
Hood River City Council
211 Second St.
Hood River, OR 97031
(541) 386-1488
www.cityofhoodriver.gov

January 11, 2021

AGENDA

6:00 p.m.

Councilors:	Mark Zanmiller (President)	Kate McBride, Mayor	Megan Saunders	Tim Counihan
	Jessica Metta		Erick Haynie	Gladys Rivera

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

The City of Hood River is taking steps to limit exposure and spread of COVID-19 (novel coronavirus). In support of state and federal guidelines for social distancing, the City of Hood River will hold this meeting by using Zoom Conferencing.

Please use the following phone number or video link:

<https://us02web.zoom.us/j/87475696829>

(253) 215 8782

Meeting ID: 874 7569 6829

Members of City Council and City staff will participate by Zoom, they will not be on site at City Hall during the meeting. The audio 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 status of planned public meetings. <https://cityofhoodriver.gov/administration/meetings/>

I CALL TO ORDER

Oaths of Office will be administered to Mayor Kate McBride, Councilors Mark Zanmiller, Megan Saunders, and Gladys Rivera

Land Acknowledgement Statement and Pledge of Allegiance

RECESS TO CONSIDER URBAN RENEWAL AGENDA

II 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 two options to choose from:

1. Submit written comments to the City Recorder at j.gray@cityofhoodriver.gov by Monday, January 11, 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.
2. To address Council during Business for the Audience, email the request (name of speaker and topic) to j.gray@cityofhoodriver.gov by Monday, January 11, no later than 12 noon. Please specify the topic your testimony addresses. Testimony will go in order of requests received. Attendees that have registered will be unmuted by the IT Administrator for 3 minutes to address Council. Public comment will

be by audio only. At the Mayors discretion, public comments may be received prior to a specific topic of relevance during the meeting.

III PUBLIC HEARINGS

- | | |
|---|-------------|
| 1. Ordinance 2060 Personal Services Contracts - amendment to HRMC 2.32.060, D. Kearns, (10 mins.) | Pages 4-9 |
| 2. Ordinance 2059 Frontage Improvements and Street Exactions, M. Janeck, (10 mins.) | Pages 10-15 |

WORK SESSION

IV OPEN WORK SESSION

V AGENDA ADDITIONS OR CORRECTIONS

VI DISCUSSION ITEMS

- | | |
|--|-------------|
| 1. Missing Middle Housing Code Amendments, D. Nilsen, (30 mins.) | Pages 16-44 |
| 2. Trees on Private Property, H. Ellett, (15 mins.) | Pages 45-47 |

VII ADJOURN WORK SESSION

REGULAR COUNCIL MEETING

I OPEN REGULAR COUNCIL MEETING

II AGENDA ADDITIONS OR CORRECTIONS

III CONSENT AGENDA

These items are considered routine and/or have been discussed by Council in Work Session. They will be adopted by one motion unless a Councilor or person in the audience requests, before the vote on the motion, to have an item considered at its regular place on the agenda.

- | | |
|---|-------------|
| 1. Council Meeting Minutes – December 14 and 18, 2020 | Pages 48-66 |
| 2. OLCC Permit Application Approval –
Common House, FishPeople Seafood, and Wildwood | Pages 67-79 |
| 3. Annual Taxi Business Permit Renewals, J. Gray | Pages 80 |
| 4. Waterfront Stormwater Line Financing –
Resolution 2021-02, W. Norris | Pages 81-83 |

IV REGULAR BUSINESS ITEMS

- | | |
|---|---------------|
| 1. Public Safety Building – Solicitation Reviews & Approval, W. Norris, (20 mins.) | Pages 84-106 |
| 2. Q2 Supplemental Budget - Beginning Balance Review –
Resolution 2021-01, W. Norris, (10 mins.) | Pages 107-113 |

V ORGANIZATIONAL UPDATES

- A. Department Heads
 - 1. Community Services Presentations, R. Fuller
- B. City Recorder
 - 1. Reading of Ordinance 2059 (Street Frontage Improvements) for the first time by

title only

2. Reading of Ordinance 2060 (Professional Service Contracts) for the first time by title only

VI MAYOR

1. Council President Appointment

VII COUNCIL CALL

VIII EXECUTIVE SESSION

Oregon Revised Statute 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.

Oregon Revised Statute 192.660 1 (e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

IX ADJOURN REGULAR MEETING

CITY COUNCIL AGENDA ITEM COVER SHEET

Meeting Date: January 11, 2021

To: Honorable Mayor and City Council

From: Daniel Kearns, City Attorney

Subject: Ordinance No. 2060 – Amending the City’s procurement procedures for professional services contracts (HRMC 2.32.060)

Background: The City’s public bidding and procurement procedures are codified in HRMC chapter 2.32 (Public Contracting), and are currently consistent with state law reflected in ORS Chapters 279A, 279B and 279C. However, since the time the city first adopted this code chapter, state law has been expanded to allow for alternative solicitation procedures for personal service contracts, has raised significantly the dollar limits for the different solicitation procedures, and now allows the local government to consider pricing when evaluating professional services proposals. In this amendment, the City is amending its Public Contracting code chapter so that the city can use the alternative solicitation procedures for Personal Services Contracts now allowed by state law, but we are not seeking to raise the dollar limits for these procedures.

The proposed amendment would allow for expedited procedures during times of a declared emergency and allow the city to take into account pricing in the award of professional services contracts. When the City’s current code provisions were adopted, state law did not allow local governments to take into account pricing and required the city to base the award of professional services contracts only on the proposers’ qualifications, irrespective of pricing.

Council Action: Amendment of the Hood River Municipal Code, Chapter 2.32 (Public Contracting), Section 2.32.060 (Personal Services Contracts) as reflected in the attached Ordinance No. 2060.

Staff Recommendation: Approve Ordinance No. 2060 and authorize first reading by placing this item on the regular agenda (Recorder’s Report).

Suggested Motion: I move to place Ordinance No. 2060 on the City Recorder’s report of tonight’s main agenda for approval and first reading by title only.

Attachments: Proposed Ordinance No. 2060 - An Ordinance amending Title 2 (Administration and Personnel) Chapter 32.02 (Public Contracting), Section 2.32.060 (Personal Services Contracts) of the Hood River Municipal Code, to make the City’s procurement procedures for Personal Services Contracts consistent with current state law.

**IN THE CITY COUNCIL
FOR THE CITY OF HOOD RIVER, OREGON**

ORDINANCE NO. 2060

An Ordinance amending Title 2 (Administration and Personnel) Chapter 32.02 (Public Contracting), Section 2.32.060 (Personal Services Contracts) of the Hood River Municipal Code, to make the City's procurement procedures for Personal Services Contracts consistent with current state law.

The Hood River City Council finds as follows:

WHEREAS ORS Chapters 279A, 279B and 279C provide basic procedural requirements and minimum limitations for all public procurement and contracting throughout the state, and Hood River has codified this authority in Chapter 2.32 of the Hood River Municipal Code; and

WHEREAS, the City's public procurement procedures, when adopted and as amended from time to time, are intended to keep pace with changes in state law and it has been several years since the City's public contracting requirements were amended to reflect increased minimum dollar value limitations in state law; and

WHEREAS state law provides fewer requirements for personal and professional service requirements because state law intends that the award of personal and professional services contracts be based first on qualifications and that cost be a secondary consideration; and

WHEREAS the 2019 Oregon Legislature enacted several statutory changes to ORS 279C.110(2), that stream-lined and simplified the process and established higher value thresholds for awarding personal and professional service contracts, especially contracts for architectural, engineering, photogrammetric, transportation planning or land surveying services; and

WHEREAS the City Council desires to stream-line and make less cumbersome the procedures for the solicitation and award of personal and professional service contracts, while maintaining value based competition among comparable service providers, discouraging favoritism and maximizing value for public fund expenditures, consistent with ORS 279C.110; and

WHEREAS the City Council considered an amendment to HRMC 2.32.060 (Personal Services Contracts) to implement new procedures and limitations adopted by the 2019 Oregon Legislature in ORS 279C.110(2) at its regular meeting on January 11, 2021, at which time it accepted testimony and comment on the proposal set forth in Exhibit A, attached hereto and incorporated herein by this reference.

NOW, THEREFORE, based on the foregoing findings, which are incorporated herein by this reference, the Hood River City Council Ordains as follows:

Section 1 – Repeal. Title 2 (Administration and Personnel) Chapter 32.02 (Public Contracting), Section 2.32.060 (Personal Services Contracts) of the Hood River Municipal Code is hereby repealed in its entirety.

Section 2 – Adoption and Amendment. Title 2 (Administration and Personnel) Chapter 32.02 (Public Contracting) of the Hood River Municipal Code is hereby amended by the adoption of a new Section 2.32.060 (Personal Services Contracts) set forth in Exhibit A, attached hereto and incorporated herein by this reference.

Section 3 – Severability. If any portion of this ordinance or the amendment to HRMC Chapter 32.02 adopted herein is determined to be invalid or unenforceable for any reason, that finding shall not affect the validity or enforceability of any other provision of this ordinance or the HRMC.

Read for the First Time on January 11, 2021.

Read for the Second Time and approved on _____, 2021.

This Ordinance shall take effect on the 31st day following the second reading.

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

Kate McBride, Mayor

ATTEST:

Approved as to form:

Jennifer Gray, City Recorder

Daniel Kearns, City Attorney

EHXHBIT A

2.32.060 Personal Services Contracts.

A. Consistent with ORS 279C.110(2), the following procedures shall apply to the award of personal services contracts, including contracts for architectural, engineering, photogrammetric, transportation planning or land surveying services:

1. *Personal Service Contracts up to \$10,000.* Personal services contracts involving an anticipated cost not exceeding \$10,000 may be directly awarded by the City Manager to a suitably qualified consultant that can perform the needed services.
2. *Personal Service Contracts between \$10,000 and \$50,000.* Personal services contracts involving an anticipated cost between \$10,000 and \$50,000 may be awarded by the City Manager following a verbal or electronic solicitation of offers from up to three suitably qualified consultants. Selection of a contractor under this subsection shall be based upon an evaluation of the criteria in Subsection B.
3. *Personal Service Contracts greater than \$50,000.* Personal services contracts involving an anticipated cost greater than \$50,000 may be awarded by the City Council following solicitation of at least three written competitive offers or proposals. Selection of a contractor under this subsection shall be based upon an evaluation of the criteria in Subsection B.
4. Notwithstanding the foregoing, during an emergency declared by the City Manager or Mayor, personal services contracts may be awarded directly by the City Manager to a suitably qualified consultant that can perform the needed services. Amendments to and annual renewals or extensions of existing contracts may be awarded by the contracting agency without a new solicitation or evaluation process. No personal services contract shall be artificially divided or fragmented to qualify for a different procedure as provided in this subsection.

B. All or any of following criteria may be considered in the evaluation and selection of a personal services contractor where a competitive process and evaluation is required by this Section 2.32.060. Pricing policies, proposals or other pricing information may not be used as an evaluation criterion except under Subsection C. The criteria listed in this Subsection B are not listed in order of preference or importance, and nothing contained herein precludes the use of other or additional criteria:

1. Specialized experience, capabilities and technical competence, which the prospective consultant may demonstrate with the prospective consultant's proposed approach and methodology to meet the project requirements;
2. Resources committed to perform the services and the proportion of the time that the prospective consultant's staff would spend to perform services for the contracting agency, including time for specialized services, within the applicable time limits;
3. Record of past performance, including but not limited to price and cost data from previous projects, quality of work, ability to meet schedules, cost control and contract administration;
4. Ownership status and employment practices regarding disadvantaged business enterprises, minority-owned businesses, woman-owned businesses, businesses that service-disabled veterans own, emerging small businesses or historically underutilized businesses;
5. The contractor's proximity to the project locale;

6. Familiarity with the project locale;
7. Proposed project management techniques;
8. Timeliness of delivery of services;
9. References from successfully completed projects managed by the contractor;
10. Utilization of locally procured goods, services, or personnel;
11. Other services provided by the contractor not specifically listed in the Request for Proposal;
12. The contractor's ability to meet the agency's total, not to exceed budget for the project or services;
13. Other criteria specially listed in the solicitation document on a case by case basis.

C. Notwithstanding the prohibition in Subsection A precluding the solicitation or use of pricing policies, proposals or other pricing information until after the City has selected a consultant, consistent with ORS 279C.110(5), the City may use pricing policies, proposals or other pricing information as part of its screening and selection of prospective consultants if the City:

1. States in solicitation procurement documents:
 - a. That the City will screen and select prospective consultants as provided in this subsection;
 - b. How the City will rank proposals from prospective consultants, with a specific focus on:
 - (i) Which factors the City will consider in evaluating proposals, including pricing policies, proposals or other pricing information, if the City will use pricing policies, proposals or other pricing information in the evaluation; and
 - (ii) The relative weight the City will give each factor, disclosing at a minimum the number of available points for each factor, the percentage each factor comprises in the total evaluation score and any other weighting criteria the City intends to use;
 - c. An estimate of the cost of professional services the City requires for the procurement; and
 - d. A scope of work that is sufficiently detailed to enable a prospective consultant to prepare a responsive proposal.
2. Evaluates each prospective consultant on the basis of the prospective consultant's qualifications to perform the professional services the City requires for the procurement. The City may use the criteria set forth in Subsection B of this section to conduct the evaluation.
3. Announces the evaluation scores and rank for each prospective consultant after completing the evaluation described in paragraph 2 of this subsection. The City may determine that as many as three of the top-ranked prospective consultants are qualified to perform the professional services the City requires for the procurement and may request a pricing proposal for the scope of work stated in paragraph (1)(d) of this subsection from each of the top-ranked consultants. The pricing proposal:
 - a. Must consist of:
 - (i) A schedule of hourly rates that the prospective consultant will charge for the work of each individual or each labor classification that will perform the professional services the City

requires for the procurement, in the form of an offer that is irrevocable for not less than 90 days after the date of the proposal; and

(ii) A reasonable estimate of hours that the prospective consultant will require to perform the professional services the City requires for the procurement; and

b. May include, at the City's request, additional pricing information that is limited to:

(i) A description of each task that the prospective consultant understands as comprising the professional services;

(ii) A list of each individual or labor classification that will perform each task, together with the hourly rate that applies to the individual or labor classification; and

(iii) A list of expenses, including travel expenses, that the prospective consultant expects to incur in connection with providing the professional services.

4. Permits a prospective consultant identified as qualified under paragraph 3 of this subsection to withdraw from consideration for the procurement if the prospective consultant does not wish to provide a price proposal.

5. Completes the evaluation and selects a consultant from among the top-ranked prospective consultants that have not withdrawn as provided under paragraph 4 of this subsection, giving not more than 15% of the weight in the evaluation to each prospective consultant's price proposal.

D. By Resolution, the City Council may exempt a personal services contract or a class of personal services contracts from the requirements of Subsection A if doing so would:

1. Be unlikely to encourage favoritism or to diminish competition;

2. Result in cost savings to the City; or

3. Otherwise promote the best interests of the City or the public.

E. Personal service contracts for legal counsel, legal services, expert witnesses, court-appointed attorneys, stenographers and other legal services are exempt from the competitive procurement requirements of this section and may be entered into based upon the judgment of the City Attorney. The City Attorney shall obtain City Council approval of any expenditure for legal services paid to a single legal services provider that is expected to exceed \$10,000 prior to entering into the contract. Except for legal counsel hired by the City to provide legal services to indigent criminal defendants prosecuted by the City, the City Attorney shall select and retain all outside legal counsel hired by the City subject to the approval of the City Council.

CITY COUNCIL AGENDA ITEM COVER SHEET

Meeting Date: January 11, 2021

To: Honorable Mayor and Members of the City Council

From: Mark Janeck, Director of Public Works

Subject: City Code Alterations Street Frontage, Ordinance 2059

Background:

Street frontage improvements have been a part of City regulations for numerous years. As part of the Permitting Enhancement Project (PEP), code improvements to create a more efficient and fair process were targeted to be considered by the City Council.

Frontage improvements refer to and can include, partial or full construction of sidewalk, curb, gutter, roadway, and parkways within the City. Street frontage improvement language was included in the Code in order to assist the City with updating public right of ways. Currently, most building permit work within the City can require some or all of these construction improvements, no matter how small or large the project is; for instance, there is no differentiation relative to requested residential or non-residential frontage improvements. These improvement requirements can be extremely expensive, often costing more than the construction proposed within a building permit.

Intent

The intent of the proposed Code alterations in Chapter 15 is to update our regulations to match current Oregon land use law. The existing Code language concerning street frontage improvements as required as part of a building permit does not meet the State legal standard of proportionate share when the impact of the proposed construction is taken into account. For example, the same street frontage improvements can be required if there is a 100 square foot addition proposed or a 400 square foot addition. Similarly, a residential 2 lot subdivision project can require the same frontage improvements as a 1000 square foot commercial addition or expansion into an existing space.

In order to rectify these issues, the proposed Code language reflects what the State of Oregon courts have determined as rational relative to the impacts represented by a proposed property improvement represented by a building permit. The authority for requesting street frontage requirements is more typically allowed when a land use change is proposed, not a building permit. The attached proposed language has been created by the City attorney for this Code alteration.

Council Action: Amendment of the Hood River Municipal Code, Chapter 15.16 (Building Permits) as reflected in the attached Ordinance No. 2059.

Staff Recommendation: Approve Ordinance No. 2059 and authorize first reading by placing this item on the regular agenda (Recorder's Report).

Suggested Motion: I move to place Ordinance No. 2059 on the City Recorder's report of tonight's main agenda for approval and first reading by title only.

Alternatives:

Continue to allow existing street frontage improvement language within Chapter 15.

Fiscal Impact:

There is no fiscal impact to the City relative to this item.

Attachments: Proposed Ordinance No. 2059 - An Ordinance amending Title 15 (Buildings and Construction) Chapter 15.16 (Building Permits), of the Hood River Municipal Code, to bring the City's authority to exact street frontage improvements as a condition of building permit issuance into compliance with current takings law.

**IN THE CITY COUNCIL
FOR THE CITY OF HOOD RIVER, OREGON**

ORDINANCE NO. 2059

An Ordinance amending Title 15 (Buildings and Construction) Chapter 15.16 (Building Permits), of the Hood River Municipal Code, to bring the City’s authority to exact street frontage improvements as a condition of building permit issuance into compliance with current takings law.

The Hood River City Council finds as follows:

WHEREAS the Hood River Municipal Code (HRMC) currently authorizes the city to exact right-of-way dedication and full street frontage improvements as conditions of a building permit; and

WHEREAS, current state and federal takings case law supports such conditions when attached to a land use or development permit when there is a rational nexus between the project’s impact and the additional right-of-way or street frontage improvements and where it is also demonstrated that the cost of that right-of-way and/or frontage improvements is roughly proportional to the impact of the project; and

WHEREAS, such exaction and dedication conditions can rarely, if ever, be justified when attached to a building permit, which necessitates amendment of HRMC Title 15 (Buildings and Construction) Chapter 15.16 (Building Permits) to temper or eliminate that authority; and

WHEREAS the City Council considered an amendment to HRMC Chapter 15.16 at its regular meeting on January 11, 2021, at which time it accepted testimony and comment on the code amendment proposal set forth in Exhibit A, attached hereto and incorporated herein by this reference.

NOW, THEREFORE, based on the foregoing findings, which are incorporated herein by this reference, the Hood River City Council Ordains as follows:

Section 1 – Adoption, Amendment and Renumbering. Title 15 (Buildings and Construction) Chapter 15.16 (Building Permits) of the Hood River Municipal Code is hereby amended to read as set forth in Exhibit A, attached hereto and incorporated herein by this reference. All unamended sections shall be renumbered sequentially as reflected in Exhibit A.

Section 2 – Severability. If any portion of this ordinance or the amendment to HRMC Chapter 15.16 adopted herein is determined to be invalid or unenforceable for any reason, that finding shall not affect the validity or enforceability of any other provision of this ordinance or the HRMC.

Read for the First Time on January 11, 2021.

Read for the Second Time and approved on _____, 2021.

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This Ordinance shall take effect on the 31st day following the second reading.

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

Kate McBride, Mayor

ATTEST:

Approved as to form:

Jennifer Gray, City Recorder

Daniel Kearns, City Attorney

EHXHBIT A

15.16.010 Prerequisites for Building Permit Issuance

A. No building permit shall be approved for an addition, alteration, intensification of use, change of occupancy, or erection of a building within the city or the city's urban growth boundary unless the applicant or property owner have first obtained all required land division and/or land use approval(s) under Title 16 or 17, respectively. Additionally, no building permit will be issued unless:

1. The tract of land upon which the building is or will be located is a legal lot of record; and
2. The tract of land on which the building is or will be located has satisfactory and legal access to a publicly dedicated street.

B. During any required land division and/or land use permit process, the city will evaluate the need for, and exact any, right-of-way dedications or street frontage improvements needed to serve the demand created by the proposed development or to bring the property's street frontage up to current planned standards as a condition of land division or land use permit approval. In so doing, the city will make appropriate fact-based findings about the rational nexus between the proposed development and the need for right-of-way and/or street frontage improvements as well as the proportionality of any such exaction(s).

C. If no land division or land use approval is required for the improvements proposed in a building permit application and the property's sidewalk is either missing, incomplete or substandard in any respect, the following may be required as a condition of building permit issuance:

1. For building permits for new construction, or a renovation/addition the value of which is more than 50% of the property's real market value, the city may require frontage improvements limited to sidewalk construction or repair and the installation of one or more street trees as a condition of building permit issuance.
2. For commercial building permits, the city may require frontage improvements limited to sidewalk and curb construction or repair and the installation of one or more street trees as a condition of building permit issuance.
3. In all cases where any aspect of the property's street frontage improvements are not up to the city's current planned standards for improvements and the project proposed in the building permit application will result in an increase in vehicle or pedestrian traffic to or from the site, the applicant will be required to execute waivers of remonstrance to the formation of a future local improvement district that would improve the abutting street frontage in any way that would specially benefit the property.

D. No building permit will be issued for a new structure or addition to an existing structure that would interfere in any way with the future opening, accepting, grading, paving or lighting a public street, the laying of sewer or water lines, or making connections from the city mains to such lines.

E. No building permit will be issued for a new structure or addition to an existing structure without the city first determining that the building or addition proposed is consistent with the

then-current zoning, site development standards, and other applicable requirements in Chapter 17 of this code.

Delete Sections 15.16.020 and 15.16.030 and renumber the remaining sections.

15.16.020 Exceptions to sidewalk construction or repair required by Section 15.16.010(C)

Where the construction, repair or replacement of the property's sidewalk is required of a building permit applicant pursuant to Section 15.16.010(C), the Public Works Director may, within his or her sole discretion, allow the landowner to delay or avoid entirely the actual construction under the following circumstances. The permit shall indicate the reason for any delay or avoidance:

- A. Sidewalk grades have not been and cannot be established for the property in question within a reasonable period of time given the applicant's construction schedule. In this case, the property owner may delay construction by executing an irrevocable commitment to construct, repair or replace the property's sidewalk at such time as the city has established the necessary sidewalk grade(s).
- B. Planned future (within 5 years) installation of public utilities or street paving would necessarily cause severe damage to the sidewalk or other street frontage improvements to be constructed. In this case, the property owner may delay construction by executing an irrevocable commitment to construct, repair or replace the property's sidewalk at such time as the public utilities have been installed and/or the city has completed paving.
- C. Right-of-way width is insufficient to accommodate a sidewalk on one or both sides of the street.
- D. Topography or contours make the construction of a sidewalk impractical.

CITY COUNCIL WORKSHOP COVER SHEET

Meeting Date: January 11th, 2021
To: City Council
From: Dustin Nilsen, Director of Planning
Subject: Middle Housing Code Update

Background:

Developing code language for missing middle housing types (duplexes, triplexes and small cottages) is a project on the City Council 2020 workplan. The purpose of this project is to establish a clear process and regulatory framework to allow greater diversity of housing types and needed housing types. These include small attached and detached homes in clusters, as an alternative to standard development subdivisions.

Code amendments were identified as housing strategies in the City's Comprehensive Plan and Housing Needs Analysis as opportunities to provide a needed housing type and to make efficient use of the City's limited buildable land inventory. Project and Technical advisory groups evaluated frameworks of similar amendments in 2018.

Other public information efforts included articles in the City's newsletter in Spanish and English, project specific webpage, social media, other stakeholder outreach.

On December 21st, Planning Commission began its technical review of the draft code. From a technical perspective, the code permits smaller housing types that are compatible in scale to an existing neighborhood. There are no major technical issues to resolve before bringing the code forward to Council for adoption.

Staff is seeking final Council direction on two issues have been raised:

1. Parking requirements
2. Consistency between the proposed missing middle code and the townhouse code

Parking requirements

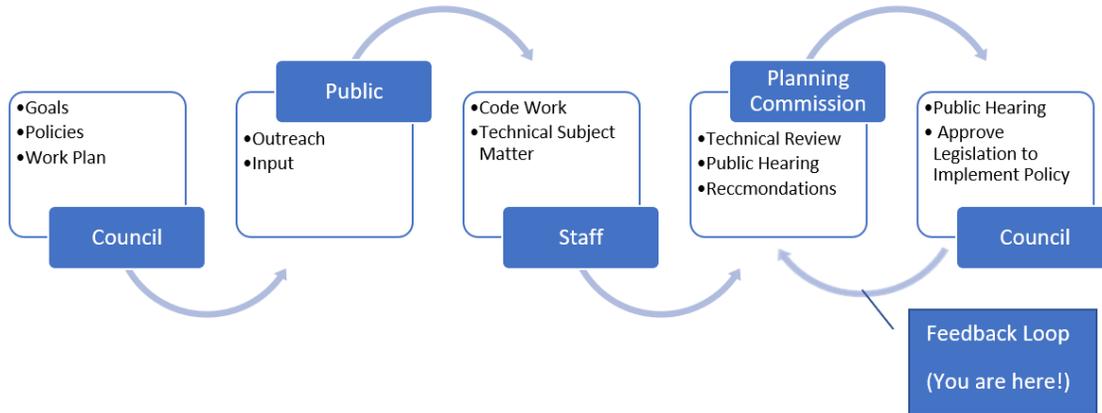
Parking requirements add cost to developments, increase unit size, and reduce the amount of land available for development of housing. One option is to reduce parking requirements for certain types of development. Staff will articulate the options and tradeoffs associated with this issue and seek Council input.

