211 Second Street | Hood River, OR 97031 | 541-386-1488 | www.cityofhoodriver.gov

CITY COUNCIL

January 13, 2025

COUNCIL MEMBERS

Paul Blackburn
Mayor

Anna Cavaleri
Councilor

Amanda Goeke
Councilor

Ben Mitchell
Councilor

Gladys Rivera
Councilor

Grant Polson
Councilor

Doug Stepina
Councilor

MEETING AGENDA 6:00 p.m.

I. CALL TO ORDER – Cell Phone Reminder
A. Land Acknowledgement Statement
B. Pledge of Allegiance

- **Oath of Office administered to Mayor Paul Blackburn, Councilor Anna Cavaleri, Councilor Amanda Goeke, and Councilor Gladys Rivera**
- **Appoint City Council President**
- **Oath of Office administered to Police Officer Ty Walker**

RECESS TO CONSIDER URBAN RENEWAL AGENDA

II. AGENDA ADDITIONS OR CORRECTIONS

III. BUSINESS FROM THE AUDIENCE

Hood River City Council encourages community members to talk about issues important to them. If you wish to speak during "Business from the Audience" there are three options to choose from:

- If you wish to speak during "Business from the Audience", and you are attending the meeting in person, please sign up when you arrive at the meeting by printing your name, contact information and topic/item on the sheet provided by the City Recorder.
- Submit written comments to the City Recorder at j.gray@cityofhoodriver.gov by Monday, January 13, 2025, no later than 12 noon in order to distribute to the City Council in one packet for review by 3pm. All comments will be added to the record
- To address Council during Business for the Audience by Zoom, send an email (name of speaker and topic) to j.gray@cityofhoodriver.gov by Monday, January 13, 2025, no later than 12 noon. Please specify the topic your testimony addresses. Testimony will go in order of requests received. Attendees that have pre-registered will be given a Zoom link. The speaker will be promoted by the City Recorder to address Council. Audio and video to be turned on for 3 minutes to address Council.

At the Mayors discretion, public comments may be received prior to a specific topic of relevance during the meeting. Please observe the time limit of three minutes/person

IV. PRESENTATIONS

1. Development Code Audit & Update, Phase 2, Dustin Nilsen and Kevin Liburdy — Pages 4-35

V. PUBLIC HEARINGS

1. Ordinance 2087 – Clarifying the Process to Apply for SDC Exemptions, Will Norris — Pages 36-39
2. Ordinance 2088 and 2089 – Annexation and Rezone Change, Dustin Nilsen — Pages 40-41

VI. CONSENT AGENDA

1. Council Meeting Minutes – November 25, 2024, December 6, 7, 9, 2024 — Pages 42-68
2. OLCC Permit Application Approval – Lightwell Hotel + Spa, Historic Waucoma LLC, 201 Cascade Avenue — Pages 69-70
3. Annual Renewal for Taxicab Business Permit and Rates, Jen Gray — Pages 71-73
4. Hood River City Council 2023-2024 Work Plan Quarterly Update through December 2024, Abigail Elder — Pages 74-130
5. Notification of Audit Firm Transition, Chris Longinetti — Pages 131-133

VII. ACTION ITEMS

VIII. DISCUSSION ITEMS

1. City Council Committee and Liaison Appointments, Abigail Elder — Pages 134-135

IX. CITY RECORDER

1. Reading of Ordinance 2087 (SDC Exemptions) for the first time by title only
2. Reading of Ordinance 2088 & 2089 (Annexation) for the first time by title only

X. CITY MANAGER COMMENTS

XI. COMMITTEE REPORTS

All public meeting locations are accessible. Let the City Recorder know if you will need special accommodations to attend a meeting.
Call (541) 387-5212 for more information. Oregon Relay Service 1-800-735-2900

The City of Hood River Council meetings can now be viewed live on YouTube. See link to connect to live meetings: https://cityofhoodriver.gov/administration/public-meeting-upcoming-and-archived-videos/

The recording of the meeting will be posted shortly after the meeting on the City's website. Please check the City's website for the most current schedule of City public meetings. https://cityofhoodriver.gov/administration/meetings/

XII. MAYOR COMMENTS

XIII. COUNCIL COMMENTS

XIV. EXECUTIVE SESSION

Oregon Law permits public bodies to meet in executive session to discuss specific matters which are not open to the public. Final actions or decisions on these matters will be made during the open meeting.

ORS 192.660 1 (h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

Under the provisions of the Oregon Public Meetings Law, the proceedings of this executive session are for background information only for media attending and not for publication or broadcast.

XV. ADJOURN

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CITY OF HOOD RIVER CITY COUNCIL

DATE: January 13, 2025

TO: Honorable Mayor Paul Blackburn and City Council

FROM: Dustin Nilsen, Director of Planning and Zoning
Kevin Liburdy, Senior Planner

SUBJECT: Development Code Audit & Update, Phase 2

CITY COUNCIL GOAL:

- ☒ Equitable and Diverse Housing Inventory
- ☒ Equitable and Inclusive Community
- ☒ Well-Maintained and Safe Community
- ☒ Efficient and Safe Transportation System for all users
- ☒ Environmentally Sustainable and Resilient Community
- ☒ Adequate Parks and Open Space

BACKGROUND

A Development Code Audit & Update is included in the City Council's 2023-2024 Work Plan as a critical project. A Code Audit (Phase 1) has been performed to identify potential inconsistencies with state land use law and existing City Comprehensive Plan policies, identify internal conflicts, and grammatical- and formatting errors, and include a framework to amend development code provisions that are in need improvement or clarification. A Code Update process (Phase 2) will follow.

In September 2023 the City was awarded a Housing Planning Assistance grant by the Department of Land Conservation and Development (DLCD) to assist with the Code Audit & Update. Originally, the grant was valued at $100,000. Subsequently, due to state funding constraints, the value of the grant was reduced and targeted to Phase 1 of the work. More recently, additional DLCD Housing grant funds became available for Phase 2 of the work.

In October 2024, during a work session with the City Council, project consultant Matt Hastie of MIG recapped project goals; provided an update on the tasks and timeline; presented a summary of initial code update recommendations and the Phase 2 community engagement plan including objectives, interested parties and activities; and responded to questions and comments from the Council. A significant update to the development code is expected, although much of the basic structure of the code and many of the existing standards are expected to remain intact. Councilors generally supported the Code Audit findings, approved the engagement plan, and accepted the consultant's recommendations for next steps.

DISCUSSION

During tonight's meeting, the project team will present an update on the project including a recap of the Phase 1 Code Audit; goals and objectives for the Phase 2 Code Update, including community engagement activities; a cost summary, and the current timeline. The Code Update process is expected to take approximately 12 months, prior to scheduling legislative public

hearings to approve code updates.

STAFF REQUEST
Staff requests City Council authorization to establish a contract between the City and MIG to complete portions of the Phase 2 Code Update work that will not be funded by DLCD.

SUGGESTED MOTION
I move to direct staff to proceed with the Development Code Update process (Phase 2) as presented including contracting with MIG.

ALTERNATIVES
Direct staff to modify the Phase 2 scope to adjust deliverables prior to completing a contract and initiating the Code Update process.

FISCAL IMPACT
Phase 1 of the project was completed with approximately $58,500 in grant funds from DLCD's Housing Planning Assistance program. Phase 2 of the project is estimated to cost approximately $204,012. The City's share is $111,697, and the remaining $92,315 will be paid by DLCD. The City Planning Department budgeted $167,000 for contract services in FY24-25 (largely carried forward from previous budget cycles for this project).

ATTACHMENTS
Initial Code Update Recommendations, dated 10/25/24
Phase 2 Code Update Scope of Work
Phase 2 Public Engagement Plan, dated 8/15/2024
Code Update Cost Table

TO: Hood River Development Code Update Project Management Team

FROM: Carrie Brennecke and Matt Hastie, MIG, Inc.

RE: Hood River Development Code Audit: Revised Initial Code Update Recommendations (Task 3.4)

DATE: October 25, 2024

Introduction

The purpose of the Hood River Development Code Audit is to identify inconsistencies with State land use law and existing City Comprehensive Plan policies, resolve internal conflicts, and develop a framework to amend development code provisions that need improvement or clarification. A primary goal is to make the development code more workable, clear, and objective. While not focused exclusively on housing, it is anticipated that this audit will lead to amendments that help the City ensure consistency with several recent State strategies and requirements to increase housing availability and affordability.

This 'Initial Code Update Recommendations Report' summarizes the recommended updates to the development code to address the Code Audit findings. The recommendations build on work conducted in the Code Audit (Task 2)., that included a full code audit by MIG staff, and engagement with city staff decision makers, and other community members and identify the types of changes needed to specific code sections and the code in general.

These initial recommendations are a summary of the needed Development Code updates to address the findings of the Code Audit. This document describes sections of the code to be updated; whether the updates involve changes to existing language, addition of new language, or some combination of the two; and whether there are different options for making the change. When appliable, where different approaches could be undertaken to update the code, a recommendation of the preferred approach is provided by the Project Management Team (PMT).

The initial recommendations are not a fully inclusive list of all the potential amendments that are needed as part of the second phase of the project (Phase 2 -Code Update), but rather they provide a summary of the approach to the code update and direction for the potential amendments that are needed to address the code audit findings outlined in detail in Parts 1, 2 and 3 of the Final Code Audit Report (Task 2.6). More detailed recommendations were included in those earlier memos, and by City staff in the comments and supporting documents they provided. This memo has been reviewed for approval by the Hood River City Council.

The Hood River Development Code Update is funded in part by a grant from the Oregon Department of Land Conservation and Development (DLCD) as part of its Housing Planning Assistance Program.

Initial Development Code Update Recommendations

The table below provides recommended Development Code updates based on the results of the Code Audit in Task 2. This is an overview of the potential code amendments and options (when applicable) with a recommendation by the Project Management Team where multiple options have been identified. Specific (less discretionary) revisions and/or additions that are needed in the Code update also are provided, per Chapter and Section, in Parts 1 & 3 of the Final Code Audit Report

(Task 2.6). The recommendations in this memo will inform the second Phase of the project – a Code Update.

The recommendations in this memo represent a substantial update to the City's Development Code intended to address specific issues that have been identified over the course of a number of years, as well as more recent state housing requirements, and overarching objectives for making the code easier to understand, navigate, and implement for a full range of users. Many aspects of the basic structure of the code are likely to remain in place, as will a variety of code requirements that currently work well. However, changes to the code will also include reorganization and/or replacement of some sections, creation of new sections, and a significant number of revisions to other existing/remaining sections. As a number of community members have noted, the Code has good bones but a major overhaul to it is warranted.

Note: "Clear and objective" is abbreviated in this document as "C&O."

CHAPTER & SECTION	POTENTIAL AMENDMENTS & OPTIONS	PMT RECOMMENDATION
CODE WIDE AMENDMENTS		
AFFORDABLE HOUSING	Develop an affordable housing regulations that addresses the state housing legislation and other mandates and city goals holistically. The regulations should contain the code revisions that are needed to implement state requirements and local policies and strategies.	
PLAIN LANGUAGE	To the greatest extent possible revise language used throughout the code to make it more user friendly and understandable to the general public.	
VISUAL/GRAPHIC IMPROVEMENTS	Use graphics, charts, tables, and other visuals to increase the usability and the code easier to understand.	
DEFINITION CONSOLIDATION, EXPANSION AND COMPLIANCE	Combine in one area of the code all definitions for Title 16 & 17 (including those embedded in the code sections) and definitions needed to implement the Oregon legislation and statutes and provide improve clarity and usability.	
PUBLIC IMPROVEMENT REQUIREMENTS	Establish and implement in the code a method to identify a consistent nexus/proportionality across developments, including predictable public improvement requirements and reasonable costs (e.g., right-of-way improvements).	
DISCRIMINATION	Examine updated and remaining code language to identify and address any	

CHAPTER & SECTION	POTENTIAL AMENDMENTS & OPTIONS	PMT RECOMMENDATION
	potential remnants of systemic racism and discrimination and issues of constitutionality.	
CONSOLIDATING AND CLARIFYING STANDARDS FOR THE DEVELOPMENT OF HOUSING	OPTION 1: Address the standards for all housing (including Middle Housing development and Townhouses) in the base zones (17.03 Land Use Zones), in the specific standards (17.04 Supplementary Provisions), and the review and approval process (17.09 Review Procedures). Use the Oregon Model Code as guide for the definition of middle housing types and the development and design standards for the middle housing types. **OR** OPTION 2: Retain but update the name of the Chapter 17.25 from 'Middle Housing Development Standards' to 'Small Housing Type Development Standards Option' and have the standards for smaller housing types remain in a separate section. Add clarity to the code language that 17.25 are an optional set of standards to limit the appearance of conflict with the housing standards in the other code sections.	Option 2
ADDITIONAL CODE SECTIONS	Add sections for Wireless Communication Facilities, Outdoor Lighting Standards, Temporary Uses, Phasing, Shipping Containers, Vesting, Tree Removal and Mitigation, Components of a Complete Application, as well as Adjustments (to address requirements of SB 1537).	
CHAPTER 16 – SUBDIVISIONS		
16.04.020 GENERAL TERMS AND DEFINITIONS	OPTION 1: Duplicate the consolidated Development Code definitions for Title 16 & 17 in 16.04.020 **OR** Option 2: Consolidate the Definitions in Chapter 17.01.060 and reference that chapter in 16.04.020	Option 2

CHAPTER & SECTION	POTENTIAL AMENDMENTS & OPTIONS	PMT RECOMMENDATION
16.08 APPROVAL PROCESS	OPTION 1: Application Procedures, Process, Actions - For clarity to applicants and ease of implementation, revise the review process of Type I (Ministerial actions), Type II (Administrative actions, Type III (Quasi-judicial actions), and Type IV (Legislative actions). The application and approval process can be modified for Hood River from Oregon's Model Code. Also ensure the approval process in 16.08 and 17.09 are consistent. **OR** Option 2: If the application process remains similar to the existing code, ensure 16.08 and the approval process in the review procedures in 17.09 are consistent and compliant with state statutes.	Option 1, while retaining the step by step process of land division (preliminary to final plat) in the current code.
16.12 GENERAL DESIGN AND IMPROVEMENT STANDARDS	Consolidate standards for Parking, Access and Circulation in 17.20 Transportation and Circulation and Access Management or a new chapter of Title 17 and cross reference in 16.12. Consolidate standards for Street Trees, and Landscape Conservation (Significant Tree Preservation) in Chapter 17.17 and cross reference in 16.12. Ensure standards are C&O and mitigation for both land divisions (Title 16) and land development (Title 17). Identify a consistent nexus/proportionality methodology for right-of-way improvements across developments and include code standards for predictable public improvement requirements such as sidewalk improvements. Ensure the ROW improvement methodology and requirements are consistent in Chapters 16 and 17 and Chapter 15 (building).	

CHAPTER & SECTION	POTENTIAL AMENDMENTS & OPTIONS	PMT RECOMMENDATION
TITLE 17 – ZONING		
17.01.060 DEFINITIONS	Consolidate all definitions in 17.01.060 for Title 16 & 17 (including those embedded in the code sections), add and revise the definitions needed to implement the Oregon legislation and statues and add or revise other definitions identified in the Final Code Audit Report, such as building height.	
17.03 LAND USE ZONES	Create a "Land Uses and Development Types Permitted" table that shows permitted land uses and building types for all zones in one location of the code to improve clarity and usability. Consolidate site design requirements and create a "Site Development Requirements Table" showing the site development standards for all zones to the extent that the table remains user friendly. Refer to other sections of tables for additional standards specific to certain types of development where needed.	Option 2
	Option 1: Consolidate all parking standards in a table in 17.20 Transportation Circulation and Access Management **OR** Option 2: Consolidate all parking standards into a separate new parking section. Revisions to the minimum parking requirements may be needed, it is expected parking standards will be revised to meet the requirements of the state statutes and to remove barriers to housing.	

CHAPTER & SECTION	POTENTIAL AMENDMENTS & OPTIONS	PMT RECOMMENDATION
	Add Duplex as an allowable use to R-1 zone (to be consistent with HB 2001).	Option 2
	Option 1: Address the development standards for all housing types (including Middle Housing development) **OR**	
	Option 2: Change the name of the Chapter 17.25 from 'Middle Housing Development Standards' to 'Small Housing Type Development Standards Option' and have the standards for smaller housing types remain in a separate section. Expand the zones and types of mixed use developments allowed, and provide C&O standards for mixed use development in order to remove barriers to the housing type. Provide C&O design standards for each housing type (as applicable) consistent with State statutes using design standards in the Oregon Model Code (with graphics) as a guide.	
17.04 SUPPLEMENTARY PROVISIONS	Relocate lot coverage standards to the "Site Development Requirements Table" in 17.03.	Option 2
	Option 1: Relocate the General requirements for parking lots to 17.20 Transportation and Circulation and Access Management to combine parking lot standards in section of the Code and update to be C&O. **OR** Option 2: Place the parking lot standards in new separate Parking section and place the parking lot standards there. Ensure they are C&O.	

CHAPTER & SECTION	POTENTIAL AMENDMENTS & OPTIONS	PMT RECOMMENDATION
	Clarify the Home Occupation application process and applicable standards. Standards need to be C&O if the application is permitted through a Type I (Ministerial processes). Standards may be discretionary in a Type II (Administrative process). Currently most Home Occupations are processed as a Type II (Administrative process). Ensure the Home Occupation review process meets any applicable state statutes, including standards that must be applied to residential uses. Create separate subsection for Daycare regulations and ensure that the process and standards are consistent with state statutes.	
17.05 NON-CONFORMING USES AND STRUCTURES	Revise to ensure a C&O process and standards for residential replacements.	
17.06 CONDITIONAL USES	For consistency, if the application processes are revised in Chapter 17.09 they must also be revised in 17.06. Revisions to the requirement to obtain a CUP for some types of residential development may be required.	
17.09 REVIEW PROCEDURES	Option 1: Update the review processes to: o Type I (Ministerial actions) o Type II (Administrative actions) o Type III (Quasi-judicial actions) o Type IV (Legislative actions) The process can be modified for Hood River from Oregon's Model Code provisions. **OR** Option 2: Revise the code to ensure the Ministerial Actions are a C&O process	Option 1

CHAPTER & SECTION	POTENTIAL AMENDMENTS & OPTIONS	PMT RECOMMENDATION
	and remove all discretion from the Ministerial process but retain the same process terminology (i.e. Ministerial, Administrative, Quasi-Judicial) Ensure all application processes are C&O when pertaining to housing (except for alternative approval paths such as for PUDs) Create a table that shows the review process for each type of application or type of development (by zone if applicable). Ensure the process and approval required per application type is clear and consistent throughout the Code and is compliant with the state statutes. Updates to the identified review process for some types of residential development in some zones may be required. Add submittal requirements for land use applications and add standardized materials.	
17.12 MANUFACTURED HOMES AND MOBILE HOME PARK PROVISIONS	Revise to comply with the state requirements from HB 4064 as follows. Ensure the Manufactured Dwelling and dwelling units in Manufactured Dwelling Parks are identified as different uses with different standards. Mobile homes and manufactured homes are regulated as manufactured dwellings by the ORS. Eliminate the mobile home definitions and replace all references in the code with manufactured dwelling (revised definition consistent with HB 4064). Section 17.12.010 applies individual lot placement standards to manufactured dwellings that do not apply to single	

CHAPTER & SECTION	POTENTIAL AMENDMENTS & OPTIONS	PMT RECOMMENDATION
	detached dwellings – these standards are precluded by statute and are not C&O. Two standards need to be removed. Section 17.12.020 contains additional criteria to manufactured homes in the R-1 zone that that do not apply to single detached dwellings. All standards need not be removed. The definition of 'manufactured dwelling park' should be updated to include prefabricated structures/ dwellings, consistent with statute. Section 17.12.030 The approval process for mobile/manufactured dwelling parks is inconsistent in the Code. Specify the approval process and ensure consistency in the recommended land use procedures table in 17.09 and throughout the code. Relocate the parking requirement to the chapter in the code where parking is addressed. Revise the minimum parking requirements, distinguishing between manufactured dwellings on individual lots vs. those located in manufactured dwelling parks. The parking requirements must be consistent with the state statues.	
17.16 SITE PLAN REVIEW	Revise the "Applicability" of Site Development Review to be clear for each development type and consistently applied throughout the Code. Clarify the applicability of Site Plan review, particularly for townhouses cross-referenced in 17.19.020(E). Clarify the applicability of Site Plan review for SROs and 'group residential', and Manufactured Dwelling Parks. Remove 17.16.020 Application Procedure and replace with a table	

CHAPTER & SECTION	POTENTIAL AMENDMENTS & OPTIONS	PMT RECOMMENDATION
	listing the development types showing whether Site Plan Review is required by administrative, quasi-judicial action, or if is exempt for specific development types; reference 17.09 Review Procedures and applicable decision criteria. Update the decision criteria related to the development of housing (particularly for multifamily housing) to ensure they are C&O. Consider using the Oregon Model Code as a basis for the standards.	
17.17 LANDSCAPING AND DEVELOPMENT STANDARDS	17.17.010. Scope. Revise to be labeled "Applicability" and revise to be C&O. 17.17.020 Procedure. Update to require compliance with 17.17 required with land use applications (when applicable). 17.17.030 Update the required contents of landscaping plan to be C&O. Use Oregon Model Code as a guide. 17.17.040 General landscaping standards. Revise to by C&O. Use the Oregon Model Code as a guide. Relocate Street Tree requirements from Title 16 Subdivisions, 16.12.050 to section 17.17 for all development and revise to be C&O. Relocate Landscape Conservation (Significant Tree Preservation) standards from Title 16 Subdivisions, 16.12.040 to section 17.17 for all development, cross reference, and revise to be C&O.	
17.18 VARIANCES	Revise to require variances to be processed and approved as Quasi-judicial actions subject to 17.09.040 (or Type III if updated) Incorporate housing land use adjustments required under Senate Bill 1537 in a separate section of the development code with separate criteria for their application. This issue will	

CHAPTER & SECTION	POTENTIAL AMENDMENTS & OPTIONS	PMT RECOMMENDATION
	require more evaluation as part of the Phase 2 Code Update process. Evaluate and consider other 'adjustment' or alternative variance processes to incorporate into the Code.	
17.19 TOWNHOUSE PROJECTS	The standards for Townhouse development or projects are unclear, confusing and inconsistent in the Code. Option 1: Remove section 17.19 and address the townhouse development standards in the base zones in 17.03 (Land Use Zones), the specific design standards in 17.04 (Supplementary Provisions), the review and approval process in 17.09 (Review Procedures), and the land division provisions of Title 16. Use the Oregon Model Code as a guide and adjust for Hood River specific design objectives as needed. **OR** Option 2: In 17.19, revise the revise all standards to be C&O, clarify the application review processes to be non-discretionary (Type 1) for all size of townhouse development, and ensure the standards and review processes are consist with the other sections of the Code.	Option 1 The City could provide an alternative discretionary path for townhouse projects through Site Design Review if desired.
17.20 TRANSPORTATION CIRCULATION AND ACCESS MANAGEMENT	Consolidate standards for Access and Circulation in Chapter 17.20 and cross reference in 16.12, 17.06 and 17.16. Revise the applicability of 17.20 to be C&O and consistent with the requirements needed to implement Title 16, and Chapters 17.06 and 17.16. Revise the access management criteria in 17.20.030.B and standards in 17.20.030.C to be C&O as they impact the development of housing. 17.20.040 Bicycle parking – revise the residential use categories to be consistent with residential uses within the Code (as updated), and consider	

CHAPTER & SECTION	POTENTIAL AMENDMENTS & OPTIONS	PMT RECOMMENDATION
	revisions to the standards for other uses. Consider adding minimum vehicle parking standards to 17.20 or in a new section of the Code to improve clarity and to ensure consistency. Currently vehicle parking is addressed throughout the code.	
17.23 ACCESSORY DWELLING UNITS	Add an exception to the 800 sf limit for ADU conversions (not applicable to expansion of buildings for ADUs and clarify that ADUs are processed as a Type I (Ministerial) application.	
17.25 MIDDLE HOUSING DEVELOPMENT STANDARDS	Option 1: Address the standards for all housing (including Middle Housing development and Townhouses) in the base zones (17.03 Land Use Zones), in the specific standards (17.04 Supplementary Provisions), and in the review and approval process (17.09 Review Procedures). Use the Oregon Model Code as guide for the definition of middle housing types and the development and design standards for the middle housing types. **OR** Option 2: Retain 17.25, but update the name of the Chapter 17.25 from 'Middle Housing Development Standards' to 'Small Housing Type Development Standards Option' and keep the standards for smaller housing types in a separate section. Add clarity to the code language that standards in 17.25 are an OPTIONAL set of standards for specific types of housing units to limit the appearance of conflict with the housing standards in the other code sections. If retained: • Add a purpose statement to this section stating that the purpose is to facilitate the development of smaller homes under 1,200 sf	Option 2 (as identified above)

CHAPTER & SECTION	POTENTIAL AMENDMENTS & OPTIONS	PMT RECOMMENDATION
	to address Hood River's housing goals and strategies. • Define the approval process/action for applications for the development of Middle Housing consistent with 17.09. • Relocate the definitions to 17.01.060. • Overall the standards appear to be C&O but several standards for middle housing types are greater than standards for single-family detached dwellings which could be a barrier to the development of housing and could use revision to eliminate the barrier.	

Next Steps

- Review recommendations with the City Council for their comments and general concurrence. Make refinements to the recommendations as needed.
- Continue to work with City of Hood River and DLDC staff to finalize a scope of work for the Phase 2 Code Update process; determine an appropriate cost-sharing arrangement for that work.
- Move forward with local and state contracting processes for Phase 2.
- Undertake the Phase 2 process, likely beginning in early 2025.

PLANNING ASSISTANCE WORK PROGRAM
HOOD RIVER DEVELOPMENT CODE AUDIT & UPDATE
PHASE 2 – CODE UPDATE
CITY OF HOOD RIVER

Project Purpose: The City desires a comprehensive audit of its development code to identify inconsistencies with state land use law and existing City Comprehensive Plan policies, internal conflicts and grammatical- and formatting errors, as well as a framework to amend development code provisions that are in need improvement or clarification. Following completion of the audit, development code amendments will be recommended to achieve a legal and more user-friendly development code and to address antiquated, obsolete, irrelevant or omitted code language.

