



CITY OF SWEET HOME CITY COUNCIL AGENDA

January 8, 2019, 6:30 p.m.
Sweet Home Police Department, 1950 Main Street
Sweet Home, OR 97386

WIFI Passcode:
guestwifi

PLEASE silence all cell phones – Anyone who wishes to speak, please sign in.

A. Call to Order and Pledge of Allegiance

B. Roll Call:

Swearing in of Council Elects	
Councilor Coleman	Mayor Mahler
Councilor Gerson	Councilor Nash
Councilor Goble	Councilor Trask
Councilor Gourley	

C. Consent Agenda:

- a) Approval of Minutes: December 11, 2018 - Regular Meeting (pg. 3-6)
December 18, 2018 – Executive Session (pg. 7)
December 18, 2018 – Special Meeting (pg. 8)

D. Recognition of Visitors and Hearing of Petitions:

E. Old Business:

F. New Business:

- a) Nominations for 2019 Mayor
- b) Council Election of 2019 Mayor
- c) Nominations for 2019 President Pro-Tem
- d) Council Election of 2019 President Pro-Tem
- e) **PUBLIC HEARING:** Appeal to City Council of a Planning Commission Decision for VR 18-07, a Variance in order to build a 1,728 sq. ft. personal shop in an R-1 Zone.
The Public Hearing will be opened and immediately continued until January 22, 2019 at 6:30 PM in order to allow time for additional notification of the hearing. Public testimony will be received at the January 22, 2019 continued hearing (pg. 9-61)
- f) Request for Council Action – Resolution No. 1 for 2019 -Sweetheart Run Road Closures (pg. 62-65)
- g) Request for Council Action – Resolution No. 2 for 2019 - Revised Fiscal Policy (pg. 66-81)
- h) Request for Council Action – IGA Oregon Cascades West Council of Governments and Sweet Home Teleworking Space (pg. 82-85)

- i) Information Only – City of Sweet Home Limited English Proficiency (LEP) Plan Update (pg. 86-97)

G. Ordinance Bills

- i. **Introduction and Request for Ordinance**
- ii. **First Reading of Ordinance Bills**
- iii. **Second Reading of Ordinance Bills**
- iv. **Third Reading of Ordinance Bills (Roll Call Vote Required)**

H. Reports of Committees:

- a) Mayor's Report
- b) City Manager's Report
- c) Department Director's Reports:
 - i. Finance Director
 - (1) Revenue & Expenses (pg. 97-98)
 - ii. Library Services Director
 - (1) Library Monthly Report (pg.99)
 - (2) Circulation Stats - Oct – Dec 2018 (pg. 101)
 - (3) Patron Stats – Oct – Dec 2018 (pg. 101)
 - (4) Library Advisory Board Minutes 12-13-18 (pg. 102)
 - iii. Community and Economic Development Director
 - iv. Police Chief
 - (1) Monthly Report (pg. 103-104)
 - v. Public Works Director
 - (1) Monthly Report December 2018 (pg. 105-107)
 - vi. City Attorney's Report

I. Reports of City Officials:

Administrative & Finance/Property (Minutes 12-11-18) (pg.108)	Goble
Public Safety/Traffic Safety	
Public Works	Mahler
Park and Tree Committee	Trask
Youth Advisory Council	Gourley
Chamber of Commerce	Coleman
Fire District	Trask
Council of Governments	Gerson
Area Commission on Transportation	
Solid Waste Advisory Council	Goble
Ad Hoc Committee on Health	Gourley

J. Council Business for Good of the Order:

K. Adjournment

SWEET HOME CITY COUNCIL MEETING MINUTES

December 11, 2018

Mayor Mahler called the meeting to order at 6:30 p.m. in the Sweet Home Police Department. The Pledge of Allegiance was recited.

Staff Present: City Manager Ray Towry, Library Services Director Rose Peda, City Attorney Robert Snyder, Community and Economic Development Director Jerry Sorte, Public Works Director Greg Springman, Police Chief Jeff Lynn, Finance Director Brandon Neish and Recording Secretary Julie Fisher.

Visitors Registered to Speak: None

Media: Sean Morgan, The New Era

Roll Call:	Councilor Briana	P	Councilor Gourley	P
	Councilor Coleman	P	Mayor Mahler	P
	Councilor Gerson	P	Councilor Trask	P
	Councilor Goble	P		

Consent Agenda:

Motion was made to approve the Consent Agenda as submitted (Gerson/Trask). Motion passed with 7 Ayes, 0 Opposed, 0 Absent.

Items on the consent agenda are as follows:

Approval of Minutes: November 27, 2018 – Executive Session

November 27, 2018 – Regular Meeting

Recognition of Visitors & Hearing of Petition:

Capitol Christmas Tree Recognition: A short video recap of the Capitol Christmas Tree trip to Washington D.C. was shown. Mayor Mahler presented Nikki Swanson, USFS and Councilor Susan Coleman with a plaque recognizing all their efforts in making the Capitol Christmas Tree event a great event for our community.

Oregon Community Foundation Library Services Director Peda gave a brief history about the Oregon Community Foundation who has recently awarded the Sweet Home Library with a grant for Pop-Up Libraries. JoAnn McQueary with the OCF stated that only 2 applications were received from Linn County. A grant writing workshop will be held some time in the upcoming year to encourage applications from Linn County.

Old Business:

Request for Council Action – Resolution No. 20 for 2018 – A Resolution Adopting Revised Personnel Policies for Employees, Interns and Volunteers of the City of City Manager introduced the revised Personnel Policies for the City of Sweet Home. Councilor Gerson was concerned that subordination was listed as an employee value and did not feel subordination is a value. City Manager Towry explained that insubordination can be a cause for discipline, so subordination is

Sweet Home.

a valued quality. By consensus the Council agreed to remove the term value from the Code of Conduct and Work Ethics section in the revised Personnel Policies for the City of Sweet Home.

New Business:

Motion to adopt Resolution No. 20 for 2018- A Resolution Adopting Revised Personnel Policies for Employees, Interns and Volunteers of the City of Sweet Home as Amended (Gourley/Trask). Motion passed with 7 Ayes, 0 Opposed and 0 Absent.

Proclamation – Canvassing of Election Results

Mayor Mahler read the Proclamation Canvassing the Election Results from the November 6, 2018 Election.

Motion to accept the November 6, 2018 Election Results (Goble/Gourley). Motion passed with 7 Ayes, 0 Opposed and 0 Absent.

Request for Council Action and First Reading of Ordinance Bills:

None

Second Reading:

None

Third and Final Reading of Ordinance Bills:

Community and Economic Development Director Sorte read by Title Only Ordinance Bill No. 5 for 2018.

Motion to adopt Ordinance Bill No. 5 for 2018 – An Ordinance Amending the Official Zoning Map. (Gerson/Coleman).

Roll Call Vote:

Councilor Briana	Aye
Councilor Coleman	Aye
Councilor Gerson	Aye
Councilor Goble	Aye
Councilor Gourley	Aye
Mayor Mahler	Aye
Councilor Trask	Aye

Motion passed with 7 Ayes, 0 Opposed and 0 Absent.

Mayor's Report

None

City Manager's Report

City Manager Towry announced an All Staff Meeting on Wednesday, December 19th. Offices will be closed from 11:30am until 1:30pm.

An Executive Session was scheduled for December 18, 2018 for the review of the City Manager's evaluation. A regular meeting with immediately follow to approve and sign the evaluation.

Department Directors Reports:

Finance Director

Finance Director Neish reported there were 48 accounts turned off

for non-payment in November and 57 scheduled for December.

Library Director

Library Services Director Peda announced a grant from the State Library in the amount of \$1500.00 for the Summer Reading Program with the theme of Universe of Stories.
Nikki Swanson, USFS commended the Sweet Home Library for their Apples from Oregon program that coincided with the Capitol Christmas Tree's journey to Washington D.C.

Community and Economic
Development Director

CEDD Jerry Sorte referred to the report in the packet. There were no questions of Council.

Police Chief

Chief Lynn reported on the Shop with a Cop program that benefited 37 local children and announced the Sharing Tree in the lobby of the Police Department.
A search warrant was executed on Willow Street which resulted in multiple arrests.
A new office was sworn in this past week.

Public Works

PWD Springman stated the Leaf Collection Program has been a success and is winding down. The program will end for the season the end of the week.
PWD Springman stated at the next meeting, he will have an update on the leak detection and repairs.

City Attorney

City Attorney Snyder reported to the Council on the committees and which are required by ORS, SHMC and which are not required. City Attorney Snyder stated the topic will be on the agenda during an upcoming meeting for consensus on how to proceed.

Committee Reports:

Administration & Finance/
Property Committee

Councilor Goble reported a meeting was held to review bulk water rate proposals. The item was tabled until more information could be brought forward.

Public/Traffic Safety

No Report

Public Works
City Boards/Committees:

No Report

Chamber of Commerce

Councilor Coleman stated the Chamber has shared a quarterly report via email.

Fire District

Councilor Trask reported the Sharing Tree is up.

Park & Tree Commission

None

Y.A.C.

Councilor Gourley reported the YAC will begin scheduling lunch meetings and inviting business leaders for discussion, first interviewing Dr. Larry Horton.

Ad Hoc Committee
Community Healthcare

Councilor Gourley reported on the results of the survey on how first year medical students from Western University can serve with

the public.

Regional Boards/Committees:

Area Commission on Transportation (ACT) No Report

Council of Governments (COG) Councilor Gerson reported the next meeting in January.

Solid Waste Advisory Council (SWAC) No Report

Council Business for Good of the Order: Mayor Mahler presented outgoing Councilor Robert Briana with a plaque in recognition and thanks for his service on the Sweet Home City Council.

Adjournment: With No further business the meeting adjourned at 7:20 PM

The foregoing is a true copy of the proceedings of the City Council at the December 11, 2018 regular City Council Meeting.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder

SWEET HOME CITY COUNCIL
EXECUTIVE SESSION MEETING MINUTES

December 18, 2018

The City Council Executive Session was opened at 5:30 p.m. in the Sweet Home Police Department.

Roll Call:	Councilor Briana	AB	Councilor Gourley	P
	Councilor Coleman	AB	Mayor Mahler	P
	Councilor Gerson	P	Councilor Trask	P
	Councilor Goble	AB		

Staff: City Manager Ray Towry, City Attorney Robert Snyder and Recording Secretary Julie Fisher.

Media: Sean Morgan, The New Era

Mayor Mahler read the Executive Session Announcement.

The purpose of the meeting was an Executive Session as authorized by ORS 192.660 (2)(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, in this case, the City Manager.

There was time for questions and comments, no official decisions were made.

The meeting adjourned at 5:40 p.m.

The foregoing is a true copy of the proceedings of the City Council at the December 18, 2018 Executive Session City Council Meeting.

Mayor

ATTEST:

City Manager– Ex Officio City Recorder

SWEET HOME CITY COUNCIL
SPECIAL MEETING MINUTES

December 18, 2018

The City Council Special Meeting was opened at 5:41 p.m. in the Sweet Home Police Department.

Roll Call:	Councilor Briana	AB	Councilor Gourley	P
	Councilor Coleman	AB	Mayor Mahler	P
	Councilor Gerson	P	Councilor Trask	P
	Councilor Goble	AB		

Staff: City Manager Ray Towry, City Attorney Robert Snyder and Recording Secretary Julie Fisher.

Media: Sean Morgan, The New Era

The purpose of the meeting to review and approve the City Managers evaluation.

Motion to approve the City Manager's Evaluation (Gerson/Trask). The motion passed with 4 Ayes, 0 Opposed and 3 Absent (Briana, Coleman, Goble)

Motion to approve a 3% step increase for the City Manager (Trask/Gerson).

Roll Call Vote:

Councilor Coleman	Absent
Councilor Gerson	Aye
Councilor Goble	Absent
Councilor Gourley	Aye
Mayor Mahler	Aye
Councilor Trask	Aye
Councilor Briana	Absent

The motion passed with 4 Ayes, 0 Opposed and 3 Absent (Briana, Coleman, Goble)

The meeting adjourned at 5:47 p.m.

The foregoing is a true copy of the proceedings of the City Council at the December 18, 2018 Special City Council Meeting.

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Mayor

ATTEST:

City Manager– Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA: January 8, 2019	TITLE: Public Hearing: Appeal to Planning Application Variance VR18-07	TYPE OF ACTION: <input type="checkbox"/> RESOLUTION <input checked="" type="checkbox"/> MOTION <input type="checkbox"/> OTHER
SUBMITTED BY: Jerry Sorte, CED Director	ATTACHMENTS: Staff Report for the appeal to VR18-07	
REVIEWED BY: Ray Towry, City Manager		

PURPOSE OF THIS RCA:

This RCA provides information pertaining to an appeal by the City Manager of the Planning Commission's decision to approve a variance request to build a 1,728 square foot shop building in the Residential Low-Density (R-1) Zone. The City Council will hold a public hearing and make a final local decision on this matter.

BACKGROUND/CONTEXT:

The applicant, James Pickett, applied under application VR18-07 to build a 1,728 square foot shop building in the Residential Low-Density (R-1) Zone. The maximum floor area for an accessory structure in the R-1 zone is 864 square feet. The property is located at 203 5th Avenue, Sweet Home, OR 97386. The property is identified on the Linn County Assessor's Map as 13S01E31CD Tax Lot 700, and it contains approximately 1.55 acres. The Staff Report (attached) includes maps that depict the property and proposed shop location.

The Planning Commission held a public hearing on November 5, 2018 to consider this variance request. An opportunity was provided for public testimony at the public hearing. After closing the public hearing, the Planning Commission deliberated and voted 3-2 to approve the variance. The minutes for the hearing are included as Attachment D to the Staff Report. The Planning Commission's decision is memorialized in the Order of Conditional Approval included as Attachment F to the Staff Report.

City Manager Ray Towry filed an appeal to the Planning Commission's decision on VR18-07 on November 30, 2018 under Sweet Home Municipal Code (SHMC) 17.12.050: "The City Manager shall have the power and duty to enforce the provisions of this title." The City Manager cited that the decision on VR18-07 did not include adequate findings to demonstrate compliance with all of the decision criteria for the application. The City Manager found that it has not been shown that:

"The request is the minimum variance necessary to make reasonable use of the property" [SHMC 17.88.040(C)];

Or that: "The property has a physical circumstance or condition that makes it difficult to develop" [SHMC 17.88.040(H)].

A decision on a land use application must be made based on a review of the proposal under all of the applicable review and decision criteria. The review and decision criteria are those sections of the SHMC that apply to the application and are listed and discussed under Section

IV of the Staff Report (attached). By their nature, the criteria are discretionary. At this time, the role of the City Council will be to hold a public hearing, consider the variance proposal and all testimony that is provided, and make a decision on this application.

THE CHALLENGE/PROBLEM:

Should the City Council approve or deny this proposal for a variance? The City Council must determine if the applicant's proposal complies with all of the criteria for a variance listed in the SHMC; which are provided in Section IV of the Staff Report (attached).

STAKEHOLDERS:

- Neighboring Property Owners and Residents. The proposed shop building will have the most immediate impact on neighborhood surrounding the subject property. Neighbors within 100 feet of the property have been notified of this public hearing.
- City of Sweet Home Residents. Sweet Home residents will be impacted on how the City applies its standards for granting variances. The City Council's decision will be used as guidance for future application of the code.

ISSUES & FINANCIAL IMPACTS:

Comments that have been received in response to this application are included in the Staff Report. To date, staff has received one comment from a neighboring property owner. The comment from the property owner at 140 7th Ave opposes the application, and is included as Attachment E to the Staff Report.

ELEMENTS OF A STABLE SOLUTION:

A stable solution requires consideration of this application by the City Council after providing an opportunity for the applicant and any member of the public to provide testimony at a public hearing. The City Council should consider the precedent that is set by this decision.

OPTIONS: The City Council will need to hold a public hearing in order to hear testimony related to this application. After the public hearing has been concluded, the options before the City Council include the following:

1. Move to approve application VR18-07 and thereby approve the variance proposed at 203 5th Avenue; and direct staff to memorialize the decision in an Order that will be presented to the City Council on the Consent Agenda during the January 22, 2019 City Council Meeting.
2. Move to deny VR18-07 and thereby deny the request for the variance proposed at 203 5th Avenue; and direct staff to memorialize the decision in an Order that will be presented to the City Council on the Consent Agenda during the January 22, 2019 City Council Meeting.
3. Move to continue the public hearing to a date and time certain (specify); or
4. Do Nothing.
5. Other.

RECOMMENDATION:

Based on the information submitted into the record as of the writing of this RCA, I recommend that the City Council follow Option 2 and deny the application. It is my opinion that there is not

adequate information in the record to demonstrate compliance with all of the criteria for the variance request. The reasons for this recommendation are discussed in the Staff Report (attached). In particular, the applicant has not adequately shown that:

“The request is the minimum variance necessary to make reasonable use of the property” [SHMC 17.88.040(C)];

Or that: “The property has a physical circumstance or condition that makes it difficult to develop” [SHMC 17.88.040(H)].

If prior to, or at the public hearing, evidence is presented that the City Council finds to adequately address all of the criteria for approval of a variance, then my recommendation is that the application be approved as outlined in Option 1.

If you have any questions, please feel free to contact me.



Community and Economic Development Department

City of Sweet Home
1140 12th Avenue
Sweet Home, OR 97386
541-367-8113
Fax 541-367-5113
www.ci.sweet-home.or.us

Staff Report Presented to the City Council

REQUEST: The applicant is requesting a variance in order to build a 1,728 square foot shop building. In the Residential Low-Density (R-1) Zone the maximum floor area for an accessory structure is 864 square feet. [SHMC 17.08.030(D)].

The subject property is located in the Residential Low-Density (R-1) Zone.

APPELLANT: Ray Towry, City Manager

APPLICANT: James Pickett

PROPERTY OWNER: James Pickett

FILE NUMBER(S): VR18-07

PROPERTIES: 203 5th Avenue, Sweet Home, OR 97386; Identified on the Linn County Assessor's Map as 13S01E31CD Tax Lot 700.

REVIEW AND DECISION CRITERIA: Sweet Home Municipal Code (SHMC) Sections 17.88.040, 17.88.050, 17.08.030(D)

HEARING DATE & TIME: January 8, 2019 at 6:30 PM

HEARING LOCATION: Sweet Home Police Department, Council Chambers at 1950 Main Street, Sweet Home, Oregon

STAFF CONTACT: Angela Clegg. Phone: (541) 367-8113; Email: aclegg@sweethomeor.gov

REPORT DATE: December 31, 2018

I. BACKGROUND

The Planning Commission provided an opportunity for public testimony at a public hearing on November 5, 2018 for Variance Application VR18-07. At that hearing the Planning Commission heard testimony from staff and from the applicant. Once the hearing was closed the Planning Commission deliberated and then voted 3 to 2 to approve the variance. The Notice of Decision was mailed on November 19, 2018. The Appeal period for the decision was 12 days from the date the decision was mailed, ending on December 1, 2018. The City Manager, Ray Towry, filed the appeal for application VR18-07 on November 30, 2018.

The appeal is being filed under SHMC 17.12.050: "The City Manager shall have the power and duty to enforce the provisions of this title." The City Manager cited that the decision on VR18-07 did not include adequate findings to demonstrate compliance with all of the decision criteria for the application. The City Manager found that It has not been shown that:

“The request is the minimum variance necessary to make reasonable use of the property”
[SHMC 17.88.040(C)];

Or that: “The property has a physical circumstance or condition that makes it difficult to develop”
[SHMC 17.88.040(H)].

II. PROJECT AND PROPERTY DESCRIPTION

The applicant is requesting a variance in order to build a 1,728 square foot personal shop. In the Residential Low-Density (R-1) Zone the maximum floor area for an accessory structure is 864 square feet.

SHMC 17.08.030(D) requires: An accessory structure shall be detached from all other buildings by at least six feet. Accessory structures shall have a maximum floor area of 864 square feet.

ZONING AND COMPREHENSIVE PLAN DESIGNATIONS:

Property	Zoning Designation	Comprehensive Plan Designation
Subject Property	Residential Low-Density (R-1)	Low Density Residential
Property North	Residential Low-Density (R-1)	Public
Property East	Residential Low-Density (R-1)	Medium Density Residential
Property South	Residential Low-Density (R-1)	Medium Density Residential
Property West	Residential Low-Density (R-1)	Medium Density Residential

Floodplain Based on a review of the FEMA FIRM Maps; Panel 41043C0913G dated September 29, 2010, the subject property is not located in the 100-year floodplain.

Wetlands: The subject property does not contain wetlands that are inventoried on the Sweet Home Local Wetlands Inventory or the National Wetlands Inventory (NWI) Map.

Access: The subject property has frontage along 5th Avenue.

Services: The subject property has access to city water and sewer.

Street: 5th Avenue is a local street and has a 50 foot right-of-way.

TIMELINES AND HEARING NOTICE:

Application Received: October 3, 2018

Application Deemed Complete: October 8, 2018

Notice Distributed to Neighboring Property
Owners Within 100 feet and Service Agencies: October 16, 2018

Notice Published in New Era Newspaper: October 22, 2018

Date of Planning Commission Hearing: November 5, 2018

Date of Appeal: November 30, 2018

Appeal Notice Distributed to Neighboring Property

Owners Within 100 feet and Service Agencies:	December 17, 2018
Notice Published in New Era Newspaper:	December 26, 2018
Date of City Council Hearing:	January 8, 2019
120-Day Processing Deadline:	January 31, 2019

III. COMMENTS (submitted to Planning Commission for November 5, 2018 Meeting)

Engineering Division:

Project & Location:

Request VR 18-07 is for a Variance to build a 1,728 SqFt shop building at 203 5th Avenue, 13S01E31CD-700. Construction will be 15ft from the east, and 5ft from the north property lines. The property has a paved driveway access to the public frontage to 5th Ave to the west, which has 12ft of AC pavement, shallow grass swale drainage, and a 50ft wide right-of-way.

Streets & Stormwater:

The property naturally grades and slopes to the north, with all drainage running appearing to run onto the adjacent school property, or the properties on 7th Ave. A drainage swale system on the school property used to run northerly along the property lines of the adjacent properties, and may still be there.

Water & Sanitary:

The property is served by sewer with the main line in the back yards under the common line between the school grounds and the backyards off 7th Ave. The city has an easement on the west property line by public utility placement, with a width generally 12ft centered on the property line so that 6 ft would be on either side. The proposed structure would not encroach into the easement. The water service is from 7th Ave, with the line running between two driveways of adjacent properties.

Comments & Recommendations:

Engineering Division would recommend that drainage runoff be contained on site without flowing directly downslope to the east neighbors or the school grounds. The school may allow drainage from the perimeter properties to flow into the existing swale.

-Joseph Graybill, PE, City of Sweet Home

Building Division:

The Building Program has no issues with this variance request.

OR Dept. State Lands

It is unlikely there are wetlands in that corner of the tax lot where the shop is proposed to be built.

-Lauren Brown, Wetland Ecologist

Public Comments:

See Attachment E

IV. REVIEW AND DECISION CRITERIA

The review and decision criteria for a variance are listed below in bold. Findings and analysis are provided under each review and decision criterion.

A. A determination that the criteria have been met involves the balancing of competing and conflicting interests. The following considerations may be used as guidelines in the granting authority's deliberations. [SHMC 17.88.050(A-E)]

- a. Whether the situation that created a need for a variance was created by the person requesting the variance;**
- b. The economic impact upon the person requesting the variance if the request is denied;**
- c. An analysis of the physical impacts the development could have, such as visual, noise, traffic, and increased potential for drainage, erosion or landslide hazards;**
- d. Preservation of native tree species such as Oregon White Oak and Pacific Madrone over eight inches in caliper or Douglas Fir, Willamette Valley Ponderosa Pine, Big Leaf Maple, Incense and Western Red Cedar over 12 inches in caliper, measured at four and one-half feet above grade on the uphill side;**
- e. Whether the proposal impacts the aesthetics of the property.**

Staff Findings: The criteria for a variance are listed in Subsection B below. The above section of the SHMC provides a list of considerations that may be used when evaluating each of the criteria.

B. The criteria that shall be used in approving, approving with conditions, or denying a requested variance will be based on findings with respect to compliance with each of the following criteria, if applicable.

- a. The development resulting from an approved variance will not be detrimental to public health or safety; [SHMC 17.88.040(A)]**

Applicant's Comments: The property behind the subject property is an old railroad trail. The property to the north of the subject property is Oak Heights grade school. There are no neighbors to the east of the property that borders 7th Avenue. With the size of the property (approximately 67,154 Square feet), the applicant does not believe that it will have a negative effect on property values.

Staff Findings: Staff has not identified any reasons why the applicant's proposed shop would be detrimental to public health or safety. Use would be those permitted in the R-1 zone. The Comprehensive Plan lists the subject property as Low-Density Residential. The maximum floor area for an accessory structure is 864 square feet [17.08.030(D)].

- b. The request is not in conflict with the Comprehensive Plan; [SHMC 17.88.040(B)]**

Staff Findings: Staff has not identified any goals or policies of the Comprehensive Plan that would preclude the proposed variance.

- c. The request is the minimum variance necessary to make reasonable use of the property; [SHMC 17.88.040(C)]**

Applicants Comments: The applicant stated, at the Planning Commission hearing, that due to the lot size of 1.55 acres, he prefers to build a 1,728 square foot shop. The applicant is open to other options; a 1,200 square foot shop, or an 864 square foot shop with a lean to for RV storage.

Staff Findings: The applicant stated in the November 5, 2018 Planning Commission meeting that he would be willing to reduce the size of his shop to closer meet code. [SHMC

17.08.030(D)]. For this reason, a request to build the proposed 1,728 square foot shop does not appear to be the minimum variance necessary to make reasonable use of the property.

d. The requested variance is consistent with the purposes of the zone; [SHMC 17.88.040(D)]

- i. The purpose of the R-1 zone is to provide areas suitable and desirable for single-family homes, associated public service uses and duplexes on corner lots. The R-1 zone is most appropriate in areas which have developed or will develop with single-family homes at a density which warrants provision of public water and sewer facilities. [SHMC 17.24.010]**

Staff Findings: Staff finds that a shop is consistent with the purposes of the R-1 zone. The shop building would be accessory to the existing single family dwelling located on the subject property. A shop meets the purpose of the R-1 zone, however the proposed shop is larger than the maximum square footage for an accessory structure of 864 square feet. [SHMC 17.08.030(D)]. The question before the City Council is whether a larger shop building is consistent with the purpose of the R-1 zone considering that multiple 864 square foot buildings could be established on the property.

e. If more than one variance is requested or needed, the cumulative effect of the variances will result in a project that remains consistent with the purposes of the zone; [SHMC 17.88.040(E)]

Staff Findings: The applicant is not requesting more than one variance.

The application complies with this criterion.

f. Identified negative impacts resulting from the variance can be mitigated to the extent practical; [SHMC 17.88.040(F)]

Applicant's Comments: The applicant stated, at the Planning Commission hearing, that there is a culvert in his front yard where the gutters from his home drain. There is the possibility the shop runoff could utilize this for drainage. The applicant also states that his water and sewer are accessed from 7th Avenue not 5th Avenue. [Planning Commission meeting minutes, dated November 5, 2018].

Staff Findings: The Engineering Division recommends that drainage runoff be contained on site without flowing directly downslope to the east neighbors or the school grounds. The school may allow drainage from the perimeter properties to flow into the existing swale. Staff recommends this condition in order to ensure that drainage runoff does not affect the school or neighboring properties.

g. The location, size, design characteristics and other features of the proposal shall have minimal adverse impacts on property values, livability of the permitted development in the surrounding area, and the natural environment; [SHMC 17.88.040(G)]

Applicant's Comments: With the size of his property the applicant does not feel that building a larger shop would be detrimental to any of the neighbors or the city. The applicant does not believe that it will have a negative effect on property values.

Staff Findings: Staff received one comment contending that they don't want a large shop built behind their home, and they feel that a large shop would devalue and diminish their privacy further. [Attachment E].