Consistency and compatibility

The missing middle code is scaled for compatibility with existing neighborhoods, meaning the units are smaller in both size and height. Townhouses are also considered a part of the missing middle housing product, however, the City's code currently allows for a townhouse that is considerably larger in scale than is anticipated in the missing middle housing code. This size discrepancy has been identified as an issue and

disincentive that will negatively impact developer’s willingness to build these types of smaller units. Staff recommends that as a follow up, Council discuss options to reduce the disincentives to building smaller units including whether to amend the townhouse code to reduce the scale of the product. An alternative to a townhouse code amendment would be to increase the size of the missing middle houses.

Where we are:



Based on Council direction on these issues, staff will return to the Planning Commission to finalize the code draft that will come back to Council for a public hearing, deliberation and implementation

Staff Recommendation

Staff recommends that Council provide direction on parking requirements and consistency with the missing middle housing code.

Attachments

Sera Architects Memo and Prototype Code Document

DRAFT - Prototypes Catalog and Potential Code



Hood River Housing Prototypes

Date December 14, 2020
To Dustin Nilsen - City of Hood River
From Ben Weber, Ross Determan, Emma-Quin Smith, and Elise Chelak – SERA

PURPOSE

This memorandum catalogs a range of “missing middle” duplex, triplex, and cottage cluster housing prototypes and potential code adjustments necessary to permitting them on various City of Hood River R1, R2, and R3 zoned properties.

Each prototype is presented in a “cutsheet” depicting a site plan, axonometric 3-D image, and text describing basic development and site characteristics.

This memo includes two draft proposed development standards tables and text describing other key design and development standards for consideration.

In this draft two of the cutsheet plan views, the Duplex on 7,000sf lot and Cottage Cluster on 14,000sf lot, include code annotation graphics to describe how the proposed development standards table applies on site.

HOW TO USE THIS MEMO

- 1. Note that this memo includes *blue italic text* throughout to provide ongoing City of Hood River and SERA Architects commentary.
- 2. Review the cutsheets and take note of the “Key Questions” text for your consideration.
- 3. Review the two code tables for suitability in Hood River. The commentary directs you to several key questions and reasoning for the inclusion or exclusion of certain standard.
- 4. Several cutsheets are marked “UNUSED” and represent older version work not carried forward.

SIGNIFICANT QUESTIONS

The below material includes numerous detailed and specific questions. Several question themes apply throughout the prototypes and standards, some of which include:

- 1. How to limit the quantity and impact of driveway curb cuts?
- 2. How to promote strong street-facing dwellings?
- 3. What encroachments, most notable porches, should be allowed in setback areas?
- 4. Are the parking quantity and parking design requirements suitable?
- 5. Should dwelling size square footage be limited in any direct terms, or only controlled by site development standards such as setbacks, height, and lot coverage?
- 6. If, and how, should open space and landscaping standards apply?
- 7. Should accessory-dwelling units be permitted with duplexes and triplexes?

DETACHED DUPLEX

LOT SIZE: 5,000 sf

R2 / R3

Two dwelling units detached on a single lot. One surface parking stall per each dwelling.

PROTOTYPE PROFILE

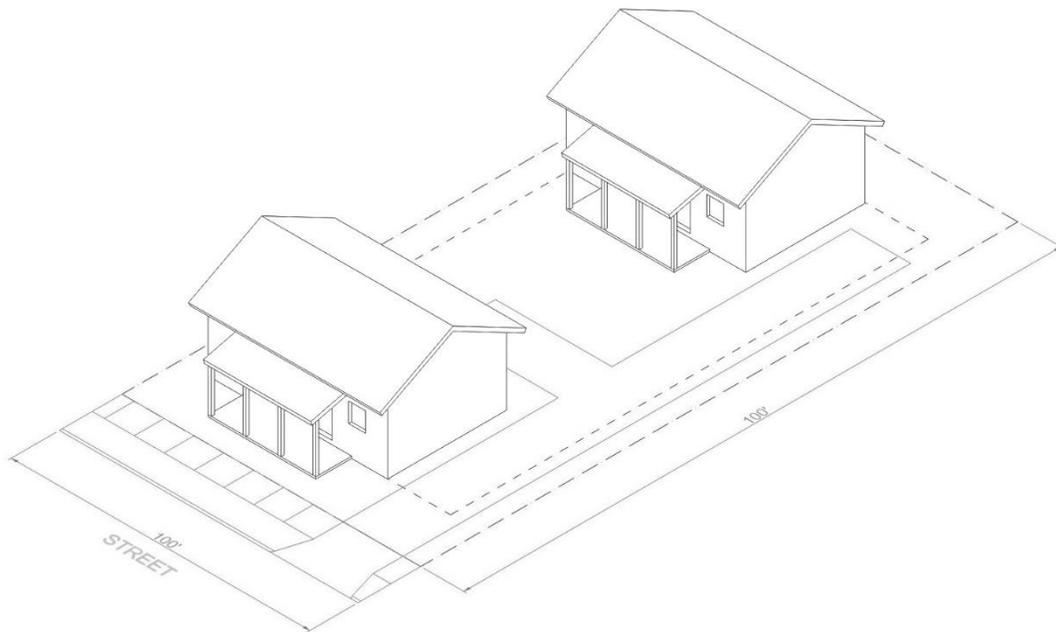
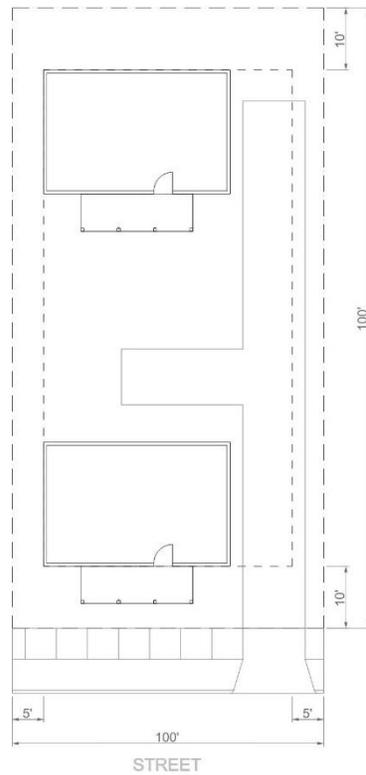
- Unit sizes: 600 sf each
- Unit Count: 2 dwellings
- Lot Dimensions: 50' x 100'
- Lot Coverage: 48%
 - Structure: 25%
 - Driveway/Parking: 23%

SITE AND DESIGN FEATURES

- Two dwellings: front/rear stacked
- Open space between dwellings
- Single driveway serving two surface parking pads

KEY QUESTIONS

- Porches permitted or restricted in front setback?
- Any thoughts on parking configuration?



THREE DWELLINGS

LOT SIZE: 5,000 sf

R2 / R3

Three dwelling units (two attached, one detached) on a single lot. One surface parking stall per each dwelling. **Could be regulated as a triplex or a duplex with single ADU (with parking as shown).**

PROTOTYPE PROFILE

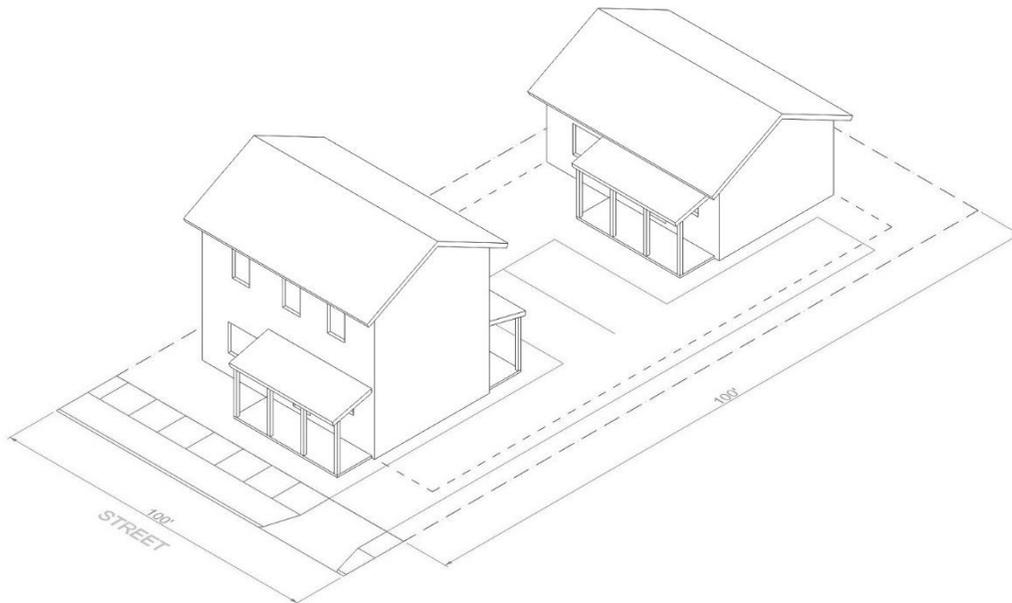
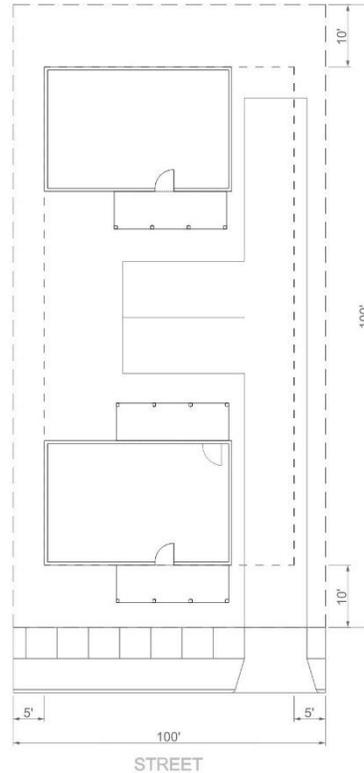
- **Unit sizes:** 600 sf each
- **Unit Count:** 3 dwellings
- **Lot Dimensions:** 50' x 100'
- **Lot Coverage:** 54%
- **Structure:** 25%
- **Driveway/Parking:** 29%
- **Garage Footprint :** None

SITE AND DESIGN FEATURES

- Three dwellings: front-facing stacked duplex with separated rear third unit
- Open space between dwellings
- Single driveway to three surface parking pads

KEY QUESTIONS

- Porches permitted or restricted in front setback?
- Any thoughts on parking configuration?
- ADUs: Would Hood River allow them on a duplex/triplex lot? Requires amending 17.23.010(B).



DETACHED DUPLEX – V1

LOT SIZE: 7,000 sf

R1

Two dwelling units detached on a single lot. Each with a single-car dual garage.

PROTOTYPE PROFILE

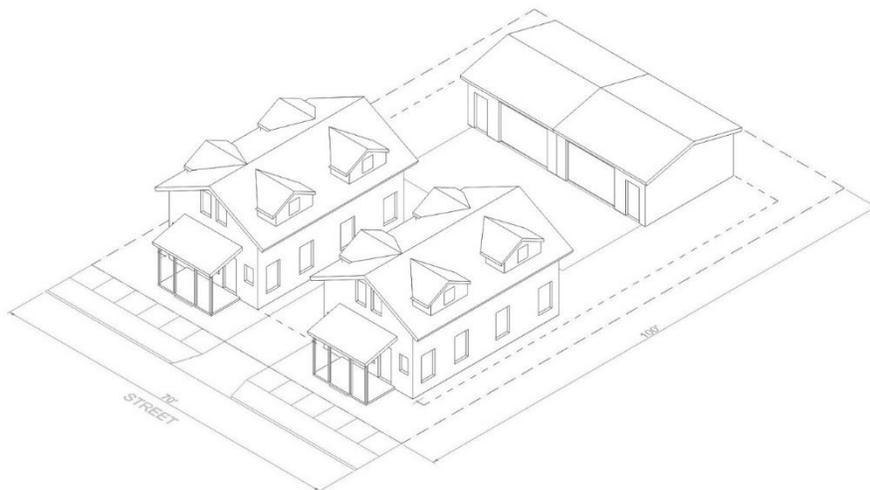
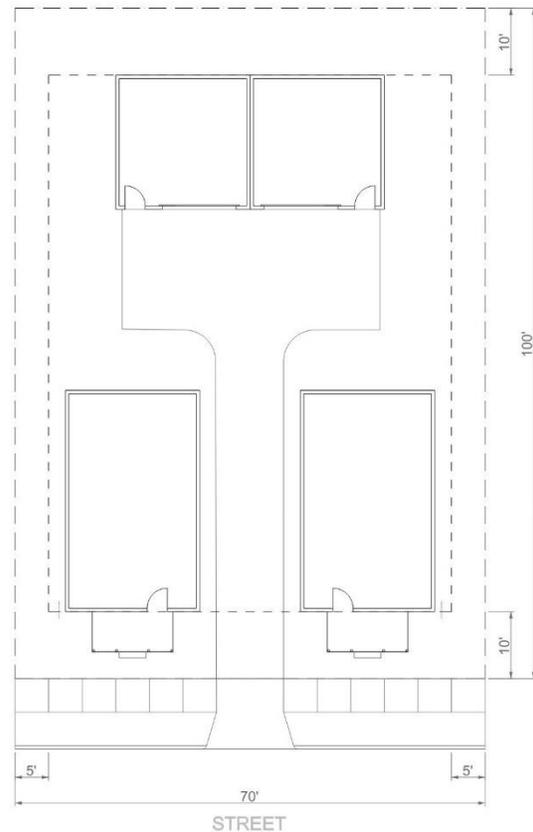
- **Unit sizes:** 1100 sf each
- **Unit Count:** 2 primary dwellings (as shown) with possible ADU on each
- **Lot Dimensions:** 70' x 100'
- **Lot Coverage:** 51%
 - **Structure:** 19%
 - **Driveway/Parking:** 20%
- **Garage Footprint :** 400 sf each

SITE AND DESIGN FEATURES

- Two street-facing dwellings
- Backyard open space for each dwelling
- Center-running driveway to both garages
- Buildable area would allow larger units, but would increase site coverage

KEY QUESTIONS

- Permit porches in front setback?
- Garages consolidated to the rear-center to reduce driveway paved area and leave larger side yard open space – any thoughts about this design?
- ADUs: Would Hood River allow them on a duplex/triplex lot? Requires amending 17.23.010(B).



DETACHED DUPLEX – V2

LOT SIZE: 7,000 sf

R1

Two dwelling units detached on a single lot. Each with a single-car detached garage.

PROTOTYPE PROFILE

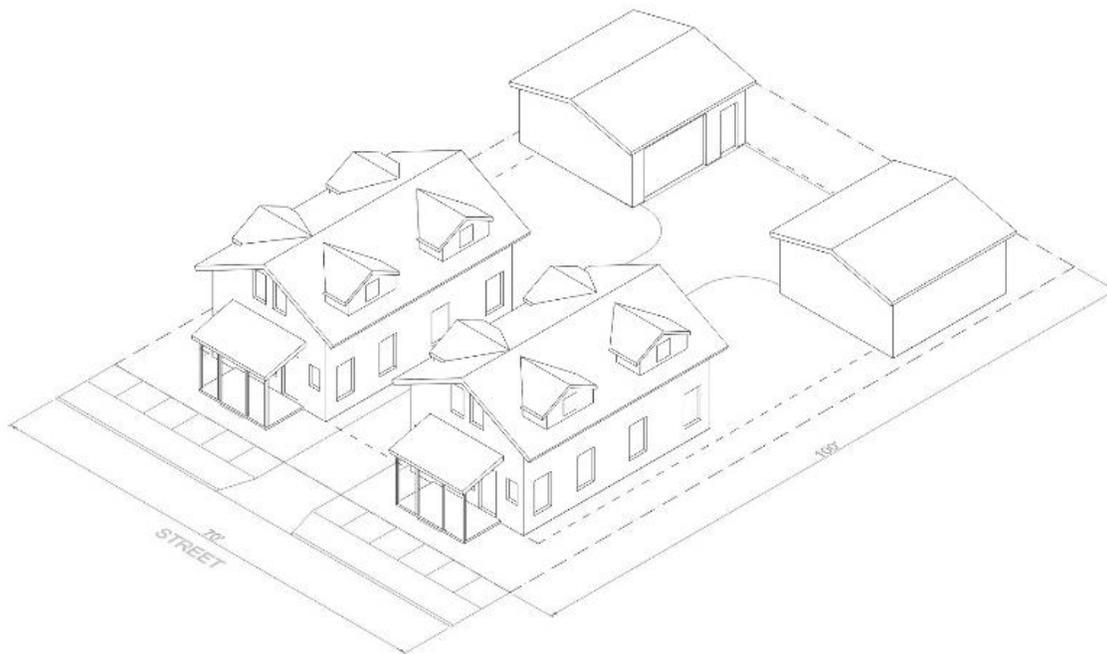
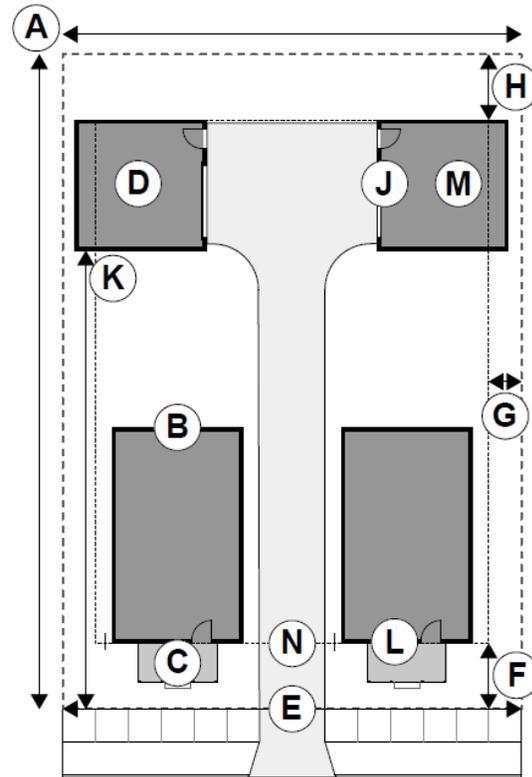
- **Unit sizes:** 1100 sf each
- **Unit Count:** 2 primary dwellings with possible ADU on each
- **Lot Dimensions:** 70' x 100'
- **Lot Coverage:** 51%
 - **Structure:** 19%
 - **Driveway/Parking:** 20%
- **Garage Footprint :** 400 sf each

SITE AND DESIGN FEATURES

- Two street-facing dwellings
- Backyard open space for each dwelling
- Center-running driveway to both garages
- Buildable area would allow larger units, but would increase site coverage

KEY QUESTIONS

- Permit porches in front setback?
- Permit or not a partial encroachment of garage in side-yard setback? Impacts vehicle turning radius.
- ADUs: Would Hood River allow them on a duplex/triplex lot? Requires amending 17.23.010(B).



COTTAGE CLUSTER

LOT SIZE: 10,000 sf

R2 / R3

Four or more detached or 2-unit attached dwellings on a single or individual parcel. Parking consolidated in one or more pods on site. **THIS MATERIAL IS DRAFT TO-BE-UPDATED.**

PROTOTYPE PROFILE

- **Unit sizes:** 700 sf each- average
- **Unit Count:** 5 units; one duplex and three detached single-dwellings
- **Lot Dimensions:** 100' x 100'
- **Lot Coverage:** 50%
 - **Structure:** 30%
 - **Driveway/Parking:** 20%

SITE AND DESIGN FEATURES

- Dwellings clustered around the site, with parking hidden in the rear
- Both private open space for each dwelling and a common central green
- Single driveway serving five parking stalls

KEY QUESTIONS

- Should cottages be regulated by an average dwelling size maximum?
- How should private versus public open space be required?

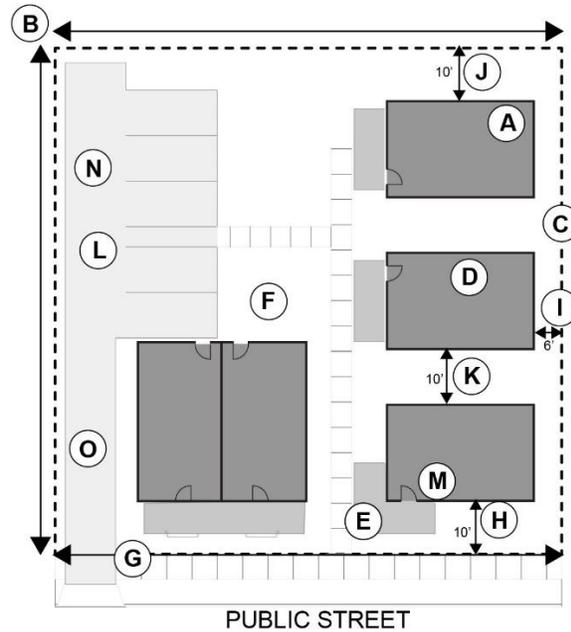


Image pending

ATTACHED TRIPLEX PAIR

LOT SIZE: 10,000 sf

R2 / R3

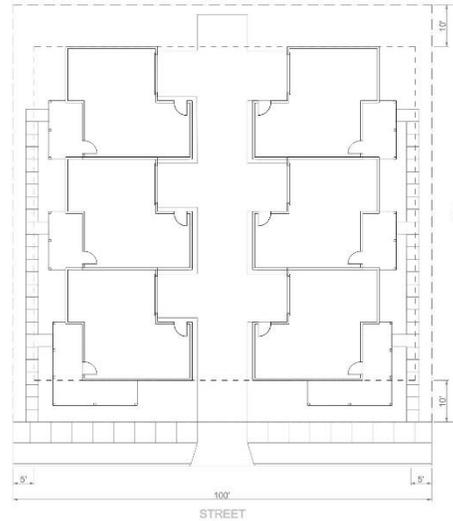
Two pairs of attached triplexes with a center-running driveway serving individual garages for each dwelling.

PROTOTYPE PROFILE

- **Unit sizes:** 1,170 sf each (includes 240 sf garage internal to dwelling)
- **Unit Count:** 6 units; two detached triplexes
- **Lot Dimensions:** 100' x 100'
- **Lot Coverage:** 57%
 - **Structure:** 39%
 - **Driveway/Parking:** 18%

SITE AND DESIGN FEATURES

- Two street-facing dwellings with attached dwellings running deep into the site
- Single driveway to individual garages.
- Street-facing primary entrances on front units
- Paths to primary entrances with porches
- Porches and outdoor open space assignable to each dwelling
- Potential for fee-simple lot division



KEY QUESTIONS

- Permit porches in front setback?
- Does prototype provide enough open space for each dwelling?
- Questions...



**ATTACHED TRIPLEX PAIR - V2
(UNUSED)**

LOT SIZE: 10,000 sf

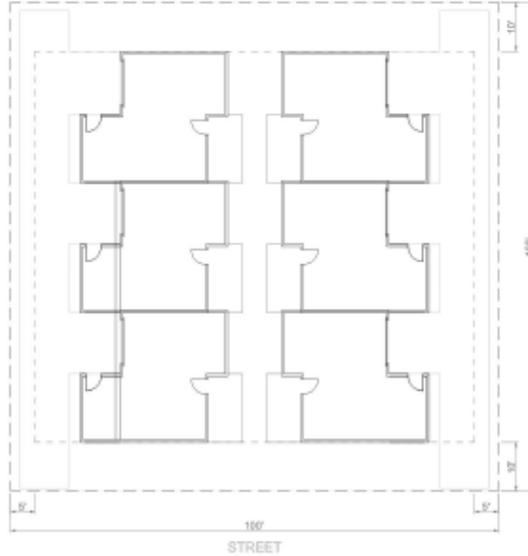
R2 / R3

Two pairs of attached triplexes with a driveway serving each of the triplex structures individually.

This is a previously dismissed prototype shown only for discussion purposes around how individual triplexes on adjacent 5,000sf lots could interact.

PROTOTYPE PROFILE

- **Unit sizes:** 1170 sf each
- **Unit Count:** 6 units; two attached triplexes
- **Lot Dimensions:** 100' x 100'
- **Lot Coverage:** 66%
 - **Structure:** 39%
 - **Driveway/Parking:** 27%



DETACHED TRIPLEX PAIR

LOT SIZE: 10,000 sf

R2 / R3

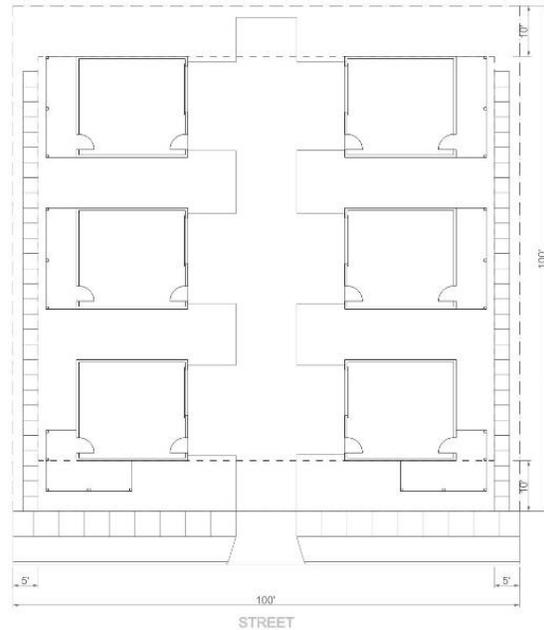
Two pairs of detached triplexes with a center-running driveway serving individual garages for each dwelling.

