

CITY of LA GRANDE
City Council Regular Session
Wednesday, February 3, 2021

AGENDA

The meeting will be available for viewing via the City's scheduled Charter Communications channel 180 that will begin at 6:00 p.m. on February 3, 2021, on the La Grande Alive website at <https://lagrandealive.tv/city-events/> or on the Eastern Oregon Alive.TV Facebook page at <https://www.facebook.com/EOAliveTV>.

Any person may submit written comments or questions in advance of the meeting. Written comments must be received by 5:00 p.m. on Tuesday, February 2, 2021. The written comments will be read during the public comment section of the respective Agenda Item. Please email Public Comments to rstroke@cityoflagrande.org.

1. WELCOME to this REGULAR SESSION of the LA GRANDE CITY COUNCIL

- a. Call to Order
- b. Roll Call

- Per ORS 192.670(1), Councilors will be participating in this Regular Session by electronic communication.

2. AGENDA APPROVAL

3. CONSENT AGENDA

The Consent Agenda includes routine items of business which may be approved by one Motion of the Council. Any Councilor so desiring may by request remove one or more items from the Consent Agenda for individual consideration under the Unfinished or New Business portion of the Agenda.

- a. **Consider:** Approval of Regular Session Minutes; January 6, 2021
- b. **Consider:** Approval of Liquor License; Side A Brewing, LLC

4. PUBLIC COMMENTS

Written comments received will be read during this portion of the Agenda for non-Agenda items. Written comments for Agenda items will be read when those items are considered.

5. PUBLIC HEARINGS

- a. **Consider:** Ordinance, Second Reading; Land Development Code Housing Related Amendments [Boquist]

6. UNFINISHED BUSINESS

7. NEW BUSINESS

- a. **Consider:** Resolution: Annexation of Property; 1604, 1608, and 1610 Gildcrest Drive [Boquist]
- b. **Consider:** Resolution: Authorizing Planning Division to apply for Certified Local Development Grant [Boquist]
- c. **Consider:** Approving Farmer's Market Memorandum of Agreement for Use of City Property [Spence]
- d. **Consider:** Adopting City Manager's Top Priorities; Fiscal Year 2021-2022 [Strope]
- e. **Consider:** Appointing Citizen to Parks and Recreation Advisory Commission; Steve Antell [Clements]

8. STAFF COMMENTS

9. CITY MANAGER COMMENTS

10. CITY COUNCIL COMMENTS

Kayla M. Rock
City Recorder

The City Council is currently scheduled to meet again in a Regular Session on Wednesday, March 3, 2021, at 6:00 p.m. The City Council of the City of La Grande reserves the right to convene an Executive Session for any purpose authorized under ORS 192.660. Persons requiring special accommodations who wish to participate in the City Council Meeting are encouraged to make arrangements prior to the meeting by calling 541-962-1309. The City of La Grande does not discriminate against individuals with disabilities.

CITY of LA GRANDE
COUNCIL ACTION FORM

Council Meeting Date: **February 3, 2021**

PRESENTER: Robert A. Strobe, City Manager

COUNCIL ACTION: CONSIDER CONSENT AGENDA

- 1. MAYOR: Request Staff Report
- 2. MAYOR: Entertain Motion

Suggested Motion: I move we accept the Consent Agenda as presented.

OR

Suggested Motion: I move we accept the Consent Agenda as amended.

- 3. MAYOR: Invite Council Discussion
- 4. MAYOR: Ask for the Vote

EXPLANATION: A Consent Agenda includes routine items of business with limited public interest, which may be approved by one Motion of the Council. Any Councilor may, by request, remove any item of business from the Consent Agenda.

- a. **Consider:** Approval of Regular Session Minutes; *January 6, 2021*
- b. **Consider:** Approval of Liquor License; *Side A Brewing, LLC*

Reviewed By: (Initial)

City Manager _____
 City Recorder _____
 Aquatics Division _____
 Building Department _____
 ED Department _____
 Finance _____
 Fire Department _____

Human Resources Dept _____
 Library _____
 Parks Department _____
 Planning Department _____
 Police Department _____
 Public Works Department _____

AGENCY ACTION (Office Use Only)

- Motion Passed
- Motion Failed; _____
- Action Tabled: _____
Vote: _____
- Resolution Passed
Effective Date: _____
- Ordinance Adopted
First Reading: _____
Second Reading: _____
Effective Date: _____

CITY of LA GRANDE
City Council Regular Session
January 6, 2021

The meeting was available for viewing via the City's scheduled Charter Communications channel 180, on the La Grande Alive website at <https://lagrandealive.tv/city-events/> and on the Eastern Oregon Alive.TV Facebook page at <https://www.facebook.com/EOAliveTV>.

MINUTES

COUNCILORS PRESENT:

Stephen E. Clements, *Mayor*
Gary Lillard, *Mayor Pro Tem*
John Bozarth, *Councilor Elect*
Corrine Dutto, *Councilor*
David Glabe, *Councilor Elect*
Nicole Howard, *Councilor*
Mary Ann Miesner, *Councilor*
Justin Rock, *Councilor*

COUNCILORS ABSENT EXCUSED:

STAFF PRESENT

Robert Strope, *City Manager*
Stacey Stockhoff, *Assistant to the City Manager*
Gary Bell, *Police Chief*
Mike Boquist, *Community Development Director*
Kyle Carpenter, *Public Works Director*
Emmitt Cornford, *Fire Chief*
Joe Fisher, *Building Official*
Christine Jarski, *Economic Development Director*
Heather Rajkovich, *Finance Director*
Kip Roberson, *Library Director*
Stu Spence, *Parks and Recreation Director*
Anita Zink, *Human Resources Director*

Per ORS 192.670(1), Councilors and Staff participated in this Regular Session by electronic communication.

CALL TO ORDER/ROLL CALL
AGENDA APPROVAL

Mayor CLEMENTS called to order this Regular Session of the Council at 6:00 p.m. Roll Call was taken and a quorum was determined to be present.

CONSENT AGENDA

- a. **Consider:** Approval of Regular Session Minutes; *December 2, 2020*
- b. **Consider:** Authorize City Manager to Sign MOUs between City and Employee Association And Police Association; *Health Insurance Plan Changes*

The following Motion was introduced by ROCK; MIESNER providing the Second:

MOTION

MOTION: I move that we accept the Consent Agenda as presented.

VOTE

MSC. (unanimous)

PUBLIC COMMENTS

None

UNFINISHED BUSINESS

a. **Consider:** Authorize Mayor to Sign Audit Letter

STAFF REPORT

Mayor CLEMENTS requested the Staff Report.

Heather Rajkovich, *Finance Director*

RAJKOVICH noted that each year the Council received a hard copy of the audit, and with that there was an SAS 115 letter included which was used to further clarify standards and provide guidance on communicating matters related to an entity's internal control over financial reporting identified in an audit of financial statements. Per the requirements of ORS 297.466, it was required that the governing body shall adopt a plan of action to address deficiencies within thirty (30) days after filing an audit report with the Secretary of State under ORS 297.465 (Standards for Audits) and shall file with the secretary, a copy of the plan of action.

RAJKOVICH stated that a copy of the letter outlining the planned corrective actions was provided in the City Council packet for the meeting tonight for Council consideration.

PUBLIC TESTIMONY

None

COUNCIL DISCUSSION

None

MOTION

The following Motion was introduced by DUTTO; MIESNER providing the Second:

MOTION: I move that we authorize the Mayor to sign the letter prepared to the State of Oregon Audit Division.

COUNCIL DISCUSSION

Mayor CLEMENTS briefly recapped the discussion held during the Audit Work Session on Monday, January 4, 2021.

VOTE

MSC. (unanimous)

PRESENTATION OF CERTIFICATE

Mayor CLEMENTS presented outgoing Councilor Corrine DUTTO with a Certificate of Appreciation for her time served on the City Council.

DUTTO expressed her gratitude towards the City Staff and the City Councilors and stated that she was thankful for the opportunity to serve as Councilor for the City of La Grande.

OATH OF OFFICE

Stacey STOCKHOFF, *Assistant to the City Manager*

Nicole HOWARD, Council Position Number Two (2) and Mary Ann MIESNER, Council Position Number Four (4) were both sworn into office by STOCKHOFF through electronic communication.

Steve CLEMENTS, Council Position Number One (1) as Mayor; David GLABE, Council Position Number Three (3); John BOZARTH, Council Position Number Six (6); were separately sworn into office by STOCKHOFF in person at City Hall in the Council Chambers.

PUBLIC HEARINGS

- a. Consider: Ordinance, First Reading; *Land Development Code Housing Related Amendments***

RULES OF ORDER

Mayor CLEMENTS announced that the Public Hearing was open at 6:19 p.m. and asked STOCKHOFF to read the Rules of Order in their entirety.

STAFF REPORT

Mayor CLEMENTS requested the Staff Report.

Michael BOQUIST, *Community Development Director*

BOQUIST stated that Amendments to Land Development Code (LDC) Ordinance 3242, Series 2018, were proposed to address requirements in House Bill (HB) 2001, passed by the Oregon Legislature in 2019, and Oregon Administrative Rules (OAR) 660-046 adopted by the Land Conservation and Development Commission (DLCD) in July, 2020. HB 2001 and OAR 660-046 required all cities between 10,000 and 25,000 population ("medium cities") to amend their land use codes to allow a duplex on all lots where single-family detached residences are allowed by city zoning. Additionally, all related development standards must be amended to apply equally to single-family detached residences and duplexes alike (e.g., review processes, design standards, parking requirements, etc.).

BOQUIST noted that the Planning Commission considered this request during their Regular Session on December 8, 2020. One (1) letter and two (2) emails were submitted as public testimony and were read into the record. By unanimous vote, the Planning Commission adopted the Finding of Fact and Conclusions set forth in the Decision Order and recommended approval by the La Grande City Council.

BOQUIST briefly went through the Proposed Code Amendments, State Law Requirements, and the Staff Comments from the Planning Commission, that were listed

in the Decision Order in the Council Packet; a copy of which is now a permanent document in the master file for this Regular Session and by this reference incorporated herewith as if fully set forth. He also stated that if the City does not adopt their own code changes by June 2021, then the City would be required by law to implement the State Model Code.

In response to MIESNER's question regarding the parking requirements, BOQUIST answered that the State is mandating that we add duplexes to all residential zones and treat duplex dwellings the same as single-family dwellings. If we do not change our code, then we are required to implement the State Model Code. The State Model Code would only apply to duplexes, which would be inconsistent and less restrictive than the City's codes for single-family dwellings, in comparison.

BOZARTH asked BOQUIST to clarify what the proposed code amendment for allowing Veterinary Services in the downtown area would entail, to which BOQUIST stated that this code amendment was proposed to support a potential project in the Downtown Central Business Zone. The City had been approached by a business owner requesting to establish a new veterinary clinic with kennel/boarder services within the Maridell Center. Currently, this use was not permitted in the Central Business Zone. City Code allows for pet retail stores and pet grooming services, but does not allow for veterinarian businesses.

Mayor CLEMENTS asked if the State would potentially change the parking requirements for duplexes to allow for more than one required parking space per unit in the future, to which BOQUIST stated it was doubtful, as this requirement was considered during State public hearings and was adopted into State law.

A discussion was held on the different outcomes that would occur, such as if a single-family dwelling was converted into a duplex and how the parking requirement would be affected. As well as the issue with stacked parking in driveways and the impact it would have on the dwelling's parking requirements.

LILLARD thanked BOQUIST for his hard work and shared that he was also disappointed that the State does not differentiate between the size of each community/city in making certain decisions.

PUBLIC TESTIMONY

None

COUNCIL DISCUSSION

A discussion was held on the proposed code amendment for allowing Veterinary Services in the Central Business Zone.

MOTION

The following Motion was introduced by MIESNER; CLEMENTS providing the Second:

MOTION: I move to remove Section 2.2.008(B) CB Zone Permitted Uses – Veterinary, Small Animals, Pet Clinics or Animal Hospitals and Section 2.2008(C) CB Zone Conditional Uses – Boarding Kennels and Pet Motels from the proposed code amendments in the Draft Decision Order (01-ZON-20).

COUNCIL DISCUSSION

A discussion was held to clarify what the motion entailed and where the boundaries of the Central Business Zone were located.

VOTE

MSC. (unanimous)

Mayor CLEMENTS announced that the Public Hearing would be continued to February 3, 2021, at which time the proposed Ordinance was scheduled to be read a Second Time by Title Only and considered for Adoption.

Upon Mayor CLEMENTS' request, STOCKHOFF read the proposed Ordinance for the First Time by Title Only.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LA GRANDE, UNION COUNTY, OREGON, REPEALING ORDINANCE NUMBER 3242, SERIES 2018; AND ADOPTING AN ORDINANCE OF THE CITY OF LA GRANDE, UNION COUNTY, OREGON, AMENDING VARIOUS ARTICLES, ADDING NEW LANGUAGE, AND RECODIFYING THE "LAND DEVELOPMENT CODE" ORDINANCE; REPEALING ALL OTHER ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND DECLARING AN EFFECTIVE DATE

NEW BUSINESS

a. Consider: Election of Mayor Pro Tem

Steve CLEMENTS, Mayor

The position and responsibilities of a Mayor Pro Tem are established by the *City Charter of the City of La Grande, Oregon*, and elaborated upon in the *2020 Council Rules*, as follows:

Section 10., Chapter II of the City Charter directs that a Mayor Pro Tem shall be elected from among the full Council during the first Session in each odd-numbered year. The Mayor Pro Tem serves for a two (2)-year period.

Pursuant to Section 18., in Chapter IV of the City Charter, the Mayor Pro Tem shall be Chair of the Council and preside over Council deliberations during those meetings of the

Council at which the Mayor, identified by Charter as the Presiding Officer, is unable to be present.

When serving as the Presiding Officer, the Mayor Pro Tem may “. . . Move, Second, Amend, Debate, and Vote and shall not be deprived of any of the rights and privileges of a Councilor by reason of acting as the Presiding Officer,” as set forth in the 2020 Council Rules.

The Rules further provide that the Presiding Officer “. . . shall preserve strict order and decorum at all Sessions of the City Council; shall clearly state every Question coming before the Council; provide adequate opportunity for discussion . . .”

MOTION

The following Motion was introduced by CLEMENTS; HOWARD providing the second.

Motion: I nominate Gary Lillard as Mayor Pro Tem.

VOTE

MSC. (unanimous)

Mayor CLEMENTS announced that Gary Lillard had been appointed Mayor Pro Tem.

b. **Consider:** Council Committee Assignments;
Calendar Year 2021

Steve CLEMENTS, *Mayor*

Typically, Council assignments to Boards, Commissions and Committees established by other agencies or City partners do not require a Motion; but, rather, are based on Councilor preference, discussed and ratified by the full Council and announced by the Mayor during the Council's Regular Session in January of each year.

PROTOCOL: Councilors were provided with a list of Boards/Committees/Commissions to which Councilors are appointed as City Representatives, and were asked to prioritize their top three choices for Representation and their top three choices as Alternates. Their selections were forwarded to the Mayor prior to this evening's Session for determination of selection and adequate coverage. Should multiple Councilors be interested in the representative or Alternate position for the same assignment, a discussion takes place during the Session to determine the actual Representative or Alternate.

The Council Committee Assignments were made as follows:

Blue Mountain Conference Center Foundation
Representative: Steve Clements
Alternate: Robert Strobe

Chamber of Commerce Board of Directors
Representative: Justin Rock
Alternate: Mary Ann Miesner

Council Audit Committee
Representative: Gary Lillard
Representative: Justin Rock

Northeast Oregon Housing Authority Board of Directors
Representative: Mary Ann Miesner
Alternate: John Bozarth

Union County Airport Commission
Representative: David Glabe

Union County Safe Communities Coalition
Representative: Steve Clements
Alternate: Justin Rock

Union County Senior Council
Representative: Gary Lillard
Alternate: David Glabe

Union County Tourism Promotion Advisory Committee
Representative: Nicole Howard
Alternate: Mary Ann Miesner

COUNCIL DISCUSSION

None

- c. Consider: Appointing Citizens to Various Committees/Commissions: Arts; Budget; Landmarks; Library; Parking, Traffic Safety and Street Maintenance; Parks and Recreation; and Planning**

Steve CLEMENTS, Mayor

The following motion was introduced by CLEMENTS; HOWARD providing the Second:

Motion: I move that Karen Johnson and Kristine Alf Rippee be appointed to the Arts Commission, for a three-year term, which will expire December 31, 2023.

MSC. (unanimous)

The following motion was introduced by CLEMENTS; MIESNER providing the Second:

Motion: I move that Corrine Dutto and Max Koltuv be appointed to the Budget Committee, each for a three-year term which will expire December 31, 2023.

MSC. (unanimous)

The following motion was introduced by CLEMENTS; MIESNER providing the Second:

Motion: I move that Cassie Hibbert be appointed to the Landmarks Advisory Commission, for a three-year term, which will expire on December 31, 2023.

MSC. (unanimous)

The following motion was introduced by CLEMENTS; MIESNER providing the Second:

Motion: I move that Barbara Minge and Angela D'Antonio be appointed to the Library Advisory Commission, each for a four-year term which will expire December 31, 2024.

MSC. (unanimous)

The following motion was introduced by CLEMENTS; GLABE providing the Second:

Motion: I move that Corrine Dutto be appointed to the Parking, Traffic Safety and Street Maintenance Advisory Commission, for a three-year term which will expire on December 31, 2023.

MSC. (unanimous)

The following motion was introduced by CLEMENTS; HOWARD providing the Second:

Motion: I move that Mark Gomez and John Briney be appointed to the Parks and Recreation Advisory Commission, each for a three-year term which will expire on December 31, 2023.

MSC. (unanimous)

The following motion was introduced by CLEMENTS; HOWARD providing the Second:

Motion: I move that Bruce Weimer and David Felley be appointed to the Planning Commission, each for a four-year term which will expire on December 31, 2024.

MSC. (unanimous)

STAFF COMMENTS

Chief BELL stated that Jamey CARMAN was sworn in as Police Officer on December 31, 2020. He also mentioned that John AULT was hired as the new Code Enforcement Officer and would start employment on Tuesday, January 12, 2021.

CITY MANAGER COMMENTS

STROPE welcomed newly sworn in Councilor BOZARTH and Councilor GLABE to the City Council.

CITY COUNCIL COMMENTS

LILLARD and MIESNER both welcomed GLABE and BOZARTH to the City Council.

HOWARD announced that the Union County Chamber of Commerce's new website would be available to the public the following week.

HOWARD expressed her gratitude towards DUTTO'S commitment and dedication to continue volunteering her time to serve on the City's Commissions and/or Committees.

ROCK also welcomed both GLABE and BOZARTH to the City Council, thanked Corrine DUTTO for her service, and congratulated both HOWARD and MIESNER for their reappointments on City Council.

