



PUBLIC NOTICE

City Council Meeting

A regular meeting of the City Council of Falls City, OR will be held as follows:

Posted: 02/07/20- Frink's, City Hall, Community Center, Website

Meeting Date: Monday, February 10, 2020

Time: 6:00 pm

Location: Falls City Community Center

Address: 320 N Main Street, Falls City, Oregon 97344

AGENDA

1. **6:00 CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

Jeremy Gordon, Mayor ___ Dennis Sickles ___ Lori Jean Sickles ___

Jennifer Drill ___ Tony Meier ___ Cliff Lauder ___ TJ Bailey ___

2. **6:03 MOTION TO ADOPT THE ENTIRE AGENDA**

3. **6:05 ANNOUNCEMENTS , APPOINTMENTS, APPRECIATION, & PROCLOMATIONS**

Announcements (3 min):

a. State of the City 2/27/2020, 5pm at the Community Center, free burgers for first 40.

b. New Website has gone live! Direct feedback to City Hall.

c. Direct Connect Expanded Service!

d. Coffee with the Mayor, 2nd and 4th Wednesday.

e. School District Budget Committee Volunteers Needed.

Appreciation (10 min):

a. Lori Albert, Falls City Fire Department -----pg. 1

b. Sharon Volk-Greve, Falls City Fire Department-----pg. 2

c. Pacific Power Foundation & Diana Knous-----pg. 3

Declarations: None

Appointments: None

4. **6:20 COMMUNITY & GOVERNMENT ORGANIZATIONS**

a. Falls City Public Works Report ----- pg. 4-5

b. Falls City Fire Report -----pg. 6

c. Polk County Sheriff's Report -----pg. 7

d. (20-25 min) Falls City School District Presentation: Student Success Act Dollars

The City of Falls City does not discriminate in providing access to its programs, services, and activities on the basis of race, color, religion, ancestry, national origin, political affiliation, sex, age, marital status, physical or mental disability, or any other inappropriate reason prohibited by law or policy of the state or federal government. Should a person need special accommodations or interpretation services, contact the City at 503.787.3631 at least one working day prior to the need for services and every reasonable effort to accommodate the need will be made.

5. **6:50 REPORTS**

- a. Mayor’s Report
- b. Council Reports
- c. Community Development & Outreach Coordinator Report -----pg. 8
- d. Manager’s Report

6. **7:00 CONSENT AGENDA**

- a. Approval of the Bills ----- pg. 9-11
- b. Approval of the 01/20/2020 Minutes-----pg. 12-21

7. **7:05 NEW BUSINESS**

- a. Land Use Public Hearings
 - i. (15 min) VAR 19-14 -----pg. 22-32
 - ii. (45 min) PAR 19-21 -----pg. 33-56
- b. (10 min) Resolution 03-2020 FY 19-20 Supplemental Budget 2-----pg. 57-60
- c. (10 min) 2020 Council Goals-----pg. 61-64
- d. (10 min) Most Improved Yard Timeline & Outline-----pg. 65-66

8. **8:35 OLD BUSINESS**

- a. (10 min) Grader Outsourcing & Equipment Surplus-----pg. 67-69

9. **CITIZEN COMMITTEES:**

Parks & Recreation

Public Works

Historic Landmarks

10. **8:40 PUBLIC COMMENTS & LETTER COMMUNICATIONS**

This is the time set for Citizens to address the Council regarding items not already on the agenda.

In order to encourage an environment of openness, courtesy and respect for differing points of view, please **refrain from behavior that is disruptive to the meeting such as making loud noises, clapping, shouting, booing, or any other activity that disrupts the orderly conduct of the meeting. Abusive language will not be tolerated.**

- Please limit your commentary to five (3) minutes or less.
- Please state your name and city of residence for the record.

11. **ADJOURN**

The City of Falls City does not discriminate in providing access to its programs, services, and activities on the basis of race, color, religion, ancestry, national origin, political affiliation, sex, age, marital status, physical or mental disability, or any other inappropriate reason prohibited by law or policy of the state or federal government. Should a person need special accommodations or interpretation services, contact the City at 503.787.3631 at least one working day prior to the need for services and every reasonable effort to accommodate the need will be made.



CITY OF FALLS CITY
CERTIFICATE OF APPRECIATION

AWARDED TO

Lori Albert – Falls City Fire Department

Lori is not only a volunteer medic, but she consistently exceeds her responsibilities to ensure all the needs of the department are met. Most recently Lori was able to salvage a federal grant of \$100,000 for self-contained breathing apparatus after a key volunteer separated from the department. Lori sacrificed a great deal of personal time learning the nuances of federal grant management and continues to go above and beyond the standard contribution for a department volunteer.

Given under my hand this 10th day of February, 2020

Jeremy Gordon, Mayor of Falls City



CITY OF FALLS CITY
CERTIFICATE OF APPRECIATION

AWARDED TO

Sharon Volk Greve – Falls City Fire Department

Sharon is the Assistant Chief in Charge of Medics, the primary medical trainer for the department, and a Swiss Army Knife for all other departmental need. Recently Sharon applied for, received, and continues to manage a Weyerhaeuser Giving Fund Grant for

\$10,000. The grant is being used to complete equipping and outfitting the department's new Engine 123. Sharon has undertaken this work and all she does for the city at great personal sacrifice and no charge.

Given under my hand this 10th day of February, 2020

Jeremy Gordon, Mayor of Falls City



CITY OF FALLS CITY
CERTIFICATE OF APPRECIATION

AWARDED TO

Diana Knous – PacifiCorp Foundation

The City of Falls City would like to extend its most sincere gratitude to Diana Knous and the PacifiCorp Foundation for their strong, supportive partnership, and their dedication to the Citizens of Falls City. In the last year alone, the PCF and Diana have hosted an energy summit, awarded a grant for RARE candidate placement, and awarded another grant to assist in habitability of a city building. Small towns like ours depend heavily on partnership, and we could not be more grateful for yours.

Given under my hand this 10th day of February, 2020

Jeremy Gordon, Mayor of Falls City

Public Works Staff Report for January, 2020

Wednesday, 1 Routine water and sewer, holiday.

Thursday, 2 meet with contractor's Woods, water and sewer hook- up. Sewer and water samples down to Corvallis.

Friday, 3 Park maintenance, grade Hopkins.

Saturday, 4 & Sunday, 5 On Saturday, city received heavy rain had to clean intake, Sunday, routine water and sewer.

Monday, 6 Clean intake, staff meeting City Hall.

Tuesday, 7 Intake clean, staff report, make septic tank pump list, roof has leak in bathroom.

Wednesday, 8 Intake clean, work order high consumption 460 Mitchell, Hach calibrate turbidity instruments.

Thursday, 9 Work on UV system, installed new probe.

Friday, 10 Took E.coli sample, down to Corvallis.

Saturday, 11 & Sunday, 12 Routine water and sewer.

Monday, 13 Went into Dallas, purchase locate marking paint. Work on UV flow meter.

Tuesday, 14 Light snow, working on switching over utility vehicle for sale. Fuel up generator WTP.

Wednesday, 15 Work order, possible leak on 661 Bryant, just surface water from all rain fall. Cleaning utility truck.

Thursday, 16 Ran grader broke down, hydraulic problem. Took sewer sample, Corvallis. Made appointment with Luckiamute body Shop take out fuel tank and put in new utility vehicle. Took E.coli sample Corvallis.

Friday, 17 Finish putting tank in other utility vehicle. Lab called very high E.coli count, cross contemned with influent waste water.

Saturday, 18 & Sunday, 19 Routine water and sewer.

Monday, 20 Had to retake E.coli sample, City Council meeting.

Tuesday, 21 Meet with contractors Woods, placing meter. Planning review for Sheldon.

Wednesday, 22 Review DEQ permit for city for old and new facility. Inspection sewer hook –up Woods.

Thursday, 23 Sewer permit review, working on UV flow meter.

Friday, 24 Routine water and sewer, short day.

Saturday, 25 & Sunday, 26 Saturday Jon went into Independence attended water conference, Luckiamute Water Shed. Routine water and sewer.

Monday, 27 Meters, rereads, heavy rain.

Tuesday, 28 City received 2.45 inches of rain, clean intake some minor problems at WTP, Finish meters.

Wednesday, 29 Town for fuel, review application for Public works employ, review DEQ permit, meet with National Weather Service, make some repair at WTP.

Thursday, 30 Repaired blown hose on grader, sewer samples Corvallis.

Friday, 31 End of month paper work, filled pot holes around town.

CALL/EVENT SUMMARY FOR FCFD

JAN 2020

Medic calls – 11

Fire calls – 1

MVA – 1

Alarm – 1

Events:

- A representative from Weyerhaeuser came out to present the check for the grant we received and stayed for ice cream :)
- We are currently underway with a Firefighter 1 class and will begin task books soon.
- Sharon is working on EMR recerts for this year and is planning another full EMR class for new folks.
- The officers are working on a list of needed items for the 2019 AFG (Assistance to Firefighters Grant) through FEMA. The grant process is involved and the support of the City and its Councilors are much appreciated! Items funded to date are crucial in our being able to protect our community and have helped build us to a stable foundation on which to operate. Kudos to you – we have come a long way and proven we have the strength to stand on our own!

January 2020 Falls City Stats

Falls City Calls for Service					
Assault	Harassment	Misc Crime	Susp Activity		
Area Chk	Driving	Miss Person	Susp Person		6
Animal	Domestic Dist	Noise	Susp Vehicle		3
911 Hangup	Found Property	EDP	Theft		3
Burglary	FIR	Ordin Vio	Trauma		
Assist Other Agency	Fraud	Overdose	traffic assist		
ATL (attempt to locate)	Follow up	proowler	Traffic Stops		8
DUI	Harassment	runaway	Trespass		1
Citizen Contact	Illegal Park	sex offense	Warrant		
Civil Paper Service	Gen Disturb	Shots Fired	Welfare Check		1
Criminal Misch	Alarm	Stolen Veh	Uncon		2

Falls City Calls for Service	Of the FC Calls for Service
Total Calls for Service (county wide)	11
Falls City % of Total Calls	involved crimes
	FC Cases Cleared by Arrest
	3
	27.3% clearance
	Total Arrests in Falls City
	2
	2.9% of total arrests

Total Service Calls (Polk County)	Crimes Occ
	1777
Cases Cleared by arrest	157
Total Arrests (county wide)	27
	17.2%
	Junvenile Arrests
	1 (county wide)
	Junvenile Arrests
	0 (Falls City)
	(only true crimes reported here)



Community Development & Outreach Coordinator Report February 10, 2020

Dear Honorable Mayor and City Council,

I hope 2020 is off to a good start for you all. I'd like to take a brief moment to update the City Council on the progress of the City's community & economic development efforts.

Community & Economic Development

- The Steering Committee has combined forces with BRAVE organizers to form *Falls City Thrives!* BRAVE (Black Rock Allies for Village Empowerment) is a group of Falls City residents and school staff who had done legwork to form a nonprofit organization for community projects. Combining our efforts allows for more capacity, a wider coalition of volunteers, and to build from BRAVE's foundation to drive forward community projects to address housing, downtown revitalization, volunteerism, and wellness (as the main themes to emerge from the Community Visioning results).
- After Council's Goal-Setting Session last month, where economic development was prioritized as a City goal, I will be presenting some more information at the City Council meeting in March to help move that conversation forward.

Website

- The new website is live! It is standard practice, to protect from liability, for organizations to have those whose picture is featured on a website or publication to sign a release form. Please sign the release form in front of you and return to City staff. Having Councilor and staff photos on the City website increases transparency, in alignment with Council's 2018 goals.

Land Use & Committee Handbooks

- Handbooks are on track for drafts in Spring/early Summer 2020.

Thank you for your continued support.

Respectfully Submitted,

William Sullivan
Community Development & Outreach Coordinator
Falls City, OR

City of Falls City
Paid Bills Report
 As of February 3, 2020

	Date	Memo	Account	Class	Amount	
City of Dallas	01/20/2020	Inv 2690, 2877	Accounts Payable		-630.00	
	01/20/2020	Firehall Generator	Professional Services	82 FIRE EQUIPMENT/OP LEVY	330.00	
	01/20/2020	St Sweeping Jan '20	Professional Services	11 STREET FUND	300.00	
Total City of Dallas					0.00	
Consumers Power Inc	01/20/2020	Account # 1155301; Dec '19	Accounts Payable		-261.55	
	01/20/2020	Dec '19 Power-WTP	Power	20 WATER OPERATING FUND	261.55	
Total Consumers Power Inc					0.00	
King's Pumping Service	01/20/2020	Inv 17514, 17512, 17513	Accounts Payable		-1,447.50	
	01/20/2020	pumping 156 Dayton St	Professional Services	13 SEWER FUND	395.00	
	01/20/2020	pumping 151/159 3rd St	Professional Services	13 SEWER FUND	482.50	
	01/20/2020	pumping 132/134 Carey Ct	Professional Services	13 SEWER FUND	570.00	
Total King's Pumping Service					0.00	
MNOP	01/20/2020	Inv A368554-IN, B028574-IN	Accounts Payable		-493.39	
	01/20/2020	City Hall Heat	Equipment O & M	SHARED SERVICES	127.95	
	01/20/2020	Shop fuel	Equipment O & M	SHARED SERVICES	365.44	
Total MNOP					0.00	
Oregon DPSST	01/20/2020	ARF73306	Accounts Payable		-40.00	
	01/20/2020	Inman Background	Travel/Training/Dues/Statutory	82 FIRE EQUIPMENT/OP LEVY	40.00	
	01/20/2020	ARF 73278	Accounts Payable		-40.00	
	01/20/2020	Richardson Background	Travel/Training/Dues/Statutory	82 FIRE EQUIPMENT/OP LEVY	40.00	
Total Oregon DPSST					0.00	
Pacific Power	01/20/2020	multiple accounts, 21091561-006 2	Accounts Payable		-2,826.07	
	01/20/2020	11/19 Parks Power	Utilities	01 GENERAL FUND:01.03 Parks	245.68	
	01/20/2020	11/19 Sewer Power	Utilities	13 SEWER FUND	444.75	
	01/20/2020	11/19 Fire Power	Utilities	82 FIRE EQUIPMENT/OP LEVY	1,138.12	
	01/20/2020	10/19 Street Power	Utilities	11 STREET FUND	621.60	
	01/20/2020	10/19 Water Power	Utilities	20 WATER OPERATING FUND	74.42	
	01/20/2020	11/19 City Hall & Dr Ofc Power	Utilities	SHARED SERVICES	301.30	
	Total Pacific Power					0.00
	Spectrum Business	01/20/2020	Inv, 0019088011020	Accounts Payable		-119.95
		01/20/2020	11/10/19-12/9/19 Phone&Net- City Hall	Utilities	SHARED SERVICES	119.95
Total Spectrum Business					0.00	
US Bank Visa	01/20/2020	Account: 4798531214981146	Accounts Payable		-57.34	
	01/20/2020	Public Records Mail	Operational Expenses	01 GENERAL FUND:01.01 Administrativ	7.35	
	01/20/2020	Tracking-Mac	Travel/Training/Dues/Statutory	01 GENERAL FUND:01.01 Administrativ	49.99	
Total US Bank Visa					0.00	
Building Energy LLC	01/27/2020	Inv 202010	Accounts Payable		-3,000.00	
	01/27/2020	CH Heat Pump Grant	19 Pac Pow Cap Grant (Admin)	01 GENERAL FUND:01.01 Administrativ	3,000.00	
Total Building Energy LLC					0.00	
King's Pumping Service	01/27/2020	Inv 17536, 17537	Accounts Payable		-952.50	
	01/27/2020	pumping 171 Dayton St	Professional Services	13 SEWER FUND	395.00	
	01/27/2020	pumping & service lkaal/pump/lkaats 555	Professional Services	13 SEWER FUND	557.50	
Total King's Pumping Service					0.00	
Luckiamute Auto Body	01/27/2020	Inv 1105	Accounts Payable		-250.00	
	01/27/2020	Swap Fuel Tank & Rcvr Hitch '04 PW Tn	Professional Services	SHARED SERVICES	250.00	
Total Luckiamute Auto Body					0.00	
Petro Card	01/27/2020	Inv 1105	Accounts Payable		-250.00	
	01/27/2020	Swap Fuel Tank & Rcvr Hitch '04 PW Tn	Professional Services	SHARED SERVICES	250.00	
Total Petro Card					0.00	

