



**City of Reedsport
City Council Work Session
and
Regular Meeting**

AMENDED AGENDA

City Council Work Session, 6:00 p.m.
Urban Renewal District Agency Meeting, 7:00 p.m.
City Council Regular Session, 7:15 p.m.
451 Winchester Avenue
Monday, January 8, 2024

In accordance with HB2560, the City of Reedsport, to extent reasonably possible, will make all meetings accessible remotely via Zoom and provide the opportunity for citizens to submit oral testimony during the meeting and written testimony by emailing ccrockett@cityofreedsport.org by 4:00 p.m. on the day of each regularly scheduled council meeting.

Zoom Link: <https://us02web.zoom.us/j/88258659119?pwd=SkhkNHhrOUk2eUhud00rS1pVa1BmUT09>

6:00 p.m. Work Session:

1. CALL TO ORDER
2. ITEMS OF BUSINESS

A. City update from City Manager Deanna Schafer.

7:00 p.m. Urban Renewal Agency Meeting: Separate Agenda

7:15 p.m. Regular Meeting:

1. CALL TO ORDER
2. CITIZEN COMMENTS
This time is reserved for citizens to comment on items that are not on the Agenda. Maximum of five minutes per item, please.
3. PRESENTATIONS, PROCLAMATIONS, AWARDS
 - A. Good Friends and Neighbor award – V-Kley's Tree Service LLC
 - B. Good Friends and Neighbor award – Cindy Dyke Janzen
 - C. Good Friends and Neighbor award – Greg Martens

4. APPROVAL OF THE AGENDA

5. CONSENT CALENDAR

Routine items of business that require a vote but are not expected to require discussion by the Council are placed on the Consent Calendar and voted upon as one item. In the event that a Councilor or citizen requests that an item be discussed, it will be removed from the Consent Calendar and placed under General Business.

- A. Approve minutes of the work session of December 4, 2023.
- B. Approve minutes of the regular session of December 4, 2023.
- C. Approve amended minutes of the work session of October 2, 2023.
- D. Shall the City Council adopt Resolution 2024-001 adjusting fees? (Council Letter 024-001).
- E. Shall the City Council extend a Personal Services Contract with Tyree Oil Inc. for 24 hour card lock fuel services? (Council Letter 024-002)
- F. Motion to approve the Consent Calendar.

6. GENERAL BUSINESS

- A. Councilor committee assignments by the Mayor. (Council Letter 024-003)
- B. Shall the City Council authorize a Lease Agreement with Reedsport Collective for a term of 5 years? (Council Letter 024-004)
- C. Shall the City Council adopt Ordinance 2024-1207, to adopt the Reedsport Comprehensive Plan to incorporate the findings of the city's 2023 *Economic Opportunities and Housing Needs Analysis* prepared by FCS Group? (Council Letter 024-005)
- D. Shall City Council adopt Ordinance 2024-1208, amending the Reedsport's Municipal Code Chapters 10.64 Introductory Provisions, 10.72 Use Zones, and Chapter 10.76 Special Provisions and Regulations, to clarify and supplement the standards for vacation rentals? (Council Letter 024-006)

7. MISCELLANEOUS ITEMS

(Mayor, Councilors, City Manager, City Attorney)

8. EXECUTIVE SESSION

- A. Pursuant to ORS 192.660(2)(h) – To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
- B. Pursuant to ORS 192.660(2)(i) – To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

9. OPEN SESSION

- A. Shall the City Council authorize the City Manager to negotiate a contract?

10. ADJOURN

AGENDA
Reedsport Urban Renewal District Agency
January 8, 2024, 7:00 p.m.
City Hall Council Chambers
451 Winchester Avenue

REGULAR SESSION:

In accordance with HB2560, the City of Reedsport, to extent reasonably possible, will make all meetings accessible remotely via Zoom and provide the opportunity for citizens to submit oral testimony during the meeting and written testimony by emailing ccrockett@cityofreedsport.org by 4:00 p.m. on the day of each regularly scheduled council meeting.

Zoom Link: <https://us02web.zoom.us/j/88258659119?pwd=SkhkNHhrOUk2eUhud00rS1pVa1BmUT09>

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

2. CITIZEN COMMENTS

This time is reserved for citizens to comment on items that are not on the Agenda. Maximum of five minutes per item, please.

3. APPROVAL OF THE AGENDA

4. CONSENT AGENDA

Routine items of business that require a vote but are not expected to require discussion by the Agency are placed on the Consent Agenda and voted upon as one item. In the event that an Agency Member or citizen requests that an item be discussed, it will be removed from the Consent Agenda and placed under General Business.

A. Approve Minutes of the Urban Renewal Agency meeting* of December 4, 2023.

B. Motion to approve the Consent Agenda.

5. GENERAL BUSINESS

A. Shall the Reedsport Urban Renewal District Agency appoint a person to fill a vacancy on the Urban Renewal Advisory Committee? (Urban Renewal Letter 024-001)

6. MISCELLANEOUS ITEMS

7. ADJOURN

MINUTES OF THE REEDSPORT URBAN RENEWAL AGENCY
DECEMBER 4, 2023, AT 7:00 PM, CITY COUNCIL CHAMBERS & VIA ZOOM

PRESENT: Chair Linda McCollum
Agency Members Chuck Miller, Rich Patten, Rob Wright, and Debby Turner (Councilor Allen Teitzel joined via zoomed.)
Student Councilor Hayden Adams
City Manager Deanna Schafer
Attorney Mellissa Cribbins

OTHERS PRESENT: Dep. City Recorder Christina Crockett, Public Works Director Kimberly Clardy, Police Chief John Carter, Cindy Davis Wegner, Valerie Lavallee.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Chair McCollum called the meeting to order at 7:00 P.M.

2. CITIZENS COMMENTS

This time is reserved for citizens to comment on items that are not on the Agenda. Maximum of five minutes per item, please.

