amendments aim to provide clear and objective standards with all residential development proposals, encouraging more administrative approval authority by removing ambiguity and discretionary language. **Criterion met.**

Policy 8. Implementing ordinances shall be consistent with this plan.

FINDING #4: See Finding #3.

Goal #10. Housing. *To provide for the housing needs of citizens of the state.*

Policy 2. Adopt standards to ensure that residential development occurs within planned density ranges within each residential district.

FINDING #5: The proposed amendments will modify existing density ranges, as well as ensure minimum densities can be met with all current or future development proposals with the requirements of a Redevelopment Plan. Additionally, Staff included language specifically restricting development from exceeding maximum densities. **Criterion met.**

Policy 5. Plan for the more efficient use of vacant land by encouraging infill development which is sensitive to existing neighborhoods and by encouraging new development which achieves the density allowed by the comprehensive plan.

FINDING #6: The proposed amendments aim to achieve efficient use of all residentially zoned land, both vacant and developed land, by requiring all development proposals that do not meet minimum density standards to submit a Redevelopment Plan. This plan would demonstrate how to develop at a lower density without inhibiting future development from meeting minimum density of a development site. An approved plan will be recorded with Wasco County Clerk and all future development must comply with this plan, or submit a new plan for review. **Criterion met.**

Policy 8. Flexibility in implementing ordinances is needed to accommodate infill and to foster a variety of development scenarios and housing options.

FINDING #7: The proposed amendments will allow for flexibility in development scenarios and housing options by incorporating both gross and net into density calculations. Employing either gross or net into a specific development can be advantageous to different types of developers or property owners, allowing an individual to either maximize (gross) or minimize (net) the density of their proposed development. To create more flexibility for prospective developers or property owners, Staff is proposing the use of gross density when calculating maximum allowed density and net density when calculating minimum required density. **Criterion met.**

Oregon Revised Statute (ORS)

ORS 197.307(4)

A local government may adopt and apply only clear and objective standards, conditions and procedures regulating the development of housing, including needed housing. The standards, conditions and procedures:

- a) May include, but are not limited to, one or more provisions regulating the density or height of a development.*
- b) May not have the effect, either in themselves or cumulatively, of discouraging needed housing through unreasonable cost or delay.*

FINDING #9: In the past eleven years, Staff has uncovered numerous ambiguities with density regulation, leaving discretion in the hands of the approving authority. The Planning Commission (Commission) became familiar with this issue in February 2022, following an appeal hearing on a previously denied land division proposal, Minor Partition No. 401-21. The appellant requested approval to divide one existing parcel into three parcels of varying size; however, the application was denied as it exceeded maximum allowed density of the underlying zoning district, although each of the proposed parcels met minimum lot size allowances. Additionally, the appellant raised concerns of previous inconsistencies in enforcing density of similarly sized development proposals. At the completion of the hearing, the Commission directed Staff to review TDMC specifically pertaining to density and provide the Commission with recommendations to ensure that Title 10 of TDMC was both clear and objective to avoid similar situations moving forward. The overall goal with these amendments is to provide clarity and consistency in the application of density with all residential development proposals. **Criterion met.**

EXHIBIT B
Proposed Amendments
Comprehensive Plan Amendment 54-22
Zoning Ordinance Amendment 107-22

Language to be removed

Language proposed

The Dalles Comprehensive Plan:

Goal 10 Policies

22. To provide variety and flexibility in site design and densities, residential lands shall be divided into land use planning districts with the following prescribed density ranges for each district:

- a. Low Density Residential 3-~~6~~ **8.712** units/~~gross~~ acre
- b. Medium Density Residential 7-~~17~~ **21.78** units/~~gross~~ acre
- c. High Density Residential 10-~~25~~ **29.04** units/~~gross~~ acre

*

Appendix B, page b

The Dalles Comprehensive Land Use Plan includes three residential plan designations:

- Low Density Residential (3-~~6~~ **8.712** units per ~~gross~~ acre)
- Medium Density Residential (7-~~17~~ **21.78** units per ~~gross~~ acre)
- High Density Residential (17-~~25~~ **29.04** units per ~~gross~~ acre)

The Dalles Municipal Code:

10.2.030 Meaning of Specific Words and Terms

- **Accessory Dwelling Unit (ADU). A smaller, independent residential dwelling unit located on the same lot as a standalone (i.e., detached) single-family home or duplex. For purposes of calculating minimum density, accessory dwelling units are counted as 1 dwelling unit; for purposes of calculating maximum density, accessory dwelling units are counted as 0 dwelling units.**
- **Dwelling, Duplex.** 2 dwelling units located on a single lot or development site, placed either so some structural parts are in common (attached), or so the units are physically separate structures (detached). **For purposes of calculating minimum density, duplexes**

are counted as 2 dwelling units; for purposes of calculating maximum density, duplexes are counted as 1 dwelling unit.

- Gross. When referring to area, the total area of land located within lot lines proposed for use or development.
 - Gross Density. The total number of dwelling units per gross acre.
 - Net. When referring to area, the total area of land proposed for use or development after excluding: public rights-of-way existing or anticipated to exist; land constrained by slopes of 25% or greater; land located within the 100-year floodplain identified by the Federal Emergency Management Agency (FEMA) on the Flood Insurance Rate Maps for the City of The Dalles (unless an application includes either a FEMA-approved Letter of Map Amendment or Letter of Map Revision Based on Fill); lands determined by the Oregon Department of State Lands (DSL) to be wetlands (unless an application includes a DSL-approved Removal-Fill Permit); land within stream corridors (as defined in Article 5.130); land designated open space or parkland and anticipated to be publicly owned; land designated open space owned in common by owners within a residential development; and land encumbered by public utility easements.
- d. Net Density. The total number of dwelling units per developable area of a lot, parcel, or tract (i.e., total area minus roads, easements, etc.). **The total number of dwelling units per net acre.**

*

10.6.030.040 General Regulations

D. Density. See 10.6.170.040 (C) for minimum required and maximum allowed density standards for accessory dwelling units.

*

10.6.070.020 Fractions Rounding

When calculations result in fractions the results will be rounded as follows:

A. ~~Minimum Requirements. When a regulation is expressed in terms of a minimum requirement, any fractional result will be rounded up to the next consecutive whole number. For example, if a minimum requirement of one tree for every 30 feet is applied to a 50-foot strip, the resulting fraction of 1.67 is rounded up to 2 required trees.~~

B. ~~Maximum Limits. When a regulation is expressed in terms of maximum limits, any fractional result will be rounded down to the next lower whole number. For example, if a maximum limit of one dwelling unit for every 3,000 square feet is applied to an 8,000 square foot site, the resulting fraction of 2.67 is rounded down to 2 allowed dwelling units.~~

When calculations required or allowed by this Title result in fractions, the results shall be rounded to a fraction truncated to the hundredths place (e.g., 3.4235 shall be truncated to 3.42, and 3.42 shall be applied). Where the resulting fractional part of a calculation is equal

to or greater than 0.50, the result shall be rounded up to the next whole number (e.g., 3.51 shall be rounded to 4.00, and 4.00 shall be applied). Where the resulting fractional part of a calculation is less than 0.50, the result shall be rounded down to the preceding whole number (e.g., 3.49 shall be rounded to 3.00, and 3.00 shall be applied).

*

Article 6.170 Density

10.6.170.010 Purpose

This Article explains how density is regulated within this Title.

10.6.170.020 Calculating Density

A. Density Denominator. Density is determined on an individual development proposal basis. For developments including multiple lots or parcels, the overall density of the entire proposed development site is calculated.

B. Gross and Net Density

1. When determining minimum required density of an individual development, net density is used for calculations.
2. When determining maximum allowed density of an individual development, gross density is used for calculations.

