

**ADAIR VILLAGE CITY COUNCIL-Final**

**City Hall - 6030 Wm. R Carr Av.**

**\*\*\*\*Tuesday, September 7, 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 – August 3, 2021 (Attachment A)
- b. Bills List through – August 31, 2021 (Attachment B) – \$113,372.87

**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 (Attachment G) Pat Hare

**5. OLD BUSINESS:**

- a) R4 Zone Cottage Cluster (Attachment H, H1, H2, H3) Pat Hare  
**Action:** Discussion
- b) Aaron Fuller City Council Sean Kidd/Pat Hare  
**Action:** Discussion
- c) Santiam Christian Property (Attachment I TBD) Pat Hare  
**Action:** Discussion

**6. NEW BUSINESS:**

- a) Paul Johal (Gas Station) Paul Johal  
**Action:** Discussion

**7. ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:**

- a) Ordinance 2021 – 3 Adopting New Zone R4 Cottage Cluster (Attachment J) Pat Hare  
**Action:** Public Hearing/Decision

**8. EXECUTIVE SESSION** ORS 192.660660 (i): To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

- a) City Administrator Evaluation  
**Action:** Discussion/Decision

**9. COUNCIL and MAYOR COMMENTS:**

**10. ADJOURNMENT:**

Next meetings -

City Council –Tuesday, October 5, 2021 6:00 PM  
Planning Commission – September 21, 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](mailto: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, August 3, 2021 – 6:00 PM\*\*\*\*

<b>Agenda Item</b>	<b>Action</b>
<p><b>1. Roll Call:</b> 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><b>2. Consent Calendar</b> (Agenda Item 2).  Minutes of the July 6, 2021 City Council Meeting. Bills List through July 21, 2021, (\$118,631.19 total).</p>	<p>Councilor Officer moved to approve the Consent Calendar. Councilor Rowe seconded. <b>Unanimous Approval (4-0).</b></p>
<p><b>3. Public Comment</b> (Agenda Item 3). None.</p>	
<p><b>4. Attachment C – Community Services Officer</b> (Agenda Item 4a). CA Hare presented the report.</p>	<p>Council received the report.</p>
<p><b>5. Attachment D – Public Works Report</b> (Agenda Item 4b). CA Hare presented the report.</p>	<p>Council received the report.</p>
<p><b>6. Attachment E – City Administrator Report</b> (Agenda Item 4c). CA Hare presented the report.</p> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• <b>UGB Expansion</b> – Dowl Engineering ahs been working on the application to the City and the County on our behalf. We have a pre-application meeting on August 25<sup>th</sup>.</li> <li>• <b>ARPA</b> – We will be submitting for these funds over the next couple of weeks.</li> <li>• <b>Tangent</b> – Update</li> <li>• <b>Alyrica</b> – Alyrica will be connecting the two barracks building over the next two weeks and are continuing to install in the new section.</li> <li>• <b>ODFW</b> – Update</li> </ul>	<p>Council received the report.</p>

<p><b>Property/Businesses</b></p> <ul style="list-style-type: none"> <li>• <b>Parks &amp; Perpetuity</b> – Update</li> <li>• <b>AVIS</b> – Update</li> <li>• <b>Store/Bella’s Pizzeria</b> – Paul 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.</li> <li>• <b>Sweet Taste Bakery</b> – Linda has launched her new brand and is now open to the public, the building looks great.</li> </ul> <p><b>Major Projects/Engineering</b></p> <ul style="list-style-type: none"> <li>• <b>Calloway Creek</b> – Construction continues to go at a fast pace and sales haven’t slowed.</li> <li>• <b>Santiam Christian</b> – Update</li> <li>• <b>Water Plant</b> – Update</li> <li>• <b>Hospital Hill Water Line</b> – 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.</li> </ul>	
<p><b>7. Attachment F – Sheriff’s Report</b> (Agenda Item 4d). CA Hare presented the report.</p>	<p>Council received the report.</p>
<p><b>8. Financial Report</b> (Agenda Item 4e). No report this month due to the end of the fiscal year.</p>	
<p><b>9. Attachments H, H1, H2, H3, H4 – R4 Zone Cottage Cluster</b> (Agenda Item 6a).</p>	<p>Council discussed the matter.</p>
<p><b>10. Council and Mayor Comments</b> (Agenda Item 8):</p> <ul style="list-style-type: none"> <li>• Mayor Currier – Nonoe.</li> <li>• Councilor Officer - None.</li> <li>• Councilor Rowe – None.</li> <li>• Councilor Ray – None.</li> </ul>	
<p><b>11. Adjournment:</b> Next meeting- Council meeting on Tuesday, September 7, 2021 at 6:00 pm.</p>	<p>Mayor Currier adjourned the meeting at 7:35pm..</p>

\_\_\_\_\_  
Mayor’s Approval

\_\_\_\_\_  
Date

**Aug 2021 Bills**

<b>Date</b>	<b>Amount</b>
8/3/2021	\$22,607.86
8/11/2021	\$66,155.03
8/19/2021	\$14,190.83
8/26/2021	\$10,419.15

**Total** \$113,372.87

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
<b>1410 Century Link</b>									
07112021	1	Phone	Invoice	07/11/2021	08/11/2021	85.61		✓ 85.61	510-430-521
Total 07112021:						85.61	.00	85.61	
07162021	1	Phone	Invoice	07/16/2021	08/16/2021	85.95		✓ 85.95	500-420-521
Total 07162021:						85.95	.00	85.95	
Total 1410 Century Link:						171.56	.00	✓ 171.56	24842
<b>1740 Comcast</b>									
06192021	1	Final Billing	Invoice	06/19/2021	08/01/2021	3.45		3.45	100-900-521
Total 06192021:						3.45	.00	3.45	
Total 1740 Comcast:						3.45	.00	✓ 3.45	24843
<b>1800 Consumers Power Inc.</b>									
07192021	1	1152400	Invoice	07/19/2021	08/19/2021	1,035.00		1,035.00	200-410-521
07192021	2	1152401	Invoice	07/19/2021	08/19/2021	25.43		25.43	100-300-521
07192021	3	1152406	Invoice	07/19/2021	08/19/2021	142.89		142.89	100-900-521
07192021	4	1152409	Invoice	07/19/2021	08/19/2021	25.43		25.43	100-900-521
07192021	5	1152410	Invoice	07/19/2021	08/19/2021	58.82		58.82	510-430-521
07192021	6	1152411	Invoice	07/19/2021	08/19/2021	65.55		65.55	500-420-521
07192021	7	1152412	Invoice	07/19/2021	08/19/2021	173.30		173.30	510-430-521
07192021	8	1152413	Invoice	07/19/2021	08/19/2021	88.62		88.62	510-430-521
07192021	9	1152414	Invoice	07/19/2021	08/19/2021	25.23		25.23	500-420-521
07192021	10	1152415	Invoice	07/19/2021	08/19/2021	25.05		25.05	100-900-521
Total 07192021:						1,665.32	.00	1,665.32	
Total 1800 Consumers Power Inc.:						1,665.32	.00	✓ 1,665.32	24844
<b>7474 Corporate Warehouse Supply</b>									
65143	1	Toner	Invoice	07/09/2021	08/09/2021	1,929.45		1,929.45	100-900-520
Total 65143:						1,929.45	.00	1,929.45	
Total 7474 Corporate Warehouse Supply:						1,929.45	.00	✓ 1,929.45	24845
<b>2300 Delapoer Kidd Attorneys at Law</b>									
1872	1	General City matters	Invoice	08/02/2021	09/02/2021	481.25		481.25	100-900-520
Total 1872:						481.25	.00	481.25	
Total 2300 Delapoer Kidd Attorneys at Law:						481.25	.00	✓ 481.25	24846
<b>2520 Edge Analytical, Inc</b>									
21-26991	1	Lab work	Invoice	08/02/2021	09/02/2021	76.50		✓ 76.50	510-430-521
Total 21-26991:						76.50	.00	76.50	
21-26992	1	Work for Tangent	Invoice	07/22/2021	08/22/2021	76.50		✓ 76.50	100-900-520

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 21-26992:						76.50	.00	76.50	
21-28181	1	Lab work	Invoice	08/02/2021	09/02/2021	29.70		✓ 29.70	500-420-521
Total 21-28181:						29.70	.00	29.70	
Total 2520 Edge Analytical, Inc:						182.70	.00	✓ 182.70	24847
<b>2670 Ferguson Enterprises Inc</b>									
0994679	1	Meter Box	Invoice	05/27/2021	08/04/2021	227.91		227.91	500-420-520
Total 0994679:						227.91	.00	227.91	
Total 2670 Ferguson Enterprises Inc:						227.91	.00	✓ 227.91	24848
<b>5330 Pape Machinery</b>									
12906088	1	Parts	Invoice	07/26/2021	08/26/2021	64.39		64.39	100-300-520
Total 12906088:						64.39	.00	64.39	
Total 5330 Pape Machinery:						64.39	.00	✓ 64.39	24849
<b>5340 Paramount Supply Company</b>									
363475	1	Parts	Invoice	07/21/2021	08/21/2021	89.92		89.92	500-420-520
Total 363475:						89.92	.00	89.92	
Total 5340 Paramount Supply Company:						89.92	.00	✓ 89.92	24850
<b>5630 R3 Engraving &amp; Signs</b>									
74739	1	Councilor and Planning Commissio	Invoice	07/22/2021	08/22/2021	80.00		80.00	100-900-5211
Total 74739:						80.00	.00	80.00	
Total 5630 R3 Engraving & Signs:						80.00	.00	✓ 80.00	24851
<b>6290 Smith-Wagar Brucker Consulting, LLC</b>									
D1131	1	Financial Consulting	Invoice	07/20/2021	08/20/2021	1,000.00		1,000.00	100-900-520
Total D1131:						1,000.00	.00	1,000.00	
Total 6290 Smith-Wagar Brucker Consulting, LLC:						1,000.00	.00	✓ 1,000.00	24852
<b>7480 TMG Services</b>									
0046922-IN	1	Pumps	Invoice	07/28/2021	08/28/2021	16,633.00		16,633.00	500-420-535
Total 0046922-IN:						16,633.00	.00	16,633.00	
Total 7480 TMG Services:						16,633.00	.00	✓ 16,633.00	24853
<b>999 Utility Refunds</b>									
07272021	1	Water	Invoice	07/27/2021	08/27/2021	47.35		47.35	500-420-521
07272021	2	Wastewater	Invoice	07/27/2021	08/27/2021	31.56		31.56	510-430-521
Total 07272021:						78.91	.00	✓ 78.91	24841

*Jensen 120907*

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 999 Utility Refunds:						78.91	.00	78.91	
Total :						22,607.86	.00	22,607.86	
Grand Totals:						22,607.86	.00	22,607.86	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-300-52022	64.39	.00	64.39
100-300-52109	25.43	.00	25.43
100-900-52002	1,929.45	.00	1,929.45
100-900-52017	481.25	.00	481.25
100-900-52019	1,076.50	.00	1,076.50
100-900-52109	193.37	.00	193.37
100-900-52110	3.45	.00	3.45
100-900-52111	80.00	.00	80.00
200-410-52109	1,035.00	.00	1,035.00
500-420-52002	89.92	.00	89.92
500-420-52011	227.91	.00	227.91
500-420-52104	29.70	.00	29.70
500-420-52105	47.35	.00	47.35
500-420-52109	90.78	.00	90.78
500-420-52110	85.95	.00	85.95
500-420-53500	16,633.00	.00	16,633.00
510-430-52104	76.50	.00	76.50
510-430-52105	31.56	.00	31.56
510-430-52109	320.74	.00	320.74
510-430-52110	85.61	.00	85.61
Grand Totals:	22,607.86	.00	22,607.86

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
05/21	227.91	.00	227.91
06/21	3.45	.00	3.45
07/21	21,789.05	.00	21,789.05
08/21	587.45	.00	587.45
Grand Totals:	22,607.86	.00	22,607.86

*[Handwritten signature]*  
8/3/21

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
<b>150 A &amp; B Septic</b>									
52628	1	Work for Tangent	Invoice	07/01/2021	09/01/2021	300.00		✓ 300.00	100-900-520
Total 52628:						300.00	.00	300.00	
52743	1	Work for Tangent	Invoice	07/13/2021	09/13/2021	65.00		✓ 65.00	100-900-520
Total 52743:						65.00	.00	65.00	
52744	1	Work for Tangent	Invoice	07/13/2021	09/13/2021	211.50		✓ 211.50	100-900-520
Total 52744:						211.50	.00	211.50	
52866	1	Work for Tangent	Invoice	07/21/2021	09/21/2021	65.00		✓ 65.00	100-900-520
Total 52866:						65.00	.00	65.00	
52867	1	Work for Tangent	Invoice	07/21/2021	09/21/2021	115.00		✓ 115.00	100-900-520
Total 52867:						115.00	.00	115.00	
52868	1	Work for Tangent	Invoice	07/21/2021	09/21/2021	115.00		✓ 115.00	100-900-520
Total 52868:						115.00	.00	115.00	
52902	1	Work for Tangent	Invoice	07/26/2021	09/26/2021	211.50		✓ 211.50	100-900-520
Total 52902:						211.50	.00	211.50	
52903	1	Work for Tangent	Invoice	07/26/2021	09/26/2021	256.50		✓ 256.50	100-900-520
Total 52903:						256.50	.00	256.50	
52949	1	Work for Tangent	Invoice	07/29/2021	09/29/2021	1,261.50		✓ 1,261.50	100-900-520
Total 52949:						1,261.50	.00	1,261.50	
52985	1	Work for Tangent	Invoice	07/29/2021	09/29/2021	415.00		✓ 415.00	100-900-520
Total 52985:						415.00	.00	415.00	
52986	1	Work for Tangent	Invoice	07/29/2021	09/29/2021	575.00		✓ 575.00	100-900-520
Total 52986:						575.00	.00	575.00	
Total 150 A & B Septic:						3,591.00	.00	✓ 3,591.00	24854
<b>690 Bank of America</b>									
07232021	1	Finance Charge	Invoice	07/23/2021	08/23/2021	1.00		1.00	100-900-521
07232021	2	Staples	Invoice	07/23/2021	08/23/2021	90.46		90.46	100-900-520
07232021	3	Staples	Invoice	07/23/2021	08/23/2021	30.44		30.44	100-900-520
07232021	4	Staples	Invoice	07/23/2021	08/23/2021	47.48		47.48	100-900-520
07232021	5	South Pacific Tire Pros	Invoice	07/23/2021	08/23/2021	431.34		431.34	500-420-520
07232021	6	South Pacific Tire Pros	Invoice	07/23/2021	08/23/2021	431.33		431.33	510-430-520
07232021	7	8X8	Invoice	07/23/2021	08/23/2021	228.74		228.74	100-900-521
07232021	8	Home Depot	Invoice	07/23/2021	08/23/2021	699.00		699.00	100-900-520



Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
07232021	9	Staples	Invoice	07/23/2021	08/23/2021	83.72		83.72	100-900-520
07232021	10	Staples	Invoice	07/23/2021	08/23/2021	7.99		7.99	100-900-520
07232021	11	USPS	Invoice	07/23/2021	08/23/2021	635.55		635.55	100-900-521
07232021	12	USPS	Invoice	07/23/2021	08/23/2021	551.85		551.85	100-900-521
07232021	13	Staples	Invoice	07/23/2021	08/23/2021	52.97		52.97	100-900-520
07232021	14	Wilco	Invoice	07/23/2021	08/23/2021	10.48		10.48	500-420-520
Total 07232021:						3,302.35	.00	3,302.35	
Total 690 Bank of America:						3,302.35	.00	3,302.35	24855
<b>890 Best Pots Inc</b>									
A-441210	1	Rented Unit	Invoice	07/29/2021	09/28/2021	92.40		92.40	500-420-520
Total A-441210:						92.40	.00	92.40	
Total 890 Best Pots Inc:						92.40	.00	92.40	24856
<b>1340 Caselle Inc.</b>									
111455	1	Monthly Software Hosting Fees	Invoice	08/01/2021	09/01/2021	583.20		583.20	500-420-521
111455	2	Monthly Software Hosting Fee	Invoice	08/01/2021	09/01/2021	388.80		388.80	100-900-521
111455	3	Monthly Software Hosting Fee	Invoice	08/01/2021	09/01/2021	194.40		194.40	510-430-521
111455	4	Monthly Software Hosting Fee	Invoice	08/01/2021	09/01/2021	64.80		64.80	200-410-521
111455	5	Monthly Software Hosting Fee	Invoice	08/01/2021	09/01/2021	64.80		64.80	520-440-521
Total 111455:						1,296.00	.00	1,296.00	
Total 1340 Caselle Inc.:						1,296.00	.00	1,296.00	24857
<b>1410 Century Link</b>									
07252021	1	Phone	Invoice	07/25/2021	08/25/2021	53.95		53.95	500-420-521
Total 07252021:						53.95	.00	53.95	
Total 1410 Century Link:						53.95	.00	53.95	24858
<b>1550 City of Corvallis</b>									
223568	1	Fuel	Invoice	07/31/2021	08/31/2021	343.10		343.10	500-420-520
Total 223568:						343.10	.00	343.10	
Total 1550 City of Corvallis:						343.10	.00	343.10	24859
<b>1610 Civil West Engineering Services Inc</b>									
1001.001.01	1	General Services	Invoice	08/02/2021	09/02/2021	1,297.50		1,297.50	100-900-520 <sup>20</sup>
1001.001.01	2	Water	Invoice	08/02/2021	09/02/2021	4,870.00		4,870.00	500-420-535 <sup>00</sup>
Total 1001.001.012:						6,167.50	.00	6,167.50	
1001.030.00	1	ODOT	Invoice	08/02/2021	09/02/2021	572.50		572.50	200-410-520 <sup>20</sup>
Total 1001.030.007:						572.50	.00	572.50	
1001.031.00	1	Hospital Hill and Calloway Watermai	Invoice	08/02/2021	09/02/2021	8,284.50		8,284.50	500-420-535 <sup>03</sup>
Total 1001.031.002:						8,284.50	.00	8,284.50	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 1610 Civil West Engineering Services Inc:						15,024.50	.00	15,024.50	✓ 24860
<b>2270 De Lage Landen Financial Services Inc.</b>									
73400199	1	financial services	Invoice	08/10/2021	09/01/2021	131.00		131.00	100-900-520
Total 73400199:						131.00	.00	131.00	
Total 2270 De Lage Landen Financial Services Inc.:						131.00	.00	✓ 131.00	24861
<b>2670 Ferguson Enterprises Inc</b>									
1011249	1	Parts	Invoice	08/09/2021	09/09/2021	821.65		821.65	500-420-520
Total 1011249:						821.65	.00	821.65	
Total 2670 Ferguson Enterprises Inc:						821.65	.00	✓ 821.65	24862
<b>7481 Grand Jazz Band</b>									
08142021	1	Founders Day Entertainment	Invoice	08/05/2021	08/14/2021	750.00		750.00	100-300-5211
Total 08142021:						750.00	.00	750.00	
Total 7481 Grand Jazz Band:						750.00	.00	✓ 750.00	24863
<b>7363 JC Electric Plumbing</b>									
9358	1	Materials	Invoice	08/04/2021	09/04/2021	39,329.82		39,329.82	500-420-535 <sup>00</sup>
Total 9358:						39,329.82	.00	39,329.82	
Total 7363 JC Electric Plumbing:						39,329.82	.00	✓ 39,329.82	24864
<b>4240 Matt Lydon</b>									
08102021	1	Reimbursement for Wilco Receipt	Invoice	08/10/2021	09/10/2021	129.98		129.98	500-420-520
Total 08102021:						129.98	.00	129.98	
Total 4240 Matt Lydon:						129.98	.00	✓ 129.98	24865
<b>4670 NW Natural</b>									
07282021	1	1407224-3	Invoice	07/28/2021	08/28/2021	15.99		15.99	100-900-521
Total 07282021:						15.99	.00	15.99	
Total 4670 NW Natural:						15.99	.00	✓ 15.99	24866
<b>4800 One Call Concepts Inc</b>									
1040317-IN	1	Cleaning Services	Invoice	04/30/2021	09/01/2021	38.40		38.40	500-420-521
1040317-IN	2	Cleaning Services	Invoice	04/30/2021	09/01/2021	38.40		38.40	510-430-521
Total 1040317-IN:						76.80	.00	✓ 76.80	
1050318-IN	1	Cleaning Services	Invoice	05/31/2021	09/01/2021	25.20		25.20	500-420-521
1050318-IN	2	Cleaning Services	Invoice	05/31/2021	09/01/2021	25.20		25.20	510-430-521
Total 1050318-IN:						50.40	.00	✓ 50.40	
1060319-IN	1	Cleaning Services	Invoice	06/30/2021	09/01/2021	24.00		24.00	500-420-521
1060319-IN	2	Cleaning Services	Invoice	06/30/2021	09/01/2021	24.00		24.00	510-430-521

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 1060319-IN:						48.00	.00	✓ 48.00	
1070319-IN	1	Cleaning Services	Invoice	07/31/2021	09/01/2021	24.00		24.00	500-420-521
1070319-IN	2	Cleaning Services	Invoice	07/31/2021	09/01/2021	24.00		24.00	510-430-521
Total 1070319-IN:						48.00	.00	✓ 48.00	
AUG0103-FC	1	Cleaning Services	Invoice	08/02/2021	09/01/2021	.58		.58	500-420-521
AUG0103-FC	2	Cleaning Services	Invoice	08/02/2021	09/01/2021	.57		.57	510-430-521
Total AUG0103-FC:						1.15	.00	✓ 1.15	
Total 4800 One Call Concepts Inc:						224.35	.00	✓ 224.35	24867
<b>7364 Pacific Office Automation</b>									
576136	1	Copier Service	Invoice	08/05/2021	09/05/2021	897.73		897.73	100-900-520
Total 576136:						897.73	.00	897.73	
Total 7364 Pacific Office Automation:						897.73	.00	✓ 897.73	24868
<b>5780 Republic Services #452</b>									
0452-004569	1	3-0452-0023479	Invoice	07/31/2021	08/31/2021	36.65		✓ 36.65	100-900-521
Total 0452-00456962:						36.65	.00	36.65	
0452-004580	1	3-0452-0340655	Invoice	07/31/2021	08/31/2021	114.56		✓ 114.56	510-430-521
Total 0452-004580113:						114.56	.00	114.56	
Total 5780 Republic Services #452:						151.21	.00	✓ 151.21	24869
Total :						66,155.03	.00	66,155.03	
Grand Totals:						66,155.03	.00	66,155.03	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-300-52111	750.00	.00	750.00
100-900-52002	1,012.06	.00	1,012.06
100-900-52019	3,722.00	.00	3,722.00
100-900-52020	1,297.50	.00	1,297.50
100-900-52022	897.73	.00	897.73
100-900-52101	1.00	.00	1.00
100-900-52108	1,187.40	.00	1,187.40
100-900-52109	52.64	.00	52.64
100-900-52110	228.74	.00	228.74
100-900-52114	388.80	.00	388.80
200-410-52020	572.50	.00	572.50
200-410-52114	64.80	.00	64.80
500-420-52002	140.46	.00	140.46

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
500-420-52011	821.65	.00	821.65
500-420-52014	774.44	.00	774.44
500-420-52019	92.40	.00	92.40
500-420-52109	112.18	.00	112.18
500-420-52110	53.95	.00	53.95
500-420-52114	583.20	.00	583.20
500-420-53500	44,199.82	.00	44,199.82
500-420-53503	8,284.50	.00	8,284.50
510-430-52014	431.33	.00	431.33
510-430-52109	226.73	.00	226.73
510-430-52114	194.40	.00	194.40
520-440-52114	64.80	.00	64.80
<b>Grand Totals:</b>	<b>66,155.03</b>	<b>.00</b>	<b>66,155.03</b>

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
04/21	76.80	.00	76.80
05/21	50.40	.00	50.40
06/21	48.00	.00	48.00
07/21	7,598.00	.00	7,598.00
08/21	58,381.83	.00	58,381.83
<b>Grand Totals:</b>	<b>66,155.03</b>	<b>.00</b>	<b>66,155.03</b>

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2/11/21

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
<b>640 Auto Zone</b>									
2217923805	1	Public Works	Invoice	07/16/2021	08/16/2021	25.28		25.28	500-420-52014
Total 2217923805:						25.28	.00	25.28	
2217929492	1	Public Works	Invoice	07/22/2021	08/22/2021	62.08		62.08	500-420-52014
Total 2217929492:						62.08	.00	62.08	
Total 640 Auto Zone:						87.36	.00	87.36	24870
<b>1410 Century Link</b>									
08112021	1	Phone	Invoice	08/11/2021	09/11/2021	85.61		85.61	510-430-52110
Total 08112021:						85.61	.00	85.61	
Total 1410 Century Link:						85.61	.00	85.61	24871
<b>1520 CIS TRUST</b>									
SEPTEMBER 2	1	Employee Health Ins	Invoice	08/15/2021	09/15/2021	1,317.67		1,317.67	100-100-51010
SEPTEMBER 2	2	Employee Health Ins	Invoice	08/15/2021	09/15/2021	82.35		82.35	100-200-51010
SEPTEMBER 2	3	Employee Health Ins	Invoice	08/15/2021	09/15/2021	494.13		494.13	100-300-51010
SEPTEMBER 2	4	Employee Health Ins	Invoice	08/15/2021	09/15/2021	411.77		411.77	200-410-51010
SEPTEMBER 2	5	Employee Health Ins	Invoice	08/15/2021	09/15/2021	3,953.02		3,953.02	500-420-51010
SEPTEMBER 2	6	Employee Health Ins	Invoice	08/15/2021	09/15/2021	1,647.09		1,647.09	510-430-51010
SEPTEMBER 2	7	Employee Health Insurance	Invoice	08/15/2021	09/15/2021	329.42		329.42	520-440-51010
Total SEPTEMBER 2021 FINAL INVOICE:						8,235.45	.00	8,235.45	
Total 1520 CIS TRUST:						8,235.45	.00	8,235.45	24872
<b>1800 Consumers Power Inc.</b>									
08092021	1	1152418	Invoice	08/09/2021	09/09/2021	111.34		111.34	510-430-52109
Total 08092021:						111.34	.00	111.34	
Total 1800 Consumers Power Inc.:						111.34	.00	111.34	24873
<b>4800 One Call Concepts Inc</b>									
1070319	1	Cleaning Services	Invoice	07/31/2021	08/31/2021	24.00		24.00	500-420-52109
1070319	2	Cleaning Services	Invoice	07/31/2021	08/31/2021	24.00		24.00	510-430-52109
Total 1070319:						48.00	.00	48.00	
Total 4800 One Call Concepts Inc:						48.00	.00	48.00	24874
<b>5300 Pacific Power/PacificCorp</b>									
08102021	1	02099381-001 7	Invoice	08/10/2021	09/10/2021	2,303.15		2,303.15	500-420-52109
Total 08102021:						2,303.15	.00	2,303.15	
Total 5300 Pacific Power/PacificCorp:						2,303.15	.00	2,303.15	24875
<b>5360 Pat Hare</b>									
08122021	1	Founders Day Event Snacks	Invoice	08/12/2021	09/12/2021	93.61		93.61	100-300-52111

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 08122021:						93.61	.00	93.61	
Total 5360 Pat Hare:						93.61	.00	✓ 93.61	24876
<b>6230 Simply Payroll</b>									
17021	1	Payroll	Invoice	08/12/2021	09/12/2021	135.00		135.00	100-900-52019
Total 17021:						135.00	.00	135.00	
Total 6230 Simply Payroll:						135.00	.00	✓ 135.00	24877
<b>6290 Smith-Wagar Brucker Consulting, LLC</b>									
D1136	1	Financial Consulting	Invoice	08/14/2021	09/14/2021	2,700.00		2,700.00	100-900-52019
Total D1136:						2,700.00	.00	2,700.00	
Total 6290 Smith-Wagar Brucker Consulting, LLC:						2,700.00	.00	✓ 2,700.00	24878
<b>7274 US Bank Equipment Finance</b>									
450148978	1	Copier	Invoice	08/06/2021	09/06/2021	131.00		131.00	100-900-52023
Total 450148978:						131.00	.00	131.00	
Total 7274 US Bank Equipment Finance:						131.00	.00	✓ 131.00	24879
<b>7130 Verizon</b>									
9885620695	1	Phone	Invoice	08/29/2021	09/29/2021	97.96		97.96	500-420-52110
9885620695	2	Phone	Invoice	08/29/2021	09/29/2021	97.94		97.94	510-430-52110
9885620695	3	Phone	Invoice	08/29/2021	09/29/2021	64.41		64.41	100-900-52110
Total 9885620695:						260.31	.00	✓ 260.31	24880
Total 7130 Verizon:						260.31	.00	260.31	
Total :						14,190.83	.00	14,190.83	
Grand Totals:						14,190.83	.00	14,190.83	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-100-51010	1,317.67	.00	1,317.67
100-200-51010	82.35	.00	82.35
100-300-51010	494.13	.00	494.13
100-300-52111	93.61	.00	93.61
100-900-52019	2,835.00	.00	2,835.00
100-900-52023	131.00	.00	131.00
100-900-52110	64.41	.00	64.41
200-410-51010	411.77	.00	411.77
500-420-51010	3,953.02	.00	3,953.02
500-420-52014	87.36	.00	87.36
500-420-52109	2,327.15	.00	2,327.15