PROTOTYPE PROFILE

- **Unit sizes:** 880 sf each (includes 240sf garage internal to dwelling)
- **Unit Count:** 6 units; two detached triplexes
- **Lot Dimensions:** 100' x 100'
- **Lot Coverage:** 47%
 - **Structure:** 27%
 - **Driveway/Parking:** 20%

SITE AND DESIGN FEATURES

- Two street-facing dwellings with detached dwellings running deep into the site
- Central driveway to individual garages.
- Street-facing primary entrances on front units
- Paths to primary entrances with porches
- Porches and outdoor open space assignable to each dwelling
- Potential for fee-simple lot division



KEY QUESTIONS

- Permit porches in front setback?
- Does prototype provide enough open space for each dwelling?
- Is prototype dwelling size big enough?



**DETACHED TRIPLEX PAIR - V2
(UNUSED)**

LOT SIZE: 10,000 sf

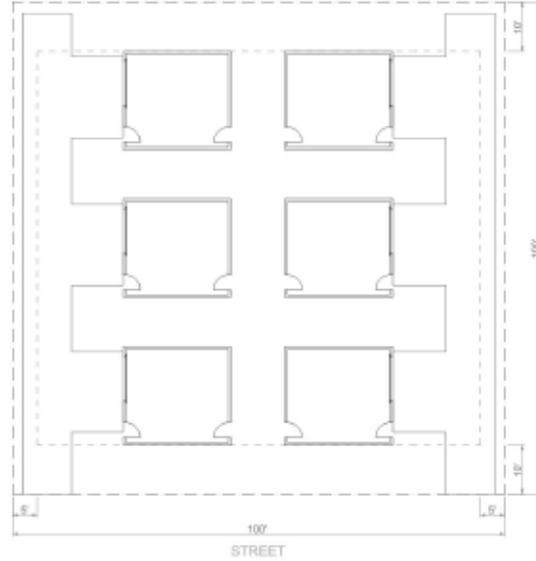
R1

Two pairs of detached triplexes with a driveway serving each of the triplex structures individually.

This is a previously dismissed prototype shown only for discussion purposes around how individual triplexes on adjacent 5,000sf lots could interact.

PROTOTYPE PROFILE

- **Unit sizes:** 880 sf each (includes 240sf garage internal to dwelling)
- **Unit Count:** 6 units; two attached triplexes
- **Lot Dimensions:** 100' x 100'
- **Lot Coverage:** 56%
 - **Structure:** 27%
 - **Driveway/Parking:** 29%



COTTAGE CLUSTER

LOT SIZE: 14,000 sf

R1

Four or more detached or 2-unit attached dwellings on a single or individual parcel. Parking consolidated in one or more pods on site. **THIS MATERIAL IS DRAFT TO-BE-UPDATED.**

PROTOTYPE PROFILE

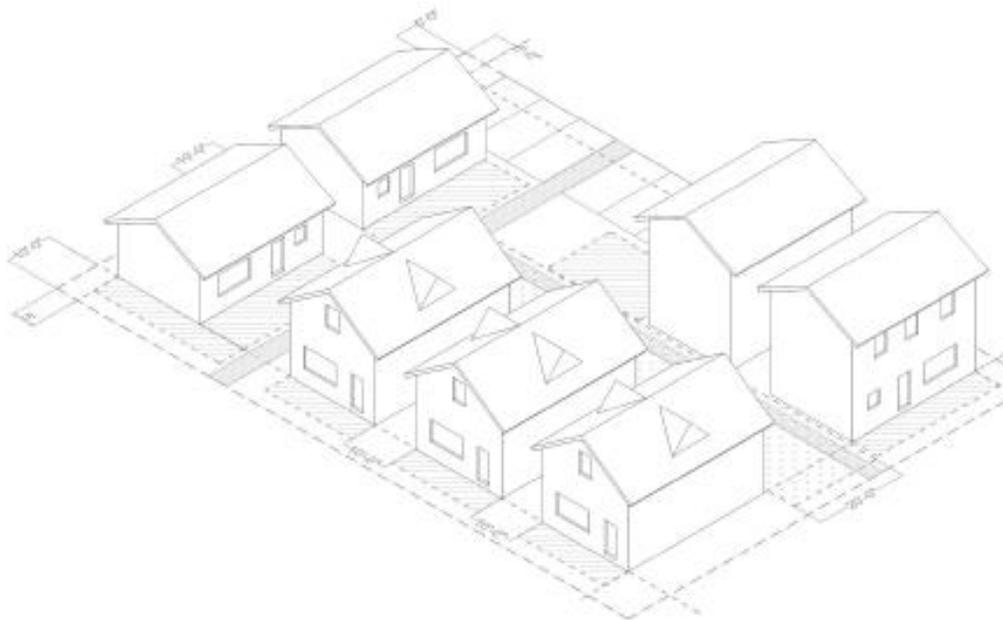
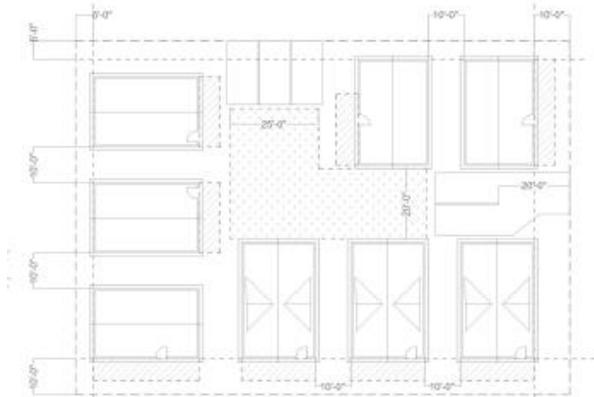
- **Unit sizes:** 1000 sf each, average
- **Unit Count:** 6 units; one duplex and four detached single-dwellings
- **Lot Dimensions:** 140' x 100'
- **Lot Coverage:** 41%
 - **Structure:** 27%
 - **Driveway/Parking:** 14%

SITE AND DESIGN FEATURES

- Dwellings clustered around the site, with parking hidden in the rear
- Both private open space for each dwelling and a common central green
- Single driveway serving six parking stalls

KEY QUESTIONS

- Should cottages be regulated by an average dwelling size maximum?
- How should private versus public open space be required?



DETACHED DUPLEX PAIR

LOT SIZE: 14,000 sf

R1

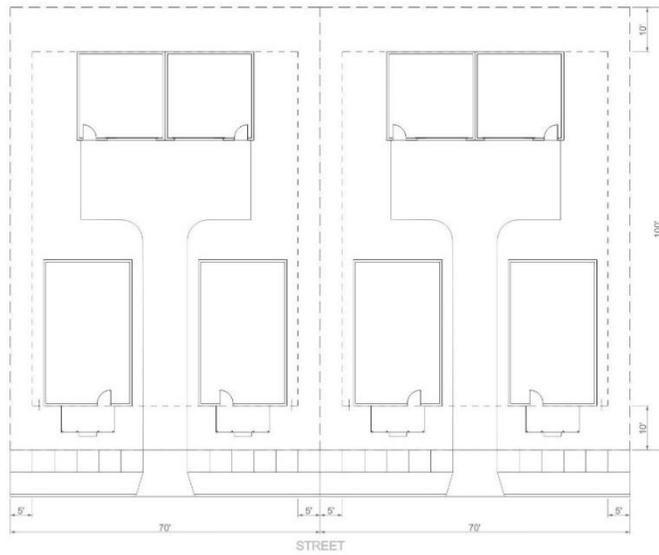
A pair of two dwelling units detached on a single lot. Each with a single-car dual garage.

PROTOTYPE PROFILE

- **Unit sizes:** 1100 sf each
- **Unit Count:** 4 primary dwellings (as shown) with possible ADU on each
- **Lot Dimensions:** 140' x 100'
- **Lot Coverage:** 51%
 - **Structure:** 19%
 - **Driveway/Parking:** 20%
- **Garage Footprint :** 400 sf each

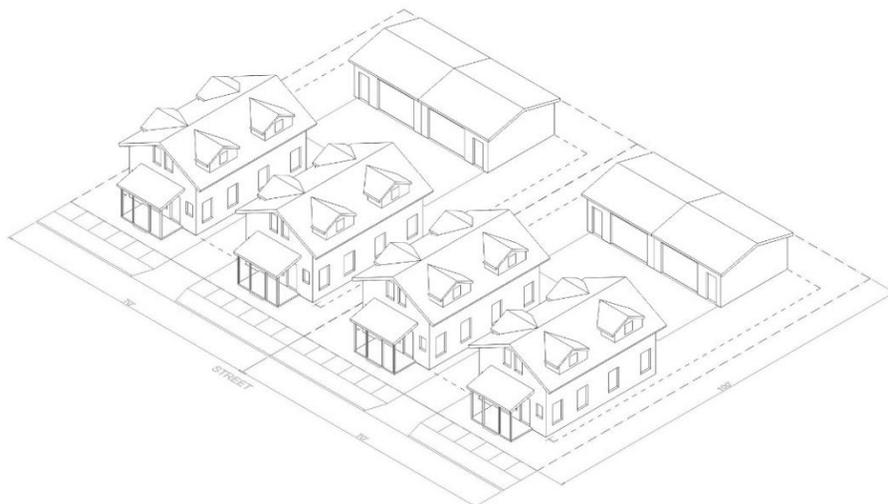
SITE AND DESIGN FEATURES

- Four street-facing dwellings
- Backyard open space for each dwelling
- Shared, center-running driveway serving two garages
- Potential for fee-simple lot division



KEY QUESTIONS

- Porches permitted in front setback?
- Garages consolidated to the rear-center to reduce driveway paved area and leave larger side yard open space –thoughts about this design?
- Make units larger? Would increase footprint/coverage.
- ADUs: Would Hood River allow them on a duplex/triplex lot? Requires amending 17.23.010(B).



DETACHED TRIPLEX PAIR – V1 (UNUSED)

LOT SIZE: 14,000 sf

R1

Two pairs of detached triplexes with a driveway serving each of the triplex structures individually.

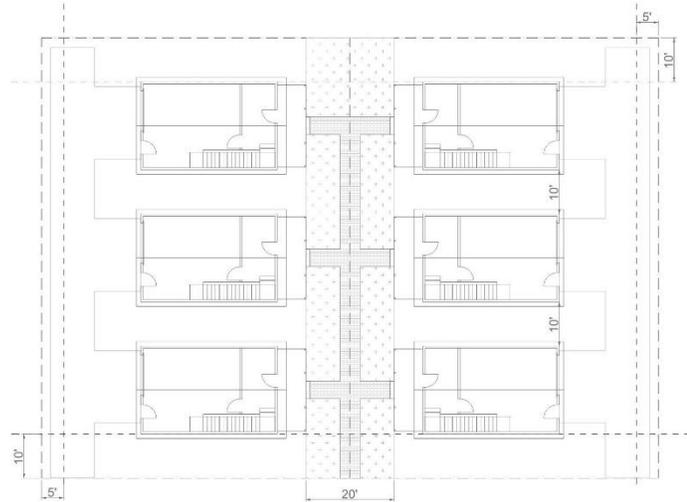
This lot configuration is rare and so a previous draft of the prototype is included for discussion purposes only and will not be updated.

PROTOTYPE PROFILE

- **Unit sizes:** 1240sf each (includes 240sf garage internal to dwelling)
- **Unit Count:** 6 units; two detached triplexes
- **Lot Dimensions:** 140' x 100'
- **Lot Coverage:** 48%
 - **Structure:** 27%
 - **Driveway/Parking:** 21%

SITE AND DESIGN FEATURES

- Large common green space in center of lot
- two Driveway curb-cuts
- Potential for fee-simple lot division



KEY QUESTIONS

- Permit porches in front setback?
- Does prototype provide enough open space for each dwelling?



DETACHED TRIPLEX PAIR – V2

LOT SIZE: 14,000 sf

R1

Two pairs of detached triplexes with a center-running driveway serving individual garages for each dwelling. **THIS MATERIAL IS DRAFT TO-BE-UPDATED.**

PROTOTYPE PROFILE

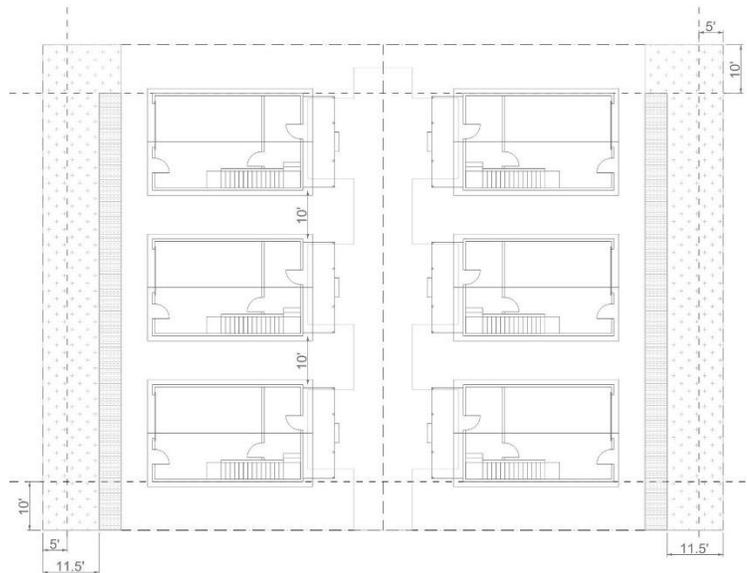
- **Unit sizes:** 1240 sf each (includes 240sf garage internal to dwelling)
- **Unit Count:** 6 units; two attached triplexes
- **Lot Dimensions:** 140' x 100'
- **Lot Coverage:** 42%
 - **Structure:** 27%
 - **Driveway/Parking:** 15%

SITE AND DESIGN FEATURES

- Large shared green spaces on either side of lot
- Single Driveway curb-cut
- Potential for fee-simple lot division

KEY QUESTIONS

- Permit porches in front setback?
- Does prototype provide enough open space for each dwelling?



DUPLEX AND TRIPLEX DEVELOPMENT AND DESIGN STANDARDS

Commentary on Duplex/Triplex standards table (by SERA Architects):

Key items to consider regarding possible duplex/triplex code include:

- *Definition – the phrase “in any configuration” reflects permitting both attached and detached duplexes and triplexes.*
- *Maximum Unit Density – in units per square foot of site area*
- *Lot Coverage – the allowed percentage is higher than Hood River currently allows; this provides more site design flexibility but is balanced by strong open space, vegetation, and tree coverage requirements. Per existing Hood River code, a porch above a certain size is allowed additional lot coverage.*
- *Lot Frontage – this standard is in flux and may need to be as low as 0’ to allow for lot subdivision*
- *Setbacks – as shown are consistent with existing Hood River. Question: should porches be allowed to encroach a front setback in certain terms (such as, no more than a 6’ encroachment and for a surface area up to 100sf)?*
- *Building Height – Hood River’s current metric of 28’ ridge height and 20’ eave height is applied to R1 and R2 zoning – reasonably allowing 2.5 stories, and possibly three on steeper sites. R3 zoning will allow taller buildings up to 35’ ridge and 27’ eave heights – fitting three full stories*
- *Parking Requirements – 1 space per dwelling minimum is typical and customary. You may also consider establishing a maximum of 1.5 or 2 spaces per dwelling.*

Note these standards do not regulate the following:

- *Maximum dwelling size (in either individual or average). The code relies on other standards such as setbacks, height, and lot coverage maximums to control overall mass and square footage.*
- *Minimum Spacing Between Structures – is not regulated but could be if the City wishes to anticipate later subdivision of parcels to allow, for example, a detached duplex to subdivide into two individual single-dwelling homes, and to preserve building setbacks.*
- *Open Space Requirements – it is reliant upon setbacks and lot coverage maximums to ensure adequate unbuilt space is preserved on a site.*
- *Landscape Standards – current Hood River code doesn’t require landscaping for outright Permitted residential uses in R1, R2, and R3. Duplexes and triplexes would become Permitted uses not subject to Conditional Use standards currently in the code.*

DUPLEX/TRIPLEX				
Duplex: Two units on a parcel in any configuration. Triplex: Three units on a parcel in any configuration.				
	Zone	R-1	R-2	R-3
	Maximum Unit Density	1 dwelling per 2,500sf	1 dwelling per 1,500sf	1 dwelling per 1,500sf
A	Minimum Lot or Parcel Size	5,000 SF	3,000 SF	3,000 SF
	Lot Coverage (%)			
B	Maximum	50%	55%	65%
C	Additional lot coverage allowed with front porch (when porch meets standards of 17.04.120(B)(2))	3%	3%	3%
D	Additional lot coverage allowed with detached rear garage	5%	5%	5%
E	Lot Frontage	X' on dedicated public street; X' on public dedicated cul-de-sac	X' on dedicated public street; X' on public dedicated cul-de-sac	X' on dedicated public street; X' on public dedicated cul-de-sac
	Setbacks			
F	Front yard	10' (with 15" eave, gutter, and chimney encroachment allowed)	10' (with 15" eave, gutter, and chimney encroachment allowed)	10' (with 15" eave, gutter, and chimney encroachment allowed)
G	Side yard	6' (with 15" eave, gutter, and chimney encroachment allowed)	5' (with 15" eave, gutter, and chimney encroachment allowed)	5' (with 15" eave, gutter, and chimney encroachment allowed)
H	Rear yard	10' (with 15" eave, gutter, and chimney encroachment allowed)	10' (with 15" eave, gutter, and chimney encroachment allowed)	5' (with 15" eave, gutter, and chimney encroachment allowed) (8' for structures great than 28' tall)
I	Alley	5'	5'	5'
No annotation letter – but could go on Axon drawing if needed	Building Height Limit	28'	28'	35'
	Upper grade to ridge	28'	28'	35'
	Upper grade to eave	20'	20'	27'
J	Parking Requirements			

	Minimum number of parking spaces required per dwelling	1	1	1
	Maximum number of parking spaces per dwelling	2?,	2?,	2?, 1 allowed within front yard setback
K	Garage Setback			
	Constructed to face adjacent public street	20'	20'	20'
	Constructed not to face adjacent public street	10'	10'	10'
	Constructed not to face a public alley	5'	5'	5'
L	Entrance Orientation			
M	Garages and Off-Street Parking Area			
N	Driveway Approach			

Commentary on Design Standards (by SERA Architects):

Below are several design standards extracted and adapted for Hood River from the Oregon Model Code for Middle Housing. Hood River may consider applying such standards. Key local adaptations could include:

- *Increasing the size and roof-coverage requirements of porches*
- *Reducing (from 50% in Model Code) the maximum allowed width of on-site parking and maneuvering areas*
- *Reduce the allowed maximum individual and combined width of curb cuts and driveways.*
- *Restrict the number of curb cuts for driveways allowed on each street frontage*

1. Entry Orientation. At least one main entrance for each duplex or triplex structure must meet the standards in subsections (a) and (b) below. Any detached structure for which more than 50 percent of its street-facing facade is separated from the street property line by a dwelling is exempt from meeting these standards.

- a. The entrance must be within 8 feet of the longest street-facing wall of the dwelling unit; and
- b. The entrance must either:
 - i. Face the street
 - ii. Be at an angle of up to 45 degrees from the street; or
 - iv. Open onto a porch. The porch must:
 - (A) Be at least 60 square feet in area; and
 - (B) Have at least one entrance facing the street and have a roof.

4. Garages and Off-Street Parking Areas. Garages and off-street parking areas shall not be located between a building and a public street (other than an alley), except in compliance with the standards in subsections (a) and (b) of this subsection (4).

- a. The garage or off-street parking area is separated from the street property line by a dwelling; or
- b. The combined width of all garages and outdoor on-site parking and maneuvering areas does not exceed a total of 50 percent of the street frontage.

5. Driveway Approach. Driveway approaches must comply with the following:

- a. The total width of all driveway approaches must not exceed 24 feet per frontage, as measured at the property line. For lots or parcels with more than one frontage, see subsection (5)(c) of this subsection.
- b. Driveway approaches may be separated when located on a local street. If approaches are separated, they must meet the jurisdiction's driveway spacing standards applicable to local streets.
- c. In addition, lots or parcels with more than one frontage must comply with the following:
 - i. Lots or parcels must access the street with the lowest transportation classification for vehicle traffic. For lots or parcels abutting an improved alley (defined as an alley that meets the jurisdiction's standards for width and pavement), access must be taken from the alley.
 - ii. Lots or parcels with frontages only on collectors and/or arterial streets must meet the jurisdiction's access standards applicable to collectors and/or arterials.
 - iii. Duplexes and triplexes on lots or parcels with frontages only on local streets may have either:
 - Two driveway approaches not exceeding 24 feet in total width on one frontage; or
 - One maximum 12-foot-wide driveway approach per frontage.

COTTAGE CLUSTER DEVELOPMENT AND DESIGN STANDARDS

Commentary on Cottage Cluster standards table (by SERA Architects):

The below reflects information from previous under-consideration cottage cluster standards (not adopted) in Hood River, and consideration of standards through this project process. Key items to consider include:

- *Cottage Definition - Will Hood River allow “attached” cottages, such as two attached units meeting all the other standards and within a cluster development?*
- *Maximum Average Dwelling Size – as written this allows flexibility in each unit size, while keeping the average for the cluster within a limit. The maximum could be lower (Oregon Model Code, for example, limits each dwelling to 900sf) or higher; and/or it could require that some percentage of dwellings be under a size cap (75% must be smaller than 800sf, for example)*
- *Maximum Unit Density – in units per square foot of site area*
- *Lot Coverage – the allowed percentage is higher than Hood River currently allows; this provides more site design flexibility but is balanced by strong open space, vegetation, and tree coverage requirements. Per existing Hood River code, a porch above a certain size is allowed additional lot coverage.*
- *Landscape Area and tree canopy minimums - are recommendations but could be deleted or changed. Landscape standards of 17.17.040 currently require 20% site area coverage for Conditional Uses in residential zones and could be suitable to apply to cottage clusters, which would become an outright Permitted Use in R1, R2, and R3 with the adoption of these overall changes.*
- *Open Space Requirements – we suggest using a blended open space minimum and allowing some design flexibility to allocate this between common and private open space areas.*
- *Lot Frontage – this standard is in flux and may need to be a low as 0’ to allow for lot subdivision*
- *Setbacks – as shown are consistent with existing Hood River. Question: should porches be allowed to encroach a front setback in certain terms (such as, no more than a 6’ encroachment and for a surface area up to 100sf)?*
- *Minimum Space Between Structures – 10’ spacing would allow individual lot subdivision while maintaining 5’ side setbacks. However, 10’ is generous spacing that may limit the number of cottages able to fit on a site.*
- *Building Height – a complete 2-story limit along with 18’ at eave and 25’ at ridge is a common cottage height limit.*
- *Parking Requirements – 1 space per dwelling minimum is typical and customary. You may also consider establishing a maximum of 1.5 or 2 spaces per dwelling. You may want to require a limited number of off-street Guest parking spaces, or simply rely on on-street parking to accommodate that.*
- *Garage Setbacks – are consistent with garage setbacks for duplex and triplex development. Private, individual garages for cottages are rare and inadvisable. Hood River may consider a garage for consolidated parking locations, but a surface lot or parking canopy would be more common. Cottage clusters could include accessory storage structures (not large enough for vehicles) under a certain square footage that would typically be subject to 17.04.030 standards which allow encroachment in the setback zone (for structures under 100sf) up to within 3’ of the property line.*

COTTAGE CLUSTER				
Cottage Cluster: a grouping of detached dwelling units that includes a common courtyard. Units may be located on a single Lot or Parcel, or on individual Lots or Parcels.				
	Zone	R-1	R-2	R-3
A	Maximum Average Dwelling Size	1,200sf	1,200sf	1,200sf
	Maximum Unit Density	1 dwelling per 2,500sf	1 dwelling per 1,500sf	1 dwelling per 1,500sf
B	Minimum Lot or Parcel Size	5,000 SF	4,500 SF	4,500 SF
C	Minimum Number of Dwellings	2	3	3
	Lot Coverage (%)			
D	Maximum (total footprint of all structures over 150sf each and all driveway and parking footprint)	50%	55%	65%
E	Additional lot coverage allowed with front porch (when porch meets standards of 17.04.120(B)(2))	3%	3%	3%
	Landscape Area minimum	20%	20%	20%
	Tree canopy coverage minimum (at maturity)	40%	40%	40%
F	Open Space Requirement	Must provide minimum 300sf open space per dwelling, no more than 60% of which may be common open space or private open space. (See Open Space Standards below)	Must provide minimum 300sf open space per dwelling, no more than 60% of which may be common open space or private open space. (See Open Space Standards below)	Must provide minimum 300sf open space per dwelling, no more than 60% of which may be common open space or private open space. (See Open Space Standards below)
	Common Open Space			
	Private Open Space			
G	Lot Frontage	X' on dedicated public street; X' on public dedicated cul-de-sac	X' on dedicated public street; X' on public dedicated cul-de-sac	X' on dedicated public street; X' on public dedicated cul-de-sac
	Setbacks			
H	Front yard	10' (with 15" eave, gutter, and chimney encroachment allowed)	10' (with 15" eave, gutter, and chimney encroachment allowed)	10' (with 15" eave, gutter, and chimney encroachment allowed)
I	Side yard	6' (with 15" eave, gutter, and chimney encroachment allowed)	5' (with 15" eave, gutter, and chimney encroachment allowed)	5' (with 15" eave, gutter, and chimney encroachment allowed)
J	Rear yard	10' (with 15" eave, gutter, and chimney)	10' (with 15" eave, gutter, and chimney)	5' (with 15" eave, gutter, and chimney)

		encroachment allowed)	encroachment allowed)	encroachment allowed)
	Alley	5'	5'	5'
K	Minimum Space between Structures	10'	10'	10'
No annotation letter – but could go on Axon drawing if needed	Building Height Limit	2 stories	2 stories	2 stories
	Upper grade to ridge (with 6:12 minimum roof pitch requirement)	25'	25'	25'
	Upper grade to eave	18'	18'	18'
L	Parking Requirements			
	Under 800 SF	1	1	1
	800 SF and over	1.5	1.5	1.5
	Minimum number of parking spaces required per dwelling	1	1	1
	Maximum number of parking spaces per dwelling	2?,	2?,	2?, 1 allowed within front yard setback
	Bicycle Parking Minimum			
	Private Per Dwelling (may be located in the dwelling or in a secured, weather-protected shared location)	2	2	2
	Guest bicycle parking spaces	0.5 per dwelling; minimum of 2 spaces regardless of dwelling count	0.5 per dwelling; minimum of 2 spaces regardless of dwelling count	0.5 per dwelling; minimum of 2 spaces regardless of dwelling count
	Garage Setback			
	Constructed to face adjacent public street	20'	20'	20'
	Constructed not to face adjacent public street	10'	10'	10'
	Constructed not to face a public alley	5'	5'	5'
M	Entrance Orientation			
N	Garages and Off-Street Parking Area			
O	Driveway Approach			

Landscape/Hardscape (decorative Paving)/LOW Impact Development

Commentary on Landscape/Hardscape/LID (by SERA Architects):

Some of the below standards are not Clear and Objective and need to be further detailed or refer to other code sections that provide suitable standards.

