



AGENDA
STAYTON CITY COUNCIL
Monday, April 17, 2023
Stayton Community Center
400 W. Virginia Street
Stayton, Oregon 97383

HYBRID MEETING

The Stayton City Council will be holding a hybrid meeting utilizing Zoom video conferencing software. The meeting will be in-person but can also be live streamed on the City of Stayton’s YouTube account. Please use the following option to view the meeting:

- 7:00 p.m. – City Council Regular Session – <https://youtu.be/-IMB001v26I>

- **Public Comment and Public Hearing Testimony:** Meetings allow for in-person, virtual, or written public comment. If a community member has a barrier which prevents them from participating via one of the methods below, they should contact City staff at citygovernment@staytonoregon.gov **no less than three hours prior to the meeting start time** to make arrangements to participate.

Comment and testimony are limited to three minutes. All parties interested in providing public comment or testifying as part of a public hearing shall participate using one of the following methods:

- **In-Person Comment:** Parties interested in providing in-person verbal public comment shall fill out a “Request for Recognition” form available at the meeting. Forms must be filled out and submitted to the Administrative Services Manager prior to the meeting start time.
- **Video or Audio Conference Call:** Parties interested in providing virtual public comment shall contact City staff at citygovernment@staytonoregon.gov **at least three hours prior to the meeting start time** with their request. Staff will collect their contact information and provide them with information on how to access the meeting to provide comment.
- **Written Comment:** Written comment submitted to citygovernment@staytonoregon.gov **at least three hours prior to the meeting start time** will be provided to the public body in advance of the meeting and added to the City Council’s webpage where agenda packets are posted.

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- 1. CALL TO ORDER** **7:00 PM**
 - 2. FLAG SALUTE**
 - 3. ANNOUNCEMENTS**
 - Additions to the agenda
 - Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.

4. APPOINTMENTS**Resolution No. 1059 Appointing Damian Centanni to the Budget Committee****ACTION**

- a. Staff Report – Alissa Angelo
- b. Council Discussion
- c. Council Decision

5. PUBLIC COMMENT**6. CONSENT AGENDA**

- a. April 3, 2023 City Council Regular Session Minutes

7. PRESENTATIONS

- a. Community Partner – Stayton Fire District

8. PUBLIC HEARING**Ordinance No. 1060 Adopting Code Amendments for Manufactured Homes****ACTION**

- a. Commencement of Public Hearing
- b. Staff Report
- c. Questions from the Council
- d. Proponents' Testimony
- e. Opponents' Testimony
- f. Additional Testimony
- g. Staff Summary
- h. Close of Hearing
- i. Council Deliberation
- j. Council Decision on Ordinance No. 1060

9. GENERAL BUSINESS**Resolution No. 1058 Authorizing Signing of Wyatt Avenue Overlay Contract****ACTION**

- a. Staff Report – Lance Ludwick
- b. Public Comment
- c. Council Discussion
- d. Council Decision

Resolution No. 1060 Authorizing Adopting Council Goals**ACTION**

- a. Staff Report – Julia Hajduk
- b. Public Comment
- c. Council Discussion
- d. Council Decision

10. COMMUNICATIONS FROM CITY STAFF

- a. City Manager Updates / Announcements

11. COMMUNICATION FROM MAYOR AND COUNCIL**12. ADJOURN**

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or other accommodations for persons with disabilities should be made at least 48 hours prior to the meeting. If you require special accommodations, contact City Hall at (503) 769-3425.

CALENDAR OF EVENTS

APRIL 2023				
Monday	April 17	City Council	7:00 p.m.	https://youtu.be/-IMB001v26I
Monday	April 24	Planning Commission	7:00 p.m.	https://youtu.be/FqUbl32vadU
MAY 2023				
Monday	May 1	City Council	7:00 p.m.	https://youtu.be/jleLOuWmMe0
Tuesday	May 2	Parks and Recreation Board	6:00 p.m.	Stayton Community Center
Monday	May 8	Homeless Task Force	6:00 p.m.	Stayton Community Center
Wednesday	May 10	Library Board	6:00 p.m.	Stayton Public Library
Monday	May 15	City Council	7:00 p.m.	https://youtu.be/tdiE_OlRg8
Monday	May 22	Budget Committee	6:00 p.m.	https://youtu.be/GdgrfLz-HFc
Wednesday	May 24	Budget Committee	6:00 p.m.	https://youtu.be/T5RFPCUVk2A
Thursday	May 25	Budget Committee	6:00 p.m.	https://youtube.com/live/Z1rvJYxP0Vw
Monday	May 29	CITY OFFICES CLOSED IN OBSERVANCE OF MEMORIAL DAY		
Tuesday	May 30	Planning Commission	7:00 p.m.	https://youtu.be/PfZWz6ReyaM
JUNE 2023				
Monday	June 5	City Council	7:00 p.m.	https://youtu.be/u_mAHKNfDXI
Tuesday	June 6	Parks and Recreation Board	6:00 p.m.	Stayton Community Center
Monday	June 12	Homeless Task Force	6:00 p.m.	Stayton Community Center
Monday	June 19	City Council	7:00 p.m.	https://youtu.be/ljITNVuYlfc
Wednesday	June 21	Library Board	6:00 p.m.	Stayton Public Library
Monday	June 26	Planning Commission	7:00 p.m.	https://youtu.be/R2HqBPUajKo
JULY 2023				
Monday	July 3	City Council	7:00 p.m.	https://youtu.be/dskXUVCL23E
Tuesday	July 4	CITY OFFICES CLOSED IN OBSERVANCE OF INDEPENDENCE DAY		
Monday	July 10	Homeless Task Force	6:00 p.m.	Stayton Community Center
Tuesday	July 11	Parks and Recreation Board	6:00 p.m.	Stayton Community Center
Monday	July 17	City Council	7:00 p.m.	https://youtu.be/WpRmQT6c8dA
Wednesday	July 19	Library Board	6:00 p.m.	Stayton Public Library
Monday	July 31	Planning Commission	7:00 p.m.	https://youtu.be/AUx4LtQ7JV0



CITY OF STAYTON
M E M O R A N D U M

TO: Mayor Brian Quigley and the Stayton City Council

FROM: Alissa Angelo, Assistant City Manager

DATE: April 17, 2023

SUBJECT: Budget Committee Appointment

ISSUE

Shall the Council approve Resolution No. 1059, appointing Damian Centanni to a three-year term on the Budget Committee?

ENCLOSURE(S)

- Resolution No. 1059

STAFF RECOMENDATION

N/A

BACKGROUND INFORMATION

The Budget Committee is comprised of the City Council and six community members. As of April 2023, the Budget Committee has two vacancies. Mr. Centanni is seeking appointment to one of the vacant positions.

City staff received the request for appointment from Mr. Centanni, which was then forwarded to Mayor Quigley for review. Mayor Quigley has asked staff to include the application for appointment on the Council meeting agenda.

FISCAL IMPACT

N/A

MOTION(S)

Approve Resolution No. 1059, appointing Damian Centanni to a three-year term on the Budget Committee.



CITY OF STAYTON
6
APR - 7 2023
RECEIVED

CITY OF STAYTON

APPLICATION FOR COMMISSION/COMMITTEE

NAME OF COMMISSION/COMMITTEE:

BUDGET

PLEASE CHECK ONE:

New Applicant
 Application for reappointment

Years resided in Stayton: 16 YEARS

PLEASE PRINT

Name DAMIAN CENTANNI

Address 866 SUNRISE DRIVE Home Ph# 503 767.3576

Email Address MUSICNOTSS@YAHOO.COM Cell Ph# 714 813.0447

Occupation TRANSPORTATION, SAFEWAY TRUCK DRIVER (RETIRED)

Place of Employment _____

Business Address _____

Phone _____ Email _____

1. Please give a brief description of the experience or training that qualifies you for membership on this commission/committee. (If you wish, you may attach a resume or other pertinent material.)

I HAVE HAPPILY VOLUNTEERED TO BE ON OUR LOCAL STAYTON SCHOOL DISTRICT'S "BUDGED COMMITTEE. I HAVE COMPLETED TWO (2) RECENT "3-YEAR ASSIGNMENTS". I WILL PROBABLY SIGN UP FOR ANOTHER TERM NEXT YEAR, TOO.

2. Why do you want to become a member of the above-mentioned commission/committee and what specific contribution would you hope to make?

I ENJOY VOLUNTEERING ON/FOR LOCAL CIVIC STATIONS, (PREVIOUSLY, WHEN I WAS A FULL TIME TRUCK DRIVER, I ALWAYS WORKED THE NIGHT SHIFT, AND, COULD NEVER VOLUNTEER). NOW, BEING RETIRED, VOLUNTEERING IS MY WAY TO CONTRIBUTE TO MY LOCAL COMMUNITY. MY OUTLOOK, AS BEING A NEW BUDGET COMMITTEE MEMBER, WILL BRING REAL-WORLD LIFE EXPERIENCES, BOTH PERSONAL AND PROFESSIONAL, DURING MY 67 YEARS.

3. Please list the community concerns related to this commission/committee that you would like to see addressed if you are appointed.

- POLICE COVERAGE.
- PUBLIC WORKS, PARKS, STREETS.
- DEVELOPING AVAILABLE LAND TO HOUSING/INDUSTRY.