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
500-420-52110	97.96	.00	97.96
510-430-51010	1,647.09	.00	1,647.09
510-430-52109	135.34	.00	135.34
510-430-52110	183.55	.00	183.55
520-440-51010	329.42	.00	329.42
Grand Totals:	14,190.83	.00	14,190.83

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
07/20	85.61	.00	85.61
07/21	135.36	.00	135.36
08/21	13,969.86	.00	13,969.86
Grand Totals:	14,190.83	.00	14,190.83

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8/19/21

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
<b>1410 Century Link</b>									
08162021	1	Phone	Invoice	08/16/2021	09/16/2021	85.95		85.95	500-420-52110
Total 08162021:						85.95	.00	85.95	
Total 1410 Century Link:						85.95	.00	85.95	24881
<b>1520 CIS TRUST</b>									
AUGUST 2021	1	Employee Health Ins	Invoice	08/24/2021	08/26/2021	1,317.67		1,317.67	100-100-51010
AUGUST 2021	2	Employee Health Ins	Invoice	08/24/2021	08/26/2021	82.35		82.35	100-200-51010
AUGUST 2021	3	Employee Health Ins	Invoice	08/24/2021	08/26/2021	494.13		494.13	100-300-51010
AUGUST 2021	4	Employee Health Ins	Invoice	08/24/2021	08/26/2021	411.77		411.77	200-410-51010
AUGUST 2021	5	Employee Health Ins	Invoice	08/24/2021	08/26/2021	3,953.02		3,953.02	500-420-51010
AUGUST 2021	6	Employee Health Ins	Invoice	08/24/2021	08/26/2021	1,647.09		1,647.09	510-430-51010
AUGUST 2021	7	Employee Health Insurance	Invoice	08/24/2021	08/26/2021	329.42		329.42	520-440-51010
Total AUGUST 2021 FINAL INVOICE:						8,235.45	.00	8,235.45	
Total 1520 CIS TRUST:						8,235.45	.00	8,235.45	24882
<b>1550 City of Corvallis</b>									
4500011	1	Fuel	Invoice	08/15/2021	09/15/2021	359.27		359.27	500-420-52014
Total 4500011:						359.27	.00	359.27	
Total 1550 City of Corvallis:						359.27	.00	359.27	24883
<b>1800 Consumers Power Inc.</b>									
08192021	1	1152400	Invoice	08/19/2021	09/19/2021	1,037.00		1,037.00	200-410-52109
08192021	2	1152401	Invoice	08/19/2021	09/19/2021	25.43		25.43	100-300-52109
08192021	3	1152406	Invoice	08/19/2021	09/19/2021	196.81		196.81	100-900-52109
08192021	4	1152409	Invoice	08/19/2021	09/19/2021	25.43		25.43	100-900-52109
08192021	5	1152410	Invoice	08/19/2021	09/19/2021	58.31		58.31	510-430-52109
08192021	6	1152411	Invoice	08/19/2021	09/19/2021	68.98		68.98	500-420-52109
08192021	7	1152412	Invoice	08/19/2021	09/19/2021	192.80		192.80	510-430-52109
08192021	8	1152413	Invoice	08/19/2021	09/19/2021	83.53		83.53	510-430-52109
08192021	9	1152414	Invoice	08/19/2021	09/19/2021	25.14		25.14	500-420-52109
08192021	10	1152415	Invoice	08/19/2021	09/19/2021	25.05		25.05	100-900-52109
Total 08192021:						1,738.48	.00	1,738.48	
Total 1800 Consumers Power Inc.:						1,738.48	.00	1,738.48	24884
Total :						10,419.15	.00	10,419.15	
Grand Totals:						10,419.15	.00	10,419.15	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-100-51010	1,317.67	.00	1,317.67
100-200-51010	82.35	.00	82.35



Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-300-51010	494.13	.00	494.13
100-300-52109	25.43	.00	25.43
100-900-52109	247.29	.00	247.29
200-410-51010	411.77	.00	411.77
200-410-52109	1,037.00	.00	1,037.00
500-420-51010	3,953.02	.00	3,953.02
500-420-52014	359.27	.00	359.27
500-420-52109	94.12	.00	94.12
500-420-52110	85.95	.00	85.95
510-430-51010	1,647.09	.00	1,647.09
510-430-52109	334.64	.00	334.64
520-440-51010	329.42	.00	329.42
Grand Totals:	10,419.15	.00	10,419.15

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
08/21	10,419.15	.00	10,419.15
Grand Totals:	10,419.15	.00	10,419.15

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8/26/21



**CODE  
COMPLIANCE**

**Willamette Valley Processors, LLC**

**End of Month - August**

**8/3/21 through 8/30/21**

CSO

Citizen Complaint 1 Self-Initiated 15 Total: 16

A21-176	8/2/21 13:50	Patrol City			
A21-177	8/2/21 13:55	Tall Weeds	Observed	4120 NE Laurel Dr	
A21-178	8/2/21 13:58	Tall Weeds	Observed	216 NE Azalea Dr	
A21-179	8/2/21 13:58	Tall Weeds	Observed	218 NE Azalea Dr	
A21-180	8/2/21 13:58 pm	Tall Weeds	Observed	168 NE Azalea Dr	
A21-181	8/3/21 10:30	Patrol City			
A21-182	8/3/21 10:35	Dirt dumped in the street next to drain	Observed	4316 Holley Ln	Verbal (still there)
A21-183	8/4/21 16:38	Patrol City			
A21-184	8/6/21	Patrol City			

	12:10				
A21-185	8/6/21 12:10	Tall Weeds	Observed	7255 Berg	Side and rear
A21-186	8/6/21 12:10	Tall Weeds	Observed	7261 Berg	Side and rear
A21-187	8/6/21 12:16	Solid Waste accumulation	Observed	5224 NE Laurel	8/10/21 sent 4th warning \$20 fine
A21-188	8/6/21 12:20	Tall Weeds	Observed	172 NE Azalea	
A21-189	8/6/21 12:20	Tall Weeds	Observed	170 NE Azalea	
A21-190	8/6/21 12:25	Unregistered Vehicle	Complaint	181 NE Azalea	Verbal
A21-191	8/9/21 8:20	Patrol City			
A21-192	8/9/21 8:27	Dirt pile near storm drain	Observed	4316 Holley	Left card\occupant called
A21-193	8/9/21 8:35	Tall Weeds	Observed	6305 NE William R Carr	Left info on ordinance
A21-194	8/9/2021	Cable removed on Columbia			
A21-195	8/10/21 10:50	Patrol City			
A21-196	8/11/21 17:56	Patrol City			
A21-197	8/11/21 18:00	Unregistered Vehicle			
A21-198	8/13/2021	Patrol City	Observed	4217 NW Laurel	
A21-199	8/14/2021	Founder's Day		CERT Booth	
A21-200	8/16/21 11:49	Patrol City			
A21-201	8/16/21 12:00	Tall Weeds	Observed	211 NE Azalea	Verbal

A21-202	8/17/21 16:30	Patrol City			
A21-203	8/18/21 16:22	Patrol City			
A21-204	8/20/21 10:15	Patrol City/Office			Letter sent to Scott Moore
A21-205	8/21/21 16:10	Patrol City			
A21-206	8/23/21 12:14	Patrol City			
A21-208	8/24/21 11:00	Patrol City			
A21-209	8/25/21 13:33	Patrol City			Talked to Ashley Dyke about cleanup
A21-210	8/27/21 10:40	Patrol City			Santiam Christian mowed the lot
A21-211	8/30/21 10:13	Patrol City			Talked to Jeremy about vegetation on WRC
A21-212	8/30/21 10:25	Unregistered Vehicle	Observed	4217 NE Laurel Dr	Verbal Warning

Illegal dumping in the street 1

Wrong Way Driving 0

On yellow curb 0

Prohibited Parking (unregistered vehicles) 3

Grass/Vegetation Warnings 12

Citizen Assist Total 0

Trash Container 0

Solid Waste/Littering 1

Basketball Hoop Violations: 0

Animal at large 0

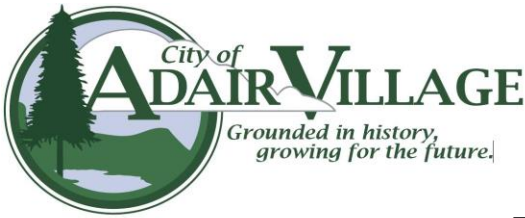
Livestock/Dog Violations 0

Illegal sign placement 0

Vacation/Citizen Assist

**City Assist:**

- Emergency Management – University of Utah online training for CERT
- Daily Patrol
- Working with CERT Team/Emergency Management
- Training – Karla is teaching CPR/First Aid/AED
- Complaint to PUC for Cable left on the ground on Columbia has been removed
- Founder's Day Table/Demonstration



**PUBLIC WORKS**  
**OPERATIONS AND MAINTENANCE REPORT**

PERIOD: 7/20/2021 to 8/20/2021

**WATER USE / DISTRIBUTION REPORT**

**WATER USE REPORT**

Water Produced: 8,668,164 million Gallons

Average Usage per Day 288k

**WATER DISTRIBUTION REPORT**

Maintenance Activity: Water demand leveled of with PRC cutting back some and less watering of lawns.

Collected quarterly samples 3rd quarter will be done in September

**WASTEWATER TREATMENT REPORT**

Flows into the WWTP are still low. Samples and labs are still being monitored on a weekly basis.

Total Monthly Influent: 1.1 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 will begin another round of spraying in September before fall rains begin.

## **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 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. Staff repaired on chemical injection pump. Staff will clean both sed basins starting in September.

## **WASTEWATER TREATMENT PLANT**

Maintenance Activity: The wastewater treatment plant is doing just fine. Staff will be doing fall maintenance in September preparing for fall rains.

Completed by Matt Lydon, Public Works Supervisor



## **CITY ADMINISTRATOR'S REPORT**

### **September 7, 2021 Council Meeting**

#### **Administration**

- **UGB Expansion** – We had a pre-application meeting with the County and Dowl last week. The next step is to talk with the County Commissioners' to see if they will process the UGB legislatively.
- **ARPA** – The city has completed all necessary work to receive the funds until further notice. We don't know when the funds are going to be released yet.
- **Tangent** – Update
- **AT&T** – AT&T is looking at putting a tower up in Adair Village. They were looking at installing it at the commercial building or on City property. Do we want to talk to a representative at the next meeting?
- **ODFW** – Karen from ODFW is working with GSA to get an appraisal on the lake property.

#### **Property/Businesses**

- **Parks & Perpetuity** – We're working with Candice Dennis to get an appraisal of the property done for GSA.
- **AVIS** – Update
- **Sweet Taste Bakery** – Linda has closed the doors again for now but she ahs her new oven allowing her to fill larger orders.

#### **Major Projects/Engineering**

- **Calloway Creek** – Construction continues to go at a fast pace and sales haven't slowed.
- **Water Plant** – Update
- **Hospital Hill Water Line** – The city will be opening bids next week and I will be meeting with OSU to coordinate them.



# ADAIR VILLAGE PATROL

Jul 25, 2021 - Aug 24, 2021

## 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	
<b>Patrol</b>										
072521 13:21:52	2021134616	1:00:09	Bowers	day						drove city streets and park
072621 08:39:04	2021135109	0:36:13	Glass	day	1					Patrolled city streets and parks. One contact.
072621 18:20:30	2021135513	0:44:44	Lochner	swing	2					I checked the new construction, the city park, the highschool, and the surrounding area. I contacted two juveniles on BMX bikes and a father with two twin boys and gave them stuffed animals building community relations.
073021 11:01:08	2021138007	1:00:16	Boone	day	3					patrolled streets and parks. Stopped at Adair County Park and handed out stickers to a group of children riding bikes. Susp camper abandoned at Allied Waste gravel lot, open and unoccupied.
073021 23:40:02	2021138515	1:01:45	Blaser	grave						no activity
073121 01:11:04	2021138553	1:00:34	Gevatosky	grave						patrolled parks, patrolled school, patrolled businesses (checked on a suspicious vehicle at the store), patrolled neighborhoods
080221 10:36:31	2021140098	0:35:03	Bowers	day						no calls. drove around town.
080321 00:09:15	2021140588	1:33:11	Iverson	grave						Patrolled city streets and surrounding areas. No activity.
080321 17:49:01	2021141093	1:16:48	Gordon	day						attended city council meeting, patrolled city streets/ park
080321 22:42:34	2021141251	0:39:01	Blaser	grave						male walking in the area wearing whi long sleeve shirt, blk pants ,blk curly hair//unk race// walking up cori ct// delay of 5 mins ago, PR WANTS AN EXTRA PATROL IN THE AREA// NO FURTHER INFORMATION; PR STATES A LOT OF BREAK INS// IN THE AREA. drove all the side streets in the area, UTL.
080421 23:20:52	2021141983	0:36:18	Seirup	swing						NO ACTIVITY. PATROLLED NEIGHBORHOODS, ADAIR COUNTY PARK, SCHOOL, BUSINESSES.
080521 11:14:27	2021142219	0:13:43	Hesseling	day						no activity
080621 00:25:40	2021142660	1:00:01	Fricke	swing						Patrolled the park, the school, and city streets.
080621 14:54:53	2021143029	0:40:00	Miller	day	3	2				TWO TRAFFIC STOPS / TWO WARNINGS. CONTACTED 3 JUVENILES & PASSED OUT STICKERS (TWO WARNINGS FOR NO BIKE HELMET). NO CRIMINAL ACTIVITY OBSERVED.
080621 15:57:58	2021143072	1:00:09	Williams	swing	3					3 citizen contacts, zero stops. patrolled the streets, parks and new construction area.
080721 08:20:35	2021143465	4:11:36	Bottorff	day	3					3 citizen contacts, 0 stops, 0 cites or arrests, 0 case numbers. Approved reports, computer work, patrolled city streets and city park, ran stationary and mobile speed patrol. No speeding or violations worth stopping or citing for. Quiet Saturday morning in Adair, lots of people walking, jogging and recreating at and around park.
080821 19:31:59	2021144446	1:19:12	Gordon	day						patrol streets/ park
080921 09:18:56	2021144752	1:30:52	Tominey	day						no activity
080921 22:41:42	2021145239	0:58:30	Blaser	grave	3					patrolled side streets, HWY 99 for speeders, contacted 3 in park after hours
081021 22:43:02	2021145940	3:03:34	Hardison	grave		1				Patrolled city streets/Highway 99W, park, school, new home construction, businesses. One vehicle stop/one warning given for equipment violation.
081021 23:10:39	2021145959	1:00:15	Iverson	grave		1				1 traffic sto for lighting violation - warning.
081021 23:25:08	2021145964	1:03:34	Seirup	swing						PATROLLED NEIGHBORHOODS, BUSINESSES, SCHOOL, ADAIR PARK. CONTACTED VEHICLE PARKED AT HIKING TRAILHEAD, UNOCCUPIED. NO CITES.
081221 09:46:15	2021146867	1:01:20	Hesseling	day		1				1 vehicle stop. Patrolled city streets and parks and open areas.
081221 23:28:45	2021147384	1:01:23	Fricke	swing	2					Patrolled city streets. Spoke with multiple stargazers watching the meteor shower at the Park and Aerodrome, did RPs.
081321 18:49:48	2021147973	1:29:04	Bottorff	day						1 traffic stop of person failing to drive within lane who passed through Adair Village on Highway 99W and was called in. That person was not impaired, and no citations issued. Driver said he was tired. Activity in evening included patrolling city streets, park, waiving at citizens playing frisbee golf, walking outside. Also worked stationary patrols, typed reports, approved reports, and did computer work.
081421 11:22:24	2021148345	0:28:51	Hesseling	day	2					1 Vehicle stop; Talked with people at Founder's Day Event
081421 12:12:30	2021148375	1:46:56	Bottorff	day	2					Founders Day; Brought BCSO swag for citizens and kids. Plus patrolled Adair. Citizen contacts. No enforcement stops or cites.
081521 20:16:48	2021149291	0:30:06	Gordon	day						patrolled city streets/ parks

