

**ADAIR VILLAGE CITY COUNCIL-Final
City Hall - 6030 Wm. R Carr Av.**

****Tuesday, August 3, 2021 - 6:00pm****

1. ROLL CALL – Flag Salute

2. CONSENT CALENDAR: - *The following items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member so requests, in which case the item will be discussed before the Consent Calendar is considered. If any item involves a potential conflict of interest, Council members should so note before adoption of the Consent Calendar.*

- a. Minutes – City Council Meeting – July 6, 2021 (Attachment A)
- b. Bills List through – July 21, 2021 (Attachment B) – \$118,631.19

3. PUBLIC COMMENT (Please limit comments to 3 minutes)

4. STAFF REPORTS:

- a) Community Service Officer (CSO) Report (Attachment C) Pat Hare
- b) Public Works (Attachment D) Pat Hare
- c) City Administrator (Attachment E) Pat Hare
- d) Sheriff's Report (Attachment F) Pat Hare
- e) Financial Report N/A Pat Hare

5. OLD BUSINESS:

- a) N/A Pat Hare
Action: n/a

6. NEW BUSINESS:

- a) R4 Zone Cottage Cluster (Attachment H, H1, H2, H3, H4) Pat Hare
Action: Discussion

7. ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:

- a) N/A Pat Hare
Action: n/a

8. EXECUTIVE SESSION ORS 192.660

- a) N/A
Action: n/a

9. COUNCIL and MAYOR COMMENTS:

10. ADJOURNMENT:

Next meetings -

City Council –Tuesday, September 7, 2021 6:00 PM
Planning Commission – August 17, 2021 6:00pm

The Community Center is accessible to person with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by calling City Offices at 541-745-5507 or e-mail "kathy.edmaiston@adairvillage.org", or Oregon Relay Services by dialing 7-1-1. The City of Adair Village is an Equal Opportunity Employer.

The order in which items on the Agenda are addressed by the City Council may vary from the order shown on the Agenda.

**ADAIR VILLAGE
CITY COUNCIL MINUTES
6030 William R. Carr Avenue
****Tuesday, July 6, 2021 – 6:00 PM******

Agenda Item	Action
<p>1. Roll Call: City Council Members present: Councilors Officer, Ray, Rowe and Mayor Currier were present. City Attorney Sean Kidd was present. CA (City Administrator) Hare was present. Minutes were taken by CA Hare.</p>	<p>Mayor Currier called the meeting to order at 6:00 pm. and led the flag salute.</p>
<p>2. Consent Calendar (Agenda Item 2).</p> <p>Minutes of the June 1, 2021 City Council Meeting. Bills List through June 30, 2021, (\$49,382.43 total).</p>	<p>Councilor Rowe moved to approve the Consent Calendar. Councilor Ray seconded. Unanimous Approval (4-0).</p>
<p>3. Public Comment (Agenda Item 3). None.</p>	
<p>4. Attachment C – Community Services Officer (Agenda Item 4a). CA Hare presented the report.</p>	<p>Council received the report.</p>
<p>5. Attachment D – Public Works Report (Agenda Item 4b). CA Hare presented the report.</p>	<p>Council received the report.</p>
<p>6. Attachment E – City Administrator Report (Agenda Item 4c). CA Hare presented the report.</p> <p>Administration</p> <ul style="list-style-type: none"> • UGB Expansion – Dowl engineering is preparing a scope of work ant timetable for submitting the UGB application. We are hoping to have the first hearings in August or September. • ARPA – The timetable for receiving these funds was pushed back until the end of July early August for cities under 50,000 people. • Tangent – Update • Alyrica – Alyrica has connected most of Arnold and has moved back down to the new development for a little while to get ahead of the construction. • ODFW – Update 	<p>Council received the report.</p>

<p>Property/Businesses</p> <ul style="list-style-type: none"> • Parks & Perpetuity – Update • AVIS – Update • Store/Bella’s Pizzeria – Paul is going to be painting the building grey with a light grey trim to match the coffee shop. Paul is interested in putting a gas station in by the store. • Sweet Taste Bakery – Linda is developing a new branch of her business called Cookie Binge, she hopes to be opening her doors again shortly. <p>Major Projects/Engineering</p> <ul style="list-style-type: none"> • Calloway Creek – Chad Davis has paid all SDC fees and they are issuing all permits for phase three. • Santiam Christian – Update • Water Plant – Update • Hospital Hill Water Line – Civil West is in the process of finishing up the application for funding and we should be able to access the funds sometime next month. 	
<p>7. Attachment F – Sheriff’s Report (Agenda Item 4d). CA Hare presented the report.</p>	<p>Council received the report.</p>
<p>8. Attachment G & G1 – Financial Report (Agenda Item 4e). CA Hare presented the report. Income is \$5,012,985.39 and expenses are \$1,964,713.84 . The balance in the Local Government Investment Pool is approximately \$2,984,716.85; last year the balance was \$1,867,674.56.</p>	<p>Council received the report.</p>
<p>9. Attachment H – Water Plant Project (Agenda Item 5a).</p>	<p>Council discussed the matter.</p>
<p>10. Attachment H1 – Tangent Parks Agreement (Agenda Item 5b).</p>	<p>Councilor Officer moved to approve the Agreement. Councilor Rowe seconded. Unanimous Approval (4-0).</p>
<p>11. Attachment I – Gas Station (Agenda Item 6a).</p>	<p>Council discussed the matter.</p>

<p>12. Attachment J – Ordinance 2021 – 2 – Adopting TSP Language (Agenda Item 7a).</p> <p>Public Comment: None.</p> <p>CA Hare read the title of Ordinance 2021 – 2.</p> <p>CA Hare provided the second reading of the title of Ordinance 2021 – 2.</p>	<p>Mayor Currier recessed the City Council meeting and opened the Public Hearing at 7:36pm.</p> <p>Mayor Currier closed the Public Hearing at 7:38pm. and reconvened the City Council meeting.</p> <p>Councilor Ray moved to have this be the first reading of Ordinance 2021 - 2. Councilor Rowe seconded. Unanimous Approval (4-0).</p> <p>Councilor Ray moved to approve the second reading and adopt Ordinance 2021 - 2. Councilor Rowe seconded. Unanimous Approval (4-0).</p>
<p>13. Attachment K – Resolution 2021 – 6 - Adopting Benton County Hazard Mitigation Plan (Agenda Item 7b).</p>	<p>Councilor Officer moved to approve Resolution 2021 - 6. Councilor Ray seconded. Unanimous Approval (4-0).</p>
<p>14. Council and Mayor Comments (Agenda Item 8):</p> <ul style="list-style-type: none"> • Mayor Currier – None. • Councilor Officer - None. • Councilor Rowe – None. • Councilor Ray – None. 	
<p>11. Adjournment: Next meeting- Council meeting on Tuesday, August 3, 2021 at 6:00 pm.</p>	<p>Mayor Currier adjourned the meeting at pm..</p>

Mayor's Approval

Date

July 2021 Bills	Date	Amount
	7/6/2021	\$47,574.30
	7/15/2021	\$53,027.15
	7/21/2021	\$18,029.74

Total \$118,631.19

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
<i>By Benton City</i>									
890 Best Pots Inc									
A-437372	1	Rented Unit	Invoice	06/27/2021	07/27/2021	92.40		92.40	500-420-520
Total A-437372:						92.40	.00	92.40	
Total 890 Best Pots Inc:						92.40	.00	✓ 92.40	24802
1410 Century Link									
06252021	1	Phone	Invoice	06/25/2021	07/25/2021	53.45		53.45	510-430-521
Total 06252021:						53.45	.00	53.45	
Total 1410 Century Link:						53.45	.00	✓ 53.45	24803
1610 Civil West Engineering Services Inc									
1001.030.00	1	Arnold Ave ODOT SCA Grant	Invoice	06/30/2021	07/30/2021	1,173.75		1,173.75	200-410-520
Total 1001.030.006:						1,173.75	.00	1,173.75	
Total 1610 Civil West Engineering Services Inc:						1,173.75	.00	✓ 1,173.75	24804
1800 Consumers Power Inc.									
06212021	1	1152400	Invoice	06/21/2021	07/21/2021	1,041.00		✓ 1,041.00	200-410-521
06212021	2	1152401	Invoice	06/21/2021	07/21/2021	25.43		✓ 25.43	100-300-521
06212021	3	1152406	Invoice	06/21/2021	07/21/2021	153.33		✓ 153.33	100-900-521
06212021	4	1152409	Invoice	06/21/2021	07/21/2021	25.43		✓ 25.43	100-900-521
06212021	5	1152410	Invoice	06/21/2021	07/21/2021	61.11		✓ 61.11	510-430-521
06212021	6	1152411	Invoice	06/21/2021	07/21/2021	67.83		✓ 67.83	500-420-521
06212021	7	1152412	Invoice	06/21/2021	07/21/2021	260.40		✓ 260.40	510-430-521
06212021	8	1152413	Invoice	06/21/2021	07/21/2021	91.98		✓ 91.98	510-430-521
06212021	9	1152414	Invoice	06/21/2021	07/21/2021	25.23		✓ 25.23	500-420-521
06212021	10	1152415	Invoice	06/21/2021	07/21/2021	25.05		✓ 25.05	100-900-521
Total 06212021:						1,776.79	.00	1,776.79	
17137	1	Pole Replacement during Feb Stor	Invoice	06/21/2021	07/16/2021	1,743.64		✓ 1,743.64	510-430-520
Total 17137:						1,743.64	.00	1,743.64	
Total 1800 Consumers Power Inc.:						3,520.43	.00	✓ 3,520.43	24805
2300 Delapoer Kidd Attorneys at Law									
1868	1	General City matters	Invoice	06/30/2021	07/30/2021	656.25		656.25	100-900-520
Total 1868:						656.25	.00	656.25	
Total 2300 Delapoer Kidd Attorneys at Law:						656.25	.00	✓ 656.25	24806
7361 DJC Oregon/BridgeTower OpCo, LLC									
745097497	1	Arnold Avenue Sidewalk Improvem	Invoice	06/23/2021	07/23/2021	418.20		418.20	510-430-530
Total 745097497:						418.20	.00	418.20	
Total 7361 DJC Oregon/BridgeTower OpCo, LLC:						418.20	.00	✓ 418.20	24807