The Project includes two phases. The first phase is an audit of the City of Hood River's development code and identification of preliminary recommendations for amendments. The audit provides an opportunity to assess whether the development code perpetuates systemic inequities, reinforces segregation, or concentrates burdens on specific communities. While not focused exclusively on housing, it is anticipated the development code audit will lead to amendments to comply with ORS 197.307, 197.314 and other housing-related statutory requirements, and consistency with the City's Comprehensive Plan, Housing Strategy (2015), and Affordable Housing Production Strategy (2022). The audit phase will be completed in October, 2024.

The second phase of the process will be funded by the City and DLCD grant funds, and will include preparation of hearings-ready development code amendments and a legislative adoption process. Overall, the code amendments will create a more usable code for Hood River. From a housing compliance and policy perspective, the primary outcomes of the project are to adopt code amendments that comply with housing-related statutes; facilitate housing production, affordability, and choice; reduce barriers to housing development; and ensure that the City meets its state legal requirements for regulating housing. DLCD funding for the project will be focused on addressing these goals.

Because the funding of the Code Update will be split between the City of Hood River and DLCD, two Scope of Work (SOW) documents and budgets have been prepared. The DLCD SOW focuses on the code updates to comply with housing-related statutes; facilitation of housing production, affordability, and choice; reduction of barriers to housing development and the reduction on systemic inequities that reinforces segregation or concentrates burdens on specific communities. The City of Hood River SOW focuses on creating a more user-friendly Development Code by eliminating internal conflicts and formatting errors and amending or adding development code provisions for improvement or clarification. Several of the tasks in the two SOWs overlap and the budget for those tasks reflect the proportionality of the work associated with each set of project objectives and funding source. It is also important to note that City staff will be involved in all tasks regardless of the funding source.

Phase 2 Task 1: Draft Code Amendments

Timeline: Months 1-8 (beginning approximately January 2025)

This task will build on the results of Task 3 of the first phase of the Code Audit and Update project. Based on the results of that work, Consultant and Project Management Team will prepare a memo summarizing recommended updates to the development code to address the Code Audit findings. These recommendations will identify the types of changes needed to specific code sections building on the results of the Phase 1 Code Audit. This will include the potential use of tables and illustrations to accompany and clarify text. Where different approaches could be undertaken to update the code, PMT will identify the strengths and weaknesses of each approach and will recommend a preferred approach, if warranted.

Given the scope of code amendments anticipated and the two funding sources for amendments, the Consultant will draft the amendments in approximately four batches or modules. Two modules will be directly related to compliance with state housing laws, including preparing an Affordable Housing ordinance/chapter, creating C&O standards for the development of housing, and reducing barriers to housing. The other two modules (funded by the City) will relate to creating user-friendly Development Code by eliminating internal conflicts and formatting errors and amending or adding development code provisions for improvement or clarification. They will address issues identified in the Phase 1 Code Audit that are not explicitly addressed in modules 1 and 2. Example include but are not limited to definitions, landscaping and parking requirements, procedural requirements, and other code elements. The PMT will determine the most effective organization for these modules at the outset of this task. For budgeting purposes, four modules have been assumed with two modules each funded by the City of Hood River.

Consultant will prepare illustrative code graphics to help improve the readability, clarity and usability of the code. Consultant will prepare and revise up to 12 graphics for this purpose with four (4) graphics devoted to illustrating standards that directly address DLCD/legislative housing requirements (funded by DLCD) and eight (8) graphics related to general Code clarification and improvement (funded by the City). If additional graphics are requested by the City, Consultant can produce them at an additional cost to the City based on time and materials. The cost per graphic for these additional graphics will be equivalent to the cost per graphic assumed in the project budget for the graphics described above. The proportional split in the production of the graphics is reflected in the proposed budget. PMT will work with Consultant to identify priority graphics and to review and comment on preliminary draft graphics. Consultant will revise and finalize graphics based on PMT comments.

In addition to meetings with the City Council, City staff and Consultant will conduct up to four briefings with the Hood River Planning Commission to provide them with updates on the planning process and summarize initial recommendations at a high level. Two of the briefings each for the City Council and Planning Commission will directly address DLCD/legislative housing requirements and the remainer the City's general code updates. The Planning Commission will provide comments on proposed code amendments but will not be expected to reach consensus or provide specific policy recommendations related to the amendments. The City Council will provide policy direction on the code updates, as needed, including where the project team has identified multiple options or alternatives for addressing specific code issues. This split of the briefings is reflected in the proposed budget and noted in the following lists of deliverables. City staff will schedule the briefings.

Consultant will attend virtually and provide presentations, in collaboration with staff.

Task 1 Consultant Deliverable:

- Initial Draft Code Update Recommendations report – module 1 (housing focused, funded by DLCD)
- Initial Draft Code Update Recommendations report – module 2 (housing focused, funding by DLCD)
- Initial Draft Code Update Recommendations report – module 3 (funded by City)
- Initial Draft Code Update Recommendations report – module 4 (funded by City)
- Draft Code Graphics
- Presentation materials to summarize the Initial Draft Code Update Recommendations report
- Planning Commission briefings to review progress on the code update tasks (two meetings funded by DLCD, and two meetings funded by City)
- City Council work sessions to review and comment on Initial Draft Code Update Recommendations reports (two meetings funded by DLCD, and two meetings funded by City)
- Revised Code Update Recommendations report – module 1(housing focused, funded by DLCD)
- Revised Code Update Recommendations report – module 2 (housing focused, funded by DLCD)
- Revised Code Update Recommendations report – module 3 (funded by City)
- Revised Code Update Recommendations report – module 4 (funded by City)
- Revised Draft Code Graphics
- Twice-monthly PMT meetings, including agenda, attendance and summary notes (4 meetings funded by DLCD, 6 meetings funded by City)

Task 1 City Staff Deliverables:

- Review and comment on draft code updates
- City Council meeting notices and agendas
- Planning Commission meeting notices and agendas

Phase 2 Task 2: Community Engagement

Timeline: Months 1-16 (beginning approximately January 2025)

As it is not practical to separate the community engagement into two isolated efforts for City and DLCD-funded projects, the community engagement for both the DLCD and City will occur together but funded in proportional amounts for each task. The proportion of the engagement is weighed by if the purpose of the engagement is related to either addressing DLCD/legislative housing requirements or the City's goal of creating a more user-friendly code. The proportional breakdowns are outlined below.

Consultant will work with PMT to prepare an updated Community Engagement Plan and conduct community engagement activities to provide a variety of opportunities for community members to learn about and provide input into the Code Update process. Community input will be incorporated in

and used to shape the proposed Code amendments prepared during Tasks 1 and 3.

Community Engagement Plan

Consultant will update the Community Engagement Plan prepared in Phase 1, Task 2 based on the final results of Phase 1 and further discussion with the PMT and City Council about key goals and needed engagement activities for this Phase of the project. Similar to the Engagement Plan prepared during Phase 1, the updated Engagement Plan will describe engagement objectives, audiences, messages and activities, and also will include a timeline and roles and responsibilities for conducting specific activities. The Plan will reflect analysis and findings from the Phase 1 DEI Assessment, will be consistent with the City's DEI policies, and will further equitable processes and outcomes for this effort. In addition, the Engagement Plan will include a detailed timeline, responsibilities, and actions needed to implement the engagement activities. Since this task is required by DLCD regardless of the scope of the update and it is a continuation of the Phase 1 Community Engagement Plan and DEI assessment it is assumed to be 75% DLCD funded and 25% City funded.

Community engagement activities are anticipated to include the following which have been assumed for budgeting purposes. As part of updating the Engagement Plan, the Consultant and City will agree on any needed changes to the scope and cost of these activities.

Interested Parties and Community Group Meetings

Consultant and staff will conduct targeted meetings with development community representatives and other interested parties to review specific code amendment recommendations and/or provisions, particularly those that may impact housing development feasibility, affordable housing, revised development standards for housing, impacts on surrounding uses, efficient development review and permitting, and similar issues. The engagement will also address updates to reduce systemic inequities, segregation, or concentrates burdens on specific communities. These meetings are anticipated to occur during Task 1.

A total of up to 10 small group or one-on-one meetings are assumed. Meetings will be conducted by telephone or online meeting platform. Potential interested parties may include the following:

- Developer or builders
- Landmarks Review Board
- Mayor's equity group
- Mid-Columbia Economic Development District/Chamber of Commerce
- Mid-Columbia Housing Authority/Columbia Cascade Housing Authority
- Mid-Columbia Community Action Council
- Hood River County
- Port of Hood River
- City of Hood River Public Works & Engineering, Building, Fire, and Police Departments
- Spanish-speaking community members (up to two meetings)

The Consultant and City will refine this list and agree on a final list of interested parties at the outset of this task.

The meetings with Spanish speaking residents will be organized and facilitated in collaboration with a third party organization (e.g., The Next Door Inc). That group will solicit and confirm participants, work with the project team to prepare meeting materials, facilitate the meeting in Spanish, and

summarize the results.

This task is a standard component of a code update project related to housing and the Spanish-speaking engagement is an important equitable engagement objective for DLCD. The proportion of Interested Parties and Community Group Meetings task funded by DLCD is 75% and 25% City funded.

Project Webpage

Consultant and City staff will continue to use the project Webpage developed during Phase 1 to provide information about the project and to provide a mechanism for users to submit questions or comments about the process to the City. The webpage will include information in English and Spanish or allow for convenient translation of English to Spanish and will be updated approximately monthly to incorporate updated information or new project deliverables. The website will also include a project email address for community members to submit general comments or questions. Consultant will provide content for Website updates. City staff will be responsible for updating the Webpage and for responding to questions and comments. The proportion of this task funded by DLCD is 75% and 25% City funded.

Social Media Communications

City staff will use its social media platforms to provide information about the project, including key milestones and opportunities to engage in outreach activities. Consultant will provide content for social media communications approximately monthly on average. The proportion of this task funded by DLCD is 75% and 25% City funded.

Online Surveys and/or Comments

Consultant will prepare and work with City staff to conduct an online survey and/or provide other opportunities for people to submit comments online. A survey will focus on several key code topics or concepts, including options for addressing these topics. The City will publicize the survey(s) through a variety of channels, including the City's website and project webpage, interested parties email lists, social media platforms, requests to partner agencies to notify their constituents, and presentations to or meetings with community organizations. The survey will be conducted in English and Spanish. Consultant will prepare a draft survey questionnaire; work with the City to determine the appropriate platform to host the survey; host the survey if that is deemed to be the best approach; and summarize the results. In addition to or in lieu of a survey, the City can continue to provide a basic comment feature on the project Webpage to allow people to provide comments in a more free-form fashion about any code topic or issue of interest or concern. The project team will review and respond to these questions through an FAQ section on the project Webpage.

Approximately half of the survey questions are anticipated to be oriented to general improvements to the usability of the development code, while the other half are expected to address housing compliance and legislative requirement issues. The proportion of this task funded by DLCD is 50%, and the proportion funded by the City is 50%.

Short Videos

Consultant will produce up to three short videos which will be posted on the project Webpage. One video will describe how the Development Code generally works, how it impacts community members, and how it is implemented. Other videos will describe specific code issues, how they may currently present barriers to community growth or vitality, and how they are anticipated to be addressed. Consultant will produce the videos and review them with City staff. City staff will post the videos on

the City's project Webpage and will notify interested parties to promote them. In addition, one or more of the videos will be tied to the survey so that survey participants can view the videos before completing the survey to better understand the context of the survey, if desired.

This task goes beyond what is typical for DLCD housing projects engagement and will be 100% city-funded. It is not included in the DLCD funded scope of work.

Planning Commission and City Council Meetings

As described in other tasks, Consultant and City staff will conduct work sessions with the Hood River Planning Commission and City Council to review code update recommendations throughout the project. The Planning Commission will receive briefings on the work in process and provide comments on key deliverables or milestones. The Planning Commission is not expected to reach consensus or provide specific policy recommendations related to the amendments. The City Council will have regular opportunities to guide the process, participating in project events, receiving briefings of the work in process, and providing comments and policy direction on key deliverables or milestones. Up to five meetings of each group are assumed, with funding equally split between the City and DLCD. These meetings are budgeted in Tasks 1 and 3. Consultant with work with City staff to prepare presentation materials, conduct presentations and discussions, and identify needed follow-up actions.

Task 2 Consultant Deliverable:

- Draft and final Community Engagement Plan
- Small group or one-on-one interested parties meetings, including summary notes (up to 10 virtual meetings)
- Focus group with Spanish speaking community members organized and facilitated by The Next Door Inc.
- Project Webpage content (updated approximately monthly)
- Social media communications content (updated approximately monthly)
- Online survey and/or comments
- Brief videos (up to three videos)
- Planning Commission briefings (up to five meetings; half funded by the City and half funded by DLCD)
- City Council Work Sessions (up to five meetings; half funded by the City and half funded by DLCD)
- Presentation materials for Planning Commission and City Council meetings (five sets of materials with half funded by DLCD and half funded by the City)

Task 2 City Staff Deliverables:

- Review and comment on draft Community Engagement Plan
- Assistance in scheduling interested parties meetings; participation in meetings, as needed
- Project Webpage updates based on content provided by Consultant
- Community meeting(s) notices, agendas, staffing and assistance in preparing summaries
- Planning Commission and City Council meeting notices and agendas (included in other tasks)
- Spanish translation of engagement materials, as needed

Phase 2 Task 3: Revised Draft Combined Code Amendments

Timeline: Months 9-12

After review of the draft code amendments with the City Council, Planning Commission and interested parties, Consultant will prepare revised consolidated draft updates to the development code and subdivision ordinance, incorporating the amendments identified in Phase 2 Task 1 and the comments received during that task.

Consultant will review the revised consolidated draft code updates with City staff and refine the updated amendments, as needed.

Similar to the Phase 1 Code Audit, Consultant will prepare a Diversity, Equity and Inclusion (DEI) Assessment during this task. That assessment will assess how the code update process has addressed equity issues and outcomes associated with evaluating and updating the development code. It will summarize the following aspects of the process in regard to equity:

- Framework for considering equity, including in engagement activities, development of updated code provisions, and analysis of how provisions may impact equity goals using a framework similar to that addressed in Phase 1.
- Which populations are the focus of the equity assessment.
- How the framework has been applied during the code update process.
- How engagement processes addressed and promoted equity.

City staff and Consultant will conduct a work session with the Hood River Planning Commission to provide them with an update on the code updates at a high level, with a focus on changes made during this Task. City staff will schedule the briefing. Consultant and PMT will work together to plan, prepare for, and conduct the presentation. Consultant will attend in person and provide a presentation, in collaboration with staff.

City staff will schedule a work session with the City Council to review and discuss the updated draft amendments, including comments from the Planning Commission. Consultant will attend the meeting in person and present a summary of the consolidated revised draft code updates. Consultant will refine the recommendations, if needed, to incorporate direction from the City Council.

Subsequent to review with the City Council, Consultant will prepare a final draft set of proposed code amendments. The final draft document will be delivered in two formats: double underline/strikeout (showing new and deleted text, respectively) to indicate changes from existing code language; and clean text, in a format suitable for adoption.

The budget assumes 50% of all Task 3 deliverables are directly related to the DLCD/legislative housing related updates similar to Task 1.1-1.4, and 50% will be funded by City.

Task 3 Consultant Deliverables:

- Consolidated revised draft code updates (City review draft and revised draft)
- Presentation materials to explain revised draft code updates to the City Council, Planning Commission, the public, and interest groups

- Planning Commission briefing to review consolidated revised draft code updates and Council direction
- City Council work session to review and comment on consolidated revised draft code updates
- Final draft code updates incorporating City Council and Planning Commission review
- DEI Assessment and Findings
- Twice-monthly PMT meetings, including agenda, attendance and summary notes (six meetings; three funded by City and three funded by DLCD)

Task 3 City Staff Deliverables:

- Review and comment on draft code updates
- City Council meeting notices and agendas
- Planning Commission meeting notices and agendas

Phase 2 Task 4: Adoption

Timeline: Months 13-16

City staff will schedule and provide notice and an agenda for hearings to adopt the Code Amendments. Consultant will coordinate with the City on hearing arrangements and present updates to the hearings body or bodies. Consultant will prepare a consolidated draft staff report and findings with review and support from City staff. The PMT will review and comment on the report and Consultant will update the draft to reflect PMT comments.

Consultant will prepare presentation materials for and participate in up to four public hearings with the City Planning Commission and City Council as part of the formal adoption process, including:

- Final Draft Adoption-Ready Code Amendments (assumes 50% are directly related to the DLCD/legislative housing related updates, and 50% will be funded by City)
- Two public hearings with the Planning Commission to recommend adoption of the Final Draft Code Updates (assumes 100% City funded)
- Two public hearings with the City Council to consider adoption of the Final Draft Code Updates (assumes 100% City funded)
- Twice-monthly PMT meetings, including agenda, attendance and summary notes (six meetings, two will be funded by DLCD and four will be funded by City)

Prior to adoption by the City Council, Consultant will prepare a final Implementation/Adoption process memo. PMT will review and comment on the memo.

Task 4 Consultant Deliverables:

- Adoption-ready Code Amendments (assume 50% of amendments are DLCD/legislative related, and 50% will be funded by City)
- Prepare consolidated draft and final staff report and findings (assume 60% of the findings relate to Goal 10 and housing related OARs and ORS and funded by DLCD, with remaining 40% funded by City)
- Presentation materials for adoption work sessions and public hearings (assume 50% of amendments are DLCD/legislative related, and 50% will be City funded)

- Planning Commission and City Council work sessions (100% City funded - assume remote participation)
- Planning Commission and City Council adoption hearings (100% City funded - assume remote participation)
- Approximately monthly PMT meetings, including agenda, attendance and summary notes (six meetings, two will be funded by DLCD and four will be funded by City)
- Legislative implementation/adoption process memo (assume 50% of content is DLCD/legislative related, and 50% will be City funded)

Task 4 City Staff Deliverables:

- Public work session and hearing notices and agendas

TO: Hood River Development Code Update Project Management Team

FROM: Matt Hastie, Carrie Brennecke, and Katie Vickers, MIG

RE: Hood River Phase 2 Public Engagement Plan

DATE: August 15, 2024

Introduction and Purpose

The purpose of the Hood River Development Code Audit (Code Audit) is to identify inconsistencies with State land use law and existing City Comprehensive Plan policies, internal conflicts, as well as to develop a framework to amend Development Code provisions that need improvement or clarification. A primary goal is to make the development code more workable, clear, and objective. While not focused exclusively on housing, it is anticipated that this audit will lead to amendments that help the City ensure consistency with several recent State strategies and requirements to increase housing availability and affordability.

This Public Engagement Plan is part of the Code Audit, and its purpose is to outline the approach to achieve a thorough and effective engagement process for Phase 2 of the Hood River Code Audit and Update. Phase 2 of the project will be used to draft specific amendments to the Development Code to implement the recommendations from Phase 1. Phase 2 is expected to have a significantly more robust engagement process than Phase 1. This document describes the goals, metrics, tools, and major activities of providing information and engaging community members as a part of the process. This is intended to be a living document to refer to and update as needed throughout the project.

Engagement Goals

As noted above, this Engagement Plan is a living document that may be updated to adjust to changing conditions and needs as the project progresses. The Project Management Team (PMT), consisting of the consultant team and key City staff members, will use this document to measure the effectiveness of outreach efforts to ensure all key audiences are represented. These metrics will be periodically evaluated to respond to gaps in representation and assist the PMT on focused engagement strategies. Overall goals of the engagement process include the following:

- Identify barriers to participation and ensure an accessible planning process.
- Leverage local networks, community events and existing community engagement efforts and relationships.
- Identify direct and indirect impacts of the Code Update on members of the community, particularly people with lower incomes, people with disabilities, and Spanish speaking people and others with limited English proficiency.
- Conduct targeted efforts to reach Hispanic/Latino residents whose perspectives have often been missing in past planning efforts.

- Help community members better understand the Development Code Update process and why it is important that they stay informed or engaged. This includes why the City is undertaking the process and how the amendments are intended to achieve City wide goals.
- Promote two-way communication by providing summaries, updates, and useful information to report back to the community and decision makers about how their input was used to shape the Code Update and the overall process.
- Ensure transparency throughout the process.
    - Clearly communicate to community members how feedback will be used to help inform and shape the code update.
    - Explain how comments have been addressed previously in the Code Audit process and incorporated in drafting the recommended amendments.
- Understand the perspectives of specific stakeholder groups, including those which may have had less influence traditionally in Hood River.
- Prepare engagement and informational materials using plain language and graphics to help clearly describe and illustrate code requirements and concepts, as well as land use planning and permitting processes.

Key Audiences

In addition to the general public, the following are key audiences for our outreach efforts.

- Latinos and other communities of color.
- Communities with limited English proficiency.
- Accessibility advocacy organizations and individuals experiencing limited mobility and disabilities.
- Builders and developers, including those who develop at a range of sizes and scales including Affordable Housing advocacy groups and builders.
- Partnering public agencies who engage in the development process, help provide public services and facilities, and generally support community and economic development goals.
- The Hood River Mayor, City Council and Planning Commission.
- City Landmarks Review Board.
- Various Advocacy and Interest Groups.
- Senior or youth community members or groups

Key Information

The following are key points of information that this project needs to communicate and inquire about. While these points include some technical language, the messages and questions for the community will be simplified as much as possible to aid in clear understanding.

- What is the Development Code?
- Why is the code being amended?
- Who has been impacted negatively from the Code and how might people benefit from changes to it?
- Why is the code being amended now?
- How were code sections identified for amendment?
- How can I be involved in the discussion?

Engagement Metrics

The PMT will track the following metrics to help evaluate the success of this Engagement Plan and its strategies. The PMT will pause between major phases of the work to reflect on the available metrics and adjust as needed to provide robust opportunities for the identified key audiences in the community to participate in the process and help shape its outcomes.

Accessibility

Metrics may include use of or availability of translation/interpretation; use of a broad array of methods that allow different audiences to participate in meetings or hearings, including historically underrepresented groups; and scheduling engagement activities at various times and in accessible locations for ease of participation, using both digital and non-digital methods.

Extent or Reach

Metrics may include recruitment data for focus groups; registration and attendance records for meetings and hearings to confirm participation of key audiences; number of survey responses via all methods and languages; and digital media outreach analytics.

Diversity and Equity

Metrics may include for the range of perspectives and backgrounds of people who participate in focus groups; the extent of participation of different demographic groups in online surveys; documentation of how the perspective of different community or demographic groups differ from the broader public; and input from organizations engaging with diverse populations or promoting equitable solutions and policies.

Follow-through and Feedback Loops Completed with Stakeholders

Metrics may include engagement summaries shared with stakeholders and/or the general public as appropriate; and stakeholder and public feedback on summaries and deliverables received and incorporated as appropriate.

The most useful metrics in each category will be determined by the PMT at the first review point and then tracked for progress through the project.

Engagement Tools

Community engagement will be spread throughout all phases of the project to gather community input and integrate community needs, priorities, and feedback into every step of the planning process.

Project Website

The project website will be hosted by the City in the Planning Department section of the site. The project website will be used as an outreach tool to connect online with audiences throughout each phase of the amendment process. The website will provide a broad spectrum of information including information on the planning process, background information, a project timeline, project documents, announcements about upcoming meetings and engagement activities, a summary of Frequently Asked Questions, ability to be added to a contact list, options for submitting comments or questions, and links to online surveys or other platforms.

The webpage will include information in English and Spanish or allow for convenient translation of English to Spanish and will be updated approximately monthly to incorporate updated information or new project deliverables. In general, MIG staff will provide content for the website with input and support from City staff who will be responsible for also posting information to the website. The website will also include a project email address for community members to submit general comments or questions.

Planning Commission Meetings

The role of the Hood River Planning Commission is to make recommendations to the City Council for proposed Development Code amendments and other legislative matters. The Planning Commission will receive briefings of the work in process and provide comments on key deliverables or milestones. At least three Planning Commission briefings are anticipated. At these meetings the PMT will provide their perspectives on proposed approaches to updating and improving specific aspects of the code.

MIG will work with City staff to prepare presentation materials reviewing the draft Code Update, conduct presentations at the Planning Commission meetings as well as follow-up discussions, and help to identify any follow-up actions.

City Council Meetings

The role of the City Council is to approve the amended Development Code. The City Council will have regular opportunities to guide the process, participating in project events, receiving briefings of the work in process, and providing comments on key deliverables or milestones. At least three Council meetings are expected to address the Development Code in some fashion. The meetings will update the Council on project progress and solicit questions and comments for the next phase of the project, including ideas on the emerging amendments.

As with the Planning Commission meetings, MIG will assist with preparing presentation materials and in conducting presentations and discussions. MIG will also work to follow up on any actions discussed during the meeting.

Interested Party and Community Group Meetings

MIG and City staff will conduct targeted meetings with development community representatives and other community members and interested parties to review specific code update recommendations and/or provisions, particularly those that may impact development feasibility, impacts on surrounding uses, efficient development review and permitting, and similar issues. A total of up to 10 small group or one-on-one meetings are assumed. Meetings will be conducted by telephone or online meeting platform. Potential stakeholder groups may include the following:

- Developer or builders
- Landmarks Review Board
- Mid-Columbia Economic Development District/Chamber of Commerce
- Mid-Columbia Housing Authority/Columbia Cascade Housing Authority
- Mid-Columbia Community Action Council
- Hood River County
- Port of Hood River
- City of Hood River Public Works & Engineering, Building, Fire, and Police Departments
- Spanish-speaking community members (up to two meetings)

The PMT will refine this list and agree on a final list of stakeholders.

The meetings with Spanish speaking residents will be organized and facilitated in collaboration with a third-party organization (e.g., The Next Door, Inc.). That group will solicit and confirm participants, work with the PMT to prepare meeting materials, facilitate the meetings in Spanish, and summarize the results.

Social Media Communications

City staff will use its newsletter as well as its social media platforms to provide information about the project, including key milestones and opportunities to engagement in outreach activities. MIG will coordinate with the City to provide content for social media communications (approximately monthly on average) that will help to share information about the project and spark conversations.

Online Survey and/or Comments

MIG will prepare and work with City staff to conduct an online survey and/or provide other opportunities for people to submit comments online. If a survey is undertaken, it will focus on several key code topics or concepts, including options for addressing these topics. This could be done through a single survey or through a series of very short surveys, each corresponding to a specific code-related question or topic, with just one to three questions. Whichever approach is used, the City will publicize the survey(s) through a variety of channels, including the City's website and project webpage, interested parties email lists, social media platforms, requests to partner agencies to notify their constituents, and presentations to or meetings with community organizations. The survey will be conducted in English and Spanish. MIG will prepare a draft survey questionnaire; work with the City to determine the appropriate platform to host the survey; host the survey if that is deemed to be the best approach; and summarize the results. In addition to or in lieu of a survey, the City can continue to provide a basic comment feature on the project Webpage to allow people to provide comments in a more free-form fashion about any code topic or issue of interest or concern. The project team can review and respond to these questions through an FAQ section on the project Webpage.