4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)

- CURRENT 18-YEAR LONG STAYTON MOOSE LODGE MEMBER.
- STAYTON SCHOOL DISTRICT'S FACILITY LONG-RANGE PLANNING COMMITTEE, 8-YEARS.

5. Are you currently serving on any Advisory Boards, Commissions or Committees? If so, which ones?

No

6. How did you learn about this vacancy?

_____ Our Website X Word of mouth _____ Other
ASKED BY MAYOR BRIAN !

7. Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the City that might be within the purview of the committee on which you are seeking appointment?

No.

Signature of Applicant Damian Centanni Date APRIL 6, 2023

PLEASE RETURN TO: City of Stayton
362 N. Third Avenue
Stayton, OR 97383

It is the policy of the City to comply with all federal and state statutes on equal employment opportunity. This policy shall be applied without regard to any individual employee or job applicant's sex, race, color, religion, national origin, ancestry, age, marital status, political affiliation, genetic information, veteran status or any other legally protected status per state and federal law.



RESOLUTION NO. 1059

A RESOLUTION APPOINTING DAMIAN CENTANNI TO THE BUDGET COMMITTEE

WHEREAS, the Budget Committee is comprised of the City Council and six community members;

WHEREAS, as of April 2023 the Budget Committee has two vacancies;

WHEREAS, Damian Centanni has submitted an application requesting appointment to the Budget Committee;

WHEREAS, Mayor Quigley has directed staff to include Mr. Centanni’s application for appointment to be considered and ratified by the City Council; and

WHEREAS, Council has reviewed the applicant and concurs with the recommended appointment.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Council accepts Mayor Quigley’s appointment of Damain Centanni to a three-year term on the Budget Committee.

This Resolution shall become effective upon its adoption by the Stayton City Council.

ADOPTED BY THE STAYTON CITY COUNCIL THIS 17TH DAY OF APRIL 2023.

CITY OF STAYTON

Signed: _____, 2023

By: _____
Mayor Brian Quigley, Mayor

Signed: _____, 2023

ATTEST: _____
Julia Hajduk, City Manager

**City of Stayton
City Council Minutes
April 3, 2023**

LOCATION: STAYTON COMMUNITY CENTER, 400 W. VIRGINIA, STAYTON
Time Start: 7:01 P.M. **Time End:** 7:57 P.M.

COUNCIL MEETING ATTENDANCE LOG

COUNCIL	STAYTON STAFF
Mayor Brian Quigley	Julia Hajduk, City Manager
Councilor David Giglio	Alissa Angelo, Assistant City Manager
Councilor Ben McDonald (excused)	Lance Ludwick, Public Works Director (via Zoom)
Councilor Jordan Ohrt	Dan Fleishman, Director of Planning & Development (excused)
Councilor David Patty	Gwen Johns, Police Chief (joined @7:07 p.m.)
Councilor Stephen Sims	Janna Moser, Library Director
	Tammy Bennett, Office Specialist

AGENDA	ACTIONS
REGULAR MEETING	
Announcements	
a. Additions to the agenda	None.
b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.	None.
Appointments	None.
Public Comment	
a. Lucas Lunski	Mr. Lunski discussed wanting to vacate a pedestrian easement from Regis St. to N. Evergreen Ave. He had conversations with the City staff and wanted to bring the issue to Council.
Consent Agenda	
a. March 20, 2023 City Council Work Session Minutes	Motion from Councilor Ohrt, seconded by Councilor Patty, to approve the consent agenda as presented.
b. March 20, 2023 City Council Regular Session Minutes	Motion passed 4:0.
Presentations	
a. Child Abuse Prevention Proclamation	Mayor Quigley read the proclamation.
b. Community Partner – Stayton Public Library Foundation – Deana Freres	Ms. Freres provided an overview of the Stayton Public Library Foundation whose mission is to raise funds to improve the Stayton Public Library and to provide an endowment to support special library programs and services.
c. Stayton Public Library – Janna Moser	Ms. Moser provided an update on the services and activities offered to the community at Stayton Public Library.

<p>General Business Fiscal Year 2022-23 Quarter 1 & 2 Financial Report</p> <p>a. Staff Report – Randi Heuberger</p> <p>b. Public Comment</p> <p>c. Council Discussion</p>	<p>Ms. Heuberger reviewed the staff report.</p> <p>None.</p> <p>Councilor Giglio and Councilor Ohrt asked for clarification on two-line items. Staff responded.</p>
<p>Communications from City Staff</p> <p>a. City Manager Updates / Announcements</p>	<p>An offer was made and accepted for the City Finance Director position. The applicant is in background checks at this time. The City hopes to make an announcement regarding the name and start date in the near future.</p> <p>Ms. Hajduk noted that there are often legislative bills that come up and there is a need for the City to write letters of support, opposition, or concern. Without clear delegation of authority, the Mayor cannot sign on behalf of the Council and City. She suggested that the Council consider giving the Mayor authority to sign letters on behalf of the Council.</p> <p>Motion from Councilor Patty, seconded by Councilor Giglio, to grant Mayor Quigley the powers to sign off on letters from Stayton City Council. Motion Rescinded.</p> <p>Motion from Councilor Patty, seconded by Councilor Giglio, to grant Mayor Quigley the ability to write letters, for the year 2023, on behalf of the City of Stayton to State, Federal and County elected officials. Motion passed 4:0.</p> <p>City Hall closure due to sewer line replacement April 3-7, 2023. Staff will be available via phone, email and at the Public Works office.</p> <p>Homeless Task Force Listening Session April 10, 2023 at 6:00 p.m. at the Community Center. Survey on Homelessness in Stayton is live.</p>
<p>Communications from Mayor and Council</p>	<p>Councilor Ohrt spoke of the Libby app and was concerned about its lack of safeguards.</p> <p>Council discussion regarding SB 1086. Councilors were in support.</p> <p>Mayor Quigley inquired if elected officials are mandatory reporters for suspected child abuse or neglect. City staff responded.</p> <p>Councilor Patty provided the hotline to report abuse. 1-855-503-7233(SAFE)</p>

APPROVED BY THE STAYTON CITY COUNCIL THIS 17TH DAY OF APRIL 2023, BY A ____ VOTE OF THE STAYTON CITY COUNCIL.

Date: _____

By: _____

Brian Quigley, Mayor

Date: _____

Attest: _____

Julia Hajduk, City Manager

Date: _____

Transcribed by: _____

Tammy Bennett, Office Specialist



CITY OF STAYTON
M E M O R A N D U M

TO: Mayor Brian Quiqley and the Stayton City Council
FROM: Dan Fleishman, Director of Planning and Development
DATE: April 17, 2023
SUBJECT: Legislative Code Amendments regarding Manufactured Dwellings

ISSUE

The issue before the City Council is a public hearing on Ordinance 1060, legislative amendments to the Land Use and Development Code to bring the City's regulations regarding manufactured housing into compliance with state law. Following the public hearing, the Council will be requested to consider Ordinance 1060 to amend the Code.

BACKGROUND INFORMATION

HB 4064, as enacted by the 2022 regular session of the Oregon Legislative Assembly, included, among other provisions, two sections that require the City of Stayton to amend our Land Use and Development Code relative to the standards for manufactured housing. I have enclosed the first pages of the enacted bill, showing the pertinent sections that impact our Land Use and Development Code highlighted.

Section 1 of the law amends ORS 197.314 to prohibit a local government from subjecting manufactured homes to any applicable standards that would not apply to a detached, site-built single-family dwelling on the same land. The statute does allow exceptions as necessary to comply with protective measures adopted pursuant to a statewide goal. This statute also prohibits a local government from adopting a minimum lot size for a mobile home park that is larger than one acre.

ANALYSIS

Section 17.16.070.4 includes standards for single family dwellings and for manufactured homes on individual lots. In addition to the standards that apply to site-built homes, the Code includes a number of standards for manufactured homes. The following provisions currently apply to a manufactured home, but not a site-built home:

- 1) Width. The manufactured home must be at least 24 feet in width.
- 2) Roof. The manufactured home must have a composition asphalt, fiberglass, shake, or tile roof with a nominal pitch of 3 feet in height for each 12 feet in length.
- 3) Exterior Siding. The manufactured home must have horizontally applied wood siding, horizontally applied fiber-cement siding, or textured plywood siding with vertical grooves.

- 6) **Masonry Perimeter.** The base of the manufactured home must be enclosed continuously at the perimeter with either concrete, concrete block, brick, stone, or combination thereof. The home shall sit so that no more than 12 inches of the enclosing material is exposed above grade. Where the building site has a grade with a slope of more than 10%, no more than 12 inches of the enclosing material shall be exposed on the uphill side of the home.
- 7) **Hauling Mechanisms.** The transportation mechanisms, including wheels, axles, and hitch, shall be removed.

Section 17.20.130.4.a requires a mobile home park to contain a minimum of five acres.

PROPOSED AMENDMENTS

The proposed amendments reorganize Section 17.16.070.4 to apply the same standards to manufactured homes to all single family detached homes. The Planning Commission is recommending that the current standards for manufactured homes regarding siding, roof pitch and materials, and perimeter enclosure be deleted from the Code. The standards regarding minimum width will apply to site-built homes.

