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

January 27, 2020

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

I CALL TO ORDER – Cell Phone Reminder

Pledge of Allegiance

II BUSINESS FROM THE AUDIENCE

The Hood River City Council encourages community members to talk about issues important to them. If you wish to speak during “Business from the Audience”, please sign up in advance of the meeting by printing your name, address, contact information and topic/item on the sheet provided by the City Recorder. At the Mayors discretion, public comments may be received prior to a specific topic of relevance during the meeting. Please observe the time limit of three minutes/person.

III PRESENTATIONS

PAGES 3-6

1. Update on HR Farmers Market and SNAP Program, Hannah Ladwig (15 mins.)

IV PUBLIC HEARINGS

PAGES 7-21

1. Continued Hearing - Building Code Changes (Ordinance 2054) (10 mins.)

WORK SESSION

V OPEN WORK SESSION

VI AGENDA ADDITIONS OR CORRECTIONS

VII DISCUSSION ITEMS

VIII 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 – November 12, 2019 PAGES 22-33
- 2. Acceptance of the URA Annual Statement, W. Norris PAGES 34-37

IV REGULAR BUSINESS ITEMS

- 1. Downtown Hood River Parking Study, D. Nilsen (20 mins.) PAGES 38-39
- 2. Adopting Principles from Comprehensive Parking Study (Resolution 2020-01), D. Nilsen (10 mins.) PAGES 40-50
- 3. City Council Annual Work Plan 2020, R. Fuller (10 mins.) PAGES 51-66

V REPORT OF OFFICERS

- A. Department Heads
 - 1. Announcements
 - 2. Planning Director Update

- B. City Recorder
 - 1. Reading of Ordinance 2054 (Building Code Changes) for the first time by title only

VI REPORT OF COMMITTEES

- 1. Visitor Advisory Committee – Metta and Saunders

VII MAYOR

VIII COUNCIL CALL

- 1. Committee Appointments

IX ADJOURN REGULAR MEETING

<u>CALENDAR</u>		
January 27, 2020	6:00 p.m.	City Council Meeting
February 3, 2020	5:30 p.m.	Planning Commission Meeting
February 3, 20020	7:00 p.m.	County Commission Meeting
February 4, 2020	5:00 p.m.	Port of Hood River
February 10, 2020	6:00 p.m.	Urban Renewal Agency Meeting
February 10, 2020	6:00 p.m.	City Council Meeting
February 17, 2020		City Offices Closed (HOLIDAY)
February 17, 2020	4pm/6pm	County Commission Work Session and Regular
February 18, 2020	5:30 p.m.	Planning Commission Meeting
February 24 ,2020	6:00 p.m.	City Council Meeting

CITY COUNCIL AGENDA ITEM COVER SHEET

Meeting Date: January 27, 2020
To: Honorable Mayor and City Council
From: Hannah Ladwig
Subject: Update from Hood River Farmers Market and SNAP Program

Background: Hannah Ladwig from Gorge Grown will be reporting to City Council on the Hood River Farmers Market and the SNAP Match program results from 2019.

Staff Recommendation: Review letter from Ladwig and consider the request to Council.

Suggested Motion: Motion to be determined after Council discussion.

Alternatives:

Fiscal Impact: Fiscal impact with depend on Councils direction.

Environmental Impact:

Attachments:

1. Letter from Hannah Ladwig



WWW.GORGEGROWN.COM P.O. BOX 752, HOOD RIVER, OR 97031 (541) 490-6420

January 21, 2020

Hood River City Council
211 2nd Street
Hood River, OR 97031

Greetings,

On behalf of Hood River Farmers Market, I truly appreciate that the City waived our fee for the Columbia lot for the 2019 farmers market season. The saving of about \$2,700 allowed us to bolster our SNAP Match Program and ensure greater access to fresh, local food for more of our community members. We hope that the City will again waive the rental fee for the 2020 season to enable us to continue our successful SNAP Match Program.

The Supplemental Nutrition Assistance Program (SNAP, formerly known as food stamps) is a federally funded program that assists low-income individuals and families. In 2018 and 2019, we used the savings from the lot rental fees to increase our SNAP Match Program from a \$5 incentive to a \$10 incentive to help drive more SNAP clients to the farmers market.

How it works: For every federal benefit dollar a SNAP client spends at the market, Gorge Grown gives the customer an additional dollar (up to \$10). The SNAP benefits and incentives are then spent at the farmers market with local farmers and food producers.

Benefits: The SNAP Match Program is unique because the benefits of the program move beyond increasing food security for low-income families and individuals to increasing sales for family farmers, building a thriving farmers market and bolstering the local economy.

One in three people in the Gorge do not have enough to eat. Hunger is pervasive in the city limits of Hood River, not just in the rural corners of the Gorge. For example, about half (44.9%) of students at May Street Elementary and 36% of students at Hood River Middle School receive free or reduced lunch.

A popular SNAP Match Program means increased demand for local food, more money spent with local vendors at market, stronger relationships between farmers and customers, and more inclusive public market spaces- where everyone has access to fresh, local food.

Goals: By increasing the SNAP Match incentive from \$5 to \$10, Gorge Grown aimed to:

- Increase SNAP sales at Hood River Farmers Market to total \$5,000 in 2019
- Increase the number of SNAP customers using their benefits at the market
- Increase the number of returning SNAP customers
- Increase profits for family farmers and small business owners

GORGE GROWN BOARD OF DIRECTORS

Courtney Jackson - Buck Jones - Edwina King - Gladys Rivera - Paul Rygiewicz - Steve Seymour - Rachel Suits

Successes:

- In 2019, our SNAP Sales (not including the Match) totaled \$4,650, a 11% increase from last season and 86% increase from 2017 (before the increase to a \$10 Match)
- Gorge Grown gave out \$2,670 in Match incentives, compared to \$720 given in 2017
- We expanded the number of customers using SNAP at the market to 101 unique customers, a 6% increase from 2018 and 31% increase from 2017
- The returning SNAP customer base grew to 55, marking the highest returning customer rate since Gorge Grown started collecting this data in 2013

The SNAP Match Program has never been more important as proposed changes from the United States Department of Agriculture would cut funding and eligibility to the SNAP program. For example, a rule proposed last summer would cut SNAP eligibility and cause 16% of SNAP households in Oregon, or 66,622 families, to lose their benefits, according to the Robert Wood Johnson Foundation.

From SNAP customer surveys conducted at the market, we know that:

- 70% of SNAP customers said that the amount of fruits and vegetables they buy has *greatly increased* as a result of the SNAP Match program; 23% of surveyed customers said their fruit and vegetable purchases *increased some*
- 75% of SNAP customers surveyed said that the number of times they visit the farmers market has increased as a result of the SNAP Match Program
- 70% of SNAP customers surveyed feel that their overall health as improved as a result of the SNAP Match Program
- 62% of SNAP customers surveyed were living with one or more children in their household
- 38% of SNAP customers surveyed identified as non-white; 87% identified as female

What people are saying about the SNAP Match Program:

"I feel free to buy more quality meat and veggies for my family. It feels like a huge gift that also relieves the stress of having a tight budget" – SNAP customer

"It has allowed me to spend much more money on local produce and products. I feel able to buy a nice variety of seasonal, nutritious produce without worrying about my ability to have enough food budget at the end of the month" – SNAP customer

"My daughter and I eat more fruits and vegetables and we have a greater variety of food in our diet"- SNAP Customer

Above all, our staff heard countless appreciations for the SNAP Match Program and the City's assistance. We met customers that had known they could use SNAP at the farmers market, but it wasn't until they learned about the match program that they felt encouraged to shop at the market. We met people of all ages that were excited that their community's farmers market felt more accessible to them.

In addition to our SNAP Match Success, we were able to grow other market programs and overall sales:

- In 2019 we continued the POP (Power of Produce) Club. Through this program, we distributed \$1,200 to youth in our community to purchase fresh fruits and vegetables from a local farmer. The POP Club remains a hugely popular program with nearly 100% of tokens redeemed.
- While we did not increase the number of customers who shopped at the market each week; we did increase the amount of money our customers were spending on local food and items at the market:
 - 2017 average weekly customer attendance- 831
 - 2018 average weekly customer attendance- 864

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- 2019 average weekly customer attendance- 803
- Sales increased for our local family farmers and small businesses
 - Gross sales increased 24% from 2018
 - 2017- \$352,000 ● 2018- \$425,000 ● 2019- \$526,000
 - Produce sales grew by 17%
 - 2017 - \$133,700 ● 2018- \$172,000 ● 2019- \$200,500
 - Meat sales grew by 89% for local ranchers and fisherpeople
 - 2017- \$48,900 ● 2018- \$48,500 ● 2019- \$91,520
- From customer surveys, we know that:
 - 70% of our customers live less than 30 miles from the market location
 - 45% of customers planned to spend \$60 or more at surrounding businesses on the same day
 - 51% of customers typically drive to the market; 24% of market customers typically walk to the market; 11% of people carpool to the market; 10% of people bike to the market

We are also proud of the work we've done to increase Veggie Rx participation at the market. Veggie Rx is a fruit and vegetable prescription program that empowers health care providers to 'prescribe' vouchers to community members who screen positive for food insecurity. Vouchers can be used to purchase produce at farmers markets and farm stands in the Gorge. The number of Veggie Rx vouchers spent at the market in 2019 *quadrupled* compared to the 2018 season. Veggie Rx made up about 9% of market produce sales this year.

Veggie Rx was successful at the Hood River Farmers Market in part because of a pilot program with the Hood River Health Department to provide more support to the Veggie Rx participants and the providers who prescribed vouchers. Veggie Rx participants received reminders about where to use their vouchers and cooking classes in partnership with OSU Extension.

We'd like to apply some of these best practices to bolstering our SNAP Match Program at Hood River Farmers Market. This type of programming, known amongst farmers market managers as SNAP Ambassadors, has been employed by markets around the country to increase knowledge and use of SNAP programs. We'd like to pilot a SNAP Ambassador program in the Gorge this year. We envision a program to train Department of Human Services case managers (those who administer SNAP benefits) on the SNAP Match program by inviting them to the farmers market, facilitating a market tour, and providing them with tokens to spend at the market just as their clients could. As a result, case managers would have more fluency with the program and could better communicate to clients who receive SNAP.

We're proud of our accomplishments this year but know there's still more to be done. With help from the City, we'd like to implement a SNAP Ambassador program and work to meet (and surpass!) our SNAP sales goal of \$5,000. **We ask that the City again waive the rental fee for the 2020 season with the understanding that Gorge Grown will use the savings for the SNAP Match Program and support.**

Your support will help lower barriers to the market for more of our community members and help support our mission: to build a resilient and inclusive food system that improves the health and wellbeing of our community.

Again, we appreciate your support for the Hood River Farmers Market and SNAP Match Program.

Sincerely and Gratefully,

Hannah Ladwig
 Hood River Farmers Market Manager
 Gorge Grown Food Network

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CITY COUNCIL AGENDA ITEM COVER SHEET

Meeting Date: January 27, 2020

To: City Council

From: Danielle Meyers, Building Official

Subject: Public Hearing for Title 15, Ordinance Amendment 2054

Background: The Building Department enforces the building code adopted by the State of Oregon in addition to local municipal codes. The local municipal code enforced by the Building Department is Title 15, Building and Construction. As of January 1, 2020, the State of Oregon is adopting the 2019 Oregon Structural Specialty Code (OSSC). As a result, this code will be adopted by the jurisdictions across the state. The OSSC, at a high level, describes the requirements for structural design, architectural design, fire life safety, energy, existing and historic buildings and Americans with Disabilities Act (ADA) compliance and includes supplemental codes such as residential, mechanical, plumbing and electrical codes. These codes will all be updated at different levels as a result of the adoption of the new 2019 OSSC.

Unlike recent updates to the OSSC, the 2019 OSSC brings about a series of major scope changes within Chapter 1 - Administration. The Building Codes Division (BCD) at the State will focus solely on inhabited structures relying on local jurisdictions to adopt ordinances related to removed items. The BCD supports jurisdictions adopting local ordinances to regulate those items that have been traditionally covered by the State Code.

Since the code updates for January 1, 2020 were released for review in October, staff met with other building officials and representatives from the BCD at code update classes, Oregon Building Officials Association (OBOA) monthly meetings and the OBOA Quarterly Business Meeting. It appears that most Building Officials across the state (including The Dalles, Wasco County, Hood River County, Troutdale, Gresham, Portland, Lincoln County and Washington County) are recommending that local ordinances be adopted to provide consistency in design and construction across the state and to continue current practice. These items are related to non-inhabited structures, demolished structures, the right of entry and other fire safety scope, as indicated below. Given Hood River's hazards such as high levels of wind and snow, areas prone to fire and flooding and a protected aesthetic with its historic and geographic elements, staff concurs with these other jurisdictions. If Council chooses to adopt local ordinances to fill in the gaps, a local appeals process for local permits will be created.

Given the number of changes, staff, in collaboration with building officials throughout the state are working through training and education options for the local design and building community. Please note, due to the short timeline of these changes, there will be a gap in permitting between January 1, 2020 and when a new ordinance is adopted. However, construction permit intake is typically slower during this time.

Summary: As a result of the 2019 OSSC focus on inhabited structures solely, the following is no longer regulated or enforced by the state, but should be adopted under local ordinance and noted in Chapter 1-Administration:

1. Right of Entry (Where it is necessary to make an inspection to enforce adopted codes, or the Building Official has reasonable cause to believe a structure is contrary to or in violation of the codes or that makes the structure or premises unsafe, dangerous or hazardous.)
2. Demolition of structures
3. Fire safety during construction
4. Protection of adjoining property during construction
5. Fences
6. Freestanding signs, including billboard signs.
7. Retaining walls that support a surcharge or are intended to impound liquids.
8. Tanks not otherwise regulated by adopted codes that connect to building systems, support commercial or industrial processes
9. Cellular phone/radio/television and similar towers
10. Flagpoles and exterior light poles
11. Equipment shelters associated with commercial or industrial facilities or supporting communication facilities.

Complete details can be found in the 2019 OSSC, which is available free online at <https://codes.iccsafe.org/content/OSSC2019P1>.

At the December 9, 2019 presentation, Council direct staff to include local building and construction ordinances in the 2019 OSSC code update and return to Council at the first meeting in January 2020. At the January 13th meeting, Council noted it would like to see additional clarity around unsafe buildings and proposed a few other minor clarifications. Staff has reviewed Councilors' comments and looked at what other jurisdictions use regarding unsafe buildings. The ordinance has been clarified for review and approval.

Please see attached Ordinance 2054 amendments for reference.

Staff Recommendation:

Staff recommends that Council approve these amendments to Hood River Municipal Code Title 15.

Suggested Motion:

I move the Council approve Ordinance 2054, amendments to the City's building and construction ordinances in the 2019 OSSC code update.

Attachments:

2019 Code Adoption Updates by the State: <https://www.oregon.gov/bcd/codes-stand/Pages/commercial-structures.aspx> and Ordinance 2054, Amendment to Title 15

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

ORDINANCE NO. 2054

An Ordinance amending Hood River Municipal Code Title 15 (Buildings and Construction) Chapter 15.04 Building Code and Chapter 15.20 Television and Radio Towers

The Hood River City Council finds as follows:

WHEREAS, the City of Hood River is organized to employ and operate a building department to enhance public safety through codes.

WHEREAS, the building department administers state and local building codes related to structural and mechanical scope. The building department administers and enforces State of Oregon building codes and local codes deriving from Title 15 Hood River Municipal Code.

WHEREAS, The 2014 Oregon Structural Specialty Code was the existing code cycle adopted across the state.

WHEREAS, the State of Oregon recently adopted a new code cycle to be adopted by state jurisdictions and effective January 1, 2020. The State transitioned from the 2014 Oregon Structural Specialty Code to the 2019 Oregon Structural Specialty Code.

WHEREAS, the newly adopted State Code creates change in scope that require permits or are exempt in 2019 Oregon Structural Specialty Code Chapter 1 Administration Sections 105.3 through 105.6.

WHEREAS, the newly adopted state code gives local municipalities options to specifically amend these requirements under the authority of ORS 455.020 to adopt local permits.