Short Videos

The team will prepare up to three short videos which will be posted on the project Webpage. One video is expected to describe how the Development Code generally works, how it impacts community members, how it is implemented. Other videos would describe specific code issues, how they are may currently present barriers to community growth or vitality, and how they are anticipated to be addressed.

Note: The project team does not recommend conducting large-scale public meetings as part of this process. Those types of meetings are not anticipated to be effective in either explaining the Code Update process or in soliciting constructive feedback on the process. Other tools in this Engagement Plan are expected to be more effective in that regard.

Roles and Responsibilities

City Roles and Responsibilities

- Scheduling and making logistical arrangements for briefings with the PC and CC
- Publicizing and encouraging participation in all engagement activities
- Creating a project webpage within the City's website and posting project information.
- Tracking and responding to inquiries from community members regarding project issues, documents, and activities.

MIG Roles and Responsibilities

- Convene regular project management meetings to discuss project progress, current work efforts, and next steps.
- Prepare presentation materials, conduct, and summarize results of interviews or meetings with interested parties and community groups.
- Prepare for, conduct and summarize results of community meetings.
- Prepare content for project webpage.
- Prepare content for social media communications.
- Prepare, conduct and summarize results of online survey.
- For staff-level review, provide materials with three (3) days turn-around.
- For the City's Planning Commission and City Council:
    - Agenda items, provide information 10 days in advance of the meeting to allow staff three days, and the Commission/Council one week of advance review.
    - Presentations, provide three days in advance of the meeting.

Accessibility and Accommodations

MIG strives to take an inclusive and universal approach to accessibility in community engagement. Throughout this process, we will be working to reduce the barriers people encounter and engage more people in community conversation about the Development Code.

Building from here, MIG will ask at every opportunity if there are barriers to participating in the process that we can remove. Depending on responses to this question, we may seek to provide alternate formats of materials, online access to meetings, translation or interpretation services or other accommodations within the resources of the City and project.

DLCD | Hood River Development Code Update - Phase 2 Code Update

e s t i m a t e d p r o j e c t c o s t s

		Total Costs
Task 1:	**DRAFT CODE AMENDMENTS**	
1.1	Updates to Development Code - Module 1 (DLCD funded)	$0
1.2	Updates to Development Code - Module 2 (DLCD funded)	$0
1.3	Updates to Development Code - Module 3	$10,790
1.4	Updates to Development Code - Module 4	$10,790
1.5	Draft Code Graphics (8 graphics)	$5,240
1.6	Presentation Materials (two sets)	$2,900
1.7	City Council Work Sessions (one virtual and one in-person)	$3,512
1.8	Planning Commission Briefings (one virtual and one in-person)	$3,512
1.9	Revised Updates to Development Code - Module 1 (DLCD funded)	$0
1.10	Revised Updates to Development Code - Module 2 (DLCD funded)	$0
1.11	Revised Updates to Development Code - Module 3	$3,855
1.12	Revised Updates to Development Code - Module 4	$3,855
1.13	Final Draft Code Graphics	$3,140
1.14	Project Management Meetings - Agenda, Attendance and Summary Notes (10 meetings, virtual)	$2,800
	Subtotal	$50,394
Task 2:	**COMMUNITY ENGAGEMENT**	
2.1	Community Engagement Plan	$920
2.2	Stakeholder meetings (up to 10, virtual, including two Spanish-speaking)	$3,365
2.3	Project Webpage Content	$2,480
2.4	Social Media Communication	$4,050
2.5	Online Survey	$3,505
2.6	Videos	$12,364
	Subtotal	$26,684
Task 3:	**REVISED DRAFT CONSOLIDATED CODE UPDATES**	
3.1	Consolidated Draft Code Updates	$6,385
3.2	Presentation Materials to Describe Updates	$1,205
3.3	City Council Work Sessions	$635
3.4	Planning Commission Briefings	$550
3.5	Final Draft Code Updates	$2,000
3.6	DEI Assessment	$1,505
3.7	Project Management Meetings - Agenda, Attendance and Summary Notes (6 total)	$1,370
	Subtotal	$13,650
Task 4:	**ADOPTION**	
4.1	Adoption-Ready Code Amendments	$6,440
4.2	Findings and Staff Report	$5,315
4.3	Presentation Materials for Public Hearings	$1,995
4.4	Planning Commission Public Hearing Attendance (remote, up to 2 meetings)	$2,495
4.5	City Council Public Hearing Attendance (remote, up to 2 meetings)	$2,495
4.6	Project Management Meetings - Agenda, Attendance and Summary Notes (4 total)	$910
4.7	Legislative implementation/adoption process memo	$1,320
	Subtotal	$20,970
TOTAL PROJECT COSTS		**$111,697**

CITY OF HOOD RIVER CITY COUNCIL

DATE: January 13, 2024

TO: Honorable Mayor Paul Blackburn and City Council

FROM: Will Norris, Urban Renewal Administrator

SUBJECT: Ordinance 2087 – Clarifying the process to apply for SDC exemptions

CITY COUNCIL GOAL:

- ☒ Equitable and Diverse Housing Inventory
- ☒ Equitable and Inclusive Community
- ☐ Well-Maintained and Safe Community
- ☐ Efficient and Safe Transportation System for all users
- ☐ Environmentally Sustainable and Resilient Community
- ☐ Adequate Parks and Open Space

BACKGROUND

System Development Charges (SDCs), authorized under Oregon Revised Statues Chapter 223, allow cities to charge new developments for their proportional share of city-wide capacity increasing infrastructure projects. The City of Hood River first enacted local SDCs through Ordinance 1642 (1991). The City overhauled its SDC code through Ordinance 2005 (2013). This 2013 code update added certain SDC exemptions, including an exemption for low income housing that receives federal funding (HRMC 12.07.090.B). It is not clear that this specific exemption has ever been utilized, but the upcoming Mariposa Village development will qualify for it. This exemption will save the project approximately $430,000 in City Water, Sewer, and Stormwater SDCs.

DISCUSSION

The imminent building permit application for Mariposa Village has surfaced some ambiguous language relating to the process to apply for SDC exemptions under Hood River Municipal Code. The current code requires an SDC exemption request be made “within 180 days after issuance of a Permit”. “Permit” is defined in the chapter as a building permit (HRMC 12.07.020.M). SDCs are paid at the point of building permit application. A strict reading of the code therefore may require SDCs to be paid before an exemption request can be submitted. This order does not make sense logistically for either the City nor an exemption applicant.

The proposed Ordinance 2087 attached to this staff report is a targeted code amendment intended to clarify that SDC exemption requests may be made prior to building permit issuance.

FINANCIAL IMPACT

There is no financial impact associated with this ordinance. The proposed ordinance does not change what types of development are eligible for SDC exemptions.

STAFF RECOMMENDATION(S)

Adopt Ordinance 2087, clarifying that requests for SDC exemptions may be submitted prior to

building permit issuance and read the ordinance for the first time by title only under City Recorder.

SUGGESTED MOTION
"I move to adopt Ordinance 2087, amending the Hood River Municipal Code Section 12.07.090 to add clarifying language on the timing for System Development Charge exemption requests and have its first reading by title only under City Recorder."

ATTACHEMENTS
Ordinance 2087

BEFORE THE CITY COUNCIL
FOR THE CITY OF HOOD RIVER
ORDINANCE NO. 2087

An ordinance amending Hood River Municipal Code Section 12.07.090 to clarify that requests for System Development Charge Exemptions may be submitted before Permit issuance.

The Hood River City Council finds as follows:

WHEREAS, ORS Chapter 223 authorizes cities to assess System Development Charges (SDCs) to finance capacity increasing system improvements needed to serve new development; and

WHEREAS, the City of Hood River allows a partial or full exemption from SDCs for Affordable Housing Developments pursuant to Ordinance 2005 (adopted 2013); and

WHEREAS, HRMC 12.07.090 (Partial and Full Exemption) requires that applicants for an SDC exemption must request such an exemption "within 180 days after the issuance of a Permit for the New Development;" and

WHEREAS, this code language is ambiguous as to whether an SDC exemption may be requested prior to the issuance of a Permit; and

WHEREAS, payment of SDCs for a New Development are required before issuance of a Permit; and

WHEREAS, the City Council desires to make clear that SDC exemptions may be requested prior to or after Permit issuance and payment of SDCs; and

WHEREAS, the Council considered such an amendment to HRMC 12.07.090 at its regular meeting on January 13, 2025, at which time it accepted public testimony and comment on the proposal.

NOW THEREFORE, based on the foregoing Findings, the Hood River City Council ordains as follows:

Hood River Municipal Code 12.07.090 is amended to read (new language in bold for emphasis):

12.07.090 Partial and Full Exemption

The uses listed and described in this section shall be exempt, either partially or fully, from payment of one or more SDCs that are otherwise due. Any Applicant seeking an exemption under this Section shall specifically request that exemption **before issuance of a Permit, or** within 180 days after issuance of a Permit**,** for the New Development. Where New Development consists of only part of one or more of the uses described in this section, only that/those portion(s) of the development that qualify under this section are eligible for an exemption. The balance of the New Development that does not qualify for any exemption under this section shall be subject to the full SDC. Should the Applicant dispute any decision by the City regarding an exemption request, the Applicant must apply for an Alternative Exemption Determination under Section 12.07.110. The Applicant has the burden of proving entitlement to any exemption so requested.

A. Any use allowed by the City pursuant to a Transient Use Permit or a Special Event Permit.

B. Low income housing that receives federal funding, whether directly or through tax credits, and for which a deed restriction is recorded for each housing unit that preserves the unit as affordable housing for no less than 40 years.
C. Alteration permits for tenant improvements, new construction or remodeling are exempt where
    1. no additional dwellings are created. Dwelling means any building or portion thereof that serves or could serve as a separate living facility, with areas for sleeping, eating, cooking and sanitation; or
    2. if the New Development is not reasonably expected to result in an increase in person-trips as compared to the trip generation of the previous use, it is exempt from transportation SDC.
D. The construction of accessory buildings or structures that will not create additional dwelling units or do not create additional demands on the City's Capital Improvement systems.
E. For New Development that includes a mix of exempt and non-exempt forms of development, the applicable exemption(s) shall apply only to that portion of the New Development to which the exemption applies.

Read for the First Time on this 13th day of January 2025.

Read for the Second Time and approved on this 27th day of January 2025. This Ordinance shall take effect on the 31st day following the second reading,

AYES:_____
NAYS:_____
ABSTAIN:____
ABSENT:_____

_____
Paul Blackburn, Mayor

ATTEST:

_____
Jennifer Gray, City Recorder

Approved as to form:

_____
Daniel Kearns, City Attorney

CITY OF HOOD RIVER CITY COUNCIL

DATE: January 13, 2025

TO: Honorable Mayor Paul Blackburn and City Council

FROM: Dustin Nilsen, Director of Planning and Zoning

SUBJECT: Ordinance No. 2088 and 2089, Annexation and Zone Change

CITY COUNCIL GOAL:

- ☒ Equitable and Diverse Housing Inventory
- ☒ Equitable and Inclusive Community
- ☒ Well-Maintained and Safe Community
- ☒ Efficient and Safe Transportation System for all users
- ☒ Environmentally Sustainable and Resilient Community
- ☒ Adequate Parks and Open Space

BACKGROUND

The approval of the two ordinances authorizes Annexation into the city two taxlots (3N10E35DC Tax Lot 800) and portions of 02N10E02AB Taxlot 200 and adjacent public right-of-way for Brookside Drive., totaling approximately ~10.9 acres. Upon approval of Annexation Ordinance 2088, Ordinance 2089 will rezone the annexation territory to Urban High Density Residential (R-3) zoning and General Commercial (C-2). The subject territory is to be withdrawn from the Westside Rural Fire Protection District but portions remain shall remain in the Ice Fountain Water District and Farmers Irrigation District.

Following two public hearings, the City Council approved annexation of the Annexation Territory plus adjacent rights-of-way and approved the companion comprehensive plan amendment and zone map change request, subject to 16 conditions of approval. One of the conditions of approval requires the applicant to dedicate the Indian Creek Trail Easement through the length of the Annexation Territory and another to execute a contractually binding agreement to provide a legally enforceable mechanism to ensure fulfillment of all annexation conditions to the City's satisfaction before development occurs, and this Agreement is intended to fulfill the requirement for a contractually binding agreement.

DISCUSSION

Included on tonight's agenda are two ordinances and draft annexation agreement for Council consideration. Ordinance 2088 approves the annexation of the property along with the Annexation Agreement and Ordinance 2089 approves the zone change of the property. As required, the Ordinances shall be read twice prior to becoming effective. Unless appealed, the Ordinance will become effective in 21 days after the second reading.

SUGGESTED MOTION

I move to approve the first reading of Ordinance 2088 and 289 by Title Only.

ALTERNATIVES
I move to approve the first reading of Ordinance 2088 and 289, as amended, by Title Only.
FISCAL IMPACT: The proposed annexation will result in additional property tax revenue for the City. The City's permanent tax rate is $2.8122 per thousand dollars of assessed value. Based on the existing assessed values (total of $837,710), this will result in approximately $2,354.97 of additional yearly revenue for the City. In addition, the Applicant anticipates development of mixed-use residential development which will result in a substantial increase in the assessed value, additional payment of system development charges, transient lodging taxes, and additional utility service fees, all of which will result in additional revenue for the City.

ATTACHMENTS
Attachments can be located on the City website
https://cityofhoodriver.gov/administration/meetings/ January 13, 2025, Meeting Packet No. 2

1) Ordinance No. 2088 *An ordinance annexing approximately 10.99 acres of contiguous territory located within the City's Urban Growth Boundary and withdrawing portions from the service territories of Westside Rural Fire Protection District and Ice Fountain Water District (Brookside - Pacific Realty Advisors, Inc.)* including Exhibit A – Legal description and drawing of the Annexation Territory, including abutting rights-of-way; Exhibit B – City Council adopted findings of fact and conclusions of law; Exhibit C – Annexation Agreement legally binding Pacific Realty Advisors, Inc. to comply with and fulfill all 16 conditions of approval.

2) Ordinance No. 2089: *An Ordinance Amending the City's Comprehensive Land Use Plan and Zoning Map to Rezone Certain the Properties Following Annexation*

City of Hood River
City Council Meeting Minutes
November 25, 2024

Council: Mayor Paul Blackburn, Mark Zanmiller, Megan Saunders, Doug Stepina, Grant Polson, Ben Mitchell

Staff: City Manager Abigail Elder, Urban Renewal Administrator Will Norris, City Attorney Dan Kearns, Finance Director Chris Longinetti, Police Chief Neal Holste, Fire Chief Leonard Damian, Planning Director Dustin Nilsen, Public Works Director Adam Schmid, City Recorder Jennifer Gray, Human Resources Director Sandy Galvez, Management Analyst Haley Ellett

Absent: Gladys Rivera

I. CALL TO ORDER at 6:01 p.m.

A. Land Acknowledgement Statement
B. Pledge of Allegiance

II. AGENDA ADDITIONS OR CORRECTIONS

III. BUSINESS FROM THE AUDIENCE

Stephen Labadie, Hood River, OR – addressed Council regarding the fire danger that exists in the Indian Creek watershed and trail area. There is a lot of fuel in that area, and he questioned how best to reduce the fire danger that currently exists. In 2016, he experienced a fire very close to his home, and it was very frightening. In 2006, he worked with many groups and individuals to create a fire break line. He said there might be a lot of plans, but nothing is happening. He hopes the City will create a hub that all of the related groups and homeowners can work together, to come up with a plan and initiate it. He has spoken with several staff from the City and others in the community. There is a lot of wiliness, but there is no central hub. He asked how do they create a short-term plan and a long-term plan? His written comments were added to the record.

Jurgen Hess, Hood River, OR – addressed Council regarding fire dangers concerns at Indian Creek. He agreed with Labadie's comments. He stated at one time there was an Indian Creek stewards' group. They did a lot of work, and native plant restoration. Now the issue is fire. In the interim, something needs to be done now. He and his wife manage one of the sites on the Indian Creek Trail. They have had three fires there in the last 10 years. A property owner near the substation has put five fires out. His recommendation in the interim is to have a coordinator that knows what they are doing, until Young is ready to take off with his plan. He would volunteer as an advisor. His background is forestry and fire. He believes it should be sanctioned by the City. The City has a lot of resources, but there needs to be someone to put it together and keep it moving.

IV. PRESENTATIONS

1. Update from Hood River County Emergency Manager, Charles Young

Hood River County Emergency Management prepares for and coordinates responses, logistical

support, mitigation, and community recovery for natural and man-made disasters and large-scale emergencies.

Over the past year, Hood River County Emergency Management has been working to update the County's "Natural Hazards Mitigation Plan" (NHMP) through work funded by FEMA and in partnership with the Oregon Partnership for Disaster Resilience.

Charles Young provided an overview of the NHMP process and outcomes, and the Microwave Tower Fire with the closure of the Historic Columbia River Highway. Young's PowerPoint presentation was added to the record.

Councilor Saunders asked Young to send the link to review the draft Community Wildfire Protection Plan to Council. It will be good for Council to read before adoption.

V. PUBLIC HEARINGS

VI. CONSENT AGENDA

1. Council Meeting Minutes – November 12, 2024
2. OLCC Permit Application Approval – Freshies, LLC
3. Waterfront Storm Line Relocation-Phase 3 (Riverside Dr.), Randy Achziger
4. IGA with the Hood River County for PSU Services to Study Annexation, Abigail Elder
5. Intergovernmental Agreement – County Construction Excise Tax Contribution, Will Norris
6. Surplus of (1) Chevrolet Tahoe, Leonard Damian
7. May Street Elevated Sidewalk Replacement Project- A Resolution Authorizing the Use of Eminent Domain, Adam Schmid

Motion: I move to approve the Consent Agenda, with the minor edit noted on page 55 of the meeting packet.
First: Stepina
Second: Polson
Discussion: Councilor Saunders had a correction to the adoption date for Resolution 2024-23, page 55 of the meeting packet. Gray will make the correction to the adoption date, before the Resolution is signed.
Vote: Motion passed (roll called)
Ayes: Blackburn, Zanmiller, Saunders, Stepina, Polson, Mitchell
Nays: None
Abstentions: None
Excused: Rivera

VII. ACTION ITEMS

VIII. DISCUSSION ITEMS

IX. CITY RECORDER

X. CITY MANAGER COMMENTS

Elder noted free holiday parking will start December 9 through December 25.

Elder asked for a City Councilor to assist the Planning Director with Landmark Review Board interviews. Councilor Stepina agreed to help.

XI. COMMITTEE REPORTS

Councilor Saunders reminded Council she will be leaving the Sister City Committee, that seat will need to be filled. The Taste of Tsuruta fundraiser will be in March. That will take place while students from Tsuruta are visiting Hood River.

XII. MAYOR COMMENTS

XIII. COUNCIL COMMENTS

XIV. EXECUTIVE SESSION – 6:37 p.m. – 7:02 p.m.

Oregon Law permits public bodies to meet in executive session to discuss specific matters which are not open to the public. Final actions or decisions on these matters will be made during the open meeting.

1. ORS 192.660 1 (e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.
2. ORS 192.660 1 (h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

Under the provisions of the Oregon Public Meetings Law, the proceedings of this executive session are for background information only for media attending and not for publication or broadcast.

VIII. ADJOURN at 7:02 p.m.

_____
Paul Blackburn, Mayor

_____
Jennifer Gray, City Recorder

Approved by City Council on _____

City of Hood River
City Council Work Session
December 6, 2025

Council: Mayor Paul Blackburn, Council President Mark Zanmiller, Councilor Megan Saunders, Councilor Ben Mitchell, Councilor Grant Polson, Councilor Gladys Rivera, Councilor Doug Stepina, Councilor-elect Anna Cavaleri, Councilor-elect Amanda Goeke

Staff: City Manager Abigail Elder, Community Engagement Coordinator Jackie Vanderpuye

Facilitation Team: Sarah Singer Wilson, Sasha Konell, Kelsey O'Halloran

I.	Welcome + Agenda Overview	
II.	Call to Order	1:00p.m.
III.	Policy + Administration Roles	
IV.	Break	
V.	A Look Back: Goal Framework + Progress Updates	
VI.	Environmental Scan	
VII.	Adjourn + Dinner	4:30p.m.

CITY OF HOOD RIVER COUNCIL RETREAT DAY 1

AGENDA

1:00 pm	Welcome + Agenda Overview
1:45 pm	Policy + Administration Roles
2:15 pm	BREAK
2:25 pm	A Look Back: Goal Framework + Progress Updates
3:30 pm	Environmental Scan
4:40 pm	Adjourn + Refreshments

ROLES

- Facilitator → Guide the team towards meeting outcomes
- Council → Ask questions, make decisions, together as one body
- Staff → Quality information, identify trade-offs, listen

OUTCOMES

- Foster a collaborative team dynamic
- Identify priorities and topics to focus on in the year ahead
- Build a shared understanding of the current community context to inform the update of the Council's work plan
- Update and refine the Council's work plan to direct the work of the organization

RULES

- Try to talk just enough
- No question is a dumb question – be open
- Buy in – concensus or majority
- Keep in mind the living history
- Be open-minded to new ideas
- Ask contextual questions
- Acknowledge available resources
- Clear definition of success
- Living to disagree another day (consider long-term dynamic)

© THE GROVE

CITY COUNCIL TEAM

Doug Stepina (C)	Ben Mitchell (C)	Megan Saunders (C)	Amanda Goeke (C)	Paul Blackburn (Mayor)	Mark Zanmiller (C)	Grant Polson (C)	Gladys Rivera (C)
Anna Cavaleri (C)	Abigail Elder (CM)	Jackie Vanderpuye (CCE)					

WORD TO BE REMEMBERED BY

Paul — Experienced + Effective

Doug — Experienced + Effective

Gladys — Collaborator + Effective Listener

Anna — Approachable

Mark — Available + Consistent + Knowledgeable

Grant — Effective + Integrated

Ben — Dedicated + Detail-Oriented

Amanda — Dedicated + Knowledgeable

Megan — Helpful + Available

Abigail — Courageous + Compassionate

Jackie — Connector

2 TRUTHS + A DREAM

[redacted]

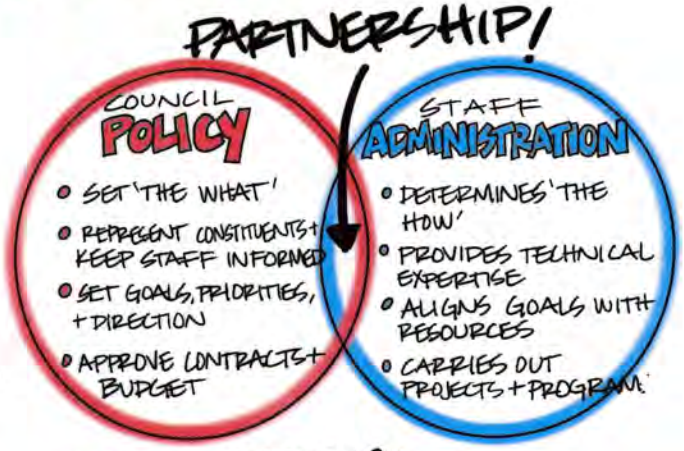
CITY OF HOOD RIVER POLICY + ADMINISTRATION

POLITICS + ADMINISTRATION

- HOW THE ROLES EVOLVED

THE POLITICS-ADMINISTRATION DICHOTOMY

THE THEORY THAT CONSTRUCTS THE BOUNDARIES OF PUBLIC ADMINISTRATION + ASSERTS THE NORMATIVE RELATIONSHIPS BETWEEN ELECTED OFFICIALS + ADMINISTRATORS IN A DEMOCRATIC SOCIETY



EXPECTATIONS:

- MAKE DECISIONS
- ASK QUESTIONS
- ACT AS ONE BODY
- PARTNERSHIP WITH STAFF
- FOLLOW COMMUNICATION PROTOCOLS
- BE PREPARED, ASK QUESTIONS IN ADVANCE, NO "GOTCHAS"
- SHOW UP
- RESPECT THE DIRECTION, GOALS, + PRIORITIES
- BE ENGAGED WITH THE ENTIRE DIVERSE COMMUNITY
- BE REALISTIC + RESPECTFUL OF STAFF

- PROVIDE PROFESSIONAL/ TECHNICAL EXPERTISE
- NEUTRAL ADVICE
- HIGH-PERFORMING ORGANIZATION
- PARTNERSHIP WITH COUNCIL
- ORGANIZE + FOLLOW UP
- FOLLOW COUNCIL DIRECTION
- MINIMAL SURPRISES
- INFORMATION: RELEVANT, TIMELY, UNBIASED, OPTIONS
- MAKE COUNCIL AWARE OF ISSUES + OPPORTUNITIES
- HELP UNDERSTAND RESOURCE AVAILABILITY — LAY OUT THE OPTIONS
- REINFORCE ROLE CLARITY
- PARTNERING / BE STRATEGIC WITH REGIONAL / STATE PARTNERS
- BE RESPONSIBLE + KEEP COUNCIL IN COMPLIANCE

A LOOK BACK: 2023-24 COUNCIL GOALS + PROJECTS

Critical Projects

1 Development Code Audit Update
- Audit complete
- Work continues
- Partially DLCD funded
- Make things clear + identify hurdles of development. does it incentivize development we want?