- 7. Storm Water and Low-Impact Development.

- a. Developments shall include open space and landscaped features as a component of the project's storm water low-impact development techniques including natural filtration and on-site infiltration of storm water.
- b. Low-impact development techniques for storm water management shall be used wherever possible. Such techniques may include the use of porous solid surfaces in parking areas and walkways, directing roof drains and parking lot runoff to landscape beds, green or living roofs, and rain barrels.
- c. Impervious surfaces shall be located to maximize the infiltration of storm water runoff. Dwellings shall be grouped and parking areas shall be located to preserve as much contiguous, permanently undeveloped open space and native vegetation as reasonably possible when considering all standards in this chapter.

Common Open Space

Commentary on Common Open Space (by SERA Architects)

Some of the below standards are not Clear and Objective.

- *Item 2: The permission for accessory structure for common usage allowed in the common open space should be better defined: maximum area and footprint, what uses define common usage, any restrictions on the location of a common use building.*
- *Item 4: More detail should be provided for what constitutes a sufficient "walkway, fencing, landscaping, or berm"*
- *Item 6: Provide a definition of "visible and accessible"*

Required Common Open Space. Common open space is intended to be an amenity shared by all residents of the cottage housing development. Each Cottage Court development shall provide a common open space area for the Cottage Court development meeting all the following standards.

1. The minimum dimension for the common open space is 20 ft on all sides. Connections between separated open spaces, not meeting this dimensional requirement, shall not contribute toward meeting the minimum open space area.
2. Other than parking garages, accessory structures for common usage are allowed in the common open space areas.
3. Physically constrained areas such as wetlands or steep slopes cannot be counted towards the open space requirement.
4. The open space shall be distinguished from the private outdoor areas with a walkway, fencing, landscaping, or berm to provide a visual boundary around the perimeter of the common area.
5. Parking areas and driveways do not qualify as open space.
6. Entrance to at least one common open space area must be visible and accessible from an adjacent public street.

Standards for Provided Private Open Space.

Commentary on Private Open Space (by SERA Architects)

The minimum dimension requirements are ordinary and acceptable. We recommend not mandating a specific minimum area of private open space for cottage clusters, but instead requiring an overall Open Space minimum area per dwelling that must be then divided between Common and Private. See the Cottage Cluster development standards table for recommendations.

Private outdoor areas shall be separate from the open space to create a sense of separate ownership.

Private open space adjacent to each unit is intended for the exclusive use by the resident.

Each Cottage Court development shall provide a private open space area for each dwelling in the Cottage Court development meeting all the following standards

- a) Each unit shall have a private open space on the same lot as the unit. The space shall be at least 100sf with no dimension of less than 10 ft on 1 side. It shall be contiguous to each unit for the exclusive use of the residents.
- b) Front porches are not included in the private open space calculation.
- c) Private open space shall be adjacent to each dwelling unit and directly accessible by one or more dwelling entrances.

Internal Pedestrian Circulation

Development shall include continuous pedestrian paths for internal circulation on-site. The minimum width for pedestrian paths shall be 6 ft. Paths must provide a continuous connection between each unit, common open space, adjoining rights-of-way, parking areas, and any other areas of common use within the development.

Walkways in compliance with HRMC 16.12.030(B) must be included to provide for movement of residents and guests from parking areas to homes and other amenities. These walkways must be shown on the subdivision tentative plan or site plan and be part of the common areas/tracts.

Possible Amendments to Westside Concept Plan (identified by Dustin Nilsen):

- a) The common open space shall contain a minimum of 400 square feet per dwelling unit in the cluster.
- b) Each unit shall be connected to the common open space by a walkway.
- c) Areas such as utility vaults, exterior setbacks and common parking areas and driveways are not counted in the common open space requirements.
- d) Common open space may contain an ASI or drainage swale area, provided the area is usable open space.
- e) Required common open space shall be provided at ground level in a contiguous commonly owned tract with an easement indicating that it benefits all lots in the development.
- f) Common open space shall have a minimum average width of 20 feet.
- g) The common open space areas shall be constructed and landscaped prior to filing a final plat or, in the case of a site plan, construction and landscaping will be tied to final occupancy of the first dwelling.
- h) The common open space shall be recorded as a perpetual open space to benefit all residents of the housing development prior to filing a final plat or prior to obtaining a building permit.

Dwelling Unit Size Restrictions (method of measurements)

Commentary (by SERA Architects):

Each of the below options can be considered for inclusion in the code to limit dwelling size maximums. The HB 2001 options have been feasibility-tested for cottage dwelling sizes, but Hood River may decide to adjust the standards to the local context.

OPTION 1. Maximum Floor Area. The maximum gross habitable floor area for 75 percent or more of the cottages, within developments of four units or greater, shall be 800 square feet or less per unit. At least two of the cottages within three-unit cottage housing developments shall have a gross habitable floor area of 800 square feet or less. The gross habitable floor area for any individual cottage unit shall not exceed 1,000 square feet.

OPTION 2. The total footprint of a dwelling unit shall not exceed 700 sq ft, and the total floor area of each dwelling unit shall not exceed 1,000 sq ft. The size of a dwelling may not be increased beyond the maximum floor area in subsection X. A deed restriction shall be placed on the property notifying future property owners of the size restriction.

OPTION 3. HB 2001 – OAR 660-046-0220 (4)(e). "Dwelling Unit Size: A Large City may limit the minimum or maximum size of dwelling units in a Cottage Cluster, but must apply a maximum building footprint of 900 square feet per dwelling unit. A Large City may exempt up to 200 square feet in the calculation of dwelling unit footprint for an attached garage or carport. A Large City may not include detached garages, carports, or accessory structures in the calculation of dwelling unit footprint."

Commentary (by Dustin Nilsen):

Westside Concept Plan Potential Code Amendments: The maximum floor area per dwelling unit without an attached garage is 1,100 square feet. A dwelling unit with an attached garage shall have a maximum floor area of 1,500 square feet including the garage.

Bend's code sets limits at 1,100 sf without a garage, and 1,200 sf with an attached garage. The maximum size in Redmond's code is 1,500 square feet, including an attached garage (but not a detached garage, unheated storage space, and areas less than 6' high). Kirkland's code allows a maximum of 1,500 square feet, plus up to 250 additional square feet for an attached garage.

As noted previously, the code currently does not include a definition of floor area. It could be important for a unit that is tightly limited (e.g. how stairs are treated); however, creating such a broadly applicable definition is beyond the scope of this project.

Building Orientation and Separation

Commentary on Building Orientation and Separation (by SERA Architects):

The requirement that at least half of cottages orient towards a common open space may conflict with the later requirement for street orientation by some cottages.

Building Separation. A middle housing development may include two-unit attached, as well as detached, units. With the exception of attached units, a minimum separation of six/ten feet measured from the

nearest point of the exterior walls is required between housing units. Accessory buildings (e.g., carport, garage, shed, multipurpose room) shall comply with building code requirements for separation from residential structures. Eaves, chimneys, and gutters may project into this required separation by 15 in.

There shall be a minimum separation of six feet between the eaves of the dwelling units.

The front of a dwelling is the façade with the main entry door and front porch. This façade shall be oriented toward either a common open space or public street. If a unit is not contiguous to either of these, it shall be oriented toward an internal pedestrian circulation path.

At least half of the units in a cottage cluster shall be oriented toward a common open space.

Street Orientation

Commentary on Building Orientation and Separation (by SERA Architects):

The street-facing primary entrance orientation requirement may make it challenging to also orient at least half of cottages on the common open space.

All cottage dwellings with footprint within 20' of the front property line facing a street shall have a primary entrance oriented towards the street.

Height (Method of measurements) limit and slope impacts

The height for all structures shall not exceed 18 ft. Dwellings or amenity buildings having pitched roofs with a minimum slope of 6/12 may extend up to 25 ft at the ridge of the roof.

Accessory structures, including detached garages (with or without an ADU), shall be no more than 18 feet in height.

Commentary: SERA Architects has not yet, as of 12/14/20, reviewed in-depth the following standards, but have made minor edits for consistency and to support best practices.

Required architecture

The intent of the design standards is to create architecture consistent with traditional northwest design and small home craftsmanship.

- 1) Units fronting a street shall avoid blank walls by including at least one of the following:
 - a) Changes in exterior siding material.
 - b) Bay windows with a minimum depth of 2 ft and minimum width of 5 ft.
 - c) Wall offsets of at least 1 ft deep.
- 2) Trim around windows and doors shall be at least 3 in wide and ¾ in deep.
- 3) All roofs shall have a minimum roof pitch of 4/12.
- 4)
- 5) At least 60% of the siding material on each wall shall be either horizontal lap siding, between 3 to 7 in wide once installed, or shake siding.

Front Porches

Each unit shall have a porch on the front of the building. The porch is intended to function as an outdoor room that extends the living space of the units into the semipublic area between the unit and the open space or right of way.

- a) The width of the porch shall be at least 50% of the width of the overall length of the front façade.
- b) The front door of the dwelling must open onto the porch.
- c) The entire area of the front porch must be covered.
- d) The surface of the front porch may not exceed 24 in above grade, as measured from the average ground level at the front of the porch.
- e) Each unit shall have a covered entry of at least 80 square feet with a minimum dimension of six feet on any side.
- f) Front Porch may encroach by up to 6' in a front setback zone of a least 10'

Windows.

A minimum of 15 percent of the area of all street-facing facades must include windows or entrance doors. Facades separated from the street property line by a dwelling are exempt from meeting this standard. See Figure 18.



Fences

Fence height is limited to four feet on interior areas adjacent to open space, front and side yards abutting a public street, and on the perimeter of the development. All fences on the interior of the development shall be no more than 3 ft high. Fences along the perimeter of the development may be up to 6 ft high, except as restricted by HRMC 17.04 Clear Vision at Intersection. Chain-link fences are prohibited.

Accessory Buildings, Common Buildings, Existing Nonconforming Structures and Accessory Dwelling Units.

Common Buildings. Up to 25 percent of the required common open space, but no greater than 1,500 square feet, may be utilized as a community building for the use of the housing development residents. Common buildings shall not be attached to dwellings nor shall be used for vehicle parking or storage.

Carports and Garage Structures. Consolidated carports or garage structures, provided per subsection 18.2.3.090.C.3.b, are not subject to the area limitations for common buildings.

Existing Dwelling Units. An existing single-family residential structure built prior to the effective date of the ordinance codified in this section (X), which may be nonconforming with respect to the standards of this chapter, shall be permitted to remain. Existing nonconforming dwelling units shall be included in the maximum permitted unit density. One thousand square feet of the habitable floor area of such nonconforming dwellings shall be included in the maximum floor area permitted per subsection

18.2.3.090.C.2.a. Existing garages, other existing nonhabitable floor area, and the nonconforming dwelling's habitable floor area in excess of 1,000 square feet shall not be included in the maximum floor area ratio.

Accessory Dwelling Units. New accessory dwelling units (ADUs) are not permitted in middle housing developments, except that an existing ADU that is accessory to an existing nonconforming single-family structure may be counted as a unit if the property is developed subject to the provisions of this chapter.

Alt: B.L. Accessory Dwelling Units. Accessory dwelling units in Cottage Court developments are limited to units located above a garage. All standards of HRMC 17.23 apply, except that the number of dwelling units on the building site, including both ADUs and cottage dwelling units, shall be limited to 1.5 times the unit count in 17.25 Table

CITY COUNCIL AGENDA ITEM COVER SHEET

Meeting Date: January 11th, 2021
To: Honorable Mayor and City Council
From: Haley Ellett, Management Analyst
Subject: Trees on Private Property- Discussion

Public Purpose: The purpose of this item is to gain Council input on the next steps for the 2020 Work Plan Project regarding Trees on Private Property. The project falls under the Council Goal of creating a more environmentally sustainable community.

Background: At the June 8, 2020 Council Meeting, when the Trees on Private Property project scope was discussed, Council provided direction that Staff research options for and focus on an incentive- based program for private tree regulation and preservation.

Based on research completed for how other Cities regulate trees on private property and conversations with the development community Staff has created the attached matrix outlining multiple potential next steps for the implementation of regulation changes and incentives that promote tree preservation on private property. The first option posed discusses the disincentivizing liability present in the current development process as developers must mark trees on the development site and then be responsible for those trees throughout the process. The second and third options discuss the implementation of incentives for tree protection and the regulation of private tree removal. Multiple options presented in this matrix may be pursued.

Staff Recommendation:

If Council wants to remove the current standard regulatory protection of trees, Staff will draft an update to the Land Use Review process that removes the portion of the process requiring developers to mark trees on a development site and then protect those trees during the development process.

If Council wants to consider an incentive approach, Staff recommends incorporating tree preservation incentives into other upcoming code improvement projects.

If Council wants to regulate private tree removal, Staff will pursue the creation of a City-wide tree removal regulation program.

Suggested Motion:

“I move that Staff begin drafting an update to the Land Use Review process that removes a portion of the process requiring developers to account for trees on a development site and protect those trees during the development process.”

“I move that Staff incorporate tree preservation incentives for developers into upcoming code improvement projects.”

“I move that Staff pursue the creation of a City-wide tree removal regulation program.”

Alternatives:

To be developed, as applicable, during the Council meeting.

Fiscal Impact: NA

Environmental Impact: Increased preservation of significant numbers of trees on private property.

Attachments: Trees on Private Property Matrix

QUESTION: What should we do to encourage tree preservation on private property?			
	Concern	Advantages: "What might be done"	Disadvantages
Remove Liability	<p>Tree removal is occurring to avoid the liability trees pose in the Land Use Review portion of the development process.</p> <ul style="list-style-type: none"> • More trees than necessary are removed to avoid regulatory protection of those trees later in the process. 	<p>Remove the incentive to preemptively remove trees from a development site prior to beginning the Land Use Review process.</p> <ul style="list-style-type: none"> • Little to no additional City Staff time required. 	<ul style="list-style-type: none"> • Developers may still see tree preservation as a liability and remove trees. • Tree regulation would not be present at any stage in the development process meaning there would be no proactive protection of mature, native trees.
Add Incentives	<p>Tree removal is occurring with no penalty.</p>	<p>Encourage tree preservation by offering incentives to developers.</p> <ul style="list-style-type: none"> • Incentives could include density bonuses, variation in parking requirements, lot size averaging, variation in open space requirements, project publicity and Stormwater SDC credits. 	<ul style="list-style-type: none"> • Code changes to include incentives in the development process should be completed on the same timeline as changes to the zoning code and engineering standards. • Developers may choose to not use the offered incentives with still no penalty for tree removal. <ul style="list-style-type: none"> • Incentive levels needed for tree preservation would need to be compared against other City interests such as availability of developable land.
Regulate All Trees	<p>Tree removal is occurring with no regulation for tree preservation in the development process until the Land Use Review.</p>	<p>Require tree preservation by regulating tree removal City-wide.</p> <ul style="list-style-type: none"> • Would not need to distinguish between developed and undeveloped properties. <ul style="list-style-type: none"> • City-wide tree inventory could be created. 	<ul style="list-style-type: none"> • City Staff time needed to monitor and enforce the City-wide regulation program. <ul style="list-style-type: none"> • A penalty may be needed for failure to comply. • Additional cost may be required to develop a city-wide tree inventory.

**City of Hood River
City Council Work Session
December 14, 2020**

Council: Mayor Kate McBride, Mark Zanmiller, Megan Saunders, Tim Counihan, Jessica Metta, Erick Haynie, Gladys Rivera

Staff: City Manager Rachael Fuller, Finance Director/ACM Will Norris, City Attorney Dan Kearns, Fire Chief Leonard Damian, Police Chief Neal Holste, Public Works Director Mark Janeck, Senior Project Manager Wade Seaborn, City Recorder Jennifer Gray, GIS Analyst Jonathan Skloven-Gill, Associate Planner Jennifer Kaden

Absent:

I CALL TO ORDER – Cell Phone Reminder – 6:00 p.m.

Land Acknowledgement Statement and Pledge of Allegiance

RECESS TO CONSIDER URBAN RENEWAL AGENDA - 6:02p.m. – 6:22p.m.

II BUSINESS FROM THE AUDIENCE

III PUBLIC HEARINGS

1. Adams Creek Co-Housing Site Plan Reviews Continuation of Appeal of Planning Commission Decision, J. Kaden

Mayor McBride reopened the public hearing at 6:23p.m. and read the script regarding public hearing process. There were no questions by Council members or the public.

Mayor McBride asked member of Council to disclose any ex parte contacts, conflicts of interest and bias they may have that may have arisen since November 9.

Councilor Zanmiller disclosed he is a direct neighbor to the property. He has participated in the land use process so he will be recusing himself from the discussion and voting.

Councilor Haynie disclosed he has no additional content to report. He is also a neighbor to this property. He has decided to continue to recuse himself from this hearing. He will listen to the hearing in the event he is needed under the role of necessity.

All other Councilors had no changes or disclosures to make since the last meeting.

Kaden presented the staff report.

This item is a continuation of a hearing held November 9, 2020 on an appeal by opponents of the Planning Commission's Site Plan approval to construct a multi-family cohousing development consisting of 26 dwelling units in 3 buildings and two common buildings, a parking lot, carport, pathways and walkways, street frontage improvements, and associated site improvements. At the November 9 hearing, the Council allowed the record to be reopened for new evidence and set the following open record schedule:

- Nov 23 (5 pm) – Deadline to submit new evidence and written argument from anyone on the stated appeal issues.
- Nov 30 (5 pm) – Deadline for written argument responding to argument and evidence submitted during the first open-record period.
- Dec 7 (5 pm) – Deadline for applicant to submit a final written rebuttal on all issues (no new evidence).
- Dec 14 – Council deliberates and reaches a tentative oral decision on the appeal.

The Council also heard oral testimony from the applicant, the appellants, and others in support of and opposed to the cohousing development application at its November 9th hearing.

On November 23, the applicant submitted the following new and revised materials:

- New preliminary civil plans, including updated preliminary storm drainage plan, grading plan & erosion control plan
- New preliminary stormwater management plan report
- Revised preliminary site/landscaping plan
- Updated preliminary elevation drawings
- Revised Traffic Assessment Letter
- New preliminary plant list for landscaping
- Legal (meets & bounds) description for the subject property
- Copies of neighborhood meeting documents

Additional written testimony from Mark Zanmiller also was submitted on November 23.

In the second open record period (ending 5pm, November 30, 2020), the City Engineer and City Fire Chief provided written comments in response to the materials submitted during the first open record period, and copies of those comments were e-mailed to the appellants and the applicant. The applicant submitted its final written rebuttal on December 7, 2020, based on evidence already in the record. The record is now closed. The Council must deliberate and reach a decision this evening.

Mayor McBride suggested Council ask their questions to Kaden before deliberating since they receive a lot of new clarifying material. Members of Council had additional questions for further clarification.

Council entered deliberations.

Councilor Coughlin stated it appears to him the applicant has gone above and beyond from what is required. He is sympathetic to the appellants but there is nothing he sees that would cause him to reverse the Planning Commission's and staff's recommendation to approve this application.

Councilor Metta agrees with Councilor Counihan. She understands the change like this can be a shock to the existing neighborhood. She believes they meet the rules of the site plan review. She appreciates how hard the applicant worked and how responsive they have been. She appreciates they are building needed housing. She feels comfortable with the conditions and feels they can meet the rules. She feels good with the changes staff has proposed.

Councilor Saunders agreed with both Councilor Counihan and Metta's comments. She feels the applicant has met and went beyond the requirements. She agrees with holding the Planning Commission decision.

Councilor Rivera agrees with what has been stated by the other Councilors. She appreciates both parties' participation in this, including City staff. She feels the applicants have gone above and beyond to meet the requirements. She is ready to move forward with the Planning Commission recommendation.

Mayor McBride agrees with statements made by Council. She believes the applicant has gone a long way in working with the neighbors to make this work for everyone. She realizes this is a big change. She believes the applicants willingness to discuss things with the neighbors, is to be commended. Her questions about the walkway and greenspace behind the carport came from realizing when she has had 6-7 feet of area and planted items, that 6-7 feet gets taken up after 5 years from plant growth. She wanted them to take that into consideration with what is planted, so it can be used as a walkway in the future if they can get a public access, later down the road.

- Motion:** I move to deny the appeal and approve the Site Plan Review application in File No. 2020-03 for the Adams Creek Cohousing development with revised conditions of approval and authorize the Mayor to sign a written Final Order with findings that reflect these conditions.
- First:** Saunders
- Second:** Rivera
- Discussion:** None
- Vote:** Motion passed (roll called)
Ayes: McBride, Saunders, Counihan, Metta, Rivera
Nays: None
Abstentions: Zanmiller, Haynie
Excused: None

Mayor McBride adjourned the public hearing at 7:13 p.m.

2. Modifications to Allow City Manager to Waive Fees, Ordinance 2058, W. Norris

Mayor McBride opened the public hearing at 7:20 p.m. and read the script regarding public hearing.

Norris presented the staff report.

The City of Hood River enacted an Emergency Declaration in response to the COVID-19 pandemic in March. The Emergency Declaration allowed the City to suspend utility shutoffs and waive penalties and interest associated with nonpayment. The declaration was renewed several times and then allowed to sunset on September 30th as the City adjusted to operating in a

COVID-19 environment. The utility related provisions expired at the beginning of December.

The proposed Ordinance 2058 provides the City Manager discretion to suspend shutoffs penalties, and interest for non-payment of utility charges during a “unusual circumstance impacting the local economy”. This discretion addresses prolonged periods of depressed economic activity that are not an active emergency. Outside of COVID19 this discretion may have been useful during the “Great Recession”.

Staff intends to waive utility late payment fees, interest, and suspend shutoffs for non- payment under the authority granted by Ordinance 2058 until a COVID19 vaccine is widely available.

Outstanding utility account balances have not exhibited unusual activity during the pandemic. Fluctuations have closely followed a typical seasonal pattern observed prior to COVID-19. This indicates that households are largely remaining current on their utility bills and a there is a negligible financial impact from Ordinance 2058 in the near-term.

Mayor McBride opened the public testimony portion of the hearing and read the script regarding public hearing process and conduct.

There was no testimony for or against the ordinance. There was no staff rebuttal.

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

Councilor Haynie supports this ordinance that gives the City Manager flexibility. It continues the Council full faith and trust in the City Manager, who has done a great job during the COVID-19 crisis. He has a suggested language change on the phrase “or other unusual circumstance impacting the local economy” he would add the word “detrimentally” impacting, just to be clear. He would also suggest adding a final sentence. It was implied in the discussion, but it is not stated “The City Manager shall report to Council when any policy adopted pursuant to this section.” On the third line, he suggested it read “written alternatives to billing policies” so everything is in writing. He also noted the language should read this is a policy, and not have it read as a measure.

Kearns confirmed the suggested changes are not substantive changes that would require re-noticing of the ordinance. Council can proceed with the readings.

Motion: I move to adopt Ordinance 2058 with the suggested edits by Councilor Haynie and provide first and second reading by title only during the Regular Council Meeting under City Recorder.
First: Metta
Second: Saunders
Discussion: None
Vote: Motion passed (roll called)
Ayes: McBride, Zanmiller, Saunders, Counihan, Metta, Haynie Rivera
Nays: None
Abstentions: None
Excused: None

Mayor McBride adjourned the public hearing at 7:43 p.m.

WORK SESSION

IV OPEN WORK SESSION – 7:43 p.m.

V AGENDA ADDITIONS OR CORRECTIONS

VI DISCUSSION ITEMS

1. Middle Housing Code, D. Nilsen

Nilsen provided the staff report.

Developing code language for missing middle housing types (duplexes, triplexes and small cottages) is a project on the City Council 2020 workplan. The purpose of this project is to establish a clear process and regulatory framework to allow greater diversity of housing types and needed housing types. These include small attached and detached homes in clusters, as an alternative to standard development subdivisions.

To create opportunities for these type of housing developments in Hood River and to comply with state law, clear and object standards need to be established. Lack of clear and objective standards and uncertainty in the approval process makes it harder to develop these housing types.