None.

3. APPROVAL OF THE AGENDA

Agency Member Patten motioned to approve the agenda.

Agency Member Turner seconded the motion.

MOTION:

that the Urban Renewal Agency approve the agenda

VOTE:

AYES 6 NAYES 0

(Chair McCollum, Agency Members Miller, Teitzel, Patten, Wright, and Turner voted in favor of the motion.)

4. CONSENT CALENDAR

Routine items of business that require a vote but are not expected to require a discussion by the Council are placed on the Consent Calendar and voted upon as one time. In the event that a Councilor or citizen requests that an item be discussed, it will be removed from the Consent Calendar and placed under General Business.

- A. Approve the minutes of the Urban Renewal Agency Meeting of December 4, 2023.
- B. Shall the Urban Renewal Agency adopt a meeting schedule for Urban Renewal Agency meetings for the 2024 calendar year? (Urban Renewal Letter 023-009)
- C. Accept Quarterly Financial Report.
- D. Motion to approve the Consent Calendar.

Agency Member Turner motioned to approve the consent calendar.

Agency Member Miller seconded the motion.

MOTION:

that the Urban Renewal District Agency approve the consent calendar.

VOTE:

AYES 6 NAYES 0

(Chair McCollum, Agency Members Miller, Teitzel, Patten, Wright, and Turner voted in favor of the motion.)

5. REGULAR BUSINESS

- A. Shall the Reedsport Urban Renewal District Agency appoint persons to fill vacancies on the Urban Renewal Advisory Committee? (Urban Renewal Letter 023-010)

City Manager Deanna Schafer stated that Resolution UR2007-002 established an advisory committee for the Reedsport Urban Renewal District Agency to fulfill the duties described therein. The membership is made up of seven staggered terms of appointment at four years each.

There are currently two positions (Position #3 and Position #4) open on the committee with both terms expiring on December 31, 2027

Applicant: Donna Train – incumbent position #3

The applicants are residents of Douglas County within the Lower Umpqua Hospital District Boundaries, the only requirement for the position.

Staff recommends appointing citizens to serve on the Urban Renewal District Advisory Committee at the agency's own discretion.

Agency Member Turner motioned that the City Council appoint citizen member Donna Train to the Urban Renewal District Advisory Committee

Agency Member Miller seconded the motion.

MOTION:

that the City Council appoint citizen member Donna Train to the Urban Renewal District Advisory Committee.

VOTE:

AYES 6 NAYES 0

(Chair McCollum, Agency Members Miller, Teitzel, Patten, Wright, and Turner voted in favor of the motion.)

6. MISCELLANEOUS ITEMS
(Agency Members, City Manager)

1. Deanna Schafer stated that the URA plan is to make an extension, is moving forward, and there should be a copy of the plan early 2024.

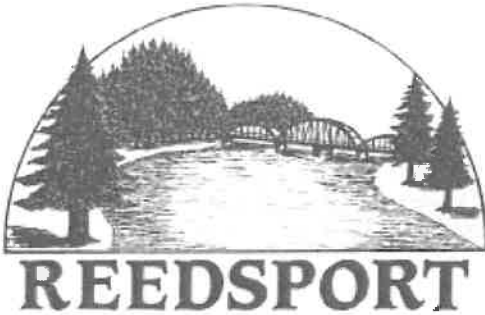
7. ADJOURN

Chair McCollum adjourned the meeting at 7:18 P.M.

Chair Linda McCollum

ATTEST:

DRAFT



CITY OF REEDSPORT

451 Winchester Avenue
Reedsport, OR 97467-1597
Phone (541) 271-3603

Honorable Chair and
Members of the Reedsport
Urban Renewal Agency
Reedsport, Oregon

Agency Letter 024-001
Agenda of January 8, 2024
RE: Advisory Committee
Appointment

ISSUE:

Shall the Reedsport Urban Renewal Agency appoint person to fill a vacancy on the Urban Renewal Advisory Committee?

BACKGROUND:

Resolution UR2007-002 established an advisory committee for the Reedsport Urban Renewal District Agency to fulfill the duties described therein. The membership is made up of seven staggered terms of appointment at four years each.

There is currently one position (Position #4) open on the committee with a term expiring on December 31, 2027

Applicant: Robert Gray – position #4

The applicant is a resident of Douglas County within the Lower Umpqua Hospital District Boundaries, the only requirement for the position.

AGENCY ALTERNATIVES:

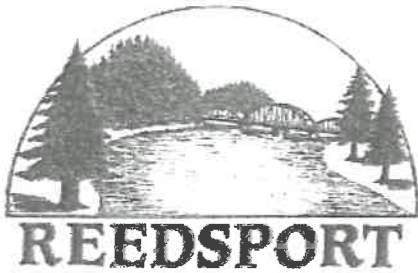
1. Appoint a citizen member to the Urban Renewal District Advisory Committee.
2. Decline to appoint members to the Urban Renewal District Advisory Committee.
3. Table this issue and direct city staff to conduct additional research.

STAFF RECOMMENDATION:

Staff recommends appointing citizens to serve on the Urban Renewal District Advisory Committee at the agency's own discretion.

