



## AGENDA STAYTON CITY COUNCIL MEETING

**Monday, July 7, 2014**  
Stayton Community Center  
400 W. Virginia Street  
Stayton, Oregon 97383

**5:30 p.m. – 6:30 p.m.** Stayton Municipal Court Open House at 260 N. 2<sup>nd</sup> Avenue

**CALL TO ORDER**

**7:00 PM**

**Mayor Vigil**

**FLAG SALUTE**

**ROLL CALL/STAFF INTRODUCTIONS**

**PRESENTATIONS/COMMENTS FROM THE PUBLIC**

- a. 2014 Annual Fishing Derby Presentation by Sgt. Michael Meeks

Request for Recognition: If you wish to address the Council, please fill out a green "Request for Recognition" form. Forms are on the table at the back of the room. *Recommended time for presentation is 10 minutes. Recommended time for comments from the public is 3 minutes.*

**ANNOUNCEMENTS – PLEASE READ CAREFULLY**

*Items not on the agenda but relevant to City business may be discussed at this meeting. Citizens are encouraged to attend all meetings of the City Council to insure that they stay informed. Agenda items may be moved forward if a Public Hearing is scheduled.*

- a. Additions to the agenda
- b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.

**CONSENT AGENDA**

- a. June 16, 2014 City Council Minutes

***Purpose of the Consent Agenda:***

*In order to make more efficient use of meeting time, resolutions, minutes, bills, and other items which are routine in nature and for which no debate is anticipated, shall be placed on the Consent Agenda. Any item placed on the Consent Agenda may be removed at the request of any council member prior to the time a vote is taken. All remaining items of the Consent Agenda are then disposed of in a single motion to adopt the Consent Agenda. This motion is not debatable. The Recorder to the Council will then poll the council members individually by a roll call vote. If there are any dissenting votes, each item on the consent Agenda is then voted on individually by roll call vote. Copies of the Council packets include more detailed staff reports, letters, resolutions, and other supporting materials. A citizen wishing to review these materials may do so at Stayton City Hall, 362 N. Third Avenue, Stayton, or the Stayton Public Library, 515 N. First Avenue, Stayton.*

***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 Deputy City Recorder Alissa Angelo at (503) 769-3425.***

**PUBLIC HEARING – None**

**UNFINISHED BUSINESS – None**

**NEW BUSINESS**

**Resolution No. 916, 2014—2015 Fee Schedule**

**Action**

- a. Staff Report – Christine Shaffer
- b. Council Discussion
- c. Council Decision

**Analysis of Alleys and Undeveloped Street Rights of Way**

**Action**

- a. Staff Report – Dan Fleishman
- b. Council Discussion
- c. Council Decision

**New Library Staff Job Descriptions**

**Action**

- a. Staff Report – Katinka Bryk
- b. Council Discussion
- c. Council Decision

**STAFF/COMMISSION REPORTS – None**

**PRESENTATIONS/COMMENTS FROM THE PUBLIC**

*Recommended time for presentations is 10 minutes.*

*Recommended time for comments from the public is 3 minutes.*

**BUSINESS FROM THE CITY ADMINISTRATOR**

**Informational**

- a. I-Serve Update

**BUSINESS FROM THE MAYOR**

- a. Stayton Municipal Code 17.20.140, Sign Code

**BUSINESS FROM THE COUNCIL**

**FUTURE AGENDA ITEMS – July 21, 2014**

- a. Employee Recognition
- b. Streets Presentation
- c. Sewer System Development Charge
- d. Public Works Standard Specs Updates

**ADJOURN**

## CALENDAR OF EVENTS

### JULY 2014

Tuesday	July 1	Parks & Recreation Board	7:00 p.m.	E.G. Siegmund Meeting Room
Friday	July 4	<b>CITY OFFICES CLOSED IN OBSERVANCE OF INDEPENDENCE DAY</b>		
Monday	July 7	City Council	7:00 p.m.	Community Center (north end)
Tuesday	July 8	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Friday	July 11	Community Leaders Meeting	7:30 a.m.	Covered Bridge Café
Wednesday	July 16	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	July 21	City Council	7:00 p.m.	Community Center (north end)
Monday	July 28	Planning Commission	7:00 p.m.	Community Center (north end)

### AUGUST 2014

Monday	August 4	City Council	7:00 p.m.	Community Center (north end)
Tuesday	August 5	National Night Out	6:00 p.m.	Various City Parks
Wednesday	August 6	Parks & Recreation Board	7:00 p.m.	E.G. Siegmund Meeting Room
Friday	August 8	Community Leaders Meeting	7:30 a.m.	Covered Bridge Café
Tuesday	August 12	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	August 18	City Council	7:00 p.m.	Community Center (north end)
Wednesday	August 20	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	August 25	Planning Commission	7:00 p.m.	Community Center (north end)

### SEPTEMBER 2014

Monday	September 1	<b>CITY OFFICES CLOSED IN OBSERVANCE OF LABOR DAY</b>		
Tuesday	September 2	City Council	7:00 p.m.	Community Center (north end)
Wednesday	September 3	Parks & Recreation Board	7:00 p.m.	E.G. Siegmund Meeting Room
Tuesday	September 9	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Friday	September 12	Community Leaders Meeting	7:30 a.m.	Covered Bridge Café
Monday	September 15	City Council	7:00 p.m.	Community Center (north end)
Wednesday	September 17	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	September 29	Planning Commission	7:00 p.m.	Community Center (north end)

**City of Stayton  
City Council Meeting Action Minutes  
May 5, 2014**

**LOCATION:** STAYTON COMMUNITY CENTER, 400 W. VIRGINIA STREET, STAYTON

**Time Start:** 7:00 P.M.

**Time End:** 8:50 P.M.

**COUNCIL MEETING ATTENDANCE LOG**

COUNCIL	STAYTON STAFF
Mayor Scott Vigil	Alissa Angelo, Deputy City Recorder
Councilor Emily Gooch	John Ashley, P.E., City Engineer
Councilor Catherine Hemshorn	Keith Campbell, City Administrator
Councilor Jennifer Niegel	Dan Fleishman, Director of Planning & Development
Councilor Henry Porter	Katinka Bryk, Library Director
Councilor Brian Quigley	Rich Sebens, Police Chief
	Christine Shaffer, Finance Director
	David Rhoten, City Attorney

AGENDA	ACTIONS
<b>REGULAR MEETING</b>	
<b>Presentations / Comments from the Public</b>	
a. Swearing in of Jonathan Clark as the City of Stayton Municipal Court Judge by the Honorable Walter Edmonds	The Honorable Walter Edmonds performed the oath of office for Municipal Court Judge Jonathan Clark.
b. Santiam Family YMCA – Pool Quarterly Report	Lisa Eckis, Director of the Santiam Family YMCA and Aquatics Director Chad Brookman updated the Council on the Stayton Family Memorial Pool and the Sprint Triathlon.
<b>Announcements</b>	
a. Additions to the Agenda	Ms. Bryk informed the Council that Kelli Eaton had rescinded her application for the Library Board. There are now 3 applicants, and 3 vacant positions.
b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.	Councilor Porter declared a conflict of interest in regard to the scheduled public hearing. He has a family member who is a property owner in this area. However, he did not feel it would cause any bias in his decision.
<b>Consent Agenda</b>	
a. June 2, 2014 City Council Action Minutes	Motion from Councilor Gooch, seconded by Councilor Quigley, to approve consent agenda items b and c. <b>Motion passed 5:0.</b>
b. Approval of Abstract of Election Results – May 20, 2014 Primary Election	
c. Resolution No. 915, Budget Transfer	
	Motion from Councilor Quigley, seconded by Councilor Niegel, to approve the June 2, 2014 City Council Action Minutes. <b>Motion passed 3:0</b>

	<b>(Gooch, Hemshorn abstained).</b>
<p><b>Public Hearing</b>  <b>Ordinance No. 972, Vacation of a Portion of N. 4<sup>th</sup> Avenue</b></p> <p>a. Commencement of Public Hearing  b. Staff Report – Dan Fleishman</p> <p>c. Proponents’ Testimony</p> <p>d. Opponents’ Testimony</p> <p>e. General Testimony</p> <p>f. Questions from the Public</p> <p>g. Questions from Council</p>	<p>7:16 p.m.  Mr. Fleishman introduced applicant Alan Rasmussen who spoke about his proposal regarding vacation of a portion of N. Fourth Avenue. Mr. Fleishman then reviewed the staff report.</p> <p>Councilor Niegel inquired about other paths in the community that the City maintains. Mr. Fleishman stated there is one street right of way that has a paved path.</p> <p>Arthur Porter of 408 E. Cedar Street and Todd Farmer of 425 E. Cedar Street both spoke in support of the vacation of the right of way.</p> <p>David Wendell of 1540 N. 4<sup>th</sup> Avenue spoke in opposition of the right of way vacation.</p> <p>Carolyn Wendell of 1540 N. 4<sup>th</sup> Avenue also spoke in opposition. In addition, she provided Council with a copy of ORS 271.190.</p> <p>Mr. Fleishman stated the Council has been provided with two emails from property owners opposing the vacation.</p> <p>Dan Brummer of 525 W. Burnett Street spoke briefly about changing of rules over time by the City and the need for consistency.</p> <p>None.</p> <p>Councilor Quigley asked about the number of children in the immediate area; there are several of children in the area.</p> <p>Councilor Hemshorn asked if the petition had been checked for accuracy. Mr. Fleishman explained the process required for the signature collection. Clarification of abutting property versus adjoining property.</p> <p>Mr. Rasmussen stated 75% of the property owners contacted did sign the petition.</p>



