



AGENDA STAYTON CITY COUNCIL MEETING

Monday, May 21, 2018
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. April 16, 2018 City Council Minutes
- b. Acceptance of Right-of-Way Deed of Dedication for Extension of Kindle Way
- c. Resolution Accepting CDBG Housing Rehabilitation Grant

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

Ordinance No. 1018, Establishing Licensing Requirements and Standards for Mobile Food Units and Resolution No. 975, Establishing Fees for Mobile Food Unit License **Action**

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

Ordinance No. 1019, Amending Title 6, 8, and 15 of the Stayton Municipal Code Promoting Maintenance of Buildings and Public Spaces **Action**

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

NEW BUSINESS

Ordinance 1020, Establishment of a Vertical Housing Development Zone **Action**

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

Ordinance 1021, Amending Stayton Municipal Code 5.04.03 and Creating Stayton Municipal Code 5.50, Relating to Pharmaceutical Drug Disposal **Action**

- a. Staff Report – Chief Rich Sebens
- b. Council Deliberation
- c. Council Decision

Preparation of RFP for Consultant Services to Develop Economic Development Strategies **Action**

- a. Staff Report – Dan Fleishman
- b. Council Deliberation

STAFF/COMMISSION REPORTS

Finance Department Report – Cindy Chauran & Elizabeth Baldwin **Informational**

- a. April 2018 Monthly Finance Department Report

Police Chief’s Report – Chief Rich Sebens **Informational**

- a. April 2018 Statistical Report

Public Works Director’s Report – Lance Ludwick **Informational**

- a. April 2018 Operating Report

Planning & Development Director’s Report – Dan Fleishman **Informational**

- a. April 2018 Activities Report

Library Director’s Report – Janna Moser **Informational**

- a. April 2018 Activities

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

BUSINESS FROM THE MAYOR

BUSINESS FROM THE COUNCIL

FUTURE AGENDA ITEMS – June 4, 2018

- a. Public Hearings – 2018-19 FY Budget and Revenue Sharing
- b. Revised Fee Schedule
- c. CCRLS Agreement
- d. Shaff Road Water Line

ADJOURN

CALENDAR OF EVENTS

MAY 2018

Monday	May 21	City Council	7:00 p.m.	Community Center (north end)
Monday	May 31	CITY OFFICES CLOSED IN OBSERVANCE OF MEMORIAL DAY HOLIDAY		
Tuesday	May 29	Planning Commission	7:00 p.m.	Community Center (north end)

JUNE 2018

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

JULY 2018

Monday	July 2	City Council	7:00 p.m.	Community Center (north end)
Tuesday	July 3	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Wednesday	July 4	CITY OFFICES CLOSED IN OBSERVANCE OF FOURTH OF JULY HOLIDAY		
Tuesday	July 10	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	July 16	City Council	7:00 p.m.	Community Center (north end)
Wednesday	July 18	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	July 30	Planning Commission	7:00 p.m.	Community Center (north end)

AUGUST 2018

Monday	August 6	City Council	7:00 p.m.	Community Center (north end)
Tuesday	August 7	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Tuesday	August 7	National Night Out	6:00 p.m.	Various City Parks
Tuesday	August 14	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Wednesday	August 15	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	August 20	City Council	7:00 p.m.	Community Center (north end)
Monday	August 27	Planning Commission	7:00 p.m.	Community Center (north end)

SEPTEMBER 2018

Monday	September 3	CITY OFFICES CLOSED IN OBSERVANCE OF LABOR DAY HOLIDAY		
Tuesday	September 4	City Council	7:00 p.m.	Community Center (north end)
Wednesday	September 5	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Tuesday	September 11	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	September 17	City Council	7:00 p.m.	Community Center (north end)
Wednesday	September 19	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	September 24	Planning Commission	7:00 p.m.	Community Center (north end)

OCTOBER 2018

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

**City of Stayton
City Council Meeting Action Minutes
April 16, 2018**

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

Time Start: 7:00 P.M.

Time End: 8:48 P.M.

COUNCIL MEETING ATTENDANCE LOG

COUNCIL	STAYTON STAFF
Mayor Henry Porter	Alissa Angelo, Deputy City Recorder
Councilor Priscilla Glidewell (excused)	Keith Campbell, City Manager
Councilor Mark Kronquist	Dan Fleishman, Director of Planning & Development
Councilor Christopher Molin	Lance Ludwick, Public Works Director
Councilor Brian Quigley	Janna Moser, Library Director
Councilor Joe Usselman (excused)	Rich Sebens, Chief of Police
	Wallace Lien, Special Legal Counsel

AGENDA	ACTIONS
REGULAR MEETING	
Announcements	
a. Additions to the Agenda	None.
b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.	
Presentations / Comments from the Public	
a. Presentation of the Best Surface Water of the Year Award by the Oregon Association of Water Utilities	Heath Cokeley from the OAWU presented the City of Stayton with the Best Surface Water of the Year Award for 2018, and Tom Etzel was honored as OAWU Operator of the Year.
b. Stayton Public Library Foundation	Grady Hardage with the Stayton Public Library Foundation announced their continued support of the outreach storyteller program and the Stayton Public Library.
c. Stayton Family Memorial Pool Update	Aquatics Facility Manager Billie Hight-Maurer provided an update on the Stayton Family Memorial Pool.
d. Sadie Carney	Ms. Carney is running for Marion County Commissioner.
e. Steve Poisson	Mr. Poisson, Vice President of Revitalize Downtown Stayton (formerly known as Friends of Old Town Stayton) spoke in support of proposed Ordinance No. 1019.
f. Ken Carey and Tina Schneider	Mr. Carey and Ms. Schneider spoke in support of the

<p>g. James Loftus</p>	<p>ordinance regulating Mobile Food Units as written.</p> <p>Mr. Loftus expressed his opinion on the situation between the City and PacifiCorp.</p> <p>Councilor Kronquist felt the City and Pacific Power should negotiate in good faith to work toward a successful resolution.</p> <p>Mr. Lien stated as a reminder to staff and the Council that any matters related to litigation with the City be referred to the City Attorney for response, and no further communication or comment from staff or Council.</p>
<p>Consent Agenda a. April 2, 2018 City Council Minutes</p>	<p>Motion from Councilor Kronquist, seconded by Councilor Molin, to approve the consent agenda. Motion passed 3:0.</p>
<p>Public Hearing</p>	<p>None.</p>
<p>Unfinished Business Ordinance No. 1018, Establishing Licensing Requirements and Standards for Mobile Food Units and Resolution No. 975, Establishing Fees for Mobile Food Unit License a. Staff Report – Dan Fleishman</p> <p>b. Council Deliberation</p> <p>c. Council Decision</p>	<p>Mr. Fleishman reviewed the staff report included in the Council packet. The Council was also provided with additional communication received from the Chamber of Commerce and community member Gerry Aboud.</p> <p>Mr. Carey and Ms. Schneider shared their concerns with the proposed regulations concerning litter, parking on the street, festivals, farmers markets, and the monthly food truck pod at First Avenue and Water Street. Staff responded, addressing these concerns.</p> <p>Council discussion of modifying the litter requirements and clarification on festivals and if they would require a license.</p> <p>Motion from Councilor Kronquist, seconded by Councilor Molin, to direct staff to make further revisions and clarifications to the proposed regulations.</p> <p><i>Council Discussion:</i> Staff requested clarification of what revisions the Council would like to see made. Council changes include striking the litter language, Police Officer “discretion” on blocking sidewalk; and allowing for festivals that may be more than 72 hours in length.</p> <p>Motion passed 3:0.</p>

New Business

Award of Contract for 2018 Virginia Street Improvement Project

- a. Staff Report – Lance Ludwick
- b. Council Deliberation
- c. Council Decision

Mr. Ludwick reviewed his staff report.

None.

Motion from Councilor Kronquist, seconded by Councilor Quigley, to award the contract for the 2018 Virginia Street Improvement Project to D&I Excavating in the amount of \$401,316.50. **Motion passed 3:0.**

Ordinance No. 1019, Amending Title 6, 8, and 15 of the Stayton Municipal Code Promoting Maintenance of Buildings and Public Spaces

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

Mr. Fleishman reviewed his staff report.

Councilor Kronquist offered a suggestion of revising language in proposed SMC 15.12.040.

Discussion of potential revisions to SMC 15.12.040, contacts made with downtown business owners, and enforcement of the proposed rules.

Motion from Councilor Kronquist, seconded by Councilor Molin, to adopt Ordinance No. 1019 with suggested modifications to SMC 15.12.040, “Weeds and Plants to be Controlled,” to include the sentence “Planted materials inside landscape beds and planters shall be maintained to keep them healthy and attractive.”

Council Discussion: Councilor Quigley stated he was not in support of the proposed rules and explained why.

Motion passed 2:1 (Quigley).

Appointment of Transportation System Update Citizen Advisory Committee

- a. Staff Report – Dan Fleishman and Lance Ludwick
- b. Council Deliberation
- c. Council Decision

Mr. Fleishman reviewed the staff report.

None.

Motion from Councilor Molin, seconded by Councilor Kronquist, to appoint the Transportation System Update Citizen Advisory Committee as presented. **Motion passed 3:0.**

<p>Staff / Commission Reports Finance Department Report – Cindy Chauran & Elizabeth Baldwin a. March 2018 Monthly Finance Department Report</p> <p>Police Chief’s Report – Chief Rich Sebens a. March 2018 Statistical Report</p> <p>Public Works Director’s Report – Lance Ludwick a. March 2018 Operating Report b. Award of 2018 Parks Maintenance Program c. Water Management and Conservation Plan Update</p> <p>Planning & Development Director’s Report – Dan Fleishman a. March 2018 Activities Report</p> <p>Library Director’s Report – Janna Moser a. March 2018 Activities</p>	<p>Mr. Campbell reviewed the Finance Department Report.</p> <p>Chief Sebens reviewed his report and spoke about the upcoming Fishing Derby.</p> <p>Mr. Ludwick reviewed the reports included in the packet.</p> <p>Brief discussion of development in Wildlife Meadows.</p> <p>Ms. Moser reviewed her report and offered an invitation to the upcoming Author’s Visit at the Library on April 26.</p>
<p>Presentations / Comments from the Public</p>	<p>None.</p>
<p>Business from the City Manager</p>	<p>Mr. Campbell reminded the Council of the upcoming Budget Committee meetings.</p>
<p>Business from the Mayor</p>	<p>None.</p>
<p>Business from the Council</p>	<p>Councilor Quigley indicated he will be gone the week of May 14th and will be unable to attend the Budget Committee meetings.</p> <p>Councilor Molin will be absent from the May 7th Budget Committee meeting.</p>
<p>Future Agenda Items – Monday, May 7, 2018 a. Budget Committee</p>	

APPROVED BY THE STAYTON CITY COUNCIL THIS 21ST DAY OF MAY 2018, 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
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: May 21, 2018
**SUBJECT: Acceptance of Right-of-Way Deed of Dedication for
Extension of Kindle Way**

ISSUE

The issue before the City Council is authorization to the City Manager to accept a deed of dedication for extension of the right of way for Kindle Way.

BACKGROUND INFORMATION

The existing portions of Kindle Way were dedicated to the public as right of way by various deeds. When the City Council annexed the Mill Creek Park property in December 2017, it also annexed a portion of the Kindle property for future extension of Kindle Way. Kirk Kindle has now executed a deed dedicating a strip of land as right of way. Approval from the City Council is needed

RECOMMENDATION

Staff recommends acceptance of the deed.

MOTIONS

Consent agenda approval

AFTER RECORDING RETURN TO:
CITY OF STAYTON
362 N. Third Avenue
Stayton, Oregon 97383

CITY OF STAYTON, OREGON Right-of-Way Deed of Dedication

1. PARTIES:

Kirk A. Kindle hereinafter referred to as "Grantor," and the CITY OF STAYTON, a Municipal Corporation in the State of Oregon, hereinafter referred to as "Grantee."

2. AFFECTED PROPERTY:

Grantor is currently the Owner of the following described real properties (properties) located in Marion County, State of Oregon:

Tract VI as described in a deed recorded in Marion County Deed Records in Reel 2607, Page 1:

Parcel I: Beginning at an iron pipe which is 1349.70 feet South 89° 45' West, and 1850.90 feet North 00° 17' West from the Southeast corner of the Henry Foster Donation Land Claim in Township 9 South, Range 1 West of the Willamette Meridian, Marion County, Oregon; and running thence South 89° 45' West 711.10 feet; thence North 00° 09' 30" West 301.65 feet; thence North 88° 45' East 711.10 feet; thence South 00° 17' East 301.65 feet to the point of beginning.

Parcel II: Beginning at a point which is 1320.00 feet South 89° 45' West from the Southeast corner of the aforesaid Henry Foster Donation Land Claim; and running thence North 00° 17' West 3837.90 feet to a point; thence South 89° 45' West 29.70 feet to the Northeast corner of the above-described tract of land; thence South 00° 17' East 3837.90 feet to appoint in the South line of the Foster Claim; thence North 89° 45' East 29.70 feet to the point of beginning, excepting that portion of Parcel II described in in a deed recorded in the Marion County Deed Records in Reel 3029, Page 285.