WHEREAS, the City of Hood River has coordinated with multiple Building Departments and Building Officials across the state to create consistency in the administration of local and state building permits as a result of the newly adopted code cycle and options given to municipalities to make amendments.

WHEREAS, the City of Hood River Building Department recommends amendments to Title 15 of the Hood River Municipal Code the adoption of the 2019 Oregon Structural Specialty Code. Changes are primarily driven by the elimination of provisions from state adopted building codes with references that allow local adoption of those provisions. Additional changes are recommended to provide cleanup of outdated code provisions.

WHEREAS, the Hood River City Council heard the Building Department recommendation on December 9, 2019 and (*pending action -authorized staff to prepare an amendment ordinance*);

WHEREAS, amendment ordinance has been drafted and posted to the citizens of Hood River on January 17, 2020. Amendments to HRMC Title 15 as set forth in Exhibit A and B.

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

Section 1 – Amendment. Title 15 (Buildings and Construction) Chapter 15.04 Building Code shall be amended, attached hereto and incorporated herein by this reference.

Section 2 – Amendment. Title 15 (Buildings and Construction) Chapter 15.20 Television and Radio Towers shall be repealed entirely. These provisions were adopted in 1953 to regulate the installation of radio and television antennas and updated in 1996 only to point to current city fee schedules. Many of the provisions are very outdated including requirements for electrical inspection, which the City does not have authority for under state regulations. Current land use and building codes provide appropriate regulation of towers and antennas. Attached hereto and incorporated herein by this reference.

Read for the First Time this (Date to be determined).

Read for the Second Time and approved this ___ day of (date to be determined) 2020.

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

Exhibit A

Strikes and Underlines of existing HRMC 15.04:

CHAPTER 15.04 – BUILDING CODE*

* For statutory provisions on the State Building Code, see ORS ~~456.750~~ [455.010](#) et seq.

Legislative History: Ord. 1364 (1974); Ord. 1444 (1979); Ord. 1531 (1983); Ord. 1632 (1990); Ord. 1748 (1998); Ord. 1990 (2010)

SECTIONS:

- 15.04.010 Compliance With State Law
- [15.04.015 Local Permits](#)
- 15.04.020 Administration of Program
- [15.04.025 Right of Entry](#)
- 15.04.030 ~~Boundaries of Fire Zones~~ [Service Utilities](#)
- 15.04.040 ~~Agricultural Buildings~~ [Demolition and Damaged Buildings](#)
- 15.04.050 Excavation and Grading
- [15.04.055 Patio Covers](#)
- 15.04.060 Interpretation of Provisions
- 15.04.070 Unsafe ~~Buildings~~ [Structures and Equipment](#)
- 15.04.080 ~~Board of~~ Appeals
- 15.04.085 Heat Pumps and Mechanical Devices
- 15.04.090 Violations; Penalties; Remedies
- 15.04.100 Building Official: Authority to Impose Administrative Civil Penalty
- 15.04.110 Appeal Procedures
- 15.04.120 Unpaid Penalties
- 15.04.130 Notice of Violations and Stop Work Orders

15.04.010 Compliance with State Law. In addition to compliance with this chapter and other ordinances of the city, building and related activities shall comply with provisions of each of the specialty codes making up the State Building Code adopted by the [Administrator of the Building Codes Division, Department of Consumer and Business Services](#) ~~director of the state Department of Commerce~~ and the [Oregon Fire Fire and Safety](#) Code adopted by the state Fire Marshal as those codes now are and all subsequent amendments and additions thereto. No person shall conduct building or related activities without compliance with these codes within the city. (Ord. 1444, 1979; Ord. 1364, 1974)

15.04.015 City Permits. In addition to permits regulated by the state Building Code, the City requires permits and approvals for the following items not regulated by the state Building Code. No person shall conduct building or related activities without compliance prior to submitting a permit application to the Building Official and receiving approval.

A. Fences in excess of 7'

B. Retaining walls that support a surcharge or are intended to impound Class I, II, or IIIA liquids.

C. Tanks not otherwise regulated by adopted codes that connect to building systems, support commercial or industrial processes.

D. Cellular phone/radio/television and similar towers supported by a regulated structure or in excess of 20' in height measured from grade to the top of the tower.

E. Flagpoles and exterior light poles in excess of 20' in height measured from grade to the top of the pole.

F. Freestanding signs in excess of 4' in height measured from grade to the top of the sign.

G. Equipment shelters associated with commercial or industrial facilities or supporting communication facilities.

H. Demolition of a structure

City permits required under this chapter shall be processed in a similar manner as other permits required by the state Building Code. Fees for local permits shall be based on valuation using the currently adopted fee schedule for building permits.

15.04.020 Administration of Program. The city shall provide for the administration of a plan checking, building permit and inspection program for structural and mechanical work, but not for plumbing and electrical work.

A. The city program is applicable to public buildings including state building, as well as private building. (Ord. 1364, 1974)

15.04.025 Right of Entry. Where it is necessary to make an inspection to enforce the provisions of adopted codes, or where the Building Official has reasonable cause to believe that there exists in a structure or upon a premises a condition that is contrary to or in violation of this code that makes the structure or premises unsafe, dangerous or hazardous, the Building Official or his authorized representative is authorized to enter the structure or premises at reasonable times to inspect or to perform the duties imposed by adopted codes, provided that if such structure or premises be occupied that credentials be presented to the occupant and entry requested. If such structure or premises is unoccupied, the Building Official shall first make a reasonable effort to locate the owner or other person having charge or control of the structure or premises and request entry. If entry is refused, the Building Official shall have recourse to the remedies provided by law to secure entry.

15.04.030 Service Utilities. Section 112 entitled "Service Utilities" of the Oregon Structural Specialty Code is adopted and shall regulate the connection and disconnection of service utilities as deemed appropriate by the Building Official.

~~15.04.030 — Boundaries of Fire Zones. In accordance with the provisions of the State Building Code for recognition of local fire zones and in particular, Section 1601 of the Structural Specialty Code, the city is by Ordinance No. 1344 (76) adopted January 28, 1974, divided into fire zones nos. 1, 2 and 3, with each such zone to have the boundaries as set forth in such ordinance and which by reference is also made a part of this chapter. (Ord. 1364, 1974)~~

15.04.040 Demolition and Damaged Buildings. A permit is required for demolition of any structure, even if the structure did not require a permit to construct. Partial demolition of a structure for additions, remodels or other alterations will be processed through the building permit procedures as an alteration to the structure. The Building Official can waive the requirement for permit for work of a very minor nature when it is determined that no utilities will be affected, there is no danger to the public, and no other department review is required. Prior to the issuance of a demolition permit, the Building Official shall receive approval from other departments and agencies regarding land use, utilities, and other associated aspects for the structure.

Demolition work shall comply with approved plans and conditions issued upon the permit as well as the following standards:

A. It is unlawful for an owner or person in charge of a building being demolished or which has been damaged by fire, wind, flood, earthquake, neglect or similar event to leave a portion that is liable to collapse or is a danger to the life, health, property or safety of the public:

1. Unsupported for more than one hour; or

2. Unsupported for more than 24 hours, during which time suitable barricades must prevent access to the building.

- B. Structural supports for a building being demolished or which has been damaged by fire wind, flood, earthquake, neglect or similar event must be designed by a structural engineer registered with the state and hired by the owner or person in charge. All such designs, calculations, drawings and inspection reports must be approved by the Building Official before implementation.
- C. The demolition of buildings must occur in a safe manner and consistent with the terms of a demolition permit issued by the city. Adjoining streets and sidewalks may not be littered with solid waste and must be wetted down, if necessary, to maintain cleanliness. During demolition work, all receptacles, drop boxes, shafts or piping used in such demolition work must be covered in an appropriate manner.
- D. During removal of a building:
 - 1. A foundation that is not intended for use in new construction must be removed and all excavations filled to
 - 2. level with the adjoining grade with approved structural fill material; and
 - 3. Plans for foundation intended for use in new construction must be submitted to the city and the foundation approved for such use. Upon completion of demolition work, the remaining foundations must be barricaded by a fence at least eight feet high until the new construction has progressed sufficiently to negate hazards to the public.
- E. Demolition Debris. An owner or person in charge must remove all solid waste from the premises upon which demolition is carried out within seven days from completion of the demolition or a stoppage, if work remains uncompleted, unless the city extends the time in writing due to weather, terrain or other circumstances deemed appropriate.

~~15.04.040 — Agricultural Buildings. Chapter 15 entitled "Agricultural Buildings" of the appendix to the 1976 edition of the Uniform Building Code copyrighted by the International Conference of Building Officials and all amendments and additions thereto shall be in effect in the city. (Ord. 1444, 1979; Ord. 1364, 1974)~~

~~15.04.050 Excavation and Grading. Appendix Chapter J, entitled "Grading" of the Oregon Structural Specialty Code is adopted and shall regulate grading, excavation and earthwork construction on private property. Chapter 70, entitled "Excavation and Grading" of the appendix to the current edition of the Uniform Building Code copyrighted by the International Conference of Building Officials, together with all amendments and additions thereto, shall be in effect in the city. (Ord. 1632, 1990; Ord. 1444, 1979; Ord. 1364, 1974)~~

~~15.04.055 Patio Covers. Appendix Chapter I, entitled "Patio Covers" of the Oregon Structural Specialty Code is adopted and shall regulate construction of regulated patio covers on private property.~~

~~15.04.060 Interpretation of Provisions. In addition to the provisions of Section 106 of the Structural Specialty Code and similar provisions of other specialty codes, the Building Official may approve a material or method of construction not specifically prescribed by this chapter provided he finds that the proposed design is satisfactory and that the material, method or work offered is for the purpose intended, at least the equivalent of that specifically prescribed by this chapter in quality, effectiveness, fire resistance, durability, safety and emergency conservation, and the Administrator Director of the Building Codes Division, Department of Consumer and Business Services Department of Commerce has not issued a report disapproving the material or method for the purpose. The Building Official may refer the proposed design to the Building Codes Division or the City Manager city board of appeals as provided in Section 204(a) of Structural Specialty Code, and A person affected by ruling of the Building Official may appeal such ruling through the appeals process as outlined in this chapter to the board of appeals within thirty days of the date of ruling. The provisions of this section shall not be interpreted to preclude a person from requesting a ruling from the Administrator Director of the Building Codes Division Department of Commerce prior to the submitting of an application to the city for permit, or after withdrawing previously submitted application. (Ord. 1364, 1974)~~

~~15.04.70 Unsafe Buildings Structures and Equipment.~~

Structures or existing equipment that are or hereafter become unsafe, insanitary or deficient because of inadequate means of egress facilities, inadequate light and ventilation, or that constitute a fire hazard, or are otherwise dangerous to human life or the public welfare, or that involve illegal or improper occupancy or inadequate maintenance, shall be deemed an unsafe condition. Unsafe structures and equipment shall be taken down and removed or made safe, as the Building Official or his authorized representative deems necessary and as provided for in this section. A vacant structure deemed unsafe shall be secured against entry.

When the Building Official or the Building Official's authorized representative has inspected, caused to be inspected, or received a sufficient amount of verifiable information about any building and has found and determined that such building or structure is unsafe, the building official shall commence proceedings to cause the repair, vacation or demolition of the building.

- A. Notice and Order: The Building Official shall issue a notice and order directed to the record owner of the building. The notice and order shall contain:
1. The street address and a legal description sufficient for identification of the premises upon which the structure or equipment is located.
 2. A statement that the Building Official has found the structure or equipment to be dangerous with a brief and concise description of the conditions found to render it unsafe under the provisions of this chapter.
 3. A statement of the action required to be taken as determined by the Building Official;
 - a. If the Building Official has determined that the structure or equipment must be **repaired**, the order shall require that all required permits must be secured therefor and the work physically commenced within such time (not to exceed 60 days from the date of the order) and completed within such time as the building official shall determine is reasonable under all of the circumstances.
 - b. If the Building Official has determined that the structure or equipment must be **vacated**, the order shall require that it shall be vacated within a time certain from the date of the order as determined by the building official to be reasonable.
 - c. If the Building Official has determined that the equipment or structure must be **demolished**, the order shall require that it be vacated within such time as the Building Official shall determine is reasonable (not to exceed 60 days from the date of the order); that all required permits be secured therefor within 60 days from the date of the order; and that the demolition be completed within such time as the Building Official shall determine is reasonable.
 4. Statements advising that if any required repair or demolition work (without vacation also being required) is not commenced within the time specified, the building official;
 - a. Will order the structure or equipment be vacated and posted to prevent further occupancy until the work is completed, and
 - b. May proceed to cause the work to be done and charge the costs thereof against the property or its owner.
 5. Statements advising
 - a. that any person having any record title or legal interest in the equipment or structure may appeal from the notice and order or any action of the Building Official to the City Manager, provided the appeal is made in writing as provided in this chapter and filed with the Building Official within 30 days from the date of service of such notice and order; and
 - b. That failure to appeal will constitute a waiver of all right to an administrative hearing and determination of the matter.

B. Service of Notice and Order; The notice and order and any amended or supplemental notice and order, shall be served upon the record owner and posted on the property; and one copy thereof shall be served on each of the following if known to the Building Official or disclosed from official public records: The holder of any mortgage, or deed of trust or other legal interest holder; the owner or holder of any lease of record; and the holder of any other estate or legal interest of record in or to the building or the land on which it is located. The failure of the Building Official or city code enforcement to serve any person required herein to be served shall not invalidate any proceedings hereunder as to any other person duly served or relieve any such person from any duty or obligation imposed by the provisions of this section.

C. Method of Service; Service of the notice and order shall be made upon all persons entitled thereto either personally or by mailing a copy of such notice and order by certified mail, postage prepaid, return receipt requested, to each such person at their address as it appears on the last equalized assessment roll of the county or as known to the Building Official. If no address of any such person so appears or is known to the Building

Official, then a copy of the notice and order shall be so mailed, addressed to such person, at the address of the building involved in the proceedings. The failure of any such person to receive such notice shall not affect the validity of any proceedings taken under this section. Service by certified mail in the manner herein provided shall be effective on the date of mailing.

D. Permitted Work; Where the structure or equipment determined to be unsafe by the Building Official is restored to a safe condition, to the extent that repairs, alterations or additions are made or a change of occupancy occurs during the restoration of the structure, such repairs, alterations, additions and change of occupancy shall comply with this chapter as well as State Law as noted in 15.04.010.

1. The provisions of Section 8.08 shall govern abatement of unsafe structures which shall be abated as nuisances. The law referred to in Section 203 of the Structural Specialty Code is the ordinance of the city providing for the abatement of public nuisances. (Ord. 1364, 1974)

15.04.080 Appeals. Any person aggrieved of a decision of the Building Official in the administration of assigned duties may appeal that decision. Appeals of technical code matters for codes regulated by the state Building Code shall be appealed to the appropriate State Board as outlined in ORS. Appeals of administrative provisions of state adopted Building Code and appeals of city adopted code provisions may be appealed to the City Manager as outlined in Section 15.04.080. Appeals through either process shall have no authority to deliberate and make determinations on City Manager requirements or conditions of approval.

~~15.04.080 Board of Appeals. For application in the city, Subsection A of Section 204 of the Structural Specialty Code in subsection A of Section 203 of the Mechanical Specialty Code are replaced with the following:~~

~~"In order to determine the suitability of alternate materials and methods of construction and provide for reasonable interpretation of the provisions of standards applicable to buildings and related activities administered through this City there is created a Board of Appeals consisting of five (5) voting members who are qualified by experience and training to pass upon matters pertaining to building and related activities. The building official shall be an ex officio non voting member and shall act as Secretary of the Board. The Board of Appeals shall be appointed by the Council and hold office at its pleasure. The Board shall adopt reasonable rules and regulations for conducting its investigations and shall render all decisions and finding in writing to the building official with a duplicate copy to the appellate. The administrator of the State Building Code Division shall be furnished a copy of decisions interpreting State Building Code requirements." (Ord. 1364, 1974)~~

15.04.085 Heat Pumps and Mechanical Devices. The following standards shall govern the issuance of permits and noise levels of heat pump and other mechanical installations:

A. Existing Heat Pumps and Mechanical Devices. No person owning or controlling an existing commercial or residential heat pump or mechanical device shall cause or permit operation of that noise source if the noise levels generated by the heat pump or mechanical device exceed fifty decibels as measured within twenty-five feet of the nearest residential structure on an adjacent parcel of land.

