

Notice of Public Meeting

City Council Meeting

AGENDA

CITY OF FALLS CITY, OREGON

Meeting Location: 320 N Main Street, Falls City, Oregon 97344

Thursday October 11, 2018 7:00 p.m.

Posted on October 8, 2018

1. Call to Order

2. Roll Call

- a. Jeremy Gordon, Mayor _____ Dennis Sickles _____ Lori Jean Sickles _____
Jennifer Drill _____ Tony Meier _____ Charlie Flynn _____ Clifford Lauder _____

3. Pledge of Allegiance

4. Motion to Adopt the Entire Agenda

5. Announcements & Appointments

Announcements

- a. Public Works Committee Meetings moved to 7pm in September, October, and November; they will still be on the 3rd Thursday of the month at the Community Center.
- b. The next regular Council meeting will be held on November 8, 2018 at 7pm in the Community Center.

6. Community & Government Organizations

- a. Falls City Public Works Report September 2018pg. 1
- b. Polk County Sheriff's September 2018 Falls City Reportpg. 2
- c.

7. Proclamations & Recognition

- a. Erma Ferguson Certificate of Appreciationpg. 3

8. Communications

- a. Letter from Rachel Burke to Councilpg. 4
- b. DEQ Corrective Actionpg. 5
- c. Charter Franchise Rate Increasepg. 6

9. Consent Agenda

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

- a. Approval of the Billspg. 7-11
- b. Approval of September 13, 2018 Council Meeting Minutes..... pg. 12-15

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

- a. Please limit your commentary to five (5) minutes or less.
- b. Please state your name and city of residence for the record.

11. New Business: Members of the public wishing to comment on items of new business must sign up at the podium near the entry prior to commencing this portion of the agenda. Comment time may be limited by Mayoral prerogative.

- a. None.

12. Tabled Business

- a. Polk Community Development Revolving Loan Fund
 - i. Polk CDC Agenda Report pg. 16-20

13. Land Use & Planning Actions

- a. Site Design Review 2018-01 (18-06)
 - i. Staff Report..... pg. 21-27
 - 1. Ex A1-A2 Polk County Assessor Map & Report pg. 28-29
 - 2. Ex B1-B11 Application & Site Plan pg. 30-40
 - 3. Comments by Fire Chief & Public Works pg. 41-42

14. City Manager’s Report

15. Mayor and Council Reports

16. Adjourn

September 2018 Falls City Stats

Falls City Calls for Service					
Assault	Crim Mis	Misc Crime	Susp Activity		
1	FIR	Miss Person	1	Susp Person	5
5	Domestic Dist	Menace	1	Susp Vehicle	4
2	Drug	EDP	3	Theft	1
	FIR	Ordin Vio	1	Trauma	2
7	Fire/EMS	Overdose	1	traffic assist	
1	Follow up	proowler		Traffic Stops	4
	Illegal Park	runaway		Trespass	1
5	Liq Vio	sex offense		Warrant	1
15	Gen Disturb	Shots Fired		Welfare Check	2
	Harassment	Stolen Veh		Unclass	2

36

24

7

22

Falls City Calls for Service	89	Of the FC Calls for Service	18
Total Calls for Service (county wide)	1738	FC Cases Cleared by Arrest	9
Falls City % of Total Calls	5.1%	Total Arrests in Falls City	8
		involved crimes	50.0%
		clearance	4.9%
		of total arrests	

Total Service Calls (Polk County)	1738	Juvenile Arrests	5 (county wide)
Cases Cleared by arrest	221	Juvenile Arrests	0 (Falls City)
Total Arrests (county wide)	163	(only true crimes reported here)	
		Crimes Occ	58.4%

Public Works Staff Report for September, 2018

Saturday, 1 & Sunday, 2 Routine water and sewer.

Monday, 3 Holiday, routine water and sewer.

Tuesday, 4 Preparation for installation of water service 17 North Main, battery was stolen from grader.

Wednesday, 5 Put water service, 17 North Main.

Thursday, 6 Tank inspection.

Friday, 7 Tank inspection, went Corvallis parts for utility vehicle.

Saturday, 8 & Sunday, 9 Routine water and sewer.

Monday, 10 & Tuesday, 11 & Wednesday, 12 Septic tank inspection.

Thursday, 13 Clean catch basin, finish tank inspection.

Friday, 14 Park maintenance.

Saturday, 15 & Sunday, 16 Routine water and sewer.

Monday, 17 Starting follow work after tank inspection, repairs etc.

Tuesday, 18 & Wednesday, 19 Tank repair.

Thursday, 20 & Friday, 21 Ditch work Sheldon.

Saturday, 22 & Sunday, 23 Routine water and sewer.

Monday, 24 Lower shop maintenance.

Tuesday, 25 & Wednesday, 26 Ditch work Sheldon.

Thursday, 27 Put new inlet on existing septic tank, 239 Pine.

Friday, 28 Ditch work Sheldon.

Saturday, 29 & Sunday, 30 Routine water and sewer.



CITY OF FALLS CITY
CERTIFICATE OF APPRECIATION

AWARDED TO

Erma Ferguson

Erma's decades of exceptional service to the City of Falls City as a Community Member, Volunteer, and City Councilor have been invaluable. She is a prime example of how one person can make a positive and lasting impression on the community they call home. For all of her efforts over the years, The City of Falls City extends endless gratitude.

Given under my hand this _____ day of _____, 20_____

Jeremy Gordon, Mayor

Letter From Rachel Burke

Hi Gael, Just wanted to let you know there is a Application for a conditional permit for my neighbor to have a industrial business right at the bottom of my property. It includes a building which he put in with out a conditional building permit that does experiments at alternative fuels . This includes having very high temperatures inside and outside of the building. We have filed a complaint and are hoping to stop the permit granting for several reasons . First this is on timber property so it is surrounded by timber so he is getting a tax right off for an industrial building which belongs in a industry park. There are no fire hydrants on Parry road so if a fire erupted there is not enough water to put it out he only has a 500 gallon water tank and he also has a 1000 propane tank just out side the building which in a fire would be good. This property sits at the end of Parry so if a fire did erupt it could wipe out the whole city.

There has been no environmental impact study done as to the noise level which is consent including loud booms when he uses a drier (pulse jet engine drier is just a new name to get around the noise factor) . It has no employment for any of the residents of Falls City except himself. Property value will drop like a rock we had a realtor evaluate the issue and it would be a 15 % drop in trying to sell that includes most properties on Parry road. Our biggest worry is this opens the door for anyone to put up a business like this. He could buy Amber's property which is right next door to him and put up another building even larger with no problem. If you are worried about this please call or email by Friday (meeting for permit is Monday) Sidney Mulder 503-623-9237 or email her at

★ ~~sidney@co.polk.or.us~~

Also he has no insurance and is using a shell company as the owner of the property in case something does

go wrong he will not be liable for anything. Chat Conversation End Type a message...



That email is wrong it should be mulder.sidney@co.polk.or.us
★ Chat Conversation End Type a message...



Oregon

Kate Brown, Governor

Department of Environmental Quality

Western Region Eugene Office

165 East 7th Avenue, Suite 100

Eugene, OR 97401

(541) 686-7838

FAX (541) 686-7551

TTY 711



October 2, 2018

Mac Corthell, City Manager
City of Falls City
299 Mill St.
Falls City, OR 97344

Re: **Confirmation of Compliance**
City of Falls City
Pre-Enforcement Notice
No. 2018-PEN-3575
File # 28830 Permit # 101808
EPA ID #OR0032701
Polk County

Dear Mr. Corthell:

DEQ issued Falls City a pre-enforcement notice on June 21, 2018. The notice requested the following:

1. A written noncompliance report containing steps planned or taken to prevent missed monitoring for BOD, TSS, E.coli, nutrients and pH (See Schedule F, Condition D6).
2. A written noncompliance report containing the steps planned or taken to prevent failing to calibrate the flow meter (See Schedule F, Condition D6).
3. A calibration or verification for the influent flow meter for 2018.
4. Maintenance records that indicate the following have been completed:
 - a. Test pumps and alarms at recirculation tank
 - b. Test alarms at dosing tank
 - c. Inspect pump screens at recirculation and dosing tanks
 - d. Inspect, clean and maintain gravel filter laterals
 - e. Inspect and test all septic tanks connected to the collection system for depth of sludge and scum every two years.

This is to confirm that we have reviewed your response to the pre-enforcement notice and found that it adequately demonstrates that you completed the requested action.

If you have any questions about the content of this letter, please feel free to contact me by email at ulibbarri.julie@deq.state.or.us, or by phone at 541-687-7437.

Sincerely,

Julie Ulibarri,
Natural Resource Specialist

cc: Eugene DEQ Office Files

Mac Corthell

From: Trautmann, Cara <Cara.Trautmann@charter.com>
Sent: Monday, October 01, 2018 4:30 PM
Subject: Charter Communications (SPECTRUM) - Upcoming Changes

Dear Franchise Official:

At Charter (locally known as Spectrum), we continue to enhance our services, offer more entertainment choices and deliver the best value. We are committed to offering our customers with products and services we are sure they will enjoy. Containing costs and efficiently managing our operations are critical to providing customers with the best value possible. Like every business, Charter faces rising costs that require occasional price adjustments. As a result, customers will be notified of the following price adjustments through a bill message on or after October 1, 2018. Effective on or after November 1, 2018, pricing will be adjusted for residential video service:

- Broadcast TV Surcharge from \$8.85 to \$9.95
- Spectrum Receiver from \$6.99 to \$7.50 (per receiver)
- Latino View from \$7.99 to \$8.99

We remain committed to providing an excellent experience for our customers, in your community and in each of the communities we serve. If you have any questions about this change, please feel free to contact me at 360-258-5108 or via email at marian.jackson@charter.com.