The proposed amendments also make some changes to the submission requirements for a mobile home park, to reflect that submissions now are electronic, and reduce the minimum required area for a mobile home park from five acres to one acre, as is required by statute.

RECOMMENDATION

The Planning Commission has recommended approval of the amendments.

The staff also recommends approval as reflected in the draft ordinance that is included in the packet.

There may be testimony at the public hearing that requires the findings in the draft ordinance be modified to reflect that testimony.

OPTIONS AND MOTIONS

The City Council is presented with the following options.

1. Approve the first consideration of Ordinance 1060

Move to enact Ordinance No 1060 as presented.

The City Recorder shall call the roll and the names of each Councilor present and their vote shall be recorded in the meeting minutes. If the vote is unanimous, Ordinance No. 1060 is enacted and will be presented to the Mayor for his approval.

If the vote is not unanimous, Ordinance No. 1060 will be brought before the Council for a second consideration at the May 15, 2023 meeting.

2. Approve the first consideration of Ordinance 1060 with modifications

Move to enact Ordinance No 1060 with the following changes ... and direct staff to incorporate these changes into the Ordinance before the Ordinance is presented to the City Council for a second consideration.

The City Recorder shall call the roll and the names of each Councilor present and their vote shall be recorded in the meeting minutes. If the first consideration is approved, Ordinance No. 1060 will be brought before the Council for a second consideration at its May 15, 2023 meeting.

3. Leave the Code unchanged

No motion necessary.

4. Continue the hearing until May 15, 2023.

I move the City Council continue the public hearing on the proposed amendments regarding standards for manufactured housing (Land Use File #2-01/23) until May 15, 2023.

5. Close the hearing but keep the record open for submission of written testimony.

I move the City Council close the hearing on the proposed amendments regarding dwellings as live-work units (Land Use File #2-01/23) but maintain the record open until May 15, 2023.

6. Close the hearing and record, and continue the deliberation to the next meeting.

I move the City Council continue the deliberation on the proposed amendments regarding standards for manufactured housing units (Land Use File #2-01/23) until May 15, 2023.

BEFORE THE STAYTON PLANNING COMMISSION

In the matter of) Development Code Amendments regarding
) Standards for Manufactured Housing
) Land Use File 1-02/23

RECOMMENDATION OF APPROVAL

I. NATURE OF PROCEEDINGS

The proceedings are for legislative amendments to the Stayton Municipal Code (SMC), Title 17, known as the Stayton Land Use and Development Code modifying the standards for manufactured housing to bring the Code into compliance with state law.

II. PUBLIC HEARING

A public hearing was held on the proposal before the Stayton Planning Commission on March 27, 2023. At that hearing the Planning Commission reviewed Land Use File #1-02/23 to amend the Land Use and Development Code and made it part of the record. The Planning Commission has considered the testimony at the public hearing.

III. FINDINGS OF FACT


1. ORS 197.314 now prohibits a local government from applying to standards manufactured homes that would not apply to a detached, site-built single-family dwelling on the same land.
2. ORS 197.314 also prohibits a local government from requiring a minimum lot size for a mobile home park that is larger than one acre.
3. SMC Section 17.16.070.4 includes standards for single family dwellings and for manufactured homes on individual lots that are different. In addition to the standards that apply to site-built homes, the Code includes standards for manufactured homes regarding building width, roof materials and pitch, exterior siding, and foundation materials that are not applicable to site-built housing.
4. SMC Section 17.20.130.4.a requires a mobile home park to contain a minimum of five acres
5. The proposed amendments reorganize Section 17.16.070.4 to apply the same standards to manufactured homes to all single family detached homes.
6. The proposed amendments reduce the minimum lot size requirement for a mobile home park to one acre and modernize the submission requirements for an application for approval of mobile home park.

IV. PUBLIC COMMENTS

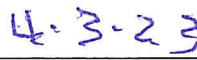
The Planning Department received no comments prior to the public hearing. There was no public testimony at the public hearing.

V. ORDER

Based on the findings of fact, the Planning Commission voted on March 27, 2023 to recommend to the City Council enactment of proposed amendments to the Stayton Land Use and Development Code, as presented in a document entitled, "Proposed Amendments to Manufactured Housing Standards For Planning Commission Public Hearing March 27, 2023."



 Ralph Lewis, Chairperson



 Date



 Dan Fleishman, City Planner

4/3/23

 Date

ORDINANCE NO. 1060

AN ORDINANCE AMENDING THE STANDARDS FOR MANUFACTURED DWELLINGS IN STAYTON MUNICIPAL CODE TITLE 17 TO COMPLY WITH STATE LAW

WHEREAS, Oregon Revised Statutes, Chapter 197 requires municipalities to adopt and implement a comprehensive land use planning program in accordance with statewide planning goals established by the Legislature and the Oregon Land Conservation and Development Commission;

WHEREAS, the City of Stayton has adopted Title 17 of the Stayton Municipal Code (SMC) as the Land Use and Development Code;

WHEREAS, SMC Title 17, Chapter 16, Section 17.04.070 contains different standards for site built housing and manufactured housing;

WHEREAS, SMC Title 17, Chapter 20, Section 17.20.130 of the Land Use and Development Code, includes standards for mobile home parks, among which is a minimum lot size of 5 acres;

WHEREAS, ORS 197.314 was amended in 2022 to require local governments to apply the same standards to manufactured housing as applied to site-built housing;

WHEREAS, ORS 197.314 further prohibits a local government from applying a minimum lot size for a mobile home park of greater than one acre;

WHEREAS, the Planning Commission has initiated the amendment of the Code;

WHEREAS, notice of the proposed amendment was sent to the Department of Land Conservation and Development more than 35 days in advance of the Planning Commission's public hearing;

WHEREAS, following a public hearing, the Planning Commission has recommended that the City Council enact the amendments; and

WHEREAS, the Stayton City Council, following a public hearing, does find that the amendments proposed by the Planning Commission are appropriate and are consistent with the housing goals and policies of Chapter 6 of the Stayton Comprehensive Plan and with Statewide Planning Goal 10. The City's Comprehensive Plan projected a need for 1,281 housing units during the planning period, of which 25 would be manufactured housing units. These amendments reduce development barriers to a lower-cost form of housing, which will help the City meet that need.

NOW, THEREFORE, the City of Stayton ordains:

Section 1. Stayton Municipal Code, Title 17, Chapter 16, Section 17.16.070 and Title 17, Chapter 20, Section 17.20.130 are hereby amended as shown on Exhibit A attached hereto and incorporated herein.

Section 2. This Ordinance shall not become effective until the 30th day after adoption by the Stayton City Council and execution by the Mayor, or a representative of the Mayor. In the event of a timely appeal to LUBA, this Ordinance shall not become effective until the LUBA appeal is

finally resolved, including any appeals from the decision of LUBA.

Section 3. A copy of this Ordinance shall be furnished to the State of Oregon, Department of Land Conservation and Development, as required by OAR 660-018-0040.

ADOPTED BY THE STAYTON CITY COUNCIL this 17th day of April, 2023.

CITY OF STAYTON

Signed: _____, 2023

BY: _____
Brian Quigley, Mayor

Signed: _____, 2023

ATTEST: _____
Julia Hajduk, City Manager

DRAFT

EXHIBIT A

Additions are underlined; Deletions are ~~crossed out~~

17.16.070 DISTRICT REGULATIONS

4. ADDITIONAL REGULATIONS FOR SINGLE FAMILY DETACHED DWELLINGS AND MANUFACTURED HOMES ON INDIVIDUAL LOTS.

a. Within the Low Density and Medium Density Residential Districts, all new single-family detached dwellings, including manufactured homes not in a mobile home park, are subject to the following development and design standards:

1) Floor Area. A ~~conventional~~ dwelling shall have a minimum floor area of 1,000 square feet. The dwelling must have a minimum horizontal dimension of at least 24 feet.

2) (Repealed Ord. 898, August 20, 2007)

3) Design Features. All new ~~single family~~ dwellings, ~~including manufactured homes,~~ shall contain the following design feature requirements:

a) The site must include an ~~A~~ attached or detached garage with exterior materials that are the same exterior materials as the primary home.

~~b) Gutters~~ The building shall be provided with gutters and downspouts.

c) The dwelling must have a composition asphalt, fiberglass, shake, or tile roof with a minimum pitch of 3 feet in height for each 12 feet in length.

d) The dwelling must have horizontally applied wood siding, horizontally applied fiber-cement siding, brick or stone masonry siding, or textured plywood siding with vertical grooves.

e) The base of the new dwelling must be enclosed continuously at the perimeter with either concrete, concrete block, brick, stone, or combination thereof.

Unless the home is placed on a basement, the home shall sit so that no more than 12 inches of the enclosing material is exposed above grade. Where the building site has a grade with a slope of more than 10%, no more than 12 inches of the enclosing material shall be exposed on the uphill side of the home.

~~b)f)~~ If a manufactured home, the transportation mechanisms, including wheels, axles, and hitch, shall be removed.

4) In addition, to provide architectural relief, new ~~single family~~ dwellings, ~~including manufactured homes,~~ shall contain at least ~~4~~ 3 of the following design elements on the side(s) of the home which fronts on a street ~~to provide architectural relief:~~

a) Dormers or gables.

b) Cupolas.

c) Bay or bow windows.

d) Exterior shutters.

