



AGENDA

STAYTON CITY COUNCIL MEETING

Monday, November 20, 2017

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.*

- a. Introduction of Police Cadets by Lt. Charles Button

CONSENT AGENDA

- a. November 6, 2017 City Council Minutes

Purpose of the Consent Agenda:

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

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

PUBLIC HEARING

Proposed Resolution Initiating Annexation and Comprehensive Plan Amendment

- a. Commencement of Public Hearing
- b. Staff Report – Dan Fleishman
- c. Questions from Council
- d. Proponents’ Testimony
- e. Opponents’ Testimony
- f. General Testimony
- g. Questions from Public
- h. Questions from Council
- i. Staff Summary
- j. Close of Hearing
- k. Council Deliberation
- l. Council Decision on Ordinance No. 1014

UNFINISHED BUSINESS – None

NEW BUSINESS

Proposed Resolution Establishing a Residential Rental Registration Fee Action

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

STAFF/COMMISSION REPORTS

Finance Department Report – Cindy Chauran & Elizabeth Baldwin Informational

- a. October 2017 Monthly Finance Department Report

Police Chief’s Report – Chief Rich Sebens Informational

- a. October 2017 Statistical Report

Public Works Director’s Report – Lance Ludwick Informational

- a. October 2017 Operating Report

Planning & Development Director’s Report – Dan Fleishman Informational

- a. October 2017 Activities Report

Library Director’s Report – Janna Moser Informational

- a. October 2017 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 ADMINISTRATOR

BUSINESS FROM THE MAYOR

BUSINESS FROM THE COUNCIL

FUTURE AGENDA ITEMS – December 4, 2017

- Public Hearing – Sunshine Coffee
- City Attorney Award of Contract
- Board and Committee Appointments

ADJOURN

CALENDAR OF EVENTS

NOVEMBER 2017

Monday	November 20	City Council	7:00 p.m.	Community Center (north end)
Thursday	November 23	CITY OFFICES CLOSED IN OBSERVANCE OF THANKSGIVING HOLIDAY		
Friday	November 24			
Monday	November 27	Planning Commission	7:00 p.m.	Community Center (north end)

DECEMBER 2017

Monday	December 4	City Council	7:00 p.m.	Community Center (north end)
Tuesday	December 5	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Friday	December 8	Community Leaders	7:30 a.m.	Covered Bridge Café
Tuesday	December 12	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	December 18	City Council	7:00 p.m.	Community Center (north end)
Wednesday	December 20	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Friday	December 22	CITY OFFICES CLOSE AT NOON IN OBSERVANCE OF CHRISTMAS HOLIDAY		
Monday	December 25	CITY OFFICES CLOSED IN OBSERVANCE OF CHRISTMAS HOLIDAY		

JANUARY 2018

Monday	January 1	CITY OFFICES CLOSED IN OBSERVANCE OF NEW YEARS HOLIDAY		
Tuesday	January 2	City Council	7:00 p.m.	Community Center (north end)
Wednesday	January 3	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Tuesday	January 9	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Friday	January 12	Community Leaders	7:30 a.m.	Covered Bridge Café
Monday	January 15	CITY OFFICES CLOSED IN OBSERVANCE OF MARTIN LUTHER KING HOLIDAY		
Tuesday	January 16	City Council	7:00 p.m.	Community Center (north end)
Wednesday	January 17	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room

FEBRUARY 2018

Monday	February 5	City Council	7:00 p.m.	Community Center (north end)
Tuesday	February 6	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Friday	February 9	Community Leaders	7:30 a.m.	Covered Bridge Café
Tuesday	February 13	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	February 19	CITY OFFICES CLOSED IN OBSERVANCE OF PRESIDENTS DAY HOLIDAY		
Tuesday	February 20	City Council	7:00 p.m.	Community Center (north end)
Wednesday	February 21	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	February 26	Planning Commission	7:00 p.m.	Community Center (north end)

MARCH 2018

Monday	March 5	City Council	7:00 p.m.	Community Center (north end)
Tuesday	March 6	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Friday	March 9	Community Leaders	7:30 a.m.	Covered Bridge Café
Tuesday	March 13	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	March 19	City Council	7:00 p.m.	Community Center (north end)
Wednesday	March 21	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	March 26	Planning Commission	7:00 p.m.	Community Center (north end)

**City of Stayton
City Council Meeting Action Minutes
November 6, 2017**

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

Time Start: 7:00 P.M.

Time End: 8:05 P.M.

COUNCIL MEETING ATTENDANCE LOG

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

AGENDA	ACTIONS
REGULAR MEETING	
Announcements	
a. Additions to the Agenda	None.
b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.	None.
Presentations / Comments from the Public	
a. Introduction of RARE Intern Isaac Kort-Meade	Mr. Fleishman introduced Resource Assistance to Rural Environments (RARE) Intern Isaac Kort-Meade.
Consent Agenda	
a. October 2, 2017 City Council Minutes	Motion from Councilor Kronquist, seconded by Councilor Quigley, to approve the Consent Agenda as presented. Motion passed 3:0.
b. Resolution No. 968, City Administrator Evaluation Process and Forms	
Public Hearing	
Ordinance No. 1013, Amending Land Use Code Regarding Fencing Requirements for Subdivisions and Partitions	
a. Commencement of Public Hearing	Mayor Porter opened the hearing at 7:08 p.m.
b. Staff Report – Dan Fleishman	Mr. Fleishman reviewed the staff report.
c. Questions from the Council	Discussion of major arterial and collector streets affected were discussed. This change would only apply to new development. Further discussion of how many properties are affected.
d. Proponents' Testimony	Dan Morgan, 2195 Cardinal Avenue spoke in favor of the proposed amendment.
e. Opponents' Testimony	None.
f. General Testimony	None.
g. Questions from Public	Tyler (no last name provided), 6972 Fern Ridge Road, inquired if this only effects new development. That is correct.
h. Questions from Council	Discussion of how a homeowners association is held responsible for a fence that is in disrepair or

<ul style="list-style-type: none"> i. Staff Summary j. Close of Hearing k. Council Deliberation l. Council Decision on Ordinance No. 1013 	<p>falling down.</p> <p>Mr. Fleishman provided a brief summary.</p> <p>Mayor Porter closed the hearing at 7:29 p.m.</p> <p>Council discussion of fencing materials.</p> <p>Motion from Councilor Kronquist, seconded by Councilor Glidewell, to retain the code unchanged.</p> <p>Motion passed 3:0.</p>
<p>Unfinished Business</p>	<p>None.</p>
<p>New Business</p> <p>Council Call-Up of Staff Administrative Decision</p> <ul style="list-style-type: none"> a. Staff Report – Dan Fleishman b. Council Discussion c. Council Decision 	<p>Mr. Fleishman reviewed the staff report.</p> <p>The following Councilors declared Ex Parte Contact but indicated it would not cause a bias or affect their decision:</p> <ul style="list-style-type: none"> • Councilor Quigley • Councilor Kronquist • Mayor Porter spoke <p>Councilor Glidewell received an email from the business owner but did not read it fully.</p> <p>Discussion of why the staff decision had been called up, code requirements and the process options before the Council.</p> <p>Motion from Councilor Quigley, seconded by Councilor Kronquist, that City Council retain jurisdiction over this application and schedule a public hearing for December 4, 2017. Motion passed 3:0.</p>
<p>Staff / Commission Reports</p> <p>Finance Department Report – Cindy Chauran & Elizabeth Baldwin</p> <ul style="list-style-type: none"> a. September 2017 Monthly Finance Department Report <p>Police Chief’s Report – Chief Rich Sebens</p> <ul style="list-style-type: none"> a. September 2017 Statistical Report <p>Public Works Director’s Report – Lance Ludwick</p> <ul style="list-style-type: none"> a. September 2017 Operating Report b. Annual TMDL Report <p>Planning & Development Director’s Report – Dan Fleishman</p> <ul style="list-style-type: none"> a. September 2017 Activities Report <p>Library Director’s Report – Janna Moser</p> <ul style="list-style-type: none"> a. September 2017 Activities 	<p>No discussion.</p> <p>Chief Sebens reviewed the report included in the packet.</p> <p>Mr. Ludwick briefly reviewed the September report.</p> <p>No discussion.</p> <p>Ms. Moser briefly reviewed her report and provided an update about the recent Friends of the Library Used Book Sale.</p>
<p>Presentations / Comments From the Public</p>	<p>None.</p>

Business from City Administrator	Mr. Campbell gave a reminder of Tuesday's election.
Business from the Council	Mayor Porter indicated he hopes to fill the vacant Council seat by the next meeting or the first meeting in December. Councilor Glidewell inquired about the process for choosing the new Council member.
Business from the Mayor	None.
Future Agenda Items – Monday, November 20, 2017	
a. Public Hearing on Annexation, Comprehensive Plan, and Zone Change b. Rental Licensing c. Board and Committee Appointments	

APPROVED BY THE STAYTON CITY COUNCIL THIS 20TH DAY OF NOVEMBER 2017, BY A ____ VOTE OF THE STAYTON CITY COUNCIL.

Date: _____

By: _____

Henry A. Porter, Mayor

Date: _____

Attest: _____

Keith D. Campbell, City Administrator

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: November 20, 2017
SUBJECT: Proposed Resolution Initiating Annexation and Comprehensive Plan Amendment

ISSUE

The issue before the City Council is a public hearing on a combination application from the City for the annexation of approximately 27 acres of land; a Comprehensive Plan Map amendment from Residential to Public; and a Zone Map Amendment from Medium Density Residential to Public/Semi-Public. Following the public hearing the Council will be requested to consider Ordinance 1014.

BACKGROUND INFORMATION

In the winter of 2016-17, the City purchased two parcels of land on Kindle Way. A 13-acre parcel that had already been annexed, was zoned Medium Density Residential, and referred to in this staff report as the Lambert property, was purchased in December 2016. A 26-acre parcel of land outside of the City Limits and designated Residential by the Comprehensive Plan map was purchased in January 2017 and is referred to in this staff report as the Puntney property.

The Lambert property was purchased for use as a regional stormwater detention basin to divert stormwater from the Salem Ditch to Mill Creek. The Stayton Public Works Department is currently designing the stormwater detention basin and construction is anticipated in the spring of 2018.

The Putney property was purchased for future development as a park. The Parks Master Plan designates a future Community Park in this general area. The Public Works Department has recently issued a request for proposals from landscape architecture consultants to prepare a master plan for the future development of this property. Facilities likely to be included in the park include baseball/softball fields, soccer fields, skate park, basketball courts and picnic area.

A March, 2014 aerial photo of the City-owned properties is shown in Figure 1 on the next page.

On August 22, the City Council adopted a resolution initiating the annexation of the Puntney property and amending the Comprehensive Plan Map from Residential to Public for both parcels. At the time the annexation was initiated by the City Council, staff informed the City Council that the annexation may include some additional land owned by Kirk Kindle, to the west

of the City’s property. Mr. Kindle has now submitted his authorization for annexation and that property has been included.

Figure 1. Aerial Photo showing City-owned Properties

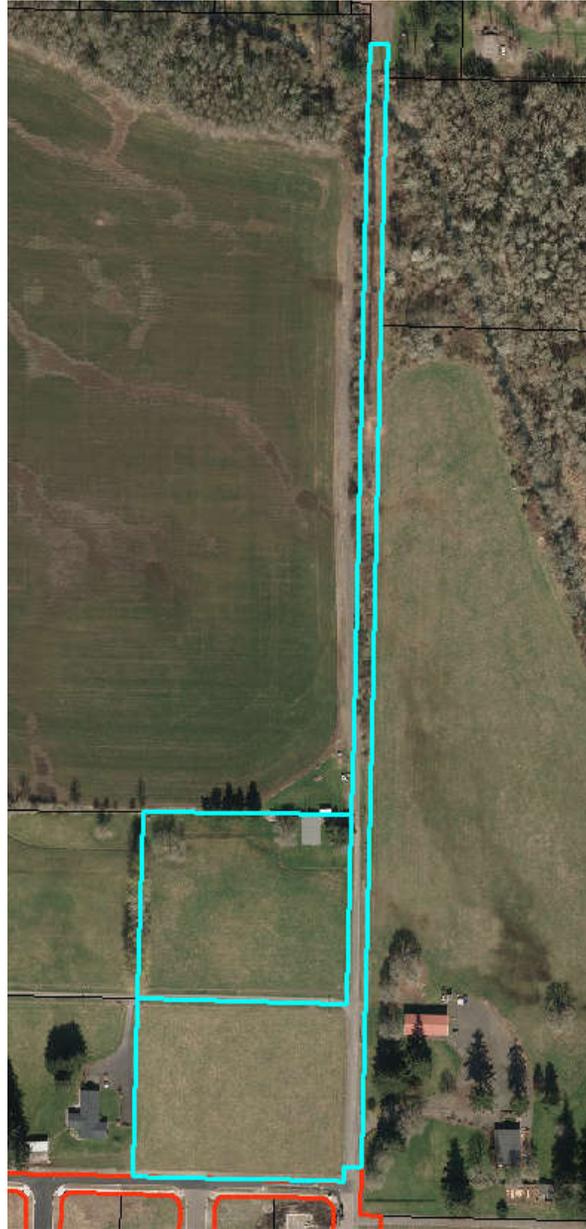


Kirk Kindle owns several parcels of land in the neighborhood of the City property shown above. One of the parcels, Tax Lot 091W04DA02100, includes a 30-foot wide “pipe-stem” that abuts the City’s property. This property is encumbered by an easement to the City in which a portion of the Mill Creek Sanitary Sewer has been installed and is shown in the City’s Transportation Master Plan as the future extension of Kindle Way. Mr. Kindle also owns Tax Lot 091W04DA02700. These two tax parcels are shown highlighted in the aerial photo in Figure 2 on the following page.

On August 22, the City Council adopted a resolution initiating the annexation of the Puntney property and amending the Comprehensive Plan Map from Residential to Public for both parcels. On October 6, Mr. Kindle submitted the statement of consent for annexation of a

portion of his property. The area to be annexed is the 30-foot pipe stem and an additional 25 feet of land.

Figure 2 Aerial Photo Showing Kindle Property



ANALYSIS

This report presents the Planning Staff’s summary and analysis concerning this application. It was developed with the input of other City departments and agencies.

Attached are applications for Annexation, Comprehensive Plan Map Amendment and Zoning Map Amendment from the City of Stayton. The applications consist of the application form and narrative, and legal descriptions and consent from Mr. Kindle.

Annexation

Section 17.12.210 of the Land Use and Development Code contains six criteria for approval of applications for annexation. The sixth criterion applies only to contract annexations and is not applicable to this application. The other five criteria are:

- a. Need exists in the community for the land proposed to be annexed.
- b. The site is or is capable of being serviced by adequate City public services including such services as may be provided subject to the terms of a contract annexation agreement between the applicant and the City.
- c. The proposed annexation is property contiguous to existing City jurisdictional limits.
- d. The proposed annexation is compatible with the character of the surrounding area and complies with the urban growth program and policies of the City of Stayton.
- e. The annexation request complies or can be made to comply with all applicable provisions of state and local law.