GLABE stated he was excited to serve on the Council and thanked everyone for their warm reception.

BOZARTH also thanked everyone for welcoming him back to the Council and was hopeful to accomplish great things for the City of La Grande while serving on the City Council.

Mayor CLEMENTS welcomed both GLABE and BOZARTH to the City Council.

Mayor CLEMENTS announced that Council Retreat was scheduled for Monday, January 25, 2021, and Tuesday, January 26, 2021.

There being no further business to come before this Regular Session of the Council, Mayor CLEMENTS adjourned the meeting at 7:37 p.m. The Council is scheduled to meet again in Regular Session on Wednesday, February 3, 2021, at 6:00 p.m., via electronic communications due to COVID-19 pandemic.

Stacey M. Stockhoff
Assistant to the City Manager

Stephen E. Clements
Mayor

APPROVED: _____

CITY of LA GRANDE
COUNCIL ACTION FORM

Council Meeting Date: **February 3, 2021**

PRESENTER: Gary Bell, Police Chief

COUNCIL ACTION: CONSIDER APPROVING OLCC LIQUOR LICENSE APPLICATION

- 1. MAYOR: Request Staff Report
- 2. MAYOR: Request that Public Testimony be read into the Record
- 3. MAYOR: Invite Council Discussion
- 4. MAYOR: Entertain Motion

Suggested Motion: I move that the OLCC Liquor License Application for Full On-Premises sales, for Side A Brewing, LLC, be approved and signed by the Mayor

- 5. MAYOR: Invite Additional Council Discussion
- 6. MAYOR: Ask for the Vote

EXPLANATION: Scott McConnell, 1004 13th Street, La Grande, Oregon, 97850, has applied as a Limited Liability Company, Side A Brewing, LLC, located at 1219 Washington Avenue, La Grande, Oregon, 97850, for a Full On-Premises, Commercial license. Side A Brewing currently holds a Brewery Public House license.

A full On-Premises, Commercial license allows the establishment to sell and serve distilled spirits, malt beverages, wine, and cider for consumption on the licensed premises. They may also sell malt beverages, wine and cider to individual in a securely covered container for consumption off the licensed premises. They are eligible to apply to get pre-approved to cater some events off of the licenses premises and apply for a special event license.

The City Manager recommends approval of this Agenda item as presented by Staff.

Reviewed By: (Initial)

City Manager _____

City Recorder _____

Aquatics Division _____

Building Department _____

ED Department _____

Finance _____

Fire Department _____

Human Resources Dept _____

Library _____

Parks Department _____

Planning Department _____

Police Department _____

Public Works Department _____

COUNCIL ACTION (Office Use Only)

- Motion Passed
- Motion Failed; _____
- Action Tabled: _____
Vote: _____
- Resolution Passed
Effective Date: _____
- Ordinance Adopted
First Reading: _____
Second Reading: _____
Effective Date: _____



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

PRINT FORM

RESET FORM

1. Application. **Do not include** any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:	CITY AND COUNTY USE ONLY
<input type="checkbox"/> Brewery 1 st Location	Date application received and/or date stamp:
Brewery Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/>	
<input type="checkbox"/> Brewery-Public House (BPH) 1 st location	Name of City or County:
BPH Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/>	
<input type="checkbox"/> Distillery	Recommends this license be: <input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input checked="" type="checkbox"/> Full On-Premises, Commercial	
<input type="checkbox"/> Full On-Premises, Caterer	By: _____
<input type="checkbox"/> Full On-Premises, Passenger Carrier	Date: _____
<input type="checkbox"/> Full On-Premises, Other Public Location	OLCC USE ONLY
<input type="checkbox"/> Full On-Premises, For Profit Private Club	
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	Date application received: <u>12/16/20</u>
<input type="checkbox"/> Grower Sales Privilege (GSP) 1 st location	Date application accepted: <u>12/17/20</u>
GSP Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/>	License Action(s): <u>A/PRIV</u>
<input type="checkbox"/> Limited On-Premises	
<input type="checkbox"/> Off-Premises	
<input type="checkbox"/> Warehouse	
<input type="checkbox"/> Wholesale Malt Beverage & Wine	
<input type="checkbox"/> Winery 1 st Location	
Winery Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/> (4 th) <input type="checkbox"/> (5 th) <input type="checkbox"/>	

2. Identify the applicant(s) applying for the license(s). **ENTITY (example: corporation or LLC) or INDIVIDUAL(S)**¹ applying for the license(s):
Side A Brewing, LLC

App #1: NAME OF ENTITY OR INDIVIDUAL APPLICANT App #2: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #3: NAME OF ENTITY OR INDIVIDUAL APPLICANT App #4: NAME OF ENTITY OR INDIVIDUAL APPLICANT

3. Trade Name of the Business (Name Customers Will See) Side A Brewing		
4. Business Address (Number and Street Address of the Location that will have the liquor license) 1219 Washington Ave		
City La Grande	County Union	Zip Code 97850

¹ Read the instructions on page 1 carefully. If an entity is applying for the license, list the name of the entity as an applicant. If an individual is applying as a sole proprietor (no entity), list the individual as an applicant.



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

5. Trade Name of the Business (Name Customers Will See) Side A Brewing			
6. Does the business address currently have an OLCC liquor license? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
7. Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your license certificate, renewal application and other mailings as described in <u>OAR 845-004-0065(1)</u> .) 1004 13th St.			
City La Grande		State OR	Zip Code 97850
9. Phone Number of the Business Location 541-605-0163		10. Email Contact for this Application and for the Business scott@sideabeer.com	
11. Contact Person for this Application Scott McConnell		Phone Number 541-550-0142	
Contact Person's Mailing Address (if different)	City	State	Zip Code

Please note that liquor license applications are public records. A copy of the application will be posted on the OLCC website for a period of several weeks.

ATTESTATION: **READ CAREFULLY AND MAKE SURE YOU UNDERSTAND BEFORE SIGNING THIS FORM**

I understand that marijuana is **prohibited** on the licensed premises. This includes marijuana use, consumption, ingestion, inhalation, samples, give-away, sale, etc. I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application are true and complete.

I affirm that I have read OAR 845-005-0311 and all individuals (sole proprietors) or entities with an ownership interest (other than waivable ownership interest per OAR 845-005-0311(6)) are listed as license applicants in #2 above. I understand that failure to list an individual or entity who has an unwaivable ownership interest in the business may result in denial of my license or the OLCC taking action against my license in the event that an undisclosed ownership interest is discovered after license issuance.

Applicant(s) Signature

Each individual (sole proprietor) listed as an applicant must sign the application below.

- If an applicant is an entity, such as a corporation or LLC, at least one **INDIVIDUAL who is authorized to sign for the entity** must sign the application.
- An individual with the authority to sign on behalf of the applicant (such as the applicant's attorney or an individual with power of attorney) may sign the application. If an individual other than an applicant signs the application, please provide written proof of signature authority. Attorneys signing on behalf of applicants may list the state of bar licensure and bar number in lieu of written proof of authority from an applicant. **Applicants are still responsible for all information on this form.**

Scott McConnell

App #1: (PRINT NAME)

App #1: (SIGNATURE)

App #1: Signature Date

Atty. Bar Information (if applicable)

12-15-2020

App #2: (PRINT NAME)

App #2: (SIGNATURE)

App #2: Signature Date

Atty. Bar Information (if applicable)

App #3: (PRINT NAME)

App #3: (SIGNATURE)

App #3: Signature Date

Atty. Bar Information (if applicable)

App #4: (PRINT NAME)

App #4: (SIGNATURE)

App #4: Signature Date

Atty. Bar Information (if applicable)



OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: Side A Brewing, LLC Phone: 541-550-0142

Trade Name (dba): Side A Brewing

Business Location Address: 1219 Washington Ave

City: La Grande ZIP Code: 97850

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday	<u>11am</u>	to	<u>10pm</u>
Monday	<u>4pm</u>	to	<u>9pm</u>
Tuesday	<u>4pm</u>	to	<u>9pm</u>
Wednesday	<u>11am</u>	to	<u>9pm</u>
Thursday	<u>11am</u>	to	<u>9pm</u>
Friday	<u>11am</u>	to	<u>10pm</u>
Saturday	<u>11am</u>	to	<u>10pm</u>

Outdoor Area Hours:

Sunday	<u>11am</u>	to	<u>10pm</u>
Monday	<u>4pm</u>	to	<u>9pm</u>
Tuesday	<u>4pm</u>	to	<u>9pm</u>
Wednesday	<u>11am</u>	to	<u>9pm</u>
Thursday	<u>11am</u>	to	<u>9pm</u>
Friday	<u>11am</u>	to	<u>10pm</u>
Saturday	<u>11am</u>	to	<u>10pm</u>

The outdoor area is used for:

- Food service Hours: 11am to 10pm
 Alcohol service Hours: 11am to 10pm
 Enclosed, how _____

The exterior area is adequately viewed and/or supervised by Service Permittees.

(Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: outdoor area is seasonal

ENTERTAINMENT

Check all that apply:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Live Music | <input type="checkbox"/> Karaoke |
| <input type="checkbox"/> Recorded Music | <input type="checkbox"/> Coin-operated Games |
| <input type="checkbox"/> DJ Music | <input type="checkbox"/> Video Lottery Machines |
| <input type="checkbox"/> Dancing | <input type="checkbox"/> Social Gaming |
| <input type="checkbox"/> Nude Entertainers | <input type="checkbox"/> Pool Tables |
| | <input type="checkbox"/> Other: _____ |

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday	_____	to	_____
Monday	_____	to	_____
Tuesday	_____	to	_____
Wednesday	_____	to	_____
Thursday	_____	to	_____
Friday	<u>7pm</u>	to	<u>10pm</u>
Saturday	<u>7pm</u>	to	<u>10pm</u>

SEATING COUNT

Restaurant: 60 Outdoor: 50
 Lounge: _____ Other (explain): _____
 Banquet: _____ Total Seating: 110

OLCC USE ONLY	
Investigator Verified Seating: _____(Y) _____(N)	
Investigator Initials: _____	
Date: _____	

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: [Signature] Date: 12-15-2020

CITY of LA GRANDE
COUNCIL ACTION FORM

Council Meeting Date: **February 3, 2021**

PRESENTER: Michael Boquist, Community Development Director

COUNCIL ACTION: **SECOND READING BY TITLE ONLY FOR LAND DEVELOPMENT CODE HOUSING RELATED AMENDMENTS REQUIRED BY HB 2001 AND OAR 660-046**

1. MAYOR: Open the Public Hearing and announce that the Rules of Order for this Public Hearing were Read in their entirety during the January 6, 2021, Regular Session.
2. MAYOR: Request Staff Report
3. MAYOR: Request that Public Testimony be Read into the Record
4. MAYOR: Invite Council Discussion
5. MAYOR: Close the Hearing and Entertain a Motion:

SUGGESTED MOTION: I move that the proposed Ordinance adopting Land Development Code Amendments housing related amendments required by HB 2001 and OAR 660-046 be Read for the Second Time by Title Only, Put to a Vote and Adopted.

6. MAYOR: Invite additional Council Discussion
7. MAYOR: Ask the City Recorder to Read the Proposed Ordinance for the Second Time by Title Only
8. MAYOR: Ask for the Vote

EXPLANATION: Amendments to Land Development Code (LDC) Ordinance 3242, Series 2018, are proposed to address requirements in HB 2001, passed by the Oregon Legislature in 2019, and Oregon Administrative Rules (OAR) 660-046 adopted by the Land Conservation and Development Commission (DLCD) in July 2020. HB 2001 and OAR 660-046 requires all cities between 10,000 and 25,000 population (“medium cities”) to amend their land use codes to allow a duplex on all lots where single-family detached residences are allowed by city zoning. Additionally, all related development standards must be amended to apply equally to single-family detached residences and duplexes alike (e.g., review processes, design standards, parking requirements, etc.).

The Planning Commission considered this request during their Regular Session on December 8, 2020. One (1) letter and two (2) emails were submitted as public testimony and were read into the record, see Decision Order Exhibit D, Subsection B. By unanimous vote, the Planning Commission adopted the Finding of Fact and Conclusions set forth in the Decision Order and recommended approval by the La Grande City Council.

The City Council considered this request during their January 6, 2021, Regular Session. There were no public comments or testimony submitted, and the proposed Ordinance was read for the First Time by Title Only. As part of and following the Staff Report presentation, Council and Staff discussed concerns regarding the reduction in required parking for duplexes and adding veterinary clinics and boarding kennels to the list of uses permitted and conditionally permitted in the Central Business Zone. As a result of compatibility concerns, the City Council voted unanimously to remove the changes regarding veterinary clinics and boarding kennels from consideration in the proposed Code amendments.

The City Manager recommends that the Council proceed with the Second Reading by Title Only and the adoption of the proposed Ordinance.

Reviewed By: (Initial)

City Manager _____
 City Recorder _____
 Aquatics Division _____
 Building Department _____
 ED Department _____
 Finance _____
 Fire Department _____

Human Resources Dept _____
 Library _____
 Parks Department _____
 Planning Department _____
 Police Department _____
 Public Works Department _____

COUNCIL ACTION (Office Use Only)

- Motion Passed
- Motion Failed; _____
- Action Tabled: _____
Vote: _____
- Resolution Passed # _____
Effective Date: _____
- Ordinance Adopted # _____
First Reading: _____
Second Reading: _____
Effective Date: _____

RULES OF ORDER FOR A LEGISLATIVE PUBLIC HEARING

CITY RECORDER READS TO THE PUBLIC:

- A. These Rules of Order are applicable to the Public Hearing for considering amendments to the Land Development Code Ordinance 3242, Series 2018, addressing the requirements in House Bill 2001 and Oregon Administrative Rules (OAR) 660-046.
- B. This is a legislative hearing, therefore Councilor ex parte or pre-hearing contact does not apply.
- C. The Hearing will proceed as follows:
 - 1. The Mayor will open the Public Hearing and request the Staff Report.
 - 2. The Mayor will then accept written public testimony relating to the matter. Due to COVID-19 restrictions, only written testimony will be accepted and shall be read into the record during the Hearing. There is a three-minute time limit for testimony. The order of testimony this evening will begin with that of Proponents (those in favor), followed by Opponents (those opposed), and ending with those Neutral to the Ordinance being adopted.

The meetings will be available for viewing via the City's scheduled Charter Communications channel 180 beginning at 6:00 p.m. on February 3, 2021, on the La Grande Alive website at <https://lagrandealive.tv/city-events/> or on the Eastern Oregon Alive.TV Facebook page at <https://www.facebook.com/EOAliveTV>.

The notice of this Public Hearing required that any person that wanted to submit written comments or questions in advance of the meeting had until 5:00 p.m. on Tuesday, February 3, 2021, to submit them to Michael Boquist via email at mboquist@cityoflagrande.org.

- 3. The proceedings are being electronically recorded, to be converted to written Minutes.
- 4. Members of the City Council may ask questions of the Staff at any time.
- 5. Subsequent to deliberation, the Mayor will close the Hearing.

**CITY of LA GRANDE
ORDINANCE NUMBER _____
SERIES 2021**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LA GRANDE, UNION COUNTY, OREGON,
REPEALING ORDINANCE NUMBER 3242, SERIES 2018; AND ADOPTING AN ORDINANCE OF THE CITY
OF LA GRANDE, UNION COUNTY, OREGON, AMENDING VARIOUS ARTICLES, ADDING NEW
LANGUAGE, AND RECODIFYING THE “LAND DEVELOPMENT CODE” ORDINANCE; REPEALING ALL
OTHER ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith; AND DECLARING AN
EFFECTIVE DATE**

WHEREAS, an amendment of the Land Development Code is necessary to comply with recent State Legislation through the enactment of House Bill 2001 and adoption of Oregon Administrative Rules (OAR) 660-046, which requires cities with populations of 10,000 or greater to amend their land use codes to comply with said House Bill and OAR by June 2021; and,

WHEREAS, other minor periodic amendments of the Land Development Code are necessary to address minor issues identified during the implementation and enforcement of the Code and to address citizen requests for changing circumstances in the community; and,

WHEREAS, after proper public notice, the Planning Commission conducted a Public Hearing to consider these amendments and recommended that the proposed amendments be adopted by the City Council of the City of La Grande, Union County, Oregon; and,

WHEREAS, the City Council of the City of La Grande, Union County, Oregon, has conducted the required public meetings and Public Hearings to consider the proposed amendments and finds that they would be in the best interests of the community; and,

WHEREAS, the Land Development Code, as adopted by Ordinance 3242, Series 2018, has been amended, recodified and replaced with this Ordinance.

NOW, THEREFORE, THE CITY OF LA GRANDE ORDAINS AS FOLLOWS:

CHAPTER 1 - ENACTMENT AND PURPOSE

ARTICLE 1.1 - ENACTMENT

SECTION 1.1.001 - TITLE

This Ordinance shall be known as the Land Development Code of the City of La Grande, Union County, Oregon.

SECTION 1.1.002 - PURPOSE

The purpose of the Land Development Code is to coordinate the City of La Grande regulations governing the use and development of land, and more specifically:

- A. To implement the City of La Grande Comprehensive Plan and to guide and manage the future growth of the City in accordance with that plan.
- B. To promote and to protect the public health, safety, and general welfare of the citizens of the City of La Grande.
- C. To regulate land use in a manner that will encourage and support the orderly development and beneficial use of lands within the City.
- D. To assist the public in identifying and understanding regulations affecting the development and use of specific parcels of land.

SECTION 1.1.003 - AUTHORITY

The Land Development Code is enacted pursuant to Oregon Revised Statutes.

SECTION 1.1.004 – REPLACEMENT OF OTHER ORDINANCES

This Land Development Code replaces or supersedes all previous Land Development Code Ordinances of the City of La Grande.

SECTION 1.1.005 – ADOPTION AND REPEALING CLAUSE

The City Council of the City of La Grande, Union County, Oregon, shall and hereby does adopt the Findings of Fact and Conclusions of Law in the City Council Decision Order, dated February 3, 2021, Land Use File Number 01-ZON-20. Ordinance Number 3242, Series 2018, and all other Ordinances or Parts of Ordinances in conflict herewith shall be and hereby are repealed and replaced with this Ordinance, except Ordinance 3228, Series 2015, banning the establishment and operation of new medical marijuana processing sites, medical marijuana dispensaries, recreational marijuana producers, recreational marijuana processors, recreational marijuana wholesalers and recreational marijuana retailers which shall remain in full force and effect until such time as it is repealed. In spite of the repeal of previous editions of the Land Development Code and amendments thereto, all actions taken under said previous editions of the Land Development Code shall remain in effect subject to their original conditions of approval.