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
2520 Edge Analytical, Inc									
21-23060	1	Coliforms	Invoice	06/24/2021	07/24/2021	29.70		29.70	500-420-521
Total 21-23060:						29.70	.00	✓ 29.70	
21-23062	1	Quarterly TOC	Invoice	06/30/2021	07/30/2021	88.20		88.20	500-420-521
Total 21-23062:						88.20	.00	✓ 88.20	
Total 2520 Edge Analytical, Inc:						117.90	.00	✓ 117.90	24808
3860 League of Oregon Cities									
2021-200174	2	membership dues	Invoice	06/30/2021	07/30/2021	983.45		983.45	100-900-521
Total 2021-200174:						983.45	.00	983.45	24808
Total 3860 League of Oregon Cities:						983.45	.00	983.45	✓ 10/1 Dec check was wrong Mar. 19/6/90
4430 Mid-Valley Newspapers									
135885-1	1	Advertising for Bids	Invoice	06/27/2021	07/27/2021	1,266.96		1,266.96	100-900-520
135885-1	2	Advertising for Bids	Invoice	06/27/2021	07/27/2021	1,266.96		1,266.96	100-900-520
135885-1	3	Advertising for Bids	Invoice	06/27/2021	07/27/2021	1,266.96		1,266.96	510-430-530
Total 135885-1:						1,266.96	.00	1,266.96	
Total 4430 Mid-Valley Newspapers:						1,266.96	.00	✓ 1,266.96	24810
7478 Northcore USA LLC									
06-2021	1	Water Service Repair	Invoice	06/17/2021	07/17/2021	19,275.00		19,275.00	500-420-535
Total 06-2021:						19,275.00	.00	19,275.00	
Total 7478 Northcore USA LLC:						19,275.00	.00	✓ 19,275.00	24811
4670 NW Natural									
06282021	1	1407224-3	Invoice	06/28/2021	07/14/2021	15.99		15.99	100-900-521
Total 06282021:						15.99	.00	15.99	
Total 4670 NW Natural:						15.99	.00	✓ 15.99	24812
7362 US Bank									
2110020979	1	Commercial Loan	Invoice	06/20/2021	07/15/2021	11,126.83		11,126.83	100-900-520
Total 2110020979:						11,126.83	.00	11,126.83	
Total 7362 US Bank:						11,126.83	.00	✓ 11,126.83	24814
Total :						38,700.61	.00	38,700.61	
Grand Totals:						38,700.61	.00	38,700.61	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-300-52109	25.43	.00	25.43
100-900-52010	1,266.96	1,266.96-	.00
100-900-52017	656.25	.00	656.25
100-900-52023	11,126.83	.00	11,126.83
100-900-52102	983.45	.00	983.45
100-900-52109	219.80	.00	219.80
200-410-52020	1,173.75	.00	1,173.75
200-410-52109	1,041.00	.00	1,041.00
500-420-52019	92.40	.00	92.40
500-420-52104	117.90	.00	117.90
500-420-52109	93.06	.00	93.06
500-420-53500	19,275.00	.00	19,275.00
510-430-52011	1,743.64	.00	1,743.64
510-430-52109	413.49	.00	413.49
510-430-52110	53.45	.00	53.45
510-430-53005	1,685.16	.00	1,685.16
Grand Totals:	39,967.57	1,266.96-	38,700.61

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
06/21	39,967.57	1,266.96-	38,700.61
Grand Totals:	39,967.57	1,266.96-	38,700.61

[Handwritten signature]
7/6/21

830 Benton County Sheriff inv. 07012021 \$ 8,113.50 100 20050019
✓ # 24801

[Handwritten signature] total 47,574.30
7/2/21

\$92.40
\$53.45
\$1,173.75
\$1,743.64
\$3,520.43
\$656.25
\$418.20
\$117.90
\$1,266.96
\$19,275.00
\$15.99
\$11,126.83
\$8,113.50
\$47,574.30 total

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
150 A & B Septic									
52285	1	Work for Tangent	Invoice	06/02/2021	07/02/2021	365.00		365.00	100-900-520
Total 52285:						365.00	.00	✓ 365.00	
52302	1	Work for Tangent	Invoice	06/03/2021	07/03/2021	1,211.40		1,211.40	100-900-520
Total 52302:						1,211.40	.00	✓ 1,211.40	
52338	1	Work for Tangent	Invoice	06/08/2021	07/08/2021	425.00		425.00	100-900-520
Total 52338:						425.00	.00	✓ 425.00	
52339	1	Work for Tangent	Invoice	06/08/2021	07/08/2021	115.00		115.00	100-900-520
Total 52339:						115.00	.00	✓ 115.00	
52434	1	Work for Tangent	Invoice	06/15/2021	07/15/2021	450.00		450.00	100-900-520
Total 52434:						450.00	.00	✓ 450.00	
52468	1	Work for Tangent	Invoice	06/17/2021	07/17/2021	300.00		300.00	100-900-520
Total 52468:						300.00	.00	✓ 300.00	
52474	1	Work for Tangent	Invoice	06/18/2021	07/18/2021	390.00		390.00	100-900-520
Total 52474:						390.00	.00	✓ 390.00	
52561	1	Work for Tangent	Invoice	06/25/2021	07/25/2021	115.00		115.00	100-900-520
Total 52561:						115.00	.00	✓ 115.00	
52562	1	Work for Tangent	Invoice	06/25/2021	07/25/2021	115.00		115.00	100-900-520
Total 52562:						115.00	.00	✓ 115.00	
Total 150 A & B Septic:						3,486.40	.00	✓ 3,486.40	24815
7479 A to Z Party Rental									
497726-3	1	Founder's Day Bounce House	Invoice	07/07/2021	08/14/2021	908.50		908.50	100-300-5211
Total 497726-3:						908.50	.00	908.50	
Total 7479 A to Z Party Rental:						908.50	.00	✓ 908.50	24816
690 Bank of America									
06232021	1	Late Payment Fee	Invoice	06/23/2021	07/23/2021	39.00		39.00	100-900-521
06232021	2	Finance Charge	Invoice	06/23/2021	07/23/2021	25.83		25.83	100-900-521
06232021	3	Staples	Invoice	06/23/2021	07/23/2021	69.96		69.96	100-900-520
06232021	4	Home Depot	Invoice	06/23/2021	07/23/2021	104.00		104.00	100-900-520
06232021	5	Staples	Invoice	06/23/2021	07/23/2021	36.98		36.98	100-900-520
06232021	6	USPS	Invoice	06/23/2021	07/23/2021	276.85		276.85	100-900-521
06232021	7	Staples	Invoice	06/23/2021	07/23/2021	18.99		18.99	100-900-520
06232021	8	Staples	Invoice	06/23/2021	07/23/2021	19.79		19.79	100-900-520
06232021	9	8x8	Invoice	06/23/2021	07/23/2021	229.18		229.18	100-900-521

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
06232021	10	Staples	Invoice	06/23/2021	07/23/2021	18.66		18.66	100-900-520
06232021	11	Staples - Laptop	Invoice	06/23/2021	07/23/2021	499.98		499.98	100-900-520
06232021	12	American Red Cross Course CERT	Invoice	06/23/2021	07/23/2021	64.00		64.00	100-900-520
06232021	13	Circle S Market	Invoice	06/23/2021	07/23/2021	25.03		25.03	500-420-520
06232021	14	Home Depot	Invoice	06/23/2021	07/23/2021	48.90		48.90	100-300-520
Total 06232021:						1,477.15	.00	1,477.15	
Total 690 Bank of America:						1,477.15	.00	✓ 1,477.15	24817
870 Benton County Oregon									
4488	1	Transportation Services CN 41048	Invoice	06/30/2021	07/30/2021	3,133.87		3,133.87	100-900-520
Total 4488:						3,133.87	.00	3,133.87	
4489	1	Transportation Services CN 41048	Invoice	06/30/2021	07/30/2021	3,133.87		3,133.87	100-900-520
Total 4489:						3,133.87	.00	3,133.87	
Total 870 Benton County Oregon:						6,267.74	.00	✓ 6,267.74	24818
1340 Caselle Inc.									
110864	1	Monthly Software Hosting Fees	Invoice	07/01/2021	07/26/2021	583.20		583.20	500-420-521
110864	2	Monthly Software Hosting Fee	Invoice	07/01/2021	07/26/2021	388.80		388.80	100-900-521
110864	3	Monthly Software Hosting Fee	Invoice	07/01/2021	07/26/2021	194.40		194.40	510-430-521
110864	4	Monthly Software Hosting Fee	Invoice	07/01/2021	07/26/2021	64.80		64.80	200-410-521
110864	5	Monthly Software Hosting Fee	Invoice	07/01/2021	07/26/2021	64.80		64.80	520-440-521
Total 110864:						1,296.00	.00	1,296.00	
Total 1340 Caselle Inc.:						1,296.00	.00	✓ 1,296.00	24819
1520 CIS TRUST									
PO-ADR-120	1	Property Liability	Invoice	07/06/2021	08/20/2021	1,171.14		1,171.14	100-300-521
PO-ADR-120	2	Property Liability	Invoice	07/06/2021	08/20/2021	7,200.99		7,200.99	100-900-521
PO-ADR-120	3	Property Liability	Invoice	07/06/2021	08/20/2021	4,447.32		4,447.32	200-410-521
PO-ADR-120	4	Property Liability	Invoice	07/06/2021	08/20/2021	9,951.65		9,951.65	500-420-521
PO-ADR-120	5	Property Liability	Invoice	07/06/2021	08/20/2021	7,258.04		7,258.04	510-430-521
Total PO-ADR-12021-00:						30,029.14	.00	30,029.14	
Total 1520 CIS TRUST:						30,029.14	.00	✓ 30,029.14	24820
1800 Consumers Power Inc.									
07082021	1	1152418	Invoice	06/30/2021	08/01/2021	111.82		111.82	510-430-521
Total 07082021:						111.82	.00	111.82	
Total 1800 Consumers Power Inc.:						111.82	.00	✓ 111.82	24821
2270 De Lage Landen Financial Services Inc.									
73100771	1	financial services	Invoice	07/13/2021	08/01/2021	131.00		131.00	100-900-520
Total 73100771:						131.00	.00	131.00	
Total 2270 De Lage Landen Financial Services Inc.:						131.00	.00	✓ 131.00	24822