Criteria b, c, and e are fairly objective and leave little for interpretation. In this case, sewer and water facilities are available to the properties and there will be minimal demand on City utility services because of the nature of the proposed development: City park and stormwater facility. The area to be annexed is contiguous to the existing city limits on three sides and provisions of the state law – process and consent of landowners – have been or will be followed.

This leaves the other two criteria for more careful scrutiny and analysis. The City's adopted Parks and Recreation Master Plan identifies the need for an additional 40 acres of community park land the Puntney property has been purchased to meet a portion of this need. Annexation of the property will allow its development as park land under City standards. The City's adopted Transportation System Plan shows the extension of Kindle Way as a future collector street. The Annexation of the Kindle property will allow for its dedication and future development as a street.

The second criterion subject to analysis is that the proposal annexation is compatible with the character of the surrounding area. The Puntney property is surrounded by a mix of single family lots ranging in size from 8,000 square feet to 27,000 square feet, duplexes on 13,000 square foot lots, multi-family developments and the Stayton Middle School campus. The proposal is to annex the property for a municipal stormwater facility and a proposed subdivision with lots ranging in size from 7,000 to 12,000 square feet in area.

Finally, the City Council must find that the proposal complies with the urban growth program and policies of the City of Stayton. The extent that it exists, the urban growth program is contained in Chapter 8 of the Comprehensive Plan and in the City's adopted Master Plans. Comprehensive Plan Chapter 8 contains the justification for the City's Urban Growth Boundary and the policies for coordination of growth within the UGB but outside of the city limits. The City's policies for the development of land in the UGB are really contained in the master plans.

Comprehensive Plan Map Amendment

The application proposes amendment of the Comprehensive Plan designation for the properties from Residential to Public. Section 17.12.170 of the Land Use and Development Code contains seven criteria for approval of Comprehensive Plan amendments.

The Comprehensive Plan narrative indicates that the Public designation will be applied after land is acquired by a public agency in order to avoid affecting private property values.

Zoning Map Amendment

The application proposes amendment of the Official Zoning Map to assign Public/Semi-Public Zoning to the newly annexed City-owned property and Low Density Residential to the newly annexed property owned by Kindle, and to change the current Medium Density Zone to Public/Semi-Public. A map showing the revised Zoning Map is included as Exhibit 6 in the draft ordinance. Section 17.12.180 of the Land Use and Development Code contains seven criteria for approval of Comprehensive Plan amendments. Assuming the Planning Commission recommends amendment of the Comprehensive Plan Map, the Public/Semi-Public zone is the only zone to implement the Public designation.

RECOMMENDATION

Planning Commission has recommended approval of the applications. Staff recommends adoption of the Ordinance as presented.

OPTIONS AND MOTIONS

The City Council is presented with the following options.

1. Approve the applications and the first consideration of Ordinance 1014

Move to approve Ordinance 1014 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 1014 is enacted and will be presented to the Mayor for his approval.

If the vote is not unanimous, Ordinance 1014 will be brought before the Council for a second consideration at the December 4, 2017 meeting.

2. Approve the applications and the Ordinance with modifications

Move to approve Ordinance 1014 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 1014 will be brought before the Council for a second consideration at its December 4, 2017 meeting.

3. Deny the applications.

Move to deny the applications of the City of Stayton (Land Use File 7-08/17) for annexation, comprehensive plan map amendment, and zoning map amendment and direct staff to modify the findings and conclusions to represent the Council's discussion and present a revised order to the City Council at the December 4, 2017 meeting.

APPLICATION CHECKLIST FOR ANNEXATION REVIEW

This checklist has been prepared to assist applicants in submitting an application that includes all the submission requirements in Section 17.12.210. Please note that this checklist may paraphrase the requirements from the Code. It is the applicant's responsibility to read and understand the requirements of the Code. Review of an application will not begin until a complete application has been submitted. If you have questions, contact the Planning Department.

- Property Owner Authorization: If the applicant is not the owner of the property, the application must include written indication of the applicant's right to file the application. This may be a purchase and sale agreement, an option or other document that gives the applicant some legal interest in the property. If the applicant is to be represented by another individual (planning consultant, engineer, attorney) the application must be accompanied by a notarized statement certifying that the applicant's representative has the authorization of the applicant(s) to file the application.
- A site plan drawn to a scale of 1 inch equals not more than 50 feet showing:
 - A north point and graphic scale
 - Tax map and tax lot numbers.
 - Boundary lines of the parcel to be annexed and area of the property in acres or square feet.
 - Neighboring streets and roads.
 - Existing uses of the property
- Vicinity Map: The vicinity map may be drawn on the same map as the site plan. All properties, streets, and natural features within 300 feet of the perimeter of the parcel shall be shown on the vicinity map.
- Conceptual Plan: If the application for annexation is not accompanied by a concurrent application for site plan, subdivision, or other land use approval, a conceptual plan of the proposed uses of the property.
- Legal Description: A legal description of the property proposed to be annexed, meeting the requirements of ORS 08.225, must accompany the application.

Narrative Statement: A narrative answering the questions on the back of this application packet.

BURDEN OF PROOF

This is a quasi-judicial application in which the applicant has the burden of proof. According to law, the applicant must present to the decision maker facts, evidence, analysis, and justification for each and every criteria of SMC 17.12.210.4 in order to carry out that burden of proof. It is important to remember that there is no assumption that the applicant is entitled to this approval. The burden lies with the applicant to prove how the proposal complies with the criteria, not with the City of Stayton.

Stayton Municipal Code Title 17, Land Use and Development, is available online at: www.staytonoregon.gov. Click on the Document Center tab and select Municipal Code.



CITY OF STAYTON APPLICATION FOR ANNEXATION

PROPERTY OWNER: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

APPLICANT: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

APPLICANT'S REPRESENTATIVE: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

CONSULTANTS: Please list below planning and engineering consultants.

PLANNING

ENGINEERING

Name: _____

Name: _____

Address: _____

Address: _____

City/State/Zip: _____

City/State/Zip: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Select one of the above as the principal contact to whom correspondence from the Planning Department should be addressed:

- owner applicant applicant's representative planning consultant engineer

LOCATION:

Street Address: _____

Assessor's Tax Lot Number and Tax Map Number: _____

Closest Intersecting Streets: _____

CURRENT COMPREHENSIVE PLAN DESIGNATION: _____

ZONE MAP AND COMPREHENSIVE PLAN DESIGNATION WITH ANNEXATION: _____

QUESTIONS TO BE ADDRESSED IN NARRATIVE STATEMENT

The Stayton Planning Commission, with assistance from the Planning Department and the Public Works Department will use the information provided by the applicant to analyze the merits of this application. A decision to approve or deny the application is made based on how well the applicant presents information to show the application meets the standards and criteria set forth in the Stayton Land Use and Development Code 17.12.210.5. Please provide the following information in full and attach a narrative statement to this application.

1. **NEED:** What is the demonstrated need for this property to be annexed into the City?
2. **ADEQUATE UTILITIES:** How will the proposed annexation obtain or maintain adequate utility systems (including water, sewer, surface water drainage, power, and communications), and connections, including easements, to properly serve the subject property in accordance with accepted City standards?

All public improvements must meet City of Stayton standard specifications. All design plans must be approved by the City prior to construction. The City will inspect all construction.

a. List public services currently available to the site:

- Water Supply: _____ - inch line available in _____ Street.
- Sanitary Sewer: _____ - inch line available in _____ Street.
- Storm Sewer: _____ - inch line available in _____ Street.
- Natural Gas: _____ - inch line available in _____ Street.
- Telephone: is (or) is not available in _____ Street.
- Cable TV: is (or) is not available in _____ Street.
- Electrical: is (or) is not available in _____ Street.

b. Will existing City public services need to be replaced or upgraded to accommodate the demands created by the annexation? yes no

3. Is the subject property contiguous to the city limits? yes no
4. Is the proposed annexation compatible with the character of the surrounding area and does it comply with the urban growth program and policies of the City?
5. Does the proposed annexation comply, or be made to comply with all applicable provisions of state and local law?
6. If the proposed annexation is a contract annexation, does the proposal include the cost of City facility and service extensions as calculated by the Public Works Director?

SIGNATURE OF APPLICANT: _____

DO NOT WRITE BELOW THIS LINE

Application received by: _____ Date: _____ Fee Paid: \$ _____ Receipt No. _____

Land Use File# _____



CITY OF STAYTON

APPLICATION FOR COMPREHENSIVE PLAN AND ZONE MAP AMENDMENT

APPLICATION AND DECISION MAKING PROCEDURES

Prior to submittal of an application, a pre-application meeting with City Staff is recommended. A completed pre-application form and sketch plan drawing need to be submitted at least 7 days in advance of the meeting. Meetings are held every Tuesday afternoon and there is no fee for the first required pre-application meeting.

1. APPLICATION FEE

Submission of a completed application form, with a plan and attachments, and payment of the application fees are required before the review process begins. The application and fees shall be submitted to the Planning Department during regular business hours. **The fee for this application is \$1,550.** If the cost to the City does not reach the amount of the fee paid, the excess fee will be refunded to the applicant after the file is closed. If during the processing of the application, the costs to the City exceed 75% of the fee paid, the applicant will be required to pay an additional 50% of the fee amount, to assure that there are adequate funds to continue to process the application.

2. REVIEW FOR COMPLETENESS AND SCHEDULING A HEARING

The City Planner will review the submitted application for completeness and, within 30 days from the date of submittal, determine if the applicant has provided all required information. If the application is incomplete, the City Planner will notify the applicant of the items which need to be submitted. Once the application is deemed complete, the Planner will schedule a hearing before the Stayton Planning Commission. Planning Commission meetings are regularly scheduled for the last Monday of the month. State law requires the City to notify the Department of Land Conservation and Development 45 days before the first hearing on any amendment to the comprehensive plan and zoning map. This will be taken into consideration when the first hearing is scheduled.

3. STAFF REPORT

Once a hearing date is set, the City Planner will prepare a staff report summarizing the applicant's proposal, the decision criteria, comments from other agencies or the public, and address whether the application complies with code requirements or suggest conditions to meet those requirements. A copy of the staff report will be provided to the applicant 7 days prior to the public hearing.

4. PUBLIC HEARING BEFORE THE STAYTON PLANNING COMMISSION

Prior to the public hearing, notice is required to be sent to all property owners within 300 feet of the property 20 days before the hearing, so the hearing will be scheduled at the first regular meeting following the notice period. The hearing is to give all interested parties an opportunity to comment on the application. The hearing is conducted by the Chairperson in accordance with the Stayton Public Hearing Rules of Procedure. These rules are available at City Hall.

At the conclusion of the hearing and deliberation, the Planning Commission will adopt an order recommending action to the City Council stating the decision criteria, findings of fact, conclusions whether the application meets any applicable standards and the Commission's decision. The Commission may decide to recommend denial, approval, or approval of the application with conditions.

5. PUBLIC HEARING BEFORE THE STAYTON CITY COUNCIL

Amendments to the zoning map and comprehensive plan must be adopted by ordinance so a second public hearing will be scheduled before the Stayton City Council. A notice is required 10 days prior to the hearing which will be held at the regular Council meeting, which meets the first and third Mondays of every month. Staff reports, Planning Commission findings, and any new information will be presented to Council for consideration. The purpose of the hearing is to receive further public testimony, to review the application and consider the Planning Commission's decision and conditions. Generally, the Council will make a decision at the conclusion of the hearing process, but may delay the decision for further information or action by the applicant. The Council will then adopt an order either approving or denying the application and subsequently an ordinance.

6. APPEALS

Council actions may be appealed to the State Land Use Board of Appeals pursuant to ORS 197.805 through 197.855.

7. FOR MORE INFORMATION

Call or write to City of Stayton Planning Dept., (mailing address) 362 N. Third Avenue, (building address) 311 N. Third Avenue, Stayton, Oregon 97383. (503) 769 2998; email: dfleishman@ci.stayton.or.us.

APPLICATION CHECKLIST FOR COMPREHENSIVE PLAN AND ZONE MAP AMENDMENT

This checklist has been prepared to assist applicants in submitting an application that includes all the submission requirements in Sections 17.12.170. Please note that this checklist may paraphrase the requirements from the Code. It is the applicant's responsibility to read and understand the requirements of the Code. Review of an application will not begin until a complete application has been submitted. If you have questions, contact the Planning Department.

- Lot and block description or a metes and bounds description of the area for which a map amendment is requested, marked Exhibit A.
- Certified List of Property Owners: A certified list of all property owners within 300 feet of the property for which the map amendment is proposed, dated within 60 days of the date on which the application is filed. Two copies of the list must be submitted on adhesive-backed mailing labels.
- Property Owner Authorization: If the applicant is not the owner of the property, the application must include written indication of the applicant's right to file the application. This may be a purchase and sale agreement, an option or other document that gives the applicant some legal interest in the property. If the applicant is to be represented by another individual (planning consultant, engineer, attorney) the application must be accompanied by a notarized statement certifying that the applicant's representative has the authorization of the applicant(s) to file the application.
- Three copies of a site plan drawn to a scale of 1 inch equals not more than 50 feet and 12 reduced copies of the plan sized 11 inches by 17 inches, showing:
 - A north point and graphic scale
 - Tax map and tax lot numbers.
 - Boundary lines of the parcel and area of the property in acres or square feet.
 - Existing and proposed zoning boundaries
- Vicinity Map: The vicinity map may be drawn on the same map as the site plan. All properties, streets, natural features, and current zoning within 300 feet of the perimeter of the parcel shall be shown on the vicinity map.
- Five copies of a Transportation Impact Analysis, based on the standards and requirements in Section 17.26.050. The Transportation Impact Analysis shall also meet the requirements of Oregon Administrative Rule 660-012-0060.

BURDEN OF PROOF

This is a quasi-judicial application in which the applicant has the burden of proof. According to law, the applicant must present to the decision maker facts, evidence, analysis, and justification for each and every criteria of SMC 17.12.210.4 in order to carry out that burden of proof. It is important to remember that there is no assumption that the applicant is entitled to this approval. The burden lies with the applicant to prove how the proposal complies with the criteria, not with the City of Stayton.

Stayton Municipal Code Title 17, Land Use and Development, is available online at: www.staytonoregon.gov. Click on the Document Center tab and select Municipal Code.



CITY OF STAYTON APPLICATION FOR COMPREHENSIVE PLAN AND ZONE MAP AMENDMENT

PROPERTY OWNER: _____

Address: _____

City/State/Zip: _____

Phone: (____) _____ - _____

Email: _____

APPLICANT: _____

Address: _____

City/State/Zip: _____

Phone: (____) _____ - _____

Email: _____

APPLICANT'S REPRESENTATIVE: _____

Address: _____

City/State/Zip: _____

Phone: (____) _____ - _____

Email: _____

CONSULTANTS: Please list below planning and engineering consultants.