# ADAIR VILLAGE PATROL

Jul 25, 2021 - Aug 24, 2021

081521 22:43:58	2021149369	0:58:29	Blaser	grave						patrolled side streets, school, parks
081621 11:08:08	2021149609	1:16:22	Glass	day	2					Patrolled city streets and park. Made contacts with Village Food Pantry.
081721 02:39:39	2021150157	3:01:05	Hardison	grave	2					OUT W/VEH ARNOLD AND RYALS--- 101LDE; Patrolled city streets/Highway 99W/school/businesses/new home construction on Ryals Ave. 2 citizen contacts in vehicle at Aerodrome.
081821 12:30:59	2021150970	1:27:22	Glass	day						Patrolled city streets, parks and school. Reports and F'd Swat at SC.
081921 09:18:07	2021151497	1:02:07	Hesseling	day						Patrolled Village streets, open areas, and athletic event at SCHS; 1 suspicious vehicle; 0 stops
081921 21:12:11	2021151930	0:49:06	Lundy	swing	2					SPOKE WITH TWO INDIVIDUALS AT THE AERODOME - NOTHING CRIMINAL; PATROLLED CITY STREETS, PARKS AND SCHOOLS
082021 10:39:57	2021152187	1:08:11	Boone	day						Drove streets and county parks, all was quiet.
082021 14:53:14	2021152334	1:05:30	Miller	day						CHECKED STREETS/ROADS/PARKS & PEAVY ARBORETUM PARKING LOT. NO CRIMINAL ACTIVITY OBSERVED. NFI.
082021 19:06:55	2021152472	1:00:48	Lochner	swing		1				I checked the city park, the high school, and the new construction area. I went out with a vehicle at the Aerodome and made a traffic stop and issued a warning.
082021 23:17:58	2021152586	1:01:49	Williams	swing	1					patrolled the streets, parks and new construction. 1 contact on Adair Frontage Rd.
082121 08:03:46	2021152747	1:11:12	Boone	day	2					patrolling streets and parks. Handed out some stickers to children riding bikes.
082121 09:46:52	2021152792	1:00:53	Hesseling	day			1			Patrolled village streets and open areas; 1 vehicle stop; 1 Cite
082121 15:29:34	2021152981	1:10:20	Miller	day						CHECKED STREETS/ROADS/PARKS & PEAVY ARBORETUM PARKING LOTS. 0 STOPS / 0 WARNINGS / 0 CITATIONS. NFI.
082121 19:37:33	2021153098	1:02:27	Fricke	swing						Typed reports, patrolled the park and city streets.
082221 14:02:53	2021153477	0:30:30	Gordon	day						patrolled neighborhoods and park.
082221 23:00:22	2021153711	1:11:59	Blaser	swing	1					patrolled school, parks, back streets. 1 contact-motorist assist
082321 00:59:24	2021153766	1:10:13	Vaughn	grave						PATROLLED CITY STREETS AND OUTSKIRTS. SUSPICIOUS VEHICLE AT HWY 99/MP 76. SANRA MARTINEZ AND WMA WHO REFUSED TO ID HIMSELF. BOTH SLEEPING IN A WHITE LINCOLN TOWN CAR AT THE MCDONALD FORREST TRAILHEAD. NFI. CAR HAD HEAVY BODY DAMAGE AND OREGON TEMP TAG.
082421 00:00:00	2021154914	0:55:05	Lochner	swing						no activity
<b>Reports Taken</b>										
7/31/2021 8:56	202102228		Miller	day						ABANDONED VEHICLE at Barberr Dr & NE Hyacinth
8/2/2021 13:59	202102254		Horn	day						DHS REFERRAL - NO ACTION in the 6000 block of WRC
8/8/2021 12:57	202102306		Nowak	day						INFO-OTHER DOCUMENTATION in the 6000 block of WRC
8/9/2021 0:03	202102313		Lochner	swing						INFO-SUSPICIOUS CIRCUMSTANCE in the 8400 block of Barberr Dr
8/9/2021 8:37	202102316		Tominey	day						SUSPICIOUS VEHICLE(S) in the 300 block of Carmen Pl
8/9/2021 17:44	202102325		Williams	swing						ACCIDENT VEHICLE NO INJ at NE Larel Dr/NE Arnold Ave
		<b>53:26:36</b>			<b>34</b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>0</b>	



**STAFF REPORT**  
**Attachment G – Financial Report**  
September 7, 2021 Council Meeting

Totals - Income shown for Fiscal Year 2020-2021 is \$128,560.70 and Expenses are \$233,367.93 which shows a Net Income of -\$104,807.23 all funds.

Totals by Fund – Income and Expenses for each Fund are shown below.

<b>Fund</b>	<b>Income</b>	<b>Expenses</b>	<b>% of Budget</b>	<b>Difference</b>
General	8,868.04	78,233.88	7.80%	-69,365.84
Streets	13,765.86	10,124.46	3.70%	3,641.40
Water	72,953.01	118,028.90	5.50%	-45,075.89
Wastewater	29,798.42	21,703.53	70.00%	8,094.89
Storm Drain	3,175.37	5,277.16	10.10%	-2,101.79
SDC Fund	0.00	0.00	0.00%	0.00
Reserve	0.00	0.00	0.00%	0.00
<b>TOTAL</b>	<b>\$128,560.70</b>	<b>\$233,367.93</b>		<b>-104,807.23</b>

We have approximately **\$3,361,506.43** in the Local Government Investment Pool (LGIP). In July we had **\$2,984,716.85**. Last year at this time we had **\$2,200,195.25**. We also currently have approximately **\$259,000** in Citizens Bank.

Report Criteria:

- Print Fund Titles
- Page and Total by Fund
- Print Source Titles
- Total by Source
- Print Department Titles
- Total by Department
- All Segments Tested for Total Breaks

Account Number	Account Title	2021-22 Current year Budget	2021-22 Current year Actual	2021-22 Budget Remaining	2021-22 Budget Used %
<b>General Fund</b>					
<b>General Fund</b>					
100-000-40000	Beginning Fund Balance	400,000.00	.00	400,000.00	.00
100-000-40001	Property Taxes - Current	185,000.00	.00	185,000.00	.00
100-000-40002	Property Taxes - Prior Year	500.00	.00	500.00	.00
100-000-41010	Revenue Sharing	10,500.00	.00	10,500.00	.00
100-000-41020	Cigarette Taxes	1,000.00	116.69	883.31	11.7%
100-000-41030	Liquor Taxes	22,400.00	2,273.01	20,126.99	10.1%
100-000-41100	Tangent Contract	119,100.00	.00	119,100.00	.00
100-000-41200	Transient Lodging Tax	500.00	.00	500.00	.00
100-000-42001	Planning Fees	10,000.00	.00	10,000.00	.00
100-000-42050	Fees - Other	.00	35.00	35.00	.00
100-000-42060	SDC Administrative Fees	15,000.00	.00	15,000.00	.00
100-000-43001	Utility Franchise Fees	60,000.00	.00	60,000.00	.00
100-000-46020	Residential Rent Revenue	22,800.00	3,415.20	19,384.80	15.0%
100-000-46021	Property Lease or Rent	78,000.00	.00	78,000.00	.00
100-000-46023	Building Lease	32,000.00	1,478.90	30,521.10	4.6%
100-000-46024	Property Tax-Property Lease	4,900.00	.00	4,900.00	.00
100-000-46027	Utilities-Property Lease	14,000.00	.00	14,000.00	.00
100-000-46028	Room Rental	120.00	.00	120.00	.00
100-000-46031	Court Fees and Fines	.00	.00	.00	.00
100-000-46032	Ordinance Violation Fines	1,500.00	.00	1,500.00	.00
100-000-46055	Refunds	200.00	.00	200.00	.00
100-000-46057	Miscellaneous	4,000.00	15.00	3,985.00	0.4%
100-000-47300	Parks Grant	.00	.00	.00	.00
100-000-47900	COVID-19 Reimbursements	.00	.00	.00	.00
100-000-48000	Interest	12,000.00	1,534.24	10,465.76	12.8%
100-000-49500	Transfer from Water Fund	.00	.00	.00	.00
100-000-49530	Transfer from SDC Fund	.00	.00	.00	.00
100-000-49600	Transfer from Reserve Fund	10,000.00	.00	10,000.00	.00
<b>Total General Fund:</b>		<b>1,003,520.00</b>	<b>8,868.04</b>	<b>994,651.96</b>	<b>0.9%</b>
<b>City Administration</b>					
100-100-50010	City Administrator	64,020.00	5,437.52	58,582.48	8.5%
100-100-50016	Utility/Court Clerk	8,417.00	712.10	7,704.90	8.5%
100-100-50018	Finance Clerk	3,607.00	341.95	3,265.05	9.5%
100-100-51010	Employee Health Ins Benefits	17,395.00	2,635.34	14,759.66	15.1%
100-100-51020	Retirement Benefits	20,654.00	3,434.27	17,219.73	16.6%
100-100-51030	Employment Taxes	10,509.00	564.92	9,944.08	5.4%
100-100-52002	Materials & Supplies	200.00	.00	200.00	.00
100-100-52010	Miscellaneous	250.00	.00	250.00	.00
100-100-52013	Travel and Training	2,500.00	.00	2,500.00	.00
100-100-52014	Vehicle Fuel & Maintenance	.00	.00	.00	.00
100-100-52016	Audit	.00	.00	.00	.00
100-100-52017	City Attorney	15,000.00	.00	15,000.00	.00

Account Number	Account Title	2021-22 Current year Budget	2021-22 Current year Actual	2021-22 Budget Remaining	2021-22 Budget Used %
100-100-52018	Planning Consultant	30,000.00	.00	30,000.00	.00
100-100-52019	Contract Service	27,000.00	2,000.00	25,000.00	7.4%
100-100-52020	Development Engineering	30,000.00	.00	30,000.00	.00
100-100-52030	Miscellaneous	.00	.00	.00	.00
100-100-52101	Banking Charges	.00	.00	.00	.00
100-100-52102	Dues	.00	.00	.00	.00
100-100-52103	Insurance	.00	.00	.00	.00
100-100-52106	Mileage	250.00	.00	250.00	.00
100-100-52107	Permits	.00	.00	.00	.00
100-100-52108	Postage	.00	.00	.00	.00
100-100-53002	Equipment Purchase	.00	.00	.00	.00
<b>Total City Administration:</b>		<b>229,802.00</b>	<b>15,126.10</b>	<b>214,675.90</b>	<b>6.6%</b>
<b>Public Safety</b>					
100-200-50010	City Administrator	5,820.00	494.32	5,325.68	8.5%
100-200-51010	Employee Health Ins Benefits	1,198.00	164.70	1,033.30	13.7%
100-200-51020	Retirement Benefits	1,581.00	265.74	1,315.26	16.8%
100-200-51030	Employment Taxes	804.00	51.36	752.64	6.4%
100-200-52019	Contract Service	36,000.00	8,113.50	27,886.50	22.5%
100-200-52103	Insurance	.00	.00	.00	.00
<b>Total Public Safety:</b>		<b>45,403.00</b>	<b>9,089.62</b>	<b>36,313.38</b>	<b>20.0%</b>
<b>Parks and Recreation</b>					
100-300-50025	Summer Program Coordinator	14,403.00	.00	14,403.00	.00
100-300-50054	Utility Worker II	14,001.00	1,180.37	12,820.63	8.4%
100-300-50058	Utility Worker I	.00	.00	.00	.00
100-300-51010	Employee Health Ins Benefits	7,135.00	988.26	6,146.74	13.9%
100-300-51020	Retirement Benefits	3,803.00	1,193.50	2,609.50	31.4%
100-300-51030	Employment Taxes	1,935.00	102.70	1,832.30	5.3%
100-300-52002	Materials & Supplies	500.00	.00	500.00	.00
100-300-52011	System Maintenance & Repair	.00	.00	.00	.00
100-300-52012	Maintenance - Bldg & Parks	1,000.00	.00	1,000.00	.00
100-300-52013	Travel and Training	500.00	.00	500.00	.00
100-300-52014	Vehicle Fuel & Maintenance	1,250.00	.00	1,250.00	.00
100-300-52019	Contract Service	800.00	.00	800.00	.00
100-300-52022	Equipment Maintenance	200.00	64.39	135.61	32.2%
100-300-52023	Equipment Rental/Lease	100.00	.00	100.00	.00
100-300-52025	Small Equipment Purchase	200.00	.00	200.00	.00
100-300-52026	Non-capital Improvements	1,500.00	.00	1,500.00	.00
100-300-52030	Miscellaneous	500.00	.00	500.00	.00
100-300-52103	Insurance	1,400.00	1,171.14	228.86	83.7%
100-300-52106	Mileage	100.00	.00	100.00	.00
100-300-52108	Postage	75.00	.00	75.00	.00
100-300-52109	Utilities	750.00	50.86	699.14	6.8%
100-300-52111	Parks-Events	2,000.00	1,752.11	247.89	87.6%
100-300-52112	Parks - Youth Activities	6,000.00	.00	6,000.00	.00
100-300-53001	Improvements - Bldg & Parks	.00	.00	.00	.00
100-300-53002	Equipment Purchase	.00	.00	.00	.00
100-300-55600	Transfer to Reserve Fund	5,000.00	.00	5,000.00	.00
<b>Total Parks and Recreation:</b>		<b>63,152.00</b>	<b>6,503.33</b>	<b>56,648.67</b>	<b>10.3%</b>
<b>Non-departmental</b>					
100-900-51030	Employment Taxes	.00	.00	.00	.00