C. Deductions to Calculate Net Area

Net area is the total area of land within an individual development, excluding the following areas (measured in sq. ft.):

1. Right-of-way dedications for new rights-of-way or expansions of existing rights-of-way;
2. Land constrained by slopes of 25% or greater;
3. 100-year floodplains, as determined by the Federal Emergency Management Agency;
4. Wetlands, as determined by the Oregon Department of State Lands;
5. Stream corridors, as defined in Article 5.130;
6. Open space or parkland and anticipated to be publicly owned;
7. Open space owned in common by owners within a residential development; and
8. Public utility easements.

D. Density Calculations

1. Minimum Density

- a. The minimum number of dwelling units required is calculated by dividing the net area (pursuant to TDMC 10.6.170.020(C)) by 43,560 sq. ft. to convert the area to acres, then by multiplying the resulting

acreage by the most restrictive minimum required dwelling unit density applicable to the project's zone district. See TDMC 10.6.070.020 for fractional rounding.

2. Maximum Density

- b. The maximum number of dwelling units permitted is calculated by dividing the gross area by 43,560 sq. ft. to convert the area to acres, then by multiplying the resulting acreage by the least restrictive maximum required dwelling unit density applicable to the project's zone district. See TDMC 10.6.070.020 for fractional rounding.**

E. Density Fractional Rounding. If after a calculation the result applied is a rounded whole number which would result in a total number of dwelling units exceeding the maximum Comprehensive Plan density range, the development shall be permitted no more than 1 dwelling unit greater than the density range (e.g., a RL-zoned development with a maximum density of 8.65 may be rounded up to 9, thus exceeding the 8.712 maximum allowed density of the RL zoning district.

F. Minimum Lot Allowances

- 1. Regardless of the density calculation described above, any residentially zoned lot of record is allowed at least 1 dwelling unit.**
- 2. Any residentially zoned lot of record has a density of at least 1 dwelling unit.**

10.6.170.030 Discrepancy between Minimum Required and Maximum Allowed Density

Where the calculation of maximum allowed density results in a number smaller than the minimum required density, the result from the minimum allowed density is both the minimum required and maximum allowed density.

10.6.170.040 Regulating Density

A. No proposed development may exceed the maximum gross density prescribed to all developments within the underlying zone.

B. RL, RH, and RM Zoning Districts (All development).

For all proposed developments not meeting minimum density requirements, an approved redevelopment plan (pursuant to TDMC 10.3.120) shall be filed with the Wasco County Clerk at the applicant's expense and all development proposed shall comply with the approved redevelopment plan, unless a new redevelopment plan is approved by the City.

C. Duplexes and Accessory Dwelling Units

1. Minimum Density

- a. Duplexes: For purposes of calculating minimum density, duplexes are counted as 2 dwelling units.**
- b. Accessory Dwelling Units: For purposes of calculating minimum density, accessory dwelling units are counted as 1 dwelling unit.**

2. Maximum Density

- a. Duplexes: For purposes of calculating maximum density, duplexes are counted as 1 dwelling unit.
- b. Accessory Dwelling Units: For purposes of calculating maximum density, accessory dwelling units are counted as 0 dwelling units.

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10.9.020.020 (D,8) Redevelopment Plans

~~Redevelopment Plans. A redevelopment plan shall be required when dividing residential land into large lots that have the potential for further subdivision or partition at some future date. The redevelopment plan shall show street extensions, utility extensions, and lot patterns to:~~

- ~~a. Indicate how the property(ies) may be further developed to 70% of maximum Comprehensive Plan density for the particular zone district.~~
- ~~b. Demonstrate that the proposal will not inhibit development of adjacent lands.~~

Article 3.120 Redevelopment Plans

A redevelopment plan shall be provided for all proposed developments as outlined in TDMC 10.6.170.040. The purpose of a redevelopment plan is to govern development patterns (including the layout of subdivisions, planned developments, and partitions) to maximize the long-term potential for residential development and achieve the density prescribed by the Comprehensive Plan. All redevelopment plans must indicate how the property(ies) may be further developed to meet minimum density without inhibiting development of adjacent lands. The redevelopment plan shall clearly indicate all of the following information applicable to the particular development proposal:

- 1. Project name.**
- 2. A separate vicinity map indicating location of the proposed development.**
- 3. Scale. The scale shall be at least 1 inch equals 50 feet (1:50), unless a different scale is authorized by the Director.**
- 4. North arrow.**
- 5. Date of plan.**
- 6. Location and names of all existing rights-of-way and location of proposed rights-of-way within or on the boundary of the proposed development.**
- 7. Lot layout with dimensions for all lot lines (if applicable).**
- 8. Location and dimensions of all existing and proposed dwellings and structures. Indicate which dwellings and/or structures are to remain and which are to be removed.**
- 9. Location and dimensions of all yards and setbacks from all property lines.**
- 10. Distances between existing and proposed dwellings and structures.**
- 11. Location and description of any slopes greater than 25%.**

- 12. Location of existing and proposed utilities and easements.**
- 13. Location of any reasonably significant natural features including, but not limited to, water courses, trees, rock outcroppings, ponds, floodplains, drainage ways, and wetlands.**
- 14. Any additional information reasonably required by the Director to act on the application.**

*

10.5.010.010 Purpose

This district implements the RL - Low Density Residential Comprehensive Plan designation, ~~which allows for a range of 3 to 6 single family dwelling units per gross acre. This density does not apply to duplexes.~~ The RL district is intended to provide low density family residential areas for present and future needs, together with a full range of urban services. (Ord. 21-1384)

10.5.020.010 Purpose

This district implements the RH - High Density Residential Comprehensive Plan designation, ~~which allows for a range of 10 to 25 single family and multifamily dwelling units per gross acre. This density does not apply to duplexes.~~ The RH district is intended to provide areas where single-family detached dwellings, single-family attached dwellings, duplexes, town houses, condominiums, and multifamily developments may be constructed under various ownership patterns. Adequate urban services shall be available to all development without exception. (Ord. 21-1384)

10.5.030.010 Purpose

This district implements the ~~Mobile Home~~ **RM – Medium Density** Residential Comprehensive Plan designation, ~~which allows for a range of 7 to 17 single family and multifamily dwelling units per gross acre.~~ The RM district is intended to provide medium density areas for the full range of residential dwelling types listed in this Article. Adequate urban services shall be available to all development without exception.

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10.5.010.060 Development Standards

Minimum Density*	Not more than 10,000 net buildable sq. ft. per dwelling unit.
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* This standard is applicable to new subdivisions and planned developments, but does not apply to infill development approved through the minor partition process. Compliance with this standard is measured by determining the buildable square footage on a proposed development site (exclusive of areas to be dedicated for public rights of way, constrained by slopes of 25% or greater, public utility easements, wetlands, riparian corridors and floodplain), then dividing by minimum density square footage standard, and rounding down. For example, an RL site

with 5 buildable acres would be required to provide at least 21 dwelling units (217,800 buildable sq. ft./10,000 sq. ft. = 21.78, rounded down to 21).

<u>Minimum Density</u>	<u>3 units per net acre*</u>
<u>Maximum Density</u>	<u>8.712 units per gross acre*</u>

***See TDMC 10.6.170.020 for more information regarding net acreage.**

10.5.020.060 Development Standards

<u>Minimum Density**</u>	<u>Not more than 4,000 net buildable sq. ft. gross area per dwelling unit.</u>
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** Measured by determining the net buildable square footage on a proposed development site (exclusive of areas to be dedicated for public rights of way, constrained by slopes of 25% or greater, wetlands, riparian corridors and floodplain), then dividing by minimum density square footage standard, and rounding down. For example, an RH site with one net buildable acre would be required to provide at least 10 dwelling units (43,560 buildable sq. ft./4,000 sq. ft. = 10.89, rounded down to 10).