- e) Recessed entries.
 - f) Front porch of at least 100 square feet, which may extend into the required front yard.
 - g) Covered porch entries.
 - h) Pillars or posts in the front entry area.
 - ~~i) Roof with pitch greater than 3 feet in height per each 12 feet in length.~~
 - ~~j) Front-side exterior brickwork or masonry.~~
- 5) BUILDING ORIENTATION. If the lot ~~fronts~~ has frontage on a public street and is not a flag lot, the architectural front of the ~~single family home~~ dwelling shall face the street.
- ~~b. In the Low Density and Medium Density Districts, manufactured homes on individual lots shall meet the following development standards:~~
- ~~1) Floor Area. The manufactured home shall have a minimum floor area of 1,000 square feet.~~
 - ~~2) Width. The manufactured home must be at least 24 feet in width.~~
 - ~~3) Roof. The manufactured home must have a composition asphalt, fiberglass, shake, or tile roof with a nominal pitch of 3 feet in height for each 12 feet in length.~~
 - ~~4) Exterior Siding. The manufactured home must have horizontally applied wood siding, horizontally applied fiber cement siding, or textured plywood siding with vertical grooves.~~
 - ~~5) Garage. The manufactured home must have a garage with exterior materials that are the same exterior materials as the manufactured home. The garage shall be placed on the property prior to occupancy of the manufactured home.~~
 - ~~6) Masonry Perimeter. The base of the manufactured home must be enclosed continuously at the perimeter with either concrete, concrete block, brick, stone, or combination thereof. The home shall sit so that no more than 12 inches of the enclosing material is exposed above grade. Where the building site has a grade with a slope of more than 10%, no more than 12 inches of the enclosing material shall be exposed on the uphill side of the home.~~
 - ~~7) If the manufactured home is placed on a basement, the 12-inch limitation will not apply.~~
 - ~~8) Performance Standards. The exterior thermal envelope must meet the energy performance standards specified by state law for single family dwellings.~~
 - ~~9) Hauling Mechanisms. The transportation mechanisms, including wheels, axles, and hitch, shall be removed.~~
 - ~~10) Design Features. All manufactured homes shall comply with the design feature requirements in Section 17.16.070.4.a.~~
 - ~~11) Development Requirements. In addition to the above requirements, the manufactured home shall comply with the development requirements, including lot~~

~~areas, setbacks, height limitations, and other standards, for single family dwellings in the underlying zone.~~

DRAFT

17.20.130 MOBILE HOME PARKS

1. PURPOSE. The regulations contained herein are intended to provide a suitable living environment for the residents of mobile home parks within the City of Stayton and set forth standards of development that will be compatible with adjacent land uses. The requirements and standards set forth in this ordinance are the minimum standards to which a mobile home park must conform before approval.
2. METHOD OF ADOPTION. Mobile home parks are subject to site plan review and shall be approved pursuant to the requirements of Sections 17.12.070 through 17.12.100.
3. SUBMITTAL REQUIREMENTS. All applications submitted for approval of a mobile home park development shall consist of ~~3 copies of~~ a preliminary development plan drawn to a scale of 1 inch equals not more than 50 feet. ~~In addition, a reduced copy of the plan sized as 11 inches x 17 inches.~~ The application shall contain, but not be limited to, the following information in addition to the requirements of Section 17.12.220.
 - a. Name(s) of person owning and/or controlling the land proposed for the park.
 - b. Name of the mobile home park and address.
 - c. Boundaries and dimensions of the manufactured home park.
 - d. Facility map showing relationship of manufactured home park to adjacent properties and surrounding zoning.
 - e. Location and dimensions of each manufactured home site with each site designated by number, letter, or name.
 - f. Location and dimensions of each existing or proposed building.
 - g. Location and width of park streets and pedestrian ways.
 - h. Location of recreational areas and buildings and common area.
 - i. Location of available fire hydrants.
 - j. Enlarged plot plan of a typical manufactured home space showing location of stand, storage space, parking and sidewalks, utility connections, and landscaping.
 - k. The plan shall indicate positions of the manufactured homes on their stands so that the decision maker may determine entrances, setbacks, etc.
 - l. Access features shall conform to the requirements set forth in Section 17.26.020. Section 17.26.020 also specifies submittal requirements for requesting an access permit and approval.
 - m. A survey plat of the property.
 - n. Schematic design drawings of all new structures.
 - o. A water system plan prepared by a registered civil engineer meeting the requirements for approval of the State of Oregon Health Division.
 - p. A sewerage system plan prepared in accordance with City standards.

- q. A drainage system plan showing all drainage system improvements on site including storm water runoff calculations showing that the system is sufficient to handle the runoff from a 5-year storm.
 - r. Method of garbage disposal.
 - s. Park rules and regulations that will be recorded as deed covenants on the property.
4. DESIGN STANDARDS. The following standards and requirements shall govern the design of a mobile home park. The City may require that specific standards be included within covenants and restrictions to be recorded on the land.
- a. A mobile home park shall not be less than ~~5 acres~~ one acre in area.
 - b. Lots or spaces within the park shall contain a minimum of 3,500 square feet with a width of no less than 35 feet.
 - c. Only 1 manufactured home shall be permitted on a lot or space.
 - d. No building, structure, or land within the boundaries of a mobile home park shall be used for any purpose except for the uses permitted as follows:
 - 1) Manufactured homes for residential uses only, together with the normal accessory uses such as cabana, patio slab, ramada, carport or garage, and storage and washroom building.
 - 2) Private and public utilities and services as permitted by City approval.
 - 3) Community recreation facilities, including swimming pool, for the residents of the park and guests only.
 - 4) One residence for the use of a manager or a caretaker responsible for maintaining or operating the property.
 - e. All manufactured homes shall be located at least 20 feet from the property boundary line abutting upon a public street, 100 feet from the center line of a state highway and at least 10 feet from other boundary lines, except that when a sound deadening fireproof barrier, such as an earthen berm or brick wall is provided, the Planning Commission may allow the 10-foot setback to be reduced to 5 feet, but not the 20-foot setback or the 100-foot setback.
 - f. Manufactured homes shall not be located closer than 15 feet from any other manufactured home or permanent building within the manufactured home park nor closer than 10 feet to any park or private roadway. Manufactured home accessory buildings, when not attached to the manufactured home, shall not be closer than 3 feet from any manufactured home or structure.
 - g. Ramadas, cabanas, awnings, carports, and other attached structures shall be considered part of the manufactured home for setback purposes.
 - h. All manufactured homes not having a concrete perimeter foundation shall be provided with a foundation stand which shall be improved to provide adequate support for the placement of the manufactured home. The stand shall be all-weather surfaced with asphalt, concrete, or crushed rock and must be at least as large as the manufactured home placed upon it. The stand shall be constructed so that it will not

- heave, shift, or settle unevenly under the weight of the manufactured home due to frost action, inadequate drainage, vibration, wind, or other forces acting on the structure.
- i. All manufactured homes shall be required to provide foundation, minimum exterior finishing, and construction of accessories in compliance with the standards of the zoning district in which they are located. All awnings, carports, cabanas, etc., constructed shall be of material, size, and color and pattern so as to be compatible with the manufactured home and shall comply with applicable codes.
 - j. A mobile home park shall have a minimum 40-foot wide property line frontage to either a collector or arterial street.
 - k. The mobile home park entrance shall be designed to provide a clearly defined main entry and exit point to the park. Secondary entry points may be required to provide ingress and egress for emergency vehicles. The main entry shall include street lighting and a sign(s) identifying the name of the park and providing direction to the manager's office or residence. Controlled ingress and egress may be installed subject to decision authority approval of design.
 - l. Two off street parking spaces shall be provided at each manufactured home space. Also, additional parking space shall be provided in parking areas distributed around the park (not part of the common area) not to be less than 1 parking space per 10 units. All off street parking spaces shall meet City standards.
 - m. Adequate street lighting shall be provided within the park in accordance with a plan approved by the Planning Commission.
 - n. All utilities shall be installed underground unless otherwise approved by the Planning Commission.
 - o. Approved fire hydrants shall be installed so that all manufactured homes, recreational vehicles, and other structures are within 300 feet down the center line of a street of an approved fire hydrant.
 - p. The owner or operator of a manufactured home park shall provide individual mail boxes or distribution facilities for incoming mail, and at least 1 collection box for outgoing mail which shall be located in coordination with the post office.
 - q. Buffering or screening shall be installed along park boundaries in accordance with a landscaping plan approved by the Planning Commission. All buffering or screening shall be in the form of a sight obscuring fence, wall, evergreen or other suitable planting, at least 6 feet high.
 - r. Fences or windbreaks exceeding 42 inches high shall be no closer than 3 feet to any structure or manufactured house. Maximum height of all fences, except swimming pool fences and perimeter barriers, shall be 6 feet.
 - s. Swimming pools shall be set back at least 50 feet from the nearest residential area and will have a fence surrounding it 8 feet high which does not obscure vision into the pool area. The swimming pool shall be operated and maintained pursuant to the standards and requirements of the Oregon State Board of Health regulations.