- h. **The property has a physical circumstance or condition that makes it difficult to develop. The request complies with the requirements of the underlying zone or overlay zone, city codes, state and federal laws.** [SHMC 17.88.040(H)]

Staff Findings: Staff has not identified any physical circumstances or condition that would make an 864 square foot accessory structure difficult to develop. There is not adequate information in the record to demonstrate compliance with this condition.

- C. **A variance shall be void one year, or other time specifically set by the Planning Commission after the date of the Planning Commission approval if the development has not been substantially established within that time period.** [SHMC 17.88.060]

Staff Findings: As required under this section, if this application is approved, the variance shall be void one (1) year after the date of the City Council approval if the use has not been substantially established, as defined under SHMC 17.88.060, within that time period.

V. CONCLUSION AND RECOMMENDATION

Based on the above findings, there is not adequate information in the record to demonstrate compliance with all of the criteria for the variance request. Therefore staff recommends that this application be denied.

VI. CITY COUNCIL ACTION

The City Council will hold a public hearing at which it may either approve or deny this application. The action must be based on the applicable review and decision criteria.

Order: After the City Council makes a decision, staff recommends that the City Council direct staff to prepare an order. The Order would memorialize the decision and be placed on the Consent Agenda for review.

Motion:

After opening the public hearing and receiving testimony, the City Council's options include the following:

1. Move to approve the application VR18-07 and thereby approve the variance proposed at 203 5th Avenue; and direct staff to memorialize the decision in an Order that will be presented to the City Council on the Consent Agenda during the January 22, 2019 City Council Meeting.
2. Move to deny VR18-07 and thereby deny the request for the variance proposed at 203 5th Avenue; and direct staff to memorialize the decision in an Order that will be presented to the City Council on the Consent Agenda during the January 22, 2019 City Council Meeting.
3. Move to continue the public hearing to a date and time certain (specify); or
4. Other.

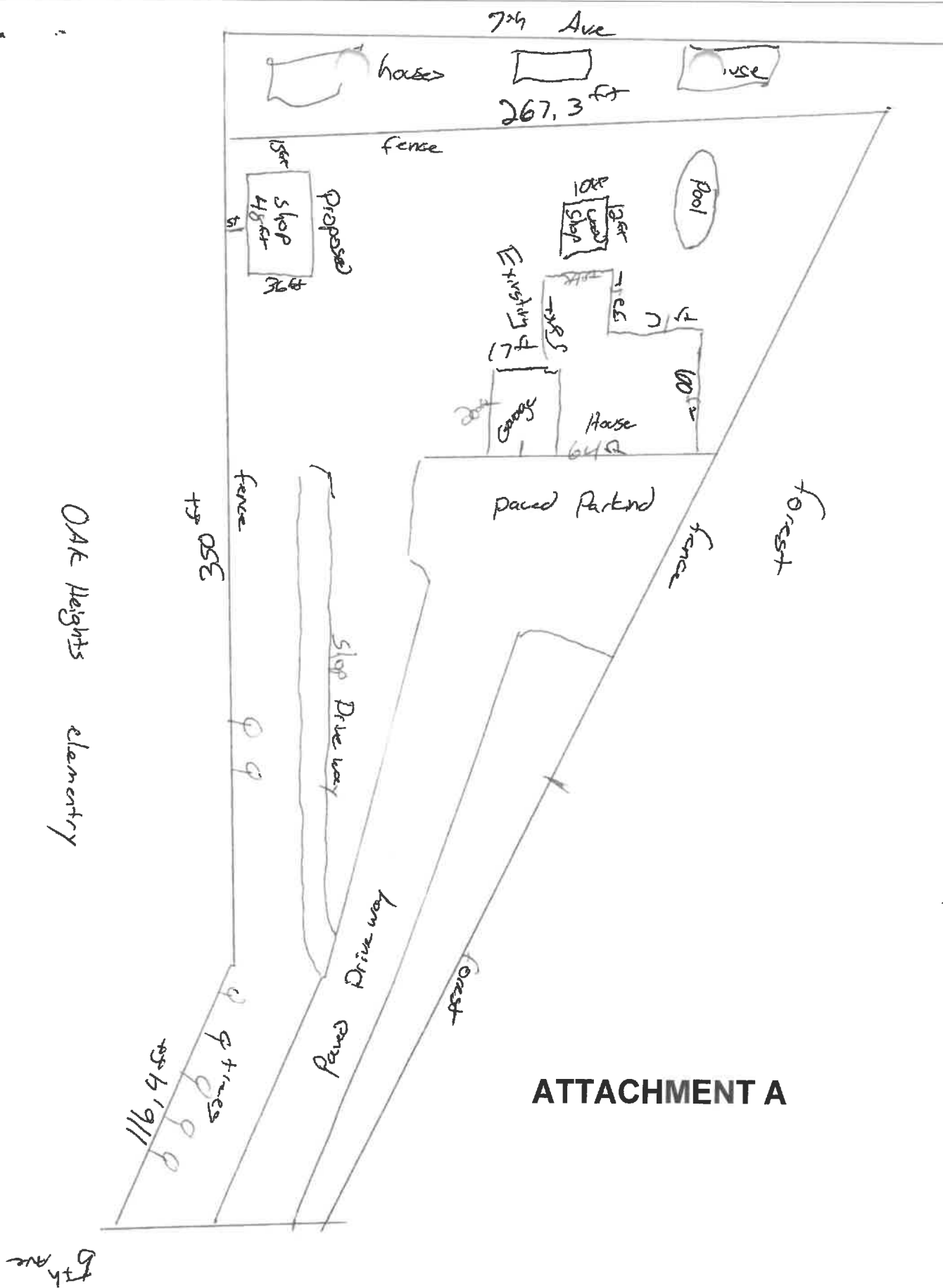
VII. ATTACHMENTS

- A - Proposed Variance Plot Plan for 203 5th Avenue
- B - Aerial Property Map of 203 5th Avenue
- C - Application
- D - Planning Commission Meeting Minutes dated November 5, 2018
- E - Public Comments
- F - Planning Commission Order of Approval
- G - Planning Commission Staff Report

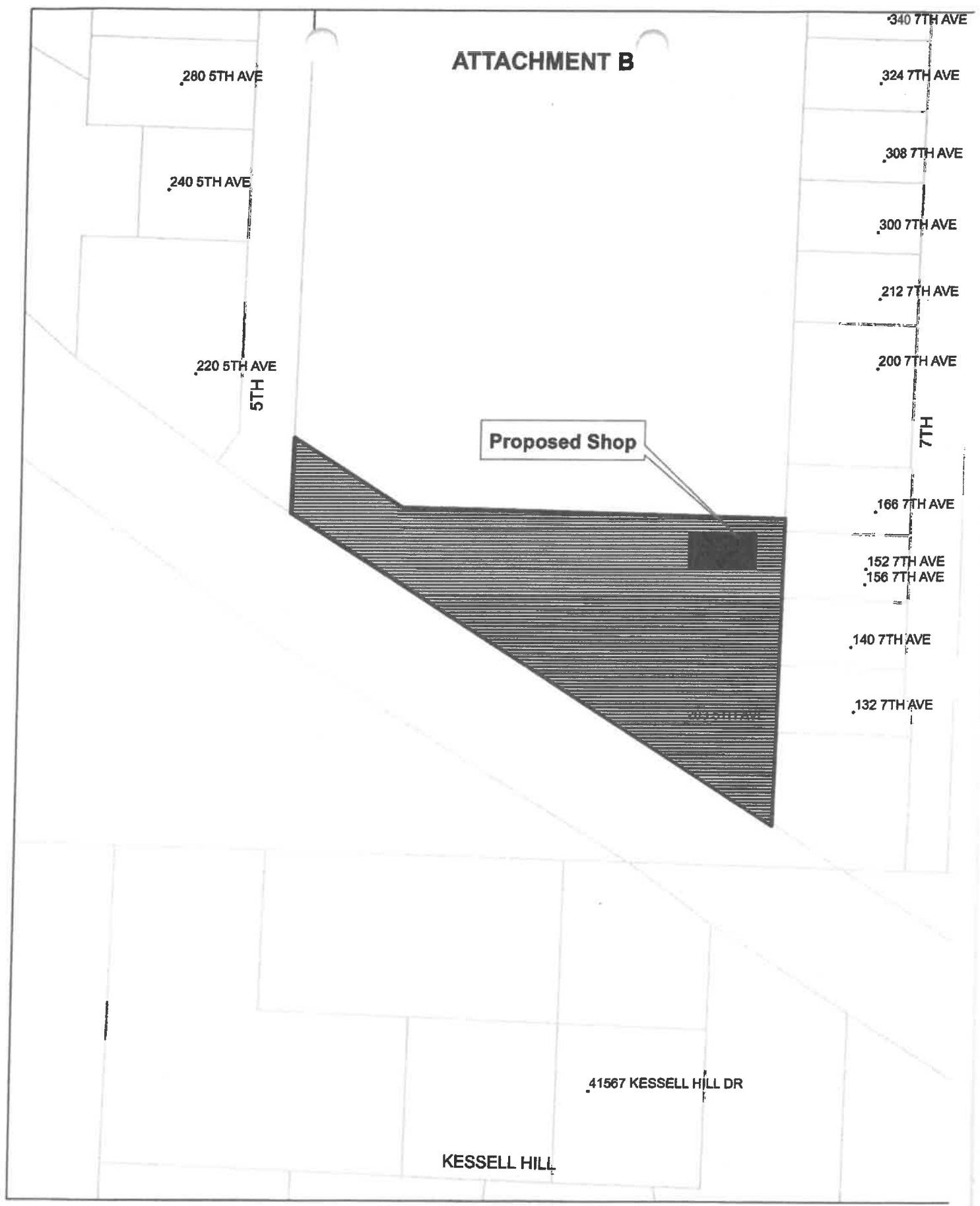
The full record is available for review at the City of Sweet Home Community and Economic Development Department Office located at City Hall, 1140 12th Ave, Sweet Home, Oregon 97386. Regular business hours are between 7:00 AM and 4:00 PM, Monday through Friday; excluding holidays.


House with garage is 3,800 sq ft
 Property is 1.55 Acres

ATTACHMENT A



ATTACHMENT B

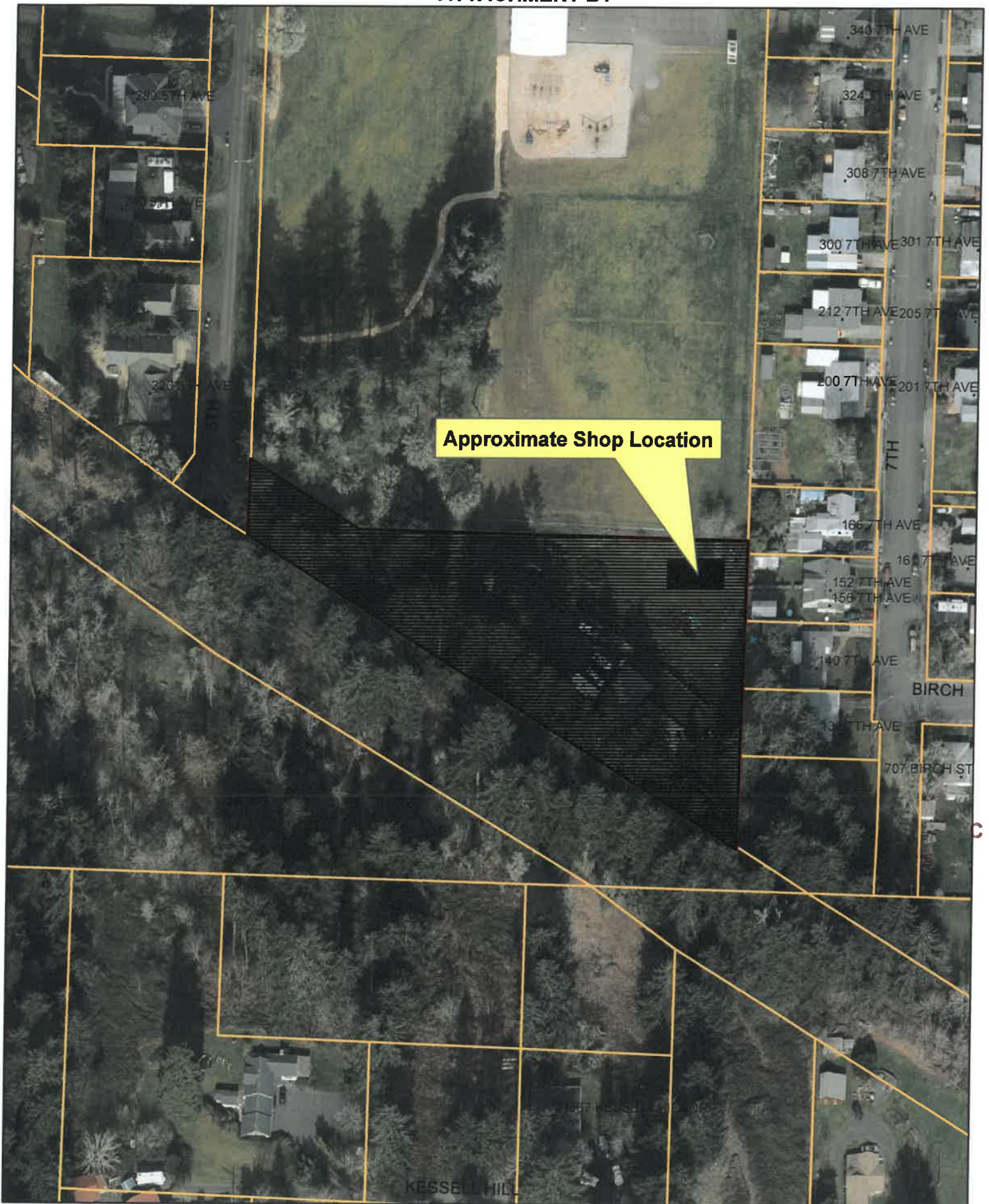



1 inch = 109 feet

**203 5th Avenue
Proposed Variance VR 18-07**

Date: 8/7/2018

ATTACHMENT B1



1 inch = 109 feet

203 5th Avenue, Sweet Home, OR 97386
Proposed Variance Application VR 18-07

City Council Packet 01-06-2019 pg. 21



Attachment C

Community and Economic Development Department

City of Sweet Home
1140 12th Avenue
Sweet Home, OR 97386
541-367-8113
Fax 541-367-5113
www.ci.sweet-home.or.us

Application for a Land Division Variance

Date Received: 10.3.18
Date Complete: _____
File Number: VR-18-07
Application Fee \$: \$570.00
Receipt #: 75857
Hearing Date: _____

Applicant's Name:

James Pickett

Applicant's Address:

203 5th Ave S.H. Or 97386

Applicant's Phone and e-mail:

Jim W Pickett @ Yahoo.com

Subject Property Address:

203 5th Ave S.H. Or 97386

Subject Property Assessor's Map and Tax Lot:

13S01E31CD00700

Subject Property Size:

1.55 Acres

Subject Property: Zoning Classification

R-1

Property Owner:

James Pickett

Owner's Address:

203 5th Ave S.H. Or 97386

Owner's Phone and email:

541-401-9035

Comprehensive Plan Classification:

Nature of Applicants Request

Variance Request from Sweet Home Municipal Code Sections:

17.08.030-D Accessory structure has maximum floor area of 864 sq ft

Narrative describing the proposed variations from the stated code sections. Brief Description on this form and attach extra sheets if needed.

I want to build a Personal shop sized 36 deep by 48 wide

Description of the alternatives considered and the reason for the choices made.

No other Alternative is available for this shop

A brief review of how the application meets the review criteria. Attach sheets if needed.

Submittal Requirements

The checklist on the other side of this application lists the required items must be submitted with this application and the Criteria the request must meet. Please address all items that apply to this request. I certify that the statements contained on this application, along with the submitted materials, are in all respects true and are correct to the best of my knowledge and belief.

Applicant's Signature:

James Pickett

Date: 9-30-18

Property Owner's Signature:

James Pickett

Date: 9-30-18

Within 30 days following the filing of this application, the City Planner will make a determination of completeness regarding the application. If deemed complete, the application will be processed.

Land Division Variance Application Form 2-7-18

SHMC 17.88.030 APPLICATION REQUIREMENTS

An application for a variance must meet the submittal requirements and the decision criteria noted below.

- ☒ 1. A site plan drawn to scale, considering, but not limited to, the following:
 - ☒ a. Dimensions and arrangement of the existing development.
 - ☒ b. Dimensions and arrangement of the proposed development.
 - ☒ c. Adjoining properties, streets, alleys, structures and drainage ways.
 - ☒ d. Identification of all requested variations from Code.
 - ☒ e. Vehicle and pedestrian access ways.
 - ☒ f. Fences and walls.
 - ☒ g. Off street parking areas.
 - ☒ h. Natural features, such as waterways, floodplain, floodway, riparian areas, wetlands, trees, topography, etc.
- ☒ 2. Narrative describing the requested variation(s), alternatives considered, and the reason for the choices made.
- ☒ 3. A review of how the application meets the review criteria.

SHMC17.88.040 VARIANCE CRITERIA

The criteria that shall be used in approving, approving with conditions, or denying a requested variance will be based on findings with respect to compliance with each of the following criteria, if applicable.

- ☒ A. The development resulting from an approved variance will not be detrimental to public health or safety.
- ☒ B. The request is the minimum variance necessary to make reasonable use of the property.
- ☒ C. The requested variance is consistent with the purposes of the zone.
- ☒ D. If more than one variance is requested or needed, the cumulative effect of the variances will result in a project that remains consistent with the purposes of the zone.
- ☒ E. Identified negative impacts resulting from the variance can be mitigated to the extent practical.
- ☒ F. The location, size, design characteristics and other features of the proposal shall have minimal adverse impacts on property values, livability of the permitted development in the surrounding area, and the natural environment.
- ☒ G. The property has a physical circumstance or condition that makes it difficult to develop.

Thruway is paved Property is 1.55 acres, House with garage is 3800 sqft-



1 inch = 62 feet

City of Sweet Home Planning Department

Date: 8/7/2018

According to code 17.08.030 section D; an accessory structure Shall be no more than 864 Sq. ft which is a 24x36 shop building. Due to me having 1.55 acres, I would prefer to build a shop that is 36x48.

The property behind me is the old railroad trail. The property to north of me is Oak Heights grade school. I do have neighbors to the east of my property line that borders 7th avenue.

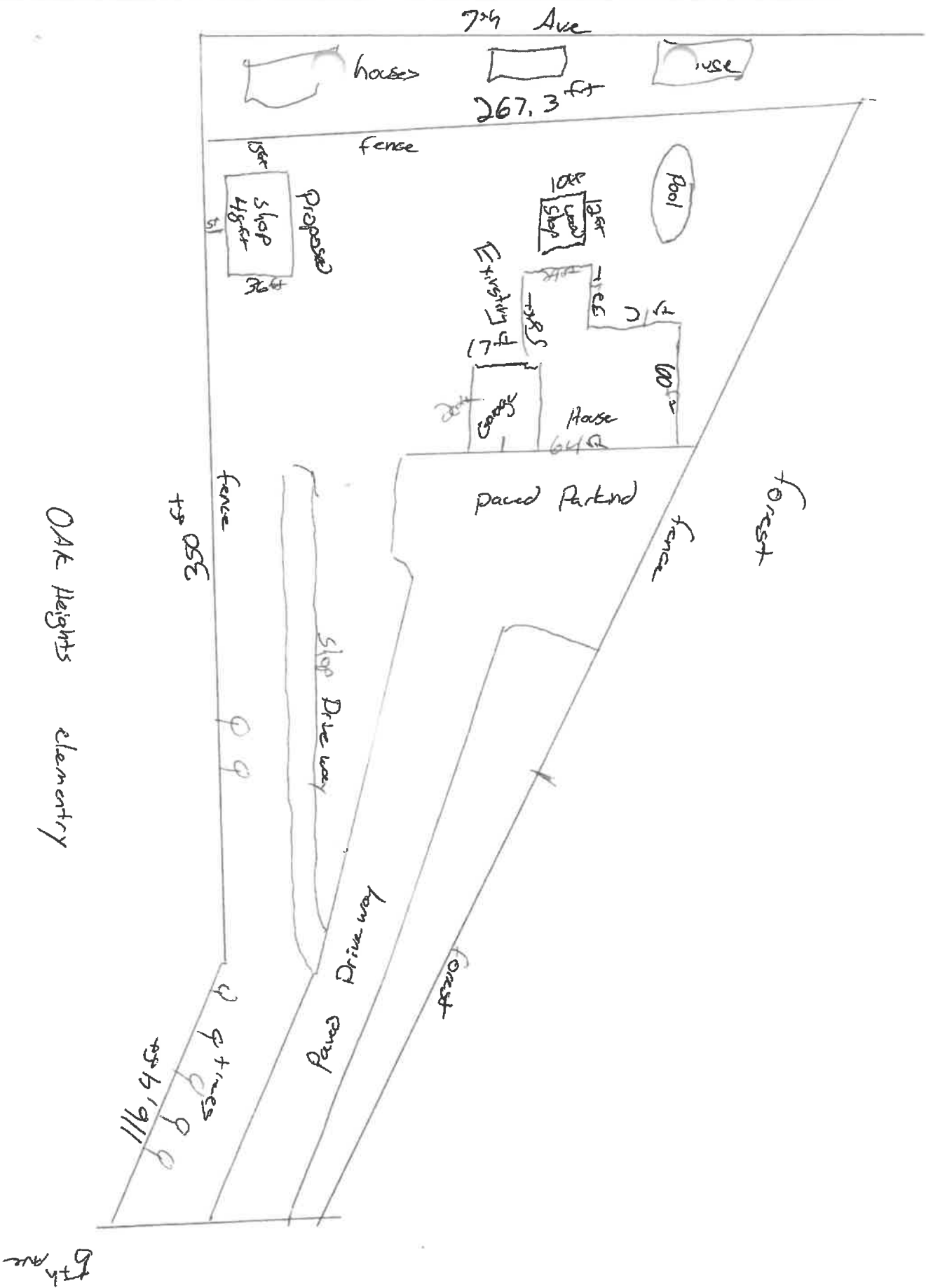
With the size of my property I do not feel that building a larger shop would be detrimental to any of the neighbors or the city, I do not believe that it will have a negative effect on property values.

I have included a plot map describing my property and with the location of the proposed shop building. I have measured the property lines and current buildings to show the sizes comparable to my property. I currently have a paved driveway and paved parking. Most of my property is fenced. There is not any wetlands, waterways in my area. There is timberland south of me. The proposed location of the building is a gravel parking area.

I am open to other options also. A 30x40 shop, A 24 x 36 with a lean to for rv storage or any solution we can come up with.

Thank You. James Pickett

House with garage is 3,800 sq ft
 Property is 1.55 acres



Ready-build Plans Program

The program is designed to streamline the permitting process for customers. The division provides complete building plans and specifications for a variety of pole buildings, garages, carports, decks, and patios.

These structures are in Use and Occupancy Classification Group U (metal or wood frame), or are exempt under the architects/engineers law. They are preapproved to meet all design parameters in the state building code, but customers must also confirm that the plans meet their local city or county zoning and building requirements.

Using ready-build plans

Local jurisdictions choosing to participate in the Ready-build Plans Program can download these plans and make them available to customers.

In addition, building officials and inspectors (acting within their scope of employment by a city or county) may develop more pre-approved plans and specifications for structures that are exempt under the architects/engineers law.

The preapproved plans are subject to normal permitting and inspection protocols within a jurisdiction.

Contact [your local jurisdiction for more information](#).

Pole buildings

- [Pole building](#)
- [Pole building 24' x 24' x 14'](#)
- [Pole building 24' x 36' x 14'](#)
- [Pole building 36' x 36' x 14'](#)
- [Pole building 36' x 48' x 14'](#)
- [Pole building 36' x 60' x 14'](#)

Garages

- [Garage 24' x 24' x 10'](#)
- [Garage 24' x 36' x 10'](#)
- [One-car 24' x 36' x 10'](#)
- [Two-car 24' x 36' x 10'](#)

Other buildings

- [Deck](#)
- [Patio cover](#)
- [Carport](#)

GENERAL BUILDING DATA

ITEMS	UNIT
WIDTH	36'-0"
LENGTH	48'-0"
BASE HEIGHT	1'-4'-0"
ROOF PITCH	4
FRAME SPACING	12'-0"
RAFTER SPACING	2'-0"
GIRT SPACING	2'-0"

DESIGN CRITERIA

ITEMS	UNIT
WIND SPEED	80 MPH (FUTURE BUILDING WITH 10% INCR. WIND)
EXPOSURE	B
SEISMIC ZONE	D
DEAD LOAD	5 psf
SOIL BEARING	1500 psf

GENERAL NOTES

THE GENERAL CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND SITE CONDITIONS BEFORE BEGINNING WORK. THE OWNER/CONTRACTOR SHALL NOTIFY THE BUILDING CODE DIVISION OF ANY DISCREPANCIES, CHANGES, OMISSIONS OR SUBSTITUTIONS ARE NOT PERMITTED WITHOUT THE APPROVAL OF THE BUILDING DEPARTMENT (HAWAII JUDICIAL). ALL WORKMANSHIP SHALL CONFORM TO OREGON STRUCTURAL SPECIFICATIONS.

THE STRUCTURE IS DESIGNED TO FUNCTION AS A UNIT UPON COMPLETION. THE CONTRACTOR/OWNER IS RESPONSIBLE FOR METHODS AND SEQUENCES OF ASSEMBLING THE STRUCTURE. THE CONTRACTOR/OWNER IS RESPONSIBLE FOR THE STABILITY OF THE STRUCTURE DURING THE CONSTRUCTION AND PRIOR TO COMPLETION OF ALL WALLS, ROOF AND FLOOR DIAPHRAGMS.

DRILLED FOUNDATION

THE FOOTING SHALL BEAR ON NATIVE, INORGANIC, UNDISTURBED NATIVE SOIL BELOW FINISH GRADE. ALL STRUCTURAL FOOTINGS SHALL BE EXTENDED MINIMUM 4'-0" BELOW FINISH GRADE UNLESS NOTED OTHERWISE ON PLANS. THERE SHALL BE 95% COMPACTION OF ALL BACKFILL FOR SLAB ON GRADE IN ACCORDANCE OF ASTM D1557 MODIFIED PROCTOR DENSITY.

BACK FILL IN THE ANNULAR SPACE AROUND THE POSTS SHALL BE BY ONE OF THE FOLLOWING METHODS:

- CONCRETE WITH THE ULTIMATE STRENGTH OF MIN. 2000 PSI.
- CLAY SAND. THE SAND SHALL BE COMPACTED BY TAMPING IN LAYERS NOT MORE THAN 9" IN DEPTH.
- GRAVEL OR CRUSHED ROCK. BACKFILL SHALL BE 3/4" GRAVEL OR CRUSHED ROCK. BACKFILL SHALL BE COMPACTED BY TAMPING IN LAYERS NOT MORE THAN 9" IN DEPTH.
- NO SPECIAL INSPECTION FOR COMPACTION BY TAMPING.

WOOD

STRUCTURAL LUMBER SHALL CONFORM TO WESTERN SOUTHWEST ASSOCIATION FOR GRADING.

- POSTS SHALL BE 6 X 12 TYPE UNLO.
- POSTS SHALL BE PRESSURE TREATED TO 0.50 P.F. RETENTION CCA ACCORDANCE WITH USC STD 25-12 AND AWP/A-11-44.
- POSTS SHALL BE CENTERED ON THE FOOTING.
- GIRTS SHALL BE 2 X 6 TYPE @ 24" O.C. UNLO.
- RAFTERS SHALL BE 2 X 6 TYPE @ 24" O.C. UNLO.