Code amendments were identified as housing strategies in the City's Comprehensive Plan and Housing Needs Analysis as opportunities to provide a needed housing type and to make efficient use of the City's limited buildable land inventory. Project and Technical advisory groups evaluated frameworks of similar amendments in 2018.

Other public information efforts include an article in the City's newsletter in Spanish and English and a project specific webpage to be launched next week.

On December 21st, Planning Commission will begin a technical review of the draft code. Discussions will include proposed code organization and standards for Hood River and those that have been implemented by municipalities in the Northwest such as Bend (OR), Redmond (WA), and Kirkland (WA), Milwaukie (OR), Medford (OR), and Ashland (OR).

Some common principles that inform middle housing development standards include:

- The emphasis on form, design regulations, and amenities to shape the development rather lot size
- The limitation on size of homes, intended to produce more affordable homes
- Increase in the diversity of housing types
- The use of design elements to encourage a sense of community and place and traditional neighborhood characteristics.
- The requirements for landscaping and open space to encourage trees and plantings to provide shade, air quality benefits, and rainwater infiltration capabilities
- The flexibility of off-street parking requirements to reduce parking mandates, impervious surfaces, and to promote more amenities
- The establishment of requirements for pedestrian pathway connections through the site, including shared driveways to limit interruptions of the street frontage and greater use of the right of way.

And some common codes that shape middle housing development standards include:

- Setbacks, height standards, landscaping, parking, curb cuts locations, architecture, and design features.

Based on Planning Commission and public feedback, staff will return to Council with recommendations on the proposed code framework. Prior to any final action, Council will have the opportunity to conduct its own public hearing and take testimony on the proposed amendments and recommendations.

This item is an informational project update, and no Council action is required.

VII ADJOURN WORK SESSION – 8:00 p.m.

REGULAR COUNCIL MEETING

I OPEN REGULAR COUNCIL MEETING – 8:00 p.m.

II AGENDA ADDITIONS OR CORRECTIONS

III CONSENT AGENDA

1. Council Meeting Minutes – November 9, 2020 and November 23, 2020
2. OLCC License Approval Mugen Noodle – Off-Premises
3. Purchase Contract for a Combination Vacuum/Sewer Cleaning Vehicle, M. Janeck
4. Engineering Service Contract with Kittelson Associates – 2nd and Oak Signal and Improvements, M. Janeck
5. Official Abstracts for the City of Hood River for the Election Held on November 3, 2020. (Resolution 2020-22), J. Gray

Mayor McBride noted there was a correction needed on Resolution 2020-22. It should read City of Hood River, not City of Tualatin.

Councilor Zanmiller noted an edit in the minutes of November 23. The motion to approve the police facility report; remove the word “recommendations” at the end of the motion. Gray will make the changes before they are signed by the Mayor.

Motion: To approve the Consent Agenda with the two amendments discussed.

First: Metta

Second: Sanders

Discussion: None

Vote: Motion passed (roll called)

Ayes: McBride, Zanmiller, Saunders, Counihan, Metta, Haynie, Rivera

Nays: None

Abstentions: None

Excused: None

IV REGULAR BUSINESS ITEMS

1. Planning Commission Selection, D. 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 and one position that has expired.

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. All candidates that applied were interviewed by the Council's selection committee comprised of the Mayor, Councilor Tim Counihan, and the Director of Planning. Each candidate was interviewed and ranked based on qualifications, eligibility, and ability to serve the needs and roles of the Commission.

The applications (unranked) have been included in the Council packet for review. At its last discussion, Council provided the committee the option to make a recommendation of a candidate or candidates prior to Council selection and appointment.

Candidate Recommendation: Based on the committee interviews the consensus opinion and highest-ranking candidate, Sue Powers is recommended to Council for reappointment. In addition to the reappointment, and to fill the currently vacant position, the committee recommends that Amy Schlappi be appointed.

Powers has served on the Planning Commission for the last 4 years and works for Northern Wasco PUD. Sue lives within the Urban Growth Area of the City, which is permitted for up to 2 members of the Planning Commission.

Schlappi has a Bachelor's of Science in Urban Planning, a Masters of Science in International Planning and Development, 8 years of transportation operations and management experience.

Council may choose to accept the recommendations, interview the recommended candidates, or select a candidate or candidates to interview prior to making appointments.

Mayor McBride spoke about the interview process and stated they interviewed fanatic applicants. It was a hard decision.

Councilor Rivera stated they want to be able to add diversity within the Planning Commission. She looks at the candidates and they are all great. She just wondered if they are giving other members of the community the opportunity to simply learn and start here. She wanted to make that statement publicly.

Councilor Zanmiller stated Powers is relatively new and from the Planning Commissions meetings he has seen, she is starting to get traction and ask good questions. That is to the benefit to the City. It takes time to learn what is going on. He believes Powers is now at the stage where she can provide most value to the City. He likes the new process for interviewing and selecting, better than the old process. He is open to changes if needed.

Mayor McBride spoke about the interview process used and the positions that need to be filled.

She explained the Planning Commission is losing the Chair who has a lot of experience. The interview panel was trying to fill a gap on the Planning Commission with some expertise and a little bit of new thinking. There were good applicants, and it was a hard decision. All three people on the interview panel had Powers and Schlappi, as their top two.

Motion: I move to accept the recommendation and reappoint Sue Powers to and appoint Amy Schlappi to the Hood River Planning Commission.
First: Metta
Second: Haynie
Discussion: None
Vote: Motion passed (roll called)
Ayes: McBride, Zanmiller, Saunders, Counihan, Metta, Haynie
Nays: Rivera
Abstentions: None
Excused: None

Nilsen thanked and acknowledged all the candidates that applied for Planning Commission.

Councilors encourage candidates not selected to apply for the Urban Renewal Advisory Committee. Deadline to submit applications is January 6.

2. Report to Council on Development Improvement Action Plan and Contract Award Development Engineer, M. Janeck

Janeck provided the staff report.

Review of private and public development and construction projects has been the responsibility of consultant engineering firms for numerous years. The main reasons for this engineering review include the ability to rely on an engineering firm that has multi-faceted engineering experience, specific experience with municipalities reviewing detailed engineering documents, and capital improvement experience. The very nature of ongoing engineering review, capital improvement projects, and special or emergency projects, often require multiple particular skill levels that can be easily represented by a private engineering company compared to a single or even multiple staff person(s).

In the present situation, the City has contracted with Bell Design Company since 2011 as the city engineer of record. The most recent contract with Bell Design was approved in late 2019 and will expire on December 31, 2020. Since competitive review of other engineering firms for development analysis has not been performed since that time, Public Works decided to provide a Request for Qualification for that purpose. Expectations for the development review engineering consultant includes review of all private development proposals, interpretation of various Codes within the Hood River Municipal Code (HRMC) including the Engineering Standards, review of public infrastructure facilities as requested, storm water issues, and numerous other duties, as necessary.

As part of the awarding of this contract, the City has decided to retain the role of City Engineer within the Public Works department, and not have the new consultant act as in the City Engineer capacity. The City has closely followed the development process during the past several years and has determined that the City Engineer role will be more efficiently held by a City employee.

The City issued a request for qualifications and financial costs (RFQ) from qualified firms to provide proposals for Development Engineer. The Contract will be for one (1) year with the addition of one-year contract extension options at the determination of the City.

Three (3) firms Windsor, Bell and HBH submitted proposals on November 12, 2020. The proposals were evaluated by using a 'Content and Evaluation Criteria' set in the RFQ.

The staff recommendation is to authorize the City Manager to sign a professional services contract with HBH Consulting Engineers, Inc. for work as Development Engineer as provided for in the attached standard professional services contract.

Motion: I move that we authorize the City Manager to sign a professional services contract with HBH Consulting Engineers, Inc. as Development Engineer during 2021.
First: Saunders
Second: Counihan
Discussion: None
Vote: Motion passed (roll called)
Ayes: McBride, Zanmiller, Saunders, Counihan, Metta, Haynie, Rivera
Nays:
Abstentions: None
Excused: None

3. Contract Award Wastewater Treatment Plant Engineer, M. Janeck
Janeck provided the staff report.

Monitoring and overseeing the operations and project management of the City's waste water treatment plant has recently been the responsibility of the Public Works Director and in certain areas, Bell Engineering. Engaging in a contract with a professional waste water engineering firm to oversee the plant's operating contractor, as well as pre-treatment and Fats/Oils/and Grease programs, has been under consideration for some time, and this memorandum initiates that objective. The main reasons for hiring a professional engineer to manage the waste water plant and programs include reduction of the number of municipal personnel, ability to rely on an engineering firm that has specific waste water plant design and management experience, and reduce perceived bias in the management process. The complicated nature of waste water treatment operations and programs, as well as ever increasing complexity of State and Federal regulations governing waste water treatment, require particular experience and skills that can be represented by private engineering companies rather than in a single or multiple staff person(s).

In the present situation, the City has been under contracted with the Jacobs Engineering Group to operate the waste water treatment facility for over 20 years. Bell Design Company has assisted the Public Works department in monitoring the operations contractor as well as initiate necessary improvement projects and implement FOG and pre-treatment programs. Recently progress with these programs and complex issues with State of Oregon have prompted Public Works to rethink the methodology of decision-making relative to the waste water plant. Competitive review of engineering companies was initiated through the dispersal and publishing of a Request for Qualifications. Expectations for waste water administrator includes review of all waste water programs, communication with State regulators, interpretation of various codes relating to waste water, monitoring of the plant operator, and design and completion of capital

improvement projects at the plant.

The City issued a request for qualifications and financial costs (RFQ) from qualified firms to provide proposals for Waste Water Administrator. The Contract will be for ne (1) year with additional one year options at the determination of the City.

Four (4) firms Windsor, Bell, Jacobs, and Hemphill submitted proposals on November 12, 2020. The proposals were evaluated by using a 'Content and Evaluation Criteria' set in the RFQ. Please note the content and evaluation results below.

The staff recommendation is to authorize the City Manager to sign a professional services contract with Windsor Engineers for work as the Waste Water Treatment Plant Administrator as provided for in the attached standard professional services contract.

Motion: I move that we authorize the City Manager to sign a professional services contract with Windsor Engineers for work as the Waste Water Treatment Plant Administrator during 2021.
First: Saunders
Second: Haynie
Discussion: None
Vote: Motion passed (roll called)
Ayes: McBride, Zanmiller, Saunders, Counihan, Metta, Haynie, Rivera
Nays:
Abstentions: None
Excused: None

4. Design Contact Sherman Ave. Water & Sewer, M. Janeck
Janeck provided the staff report.

The replacement of clay sewer pipes and lead jointed water lines is a project on the City Council's 2020 work plan. The City has approximately 52 miles of clay sewer lines that are past their useful life. Groundwater from rain events infiltrate these deteriorated sewer lines and pushes this clean water to the wastewater treatment plant. This creates an influx of groundwater or stormwater into the wastewater treatment plant making our processing less efficient and has also resulted in DEQ violations due to overflows at the plant.

The City is also required to replace all lead jointed water lines and has approximately 30,000 linear feet within its distribution system. The City submits testing for lead every three years and has never exceeded the lead activation level. The City has a master plan which identifies a plan to replace lead-jointed pipes within the next 10 years.

Due to the age of the pipes, the locations for the clay sewer pipe and lead jointed pipe often coincide and it is cost effective to replace them at the same time. By replacing the lines at the same time, the City can also prevent having to dig up the streets twice which helps reduce disruption to the neighborhoods. Consideration for the repair of other underground infrastructure, such as storm sewer piping, is also taken into consideration during the design and research for these water and sanitary sewer projects.

The purpose of this item is to approve an engineering contract for the engineering design and document preparation for public bidding for the replacement of water and sewer pipes on

Sherman Avenue in multiple sections, between Front St and 6th St, and on Sherman Avenue between 9th and 12th St, with a small section just west of 13th St also.

The City issued a request for proposal (RFP) from qualified firms to provide the final design for the Sherman Avenue Water and Sewer Replacement project. The scope of work includes planning, survey, design, and construction documents for the removal

and replacement of approximately 725 linear feet of 2" galvanized water pipe with 8" water pipe, installation of approximately 160 linear feet of new 8" water pipe, and installation of approximately 20 linear feet of new 6" water pipe. The water line work also includes the reconnection of service lines from the 4" lead-jointed line to the 6" water line along Sherman Ave from 5th St to Front St. This project also will replace approximately 1,250 linear feet of 10" failing clay sewer pipe, and approximately 660 linear feet of failing 8" clay sewer pipe and replacement of ten manholes. Starting September 30, 2020, this RFP was advertised in the Oregon Contractor Plan Center, Daily Journal of Commerce, Tri City Construction Council, Premier Builders Exchange, Salem Contractor Exchange, SW Washington Contractors 7017, Hermiston Plan Center, Central Oregon Builders Association, McGraw-Hill Construction Dodge, Construct Connect and the Columbia Gorge News.

Nine firms submitted proposals on October 19th, 2020. The nine proposals were evaluated by a selection committee using the 'Content and Evaluation Criteria' set in the RFP. The selection committee awarded the contract to Century West Engineering as they were the lowest priced, qualified, responsive bidder. City staff has been through the scope and fee negotiation process with Century West Engineering and have reviewed and agreed upon a price of \$103,309 for the design work. City staff are recommending a contingency amount of \$9,691 be reserved for any unforeseen changes in engineering during the duration of the project. The scope of services and fee amount is attached.

The staff recommendation is to authorize the City Manager to sign a professional services contract with Century West Engineering for final design of the Sherman Avenue Water and Sewer Replacement Project in the amount of \$103,309. Additionally, authorize a contingency of \$9,691 for a total amount of \$113,000 to account for any unforeseen changes during the duration of the project.

Motion: I move that we authorize the City Manager to sign a professional services contract with Century West Engineering for final design of the Sherman Avenue Water and Sewer Replacement Project in the amount of \$103,309 and approve an additional \$9,691 in contingency for unforeseen additions to the design contract.

First: Saunders

Second: Zanmiller

Discussion: None

Vote: Motion passed (roll called)

Ayes: McBride, Zanmiller, Saunders, Counihan, Metta, Haynie, Rivera

Nays:

Abstentions: None

Excused: None

5. Design Contract Prospect Ave. Water & Sewer, M. Janeck
Janeck provided the staff report.

Replacement of clay sewer pipes and lead jointed water lines is a project on the City Council's 2020 work plan.

The City has approximately 52 miles of clay sewer lines that are past their useful life. Groundwater from rain events infiltrate these deteriorated sewer lines and pushes this clean water to the wastewater treatment plant. This creates an influx of groundwater or stormwater into the wastewater treatment plant making our processing less efficient and has also resulted in DEQ violations due to overflows at the plant.

The City is also required to replace all lead jointed water lines and has approximately 30,000 linear feet within its distribution system. The City submits testing for lead every three years and has never exceeded the lead activation level. The City has a master plan which identifies a plan to replace lead-jointed pipes within the next 10 years.

Due to the age of the pipes, the locations for the clay sewer pipe and lead jointed pipe often coincide and it is cost effective to replace them at the same time. By replacing the lines at the same time, the City can also prevent having to dig up the streets twice which helps reduce disruption to the neighborhoods. Consideration for the repair of other underground infrastructure, such as storm sewer piping, is also taken into consideration during the design and research for these water and sanitary sewer projects.

The purpose of this item is to approve an engineering contract for the engineering design and document preparation for public bidding for the replacement of water and sewer pipes on Prospect Avenue between 1st and 7th St.

The City issued a request for proposal (RFP) from qualified firms to provide the final design for the Prospect Avenue, 1st to 7th Street project. The scope of work includes planning, survey, design, and construction documents for the replacement of approximately 620 linear feet of 4" lead-jointed water pipe, and approximately 990 linear feet of 2" galvanized water pipe, as well as replacement of approximately 1,220

linear feet of 10" failing clay sewer pipe and replacement of four manholes. Starting September 30, 2020, this RFP was advertised in the Oregon Contractor Plan Center, Daily Journal of Commerce, Tri City Construction Council, Premier Builders Exchange, Salem Contractor Exchange, SW Washington Contractors 7017, Hermiston Plan Center, Central Oregon Builders Association, McGraw-Hill Construction Dodge, Construct Connect and the Columbia Gorge News.

Nine firms submitted proposals on October 19th, 2020. The nine proposals were evaluated by a selection committee using the 'Content and Evaluation Criteria' set in the RFP. The selection committee awarded the contract to Grayling Engineers as they were the lowest priced, qualified, responsive bidder. City staff has been through the scope and fee negotiation process with Grayling Engineers and have reviewed and agreed upon a price of \$91,175 for the design work. City staff are recommending a contingency amount of \$8,825 be reserved for any unforeseen changes in engineering during the duration of the project. The scope of services and fee amount is attached.

The staff recommendation is to authorize the City Manager to sign a professional services contract with Grayling Engineers for final design of the Prospect Avenue, 1st to 7th Street Water

and Sewer Replacement Project in the amount of \$91,175. Additionally, authorize a contingency of \$8,825 for a total amount of \$100,000 to account for any unforeseen changes during the duration of the project.

Motion: I move that we authorize the City Manager to sign a professional services contract with Grayling Engineers for final design of the Prospect Avenue, 1st to 7th Street Water and Sewer Replacement Project in the amount of \$91,175 and approve an additional \$8,825 in contingency for unforeseen additions to the design contract.

First: Saunders

Second: Metta

Discussion: None

Vote: Motion passed (roll called)
Ayes: McBride, Zammiller, Saunders, Counihan, Metta, Haynie, Rivera
Nays:
Abstentions: None
Excused: None

6. Cascade Locks / Hood River Enterprise Zone Extension, W. Norris
Norris stated the packet included a lot of context, detail, and background but the threshold question is whether the City wants to participate in having an enterprise zone within the City limits of Hood River, after June 30, 2021. If the answer is year, Council can decide what that looks like. The City has partners in this project with City of Cascade Locks and Hood River County, who are under the Zone Management of Mid-Columbia Community Economic Development District. Do they want to signal to partners the City is going to be in with them to participate a redesignation of this enterprise zone, or do we say the City is no longer interested in using this economic tool?

Enterprise Zones are an economic development tool available to local governments in Oregon. The tool provides property owners with a property tax exemption as an inducement to develop within geographically defined zones. There are seventy-four (74) active enterprise zones in Oregon. Qualified investments include new buildings, additions, and equipment/machinery. Land, existing property, and minor items of personal property do not qualify. Retail, construction, financial, and certain other activities are also explicitly ineligible. Business Oregon regulates the enterprise zone program under state statute and enforces minimum standards for designation of a zone. Local governments, also referred to as Zone Sponsors, can further limit the boundaries, target sectors, or otherwise add qualifications for local enterprise zone tax abatements.

Staff recommendation is to continue to participate and start the discussion led by MCEDD.

Councilor Metta stated she will be abstaining from the vote, but she can provide general information about the enterprise zone.

Motion: I move to direct MCEDD, acting on the City's behalf as zone manager, to initiate the re-designation of the Cascade Locks / Hood River Enterprise Zone with the express intention of the City of Hood River to continue as a zone sponsor.

First: Counihan

Second: Saunders

Discussion: None

Vote: Motion passed (roll called)
Ayes: McBride, Zanmiller, Saunders, Counihan, Haynie, Rivera
Nays:
Abstentions: Metta
Excused: None

V ORGANIZATIONAL UPDATES

A. Department Heads

B. City Recorder

1. Reading of Ordinance 2058 (Modifications to Allow City Manager to Waive Fees) for the first/second time by title only.

Motion: To read Ordinance 2058 for the first and second time by title only.
First: Saunders
Second: Haynie
Discussion: None
Vote: Motion passed (roll called)
Ayes: McBride, Zanmiller, Saunders, Counihan, Metta, Haynie, Rivera
Nays: None
Abstentions: None
Excused: None

Gray read the ordinance by title only. The Mayor announced that Ordinance 2058 had passed its first and second reading and becomes effective immediately.

VI MAYOR

1. Port of Hood River Recommendation to Reappoint David Meriwether to the Urban Renewal Agency

Council accepted the recommendation to reappoint David Meriwether to the Urban Renewal Agency for another two-year term, ending December 31, 2022.

VII COUNCIL CALL

Mayor McBride stated the Latino Advisory Council meetings will reconvene in January 2021.

VIII ADJOURN – Adjourned by unanimous consent at 9:51 p.m.

Kate McBride, Mayor

Jennifer Gray, City Recorder

Approved by City Council on _____

City of Hood River
City Council – Special Meeting
December 18, 2020, 12:00p.m.

Council: Mayor Kate McBride, Mark Zanmiller, Megan Saunders, Tim Counihan, Jessica Metta, Erick Haynie, Gladys Rivera

Staff: City Manager Rachael Fuller, Finance Director/ACM Will Norris, City Attorney Dan Kearns, Fire Chief Leonard Damian, Police Chief Neal Holste, Public Works Director Mark Janeck, Senior Project Manager Wade Seaborn, City Recorder Jennifer Gray, GIS Analyst Jonathan Skloven-Gill

Absent:

I. CALL TO ORDER

Mayor McBride called the meeting to order at 12:00 p.m.

II. DISCUSSION ITEMS

1. Discuss Council's vision and goals to inform a development strategy for housing on City property at 780 Rand Road

Fuller stated the purpose of today's meeting is to listen to Council's vision for the Rand road housing project. There will be plenty of time to talk about the realities, but Council needs to start with a vision. She asked them to think about what they would like to do on the property, if they could do anything.

Liburdy stated he has been working with the staff at Leland Consulting Group and meeting with members of the community, stakeholders, neighboring properties, and other organizations to talk about this site. With the purchase of this property, the Oregon Business Development granted funding and there were terms associated with that funding. The City must produce at least 50 housing units on the site for households earning at or below 120 area medium income. That must accrue on at least one third of the site and must remain available for at least 30 years. Today we are talking about vision and goals. Who are we trying to serve on the site, how should it be done, what types of housing are appropriate and in addition to streets and other infrastructure, what else should be provided?

Liburdy stated these questions will be helpful to the consulting team as they work through development scenarios.

Question 1: In your opinion, what household income levels should future housing on the site be targeted toward. Select up to three income groups.

Councilor Zanmiller – he would like to see at least 75 units at 80% or below, similar to what the vision was for Morrison Park and additional units at the 80-120% range could fit in as

well.

Councilor Saunders – 80% and below. Based on Morrison Park, they were focused on 60% and below. She would like to continue to do that work. She thinks there is value in having some mixed diversity. She can see some 80-120% as her third choice.

Councilor Haynie – he shares the consensus with the group. His vision would be to the greatest extent possible to focus this project to achieve a meaningful improvement for the lowest levels 80% and below. Also using it as an opportunity to achieve other goals but having that as the primary objective.

Councilor Metta – she agrees with others. Focusing on 80% and below but have some type of mix. A later question on housing that is available to buy and kept affordable.

Councilor Counihan - 80%, 50% and 30%

Councilor Rivera – 80%, 50% and 30%

Mayor McBride – she agreed with everyone’s comments on 80% and below, with as many units as they can build without it feeling uncomfortable for the residences living there. She wants green space, but she wants to prioritize housing.

Who are we trying to serve on this site and how should it be done?

No. 1 – Subject to market conditions and the availability of funding, the more housing that can be provided on this site that is affordable to household of lower incomes, the better.

No. 2 – Ideally, this site would accommodate housing that serves a mix of incomes (from low income to workhouse to market rate) as well as a mix of household types (for example, families and seniors). There are benefits to a diverse community and it is acceptable to include market-rate housing on the site.

Councilor Zanmiller – he does not believe they should put as much housing as possible on the site. He believes No 2 is important; have a mix. Nothing on the site should be more than 120%.

Councilor Saunders – build as much affordable housing on the site as possible and keep it a healthy place to live.

Councilor Haynie – he agrees No. 1 should be the focus; 80% or below. We also need to be prepared to meet the market. They will need to negotiate with a private enterprise and a possible public enterprise to get this built. He suggested they cannot hold so tight to something; they end up with nothing. From a desirability standpoint he would focus on No 1. If it sets up that a dose of No 2 helps them get to No 1, he suggests being open to that. Leaving room for 120% might help them achieve their economic goals with the right contractor. They need to be prepared to compromise. He believes both statements are correct but focus on No 1, as much as they can.

Councilor Metta – she feels strongly in favor of No 1. On No 2, she does not think they should put market rate housing on the site. She supports the idea of the mix of incomes and household types. She wonders if they can build some permanent affordable housing for sale, not just rental units. She does not believe they should plan on things happening on adjacent properties to meet the mixture. This is the property they have control over. She wants the mixture to be on the property they can control.

Councilor Counihan – he asked Liburdy about his discussion with Claudia von Flotow regarding the mixture issue with the context of neighboring properties.

Liburdy stated they do not have a specific development proposal in mind at the moment.

They have been working with a potential developer and might be submitting an application

for a pre-application conference to talk about a concept for their site, but he does not have a lot of detail. Looking at the zoning of their property general commercial adjacent to Cascade Ave and R-3 further south as well R-1. Based on zoning it is likely they will see some other housing types developed on their property. They have expressed concerns about infrastructure costs and how those effect their decisions on whether to move forward with the project or when.

Councilor Rivera – she agrees with point No. 1. On No. 2, she agrees with it except for market rate. This is the one opportunity for them to focus on those who are hurting the most.

Mayor McBride – she agrees with No 1. She reminded Council sidewalks, infrastructure, roads, and part of the stop light at Rand add to the cost of the whole project. She does not want market rate housing on the property, but she wanted to remind everyone why that type of housing was on there and why there was some talk about the possibility of market housing. Its due to the high infrastructure costs.