Refine description

2 Westside Urban Renewal District
- Complete
- Follow-up projects to come

3 Heights Streetscape Plan
- Complete
- Needs funding to implement

Refine

4 Racial + Social Equity
- City internal equity committee
- Mayor's group
- External equity needs more work

Refine

5 780 Rand Rd — Mariposa Village
- Breaking ground this spring
- Staff work will continue, council work complete

Significant Projects

6 Government Relations
- Complete + operational
- Committee + liaison assignments in 2025

7 Bond Election Strategy — Refine

8 Community Outreach
- A framework for community engagement

Refine

9 Development Review Process Development — Refine

10 Public Safety Facility — Refine

Other Projects

11 Houselessness — Refine

~~FEMA Flood Plain Risk Map Update~~
- ~~Complete~~

Close out Columbia Cascade UR District — Refine

Fixed local bus routes
- Complete

Dee Hydro
- Complete

Study and consider new SDC rates
- Complete

Code and licensing for food carts and parklets
- Complete

Mural regulations and ordinance
- Complete

Historic Columbia Highway State Trail / West Cascade Refinement Plan
- Deferred

HOOD RIVER CONTEXT MAP

2024 CONTEXT MAP

POLITICAL FACTORS

- Other regional agencies look to HR to lead + fund (Parks District, County, Other fire districts, CAT)
- Agencies not partnering on housing
  - Abilities + skills to move things forward
- Resistance to fees (toursim)

EXAMPLE School district partnership on housing

- With new administration --> fear for some
- Revisit resolution
- Work with county
- Sanctuary city research

Also the part

Not just the work of the city, work of the community

ECONOMIC CLIMATE

- Inflationary
  - Voters restrict property tax
  - Expenses outpacing (for a while)
  - M5 + M50
- Incongruity between financing needs + revised structures
- Succession of old guard of entrepreneurs
  - Retired in place
  - No pipeline of new energy
  - New generation unavailable
  - Losing the working class
- Tourism - Lodging taxes
  - No revenue streams for day users/campers
- Housing reducing development fees

Considerations for future bonds

ORGANIZATIONAL TRENDS

- Staff is specialized/professional
  - Healthy educated/experienced
  - Competing with private sector
- Less competitive in marketplace
  - Limited growth opportunities --> results in vulnerability
- Focus on Urban Renewal Areas
  - More of a player - very active
- Lack of space for staff
- Public Works feels stable for the first time
- Stability - supports innovation, morale, follow through, resiliency
- Refocus on staff appreciation - How do we build on appreciation?
- Whole organization needs awareness on what it takes to do the job well

TECHNOLOGY FACTORS

- No GIS
- Process automation
- Cybersecurity
- Improve staff access to digital
- Ability to have shared access to digital storage systems
- Impact staff - digital access to resources, policies + procedures
- Long term technology planning
- Asset management
- Process automation (permitting)

CUSTOMER NEEDS

- Housing
  - Secure housing
  - Stabilization of workforce housing
  - Social impacts
  - Environmental justice displacement
- Transportation infrastructure needs
  - Not enough funding
- Vulnerable healthcare system translates to increased calls for Public Safety services
- Childcare access - Ec Dev role -- streamline process
- Year round shelter
- Quality of life amenities
  - Parks - Tourism impacts - Dog parks - Alternative transportation/mobility
- Bridge - 100 years old - Asking for funds from Feds/States

Prioritize locals - people feeling financially shut out

Proactive about youth perspective

Cost of living
- access to food
- retail opps

UNCERTAINTIES

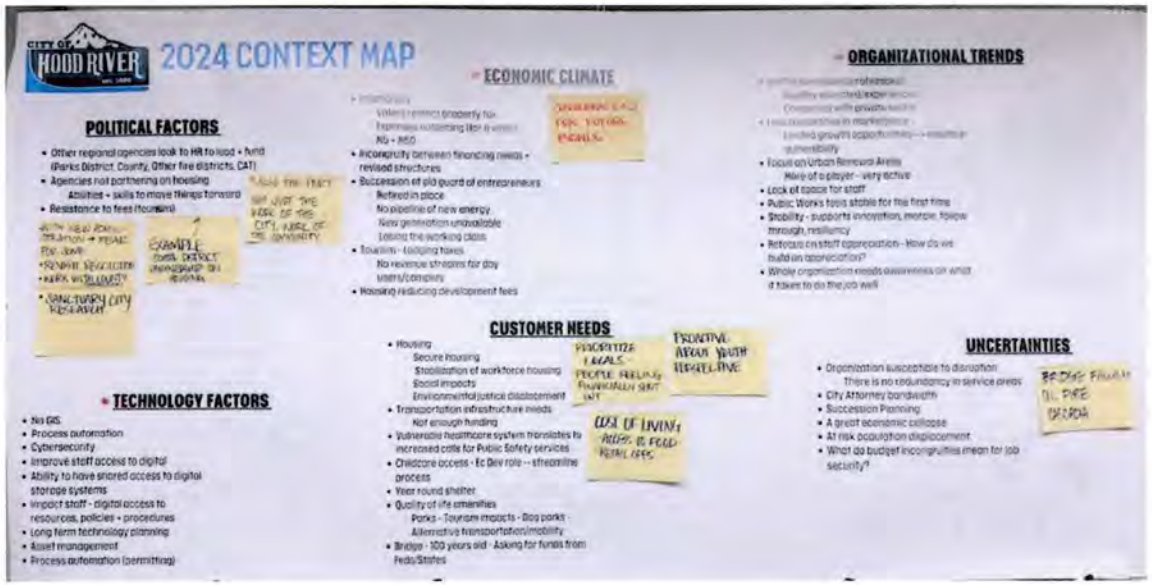
- Organization susceptible to disruption
  - There is no redundancy in service areas
- City Attorney bandwidth
- Succession Planning
- A great economic collapse
- At risk population displacement
- What do budget incongruities mean for job security?

Bridge falling

Oil fire

Cascadia

~~Large employer leaving~~



City of Hood River
City Council Work Session
December 7, 2025

Council: Mayor Paul Blackburn, Council President Mark Zanmiller, Councilor Megan Saunders, Councilor Ben Mitchell, Councilor Grant Polson, Councilor Gladys Rivera, Councilor Doug Stepina, Councilor-elect Anna Cavaleri, Councilor-elect Amanda Goeke

Staff: City Manager Abigail Elder, Urban Renewal Administrator Will Norris, City Attorney Dan Kearns, Finance Director Chris Longinetti, Police Chief Neal Holste, Fire Chief Leonard Damian, Planning Director Dustin Nilsen, Public Works Director Adam Schmid, Human Resources Director Sandy Galvez, Community Engagement Coordinator Jackie Vanderpuye, Mayor Blackburn's Intern Elaina Kingston

Facilitation Team: Sarah Singer Wilson, Sasha Konell, Kelsey O'Halloran

I.	Arrival + Refreshments	
II.	Call to Order	9:00a.m.
III.	Agenda Overview + Day 1 Recap	
IV.	Environmental Scan: Part 2	
V.	Break	
VI.	Goal Refinement	
VII.	Lunch	
VIII.	Goal Refinement Continued	
IX.	Break	
X.	Goal Prioritization	
XI.	Wrap-up, Next Steps, + Reflection	
XII.	Adjourn	3:04p.m

CITY OF HOOD RIVER COUNCIL RETREAT DAY 2

AGENDA

9:00 am	Agenda Overview + Day 1 Recap
9:30 am	Environmental Scan: Part 2
10:45 am	BREAK
10:55 am	Goal Refinement
12:00 pm	Lunch
12:30 pm	Goal Refinement Continued
2:00 pm	Break
2:10 pm	Goal Prioritization
2:45 pm	Wrap-up, Next Steps, Reflection
3:00 pm	Adjourn

ROLES

- Facilitator → Guide the team towards meeting outcomes
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OUTCOMES

- Foster a collaborative team dynamic
- Identify priorities and topics to focus on in the year ahead
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RULES

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- Keep in mind the living history
- Be open-minded to new ideas
- Ask contextual questions
- Acknowledge available resources
- Clear definition of success
- Living to disagree another day (consider long-term dynamic)

© THE GROVE

CITY COUNCIL + LEADERSHIP TEAM

Doug Stepina (C)	Ben Mitchell (C)	Megan Saunders (C)	Amanda Goeke (C)	Paul Blackburn (Mayor)	Mark Zanmiller (C)	Grant Polson (C)	Gladys Rivera (C)
Anna Cavaleri (C)	Abigail Elder (CM)	Jackie Vanderpuye (CCE)	Chris Longinetti	Dustin Nielsen	Neal Holste	Leonard Damian	Adam Schmid
Jen Gray	Jackie Vanderpuye	Will Norris	Sandy Galvez	Elaina (intern)			

CITY OF HOOD RIVER COUNCIL RETREAT
DAY 2
CONTEXT MAP

2024 CONTEXT MAP

POLITICAL FACTORS

- Other regional agencies look to HR to lead + fund (Parks District, County, Other fire districts, CAT)
- Agencies not partnering on housing
  - Abilities + skills to move things forward
- Resistance to fees (toursim)

- With new administration --> fear for some
- Revisit resolution
- Work with county
- Sanctuary city research
- Also the port
- Not just the work of the city, work of the community

TECHNOLOGY FACTORS

- No GIS
- Process automation
- Cybersecurity
- Improve staff access to digital
- Ability to have shared access to digital storage systems
- Impact staff - digital access to resources, policies + procedures
- Long term technology planning
- Asset management
- Process automation (permitting)

3 YEAR FORECAST SLIDES ATTACHED VIA EMAIL
- CITY MANAGER PRESENTATION

ECONOMIC CLIMATE

- Inflationary
  - Voters restrict property tax
  - Expenses outpacing (for a while)
  - M5 + M50
- Incongruity between financing needs + revised structures
- Succession of old guard of entrepreneurs
  - Retired in place
  - No pipeline of new energy
  - New generation unavailable
  - Losing the working class
- Tourism - Lodging taxes
  - No revenue streams for day users/campers
- Housing reducing development fees

- No one coming to rescue us
- Bridge pursuing variety of funding sources
- Less federal funds to loval governments
- Short-term rental transient lodging tax is unreliable. About 150 STRs this past year
- Working class entrepreneurs can't open businesses here

Consideration for future bonds:
- Transportation System Plan*
- Housing*
- Facilities
- Parks*

*TIF Urban Renewal $$

- When to do a bond? November '26
- Last bond: Fire Station Bond 2008 — paid off
- Utility fees are another option

CUSTOMER NEEDS

- Housing
  - Secure housing
  - Stabilization of workforce housing
  - Social impacts
  - Envrionmental justice displacement
- Transportation infrastructure needs
  - Not enough funding
- Vulnerable healthcare system translates to increased calls for Public Safety services
- Childcare access - Ec Dev role -- streamline process
- Year round shelter
- Quality of life amenities
  - Parks - Tourism impacts - Dog parks - Alternative transportation/mobility
- Bridge - 100 years old - Asking for funds from Feds/States

- Prioritize locals - people feeling financially shut out\Cost of living
- access to food
- retail opps
- Proactive about youth perspective

ORGANIZATIONAL TRENDS

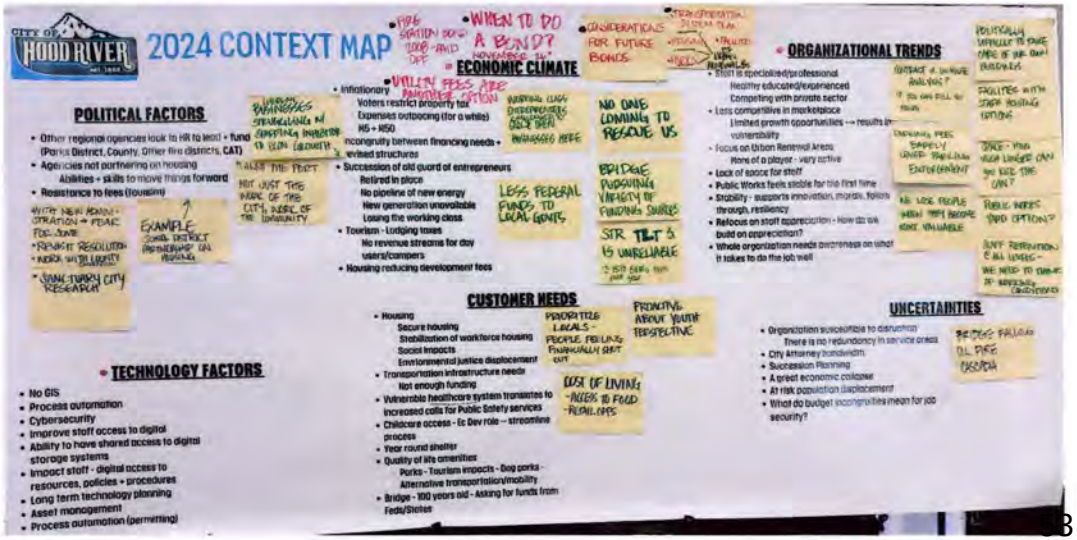
- Staff is specialized/professional
  - Healthy educated/experienced
  - Competing with private sector
- Less competitive in marketplace
  - Limited growth opportunities --> results in vulnerability
- Focus on Urban Renewal Areas
  - More of a player - very active
- Lack of space for staff
- Public Works feels stable for the first time
- Stability - supports innovation, morale, follow through, resiliency
- Refocus on staff appreciation - How do we build on appreciation?
- Whole organization needs awareness on what it takes to do the job well

- Contract vs. in-house analysis? If you can fill 40 hours..
- Parking fees barely cover parking enforcement
- We lose people when they become most valuable
- Politically difficult to take care of our own buildings
- Facilities with staff housing options
- Space - how much longer can you kick the can?
- Public works yard option?
- Staff retention at all levels — we need to think of working conditions

UNCERTAINTIES

- Organization susceptible to disruption
  - There is no redundancy in service areas
- City Attorney bandwidth
- Succession Planning
- A great economic collapse
- At risk population displacement
- What do budget incongruities mean for job security?

- Bridge failing
- Oil Fire
- Cascadia



HOOD RIVER GOAL REFINEMENT + ACTION PLANNING

Housing

Outcomes

- **We want a diverse, multigenerational community.**
- "If you work here, you can live here" — workforce has access to attainable housing ("Rent burden").
- More housing of all types — Increased diversity of housing stock
- Efficient use of our limited land
- All people have access to safe + dignified housing

Parks + Open Spaces

Outcomes

- **Procure land for future parks**
- **Honor the master plan — "park within 1/2 mile"**
- **Having a defined level of service for city parks**
- Well-connected trails

Transportation

Outcomes

- **Improved bicycle safety**
- Address long-term transportation funding for existing + new infrastructure (roads + sidewalks) + maintenance (Honor the TSP)
- Improved pedestrian safety features
- Network of multi-modal pathways
- Ride options — public or private. Having different transit options available

Well-Maintained, + Safe Community

Outcomes

- **Formalize our relationships with our partners**
- Continue long-term infrastructure funding/ sustainability
- Continued collaboration w/ entities for efficiencies (Center for Living)

Equitable, Inclusive, Informed Community

Outcomes

- **Community feels a sense of belonging**
- **An informed and empowered community**
- Working with community-based organizations
- Language access plan - tool kit development
- Downtown/ City is for ALL community residents
- Staffing the topic
- Outreach framework
- Equity (DEI committee)
- Equity framework- clear + consistent
- Community is empowered
- Sense of belonging - people feel represented

Environmentally Sustainable + Resilient

Outcomes

- Net Zero by 2035
- Map out next 10 years
- Refocus

Healthy Organization

Outcomes

- **Forecasting service delivery and facility needs needs for future growth**
- **Attract, develop, retain talented staff**
- **Capacity to fulfill services**
- **Organization feels a sense of belonging**
- **An organization, council, B+C, that reflect + represent the Hood River community**
- **Honor the energy resolution**

HOOD RIVER ACTION PLANNING

Housing

ACTIONS

- Re-establish in-house engineering/ building staff and reallocate budget (process improvement)
- Political + financial support for MCAC to develop a year-round shelter in Hood River
- Acquire land for Mariposa Village 2.0
- Implement code update based on audit results
- Establish mobile park preservation strategy
- Establish financial position in the development of needed housing (MV 2.0, Maui Example)

Parks + Open Spaces

ACTIONS

- Pilot special oak street closure plan
- Aquire land or secure easements for future Parks + Open spaces (collab with parks district)
- Define levels of service for City Parks

Transportation

ACTIONS

- Complete interjurisdictional transfer
- Adopt tax/TNC code
- Study + recommend bike improvements in TSP

Well-Maintained, + Safe Community

ACTIONS

- Engage bond strategic professionals
- City facilities study
- Forecast services for population growth of 12k or more
- FOG Program

Equitable, Inclusive, Informed Community

ACTIONS

- Evaluate + develop an equity framework
- Create a community outreach plan/toolkit for civic projects
- Develop a DEI education/training plan
- Partner on a youth outreach program
- Community partner ally for racial + social equity groups + events

Environmentally Sustainable + Resilient

ACTIONS

- Milestones: Net Zero Plan - detail in next 2 years
- City vehicles to zero emissions plan
- Define infrastructure needs for EV charging (city + community)

Healthy Organization

ACTIONS

- Leave space for city services for short-term
- Research + identify strategies for recruitment, retention, + development

City of Hood River
City Council Meeting Minutes
December 9, 2024

Council: Mayor Paul Blackburn, Mark Zanmiller, Megan Saunders, Gladys Rivera, Doug Stepina, Grant Polson, Ben Mitchell

Staff: City Manager Abigail Elder, Urban Renewal Administrator Will Norris, City Attorney Dan Kearns, Finance Director Chris Longinetti, Police Chief Neal Holste, Fire Chief Leonard Damian, Planning Director Dustin Nilsen, Public Works Director Adam Schmid, City Recorder Jennifer Gray, Human Resources Director Sandy Galvez, Community Engagement Coordinator Jackie Vanderpuye, Management Analyst Haley Ellett, Operations Manager Kelby Johnson

Absent:

I. CALL TO ORDER at 6:01 p.m.

A. Land Acknowledgement Statement
B. Pledge of Allegiance

RECESS TO CONSIDER URBAN RENEWAL AGENDA – 6:03pm – 6:11pm

II. AGENDA ADDITIONS OR CORRECTIONS

III. BUSINESS FROM THE AUDIENCE

IV. PRESENTATIONS

V. PUBLIC HEARINGS

1. Sign Code Amendment – Ordinance 2086, Neal Holste

Mayor Blackburn opened the public hearing at 6:11 p.m. and read the rules regarding public hearing conduct. No members of Council declared conflict of interest on this matter.

Holste and Morgan presented the staff report.

For the year 2022, City Council prioritized city code enforcement as a workplan priority, with a goal to review current code enforcement practices and trends occurring within the city.

While conducting code enforcement for prohibited signs during the summer of 2024, it was determined that Title 18, Chapter 18.02.120 “Prohibited Signs” needs to be updated.

The City Attorney and staff provided Council an ordinance amending Title 18 (Signs and Related Regulations) Chapter 18.02 (Sign Code), Section 8.02.120 (Prohibited Signs) of the Hood River Municipal Code, to Clarify and Prohibit Feather Signs and Similar Signs Supported by a Pole and

Designed to Flutter in the Wind.

Mayor Blackburn opened the public testimony portion of the hearing. There was no testimony for or against the ordinance.

Council spent time asking clarifying questions to staff regarding the enforcement of feather flags.

Mayor Blackburn closed the oral argument and public testimony portion of the public hearing and Council entered into deliberations.

It was noted the hearing date on the ordnance should be changed to December 9, 2024.

Motion:	I move to hear Ordinance 2086 (Title 18) on tonight's agenda for the first time by title only, with the included correction for date change.
First:	Rivera
Second:	Mitchell
Discussion:	None
Vote:	Motion passed (roll called) Ayes: Blackburn, Zanmiller, Saunders, Rivera, Stepina, Polson, Mitchell Nays: None Abstentions: None Excused: None

Mayor Blackburn adjourned the public hearing at 6:21 p.m.

2. Annexation Campbell Property, Dustin Nilsen

Mayor Blackburn opened the public hearing at 6:25 p.m. and read the rules regarding public hearing conduct. This is a public hearing of the City Council to review a quasi-judicial request to annex and rezone two parcels totaling ~11 acres located at the 3330 Brookside Drive - File No. 2024-30) the Brookside annexation and zone change request. The Planning Commission heard and recommended approval of the annexation and portions of the zone change. The hearing script was added to the record.

Mayor Blackburn asked Council members if they have any ex parte contacts, conflict of interest, or bias to disclose.

Councilor Mitchell stated he has walked that section of the trail a number of times and knows the area well. He believes he reported on the extension of the area, when he was a reporter for Hood River News. He had a couple friends ask him about this. He told them what was before Council.

Councilor Stepina stated he is familiar with the area and has been there many times. He also had constituents reach out to him, to understand the process and how to participate.

Councilor Saunders stated she reviewed the application materials as part of her day job at Farmers Irrigation District. She does not have any bias, financial or conflict of interest. She is very familiar with the area.

Councilor Zanmiller stated he has been an active participant in discussions about the trail through Campbell for decades. He has advocated for that trial through Campbell for decades. Recently he

had a discussion with a member of the Planning Commission, to get a feel for that discussion. He has also talked to City staff about some of the questions.

Councilor Rivera stated she is aware of the area and connected with constituents. No conflict of interest.

Councilor Polson has been in the area often for trail runs. No conflicts.

Mayor Blackburn stated he is the same as other Councilors. He is aware of the issue and has been on both ends of the trail. He has no financial conflicts.

Nilesen presented the staff report. This is a request on behalf of Reco Prianto and Kenn Franics, for the annexation and zone change of approximately 11 acres of property, currently located within the City's Urban Grown Boundary. As provided in the staff report and Planning Commission recommendation, this matter was heard before the City's Planning Commission on November 18. The Planning Commission recommended approval of the annexation of changing a portion of the property to C-2. On the northern piece of the property, setting generally limited information regarding future development. This project was advertised and noticed to the State because it is a zone change. It represents a map change to the City. This application was also noticed to property owners within 250 feet. Regarding the location, they received several comments mainly regarding impacts to the wetlands. Additional comments involved the impact on traffic. The property does anticipate zone changes. There is a traffic analysis provided by DKS, which is a requirement of any zone change. Those findings are included in the application. There were concerns regarding the limited information on future development. The application now does not propose new development in association with a zone change. They should anticipate future development and application, but at this time the request is not to build anything. The City code and any future development would be processed as a land use application. All development in R-1, R-2 and C-2 by way of subdivision or mix use, do require subsequent land use approvals. There is conditional of approval located in the staff report and recommendation that acknowledges this. This is not a unique requirement. This is a standard requirement whether the property is zoned or not. The reason it shows up in the application is to acknowledge the concerns they heard from the Planning Commission and neighbors. To make an official statement that any development as proposed would be required to return to the City to provide a development application, and be evaluated through the municipal code for both impacts to wetlands, repair corridors, and traffic impacts analysis. This is a typical approach to any subsequent development. Some of the criteria looked at are listed in the packet. The City's annexation policy and comprehensive plan criteria come out of the Hood River Municipal Code. Council is also required to evaluate the zone change criteria, also included in the staff report. It evaluates the Comprehensive Plan and contemplates under what circumstances should the City be considering zone changes, and the criteria which you evaluate those under. With that, Council has a conditioned approval. They are listed within the staff report. Staff are here for any questions.

Council spent time asking Nilsen clarifying questions.

Applicant Reco Prianto addressed Council. He spoke about the motivation of how he and his partner got to this point, and why they are proposing this annexation. He explained that the City of Hood River has a lot of documents that lead them and tell them how they need to annex, rezone, and develop property in a positive way for the community. This includes the Buildable Lands Inventory Housing Needs Analysis, Hood River Housing Strategy, Comprehensive Plan and the Transportation Plan for the City of Hood River. He believes if you review those documents,

they all point directly to what they are trying to do. They are trying to put a trail through that has been "bugging" the City for decades. They approached the project; how can they pay for this? Money drives everything. They met with Nilsen to determine what could be feasibly done. Nilsen stated there are City documents that have been created over the years. The documents state what should be done, because housing is a major problem in the State. Oregon is the worst State in the Country for homeless families. They are not going to solve this problems, by building single family homes on 7,000-foot lots. They must come to terms with the idea that Hood River needs dense housing. The only way they can do dense housing is by either R-3 or C-1 or C-2 zoning. There is not enough land in the City to solve the problem they have created in the last 50 years. They concluded they want to do dense housing on the south portion and dense housing on the north portion, if they can figure out the issues that exist on that piece. The only way they can do dense housing is with the zoning designations they have requested. It is an expensive piece of property. It will cost a lot of money to bring in utilities, grade the property, and protect the wetlands. They determined the only way they can offset the costs is by dense development. It was determined that C-2 is the best option. It allows for mixed use. There are approximately four (4) acres that are developable. If they can buy the property, build the trail, and develop the south side, they have ten years to figure out how to make the development feasible and valuable to them on the north side. They have spoken to the neighbors and community that are concerned. They have opted to sell them the north portion, if they are deeply concerned about keeping the land. If that does not work out, they will have to find a solution to offset the investment they are making, to get the trail through. That is how they got to where they are. The land is challenging. For him and his partner to spend a lot of money to figure out what they are going to build, they do not have a zoning designation yet that would allow any of that to be built. It is not feasible or would they entertain. Once the zoning is in place, they can try to solve all of the problems that exist on this parcel. Without zoning, there is no reason to go down the road of solving any problems or what to build. They have come along this whole journey. They have come up with some great ideas. They have a viable way to make this happen. He has been told by all the developers in town who have looked at this property, they are crazy to even go down this road. That it is too hard, too expensive, and not possible. Prianto stated this is in the hands of Council on whether the City has the will.

Council spent time asking the applicant questions.

Mayor Blackburn opened the public testimony portion of the hearing. There was testimony in favor, against, and neutral on the Campbell Annexation. The written comment received was added to the record.

<u>In favor of the Annexation:</u>
Megan Ramey, Hood River, OR
Nane Noteboom, Hood River, OR
Christy Christopher, Hood River, OR
Lach Litwer, Hood River, OR
Peter Cornelison, Hood River, OR

<u>Neutral on the Annexation:</u>
Bernard Yew, Hood River, OR

<u>Against the Annexation:</u>
Mattie Bossler, Hood River, OR

Jeff Hunter, Hood River, OR
Jeff Killingsworth, Hood River, OR
Jennifer Killingsworth, Hood River, OR
Doug Powrie – Hood River, OR
PJ Portlock, Hood River, OR
JP Fischer, Hood River, OR – passed
Brian Petros, Hood River, OR

Final Rebuttal:
Prianto stated when they approached this process, they did not want to be adversarial with the neighborhood and community. Ultimately it is Councils job to determine whether the City of Hood River will benefit from this or not. They have always approached this as they want to get this trail through, how do they make it work. They have come up with a plan for how to do that. If Council the deciding body feels what they have come up with is not good for the City, they will accept that decision. He has heard a lot of things; some good points and some less good points. There were a lot of comments about the expense of building, hard to access, etc. It makes their arguments mute. It does not matter what the zoning is, if they cannot physically develop it. They should not be so concerned if they are so sure that everything is so hard to do and impossible to achieve. By granting zoning, that allows them to start working to see if it is possible. It may not be possible, but they might find a way.

Staff Comments:
Nilsen stated he had a clarifying remark. In terms of the landslide hazard mapping. The City has a Comprehensive Plan that involves natural hazards and locations. The County has a similar plan that identifies geo hazard zones. Currently, at this location they do not have, nor does the County have a geo hazard overlay on this property. There are geo hazard zones in the City. They are identified and mapped; predominantly in the location of the Powerdale corridor and from Sherman Avenue up to Hazel, on the east side. If the City chooses to rezone this property, the Council would direct staff to prepare an ordinance and development agreement. It would come before Council later, for Council's consideration.