B. New Heat Pump and Mechanical Installations. Effective upon adoption of the ordinance codified in this section, no person shall install, or operate, a commercial or residential heat pump or mechanical device if noise levels from its operation exceed forty-five decibels within twenty-five feet of the nearest residential structure on an adjacent parcel of land, or within twenty-five feet of the property line of any adjacent unoccupied parcel of land zoned for residential use.

C. Permit Requirement. No person shall install a commercial or residential heat pump or mechanical device prior to submitting a permit application to the Building Official and receiving approval. All applications shall certify that the operation of the heat pump or mechanical device will meet the provisions of Section 2 using the Air Conditioning and Refrigeration Institute Standards for Application for Sound Rated Outdoor Unitary Equipment (Standard 275).

D. Enforcement Responsibility. It shall be the responsibility of the Building Official to assure all provisions of this section are met prior to issuing an installation permit for a heat pump or mechanical device.

E. Variances. Where practical difficulties, unnecessary hardships, or results inconsistent with the provisions of this section exist, a variance not to exceed five percent of the maximum noise levels permitted herein may be granted by the Building Official. Any person dissatisfied with the decision of the Building Official may appeal such decision in

writing to the city council within ten days of such decision. The ~~city council~~ [City Manager](#) may grant a variance to the extent that the ~~council~~ [City Manager](#) finds the variance to be consistent with the terms of this section. (Ord. 1531, 1983)

15.04.090 Violation; Penalties; Remedies.

- A. No person, firm, corporation or other entity however organized shall erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy or maintain a building or structure in the City, or cause the same to be done, contrary to, or in violation of, this chapter. (Ord. 1990)
- B. All violations of any provision of this chapter shall be subject to an administrative civil penalty not to exceed \$500 and shall be processed in accordance with the procedures set forth in this chapter. (Ord. 1990)
- C. Each day that a violation of a provision of this chapter exists constitutes a separate citable violation. (Ord. 1990)
- D. In addition to the above penalties, a condition caused or permitted to exist in violation of this chapter is a public nuisance and may be abated by any of the procedures set forth under any applicable law. (Ord. 1990)
- E. The penalties and remedies provided in this section are not exclusive and are in addition to other penalties and remedies available to the City under any ordinance, statute or law. (Ord. 1990)

15.04.100 Building Official: Authority to Impose Administrative Civil Penalty.

- A. Upon a determination by the Building Official that any person, firm, corporation or other entity however organized has violated a provision of this chapter or a rule adopted there under, the Building Official may issue a notice of civil violation and impose upon the violator and/or any other responsible person an administrative civil penalty as provided by subsections (A) to (K) of this section. For purposes of this subsection, a responsible person includes the violator, and if the violator is not the owner of the building or property at which the violation occurs, may include the owner as well. (Ord. 1990)
- B. Prior to issuing an order to correct a violation under this section, the Building Official may pursue reasonable attempts to secure voluntary correction. (Ord. 1990)
- C. Prior to issuing a notice of civil violation and imposing an administrative civil penalty under this section, the Building Official shall issue an order to correct a violation to one or more of the responsible persons within a reasonable timeline [based on the history of the violation as determined by the Building Official](#). Except where the Building Official determines that the violation poses an immediate threat to health, safety, environment, or public welfare, the time for correction shall be less than seven calendar days. (Ord. 1990)
- D. Following the date or time by which the correction must be completed as required by an order to correct a violation, the Building Official shall determine whether the required correction has been completed. If the required correction has not been completed by the date or time specified in the order, the Building Official may issue a notice of civil violation and impose an administrative civil penalty to each responsible persons to whom the order to correct was issued. (Ord. 1990)
- E. Notwithstanding subsections (B) and (C), the Building Official may issue a notice of civil violation and impose an administrative civil penalty without having issued an order to correct violation or made attempts to secure voluntary correction where the Building Official determines that the violation was knowing or intentional or a repeat of a similar violation. (Ord. 1990)
- F. In imposing an administrative civil penalty authorized by this section, the Building Official shall consider: (Ord. 1990)
 - 1. The person's past history in taking all feasible steps or procedures necessary or appropriate to correct the violation;
 - 2. Any prior violations of statutes, rules, orders, and permits;
 - 3. The gravity and magnitude of the violation;
 - 4. Whether the violation was repeated or continuous;
 - 5. Whether the cause of the violation was an unavoidable accident, negligence, or an intentional act;

6. The violator's cooperativeness and efforts to correct the violation; and
7. Any relevant rule of the Building Official.

G. Any notice of a civil violation that imposes an administrative civil penalty under this section shall either be served by personal service or shall be sent by registered or certified mail and by first class mail. Any such notice served by mail shall be deemed received for purposes of any time computations hereunder three days after the date mailed if to an address within this state, and seven days after the date mailed if to an address outside this state. Every notice shall include the following information: (Ord. 1990)

1. Reference to the particular code provision, permit requirement, ordinance number, or rule involved;
2. A short and plain statement of the violation or how the structure or property in question is a violation;
3. A statement of the amount of the penalty(ies) that are, or could in the future be, imposed;
4. The date on which the order to correct was issued and time by which correction was supposed to be made, or if the penalty is imposed pursuant to subsection (E), a short and plain statement of the basis for concluding that the violation was knowing, intentional, or repeated; and
5. A statement of the party's right to appeal the civil penalty to the City Manager; a description of the process the party is required to use to appeal the civil penalty; and the deadline by which such an appeal must be filed.

H. Any person, firm, corporation or other entity however organized to whom a notice of civil penalty is issued may appeal the penalty to the City Manager. The provisions of Section 15.04.110 shall govern any requested appeal. (Ord. 1990)

I. A civil penalty imposed hereunder shall become final upon expiration of the time for filing an appeal, unless the responsible person appeals the penalty to the City Manager pursuant to, and within the time limits established by, Section 15.04.110. (Ord. 1990)

J. Each day the violator fails to remedy the code violation shall constitute a separate citable violation. (Ord. 1990)

K. The civil administrative penalty authorized by this section shall be in addition to: (1) Assessments or fees for any costs incurred by the City in remediation, cleanup, or abatement, and (2) any other actions authorized by law, provided that the City shall not issue a citation to Municipal Court for a violation of this Chapter. (Ord. 1990)

15.04.110 Appeal Procedures.

A. A person, firm, corporation or other entity, however organized, that is aggrieved by an administrative action of the Building Official taken pursuant to any section of this chapter that authorizes an appeal under this section may, within 15 days after the date of notice of the action, appeal in writing to the Building Official. The written appeal shall be accompanied by the appeal fee, set by resolution of the city council, and shall include the following information: (Ord. 1990)

1. The appellant's name and address;
2. Identify the determination that is being appealed and describe it generally;
3. The reason the determination is incorrect; and
4. What the correct determination of the appeal should be. If a person, firm, corporation or other entity however organized appeals a civil penalty to the City Manager, the penalty shall become final, if at all, upon issuance of the City Manager's decision affirming the imposition of the administrative civil penalty.

B. If a notice of revocation of a license or permit is the subject of the appeal, the revocation does not take effect until a final determination of the appeal. Notwithstanding this paragraph, an emergency suspension shall take effect upon issuance of, or such other time stated in, the notice of suspension. (Ord. 1990)

C. Unless the appellant and the City agree to a longer period, an appeal shall be heard by the City Manager within 30 days of the receipt of the notice of intent to appeal. At least 10 days prior to the appeal hearing, the City shall mail notice of the time and location thereof to the appellant. (Ord. 1990)

D. The City Manager shall hear and determine the appeal on the basis of the appellant's written statement and any additional evidence the City Manager deems appropriate. At the hearing, the appellant may present testimony and oral argument personally or through an attorney. The burden of proof shall be on the Building Official. The rules of evidence as used by courts of law do not apply. (Ord. 1990)

E. The City Manager shall issue a written decision within 10 days following the hearing. The City Manager's written decision shall be final. (Ord. 1990)

F. Except as provided in this subsection, the appeal fee is not refundable. The City Manager may make a determination on the motion of the appellant that the appeal fee is refunded to the appellant upon a finding by the City Manager that the appeal was not frivolous. (Ord. 1990)

G. Failure to pay a penalty imposed hereunder within 10 days after the penalty becomes final as provided in subsection (A) shall constitute a violation of this code. Each day the penalty is not paid shall constitute a separate violation. The Building Official is authorized to collect the penalty by any administrative or judicial action or proceeding authorized by section 15.04.120, other provision of this code or state law. (Ord. 1990)

15.04.120. Unpaid Penalties.

A. Failure to pay an administrative penalty imposed pursuant to this code within ten days after the penalty becomes final shall constitute a violation of this code. Each day the penalty is not paid shall constitute a separate violation. The Building Official is authorized to collect the penalty by any administrative or judicial action or proceeding authorized by subsection (B) below, other provisions of this code, or state statutes. (Ord. 1990)

B. If an administrative civil penalty is imposed on a responsible person because of a violation of any provision of this code resulting from prohibited use or activity on real property, and the penalty remains unpaid 30 days after such penalty become final, the Building Official shall assess the property the full amount of the unpaid fine and shall enter such an assessment as a lien in the city and/or county lien docket(s). At the time such an assessment is made, the Building Official shall notify the responsible person that the penalty has been assessed against the real property upon which the violation occurred and has been entered in the city and/or county lien docket(s). The lien shall be enforced in the same manner as all City liens. Interest shall commence from the date of entry of the lien in the lien docket. (Ord. 1990)

C. In addition to enforcement mechanisms authorized elsewhere in this code, failure to pay an administrative civil penalty imposed pursuant to this code shall be grounds for withholding issuance of requested permits or licenses, issuance of a stop work order, if applicable, or revocation or suspension of any issued permits or certificates of occupancy. (Ord. 1990)

15.04.130. Notice of Violations and Stop Work Orders. Whenever any work on any building, structure, electrical, gas, mechanical or plumbing system is being done contrary to the provisions of this chapter or other ordinance of the city, the Building Official may order the work stopped by giving written notice of the violation. The Building Official shall give the written notice to the owner of the property or his agent or to any person doing the work or causing it to be done and shall also post the property. The notice shall state the specific violations and conditions under which work may be resumed. If the Building Official determines that an emergency exists or there is an imminent threat of harm to the public generally or individuals, the Building Official may order all work stopped without prior written notice by issuing a Stop Work Order. Upon issuance and posting of a Stop Work Order, all work shall immediately cease. (Ord. 1990)

Exhibit B

Strikes and Underlines of existing HRMC 15.20:

CHAPTER 15.20 – Television and Radio Towers*

~~CHAPTER 15.20 – TELEVISION AND RADIO TOWERS~~

~~Legislative History: Ord. 993 (1953); Ord. 1728 (1996); Ord. 1730 (1996)~~

~~Sections:~~

~~15.20.010 Definitions~~

~~15.20.020 License Required Exceptions~~

~~15.20.030 License Application requirements~~

~~15.20.040 License Fees~~

~~15.20.050 License Bond requirements~~

Ordinance 2054

~~15.20.060 Damage by failure of principal to comply Procedure~~

~~15.20.070 Established place of business required for license~~

~~15.20.080 Permit required for erecting antennas~~

~~15.20.090 Permit Fees Required application information~~

~~15.20.100 Installation standards~~

~~15.20.110 Certain installations prohibited in automobiles~~

~~15.20.120 Permit not required for minor antenna repairs~~

~~15.20.130 Maintenance of existing antennas and towers~~

~~15.20.140 Duties, rights and powers of building inspector~~

~~15.20.150 Interference with building inspector prohibited~~

~~15.20.160 Completion of work Notice for inspection Disapproval Reinspection~~

~~15.20.170 Violation—Penalty~~

~~15.20.010 Definitions. The following definitions shall apply in the interpretation and enforcement of this chapter:~~

~~A. "Antenna" means the outdoor portion of the receiving equipment used for receiving television or radio waves from space.~~

~~B. "Building inspector" means the building inspector of the city or any of his authorized assistants.~~

~~C. "Height" means the overall vertical length of the antenna system above the ground, or, if such system be located on a building, then, above that part of the level of such building upon which the system rests.~~

~~D. "Mast" means that portion of the outside antenna system to which the antenna is attached, and the support or extension required to elevate the antenna to a height deemed necessary for adequate operation.~~

~~E. "Person" means and includes any person, firm, partnership, association, corporation, company or organization of any kind. (Ord. 993 §13, 1953)~~

~~15.20.020 License—Required—Exceptions. It is unlawful for any person, firm or corporation to engage in the business of erecting or installing masts or towers for antennas or similar devices for receiving or transmitting radio frequency signals, or to erect or install such masts, towers or devices without first obtaining a license from the city; or to erect any exterior television or radio masts or towers or other like apparatus without first obtaining a permit therefor from the building inspector, except that masts, towers or devices twenty feet or under in height, and installations by licensed amateur radio operators for their own use, shall be excluded from the provisions of this section pertaining to the securing of a permit; or to erect, install, maintain or use any exterior television or radio mast or tower or other like device in violation of this chapter; provided, however, that nothing in this chapter contained shall apply to the installation of radio masts or towers or like apparatus in or upon vehicles. (Ord. 993 §1, 1953)~~

~~15.20.030 License—Application Requirements. Any person, firm or corporation desiring to engage in the business of erecting or installing towers or masts for television or radio antennas or other exterior equipment or devices to be used for the reception or transmission of radio frequency signals, shall make application for a license to the city recorder, which application shall set forth the name and business address of the applicant, and if the application be that of a firm or partnership, the names of the partners, and in case of a corporation, the names of the president and secretary thereof and the name of the person who will have charge of any antenna, mast or tower installation work within the city. (Ord. 993 §2, 1953)~~

~~15.20.040 License—Fees. The initial license fee for engaging in the business mentioned in Section 15.20.030 shall set by council resolution and be valid for one year, and shall be issued on a fiscal year basis, but if a new license is obtained after January 1st, only one half the annual fee shall be required. The license that has not been permitted to lapse may be renewed for a fee as set by council resolution and be valid for one year. (Ord. 1730 1996 part : Ord. 993 §3, 1953)~~

~~15.20.050 License—Bond Requirements. Before issuing any license the city recorder shall require of the applicant a bond in the penal sum of one thousand dollars issued by a surety company authorized to do business within the state, such bond to be approved by the city attorney and to be filed in the office of the city recorder, and to be conditioned that in the installation or erection of antennas, masts or towers or other exterior television or radio equipment or other like apparatus in the city, the principal in such bond will make such installation in accordance with the rules and provisions contained in this chapter and any other ordinance of the city, and conditioned further,~~

that the principal will pay all labor and material claims for any such work and all damages sustained by any person, firm or corporation arising from failure of the principal to make such installations in the manner aforesaid. In case any bond is not renewed upon expiration, or in case a new bond is not furnished by the applicant in the event a former bond is canceled, the license issued the applicant under this chapter shall be null and void. (Ord. 993 §4, 1953)

~~15.20.060 Damage by Failure of Principal to Comply Procedure. Any person, firm or corporation making application therefor and affidavit to the city recorder that such person, firm or corporation has been damaged by failure of the principal in any bond as required by Section 15.20.050 to comply with the requirements of this chapter, or the provisions of the bond given, shall be by the city recorder furnished with a certified copy of the bond of the person, firm or corporation named in such affidavit, and shall have the right to bring action in the name of city, for his or their use and benefit against such principal and surety to recover for any labor or materials furnished the principal named in such bond and unpaid, and for his or their damages arising out of the failure of the principal named to comply with the requirements of this chapter, and to prosecute the same to final judgment and execution; provided, that the surety's total liability on such bond shall not exceed the sum of one thousand dollars and the right to commence an action against such surety shall not exist for a longer period than ninety days from the completion of any contract. (Ord. 993 §5, 1953)~~