Christina Crockett
Dep. City Recorder

RECEIVED
AUG 10 2021



BY: CITY OF REEDSPORT
451 Winchester Avenue
Reedsport, OR 97467-1597
Phone (541) 271-3603
Fax (541) 271-2809

APPLICATION FOR CITY OF REEDSPORT BOARD/COMMITTEE/COMMISSION

Name: Robert Gray
Address: 2457 Bowman Rd. Reedsport, OR 97467
Home Phone: 360-643-3793 Work Phone: same
E-Mail Address: robertgray66@gmail.com

Please mark all boards and committees to which you are interested in participating with:

- ☐ Parks and Beautification Committee.....(3 year term appointed by Council)
☒ Budget Committee.....(3 year term appointed by Council)
☐ Dangerous Buildings Abatement Board of Appeals.....(3 year term appointed by Mayor)
☐ Planning Commission.....(3 year term appointed by Council)
☐ Traffic Safety Advisory Committee.....(no term length, appointed by Council)
☐ Umpqua Experience Steering Committee.....(3 year term appointed by Council)
☒ Urban Renewal District Advisory Committee.....(4 year term appointed by Urban
Renewal Agency)
☐ Other (Please List): _____

Please provide an answer to the following questions:

1) I have been a qualified resident since: July (Month) 2021 (Year)

2) Please briefly explain why you wish to serve the community in this capacity:

ALTHOUGH we are new to ReedSPORTS, Barbara and I have been involved in many organizations that support the cities we've lived in. We've believed public involvement is important to improve the grass roots organizations. City governments cannot do it alone.

3) Please briefly explain what prior experience, community service, or background you have in this area: (Attach additional sheets if necessary.)

- We lived in Port Townsend, WA for the past 15 years. While Eden I was
1. elected to city council for 2-4 year terms -
 2. Board of directors - largest non-profit in Jefferson County.
 3. Board of directors - PT. Senior Association.
 4. Member - City Finance Committee.
 5. Member - City Parks and Rec. Committee and Library Board.

4) Please provide us with a brief biographical outline, topics may include education, employment, etc: (Attach additional sheets if necessary.)

- Retired from USDA - Office of Inspector General as Regional Audit Manager
- Certified Internal Auditor
- BS Accounting
- 4 years - served US Navy
- 3 sons, 8 grandchildren, 2 great grandchildren

5) Please provide us with three (3) professional references:

Name: <u>Debbie Jahneke</u>	Phone #: <u>360-531-3415</u>
Name: <u>Jim Harrington</u>	Phone #: <u>972-965-9802</u>
Name: <u>John Hixson</u>	Phone #: <u>281-638-0604</u>

I affirm that the information provided above is true and correct to the best of my knowledge and request that my application be considered for service on the above-marked board, committee, and/or commission(s).

Robt Gray
Signature

Aug 2, 2021
Date


THE MAYOR OF REEDSPORT
Presents the

GOOD FRIENDS and NEIGHBORS
AWARD
To

V-Kley's Tree Service LLC

In Recognition of their outstanding support to the City of Reedsport and all of the volunteer hours they provide to local organizations. Not only do they donate their time and the holiday lights to decorate the Holiday Tree at Lions Park, Nick also returns several times during the holiday season to fix the lights on the tree. In addition, he donates his time to hang the holiday lights and seasonal banners for the Reedsport Main Street Program.

GIVEN THIS 8th DAY OF JANUARY, 2024


Linda McCollum, Mayor



THE MAYOR OF REEDSPORT
Presents the

GOOD FRIENDS and NEIGHBORS AWARD

To

Cindy Dyke Janzen

In Recognition of Her varied and numerous contributions to the Community. Cindy assisted Greg every step of the way with the winning ornament for Reedsport's first-ever DIY Holiday Ornament Contest. She helped organize and set-up the painting parties for community volunteers. She ran the painting parties and even donated Sugar Shack donuts for the event. Cindy went above and beyond what we expected and contributed many hours to the project.

GIVEN THIS 8th DAY OF JANUARY, 2024


Linda McCollum, Mayor



THE MAYOR OF REEDSPORT
Presents the

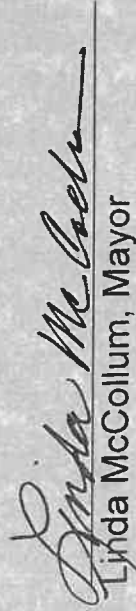
GOOD FRIENDS and NEIGHBORS AWARD

To

Greg Martens

In Recognition of His varied and numerous contributions to the Community. Greg submitted the winning ornament for Reedsport's first-ever DIY Holiday Ornament Contest. After winning, he stayed involved in every step of the process of recreating the ornament. Greg scrubbed and cleaned, applied primer and paint, and stenciled every one of the 58 buoys which decorated the Reedsport Holiday Tree at Lions Park in 2023. In addition, he helped set-up the painting area and added glaze to all of the buoys after the volunteers painted them. Greg went above and beyond what we expected and contributed over 80 hours to the project.

GIVEN THIS 8th DAY OF JANUARY, 2024


Linda McCollum, Mayor



MINUTES OF THE REEDSPORT CITY COUNCIL WORK SESSION
DECEMBER 4, 2023 AT 6:30 P.M. VIA ZOOM & IN PERSON

PRESENT: Mayor Linda McCollum
Councilors Chuck Miller, Debby Turner, Rich Patten, and Rob Wright (Councilor Allen Teitzel joined via zoom)
Student Councilor Hayden Adams
City Manager Deanna Schafer
Interim Attorney Melissa Cribbins

OTHERS PRESENT: Dep. City Recorder Christina Crockett, Public Works Director Kimberly Clardy, Police Chief John Carter, Glen Pederson, Cindy Wegner, Victoria Lavallee, (Valerie Bowman joined via zoom)

WORK SESSION: Mayor McCollum opened the work session at 6:00 P.M.

A. Update: ODOT Lane Reconfiguration Project

City Manager Deanna Schafer introduced Glen Pederson who presented an update of the ODOT Lane Reconfiguration Project.