Tract VII as described in a deed recorded in Marion County Deed Records in Reel 2607, Page 1:

Beginning at an iron rod which is 1349.70 feet South 89° 45' West, and 2152.55 feet North 00° 17' West from the Southeast corner of the Henry Foster Donation Land Claim in Township 9 South, Range 1 West of the Willamette Meridian, Marion County, Oregon; and running thence South 89° 45' West 352.61 feet to appoint; thence North 00° 09' 30" West 316.34 feet to a point in the North line of that certain tract of land conveyed to Aloise C. Kindle, et al, be deed recorded in Volume 656, Page 780, Marion County Deed Records; thence North 88° 54' East, along the North line of said Kindle Tract, 351.93 feet to an iron pipe; thence South 00° 17' East 321.45 feet to the point of beginning. Subject to an easement for roadway purposes upon and across the South 30 feet of the tract of land being conveyed herein.

3. GRANT OF RIGHT-OF-WAY:

Grantor does hereby forever grant and agree to dedicate and dedicates unto the Grantee, its successors and assigns, in FEE SIMPLE, all rights, title and interest which the Grantor has, or may have, in and to any portion of the property of the undersigned included in or embraced within the limits of the right-of-way and appurtenances, slopes and embankments, as set forth in the attached legal description in EXHIBIT "A", a dedication map for the legal description in EXHIBIT "B" and a Tax Assessor map with property highlighted in EXHIBIT "C", which, by this reference, are incorporated herein, and Grantee hereby accepts the real property situated in the City of Stayton, County of Marion, State of Oregon, as public right-of-way for roadway and utility purposes.

TRUE AND ACTUAL CONSIDERATION: Valuable consideration, but zero dollars (\$-0-) dollars, which is hereby acknowledged by Grantor and Grantee.

In addition to the foregoing, for the same consideration, Grantor does further dedicate and grant to Grantee an easement over the adjoining land subject to this right-of-way and utility easement dedication that is necessary for the construction and maintenance of standard slopes to protect and support the roadway, embankments and other appurtenances according to the standards contained in the City of Stayton Public Works Standards for streets on file in the Public Works Department.

Said Grantor hereby warrants that it has the right to sell and convey said right of way, utility easement and slope easement and binds itself, its successors and assigns forever to warrant and defend the right and title to the above-described right of way and easements unto Grantee, its successors and assigns against the claims of all persons whomever by virtue of these presents. Said Grantor hereby, waives for itself, its successors and assigns all rights to any further compensation or claim to damages on account of the construction or maintenance of said roadway as herein agreed.

4. REMEDIES:

In addition to all other remedies allowed by law, the parties, their successors and assigns, shall have the right to seek injunctive relief for the enforcement of the terms and conditions of this dedication.

5. DISPUTE RESOLUTION:

In the event a dispute arises by reason of the terms of this dedication, the parties agree that the exclusive remedy is to resolve the issues by mandatory mediation. If the matter is not resolved by mediated settlement, then it shall be submitted to binding arbitration in accordance with Oregon law, and the prevailing party may be awarded attorneys' fees and costs at the discretion of the Arbitrator.

6. FORCE AND EFFECT:

The parties agree and it is so declared that this dedication and the terms, conditions and provisions of this dedication shall extend to, be binding upon and inure to the benefit of the heirs, personal representatives and assigns of the parties.

7. SEVERABILITY:

The invalidity of any section, clause, sentence, or provision of this dedication shall not affect the validity of any other part of this dedication, which can be given effect without such invalid part or parts.

8. GOVERNING LAW:

This dedication is to be governed and construed in accordance with the laws of the State of Oregon. Venue for any action regarding this dedication shall be in Marion County.

9. AUTHORITY AND EXECUTION:

The Grantor executing this dedication warrants that they are the Owner of the property in fee title and have full authority to grant and execute this right-of-way deed of dedication. The Grantee's representative is its authorized agent.

IN WITNESS WHEREOF, the parties execute this instrument on the date indicated below.

GRANTOR:

By: Kirk A. Kindle

By: [Signature]
(Signature)

STATE OF Oregon }
COUNTY OF Marion } ss

Personally appeared before me this 3rd day of May, 2018, and Kirk A Kindle has acknowledged the foregoing instrument to be his/her voluntary act and deed.



By: [Signature]

Notary Public for Marion
My Commission expires: 3/2/2021

EXHIBIT A

Legal Description Right of Way Dedication

Beginning at the Northeast corner of that parcel deeded to the City of Stayton and described in a deed recorded in Reel 3029, Page 285, Deed Records for Marion County, Oregon which point is 1320 feet South 89° 45' West and 1881.00 feet North 00° 17' West from the Southeast corner of the Henry Foster Donation Land Claim in township 9 South, Range 1 West of the Willamette Meridian in Marion County, Oregon;

Thence North 00° 17' West along the East line of Parcel II of Tract VI as described in a Deed recorded in Reel 2607, Page 001, Deed Records for Marion County, Oregon a distance of 1936.90 feet to a parcel of land deeded to the City of Sublimity in Reel 14, Page 486, Deed Records for Marion County, Oregon;

Thence South 89° 45' West 29.70 feet to the West line of Said Parcel II;

Thence South 00° 17' East along the West line of said Parcel II a distance of 1313.90 feet to the Northeast corner of Tract VII as described in a Deed recorded in Reel 2607, Page 001, Deed Records for Marion County, Oregon

Thence South 89° 45' West 25.00 feet to a point;

Thence South 00° 17' East to the south line of Parcel II of Tract VI as described in a Deed recorded in Reel 2607, Page 001, Deed Records for Marion County, Oregon;

Thence North 89° 45' East 25.00 feet along the south line of the said Parcel II of Tract VI to the west line of a parcel deeded to the City of Stayton and described in a deed recorded in Reel 3029, Page 285, Deed Records for Marion County, Oregon

Thence North 00° 17' West along the west line of the City of Stayton Parcel to the northwest corner of that parcel;

Thence North 89° 45' East 29.70 feet to the Point of Beginning.

Contains 1.3206 acres of land

EXHIBIT B

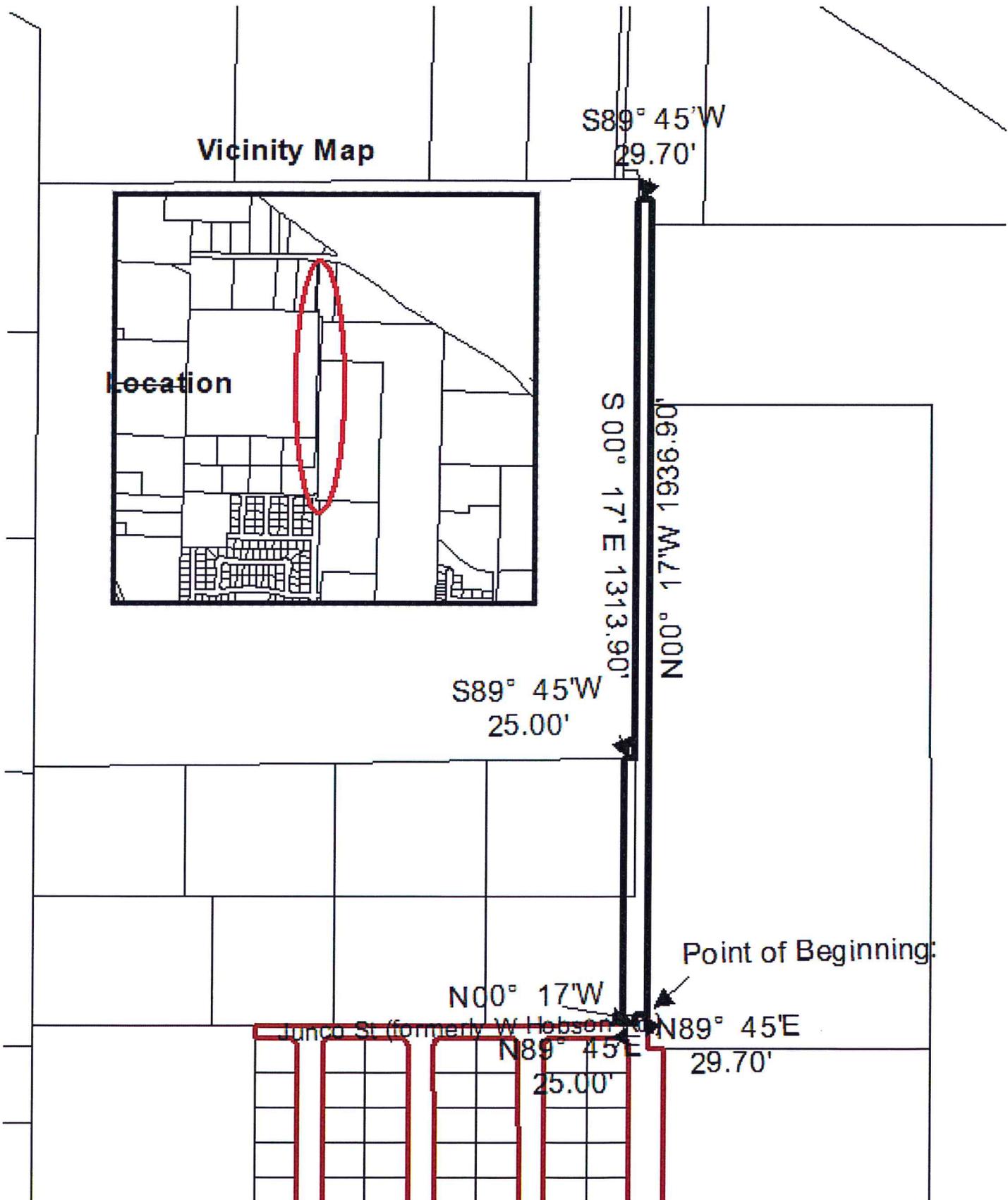
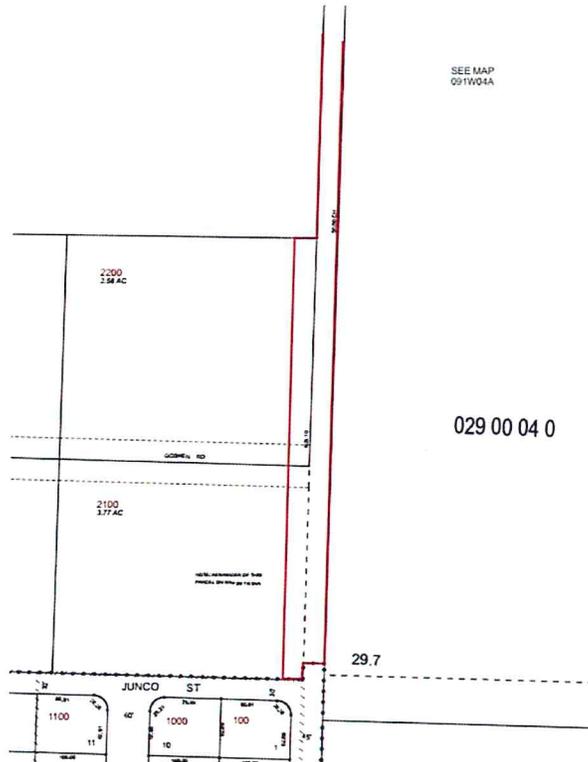
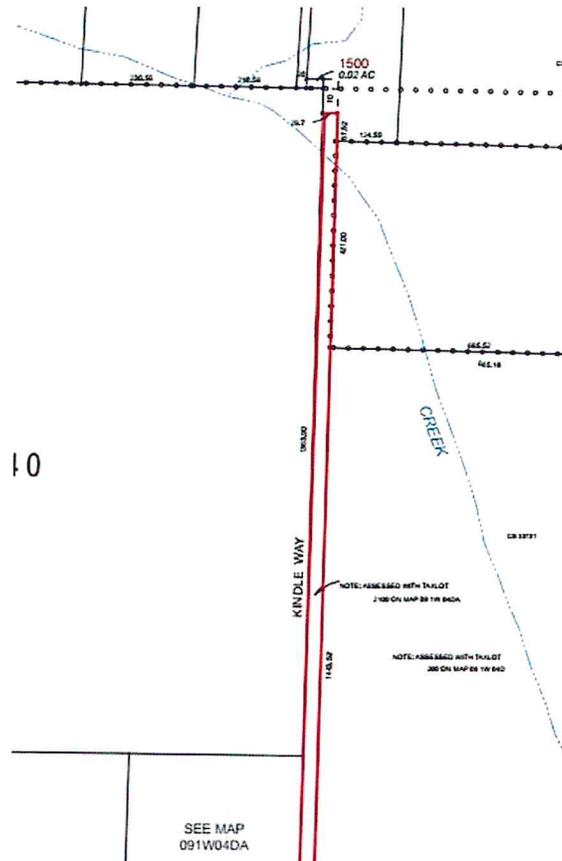


EXHIBIT C



Portion of Marion County Tax Map 091W04DA showing south portion of Right of Way Dedication



Portion of Marion County Tax Map 091W04A showing north portion of Right of Way Dedication



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: May 21, 2018
SUBJECT: Resolution Accepting CDBG Housing Rehabilitation Grant

ISSUE

The issue before the City Council is adoption of resolution accepting a CDBG Housing Rehabilitation grant from the Infrastructure Finance Authority and authoring the City Manager to execute a grant contract and sub-recipient agreement with Valley Development Initiatives for implementation of the grant.