ARTICLE 10.3 – GENERAL PROVISIONS

SECTION 10.3.001 - ENFORCEMENT

In the event that there is no Community Development Director/Planner, the City Manager or designee shall have authority to enforce the provisions of this Ordinance.

SECTION 10.3.002 - FILING FEE REFUNDS, WITHDRAWALS, AND WAIVERS

- A. Filing fees are utilized to cover the cost of public hearings, mailings, postings, transcripts, and Staff time involved in processing applications. As such, refunds due to denials are not permitted.

- B. In case of withdrawal, the Community Development Department/Planning Division shall authorize a refund based on the pro-rata cost and determination of the status of the application at the time of withdrawal.

- C. It is the policy of the City of La Grande to not waive filing fees.

SECTION 10.3.003 – ORDINANCE SEVERABILITY CLAUSE AND EFFECTIVE DATE

If any court of competent jurisdiction declares any Section of this Ordinance invalid, such decision shall be deemed to apply to that Section only, and shall not affect the validity of the Ordinance as a whole or any part thereof, other than the part declared invalid.

This Ordinance shall become effective thirty (30) days after its adoption by the City Council of the City of La Grande, Union County, Oregon and its approval by the Mayor; specifically, March 4, 2021.

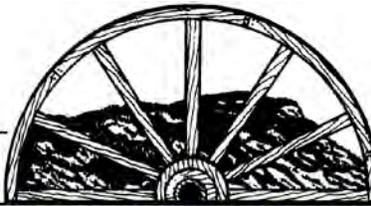
APPROVED AND ADOPTED this Third (3rd) day of February, 2021, by _____ (____) of _____ (____) Councilors present and voting in the affirmative.

Stephen E. Clements
Mayor

ATTEST:

Kayla M. Rock
City Recorder

CITY OF



LA GRANDE

THE HUB OF NORTHEASTERN OREGON

COMMUNITY DEVELOPMENT DEPARTMENT / PLANNING DIVISION • P.O. Box 670 • 1000 Adams Avenue • La Grande, OR 97850
Phone: (541) 962-1307 • Fax: (541) 963-3333 • Web: www.planning.cityoflagrande.org

BEFORE THE CITY OF LA GRANDE DECISION ORDER

File Number: 01-ZON-20

HEARING BODY(IES):	Planning Commission (Recommendation)	City Council (Final Decision)
HEARING DATE(S):	Tuesday, December 8, 2020	Wednesday, February 3, 2021
HEARING TIME(S):	6:00 p.m.	6:00 p.m.

HEARING LOCATION: Due to Governor Brown's Executive Order 20-16 limiting public gatherings, found at: https://www.oregon.gov/gov/Documents/executive_orders/eo_20-16.pdf, all public hearings will be held by electronic communications via zoom meetings. The meetings will be available for viewing on the La Grande Alive website at <https://lagrandealive.tv/city-events/> or on the Eastern Oregon Alive.TV Facebook page at <https://www.facebook.com/EOAliveTV>. Community members may participate in the proceedings by submitting comments or questions in writing in advance of the meetings. Written comments need to be received by 5:00 p.m. on the day prior to the scheduled meeting(s), which will be read during the public comment section of the Public Hearing. Issues which may provide the basis for an appeal to the Land Use Board of Appeals must be raised in writing and with sufficient specificity to enable the Planning Commission or City Council to respond to the issues. Written Comments will be subject to a three-minute limit per community member. To submit written public comment, please email mboquist@cityoflagrande.org.

I. Application Information

Proposal: The City of La Grande Land Development Code (LDC) Ordinance 3242, Series 2018, is proposed to be amended to address the requirements of HB 2001, which was passed by the Oregon State Legislature in 2019, and to implement Oregon Administrative Rules (OAR) 660-046 adopted in July 2020. HB 2001 and the implementing OARs require all cities between 10,000 and 25,000 population outside the Portland Metropolitan area ("medium cities") to amend their land use codes to allow a duplex on all lots or parcels where single-family detached residences are currently allowed by city zoning. Additionally, all related development standards are required to be amended to apply equally to single-family detached residences and duplexes alike (e.g. review processes, design standards, parking requirements, etc.).

Applicant: City of La Grande, Community Development Department

Address/Location: Not Applicable; The Land Development Code Amendments are not site specific.

Decision Order Prepared By: Michael J. Boquist, Community Development Director

II. Schedule of Procedural and Public Hearing Requirements

In accordance with Land Development Code Ordinance 3242, Series 2018, Articles 9.3 and 9.4, Land Development Code Amendments are subject to the City Council's review and decision authority, upon receiving a recommendation from the Planning Commission. In accordance with Article 9.5, public hearings for the consideration of the proposal were scheduled as follows:

November 2, 2020.....	35-Day Required Notice to the DLCD (or greater)
November 17, 2020.....	Public Notice Mailed to all Property Owners (City and UGB)
December 8, 2020.....	Public Hearing #1, before the Planning Commission
January 6, 2021.....	Public Hearing #2, before the City Council, and First Reading of the adopting Ordinance by Title Only.
February 3, 2021.....	Public Hearing #3, before the City Council, and Second Reading of the adopting Ordinance by Title Only.
March, 2021.....	Public Hearing #4, before the Union County Planning Commission for Co-Adoption.
April, 2021.....	Public Hearing #5, before the Union County Board of Commissioners, and First Reading of the adopting Ordinance by Title Only.
May, 2021.....	Public Hearing #6, before the Union County Board of Commissioners, and Second Reading of the adopting Ordinance by Title Only.
May, 2021.....	DLCD Notice - Post Acknowledgement Plan Amendment (PAPA).

III. Public Notice Information

Public notice was issued in accordance with City and State laws. Notice was provided to the Oregon Department of Land Conservation and Development (DLCD) on November 2, 2020, at least 35-days before the first evidentiary hearing in accordance with OAR 660-018-0020. Public notice was mailed to all property owners within the City of La Grande and its Urban Growth Boundary (UGB) on November 17, 2020, at least 20-days in advance of the first evidentiary hearing in accordance with Land Development Code Ordinance 3242, Series 2018, Article 9.6, Section 9.6.001(A). All public hearing materials, including the Draft Decision Order, was published on the City of La Grande – Planning Division's webpage, which meets or exceeds the requirements to be made available to the public at least seven days before the first evidentiary hearing.

IV. Review Process and Appeals

Amendments to the Land Development Code Ordinance is a legislative review process that is subject to the Planning Commission's and City Council's review and approval. The process requires the Planning Commission to first hold a public hearing to consider the proposed amendments and make a recommendation to the City Council. The Planning Commission's recommendation cannot be appealed. The City Council will hold a subsequent public hearing to consider the proposed amendments, along with the Planning Commission's recommendation(s). The City Council will hold two (2) public hearings to consider the proposed amendments, with public comments typically considered during the first public hearing. After the closing of the public hearing, the City Council will deliberate and make a final decision. Subsequently, the proposed amendments will be forwarded to Union County for co-adoption and public hearings before the Union County Planning Commission and Union County Board of Commissioners. Upon receiving a final decision from the Union County Board of Commissioners, the City of La Grande Community Development Director will mail written notice of the decision to any parties entitled to such notice. Such decision can then be appealed to the Oregon Land Use Board of Appeals (LUBA) if a person with standing files a Notice of Intent to Appeal within twenty-one (21) days of the date the decision was mailed.

V. Recommended Conclusions and Order

Based on the analysis and Findings of Fact in this Decision Order, the proposed Land Development Code Amendments meet the requirements established in Land Development Code Ordinance 3242, Series 2018, Article 8.8, House Bill 2001, and Oregon Administrative Rule 660-046.

The Planning Commission considered these amendments during their December 8, 2020, Regular Session and by unanimous vote recommends that the City Council approve the proposed amendments as presented.

Upon receiving a recommendation from the Planning Commission, the City Council has the following three options with respect to issuing a decision on the proposed Land Development Code Amendments:

- Option 1: Approve the proposed amendments as presented; or,
- Option 2: Approve the proposed amendments with modifications; or,
- Option 3: Deny the proposed amendments.

VI. General Facts and Overview

1. In 2019, the Oregon Legislature passed House Bill 2001, which requires cities with a population of 10,000 to 25,000 (“medium cities”), outside the Portland Metropolitan area, to amend their land use codes by June 30, 2021, to allow duplexes on all lots or parcels where single-family detached residences are currently allowed by city zoning. [HB2001, Section 2(3)]
2. House Bill 2001, Section 2(5) allows a local government to regulate the siting and design of duplexes, provided the regulations do not discourage the development through “*unreasonable cost or delay*.” The State has interpreted this to mean that all siting and design requirements shall equally apply to a single-family detached dwelling and a duplex dwelling alike. A duplex may not be subject to greater standards (e.g. more parking than what is required for a single-family dwelling), as doing so creates an “*unreasonable cost*” for the development of affordable housing and would be prohibited under this House Bill.
3. In July 2020, the Oregon Land Conservation and Development Commission (LCDC), upon receiving recommendations from the Oregon Department of Land Conservation and Development (DLCD) and a Rules Advisory Committee (RAC), adopted a model code and Oregon Administrative Rules 660-046, which guide the development of duplexes in medium sized cities in accordance with House Bill 2001.
 - OAR 660-046 establishes the minimum compliance requirements for House Bill 2001.
 - Cities may choose to not update their codes per OAR 660-046, and instead may implement the State’s model code which includes provisions that meet or exceed the minimum OAR requirements. This is not the recommendation or guidance that City Staff is proposing for the City of La Grande, as the State’s model code is more stringent and includes additional design standards than the minimum OAR requirement and would be inconsistent with the current or proposed City of La Grande standards.
 - Cities that choose to update their codes per OAR 660-046, but fail to meet the June 30, 2021, deadline are required by law to implement to the State’s model code provisions, in its entirety, in lieu of their own codes. Again, Staff is not proposing or recommending to use the State’s model code, but rather intends to update the City’s codes per OAR 660-046 by this deadline.
4. Due to the State mandated deadline for local code adoption and the limited time provided to cities to update their codes, this code amendment process is time sensitive and is predominantly limited to only those code amendments that are necessary to comply with HB 2001, plus minor and noncontroversial housekeeping amendments.

5. Land Development Code amendments are subject to the Planning Commission and City Council review procedures and subject to the review criteria contained in the City of La Grande Land Development Code Ordinance 3242, Series 2018 (LDC), Article 8.8, Section 8.8.003, which requires *“That the proposed amendment is in compliance with Statewide Planning Goals and with the Comprehensive Plan Policies.”* This review criterion is addressed in Exhibits B and C.

- Exhibit A:** Summary of Proposed Land Development Code Amendments, which includes a compliance analysis of requirement per House Bill 2001.
- Exhibit B:** Statewide Planning Goals – Findings
- Exhibit C:** La Grande Comprehensive Plan - Findings
- Exhibit D:** Public Engagement – Public Comments

EXHIBIT A

**Summary of Proposed
Land Development Code Amendments**

**Amendments to
Land Development Code Ordinance 3242, Series 2018**

As reference previously, pursuant to House Bill (HB) 2001 and Oregon Administrative Rule (OAR) 660-046, all medium sized cities (pop. between 10,000 and 25,000) are required to update their land use codes to allow a duplex dwelling on all lots or parcels where single-family detached residences are currently allowed by city zoning. Additionally, city codes may not require additional or more stringent development standards for duplex dwellings than what is required for single-family dwellings.

The following Code amendments are intended to address the minimum requirements of HB 2001, administered through Oregon Administrative Rule (OAR) 660-046. Other minor City Code changes have been included to address inadvertent errors or omissions during the previous Code change process and to address pending development needs of the community. These additional minor changes are considered to be noncontroversial and predominantly housekeeping in nature. Should any of the additional amendments become an area of concern or should they compromise or delay the adoption process, such amendment will be recommended for removal from the proposed amendments.

<p>Proposed Code Amendment To LDC Ordinance 3242, Series 2018</p>	<p>State Law Requirements (if applicable) Per HB 2001 and Implemented through OAR 660-046</p>	<p>Staff Comments</p>
<p><u>Section 1.3.002 (Definitions):</u></p> <p>ACCESSORY RESIDENTIAL-DWELLING UNIT – An auxiliary and detached dwelling unit that is located in an accessory structure on the same lot as a primarily single-family residence, which contains its own living facilities, including provisions for sleeping, eating, cooking and sanitation, as required by the Building Code (Please refer to standards set forth in Article 5.9.).</p>		<p>This amendment only changes the terminology to be consistent with the State and the common use or reference to an accessory dwelling. The definitions remain unchanged.</p> <p>Note for clarification purposes: An “ADU” may appear similar to a “Dwelling, Two-Family (Duplex)” when the duplex is detached with Cottage Homes. The difference being:</p> <ul style="list-style-type: none"> • An ADU is limited to 800 square feet in size and a footprint not to exceed 10% of the lot area. • A Cottage Home duplex is limited to 1,000 square feet in size. • An ADU typically shares the main house’s utilities (water, sewer, power, gas, etc.) • A Cottage Home duplex has separate power, gas and other utilities, but may share water and sewer utilities. • An ADU is within an accessory structure, sometimes a portion of an accessory structure, which may have a reduced rear yard setback.

		<ul style="list-style-type: none"> A Cottage Home duplex is not within or a part of an accessory structure and has a greater rear yard setback.
<p>Section 1.3.002 (Definitions):</p> <p><u>DWELLING, COTTAGE HOME</u> – Any structure on a Lot or Parcel that is one thousand (1,000) square feet or less and designed for occupancy by one family and containing one (1) dwelling unit, either site built or a manufactured dwelling. One cottage home on a Lot or Parcel may also be considered a detached single-family dwelling.</p> <p>DWELLING, <u>DETACHED SINGLE-FAMILY</u> – Any building structure on a Lot or Parcel that is designed exclusively for occupancy by one (1) family and containing one (1) dwelling unit, <u>either site built or a manufactured dwelling.</u></p> <p>DWELLING, TWO-FAMILY (DUPLEX) – Any building <u>Two (2) attached dwelling units, or detached if both are Cottage Homes, on one Lot or Parcel</u> designed exclusively for occupancy by two (2) families and containing two (2) separate dwelling units.</p>	<p>OAR 660-046-0020 Definitions</p> <p>(3) “Detached single-family dwelling” means a detached structure on a Lot or Parcel that is comprised of a single dwelling unit, either site built or a manufactured dwelling.</p> <p>(4) “Duplex” means two attached dwelling units on one Lot or Parcel. A Medium City may define a Duplex to include two detached dwelling units on one Lot or Parcel.</p>	<p>Add a definition of Cottage Home, which is described and provide for in Article 3.22 – Cottage Home Development.</p> <p>Amend Dwelling, Single Family to be consistent with State law.</p> <p>Amend Dwelling, Two-Family (Duplex) to be consistent with State law, and to allow for duplexes to consist of detached units.</p>
<p><i>(No New Codes or Changes to Existing Codes Are Proposed)</i></p>	<p>OAR 660-046-0030 Implementation of Middle Housing Ordinance</p> <p>(2) <i>In adopting or amending regulations or amending a comprehensive plan to allow Middle Housing, a local government must include findings demonstrating consideration, as part of the post-acknowledgement plan amendment process, of methods to increase the affordability of Middle Housing through ordinances or policies that include but are not limited to:</i></p> <p>(a) <i>Waiving or deferring system development charges;</i></p> <p>(b) <i>Adopting or amending criteria for property tax exemptions under ORS 307.515</i></p> <p>(c) <i>Assessing a construction tax under ORS 320.192 and ORS 320.195</i></p>	<p>No changes are proposed. The City is in the process of preparing a Housing Production Strategy (HPS) which will establish goals and policies for encouraging and incentivizing the development of needed housing. Measures recommended by OAR 660-046-0030(2) will be considered as part of preparing the HPS.</p>
<p>Section 2.2.002(B) HD Zone Permitted Uses:</p> <p>3. Dwellings – Limited to Single-Family <u>and Duplex</u> Dwellings</p> <p>Section 2.2.002(D) HD Zone Property Development Standards:</p> <p>2. Residential Density – One (1) Dwelling Per Lot <u>One (1) Single-Family or Duplex Dwelling Unit Per Lot.</u></p>	<p>OAR 660-046-0105 Applicability of Middle Housing in Medium Cities</p> <p>(1) <i>A Medium City must allow for the development of a Duplex, including those Duplexes created through conversion of an existing detached single-family dwelling, on each Lot or Parcel zoned for residential use that allows for the development of detached single-family dwellings.</i></p>	<p>For the Hillside Development (HD) Zone, only single-family dwellings are currently permitted. The proposed amendment adds duplexes as an allowed use, along with changing the density standard to ensure that single-family and duplexes are subject to the same standards, which is required under OAR 660-046.</p>

<p>Section 2.2.003(B) RR-1 Zone Permitted Uses:</p> <p>3. Dwellings – Limited to Single-Family <u>and Duplex</u> Dwellings</p> <p>Section 2.2.003(D) RR-1 Zone Property Development Standards:</p> <p>3. Residential Density – One (1) Dwelling Per Lot <u>One (1) Single-Family or Duplex Dwelling Unit Per Lot</u></p>		<p>For the Rural Residential (RR-1) Zone, only single-family dwellings are currently permitted. The proposed amendment adds duplexes as an allowed use, along with changing the density standard to ensure that single-family and duplexes are subject to the same standards, which is required under OAR 660-046.</p>
<p>Section 2.2.004(B) R-1 Zone Permitted Uses:</p> <p>3. Dwellings – Limited to Single-Family <u>and Duplex</u> Dwellings</p> <p>Section 2.2.004(D) R-1 Zone Property Development Standards:</p> <p>3. Residential Density – One (1) Dwelling Per Lot <u>One (1) Single-Family or Duplex Dwelling Unit Per Lot</u></p>		<p>For the Low Density Residential (R-1) Zone, only single-family dwellings are currently permitted. The proposed amendment adds duplexes as an allowed use, along with changing the density standard to ensure that single-family and duplexes are subject to the same standards, which is required under OAR 660-046.</p>
<p>Section 2.2.005(B) R-2 Zone Permitted Uses: (Existing - No Changes Proposed to Permitted Uses)</p> <p>3. Dwellings – Limited to Single-Family and Duplex Dwellings</p> <p>Section 2.2.005(D) R-2 Zone Property Development Standards:</p> <p>3. Residential Density – One (1) Single-Family <u>or Duplex</u> Dwelling Unit Per Lot, or One (1) Duplex Per Six Thousand (6,000) or Greater Square Feet.</p>		<p>For the Medium Density Residential (R-2) Zone, duplexes are already permitted as an outright use similar to a single-family dwelling. The proposed amendment changes the lot size and density standards to ensure that single-family and duplexes are subject to the same standards, which is required under OAR 660-046.</p>
<p>Section 2.2.006(B) R-3 Zone Permitted Uses: (Existing - No Changes Proposed to Permitted Uses)</p> <p>3. Dwellings – Limited to Single-Family and Duplex Dwellings, Apartments and Condominiums</p> <p>Section 2.2.006(D) R-3 Zone Property Development Standards:</p> <p>1. Minimum Lot Area - Five Thousand (5,000) Square Feet For <u>Single-Family and Duplex First</u> Dwellings. <u>Seven Thousand (7,000) Square Feet for Apartments and Condominiums with Three (3) Dwelling Units.</u> Unit Plus One Thousand (1,000) Square Feet For Each Additional Unit. Lots Intended for Common Wall Residences Shall be no Less Than Three Thousand (3,000) Square Feet in Size per Unit.</p> <p>2. Residential Density – One (1) Single-Family <u>or Duplex</u> Dwelling Unit per Lot, or One (1) Duplex per Six Thousand (6,000) <u>Apartments and</u></p>		<p>For the High Density Residential (R-3) Zone, duplexes are already permitted as an outright use similar to a single-family dwelling. The proposed amendment changes the lot size and density standards to ensure that single-family and duplexes are subject to the same standards, which is required under OAR 660-046.</p>