Council spent time asking Nilsen questions.

Mayor Blackburn closed the oral argument and public testimony portion of the public hearing and Council entered into deliberations.

5-minute break 7:57pm -8:03pm

Councilor Polson stated before they begin deliberations, there is one important aspect they might want to consider before they get into discussion. There are ongoing negotiations between the applicant and the neighbors regarding the purchase of part of the property. In his opinion, it would be good not to interfere in or make a change with those negotiations.

Councilor Saunders stated she does believe it is Council's responsibility to decide what individual landowners negotiate or don't negotiate. Council should be deciding what meets their criteria and what is in the best interest of the City at large. It feels weird to say they want to favor or not favor these one or forty people.

Councilor Polson stated this is in effect what they are doing and asked to do, on behalf of the applicant to engage in this zone change. Either way, on what Council decides, they are either

doing it on behalf of the applicant, or on behalf of the neighborhood group. Council is put into a position in which they are making this decision. It is just a matter of who they are making this decision for at this point.

Councilor Saunders believes they should be making the decision in the best interest of the community at large. Councilor Polson agreed.

Councilor Zanmiller stated he is excited they have a vehicle to get a trail easement. It has been forever, and they have had endless possibilities for the trail, that did not happen. The fact that this has the chance to be real is encouraging to him. That is weighing a lot of what he believes. For the south side with the conditions that are in the document, it is consistent with the little piece of neighborhood. For the multifamily on the north side, he believes the fact there is going to be a whole other development lap where the reality of buildability and where it can or can't be done is really the catch all. He struggled with this. The fact there is more wetland protection and a large public process to approve a development plan, makes him comfortable with the R-3 multifamily zoning. He supports this as presented.

Councilor Polson agreed with Councilor Zanmiller's comments. He is also considering the goals of the City, upzoning in the interest of housing is definably a goal. The Transportation System Plan for the trail system; this lines up with the goals of the City. This is their one tool with annexation to be able to put conditions on a property like this. He does not see it becoming more valuable, being there are conditions you must build a certain type of thing there. It does not feel like it can be bait and switch to a property buyer. There are the protections to the wetlands included. It makes it more of a defined property and less of a speculative C-2 or R-3 property. Others have tried to make this happen before. If there were more options, it would have happened over the past many decades. He believes the protection they get with the conditions of annexation, ensures there is no bait and switch. There is an entire process and a lot more due diligence to be done, regarding the development. Regarding some of the comments made, he believes they are speculative in nature. He tries not to consider for or against, that are not demonstratable. He feels it is in the best interest to allow this to proceed.

Councilor Polson stated one thing Council might want to change if they choose to move forward is the timing of the trail. One of the conditions is upon getting a permit to demo. He asked if it is possible to bring that forward to a term of at time of annexation instead. Bring it forward in time.

Nilsen stated that would be up to Council. Staff have discussed this. He believes there might be issues of closing and completing the deal pending annexation. He does not know if the owner and or current property owner would be amendable to that. Kearns stated it cannot be dedicated until the transaction closes.

Nilsen stated they can entertain time, once of the conditions is they complete an annexation agreement. That would be paperwork and documentation. If there are at least four (4) Councilors interested, he could model something not only with the permit aspect, but some sort of time trigger. Nilsen stated why it was not written this way originally. Typically, if the applicant was the owner, it would have been different. The fact that there is a contractual arrangement makes it more difficult. The first thing is a construction permit; the first thing that would happen prior to any development post closure. They were looking for a post closure; the applicant would control the property trigger. Nilsen stated the good news would be prior to demolition, there would be a demo permit and they would have the trail easement.

Councilor Polson stated hypothetically if a developer chooses to never get a permit or put it off indefinitely; that is not an ensured thing. For the betterment for everyone in the City, if their intent is to dedicate this area and connect the trail as one thing, they expect that to be a deliverable. If they lose that deliverable, why would Council agree. Council needs to have assurance they can meet that deliverable. There is no date certain they will get a trail. He would like a structure to ensure if Council agrees to this, they make sure the applicant delivers.

Council agreed to have the applicant comment.

Prianto stated he went to Nilsen asking what the mechanism would be to get the trail through the property. There were many conversations about intentions, what they were trying to do, and what mechanisms were to trigger various things. They talked extensively about even if this deal falls through, is there anyway they can get the City the trail. The answer was no. There is no mechanism for the current property owners to give the trail to the City. If conditions were put on this project where they could not live with them and walked, they would probably reject the annexation. It will not happen, and they will not get the trail. They came up with an agreement that the first thing that needs to happen is to remove the house on the property that has been occupied by homeless individuals. That is a very definable thing that happens that they request, and the City grants a permit to do something on the property. The other issue with speeding up the process is no one knows the route that the trail should take. There are a lot of unknowns and if Council puts unnecessary restrictions, it will take their focus off how to develop and other important tasks.

Councilor Zanmiller suggested if they could word it with a “floating easement” or something that does not affect Prianto’s gantt chart, but it ensures they have a path within years.

Prianto stated they would be open to that, but he does not feel it is feasible. The path this is going to take is through extremely highly valuable wetlands that have been mapped. This is going to be an elevated pathway. There is no floating easement when you must build an elevated path to give people the access that is required. This must be thought about and agreed upon by a lot of stakeholders, and the community on the trail route. This is not going to be a gravel path. It will be an elevated boardwalk trail. There have been a lot of discussions on what would make sense. This is a big deal, and it should not be something that should be forced through in 100 days. They have lasted 20-30 years without a trial. They have worked out the exact alignment and funding to build the trail. All the other mechanisms are associated with it. It is already conditioned in the approval of annexation; they must give the trail. They are not in the business of buying a piece of land and letting it sit. That was never the intention or the goal. At the minimum, the house must come down at some point. It is a fire and health hazard.

Council continued deliberating and asking staff questions.

Councilors Saunders stated big picture, the annexation itself seems to be the easier part. The zoning makes sense to her, given the south side uses. It already has a very commercial feel. It makes sense to extend to the west. Most of the testimony was about the north, and she understands that it is harder. There are a lot of things to determine prior to and during the land use application. She is sympathetic about not wanting to go through expensive design and engineering to get there. She knows the City is not getting the needed build to meet the City’s housing needs. The most available land is R-1 and that does not meet the need for high density housing. She is supportive of the proposed request, knowing it will take a lot of work to make it work.

Councilor Rivera agrees with a lot of statements that have been made by her peers. She respects the fact that the Planning Commission recommends approval. When she looks at the four (4) factors to consider, she is in general support. She thanked everyone who gave their testimony in this matter.

Councilor Mitchell stated he is in general support of this annexation. He would like to have the trail easement in earlier, but thinks this is a unique opportunity to work on things the City really needs. Having the trail connect would be a good thing for the community; safe passage for kids to go to school. When he joined Council, he said he wanted to do the greatest good for the greatest number of people. He thinks this helps do that. He understands people's concerns, but this is a lot of what the community needs. He is in support.

Councilor Saunders on Page 47 of the packet, the condition is about 50% or no less than 10 units. She asked about the way it is phrased. If they decided to not do housing units and do something else that was allowed in the C-2 zone, would this still be triggered?

Nilsen believes the intent is to mandate a residential component. Staff can wordsmith to make sure it is clear that housing is required on C-2 portion in Condition 7. Council agreed with Councilor Saunders recommendation.

Councilor Saunders stated during her time on Council this has never come up on an annexation; the other side of the street is EFU active orchard. She does not want to create an issue where there is extra conflict. She knows it has occurred in the County. The County has language for acknowledgment they are in an agriculture area; there might be smells, noise, etc.

Kearn stated that it is driven by a statute when you put a non-farm use in a farm zone. He said they could include a condition; the buffer will be the right of way width. To include a condition here would basically allow the agriculture user to permit pesticide drift into a residential neighborhood. The condition Councilor Saunders is contemplating would waive their right to complain about the nuisances, which is something Council might want to think about. Kearns added the context of the statute those are all farm uses, that are allowed in that zone. They are allowed to be there.

Motion:	I move to approve as recommended by the staff report and authorize staff to draft an annexation agreement, annexation and zone change ordinance. To include the modifications to Condition 7.
First:	Stepina
Second:	Mitchell
Discussion:	None
Vote:	Motion passed (roll called) Ayes: Blackburn, Zanmiller, Saunders, Rivera, Stepina, Polson, Mitchell Nays: None Abstentions: None Excused: None

Mayor Blackburn adjourned the public hearing at 8:42 p.m.

VI. CONSENT AGENDA

1. Official Abstracts for the City of Hood River General Election

– Resolution 2024-24, Jennifer Gray
2. OLCC Permit Application Approval – Trillium Café
3. Final Plat Approval of Rock Creek Subdivision, Dustin Nilsen
4. Waterfront Stormwater Relocation Project Amendment, Randy Achziger
5. Transfer of Ownership 1217 May Street to URA from Urban Renewal Agency, Will Norris
6. Extended Due Diligence Period of Mariposa Village, Will Norris
7. Ground Lease of 1217 May Street, Will Norris

Motion: I move to approve the Consent Agenda, excluding Item No. 2.
First: Saunders
Second: Stepina
Discussion: None
Vote: Motion passed (roll called)
Ayes: Blackburn, Zanmiller, Saunders, Rivera, Stepina, Polson, Mitchell
Nays: None
Abstentions: None
Excused: None

Motion: I move to approve Item No. 2 on the Consent Agenda, OLCC application.
First: Saunders
Second: Stepina
Discussion: Councilor Rivera made a statement about why she is abstaining from voting from all OLCC applications at this time, due to the lack of transportation options in the City.
Vote: Motion passed (roll called)
Ayes: Blackburn, Zanmiller, Saunders, Rivera, Stepina, Polson, Mitchell
Nays: None
Abstentions: None
Excused: None

VII. ACTION ITEMS

1. Award Contract for Wastewater Treatment Plant Operations, Adam Schmid

Operating and maintaining the City's wastewater treatment plant has been the responsibility of Jacobs Engineering for approximately 30 years. Operating this complicated collection of aeration and clarifying basins, numerous pumps and pipe systems, biosolid distillation and removal, computer SCADA system, UV system, and keeping track of the City's sanitary lift stations, takes numerous personnel and extensive experience in order to release treated sanitary effluent within ODEQ and federal regulations. These operations require 24/7 personnel availability for emergency situations.

Jacobs Engineering, also referred to as Operations Management International, Inc., (OMI Inc.) in the attached contract document, has a long and varied background in the operation and maintenance of wastewater treatment plants in numerous states and jurisdictions. Their long history operating and maintaining the Hood River WWTP provides the City an operator with a full understanding of both existing Oregon regulations and the various strengths and weaknesses of our particular infrastructure.

In October 2022, the City Council approved a two- year Agreement with Jacobs, to continue to operate the City's wastewater treatment plant. In May 2023, City Council approved out-of-scope work authorizing Jacobs to manage the Industrial Pretreatment Program (IPP) for the City.

Included in the meeting packet the Amended and Restated Agreement is proposed for a 15-year period and closely reflects the existing operations contracts that have been in place for many years. The most significant changes, besides the addition of the Industrial Pretreatment Program administration, are the requests for Jacobs to complete the City's required Mercury Minimization Plan and to create a Fats, Oils, and Grease (FOG) management program.

Staff recommendation is to authorize the City Manager to sign the Amended and Restated Agreement for wastewater facilities operations, maintenance, and management services with OMI Inc, Jacobs.

The annual base fee is paid in monthly increments where 1/12 of the base fee shall be due and payable on the first of each month services are provided. Payment for services under this Agreement are budgeted for and will be paid out of the Sewer Fund Wastewater Treatment Plant Department Materials & Services Contract Maintenance and Operation line item (500-510-42010-40117-00). The current fiscal 2025 budget for these operations is $1.6 million.

The base fee proposed in this agreement is $1,578,245.35 for FY24/25 with monthly increment costs of $131,520.45. The contract cost will be updated annually based upon CPI-based formulas provided in the contract and authorized each year by City Council.

Paul Reel, Executive Director of Operations for Jacobs addressed Council. He thanked Council for renewing the contract. City of Hood River has the longest running contract Jacobs has in the organization. The partnership with the City has been great, and they appreciate it. He thanked Schmid, Elder, Norris and Ellett for their partnership in working on the contract.

Motion:	I move that we authorize the City Manager to sign the Amended and Restated Agreement for wastewater facilities operations, maintenance, and management services with OMI Inc, Jacobs.
First:	Polson
Second:	Rivera
Discussion:	None
Vote:	Motion passed (roll called) Ayes: Blackburn, Zanmiller, Saunders, Rivera, Stepina, Polson, Mitchell Nays: None Abstentions: None Excused: None

2. Significant Industrial User – Surcharging – Resolution 2024-25

The City has a pretreatment program in place to protect the City's wastewater treatment plant infrastructure and mitigate the levels of biochemical oxygen demand (BOD), total suspended solids (TSS), and flow discharged to the plant. In 2021-2022 several updates were made to this program to meet mandatory Industrial Pretreatment Program (IPP) standards set by the Oregon Department of Environmental Quality. These updates included the creation of technically based

local limits, updates to the IPP manual, and updates to the City's Sewer Use Ordinance. During this update process an assessment was also completed to determine the overall capacity of the wastewater treatment plant and to find the "break even cost" of waste treatment.

In early 2023, this capacity assessment resulted in new individual permit limits for BOD, TSS, and Flow being established for the four Significant Industrial Users (SIUs) within the City. The four SIUs are Full Sail, pFriem, Turtle Island, and Hood River Juice. The waste produced by these industrial users has higher concentrations of BOD, TSS, and Flow than typical residential and commercial discharges. Industrial wastewater costs more for the City to treat because it requires higher levels of oxygen, creates more biosolids, requires additional chemicals for treatment, and has additional costs for administration of the Industrial Pretreatment Program. To prevent the treatment costs for industrial, high-strength wastewater from being passed on to other rate payers, staff proposed a Surcharge Program to better share costs.

Within the same 2023 time period, it came to the City's attention that the SIUs were being billed incorrectly for their discharges. While Flow amounts appeared reasonable, the BOD and TSS components were under-billed in comparison to the actual impact of the discharge on treatment costs at the wastewater treatment plant. Due to the significantly higher monthly bill expected for each SIU with the corrected billings, the City decided to implement a 12-month transition plan with discounted rates.

While a Surcharge Program was developed and presented to Council in 2023, the City chose to delay implementation to allow the SIUs time to respond to their new permit limits and to complete the 12-month increased billing transition. Now that this billing transition has been completed, staff propose that the surcharge program be revisited for high-strength waste produced by the industrial users.

Staff have reviewed the original program proposed and have updated the totals for both the base rate and a surcharge rate to better reflect actual treatment costs. These updated costs are higher than those drafted during the 2021-2022 pretreatment program update and surcharge program creation. To allow the SIUs time to respond to these significantly higher rates Staff is proposing a phased implementation.

This phased approach, outlined in Resolution 2024-25, has been designed to increase the base rate for BOD, TSS, and Flow to match the City's breakeven cost for treatment by July 2026 including assumed inflation adjustments. This base rate is what the Industrial Users will be charged when they are discharging within their individual permit limits. If these permit limits are exceeded the User will be charged a surcharge rate equal to 20% of the base rate.

Staff recommendation is to adopt Resolution 2024-25 establishing a new base rate and implementing a surcharge rate for Significant Industrial Users to be included into the adopted Consolidated Schedule of City Fees, Rates, and Charges for Services.
Council spent time asking clarifying questions.

Motion:	I move to adopt Resolution 2024-25 establishing a new base rate and implementing a surcharge rate for Significant Industrial Users to be included into the adopted Consolidated Schedule of City Fees, Rates, and Charges for Services.
First:	Stepina
Second:	Saunders

Discussion: None
Vote: Motion passed (roll called)
Ayes: Blackburn, Zanmiller, Saunders, Rivera, Stepina, Polson, Mitchell
Nays: None
Abstentions: None
Excused: None

VIII. DISCUSSION ITEMS

IX. CITY RECORDER

1. Reading – Ordinance 2086 Hood River Feather Flags

Motion: I move to read Ordinance 2086 for the first and second time by title only, with the minor amendment.
First: Saunders
Second: Polson
Discussion: None
Vote: Motion passed (roll called)
Ayes: Blackburn, Zanmiller, Saunders, Rivera, Stepina, Polson, Mitchell
Nays: None
Abstentions: None
Excused: None

Gray read the ordinance by title only. The Mayor announced that Ordinance 2086 had passed its first and second reading and would become law in 30 days.

X. CITY MANAGER COMMENTS

Elder stated she has greatly appreciated working with Councilor Zanmiller and Councilor Saunders. They both will be missed and wish them both the best.

XI. COMMITTEE REPORTS

XII. MAYOR COMMENTS

1. Planning Commission Appointment, Dustin Nilsen

The Planning Commission is an advisory body to the City Council on matters of growth and development. The Planning Commission has a formal role in the land development process, including in the quasi-judicial review process. The Planning Commission is comprised of 7 volunteer positions with rotating terms. Currently there is one Planning Commission vacancy.

The City maintains a standing advertisement and call for planning commission candidates on the website, and earlier this year published the Planning Commission opportunity on social media and in local news outlets.

Currently there are two vacancies on the Planning Commission. After public advertising, one applicant responded with interest in serving. Tina McNerthney, who currently serves on the City's Budget Committee, has submitted application and was interviewed by staff and a Council representative. Tina works for a development firm, has education and professional experience in planning and urban development.

Mayor Blackburn appointed Tina McNerthney the Hood River Planning Commission.

Mayor Blackburn wished everyone a wonderful holiday.

XIII. COUNCIL COMMENTS

Councilor Stepina stated he was glad most of Council could attend the tree lighting event last Friday night. He thinks they should try to do that again next year, to support the Mayor.

Each member of Council took time to thanked Councilor Zanmiller and Councilor Saunders for their years of dedication to the City.

Councilor Zanmiller and Councilor Saunders were presented a Key to the City plaque and gift for their years of service.

XIV. EXECUTIVE SESSION

VIII. ADJOURN at 9:20p.m.

_____
Paul Blackburn, Mayor

_____
Jennifer Gray, City Recorder

Approved by City Council on _____

OREGON LIQUOR & CANNABIS COMMISSION

Local Government Recommendation – Liquor License

Annual Liquor License Types	
Off-Premises Sales	Brewery-Public House
Limited On-Premises Sales	Brewery
Full On-Premises, Caterer	Distillery
Full On-Premises, Commercial	Grower Sales Privilege
Full On-Premises, For Profit Private Club	Winery
Full On-Premises, Non Profit Private Club	Wholesale Malt Beverage & Wine
Full On-Premises, Other Public Location	Warehouse
Full On-Premises, Public Passenger Carrier	

Section 1 – Submission – To be completed by Applicant:

License Information

Legal Entity/Individual Applicant Name(s): Historic Waucoma LLC (Lach Litwer)

Proposed Trade Name: Lightwell Hotel + Spa

Premises Address: 201 Cascade Ave Unit:

City: Hood River County: Hood River Zip: 97031

Application Type: (●) New License Application ( ) Change of Ownership ( ) Change of Location

License Type: Full On-Premises, Commercial [ ] Additional Location for an Existing License

Application Contact Information

Contact Name: Lach Litwer Phone: 5038874372

Mailing Address: 2204 Sherman Ave

City: Hood River State: OR Zip: 97031

Email Address: lach@columbiagorgecapital.com

Business Details

Please check all that apply to your proposed business operations at this location:

[ ] Manufacturing/Production

[ ] Retail Off-Premises Sales

[■] Retail On-Premises Sales & Consumption

If there will be On-Premises Consumption at this location:

[■] Indoor Consumption [■] Outdoor Consumption

[■] Proposing to Allow Minors

Section 1 continued on next page

Local Government Recommendation – Liquor License

Section 1 Continued – Submission - To be completed by Applicant:
Legal Entity/Individual Applicant Name(s): Historic Waucoma LLC (Lach Litwer)
Proposed Trade Name: Lightwell Hotel + Spa
IMPORTANT: You MUST submit this form to the local government PRIOR to submitting to OLCC. Section 2 must be completed ***by the local government*** for this form to be accepted with your CAMP application.

Section 2 – Acceptance - To be completed by Local Government:
Local Government Recommendation Proof of Acceptance
After accepting this form, please return a copy to the applicant with received and accepted information
City or County Name: Optional Date Received Stamp
Date Application Received:
Received by:

Section 3 – Recommendation - To be completed by Local Government:
○ **Recommend this license be granted**
○ **Recommend this license be denied** (Please include documentation that meets OAR 845-005-0308)
○ **No Recommendation/Neutral**
Name of Reviewing Official:
Title:
Date:
Signature:
After providing your recommendation and signature, please return this form to the applicant.

CITY OF HOOD RIVER CITY COUNCIL

DATE: January 13, 2025

TO: Honorable Mayor Paul Blackburn and City Council

FROM: Jennifer Gray, City Recorder

SUBJECT: Annual Renewal for Taxicab Business Permits

CITY COUNCIL GOAL:

- ☐ Equitable and Diverse Housing Inventory
- ☐ Equitable and Inclusive Community
- ☒ Well-Maintained and Safe Community
- ☒ Efficient and Safe Transportation System for all users
- ☐ Environmentally Sustainable and Resilient Community
- ☐ Adequate Parks and Open Space

BACKGROUND

Taxicab companies in the City are required to renew their business and driver permits annually by January 15. The applications are processed through the Police Department for background checks, motor vehicle inspections, and the City Recorder for insurance requirements and payment of fees.

Hood River Taxi (owner Shelley Zeman), Designated Driver (owner Jason Peterson), Pedicab (owner Matthew Barmann), and Gorge PDX Shuttle (owner Mark Brady) have processed their required paperwork and completed their background checks through local law enforcement. Current drivers have completed their required paperwork and background checks.

HRMC Chapter 5.20.050 regarding Taxicabs states that the City Council, upon receiving the report, shall approve or disapprove the request for a taxicab business license. The reasons for denial would be posing a reasonable hazard to the public health, safety and welfare of the citizens of the City, prior criminal convictions, or other reasons the Council deems proper. There are no concerns with the applicants' requesting renewals.

On January 8, 2024, Council approved an increase to taxi rates by Resolution 2024-01. Council agreed the rates shall be subject to review by the City Council annually and will coincide with annual taxi business licenses renewal period. The appropriateness of future rates increases will be informed by a logical inflationary index and will only change in half dollar increments to maintain simplicity of payment for taxi customers. These proposed rates are included and monitored in the City's current fee schedule Resolution 2024-03, adopted on March 11, 2024 which proposed a CPI increase in applicable taxi fees to be adopted by this resolution.

STAFF RECOMMENDATION

Approve the business license permits for Hood River Taxi, Pedi cab, Designated Driver, and Gorge PDX Shuttle as a part of tonight's consent agenda and approve maximum allowable taxi rates, per Resolution 2025-01

SUGGESTED MOTION

"I move to approve business license permits for Hood River Taxi, Pedicab, Designated Driver, and Gorge PDX Shuttle and approve Resolution 2025-01 establishing maximum taxicab rates on tonight's consent agenda."

ALTERNATIVES
Do not approve the taxi business license permits or Resolution 2025-01 and give staff further direction.

FISCAL IMPACT
None

ATTACHMENTS
Resolution 2025-01

Resolution 2025-01
Taxicab Rates Increase

WHEREAS, HRMC 5.20.060 provides that the City Council shall establish service rates for transport of persons and packages by taxicab; and

WHEREAS, the Hood River Municipal Code currently requires all taxicab businesses operating in the City of Hood River to obtain a license from the City Council and to submit their rates to the City Council for approval; and

WHEREAS, the City Council may establish the maximum rates by resolution;

WHEREAS, the last resolution adopted by City Council regarding taxi rates was Resolution 2024-01.

NOW, THEREFORE, BE IT RESOLVED by the Hood River City Council that the following rates are established as the maximum rates to be charged and collected for the transportation of passenger in taxicabs for trips originating within the City:

FLAG RATES:	
A. Pick Up	$6.00
B. Plus, cost per mile	$4.00
C. 2-person limit, extra person	$4.00
D. Half Hour Rate (standby)	$36.00
PACKAGE PICKUP AND DELIVERY (In City Limits)	$11.00
FLAT RATE	
A. Portland Airport	$179.00
B. Each Additional Passenger	$11.00
LOCAL TRIPS (anywhere within City limits, over 1 mile)	$18.00

The rates above shall be subject to review by the City Council annually and will coincide with annual taxi business licenses renewal period. The appropriateness of future rates increases will be informed by a logical inflationary index and will only change in half-dollar increments to maintain simplicity of payment for taxi customers.

Approved by the Hood River City Council on the 13th day of January 2025, to take effect immediately.

_____
Paul Blackburn, Mayor

_____
Jennifer Gray, City Recorder

CITY OF HOOD RIVER CITY COUNCIL

DATE: January 13, 2025

TO: Honorable Mayor Blackburn and City Council

FROM: Abigail Elder, City Manager

SUBJECT: Hood River City Council 2023-24 Work Plan Quarterly Update through December 2024

CITY COUNCIL GOAL:

☒ Equitable and Diverse Housing Inventory
☒ Equitable and Inclusive Community
☒ Well-Maintained and Safe Community
☒ Efficient and Safe Transportation System for all users
☒ Environmentally Sustainable and Resilient Community
☒ Adequate Parks and Open Space

BACKGROUND

The 2023-24 City of Hood River Work Plan provides direction to the organization by identifying priority projects. Progress updates are provided to City Council on a quarterly basis.

City Council adopted its 2023-24 Work Plan at its January 23, 2023 meeting. The Work Plan helps ensure that the organization's attention and resources are aligned with Council's priorities to the community.

The Work Plan is not intended to be comprehensive of all work underway by the City. The majority of City resources and time are employed in routine service delivery supporting the community including emergency response (Police, Fire, and EMS), permitting services, public facility maintenance, utilities (water, wastewater, and stormwater) and other essential functions to meet the needs of the community

DISCUSSION

City Council held a special meeting on January 6, 2024 in which the status of projects in the Work Plan were briefly reviewed. Council noted that some projects have been completed, are on hold, or have changed in priority. Staff have moved these to the "other category with a note on their updated status. These include:

- FEMA Flood Plain Risk Map Update: drop this project as FEMA has delayed their map updates
- Houselessness: move this project to "other" as there is not an identified action at this time
- Food carts and parkets: drop this project as it is completed

Because the document is a two-year plan, Council did not establish new projects this year; however, the City Manager maintains an ongoing list of projects that Council might wish to add to the Work Plan in 2025. At this time, projects identified include:

- Transition city vehicles to electric and other zero emissions vehicles (Hood River County Energy Plan Strategies 2.3; 3.2)
- Invest in infrastructure to provide electric charging stations for public use (Hood River County Energy Plan Strategy 2.4a)
- Explore closing downtown street(s) to traffic in the summer
- Expanding outreach and communications in Spanish
- Creating a speed camera enforcement program
- Establish a program to help property owners with sidewalk replacement costs

- Update the Urban Growth Area Management Plan in cooperation with the County
- Investigate options for mobile home park preservation

Members of the 2024 and 2025 City Council met on December 6-7 to review the status of projects in this work plan, and to start work on a new two-year work plan. The new work plan is expected to be considered by City Council at its January 27, 2025 meeting.