BACKGROUND INFORMATION

The City Council, at its December 4, 2017 meeting, authorized the submission of an application to the Infrastructure Finance Authority for a Type II Housing Rehabilitation Grant. In accordance with IFA's Method of Distribution for the CDBG program, the Stayton served as the lead applicant for a joint application that included Aumsville, Turner and Mt. Angel. In late February, we received notice that the grant application had been selected for award.

Last week the City received the grant contract and associated paperwork. Resolution 976 accepts the grant and authorized the City Manager to execute the grant contract.

The City will be contracting with Valley Development Initiatives, a program of the Mid-Willamette Valley Council of Governments to implement the program. Resolution 975 also authorizes the City Manager to execute the necessary agreements with VDI for program administration.

RECOMMENDATION

Staff recommends adoption of Resolution 976 as presented.

OPTIONS AND MOTIONS

Consent agenda item

RESOLUTION NO. 976

A RESOLUTION ACCEPTING A COMMUNITY DEVELOPMENT BLOCK GRANT FROM THE INFRASTRUCTURE FINANCE AUTHORITY AND AUTHORIZING EXECUTION OF A CONTRACT

WHEREAS, since 2002, the City of Stayton has successfully administered a housing rehabilitation program utilizing federal Community Development Block Grant funds;

WHEREAS, under the rules for current program financial assistance may not be provided to the owners of manufactured housing units who do not own the real estate on which their home is located;

WHEREAS, the State of Oregon Department of Business Development, Infrastructure Finance Authority has recently changed the Method of Distribution for the Community Development Block Grant program to allow new grants to provide financial assistance to the owners of manufactured housing units who do not own the real estate on which their home is located;

WHEREAS, the State of Oregon Department of Business Development, Infrastructure Finance Authority requires new applications for Community Development Block Grant Housing Rehabilitation grants to come from a regional partnership of at least three municipalities;

WHEREAS, the City of Stayton has joined with the City of Aumsville, the City of Mt. Angel, and the City of Turner to submit an application for a Type II Housing Rehabilitation Grant from the Infrastructure Finance Authority, having previously entered into a grant participation agreement with the other cities;

WHEREAS, the Infrastructure Finance Authority has selected the application from the four cities for funding and has awarded a grant to the City of Stayton, as the lead applicant.

NOW THEREFORE,

BE IT RESOLVED that;

Section 1. Grant Award Accepted. The City of Stayton does hereby accept the grant award of \$400,000 for a Type II Housing Rehabilitation Grant from the Infrastructure Finance Authority and does authorize the City Manager to execute the grant contract.

Section 2. Sub-recipient Agreement. The City of Stayton intends to enter into an agreement with Valley Development Initiatives, a program of the Mid-Willamette Valley Council of Governments, for implementation of the housing rehabilitation program. The City Manager is hereby authorized to enter into an intergovernmental agreement or contract with VDI for contract administration and implementation.

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

ADOPTED BY THE STAYTON CITY COUNCIL this 21st day of May, 2018.

CITY OF STAYTON

Date: _____, 2018

By: _____
Henry A Porter, Mayor

Date: _____, 2018

Attest: _____
Keith D Campbell, City Administrator

DRAFT



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
Rich Sebens, Police Chief
Keith D Campbell, City Administrator

DATE: May 21, 2018

SUBJECT: Ordinance 1018 Establishing Licensing Requirements and Standards for Mobile Food Units
Resolution 975 Establishing Fees for Mobile Food Unit License

ISSUE

The issue before the City Council is consideration of enactment of amendments to the Business Licenses, Permits, and Regulations Code regarding mobile food units.

BACKGROUND INFORMATION

Staff presented Ordinance 1018 to the City Council at the April 2 meeting but had a recommended change to the ordinance. The Council asked for staff to conduct additional outreach to the affected businesses about the recommended change. Following discussion at the April 16 meeting, Council requested changes to the ordinance.

PROPOSED REGULATIONS

In summary, the proposed rules would require a license for any mobile food unit. Prior to issuing the license, the operator would need to demonstrate they have the necessary health and sanitary license from Marion County. Mobile food units would be permitted only in the zones of the city where eating and drinking establishments are permitted or at manufacturing sites when the customers are primarily employees of the industry. Mobile food units would not be permitted in a street right of way unless part of an event with a street closure. The location of a mobile food unit must not block a sidewalk, drivers' vision, or required off-street parking spaces for other uses on the property. The proposed rules clarify that any unit that is in place for more than 72 hours must receive the necessary approval under the City's Land Use and Development Code.

The Ordinance has been amended to include a provision that the order/service window must allow at least five feet of a public sidewalk remain unobstructed by queuing customers. The

ordinance has also been amended to remove the requirement for litter pick up by the mobile food unit operator.

Resolution 975 is presented to the Council for consideration. The proposed resolution establishes the cost of an annual license as \$40.

RECOMMENDATIONS

Staff recommends enactment of Ordinance 1018 as presented. Staff recommends enactment of Resolution 975 as presented

OPTIONS AND MOTIONS

The City Council is presented with the following options.

Ordinance 1018

1. Approve the first consideration of Ordinance 1018

Move to approve Ordinance No 1018 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. 1018 is enacted and will be presented to the Mayor for his approval.

If the vote is not unanimous, Ordinance No. 1018 will be brought before the Council for a second consideration at the June 4, 2018 meeting.

2. Approve the Ordinance with modifications

Move to approve Ordinance No. 1018 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. 1018 will be brought before the Council for a second consideration at its June 4, 2018 meeting.

3. Retain the Code unchanged

No motion is necessary.

Resolution 975, if Ordinance 1018 is enacted...

1. Approve Resolution 975

Move to approve Resolution 975 as presented.

2. Approve Resolution 975 with modifications

Move to approve Resolution 975 with the following changes ...

3. Return Resolution 975 to staff to be modified

Move to request staff make the following changes to Resolution 975 and return the ordinance to the June 4 meeting.

ORDINANCE NO. 1018

AN ORDINANCE AMENDING STAYTON MUNICIPAL CODE TITLE 5, ESTABLISHING LICENSING REQUIREMENTS FOR MOBILE FOOD UNITS

WHEREAS, the City of Stayton has adopted Title 5 of the Stayton Municipal Code (SMC) Regarding Business Licenses, Permits and Regulations;

WHEREAS, mobile food units, also known as food trucks are recent and welcome addition to the mix of businesses in the City of Stayton;

WHEREAS, the location of mobile food units has the potential to create pedestrian and vehicular traffic safety concerns;

WHEREAS, the City is interested in promoting the location of mobile food units but to assure that they are in compliance with all provisions of the City's Code and do not present a safety hazard; and

WHEREAS, the Stayton City Council, does find that the amendments in this Ordinance are reasonable regulations to promote the public health, safety and welfare.

NOW, THEREFORE, the City of Stayton ordains:

Section 1. Mobile Food Unit Defined. Stayton Municipal Code Title 5, Chapter 5.04, Section 5.04.020 is hereby amended by adding the following definition:

18. MOBILE FOOD UNIT: Any motor vehicle, trailer, or wagon that is used for the purpose preparing, processing, or converting food for immediate consumption as a drive-in, drive-through, curb or walk-up service. A mobile food unit does not include a street vendor's cart or a motor vehicle, trailer or wagon used exclusively for selling prepackaged food items that are not altered by the vendor (e.g. an ice cream truck) or the delivery of preordered food such as pizza or carryout.

Section 2. License Required. Stayton Municipal Code Title 5, Chapter 5.08, Section 5.08.010.1 is hereby amended by adding the following Mobile Food Unit as a category of business that requires a license or permit:

1. No person shall engage in any of the following businesses or activities within the City limits without first obtaining a license or permit as provided in this Title, except as otherwise exempted herein:
 - a. Carnival, amusement park, amusement concessionaire;
 - b. Junk dealer;
 - c. Secondhand Dealer;
 - d. Pawn Broker;
 - e. Promotional event;
 - f. Solicitor; ~~or~~
 - g. Marijuana Dispensary; or
 - h. Mobile Food Unit.

Section 3. Mobile Food Unit Regulations. Stayton Municipal Code Title 5, Chapter 5.48 is hereby enacted, establishing regulations for the operation of Mobile Food Units:

CHAPTER 5.48
MOBILE FOOD UNITS

5.48.010 REGULATIONS

1. In addition to the information required by Section 5.08.020, an application for a mobile food unit license shall contain documentation that the applicant has obtained all required health and sanitary licenses from the State of Oregon and Marion County.
2. Unless part of an event or festival that has received a permit from the City, any mobile food unit that is in place for more than 72 hours without being moved shall be considered a land use and require approval under the appropriate provisions of Chapter 17.12.
3. Location.
 - (a) Mobile food units may only operate in zones where eating and drinking establishments are allowed as a permitted use or use permitted after site plan review in Section 17.16.070 or in the parking area of a manufacturing business for the purpose of primarily serving the employees of that manufacturing business.
 - (b) Mobile food units shall not operate or be located in a public right-of-way. Mobile food units may operate on city-owned property provided the licensee is granted a site specific permit which shall be displayed conspicuously on-site.
 - (c) A mobile food unit may only operate in an approved parking lot, or other hard surface area, where the off-street parking requirements for all uses or activities served by the off-street parking area are met. The unit shall be located such that the queue of customers at an ordering or serving window do not block a public sidewalk. The customer queue shall allow a continuous through pedestrian zone of at least five feet in width along the sidewalk.
 - (d) The location standards of this section do not apply to mobile food units which operate as a vendor within an approved community event or where a street closure permit is granted under Chapter 10.36.
4. Standards.
 - (a) A mobile food unit, including all items associated with the operation, shall not obstruct pedestrian pathways, driveways or drive aisles of any off-street parking area and shall not be located in the sight distance triangle as defined in Section 17.04.100 or so as to create a traffic or safety hazard.
 - (b) All mobile food units which are parked in a stationary location for a period of 24 hours or longer shall provide screening for all conduit, tanks, and storage areas from all public areas and streets by sight-obscuring fencing and/or temporary landscaping and skirting shall be provided along the perimeter of the mobile food unit.
 - (c) Mobile food units may not be permanent structures and must remain capable of being moved, with wheels attached.

Section 4. Effective Date. This Ordinance shall become effective on the 30th day after adoption by the Stayton City Council and execution by the Mayor, or a representative of the Mayor.

ADOPTED BY THE STAYTON CITY COUNCIL this 21st day of May, 2018.

CITY OF STAYTON

Signed: _____, 2018

BY: _____
Henry A. Porter, Mayor

Signed: _____, 2018

ATTEST: _____
Keith D. Campbell,
City Administrator

DRAFT

RESOLUTION NO. 975

A RESOLUTION ADOPTING FEES FOR MOBILE FOOD UNITS.

WHEREAS, Resolution 965 adopted fees and charges for various City services;

WHEREAS, Ordinance 1018 enacts a requirement for operators of mobile food units to obtain a City-issued license and requires the fee for such a license to be established by resolution; and

WHEREAS, It is appropriate that the fee for a mobile food unit license be reflective of the City's costs for administration and enforcement of the licensing requirements.

NOW THEREFORE,

BE IT RESOLVED that;

Mobile Food Unit License Fee Established. The annual fee for a mobile food unit shall be \$40.00.

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

ADOPTED BY THE STAYTON CITY COUNCIL this 16th day of April, 2018.

CITY OF STAYTON

Date: _____, 2018

By: _____
Henry A Porter, Mayor

Date: _____, 2018

Attest: _____
Keith D Campbell, City Administrator



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: May 21, 2018
SUBJECT: Ordinance 1019 Amending Title 6, 8 and 15 of the Stayton Municipal Code Promoting Maintenance of Buildings and Public Spaces

ISSUE

The issue before the City Council is the second consideration of an ordinance enacting amendments to the Stayton Municipal Code to promote maintenance of properties in the downtown area.

BACKGROUND INFORMATION

At the April 16 City Council meeting, the City Council approved the first consideration of the Ordinance with an amendment regarding the language for landscaped areas. This amendment has been incorporated in the Ordinance.

RECOMMENDATION

Staff recommends adoption of Ordinance 1019 as revised.

OPTIONS AND MOTIONS

The City Council is presented with the following options.

1. Approve the second consideration of Ordinance 1019

Move to approve Ordinance No 1019 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 a majority of the Council votes in favor, Ordinance No. 1019 is enacted and will be presented to the Mayor for his approval.

2. Approve the Ordinance with modifications

Move to approve Ordinance No. 1019 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 third 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 second consideration is approved, Ordinance No. 1019 will be brought before the Council for a third consideration at its June 4, 2018 meeting.

3. Return the Ordinance to Staff for modification prior to consideration

Move to request that staff incorporate the following changes into Ordinance No. 1019 before the Ordinance is presented to the City Council for consideration...

4. Retain the Code unchanged

No motion is necessary.

ORDINANCE NO. 1019

AN ORDINANCE AMENDING STAYTON MUNICIPAL CODE TITLES 6, 8, AND 15, PROMOTING THE MAINTENANCE OF BUILDINGS AND PUBLIC SPACES

WHEREAS, the City of Stayton has adopted Title 6 of the Stayton Municipal Code (SMC) regarding animal control;

WHEREAS, there is currently no requirement in the SMC regarding owners of animals picking up their animals' waste;

WHEREAS, the City of Stayton has adopted Title 8, Chapter 8.12 regarding the use of public parks, public property and waterways;

WHEREAS, the SMC prohibits the use of tobacco products in public parks;

WHEREAS, Oregon law prohibits smoking within 10 feet of the entrance, exits, open windows and ventilators of public places or places of employment.