PLANNING

ENGINEERING

Name: _____

Name: _____

Address: _____

Address: _____

City/State/Zip: _____

City/State/Zip: _____

Phone: (____) _____ - _____

Phone: (____) _____ - _____

Email: _____

Email: _____

Select one of the above as the principal contact to whom correspondence from the Planning Department should be addressed:

- owner applicant applicant's representative planning consultant engineer

LOCATION:

Street Address: _____

Assessor's Tax Lot Number and Tax Map Number: _____

Closest Intersecting Streets: _____

CURRENT ZONE MAP AND COMPREHENSIVE PLAN DESIGNATION: _____

PROPOSED ZONE MAP AND COMPREHENSIVE PLAN DESIGNATION: _____

SIGNATURE OF APPLICANT: _____

DO NOT WRITE BELOW THIS LINE

Application received by: _____ Date: _____ Fee Paid: \$ _____ Receipt No. _____

Land Use File# _____

QUESTIONS TO BE ADDRESSED IN NARRATIVE STATEMENT

The Stayton Planning Commission, with assistance from the Planning Department and the Public Works Department will use the information provided by the applicant to analyze the merits of this application. A decision to approve or deny the application is made based on how well the applicant presents information to show the application meets the standards and criteria set forth in the Stayton Land Use and Development Code 17.12.170.6 and 17.12.180.6. Please provide the following information in full and attach to this application as Exhibit B.

1. **COMPREHENSIVE PLAN MAP AMENDMENT.** Is the proposed amendment compatible with the provisions of the Comprehensive Plan when measured by the following?
 - a. What is the land area that will be affected by the map amendment?
 - b. What are the current land uses in the surrounding area?
 - c. What is the proposed use of the site?
 - d. What is the impact of the proposed amendment on land use and development patterns in the City regarding:
 - i. Traffic generation and circulation patterns
 - ii. Population concentrations
 - iii. Demand for public facilities and services
 - iv. Maintenance of public health and safety
 - v. Level of park and recreation facilities
 - vi. Economic activities
 - vii. Protection and use of natural resources
 - viii. Natural hazards and constraints
 - ix. Compliance of the proposal with existing adopted special purpose plans or programs, such as public facilities improvement programs
 - e. Is there a need for the proposed map change based on the lack of available land in the districts where the proposed use is allowed?
 - f. Are adequate urban services available to the site for the proposed use?
 - g. How does the proposed amendment comply with all the applicable Statewide Planning Goals and administrative rule requirements? The State's Transportation Planning Rule requires an amendment to an acknowledged comprehensive plan or a land use regulation to assure that allowed land uses are consistent with the identified function, capacity, and performance standards (e.g. level of service, volume to capacity ratio, etc.) of transportation facilities. If there is a proposed change in the urban growth boundary, then compliance with Goal 14 and the Urban Growth Policies of the City of Stayton will also need to be described.
 - h. Can the proposed amendment be implemented within the existing framework of the comprehensive plan?
 - i. Is the proposed amendment an appropriate action under one or more of the following criteria?
 - i. It corrects identified error(s) in the provisions of the comprehensive plan.
 - ii. It represents a logical implementation of the plan,
 - iii. It is mandated by changes in federal, state or local law.
 - iv. It is otherwise desirable, appropriate and proper.

I consent to the annexation by the City of Stayton of the property described below:

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.