<p><b>Public Works Director's Report</b> a. May 2014 Operating Report</p> <p><b>Planning &amp; Development Director's Report – Dan Fleishman</b> a. May 2014 Activities Report</p> <p><b>Library Director's Report – Katinka Bryk</b> a. May 2014 Activities</p>	<p>Officers also recently participated in field day at the local schools. The Fishing Derby will be held on June 19, 2014.</p> <p>Mr. Campbell updated the Council on the E. Burnett Street Fence and Jordan Bridge Repairs. The Bridge repairs are estimated at approximately \$50,000.</p> <p>Councilor Gooch requested staff review the process of vacating right of ways.</p> <p>Mr. Fleishman updated about enforcement of tall grass. Chief Sebens also informed the Council that there is a volunteer now assisting with ordinance enforcement.</p> <p>Ms. Bryk briefly updated the Council on events at the Library.</p>
<p><b>Presentations / Comments From the Public</b></p>	<p>None</p>
<p><b>Business from the City Administrator</b></p>	<p>Mr. Campbell reviewed the letter from Wave Broadband Rate Adjustment Notice.</p> <p>On July 7<sup>th</sup> from 5:30 p.m. to 6:30 p.m., an open house will be held at the Stayton Municipal Court.</p>
<p><b>Business from the Mayor</b> a. Appointment of Sara Trott, Betty Batche, and Greg McWayne to the Library Board.</p>	<p>Motion from Councilor Quigley, seconded by Councilor Niegel to ratify the Mayor's appointment of Sara Trott, Betty Batche, and Greg McWayne to the Library Board. <b>Motion passed 5:0.</b></p>
<p><b>Business from the Council</b></p>	<p>None</p>
<p><b>Future Agenda Items – July 7, 2014</b></p> <ul style="list-style-type: none"> <li>a. Municipal Court Open House</li> <li>b. Fee Schedule Resolution</li> <li>c. Jordan Bridge Repairs Update</li> <li>d. Pioneer Park Grant Update</li> <li>e. Fishing Derby Recap</li> <li>f. Alley Encroachments</li> <li>g. Public Works Standards Update</li> </ul>	

APPROVED BY THE STAYTON CITY COUNCIL THIS 7<sup>TH</sup> DAY OF JULY 2014, BY A \_\_\_\_ VOTE OF THE STAYTON CITY COUNCIL.

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

By: \_\_\_\_\_  
A. Scott Vigil, Mayor

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

Attest: \_\_\_\_\_  
Keith D. Campbell, City Administrator

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

Transcribed by: \_\_\_\_\_  
Alissa Angelo, Deputy City Recorder



**CITY OF STAYTON**  
**MEMORANDUM**

**TO:** Mayor A. Scott Vigil and the Stayton City Council  
**FROM:** Christine Shaffer, Finance Director  
**DATE:** July 7, 2014  
**SUBJECT:** 2014-15 Fee Schedule

**ISSUE:**

Updating and consolidating of Fees and Charges schedule.

**STAFF RECOMMENDATION:**

Staff recommends adoption of Resolution No. 916, adopting fees and charges for various City services.

**BACKGROUND INFORMATION:**

The Fees and Charges resolution is updated; annually this allows fees for services to be adjusted and kept current each year on one simple document.

**Administrative/City Wide**

		2013-14 Fee	2014-15 Fee
Copies			
8.5 X 11 or 8.5 X 14	Per side	\$0.50	<b>\$0.25</b>
11 X 17	Per side	\$1.00	<b>\$0.25</b>
Large Format	Per copy	\$15.00	<b>\$10.00</b>
Audio/Digital Recording	Per CD	\$25.00	<b>\$15.00</b>
Actual if outsourced + admin fee	Per request	\$5.00	\$5.00
<b>Video Tapes</b>			
Actual if outsources + admin fee	Per request	\$5.00	\$5.00
Digital Photos	<b>Per Photo</b>	\$10.00	<b>\$1.00</b>
Additional pages		\$5.00	\$5.00
Lien Search	Per search	\$5.00	\$5.00
Fax Transmittals	<b>Per page</b>	\$5.00	<b>\$0.25</b>
Additional pages	Per page	\$1.00	\$0.00
Returned Checks/items or Autopay	Per item	\$25.00	\$25.00
Billing Administrative Fee		10%	10%
Invoice Late Fee		9%	9%
Mailing cost, cost of item +10%	Minimum	\$2.50	\$2.50
All other services not Identified		\$35.00	<b>Actual Cost</b>

**Police**

		2013-14 Fee	2014-15 Fee
Open Records check		\$12.00	<b>\$15.00</b>
Copies of Police Reports; 1 <sup>st</sup> 10 pages		\$10.00	\$10.00
Per page thereafter		\$.50	\$.50
Copies of Digital Photos	Per Page	\$10.00	<b>\$1.00</b>
CD of digital photos	Each CD	\$10.00	<b>\$5.00</b>
Carnival, Amusement Park & Concession	Per Year	\$300.00	\$300.00
Promotional Event	Per Event	\$25.00	<b>\$35.00</b>
Garage Sale	Per Event	\$5.00	\$5.00
Camping Permit	Each	\$10.00	<b>\$0.00</b>
Solicitor	One Year	\$150.00	\$150.00
Each Additional Employee	One Year	\$25.00	\$25.00
Liquor License			
Processing Fee	Per Application	\$100.00	\$100.00
Change of Ownership	Per Application	\$75.00	\$75.00
License Privilege Change	Per Application	\$75.00	\$75.00
Renewal or Temporary	Per Year	\$35.00	\$35.00
Junk Dealers	Per Year	\$50.00	\$50.00
Police Ordinance Bail			
Overtime Parking/prohibited Parking	SMC 10.12.240	\$20.00	\$20.00
Parking Permit Violation	SMC10.12.247	\$20.00	\$20.00
Parking Wrong Direction	SMC 10.12.220/ORS 811.570(1)	\$85.00	\$85.00
Display of Vehicle for Sale	SMC 10.12.310	\$25.00	\$25.00
Displaying of Advertising	SMC 10.12.310	\$25.00	\$25.00
Loading Zone	SMC 10.12.340	\$85.00	\$85.00
Parking on a Sidewalk	SMC 10.40.1040/ORS 811.550	\$85.00	\$85.00
Parking in Alley	SMC 10.12.240	\$85.00	\$85.00
No Parking Zone	SMC 10.12.240	\$85.00	\$85.00
Unlawful Vehicle Storage	SMC 10.12.320	\$85.00	\$85.00
Unlawful Repairing, Servicing	SMC 10.12.310	\$85.00	\$85.00
Crossing Private Property	SMC 10.40.1010	\$85.00	\$85.00
Skateboards, Toboggans and Curbs	SMC 10.40.1030	\$20.00	\$20.00
Damaging Sidewalk and Curbs	SMC 10.40.1040	\$85.00	\$85.00
Truck Routes	SMC 10.40.1060	\$85.00	\$85.00
Pedestrians	SMC 10.32.810	\$20.00	\$20.00
Bicycles	SMC 10.28	\$20.00	\$20.00
Other Violations of Title 10 Not Specifically Listed	SMC 10	\$85.00	\$85.00
Impound Charge Per Day for City Owned Storage	SMC 10.16.340	\$35.00 + Tow Fees	\$35.00 + Tow Fees

## Planning

		2013-14 Fee	2014-15 Fee
Pre-Application Meeting			
First Meeting	Deposit	Free	Free
Subsequent Meeting within one year of first	Deposit	\$300.00	\$300.00
Application that requires only Staff review	Deposit	\$500.00	\$500.00
Application requiring Planning Commission Hearing	Deposit	\$1300.00	\$1300.00
Applications requiring two public hearings			
Comprehensive Plan Map and Zone Map Amendment	Deposit	\$1550.00	\$1550.00
Subdivision, Master Plan Development, Site Plan Review that includes Annexation	Deposit	1800.00	1800.00
Major Annexation	Deposit	\$4500.00	\$4500.00
Other Planning Department Applications			
Sign Permits	Per Application	\$25.00	\$25.00
Change of Use Permits	Per Application	\$25.00	\$25.00
Appeals			
Of decisions made by Staff without a public hearing	Per Application	\$250.00	\$250.00
Of decisions made by the Planning Commission	Per Application	\$650.00	\$650.00
Vacation of Streets and Alleys	Per Application	\$500.00	\$500.00
Review of Construction Plans	Per Application	\$650.00	\$650.00
Engineering, Plan Reviews & Inspections (for on-site & off-site public improvements) includes ROW Permit		Actual Costs	Actual Costs
Minor Partition	Deposit	\$500.00	\$500.00
Site Development	Deposit	\$750.00	\$750.00
Subdivision (under 10 lots)	Deposit	\$2500.00	\$2500.00
Subdivision (11+ lots) or Master Planned Development	Deposit	\$4500.00	\$4500.00

## Municipal Court

		2013-14 Fee	2014-15 Fee
Payment Agreement Fee		0	\$25.00
License Reinstatement Fee		0	\$25.00
Failure To Appear for Arraignment		0	\$10.00
Failure to Appear Trial		0	\$100.00
Trial Fee		0	\$30.00
Warrant Fee		0	\$50.00
Appeal Filing		0	\$50.00
Translator Service		0	\$60.00
Collection Fee	Of Fine Assessed	0	25%

## Library

		2013-14 Fee	2014-15 Fee
Printing- Black & White	Per page	\$0.10	\$0.10
Printing- Color	Per page		<b>\$0.25</b>
Overdue items			
Books- Adult	Per day	\$0.25	\$0.25
Books- Youth	Per day	\$0.10	\$0.10
DVD	Per day	\$0.50	\$0.50
Cultural Pass	Per day	\$5.00	\$5.00
Earbuds	Per set		<b>\$2.00</b>
Fees			
Interlibrary loan: mailing & loan cost	Actual cost	Actual cost+ \$1.00	Actual cost+ \$1.00
Damage or lost materials	Actual cost	Actual cost	Actual cost
Barcode replacement	Per item	\$1.00	\$1.00
Lost or damaged DVD cases	Per item	\$1.50	\$1.50
Non-resident library Card			
Non-Resident Card	Annual family	\$60.00	\$60.00
	6 mo. family	\$30.00	\$30.00
Out of District Card	Annual family	\$70.00	\$70.00
	6 mo. family	\$35.00	\$35.00
Out of District Child Card	One Card	\$12.00	\$12.00
	Two Card	\$20.00	\$20.00
	Three Cards	\$28.00	\$28.00
Meeting Room key deposit (after hours)		\$25.00	\$25.00
Cleaning fee (no food or beverage)		\$15.00	\$15.00
Cleaning fee with food & beverage		\$25.00	\$25.00
Fee for civic group, one side	Per hour	\$13.00	<b>\$15.00</b>
Fee for civic group, both sides	Per hour	\$18.00	<b>\$20.00</b>
Fee for Private group, one side	Per hour	\$18.00	<b>\$20.00</b>
Fee for Private group, both sides	Per hour	\$23.00	<b>\$25.00</b>
Fee for Commercial group, one side	Per hour	\$23.00	<b>\$25.00</b>
Fee for Commercial group, both sides	Per hour	\$28.00	<b>\$30.00</b>