Sincerely,



Charter
COMMUNICATIONS

Marian Jackson | Director, Government Affairs | Work: 360-258-5108 | Cell: 360-600-4131
222 NE Park Plaza Drive, #231 | Vancouver, WA 98684

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OR LFAs

The contents of this e-mail message and any attachments are intended solely for the addressee(s) and may contain confidential and/or legally privileged information. If you are not the intended recipient of this message

Date	Memo	Account	Class	Amount
City of Dallas				
09/11/2018	Fire Truck Service INV02633	Accounts Payable		-2,025.00
09/11/2018	INV 02633 Fire Trk Svc	Vehicle Maintenance/Repair	82 FIRE EQUIPMENT/OP LEVY	2,025.00
				<u>0.00</u>
Total City of Dallas				
CLIA Laboratory Program				
09/11/2018	38D2053623 Feb 2019-Feb 2021	Accounts Payable		-150.00
09/11/2018	Glucose Certificate Feb 2019-Feb 2021	Permits	01 GENERAL FUND:01.07 Fire Depart	150.00
				<u>0.00</u>
Total CLIA Laboratory Program				
Ferguson Waterworks				
09/11/2018	Account: 50936 Invoice: 0692391	Accounts Payable		-176.31
09/11/2018	0692391	System Maintenance/Repair	20 WATER OPERATING FUND	88.15
09/11/2018	Account: 50936 Invoice: 0692391	System Maintenance/Repair	13 SEWER FUND	88.16
				<u>0.00</u>
Total Ferguson Waterworks				
Frink's General Store				
09/11/2018	09032018A	Accounts Payable		-200.97
09/11/2018	09032018A	Small Tools & Supplies	01 GENERAL FUND:01.03 Parks	200.97
				<u>0.00</u>
Total Frink's General Store				
Les Schwab				
09/11/2018	inv 21600322277; 21600322278	Accounts Payable		-92.94
09/11/2018	inv 21600322277 Backhoe tire	Equipment Maintenance/Repair	20 WATER OPERATING FUND	50.94
09/11/2018	21600322278 grader tire	Equipment Maintenance/Repair	11 STREET FUND	42.00
				<u>0.00</u>
Total Les Schwab				
Office Craft				
09/11/2018	July and Sept Invoices	Accounts Payable		-104.33
09/11/2018	AR10057	Copier Lease/Maintenance	01 GENERAL FUND:01.01 Administrat	49.45
09/11/2018	AR10277	Copier Lease/Maintenance	01 GENERAL FUND:01.01 Administrat	54.88
				<u>0.00</u>
Total Office Craft				
Petro Card				
09/11/2018	C355643 8/17/18-8/28/18	Accounts Payable		-252.21
09/11/2018	35% C355643 8/17/18-8/28/18	Vehicle Operation	20 WATER OPERATING FUND	88.28
09/11/2018	40%	Vehicle Operation	13 SEWER FUND	100.83
09/11/2018	15%	Vehicle Operation	11 STREET FUND	37.86
09/11/2018	10%	Vehicle Operation	01 GENERAL FUND:01.03 Parks	25.24
				<u>0.00</u>
Total Petro Card				
USA BlueBook				
09/11/2018	Inv:671401	Accounts Payable		-122.37
09/11/2018	Inv:671401	Maintenance Supplies	13 SEWER FUND	122.37
				<u>0.00</u>
Total USA BlueBook				
Williamson & Aebi, LLP				
09/11/2018	August Accountant	Accounts Payable		-984.80

09/11/2018	42% Gen-Ad July	Professional Services	01 GENERAL FUND:01.01 Administrat	413.60
09/11/2018	4% Gen- Muni Ct	Professional Services	01 GENERAL FUND:01.04 Municipal C	39.40
09/11/2018	2% Fire	Professional Services	01 GENERAL FUND:01.07 Fire Depart	19.70
09/11/2018	26% Se	Professional Services	13 SEWER FUND	256.05
09/11/2018	26% W	Professional Services	20 WATER OPERATING FUND	256.05
				<u>0.00</u>
Total Williamson & Aebi, LLP				
09/17/2018	Multiple Accounts	Accounts Payable		-444.01
09/17/2018	August Phone Bill	Telephone	01 GENERAL FUND:01.07 Fire Depart	179.11
09/17/2018	Multiple Accounts	Telephone	20 WATER OPERATING FUND	132.00
09/17/2018	Multiple Accounts	Telephone	13 SEWER FUND	56.91
09/17/2018	Multiple Accounts	Telephone	01 GENERAL FUND:01.01 Administrat	75.99
				<u>0.00</u>
Total CenturyLink				
09/17/2018	Account # 1155301	Accounts Payable		-150.08
09/17/2018	August Power WTP	Power/Heat	20 WATER OPERATING FUND	150.08
				<u>0.00</u>
Total Consumers Power Inc				
08/01/2018	381547, 381565, 382640, 382565	Accounts Payable		-237.81
08/01/2018	20% 381547, 381565, 382640, 382565	Vehicle Maintenance/Repair	11 STREET FUND	47.56
08/01/2018	30%	Equipment Maintenance/Repair	13 SEWER FUND	71.34
08/01/2018	40%	Vehicle Maintenance/Repair	20 WATER OPERATING FUND	95.12
08/01/2018	10%	Vehicle Maintenance/Repair	01 GENERAL FUND:01.03 Parks	23.79
09/17/2018	Acct #3020	Accounts Payable		-23.98
09/17/2018	387944	Small Tools & Supplies	13 SEWER FUND	23.98
09/17/2018	Acct #3020; Svc Charge Waived by Conv	Accounts Payable		-437.50
09/17/2018	387944	Small Tools & Supplies	13 SEWER FUND	23.98
09/17/2018	383468	Vehicle Maintenance/Repair	82 FIRE EQUIPMENT/OP LEVY	283.27
09/17/2018	386908	Vehicle Maintenance/Repair	11 STREET FUND	6.69
09/17/2018	388844	Maintenance Supplies	82 FIRE EQUIPMENT/OP LEVY	23.29
09/17/2018	388871	Vehicle Maintenance/Repair	11 STREET FUND	47.26
09/17/2018	388997	Maintenance Supplies	13 SEWER FUND	41.02
09/17/2018	387056	Maintenance Supplies	13 SEWER FUND	11.99
				<u>0.00</u>
Total Dallas Auto Parts				
09/17/2018	18-33456; 33454; 32380	Accounts Payable		-519.00
09/17/2018	Lab Fees	Lab Analysis Services	20 WATER OPERATING FUND	490.00
09/17/2018	18-33456; 33454; 32380	Lab Analysis Services	13 SEWER FUND	29.00
				<u>0.00</u>
Total Edge Analytical				
09/17/2018	Inv# I22577	Accounts Payable		-8.14
Total Edge Analytical Forbes Plumbing				

Total Forbes Plumbing	09/17/2018	Water Plant Parts	Maintenance Supplies	20 WATER OPERATING FUND	8.14
Mid Willamette Valley COG					0.00
Total Mid Willamette Valley COG	09/17/2018	1819099- Planning	Accounts Payable		-634.75
pacific Reflex Signs	09/17/2018	1819099	Council of Governments Planning	01 GENERAL FUND:01.01 Administrat	634.75
Total Pacific Reflex Signs					0.00
Pitney Bowes					
	09/17/2018	Inv 187320	Accounts Payable		-291.60
	09/17/2018	Helmet Reflective Stickers	Uniforms and Protective Gear	01 GENERAL FUND:01.07 Fire Depart	291.60
					0.00
	09/17/2018	August Postage	Accounts Payable		-251.00
	09/17/2018	20% Postage	Office Supplies	01 GENERAL FUND:01.01 Administrat	50.20
	09/17/2018	40%	Office Supplies	13 SEWER FUND	100.40
	09/17/2018	40%	Office Supplies	20 WATER OPERATING FUND	100.40
					0.00
Total Pitney Bowes					
Speer Hoyt LLC					
	09/17/2018	INV: 48141	Accounts Payable		-171.00
	09/17/2018	Mayor- employees on committees	Attorney/Special Council	01 GENERAL FUND:01.02 City Council	57.00
	09/17/2018	Sewer project scope	Attorney/Special Council	13 SEWER FUND	114.00
					0.00
Total Speer Hoyt LLC					
US Bank Visa					
	09/17/2018	Acct 1146; 8/7/18-9/6/18 CC Bill	Accounts Payable		-960.12
	09/17/2018	Home Depot-Lock Box for Sub-Station	Community Center Maint/Repairs	01 GENERAL FUND:01.01 Administrat	31.97
	09/17/2018	Wal-Mart Office Supplies	Office Supplies	01 GENERAL FUND:01.01 Administrat	43.01
	09/17/2018	DotGov Domain Registration	IT/Web Services	01 GENERAL FUND:01.01 Administrat	400.00
	09/17/2018	Pub Wks Trk Repair	Vehicle Maintenance/Repair	01 GENERAL FUND:01.01 Administrat	17.50
	09/17/2018	Pub Wks Trk Repair	Vehicle Maintenance/Repair	01 GENERAL FUND:01.03 Parks	17.50
	09/17/2018	Pub Wks Trk Repair	Vehicle Maintenance/Repair	11 STREET FUND	35.00
	09/17/2018	Pub Wks Trk Repair	Vehicle Maintenance/Repair	13 SEWER FUND	140.00
	09/17/2018	Pub Wks Trk Repair	Vehicle Maintenance/Repair	20 WATER OPERATING FUND	140.00
	09/17/2018	Pub Wks Trk Repair	Vehicle Maintenance/Repair	20 WATER OPERATING FUND	97.50
	09/17/2018	Jay Cross Connect Cert	Education/Training/Dues	20 WATER OPERATING FUND	4.35
	09/17/2018	Pub Wks Notepads	Office Supplies	13 SEWER FUND	4.34
	09/17/2018	Pub Wks Notepads	Office Supplies	20 WATER OPERATING FUND	4.34
	09/17/2018	Code Svc Memo Books	Office Supplies	01 GENERAL FUND:01.04 Municipal C	28.95
					0.00
Total US Bank Visa					
Xerox Corporation					
	09/17/2018	Acct# 709068209	Accounts Payable		-137.77
	09/17/2018	Firehall Copier Invoice 094425103	Maintenance Supplies	01 GENERAL FUND:01.07 Fire Depart	137.77
					0.00
Total Xerox Corporation					
City of Dallas					