- t. There shall be landscaping within the front and side areas of each manufactured home lot setback and in all open areas of the manufactured home park not otherwise used for park purposes. Landscaping shall be installed in accordance with a landscaping plan approved by the decision authority. The maintenance of the open spaces shall be necessary to continue renewals of the park license.
 - u. In the mobile home park, all refuse shall be stored in insect proof, animal proof, water tight containers which should be provided in sufficient numbers and capacity to accommodate all refuse in the park. Refuse containers shall be enclosed by sight obscuring fence or screening and situated on a concrete pad. Refuse shall be collected and disposed of on a regular basis in accordance with City garbage franchise regulations.
 - v. If storage yards for recreational vehicles, boats, or trailers are provided, it should be provided at the rate of up to 100 square feet per manufactured home space depending on the clientele served. An 8-foot high sight obscuring fence with a lockable gate should be erected around the perimeter of the storage yard. If no storage space for recreational vehicles is provided, storage shall not be permitted within the park boundaries.
 - w. Pedestrian walkways shall be separated from vehicular traffic ways and maintained to provide safe and convenient movement to all parts of the park and connect to ways leading to destinations outside the park. Sidewalks shall be at least 3 feet wide and be composed of concrete or bituminous concrete at least 3 inches thick.
 - x. Although it will not be necessary for vehicular ways to be improved and maintained to City standards, all vehicular ways shall be based, graded, and paved with asphalt or concrete and shall be continuously maintained by the owner.
 - y. Minimum park street improvement width for shall be 14 feet for a one-way local street and 20 feet for a two-way local street.
5. OPERATIONAL STANDARDS.
- a. Alterations and Additions. The owner and management shall be held responsible for all alterations and additions to a mobile home park, and shall make certain that all permits and inspections are obtained from the proper authorities.
 - 1) Prior to the placement of any unit in a mobile home park a building permit shall be obtained from Marion County through the City of Stayton Public Works Department.
 - 2) All units shall be installed in accordance with the Oregon Manufactured Dwelling Installation Specialty Code.
 - 3) All units shall bear an Oregon insignia of compliance or a Housing and Urban Development Certification Label.
 - b. Electrical Connections. All electrical connections shall comply with the State of Oregon electrical code and be duly inspected.

- c. Fire Extinguishers. Portable fire extinguishers rated for classes A, B and C shall be kept in service buildings and at other locations conveniently and readily accessible for use by all occupants and be maintained in good operating conditions.
- d. Fire Hazards. The owner of the park shall be responsible for maintaining the park free of any brush, leaves, and weeds which might facilitate the spread of fires between manufactured homes and other buildings in the park. The owner shall also be responsible to insure that no combustible materials are stowed in, around, or under any manufactured home occupying a manufactured home space.
- e. Inspections. The building official may check each park a minimum of once a year and submit to the park owner and manager a written report stating whether or not the park is in compliance with these standards. If not in compliance, the owner must make repairs as are required or will be considered to be in violation of this code and subject to enforcement action. An extension of no more than 1 year to make repairs may be made by the decision maker, if it can be shown that risk to public health, safety, or welfare will not be created by this extension.
- f. Management Responsibilities. The owner, operator, resident manager, or similar supervisor or representative of the owner shall be available and responsible for direct management of the manufactured home park while it is in use.
- g. Refuse Burning. Burning of refuse will not be permitted.
- h. Refuse and Debris Control. All manufactured home parks shall be maintained free of accumulations of refuse or debris which may provide rodent harborage or breeding places for flies, mosquitoes, or other pests. All units shall have an adequate garbage container as determined by the Marion County Health Officer.
- i. Storage of Materials. Storage of decomposing combustible or other unhealthy or unsafe materials inside or beneath any manufactured home is not permitted, but may be allowed in an outside accessory building if such installation is approved.
- j. Water and Sewer Connections. All manufactured homes, service buildings, etc., shall be connected to an approved water and sewer system.
- k. Ownership and Maintenance of Water, Sewer and Storm Drainage Facilities. All water and sewer lines within the manufactured home park shall be privately owned, unless the City requests that the lines and public utility easements be granted to the City. Unless the City requires that they be made public, all sewer, water, and storm sewer lines and drainage ways shall be continuously maintained to City standards at the sole obligation and expense of the park owners.
- l. Park Administration.
 - 1) It shall be the responsibility of the park owner(s) and manager to see that the provisions of this ordinance are observed and maintained within their park, and for failure to do so the owner and manager shall be subject to the penalties provided for violation of this ordinance.
 - 2) Manufactured home park spaces shall be rented or leased only.

- 3) A minimum of 1/3 of the spaces must be available for occupancy before first occupancy is permitted.

DRAFT



CITY OF STAYTON
M E M O R A N D U M

TO: Mayor Brian Quigley and the Stayton City Council

FROM: Lance S. Ludwick, P.E. Public Works Director

DATE: April 17th, 2023

SUBJECT: Resolution 1058; Award of Contract for Wyatt Avenue Improvement Project Contract

ISSUE

Should the Council approve Resolution 1058 and award a contract for the Wyatt Avenue Improvement Project to Canyon Contracting LLC in the amount of \$394,549.00?

ENCLOSURE(S)

1. Minutes from Bid Opening & Bid Tabulation Sheet – April 6, 2023, at 11:00 a.m.

BACKGROUND INFORMATION

In 2022 the City contracted with GRI to conduct a study to implement a pavement management program (PMP) for the pavement network in Stayton. GRI developed a pavement inventory using Streetsaver PMP software, performed a baseline Pavement Condition Index (PCI) survey, conducted analysis, and prepared a report. The PMP report summarizes and documents 1) current and projected pavement surface conditions 2) remaining service life based on functional condition, 3) budget needs and consequence analysis, and 4) a Five-year preservation and Major Maintenance and Rehabilitation (M & R) project list with a list of alternative roads that meet the 5-year criteria.

After reviewing the different infrastructure needs of each of the streets on the 5-year M & R list and comparing those needs to the available resources for those needs, Wyatt Avenue was chosen as the most economically feasible project for the 2022-2023 Fiscal Year.

The Wyatt Avenue Project includes, but is not limited to, all labor, materials, and equipment necessary to construct approximately 6,250 square yards of cold plane pavement removal, 900 ton of asphalt concrete pavement, 6 ADA sidewalk ramps complete, 1,100 lineal feet of 1" water service pipe, 26 water service reconnections, and performance of additional and incidental work as called for in the Plans and Specifications.

Public Works staff prepared the construction plans, construction specifications and bid packet for the improvement project. The project was advertised competitively in the Daily Journal of Commerce and sealed bids were opened on April 6, 2023, at 11:00 a.m.

BIDS RECEIVED

The City received bids from the following firms:

CONTRACTOR	BID AMOUNT
Canyon Contracting LLC	\$394,549.00
Roy Houck Construction LLC	\$637,997.50
Northcore USA LLC	\$474,014.42

STAFF RECCOMENDATION

City staff has worked with Canyon Contracting LLC for years on a variety of different public projects and have full faith the project will be performed up to the standards we expect. After reviewing all bids and Staff recommends the City award a contract to Canyon Contracting LLC.

OPTIONS

- 1) Award the Contract for the Wyatt Avenue Improvement project to Canyon Contracting LLC, in the amount of \$394,549.00.
- 2) Reject all bids.

MOTION

Move to award the Wyatt Ave Improvement Project to Canyon Contracting LLC in the amount of \$394,549.00.

City of Stayton Wyatt Ave Improvement Project
Bid Tabulation
Bid Date: 4/6/2023 11:00 AM