FASTENERS, ANCHORS AND CONNECTORS

- BOLTS SHALL BE 3/4" DIAMETER MACHINE BOLTS WITH WASHERS AND NUTS AND SHALL CONFORM TO ASTM.
- WHERE BOLTS COME INTO CONTACT WITH PRESSURE TREATED WOOD WHEN CHISEL POINT IS USED THEY SHALL BE GALVANIZED STEEL.
- NUTS FOR BOLTS SHALL BE EITHER CRUSHED NUTS OR WILSON LOCKWELLS AND SHALL BE TIGHTENED TO THE APPROPRIATE MANUFACTURER'S RECOMMENDATIONS.
- WALLS IN TREATED WOOD SHALL BE HOT DIPPED GALVANIZED

GIRT TO POST
RAFTER TO GIRTS
BOLTS AT EACH SIDE UNLO

(3) 1/2"

- SPECIFIED DAVE HEIGHT IS MAXIMUM HEIGHT. PLANS AND DETAILS ARE ABSOLUTE FOR HEIGHTS LESS THAN 14'-0"
- SPECIFIED ROOF PITCH IS MAXIMUM. PLANS AND DETAILS ARE ABSOLUTE FOR ROOF PITCH LESS THAN 4 TO 12
- SPECIFIED FRAME SPACING IS MAXIMUM. PLANS AND DETAILS ARE ABSOLUTE FOR SPACING LESS THAN 12'-0". SEE 1201 FOR TRUSS BRACING FOR OPENING GREATER THAN 14'-0"

BUILDING CODES DIVISION

1230 INDEPENDENCE STREET NW
ALBUQUERQUE, NM 87102
PHONE (505) 762-1400
FAX (505) 762-1433

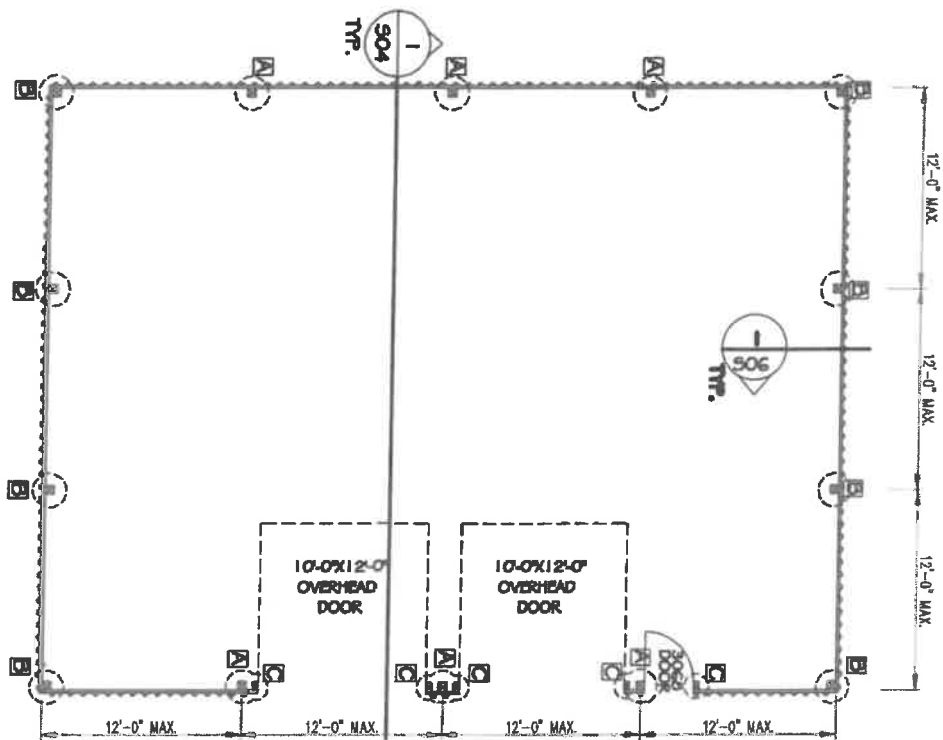
READY BUILD PLAN #2014-01

36'-0" X 48'-0" 14'-0"
WIND: 95 MPH EXPOSURE "B"
SNOW: 30 PSF

BUILDING CODES

Sheet

S01



POST	POST SIZE	HOLE DIA (IN)	HOLE DEPTH (IN)	REMARKS
A	P.T 6X6 HF#2	24	54	SEE DETAIL 2/509
B	P.T 6X6 HF#2	24	54	SEE DETAIL 2/509
C	P.T 4X6 HF#2	18	42	SEE DETAIL 2/509

1
302 FOUNDATION FLOOR PLAN

BUILDING CODES DIVISION

1535 INDEPENDENCE AVENUE NW
ALBUQUERQUE, NM 87102
PHONE: 505-358-1400
FAX: 505-358-1150

READY BUILD PLAN #2014-01
PRESPECIFICATED POST FRAME BUILDING
36'-0" X 48'-0" X 14'-0"

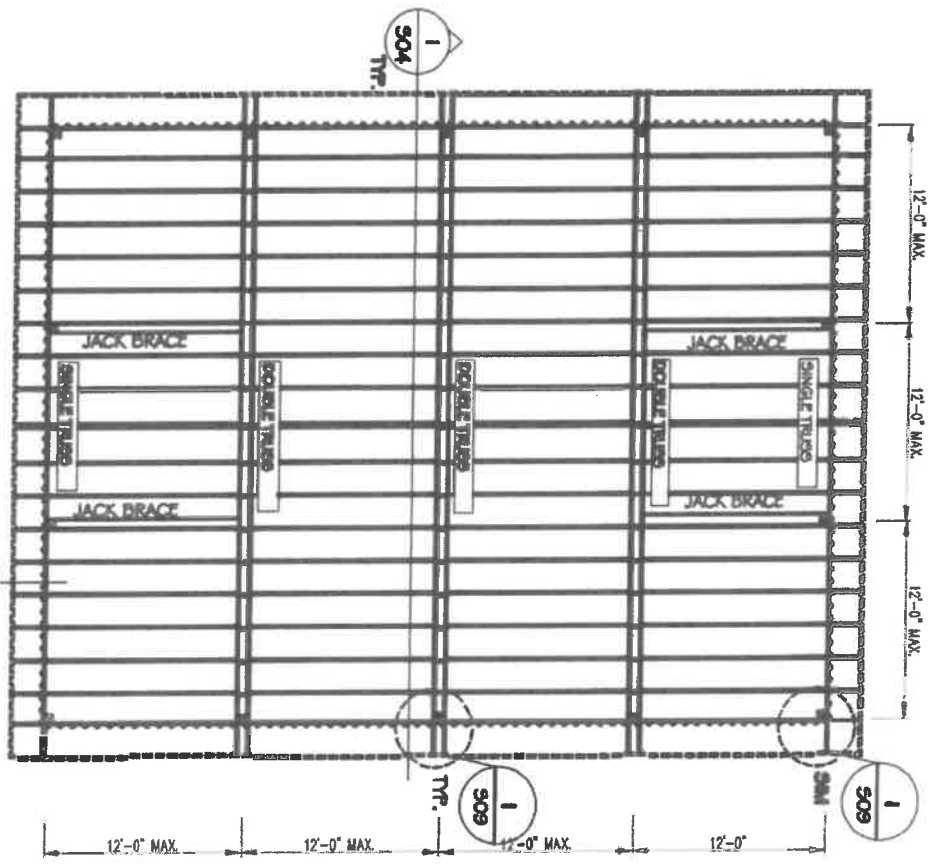
WIND: 55 MPH EXPOSURE: "B"
SNOW: 30 PSF

BUILDING CODES

OSBC-2010

Sheet

S02



PLAN NOTES:

1. 2X6 DF#2 @ 24" O.C TYPICAL RAFTERS
2. 7/16" OSB W/34 @ 6" O.C EDGES AND 12" O.C FIELD (OPTIONAL)
3. 15# FELT
4. 29 GAGE METAL ROOF SHEATHING PER 503
5. MAX. 2'-0" OVERHANG (OPTIONAL)

1
503
ROOF FRAMING PLAN

BUILDING CODES DIVISION

1200 UNIVERSITY AVENUE, STE 100
BIRMINGHAM, AL 35202
PHONE: (205) 333-4444 FAX: (205) 333-4444

READY BUILD PLAN #2014-01
PRESCRIPTIVE ROOF FRAMING BUILDING
36'-0" X 48'-0" TO 14'-0"

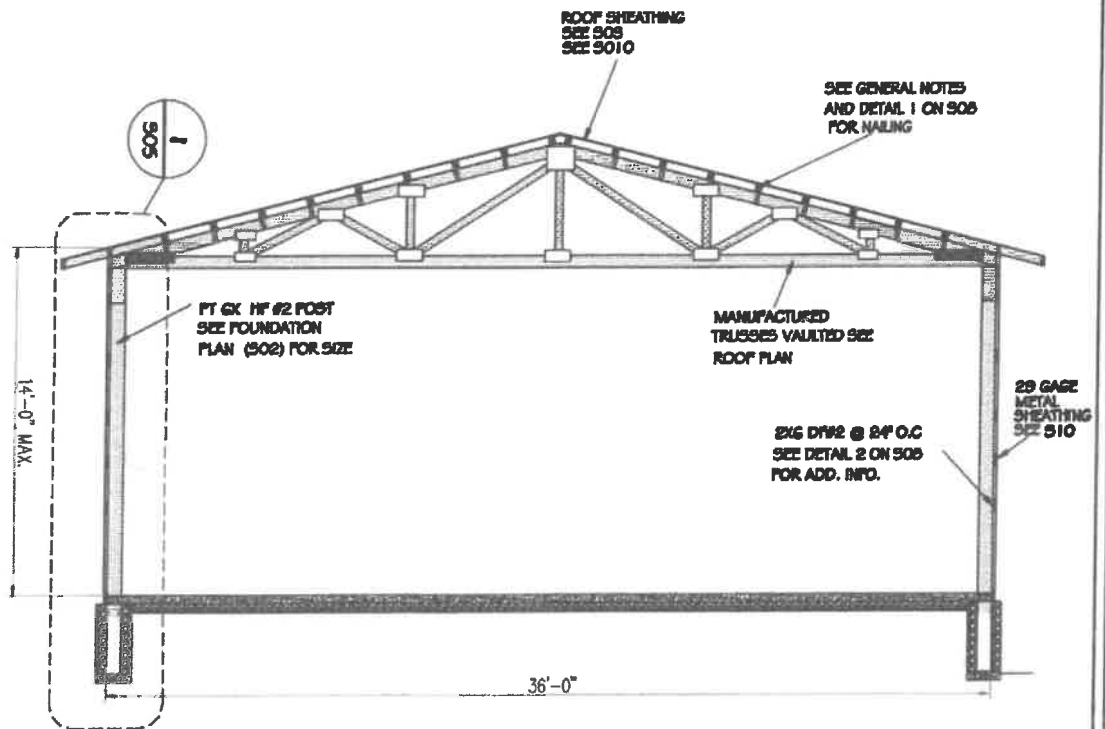
WINDS: 95 MPH EXISTING "S"
SNOW: 30 PSF

BUILDING CODES

OSBC 2010

S03

1
504 TYPICAL BUILDING SECTION



BUILDING CODES DIVISION

1001 INDEPENDENT AVENUE NW
BALTIMORE, MD 21201
PHONE: (410) 396-1400
FAX: (410) 396-1130

READY BUILD PLAN #2014-01
PRESCRIPTIVE POST FRAME BUILDING
36'-0" X 48'-0" X 14'-0"

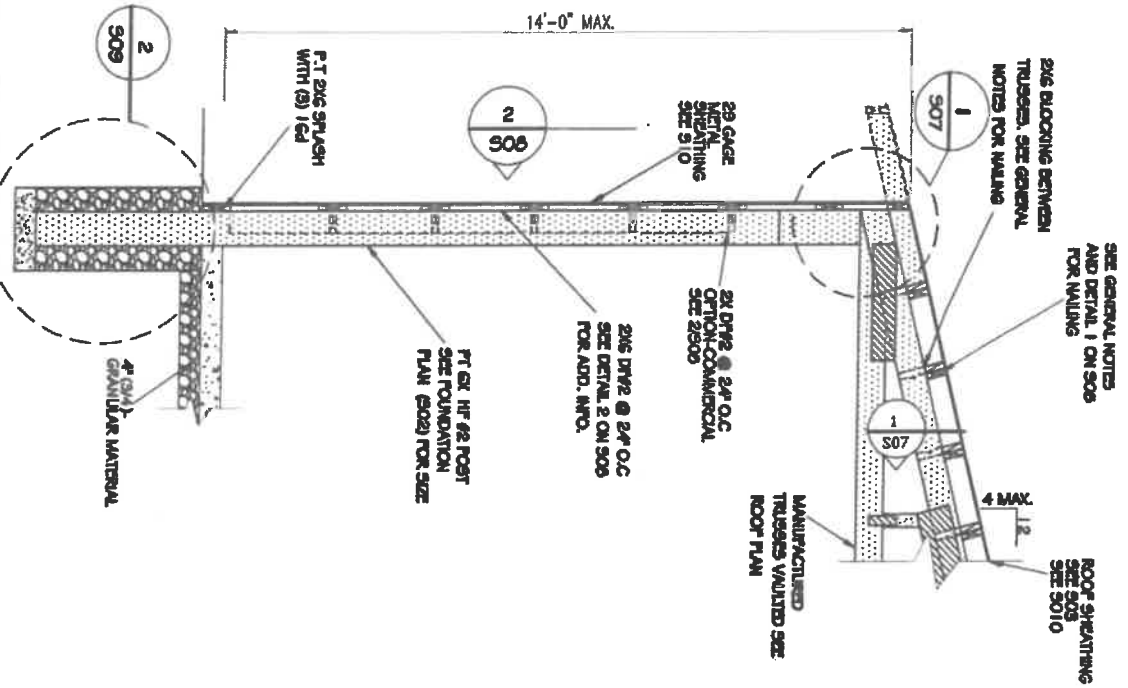
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SNOW: 30 PSF

BUILDING CODE

OSBC 2010

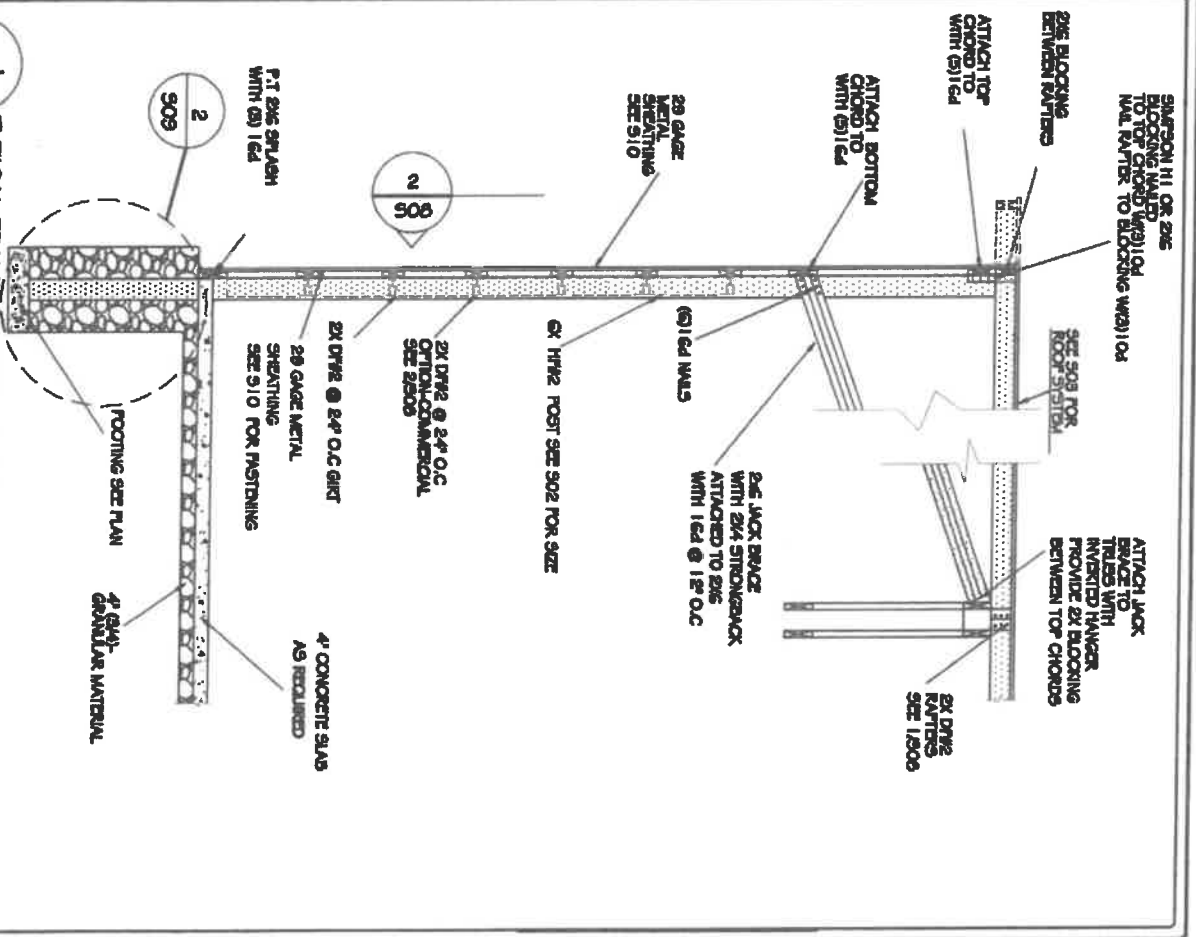
Sheet

S04



1
505
TYPICAL FRAME SECTION/ SIDE WALL
N.T.S

BUILDING CODES DIVISION	
1001 INDUSTRIAL STREET NW BIRMINGHAM, AL 35202 TEL: (205) 399-4133 FAX: (205) 399-0222	
READY BUILD PLAN #2014-01 PRESCRIPTIVE ROOF FRAME BUILDING 36'-0" X 48'-0" X 14'-0" WINDS: 50 MPH EXPOSURE "B" SNOW: 30 PSF	
BUILDING CODES	STATUS
OSBC 2010	S05



1
506

TYPICAL FRAME SECTION GABLE WALL

N.T.S

BUILDING CODES DIVISION

1001 DEPARTMENT STREET NW
SALMON, OR 97141
PHONE: 503-548-1400
FAX: 503-576-4123 TALK: 503-285-2222

READY BUILT PLAN #2014-01
PRESCRIPTIVE PORT FRAME BUILDING
50'0\"/>

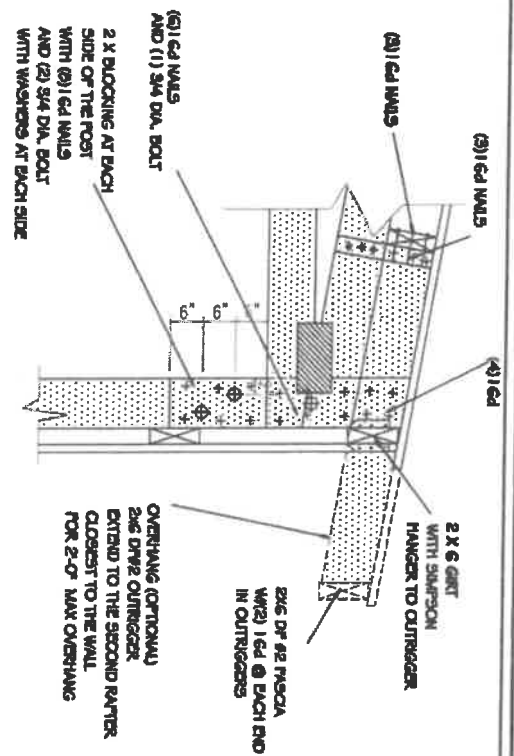
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SNOW: 30 PSF

BUILDING CODES

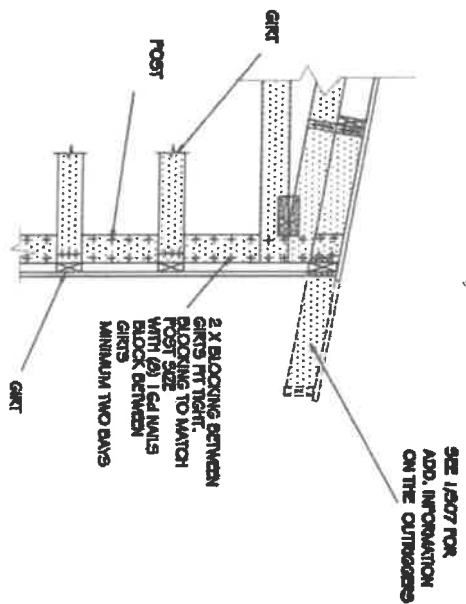
OSBC 2010

Sheet

506



1 TRUSS TO POST CONNECTION DETAIL
S07



2 CABLE END WALL TRUSS CONNECTION
S07

BUILDING CODES DIVISION

1505 INDEPENDENCE AVENUE
SALT LAKE CITY, UT 84119
PHONE: 1449
TEL: (801) 378-4133 FAX: (801) 378-4223

READY BUILD PLAN #2014-01
PREScriptive POST TRUSS BUILDING
56'-0" X 48'-0" X 14'-0"

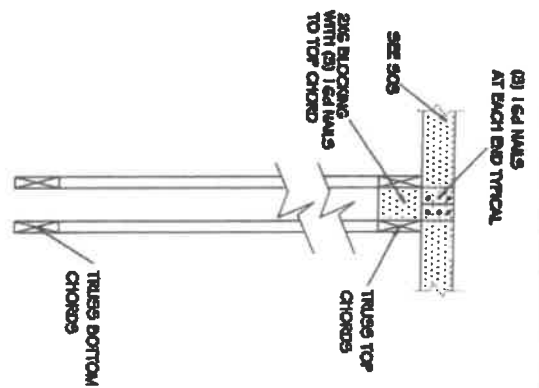
WIND: 55 MPH EXPOSURE "B"
SECT: 30 RIV

BUILDING CODES

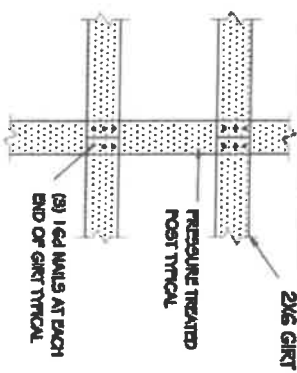
OSBC-2010

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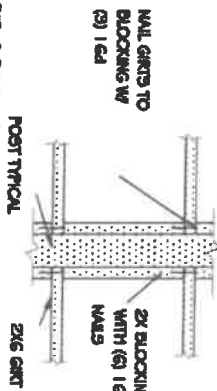
S07



1 TYPICAL PURLIN TO TRUSS CONNECTION DETAIL
S08



OPTION WITH COMMERCIAL GIRT



2 GIRT TO POST CONNECTION DETAIL
S08

BUILDING CODES DIVISION

1315 BOWEN AVE, SUITE 100
FALLS CHURCH, VA 22034
TEL: (703) 775-4155 FAX: (703) 775-0225

READY BUILD PLAN #2014-01
PRESERVATIVE POST FRAME BUILDING
30'-0\"/>

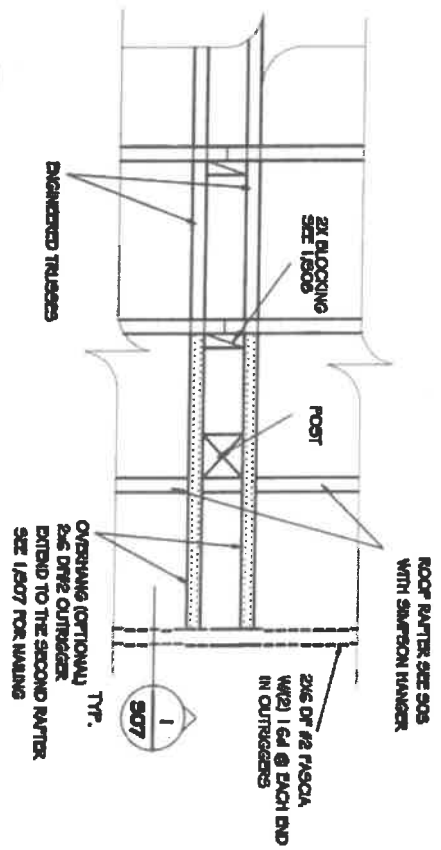
WIND: 50 MPH EXPOSURE 'B'
SEWER: 30 IN

BUILDING CODE:

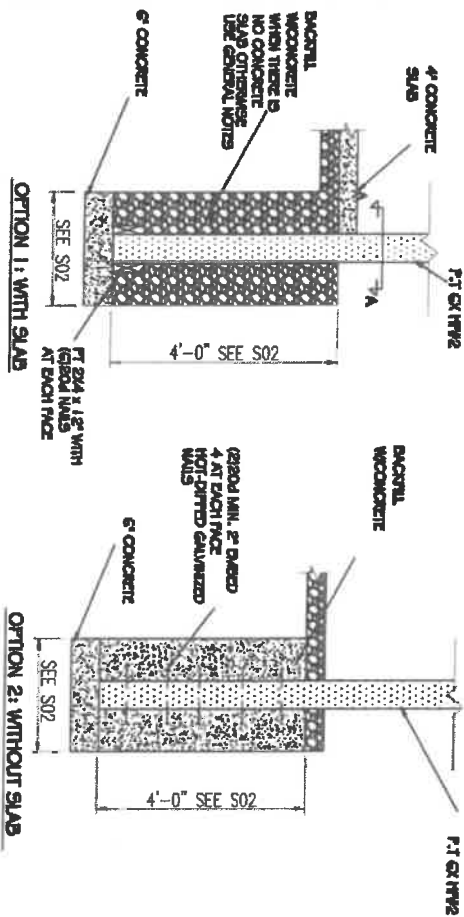
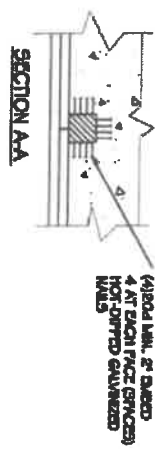
OSBC, 2010

Sheet

S08



1 OUTRIGGEROVERHANG DETAIL **S09**



2 FOUNDATION DETAIL **S09**

BUILDING CODES DIVISION

1535 INDEPENDENT AVENUE
SALT LAKE CITY, UT 84119
PHONE: (801) 438-4333 FAX: (801) 438-4333

READY BUILD PLAN #2014-01
PRESUPPOSED POST FRAME BUILDING
36'-0" X 48'-0" X 14'-0"

WINDS: 55 MPH EXPOSURE: "B"
SNOW: 30 IN

BUILDING CODES

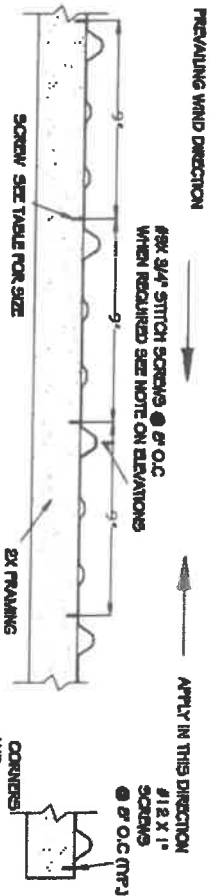
OSBC 2010

Sheet

S09

NOTES

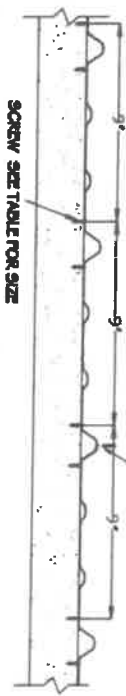
1. ALL ROOF AND SIDE AND GABLE WALL SHEATHING SHALL BE MINIMUM 29 GAUGE WITH R/F PATTERN AT 9" INTERVALS FASTER METAL SHEATHING TO EACH GIRT AND PURLIN AS SHOWN BELOW OR ACCORDING TO THE MANUFACTURER'S RECOMMENDATIONS WHICHEVER IS MORE RESTRICTIVE.
2. BLOCKING IS REQUIRED BETWEEN GIRTS AND PURLINS IN ORDER TO COMPLY WITH SCREW SPACING AT CORNERS AND OPENINGS.
3. STITCH SCREWS MAY BE USED ON SIDE ROOF IF DESIRED OR OTHERWISE REQUIRED BY DESIGN (SEE PLAN 1), BUT NOT NECESSARY IF WALL AND ROOF PANEL LAYS ARE PLACED IN THE DIRECTION OF PREVAILING WIND.