WHEREAS, the City has adopted a Downtown Transportation and Revitalization Plan that envisions that downtown streets are designed for pedestrians and promote safety and comfort.

WHEREAS, the City is interested in promoting the downtown area and maintaining the appearance of buildings and spaces around buildings to increase the attractiveness of the downtown area; and

WHEREAS, the Stayton City Council, does find that the provisions of this Ordinance are reasonable regulations to promote the public health, safety and welfare.

NOW, THEREFORE, the City of Stayton ordains:

Section 1. Removal of Animal Waste Required. Stayton Municipal Code Title 6, Chapter 6.04, Section 6.04.220 is hereby enacted.

6.04.2200 REMOVAL OF ANIMAL WASTE

The owner of every animal shall be responsible for the removal of any solid waste deposited by the owner's animal on public walks or within any public right of way, or in a park or other public place, or on private property not owned by the animal's owner.

Section 2. Smoking Prohibited. Stayton Municipal Code Title 8, Chapter 8.12, Section 8.12.040.5 is hereby amended, to prohibit smoking or vaping on sidewalks in the downtown area:

5. Smoking of tobacco, marijuana, or any other substances including E-Cigarettes and use of smokeless tobacco is prohibited at any City-owned property, park and facilities. Smoking or vaping is prohibited outside the front street facade of any building in the area designated as Downtown in the Comprehensive Plan Map. Smoking is defined as inhaling, exhaling, breathing, or carrying any lighted cigar, cigarette, E-cigarette, vape pen, or other tobacco product in any manner or in any form.

Section 3. Commercial Property Maintenance Required. Stayton Municipal Code Title 15, Chapter 15.12 is hereby enacted, establishing regulations for the maintenance of non-residential properties in the downtown area:

CHAPTER 15.12

NON-RESIDENTIAL PROPERTY MAINTENANCE

15.12.010 PURPOSE

This Chapter is intended to protect the Downtown Core from blight, deterioration, and decay as a result of properties in a condition or state that potentially would have an adverse effect on the value, utility, and habitability of property within the City. Such properties may:

1. Pose hazards to the public health, safety, and welfare.
2. Cause potential damage to adjoining and nearby properties. A property which is merely unkempt or vacant for long periods may reduce the value of adjoining and nearby property, and the habitability and economic well-being of the City may be materially and adversely affected.
3. Be a cause and source of blight in both residential and non-residential neighborhoods, especially when the person in charge of the building fails to actively maintain and manage the building to ensure that it does not become a liability to the neighborhood.
4. Discourage economic development and retard appreciation of property values.
5. Serve as a potential fire hazards and can jeopardize the ability of owners of neighboring property from securing or maintaining affordable fire insurance.
6. Potentially cause increased need for police protection due to misuse of the property by persons not having permission or right to use the property.
7. Be the core and cause of spreading blight

It is the responsibility of property ownership to prevent owned property from becoming a burden to the neighborhood and community and a threat to the public health, safety, or welfare. It is also in the community's best interest not to lose unique buildings, and in the best interest of the owner to maintain their investment.

15.12.020 SCOPE OF REGULATIONS

The regulations included in this Chapter shall be in effect and control the use of property and public places only within the Downtown Core of the City. The Downtown Core is defined as that area designated Downtown on the Stayton Comprehensive Plan Map.

15.12.030 PROPERTY TO BE KEPT FREE FROM DEBRIS

The exterior of any non-residential property shall be kept free of debris, trash, building materials, or the storage of other goods. The building exterior and/or property shall be kept free of any accumulation of newspapers, circulars or flyers, graffiti, discarded items including but not limited to cigarette butts, scrap paper, food or beverage containers, furniture, clothing, and appliances.

15.12.040 WEEDS AND PLANTS TO BE CONTROLLED

Plant material shall be cut down or destroyed between the building facade and the street unless planted in a container or tree well by the building owner, occupant, or city. Plant material shall be removed between buildings, and in alleyways. Planted materials in landscape beds and planters shall be maintained to keep them healthy and attractive.

15.12.050 ILLUMINATION AND MAINTENANCE OF AWNINGS

1. Awnings shall be in good repair and free of moss or algae.

2. Awnings shall not be internally illuminated. However, lighting which provides illumination to the sidewalk and signage is required from dusk to midnight.

15.12.060 ENFORCEMENT

The Ordinance Enforcement Officer shall enforce the standards of this Chapter, with or without a complaint being filed, when apparent violations are visible from a public street or property with public access.

1. Investigations.

Once a violation has been identified, the Ordinance Enforcement Officer will issue a written determination of violation.

2. Determination of Violation.

- a. When the Ordinance Enforcement Officer has determined that a violation of this Chapter exists, the Ordinance Enforcement Officer shall issue a written determination of violation to the property owner with an order to abate the violation. The written determination shall be mailed by first class mail to the owner at the address of record in the Marion County Assessor's records and shall include the following:

- 1) Street address.
- 2) A statement that the Ordinance Enforcement Officer has found the building or premises to be in violation of this Chapter.
- 3) A thorough description of the violation.
- 4) Statements advising the owner that if the required repairs or corrective actions are not completed within thirty days, the Ordinance Enforcement Officer will issue a Notice of Violation and Order of Abatement.
- 5) Statements that issuance of a Notice of Violation and Order of Abatement may result in:
 - a) Recording of the Notice and Order against the property.
 - b) Issuance of a citation to the owner to appear in Stayton Municipal Court.
 - c) Initiation of action to recover all City costs associated with the processing of the complaint, investigation and the resolution of the matter.
- 6) The date by which the repairs or corrective actions must be completed and a reinspection scheduled.

3. Notice of Violation and Order of Abatement.

If there is not compliance with the determination of violation and order by the date specified in the written determination, the Ordinance Enforcement Officer shall issue a Notice of Violation and Order of Abatement to the property owner. The Notice and Order shall be served upon the owner by certified mail, at the address of record in the Marion County Assessor's records and shall include the following:

- a. Street address.

- b. A statement that the Ordinance Enforcement Officer has found the building or premises to be in violation of this Chapter.
- c. A thorough description of the violation.
- d. Statements advising the owner that if the required repairs or corrective actions are not completed within thirty days, plus three days for mailing from the date of the Notice and Order, the Ordinance Enforcement Officer shall:
 - 1) Record the Notice and Order against the property.
 - 2) Coordinate the issuance of a citation to the owner to appear in Stayton Municipal Court.
 - 3) Initiate action to recover all City costs associated with the processing of the complaint, investigation and the resolution of the matter.
- e. Statements that the owner may appeal the Notice and Order as specified in this Chapter.
- f. The date by which the repairs or corrective actions must be completed and a reinspection scheduled.

4. Failure to Comply.

If there is not compliance with the Notice of Violation and Order by the specified date, the Ordinance Enforcement Officer shall:

- a. Coordinate the issuance of a citation to the owner to appear in Stayton Municipal Court;
- b. Record the Notice and Order against the property with all recording costs to be the responsibility of the owner; and
- c. Initiate an accounting for all costs associated with the processing of the complaint, investigation and the resolution of the matter with the intent and purpose of recovering these costs from the owner. A lien shall be placed on the subject property.

5. Compliance.

- a. Upon compliance with the Order of Abatement, the Ordinance Enforcement Officer will issue a Notice of Compliance to the owner.
- b. If a Notice and Order was recorded against the property, the City Manager will record the Notice of Compliance against the property.
- c. If an accounting was initiated for all costs associated with the processing of the complaint, investigation and the resolution of the matter, the Finance Director will proceed with collecting these costs from the owner using adopted City procedures, including lien foreclosure.

- 6. Penalties. Any person violating any of the provisions of this Chapter shall, upon court conviction thereof, be punished by a fine as specified by Council Resolution. Each day that a violation remains unrectified after notification is a separate offense.

15.12.070 APPEALS

- 1. Appeal to City Administrator.

Any owner who has been issued a Notice of Violation by the Ordinance Enforcement Officer may file a written appeal to the City Manager within 10 business days of the date the Notice of Violation was mailed.

2. The City Manager shall consider the appeal within 15 business days from the date of the City's receipt of the appeal. The City Manager may, at the City Manager's sole discretion:
- a. Remand the matter back to the Ordinance Enforcement Officer for reconsideration;
 - b. Grant the request on appeal, with or without conditions; or
 - c. Deny the request on appeal.

The City Manager shall issue a written Notice of Decision regarding the appeal. The City Manager's decision is final.

Section 4. Effective Date. This Ordinance shall become effective on the 30th day after adoption by the Stayton City Council and execution by the Mayor, or a representative of the Mayor.

ADOPTED BY THE STAYTON CITY COUNCIL this 21st day of May, 2018.

CITY OF STAYTON

Signed: _____, 2018

BY: _____
Henry A. Porter, Mayor

Signed: _____, 2018

ATTEST: _____
Keith D. Campbell,
City Administrator



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: May 21, 2018
SUBJECT: Ordinance 1020 Establishment of a Vertical Housing Development Zone

ISSUE

The issue before the City Council is consideration of enactment of Ordinance 1020 establishing a Vertical Housing Development Zone in the downtown area, establishing the mechanism for future Vertical Housing Development Zones, and establishing the procedures for the administration of the Zone.

BACKGROUND INFORMATION

The Downtown Transportation and Revitalization Plan of the Stayton Comprehensive Plan suggests a number of implementation measures to assist with the revitalization of the Downtown area, of which a Vertical Housing Development Zone (VHDZ) is one.

A Vertical Housing Development Zone provides a partial property tax exemption for development projects that are multistory and have a mix of residential and commercial uses. Staff has had some preliminary discussions about the construction of the multi-story mixed use buildings in the downtown area. Establishment of a Vertical Housing Development Zone by the City would serve as an incentive to spur this type of development, envisioned by the adopted Downtown Plan.

In January, the concept of the Vertical Housing Development Zone was presented to the City Council and the Council expressed support for the Zone and authorized staff to proceed with the necessary notice to other taxing jurisdictions.

ANALYSIS

The establishment and operation of a VHDZ is controlled by ORS 307.841 to 307.867 and establishment of a VHDZ provides the opportunity for a partial property tax exemption in areas designated by communities for the development of multi-story buildings that contain both commercial uses and residential dwellings.

The exemption varies in accordance with the number of residential floors on a project with a maximum property tax exemption of 80 percent for a 10 year period. An additional property tax

exemption on the land may be given if some or all of the residential housing is for low-income persons (80 percent of area median income or below). The amount of the exemption depends on the number of stories in the building that are larger than 500 square feet. Essentially, for each story, the property is granted a 20% exemption on the assessed value of the improvements. The assessed value of land is not impacted by the exemption. The exemption is capped at 80% of the value of the improvements. The exemption is available for both new construction and renovation of existing structures. To qualify, a renovation must increase the value of the existing structure by 20% or more.

The statute allows any local taxing district to “opt out” of the exemption. Notice was provided to the other taxing jurisdictions whose boundaries overlap with the City, (county, school district, educational services district, community college, regional library system, soil and water conservation district, fire district) in late February explaining the opportunity to opt out. The City received notice from the Stayton Fire District and the North Santiam School District that they were exercising the opportunity to opt out of the exemption.

Property in City of Stayton is subject to property tax at a rate of \$15.4577 per thousand of assessed value. This tax rate represents the sum of the tax rates from nine taxing jurisdictions. The combined tax rate of the Fire District and School District is \$7.1283 per thousand. With these two taxing districts choosing to opt out of the exemption the value of the exemption will be almost cut in half.

Once a Zone is designated by the City, it is up to a property owner to file an application for “project certification.” The determination of the eligibility for certification for an exemption and the percentage of exemption is made by the City and notice is provided to the county assessor’s office.

The property tax exemption is provided for a 10-year period. Following expiration of the exemption, the full assessed value of the property is returned to the tax rolls and the City and other taxing jurisdictions will collect property taxes on the total assessed value of the project.

The fiscal impacts of the partial exemption are difficult to estimate. The publicly available data from the Marion County Assessor’s Office does not allow one to calculate the assessed value of the improvements, due to the significant difference between the market value and the assessed value.

Based on the current assessed valuations if all eight multi-story mixed use (or potential for mixed use if upper story is not currently occupied for residential purposes) buildings were certified under the program, the City’s annual loss in revenue would be approximately \$1,000. This estimate reflects current assessed values. Several of those properties have very low assessed value to market value ratios (<30%) and most of the buildings have potential for significant increase in value from renovation, in addition to the potential value from new construction.

Draft Ordinance 1020 was reviewed by the City Attorney and changes made as a result of recommendations made by the City Attorney.

RECOMMENDATION

Staff recommends enactment of Ordinance 1020 as presented.

OPTIONS AND MOTIONS

The City Council is presented with the following options.

1. Approve the first consideration of Ordinance 1020

Move to approve Ordinance No 1020 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. 1020 is enacted and will be presented to the Mayor for his approval.

If the vote is not unanimous, Ordinance No. 1020 will be brought before the Council for a second consideration at the June 4, 2018 meeting.

2. Approve the Ordinance with modifications

Move to approve Ordinance No. 1020 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. 1020 will be brought before the Council for a second consideration at its June 4, 2018 meeting.

3. Choose not to establish a Vertical Housing Development Zone

Move to indefinitely postpone Ordinance No. 1020.