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
3860 League of Oregon Cities									
2021-200174	1	Membership Dues	Invoice	07/01/2021	08/01/2021	983.45		983.45	100-900-521
Total 2021-200174.:						983.45	.00	983.45	
Total 3860 League of Oregon Cities:						983.45	.00	✓ 983.45	24823
4480 Mission Communications									
1053221	1	Water system maintenance	Invoice	07/06/2021	08/06/2021	1,810.20		1,810.20	500-420-520
Total 1053221:						1,810.20	.00	1,810.20	
Total 4480 Mission Communications:						1,810.20	.00	✓ 1,810.20	24824
4870 Oregon Cascades West COG									
FY21-22DUE	1	Annual Membership Dues	Invoice	07/13/2021	08/13/2021	1,809.33		1,809.33	100-900-521
Total FY21-22DUESADA:						1,809.33	.00	1,809.33	
Total 4870 Oregon Cascades West COG:						1,809.33	.00	✓ 1,809.33	24825
5300 Pacific Power/PacificCorp									
07092021	1	02099381-001 7	Invoice	06/30/2021	07/28/2021	2,213.42		2,213.42	500-420-521
Total 07092021:						2,213.42	.00	2,213.42	
Total 5300 Pacific Power/PacificCorp:						2,213.42	.00	✓ 2,213.42	24826
5780 Republic Services #452									
0452-004547	1	3-0452-0023479	Invoice	06/30/2021	07/30/2021	36.65		36.65	100-900-521
Total 0452-004547426:						36.65	.00	36.65	
0452-004560	1	3-0452-0340655	Invoice	06/30/2021	07/30/2021	37.14		37.14	510-430-521
Total 0452-004560348:						37.14	.00	37.14	
Total 5780 Republic Services #452:						73.79	.00	✓ 73.79	24827
6230 Simply Payroll									
16973	1	Payroll	Invoice	07/09/2021	08/09/2021	135.00		135.00	100-900-520
Total 16973:						135.00	.00	135.00	
Total 6230 Simply Payroll:						135.00	.00	✓ 135.00	24828
6390 Staples Credit Plan									
06222021	1	Filter	Invoice	06/22/2021	07/30/2021	41.99		41.99	100-900-520
Total 06222021:						41.99	.00	41.99	
Total 6390 Staples Credit Plan:						41.99	.00	✓ 41.99	24829
6430 Statesman Journal									
0003944300	1	Public Notice Wastewater	Invoice	06/30/2021	07/20/2021	2,121.22		2,121.22	510-430-520

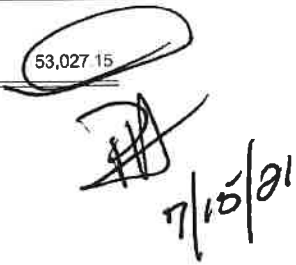
Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 0003944300:						2,121.22	.00	2,121.22	
Total 6430 Statesman Journal:						2,121.22	.00	2,121.22	20830
7274 US Bank Equipment Finance									
447610296	1	Canon Copier Finance	Invoice	07/13/2021	07/31/2021	131.00		131.00	100-900-520
Total 447610296:						131.00	.00	131.00	24831
Total 7274 US Bank Equipment Finance:						131.00	.00	131.00	
Total :						53,027.15	.00	53,027.15	
Grand Totals:						53,027.15	.00	53,027.15	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-300-52002	48.90	.00	48.90
100-300-52103	1,171.14	.00	1,171.14
100-300-52111	908.50	.00	908.50
100-900-52002	310.37	.00	310.37
100-900-52019	3,752.40	.00	3,752.40
100-900-52021	6,267.74	.00	6,267.74
100-900-52023	131.00	.00	131.00
100-900-52025	499.98	.00	499.98
100-900-52031	64.00	.00	64.00
100-900-52101	64.83	.00	64.83
100-900-52102	2,792.78	.00	2,792.78
100-900-52103	7,200.99	.00	7,200.99
100-900-52108	276.85	.00	276.85
100-900-52109	36.65	.00	36.65
100-900-52110	229.18	.00	229.18
100-900-52114	388.80	.00	388.80
200-410-52103	4,447.32	.00	4,447.32
200-410-52114	64.80	.00	64.80
500-420-52014	25.03	.00	25.03
500-420-52022	1,810.20	.00	1,810.20
500-420-52103	9,951.65	.00	9,951.65
500-420-52109	2,213.42	.00	2,213.42
500-420-52114	583.20	.00	583.20
510-430-52010	2,121.22	.00	2,121.22
510-430-52103	7,258.04	.00	7,258.04
510-430-52109	148.96	.00	148.96
510-430-52114	194.40	.00	194.40
520-440-52114	64.80	.00	64.80
Grand Totals:	53,027.15	.00	53,027.15

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
06/21	15,793.53	.00	15,793.53
07/21	37,233.62	.00	37,233.62
Grand Totals:	53,027.15	.00	53,027.15

A handwritten signature is written over the Grand Totals row of the table. Below the signature, the date "7/15/21" is written in a vertical orientation.

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
780 Benton County Development									
07202021	1	Pre-application Conference for UG	Invoice	07/20/2021	07/20/2021	380.00		380.00	100-900-520
Total 07202021:						380.00	.00	380.00	
Total 780 Benton County Development:						380.00	.00	380.00	24832
870 Benton County Oregon									
4336	1	Planning Services	Invoice	02/09/2021	08/09/2021	6,895.00		6,895.00	100-900-520
Total 4336:						6,895.00	.00	6,895.00	
4504	1	Planning Services	Invoice	06/30/2021	07/30/2021	6,895.00		6,895.00	100-900-520
Total 4504:						6,895.00	.00	6,895.00	
Total 870 Benton County Oregon:						13,790.00	.00	13,790.00	24833
890 Best Pots Inc									
A-439705	1	Rented Unit	Invoice	07/19/2021	08/19/2021	92.40		92.40	500-420-520
Total A-439705:						92.40	.00	92.40	
Total 890 Best Pots Inc:						92.40	.00	92.40	24834
1300 Cascade Columbia Distribution									
812540	1	Chemicals	Invoice	07/14/2021	08/14/2021	2,797.00		2,797.00	500-420-520
Total 812540:						2,797.00	.00	2,797.00	
Total 1300 Cascade Columbia Distribution:						2,797.00	.00	2,797.00	24835
2520 Edge Analytical, Inc									
21-23061	1	Dist-A	Invoice	07/15/2021	08/15/2021	246.60		246.60	500-420-521
Total 21-23061:						246.60	.00	246.60	
21-24741	1	Influent	Invoice	07/13/2021	08/13/2021	76.50		76.50	510-430-521
Total 21-24741:						76.50	.00	76.50	
21-24742	1	Work for Tangent	Invoice	07/13/2021	08/13/2021	76.50		76.50	100-900-520
Total 21-24742:						76.50	.00	76.50	
Total 2520 Edge Analytical, Inc:						399.60	.00	399.60	24837
2670 Ferguson Enterprises Inc									
1007426	1	Parts	Invoice	07/08/2021	08/08/2021	123.40		123.40	500-420-520
Total 1007426:						123.40	.00	123.40	
Total 2670 Ferguson Enterprises Inc:						123.40	.00	123.40	24838
999 Utility Refunds									
103814	1	Water <i>col</i>	Invoice	07/15/2021	08/15/2021	4.28		4.28	500-420-521

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
103814	2	Wastewater	Invoice	07/15/2021	08/15/2021	2.86		2.86	510-430-521
Total 103814:						7.14	.00	7.14	
Total 999 Utility Refunds:						7.14	.00	7.14	24836
7130 Verizon									
9883451095	1	Phone	Invoice	07/16/2021	07/29/2021	64.38		64.38	100-900-521
9883451095	2	Phone	Invoice	07/16/2021	07/29/2021	97.91		97.91	510-430-521
9883451095	3	Phone	Invoice	07/16/2021	07/29/2021	97.91		97.91	500-420-521
Total 9883451095:						260.20	.00	260.20	
Total 7130 Verizon:						260.20	.00	260.20	24839
7250 Willamette Criminal Justice Council									
JULY 2020	1	dues	Invoice	07/21/2021	08/20/2021	180.00		180.00	100-900-521
Total JULY 2020:						180.00	.00	180.00	
Total 7250 Willamette Criminal Justice Council:						180.00	.00	180.00	24840
Total :						18,029.74	.00	18,029.74	
Grand Totals:						18,029.74	.00	18,029.74	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-900-52019	13,866.50	.00	13,866.50
100-900-52030	380.00	.00	380.00
100-900-52102	180.00	.00	180.00
100-900-52110	64.38	.00	64.38
500-420-52001	2,797.00	.00	2,797.00
500-420-52011	123.40	.00	123.40
500-420-52019	92.40	.00	92.40
500-420-52104	246.60	.00	246.60
500-420-52105	4.28	.00	4.28
500-420-52110	97.91	.00	97.91
510-430-52104	76.50	.00	76.50
510-430-52105	2.86	.00	2.86
510-430-52110	97.91	.00	97.91
Grand Totals:	18,029.74	.00	18,029.74

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
06/21	6,895.00	.00	6,895.00
07/21	11,134.74	.00	11,134.74
Grand Totals:	18,029.74	00	18,029.74