ROOF INTERMEDIATE PURLINS	#12x1" @ 9" O.C.
SIDE WALL INTERMEDIATE GIRTS	#12x1" @ 9" O.C.
GABLE WALL INTERMEDIATE GIRTS	#12x1" @ 9" O.C.

#12x1"

#12x3/4" STITCH SCREWS @ 9" O.C.
WHEN REQUIRED SEE NOTE ON ELEVATIONS



SCREW SEE TABLE FOR SIZE

SIDE WALL EAVE AND FLASH BOARD	#12x1-1/2"
GABLE WALL TRUSS TOP CHORD AND FLASH BOARD	#12x1-1/2"
RIDGE	#12x1-1/2"

1 WALL AND ROOF SHEATHING FASTENING DETAIL

BUILDING CODES DIVISION

1501 JORDANA DRIVE, SUITE 100
BIRMINGHAM, AL 35202
PHONE: 205-988-4433 FAX: 205-988-4433

READY BUILT PLAN #2014-01
THREE-CAPITOL POINT TRADING BUILDING
36'-0" X 48'-0" X 16'-0"

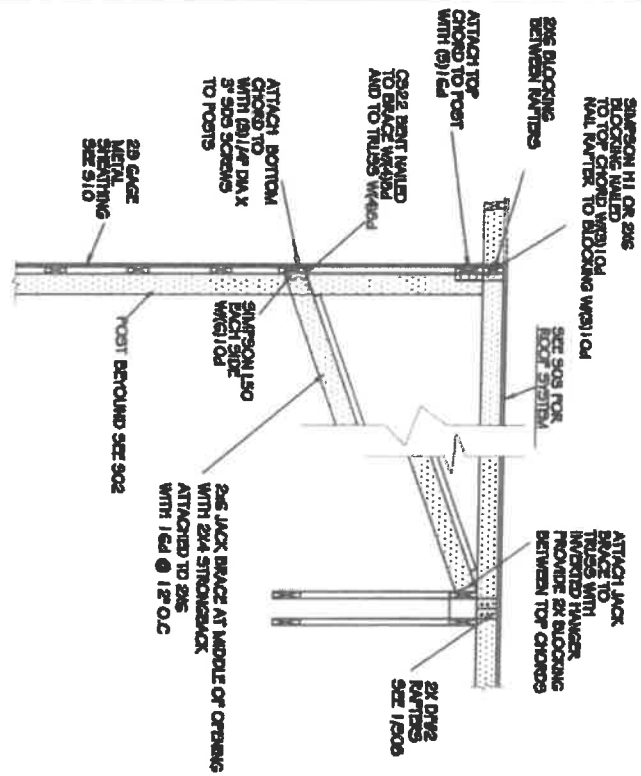
WITHIN 35 DAYS OF SUBMITTAL
REVISED: 30 MAY

BUILDING CODES

OSBC 2010

Sheet

S10



1
S11 GABLE TRUSSES OUT OF PLANE BRACING

BUILDING CODES DIVISION

1501 INDEPENDENT AVENUE NW
ALBUQUERQUE, NM 87102
PHONE: (505) 762-1400
FAX: (505) 762-1410

READY BUILD PLAN #2014-01
PRESCRIPTIVE PORT FRAME BUILDING
36'-0" X 48'-0" X 14'-0"

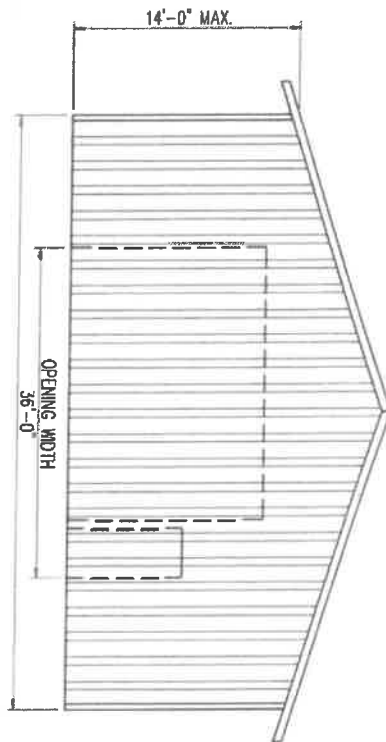
WINDS: 95 MPH EXPOSURE "B"
SNOW: 30 PSF

BUILDING CODE:

OSBC 2010

Sheet

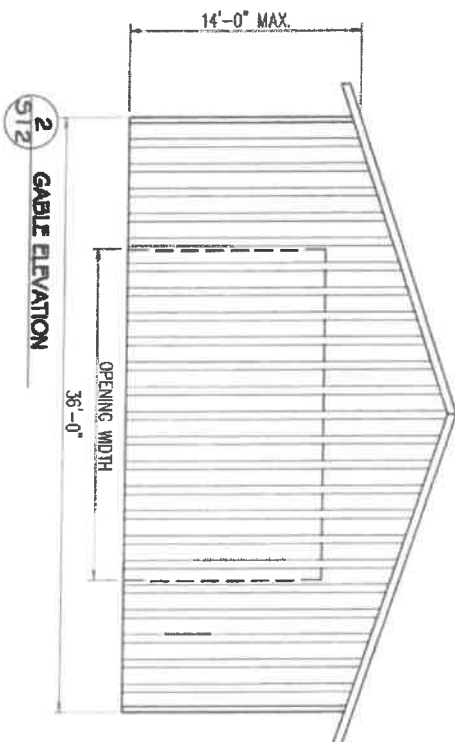
S11



1
512 GABLE ELEVATION

PLAN NOTES:

1. MAXIMUM OPENING WIDTH IS 20'-0"
2. SEE 1/311 FOR TRUSS BOTTOM CHORD BRACING FOR OPENING GREATER THAN 14'-0"
3. STITCH WALL PER 510 WHEN OPENING IS EQUAL OR GREATER THAN 16'-0"



2
512 GABLE ELEVATION

BUILDING CODES DIVISION

1501 INNOVATION CENTER
BALDWIN CITY, MO
PHONE: (816) 224-1400
FAX: (816) 224-1133 TDD: (816) 224-6622

READY BUILD PLAN #2014-01
PRESCRIPTIVE PORT TRAILER BUILDING

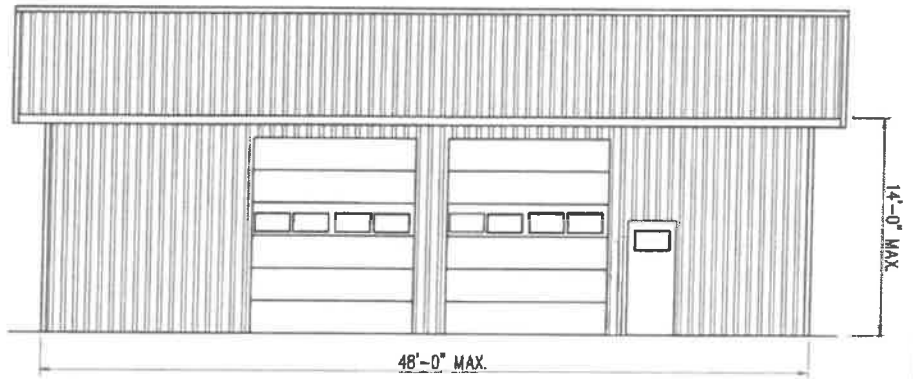
36'-0" X 48'-0" 14'-0"
WIND: 35 MPH EXPOSURE "B"
SECT: 30 PSF

BUILDING CODE:

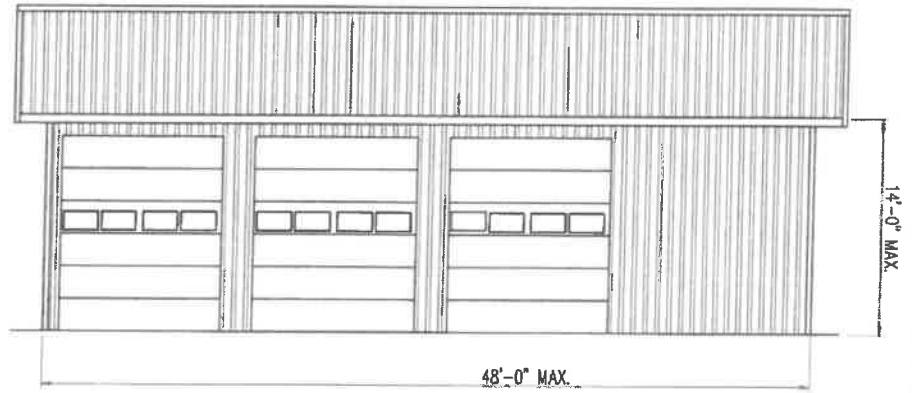
OSBC 2010

Sheet:

S12



1
513 SIDE/EAVE ELEVATION



2
513 SIDE/EAVE ELEVATION

PLAN NOTES:

1. MINIMUM 12'-0" SOLID WALL
2. (3) 10'-0" WIDE OVERHEAD DOORS OR (2) 10'-0" WIDE OVERHEAD DOORS AND 1 MAN DOOR CAN BE PLACED IN THE EAVE WALL
3. SITCH WALL FOR S110 WHEN THE SOLID WALL IS 12'-0"

BUILDING CODES DIVISION

1205 RENOVATION ATTENDANT
PALM BEACH, FL 33480
PHONE: 561-995-1449
TOLL FREE: 800-379-4133 FAX: 561-995-6223

READY BUILD PLAN #2014-01
PRESERVATIVE PORT TRAILER BUILDING
36'-0" X 48'-0" X 14'-0"

WIND: 94 MPH EXISTING 75"
SNOW: 30 PSF

BUILDING CODE

OSBC, 2010

Sheet

S13



Community and Economic Development Department

PLANNING COMMISSION MEETING
NOVEMBER 5, 2018 at 7:00 PM
CITY HALL ANNEX
1140 12TH AVENUE

PUBLIC MEETING CALL TO ORDER AT 7:00 PM

PLEDGE OF ALLEGIANCE

ROLL CALL ATTENDING:

Present: Henry Wolthuis, Greg Stephens, Eva Journey, Thomas Herb, Lance Gatchell

Absent: Edith Wilcox (*excused*)

STAFF:

Jerry Sorte, Community and Economic Development Director (CEDD)
Angela Clegg, Associate Planner
Lagea Mull, Project Assistant

REGISTERED GUESTS:

Mark Rose, PO Box 1375 Corvallis OR 97339
Patricia J. Weber, 2785 NW Marshall Dr, Corvallis OR 97330
Patsy Rice, PO Box 587, Sweet Home OR 97386
Tim Meyer, 1336 Tamarack St, Sweet Home OR 97386

PUBLIC COMMENT: none

Review and Approval of Minutes: September 4, 2018 and October 15, 2018- POSTPONED

CONTINUED PUBLIC HEARING FOR FILE P18-05 OPENED AT 7:07PM

Chairperson Gatchell provided a summary of the application P18-05;
The applicant is requesting to partition the property located at 980 Mountain View Road, Sweet Home, OR 97386. The property is identified on the Linn County Assessor's Map as 13S01E32CA Tax Lot 4734. Applicant: Mark Rose.

Chairperson Gatchell stated the following;

The applicable substantive criteria are listed in the staff report. Testimony, arguments and evidence must be directed toward the criteria described or other criteria in the plan or land use regulation which the person believes to apply to the decision. Failure to raise an issue accompanied by statements or evidence sufficient to afford the decision maker and the parties an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue.

Chairperson Gatchell asked the Commissioners if they had any of the below stated in regards to the application;

Personal Bias: None
Conflict of Interest: None
Exparte Information: None

Staff Report: Associate Planner, Angela Clegg explained the partition request, staff report, and background of the property. She then reviewed approval criteria that are applicable to the partition request, as well as the staff findings, and application. CEDD Sorte inquired if the Commission needed a new application due to the significant changes made to the current application.

Comments/Questions:

They deemed revisions were made at the Commission's request. No new application needed. Commissioner Stephen's asked for clarification on parcel 3's potential to be divided per the new map. Associate Planner Clegg confirmed the parcel 3 would no longer be able to be split.

Chairperson Gatchell asked the applicant to speak to the request.

Applicant: Mark Rose, PO Box 1375 Corvallis OR 97339 accompanied by his planner Patricia Weber, 2785 NW Marshall Dr., Corvallis OR 97330. There were new drawings submitted which reflect the most current size & layout of parcels. These adhere to state regulations for fire turn-arounds. They have not received a response from the Sweet Home Fire Chief.

Comment/Questions: On parcel 2 where would the house be located? The home will be in the same place as on the original map. How steep is the driveway? This is relatively flat, just a small incline. What are the plans for the ravine? The applicant will be staying out of the ravine.

Testimony in Favor: None

Testimony in Opposition: None

Neutral Testimony: None

Rebuttal: None

PUBLIC HEARING CLOSED AT 7:26PM

Deliberations: The general consensus was that all were in favor of this application.

Motion: Commissioner Journey moved to approve application P 18-03; which includes: adopting the findings of fact and conditions listed in the staff report.

Second: Commissioner Wolthuis

Question was called

Aye (5)

Commissioner Journey, Commissioner Herb, Commissioner Wolthuis, Commissioner Stephens, Chairperson Gatchell

Nay (0)

Absent (1) Commissioner Wilcox

Motion Passed 5 Ayes to 0 Nays

PUBLIC HEARING FOR FILE VR18-07 OPENED AT 7:39PM

Chairperson Gatchell provided a summary of the application VR18-07;

The applicant is requesting a variance to the permitted size of an accessory structure in order to build a 1,728 square foot shop building. The property is located at 203 5th Avenue, Sweet Home, OR 97386; Identified on the Linn County Assessor's Map as 13S01E31CD Tax Lot 700. Applicant: James Pickett.

Chairperson Gatchell stated the following;

The applicable substantive criteria are listed in the staff report. Testimony, arguments and evidence must be directed toward the criteria described or other criteria in the plan or land use regulation which the person believes to apply to the decision. Failure to raise an issue accompanied by statements or evidence sufficient to afford the decision maker and the parties an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue.

Staff Report:

Associate Planner Clegg explained the Land Use request, staff report, and background of the property. She then reviewed approval criteria that are applicable to the variance request, as well as the staff findings, and application. Based on the findings presented in the staff report, staff recommends approval of application VR 18-07 with the Conditions of Approval listed in Section IV of the staff report. She recommended that the Planning Commission hear testimony and make a decision on this matter. She also asked that the Planning Commission specify the appeal period and direct staff to prepare an order for signature of the Commission Chair. She then asked if there were any questions of staff.

Concerns/Questions: Commissioner Wolthuis shared history of area. Commissioner Herb questioned the location of the swamp which needs to be answer by the applicant. CEDD Sorte stated there are several options in handling the drainage. Commissioner Journey inquired who owns the swale with CEDD Sorte responding Oak Heights School does.

Personal Bias: None

Conflict of Interest: None

Exparte Information: None

Chairperson Gatchell asked the applicant to speak to the request.

Applicant: James Pickett, 203 5th Avenue, Sweet Home, OR 97386 stated there is a culvert in his front yard where the utters from his home drain. There is the possibility the shop runoff could utilize this for drainage. Mr. Pickett also stated his water & sewer come off 7th Avenue not 5th Avenue.

Comment/Questions:

- Why is the shop larger than code? – To store his RV & old cars.
- Will this be used for a business? – No, personal use only.
- Is there an alternative if the variance is denied? – Yes, the applicant is open to building a smaller shop.
- What type of siding will be used on shop? – Metal siding on a Pole Barn style shop.
- Why did you choose that location for this building? – This is the flattest area with the most access and the farthest distance from the 5th Avenue neighbors. The applicant is open to moving the building to another location.

- Would halfway between 850 sq ft - 1700 sq ft be the minimum shop size that could meet the applicant's needs? Yes
- What is the building's height? 20', needs at least 14' door to fit RV.

Testimony in Favor: None

Testimony in Opposition: None

Neutral Testimony: None

PUBLIC HEARING CLOSED AT 7:57PM

Deliberations:

Commissioner Journey- appreciates applicant's willingness to work with the commission although she is unaware how they can work with him because the standard is 864 sq ft and this a personal preference. There is nothing about the property that requires is a 1700 sq ft building. The commission needs to be aware that if this request is approved then it will affect the city as a whole. There are no criteria for granting on personal preferences.

Commissioner Stephens- Due to the size of the property & the location next to the school, he does not have a problem with the size of the shop

Chairperson Gatchell- There is not an issue with the lot that requires the variance. He knows the commission has been asked by City Council and others to be careful about granting variances because people want them. Not because they are required. He cannot support the request. This could create a precedent.

Commissioner Wolthuis- The property has a large degree of isolation, whatever he would choose to build there, will probably not impact any other property in the neighborhood. He would grant his request.

Commissioner Herb- He does not see a problem with the request. He recommends the applicant choose a type of siding besides metal due to his personal preference and the potential of added sound caused by school children's play items hitting the building. Also one large roof is better than three roofs

Motion: Commissioner Herb moved to approve application VR18-07; which includes: adopting the findings of fact and conditions listed in the staff report.

Second: Commissioner Wolthuis

Question was called

Aye (3) Commissioner Herb, Commissioner Wolthuis, Commissioner Stephens

Nay (2) Chairperson Gatchell & Commissioner Journey

Absent (1) Commissioner Wilcox

Motion Passed 3 Ayes to 2 Nays

PUBLIC HEARING FOR FILE VR18-08 OPENED AT 8:07PM

Chairperson Gatchell provided a summary of the application VR18-08; The applicant is requesting a variance to the Natural Resource Corridor setback from 75 feet to 50 adjacent to the South Santiam River in order to construct a single family dwelling and associated

development. The property is located at 1720 9th Avenue, Sweet Home, OR 97386; Identified on the Linn County Assessor's Map as 13S01E31BA Tax Lot 1201. Applicant: Patsy A Rice. Chairperson Gatchell stated the following; The applicable substantive criteria are listed in the staff report. Testimony, arguments and evidence must be directed toward the criteria described or other criteria in the plan or land use regulation which the person believes to apply to the decision. Failure to raise an issue accompanied by statements or evidence sufficient to afford the decision maker and the parties an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue.

Personal Bias: None

Conflict of Interest: None

Exparte Information: None

Staff Report:

Associate Planner Clegg explained the Land Use request, staff report, and background of the property. She then reviewed approval criteria that are applicable to the variance request, as well as the staff findings, and application. Based on the findings presented in the staff report, staff recommends approval of application VR 18-08 with the Conditions of Approval listed in Section IV of the staff report. She recommended that the Planning Commission hear testimony and make a decision on this matter. She also asked that the Planning Commission specify the appeal period and direct staff to prepare an order for signature of the Commission Chair. She then asked if there were any questions of staff.

Concerns/Questions: Chairperson Gatchell confirmed the concrete slab's location is due to the county's 50' riparian setback which makes it a pre-existing condition. CEDD Sorte clarified the garage would be an alteration to the corridor because the garage also requires the setback variance and the turnaround gravel area as well. These items could go through the mitigation process according to the municipal codes because they are a non-riparian use. Commissioner Jurney was informed the Community and Economic Development Department would monitor the mitigation during the development process. Associate Planner Clegg shared first hand insight on the layout of the parcel. Chairperson Gatchell expressed concern about the South Santiam being critical habitat for an endangered species. He inquired if the city's setback of 75' was in compliance with the Endangered Species Act regulatory agencies? CEDD Sorte stated during development other agencies would have a chance to review any other permits required. Commissioner Herb is requesting input on the proper disposal of drainage from the rooftop & patio.

Chairperson Gatchell asked the applicant to speak to the request.

Applicant: Patsy Rice 43800 Wiley Creek & Tim Meyer 1336 Tamarack St, Sweet Home. Mr. Meyer stated the first 8' portion will be patio. The setback would be at 60' with the first 8' being a patio. Ms. Rice would comply with all guidelines in regards to her stick-built home. Commissioner Jurney asked if the current slab still serviceable. The documentation shows all prior work was permitted in 2005. The building department will review all work.

Testimony in Favor: None

Testimony in Opposition: None

Neutral Testimony: None

PUBLIC HEARING CLOSED AT 8:25PM

Deliberations:

Commissioner Herb- Has walked the property. He sees nothing wrong with the proposal as long as the drainage is watched.

Commissioner Wolthuis- Make sure the slab is buildable condition. He has no problem with this proposal.

Chairperson Gatchell- only concern is compliance with the Endangered Species Act. Those notes will be added to the approval.

Commissioner Stephen- This the only spot on the whole site. He is certain the building department will ensure the slab is serviceable.

Commissioner Journey- She does not have a problem with proposal now that her concerns of the management of natural resources have been clarified.

Motion: Commissioner Herb moved to approve application VR18-08; which includes: adopting the findings of fact and conditions listed in the staff report. With the stipulations the applicant shall leave all native vegetation in the Natural Resource Corridor intact and the National Marine Fisheries Service shall be consulted regarding the Endangered Species Act requirements prior to issuing building permits.

Second: Commissioner Stephens

Question was called

Aye (5) Commissioner Herb, Commissioner Wolthuis, Commissioner Stephens, Chairperson Gatchell & Commissioner Journey

Nay (0)

Absent (1) Commissioner Wilcox

Motion Passed 5 Ayes to 0 Nays

PUBLIC HEARING FOR FILE CU17-07 OPENED AT 8:35PM

Chairperson Gatchell provided a summary of the application CU17-07; City of Sweet Home Wastewater Expansion. The property is located at 1357-1359 Pleasant Valley Road, Sweet Home, OR 97836; Identified on the Linn County Assessor's Map as 13S01E31BB Tax Lots 600, 1501, 1502; and 13S01E31BA Tax Lots 1100 and 1300.

Staff Report: CEDD Sorte explained the Land Use request, staff report, and background of the property. He requested an extension until December 18, 2022 which should be adequate time for that facility to be substantially established.

Motion: Commissioner Wolthuis moved to approve the request by the city. We will grant the extension of CU17-07; which would require the facility to be substantially established by December 18, 2022.

Second: Commissioner Stephens

Question was called

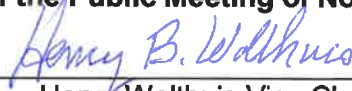
Aye (5) Commissioner Herb, Commissioner Wolthuis, Commissioner Stephens, Chairperson Gatchell & Commissioner Journey

Nay (0)

Absent (1) Commissioner Wilcox

Motion Passed 5 Ayes to 0 Nays

To the best of the recollection of the members of the Planning Commission, the foregoing is a true copy of the proceedings of the Public Meeting of November 5, 2018.



Henry Wolthuis Vice Chairperson
Sweet Home Planning Commission

Respectfully submitted by: Lagea Mull, Project Assistant

RECEIVED
12.20.18

Attachment E

12-20-2018

I own the property at 140 7th Ave
SweetHome OR 97386. I do not want a
big shop built behind my home.

When I bought my home there were
tree's and turkey's here every day. I was
Looking for a special place for my special
need's family. I think that such a Large
Shop would Devalue my property and
Deminish my privicey firther. If it is
realy a personel shop, It should not
be bigger than the code ~~code~~^{PIH} alowes.

Thank You

Peggy Inez McGinty
Peggy 3 McGinty



Community and Economic Development Department

**OFFICIAL NOTICE OF A PLANNING COMMISSION DECISION
ON A LAND USE APPLICATION**

PLANNING COMMISSION ORDER OF CONDITIONAL APPROVAL

- I. **REQUEST SUMMARY:** The applicant is requesting a variance in order to build a 1,728 square foot shop building. In the Residential Low-Density (R-1) Zone the maximum floor area for an accessory structure is 864 square feet. [SHMC 17.08.030(D)].

The subject property is located in the Residential Low-Density (R-1) Zone.

APPLICANT: James Pickett

PROPERTY OWNER: James Pickett

FILE NUMBER(S): VR 18-07

PROPERTIES: 203 5th Avenue, Sweet Home, OR 97386; Identified on the Linn County Assessor's Map as 13S01E31CD Tax Lot 700.

REVIEW AND

DECISION CRITERIA: Sweet Home Municipal Code (SHMC) Sections 17.88.040, 17.88.050, 17.08.030(D)

STAFF CONTACT: Angela Clegg. Phone: (541) 367-8113; Email: aclegg@sweethomeor.gov

- II. **PUBLIC HEARING:** The Sweet Home Planning Commission held a public hearing on November 5, 2018. At the hearing the Planning Commission reviewed application VR 18-07. The Planning Commission received testimony and deliberated on this matter at their November 5, 2018 meeting, and passed a motion to approve the application. That motion of approval specified a 12-day appeal period. Specific conditions of approval were required, and are listed in Section IV of this Order.
- III. **FINDINGS OF FACT:** The Planning Commission provided an opportunity for testimony at the November 5, 2018 public hearing. The Planning Commission considered the information in the record, testimony at the public hearing, and the Findings of Fact listed in the Staff Report presented to the Planning Commission prior to the November 5, 2018 public hearing. The Planning Commission adopted the Findings of Fact listed in Section III of the Staff Report dated October 29, 2018, and those are included as Exhibit A to this Order. At their meeting, the Planning Commission discussed the minimum size requirements for an accessory structure [SHMC 17.88.040]. The applicant stated that he was willing to reduce the size of his proposed accessory structure if the commissioners requested it. The Planning Commission passed the Variance as proposed in the application by a 3-2 vote in favor of the Variance. The required condition is included in Section IV.

- IV. DECISION: Approved with Conditions.** Based on the findings referenced in Section III of this order, the Planning Commission finds that the proposal described in VR 18-07 complies with the Findings of Fact listed in the Section III of the Staff Report. The Sweet Home Planning Commission hereby approves application VR 18-07. The approval shall be subject to the following condition of approval:

Condition of Approval:

1. Drainage runoff shall be contained on site without flowing directly downslope to the east neighbors or the school grounds.

PLANNING COMMISSION DECISION: November 5, 2018

DECISION MAILED: November 19, 2018.

APPEAL DEADLINE: December 3, 2018.

A variance shall be void one year, after the date of the Planning Commission approval if the development has not been substantially established within that time period.


Lance Gatchell, Planning Commission Chair

11/19/2018
Date


Jerry Sorte, Community and Economic Development Director

11/19/18
Date

APPEAL: This decision can be appealed. The decision made by the Planning Commission is final unless written appeal from an aggrieved party is received by the City of Sweet Home no later than the appeal deadline listed above (12 days from the mailing of this decision). All appeals must be filed with the appropriate fee and documentation and submitted to: City of Sweet Home Community and Economic Development Department, 1140 12th Ave, Sweet Home, OR 97386. The City Council will hold a public hearing on the request upon appeal. If you would like any information concerning filing of an appeal, please contact the Planning Office at (541) 367-8113.

Failure of an issue to be raised in a hearing, in person or by letter, or failure to provide sufficient specificity to afford the decision maker an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue.

A copy of the application, all documents and evidence relied upon by the applicant and applicable criteria are available for inspection at no cost and a copy will be provided at reasonable cost. A copy of the Staff Report and all documentation included in the record for the file are available for inspection at no cost and a copy will be provided at reasonable cost at the City of Sweet Home Community and Economic Development Department, 1140 12th Ave, Sweet Home, OR 97386; (541) 367-8113.

Findings of Fact Presented in Sections III of the Staff Report presented to the Planning Commission for VR 18-07. The review and decision criteria for a variance are listed below in bold. Findings and analysis are provided under each review and decision criterion.

- A. A determination that the criteria have been met involves the balancing of competing and conflicting interests. The following considerations may be used as guidelines in the granting authority's deliberations.**
- a. Whether the situation that created a need for a variance was created by the person requesting the variance;**
 - b. The economic impact upon the person requesting the variance if the request is denied;**
 - c. An analysis of the physical impacts the development could have, such as visual, noise, traffic, and increased potential for drainage, erosion or landslide hazards;**
 - d. Preservation of native tree species such as Oregon White Oak and Pacific Madrone over eight inches in caliper or Douglas Fir, Willamette Valley Ponderosa Pine, Big Leaf Maple, Incense and Western Red Cedar over 12 inches in caliper, measured at four and one-half feet above grade on the uphill side;**
 - e. Whether the proposal impacts the aesthetics of the property. [SHMC 17.88.050(A through E)]**

Staff Findings: The criteria for a variance are listed in Subsection B below. The above section of the SHMC provides a list of considerations that may be used when evaluating each of the criteria.