<u>Minimum Density</u>	<u>10 units per net acre*</u>
<u>Maximum Density</u>	<u>29.04 units per gross acre*</u>

*** See TDMC 10.6.170.020 for more information regarding net acreage.**

10.5.030.060 Development Standards

<u>Minimum Density**</u>	<u>Not more than 6,000 net buildable sq. ft. per dwelling unit.</u>
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** Measured by determining the net buildable square footage on a proposed development site (exclusive of areas to be dedicated for public rights of way, constrained by slopes of 25% or greater, wetlands, riparian corridors and floodplain), then dividing by minimum density square footage standard, and rounding down. For example, an RM site with two buildable acres would be required to provide at least 14 dwelling units (87,120 buildable sq. ft./6,000 sq. ft. = 14.52, rounded down to 14).

<u>Minimum Density</u>	<u>7 units per net acre*</u>
<u>Maximum Density</u>	<u>21.78 units per gross acre*</u>

*** See TDMC 10.6.170.020 for more information regarding net acreage.**

10.5.040.050 Development Standards

NC Neighborhood Commercial	Standard		
	Commercial Only	Residential Only	Mixed Commercial/Residential
Minimum Lot Area	None	4,000 sq. ft. OR 2,500 sq. ft. per lot for small lot and townhouse clusters (3-8 units)	4,000 sq. ft.

Minimum Lot Width	None	40 ft. OR 25 ft. per lot for small lot and townhouse clusters (3-8 units)	40 ft. OR 25 ft. per lot for small lot and townhouse clusters (3-8 units)
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Minimum Density*	N/A	4,000 net buildable sq. ft. per dwelling unit <u>Not more than 4,000 net sq. ft. per dwelling unit.</u>	N/A
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* ~~Measured by determining the net buildable square footage on a proposed development site (exclusive of areas to be dedicated for public rights-of-way, constrained by slopes of 25% or greater, wetlands, riparian corridors and floodplain), then dividing by minimum density square footage standard, and rounding down. See examples for underlying zones~~

*

10.5.040.020(A)(2)(d) Permitted Uses

d. ~~Small lot single family detached dwellings and~~ Attached town houses (zero lot line, 3-8 unit clusters).

*

10.9.050.040(B)(2)(b) Conceptual Development Plan Applications - Graphics

b. General location of existing and proposed structures, including building types and heights, and gross and net density per acre. An indication of approximate building envelopes may be required where necessary to evaluate building relationships.

10.9.050.040(C)(4)(d) Conceptual Development Plan Applications - Narrative Requirements

d. ~~Gross~~ **Densities** per acre.

10.9.040.030(B)(2)(e) Subdivision Applications – Graphics Requirements

e. General location of existing and proposed structures including building types and heights, **gross and net** density per acre and proposed use restrictions. An indication of approximate building envelopes may be required where necessary to evaluate building relationships.

10.9.040.030(C)(4)(d) Subdivision Applications – Narrative Requirements

d. ~~Gross~~ **Densities** per acre.

10.9.050.060(A)(1)(c) Detailed Development Plan Review – Application Requirements – Graphic Requirements

c. Location and floor area of existing and proposed structures and other at-grade and above-grade improvements, easements and rights-of-way, and density per **gross and net** acre (for residential developments).

*

10.5.010.080(A)(2) Exceptions to Standards – Lot Size

2. Where open space is reserved on a separate tract of land, permitted density from that open space tract may be transferred to buildable portions of the site to allow for town house lots through the subdivision process, provided that the overall project density does not exceed ~~6~~ **8.71** dwelling units per **gross** acre. The proposed development must conform to this and other City ordinances.

*

10.5.020.080(B) Open Area

B. A minimum of 30% of the **gross net** lot area shall be developed as permanent open area. The minimum open area shall be landscaped and permanently maintained per the provisions of Article 6.010: Landscaping Standards. Decorative design elements such as fountains, pools, benches, sculptures, planters, and similar elements may be placed within the open area. These provisions shall apply to all new projects and to additions or remodels of existing structures that create new dwelling units. The following apply to the required open area:

10.5.030.080 Open Area

B. A minimum of 30% of the **gross net** lot area shall be developed as permanent open space. The minimum open area shall be landscaped and permanently maintained per the provisions of Article 6.010: Landscaping Standards. Decorative design elements such as fountains, pools,

benches, sculptures, planters, and similar elements may be placed within the open area. These provisions shall apply to all new projects and to additions or remodels of existing structures that create new dwelling units. The following apply to the required open area:



RESOLUTION NO. PC 610-22

A RESOLUTION OF THE PLANNING COMMISSION
RECOMMENDING CITY COUNCIL APPROVAL OF
COMPREHENSIVE PLAN AMENDMENT NO. 54-22 REVISING
PRESCRIBED RESIDENTIAL DENSITY RANGES AND ZONING
ORDINANCE AMENDMENT NO. 107-22 TO REVISE RESIDENTIAL
DENSITY RANGES AND DENSITY REGULATIONS OF THE
DALLES MUNICIPAL CODE

WHEREAS, Oregon law is trending towards the application of clear and objective standards in all facets of land use and development;

WHEREAS, Community Development Department Staff has historically encountered ambiguities in the implementation of the City's density regulations;

WHEREAS, the City understands those textual ambiguities coupled with subsequent discretion-based decision-making have led to inconsistent interpretations of the City's density regulations;

WHEREAS, in an effort to avoid future ambiguities and in an effort to maximize consistent applications of the City's regulations, Community Development Department Staff proposed CPA 54-22 and ZOA 107-22 to provide clear and objective standards for the City's density regulations;

WHEREAS, the Planning Commission conducted a noticed public hearing at its regular November 17, 2022, meeting to take public testimony on the proposed CPA 54-22 and ZOA 107-22; and

WHEREAS, the Planning Commission considered the public testimony and reviewed the proposed amendments set forth in CPA 54-22 and ZOA 107-22 and, based upon the proposed findings of fact and conclusions of law in the Staff Report and testimony presented during the hearing (incorporated herein by this reference), the Planning Commission voted to recommend the amendments be forwarded to the City Council for its review and adoption.

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION AS FOLLOWS:

Section 1. The Planning Commission recommends the proposed Comprehensive Plan Amendment 54-22 and Zoning Ordinance Amendment 107-22, attached to and made

part of this Resolution as Exhibit "A", be approved and forwarded to City Council for its review and adoption.

Section 2. This Resolution shall be effective upon its passage and approval.

Section 3. The Secretary of the Planning Commission shall certify to the adoption of the Resolution and transmit a copy of the Resolution to the Applicant.

APPROVED AND ADOPTED THIS 17TH DAY OF NOVEMBER, 2022.



Cody Cornett, Chair
Planning Commission

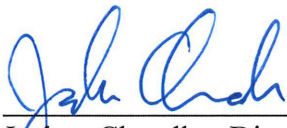
I, Joshua Chandler, Community Development Director for the City of The Dalles, hereby certify the foregoing was duly moved and adopted at a regular meeting of the Planning Commission held on the 17th day of November, 2022.

AYES: Aparicio, Cornett, Grant, Poppoff

NAYS: None

ABSENT: Mascher, Pena, Portela

ABSTAIN: None

ATTEST: 

Joshua Chandler, Director
Community Development Department

MINUTES

PLANNING COMMISSION MEETING

November 17, 2022

5:30 p.m.

City Hall Council Chambers
313 Court Street, The Dalles, Oregon 97058
Via Zoom / Livestream via City Website

PRESIDING: Cody Cornett, Chair

COMMISSIONERS PRESENT: Karly Aparicio, John Grant, and Mark Poppoff

COMMISSIONERS ABSENT: Philip Mascher, Maria Pena, and Nik Portela

STAFF PRESENT: Director Joshua Chandler, Secretary Paula Webb

CALL TO ORDER

The meeting was called to order by Chair Cornett at 5:41 p.m.

PLEDGE OF ALLEGIANCE

Chair Cornett led the Pledge of Allegiance.