	10/01/2018	October Point Money	Point System	01 GENERAL FUND:01.07 Fire Depart	480.50
Total Falls City Fire Association					0.00
King's Pumping Service					
	10/01/2018	15-218, 258, 259, 198, 251, 172, 189, 20:Accounts Payable			-5,402.74
	10/01/2018	Tank Pumping 15-218, 258, 259, 198, 25 Tank Pumping		13 SEWER FUND	5,402.74
					0.00
Total King's Pumping Service					
Mary Sykes					
	10/01/2018	Inv 18.09.27	Accounts Payable	01 GENERAL FUND:01.07 Fire Depart	-291.60
	10/01/2018	Reflective Lettering	Uniforms and Protective Gear		291.60
					0.00
Total Mary Sykes					
Petro Card					
	10/01/2018	C360841; Through 9/15/18.	Accounts Payable		-250.14
	10/01/2018	35% C360841	Vehicle Operation	20 WATER OPERATING FUND	87.55
	10/01/2018	40%	Vehicle Operation	13 SEWER FUND	100.04
	10/01/2018	15%	Vehicle Operation	11 STREET FUND	37.53
	10/01/2018	10%	Vehicle Operation	01 GENERAL FUND:01.03 Parks	25.02
					0.00
Total Petro Card					
Polk Community Development Corporation					
	10/01/2018	M/H Park Loan 00092211	Accounts Payable		-2,241.81
	10/01/2018	M/H Park Loan 00092211	M/H Land Payment	01 GENERAL FUND:01.09 Other/Debt	2,241.81
					0.00
Total Polk Community Development Corporation					
Sea Western					
	10/01/2018	MSA Used High Pressure Cylinders	Accounts Payable		-4,750.00
	10/01/2018	Oxygen Tanks	Uniforms and Protective Gear	82 FIRE EQUIPMENT/OP LEVY	4,750.00
					0.00
Total Sea Western					
USA BlueBook					
	10/01/2018	Inv:684238	Accounts Payable		-111.95
	10/01/2018	Inv:684238	Maintenance Supplies	20 WATER OPERATING FUND	111.95
					0.00
Total USA BlueBook					
Walter E. Nelson Co.					
	10/01/2018	Inv:64903	Accounts Payable		-391.53
	10/01/2018	cleaning supplies	Fire Station Maint/Repairs	01 GENERAL FUND:01.07 Fire Depart	195.77
	10/01/2018	Inv:64903	Community Center Maint/Repairs	01 GENERAL FUND:01.01 Administrat	195.76
					0.00
Total Walter E. Nelson Co.					
Xerox Financial Services					
	10/01/2018	inv 1309867	Accounts Payable		-180.75
	10/01/2018	35%	Copier Lease/Maintenance	20 WATER OPERATING FUND	63.26
	10/01/2018	35%	Copier Lease/Maintenance	13 SEWER FUND	63.26
	10/01/2018	25%	Copier Lease/Maintenance	01 GENERAL FUND:01.01 Administrat	45.20
	10/01/2018	5%	Copier Lease/Maintenance	01 GENERAL FUND:01.07 Fire Depart	9.03
					0.00
Total Xerox Financial Services					

City of Falls City
City Council Regular Meeting Minutes
September 13, 2018 6:00 PM
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

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

Staff Present: Mac Corthell, City Manager; JoHanna Birr, City Clerk, Rachel Inman Assistant City Clerk

1. Call to Order Mayor Gordon called the meeting to order at 6:01 pm.

2. Roll Call

Clerk Inman took roll call.

3. Pledge of Allegiance

Mayor Gordon led the pledge.

4. Motion to adopt the entire Agenda

A motion was made by Councilor Flynn and seconded by Councilor Meier to adopt the entire agenda. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

5. Announcements

A. Sheriff Office Substation

Mayor Gordon thanked Chief Young, his volunteers and Public Works for their efforts in getting the substation ready for use.

B. Dayton St. Footbridge

Public Works restored the Dayton St. Footbridge railings and other areas. It is now safe for the community to enjoy.

C. SOLVE River Cleanup

Will be on September 29 and will take place in conjunction with a volunteer day by Councilor D. Sickles' Church for National Volunteer Day. There will be burgers and refreshments served at the Community Center for volunteers. Councilor D. Sickles said this is a citywide volunteer event anyone can join.

D. School Sports schedules

Falls City school sports schedules are posted on the information board at City Hall. They are also available on Facebook- "Falls City Schools". There are schedule changes to football and volleyball due to a statewide shortage of referee. Councilor D. Sickles encouraged everyone to attend the September 22 game- Falls City vs. Perrydale as they county rivals.

E. Public Works Committee Meetings are moved to 7:00 p.m. in September, October, and November to accommodate Committee Chair Drill's new work training schedule. Meeting days will remain the same.

F. The next two regular council meetings will be moved to 7:00 pm as well.

6. Community & Government Organizations

Sheriff Garton handed out a flyer for Buckets of Brass & Garbage Cleanup Event. This volunteer event will be held on September 22, 2018 from 9:00 am to 1:00 pm. on Gooseneck Rd. on BLM RD #6-6-31. Volunteers will have a five-gallon bucket to clean up and win prizes by weight. (Exhibit A)

The Public Works department performed the annual sewer audit in just five days. This audit is used to check the maintenance and disposition of the system. Any necessary repairs will be made to ensure the system continues to function properly. Mayor Gordon thanked Don Poe and Public Works for their hard work.

7. Proclamations and Recognition

Lori Albert received a Certificate of Appreciation for painting the substation and acquiring replacement lettering for the Community Center. Ms. Albert said she is just a part of a great team that adds many different aspects. Even though she is a resident of Monmouth, she is proud to be a part of the Fire Department and the community.

Joseph Creekmore received a Certificate of Appreciation for volunteering to clean and paint the Public Work's old office in the shop. It was a lot of work and he did a very good job. Mayor Gordon thanked Mr. Corthell for getting youth involved.

Jay Epperson received recognition for completing his cross-connection certification in the minimum time required by law. The certification and training is highly beneficial Mr. Epperson's professional development and to the City. It could eliminate some of the need for outsourcing those services.

8. Communications

Councilor Lauder suggested volunteers be chosen to help with City projects based on their skills and on a project-by-project basis. The Public Works Committee would compile a pool of qualified volunteers to help with some projects. Other projects the risk is too great and would need to be performed by staff or Council members who are already covered by Worker's Compensation insurance.

9. Consent Agenda

A motion was made by Councilor Meier and seconded by Councilor Lauder to adopt the consent agenda Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

10. Public Comments

None

11. New Business

A. Resolution 27-2018 Arbor Day

In 2014 the Department of Environmental Quality (DEQ) strongly recommended Falls City become a Tree City USA member. The item was tabled by the Parks and Recreation Committee until 2016. The benefits of TCUSA cover all runoff pollutant items in the TMDL matrix for prevention of bacteria, temperature, and erosion. Parks and Recreations Committee suggested Arbor Day combine with other volunteer events. This year it was suggested that SOLVe/Arbor Day move to the date of September 29, 2018. This is a National Day of Service that all churches

participate in and can be any Saturday of the month of September. Councilor D. Sickles encouraged everyone to participate and volunteer. The Park and Recreation Committee recommended to Council holding SOLVE and Arbor Day with the National Day of Service. This means a new resolution will be made each year for the combined events as the date will change.

A motion was made by Councilor Drill and seconded by Councilor Meier to adopt Resolution 27-2018, A RESOLUTION DECLARING SUPPORT OF ARBOR DAY AND SETTING AN ANNUAL DATE TO CELEBRATE ARBOR DAY IN 2018. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

12. Tabled Business

Polk Community Development Revolving Loan Fund will be revisited at the regular Council meeting in October. Any questions should be brought to Mayor Gordon or Mr. Corthell in advance of the October Council meeting.

13. Land Use and Planning

Ordinance 554-2018 CPMA/ZC 18-01 Second Reading

This ordinance would confirm the rezoning of 401 Lombard from PIA to C/R.