- B. The criteria that shall be used in approving, approving with conditions, or denying a requested variance will be based on findings with respect to compliance with each of the following criteria, if applicable.**
- a. The development resulting from an approved variance will not be detrimental to public health or safety; [SHMC 17.88.040(A)]**

Staff Findings: Staff has not identified any reasons why the applicant's proposed shop would be detrimental to public health or safety. Use would be those permitted in the R-1 zone. The application complies with this criterion.

- a. The development resulting from an approved variance will not be detrimental to public health or safety; [SHMC 17.88.040(A)]**

Staff Findings: Staff has not identified any reasons why the applicant's proposed shop would be detrimental to public health or safety. Use would be those permitted in the R-1 zone. The application complies with this criterion.

- b. The request is not in conflict with the Comprehensive Plan; [SHMC 17.88.040(B)]**

Staff Findings: Staff has not identified any goals or policies of the Comprehensive Plan that would preclude the proposed variance.

- c. The request is the minimum variance necessary to make reasonable use of the property; [SHMC 17.88.040(C)]**

Staff Findings: As depicted on the applicant's plot plans, the proposed shop is within setbacks and complies with the lot coverage of the R-1 zone. Regardless of the side and rear yard requirements of the zone, an accessory structure, excluding detached accessory dwellings, may be built to within five feet of side or rear lot line; provided, the structure is more than 70 feet from

the street abutting the front yard and 20 feet from the street abutting the street side yard. [SHMC 17.24.050(F)]. The proposed shop would be located 15 feet from the rear property line and 5 feet from the side property line. The application complies with this criterion.

d. The requested variance is consistent with the purposes of the zone; [SHMC 17.88.040(D)]

i. The purpose of the R-3 zone is to provide areas suitable and desirable for single-family homes, duplexes on corner lots, condominiums, town houses and appropriate community facilities. [SHMC 17.30.010]

Staff Findings: Staff finds that the proposed shop is consistent with the purposes of the R-1 zone. The shop building would be an accessory to the existing single family dwelling located on the subject property. The application complies with this criterion.

e. If more than one variance is requested or needed, the cumulative effect of the variances will result in a project that remains consistent with the purposes of the zone; [SHMC 17.88.040(E)]

Staff Findings: The applicant is not requesting more than one variance. The application complies with this criterion.

f. Identified negative impacts resulting from the variance can be mitigated to the extent practical; [SHMC 17.88.040(F)]

Staff Findings: The Engineering Division recommends that drainage runoff be contained on site without flowing directly downslope to the east neighbors or the school grounds. The school may allow drainage from the perimeter properties to flow into the existing swale. Staff recommends this condition in order to ensure that drainage runoff does not affect the school or neighboring properties. The application complies with this criterion.

g. The location, size, design characteristics and other features of the proposal shall have minimal adverse impacts on property values, livability of the permitted development in the surrounding area, and the natural environment; [SHMC 17.88.040(G)]

Staff Findings: Staff has not identified any significant adverse impacts on property values, neighborhood livability, and the natural environment that would result from construction of the proposed shop. The application complies with this criterion.

h. The property has a physical circumstance or condition that makes it difficult to develop. The request complies with the requirements of the underlying zone or overlay zone, city codes, state and federal laws. [SHMC 17.88.040(H)]

Staff Findings: Staff has not identified any physical circumstances or condition that would make the proposed shop difficult to develop. The application complies with this criterion.

C. A variance shall be void one year, or other time specifically set by the Planning Commission, after the date of the Planning Commission approval if the development has not been substantially established within that time period. [SHMC 17.88.060]

Staff Findings: As required under this section, if this application is approved, the variance shall be void one (1) year after the date of the Planning Commission approval if the use has not been substantially established, as defined under SHMC 17.88.060, within that time period.

House with garage is 3,800 sq ft
 Property is 1.55 acres

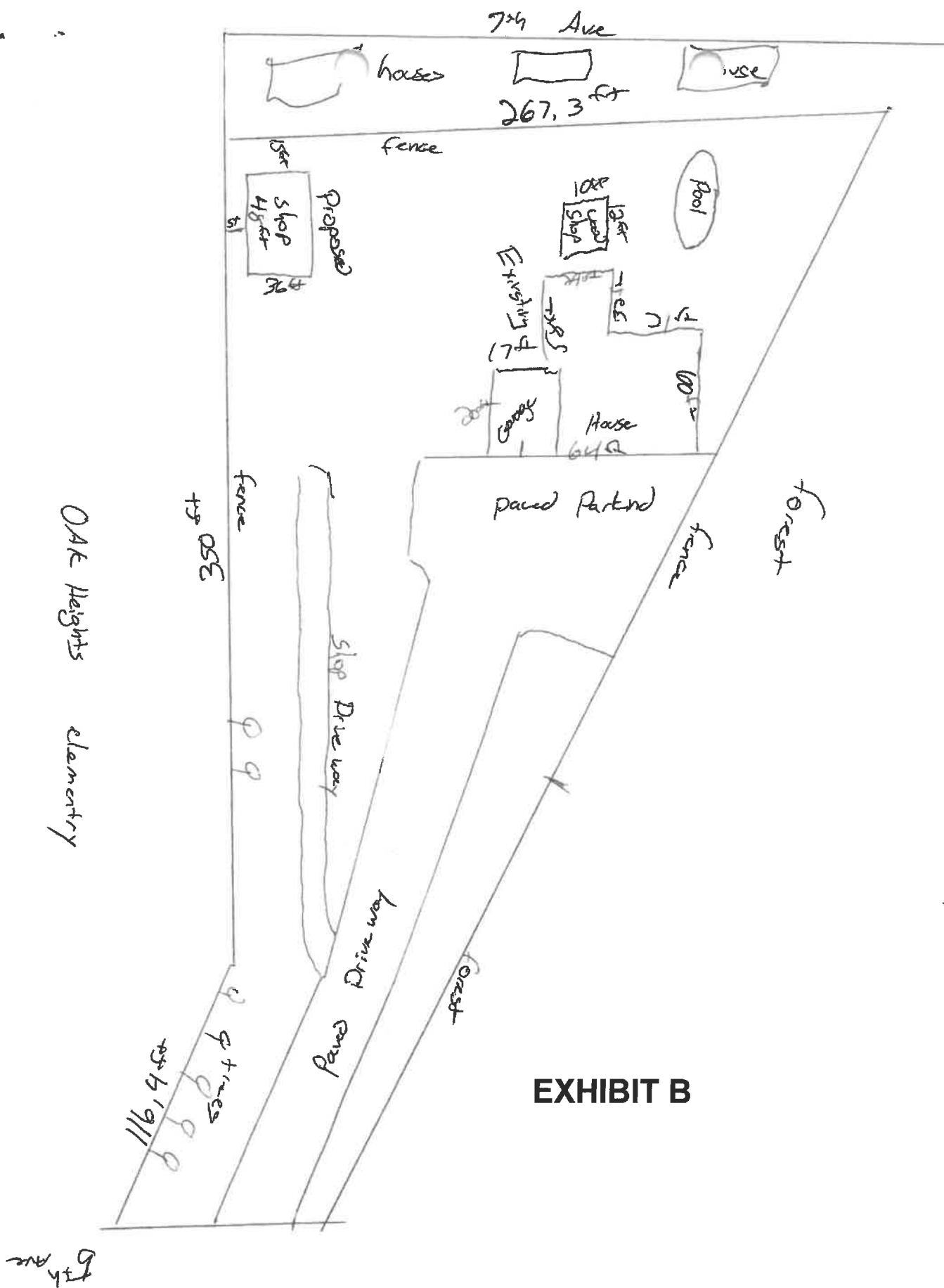


EXHIBIT B



Community and Economic Development Department

City of Sweet Home
 1140 12th Avenue
 Sweet Home, OR 97386
 541-367-8113
 Fax 541-367-5113
www.ci.sweet-home.or.us

Staff Report Presented to the Planning Commission

REQUEST: The applicant is requesting a variance in order to build a 1,728 square foot shop building. In the Residential Low-Density (R-1) Zone the maximum floor area for an accessory structure is 864 square feet. [SHMC 17.08.030(D)].

The subject property is located in the Residential Low-Density (R-1) Zone.

APPLICANT: James Pickett

PROPERTY OWNER: James Pickett

FILE NUMBER(S): VR 18-07

PROPERTIES: 203 5th Avenue, Sweet Home, OR 97386; Identified on the Linn County Assessor's Map as 13S01E31CD Tax Lot 700.

REVIEW AND

DECISION CRITERIA: Sweet Home Municipal Code (SHMC) Sections 17.88.040, 17.88.050, 17.08.030(D)

HEARING DATE & TIME: November 5, 2018 at 7:00 PM

HEARING LOCATION: City Hall Annex, Council Chambers behind City Hall at 1140 12th Avenue, Sweet Home, Oregon

STAFF CONTACT: Angela Clegg. Phone: (541) 367-8113; Email: aclegg@sweethomeor.gov

REPORT DATE: October 29, 2018

I. PROJECT AND PROPERTY DESCRIPTION

The applicant is requesting a variance in order to build a 1,728 square foot personal shop. In the Residential Low-Density (R-1) Zone the maximum floor area for an accessory structure is 864 square feet.

SHMC 17.08.030(D) requires: An accessory structure shall be detached from all other buildings by at least six feet. Accessory structures shall have a maximum floor area of 864 square feet.

ZONING AND COMPREHENSIVE PLAN DESIGNATIONS:

Property	Zoning Designation	Comprehensive Plan Designation
Subject Property	Residential Low-Density (R-1)	Low Density Residential
Property North	Residential Low-Density (R-1)	Public
Property East	Residential Low-Density (R-1)	Medium Density Residential

Property South	Residential Low-Density (R-1)	Medium Density Residential
Property West	Residential Low-Density (R-1)	Medium Density Residential

Floodplain Based on a review of the FEMA FIRM Maps; Panel 41043C0913G dated September 29, 2010, the subject property is not located in the 100-year floodplain.

Wetlands: The subject property does not contain wetlands that are inventoried on the Sweet Home Local Wetlands Inventory or the National Wetlands Inventory (NWI) Map.

Access: The subject property has frontage along 5th Avenue.

Services: The subject property has access to city water and sewer.

Street: 5th Avenue is a local street and has a 50 foot right-of-way.

TIMELINES AND HEARING NOTICE:

Application Received: October 3, 2018

Application Deemed Complete: October 8, 2018

Notice Distributed to Neighboring Property Owners Within 100 feet and Service Agencies: October 16, 2018

Notice Published in New Era Newspaper: October 22, 2018

Date of Planning Commission Hearing: November 5, 2018

120-Day Processing Deadline: January 31, 2019

II. COMMENTS

Engineering Division:

Project & Location:
Request VR 18-07 is for a Variance to build a 1,728 SqFt shop building at 203 5th Avenue, 13S01E31CD-700. Construction will be 15ft from the east, and 5ft from the north property lines. The property has a paved driveway access to the public frontage to 5th Ave to the west, which has 12ft of AC pavement, shallow grass swale drainage, and a 50ft wide right-of-way.

Streets & Stormwater:
The property naturally grades and slopes to the north, with all drainage running appearing to run onto the adjacent school property, or the properties on 7th Ave. A drainage swale system on the school property used to run northerly along the property lines of the adjacent properties, and may still be there.

Water & Sanitary:
The property is served by sewer with the main line in the back yards under the common line between the school grounds and the

backyards off 7th Ave. The city has an easement on the west property line by public utility placement, with a width generally 12ft centered on the property line so that 6 ft would be on either side. The proposed structure would not encroach into the easement. The water service is from 7th Ave , with the line running between two driveways of adjacent properties.

Comments & Recommendations:

Engineering Division would recommend that drainage runoff be contained on site without flowing directly downslope to the east neighbors or the school grounds. The school may allow drainage from the perimeter properties to flow into the existing swale.

-Joseph Graybill, PE, City of Sweet Home

Building Division: The Building Program has no issues with this variance request.

OR Dept. State Lands It is unlikely there are wetlands in that corner of the tax lot where the shop is proposed to be built.

-Lauren Brown, Wetland Ecologist

III. REVIEW AND DECISION CRITERIA

The review and decision criteria for a variance are listed below in bold. Findings and analysis are provided under each review and decision criterion.

A. A determination that the criteria have been met involves the balancing of competing and conflicting interests. The following considerations may be used as guidelines in the granting authority's deliberations. [SHMC 17.88.050(A-E)]

- a. Whether the situation that created a need for a variance was created by the person requesting the variance;**
- b. The economic impact upon the person requesting the variance if the request is denied;**
- c. An analysis of the physical impacts the development could have, such as visual, noise, traffic, and increased potential for drainage, erosion or landslide hazards;**
- d. Preservation of native tree species such as Oregon White Oak and Pacific Madrone over eight inches in caliper or Douglas Fir, Willamette Valley Ponderosa Pine, Big Leaf Maple, Incense and Western Red Cedar over 12 inches in caliper, measured at four and one-half feet above grade on the uphill side;**
- e. Whether the proposal impacts the aesthetics of the property.**

Staff Findings: The criteria for a variance are listed in Subsection B below. The above section of the SHMC provides a list of considerations that may be used when evaluating each of the criteria.

B. The criteria that shall be used in approving, approving with conditions, or denying a requested variance will be based on findings with respect to compliance with each of the following criteria, if applicable.

- a. The development resulting from an approved variance will not be detrimental to public health or safety; [SHMC 17.88.040(A)]**

Staff Findings: Staff has not identified any reasons why the applicant's proposed shop would be detrimental to public health or safety. Use would be those permitted in the R-1 zone.

The application complies with this criterion.

- b. The request is not in conflict with the Comprehensive Plan; [SHMC 17.88.040(B)]**

Staff Findings: Staff has not identified any goals or policies of the Comprehensive Plan that would preclude the proposed variance.

- c. The request is the minimum variance necessary to make reasonable use of the property; [SHMC 17.88.040(C)]**

Staff Findings: As depicted on the applicant's plot plans, the proposed shop is within setbacks and complies with the lot coverage of the R-1 zone. Regardless of the side and rear yard requirements of the zone, an accessory structure, excluding detached accessory dwellings, may be built to within five feet of side or rear lot line; provided, the structure is more than 70 feet from the street abutting the front yard and 20 feet from the street abutting the street side yard. [SHMC 17.24.050(F)]. The proposed shop would be located 15 feet from the rear property line and 5 feet from the side property line.

The application complies with this criterion.

- d. The requested variance is consistent with the purposes of the zone; [SHMC 17.88.040(D)]**

- i. The purpose of the R-1 zone is to provide areas suitable and desirable for single-family homes, associated public service uses and duplexes on corner lots. The R-1 zone is most appropriate in areas which have developed or will develop with single-family homes at a density which warrants provision of public water and sewer facilities. [SHMC 17.24.010]**

Staff Findings: Staff finds that the proposed shop is consistent with the purposes of the R-1 zone. The shop building would be an accessory to the existing single family dwelling located on the subject property.

The application complies with this criterion.

- e. If more than one variance is requested or needed, the cumulative effect of the variances will result in a project that remains consistent with the purposes of the zone; [SHMC 17.88.040(E)]**

Staff Findings: The applicant is not requesting more than one variance.

The application complies with this criterion.

- f. Identified negative impacts resulting from the variance can be mitigated to the extent practical; [SHMC 17.88.040(F)]**

Staff Findings: The Engineering Division recommends that drainage runoff be contained on site without flowing directly downslope to the east neighbors or the school grounds. The school may allow drainage from the perimeter properties to flow into the existing swale. Staff recommends this condition in order to ensure that drainage runoff does not affect the school or neighboring properties.

The application complies with this criterion.

- g. The location, size, design characteristics and other features of the proposal shall have minimal adverse impacts on property values, livability of the permitted development in the surrounding area, and the natural environment; [SHMC 17.88.040(G)]**

Staff Findings: Staff has not identified any significant adverse impacts on property values, neighborhood livability, and the natural environment that would result from construction of the proposed shop.

The application complies with this criterion.

- h. The property has a physical circumstance or condition that makes it difficult to develop. The request complies with the requirements of the underlying zone or overlay zone, city codes, state and federal laws. [SHMC 17.88.040(H)]**

Staff Findings: Staff has not identified any physical circumstances or condition that would make the proposed shop difficult to develop.

The application complies with this criterion.

- C. A variance shall be void one year, or other time specifically set by the Planning Commission, after the date of the Planning Commission approval if the development has not been substantially established within that time period. [SHMC 17.88.060]**

Staff Findings: As required under this section, if this application is approved, the variance shall be void one (1) year after the date of the Planning Commission approval if the use has not been substantially established, as defined under SHMC 17.88.060, within that time period.

IV. PLANNING COMMISSION ACTION

The Planning Commission will hold a public hearing at which it may either approve or deny the application(s). If the application is denied, the action must be based on the applicable review and decision criteria.

Appeal Period: Staff recommends that the Planning Commission's decision on this matter be subject to a 12-day appeal period from the date that the notice of decision is mailed.

Order: After the Planning Commission makes a decision, staff recommends that the Planning Commission direct staff to prepare an order that is signed by the Chairperson of the Planning Commission. The Order would memorialize the decision and provide the official list of conditions (if any) that apply to the approval; if the application is approved.

Conditions of Approval: If approved, the Planning Commission may impose conditions of approval. As discussed in Section III above, staff recommends the following condition:

1. Drainage runoff be contained on site without flowing directly downslope to the east neighbors or the school grounds.

Motion:

After opening the public hearing and receiving testimony, the Planning Commission's options include the following:

1. Move to approve application VR 18-07 and thereby permit the variance proposed at 203 5th Avenue; adopting the findings of fact listed in Section III of the staff report condition of approval, the setting of a 12-day appeal period from the date of the mailing of the

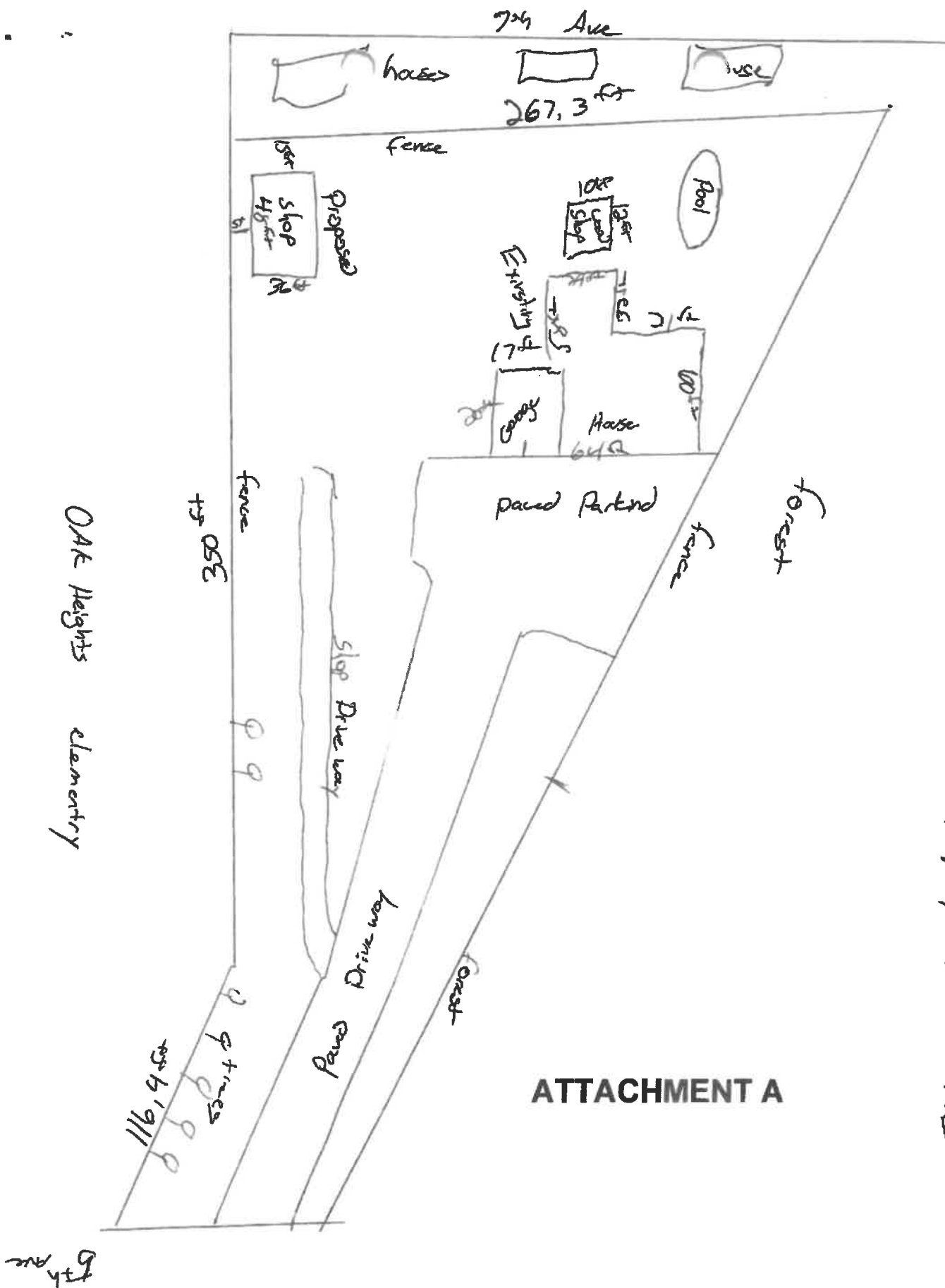
decision, and hereby direct staff to prepare an order to be signed by the Chair to memorialize this decision.

2. Move to deny application VR 18-07 and thereby deny the request for variances proposed at 203 5th Avenue; adopting the following findings (specify), the setting of a 12-day appeal period from the date of the mailing of the decision, and hereby direct staff to prepare an order to be signed by the Chair to memorialize this decision.
3. Move to continue the public hearing to a date and time certain (specify); or
4. Other.

VII. ATTACHMENTS

- A - Proposed Variance Plot Plan for 203 5th Avenue
- B - Aerial Property Map of 203 5th Avenue
- C - Application

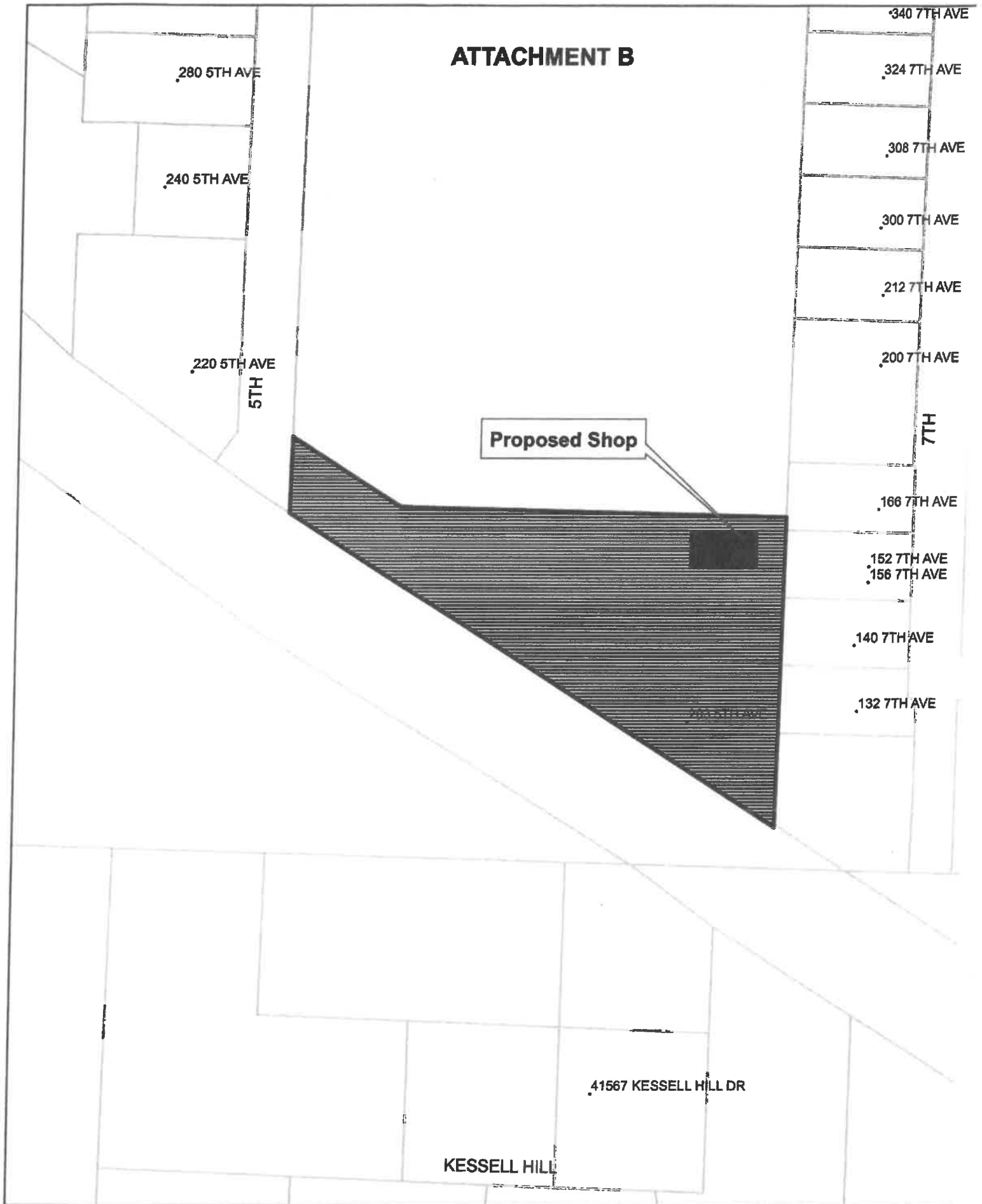
The full record is available for review at the City of Sweet Home Community and Economic Development Department Office located at City Hall, 1140 12th Ave, Sweet Home, Oregon 97386. Regular business hours are between 7:00 AM and 4:00 PM, Monday through Friday; excluding holidays.



ATTACHMENT A

House with garage is 3,800 sq ft
Property is 1.55 acres

ATTACHMENT B





REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA: January 8, 2019	TITLE: Sweetheart Run Street Closure	TYPE OF ACTION: <u> X </u> RESOLUTION — MOTION — OTHER
SUBMITTED BY: Jerry Sorte, CED Director	ATTACHMENTS: Map of Proposed Street Closure	
REVIEWED BY: Ray Towry, City Manager	Location Street Closure Resolution	

PURPOSE OF THIS RCA:

Request for City Council to adopt the attached Resolution concerning a temporary street closure during the Sweetheart Run at Sankey Park on February 9, 2019.

BACKGROUND/CONTEXT:

The “Sweetheart of a Run in a Sweetheart of a Town” event is scheduled for Saturday, February 9, 2019 at Sankey Park on 14th Avenue. Staff is expecting several hundred participants at the event in addition to vendors who will be setting up in the park area prior to the event. It is recommended that pass-thru traffic be rerouted away from this area. Residential access would be allowed. Participants would be instructed to park in parking lots nearby and along the streets around 14th Avenue, but not on 14th Avenue. Vendors would be instructed to park in upper Sankey Park. Handicapped participants would be allowed to park in the Sankey Park parking lot upon arriving.

The closure would allow runners an area to warm up and reduce safety issues associated with pedestrians and vehicles. If approved, letters will be sent to the homes along 14th Avenue informing them of this event and the subsequent closure. Traffic would continue to be allowed along Hawthorne, Grape and Fir Streets.

THE CHALLENGE/PROBLEM:

Ensuring the safety of participants during the Sweetheart Run by closing 14th Avenue from Elm Street to Kalmia. Residents in the area would be notified of the closure. Residents along the routes would be notified of the event the week prior with yard signs along the routes.

STAKEHOLDERS:

- City of Sweet Home Residents located around Sankey Park and along the two routes
- Participants, families and vendors attending the event.