City of Falls City
Paid Bills Report
 As of February 3, 2020

Date	Memo	Account	Class	Amount
01/27/2020	C537878	Accounts Payable		-110.37
01/27/2020	PW Fuel	Equipment O & M	SHARED SERVICES	110.37
				0.00
Total Polk IO				
01/27/2020	Subscription 01/23/20 910530	Accounts Payable		-40.00
01/27/2020	1 year Subscription 1/23/20 910530	Legal Notices	01 GENERAL FUND:01.01 Administrativ	40.00
				0.00
Total Polk IO				
01/27/2020	SLS/10291207	Accounts Payable		-2,412.69
01/27/2020	UV Lights, Assembly, Freight	Sewer Capital	19 CITY UTILITY RESERVE FUND	2,412.69
				0.00
Total Polk IO				
01/27/2020	1/1/20-1/31/20	Accounts Payable		-139.10
01/27/2020	Travel	Travel/Training/Dues/Statutory	01 GENERAL FUND:01.01 Administrativ	31.38
01/27/2020	Training	Travel/Training/Dues/Statutory	01 GENERAL FUND:01.01 Administrativ	107.72
				0.00
Total Polk IO				
01/27/2020	Inv 1946355	Accounts Payable		-180.75
01/27/2020	Old Copier Lease Buyout Reimbursable	Professional Services	SHARED SERVICES	180.75
				0.00
Total Polk IO				
02/03/2020	Inv 1185	Accounts Payable		-262.50
02/03/2020	IT Networking	Professional Services	SHARED SERVICES	262.50
				0.00
Total Polk IO				
02/03/2020	Inv: 26325448	Accounts Payable		-189.00
02/03/2020	Copier Lease Payment 01/20	Professional Services	SHARED SERVICES	189.00
				0.00
Total Polk IO				
02/03/2020	Inv 17554	Accounts Payable		-590.00
02/03/2020	pumping & of baffle 112 Bridge St	Professional Services	13 SEWER FUND	590.00
				0.00
Total Polk IO				
02/03/2020	Travel Mileage	Accounts Payable		-84.99
02/03/2020	Mac Mileage 11/26/19-01/27/20	Travel/Training/Dues/Statutory	SHARED SERVICES	84.99
				0.00
Total Polk IO				
02/03/2020	Acct: 7900044080647419	Accounts Payable		-300.00
02/03/2020	Postage-Jan '20	Operational Expenses	SHARED SERVICES	300.00
				0.00
Total Polk IO				
02/03/2020	INV: 02135	Accounts Payable		-60.00
02/03/2020	OAMR 2020 Dues- Jamie	Travel/Training/Dues/Statutory	01 GENERAL FUND:01.01 Administrativ	60.00
				0.00
Total Polk IO				
02/03/2020	29185	Accounts Payable		-8.50
02/03/2020	Feb Budget Supplement Notice	Legal Notices	SHARED SERVICES	8.50
				0.00
Total Polk IO				
02/03/2020	INV: 0019641012320	Accounts Payable		-99.00
02/03/2020	Fire Phone/Net Feb '20	Utilities	82 FIRE EQUIPMENT/OP LEVY	99.00
				0.00
Total Polk IO				
02/03/2020	Inv 321	Accounts Payable		-1,354.93
02/03/2020	Jan '20 MSA & Remote	Professional Services	SHARED SERVICES	250.00
02/03/2020	Mahware & McCatee '20 Subscription	Equipment O & M	SHARED SERVICES	309.93
02/03/2020	Setup & Networking	Professional Services	SHARED SERVICES	795.00
				0.00
Total Polk IO				

City of Falls City
Paid Bills Report
 As of February 3, 2020

Date	Memo	Account	Class	Amount
Van Well Building Supply				
02/03/2020	Acct: 160503; Jan '19 Statement	Accounts Payable		-189.79
02/03/2020	Marking Paint & Light Bulbs for WTP	Operational Expenses	20 WATER OPERATING FUND	63.96
02/03/2020	Mill Lot Fence Repair	Facilities O & M	01 GENERAL FUND-01.03 Parks	125.83
				<u>0.00</u>
Total Van Well Building Supply				
Verizon Wireless				
02/03/2020	Inv 9846982638	Accounts Payable		-72.11
02/03/2020	Jan '20 PW Duty Phone	Utilities	SHARED SERVICES	72.11
				<u>0.00</u>
Total Verizon Wireless				

City of Falls City
City Council Regular Meeting Minutes
January 20, 2020 6:00 PM
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

Council Present: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles

Staff Present: Mac Corthell, City Manager; William Sullivan, Community Development & Outreach Coordinator; Jamie Ward, City Clerk

1. Call to Order

Mayor Gordon called the meeting to order at 6:00 pm.

2. Roll Call

Clerk Ward took roll call.

3. Pledge of Allegiance

Mayor Gordon led the pledge.

4. Motion to adopt the entire Agenda

A motion was made by Councilor D. Sickles and seconded by Councilor L. Sickles to adopt the entire agenda with changes to move New Business to agenda item five(5) Motion carried 5-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill Tony Meier, Cliff Lauder, Dennis Sickles

5. New Business

a. OLCC Permit Recommendations

Councilor Drill asked if there have been any complaints to the City with any of the business regarding OLCC.

City Manager Corthell stated he had not heard of any.

No action taken by council results in a recommendation for approval of permits.

No action taken by City Manager results in approval of permits

Approval of OLCC permits granted (see exhibit A)

b. Corthell read his staff report explaining the appointment process to fill City Council seats vacated mid-term.

Councilor Drill had discussion about the questions just seeing if it were possible to change the questions at some point in the future.

Corthell stated that resolution can be changed at any time Council decides.

A motion was made by Councilor C. Lauder and seconded by Councilor T. Meier that the City of Falls City adopt RESOLUTION 01-2020 A RESOLUTION ADOPTING A PROCESS TO FILL COUNCIIL VACANCIES. Motion carried 5-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles

c. Resolution 02-2020 Council Interviews & Appointment

Applicants include: Charlie Flynn, Sherrell Sears, and T.J. Bailey

City Council Interview Questions:

1. Why do you want to be a City of Falls City Councilor?

S. Sears- to have a voice of what happens in the City

C. Flynn- He feels he wasn't quite done yet but had to leave to provide for his family.

T. Bailey- Coming from a small City he saw what effect local government has and would like to be a part of that. He would like to be a positive part of that.

2. What do you believe, in your background, training and experiences qualifies you to help govern the affairs of a city of one thousand (1,000) people?

C. Flynn- He's done a lot of different jobs that require all of him. Physically and mentally, he feels that will help him grown with the City of Falls City and Council as a group.

T. Bailey- His experience as a special Education teacher and feels that his whole career he has had to have difficult conversations. He feels that knowing how to have those difficult conversations with transparency will help him be successful in this position.

S. Sears- Her experience with serving the public and the citizens of the community.

3. What experience related to city government would you bring to the Councilor Position?

T. Bailey- although he doesn't have any city government experience he feels that his running and facilitating meetings and apart of due process he feels that will help him understand and conduct himself in a professional manner.

S. Sears- Feels like she is diligent in finding the answers to questions she might be looking for. Feels like being a community member she can understand the publics point of view and doing what's best for the City.

C. Flynn- Brings his experiences from that side of the table back to that side of the table. He has experience in budget management and other experiences in other jobs he's had.

4. What do you believe are the major issues/priorities/needs and concerns of particular importance to the city and how would you address them?

S. Sears- Utility Improvements would help our community grow.

sewer system to cut costs for the whole city. After that he would like to use the utility pathways that are being used from companies and have them pay for their usages.

T. Bailey- Another outlet for our youth, he would like to spearhead our kids to get involved with the community. Either helping to volunteer, improving the parks, improving our schools, improving local businesses. Really getting our youth involved as an active member of the community.

5. To the best of you knowledge, describe the functions of the City Council versus the functions of the City's appointed administration.

C. Flynn- on Council night the City Council is in charge at no other time is one person the boss. City Council can only make decisions that impact the City as a group not as one person. City Hall Staff has the job every day to fulfill what council decides. They are hands on every day.

T. Bailey- Mayor and Council are elected by the Community to create policy and the City Manager is hired by the Council and is the management to City Staff.

S. Sears- City Council is appointed by Community members and Staff is hired.

6. What can the City do to help local businesses address their major concerns?

T. Bailey- Speak at local business and see what has helped them and what concerns they may have. Come up with a game plan and work with them to help them grow and develop

S. Sears- Our businesses are how our community thrives. Because there are very few it's important to support them and help them grow.

C. Flynn- See how we they want to see Falls City grow, and not just business owners but their employees to. Have a meeting with just the business owners and see how each business supports each other.

7. What are your ideas for improving the livability for the citizens of Falls City?

S. Sears- She is in the process of building a home right now and giving community members the resources to find places to build

C. Flynn- One of the biggest road blocks to Falls City would be the roads. We have road that are unimproved, we have streets and avenues that are bare top and are in need of some attention.

T. Bailey- Housing options for all residents including low income residents. See how to fix our issues to bring safe housing into to Falls City. Also building up our parks, we have the opportunity to really bring in people into our town. We should promote ideas for

Events, music festivals, and really strive to leave a lasting impression on those who come through.

8. What do you feel is the biggest strength of the community?

C. Flynn- The people here. It seems that everyone here will go out of their way for someone else. He sees it every week at the produce giveaway with people talking to each other and help where and when they can.

T. Bailey- The people of Falls City, one of the greatest things he has witnessed is that whenever there is a crisis everyone joins together to help. The other strength is that there is so much potential here in Falls City, he sees that in the faces of the children he is around every day is the future of our City. He also feels Falls City is a gem that is slowly being shined.

S. Sears- Small town community is nice, she feels the events that are being put on by local business draw everyone together.

9. What do you feel is the biggest challenge facing the community?

T. Bailey- Lack of the involvement in our community, during events he has noticed that the same people are volunteering for the work. Another challenge is that we live in a high poverty community. We need to find more resources for them and help them where we can.

S. Sears- Really tightknit sometimes to tightknit. Maybe more of a unified community then it is now.

C. Flynn- Isolation. We are a destination community and we to change the negative ideas that some may have from forty years ago. We have to stretch out brighter. Making people what we have to offer.

10. Do you have the available time to perform the duties of City Councilor? Attend multiple meetings per month?

S. Sears- Very flexible

C. Flynn- Retired so he's available

T. Bailey- No problems taking the time off to attend council meetings

11. One indicator of an effective municipal government is the ability of Elected Officials to place the well-being of the constituency above their own. If you are selected, how would you engage the community to serve their interests? What if the community's vision contrasts with your own?

C. Flynn- He brought nothing to City Council that wasn't his own agenda. He wouldn't bring anything to Council that was a personal matter. His priority is listening to the people here in Falls City.

T. Bailey-Go out into the community and get to know community members and find out what their needs are. He feels we all have one vision to make Falls City the best it can be. If someone's vision contradicts his own then that is where thrives. He likes to be challenged on what is the best for the community.

S. Sears- Being a part of the community, being available for the things the City puts on. And the hard part is nobody has the same agenda and at the end of the day is a committee decision.

12. Each Councilor can ask a specific question of all candidates.

D Sickles asked if they are willing to look into the role of City Council verses the role of City Administration when asked by community members to look into something.

T. Bailey- He always researches anything he does so that he doesn't break any laws.

S. Sears- Being a sounding board is important and looking into the questions you are asked. So yes.

C. Flynn- You can't just answer that question with a yes or no, and he feels he has a history of looking into those questions.

L. Sickles- No question.

J. Drill- How do you describe yourself? Are you Leader or follower? Visionary or doer? Listener or hearer?

S. Sears- Both on all three (3).

C. Flynn- Yes, sometimes I lead and sometimes I follow. Visionary, but doesn't ask someone else to do the work. He listens to make sure he hears properly.

T. Bailey- Both on all three (3).

Mayor Gordon- No question.

T. Meier- What are your thoughts on code enforcement.

C. Flynn- Would like to see that position filled and codes being enforced.

T. Bailey- we need to develop something to keep code enforcement consistent.

S. Sears- we need to keep our community safe. Code enforcement is a strong way of doing that.

C. Lauder-How do you feel you would deal with disappointments sitting behind these tables?

T. Bailey- Doesn't look at disappointment as a failure he tries to learn from where he went wrong.

S. Sears- You not always going to get what you want in life, its about picking up those pieces and moving on or finding a different way of making it happen.

C. Flynn- Feels that being disappointed could mean that you come with your own agenda and he doesn't do that.

RESOLUTION 02-2020 A RESOLUTION APPOINTING A CITY COUNCILOR TO FILL THE CURRENT CITY COUNCIL VACANCY.

City Council elected T.J Bailey as City Councilor. Motion carried 3-2-0-0. Ayes: Lori Jean Sickles, Tony Meier, Dennis Sickles. Nays: Jennifer Drill, Cliff Lauder.

Councilor D. Sickles was excused for a basketball game at 7:21PM

Mayor Gordon called a break at 7:25PM

Break ended at 7:38PM

6. Community & Government Organizations

- a. Falls City Public Works Report
None
- b. Falls City Fire Report
None

7. Reports

- a. Mayor Gordon expressed his excitement over the grant that Corthell partnered with Polk Community Development Corporation. Four Hundred Thousand Dollars could go to help between twenty (20) and thirty (30) local families. Gordon also stated that local contractors could help with that so it is an opportunity for them to make some money.
- b. Council Reports
Councilor L. Sickles- None

Councilor J. Drill- Apologized for the Christmas tree falling during the last wind storm, but stated she has been in contact with someone a Weyerhaeuser and there is a possibility that they will donate a tree seedling for The City to plant in a permanent place for future Christmas tree lightings.

Corthell asked C. Drill if he could get his information from her.

Councilor T. Meier- None

Councilor C. Lauder- Ask if there is anything that can be done after the fact if someone builds something without proper building permits?

Corthell responded yes, it can be turned in to the Contractors Board, to the County and also can be turned into the City.

Councilor T. Bailey- was not swarm in but talked a little about the bitty ball program and his excitement for how it is growing.

- c. Community Development & Outreach Coordinator William Sullivan read his report regarding a brief update on what he has been working on over the last month (see exhibit B)
- d. Corthell briefly went over his managers report (see exhibit C). Corthell wanted to bring to Councils attention that our CBDG grant is kind of a challenging one because we do not own the land right now, but even with that we are moving along nicely.

8. Consent Agenda

A motion was made by Councilor T. Meier and seconded by Councilor L. Sickles to adopt the Consent agenda carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill Tony Meier, Cliff Lauder

9. Public Comments
None

10. Citizen Committees

- a. Parks and Recreation meeting is Wednesday February 19, 2020
- b. Public Works meeting is Thursday February 27, 2020
- c. Historic Landmarks has not scheduled a meeting yet.