ORDINANCE NO. 1020
AN ORDINANCE ESTABLISHING A VERTICAL HOUSING
DEVELOPMENT ZONE

WHEREAS, the City of Stayton has adopted a Downtown Transportation and Revitalization Plan;

WHEREAS, one of the recommendations to promote the vitality of and new development activity in the downtown area is the adoption of a vertical housing development zone;

WHEREAS, ORS 307.844(1) authorizes a city to designate an area within the city as a vertical housing development zone;

WHEREAS, a vertical housing development zone provides for a partial exemption on the *ad valorem* taxes on qualifying property;

WHEREAS, the City is interested in promoting the downtown area and promoting development of multi-story mixed use buildings in the downtown area;

WHEREAS, ORS 307.844(5) requires consideration of the potential for displacement of households within a proposed vertical housing development zone before designating the zone;

WHEREAS, the City Council has received a report from staff regarding the potential for displacement and finds that there are relatively few existing housing units in the vertical housing development zone that may be displaced;

WHEREAS, ORS 307.844(6) requires written notice to the local taxing jurisdictions that have territory in the proposed vertical housing development zone of the city's intention to designate a vertical housing development zone and provides the opportunity for taxing jurisdictions to elect to not participate in the vertical housing development zone;

WHEREAS, on February 26, 2018, notice of possible establishment of vertical housing development zone was sent to the other taxing jurisdictions with levy authority in the City; and

WHEREAS, the North Santiam School District and the Stayton Fire District have notified the City that they both have elected to not participate in the vertical housing development zone.

NOW, THEREFORE, the City of Stayton ordains:

Section 1. Vertical Housing Development Zone Established. Stayton Municipal Code Title 3, Chapter 3.16, is hereby enacted as shown on Exhibit A attached hereto and incorporated herein.

Section 2. Notice to Marion County Assessor. A copy of this Ordinance shall be furnished to the Marion County Assessor along with notice of the local taxing jurisdictions that have elected not to participate.

Section 4. Effective Date. This Ordinance shall become effective on the 30th day after adoption by the Stayton City Council and execution by the Mayor, or a representative of the Mayor.

ADOPTED BY THE STAYTON CITY COUNCIL this 21st day of May, 2018.

CITY OF STAYTON

Signed: _____, 2018

BY: _____
Henry A. Porter, Mayor

Signed: _____, 2018

ATTEST: _____
Keith D. Campbell,
City Administrator

DRAFT

EXHIBIT A

CHAPTER 3.16

VERTICAL HOUSING DEVELOPMENT ZONE

3.16.010 PURPOSES, OBJECTIVES AND DURATION

1. This Chapter is adopted to carry out the provisions of ORS 307.841 to 307.867 as they pertain to the administration by the City of Stayton (the "City") of the Vertical Housing Development Zone Program described herein (the "program"). The basic purpose of the program is to encourage construction or rehabilitation of eligible properties in order to augment the availability of suitable housing and to revitalize the downtown area. This Chapter sets forth relevant aspects of the program, including the application and approval of Certified Projects, for the calculation of any applicable partial property tax exemptions, and for the monitoring and maintenance of properties as qualifying Certified Projects.
2. This Chapter is not meant to interfere with the direct administration of property tax assessments by the Marion County Assessor and does not supersede administrative rules of the Oregon Department of Revenue in OAR chapter 150 pertaining to the valuation of property for purposes of property tax assessments, including as adopted or amended in the future.
3. This Chapter shall sunset on January 1, 2026 unless extended under the authority of state law.
4. The termination of the program under this Chapter does not affect the exemption from tax under ORS 307.864 of any property of a vertical housing development project that was certified prior to termination of the program and that continues to qualify for the exemption at the time of the termination, up to 10 years of exemption.

3.16.020 DEFINITIONS

As used in this Chapter, unless the context indicates otherwise:

1. "Certified Project" or "project" means a multi-story development within a VHDZ that the City certifies as a vertical housing development project qualifying for a vertical housing partial property tax exemption under this Chapter based on a proposal and description from a project applicant that conforms to City requirements.
2. "Construction" means the development of land, and the new construction of improvements to land as further described in this Chapter.
3. "County Assessor" means the Marion County Assessor
4. "City" means the City of Stayton.
5. "Director" means the director of the Planning and Development Department or someone within the City authorized to act on behalf of the director for purposes of the program.
6. "Displacement" means a situation in which a household is forced to move from its current residence due to conditions that affect the residence or the immediate surroundings of the residence and that:
 - a. A reasonable person would consider to be beyond the household's ability to prevent or control;

- b. Occur despite the household's having met all previously imposed conditions of occupancy; and
 - c. Make continued occupancy of the residence by the household unaffordable, hazardous or impossible.
- 7. "District" means a local taxing district.
- 8. "Equalized floor" means the quotient that results from the division of total square footage of a project by the number of actual floors of the project that are at least 500 square feet per floor, or as may be increased or otherwise qualified by the city by rule.
- 9. "Low-income residential housing" means housing that is restricted to occupancy by persons or families whose income is no greater than 80 percent of Salem Metropolitan Statistical Area median income, adjusted for family size.
- 10. "Median family income" means median family income by household size for the Salem Metropolitan Statistical Area as defined by the United States Department of Housing and Urban Development as adjusted and published periodically.
- 11. "Non-residential use" means any use that is not exclusively residential use and may include building features that are elements of construction including corridors, elevators, stairways, lobbies, mechanical rooms, and community rooms. Non-residential areas may include units designated as live-work spaces in accordance with City zoning requirements.
- 12. "Project applicant" means an owner of property within a VHDZ, who applies in a manner consistent with this Chapter, to have any or all such property approved by the City as a Certified Project.
- 13. "Rehabilitation" means repair or replacement of improvements, including fixtures, or land developments, the cost of which equals at least 20 percent of the real market value of the improvements or land developments being repaired or replaced.
- 14. "Residential use" means regular, sustained occupancy of a residential unit in the project by a person or family as the person's or family's primary domicile, including residential units used primarily for transitional housing purposes, but not units and related areas used primarily as:
 - a. Hotels, motels, hostels, rooming houses, bed & breakfast operations or other such temporary or transient accommodations; or
 - b. Nursing homes, hospital-type in-patient facilities or other living arrangements, even of an enduring nature, where the character of the environment is predominately care-oriented rather than solely residential.
- 15. "Vertical housing development project" or "project" means the construction or rehabilitation of a multiple-story building, or a group of buildings, including at least one multiple-story building, so that a portion of the project is to be used for non-residential uses and a portion of the project is to be used for residential uses.
- 16. "Vertical housing development zone" or "VHDZ" or "zone" means an area that has been and remains designated by the City as a vertical housing development zone and is further described in Section 3.16.040.

3.16.030 ADMINISTRATION AND ENFORCEMENT

The Director is responsible for the implementation, administration and enforcement of this Chapter. The Director may adopt such policies and procedures as are necessary to efficiently and effectively carry out that responsibility, consistent with the provisions of this Chapter.

3.16.040 ZONE DESIGNATIONS

1. Downtown Vertical Housing Development Zone. There is hereby established a VHDZ in the downtown Stayton area. The boundaries of the Downtown VHDZ shall be the combined area of the three downtown mixed use zones as designated on the Official Zoning Map referred to in Section 17.16.020.3 and amended as of January 3, 2018, and shown as Figure 3.16.040.1, below. The North Santiam School District and the Stayton Fire District have elected to not participate in the Downtown VHDZ. A Certified Project within the Downtown VHDZ does not receive an exemption from the taxes imposed by North Santiam School District or the Stayton Fire District.
2. The City may designate additional zones by resolution. Before designating a VHDZ, the City must notify the local taxing districts that have territory in the proposed VHDZ of the City's intention to designate a VHDZ. A local taxing district may elect not to participate in a VHDZ. A local taxing district that elects not to participate may continue to impose taxes on property otherwise exempt from ad valorem property tax under ORS 307.864. The City must consider the potential for displacement of households within a proposed VHDZ before designating the zone. The resolution establishing VHDZ may not be adopted sooner than 60 days after sending the notice to local taxing districts. The resolution shall:
 - a. Contain a description of the area sought to be designated as a VHDZ, including proposed zone boundaries;
 - b. Contain a statement attesting that the notification described above was sent by regular mail to each local taxing district;
 - c. Contain a list of the local taxing districts that elected not to participate in the VHDZ;
 - d. Address the reasons that the City finds the designation of the zone will improve housing affordability within the City and fulfill the purposes of ORS 307.841 to 307.867.

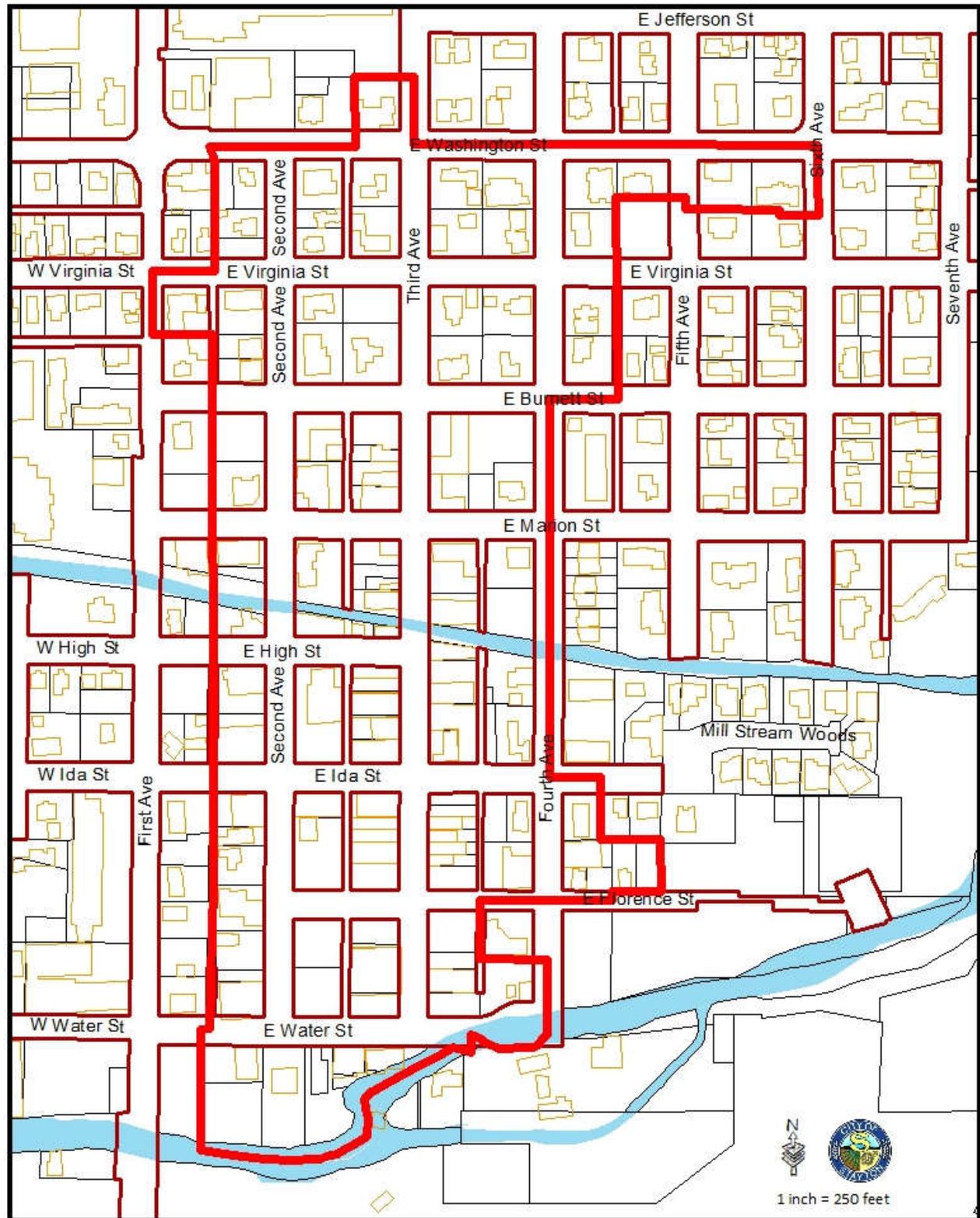
The City may approve multiple VHDZs within its jurisdiction. The boundaries of VHDZs may not overlap. A property may only be in one VHDZ.

3.16.050 LOCAL TAXING DISTRICTS AND ZONE DESIGNATIONS

1. Prior to adoption of a resolution designating a VHDZ the City shall:
 - a. Prepare a list of local taxing districts that have territory in the proposed VHDZ.
 - b. By regular mail, send a notice to the local taxing districts listed pursuant to paragraph 1 above that:
 - (1) Describes the proposed VHDZ;
 - (2) Explains the exemption described in ORS 307.864 that would apply if the proposed zone is designated; and

Figure 3.16.040.1

Downtown Vertical Housing Development Zone



(3) Explains the process by which a local taxing district may elect not to participate in the VHDZ.

2. To elect not to participate in a VHDZ, a local taxing district shall, within 30 days after the date on which proper written notification is received by the district from the City inform the City in writing of its decision to opt out of the VHDZ designation.