## Public Works

	2013-14 Fee	2014-15 Fee
Vehicles, per hour	FEMA rate	FEMA rate
Water Service Deposit	\$75.00	\$75.00
Sewer Deposit	\$75.00	\$75.00
¾ " Meter	Actual Costs (\$350.00 Minimum)	Actual Costs (\$350.00 Minimum)
1" Meter or larger	Actual Costs	Actual Costs
Late Fee	\$15.00	\$15.00
Delinquent Shut-off Fee for Non Payment of Bill	\$20.00	\$20.00

Water On/Off Service Fee	\$10.00	\$10.00
After Hours Call Out Service (after first annual customer visit)	\$100.00	\$100.00
Water Meter Installation	Actual Cost	Actual Cost
Water	Resolution-858	Resolution-858
Storm Water		<b>Resolution-908</b>
Sewer	Resolution-859	Resolution-859
Building permits	Per Marion County fee schedule	Per Marion County fee schedule
<b>Right of way Permits (ROW)</b>		
Type 1: Street tree replacement or installation	No Charge	No Charge
Type 2: Repair/replace sidewalk and/or driveway approach	\$40.00	\$40.00
Type 3: Sidewalk, driveway approach and/or utilities where no street cut is needed.	\$100.00	\$100.00
Type 4: Water, sewer, storm drainage and/or street improvements where excavation or utility cut of pavement is required.	Actual Costs \$250.00 Deposit	Actual Costs \$250.00 Deposit
Type 5: Franchise Utility (NW Natural, SCTC, PacifiCorp, etc.)	Per Franchise Agt. or \$40.00	Per Franchise Agt. or \$40.00
Type 6: Encroachment Permit to use Public ROW (for a long term use: awning, billboard, structure, etc.)	\$40.00	\$40.00

#### Facility Rentals

	2013-14 Hourly Rate	2013-14 Cleaning	2014-15 Hourly Rate	2014-15 Cleaning
<b>Community Center</b>				
Civic Organization				
Entire Building	\$17.25	\$80.00	\$17.25	\$80.00
South End	\$12.30	\$50.00	\$12.30	\$50.00
North End	\$8.60	\$30.00	\$8.60	\$30.00
Private Individuals				
Entire Building	\$22.20	\$100.00	\$22.20	\$100.00
South End	\$17.25	\$65.00	\$17.25	\$65.00
North End	\$12.30	\$35.00	\$12.30	\$35.00
<b>Commercial</b>				
Entire Building	\$25.85	\$100.00	\$25.85	\$100.00
South End	\$20.90	\$65.00	\$20.90	\$65.00
North End	\$17.25	\$35.00	\$17.25	\$35.00
Meeting without food are charged the same hourly rate plus \$15.00 cleaning				
Non-resident surcharge rent plus	25%	Above rate	25%	Above rate
<b>Other Fees</b>				
Key not returned	Per key	\$25.00	Per key	\$25.00
Alcohol Beverage Service Permit	Each event	\$50.00	Each event	\$50.00

		2013-14 Fee		2014-15 Fee
Alcohol Beverage Cleaning Fee (\$150 refundable if properly cleaned)	Each event	\$300.00	Each event	\$300.00
Security (3 hour Min.) (Per officer)	Per hour	\$28.00	Per hour	\$28.00
Cancellation Fee	Each Event	\$25.00	Each Event	\$25.00
Jordan Bridge	1 <sup>st</sup> 3 hrs.	\$100.00	1 <sup>st</sup> 3 hrs.	\$100.00
Each additional hour	Per hour	\$15.00	Per hour	\$15.00
Electrical Panel Key Deposit (cash only)	Per key	\$25.00	Per key	\$25.00

**FISCAL IMPACT:**

This schedule continues to allow the City to recover our costs when providing these services, as allowed by State Statute.

**OPTIONS:**

1. Adopt the resolution as presented.
2. Adopt the resolution with amendments.
3. Not adopt the resolution.

**MOTION(S):**

For Option 1: Move to approve Resolution No. 916, Adopting Fees and Charges for Various City Services.

For Option 2: Move to approve Resolution No. 916, As Amended, Adopting Fees and Charges for Various City Services.

For Option 3: No motion needed.

**RESOLUTION NO. 916**

**A RESOLUTION ADOPTING FEES AND CHARGES FOR VARIOUS CITY SERVICES**

WHEREAS, the City of Stayton receives requests from citizens for administrative, police, municipal court, library, public works, planning, parks and facilities and services requiring the expenditure of personnel time and materials; and

WHEREAS, prudent use of the City's financial resources requires that the City charge fees sufficient to recover the cost in personnel time and materials to render the service requested;

NOW, THEREFORE,

BE IT RESOLVED that the City Council directs that the following fees will be charged for services:

**Administrative/City Wide**

Copies		2014-15 Fee
8.5 X 11 or 8.5 X 14	Per side	\$0.25
11 X 17	Per side	\$0.25
Large Format	Per copy	\$10.00
Audio/Digital Recording	Per CD	\$15.00
Actual if outsourced + admin fee	Per request	\$5.00
Video Tapes		
Actual if outsources + admin fee	Per request	\$5.00
Digital Photos	Per Photo	\$1.00
Additional pages		\$5.00
Lien Search	Per search	\$5.00
Fax Transmittals	Per page	\$0.25
Additional pages	Per page	\$0.00
Returned Checks/items or Autopay	Per item	\$25.00
Billing Administrative Fee		10%
Invoice Late Fee		9%
Mailing cost, cost of item +10%	Minimum	\$2.50

All other services not Identified		Actual Cost
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**Police**

		2014-15 Fee
Open Records check		\$15.00
Copies of Police Reports; 1 <sup>st</sup> 10 pages		\$10.00
Per page thereafter		\$.50
Copies of Digital Photos	Per Page	\$1.00
CD of digital photos	Each CD	\$5.00
Carnival, Amusement Park & Concession	Per Year	\$300.00
Promotional Event	Per Event	\$35.00
Garage Sale	Per Event	\$5.00
Camping Permit	Each	\$0.00
Solicitor	One Year	\$150.00
Each Additional Employee	One Year	\$25.00
Liquor License		
Processing Fee	Per Application	\$100.00
Change of Ownership	Per Application	\$75.00
License Privilege Change	Per Application	\$75.00
Renewal or Temporary	Per Year	\$35.00
Junk Dealers	Per Year	\$50.00
Police Ordinance Bail		
Overtime Parking/prohibited Parking	SMC 10.12.240	\$20.00
Parking Permit Violation	SMC10.12.247	\$20.00
Parking Wrong Direction	SMC 10.12.220/ORS 811.570(1)	\$85.00
Display of Vehicle for Sale	SMC 10.12.310	\$25.00
Displaying of Advertising	SMC 10.12.310	\$25.00
Loading Zone	SMC 10.12.340	\$85.00
Parking on a Sidewalk	SMC 10.40.1040/ORS 811.550	\$85.00
Parking in Alley	SMC 10.12.240	\$85.00

No Parking Zone	SMC 10.12.240	\$85.00
Unlawful Vehicle Storage	SMC 10.12.320	\$85.00
Unlawful Repairing, Servicing	SMC 10.12.310	\$85.00
Crossing Private Property	SMC 10.40.1010	\$85.00
Skateboards, Toboggans and Curbs	SMC 10.40.1030	\$20.00
Damaging Sidewalk and Curbs	SMC 10.40.1040	\$85.00
Truck Routes	SMC 10.40.1060	\$85.00
Pedestrians	SMC 10.32.810	\$20.00
Bicycles	SMC 10.28	\$20.00
Other Violations of Title 10 Not Specifically Listed	SMC 10	\$85.00
Impound Charge Per Day for City Owned Storage	SMC 10.16.340	\$35.00 + Tow Fees

### Planning

Pre-Application Meeting		2014-15 Fee
First Meeting	Deposit	Free
Subsequent Meeting within one year of first	Deposit	\$300.00
Application that requires only Staff review	Deposit	\$500.00
Application requiring Planning Commission Hearing	Deposit	\$1300.00
Applications requiring two public hearings		
Comprehensive Plan Map and Zone Map Amendment	Deposit	\$1550.00
Subdivision, Master Plan Development, Site Plan Review that includes Annexation	Deposit	1800.00
Major Annexation	Deposit	\$4500.00
Other Planning Department Applications		
Sign Permits	Per	\$25.00

	Application	
Change of Use Permits	Per Application	\$25.00
Appeals		
Of decisions made by Staff without a public hearing	Per Application	\$250.00
Of decisions made by the Planning Commission	Per Application	\$650.00
Vacation of Streets and Alleys	Per Application	\$500.00
Review of Construction Plans	Per Application	\$650.00
Engineering, Plan Reviews & Inspections (for on-site & off-site public improvements) includes ROW Permit		Actual Costs
Minor Partition	Deposit	\$500.00
Site Development	Deposit	\$750.00
Subdivision (under 10 lots)	Deposit	\$2500.00
Subdivision (11+ lots) or Master Planned Development	Deposit	\$4500.00