11. Old Business
None

12. Adjourn

The meeting adjourned at 7:54 pm. No Motion was made

Mayor, Jeremy Gordon

Attested: _____ City Clerk, Jamie Ward

District 2 Renewals

FALLS CITY

Page 1

<u>License No./ Premises No.</u>	<u>Tradenname/Licensee/License Type</u>	<u>Premises Address & Phone</u>	<u>Premises Mailing Address</u>
Lic. 301422 Prem. 54780	FRINK'S GENERAL STORE FRINK'S GENERAL STORE LLC O - OFF-PREMISES SALES	319 N MAIN ST FALLS CITY, OR 97344 503-787-8036	
Lic. 291529 Prem. 37476	THE BOONDOCKS LOAJEANS LLC F-COM - FULL ON-PREMISES SALES	318 N MAIN ST FALLS CITY, OR 97344 503-787-2700	PO BOX 81 FALLS CITY, OR 97344
Lic. 291530 Prem. 37476	THE BOONDOCKS LOAJEANS LLC O - OFF-PREMISES SALES	318 N MAIN ST FALLS CITY, OR 97344 503-787-2700	PO BOX 81 FALLS CITY, OR 97344
Lic. 289164 Prem. 48292	THE BREAD BOARD THE BREAD BOARD LLC L - LIMITED ON-PREMISES SALES	404 N MAIN ST FALLS CITY, OR 97344 503-787-1817	

Count for FALLS CITY

4



Community Development & Outreach Coordinator Report
January 20, 2020

Dear Honorable Mayor and City Council,

I hope all had a restful, enjoyable Holiday season. I'd like to take a moment to update the City Council on my work over the past month.

Community & Economic Development

- The Steering Committee is continuing to meet monthly. In December, the group held two action planning meetings to prioritize projects of focus for 2020. This year, the group will focus on:
 - Formation of Community/Economic Development 501(c)(3) organization
 - Creating landscaped community space in front of the Luckiamute Clinic (proposal to come before Council in coming months)
 - Preliminary Riverwalk (clearing dirt path) between the 3rd Street Footbridge and the Falls, according to Parks Master Plan
- Unfortunately, Cycle Oregon grant application for bike racks & repair station was denied. I'll be doing brainstorming & outreach with business owners over the Spring to get businesses their bike-friendly certification.
- I have been collecting quotes for Luckiamute Clinic renovations. Given full schedule for February meeting, more information on the Clinic will be presented at Council's March 9th meeting.

Website

- The new website is inching closer and closer to completion. It will go live on February 1st, 2020. All people featured on the website will have to sign release forms, including councilors (only your picture, name, and term in office will be posted).

Land Use & Committee Handbooks

- Handbooks are on track for drafts in Spring/early Summer 2020.

Thank you for your continued support.

Respectfully Submitted,

William Sullivan

William Sullivan
Community Development & Outreach Coordinator
Falls City, OR



CITY MANAGER'S REPORT JANUARY 20, 2020

CITY MANAGER'S
OFFICE

Dear Reader,

The City and Community continue to progress in a very positive direction. Below is a listing of just a few city projects and some highlights to date!

CDBG Wastewater

- I. All easement acquisition letters are out and the City is in the process of negotiating the necessary purchase options with easement owners.
 - a. City Manager Corthell and Mayor Gordon attended the School Board meeting on 1/16/20 to pursue donation of the pipeline easement that will ultimately move the drain field off the HS football field and over to the new lagoons!
 - b. The "one stop" request to determine possible funding sources for the construction of the lagoons has been submitted and the meeting is expected to take place in February or early March.
 - c. There have not been any major environmental or engineering hurdles to date. Hopefully that remains the case.

CDBG Housing

- I. The \$400,000 grant for this program was awarded.
 - a. Polk CDC manages and administers this program and there are currently 30 Falls City families on the wait list for funds.
 - b. Final documents have been signed and submitted!

AFG Self-Contained Breathing Apparatus

- I. The first purchases of SCBA's has been made, delivery is expected in the near future.
 - a. The cost of the SCBA's was less than anticipated and the remainder has been permitted for use on a cart to charge the new bottles. This will be a huge benefit and cost saver for maintaining this new gear!

Weyerhaeuser Fire Grant

- I. The city was awarded a \$10k grant from Weyerhaeuser to help offset the cost of Engine 123. This will allow fire to breath a bit easier on funding for the year and still fully and appropriately outfit the new rig.

New Hire!

- I. The city has welcomed Athena Warren to our staff as part-time utility biller. Athena is a native of Yamhill County and resides in Dallas with her husband and children. She has experience as a biller with the Oregon Contractor's Board, amongst other things, and stood head and shoulders above the other qualified applicants. Her regular schedule will be M, Tu, Th, F from 9am -1pm if you'd like to come say hi.

WOU Social Media Partnership

- I. The City, in conjunction with Professor Schowalter's Social Media class, has begun an initiative to create a social media plan, enhance the effectiveness of our social media platforms, and enlist the assistance of WOU students in management of the city's social media platforms (under the supervision of the City Manager of course).
 - a. The class will be a massive benefit in both effectiveness of community outreach, and mitigation of administrative expenses, as well as promoting a strong partnership with Western Oregon University.

Honorable Mention

- I. OCF Community Grant – Signage
- II. IOF Grant & Timberland Partnership
- III. Currently 13 grants in receipt and management...

STAFF REPORT

VARIANCE 19-14

STAFF REPORT: January 15, 2020
CITY COUNCIL HEARING DATE: February 10, 2020

APPLICANT/OWNER: Landon Miller

ZONING/COMP. PLAN DESIGNATION: Residential (R)/Residential (R)

LOCATION: Lot 16 & 17 of Block C, first addition to Falls City. See exhibits.

SIZE: 15,000 square feet (approx. 0.34 acres)

TAX LOT: TL 2000, Map 8.6.16CC

CRITERIA: Falls City Zoning and Development Ordinance 2.203, 3.105 and 3.202.

EXHIBITS:

- Exhibit A: Variance Application
- Exhibit B: Site and Building Plans
- Exhibit C: FCZDO Accessory Structure Regulation

I. REQUEST

Variance from the required rear or interior side yard placement of an accessory structure. An approved property line adjustment left only an accessory structure on the lot in question. Applicant wishes to build a main structure on the property, but the existing accessory structure would be in front of the main structure.

II. PROCEDURE

According to the Falls City Zoning and Development Ordinance (FCZDO), Subsection 3.102.C, the City processes Variance applications as Type III actions. FCZDO section 3.105 explains the procedures for Type III actions. In accordance with FCZDO section 3.105, notice of the Variance application and hearing was posted on the subject property and mailed to property owners within 250 feet of the subject property on January 17, 2020. The applicable criteria upon which Variance applications are reviewed are found under Falls City Zoning and Development Ordinance 3.202.

III. APPEAL

The decision of the City Council shall be the final land use action on the application unless appealed to the Land Use Board of Appeals (LUBA).

IV. BACKGROUND

On Site. The landowner created 3 lots from an existing 1 in property line adjustment 19-13. The 1 lot was actually 5 separate lots of record used as 1, with a single family residential structure on the SE portion of the property, and an accessory structure associated with that single family residential structure on the SW portion of the property, in the rear of the existing residence. Accessory structures are not permitted without a primary structure, and must be located in the rear or interior side yard of the property, however the City Administrator discussed this with the applicant and they were clear that the accessory structure would need to be removed prior to a building permit being granted for the new lot, or a variance approved to allow the structure to be located in front of the primary structure on the property.

Surrounding. The property is surrounded by other Residentially zoned and developed property. The property fronts on Fair Oaks St.

V. REVIEW STANDARDS AND CRITERIA

Variance from the required front or rear yard placement of an accessory structure to allow preservation of the existing accessory structure when the new main structure is built.

FCZDO section 3.202.E. states, "The Planning Commission may allow a variance from a requirement or standard of this Ordinance after a public hearing conducted in accordance with the review procedures, provided that the applicant provides evidence that the following circumstances substantially exist. Approval shall not be granted unless each of these criteria is met.

- 1. Exceptional or extraordinary circumstances apply to the property which do not apply generally to other properties in the same zone or vicinity, and result from lot size or shape, legally existing prior to the date of this Ordinance, topography, or other circumstances substantially exist.*

FINDINGS: The applicant did not respond to this criteria. To staff's knowledge there are no physical characteristics of the land, improvements or lot size and shape that prevent the applicant from complying with this standard. Staff finds this criterion is not satisfied.

If the Falls City Council believes that this criteria is met, it must state how. The most likely avenue for approval would be "exceptional or extraordinary circumstances apply to the property which do not apply generally to other properties in the same zone or vicinity, and other circumstances substantially exist (must state what those circumstances are)."

- 2. Such variance is necessary for the preservation and enjoyment of a substantial property right of the applicant possessed by the owners of other properties in the same vicinity or zone.*

FINDINGS: The applicant did not respond to this criteria.

Staff does not find evidence that the use of the property cannot be continued (i.e. that the site cannot feasibly be developed if conformance with the applicable accessory structure placement is required). For example, the applicant may remove the existing accessory structure. Staff finds this criterion is not satisfied.

If the Falls City Council finds the variance is necessary to preserve and enjoy a substantial property right, it must state which right, and why it can't be alternatively met.

3. *The authorization of such variance will not be materially detrimental to the public welfare or injurious to property in the vicinity or district in which the property is located, or otherwise conflict with the objectives of any City plan or policy.*

FINDINGS: The applicant did not respond to this criteria. Notice of the application was provided to property owners within 250 feet of the subject property in advance of the public hearing. Staff finds that no material detriment would occur if the variance is approved. Staff finds this criterion is satisfied.

4. *That the special conditions and circumstances on which the application is based do not result from the negligent or knowing violation of this Ordinance by the applicant.*

FINDINGS: The applicant did not respond to this criteria. Staff finds that the applicant was on notice that the lot reconfiguration would render the accessory structure presently non-compliant (no main structure), and would not allow for compliant construction of a main structure in the proper location in front of or next to the accessory structure. Staff finds this criterion is not satisfied.

5. *The variance requested is the minimum variance which would alleviate the hardship.*

FINDINGS: The applicant did not respond to this criteria. Staff finds that if a hardship exists, it is the cost of removing the existing accessory structure. Allowing for the accessory structure to be placed in front of the residence would be the minimum variance to cure the hardship. Staff finds this criterion is satisfied.

6. *Strict adherence to the requirement or standards is unnecessary because the proposed variance will reasonably satisfy both of the following objectives:*
 - a. *Grant the variance will not create significant adverse effects to the appearance, function or safety of the use on the subject property; and*
 - b. *Granting the variance will not impose limitations on other properties in the area, including uses which would be allowed on vacant or underdeveloped sites.*

FINDINGS: The applicant did not respond to this criteria. Staff finds granting the variance would cause an aesthetic deficiency in the property by locating an accessory building closest to the roadway which is non-uniform compared to the other properties in the area. Staff finds criterion 6a is not satisfied.

Staff finds approval of the variance will not create adverse effects nor impose limitations upon surrounding properties. Staff finds criterion 6b is met.

7. *Approval of the application does not conflict with policies and objectives of the Comprehensive Plan.*

FINDINGS: Staff finds the approval of the Variance application would not conflict with the policies and objectives of the Falls City Comprehensive Plan, beyond conformance with the applicable zoning regulations for accessory structure placement. This criterion is satisfied.

VI. SUMMARY FINDINGS, RECOMMENDATION, AND CONDITIONS OF APPROVAL

Based upon the findings contained in the staff report, staff recommends denial of the proposed variance.

VII. SAMPLE CITY COUNCIL ACTION

- A. Deny Variance 19-14 to allow placement of an accessory structure in the front yard of the main building.
 - 1. as presented in the staff report, including the findings of fact, or
 - 2. as stated in the staff report with modifications by the City Council. The motion must include the modifications and any necessary changes to the staff responses or findings of fact.

- B. Approve Variance 19-14 to allow placement of an accessory structure in the front yard of the main building (*stating how the application meets all criteria stated as "unsatisfied" by staff*).

City of Falls City
Land Use Application

File # 19-14
Date Rec'd: 07/08/19
Fee Paid: 800.00
Receipt No.: 293440
Rec'd By: JW

Type I-A Action:

- Access Permit
- Home Occupation Permit
- Property Line Adjustment
- Manufactured Home Placement Permit
- Sign Permit
- Certification of Appropriateness (COA)
(Historic Preservation Officer)

Type IV Action:

- Annexation
- Zone Change
- Comprehensive Plan Map Amendments
involving more than five (5) adjacent land
owners

Type I-B Action:

- Flood Plain Development Permit
- Site Design Review
- Temporary Hardship Dwelling
- Partitions
- Property Line Adjustments with Discretion

Other

- Pre-Application Conference
- Land Use Verification Letter

Type II Action:

- Code Interpretation (standalone application)
- Modification to Approval
- Partition Plat Modification

Type III Action:

- Comprehensive Plan Map Amendments
involving 5 or fewer adjacent land owners
- Conditional Use Permit
- Manufactured Home Park
- Planned Unit Development
- Subdivision
- Variance
- Non-Conforming Use
- Certificate of Appropriateness (COA)
(Historic Landmark Commission)
- Designation of a Historic Resource to the
Local Landmark Register
- Removal of a Historic Resource from the
Local Landmark Register

EX: A1

Applicant(s) Brandon Miller Telephone: 949-212-7303

Address: 450 Newport Center Drive, Ste # 100
Newport Beach, CA 92660

Owner(s): same as above Telephone: see above

Address: _____ ↑

Engineer/Surveyor: 1 Telephone: _____

Address: _____

General Information

Map Page and Tax Lot No.: 8616CC 2000 Zone: Residential

Location: 455 Alder St., Falls City, OR

Legal Description: lots 16, 17, 18, 19, and 20 - Block "C" - last additions
to the City of Falls City, Polk County, Oregon

Existing Zoning/Comprehensive Plan Designation: residential

Current Use/Structures: residential - single family

Proposed Use: residential - build

Topography: Slope North to South

Surrounding Uses: North: R10

South: R10

East: R10

West: R10

Acresage of Site: 25' x 170' (.86 acres), 37,000 sqft

Number/Size of New Lots or Parcels: 2 lots: 1st lot = 15,000 sqft, 2nd lot = 12,000 sqft.

Natural Features/Hazards of the Subject Site: N/A

Public Utility Providers (gas, electric, water, sewer, telephone): Pacific Power, City of Falls City, Council

Easements: City of Falls City Sewerage System
Volume and Page Number V185/P488

(As recorded in the office of the County Clerk)

Deed Restrictions: Subject to the City of Falls City V185/P488

Please submit completed application and fees to: City of Falls City, 299 Mill Street, Falls City OR 97344

SUBMITTAL REQUIREMENTS: Please see the Falls City Zoning and Development Code for a list of the submittal requirements for each type of land use application.

All land use applicants shall be charged the ACTUAL COST to the City of Falls City of rendering a decision on their land use application. Cost shall include but not be limited to: contract planning services, City of Falls City staff time, city attorney time, cost of supplies, printing, legal notices, stamps, and city engineer time spent on reviewing the application.

The applicant will be required to pay the amount set by the ordinance. When a final decision is rendered by either staff or City Council the city will send a final invoice to the applicant. Building permits will not be issued until the land use fees are paid in full to the city.

In the event an applicant chooses to withdraw an application prior to a final decision being made, the cost as set forth by the ordinance or the actual cost, whichever is greater, must be paid in full.