1. Roadway Characteristics:
 - Multilane highway
 - Flat Grade
 - Straight
2. Traffic Conditions:
 - ADT (Average Daily Traffic): 14,226
 - Truck Count: 2,689 (18.9%)
3. Annual Over-Dimension Permits
 - Annual Width allowed daytime: 14 feet
 - Annual Width allowed nighttime: 10 feet
4. Single Trip Permits
 - Width allowed daytime without District Approval: 14 feet
 - Width allowed nighttime without District Approval: 10 feet
5. Scope:
 - This project will re-stripe the existing 3-lane section from MP 212.2 to 212.8 (16th Street to Longwood Drive) to a proposed 4-lane section; with one southbound lane, two northbound lanes, a center turn lane, and bike lanes. Parking will be eliminated except for some parking that will remain between 20th Street & 21st Street on the north side of the highway. Signal modifications including detection and signal head realignment will be necessary. Some inor work will also be required. Finally, an overhead RRFB will be required at 20th Street over the two proposed NB travel lanes; replacing the existing shoulder mounted sign at this location.

6. Issues and Concerns to Be Addressed (Including Safety & Access Considerations):

- Excessive Traffic Queuing
 - Re-stripe NB lanes to two thru lanes to help traffic queuing
 - Add overhead RRFB for safety of pedestrians

B. Items on the Agenda

1. Deanna Schafer stated concerns of traffic at 22nd Street and the parking lot of a pizzeria at the intersection of 22nd Street. Traffic is currently able to cut through the parking lot of the pizzeria onto 22nd Street to avoid the traffic light.

2. Schafer stated that she would be adding a letter to the agenda regarding the allocations of funds for three patrol vehicles.

3. Schafer stated that there is an Urban Renewal Agenda meeting scheduled this evening.

4. Schafer stated that the City Boards and Committees have positions that expire on December 31, 2023 and some applications have been turned in to fill vacancies.

5. Schafer talked about the annual Ordinance for extension of SDC's.

6. Schafer announced a Council vacancy.

7. Schafer gave an update on the levee project and explained there is a delay in design engineering, as updates were adjusted due to close proximity of apartments.

8. Schafer stated that there are several items in the executive meeting to discuss.

9. Schafer stated that there is a new calendar meeting schedule for 2024.

10. Schafer stated that an extension is needed for the annual audit. It will take place at the February 5th meeting.

Mayor McCollum adjourned the meeting at 6:45 P.M.

Linda McCollum, Mayor

ATTEST:

Deanna Schafer, City Recorder

MINUTES OF THE REEDSPORT CITY COUNCIL WORK SESSION
OCTOBER 2, 2023 AT 4:00 P.M. IN PERSON

PRESENT: Mayor Linda McCollum
Councilors DeeDee Murphy, Chuck Miller, Allen Teitzel, and Rich Patten (Councilor Debby Turner was absent)
Student Councilor Hayden Adams was absent
City Manager Deanna Schafer
Attorney Melissa Cribbins

OTHERS PRESENT: Dep. City Recorder Christina Crockett, Public Works Director Kimberly Clardy, Finance Director Michelle Fraley, Police Chief John Carter, City Court Clerk Cindy Philips, City Planner Hailey Sheldon, Planning Commissioners Gary Stine, Janean Francis, Kathleen Miller

WORK SESSION: Mayor McCollum opened the work session at 4:00 P.M.

A. Vacation Rental Discussion

City Contract Planner Hailey Sheldon presented the Council and Planning Commission with a worksheet to discuss the pros and cons of various vacation rental policies implemented by other Oregon cities.

1. City wide cap on # of vacation rentals
Determination: yes, a watch cap
2. Restrict vacation rentals to certain zones
Determination: no
3. Restrict vacation rentals to certain areas / neighborhoods
Determination: no
4. Spacing requirement: minimum X # of feet between each vacation rental
Determination: no
5. Require all vacation rentals be owner on-site during rental period
Determination: no
6. Require all vacation rentals be owned by at least 1 individual who lives (aka is domiciled in) Oregon
Determination: no
7. Require all vacation rentals be owned by at least 1 individual who lives (aka is domiciled in) Reedsport
Determination: no
8. Require local responsible party:
Determination: yes
9. Require signage
Determination: no
10. Require all vacation rentals pass inspection by Reedsport Volunteer Fire Department

Determination: yes

Mayor McCollum adjourned the meeting at 6:58 P.M.

Linda McCollum, Mayor

ATTEST:

Deanna Schafer, City Recorder

MINUTES OF THE REEDSPORT CITY COUNCIL
DECEMBER 4, 2023 AT 7:00 P.M. CITY COUNCIL SESSION
VIA ZOOM & IN PERSON

PRESENT: Mayor Linda McCollum
Councilors Chuck Miller, Rich Patten, Debby Turner, Rob Wright. (Councilor Allen Teitzel, joined via zoom.)
Student Councilor Hayden Adams
City Manager Deanna Schafer
Interim City Attorney Melissa Cribbins

OTHERS PRESENT: Dep. City Recorder Christina Crockett, Public Works Director Kim Clardy, Police Chief John Carter, Fire Chief Tom Anderson, Cindy Davis Wegner, Valerie Lavallee, (Valerie Bowman joined via zoom.)

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Mayor McCollum called the meeting to order at 7:15 P.M.

2. CITIZEN COMMENTS

This time is reserved for citizens to comment on items that are not on the Agenda. Maximum of five minutes per item, please.

3. PRESENTATIONS, PROCLAMATIONS, AWARDS

4. APPROVAL OF THE AMENDED AGENDA

Mayor Linda McCollum added a letter to the agenda. (See General Business, item E.)

Councilor Wright motioned to approve the Amended Agenda.

Councilor Miller seconded the motion.

MOTION:

that the City Council approve the Agenda.

VOTE:

AYES 6 NAYES 0

(Mayor McCollum, Councilor Miller, Teitzel, Patten, Wright and Turner voted in favor of the motion)

5. **CONSENT AGENDA**

Routine items of business that require a vote but are not expected to require discussion by the Council are placed on the Consent Calendar and voted upon as one item. In the event that a Councilor or citizen requests that an item be discussed, it will be removed from the Consent Calendar and placed under General Business.