APPROVAL OF AGENDA

It was moved by Aparicio and seconded by Grant to approve the agenda as submitted. The motion carried 4/0; Aparicio, Cornett, Grant, and Poppoff voting in favor, none opposed, Mascher, Pena, and Portela absent.

PUBLIC COMMENT

None.

LEGISLATIVE PUBLIC HEARING

Chair Cornett read the rules of a public hearing. He then asked if any Commissioner had ex parte contact, bias, or a conflict of interest which would prevent an impartial decision. Hearing none, Chair Cornett opened the public hearing at 5:48 p.m.

CPA 54-22 and ZOA 107-22, City of The Dalles

Approval of proposed changes to The Dalles Comprehensive Plan. The amendment purpose is to revise Comprehensive Plan Goal 10 Housing Policies by adjusting the existing prescribed

density ranges of the Comprehensive Plan consistent with residential zoning development standards of The Dalles Municipal Code.

Approval of proposed changes to The Dalles Municipal Code, Title 10 Land Use and Development. The amendment is intended to create clear and objective standards concerning residential density, including defining common density terms, calculating and rounding density figures, regulating density, and requirements for redeveloping land below prescribed density ranges.

Director Chandler provided the staff report and presentation, Exhibit 1.

Chair Cornett closed the public hearing at 6:22 p.m.

It was moved by Grant and seconded by Poppoff to approve applications CPA 54-22 and ZOA 107-22 as presented. The motion carried 4/0; Aparicio, Cornett, Grant, and Poppoff voting in favor, none opposed, Mascher, Pena, and Portela absent.

RESOLUTION

Resolution PC 610-22, Approval of CPA 54-22 and ZOA 107-22, City of The Dalles

It was moved by Cornett and seconded by Poppoff to approve Resolution PC 610-22 as presented. The motion carried 4/0; Aparicio, Cornett, Grant, and Poppoff voting in favor, none opposed, Mascher, Pena, and Portela absent.

STAFF COMMENTS / PROJECT UPDATES

Director Chandler stated the Planning Technician position was filled by Brad Mead. Positions for Senior Planner, Economic Development Officer, and Facilities Supervisor remain unfilled.

One application is scheduled for review at the December 1, 2022 meeting. The December 15, 2022 and January 5, 2023 meetings will probably be cancelled.

COMMISSIONER COMMENTS / QUESTIONS


None.

ADJOURNMENT

Chair Cornett adjourned the meeting at 6:28 p.m.

Submitted by/
Paula Webb, Secretary
Community Development Department

SIGNED: 
Cody Cornett, Chair

ATTEST: 
Paula Webb, Secretary
Community Development Dept.



AGENDA STAFF REPORT

AGENDA LOCATION: Public Hearing Item #10B

MEETING DATE: January 23, 2023

TO: Honorable Mayor and City Council

FROM: Joshua Chandler
Community Development Director

ISSUE: Public hearing to receive public comment on the close-out of Community Development Block Grant Project No. HA2101, providing rental, mortgage, and utility payment assistance to qualified households.

BACKGROUND: In response to the Coronavirus (Covid-19) pandemic, the United State Congress passed the Coronavirus Aid, Relief, and Economic Security (CARES) Act in March 2020 to provide economic aid to American citizens negatively impacted by the pandemic. A portion of these funds were allocated to the Oregon State Community Development Block Grant (CDBG) program, administered by the Oregon Business Development Department (Business Oregon), for the creation and implementation of the Covid-19 Emergency Housing Assistance grant program. This program was created to provide emergency housing assistance to low- and moderate-income (LMI) household earning at or below 80% average median income (AMI) including assistance for past due rent, mortgage payments, and utility payments.

The City, along with the Mid-Columbia Housing Authority as a sub-recipient, was awarded the grant (HA2101) on August 3, 2021 for a total not to exceed \$400,000. Unlike many other CBDG grants, the Covid-19 Emergency Housing Assistance grant was valid for one calendar year (2022), with all unused funds during the grant period forfeited.

Staff has provided a summary of the program below:

- Grant duration: January 1, 2022 – December 31, 2022
- Counties assisted: Hood River, Sherman, and Wasco Counties
Communities: Cascade Locks, Hood River, Mosier, The Dalles, Wasco

- Total number of households assisted: 158
65% - female head of household
- Total number of residents assisted: 370
90% of people assisted lived in The Dalles
- Total amount of funding awarded: \$315,000 (*pending final draw*)
Grant Administration and Program Management: \$85,000 (*paid to Mid-Columbia Housing Authority*)

The purpose of this public hearing is to receive public testimony concerning the administration of the program. The City and Mid-Columbia Housing Authority are currently in the process of finalizing all program closeout material.

BUDGET IMPLICATIONS: None. The City is not authorized to receive funding for program administrative costs; however, the City is responsible for the processing disbursement of funds between the State and Housing Corporation. Funding for the program is effectively passed through Fund 18 of the City's general fund, thus revenue and expenditure for the program is equal.



AGENDA STAFF REPORT

AGENDA LOCATION: Contract Review Board Item# 11A

MEETING DATE: January 23, 2023

TO: Honorable Mayor and City Council

FROM: Dale McCabe, City Engineer

ISSUE: Award of contract for the Sorosis Reservoir Roof Structure Modifications and Spot Coating, Contract No. 2023-001

BACKGROUND: In June of 2017, the City awarded Contract No. 2017-003 for the interior and exterior repainting of the Sorosis and Columbia View Reservoirs; engineering design for that project was completed by CH2M/Jacobs. During the interior painting of the Sorosis Reservoir in 2020, it was discovered that there was significant deterioration and metal loss on many of the interior roof rafters and bolts due to corrosion which has reduced the structural integrity of the tank.

The Sorosis Reservoir, which has a capacity to hold 3 million gallons of water, was constructed in 1954. Prior to the 2020 recoating contract, the reservoir's interior system had only been recoated once since 1954, which occurred in 1964. Until the construction of Vista Reservoir in 2014, Sorosis Reservoir could not be taken off line and out of service for proper maintenance and repairs. A steel tank should be repainted every 20 years. Because of the inability to perform the required routine maintenance on the interior of the tank, and it had been 56 years between coating projects, the metal rafters and bolts in the tank experienced extensive corrosion and metal loss. The photos attached at the end of this report show some of the metal loss on the deteriorated rafters, bolts and associated metal works.

Since Jacobs had developed the specifications for the painting contract, had been selected through a competitive Request for Proposal (RFP) process, had identified the problems in the Sorosis Reservoir roof support systems during the painting work, had expertise in municipal steel reservoir construction, and the repair work was an extension of the work to be done under the existing design contract, the City contracted with Jacobs in July 2021 to design a repair project for the tank. As work began under that contract, Jacobs

determined that it would be desirable to have the tank inspected by an engineering firm which specializes in steel reservoir repairs and rehabilitation. They recommended Tank Industry Consultants (TIC) to provide that specialized engineering. After TIC inspected the reservoir in April 2022, it was decided to discontinue the contract with Jacobs and that it would be desirable for the City to contract directly with TIC to continue the work to design the needed repairs and to provide inspection services during construction rather than paying Jacobs to hire TIC to do the work.

Following its inspection of the reservoir, TIC delivered a report to the City on May 11, 2022 wherein they provided two alternative sets of recommendations for repairs that would extend the life of the reservoir for 25 years or for 50 years. The report also specified that if the repairs were not completed within the next 24 months, the tank should be re-evaluated and updated recommendations may be warranted. After review of the report, City staff met with TIC on June 28, 2022 to discuss its findings, recommendations, and potential next steps. City staff requested a proposal from TIC to develop specifications to repair the tank and provide construction-related engineering services. An initial proposal was received from TIC on July 5, 2022 and, after the City’s review, an updated proposal was received on July 12, 2022.