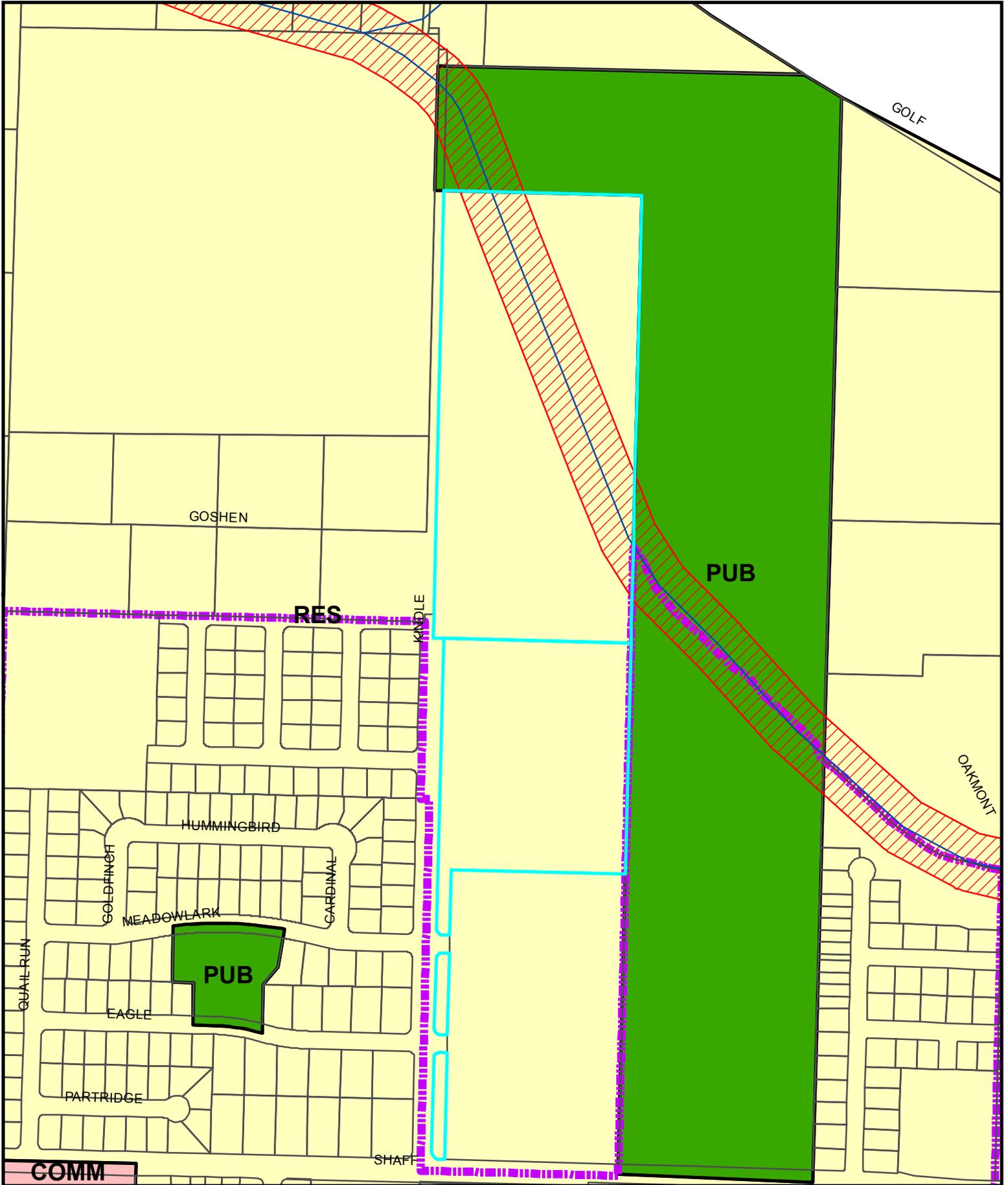


Kirk Kindle

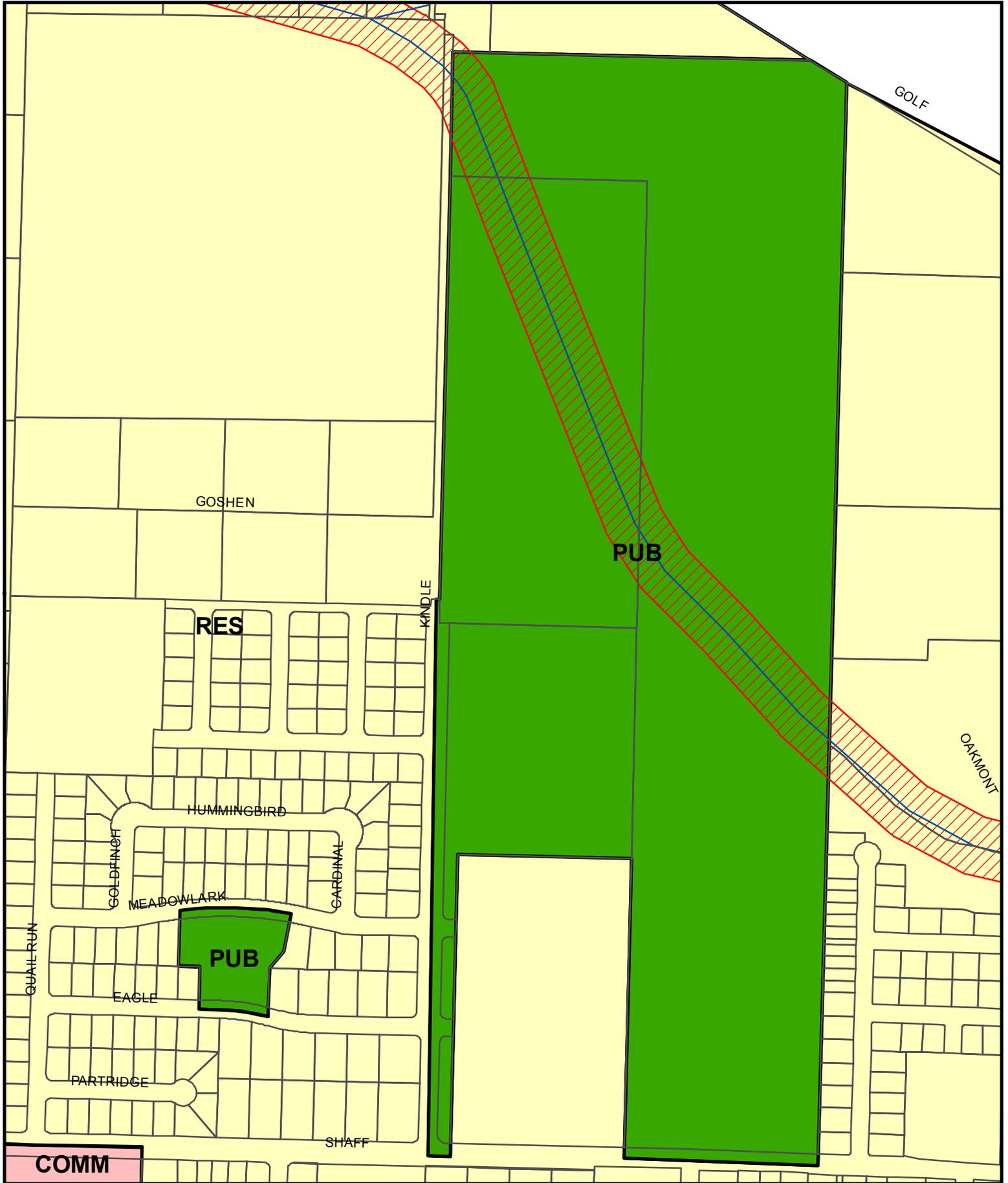


Date

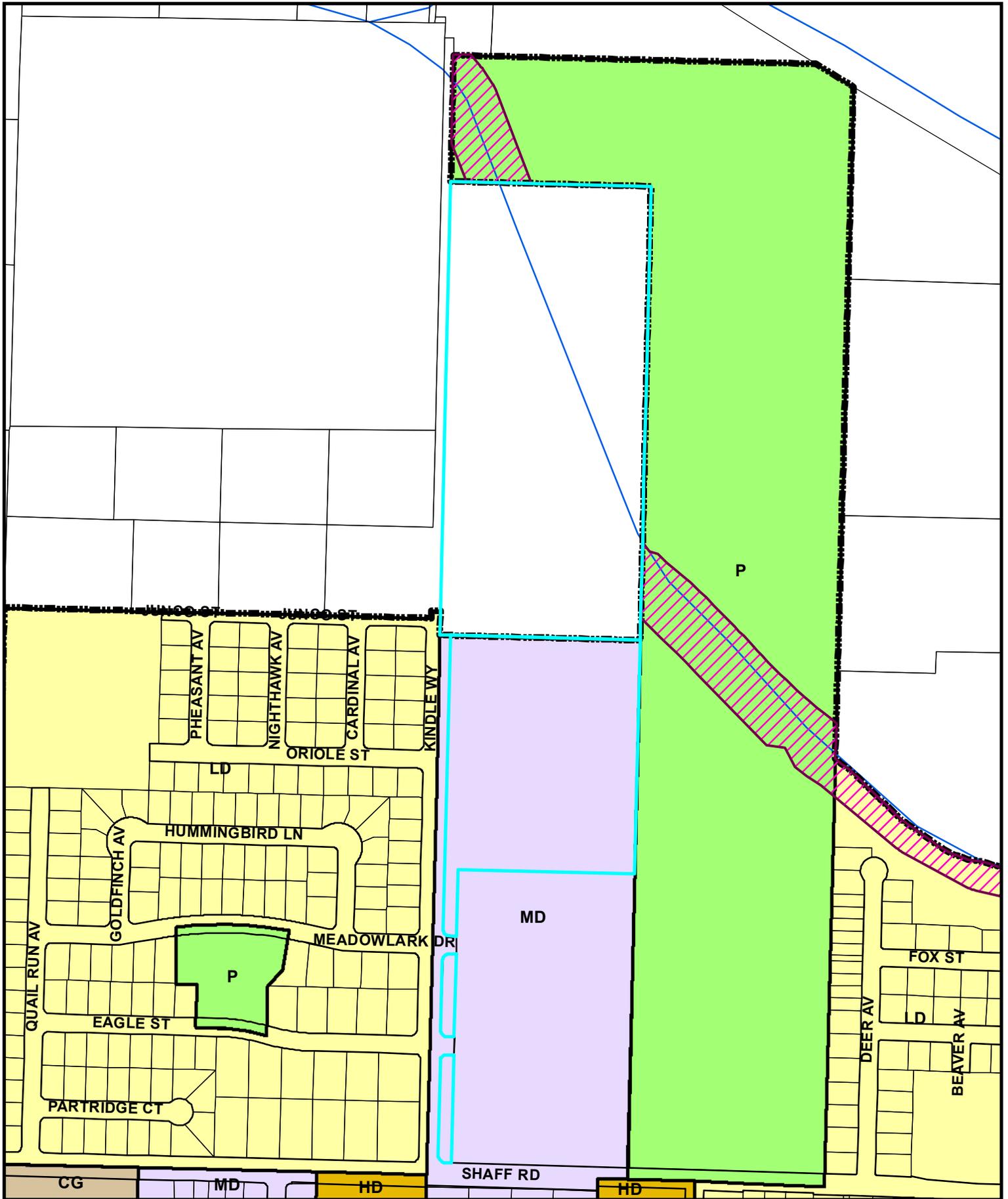
Current Comprehensive Plan Designation



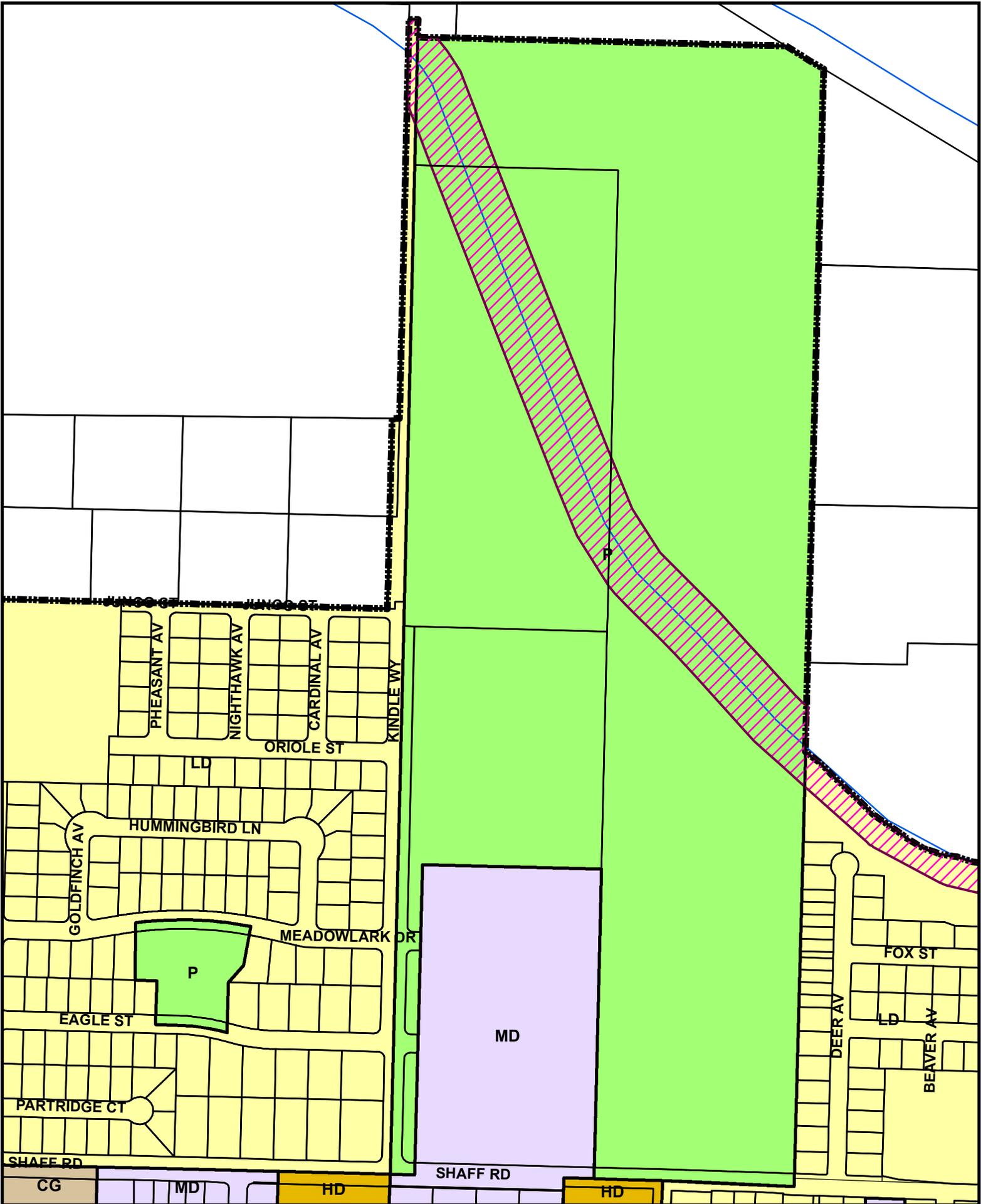
Proposed Comprehensive Plan Designation



Current Zoning



Proposed Zoning



ORDINANCE NO. 1014

AN ORDINANCE ANNEXING INTO THE CITY OF STAYTON CERTAIN REAL PROPERTY LOCATED AT 2800 KINDLE WAY AND PORTIONS OF THE REAL PROPERTY LOCATED AT 1450 GOSHEN RD SE AND 2847 KINDLE WAY; AMENDING THE CITY OF STAYTON COMPREHENSIVE PLAN MAP FROM RESIDENTIAL TO PUBLIC; AMENDING THE CITY OF STAYTON ZONING MAP FROM MEDIUM DENSITY RESIDENTIAL TO PUBLIC/SEMI-PUBLIC; AMENDING THE CITY OF STAYTON ZONING MAP FROM MARION COUNTY URBAN TRANSITIONAL (UT) TO CITY OF STAYTON LOW DENSITY RESIDENTIAL AND PUBLIC/SEMI-PUBLIC; AND ESTABLISHING A NATURAL RESOURCE OVERLAY DISTRICT.

WHEREAS, the Stayton City Council has, through the approval of Resolution 966, initiated annexation of that certain real property located at 2800 Kindle Way, Stayton, Marion County, Oregon, more particularly described in Exhibit 1 attached hereto and incorporated herein, and further illustrated on a map shown in Exhibit 2 attached hereto and incorporated herein;

WHEREAS, on August 23, 2016, pursuant to ORS 222.125 and Stayton Municipal Code (SMC) Section 17.12.210, the City of Stayton, Oregon, submitted current applications for annexation of the property located at 2800 Kindle Way, for a comprehensive plan amendment to change the comprehensive plan designation of 2400 Kindle Way and 2800 Kindle way from Residential to Public, and for an Official Zoning Map amendment to assign Public/Semi-Public Zoning to both parcels;

WHEREAS, on October 6, 2017, Kirk A Kindle, as the owner the properties, has consented to the annexation of the portions of the real properties located at 1450 Goshen Rd SE and 2847 Kindle Way, Stayton, Marion County, Oregon, more particularly described in Exhibit 3 attached hereto and incorporated herein, and further illustrated on a map shown in Exhibit 4 attached hereto and incorporated herein;

WHEREAS, a public hearing was held on the applications before the Stayton Planning Commission on September 25, 2017 and continued until October 30, 2017;

WHEREAS, the property to be annexed is contiguous to the City Limits on three sides;

WHEREAS, the property is currently zoned Urban Transition (UT-20), and the applicant has requested that the property be zoned Public/Semi-Public in accordance with the concurrent amendment of the Stayton Comprehensive Plan Map;

WHEREAS, the City of Stayton City Council held a public hearing as required by law on November 20, 2017;

WHEREAS, the City of Stayton City Council makes findings of fact regarding the applications as contained in Exhibit 5 attached hereto and incorporated herein;

WHEREAS Chapter 51 of the Oregon Laws of 2016 requires the City Council to finalize the annexation and not forward the application to the voters of the City as required by City Charter and SMC Section 17.12.210.2.a.2); and

WHEREAS, the City of Stayton City Council concludes, based on the findings of fact contained in Exhibit 5 that the applications meet the criteria for approval in SMC Section 17.12.210.4 for annexations, Section 17.12.170.6 for Comprehensive Plan Amendments, and Section 17.12.180.6 for Official Zone Map amendments;

NOW THEREFORE, the City of Stayton ordains:

Section 1. The City of Stayton City Council makes findings of fact regarding the applications as contained in Exhibit 5 attached hereto and incorporated herein

Section 2. Pursuant to ORS 222.125, the Stayton City Council hereby proclaims the annexation to the City of Stayton, Oregon, of territory at 2800 Kindle Way, the legal description of which is described in Exhibit 1 and is shown in Exhibit 2, which are attached hereto and by reference incorporated herein.

Section 3. Pursuant to ORS 222.125, the Stayton City Council hereby proclaims the annexation to the City of Stayton, Oregon, of territory comprising portions of the properties located at 1450 Goshen Rd SE and 2847 Kindle Way, the legal description of which is described in Exhibit 3 and is shown in Exhibit 4, which are attached hereto and by reference incorporated herein.

Section 4. Pursuant to ORS 222.005 the Stayton City Recorder shall provide by certified mail to all public utilities, telecommunication facilities, and franchise holders operating within the City a written notice of each site address to be annexed as recorded on the Marion County assessment and tax roles, a legal description and map of the proposed boundary change, and a copy of this ordinance. This notice shall be mailed within (10) ten working days of the enactment of this Ordinance.

Section 5. Pursuant to ORS 222.010 the Stayton City Recorder shall, within ten (10) days of the enactment of this Ordinance, send to the Marion County Clerk and Marion County Assessor a report of the annexation including a detailed legal description of the new boundaries established by the City.

Section 6. Pursuant to ORS 308.225(2) the Stayton City Recorder shall provide to the Oregon Department of Revenue a copy of this Ordinance, containing the legal description and map of the territory being annexed.

Section 7. Pursuant to ORS 222.177 the Stayton City Recorder shall provide to the Oregon Secretary of State a copy of this Ordinance, containing the legal descriptions and maps of the territories being annexed, and a copy of documents indicating consent of the property owners.

Section 8. The Stayton Comprehensive Plan Map is hereby amended as follows:

Area to be Changed from Residential to Public

Beginning at the intersection of the centerline of Kindle Way and the centerline of Shaff Rd, proceeding northerly along the centerline of Kindle Way a distance of 1,801 feet to the southwest corner of Tax Lot 091W04D00200; then continuing northerly along the west line of Tax Lot 091W04D00200 a distance of 1,507.5 feet; then easterly 665 feet; then southerly 2,291 feet to the southeast corner of Tax Lot 091W04D00301; then westerly 585.5 feet; then southerly 1,016 feet to the centerline of Shaff Rd; then westerly 80 feet to the point of beginning.

Section 9. The Stayton Official Zoning Map is hereby amended as follows:

Area to be changed from Medium Density Residential to Public/Semi-Public

Beginning at the intersection of the centerline of Kindle Way and the centerline of Shaff Rd, proceeding northerly along the centerline of Kindle Way a distance of 1,801 feet to the southwest corner of Tax Lot 091W04D00200; then easterly 670 feet; then southerly 785 feet to the southeast corner of Tax Lot 091W04D00301; then westerly 585.5 feet; then southerly 1,016 feet to the centerline of Shaff Rd; then westerly 80 feet to the point of beginning.

Newly Annexed Area to be Zoned Public/Semi-Public

Beginning at the southwest corner of Tax Lot 091W04D00200, proceeding northerly along the west line of Tax Lot 091W04D00200 1,445 feet; then easterly 665 feet; then southerly 1,445 feet; then westerly 665 feet to the point of beginning.

Newly Annexed Area to be Zoned Low Density Residential

Beginning at the northeast corner of Tax Lot 091W04DA02100, proceeding westerly along 29.7 feet; then southerly 1,306 feet to the southeast corner of Tax Lot 091W04A02100; then westerly 30 feet; then southerly 662 feet to the north right of way line of Junco St; then easterly to Kindle Way; then northerly along the right of way line of Kindle Way; then easterly along the terminus of the Kindle Way right of way; then northerly 1,905 feet to the point of beginning.

Newly Annexed Area to be Placed within Natural Resource Overlay District

Those portions of the newly annexed areas that are within 100 feet of Mill Creek.

A portion of the revised Official Zoning Map, illustrating the amendments to the Official Zoning Map is included as Exhibit 6.

Section 10. Upon adoption by the Stayton City Council and the Mayor’s signing, this Ordinance shall become effective 30 days after the date of signing.

Section 11. A copy of this Ordinance shall be furnished to the State of Oregon, Department of Land Conservation and Development forthwith.

ADOPTED BY THE CITY COUNCIL this 20th day of November, 2017.

CITY OF STAYTON

Signed: _____, 2017

BY: _____
Henry A Porter, Mayor

Signed: _____, 2017

ATTEST: _____
Keith D. Campbell, City Administrator

APPROVED AS TO FORM:

Wallace W Lien, Acting City Attorney

EXHIBIT 1, Annexation Area, City-owned Property

The 23 acres identified as Marion County Tax Lot 091W04D 00200 and addressed as 2800 Kindle Way and further described as:

Parcel I:

Beginning at a point on the westerly line of a tract of land conveyed to Lola Lambert by deed recorded in Volume 564, Page 428, Deed Records for Marion County, Oregon, which place of beginning is 20 chains South 89° 45' West and 1865.00 feet North 0° 18' 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; Thence North 0° 18' West 1445.00 feet to the Northwest corner of said Lambert tract; Thence North 89° 45' East 665.52 feet to the Northeast Corner of said tract; Thence South 0° 18' East 1445.00 feet along the easterly line of said tract; Thence South 89° 45' West 665.52 feet to the place of beginning.

Parcel II:

A parcel of land in the Southeast Quarter of Section 4, Township 9 South, Range 1 West of the Willamette Meridian, Marion County, Oregon, said parcel being part of the Henry Foster Donation Land Claim No. 45, said township and range and bound by the following:

Beginning at a point on the East line of the land described in the deed recorded at Reel 1186, Page 708, Marion County Deed Records, which point is 1801.00 feet North 00° 17' 51" West from a point on the South line of the said Claim which is 225.37 feet West from a 3-inch brass disk which marks the Southeast corner of said Section 4; Thence South 89° 45' 00" West, parallel with the said south line, 665.38 feet; Thence North 00° 17' 25" West, on the west line of the said land described in Reel 1186, Page 708, 64.00 feet; Thence North 89° 45' 00" East, on the south line of land described in the deed recorded at Reel 1178, Page 41, said deed records, 665.37 feet; Thence South 00° 17' 51" East, on the said east line, 64.00 feet to the point of beginning.

