



AGENDA

STAYTON CITY COUNCIL MEETING

Monday, March 18, 2019

Stayton Community Center
400 W. Virginia Street
Stayton, Oregon 97383

CALL TO ORDER

7:00 PM

Mayor Porter

FLAG SALUTE

ROLL CALL/STAFF INTRODUCTIONS

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.

PRESENTATIONS/COMMENTS FROM THE PUBLIC

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.*

CONSENT AGENDA

- a. March 4, 2019 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.

BUSINESS FROM THE MAYOR

Committee and Commission Reappointments

- a. Public Safety Commission
 - Dave Valencia

- b. Library Board
 - Diana Maul

PUBLIC HEARING

Ordinance No. 1029, Amending Land Use Code Establishing Standards for Recreational Vehicle Parks and Campgrounds

- a. Commencement of Public Hearing
- b. Staff Report
- c. Questions from the Council
- d. Public Testimony
- e. Questions from the Council
- f. Staff Summary
- g. Close of Hearing
- h. Council Deliberation
- i. Council Decision on Ordinance No. 1029

UNFINISHED BUSINESS

Appointment of Council Liaisons

Action

- a. Staff Report – Keith Campbell
- b. Council Deliberation
- c. Council Decision

Parking Restrictions in the Village Creek Subdivision

Informational

- a. Staff Report – Dan Fleishman

NEW BUSINESS

Water Treatment Plan Slow Sand Filter Memorandum

Informational

- a. Staff Report – Lance Ludwick

City Council Goals

Action

- a. Staff Report – City Management Team
- b. Council Deliberation
- 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 MANAGER

- a. OAWU Best Surface Water Award

BUSINESS FROM THE MAYOR

BUSINESS FROM THE COUNCIL

FUTURE AGENDA ITEMS – March 18, 2019

- a. Child Abuse Prevention Proclamation
- b. Ordinance No. 1019
- c. Council Rules
- d. Regis Street Bid Award
- e. Water Treatment Plant Sand Filter Replacement Award of Bid

ADJOURN

CALENDAR OF EVENTS

MARCH 2019

Monday	March 18	City Council	7:00 p.m.	Community Center (north end)
Wednesday	March 20	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	March 25	Planning Commission	7:00 p.m.	Community Center (north end)

APRIL 2019

Monday	April 1	City Council	7:00 p.m.	Community Center (north end)
Tuesday	April 2	Parks & Recreation Board	6:00 p.m.	E.G. Siegmund Meeting Room
Tuesday	April 9	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	April 15	City Council	7:00 p.m.	Community Center (north end)
Wednesday	April 17	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	April 29	Planning Commission	7:00 p.m.	Community Center (north end)

MAY 2019

Monday	May 6	Budget Committee	TBD	Community Center (north end)
Monday	May 6	City Council	7:00 p.m.	Community Center (north end)
Tuesday	May 7	Parks & Recreation Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	May 13	Budget Committee	6:00 p.m.	Community Center (north end)
Tuesday	May 14	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Tuesday	May 14	Budget Committee	6:00 p.m.	Community Center (north end)
Wednesday	May 15	Budget Committee	6:00 p.m.	Community Center (north end)
Wednesday	May 15	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	May 20	City Council	7:00 p.m.	Community Center (north end)
Monday	May 28	Planning Commission	7:00 p.m.	Community Center (north end)
Monday	May 28	Public Safety Commission	6:00 p.m.	City Hall Conference Room

JUNE 2019

Monday	June 3	City Council	7:00 p.m.	Community Center (north end)
Tuesday	June 4	Parks & Recreation Board	6:00 p.m.	E.G. Siegmund Meeting Room
Tuesday	June 11	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	June 17	City Council	7:00 p.m.	Community Center (north end)
Wednesday	June 19	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	June 24	Planning Commission	7:00 p.m.	Community Center (north end)

JULY 2019

Monday	July 1	City Council	7:00 p.m.	Community Center (north end)
Tuesday	July 2	Parks & Recreation Board	6:00 p.m.	E.G. Siegmund Meeting Room
Tuesday	July 9	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	July 15	City Council	7:00 p.m.	Community Center (north end)
Wednesday	July 17	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	July 29	Planning Commission	7:00 p.m.	Community Center (north end)

**City of Stayton
City Council Meeting Action Minutes
March 4, 2019**

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

Time Start: 7:00 P.M.

Time End: 8:49 P.M.

COUNCIL MEETING ATTENDANCE LOG

COUNCIL	STAYTON STAFF
Mayor Henry Porter	Alissa Angelo, Deputy City Recorder
Councilor Paige Hook	Keith Campbell, City Manager
Councilor Christopher Molin	Dan Fleishman, Director of Planning & Development
Councilor Jordan Ohrt	Lance Ludwick, Public Works Director
Councilor David Patty	Janna Moser, Library Director
Councilor Brian Quigley	Rich Sebens, Chief of Police

AGENDA	ACTIONS
REGULAR MEETING	
Announcements a. Additions to the Agenda b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.	None. None.
Presentations / Comments from the Public	None.
Consent Agenda a. February 19, 2019 City Council Minutes	Motion from Councilor Quigley, seconded by Councilor Ohrt, to approve the consent agenda as presented. Motion passed 5:0.
Public Hearing	None.
Unfinished Business Appointment of Council Liaisons a. Staff Report – Keith Campbell b. Council Deliberation c. Council Decision	Mr. Campbell reviewed the staff report. Council discussion of roles which may fall under each liaison category. Staff will review the categories, and if needed, will schedule a work session. None.
New Business Economic Development Strategies Project a. Staff Report and Presentation – Dan Fleishman and Alisa Pyszka of Bridge Economic Development City Housing Rehabilitation Program a. Staff Report – Dan Fleishman	Ms. Pyszka provided the Council with an update on the Economic Development Strategies Project. Mr. Fleishman reviewed his staff report and the Rehabilitation Program. Brief Council discussion on the program.
OLCC Annual Renewals a. Staff Report – Chief Rich Sebens	Chief Sebens reviewed the staff report.
Staff / Commission Reports	None.

Presentations / Comments from the Public	None.
Business from the City Manager	Mr. Campbell thanked Nick Harville of SEDCOR for his hard work behind the scenes on Career Technical Education (CTE) programs in the area.
Business from the Mayor	Mayor Porter welcomed Ryan Sebens home from his travels to China.
Business from the Council	None.
Future Agenda Items – Monday, March 18, 2019	
<ul style="list-style-type: none"> a. Council Rules b. Public Hearing – Code Amendments c. Village Creek Parking d. Water Treatment Plant Sand Filter Replacement Award of Bid e. City Council Goals 	

APPROVED BY THE STAYTON CITY COUNCIL THIS 18TH DAY OF MARCH 2019, BY A ____ VOTE OF THE STAYTON CITY COUNCIL.

Date: _____

By: _____

Henry A. Porter, Mayor

Date: _____

Attest: _____

Keith D. Campbell, City Manager

Date: _____

Transcribed by: _____

Alissa Angelo, Deputy City Recorder



CITY OF STAYTON

APPLICATION FOR COMMISSION/COMMITTEE

NAME OF COMMISSION/COMMITTEE:

Public Safety Commission

PLEASE CHECK ONE:

New Applicant
 Application for reappointment

Years resided in Stayton: 21

PLEASE PRINT

Name Valencia, Dave

Address 1203 N 1ST Ave, Stayton Home Ph# 503-769-3410

Email Address dave@davevalencia.com Cell Ph# 503-991-9414

Occupation Insurance Agent

Place of Employment Valencia Ins Agency Inc

Business Address 1203 N 1ST Ave, Stayton, OR

Phone 503-769-1800 Email same

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.)

11 years experience as a Police Officer

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

It is important for a community to have a civilian advisory board to provide input to the P.D. I am Hispanic and involved with the Hispanic community in many areas. I would be able to provide insight and general feelings from this community to the P.D.

PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION

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

Continued good relations with the Hispanic community,
Keep in close contact with the business community

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

Rotary, 1st United Methodist Church Men's Club,
Stayton Chamber, North Santiam Chamber and
several other organizations as a board member.

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

Stayton Rotary Board

6. How did you learn about this vacancy?

_____ Our Website Word of mouth _____ Other

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 Dave Valencia Date 2-20-19

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.

PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION



CITY OF STAYTON

APPLICATION FOR COMMISSION/COMMITTEE

NAME OF COMMISSION/COMMITTEE:

Stayton Library Board _____

PLEASE CHECK ONE:

New Applicant
 Application for reappointment

Years resided in Stayton: 0

PLEASE PRINT

Name Diana Maul

Address 5550 Val View Dr SE, Turner, OR 97392 Home Ph# 503-743-2639

Email Address dmaul@aol.com Cell Ph# 503-580-0650

Occupation 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 been a volunteer at the Stayton Public Library since September, 2004.
I serve as an officer in the Abigail Scott Duniway Chapter, National Society Daughters of the American Revolution (NSDAR), in the Santiam Historical Society, and am a board member of Yesterday In Turner.
I hold a state level appointed position with the Oregon State Society Daughters of the American Revolution, and am the National Chairman of the Mensa Foundation Distinguished Teacher Scholarship Essay Contest.
I have been on the Salem Area Prison Advisory Committee, the Local Libraries Promoting Lifelong Learning Committee, and the Salem-Keizer-Turner Library District Formation Committee. Other past experience includes serving on the Turner City Council, Turner Water-Wastewater Committee, Turner Budget Committee, being Local and Regional Chair with the Mensa Foundation Scholarship Essay Contest

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 value the contributions a well-run and adequately-supported library can provide to a community. I view this library as an incredible asset for the development and maintenance of a positive local environment. I do not live in Stayton, so I am not able to participate in every activity that is offered, but service on this board is a way that I can contribute my brainstorming and problem-solving abilities, understanding of team building benefits, social perceptions, and breadth of experience.

PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION

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

Maintaining adequate funding to support staff and services in the community, along with, developing partnerships and facilitating the awareness and integration of library resources into local organizations are primary concerns.

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

I volunteer in the library. I have experience with city governance. I am an active member of organizations that encourage cooperative undertakings and partnerships in the community, especially with the library because of the resources and outreach it has. I know that time is valuable, hard decisions must be made, and everyone's opinion is important to hear.

5. Are you currently serving on any Advisory Boards, Commissions or Committees? If so, which ones?
None in Stayton.

6. How did you learn about this vacancy?

Our Website Word of mouth Other

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 Diana Maul Date 25 February 2019

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362 N. Third Avenue
Stayton, OR 97383

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PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Dan Fleishman, Director of Planning and Development
DATE: March 18, 2019
SUBJECT: Ordinance 1029 Amending Land Use Code establishing standards for Recreational Vehicle Parks and Campgrounds

ISSUE

The issue before the City Council is a public hearing on legislative amendments to the Land Use and Development Code that would establish development standards for recreational vehicle parks and campgrounds. Following the public hearing, the Council will be requested to consider Ordinance 1029 to amend the Code.

BACKGROUND INFORMATION

Currently the Code allows Recreational Parks and Campgrounds as permitted uses after site plan review in the Interchange Development zone and the Industrial Agriculture Zone. However, the Code does not include any standards for their development.

Without standards in place for the design and operation of an RV park or campground, the City's review would be limited to the general approval standards for site plan review. Adoption of standards allows the City to set out the parameters for the development of a park.

The City has not received an application for the development of a park. However the Planning Commission's consideration of these standards was initiated by discussion with an individual who is interested in developing a park, should they be successful in obtaining the land, annexing the property, and obtaining the necessary comprehensive plan map amendment.

The proposed standards were drafted after reviewing standards in Sutherlin, Oregon; Leland California; Canon City, Colorado; and Clallum County Washington. The Planning Commission discussed a number of options in its deliberations, including which zones RV parks should be allowed in, the restrictions on the length of stay, and types of units which would be allowed in parks. Following their deliberation and their January public hearing, the Planning Commission has recommended the standards included in Ordinance 1029.

PROPOSED AMENDMENT

The proposed amendment recommended by the Planning Commission has four different parts to it. They are described below in an order other than they appear in Ordinance 1029.

1. Amend the definition of Recreational Vehicle. The current definition includes items not typically thought of as RVs such as boats, snowmobiles and personal water craft.
2. Define a new term – Recreational Personal Property. This term needs to be defined in order to maintain the current Code restrictions on how many of these types of items may be stored on a residential lot, once they are no longer included in the definition of a recreational vehicle.
3. Amend the restrictions on parking and storing recreational vehicles on a residential lot to include recreational personal property.
4. Establish the design and operational standards for RV parks and campgrounds. Among other details, these standards include:
 - A minimum overall site size of 3 acres
 - A minimum area for an individual space of 1,500 square feet
 - A minimum separation of 25 feet between RVs
 - A requirement for a buffer from property lines
 - A limitation on the length of stay of 180 consecutive days

RECOMMENDATION

The Planning Commission has recommended adoption of the amendments. Staff recommends adoption of Ordinance 1029 as presented.

OPTIONS AND MOTIONS

The City Council is presented with the following options.

1. Continue the hearing

Move to continue the public hearing until April 1, 2019.

2. Close the hearing and approve the first consideration of Ordinance 1029

Move to approve Ordinance No 1029 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. 1029 is enacted and will be presented to the Mayor for his approval.

If the vote is not unanimous, Ordinance No. 1029 will be brought before the Council for a second consideration at the April 1, 2019 meeting.

3. Close the hearing and approve the Ordinance with modifications

Move to approve Ordinance No. 1029 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. 1029 will be brought before the Council for a second consideration at its April 1, 2019 meeting.

4. Close the hearing and retain the Code unchanged

No motion is necessary.

ORDINANCE NO. 1029

AN ORDINANCE AMENDING STAYTON MUNICIPAL CODE TITLE 17, ESTABLISHING STANDARDS FOR RECREATIONAL VEHICLE PARKS AND CAMPGROUNDS

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 20 of the Land Use and Development Code, includes Development and Improvements Standards for a number of land uses but does not include development standards for Recreational Vehicle Parks and Campgrounds;

WHEREAS, Recreational Vehicle Parks and Campgrounds are a permitted use in the Interchange Development Zone and the Industrial Agriculture Zone;

WHEREAS, the Stayton Planning Commission has initiated the process for amending the Land Use and Development Code, in accordance with Section 17.12.175.3, and following a public hearing has recommended that the Stayton City Council enact the recommended amendments;

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; 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 Comprehensive Plan.

NOW, THEREFORE, the City of Stayton ordains:

Section 1. Recreational Personal Property Defined. Section 17.04.100 is hereby amended to add a new definition:

RECREATIONAL PERSONAL PROPERTY: Boats, boat trailers, snowmobiles, personal water craft, all-terrain vehicles (ATVs), and trailers designed primarily to carry ATVs or snowmobiles.

Section 2. Definition of Recreational Vehicle Amended. Section 17.04.100 is hereby amended to amend the definition of Recreational Vehicle:

RECREATIONAL VEHICLE: A ~~vacation~~-trailer or other vehicular or portable unit which is either self-propelled, towed, or carried by a motor vehicle and which is intended for temporary human occupancy ~~and is designed for vacation or recreational purposes but not a permanent residence~~. Recreational vehicles include travel trailers, motor homes, and campers, ~~boats, boat trailers, snowmobiles, personal water craft, all-terrain vehicles (ATVs), and trailers designed primarily to carry ATVs or snowmobiles~~. Recreational vehicles do not include utility trailers or canopies.

Section 3. Residential Parking Restrictions Modified. Section 17.20.060.3 is hereby amended to include recreational personal property in the parking restrictions for residential lots, as follows:

3. RESIDENTIAL AND RECREATIONAL VEHICLE PARKING AND STORAGE OF RECREATIONAL PERSONAL PROPERTY RESTRICTIONS.

- a. Motor Vehicles other than Recreational Vehicles. No parking shall be allowed except on driveways. The side yard and rear yard areas may be used for parking of vehicles unless otherwise prohibited by this title.
- b. Recreational Vehicles. The following standards apply to the off-street parking and storage of recreational vehicles and the storage and parking of recreational personal property within any residential zone:
 - 1) No off-street parking or storage of recreational vehicles or recreational personal property shall be allowed within the front yard except on driveways. Recreational vehicles and recreational personal property may be parked or stored either in a driveway, side yard, or rear yard. On corner lots, recreational vehicles and recreational personal property may be parked or stored in the front yard from which vehicular access is not gained.
 - 2) A maximum of a combination of 3 recreational vehicles and items of recreational personal property may be parked or stored outside a fully enclosed structure on a single lot.
 - 3) Recreational vehicles and trailers shall be required to display a current and valid state registration if parked or stored outside a fully enclosed structure.
 - 4) Recreational vehicles or recreational personal property shall not be parked or stored on any portion of a lot when parking of the vehicle or property inhibits the necessary view of street traffic.
 - 5) No portion of a parked recreational vehicle or recreational personal property may block any portion of a sidewalk.
 - 6) ~~Permanent~~ Long-term occupancy of recreational vehicles is prohibited. Temporary occupancy must comply with Section 17.20.110.
 - 7) On-street parking of recreational vehicles and boats is prohibited except in compliance with City traffic code requirements.
 - 8) The City Planner may grant a permit for outside storage of a single recreational vehicle or item of recreational personal property in a portion of the front yard when the following circumstances exist:
 - a) The storage area is on a concrete pad.
 - b) The ~~recreational vehicle~~ storage area is screened from the street and/or sidewalk by a sight-obscuring hedge or fence. The screening, hedge, or fence must comply with Section 17.20.050.
 - c) The ~~recreational vehicle~~ storage area does not create any safety hazards to street traffic.
 - d) The ~~recreational vehicle~~ storage area, ~~recreational vehicle~~ screening or fencing is continuously maintained.

Section 4. Recreational Vehicle Park and Campground Standards Established. Chapter 17.20 is hereby amended to enact Section 17.20.250 establishing design and operational standards for Recreational Vehicle Parks and Campgrounds, as follows:

17.20.250 RECREATIONAL VEHICLE PARKS AND CAMPGROUNDS

1. PURPOSE. The purposes of this Section shall be
 - a. to provide rules, regulations, requirements and standards for development of recreational vehicle parks and campgrounds in the City ensuring that the public health, safety and general welfare are protected;
 - b. to promote orderly growth and development together with the conservation, protection and proper use of land.
 - c. to minimize the impacts of recreational vehicle parks and campgrounds on neighboring properties;
 - d. to assure the comfort and protection of the occupants of recreational vehicle parks and campgrounds; and
 - e. to make proper provision for all public facilities in recreational vehicle parks and campgrounds,.
2. METHOD OF ADOPTION. Recreational vehicle parks and campgrounds 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 recreational vehicle park or campground development shall consist of a preliminary development plan to a scale of 1 inch equals not more than 50 feet. 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 recreational vehicle park or campground and address.
 - c. Boundaries and dimensions of the recreational vehicle park or campground.
 - d. Facility map showing relationship of the recreational vehicle park or campground to adjacent properties and surrounding zoning.
 - e. Location and dimensions of each site with each site designated by number.
 - 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 site showing location of the pad for a recreational vehicle or tent, fire ring, picnic table, parking, utility connections, and landscaping.
 - k. 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.
 - l. A survey plat of the property.
 - m. Building elevation drawings of all new structures.
 - n. A water system plan meeting Public Works Design Standards.
 - o. A sewerage system plan prepared in accordance with Public Works Design Standards.