At the July 25, 2022 City Council meeting, City Council authorized Staff to enter into contract with TIC for developing specifications and engineering plans for both the 25 year and 50 year design-life repairs for the reservoir, and for providing engineering oversight and daily inspections of the repair work once a construction contract is awarded and the repair project begins.

Since Sorosis Reservoir can only be taken offline for maintenance during the winter months when water demands are low, it was the goal of the City to have the repair project performed over the 2022/2023 winter months with the project being completed by the end of April 2023. Through the bidding process we learned from contractors that were interested in bidding on the project that there was not going to be a sufficient amount of time to complete all of the required work in the remaining winter months. As a result of those discussions, the City issued an addendum to the contract documents that granted an additional winter season to complete the work with the project completion date being extended to the end of April 2024.

As directed, TIC provided the City with project specifications and engineering plans for both 25-year and 50-year design-life repair alternatives for the reservoir. The City subsequently advertised the construction contract for which contractors provided bids for both options. The bid opening for this contract was held on January 5, 2023 at 2:00 pm for which we received two responsive bids. The bids received were as follows:

	<u>Base Bid</u> (25 years)	<u>Alternate Bid</u> (50 years)
1. T Bailey, Inc., in the amount of :	\$680,000	\$985,000
2. Paso Robles Tank, Inc., in the amount of :	\$1,079,000	\$1,499,000
The engineer’s estimate for this project was:	\$645,000	\$900,000

The bids were reviewed by City staff to make sure that the proper material was submitted and the bids were deemed complete.

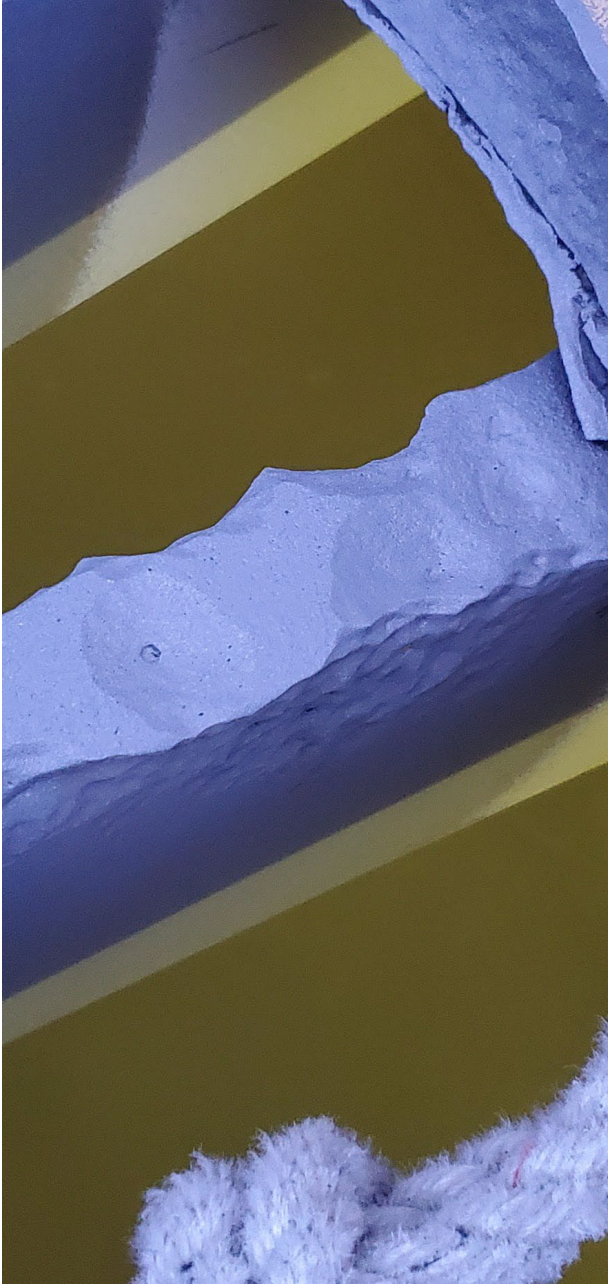
BUDGET IMPLICATIONS: Upon examination of the low bid amounts received, a cost/benefit analysis for the project determined the life expectancy of the reservoir could be doubled for an approximately 45% increase in expended funds by selecting the 50 year alternative bid amount over the 25 year alternative bid amount.

The total anticipated cost of the Sorosis Reservoir repairs including engineering (\$199,532) and construction (\$985,000), is anticipated to be \$1,184,532 for the 50-year option. Within Fund 53, the Water Reserve Fund, line 053-5300-000.75-10, a total of \$600,000 is budgeted for this project; that value was budgeted before TIC completed its design work. The total cost of the 50-year option is anticipated to be \$584,532 over the budgeted amount.

Also within Fund 53, \$1,469,735 is budgeted for the future repainting of the Garrison Reservoir; \$184,887 of these funds were previously allocated to the Water Master Plan Update leaving an unallocated balance of \$1,284,848. The Garrison Reservoir project cannot be undertaken until the new water supply systems on the Port are built and in service which will be FY 2023-24 or FY2024/25. With the delay in the Garrison Reservoir project, \$584,532 of those funds can be used to support completion of the Sorosis Reservoir repairs. In total, there are sufficient funds for this contract.

COUNCIL ALTERNATIVES:

1. **Staff Recommendation:** *Move to authorize the City Manager to enter into contract with T Bailey, Inc., for the Sorosis Reservoir Roof Structure Modifications and Spot Coating, Contract No. 2023-001, in an amount not to exceed \$985,000.*
2. Authorize the City Manager to enter into contract with T Bailey, Inc., for the Sorosis Reservoir Roof Structure Modifications and Spot Coating, Contract No. 2023-001, in an amount not to exceed \$680,000.
3. Deny authorization to award a contract with T Bailey, Inc., and provide additional direction to staff.



Metal loss on rafter and adjacent brace



Metal loss on rafter and circular brace; hole in circular brace



Bolt heads corroded away



AGENDA STAFF REPORT

AGENDA LOCATION: Action Item #12A

MEETING DATE: January 23, 2023

TO: Honorable Mayor and City Council

FROM: Jonathan Kara, City Attorney

ISSUE: Adopting Resolution No. 23-003, a resolution amending the City Fee Schedule (effective January 24, 2023)

BACKGROUND: The City Fee Schedule was established in 2001 and provides both the City and the public with a catalog of charges for the City's provision of municipal services. The City typically reviews and revises the City Fee Schedule on an annual basis to reflect increases to the City's costs for its provision of services, and the most recent update occurred over two (2) years ago on January 11, 2021.

A copy of the proposed City Fee Schedule (effective January 24, 2023) is attached to and made part of Resolution No. 23-003 as Exhibit "A". All City Department Managers reviewed the City Fee Schedule and the following Departments propose the following amendments, only:

Administration

- Remove the no longer applicable **Parking Permit Fees** for City lots.
- Restructure **Lewis & Clark Festival Park Fees** as follows:
 - **User Fee (up to 6 hours)** increase to \$100 (*currently \$50*);
 - **User Fee (between 6 and 12 hours)** increase to \$150 (*new*);
 - **User Fee (multi-day events, up to 6 days – includes set up & tear down)** increase to \$500 (*new*); and
 - **Security Deposit (multi-day events, refundable)** increase to \$200 (*new*).
- Increase **Commercial Dock User Fee** to \$250 (*currently \$150*).

Community Development Department

- Establish **Laydown Yard Fee** of \$40 (*new*).

Finance Department

- Increase **Non-Sufficient Funds Check Fee** to \$30 to match the City's bank's current charge (*currently \$25*).