A motion was made by Councilor D. Sickles and seconded by Councilor Flynn that the City Council of Falls City read Ordinance 544-2018 for the **second time** by title only. ORDINANCE 554-2018 AB ORDINANCE AMENDING THE CITY OF FALLS CITY ZONING MAP, RELATED TO APPLICATION FILE NO. ZC 18-01 Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

A motion was made by Councilor D. Sickles and seconded by Councilor Flynn that the City Council of Falls City adopt ordinance 544-2018, AN ORDINANCE 554-2018 AB ORDINANCE AMENDING THE CITY OF FALLS CITY ZONING MAP, RELATED TO APPLICATION FILE NO. ZC 18-01 Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

14. City Manager Report

The agenda format was changed in order for citizens to hear the positive things happening in the City. Monthly reports will be given to Council between meetings instead of weekly. Mr. Corthell announced the city's annual procedural audit went very well and is complete.

Code Services Officer Steve Birr and City Manager Corthell are scheduled to meet with Judge Stan Butterfield of Independence. Staff's goal is to exhaust all possibilities of self-compliance before going to Judge Butterfield to limit the court's time and services.

There were a few DEQ monitoring compliance issues found during the June inspection of the Wastewater Treatment Plant operations. Monitoring and testing reports were researched and sent to DEQ changing several issues to "Failure to Record". Staff is working with inspectors to correct these mistakes to avoid monetary penalties. New Operations procedures for testing, tank monitoring and pumping will be put in place to avoid these issues in the future.

Mr. Corthell thanked volunteer Jill Anzalone and City Clerk JoHanna Birr for arranging the Arbor Day Celebration and SOLVE events.

The Fire Association is putting on an academy to recruit new firefighters to the Falls City Fire Department. City Manager thanked the volunteer instructors for their dedication to the City and the training they provide to protect its citizens. A new rate was negotiated for the Fire Association, which will be based on the volume of calls. This will help bridge the gap left from the discontinued contract with SWPRFD. The Fire Association is our primary resource for community outreach. This money would be spent on outreach. We are continuing CBGD wastewater work with the grant process, we need to identify appraiser to make purchase and purchase plans prior to vote in October.

Backflows continue to be tested and mapped. This information will assist the City in making an educated decision for how to handle the devices in the future. Jay Epperson of Public Works who is now certified may provide the City with better options.

CDBG Wastewater Project is moving forward with a hired appraiser to value the land identified for lagoon placement. No land will be purchased during this phase. This is only the Engineering, design, rate study and environmental phase. Prior to Council voting to purchase the land, A Purchase Option Agreement will need to be entered into. The purchase agreement would overlap the construction phase of the project. Public information campaign will begin in late October using Town Hall forums to explain all aspects of the project. The contract administrator, Engineers and CDBG people will be available so citizens can have all of their questions answered.

15. Mayor and Council Reports

Councilor Flynn requested the City consider purchasing a surveillance camera directed east on North Main Street toward the school to monitor speeding vehicles, especially during the Friday Produce Giveaway. Sheriff Garton responded that cameras are not effective unless there is built in radar. These systems are very costly along with service fees & monitoring.

City Manager Corthell suggested using cones during produce distribution to slow drivers down. Mr. Corthell will research the cost of a camera system and possible speed bumps.

Councilor Drill requested the next two meeting be at 7:00 p.m. due to her new work schedule. Councilor Drill announced that she has been appointed to the West Valley Housing Authority Board to represent Falls City.

Mayor Gordons informed Council the Dr.'s Clinic ADHOC committee's grant application was denied. A Solicitation of Interest (SOI) was created and placed on Craig's List along with hard copies available at City Hall. They will be taking applications until November 17, 2018 to lease the buildings. The applications will be reviewed and rated by Council to determine the final candidate(s).

16. Adjourn

The meeting adjourned at 6:58 pm.

_____ Mayor, Jeremy Gordon

Attested: _____ Assistant City Clerk, Rachel Inman

AGENDA REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: CITY MANAGER, MAC CORTHELL
SUBJECT: POLK CDC REVOLVING FUND
DATE: OCTOBER 11, 2018

SUMMARY

Polk CDC has requested Polk County and all cities within, except West Salem, contribute some portion of their revolving loan funds to Polk CDC. The moneys would be earmarked for use in qualifying Polk CDC as a Community Development Financial Institution (CDFI).

BACKGROUND

Polk CDC is a non-profit Community Development Organization serving Polk County and the cities within. Amongst several other financial services that Polk CDC provides, at rates much lower than for-profit options, it manages separate revolving loan funds for Polk County and each city within. Those revolving funds originated as Federal Grant funds that Polk CDC applied for, and won, in partnership with local governments in Polk County.

Originally, the terms of the grant(s) limited the use of the revolving funds to low income housing rehabilitation loans. Low interest loans were made to citizens of Polk County and/or the various cities with monies coming from the revolving fund that matched the borrower's place of residence. As those loan funds were paid back, not only did the revolving loan fund accounts grow due to interest, but the monies being returned became "de-federalized." This de-federalization effectively took the use restrictions off of the funds, allowing each city to spend or preserve its fund as it saw fit.

All of the cities and Polk County preserved a portion of their fund in their revolving loan account where it would continue to be managed by Polk CDC, would be loaned only to their citizens, and only used for low income housing rehabilitation. However, all of the cities also removed fairly large portions of their de-federalized fund monies to use in various community development initiatives specific to their city. For instance, Dallas used a large portion to offer matching grants to improve facades on their downtown businesses. Independence used around \$350,000 of its fund to create its own community development fund.

Falls City has also tapped into our revolving fund, but only took a pittance compared to the other cities. This becomes apparent when the balances of the other cities' funds are compared to that of Falls City (see attachment). Currently, Falls City's revolving loan fund is more than double the value of every other city in Polk County. Notably, our revolving fund (reserved to our citizens) also gets a great deal of use comprising 23.52% of all revolving loan fund use county wide since 2012. This number is slightly

deceiving when the total dollar amount of assistance is calculated rather than the number of loans given. In that case, Falls City has comprised only 19% of revolving loan fund activity since 2012. A number that still shows disproportionately heavy use of revolving loan funds, but not to the extent represented by the raw number of loans given.

Now, Polk CDC would like Falls City to donate its revolving fund to a larger pot of money consisting of some portion of the revolving funds of each city and the county. The Cities of Dallas and Independence have pledged to donate their fund, but have not specified the amount they will donate. It would take all of Dallas, Independence, and Monmouth's remaining revolving funds to equal the value of Falls City's. At last check Polk County Housing Authority, who is in charge of Polk County's revolving fund, has not pledged their fund.

The contributions given to Polk CDC for this endeavor will be used to establish a larger fund with which Polk CDC can become a certified CDFI. CDFI's have access to pots of grant funds that non-CDFI's do not. These funds can assist in business development, low-income housing assistance, and flexible underwriting for community facilities to name a few.

It is noteworthy that USDA Rural Development also offers loans and grants for the mentioned types of activities and more. However, it is unclear how the eligibility and application requirements will stack up due to the aspirational nature of Polk CDC's programs. It is also unclear how the local nature of Polk CDC might ease the burdens and strictures citizens face when attempting to access USDA Rural Development programs.

There are a few more pieces of information that may be relevant to the decision making process, but they are best presented in list form:

1. Any money retained in Falls City's revolving loan fund will continue to be used in accordance with the status quo. Only Falls City residents can access it, Polk CDC manages it, and it can only be used for low-income home rehabilitation loans.
2. Any money contributed to the CDFI cannot be recouped or controlled by Falls City and will fall under the control of Polk CDC. However, federal and state regulations will restrict misuse and favoritism in granting funds through the CDFI.
3. Whether Falls City donates or not, it will have access to CDFI funds if one is established. However, failure to contribute may result in a CDFI being infeasible for Polk CDC.
4. To the extent they are not contemporaneously loaned out, any monies retained in the Falls City revolving loan fund can be used by the City as it sees fit.

PREVIOUS COUNCIL ACTION

The Council previously held a work session on this issue, which consisted of discussion and a Q & A with the Polk CDC director.

ALTERNATIVES

1. Retain all revolving loan funds. This would preserve the Falls City revolving loan fund at the status quo. It might cause strained relations with Polk CDC and other community partners, and

might eliminate the possibility of Polk CDC achieving a CDFI to enrich Polk County and the cities with. However, if a CDFI can still be established, Falls City residents would have access.

2. Contribute all revolving loan funds. This would divest Falls City of its revolving loan fund and seed control of all funds to Polk CDC. Citizens of Falls City would retain access to the larger pot of money and the programs it finances, but would not have access to a Falls City specific account. This would also be a majorly disproportionate contribution regardless of what the other cities contribute due to our fund being much larger than the rest (except Polk County).
3. Contribute a portion of revolving loan funds. This would preserve the Falls City revolving loan fund at the status quo, but with fewer resources. It would also help sustain positive relations with Polk CDC, and provide an opportunity for Falls City citizens to access an additional pot of money through the resulting CDFI.

FINANCIAL IMPLICATIONS

The Falls City revolving loan fund account is currently valued at \$543,000 with just over \$90,000 available in cash.

STAFF RECOMMENDATION

Contribute a portion of the revolving loan funds and retain the rest in the revolving account for use in accordance with the status quo as well as potential future initiatives.

Direct the City Manager to determine the amount pledged by the other cities and bring several equations to the Council to determine an appropriate amount to donate. At that time a resolution can be passed to give effect to the Council's decision.

For example one equation may look like this: Dallas, Monmouth, and Independence donate a grand total of \$400k. The combined population of the three is approximately 35,700. $\$400,000/35,700 = \11.20 per capita. With Falls City's population of 1,000 x \$11.20, we would donate \$11,200.