Housing on the site should be:

1. For rent
2. Owner-occupied
3. A mix of rental and ownership

All members of Council agreed it should be a mix of rental and ownership.

What type of housing are appropriate?

Councilor Zanmiller – he agrees with Councilor Saunders statement.

Councilor Saunders – she would be happy to see a mix of all housing types. Fully acknowledging given what they are aiming for income, the conventual single dwelling is best. She does not want to see one housing type on the seven acres. All the options are great options for people to live in.

Councilor Haynie – he also agrees with Councilor Saunders. He is assuming that the core of the project would be a multiunit apartment house but that does not foreclose the possibility of other building types. To get those numbers where they need to be, they will need at least one significate multi dwelling structure on the property. That would be consistent with this vison to have this be an area where there is density.

Councilor Metta – she agrees with Councilor Saunders. She feels a mix of housing types will help integrate with the surrounding neighborhoods.

Councilor Counihan – he would like to see mix of housing, with a most livable situation.

Councilor Rivera – she agrees with Councilor Saunders.

Mayor McBride – she said if there was a square footage and price associated with each of these housing types and the space they would take up, that would have helped her knowing the numbers. She agrees with councilor Haynie with having at least one larger multiunit. To get the numbers she would like to have most housing will need to be attached. Individual housing units will be more expensive and take a lot more space. She would like housing closer together to get more park space.

What is a place or neighborhood that you like that you think is good example for this site? What do you like about it? How is it applicable to this site?

Councilor Zanmiller stated what Mid-Columbia Housing did on Lot 700 was a great example of multi-family housing done nicely. He would like to see something similar. There is a nice cottage housing that was built in White Salmon, that Nilsen showed Council on Monday evening that might be an example of another piece.

Councilor Counihan stated to follow up with Councilor Zanmiller's statement, a mix of those two housing types would be fantastic.

Councilor Metta and Rivera agreed.

Mayor McBride stated American Village is another good concept to consider.

Councilor Rivera spoke about a neighborhood park in Odell that is used by all age groups.

In addition to housing, the planned Westside Community Trail, an appropriate level of streets, sidewalks, and other transportation improvements, and the other elements described above, are there other elements that should be part of the futures development of the site?

Councilor Haynie – he agreed with the need to increase the greenspace and park space on the westside which is a challenge they need to keep in mind generally because as the area gets developed, the rise to not have enough parks for that area is an issue. The priority is to have housing but there is an opportunity to make this a beautiful space for the residence. Also have it be apart the of park planning. Trails should also be considered. Rand Road is a dangerous place to be a pedestrian. Sidewalks and lights will be needed.

Councilor Metta – she wanted to make sure parks is added, since it was not included in the question.

Councilor Counihan – he would like to see solar or other ways to reduce energy consumption and costs of these units incorporated into the project.

Councilor Rivera – she would like to see a CAT bus shelter.

Mayor McBride – she would like to see concepts for how much housing they could get and how large of a park would be possible. She would like to see two or three concepts with park sizes. There are a lot of building code requirements now for energy efficiency but there is a list of “can do” items that are not very expensive. If they can get those items included in an RFP, it will make the cost of living there so much less for energy, if the upgrades can be done.

Is there anything else you would like staff and the consultant team to know?

Councilor Zanmiller gave a summary of his vision. It is consistent with what has already been discussed tonight. He would like to see the site with three equally geographical uses. One, multifamily lower than 80%. Two, demonstration project for cottage cluster home. Have a deed restricted to 120% and allow the City to show developers what it could look like to produce attainable housing. Third, open space and parks. Having everything come together and interfacing nicely with the neighborhoods and connection to surrounding trails.

Councilor Saunders stated she is not going to be as strict on her acreage as Councilor Zanmiller. Of those thirds she would prioritize 80% and below, more than the other two. She does not want the 80-120% to be cottage clusters, if possible. Her vision is a mix of ages, incomes, family sizes and types. Her big picture vision for the site is have it feel like it belongs and that it is apart of Hood River. She does not want it to have a separate feel to it.

Councilor Counihan agrees with both Councilor Zanmiller and Saunders. He wants it to be a place where people are happy to come home to, that is livable and affordable.

Councilor Metta wants it to be well designed and integrated with the neighborhood. She is hoping this will be a show piece for Hood River to show how different types of families and incomes can live together.

Councilor Rivera agrees with her fellow Councilors. She wants them to focus on the most vulnerable. Make it a desirable place to live that includes parks and connected to trails. A beautiful place where people can build a sense of community.

Councilor Haynie agrees with everyone's comments. He likes Councilor Zanmiller's three-piece concept. Council need to keep an open mind because they need to be practical. If they get to choose between Councilor Saunders and Councilor Zanmiller concept, that would be a huge success.

Mayor McBride believes there will be 10-15% of the land that will be hard to develop on due to the topography. She would go with a little less park to get more housing regarding the three-piece concept.

Mayor McBride stated this is the first of many discussions on this project. This was a great start.

Liburdy stated next step will be the launch of a website page in January. Information will be shared at this site to the public and begin to accept feedback. In March there would be 2-3 development proposals for consideration, including some rough numbers on how to achieve affordability, in addition to the design work. The consulting team is looking very closely at how to achieve affordable housing, sources of money that are available and how to put everything together. They will have another check-in meeting in March to discuss those scenarios.

III ADJOURN – Adjourned by unanimous consent at 1:01 p.m.

Kate McBride, Mayor

Jennifer Gray, City Recorder

Approved by City Council on _____



LIQUOR LICENSE APPLICATION

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

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

2. Identify the applicant(s) applying for the license(s). ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license(s):

3 UNGRATEFUL CHILDREN LLC

(Applicant #1)

(Applicant #2)

(Applicant #3)

(Applicant #4)

3. Trade Name of the Business (Name Customers Will See) Common House		
4. Business Address (Number and Street Address of the Location that will have the liquor license) 110 5th Street		
City Hood River	County Hood River	Zip Code 97031



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

5. Trade Name of the Business (Name Customers Will See) Common House			
6. Does the business address currently have an OLCC liquor license? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
7. Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your mail) 110 5th Street			
City Hood River	State OR	Zip Code 97031	
9. Phone Number of the Business Location		10. Email Contact for this Application	
11. Contact Person for this Application Josh Kitts		Phone Number 5413992632	
Contact Person's Mailing Address (if different)	City Portland	State OR	Zip Code 97211

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

I understand that marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is **prohibited** on the licensed premises.

I attest that all answers on all forms, documents, and information provided to the OLCC are true and complete.

Applicant Signature(s)

- Each individual person listed as an applicant must sign the application.
- If an applicant is an entity, such as a corporation or LLC, at least one person who is authorized to sign for the entity must sign the application.
- A person with the authority to sign on behalf of the applicant (such as the applicant's attorney or a person with power of attorney) may sign the application. If a person other than an applicant signs the application, please provide proof of signature authority.

(Applicant#1)

(Applicant#2)

(Applicant#3)

(Applicant#4)

OREGON LIQUOR CONTROL COMMISSION
LIMITED LIABILITY COMPANY QUESTIONNAIRE



Please Print or Type

LLC Name: 3 UNGRATEFUL CHILDREN Year Filed: 2020

Trade Name (dba): Common House

Business Location Address: 110 5th Street

City: Hood River ZIP Code: 97031

List Members of LLC:

Percentage of Membership Interest:

1. <u>Josh Kitts</u> <small>(managing member)</small>	<u>33.3</u>
2. <u>McKinley Kitts</u> <small>(members)</small>	<u>33.3</u>
3. <u>Cecily Diffin</u>	<u>33.3</u>
4. _____	_____
5. _____	_____
6. _____	_____

(Note: If any LLC member is another legal entity, that entity must also complete an LLC, Limited Partnership or Corporation Questionnaire. If the LLC has officers, please list them on a separate sheet of paper with their titles.)

Server Education Designee: Josh Kitts DOB: 09/08/1983

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

Signature: Josh Kitts Owner/Manager Date: 09/08/2020
(name) (title)



OREGON LIQUOR CONTROL COMMISSION
CORPORATION QUESTIONNAIRE

Please Print or Type

Corporation Name: 3 UNGRATEFUL CHILDREN LLC Year Incorporated: 2020

Trade Name (dba): Common House

Business Location Address: 110 5th Street

City: Hood River ZIP Code: 97031

List Corporate Officers:

<u>Josh Kitts</u>	<u>Owner/ Manager</u>
(NAME)	(TITLE)
<u>McKinley Kitts</u>	<u>Owner/Manager</u>
<u>Cecily Diffin</u>	<u>Owner/Manager</u>
_____	_____
_____	_____

List Board of Directors:

Josh Kitts

(NAME)

McKinley Kitts

Cecily Diffin

List Stockholders: Note: If any stockholder is another legal entity, that entity may also need to complete another Corporation Questionnaire. See Liquor License Application Guide for more information.

<u>Stockholders:</u>	<u>Number of Shares Held:</u>	<p>Number of Stock Shares:</p> <p>Issued: _____</p> <p>Unissued: _____</p> <p>Total shares authorized to issue: _____</p>
_____	_____	
_____	_____	
_____	_____	
_____	_____	

Server Education Designee: Josh Kitts DOB: 09/08/1983

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

Officer's Signature: Josh Kitts Owner/Manager Date: 09/08/2020

(Name) (Title)



OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: Josh Kitts Phone: 5413992632

Trade Name (dba): Common House

Business Location Address: 110 5th Street

City: Hood River ZIP Code: 97031

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday 3 to 11
Monday 3 to 11
Tuesday 3 to 11
Wednesday 3 to 11
Thursday 3 to 11
Friday 3 to 11
Saturday 3 to 11

Outdoor Area Hours:

Sunday 3 to 10
Monday 3 to 10
Tuesday 3 to 10
Wednesday 3 to 10
Thursday 3 to 10
Friday 3 to 10
Saturday 3 to 10

The outdoor area is used for:

- Food service Hours: 3 to 10
 Alcohol service Hours: 3 to 10
 Enclosed, how raised deck with railings

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

(Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: _____

ENTERTAINMENT

Check all that apply:

- Live Music Karaoke
 Recorded Music Coin-operated Games
 DJ Music Video Lottery Machines
 Dancing Social Gaming
 Nude Entertainers Pool Tables
 Other: _____

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday _____ to _____
Monday _____ to _____
Tuesday _____ to _____
Wednesday _____ to _____
Thursday _____ to _____
Friday _____ to _____
Saturday _____ to _____

SEATING COUNT

Restaurant: _____ Outdoor: 10
Lounge: 30 Other (explain): _____
Banquet: _____ Total Seating: 40

OLCC USE ONLY

Investigator Verified Seating: ____ (Y) ____ (N)

Investigator Initials: _____

Date: _____

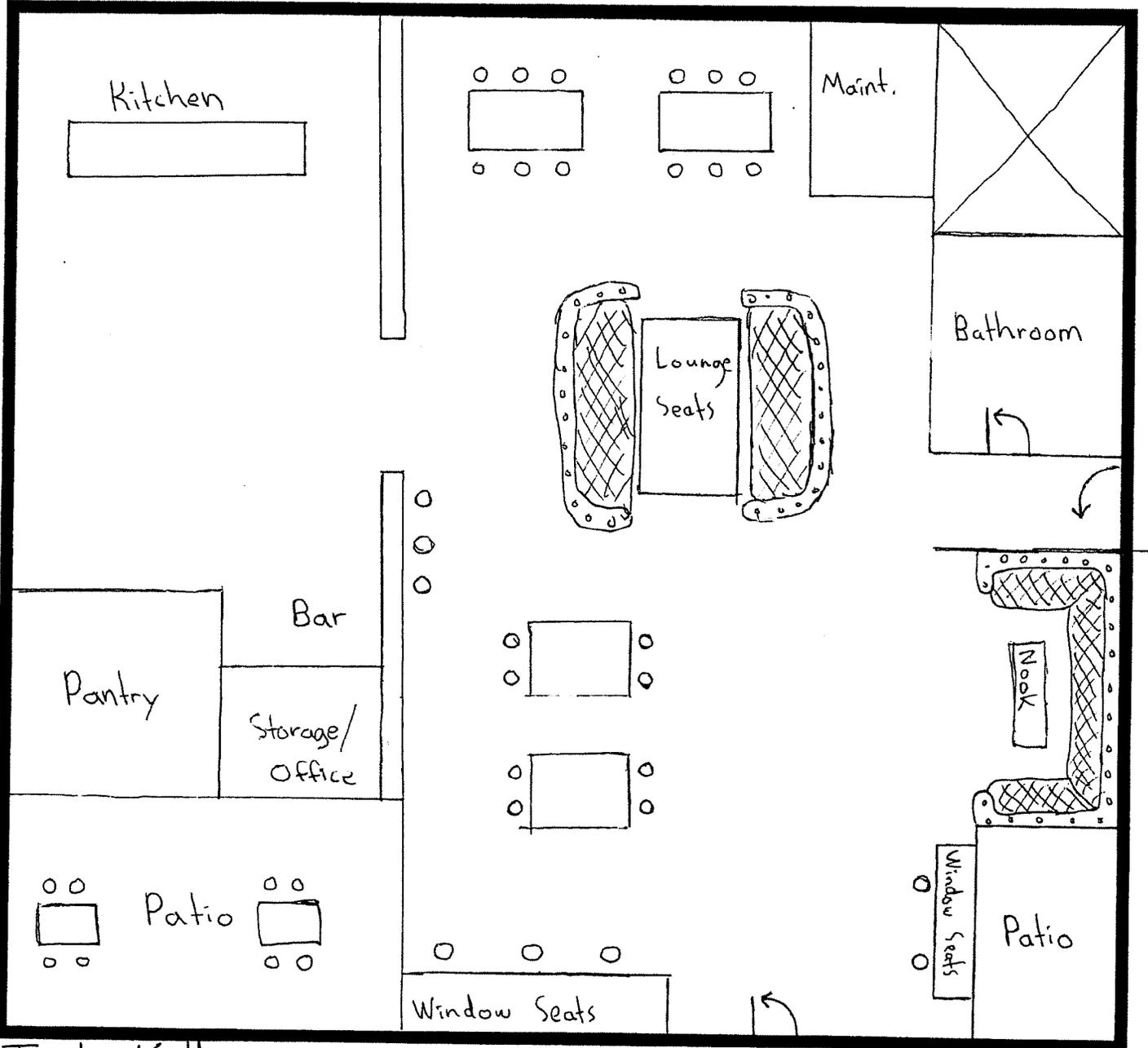
I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: [Signature] Date: 9/8/20



OREGON LIQUOR CONTROL COMMISSION FLOOR PLAN

- **Your floor plan must be submitted on this form.**
- Use a separate Floor Plan Form for each level or floor of the building.
- The floor plan(s) must show the specific areas of your premises (e.g. dining area, bar, lounge, dance floor, video lottery room, kitchen, restrooms, outside patio and sidewalk cafe areas.)
- Include all tables and chairs (see example on back of this form). Include dimensions for each table if you are applying for a Full On-Premises Sales license.



Josh Kitts
Applicant Name

Common House
Trade Name (dba):

Hood River 97031
City and ZIP Code

.....OLCC USE ONLY.....
MINOR POSTING ASSIGNMENT(S)

Date: _____ Initials: _____



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

5. Trade Name of the Business (Name Customers Will See) Fishpeople Seafood			
6. Does the business address currently have an OLCC liquor license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
7. Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your mail) PO Box 266			
City Ilwaco	State WA	Zip Code 98624	
9. Phone Number of the Business Location		10. Email Contact for this Application	
11. Contact Person for this Application Michael (Kipp) Baratoff			Phone Number
Contact Person's Mailing Address (if different)	City	State	Zip Code

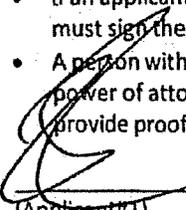
Please note that liquor license applications are public records. A copy of the application will be posted on the OLCC website for a period of several weeks.

I understand that marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is **prohibited** on the licensed premises.

I attest that all answers on all forms, documents, and information provided to the OLCC are true and complete.

Applicant Signature(s)

- Each individual person listed as an applicant must sign the application.
- If an applicant is an entity, such as a corporation or LLC, at least one person who is authorized to sign for the entity must sign the application.
- A person with the authority to sign on behalf of the applicant (such as the applicant's attorney or a person with power of attorney) may sign the application. If a person other than an applicant signs the application, please provide proof of signature authority.


 _____ (Applicant #1)

_____ (Applicant #2)

_____ (Applicant #3)

_____ (Applicant #4)



**OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION**

Please Print or Type

Applicant Name: Fishpeople Seafood, Inc. Phone: 360-642-3608

Trade Name (dba): Fishpeople Seafood

Business Location Address: 13 Oak St

City: Hood River ZIP Code: 97031

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday 9am to 5pm
 Monday NA to NA
 Tuesday NA to NA
 Wednesday 9am to 5pm
 Thursday 9am to 5pm
 Friday 9am to 5pm
 Saturday 9am to 5pm

Outdoor Area Hours:

Sunday NA to NA
 Monday NA to NA
 Tuesday NA to NA
 Wednesday NA to NA
 Thursday NA to NA
 Friday NA to NA
 Saturday NA to NA

The outdoor area is used for:

- Food service Hours: _____ to _____
- Alcohol service Hours: _____ to _____
- Enclosed, how _____

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

(Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: _____

ENTERTAINMENT

Check all that apply:

- Live Music
- Recorded Music
- DJ Music
- Dancing
- Nude Entertainers
- Karaoke
- Coin-operated Games
- Video Lottery Machines
- Social Gaming
- Pool Tables
- Other: N/A

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday _____ to _____
 Monday _____ to _____
 Tuesday _____ to _____
 Wednesday _____ to _____
 Thursday _____ to _____
 Friday _____ to _____
 Saturday _____ to _____

SEATING COUNT

Restaurant: NA Outdoor: NA
 Lounge: NA Other (explain): NA
 Banquet: NA Total Seating: NA

OLCC USE ONLY

Investigator Verified Seating: ____ (Y) ____ (N)
 Investigator Initials: _____
 Date: _____

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

Applicant Signature: [Signature] Date: 10-16-20

1-800-452-OLCC (6522)
 www.oregon.gov/olcc

(rev. 12/07)



LIQUOR LICENSE APPLICATION

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

License Applied For:	CITY AND COUNTY USE ONLY
<input type="checkbox"/> Brewery 1st Location	Date application received and/or date stamp: Name of City or County: Recommends this license be: <input type="checkbox"/> Granted <input type="checkbox"/> Denied By: _____ Date: _____
<input type="checkbox"/> Brewery 2nd Location	
<input type="checkbox"/> Brewery 3rd Location	
<input type="checkbox"/> Brewery-Public House 1st Location	
<input type="checkbox"/> Brewery-Public House 2nd Location	
<input type="checkbox"/> Brewery-Public House 3rd Location	
<input type="checkbox"/> Distillery	
<input type="checkbox"/> Full On-Premises, Commercial	
<input type="checkbox"/> Full On-Premises, Caterer	
<input type="checkbox"/> Full On-Premises, Passenger Carrier	
<input type="checkbox"/> Full On-Premises, Other Public Location	
<input type="checkbox"/> Full On-Premises, For Profit Private Club	
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	
<input type="checkbox"/> Grower Sales Privilege 1st Location	
<input type="checkbox"/> Grower Sales Privilege 2nd Location	
<input type="checkbox"/> Grower Sales Privilege 3rd Location	
<input checked="" type="checkbox"/> Limited On-Premises	
<input checked="" type="checkbox"/> Off-Premises	
<input type="checkbox"/> Off-Premises with Fuel Pumps	
<input type="checkbox"/> Warehouse	
<input type="checkbox"/> Wholesale Malt Beverage & Wine	
<input type="checkbox"/> Winery 1st Location	
<input type="checkbox"/> Winery 2nd Location	
<input type="checkbox"/> Winery 3rd Location	
<input type="checkbox"/> Winery 4th Location	
<input type="checkbox"/> Winery 5th Location	
	OLCC USE ONLY
	Date application received: 10/19/20
	By: SR
	License Action(s): A/PRIV

2. Identify the applicant(s) applying for the license(s). ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license(s):

~~Carrington Barrs~~ Wildwood Event Center Inc.
 (Applicant #1) 10-22-20 RE (Applicant #2)
 _____ (Applicant #3) _____ (Applicant #4)

3. Trade Name of the Business (Name Customers Will See) <i>The Ruins</i>		
4. Business Address (Number and Street Address of the Location that will have the liquor license) <i>13 Railroad St.</i>		
City <i>Hood River</i>	County <i>Hood River</i>	Zip Code <i>97031</i>



LIQUOR LICENSE APPLICATION

5. Trade Name of the Business (Name Customers Will See) <i>The BINS</i>			
6. Does the business address currently have an OLCC liquor license? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
7. Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your mail) <i>13 Railroad St.</i>			
City <i>Hood River</i>	State <i>OR</i>	Zip Code <i>97031</i>	
9. Phone Number of the Business Location <i>541-3...</i>		10. Email Contact for this Application	
11. Contact Person for this Application <i>Ryan Huntington</i>		Phone Number <i>541-6...</i>	
Contact Person's Mailing Address (if different)	City	State	Zip Code

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

I understand that marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is **prohibited** on the licensed premises.

I attest that all answers on all forms, documents, and information provided to the OLCC are true and complete.

Applicant Signature(s)

- Each individual person listed as an applicant must sign the application.
- If an applicant is an entity, such as a corporation or LLC, at least one person who is authorized to sign for the entity must sign the application.
- A person with the authority to sign on behalf of the applicant (such as the applicant's attorney or a person with power of attorney) may sign the application. If a person other than an applicant signs the application, please provide proof of signature authority.

X [Signature]

 (Applicant#1) *C. Huntington BINS*

 (Applicant#2)

 (Applicant#3)

 (Applicant#4)



OREGON LIQUOR CONTROL COMMISSION CORPORATION QUESTIONNAIRE

● See section 2 of Guide for help with this form

Exp: 5-14-20

Please Print or Type

Corporation Name: Wildwood Event Center, Inc. Year Incorporated: 2018

Trade Name (dba): The Ruins

Business Location Address: 13 Railroad St.

City: Hood River ZIP Code: 97031

List Corporate Officers:

Carrington Bams
(name) Joe O'Neill

President
(title) V.P.

List Board of Directors:

none
(name)

List Stockholders: (Note: If any stockholder is another legal entity, that entity may also need to complete another Corporation Questionnaire. See Liquor License Application Guide for more information.)

Stockholders:	Number of Shares Held:
<u>none Carrington Bams</u>	<u>50</u>
<u>Joe O'Neill</u>	<u>50</u>
_____	_____
_____	_____

Number of Stock Shares:	
Issued:	<u>100</u>
Unissued:	<u>0</u>
Total Shares Authorized to Issue:	<u>100</u>

Server Education Designee: _____ DOB: _____
(See Liquor License Application Guide for more information)

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

Officer's Signature: Carrington Bams (name) President (title) Date: 10/7/20



OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

10-23-20 RE

Applicant Name: Wildwood Event Center Inc. Phone: 541-308-0700

Trade Name (dba): The Ruins

Business Location Address: 13 Railroad St.

City: Hood River ZIP Code: 97031

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday	<u>varies</u>	to	<u>varies</u>
Monday	<u>↓</u>	to	<u>↓</u>
Tuesday	<u>↓</u>	to	<u>↓</u>
Wednesday	<u>↓</u>	to	<u>↓</u>
Thursday	<u>↓</u>	to	<u>↓</u>
Friday	<u>↓</u>	to	<u>↓</u>
Saturday	<u>↓</u>	to	<u>↓</u>

Outdoor Area Hours:

Sunday	<u>varies</u>	to	<u>varies</u>
Monday	<u>↓</u>	to	<u>↓</u>
Tuesday	<u>↓</u>	to	<u>↓</u>
Wednesday	<u>↓</u>	to	<u>↓</u>
Thursday	<u>↓</u>	to	<u>↓</u>
Friday	<u>↓</u>	to	<u>↓</u>
Saturday	<u>↓</u>	to	<u>↓</u>

The outdoor area is used for:

- Food service Hours: _____ to _____
- Alcohol service Hours: _____ to _____
- Enclosed, how _____

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

NA-RE (Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: we are an event venue, only open for events. No regular hours.

ENTERTAINMENT

Check all that apply:

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

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday	<u>varies</u>	to	<u>varies</u>
Monday	<u>↓</u>	to	<u>↓</u>
Tuesday	<u>↓</u>	to	<u>↓</u>
Wednesday	<u>↓</u>	to	<u>↓</u>
Thursday	<u>↓</u>	to	<u>↓</u>
Friday	<u>↓</u>	to	<u>↓</u>
Saturday	<u>↓</u>	to	<u>↓</u>

SEATING COUNT

Restaurant: _____ Outdoor: 180

Lounge: _____ Other (explain): Indoor: 120

Banquet: _____ Total Seating: _____

OLCC USE ONLY	
Investigator Verified Seating: _____ (Y) <u>X</u> (N)	
Investigator Initials: <u>RE</u>	
Date: <u>10-23-20</u>	
1	

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

Applicant Signature: [Signature] Date: 10/7/20

1-800-452-OLCC (6522)

www.oregon.gov/olcc

CITY COUNCIL AGENDA ITEM COVER SHEET

Meeting Date: January 11, 2021

To: Honorable Mayor and Members of the City Council

From: Jennifer Gray, City Recorder

Subject: Annual Renewal for Taxicab Business Permits

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) and Pedicab (owner Matthew Barmann) have processed their required paperwork and completed their background checks through local law enforcement. All current drivers have completed their required paperwork and background checks.

HRMC Chapter 5.20 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 September 23, 2019 Council approved an increase to taxi rates by Resolution 2019-12. Council agreed rates shall be subject to review annually and will coincide with annual taxi business licenses renewal period. Taxi fees will come before Council at the first meeting in February, along with the City fee schedule discussion.