I certify that I have read, understand, and agree to the charges outlined above:

DocuSigned by:
Landon Miller
AD99738531E24C9
Applicant(s) Signature

6/17/2019 | 11:11 AM PDT
Date

Applicant(s) Signature

Date

We, the following:

Name: Landon Miller Telephone: 949-212-7303

Address: 455 Alder St, Falls City OR 97344

Being the owner(s) of record or contract purchasers of the subject property respectfully petition the City of Falls City Planning Commission and/or Council for permission to (describe request you are making.)

adjust the property line as well as a Variance

The applicant(s) shall certify that:

- ◆ The request does not violate any deed restrictions that may be attached to or imposed upon the subject property.
- ◆ If the application is granted, the applicant will exercise the rights granted in accordance with the terms and subject to all the conditions and limitations of the approval.
- ◆ All of the statements in this application and the statements in the prior plan, any attachments, and exhibits submitted with this application are true; and the applicants so acknowledge that any permit issued, based on this application, may be revoked if it is found that any such statements are false.

Dated this _____ day of 6/17/2019 | 11:11 AM PDT, 20____.

DocuSigned by:
Landon Miller
AD9D938531E24C9

Landon Miller

Signature of each owner of the subject property

Print name after signature.

Please submit completed application and fees to: City of Falls City, 299 Mill Street, Falls City OR 97344

EX: A3
28

City of Falls City – SITE PLAN FORM

INSTRUCTIONS FOR PREPARATION OF A SITE PLAN

Site plan must be current, drawn to scale, and show all property lines.

Failure to include all of the items listed below may delay the review necessary to obtain a permit

ITEMS THAT MUST BE SHOWN ON YOUR SITE PLAN:

1. NORTH ARROW.
2. SCALE OF DRAWING.
3. STREET NAME accessing the parcel.
4. ALL PROPERTY LINES AND DIMENSIONS – existing and proposed.
5. DRIVEWAYS, ROADS, INTERNAL ROADS, PARKING AND CIRCULATION AREAS –existing and proposed and label as "Paved" or "Gravel." Show driveway to public right-of-way.
6. EXISTING AND PROPOSED STRUCTURES - label as "Proposed" and "Existing". Include dimensions and distance to all property lines and other structures.
7. UTILITY LINES AND EASEMENTS.
8. GEOGRAPHIC FEATURES – ground slope and direction of slope, escarpments, streams, ponds, or other drainage ways.
9. WELLS – existing and proposed on this parcel and adjacent parcels within 100 feet.
10. FENCES, RETAINING WALLS – location of existing and/or proposed.
11. PARTITIONING (if applicable) – proposed new property line shown by dashed lines. with parcels labeled as "Parcel 1", "Parcel 2", etc. and proposed parcel sizes.
12. SEPTIC SYSTEM and REPLACEMENT AREA – existing and proposed. Show existing septic tank, drain field lines and distance from structure(s).
13. STORM WATER SYSTEMS OR DETENTION BASINS – show existing and proposed.
14. CUTS/FILLS – show existing and proposed.
15. ELEVATIONS – at lot corners or construction area and at corners of building site.
16. FLOODPLAIN – if applicable, show the boundary of the 100 year floodplain.

If sanitary sewer service is not available, a septic system must be installed. Include the following additional items on the site plan:

17. TEST HOLES – show distances between holes and property lines. One test hole should be located in the center of the initial system installation site, the other in the center of the replacement area. Accuracy of location is very important.
18. PROPOSED SEPTIC SYSTEM AND REPLACEMENT SYSTEM – show septic tank and distance from structure; show disposal trenches and length, width, and distance between trenches.

Commercial development must also include the following:

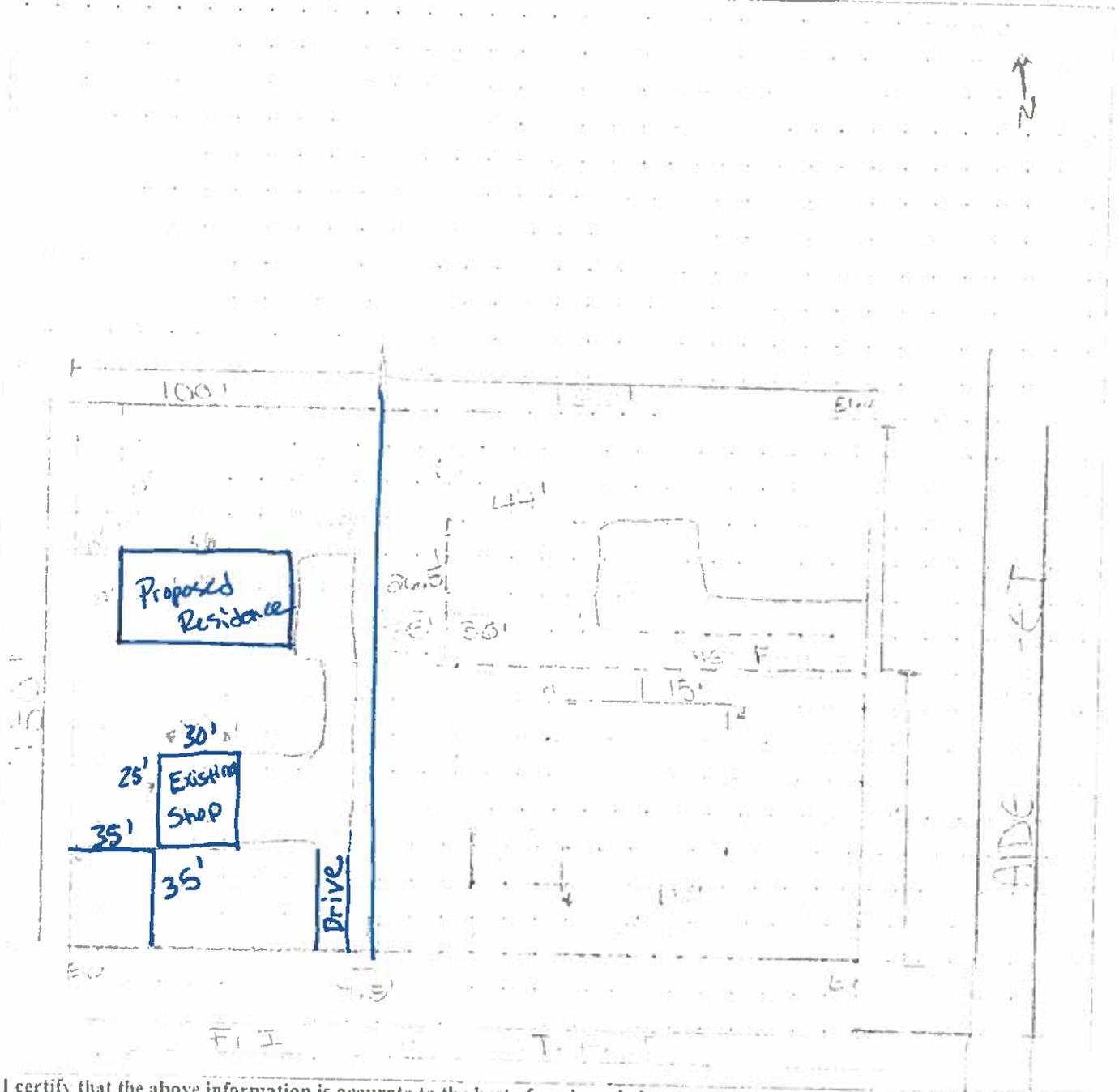
19. FIRE DEPARTMENT ACCESS
20. FIRE HYDRANTS –locations
21. HANDICAP ACCESS
22. LANDSCAPING – existing and proposed landscaping areas.
23. PARKING – lot configuration, number of parking spaces, and off-street loading area.

Additional information, such as patio slabs, walkways, roof overhangs, etc., may be required for the issuance of your permit.

Property Owner (s) Name: Landon Miller Phone: 949-212-7303
 Site Address: 455 Alder St City: Falls City zip 97344

SITE PLAN MUST SHOW ALL PROPERTY LINES AND DIMENSIONS

Drawn to Scale: 1 square = 10 ft Feet Not Drawn to Scale. Total Acres



I certify that the above information is accurate to the best of my knowledge. I AM THE Owner or Authorized Agent

NAME (please print) _____
 Applicant's Signature _____ Tele: _____
 Applicant's Mailing Address _____ Date: _____
 City _____ Zip _____

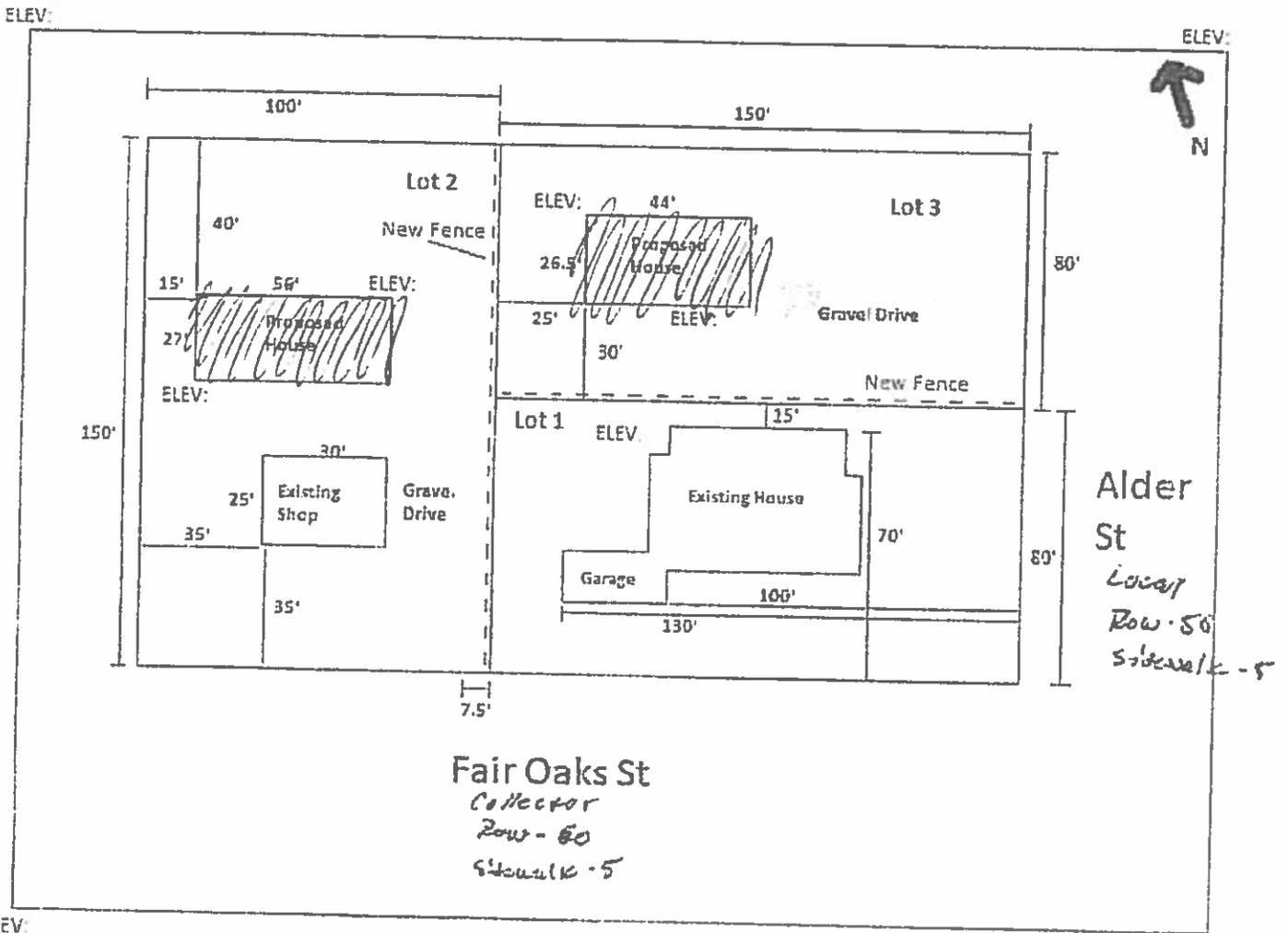
FOR OFFICE USE ONLY

PLANNING

PUBLIC WORKS

Date: _____
Date: _____

Please submit completed application and fees to: City of Falls City, 299 Mill Street, Falls City OR 97344 **EX: 81**
Last updated on 11/27/2017 (LA 2017-01)



I certify that the above information is accurate to the best of my knowledge. I AM THE Owner or Authorized Agent
 NAME (please print): Landon Miller Telephone # 949-212-7393
 Applicant's Signature: Landon Miller Date: 6/17/2019 11:11 AM PDT
 Applicant's Mailing Address: 450 Newport Center Drive City: Newport Beach Zip: 92660
STG # 100

FOR OFFICE USE ONLY

PLANNING: _____ Date: _____
 PUBLIC WORKS: _____ Date: _____

Please submit completed application and fees to: City of Falls City, 299 Mill Street, Falls City OR 97344
 Last updated on 11/27/2017 (LA 2017-01)

Please note, at time of application, the only requests are the lot line adjustments, as well as the variance for the existing shop being located at the front side of the new lot. Building permits for proposed structures will be submitted separately.

Ex: B2

2.203 ACCESSORY STRUCTURES

2.203.01 GENERALLY

Accessory structures shall comply with the following requirements.

2.203.02 RESIDENTIAL ZONE

- A. Location and Number. Accessory structures shall be located within the rear or interior side yard. A maximum of two (2) accessory structures are permitted.
- B. Height. The maximum allowable height is 20 feet, except that no accessory structure shall exceed the height of the primary building.
- C. Property Setbacks. For structures 10 feet or less in height there shall be a minimum five (5) foot setback along the side and rear property lines. For buildings greater than 10 feet in height there shall be a setback of five (5) feet along each side property line and 10 feet along the rear property line.
- D. Building Separation. Accessory structures shall be separated from the primary building by a minimum of six (6) feet.
- E. Building Size. In no case shall the accessory structure occupy more than 20 percent of the rear yard. The building size limitation shall be considered the maximum allowable area permitted for all accessory structures.
- F. Exterior Finish. The accessory structure shall have an exterior finish that is residential in character.
- G. A building permit is required for all accessory structures that exceed 200 square feet in size or 10 feet in height.

2.203.03 COMMERCIAL-RESIDENTIAL, COMMERCIAL-INDUSTRIAL, AND FORESTRY ZONES

- A. Location and Number. Accessory structures may be located anywhere the primary structure may be placed. There is no limit to the number of permitted accessory structures.
- B. Height. Accessory structures shall comply with the height provisions in the underlying zone for the primary structure.
- C. Setbacks. Accessory structures shall comply with the setback provisions in the underlying zone for the primary structure.

STAFF REPORT

PAR 19-21

Staff Report: January 29, 2020

City Council Meeting: February 10, 2020

APPLICANT/OWNER: Tracy Young

REQUEST: A partition to an approximately 3.9 acre parcel into three (3) parcels. Upon partition approval Parcel 1 will measure approximately 3.05 acres/132,800 Sq. Ft. Parcel 2 will measure approximately 0.45 acres/19,344 Sq. Ft. Parcel 3 will measure approximately 0.40 acres/17,670 Sq. Ft.

ZONING/COMP PLAN: Residential/Residential

ASSESSOR'S MAP/TAX LOT: Map 8.6.21CA, Tax Lot 0400

LOCATION: 146 Sheldon Ave.

CURRENT LOT SIZE: Approx. 3.9 acres, or 169,884 Sq. Ft.