EXHIBIT

A-Polk CDC Loan History of Revolving Fund Use.

B- Revolving Loan Funds.

PROPOSED MOTIONS

I move the City Council of the City of Falls City Direct the City Manager to present options for donation of a portion of revolving loan funds to Polk CDC.

**POLK COMMUNITY DEVELOPMENT CORPORATION
LOAN HISTORY OF REVOLVING FUND USE**

	NUMBER OF HOUSEHOLDS SERVED	% OF HOUSEHOLDS SERVED (506)	NUMBER OF HOUSEHOLDS IN EACH LOCATION	% OF HOUSEHOLDS IN COUNTY	TOTAL ASSISTANCE TO HOUSEHOLDS	% OF ALL HOUSEHOLDS ASSISTED
POLK COUNTY (Outside Municipalities)	18	3.56%	5,001	17.68%	\$676,094.00	5.70%
DALLAS	166	32.81%	5,747	20.32%	\$3,792,260.00	31.95%
FALLS CITY	119	23.52%	366	1.29%	\$2,353,830.00	19.83%
INDEPENDENCE	130	25.69%	2,857	10.10%	\$3,166,053.00	26.68%
MONMOUTH	58	11.46%	3,247	11.48%	\$1,555,134.00	13.10%
W. SALEM (Polk County)	15	2.96%	11,070	39.13%	\$325,306.00	2.74%
TOTAL =	506	100.00%	28,288	100.00%	\$11,868,677.00	100.00%

* Polk County includes Amity, Grand Ronde, Perrydale, Philomath, Rickreall, Sheridan, Unknown, and Willamina

* Total Amount is based on the CDM Report by the City

* Number of Households in Each County is based off of the American Fact Finder website:
<http://www.oregon.gov/ohcs/APMD/PCS/pdf/American-FactFinder-How-To.pdf>

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**CITY OF FALLS CITY
STAFF REPORT**

Site Design Review 2018-01
Staff Report: October 4, 2018

City Council Administrative Review: October 11, 2018

NATURE OF APPLICATION:	A site design review to construct a new gymnasium structure (measuring approximately 9,600 square feet in size) on Public Assembly/Institutional (PAI) zoned property located to the north of the existing Falls City Elementary School (across Prospect Street).
APPLICABLE CRITERIA:	Falls City Zoning and Development Ordinance (FCZDO) 3.203 (Site Design Review).
PROPERTY LOCATION:	Tax Lot 2000 of Map T8S-R6W-Section 21BA) (see Exhibit A).
APPLICANT/OWNER:	Falls City School District
ZONE DESIGNATION:	Public Assembly/Institutional (PAI)
COMP. PLAN DESIGNATION:	Public Assembly/Institutional (PAI)
FILE NUMBER:	SDR-2018-01
EXHIBITS:	A. Polk County Assessor's Map and Summary Report B. Site Plan and Application

I. REQUEST

A site design review to construct a new gymnasium structure (measuring approximately 9,600 square feet in size) on Public Assembly/Institutional (PAI) zoned property located to the north of the existing Falls City Elementary School (across Prospect Street). The subject property measure approximately 1.72 acres.

II. PROCEDURE

The Applicants filed an application for site design review on September 7, 2018. The City Planner reviewed the application and identified additional information needed for a complete application on September 17, 2018. The Applicants provided the additional information in an electronic submission on September 18, 2018 and the City Planner deemed the application complete the same day. Notice of the City Council hearing was mailed to surrounding property owners on September 21, 2018. The Falls City Zoning and Development Ordinance in effect at the time the application was deemed complete, contains the requirements applicable to this application.

Falls City Zoning and Development Ordinance (FCZDO) section 3.203 requires a site design review for all new developments and major expansion or remodel of existing development under a Type I-B action. The Planning Commission, or the City Council in the absence of a Planning Commission, review of Type I-B administrative actions are based upon generally clear and objective standards with some discretion afforded to the review authority. Conditions may be placed on the decision and notice is sent to the applicant and property owners within the required notice area (100 feet of the subject site). Appeal is to the Land Use Board of Appeals (LUBA).

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III. REVIEW CRITERIA AND FINDINGS OF FACT

FCZDO section 3.203.G sets forth the following criteria for consideration of site plan reviews:

1. Conformance with the general development standards contained in this Ordinance including:

- a. Streets*
- b. Off-street parking*
- c. Public facilities, including storm drainage, and utility lines*
- d. Signs*
- e. Site and landscaping design*

FINDINGS: The subject property abuts three streets- Fair Oaks (north), Wood (east) and Prospect (south) Streets- with private property to the west. The site is currently developed with a “play area” and “play structure” and has approx. 24 parking spaces (2 ADA) designated parking spaces along Prospect Street. See site plan under Exhibit B.

Streets. Access to the subject property is provided via the parking spaces and a designated crosswalk across Prospect Street south toward the elementary school. According to the Polk County Assessor records, Fair Oaks and Wood Streets currently have a right-of-way width of 50 feet and Prospect Street currently has a right-of-way width of 60 feet. Fair Oaks is identified as a future Collector Street along the frontage of the subject property (2-3, Falls City TSP) while Wood and Prospect Street are identified as Local Streets. Collector Streets require 60 feet of right-of-way and Local Streets require a right-of-way width of 50 feet.

Fair Oaks and Wood Streets are unimproved beyond approx. 22-24 feet of paved roadway with no curb, gutter or sidewalk improvements. Prospect Street has improvements along the southern (Elementary School) frontage with improvements along the northern portion associated with the parking installation.

According to the Falls City Transportation System Plan (TSP), the current right-of-way for Wood and Prospect is of sufficient width for the identified local street classifications and no additional dedication is recommended at this time. Staff recommends a dedication of five (5) feet be required by the Falls City School District along the frontage of Fair Oaks Street in order to meet the future development standards in conformance with the Falls City TSP.

Access to the property and proposed new improvements will continue to be primarily via the south access on Prospect Street. Staff does not recommend improvement requirements to Fair Oaks or Wood Streets at this time as staff as determined the impact of the new 9,600 structure will not necessarily create additional traffic to the site as the structure can be considered accessory to existing uses on site and accessory to the primary use of the Falls City Elementary School south of Prospect Street. However, if the City Council determines that the new facility will increase traffic or have other impacts to surrounding uses, additional conditions of approval may be applied under criteria #9 below.

The applicants' site plan indicates a “future” vehicle access/parking from Fair Oaks Street. Future driveway or vehicle access improvements shall be subject to the FCZDO and approval by the City of Falls City prior to installation. The addition of parking spaces or a parking lot *may* subject the property/applicant to a separate and *new* Site Design Review application.

Parking. See criteria #5 below.

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Utilities. City water and sewer service is available to the site. See criteria #3 below for comments regarding storm drainage. Falls City Public Works Design Standards and FCZDO 3.211.12 Utilities, All utilities shall be installed in accordance with the Falls City Public Works Design Standards and FCZDO 3.211.12 for Utilities. Construction Plans shall be approved by the City Engineer and City Public Works prior to commencement of construction.”

Compliance with and approval from the fire district shall be required prior to final structural/building permit approvals, including but not limited to, the provision of fire protection services and potential for new hydrant(s) and water service to ensure adequate capacity to serve the proposed development.

Signs. No proposed signage was included with the subject application. In conformance with FCZDO 2.204- Signs, proposed signage, if applicable, must comply with the Falls City Zoning and Development Ordinance 2.204, including review and approval by the City. This is included as a recommended condition of approval.

Site Design and Landscaping. The subject property currently contains trees along the property frontages of Fair Oaks and Prospect Street. The applicant provided no landscape plan or additional information on the amount or location of landscaping.

FCZDO Section 3.203 SDR does require a landscape plan as part of the application, as shown under Exhibit B. However, the PAI zone is silent on minimum landscaping, buffering or screening requirements. No additional conditions or approval related to site design and landscaping are recommended at this time.

Staff finds criteria #1 can be met, with conditions.

2. Characteristics of adjoining and surrounding uses.

FINDINGS: Surrounding uses consist of residentially zoned properties and uses to the north, east and west and a mix of residential and public zoning and uses to the south. The subject property is currently developed and used as an accessory use to the elementary school to the south. Notice of the subject application was mailed to property owners within 100 feet on September 21, 2018. Staff finds this criterion is met.

3. Drainage and erosion control needs.

FINDINGS: In compliance with FCZDO 2.206, all storm water runoff shall be conveyed to a public storm sewer or natural drainage channel having adequate capacity to carry the flow without overflowing or otherwise causing damage to public and/or private property

A storm drainage and erosion control plan shall be required prior to any structural/building permit approvals. The plan shall include:

- The methods to be used to minimize the amount of runoff, siltation, and pollution created from the development both during and after construction.
- Plans for the construction of storm sewers, open drainage channels, and other facilities that depict line sizes, profiles, construction specifications, and other such information as is necessary for the City to review the adequacy of the storm drainage plans.
- Design calculations for all drainage facilities. These drainage calculations shall be included on the site plan drawings and shall be stamped by a licensed professional engineer in the State of Oregon. Peak design discharges shall be computed using the rational formula and

based upon the design criteria outlined in the Standard Specifications for Public Works Construction in the of Falls City.

The developer shall be responsible for all costs associated with designing and constructing the facilities necessary to meet storm drainage requirements in compliance with the recommendations identified in the storm drainage and erosion control plan.