- A. Approve minutes of the work session of November 6, 2023.
- B. Approve minutes of the regular session of November 6, 2023.
- C. Shall the City Council adopt a meeting schedule for City Council meetings for the 2024 calendar year?

Staff is asking that the City Council review the proposed meeting schedule for 2023. The schedule includes both City Council, Budget Committee, Urban Renewal Budget meetings, as well as the Urban Renewal District Agency meetings.

During previous fiscal years the meeting dates were moved to the same night as the City Council meetings. This change was made in an attempt to eliminate the redundancy of presenting the same information at multiple meetings, this change continues for the 2024 schedule.

*** Adopt a 2024 Calendar for City Council meeting dates**

- D. Accept Quarterly Financial Report.

Financial Report - November 6, 2023 Urban Renewal District Meeting

Period ending 6.30.2023

Q4 (2022/23) Target: 100%

Reedsport Urban Renewal District. Fund 150				
	Budget	Actual		
Beginning Fund Balance	\$258,000	\$178,419	69%	
Revenue	\$582,746	\$372,782	64%	Rcv
*Expenditures	\$840,746	\$214,850	26%	Exp
URD MainStreet Fund 151				
	Budget	Actual		
Beginning Fund Balance	\$62,000	\$61,258	99%	
Revenue	\$373,100	\$191,560	51%	Rcv
*Expenditures	\$435,100	\$220,805	51%	Exp

Financial Report - November 6, 2023 City Council Meeting

Period ending 6.30.2023
Q4 (2022/2023) Target: 100%

General Fund 001				
	Budget	Actual		
Beginning Fund Balance	\$1,523,097	\$1,822,353	120%	
Revenue	\$3,336,810	\$3,781,488	113%	Rcv
*Expenditures	\$4,859,907	\$3,243,093	67%	Exp
Street Fund 002				
	Budget	Actual		
Beginning Fund Balance	\$300,000	\$440,581	147%	
Revenue	\$496,150	\$591,703	119%	Rcv
*Expenditures	\$764,150	\$535,944	70%	Exp
Water Utility Fund 003				
	Budget	Actual		
Beginning Fund Balance	\$930,000	\$1,011,843	109%	
Revenue	\$1,102,700	\$935,286	85%	Rcv
*Expenditures	\$1,979,050	\$989,254	50%	Exp
Wastewater Utility 004				
	Budget	Actual		
Beginning Fund Balance	\$2,300,000	\$2,175,018	95%	
Revenue	\$4,877,613	\$2,134,041	44%	Rcv
*Expenditures	\$6,157,913	\$2,132,544	35%	Exp
Stormwater Utility Fund 005				
	Budget	Actual		
Beginning Fund Balance	\$372,375	\$451,562	121%	
Revenue	\$2,334,150	\$542,578	23%	Rcv
*Expenditures	\$2,698,525	\$193,978	7%	Exp
Bicycle/footpath Fund 007				
	Budget	Actual		
Beginning Fund Balance	\$53,250	\$55,542	104%	
Revenue	\$3,900	\$4,576	117%	Rcv
*Expenditures	\$57,150	\$0	0%	Exp
Fire Equipment Fund 014				
	Budget	Actual		
Beginning Fund Balance	\$23,550	\$54,427	231%	
Revenue	\$966,550	\$891,487	92%	Rcv
*Expenditures	\$990,100	\$890,784	90%	Exp
Dunes NRA Fund 016				
	Budget	Actual		
Beginning Fund Balance	\$38,000	\$29,872	79%	
Revenue	\$250,500	\$254,363	102%	Rcv
*Expenditures	\$288,500	\$22,529	8%	Exp

Riverfront Fund 017				
	Budget	Actual		
Beginning Fund Balance	\$118,000	\$170,039	144%	
Revenue	\$136,700	\$169,850	124%	Rcv
*Expenditures	\$243,200	\$159,096	65%	Exp
Water System Development Fund 020				
	Budget	Actual		
Beginning Fund Balance	\$121,450	\$121,666	100%	
Revenue	\$26,480	\$6,939	26%	Rcv
*Expenditures	\$147,930	\$0	0%	Exp
Funds 21-22 (SDCs) interest only				
General Capital Improve. Fund 025				
	Budget	Actual		
Beginning Fund Balance	\$327,000	\$348,178	106%	
Revenue	\$2,369,707	\$400,971	17%	Rcv
*Expenditures	\$2,689,872	\$326,592	12%	Exp
Dial-A-Ride Fund 034				
	Budget	Actual		
Beginning Fund Balance	\$900	\$5,140	571%	
Revenue	\$43,070	\$34,716	81%	Rcv
*Expenditures	\$43,970	\$34,653	79%	Exp
Animal Shelter Fund 035				
	Budget	Actual		
Beginning Fund Balance	\$15,000	\$33,520	223%	
Revenue	\$11,200	\$20,034	179%	Rcv
*Expenditures	\$26,200	\$22,236	85%	Exp
Library Fund 036				
	Budget	Actual		
Beginning Fund Balance	\$500	\$971	194%	
Revenue	\$5,095	\$4,758	93%	Rcv
*Expenditures	\$5,595	\$4,251	76%	Exp
Police Capital Fund 037				
	Budget	Actual		
Beginning Fund Balance	\$145,000	\$148,924	103%	
Revenue	\$88,900	\$92,417	104%	Rcv
*Expenditures	\$233,900	\$21,192	9%	Exp
CERT Program Fund 038				
	Budget	Actual		
Beginning Fund Balance	\$1,000	\$973	0%	
Revenue	\$510	\$526	103%	Rcv
*Expenditures	\$1,510	\$26	2%	Exp