CRITERIA/STANDARDS: City of Falls City Zoning and Development Ordinance (FCZDO), Sections 2.101, 3.104 and 3.209

EXHIBITS:
Exhibit A: Application and draft partition plat
Exhibit B: Assessor's Map
Exhibit C: Responses to Request for Comments

I. REQUEST

Partition of an approximately 3.9 acre parcel into three (3) parcels. Upon partition approval Parcel 1 will measure approximately 3.05 acres/132,800 Sq. Ft. Parcel 2 will measure approximately 0.45 acres/19,344 Sq. Ft. Parcel 3 will measure approximately 0.40 acres/17,670 Sq. Ft.

II. PROCEDURE

According to the Falls City Zoning and Development Ordinance (FCZDO), Subsection 3.209.05, the City processes partitions as Type I-B actions. FCZDO Section 3.104 explains the procedures for Type I-B actions. Partition applications are reviewed under the standards and requirements of Subsections 2.101, 3.104, 3.209, and 3.2110.

III. APPEAL

According to the Zoning and Development Ordinance, Section 3.104, the decision of the City Council shall be final unless a notice of appeal is filed. Any party with standing may appeal the City Council's decision to the Land Use Board of Appeals (LUBA). An aggrieved party must file the appeal within 21 days of the mailing of the decision to LUBA.

IV. BACKGROUND

On Site. A residential home, a shop, and a barn.

Surrounding. The property is surrounded by other residentially zoned properties.

Water. Water service is available via an existing public main in Parry Rd. and the property has one existing water connection (to the existing residence).

Sanitary Sewer. The property has one existing septic and drain field to serve the existing residence and shop. Any new septic systems will require City and Polk County Public Works approval as city sewer is not available to this location at present.

Storm Drain. The portions of the property adjacent to the public right of way, Sheldon Ave, have drainage ditches in place.

Fire Hydrant. The nearest hydrant is located at the intersection of Cameron St. and Parry Rd. approximately 550 ft. from the subject property.

Access. Gravel driveways exist on the south and west sides of the property.

V. REVIEW STANDARDS AND CRITERIA

According to Development Code Section 3.209.03, the City requires partition applications for any land division which creates two or three parcels in a calendar year.

Development Code Section 2.207 provides the development standards and criteria for partitions and subdivision. Other dimension standards such as yard setbacks, are applied at the time of proposed development as long as the proposed partition can meet the criteria for a partition and is approved.

2.207.01 BLOCKS

- A. **General:** The length, width, and shape of blocks shall take into account the need for adequate lot size and street width, and shall recognize the limitations of the topography.
- B. **Size:** No block shall be more than 1,000 feet in length between corner lot lines unless it is adjacent to an arterial street, or unless the topography or the adjoining streets justifies

an exception. The recommended minimum length of blocks along an arterial street is 1,800 feet.

Findings: The proposed partition does not create any new streets or blocks. This standard does not apply.

2.207.02 EASEMENTS

- A. **Utility Lines:** Easements for the City's wastewater system lines, water mains, electric lines or other public utilities shall be dedicated whenever necessary. The easements shall be at least 10 feet wide and shall be centered on lot lines, whenever possible. Utility pole tieback easements may be reduced to six (6) feet in width.
- B. **Water Courses:** If a subdivision is traversed by water courses such as a drainageway, channel, or stream, there shall be provided a storm sewer easement or drainage easement conforming, substantially, with the lines of the water course, and adequate for the purpose, unless the water course is diverted, channeled or piped in accordance with plans approved by the City Engineer. Parkways parallel to major watercourses may be required.
- C. **Pedestrian Ways:** When desirable for public convenience or safety, pedestrian ways, not less than 10 feet in width may be required to connect to cul-de-sacs or to pass through unusually long or oddly shaped blocks.
- D. **Easements of Way:** An easement of way providing access to property, and which is created to allow the partitioning of land, may be approved by the Planning Commission subject to specified conditions:

Findings:

There are no known easements on the property. The partition creates a need for an easement for the existing water service with proposed lot 3 as the dominant parcel and proposed lot 1 as the servient parcel. The partition can be conditioned to meet this requirement.

2.207.03 LOTS

- A. **Size and Shape:** Lot size, width, shape and orientation shall be appropriate for the location of the subdivision and for the type of use contemplated. All lots in a subdivision shall be buildable. Lot dimensions shall conform to the zoning requirements of the area. The depth of lots shall not ordinarily exceed two and one half times the average lot width.
- B. **Access:** Each lot shall abut upon a street other than an alley for a width of at least 25 feet, except those lots approved and created by authority of the Planning Commission subject to Subsection 2.207.02 (D).
- C. **Through Lots:** Through lots shall be avoided except where they are essential to provide, separation of residential development from major traffic arterials or adjacent

nonresidential development, or to overcome specific disadvantages of topography and orientation. A planting screen easement at least 10 feet wide, and across which there shall be no right of access, may be required along the line of lots abutting such a traffic arterial or other incompatible use.

- D. **Lot Side Lines:** The side lot lines of lots, so far as practical, shall run at right angles to the street upon which the lots face.

Findings: The proposed parcel sizes exceed the City's minimum lot size requirement of one-quarter acre (10,890 square feet) and appear sufficient in size and shape to reasonably accommodate future development that complies with applicable setback and development requirements for the R Zone District. The lot depths do not exceed two and one half times the average lot width.

All proposed parcels meet street frontage requirements of 25 feet.

All proposed side lot lines shown on the applicants' plan indicate side lot lines that run at right angles to Sheldon Ave. except where Sheldon Ave turns at a 45 degree angle along the property line and makes right angles impracticable.

No through lots are proposed.

This criterion is met.

2.207.04 LOT GRADING

Lot grading shall conform to the following standards unless physical conditions demonstrate the propriety of other standards:

- A. Cut slopes shall not exceed 1½ feet horizontally to one foot vertically.
- B. Fill slopes shall not exceed two (2) feet horizontally to one foot vertically.
- C. The character of soil for fill and the character of lots made useable by fill shall be suitable for the purpose intended.
- D. The minimum elevation at which a structure may be erected, taking into consideration the topography of the lot, the surrounding area, drainage patterns, and other pertinent data, shall be established by the Building Inspector.
- E. The City Engineer shall determine whether a storm drainage system is necessary to control, manage and dispose of water lying on or running over a subdivision. In addition, the subdivider shall be required to meet other standards and conditions imposed by State laws and City ordinances.

Findings: The proposed partition does not propose any lot grading at this time. This criterion is not applicable. A recommended condition of approval states that any future lot grading meet the requirements of FCZDO 2.206 for Storm Drainage and FCZDO 2.207.04.

2.207.05 BUILDING LINES

If special building setback lines are to be established in the subdivision, they shall be shown on the subdivision plat or included in the deed restrictions.

Findings: The applicant did not request any special building setback lines. Future development and/or proposed structures shall meet the minimum setbacks established for the R Zone District. This standard does not apply.

2.207.06 LARGE LOT SUBDIVISION

In subdividing tracts into large lots which at some future time are likely to be re-subdivided, the Planning Commission may require that the blocks be of such size and shape, be so divided into lots, and contain such building site restrictions, as will provide for the future re-subdivision of the property.

Findings: Pending approval, the applicant proposes to create two (2) parcels of 0.40 and 0.45 acres, or approximately 19,344 sq. ft., and 17,760 sq. ft. The minimum lot size in the R zone is 10,890. Staff finds this criterion does not apply.

2.207.07 LEFTOVER LAND

Islands, strips, or parcels of property unsuited for subdividing and not accepted by the City for appropriate use, shall not be left undivided, but shall be identified as required in this Section.

Findings: The proposed plat does not indicate any leftover land. Therefore, staff finds this criterion does not apply.

2.207.08 OPEN SPACE

Subdivisions and partitions of land, which include lands identified on the Significant Resources Map of the Comprehensive Plan as Open Space Resources shall provide for the preservation of the identified resource area through one of the following methods:

- A. **Public Dedication:** Open space resources which are determined by the Planning Commission to be suitably located to serve as public park lands may be dedicated to the City for such use.
- B. **Common Area Dedication:** Open space resources may be included in a tract of land to be owned in common by the owners of lots within the development. A nonprofit homeowners association shall be created, in a manner acceptable to the City Attorney, for the ownership and maintenance of such tracts. The tract shall be preserved in perpetuity as open space using conservation easements, deed restrictions, or by appropriate notation on the final plat.

- C. Conservation Easements: If identified open space resources are to be included in lot areas, conservation easements shall be required to prohibit development within the open space area and to protect existing scenic vegetation and/or natural features.

Findings: Staff finds the proposed partition does not include land identified on the Significant Resources Map of the Comprehensive Plan and this criterion does not apply.

2.208.03 IMPROVEMENT REQUIREMENTS

The following improvements shall be installed at the expense of the subdivider or partitioner:

- A. Water supply system. All lots within a subdivision or partition shall be served by the City water supply system.

Findings: Water service is available at Sheldon Ave. and currently serving proposed lots 1 and 3. Proposed lot 2 will require new water service. This criterion can be met through a condition.

- B. Wastewater system. All lots within a subdivision or partition shall be connected to the City's wastewater system.

Findings: Wastewater service is not available within 300 feet of the subject properties, thus each must be serviced by septic. Prior to final plat approval, written approval of a proposed or existing septic system for each proposed parcel shall be required from Polk County Sanitarian. The applicant or subsequent owner shall be responsible for installing septic on the parcels at the time of development, if applicable.

FCZDO 2.111.03.F.2 allows the City to require the applicant record an approved "Waiver of Rights to Remonstrate for Street and Public Utility Improvements" in lieu of connecting to sewer. Staff and the City Engineer recommend a non-remonstrance agreement be recorded for all parcels in lieu of street and/or utility improvements at this time but future connection to sewer could be required, if made available (see Exhibit C).

- C. Drainage. Such grading shall be performed and drainage facilities installed conforming to City specifications as are necessary to provide proper drainage within, or adjacent to, the subdivision or partition, in order to assure healthful, convenient conditions for the residents of the subdivision and for the general public.

Findings: In compliance with FCZDO 2.206.03, a property owner shall not modify or grade their property so as to direct runoff onto an adjacent property, other than that which is naturally occurring. Roof drainage shall be directed to the curb line or the adjacent street or to a storm sewer facility, wherever possible. Development plans shall assure that property site grading measures are taken whenever necessary to avoid excessive runoff or erosion. This is included as a recommendation condition of approval.

- D. Streets. The subdivider or partitioner shall grade and improve streets in and adjacent to subdivisions and partitions, including the extension of such streets to the paving line of

existing streets with which such streets intersect, in conformance with City specifications. Street improvements shall include related improvements such as curbs, gutters, shoulders, and median strips, to the extent these are required.

Findings: In compliance with the above criteria and FCZDO 2.111, street standards are applicable to all partitions in the City. FCZDO 2.111.F provides the approval criteria for partitions adjacent to existing public streets. Sheldon Ave. is identified as an Arterial Street in the Falls City Transportation System Plan (2013), Table 2-1. Arterial Streets require 60 feet of right-of-way (ROW) with 40 feet being paved traffic way, 5 foot bike lanes, and 5 foot sidewalks. The most recent street inventory shows 60 feet of ROW, with 20 feet paved and no sidewalks, and no bike lanes.

FCZDO 2.111.F waives the requirement for street improvements where the current condition of the street are in satisfactory condition to handle projected traffic loads. This partition will at most require an additional 10 trips per day, thus existing streets are adequate. This criterion is met.

- E. Pedestrian ways. A paved sidewalk, not less than 5 feet wide, shall be installed along all streets within or adjacent to land divisions, and in the center of pedestrian ways within such developments.

Findings: See criteria D. above and recommended conditions of approval.

VI. SUMMARY, RECOMMENDATION, AND CONDITIONS OF APPROVAL

The proposed partition would create three (3) parcels from one unit of land approximately 3.9 acres in size. The proposed lots would measure 0.40 acres, 0.45 acres, and 3.05 acres in size.

The proposed partition meets or can be conditioned to meet the criterion in the Zoning and Development Ordinance. Staff recommends approval of the partition subject to timely completion of the following conditions:

General

- A. Future development shall be subject to compliance with the Falls City Zoning and Development Ordinance (FCZDO), including building and structural permit review and approval and City Public Works Design Standards.

Public Safety

- A. **Prior to final plat approval**, the applicant must install a turnaround on proposed lot 3 adequate for the safe operation of emergency apparatus, and approved by the Fire Chief.

Easements

- A. **Prior to final plat approval**, the applicant must grant and record an easement for the water service currently running to proposed lot 3 across proposed lot 1. Proposed lot 1 will be the servient parcel and proposed lot 3 will be the dominant parcel in compliance with FCZDO 2.207.02.

Off-Street Parking

- A. **Prior to final plat approval**, the applicant must construct or provide proof to the city of the existence of off street parking in compliance with FCZDO 2.202, for proposed lots 1 and 3.
- B. **Prior to granting a building permit**, the applicant must construct or provide proof of off street parking in compliance with FCXDO 2.202 for proposed lot 2.

Improvement Requirements

In compliance with FCZDO 2.208.03, the following improvements shall be installed at the expense of the subdivider or partitioner:

- A. The applicant or subsequent owner shall be responsible for extending water and sewer services to all parcels, if applicable. Construction of improvements and connection to water and sewer services shall comply with City standards.
 - a. Water Services:
 - i. Lot 2- **Prior to final plat approval**, the applicant must extend water service to proposed lot 2.
 - b. Wastewater Services: City Sewer not available.
 - i. Lot 1- Has an existing septic system. A septic system approval from the county sanitarian will be required **prior to final plat approval** to ensure compliance with existing septic regulations.
 - ii. Lot 2- An approved septic plan from the County sanitarian will be required **prior to final plat approval** to ensure the lot is amenable to self-contained septic and all relevant regulations.
 - iii. Lot 3- Has an existing septic system. A septic system approval from the county sanitarian will be required **prior to final plat approval** to ensure compliance with existing septic regulations.
 - iv. **Prior to final plat approval**, the applicant must submit to the city proof of recording an approved “waiver of rights to remonstrate” for street and public utility improvements for future connection to city sewer.
- B. **Prior to final plat approval**, separate underground electric, telephone cable, and natural gas service (as available) shall be provided to each parcel.
- C. Drainage and Grading. Grading shall be performed and drainage facilities installed conforming to City specifications as are necessary to provide proper drainage within, or adjacent to, the subdivision or partition, in order to assure healthful, convenient conditions for the residents of the subdivision and for the general public in compliance with FCZDO 2.207.04.

- a. A property owner shall not modify or grade their property so as to direct runoff onto an adjacent property, other than that which is naturally occurring. Roof drainage shall be directed to the curb line or the adjacent street or to a storm sewer facility, wherever possible. Development plans shall assure that property site grading measures are taken whenever necessary to avoid excessive runoff or erosion (FCZDO 2.206.03).
- D. **Prior to final plat approval**, street improvements to existing streets adjacent to the subject properties shall be required at the time of land division. In lieu of street improvements, the City may allow the applicant to record a City approved “Waiver of Rights to Remonstrate for Street and Public Utility Improvements.” The waiver must include addition of a 5 foot sidewalk, 5 foot bike lane, and sufficient paving to ensure 20 feet of paved traffic way from the center line of the roadway adjacent to each lot.
 - E. **Prior to final plat approval** the applicant must improve access to lots 1 and 3 (with existing structures) in order to comply with Falls City development standards. This includes a paved apron accessing each property, compliant with FCZDO construction and vision clearance requirements, placement of approved culverts, and the required permits to install said access. **Prior to building permit approval** the applicant or subsequent owner must similarly improve access to lot 2, including obtaining the required access permit.