				Canyon Contracting LLC		Northcore USA LLC		Roy Houck Construction LLC	
Bid Item Name		Est. Qty	Unit	Bid Unit Price	Extended Bid Unit Price	Bid Unit Price	Extended Bid Unit Price	Bid Unit Price	Extended Bid Unit Price
1	Mobilization	1	LS	\$ 13,522.00	\$ 13,522.00	\$ 58,807.22	\$ 58,807.22	\$ 140,000.00	\$ 140,000.00
2	Erosion Control	1	LS	\$ 340.00	\$ 340.00	\$ 4,221.18	\$ 4,221.18	\$ 4,500.00	\$ 4,500.00
3	Temporary Traffic Control	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 14,783.99	\$ 14,783.99	\$ 35,000.00	\$ 35,000.00
4	Over-Excavation and Foundation Stabilization	75	CY	\$ 67.00	\$ 5,025.00	\$ 87.01	\$ 6,525.75	\$ 145.00	\$ 10,875.00
5	Subgrade Geotextile	20	SY	\$ 17.00	\$ 340.00	\$ 44.79	\$ 895.80	\$ 1.00	\$ 20.00
6	3/4" - 0" Aggregate Base	125	TON	\$ 47.00	\$ 5,875.00	\$ 65.89	\$ 8,236.25	\$ 140.00	\$ 17,500.00
7	Cold Plane Pavement Removal 1" to 2" depth	6250	SY	\$ 3.90	\$ 24,375.00	\$ 4.87	\$ 30,437.50	\$ 3.50	\$ 21,875.00
8	Pavement Overlay Geotextile	6250	SY	\$ 3.45	\$ 21,562.50	\$ 3.36	\$ 21,000.00	\$ 2.60	\$ 16,250.00
9	ACP Level 2, 1/2 inch dense	900	TON	\$ 119.00	\$ 107,100.00	\$ 134.36	\$ 120,924.00	\$ 105.00	\$ 94,500.00
10	Adjust Manhole Structure to Grade	5	EA	\$ 638.00	\$ 3,190.00	\$ 706.68	\$ 3,533.40	\$ 4,000.00	\$ 20,000.00
11	Adjust Catch Basin to Grade	2	EA	\$ 138.00	\$ 276.00	\$ 1,098.48	\$ 2,196.96	\$ 1,500.00	\$ 3,000.00
12	Adjust Water and/or Gas Valve Box to Grade	5	EA	\$ 83.00	\$ 415.00	\$ 564.56	\$ 2,822.80	\$ 750.00	\$ 3,750.00
13	Adjust Sanitary Sewer Cleanout to Grade	1	EA	\$ 235.00	\$ 235.00	\$ 512.03	\$ 512.03	\$ 1,000.00	\$ 1,000.00
14	Concrete ADA Ramp with Truncated Domes: Excavation, haul-	6	EA	\$ 6,462.00	\$ 38,772.00	\$ 4,078.41	\$ 24,470.46	\$ 8,000.00	\$ 48,000.00
15	4-Inch PCC Sidewalk	500	SF	\$ 31.00	\$ 15,500.00	\$ 29.32	\$ 14,660.00	\$ 35.00	\$ 17,500.00
16	6-Inch PCC Sidewalk	20	SF	\$ 32.00	\$ 640.00	\$ 37.51	\$ 750.20	\$ 235.00	\$ 4,700.00
17	PCC Standard Curb	250	LF	\$ 64.50	\$ 16,125.00	\$ 67.22	\$ 16,805.00	\$ 79.00	\$ 19,750.00
18	6-Inch CL. 52 D.I. Pipe	16	LF	\$ 362.00	\$ 5,792.00	\$ 451.37	\$ 7,221.92	\$ 600.00	\$ 9,600.00
19	1-Inch Polyethylene Tubing	1350	LF	\$ 77.00	\$ 103,950.00	\$ 37.14	\$ 50,139.00	\$ 67.15	\$ 90,652.50
20	2-Inch Polyethylene Tubing	25	LF	\$ 472.50	\$ 11,812.50	\$ 220.48	\$ 5,512.00	\$ 300.00	\$ 7,500.00
21	Meter Reconnection, 3/4-Inch Service	27	EA	\$ 111.00	\$ 2,997.00	\$ 2,249.09	\$ 60,725.43	\$ 275.00	\$ 7,425.00
22	Meter Reconnection, 2-Inch Service	2	EA	\$ 316.00	\$ 632.00	\$ 5,941.62	\$ 11,883.24	\$ 900.00	\$ 1,800.00
23	4-Inch Gate Valve	1	EA	\$ 4,834.00	\$ 4,834.00	\$ 2,530.65	\$ 2,530.65	\$ 2,800.00	\$ 2,800.00
24	Clearing and Grubbing - Tree Removal	1	LS	\$ 6,239.00	\$ 6,239.00	\$ 4,419.64	\$ 4,419.64	\$ 60,000.00	\$ 60,000.00
				Total Bid Price	\$ 394,549.00	Total Bid Price	\$ 474,014.42	Total Bid Price	\$ 637,997.50



RESOLUTION NO. 1058

A RESOLUTION TO AWARD A CONTRACT FOR THE CONSTRUCTION OF THE WYATT AVENUE IMPROVEMENT PROJECT TO CANYON CONTRACTING LLC

WHEREAS, in 2022 the City contracted with Geotechnical Engineering Consultant (GRI) to conduct a study to implement a pavement management program (PMP) for the pavement network in Stayton;

WHEREAS, the Pavement Management Program developed a 5-year Major Maintenance and Rehabilitation (M & R) project list;

WHEREAS, the M & R plan identified Wyatt Avenue as a street in need of rehabilitation with a pavement overlay;

WHEREAS, the City of Stayton designed the construction plans and specifications for an overlay of Wyatt Avenue;

WHEREAS, the City advertised the project for construction in the Daily Journal of Commerce with a bid opening on April 6th, 2023;

WHEREAS, Canyon Contracting LLC was the lowest responsive bidder; and,

WHEREAS, staff recommends to the City Council to award the construction contract to Canyon Contracting LLC for the Wyatt Ave Improvement Project.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Stayton City Council approves Resolution 1058 and awards the contract for the Wyatt Avenue Improvement Project to Canyon Contracting LLC in the amount of \$394,549.00.

This Resolution shall become effective upon its adoption by the Stayton City Council.

ADOPTED BY THE STAYTON CITY COUNCIL THIS 17th DAY OF APRIL 2023.

CITY OF STAYTON

Signed: _____, 2023

By: _____

Brian Quigley, Mayor

Signed: _____, 2023

ATTEST: _____

Julia Hajduk, City Manager



CITY OF STAYTON
M E M O R A N D U M

TO: Mayor Brian Quigley and the Stayton City Council
FROM: Julia Hajduk, City Manager
DATE: April 17, 2023
SUBJECT: Adoption of Council Goals for 2023-2025

The Council held an all-day goal setting session on March 11th to refine and identify goals for the next 2 years. Exhibit A is a written report prepared by the consultant, SSW Consulting, summarizing the process and outcomes of the day. Pages 9-14 of the document identify the goals, desired outcomes, and specific objectives that staff will work towards accomplishing over the upcoming years. Below is a summary of the goals and desired outcomes:

- **IMPROVE THE CITY’S INFRASTRUCTURE AND SUPPORT MAINTENANCE WITH SUSTAINABLE FUNDING**
Desired Outcomes
 - Well-maintained City infrastructure
 - Stability in the funding of the City’s infrastructure
 - Fiscally responsible
- **ALIGNING HOUSING POLICIES WITH THE COMMUNITY’S NEEDS**
Desired Outcomes
 - Understand housing inventory/availability and potential needs
 - Understand and maintain local control of our growth
- **INCREASE COMMUNICATION, ENGAGEMENT, AND TRANSPARENCY**
Desired Outcomes
 - Increase community involvement and support
 - Increased transparency
 - Create community infrastructure to understand current community needs
 - Accountability to the public
- **FOSTER A DIVERSE AND BALANCED ECONOMY TO SUPPORT A VIBRANT AND PROSPEROUS COMMUNITY**
Desired Outcomes
 - Diverse and balanced economy to support livability
 - Provide employment opportunities for residents
 - Support a vibrant and prosperous community
- **IMPLEMENT MODERN GOVERNANCE SYSTEMS THAT IMPROVE SERVICE TO THE COMMUNITY**
Desired Outcomes
 - Modern governance that meets community needs
 - Complies with state laws

MOTION(S)

Staff respectfully recommends the following motion: “I motion to approve Resolution No. 1060 Adopting the Council Goals for 2023-2025”



**RESOLUTION NO. 1060
A RESOLUTION ADOPTING COUNCIL’S 2023-2025 COUNCIL GOALS**

WHEREAS, Council held a Goal setting session on March 11, 2023 to establish goals for the upcoming fiscal year and the 2024/25 fiscal year;

WHEREAS, the Council used the 2020-2022 Goals as a starting point and revised the goals to reflect current emphasis and priorities;

WHEREAS, while there are many ongoing and critical tasks done by the City on a regular basis, establishing goals helps set a clear priority to City Staff for allocation of resources and time;

WHEREAS, it is understood that just because a project or projects are not listed on the Council’s goals it does not mean that they will not get done or are not important; it simply means that staff is directed to focus on the goals and will be held accountable for the progress towards achieving the goals over time.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Council Goals attached as Exhibit 1 to this resolution are hereby adopted.
2. The City Manager and Department Directors shall work towards achieving these goals and shall provide periodic updates to the Council on the progress of the goals.

This Resolution shall become effective upon its adoption by the Stayton City Council.

ADOPTED BY THE STAYTON CITY COUNCIL THIS 17TH DAY OF APRIL 2023.

CITY OF STAYTON

Signed: _____, 2023

By: _____
Mayor Brian Quigley, Mayor

Signed: _____, 2023

ATTEST: _____
Julia Hajduk, City Manager



CITY COUNCIL GOALS
2023- 2025

APRIL
2023

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20	Implementation + Progress Reporting

INTRODUCTION

On March 11, 2023, the City Council and the City's Management Team participated in a goal-setting workshop to recognize recent city accomplishments, establish a shared understanding of the current community context, and develop a focused list of goals and supporting actions to guide the organization in their service delivery to the community over the next two years.

The new Council and staff built on the work of previous team, starting with updates from the Council's 2019 goals. This process resulted in refined, actionable goals and supporting actions to provide clear direction to staff as the City works to address the most pressing issues of the community and organization. The goals are reflective of current community and organizational needs, and they will guide the work of the organization over the next two years.