<p>Condominiums with Three (3) or More Dwelling Units on Lots Seven Thousand (7,000) Square Feet or greater Square Feet.</p>		
<p>Section 2.2.007(B) RP Zone Permitted Uses: (Correction)</p> <p>3. Dwellings – Limited to Single-Family and Duplex Dwellings, Apartments and Condominiums</p> <p>Section 2.2.006(D) R-3 Zone Property Development Standards:</p> <p>1. Minimum Lot Area - Five Thousand (5,000) Square Feet For Single-Family and Duplex Dwellings. Seven Thousand (7,000) Square Feet for Apartments and Condominiums with Three (3) Dwelling Units. Plus One Thousand (1,000) Square Feet For Each Additional Unit. Lots Intended for Common Wall Residences Shall be no Less Than Three Thousand (3,000) Square Feet in Size per Unit</p> <p>3. Residential Density - One (1) Single-Family or Duplex Dwelling Unit Per Lot, or One (1) Duplex Per Six Thousand (6,000) or greater Square Feet and One (1) Additional Dwelling Unit per Each Additional One Thousand (1,000) Square Feet of Lot Area Apartments and Condominiums with Three (3) or More Dwelling Units on Lots Seven Thousand (7,000) Square Feet or greater.</p>		<p>For the Residential Professional (RP) Zone - The amendment in Subsection 3 is a correction, adding “Apartments and Condominiums.”</p> <p>In the 2013 Code, Apartments and Condominiums were provided in a different subsection, subject to a Conditional Use Permit. In the 2018 revisions, Apartments and Condominiums were changed to a Permitted Use and consolidated into Subsection 3, but the amendment was inadvertently deleted.</p> <p>This amendment adds Apartments and Condominiums back it back in to avoid creating nonconforming uses and hardships for property owners with existing triplexes or greater density buildings.</p>
<p>Section 2.2.007(B) RP Zone Property Development Standards:</p> <p>3. Dwellings – Limited to single-family, duplex dwellings, apartments and condominiums</p>		<p>This Code amendment is a correction from an oversight or error made during the 2018 LDC Adoption, which amended the 2013 Code.</p> <p>In the 2013 Code, apartments and condominiums were allowed within the RP zone as a conditional use. Within this zone there are several properties with apartments and condominiums. Due to this being more common in this zone, as part of the 2018 code amendment process, it was discussed and intended to add apartments and condominiums as permitted outright uses, similar to the R-3 zone, and to eliminate the conditional use requirement.</p> <p>However, as part of the 2018 code, apartments and condominiums were deleted from the conditional use list, but <u>were not</u> added to the permitted use list as discussed and intended. The results of this oversight or error has caused all multi-family dwellings within the RP zone to become non-conforming uses and no longer permitted.</p>

		<p>This change, if not corrected, may be considered a “taking.”</p> <p>This amendment corrects this oversight or error and adds apartments and condominiums back into the RP zone as a permitted use, which was the intent discussed in the 2018 code amendment process.</p>
<p>Section 2.2.008(B) CB Zone Permitted Uses:</p> <p>5. Animal Sales and Services: Veterinary, Small Animals – Pet Clinics, Dog and Cat Hospitals or Animal Hospitals</p> <p>Section 2.2.008(C) CB Zone Conditional Uses:</p> <p>1. Animal Sales and Services: Limited to Kennels – Boarding Kennels and Pet Motels</p>		<p>This code amendment is proposed to support a potential project in the Downtown Central Business Zone. The City has been approached by a business owner requesting to establish a new veterinary clinic with kennel/boarding services within the downtown. Currently, this use is not listed as being permitted.</p> <p>City Code allows for pet retail stores (which may include pets for sale) and pet grooming. The Code also allows for a variety of medical services, but does not allow for veterinarian businesses.</p> <p>Staff feels that adding the veterinarian use as a permitted use, and the boarding use as a conditional use, would be compatible with other downtown uses and would help promote the economic development of downtown.</p> <p>During the January 6, 2021, City Council Regular Session, some City Councilor expressed concerns about the compatibility of veterinary clinics and boarding kennels and the adjacent or nearby uses (e.g. salons, restaurants, residential apartments, etc.). By motion, the City Council unanimously voted to strike and remove this proposed amendment from consideration, as the Council felt that veterinary clinics and boarding kennels would not be a good fit in the downtown core or La Grande.</p>
<p><i>(No New Codes or Changes to Existing Codes Are Proposed)</i></p>	<p>OAR 660-046-0105 Applicability of Middle Housing in Medium Cities</p> <p><i>(1) A Medium City must allow for the development of a Duplex, including those Duplexes created through conversion of an existing detached single-family dwelling, on each Lot or Parcel</i></p>	<p>No changes are proposed to address the conversion of an existing single-family dwelling into a duplex. City Codes do not include any language that would prohibit the</p>

	<p><i>zoned for residential use that allows for the development of detached single-family dwellings.</i></p>	<p>conversion of an existing single-family dwelling into a duplex.</p>
<p><u>Section 3.2.003 – Manufactured Dwelling, Single-Family, Two-Family and Apartment Building Placement Standards on Individual Lots:</u> <i>(No Changes Proposed)</i></p> <p>E. A manufactured dwelling, single family, two-family or apartment building shall have all of the following design features when placed outside of a manufactured dwelling park.</p> <ol style="list-style-type: none"> 1. A roof pitch greater than or equal to a nominal three to twelve (3:12). (The only exception to this rule shall be triple-wide manufactured homes, where a roof pitch of 2½:12 or greater is allowed.) 2. Covered porch entries. (Only the main or front entrance must be covered. Secondary or rear entrances need not be covered. A covered, recessed entryway (see (F)(10) below) may be substituted for a covered porch to meet this standard.) 3. Pre-landscaped front yards; if bonding, the bond amount shall not exceed five hundred dollars (\$500) per lot. Building Site Plans shall specify front yard landscaping that will be in place (seeded or installed) prior to occupancy. At a minimum, such Plans shall provide for grass or decorative ground cover (bark, decorative rock or vegetative ground cover). It is not necessary to locate shrubs and/or trees at this stage, except for street trees required by the Subdivision or Partition Plat approval). 4. At least one (1) covered parking space per dwelling unit. <p>F. A manufactured dwelling, single family, two-family or apartment building shall have at least five (5) of the following design features when placed outside of a manufactured dwelling park:</p> <ol style="list-style-type: none"> 1. Attached garage or covered parking for at least one (1) vehicle per dwelling unit (an attached carport meets this standard; detached covered parking does not). 2. Bay or bow windows (the provision of one (1) such window per dwelling unit is sufficient). 3. Dormers (the provision of one [1] such roof feature per dwelling unit is sufficient). 	<p>OAR 660-046-0110 Provisions Applicable to Duplexes in Medium Cities</p> <p><i>(2) Medium Cities may regulate siting and design of Duplexes, provided that the regulations;</i></p> <p><i>(a) Are clear and objective standards, conditions, or procedures; and</i></p> <p><i>(b) Do not, individually or cumulatively, discourage the development of Duplexes through unreasonable costs or delay.</i></p> <p><i>(3) Siting and design standards that create unreasonable cost and delay include any standards applied to Duplex development that are more restrictive than those applicable to detached single-family dwellings in the same zone.</i></p> <p>OAR 660-046-0115 Permitted Uses and Approval Process</p> <p><i>Medium Cities must apply the same approval process to Duplexes as detached single-family dwellings in the same zone.</i></p>	<p>The City has existing design standards for the siting of single-family, duplexes and apartments. These standards are clear and objective and apply to all residential developments equally. No changes are proposed.</p> <p>With duplexes being identified as a permitted use in all residential zones, similarly to single-family dwellings, the approval process will be the same, as required by OAR 660-046-0115. The process is generally as follows:</p> <ul style="list-style-type: none"> • The applicant applies for zoning approval from the Planning Department. Such approval is administrative in nature. • The request is reviewed for conformance with setback standards, design standards and minimum parking requirements. Zoning Approval is issued, usually the same day as the submittal. • Upon approval, the applicant submits for building permits, and begins construction upon issuance.

<ol style="list-style-type: none"> 4. Eaves (minimum twelve inch [12"] projection) (twelve inch [12"] eaves shall be provided on all sides of the building to meet this standard) 5. Fences, decks and patios (to meet this standard, fencing must be provided along at least twenty-five percent (25%) of the lot circumference; the minimum size for a deck or patio to qualify is sixty-four (64) square feet). Dwellings with one (1) or more listed feature meeting these standards shall be given credit for meeting one (1) or more of the required design standards. 6. Front porch and entry facing the front property line (entryway can be located on the long or short axis of the dwelling) 7. Masonry perimeter enclosure at base, such as poured concrete foundation (wood products covered with a treatment to appear as masonry do not qualify) 8. Off-sets on building face or roof minimum twelve inches (12") (the provision of one such roof or facade feature is sufficient) 9. Pillars or posts (requires at least one pair, decorative or plain, but finished in a manner that is consistent with the dwelling exterior) 10. Recessed entries (the depth of the recessed entry shall be at least eighteen inches (18") to qualify) 11. Structural additions to alter the shape of the structure (any feature not listed above that alters the rectangular or square shape of the dwelling will be considered; an attached garage or carport that provides an altered roof line or wall orientation compared to the dwelling complies as well) 12. Window shutters (shall be provided for all windows to meet this standard) 		
<p><u>Section 5.3.003 – Front Yards (Setback):</u> (highlight emphasis added)</p> <p>(A)(1) Residential Zones: Developments in subdivisions recorded prior to the 2006-2003 Code shall have a minimum front yard of twenty feet (20').</p> <p>(A)(2) Residential Zones: Development in residential zones, including the R-P Zone, within newly created subdivisions recorded subsequent to the 2006-2003 Code, shall have a minimum front yard of fifteen feet</p>		<p>This Code amendment is a correction. In 2003 the Code was modified to reflect the setback standards shows. At that time, rather than referring to the "2006 Code", the standard stated "this Code."</p> <p>Then, in 2006, the reference to "this Code" was revised and incorrectly stated as prior to or subsequent to the "2006 Code". This</p>

<p>(15') and twenty feet (20') for the garage, measured from the garage door along the center of the driveway to the established property line.</p> <p>Section 5.3.004 – Side Yards (Setback): (highlight emphasis added)</p> <p>(A)(1) Residential Side Yard Requirements: These requirements apply to development in residential zones, including the R-P Zone, within subdivisions recorded prior to the 2006-2003 Code except where otherwise provided by this section.</p> <p>(a.) Five Feet (5')</p> <p>(A)(2) Residential Side Yard Requirements: These requirements apply to development in residential zones, including the R-P Zone, within subdivisions recorded subsequent to the 2006-2003 Code except where otherwise provided by this section.</p> <p>(a.) Five feet (5')</p> <p>(b.) Zero feet (0') for common wall residences</p> <p>(c.) Zero feet (0') for detached residences approved as part of a Planned Unit Development</p> <p>(B) Corner Lots – The side yard of a platted corner lot recorded subsequent to the 2006-2003 Code is to be a minimum of fifteen feet (15'), and twenty feet (20') for the garage. This may be reduced to ten feet (10') for an existing platted lot recorded prior to the 2006-2003 Code, and twenty feet (20') for the garage.</p> <p>Section 5.3.005 – Rear Yards (Setback): (highlight emphasis added)</p> <p>(A)(1) Residential Zones - This requirement applies to development in residential zones, including the R-P Zone, within subdivisions recorded prior to the 2006-2003 Code except where otherwise provided by this section.</p> <p>(a.) Twenty feet (20')</p> <p>(A)(2) Residential Zones - These requirements apply to development in residential zones, including the R-P Zone, within newly created subdivisions recorded subsequent to the 2006-2003 Code, except where otherwise provided by this section</p> <p>(a.) Twenty feet (20' in the HD, RR-1 and R-3 Residential Zones</p> <p>(b.) Fifteen feet (15') in the R-1, R-2 and R-P Residential Zones</p>		<p>should have referred to the 2003 Code instead.</p> <p>The City has at least one (1) subdivision that was recorded in 2003 that is subject to these standards.</p>
	<p>OAR 660-046-0120 Duplex Siting Standards in Medium Cities</p>	<p>These items are addressed in the Code changes above in Section 2.2.002 thru</p>

	<p><i>The following standards apply to all Duplexes:</i></p> <p><i>(1) Minimum Lot or Parcel Size: A Medium City may not require a minimum Lot or Parcel size that is greater than the minimum Lot or Parcel size required for a detached single-family dwelling in the same zone. Additionally, Medium Cities shall allow the development of a Duplex on any property zoned to allow detached single-family dwellings, which was legally created prior to the Medium City's current lot size minimum for detached single-family dwellings in the same zone.</i></p> <p><i>(2) Density: If a Medium City applies density maximums in a zone, it may not apply those maximums to the development of Duplexes.</i></p>	<p>202.008 for each residential zone. Single-Family and Duplexes are equally permitted in all residential zones and subject to the same parcel size.</p> <p>While each zone has an "intended" density target when planning for future development (e.g. subdivisions), every parcel may be developed with duplex, which meets the requirement in OAR 660-046-0120(2).</p>
	<p>OAR 660-046-0120 Duplex Siting Standards in Medium Cities</p> <p><i>The following standards apply to all Duplexes:</i></p> <p><i>(3) Setbacks: A Medium City may not require setbacks to be greater than those applicable to detached single-family dwellings in the same zone.</i></p> <p><i>(4) Height: A Medium City may not apply lower maximum height standards than those applicable to detached single-family dwellings in the same zone.</i></p>	<p>City Codes provide for building setbacks in LDC Article 5.3 and building heights in Article 5.4. The adopted standards govern all residential uses the same, by zone, not by the different residential uses. Single-Family, Duplexes and Apartments are all subject to the same setback and height standards depending on which zone the development is within. Duplexes are not subject to a greater or lesser standard than any other residential development type. These standards conform to OAR 660-046-0120(3) and (4).</p>
<p><u>Section 5.7.005(B)(1) – Driveway Standards</u></p> <p>1. Driveways serving residential uses shall have a minimum improved surface width of not less than ten feet (10') when serving one (1) dwelling unit; twenty feet (20') of paved surface width when serving two (2) or more dwelling units. <u>Driveways serving three (3) or more dwelling units shall have twenty feet (20') of paved surface.</u> Driveway widths within the public right-of-way are regulated by La Grande Ordinance Number 2979, Series 2001.</p>	<p>OAR 660-046-0125 Duplex Design Standards in Medium Cities</p> <p><i>(1) Medium Cities are not required to apply design standards to new Duplexes. However, if the Medium City chooses to apply design standards to new Duplexes, it may only apply the same clear and objective design standards that the Medium City applies to detached single-family structures in the same zone.</i></p> <p><i>(2) A Medium City may not apply design standards to Duplexes created as provided in OAR 660-046-0130 (Duplex Conversions)</i></p>	<p>The City has existing residential design standards for the siting of single-family, duplexes and apartments in Section 3.2.003. These standards are clear and objective and apply to all residential developments equally. No changes to such standards are proposed.</p> <p>In Section 5.7.005(B)(1) the City has a different standard for driveways for single-family vs. duplexes and other multi-family, whereby single-family dwelling may have a gravel driveway and duplexes and multi-family shall have a paved driveway. This standard is proposed to be amended to allow gravel driveways for single-family and duplexes, and paved for three (3) or more dwelling units.</p>

<p>Section 5.7.005(C) - Vehicle Parking and Loading Area Location</p> <p>1. Required parking and loading facilities for residential uses as provided herein shall be located on the same lot or parcel of land as the use the parking facilities are intended to serve. Such facilities shall be conveniently <u>and fully</u> accessible and located at a place where the erection of garages or carports is permitted. <u>Stacked or blocked in parking spaces do not qualify as eligible or valid parking spaces to satisfy the requirements of this Code.</u></p> <p><i>(Note: The same language was added to the parking standard for non-residential uses to disqualify stacked parking)</i></p> <p>Section 5.7.009 – Table of Off-Street Parking Requirements:</p> <p>Residential Use: Vehicle – One and one-half (1½) spaces per dwelling unit for multiple family (tri-plex and greater) and two (2)<u>one (1)</u> spaces per <u>each</u> single-family and duplex <u>unit</u>; one (1) space per dwelling unit must be covered.</p>	<p>OAR 660-046-0120 Duplex Siting Standards in Medium Cities</p> <p><i>The following standards apply to all Duplexes:</i></p> <p><i>(5) Parking:</i></p> <p><i>(a) A Medium City may not require more than a total of two off-street parking spaces for a Duplex.</i></p> <p><i>(6) Lot Coverage and Floor Area Ratio: Medium Cities are not required to apply lot coverage or floor area ratio standards to new Duplexes. However, if the Medium City chooses to apply lot coverage or floor area ratio standards, it may not establish a cumulative lot coverage or floor area ratio for a Duplex that is less than established for detached single-family dwelling in the same zone.</i></p> <p><i>(7) A Medium City or other utility service provider that grants clear and objective exceptions to public works standards to detached single-family dwelling development must allow the same exceptions to Duplexes.</i></p>	<p>OAR 660-046-0120(5) requires that the City reduce its parking requirements for duplexes, whereby the City may not require more than one (1) parking space per unit, or total of two (2) spaces maximum. The proposed Code amendments conforms to this OAR requirement.</p> <p>Additionally, to minimize parking conflicts amongst different dwelling units or different uses, a Code amendment is proposed that eliminates the use of stacked or blocked in parking to satisfy minimum requirements. Such practices will continue to be permitted for developing surplus parking, but such stacked or blocked in parking spaces will not be recognized as accessible and valid parking spaces.</p>
<p><i>(No New Codes or Changes are Proposed)</i></p>	<p>OAR 660-046-0130 Duplex Conversions</p> <p><i>Conversion of an existing detached single-family dwelling to a Duplex is allowed, pursuant to OAR 660-046-0105 (Applicability of Middle Housing in Medium Cities)(2), provided that the conversion does not increase nonconformance with applicable clear and objective standards in the Medium City's development code, unless increasing nonconformance is otherwise allowed by the Medium City.</i></p>	<p>The conversion of a single-family dwelling is allowed by existing City Code. No code changes are proposed that would eliminate this opportunity.</p>
<p>Section 6.2.005 – Minimum Street Improvements:</p> <p>(F)(3) Private Streets – Parking on Both Sides (w/ exception for No Parking and Parking on One Side)</p> <p>Thirty-six feet (36') with two feet (2') wide gravel shoulders and parking on both sides.</p> <p>Exception: For properties that have topographic or other physical site constraints that makes strict adherence to this standard difficult, the Planning Commission may allow a reduced street width by eliminating on-street parking on one or both sides, <u>along some street sections</u>, in exchange for providing an equal or greater number of <u>off-street on-street</u> parking spaces in a commonly owned parking lot(s) through an alternative street design within the development that reasonably services the impacted properties. Such exchange of parking spaces shall be in addition to required off-street parking as provided in Article 5.7. In no case shall the paved street width be less than twenty-two feet (22').</p>	<p>OAR 660-046-0120 Duplex Siting Standards in Medium Cities, Subsection (5)(a): <i>A Medium City may not require more than a total of two off-street parking spaces for a Duplex</i></p>	<p>OAR 660-046-0120(5)(a) prohibits the City from requiring additional off-street parking, beyond two (2) parking spaces per SF dwelling or duplex. As a result, the City does not have the authority to implement and enforce the flexibility offered through this Code standard.</p> <p>The proposed amendment continues to offer flexibility for a development to have a reduced private street width, but it requires that all on-street parking be retained through an alternative design (e.g. a wider right-of-way in other areas with angled parking on-street).</p>

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EXHIBIT B

Statewide Planning Goals

Findings of Fact

The proposed Land Development Code amendments are specifically proposed to address State mandated requirements provided in House Bill 2001 and Oregon Administrative Rule 660-046, which was recently enacted and adopted by the State of Oregon. The proposed Code amendments are not intended to satisfy a plan or study adopted by the City (e.g. Comprehensive Plan or the City's recent Housing Needs Analysis). As such, the City finds that only Statewide Planning Goal 1 and Goal 2 are applicable to the proposed amendments, as these goals address procedural requirements for the adoption process which provides citizens the opportunity to participate in the amendment process and that all decisions shall be made on a factual basis.