Account Number	Account Title	2021-22 Current year Budget	2021-22 Current year Actual	2021-22 Budget Remaining	2021-22 Budget Used %
100-900-52002	Materials & Supplies	3,500.00	2,941.51	558.49	84.0%
100-900-52010	Legal Notices	1,500.00	.00	1,500.00	.00
100-900-52012	Maintenance - Bldg & Parks	9,000.00	1,202.96	7,797.04	13.4%
100-900-52013	Travel and Training	.00	.00	.00	.00
100-900-52014	Vehicle Fuel & Maintenance	200.00	.00	200.00	.00
100-900-52015	Security Alarm	.00	.00	.00	.00
100-900-52016	Audit	5,700.00	.00	5,700.00	.00
100-900-52017	City Attorney	.00	481.25	481.25	.00
100-900-52019	Contract Service	30,000.00	14,871.00	15,129.00	49.6%
100-900-52020	Engineering Consultant	.00	1,297.50	1,297.50	.00
100-900-52021	Transit	20,000.00	.00	20,000.00	.00
100-900-52022	Equipment Maintenance	4,500.00	897.73	3,602.27	19.9%
100-900-52023	Equipment Rental/Lease	500.00	262.00	238.00	52.4%
100-900-52024	Security Alarm	800.00	.00	800.00	.00
100-900-52025	Small Equipment Purchase	1,200.00	.00	1,200.00	.00
100-900-52026	Non-capital Improvements	.00	.00	.00	.00
100-900-52030	Miscellaneous	2,500.00	380.00	2,120.00	15.2%
100-900-52031	CERT Expenditures	.00	.00	.00	.00
100-900-52101	Banking Charges	750.00	1.00	749.00	0.1%
100-900-52102	Dues	5,250.00	3,956.23	1,293.77	75.4%
100-900-52103	Insurance	6,150.00	7,200.99	1,050.99	117.1%
100-900-52108	Postage	2,500.00	1,187.40	1,312.60	47.5%
100-900-52109	Utilities	22,200.00	493.30	21,706.70	2.2%
100-900-52110	Telephones	4,600.00	357.53	4,242.47	7.8%
100-900-52111	Mayor & Council Expenses	1,000.00	80.00	920.00	8.0%
100-900-52113	Election Fees	1,000.00	.00	1,000.00	.00
100-900-52114	Software Hosting Fees	4,824.00	777.60	4,046.40	16.1%
100-900-52115	Tangent Expenditures	12,000.00	.00	12,000.00	.00
100-900-52197	Utilities - Rentals	.00	.00	.00	.00
100-900-52199	Property Taxes	9,000.00	.00	9,000.00	.00
100-900-52220	Residential Rental-related Exp	.00	.00	.00	.00
100-900-52800	COVID-19 Expenses	.00	.00	.00	.00
100-900-52900	Insurance Reimbursed Expense	.00	.00	.00	.00
100-900-53001	Improvements - Bldg & Parks	.00	.00	.00	.00
100-900-53002	Equipment Purchase	.00	.00	.00	.00
100-900-53003	Barracks Improvements	10,000.00	.00	10,000.00	.00
100-900-53004	Land Purchase	.00	.00	.00	.00
100-900-54006	Barracks Loan Payment	22,254.00	11,126.83	11,127.17	50.0%
100-900-55500	Transfer to Water Fund	9,577.00	.00	9,577.00	.00
100-900-55510	Transfer to Wastewater Fund	.00	.00	.00	.00
100-900-55530	Transfer to SDC Fund	38,307.00	.00	38,307.00	.00
100-900-55600	Transfer to Reserve Fund	.00	.00	.00	.00
Total Non-departmental:		228,812.00	47,514.83	181,297.17	20.8%
<b>Contingency</b>					
100-998-58000	Contingency	150,000.00	.00	150,000.00	.00
Total Contingency:		150,000.00	.00	150,000.00	.00
<b>Ending Fund Balance</b>					
100-999-59000	Reserve for Future Expenditure	286,351.00	.00	286,351.00	.00
Total Ending Fund Balance:		286,351.00	.00	286,351.00	.00
General Fund Revenue Total:		1,003,520.00	8,868.04	994,651.96	0.9%

Account Number	Account Title	2021-22 Current year Budget	2021-22 Current year Actual	2021-22 Budget Remaining	2021-22 Budget Used %
	General Fund Expenditure Total:	1,003,520.00	76,233.88	925,286.12	7.8%
	Net Total General Fund:	.00	69,365.84-	69,365.84	.00

Account Number	Account Title	2021-22 Current year Budget	2021-22 Current year Actual	2021-22 Budget Remaining	2021-22 Budget Used %
<b>Street Fund</b>					
<b>Street Fund</b>					
200-000-40000	Beginning Fund Balance	110,000.00	.00	110,000.00	.00
200-000-41040	Highway Apportionment	62,000.00	8,765.86	53,234.14	14.1%
200-000-41070	Small Cities Allotment	98,700.00	5,000.00	93,700.00	5.1%
200-000-46057	Miscellaneous	200.00	.00	200.00	.00
200-000-48000	Interest	.00	.00	.00	.00
Total Street Fund:		270,900.00	13,765.86	257,134.14	5.1%
<b>Public Works - Streets</b>					
200-410-50010	City Administrator	.00	.00	.00	.00
200-410-50018	Finance Clerk	1,202.00	113.98	1,088.02	9.5%
200-410-50050	Public Works Supervisor	6,565.00	594.55	5,970.45	9.1%
200-410-50052	Utility Worker III	4,955.00	418.96	4,536.04	8.5%
200-410-50054	Utility Worker II	2,334.00	196.73	2,137.27	8.4%
200-410-50058	Utility Worker I	.00	.00	.00	.00
200-410-51010	Employee Health Ins Benefits	5,380.00	823.54	4,556.46	15.3%
200-410-51020	Retirement Benefits	4,089.00	652.58	3,436.42	16.0%
200-410-51030	Employment Taxes	2,081.00	102.70	1,978.30	4.9%
200-410-52002	Materials & Supplies	.00	.00	.00	.00
200-410-52011	System Maintenance & Repair	10,000.00	.00	10,000.00	.00
200-410-52016	Audit	950.00	.00	950.00	.00
200-410-52017	City Attorney	.00	.00	.00	.00
200-410-52019	Contract Service	1,500.00	.00	1,500.00	.00
200-410-52020	Engineering Consultant	2,000.00	572.50	1,427.50	28.6%
200-410-52022	Equipment Maintenance	.00	.00	.00	.00
200-410-52023	Equipment Rental/Lease	250.00	.00	250.00	.00
200-410-52024	Street Sweeping	6,000.00	.00	6,000.00	.00
200-410-52027	Street Signs	.00	.00	.00	.00
200-410-52030	Miscellaneous	100.00	.00	100.00	.00
200-410-52102	Dues	.00	.00	.00	.00
200-410-52103	Insurance	4,000.00	4,447.32	447.32	111.2%
200-410-52109	Utilities	11,000.00	2,072.00	8,928.00	18.8%
200-410-52114	Software Hosting Fees	804.00	129.60	674.40	16.1%
200-410-53001	Street Improvements	98,700.00	.00	98,700.00	.00
200-410-53002	Equipment Purchase	.00	.00	.00	.00
200-410-55600	Transfer to Reserve Fund	200.00	.00	200.00	.00
Total Public Works - Streets:		162,110.00	10,124.46	151,985.54	6.2%
<b>Contingency</b>					
200-998-58000	Contingency	50,000.00	.00	50,000.00	.00
Total Contingency:		50,000.00	.00	50,000.00	.00
<b>Ending Fund Balance</b>					
200-999-59000	Reserve for Future Expenditure	58,790.00	.00	58,790.00	.00
Total Ending Fund Balance:		58,790.00	.00	58,790.00	.00
Street Fund Revenue Total:		270,900.00	13,765.86	257,134.14	5.1%
Street Fund Expenditure Total:		270,900.00	10,124.46	260,775.54	3.7%



Account Number	Account Title	2021-22 Current year Budget	2021-22 Current year Actual	2021-22 Budget Remaining	2021-22 Budget Used %
	Net Total Street Fund:	.00	3,641.40	3,641.40-	.00

Account Number	Account Title	2021-22 Current year Budget	2021-22 Current year Actual	2021-22 Budget Remaining	2021-22 Budget Used %
<b>Water Fund</b>					
<b>Water Fund</b>					
500-000-40000	Beginning Fund Balance	625,000.00	.00	625,000.00	.00
500-000-42010	New Accounts	.00	.00	.00	.00
500-000-42020	New Connections	2,000.00	.00	2,000.00	.00
500-000-42032	Water Metered Fees	420,000.00	61,612.65	358,387.35	14.7%
500-000-42035	Reconnect Fees	500.00	.00	500.00	.00
500-000-42036	Water Outside Assessments	190,000.00	7,112.90	182,887.10	3.7%
500-000-42045	Utility Deposit	4,000.00	2,480.00	1,520.00	62.0%
500-000-46030	Fees - Other	.00	975.00	975.00-	.00
500-000-46055	Refunds	1,000.00	.00	1,000.00	.00
500-000-46057	Miscellaneous	500.00	772.46	272.46-	154.5%
500-000-47100	FEMA Grant	259,500.00	.00	259,500.00	.00
500-000-47420	FEMA Water Grant	.00	.00	.00	.00
500-000-48000	Interest	.00	.00	.00	.00
500-000-49010	IFA Water Loan	646,000.00	.00	646,000.00	.00
500-000-49100	Transfer in from General Fund	9,577.00	.00	9,577.00	.00
500-000-49600	Transfer from Reserve	.00	.00	.00	.00
Total Water Fund:		2,158,077.00	72,953.01	2,085,123.99	3.4%

**Public Works - Water**

500-420-50010	City Administrator	34,920.00	247.16	34,672.84	0.7%
500-420-50016	Utility/Court Clerk	23,146.00	1,958.26	21,187.74	8.5%
500-420-50018	Finance Clerk	12,024.00	1,139.82	10,884.18	9.5%
500-420-50050	Public Works Supervisor	39,390.00	3,567.34	35,822.66	9.1%
500-420-50052	Utility Worker III	27,255.00	2,304.31	24,950.69	8.5%
500-420-50054	Utility Worker II	21,000.00	1,770.56	19,229.44	8.4%
500-420-50058	Utility Worker I	.00	.00	.00	.00
500-420-51010	Employee Health Ins Benefits	53,435.00	7,906.04	45,528.96	14.8%
500-420-51020	Retirement Benefits	42,841.00	6,877.99	35,963.01	16.1%
500-420-51030	Employment Taxes	21,799.00	1,181.22	20,617.78	5.4%
500-420-52001	Chemicals	30,000.00	2,797.00	27,203.00	9.3%
500-420-52002	Materials & Supplies	1,000.00	230.38	769.62	23.0%
500-420-52010	Publications-Legal Notices	100.00	.00	100.00	.00
500-420-52011	System Maintenance & Repair	45,000.00	945.05	44,054.95	2.1%
500-420-52013	Travel and Training	3,000.00	.00	3,000.00	.00
500-420-52014	Vehicle Fuel & Maintenance	5,500.00	1,221.07	4,278.93	22.2%
500-420-52016	Audit	7,600.00	.00	7,600.00	.00
500-420-52017	City Attorney	.00	.00	.00	.00
500-420-52019	Contract Service	35,000.00	184.80	34,815.20	0.5%
500-420-52020	Engineering Consultant	20,000.00	.00	20,000.00	.00
500-420-52022	Equipment Maintenance	2,000.00	1,810.20	189.80	90.5%
500-420-52023	Equipment Rental/Lease	3,000.00	.00	3,000.00	.00
500-420-52025	Small Equipment Purchase	4,000.00	.00	4,000.00	.00
500-420-52030	Miscellaneous	2,000.00	.00	2,000.00	.00
500-420-52101	Banking Charges	200.00	273.77	73.77-	136.9%
500-420-52102	Dues	3,000.00	.00	3,000.00	.00
500-420-52103	Insurance	8,500.00	9,951.65	1,451.65-	117.1%
500-420-52104	Lab Analysis	5,000.00	276.30	4,723.70	5.5%
500-420-52105	Refunds-Utility Deposit	500.00	167.91	332.09	33.6%
500-420-52106	Mileage	.00	.00	.00	.00
500-420-52107	Permits	1,000.00	.00	1,000.00	.00
500-420-52108	Postage	600.00	.00	600.00	.00
500-420-52109	Utilities	33,000.00	2,512.63	30,487.37	7.6%

Account Number	Account Title	2021-22 Current year Budget	2021-22 Current year Actual	2021-22 Budget Remaining	2021-22 Budget Used %
500-420-52110	Telephones	3,400.00	421.72	2,978.28	12.4%
500-420-52114	Software Hosting Fees	7,236.00	1,166.40	6,069.60	16.1%
500-420-53001	Equipment Purchase	.00	.00	.00	.00
500-420-53002	Equipment Purchase	.00	.00	.00	.00
500-420-53003	Capital Outlay	.00	.00	.00	.00
500-420-53500	Water System Improvements	100,000.00	60,832.82	39,167.18	60.8%
500-420-53501	New Pump Station	.00	.00	.00	.00
500-420-53502	Hospital Hill Line Replace	646,000.00	.00	646,000.00	.00
500-420-53503	Transmission Line Upgrade	346,000.00	8,284.50	337,715.50	2.4%
500-420-54001	1980 Water P & I	.00	.00	.00	.00
500-420-54002	97 Water P & I	.00	.00	.00	.00
500-420-54005	IFA Loan Payment	140,000.00	.00	140,000.00	.00
500-420-55100	Transfer to General Fund	.00	.00	.00	.00
500-420-55600	Transfer to Reserve Fund	3,200.00	.00	3,200.00	.00
<b>Total Public Works - Water:</b>		<b>1,731,646.00</b>	<b>118,028.90</b>	<b>1,613,617.10</b>	<b>6.8%</b>
<b>Contingency</b>					
500-998-58000	Contingency	100,000.00	.00	100,000.00	.00
<b>Total Contingency:</b>		<b>100,000.00</b>	<b>.00</b>	<b>100,000.00</b>	<b>.00</b>
<b>Ending Fund Balance</b>					
500-999-59000	Reserve for Future Expenditure	326,431.00	.00	326,431.00	.00
<b>Total Ending Fund Balance:</b>		<b>326,431.00</b>	<b>.00</b>	<b>326,431.00</b>	<b>.00</b>
<b>Water Fund Revenue Total:</b>		<b>2,158,077.00</b>	<b>72,953.01</b>	<b>2,085,123.99</b>	<b>3.4%</b>
<b>Water Fund Expenditure Total:</b>		<b>2,158,077.00</b>	<b>118,028.90</b>	<b>2,040,048.10</b>	<b>5.5%</b>
<b>Net Total Water Fund:</b>		<b>.00</b>	<b>45,075.89-</b>	<b>45,075.89</b>	<b>.00</b>