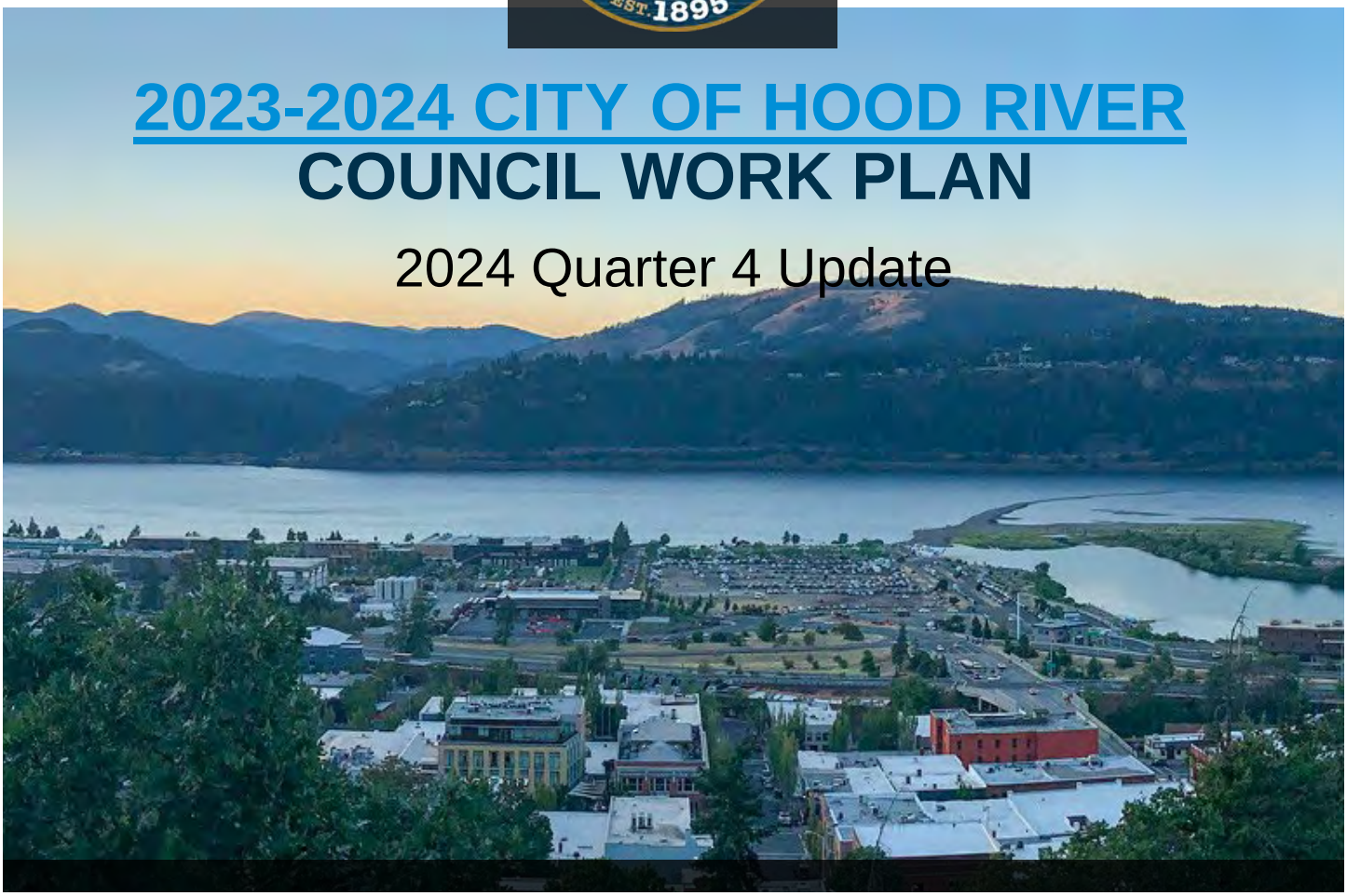
STAFF RECOMMENDATION
Receive and file the quarterly report of the period ending December 31, 2024.

FISCAL IMPACT
The Work Plan serves as a foundational planning tool for budget development.

ATTACHMENTS
2024 Quarter 4 Progress Update of the 2023-24 City of Hood River Council Work Plan

2023-2024 CITY OF HOOD RIVER
COUNCIL WORK PLAN

2024 Quarter 4 Update



EXECUTIVE SUMMARY - 2023-2024 COUNCIL GOALS AND RECOMMENDED PROJECTS

COUNCIL 2023-2024 GOALS	Equitable and diverse housing inventory	An equitable and inclusive community/ Informed Community	Efficient and safe transportation system for walkers, bikers, transit riders, and drivers	Well-maintained and safe community	Environmentally sustainable and resilient community	Adequate parks and open space
CRITICAL PROJECTS						
Development Code Audit and Update	■	■	■	■	■	■
Westside Urban Renewal District	■	■	■	■	■	■
Heights Streetscape Plan		■	■	■	■	
Racial and Social Equity		■				
780 Rand Road	■	■	■		■	■
SIGNIFICANT PROJECTS						
Government Relations		■				
Bond Election Strategy	■	■	■	■		■
Community Outreach		■				
Development Review Process Improvement	■	■		■		
Public Safety Facility	■			■	■	
OTHER PROJECTS						
Houselessness	■	■		■		
FEMA Flood Plain Risk Map Update – on hold		■	■	■	■	
Close out Columbia Cascade UR District			■	■	■	
Fixed local bus routes	■		■		■	
Dee Hydro					■	
Study and consider new SDC rates	■		■			
Code and licensing for food carts and parklets – completed			■	■		
Mural Regulations and Ordinance		■		■		
Historic Columbia Highway State Trail/West Cascade Refinement Plan		■	■	■	■	

CRITICAL PROJECTS - Development Code Audit and Update

Project Purpose: Titles 16 (subdivisions) and 17 (zoning) of the Municipal Code are the primary regulations used to implement the Hood River's Comprehensive Plan and guide development in the city. The zoning ordinance was adopted in 1954, the subdivision ordinance was adopted in 1966, and both have been amended periodically. The current development code (i.e., the zoning and subdivision ordinances), is complex for applicants to navigate, difficult for staff to administer, and may be inconsistent with state law in some areas. Updates will address recommendations from previously adopted studies, and result in a legal and more user-friendly code.

The project will be completed in two phases including a code audit (Phase 1) followed by a code update (Phase 2). The audit will evaluate the code for internal inconsistencies, as well as consistency with the Comprehensive Plan, state land use law and associated case law. The audit will include review of the C-1 and C-2 Zones for opportunities to encourage housing while balancing needs for employment opportunities. Input will be gathered from stakeholders. A code audit report will be prepared recommending types of changes needed to specific code sections and options as part of Phase 1. Phase 2 will focus on drafting amendments including tables and illustrations, conducting public engagement, and making refinements prior to adoption of development code updates.

Project Owner. Planning Director Dustin Nilsen, Senior Planner Kevin Liburdy

☐ NEW PROJECT	■ EXISTING PROJECT - CURRENT STATUS: Project Charter and Phase 1 Scope of Work complete; Phase 2 Scope drafted	ESTIMATED TARGET COMPLETION DATE: October 2024 (Phase 1 Code Audit) June 2025 (Phase 2 Code Update)

Notable Activities for 2023 (high level):

1. Issue Request for Qualifications for consulting services
2. Evaluate responses and select consultant
3. Audit zoning and subdivision ordinances (i.e., the development code). May include identification of inconsistencies with Comprehensive Plan policies, state and case law, as well as conflicts within the development code, grammatical errors, unclear language and current best practices to achieve Comprehensive Plan policy objectives.
4. Draft framework for approach to amend development code.
5. Present findings to City Council and confirm support for next steps.

CRITICAL PROJECTS - Development Code Audit and Update

Notable Activities for 2024 (high level):

1. Finalize scope with MIG and DLCD
2. Audit zoning and subdivision ordinances (Phase 1)
3. Present findings of Code Audit to Council and confirm support for next steps (Phase 1)
4. Begin Code Update, building on the results of the Code Audit (Phase 2)
5. Update and implement Community Engagement Plan (Phase 2)

Council Goals (check all that apply):

■ Equitable and diverse housing inventory	■ An equitable and inclusive community/ Informed and engaged community	■ Efficient and safe transportation system for walkers, bikers, transit riders, and drivers
■ Well-maintained community	■ Environmentally sustainable and resilient community	■ Adequate parks and open space

Quarterly Progress Update and Anticipated Next Steps

Completed Actions (2023-Q1):

- No actions taken in Quarter 1

Completed Actions (2023-Q2):

- Completed draft project scoping and prepared grant request for technical assistance.

Completed Actions (2023-Q3):

- Received DLCD grant of $100K. This will expedite the RFP process.

Completed Actions (2023-Q4):

- Based on DLCD grant award, revised the approach and discussed two-phased project scope with Council
- Initiated scope refinement with DLCD's prequalified contractor, MIG

Completed Actions (2024-Q1):

- City Council authorized finalization of scope of work and budget for the code audit (Phase 1) as well as refinement of the scope of work and budget for the code update (Phase 2) in conjunction with DLCD and contractor MIG, including any related IGA with DLCD that is needed to accept their grant.
- Completed scope of work with MIG and DLCD for Code Audit (Phase 1), and drafted scope of work for Code Update (Phase 2)
- Held kickoff meeting with MIG and DLCD

Completed Actions (2024-Q2):

- Completed Stakeholder engagement, and preparation of a Community Engagement Plan to occur during Phase 2
- Prepared Diversity, Equity and Inclusion Assessment
- Prepare initial recommendations for the types of code updates needed to address findings of the Audit, as well as recommendations for a code amendment process
- Present findings of Code Audit to Council and confirm support for next steps (October 15th)

Completed Actions (2024-Q3):

- Prepared summary of interested parties interviews
- Presented initial findings and suggestions, and next steps to the City's Planning Commission for feedback
- Presented initial findings and suggestions, and next steps to the City Council for feedback and direction
- Prepared Code Audit Report with initial findings, include addressing legislative compliance and key issues identified by staff, interested parties, the City's Planning Commission and the City Council
- Completed Diversity, Equity and Inclusion Assessment
- Prepared Community Engagement Plan for the Code Update (Phase 2) process

Completed Actions (2024-Q4):

- Prepared Initial Code Update Recommendations (i.e., identifying the types of code updates needed to address findings of the Code Audit, as well as recommendations for a code amendment process)
- Presented findings of Code Audit (Phase 1) to Council and confirmed support for next steps (October 15, 2024)
- Finalized scope of work for the Code Update (Phase 2)
- Code Update scope of work and budget accepted by DLCD for reimbursement of portion of costs, pending completion of contract with MIG.

Next Steps:

- Finalize contract with MIG for portion of Code Update (Phase 2) scope of work
- Finalize IGA with DLCD for portion of Code Update scope of work (i.e., focused on housing).
- Begin Code Update, building on the results of the Phase 1 Code Audit
- Implement the updated Community Engagement Plan
- Prepare draft code amendments incorporating comments received
- Work sessions with Planning Commission and City Council
- Prepare final draft code amendments
- Public hearings by Planning Commission and City Council

CRITICAL PROJECTS - Westside Urban Renewal District

Project Purpose: Utilize urban renewal to fill funding gaps in existing long-range plans, specifically Multi-jurisdictional Parks Master Plan, Amended Transportation System Plan, and Affordable Housing Production Strategy.

Project Owner: Will Norris, Urban Renewal Administrator

☐ NEW PROJECT	■ EXISTING PROJECT - CURRENT STATUS: FEASIBILITY STUDY BEGAN DECEMBER 2022	ESTIMATED TARGET COMPLETION DATE: September 2023

Notable Activities for 2023 (high level):

1. Conduct Feasibility Study, including development of an Equity Framework and outreach to taxing districts and general public.
2. Present findings of Feasibility Study to Urban Renewal Agency; identify desired boundary, timeline, and potential projects
3. Ordinance 2077, creating the Westside District, adopted on August 28, 223

Notable Activities for 2024 (high level):

1. Develop 5-Year Action plan, including:
    - Public Engagement Plan
    - Constructability Analysis
    - Capital Project Sequencing
    - Workforce Housing Incentive Program
    - Equity and Performance Metrics

Project Link: https://cityofhoodriver.gov/urban-renewal/

Council Goals (check all that apply):

■ Equitable and diverse housing inventory	■ An equitable and inclusive community/ Informed and engaged community	■ Efficient and safe transportation system for walkers, bikers, transit riders, and drivers
■ Well-maintained community	■ Environmentally sustainable and resilient community	■ Adequate parks and open space

Quarterly Progress Update and Anticipated Next Steps

Completed Actions (2023-Q1):

- Progress on feasibility study and financial analysis
    - Includes work on the Tax Increment Funding Plan and Report
    - Includes development of an Equity Framework
- Presented feasibility study findings to local taxing districts

Completed Actions (2023-Q2):

- Set district boundary acreage
- Identified and refined project list
- Completed public engagement actions including an open house and survey
- Sent Supernotice to all property owners within the Urban Growth Boundary
- Began Consult and Consent process with taxing districts

Completed Actions (2023-Q3):

- Planning Commission Reviewed Plan for Conformance with Hood River Comprehensive Plan
- Presented Feasibility Study findings to URA
    - Identified, desired boundaries, timeline, and potential projects
- Forwarded draft Plan and Report to impacted taxing districts on June 16, 2023 as part of the Consult and Confer process
- County Board of Commissioners approved Plan on August 21, 2023
- City Council Public Hearing for Council approval on August 14, 2023
- City Council approved Plan on August 28, 2023
- Ordinance recorded on September 26, 2023

Completed Actions (2023-Q4):

- Draft 5-Year Action Plan Scope-of-work developed for consultants to review and price.

Completed Actions (2024-Q1):

- Engagement Plan drafted and reviewed by Urban Renewal Advisory Committee.
- Builder interviews completed and Workforce Housing Incentive conceptualized.
- Constructability Analysis nearing completion.

Completed Actions (2024-Q2):

- Engagement Plan Adopted
- Middle Housing Construction Incentive developed into program materials and resolution. Program reviewed and recommended by the Urban Renewal Advisory Committee for adoption by the Urban Renewal Agency.
- Applied for $1.5M in financing from MCEDD's Oregon Investment Board (OIB) to support the Middle Housing Construction Incentive program.
- Constructability Analysis nearing completion.

Completed Actions (2024-Q3):

- Middle Housing Construction Incentive authorized through Resolution 2024-URA-06.
- Middle Housing Construction Incentive approved for $500K in financing from the Oregon Investment Board, contingent on the City of Hood River also providing $500K financing to the program.
- Westside Constructability Analysis completed, report sent to the Urban Renewal Agency Advisory Committee and Board
- Performance and Equity Metrics drafted and reviewed by the Urban Renewal Agency Advisory Committee.
- Issued Request for Qualifications for on-call professional services to move forward Westside District projects and programs.

Completed Actions (2024-Q4):

- Constructability Analysis completed and presented to a joint meeting of the Urban Renewal Agency Board and Advisory Committee.
- Middle Housing Construction Incentive program materials and application drafted. Dedicated bank accounts were established at Umpqua Bank.
- Reviewed initial list of Westside Performance Metrics with the Urban Renewal Advisory Committee.

Next Steps:

- Launch Middle Housing Construction Incentive program
- Review Performance and Equity Metrics with overlapping districts and engage with other Westside District stakeholders.
- Final Westside District Performance and Equity Metrics to the Urban Renewal Agency Board for review and adoption.
- Initial Project Sequencing and Costing

CRITICAL PROJECTS - Heights Urban Renewal Streetscape Project

Project Purpose: The Heights Streetscape Plan is intended to engage the public and Urban Renewal Agency members in the development of several concepts for improving 12th and 13th Streets primarily between May and Belmont Streets within the traditional Heights Business District. These concepts will be vetted and consolidated into a final preferred concept informed by traffic analyses and community feedback to ensure all road users are well accommodated. The final concept will then be priced, and an implementation plan drafted.

Project Owner: Will Norris, Urban Renewal Administrator

☐ NEW PROJECT	■ EXISTING PROJECT - CURRENT STATUS: The Project is within Phase 3, Preferred Street Plan.	ESTIMATED TARGET COMPLETION DATE: August 2023

Notable Activities for 2023 (high level):

1. Develop Preferred Concept Plan
2. May and Belmont Intersection Design
3. Streetscape Character Development
4. Develop and adopt Implementation Plan

Notable Activities for 2024 (high level):

1. Adopted Heights Streetscape Plan as a Minor Amendment to the Heights Urban Renewal District Plan
2. Execute actions of Implementation Plan as funding and staffing allows

Project Link: https://cityofhoodriver.gov/urban-renewal/the-heights-streetscape-plan/

Council Goals (check all that apply):

☐ Equitable and diverse housing inventory	■ An equitable and inclusive community/ Informed and engaged community	■ Efficient and safe transportation system for walkers, bikers, transit riders, and drivers
■ Well-maintained community	■ Environmentally sustainable and resilient community	☐ Adequate parks and open space

Quarterly Progress Update and Anticipated Next Steps

Completed Actions (2023-Q1):

- Progress on preferred concept plan development

Completed Actions (2023-Q2):

- Urban Renewal Agency Board approved the hybrid design recommendations for additional study
    - Including key intersection design at May & Belmont

Completed Actions (2023-Q3):

- Developed preferred concept plan
- Finalized May & Belmont intersection design
- Proceed with URAB accepted design recommendations
- Streetscape approval by URAC
- Developed implementation plan

Completed Actions (2023-Q4):

- Preferred Design and Implementation Plan approved by the Urban Renewal Agency Board
- Held two meetings with ODOT representatives to scope jurisdictional transfer negotiations
- Compiled Streetscape Design final report with Executive Summary and Appendices

Completed Actions (2024-Q1):

- Held multiple direct jurisdictional transfer negotiations with ODOT staff. Conceptual transfer agreement reached, waiting on ODOT to draft agreement.
- Drafted Jurisdictional Transfer Advisory Committee Pre-application for consideration for additional legislative appropriations. Collected letters of support from City of Hood River, Columbia Area Transit
- Purchased 1217 May Street which will be needed for eventual roundabout

Completed Actions (2024-Q2):

- Applied to the State of Oregon Jurisdictional Transfer Advisory Committee (JTAC) for transfer of the Heights section of Hwy OR-281 with a request for $30.6M. JTAC recommended the City's transfer request to the Oregon Legislature's Joint Transportation Committee.
- Completed State of Good Repair analysis of the Heights section of Hwy OR-281, identified $8.2M in needed repairs.
- Issued "Request for Letters of Interest" solicitation to area non-profits who may want to use 1217 May Street on an interim basis. Hosted a tour of the property.

Completed Actions (2024-Q3):

- Hired lobbyist to support Heights District request for $30.6M that was recommended by the Oregon Legislature's Jurisdictional Transfer Advisory Committee.
- Administered request for letters of interest solicitation for non-profit use of 1217 May Street.
- Issued RFQ for on-call professional services. 25 firms registered as prospective proposers as of 10/22/2024

Completed Actions (2024-Q4):

- 37 responses to the on-call professionals services RFQ received. Interviews with 27 firms scheduled with most completed in Q4.
- 1217 May Street lease negotiations completed. Property transferred to the City of Hood River which authorized its lease to Hood River Alliance Church.
- Provided a walking tour of the Heights for the Agency's lobbyist.
- Legislative Concept 2675 issued as a placeholder in the 2025 Legislative Session for the jurisdictional transfer of the Heights section of OR-281.

Next Steps:

- Continue to advocate for legislative appropriations tied to the jurisdictional transfer of the Heights section of OR-281. Meet with the City of Tigard which also has a roadway jurisdictional transfer request under consideration to coordinate advocacy efforts.
- Vendor selection and award contracts from the RFQ for ongoing professional services.
- Begin final design and engineering of enhanced crosswalks at Taylor and A Street in the Heights.

CRITICAL PROJECTS - Racial and Social Equity

Project Purpose: Make progress toward the actions recommended in Resolution 202-13.

Project Owner: Jackie Vanderpuye/Public Engagement Coordinator

☐ NEW PROJECT	■ EXISTING PROJECT - CURRENT STATUS: Not yet initiated	ESTIMATED COMPLETION: ongoing

Notable Activities for 2023 (high level):

1. City-wide DEI Training:
   - Define scope of work and issue Request for Proposals, select consultant
   - Schedule DEI training for all city staff and public officials
2. Internal Equity Framework
   - Establish an equity framework to outline broad questions the City should consider as it evaluates policies and practices
   - Review internal practices and policies through the equity framework and research best practices for hiring and retention, mayor stipend, and recognition practices such as land acknowledgements
3. External Equity
   - Establish an equity framework to outline broad questions the City should consider as it evaluates policies and practices

Notable Activities for 2024 (high level):

1. Staff Diversity Equity and Inclusion Committee tasked with
   - Vision and goal setting
   - City-wide DEI Training:
     - Incorporate DEI training for new employee training and orientation
     - Plan and budget for advanced training for select employees
     - Develop
   - Internal Equity Framework
     - Evaluate effectiveness of equity framework and modify as needed

CRITICAL PROJECTS - Racial and Social Equity

2. External Equity
   - Implement changes in engagement practices and practices as highlighted by the equity framework
   - Implement inclusive engagement, racial and social equity programs as directed by City Council.
   - Establish and enhance City relationships with agencies, organizations and others representing communities historically marginalized in the Hood River area.

Council Goals (check all that apply):

☐ Equitable and diverse housing inventory	■ An equitable and inclusive community/ Informed and engaged community	☐ Efficient and safe transportation system for walkers, bikers, transit riders, and drivers
☐ Well-maintained community	☐ Environmentally sustainable and resilient community	☐ Adequate parks and open space

Quarterly Progress Update and Anticipated Next Steps

Completed Actions (2023-Q1):

- Met with City Councilors to discuss project ideas and develop a scope of work
- Met with consultants to review previous Request for Proposals (RFP) and gather feedback
- Researched community liaison programs

Completed Actions (2023-Q2):

- Formed a working group to draft a new City Land Acknowledgment Statement

Completed Actions (2023-Q3):

- HR Manager and community Engagement Coordinator have been discussing next steps and scope of work

Completed Actions (2023-Q4):

- Community Engagement Coordinator and Human Resources Manager discussions on Staff Diversity Equity and Inclusion formation
- Planning with department leadership on employee participation in committee

Completed Actions in 2024:

- Presentations to departments introducing DEI goals, resolution and committee participation

Completed Actions (2024-Q1):

- Recruited DEI Staff committee members from all City departments
- Launched committee to identify goals, create action plan - have held 4 meetings, held learning sessions and have begun vision and goal-setting sessions, and reviewed potential training opportunities for all staff
- Additional language access – dial-in translation services reactivated, bilingual voicemail for water shutoff notice, additional forms translated into Spanish

Completed Actions (2024-Q2):

- Staff DEI Committee – reviewed trainings, attended community LGBTQI training, began planning a one-year action plan
- Mayor's Equity Group – continued to hold bi-monthly meetings to discuss events, parking for tribal members, communication strategies… etc.
- Planning for Spanish-language Hood River 101 course with the Next Door
- Increased stipend for councilors and mayor
- Began hosting new employee luncheons, and integrating activities at all-staff lunches to foster interdepartmental connections

Completed Actions (2024-Q3):

- Formalized Mayor's Equity Advisory Group
- Staff DEI Committee - Completed one-year action plan, reviewed with leadership, all staff, and elected officials, identified highest priority projects and began assigning roles
- Enhanced employee recognition program and foster deeper sense of belonging with interactive activities at all staff events, job recognition posts, new employee lunch and info sessions
- Inter-agency/organizations relations –
    - Collaborated with The Next Door to recruit hold Hood River 101 class in Spanish.
    - Worked with CRITFC on tribal parking waiver and discussed other areas of overlap/collaboration
    - Connected with the County on joint DEI training possibilities

Completed Actions (2024-Q4):

- Signed contract with facilitator to hold an all-staff and leadership training in March in collaboration with the County
- Conducted community survey for council priorities to inform work plan study session – bilingual in Spanish and tabled at Latinx events in Hood River as well as School District Open House

Next Steps:

- Continue to establish and enhance relationships with other agencies and organizations
- Complete City-wide DEI training (Q1 2025)
- Evaluate effectiveness of staff equity committee and action plan and modify as needed (2025)
- Draft and implement new City Land Acknowledgement Statement

CRITICAL PROJECTS - 780 Rand Road

Project Purpose: The cost of housing in Hood River is a burden to families and individuals, making it difficult to recruit and retain workers. The City of Hood River purchased seven acres of property in 2020 to develop affordable housing. The project has transitioned from a land acquisition and development program feasibility phase, to a partnership with an affordable housing developer that is pursuing competitive funding opportunities to serve households with incomes 30% to 60% of median family income.

Project Owner: Kevin Liburdy, Senior Planner and Will Norris, Urban Renewal Administrator

☐ NEW PROJECT	■ EXISTING PROJECT - CURRENT STATUS: The affordable housing development at 780 Rand Road has secured final pieces of funding needed to move forward. Community Development Partners (CDP) was awarded private activity bonds and a 4% Low Income Housing Tax credit allocation by Oregon Housing and Community Services (OHCS) in June of 2024. As a part of Senate Bill 1530 (2023), Hood River received an appropriation of approximately $2.4 million for water, sanitary sewer and stormwater infrastructure improvements to serve affordable housing on the site. CDP received $15.1 million Local Innovation and Fast Track (LIFT) funding through OHCS in spring of 2023. And, a $3 million appropriation to Columbia Cascade Housing Corp. (CCHC) for Hood River affordable housing development was included in the 2023 Omnibus Appropriations bill. "Part 58" Environmental Assessment for HUD is complete. Building permits and civil engineering plans are under review.	ESTIMATED TARGET COMPLETION DATE: Autumn 2026.