Police Department

- Remove the following no longer applicable fees:
 - **Request for Fingerprints Fee;**
 - **Police Officer Written Exam Fee;** and
 - **Administrative Fee for Towing Vehicles – Traffic Offenses.**
- Restructure body camera footage redaction fees to more accurately represent actual and opportunity costs associated with Police Officer provision of these Oregon-mandated redaction services:
 - **Video/Audio of Body Camera Footage – One Time Clerical Fee per Incident** to \$50 (*currently \$25*).
 - Add a flat fee for **Body Camera Footage In-House Redaction** of \$50 (when the Police Department, usually the Police Captain, manually redacts video footage).
 - Charge at cost for **Body Camera Footage Vendor Redaction** (when the City refers lengthy or complex video footage redaction to a third-party specialist).

Public Works Department

- Establish new **Sidewalk/Street Closure Permit Fees** to more accurately represent actual and opportunity costs associated with Staff's provision of these services:
 - **Application Fee** of \$10 (*new*);
 - **Expediting Fee (when application is turned in less than 5 days prior to event)** of \$25 (*new*); and
 - **Deployment Fee (applicable to for-profit events requiring the use of City signs and barricades Staff deliver to event location)** of \$50 (*new*).

Oregon law (ORS 294.160(1)) requires the City provide an opportunity for interested persons to comment on the City's enactment of any resolution prescribing a new fee or a fee increase or an increase in the rate or other manner in which the amount of a fee is determined or calculated: while this Action Item is not a public hearing, best practices suggest the Mayor ask the audience for comment on this proposed Resolution before Council considers adoption.

BUDGET IMPLICATIONS: The City should receive a commensurate increase in revenue to the General Fund if the amended fees are implemented.

COUNCIL ALTERNATIVES:

1. **Staff recommendation:** *Move to adopt Resolution No. 23-003, a resolution amending the City Fee Schedule (effective January 24, 2023).*
2. Move to adopt a modified Resolution No. 23-003 and provide Staff direction on any amendments.
3. Decline formal action and provide Staff additional direction.

RESOLUTION NO. 23-003

**A RESOLUTION AMENDING THE CITY FEE SCHEDULE
(EFFECTIVE JANUARY 24, 2023)**

WHEREAS, on November 26, 2001, the City Council adopted Resolution No. 01-030 to establish the City Fee Schedule;

WHEREAS, the City amends the City Fee Schedule from time to time, typically yearly, to reflect increases to the City’s costs for its provision of services, and it has not been updated since January 11, 2021;

WHEREAS, consistent with ORS 294.160(1), at its January 23, 2023, regular meeting, the City Council provided an opportunity for interested persons to comment upon the enactment of this Resolution; and

WHEREAS, after considering the Staff Report and public comment, the City Council believes it is in the best interest of the City to adopt an amended City Fee Schedule.

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF THE DALLES
RESOLVES AS FOLLOWS:**

1. Amended Fee Schedule. The City Council approves the City Fee Schedule (Effective January 24, 2023) attached to and made part of this Resolution as Exhibit “A”.
2. Effective Date. This Resolution shall be effective upon adoption.

PASSED AND ADOPTED THIS 23RD DAY OF JANUARY, 2023,

Voting Yes	Councilors:	_____
Voting No	Councilors:	_____
Abstaining	Councilors:	_____
Absent	Councilors:	_____

AND APPROVED BY THE MAYOR THIS 23RD DAY OF JANUARY, 2023.

Richard A. Mays, Mayor

ATTEST:

Izetta Grossman, CMC, City Clerk

CITY OF THE DALLES - CITY FEE SCHEDULE
Effective January 24, 2023

POLICE DEPARTMENT	Current	Proposed	Increase Percent
Report Search & copy	\$ 5.00	\$ 5.00	0%
Request for Fingerprints	\$ 10.00	no longer applicable	
Police Officer Written Exam	\$ 15.00		
Administrative Fee for Towing Vehicles – Traffic Offenses	\$ 100.00		
Burglary Alarm Permit (annual fee)	\$ 20.00	\$ 20.00	0%
Robbery Alarm Permit (annual fee)	\$ 20.00	\$ 20.00	0%
Copies of digital images provided in digital format (per incident)	\$ 5.00	\$ 5.00	0%
Certified Copies (each true copy)	\$ 5.00	\$ 5.00	0%
Video/Audio of body camera footage – one time clerical fee per incident	\$ 25.00	\$ 50.00	100%
Redaction fee – if sent out additional fees will apply.		\$ 50.00	
Up to 15 minutes	\$ 25.00	If redaction is involved additional fees vary based on vendor charge	
16 to 30 minutes	\$ 50.00		
31 to 45 minutes	\$ 75.00		
46 to 60 minutes	\$ 100.00		
LIBRARY			
Overdue materials fee - juvenile, per day	\$ 0.05	\$ 0.05	0%
Overdue materials fee - juvenile, maximum	\$ 0.50	\$ 0.50	0%
Overdue materials fee - adult, per day	\$ 0.10	\$ 0.10	0%
Overdue materials fee - adult, maximum	\$ 1.00	\$ 1.00	0%
Interlibrary Loan	\$ 1.00	\$ 1.00	0%
Non-resident borrowing privilege (annual fee) Residents of Fort Vancouver Library District	\$ 25.00	\$ 25.00	0%
Non-resident borrowing privilege (annual fee) Non-residents of Special Library District (the Wasco County Library Service District) or the Sage Library System	\$ 75.00	\$ 75.00	0%
FINANCE DEPARTMENT			
Transaction fee (when account is set up)	\$ 20.00	\$ 20.00	0%
Delinquency Processing Fee (door hanger)	\$ 20.00	\$ 20.00	0%
After hours call out fee (for overtime)	\$ 20.00	\$ 20.00	0%
Non-sufficient funds check fee	\$ 25.00	\$ 30.00	20%
Animal License Fee	\$ 25.00	\$ 25.00	0%
Commercial Resale License (annual fee)	\$ 25.00	\$ 25.00	0%
Investigation Fee	\$ 10.00	\$ 10.00	0%
UTILITIES			
Industrial Pretreatment Fees:			
Initial permit application fee	\$ 1,000.00	\$ 1000.00	0%
Renewal of permit	\$ 500.00	\$ 500.00	0%
Annual permit fee:			
SIU (Significant Industrial User)	\$ 500.00	\$ 500.00	0%
Non-SIU	\$ 335.00	\$ 335.00	0%
Annual monitoring fee	Actual Lab & Shipping		
Monthly fees for Industrial User (IU) under Pretreatment Program:			
Volume charge: one sewer unit per 10,000 gallons of discharge.			
Strength surcharges:			
BOD greater than 200 mg/L, per pound BOD	\$ 0.50	\$ 0.50	0%
TSS greater than 200 mg/L, per pound TSS	\$ 0.25	\$ 0.25	0%
Discharge fees for batch discharges by permit under Pretreatment Program:			
One time discharger (per gallon/minimum \$250.00)	\$ 0.05	\$ 0.05	0%
Batch basis discharger (per gallon)	\$ 0.05	\$ 0.05	0%
Residential Water Rates (Monthly Fixed Charge):			
Meter size 0.75" (volume \$1.68 per 1,000 gallons over 10,000 gallons per month)	\$ 55.30	\$ 55.30	0%
Meter size 1" (volume \$1.68 per 1,000 gallons over 10,000 gallons per month)	\$ 55.30	\$ 55.30	0%
UTILITIES, Continued			
Meter size 1.5" (volume \$1.68 per 1,000 gallons over 10,000 gallons per month)	\$ 66.36	\$ 66.36	0%
Meter size 2" (volume \$1.68 per 1,000 gallons over 10,000 gallons per month)	\$ 84.06	\$ 84.06	0%
Meter size 3" (volume \$1.68 per 1,000 gallons over 10,000 gallons per month)	\$ 121.68	\$ 121.68	0%
Commercial Water Rates (Monthly Fixed Charge):			
Meter size 0.75" (volume \$3.61 per 1,000 gallons over 5,000 gallons per month)	\$ 44.56	\$ 44.56	0%
Meter size 1" (volume \$3.61 per 1,000 gallons over 5,000 gallons per month)	\$ 50.30	\$ 50.30	0%
Meter size 1.5" (volume \$3.61 per 1,000 gallons over 5,000 gallons per month)	\$ 61.56	\$ 61.56	0%
Meter size 2" (volume \$3.61 per 1,000 gallons over 5,000 gallons per month)	\$ 78.95	\$ 78.95	0%
Meter size 2.5" (volume \$3.61 per 1,000 gallons over 5,000 gallons per month)	\$ 101.85	\$ 101.85	0%
Meter size 3" (volume \$3.61 per 1,000 gallons over 5,000 gallons per month)	\$ 119.00	\$ 119.00	0%
Meter size 4" (volume \$3.61 per 1,000 gallons over 5,000 gallons per month)	\$ 181.93	\$ 181.93	0%
Meter size 6" (volume \$3.61 per 1,000 gallons over 5,000 gallons per month)	\$ 325.06	\$ 325.06	0%
Meter size 8" (volume \$3.61 per 1,000 gallons over 5,000 gallons per month)	\$ 518.67	\$ 518.67	0%
Meter size 10" (volume \$3.61 per 1,000 gallons over 5,000 gallons per month)	\$ 763.17	\$ 763.17	0%
Meter size 12" (volume \$3.61 per 1,000 gallons over 5,000 gallons per month)	\$ 1,056.71	\$ 1056.71	0%