~~15.20.070 Established Place of Business Required for License. No license shall be issued to any person, firm or corporation not having a regularly established place of business or establishment to erect or install antennas, masts or towers for television or radio or other exterior equipment or devices to be used for the reception or transmission of radio frequency signals in a workmanlike manner, and if the place of business is within the corporate limits of the city, a sign not less than three square feet in area shall be displayed thereon, provided such sign shall be permitted under other ordinances of the city; such sign to contain the name of the licensee, and may contain such other matter as may be appropriate. (Ord. 993 §6, 1953)~~

~~15.20.080 Permit Required for Erecting Antennas. No person, firm or corporation, except licensed amateur radio operators erecting devices for their own use, shall erect or install any exterior television or radio antenna mast or tower or similar device over twenty feet in height with out first obtaining a permit from the building inspector. An application for such permit shall be on forms provided by the building inspector, and shall contain the address of the place where installation is to be made and such other pertinent information and data as the building inspector may require as set forth in this chapter. Such application shall be made by the owner or lessee of the building or property whereupon the antenna or other similar device is to be erected or installed, or by the person, firm or corporation that will make such installation. If the owner or lessee of the premises makes the application, he shall furnish the name of the person, firm or corporation that will make the installation. No permit will be issued unless the applicant or the person, firm or corporation that will make the installation is licensed under this chapter, except that a special permit may be issued to an individual authorizing him to make any such installation on or about a building of which he is the owner or tenant, provided he has owner's written consent; provided further, that in such case the work authorized by the permit must be done personally by such owner, owners or lessees, and not by any person employed for such purpose. In case the application is for the erection of an antenna or a mast or tower in excess of fifty feet in height, two complete sets of detailed plans and specifications shall be filed with the application. (Ord. 993, 1953)~~

~~15.20.090 Permit Fees Required Application Information.~~

~~A. Inspection Fees. An inspection fee as set by council resolution shall be paid for each permit issued under Section 15.20.080. A re-inspection fee as set by council resolution shall be paid for each trip when extra inspections are necessary due to any one of the following: (Ord. 1730, 1996; Ord. 1728, 1996)~~

- ~~1. Wrong address;~~
- ~~2. Condemned work resulting from faulty construction;~~
- ~~3. Repairs or corrections not made when inspection is called;~~
- ~~4. Work not ready for inspection when called.~~

~~B. Application Data. Application for permits shall be made upon blanks provided by the building inspector and shall contain, or have attached thereto the following information:~~

- ~~1. Name, address and telephone number of the owner for whom to be made;~~

2. Whether it is a new installation, repair or maintenance work;
3. Whether a radio or television receiving or transmitting antenna;
4. A simple sketch of the installation; and
5. Name of the person making the installation. (Ord. 993, 1953)

15.20.100 Installation Standards.

A. No antenna, mast or tower shall be attached to or supported by a parapet wall, chimney or vent pipe.

B. No antenna, mast or tower shall be installed in such close proximity to any electric, telephone, telegraph or other public utility line or wire that the antenna, mast or tower, if overturned or blown down, would or could come in contact or within two feet of any such wire or line; provided, that this provision shall not apply to a service lead or drop. In no case shall a mast or antenna be installed nearer to a street or sidewalk than the height of the antenna plus ten feet unless approved by the building inspector and no wires, cables or guy wires shall cross or extend over any part of any street or alley unless permission is first obtained from the council.

1. Where the strict application of the provisions of subdivision 1 of this subsection makes it difficult or virtually impossible to install or erect a mast or tower for radio or television antenna, or antennas, because of the peculiar or particular location of any buildings or premises and the utility wires in close proximity thereto, a special permit may be issued for the installation of any such antenna, mast or tower provided the application there for be first approved by the building inspector, and the application shall set forth the undue hardship created by the strict application of subdivision 1, and the building inspector shall approve any such application if he first finds that the proposed installation will not be unduly hazardous and will not constitute a menace to persons or property, and the building inspector may prescribe such safeguards as he may deem necessary for the protection of persons and property.

C. The masts or any antenna shall be guyed every ten feet, except where masts three inches in diameter or larger are used the guy spacing may be increased provided the provisions of subsection F of this section are complied with, and shall be grounded with not less than #8 copper or #8 aluminum wire; and the ground shall be attached to a cold water pipe with an approved ground clamp, or an approved ground rod not less than one half inch in diameter and four feet in length may be used.

D. Screw eyes or snubbed screw hooks shall be not less than one fourth inch in diameter and the same shall be set not less than two inches in a solid structural member and not more than one guy or guyline shall be attached to any screw eye or hook.

E. Guy wires shall be not less than 6-20 stranded galvanized steel cables.

F. Not less than three guy anchors shall be used to guy any mast, and in case three only are used, they shall be spaced at one hundred twenty degrees apart. All guy wires shall be securely fastened.

G. Every mast, tower or device installed on a roof shall be mounted on its own platform or plate covering one or more rafters of the roof and shall be securely anchored with guy wires, and installations shall be structurally sound, shall be of weatherproofed metal construction, and shall be made to meet all state and local safety code requirements, providing radio and transmission masts or antennas need not be of all metal construction. (Ord. 993, 1953)

15.20.110 Certain Installations Prohibited in Automobiles. It is unlawful for any person to install a television set forward of or which is visible from the front seats of any motor operated vehicle, otherwise the provisions of this chapter shall not apply to automobiles. (Ord. 993, 1953)

15.20.120 Permit Not Required for Minor Antenna Repairs. Notwithstanding anything in this chapter to the contrary, minor repairs to antennas may be made without permit. (Ord. 993, 1953)

15.20.130 Maintenance of Existing Antennas and Towers. Every mast, tower for antenna or similar devices erected prior to the effective date of the ordinance codified in this chapter may be maintained and operated in its present location, unless such antenna is so constructed and maintained as to be unsafe and dangerous as determined by the building inspector. The building inspector is authorized to require the removal or reconstruction of any mast, tower for antenna or similar device which he deems unsafe or dangerous. (Ord. 993, 1953)

15.20.140 Duties, Rights and Powers of Building Inspector.

A. It shall be the duty of the building inspector and his authorized assistants to inspect all television and radio receiving antennas, as described in this chapter, to ascertain if the work has been done in a neat and workman like

manner and to investigate all complaints from the general public pertaining to such antenna installations and interference caused thereby.

~~B. The building inspector and his assistants are empowered to inspect or re-inspect any wiring, equipment or apparatus for radio and television receiving service in the city, and if the conductors, equipment or apparatus are found to be unsafe to life or property, or are not in conformity with the provisions of this chapter, the building inspector shall notify the person owning or operating the hazardous wiring or equipment to correct the condition within a specified time.~~

~~C. Failure to correct violations within a specified time shall constitute a violation of this chapter. (Ord. 993, 1953)~~

~~15.20.150 Interference With Building Inspector Prohibited. It is unlawful for any person to hinder or interfere with the building inspector or his authorized representatives in the discharge of their duties under the provisions of this chapter. (Ord. 993 §15, 1953)~~

~~15.20.160 Completion of Work—Notice for Inspection—Disapproval—Re-inspection. The person to whom a permit has been granted for the installation of a television or radio receiving antenna shall immediately notify the building inspector when the work covered by the permit has been completed and is ready for final inspection. Upon such notice, the building inspector or his authorized representatives shall promptly inspect and approve the installation if the work complies in all respects with the provisions of this chapter and the permit, and shall disapprove such installation if it fails to comply, stating in writing the reasons for disapproval and specify a time within which such defects must be corrected. A re-inspection shall be made after notice to the building inspector that the defects have been corrected. (Ord. 993, 1953)~~

~~15.20.170 Violation—Penalty. Any person, firm or corporation violating any provision of this chapter shall, upon conviction in the municipal court, be fined in a sum not exceeding two hundred dollars, or be imprisoned in the city jail not to exceed thirty days or be punished by both such fine and imprisonment. (Ord. 993, 1953)~~

**City of Hood River
City Council Work Session
November 12, 2019**

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

Staff: City Manager Rachael Fuller, Planning Director Dustin Nilsen, Fire Chief Leonard Damian, City Recorder Jennifer Gray

Absent:

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

Land Acknowledgement Statement and Pledge of Allegiance

Mayor McBride stated she wanted to speak about the Rand Road property purchase. She wanted to clarify the City's actions at the last City Council meeting regarding the potential property acquisition. First, the purchase and sale agreement would need to be authorized by City Council in a public meeting. The meeting two weeks ago did not authorize the purchase. Should the City be satisfied with their diligence on the property, this would likely to occur after the first of the year. The resolution two weeks ago was the first step authorizing staff to peruse a bank loan to allow the City to move quickly, should City Council finalize the agreement. A property acquisition of this type, would allow the City to make tangible progress on important City Council goals, including housing and trail connections. Next steps would likely include retaining a development consultant to put together a request for proposals for the development community. This step would include an opportunity for public involvement. With regards to funding, the City has access to funding sources that can't be used for other purposes besides housing. For example, \$400,000 may be available in State funds that was going to be used for the Morrison Park project. Other eligible sources of funds, including a portion of the City's construction excise tax, approximately \$200,000 and the affordable housing reserve fund of \$100,000. Those are specific for affordable housing. A loan would allow the City to seek other sources of funding She knows she speaks for her colleagues when she says the City Council welcomes the public's questions and comments on this topic and on any other matter. For the past several years, the community has been in conflict regarding an affordable housing development, using a portion of Morrison Park. This issue has divided the community. As we begin to heal from this conflict, the City Council wants to hear the public's ideas about how they can come together, to tackle the important issues faced in the community.

II BUSINESS FROM THE AUDIENCE

Arthur Babitz, Hood River, OR – stated during the recent ballot measure discussion, he consistently heard from people who said they support the City's affordable housing efforts, but do not like the idea of putting housing in parks. He takes these people at their word on this. They also told him, one project like Morrison Park is a drop in the bucket and he agrees. He is here to suggest with everyone's attention freshly directed to this issue, that they seize the initiative and make a bold move to address the fundamental problems with affordable housing in Hood River. The lack of sufficient

funding to acquire property. He proposed the City go to the voters to request a 5-million-dollar affordable housing bond which will allow the City to acquire land for its own use, or by land trust for housing, authorities to actually build the housing that is needed in the community. The timing is good because the 13-year Fire Bond is about to expire, perhaps creating a little more room for a tax measure. It's never easy to ask the public for taxes but three decades of experience tells them, without property for housing it won't be built. He believes this is the time to lead on this issue. They need to help the public understand the lack of affordable housing is a threat to our community. A Hood River without housing for service workers, those trying to start a family or start a career is a very different place than where we all cherish. A Hood River without room for entry level employees is far less attractive to employers who provide the bulk of jobs. Affordable housing is not about a handout but about maintaining a functioning economy. He is speaking to Council about this today, so they have plenty of time to mull this over before the upcoming Goal Setting session. He hopes by that date, Council will have their heads wrapped around this issues and proposal and give it the discussion it deserves.

John Boonstra, Hood River, OR – he stated in the past week, more than 11,000 scientists worldwide released a report saying that the climate crisis is a “climate emergency.” These scientists acknowledge that while politicians and business representatives have adopted measured goals to address the climate crises over the past 40 years, they have failed to address the urgency of our predicament by claiming that necessary solutions are politically too ambitious. In my life as a clergy person I have learned that moments of crisis can simultaneously be spiritually charged moments of possibility.

While the climate crisis is an overwhelming global catastrophe, we hold a small slice of it on our local plate here in Hood River. And on that plate, is our slice of opportunity.

Our local response to the climate emergency is our self-defining moment. The Hood River Energy Plan offers us a goal of 30% reductions in county wide use of fossil fuels by 2030. It does not go far enough. It should not take us 30 more years (2050) to reach net zero by reducing municipal net greenhouse gas emissions. When we measure our goal setting by what we think is practically feasible given our current economic constraints, we risk limiting our resolve, diminishing our potential, underestimating our capacities and low-balling our expectations. Reaching net-zero by 2050 is too little and too late in this current emergency.

Lyric Emmons, Hood River, OR – she stated she commented at a previous City Council meeting about the importance of declaring Hood River to be in a Climate Emergency. I could talk more about why we need this, but I think you all already know why we do; we need to keep Earth habitable and safe for all generations to come, not just our own. It is our responsibility to do so. To not act now would be downright selfish. There may be things that are holding you back from taking action (fear of change, fear of reputation, or fear of public backlash), but in the grand scheme of things, these don't matter. In order to survive, we have to give up some things and step out of our comfort zone. We must take action. The science behind climate change is clear, and there is more than enough evidence to support it. Every day, thousands of people are gathering and making their voices heard. They are all saying the same things; “our mother is on fire” and “there is no planet B.” Now is the time to listen to these voices and make the changes the people are asking for. Thank you for listening, and for your service to Hood River.

Taylor Gautier, Hood River, OR – he moved to Hood River so his children could grow up and experience a wonderful environment and community. Hood River has delivered that and more, with one exception in particular, biking. His ask to City Council is please provide him with a route map that would ensure a safe biking route to school for his son. He elaborated on his reasons for this request. He asked as Council considers their goals for 2020, to remember their children do not stop

growing. If they wait for 1, 2 or 10 years, how many children will not even have the opportunity at all to experience the freedom of having their own means of transportation to and from school. How many will learn from their actions. The time is now, please consider working on safe routes to school as a way to begin realizing a better future for everyone.

Dan Ball, Hood River, OR – he is representing the City Tree Committee. He gave Council an update on the Tree Committee. He is now the Chair of the Committee. Tina Lassen and Tim Counihan are new members. They are going to be working to be more active in 2020. They are very interested in the new City website. They would like to have a presence on the website to give information on tree benefits, maintenance and protection. That is their focus for the coming year. They look forward to working with Council and the community.

Susan Crowley, Hood River, OR – she distributed a handout to Council. She stated during the last couple of weeks, there has been talk about trust and a feeling that decisions were being made privately behind closed doors, not in public session. She was surprised by the feedback from Councilors. She thought about it and realized Council firmly believes they are acting appropriately, with regard to executive sessions. She believes Council is not. Her handout reviews the statutes that apply to executive session; decisions are to be made in public. She stated it seems even though Council announces an executive session, the public has no sense there is a public part in the meeting happening. Council then goes out of the executive session and makes a decision. She stated in the meeting minutes of March 6, 2018, it shows Council coming out of Executive Session and decided to authorize the purchase option agreement for Morrison Park. Crowley claimed Council did not come out of Executive Session to do this, and the minutes make that clear. The notice that went out to the public, was not obvious there was going to be open time for the public to come back in to see the decision made by Council. She suggested a way to take care of this is when the Executive Session is announced in the future, if there is an awareness Council might come to a decision and a conclusion. Come back and announce a public session. The public would have an awareness they can be in the meeting.

Tracey Tomashpol, Hood River, OR – she requested the Planning Commission make their audio recordings freely available on the City's website. She spoke about some of the barriers that the public has to attending City meetings. She hopes live streaming of meetings will happen in 2020. In regard to the Planning Commission Reappointment Process that will go before Council later this evening, she disagrees with the portion of the process that states Council may choose to reappoint a Planning Commissioner, without advertising an opening at their respective terms. She believes better outreach needs to be done when a vacancy is advertised.

Lottie Bromham, Hood River, OR –. “On Friday, I was emailed the revised version of the Climate Resolution I helped propose over 3 weeks ago. And, I quickly realized that you have failed the children of this city in the same way Government officials all around the world have. On the cover letter for this resolution, it says that that there would be no environmental impact if you were to accept it as it is now, and I agree. You have smoothed over the urgency of this matter and have turned it into a sweet, symbolic gesture that will have little to no impact on the climate emergency we are in. You have filled this Resolution with weak words that give favor to irresponsibility instead of accountability. You have even gone so far as to eliminate the portions of this document that laid out concrete steps for how a city should go about reducing fossil fuel emissions. You think this is ok because, alas, you have the Energy Plan to fall back on, but many of the components of the Energy Plan haven't even been addressed yet. And some, may take years to come to fruition because of a lack of funding and a lack of perceived urgency. What's more, you have extended the municipality's zero carbon deadline to 2050. The

implications this ensues are more than selfish. Entire countries have pledged to end carbon emissions by 2050, yet you all seem to believe that Hood River's municipality is incapable of this. By pushing this deadline back, you are casting the hopes of this town onto the youth and forcing us to clean up after your messes once you're gone. Because after all, many of you will be dead by 2050. And, I...I will be 48 years old and living on an earth that may look vastly different than the one you have gotten to enjoy for all of your adult lives. We are told to trust grownups. We are told that you know what you're doing. Prove it. Do not schlep this colossal responsibility onto children. Instead, stand for something real, not symbolic. In your goal setting sessions, prioritize the environment. Move up the zero-carbon emissions date to 2035 because rapid, effective action needs to be taken in order to reverse the effects of climate change. And I can say one thing for sure, if nothing is done, the children of this town will not forgive you."