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7/21/21



**CODE
COMPLIANCE**

Willamette Valley Processors, LLC

6/29/21 through 8/2/21

End of Month - July

CSO

Citizen Complaint 2 Self-Initiated 25 Total: 27

A21-128	6/29/2021 10:43	Telephone wire left on the ground	Observed	Columbia & Azalea	Contacted PUC				
A21-129	6/29/2021 12:55	Noisy Neighbor	Complaint	4006 SE Weigel	Provided ordinance information as requested				
A21-130	6/29/2021 13:27	Patrol City							
A21-131	6/30/2021 11:10	Patrol City							
A21-133	7/2/2021 16:33	Patrol City							
A21-134	7/2/2021 16:37	Illegal Parking	Observed	122 NE Columbia	Verbal				
A21-135	7/6/2021 9:30	Patrol City							
A21-136	7/6/2021 19:46	Patrol City							
A21-137	7/6/2021 19:53	Garbage can is still full	Observed	Sarah & Berg	Called Kurt 7/7/21				
A21-138	7/7/2021 11:02	Patrol City							
A21-139	7/7/2021 14:41	Patrol City							
A21-140	7/7/2021 14:45	Tall Grass	Observed	4311 NE Holley					
A21-141	7/7/2021 16:46	Tall Grass	Observed	4313 NE Holley					
A21-142	7/7/21. 2:53 pm	Tall Grass	Observed	212 NE Azalea					
A21-143	7/7/2021 14:56	Tall Grass	Observed	168 NE Azalea					

A21-144	7/7/2021 14:58	Tall Grass	Observed	182 NE Azalea	
A21-145	7/9/2021 9:35	Patrol City			
A21-146	7/9/2021 9:38	Illegal Parking Trailer over four day	Observed	7200 Block Berg	Warning 0545
A21-147	7/19/2021 10:56	Patrol City			
A21-148	7/19/2021 11:00	Tall Grass	Observed	4130 NE Laurel	He has a lawn service sheduled
A21-149	7/19/2021 11:00	Tall Grass	Observed	3126 NE Willamette	
A21-150	7/19/2021 11:00	Tall Grass	Observed	3113 NE Willamette	
A21-151	7/19/2021 11:00	Tall Grass	Observed	4311 Holley Ln	Mowed by second patrol
A21-152	7/19/2021 11:00	Tall Grass	Observed	4313 Holley Ln	Mowed by second patrol
A21-153	7/19/11 11.00 am	Tall Grass and unauthorized vehicle	Observed	Santiam Christian	
A21-154	7/19/2021 11:00	Tall Grass	Observed	8666 NE Barberrry	
A21-155	7/19/2021 11:00	Tall Grass	Observed	6305 NE Barberrry	Call property management company they gave them a violation for not mowing it in time to have it done by today
A21-156	7/19/2021 11:00	Tall Grass	Observed	133 NE Columbia	
A21-157	7/19/2021 11:00	Tall Grass	Observed	234 NE Azalea	
A21-158	7/19/2021 17:04	Patrol City			
A21-159	7/20/2021 12:35	Patrol City			
A21-160	7/20/2021 19:31	Patrol City			
A21-161	7/21/2021 13:26	Tall Weeds	Observed	133 NE Columbia	Calls are property management company again
A21-162	7/23/2021 11:05	Patrol City	Observed	Willamette & Laurel	Verbal warning
A21-163	7/23/2021 11:10	Dog poop violation			
A21-164	7/23/2021 16:57	Patrol City			
A21-165	7/23/2021 17:03	Tall Weeds	Observed	234 NE Azalea	Left notice on door
A21-166	7/23/2021 17:10	Tall Weeds	Observed	5160/5158 NE Willamette	Left notice on door
A21-167	7/24/2021 7:27	Patrol City			

A21-168	7/26/2021 9:03	Patrol City		
A21-169	7/26/2021 16:10	Patrol City		
A21-170	7/27/2021 14:55	Patrol City		
A21-171	7/30/2021 10:38	Patrol City		
A21-172	7/30/2021 10:45	Tall Weeds	Observed	Santiam Christian School Email reminder
A21-173	7/30/2021 10:49	Solid Waste accumulation	Observed	5224 NE Laurel Needs Fine assessed
A21-174	7/30/2021 16:41	Patrol City		
A21-175	7/30/2021 16:46	Illegal Parking Trailer over four day	Observed	7200 Block Berg Warning Notice 0546

Parking Report Total

Wrong Way Driving 0

On yellow curb 0

Prohibited Parking 3

Grass/Vegetation Warnings 19

Citizen Assist Total 1

Trash Container 0

Solid Waste/Littering 1

Vacation/Citizen Assist 2

City Assist:

- Emergency Management – University of Utah online training for CERT
- Daily Patrol
- Working with CERT Team to update Emergency Preparedness Plan
- Training – Karla is prepared to teach CPR/First Aid/AED
- Complaint to PUC for Cable left on the ground
- Worked with Pat to get a schedule for new park garbage emptied

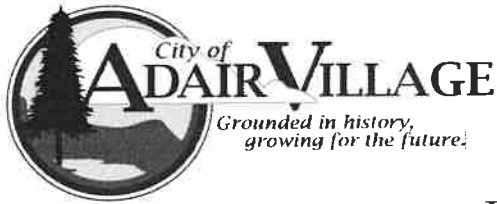
Animal Control Total 0

Basketball Hoop Violations: 0

Animal at large 0

Livestock/Dog Violations 1

Illegal sign placement 0



PUBLIC WORKS
OPERATIONS AND MAINTENANCE REPORT
PERIOD: 6/20/2021 to 7/20/2021

WATER USE / DISTRIBUTION REPORT

WATER USE REPORT

Water Produced: 11,569,376 Gallons

Average Usage per Day 385k

WATER DISTRIBUTION REPORT

Maintenance Activity: Water demand is still high and jumped a bit this month. We did discover and fix two leaks this month on Barberry and Azalea.

Collected quarterly samples 2nd quarter are done. Third quarter samples will be taken in September.

WASTEWATER TREATMENT REPORT

Flows into the WWTP are at summer levels. Staff continues to monitor, sample and report on a weekly basis. Staff continue to adjust for warm dry weather and monitor flows daily
Total Monthly Influent: 1.4 million Gallons

STORM WATER COLLECTION SYSTEM REPORT

Maintenance Activity: Storm drains remain clear, and Jeremy continues to mark drains when time allows.

STREETS MAINTENANCE REPORT

Maintenance Activity: Streets are in good shape. Jeremy has started to spray cracks in the road. Street spraying will continue into July. Most roads are sprayed some spot spraying around parked cars is needed.

CITY HALL / PARKS AND WETLANDS

Maintenance Activity: All city property and parks are in very good shape. The grass is very dry and not growing as fast. Staff continues to mow and maintain as needed.

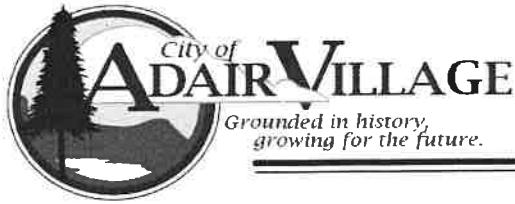
WATER TREATMENT PLANT

Maintenance Activity: The water plant continues to run 5 days a week and averaging 10 hours a day. The plant has been running just fine and no issues to report. Staff have been working with contractors to replace the chlorine gas delivery system with a on site chlorine generator.

WASTEWATER TREATMENT PLANT

Maintenance Activity: The wastewater treatment plant is doing just fine. Staff continue to work with Civil West and contractors on upcoming headworks project.

Completed by Matt Lydon, Public Works Supervisor



CITY ADMINISTRATOR'S REPORT August 3, 2021 Council Meeting

Administration

- **UGB Expansion** – Dowl Engineering has been working on the application to the City and the County on our behalf. We have a pre-application meeting on August 25th.
- **ARPA** – We will be submitting for these funds over the next couple of weeks.
- **Tangent** – Update
- **Alyrica** – Alyrica will be connecting the two barracks building over the next two weeks and are continuing to install in the new section.
- **ODFW** – Update

Property/Businesses

- **Parks & Perpetuity** – Update
- **AVIS** – Update
- **Store/Bella's Pizzeria** – Pual will be at the next meeting to talk to the council about opportunities on the property. The pizza shop has been struggling a bit but will keep trying for a few more months.
- **Sweet Taste Bakery** – Linda has launched her new brand and is now open to the public, the building looks great.

Major Projects/Engineering

- **Calloway Creek** – Construction continues to go at a fast pace and sales haven't slowed.
- **Santiam Christian** – Update
- **Water Plant** – Update
- **Hospital Hill Water Line** – Civil West is in the process of finishing up the application for funding and we should be able to access the funds sometime next month.