The City contracted with SSW Consulting, a professional strategic planning and facilitation firm to prepare and guide the team through their discussion. Prior to the workshop, SSW conducted outreach with the Council and Management Team to understand current community challenges, opportunities, and priorities on the horizon. The agenda for the discussion was based on the following outcomes identified through the outreach process:

- **Develop clear, tangible goals aligned with resources.**
- **Build a shared understanding of the current environment.**
- **Develop a cohesive team with clear roles and responsibilities to advance the goals**

The City Council and staff are committed to serving the Stayton community and look forward to working together with community members and partner organizations to implement the goals.

OUR TEAM

CITY COUNCIL

Brian Quigley

Mayor

David Giglio

Councilor

Ben McDonald

Councilor

Jordan Ohrt

Councilor

David Patty

Councilor

Stephen Sims

Councilor

CITY TEAMMATES

Julia Hajduk

City Manager

Alissa Angelo

Assistant City Manager

Dan Fleishman

Director of Planning and Development

Gwen Johns

Police Chief

Lance Ludwick

Public Works Director

Janna Moser

Library Director

CONSULTANT/FACILITATION TEAM

Sara Singer Wilson

Principal/Owner

Ashley Sonoff

Associate

Sasha Konell

Communications and Engagement Strategist

ENVIRONMENTAL SCAN

The purpose of the environmental scan is to establish a shared understanding of the current community and organization context to inform the goal-setting process. The exercise is an important component of setting goals as the group discussion provides information on factors that will affect the community and organization in the future, including the economic climate, political factors, community needs, organizational needs/trends, technology factors, and uncertainties. Additionally, the environmental scan includes a review of current work underway to provide essential City services and advance Council priorities in alignment with available resources and organizational capacity. As a result, the information gathered allows the team to proactively respond to the most pressing challenges and issues facing the community and organization by setting clear and actionable goals.

2021–2023 Accomplishments

The Council and staff began the environmental scan by sharing significant accomplishments from the past two years. Acknowledging and celebrating successes together highlights the dedication and resiliency of staff in serving the community during an exceptionally challenging time and offers important recognition of their work. Maintaining daily operations and continuing high-quality services through the complexities of a global pandemic is an accomplishment in and of itself. Staff have persevered to deliver core services, advance strategic priorities, and implement innovative programs to serve the Stayton community during such an unprecedented time. Additionally, celebrating collective achievements brings the team together and sets a tone of future success as staff works to advance Council goals and provide essential City services to the community. Next are a few highlights and themes from the discussion:

Accomplishments

- Purchased Mill Creek Park
- New housing developments
- Passed Library and Park Levies
- Innovative library programs to serve community
- Translation of City documents – Council agendas, newsletters, website, and more
- Partnerships with other governmental agencies and enhanced representation politically
- Improved affordable housing
- Downtown economic development
- Building relationships and trust within organization
- Teen Center contract renewal
- Secondary water supply – grant funding
- County partnerships for road maintenance
- Increased community engagement
- Completing the Pavement Condition Index (PCI) study
- Increased number of businesses in community
- Streamlined and improved the utility billing process
- Strong interdepartmental team
- GFOA Budget Award
- Successful transition to new city manager
- Grant funded projects – ASR, Sand Filter Beds, Safety and Security
- COVID service adaptations
- Over \$1 million dollars in grants and for downtown
- 190 new rental units
- Economic development strategies adopted
- Surface water award
- DUI Enforcement

Accomplishment themes

- Housing
- Downtown
- Innovative
- Partnerships
- Strong Team
- Communication and Engagement

Current Environment: 2019–2023 Goal Progress + Work Underway

Staff shared updates from City departments to illustrate current work underway to provide essential City services and advance Council priorities. Below is a summarized list of some of the projects and initiatives currently underway in the organization.

FINANCE

- Interviews for new finance director
- Working on the budget process
- Implementing Caselle Advantage to update software

LIBRARY

- Imagining and developing new ways to deliver service and programs
- Grant funded hot spots
- (CCRLS) Regional group requires responsibility of staff
- Dolly Parton Library
- Summer Reading

MANAGEMENT + ADMINISTRATION

- Homelessness Task Force
- Utility Rate Study
- Franchise agreement discussions (utilities)
- Complete the facilities project
- HR - recruitments underway; changed the process
- Updates to the employee handbook

PLANNING + DEVELOPMENT

- Code enforcement position is vacant and will be recruiting
- New grant opportunity to ready vacant industrial lands for development - working with property owners for grant application
- Working on code amendments coming to Council in coming months

POLICE

- Retirements - working on entry level hiring and supervisor hiring
- Hiring process is time intensive for Police - keep it moving
- Training and preparing new employees to go solo
- Working with school district - SRO discussion

PUBLIC WORKS

- Roundabout design
- Stormwater Master Plan
- Aquifer Storage Recovery
- Utility Rate Study
- Paving project readiness

Other Context Considerations

To complete the environmental scan the team discussed other contextual factors of importance. The context map is an external view of all the factors impacting the organization, including the economic climate, political factors, community needs, and organizational trends. Below are some highlights from the discussion:

<p style="text-align: center;">ECONOMIC CLIMATE</p> <ul style="list-style-type: none"> • Inflation and Consumer Price Index (CPI) rate - impacts on price of goods and services, staff/labor contracts, cost of living adjustments (COLAs) • Wage growth in the community in comparison to inflation is currently stagnant • Labor shortage • Rising interest rates • All of these things impact the appetite for public support of funding 	<p style="text-align: center;">POLITICAL FACTORS</p> <ul style="list-style-type: none"> • State mandates: homelessness, home rule diminished, rules for cities that reach 10K in population, etc. • Public awareness of state mandates • Police academy is operated through the State - 6 month wait and impacts training • Potential issue with water rights re: Hillsboro • Potential for funding sources if the projects get funded (sewer line, etc.)
<p style="text-align: center;">COMMUNITY NEEDS</p> <ul style="list-style-type: none"> • Housing costs are increasing • Local jobs - losing the cannery meant losing jobs, labor shortage • Infrastructure - streets, sidewalks, sewer, water, storm • Public growth perception • Economic development with the cannery - how can this help alleviate pressure • Communication - what we're doing and why we are doing it • Partnerships • Safety and quality of life - concerns for all community members, impacts of homelessness, traffic enforcement, impacts of new housing development on services • We have a lot more families that need support than we have before • Expand our town halls - we need to break through the misconceptions and do a better job of telling our story 	<p style="text-align: center;">ORGANIZATION NEEDS/ TRENDS</p> <ul style="list-style-type: none"> • Labor shortage impacts wages for city employees • Organization needs to be in a position of expansion- lots of things the community and Council wants - what we need and can afford to do are two different things. The organization has not grown in recent years to align with community growth • Need to continue to grow community partnerships • Need for staffing to meet community needs and growth • Need for more technologies for staff and services
<p style="text-align: center;">TECHNOLOGY FACTORS</p> <ul style="list-style-type: none"> • Cybersecurity - contract with Keizer for IT but we were down for 3 days this past summer - lack of redundancy • Council Meeting - there have been some issues with Zoom - opportunities to improve technology with meetings • Need to promote the needs for technology • We have great internet service in town - this is a great asset 	<p style="text-align: center;">UNCERTAINTIES</p> <ul style="list-style-type: none"> • Workforce availability

2023 - 2025 GOALS

The team worked in small groups to complete a brainstorming exercise to refine existing goals flagged during the environmental scan to address current community and organization needs as well as develop idea proposals for new priorities. The groups shared the results of their brainstorming exercise with the larger group and the ideas were categorized according to themes. The team reviewed the problem and/or challenge being addressed and clarified the intent for each goal area to provide clear direction and focus for the supporting actions to ensure alignment with desired outcomes. The team worked to streamline the goals to focus on the most critical issues and provide clear direction to staff to shift focus as needed.

Following the retreat, City staff further refined the actions to reflect the team discussion. Additionally, staff assigned project sponsors and leads for each action and developed implementation timelines based on Council priorities, available resources, staff capacity, and workflows.

These goals will be implemented in addition to maintaining high-quality essential City services and continued implementation of the City's master plans.