4. Public health factors.

FINDINGS: Staff finds there are no known public health factors associated with the proposed development of the 9,600 sq. ft. gymnasium and associated improvements on the subject property.

5. Parking, traffic safety, and connectivity of internal circulation to existing and proposed streets, bikeways and pedestrian facilities.

FINDINGS: In accordance with FCZDO section 2.202.B.7, places of public assembly are required to provide one (1) vehicle parking space per four (4) seats or eight (8) feet of bench length. No information on seating was included with the site plan or application materials. Currently, the subject property has approx. 24 parking spaces (2 ADA) designated parking spaces along Prospect Street. Staff recommends a condition of approval for compliance with FCZDO 2.202 be required for city review and approval as part of and prior to building/structural permit approval on the property, including information supporting the vehicle parking space requirements of FCZDO 2.202.B.7. If insufficient parking exists along Prospect Street, the applicant shall be required to show plans for sufficient on-site parking prior to building/structural permit approval with installation required prior to final occupancy permit approval.

FCZDO 2.202.07 requires all driveways, parking and loading areas to have a durable, hard surface. In addition, FCZDO 2.202 for Off-Street Parking and Loading requires a minimum of one (1) bicycle parking spaces per every ten (10) vehicle parking spaces required.

6. Provision for adequate noise and/or visual buffering from non-compatible uses.

FINDINGS: To ensure compatibility with adjacent residential uses, lighting serving the property shall be arranged to be directed entirely onto the site, and shall be deflected away from the adjoining properties and streets so as not to cast a glare or reflection onto moving vehicles on public rights-of-ways as a condition of site design approval (FCZDO 2.202.07.E). The PAI zone does not require additional landscaping or screening from adjacent uses. However, if the City Council determines that the new facility will increase traffic, noise or have other impacts to surrounding uses that requires additional buffering, additional conditions of approval may be applied.

7. Retention of existing natural features on site.

FINDINGS: The site is currently developed with an existing “play area” and “play structure”. Staff has not identified existing natural features on the site for preservation and staff finds this criterion is met.

8. Problems that may arise due to development within potential hazard areas.

FINDINGS: The subject property is generally flat and is not within the Restricted Development Overlay Zone. There are no known potential hazard areas that would limit development of the subject property.

9. Access: As part of the design review process, the City may impose the following conditions on a new or expanding development:

- 1. Limit or prohibit access to local streets which principally serve residential uses.*

2. *Require a traffic impact analysis.*
3. *Require the dedication of additional right-of-way and/or street improvements where necessary to meet City street standards.*

FINDINGS: The applicant has shown and stated intent for future parking and access to be provided off of Fair Oaks Street. Future driveway or vehicle access improvements shall be subject to the FCZDO and approval by the City of Falls City prior to installation. The addition of parking spaces or a parking lot may subject the property/applicant to a separate and *new* Site Design Review application.

IV. GENERAL DEVELOPMENT STANDARDS

The subject property is located in the Public Assembly/Institutional (PAI). FCZDO section 2.105 governs permitted uses and development standards under the PAI zone:

Uses: FCZDO 2.105.03.A lists public, private or parochial schools and their accessory uses as permitted uses in the zone.

Setbacks: FCZDO 2.105.04.B states setback and height requirements within the PAI zone shall conform to the standards of the R-1 zoning, unless otherwise approved by the Planning Commission/City Council at the time of SDR. Staff finds no specific provisions outside of the standards of the R-1 zone are being requested at this time.

Height: FCZDO 2.101.06.C. stated heights shall not exceed 35 feet. Staff finds the proposed gymnasium structure is estimated at 30.5' at the roof peak (See Exhibit B11). The proposed height of the structure will be verified at the time of building permit review and approval to ensure it meets this standard. Compliance with local and state building codes requirements is included as a condition of approval.

Fencing: No proposed fencing is included in the site plan and the PAI zone does not require additional buffering or screening.

Staff finds the applicants' site plan conforms to the general development standards of the PAI zone.

V. RECOMMENDATION

The City Planner finds that the application can meet the Falls City Zoning & Development Ordinance standards for construction of a new gymnasium structure in the Public Assembly/Institutional (PAI) zone, based upon the submitted application materials and site plan, with the following recommended conditions of approval.

The City Planner recommends approval, subject to the following conditions:

1. Compliance with local and state building codes requirements is required. Evidence of dedication of the five (5) foot right-of-way along the Fair Oaks Street property frontage shall be required prior to building permit approval.
2. Signage, if applicable, must comply with the Falls City Zoning and Development Ordinance 2.204, including review and approval by the City.

3. In conformance with FCZDO 2.202.07.E, lighting serving the property shall be arranged to be directed entirely onto the site, and shall be deflected away from the adjoining properties and streets so as not to cast a glare or reflection onto moving vehicles on public rights-of-ways.
4. Prior to building/structural permit approval, the application shall be required to submit a parking plan displaying compliance with FCZDO 2.202, including information supporting the vehicle parking space requirements of FCZDO 2.202.B.7.

If insufficient parking exists along Prospect Street, the applicant shall be required to show sufficient on-site parking prior to building/structural permit approval with installation of parking required prior to final occupancy permit approval. All driveways, parking and loading areas, including areas proposed for vehicular access, shall have a durable, hard surface.

5. Compliance with and approval from the fire district shall be required prior to final structural/building permit approvals, including but not limited to, the provision of fire protection services and potential for new hydrant(s) and water service to ensure adequate capacity to serve the proposed development.
6. In compliance with FCZDO 2.206, all storm water runoff shall be conveyed to a public storm sewer or natural drainage channel having adequate capacity to carry the flow without overflowing or otherwise causing damage to public and/or private property

A storm drainage and erosion control plan shall be required prior to any structural/building permit approvals. The plan shall include:

- The methods to be used to minimize the amount of runoff, siltation, and pollution created from the development both during and after construction.
- Plans for the construction of storm sewers, open drainage channels, and other facilities that depict line sizes, profiles, construction specifications, and other such information as is necessary for the City to review the adequacy of the storm drainage plans.
- Design calculations for all drainage facilities. These drainage calculations shall be included on the site plan drawings and shall be stamped by a licensed professional engineer in the State of Oregon. Peak design discharges shall be computed using the rational formula and based upon the design criteria outlined in the Standard Specifications for Public Works Construction in the of Falls City.

The developer shall be responsible for all costs associated with designing and constructing the facilities necessary to meet storm drainage requirements in compliance with the recommendations identified in the storm drainage and erosion control plan.

7. Site Design Review approval shall be effective for a period of one (1) year from the date of approval. If substantial construction of the approved plan has not begun with the one-year period, the approval shall expire (FCZDO 3.203.I).

VI. SAMPLE CITY COUNCIL ACTION

Options available to the City Council include:

1. Adopt the findings in the staff report and approve the site design review request (File SDR-2018-01).
2. Deny site design review request (File SDR-2018-01), stating how the criteria for approval are not met.
3. Continue the review to a time certain.

VII. SAMPLE MOTIONS

I MOVE TO **APPROVE** THE REQUESTED SITE DESIGN REVIEW (SDR-2018-01) AND ADOPT THE FINDINGS FOUND IN THE STAFF REPORT, WITH CONDITIONS OF APPROVAL LISTED IN SECTION V. OF THE STAFF REPORT.

I MOVE TO **DENY** THE REQUESTED SITE DESIGN REVIEW (SDR-2018-01), ADOPTING THE FINDINGS DEVELOPED AT THE CITY COUNCIL MEETING RELATED TO THE CRITERIA FOR APPROVAL.

I MOVE TO CONTINUE THE REVIEW OF THE REQUESTED SITE DESIGN REVIEW TO A TIME CERTAIN.

B 6.21BA

IMPORTANT
This Map for Assessment
and Taxation Purposes
ONLY

NE1/4 NW1/4 SEC.21 T8S R6W WM
POLK COUNTY
Scale 1" = 100'

Scale 1" = 100'