Notable Activities for 2023 (high level):

1. CDP and CPID continued community outreach/engagement.
2. CDP submitted application to Oregon Housing and Community Services for LIFT and 4% LIHTC funding (Q2).
3. Upon securing state and federal funding to move forward with development, CDP will apply to City for land use approval/entitlement.

CRITICAL PROJECTS – Mariposa Village (780 Rand Road)

Notable Activities for 2024 (high level):

1. Land use application process
2. Part 58 Environmental Assessment
3. Secure funding (4% LIHTC and PAB)
4. Refinement of design and engineering
5. Draft Development Agreement (after obtaining 4% LIHTC and PAB)

Project Link: https://cityofhoodriver.gov/planning/780-rand-road-housing-development-strategy/

Council Goals (check all that apply):

■ Equitable and diverse housing inventory	■ An equitable and inclusive community/ Informed and engaged community	■ Efficient and safe transportation system for walkers, bikers, transit riders, and drivers
☐ Well-maintained community	■ Environmentally sustainable and resilient community	■ Adequate parks and open space

Quarterly Progress Update and Anticipated Next Steps

Completed Actions (2023-Q1):

- Submitted application for LIFT/ LIHTC funding
- Extended Purchase Option Agreement with Community Development Partners (CDP) and Columbia Cascade Housing Corporation (CCHC)
- Extended Development Advisory Services contract with Leland Consulting
- Progress in “Part 58” Environmental Review for HUD

Completed Actions (2023-Q2):

- Continued progress on “Part 58” Environmental Review
    - Reached out to Federal Tribes

Completed Actions (2023-Q3):

- Continued progress on “Part 58” Environmental Review
- $15.1 M in LIFT funding awarded to the project
- CDP submitted funding application to OHCS for 4% LIHTC/PAB

Completed Actions (2023-Q4):

- Pre-application conference completed
- Community Open House held
- Estimate for infrastructure costs submitted to LOC (legislature to consider funding infrastructure for housing in 2024 short session)

Completed Actions (2024-Q1):

- CDP engaged OHCS regarding opportunities for 4% LIHTC/PAB project funding
- City staff responded to LOC infrastructure funding survey for short-session bill
- City staff provided feedback to CDP on Part 58 Environmental Assessment
- City presented project update to Hood River County Board of Commissioners and requested Affordable Housing Construction Excise Tax funds
- CDP prepared supporting studies for development application

Completed Actions (2024-Q2):

- HUD/NMFS/USFWS consultation with City for Part 58 Environmental Assessment
- Private activity bonds and 4% Low Income Housing Tax credits allocated to the project by Oregon Housing and Community Services (OHCS) in June of 2024.
- City and CDP provided coordinated response to Business Oregon for a $2.4MM direct legislative award for water, sewer and stormwater infrastructure on the site, for biennium ending 6/30/25 (SB 1530).
- Site Plan Review and Minor Partition applications were submitted by CDP to the City Planning Dept. and were deemed complete. Requests for comments and notices of public hearing were sent. Review process initiated.
- Prepared first draft of a Development Agreement to replace the Purchase Option Agreement.

Completed Actions (2024-Q3):

- City's Planning Commission held public hearing and approved land use application
- CDP completed habitat assessment
- City Planning Director designated as the City's Certifying Officer for HUD's environmental review process
- "Part 58" Environmental Assessment completed including notices of findings of no significant impact and intent to request release of funds
- HUD authorized use of federal grant funds by Mid-Columbia Housing Authority
- CDP's "naming and branding" committee initiated project naming process
- Rand Rd. enhanced crosswalk review
- Submittal of building permit applications and civil/engineering plans by CDP

Completed Actions (2024-Q4):

- Naming and Branding Committee named project "Mariposa Village."
- Completed first round of review of building permit and engineering/civil design plans (by City).
- Continued Development Agreement negotiations with Rand Road Limited Partnership.
- Extended Purchase Option Agreement with CDP/CCHC until March 31, 2025.

Next Steps:

- Complete second round of review of building permit and engineering/civil design plans. Aggressive schedule requires City departments to prioritize review.
- Complete Development Agreement negotiations with Rand Road Limited Partnership - anticipate bringing a finalized DA to City Council between January and March 2025.
- Convert existing Purchase Option Agreement into formal Development Agreement (by City and Rand Road Limited Partnership).
- Complete partition process (by CDP and City).
- Issue permits (by City) and initiate site development (by CDP).
- Close transfer of site from City to Rand Road Limited Partnership.
- Fulfil requirements of Business Oregon for state infrastructure funds (by City and Rand Road Limited Partnership).

SIGNIFICANT PROJECTS - Governmental Relations

Project Purpose: Maintain and strengthen relationships with other local, regional, and state governments and agencies.

Project Owner: Abigail Elder, City Manager

■ NEW PROJECT	☐ EXISTING PROJECT	ESTIMATED TARGET COMPLETION DATE: December 2024

Notable Activities for 2023 (high level):

1. Attend meetings of local governments; seek to collaborate with elected boards on topics of mutual interest and concern.
2. Invite speakers from other government agencies to address Council.

Notable Activities for 2024 (high level):

1. Seek input from elected boards for the 2023-2024 City Council Work Plan mid-point review.
2. Hold a joint public meeting of City Council and another elected board on topics of interest to the public.

Council Goals (check all that apply):

☐ Equitable and diverse housing inventory	■ An equitable and inclusive community/ Informed and engaged community	☐ Efficient and safe transportation system for walkers, bikers, transit riders, and drivers
☐ Well-maintained community	☐ Environmentally sustainable and resilient community	☐ Adequate parks and open space

Quarterly Progress Update and Anticipated Next Steps

Completed Actions (2023-Q1):

- Councilors attended meetings of five taxing districts to present the Westside Urban Renewal District feasibility plan

Completed Actions (2023-Q2):

- Attended local government meetings and collaborated with elected boards

Completed Actions (2023-Q3):

- Attended local government meetings and collaborated with elected boards
- City Councilors/URA Board Members attended Library District, CAT, and County Board of Commissioner meetings regarding the proposed Westside Urban Renewal District
- Mayor participated in interview process for new County Administrator
- Councilors attended a joint meeting with other elected officials focused on funding options for Hood River Valley Parks and Recreation District

Completed Actions (2023-Q4):

- Council heard a presentation from Hood River Valley Parks and Recreation District on a proposal to locate a new HRVPRD pool at Collins Field

Completed Actions (2024-Q1):

- No action taken in Q1

Completed Actions (2024-Q2):

- City Council and Hood River County Commission held a joint meeting on June 3 to discuss issues and opportunities for annexation within the City's urban growth boundary.
- Urban Renewal Administrator presented to the following Boards this quarter:
    - Hood River County School District Board re: Heights Streetscape
    - Columba Area Transit Board re: Waterfront Urban Renewal District Extension
    - Hood River County Commission re: Waterfront Urban Renewal District Extension
    - Hood River County Library Board re: Waterfront Urban Renewal District Extension

Completed Actions (2024-Q3):

- Urban Renewal Administrator presented to the Oregon Legislature ODOT Jurisdictional Transfer Committee
- Councilor Polson and Urban Renewal Administrator participated in Oregon Legislature Joint Commission on Transportation's discussion on transportation

funding. Staff worked with Hood River County, CAT, and the Port to produce a comprehensive information packet on Hood River area transportation projects and operational needs.

- Staff met with the Executive Director and Government Relations Manager of Columbia River Intertribal Fish Commission to discuss ways to best information and identify shared priorities between CRITFC members and the City.
- City Manger and County Administrator continue to work on action items identified during the joint meeting held in June.

Completed Actions (2024-Q4):

- Councilors Grant Polson and Gladys Rivera attended the annual League of Oregon Cities conference
- Fire Chief Leonard Damien was appointed to the Hood River County Ambulance Service Area Advisory Committee.
- Secured $500,000 Construction Excise Tax contribution from Hood River County for Mariposa Village Housing Project (formerly 780 Rand Rd)
- Urban Renewal Administrator Will Norris participated in a statewide focus group for the State of Oregon's Middle Housing Revolving Loan Fund
- Planning Commissioner Bonifacio Romero and staff attended the League of Oregon Cities Small Cities Meeting for Region 8
- Staff continue to work with Hood River County and FEMA on plans for an open house on updated flood plain maps
- City Manager Abigail Elder serves as the Hood River representative on MCEDD's Brownfields Grant Committee

Next Steps:

- Going forward, Council will operationalize the governmental relations program by liaising with their elected counterparts of the agency boards that operate within the City.

SIGNIFICANT PROJECTS - Bond Election Strategy

Project Purpose: Plan for a future election for a bond(s) to meet some of City's large capital needs

Project Owner: Chris Longinetti, Finance Director

■ NEW PROJECT	☐ EXISTING PROJECT	ESTIMATED TARGET COMPLETION DATE: 2025

Notable Activities for 2023 (high level):

1. Hold City Council work session to determine scope and timeline
2. Hire consultant to analyze City need and recommend bond options; review timing of election years and processes to put a bond on the ballot
3. Begin engagement efforts to determine public interest

Notable Activities for 2024 (high level):

1. Continue public engagement and education to determine public interest
2. Decision by Council whether to place a bond measure on 2024 ballot
3. Engage in public education on specifics of the ballot measure

Council Goals (check all that apply):

■ Equitable and diverse housing inventory	■ An equitable and inclusive community/ Informed and engaged community	■ Efficient and safe transportation system for walkers, bikers, transit riders, and drivers
■ Well-maintained community	☐ Environmentally sustainable and resilient community	■ Adequate parks and open space

Quarterly Progress Update and Anticipated Next Steps

Completed Actions (2023-Q1):

- No actions taken in Quarter 1

Completed Actions (2023-Q2):

- Began connecting with and receiving proposals from potential Bond Consultants
- Began review of general financial position and fund sizing for debt

Completed Actions (2023-Q3):

- Awarded contract for consultant to analyze need and recommend bond options

Completed Actions (2023-Q4):

- Updated current debt schedules, existing loan conditions and commenced preliminary financial and benchmarking analysis. Defined future project deliverables.

Completed Actions (2024-Q1):

- Completed Phase I financial assessment which included a general evaluation of the City's financial conditions and multi-year forecasting.
- Presented and discussed with Council the bond financing process in general, as well as specific financing considerations as they relate to the City.

Completed Actions (2024-Q2):

- Determined capital project prioritization for FY25 and short-term financing needs.
- Analyzed scope, timeline, internal financing capacity and overall bond eligibility.
- Determined that Bond financing is likely not required for immediate goals or funding needs.

Completed Actions (2024-Q3):

- No action taken in Quarter 3

Completed Actions (2024-Q4):

- Discussed potential council priorities and public interests which may necessitate consideration for a future bond issuance as part of future Council goal setting.

Next Steps:

- Engage direct lenders to understand private financing options.
- Update financial policy resolution and develop written debt management practices. Establish financial performance benchmarking.
- Work with Council to define priorities, timing, and political considerations for any potential bonding initiative.

SIGNIFICANT PROJECTS - Further Community Outreach

Project Purpose: Build upon current engagement and communication practices to expand and deepen reach, with a significant social media presence.

Project Owner: Jackie Vanderpuye/Public Engagement Coordinator

☐ NEW PROJECT	■ EXISTING PROJECT - CURRENT STATUS: Council recap videos and city participation in local events began spring 2022	ESTIMATED TARGET COMPLETION DATE: Ongoing

Notable Activities for 2023 (high level):

1. Complete a Hood River 101 civics engagement course for community members.
2. Increase City video content and promote through social media: bilingual, timely Council meeting summaries, "a day in the field" with City staff, etc.
3. Research and present creative options for furthering engagement.
4. Train selected staff in the International Association for Public Participation curriculum; incorporate aspects into city practices as appropriate.
5. Conduct review of City social media practices; update policies as needed.
6. Build photo and video library for use in city publications, social media, and website.

Notable Activities for 2024 (high level):

1. Conduct an engagement audit of past activities.
2. Integrate equity framework into engagement activities.

Council Goals (check all that apply):

☐ Equitable and diverse housing inventory	■ An equitable and inclusive community/ Informed and engaged community	☐ Efficient and safe transportation system for walkers, bikers, transit riders, and drivers
☐ Well-maintained community	☐ Environmentally sustainable and resilient community	☐ Adequate parks and open space

Quarterly Progress Update and Anticipated Next Steps

Completed Actions (2023-Q1):

- Progress on Hood River 101 Civic Engagement course
  - Researching programs and best practices to develop curriculum
- On-going City content posting on social media including bilingual Council recap videos
- On-going monitoring of social media practices employed by other cities
- On-going monitoring partner organizations for information to share
- Continue to review and update website for ease of use

Completed Actions (2023-Q2):

- Launched City Construction Blog
- Developed draft curriculum for Hood River 101 course

Completed Actions (2023-Q3):

- Develop final curriculum for first Hood River 101 Civic Engagement Course
- Launched Hood River 101 Civics Engagement Course in September 2023
- Increase City video content and promote through social media

Completed Actions (2023-Q4):

- Reviewed past year's engagement with council for direction for 2024
- Held first Mayor's Equity Council meeting

Completed Actions (2024-Q1):

- Build a photo and video library for use in City publications – expanded library and ongoing project
- Work on Spanish language Hood River 101 course, find forms to make course more accessible – ongoing. Received grant and begun collaboration and planning with The Next Door for Spanish Language 101 Course
- Presented forms of communication and engagement opportunities with Migrant Education Program participants
- Updating website to include "departments" for ease of use

Completed Actions (2024-Q2):

- Planning with Next Door for Spanish-language Hood River 101
- Hosted Clean up Cascade volunteer event
- Tabling – First Friday
- Transitioned to more engaging monthly recap videos

Completed Actions (2024-Q3):

- Planned, recruited participants, and launched Hood River 101 in Spanish
- Tabled at First Fridays, Families at the Park, School District Open House
- Launched Council priorities survey to inform upcoming work plan session
- Co-hosted punturevine pull volunteer events with the Hood River Soil and Water Conservation District

Completed Actions (2024-Q4):

- Community Engagement Coordinator completed International Association for Public Participation (IAP2) certificate in Public Participation
- Completed and analyzed community survey for council priorities results (with special focus on Latinx outreach)
- Attended Mid-Columbia Houseless Collaborative's Housing Stabilization Summit

Next Steps:

- Draft engagement plan with metrics
- Review and update City social media practices and policies
- Conduct engagement audit of past activities (2025)
- Integrate the equity framework into engagement activities (2025)

SIGNIFICANT PROJECTS - Development Review Process Improvements

Project Purpose: The City of Hood River is streamlining its permitting processes to enhance customer service, including reduction of permit process time and establishing predictable timelines for customers; streamline internal and external processes, in part through leveraging automated system capabilities; and increase the capacity of the engineering division's development review team.

Project Owner: Dustin Nilsen, Planning Director and Adam Schmid, Public Works Director

■ NEW PROJECT	☐ EXISTING PROJECT - CURRENT STATUS:	ESTIMATED TARGET COMPLETION DATE: December 2024

Notable Activities for 2023 (high level):

1. Roll-out use of Accela software's building module for all reviewers.
2. Identify and begin Building Division process improvements in coordination with Hood River County
3. Reallocate engineering resources to provide more assistance in the beginning of the development review process.

Notable Activities for 2024 (high level):

1. Audit development review process communications and begin work on new communication tools and channels if needed
2. Continue Building Division process improvements in coordination with Hood River County
3. Seek feedback from local builders and developers on changes; identify opportunities for additional improvements as needed

Council Goals (check all that apply):

■ Equitable and diverse housing inventory	■ An equitable and inclusive community/ Informed and engaged community	☐ Efficient and safe transportation system for walkers, bikers, transit riders, and drivers
■ Well-maintained community	☐ Environmentally sustainable and resilient community	☐ Adequate parks and open space

Quarterly Progress Update and Anticipated Next Steps

Completed Actions (2023-Q1):

- Continue Accela (building module) software roll-out

Completed Actions (2023-Q2):

- Continue Accela (building module) software roll-out
    - State has paused Accela planning module roll-out for new users

Completed Actions (2023-Q3):

- Continue Accela (building module) software roll-out
    - State has paused Accela planning module roll-out for new users

Completed Actions (2023-Q4):

- Continued Accela Planning Module software for Planning and Zoning Tracking
- Developed an Online Short Term Rental Application Filing System and Online GIS linked Database for STR data and archives.
- Began incorporating code related approval processes as part of Code Audit (cross over)

Completed Actions (2024-Q1):

- Continued Accela Planning Module software for Planning and Zoning Tracking

Completed Actions (2024-Q2):

- Complete implementation of Accela Planning Module
- Updated several Archive Background Documents from Planning Applications and STR documents for ready access.
- Begin Code Audit Crossover for process improvements.
- Filled vacant Building Official Position

Completed Actions (2024-Q3):

- Building Official is now in-house City Staff and certified by the State
- Accela workflow assignments are now going to Planning and Building reviewers to better track building permits
- Administrative Transition Meetings to discuss Operation and Budget Adjustments for FY 2025-2026.

Completed Actions (2024-Q4):

- City is working on development of functions and standard operating procedures to restore the Building program using best management practices and budget updates.
- City has begun the process of updating its short term rental licensing, compliance, and TLT protocols and software for 2025 implementation.
- Weekly county coordinating meetings have begun with between building staff.

Next Steps:

- Review and Update City of Hood River Building Operating Plan
- Update IGA and billing protocol with FY 2025 Budget Updates and revised fee methodology.

SIGNIFICANT PROJECTS - Public Safety Center

Project Purpose: Plan for a modern police facility that provides space for safe, efficient, and trauma-informed law enforcement operations. The Police Department is currently housed in the basement of City Hall, a space that is does not meet public safety facility standards and lacks space for interviewing victims, training staff, and meeting with community members.

Project Owner: Neal Holste, Police Chief

☐ NEW PROJECT	■ EXISTING PROJECT - CURRENT STATUS: City/County subcommittee established to review feasibility of a joint facility. Draft RFP for architectural firm presented. County would take lead on project. No response from City/County to move forwarded as a joint facility. Project started in 2018-19 budget year.	ESTIMATED TARGET COMPLETION DATE: Unknown

Notable Activities for 2023 (high level):

1. Determine County's interest in moving forward with joint project.
2. Hold City Council work session to review results of previous studies, consider options to meet identified facility needs.

Notable Activities for 2024 (high level):

1. Implement actions based on direction received in City Council work session.

Project Link: https://cityofhoodriver.gov/police/police-facility-planning/

Council Goals (check all that apply):

☐ Equitable and diverse housing inventory	■ An equitable and inclusive community/ Informed and engaged community	☐ Efficient and safe transportation system for walkers, bikers, transit riders, and drivers
■ Well-maintained community	■ Environmentally sustainable and resilient community	☐ Adequate parks and open space

Quarterly Progress Update and Anticipated Next Steps

Completed Actions (2023-Q1):

- No actions taken in Quarter 1

Completed Actions (2023-Q2):

- No actions taken in Quarter 2

Completed Actions (2023-Q3):

- No actions taken in Quarter 3
- Hood River County will receive $45K to upgrade the current courthouse and analyze options; has asked the City to partner in a study project

Completed Actions (2023-Q4):

- No actions taken in Quarter 4
- Hood River County will receive $45K to upgrade the current courthouse and analyze options; has asked the City to partner in a study project

Completed Actions (2024-Q1):

- No actions taken in 2024 Quarter 1

Completed Actions (2024-Q2):

- No actions taken in 2024 Quarter 2

Completed Actions (2024-Q3):

- No actions taken in 2024 Quarter 3

Completed Actions (2024-Q4):

- No actions taken in 2024 Quarter 4

Next Steps:

- Determine County interest in moving forward with joint project
- Review previous study results and consider options to meet identified facility needs
- Project implementation

OTHER PROJECTS - Addressing Houselessness

Project Purpose: Support people experiencing houselessness by providing support and assistance to regional organizations who work in this area.

Project Owner: Abigail Elder, City Manager

■ NEW PROJECT	☐ EXISTING PROJECT - CURRENT STATUS:	ESTIMATED TARGET COMPLETION DATE: December 2024

Notable Activities for 2023 (high level):

1. Support the Oregon Mayors Association request of the State Legislature for $40 per resident for ongoing functions related to homelessness, such as operating a shelter or cleaning up campsites.
2. Support Mid-Columbia Community Action Council (MCCAC) in their efforts to secure property and funding for a permanent shelter and navigation center in Hood River.
3. Hold Council work session to review services and policies regarding homelessness in the City and in the region; identify options for City action.

Notable Activities for 2024 (high level):

1. Support Mid-Columbia Community Action Council (MCCAC) in their efforts to secure property and funding for a permanent year-round shelter and navigation center in Hood River.
2. Support MCCAC and other agencies in their pursuit of other funding opportunities for other shelters, such as Project Turnkey and other programs

Council Goals (check all that apply):

■ Equitable and diverse housing inventory	■ An equitable and inclusive community/ Informed and engaged community	☐ Efficient and safe transportation system for walkers, bikers, transit riders, and drivers
■ Well-maintained community	☐ Environmentally sustainable and resilient community	☐ Adequate parks and open space

Quarterly Progress Update and Anticipated Next Steps

Completed Actions (2023-Q1):

- Mayor and staff met with MCCAC and Center for Living Executive Directors

Completed Actions (2023-Q2):

- No actions taken in Quarter 2

Completed Actions (2023-Q3):

- Adoption of Ordinance 2078 to address parking storage regulations
- Staff continue to monitor housing/homelessness initiatives and activity at the regional and state level
- Councilor Rivera continues to represent the City on MCCAC's Advisory Board for HB4123 (state pilot project funds for strategic planning)
- MCCAC opened The Annex in The Dalles, a project turnkey shelter for individuals and families

Completed Actions (2023-Q4):

- MCCAC Executive Director Kenny LaPoint provided a presentation to City Council on MCCAC programs and recent activities

Completed Actions (2024-Q1):

- No actions taken in Quarter 1

Completed Actions (2024-Q2):

- Staff continue to work with MCCAC, Center for Living, and other partners for a long-term shelter and navigation center in Hood River.

Completed Actions (2024-Q3):

- Staff continue to work with MCCAC, Mid-Columbia Center for Living, and other partners for a long-term shelter and navigation center in Hood River.

Completed Actions (2024-Q4):

- Staff continue to work with MCCAC, Mid-Columbia Center for Living, and other partners for a long-term shelter and navigation center in Hood River.

Next Steps:

- Support and assist regional organizations
- Review homelessness services and policies for City and the surrounding region and identify options for City action
- Support efforts by regional organizations to pursue shelter locations and funding

OTHER PROJECTS - FEMA Flood Plain Risk Map Update – On Hold

Project Purpose: The State of Oregon identified the Middle Columbia-Hood Watershed as a priority for FEMA's Risk MAP program. As part of the project, FEMA will update the communities' regulatory flood maps.

The Preliminary Map Production process to update the regulatory Flood Insurance Rate Maps and Flood Insurance Study report is in progress. Following FEMA distribution of Preliminary maps, a Consultation Coordination Officers meeting will be scheduled to present the Preliminary data to the community officials. At this meeting, FEMA will review what was updated, talk through the regulatory process (appeal period, Letter of Final Determination, etc.), and City of Hood River can support FEMA's outreach to the public about these maps. In addition, the City will be required to review and adopt FEMA maps.

Project Owner: Jackie Vanderpuye/Public Engagement Coordinator

■ NEW PROJECT	☐ EXISTING PROJECT - CURRENT STATUS: Draft Project Scope, Project Charter, and Audit Primer Complete	ESTIMATED TARGET COMPLETION DATE:

Notable Activities for 2023 (high level):

1. Public Meeting and Workshop
2. FEMA Presentation to City Council
3. Appeal Period
4. Federal Letter of Final Determination
5. Flood Insurance Maps Become Effective

Council Goals (check all that apply):

☐ Equitable and diverse housing inventory	■ An equitable and inclusive community/ Informed and engaged community	■ Efficient and safe transportation system for walkers, bikers, transit riders, and drivers
■ Well-maintained community	■ Environmentally sustainable and resilient community	☐ Adequate parks and open space

Quarterly Progress Update and Anticipated Next Steps

Completed Actions (2023-Q1):

- Progress on update of community regulatory flood insurance rate map by FEMA

Completed Actions (2023-Q2):

- No actions taken in Quarter 2
    - Project postponed by FEMA through early 2024 to allow time for Map updates based on resident comments

Completed Actions (2023-Q3):

- No actions taken in Quarter 3
    - Project postponed by FEMA through early 2024 to allow time for Map updates based on resident comments

Completed Actions (2023-Q4):

- No actions taken in Quarter 3
    - Project postponed by FEMA through early 2024 to allow time for Map updates based on resident comments

Completed Actions (2024-Q1):

- Participated and remained of process with FEMA as they make refinements to maps

Completed Actions (2024-Q2):

- Awaiting direction from FEMA

Completed Actions (2024-Q3):

- Received updated information from FEMA and timeline for engagement and map adoption

Completed Actions (2024-Q4):

- Helped coordinate open house with FEMA, County and Cascade Locks for open house in February.

Next Steps:

- Coordinate with County and FEMA for Open house
- Establish process for receiving/sending appeals
- Map adoption

OTHER PROJECTS - Columbia-Cascade Close Out

Project Purpose: The Columbia-Cascade Urban Renewal District has collected the equivalent of its Maximum Indebtedness. The District holds approximately $4.3M that may be used to replace worn amenities, implement strategies identified in the 2019 Parking Study, pay for the signalization of the intersection at 2nd and Oak Streets, and stormwater infrastructure improvements.

Project Owner: Will Norris, Urban Renewal Administrator

☐ NEW PROJECT	■ EXISTING PROJECT - CURRENT STATUS: Select street trees and benches have been replaced. Coin-only parking meters are being replaced with Flowbird Parking Stations.	ESTIMATED TARGET COMPLETION DATE: December 2024

Notable Activities for 2023 (high level):

1. Install wayfinding signage to City Parking Lots
2. Install additional bike parking and transit facilities
3. Fund work on the signalization of intersection at 2nd and Oak Streets

Notable Activities for 2024 (high level):

1. Continue to fund work on the signalization of intersection at 2nd & Oak Streets and the downtown stormwater project
2. Engage with business community on the closeout of the district.