Staff Recommendation:

1. To approve the business license permits for Hood River Taxi, Pedi cab and Designated Driver as a part of tonight's consent agenda.

Suggested Motion: I move to approve the business license permits for Hood River Taxi, Pedi cab and Designated Driver.

Alternatives: Do not approve the taxi business license permits and give staff further direction.

Fiscal Impact: None

Environmental Impact: None

Attachments: None

CITY COUNCIL AGENDA ITEM COVER SHEET

Meeting Date: January 11th, 2020

To: Honorable Mayor and Members of the City Council

From: Will Norris, Finance Dir. / Asst. City Manager

Subject: Waterfront Stormwater Line Financing – Resolution 2021-02

Background

A seasonal sinkhole developed over a collapsed section of stormwater pipeline in the waterfront area that is in the process of being replaced. The failed corrugated metal pipeline was installed by the Army Corps of Engineers in the early 1960s. The City Council authorized Phase I Construction of the stormwater line replacement project at a [special meeting on August 31st](#). This initial phase was necessary to stabilize the Hood River Distillers property ahead of the wet season. The following phases of the construction will occur over the next two to three years and are still undergoing final design and permitting.

Discussion

The purpose of tonight's City Council Item is to approve a final financing resolution authorizing partially forgivable Department of Environmental Quality (DEQ) loan. The City Council approved an initial resolution on October 13th that initiated a public notice and 60-day petition period. No petitions were received.

Timing Considerations

The attached Resolution 2021-02 is necessary to gain access to subsidized financing. The City has internal capital necessary to keep the projects moving in the interim, but finalization of financing arrangements should move forward without unnecessary delay.

Staff Recommendation:

Adopt the attached financing Resolution 2021-02.

Fiscal Impact

The waterfront stormwater line replacement project is estimated at \$5.4 million in public system costs. The project is also anticipated to cost private property owners \$800,000 to rebuild their systems to reconnect to the new stormwater line. The attached financing resolution authorizes up to \$5.5 million.

Suggested Motion:

"I move to adopt Resolution 2021-02, authorizing project financing for the waterfront stormwater line replacement"

Attachments:

Resolution 2021-02

City of Hood River, Oregon

RESOLUTION NO. 2021-02

**A RESOLUTION OF THE CITY OF HOOD RIVER, OREGON
AUTHORIZING A LOAN FROM DEQ AND RELATED MATTERS.**

WHEREAS, the City Council of the City of Hood River, Oregon (the “City”) adopted Resolution No. 2020-16 on October 13, 2020 authorizing the issuance of up to \$5,526,215 of bonds under ORS 287A.150 to finance stormwater improvements for the City (the “Stormwater Improvements”);

WHEREAS, the City is authorized by Oregon Revised Statutes Section 468.439 and pursuant to Resolution No. 2020-16 to enter into a loan agreement with the Oregon Department of Environmental Quality (“DEQ”) to finance the Stormwater Improvements;

WHEREAS, the City wishes to obtain a loan from DEQ for the relocation of a stormwater pipe as a component of the Stormwater Improvements (the “Project”); and

NOW, THEREFORE, BE IT RESOLVED by the Hood River City Council that:

Section 1. Loan Authorized. Pursuant to ORS 271.390, the City Council hereby authorizes the issuance of a loan agreement (the “Loan Agreement”) in an aggregate principal amount of not more than \$5,526,215 and a term of not to exceed 30 years. Proceeds of the Loan Agreement may only be used to finance the Project and to pay costs associated with the Loan Agreement. The City Manager or the City Finance Director, or the person designated by either of those individuals (each of whom is referred to herein as a “City Official”), are hereby authorized, on behalf of the City and without further action by the City Council, to:

- A. Subject to the limitations of this Resolution, determine the final principal amount, interest rates, payment dates, prepayment rights and all other terms of the Loan Agreement;
- B. Negotiate, execute and deliver notes to evidence amounts due under the Loan Agreement;
- C. Negotiate, execute and deliver the Loan Agreement with DEQ. Subject to the limitations of this resolution, the Loan Agreement may be in such form and contain such terms as the City Official may approve;
- D. Enter into additional covenants for the benefit of the DEQ that the City Official determines are desirable to obtain more favorable terms for the Loan Agreement;
- E. Execute and deliver any other certificates or documents and take any other actions which the City Official determines are desirable to carry out this resolution.

Section 2. Security. The Loan Agreement may constitute an unconditional obligation of the City, which is payable from all legally available funds of the City. Pursuant to ORS 287A.315, the City Official may pledge the City’s full faith and credit and taxing power within the limitations of Sections 11 and 11b of Article XI of the Oregon Constitution to pay amounts due under the Loan Agreement. The City is not authorized to levy additional taxes to pay the amounts due under the Loan Agreement.

Section 3. Effective Date. This resolution shall take effect upon its adoption.

Adopted by the City Council this 11th day of January, 2021.

Kate McBride, Mayor

Attest:

Approved as to form:

City Recorder

City Attorney

CITY COUNCIL AGENDA ITEM COVER SHEET

Meeting Date: January 11th, 2021

To: Honorable Mayor and Members of the City Council

From: Will Norris, Finance Dir. / Asst. City Manager
Neal Holste, Chief of Police

Subject: Public Safety Building - Solicitation Review & Approval

Introduction

The City Council directed staff on [September 28th](#) to develop a solicitation for a joint City/County public safety building and a city-only police facility. The intent is to gather cost proposals to help the County decide whether to participate in a joint project and keep a city-led alternative should the County decline. Both projects include office space for Safe Space Children's Advocacy Center (formally Columbia Gorge Children's Advocacy Center) and a net increase to downtown parking availability. A draft solicitation for these two projects is attached for City Council review and approval to issue.

Background

The City of Hood River has no record of its Police Department ever occupying a purpose-built facility. Operations are housed in the basement of the 100-year-old City Hall that was originally a fire engine bay. The space is crowded and lacks basic functionalities for policing like ventilated evidence processing, emergency power, sally port, professional meeting spaces, "soft" victim interview rooms, and secure/IT equipped suspect interview rooms.

The City of Hood River attempted to site and design a police station in the [1990s](#) (standalone) and [2000s](#) (Police/Fire/EMS), but in both cases abandoned the project prior to bond elections or final designs. The City Council reprioritized planning for a police facility in 2018. Mackenzie Architecture (Mackenzie) was [selected](#) by competitive solicitation to perform the work.

Mackenzie performed a programming workshop in early 2019. This work resulted in an initial space program of [16,124 sq. ft.](#) After receiving the preliminary space program, the project team toured [example police facilities](#) in Canby, Gresham, and Sandy. After the tours, the project team reduced the preliminary building size to 13,178. This final space program was accepted by the City Council on [August 12, 2019](#) leading to the next step of site evaluations.

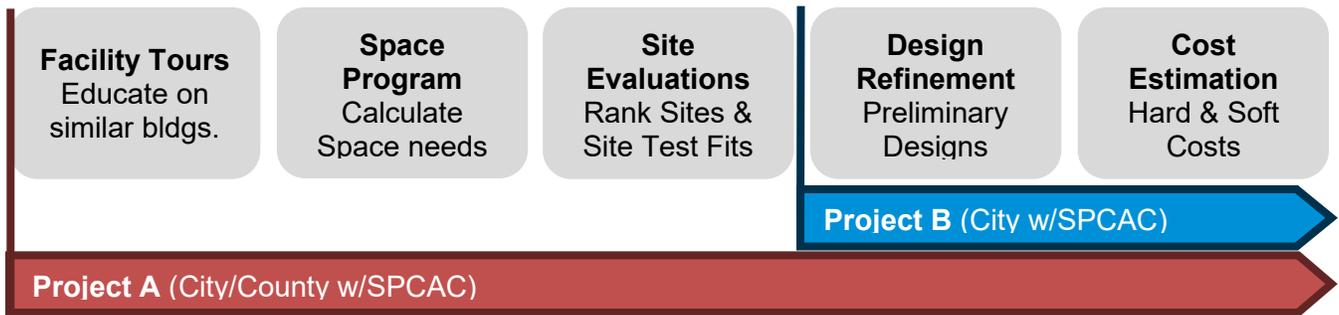
[Seven sites were evaluated](#) and ranked. The highest-ranking site is the 60,000 sq. ft. Columbia Lot. This [site requires](#) structured parking, and the lot is large enough to accommodate both a police facility and parking garage. Before moving forward with preliminary design on the Columbia Lot, the City Council expressed a desire to reengage with Hood River County on a joint facility after the success of the county-wide public safety operating levy had stabilized county finances. County Commissioners expressed interest in a joint facility at their September 21st meeting but could not commit until the cost of the planning project was better understood. Following County input, the

City Council directed staff to gather proposals and costs for a joint City/County public safety building and police facility.

Additional project information, including a virtual tour of the current facility, is posted to the City’s website at: cityofhoodriver.gov/police/police-facility-planning/

Discussion:

A draft solicitation to gather proposals for both a City/County joint project (“Project A”) and city-led project (“Project B”) is included with this staff report for City Council’s review and approval to issue. Both projects follow the standard facility planning process as shown in the diagram below. Project A is a full restart of the process while Project B picks up where Mackenzie left off in November with the addition of a parking garage and Safe Space Children’s Advocacy Center (SPCAC) offices.



Important characteristics of the solicitation include:

- Project A clearly communicated as the priority for award
- SPCAC offices and an increase to downtown parking availability is included in both projects
- Significant public involvement during preliminary design, both to influence aesthetic design but also programmatic elements of the building’s functionality as a community asset
- Facility tours moved ahead of space programming for Project A
- Vendor selection separated into two rounds

Staff Recommendation:

Review the included solicitation to ensure it sets the intended direction for the project.

Fiscal Impact

Issuance of the solicitation does not obligate the City to expend funds or reimburse vendors for the cost of preparing proposals. The project costs will be shared between the City, County, SPCAC, and Urban Renewal Agency as appropriate.

The planning work in the attached solicitation does not obligate the City to continue to a bond or construction. However, questions on possible bonding requirements are often asked. The tables below estimate the final project costs based on prior existing space needs reports for the City, County, and SPCAC and possible construction costs. These figures are very rough estimates.

	Maximum Square Feet**	Total Cost (Hard & Soft)	
		@ \$500/sq. ft.	@ \$900/sq. ft.
Police & SPCAC*	16,865	\$ 8.43 Million	\$ 14.18 Million
Courthouse, Sheriff, Police & SPCAC*	73,591	\$ 36.80 Million	\$ 66.23 Million

* SPCAC will contribute financially to the project but the amount and method are yet to be determined

** The Maximum Square Feet is sum of each entity's separate space needs reports. There are likely efficiencies from better utilization of shared space for consolidated facilities. Calculating the extent of these efficiencies is a deliverable in the attached solicitation

Below are estimated amounts from various levy amounts over a 20-year repayment period.

	Rate per \$1,000 Assessed Value, repayment over 20-years		
	\$ 0.50	\$ 0.70**	\$ 0.98***
City only Levy	\$ 10.2 Million	\$ 14.3 Million	\$ 20.0 Million
County-wide Levy*	\$ 25.5 Million	\$ 35.8 Million	\$ 50.1 Million

* County-wide levy includes City of Hood River taxpayers

** \$0.70 is roughly the amount that the Fire Station Bond has required to meet debt service payments in recent years

***0.98 is the original amount estimated and communicated to voters when seeking approval for the Fire Station Bond in 2008. The difference from the \$0.98 estimated and the actual \$0.70 required is due to assessed value within the City increasing faster than the 2008 projections

Alternatives:

The selection of the Columbia Lot for "Project B" passed with the bare minimum of City Council votes. The City Council may consider adjusting "Project B" to include a reevaluation of sites if it will help create a unified direction for the project.

Timing Considerations

The Hood River Police department will benefit from a purpose-built facility as soon as one is available. The upcoming expiration of the Fire Station General Obligation Bonds in 2022 creates a natural opportunity to forward a construction levy to voters that will not result in a net tax increase. It is advisable to run a bond election before 2022 so that if it is initially unsuccessful the City can reconfigure the project and run a revised bond election before the Fire Station levy expires.

Suggested Motion:

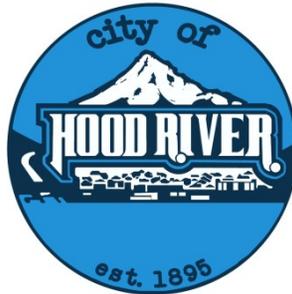
To be developed during the City Council meeting

Attachments:

Draft Solicitation

QUALIFICATION BASED SELECTION REQUEST FOR PROPOSAL (QBS)

Bond Concept Architectural & Engineering Services



December 2020

Issued By: City of Hood River, 211 2nd St., Hood River, OR 97031
Will Norris, Finance Director / Assistant City Manager

Issue Date: [DATE]

Response Date: [DATE]

Registration/Questions: W.Norris@CityofHoodRiver.gov

Questions Deadline: [DATE]

Proposers must register with the City of Hood River by providing and email address to receive answers to questions sent in the form of addendums.

Acknowledgment of receipt of all addendums is a requirement of proposal submission.

**PUBLIC NOTICE:
QUALIFICATION BASED SERVICES
REQUEST FOR PROPOSAL (QBS RFP)
BOND CONCEPTUAL ARCHITECTURAL
ENGINEERING SERVICES**

The City of Hood River seeks proposals from firms qualified to provide detailed preliminary design and budgetary cost for each of the projects in their upcoming bond program. The project options within the bond program include:

- **Project A:** Development of a consolidated space program and site evaluation for a joint City/County Public Safety Building and Courthouse, including office space for the Columbia Gorge Children’s Advocacy Center (CGCAC).
- **Project B:** Preliminary design and cost estimation of a City Police Station, including office space for CGCAC and structured parking at the City of Hood River parking lot located on Columbia Street, between 5th and 7th Street (Columbia Lot).

Proposals will be received until 5:00 PM local time, [REDACTED], at Hood River City Hall at 211 2nd St., Hood River, OR 97031. Qualification Statements will be scored and ranked, and finalists will be invited to interview in person. Please see Section 6, “Proposal Evaluation and Contract Award Procedures” and additional information on review and award process.

No proposal will be considered unless fully completed in a manner provided in the packet. Proposals will not be accepted after the stated due date and time. Any proposal received after the closing time will be returned to the submitting firm unopened after a contract has been awarded for the required services.

The City may reject any proposal not in compliance with this QBS RFP or not in compliance with public proposal submission procedures at its sole discretion.

PUBLISHED State of Oregon Procurement Information Network
 Columbia Gorge News
 City of Hood River’s website

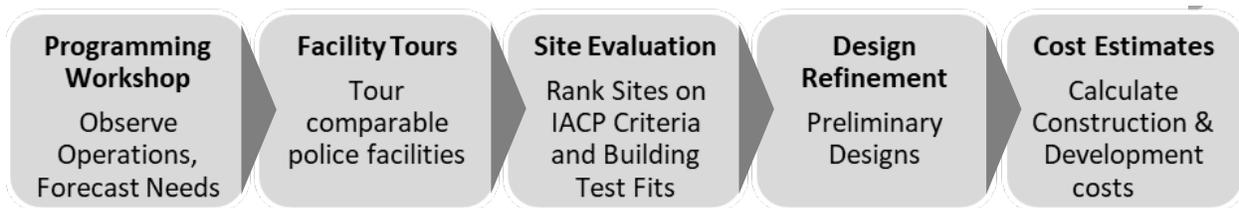
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Section 1. Background

The City and County of Hood River are both operating their public safety functions in inadequate facilities that need to be replaced. The Hood River County Courthouse & Sheriff's office are seismically unstable and severely outdated. The Hood River Police Department has never occupied a purpose-built facility and is currently located in the 4,700 sq. ft. converted fire engine bay in the basement of the 100-year-old City Hall.

Both the City and County have engaged in separate public safety capital facilities planning activities dating back to at least the 1990s but neither have moved past the programming phase. The City of Hood River most recently re-engaged on facility replacement project in 2018 when it hired Mackenzie Architecture to administer a planning process for a new police station. The project contract followed the conventional facility planning process illustrated below:



The City completed the first three tasks, establishing a space need of just over 13,178 sq. ft. and ranking the city-owned parking lot located on Columbia Street between 5th and 7th streets ([Columbia Lot](#)) as the most likely site. This site requires replacing lost downtown parking with structured parking that ideally increases downtown parking availability.

During the course of the project, the City was approached by the Columbia Gorge Children's Advocacy Center ([CGCAC](#)) about co-location in the new building. CGCAC frequently interfaces with law enforcement which make them an attractive project partner. CGCAC anticipates needing [3,687 sq. ft.](#)

In addition to CGCAC, Hood River County also recently expressed interest in a shared facility. Hood River County last engaged in their own capital facilities planning work in 2015 and similar to the City produced a [space needs analysis and site evaluation report](#). That report estimated a need for 56,726 sq. ft. to house Sheriff's Office and Courthouse operations. Hood River County does not operate a jail, instead inmates are housed in a [regional facility](#) located in The Dalles, Oregon. The County wishes to explore a shared facility but is unable to provide a firm commitment to the project without understanding the project cost. It is anticipated that the responses to this RFP will provide the County with the information necessary to decide whether to dedicate funds for continued capital planning in partnership with the City.

Due to the interest by these two community partners joining together and the addition of a parking garage to the project, the City of Hood River chose to discontinue its contract with Mackenzie Architecture because neither of these components was within Mackenzie’s contract scope. The City Council received Mackenzie’s [final report](#) covering the programming workshop, facility tours, and site evaluation on November 23rd, 2020.

Section 2 Scope of Work

This current solicitation is for two separate, but related projects referred to as “Project A” and “Project B”. Proposers may bid on either project or both projects. Each project is described in detail below but can be summarized as:

Project A: Develop of space program, site selection, preliminary design, and cost estimation for a City/County joint courthouse and public safety facility with CGCAC office space incorporated and additional parking if located downtown.

Project B: Preliminary design and cost estimation for a City Police facility with incorporated CGCAC office space and structured parking (Project B).

The first choice of both the City and the County is to award Project A. However, the City is also asking for proposals on Project B in case the County chooses not to continue in the joint facility planning process. It is also possible that the City will execute a contract for both Project A & Project B simultaneously if there are cost advantages to do so. Award of both projects will also maintain maximum flexibility should the County chose not to pursue a capital construction bond after completion of Project A. The City of Hood River is the contracting agency under all circumstances.



Project A: City/County Joint Public Safety Building w/ CGCAC Office Space

This joint City/County project is to some extent a re-start of the facility planning process as indicated in the diagram above. It is the City and County’s goal to award Project A, but award is dependent on the project cost and the County’s ability to dedicate the

required resources.

The selected firm will begin the project by hosting an educational tour of similar facilities with the project team consisting of City, County, and CGCAC representatives. The tour's goal is to educate the project team on important design considerations and the state of modern public safety facilities. The selected firm will educate the project team on the facilities planning and construction process.

The selected firm will next develop a consolidated space program, utilizing the existing space needs studies and reports to the greatest extent possible, but also including additional involvement with the Hood River County Commissioners and Hood River City Council to ensure the most current direction of both governing bodies are incorporated into the combined space program. It is expected that the final space program will be smaller than the sum of existing space needs reports (i.e. smaller than [13,178](#) + [56,726](#) + [3,687](#)) as efficiencies are gained from shared use of common areas. The selected firm will highlight how the consolidated building is more efficient for use in future public information materials. The selected firm will present and gain acceptance of the consolidated space program from both the City and Council governing bodies.

The selected firm will next perform an evaluation of up to four (4) locations and perform site test fits of the consolidated space program. Proposers can assume that the potential locations will be identified by the City and County in consultation with a real-estate agent. The selected firm will also be provided with all relevant planning and development standards. The selected firm will be expected to synthesize City/County provided information and perform their own independent research to analyze the potential sites. The firm will develop a well-researched report analyzing the potential sites and developing a well-reasoned site recommendation. Firms should anticipate the need for workshops and public outreach as a necessary step to gain approval by the City and County governing boards.

After taking Project A to the point of having an approved space program and location, the project will substantially follow the remaining steps identified in Project B below. The major differences being that the joint City/County building will be substantially larger, housing a courthouse and sheriffs office, in addition to a City police station and CGCAC offices. In addition, while structured parking is integral to Project B, Project A will include structured parking if the selected site is downtown. If Project A is downtown, it is expected to be designed to increase downtown parking availability.

Project B: City Police Station w/ CGCAC Office Space

This smaller project essentially picks up where the City of Hood River's existing police facility replacement work left off in November. Additional information on the work-to-date is on a project webpage at: <https://cityofhoodriver.gov/police/police-facility-planning/>.

The selected firm for Project B will facilitate a public facing design process for a City Police and CGCAC combined office with structured parking located at the City-owned Columbia Lot. Initial test fits placed the offices on the westside of the site, leaving the east side of the lot for structured parking (see image below). However, the selected firm should design the site comprehensively and be flexible to readjust facility locations as necessary after receiving input from the public and Hood River City Council. The final preliminary design should include sufficient detail to develop realistic exterior and interior renderings of the final building complete with finishes and to accurately calculate hard and soft construction costs.



Finally, the selected firm will work with the City project team to create cost estimates for a bond campaign. Proposers should anticipate potential design alterations through the cost estimation process and should build in budget for this. Cost estimates must provide a high degree of confidence to ensure a future bond proceeds are sufficient to complete construction without unexpected cost overruns.

Both Project A and Project B require an architectural team that is skilled in consensus building, education, and public outreach in addition to technical expertise. There is a wide range of opinions on the location, necessary functionality, and even the near-term need for a police station within the community and among elected leadership. The selected architectural firm will need to not only bring professional skills, but also the ability to facilitate a robust and transparent decision-making process leading to a successful bond campaign.

Section 3. Tasks

Firms are invited to propose unique approaches and tasks to achieve the Scope of Work. Project tasks anticipated by the City to meet the Scope of Work include:

Project A:

1. Thorough review and understand the recently completed City of Hood River Police Needs Assessment document, Hood River County Courthouse program, and CGCAC space needs. Links below:
 - a. City Police: <https://cityofhoodriver.gov/wp-content/uploads/bsk-pdf-manager/2020/11/Hood-River-Police-Needs-Assessment-2020.11.04-1.0-.pdf>
 - b. County Sheriff & Courthouse: https://cityofhoodriver.gov/wp-content/uploads/bsk-pdf-manager/2020/11/Courthouse-Sheriff-Space-Needs_reduced-size-for-email.pdf
 - c. CGCAC: <https://cityofhoodriver.gov/wp-content/uploads/bsk-pdf-manager/2020/11/CGCAC-space-needs-10-28-20-002.pdf>
2. Participate in a project launch meeting with representatives of the City, a joint City and County steering committee, the Project Manager, and the community to get a broad perspective of the City and the community's interests.
3. Lead educational tours of recently constructed public safety facilities for the project team. This is a full day seminar style event meant to create a shared understanding of the facility planning process, functionalities of modern facilities and their impact on service delivery, and important design considerations (spatial, materials, aesthetic, technical, or otherwise). The architectural firm should have preplanned learning outcomes identified and learning aid, such as handouts, as appropriate. Additional topics may include explanation of “hard” vs “soft” project costs, lessons learned from prior public safety facilities projects, and project delivery methods.
4. Develop a consolidated space program for the County, City, and CGCAC. This work should utilize the prior work completed by the DLR and Mackenzie reports to the greatest extent possible to save billable hours. The consolidated program is expected to be between 55,000 and 75,000 sq. ft. depending on the extent of benefit from sharing common areas. Proposers should anticipate presentations of the new consolidated space program to both the City Council and Board of County Commissioners and the need for revisions after receiving input. Formal approval by both governing boards should be incorporated into project schedules.
5. Site Evaluations and Test Fits. The proposer can anticipate evaluating up to four (4) potential sites. The selected firm will be provided with the sites and relevant zoning and development standards. The selected firm will produce a well-researched evaluation and recommendation of a preferred site. Proposers should anticipate presentations of the site evaluations and test fits to both the City

Council and Board of County Commissioners.

6. Additional tasks are as noted below for Project B but incorporate a Courthouse and Sheriff's office in addition to Police station and CGCAC offices. If the selected Project A site is downtown, the project will also include a net increase to downtown parking via structured parking or other means.

Project B:

1. Combine the existing City Police and CGCAC space programs. This includes consolidating redundant shared common spaces, but also thinking through and integrating separation between spaces to compliance with [CJIS requirements](#). The selected firm should assume attendance at least two (2) City Staff led meetings with community stakeholder groups and/or City Council as part of this combined space program work.
2. Create a detailed preliminary design for the combined City police and CGCAC office building on the Columbia Lot with structured parking that increases downtown parking availability by up to 387 spaces (projected additional downtown parking need over the next 20-years).

The preliminary design phase must include a strong public participation component (ex. design workshop, online survey, etc.). An example of an acceptable level of effort is:

- Conduct one (1) public stakeholder meeting and
- Two (2) focus group meetings with Police Department community partners (ex. Behavioral Health non-profit and The Next Door) with a focus not only design but also programmatic elements.
- Online survey component soliciting input on site layout and design/aesthetic preferences

The final preliminary design will have the following components:

- Site plan showing buildings, parking areas, general landscaping, and interfaces to the access street(s)
- Building elevations for all four sides of each building, showing windows, doors, porches/overhangs, parapets, and finish features.
- Floor plan for each floor of each building identifying room types/uses and square footage for each room in the building.
- Building narratives
- At least eight (8) renderings with both interior and exterior views of the building complete with example fixture, furniture, and finishes
- Summaries of stakeholder meeting inputs

3. Cost estimation for the project that includes both hard and soft costs sufficient to support a successful bond campaign. This is anticipated to require preparation of narratives of the major-specific material features of each building, including:
 - Type of HVAC heating cooling systems
 - Type of building automation (control system)
 - Shell, wall and roof construction type for each building
 - Shell exterior finish type for each building
 - Electrical interface concept to the supplying utility, including primary voltage level and transformer type
 - Major electrical switchgear concept and materials
 - Electrical lighting concept and lighting material types
 - General access control system and security detection and alarm system type
 - General fire detection system and fire suppression system types

The selected firm will also forecast soft costs to include furniture, fixtures, and equipment (FF&E), permit fees, system development charges (SDC), and consultant fees, including reasonable contingencies and escalation factors to develop an overall project cost summary. The City of Hood River will provide information related to permit fees and SDCs.