Brian Towey, Hood River, OR – he stated bicycling has always been apart of his life. He was a kid that rode his bike to school and continued through adulthood. The one thing that Council cannot do is reduce parking requirements for new development. It seems there has been a trend to do that. If Council wants bicycle transportation to be a part of the transportation system, all Council needs to do is not reduce parking requirements for new development. That will make bicycles more viable.

Peter Cornelison, Hood River, OR – he thanked City for taking the (HRVHS Earth Action Club and www.CGCAN.org) request for a Climate Emergency Resolution seriously. They appreciate the time that Councilors Counihan and Sanders took time to redraft the resolution. He shared a few thoughts from Eric Strid who couldn't be here tonight. Eric did the massive calculations necessary to come up with the energy use baseline for the HR Energy Plan, so he knows the numbers. If the city achieves their part, a 100% municipal reduction by 2050, that'd be less than 5% of the county goal, but it's probably more critical to also to have an actionable and nearer range target of 45% municipal reduction by 2030. However, nothing significant will change without the public aggressively participating. Thus, we need to wake up citizens and solicit their help. He would like to see the resolutions separate what the city commits to vs what it's asking citizens to do. The resolution should ask all city residents to read and respect the Emergency Warning the 11,000 scientists recently published warning of "untold human suffering". The good news is that the co-benefits of decarbonization are large and growing; thus, even the most skeptical climate denier can't deny the wisdom in reducing fossil fuel usage. The resolution lacks the development of a specific 10-year "Climate Mobilization Action Plan" to guide the climate emergency response, as well as all climate mitigation, resilience, adaptation, engagement, education, advocacy, and research and development programs as called for in the original.

The six key objectives 11,000 scientists called for immediately:

1. Immediate phasing out of fossil fuels;
2. Replacing large-scale land clearing with reforestation efforts;
3. Cutting pollutants like methane and soot;
4. Stabilizing global population;
5. Greatly reducing the amount of meat and animal products we consume;
6. Shift the economy from "excessive extraction of materials and overexploitation of ecosystems" to "a carbon-free economy that explicitly addresses human dependence on the biosphere;

Brian Carlstrom, Hood River, OR – he stated the divisiveness caused by the issue of parks will be diminished if Council immediately zones Morrison Park back to park zoning, now that the developer has backed out. The healing that Mayor McBride hopes for will then begin. He suggested the City look at a property on Cascade that is for sale. It currently has 12 units with a potential for 35 new

units. He also suggested a City owned campground could help handle the influx of visitors during peak times. He suggested the City work with the Port of Hood River; the area across from the event site, could be used as a campground.

Jim Klaas, Hood River, OR – He reviewed the election results for the Parks Measure. He believes the results would have been more lopsided if Councilor Zanmiller, Counihan, Metta and Saunders had not violated Hood River City Council procedures when they published letters to the editor urging voters to vote no. The actions of these Councilors were an attempt to influence the outcome of an election in temper of the democratic process. This type of violation should be dealt with swiftly and severely. You are allowed to have your own personal opinions, but you must state them. Councilor Haynie wrote a letter as well, but he referenced it was his personal opinion. He stated now that Mid-Columbia Housing Authority has backed out and based on the election results, it is time for the Council to listen to the people and rezone Morrison Park back to Open Space Public Facility. This should be done immediately or explained why it is not.

III PRESENTATIONS

1. Locals Wednesday Downtown

Executive Director of the Chamber of Commerce Kate Schroeder, along with Stephanie Adams and Alisha Nightingale presented information regarding Locals Wednesday.

DBAC, HRDBA and The Chamber are respectfully requesting that the City allow locals to park for free downtown on Wednesdays from either 3-6 pm or 4-6 pm to support an initiative they are creating called Locals Wednesdays (LWD). After further consideration, they feel that offering free parking starting at 3 pm will bring more families to shop and visit after school. The request is for a one-year pilot program, with a future consideration to offer this program year-round depending upon it's measured success after one year. The meeting packet contains the full request and details of LWD. If approved, LWD would begin January 2020.

Council discussed and agreed they were in support of Locals Wednesday. Before approving the free parking request, Council requested more information to be brought back at the November 25 meeting; estimated revenue loss, a plan for signage at Downtown stores and restaurants to inform the public about the free parking and measurables to track success.

2. Community Land Trust for Housing

Anne Medenbach from Big River Community Land Trust presented information regarding the community land trust model. The organization is requesting a letter of support, for their 501(c)3 application. The PowerPoint presented by Medenbach has been added into the record. Medenbach stated she is here tonight asking for Council's signature on the letter of support for their IRS application. This is the first step in the process. This will allow them to continue the momentum they have gained so far.

Council stated they are supportive of the process. Council requested Staff to bring back the letter at the meeting with follow up information requested by Council.

WORK SESSION

IV OPEN WORK SESSION - 7:54 p.m.

V AGENDA ADDITIONS OR CORRECTIONS

VI DISCUSSION ITEMS

1. Westside Concept Plan - Parks Framework - D. Nilsen

Nilsen presented a PowerPoint presentation. It has been added to the record.

During public hearings on July 29, August 19, September 16, 2019, October 21st, and November 4th, 2019 the Planning Commission sought feedback from the public regarding the Westside Area Concept Plan Report's "Park & Open Space Framework." As part of the Commission's review and deliberation over this Framework a number of recommendations have been identified for consideration by the City Council.

The overall parks and open space concept features a connected system of open space created through the coordinated planning of the following concepts:

- Up to three new neighborhood parks to serve the Westside Area.
- Possibly a new community park, with a location to be determined in a future update of the Park and Recreation District's Master Plan.
- A riparian corridor and off-street path adjacent to Henderson Creek, preliminarily sized at 25 feet on both sides of the creek, measured from the centerline.
- The Westside Trail corridor and Ridgeline Trail corridor.
- Retention of tree groves throughout the project area as much as practical.
- Limited development of terraced areas that are 25% slope and greater, except where needed for street connections and pedestrian connections, resulting in a network of public and private open spaces that can benefit birds and wildlife.
- Open space tracts and community gathering spaces that are designed as part of Planned Unit Developments, and higher-density and mixed-use projects.

The Land Use Framework in the Westside Area Concept Plan Report anticipates approximately 11 acres of neighborhood park land will be needed. The needed acreage calculated in the Concept Plan Report is preliminary; the plan assumes and recommends that it be officially determined as part of an update to the Hood River Valley Park and Recreation District's Master Plan which currently is being updated.

The precise locations of parks have yet to be determined but the concept is that one neighborhood park should be located within each of the three residential neighborhoods, with the possibility of a community park of 20-30 acres that may or may not replace a neighborhood park within the Westside Area. The Park and Open Space Framework identifies "target areas" for neighborhood parks (see Figure 20 of meeting packet). These areas are based on a preliminary evaluation by the project team of the following criteria:

- Available buildable land (no existing development or environmental constraints);
- Proximity to natural features that could be incorporated into the park (however, a grove of trees north of Sherman Ave. and east of 30th St. was cut down after preparation of the Concept Plan Report);
- Central location within the neighborhood; and
- Accessible by future pedestrian connections.

The neighborhood park target areas are preferred locations; they are not intended to be mandatory locations. Flexibility will be needed to acquire land for parks through a variety of means including advance acquisition, dedication during the development review process, gifting, etc. The Park and Open Space Framework is intended to be flexibly applied, and to help

inform future efforts by the Hood River Valley Park and Recreation District to develop an updated Parks Master Plan.

Request to Council is to accept the Parks Framework and direct staff and the Council's Parks subcommittee to continue using the Parks Framework and Planning Commission recommendations to inform the Multi-jurisdictional masterplan development process and any subsequent Code or Plan changes.

There was discussion regarding parks and trails.

Councilor Saunders asked if there is a debate about size of parks and number of parks, she asked if saying they want 3 parks at 3-4 acres in size, would tie them to that or will they have flexibility.

Fuller stated it is going to be flexible. This is a great opportunity for Council to provide input to the steering committee that can go into the Masterplan, using this as a basis. If there is a preference of level of service or size, it would be helpful to have that input now. All of the tools will need to be flexible, because they will not know exactly when the opportunities will come up or where. Geography could be a factor in some cases. Fuller reminded Council will have another opportunity to discuss this, when the Parks Masterplan come back to Council.

- Motion:** I move to direct staff and Council's Parks subcommittee to continue using the Parks Framework and Planning Commission recommendations with the two changes discussed this evening for neighborhood parks adding 2-3 acres, including trails. Include neighborhood parks and limiting development on terraced areas and make sure they are clear parks and open space are okay to have steep slopes. Using those recommendations to inform the Multi-Jurisdictional Masterplan development process and any subsequent code or plan changes on tonight's consent agenda.
- First:** Saunders
- Second:** Metta
- Discussion:** None
- Vote:** Motion passed
Ayes: McBride, Zanmiller, Saunders, Coughlan, Metta, Haynie
Nays: None
Abstentions: None
Excused: None

2. Planning Commission Appointment Process Update -- D. Nilsen
Nilsen presented a PowerPoint presentation. It has been added to the record.

At Council's request, Staff has brought back the Planning Commission appointment process for discussion.

During the closing weeks of 2018, and after a Planning Commission recruitment and advertising that resulted in no new volunteer applications, staff and Council discussed the process in which the city recruits and fills Planning Commission vacancies. At Council direction staff met with the Mayor and Council representatives and subsequently produced a short memo to aid in the

establishment of a process for the appointment of Planning Commission members. With direction of the Council, staff then initiated a selection process using the approved pilot.

The pilot selection process was characterized by a similar open call for applications with a longer open window for submissions. All candidates who applied were interviewed outside of the public meeting forum by a selection committee comprised of the Mayor, a Council representative, and staff representative. Each candidate was reviewed, scored, ranked, and a recommendation was made to Council to appointment of the selection committees' consensus highest scoring applicant.

The intent of the pilot was to expand the opportunity for staff and Council representatives to interact with candidates, to allow candidates a greater opportunity to ask candid questions beyond those scripted and exchanged in a public meeting, to provide an increased number of opportunities for candidates to provide details of qualifications in writing and outside the script of the public meeting, and to develop a multistep vetting process in lieu of an exclusive public interview before the Council and public. The pilot process culminates with Council's authority to make the appointment.

During the Council meeting, where the candidate recommendation was made, members expressed concern that the Council's public facing portion of the process and discussion may have been limited beyond what it had anticipated. There were requests to broaden the Council appointment options after the selection committee review and recommendation rather than focusing its appointment authority on the recommended candidate(s).

Based on Councils feed back Staff prepared an update for Council's consideration. This is Council's appointment process and have full authority to decide whether it's to their liking or not.

Open Advertising: The recruitment and personal touch needed to find volunteers to serve the community and in support the land use planning process can be daunting but critical in developing an inclusive and effective Commission. Seeking candidates should not have a limited season, but rather ongoing. Advertising for the opening should support focused efforts of the Council and City to fill the vacancy, and advertising is recommended to remain open until filled.

Candidate Applications: Staff suggests that a short cover letter and bio be submitted with the application that includes some predeveloped questions that focus on previous relevant service, or general interest serving. (The previously used questions for the written submission are attached)

Candidate Interview: All candidates and applicants would be interviewed by a small selection committee comprised of at least the Mayor, Council representative, and a staff liaison. In previous discussions Planning Commission has also made its desire to serve on the committee be known. Each candidate would be interviewed, reviewed, and ranked based on qualifications, eligibility, and ability to serve the needs and roles of the Commission. (The previously used questions for the interview are attached)

Candidate Recommendation: After all candidates have been interviewed and ranked by the committee, the overall applicant roster (unranked) and highest-ranking candidate will be forwarded to Council as a and may include a recommendation to appoint. Scores and rankings may be maintained for future candidate recruitment and transparency.

Council Selection: At its regular meeting, council would be provided a roster and candidate recommendation. Prior to scheduling a Council agenda item for to make the appointment of a candidate, Council will review the recommendation and roster. where it could At its discretion,

Council may choose to schedule a candidate or selected candidates interview before the entire body, reject the recommendation, or accept the recommendation and approve the matter as regular business at a future meeting.

Reappointments: At its discretion Council may choose to reappoint serving members without advertising openings at the end of their respective terms or choose to open recruitment and interview new candidates and incumbent members for positions and vacancies.

Councilor Metta suggested making a change regarding the process of reappointments. She suggested that they should always advertise for the opening, rather than just reappoint without advertisement. Council agreed with the change.

Nilsen stated the past reappointment language stayed on because it was originally what was presented to Council last March.

Planning Commission Chair Arthur Babitz added there was a request for Planning Commission to be involved to give input during the process. The Planning Commission understands the chemistry of the group and they understand what they are missing. It would be helpful if they can be involved in some way and communicate with whomever is evaluating the candidates.

There was continued discussion regarding the interview and selection process.

Councilor Haynie believes the Council should have the ability to vote on the entire slate of candidates, not just the recommended candidate by the sub-committee.

Councilor Coughlin stated he would be fine not doing interviews at a Council meeting if he had more access to information that came out of the interviews by the subcommittee. That is where he feels he is not getting the information he needs. It's not that he doesn't trust the subcommittee, it's just the process.

Council will have the opportunity to review the recommendation. Council will decide how to proceed. Additional information will be provided to Council from the subcommittee on all of the candidates, after they are interviewed. Council agreed to have the opportunity to vote on all of the candidates. Council agreed to include the Planning Commission in the process; type of involvement will be determined at the time of a vacancy.

VII ADJOURN WORK SESSION – 9:47p.m.

REGULAR COUNCIL MEETING

I OPEN REGULAR COUNCIL MEETING – 9:47 p.m.

II AGENDA ADDITIONS OR CORRECTIONS – addition to the consent agenda;
Approval of Westside Concept Plan - Parks Framework

III CONSENT AGENDA

1. Approval of Westside Concept Plan - Parks Framework

Motion: To approve the Consent Agenda as amended.
First: Saunders
Second: Metta
Discussion: None
Vote: Motion passed (roll called)
Ayes: McBride, Zanmiller, Saunders, Counihan, Metta, Haynie
Nays: None
Abstentions: None
Excused: None

IV REGULAR BUSINESS ITEMS

1. City Engineer Transition Contract – Approval for Sole Source

Resolution 2019-15 - W. Seaborn

Resolution 2019-15 exempts the City from a competitive process for execution of a transition/ interim personal services agreement for city engineer services, along with the proposed agreement, and related exhibits.

State law and the City code require minimal public process for the city to contract for personal services, but typically these laws require a public search for qualified firms and individuals with little regard for cost, and then the city enters into negotiations with the most qualified firm or individual, at which point cost and price can be considered to a limited extent.

The City has contracted with Bell Design Company since 2011 as the city engineer of record following a competitive process. The City Manager plans to hire, in-house, an individual who can perform the functions of city engineer of record, with the option of continuing to use an outside consulting firm (such as Bell Design Company or other qualified firm) for special projects that require particularized skill or are more time-consuming than a single person can handle. Consequently, the city manager proposes to terminate the city's on-going contract with Bell Design and enter into a maximum 12-month transition/interim contract with Bell Design. During the interim/transition period, the city would hire an in-house city engineer. At that point the City may complete a competitive process for identifying a consulting engineering firm(s) to handle the specialized and more time-consuming projects that exceed a single person's capacity to perform.

Staff recommendation is a 2-part recommendation: first approve an exemption to the competitive procurement requirements that would otherwise apply and second to approve execution of a personal services agreement with Bell Design for interim city engineer services, not to exceed 12 months in duration.

Motion: I move to approve Resolution 2019-15 and to approve and authorize the City Manager to execute a Personal Services Agreement for interim City Engineering Services with Bell Design Company, not to exceed 12 months.