Financial Report - November 6, 2023 Urban Renewal District Meeting

Period ending 09.30.2023

Q1 (2023/24) Target: 25%

Reedsport Urban Renewal District. Fund 150				
	Budget	Actual		
Beginning Fund Balance	\$308,000	\$336,351	109%	
Revenue	\$514,300	\$15,592	3%	Rcv
*Expenditures	\$822,300	\$6,840	1%	Exp
URD MainStreet Fund 151				
	Budget	Actual		
Beginning Fund Balance	\$36,000	\$32,013	89%	
Revenue	\$494,515	\$9,940	2%	Rcv
*Expenditures	\$530,515	\$26,891	5%	Exp

Financial Report - November 6, 2023 City Council Meeting

Period ending 09.30.2023

Q1 (2023/2024) Target: 25%

General Fund 001				
	Budget	Actual		
Beginning Fund Balance	\$2,050,200	\$2,360,748	115%	
Revenue	\$3,073,215	\$323,200	11%	Rcv
*Expenditures	\$5,123,415	\$1,286,344	25%	Exp
Street Fund 002				
	Budget	Actual		
Beginning Fund Balance	\$324,874	\$476,340	147%	
Revenue	\$490,850	\$17,502	4%	Rcv
*Expenditures	\$803,724	\$390,273	49%	Exp
Water Utility Fund 003				
	Budget	Actual		
Beginning Fund Balance	\$757,193	\$937,875	124%	
Revenue	\$1,038,225	\$243,836	23%	Rcv
*Expenditures	\$1,763,543	\$295,083	17%	Exp
Wastewater Utility 004				
	Budget	Actual		
Beginning Fund Balance	\$1,256,000	\$1,926,515	153%	
Revenue	\$4,370,613	\$532,629	12%	Rcv
*Expenditures	\$5,056,913	\$1,186,515	23%	Exp
Stormwater Utility Fund 005				
	Budget	Actual		
Beginning Fund Balance	\$680,000	\$800,162	118%	

Revenue	\$1,644,150	\$292,619	18%	Rcv
*Expenditures	\$2,316,150	\$118,586	5%	Exp
Bicycle/footpath Fund 007				
	Budget	Actual		
Beginning Fund Balance	\$60,140	\$60,118	100%	
Revenue	\$4,625	\$1,499	32%	Rcv
*Expenditures	\$64,765	\$0	0%	Exp
Fire Equipment Fund 014				
	Budget	Actual		
Beginning Fund Balance	\$60,500	\$55,130	91%	
Revenue	\$75,400	\$33,661	45%	Rcv
*Expenditures	\$135,900	\$4,682	3%	Exp
Dunes NRA Fund 016				
	Budget	Actual		
Beginning Fund Balance	\$20,000	\$18,985	95%	
Revenue	\$250,500	\$42,834	17%	Rcv
*Expenditures	\$270,500	\$19,462	7%	Exp
Riverfront Fund 017				
	Budget	Actual		
Beginning Fund Balance	\$143,750	\$180,793	126%	
Revenue	\$149,700	\$51,777	35%	Rcv
*Expenditures	\$281,950	\$51,524	18%	Exp
System Development Fund Water 020				
	Budget	Actual		
Beginning Fund Balance	\$137,140	\$128,605	94%	
Revenue	\$27,980	\$5,391	19%	Rcv
*Expenditures	\$165,120	\$0	0%	Exp
Sys. Development Fund Wastewater 021				
	Budget	Actual		
Beginning Fund Balance	\$311,000	\$311,383	100%	
Revenue	\$6,000	\$2,539	42%	Rcv
*Expenditures	\$317,000	\$0	0%	Exp
System Development Fund Stormwater 022				
	Budget	Actual		
Beginning Fund Balance	\$11,000	\$2,415	22%	
Revenue	\$5,343	\$900	17%	Rcv
*Expenditures	\$16,343	\$0	0%	Exp
General Capital Fund 025				
Beginning Fund Balance	\$432,300	\$422,558	98%	
Revenue	\$2,541,420	\$374,382	100%	Rcv
*Expenditures	\$2,966,420	\$5,350	0%	Exp
Dial-A-Ride Fund 034				

	Budget	Actual		
Beginning Fund Balance	\$1,500	\$5,205	347%	
Revenue	\$43,070	\$535	1%	Rcv
*Expenditures	\$43,050	\$16,400	38%	Exp
Animal Shelter Fund 035				
	Budget	Actual		
Beginning Fund Balance	\$25,000	\$31,318	125%	
Revenue	\$65,300	\$6,290	10%	Rcv
*Expenditures	\$90,300	\$4,938	5%	Exp
Library Fund 036				
	Budget	Actual		
Beginning Fund Balance	\$1,000	\$1,479	148%	
Revenue	\$4,600	\$1,075	23%	Rcv
*Expenditures	\$5,600	\$1,108	20%	Exp
Police Capital Fund 037				
	Budget	Actual		
Beginning Fund Balance	\$230,000	\$220,148	96%	
Revenue	\$65,400	\$21,444	33%	Rcv
*Expenditures	\$295,400	\$7,372	2%	Exp
CERT Program Fund 038				
	Budget	Actual		
Beginning Fund Balance	\$1,435	\$1,473	0%	
Revenue	\$510	\$32	6%	Rcv
*Expenditures	\$1,945	\$0	0%	Exp

E. Motion to approve the Consent Agenda.

Councilor Teitzel motioned to approve the Consent Agenda.

Councilor Turner seconded the motion.

MOTION:

that the City Council approve the Consent Agenda.

VOTE:

AYES 6 NAYES 0

(Mayor McCollum, Councilors Miller, Teitzel, Patten, Wright and Turner voted in favor of the motion)

6. GENERAL BUSINESS

- A. Shall the City Council adopt an ordinance regarding the suspension of utilities system development charges (SDCs), to include SDC's assessed as part of a public project and assign 2023-1205 as the title?