ADAIR VILLAGE PATROL
June 25, 2020 - July 24, 2020

Benton County Sheriff's Office - Adair Patrol Activity Log

Date/Time	Call #	Total Time	Deputy	shift	Con- tacts	Traffic		Arrests		Notes
						Warn	Cite	Cite	Cust	
Patrol										
062521 23:41:30	2021113881	1:01:48	Gevatosky	grave	1					Drove intoxicated citizen home. Patrolled Neighborhoods; Patrolled Parks; Patrolled New Construction
062621 17:20:31	2021114358	0:24:55	Young	swing						no activity.
062721 22:39:00	2021115251	1:43:32	Blaser	grave		1		1		DUI @ NE Barberry Dr/NE Mulberry Ct; Derek Berdahl, 28, of Adair, cited and driven home
062821 10:23:30	2021115533	1:11:05	Glass	day	1					Contacted female who was lost and pregnant driving around lost. I directed her to the location she planned to meet her significant other. Revised FTEP reports. No violations observed while patrolling streets, park and school area.
062921 10:09:29	2021116321	1:00:02	Gordon	day						0 stops, 0 calls, patrolled city streets and park
062921 17:31:09	2021116618	1:00:15	Young	swing						no activity.
063021 09:57:48	2021117038	1:01:02	Bowers	day						Patrolled Adair parks, roads, schools. no calls. no contacts.
070121 00:02:05	2021117579	2:01:32	Hardison	grave	1					PATROLLED CITY STREETS/HIGHWAY 99W/SCHOOL/BUSINESSES/HOME CONSTRUCTION PROJECT ON RYALS AVENUE.
070121 13:44:22	2021117902	1:04:08	Miller	day						CONTACTED ONE PERSON IN SUSPICIOUS VEHICLE ON ADAIR FRONTAGE ROAD. NO ACTIVITY.
070221 04:50:12	2021118337	1:03:17	Gordon	day						CHECKED STREETS, ROADS, TRAILHEADS, & PARKS. NO CRIMINAL ACTIVITY OBSERVED. NO TRAFFIC STOPS / NO CONTACTS. NFI.
070221 22:11:56	2021118942	1:06:00	Blaser	grave		1				patrol city streets/ park, 0 stops
070321 02:47:11	2021119074	3:19:37	Iverson	grave						1 stop-warming for lighting vio
070321 08:07:34	2021119141	1:35:43	Boone	day						no activity.
070321 19:51:21	2021119539	0:39:11	Lochner	swing						dispatched to alarm on Granger while on patrol. Drove streets and checked parks.
070421 10:56:15	2021119882	0:19:18	Hesseling	day						patrolled the Adair City Park, Santiam Christian School, and the new housing construction.
070621 09:11:41	2021121381	0:19:06	Horn	day						no activity.
070621 18:12:46	2021121738	1:01:25	Young	swing	3					wrote 2 reports, patrolled adair village, had 3 public contacts. no traffic stops
070721 12:11:29	2021122261	0:56:19	Miller	day	1					CHECKED STREETS, ROADS, PARKS & TRAILHEADS. 1 CITIZEN CONTACT & 1 TRAFFIC STOP (WARNING). NO CRIMINAL ACTIVITY OBSERVED. NFI.
070721 13:28:13	2021122310	0:59:59	Bowers	day	1					1 citizen contact. Drove around town and through the park.
070721 17:25:39	2021122519	1:02:35	Williams	swing	2					0 stops. 2 citizen contacts, patrolled parks, streets and new construction area
070821 23:21:28	2021123394	2:02:54	Gevatosky	grave						Patrolled School. Patrolled Neighborhoods; Patrolled Businesses; Patrolled New Construction
070921 11:03:20	2021123618	0:58:20	Hesseling	day	1					Patrolled village streets, parks, and open areas; 1 vehicle stop; 1 suspicious vehicle/illegal camping contact
070921 15:27:24	2021123778	2:53:08	Bottoff	day						Patrolled city streets, aerodrome, Adair County Park, approved reports. 1 citation for speed, 75/55 passing the market on 99W. 3 warnings for speed in town for slower speeds not worth citing. No other contacts. Approved reports.
071021 02:56:48	2021124133	2:03:36	Gevatosky	grave		3	1			Patrolled Neighborhoods; Patrolled Parks; Patrolled School; Patrolled Businesses; Patrolled New Construction
071021 02:58:43	2021124134	2:03:52	Hardison	grave						PATROLLED SCHOOL/BUSINESSES/CITY STREETS/HIGHWAY 99W/NEW HOME CONSTRUCTION ON RYALS AVE. NO ACTIVITY.
071121 19:25:51	2021125247	0:47:02	Lochner	swing					1	I checked the City park, High school, frontage road, and new housing construction. I made 1 traffic stop at the hiking trail head near MP 71. Warning issued.
071221 00:26:09	2021125430	1:08:38	Blaser	grave						no activity.
071221 09:56:42	2021125592	0:59:44	Bowers	day						no activity.
071321 05:05:32	2021126190	1:15:48	Weikel	grave						no activity.
071321 10:25:04	2021126332	1:00:29	Glass	day						Patrolled streets, park and worked on a report.
071421 18:08:51	2021127333	1:11:58	Serup	swing						PATROLLED LOCAL NEIGHBORHOODS, BUSINESSES, SCHOOL, PARKS, HWY 99. DRONE MAINTENANCE. NO STOPS NO CONTACTS.
071521 04:47:09	2021127597	2:19:16	Hardison	grave						Handled traffic crash near Adair Frontage Road (21-2039). No other activity.
071721 01:13:03	2021128905	1:07:14	Blaser	grave						no activity.
071721 22:06:19	2021129499	0:57:14	Drongesert	grave						no activity.
071921 08:08:14	2021130316	1:29:50	Glass	day	1					Reports, one citizen contact who was concerned with cars speeding "35" mph in the 5100 block of Willamette.
071921 15:07:18	2021130623	0:16:11	Lundy	grave						no activity.



STAFF REPORT

Date:	July 12, 2021
Applicant:	City of Adair Village
Nature of Application(s):	Development Code Amendments – New Residential Zone - R-4 & Corresponding Use Standards
Property Location:	City Wide
Applicable Criteria:	Section 2.700, 3.200(2) & 3.520
Staff Contact	Patrick Depa, Associate Planner

BACKGROUND

In 2019, Oregon House Bill 2001 (2019) (HB 2001) set out a lot of requirements for “Large Cities” (defined as cities with a population of 25,000 or more and each county or city within a metropolitan service district) and “Medium Cities” (defined as cities with a population of more than 10,000 and less than 25,000 that are not within Metro’s jurisdiction). Even though Adair Village is not subject to these large sweeping mandatory amendments, there are many other propositions in the bill that deal with affordable housing, mobile home parks, higher density developments and middle housing options; all of which must have clear and objective standards for development including single family residential dwellings.

Middle housing, which HB 2001 defines as duplexes, triplexes, quadplexes, cottage clusters, and townhouses, provides an opportunity to increase housing supply in developed neighborhoods and can blend in well with detached single-family dwellings. With HB 2001 came some model code that address these types of developments. The City evaluated both the large and medium city model codes and researched and reviewed multiple municipality codes from cities that are similar in size and makeup as Adair Village to put together what is before you.

Creating this new district will provide another housing option to the City when certain parcels are annexed. In addition, by adopting these specific use standards we can address and regulate siting and design for middle housing options, specifically cottage clusters. These use standards will help balance concerns about neighborhood compatibility and other factors against the need to address Oregon’s housing shortage by removing barriers to development. Following HB 2001, these regulations do not, individually or cumulatively, discourage middle housing development through unreasonable costs or delay.

DECISION CRITERIA

Decision Criteria. All requests for an amendment to the text or to the Zoning/ Comprehensive Plan Map of this Code may be permitted upon authorization by the City Council in accordance with the following findings:

- (a) The proposed amendment is consistent with the intent of the Comprehensive Plan.**

These amendments are appropriate to provide housing options outlined in the comp plan to address new data, growth, and legislative changes. The purpose of this Code is to establish standards and procedures for the orderly development of land within the City of Adair Village in conformance with the Adair Village Comprehensive Plan to support protection of property rights, provide due process of law and to promote the public health, safety and welfare of the Citizens of Adair Village.

GOALS & OBJECTIVES

1. To provide a housing policy plan that seeks to increase opportunities for all citizens to enjoy affordable, safe, energy efficient housing.

2. The City recognizes the need for an adequate supply of housing that includes a variety of types and designs that are responsive to community needs.

- (b) There is a need for the proposed amendment to comply with changing conditions or new laws.**

These amendments directly follow and are updated based on HB 2001 (2019).

- (c) The amendment will not have an undue adverse impact on adjacent areas or the land use plan of the City.**

These amendments will have a positive impact on addressing land use decisions more accurately and ensuring compatibility of already developed areas.

- (d) The amendment will not have an undue adverse environmental impact.**

None of the proposed amendments intersect with or change any environmental policies or goals.

- (e) **The amendment will not have an undue adverse impact on public facilities.**

All of the proposed amendments will provide a better and positive analysis of the City's public facilities and not adversely impact future needs. The City's existing municipal sewer and water system will continue to improve and assist in mitigating any impact on the City's growth potential.

- (f) **The amendment will not have an undue adverse impact on transportation.**

All the amendments address data and areas of development that are specific to transportation goals outlined to accommodate future growth. These amendments address the spatial relationship between the development and adjacent streets to create better access management.

- (g) **The amendment will not have an undue adverse impact on the economy of the area.**

All of the amendments will impact the City's economy in a positive manner by addressing current housing needs allowing the City to make better informed land use decisions on its residential zoned lands.

- (h) **The amendment is consistent with the intent of the applicable Statewide Planning Goals.**

Goal 10 requires incorporated cities to encourage the availability of an adequate number of needed housing types in price and rent ranges commensurate with the financial capabilities of its households. Cottage cluster housing, townhouses or condominiums will create many more options when dealing with infill development. The amendments support Goal 10 and are consistent with providing more diverse housing styles to meet the needs of a growing population.

Goal 2 reads in part: "to establish a land use planning process and policy framework as a basis for all decisions and actions related to the use of land and to assure an adequate factual base for such decisions and actions". These amendments and the process by which they can be applied have been prepared to address this goal.

Goal 9 is addressed by the current economic patterns driving a housing shortage with the introduction of these housing options to satisfy the needs of our community and surrounding areas by providing housing choices in proximity to large commercial and industrial hubs that need people to fill jobs.

CONCLUSIONS

The material and hearing before you address the code amendments needed to anticipate growth in a proactive fashion. Good codes are the foundation upon which great communities are built. The development code is intended to be a responsive document that will guide the growth of the City of Adair Village while also responding to necessary change through amendment and refinement.

These new sections of the development code represent a set of development regulations to better accommodate the future needs of the City's housing patterns. This new code will be the framework that regulates an innovative way to create more housing diversity.

The housing principles begin with a primary goal to ensure that all implementing ordinances established through the Comprehensive Plan are in full compliance with all State policies and rules. We believe that all of the proposed amendments are in full compliance with all applicable state policies and rules.