Final plat

- A. **Within 180 days of the final decision approving a tentative map**, the applicant or applicant’s agent shall submit four (4) copies of the proposed final plat survey to the City and County for review and approval in conformance with Oregon Revised Statute (ORS) 92. The final plat shall substantially conform to the approval granted by the City. In conformance with FCZDO 3.209.07, if the final survey is not submitted within one year, the preliminary approval shall lapse.
 - a. All Conditions of Approval labeled “**Prior to final plat approval**” must be satisfied prior to the City approving the final plat survey.
- B. The City may extend the approval period for any partition for a period of not more than 180 additional days. Requests for extension of approval shall be submitted, in writing, at least thirty (30) days prior to the expiration date of the approval period accompanied by payment of the required fee.
- C. **Prior to final plat approval**, a certified title report from a title insurance company including all parties with interest in the property, all easements, all deed restrictions, and any other encumbrances shall be submitted to the City.
- D. After recording, the applicant shall submit proof of the recorded survey to the City.

The applicant is responsible for meeting all Falls City Zoning and Development Ordinance requirements, Public Works Standards, and any other city, county or state regulation of relevance.

VII. SAMPLE CITY COUNCIL ACTION

- A. Approve Partition 19-21 to partition property identified as 146 Sheldon Ave into 3 lots.
 - 1. as presented in the staff report, including the findings of fact, or
 - 2. as stated in the staff report with modifications by the City County. The motion must include the modifications and any necessary changes to the staff responses or findings of fact.
- B. Deny the partition application (stating how the application does not meet and cannot be redesigned to meet the required standards).
- C. Postpone or continue the public hearing to a time certain, or indefinitely.

City of Falls City
Land Use Application

File #: 19-21
Date Rec'd: ~~09/12/19~~ 9/30/19
Fee Paid: 800.00
Receipt No: 893412
Rec'd By: JW

Type I-A Action:

- Access Permit
- Home Occupation Permit
- Property Line Adjustment
- Manufactured Home Placement Permit
- Sign Permit
- Certification of Appropriateness (COA)
(Historic Preservation Officer)

Type IV Action:

- Annexation
- Zone Change
- Comprehensive Plan Map Amendment
involving 5 or fewer adjacent land owners

Type I-B Action:

- Flood Plain Development Permit
- Site Design Review
- Temporary Hardship Dwelling
- Partitions
- Property Line Adjustments with Discretion

Other

- Pre-Application Conference

Type II Action:

- Code Interpretation (standalone application)
- Modification to Approval
- Partition Plat Modification

Type III Action:

- Comprehensive Plan Map Amendments
involving 5 or fewer adjacent land owners
- Conditional Use Permit
- Manufactured Home Park
- Planned Unit Development
- Subdivision
- Variance
- Non-Conforming Use
- Certificate of Appropriateness (COA)
(Historic Landmark Commission)
- Designation of a Historic Resource to the
Local Landmark Register
- Removal of a Historic Resource from the
Local Landmark Register

Please submit completed application and fees to: City of Falls City, 200 N. 1st St., Falls City, MO 64501
Last updated 11/27/2014 A 502 11

AI

Applicant(s) TRACY YOUNG Telephone: 503-302-0855

Address: 146 SHELDON AVE

Owner(s): SAME AS ABOVE Telephone: _____

Address: _____

Engineer/Surveyor: _____ Telephone: _____

Address: _____

General Information

Map Page and Tax Lot No.: 08621CA00400 Zone: RESIDENTIAL

Location: 146 SHELDON

Legal Description: CODE 5701 map 08621CA00400 ACRES 3.90

Existing Zoning Comprehensive Plan Designation: RESIDENTIAL

Current Use/Structures: SINGLE FAMILY HSE, SHOP, BARN

Proposed Use: SINGLE FAMILY HOUSING

Topography: flat ground

Surrounding Uses: North: SINGLE FAMILY W/ACREAGE (R)

South: " " (R)

East: " " (R)

West: " " (R)

Area of Site: ~~4.54 ACRES~~ 3.9 acres

Number Size of New Lots or Parcels: 3 - LOT 1 = 3.85 ACRES, LOT 2 - 19,344 SQFT
LOT 3 - 10,560 SQFT

Natural Features/Hazards of the subject site: NONE

Public Utility Providers (gas, electric, water, sewer, telephone): ele, water, telephone, cable

Easements: 20FT PUBLIC RIGHT OF WAY AROUND PERIMETER
Volume and Page Number _____

CCAs recorded in the office of the County Clerk)

Deed Restrictions: NONE

SUBMITTAL REQUIREMENTS: Please see the Falls City Zoning and Development Code for a list of the submittal requirements for each type of land use application.

All land use applicants shall be charged the ACTUAL COST to the City of Falls City of rendering a decision on their land use application. Cost shall include but not be limited to: contract planning services, City of Falls City staff time, city attorney time, cost of supplies, printing, legal notices, stamps, and city engineer time spent on reviewing the application.

The applicant will be required to pay the amount set by the ordinance. When a final decision is rendered by either staff or City Council the city will send a final invoice to the applicant. Building permits will not be issued until the land use fees are paid in full to the city.

In the event an applicant chooses to withdraw an application prior to a final decision being made, the cost as set forth by the ordinance or the actual cost, whichever is greater, must be paid in full.

I certify that I have read, understand, and agree to the charges outlined above:

Tracy Young
Applicant(s) Signature

9/12/19
Date

Applicant(s) Signature

Date

We, the following:

Name: Tracy Young

Telephone: 503-302-0855

Address: 140 Shelton Ave

Being the owner(s) of record or contract purchasers of the subject property respectfully petition the City of Falls City Planning Commission and/or Council for permission to (describe request you are making.)

The applicant(s) shall certify that:

- ◆ The request does not violate any deed restrictions that may be attached to or impressed upon the subject property.
- ◆ If the application is granted, the applicant will exercise the rights granted in accordance with the terms and subject to all the conditions and limitations of the approval.
- ◆ All of the statements in this application and the statements in the prior plan, any attachments, or exhibits submitted with this application are true; and the applicant(s) acknowledge that any permit issued, based on this application, may be revoked if it is found that any such statements are false.

Dated this 12th day of September, 2019.

Tracy Young
Signature of each owner of the subject property

TRACY YOUNG
Print name after signature

Please submit completed application and fees to: City of Falls City, 200 Mill Street, Falls City, OR 97344
Last updated on 11/27/2017 at 1:00 PM

A3 45

City of Falls City – SITE PLAN FORM

INSTRUCTIONS FOR PREPARATION OF A SITE PLAN

Site plan must be **current**, drawn to scale, and show **all property lines**.

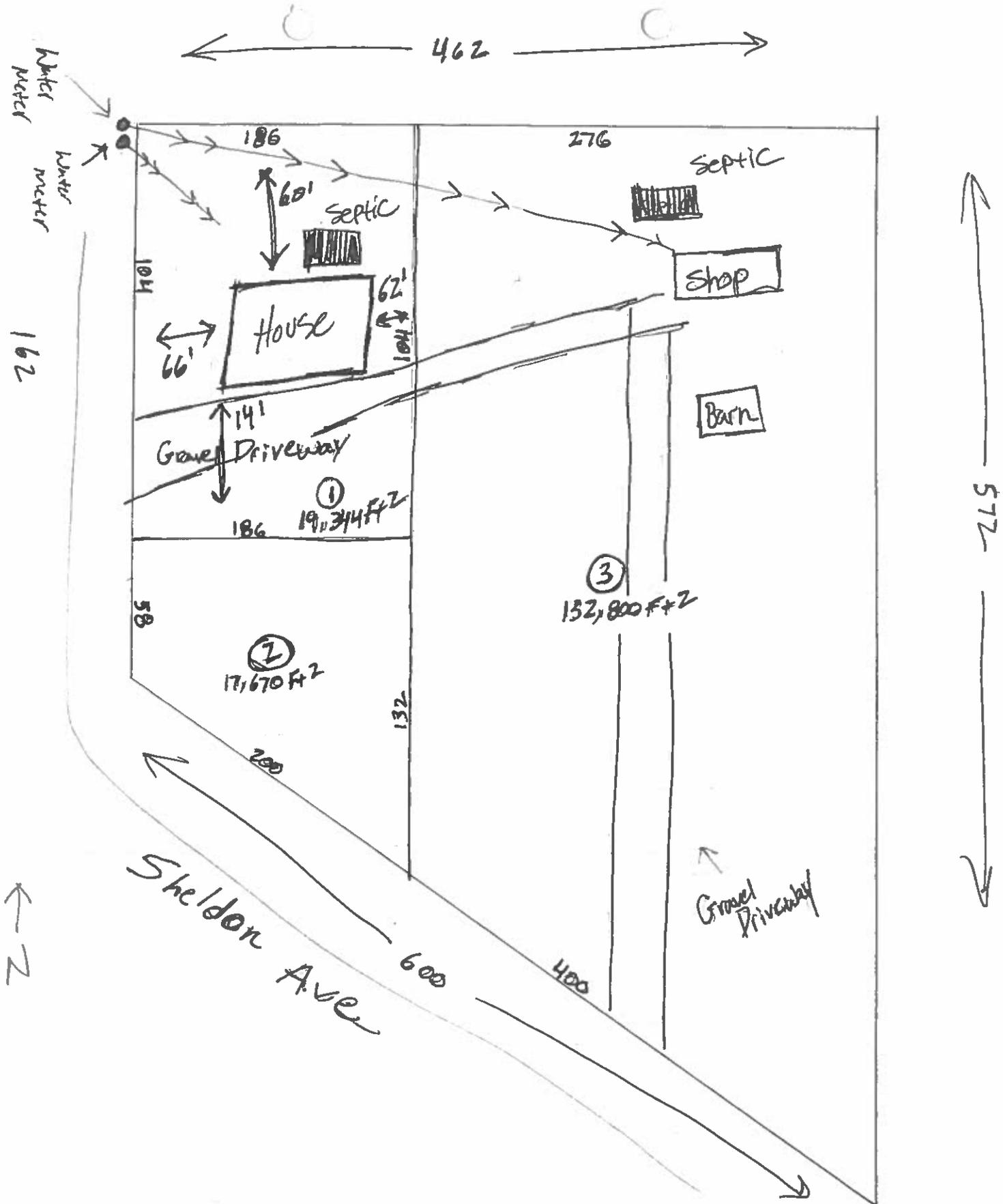
Failure to include all of the items listed below may delay the review necessary to obtain a permit

ITEMS THAT MUST BE SHOWN ON YOUR SITE PLAN:

- ✓ 1. NORTH ARROW.
 - ✓ 2. SCALE OF DRAWING.
 - ✓ 3. STREET NAME accessing the parcel.
 - ✓ 4. ALL PROPERTY LINES AND DIMENSIONS – existing and proposed.
 - ✓ 5. DRIVEWAYS, ROADS, INTERNAL ROADS, PARKING AND CIRCULATION AREAS –existing and proposed and label as "Paved" or "Gravel." Show driveway to public right-of-way.
 - ✓ 6. EXISTING AND PROPOSED STRUCTURES - label as "Proposed" and "Existing". Include dimensions and distance to all property lines and other structures.
 - ✓ 7. UTILITY LINES AND EASEMENTS.
 - ✓ 8. GEOGRAPHIC FEATURES – ground slope and direction of slope, escarpments, streams, ponds, or other drainage features.
 - ✓ 9. WELLS – existing and proposed on this parcel and adjacent parcels within 100 feet.
 - ✓ 10. FENCES, RETAINING WALLS – location of existing and/or proposed.
 - ✓ 11. PARTITIONING (if applicable) – proposed new property line shown by dashed lines, with parcels labeled as "Parcel 1", "Parcel 2", etc. and proposed parcel sizes.
 - ✓ 12. SEPTIC SYSTEM and REPLACEMENT AREA – existing and proposed. Show existing septic tank, drain field (include distance from structures).
 - ✓ 13. STORM WATER SYSTEMS OR DETENTION BASINS – show existing and proposed.
 - ✓ 14. CUTS/FILLS – show existing and proposed.
 15. ELEVATIONS – at lot corners, or construction area and at corners of building site.
 - ✓ 16. FLOODPLAIN – if applicable, show the boundary of the 100 year floodplain.
If sanitary sewer service is not available, a septic system must be installed. Include the following additional items on site plan:
 17. TEST HOLES – show distances between holes and property lines. One test hole should be located in the center of the original system installation site, the other in the center of the replacement area. Accuracy of location is very important.
 18. PROPOSED SEPTIC SYSTEM AND REPLACEMENT SYSTEM – show septic tank and distance from structure; show disposal trenches and length, width, and distance between trenches.
 19. Commercial development must also include the following:
 19. FIRE DEPARTMENT ACCESS
 20. FIRE HYDRANTS –locations
 21. HANDICAP ACCESS
 22. LANDSCAPING – existing and proposed landscaping areas.
 23. PARKING – lot configuration, number of parking spaces, and off-street loading area.
- Additional information, such as patio slabs, walkways, roof overhangs, etc., may be required for the issuance of your permit.

Property Owner (S) Name: Laey Young Phone: 503-302-0855
Site Address: 146 SHELDON AVE City: Falls City Zip: 97344

A4
46



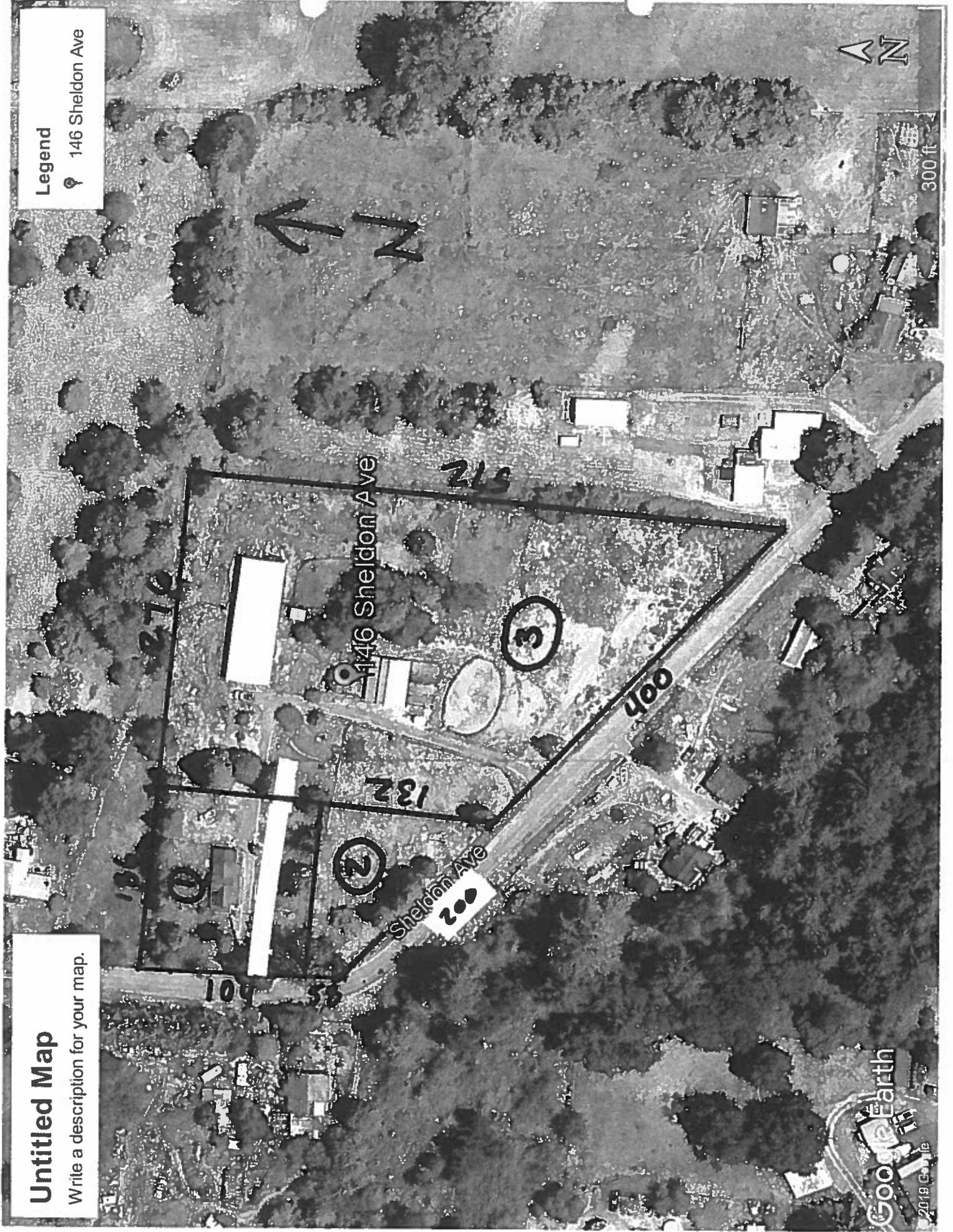
A5

Untitled Map

Write a description for your map.