Account Number	Account Title	2021-22 Current year Budget	2021-22 Current year Actual	2021-22 Budget Remaining	2021-22 Budget Used %
<b>Wastewater Fund</b>					
<b>Wastewater Fund</b>					
510-000-40000	Beginning Fund Balance	90,000.00	.00	90,000.00	.00
510-000-41100	Tangent Contract	30,000.00	.00	30,000.00	.00
510-000-42039	Wastewater Fees	320,000.00	29,686.42	290,313.58	9.3%
510-000-42041	OR DEQ Loan for WWFP	.00	112.00	112.00	.00
510-000-42045	Utility Deposit	.00	.00	.00	.00
510-000-46030	Fees - Other	1,000.00	.00	1,000.00	.00
510-000-46055	Refunds	.00	.00	.00	.00
510-000-46057	Miscellaneous	.00	.00	.00	.00
510-000-49011	OR DEQ Loan for WWFP	.00	.00	.00	.00
510-000-49012	2020 Wastewater Loan	2,500,000.00	.00	2,500,000.00	.00
510-000-49600	Transfer from Reserve Fund	.00	.00	.00	.00
Total Wastewater Fund:		2,941,000.00	29,798.42	2,911,201.58	1.0%

**Public Works - Wastewater**

510-430-50010	City Administrator	8,730.00	741.48	7,988.52	8.5%
510-430-50016	Utility/Court Clerk	9,469.00	801.11	8,667.89	8.5%
510-430-50018	Finance Clerk	6,613.00	626.90	5,986.10	9.5%
510-430-50050	Public Works Supervisor	16,412.00	1,486.38	14,925.62	9.1%
510-430-50052	Utility Worker III	14,867.00	1,256.90	13,610.10	8.5%
510-430-50054	Utility Worker II	7,000.00	590.19	6,409.81	8.4%
510-430-50058	Utility Worker I	.00	.00	.00	.00
510-430-51010	Employee Health Ins Benefits	21,771.00	3,294.18	18,476.82	15.1%
510-430-51020	Retirement Benefits	17,136.00	2,748.67	14,387.33	16.0%
510-430-51030	Employment Taxes	8,719.00	462.21	8,256.79	5.3%
510-430-52001	Chemicals	10,000.00	.00	10,000.00	.00
510-430-52002	Materials & Supplies	500.00	.00	500.00	.00
510-430-52003	Janitorial Supplies	.00	.00	.00	.00
510-430-52009	Uniforms	.00	.00	.00	.00
510-430-52010	Publications-Legal Notices	250.00	.00	250.00	.00
510-430-52011	System Maintenance & Repair	45,000.00	.00	45,000.00	.00
510-430-52013	Travel and Training	1,000.00	.00	1,000.00	.00
510-430-52014	Vehicle Fuel & Maintenance	3,300.00	431.33	2,868.67	13.1%
510-430-52016	Audit	3,800.00	.00	3,800.00	.00
510-430-52017	City Attorney	.00	.00	.00	.00
510-430-52019	Contract Service	2,200.00	.00	2,200.00	.00
510-430-52020	Engineering Consultant	.00	.00	.00	.00
510-430-52022	Equipment Maintenance	1,500.00	.00	1,500.00	.00
510-430-52023	Equipment Rental/Lease	.00	.00	.00	.00
510-430-52030	Miscellaneous	1,000.00	.00	1,000.00	.00
510-430-52101	Banking Charges	500.00	165.09	334.91	33.0%
510-430-52102	Dues	100.00	.00	100.00	.00
510-430-52103	Insurance	10,000.00	7,258.04	2,741.96	72.6%
510-430-52104	Lab Analysis	4,000.00	153.00	3,847.00	3.8%
510-430-52105	Refunds-Utility Deposit	.00	111.94	111.94	.00
510-430-52106	Mileage	500.00	.00	500.00	.00
510-430-52107	Permits	2,200.00	.00	2,200.00	.00
510-430-52108	Postage	550.00	.00	550.00	.00
510-430-52109	Utilities	8,200.00	905.85	7,294.15	11.0%
510-430-52110	Telephones	2,500.00	281.46	2,218.54	11.3%
510-430-52114	Software Hosting Fees	2,412.00	388.80	2,023.20	16.1%
510-430-53002	Equipment Purchase	.00	.00	.00	.00
510-430-53005	Wastewater System Improvements	2,500,000.00	.00	2,500,000.00	.00

Account Number	Account Title	2021-22 Current year Budget	2021-22 Current year Actual	2021-22 Budget Remaining	2021-22 Budget Used %
510-430-54003	97 Wastewater P & I	.00	.00	.00	.00
510-430-54004	OR DEQ Loan Repayment	30,000.00	.00	30,000.00	.00
510-430-55600	Transfer to Reserve Fund	400.00	.00	400.00	.00
Total Public Works - Wastewater:		2,740,629.00	21,703.53	2,718,925.47	0.8%
<b>Contingency</b>					
510-998-58000	Contingency	150,000.00	.00	150,000.00	.00
Total Contingency:		150,000.00	.00	150,000.00	.00
<b>Ending Fund Balance</b>					
510-999-59000	Reserve for Future Expenditure	50,371.00	.00	50,371.00	.00
Total Ending Fund Balance:		50,371.00	.00	50,371.00	.00
Wastewater Fund Revenue Total:		2,941,000.00	29,798.42	2,911,201.58	1.0%
Wastewater Fund Expenditure Total:		2,941,000.00	21,703.53	2,919,296.47	0.7%
Net Total Wastewater Fund:		.00	8,094.89	8,094.89-	.00

Account Number	Account Title	2021-22 Current year Budget	2021-22 Current year Actual	2021-22 Budget Remaining	2021-22 Budget Used %
<b>Storm Drain Fund</b>					
<b>Storm Drain Fund</b>					
520-000-40000	Beginning Fund Balance	17,000.00	.00	17,000.00	.00
520-000-42040	Storm Drain Fees	35,000.00	3,175.37	31,824.63	9.1%
520-000-46057	Miscellaneous	200.00	.00	200.00	.00
Total Storm Drain Fund:		52,200.00	3,175.37	49,024.63	6.1%
<b>Public Works - Storm Drain</b>					
520-440-50010	City Administrator	2,910.00	2,965.92	55.92-	101.9%
520-440-50016	Utility/Court Clerk	1,052.00	89.01	962.99	8.5%
520-440-50018	Finance Clerk	601.00	56.99	544.01	9.5%
520-440-50050	Public Works Supervisor	3,282.00	297.27	2,984.73	9.1%
520-440-50052	Utility Worker III	2,478.00	209.49	2,268.51	8.5%
520-440-50054	Utility Worker II	2,334.00	196.73	2,137.27	8.4%
520-440-50058	Utility Worker I	.00	.00	.00	.00
520-440-51010	Employee Health Ins Benefits	4,411.00	658.84	3,752.16	14.9%
520-440-51020	Retirement Benefits	3,438.00	551.94	2,886.06	16.1%
520-440-51030	Employment Taxes	1,748.00	102.70	1,645.30	5.9%
520-440-52002	Materials & Supplies	70.00	.00	70.00	.00
520-440-52010	Publications-Legal Notices	.00	.00	.00	.00
520-440-52011	System Maintenance & Repair	1,400.00	.00	1,400.00	.00
520-440-52013	Travel and Training	.00	.00	.00	.00
520-440-52014	Vehicle Fuel & Maintenance	200.00	.00	200.00	.00
520-440-52016	Audit	950.00	.00	950.00	.00
520-440-52017	City Attorney	.00	.00	.00	.00
520-440-52019	Contract Service	1,929.00	.00	1,929.00	.00
520-440-52020	Engineering Consultant	.00	.00	.00	.00
520-440-52022	Equipment Maintenance	.00	.00	.00	.00
520-440-52023	Equipment Rental/Lease	200.00	.00	200.00	.00
520-440-52101	Banking Charges	.00	18.67	18.67-	.00
520-440-52102	Dues	.00	.00	.00	.00
520-440-52103	Insurance	.00	.00	.00	.00
520-440-52105	Refunds-Utility Deposit	.00	.00	.00	.00
520-440-52106	Mileage	.00	.00	.00	.00
520-440-52107	Permits	.00	.00	.00	.00
520-440-52108	Postage	.00	.00	.00	.00
520-440-52109	Utilities	.00	.00	.00	.00
520-440-52110	Telephones	.00	.00	.00	.00
520-440-52114	Software Hosting Fees	804.00	129.60	674.40	16.1%
520-440-53002	Equipment Purchase	.00	.00	.00	.00
520-440-55600	Transfer to Reserve Fund	200.00	.00	200.00	.00
Total Public Works - Storm Drain:		28,007.00	5,277.16	22,729.84	18.8%
<b>Contingency</b>					
520-998-58000	Contingency	.00	.00	.00	.00
Total Contingency:		.00	.00	.00	.00
<b>Ending Fund Balance</b>					
520-999-59000	Reserve for Future Expenditure	24,193.00	.00	24,193.00	.00
Total Ending Fund Balance:		24,193.00	.00	24,193.00	.00
Storm Drain Fund Revenue Total:		52,200.00	3,175.37	49,024.63	6.1%

Account Number	Account Title	2021-22 Current year Budget	2021-22 Current year Actual	2021-22 Budget Remaining	2021-22 Budget Used %
	Storm Drain Fund Expenditure Total:	52,200.00	5,277.16	46,922.84	10.1%
	Net Total Storm Drain Fund:	.00	2,101.79-	2,101.79	.00

Account Number	Account Title	2021-22 Current year Budget	2021-22 Current year Actual	2021-22 Budget Remaining	2021-22 Budget Used %
<b>System Development Fund</b>					
<b>System Development Fund</b>					
530-000-40000	Beginning Fund Balance	1,601,217.00	.00	1,601,217.00	.00
530-000-42140	SDC Fees	.00	.00	.00	.00
530-000-42141	Park	5,480.00	.00	5,480.00	.00
530-000-42142	Street Imp.	30,265.00	.00	30,265.00	.00
530-000-42143	Water Imp.	15,675.00	.00	15,675.00	.00
530-000-42144	WW Imp.	1,855.00	.00	1,855.00	.00
530-000-42145	Storm Drain Fees	1,585.00	.00	1,585.00	.00
530-000-42243	Water Reimbursement	85.00	.00	85.00	.00
530-000-42244	WW Reimbursement	220.00	.00	220.00	.00
530-000-46030	Fees - Other	4,373.00	.00	4,373.00	.00
530-000-49100	Transfer in from General Fund	38,307.00	.00	38,307.00	.00
Total System Development Fund:		1,699,062.00	.00	1,699,062.00	.00
<b>Department: 100</b>					
530-100-55100	Transfer to General Fund	.00	.00	.00	.00
Total Department: 100:		.00	.00	.00	.00
<b>Parks</b>					
530-300-53003	Capital Outlay	.00	.00	.00	.00
Total Parks:		.00	.00	.00	.00
<b>Streets</b>					
530-410-53003	Capital Outlay	.00	.00	.00	.00
Total Streets:		.00	.00	.00	.00
<b>Water</b>					
530-420-52020	Engineering Consultant	.00	.00	.00	.00
530-420-53003	Capital Outlay	.00	.00	.00	.00
Total Water:		.00	.00	.00	.00
<b>Wastewater</b>					
530-430-53003	Capital Outlay	.00	.00	.00	.00
Total Wastewater:		.00	.00	.00	.00
<b>Storm Drain</b>					
530-440-53003	Capital Outlay	.00	.00	.00	.00
Total Storm Drain:		.00	.00	.00	.00
<b>Contingency</b>					
530-998-58000	Contingency	.00	.00	.00	.00
Total Contingency:		.00	.00	.00	.00
<b>Ending Fund Balance</b>					
530-999-59000	Reserve for Future Expenditure	1,699,062.00	.00	1,699,062.00	.00

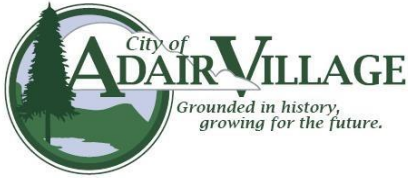


Account Number	Account Title	2021-22 Current year Budget	2021-22 Current year Actual	2021-22 Budget Remaining	2021-22 Budget Used %
	Total Ending Fund Balance:	1,699,062.00	.00	1,699,062.00	.00
	System Development Fund Revenue Total:	1,699,062.00	.00	1,699,062.00	.00
	System Development Fund Expenditure Total:	1,699,062.00	.00	1,699,062.00	.00
	Net Total System Development Fund:	.00	.00	.00	.00

Account Number	Account Title	2021-22 Current year Budget	2021-22 Current year Actual	2021-22 Budget Remaining	2021-22 Budget Used %
<b>Reserve Fund</b>					
<b>Reserve Fund</b>					
600-000-40000	Beginning Fund Balance	108,300.00	.00	108,300.00	.00
600-000-49100	Transfer from General Fund	5,000.00	.00	5,000.00	.00
600-000-49200	Transfer from Street Fund	200.00	.00	200.00	.00
600-000-49500	Transfer from Water Fund	3,200.00	.00	3,200.00	.00
600-000-49510	Transfer from Wastewater	400.00	.00	400.00	.00
600-000-49520	Transfer from Storm Drain Fund	200.00	.00	200.00	.00
Total Reserve Fund:		117,300.00	.00	117,300.00	.00
<b>Non-departmental</b>					
600-900-55100	Transfer to General Fund	10,000.00	.00	10,000.00	.00
600-900-55200	Transfer to Street Fund	.00	.00	.00	.00
600-900-55500	Transfer to Water Fund	.00	.00	.00	.00
600-900-55510	Transfer to Wastewater Fund	.00	.00	.00	.00
600-900-55520	Transfer to Storm Drain Fund	.00	.00	.00	.00
Total Non-departmental:		10,000.00	.00	10,000.00	.00
<b>Contingency</b>					
600-998-58000	Contingency	.00	.00	.00	.00
Total Contingency:		.00	.00	.00	.00
<b>Ending Fund Balance</b>					
600-999-59000	Reserve for Future Expenditure	107,300.00	.00	107,300.00	.00
Total Ending Fund Balance:		107,300.00	.00	107,300.00	.00
Reserve Fund Revenue Total:		117,300.00	.00	117,300.00	.00
Reserve Fund Expenditure Total:		117,300.00	.00	117,300.00	.00
Net Total Reserve Fund:		.00	.00	.00	.00
Net Grand Totals:		.00	104,807.23-	104,807.23	.00

Report Criteria:

- Print Fund Titles
- Page and Total by Fund
- Print Source Titles
- Total by Source
- Print Department Titles
- Total by Department
- All Segments Tested for Total Breaks



## STAFF REPORT

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<b>Date:</b>	<b>August 5, 2021</b>
<b>Applicant:</b>	<b>City of Adair Village</b>
<b>Nature of Application(s):</b>	<b>Development Code Amendments – New Residential Zone - R-4 &amp; Corresponding Use Standards. Comprehensive Plan Amendment – Land Use Chapter</b>
<b>Property Location:</b>	<b>City Wide</b>
<b>Applicable Criteria:</b>	<b>Section 2.700, 3.200(2) &amp; 3.520</b>
<b>Staff Contact</b>	<b>Patrick Depa, Associate Planner</b>

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### BACKGROUND

In 2019, Oregon House Bill 2001 (2019) (HB 2001) passed 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 comprehensive 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. Multiple sections of the Comprehensive Plan support these amendments.