If acceptable, we respectfully recommend that the Planning Commission may wish to consider recommending approval to City Council.

RECOMMENDED MOTION

"I move that the findings under the decision criteria in the staff report be adopted as presented and the Planning Commission recommend approval to City Council for the proposed Development Code amendments."

SECTION 4.114**RESIDENTIAL ZONE - R-4** (Amended ORD 2021-??)

- (1) **Purpose.** To provide for middle housing development in areas zoned for residential use that allow for the development of detached single family dwellings, du-plexes, row housing and cottage clusters and to provide areas suitable and desirable for higher density single-family residential use at a density of sixteen (16) dwelling units per net residential acre. A net residential acre is 43,560 square feet of residentially designated buildable land excluding areas used, or intended for use, of public street right-of-ways, restricted hazard area, public open spaces and resource protected areas. Higher densities may be provided under the provisions of **Code Section 7.200, Planned Development** that can include a mixture of housing types and densities.

- (2) **Permitted Uses.** In an R-4 Zone, the following uses and their accessory uses are permitted subject to the standards, provisions and exceptions set forth in this Code:
 - (a) One single-family dwelling or manufactured dwelling per legal lot.
 - (b) New duplexes and those created through conversion of existing detached single family dwellings.
 - (c) New triplexes, quadplexes, row housing and townhouses, and those created through conversion of existing detached single family dwellings or duplexes, on lots or parcels with sufficient infrastructure and subject to **Section 6.104 Multiple Family Standards**.
 - (d) Cottage Clusters on lots or parcels with sufficient infrastructure and subject to **Section 6.106 Cottage Cluster Standards**.
 - (b) Residential Care Homes for 5 or less people. As provided in ORS 197.660 - 670 and **Code Section 6.102**.
 - (c) Group Child Care Home for 12 or less children as provided in the applicable provisions of ORS 657 A and **Code Section 6.102**.
 - (d) Accessory buildings subject to the following standards:
 1. Accessory buildings shall not be used for dwelling purposes.
 2. Accessory buildings shall not be placed in a front or street side yard and shall be setback at least 5 feet from an adjacent side or rear property line.
 3. Accessory buildings are limited to one story and 800 square feet unless submitted for approval under the Site Plan Review provisions of **Code Section 2.400**.
 4. No sales shall be made from an accessory structure unless it has been approved as a Home Occupation under the Conditional Use provisions of

Code Section 2.500 and the home occupation standards of **Code Section 6.101**.

5. Boats, trailers, detached campers, recreation vehicles and similar recreational equipment may be stored on-site on a driveway or an improved surface, except in a front or side yard setback. Such vehicles shall not be used for human habitation. Temporary use of a Recreation Vehicle for guests is allowed for no more than four (4) consecutive days (as per 43.230 of the City's "Parking and Standing Vehicles" Code), Without a City Permit.
6. Oversized vehicles including trucks, bus, motor home, campers or trailers utilized for personal use shall not be parked on a city street or right-of-way for more than 4 consecutive days without a city permit and commercial or vending vehicle street parking is not permitted, all in conformance with City Ordinance 2013-01.

(3) **Conditional Uses.** In an R-4 Zone, the following uses and their accessory uses may be permitted in conformance with the conditional use provisions of **Code Section 2.500** and the applicable Use Standards of **Code Article 6** or **Code Section 7.200**.

- (a) Multiple-family mixed housing types and higher density housing may be approved as a Conditional Use under **Code Section 7.200, Planned Development**.
- (b) Home occupation in conformance with **Code Section 6.101**.
- (b) Residential Care Facility for 15 or less people as provided in ORS 197.660 - 670 and **Code Section 6.103**.
- (d) Group Child Care Center for 13 or more children as provided in the applicable provisions of ORS 657 A670 and **Code Section 6.103**.
- (e) Public or semi-public uses.
- (f) Agricultural Use in conformance with **Code Section 6.401**.

(4) **Development Standards.**

- (a) Lots shall have a minimum lot size of 5,000 square feet unless approved under the Planned Development provisions of **Code Section 7.200** as a Conditional Use.
- (b) Cottage Cluster developments shall be reviewed under **Code Section 6.106** and under the Planned Development provisions of **Code Section 7.200**
- (c) No structure or use shall be established in a manner likely to disrupt or cause contamination of a stream, lake, or other body of water.

- (d) Exterior street front yards shall have a minimum depth of 20 feet.
- (e) Exterior street side yards shall have a minimum depth of 10 feet.
- (f) Interior side yards shall have a minimum width of 5 feet.
For multiple family or row housing the Planning Commission may approve zero side yard setbacks under (3) (a) above.
- (f) Rear yards shall have a minimum depth of 15 feet.
- (g) Maximum building height shall be 35 feet.
- (h) Manufactured Dwellings placed on individual lots outside of a Manufactured Dwelling Park shall comply with the standards of **Code Section 6.113**.

SECTION 6.106 COTTAGE CLUSTER STANDARDS

Cottage Cluster housing is allowed in the R-4 residential zone in accordance with the Planned Development Provisions of **Section 7.200** provided municipal water and sewer service is available.

A. Development Standards

1. Applicability. Cottage clusters shall meet the standards in subsections (1) through (9) of this section (A).

- (1) Minimum Lot Area - One Acre
- (2) Maximum Density - 16 Units per Acre unless approved by the Planning Commission.
- (3) Access shall be from a designated arterial or collector street.
- (4) Setbacks and Building Separation.

a. Setbacks. Cottage clusters shall meet the minimum setback standards that apply to detached single family dwellings if individual parking is proposed or a minimum setbacks for dwellings that utilize shared parking:

- Front setbacks: 10 feet
- Side setbacks: 5 feet
- Rear setbacks: 10 feet

b. Building Separation. Cottages shall be separated by a minimum distance of **six (6) feet**. The minimum distance between all other structures, including accessory structures, shall be in accordance with building code requirements.

- (6) **Average Unit Size.** The maximum average floor area for a cottage cluster is **900, 1,000 or 1,400 square feet per dwelling unit**. Community buildings shall be included in the average floor area calculation for a cottage cluster.
- (6) **Building Height.** The maximum building height for all structures is 25 feet or two (2) stories, whichever is greater. **Bungalows?**
- (7) **Off-Street Parking.** Required Off-Street Parking. The minimum number of required off-street parking spaces for a cottage cluster project is **zero (0) spaces per unit with a floor area less than 1,000 square feet and one (1) space per unit with a floor area of 1,000 square feet or more**. Spaces may be provided for individual cottages or in shared parking clusters.

- (8) The City may require establishment of deed covenants, conditions and restrictions (CC&Rs) or other conditions including but not limited to any of the following where such are deemed necessary for the mitigation of potential adverse impacts on a neighborhood or adjacent areas:
 - (a) Regulate or limit the type of dwelling units.
 - (b) Additional landscaping or screening on the property boundary.
 - (c) Increased building setbacks from property boundaries.
- (9) On-site bicycle storage facilities, bicycle paths and pedestrian ways shall be provided for developments exceeding six dwelling units.

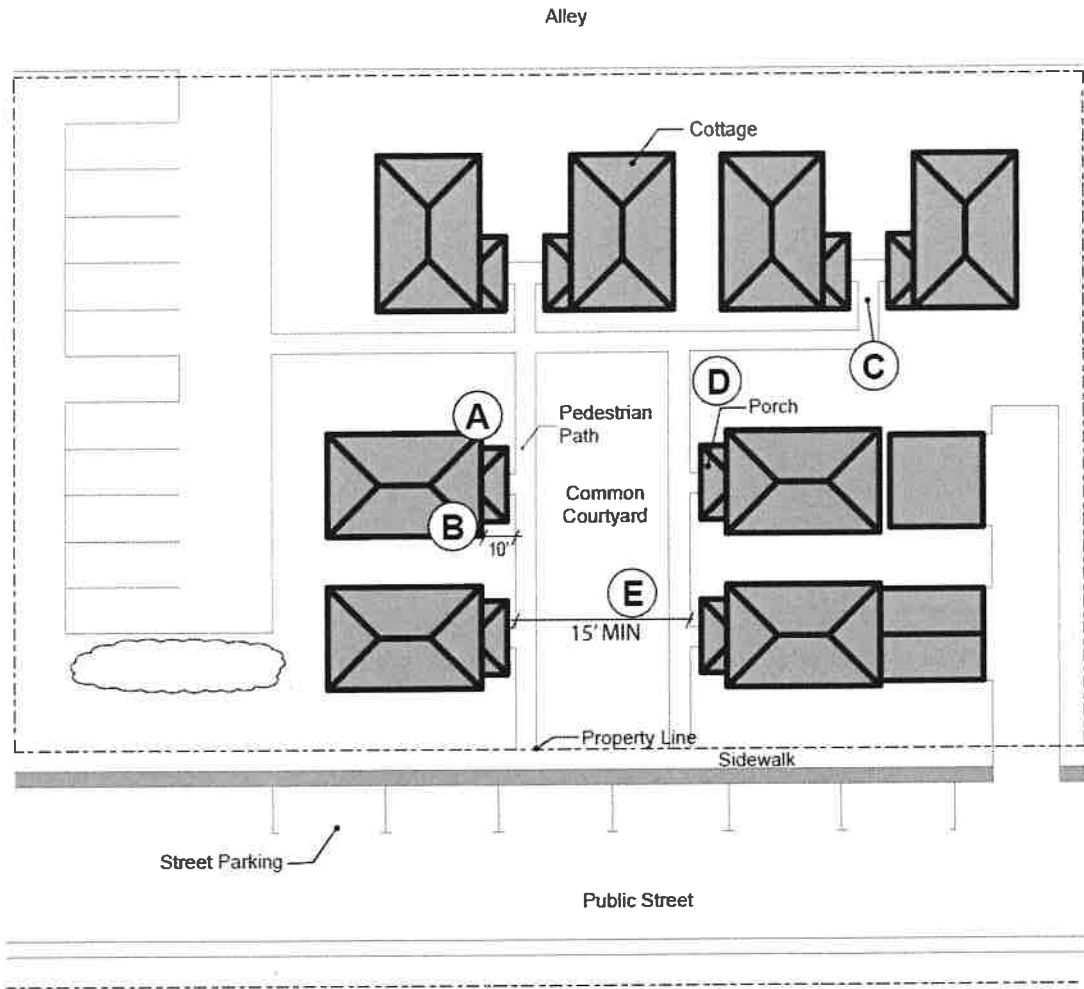
B. DESIGN STANDARDS

Cottage clusters shall meet the design standards in subsections (1) through (8) of this section (B). No other design standards shall apply to cottage clusters unless noted in this section. Mandates for construction of a garage or carport and any other design standards are invalid, except as specified in this Section (B).