3.16.060 NOTICE TO COUNTY ASSESSOR

The City will send a copy of any designation of a VHDZ to the Oregon Department of Revenue and to the Marion County Assessor's office. The City will include with the notification to the County Assessor:

1. A written description of and a map showing the boundaries of the VHDZ; and
2. The name of any local taxing district that elected not to participate in the VHDZ.

3.16.070 ZONE TERMINATION OR MODIFICATION

1. The City may terminate all or part of the VHDZ at any time. Any such termination will not affect existing Certified Projects and is not subject to administrative or judicial review.
2. The City may approve a Certified Project after VHDZ termination if the application for certification of the Project was pending with the City prior to the City terminating the VHDZ. However, the City may consider the VHDZ termination in determining whether or not to approve the application for a Certified Project.
3. The City will send notice of its termination of a VHDZ to any pending applicant, the County Assessor, and owners of Certified Projects, of whom the City is aware.
4. Subsequent VHDZs may include areas from a terminated VHDZ. A new VHDZ may be designated, or an existing VHDZ expanded or reduced, so that there is no discontinuance of a VHDZ designation for any areas where the VHDZ designation is intended to endure.

3.16.080 APPLICATION FOR PROJECT CERTIFICATION

1. A project applicant may file an application for certification of a project by completing the vertical housing project application form, as prescribed by and available from the City, and by delivering it during normal business hours or by mail to the Planning and Development Department.
2. Projects must be described in terms of entire tax parcels. Projects may not include partial tax parcels.
3. Each phase of a phased development, whether vertical or horizontal, will require a separate application.
4. The City will review applications upon their appropriate delivery subject to, but not limited to:
 - a. Applications being complete and consistent with City requirements; and
 - b. Delivery to the City of an application processing fee, monitoring fee and any other related fees. In determining fees for each project applicant, the City may consider factors including, but not limited to, known and expected costs in processing the application, effecting appropriate monitoring of the project and otherwise administering the program with respect to the project. The fees authorized by this subsection shall be established by resolution of the City Council. Payment of fees may be made by check or credit card payable to the

City and must be submitted along with the project application or as otherwise required by the City.

5. For new construction projects to qualify for certification, the application must be delivered to the City before:
 - a. The relevant permitting authority has issued a permanent certificate of occupancy; or
 - b. If no certificate of occupancy is required, then the application must be filed on or before the date on which residential units that are part of the vertical housing development project are ready for occupancy.
6. For rehabilitation to qualify for certification, the application must be delivered to the City at any stage of the rehabilitation, but not after rehabilitation work on the project is complete and the project is ready for occupancy. The City may provide a preliminary certification of the project pending completion of the rehabilitation of the project. Notification of the project's completion, together with appropriate documentation of the actual costs of the rehabilitation and the real market value of the pre-rehabilitated project must be forwarded by the project applicant to the City within 90 days of project completion. The City may certify all or part of a rehabilitated project or of a project where the rehabilitation is still in progress as a Certified Project.
7. Project applicants must provide the following information in a manner satisfactory to the City:
 - a. The address and boundaries of the proposed project including the tax lot numbers, a legible and scaled site plan of the proposed project, and a legal description of the land involved in the project for which a partial tax exemption is sought by the project applicant;
 - b. A description of the existing condition of the proposed project property;
 - c. A description of the proposed project including, but not limited to current architectural plans that include verifiable square footage measurements; and designation of the number of project floors;
 - d. A description of all non-residential areas with related and total square footages including the proportion of total square footage of project proposed for non-residential uses, and identification of all non-residential uses;
 - e. A description of all residential areas, including number and type of units, with related and total square footages including the proportion of total square footage of project proposed for residential uses;
 - f. A description of the number and nature of low-income residential housing units with related and total low-income residential housing square footages;
 - g. Confirmation that the project is entirely located in an established VHDZ;
 - h. A commitment from the project applicant, acceptable to the City, that the project will be maintained and operated in a manner consistent with the project application and the program for a time period acceptable to the City and not less than the term of any related property tax exemption;
 - i. A calculation of equalized floors, an allocation of equalized floors to residential uses and an allocation of equalized floors to low income residential housing;

- j. Documentation establishing the costs of construction and rehabilitation with respect to the project;
- k. A statement from the applicant that the applicant further agree to cooperate fully with all monitoring and investigatory actions by the City, should the application be approved; and
- l. Such other information as the City, in its discretion, may require.

For purposes of this section, square footage does not include areas used for patios, porches, deck space, or parking, unless these areas are demonstrated to the satisfaction of the City to be economically necessary to the project or the City otherwise determines that it is appropriate to include the areas in the square footage;

- 8. The City may request such other information from a project applicant and undertake any investigation that it deems appropriate in processing any project application or in the monitoring of a Certified Project. By filing an application, a project applicant irrevocably agrees to allow the City reasonable access to the project and to project-related documents, including the right to enter onto and inspect the project property and to copy any project-related documents and agrees to provide an annual report of the property as further described in Section 3.16.130.
- 9. In its application, the project applicant must verify such substantial alteration and enhancement. The following actions, by themselves, are not sufficient to satisfy this substantial alteration and enhancement requirement irrespective of cost or implementation throughout a project:
 - a. Ordinary maintenance and repairs;
 - b. Refurbishment or redecoration that merely replaces, updates or restores certain fixtures, surfaces or components; or
 - c. Similar such work of a superficial, obligatory or routine nature.
- 10. Unless an exception is granted by the City, projects "in progress" at the time of application may include only costs incurred within six (6) months of the application date. Factors that the City may consider in determining whether or not to grant an exception to the six (6)-month limitation on costs include, but are not limited to the following:
 - a. Delay due to terrorism or acts of God;
 - b. Delay occasioned by requirements of the City;
 - c. Resultant undue hardship to the project applicant;
 - d. The complexity of the project; and
 - e. The benefit of the project to the community.
- 11. For applications filed before project completion, the City may provide a conditional letter of prospective certification of the project pending its completion. To obtain a final certification of the project, the project applicant must provide timely notification to the City of the project's completion, together with a copy of the certificate of occupancy and other information as the City may require. A project applicant must provide the notice and required documentation to the City within 90 days of project completion which is typically the date of the certificate of occupancy unless the City determines that another date is more appropriate.

12. If an application is rejected for failure to meet City review requirements, then:
- a. The City will notify the project applicant that the application has been rejected; and
 - b. The City, at its own discretion, may allow the resubmission of a rejected application for project certification ("as is" or with appropriate corrections or supplementations) or may reconsider a determination by it to reject an application. Factors that the City may consider in allowing a resubmission of a rejected application or the reconsideration of a determination by it to reject an application include, but are not limited to the following:
 - (1) Whether or not rejection results in undue hardship to the project applicant;
 - (2) The best interests of the community;
 - (3) The level of cooperation from the project applicant;
 - (4) The level and materiality of initial non-compliance by the project applicant, and;
 - (5) Mitigation of any initial non-compliance by the project applicant.
 - c. If the City accepts for review a previously rejected application, it may do so, at its sole discretion, on a prospective basis or based upon the original date of filing. Factors that the City may consider in determining the date to apply to a previously rejected application include, but are not limited to the following:
 - (1) Whether or not occupancy or readiness to occupy residential units in the project has occurred since the original application;
 - (2) Whether or not undue hardship would result to the project applicant;
 - (3) The best interests of the community;
 - (4) The level and materiality of non-compliance in the initial application.

3.16.090 PROJECT CRITERIA

- 1. The City will evaluate each accepted application to determine whether or not to certify the proposed project. A project, to qualify for City certification, must satisfy each of the following criteria:
 - a. The project must be entirely located within an approved VHDZ;
 - b. The project must include one or more equalized floors;
 - c. The project must be comprised of a multiple-story building, or a group of buildings, including at least one multiple-story building, so that a portion of the project is to be used for non-residential uses and a portion of the project is to be used for residential use;
 - d. A portion of the project must be committed, to the City's satisfaction, for residential use and a portion of the project must be committed, to the City's satisfaction, for use as non-residential use;
 - e. The commitment to non-residential use must be accomplished as follows:

- (1) At least 50 percent of the project's ground floor that fronts on the primary public street must be committed to nonresidential use. If a project has access to only one public street, the square footage of driveways, loading docks, bike storage, garbage receptacles and building entryways shall be excluded before applying the 50 percent test;
 - (2) For the project's ground floor to be considered committed to nonresidential use, all ground floor interior spaces that front on the primary public street must be constructed to building code standards for commercial use, are planned for commercial use and/or live-work use upon completion, or both;
 - (3) If a project has frontage on more than one public street, the "primary public street" shall be the numbered avenue or may be designated by mutual agreement between the applicant and the City.
 - (4) For purposes of this section, "public streets" include all publicly-owned streets, but does not include alleys;
 - (5) For purposes of this rule, "live-work" spaces shall have the same meaning as "live-work unit" in Section 17.04.100. Any live-work space is deemed to be committed for non-residential use under the program. The work portion of a live-work unit must have direct access to street level entrances of the project.
- f. Each project must be on its own tax parcel;
 - g. Construction or rehabilitation must have been started on each building included in the project, including but not limited to, additions that expand or enlarge an existing building;
2. To qualify to be a Certified Project, the rehabilitation of any existing improvement must substantially alter and enhance the utility, condition, design or nature of the structure. In determining whether or not proposed or completed rehabilitation is satisfactory or substantial, the City may consider factors including, but not limited to:
 - a. The quality and adequacy of design, materials and workmanship;
 - b. The quantity of rehabilitation in proportion to the total cost of the project and between the area devoted to residential use and area devoted to non-residential use;
 - c. The distribution of rehabilitation throughout the project, including as it relates to the habitability of residential areas, and particularly low-income residential housing areas; and
 - d. The value of the improvements on a project. The value of the improvements must be at least 20 percent of the real market value of the entire project on the last certified assessment roll before the City, in consideration of other factors, will deem rehabilitation to be "substantial" in nature.
 3. Certified Projects with at least one equalized floor of low-income residential housing may qualify for a partial property tax exemption with respect to the land contained within the tax lot upon which the Certified Project stands, but will not qualify for a partial property

tax exemption under the program for land adjacent to or surrounding the Certified Project contained in separate tax lots. Excess or surplus land that is not necessary for the project, as determined by the City, will not be eligible for partial exemption;

4. Low-income residential housing floors or units must be set-aside as such for the entire tax year and occupied only by people who are income eligible in order for the project to qualify for the low income vertical housing exemptions on land;
5. The non-residential use of a particular floor or floors may be satisfied even if the entire floor is not devoted to that use; and
6. Low-Income residential housing units in the Certified Project must continue to meet the income eligibility requirements for the definition of low-income residential housing for the entire period for which the vertical housing project is certified.

3.16.100 CITY CERTIFICATION OF PROJECTS

1. The City will endeavor to process each accepted application and make a determination whether or not to approve such application, in whole or in part, within 60 days of when the accepted application is received by the City.
2. The determination of the City to certify or deny certification is a discretionary determination. The determination is final and is not subject to judicial or administrative review.
3. If the application is approved, the City will:
 - a. Issue a letter to the project applicant describing the Certified Project with an explanation of the partial property tax exemption effective for the Certified Project; and
 - b. Send a copy of the project information to the County Assessor.
4. The owner of a Certified Project must execute and record a Project Use Agreement, including restrictive covenants running with the land and equitable servitudes, satisfactory to the City in the Marion County records. Recordation of such instruments satisfactory to the City constitutes a condition precedent to the approval of the Certified Project taking legal effect. The City may void any Certified Project approval for failure to timely record and provide the City with a copy of any such instruments. The owner shall be responsible for the cost of recording and providing satisfactory evidence to the City that such instruments have been properly recorded.
5. If the application is denied, the City will send written notice of the denial to the project applicant. At its option, the City may allow reapplication by the project applicant consistent with Section 3.16.080.14.
6. Certification by the City of a project may be partial in scope. The City's letter of approval will identify what portions of the property and improvements included in the project application constitute the Certified Project.
7. The letter of approval from the City also may include such information and instructions as the City deems appropriate.

3.16.110 PROJECT MONITORING FEE/MODIFICATION OR TRANSFER OF OWNERSHIP

1. A monitoring fee shall be paid by the project applicant to the City at the time of project application, or as otherwise directed by the City, to cover the City's actual and anticipated

costs of monitoring and otherwise addressing compliance by the Certified Project with program requirements including, without limitation ORS 307.841 to 307.861 and other applicable law. The City may consider factors including but not limited to the following in determining the amount of this monitoring fee:

- a. The size of the project;
- b. The number of residential housing units;
- c. The amount of commercial space, including any live-work units;
- d. Project uses;
- e. Project location;
- f. The duration and complexity of compliance requirements;
- g. The level and amount of staff or other services involved;
- h. The use of supplies, equipment or fuel; and
- i. The number of separate sites and/or buildings.