Section 4. Submittal Instructions

Solicitation Timeline

	Advertisement and Release of QBS RFP
	Deadline for Questions
	Answers to Questions issued as RFQ addendum
	Proposers must register to receive answers
	Deadline for Submission of Proposals by 5:00PM
	Invitation only 2 nd Round Interviews/Presentation
	Deadline for Cost Proposals
	Negotiation of Contract
	Award of Contract

1. General

By submitting a proposal, the Proposer certifies that the proposal has been arrived at independently and submitted without any collusion designed to limit competition. The City retains sole discretion in determining the award of an Agreement and reserves the

right to reject all Proposals. The City also reserves the right to change, cancel, or reissue this QBS RFP at any time. Furthermore, the QBS RFP does not obligate the City to accept or contract for any expressed or implied services. The successful Proposer must comply with local, state, and federal requirements regarding equal opportunity and employment practices.

The successful Proposer must complete this QBS RFP in full to be considered and be qualified to conduct business in the City and the State of Oregon.

2. Statement of Qualification (SOQ) Submittal

The SOQ and all amendments must be signed and submitted no later than 5:00 PM local time, [REDACTED], to the address below. The Proposer must include one (1) original and six (6) copies of their submittal. To assure that the SOQ is properly received and recognized, please address it as follows:

Police Facilities Replacement-City of Hood River
Attn: Will Norris, Finance Director / Assistant City Manager
211 2nd Street
Hood River, Oregon 97031

The Proposer must also place their company name and address on the return address area of the SOQ envelope and the Cost Proposal envelope. The Proposer is responsible for properly marking their SOQ and Cost Proposal and for turning it in at the specified address by the specified day and time. Late SOQ's and SOQ's submitted by Facsimile and electronic (e-mail) will not be accepted.

3. Protests

Potential Proposers who believe that the QBS RFQ is unnecessarily restrictive or limits competition may submit a protest in writing to Will Norris, Finance Director / Assistant City Manager. A protest shall include the reasons for the protest, the basis under the appropriate referenced sections of the OAR/ORS, and suggested modifications that are believed to be necessary to remove the unnecessary restrictions to allow open competition. To be considered, a Protest must be submitted within ten (10) calendar days of issuance of the QBS RFQ. The Finance Director shall respond to any protest and, if necessary, shall issue any appropriate revisions to the QBS RFQ and will post these revisions as an Addendum to the QBS RFQ.

All protests are required to be directed to the attention of the Finance Director and be marked as follows:

Police Facilities Replacement-City of Hood River
Attn: Will Norris, Finance Director / Assistant City Manager
211 2nd Street

Hood River, Oregon 97031

If a protest is received in accordance with the section above, the proposal opening date may be extended if necessary, to allow consideration of the protest and issuance of any necessary addenda to the proposal documents.

4. SOQ Submission and Signing

All requested forms and attachments (Business Statement, Acknowledgment Addenda, etc.) must be submitted with the proposal and in the required format.

5. Cost of Preparing a Proposal

The QBS RFP does not commit the City to pay any costs incurred by the Proposer in the submission or presentation of a proposal or in making the necessary proposal for the preparation thereof.

6. Interpretations and Clarifications

All questions regarding this QBS RFP shall be directed to Will Norris, Finance Dir. / Asst. City Manager at w.norris@cityofhoodriver.gov. If necessary, interpretations or clarifications in response to such questions will be made by issuance of an "Addendum" to all prospective Proposers within a reasonable time prior to proposal closing, but in no case less than 72 hours before the proposed closing. If an addendum is necessary after that time, the City, at its discretion, can extend the closing date.

Potential proposers should register with the City of Hood River to receive any issued addenda. Proposers can register by sending an e-mail indicating their interest in the solicitation to Will Norris at w.norris@cityofhoodriver.com.

Proposers should provide an e-mail address where addenda may be sent.

Addendum issued must be acknowledged by the recipient by submitting the filled out "Acknowledgment of Addenda" as a part of the SOQ. Only information provided in Addenda will be binding upon the City.

7. City's Project Manager

The City's Project Manager for this work will be David Levich, CBRE|Heery, Sr. Project Manager, who can be reached by e-mail at david.levich@cbre.com.

8. SOQ Validity Period

Submitted SOQ's shall be valid and cannot be voluntarily withdrawn for a period of sixty (60) calendar days from the Proposal Opening Date.

9. Form of Contract

A copy of the City's professional services agreement, which the City intends to use for these services, is attached in **Appendix C**. The City intends that the selected Proposer

will negotiate any changes to this template and execute a contract with the City to provide the required services.

Unsuccessful negotiation to develop a mutually agreeable contract will result in the City proceeding as specified in Section 6D below.

10. Non-Collusion

The Proposer certifies that this proposal had been arrived at independently and has been submitted without collusion designed to limit independent bidding or competition.

11. Public Record

All bid material submitted by the Proposer shall become the property of the City and is public record unless otherwise specified. A bid that contains any information that is considered a trade secret under ORS 192.501(2) should be segregated and clearly identified as such. This information will be kept confidential and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS 192. Confidential information or trade secrets cannot include any price information which has been submitted as a part of the SOQ and open to public disclosure.

Section 5. Proposal Content and Format:

A. Format

To provide consistency in the review of the written proposals, firms are requested to prepare their proposals in the standard format specified below.

B. Title Page

The proposer should identify the RFQ Title, name, and title of the Proposer's contact person, address, telephone number, e-mail address, and submission date.

Proposer should state on the title page if their firm is proposing on Project A, Project B, or Both.

C. Transmittal Letter

The transmittal letter should be no more than two (2) pages long and should include as a minimum the following:

- a. A brief statement of the Proposer's understanding of the project(s) and services to be performed;
- b. Names of persons authorized to represent the Proposer, their title, email address, and telephone number (if different from the individual who signs the transmittal letter).

D. Table of Contents

The table of contents should include a clear and complete identification by section and

page number of the materials submitted.

E. Firm and Project Team Qualifications

- a. Background of the firm. This should include a brief history of the firm and types of services the firm is qualified to perform.
- b. Qualifications of the firm in performing this type of work. This should include examples of related experience and references for similar studies and projects. Proposers must identify the anticipated members of their firm assigned to meet the work scope and timelines.
- c. Proposers should identify individuals and subcontractors who will provide the services, experience, individual qualifications, and roles throughout the project.
- d. Pertinent resumes of assigned personnel should be included. Proposers are encouraged to provide details on the firm's and team members' experience with managing infrastructure financing models and projects.
- e. Firms should also provide details on their firm's or any project team member's previous experience with the City.
- f. Provide references for projects similar to the work described in this QBS packet that the firm has performed in the past ten years.

The City of Hood River reserves the right to approve final project team members.

F. Project Understanding and Approach

Proposers should detail their understanding of the City's needs and their approach to ensure successful completion of the project and why they feel the approach will provide the best outcome for the City. At a minimum, the project approach should include a general schedule of meetings, milestones, and deliverables and who from the proposed project team will address each step. The City encourages proposers to include details on their firm's project management experience from a prime consultant's perspective. Proposers should also detail how their firm will address quality control throughout the project.

G. Completed Project Descriptions

Provide at least three (3) project descriptions for comparable projects completed by the Proposer within the last five (5) years. For each of the three (3) projects, provide:

- a. A concise description of the project in two to three paragraphs on one page 8-1/2" by 11" paper, with at least one photograph of the project.
- b. A capital cost or installation budget for the project
- c. List members of the proposed project team that contributed to the completed project
- d. Include at least one (1) reference contacts for the project with current telephone contact information. List contact name, address, phone number, fax number, and

e-mail address for each reference and provide a brief description of the project. The City reserves the right to investigate the references and the past performance of any applicant with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, and its completion of a project on schedule.

H. Additional Services

Provide a brief description of any other services that your firm could provide the City. Such services would be contracted for on an "as needed" basis, likely via an amendment to the contract so long as not drastically altering the work scope.

I. Cost Proposal

Proposers invited to the 2nd round shall submit a cost proposal for Project A, Project B, or both, that outline hourly rates, estimated hours to complete the work, and a "not to exceed" cost to complete this work. Firms will be provided additional time to develop the cost proposal based on feedback and discussion during the 2nd round interview/presentation.

The cost proposal should be placed in a separate sealed envelope marked "Cost Proposal". Please indicate any discount to the fees outlined if your firm is awarded both Project A and Project B work. The City reserves the right to award each project to different architects.

Disputes: Should any doubt or difference of opinion arise between the City and a Proposer as to the items to be furnished hereunder or the interpretation of this QBS RFP's provisions, the decision of the City shall be final and binding upon all parties.

City Personnel: No Officer, agent, consultant, or employee of the City shall be permitted any interest in the contract.

Completion of Attached Forms

Please complete the following:

Appendix A: Business Statement

Appendix B: Acknowledgement of addenda (if any)

Appendix C: Example City of Hood River Professional Services Contract

Section 6. Proposal Evaluation and Contract Award Procedures

A. Scoring Process

1st Round: A Selection Committee assembled by the City will review the written proposals. Statements of Qualification (SOQ) will be evaluated to determine which ones best meet the City's needs. The Selection Committee will select the Proposer, which

best meets the City's needs based upon its evaluation of a Proposer SOQ's. Evaluations will be conducted in accordance with the following:

1 st Round Criteria	Weight
SOQ submitted on time and complete	Pass/Fail
An original plus eight (8) copies of the complete proposal with electronic copy provided in a thumb drive	Pass/Fail
Understanding of the Scope of Work and general approach to the project	20 pts
Experience with projects of similar complexity and function	20 pts
Public and focused stakeholder engagement approach	20 pts
Demonstrated ability of the Proposer to perform high-quality work, to control costs, and to meet schedules.	15 pts
Qualifications of the Proposer's staff assigned to the project	15 pts
Unique or special capability	10 pts
1st Round Total	100 pts

2nd Round: The top two or three Proposers will be asked to make a presentation of their SOQ and meet with the selection team. This will provide an opportunity to clarify or elaborate on the proposal. The project manager will schedule these presentations' time and location and notify the selected firms.

Proposers selected for the 2nd round interviews will be provided additional time to incorporate input from the selection committee presentation/meeting into their project proposals and draft a detailed cost proposal. During this period, the selection committee will contact provided project references.

After receiving the updated project and cost proposals, the selection committee will re-score based on the 1st round criteria and add the following evaluation categories and points. The firm receiving the highest point total will be the top ranked firm.

2 nd Round Criteria	Weight
Cost	30 pts
Presentation	20 pts
References	10 pts
TOTAL (including 1st round pts)	160 pts

B. Inquiries of References

The City reserves the right to investigate references and the past performance of any Proposer with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, its completion or delivery of a project on schedule, and its lawful payment of employees and workers.

C. Clarification of SOQ's

The City reserves the right to obtain clarification of any point regarding an SOQ to obtain additional information necessary for evaluation. Failure of a Proposer to respond to such a request for additional information or clarification could result in their disqualification for selection.

D. Negotiations with Top Ranked Firm

Upon reviewing the proposals submitted, the City will enter negotiations with the top-ranked firms. If the City and the top-ranked firm are unable after good faith negotiations to agree to a price, the City will move to the second-ranked firm and enter negotiations. The process shall repeat until either the City and a firm come to an agreed-upon price, or the City determines the project infeasible and elects to re-scope and re-solicit the work.

E. SOQ Rejection

The City reserves the right to:

1. Reject any or all proposals not in compliance with public procedures and requirements;
2. Reject any proposal not meeting the requirements set forth herein;
3. Waive any irregularities in proposals submitted;
4. Reject all proposals;
5. Award any or all parts of a proposal; and request references and other data to determine responsiveness.

Appendix A: Business Statement

1. Name of Business: _____

2. Business Address: _____

3. Phone: _____ Email: _____

4. Business Classification (Check all that apply)

- Individual Partnership Corporation Women or Minority Owned

5. Name of Owner: _____

6. Can firm meet insurance requirements specified in example professional services agreement (Appendix C)

- Yes No

7. Are there claims that are pending against this insurance policy?

- Yes: No:
If yes, attached explanation

8. During the past five years, has the firm, business, or any officer in the firm or business, been involved in any (1) bond forfeiture, (2) litigation personally involving the firm, business or any officer in the firm or business (other than dissolution of marriage), or (3) claims filed with any insurance carrier concerning the firm, business, or any officer in the firm or with any insurance carrier concerning the firm, business, or any officer in the firm or business?

- Yes No
If yes, attached explanation

9. Has company been in bankruptcy, reorganization or receivership in last five years?

- Yes No
If yes, attached explanation

10. Has company been disqualified or terminated by any public agency?

- Yes No
If yes, attached explanation

11. Proposal offers shall be good and valid for at least 60 days. Failure to concur with this condition may result in rejection of the offer. Does the firm accept this condition?

- Yes No

Having carefully examined all the documents of the solicitation, including the instruction, the undersigned proposes to perform all work in strict compliance with the above-named documents, as well as in compliance with all submitted proposal information accepts all the terms and conditions contained in the sample professional services agreement template (Attachment C)

Authorized Signature: _____ Print Name: _____

Appendix B: Acknowledgement of addenda (if any)

Project Title: Bond Concept Architectural & Engineering Services

Close: [DATE, TIME]

I/We have received the following addenda (If none received, write "None Received"):

1. _____

2. _____

3. _____

4. _____

Date

Signature of Respondent

Appendix C: Example City of Hood River Professional Services Contract

[To Be Added Prior to Issuance]

CITY COUNCIL AGENDA ITEM COVER SHEET

Meeting Date: January 11, 2020

To: Honorable Mayor and Members of the City Council

From: Will Norris, Finance Dir. / Asst. City Manager

Subject: Q2 Supplemental Budget - Beginning Balance Review

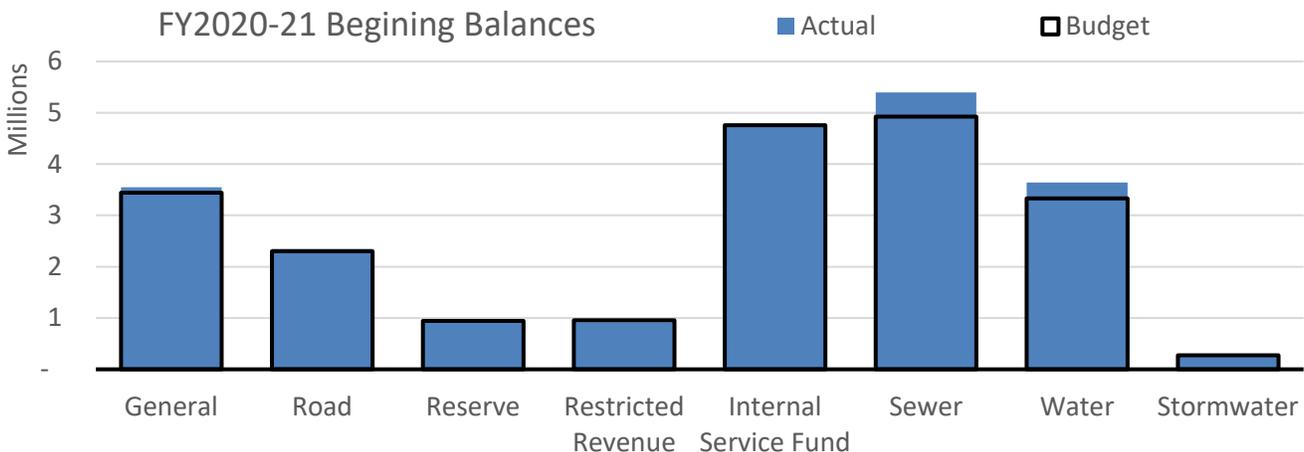
Background

The City of Hood River’s Financial Policies [Resolution 2020-07](#) requires that, “Each year, the City Council shall review the actual beginning fund balances shown in the external audit. If the General Fund amount is in excess of the budgeted amount, the City Council shall determine the disposition of the excess.”

Beginning Fund Balances represent a point in time snapshot of the City’s cash, investments, and short-term receivables net of short-term liabilities attributable to each of the City’s eight (8) Funds. Fiscal year beginning fund balances are calculated after all outstanding invoices and revenues are received for the prior fiscal year and the transactions are reviewed by an external auditor. Actual Beginning Fund Balances differ from Budgeted Beginning Fund Balances because budgets are set prospectively based on forecasting assumptions. The difference in timing is why it is useful to routinely compare Actual against Budgeted Fund Balances as the City’s financial policy requires ([Res. 2020-07](#)).

Discussion

The Second Quarter (Q2) Supplemental Budget adjusts budgeted beginning balances to audited amounts. The graph below summarizes the differences between budgeted and final audited Beginning Fund Balances for the City’s eight (8) funds for Fiscal Year 2020-21. All Public Works related funds began the year with higher than budgeted beginning balances. This is due to capital project timing. Adjustments to project timing do not alter the City’s long-term financial plans as the capital project expenditures will still occur.



The Internal Service Fund, Restricted Revenue, and Reserves Funds' actual beginning balances were less than budget but within common variances and within available budgeted contingency. The large carryforward amounts in the Sewer and Water Funds. Where actual beginning fund balances exceed budget, the supplemental budget leaves the additional resources unallocated. These funds will carryforward for the FY2021-22 budget process.

Timing Considerations

Actual FY2020-21 Beginning Fund Balances have been incorporated into current financial projections and will be integrated into the FY2021-22 budget process.

Staff Recommendation:

Adopt Resolution 2021-01 modifying the City of Hood River's Adopted Budget for FY2020-21.

Fiscal Impact

The attached Resolution allows higher than anticipated beginning balances to become higher ending fund balances. Lower than anticipated beginning balances in the Internal Service, Restricted Revenue, and Reserve Funds are offset by reductions to budgeted contingency.

Suggested Motion:

"I move that City Council approve Resolution 2021-01, to make appropriations and adjust the Adopted Budget for Fiscal Year 2020-21."

Alternatives:

Direct staff to take alternative actions, either applying higher than expected beginning fund balances to alternative uses or offsetting lower than expected beginning fund balances with alternative budget reductions.

RESOLUTION 2021-01
A Resolution Adopting a Supplemental Budget for Fiscal Year
2020-21 for the City of Hood River

WHEREAS, ORS 294.471(1)(a) allows the governing body of a municipal corporation to make one or more supplemental budgets if an occurrence or condition that is not ascertained when preparing the original budget or a previous supplemental budget for the current year or current budget period requires a change in financial planning;

NOW, THEREFORE, BE IT RESOLVED, by and through the City of Hood River meeting in regular session, the City of Hood River City Council hereby adopts the following supplemental budget, makes appropriations, and adjusts the Fiscal Year 2020-21 Budget as follows:

	Current Budget	Increase / Decrease	Revised Budget
GENERAL FUND			
Beginning Balance	3,444,544	99,933	3,544,477
Revenues	8,699,881		8,699,881
Transfers-In	0		0
Total Resources	12,144,425		12,244,358
Police	2,683,455		2,683,455
Fire	3,869,154		3,869,154
Parks	583,563		583,563
Planning	649,635		649,635
City Council	24,745		24,745
Engineering	166,676		166,676
Municipal Court	142,872		142,872
Parking	532,193		532,193
Non-Department	470,850		470,850
Debt Service	0		0
Transfers	371,230		371,230
Special Payments	754,595		754,595
Contingency	243,000		243,000
<i>Total Appropriations</i>	10,491,968		10,491,968
Unappropriated/Reserved Balance	1,652,457	99,933	1,752,390
Total Requirements	12,144,425		12,244,358

Summary: Increase to Beginning Balance to match audited figures for FY2020-21. Additional resources left unappropriated.

ROAD FUND			
Beginning Balance	2,303,023	41,948	2,344,971
Revenues	1,554,941		1,554,941
Transfers-In	0		0
Total Resources	3,857,964		3,899,912
Operations	1,713,707		1,713,707

System Development Charges	1,425,000		1,425,000
Debt Service	0		0
Transfers	0		0
Special Payments	50,483		50,483
Contingency	190,000		190,000
<i>Total Appropriations</i>	<u>3,379,190</u>		<u>3,379,190</u>
Unappropriated/Reserved Balance	478,774	41,948	520,722
Total Requirements	3,857,964		3,899,912

WATER FUND

Beginning Balance	3,332,217	310,917	3,643,134
Revenues	3,182,062		3,182,062
Transfers-In	0		0
Total Resources	<u>6,514,279</u>		<u>6,825,196</u>
Operations	3,186,756		3,186,756
System Development Charges	0		0
USDA Waterline Debt Reserve	0		0
Water Reserve - Equip. Replacement	0		0
Debt Service	886,777		886,777
Transfers	0		0
Special Payments	84,249		84,249
Contingency	125,000		125,000
<i>Total Appropriations</i>	<u>4,282,782</u>		<u>4,282,782</u>
Unappropriated/Reserved Balance	2,231,497	310,917	2,542,414
Total Requirements	6,514,279		6,825,196

SEWER FUND

Beginning Balance	4,925,708	472,097	5,397,805
Revenues	6,266,289		6,266,289
Transfers-In	148,218		148,218
Total Resources	<u>11,340,215</u>		<u>11,812,312</u>
Operations			
Distribution	3,343,427		3,343,427
Waste Water Treatment Plant	4,901,498		4,901,498
Systems Development Charges	400,000		400,000
USDA SLARRA	650,000		650,000
USDA Indian Creek Debt Reserve	0		0
Debt Service	433,638		433,638
Transfers	148,218		148,218
Special Payments	46,639		46,639
Contingency	160,000		160,000
<i>Total Appropriations</i>	<u>10,083,420</u>		<u>10,083,420</u>

Unappropriated/Reserved Balance	1,256,795	472,097	1,728,892
Total Requirements	11,340,215		11,812,312

STORMWATER FUND

Beginning Balance	275,355	3,575	278,930
Revenues	613,409		613,409
Transfers-In	0		0
Total Resources	888,764		892,339

Operations	476,276		476,276
Systems Development Charges	0		0
Debt Service	28,870		28,870
Transfers	0		0
Special Payments	22,943		22,943
Contingency	110,000		110,000
<i>Total Appropriations</i>	638,089		638,089

Unappropriated/Reserved Balance	250,675	3,575	254,250
Total Requirements	888,764		892,339

RESTRICTED REVENUE FUND

Beginning Balance	956,985	(37,839)	919,146
Revenues	2,606,395		2,606,395
Transfers-In	0		0
Total Resources	3,563,380		3,525,541

Building Program	681,918		681,918
LID Assessments	34,724		34,724
Small Grants	39,542		39,542
Fire General Obligation Bonds	0		0
Tourist Promotion Fund	423,187		423,187
CET - Local Program	0		0
CET - Development Incentives	0		0
CET - State OHCS Distribution	53,608		53,608
AFT AirPack Grant	617,232		617,232
Debt Service	820,608		820,608
Transfers	0		0
Special Payments	41,241		41,241
Contingency	635,000	(37,839)	597,161
<i>Total Appropriations</i>	3,347,060		3,309,221

Unappropriated/Reserved Balance	216,320		216,320
Total Requirements	3,563,380		3,525,541

Summary: Decrease to Beginning Balance to match audited figures for FY2020-21. Lowered resources are offset by a reduction to budgeted contingency

INTERNAL SERVICE FUND

Beginning Balance	4,756,190	(20,579)	4,735,611
Revenues	2,770,969		2,770,969
Transfers-In	0		0
Total Resources	7,527,159		7,506,580
Equipment Maintenance	232,386		232,386
Equipment Replacement	1,230,934		1,230,934
Administration	1,322,733		1,322,733
Debt Service	0		0
Transfers	1,504,021		1,504,021
Special Payments	107,076		107,076
Contingency	140,000	(20,579)	119,421
<i>Total Appropriations</i>	<i>4,537,150</i>		<i>4,516,571</i>
Unappropriated/Reserved Balance	2,990,009		2,990,009
Total Requirements	7,527,159		7,506,580

Summary: Decrease to Beginning Balance to match audited figures for FY2020-21. Lowered resources are offset by a reduction to budgeted contingency

RESERVES FUND

Beginning Balance	940,880	(12,909)	927,971
Revenues	7,315		7,315
Transfers-In	375,610		375,610
Total Resources	1,323,805		1,310,896
Parking in Lieu	11,342		11,342
Affordable Housing	109,146		109,146
Compensated Absences	450,000		450,000
PERS Stabilization	0		0
Parks Facilities Replacement	0		0
Debt Service	0		0
Transfers	104,969		104,969
Special Payments	551,512		551,512
Contingency	75,000	(12,909)	62,091
<i>Total Appropriations</i>	<i>1,301,969</i>		<i>1,289,060</i>
Unappropriated/Reserved Balance	21,836		21,836
Total Requirements	1,323,805		1,310,896

Summary: Decrease to Beginning Balance to match audited figures for FY2020-21. Lowered resources are offset by a reduction to budgeted contingency

Approved by the City of Hood River City Council on this 11th day of January 2021, to take effect immediately

Kate McBride, Mayor

ATTEST:

Jennifer Gray, City Recorder