- p. A preliminary storm water report and drainage system plan showing all drainage system improvements on site including storm water runoff calculations in accordance with Public Works Design Standards.
 - q. Location of and method of garbage collection and disposal.
 - r. Park rules and regulations.
4. DESIGN STANDARDS. The following standards and requirements shall govern the design of a recreational vehicle park or campground. The design shall also meet other applicable standards and requirements of this Chapter and the approval criteria of Section 17.12.220. Where there is a difference between the standards of this Section and any other provision of this Code, the more stringent standard shall apply.
- a. A recreational vehicle park or campground shall not be less than 3 acres in area.
 - b. Individual spaces shall contain a minimum of 1,500 square feet with a width of no less than 30 feet for any space designed to accommodate a recreational vehicle and a minimum of 1,000 square feet with a width of no less than 20 feet for any space designed to accommodate a tent only.
 - c. Only one recreational vehicle shall be permitted on a space.
 - d. No building, structure, or land within the boundaries of a recreational vehicle park or campground shall be used for any purpose except for the uses permitted as follows:
 - 1) Recreational vehicles, together with the normal accessory uses such as cabana, patio slab, ramada, and storage and washroom buildings.
 - 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 recreational vehicle or camping spaces shall be located at least 30 feet from the property boundary line abutting upon a public street, and at least 15 feet from other property lines, except that when a sound-deadening fireproof barrier, as an earthen berm or masonry wall is provided, the Planning Commission may allow the 15-foot setback to be reduced to 5 feet, but shall not reduce the 30-foot setback.
 - f. Recreational vehicles shall not be located closer than 25 feet from any other recreational vehicle or permanent building within the recreational vehicle park.
 - g. Each site shall be provided with an asphalt or concrete pad for the placement of a recreational vehicle a minimum of 12 feet wide.
 - h. The recreational vehicle park or campground 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 facility and providing direction to the manager's office or residence. Controlled ingress and egress may be installed subject to decision authority approval of design.
 - i. Two off street parking spaces shall be provided at each recreational vehicle 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 spaces for parks of 100 spaces or less, and 1 parking space per 20 spaces for each space over 100.

- j. Each space shall be provided with a picnic table with benches and a fire ring or barbecue apparatus approved by the Fire Marshall.
- k. Adequate street lighting shall be provided within the park in accordance with a plan approved by the decision authority.
- l. All utilities shall be installed underground unless otherwise approved by the decision authority.
- m. Approved fire hydrants shall be installed so that all recreational vehicles, and other structures are within 250 feet of an approved fire hydrant as measured along the center line of a street.
- n. 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. A chain link fence with slats may not be used as a sight-obscuring fence.
- o. A pet waste disposal bag dispensing station shall be provided for each 25 sites.
- p. Landscaping shall be installed in accordance with a landscaping plan approved by the decision authority.
- q. Trash receptacles for the disposal of solid waste materials shall be provided in convenient locations for the use of occupants of the park, screened from open view and located within 200 feet of each recreational vehicle space. Refuse containers shall have tight-fitting lids, covers or closable tops, and shall be durable, rust-resistant, water-tight, rodent-proof and washable and shall be enclosed by sight obscuring fence or screening and situated on a concrete pad. There shall be a minimum of four cubic feet of solid waste receptacle per space. Refuse shall be collected and disposed of on a regular basis in accordance with City garbage franchise regulations.
- r. If storage yards for vehicles, boats, or trailers are provided, the storage yard shall be provided at the rate of up to 100 square feet per recreational vehicle space depending on the clientele served. An 8-foot high sight obscuring fence with a lockable gate shall be erected around the perimeter of the storage yard. If no storage yard for is provided, storage shall not be permitted within the park boundaries.
- s. If pedestrian walkways are provided separate from the vehicular ways within the park, they shall be at least 5 feet wide and be composed of concrete or bituminous concrete at least 3 inches thick.
- t. All vehicular ways and parking areas within the park or campground shall be designed to provide safe and convenient access to all spaces and to facilities for common use by occupants, shall be graded to drain and surfaced with asphalt or concrete to maintain proper drainage and shall be continuously maintained by the owner.
- u. Minimum park street improvement width for shall be 14 feet for a one-way local street and 24 feet for a two-way street.
- v. Each recreational vehicle space shall be provided with municipal water and municipal sanitary sewage service. All recreational vehicles staying in the park shall be connected to the water and sewage service. Up to ten percent of the total spaces may be without water and/or sewer if proposed and approved as such at time of application approval.

- w. Each space in a park shall be within 500 feet of a building that contains toilets and showers.
- x. Each recreational vehicle space shall be provided with electrical service. Up to ten percent of the total spaces may be without electrical service if proposed and approved as such at time of application approval.
- y. The park or campground shall provide one utility building or room containing a minimum of one clothes washing machine, one clothes drying machine for each thirty (30) spaces and shall include space for clothes sorting and folding.
- z. Each site shall be marked for identification for safety and security reasons. Markers must be easily readable from the driveways in day or night conditions.

5. OPERATIONAL STANDARDS.

- a. Occupancy of space shall be limited to 180 consecutive days. Guests must check out for a minimum of 7 days between stays.
- b. Electrical Connections. All electrical connections shall comply with the State of Oregon electrical code and be duly inspected.
- c. Water Connections. All connections of water to a site and to an occupied recreational vehicle shall comply with the State of Oregon Plumbing Specialty Code, and the City of Stayton Public Works Design Standards.
- d. Sewer Connections. All sewer connections shall comply with the State of Oregon Plumbing Specialty Code and the City of Stayton Public Works Design Standards.
- e. Fire Extinguishers. Portable fire extinguishers approved by the Fire Marshall 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.
- f. Fire Hazards. The owner of the park shall be responsible for maintaining the park or campground free of any brush, leaves, and weeds which might facilitate the spread of fires between sites and buildings in the park.
- g. Inspections. The Building Official may check the park a minimum of once a year and submit to the park or campground 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.
- h. Refuse Burning. Burning of refuse shall not be permitted.
- i. Park Administration. It shall be the responsibility of the owner(s) to see that the provisions of this Section are observed and maintained within their facility, and for failure to do so shall be subject to the penalties provided for violation of this Title. There shall be an on-site resident manager.
- j. Park owners shall initiate procedures to assume title or ownership of any derelict, abandoned and inoperable recreational vehicles and personal property no more than 30 days after their abandonment.

Section 5. Effective Date. 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 6. 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 18th day of March, 2019.

CITY OF STAYTON

Signed: _____, 2019

BY: _____
Henry A. Porter, Mayor

Signed: _____, 2019

ATTEST: _____
Keith D. Campbell,
City Manager

DRAFT



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Keith Campbell, City Manager
DATE: March 18th, 2019
SUBJECT: Appointment of Council Liaisons

Per Resolution No. 809, City Council Rules, *“The Mayor shall appoint one of more Council members to serve as the representative to all committees, boards, or agencies outside the City government in which the City has an interest.”* It goes on to say, *“The Mayor may appoint one or more Council members to serve as liaisons with all City advisory committees, civic groups and organizations, and intergovernmental agencies or groups of which the City is a member or a participant.”* Councilor Quigley has asked for a review of Resolution No. 809. The aforementioned language is an example of challenges with Resolution No. 809.

The Governing Body has been discussing updating the assignments of the Council Liaison positions. Staff has taken the feedback from these discussions, made changes and provided additional details. The enclosed list isn't meant to be comprehensive, but instead is presented to help identify areas of focus.

The intent of the liaison positions isn't to prevent a councilmember from being active or engaged in topics or issues that may be outside the focus of their assignment.

Education, Social Services, Governmental Agencies

- North Santiam School District
- Regis and St. Mary's Schools
- Marion Co Community Network for Veterans
- Family Building Blocks
- Service Integration Team
- Homelessness
- Marion County
- Regional Cities
- State of Oregon
- 501(C)3 Charitable Organizations

Economic Development and Housing

- SEDCOR
- Planning Commission
- Housing & Neighborhood Vitality Commission
- MWVCOG
- Regional Solutions
- Revitalize Downtown Stayton (RDS)
- Chamber of Commerce
- Urban Renewal

Public Safety and Environmental

- Santiam Communication Council
- METCOM 911
- Stayton Public Safety Commission
- Marion County Public Safety Coordinating Council
- Santiam Ambulance Service
- Santiam Hospital
- Emergency Management
- Natural Resources (Air, Land, Water)

Community Relations and Outreach

- Diversity
- Library Board
- Library Foundation
- Stayton Friends of the Library
- Friends of the Pool
- Churches
- YMCA
- Athletic Organizations
- Community Events
- City Communication
- Quality of Life – Parks and Trails

Transportation and Infrastructure (or Public Utilities)

- Santiam Water Control District (Adaptive Management)
- Marion Co Public Works
- Parks & Recreation Board
- Regional Transportation Advisory Committee
- Public Utilities
- Sublimity Sewer Committee

Fire District

MOTION(S)

1. Motion to appoint the members of the Governing Body to the following liaison positions:
 - Education, Social Services, Governmental Agencies
 - Economic Development and Housing
 - Public Safety and Environmental
 - Community Relations and Outreach
 - Transportation and Infrastructure (or Public Utilities)
 - Fire District
2. Motion to approve the new liaison positions as amended...
3. Make no changes; no motion necessary.