### Municipal Court

		2014-15 Fee
Payment Agreement Fee		\$25.00
License Reinstatement Fee		\$25.00
Failure To Appear for Arraignment		\$10.00
Failure to Appear Trial		\$100.00
Trial Fee		\$30.00
Warrant Fee		\$50.00
Appeal Filing		\$50.00
Translator Service		\$60.00
Collection Fee	Of Fine Assessed	25%

**Library**

		2014-15 Fee
Printing- Black & White	Per page	\$0.10
Printing- Color	Per page	\$0.25
Overdue items		
Books- Adult	Per day	\$0.25
Books- Youth	Per day	\$0.10
DVD	Per day	\$0.50
Cultural Pass	Per day	\$5.00
Earbuds	Per set	\$2.00
Fees		
Interlibrary loan: mailing & loan cost	Actual cost	Actual cost+ \$1.00
Damage or lost materials	Actual cost	Actual cost
Barcode replacement	Per item	\$1.00
Lost or damaged DVD cases	Per item	\$1.50
Non-resident library Card		
Non-Resident Card	Annual family	\$60.00
	6 mo. family	\$30.00
Out of District Card	Annual family	\$70.00
	6 mo. family	\$35.00
Out of District Child Card	One Card	\$12.00
	Two Card	\$20.00
	Three Cards	\$28.00
Meeting Room key deposit (after hours)		\$25.00
Cleaning fee (no food or beverage)		\$15.00
Cleaning fee with food & beverage		\$25.00
Fee for civic group, one side	Per hour	\$15.00
Fee for civic group, both sides	Per hour	\$20.00

Fee for Private group, one side	Per hour	\$20.00
Fee for Private group, both sides	Per hour	\$25.00
Fee for Commercial group, one side	Per hour	\$25.00
Fee for Commercial group, both sides	Per hour	\$30.00

**Public Works**

	2014-15 Fee
Vehicles, per hour	FEMA rate
Water Service Deposit	\$75.00
Sewer Deposit	\$75.00
¾ " Meter	Actual Costs (\$350.00 Minimum)
1" Meter or larger	Actual Costs
Late Fee	\$15.00
Delinquent Shut-off Fee for Non Payment of Bill	\$20.00
Water On/Off Service Fee	\$10.00
After Hours Call Out Service (after first annual customer visit)	\$100.00
Water Meter Installation	Actual Cost
Water	Resolution-858
Storm Water	Resolution-908
Sewer	Resolution-859
Building permits	Per Marion County fee schedule
Right of way Permits (ROW)	
Type 1: Street tree replacement or installation	No Charge
Type 2: Repair/replace sidewalk and/or driveway approach	\$40.00
Type 3: Sidewalk, driveway approach and/or utilities where no street cut is needed.	\$100.00
Type 4: Water, sewer, storm drainage and/or street improvements where excavation or utility cut of pavement	Actual Costs \$250.00

is required.	Deposit
Type 5: Franchise Utility (NW Natural, SCTC, PacifiCorp, etc.)	Per Franchise Agt. or \$40.00
Type 6: Encroachment Permit to use Public ROW (for a long term use: awning, billboard, structure, etc.)	\$40.00

**Facility Rentals**

	2014-15 Hourly Rate	2014-15 Cleaning
Community Center		
Civic Organization		
Entire Building	\$17.25	\$80.00
South End	\$12.30	\$50.00
North End	\$8.60	\$30.00
Private Individuals		
Entire Building	\$22.20	\$100.00
South End	\$17.25	\$65.00
North End	\$12.30	\$35.00
Commercial		
Entire Building	\$25.85	\$100.00
South End	\$20.90	\$65.00
North End	\$17.25	\$35.00
Meeting without food are charged the same hourly rate plus \$15.00 cleaning		
Non-resident surcharge rent plus	25%	Above rate
Other Fees		
Key not returned	Per key	\$25.00
Alcohol Beverage Service Permit	Each event	\$50.00
		2014-15 Fee

Alcohol Beverage Cleaning Fee (\$150 refundable if properly cleaned)	Each event	\$300.00
Security (3 hour Min.) (Per officer)	Per hour	\$28.00
Cancellation Fee	Each Event	\$25.00
Jordan Bridge	1 <sup>st</sup> 3 hrs.	\$100.00
Each additional hour	Per hour	\$15.00
Electrical Panel Key Deposit (cash only)	Per key	\$25.00

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

ADOPTED BY THE STAYTON CITY COUNCIL this 7th day of July, 2014.

CITY OF STAYTON

Signed: \_\_\_\_\_, 2014

By: \_\_\_\_\_  
A. Scott Vigil, Mayor

Signed: \_\_\_\_\_, 2014

ATTEST: \_\_\_\_\_  
Keith D. Campbell, City Administrator

APPROVED AS TO FORM:

\_\_\_\_\_  
David A. Rhoten, City Attorney



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

**TO: Mayor A. Scott Vigil and the Stayton City Council**  
**FROM: Dan Fleishman, Director of Planning and Development**  
**DATE: July 7, 2014**  
**SUBJECT: Analysis of Alleys and Undeveloped Street Rights of Way**

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**ISSUE**

The issue before the City Council is whether to take any action regarding encroachments into alleys and street rights of way and whether any alleys or undeveloped streets should be vacated.

**BACKGROUND INFORMATION**

At the May 5 City Council meeting, staff presented the City Council with a number of City Alleys and street rights of way that had been encroached upon with buildings, fences or landscaping. Following a brief discussion, the City Council requested that staff complete a more thorough analysis of the City's Alleys and rights of way and report back to the City Council with recommendations.

**Alleys**

There are 55 alleys in the City. All but 2 are 16 feet wide; one is 18 feet wide; one is 20 feet wide.

The surface of the alleys range from pavement to grass. Only one-quarter of the alleys are paved their entire length. The number of alleys is displayed below in order of the predominance of the surface material

Grass:	26
Paved:	13
Mix grass/paved:	7
Gravel:	5
Mix grass/gravel:	4

Alleys traditionally have a variety of uses. In the downtown area, the alleys are used a part of the street system. They are used to access parking areas and provide an alternative to street travel. Several downtown businesses have rear pedestrian access from the alley. Garbage dumpsters and delivery truck use the alleys to service the adjacent properties. However, in

residential areas, a number of alleys can not be driven on, either because of encroachments or because of curbing along the street. There are twelve alleys that are not driveable.

There are 35 alleys that provide vehicular access to neighboring properties. There are parcels in the City that do not have a driveway onto a street and either use an alley for rear access to the property or utilize the alley as a driveway. There are 13 alleys that provide the sole vehicular access to properties. There are 6 alleys that appear to be used exclusively as used as driveway access to only one property.

Alleys are also used an alternative location that the streets for the location of utilities. The City has one or more of its utilities in 20 different alleys. The four private franchise utilities (Pacific Power, Northwest Natural Gas, Stayton Cooperative Telephone Co, and WAVE Broadband) have facilities located in 38 alleys. There are 14 alleys with no utility facilities located within them.

There are Alleys that appear to serve no purpose. There are eight Alleys that do not provide access to neighboring properties and in which no public or private utilities are located. These are:

- 1-2 Alley, between Pine & Fir
- 2-3 Alley, between Fir & Cedar
- 3-4 Alley, north of Robidoux
- 4-5 Alley, south of Marion
- 4-5 Alley, between Robidoux & Hollister
- 4-5 Alley, between Jefferson & Santiam
- 6-7 Alley, between Virginia & Washington
- Alley west of Alder, North of High

As noted in the May presentation, there are a number of alleys in which neighboring property owners have encroached with improvements. These improvements include buildings, fences, parking areas, and landscaping, as well as combinations of these factors. Staff has identified 16 alleys with one or more encroachment. Some of the alleys with encroachments do not have any utility facilities located within them, and the City Council might wish to consider vacating the alley.

### **Street Rights of Way**

There are 13 segments of street right of way that are undeveloped as a street. Like the alleys, some of these rights of way are utilized for public utilities, and some have been encroached upon by neighboring property owners. The City has not yet requested similar information regarding the location of private utilities. These 12 street segments are:

- E Regis St, east of N Sixth Ave – This is a 69 foot length of E Regis St, apparently laid out in a plat by AB Dombrowski in 1955. There is an 8-inch water main located in the street. The surface is grass and has been mowed and maintained as lawn by the neighboring property owner(s).
- E Hollister St, east of N Seventh Ave – This is a 265 foot length of E Hollister, dedicated as part of the Freres Addition subdivision in 1976. This segment of street is rather steep and dead-ends behind the doctors' offices at Santiam Hospital. The street right of way was improved with a paved pedestrian path by the Hospital. There are water, sanitary

and storm drain utility features in the right of way. The public works staff maintain the vegetation in the right of way.