EXHIBIT 2, Map of Annexation Area, City-owned Property

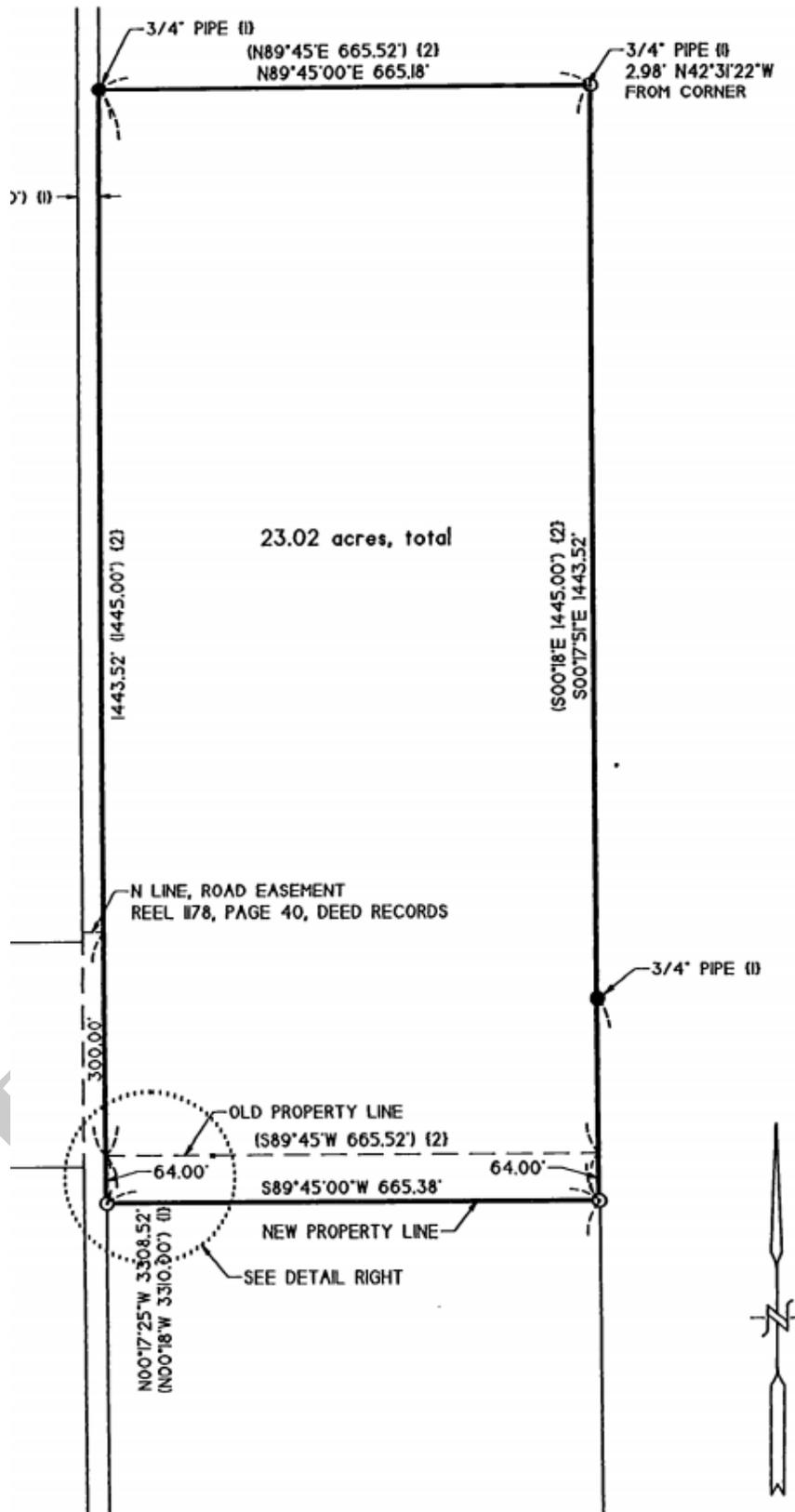


EXHIBIT 3, Annexation Area, Kindle Property

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 deed 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 and the north right of way line of W Hobson Road as shown on the plat of Phillips Estates – Phase I recorded in the Marion County Book of Town Plats, Volume H47, Page 8;

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 the parcel deeded to the City of Stayton ad 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.

EXHIBIT 4, Map of Annexation Area, Kindle Property

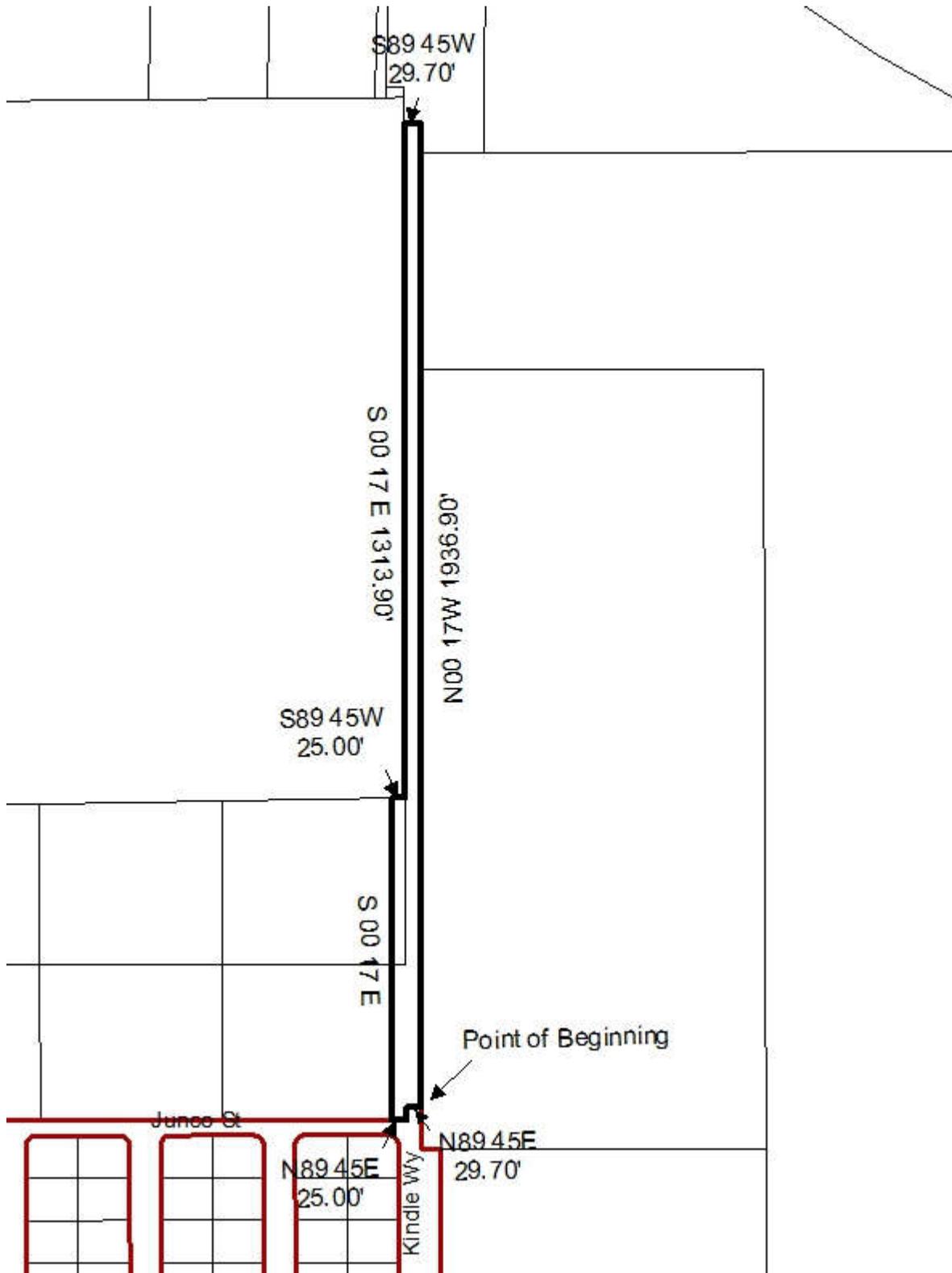


EXHIBIT 5, CITY COUNCIL FINDINGS OF FACT

LAND USE FILE #7-08/17

A. GENERAL FACTS

1. The owners of the properties and the applicants are the City of Stayton and Kirk Kindle.
2. The properties can be described as tax lots 301 and 200 on Map 91W04D and portions of tax lots 2100 and 2200 on Map 91W04DA.
3. The properties are located at 2400 Kindle Way, 2800 Kindle Way, a portion of 2847 Kindle Way, and a portion of 1450 Goshen Rd SE.
4. 2400 Kindle Way is Parcel 2 of Partitioning Plat 2016-057. It was annexed into the City in February 2017. The property is designated Residential by the Comprehensive Plan Map. It was zoned Medium Density Residential (MD) when annexed. The property is 12.23 acres in area with approximately 1,740 feet of frontage on Kindle Way and 45 feet of frontage Shaff Road. The property is vacant. The property was purchased by the City from the Lambert family and will be referred to in these findings as the Lambert property.
5. 2800 Kindle Way is approximately 23 acres in area with approximately 80 feet of frontage on Kindle Way. The property is developed with a single family detached dwelling and accessory buildings. The property is outside of the City Limits, is designated as Residential by the Comprehensive Plan Map and is zoned Marion County Urban Transition (UT). The property is bisected by Mill Creek. The Comprehensive Plan Map designates a 200-foot wide Natural Resource Overlay District along Mill Creek. The property was purchased by the City from the Puntney family and will be referred to in these findings as the Puntney property.
6. The portions of 2847 Kindle Way and 1450 Goshen Rd SE that are proposed for annexation together comprise approximately 1.7 acres of land and are referred to in this order as the Kindle Property. This area is owned by Kirk A Kindle, who has consented in writing to its annexation. This area is outside of the City Limits, is designated as Residential by the Comprehensive Plan Map and is zoned Marion County Urban Transition (UT).
7. The neighboring property to the east and the north is zoned Public/Semi-Public (P) and is developed as the Stayton Middle School. The neighboring properties to the west are zoned Low Density Residential (LD) and are developed as single family detached dwellings or are located outside of the City Limits, are zoned Marion County UT, and are developed as acreage residential properties or are vacant. The neighboring property to the south is zoned MD, is developed with a single family dwelling, and has been approved by the Planning Commission for a 51-lot single family subdivision.
8. The Puntney property and the Lambert property were purchased by the City of Stayton in the winter of 2016-2017. The City intends to use the Lambert property as a stormwater detention facility. The City intends to develop the Puntney property into a park.
9. Annexation of the Kindle property will allow for future dedication of right of way for the future extension of Kindle Way.
10. The proposal is to annex the Puntney property and Kindle property into the City Limits, to amend the comprehensive plan designation from Residential to Public for the Puntney and Lambert properties, to amend the zoning from MD to P for the Lambert property, to assign P zoning to the

Puntney property, to assign LD zoning to the Kindle Property, and to establish a 100-foot wide Natural Resource Overlay District along Mill Creek on the Puntney and Kindle property.

B. AGENCY COMMENTS

The following agencies were notified of the proposal: Oregon Department of Land Conservation and Development, City of Stayton Public Works, Santiam Water Control District, Wave Broadband, Stayton Cooperative Telephone Company (SCTC), Pacific Power, Northwest Natural Gas, Stayton Fire District, Stayton Police Department, North Santiam School District, Marion County Public Works, and Marion County Planning Division.

C. PUBLIC COMMENTS

The surrounding property owners were notified of the public hearing and the applications and notice appeared in the newspaper and on the City's website.

D. ANALYSIS

Annexation applications are required to satisfy approval criteria contained within Stayton Municipal Code (SMC) Title 17, Section 17.12.210.4. Comprehensive Plan amendment applications are required to satisfy approval criteria contained within SMC Title 17, Section 17.12.170.6. Official Zoning Map amendments are required to satisfy approval criteria contained within SMC Chapter 17, Section 17.12.180.6.

E. APPROVAL CRITERIA

Section 17.12.210.4 Annexation Approval Criteria. Pursuant to SMC 17.12.210.4 the following criteria must be demonstrated as being satisfied by an application for Comprehensive Plan amendment:

a. Need exists in the community for the land proposed to be annexed.

Finding: The 2004 Stayton Parks and Recreation Master Plan identifies the need for an additional 40 acres of community parks in the City by the year 2020. The Puntney property was purchased with the intention of developing a community park. Annexation of the Kindle property will facilitate extension of Kindle Way in accordance with the Transportation System Plan.

b. The site is or is capable of being serviced by adequate City public services, including such services as may be provided subject to the terms of a contract annexation agreement between the applicant and the City.

Finding: There is water and sewer service to the Puntney property. The development of the property into a community park will not create substantial demand on the city or private utility services.

c. The proposed annexation is property contiguous to existing City jurisdictional limits.

Finding: The property is contiguous to the City Limits on the north, east, and south sides.

d. The proposed annexation is compatible with the character of the surrounding area and complies with the urban growth program and the policies of the City of Stayton.

Finding: The development of the Puntney property as a community park is in compliance with the adopted Parks and Recreation Master Plan and will provide recreational opportunities to the residents of the northwest corner of the City. Annexation of the Kindle property will facilitate extension of Kindle Way in accordance with the Transportation System Plan.

- e. *The annexation request complies or can be made to comply with all applicable provisions of state and local law.*

Finding: The property owners have consented to the annexation. Chapter 51 of the Oregon Laws of 2016 requires a city to annex the territory without submitting the proposal to the electors if the territory is within the urban growth boundary, the territory will be subject to an acknowledged comprehensive plan, the territory is contiguous to the city limits, and the proposal conforms to all other requirements of the city's ordinances.

- f. *If a proposed contract annexation, the terms and conditions, including the cost of City facility and service extensions to the annexed area shall be calculated by the Public Works Director.*

Finding: The proposed annexation is not a contract annexation.

Section 17.12.170.6 Comprehensive Plan Amendment Approval Criteria. Pursuant to SMC 17.12.170.6.b the following criteria must be demonstrated as being satisfied by the application for a Comprehensive Plan amendment:

- 1) *The amendment is consistent with the goals and policies of the Comprehensive Plan, including any relevant area plans, and the statewide planning goals. In the case of a Comprehensive Plan Map amendment, the requested designation for the site shall be evaluated against relevant Comprehensive Plan policies and the decision authority shall find that the requested designation on balance is more supportive of the Comprehensive Plan as a whole than the old designation.*

Finding: The Comprehensive Plan describes the Public land use designation as appropriate for land owned by governmental agencies, churches, golf club, utilities or not-for-profit organizations. The Plan narrative indicates that the public designation will be applied after land is acquired by a public agency in order to avoid affecting private property values.

The City purchased the two parcels in the winter of 2016-17 for development as public facilities.

- 2) *The current Comprehensive Plan does not provide adequate areas in appropriate locations for uses allowed in the proposed land use designation and the addition of this property to the inventory of lands so designated is consistent with projected needs for such lands in the Comprehensive Plan.*

Finding: The Comprehensive Plan envisions that land obtained by public institutions will be designated for public use after it is obtained, in order to avoid limitations on privately owned property. The Comprehensive Plan indicates that there may be the need for additional public land for park purposes. The Parks and Recreation Master Plan identifies the need for an additional 40 acres of community parks in the City by the year 2020. The subject property was purchased by the City for park and stormwater management needs. There is no other City-owned land that is appropriate for these uses.

- 3) *Compliance is demonstrated with the statewide land use goals that apply to the subject properties or to the proposed land use designation. If the proposed designation on the subject property requires an exception to the Goals, the applicable criteria in the LCDC Administrative Rules for the type of exception needed shall also apply.*

Finding: The pertinent Statewide Land Use Goals are Goal 8 and Goal 11. Goal 8 is to satisfy the recreational needs of the citizens of the state and visitors. The City has purchased the Puntney property to provide recreational opportunities and in compliance with the City's Parks and Recreation Master Plan. Goal 11 is to plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural

development. The City has purchased the Lambert property to develop a stormwater facility in accordance with the City's Stormwater Master Plan.