STATEWIDE PLANNING GOAL 1 – CITIZEN INVOLVEMENT

To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process

The citizen involvement program shall incorporate the following components:

- 1. Citizen Involvement – To provide for widespread citizen involvement.**
- 2. Communication – To assure effective two-way communication with citizens.**
- 3. Citizen Influence – To provide the opportunity for citizens to be involved in all phases of the planning process.**
- 4. Technical Information – To assure that technical information is available in an understandable form.**
- 5. Feedback Mechanisms – To assure that citizens will receive a response from policy-makers.**
- 6. Financial Support – To insure funding for the citizen involvement program.**

Finding: The City of La Grande has an established and adopted citizen involvement program that includes providing mailed notice to the owners of every property within the City of La Grande and its Urban Growth Boundary. The City has scheduled a minimum of six (6) public hearings where citizens may participate in the Code amendment process. All City of La Grande meetings will be held via Zoom meetings and broadcast live Facebook. All meeting materials have been made available for electronic download, free of charge, from the City of La Grande Planning Division webpage. Printed copies may be viewed or purchased, upon request, at the Planning Division office. Interested citizens may submitted written comments, up until 5:00 p.m. on the day prior to the scheduled meeting(s), which will be read into the record during the public comment period of the meeting. The City of La Grande City Council may respond to comments as they deem appropriate.

STATEWIDE PLANNING GOAL 2 – LAND USE PLANNING

To establish a land use planning process and policy frameworks as a basis for all decisions and actions related to use of land and to assure an adequate factual base for such decisions and actions.

Finding: This Statewide Planning Goal focuses on the State policies and goals for how Cities should develop plans (e.g. Comprehensive Plans) and that all decisions for implementing such plans are made on a factual basis. In this case, the City of La Grande is proposing to amend the Land Development Code Ordinance, which is a regulatory document used to implement the goals and policies of the Comprehensive Plan and State law requirements. The Planning Commission's recommendation and the City Council's decision to amend the Land Development Code is being made on a factual basis to address land use requirements mandated by State law per House Bill 2001 and Oregon Administrative Rule 660-046.

STATEWIDE PLANNING GOAL 10 – HOUSING

OAR CHAPTER 660, DIVISION 8 – INTERPRETATION OF GOAL 10 HOUSING

This division is intended to provide standards for compliance with Goal 10 “Housing” and to implement ORS 197.303 through 197.307. [660-008-0000]

OAR 660-008-0015 – Clear and Objective Approval Standards Required

A local government may adopt and apply only clear and objective standards, conditions and procedures regulating the development of needed housing on buildable land. The standards, conditions and procedures may not have the effect, either in themselves or cumulatively, of discouraging needed housing through unreasonable cost or delay.

Finding: The proposed Land Development Code amendments as outlined in Exhibit A above establish clear and objective standards that allow for duplexes in all residential zones where single-family dwellings are permitted, along with amending applicable design standards to ensure that single-family dwellings and duplexes are treated alike as required by HB 2001, and implemented through OAR 660-046. Such State laws specifically establish middle housing (duplex) design standards and require cities to amend their land use codes by June 2021 to adopt and implement such standards.

The State standards were written by DLCD, vetted through a Rule Making Advisory Committee (RAC) and adopted by the Oregon Department of Land Conservation and Development Commission in September 2020, as OAR 660-046. The City of La Grande is proceeding under the assumption that DLCD wrote these standards in compliance with Goal 10 as being “clear and objective” and in compliance with Statewide Planning Goal 10 and OAR 660-008-015. As the City’s proposed Land Development Code amendments are in conformance with the design standards provided in the newly adopted OAR 660-046, such amendments are therefore “clear and objective” and in compliance with Goal 10.

OAR CHAPTER 660, DIVISION 15 – STATEWIDE PLANNING GOAL 10 HOUSING

OAR 660-015-0000(10) refers to a Statewide Planning Goals and Guidelines publication provided by the DLCD for Goal 10 – Housing. As part of updating and addressing Goal 10 requirements, the following guidelines are provided for developing plans:

PLANNING

1. *In addition to inventories of buildable lands, housing elements of a comprehensive plan should, at a minimum include:*
 - (1) *A comparison of the distribution of the existing population by income with the distribution of available housing units by cost;*
 - (2) *A determination of vacancy rates, both overall and at varying rent ranges and cost levels;*
 - (3) *A determination of expected housing demand at varying rent ranges and cost levels;*
 - (4) *Allowance for a variety of densities and types of residencies in each community;*
 - (5) *An inventory of sound housing in urban areas including units capable of being rehabilitated.*

Finding: The City of La Grande is nearing the completion of adopting a Housing Needs Analysis (HNA) which complies with this OAR. The HNA identifies a need for 795 new dwelling units within the City over the next 20 years, with 115 of those being “townhomes/plexes” which may include duplexes, triplexes and fourplexes (see HNA Exhibit 2.16 below). Of the 115 units, the anticipated development or redevelopment of duplexes within this need is unknown at this time. DLCD has commented on this issue, stating that HB 2001 offers an assumed redevelopment rate of 3% that can be applied for

estimating increased housing capacity. It is unclear whether this 3% could be directly applied to the HNA's 795 unit housing need, but if so the 3% would amount to roughly 24 duplex units over the next 20 years.

Regardless, with the allowance of duplexes in all of the City's residential zones, such amendments specifically comply with Goal 10-Housing guideline 1(4) above.

HNA Exhibit 2.16

Projected 20-year Net New Housing Need by Tenancy, La Grande UGB

Housing Type	Owner-Housing	Renter-Housing	Total
Single Family Detached	226	110	336
Townhomes / Plexes	19	96	115
Multi family (5+ units)	3	197	200
Mobile/manufactured housing	70	30	100
Group quarters	-	44	44
Total	318	477	795

Housing Type	Owner-Housing	Renter-Housing	Total
Low Density*	310	125	436
Medium Density**	6	153	159
High Density	2	198	200
Total	318	477	795

* includes mobile homes. ** Includes townhomes, plexes and group quarters.

** Includes multifamily structures with 5+ units.

Note: numbers may not add exactly due to rounding.

Source: FCS GROUP based on Task 2 and Task 4 analysis.

EXHIBIT C

City of La Grande Comprehensive Plan Findings of Fact

COMPREHENSIVE PLAN GOAL 1 – CITIZEN INVOLVEMENT

Comprehensive Plan Goal 1 includes policies that require a public process where citizens are informed of the proposed Plan amendments and have the opportunity be engaged in the review and adoption process. The process discussed below satisfies the citizen involvement policies provided in Goal 1.

The land use process implemented by the City follows the procedural requirement in LDC Chapter 9, Articles 9.3-9.6. The adoption process will include a minimum of six (6) public hearings. Three (3) public hearings before City officials (one (1) before the Planning Commission and two (2) before the City Council). Subsequently, three (3) additional hearings will be held (one (1) before the Union County Planning Commission and two (2) before the Union County Board of Commissions for co-adoption). In preparation for these hearings, the City Planning Department provided a City-wide public notice that was mailed to the owners of all properties within the City and Urban Growth Boundary. The public notice included a link to the City's Planning Division webpage, where all meeting materials and proposed amendments were published and made available for citizens to view and download electronically.

For each City public hearing, citizens are provided an opportunity to submit written comments, up until 5:00 p.m. on the day prior to the public meeting(s). Comments submitted are read into the record during the public comment period of the hearing. Each City hearing is live broadcasted via Facebook, and the Zoom meetings are electronically recorded with such recordings being available to the public any time after the meeting upon request.

COMPREHENSIVE PLAN GOAL 2 – LAND USE PLANNING

Comprehensive Plan Goal 2 is very similar to Statewide Planning Goal 2 which includes goals and policies that require code amendments to be made on a factual basis (e.g. based on studies, changes in State law, etc.) and that there is a demonstrated "need" for the proposed change.

Policy 1: *That planning related decisions will be made on a factual base, and that such base will be updated as base information changes, or at least every two years.*

Policy 2: *That the plans of other local, state and federal agencies will be taken into account in preparing land use plans and making related decisions.*

Policy 3. *That public need be established before plan changes or related requests are approved and that the burden of proof be borne by the requestor.*

The proposed Land Development Code amendments are predominantly to address State mandated requirements provided in House Bill 2001 and Oregon Administrative Rule 660-046, which was recently enacted and adopted by the State of Oregon. These amendments are required by law to be adopted by June 30, 2001.

As outlined in the Exhibit A – Summary of Proposed Land Development Code Amendments, State law requires that duplexes be allowed in all lots or parcels within the City where single-family dwellings are allowed by City zoning. Additionally, duplexes may not be subject to different or more stringent standards than single-family dwellings. As a result, the proposed code amendments impact various Sections of City Code. Duplexes are being added as a permitted use in all residential zones, and development standards are being amended to ensure that single-family and duplexes are treated alike.

EXHIBIT D

Public Engagement

In accordance with LDC Chapter 9, Articles 9.3, 9.4, 9.5 and 9.6, the adoption process includes a minimum of six (6) public hearings total; three (3) before City officials and three (3) before County officials, see Public Hearing Schedule on page 1 of this Decision Order.

All six (6) public hearings will be open to the public for citizen involvement. Below is a summary of each meeting. The City Planning Division circulated a City-wide public notice, which was mailed to the owners of all properties within the City of La Grande and its Urban Growth Boundary. The public notice included a link to the City's webpage, where meeting materials and other information was published and made available for citizens to be informed of the proposed Plan amendments and meeting dates where they can engage in the process.

A. Notice of Public Hearings

In advance of holding public hearings, the following public notices were provided in accordance with City and/or State laws:

1. Notice to DLCD of Post-Acknowledgement Plan Amendment (PAPA). State law requires that proposed changes to local land use codes, along with supporting documents be submitted to DLCD for review a minimum of thirty-five (35) days in advance of the first evidentiary hearing. For this application, the first evidentiary hearing was scheduled before the City of La Grande Planning Commission on December 8, 2020. Notice was provided to DLCD via PAPA Online on October 30, 2020.
2. Notice City-wide of Proposed Land Development Code Amendments. In accordance with LDC Article 9.6, Section 9.6.001(A), notices of public hearings on legislative matters shall be provided a minimum of twenty (20) days, but not more than forty (40) days before the scheduled hearing. With the first hearing before the Planning Commission scheduled for December 8, 2020, notice must be mailed by November 18, 2020 (20-days) but not earlier than October 29, 2020 (40 days). In this case, notice was mailed on November 17, 2020, which is 21-days in advance of the first public hearing.

The city-wide public notice identified both the Planning Commission public hearing scheduled for November 8, 2020 and the City Council public hearing schedule for January 6, 2020. Additionally, public notice was provided to local media and published on the City's website. Resources for download were made available via the City's website at <http://planning.cityoflagrande.org>, which included information on meeting dates and copies of materials.

B. Public Hearing #1, before the Planning Commission

Due to Governor Brown's Executive Order 20-16, this Planning Commission meeting was held by electronic communications via Zoom meetings and broadcast live on the City of La Grande City Manager's Facebook page at <https://www.facebook.com/LaGrandeCityManager> where the public

could watch and listen to the public hearing live. Public comments or questions were requested to be submitted in writing in advance of the meeting, which were read into the record during the public comment section of the public hearing.

The following public comments were submitted in advance of the public hearing and were read into the record: (A copy of each submittal is being provided separately from this Decision Order and will be retained in the land use file for 01-ZON-20.)

1. Shannon J. Rambo, 1914 E. Penn Avenue, La Grande, OR 97850. Ms. Rambo submitted a letter in support of adding duplexes in residential zones. Ms. Rambo inquired whether such development required a stronger foundation and asked that this be addressed in the Staff presentation.
2. Cathy Webb, via email, La Grande, OR 97850. Ms. Webb submitted an email raising concerns about the proposed parking requirements for duplexes, which is a reduction from the current standard. Ms. Webb explained that a single duplex may have 3-4 adults living together in one unit, each with a vehicle and sometimes two. There is already insufficient off-street parking which causes overflow onto the City streets. Parking on crowded streets creates traffic visibility conflicts, interferes with snow plowing and creates other traffic safety conflicts. Ms. Webb recommended that the City consider incentives or perks to encourage off-street parking. Additionally, Ms. Webb requested that the City to more proactively enforce parking distances from intersections, stop signs and driveway entrances.
3. Marilyn Herbst, via email, La Grande, OR 97850. Ms. Herbst submitted an email raising concerns about allowing duplexes in all residential zones, with specific concerns regarding parking and adverse impacts to property values. Ms. Herbst was concerned about the parking requirements for duplexes being the same as those for single-family, which is currently insufficient to meet the need. She cited an example of a single-family dwelling across the street from her residence, where there are 2 occupants which have a travel trailer, ATV on a utility trailer, one pickup (sometimes 2), a boat and 2 SUVs which are all parked along the street or within the parkway strip. This creates sight visibility conflicts for traffic. Ms. Herbst feels that these conditions will result in reduced property values in her neighborhood. She stated that there are parking and other Code violation all over town and she feels that the City should proactively enforce the current regulations in place before adding new ones.

C. Public Hearing #2, before the City Council, and First Reading of the adopting Ordinance by Title Only.

Due to Governor Brown's Executive Order 20-16, this City Council meeting was held by electronic communications via Zoom meetings and available for viewing on the La Grande Alive website at <https://lagrandealive.tv/city-events/> or on the Eastern Oregon Alive.TV Facebook page at <https://www.facebook.com/EOAliveTV>. Community members had the opportunity to participate in the proceedings by submitting comments or questions in writing in advance of the meetings. No public comments were submitted.

As part of and following the Staff Report presentation, Council and Staff discussed concerns regarding the reduction in required parking for duplexes and adding veterinary clinics and boarding kennels to the list of uses permitted and conditionally permitted in the Central Business Zone. As a result of compatibility concerns, the City Council voted unanimously to remove the veterinary clinics and boarding kennels from consideration in the proposed Code amendments.

D. Public Hearing #3, before the City Council, and Second Reading of the adopting Ordinance by Title Only.

To be completed subsequent to this public hearing.

11/22/2020

Dear Mike:

RE: Duplexes

I am in favor of adding duplexes in residential zones.

Do they need a stronger foundation?

Please address this question during your presentation.

Regards,

Shannon J. Rembo
1914 E. Penn Ave.
La Grande, OR 97850

City of La Grande

NOV 30 2020

Received
Planning/Economic Development

Michael Boquist

From: Cathy Webb <thinkski@gmail.com>
Sent: Monday, December 7, 2020 1:56 PM
To: Michael Boquist
Subject: duplex land use changes

The upcoming changes to allow duplex development without realistic regard for required numbers of parking spaces is most concerning.

A single duplex can have 3-4 unrelated adults living together. Most adults have a car, or two so easily the carry over is cars onto our streets. Parking on crowded streets can block the view of oncoming traffic (this is the case at Second Ave at the Maple Apt. complex) Accidents are waiting to happen with many cars blocking the line of view on crowded streets. Please consider enforcing laws for no parking distances at intersections, stop signs, driveway entrances. Please consider ways to encourage developers or landlords to designate off road parking through possible fee waivers or other "perks".

Snow removal will be easier on congested streets, if areas of the community are informed of the timing of snow removal. Residents could park cars on the east side, or the north side depending on a plowing schedule.

I see lots of issues by increasing people density, as well, including: increased need for enforcement of noise ordinances (barking dogs, construction times, parties. As people concentrate the need for outdoor parks for children to play safely and adults to destress is amplified. I hope the city planners will increase funding to parks, make connecting trails between public walking areas, require pedestrian sidewalks along all streets, and increased police patrols in residential areas.

If the duplex ordinance is a "done deal" our rural mindset will have embrace city features that support higher density housing. I encourage the city councilors and planners to acknowledge the need for added enforcements for our safe living. These added expenses could be added to the permits for duplex development.

thank you for your considerations,
Cathy Webb
LaGrande, OR

Michael Boquist

From: Marilyn Lindland Herbst <mherbst@eou.edu>
Sent: Tuesday, December 8, 2020 11:39 AM
To: Michael Boquist
Subject: permissible uses

I have received your mailing concerning adding duplexes in all residential zones. I am aware of the findings of the community assessment; however, my feelings are to the contrary.