- Deschutes Dr, west of Rogue – This is a 135 foot length of Deschutes Dr, dedicated as part of the Stayton Industrial Park Phase No 4 subdivision in 1985. The City owns the tax parcel to the south of this street segment. One of the industrial park stormwater detention basin is constructed partially in the street right of way.
- N Cherry Ave, north of W High St – This is a 170 foot length of N Cherry Ave, dedicated as part of the Ottomar Luttich Addition to Stayton in 1892, between W High St and the Salem Ditch. There is a 2-inch water line in the street to the meter for 427 N Cherry. This right of way has several large fir trees growing in it. There is a gravel base within the right of Way, but it is overgrown with weeds. It appears a neighboring property owner may mow the weeds.
- W High St, east of N Evergreen – This is a 306 foot length of E High, apparently received by the City by quit claim deed. A 1990 survey plat on file with Marion Co indicates that the this portion of the street was deeded to the City with a clause in the deed stating that the land reverts to the previous owner if abandoned as a street. There are no public utilities in this right of way. Most of the right of way is maintained as lawn by the neighboring property owner to the north, with the remainder having grown up in trees.
- N Alder Ave, north of W High St – This is a 125 foot length of N Alder Ave, dedicated as part of the Ottomar Luttich Addition to Stayton in 1892, between W High St and the Salem Ditch. There are no public utilities in this right of way. The right of way is maintained as lawn by the neighboring property owners.
- S Gardner Ave, south of Maple St – This is a 125 foot length of Gardner Ave, dedicated as part of the Frictl’s South Addition subdivision in 1956, between Maple St and the Main Canal of the Santiam Water Control District. There is a 12-inch storm drain line in the right of way. The right of way is maintained as lawn by the neighboring property owners.
- S Evergreen Ave, south of Maple St – This is a 125 foot length of S Evergreen Ave, dedicated as Second St as part of Burson’s Addition to Stayton in 1908, between Maple St and the Stayton Power Canal. There is a 15-inch storm drain line in the right of way. Much of the right of way has been encroached upon by the neighboring owner to the east, who has erected a fence and gate across the right of way and uses the right of way for parking and as lawn. A portion of the right of way is used as the beginning of Norblad Lane a private way serving a dozen lots to the west.
- N Fifth Ave, south of E Cedar St – This is a 200 foot length of N Fifth Ave, apparently laid out in a plat by AB Dombrowski in 1954. The southern portion of this right of way is only 30 feet in width. There are no public utilities in this right of way. The neighboring property owner to the east has encroached upon the right of way with a fence and retaining wall and maintains the area within the fence as lawn. The remainder of the right of way appears to be maintained by the property owner to the west as lawn.

- N King Ave, south of Ida St – This is a 430 foot length of N King Ave, from the edge of pavement, across the Santiam Water Control District’s Main Canal to W Water St. King Ave was dedicated as Lesley Avenue as part of Cramer’s Addition to Stayton in 1912. There are no public utilities within this right of way. The portion of the right of way between the edge of pavement and the Main Canal is used as a parking area and garden by the neighboring property owners to the east. South of the Main Canal, the right of way is farmed by Norpac.
- W Water St, between N Holly Ave and N Oak Ave – This is an almost 1,900 foot length of W Water Street, dedicated as part of Cramer’s Addition to Stayton in 1912, between the edge of pavement west of N Holly St, across the Main Canal and ending at N Oak Ave on the west. There is an 18-inch water main the City believes is located within the right of way. There are also storm water lines in the right of way west of the Main Canal. East of the Main Canal this right of way is farmed by Norpac. West of the Main Canal, the right of way is substantially grown up into brush. A portion of the right of way west of N Noble Ave is maintained by a neighboring property owner as lawn.
- Industrial Drive, west of Wilco Road – This is a 470 foot length of Industrial drive, dedicated as part of Partition Plat 2006-075 in 2006. This right of way is 40 feet in width and was envisioned to be only half of the street width, with the southern half to be dedicated as the property to the south is developed or partitioned. The street is not yet constructed but will be when any of the three lots in this partition are developed. There are no public utilities in the right of way. The right of way is maintained by the neighboring property owner as an agricultural field.

## **RECOMMENDATION**

Staff recommends the City Council notify neighboring property owners of encroachments, informing them of the existence of the public right of way or alley and that the encroachment may remain until the City otherwise notifies the property owner. Further staff recommends the City further identify the alleys that could be vacated without impacting public or private utilities or the street network and begin the vacation process.

## **OPTIONS AND MOTIONS**

The City Council has a number of options, which are not mutually exclusive. The City could:

- 1. Request property owners remove encroachments from alleys and street rights of way.**
- 2. Send letters to property owners informing them they are encroaching on public property and that the City may, in the future, require them to remove their encroachment.**
- 3. Identify which alleys and street rights of way could be vacated.**
- 4. Take no action.**



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

**TO:** Mayor Vigil and the Stayton City Council  
**FROM:** Katinka Bryk, Library Director  
**DATE:** July 7, 2014  
**SUBJECT:** New Library Staff Job Descriptions

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**ISSUE**

The issue before the Council is whether or not to approve new job descriptions for library staff.

**BACKGROUND INFORMATION**

The Library currently has only two job descriptions for adult services staff, Library Assistant and Library Aide. There are five adult services staff members, four of which are part-time. The full time staff member is a Library Assistant and has worked at the Library for ten years. The others are designated as Library Aides, who have all been employed here more than five years.

Many of the Library Aides have taken on tasks beyond the job description of basic circulation services. The majority of them are at the top of their step and/or in the wrong designation. Creating new tiered job descriptions will allow for recognition of the specialized skills of some of the staff, and for career development as they learn new skills.

Current	Grade	New	Grade
		Library Assistant 3	6
		Library Assistant 2	4
Library Assistant	4	Library Assistant 1	3
Library Aide	2	Library Aide	2

**FISCAL IMPACT**

There are none. Operation and staffing have been reorganized to offset the small wage increases.

**OPTIONS**

Approve, deny or direct modification of the proposed Library staff job descriptions.

**MOTION(S)**

- 1) Motion to approve the new Library staff job descriptions.
- 2) Motion to modify the new Library staff job descriptions as follows \_\_\_\_\_.
- 3) Deny request and leave job descriptions unchanged. No motion necessary.

**ORGANIZATION:** City of Stayton  
**LOCATION:** Stayton, Oregon  
**DEPARTMENT:** Library  
**JOB TITLE:** Library Assistant I

**DATE:** May 2014  
**REVISED DATE:**  
**ADMINISTRATIVE APPROVAL:**

### **PURPOSE OF POSITION**

Perform paraprofessional duties within the Library requiring a general knowledge of library operations, programs, and procedures including circulation, technical services, inter-library loan services, children's services, reader advisory, and basic reference.

### **DUTIES AND RESPONSIBILITIES**

*Tasks listed are descriptive, not restrictive, and may include but are not limited to the following:*

1. Contribute to a positive work environment.
2. Works at the library service desks providing general assistance for Library patrons including checking materials in and out, shelving returned items.
3. Provides reader advisory and ready reference assistance to Library users.
4. Checks book orders and materials to verify shipments. Processes books and/or serials for circulation. May make repairs to damaged materials.
5. May be assigned specific library functions such as resolving problem items on patron accounts, placing orders for library supplies, or assisting with volunteers.
6. Provides general clerical and office support to the library.

### **AUXILIARY JOB FUNCTIONS**

Maintain proficiency by attending trainings and meetings, reading materials provided by Director, and maintaining contacts with others in the same areas of responsibility. Keep work area in a clean and orderly manner.

### **MINIMUM JOB QUALIFICATIONS**

High school diploma or equivalent and two years library experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of general library operations such as the Dewey Decimal Classification System, operation of the Integrated Library System, standard office equipment such as calculators, fax machines, photocopiers, printers, scanners, and telephone equipment. Must be able to make independent decisions when necessary.

*SPECIAL REQUIREMENTS/LICENSES:* None

*DESIRABLE ATTRIBUTES:* Previous experience in a Public Library or working with small children (depending on which position is open).

**PHYSICAL DEMANDS OF POSITION**

While performing the duties of this position, the employee is frequently required to stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to ten pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to forty pounds. Manual dexterity and coordination are required over 50% of the work period which operating equipment, such as a computer keyboard, typewriter, calculator, and standard office equipment.

**WORKING CONDITIONS**

The Library has usual office working conditions. The noise level in the work area is typical of most library and/or office environments with telephone, personal interruption, and background noises. Work schedule may include evening and weekend hours.

**SUPERVISORY RESPONSIBILITIES**

This person will be called upon to supervise volunteers when working in the library. Library Assistants may also provide training and orientation to volunteers, students and newly hired personnel on site policies and practices.

**SUPERVISION RECEIVED**

Works under the general supervision of the Library Director.

**ORGANIZATION:** City of Stayton  
**LOCATION:** Stayton, Oregon  
**DEPARTMENT:** Library  
**JOB TITLE:** Library Assistant II

**DATE:** May 2014  
**REVISED DATE:**  
**ADMINISTRATIVE APPROVAL:**

### **PURPOSE OF POSITION**

Under the general supervision of the Library Director, the Library Assistant II performs a variety of paraprofessional library duties and specialized clerical and related public service work at the information desk. Library Assistant IIs also work with staff training, catalog collection items, develop and administer a variety of library programs, develop flyers. Contacts may be with co-workers, the general public and colleagues in other agencies.

### **DUTIES AND RESPONSIBILITIES**

*Tasks listed are descriptive, not restrictive, and may include but are not limited to the following:*

1. Contribute to a positive work environment.
2. Provide reference, reader's advisory, and computer support.
3. Provide input on library policies, and procedures.
4. Train library volunteers, and assist with the training of library staff.
5. Create and present programs.
6. Provide general assistance to library patrons, including checking materials in and out and associated library account activities.
7. Provide information and input to news media to publicize and promote events and activities.
8. Provide general administrative assistance to the library including invoicing and note taking.
9. May represent the City library on assigned professional committees.
10. Provides support for collection maintenance. This may include running collection reports, pulling books for weeding review, and discarding items.

### **AUXILIARY JOB FUNCTIONS**

Maintain proficiency by attending trainings and meetings, reading materials provided by the Director, and maintaining contacts with others in the same areas of responsibility. Keep work area in a clean and orderly manner.

**MINIMUM JOB QUALIFICATIONS**

High school diploma or equivalent supplemented by additional coursework in general academic areas, and three years library experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of general library operations such as the Dewey Decimal Classification System, operation of the Integrated Library System, cataloging, standard office equipment such as calculators, fax machines, photocopiers, printers, scanners, and telephone equipment. Must be able to make independent decisions, when necessary.

SPECIAL REQUIREMENTS/LICENSES: None

DESIRABLE ATTRIBUTES: Previous experience in public libraries, knowledge of a language other than English, or working with small children (depending on which position is open).

**PHYSICAL DEMANDS OF POSITION**

While performing the duties of this position, the employee is frequently required to stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to ten pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to forty pounds. Manual dexterity and coordination are required over 50% of the work period which operating equipment, such as a computer keyboard, typewriter, calculator, and standard office equipment.