- 4) *Existing or anticipated transportation facilities are adequate for uses permitted under the proposed designation and the proposed amendment is in conformance with the Oregon Transportation Planning Rule (OAR 660-012-0060).*

Finding: Development of the properties as municipal facilities will have less of an impact on transportation facilities than development as residential properties. The stormwater detention facility will not generate any demand on transportation facilities. The development of a park will generate traffic but not at peak weekday hours. The City's Transportation System Plan was predicated on the area being in residential development.

- 5) *The current Comprehensive Plan Map provides more than the projected need for lands in the existing land use designation.*

Finding: There are 1,867 acres of land in the UGB designated as Residential. The Comprehensive Plan indicates that there are 921 buildable acres of land inside the UGB, and outside of the City Limits. Since that time, there have been about 54 acres of residential land annexed, including the concurrent application for annexation. The Plan also indicates that the City will need approximately 460 acres of land for residential development over the course of the planning period, and that there was 144 acres of buildable land in the city zoned for residential use.

- 6) *Public facilities and services necessary to support uses allowed in the proposed designation are available or are likely to be available in the near future.*

Finding: The properties are serviced by public water and by public sewer. The development of the Lambert property as a stormwater detention facility will not require any utility services. The development of the Puntney property as a public park will have minimal public water and sewer demand.

- 7) *Uses allowed in the proposed designation will not significantly adversely affect existing or planned uses on adjacent lands.*

Finding: The development of a park will provide needed public recreation opportunities to nearby residents. The stormwater detention facility will have no impact on neighboring properties.

Section 17.12.180.6 Official Zoning Map Amendment Approval Criteria. Pursuant to SMC 17.12.180.6.b the following criteria must be demonstrated as being satisfied by the application for Zoning Map amendment:

- 1) *The proposed zone is consistent with the Comprehensive Plan map designation for the subject property unless a Comprehensive Plan Map amendment has also been applied for and is otherwise compatible with applicable provisions of the Comprehensive Plan.*

Finding: A concurrent application for a Comprehensive Plan Map amendment has been filed.

- 2) *Existing or anticipated services (water, sanitary sewers, storm sewers, schools, police and fire protection) can accommodate potential development in the subject area without adverse impact on the affected service area.*

Finding: The properties are serviced by public water and by public sewer. The development of the Lambert property as a stormwater detention facility will not require any utility services. The development of the Puntney property as a public park will have minimal public water and sewer demand. The North Santiam School District, the Stayton Police Department, and the Stayton Fire

District were notified of the application. No comments were received from the School District, Police Department, or Fire District.

- 3) *Existing or anticipated transportation facilities are adequate for uses permitted under the proposed zone designation and the proposed amendment is in conformance with the Oregon Transportation Planning Rule (OAR 660-012-0060).*

Finding: Development of the properties as municipal facilities will have less of an impact on transportation facilities than development as residential properties. The stormwater detention facility will not generate any demand on transportation facilities. The development of a park will generate traffic but not at peak weekday hours. The City's Transportation System Plan was predicated on the area being in residential development.

- 4) *The purpose of the proposed zoning district satisfies the goals and policies of the Comprehensive Plan.*

Finding: Policy PF-1 calls for the City to provide storm water management and parks and recreational facilities within the urban growth boundary. The City has purchased the properties for stormwater and park facilities. Policy PF-3 is for that recreational facilities should be developed as the City's population grows.

- 5) *Balance is maintained in the supply of vacant land in the zones affected by the zone change to meet the demand for projected development in the Comprehensive Plan. Vacant land in the proposed zone is not adequate in size, configuration or other characteristics to support the proposed use or development. A Zone Map Amendment shall not eliminate all available vacant land from any zoning designation.*

Finding: The Comprehensive Plan indicates that the public designation will be applied after land is acquired by a public agency in order to avoid affecting private property values. There is no other City-owned land that is appropriate for these uses. Following the zone map amendment, the Planning Department reports there will be 15 vacant parcels zoned MD within the City, with a total land area of approximately 7 acres.

- 6) *The proposed zone amendment satisfies applicable provisions of Oregon Administrative Rules.*

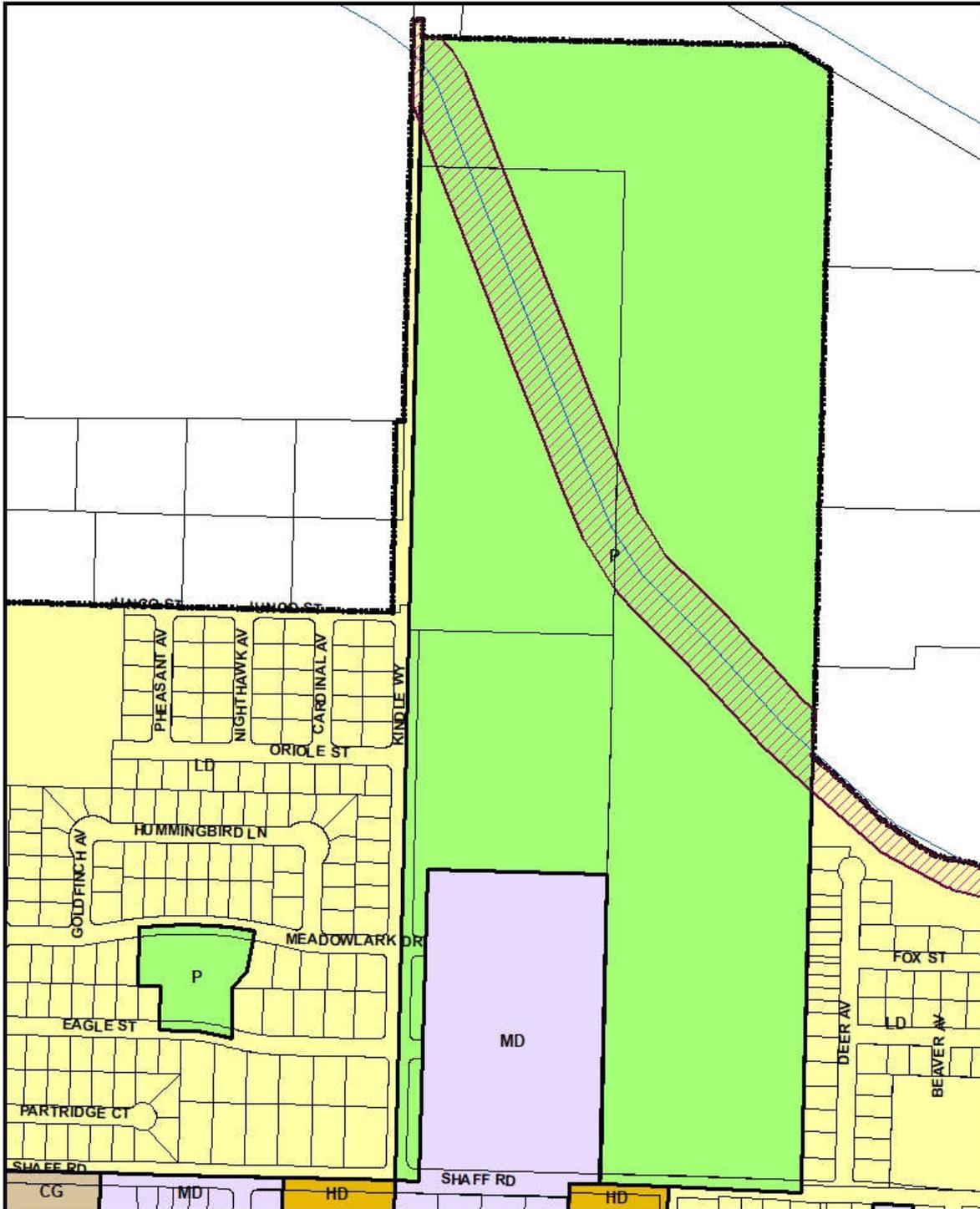
Finding: Notice of the proposed amendment was provided to the Department of Land Conservation and Development on September 14.

- 7) *The physical characteristics of the property proposed for rezoning are appropriate for the proposed zone and the potential uses allowed by the proposed zone will not have an adverse impact on the surrounding land uses.*

Finding: The properties are generally flat and would allow for a wide variety of development opportunities. The Puntney property is bisected by Mill Creek and the portion of the property on the north side of the creek is mapped as forested wetlands. Development of the properties as a park and as stormwater detention facility will provide open space and recreational opportunities for nearby residents. The properties are adjacent to the Stayton Middle School campus, already zoned Public/Semi-Public.

EXHIBIT 6, EXCERPT FROM OFFICIAL ZONING MAP

Proposed Zoning





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: November 20, 2017
SUBJECT: Proposed Resolution Establishing Residential Rental Registration Fee

ISSUE

The issue before the City Council is consideration of adoption of resolution establishing an annual residential rental registration fee.

BACKGROUND INFORMATION

In November 2016, the City Council enacted Ordinance 1000 which established the Stayton Rental Housing Code. Section 15.06.120 of the Code imposes an annual fee, to be established by Council Resolution, for each dwelling unit covered by a rental agreement.

The City Council's adopted Goals call for exploration of a licensing program for rental properties. There was little guidance provided to staff with adoption of the Council Goal. Staff is open to the ideas brought forward by Council members.

ANALYSIS

This year, the City increased the resources dedicated to property management and code enforcement.

Resolution 969 would establish the requirement for owners of residential rental properties to register their units with the Finance Department, and establish a \$10.00 per unit annual fee. In accordance with the policy established by Code, the penalty for late payment of the fee is \$75.00.

A rough estimate of the number of rental units covered by the registration and fee requirement, the suggested fee would raise approximate \$12,000 per year.

Staff envisions a more complete residential rental housing program would involve periodic inspections of rental units to assure that they meet the standards in the Code. The annual fee would support the inspection program.

RECOMMENDATION

Staff recommends adoption of Resolution 969 as presented.

OPTIONS AND MOTIONS

The City Council is presented with the following options.

1. Approve Resolution 969

Move to approve Resolution 969 as presented.

2. Approve Resolution 969 with modifications

Move to approve Resolution 969 with the following changes ...

3. Return Resolution 969 to staff for modification.

Move to direct staff to modify Resolution 969 to ...and present a revised resolution to the City Council at the December 4, 2017 meeting.

4. Take no Action.

No motion necessary.

TITLE 15 - BUILDINGS AND CONSTRUCTION
Chapter 15.08
STAYTON RENTAL HOUSING CODE

SECTIONS:

15.06.010	Title
15.06.020	Purpose
15.06.030	State of Oregon Residential Landlord and Tenant Act
15.06.040	Scope
15.06.050	Dangerous Buildings Code
15.06.060	Severability
15.06.070	Liability
15.06.080	Definitions
15.06.090	Standards
15.06.100	Enforcement
15.06.110	Appeals
15.06.120	Fees

15.06.010 TITLE

The provisions in Chapter 15.08 shall be known as the Stayton Rental Housing Code, may be cited as such, and will be referred to herein as "this Chapter."

15.06.020 PURPOSE

The purpose of this Chapter is to provide minimum habitability criteria to safeguard health, property, and public welfare of the owners, occupants, and users of residential rental buildings.

15.06.030 STATE OF OREGON RESIDENTIAL LANDLORD AND TENANT ACT

This Chapter is intended to supplement rather than conflict with the habitability standards of the State of Oregon Residential Landlord and Tenant Act (ORS Chapter 90).

15.06.040 SCOPE

1. Except as described below, this Chapter shall apply to all buildings or portions thereof which are legally used for human habitation and are covered by a rental agreement.
2. Those arrangements identified in the State of Oregon Residential Landlord and Tenant Act as excluded from its authority are also exempted from this Chapter. The following are exempted from this Chapter either through the State of Oregon Residential Landlord and Tenant Act or in addition to it:
 - a. Hotels, motels and lodging houses.
 - b. Hospitals and other medical facilities.
 - c. Nursing homes, transition and rehabilitation residences, and similar facilities.
 - d. Group SR ("Special Residence") Occupancies.

15.06.050 DANGEROUS BUILDINGS CODE

Conditions which define a building as dangerous under SMC Title 8, Chapter 8.04 will be abated through the procedures specified in SMC Title 8, Chapter 8.04.

15.06.060 SEVERABILITY

If any section, paragraph, subdivision, clause, sentence, or provisions of this Chapter shall be adjudged by any court of competent jurisdiction to be unconstitutional or invalid, such judgment shall not affect, impair, invalidate, or nullify the remainder of the Chapter, but the effect thereof shall be confined to the section, paragraph, subdivision, clause, sentence or provision immediately involved in the controversy in which such judgment or decree shall be rendered, it being the intent of the governing body to enact the remainder of this Chapter notwithstanding the parts to be declared unconstitutional and invalid.

15.06.070 LIABILITY

The City officials charged with the enforcement of this Chapter, acting in good faith and without malice in the discharge of the duties required by this Chapter or other related laws and ordinances shall not thereby be rendered personally liable for damages that may accrue to persons or property as a result of an act or by reason of an act or omission in the discharge of such duties.

15.06.080 DEFINITIONS

For purposes of this Chapter, the following definitions shall apply:

1. *Agent*: A person authorized by another to act in his/her behalf.
2. *Building Code*: The currently adopted edition of the State of Oregon Structural Specialty Code.
3. *Building Official*: The individual(s) designated by the City Administrator to administer and enforce the building codes and inspect buildings.
4. *Dangerous Buildings Code*: Those provisions of SMC Title 8, Chapter 8.04 adopted for the abatement of unsafe buildings.
5. *Dwelling Unit*: A single unit providing complete independent living facilities for one or more persons including provisions for living, sleeping, eating, cooking and sanitation. For purposes of this Chapter, where portions of a residential building are occupied under separate rental agreements, but tenants share eating, cooking, and/or sanitation facilities, each portion under a separate rental agreement shall be considered a dwelling unit.
6. *Habitable Room*: Any room used for sleeping, living, cooking or dining purposes, but excluding closets, pantries, bath or toilet rooms, hallways, laundries, storage spaces, utility rooms and similar spaces.
7. *Group SR Occupancies*: Special residences where personal care is administered and that are licensed by, or subject to licensure by, or under the authority of the Oregon Department of Human Services or any other State agency.

8. *Mechanical Code*: The currently adopted edition of the State of Oregon Mechanical Specialty Code.
9. *Ordinance Enforcement Officer*: The individual designated by the City Administrator to enforce the provisions of this Chapter.
10. *Plumbing Code*: The currently adopted edition of the State of Oregon Plumbing Specialty Code.
11. *Rental Agreement*: All agreements, written or oral, concerning the use and occupancy of a dwelling unit and premises.