1. Parking: Allowing each side of a duplex to have the same parking restrictions as single family dwellings will increase the hazards of already narrowed streets from on street parking as well as reducing visibility at intersections. The single family dwelling restrictions are not enforced as it is. Across the street from my house a single family dwelling with two occupants has a travel trailer, an ATV on a trailer, a pickup (often two), a boat, and two SUVs all parked in the street or the easement. It is extremely difficult to see out of the intersection.

2. Property value: There are no vacant lots in my neighborhood so this is not a personal concern for me; however, I feel the concern for reduction in property values is legitimate.

When my husband and I moved to LG 20 years ago and began renovation of what is now a beautiful old home, we had notices from the city and regular inspections on fencing, parking, type of trees that could be placed in the easement, etc. I see violations of all of those regulations all over town. I suggest we enforce the regulations currently in place before installing new ones.

Thank you for the opportunity to present my opinion.

—
Marilyn Herbst
mherbst@eou.edu
Phone 541-963-7529

CITY of LA GRANDE
COUNCIL ACTION FORM

Council Meeting Date: **February 3, 2021**

PRESENTER: Michael Boquist, Community Development Director

COUNCIL ACTION: **CONSIDER ANNEXATION of PROPERTY AT 1604, 1608 AND 1610 GILDCREST DRIVE, FILE NUMBERS 01-ANP-21 AND 02-ANP-21**

1. MAYOR: Request Staff Report
2. MAYOR: Request that Public Testimony be read into the Record
3. MAYOR: Invite Council Discussion
4. MAYOR: Entertain Motion:

SUGGESTED MOTION: I move that the proposed Resolution annexing property located at 1604, 1608 and 1610 Gildcrest Drive, including all of the Gildcrest Drive public street right-of-way extending West from South Twelfth Street be Read by Title Only, Put to a Vote, and Passed.

5. MAYOR: Invite Additional Council Discussion
6. MAYOR: Ask the City Recorder to Read the Proposed Resolution by Title Only
7. MAYOR: Ask for the Vote

EXPLANATION: The subject properties, 1604, 1608 and 1610 Gildcrest Drive, are located within the City of La Grande Urban Growth Boundary and the property owners have requested annexation into the City of La Grande, City Limits in exchange for receiving City water and sewer services, which are necessary to facilitate the development of these properties. City Ordinances require annexation prior to receiving the requested City services.

In accordance with Oregon Revised Statutes 222.125, this request may be approved by Resolution when the request includes 100% property owner consent(s) and consent from the majority of the electors. If these requirements are met, the legislative body (City Council) may "proclaim the annexation" by Resolution. In this case, the property owners have signed a Consent to Annex Agreement, which represents 100% of the property ownership. The properties are vacant/undeveloped and there are no electors residing on the properties. The applicable requirements are met to annex the property by Resolution.

The City Manager recommends passage of this proposed Resolution.

Reviewed By: (Initial)

City Manager _____
 City Recorder _____
 Aquatics Division _____
 Building Department _____
 ED Department _____
 Finance _____
 Fire Department _____

Human Resources Dept _____
 Library _____
 Parks Department _____
 Planning Department _____
 Police Department _____
 Public Works Department _____

COUNCIL ACTION (Office Use Only)

- Motion Passed
 Motion Failed; _____
 Action Tabled: _____
 Vote: _____
- Resolution Passed # _____
 Effective Date: _____
- Ordinance Adopted # _____
 First Reading: _____
 Second Reading: _____
 Effective Date: _____

**CITY OF LA GRANDE
RESOLUTION NUMBER _____
SERIES 2021**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA GRANDE, UNION COUNTY, OREGON, DECLARING CERTAIN TERRITORY ANNEXED TO THE CITY OF LA GRANDE, UNION COUNTY, OREGON; SPECIFICALLY, PROPERTIES AT 1604, 1608 and 1610 GILDCREST DRIVE; T3S, R38E, SECTION 17BD, TAX LOTS 1201 AND 1200; AND, ALL OF THE GILDCREST DRIVE PUBLIC RIGHT-OF-WAY EXTENDING WEST FROM SOUTH TWELFTH STREET; AND REMOVING SAID TERRITORY FROM THE LA GRANDE RURAL FIRE PROTECTION DISTRICT

WHEREAS, pursuant to ORS 222.125, the City Council of the City of La Grande, Oregon, need not call nor hold an election nor hold the Public Hearing otherwise required under ORS 222.120, when all of the owners of land in the territory to be annexed and not less than fifty percent (50%) of the electors, if any, residing in the territory to be annexed consent in writing to the annexation and file a statement of this consent with the legislative body; and,

WHEREAS, pursuant to ORS 222.125, the owners of all (100%) of the land in the territory to be annexed have consented in writing to the annexation and filed a statement of their consent with the City Council of the City of La Grande, Oregon; and,

WHEREAS, pursuant to ORS 222.125, all the land in the territory to be annexed are vacant and undeveloped and there are no electors residing in the territory; and,

WHEREAS, said annexed area complies with ORS 222.111, in that it is contiguous to the existing City limits, provided the adjacent public street rights-of-way are included in the annexation as described herein; and,

WHEREAS, pursuant to the Joint Management Agreement between the City of La Grande and Union County, Series 1983, Section 6(B), upon annexation the City shall request jurisdiction and maintenance responsibility of adjacent public streets or roads (Gildcrest Drive) under County maintenance at the time of annexation.

WHEREAS, the subject annexation complies with the Land Use Planning and Urbanization provisions of the acknowledged Comprehensive Plan of the City of La Grande, pursuant to Oregon Administrative Rule 660-014-0060; and,

WHEREAS, pursuant to ORS 222.125, the City Council of the City of La Grande, Union County, Oregon, may, by Resolution, establish the final boundaries of the area to be annexed;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of La Grande, Union County, Oregon, that:

Section 1. All of that portion of the territory(ies) described below and as depicted in Exhibit 'A', a copy of which is attached hereto, and by this reference incorporated herein as if fully set forth, that is located outside of the Corporate Limits of the City of La Grande shall and hereby is declared to be annexed to the City of La Grande:

Tract A: (03S3807BD-1201; Ref. No. 19217; 1604 Gildcrest Drive) Parcel 2 of Partition Plat 2020-0008T, as filed September 10, 2020, in Plat Cabinet "E", slides 496 and 497, and recorded as Microfilm Document No. 20203032, deed records of Union County Oregon; Situated in the West half of Section 17, Township 3 South, Range 38 East of the Willamette Meridian, Union County, Oregon.

Tract B: (03S3807BD-1200; Ref. No. 17627; 1608 and 1610 Gildcrest Drive) Parcel 1 of Partition Plat 2020-0008T, as filed September 10, 2020, in Plat Cabinet "E", slides 496 and 497, and recorded as Microfilm Document No. 20203032, deed records of Union County Oregon; Situated in the West half of Section 17, Township 3 South, Range 38 East of the Willamette Meridian, Union County, Oregon.

Adjacent Public Rights-of-Way:

The entirety of Gildcrest Drive and the adjacent portion of the South Twelfth Street public street or road right-of-way extending West from the approximately center line of South Twelfth Street, a portion of which lies adjacent to the Northeast boundary of Tract A and Tract B as described herein, all of which is located within the City of La Grande Urban Growth Boundary and measuring approximately 990' +/- in length. (For additional reference, the West terminus of said Gildcrest Drive right-of-way is also adjacent to the West boundary of Parcel 3 of Partition Plat 2020-0008T, as filed September 10, 2020, in Plat Cabinet "E", slides 496 and 497, and recorded as Microfilm Document No. 20203032, deed records of Union County Oregon.)

Section 2. The territory(ies) described herein are declared to be and hereby are withdrawn from the La Grande Rural Fire Protection District.

Section 3. The City Manager or other designee of the City of La Grande, Oregon, shall be and hereby is directed to make and submit to the Secretary of State of the State of Oregon:

- a. A copy of this Resolution; and,
- b. A copy of the Union County Assessor Plat Maps depicting the annexation area described herein; and,
- c. A copy of Minor Partition Plat No. 2020-0008T depicting the legal boundaries of said annexed territory.

PASSED and EFFECTIVE ON this Second (2nd) day of February, 2021, by _____ () of _____ () Councilors present and voting in the affirmative.

Stephen E. Clements, Mayor

Gary Lillard, Mayor Pro Tem

John Bozarth, Councilor

David Glabe, Councilor

Nicole Howard, Councilor

Mary Ann Miesner, Councilor

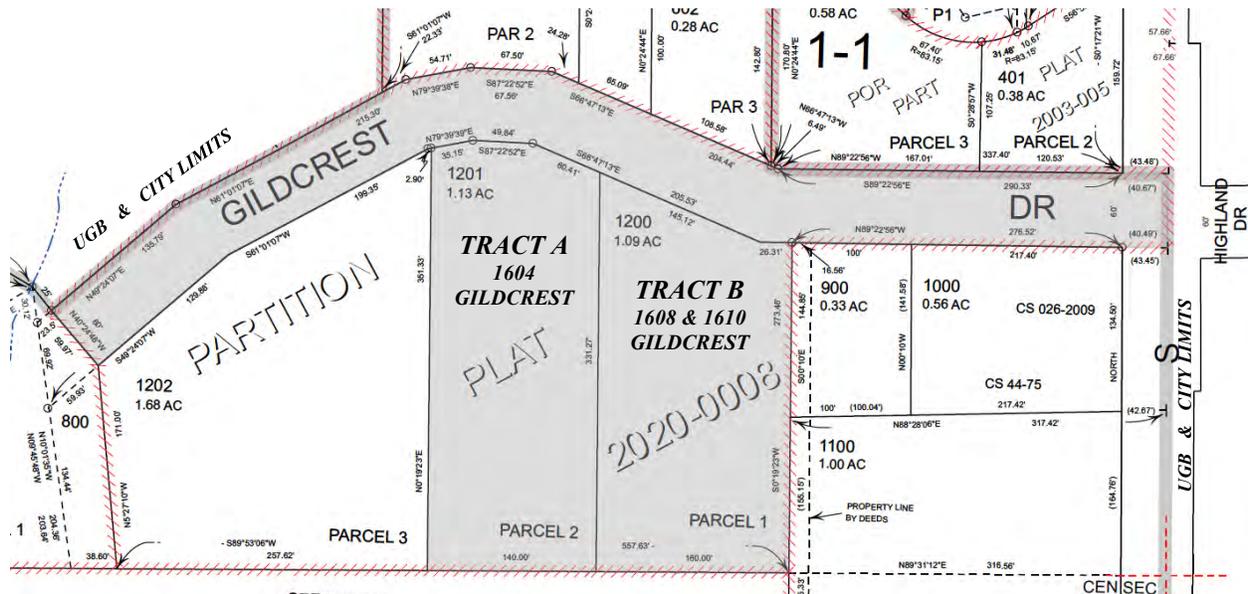
ATTEST:

Justin Rock, Councilor

**Kayla M. Rock
City Recorder**

EXHIBIT 'A'

Territories Include: T3S, R38E, Section 17BD, Tax Lots 1201 and 1200, Union County Reference Numbers 19217 and 17627, and also described in Partition Plat 2020-0008T, as filed September 10, 2020, in Plat Cabinet "E", slides 496 and 497, and recorded as Microfilm Document No. 20203032, deed records of Union County Oregon; and, the entirety of Gildcrest Drive and the adjacent portion of the South Twelfth Street public street or road right-of-way extending West from the approximately center line of South Twelfth Street, a portion of which lies adjacent to the Northeast boundary of Tract A and Tract B as described herein, all of which are located within the City of La Grande Urban Growth Boundary, measuring approximately 990' +/- in length.



CITY of LA GRANDE
COUNCIL ACTION FORM

Council Meeting Date: February 3, 2021

PRESENTER: Michael Boquist, Community Development Director

COUNCIL ACTION: **CONSIDER AUTHORIZING PLANNING DIVISION STAFF TO APPLY FOR A CERTIFIED LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT-STATE HISTORIC PRESERVATION OFFICE**

1. MAYOR: Request Staff Report
2. MAYOR: Request that Public Testimony be read into the Record
3. MAYOR: Invite Council Discussion
4. MAYOR: Entertain Motion:

SUGGESTED MOTION: I move that the proposed Resolution authorizing Planning Division staff to apply for a Certified Local Government Grant from the Oregon Parks and Recreation Department – State Historic Preservation Office, and authorizing the City Manager to sign the grant applications and related documents be Read by Title Only, Put to a Vote and Passed.

5. MAYOR: Invite Additional Council Discussion
6. MAYOR: Ask for the Vote

EXPLANATION: The City of La Grande is eligible to apply for its bi-annual Certified Local Government Grant, with grant awards up to \$10,000 (1:1 match required - \$10,000 planned for the 2021-2022 FY Budget, with In-kind Staff time as an over match). The Planning Department and Landmarks Commission are seeking the City Council's support in applying for such grant, to update the City's Historic District Standards.

As of this writing, the City Council is scheduled for a Joint Work Session with the Landmarks Commission on February 1, 2021, to discuss this matter. The Historic District Standards were written in 1999, as "guidelines" later changed to standards in 2009 by Resolution of the City Council. However, the change from "guidelines" to "standards" did not include significant regulatory edits, thus many standards are recommended, suggested or implied, but are not clear. The lack of clarity in the standards is often confusing for property owners, and have also resulted in inconsistent implementation of some standards. Through this grant, the City will hire a consultant to facilitate a public process and assist in improving and rewriting the standards.

It is important to note that because the City is a "Certified Local Government" and has an Historic District, both the City and our property owners have access to grant funding and other tax incentives that they may not otherwise have access to. Since 2007, properties within the Historic District have benefited from over \$350,000 of grant funding. A few examples of these are as follows:

1. In 2010, over \$17,000 of grant funding was allocated to historic preservation projects at the West Jacobson Building (owned by Ed and Jennifer Williams), Sommer Hotel Building (owned by Michael McQueen) and the Western Union Building (owned by Edward Jones).
2. In 2013, an additional \$13,000 was awarded to the Sommer Building – Phase 2 (owned by Michael McQueen) for restoring upper floor apartments and some commercial space.
3. In 2017, \$12,500 was awarded to County Insurance (owned by Paul Swigert) for restoring the building storefront.
4. In 2019, \$12,500 funded a design workshop which included restoring a few windows in the Bohnenkamp Building, along with providing historic preservation training to contractors and realtors, as well as marketing local businesses that sell products or provide services related to historic preservation.

5. Over the past couple years, three (3) downtown property owners have been the recipients of \$300,000 of Main Street Revitalization Grants, which were awarded to properties in historic districts for historic preservation.
6. Five of these grant recipients, as a result of their historic preservation projects valued at over \$1M, have become eligible and are receiving Federal Historic Tax Credits, which awards them up to a 10-year property tax reduction.

Retaining the Historic District is vital to retaining access to historic preservation grants and maintaining the historic integrity of La Grande's downtown, which is the heart of our community. The intent of this grant would improve La Grande's Historic District Standards in a way that makes sense to preserve our historic downtown and continue to support our downtown property owners in the restoration and revitalization of their historic buildings.

The Resolution authorizes the submission of the grant application and provides the City Manager with authority to sign the required documents should the grant be awarded. The City Manager recommends passage of this proposed Resolution.

Reviewed By: (Initial)

City Manager _____
 City Recorder _____
 Aquatics Division _____
 Building Department _____
 ED Department _____
 Finance _____
 Fire Department _____

Human Resources Dept _____
 Library _____
 Parks Department _____
 Planning Department _____
 Police Department _____
 Public Works Department _____

COUNCIL ACTION (Office Use Only)

- Motion Passed
- Motion Failed; _____
- Action Tabled: _____
Vote: _____
- Resolution Passed # _____
Effective Date: _____
- Ordinance Adopted # _____
First Reading: _____
Second Reading: _____
Effective Date: _____

**CITY of LA GRANDE
RESOLUTION NUMBER _____
SERIES 2021**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA GRANDE, UNION COUNTY, OREGON, AUTHORIZING CITY OF LA GRANDE PLANNING DIVISION STAFF TO APPLY FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT – STATE HISTORIC PRESERVATION OFFICE FOR UPDATING AND REWRITING THE DOWNTOWN HISTORIC DISTRICT STANDARDS; AUTHORIZING CITY MANAGER ROBERT A. STROPE TO SIGN THE GRANT APPLICATION AND ANY DOCUMENTS RELATED TO ACCEPTING THE GRANT IF AWARDED

WHEREAS, the Oregon Parks and Recreation Department – State Historic Preservation Office is accepting applications for the Certified Local Government Grant Program; and,

WHEREAS, the City Council of the City of La Grande, Union County, Oregon, desires to participate in this Grant Program to the greatest extent possible, to improve the historic preservation of the Downtown Historic District; and,

WHEREAS, the City Manager, Planning Division Staff, Landmarks Commission and City Council of the City of La Grande, Union County, Oregon, have identified updating the Downtown Historic District standards as a high priority in the City of La Grande, Union County, Oregon; and,

WHEREAS, the Planning Division will be requesting the matching funds required for this grant application in the 2021-2022 Fiscal Year budget, should the grant be awarded;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of La Grande, Union County, Oregon, that the Planning Division Staff shall be and hereby are authorized to apply for a Certified Local Government Grant from the Oregon Parks and Recreation Department – State Historic Preservation Office for updating and rewriting the Downtown Historic District Standards; and,

BE IT FURTHER RESOLVED by the City Council of the City of La Grande, Union County, Oregon, that City Manager Robert A. Strobe shall be and hereby is authorized to sign the grant application and any documents related to accepting the grant if awarded.

City of La Grande
Resolution Number _____
Series 2021
Page (2)

PASSED and EFFECTIVE ON this Third (3rd) day of February, 2021, by _____
() of _____ () Councilors present and voting in the affirmative.

Stephen E. Clements, Mayor

Gary Lillard, Mayor Pro Tem

John Bozarth, Councilor

David Glabe, Councilor

Nicole Howard, Councilor

Mary Ann Miesner, Councilor

ATTEST:

Justin Rock, Councilor

Kayla M. Rock
City Recorder

CITY of LA GRANDE
COUNCIL ACTION FORM

Council Meeting Date: February 3, 2021

PRESENTER: **Stu Spence, Park & Recreation Director**

COUNCIL ACTION: **CONSIDER AUTHORIZING AGREEMENT BETWEEN CITY OF LA GRANDE AND THE LA GRANDE FARMERS' MARKET**

- 1. MAYOR: Request Staff Report

- 3. MAYOR: Request that Public Testimony be read into the Record
- 4. MAYOR: Entertain Motion

Suggested Motion: I move that we authorize the City Manager to sign the agreement between the City and the La Grande Farmers' Market for the use of Max Square and 4th Avenue.