First: Metta

Second: Saunders

Discussion: None

Vote: Motion passed

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

Nays: None

Abstentions: None

Excused: None

V REPORT OF OFFICERS

- A. Department Heads
 - 1. Announcements
 - 2. Planning Director Update

VI MAYOR

- 1. Climate Change Resolution 2019-16

Public Purpose: Creating a more environmentally sustainable community is a 2019 Council Work Plan Goal and one of the strategies outlined to achieve the goal is implementation of the Hood River County Energy Plan.

Background: On September 23, the Hood River Valley High School Earth Action Club and Columbia Gorge Climate Action Network presented a resolution declaring a climate emergency for consideration by the Hood River City Council.

Following discussion by the City Council, two councilors were appointed to draft an alternate resolution for consideration.

The proposed resolution recognizes the problem of climate change and re-affirms the City's commitment to addressing it by committing to steps already being taken by the City and to other actions within current policy direction/resource allocation. The proposed resolution is focused on City operations and supports partnerships/outreach to the larger community. The proposed resolution identifies the need to develop adaptation and resilience strategies that have implications to City operations and to the broader Hood River community.

In addition to supporting the Hood River Energy Plan with staff and fiscal support, the City of Hood River is currently recruiting for a Management Analyst position. One of the duties outlined in the position, among others, is to conduct a baseline inventory of energy use in City facilities and operations and to bring project and policy options to reduce energy use to Council for consideration.

Motion: I move to approve Resolution 2019-16, resolution affirming strategies to reduce Hood River's contribution to global warming and to mitigate the effects of the climate crisis on the health and welfare of the citizens of Hood River, with the change of aiming for a target reaching net zero by 2035.

First: Saunders

Second: Counihan

Discussion: None

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

VII COUNCIL CALL

VIII ADJOURN – Adjourned by unanimous consent at 10:28 p.m.

Kate McBride, Mayor

Jennifer Gray, City Recorder

Approved by City Council on _____

CITY COUNCIL AGENDA ITEM COVER SHEET

Meeting Date: January 27, 2020

To: Honorable Mayor and Hood River City Council

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

Subject: Acceptance of the Urban Renewal Agency Annual Statement

Discussion:

Separate from the annual audit, ORS 457.460 prescribes a shortened annual financial statement that Urban Renewal Agencies must file with the government body of their municipality. The annual statement for the Urban Renewal Agency is attached to this report and is posted to the City's website at cityofhoodriver.gov/administration/finance-reports/.

Staff Recommendation:

Acknowledge receipt of the Urban Renewal Agency annual financial statement.

Proposed Motion:

"I move that the City Council receive and file the Urban Renewal Agency annual financial statement"

Attachments

Annual Financial Statement

**URBAN RENEWAL AGENCY OF THE CITY OF HOOD RIVER
ANNUAL STATEMENT
January, 2020**

Each year, urban renewal agencies in Oregon are required to prepare an annual statement summarizing certain financial information, which is then filed with the governing body of the municipality (ORS 457.460). A newer requirement added for 2020 also requires the report be distributed to each overlapping taxing district and to include maximum indebtedness for each urban renewal plan area, including amount of indebtedness incurred through end of the preceding fiscal year. This document is in addition to other audit and budget reporting requirements.

Property taxes are used by urban renewal agencies to pay for projects that improve urban renewal areas. In Oregon, there are two different processes for calculating property taxes for urban renewal. The first is the “division of tax” process. Under this process, overall property taxes remain the same. However, some property taxes that would have been received by the taxing districts (for example, a city or a county) are paid over to the urban renewal agency instead. Property owners are often confused when reading their tax statements because the amount distributed from the division of tax process to the agency is shown as a separate amount, even though it is not an additional tax.

The second process is an “urban renewal special levy.” Only certain urban renewal plans are eligible for this funding (specifically plans that were adopted prior to December 6, 1996). The special levy was created in order to protect existing plans from losing revenue when Measure 50 was enacted. The special levy is not required; it is optional. If approved, it becomes an additional tax that is billed to all taxpayers in the city or county that established the plan.

The Urban Renewal Agency of the City of Hood River has three plans; the Hood River Heights Plan (adopted in 2011), the Hood River Waterfront Plan (adopted in 2008) and the Columbia Cascade Plan (adopted in 1987). Since both the Heights and Waterfront Plans were created after December 6, 1996, they will receive property taxes from the division of tax process only. The Columbia Cascade Plan is a protected “Option 1” plan and is eligible to receive additional property tax funding by approving an optional special levy. However, the Columbia Cascade Plan did not assess the special levy this year, so all three plans will receive property tax funding based on the division of tax process only.

	Maximum Indebtedness		
	Columbia Cascades Plan	Waterfront Plan	Heights Plan
Authorized Maximum Indebtedness	19,298,192	5,750,000	8,495,650
Indebtedness Incurred Through 2018/19	14,599,280	3,026,163	244,853
Remaining Available Indebtedness	4,698,912	2,723,837	8,250,797

Narrative Report on Last Year's Activities and Next Year's Planned Activities

FY 2018/19

In FY 2018/19, the Agency received just under \$1.8 million in property taxes that, along with existing reserves, were used to repay debt from prior agency projects. Actual results for FY 2018/19 were as follows:

	General Fund	Columbia Cascades Plan	Waterfront Plan	Heights Plan
Resources				
Beginning Fund Balance	52,297	2,203,480	202,371	482,448
Tax Increment Revenues	-	1,096,989	534,578	196,689
Transfers In	15,000	-	-	-
Other	1,404	81,247	11,136	20,514
Total Resources	68,701	3,381,716	748,085	699,651
Requirements				
Materials & Services	7,588	54,896	142,139	67,162
Capital Outlay	-	-	-	-
Debt Service	-	420,017	97,467	-
Transfers Out	-	5,000	5,000	5,000
Total Requirements	7,588	479,913	244,606	72,162
Ending Fund Balance	61,113	2,901,803	503,479	627,489

FY 2019/20

In FY 2019/20, the Agency estimates to receive approximately \$2.0 million in property taxes. The Waterfront URA will continue repaying a \$469,000 loan for odor control improvements to the Wastewater Treatment Plant. The Heights District will continue work on an implementation plan for community project priorities identified in a series of community meetings and events in 2017 and 2018. The Columbia Cascade Plan is nearing the end of its expected lifespan. The district's tax increment will be likely be returned to the tax rolls in FY2020/21. In the interim, district funds are being held in anticipation of the City's downtown parking study and any infrastructure investments it may recommend.

The budget for FY 2019/20 includes the following:

	General Fund	Columbia Cascades Plan	Waterfront Plan	Heights Plan
Resources				
Beginning Fund Balance	59,697	2,794,876	600,548	634,606
Tax Increment Revenues	-	1,151,329	586,523	217,286
Transfers In	6,000	-	-	-
Other	1,492	120,440	15,014	15,865
Total Resources	67,189	4,066,645	1,202,085	867,757
Requirements				
Materials & Services	11,900	88,000	82,000	140,000
Capital Outlay	-	-	200,000	-
Debt Service	-	-	97,467	-
Transfers Out	-	2,000	2,000	2,000
Contingency	4,500	3,600,000	650,000	550,000
Total Requirements	16,400	3,690,000	1,031,467	692,000
Unappr. Ending Fund Balance	50,789	376,645	170,618	175,757

Division of Tax Process

The division of taxes process results in some property taxes that would have been received by the taxing districts that levy property taxes within the urban renewal area (for example, Hood River County or the City of Hood River) being paid over to the Agency instead. The taxing districts “forego” a share of the property tax income during the life of an urban renewal plan so that the urban renewal agencies can carry out activities that increase future property values.

The table below shows the property taxes raised in FY 2018/19 for the Urban Renewal Agency of the City of Hood River from the permanent rate levies of each of the taxing districts that levies property taxes within the urban renewal area.

	Billing Rate per \$1,000	Incremental Assessed Value	Division of Tax for Urban Renewal
Hood River County	\$ 1.41710	\$ 169,203,190	\$ 239,778
911 Communications District	0.56440	169,203,190	95,498
City of Hood River	2.81120	169,203,190	475,664
Port of Hood River	0.03320	169,203,190	5,618
Hood River Parks & Recreation District	0.34980	169,203,190	59,187
Hood River County Transit District	0.07230	169,203,190	12,233
Hood River County Library District	0.39000	169,203,190	65,989
Columbia Gorge Community College	0.27030	169,203,190	45,736
Columbia Gorge Educational School District	0.46780	169,203,190	79,153
Hood River County School District	4.81190	169,203,190	814,189
Total			\$ 1,893,045

CITY COUNCIL AGENDA ITEM COVER SHEET

Meeting Date: January 27, 2020
To: City Council
From: Dustin Nilsen, Director of Planning
Subject: Downtown Hood River Parking Study

Background:

At its January 13th, 2020 meeting, Council provided input on the Final Draft of the Downtown Parking Study and Strategy Report and directed staff to make amendments to various aspects of the report, provide the Council the Guiding Principles White Paper, and prepare a resolution to accept the Study and Findings of the Ad Hoc Parking Committee. A vast majority of the 31 strategies include management and operations directives to be undertaken by staff.

Parking Supply and Recommendations to Urban Renewal

As discussed in the report and January 13, 2020 meeting, Strategies 27-30 include the development of new parking supply. Given their complexities in financing, operations, capital construction, and implementation, these strategies appear as a unique project to be considered by Urban Renewal.

Interim Actions:

During the January 13th, 2020 meeting Council members requested the consideration of limited interim regulations that would be effective during the implementation strategies or until the future parking supply question would be addressed as part of Strategy 27-31. The narrow nature of the zoning code amendment would 1). Consider allowing existing locally-listed historic buildings (listed in 17.14 of the HRMC) which were located within the downtown, to permit residential conversions of upper floors without providing additional parking; 2). Consider an interim fee in lieu 3). Initiate the first demand-based parking rate, that is outlined in Strategy 3.

As with any amendment to the zoning code, this would require a separate legislative process to hear and consider the proposed regulations prior to adoption. If supported by Council, staff could initiate these amendments and work with the consultant under the existing contract. Code amendments are listed under strategy STRATEGY 3 *“Revise current parking code requirements for new commercial and residential development in the downtown to be reflective of local demand and supportive of new growth and supportive of a new fee-in-lieu policy/code”*.

Draft language could appear as:

Residential conversions of upper stories (not street level) of historic structures listed in the local landmark inventory of the HRMC (17.14) shall not be required to provide additional parking. This exemption shall not apply transient rentals including but not limited to Hotels, Hosted Homeshares, or Vacation Home Rentals.

Staff Recommendation:

Staff requests Council accept the findings and recommendations of the Downtown Parking Study, to direct staff to begin implementation of operations and management strategies within the Plan, based on available budget and staff resources, and to forward recommendation to Urban Renewal to consider the development of long term future supply as contemplated in Strategies 27-30.

If Council wishes to proceed with an interim approach to the fee in lieu and historic building parking policy, staff recommends Council provide its direction to initiate a unique project that staff would implement under the existing contract with the consulting group.

Fiscal Impact:

The parking study is budgeted through FY19/20 and is anticipated for completion early 2020.

Environmental Impact:

The parking study itself has limited environmental impact.

Suggested Motion:

Motion to accept the Downtown Parking Study Findings and Recommendations, initiating the management and operations of the plan, and forwarding a recommendation to Urban Renewal to continue future investigation of additional parking supply, on tonight's Agenda.

Motion to direct staff to work with the RWC consulting team under the existing contract to initiate interim regulations relating to fee in lieu, historic, buildings, and residential conversations.

Alternative Motion:

Motion to accept the Downtown Parking Study Findings and Recommendations, initiating the management and operations of the plan, and recommend that Urban Renewal continue future investigation of additional parking supply, on tonight's Agenda.

Attachments:

CITY COUNCIL AGENDA ITEM COVER SHEET

Meeting Date: January 27, 2020
To: City Council
From: Dustin Nilsen, Director of Planning
Subject: Downtown Hood River Parking Study Resolution

Background:

At its January 13th, 2020 meeting, Council provided input on the Final Draft of the Downtown Parking Study and Strategy Report and directed staff to make amendments to various aspects of the report, provide the Council the Guiding Principles White Paper, and prepare a resolution to accept the Study and Findings of the Ad Hoc Parking Committee.

Based on Council's direction and included in the packet is the draft Resolution and Guiding Principles White Paper. This document is also available with other project-related white papers at:

<https://cityofhoodriver.gov/planning/currentplanning-department-projects/downtown-parking-study/>.

Included in the revised strategy document are Council-requested revisions that insert the word "consider" into Strategies 24 and 26, which relate to the elimination of parking near crosswalks and the use and administration of residential parking areas. These portions of the study now appear as followed:

STRATEGY 24

Consider eliminating parking within 20 feet of crosswalks where there is a need for improved pedestrian visibility.

Pedestrian safety was identified as a key community priority as part of the public outreach process, and strategically eliminating several parking stalls located adjacent to intersections with high pedestrian crossing volumes can improve the safety and comfort of pedestrians. Improved signalization improvements, "pedestrian scrambles"⁸ and other controls can be evaluated as well.⁹

STRATEGY 26

Consider residential parking areas in future data collection efforts to ensure that Chapter 10.42 of the City code (related to residential parking district) is supported with information on the impacts of possible commercial district spillover into residential districts adjacent to downtown.

10.42.020 of the code notes that a residential parking district may be formed when the number of vehicles of non-residents parked legally or illegally on a street in the district is equal to thirty percent (30%) or more of the legal on-street parking capacity of the street. To date, the City has not conducted evaluations to determine whether high numbers of downtown users are parking in residential areas and whether such behavior has an adverse effect on residents.

Staff Recommendation:

Staff requests Council approval of a Resolution Accepting the Downtown Parking Study, Formalizing Guiding Principles as policies in the parking system plan, and adopting the 85% Rule as the standard for measuring performance of the parking supply (Strategy 1 and 2 of the parking study).

Fiscal Impact:

The parking study is budgeted through FY19/20 and is anticipated for completion early 2020.

Environmental Impact:

The parking study itself has limited environmental impact.

Suggested Motion:

Motion to approve a resolution accepting the Downtown Parking Study Findings and Recommendations, Formalizing Guiding Principles as policies of the parking system plan, adopting the 85% Rule as the standard for measuring performance of the parking supply.

Attachments:

White Paper Number 2 (Guiding Principles)
Resolution 2020-01

White Paper #2: Proposed Guiding Principles for Downtown Parking

1.0 Introduction

This memorandum outlines a draft set of Guiding Principles for the management of parking in downtown Hood River. This preliminary draft was developed based on the input received from the Ad Hoc Committee¹ and is intended to illicit comments, discussion, and additional input from the Committee.

The goal is to ensure that these proposed Guiding Principles are reflective of the intent, purpose, and priorities of the Ad Hoc Committee for managing parking in the downtown.



Input received at upcoming Committee meetings and scheduled public forums will be used to further revise and refine this draft prior to presenting a draft set of Guiding Principles to the Hood River City Council. A final set of Guiding Principles will be established following input and refinement from Council.

2.0 Stakeholder Committee Input

A successful downtown has a clear sense of place and offers an enticing mix of uses and amenities. The role of parking is to support the pursuit of this vision. *People do not come downtown to park*; they come to experience an environment that is unique, active, and diverse. A well-organized and effective parking system makes it safe, easy, and convenient for them to do so. Getting the right parker to the right stall – making a place for each user of downtown – defines a successful parking program.

2.1. Desired Outcomes

If parking is to be successful, the parking management plan will need to make the parking system:

- **Convenient**
 - “Make parking invisible” and ensure that users who choose to drive can visit and experience downtown with minimal delay related to finding and paying for parking.²
 - Create a parking system that lets users find a convenient space and take advantage of downtown’s walkable environment to connect to stores, restaurant, business, and recreational destinations.

¹ April 2, 2019 Committee Meeting; specific comments that informed the development of each Guiding Principle are shown in blue boxes.

² The consultant’s interpretation of this comment isn’t that parking should be invisible in the sense of free and abundant, but rather easy to find for those who prefer to drive and pay.