15.06.090 STANDARDS

1. Structural Integrity.
 - a. Roofs, floors, walls, foundations, stairways and railings, and all other structural components shall be capable of resisting any reasonable stresses and loads to which these components may be subjected and shall be maintained in good repair.
 - b. Structural components shall be of materials allowed or approved by the Building Code.
2. Plumbing.
 - a. Each dwelling unit shall be provided with access to a toilet, bath or shower, and lavatory in a room or rooms separate from the habitable rooms and which affords privacy, within the building in which the dwelling unit is located.
 - b. Plumbing systems shall be installed and maintained in a safe and sanitary condition and shall be free of defects, leaks and obstructions.
 - c. Plumbing components shall be of materials allowed or approved by the Plumbing Code.
3. Heating.
 - a. There shall be a permanently installed heat source with the ability to provide a room temperature of 68 degrees Fahrenheit three feet above the floor, measured in the approximate center of the room, in all habitable rooms. Portable space heaters shall not be used to achieve compliance with this section.
 - b. All heating devices or appliances shall be of an approved type and shall conform to applicable law at the time of installation.
 - c. Ventilation for fuel-burning heating appliances shall be as required by the Mechanical Code at the time of installation.
4. Electrical. Electrical lighting, fixtures and outlet and all other electrical equipment shall conform to applicable law at the time of installation and shall be maintained in good working order.

5. Weatherproofing.
 - a. Roof, exterior walls, windows and doors shall be maintained to prevent water leakage into living areas which may cause damage to the structure or its contents or may adversely affect the health of an occupant.
 - b. Repairs must be permanent rather than temporary and shall be through generally accepted construction methods.
6. Smoke Detectors. Every dwelling unit shall be equipped with an approved and properly functioning smoke alarm or smoke detector installed and maintained in accordance with the State Building Code, ORS 479.270, 479.275, and 479.285, and applicable rules of the State Fire Marshal.
7. Carbon Monoxide Detectors. Every dwelling unit shall be equipped with an approved and properly functioning carbon monoxide alarm in accordance with applicable rules of the State Fire Marshal if the dwelling unit contains a carbon monoxide source or is located within a structure that contains a carbon monoxide source and the dwelling unit is connected to the room in which the carbon monoxide source is located by a door, ductwork or a ventilation shaft.
8. Security. Doors and windows leading into a dwelling unit must be equipped with locks and shall be maintained in a condition so as to restrict access into the dwelling unit.
9. Buildings and Grounds. Buildings, grounds and appurtenances must be, at the time of the commencement of the rental agreement, in every part safe for normal and reasonably foreseeable uses, and shall be kept clean, sanitary and free from all accumulations of debris, filth, rubbish, garbage, rodents and vermin, and all areas under control of the landlord shall be kept in every part safe for normal and reasonably foreseeable uses, clean, sanitary and free from all accumulations of debris, filth, rubbish, garbage, rodents and vermin.
10. Interpretations.
 - a. The Ordinance Enforcement Officer is empowered to render interpretations of this Section.
 - b. Such interpretations shall be in conformance with the intent and purpose of this Chapter.

15.06.100 ENFORCEMENT

1. Authority.
 - a. The Ordinance Enforcement Officer is hereby authorized and directed to enforce all the provisions of this Chapter.
2. Complaint.
 - a. A complaint must be in writing and may be filed in person or by mail, e-mail or fax.
 - b. A complaint must include the following:
 - i. Name of person filing the complaint; complaints may not be submitted anonymously.

- ii. Name of the landlord.
 - iii. Address of the alleged violation.
 - iv. A complete description of the alleged violation.
 - v. A copy of the written notice of the alleged habitability violation that has been sent by the tenant to the landlord.
 - c. A person who files a complaint must be a party to the current rental agreement covering the property in question or an agent of that party.
 - d. The Ordinance Enforcement Officer or any other City official or employee shall not report a person who files a complaint to immigration officials.
 - e. Complaints will be processed by Ordinance Enforcement Officer using an administratively adopted written procedure which includes the following:
 - i. confirmation that the complainant has standing to file a complaint;
 - ii. confirmation that the subject of the complaint, if confirmed, would be a violation of this Chapter;
 - iii. confirmation that the landlord has had seven days, plus three days for mailing per ORS 90.150(3), since mailing of the written notice by the tenant, to respond to the complaint; except that when the violation is an absence of: heat, water or hot water, or any properly functioning toilets, sinks or smoke detectors in the dwelling unit, confirmation that the landlord has had 48 hours, by written notice from the tenant, to respond to the complaint; and
 - iv. written notification to the landlord by the Ordinance Enforcement Officer of the complaint.
3. Ordinance Enforcement Officer Initiated Enforcement. Notwithstanding the provisions of Section 15.08.100.2 above, the Ordinance Enforcement Officer may enforce the standards of Sections 15.08.090.1, 15.08.090.5, and 15.08.090.9 without a complaint being filed when apparent violations are visible from a public street or property with public access.
4. Investigations.
 - a. Investigations will be initiated only after the procedure established in Sect 15.08.100.2.E above has been followed.
 - b. The Ordinance Enforcement Officer will conduct an investigation to confirm the validity of the complaint.
 - c. If the complaint is determined to be not valid, the case will be closed and all parties notified.
 - d. If the complaint is determined to be valid, the Ordinance Enforcement Officer will issue a Notice of Violation and Order of Abatement.
5. Inspection and Right of Entry. When it may be necessary to inspect the buildings or premises to enforce the provisions of this Chapter, the Ordinance Enforcement Officer, in accordance with administrative policy, may enter the building or premises at reasonable times to inspect

or to perform the duties imposed by this Chapter, provided that if such building or premises is occupied, that credentials be presented to the occupant and entry requested. If such building or premises is unoccupied, the Ordinance Enforcement Officer shall first make a reasonable effort to locate the owner or other person having charge or control of the building or premises and request entry. If entry is refused, the Ordinance Enforcement Officer shall have recourse to the remedies provided by SMC Title 1, Chapter 1.24 to gain entry.

6. Notices and Orders.

- a. For valid complaints, the Ordinance Enforcement Officer shall issue a Notice of Violation and Order of Abatement to the landlord. The Notice and Order shall include the following:
 - i. Street address.
 - ii. A statement that the Ordinance Enforcement Officer has found the building or premises to be in violation of this Chapter as alleged in the complaint.
 - iii. A thorough description of the violation.
 - iv. Statements advising the landlord that if the required repairs or corrective actions are not completed within seven days, plus three days for mailing from the date of the Notice and Order (48 hours when the Code violation is an absence of: heat, water or hot water, or any properly functioning toilets, sinks or smoke detectors in the dwelling unit), then Ordinance Enforcement Officer shall:
 - a) Record the Notice and Order against the property.
 - b) Coordinate the issuance of a citation to the landlord to appear in Stayton Municipal Court.
 - c) Initiate action to recover all City costs associated with the processing of the complaint, investigation and the resolution of the matter.
 - v. Statements that the landlord may appeal the Notice and Order as specified in this Chapter.
 - vi. The date by which the repairs or corrective actions must be completed and a reinspection scheduled.
- b. The Notice of Violation and Order of Abatement, and any amended or supplemental Notice and Order, shall be posted on the premises and shall be served upon the landlord by first class mail, at the address of record in the Marion County Assessor's records.

7. Failure to Comply. If there is not compliance with the Notice and Order by the specified date, the Ordinance Enforcement Officer shall:

- a. Coordinate the issuance of a citation to the landlord 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 landlord; 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 landlord. A lien may be placed on the subject property.
8. Compliance.
- a. Upon compliance with the Order of Abatement, the Ordinance Enforcement Officer will issue a Notice of Compliance to the landlord and to the complainant.
 - b. If a Notice and Order was recorded against the property, the Ordinance Enforcement Officer 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 landlord using adopted City procedures, including lien foreclosure.
9. 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.

15.06.110 APPEALS

1. Appeal to City Administrator. Any tenant who has filed a complaint that the Ordinance Enforcement Officer determines is not valid may file a written appeal to the City Administrator within 10 days of the date the notice of determination was mailed. Any landlord who has been issued a Notice of Violation by the Ordinance Enforcement Officer may file a written appeal to the City Administrator within 10 days of the date the Notice of Violation was mailed.
2. City Administrator's Decision on the Appeal.
 - a. The City Administrator shall consider the appeal within 15 days from the date of the City's receipt of the appeal. The City Administrator may, at the City Administrator's sole discretion:
 - i. Remand the matter back to the Ordinance Enforcement Officer for reconsideration;
 - ii. Grant the request on appeal, with or without conditions; or
 - iii. Deny the request on appeal.
 - b. The City Administrator shall issue a written Notice of Decision regarding the appeal. The City Administrator's decision may be appealed, in writing, to the City Council.
3. Appeal to City Council.
 - a. The City Administrator's decision to approve or deny an appeal may be appealed by the tenant or the landlord to the City Council within 10 days of the mailing of the Notice of Decision. The appeal shall be in writing and shall clearly describe the matter being appealed and the grounds for the appeal. The City Council shall consider the appeal at a regularly scheduled meeting, no later than 45 days from the date of the

City's receipt of the appeal. The Mayor may invite testimony, at the Mayor's discretion. The City Council may, at its discretion:

- i. Remand the issue back to the City Administrator for reconsideration;
 - ii. Grant the request on appeal, with or without conditions; or
 - iii. Deny the request on appeal based on the record.
- b. The City Council's decision is final.
4. **Appeal Fee.** Any appeal submitted under this Section shall include a filing fee to be established by Council Resolution.
 5. **Scope of Appeal.** Appeals may be filed regarding notices, orders, interpretations and decisions made by the Ordinance Enforcement Officer or the City Administrator relative to this Chapter.
 6. **Form of Appeal.** An appeal must be in writing and include the following:
 - a. Name of person filing the appeal.
 - b. Copy of the notice and order.
 - c. Copy of the section of this Chapter which is being appealed.
 - d. A complete description of the issues and an explanation of the appeal.
 - e. What determination is requested of the City Administrator or City Council.
 7. **Appeal Procedure.**
 - a. Appeals shall be submitted to the Planning and Development Director. The Planning and Development Director shall confirm that the appeal meets the filing criteria and the appeal request and explanation is complete.
 - b. If the filing criteria have not been met, the person filing the appeal will be so notified. In the discretion of the Planning and Development Director, the filing deadline may be extended by an additional three days to allow the appellant to resubmit an appeal document that has been deemed incomplete. Only one extension may be granted.
 - c. If the filing criteria are met, the Planning and Development Director shall forward the appeal to the City Administrator or schedule a hearing before the City Council, as appropriate.

15.06.120 FEES

1. For the purpose of offsetting costs to the City associated with the enforcement of this Chapter there is hereby imposed an annual fee, to be established by Council Resolution, for each dwelling unit covered by a rental agreement.
2. The following unit types, while subject to the standards, enforcement procedures, and other requirements established in this Chapter, shall be exempt from the fee payment requirements of this Section: rentals with a recorded deed restriction requiring the units to be rented affordably to households at or below 50% of the Area Median Income; rentals under contract with a public agency that requires the rental to be inspected at least annually and verifies that

the dwelling is rented to a low income household; and rentals designated as senior or disabled housing by a public agency.

3. The landlord is responsible for paying the annual fee upon written or electronic request. The Finance Director shall adopt and implement policies and procedures which include multiple written or electronic communications with landlords before assessing a penalty. The penalty established below is necessary to offset the actual cost of these procedures when payment of the annual fee is not timely made or when payment of the annual fee is not made.
4. Policy regarding penalties. Providing minimally habitable rental housing is of great importance within the City of Stayton. The costs of this program are intended to be somewhat offset by the annual fees, but the City Council also desires to not greatly increase the cost of renting residential property within the City. The City Council has balanced raising the amount of the annual fee in order to offset the cost of the program against the desire for landlords to pay the annual fee in a timely manner, and finds that an artificially lower annual fee that encourages timely payment is more likely to provide funding that offsets the costs of this essential program than is a higher fee which would capture all the administrative costs of collection. The City finds that staff charged with administration and enforcement of this program spend a grossly disproportionate portion of their time attempting to collect fees or to collect untimely fees from a relatively few landlords. The City Council finds that relatively low penalties for failing to pay the annual fee or for failing to pay the annual fee in a timely manner, encourages some landlords to fail to make payments or to make late and untimely payments. The City Council finds that relatively low penalties therefore result in an even more unfair apportionment of the cost of providing this essential program to other landlords and taxpayers, and threatens the City's ability to provide the service for the low annual fee.
5. Failure to pay the fee as requested will subject the landlord to the following actions:
 - a. A penalty fee to be established by Council Resolution will be assessed to the landlord for each unpaid per unit fee if the annual fee is not paid by the date specified in the written or electronic request for payment.
 - b. The City will initiate appropriate action to collect the fees due and all costs associated with these actions will be assessed to the landlord.
 - c. Appropriate action may include placing a lien on the property.

RESOLUTION NO. 969

**A RESOLUTION ESTABLISHING AN ANNUAL RESIDENTIAL RENTAL FEE,
PROCEDURES FOR PAYMENT OF THE FEE AND PENALTIES FOR
NONPAYMENT OF THE FEE**

WHEREAS, Stayton Municipal Code (SMC) Section 15.06.120.1 imposes an annual fee for each dwelling unit covered by a rental agreement, the amount of the fee to be established by Council Resolution;

WHEREAS, SMC Section 15.06.12.02 exempts certain dwelling unit types from payment of the annual fee;

WHEREAS, SMC Section 15.06.120.5 authorizes a penalty for nonpayment of the annual fee;

NOW THEREFORE, BE IT RESOLVED that:

Section 1. Residential Rental Unit Registration Required. Each owner of a dwelling unit with a rental agreement, as those terms are defined by SMC Section 15.06.080, shall register the dwelling unit with the Finance Department. The Finance Department shall prepare a Residential Rental Unit Registration Form to be used and shall notify in writing the owners of property of the necessity to file a completed registration form.

Section 2. Establishment of Annual Residential Rental Fee. The Stayton City Council does hereby establish an annual fee of \$10 per unit for each rental unit, except units exempt from payment of the fee under SMC Section 15.06.120.2. The fee shall be due and payable no later than January 31 of each calendar year.

Section 3. Establishment of Penalty for non-payment of annual fee. The Stayton City Council does hereby establish the penalty for failure to pay the annual fee by April 1 of each year as \$75 per rental unit.