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Dan Fleishman, Director of Planning and Development
DATE: March 18, 2019
SUBJECT: Parking Restrictions in the Village Creek Subdivision

ISSUE

The issue before the City Council is continued discussion of the on-street parking restrictions in the Village Creek subdivision.

BACKGROUND INFORMATION

Following a January 22 public hearing, the City Council chose not to alter the condition of approval placed on the subdivision approval in 2001 that limited parking to one side only on the streets in the subdivision. At the Council meeting of February 4, councilor Hook requested that staff further look into the options to address the issue or problems.

As a reminder of the information in the record for the public hearing process on possible amendments to the 2001 conditions of approval, the streets in the Village Creek subdivision were constructed within 50-foot rights of way and with 28 feet of paving between curbs. The City's standard for a local residential street is a 60-foot right of way with 34 feet of paving. This would allow for two 10-foot travel lanes and two 7-foot parking lanes. If parking were allowed on both sides of a 28-foot street, the traveled way would be reduced to only 14 feet.

Following the City Council's January decision, the Public Works Department took action on posting "No Parking" signs on the two streets in the subdivision that have not had signs posted. Signs have been ordered, but not yet delivered and holes have been cored in the sidewalks to facilitate placement of a sign post. Once the signs arrive, Public Works personnel will erect them.

ANALYSIS

In order to present a description of the options available to address the issues or problems in Village Creek, the first step is define what the existing issues or problems are. The issue came before the City Council last fall when a citizen complained after receiving a parking ticket.

The perceived problems from residents concerning parking could be viewed under two concerns: The lack of parking in front of a portion of the neighborhood houses and a lack of overall parking in the subdivision.

The former issue stems from dissatisfaction among some residents of the subdivision from having to park on the opposite side of the street from their house. The difference between parking on your side of the street and the opposite side of the street is that it is 14 feet of additional walking to reach the driver's side door and 28 feet of additional walking to reach the passenger side door.

The latter issue deals with overall parking. There are 68 homes in the subdivision. Staff's analysis is that there are approximately 85 on-street parking spaces available within the subdivision – more than one per home. In addition, each home has a 2-car garage and a driveway adequate for two vehicles. A few homes have three car garages and a number of homes have created additional off-street parking spaces on their lot.

There are several other neighborhoods in the City that have similar parking limitations, and function without either concern rising to the need of consideration.

Staff has considered a number of possible options to address the situation, but none of them would provide any relief to the perceived problem. Among the considerations were:

- Parking prohibited on alternate sides of the streets mid-block
- Alternating times when parking is permitted on opposite sides of the street
- Acquisition and development of off-site parking
- Park-n-Ride viability

RECOMMENDATION

Staff recommends no further action be taken by the city regarding parking in Village Creek.



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Lance Ludwick, Public Works Director
DATE: March 18, 2019
SUBJECT: Water Treatment Plant Slow Sand Filter Memorandum

ISSUE

Sand Filter Bed Number 1 is in need of replacement sand. This maintenance is unplanned; therefore money for this project was not allocated in the 2018-2019 budget. The sand needs to be replaced before the start of the summer season in order to meet Stayton's water demands.

BACKGROUND INFORMATION

In 1993 the City of Stayton reconstructed slow sand filter beds 1 and 2. Liners were installed in the both beds and new sand placed. In 2009 the Water Treatment Plant underwent improvements and filter bed number 3 was relined and new sand installed.

HOW SLOW SAND FILTERS WORK FOR WATER TREATMENT

Stayton's water treatment process uses slow sand filtration. Slow sand filtration uses naturally occurring biological activity to clean drinking water. Slow sand filters are a reliable system for cleaning drinking water, and have been used for centuries. Water from the North Santiam River is processed through three large slow sand filter beds located at the Water Treatment Plant.

Algae, protozoa, and small invertebrates that live in the very top layer of sand in the slow sand filter remove biological contaminants such as Cryptosporidium. The surface of the slow sand filter is where most of the contaminant removal occurs. Dirt and clay particles are strained at the surface of the filter as well as further down through the sand and gravel. After water passes through the slow sand filter 12.5% sodium hypochlorite is added for disinfection, and soda ash is added for corrosion control of pipes in Stayton homes and businesses.

Because most of the biological activity happens in the top layers of the sand strata, the top layer of each of the sand filter beds need to be cleaned (skimmed) periodically. Water Treatment Plant personnel skim one pond once every 3 months. Skimming the top layer of a

filter bed removes approximately ½ to 1 inch of sand from the sand lens. A typical sand lens is 3 to 4 feet thick when newly installed. The Water Treatment Plant Improvements performed in 1993 and 2009 placed three (3) feet of sand in beds 1, 2 and 3.

Records of the past pond cleaning (skimming) are nonexistent and there was not a Standard Operating Procedure (SOP) that required the measuring of remaining sand after cleaning. Recently we noticed some gravel mixed in with the sand after cleaning filter bed 1. At that time I had the engineering staff go and measure the sand in filter beds 1 and 2. Bed 1 is in need of sand now (2019). Bed 2 can wait until 2020 or 2021. Bed 3 will be drained and cleaned the week of March 11th and the sand will be measured at that time.

Standard Operating Procedures are being drafted for use by Water Treatment Plant operations staff. Public Works engineers will be notified in advance of cleaning of the filter beds and the engineering staff will conduct a sand survey when the skimming is done. These results will be recorded in an excel spreadsheet so staff can track the data and graph the results. This will assist the Public Works Department in forecasting sand replacement in the future.

FISCAL IMPACT

The financial impact to the City varies depending on how much the bids are for the Slow Sand Filter Resanding Project. The engineer's estimate for the project is between \$650,000 and \$750,000 per filter bed. The Slow Sand Filter Resanding Project for Filter Bed 1 was advertised on March 4th, 2019. Bids for the project are due by 2:00 PM March 28th.



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: City Management Team
DATE: March 18, 2019
SUBJECT: City Council Goals

ISSUE

Should the Governing Body adopt the proposed 2019-2023 City Council Goals included in the Retreat Summary Report?

ENCLOSURE(S)

- Stayton City Council & Management Team Retreat Summary Report
- North Plains Placemat Graphic Sample
- Tualatin Placemat Graphic Sample

BACKGROUND INFORMATION

On Saturday, February 2nd, City Council and Management team met to identify goals for the next for a Goal Setting Session with consultant Sara Singer Wilson of SSW Consulting. The day consisted of team building, an environmental scan, and setting City Council goals.

As a follow-up to the session, Sara again met with City staff on Tuesday, February 26th to develop action items for the short-term, mid-term, and long-term of each Council identified goal.

Once the Council goals are adopted, Sara will be providing the Council with a Placemat Graphic that will be at each seat on the Council dais. Staff has enclosed two samples of Placemat Graphics from North Plains and Tualatin.

MOTION(S)

1. Motion to adopt the 2019-2023 City Council Goals as presented.
2. Motion to adopt the 2019-2023 City Council Goals with the following modifications...

STAYTON CITY COUNCIL + MANAGEMENT TEAM RETREAT SUMMARY REPORT



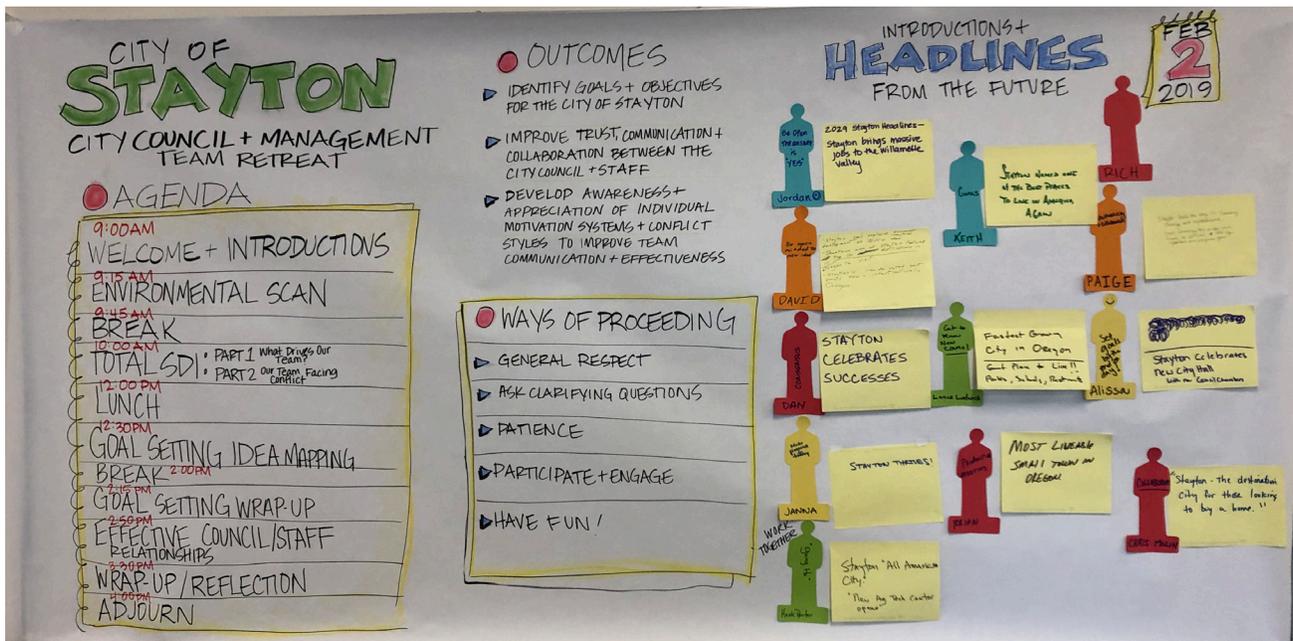
MARCH 14, 2019
PREPARED BY:



SSW CONSULTING

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STAYTON TEAM

CITY COUNCIL

Mayor Henry Porter
Councilor Paige Hook
Councilor Christopher Molin
Councilor Jordan Orht
Councilor David Patty
Councilor Brian Quigley

MANAGEMENT TEAM

Keith Campbell, City Manager
Alissa Angelo, Deputy City Recorder
Rich Sebens, Police Chief
Lance Ludwick, Public Works Director
Janna Moser, Library Director
Dan Fleishman, Planning and Development Director

CONSULTANT/FACILITATOR

Sara Singer Wilson, Principal/Owner, SSW Consulting

EXECUTIVE SUMMARY

We are pleased to present this summary of our City Council and Management Team Goal Setting Session.

This year, the Stayton City Council and Management Team met on Saturday, February 2, 2019 to identify our goals for the next few years, and spend time getting to know each other and discovering how to improve our ability to work together to improve the livability of Stayton for everyone who lives, works, and visits here. The City hired a professional facilitator, Sara Singer Wilson of SSW Consulting to prepare and guide the group through this discussion. In advance of the retreat, Sara conducted individual interviews with the Mayor, City Council, and Management Team to discuss individual goals and expected outcomes for the retreat.

She led the group through a team building exercise using the Total Strength Deployment Inventory (SDI). TotalSDI is a personality assessment tool which helps people understand how their motives drive their behaviors, how those motives and behaviors change during different situations, and how to develop a better understanding of the motive-driven behaviors of others. The assessment results combined with the retreat activities helped the team to build an understanding of each other's values and motivations, and how those can influence team dynamics, decision-making, and more. The team also explored conflict styles, to build understanding and appreciation for the process each team member experiences when facing conflict. This shared understanding can lead to improved working relationships and better decision-making outcomes as teams learn how to improve communications and avoid unhealthy conflict.

The team's engagement and participation were much appreciated, and we look forward to working together with the community and our partners as we set out to achieve these goals.

-City of Stayton City Council + Management Team

RETREAT PURPOSE

The purpose of this retreat is to develop goals and objectives for the City of Stayton for the next five years. We will work to establish trust and understanding between the Council and members of the City's Management Team, develop a culture of teamwork, and identify an agreement for how to work together to accomplish the City's goals.

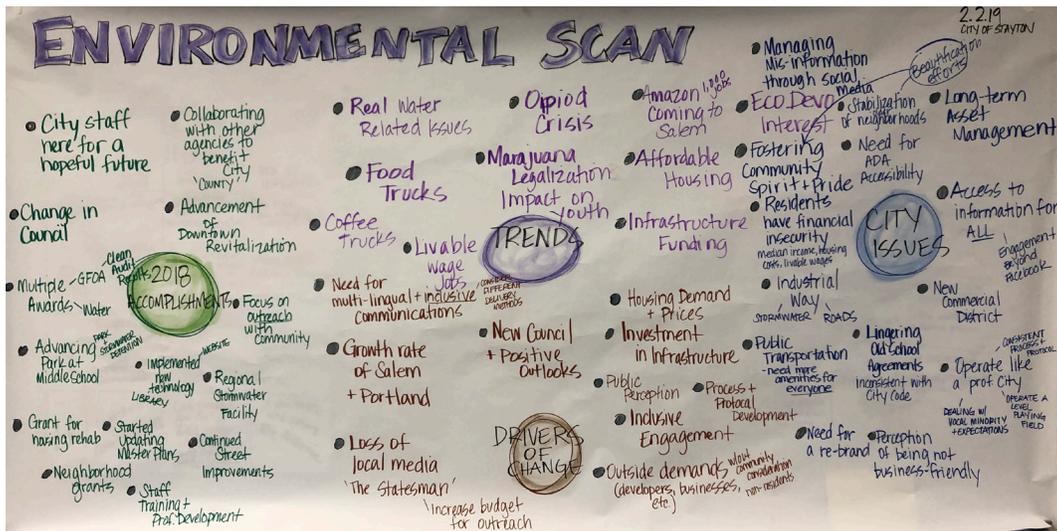
RETREAT OUTCOMES

- » Identify goals and objectives for the City of Stayton for the next five years.
- » Improve trust, communication, and collaboration between the City Council and the Management Team.
- » Develop awareness and appreciation of individual motivational value systems and understand the dynamics of conflict to improve team communication and effectiveness.



ENVIRONMENTAL SCAN

The environmental scan is a process of gathering information about events and their relationships within an organization's internal and external environments. This exercise is helpful in providing context for organizations as they consider their future direction. The Council and Management Team reviewed the accomplishments from 2018 and identified current environmental factors such as community and regional trends, key drivers of change and compelling City issues. Key drivers of change are large scale forces which produce change throughout an organization and in various levels of the community. Typically, these change drivers consist of community or regional demographic, economic, technological, and other factors that create a changing environment to which organizations must adapt.



2018 ACCOMPLISHMENTS

- » City staff here for a hopeful future
- » New Councilors elected to office
- » Received multiple awards – Government Finance Officers Association budget award, clean audit results, water
- » Advanced park development at Middle School – Park and Storm water detention
- » Grant for housing rehabilitation
- » Neighborhood grants
- » Continued staff training and professional development
- » Began updating infrastructure master plans
- » Implemented new technology (improvements at library and on City's website)
- » Continued street improvements
- » Focused on outreach with community
- » Continued advancement of downtown revitalization
- » Collaborated with other agencies to benefit City

COMMUNITY + REGIONAL TRENDS

- » Real water related issues
- » Food trucks and coffee trucks
- » Livable wage jobs
- » Marijuana legalization impact on youth
- » Affordable housing
- » Opioid crisis
- » Amazon coming to Salem with 1,000+ jobs
- » Infrastructure funding
- » Economic development interest

DRIVERS OF CHANGE

- » Need for multi-lingual and inclusive communications
- » Growth rate of Salem and Portland
- » Loss of local media – ‘The Statesmen’ – increase our budget for outreach
- » Public perception
- » Housing demand and prices
- » Investment in infrastructure
- » Process and protocol development
- » Inclusive engagement
- » Outside demands without community consideration – non-residents (developers, businesses, etc.)

CITY ISSUES

- » Managing mis-information through social media
- » Stabilization of older neighborhoods
- » Need for ADA accessibility
- » Fostering community spirit and pride (through engagement and beautification efforts)
- » Residents have financial insecurity – low median incomes, high housing costs, livable wages
- » Industrial Way – need for storm water and road improvements
- » Public transportation – need more amenities for everyone
- » City agreements that are inconsistent with City code need to be addressed
- » Stayton needs a re-brand
- » Perception of being not business-friendly
- » Operate like a professional City (ex./ addressing the vocal minority and expectations, operate on a level playing field for all residents/customers, consistent processes and protocols)
- » New commercial district
- » Access to information for ALL – engagement beyond Facebook
- » Need for long-term asset management

2019 CITY COUNCIL GOALS

The Council and staff worked together to map ideas for goal statements. These goal statements will guide the work of the City organization, provide direction to the Council as they develop their budget and future policies, and communicate to the community the priorities the City will be working towards for the next five years. The goals are intended to be five-year goals to allow the team to plan for the long-term, with the understanding that goals will be evaluated semi-annually and updated as needed to reflect current community needs and priorities.

In reviewing the Council's ideas on goals, City staff developed action steps for the short-term, mid-term and long-term to advance each goal. The City will also use these goals to guide them in developing partnerships with regional and community partners to seek support, funding, or other resources to advance these priorities and improve the Stayton community.