- **Clear**
 - Clearly communicate how and where to find appropriate and available parking; make parking understandable. “Make it easy for users to park and get to their destination.”
 - Ensure that the community understands and recognizes that all users are beneficiaries of parking.

- **Attainable**
 - Eliminate any parking-related obstacles and barriers to downtown development.

- **Multimodal**
 - Prioritize pedestrian and bicyclist safety, comfort, and convenience.
 - Use parking to integrate with and encourage increased use of alternative modes (transit, bike, and walk).
 - Effectively change behavior.

- **Flexible**
 - Anticipate and respond to increasing demand for access to the downtown.
 - Maximize the use of existing parking resources and construct additional parking only as a last resort.

- **Equitable**
 - Ensure equity in regulations.

2.2. Supporting Hood River’s Unique Character

Hood River is a special place. It is beautiful community, connected to nature and provides a high quality of life to its residents and visitors. Management of the parking system should reinforce and enhance Hood River’s unique qualities and character; striving to accommodate long-time residents and employees as well as the thriving tourist economy. These qualities include:

- A *family friendly*, small town feel.
- An *amenity-rich* community with a variety of options and great attractions.
- A compact and *walkable downtown* with a variety of high-quality businesses and attractions.
- A year-round city with a downtown that is connected to not just business but to opportunities for *recreation* and other *outdoor activities*.
- An *attractive destination downtown* that is both connected to nature (e.g., Columbia River Gorge, Mt. Hood) but still conveniently proximate to “big city” amenities just an hour car drive away (Portland).



- The downtown is *diverse* and easy to get around with fairly limited congestion.

3.0 Guiding Principles – Elements of Parking Management

The Guiding Principles outlined here are summarized under theme categories. The categories reflect input from the desired outcomes while being mindful of Hood River’s unique character. The intent is to establish a basis for consensus and provide both near- and long-term direction for parking management in downtown. The principles are presented in no particular order or priority.

A. Priority Users

- a.1) **On-Street System (Downtown):** *The most convenient on-street parking will be preserved for the priority user: the customer trip.³*

The on-street parking system in the downtown must continue to be formatted in a manner that supports turnover and minimizes conflicts between the priority user and other users. For the most part, employees and residents should not park on-street in downtown, particularly when demand for customer parking is high.

“On-street parking should be available for customers.”

- a.2) **On-Street System (Immediately Adjacent Neighborhoods):** *The most convenient on-street parking will be preserved for the priority user: the resident and their guests.*

As with on-street parking in the downtown, neighborhood parking must be formatted in a manner that assures priority access and minimizes conflicts between the residential users in a neighborhood and other users. For the most part, employees should not park on-street in residential areas, particularly when demand for parking by neighborhood residents and guests is high. When demand is low and/or surpluses of parking exist, the City can accommodate non-priority users in the on-street system for interim periods.

“There should be a parity of options for employees and residents.”

“Need to be mindful of residents, particularly in areas where they have no other option when the street is full.”

- a.3) **Off-Street System:** *Coordinate off-street parking resources (public and private) to meet employee demand; while balancing the need in public off-street facilities to also accommodate visitor needs.*

“Maximize the use of existing parking resources.”

All parking strategies, particularly for employees, should be coordinated with the City’s broader transportation demand management goals

³ Customer is defined here as anyone using businesses downtown by a transient trip – this includes shopping, eating, entertainment, recreating, and visiting downtown amenities. As such, a customer can be a shopper, tourist or local resident visiting the downtown.

and objectives to ensure that users have reasonable options available for access (which includes auto, transit, bike, walk, and ridesharing). The parking system, both on and off-street, should be managed holistically for optimal use. This effort should be pursued as a partnership between the City and private sector businesses.

B. Active Capacity Management

- b.1) **Optimize Utilization:** *Manage the public parking system using the 85% Occupancy Standard to inform and guide decision-making.*

The 85% Rule is an operating principle for coordinating parking supply. When occupancies routinely reach 85% during peak periods, more intensive and targeted parking management strategies are called for to assist priority users in finding available parking. The 85% Rule will facilitate reasonable and data-driven decisions regarding time stays, enforcement, and other practices related to capacity management.

“Cars move and circulate fairly well, generally good turnover.”

“With growth, tension is growing within the parking system among user groups.”

Changes to the status quo can be difficult, but continued constraints in parking and access will adversely impact the downtown’s success and ability to attract and absorb growth.

- b.2) **Shared Off-Street Parking:** *Encourage shared parking in areas where parking is underutilized (within the downtown and remotely in facilities linked by other modes). This will require an active partnership with owners of private parking supplies.*

The 2018 parking study showed that private parking facilities in downtown may be underutilized; even during periods of overall peak use. Efforts should be made to facilitate shared use agreements between different users (public and private) to direct parking demand into these facilities in order to optimize the utilization of existing parking resources. This may require linking more remote locations via shuttles or transit.

“Treat all parking in downtown as a shared resource.”

C. Information Systems

- c.1) **Branding & Wayfinding:** *Create a wayfinding system for the downtown that links parking assets and provides directional guidance, preferably under a common brand or logo.*

The City needs to ensure that all public parking resources are clearly identified and communicated through common branding and signage. This will increase awareness and understanding of how to access on- and off-street parking resources. A common brand unifies marketing materials, signage systems, and other communications and simplifies customer recognition and use of the system. All systems should be reliable and easy to use and understand.

“Perceived problem that parking is difficult to find.”

“Signage and wayfinding are largely ineffective, doesn’t direct visitors to parking.”

- c.2) **Monitor & Report Utilization:** *Implement performance measurements and reporting to facilitate decision-making.*

Committing to a routine and objective system of measurement and reporting ensures that decision-making will be informed by data. Key metrics include occupancy, turnover, average duration of stay, rate of violation, and customer input. Performance monitoring also provides a basis for routine evaluation of program effectiveness. Accurate and reliable information about parking system performance supports good decision-making and provides transparency for the community.

“Anticipate and respond to increasing demand for access to the downtown.”

D. Integration with Other Modes

- d.1) **Travel Demand Management:** *Encourage and facilitate increasing percentages of use, particularly by employees, of alternative travel modes to free up parking capacity.*

Vehicle parking should not be the only access option, particularly for employees. Every parking stall occupied by an employee means a lower rate of turnover and less access for visitors and customers. Employees should be given reasonable access to parking, but encouraged to use alternative modes that include walking, biking, transit, and ridesharing. Nearby residents should be encouraged to use Hood River’s sidewalk system to access downtown.

“Use parking to integrate with, and encourage, increased use of alternative modes (transit, bike and walk).”

“A successful parking plan will effectively change behavior.”

Community members from greater distances should be encouraged to bicycle and ride transit for downtown access. Providing safe and

reliable non-auto modes of access to downtown (walking, biking, transit) relieves pressure on the parking system, enhances the attractiveness of downtown, and accommodates a variety of types of users. This Guiding Principle should complement and integrate with Active Capacity Management goals (2.a. and 2.b.).

E. Planning for Future Supply

- e.1) **Code & Regulation:** *The City’s development code should not be a barrier to new parking development, while ensuring that adequate parking is provided and “right sized” to Hood River’s unique environment.*

Hood River’s downtown development code for parking should be structured to reflect the City’s vision for land use growth (commercial and residential). Its minimum requirements should reflect the realities of parking demand in Hood River, with reasonable and flexible standards to ensure that parking capacity grows feasibly and in formats that can be maximized and shared.

“Eliminate any parking related obstacles and barriers to downtown development.”

- e.2) **Funding:** *Planning for future parking supply growth will be strategic and routinely evaluated to ensure the City is ready to respond to growth, recognizing that assembling funding for new growth takes time and will require a varied package of funding resources (and partnerships).*

The City must plan for its supply growth needs and initiate long-term planning efforts to assemble funding and partnerships necessary to that growth.

“The current fee-in-lieu system is not workable for new development in downtown.”

F. Financial Viability⁴

- f.1) **Fiscal Stewardship:** *All parking operations must be financially sustainable.*

Parking revenues should cover the cost of operations while providing reasonable surpluses to ensure the highest quality access product, customer convenience, system maintenance, safety, and service delivery. This will require multiple funding sources for parking operations, maintenance, and system growth. Sources can include leases, enforcement fees, hourly rates and other user fees, and/or partnerships with the private sector.

“Ensure that the community understands and recognizes that all users are beneficiaries of parking.”

⁴ This suggested Guiding Principle did not come directly out of the Ad Hoc Committee work session and discussion. It is provided here at the recommendation of the consultant team.

F. Roles and Coordination

g.1) **Primary Role (City of Hood River):** *The City's role in providing public parking is listed in priority order and includes:*

- *Accommodating customer/visitor access downtown;*
- *Providing (in partnership with the private sector) reasonable access for downtown employees;*
- *Facilitating residential and/or guest access in neighborhoods immediately adjacent to the downtown.*

“The City is primarily responsible for supplying parking to customers.”

The cost for providing parking, especially off-street, is very high. The City cannot be fully responsible for providing parking to all users. The City's role must prioritize downtown's public system for customers and visitors.

g.2) **Primary Role (Private Sector):** *Employee parking should be led by the private sector and through partnerships where the City can reasonably participate (financially or programmatically).*

The private sector must take a lead role in providing parking for downtown employees. The City can complement the private sector role with surpluses in its supply and by providing safe, reliable, and effective non-auto access to downtown.

“Off-street parking for employees should be provided through a strategic balance of responsibility, led by the private sector. Given the cost of off-street parking the City can play a role as opportunities and partnerships occur.”

g.3) **Stakeholder Support:** *Ensure that a representative body of affected private and public constituents routinely informs decision-making.⁵*

Active participation by those affected by parking strategies helps to build an understanding of the inherent tradeoffs in all parking management decisions. This will be best accomplished through an established parking advisory committee that reviews performance metrics, serves as a sounding board for issues, and acts as a liaison to the broader stakeholder community.

⁵ As with Guiding Principle F, this principle was not directly referenced in the Ad Hoc Committee work session and is recommended by the consultant team.

City of Hood River, Oregon

Resolution No. 2020-01

A RESOLUTION Accepting the Hood River Parking Study, Formalizing Guiding Principles as policies in the parking system plan, and adopting the 85% Rule as the standard for measuring performance of the parking supply

WHEREAS, Downtown Hood River is an active and vital commercial and customer district experiencing increasing pressure on its parking supply that necessitates greater strategic coordination of the parking system; and

WHEREAS, in December 2018, City Council awarded a downtown parking study contract to Rick Williams Consulting, (RWC) and Fehr & Peers to examine parking management solutions for both the on- and off-street systems in its downtown; and

WHEREAS, the RWC team worked with the Downtown Parking Ad Hoc Committee over the course of ten work sessions to evaluate opportunities and constraints within the parking system and to outline solution strategies that will improve the efficiency and usability of the existing supply and set a foundation necessary to address future commercial and housing growth; and

WHEREAS, The Downtown Parking Study was informed with parking occupancy data collected in the winter and summer of 2018 and an extensive research effort of topics the Ad Hoc Committee felt needed to be addressed and better understood in the strategy development process; and

WHEREAS, this effort was accomplished and publicized through a series of White Papers that evaluated parking issues, used available data, incorporated research from industry best practices and, in sessions with the Ad Hoc Committee, tailored outcomes to Hood River's unique parking and access environment. The entire process was informed with public input provided through two public open houses, an online survey, and intercept interviews during the peak summer season; and

WHEREAS, the Ad Hoc Committee findings, summary, and recommendations for Hood River Parking Management area memorialized in a 31 point Strategy Document; and

WHEREAS, as described in the Strategy document, the project's stated goals area to ensure: Available parking spaces for customers enjoying downtown, Available and affordable parking for workers downtown, Parking-related obstacles and barriers to

downtown development are eliminated, Pedestrian and bicyclist safety, comfort, and convenience are prioritized, A parking system that pays for the system O&M and has an equitable mix of parking-related revenue streams, A plan that anticipates and responds to increasing demand for access to the downtown, A parking management system that meets current best practices and anticipates changes in transportation behaviors and technologies, including more transit, bicycles, e-bikes, pedestrians, and autonomous vehicles.; and

WHEREAS, the Strategy Document and Findings were reviewed and accepted in principle by City Council at its January 13th, 2020 meeting; and

WHEREAS, the first Strategy of the study includes *Formalizing Guiding Principles as policies in the parking and transportation system plan*; and

WHEREAS, The Guiding Principles outlined in White Paper #2 are based on the premise that growth in the downtown will require an integrated and comprehensive package of strategies to respond to growth, maintain balance and efficiency within the access system and establish clear priorities necessary to “get the right vehicle to the right parking stall.”; and

WHEREAS, the second Strategy of the Study includes *Adoption the 85% Rule as the standard for measuring performance of the parking supply and triggering specific management strategies and rate ranges*; and

WHEREAS, the 85% Rule is an operating principle and parking industry standard. When occupancy rates routinely reach 85% in the peak hour, more intensive and aggressive parking management strategies are called for. The purpose is to provide a specific benchmark of system performance that triggers discussion of on-going strategy implementation.

NOW, THEREFORE BE IT RESOLVED by the Hood River City Council that the Downtown Parking Study, Guiding Principles, and 85% Rule are hereby accepted.

Approved and Effective this 27th day of January 2020 by the Hood River City Council.

Kate McBride, Mayor

Attest:

Approved as to form:

Jennifer Gray, City Recorder

Daniel Kearns, City Attorney

CITY COUNCIL AGENDA ITEM COVER SHEET

Meeting Date: January 27, 2020
To: Honorable Mayor and City Council
From: Rachael Fuller, City Manager
Subject: City Council Annual Work Plan

Public Purpose:

The 2020 City of Hood River Annual Work Plan provides direction to the organization by identifying goals and projects for the upcoming year. The work plan helps ensure that the organization is aligned with Council's goals and priorities for the community. In addition, the document clearly communicates the Council's priorities to the community. Following approval of the document, the work plan will be published on the City website.

Background

Each year, the City Council's annual work plan session provides an opportunity to revisit high-level goals and identify key strategies, action items and projects to be undertaken by the organization.

The 2020 work plan incorporates input and direction from the City Council throughout the year. In addition, projects are proposed by City staff, projects emerge from regulatory requirements and mandates and, this year, standing Council committees and the public provided input.

In fall, 2019, the organization sought input from the public via an electronic and paper form. The opportunity was promoted on the City website and social media channels, in the local media, and via a direct email and through community channels.

The work plan was proposed and refined during the City Council's workshop on Saturday, January 11, 2020.

If approved, staff will develop an implementation plan including associated actions, staff assignments and timelines for the projects.

The work plan represents high priority projects for the City Council. The City also provides a wide range of day-to-day services and operations including: emergency response (Police, Fire, and EMS), permitting services, public facility maintenance, utilities (water, wastewater and stormwater) and other essential functions to meet the needs of the community.

Staff Recommendation:

Staff recommends approval of the 2020 annual work plan.

Suggested Motion:

I move to approve and adopt the 2020 City of Hood River work plan.

Alternatives:

Council may modify the goals/strategies or projects in the work plan.

Fiscal Impact:

The 2020 annual work plan serves as a foundational planning tool for budget development.

Environmental Impact:

There is no direct environmental impact to this item, however several of the projects within the plan are aligned with Council's goal to create a more environmentally sustainable community.