Council Goals (check all that apply):

☐ Equitable and diverse housing inventory	☐ An equitable and inclusive community/ Informed and engaged community	■ Efficient and safe transportation system for walkers, bikers, transit riders, and drivers
■ Well-maintained community	■ Environmentally sustainable and resilient community	☐ Adequate parks and open space

Quarterly Progress Update and Anticipated Next Steps

Completed Actions (2023-Q1):

- Completed 2nd&Oak Signalization bid process

Completed Actions (2023-Q2):

- Reviewed and identified projects to be completed

Completed Actions (2023-Q3):

- Reviewed and identified projects to be completed
- Council approved replacement of downtown garbage cans and upgraded system for pay stations
- City supplied a letter of support for a Visit Hood River grant application for a wayfinding program

Completed Actions (2023-Q4):

- No actions taken in Quarter 4

Completed Actions (2024-Q1):

- Funding 2nd/Oak Signalization Project

Completed Actions (2024-Q2):

- 2nd and Oak Signalization construction completed

Completed Actions (2024-Q3):

- Closeout on hold pending construction bids for downtown stormwater project.

Completed Actions (2024-Q4):

- Closeout on hold pending construction bids for downtown stormwater project.

Next Steps:

- Once the stormwater project costs are known, engage in public process to prioritize remaining possible projects, including
    - Install bike parking, transit facilities and garbage cans
    - Complete street tree replacement within the district
    - Make “Big Art” installations permanent
    - Feasibility study for parking garage
    - Sidewalk repair grant program
    - Additional ideas to be generated as part of public process

OTHER PROJECTS - Fixed Local Bus Routes

Project Purpose: Develop a fixed local bus route in partnership with Columbia Area Transit (CAT.) The project will include a process to locate site stops, including facilitating adjoining property owner input and navigating issues associated with the removal of parking spaced. CAT is the lead partner in this project.

Project Owner: Randy Achziger, Public Works Project Manager

☐ NEW PROJECT	■ EXISTING PROJECT - CURRENT STATUS: Construction of a new bus stop at the Pfriem building.	ESTIMATED TARGET COMPLETION DATE: December 2023

Notable Activities for 2023 (high level):

1. Draft a city process to review and approve proposed bus stop locations
2. Develop criteria and standards for desired structures at each location, such as benches, shelters, signage, and pavement markings
3. Plan bus stop locations per the CAT Master Transit Plan

Council Goals (check all that apply):

☐ Equitable and diverse housing inventory	■ An equitable and inclusive community/ Informed and engaged community	■ Efficient and safe transportation system for walkers, bikers, transit riders, and drivers
☐ Well-maintained community	■ Environmentally sustainable and resilient community	☐ Adequate parks and open space

Quarterly Progress Update and Anticipated Next Steps

Completed Actions (2023-Q1):

- Created a bus stop request form

Completed Actions (2023-Q2):

- Received update from CAT on final Transit Master Plan (adopted May 2023)
- Reviewed Master Plan to inform planning of future bus stop locations

Completed Actions (2023-Q3):

- No action taken during Q3; waiting on CAT to identify bus stop locations and complete the bus stop request form

Completed Actions (2023-Q4):

- CAT has recently turned in requests for two new stops with a third in the works. Public Works is evaluating the requests and refining the review procedure

Completed Actions (2024-Q1):

- Public Works has approved two new bus stops, and a relocation of one stop. CAT is currently doing the notifications to the affected businesses and should be setting up the new stops by the end of June 2024

Completed Actions (2024-Q2):

- CAT Completed the installation of two new stops and moved one stop. The stop on Pacific Avenue was added to access the businesses located in that area

Completed Actions (2024-Q3):

- Nothing to report

Completed Actions (2024-Q4):

- Nothing to report

Next Steps:

- CAT is looking at over-hauling their Master Plan in order to maximize ridership and help them with budget issues. The City has started meeting with CAT to help with the process

OTHER PROJECTS - Dee Bridge Hydro Electric

Project Purpose: Harness the existing flow and pressure from the City's water main to generate renewable electricity.

Project Owner: Adam Schmid, Public Works Director

☐ NEW PROJECT	■ EXISTING PROJECT - CURRENT STATUS: Draft 50% Design is complete, waiting on approvals from Oregon Water Resources Department water rights application, and Pacific Power interconnection application.	ESTIMATED TARGET COMPLETION DATE: December 2024

Notable Activities for 2023 (high level):

1. Execute Phase II Amendment with NLine
2. Submit 50% design plans to Hood River County for the land use approval review.
3. Pursue funding, including grants and incentives from Oregon Department of Energy and Energy Trust of Oregon
4. Pursue an easement with property owner.
5. Complete Phase 2 for 100% design plans
6. Procure equipment that has an anticipated long lead time for delivery
7. Complete the bid package and send project to bid

Notable Activities for 2024 (high level):

1. Complete the construction phase of the project.
2. Bring the facility online.

Council Goals (check all that apply):

☐ Equitable and diverse housing inventory	☐ An equitable and inclusive community/ Informed and engaged community	☐ Efficient and safe transportation system for walkers, bikers, transit riders, and drivers
☐ Well-maintained community	■ Environmentally sustainable and resilient community	☐ Adequate parks and open space

Quarterly Progress Update and Anticipated Next Steps

Completed Actions (2023-Q1):

- Executed the Phase 2 services contract with NLine
- Applied for funding through the Oregon Department of Energy Community Renewable Energy Grant Program (notified of successful award in Q2)
- Completed Phase 1 design (50%) including pro forma update with revised estimates for construction and equipment procurement

Completed Actions (2023-Q2):

- Progress on surge analysis and regulatory tasks
- Reviewed project funding and continued to look for additional funding sources
- Completed draft Land Use Application
- Approval of water right by Oregon Water Resources Department
- Submitted request for Pacific Corp interconnection agreement
- Finalized financial pro forma

Completed Actions (2023-Q3):

- Secured easement from property owner
- Reviewed options with design engineer and City Council
- Completed pressure surge analysis
- Presented Council with update on Analysis results and reviewed options next steps

Completed Actions (2023-Q4):

- Flow Science completed the flow analysis with recommendations to mitigate upstream pressure spikes during a loss of power
- Industrial Use Permit was approved by the County
- State of Oregon approved the certificate for the use of up to 4.4 CFS of water for the project

Completed Actions (2024-Q1):

- Finalized Grant Acceptance
- PAC Signed Interconnection Agreement

Completed Actions (2024-Q2):

- 90% Plans compete and sent to Land Use for Building Permit
- 90% Plans submitted to Oregon Health Authority
- PAC Interconnection Agreement Executed May 2024
- PAC Power Purchase Agreement application completed and being reviewed by PAC. Expected final approval by 8/31/24

Completed Actions (2024-Q3):

- Canyon Hydropower Turbine contract signed after multi stage negotiation and turbine sizing finalization
- PAC Power Purchase Agreement negotiated and reviewed. Awaiting final approval from the City attorney
- County ROW Permit, Land Use Permit, and Traffic Control Permits approved
- Awaiting final approval on Building Permit
- Progress on Draft Bid Package including front end docs, tech specs, final plans, and reference specs. Expected ready for City Review by October 30

Completed Actions (2024-Q4):

- 100% plan design completed

Next Steps:

- Project out to bid in January 2025, bids are due in February
- Contractor Award in March 2025. Break ground after frost in late spring 2025 (as originally planned).
- Commission early fall 2025

OTHER PROJECTS - Study and consider new SDC rates

Project Purpose: System development charges (SDC) fund a portion of the system capacity upgrades to the City's transportation, water, sewer, and stormwater systems needed due to new development. ORS 223.297-314.

Project Owner: Chris Longinetti, Finance Director

■ NEW PROJECT	☐ EXISTING PROJECT	ESTIMATED TARGET COMPLETION DATE: Ongoing

Notable Activities for 2023 (high level):

1. Contract with a consultant to conduct a study of the City's current SDCs, review methodology, revenue, rate, debt and capital data
2. Hold a City Council work session to review study results and consider options to promote middle and affordable housing development

Notable Activities for 2024 (high level):

1. Review rate setting processes, assumptions, forecasts
2. Implement rate changes if directed by City Council, including public hearings

Council Goals (check all that apply):

■ Equitable and diverse housing inventory	■ An equitable and inclusive community/ Informed and engaged community	■ Efficient and safe transportation system for walkers, bikers, transit riders, and drivers
☐ Well-maintained community	☐ Environmentally sustainable and resilient community	☐ Adequate parks and open space

Quarterly Progress Update and Anticipated Next Steps

Completed Actions (2023-Q1):

- No actions taken in Quarter 1

Completed Actions (2023-Q2):

- No actions taken in Quarter 2

Completed Actions (2023-Q3):

- Issued contract to study review City's current SDCs and recommend changes. Process will include a review of methodology, revenue, rate, debt, and capital data

Completed Actions (2023-Q4):

- Conducted "kick-off" of SDC Rate Study and provided all requested diligence deliverables. Review and analysis of materials underway.

Completed Actions (2024-Q1):

- Staff receipt and review of SDC Rate Study for water, sewer, storm and transportation system impact charges.
- Scheduled Council presentation and discussion for May 28th.

Completed Actions (2024-Q2):

- Council Work Session conducted for receipt, review and discussion of study results and options to promote affordable housing.
- Reviewed consultant report for rate setting process, assumptions, and forecasts. Determine potential rate changes and schedules.
- Noticed and circulated SDC report and made available to public for review and comment.

Completed Actions (2024-Q3):

- Discussed updates to consultant report.
- Prepared Draft Ordinances for SDC rate implementation.

Completed Actions (2024-Q4):

- Presented consultant report, received public comments, and discussed rate change recommendations with City Council (Oct. 15th).

Next Steps:

- Implement SDC rate changes through Council approval (early 2025).

OTHER PROJECTS - Formalize Parklet/Food Cart Rules – Complete

Project Purpose: Based on the success of pilot projects developed in response to COVID and social distancing protocols, the City seeks to change current code to not require food carts to move every six months, and to create code language to allow for temporary use of public rights of way for parklets.

Project Owner: Dustin Nilsen, Planning Director

☐ NEW PROJECT	■ EXISTING PROJECT - CURRENT STATUS: City Council directed staff to draft an ordinance amending Chapter 5 of the Municipal Code as it relates to transient merchants, food trucks, and parklets in the public right of way	ESTIMATED TARGET COMPLETION DATE: June 2023

Notable Activities for 2023 (high level):

1. Provide City Council with a recommended ordinance amendment for approval
2. Update City procedures and forms to comply with the updated ordinance regarding Food Carts.
3. Update City procedures and forms for Parklets

Council Goals (check all that apply):

☐ Equitable and diverse housing inventory	☐ An equitable and inclusive community/ Informed and engaged community	■ Efficient and safe transportation system for walkers, bikers, transit riders, and drivers
■ Well-maintained community	☐ Environmentally sustainable and resilient community	☐ Adequate parks and open space

Quarterly Progress Update and Anticipated Next Steps

Completed Actions (Q1):

- Passed Ordinance 2073 amending Title 5, Chapter 5.07, Sections 5.07.030 and 5.07.050 of the Hood River Municipal code to allow Mobile Food Vendors
- Updated City procedures and forms to comply with the updated ordinance
- Updated City procedures and forms for parklets

Next Steps:

- Project complete!

OTHER PROJECTS - Mural Regulations and Ordinance

Project Purpose: Over the past decade the interest in community mural installations has increased within urban areas. Given their popularity, local governments typically develop their own mural policies to guide and evaluate mural installation requests. At this time the City does not have a policy or regulation tailored to review requests or administer mural installations. To evaluate the increased number of requests for mural installations and provide guidance to prospective applicants, the City will need to create its own policy or regulations.

Project Owner: Jackie Vanderpuye, Communication Engagement Coordinator

■ NEW PROJECT	☐ EXISTING PROJECT	ESTIMATED TARGET COMPLETION DATE: 2/1/2023

Notable Activities for 2023 (high level):

1. Public Meeting and Workshop
2. Council Work Session
3. Draft Regulations and Ordinance

Council Goals (check all that apply):

☐ Equitable and diverse housing inventory	■ An equitable and inclusive community/ Informed and engaged community	☐ Efficient and safe transportation system for walkers, bikers, transit riders, and drivers
■ Well-maintained community	☐ Environmentally sustainable and resilient community	☐ Adequate parks and open space

Quarterly Progress Update and Anticipated Next Steps

Completed Actions (2023-Q1):

- No actions taken in Quarter 1

Completed Actions (2023-Q2):

- Held Council work session to determine scope of project

Completed Actions (2023-Q3):

- Project scoping and discussion of time, place and manner restrictions
- Hosted two sessions with local expert stakeholders
- Consulted with State Historical Preservation Office for special considerations regarding murals in historic districts
- Review code from nearby cities with defensible code

Completed Actions (2023-Q4):

- Presented stakeholder feedback to City Council and received direction on elements to be included in proposed changes to City Code

Completed Actions (2024-Q1):

- Drafted regulations and ordinance
- Completed second reading of ordinance – Mural Code Adopted

Next Steps:

- Project complete

OTHER PROJECTS - Historic Columbia Highway State Trail

Project Purpose: Cascade Avenue serves as a segment of the US 30 Historic Columbia River Highway (Historic Highway), a scenic and historically significant 73-mile route connecting Troutdale and The Dalles through the Columbia River Gorge. The design refinement effort is focused on Cascade Avenue between Interstate 84 (I-84) Exit 62 and 13th Street, which serves as the western gateway to Hood River and the main street for the nearby neighborhoods.

As the primary transportation route to Hood River's westside commercial corridor and residential areas immediately south, Cascade Avenue will also continue to support the growth of new residential and commercial development through 2040. The projected growth has the potential to add over 1,700 households while the proposed commercial zoning will support a new pedestrian-oriented district on Cascade Avenue between the Exit 62 interchange and Rand Road. This district could include additional housing or mixed-use development. This growth is anticipated to transform Cascade Avenue into an urban gateway to Hood River.

Project Owner: Dustin Nilsen, Planning Director

☐ NEW PROJECT	■ EXISTING PROJECT - CURRENT STATUS: Draft ODOT scoped refinement Document Complete	ESTIMATED TARGET COMPLETION DATE: TSP Updated by January 2025

Notable Activities for 2023 (high level):

1. Review of Existing Draft Transportation Refinement Plan
2. Review in Draft Refinement in context of Westside Urban Renewal Transportation Goals
3. RFP for Transportation System Plan Amendment

OTHER PROJECTS - Historic Columbia Highway State Trail

Notable Activities for 2024 (high level):

1. Undergo Transportation System Plan Update, including public engagement as appropriate
2. Complete Implementation and Funding Analysis

Council Goals (check all that apply):

☐ Equitable and diverse housing inventory	■ An equitable and inclusive community/ Informed and engaged community	■ Efficient and safe transportation system for walkers, bikers, transit riders, and drivers
■ Well-maintained community	■ Environmentally sustainable and resilient community	☐ Adequate parks and open space

Quarterly Progress Update and Anticipated Next Steps

Completed Action (2023-Q1):

- Reviewed the existing Draft Transportation Refinement Plan

Completed Action (2023-Q2):

- No actions taken in Quarter 2
    - Project paused until Westside District is created

Completed Action (2023-Q3):

- No actions taken in Quarter 3
    - Project paused until Westside District Five-Year Implementation Plan is drafted

Completed Actions (2023-Q4):

- Work with Urban Renewal Administrator on Cascade Area Refinement in context or Urban Renewal activities and Code Audit.
- Project paused until Westside District Five-Year Implementation Plan is drafted

Completed Actions (2024-Q1):

- Resumed work with Urban Renewal Administrator on Cascade Area Refinement in context or Urban Renewal activities and Code Audit.

Completed Actions (2024-Q2):

- Draft and Complete Proposals for a Transportation System Plan and Zoning Sub Area amendment for the DLCD Transportation and Growth Management Program (announcements September 2024)

Completed Actions (2024-Q3):

- Awarded a 260K Transportation System Plan and Zoning Sub Area amendment grant through the ODOT/DLCD Transportation and Growth Management Program

Completed Actions (2024-Q4):

- Scope project and grant with DLCD Transportation and Growth Management Program
- Review refinement plan in the context of Westside Urban Renewal Transportation Goals and prepare for Contractor selection.

Next Steps:

- Scope project and grant with States Transportation and Growth Management Program
- Review refinement plan in the context of Westside Urban Renewal Transportation Goals
- Draft a Request for Proposals for a Transportation System Plan and Possible Zoning Sub Area amendment (possibly state
- Update Transportation System Plan (2026)
- Complete implementation and funding analysis (2026)
- Work with Urban Renewal Administrator on Cascade Area Refinement in context or Urban Renewal activities and Code Audit (2024)

NON-PRIORITY PROJECT: Safe Routes to School
Quarterly Progress Update and Anticipated Next Steps

Completed Actions (2023-Q1):

- Progress on implementation of identified ADA ramp projects

Completed Actions (2023-Q2):

- Completed identified ADA ramp projects
- Completed planning for Safe Routes demonstration at Hood River Middle School

Completed Actions (2023-Q3):

- Implemented Safe Routes demo project (temporary street treatments, bike paths, cross walks and a stop sign
    - Early survey results show strong support for stop sign

Completed Actions (2023-Q4):

- The Middle School demonstration project was removed. All three survey results were received and analyzed. Preparing a report back to the Safe Routes to School Coalition.

Completed Actions (2024-Q1):

- Complete data collection from survey for demonstration project
- In coordination with SRTS manager, applied for funding for refining entry and exit intersections for demonstration project at HRMS
- Held first implementation meeting
- Safe Streets project at May Street Elementary currently in place

Completed Actions (2024-Q2):

- Conducted survey for Safe Street at May Street Elementary, reviewed findings and next steps with SRTS coordinator
- PW ordered product and plans for installing shared-use path along 18th

Completed Actions (2024-Q3):

- Installation of bike path on 18th street by the middle school completed, including design improvements of large ped/bike stencils
- Presented School Street to quarterly Oregon SRTS meeting
- Discussed implementation options with May Street Elementary School principal

Completed Actions (2024-Q4):

- Applied for and received City Threads Grant to create a SRTS implementation plan

Next Steps:

- Finalize City Safe Route to School Route and Map Project identification, scoping
- Develop MSES School Street implementation compatible with street maintenance and emergency service access

2023-2024 OPERATIONAL PROJECTS

OPERATIONAL PROJECTS

- Collective Bargaining for Firefighters Local 3256, Public Works Association, Hood River Police Association
- Some Short-term rental licenses move to 90-day limit (Oct 2023)
- Phone Replacement System
- City ID card system for doors and copiers
- 2024 Election Administration
- Implement online employee portal for payroll, HR functions
- Implement electronic purchase order system with inventory and capital asset tracking
- Pay-by-plate monthly parking permits
- Medicare audit (for ambulance services)
- ODOT Fund Exchange Program audit
- Industrial Pre-treatment program implementation for wastewater
- Field train new police officers and firefighter/paramedics
- Update police policy manual
- Inventory police evidence
- Design and order new fire engine
- Improve GIS data to expand pre-fire planning and other datasets
- Improve data processes and patient care reporting with hospitals
- Promotional process/succession planning in Fire Department
- Implement LiveScan fingerprinting system
- Research state/local implementation of Ballot Measure 114 (requires permits issued by local law enforcement to purchase a firearm)
- Ballistic vest replacement for police
- DUII and Distracted Driving Grants applications and administration
- Advanced Metering Infrastructure Pilot Program

CAPITAL PROJECTS

- Downtown Waterfront Stormwater Project
- May St. Elevated Sidewalk Replacement
- Cascade & Rand Traffic Signal
- 2nd & Oak Traffic Signal
- Water and sewer replacement on Eugene Street from 9th to 12th
- Sewer replacement on 10th Steet between Sherman and Eugene
- Water replacement on 11th Street between Sherman and Eugene
- New water services on 17th Street between Sherman and May
- Westcliff Pump Station Rebuild
- Country Club Lift Station Improvement
- UV System Replacement at WWTP
- Digester Roof Repair
- WWTP Digester gas mixing project

CITY OF HOOD RIVER CITY COUNCIL

DATE: January 13, 2025

TO: Honorable Mayor Paul Blackburn and City Council

FROM: Christopher Longinetti, Finance Director

SUBJECT: Notification of Audit Firm Transition

CITY COUNCIL GOAL:

- ☐ Equitable and Diverse Housing Inventory
- ☐ Equitable and Inclusive Community
- ☒ Well-Maintained and Safe Community
- ☐ Efficient and Safe Transportation System for all users
- ☐ Environmentally Sustainable and Resilient Community
- ☐ Adequate Parks and Open Space

BACKGROUND
At the April 8, 2024 meeting, City Council approved the engagement of Pauly, Rogers and Co., as the City's qualified Certified Public Accounting firm to conduct the annual financial and compliance audit of the City's operations.

This memorandum provides notification that Pauly, Rogers and Co. partner, Tara Kamp, and the Certified Public Accounting team currently completing the City's annual financial audit have transitioned from Pauly Rogers to Clear Trail CPAs, LLC as of January 1, 2025.

DISCUSSION
Clear Trail CPAs is a new CPA firm formed by the City's CPA team leader, Tara Kamp. Clear Trails CPAs purchased certain assets of Pauly, Rogers and Co., and all the employees of the City's CPA team will now continue with the new firm.

The City of Hood River's 2023-24 audit remains in process. As there is no one left at Pauly Rogers to service the City's account, Hood River approved the transfer of access to the audit files to Clear Trails CPAs, LLC. The audit team and compliance managers will remain unchanged, and the government's audit will now be conducted by the new firm, ensuring continuity of service with the same team.

STAFF RECOMMENDATION
Receive notification that the partner and audit team assigned to the government's audit engagement have transitioned from Pauly, Rogers, and Co., P.C. to Clear Trail CPAs.

SUGGESTED MOTION None

ALTERNATIVES
This memorandum is for notification of the transition.

FISCAL IMPACT
None. Audit services are budgeted annually within the Administration Internal Service Fund (805-805-42010-40110) and the URA budget (700-700-42010-40110). The new Firm, Clear Trail CPAs, LLC is honoring all engagement letters, quotes, and proposals and those are transferring to the new firm consistent with existing budgets.

ATTACHMENTS Pauly, Rogers and Co., client letter and executed release.

PAULY, ROGERS AND CO., P.C.
CERTIFIED PUBLIC ACCOUNTANTS

• 12700 SW 72ND AVENUE • TIGARD, OREGON 97223
• (503) 620-2632 • FAX (503) 684-7523

Dear Client,

You are receiving this communication because as a valued client of Pauly, Rogers and Co., P.C. we are writing to inform you that Kenny Allen and Tara Kamp have transitioned to a new firm, Clear Trail CPAs LLC. If you choose to use their audit services, please sign the consent release form that that they provided and we will release your complete files to them under the terms outlined in the release.

If you have any questions or need further assistance, please feel free to reach out to us.

Warm regards,

Roy R Rogers

Managing Partner

Pauly, Rogers & Co., PC

,

Authorization for Release of Client Documents

City of Hood River and Urban Renewal Agency of the City of Hood River
(hereafter referred to as "Client")

We hereby authorize Pauly, Rogers & Co., PC (hereafter referred to as "P&R"), and all affiliated companies to release 100% of the client's files and confidential records to Clear Trail CPAs, LLC.

This transfer of records is being made at the request of the client. Client acknowledges that Clear Trail CPAs, LLC will be responsible for the security and any further handling of these records. P&R makes no representation, either oral or implied, as to the security of the information once transferred to Clear Trail CPAs, LLC.

It is understood that P&R, and its affiliates assume no responsibility or any liabilities associated with the client allowing this release. The transfer is strictly administrative, and the responsibility for the future use or interpretation of these records rests solely with Clear Trail CPAs, LLC.

By signing this document, we release Pauly, Rogers & Co., PC, and its affiliates from any and all liability related to the transfer of the records.

Should you require further clarification, please contact us at: tarak@rascpas.com

Thank you for your cooperation in this matter.

Signed and Agreed to by:
For Pauly, Rogers & Co., PC:

Client Name: City of Hood River and Urban Renewal Agency of the City of Hood River
Signature: _____
Name: Christopher Longinetti
Title: Finance Director

CITY OF HOOD RIVER CITY COUNCIL

DATE: January 13, 2025

TO: Honorable Mayor Paul Blackburn and City Council

FROM: Abigail Elder, City Manager

SUBJECT: City Council Committee and Liaison Appointments

CITY COUNCIL GOAL:

- ☐ Equitable and Diverse Housing Inventory
- ☐ Equitable and Inclusive Community
- ☐ Well-Maintained and Safe Community
- ☐ Efficient and Safe Transportation System for all users
- ☐ Environmentally Sustainable and Resilient Community
- ☐ Adequate Parks and Open Space

BACKGROUND

Members of the Hood River City Council often officially serve as the City's liaison or representative to other agencies in the region. City of Hood River Council Procedures (Resolution 2023-03) outline the following procedure for appointing liaisons:

10.4 Liaisons/Representatives to Other Agencies.

a. The Mayor may appoint City liaisons or representatives to all committees and task forces of other agencies and community organizations for which participation of an elected or appointed official from the City is determined to be necessary or beneficial to the City. The Mayor may remove the liaison or representative with the approval of the Council.

b. Appointments should be made annually and rotated as needed.

c. Council appointees should make every effort to attend all meetings of the committee or task force, etc., to which they have been appointed. If an appointee fails to attend three or more consecutive meetings, the Mayor may remove the appointee.

d. The primary role of an appointee is to facilitate communication between the relevant committee and the Council and to represent the City's interests as determined by a majority of the Council.

DISCUSSION

Committees where the City Council may wish to have representation include:

- Hood River Energy Council
- Visit Hood River Board of Directors
- Tsuruta Sister City Board

There are two committees for which the City shares a seat with the City of Cascade Locks:

- MCEDD Board seat is currently assigned to Cascade Locks. This seat will revert to Hood River in September 2025.
- ODOT Region 1 ACT seat is currently assigned to City of Hood River and held by City Council Grant Polson.

In addition to standing committee assignments, Council has discussed assigning City Council members to monitor and liaise with other government agencies listed below:

- Columbia Area Transit
- Columbia Gorge Community College
- Hood River County
- Hood River County Library District
- Hood River County School District
- Hood River Valley Parks and Recreation District
- Port of Hood River

In addition, the League of Oregon Cities invites elected officials and staff to join policy committees. LOC policy committees with vacancies from our region include:

- Broadband, Cybersecurity, and Telecommunications
- Diversity, Equity, Inclusion and Accessibility
- Energy and Environment
- Finance and Taxation
- General Government
- Transportation
- Water and Wastewater

STAFF RECOMMENDATION
Give feedback to Mayor Blackburn on desired committee appointments.

SUGGESTED MOTION
None; Mayor can make appointments directly per Council Procedures 10.4.

ALTERNATIVES
Decline to appoint City Council members to listed committees and give other direction to staff.

FISCAL IMPACT
None

ATTACHMENTS