ISSUES & FINANCIAL IMPACTS:

1. Residents Adjacent to the Street Closure - Residents in the area would be notified of the closure. Residents along the routes would be notified of the event the week prior with yard signs along the routes.
2. Police Department – notified of event for possible traffic issues.
3. Fire Department – attending the event with ambulance in case services are needed.

4. Street Department – staff has helped during past events with set up of event site, delivering signage and equipment, course marshalling, picking up signage and tear down of event site.
5. Planning and Community Development – organizing and hosting the event

ELEMENTS OF A STABLE SOLUTION:

Consideration of safety for event attendees, while not inconveniencing local neighbors for a significant length of time.

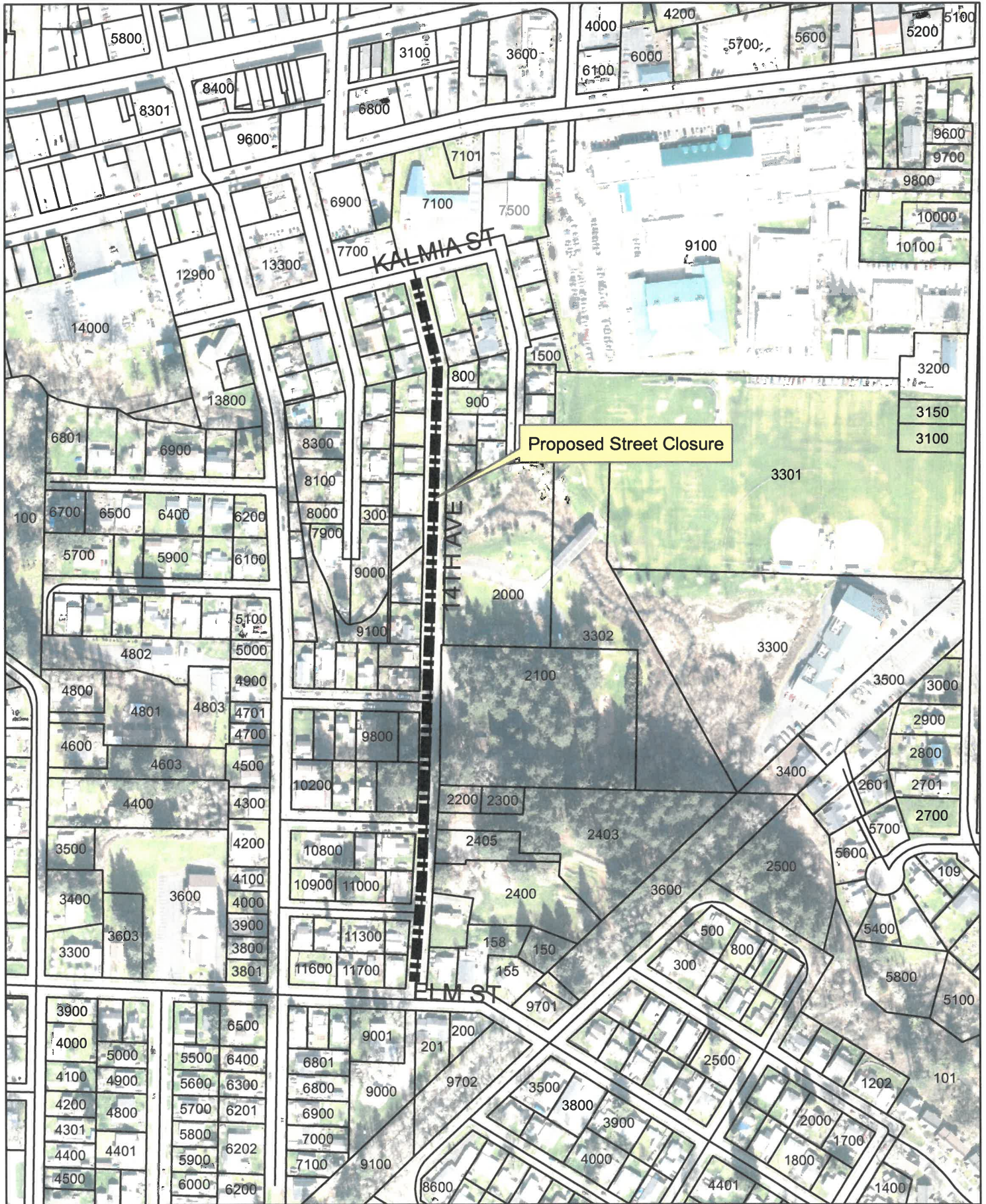
OPTIONS:

1. Do nothing.
2. Adopt resolution.

RECOMMENDATION:

Staff recommends that the City Council make a motion to adopt this resolution to establish a temporary street closure of 14th Avenue west of Sankey Park from Elm Street to Kalmia Street between the hours of 8:00 am to 1:00 pm on Saturday, February 9, 2019.

2019 Sweetheart Run - Proposed Street Closure



0 80 160 320 480 640 Feet 1 inch = 300 feet



RESOLUTION NO. 1 FOR 2019

A RESOLUTION CONCERNING STREET CLOSURES AND RESTRICTIONS.

WHEREAS, traffic patterns and parking issues need to be addressed to safely accommodate the Sweetheart Run event; and

WHEREAS, Sweet Home Municipal Code 10.04.030 provides that the City Council may, by resolution, establish or alter traffic and parking control;

NOW, THEREFORE, the City of Sweet Home does resolve as follows:

Traffic regulations shall be kept in effect as follows:

- A. From 8:00 AM to 1:00 PM on February 9, 2019, 14th Avenue from Kalmia Street to Elm Street shall be closed and blocked off to vehicular traffic at the direction of the City Manager or his designated representative.
- B. Residential access will be allowed.
- C. Appropriate signs or other markings shall be installed by the Public Works Department to carry safely out the provisions of this resolution, and shall become effective immediately upon the installation of such barricades, signs, or other markings.

PASSED by the Council and approved by the Mayor this 8th day of January, 2019.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA: January 8, 2019	TITLE: Revision to Fixed Assets	TYPE OF ACTION: <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> MOTION <input type="checkbox"/> OTHER
SUBMITTED BY: Brandon Neish, Finance Director	ATTACHMENTS: SH Financial Policies w/revisions GFOA Best Practice – Capital Assets Various Cities' Financial Policies Oregon Accounting Manual #15.60.10	
REVIEWED BY: Ray Towry, City Manager		

PURPOSE OF THIS RCA:

To revise the city's threshold for capitalizing an individual item and review other grammar changes.

BACKGROUND/CONTEXT:

According to the Government Finance Officers Association (GFOA), the term capital assets is used to describe assets that are used in operations and that have initial lives extending beyond a single reporting period. The Government Accounting Standards Board (GASB) defines a capital asset as a major asset that typically includes land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures and infrastructure.

Capitalization is, of its nature, primarily a financial reporting issue. That is, a government's principal concern in establishing specific capitalization thresholds ought to be the anticipated information needs of the users of the government's external financial reports. Furthermore, practice has demonstrated that capital asset management systems that attempt to incorporate data on numerous smaller items are often costly and difficult to maintain and operate.

Under the rules developed by the (GASB), which dictates financial practices for government agencies, capital assets must be reported annually on the city's financial statements along with the accumulated depreciation. This requires annual inspections of all items on the city's fixed asset list and review by Sweet Home's independent auditors. The City of Sweet Home's current Financial Policy outlines that the threshold at which an item is capitalized is \$200. This threshold is extremely low in accounting standards and does not represent best practice.

GFOA recommends the following when setting a threshold for capitalization of items:

- Potentially capitalizable items should only be capitalized if they have an estimated useful life of at least two years following the date of acquisition;
- In no case should a government establish a capitalization threshold of less than \$5,000 for any individual item.

Other governments in the area have set their capital thresholds at the following:

- City of Corvallis - \$5,000/item
- City of Lebanon - \$5,000/item
- City of Stayton - \$10,000/item
- City of Albany - \$10,000/item (increased from \$5,000 in October 2018)

- State of Oregon - \$5,000/item

Additional changes to the Financial Policies include changing the working of Section I, subsection 2 and Section VI, subsection 1 as well as eliminating Section VI, subsection 2.

Under Section I, subsection 2, the city currently budgets for personnel, materials & services and capital expenditures. These budgets are incorporated into the budget process and displayed on budget worksheets. However, state law does not require separating out personnel and material & services expenses from capital. Instead, local budget law requires that cities budget expenditure authority at a fund and department level. Restricting further, as the policy currently does by including the words “explicitly recognized and incorporated” ensures that funds are spent on specific items as reviewed by the Budget Committee and Council but does not allow the flexibility to make expenditure changes during the year to adapt to changing circumstances without a supplemental budget.

Section VI, subsection 1 defines how assets are managed within the city, specifically the surplusage of these items. This policy is not in line with the Sweet Home Municipal Code which states that “city surplus property means any personal property belonging to or owned by the city which has been determined by the City Manager or his or her designate to be of no further use to the city.”

Subsection 2 related to the funding of long-term assets such as the new City Hall, vehicles and other larger purchases. This policy limits the funding of long-term assets to be completed through General Obligation Bonds, SDC’s proportionate equity asset share, grants and gifts or volunteer contributions. While these funding resources are valuable resources, this policy ignores other funding resources such as interfund loans, revenue bonds and other funding options.

THE CHALLENGE/PROBLEM:

Should the City increase the threshold for capitalizing assets from \$200 per item to match the state’s limit and make additional changes to the policy document to comply with state laws and the Sweet Home Municipal Code?

STAKEHOLDERS:

- City of Sweet Home citizens – Citizens reviewing the City’s annual audit documents should be able to see the long-term assets the city has purchased for their benefit – roads, water distribution and collections systems, large equipment, land, buildings and more.
- City of Sweet Home City Council – Council reviews the City’s financial documents each year and signs off on the independent audit and related statements.
- City of Sweet Home staff – City staff physically counts the items listed in financial documents as fixed assets and provides the calculations for an item’s accumulated depreciation to be used in financial reports.
- Independent Auditors – The City’s independent auditors review transactions annually listed as capital purchases and constructs the city’s annual financial report required by state law.

ISSUES & FINANCIAL IMPACTS:

The issue with having a low capital threshold is two-fold. First, tracking these assets annually is a significant amount of work for the Finance Department. The City currently has 858 active items listed as fixed assets which include, but is not limited to: Tasers, chairs, shredders, file cabinets, vacuums, chain saws, credenzas, vehicles, drills, computers and scanners. GASB rules and city policy require an annual count of these items. Additionally, whenever these items must be removed from the system, city staff must bring a surplus resolution to the Council to dispose of the items regardless of status (i.e. destroyed, irreparable, etc.).

Second, all these items must be annually depreciated by Finance staff and audited by an independent auditor. As described by the GFOA, smaller items are often costly and difficult to maintain and operate with when listed as a fixed asset. The \$200 threshold makes for difficult tracking in the financial report and requires a significant amount of time by city staff and auditors alike.

The other revisions proposed change the language of the policy to match that which already exists in other places. There are no financial impacts as a result of the changes proposed beyond the capitalization threshold.

ELEMENTS OF A STABLE SOLUTION:

A stable solution for capital assets requires increasing the threshold to a more manageable figure in accordance with recommendations from financial organizations and auditors. The revision of this policy to tie the capital asset threshold with that of the state of Oregon's rules ensures that the City complies with GASB rules and aids in producing a clean, clear financial report annually.

The state of Oregon dictates Local Budget Law (though does not preclude municipalities from imposing stricter regulations) and the Sweet Home Municipal Code already contains language regarding the use and disposition of assets. The City Financial Policy should match rules that already exist or, in the case of the disposition of assets, the Sweet Home Municipal Code to reflect policy.

OPTIONS:

1. Do Nothing. Council could choose to do nothing with this proposal. The city would continue to capitalize items that exceed \$200 and keep the existing policy document as-is.
2. Revise the City of Sweet Home Financial Policy to include language increasing the capitalization threshold and tie policy to state and local regulations. Under Section VI of the policy, staff has revised #1 to attach the disposal of assets to the Sweet Home Municipal Code, #2 by removing the requirement to fund long-term assets using outside funds and #5 to attach the capitalization threshold to the Oregon Accounting Manual (OAM) #15.60.10. Section I has also been revised to tie policy to Oregon Local Budget Law.
3. Revise the City of Sweet Home Financial Policy with a different threshold. Council could choose a specific dollar amount for the capitalization threshold rather than use the state's policy as a basis.

RECOMMENDATION:

Staff recommends option 2, a motion to approve Resolution No. 2 for 2019, A Resolution Adopting Policy Revisions in the City's Financial Policy. The recommended threshold represents a financial best practice and will aid in the development and preparation for the annual audit both by city staff and the independent auditors. Additional changes also clear up conflicting regulations between the state and the city.

CITY OF SWEET HOME FINANCIAL POLICIES

STATEMENT OF FINANCIAL POLICIES

The purpose of this section is to present the general guidelines the City of Sweet Home follows in managing its financial, operational and budgetary affairs. These are general statements representing long-standing principles that have guided the City in maintaining its financial stability.

I. GENERAL

1. The City organization intends to carry out the City Council's goals, objectives and policies through a service delivery system financed through its Operating and Capital Budgets.
2. The relationship between the Operating and Capital Budgets will be ~~explicitly recognized and~~ incorporated into the budget process. Funding for these budgets should be sufficient to provide municipal operating services and maintenance or enhancement of fixed assets needed to support public demand for City services.
3. The City will seek positive steps to improve the productivity of its programs and employees and will investigate ways to eliminate duplicative functions within the city government and between the City of Sweet Home and other public agencies in the community. Reviews of the efficiency and effectiveness of certain City services will be periodically undertaken when applicable. To help measure effectiveness and efficiencies, a reporting mechanism highlighting the service efforts and accomplishments of the City's major services should be developed.
4. Whenever feasible, government activities will be considered enterprises if so doing will increase efficiency of service delivery or recover the cost of providing the service from the benefiting entity by user fees.
5. Attempts to maintain adequate annual reserves for all known liabilities, including employee leave balances, will be encouraged.
6. Efforts will be coordinated with other governmental agencies to achieve common policy objectives, share the cost of providing governmental services on an equitable basis and support favorable legislation at the state and federal level.
7. The City may seek out, apply for and effectively administer federal, state and foundation grants-in-aid that address the City's current priorities and policy objectives.
8. The City will encourage and participate in economic development efforts to create job opportunities and strengthen the local economy.
9. The City will ensure that the appropriate retirement funds are adequately funded and operated for the exclusive benefit of the participants and their beneficiaries.

II. REVENUES

1. The City of Sweet Home will, whenever possible, try to maintain a diversified and stable revenue system to shelter it from short-run fluctuations in any one source.
2. The City will follow an aggressive policy of collecting revenues.
3. When practical, the City will establish all user charge fees at a level related to the full costs (operating, direct, indirect and capital) of providing the service. The City will review fees/charges periodically and/or when required by Ordinance, law, or other.
4. The City will consider market rates and charges levied by other municipalities of similar size for like services in establishing rates, fees and charges as a “comparison” only.
5. Enterprise and Internal Service operations will strive to be self-supporting.

III. EXPENDITURES

1. The City of Sweet Home shall operate on a current funding basis. Expenditures shall be budgeted and controlled so as not to exceed current revenues plus the planned use of fund balances accumulated through prior years.
2. The City shall take immediate corrective actions if at any time during the fiscal year expenditures and revenue re-estimates are such that an operating deficit is projected at year-end. Corrective actions can include a hiring freeze, expenditure reductions, fee increases or use of contingencies. Expenditure deferrals into the following fiscal year, short-term loans, or use of one-time revenue sources to balance the budget shall be avoided if at all possible.
3. The City Manager may undertake periodic staff and third-party reviews of City programs for both efficiency and effectiveness. Public/Private Partnerships, Privatization, and/or contracting with other government agencies can be evaluated as alternatives to service delivery.
4. The City shall make every effort to maximize any discounts offered by creditors/vendors. Staff shall be encouraged to use competitive bidding to attain the best possible price on goods and services when feasible and not otherwise required by rule/law.

IV. CONTINGENCIES/FUND BALANCES

The City is committed to maintaining a prudent level of financial resources to protect against the need to reduce service levels because of temporary revenue shortfalls or unpredicted one-time expenditures.

1. General Fund:
 - Contingency, minimum of \$50,000 preferred
 - Ending Fund Balance, needs to cover four months of general operating services
 - Avoid borrowing from other funds
2. Police Operating Levy Fund:
 - Contingency, 3% of operating expenses
 - Ending Fund Balance, needs to cover four months of general operating services
 - Avoid borrowing from other funds
3. Library Operating Levy Fund:
 - Contingency, 3% of operating expenses
 - Ending Fund Balance, needs to cover four months of general operating services
 - Avoid borrowing from other funds
4. Depreciation/Capital Replacement Funds:
 - Continue to maintain equipment and building reserves
 - Create sufficient dollars to allow for replacement without major bond financing
 - Have an investment strategy to guarantee capital upgrades
5. Develop Community Priorities:
 - Determine what are mandated, essential and desired services
 - Utilize public input (i.e., surveys, radio, public meetings, neighborhood meetings)

All operating funds are encouraged to maintain a contingency-

FUND BALANCE DEFINITIONS:

GASB 54 defines fund balances for financial reporting to be classified as follows:

1. Non-spendable –Represents assets that are nonliquid (such as inventory) or legally or contractually required to be maintained intact (such as the principal amount of an endowment).
2. Restricted – When constraints are placed on the use of resources for a specific purpose by enabling legislation (legally enforceable), external parties or constitutional provisions.
3. Committed –When constraints are created by the governing body on how it will spend its resources. These are enacted via legislation, resolution or ordinance and are in place as of the end of the fiscal period. The constraints remain binding until formally rescinded or changed by the same method the constraints were created. The difference between Restricted and Committed is that under Committed, the governing body can remove constraints it has imposed upon itself.
4. Assigned –Designation of amounts by either the governing body or the staff (if authorized) to be used for a specific purpose narrower than the purpose of the fund.

5. Unassigned – The excess of total ending fund balance over nonspendable, restricted, committed and assigned amounts. Only the General Fund has an unassigned category since money remaining in any other fund is automatically designated or assigned to the purposes of that fund.

AUTHORIZATION FOR SPECIFIC MEMBERS OF MANAGEMENT TO ASSIGN FUND BALANCES:

The Finance Director shall be responsible for monitoring and reporting the City's various reserves and fund balance categories. The City Manager/Budget Officer is directed to make recommendations to the Council on the use of reserve funds both as an element of the annual operating budget submission and as needed throughout the year. Annually, the City Manager/Budget Officer shall be responsible for identification of resource assignments within the proposed budget document.

SPENDING PRIORITY FOR FUND BALANCES:

When fund balances are available for use, it is the City's policy to follow GASB 54 requirements to use restricted balances first, committed balances, then assigned balances for purposes which they can be used for. The spendable unrestricted revenue amounts in the special revenue funds, capital projects funds and debt service funds are committed to be used for the purpose for which the fund was established.

COMMITMENT OF FUND BALANCE:

Commitment of fund balance shall be done through adoption of a resolution by the City Council. Further commitments of fund balance may be modified or rescinded only through approval of the City Council via resolution.

V. CAPITAL IMPROVEMENT PLAN (CIP)

1. The City will develop a multi-year plan for Capital improvements, update it annually and make all capital improvements in accordance with the plan.
2. The City will strive to maintain its physical assets at a level adequate to protect the City's ~~capital investments~~capital investments and to minimize future maintenance and replacement costs. The budget will provide for adequate maintenance and orderly replacement of capital assets from current revenues where possible.
3. Capital projects should conform to the following criteria:
 - will be part of an approved City plan;
 - will be part on an adopted maintenance and/or replacement schedule;
 - will minimize operating costs; and
 - will be selected according to the established Capital Improvement Plan.

The capital budget process works in conjunction with the regular operating budget process. CIP projects are flagged as funded or unfunded depending on whether or not the forecasted operating budget can support or fund the project. All funded CIP projects are included in the operating budget for the current budget year.

VI. CAPITAL ASSET MANAGEMENT

1. City assets will ~~not~~ be degraded, given away or allowed to deteriorate ~~except by action of the council in accordance with SHMC Chapter 3.08.~~
2. ~~Funding new long-term capital assets will be the responsibility of the community as a whole and should be funded through general obligation bonds, SDC's proportionate equity asset shares, grants and gifts or volunteer contributions when appropriate.~~
3. New private development in the city that requires increased capacity or places increased demand on the community must purchase an equity asset share. This share is based on the development's proportionate share of the current replacement value of the existing assets required by the development including capacity expansion required to serve the new development.
4. To the extent allowed by law, system development charges will be designed to recapture from private development the full cost of community assets in place at the time of the development and the necessary expansion of those systems caused by increased demand on those assets.
5. The capitalization threshold used in determining if a given asset qualifies for capitalization is ~~\$200 per item~~ equal to that defined in the Oregon Accounting Manual (OAM) Number 15.60.10.
6. The Finance Department shall organize a physical count/inspection of all capital assets as of each fiscal year end, June 30.
7. Adequate insurance shall be maintained on all capital assets consistent with the results of the annual physical count/inspection.
8. GASB 34: The Government Accounting Standards Board (GASB) has required local governments to report infrastructure and depreciation on all capital assets. The City implemented these policies as of July 1, 2002.

VII. DEBT

1. The City will confine long-term borrowing to capital improvements.
2. The City will follow a policy of full disclosure on every financial report and bond prospectus.
3. General obligation debt will not be used for self-supporting enterprise activity.
4. The City will ensure that its debt margins are within the 3% TCV (true cash value) limitation as set forth in ORS 287.004.

5. The City will use voter-approved general obligation debt to fund general-purpose public improvements that cannot be financed from current revenues.

VIII. INVESTMENTS

1. The City of Sweet Home's investment objectives are:
 - In compliance with all applicable statutes and legal provisions.
 - Preservation of capital and protection of principal.
 - Maintenance of sufficient liquidity to meet operating requirements.
 - Avoidance of imprudent credit, market and speculative risk.
 - Attainment of a market rate-of-return throughout all economic and fiscal cycles
2. Safekeeping shall be consistent with modern investment, banking and commercial practices and may include physical possession, book entry and automated recordation.
3. Except for funds requiring special handling (i.e. bond proceeds subject to arbitrage), investments other than with the Local Government Investment Pool and FDIC insured Market Link CDs not to exceed 7 year terms require the express approval of the City Administration and Finance Committee.
4. Diversification of the City's investment portfolio will be consistent with the percent limitations under (ORS 294.035 (i.e. 5%/35 maximums for corporate indebtedness) to include certain credit rating minimums.

IX. ACCOUNTING, AUDITING & FINANCIAL REPORTING

1. The City will prepare and present regular reports that analyze, evaluate and forecast the City's financial performance and economic conditions.
2. When needed, the City will seek out the assistance of qualified financial advisors and consultants in the management and administration of the City's financial functions.
3. An independent audit will be performed annually.
4. The City will issue annual financial reports in accordance with generally accepted accounting principles (GAAP) as outlined in the Governmental Accounting, Auditing and Financial Reporting (CAFR) publication.



City of Corvallis

Financial Policies - Council Policy

Policy # 10.09

Financial Policies -- Definitions



Definitions:

Accrual Basis of Accounting - The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash flows.

Appropriation - Legal authorization granted by City Council to make expenditures and incur obligations.

Assessed Value - The value set by the County assessor on real and personal taxable property as a basis for levying taxes.

Assessments - An amount levied against a property for improvements specifically benefiting that property.

Balanced Budget - A budget in which the resources are equal to or greater than the requirements in each/every fund.

Benefits - Employee benefits mandated by state and federal law, union contracts, and/or Council policy. The most common forms of fringe benefits are pension plans, health and life insurance, vacation, sick and holiday leave, deferred compensation, automobile allowances, disability insurance, and educational and incentive pay.

Bonds - A written promise to pay a sum of money (principal or face value) at a future date (maturity date) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used to finance long-term capital improvements.

Budget - A plan of financial operation, embodying an estimate of proposed expenditures for a given period (typically a fiscal year) and the proposed means of financing them (revenue estimates). Upon approval by the City Council, the budget appropriation resolution is the legal basis for expenditures in the budget year.

CAFR (Comprehensive Annual Financial Report) - Prepared at the close of each fiscal year and published no later than December 31 of each year to show the actual audited condition of the City's funds and serves as the official public record of the City's financial status and activities.

Capital Budget - A plan of proposed capital expenditures and the means of financing them. The capital budget is usually enacted as part of the complete annual budget which includes both operating and capital outlays. The capital budget should be based on a capital improvement program.

Capital Improvement Program (CIP) - A plan for capital expenditures to be incurred each year over a fixed period of several future years, setting forth each capital project, identifying the expected beginning and ending date for each project, the amount to be expended in each year, and the method of financing those expenditures.

Capital Outlay - Expenditures for operating equipment drawn from the operating budget. Capital outlay items normally include equipment that will last longer than one year and having an initial cost above \$5,000. Capital outlay does not include capital budget expenditures for construction of infrastructure such as streets, buildings, or bridges.



City of Lebanon
Financial Policies
Title: Fixed Asset Capitalization Policy

XIV. Fixed Asset Capitalization Policy

Purpose and Scope

The purpose of this policy is to establish standard procedures for capitalizing fixed assets to facilitate the identification, reporting and safeguarding of City assets in compliance with generally accepted financial reporting requirements.

Asset Value

Capital assets are valued at their historical cost. In the absence of historical cost information, the asset's estimated historical cost will be assigned and used. Contributed capital is reported at fair market value or cost on the date the asset is contributed.

The historical cost of a capital asset includes the following:

- cost of the asset
- ancillary charges necessary to place the asset in its intended location (i.e. freight charges)
- ancillary charges necessary to place the asset in its intended condition for use (i.e. installation and site preparation charges)
- capitalized interest
- any subsequent improvements that meet the qualifications listed below

Capitalization Threshold

The City will capitalize all individual assets with a threshold cost of \$5,000 or more and has an estimated useful life of 1 year or more, excluding maintenance items.

Grouped or Networked Assets

Individual assets that cost less than the capitalization threshold, but that operates as part of a network system, will be capitalized in the aggregate, using the group method if the estimated average useful life of the individual asset is 1 year or more. A network is determined to be where individual components may be below the capitalization threshold but are interdependent and the overriding value to the City is on the entire network and not the individual assets. Examples include: Computers, software licenses, new office furniture, etc.

Depreciation Method

Capitalized assets are depreciated using the straight line method in the Annual Financial Report. The City maintains a depreciation schedule for the Governmental and proprietary funds.

Estimated Useful Lives

The following guidelines are used in setting estimated useful lives for asset reporting:

Buildings & Improvements	50 years
Land Improvements	10 – 20 years
Machinery and Equipment	5 – 10 years
Vehicles	5 – 10 years
Infrastructure	50 years

Improvements vs. Maintenance Costs

With respect to asset improvements, costs at or over the capitalization threshold should be capitalized if:

- the estimated life of the asset is extended by more than 25%, or
- the cost results in an increase in the capacity of the asset, or
- the efficiency of the asset is increased by more than 10%, or
- significantly changes the character of the asset, or
- in the case of streets and roads – if the work done impacts the “base” structure.

Improvements that do not meet these criteria would be expensed as repair and maintenance.

Supersedes:	Created/Amended by/Date: Revised 2/20/15	Effective Date: April 8, 2015
Finance Director: Dean Baugh	City Manager: Gary B. Marks	

adopted budget. Each Department or Division Manager or Director will be responsible for the administration of his/her department/program budget. This includes accomplishing the goals and objectives incorporated into the budget and monitoring each department/division budget for compliance with spending limitations.

3.2 The City Administrator is to administer budgetary expenditure control at the appropriation level. Any increase in a budget appropriation requires City Council approval.

3.3 All purchases of goods and services must comply with the City's Purchasing Policies, guidelines and procedures and with State laws and regulations.

3.4 All compensation planning and collective bargaining will include analyses of total cost of compensation, which includes analysis of salary increases, health benefits, pension contributions, and other fringe benefits. City management will only propose operating personnel costs that can be supported by continuing operating revenues.