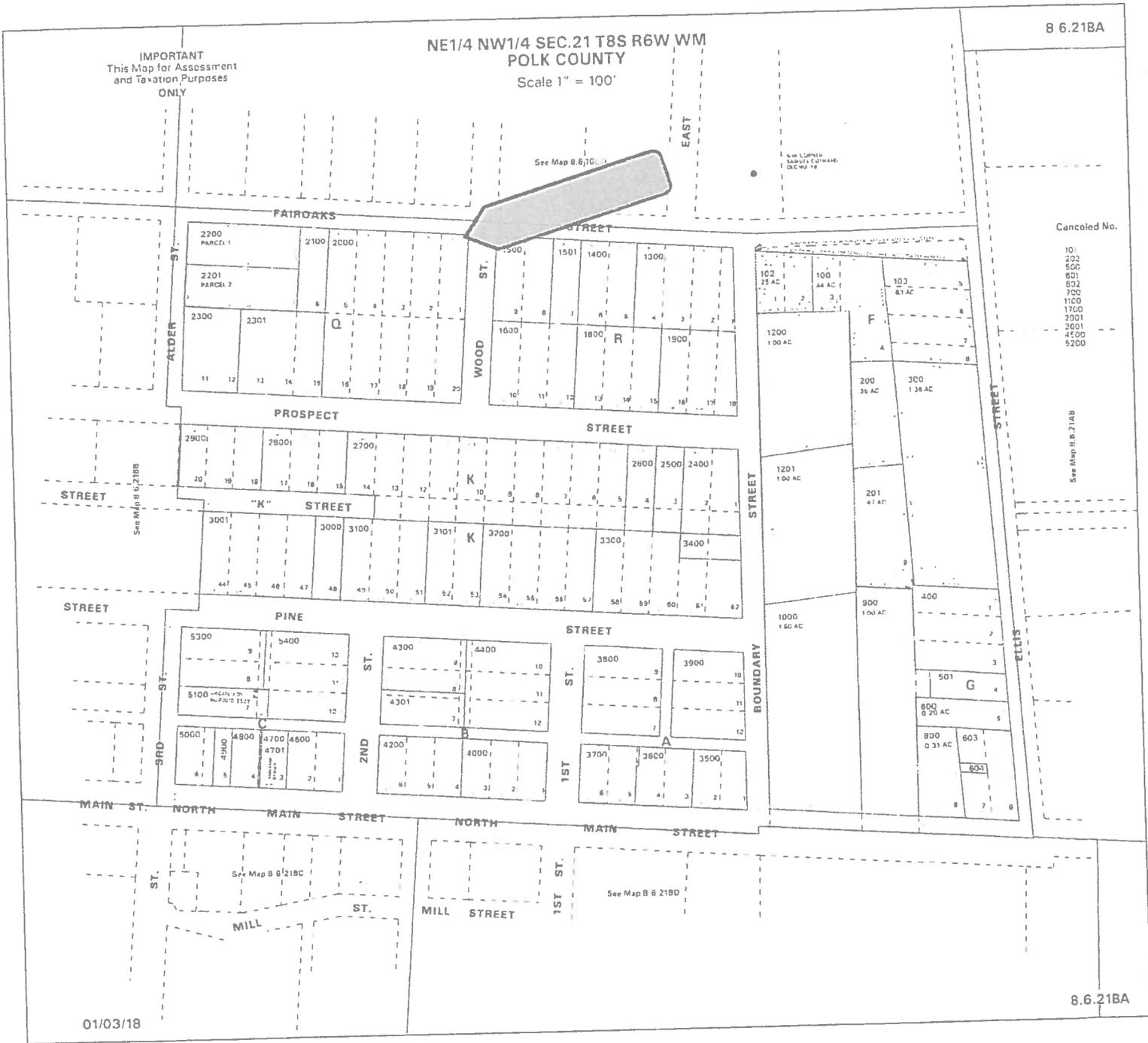
See Map B 6 2180

See Map B 6 2180

Cancelled No.

- 101
- 202
- 500
- 601
- 602
- 700
- 1100
- 1700
- 2901
- 2901
- 4500
- 5300

See Map B 6 2180



01/03/18

8.6.21BA

Exhibit 20 A1

POLK County Assessor's Summary Report

Real Property Assessment Report

FOR ASSESSMENT YEAR 2018

NOT OFFICIAL VALUE

October 4, 2018 3 52 31 pm

Account # 329169
 Map # 08621-BA-02000
 Code - Tax # 5701-329169

Tax Status NONASSESSABLE
 Acct Status ACTIVE
 Subtype NORMAL

Legal Descr Multiple Lots - See legal report for full description.

Mailing Name SCHOOL DISTRICT #57

Deed Reference # See Record

Agent

Sales Date/Price See Record

In Care Of

Appraiser MOSKAL JAY

Mailing Address 111 MAIN ST N
 FALLS CITY, OR 97344

Prop Class 921 MA SA NH Unit
 RMV Class 201 06 13 000 20220-1

Situs Address(s) Situs City

Code Area		RMV	MAV	Value Summary AV	RMV Exception	CPR %
5701	Land	141,270			Land	0
	Impr.	17,890			Impr.	0
Code Area Total		159,160	35,860	35,860		0
Grand Total		159,160	35,860	35,860		0

Code Area	ID#	RFD	Ex	Plan Zone	Value Source	TD%	LS	Size	Land Class	LUC	Trended RMV
5701	1	R		PAI	Residential Site	103	A	1.72		008	145,510
Grand Total								1.72			145,510

Code Area	ID#	Yr Built	Stat Class	Description	TD%	Total Sq. Ft.	Ex% MS Acct #	Trended RMV
5701	1		300	GP BUILDING	100	2,400		17,890
Grand Total								17,890

City of Falls City
Land Use Application

File # 18-16
Date Rec'd: 9/7/18
Fee Paid: 600⁰⁰
Receipt No.: 585755 # 756
Rec'd By: MAC

Type 1-A Action:

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

Type IV Action:

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

Type 1-B Action:

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

Other

- Pre-Application Conference

Type II Action:

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

Type III Action:

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

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

Last updated on 11/27/2017 (LA 2017-01)

Exhibit B1

Applicant(s) Falls City School Dist. Telephone: 503 787 3521

Address: 111 N Main St Falls City OR 97344

Owner(s): Falls City SD Telephone: 503 787 3521

Address: 177 Prospect Ave Falls City OR 97344

Location of build site

Engineer/Surveyor: _____ Telephone: _____

Address: _____

General Information

Map Page and Tax Lot No : 8.6.21BA; 2000 Zone: PA-I

Location: 177 Prospect Ave Falls City OR 97344

Legal Description: _____

Existing Zoning/Comprehensive Plan Designation: _____

Current Use/Structures: Elementary School

Proposed Use: Gym

Topography: _____

Surrounding Uses: North: _____

South: _____

East: _____

West: _____

Acreage of Site: 1.72

Number/Size of New Lots or Parcels: _____
(Attach site map, if applicable)

Natural Features/Hazards of the Subject Site: _____

Public Utility Providers (gas, electric, water, sewer, telephone): Pacific Power, Century Link, City Water & Sewer

Easements: _____ Volume and Page Number _____

(As recorded in the office of the County Clerk)
Deed Restrictions: _____

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

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

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

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

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

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

Debbie Diner 8/28/18
Applicant(s) Signature Date
503 787 3521 x1103

.....
Applicant(s) Signature Date
.....
We, the following:

Name: Falls City School District Telephone: 503 787 3521
Address: 111 N. Main St Falls City OR 97344

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

The applicant(s) shall certify that:

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

Dated this 30 day of August, 2018.

Art Naughtaly
503 787 3521 x2200
Signature of each owner of the subject property

Superintendent
Art Naughtaly
Print name after signature.

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

City of Falls City – SITE PLAN FORM

INSTRUCTIONS FOR PREPARATION OF A SITE PLAN

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

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

ITEMS THAT MUST BE SHOWN ON YOUR SITE PLAN:

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

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

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

Commercial development must also include the following:

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

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

Property Owner (s) Name: Falls City School District Phone: 503 787 3507 x2200
Art Hoykataliy, Superintendent
Site Address: 177 Prospect Ave City: Falls City Zip: 97344

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

Last updated on 11/27/2017 (LA 2017-01)

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Exhibit B4

RESOLUTION 1819-008: Appointment of Custodian of Funds

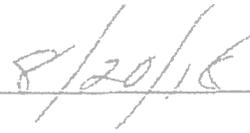
BE IT HEREBY RESOLVED that the Board of Directors of Falls City School District authorizes the following appointments for the 2018-19 fiscal year, ORS 328.441:

Oregon State Treasury – Art Houghtaling, Debbie Diener

Oregon State Credit Union (requires two signatures on all)

- General Checking – Board Chair, Art Houghtaling, Debbie Diener
- HS Student Funds – Art Houghtaling, Natascha Perkowski, Debbie Diener
- ES Student Funds – Art Houghtaling, Judy Scheet, Debbie Diener

Board Chair



Date

34

RESOLUTION 1819-009: Authorization to Sign Contracts

BE IT HEREBY RESOLVED that the Board of Directors of Falls City School District designates Art Houghtaling, Interim Superintendent, and/or his designee(s), as its authorized representative(s) for negotiating and signing contracts for programs, services and materials as defined in the 2017-18 Budget and within the appropriations adopted by the Board for the 2018-19 fiscal year and for special revenue funding.

Robert Young 8/20/18
Board Chair Date

35

Per **RESOLUTION 1819-009**: Authorization to Sign Contracts, I, Art Houghtaling, designate Debbie Diener, Business Manager, to sign contracts on my behalf as needed in my absence for the 2018-19 fiscal year.