### **SECTION 9.490 HOUSING 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.

### **POLICIES & RECOMMENDATIONS**

#### **General**

1. The City shall support through implementation of the Adair Village Land Use Development Code housing types and programs that address the needs of all its citizens.
2. The City shall provide a variety of housing opportunities for its citizens through implementation of the Adair Village Land Use Development Code.

#### **Housing Types**

1. The City shall support and encourage a range of lot sizes, housing types and densities within the locational criteria of the Adair Village Land Use Development Code.

## **SECTION 9.590 LAND USE GOALS & POLICIES**

2. The City shall encourage higher density compact residential development to provide more efficient land utilization and to reduce the cost of housing, public facilities and services.
3. A variety in lot sizes, housing types and street patterns shall also be encouraged.
9. To guarantee the widest range of housing opportunities, the City shall create residential categories that provide development choices.

## **SECTION 9.890 GROWTH MANAGEMENT GOALS & POLICIES**

9. Ensure efficient urban development through compact pedestrian friendly development within the natural environment that includes neighborhoods that with a mix of housing types and lot sizes.

**(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 R-4 District and Cottage Development supports the following principles:

1. Encourages the creation of more usable open space for residents of the development through flexibility in density and lot standards;
2. Supports the growth management goal of more efficient use of urban residential land;
3. Provides development standards to ensure compatibility with surrounding land uses; and,
4. Allows diversity of land uses as well as establishes smaller lot sizes and creative residential development within residential zones.

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 9.530 LAND USE NEEDS & PLANNING

The designation of future land uses was based upon the findings and needs identified in all the elements of the Comprehensive Plan and the citizen participation achieved through reviews during the public hearings process.

The general criteria that guided the selection of lands for each future use were:

1. The need to maintain an adequate supply of land for future urban development.
2. The existing land use patterns and growth trends of the area.
3. The natural environmental constraints including topography, geology, soils, water resources, natural vegetation, wildlife and air resources.
4. The accessibility to existing and proposed transportation systems.
5. The availability of existing and proposed community facilities, utilities and services.
6. The locational suitability for each land use classification with respect to available natural amenities.

In addition to the general criteria, the recommendations for future residential land use were guided by the need to accommodate a variety of living environments in response to meeting the future housing needs of Adair Village.

### Adair Village Land Use Districts

To facilitate Planning and development of the City, ~~seven~~ **eight** land use districts were established.

#### Primary Zoning Districts

Residential	R-1	10,000 sf minimum lot size.
Residential	R-2	8,000 sf minimum lot size.
Residential	R-3	6,500 sf minimum lot size.
Residential	R-4	4,000 sf minimum lot size.
Limited Commercial	C-1	
Limited Industrial	M-1	
Educational Facilities	E-1	
Public Use	P-1	
Conditional Zoning		
Planned Development	PD	



## 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 subject to **Section 6.104 Multiple Family Standards.**
  - (d) Cottage Clusters on lots or parcels subject to **Section 6.106 Cottage Cluster Standards.**
  - (e) Residential Care Homes for 5 or less people. As provided in ORS 197.660 - 670 and **Code Section 6.102.**
  - (f) Group Child Care Home for 12 or less children as provided in the applicable provisions of ORS 657 A and **Code Section 6.102.**
  - (g) 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**.
- (c) 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 4,000 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**
- (c) Exterior street front yards shall have a minimum depth of 20 feet.
- (d) Exterior street side yards shall have a minimum depth of 10 feet.

- (e) 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.

- (5) **Average Unit Size.** The maximum average floor area for a cottage cluster is 1,000 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.
- (7) **Off-Street Parking.** Required Off-Street Parking. The minimum number of required off-street parking spaces for a cottage cluster project is one (1) space per unit. Spaces may be provided for individual cottages or in shared parking clusters.
- (8) On-site bicycle storage facilities, bicycle paths and pedestrian ways shall be provided for developments exceeding six dwelling units.

## B. DESIGN STANDARDS

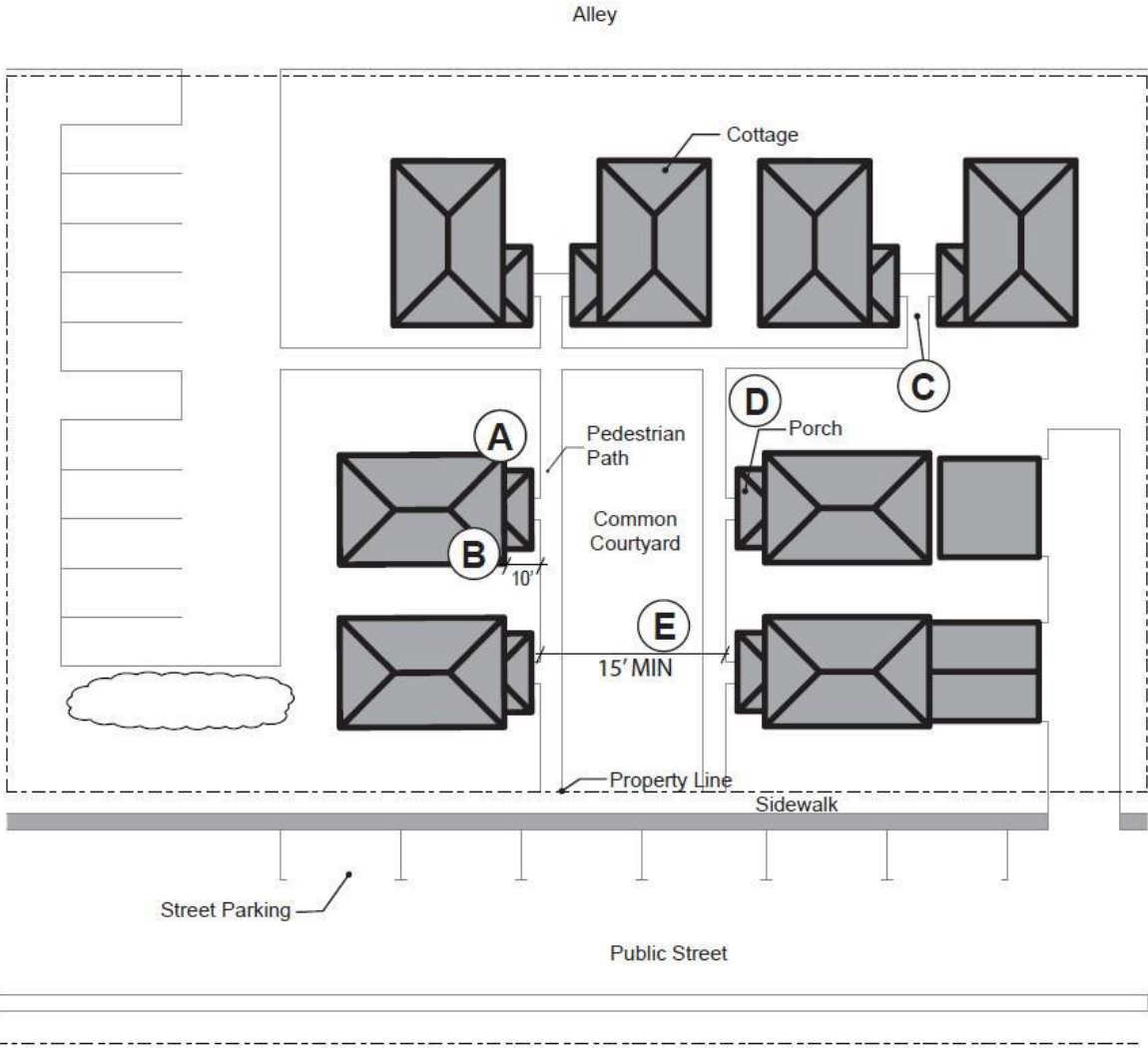
Cottage clusters shall meet the design standards in subsections (1) through (8) of this section (B). No other design standards shall apply to cottage clusters unless noted in this section. Mandates for construction of a garage or carport and any other design standards are invalid, except as specified 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 1,000 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 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:

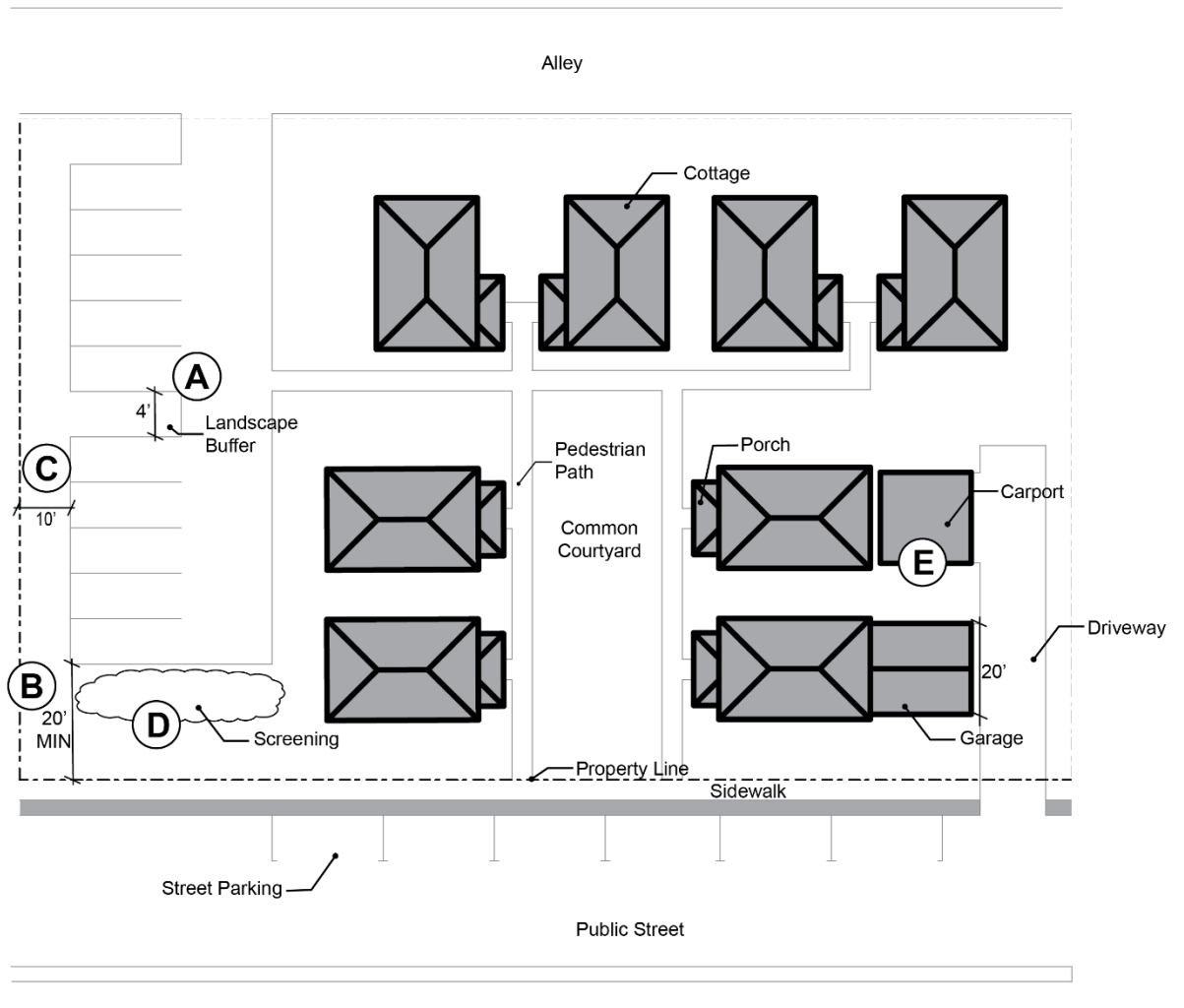
a. The existing dwelling may be nonconforming with respect to the requirements of this code.

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.