2019 -2023 CITY COUNCIL GOALS

GOAL: IMPROVE COMMUNICATION AND OUTREACH.		
Short-term (1-2 years)	Mid-term (3-4 years)	Long-term (5 years)
Develop a summary of communications/branding strategy	Develop tools and strategies to reach the broader community	Continuously evaluate communication and outreach tools and maintain flexibility
Identify future opportunities to reach target audiences to improve perception		
Complete update of Council rules		
GOAL: SUPPORT ECONOMIC DEVELOPMENT.		
Short-term (1-2 years)	Mid-term (3-4 years)	Long-term (5 years)
Establish guidelines and expectations with RDS	Implement economic development strategies identified in the new ED strategic plan	
Develop economic development strategies through the economic development strategic plan development for marketing, urban renewal, and infrastructure improvements	Update the downtown plan	

GOAL: PROVIDE DIVERSE HOUSING OPTIONS FOR THE COMMUNITY.		
Short-term (1-2 years)	Mid-term (3-4 years)	Long-term (5 years)
Analyze current land use code	Update the housing needs analysis	
Discuss the City's role in housing policy and provide Council direction on the desired outcomes		
Prepare an inventory of City-owned land		
Engage the housing commission		
Benchmarking		
GOAL: IMPROVE AND EXPAND CITY FACILITIES.		
Short-term (1-2 years)	Mid-term (3-4 years)	Long-term (5 years)
Conduct a facility needs assessment	Assess sites for a future city hall	
	Assess funding options	
GOAL: PLAN FOR A SAFE COMMUNITY.		
Short-term (1-2 years)	Mid-term (3-4 years)	Long-term (5 years)
Update emergency operations plan		
Fund emergency management		
GOAL: DEVELOP A CAPITAL IMPROVEMENT PLAN		
Short-term (1-2 years)	Mid-term (3-4 years)	Long-term (5 years)
Develop an inventory of all infrastructure projects to inform the capital budget. Include parks, facilities, storm water, water, sewer, streets. Include all infrastructure in addition to the infrastructure identified through the City's master plans	Implement asset management software	Develop performance indicators for infrastructure to facilitate ongoing maintenance schedules
Evaluate asset management tools	Complete updates of the sewer, water, storm water, and parks master plans	
	Complete a utility rate analysis to examine resources to fund future infrastructure investments	
	Develop a CIP that creates a process for prioritizing and funding capital projects	

GOAL: EXPAND THE CITY'S WATER SUPPLY.		
Short-term (1-2 years)	Mid-term (3-4 years)	Long-term (5 years)
Search for a secondary water source.	If possible, establish a water source.	Maintain all water sources.
GOAL: ENHANCE COMMUNITY LIVABILITY.		
Short-term (1-2 years)	Mid-term (3-4 years)	Long-term (5 years)
Expand community and neighborhood grant programs	Update parks and recreation master plan	
Establish priorities around code enforcement – look at task force	Update code enforcement policies	
Address infrastructure needs at pool and community center		

TOTAL STRENGTH DEPLOYMENT INVENTORY (SDI)

One of the primary goals of the retreat was to develop trust and understanding between the Council and the Management Team. The Total Strength Deployment Inventory (SDI) was used to understand individual motives and how these motives impact team behavior when things are going well and during conflict.

TotalSDI is a personality assessment tool which helps people understand how their motives drive their behaviors, how those motives and behaviors change during different situations, and how to develop a better understanding of the motive-driven behaviors of others. This assessment is designed to help people understand themselves and others – not just how we behave, but why we behave in certain ways – and that understanding can lead to meaningful, practical changes in leaders and teams that minimize conflict and maximize effectiveness. Each team member completed the Strength Deployment Inventory which focuses on understanding motives under two conditions, when things are going well and when you are in conflict.

When things are going well, three primary motivations work together as a system - the Motivational Value System (MVS). When people experience conflict, three primary motivations work in sequence - the Conflict Sequence. While these motives are given the same color names, they are expressed differently under the two conditions.

COLOR OF MOTIVATION	WHEN THINGS ARE GOING WELL	IN CONFLICT
Blue (nurturant)	Concern for people: Actively seeking to help others	Want to accommodate: Efforts to preserve or restore harmony
Red (directive)	Concern for performance: Actively seeking opportunities to achieve results	Want to assert: Efforts to prevail over another person or obstacle
Green (autonomizing)	Concern for process: Actively seeking logical orderliness and self-reliance	Want to analyze: Efforts to conserve resources and assure independence

WHAT DRIVES OUR TEAM?

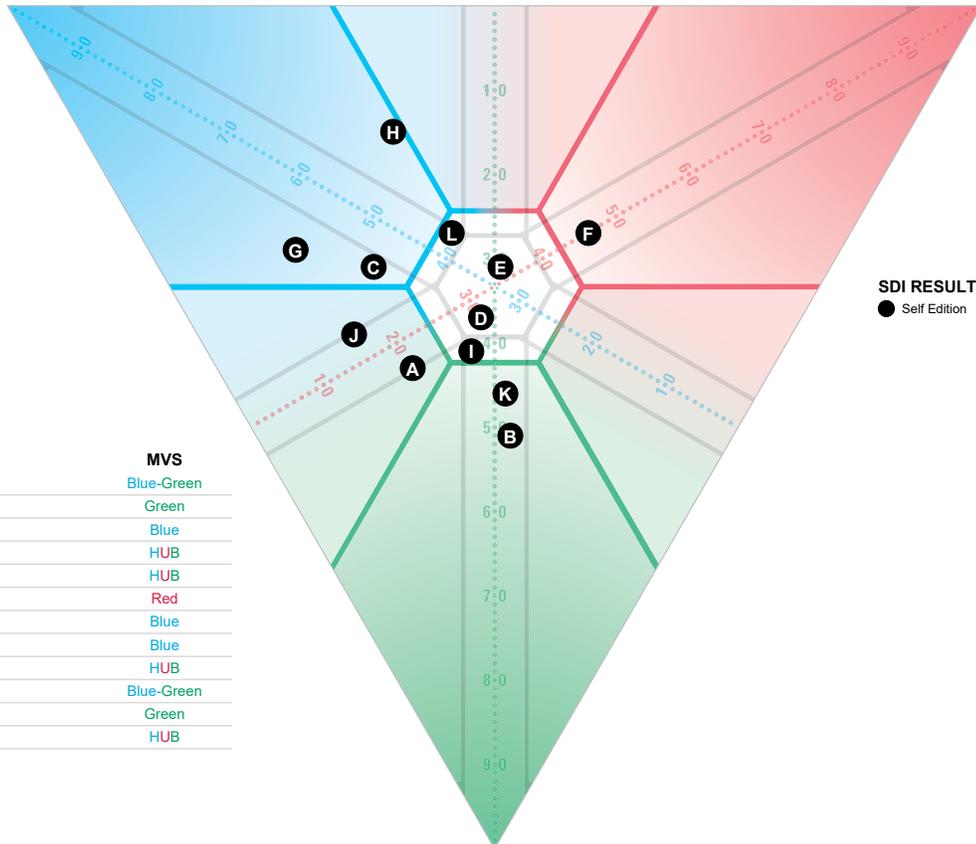
A key function of the SDI is to identify your Motivational Value System or MVS. It shows how you assess your concerns for People, Performance, and Process on scales of 1 to 100 when things are going well. While everyone has all three motives, the frequency of these motives is not the same for each person. The key to understanding why people do what they do is recognizing these differences in motivations. Your Motivational Value System is the system of motives that serve as your basis for choosing strengths, filtering information, and judging yourself and others. In SDI, there are seven different MVS types:

- » Blue: the altruistic-nurturing MVS
- » Red: the assertive-directing MVS
- » Green: the analytic-autonomizing MVS
- » Red-Blue: the assertive-nurturing MVS
- » Red-Green: the judicious-competing MVS
- » Blue-Green: the cautious-supporting MVS
- » Hub: the flexible-cohering MVS

The graphic below shows the team's MVS dots charted on the SDI triangle.

Stayton MVS Composite

SDI - Group Report
City of Stayton : Stayton 2018
Council + Management Team Retreat
Facilitated By Sara Wilson Feb 2, 2019



SDI RESULTS LEGEND
● Self Edition

NAME	MVS
A Alissa Angelo	Blue-Green
B Keith Campbell	Green
C Dan Fleishman	Blue
D Paige Hook	HUB
E Lance Ludwick	HUB
F Christopher Molin	Red
G Jana Moser	Blue
H Jordan Ohrt	Blue
I David Patty	HUB
J Henry Porter	Blue-Green
K Brian Quigley	Green
L Rich Sebens	HUB

This Report provided by
SSW Consulting, LLC
sara@sarasingerwilson.com

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THE CONFLICT SEQUENCE

With SDI, people develop an increasing awareness around what they do in conflict, how they can recognize the things that cause conflict for them and how they can effectively manage conflict. Feelings of conflict are a sign that something important to you is not right. Your Conflict Sequence (CS) is part of a natural response to a real or perceived threat to your Motivational Value System. To operate at your best during conflict, you need to understand the dynamics of it. Your Conflict Sequence describes a series of changes in motivation during conflict. It shows the order in which you are motivated to Accommodate, Assert, and Analyze on scales of 1 to 100 when experiencing conflict. There are three stages of conflict as described below:

STAGE 1: focus on self, problem, and others

STAGE 2: focus on self and problem

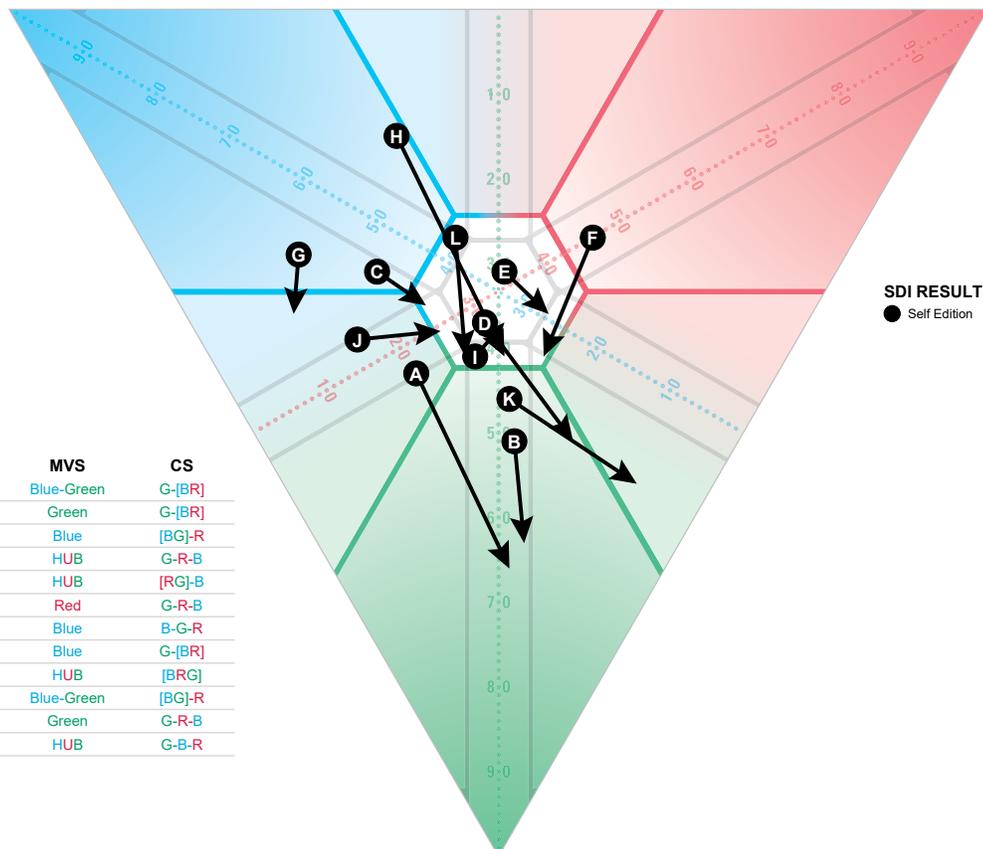
STAGE 3: focus on self

In SDI, there are over 5,000 unique points on the SDI triangle, the triangle is divided into 13 regions to show 13 different Conflict Sequences.

The graphic below shows the team's CS arrowheads charted on the SDI triangle.

Stayton Team Report

SDI - Group Report
 City of Stayton : Stayton 2018
 Council + Management Team Retreat
 Facilitated By Sara Wilson Feb 2, 2019



SDI RESULTS LEGEND
 ● Self Edition

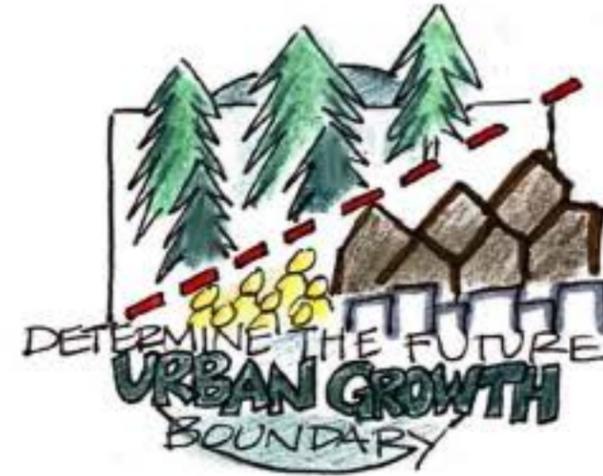
NAME	MVS	CS
A Alissa Angelo	Blue-Green	G-[BR]
B Keith Campbell	Green	G-[BR]
C Dan Fleishman	Blue	[BG]-R
D Paige Hook	HUB	G-R-B
E Lance Ludwick	HUB	[RG]-B
F Christopher Molin	Red	G-R-B
G Jana Moser	Blue	B-G-R
H Jordan Ohrt	Blue	G-[BR]
I David Patty	HUB	[BRG]
J Henry Porter	Blue-Green	[BG]-R
K Brian Quigley	Green	G-R-B
L Rich Sebens	HUB	G-B-R

This Report provided by
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GRAPHIC SUMMARY



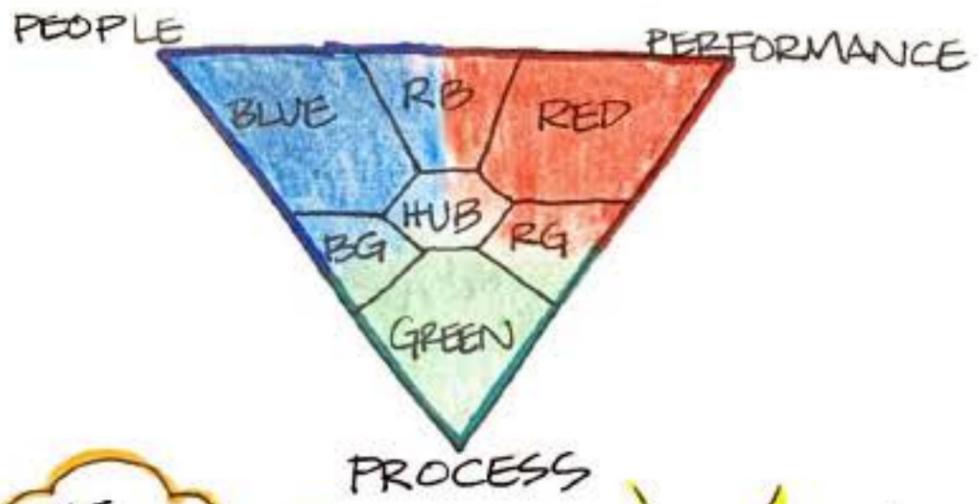
CITY OF
NORTH PLAINS
2019 GOALS



TOTAL SDI

STRENGTH DEPLOYMENT INVENTORY

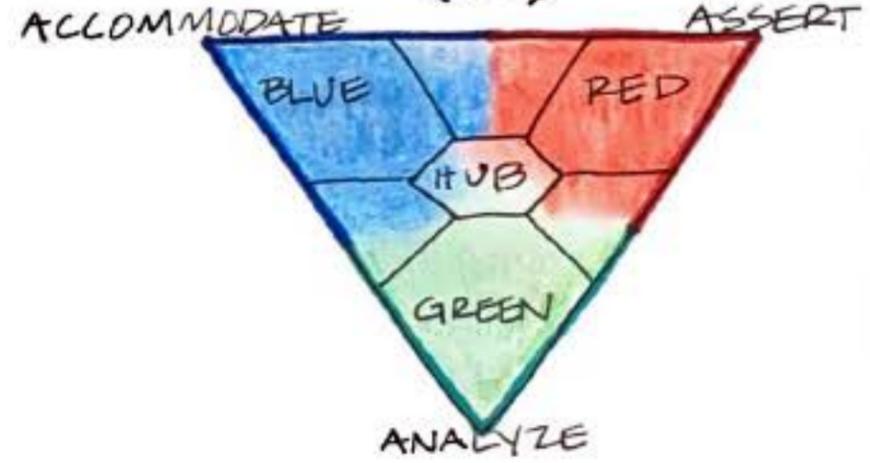
MOTIVATIONAL VALUE SYSTEM (MVS)



RELATIONSHIP AWARENESS THEORY

1. BEHAVIOR IS DRIVEN BY MOTIVES
2. MOTIVES CHANGE IN CONFLICT
3. STRENGTHS CAN BE OVERTAKEN
4. FILTERS INFLUENCE PERCEPTION

CONFLICT SEQUENCE (CS)



COUNCIL-STAFF

RELATIONSHIP

ROLE

- COUNCIL'S ROLE IS TO PROVIDE DIRECTION FOR STAFF + SET POLICY
- STAFF'S ROLE AS PROFESSIONAL MANAGERS IS TO IMPLEMENT COUNCIL GOALS + DELIVER CITY SERVICES

DATA + INFORMATION

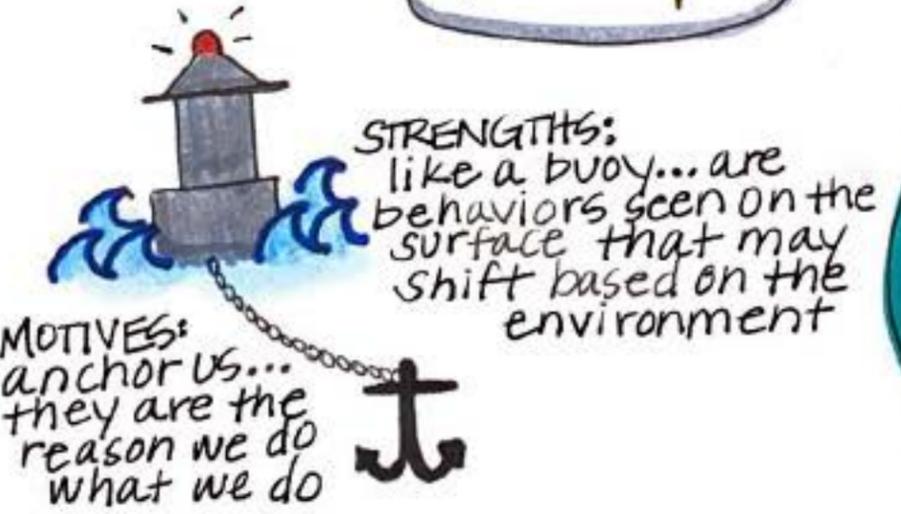
- COUNCIL NEEDS DATA + INFORMATION FROM STAFF TO GUIDE POLICY + PROVIDE OVERSIGHT
- STAFF NEEDS COUNCIL TO PROVIDE PURPOSE + CLARITY FOR DATA REQUESTS + CONSIDER STAFF CAPACITY

PARTNERSHIP

WORKING TOGETHER TO MAKE NORTH PLAINS THE BEST COMMUNITY IT CAN BE!