**WORKING CONDITIONS**

The Library has usual office working conditions. The noise level in the work area is typical of most library and/or office environments with telephone, personal interruption, and background noises. Work schedule may include evening and weekend hours.

**SUPERVISORY RESPONSIBILITIES**

This person will be called upon to supervise volunteers when working in the library. In the absence of the Library Director or the Library Assistant III, they will direct the work of the Library Aides and volunteers. Library Assistant IIs may also provide training and orientation to volunteers, students and newly hired personnel on site policies and practices.

**SUPERVISION RECEIVED**

Works under the general supervision of the Library Director.

**ORGANIZATION:** City of Stayton  
**LOCATION:** Stayton, Oregon  
**DEPARTMENT:** Library  
**JOB TITLE:** Library Assistant III

**DATE:** May 2014  
**REVISED DATE:**  
**ADMINISTRATIVE APPROVAL:**

### **PURPOSE OF POSITION**

Under the general supervision of the Library Director, the Library Assistant III performs a variety of paraprofessional library duties and specialized clerical and related public service work at the library. This position may perform tasks at the circulation desk, youth services desk, and the information desk. Library Assistant IIIs also work with staff training, catalog collection items, develop and administer a variety of library programs, develop newsletters and brochures. In addition, this position will perform a variety of lead worker tasks including assisting with employee selection, scheduling and the assignment of tasks. Provides basic computer troubleshooting, hardware/software technical support, and web maintenance.

### **DUTIES AND RESPONSIBILITIES**

*Tasks listed are descriptive, not restrictive, and may include but are not limited to the following:*

1. Contribute to a positive work environment.
2. Provide basic computer troubleshooting, hardware/software technical support and web maintenance.
3. Provide reference, reader's advisory, and computer support.
4. Provide input on library policies, and procedures.
5. Lead trainer of staff and library volunteers.
6. Represent the library on assigned professional committees.
7. Provide general assistance to library patrons, including checking materials in and out and associated library account activities.
8. Provide information and input to news media to publicize and promote events and activities.
9. Schedule library staff. Develop and maintain procedure manuals for assigned work area.
10. Provide general administrative assistance to the library director such as coding invoices.
11. May be assigned to administer library volunteer program.

12. Assist in compiling statistics for the State Annual Report.
13. Provides support for collection maintenance. This may include running collection reports, pulling books for weeding review, and discarding items.
14. Participates in materials selection.

#### **AUXILIARY JOB FUNCTIONS**

Maintain proficiency by attending trainings and meetings, reading materials provided by Director, and maintaining contacts with others in the same areas of responsibility. Keep work area in a clean and orderly manner.

#### **MINIMUM JOB QUALIFICATIONS**

Bachelor's degree in a related field and two years library experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of general library operations such as the Dewey Decimal Classification System, operation of the Integrated Library System, cataloging, standard office equipment such as calculators, fax machines, photocopiers, printers, scanners, and telephone equipment. Must be able to make independent decisions when necessary.

SPECIAL REQUIREMENTS/LICENSES: None

DESIRABLE ATTRIBUTES: Previous experience in public libraries, knowledge of a language other than English, or working with small children (depending on which position is open). Good working knowledge of computers, including hardware, software and Internet.

#### **PHYSICAL DEMANDS OF POSITION**

While performing the duties of this position, the employee is frequently required to stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to ten pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to forty pounds. Manual dexterity and coordination are required over 50% of the work period which operating equipment, such as a computer keyboard, typewriter, calculator, and standard office equipment.

#### **WORKING CONDITIONS**

The Library has usual office working conditions. The noise level in the work area is typical of most library and/or office environments with telephone, personal interruption, and background noises. Work schedule may include evening and weekend hours.

**SUPERVISORY RESPONSIBILITIES**

This person will be called upon to supervise volunteers when working in the library. In the absence of the Library Director, they will direct the work of the Library Aides and volunteers. Library Assistant IIIs may also provide training and orientation to volunteers, students and newly hired personnel on site policies and practices.

**SUPERVISION RECEIVED**

Works under the general supervision of the Library Director.



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

**TO: Mayor A. Scott Vigil and the Stayton City Council**  
**FROM: Keith Campbell, City Administrator**  
**DATE: July 7<sup>th</sup>, 2014**  
**SUBJECT: I-Serve Update**

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**General Update on the 2014 I-Serve:**

This year's I-Serve Community Program occurred over two days.

On the evening of June 18<sup>th</sup> a group of volunteers from The Church of Jesus Christ of Latter-Day Saints participated in projects in Pioneer Park. The projects that were completed included:

- Repainting of tables
- Work on playground surface and cleaning of play ground equipment
- Trimming and pruning of bushes and shrubs
- Pressure washing concrete pads
- General park clean-up

On the morning of June 21<sup>st</sup> a group of volunteers from Foothills Church and a few members of the community participated in various projects in the City. These projects included:

- Painting the front of City Hall
- Painting the front of the Community Center
- Painting the handball court, landscaping around the Library
- Weed and trash clean up around the Community Center.

In total it is estimated that over the two days, approximately 50 citizens donated about 138 hours of volunteer labor in working on completing these community projects.

**17.20.140 SIGNS**

1. **PURPOSE.** The purposes of these sign regulations are to provide equitable signage rights; reduce signage conflicts; promote traffic and pedestrian safety; and increase the aesthetic value and economic viability of the city by classifying and regulating the location, size, type, and number of signs and related matters.
2. **PERMIT PROCEDURES.**
  - a. **Permit Required.** No person shall construct or alter any sign without first obtaining a permit from the City Planner.
  - b. **Current Signs.** Owners of conforming or nonconforming signs existing as of the January 10, 1999 shall not be required to obtain a sign permit. (Amended Ord. 924, September 20, 2010)
  - c. **Application Requirements.**
    - 1) An application for a sign permit shall be submitted on a form prescribed by the City.
      - a) Within 7 days of submittal the City Planner shall determine whether the application is complete.
      - b) Within 14 days of submission of a complete application, the City Planner shall either: approve, approve with conditions, or deny the application.
      - c) The decision shall be issued in writing.
    - 2) Sign permits mistakenly issued in violation of these regulations or other provisions of the Code are void. The Stayton City Administrator may revoke a sign permit if it is found that material errors or misstatements of fact were made by the applicant on the permit application.
    - 3) The sign permit does not take the place of any required building (e.g. structural, mechanical, electrical) permits which may be required to construct or locate an approved sign.
  - d. **Permit Fees.** Permit fees shall be established by City Council resolution.
  - e. **Construction and Maintenance.** All signs shall be designed, constructed, and maintained in accordance with the following standards:
    - 1) All signs shall comply with the applicable provisions of the Oregon Structural Specialty Code in effect at the time of the sign permit application and all other applicable structural, electrical, and other regulations. Issuance of a sign permit under these regulations does not relieve the applicant of complying with all other permit requirements. (Amended Ord. 924, September 20, 2010)
    - 2) Except for temporary signs, signs shall be constructed of durable materials and be firmly attached to the ground, to a building, or to another structure by direct attachment to a rigid wall, frame, or structure.
    - 3) All signs shall be maintained in a good structural condition and be readable at all times. Sign supports shall be plumb. Broken faces of signs shall be repaired within 45 days of the date of damage. Failed illumination shall be replaced or repaired within 45 days of the date of failure of the lighting fixture or wiring defect. Sign supports shall be removed within one year of the removal of a sign. The provisions of this section shall

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apply to all signs within the City, including those not meeting these standards on the effective date of this provision. (Amended Ord. 924, September 20, 2010)

3. **SIGNS GENERALLY PERMITTED.** Subject to the limitations listed in this subsection, the following signs and sign erection or alterations are permitted in all zones. These signs shall not require a permit and shall not be included when determining compliance with total allowed area:
- a. Painting or otherwise changing the sign face or copy, and maintenance of legally existing signs. If structural changes are made, the sign shall conform in all respects to these regulations.
  - b. Signs not exceeding 32 square feet which advertise the sale, rental, or lease of the premises upon which the sign is located.
  - c. Signs posted by or under governmental authority, including legal notices, traffic, danger, no trespassing, emergency, and signs related to public services or safety.
  - d. One sign, not to exceed 32 square feet, at each street entrance of a residential development or subdivision.
  - e. Incidental signs not exceeding 6 square feet.
  - f. Official national, state, and local government flags on permanent flag poles designed to allow the raising and lowering of flags:
    - 1) One flag or banner per property is exempt from the provisions of these regulations.
    - 2) In a residential zone, a flag structure shall not exceed 35 feet. (Amended Ord 937, August 4, 2011)
    - 3) In a Commercial, Industrial or Downtown zone, a flag structure shall not exceed 35 feet or 110 percent of the maximum height of the primary structure on the property, whichever is greater. (Amended Ord 937, August 4, 2011)
    - 4) All structures over 10 feet in height supporting flags require a Building Permit and an inspection(s) of the footing and structure, as per the building code, prior to installation of the structure.
  - g. Signs within a building that are not visible from the street, sidewalk or other public property.
  - h. Signs painted or hung on the inside of a window or door that do not exceed 30% of the window or door area. This area limit shall not apply to neon signs.
  - i. Commercial murals shall count as a sign in determining total sign area for a business. Murals that do not advertise or identify a business, with a cultural or heritage theme, are not considered commercial signs and are exempt from this ordinance.
  - j. Name signs, not exceeding 2 square feet, identifying the occupants of a dwelling.
  - k. Restoration, repair, or replacement of signs that have been demonstrated by the owner to have been in existence since January 1, 1949, provided the sign substantially retains its original appearance and location.
  - l. Temporary and portable signs, no larger than 16 square feet in area, announcing community events. Banners hung with the guy wires located on 1<sup>st</sup> Avenue between Cedar and Regis Streets, are permitted for up to four weeks in advance of the event and shall be removed

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within 5 days of the end of the event. Banners shall be no larger than 80 square feet in area. (Amended Ord. 913, September 2, 2009)