Outside city limits WATER RATES ONLY (residential and commercial) are charged 1.5 times the applicable rates, in lieu of debt service property taxes collected inside the City for bonded water system improvements			
Sewer Fees:			
Inside city limits (per unit, per month)	\$ 46.32	\$ 46.32	0%
Outside city limits (per unit, per month)	\$ 78.74	\$ 78.74	0%
Systems Development Fees (water):			
Application (per unit)	\$ 2,317.00	\$ 2317.00	0%
<u>Water Unit Calculations</u>			
.75" service or meter = 1 unit			
1" service or meter = 2 units			
1.5" service or meter = 4 units			
2" service or meter = 7 units			
3" service or meter = 14 units			
UTILITIES, Continued			
4" service or meter = 25 units			
6" service or meter = 50 units			
8" service or meter = 80 units			
10" service or meter = 122 units			
12" service or meter = 172 units			
Systems Development Fees (sewer):			
Application fee (per unit)	\$ 1,789.00	\$ 1789.00	0%
<u>Sanitary Sewer Unit Calculations</u>			
Residential Dwelling = 1 unit			
Multiple Family Dwelling = 1 unit per residential dwelling			
Motor Courts, Motels, Hotels = 1 unit per 2 rental rooms			
Recreational Camping Parks = 1 unit per 2 spaces			
Schools:			
High & Middle Schools = 1 unit per 15 students			
Elementary Schools = 1 unit per 20 students			
Restaurants, Cafes, Coffee Shops open more than 60 hrs/wk = 1 unit per 10 seats Restaurants, Cafes, Coffee Shops open 60 hrs/wk or less = 1 unit per 20 seats (Banquet rooms are not to be included in the counting of seats)			
Taverns, Lounges = 1 unit per 10 seat capacity			
Hospitals:			
With Laundry Facilities = 1 unit per bed			
Without Laundry Facilities = 1 unit per 2 beds			
Rest Homes = 1 unit per 2 beds			
Commercial = 1 unit per 9 or less employees			
Laundromats = 1 unit per 2 machines			
Theaters = 1 unit per 100 seat capacity			
Churches = 1 unit per 100 seat capacity			
Auto Service Stations = 1 unit per 9 employees			
Commercial car washes = 1 unit per 10,000 gallons per month			
UTILITIES, Continued			
Medical, Veterinary = 1 unit per 10,000 gallons per month or 1 unit per 2 exam rooms			
Prison, Jails = 0.5 unit per bed			
Industrial, Domestic Strength = 1 unit per 10,000 gallons per month			
System Development Fees: (storm water)		\$ 342.00	0%
(Rate multiplied by the number of Equivalent Residential Units)	\$ 342.00	\$ 342.00	0%
Storm Water Fee: (Monthly rate per Equivalent Residential Unit)	\$ 2.00	\$ 2.00	0%
<u>Storm Water Equivalent Residential Unit Calculations</u>			
Single family residential unit = 1 ERU			
Property other than a single family residential unit = 1 ERU per 3,000 feet of impervious surface			
Mobile Home Park = 1 ERU per space			
Multiple family building or facility = 1 ERU per multiple family unit on property			
Contractor Water - From Hydrant Meter:			
Hydrant meter placement/removal	\$ 60.00	\$ 60.00	0%
Hydrant meter with backflow device - Placement/testing/removal	\$ 85.00	\$ 85.00	0%
Hydrant meter with backflow device - Move and retest	\$ 85.00	\$ 85.00	0%
Hydrant meter fee: (Not prorated; provide 24 hours' notice for removal)			
3" meter on 2½" hydrant port: Up to two days	\$ 35.00	\$ 35.00	0%
Weekly rate	\$ 75.00	\$ 75.00	0%
¾" meter on 2½" hydrant port: Up to two days	\$ 25.00	\$ 25.00	0%
Weekly rate	\$ 55.00	\$ 55.00	0%
Water Usage - At commercial volume rate per 1000 gallons (No gallonage included)	\$ 3.61	\$ 3.61	0%
Loss or damage	Full Repair or Rplcmt cost		
Contractor Water - From Public Works Department fill station:			
Fill Station Access Fee - At 2" commercial meter rate per calendar month	\$ 78.95	\$ 78.95	0%