1. **Cottage Orientation.** Cottages must be clustered around a common courtyard, meaning they abut the associated common courtyard or are directly connected to it by a pedestrian path, and must meet the following standards (see Figure 1):
 - a. Each cottage within a cluster must either abut the common courtyard or must be directly connected to it by a pedestrian path.
 - b. A minimum of 50 percent of cottages within a cluster must be oriented to the common courtyard and must:
 - i. Have a main entrance facing the common courtyard;
 - ii. Be within 10 feet from the common courtyard, measured from the façade of the cottage to the nearest edge of the common courtyard;
 - iii. Be connected to the common courtyard by a pedestrian path.
 - c. Cottages within 20 feet of a street property line may have their entrances facing the street.
 - d. Cottages not facing the common courtyard or the street must have their main entrances facing a pedestrian path that is directly connected to the common courtyard.
2. **Common Courtyard Design Standards.** Each cottage cluster must share a common courtyard in order to provide a sense of openness and community of residents. Common courtyards must meet the following standards (see Figure 1):
 - a. The common courtyard must be a single, contiguous piece.

- b. Cottages must abut the common courtyard on at least two sides of the courtyard.
- c. The common courtyard must contain a minimum of 150 square feet per cottage within the associated cluster (as defined in subsection (1) of this section (B)).
- d. The common courtyard must be a minimum of 15 feet wide at its narrowest dimension.
- e. The common courtyard shall be developed with a mix of landscaping, lawn area, pedestrian paths, and/or paved courtyard area, and may also include recreational amenities. Impervious elements of the common courtyard shall not exceed 75 percent of the total common courtyard area. OAR 660-046 Exhibit B – Large Cities Middle Housing Model Code 30 of 33.
- f. Pedestrian paths must be included in a common courtyard. Paths that are contiguous to a courtyard shall count toward the courtyard's minimum dimension and area. Parking areas, required setbacks, and driveways do not qualify as part of a common courtyard. *Cottage Cluster Orientation and Common Courtyard Standards* OAR 660-046 – Large Cities Middle Housing Model Code 31 of 33.

Figure 1. Cottage Cluster Orientation and Common Courtyard Standards



- (A)** A minimum of 50% of cottages must be oriented to the common courtyard.
- (B)** Cottages oriented to the common courtyard must be within 10 feet of the courtyard.
- (C)** Cottages must be connected to the common courtyard by a pedestrian path.
- (D)** Cottages must abut the courtyard on at least two sides of the courtyard.
- (E)** The common courtyard must be at least 15 feet wide at its narrowest width.

3. **Community Buildings.** Cottage cluster projects may include community buildings for the shared use of residents that provide space for accessory uses such as community meeting rooms, guest housing, exercise rooms, day care, or community eating areas. Community buildings must meet the following standards:

a. Each cottage cluster is permitted one community building, which shall count towards the maximum average floor area, pursuant to subsection (A)(5).

b. A community building that meets the development code's definition of a dwelling unit **must meet the maximum 900 square foot footprint limitation** that applies to cottages, unless a covenant is recorded against the property stating that the structure is not a legal dwelling unit and will not be used as a primary dwelling.

4. **Pedestrian Access.**

a. An accessible pedestrian path must be provided that connects the main entrance of each cottage to the following:

- i. The common courtyard;
- ii. Shared parking areas;
- iii. Community buildings; and
- iv. Sidewalks in public rights-of-way abutting the site or rights-of-way if there are no sidewalks.

b. The pedestrian path must be hard-surfaced and a minimum of four (4) feet wide.

5. **Windows.** Cottages within 20 feet of a street property line must meet any window coverage requirement that applies to detached single family dwellings in the same zone.

6. **Parking Design (see Figure 2).**

a. Clustered parking. Off-street parking may be arranged in clusters, subject to the following standards:

- i. Cottage cluster projects with fewer than 16 cottages are permitted parking clusters of not more than five (5) contiguous spaces.
- ii. Cottage cluster projects with 16 cottages or more are permitted parking clusters of not more than eight (8) contiguous spaces.
- iii. Parking clusters must be separated from other spaces by at least four (4) feet of landscaping.
- iv. Clustered parking areas may be covered.

b. Parking location and access.

- i. Off-street parking spaces and vehicle maneuvering areas shall not be located: OAR 660-046 Exhibit B – Large Cities Middle Housing Model Code 32 of 33

- Within of 20 feet from any street property line, except alley property lines;
 - Between a street property line and the front façade of cottages located closest to the street property line. This standard does not apply to alleys.
- ii. Off-street parking spaces shall not be located within 10 feet of any other property line, except alley property lines. Driveways and drive aisles are permitted within 10 feet of other property lines.
- c. Screening. Landscaping, fencing, or walls at least three feet tall shall separate clustered parking areas and parking structures from common courtyards and public streets.
- d. Garages and carports.
- i. Garages and carports (whether shared or individual) must not abut common courtyards.
 - ii. Individual attached garages up to **200 square feet** shall be exempted from the calculation of maximum building footprint for cottages.
 - iii. Individual detached garages **must not exceed 400 square feet** in floor area.
 - iii. Garage doors for attached and detached individual garages must not exceed 20 feet in width.

7. **Accessory Structures.** Accessory structures must not exceed 400 square feet in floor area.

8. **Existing Structures.** On a lot or parcel to be used for a cottage cluster project, an existing detached single family dwelling on the same lot at the time of proposed development of the cottage cluster may remain within the cottage cluster project area under the following conditions:

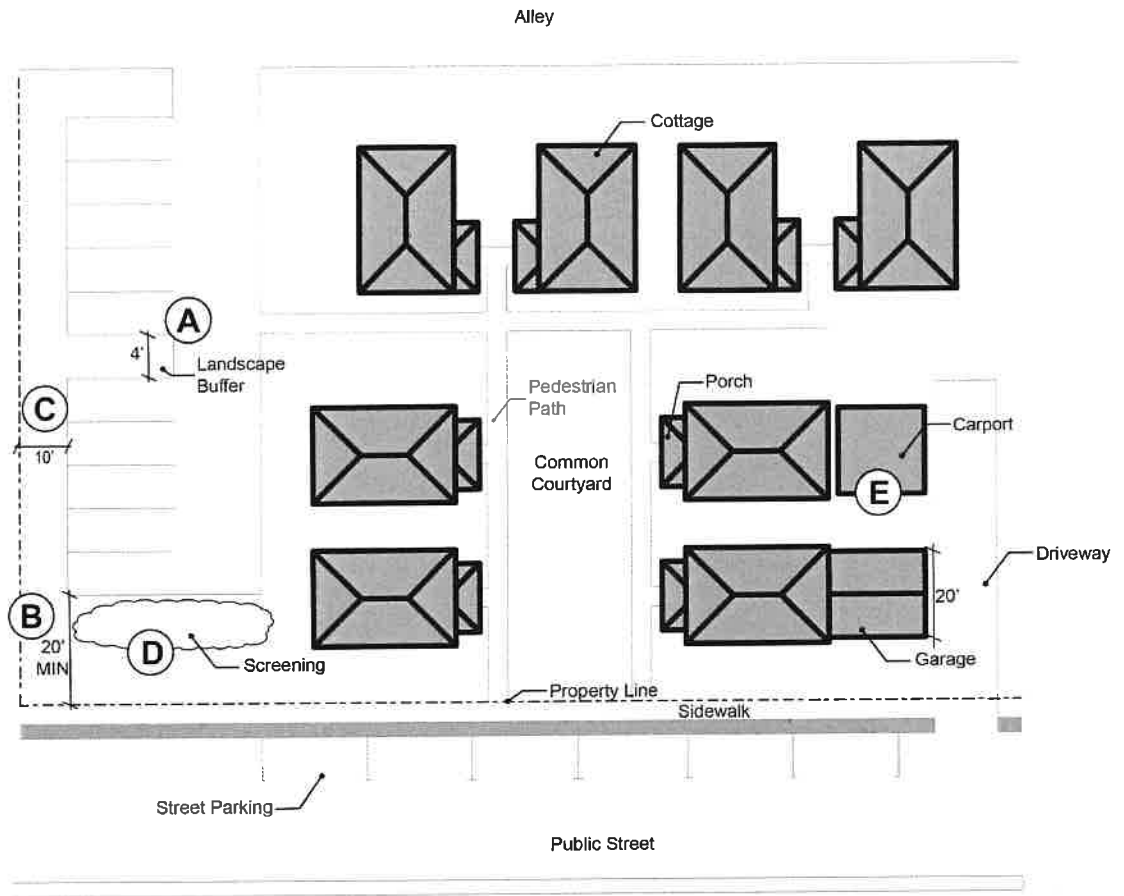
a. The existing dwelling may be nonconforming with respect to the requirements of this code.

b. The existing dwelling may be expanded up to the maximum height in subsection (A)(6) or the maximum building footprint in Chapter 1, subsection (A)(5); however, existing dwellings that exceed the maximum height and/or footprint of this code may not be expanded.

c. The floor area of the existing dwelling shall not count towards the maximum average floor area of a cottage cluster.