- 2. The City may condition its approval of a Certified Project upon payment by project applicant of the applicable fee described above in 3.16.110.1. The City may void or terminate the certification of all or a portion of a Certified Project if such fees, or any part thereof, are not timely paid.
- 3. Modifications to or transfers of ownership of a Certified Project must receive prior written approval from the City. The City will not unreasonably withhold its approval of such modifications to or transfers of ownership. The City may void or terminate the certification of all or a portion of a Certified Project if modifications to or transfers of ownership are made without its prior written approval except where such modifications or transfers occur by operation of law following death or divorce.
- 4. If there are proposed or actual modifications to or transfers of ownership of the Certified Project, the Certified Project owner shall notify both the County Assessor and the City of the new owner's name, contact person, mailing address and phone number within 30 days of the change.
- 5. The City may require the Certified Project owner to pay an administrative fee to cover the City's actual and anticipated costs of reviewing and processing such modification or transfer including, without limitation, effecting the legal review, amendment, execution or recording of related documents.
- 6. The City may condition its approval of a modification to or transfer of ownership in a Certified Project upon payment by the Certified Project owner of the administrative fee described above in subsection 5. The City may void or terminate the certification of all or a portion of a Certified Project if such an administrative fee, or any part thereof, is not timely paid.

3.16.120 MONITORING; INVESTIGATIONS; REMEDIES; DECERTIFICATIONS

- 1. The City may monitor and investigate Certified Projects for compliance with program requirements and other applicable law as it deems appropriate. Project applicants shall prepare an annual report to the City on the number of residential housing units; number of low-income residential housing units; and amount of commercial space, including live-work units.

2. The City may undertake any remedial action that it determines to be necessary or appropriate to enforce City interests or program requirements including, without limitation, commitments provided by project applicants in the final application and certification. Remedial actions may include, but are not limited to:
 - a. The requesting of project documentation including but not limited to current rents on an annual basis and lease agreements with redacted personal information;
 - b. The issuance of orders and directives with respect to the project or otherwise;
 - c. The initiation and prosecution of claims or causes of action, whether by administrative hearing, civil action or otherwise (including, without limitation, actions for specific performance, appointment of a receiver for the Certified Project, injunction, temporary restraining order, recovery of damages, collection of fees, etc.); and
 - d. The decertification of all or a portion of a Certified Project.
3. Prior to decertifying all or part of a Certified Project and directing the County Assessor to disqualify all or part of the project for partial property tax exemption treatment, the City shall issue a decertification notice to the Certified Project owner identifying relevant factors among the following:
 - a. The property decertified from the project;
 - b. The number of equalized floors that have ceased qualifying as residential housing for purposes of the program;
 - c. The number of equalized floors that have ceased qualifying as low-income residential housing for purposes of the program;
 - d. The remaining number of equalized floors of residential housing in the project and a description of the property of each remaining equalized floor;
 - e. The remaining number of equalized floors of low-income residential housing in the project and a description of the property of each remaining equalized floor of low-income residential housing;
 - f. If the project no longer includes commercial space consistent with the intent of the program; and
 - g. Such other information as the City may determine to provide.
4. Prior to issuance of a notice of decertification, the City will provide the Certified Project owner with notice of an opportunity to correct first-time program noncompliance within a reasonable amount of time as determined by the City. The City also may elect to provide the Certified Project owner with notice of an opportunity to correct repeat program non-compliance within a reasonable amount of time as determined by the City. In deciding whether or not to provide the Certified Project owner with notice of an opportunity to correct repeat program non-compliance and in determining how much time to provide the Certified Project owner to correct any noticed program non-compliance, the City may consider factors including, but not limited to:
 - a. The severity of the non-compliance;
 - b. The impact of non-compliance upon project tenants and patrons;

- c. The public interest in appropriate and affordable housing;
- d. The public interest in the revitalization of relevant communities;
- e. The cost and time reasonably necessary to correct program noncompliance; and
- f. The past history of compliance and non-compliance by the project owner.

5. For those instances where the City has elected to provide notice to a Certified Project owner of its non-compliance, if the City determines that the Certified Project owner has failed to correct any noticed program non-compliance within the time allowed by the City in its notice, the City may issue the notice of decertification identified above and direct the County Assessor to disqualify all or a portion of the project from property tax exemption under the program. The City also may issue a notice of decertification and direct the County Assessor to disqualify all or a portion of a project from property tax exemption under the program with respect to program non-compliance for which it determines not to provide prior notice and an opportunity for non-compliance correction.

6. The effective date of a decertification is the date provided in the notice of decertification identified above in Section 3.16.120.5. The effective date of a decertification may be retroactive from the date of the actual notice of decertification only to the commencement of the non-compliance for which the decertification is issued as determined by the City. In determining whether or not to make the decertification retroactive, the City may consider factors including, but not limited to those identified above in Section 3.16.120.4, the intentional nature of the non-compliance, and when the owner or its agents became aware or reasonably should have become aware of the non-compliance.

3.16.130 PARTIAL PROPERTY TAX EXEMPTIONS FOR CERTIFIED PROJECTS

- 1. In order to receive a partial property tax exemption under this chapter, the Certified Project owner, the project applicant or other person responsible for the payment of property taxes on the Certified Project must notify the County Assessor that the project has been approved by the City as a Certified Project and qualifies for a partial property tax exemption.
- 2. The notification described above in Section 3.16.130.1 must be delivered to the County Assessor in writing on or before April 1 preceding the first tax year for which the partial property tax exemption is sought.
- 3. Except as modified by subsections 4 and 5 of this section, the exemption applies to the construction or rehabilitation of real property improvements associated with the Certified Project or the inclusion of affordable housing on the Certified Project, in each of the tax years for which the exemption is available, including but not limited to land development.
- 4. The property exemption rate equals 20 percent (0.2) multiplied by the number of fully equalized floors (among all associated buildings exempt in that year), up to but not exceeding four such equalized floors, that are:
 - a. For residential use; and
 - b. Constructed or rehabilitated as part of the vertical housing development project. For purposes of calculating the partial property exemption, the equalized floor quotient is rounded down to whole numbers reflecting only fully equalized floors up to a maximum of four such equalized floors.

5. The partial property tax exemption on a Certified Project is available for ten consecutive tax years beginning with the first tax year in which, as of the assessment date, the project is occupied or ready for occupancy following its approval by the City as a Certified Project.
6. If during the period of partial tax exemption, any part of a project dedicated for residential use is converted to or used as non-residential area, the County Assessor and the City shall be notified by the project owner of such change. Similarly, the County Assessor and the City shall be notified in writing by the project owner if any part of a project dedicated to low-income residential housing is converted to other purposes or otherwise used in a manner that does not comply with low-income residential housing requirements.
7. In order to receive partial property tax exemption with respect to a Certified Project, the Certified Project owner shall apply to the County Assessor. Upon written application for partial exemption to the County Assessor, the Certified Project owner will provide the County Assessor:
 - a. A letter specifically requesting the partial tax exemption in accordance with the Certified Project approval certification;
 - b. A copy of the final project application for certification,
 - c. A copy of the Certified Project approval certificate issued by the City,
 - d. A copy of the certificate(s) of occupancy for the entire Certified Project; and
 - e. Such fee(s), if any, as the County Assessor may require.
8. The certificate of occupancy or temporary certificate of occupancy must be dated prior to January 1 of the assessment year for which the exemption is requested.
9. The written application for exemption must be made to the County Assessor on or before April 1 of the assessment year for which the exemption is sought and the exemption will be effective for the first year for which the partial property tax exemption is available and for the next nine consecutive tax years.
10. If all or a portion of a Certified Project is decertified by the City, that portion of the Certified Project shall be disqualified from partial property tax exemption as set forth in the notice of decertification.



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

TO: Mayor Henry A. Porter and the Stayton City Council
FROM: Rich Sebens, Chief of Police
DATE: May 21, 2018
SUBJECT: Ordinance No. 1021, an Ordinance Amending Stayton Municipal Code 5.04.03 and Creating Stayton Municipal Code 5.50 relating to Pharmaceutical Drug Disposal

ISSUE

Consideration of an Ordinance amending the Stayton Municipal Code (SMC) 5.04.03, Definitions, and creating SMC 5.50, relating to Pharmaceutical Drug Disposal.

BACKGROUND INFORMATION

The City of Stayton current SMC Title 5 addresses business licenses and regulations.

Disposing of unused pharmaceuticals has become a problem nationwide. Unused medications have been getting used illegally; contributing to the drug addiction epidemic. When citizens have been disposing of the medications, they have been putting them in the sewer system. Medications cannot be removed through the water and sewer treatment systems and are therefore contaminating clean water sources.

Over the past several years, we as a City have offered a “drug-take back” drop-off site in the lobby of the Police Department for citizens to dump their unused medications. This has proven to be very costly, with an increased liability to the City for maintaining this program.

Recently a local pharmacy started offering a “drug-take back” location as a free service to their customers as they believed it was the responsibility of the pharmaceuticals to dispose of unused medications.

The proposed ordinance would require all pharmacies within the City of Stayton to offer this as a service to their customers to distribute the responsibility to all pharmaceuticals.

STAFF RECOMMENDATION

Staff recommends adoption of amendments to SMC 5.02.03 and the creation of SMC 5.50.

MOTION(S)

1. Motion to approve Ordinance No. 1021 as presented.
2. Motion to approve Ordinance No. 1021 as amended.

ORDINANCE NO. 1021

AN ORDINANCE AMENDING STAYTON MUNICIPAL CODE TITLE 5, ESTABLISHING REQUIREMENTS FOR PHARMACEUTICAL DISPOSAL

WHEREAS, the City of Stayton has adopted Title 5 of the Stayton Municipal Code (SMC) Regarding Business Licenses, Permits and Regulations;

WHEREAS, there is a national epidemic of prescription medication abuse and proper disposing of unused medications helps prevent misuse of pharmaceuticals;

WHEREAS, prescription pharmaceuticals which are disposed of by dumping them into the sewer system contaminate our water source and can't be removed from the water;

WHEREAS, the City had a "drug take back" program that was deemed too burdensome and costly for one public entity to cover the responsibility;

WHEREAS, the burden should be shared amongst all pharmaceutical companies versus the public; and

WHEREAS, the Stayton City Council, does find the amendments in this Ordinance are reasonable regulations to promote the public health, safety and welfare.

NOW, THEREFORE, the City of Stayton ordains:

Section 1. Retail Pharmacy Defined. Stayton Municipal Code Title 5, Chapter 5.04, Section 5.04.020 is hereby amended by adding the following definition:

24. [RETAIL PHARMACY: A Retail Pharmacy is a business licensed through the State of Oregon to sell and dispense drugs/pharmaceuticals.](#)
25. [DROP BOX: A secure container that resembles a Post Office Street Drop Box that is used to deposit excess pharmaceuticals. The box must have the ability for the customer to deposit the pharmaceutical item into the box but may not retrieve the item back out of it.](#)

Section 2. Pharmacy Drug Disposal Regulations. Stayton Municipal Code Title 5, Chapter 5.50 is hereby enacted, establishing regulations for the disposal of drugs by the customers:

[CHAPTER 5.50](#)

[PHARMACEUTICAL DRUG DISPOSAL](#)

[5.50.010 REGULATIONS](#)

1. [Retail Pharmacies located within the City of Stayton are required to offer a means for customers to dispose of unwanted prescription drugs such as a "drop box."](#)
2. [The "Drop Box" must be in a position so it is secure, tamper proof such as a post office style box and visible by Pharmacy staff within the Pharmacy business.](#)
3. [The Retail Pharmacy must dispose of the disposed of drugs in a legal manor such as a pick-up disposal service or some other DEA approved method.](#)

Section 4. Effective Date. This Ordinance shall become effective on the 30th day after adoption by the Stayton City Council and execution by the Mayor, or a representative of the Mayor.

ADOPTED BY THE STAYTON CITY COUNCIL THIS 21ST DAY OF MAY, 2018.

CITY OF STAYTON

Signed: _____, 2018

BY: _____
Henry A. Porter, Mayor

Signed: _____, 2018

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: Dan Fleishman, Director of Planning and Development
DATE: May 21, 2018
SUBJECT: Preparation of RFP for Consultant Services to Develop Economic Development Strategies

The FY 2018 budget for the Planning and Development Department included funding to hire consultant services for the development economic development strategies. This work has been delayed and funding has been continued in the FY 2019 budget. Staff is currently drafting a Request for Proposals for consultant services and want to make sure that the scope of work called for in the RFP reflects the goals and desires of the Council.

As currently drafted the scope of work for the consultant includes the following activities:

- Conduct community outreach/workshops to identify desired development activity – are there particular types of businesses that the community would like to see or are specifically not desired?
- Identify current development regulations that are detrimental to achieving development goals
- Compile a list of available local and state incentives to business development; make recommendations for local incentives that Stayton doesn't provide
- Identify labor market characteristics
- Identify comparative advantages in Stayton – utilities; broadband
- Identify transportation and other infrastructure constraints on development activity; make recommendations for funding sources for improvements
- Compare utility costs between Stayton and other mid-valley communities and make recommendations for changes in utility rate structure
- Investigate whether the City's annexation policies and procedures and land use review procedures adversely impact economic development activity
- Make recommendations for changes in land use regulations to reflect the desired types of uses or restrict those not desired

Specific questions for the City Council:

- How broadly or narrowly to define "economic development?" While many definitions focus on manufacturing or other "industrial" development, others include any job

creating activity and some take a broader look at the economy and include any activity that improves the economic or financial status of the community such as education and training, social services, and energy conservation.

- To what extent should marketing of Stayton be included? Is the Council prepared to dedicate financial resources (beyond staff time) to actively trying to attract businesses to Stayton?
- Are there activities besides those listed above that the Council would like to see addressed in the scope of work?
- Are there activities listed above that the Council would like removed?

Staff envisions the RFP will be ready to issue in two weeks with proposals due in early July.