UTILITIES, Continued			
Water Usage - At commercial volume rate per 1000 gallons (No gallonage included)	\$ 3.61	\$ 3.61	0%
Loss or Damage	Full Repair or Rplcmt Cost		
PUBLIC WORKS			
Application Fee for Reimbursement District (actual fee calculated at 5% of project value with no minimum fee)	\$ 10,000.00 Maximum	\$ 10000.00	0%
Banner Permit	\$ 25.00	\$ 25.00	0%
Sidewalk/Street Closure Permits:			
Application Fee	n/a	\$ 10.00	n/a
Expediting Fee (when application is turned in less than 5 days prior to event)	n/a	\$ 25.00	n/a
Deployment Fee (on for-profit events which require the use of city signs and barricades that staff deliver to event location)	n/a	\$ 50.00	n/a
Document Fees:			
Aerial copies (11"x17", per page)	\$ 25.00	\$ 25.00	0%
Blue line/large format copies (per square foot)	\$ 0.50	\$ 0.50	0%
Development standards, hardcopy	\$ 25.00	\$ 25.00	0%
Development standards, electronic copy	\$ 15.00	\$ 15.00	0%
Large maps/drawings (per square foot)	\$ 0.50	\$ 0.50	0%
Wicks Treatment Plant Lab Fees:			
Turbidity	\$ 16.00	\$ 16.00	0%
pH (certified)	\$ 20.00	\$ 20.00	0%
Alkalinity	\$ 20.00	\$ 20.00	0%
Aluminum	\$ 24.00	\$ 24.00	0%
Calcium	\$ 16.00	\$ 16.00	0%
Copper	\$ 16.00	\$ 16.00	0%
Fluoride	\$ 32.00	\$ 32.00	0%
Hardness	\$ 24.00	\$ 24.00	0%
Iron	\$ 16.00	\$ 16.00	0%
Lead	\$ 16.00	\$ 16.00	0%
Manganese	\$ 24.00	\$ 24.00	0%
Phosphate - Ortho	\$ 24.00	\$ 24.00	0%
Phosphate - Total	\$ 36.00	\$ 36.00	0%
Silica	\$ 32.00	\$ 32.00	0%
PUBLIC WORKS, Continued			
Sulfate	\$ 32.00	\$ 32.00	0%
Certified Bio-Lab Tests			
Total Coliform/E. coli by CF Method	\$ 30.00	\$ 30.00	0%
Total Coliform/E. coli by CF-Quanti-Tray Method	\$ 50.00	\$ 50.00	0%
Nitrate	\$ 30.00	\$ 30.00	0%
Adjustment - Administrative	\$ 60.00	\$ 60.00	0%
Adjustment - Quasi	\$ 235.00	\$ 235.00	0%
Single Family Residential Water Meter Installation Charges			
¾ inch Residential Water Service	\$ 2,100.00	\$ 2100.00	0%
4 inch Residential Sewer Service	\$ 1,903.00	\$ 1903.00	0%
PLANNING DEPARTMENT			
Adjustment – Administrative Action	\$ 80.00	\$ 80.00	0%
Adjustment – Quasi-Judicial Action	\$ 310.00	\$ 310.00	0%
Annexation	\$ 375.00	\$ 375.00	0%
Appeal – Quasi-Judicial Action	\$ 500.00	\$ 500.00	0%
Building Permit - Major	\$ 140.00	\$ 140.00	0%
Building Permit - Minor	\$ 40.00	\$ 40.00	0%
*Comprehensive Plan Amendment – Quasi-Judicial Action	\$ 590.00	\$ 590.00	0%
*Comprehensive Plan/Zone Change – Quasi-Judicial Action	\$ 1,015.00	\$ 1015.00	0%
*Conditional Use Permit	\$ 550.00	\$ 550.00	0%
Exclusive Negotiation Agreement/Disposition & Development Agreement – review and preparation (deposit fee)	\$ 1,000.00	\$ 1000.00	0%
Historical Review – Quasi-Judicial Action	\$ 85.00	\$ 85.00	0%
Home Occupation Permit	\$ 85.00	\$ 85.00	0%
*Major Partition	\$ 500.00	\$ 500.00	0%
*Minor Partition	\$ 330.00	\$ 330.00	0%
Laydown Yard	\$ 0.00	\$ 40.00	NEW
Mobile Food Vendor License:			
PLANNING DEPARTMENT, Continued			
Investigation Fee (applied toward cost of license fee)	\$ 20.00	\$ 20.00	0%
Type I: Initial license valid for 30 days	\$ 30.00*	\$ 30.00	0%
Initial 30-day extension	\$ 25.00*	\$ 25.00	0%
Up to five 30-day extensions @\$25.00 per extension are allowed for a total Extension period of 180 days			
Type II: Initial license valid for 12 months	\$ 150.00*	\$ 150.00	0%
One additional extension for 12 months	\$ 130.00*	\$ 130.00	0%

Type III- Site Plan Review Fee *Applicants for mobile food vendor license who obtain verification of providing at least two healthy food items on their menu are entitled to a 15% reduction in their license fee.	\$ 440.00*	\$ 440.00	0%
*Mobile Home Park	\$ 590.00	\$ 590.00	0%
Non-conforming Use – Administrative Action	\$ 80.00	\$ 80.00	0%
Non-conforming Use – Quasi-Judicial Action	\$ 310.00	\$ 310.00	0%
Physical Constraints Permit	\$ 30.00	\$ 30.00	0%
*Planned Unit Development	\$ 630.00	\$ 630.00	0%
System Development Charges: (transportation) Calculated using Discounted Transportation SDC per Unit of Development, as shown in Table 10 attached as Exhibit "A"			
Property Line Adjustment	\$ 85.00	\$ 85.00	0%
Proposed Change of Use	\$ 50.00	\$ 50.00	0%
Sidewalk/Approach Permit	\$ 20.00	\$ 20.00	0%
Sign - Sidewalk Signboard Permit (one-time fee)	\$ 20.00	\$ 20.00	0%
Sidewalk Signboard Impound Redemption Fee (1st violation)	\$ 15.00	\$ 15.00	0%
Sidewalk Signboard Impound Redemption Fee (2 nd violation)	\$ 65.00	\$ 65.00	0%
Sidewalk Signboard Impound Redemption Fee (3 rd & subsequent violations)	\$ 130.00	\$ 130.00	0%
Sign - Flush Mount	\$ 40.00	\$ 40.00	0%
Sign - Freestanding under 8'	\$ 85.00	\$ 85.00	0%
Sign - Freestanding over 8'	\$ 120.00	\$ 120.00	0%
Sign - over 250 square feet	\$ 205.00	\$ 205.00	0%
*Site Plan Review	\$ 440.00	\$ 440.00	0%
PLANNING DEPARTMENT, Continued			
*Subdivision	\$ 630.00	\$ 630.00	0%
Transient Merchant License:			
Investigation Fee (applied toward cost of license fee)	\$ 20.00	\$ 20.00	0%
License Fee (6 months or less)	\$ 50.00	\$ 50.00	0%
License Fee (one six-month extension)	\$ 50.00	\$ 50.00	0%
Utility Verification	\$ 15.00	\$ 15.00	0%
Vacation (Street)	\$ 500.00	\$ 500.00	0%
*Variance	\$ 500.00	\$ 500.00	0%
*Zone Change – Quasi-Judicial Action	\$ 570.00	\$ 570.00	0%
*Requires Site Team Discussion – Applicant is required to pay one-half of the application fee as a deposit. Applicant will receive credit for the deposit fee paid if a formal application is submitted within 180 days of the Site Team meeting.			
Short Term Rental (STR) License:			
1 bedroom/studio	\$ 75.00	\$ 75.00	0%
2 bedroom	\$ 150.00	\$ 150.00	0%
3 bedroom	\$ 225.00	\$ 225.00	0%
4 plus bedroom	\$ 300.00	\$ 300.00	0%
Document Fees:			
Comprehensive Plan	\$ 20.00	\$ 20.00	0%
Comprehensive Plan Map	\$ 10.00	\$ 10.00	0%
Geologic Hazard Study	\$ 20.00	\$ 20.00	0%
Zoning Ordinance (LUDO)	\$ 20.00	\$ 20.00	0%
Zoning Map	\$ 10.00	\$ 10.00	0%
Copies 8 ½ X 11 and 11 X 17	\$.25/pg	.25/pg	
Color copies	\$ 3.00	\$ 3.00	0%
Large Copies	\$ 5.00	\$ 5.00	0%
ADMINISTRATIVE FEES			
Parking Permit Fees: (City lots)			
Monthly	\$ 15.00	no longer applicable	
Annually	\$ 150.00		
Reserved space/annual—first year	\$ 325.00		
Reserved space/annual—subsequent years	\$ 300.00		
Photocopy Fees: Per page (less than 50 pages)	\$ 0.25	\$ 0.25	0%
ADMINISTRATIVE FEES, Continued			
Document (between 50 and 100 pages)	\$ 15.00	\$ 15.00	0%
Document (over 100 pages)	\$ 25.00	\$ 25.00	0%
Ordinances, maps, odd size documents, filling public records requests	\$ 25.00	25.00 per hour	0%
Liquor Licenses: (OLCC)			
New Outlet	\$ 100.00	\$ 100.00	0%
Change in Ownership/Privilege	\$ 75.00	\$ 75.00	0%
Annual Renewals	\$ 35.00	\$ 35.00	0%
Tape recording of a proceeding or meeting	\$ 10.00	\$ 10.00	0%
Lewis & Clark Festival Park:			
User Fee up to 6 hours	\$ 50.00	\$ 100.00	100%
User Fee 6 to 12 hours	\$ 50.00	\$ 150.00	200%
User Fee multi-day events (up to 6 days - includes set up & tear down)	\$ 50.00	\$ 500.00	900%
Security Deposit (refundable) up to 12 hours	\$ 100.00	\$ 100.00	0%
Security Deposit (refundable) multi-day events	\$ 100.00	\$ 200.00	100%
Commercial Dock:			
User Fee	\$ 150.00	\$ 250.00	67%