4. PROHIBITED SIGNS. The following signs shall be prohibited:
- a. Balloons or similar tethered objects.
  - b. Roof signs.
  - c. Signs emitting an odor, visible matter, or sound.
  - d. Signs supported by guy wires of any type except for the guy wires located on 1<sup>st</sup> Avenue between Cedar and Regis Streets.
  - e. Signs that obstruct a fire escape, required exit, window, or door opening used as a means of egress.
  - f. Signs closer than 24 inches horizontally or vertically from any overhead power line or public utility guy wire.
  - g. Rotating/revolving signs.
  - h. Flashing signs, except as allowed by conditional use permit under the regulations of this sign code.
  - i. Signs that project into or over driveways or public rights-of-way, except signs under a canopy that projects over a public sidewalk. Such sign shall not be less than eight feet above the ground.
  - j. Signs within the sight clearance triangle that obstruct the required vision areas or represent a hazard to pedestrian or vehicle traffic.
  - k. Signs that interfere with, imitate, or resemble any official traffic control sign, signal, or device; emergency lights; or which appear to direct traffic (e.g., a beacon light).
  - l. Signs attached to any pole, post, utility pole, or placed by its own stake in the ground in a public right-of-way. This restriction shall not apply to bulletin boards for public use as authorized by the City Council.
  - m. Message signs, except by conditional use permit.
  - n. Any new or relocated off-premise sign, unless specifically allowed as a permitted sign in this sign code.
  - o. No vehicle or trailer shall be parked for an extended period of time so as to be visible from a public right-of-way which has attached thereto or located thereon any sign or advertising device for the basic purpose of providing advertisement of products or directing people to a business or activity located on the same or another premises, unless such sign meets the requirements of this section. This provision applies only to a vehicle the primary purpose of which is advertisement; it is not intended to prohibit any form of sign attached to or on a vehicle the primary use of which is for business purposes other than advertising.
  - p. Signs on city property placed by a nongovernmental entity.
  - q. Free standing and illuminated signs for all home occupations.

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## 5. ILLUMINATION OF SIGNS

- a. No sign shall be comprised of or illuminated by intermittent light except digital public service messages, such as time, date, temperature, etc.
- b. Externally Illuminated Signs
  - 1) The average level of illumination on the vertical surface of the sign shall not exceed 3.0 foot-candles, and the uniformity ratio (the ratio of average to minimum illumination) shall not exceed 2:1.
  - 2) Lighting fixtures illuminating signs shall be carefully located, aimed, and hooded or shielded to prevent direct illumination of public streets or abutting properties.
  - 3) Light fixtures illuminating signs shall be of a type such that the light source (bulb) is not directly visible from adjacent public streets or properties.
  - 4) To the extent practicable, fixtures used to illuminate signs shall be top mounted and directed downward (i.e. below the horizontal).
- c. Internally Illuminated Signs.

- 1) Internally lit signs are permitted only in the commercial and industrial zones.

In order to prevent internally illuminated signs from becoming light fixtures, such signs shall consist of light lettering or symbols on a dark background. The lightness or darkness is a function of the luminous transmittance of the translucent surface material, and the light source. The higher the luminous transmittance, the lighter the color.

- 2) The lettering or symbols shall constitute no more than 40% of the surface area of the sign.
- 3) The luminous transmittance for the lettering or symbols shall not exceed 35%.
- 4) The luminous transmittance for the background portion of the sign shall not exceed 15%.
- 5) Light sources shall be fluorescent tubes, spaced at least 12 inches on center, mounted at least 3.5 inches from the translucent surface material.
- 6) The standards of this subsection shall not apply to gas-filled tubing exposed to view (neon signs).

## 6. NONCONFORMING SIGNS.

- a. Alteration of Nonconforming Sign Faces. Legally existing nonconforming signs are subject to the following provision regarding alteration.
  - 1) A change in sign face alone is allowed without requiring compliance with these regulations.
  - 2) When a nonconforming sign face is damaged or destroyed, such sign face may be restored to its original condition provided such work is completed within sixty days of the damage. However, a sign structure or support mechanism so damaged shall not be replaced except in conformance with the provisions of these regulations.
- b. Permits for Properties with Nonconforming Signs.
  - 1) [repealed Ord. 924]

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- 2) [repealed Ord. 924]
  - 3) Nonconforming Sign Area. All signs in existence as of the date of the permit application shall be included in the total allowed area, number, or size when reviewing applications for new or altered signs to be allowed on the property.
- c. Abatement of Nonconforming Signs.
- 1) All permanent, free-standing signs, and wall, canopy, projecting or other similar permanent signs in existence on the effective date of these regulations, which are not in conformance with the provisions of these regulations may be repaired, maintained (including a change in sign face) until such time the sign structure is altered, at which time the sign must conform to applicable sign regulations. (Amended Ord. 924, September 20, 2010)
  - 2) [repealed Ord. 924]
  - 3) [repealed Ord. 924]
  - 4) Existing permanent free-standing signs on properties annexed to the city shall be in conformance with the provisions of these regulations within one year following annexation. Temporary signs shall conform to the regulations within 6 months following annexation. (Amended Ord. 924, September 20, 2010)
- d. Abandoned Signs. All signs for a business shall be removed within 30 days after that business ceases to operate on a regular basis, and the entire sign structure shall be removed within one year of such cessation of operation.
7. SIGNS IN THE PUBLIC/SEMI-PUBLIC ZONE. The following regulations apply to signs in the Public/Semi-public zone:
- a. Sign Types. The following sign types are allowed:
    - 1) Wall, canopy, projecting, free-standing, and window signs.
    - 2) Temporary displays consisting of any sign type for a period not to exceed 21 days in any 365 day period. Owners or parties responsible for such displays shall be considered responsible for any public or private nuisance.
  - b. Any combination of wall, canopy, or free-standing sign not exceeding the sign area and height limitations set forth below shall be allowed.
  - c. Total signage area on a property shall not exceed 64 square feet.
  - d. Maximum Sign Height.
    - 1) Wall or wall mounted signs shall not project above the parapet or roof eaves.
    - 2) A monument sign shall not exceed 6 feet in height. Any other free-standing sign shall not exceed a total height of 6 feet within the first 10 feet of a property boundary; otherwise, the maximum height is 16 feet.
  - e. Permitted Locations.
    - 1) Wall, canopy or projecting signs may project into the required setback no more than 1.5 feet.
    - 2) A free-standing sign shall be setback at least 5 feet from any property line.

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- f. Home occupations are subject to this rule and the provisions of Stayton Municipal Code governing home occupations.
8. **SIGNS IN RESIDENTIAL ZONES.** Other than signs permitted under Section 17.020.140.3, signs in the Residential zones are limited to signs for home occupations. Home occupation signs are subject to the provisions of Section 17.020.100.10.
9. **SIGNS IN COMMERCIAL AND INDUSTRIAL ZONES.** The following regulations shall apply to signs commercial and industrial zones:
- a. Signs for businesses not in integrated business centers:
- 1) **Total Allowed Area.** The total allowed sign area of all signs for a business not in an integrated business center is two square feet of for each lineal foot of building frontage up to a maximum of 100 square feet.
  - 2) **Type, Maximum Number, and Size of Signs.** Within the total allowed signage area, one free-standing sign for each street frontage, and one wall, canopy or projecting signs is permitted. A free-standing sign shall be limited to a maximum of 50% of the total allowed area.
  - 3) **Maximum Sign Height.**
    - a) Wall or wall mounted signs shall not project above the parapet or roof eaves.
    - b) A monument sign shall not exceed 6 feet in height. Any other free-standing sign shall not exceed a total height of 6 feet within the first 10 feet of a property boundary; otherwise, the maximum height is 16 feet.
  - 4) **Location.**
    - a) Wall or canopy signs may project up to 1.5 feet from the building.
    - b) Projecting signs may project up to 3 feet from the building.
    - c) Monument signs shall not project over street rights-of-way and they shall not be located within a sight clearance triangle or special street setback. Other free-standing signs shall be setback a minimum of 5 feet from any property line. Any sign located within a sight clearance triangle shall either be no taller than 3 feet in height or have the lowest portion of the sign at least 8 feet in height.
- b. Signs for integrated business centers.
- 1) **Total Allowed Area.**
    - a) Signs attached to a building for an individual business within an integrated business center shall be no larger than one square foot of sign area for each lineal foot of building frontage for the individual business, up to a maximum of 80 square feet per business. If a building is located more than 50 feet from the front lot line, the maximum sign area may be increased by 50%. If a building is located more than 100 feet from the front lot line, the maximum sign area may be increased by 100%. Individual businesses may not assign their unused allowed area to other businesses in the integrated business center.
    - b) **Integrated business center.** One free-standing sign is permitted for each street on which an integrated business center has frontage. If there is only one street frontage,

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the sign shall not exceed 150 square feet in area; otherwise, the maximum sign area for each sign shall be 100 square feet.