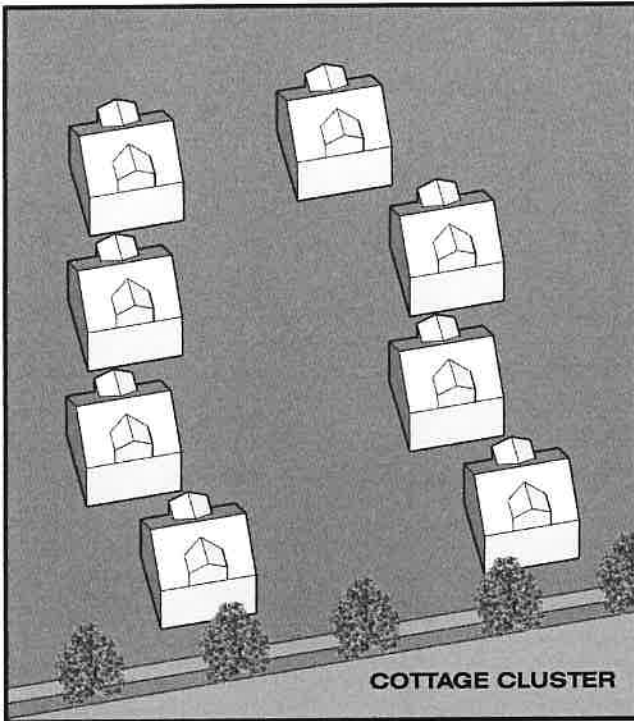
d. The existing dwelling shall be excluded from the calculation of orientation toward the common courtyard, per subsection (1)(a) of this section (C). OAR 660-046 Exhibit B – Large Cities Middle Housing Model Code 33 of 33.

Figure 2. Cottage Cluster Parking Design Standards



- (A)** Parking allowed in clusters of up to 5 spaces. Clusters separated by minimum 4 feet of landscaping.
- (B)** No parking or vehicle area within 20 feet from street property line (except alley).
- (C)** No parking within 10 feet from other property lines (except alley). Driveways and drive aisles permitted within 10 feet.
- (D)** Screening required between clustered parking areas or parking structures and public streets or common courtyards.
- (E)** Garages and carports must not abut common courtyards. Garage doors for individual garages must not exceed 20 feet in width.

Cottage Clusters



Background

Cottage clusters are a group of smaller detached housing units. The cottages are typically 800-1200 square feet, less than half the size of the typical modern home. Cottages are clustered around a common open space. Front entrances of cottages open onto the common space or onto the sidewalk. Parking areas are located at the side or the rear of the property, and are connected to the units by internal sidewalks.

This housing type provides a community-oriented option for anyone interested in smaller housing, including younger homeowners and seniors. Units are typically offered under condominium ownership or as rentals. Cottage clusters offer many benefits, including reduced landscape maintenance responsibilities, efficient parking design, and shared amenities.

Proposed Site Standards

Units: Between 4 and 12 units.

Lot size: Minimum lot size is 10,000 square feet.

Site Coverage: 20 percent of lot must be common open space, which is oriented to the street.

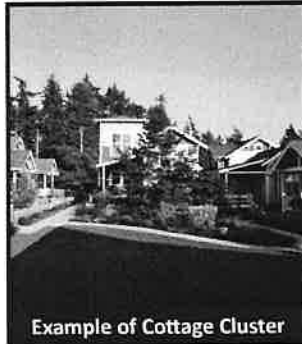
Setbacks: 10 feet along the street, 5 feet everywhere else.

Internal Pathways: Required. Must be ADA-compliant and connect cottages to parking and common space.

Home Occupations: Home businesses serving customers are not allowed.

Additional Standards:

- Cottages cannot be enlarged.



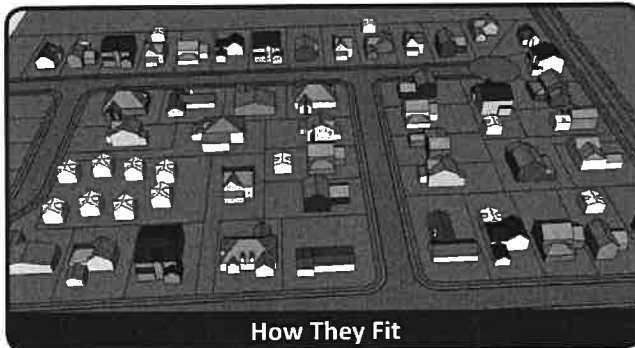
Proposed Design Standards

Size: Maximum size of each cottage is 1,200 square feet. The average square footage of units is 1,100 square feet, ensuring diversity of size.

Maximum Height: 25 feet.

Additional Standards:

- Front entrances must face the common open space or the street.
- Porches are required, must be 50 square feet minimum.
- Fences not along a property line must be 3 feet or less.



Proposed Parking Standards

Parking Minimum: 1 parking space per unit.

Parking Credit: Allowed, if within 1/2 mile of transit or if sufficient curb space exists.

Screening: Off-street parking must be screened from street and adjacent properties.

Location: Parking must be grouped and located at least 20 feet from any street.



City of Tigard

www.tigard-or.gov/HousingOptions

Cluster Housing Info Sheet***What is cluster housing?***

Cluster housing includes group(s) of 4 to 12 smaller dwellings clustered together around a common green space; more than one such group can be developed on the same site. The dwellings themselves can be individual detached structures—often called cottages; attached structures such as townhouses, duplexes and 3-4 plexes; and small apartments sometimes called garden or courtyard apartments. The dwellings are clustered together facing each other across a courtyard, rather than arranged in a traditional grid along public streets. Dwellings share common amenities such as green space, parking areas, and community buildings.

Where can I build cluster housing in the city?

Cluster housing can be developed in all residential zones. Consult the Housing Explorer mapping tool online to see where cluster housing can be developed:
<https://www.orcity.org/maps/housing-explorer>.

Cluster housing can be developed as a stand-alone project, or a cluster can be integrated into a larger residential development such as a subdivision or master plan/planned unit development.

What are the key zoning requirements?

Dwellings within a cluster housing project must be built to a smaller scale, to offset the increased number of units permitted. The maximum gross floor area for any single unit is 1,500 sq. ft., with an overall maximum average floor area of 1,000 sq. ft. per unit for the project. Maximum height for all units is 25 feet.

All cluster housing projects must provide 400 sq. ft. of open space per unit, which may include private and common spaces. At least half of the open space must be provided as a central open space with individual



Cluster housing examples including detached cottage units (top), attached duplexes and triplexes (middle), and courtyard apartments (bottom), all with common courtyard and green.

homes facing onto the open space, translating to 800 sq. ft. for a 4-unit cluster up to 2,400 sq. ft. for a 12-unit cluster.

Cluster housing requires a minimum of one parking space per unit, and can be provided through a combination of individual garages, common parking areas or garages, and/or on-street parking.

Cluster housing can be developed on a single lot, with all units under common ownership or sold individually as condos, or a cluster can developed through a subdivision that creates individual lots for each unit with common amenities controlled by a homeowners association.

Summary Table: Cluster Housing Standards by Zoning District

	R-10	R-8	R-6	R-5	R-3.5	R-2
Housing types allowed	<ul style="list-style-type: none"> • Single-family detached • Up to two attached units (duplex or townhouses) 			<ul style="list-style-type: none"> • Single-family detached • Up to four attached units (plexes or townhouses) 		<ul style="list-style-type: none"> • Single-family detached • Up to six attached units (Plexes or townhouses)
Minimum site area per unit	5,000 sq. ft. per unit	4,000 sq. ft. per unit	3,000 sq. ft. per unit	3,333 sq. ft. per unit	2,333 sq. ft. per unit	2,000 sq. ft. per unit
Minimum total site area¹	20,000 sq. ft. (for four units)	16,000 sq. ft. (for four units)	12,000 sq. ft. (for four units)	13,333 sq. ft. (for four units)	10,000 sq. ft. (for four units)	8,000 sq. ft. (for four units)
Minimum individual lot size²	3,500 sq. ft.	3,000 sq. ft.	2,500 sq. ft.	2,000 sq. ft.	2,000 sq. ft.	1,500 sq. ft.

1. Effective minimums based on minimum lot area per unit and minimum of four units required, rather than regulatory minimums of 10,000 sq. ft. per project in all zones except R-2, which would be too small to permit required number of units. Except that in R-3.5, 10,000 sq. ft. site minimum is higher than the 9,333-sq. ft. required site area for four units.

2. Overall project site must also meet minimum site area requirements for the number of units created.

What zoning standards apply to cluster housing development?

This handout is intended as a summary of key standards. For more complete information, see:

- Base zone standards
- OCMC 17.20.020 – Cluster Housing
- OCMC 17.52 – Off-Street Parking and Loading
- OCMC 17.62 – Site Plan and Design Review, including 17.62.050 – General Standards

What permits, applications and fees are required?

A Type II Major Site Plan and Design Review is required for all cluster housing projects, including a pre-application conference prior to submitting an application.

- Land Use process timelines: <https://www.orcity.org/planning/processes-and-timelines>

- Site Plan and Design Review resources: <https://www.orcity.org/planning/site-plan-and-design-review-resources>
- Planning Review Fees: <https://www.orcity.org/planning/planning-fee-schedule>

A subdivision or minor partition review is also required for any projects creating individual lots. See individual application forms for more detail.

- Subdivision (4 or more lots): <https://www.orcity.org/planning/subdivision-resources>
- Minor partition (2-3 lots): <https://www.orcity.org/planning/minor-partition-resources-0>

Building permits and engineering permits may be required as well.

- Building permits: <https://www.orcity.org/building>
- Engineering permits: <https://www.orcity.org/publicworks/engineering-development-services>

In addition to application and review fees, System Development Charges (SDCs) will be assessed for all cluster housing units. Cluster housing units are assessed as a mixed-use development. Contact Public Works for an estimate at (503) 657-0891. Further SDC information may be found at the following link:

- <https://www.orcity.org/publicworks/system-development-charges-sdcs>