- 5. MAYOR: Invite Additional Council Discussion

- 6. MAYOR: Ask for the Vote

EXPLANATION: Since the summer of 2003, the La Grande Farmers' Market has called Max Square home. The City and the Market entered into a Memorandum of Agreement in 2011 for the use of a portion of Fourth Street during the Market Season, but other than an annual Special Event Permit Application, there have been no other formal agreements in place for their ongoing use of the park. This agreement formalizes our partnership establishing days, fees, park use, and street closure details.

The City Manager recommends that Council approve the proposed Agreement as presented by Staff.

Reviewed By: (Initial)

City Manager _____

City Recorder _____

Aquatics Division _____

Building Department _____

ED Department _____

Finance _____

Fire Department _____

Human Resources Dept _____

Library _____

Parks Department _____

Planning Department _____

Police Department _____

Public Works Department _____

COUNCIL ACTION (Office Use Only)

- Motion Passed
- Motion Failed; _____
- Action Tabled; _____
Vote: _____

- Resolution Passed # _____
Effective Date: _____

- Ordinance Adopted # _____
First Reading: _____
Second Reading: _____
Effective Date: _____

CITY OF LA GRANDE

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (hereinafter referred to as MOA), entered into this _____ day of _____, 20__, by and between the City Council of the City of La Grande, Union County, an Oregon municipal corporation (hereinafter referred to as the City), and the La Grande Farmers' Market via its' Board of Directors (hereinafter referred to as LGFM), for the use of Max Square and certain portions of 4th Street for the operation of the La Grande Farmers' Market:

WITNESSETH

Whereas La Grande residents Sally Snyder and Sandy Roth started the La Grande Farmers Market in 1980; and,

Whereas since the summer of 2003 the La Grande Farmers Market has called Max Square in downtown La Grande home; and,

Whereas the City of La Grande and LGFM entered into a Memorandum of Agreement in 2011 for the use of a portion of Fourth Street during the Market Season; and,

Whereas the mission of the La Grande Farmers' Market is to enhance the economic sustainability of our region's farms by providing a venue for the exchange of quality locally grown goods while creating a vibrant community gathering place; and,

Whereas the La Grande City Council recognizes the La Grande Farmers' Market as an important asset to Downtown La Grande that encourages economic activity that benefits not only the vendors but also businesses throughout La Grande; and,

Whereas the La Grande Farmers' Market provides citizens and visitors access to a safe source of locally grown foods, and,

Whereas the La Grande City Council and the LGFM desire to formalize the continued use of Max Square as the home of the Market,

NOW, THEREFORE, the parties agree to the following terms and conditions:

Section 1. Effective Date

This Memorandum of Agreement shall be effective upon execution and replaces the Memorandum of Understanding between the parties dated April 21, 2011, which is hereby terminated.

Section 2. City Responsibilities

- a. City shall approve the use of Max Square on Saturdays and Tuesdays for the dates and times identified in the annual Special Event permit submitted by the LGFM.
- b. Maintain the shade canopy including set up and take down every spring and fall respectively.
- c. Make sure the park is clean prior to Market start times as a part of ongoing maintenance and operation including pressure washing, empty garbage cans, clean litter, maintain landscaping.
- d. Provide access to the electrical panel and pay electric fees.
- e. Coordinate and pay music license fees.
- f. Bill the Market for use and their portion of the music license fees.
- g. Assist with other projects as requested by LGFM within available resources.
- h. Approve the annual street closure as requested in the annual Special Event permit for portions of Fourth Street. Specifically closure to traffic and use of a portion of 4th Street between Adams Avenue and Jefferson Avenue on Saturdays and exclusive use of parking spaces adjacent to Max Square on Tuesdays. City reserves the right to make modifications to the Market street closure schedule due to other conflicting uses.

Section 3. LGFM Responsibilities

- a. All set up prior to and clean up following each Market including but not limited to:
 - a. Provide a locked dumpster for market vendors to use or ensure all vendor packaging and trash is hauled off and not put into park receptacles (especially fruit and vegetables).
 - b. Empty park garbage at the end of market.
 - c. Take down and tidy all park areas.
- b. Turn off power to the park electrical outlets in the breaker box and lock box at the conclusion of each market.
- c. Provide without demand a certificate of insurance for a Commercial General Liability Insurance policy covering Bodily Injury and Property Damage on an "occurrence" form. Coverage shall be a minimum of \$1,000,000 per occurrence, and \$2,000,000 aggregate with an additional insured endorsement for the City of La Grande.
- d. Pay per fee usage as per City Resolution Number 4775, Series 2019 or its successor (currently \$25 per use).
- e. Complete and submit an annual Special Event permit application not later than 30 Days prior to the start of the Market.
- f. Pay 33% of the music license fees paid by the City.
- g. Provide all appropriate barricades, traffic control devices, notices and signs related to the weekly closure throughout the season as required by City Public Works and/or Police departments; items will not be installed prior to 7:00 a.m. each Saturday and removed not later than 1:00 p.m.
- h. Serve as the public point of contact for any and all concerns or issues regarding the closure of 4th Street for the Market, including proactive public awareness of the closure.

- i. Notify the City immediately of any serious concerns or safety issues.
- j. Provide regular reports to the City of other closure-related issues.
- k. Provide an annual report to the City Manager at the end of the Market season, but not later than November 30, of each year, to include a summary of the Market season as it pertains to the closure, any issues that surfaced, and recommendations, including plans for future year.
- l. Provide a contact person with cell phone access during all Market hours whom City Staff can contact in the event of a problem.

Section 4. Term and Duration

- a. This MOA shall be in effect until December 31, 2025, at which time this MOA shall automatically be renewed for a five-year term unless notice to terminate the agreement is provided by either party as follows:
 - i. Either party may terminate the agreement upon written notice received not later than December 31, of each year. Upon receipt of such notice, the agreement shall terminate not later than November 1 of the following year or as mutually agreed.

Section 5. Amendment and Agreement Review. The parties shall jointly review this Agreement after three (3) years and at least once every five (5) years thereafter. It may be modified at any time by written agreement of both parties.

Section 6. Hold Harmless

Subject to the limitations of liability for public bodies set forth in the Oregon Tort Claims Act, ORS 30.260 to 30.300, and the Oregon Constitution, each party agrees to hold harmless, defend, and indemnify the other party, including the other party's officers, agents, and employees, against all claims, demands, actions and suits (including all attorney's fees and costs) arising from the performance of this Lease where the loss or claim is attributable to the party's negligent acts or omissions.

Section 7. Miscellaneous

All notices and communications in connection with this MOA shall be given in writing and shall be transmitted by personal delivery or certified or registered mail, return receipt requested, to the following:

For notices to the City, to:
 City Manager
 1000 Adams Ave.
 La Grande, OR 97850

Parks & Recreation Director
 2402 Cedar St.
 La Grande, OR 97850

For notices to LGFM, to:
 LGFM Manager
 P.O. Box 981
 La Grande, OR 97850

Robert A. Strope, City Manager
 City of La Grande

Liberty Avila, Chairperson/President
 La Grande Famer's Market

CITY of LA GRANDE
COUNCIL ACTION FORM

Council Meeting Date: February 3, 2021

PRESENTER: Robert Strope, City Manager

COUNCIL ACTION: **CONSIDER ADOPTING COUNCIL GOALS/CITY MANAGER’S TOP PRIORITIES FOR FISCAL YEAR 2021-2022**

- 1. MAYOR: Request Staff Report
- 2. MAYOR: Request that Public Testimony be read into the Record
- 3. MAYOR: Invite Council Discussion
- 4. MAYOR: Entertain Motion

Suggested Motion: I move that the City/District Manager’s Top Priorities for Fiscal Year 2021-2022 as discussed during the Annual Council Retreat on January 26, 2021, and outlined on the attached City Council Retreat Goals and Priorities summary, be adopted as presented.

- 5. MAYOR: Invite Additional Council Discussion
- 6. MAYOR: Ask for the Vote

EXPLANATION: The City of La Grande City Council, City Manager and Department Directors participated in the Council Annual Goal Setting Retreat on Tuesday, January 26, 2021. During this Session, goals and priorities for Fiscal Year 2021-2022, were identified and discussed in preparation for developing the proposed Budget for the next Fiscal Year. Those goals and priorities are included in the attached summary of the Council Retreat 2021 and serves as direction and guidance from the City Council. Additionally, the City Council establishes the City/District Manager’s Top Priorities for Fiscal Year 2021-2022, also attached.

The City Manager recommends that the Council adopt the Goals/Top Priorities for Fiscal Year 2021-2022, as presented.

Reviewed By: (Initial)

City Manager _____
 City Recorder _____
 Aquatics Division _____
 Building Department _____
 ED Department _____
 Finance _____
 Fire Department _____

Human Resources Dept _____
 Library _____
 Parks Department _____
 Planning Department _____
 Police Department _____
 Public Works Department _____

COUNCIL ACTION (Office Use Only)

- Motion Passed
- Motion Failed; _____
- Action Tabled: _____
Vote: _____
- Resolution Passed
Effective Date: _____
- Ordinance Adopted
First Reading: _____
Second Reading: _____
Effective Date: _____

City Council Retreat Summary and Goals and Priorities 2021

January 26, 2021

(Note: Items in **blue** are intended as informational topics as opposed to those requiring Council guidance and direction. Text in **green** is supplemental/background information that may be helpful. Text in **red** reflects the discussion during the Retreat)

Vision Statement: The City of La Grande is the economic, educational, recreational, and cultural hub for eastern Oregon, with a family oriented, small-town character. (City’s current Vision Statement with the goals NOT specifically related to Economic Development **highlighted** below)

Goals to support our vision:

G1	Enhance and grow our diverse economy through innovation, partnerships, and relationships, to capitalize on our existing strengths while seeking new opportunities.
G2	Take full advantage of the benefits of our thriving educational community, anchored by Eastern Oregon University.
G3	Promote the natural beauty and resources of the Grande Ronde Valley, which provide recreational opportunities and quality of life benefits that complement our economic development objectives.
G4	Showcase La Grande as a culturally-rich city with a strong sense of identity, pride, and environmental awareness that preserves our heritage.
G5	Foster a family-oriented community with high quality amenities, including excellent parks, safe neighborhoods, and outstanding schools.
G6	Champion public involvement and civic leadership that values economic, ecological, and social stewardship, while maintaining our small-town character.

1. Budget Related Issues/Fiscal Management

a. General

- i. What are the baseline budget priorities for the coming year?
- ii. Validate continuation current services and programs at a minimum.
- iii. Continue practice of conservative capital investments/maintenance using existing fund balance in General Fund to avoid reductions.

The intent of this item is to identify if there are any significant shifts in direction from the City Council. Typically, the City will continue to provide the same core services and programs as in prior years. Specific requests for changes that may impact these services submitted by Councilors or Staff are identified as individual points in the following sections. Note item 1.a.iii. stems from prior discussions and the work of the Fiscal Review Committee regarding how to prioritize spending and help address capital needs.

No significant changes in services or budgeting philosophy were discussed.

b. Under Levy City Council perspective

- i. Validate continuation of Urban Renewal Agency (URA) Under Levy.
 - 1. Based on current City General Fund ending Fund Balance for 2019-2020 the City could forego an Under Levy in 2021-2022 and use Fund Balance to cover reduced property tax revenues.
 - a. This would impact other taxing jurisdictions, so if the Council decides not to under levy or significantly reduce the amount of the

under levy we would want to notify the other jurisdictions immediately following the February Council Meeting.

i. Could impact County decision on funding level for Library.

2. Amount of an Under Levy drives both General Fund and URA Budgets.

Of note the County increased support for the Library from the historic \$20,000 a year to \$40,000 a year following the practice of under levying and the City asking them to do so. From the City's perspective, an under levy provides increased funds that can be allocated to meet current needs. Some of those funds have been dedicated to providing increased economic development activities outside the URD. Absent the under levy, the revenues to the City would be decreased until such time as the URA ceases levying taxes.

The City Council did not reach consensus regarding specific guidance on an Under Levy. We will provide the required notice to the other taxing jurisdictions using a status quo funding level but will inform them that we will provide updated information following the Work Session to discuss program funding levels, which significantly influence the Under Levy amount. At current funding levels, approximately \$215,000 would be received by the City with an Under Levy. If the Agency were to decrease the amount of the Under Levy to provide an additional \$100,000 for projects or activities, the corresponding impact on the City's revenues would be a reduction of around \$40,000. The Council discussed balancing the need to fund General Fund expenses against increasing economic development investments in Urban Renewal. Identifying what the need is in the City's General Fund and what, specifically the additional URA funds would be used for will be important in the final decision on an Under Levy. The final decision on the Under Levy will occur in conjunction with the Budget Adoption process.

c. Fire Revenues

i. Fire and EMS Revenues: We have not revised our Ambulance rates for a number of years and believe they should be increased to reflect increased costs. Additionally, we would like to explore tiered rates to account for the fact that while we provide Advance Life Support (ALS) ambulance services to the entire County, only City of La Grande property taxes are used to fund the service. We will also look at other potential cost recovery options. It is important to note that for certain ambulance calls we are limited in our reimbursement from Medicare and Medicaid and increasing our rates may not affect those calls.

If the City Council is open to pursuing these changes, we would prepare a detailed proposal and schedule a Work Session to discuss in more detail in advance of implementation.

The Council did not discuss in any detail the potential to revise rates or to begin charging for the use of the City's rescue vehicle but will instead have the discussion at a Work Session where more specific information can be shared.

d. Current Fiscal Year COVID-19 Expenditures

i. Note the City Council adopted a Budget that included significant funding related to COVID-19 and a \$500,000 contingency. Currently we are consolidating expenditures into two lines in the Council/City Manager Budget related to these expenditures and will be preparing a Resolution late in the fiscal year to transfer

funds from contingency to these lines. This includes payments that were made to return funding to Business Oregon for grants that were not able to be paid to businesses due to stringent requirements. Even though the City received funds from Business Oregon and has been reimbursed for some of the COVID-19 related expenses, under Oregon Budget Law we must transfer funds from contingency to avoid expenditures exceeding appropriations. This is an informational item only.

2. Infrastructure/Capital Expenditure Related

a. Street Infrastructure:

- i. Street conditions are a recurring topic and concern raised by citizens to the Council and Staff.
- ii. Current funding is not adequate to maintain the current road network in La Grande.
- iii. Public Works has developed a five-year plan for maintenance and improvements within the current resources, but it does not solve the situation.
- iv. Public Works has been successful in obtaining larger grants for larger projects but these are few and far between.
- v. Should the City move forward to form a separate committee or task the Parking Traffic Safety Street Maintenance Advisory Committee to study options and return with recommendations regarding stable funding?
 1. Gas Tax?
 2. Transportation System Development Charge?
 3. Other

If the City Council is open to exploring this topic, we would seek guidance regarding the Council's intent, specifically whether to have the PTSSMAC or a separate committee develop the recommendations. We would plan on a Work Session upon completion of the review or earlier if there is additional guidance needed or further discussion warranted before proceeding.

The Public Works Director shared with the City Council that it would cost an estimated \$8 million just to bring current City streets up to the minimum acceptable standard. Currently the City receives a little over \$400,000 per year from the Street User Fee at \$8.00 per water account and \$950,000 a year in State Highway Tax to maintain the City's streets. In 2016 the City explored a gas tax and at that time the estimated revenues from a 3 cent gas tax would be \$400,000 per year, of which an estimated \$200,000 would be from travelers, not residents. The estimated yearly maintenance needs at that time were projected at \$1.7 million. The Council reached consensus on asking the Parking, Traffic Safety, Street Maintenance Advisory Commission to work with the Staff to update the estimates for revenues and maintenance costs, as well as other options such as adding a Transportation System Development Charge. The Committee will then present to the Council their findings and recommendations regarding ways to address the funding gap at a Work Session.

b. Building needs:

i. Police Department Building.

1. Recent improvements to the building have helped address the situation but the long-term needs for a larger facility remains.
2. Engagement with the new Sheriff and the County Commissioners as part of the planning process will be important.

The Council briefly discussed the timing of engaging the County regarding this issue and determined it would be better to wait until after the pandemic to begin the conversation.

3. Staffing

The Staff is seeking initial thoughts from the City Council regarding the potential of increasing staff in the areas indicated below. This Retreat discussion is helpful for setting budget priorities. Final decisions regarding any changes would become part of the Budget adoption process.

a. Library

- i. Staff safety is an increasing concern on Saturday's given the importance of having two people in the facility at all times. Should we:
 1. Add two 19 hour per week library page positions to help assure coverage?

b. Information Technology

- i. The City needs additional IT resources beyond the current levels provided by the IMESD under the current agreement. Should we:
 1. Increase hours?
 2. Hire full-time staff?
 3. Add full-time staff and retain some level of IMESD service given the wide array of issues and time required to provide the function?

c. Police Department

- i. The workload on the one employee that manages and processes public records requests (as well as reception) has continued to increase. The new requirements for providing public records, which are not optional, has reached the point where it is beyond the capacity of existing staff to meet and requires additional staffing. Should we:
 1. Increase staffing by adding one FTE?

d. Succession Planning:

- i. The City has been and will continue to experience significant turnover due to retirements in the management team and upper end of technical employees. This isn't intended as a topic of discussion but an acknowledgement that this remains an area of concern and emphasis.

The Council did not discuss the staffing issues in any detail. Any proposed changes would be presented as part of the Proposed Budget and addressed as part of the Budget Adoption process.

4. Planning

a. Review of existing regulatory standards.

i. **Historic District Standards:** The City is eligible to apply for its bi-annual Certified Local Government Grant (CLG Grant), by late February 2021, and the Landmarks Commission is seeking the City Council's support in applying for such grant to update the City's Historic District Standards.

1. The Historic District Standards were written in 1999, as "guidelines" at the time the Downtown Historic District was established.
2. In 2009 the "guidelines" were changed to standards by Resolution of the City Council. This was after significant Urban Renewal and State grant investments were made towards historic preservation in the downtown and the regulation were/are intended to help protect such investments.
3. The conversion from "guidelines" to "standards," however did not include significant regulatory edits, thus many standards are recommended, suggested or implied, but are not clear.
4. Staff would like to have the Council make a decision on pursuing the CLG Grant at the February Council Meeting; following a Joint Work Session with the City Council and the Landmarks Commission tentatively scheduled for February 1, 2021, to discuss the issue.

The Council will be conducting a Joint Work Session with the Landmarks Commission on February 1, 2021, as described.

ii. Requirements Review

1. Should the City pursue a review of the City controlled requirements which impact development?
 - a. Is the current regulatory environment discouraging businesses from locating to La Grande or encouraging businesses to relocate to other areas?
 - b. How do the costs of development impact recruitment and retention?
 - c. How do these costs compare to similar communities?
 - d. How does the timeline from application to permit approval compare to similar communities?