Deanna Schafer stated that on December 5, 2011, the City Council adopted Ordinance No. 2011-1111 suspending SDC's for one year. The purpose of the suspension was to provide incentive to promote investment in Reedsport. Since the 2011 ordinance, Council has extended the moratoria each year in the hope of enticing new development. This year's moratoria is set to expire at the end of December should the Council not pass another ordinance extending or amending the moratoria.

System Development Charges can only be used for specific things such as infrastructure maintenance, new construction, expansion of the existing system, debt repayment etc. It cannot be used for operation costs.

On December 6, 2021 the City Council adopted Ordinance No. 2021-1193 which continued to waive SDC's for sanitary sewer systems, while slowly phasing in the fees for storm drainage and water systems. The ordinance continued waiving all SDC's for six months and then phased the SDC's for storm drainage and water systems at 50% in July 2022 followed by full SDC fees for storm and water going into effect on January 1, 2023.

The attached ordinance continues to waive SDC's for sanitary sewer systems while continuing the full implementation of SDC fees for storm and water from January 1, 2024 to December 31, 2024. The ordinance will be evaluated on July 1, 2024 and may be terminated or extended by a majority vote of the Council.

The fiscal impact is unknown.

Councilor Miller motioned to adopt ordinance 2023-1205 waiving the imposition and collection of SDCs for sanitary sewer systems for new commercial, industrial and residential developments, excluding public projects, for the period from January 1, 2024 and December 31, 2024 by 11:59 pm.

Councilor Patten seconded the motion.

MOTION:

that the City Council to adopt ordinance 2023-1205 waiving the imposition and collection of SDCs for sanitary sewer systems for new commercial, industrial and residential developments, excluding public projects, for the period from January 1, 2024 and December 31, 2024 by 11:59 pm.

VOTE:

AYES 6

NAYES 0

(Mayor McCollum, Councilors Miller, Teitzel, Patten, Wright, and Turner voted in favor of the motion)

- B. Shall the City Council adopt Ordinance 2023-1206, to adopt the May 24, 2023 *Reedsport Economic Opportunities and Housing Needs Analysis* by FCS Group?

City Manager Deanna Schafer stated that this 2023 document contains a "Housing Needs Analysis (HNA)" "Buildable Lands Inventory (BLI)" and "Economic Opportunities Analysis (EOA)."

No changes are proposed to the City's Comprehensive Plan or land use regulations at this time; the effect of "adopting" the Analysis is to add it to the City's library of strategic plans (alongside, for example, the water master plan, transportation systems plan, or 2013 City of Reedsport Waterfront and Downtown Plan).

If the Council adopts the Analysis, then staff will prepare line-by-line edits to the Comprehensive Plan, incorporating the findings of these reports; and bring those proposed amendments to the Planning Commission for consideration at their December 28, 2023 meeting. Specifically: amendments to 2013 Comprehensive Plan Chapter V Economic Element, Chapter VI Housing and Population Element, and Chapter VI Land Use and Urban Element.

There is an unknown fiscal impact.

Councilor Miller motioned to adopt Ordinance 2023-1206, to adopt the May 24, 2023 *Reedsport Economic Opportunities and Housing Needs Analysis* by FCS Group.

Councilor Turner seconded the motion.

MOTION:

that the City Council to adopt Ordinance 2023-1206, to adopt the May 24, 2023 *Reedsport Economic Opportunities and Housing Needs Analysis* by FCS Group

VOTE:

AYES 6

NAYES 0

(Mayor McCollum, Councilors Miller, Teitzel, Patten, Wright, and Turner voted in favor of the motion)

- C. Shall the City Council appoint persons to fill vacancies on the Cities Boards and Committees?

City Manager Deanna Schafer stated that on December 31st of each year, various positions on the Reedsport citizen participation boards and committees expire. The following Boards, Commissions and Committees have openings that need to be appointed by the City. Each person will need to be appointed by individual motion.

Budget Committee – 2 vacancies
Parks and Beautification Committee – 2 vacancies
Dangerous Buildings Abatement Board of Appeals - 5 vacancies
Planning Commission – 2 vacancy
Traffic Safety Advisory Board – 2 vacancies
Umpqua Experience Steering Committee – 2 vacancies

COUNCIL APPOINTMENTS:

Budget Committee:

2 vacancies 3 year terms Position #2 – December 31, 2026
Position #3 – December 31, 2026

Applicant: Deb Yates – incumbent position #2

Planning Commission:

2 vacancies 4 year terms Position #4 – December 31, 2027
Position #5 – December 31, 2027

Applicant: John Kollerup - incumbent position #4
Deb Yates – incumbent position #5

Traffic Safety Advisory Committee:

2 vacancies 3 year terms Position #5 – December 31, 2026
Position #6 – December 31, 2026

Applicant: Gary Stine – incumbent position #5
Deb Yates – position # 6

Umpqua Experience Steering Committee:

2 vacancies 3 year terms Position #5 – December 31, 2026
Position #6 – December 31, 2026

Applicant: Portia Harris – incumbent position #5
Bill Knerr – incumbent position #6

Staff made contact with all incumbent members. A press release was distributed to the media, placed on the City Website and posted in Reedsport City Hall and various locations throughout the community.

There is no fiscal impact.

Councilor Wright motioned that the City Council appoint Deb Yates, position #2, to the Budget Committee with a term expiring on December, 31 2026.

Councilor Turner seconded the motion.

MOTION:

that the City Council appoint Deb Yates, position #2, to the Budget Committee with a term expiring on December, 31 2026.

VOTE:

AYES 6 NAYES 0

(Mayor McCollum, Councilors Miller, Teitzel, Patten, Wright, and Turner voted in favor of the motion)

Councilor Patten motioned that the City Council appoint John Kollerup, position #4, and Deb Yates, position #5, to the Planning Commission, both with terms expiring on December 31, 2027.

Councilor Wright seconded the motion.