3.5 City staff shall make every effort to control expenditures to ensure City services and programs provided to its citizens and taxpayers are cost effective and efficient. Expenditures that will reduce future costs will be encouraged.

4 Capital Improvement Policies

4.1 Annually, the City will approve a 5-year Capital Improvement Plan (CIP), congruent with the adoption of its annual budget. The CIP shall provide details on each capital project: its estimated costs, sources of financing and a description, including a statement identifying: (a) the needs, conditions and circumstances that have caused the project's creation and (b) the expected results if the project is approved and implemented.

5 Accounting and Financial Reporting Policies

5.1 The City shall establish and maintain its accounting systems according to generally accepted accounting practices and shall adhere to generally accepted accounting principles and standards promulgated by the Government Finance Officers Association (GFOA) and Government Accounting Standards Board (GASB).

5.2 An annual audit shall be performed by an independent public accounting firm, which will issue an opinion on the annual financial statements, along with a management letter identifying areas needing improvement, if necessary.

5.3 Full disclosure shall be provided in the financial statements and bond representations.

5.3.1 Upon request, all departments will provide notice of all significant events and financial and related matters to the Finance Director for the City's annual disclosures to the municipal markets as required by SEC Regulation 15-C-2-12. Full disclosure will be provided in the financial statements and bond representations. Significant events include delinquencies and defaults related to the City's bonds, adverse tax opinions or events affecting the tax exempt status of bonds, the release, substitutions or sale of property securing repayment of bonds and other events having a significant impact on the City's finances and outstanding bonds. The Finance Director will notify all Nationally Recognized Municipal Securities Information Repositories of these significant events.

5.3.2 The City's asset capitalization policy is to capitalize and depreciate assets greater than \$10,000 with a useful life beyond one year. Capital assets costing less than \$10,000 or having a

or use of contingencies. Actions to be avoided include expenditure deferrals into the following fiscal year, short-term loans, and use of one-time revenues to support ongoing operations.

4. Target contingencies for operating budgets will range between 5 and 15 percent of operations.
5. Internal service charges and project accounting should be used when service recipients and parameters of a project can be easily identified. The charges should be based on methodologies that fairly allocate the full cost of services. The Finance Director shall review the methodologies on a periodic basis to verify that they are consistent with federal guidelines and Oregon Local Budget Law.
6. The City Manager will undertake ongoing staff and third-party reviews of City programs to measure efficiency and effectiveness. Privatization and contracting with other governmental agencies will be evaluated as alternatives to in-house service delivery. Programs that are determined to be inefficient and/or ineffective shall be reduced in scope or eliminated.

V. CAPITAL IMPROVEMENT PROGRAM (CIP)

1. The City will monitor and periodically assess the City's capital equipment and infrastructure, setting priorities for its renovation and replacement based on needs and available resources.
2. The City will develop a multi-year program for capital improvements that will be reviewed annually in the budget process.
3. Projects in the CIP will be flagged as either funded or unfunded depending on whether or not the forecasted operating budget can support or fund the project. All funded projects are included in the operating budget for the corresponding budget year.
4. The City will maintain its physical assets at a level adequate to protect the City's capital investment and minimize future maintenance and replacement costs. The budget process will provide for review of maintenance and orderly replacement of capital assets from current revenues where possible.

VI. CAPITAL ASSETS

1. Capital assets are non-consumable assets with a purchase price of \$10,000 or greater and a useful life of more than one year. The capitalization threshold for federally reimbursed items is \$5,000.
2. The Finance Department will oversee a physical count/inspection of all capital assets at least on a biennial basis. All additions, deletions, and depreciation of infrastructure will be reported consistent with the requirements of the Government Accounting Standards Board Statement Number 34.
3. Adequate insurance will be maintained on all capital assets.

VII. DEBT

1. The City will generally limit long-term borrowing to capital improvements.
2. The City will follow a policy of full disclosure on every financial report, official statement, and bond prospectus.
3. The City Manager will ensure that continuing disclosure policies and procedures are in place and include the following:
 - a. The City's bond counsel will advise the City in developing appropriate

OREGON ACCOUNTING MANUAL

Subject:	Accounting and Financial Reporting	Number:	15.60.10
Division:	Chief Financial Office	Effective date:	September 16, 2017
Chapter:	Accounting and Financial Reporting		
Part:	Capital Assets		
Section:	Classification and Capitalization		
Approved:	George Naughton, Chief Financial Officer	Signature on file	

PURPOSE: This policy provides guidance on accounting and financial reporting for capital assets.

AUTHORITY: **ORS 293.590**
 GASB Statement No. 34
 GASB Statement No. 42
 GASB Statement No. 51
 GASB Statement No. 72
 GASB Comprehensive Implementation Guide 2016-1, Q. 4.71

APPLICABILITY: This policy applies to all state agencies included in the state's annual financial statements, except those agencies specifically exempted by [OAM 01.05.00](#).

DEFINITIONS: **Capital Assets:** Tangible or intangible property used in agency operations having an initial estimated useful life of more than one year and an initial cost (including **ancillary charges**) of \$5,000 or more. This definition does not include assets held primarily for resale; agencies account for these assets as inventory.

Acquisition Value: A market based entry price, representing the price that would be paid to acquire an asset with equivalent service potential in an orderly market transaction at the acquisition date, or the amount at which a liability could be liquidated with the counterparty at the acquisition date.

Click here for other [definitions](#).

POLICY:

101. Agency management must ensure the proper accounting and reporting of **capital assets** and establish a system of internal controls that reduces the risk of theft or other loss. Agencies should refer to [OAM 15.60.40](#), *Intangible Assets* for specific guidance on accounting for intangible capital assets.
102. Record **capital asset** additions in the appropriate capital asset general ledger (GL) accounts. Assets that cost less than \$5,000 must be expensed according to [OAM 15.55.00](#), *Non-Capital Assets*.

RESOLUTION NO. 2 FOR 2019

A RESOLUTION ADOPTING POLICY REVISIONS IN THE CITY'S FINANCIAL POLICY

WHEREAS, the City of Sweet Home last reviewed the Financial Policy on September 13, 2016, and;

WHEREAS, the capitalization threshold for items purchased by the city is currently \$200 per item, and;

WHEREAS, Capital Assets are part of the City's Annual Financial Report, and;

WHEREAS, finance best practice recommends a capitalization threshold of \$5,000 or better, and;

WHEREAS, Section I, subsection 2 of the Sweet Home Financial Policy reads, "the relationship between the Operating and Capital Budgets will be explicitly recognized and incorporated into the budget process," and;

WHEREAS, Section VI, subsection 1 of the Sweet Home Financial Policy reads, "City assets will not be degraded, given away or allowed to deteriorate except by action of the council," and;

WHEREAS, Section VI, subsection 2 of the Sweet Home Financial Policy reads, "Funding new long-term capital assets will be the responsibility of the community as a whole and should be funded through general obligation bonds, SDC's proportionate equity asset shares, grants and gifts or volunteer contributions when appropriate," and;

WHEREAS, Section VI, subsection 5 of the Sweet Home Financial Policy reads, "The capitalization threshold used in determining if a given asset qualifies for capitalization is \$200 per item."

THEREFORE, BE IT RESOLVED THAT THE CITY OF SWEET HOME adopts the following revisions to the Sweet Home Financial Policy:

- Section 1, subsection 2: The relationship between the Operating and Capital Budgets will be incorporated into the budget process.
- Section VI, subsection 1: City assets will be degraded, given away or allowed to deteriorate in accordance with SHMC Chapter 3.08
- Section VI, subsection 5: The capitalization threshold used in determining if a given asset qualifies for capitalization is equal to that defined in the Oregon Accounting Manual (OAM) Number 15.60.10.

This resolution shall take effect upon its approval and passage.

PASSED by the Council and approved by the Mayor this 8th day of January 2019

Mayor

City Manager – Ex Officio City Recorder

REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA: January 8, 2019	TITLE: Council of Governments	TYPE OF ACTION: RESOLUTION
SUBMITTED BY: Ray Towry, City Manager	Teleworking Space IGA	<u>X</u> MOTION
REVIEWED:	ATTACHMENTS: Teleworking Space IGA between City of Sweet Home & OCWCOG	— OTHER

PURPOSE OF THIS MEMO:

To review a proposed Teleworking Space IGA between the City of Sweet Home and OCWCOG.

BACKGROUND/CONTEXT: OCWCOG staff continues to excel at meeting service requirements and planning obligations in serving Medicaid clients, Veterans, those who need non-emergent medical rides, in navigating *Safe Routes to Schools*, *Meals on Wheels*, and scenic byways, among many other projects and programs. OCWCOG is seeking work space for staff who serve Sweet Home and Lebanon residents.

The contract has been reviewed and approved as to form by legal counsel.

THE CHALLENGE/PROBLEM:

Should the City of Sweet Home enter into an IGA with Oregon Cascades West Council of Governments for Teleworking Space?

STAKEHOLDERS:

City of Sweet Home – We can provide better service to our community.

Oregon Cascades West Council of Governments- provides work space for OCWCOG Staff who primarily serve Sweet Home and Lebanon residents.

Citizens of Sweet Home – This would allow easier access to health services for Sweet Home community members.

ISSUES & FINANCIAL IMPACTS:

None Known – The City would be required to provide OCWCOG staff with internet access which would be no additional cost to the City.

ELEMENTS OF A STABLE SOLUTION:

Approval or disapproval of the contract.

OPTIONS:

1. Do Nothing.
2. Authorize staff to enter into an Intergovernmental Agreement with Oregon Cascades West Council of Governments for Teleworking Services.
3. Request changes to the contract and direct staff.

RECOMMENDATION: Option #2 Authorize staff to enter into an Intergovernmental Agreement with Oregon Cascades West Council of Governments for Teleworking Services.

INTERGOVERNMENTAL AGREEMENT

**Between
Oregon Cascades West Council of Governments
and
City of Sweet Home
For
Teleworking Space**

This Agreement is made and entered into upon execution by and between the City of Sweet Home, a municipal corporation of the State of Oregon, hereinafter known as Sweet Home, and Oregon Cascades West Council of Governments, hereinafter known as OCWCOG, Oregon 190.010 intergovernmental agencies.

Recitals

- A. CITY permits units of local government agencies to enter into agreements for the performance of required duties or the exercise of permitted powers.
- B. OCWCOG has the need of the services of teleworking space in Sweet Home for 2-3 OCWCOG staff who primarily serve Sweet Home and Lebanon area clients.
- C. Sweet Home has staff with the proper credentials, licensing and experience to provide such service.

THEREFORE, the parties to this intergovernmental agreement agree to the following terms and conditions:

Agreement

SECTION 1. SCOPE OF SERVICES

This Agreement shall be for the purpose of providing teleworking space for OCWCOG staff (2-3) in the City of Sweet Home's offices.

SECTION 2. OCWCOG RESPONSIBILITY

- A. Provide all furniture (desks, chairs, lamps, etc.).
- B. Provide all technology (computers, monitors, etc.).

SECTION 3. SWEET HOME RESPONSIBILITY

- A. Provide space for 2-3 OCWCOG staff, Monday-Friday 8am-5pm.
- B. Provide internet access.

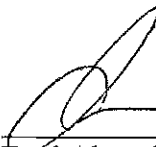
SECTION 4. PROVISIONS

- A. Contract Period: This agreement shall be effective upon signing by both parties and shall automatically renew on December 31, of each year, unless this agreement is hereafter modified in writing.
- B. Payment: This space will be provided free of charge.
- C. Termination: This agreement may be terminated by either party. Suspension in whole or in part of this agreement by either party will require thirty (30) days written notice to the other party.
- D. Assignability: This contract is for the exclusive benefits of the parties hereto. It shall not be assigned, transferred, or pledged by either party without the prior written consent of all the remaining parties.
- E. Discrimination: The parties agree to comply with all applicable federal, state, and local laws, rules, and regulations on nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, disability, sexual orientation, gender identity or source of income.
- F. Indemnification: To the extent possible under the limits of the Oregon Tort Claims Act for local governments, OCWCOG and Sweet Home shall hold each other harmless, indemnify and defend each other's officers, agents and employees from any and all liability, actions, claims, losses, damages or other costs that may be asserted by any person or entity arising from, during, or in connection with the performance of the worked described in this agreement, except liability arising out of the sole negligence of either party or its employees. Such indemnification shall also cover claims brought against either party under state or federal workers compensation laws. If any aspect of this indemnity shall be found to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this indemnification.
- G. Public Contracts: All parties shall comply with all federal, state and local laws, ordinances and regulations applicable to the work under this agreement, including, without limitation, the applicable provisions of ORS chapters 279A, B and C, particularly 279B.220-279B.235, as amended.
- H. Personal Identifying Information: Sweet Home agrees to safeguard personal identifying information in compliance with Oregon Revised Statutes ORS 646A.600, the Oregon Consumer Theft Protection Act and the Fair and Accurate Credit Transaction Act Provisions of the Federal Fair Credit Reporting Act. In the event of any inadvertent disclosure or release of information protected by any of these provisions, Sweet Home shall immediately notify OCWCOG and shall hold harmless, defend and indemnify Sweet Home for any costs related to notification, mitigation or remediation required by the disclosure by OCWCOG.

- I. Waiver: Waiver of any breach of any provision of this agreement by either party shall not operate as a waiver of any subsequent breach of this same or any other provision of this agreement.
- J. Dispute Resolution: Unless otherwise provided in this Agreement, all claims, counterclaims, disputes and other matters in questions between OCWCOG and Sweet Home arising out of, or relating to this Agreement or the breach of it will be decided, if the parties mutually agree, by mediation, or if they fail to agree, by arbitration. Arbitration will be conducted according to rules and procedures set out by the Arbitration Service of Portland, or as otherwise agreed by the parties.
- K. Workers Compensation: All employers, that employ subject workers, as defined in ORS 656.027, shall comply with ORS 656.017 and shall provide workers' compensation insurance coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). Recipient shall require and ensure that each of its subcontractors complies with these requirements.
- L. Severability: If any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.
- M. Amendments: Any amendment to this agreement shall be in writing and signed by authorized representatives of both parties. There are no understanding, agreements or representations, oral or written, regarding this agreement except as specified or referenced herein.

Signed:

Ray Towry
City Manager
City of Sweet Home
1140 12th Ave., Suite A
Sweet Home, OR 97386



Fred Abousleman
Executive Director
OCWCOG
1400 Queen Ave. SE, Suite 201
Albany, OR 97322

Date: _____

Date: 12/12/18

City of Sweet Home

Limited English Proficiency (LEP) Plan

CONTACT INFORMATION

~~Jim Gourley~~ Greg Mahler

City Mayor

~~jgourleygmahler@sweethomeor.gov~~ ci.sweet-home.or.us

~~Ray Towry~~ Craig Martin

City Manager

~~cmartin@ci.sweet-home.or.us~~ rtowry@sweethomeor.gov

City of Sweet Home—City Hall

1140 12th Avenue

Sweet Home, OR 97386

Phone: (541) 367-8969 ♦ FAX: (541) 367-5113

This document addresses the needs of the citizens of the
City of Sweet Home with Limited English Proficiency

City of Sweet Home Oregon Limited English Proficiency Plan

Introduction

The City of Sweet Home Oregon is situated in Linn County, Oregon with an approximate population of 9,065. The city encompasses a multitude of services, including the Mayor and City Council, City Manager, Community Development, Finance, Parks and Recreation, Police, Public Works, and a Library.

The population of Sweet Home is predominantly English speaking, with the largest minority language being Spanish¹, and includes a variety of other Indo-European, Asian and Pacific Islander, and other languages. English is the primary language of approximately ~~96-997.2%~~ of the population, with 1.29% speaking Spanish, .09% speaking Asian and Pacific Island Languages, and .74.2% speaking other ~~Indo-European~~ Languages as their primary language. ~~Of those languages other than English, 111 or 45.5% speak English less than "very well". Of the Spanish-speaking and other Indo-European populations, less than 1% (40 persons) speaks English less than very well. No other language populations are identified in the City of Sweet Home.~~

The City of Sweet Home (City) undertakes to ensure that persons with Limited English Proficiency (LEP) shall not be discriminated against nor denied meaningful access to, and participation in, the programs and services provided by the City. In order to ensure meaningful access and participation for LEP persons, the City takes reasonable steps to see that language services are provided according to the provisions of the City's LEP Plan as described below.

The LEP Plan applies to all City administered programs, services and facilities, regardless of whether they receive Federal financial support or not. However, the LEP Plan does not apply to the operation or administration of any properties or projects wherein the City is not the primary owner (i.e., the City is a funding agency and not the entity with primary control over said property) and the primary owner qualifies as recipient or sub-recipient of federal financial assistance.

It is the intent of the City, in providing language services to LEP persons, to achieve a balance that ensures meaningful access to programs and services while not incurring undue burdens on City resources.

Sweet Home's City Manager's office is the central coordinator for the LEP Plan and language services. The office provides oversight for the implementation of the LEP Plan, coordinates and facilitates delivery of LEP language services, ensures that staff are informed on LEP services and procedures, and directs the monitoring and assessment of the LEP Plan's effectiveness.

Definitions:

Limited English Proficiency person. Any person who does not speak English as their primary language and who has a limited ability to read, write, speak, or understand English. Such person or persons shall be entitled to language assistance at no cost to themselves with respect to a particular type of service, benefit, or encounter.

Vital document. Any document that contains information that is critical for obtaining or maintaining the services or benefits that are supported by Federal funds, or that are required by law. Such documents may include but are not limited to applications, consent forms, notices of

¹ See Exhibit A—Sweet Home Oregon Limited English Proficiency Population, US Census American Fact Finder

participant rights and responsibilities, disciplinary notices, letters or notices that require a response from the participant or beneficiary, legal notices, and notices advising LEP persons of the availability of free language services.

Interpretation. The act of listening to spoken words in one language (the source) and orally translating it into another language (the target).

Translation. The replacement of a written text from one language into an equivalent written text in another language. NOTE: Some LEP persons cannot read in their own language and back up oral interpretation services may be needed for written documents.

Four-Factor Assessment. This is an assessment tool used by the City, as a recipient of federal funding, to determine the extent of its obligation to provide LEP services. These four factors are: (1) The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or grantee; (2) the frequency with which LEP persons come into contact with the program; (3) the nature and importance of the program, activity, or service provided the program to people's lives; and (4) the resources available to the grantee/recipient and costs.

Who is covered?

Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq., and its implementing regulations provide that no person shall be subjected to discrimination on the basis of race, color, or national origin under any program or activity that receives Federal financial assistance.

Under regulations implementing Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq. (Title VI), recipients of federal financial assistance have a responsibility to ensure meaningful access to their programs and activities by persons with LEP. The purpose of the LEP is to ensure that the City, as a recipient of Federal Funding, is complying with its Title VI responsibilities and that access to their programs or activities, normally provided in English, are accessible to LEP persons.

In order to avoid discrimination against LEP persons on grounds of national origin, the City has taken adequate steps to ensure that LEP persons receive the language assistance necessary to afford them meaningful access to the programs, services, and information the City provides, free of charge.

Pursuant to Executive Order 13166, the meaningful access requirement of the Title VI regulations and the four-factor analysis set forth in the LEP Guidance of the Federal Register (FR-4878-N-01) are to apply to programs and activities receiving federal assistance. Federal financial assistance includes grants, training, use of equipment, donations of surplus property, and other assistance.

Federally assisted recipients are required to make reasonable efforts to provide language assistance to ensure meaningful access for LEP persons to the recipient's programs and activities. To do this, the recipient has: (1) conducted the four-factor assessment; (2) developed a language access plan (LAP); and (3) provided access to appropriate language assistance.

Coverage under Title VI and Executive Order 13166 extends to all of a recipient's programs or activities, (i.e., to all parts of a recipient's operations). This is true—even if only one part of the recipient receives the federal assistance.

As the City of Sweet Home encompasses a variety of services, application of the Four-Factor analysis varies depending on the specific service.

Four-Factor Assessment

1. Population Size of LEP Persons who Need Language Services Assistance

The City has used the following methodology and data sources to identify and determine the number of LEP persons currently using the City's services, the number of LEP persons in the City's area of operations who may be eligible for programs and services and the particular languages used by both groups. The City used various methods to identify LEP persons with whom they have contact. These included:

- Past experiences with LEP by City staff.
- Latest Census Department data. Census data has been reviewed and matched to the extent possible with the City area of operations. When Census data is updated, it will be reviewed to identify commonly encountered languages other than English.

Assessment: Housing and Urban Development, in its final guidance for providing program access to LEP individuals, has detailed a 'Safe Harbor' where providing a certain level of translated materials for a LEP population of a specified size will "be considered strong evidence of compliance with the recipient's written translation obligations." The City of Sweet Home has determined that, ~~in regards to~~ in regard to its LEP language populations, the Spanish LEP population is below both 5% and 1,000 individuals, and thus translated vital documents are not required. The City of Sweet Home's remaining LEP populations for each spoken language are also below 5% ~~and 50 persons~~. According to the 'Safe Harbor' Guidelines, any language population that falls below 50 individuals and 5% of the service population is not required to receive any written translations. As the remaining LEP populations fall below this level, the City of Sweet Home is not required to provide any translated documents under 'Safe Harbor' guidelines to non-Spanish LEP individuals.

2. Frequency of Contact with LEP Persons who Need Language Services Assistance

Linn County is the primary provider of social services within Sweet ~~Home, and~~ Home and has the most contact with LEP persons who need language service assistance. The majority of contact the City has with non-English speaking citizens is through Police Department stops and other activity. Frequency of contact with LEP persons for other City services such as applications, consent forms, notices of participant rights and responsibilities, disciplinary notices, letters or notices that require a response from the participant or beneficiary, and public legal notices is relatively rare, less than once a year. City staff indicates that generally, individuals with limited English proficiency will bring a family member or friend, who will translate.

Assessment: Need for LEP services approximates the percentage of Sweet Home residents with limited English proficiency—less than 1% of staff encounters or contacts. Ongoing monitoring of LEP contact with the City ~~occurs, and~~ occurs and should the level or difficulty of serving this population increase, the City is prepared to add resources.

3. Nature and Importance of Programs and Service Utilized or Needed by LEP Persons

The City recognizes that, within the range of programs and services it provides, some programs and services, such as those that directly impact the well-being of the local population, are of higher priority than others. While it is the City's intent to provide meaningful access to all participants and eligible persons, the availability of resources may limit the provision of language services in some instances.

Activities such as outreach, intake forms, leases, rules of occupancy, legal actions, life and safety notices, and the like have a high priority. Information about and an understanding of these activities should be effectively communicated to all persons affected by them. Other activities such as recreation programs, social activities, optional meetings, and related areas are of a lesser priority.

Assessment: Given that Police stops are generally where the City has the highest contact with LEP individuals, the City has designated translation services to be available during normal working hours within the Police Department. For other services, the City provides on call translation services and public information in multiple languages on its website.

4. Availability of Resources to LEP Persons Who Need Language Assistance

The City of Sweet Home may contract with authorized interpreters who are available over the telephone. Other sources for interpretation may include:

- Qualified bilingual staff members of the City.

- Individuals employed exclusively to perform interpretation services

- Contracted in-person interpreters

- Other qualified interpreters from other local agencies or organizations within the Sweet Home Community

Language assistance may be available from community volunteers who have demonstrated competence in their monolingual (direct) communication and/or in interpretation or translation as noted above and have been approved by the City to communicate with LEP individuals.

Where qualified bilingual staff members or other authorized interpreters are unavailable to assist approved community volunteers who have demonstrated competence may be called upon when appropriate.

Family and Friends of an LEP individual may offer to assist with communication or interpretation.

Sweet Home's website includes a Google Translate tab  which translates the public information into Chinese, Finnish, German, Spanish and Swedish.

Assessment: The City is both pro-active in providing persons with limited English proficiency public information about Sweet Home's public services, and in having translation resources available to those having direct contact with City staff. The City works to ensure that at a minimum, at least one bilingual-Spanish staff person is available during normal business hours, and to provide translation in other languages when arranged for in advance.

City of Sweet Home Limited English Proficiency (LEP) Plan

The City provides language services to LEP persons by a variety of methods based upon the relative numbers of such persons and the frequency of contacts or anticipated contacts. Reasonable steps are taken to accomplish this. Specifically, this LEP Plan outlines the City's approach to working with persons needing language assistance:

I. Identification of LEP Individuals who Need Language Assistance: Activities include:

- Posting of notices in City Hall and in separate lobbies of other City facilities accessible by the public. These posted notices will be in commonly encountered languages and will encourage LEP persons needing language assistance to self-identify.
- “Language Identification” cards (<http://www.lep.gov/resources/ISpeakCards2004.pdf>) will be available in the languages identified in the City’s area of operations. The cards will also be used by staff on a day-to-day basis to determine and document the need for particular language services during routine activities and encounters.
- Notification to applicants for assistance, licensing, or permits that language services will be provided at no cost.
- Periodic reviews with staff to determine if the needs of residents with limited English continue to be met.

II. Provision of Language Assistance Measures: Procedures and activities for the provision language assistance include:

A. Types of Language Services Available

A. 1. Written Translation Measures

- Postings in conspicuous places in City Hall, Police Department Main Lobby, and any other City facility accessed by the public informing applicants or members of the general public that translation services are available at no charge to the individual who is seeking services or information regarding such services. The City has a list of interpreters and translators for staff to use when language services are required for LEP persons.
- Bi-lingual public notice communications and outreach. The City also provides language services in the conduct of its web-based outreach efforts which are intended to make the general public aware of its programs and services. In this manner, LEP persons who are a part of the population in the City's area of operations have an equal opportunity to learn about the City's programs and services and to access and participate in them.

A. 2. Oral Translation Measures

- The City shall strive to have bilingual staff available during normal business hours. Should the City not have bilingual Spanish speaking staff, the City will contract with a telephone interpretive service that will allow tenants, applicants or members of the general public who do not speak English to communicate with staff at the time they call or come into City Hall, the Police Department, and any other City facility regularly accessed by the public.
- The City shall offer oral interpretation at no charge at meetings, events, and other activities, provided that the need is identified by the participant(s) at least ~~forty-eight~~forty-eight (48) hours prior to the event, dependent upon the availability of an interpreter for the requested language.

A. 3. Additional Measures to be Considered and Used Based on an Assessment of Need

The following list outlines potential future measures that could be undertaken, should the level of need for LEP services increase from the current assessment.

- Use of and/or hiring bilingual staff to handle the majority of the verbal and written translation duties for the City. (Essential in the daily operations.) At the time of adoption of this LEP plan, 1 bilingual staff member is available during normal working hours.
- Contracting with qualified interpreters and translators, either individually or through an interpreting service agency which provides such persons when other City employees are not available or not skilled. (Essential when accuracy and details are important or critical.)
- Centralizing language services and/or sharing language services with ~~other~~another City if/when available. (If needed to minimize costs.)

- Use of telephone (or video conferencing) interpreter services. (If prompt delivery of interpretation services is required.)
- Pooling resources and/or standardization of documents and forms. (If needed to minimize costs.)

B. Connecting Staff to Available Language Services Available

City staff should never refuse service to an LEP individual who is requesting assistance, nor should they require an LEP individual to furnish an interpreter as a condition for receiving assistance. The City will make every reasonable effort to provide meaningful and timely assistance to LEP individuals through a variety of services.

The City will use all reasonably available tools, such as language identification cards, when attempting to determine an LEP individual's primary language.

LEP individuals may choose to accept City provided LEP services at no cost or they may choose to provide their own.

City provided LEP services may ~~include, but~~include but are not limited to the assistance methods described in this policy.

C. Telephone System Protocols

If City staff cannot understand a LEP caller, and a translator is not immediately available, the caller's phone number is taken, and a bi-lingual interpreter/translator calls the individual back.

D. Responding to Written Communications from LEP Persons

The City will utilize a bi-lingual interpreter/translator to read and respond in the LEP's language in written communications.

E. Responding to In-Person Contact with LEP Persons

Should staff be unable to communicate with a LEP person, the City's bilingual interpreter/translator is contacted, and communications are either continued in-person or over the phone. Should the interpreter/translator be unavailable, contact information for the individual will be recorded, including nature of the inquiry, and an interpreter/translator will re-contact the person.