If the City Council is open to exploring this topic, we would seek guidance regarding the scope and Council's intent and then schedule a Work Session to discuss in more detail in advance of moving forward if needed or plan on a Work Session upon completion of the review.

The Council expressed a desire to find out more details from developers who identify barriers to development. It was noted that the ongoing Housing efforts include engaging with some local developers on barriers that may help to frame the discussion. It was stated that some had heard a preference to locate in Island City as opposed to La Grande. Island City has a much lower property tax rate, which likely could be a factor. Staff's experience has been that the most common concern raised is not the timing of the approval process, customer

service, or regulatory requirements, but rather the high cost of infrastructure that is needed for their projects. Staff will look into ways to help identify barriers and asked that as Councilors receive feedback from developers regarding barriers that they immediately let Staff know so the specific issues can be addressed.

b. Housing

- i. **Comprehensive Housing Production Strategy (HPS)**—following the adoption of the Housing Needs Analysis, the City must adopt an HPS to comply with HB 2003.
 1. The State has provided technical grant assistance to La Grande for developing an HPS to address the following WITHIN La Grande:
 - a. Low income/affordable housing (e.g. work force)
 - b. Middle to upper income housing for professionals (recruitment)
 - c. EOU student housing and multi-family housing
 - d. Upper floor downtown housing
 - e. Potential Zoning Code changes
 2. During the adoption process the City may want to consider targeted incentives such as:
 - a. Reduced fees
 - b. Tax abatement for new development (phase in property tax)
 - c. System Development Charges (SDC) and System Buy-In.
 - d. New transportation SDC that could provide funds for infrastructure in support of certain projects (and not just housing)
 - e. Formation of new Urban Renewal District(s) to provide housing incentives
 - f. Public-private partnerships where the City helps fund or participates in new infrastructure construction.

Staff provided an update on the status of the Housing Production Strategy and stated that there would be public involvement and upcoming Council actions related to the adoption. Specific dates will be shared as they are set.

c. Flood Plain/FEMA Map Revisions—Land Use Impacts Informational Item

- i. City Council will conduct a public process to update Stormwater Master Plan and requested updates to the Floodplain Map.
- ii. Also, the City needs to update Floodplain portion of Code following FEMA updating the map, assuming approvals, likely two years out.

Staff shared that Anderson and Perry is addressing some mapping issues and that would be public involvement and upcoming Council actions related to the submission of a request to update the maps, which would than start an approximately two year process for FEMA to finalize the changes. Specific dates will be shared as they are set.

d. Commercial Land Needs Analysis and Comprehensive Plan Goal 9 Update

- i. This is necessary to support Economic Development efforts but is a Planning Department function to update and the City should pursue grant funding to hire a consultant.

This was covered during the Economic Development Retreat and Staff will plan to explore pursuing funding to move forward with the work required to complete a Commercial Land Needs Analysis.

5. Housing/Homelessness (separate from considerations addressed above under Planning)

- a. What is/should be the City's role regarding addressing issues related to this topic?
 - i. Participation or formation/leadership of an ad-hoc committee?
 - ii. Requesting/hosting a forum with local agencies and organizations involved with housing and homelessness?

The Council discussed the fact that mental health issues were a significant contributing factor that was beyond the City's ability to resolve. It was suggested that a Councilor or Staff member attend meetings of other groups dealing with homelessness to provide a conduit of information. Housing Matters was specifically mentioned. The planning efforts the City is currently undertaking may help with the issue.

6. Poverty

- a. What role can/should the City play in efforts to alleviate causes of poverty locally (education, family stability, training, housing, jobs, drug addiction, etc.)?

The Council acknowledged that other than the housing related efforts already mentioned, the City is not positioned to address the underlying causes listed above.

7. Public Engagement and Communication

a. Youth Involvement in City Government—Ex-Officio Appointments, Collaboration with School District:

- i. Councilor Lillard has been working on this issue for some time and forward momentum was impacted by COVID-19. The question is do we move forward or not, and if so, when?

The Council reached consensus that the issue of formalizing youth involvement should be put on hold until after the pandemic is over and to revisit it at that time.

b. What are the Council's expectations regarding our public communications strategy including social media presence and website revisions given no dedicated public relations or in-house IT staff?

i. City Web Site

- 1. The City needs to update the web site and Staff is in the process of moving forward with this as an action item.

- ii. **Social Media:** The City Manager and some departments have Facebook pages with varying levels of outreach success as means of dissemination of public information. Parks and Recreation and the Library are the two most effective at present. We

currently do not have official texting for important or emergency notifications to residents.

The Council reached consensus on supporting the Staff's intent to move forward this year to update the City's website even though funds were not specifically budgeted for this in the current fiscal year. The Council discussed the importance of using a variety of methods to communicate the City's story to the community. It was noted that there is an emergency notification system in place that members of the community can sign up for with the County called Alert Sense. Information about this will be publicized through the Library's Facebook Page. The Police Department is also in the process of launching a Facebook Page.

c. Committees and Commissions

- i. Encouraging participation in Advisory Committees and Commissions.
- ii. Increasing diversity and community participation on Commissions and Committees.

The Council discussed the importance of soliciting volunteers to fill all vacant positions. It was suggested to use the various boards and committees that Councilors are assigned to as platforms to do so, including those meeting that they attend informally. Staff will provide an updated list of committee vacancies.

8. Service/Program Related

a. Recreation Center:

- i. Where are we in the process?
- ii. Next steps?

The Parks and Recreation Director shared with the Council that the project is on hold but still important. Once the pandemic is over, it is expected the meetings will resume.

b. Island Avenue Landscaping.

- i. Parks/Urban Forestry intends to continue improving the Island Avenue corridor landscaping by planting trees from Mulholland Dr. to Island City.

c. Greenway:

- i. Island City has turned down grant funding to complete the next phase of the trail.
- ii. Should the City proceed with planning and funding an extension of the Greenway trail on properties the City already owns?
- iii. This would likely be a loop pathway that would return on itself so there is no "dead end."

The Council was supportive of moving forward to extend the Greenway Trail on City owned property as stated above.

d. Library policy changes

- i. The Cook Memorial Library currently pays for a variety of services that are offered free to library card holders. Some of those services are used by non-City residents. Staff would like to require a paid membership for non-residents to use these added cost services.
- ii. The Staff and would like to join a nation-wide trend and eliminate charging overdue fines for equity reasons/lowering barriers to access.
- iii. Currently the County provides \$40,000 per year towards the operations budget for the Library. We do not anticipate this change would impact this funding as we would still provide core services to County residents free of charge.

The City Council was supportive of creating a membership fee for non-City residents to access paid services and eliminating overdue fees. The Library Director will bring forward both policy changes for Council action.

9. Partnerships

a. Tourism Promotion

- i. The agreement with the Chamber runs through 2023. We are experiencing a reduction in TRT revenues which will reduce the pro-rata distribution for this service. It is the City Manager's recommendation to allocate the entirety of the funds previously dedicated to Blue Mountain Conference Center to the Chamber to reduce the impact. (\$17,405 in the current Fiscal Year)

This is primarily an informational item given the Chamber is required to present their annual budget and program of work to the City Council and the County for review and approval. At that time this will be discussed in more detail.

The City Council did not discuss this in any detail. The final decision will be part of the Budget Adoption process.

b. La Grande Main Street Downtown

- i. The Agreement with LGMSD expires in June, 2022. Under the agreement they are required to maintain the Performing Main Street level status as well as raise a minimum of \$25,000 each fiscal year. With the COVID-19 restrictions, they were unable to hold Beerfest, their major fund raiser and the City Manager conveyed to LGMSD that the City would not require that fundraising requirement for 2020. In addition to these requirements, the agreement contains the following, highlighted additions:

LGMSD shall serve as the primary and initial point-of-contact to assist the URA and the City of La Grande in resolving downtown disputes and issues to include, but limited to:

- a. **Downtown parking**
- b. *Downtown street furnishings*
- c. *Downtown cleanliness and attractiveness*
- d. *Downtown festivals, parades, promotions and events*
- e. *Downtown pole banners and holiday decorations*

Any downtown parking or traffic related issues and/or any proposed changes must come to the City of La Grande only after LGMSD has appropriately determined there to be a consensus among downtown stakeholders supporting a proposal and the LGMSD Board of Directors has officially rendered a recommendation based on the needs, desires and benefits of downtown La Grande as a whole.

- ii. Should the City ask LGMSD to address their 2021 fundraising status as well as provide an update on their efforts to formulate a Board of Directors' recommendation on proposed changes, if any, to downtown parking?

Any specific expectations from the City Council would be conveyed to the LGMSD Board in the form of a request, that they be addressed during the annual report that is required under the current agreement. These reports are typically done in a Work Session format.

The City Council was supportive of asking LGMSD to include these topics in their annual report. The City Manager will notify their Board.

10. STEM Education/Science Center

- a. Should the City explore a feasibility study for a science center in La Grande to provide STEM education/Science Center programs?
 - i. Considerations include the City's role, other partners, timeline and funding.

The City Council discussed the lack of indoor activities for young children and that a STEM Education/Science Center could help fill a need and become an attraction for visitors. OMSI has also expressed interest in exploring a presence in La Grande and a number of groups have been discussing similar projects and this is something that could be included in a potential Recreation Center. Councilor Glabe volunteered to serve on an ad hoc committee to explore this in more detail.

11. Wildland Urban Interface

- a. What actions should the City, in concert with Union County and other agencies take to assure La Grande is prepared in the event of a wildfire such as the ones that devastated communities in 2020.
 - i. Ad-hoc committee?
 - ii. Forum to discuss current emergency plans and educate the Council and public?
 - iii. Other?

If the City Council is interested in exploring this in more detail it is recommended the first step be a Work Session with a presentation from County Emergency Management and the City of La Grande Public Safety regarding current measures that are in place and activities that have occurred over the past couple of years before moving forward.

The City Council discussed the importance of not only having a plan in place, but assuring the community at large is aware of what they need to do in the event of a major emergency. Things like signage directing people to emergency evacuation locations would be helpful, similar to the emergency evacuation routes that are found in coastal communities for

tsunamis or hurricanes. The consensus of the City Council was to include this as a top priority for the coming year.

DRAFT

Desired Work Sessions based on this Retreat:

Fire Department Revenues: Ambulance Fee Structure and Rescue Truck Fee

Historic District Standards: Joint Landmarks Commission Joint Work Session, February 1, 2021, to discuss grant opportunity to update standards.

Street Maintenance Revenues: Parking, Traffic Safety, Street Maintenance Advisory Committee Joint Work Session to discuss potential funding sources including voter approved gas tax and system development charges.

La Grande Main Street Downtown Annual Report: In addition to the annual report, specific information regarding their fundraising plan for 2021 and downtown parking efforts.

Wildland Urban Interface: Work Session to discuss current and required efforts to prepare for a major wildfire or other natural disaster.

DRAFT

City/District Manager's Top Priorities
Fiscal Year 2021-2022
(To be Approved by City Council February 2021)

- **Fiscal management**
 - Continue to manage the City's finances within limited resources to provide highest possible level of service to the City of La Grande.

- **COVID-19 Recovery**
 - Continue to take all necessary actions to comply with the State and Federal mandates related to the COVID-19 pandemic as well as identify and implement policies and programs to assist in the recovery efforts within the City's resources.

- **Economic Development**
 - Continue to implement the Urban Renewal Plan and economic development strategy as approved by the City Council/Urban Renewal Agency.

- **Wildland Urban Interface**
 - In concert with Union County and other agencies, take actions to assure La Grande is prepared in the event of a wildfire or other natural disaster, such as the ones that devastated other communities in Oregon in 2020.

- **General Fund Capital Improvements**
 - Identify funding sources and strategy to address major capital needs.

- **Housing**
 - Complete the Comprehensive Housing Production Strategy (HPS) and upon completion and adoption, implement the strategy.

- **FEMA Maps and Land Use Code Amendments**
 - Complete the public process and submittal to FEMA for updating the City's Floodplain Maps.
 - Complete the revisions and adoption of the City's Land Use Codes as necessary.

- **Staffing**
 - Take necessary actions to address critical staffing issues including, but not limited to, hard to fill positions and succession planning for key positions.

CITY of LA GRANDE
COUNCIL ACTION FORM

Council Meeting Date: February 3, 2021

PRESENTER: Steve Clements, Mayor

COUNCIL ACTION: **CONSIDER APPOINTMENT TO THE PARKS AND RECREATION ADVISORY COMMISSION**

- 1. MAYOR: Explain Vacancy
- 2. MAYOR: Entertain Motion

Suggested Motion: I move that **Steve Antell** be appointed to the **Parks and Recreation Advisory Commission** for the remainder of a three-year term, expiring December 31, 2023.

- 3. MAYOR: Invite Additional Council Discussion
- 4. MAYOR: Ask for the Vote

EXPLANATION: The seven-member **Parks and Recreation Advisory Commission** meets monthly and recommends policy changes to the City Council regarding fees for parks, recreation and aquatic programs.

This Commission currently has one vacancy due to an expiration of a term. This vacancy is for a three-year term, which expires on December 31, 2023.

Mr. Antell has been serving on this Commission and has applied for reappointment.

Currently seated members of the Commission and the expiration of their terms is as follows: John Briney, 2023; Mark Gomez, 2023; Meg Hawks, 2022; Robert Mills, 2021; David Moyal, 2022; and Jennifer Williams, 2021.

The appointment of **Mr. Antell** would result in a full Commission.

Reviewed By: (Initial)

City Manager _____
 City Recorder _____
 Aquatics Division _____
 Building Department _____
 ED Department _____
 Finance _____
 Fire Department _____

Human Resources Dept _____
 Library _____
 Parks Department _____
 Planning Department _____
 Police Department _____
 Public Works Department _____

COUNCIL ACTION (Office Use Only)

- Motion Passed
- Motion Failed; _____
- Action Tabled: _____
Vote: _____
- Resolution Passed
Effective Date: _____
- Ordinance Adopted
First Reading: _____
Second Reading: _____
Effective Date: _____

CITY of LA GRANDE

Application for Boards, Advisory Commissions and Committees

Name: Steve Antell

Street Address: 304 Washington Ave. Mailing Address: 304 Washington Ave.
La Grande, OR. 97850 La Grande, OR 97850

Preferred Phone Number: 541 963-8699 Alternate Number: _____

Email Address: srantell@gmail.com

City Resident? Yes No City Employee? Yes No

Have you previously served on any of the City's Boards/Advisory Commissions/Committees? Yes No

If yes, which one(s) and when? Parks & Recreation

Applications will be retained for 90 days, after which you will need to complete a new application for consideration to fill a vacancy.

Applying for: Please indicate your preferences by putting a number in the box next to those on which you would like to serve—1 for your first choice, 2 for your second, etc.—you may serve on two (2) plus the Budget Committee.

On how many Commissions, other than the Budget Committee, do you wish to serve? One Two

<input type="checkbox"/> Air Quality	<input type="checkbox"/> Building Board of Appeals	<input type="checkbox"/> Parking, Traffic Safety, and Street Maintenance	<input type="checkbox"/> Union County Economic Development Corporation Board of Directors
<input type="checkbox"/> Arts	<input type="checkbox"/> Community Landscape and Forestry	<input checked="" type="checkbox"/> Parks and Recreation	
<input type="checkbox"/> Budget Committee			

The following Advisory Commissions have specific requirements and expectations. Please initial on the line in front of the Advisory Commission for which you are applying to indicate that you meet and agree to these requirements and expectations.

 Landmarks *Members appointed to the Landmarks Advisory Commission shall have a demonstrated interest, competence, or knowledge of historic preservation. At least three (3) members should be professionals from the disciplines of history, archaeology, planning, law, architecture or architectural history. An individual appointed to the Landmarks Advisory Commission shall be resident of the City or a property owner within the Historic District of the City of La Grande, Oregon, except that two (2) such members may be residents of Union County.*

 Library *Chapter 357 of Oregon Revised Statutes requires that a public library be governed by a Library Advisory Commission. Commission members shall be individuals who are actively interested in Library services and programs, and in all instances, serve as advocates for the Cook Memorial Library, its services and programs. The five (5) Commissioners shall serve four-year (4-year) terms.*

 Planning *Members of the Planning Commission are required to complete an annual Statement of Economic Interest, to be submitted to the Oregon Government Ethics Commission. ORS 227.020 provides the authority for the creation of a Planning Commission. The Commission renders final decisions in connection with certain land use procedures, unless appealed to the City Council. All five (5) members of the Commission shall reside within the Urban Growth Boundary, but only one (1) may reside outside the City limits. A member of the Planning Commission may serve no more than two (2) consecutive terms, but may again be considered for appointment after one (1) year of nonparticipation on the Commission.*

 Union County Tourism Advisory Committee *City appointed members to this Advisory Committee shall be either the owner or manager of a large lodging property in La Grande, or the owner or manager of a La Grande retail business or restaurant.*

Urban Renewal Advisory Committee (URAC): An individual appointed to the Urban Renewal Advisory Commission shall be actively interested in curing and preventing conditions of blight and improving the physical, economic and social conditions within the Urban Renewal District. Members shall be residents of La Grande, the La Grande Urban Growth Boundary, or the owner or manager of properties and/or businesses located in the Urban Renewal District. The Commission may also include one Union County Commissioner (non-voting) and the Superintendent or one Board Member of the La Grande School District (non-voting).

For URAC ONLY: Do you: Own or manage a property(ies) or business(es) in the La Grande Urban Renewal District?
 Yes No

If yes: Name of business: _____ Address: _____

Please indicate why you are volunteering and what makes you a good candidate to serve. Please include any special training, experience, education, and/or qualifications you may have that are unique or specific to the Advisory Commission/Committee for which you are applying. (Please attach no more than one additional typewritten page).

10-12 year continuous year Park & Recreation Advisory Committee member
Recreation interests includes sports and Morgan Lake activities.
2 children, grown who have participated in Park & Rec. activities
User of Veterans Memorial Pool

PLEASE RETURN YOUR COMPLETED APPLICATION TO: Stacey Stockhoff, Assistant to the City Manager, or Kayla Nichols, City Recorder; 1000 Adams Avenue/P. O. Box 670; FAX (541) 963-3333

Pursuant to City of La Grande Ordinance, applicants for Boards and Advisory Commissions/Committees may be subject to a background review. Please complete the following Release for Background Check. This information is for office use only and not subject to public disclosure.

Name: Steve Antell
Street Address: 304 Washington Ave,
La Grande, OR 97850
Mailing Address: as above
Date of Birth: _____
Social Security Number: _____

Date: 1/7/2021
by email

Signature Steve Antell Digitally signed by Steve Antell
Date: 2021.02.10 16:51:01 -0800

For Office Use Only	
Criminal Background search completed by: _____ on _____	
Eligible for Hire (negative)	Further investigation recommended (positive)