TRUST

- COUNCIL WILL TRUST STAFF TO CARRY OUT COUNCIL GOALS
- STAFF WILL RELY ON COUNCIL TO PROVIDE DIRECTION + COMMUNICATION THROUGH THE CITY MANAGER



- ## CONFLICT...
- ▶ HEALTHY CONFLICT CAN LEAD TO PERSONAL GROWTH + CAN PRODUCE BETTER SOLUTIONS
 - ▶ UNHEALTHY OR UNRESOLVED CONFLICT CAN COME AT A HIGH COST TO TEAMS + ORGANIZATIONS

- ### IN CONFLICT...
- ASK QUESTIONS + LISTEN
 - ? DISCOVER VALUES WHAT'S REALLY IMPORTANT TO YOU?
 - ? DEFINE PROBLEM WHAT DOES THE SOLUTION LOOK LIKE TO YOU?
 - ? EXPAND FOCUS WOULD YOU LIKE TO HEAR WHAT'S IMPORTANT TO ME?

TUALATIN PROJECT FRAMING PROCESS

1. SCOPE

- **DEFINE THE PROJECT**
WHAT ARE THE ISSUES?
WHAT ARE WE SOLVING?
- WHAT'S THE LEVEL OF **TECHNICAL COMPLEXITY** REQUIRED TO ADDRESS THE PROJECT ISSUES?
- HOW WELL DOES THE PROJECT FIT WITHIN THE EXISTING **VISION** FRAMEWORK?
- WHAT'S CONSIDERED WITHIN AND OUTSIDE THE PROJECT **SCOPE**?
- WHAT **SUB-DECISIONS** ARE REQUIRED/NEEDED TO MAKE THE PRIMARY DECISION?

2. SCHEDULE

- DETERMINING THE KEY, PROJECT MILESTONES/ DECISIONS TO BE INCLUDED IN THE MASTER **SCHEDULE**
- WHAT ARE THE FIXED **DATE CERTAINS**?

3. KEY CONSIDERATIONS

- WHAT ARE THE MOST COMPELLING **CONSTRAINTS** AND INTERESTING **OPPORTUNITIES** TO BE CONSIDERED?
- WHAT IS THE ACTUAL DEGREE OF **INFLUENCE** THE CITY HAS OVER THE OUTCOME?
- WHAT ARE **OTHER CITIES** DOING TO ADDRESS THIS ISSUE?
- WHAT ARE THE FACTORS THAT WILL INFLUENCE **STAFF'S** RECOMMENDATION?

4. PRE-MORTEM CONSIDERATIONS

- WHAT CAN WE ANTICIPATE (HICCUPS, OBSTACLES) ONCE THE COUNCIL MAKES A DECISION? WHAT MIGHT BE THE **ROADBLOCKS**?
- WHAT ARE THE REAL **OPPORTUNITIES** HERE?
- WHAT ARE THE USKELY **FAQ'S** WE CAN ANTICIPATE?

5. P I PUBLIC INVOLVEMENT

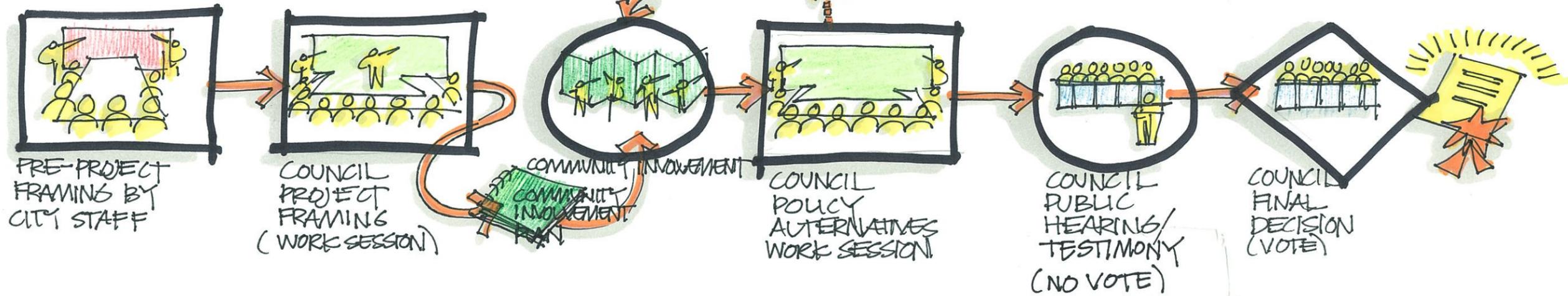
- CONDUCT THE P I **ASSESSMENT**
WHAT DOES THE COUNCIL NEED TO MAKE AN INFORMED DECISION?
- WHAT'S THE **LEVEL** OF ENGAGEMENT NEEDED FROM THE TUALATIN COMMUNITY?

COUNCIL PRIORITY PROJECTS

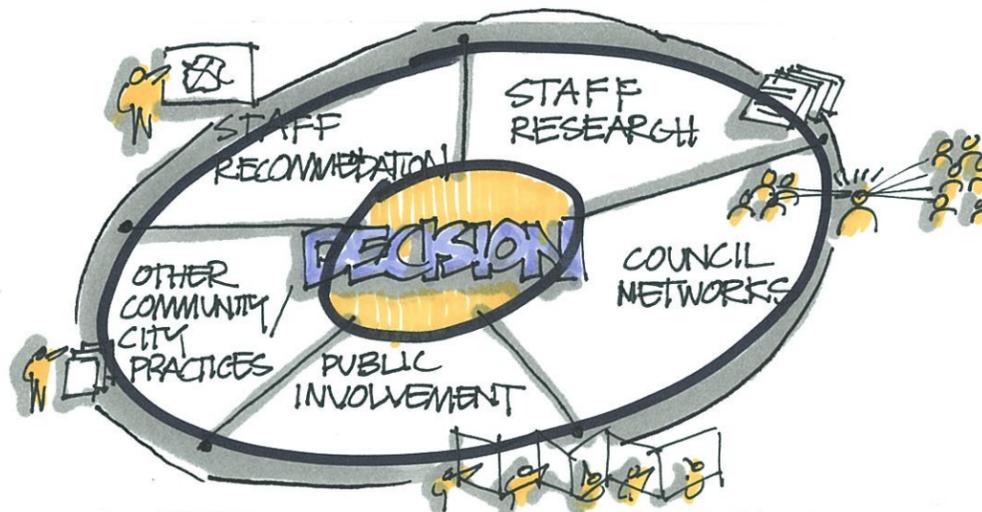
Hand-drawn icons and text for council priority projects:

- BISALT CREEK** (with a creek icon)
- CITY HALL TOWN HALL** (with a building icon)
- DEVELOPMENT CODE REVIEW** (with a book icon)
- LOCAL TRANSIT** (with a train icon)
- MARIJUANA** (with a marijuana leaf icon)
- PARKS MASTER PLAN** (with a park map icon)
- REGIONAL TRANSIT** (with a train icon)
- WATER SUPPLY** (with a water tap icon)

COUNCIL DECISION-MAKING PROCESS



DATA POINTS



TUALATIN

COUNCIL AND STAFF

CREDIMUS ("WHAT WE BELIEVE")

Q1

IN SEEKING ADDITIONAL COMMUNITY INVOLVEMENT OR SENDING AN ISSUE BACK FOR MORE RESEARCH, WE WILL ALWAYS ASK OURSELVES IF THE ADDITIONAL INFORMATION OR FEEDBACK WILL ULTIMATELY INFLUENCE THE DECISION.

WE WILL STRIVE TO HONOR THE STEPS OUTLINED IN THE COUNCIL DECISION-MAKING PROCESS.

WE WILL HONOR AND RESPECT OUR CITY'S STAFF TIME, SCHEDULE, RESEARCH AND RECOMMENDATIONS.

RESPECT PUBLIC INPUT, IN FAIRNESS TO ALL RESPECT THE 3 MINUTE RULE



City of Stayton

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PRESS RELEASE

For Immediate Release

Oregon Association of Water Utilities Again Names the City of Stayton With the Best Surface Water of the Year for the 3rd Consecutive Year

SUNRIVER, OREGON – The Oregon Association of Water Utilities 41th Annual Technical and Management Conference, is held each March at the Sunriver Resort. At its annual awards banquet, for the third year in a row, the City of Stayton was named as the Best Tasting Surface Water in Oregon.

The City of Stayton has excellent water which was proven this year by an unbiased panel of three judges who blind taste tested drinking water from around Oregon, judging it on clarity, bouquet, and taste. The City of Stayton has now won the Best Tasting Surface Water in Oregon for three years in a row.

City Manager Keith Campbell noted, “There should be little doubt the City of Stayton has the best tasting water in Oregon. This award illustrates the goals and objectives of our Governing Body and is a reflection of the hard work and dedication of our Public Works staff and their continued commitment to providing our community the best water in the state of Oregon.” Stayton’s Public Works department includes Tom Etzel, Bob Zeller, Michael Bradley, Kendall Smith, Mark Flände, Lance Ludwick, Lisa Meyer, Michael Schmidt and Ian Kintz-Stormo.

The City of Stayton has been a member of the Oregon Association of Water Utilities (OAWU) since 2015. OAWU is a non-profit organization with over 700 members and serves Oregon’s water and wastewater utilities in hands-on training and technical services. The association serves as a legislative liaison and is active in supporting legislation that improves the utilities that serve Oregon’s residents. For more information about OAWU, visit their website at www.oawu.net or contact the office at (503) 837-1212.

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