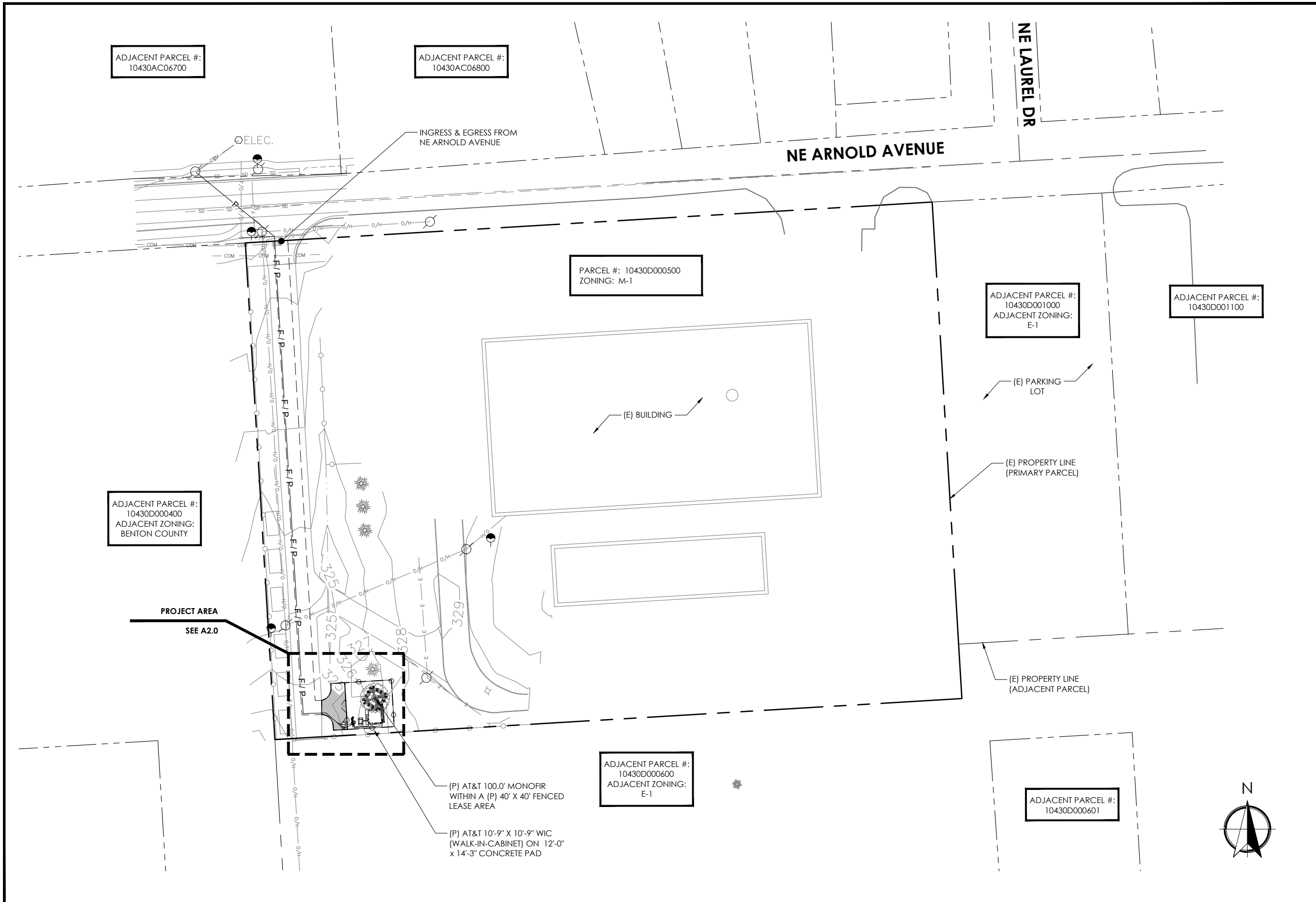
c. The floor area of the existing dwelling shall not count towards the maximum average floor area of a cottage cluster.

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**

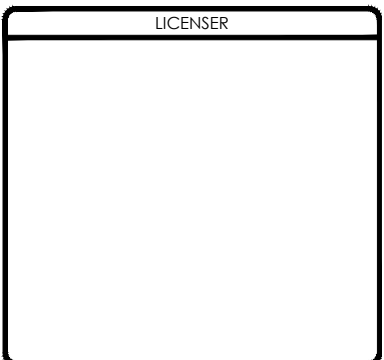


- (A)** Parking allowed in clusters of up to 5 spaces. Clusters separated by minimum 4 feet of landscaping.
- (B)** No parking or vehicle area within 20 feet from street property line (except alley).
- (C)** No parking within 10 feet from other property lines (except alley). Driveways and drive aisles 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.



DRAWN BY: MS  
CHECKED BY: BU

DRAWING VERSION		
VER.	DATE	DESCRIPTION
1	05/28/21	PRELIM LU DRAWINGS
2	06/11/21	CLIENT COMMENT
3	06/15/21	FINAL LU DRAWINGS



PROJECT INFORMATION

**CV58  
ADAIR VILLAGE**

7170 NE ARNOLD AVE  
CORVALLIS, OR 97330

SHEET TITLE

**VICINITY SITE PLAN**

SHEET NO.

**A1.1**

# Adair Village

## CV58

Proposed Structure Height: 100' AGL

Proposed Antenna Height: 100' AGL

Description:

16 proposed antennas concealed on a new 100' tall RF Transparent MonoFir.  
Proposed ground equipment below within 40'x40' fenced lease area. The MonoFir shown below portrays high density RF transparent branches & foliage.  
Future other carriers shown.

# VIEW 2



Existing Conditions - Looking West



Proposed Conditions - Looking West



Visual impact will be affected by location and visibility of observer. This document is for planning and information purposes only and is purely conceptual. This is solely the designers / photographers interpretation of the proposed development.

Address: 7170 NE ARNOLD AVE  
CORVALLIS, OR 97330

# Adair Village

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Future other carriers shown.

# VIEW 4



Existing Conditions - Looking East



Proposed Conditions - Looking East



Visual impact will be affected by location and visibility of observer. This document is for planning and information purposes only and is purely conceptual. This is solely the designers / photographers interpretation of the proposed development.

Address: 7170 NE ARNOLD AVE  
CORVALLIS, OR 97330



**BEFORE THE CITY COUNCIL FOR THE  
CITY OF ADAIR VILLAGE, OREGON**

In the Matter of amending the )  
City of Adair Village’s )  
Development Code by adding the )  
R-4 Residential District and Use )  
Standands for Cottage Cluster )  
Developments and modifying )  
Chapter 9.500 – Land Use of the )  
Comprehensive Plan No 2015-02 )

**ORDINANCE NO. 2021-03**

**WHEREAS**, the City of Adair Village periodically needs to update its Development Code and Comprehensive Plan to comply with the land use laws of the State of Oregon and to account for changes to the local situation; and

**WHEREAS**, in 2019, Oregon House Bill 2001 (2019) (HB 2001) passed large sweeping mandatory amendments 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; and

**WHEREAS**, 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 land inside the UGB to be annexed; and

**WHEREAS**, the City of Adair Village wishes to establish the higher density district (R-4) to provide another housing option to the City when certain parcels are annexed; and

**WHEREAS**, by adopting these specific use standards we can address and regulate siting and design for middle housing options, specifically cottage clusters; and

**WHEREAS**, adding the R-4 residential district to City’s Comprehensive Plan, 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; and

**WHEREAS**, the City of Adair Village noticed and did hold a Public Hearing before the Planning Commission on August 17, 2021, and received public comment and input; and

**WHEREAS**, on August 17, 2021, the City of Adair Village Planning Commission recommended approval to the City Council the adoption of these various Amendments to the Development Code and Comprehensive Plan; and

**WHEREAS**, the City Council held a public hearing on September 7, 2021 and believes that it is in the best interests of the City to update the Comprehensive Plan; now, therefore,

**THE CITY OF ADAIR VILLAGE ORDAINS AS FOLLOWS:**

**Section 1:** That the following attached amended Section 9.500 - Land Use (see exhibit A) of the Adair Village Comprehensive Plan 2015-02 and the addition of section 4.114 Residential Zone – R-4 (see exhibit B) and Section 6.106 – Cottage Cluster Standards (see exhibit C) to the Development Code 2013-03 are hereby approved as presented.

**Section 2:** The Planning Official shall make such changes to the City of Adair Village Developmetn Code and Comprehensive Plan as are required to implement this amending ordinance.

**Section 3:** Severability. Should any section or portion of this Ordinance be held unlawful or unenforceable by any court of competent jurisdiction, such decision shall apply only to the specific section, or portion thereof, directly specified in the decision. All other sections or portions of this Ordinance shall remain in full force and effect.

**Section 4.** Effective Date. Passed by the City Council and approved by the Mayor of the City of Adair Village this 7<sup>th</sup> day of September, 2021, the Adair Village Comprehensive Plan and Development Code amendments shall become effective on September 7, 2021.

City of Adair Village, Oregon, September 7, 2021

CITY OF ADAIR VILLAGE

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY RECORDER/CITY ADMINISTRATOR

First Reading: September 7, 2021

Second Reading:

# EXHIBIT A

## SECTION 9.530 LAND USE NEEDS & PLANNING

The designation of future land uses was based upon the findings and needs identified in all the elements of the Comprehensive Plan and the citizen participation achieved through reviews during the public hearings process.

The general criteria that guided the selection of lands for each future use were:

1. The need to maintain an adequate supply of land for future urban development.
2. The existing land use patterns and growth trends of the area.
3. The natural environmental constraints including topography, geology, soils, water resources, natural vegetation, wildlife and air resources.
4. The accessibility to existing and proposed transportation systems.
5. The availability of existing and proposed community facilities, utilities and services.
6. The locational suitability for each land use classification with respect to available natural amenities.

In addition to the general criteria, the recommendations for future residential land use were guided by the need to accommodate a variety of living environments in response to meeting the future housing needs of Adair Village.

### Adair Village Land Use Districts

To facilitate Planning and development of the City, ~~seven~~ **eight** land use districts were established.

#### Primary Zoning Districts

<b>Residential</b>	<b>R-1</b>	10,000 sf minimum lot size.
<b>Residential</b>	<b>R-2</b>	8,000 sf minimum lot size.
<b>Residential</b>	<b>R-3</b>	6,500 sf minimum lot size.
<b>Residential</b>	<b>R-4</b>	<b>4,000 sf minimum lot size.</b>
<b>Limited Commercial</b>	<b>C-1</b>	
<b>Limited Industrial</b>	<b>M-1</b>	
<b>Educational Facilities</b>	<b>E-1</b>	
<b>Public Use</b>	<b>P-1</b>	
<b>Conditional Zoning</b>		
<b>Planned Development</b>	<b>PD</b>	



## **EXHIBIT B**

### **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 subject to **Section 6.104 Multiple Family Standards**.
  
  - (d) Cottage Clusters on lots or parcels subject to **Section 6.106 Cottage Cluster Standards**.
  
  - (e) Residential Care Homes for 5 or less people. As provided in ORS 197.660 - 670 and **Code Section 6.102**.
  
  - (f) Group Child Care Home for 12 or less children as provided in the applicable provisions of ORS 657 A and **Code Section 6.102**.
  
  - (g) 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**.
- (c) 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 4,000 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**
- (c) Exterior street front yards shall have a minimum depth of 20 feet.
- (d) Exterior street side yards shall have a minimum depth of 10 feet.

- (e) 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**.

## **EXHIBIT C**

### **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.

- (5) **Average Unit Size.** The maximum average floor area for a cottage cluster is 1,000 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.
- (7) **Off-Street Parking.** Required Off-Street Parking. The minimum number of required off-street parking spaces for a cottage cluster project is one (1) space per unit. Spaces may be provided for individual cottages or in shared parking clusters.
- (8) On-site bicycle storage facilities, bicycle paths and pedestrian ways shall be provided for developments exceeding six dwelling units.

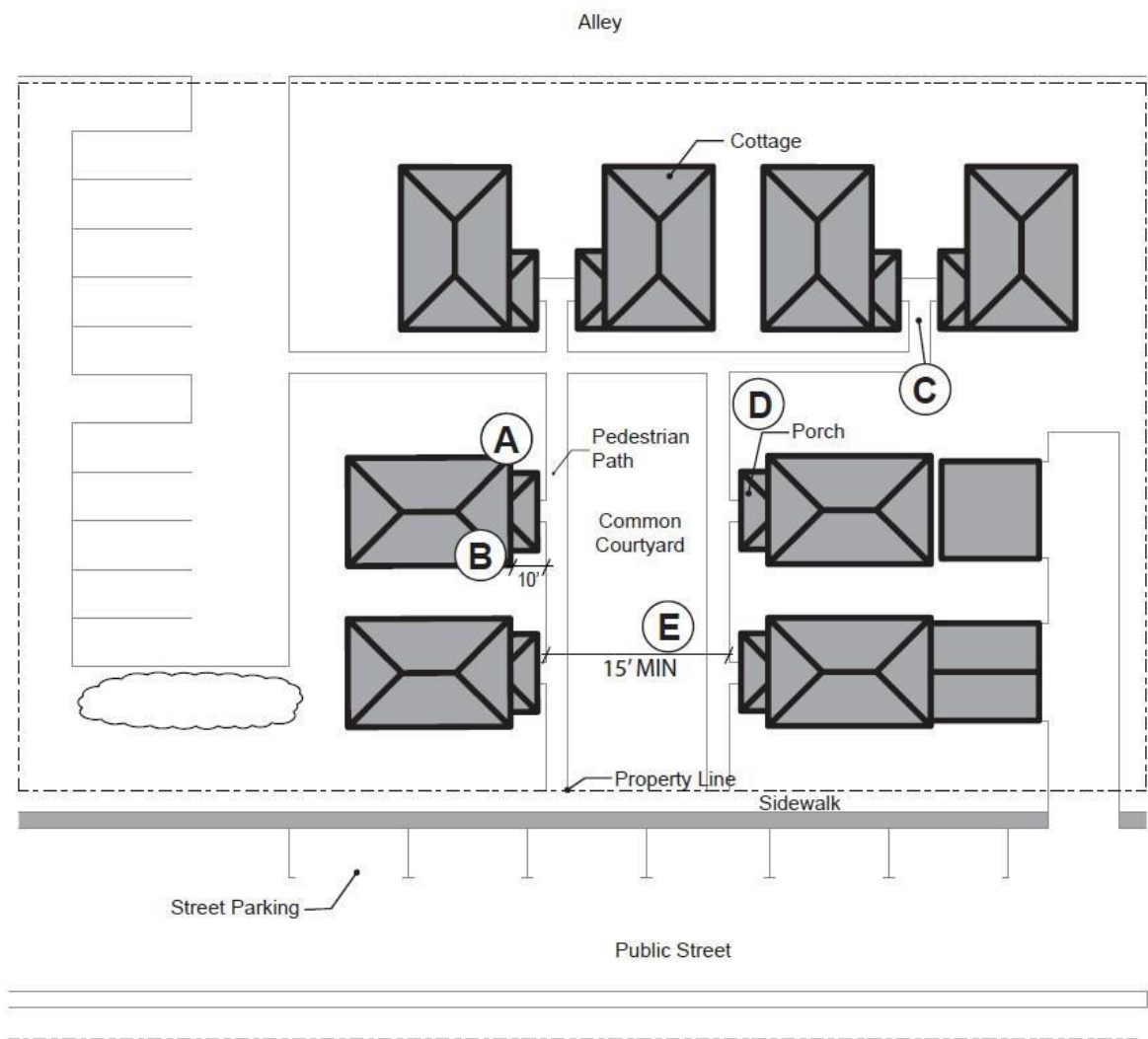
## **B. DESIGN STANDARDS**

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 1,000 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 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***