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

ADOPTED BY THE STAYTON CITY COUNCIL this 20nd day of November, 2017

CITY OF STAYTON

Date: _____, 2017

By: _____
Henry A Porter, Mayor

Date: _____, 2017

Attest: _____
Keith D Campbell, City Administrator

APPROVED AS TO FORM:

Wallace W. Lien, Acting City Attorney



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, Utility Billing Clerk
DATE: November 20, 2017
SUBJECT: Monthly Finance Department Report

	October 2017	September 2017
Number of Bills Mailed	2,397	2,414
Number of Bills Emailed	289	281
Number of Bills on Auto-Pay	522	528
Delinquent Notices Sent Out	540	495
Courtesy Delinquent Notices Sent to Landlords	160	166
Notified of Impending Shut-Off & Penalty	155	160
Customers Issued Payment Extensions	29	32
Customers with Interrupted Services Non-Payment	13	13
Services Still Disconnected	1	1
Number of Checks Issued	171	137
Total Amount of Checks	\$407,459.10	\$266,895.45



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: November 20, 2017
SUBJECT: Staff Report

Below you will see the stats for the Police Department for the month of October 2017.

	October 2017	Year to Date 2017	October 2016	Year to Date 2016
Police Activity	761	9291	705	8093
Investigated Incidents	415	3929	315	3048
Citations/Warning	67/108	1247/2096	80/104	1136/1896
Traffic Accidents	8	61	7	105
Juvenile Abuse	3	43	2	33
Arrests	48	529	29	615
Ordinance Complaints	59	604	29	231
Reserve Volunteer Hrs.	154.5	1239.45	292	2747
Citizen Volunteer Hrs.	0	177.70	59	545
Peer Court Referrals:	6	41	0	18

STAYTON POLICE DEPARTMENT CONSOLIDATED MONTHLY CATEGORIZED REPORT-NIBRS 10/1/2017 - 10/31/2017

PERSON	CRIMES				CRIMES CLEARED BY ARREST & EXCEPTION				PERCENT CLEARED				PERSONS ARRESTED			
	10/1/17 to 10/31/17	1/1/17 to 10/31/17	1/1/16 to 10/31/16	% Change Yr to Yr	10/1/17 to 10/31/17	1/1/17 to 10/31/17	1/1/16 to 10/31/16	10/1/17 to 10/31/17	1/1/17 to 10/31/17	1/1/16 to 10/31/16	10/1/17 to 10/31/17	Juv	Adult	Total	1/1/17 to 10/31/17	1/1/16 to 10/31/16
NON-CRIMINAL																
ACCIDENT-INJURY	2	11	13	-15.4%	0	15	15	0.0%	93.8%	93.8%	0	0	0	0	15	12
ACCIDENT-PROPERTY	11	65	49	32.7%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	0
ALL OTHER NON-CRIMINAL	318	3,022	2,214	36.5%	0	7	1	0.0%	100.0%	100.0%	0	0	0	0	3	2
NON CRIM DOMESTIC DISTURB	5	115	116	-0.9%	10	56	41	83.3%	69.1%	74.5%	0	8	8	8	65	34
NON-CRIMINAL TOTALS	336	3,213	2,392	34.3%	0	15	15	0.0%	93.8%	93.8%	0	0	0	0	15	12
PERSON																
AGGRAVATED ASSAULT	0	16	16	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	0
KIDNAPPING	0	0	1	-100.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	0
OFFENSE AGAINST FAMILY	0	7	1	600.0%	0	7	1	0.0%	100.0%	100.0%	0	0	0	0	3	2
OTHER ASSAULTS	12	81	55	47.3%	10	56	41	83.3%	69.1%	74.5%	0	8	8	8	65	34
RAPE	0	2	2	0.0%	0	1	1	0.0%	50.0%	50.0%	0	0	0	0	0	0
RESTRAINING ORDER VIOLATION	1	5	8	-37.5%	1	4	5	100.0%	80.0%	62.5%	0	0	1	1	3	6
ROBBERY	1	4	2	100.0%	0	3	1	0.0%	75.0%	50.0%	0	0	0	0	3	1
SEX OFFENSES	0	15	19	-21.1%	0	4	12	0.0%	26.7%	63.2%	0	0	0	0	5	4
PERSON TOTALS	14	130	104	25.0%	11	90	76	78.6%	69.2%	73.1%	0	9	9	9	94	59
PROPERTY																
BURGLARY - BUSINESS	1	3	2	50.0%	0	1	1	0.0%	33.3%	50.0%	0	0	0	0	1	1
BURGLARY - OTHER STRUCTURE	0	2	4	-50.0%	0	0	1	0.0%	0.0%	25.0%	0	0	0	0	3	2
BURGLARY - RESIDENCE	2	18	13	38.5%	0	5	6	0.0%	27.8%	46.2%	0	0	0	0	7	5
COUNTERFEITING/FORGERY	2	11	9	22.2%	0	1	4	0.0%	9.1%	44.4%	0	0	0	0	5	18
FRAUD	1	29	35	-17.1%	0	7	12	0.0%	24.1%	34.3%	0	0	0	0	8	15
LARCENY																
Pickpocket	0	0	2	-100.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	0
Purse Snatching	0	0	2	-100.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	0
Shoplifting	8	51	37	37.8%	4	24	21	50.0%	47.1%	56.8%	0	4	4	4	28	21
Theft from a Motor Vehicle	1	37	62	-40.3%	0	1	5	0.0%	2.7%	8.1%	0	0	0	0	1	5
Theft of Bicycle	0	12	13	-7.7%	0	2	2	0.0%	16.7%	15.4%	0	0	0	0	4	2
Theft from Building	0	7	19	-63.2%	0	0	2	0.0%	0.0%	10.5%	0	0	0	0	1	5
From Coin Operated Machine	0	0	1	-100.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	0
All Other Larceny	7	59	66	-10.6%	1	12	13	14.3%	20.3%	19.7%	0	1	1	1	16	18
LARCENY	16	166	202	-17.8%	5	39	43	31.3%	23.5%	21.3%	0	5	5	5	50	51
MOTOR VEHICLE THEFT	1	9	16	-43.8%	1	3	2	100.0%	33.3%	12.5%	0	2	2	2	10	5

PROPERTY TOTALS	CRIMES				CRIMES CLEARED BY ARREST & EXCEPTION				PERCENT CLEARED				PERSONS ARRESTED			
	10/1/17 to 10/31/17	1/1/17 to 10/31/17	1/1/16 to 10/31/16	% Change Yr to Yr	10/1/17 to 10/31/17	1/1/17 to 10/31/17	1/1/16 to 10/31/16	10/1/17 to 10/31/17	1/1/17 to 10/31/17							
	Count	Count	Count	%	Count	Count	Count	%	%	%	Juv	Adult	Total	Count		
STOLEN PROPERTY	0	1	3	-66.7%	0	1	2	0.0%	100.0%	100.0%	0	0	0	1		
VANDALISM	5	78	83	-6.0%	2	13	18	40.0%	16.7%	21.7%	1	2	3	18		
PROPERTY TOTALS	28	317	367	-13.6%	8	70	89	28.6%	22.1%	24.3%	1	9	10	103		
SOCIETY																
ALL OTHER	7	131	137	-4.4%	5	31	45	71.4%	23.7%	32.8%	0	9	9	37		
ANIMAL	0	2	1	100.0%	0	0	1	0.0%	0.0%	100.0%	0	0	0	0		
CURFEW	2	16	10	60.0%	2	14	9	100.0%	87.5%	90.0%	2	0	2	21		
CUSTODY-MENTAL	1	6	8	-25.0%	1	6	7	100.0%	100.0%	87.5%	0	1	1	6		
DISORDERLY CONDUCT	1	5	2	150.0%	0	2	2	0.0%	40.0%	100.0%	0	0	0	1		
DR WHILE SUSP	4	40	48	-16.7%	2	31	37	50.0%	77.5%	77.1%	0	3	3	36		
DISORDERLY CONDUCT	2	21	9	133.3%	2	21	9	100.0%	100.0%	100.0%	0	2	2	22		
DRIVING UNDER INFLUENCE	2	57	50	14.0%	2	57	50	100.0%	100.0%	100.0%	0	2	2	59		
ELUDING	1	9	8	12.5%	1	8	6	100.0%	88.9%	75.0%	0	2	2	10		
ESCAPE	0	2	1	100.0%	0	2	1	0.0%	100.0%	100.0%	0	0	0	3		
FAIL TO DISPLAY DL	0	1	1	0.0%	0	1	1	0.0%	100.0%	100.0%	0	0	0	1		
FUGITIVE	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	10	10	167		
HIT & RUN	6	39	43	-9.3%	2	11	6	33.3%	28.2%	14.0%	0	2	2	10		
LIQUOR LAWS	0	10	11	-9.1%	0	10	8	0.0%	100.0%	72.7%	0	0	0	23		
MIP TOBACCO	0	4	4	0.0%	0	4	4	0.0%	100.0%	100.0%	0	0	0	4		
NARCOTICS/DRUGS	3	55	46	19.6%	3	51	42	100.0%	92.7%	91.3%	0	3	3	82		
PROP RECOV - FOR OTHER AGENCY	0	0	2	-100.0%	0	0	1	0.0%	0.0%	50.0%	0	0	0	0		
RECKLESS DRIVING	2	16	16	0.0%	2	15	15	100.0%	93.8%	93.8%	0	2	2	16		
RUNAWAY	3	17	12	41.7%	3	11	9	100.0%	64.7%	75.0%	3	0	3	13		
SEX OFFENSES	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0		
TRESPASS	21	100	76	31.6%	9	29	54	42.9%	29.0%	71.1%	1	3	4	25		
VEH RECOV - FOR OTHER AGENCY	0	5	3	66.7%	0	0	1	0.0%	0.0%	33.3%	0	0	0	0		
WARRANT	10	137	138	-0.7%	10	135	137	100.0%	98.5%	99.3%	0	0	0	7		
WEAPONS	0	5	4	25.0%	0	4	3	0.0%	80.0%	75.0%	0	0	0	5		
SOCIETY TOTALS	65	678	630	7.6%	44	443	448	67.7%	65.3%	71.1%	6	39	45	548		
GRAND TOTALS	443	4,338	3,493	24.2%												



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Lisa Meyer, Administrative Assistant
DATE: November 20, 2017
SUBJECT: Public Works Monthly Operating Report for October 2017

- | <u>KEY ACTIVITIES</u> | <u>STATUS</u> |
|---------------------------|--|
| • WWTP Facility | Effluent flows: 41.40 million gallons were treated during October. The highest flow was 2.48 million gallons on October 22 nd and the lowest flow was 0.95 million gallons on October 6 th & 18 th . The average flow was 1.34 million gallons. Total rainfall for October was 7.15 inches. |
| • WTP | Highest production day was 3,334,000 gallons on October 1, 2017. |
| • Water System | Installed 1 new meter and radio reader. Replaced 17 meters. Repaired water line at 510 Cedar Street. Repaired fire hydrant at Fourth and Fir. Cleaned #3 filter bed. |
| • Streets | Swept 230 curb miles and collected 200 cubic yards of material. Used 2,670 pounds of cold patch for pot hole patching. Replaced "School Crossing" signs at Gardner, Locust and Regis streets. Replaced "No Parking" signs on Gardner Ave. |
| • Parks | Volunteers:
Community Service: Total # of Volunteers = 0, Total # of hours = 0
Life skills High School Students: Total # of Volunteers = 0, Total # of hours = 0
Parks Board: Total # of Volunteers = 5, Total # of hours = 3.75 |
| • Building Permits | |

<u>Permit Type</u>	<u>Issued</u>	<u>SDC's Paid</u>
New Single Family Dwelling 769 Fox St., 1014 Cooper Ct., 2139 Deer Ave., 485 W. Ida St.	4	\$43,028.00
Residential Building Addition/Alter/Other	-	\$0
Commercial Building Addition/Alter/Other 582 E. Washington St., 100 Whitney St.	2	\$0
Electrical	1	
Mechanical	-	
Plumbing	2	
TOTAL	9	\$43,028.00

One (1) Residential SDC = \$11,288.00 + \$733.00 for Mill Creek SDC + Storm Water SDC \$1990.00 or \$2854.00



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: November 20, 2017
SUBJECT: Report of Activities for October, 2017

Planning Commission meeting held; public hearing on annexation, comprehensive plan amendment, zoning map amendment;

Attended annual Main St Conference

Attended meeting of Valley Development Initiative Housing Rehabilitation Partners

Attended Oregon Economic Development Association training

Attended Census Bureau training on Local Update to Census Addressing program

Met with applicant for Enterprise Zone tax exemption

Submitted preapplication for Regional Infrastructure Grant

Developed request for proposals for Transportation Master Plan update

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: November 20, 2017
SUBJECT: October Library report

In October, we had a Makerspace Bots program for children and teens. They worked with Cubelets and programmed Ozobots with colored markers. Cubelets are magnetic cubes used to create robots without programming. It was a great opportunity to provide hands-on access to technology.

NASA's Dr. Norman Chaffee spoke at the library on October 13. Thank you to the JPL Museum and the Friends of the Library for making it possible. Our October author visit was Therese O'Neill, the author of the New York Times bestselling book *Unmentionable: The Victorian Lady's Guide to Sex, Marriage, and Manners*. She guided us through the Victorian lady's secret life of beauty and health.

The Friends of the Library made \$3951.04 at the October book sale. The next sale will be April 12-14. The Library Foundation's Brews, Bites, and Books will be January 27. It will feature Three Creeks Brewing.

Upcoming events to mark on your calendars:

- Teens: The Lost Mummy - An Escape Party - December 1 at 6:00pm
- DIY Craftshop: Ugly Holiday Sweaters - December 7 at 5:30pm
- Oregon Author visit – Zoe Burke - December 14 at 7:00pm
- Brews, Bites and Books - January 27

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									48,126	126,579
OTHER CIRCULATION SERVICES														
Self check out	4,086	4,177	3,703	3,688									15,654	39,895
Library2Go (ebooks +)	910	972	947	970									3,799	9,917
INCOME RECEIVED														
Non-resident cards	\$89.50	\$130.00	\$177.00	\$105.00									\$501.50	\$2,180.20
Fines: overdue & lost books	\$1,121.79	\$1,917.07	\$1,235.71	\$600.29									\$4,874.86	\$10,821.37
Room fees	-\$31.25	\$25.00	\$115.00	\$90.00									\$198.75	\$1,332.00
												TOTAL	\$5,575.11	\$14,333.57
REFERENCE QUESTIONS														
In-Person, by phone and computer help	584	364	352	356									1,656	6,035
NEW PATRON CARDS	65	89	58	48									260	796
INTERNET USE	938	1,122	1,066	1,116									4,242	11,398
PROGRAM ATTENDANCE														
Children & adults at Children's Programs	761	58	427	414									1,660	7,229
Teens	17	20	32	35									104	150
Adults	57	31	43	47									178	764
Outreach	0	0	0	0									0	4,054
												TOTAL	1,942	12,197
MEETING ROOM ATTENDANCE	33	54	91	158									336	1,621
PATRON VISITS	7,645	7,690	6,285	6,585									28,205	79,782
VOLUNTEER HOURS	254	210	170	211									844	2,392