- 2) Maximum Sign Height.
  - a) Wall or wall mounted signs shall not project above the parapet or roof eaves.
  - b) A monument sign shall not exceed 6 feet in height. Any other free-standing sign shall not exceed a total height of 6 feet within the first 10 feet of a property boundary; otherwise, the maximum height is 16 feet.
- 3) Location.
  - a) Wall or canopy signs may project up to 1.5 feet from the building.
  - b) Projection signs may project up to 3 feet from the building.
  - c) Monument signs shall not project over street right-of-way and they shall not be located within a sight clearance triangle or special street setbacks.
  - d) Other free-standing signs shall be setback a minimum of 5 feet from any property line. Any sign located within a sight clearance triangle shall either be no taller than 3 feet in height or have the lowest portion of the sign at least 8 feet in height.
- c. Additional Signs. Within the limitation of this subsection, the types of sign discussed in this subsection do not require a permit and are not included in calculations for allowed area and number of signs:
  - 1) When a business has two public entrances on separate building walls, there is permitted one additional wall sign not to exceed 10 square feet in area for the wall where the entrance is not the primary entrance.
  - 2) Directional signs (e.g., "Exit" or "Entrance") are allowed either as wall or free-standing signs. Each such sign shall be limited to three square feet in area and there shall be no more than two signs per driveway. Free-standing directional signs shall be limited to a height of 4 feet.
  - 3) Order signs describing products and/or order instructions to a customer (e.g., menu boards at a drive-through restaurant) shall be limited to 40 square feet in area and a maximum height of 8 feet. Any order sign greater than 10 square feet in area and/or 6 feet in height must be screened from adjacent streets by a sight obscuring fence, wall, or hedge in accordance with Section 17.20.090.
- d. Temporary and Portable Signs.
  - 1) Temporary Signs. No more than one temporary or portable sign per business shall be permitted at any one time. Temporary and portable signs shall conform to the following:
    - a) A temporary or portable sign shall not exceed 16 square feet in area.
    - b) The placement of temporary and portable signs shall be limited to a period not exceeding 90 days within any calendar year. This restriction applies to the display of all temporary and portable signs through out a calendar year and not to each individual sign.
    - c) A portable sign shall not be located within the public right-of-way or violate vision clearance provisions.

- d) Except for public safety, all trailer-mounted reader boards shall be prohibited.
- e. Signs for Temporary Businesses. Temporary businesses may display temporary or portable signs other than trailer-mounted reader boards or any other sign that includes flashing or rotating lights or moving parts. The cumulative size of all such signs may not exceed 32 square feet. No individual sign shall be larger than 16 square feet. All temporary signs must be placed within ten feet of the structure or vehicle used for the temporary business and may not be placed within any public right-of-way.
- 9-A. SIGNS IN THE DOWNTOWN ZONES. The following regulations shall apply to signs in the Downtown Zones. (Added Ord. 902, May 7, 2008)
- a. Sign Types and Maximum Number of Signs. Within the CCMU, DCMU, and DRMU zones, the following sign types are allowed: (Added Ord. 902, May 7, 2008, Amended Ord. 930, November 18, 2010)
- 1) In the CCMU Zone, any combination of wall, canopy, projecting, and window signs is permitted not exceeding the sign area limitations. In the DRMU Zone in addition to any combination of wall, canopy, projecting and window signs, one free-standing sign for each street on which the lot fronts may be erected between a building and the front lot line provided the building is at least 20 feet from the front lot line. (Added Ord. 902, May 7, 2008) (Amended Ord. 924, September 20, 2010)
  - 2) Sidewalk signs in conformance with Section 17.20.140.9-A.e. below. (Added Ord. 902, May 7, 2008)
- b. Number of Signs. Each business may have one wall, canopy or projecting sign attached to a building for each side of the building facing a street or public sidewalk the business occupies, not including awning signs. (Added Ord. 902, May 7, 2008)
- c. Total Allowed Area. The total allowed sign area for any wall, canopy or projecting signs for a business in the CCMU, DCMU, or DRMU zones is one square foot of sign area per lineal foot of building frontage for the individual business, up to a maximum of 30 square feet. The maximum sign area for any free-standing sign in the DRMU zone is 30 square feet. (Added Ord. 902, May 7, 2008) (Amended Ord. 924, September 20, 2010) (Amended Ord. 930, November 18, 2010)
- d. Maximum Sign Height. Wall or wall-mounted signs shall not be taller than 20 feet and shall not project above the parapet or roof eaves. (Added Ord. 902, May 7, 2008) (Amended Ord. 924, September 20, 2010)
- e. Location. (Added Ord. 924, September 20, 2010)
- 1) Wall or canopy signs may project up to 1.5 feet from the building. (Added Ord. 924, September 20, 2010)
  - 2) Projection signs may project up to 4 feet from the building. Any portion of a projection sign that projects over a street right-of-way shall not be less than 8 feet above the ground level. (Added Ord. 924, September 20, 2010)
  - 3) Free-standing signs shall be setback a minimum of 5 feet from any property line. Any sign located within a sight clearance triangle shall either be no taller than 3 feet in height or have the lowest portion of the sign at least 8 feet in height. (Added Ord. 924, September 20, 2010)

- f. **Sidewalk Signs.** Any business located in the CCMU, DCMU, or DRMU zone may have one sign erected on the public sidewalk in conformance with the following standards. (Added Ord. 902, May 7, 2008) (Amended Ord. 930, November 18, 2010)
- i. A sidewalk sign shall be either an A-frame sandwich sign or be a hanging sign supported by a metal frame inserted into a hole the sidewalk provided by the City. (Added Ord. 902, May 7, 2008)
  - ii. The sign shall be entirely outside of the area of a right-of-way corner that is between the curb and the lines created by extending the property line to the curb face. See Figure 17.20.140.9-A.1(Added Ord. 902, May 7, 2008)
  - iii. A sidewalk sign shall be placed either within six inches of the curb line or within 2 feet of the front lot line, in order to minimize interference with pedestrians. In either location, the sign shall not obstruct a continuous through pedestrian zone of at least six feet in width. See Figure 17.20.140.9-A.2 (added Ord. 902, May 7, 2008)

Figure 17.20.140.9-A.1  
Placement of Portable Signs in the R-O-W

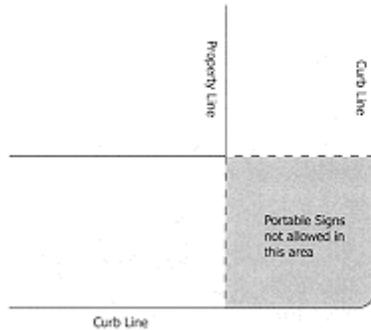
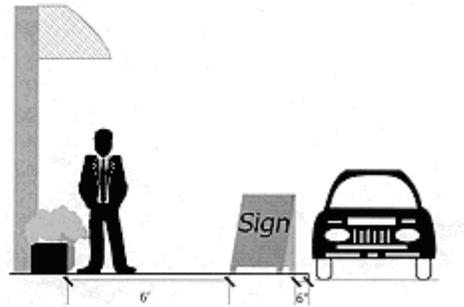


Figure 17.20.140.9-A.2  
Placement of Portable Signs in the R-O-W



- iv. The maximum sign area of a sandwich sign shall be 6 square feet, counting only one side of the sandwich sign. The maximum sign area of a hanging sign shall be 4 square feet. (Added Ord. 902, May 7, 2008)
  - v. A sidewalk sign may be erected only during the hours a business is open. (Added Ord. 902, May 7, 2008)
  - vi. A sidewalk sign shall not be illuminated. (Added Ord. 902, May 7, 2008)
10. **CONDITIONAL USE PERMITS.** Applications for conditional use permits for message signs shall be processed according to procedures set forth in the Stayton Land Use and Development Code. The criteria to be reviewed and applied in conditional use permit proceedings are set forth in this section: (Ord. 898, August 20, 2007)
- a. Proposed sign is located in a Public, Commercial, or Industrial zone. (Amended Ord 919, March 18, 2010)
  - b. Proposed sign, when conditioned, will not significantly increase street level sign clutter or adversely dominate the visual image of the area.
  - c. Proposed sign, as conditioned, will not adversely impact the surrounding area to a significant degree.
  - d. Proposed sign will not represent a traffic or safety hazard.
  - e. The following standards shall apply.

- 1) With the exception of a message sign that displays only the time or temperature, the message or display may be changed no more than once every minute. (Amended Ord 919, March 18, 2010)
  - 2) The message or display must change as rapidly as technologically practicable, with no phasing, rolling, scrolling, flashing or blending.
  - 3) The message or display may consist only of alphabetic or numeric text on a plain background of uniform color and may not include any graphic, pictorial or photographic images. (Amended Ord 919, March 18, 2010)
  - 4) The display may comprise no more than 50% of the surface area of a message sign.
  - 5) No more than one changeable sign with 2 sides is allowed per lot.
  - 6) Only white or amber lights may be used. (Added Ord 919, March 18, 2010)
  - 7) The luminance of the sign shall be limited to no more than 280 candelas per square meter. The applicant shall submit information from the sign manufacturer indicating the luminance will be met as measured with a luminance meter aperture of 1 degree or less, 50 feet directly in front of the sign with the sign in a fully illuminated mode of white light. (Added Ord 919, March 18, 2010)
  - 8) The sign shall default to the off position in the case of any failure of mechanisms that control luminance or other display features. (Added Ord 919, March 18, 2010)
- f. Except for a message sign dedicated to announcing only community events and public service messages, the total allowed sign area for an establishment shall be reduced by 25% if the establishment has a message sign. (Amended Ord 919, March 18, 2010)
  - g. Proposed sign shall comply with all other regulations including, but not limited to, height and placement restriction.
  - h. The provisions of Section 17.20.140.4.n notwithstanding, a message sign dedicated to announcing only community events and public service messages may also display the name or logos of businesses, provided that the portion of the sign identifying the businesses is not more than 25% of the total sign area and the business names or logos are not part of the electronic message portion of the sign. (Added Ord 919, March 18, 2010)
11. VARIANCES. Any deviation from the standards set forth in these regulations shall be by variance. No variance shall be approved without affirmative findings that the request fully satisfies the following criteria:
- a. There are unique circumstances of conditions of the lot, building, or traffic pattern such that the existing sign regulations create an undue hardship.
  - b. Granting of the variance compensates for those circumstances in a manner equitable with other property owners and is not a special privilege to any business. Any variance granted shall be the minimum necessary to compensate for those conditions and achieve the purpose of this chapter.
  - c. Granting of the variance shall not decrease traffic safety nor detrimentally affect any other identified public welfare considerations.
  - d. Granting a variance shall not result in a special advertising advantage in relation to neighboring businesses or businesses of a similar nature. Desire to match standard sign sizes (e.g., chain store signs) shall not be considered as a reason for a variance.

- e. The need for a variance shall not be the result of condition created by the applicant or a previous owner.
- f. The variance must be consistent with the purposes of this section.

12. [Repealed, Ord. 898]