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Cindy Chauran, Associate Accountant
Elizabeth Baldwin, Accounting Clerk
DATE: May 21, 2018
SUBJECT: Monthly Finance Department Report

	April 2018	March 2018
Number of Bills Mailed	2,379	2,364
Number of Bills Emailed	343	339
Number of Bills on Auto-Pay	589	570
Delinquent Notices Sent Out	442	479
Courtesy Delinquent Notices Sent to Landlords	130	152
Notified of Impending Shut-Off & Penalty	99	135
Customers Issued Payment Extensions	14	12
Customers with Interrupted Services Non-Payment	27	22
Services Still Disconnected	2	1
Number of Checks Issued	142	144
Total Amount of Checks	\$772,069.45	\$210,817.39



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Rich Sebens, Chief of Police
DATE: MAY 21, 2018
SUBJECT: Staff Report

Below you will see the stats for the Police Department for the month of April 2018.

	April 2018	Year to Date 2018	April 2017	Year to Date 2017
Police Activity	642	2731	1039	4357
Investigated Incidents	132	653	393	1280
Citations/Warning	49/92	254/484	141/229	493/917
Traffic Accidents	10	32	9	27
Juvenile Abuse	4	16	5	13
Arrests	32	148	61	181
Ordinance Complaints	21	120	42	135
Reserve Volunteer Hrs.	0	260.50	214.75	641.20
Citizen Volunteer Hrs.	0	0	21.50	95.82
Peer Court Referrals:	5	46	2	10

STAYTON POLICE DEPARTMENT CONSOLIDATED MONTHLY CATEGORIZED REPORT-NIBRS

4/1/2018 - 4/30/2018

PERSON	CRIMES				CRIMES CLEARED BY ARREST & EXCEPTION				PERCENT CLEARED				PERSONS ARRESTED			
	4/1/18 to 4/30/18	1/1/18 to 4/30/18	1/1/17 to 4/30/17	Change % to Yr	4/1/18 to 4/30/18	1/1/18 to 4/30/17	1/1/17 to 4/30/17	4/1/18 to 4/30/18	1/1/18 to 4/30/18	1/1/17 to 4/30/17	4/1/18 to 4/30/18	Juv	Adult	Total	1/1/18 to 4/30/18	1/1/17 to 4/30/17
NON-CRIMINAL																
ACCIDENT-INJURY	2	6	3	100.0%												
ACCIDENT-PROPERTY	5	21	18	16.7%												
ALL OTHER NON-CRIMINAL	62	322	970	-66.8%												
NON CRIM DOMESTIC DISTURB	3	7	40	-82.5%												
NON-CRIMINAL TOTALS	72	356	1,031	-65.5%												
PERSON																
AGGRAVATED ASSAULT	2	4	8	-50.0%	2	4	7	100.0%	100.0%	87.5%	0	1	1	5	7	
OFFENSE AGAINST FAMILY	0	3	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	1	0	
OTHER ASSAULTS---	5	15	31	-51.6%	3	5	22	60.0%	33.3%	71.0%	2	3	5	7	33	
RAPE	0	0	2	-100.0%	0	0	1	0.0%	0.0%	50.0%	0	0	0	0	0	
RESTRAINING ORDER VIOLATION	0	0	3	-100.0%	0	0	2	0.0%	0.0%	66.7%	0	0	0	0	1	
ROBBERY	0	0	1	-100.0%	0	0	1	0.0%	0.0%	100.0%	0	0	0	0	1	
SEX OFFENSES	1	4	6	-33.3%	0	1	2	0.0%	25.0%	33.3%	0	0	0	1	3	
PERSON TOTALS	8	26	51	-49.0%	5	10	35	62.5%	38.5%	68.6%	2	4	6	14	45	
PROPERTY																
ARSON	1	2	0	0.0%	0	1	0	0.0%	50.0%	0.0%	0	0	0	1	0	
BURGLARY - BUSINESS	1	2	1	100.0%	0	0	1	0.0%	0.0%	100.0%	0	0	0	0	1	
BURGLARY - OTHER STRUCTURE	1	1	2	-50.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	1	
BURGLARY - RESIDENCE	3	9	6	50.0%	0	0	3	0.0%	0.0%	50.0%	0	0	0	0	4	
COUNTERFEITING/FORGERY	3	8	1	700.0%	0	2	1	0.0%	25.0%	100.0%	0	0	0	8	5	
EXTORTION/BLACKMAIL	0	1	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	
FRAUD	4	19	11	72.7%	0	6	4	0.0%	31.6%	36.4%	0	0	0	5	4	
LARCENY																
<i>Shoplifting</i>	3	18	19	-5.3%	1	10	12	33.3%	55.6%	63.2%	0	2	2	10	14	
<i>Theft from a Motor Vehicle</i>	6	25	11	127.3%	0	1	1	0.0%	4.0%	9.1%	0	0	0	0	1	
<i>Theft of MV Parts/Accessories</i>	1	2	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	
<i>Theft of Bicycle</i>	2	6	5	20.0%	1	1	0	50.0%	16.7%	0.0%	1	1	2	2	0	
<i>Theft from Building</i>	0	6	1	500.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	1	
<i>All Other Larceny</i>	7	29	22	31.8%	1	6	5	14.3%	20.7%	22.7%	1	0	1	8	8	
LARCENY	19	86	58	48.3%	3	18	18	15.8%	20.9%	31.0%	2	3	5	20	24	
MOTOR VEHICLE THEFT	2	8	5	60.0%	0	0	1	0.0%	0.0%	20.0%	0	0	0	0	1	
STOLEN PROPERTY	0	0	1	-100.0%	0	0	1	0.0%	0.0%	100.0%	0	0	0	1	1	
VANDALISM	7	33	29	13.8%	1	4	4	14.3%	12.1%	13.8%	1	0	1	4	4	

PROPERTY TOTALS	CRIMES				CRIMES CLEARED BY ARREST & EXCEPTION				PERCENT CLEARED				PERSONS ARRESTED			
	4/1/18 to 4/30/18	1/1/18 to 4/30/18	1/1/17 to 4/30/17	% Change Yr to Yr	4/1/18 to 4/30/18	1/1/18 to 4/30/18	1/1/17 to 4/30/17	4/1/18 to 4/30/18	1/1/18 to 4/30/18	1/1/17 to 4/30/17	4/1/18 to 4/30/18	Juv Adult	Total	1/1/18 to 4/30/18	1/1/17 to 4/30/17	
41	169	114	48.2%	4	31	33	9.8%	18.3%	28.9%	3	3	6	39	45		
SOCIETY																
ALL OTHER	7	44	37	18.9%	2	6	12	28.6%	13.6%	32.4%	0	2	2	14		
ANIMAL	0	0	1	-100.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0		
CURFEW	3	8	9	-11.1%	2	7	8	66.7%	87.5%	88.9%	6	0	6	14		
CUSTODY-MENTAL	1	1	2	-50.0%	1	1	2	100.0%	100.0%	100.0%	0	1	1	11		
CUSTODY-PROTECTIVE	0	0	2	-100.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	2		
DISORDERLY CONDUCT	2	6	17	-64.7%	2	5	13	100.0%	83.3%	76.5%	0	2	3	19		
DR WHILE SUSP	0	2	7	-71.4%	0	2	7	0.0%	100.0%	100.0%	1	0	3	8		
DRIVING UNDER INFLUENCE	5	20	30	-33.3%	4	19	30	80.0%	95.0%	100.0%	0	0	0	2		
ELUDING	0	0	4	-100.0%	0	0	4	0.0%	0.0%	100.0%	0	0	0	32		
ESCAPE	0	0	1	-100.0%	0	0	1	0.0%	0.0%	100.0%	0	0	0	4		
FAIL TO DISPLAY DL	0	0	0	0.0%	0	0	0	0.0%	0.0%	100.0%	0	0	0	1		
FUGITIVE	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0		
HIT & RUN	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0		
LIQUOR LAWS	3	15	21	-28.6%	2	2	5	66.7%	13.3%	23.8%	6	11	17	64		
MIP TOBACCO	0	5	4	25.0%	0	5	4	0.0%	100.0%	100.0%	0	2	2	2		
NARCOTICS/DRUGS	0	4	2	100.0%	0	4	2	0.0%	100.0%	100.0%	0	0	0	5		
PROP RECOV - FOR OTHER AGENCY	3	17	22	-22.7%	3	4	2	100.0%	100.0%	100.0%	2	0	5	6		
RECKLESS DRIVING	0	1	0	0.0%	0	15	21	100.0%	88.2%	95.5%	2	3	5	20		
RUNAWAY	1	3	9	-66.7%	1	3	0	100.0%	0.0%	0.0%	0	0	0	0		
TRESPASS	2	7	2	250.0%	1	5	9	100.0%	100.0%	100.0%	0	1	1	3		
VEH RECOV - FOR OTHER AGENCY	1	8	30	-73.3%	1	3	1	50.0%	-74.4%	50.0%	2	0	2	6		
WARRANT	3	4	4	0.0%	1	1	8	100.0%	37.5%	26.7%	0	2	2	5		
WEAPONS	13	57	55	3.6%	12	55	54	33.3%	25.0%	0.0%	0	0	0	10		
SOCIETY TOTALS	46	205	262	-21.8%	34	136	184	73.9%	66.3%	70.2%	18	31	49	169		
GRAND TOTALS	167	756	1,458	-48.1%										240		



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: May 21, 2018
SUBJECT: Report of Activities for April, 2018

Attended regional tourism promotion meeting

Attended Friends of Old Town Stayton board meeting

Attended three preapplication meetings

Working with Public Works Department staff, improvements to the Geographic Information System continued



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

TO: Mayor Porter and the Stayton City Council
FROM: Janna Moser - Library Director
DATE: May 21, 2018
SUBJECT: April Library report

In April, the Library hosted *New York Times* and *USA Today* bestselling author Marie Bostwick. She is the author of *Just in Time*, *Promise Girls*, and the *Cobbled Court Quilt* series. She was wonderful, and the audience really enjoyed her presentation.

We had two gardening programs this month. First, the Marion County Master Gardeners Speakers Bureau led a workshop on Seed Starting. The second program was Planning the Mid-Valley Vegetable Garden presented by OSU Master Gardner, Jane Sommers. Both programs were well attended.

The Friends of the Library had a record-setting April book sale. They made \$5000.14. The Library Foundation is working on the 6th Annual Santiam Canyon Father Daughter Ball. It will be Saturday, June 9th at the Stayton High School Fieldhouse.

AARP Tax Aides provided tax assistance at the Library through April 14th. They completed 115 tax returns and helped many more people with tax questions.

Upcoming events to mark on your calendars:

- Children & Teens: BristleBots – May 24 at 4:00pm
- Teens: Humans vs. Zombies – June 1 at 6:00pm
- Father Daughter Ball – June 9 – 5:00pm
- Summer Reading sign-ups start – June 11
- Adults & Teens: DIY Painted Rocks – June 14 at 5:30pm
- Summer Reading Performer: Mo Phillips – June 21 at 4:00pm

2017-2018 Monthly Library Statistics														
	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	2017-18 YTD	2016-17 YTD
TOTAL CHECKOUTS	12,761	12,616	11,204	11,545	11,029	10,705	11,983	10,829	12,802	11,636			117,110	126,579
OTHER CIRCULATION SERVICES														
Self check out	4,086	4,177	3,703	3,688	3,427	3,472	3,994	3,459	4,163	3,750			37,919	39,895
Library2Go (ebooks +)	910	972	947	970	1022	1,069	1,163	1,026	1,153	1,030			10,262	9,917
INCOME RECEIVED														
Non-resident cards	\$89.50	\$130.00	\$177.00	\$175.00	\$142.00	\$105.00	\$332.00	\$337.00	\$175.00	\$60.00			\$1,722.50	\$2,180.20
Fines: overdue & lost books	\$1,121.79	\$1,917.07	\$1,235.71	\$600.29	\$875.99	\$755.19	\$1,606.61	\$926.54	\$960.26	\$766.05			\$10,765.50	\$10,821.37
Room fees	-\$31.25	\$25.00	\$115.00	\$90.00	\$197.00	\$60.00	\$420.00	\$495.00	\$105.00	\$240.00			\$1,715.75	\$1,332.00
												TOTAL	\$14,203.75	\$14,333.57
REFERENCE QUESTIONS														
In-Person, by phone and computer help	584	364	352	356	360	404	508	496	544	548			4,516	6,035
NEW PATRON CARDS														
	65	89	58	48	43	57	84	68	70	56			638	796
INTERNET USE														
	938	1,122	1,066	1,116	880	907	957	824	907	889			9,606	11,398
PROGRAM ATTENDANCE														
Children & adults at Children's Programs	761	58	427	414	469	439	754	441	711	647			5,121	7,229
Teens	17	20	32	35	30	34	13	7	14	8			210	150
Adults	57	31	43	47	28	34	155	246	179	91			911	764
Outreach	0	0	0	0	0	0	166	558	451	564			1,739	4,054
												TOTAL	7,981	12,197
MEETING ROOM ATTENDANCE														
	33	54	91	158	155	110	166	104	193	173			1,237	1,621
PATRON VISITS														
	7,645	7,690	6,285	6,585	5,480	5,567	8,280	6,559	7,417	6,633			68,141	79,782
VOLUNTEER HOURS														
	254	210	170	211	200	187	219	169	227	214			2,059	2,392