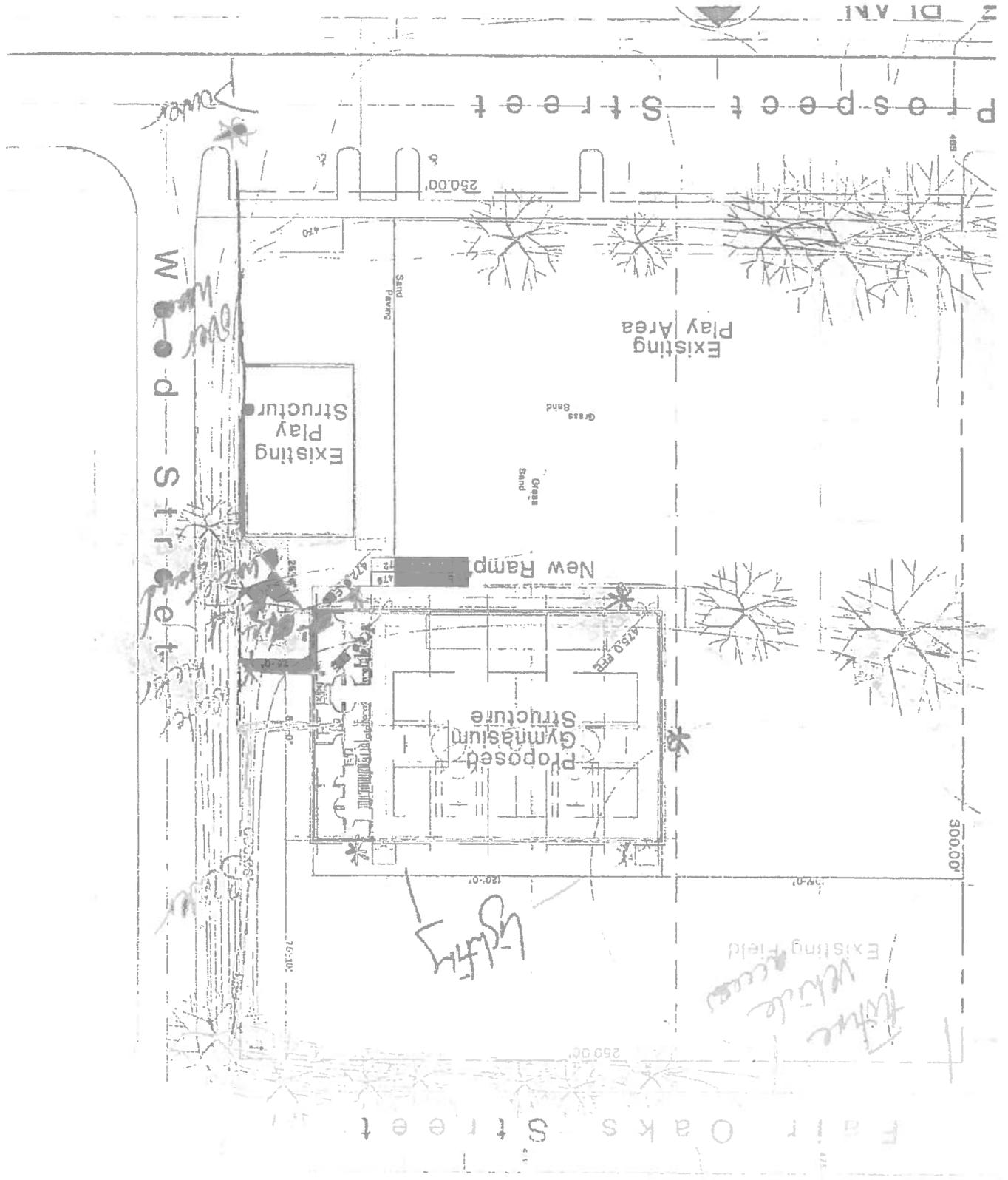
Art Houghtaling *Art Houghtaling* 8/20/18
Art Houghtaling Date

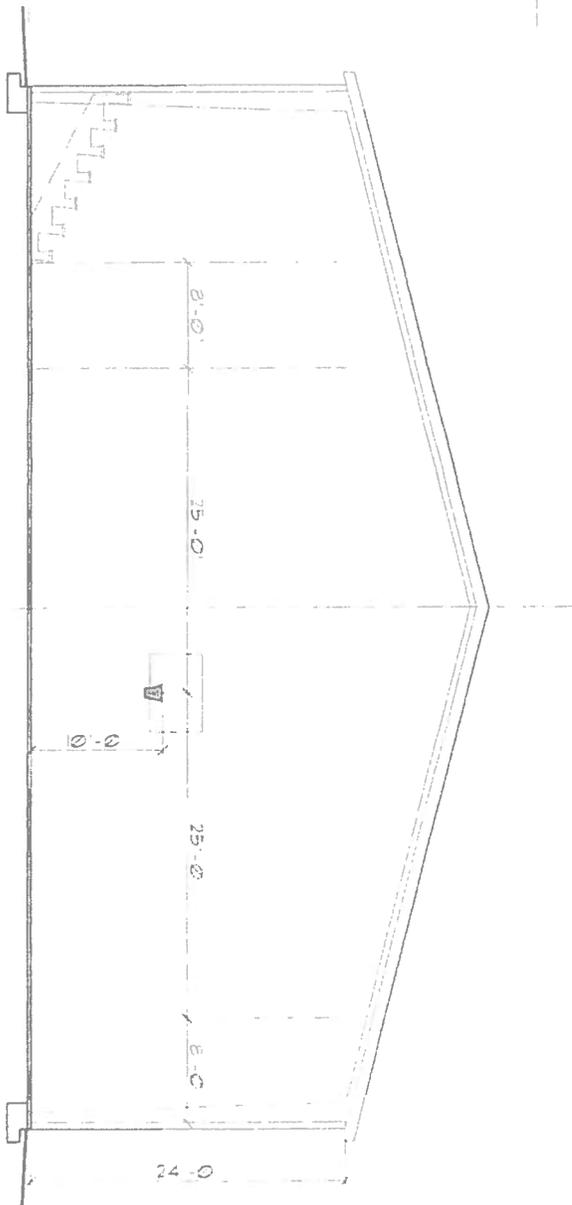
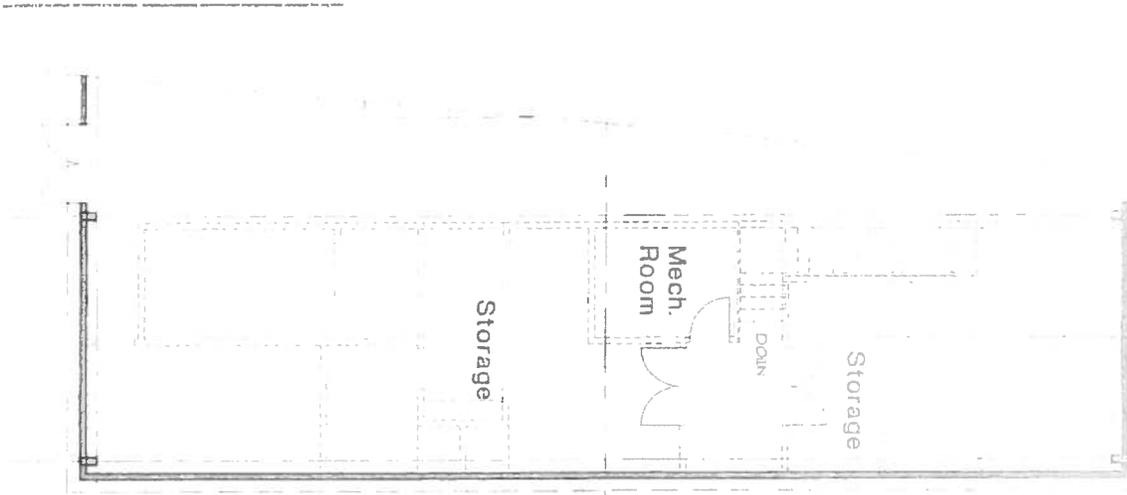
Robert Young *Robert Young* 8/20/18
Board Chair Date

REVISIONS
DATE 01/18/2018

Site Plan

A New Gymnasium for
Falls City School District
177 Prospect Street
Falls, City, OR 97344





SHEET	DATE
	REVISION/DATE

Loft Floor Plan Section

A New Gymnasium for
 Falls City School District
 177 Prospect Street
 Falls City, OR 97344

NOTICE OF LAND USE REQUEST/REQUEST FOR COMMENTS

DATE: 10/8/18

TO: Public Works Supervisor Don Poe

FROM: Renata Wakeley, Mid-Willamette Valley Council of Governments

RE: Site Development Review -2018-01, City of Falls City

The City of Falls City is soliciting any comments or conditions of approval you may wish to have considered in the City's review of the above described land use case. Questions should be directed to the staff contact below. However, any comments you would like to be considered in our review must be submitted in writing.

In order for staff to process this application in a timely manner, comments need to be back in our office by **October 10, 2018**. The City Council will review the application at their Council meeting on October 11, 2018. If we do not receive any response by this date, we will assume you have no concerns.

You may use the response form below or attached a separate letter. Please return your written response to the staff contact below.

Staff Contact: Renata Wakeley E-mail: renatac@mwvcog.org
Phone: 503-588-6177 Fax: 503-588-6094

PLEASE CHECK THE APPROPRIATE ITEMS:

- We are not affected by the proposal.
- We have reviewed the proposal and determined we have no comment.
- Our comments are in the attached letter.
- Our comments are:

Will probably need 3000 gallon interceptor tank. The sewer line crosses city water Engineer will have to approve. Water meter & line size will need to be dealt with too. Building fire suppression?

Date: 10/8/18 Person Commenting: Don Poe Agency: CITY OF FALLS CITY Public Works

NOTICE OF LAND USE REQUEST/REQUEST FOR COMMENTS

DATE: 10/8/18

TO: Fire Chief Robert Young

FROM: Renata Wakeley, Mid-Willamette Valley Council of Governments

RE: Site Development Review -2018-01, City of Falls City

The City of Falls City is soliciting any comments or conditions of approval you may wish to have considered in the City's review of the above described land use case. Questions should be directed to the staff contact below. However, any comments you would like to be considered in our review must be submitted in writing.

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E-mail: renatac@mwvcog.org

Phone: 503-588-6177

Fax: 503-588-6094

PLEASE CHECK THE APPROPRIATE ITEMS:

We are not affected by the proposal.

We have reviewed the proposal and determined we have no comment.

Our comments are in the attached letter.

Our comments are:

No comment looks good! Robert Young

Date: 10/8/18 Person Commenting: Bob Young Agency: Falls City Fire