Attachments:



2020 CITY OF HOOD RIVER ANNUAL WORK PLAN

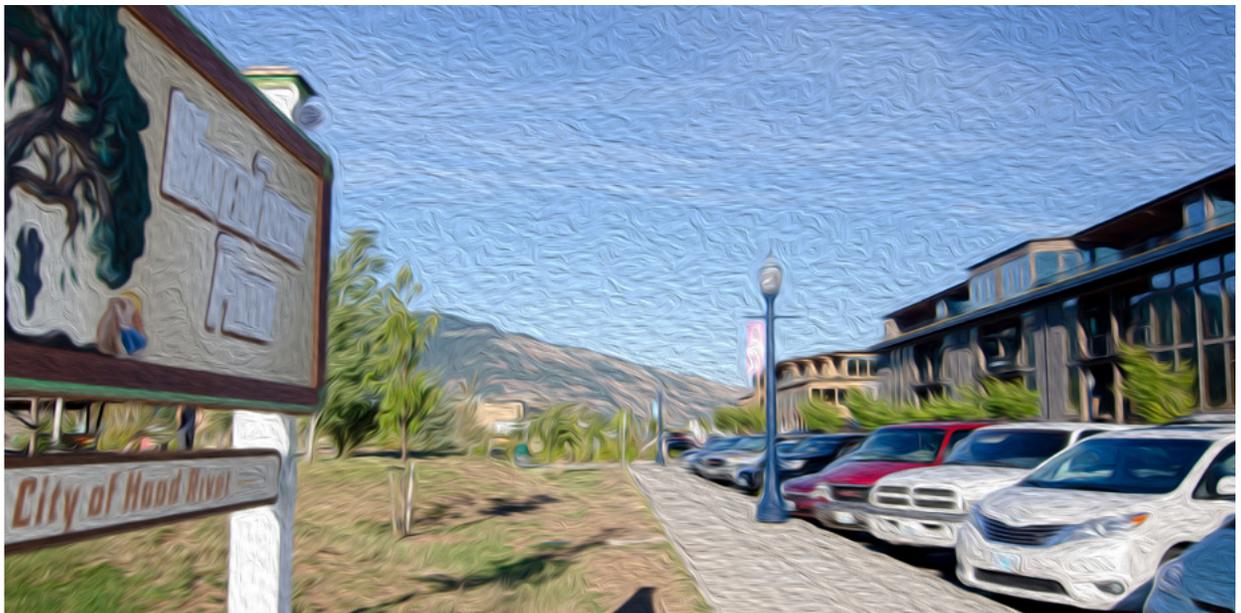


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I. PURPOSE



The City of Hood River's 2020 Work Plan identifies the highest priority policy projects for the year. The Work Plan is organized by City Council's goals and outlines strategies and projects aligned with these stated goals.

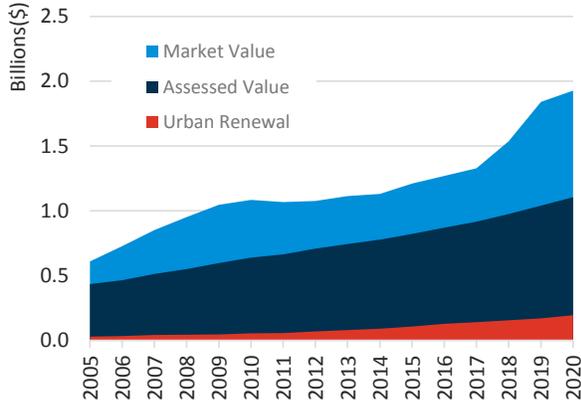
Each year, the City Council's annual work plan session provides an opportunity to revisit high-level goals and identify key strategies, action items and projects to be undertaken by the organization.



City Council on January 13, 2020

II. CITY STATISTICS AND PUBLIC ASSETS

The City of Hood River owns and maintains more than \$80 million in physical assets, including streets, utilities and buildings. These assets support the community's private investments of nearly \$1.9 billion.

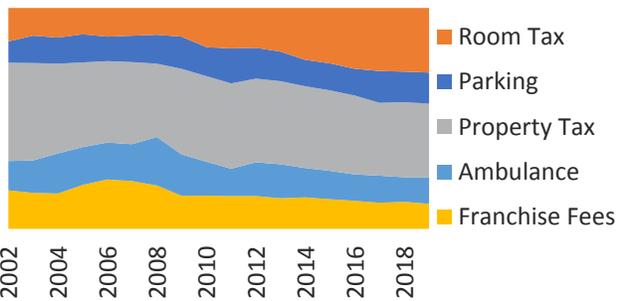
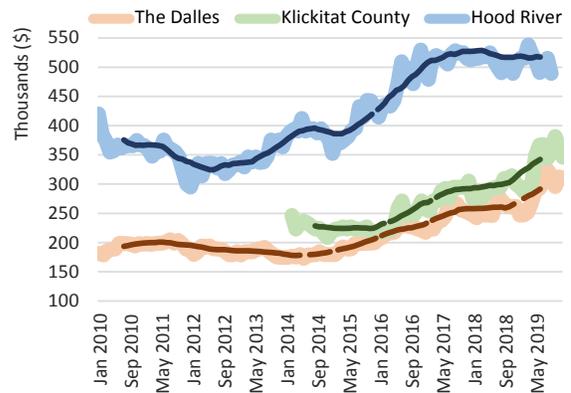


PROPERTY VALUATION

Property tax rates are applied to assessed values to calculate annual tax bills. Assessed value is different than real market value because growth in assessed value is capped under state law. Urban Renewal temporarily sets aside a portion of assessed value for economic development projects in designated districts. Real Market Value in the City grew 4.6% to \$1.9 Billion in 2019-20.

MEDIAN LIST PRICE

Home affordability has been a major City Council goal for the last four years. The City has initiated several housing strategies. As of early 2017, Hood River's housing costs have shown signs of moderating while neighboring communities continue to become increasingly expensive.

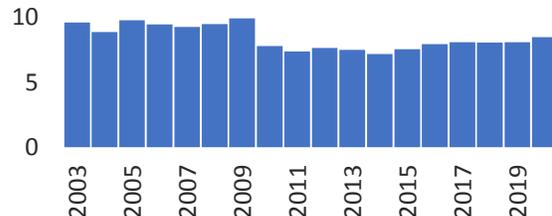


MAJOR REVENUE SOURCES

Hood River is fortunate to have diverse revenue streams and industries. This generally fosters financial stability. However the City's finances have become incrementally more tourism dependent as Transient Room Tax growth outpaces other revenues.

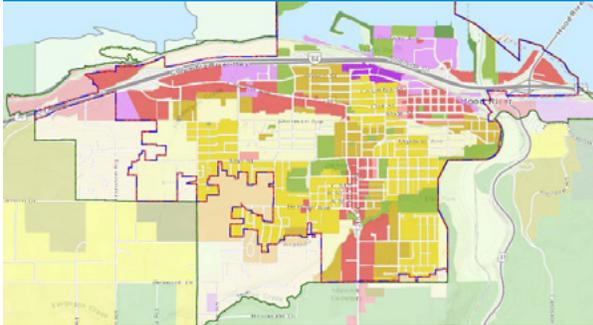
CITY EMPLOYEES PER 1,000 POP.

The City employed between nine to ten full time equivalent employees per 1,000 residents prior to the Great Recession. Employment is now at 8.5 per 1,000 residents.



II. CITY STATISTICS AND PUBLIC ASSETS

SIZING AND ZONING



2,180 TOTAL ACRES

DWELLING UNITS

Multi-Family 1,152
Single Family 2,568
Total 3,720

UTILITY ACCOUNTS

4,295

ZONING

Commercial 250 ac.
Industrial 111 ac.
Residential 692 ac.
Unzoned Water 519 ac.
Open Space/Public Facility 147 ac.
Recreational/Commercial 18 ac.
Right-of-Way 443 ac.

INFRASTRUCTURE & ASSETS



The City owns and maintains over \$80 million in physical assets, including roads, utilities, and buildings

City Streets	ODOT Streets	Water Mains	Storm Mains	Sewer Mains
60 mi.	42 mi.	70 mi.	60 mi.	55 mi.



PARKS AND GREENWAYS

The City's 19 parks/open spaces total over 73.22 acreages; 23.31 acres are maintained. Other park areas in the City are operated and maintained by the Hood River Valley Parks and Recreation District, Port of Hood River, and Hood River County

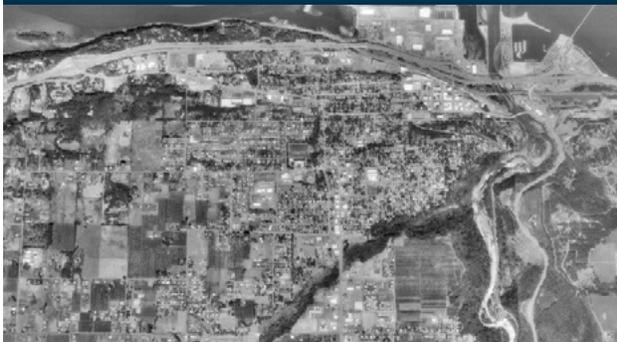


SCHOOLS

There are three schools in the City of Hood River:
- May Street Elementary
- Hood River Middle School
- Horizon Christian
A branch of the Columbia Gorge Community College is located in Hood River as well



POPULATION GROWTH



1988 – 4,575



2019 – 8,305



III. CITY SERVICES

The organization spends most of its time on day-to-day service delivery in support of the community. These services include:

- Community safety including 24/7 emergency response from police, fire & EMS and building codes administration
- Maintenance and operations of community infrastructure and appearance including physical assets for water, sewer, stormwater, streets, facilities and parks
- Community identity and standard including land use, permitting, current and long-term planning
- Internal infrastructure (financial management, payroll, human resources) to support our service delivery system



IV. HOW IT'S PUT TOGETHER

The City of Hood River 2020 Work Plan incorporates input and direction from Council throughout the year.

For the 2020 plan, standing Council committees provided a prioritized list of projects to meet Council's stated goals. The City also sought public input via an electronic and paper form. The opportunity was promoted on our website, in the local media, via social media, via a direct email and through community channels.



V. PROJECTS

GOAL: Create opportunities for an inclusive, equitable and diverse housing inventory.

STRATEGY: Improve the missing middle housing supply through code and zone changes.

STRATEGY: Research potential incentives to allow more construction of smaller homes and other affordable housing products.

Housing code improvement project. The purpose of this project is to implement code changes and additions to the code to develop a broader mix of housing types citywide. Meeting the community's housing needs supports Hood River's economy and is required by Oregon's Land Use system. This project includes development and implementation of cluster subdivision, cottage code, and mixed-use codes. The project would also evaluate policy options in the R3 zone to encourage multi-family development and bring those options to Council.



New in-fill projects are taking shape as city codes adapt to needs and requirements.

Permitting enhancement project. This project will continue to improve Hood River's permitting process to be responsive to customers and in support of increasing needed housing supply. The project aims to increase certainty in the permitting process and streamline city services from permitting through occupancy. The project will include developer input and metrics for success.



The Building Department was brought back in house after 10 years of outsourcing.

V. PROJECTS

GOAL: Create opportunities for an inclusive, equitable and diverse housing inventory. *continued*

Rand Road Development Project. The purpose of this project is to partner with the community to develop affordable and attainable, deed and income restricted units to help meet Hood River's housing needs. The City of Hood River will purchase this property in early 2020 using grant and dedicated revenue funds. Park and trail development may also be considered within the 7-acre parcel.



Aquisition of land for affordable and attainable housing off Rand Road is moving forward.

Land Acquisition for affordable and attainable housing. The purpose of this project is to assess the quantity of land needed for affordable and attainable housing and bring funding and acquisition options to Council for consideration. The project assumes that City/County public works will be relocated at a future date and the property would be available for development.



Assessment of land needs to accomodate future growth includes the possible relocation of Public Works yard.

V. PROJECTS

GOAL: Promote an efficient and safe multi-modal transportation system that alleviates traffic and parking congestion and encourages biking, pedestrian access and public transportation.

STRATEGY: *Emphasize updates to the bicycle/pedestrian, greenways and trails policies and projects during the TSP update.*

Parking study implementation. This multi-year project would implement various management and operational recommendations from the 2019 comprehensive parking study to maintain an effective and efficient parking program.

Transportation System Plan Update. This project will incorporate input from the Westside planning process into a major update of the transportation system plan.

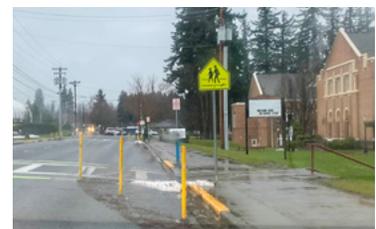
Historic Columbia River Highway Urban Connection.

In partnership with ODOT, this project anticipates the completion of the Historic Columbia Highway Trail through Hood River. The project would involve high-level planning and alternatives for the urban connection of the Historic Columbia River Highway including gateway concepts, connections through the City and parking considerations for users of the trail. The project also includes of the transportation facility design, including revisiting the street cross-section.

Safe Routes to School map and route improvements. The purpose of this project is to build upon and expand on previous efforts from the community to identify and map 'neighborhood to school' bike/ped connections. The project will also evaluate cost effective upgrades and improvements to these routes and create a multi-year funding and implementation plan.



Comprehensive parking plan is completed.



V. PROJECTS

GOAL: Create a more environmentally sustainable community.

STRATEGY: *Implement the energy plan.*

Low Impact Development (LID)

implementation: LID standards introduce a variety of practices that reduce impervious surface and mimic natural processes to manage stormwater runoff. Following formal project scoping in 2019, the City will be developing a LID program using a phased approach. This may include demonstration projects, public information and engagement of the local development community.



Bioswales are one way to reduce stormwater runoff.

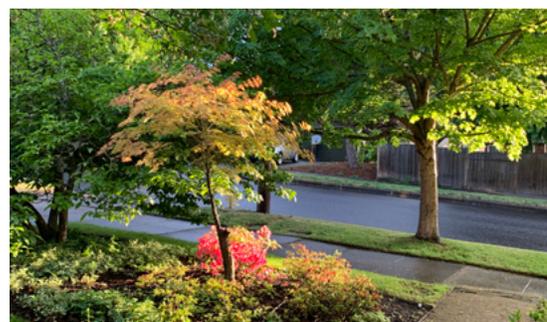
Energy and Greenhouse Gas Emission Assessment for City-owned facilities and fleet:

The purpose of this project is to expand on the work of the Hood River County Energy Plan to assess and establish a baseline of energy use and emissions for all City owned buildings and equipment. The project will identify potential equipment upgrades that could lead to significant energy savings and performance improvements. Following the baseline and assessments, the project will complete a comprehensive study of the wastewater treatment plant that examines the technical and financial viability of renewable energy generation and bring policy options to Council for consideration.



A Comprehensive study of waste water treatment plant will guide discussion towards possible solar arrays and other energy savings.

Trees on private property. This project will review the various ways that cities regulate trees on private property and bring options to City Council for consideration. Within the spectrum of tree regulation, this project will focus on the taking of significant numbers of trees rather than the regulation of individual trees.



Trees are an integral part of our sustainable community.

V. PROJECTS

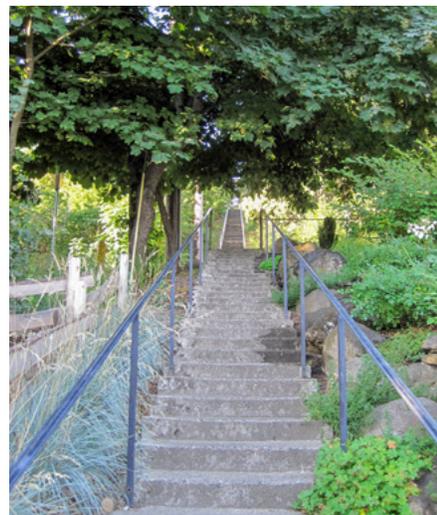
GOAL: Address community needs for parks and open space.

STRATEGY: *Develop a funding strategy for replacing capital needs in existing parks.*

STRATEGY: *Consider creating a plan for acquiring open space.*

Complete the Master Plan. In collaboration with community partners, complete the multi-jurisdictional parks and recreation master plan.

Create a capital improvement plan for parks and trails. Following the adoption of the master plan, create a capital improvement plan for parks and trails including a funding and implementation plan.



2020 SIGNIFICANT PROJECTS

OPERATIONAL PROJECTS

- WWTP contract extension and renewal
- Transient lodging tax update
- IT investments – server and switch replacement, Council Chambers media
- Phase II and III website improvements
- Use of City property
- Financial policies
- Labor negotiations
- Code clean-up (historic building process)
- Waterfront code clean-up
- Disaster resilience planning (Pacific Power Shut-Off)
- Annual Budget
- Financial Reporting
- New building code adoption

CAPTIAL PROJECTS

- Waterfront stormwater line
- Rand/Cascade intersection
- 2nd and Oak intersection
- May St elevated sidewalk design
- WWTP digester
- WWTP UV system
- WWTP short-lived asset replacement
- Elevated sewer line design
- WWTP solar install
- Hydro-power in water line