Legend

📍 146 Sheldon Ave



The shop has a septic, it's on the first map I drew, the shop has a studio apt in it this has been a residence since I bought the property, my first drawing shows the septic on the house, ^{shop} as of the size/dimensions of the house I don't see anywhere in the ordinances that I have ~~too~~, measure the house.

The first thing I'm doing is building on the bare lot, to block the view of Terry Hubeck to stop his harassment of me.

narrative statement:

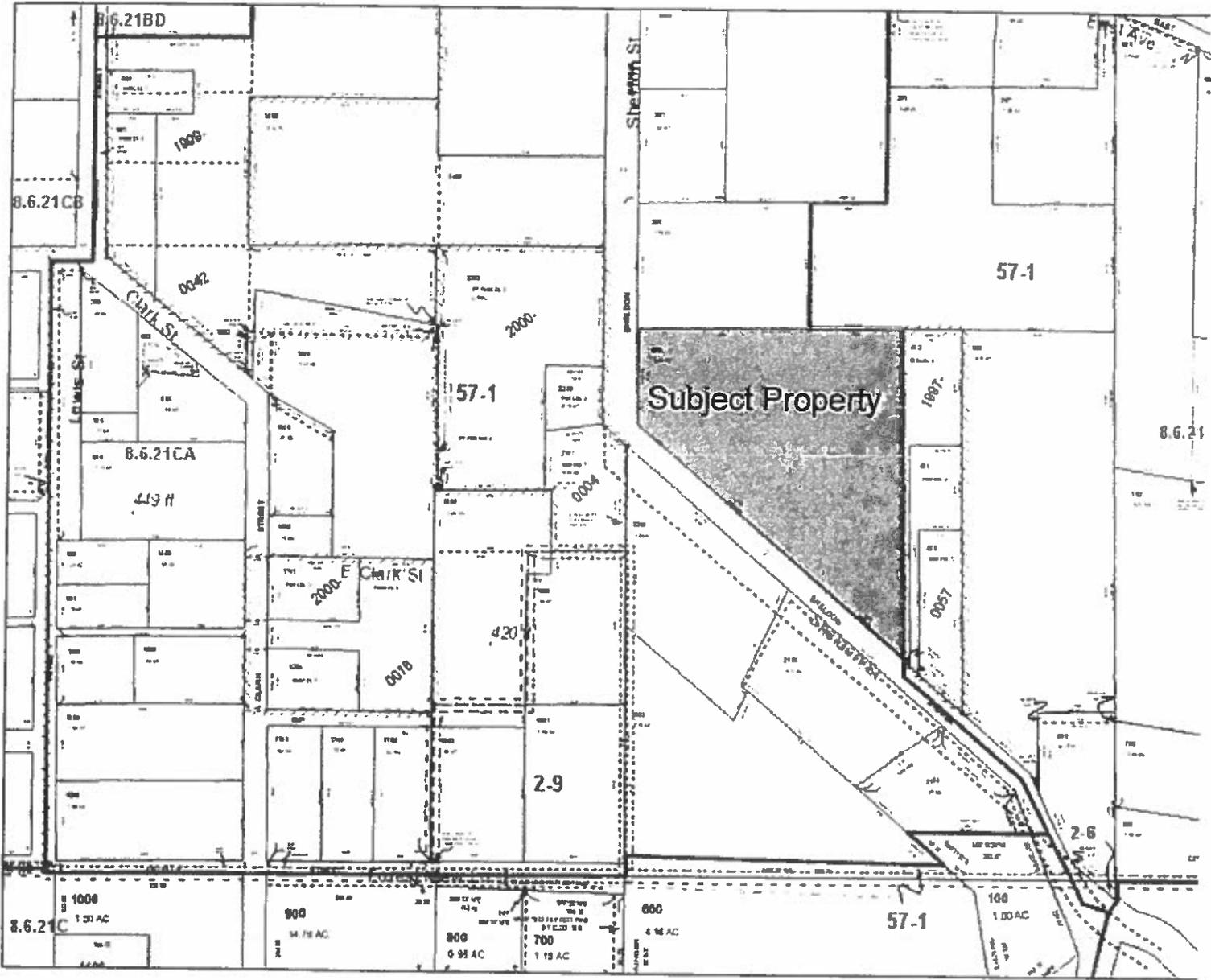
This Development will impact water system for 1 or 2 more Households, the impact will be very negligible. The Benefit will outweigh the impacts. Transportation system impact will be very little to our arterials and major Rds. with a 20 ft easement that will make sure room for pedestrians, and Bikes, the noise impacts will be very little to the surrounding small acreages in the area of the Partition.

the map showing the Partition Size, Location of all utilities, Hydrants, I am only partitioning off the House and one lot for development of a House or A Duplex, this application satisfies all relevant criteria. This end of town is served by Septic tanks not sewer. all utilities are close to the site of this partition. for future sidewalks, or bike trails there is a 20ft Easement around the property for the public right of way. a culvert will be installed at the Base lot to access the property and driveway. the other partition has Driveways and access.

my master plan:

I want to build a small house in front of
stop, I see no more partitioning on this
acreage. and leaving the property the
way it is until I sell it. the bare lot
will have a house or duplex on it.

ArcGIS Web Map



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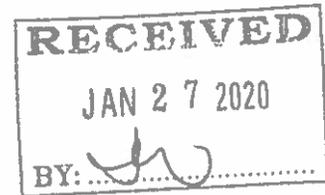
Bureau of Land Management, State of Oregon | State of Oregon DOT, State of Oregon GEO, Esri Canada, Esri HERE, Garmin, INCREMENT P, USGS, EPA, USDA | Oregon Statewide Imagery Program (OSIP)

BV/54

January 25, 2020

Paul Dasso

Owner Tax lot 57-1 adjacent to petitioner property
49 East Ave.
Falls City, OR 97344



Subject:

Application file number: PAR 19-21 A partition from 1 lot, to 3
Applicable criteria: Falls City Zoning and Development Ordinance 3.209, 3.105 and 3.202
Location: 146 Sheldon Ave. Tax lot 400 Map 8.6.21CA. See modified Exhibit A
Applicant/Owner: Tracy Young

To:

City of Falls City, Oregon
City Council

Purpose of response to application PAR 19-21:

- I petition the City of Falls City to require as a condition of final approval of parcel division, that the applicant erect a T-post and wire fence on the actual legally described property line defined in the required plat map and survey map submissions, required for the approval process.
- I petition the city to verify accurate and actual fence installation prior to final approval.

It is common sense that actual fence lines compliment actual property descriptions, especially if the city is using this information for parcel size calculations. Accurate fence lines support the city in regards to building codes and proper setbacks, and eliminate potential problems for future property owners and the city.

Please see the "*modified Exhibit A*" attached.

All city and county maps show a straight common property line extending from Sheldon St and ending at tax lot 8.6.24. This is the North property line of petitioner's property and is highlighted in green.

The actual existing fence (shown in red, not to scale) does not follow the legal description shown on all maps and is obvious walking applicants' property.

Code excerpts:

Falls City Zoning and Ordinance (Code)

3.209.06 Application and Fee

Section B. *Each application shall be accompanied by a tentative plan.*

B1.a. *Vicinity map identifying all streets, property lines, streams, and other pertinent data to locate the parcel.*

3.209.07 Process for Final Map Approval

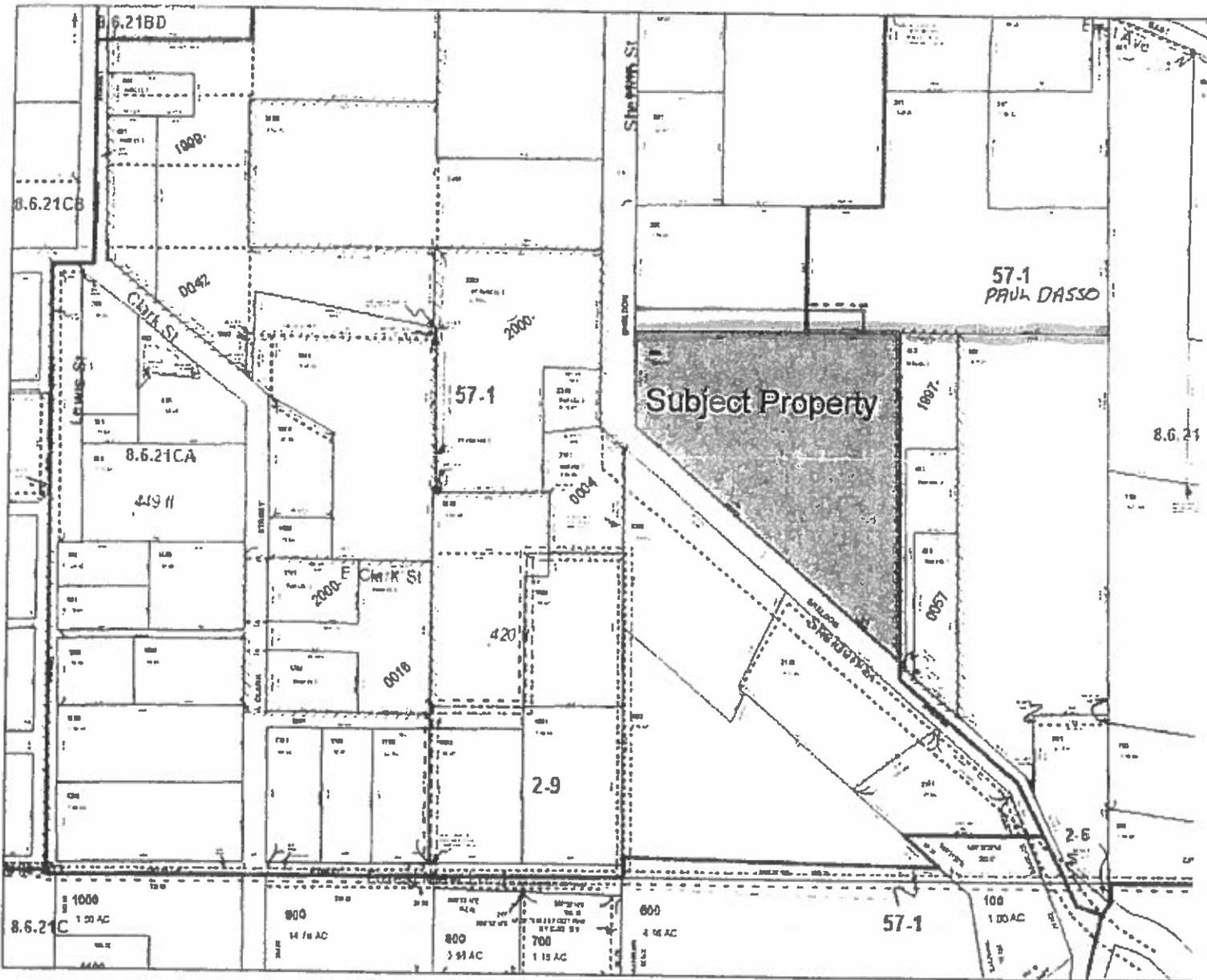
Section A. *The survey map shall be reviewed by the City staff for consistency with the approved tentative map.*

Regards,

Paul Dasso

C1/55

ArcGIS Web Map



1/15/2020, 2:05:20 PM



Bureau of Land Management, State of Oregon, State of Oregon DOT, State of Oregon GEO, Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA | Oregon Statewide Imagery Program (OS

**Exhibit A
(MODIFIED)**

C2/56

AGENDA REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: MAC CORTHELL, CITY MANAGER
SUBJECT: SUPPLEMENTAL BUDGET 2 FOR FY19-20
DATE: FEBRUARY 10, 2020

SUMMARY

A budget amendment request to account for Awarded Grants, Grant Matching, Mitigated Expenses, Reserved Funds, and Separation of Debt and Debt Service.

BACKGROUND

The nature and explanation of each proposed change is on the Supplemental Budget 2, attachment 'A' to the resolution. An explanation of each proposed change is included at the bottom of attachment 'A.'

Oregon Public Budget Law requires that a city budget be balanced and that the agency will not spend more than budgeted. The law does allow provisions for adjustments for unforeseen revenues, or expenditures that would not have been known were needed at the time of the preparation of the budget.

This supplemental budget does not change any fund's overall expenditures by 10% or more, unless it is due to a specific purpose grant, thus no public hearing and special notice, relevant thereto, is required.

This supplement does require notice to be posted no less than 5 days prior to the meeting, and a statement that a supplemental budget will be considered.

PREVIOUS COUNCIL ACTION

The Council approved the FY19-20 Budget in June, 2019.
The Council approved FY19-20 Supplemental Budget 1 in September, 2019.

ALTERNATIVES/FINANCIAL IMPLICATIONS

Failure to grant could lead to inability to accept grants, return of grant and/or donation funds, and imbalances in the budget.

STAFF RECOMMENDATION

Staff recommends the City Council approve the resolution allowing the adjustments and making appropriations

ATTACHMENTS

Resolution 03-2020 Supplemental Budget No. 2
Exhibit A, Supplemental Budget No. 2

PROPOSED MOTION

I move that the Falls City Council adopt Resolution 03-2020, FISCAL YEAR 2019-2020 SUPPLEMENTAL BUDGET 2.

Resolution 03-2020

FISCAL YEAR 2019-2020 SUPPLEMENTAL BUDGET 2

Whereas, a Supplemental Budget is the appropriate mechanism to recognize sources of revenue or expense that were unknown at the beginning of the fiscal year; and

Whereas, this Supplemental Budget does not change the appropriations of any fund by greater than 10%, unless it is due to a specific purpose grant; and

Whereas, this Supplemental Budget can be properly adopted through the resolution process at a regular meeting of the City Council, without a public hearing;

Now therefore, be it resolved by the City Council of Falls City as follows:

Section 1. The City Council adopts FY19-20 Supplemental Budget 2, on file in City Hall located at City Hall 299 Mill Street, Falls City Oregon 97344.

Section 2. The appropriations for FY19-20 Supplemental Budget 2 are hereby adopted.

Section 3. The attached exhibit "A," represents the entirety of FY19-20 Supplemental Budget 2, and is hereby made part of this resolution.

Section 4. This Resolution was duly PASSED and ADOPTED by the Falls City Council and takes effect upon signature of the Mayor.