F. Ensuring the Competency of Interpreter and Translator Services

The City makes every reasonable effort to assure that the language services it provides to LEP persons are of the highest quality and that the competency of interpreters and translators is appropriate to the situation. This applies to both the use of internal bilingual employees and contracted interpreters and translators.

- 1) Interpreters (outside the use of internal bilingual employees). Oral interpretation of encounters, interviews, meetings and the like require a certain level of competency and professionalism on the part of the interpreter. These characteristics do not necessarily exist in a person who is simply bilingual. Likewise, formal certification while helpful may not always be required. Often the importance of the encounter or the consequences will direct the level of professionalism needed. When using an interpreter, the City uses the following general criteria to ensure effective communications with LEP persons:

- a) Demonstrated proficiency in and ability to communicate information accurately in both English and in the other language and able to identify and employ the

appropriate mode of interpreting (consecutive, simultaneous, summarization, or sight translation).

- b) Knowledge in both languages of any specialized terms or concepts particular to the City programs or services and of any particularized vocabulary and phraseology used by the LEP person, or the ability to explain either in English or the necessary language, the specialized term(s), concept(s), particularized vocabulary or phraseology.
 - c) Understanding of and ability to follow confidentiality and impartiality rules to the same extent that the City employee for whom they are interpreting or to the extent that their position requires or both.
 - d) Understanding of and adherence to their role as interpreter without deviating into a role as counselor, legal advisor, or other role.
 - e) Awareness of regionalisms (dialects) used by the LEP persons for whom they are interpreting.
- 2) Translators (outside the use of internal bilingual employees). When selecting translators, the list of criteria applied to determine competency and professionalism for interpreters above shall be applied to the extent that those criteria are appropriate. If a staff member who speaks the necessary language is not available, the City shall obtain translation and interpretation services from a certified translation/interpretation service.

III. Staff Training to Be Provided

The City reviews its LEP Plan with staff. The frequency of staff encounters with LEP persons determines the level of review. All employees who are likely to have contact with LEP persons are informed of the City's LEP Plan, and on how to work effectively with in-person and telephone interpreters, and to understand the dynamics of interpretation among LEP providers and interpreters.

Staff having the greatest contact are the first to be trained to effectively implement the LEP Plan. Those staff having the least amount of contact with LEP persons, at a minimum, are trained to be fully aware of the Plan so that they may reinforce its importance and ensure implementation by other staff.

LEP training is part of the orientation for all new employees who work with LEP persons. On-going employees receive an orientation on the LEP Plan.

IV. Provision of Notice to LEP Persons

The City provides appropriate notice to LEP persons and language groups of the availability of free language services that ensure meaningful access to programs and services provided by the City. Notices in those appropriate languages informing LEP persons and groups shall be posted in common areas, offices, and anywhere that applications are taken. These notices shall explain how to receive language services.

V. LEP Plan Monitoring and Updating

The City monitors implementation of the LEP Plan on an ongoing basis, making revisions to policies and procedures as may be required periodically. The City also reviews (not less than annually) the overall effectiveness of its LEP Plan. This review considers information from the following sources and criteria as well as other factors as may be appropriate:

- 1) Changes in demographics including new language groups and changes in the proportion of existing language groups, types of services, and other needs.

- 2) Frequency of encounters with LEP persons. Whether existing language services are meeting needs of LEP persons.
- 3) Whether existing language services are meeting needs of LEP persons.
- 4) Availability of new resources including technology.
- 5) Whether identified sources for assistance are still available and viable.
- 6) How well staff understand and have implemented the LEP Plan.
- 7) Feedback from the community at large and from minority language groups and persons.

Based upon findings of the periodic review, the City shall revise the LEP Plan to ensure its effectiveness in meeting the access and participation needs of LEP groups and persons.

VI. Complaint Procedures and EO Monitoring

For regularly encountered LEP language groups, LEP persons are provided notice of their opportunity to file a discrimination complaint in accordance with federal regulations. For infrequently encountered LEP language groups, LEP persons shall be advised orally of the opportunity to file a discrimination complaint pursuant to the regulations.

Sweet Home Oregon Limited English Proficiency Population				
TOTAL POPULATION: 9,065 9,612 (2017 Population Estimate as of July 1, 2017)				
Population 5 years and over: 8,137 8,674 (+/-244 125)				
	Estimate	Margin of Error	Percent	Percent Margin of Error
LANGUAGE SPOKEN AT HOME				
Population 5 years and over	8,137 8,674	+/- 236 244	8137 (x)	(x)
English only	7,888 8,430	+/- 269 312	96.997 2%	+/- 1.42 0
Language other than English	24 49	+/- 115 173	3.12 8%	+/- 1.42 0
Speak English less than "very well"	40 111	+/- 47 122	0.545 5%	+/- 0.628 8
Spanish	151 100	+/- 84 110	1.29%	+/-1.04
Speak English less than "very well"	14 36	+/- 43 23	36.0 8%	+/- 0.340 9
Other Indo-European languages	98 64	+/- 56 62	0.072%	+/- .68
Speak English less than "very well"	2 96	+/- 4 34	1.245 3%	+/- 490 5
Asian and Pacific Islander languages	9 80	+/- 12 492	0.93%	+/- 10 4
Speak English less than "very well"	4 69	+/- 48 92	0.057 5%	+/- 55.80 4
Other languages	0	+/- 17 92	0.0%	+/-0.4
Speak English less than "very well"	0	+/- 17 92	0.0 %	** +/-0.4

US Census: American Fact Finder.

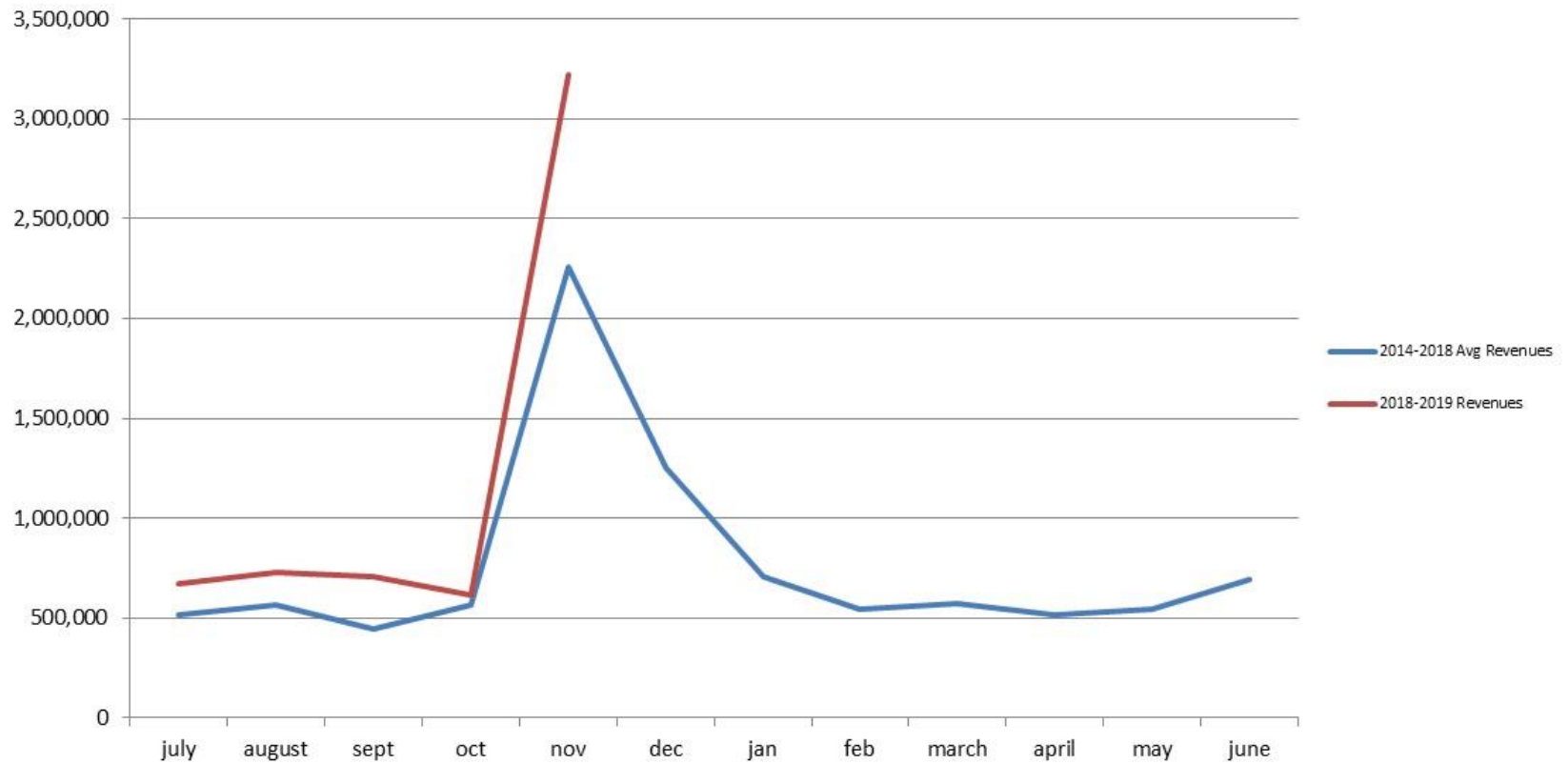
Source: U.S. Census Bureau, 2013-2017 American Community Survey 5-Year Estimates

Explanation of Symbols:

- An "***" entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.
- An '-' following a median estimate means the median falls in the lowest interval of an open-ended distribution.
- An '(X)' means that the estimate is not applicable or not available.

~~2013 Total Population Estimate; 2007-2011 Census—Language Spoken at Home data~~

6 YEARS OF REVENUES BY MONTH



6 YEARS OF EXPENSES BY MONTH





City of Sweet Home
Sweet Home Public Library
1101 – 13th Avenue
Sweet Home, OR 97386
541-367-5007

Sweet Home Public Library

December happenings at the Library!

Statistics

Patrons checked out 2,742 items and renewed 851 items.

Patrons placed 287 items on hold.

Staff issued 25 new library cards to patrons and 2 nonresident cards.

436 individuals signed on to use the computers in the library and printed 916 pages.

Resource sharing savings was \$2,426.09 for December.

Events

Rickie Birran from Man of Words theater performed the Christmas Carol is Prose at the Library.

We offered 7 baby and preschool storytimes with 48 children in attendance and 34 parents.

Patrons can now print from a self-service kiosk print release station saving them time. The public computers are networked to print from the photocopy machine. This new service will save staff time and toner replacement costs. The print release station was made possible from the Trust Management grant.

We received a Ready to Read grant from the State Library for \$1450.00 for summer reading programs.

Respectfully submitted by - Rose Peda, Library Services Director
January, 2018

**QUARTERLY CIRCULATION STATISTICS
BY ITEM TYPE**

2018	October	November	December
Auto Manuals	0	0	0
Books on CD	96	120	146
Children's Board Books	122	115	65
Children's Easy Readers	238	266	193
Children's Fiction	228	295	240
Children's Graphic Novels	96	105	60
Children's NonFiction	222	264	123
Children's Picture Books	530	632	522
Children's Ready to Read	108	101	79
DVDs	533	627	643
Fiction	330	351	287
Magazines	32	43	28
Music CD	43	3	12
Mystery	246	285	265
New Fiction	136	177	168
New NonFiction	68	65	73
New Mystery	97	140	127
New Science Fiction	4	6	18
NonFiction	231	284	226
Northwest	18	19	18
Paperback General	21	15	12
Paperback Mystery	43	37	68
Paperback Romance	41	40	37
Paperback Westerns	10	24	10
Paperback Science Fiction	4	10	2
Science Fiction / Fantasy	30	46	18
Teen Fiction	95	105	59
Teen Graphic Novel	16	3	31
Teen NonFiction	1	7	2
Westerns	28	25	37
Ukuleles	3	3	3
TOTALS	3689	4216	3593

Statistics for October, 2018		Statistics for November, 2018		Statistics for December, 2018	
PATRON ACTIVITY		PATRON ACTIVITY		PATRON ACTIVITY	
OPAC Logins	244	OPAC Logins	208	OPAC Logins	228
SIP2 Logins	396	SIP2 Logins	359	SIP2 Logins	265
CIRCULATION AND RENEWALS		CIRCULATION AND RENEWALS		CIRCULATION AND RENEWALS	
Checkouts	3235	Checkouts	2961	Checkouts	2742
Renewals by Staff	621	Renewals by Staff	733	Renewals by Staff	590
Renewals by OPAC	360	Renewals by OPAC	103	Renewals by OPAC	261
HOLDS REQUESTED		HOLDS REQUESTED		HOLDS REQUESTED	
Holds by Staff	139	Holds by Staff	158	Holds by Staff	101
Holds by OPAC	131	Holds by OPAC	93	Holds by OPAC	126
ACTIVE PATRONS	2432	ACTIVE PATRONS	2434	ACTIVE PATRONS	2426
NEW PATRONS		NEW PATRONS		NEW PATRONS	
Resident	48	Resident	65	Resident	23
NonResident	3	NonResident	4	NonResident	2
ITEM COUNTS	36135	ITEM COUNTS	35921	ITEM COUNTS	35993
PUBLIC ACCESS COMPUTERS		PUBLIC ACCESS COMPUTERS		PUBLIC ACCESS COMPUTERS	
Logins this month	450	Logins this month	376	Logins this month	436
Pages printed	1231	Pages printed	611	Pages printed	916
Resource Sharing Savings \$2,604.57		Resource Sharing Savings \$2,298.05		Resource Sharing Savings \$2,426.09	

Library Advisory Board Minutes
December 13, 2018
Meeting time 4:42pm

Present at the meeting were Charlene Adams, Eva Journey and Diane Gerson. Excused absence for Don Hopkins.

Motion to approve the minutes (Diane Gerson made the motion and Eva Journey seconded).
Motion approved (3 ayes, 0 opposed and 2 absent).

Rose distributed copies of the November happenings including grants and programs.
Discussion of library card registrations and Lynda.com.

Discussion of adult programming and offering programs during the day or taking the programs to the Senior Center. Diane Gerson recommended connecting with Senior Center and offering programs during the Wednesday lunch at 1pm.

Rose informed the board that the library will be closed on Christmas Eve, Christmas day and New Year's Day. To compensate for the additional closed hours, the library will be open 9am to 6pm on Thursday, December 27 and Friday, December 28. Open hours on Saturday, December 30 will be from 9am to 5pm.

The air duct system in the library was cleaned. Rose distributed pictures of the duct work prior to cleaning.

Discussion of the Halsey and Brownsville Public Libraries join the Linn Libraries Consortium. Rose stated that she has had conversations with the librarian from Halsey Public Library and even with the facts and information about the consortium; they may not be joining because of cost.

There is a group in the city working on the homeless issues and individuals from the group will be attending the Linn County Adult Services meeting in Lebanon. Discussion of having a social worker in the Library and the responses from other libraries in Oregon that offers this service. The board suggested that the library doesn't have the space in the library and suggested the Senior Center might be a better location.

The next Library Board meeting will be January 10, 2019 at 4:30pm.

Sweet Home Police Department

	12/31/2018	12/31/2017		% Change
Call Volume	9626	9914	-288	-2.99%
Cad Calls	18456	18055	401	2.17%
Person Crimes Reported	151	129	22	14.57%
Persons Crimes Cleared	104	93	11	10.58%
Property Crimes Reported	642	577	65	10.12%
Property Crimes Cleared	222	201	21	9.46%

Trends:

Homelessness - As many of you know there has been a big push by the community to help deal with homelessness in our area. On November 15th I held a meeting at the PD with several interested individuals on this topic. At the meeting we heard from a member of the Lebanon Coalition on Homelessness and discussed their approach.

The goal is to bring existing resources that may be able to assist the homeless population into Sweet Home. There are a lot of resources available, they just aren't easily accessible to those in East County.

I was able to attend a meeting with the Linn County Adult Services Team. They have agreed to meet in Sweet Home every other month, starting in February. They serve as a "clearing house" for available services. The idea would be to address homelessness one person at a time.

In order to be referred to the Adult Services Team, an information packet would be filled out and then the person seeking assistance would meet with the Team and their situation would be assessed and the appropriate resources engaged.

This would be a first step in dealing with homelessness.

Hiring process - Hopefully everyone has had the opportunity to welcome both Ethan Rowe and Bret Adams into our Department. Ethan and Bret will be attending the Police Academy in February.

We have one Officer position remaining to fill. The applicant has successfully completed the Psych and is now moving to the physical exam portion of the process. My hope is to have this person on by the second or third week of January. This applicant was further up the list but dropped because he was still on active duty in the military. He has since been discharged. This person is also a local residence and so far, seems like a good fit.

The Dispatch hiring process closed on December 19th. There have been several applicants which is encouraging. Two applicants with current Dispatch experience have been interviewed.

and will move into the background phase. They have been provided a background packet and we are waiting for the last one to be turned in. When it is, we will immediately begin the background process.

Regardless of the outcome with the Dispatch applicant that has been interviewed, we will proceed with the remainder of the process to develop a future hiring list.

Person Crimes	Dec-18	Dec-17
Assault (All)	4	4
Child Neglect		
Criminal Homicide		
Custodial Interference		
Elder Abuse		
Harassment	5	6
Kidnapping		
Menacing		
Other Sex Offense		1
Rape	1	1
Violation Restraining Order		
Person Crime Other		
	<hr/>	<hr/>
	10	12

Property Crimes	Dec-18	Dec-17
Arson		
Burglary	3	4
Criminal Mischief	8	5
Forgery	1	
Fraud	9	4
Motor Vehicle Theft	2	3
Recover Stolen Vehicle	1	1
Reckless Burning		
Robbery		1
Theft	27	25
	<hr/>	<hr/>
	51	43

MEMORANDUM



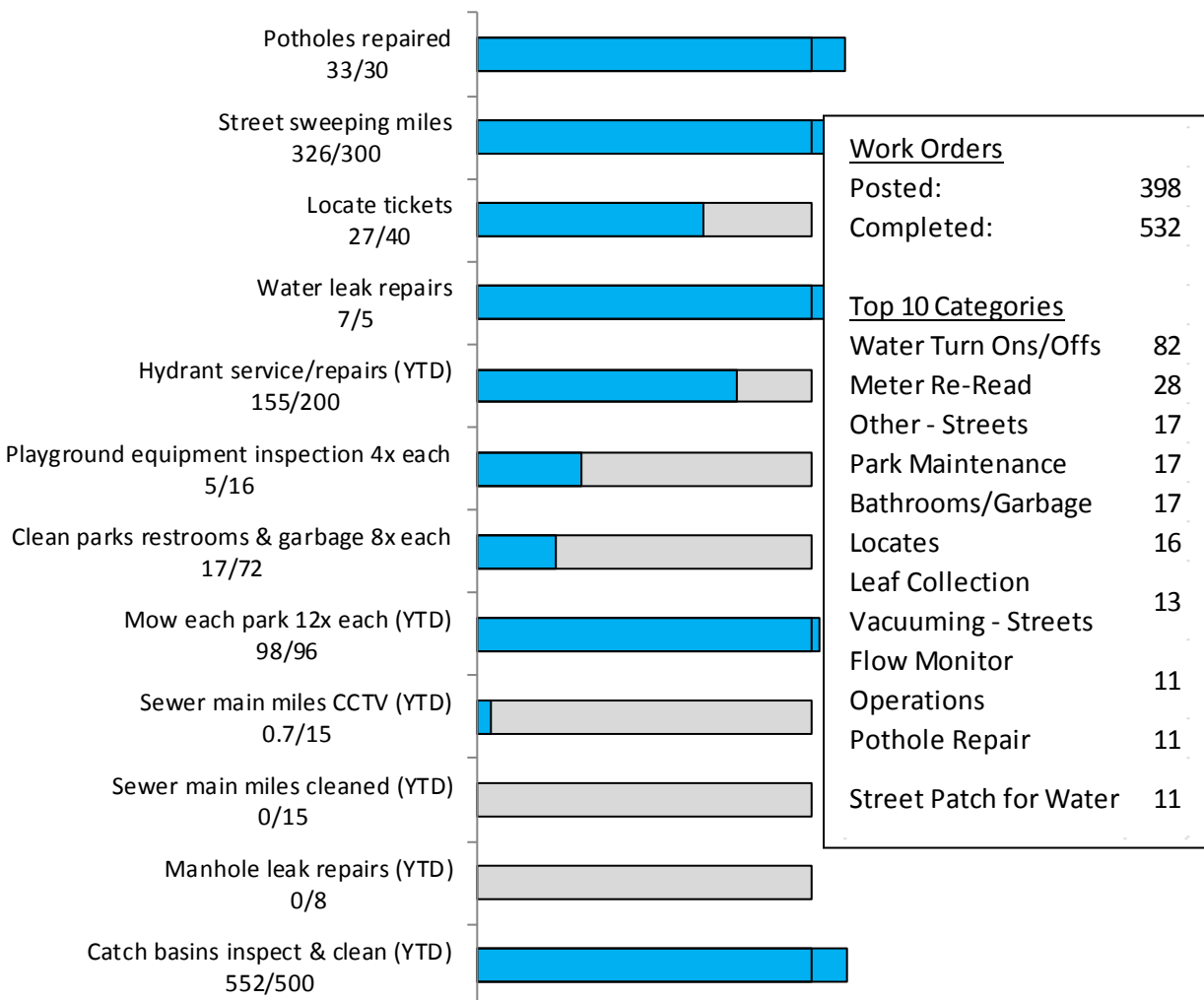
TO: Ray Towry, City Manager
 FROM: Greg Springman, Public Works Director
 DATE: January 2, 2019
 SUBJECT: Public Works Activities Report/December 2018

This memorandum provides a brief periodic update of specific projects and activities performed by the Public Works Department.

Key Performance Indicators (KPI's) Dashboard

This dashboard section summarizes work done on key maintenance activities. Goals will be adjusted over time as workloads shift to keep up with current requirements. Routine activities are tracked monthly. Seasonal activities are tracked on a year-to-date basis and may not reflect work done prior to implementing our new Dude Solutions work order system.

December 2018



Current & Upcoming Projects

Wastewater Treatment Plant Improvement Project

Scope: Upgrades to equipment & processes for DEQ Compliance.

Status: Project on schedule. Staff & design team conducted site visits to tour Florence WWTP Biosolids composing facility. Liquid stream workshop was held on December 18, 2018.

Fall Leaf Collection Program

Scope: Develop program to remove leaves from the City right of ways.

Status: The Fall Leaf Collection Program officially ended on December 15, 2018. The Public Works Department has described it as a huge success. Public Works had 261 pickup work order requests, with an estimated 1350 cubic yards of leaves removed.

Water Leak Detection Project

Scope: Contract services to identify water leaks throughout the 54 miles of water distribution system.

Status: American Leak Detection has completed their review of the City's water distribution system. PW staff has begun to schedule, and make repairs on the identified water leaks. American Leak Detection will provide a detailed leak report, with GPS locations by the end of January 2019.

Sankey Park Restroom Installation

Scope: Install new restroom facility in Sankey Park.

Status: Restroom has selected and ordered. Staff selected CXT as the manufacturer, delivery tentative scheduled for January, 2019. PW staff completed rough grading for restroom, offsite utilizes in pad, and completed parking lot improvements.

Parks Irrigation System Improvements

Scope: Inspect and repair existing irrigation systems in Sankey Park, Northside Park, and Ashbrook Park.

Status: Staff completed installation of new irrigation system at Ashbrook Park. Staff has ordered materials to install new irrigation system at Northside Park, east side of Clover Park, and remainder of lower Sankey Park. Staff has discovered an irrigation system installed in Strawberry Park. Staff to investigate costs for repair.

2018 Overlay Project

Scope: 2" pavement overlay on 18th Ave, Ames Creek Rd, 45th-46th-47th Aves, & Kalmia St.

Status: Project is in preliminary design and planning.

Weddle Bridge Inspection and Tuning

Scope: Inspect and maintain Weddle Bridge.

Status: Inspection of Weddle Bridge is required to certify structural integrity. Report will follow the inspection process with recommendations.

Public Works Facility Security Upgrades

Scope: Install security system at Public Works Facility

Status: Staff installed new security system at Public Works Facility. Staff is making camera adjustments as needed to ensure proper camera coverage of Public Works grounds. Staff is in discussion with an alarm system vendor for the equipment yard.

DEQ - 18th Ave Groundwater Contamination Resolution

Scope: Support DEQ project to resolve neighborhood issue of contaminated groundwater east of 18th Ave and north of Tamarack St.

Status: Staff will proceed with LID for secure funding.

Air/Vacuum Valve Program

Scope: Locate air/vacuum relief valves on city water system and prioritize recommended maintenance, to resolve distribution issues caused by air pockets.

Status: New valve installed at Lake Pointe Pump Station. New valve installed at highway by Murphy Mill. Replaced existing dysfunctional valve at 44th Ave. Work will be ongoing.

Water Service Reconnection Program

Scope: On streets with redundant water mains, reconnect water services from old 2" mains to existing new larger mains and abandon redundant 2" mains.

Status: Plans for Elm Street water service reconnections are complete & ready for bid. City Council to review RFP for the water meter reconnection project in October, 2018. Staff completed bid process, but will add additional street repair work to the project, then re-bid the project.

10th Ave Reservoir Leak & SCADA Relocation

Scope: Resolve water loss issue from leaking 1938 reservoir and relocate SCADA equipment to newer reservoir.

Status: Staff located and isolated valve for this reservoir. Staff to determine water loss. The SCADA contractor completed the relocating of SCADA equipment onto the newest reservoir on 10th Ave., which will provide better level data at low storage levels and allow continuance of data connection while the old reservoir is isolated/evaluated. All work has been completed.

Linn Shuttle Bus Shelters

Scope: Support Linn Shuttle grant project to install bus shelters at highway locations.

Status: Linn Shuttle has retained a contractor for installation and has ordered the shelters. Staff assisted Linn Shuttle with the ODOT application.

SWEET HOME CITY COUNCIL
ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES

December 11, 2018

The meeting of the Administration and Finance Committee was called to order at 5:36 p.m. in the Sweet Home Police Department.

Staff Present: City Manager Ray Towry, Recording Secretary Julie Fisher

Registered Visitors: None

Media: None

Committee Members: Councilor Goble (P), Councilor Gerson (P), Councilor Trask (P)

The purpose of the Administration and Finance Committee meeting was to review bulk water rate proposals. Two separate proposals were submitted from the Sweet Home School District and No Drought, both asking for an adjustment in bulk water rates. The committee requested more information and would like in person discussions with each entity.

With no further business the meeting adjourned at 6:22 p.m.

The foregoing is a true copy of the proceedings of the City Council Administration and Finance meeting on December 11, 2018.



December 20, 2018

Ray Towry
City of Sweet Home
City Manager
1140 12th Avenue
Sweet Home, OR 97386

Re: MGM TV Channel Updates

Dear Ray Towry,

We are committed to keeping you and our customers informed of Xfinity TV changes. MGM TV has terminated its contract with Comcast for distribution of MGM HD and Impact effective February 1, 2019.

As a result, we must remove this programming from our line-up and our on-demand library on January 31, 2019. We are also notifying our impacted customers of this change.

Please feel free to contact me at (503) 605-6357 if you have any questions or issues.

Sincerely,

Tim Goodman
Director, Government & Regulatory Affairs



December 5, 2018

Ray Towry
City of Sweet Home
City Manager
1140 12th Avenue
Sweet Home, OR 97386

Re: Star India Channel Updates

Dear Ray Towry,

We are committed to keeping you and our customers informed of Xfinity TV changes. Star India, a network of Indian television channels, has notified Comcast that, effective January 5, 2019, it will cease offering the following linear television channels to Comcast and other video programming distributors in the United States:

- Star Bharat
- Star India Gold
- Star India Plus
- Vijay

As a result, these channels will be removed from our line-up effective that date. We are also notifying our impacted customers of this change.

Please feel free to contact me at (503) 605-6357 if you have any questions or issues.

Sincerely,

Tim Goodman
Director, Government & Regulatory Affairs