GOAL**INFRASTRUCTURE****IMPROVE THE CITY'S INFRASTRUCTURE AND SUPPORT MAINTENANCE WITH SUSTAINABLE FUNDING****OUTCOMES**

- Well-maintained City infrastructure
- Stability in the funding of the City's infrastructure
- Fiscally responsible

OBJECTIVES	STAFF LEAD	PROJECT STATUS	TIMELINE
1.1 Develop five-year Capital Improvement Plan to include all capital investments	PW, Admin + Finance	Update once 22'-23' Utility Rate Study concludes	2023 - 24 FY
1.2 Complete analysis of the aquatic facility to understand capital and operational needs for the future	Admin + Finance	TBD	Dec 23' - Dec 24'
1.3 Complete current facilities study and prioritize minor facility improvements	Admin	TBD	June 2023+
1.4 Complete utility rate analysis	Admin, PW + Finance	TBD	PH 1 June 23 PH 2 June 24'
1.5 Explore opportunities for alternative funding sources to address infrastructure needs	Finance	Ongoing	TBD
1.6 Complete construction of the aquifer storage and recovery (ASR) system at Mill Creek Park	PW	Ongoing	PH 1 Sept 24' PH 2 Dec 25'
1.7 Complete infrastructure master plans	PW	TBD	2024 - 26 FY
1.8 Complete the update of the emergency operations plan	Admin	TBD	2023 - 24 FY

+ = ONGOING BEYOND

GOAL HOUSING

ALIGN HOUSING POLICIES WITH THE COMMUNITY’S NEEDS

- OUTCOMES**
- Understand housing inventory/availability and potential needs
 - Understand and maintain local control of our growth

OBJECTIVES	STAFF LEAD	PROJECT STATUS	TIMELINE
2.1 Complete the update of the housing needs analysis and prioritize recommendations	Planning	TBD	TBD
2.2 Evaluate and update policies, procedures, and standards for annexation	Planning	TBD	TBD



GOAL

COMMUNICATIONS + ENGAGEMENT

INCREASE COMMUNICATION, ENGAGEMENT AND TRANSPARENCY

OUTCOMES

- Increase community involvement and support
- Increased transparency
- Create community infrastructure to understand current community needs
- Accountability to the public

OBJECTIVES

STAFF LEAD

PROJECT STATUS

TIMELINE

OBJECTIVES	STAFF LEAD	PROJECT STATUS	TIMELINE
3.1 Align resources to support increased engagement	Admin	23/24 FY will include proposals	June 2023
3.2 Increase two-way public engagement to build awareness around infrastructure master plans	Admin	TBD	Jan 2024
3.3 Update the City’s website to improve navigation and ease of use	Admin	TBD	June 2024
3.4 Establish guidelines and criteria for community fund to support community-driven projects	Admin	TBD	Dec 2023



GOAL ECONOMIC DEVELOPMENT

FOSTER A DIVERSE AND BALANCED ECONOMY TO SUPPORT A VIBRANT AND PROSPEROUS COMMUNITY

- OUTCOMES**
- Diverse and balanced economy to support livability
 - Provide employment opportunities for residents
 - Support a vibrant and prosperous community

OBJECTIVES	STAFF LEAD	PROJECT STATUS	TIMELINE
4.1 Reevaluate and prioritize economic development strategies	Planning	TBD	April 2024 - Nov 2024



GOAL GOVERNANCE

IMPLEMENT MODERN GOVERNANCE SYSTEMS THAT IMPROVE SERVICE TO THE COMMUNITY

- OUTCOMES**
- Modern governance that meets community needs
 - Complies with state laws

OBJECTIVES	STAFF LEAD	PROJECT STATUS	TIMELINE
5.1 Complete Charter Review	Admin	TBD	April 2024 - Aug 24' Election Nov 24'
5.2 Update City Council Rules	Admin	TBD	June 2023 - Dec 2023



2023 - 2025 CITY COUNCIL GOALS

IMPROVE THE CITY'S
INFRASTRUCTURE
 + SUPPORT MAINTENANCE WITH SUSTAINABLE FUNDING

IMPLEMENT MODERN
GOVERNANCE
 SYSTEMS THAT IMPROVE SERVICE TO THE COMMUNITY

STAYTON 2023 - 2025 CITY COUNCIL GOALS

ALIGN
HOUSING
 POLICIES WITH THE COMMUNITY'S NEEDS

ECONOMIC DEVELOPMENT
 FOSTER A DIVERSE + BALANCED ECONOMY TO SUPPORT A VIBRANT + PROSPEROUS COMMUNITY

INCREASE
COMMUNICATIONS + ENGAGEMENT
 + TRANSPARENCY

TEAM AGREEMENT

The team reviewed background information on the history and purpose of the Council-Manager form of government. As part of this process, the team identified and explored the roles and expectations of Council and staff in the shared partnership to serve the Stayton community. The team discussed how Council and staff interact and support each other to advance the goals and foster an efficient and effective government. This discussion provided context for the goal-setting process as well as assisted the team in thinking about how they will work together to advance the goals.

SUPPORTIVE PARTNERSHIP

We are committed to building and maintaining trust amongst the team. We will assume positive intent and be respectful of one another. If questions or conflict arises, we will address the situation directly through respectful and open dialogue.

BE PREPARED

We are committed to sharing and listening to all voices in the community. We will come prepared to meetings with the necessary background information to ask informed questions, be an active part of the process, and be prepared to make decisions to provide policy direction to the organization.

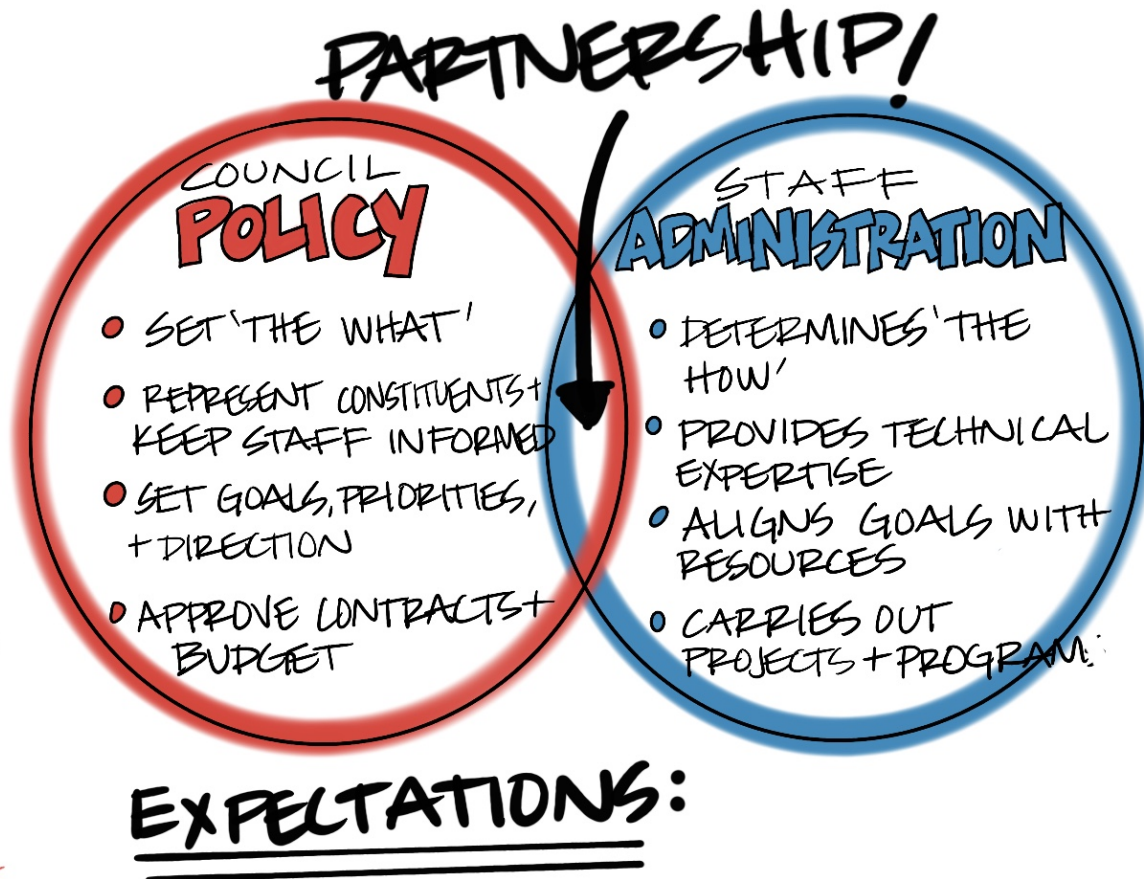
ACT AS ONE BODY

We are committed to listening and valuing all perspectives in the decision-making process. If there are differences of opinion in the deliberation process, we can respectfully disagree and remember that each teammate has Stayton's best interests in mind. Once a decision is made, we commit to moving forward as one team and supporting the majority decision. In the case of dissenting decisions, we will respectfully state our dissent while including a statement of why Council made their decision.

ENGAGEMENT AND COMMUNICATION

We are committed to serving the whole Stayton community and providing excellent service to all. We will engage regularly with our constituents to listen to all voices. We agree to provide timely communication to keep staff informed of community sentiments, concerns, questions, and priorities.

TEAM AGREEMENT



- Follow up on communication/information from community
- Supportive partnership
 - Assume good intent
 - Articulate Council intent
 - Support Council direction
- Neutral Advice
 - Provide recommendations where appropriate
 - Be open to alternative solutions
 - Provide Council with options
- Provide professional and technical expertise in a way the public can understand
 - Be responsive
- Support a high-performing organization
 - Progress updates
- Be prepared + ask questions - show up, be part of the process
- Supportive partnership
 - Assume good intent
 - Mutual trust + respect
- Communicate what is out there in the community
- Make decisions
- Act as one body - authority of the group lies with the group, not individuals
- Provide clear direction

PROGRESS REPORTING

The Council and staff developed the following process to support accountability and transparency in the implementation of the goals and actions,

City staff will present semi-annual updates to City Council on the goals and actions. These updates will include any progress to advance the goals, reporting on success measures, challenges to be addressed, and areas needing clarification and/or further direction from Council. Additionally, staff will highlight any goals and actions in relevant staff report. Staff will continue to provide real-time updates to Council on relevant projects and include any pertinent developments in weekly updates to Council. The team will revisit the goals again in two years to assess progress on the goals, refine existing goals as needed, and develop new goals to reflect community and organization priorities.



 503-769-3425

 29799 Town Center Loop E