Approved:

Date

Jeremy Gordon, Mayor

Attest:

Date

Jamie Ward, Assistant City Clerk

Falls City FY 19-20 Budget Adjustment 2
Resolution 03-2020

Fund	Account	Original Budget	Increase	Decrease	Revised Budget
1. Shared Services					
Requirements	PW Truck Payment	\$ 6,170.00	\$ -	\$ 299.00	\$ 5,871.00
1. Shared Services					
Requirements	PW Truck Interest	\$ -	\$ 299.00	\$ -	\$ 299.00
2. Fire Levy					
Requirements	Engine 123 Payment	\$ 23,000.00	\$ -	\$ 7,789.80	\$ 15,210.20
2. Fire Levy					
Requirements	Engine 123 Interest	\$ -	\$ 3,751.00	\$ -	\$ 3,751.00
2. Fire Levy					
Requirements	Fire Capital	\$ -	\$ 4,039.00	\$ -	\$ 4,039.00
3. General Fund					
Revenues	19 DLCD Planning Grant	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
3. General Fund: Admin					
Requirements	19 DLCD Planning Grant	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
4. General Fund: Debt/Other					
Non-Allocated	Contingency	\$ 60,000.00	\$ -	\$ 4,905.00	\$ 55,095.00
4. General Fund: Fire					
Requirements	18 AFG Match	\$ -	\$ 4,905.00	\$ -	\$ 4,905.00
5. General Fund					
Revenues	18 Asst. Firefighter's Grant	\$ 20,000.00	\$ 79,000.00	\$ -	\$ 99,000.00
5. General Fund: Fire					
Capital Outlay	18 Asst. Firefighter's Grant	\$ 20,000.00	\$ 79,000.00	\$ -	\$ 99,000.00
6. General Fund: Fire					
Personnel	Salaries	\$ 10,723.00	\$ -	\$ 5,500.00	\$ 5,223.00
6. General Fund: Fire					
Requirements	Professional Services	\$ -	\$ 5,500.00	\$ -	\$ 5,500.00
7. General Fund					
Revenues	Pride Donations	\$ -	\$ 250.00	\$ -	\$ 250.00
7. General Fund: Parks					
Requirements	Reserved for Pride	\$ -	\$ 250.00	\$ -	\$ 250.00

8. General Fund						
Revenues	LFR! Donations	\$ -	\$ 150.00	\$ --	\$	150.00
8. General Fund: Parks						
Requirements	Reserved for Vet Memorial	\$ -	\$ 460.00	\$ --	\$	460.00
9. General Fund						
Revenues	Transfer-In Polk CDC	\$ 23,500.00	\$ -	\$ 6,500.00	\$	17,000.00
9. General Fund: Admin						
Requirements	RARE Project	\$ 23,500.00	\$ -	\$ 6,500.00	\$	17,000.00
9. Polk CDC Revolving						
Requirements	Transfer Out	\$ 23,500.00	\$ -	\$ 6,500.00	\$	17,000.00
9. Polk CDC Revolving						
Requirements	Contingency	\$ 10,000.00	\$ 6,500.00	\$ -	\$	16,500.00
10. General Fund						
Revenues	19 Pac Pow Energy Grant	\$ -	\$ 3,000.00	\$ -	\$	3,000.00
10. General Fund: Admin						
Requirements	19 Pac Pow Energy Grant	\$ -	\$ 3,000.00	\$ -	\$	3,000.00
11. Street Fund						
Revenues	FEMA Dutch Creek Grants	\$ 250,000.00	\$ 360,000.00	\$ -	\$	610,000.00
11. Street Fund						
Requirements	FEMA Dutch Creek	\$ 250,000.00	\$ 360,000.00	\$ -	\$	610,000.00

*Note- These adjustments were made under the 10% or less process. The only funds experiencing a 10% or more change (Numbers 5 & 11) are on account of specific purpose grant funds which are an exception to the 10% or more rule.

1. Separating Principal from Interest IAW Audit Recommendation
2. Separating Principal from Interest IAW Audit Recommendation and separating outfitting from payment
3. DLCD Planning Grant Awarded
4. Removing funds from contingency to use as AFG Grant Award match
5. Adjusting AFG Grant Award to full amount
6. Reallocating Personnel Funds to pay Fire Association Point Money
- 7&8. Accounting for donations made for specific use
9. Adjusting RARE funds from Polk CDC revolving loan fund to account for grants received and approved of RARE project funds
10. Allocating funds to account for Awarded Pac Power Energy Grant
11. Adjusting FEMA Dutch Creek grant receipts and allocations to account for total project award and costs

STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: MAC CORTHELL, CITY MANAGER
SUBJECT: 2020 COUNCIL GOALS
DATE: FEBRUARY 10, 2020

SUMMARY

The City Council Conducted a Goal Setting Session on 1/27/2020.

BACKGROUND

Council goals provide City Staff with policy level direction toward which daily operations should be administered in conjunction with recurring and/or maintenance variety operations. The goals also help provide a measurement for staff and council performance.

PREVIOUS COUNCIL ACTION

The Council last adopted goals in January, 2018. Those are largely complete, in-work, or have been carried forward to this year.

ALTERNATIVES/FINANCIAL IMPLICATIONS

Lack of adopted council goals renders capital and operational budget planning impossible and reduces budgeting to an exercise in guess work and/or personal preference of the budget officer. An adopted set of goals allows City Staff to budget for the most important desires of the citizens as stated through their elected representatives.

STAFF RECCOMENDATION

Adopt the Council Goals

ATTACHMENTS

1-Council Goals

PROPOSED MOTION

I move that the City Council of Falls City adopt the 2020 City Council Goals.



CITY OF FALLS CITY GOAL-SETTING WORKSHOP

January 27, 2020

City Council Members in Attendance:

TJ Bailey, Jennifer Drill, Jeremy Gordon (Mayor), Cliff Lauder, Tony Meier, Lori-Jean Sickles.

Staff in Attendance:

Mac Corthell, City Manager; Jamie Ward, City Clerk; William Sullivan, Community Development Coordinator.

Others in Attendance:

Sue Dicile, Facilitator.

Falls City Community Center
320 N. Main St
Falls City, OR 97344
(503) 787-3631
www.fallscityoregon.gov

MISSION STATEMENT

“Create an environment that supports community rural living at its best by mixing family, work, recreation and social opportunities while providing fiscally sound, responsible municipal services.”

PURPOSE – TO ENHANCE THE QUALITY OF LIFE IN FALLS CITY

Goal #1 – Upgrade Sewer Infrastructure

Milestone	Timeframe
Environmental & Engineering Design Complete; Construction Financing Options Known	Feb - June 2020
Community Information & Outreach Conducted; Construction Grants Applied For	July – Dec 2020
Land Fully Acquired	Jan – June 2021
Construction Begun	July – Dec 2021
Facilities Plan Amendment Done & Adopted	Out Years

Goal #2 – Finance City Code Services & Implement Beautification Initiatives

Milestone	Timeframe
Engage Community in Code Services & Beautification Initiatives	Feb - June 2020
Determine Feasible Approach(es) to Sustainable Code Services	July – Dec 2020
Select a Feasible (Desirable & Doable) Approach	Jan – June 2021
Implement Code Services Program	July – Dec 2021

Goal #3 – Develop Falls City as a Destination & Gateway to Nature

Milestone	Timeframe
Prioritize Existing Development & Recreation Projects	Feb - June 2020
Plan for City Owned Real Properties	July – Dec 2020
Progress on Development & Recreation Projects; Disposition of City Owned Real Properties	Jan – June 2021
Plan Next Phase of Destination & Gateway to Nature Development	July – Dec 2021

Goal #4 – Miscellaneous Goals

Goal	Timeframe
Establish & Implement System Development Charges	July – Dec 2021
Recruit & Transition New City Manager Before Mac Separates	July – Dec 2020
Council Training Attended by All Council Members	Feb – June 2020

OTHER ISSUES OF STRATEGIC IMPORTANCE FOR 2020

- **Strategies for housing at all economic levels, beginning with exploration of Polk County block grants for housing.**
- **Broadened planning to include a comprehensive citywide capital improvement plan, with strategies that acknowledge and address the lack of financial resources for critical infrastructure.**
- **Parks development.**
- **Roads maintenance and repair.**

STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: MAC CORTHELL, CITY MANAGER
SUBJECT: MOST IMPROVED YARD 2020 CONTEST
DATE: FEBRUARY 10, 2020

SUMMARY

A proposal and timeline for "Falls City Most Improved Yard 2020" competition.

BACKGROUND

In the 2018 and 2020 goal setting sessions the City Council listed Code Services as a major area of need. The first milestone in the 2020 Code Services goal is to engage the community in code services and beautification initiatives.

During the 2019 visioning process, beatification and housing (condition and options) was a main interest of the community. From that sprung the housing action committee which has already been engaged in conducting several housing related initiatives in the community.

TIMELINE & PLAN

Councilor Drill has volunteered to lead this initiative, the following is a timeline for her to follow in development and implementation of the contest.

1. By March 9 City Council Meeting – Contest Development
 - a. Establish a Workforce by engaging with
 - i. Housing Committee
 - ii. Parks & Rec Committee
 - iii. Fire Department
 - iv. City Hall
2. By April 13 City Council Meeting – Contest Development
 - a. Determine Contest Rules
 - i. Requirements from Contestants (e.g. before & after, info sheet)
 - ii. Scoring criteria
 - iii. Identify and engage contest judges
 - b. Develop Advertising Materials
 - i. Develop Advertisement Flyer
 - ii. Create brief narrative for dissemination (e.g. newsletter, website)
3. By May 11 – Complete Advertising and Community Engagement
 - a. Advertise
 - i. Community Outreach (schools, churches, produce giveaway, etc.)
 - ii. Newsletter, Website, Facebook
 - iii. Press Release
 - b. Manage Contest
 - i. Identify hubs for intake, output, and storage of information
4. May 11 – July 1
 - a. Conduct Contest
 - b. Set completion date and final photos late June

- c. Judge before and afters
- d. Issue Prizes

PROPOSED PRIZE STRUCTURE

1st Prize – Fire Department’s Surplus Tahoe

2nd Prize – \$250 gift card

3rd Prize - \$150 gift card

Last Place – 4 hours of Public Works Yard Assistance (1-2 workers and equipment)

STAFF RECCOMENDATION

Adopt the timeline and prize structure (subject to future amendments as needed)

PROPOSED MOTION

I move that the City Council of Falls City adopt the proposed timeline and prize structure for the Most Improved Yard 2020 Contest.

STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: CITY MANAGER, MAC CORTHELL
SUBJECT: RESOLUTION 04-2020 SURPLUS PROPERTY
DATE: FEBRUARY 10, 2020

SUMMARY

A proposal to declare some city owned vehicles and equipment surplus property.

INFORMATION

During the December 2019 Council Meeting, Staff proposed surplus of the City owned grader and dump truck in favor of outsourcing road grading activities and purchasing a dump bed/dump trailer PW daily use truck.

The Council asked staff to follow-up with additional information on the grader/outsourcing and the dump truck. Following is a report on the mentioned items with the information requested by the Council.

1989 International Dump Truck

Current Use-

1. primarily used for hauling gravel for road grading, also some use in finishing ground work for underground repairs, and for hauling yard debris etc.

Issues-

1. Aging piece of equipment that could be removed from inventory and replaced with a dump bed truck that has multiple additional applications;
2. No member of City Staff is appropriately licensed to drive this vehicle.
 - a. A class B CDL is required for vehicles with a GVWR of 26,000 lbs or more. The GVWR of this vehicle is 33,000 lbs.
 - b. Cost of Class B CDL - \$2,800 + \$1,250 (40 hrs * \$32) for the course, \$150 physical, \$200 in DMV fees = \$4,350

Proposal-

1. Surplus this vehicle;
 - a. Aging equipment loses value yearly and costs more to maintain
2. Outsource the gravel hauling for roadways along with grader services;
3. Replace other applications with a dump bed PW truck (no CDL required).
 - a. Risk due to no CDL mitigated as well as cost to obtain and maintain CDL mitigated

1978 Grader

Current Use -

1. Used for less than 60 hours per year to grade the City's gravel roadways during the rainy season.

Issues-

1. Aging piece of equipment requiring consistent repair. Could be removed from inventory and all applications outsourced at a fraction of the operational costs and risk currently born by the city's taxpayers.

2. Cost to operate in FY 18-19: **\$10,322 for less than 60 hours = \$6,000 repair/maint, \$2,100 ee operation time, \$1,300 ee repair time (will increase by 70% since no mechanic on staff), \$210 towing and outsourcing \$530 wrk cmp, \$102 insurance.**

Proposal-

1. Surplus the equipment;
 - a. Aging equipment loses value yearly and costs more to maintain
2. Outsource grading services (\$165/hr Polk County, \$110/hr Ole Bergman, \$95/hr Kern Smith). **Same hours as last year, using lowest bid would cost \$5,700.**
 - a. All risk to employees and property from operation mitigated;
 - b. Costs associated reduced by 50%

2006 Ford F-350 with Plow

Current Use-

1. Third public works truck, not used unless snow plow needs (none this year).

Issues-

1. The city has no real necessity to keep and maintain a dedicated snow plow rig;
2. Other than snow plowing once every couple of years for a short period of time, this truck is not used.
3. Unused vehicles still cost taxpayers in insurance, maintenance, space, and administration

Proposal-

1. Surplus the vehicle
 - a. Aging equipment loses value yearly and costs more to maintain
2. Outsource plowing services with grading services
 - a. Grading company will plow on an as needed basis

FINANCIAL IMPLICATIONS

- Grader Surplus – Approximately \$5,000/year savings in operational costs (\$10,000 total – outsourcing costs); money from the sale for the general fund; reduced risk and liability for damage to staff or property; more certainty in budgeting.
- Dump Truck Surplus – Approximately \$1,000/year savings in operation costs; \$5,000 savings in Class B CDL training and certification costs; extreme reduction of risk due to unlicensed operation in the past; money from the sale for the general fund.
- Plow Truck Surplus – Approximately \$500/year savings in operational costs; money from the sale for the general fund, reduced storage requirements

STAFF RECOMMENDATION

Adopt.

EXHIBIT

Resolution 04-2020

PROPOSED MOTION

I move the City Council of the City of Falls City adopt Resolution 04-2020, A RESOLUTION DECLARING CERTAIN CITY PROPERTY SUPRLUS AND AUTHORIZING THE SALE OR DISPOSITION THEREOF.

RESOLUTION 04-2020

A RESOLUTION DECLARING CERTAIN CITY PROPERTY SUPRLUS AND AUTHORIZING THE SALE OR DISPOSITION THEREOF

Whereas:

1. Property is considered "surplus" when it no longer serves the needs of the city and, therefore the public; and
2. Surplus property should be disposed of when doing so is in the public interest; and
3. The City of Falls City is currently in possession of property that no longer serves the needs of the city and, therefore the public; and
4. Nothing in the City's governing documents delineates a procedure for declaration or disposition of Surplus City Property.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF FALLS CITY RESOLVES AS FOLLOWS:

Section 1. The items listed in section 2 of this resolution are declared surplus property. The surplus property listed in section 2 of this resolution shall be disposed of in the manner and by the means determined most advantageous by the City Manager.

Section 2. The following items are declared surplus property:

1. 1978 Grader;
2. 1989 Dump Truck;
3. 2006 Ford F-350.

Section 3. This Resolution shall be effective immediately upon passage.

ADOPTED BY THE FALLS CITY COUNCIL ON THIS 10th Day of February, 2020.

Vote: AYE____ NAY____ ABSTAIN____ ABSENT____

Date

Jeremy Gordon, Mayor

Attest:

Date

Jamie Ward, City Clerk