MOTION:

that the City Council appoint John Kollerup, position #4, and Deb Yates, position #5, to the Planning Commission, both with terms expiring on December 31, 2027.

VOTE:

AYES 6 NAYES 0

(Mayor McCollum, Councilors Miller, Teitzel, Patten, Wright, and Turner voted in favor of the motion)

Councilor Wright motioned that the City Council appoint Gary Stine, position #5, and Deb Yates, position #6, to the Traffic Safety Advisory Committee, both with terms expiring on December 31, 2026.

Councilor Turner seconded the motion.

MOTION:

that the City Council appoint Gary Stine, position #5, and Deb Yates, position #6, to the Traffic Safety Advisory Committee, both with terms expiring on December 31, 2026.

VOTE:

AYES 6 NAYES 0

(Mayor McCollum, Councilors Miller, Teitzel, Patten, Wright, and Turner voted in favor of the motion)

Councilor Teitzel motioned that the City Council appoint Portia Harris, position #5, and Bill Knerr, position #6, to the Umpqua Experience Steering Committee, both with terms expiring on December 31, 2026.

Councilor Turner seconded the motion.

MOTION:

that the City Council appoint Portia Harris, position #5, and Bill Knerr, position #6, to the Umpqua Experience Steering Committee, both with terms expiring on December 31, 2026.

VOTE:

AYES 6 NAYES 0

(Mayor McCollum, Councilors Miller, Teitzel, Patten, Wright, and Turner voted in favor of the motion)

- D. Shall the City Council declare a vacancy for City Council position #2 and give direction for filling the position?

City Manager Deanna Schafer stated that on October 24, 2023 Reedsport City Councilor DeeDee Murphy unexpectedly passed. According to the Reedsport City Charter Chapter VII, upon an incumbent's death the City Council shall declare a vacancy. Vacancy in elective offices in the City shall be filled through appointment by a majority of the incumbent members of the Council if the unexpired term is greater than six months.

Ms. Murphy's remaining term is through December 31, 2024; therefore, the City Council will need to direct staff how they wish to fill the vacancy. One option is to advertise the vacancy and accept applications for the position. Applicants can then be interviewed by the City Council at a regularly scheduled council meeting. The second option is for City Council to appoint a citizen at large.

There is no fiscal impact other than staff time and the cost to advertise the position, if directed to do so.

Councilor Miller motioned to adopt Ordinance 2023-1206, to adopt the May 24, 2023 *Reedsport Economic Opportunities and Housing Needs Analysis* by FCS Group.

Councilor Turner seconded the motion.

MOTION:

that the City Council to adopt Ordinance 2023-1206, to adopt the May 24, 2023 *Reedsport Economic Opportunities and Housing Needs Analysis* by FCS Group

VOTE:

AYES 6 NAYES 0

(Mayor McCollum, Councilors Miller, Teitzel, Patten, Wright, and Turner voted in favor of the motion)

Councilor Miller motioned that the City Council declare a vacancy for City Council position #2 and give direction for filling the position.

Councilor Turner seconded the motion.

MOTION:

that the City Council declare a vacancy for City Council position #2 and give direction for filling the position.

VOTE:

AYES 6 NAYES 0

(Mayor McCollum, Councilors Miller, Teitzel, Patten, Wright, and Turner voted in favor of the motion)

- E. Shall the City Council approve the expenditure of funds for the purchase of three patrol vehicles, not to exceed the amount of \$123,000?

There has been a lot of discussion concerning the replacement of the police departments patrol vehicles. Currently, the police department has ten sworn positions (one over hire who is training and will replace one of those able for retirement), consisting of a Chief, a Lieutenant, a Corporal and seven officers. We have six white marked Ford Explorer Police

Interceptors, which are all-wheel drive, 6-cylinder vehicles in our fleet plus one Gray, unmarked Ford Explorer Police Interceptor (presently allocated to the Chief). We have one SUV that has been wrecked and unable to be repaired.

We also have one additional Crown Victoria that has excessive miles but still consistently runs in good condition being used by the SRO. This leaves one white Crown Victoria with over 123,000 miles and one green Crown Victoria with 148,500 miles that need to be replaced.

There is \$60,000 budgeted in this fiscal year for one car. City Council Letter 022-029 provided an additional \$50,000 from ARPA funds, which was approved. An additional \$19,000 will come from insurance for the one vehicle that is unable to be repaired. This brings the total available to \$129,000. Staff has sought multiple quotes for new patrol vehicles, however no one is willing to provide quotes due to the uncertainty of the availability/time required to build a patrol vehicle. The last quote staff was able to secure with in February 2021 and was \$39,000 plus an additional \$15,000 for up-fitting. This quote is well over two years old and with the inflation rate, prices have increased dramatically. Last unofficial "ballpark" figure for one new SUV is \$64,000.

I have been exploring options for acquiring slightly used patrol vehicles and I have found three 2020 Ford SUV's priced much lower than a new vehicle and all have less than 50,000 miles on them; plus we would still have to up-fit the vehicles. Staff found a dealer in Portland, Oregon that has these vehicles in stock. The dealer has quoted \$72,973 for all three SUV's. Two of the vehicles are black, and one is Gray, however the two black ones could be wrapped in white for \$3,000 each, or left in black. The Gray car would be issued to the Lieutenant, making both cars driven by administration Gray in color.

One used vehicle was purchased a few months ago for the amount of \$6,000 and is currently in use. All three 2020 vehicles could be purchased and up fitted for the remaining funds (with the insurance money) of \$123,000. We will be using equipment that is already in the older vehicles, as long as it is serviceable, to keep costs down.

Councilor Patten motioned that the City Council approve the expenditure of funds for the purchase of three patrol vehicles, not to exceed the amount of \$123,000.

Councilor Turner seconded the motion.

MOTION:

that the City Council the City Council approve the expenditure of funds for the purchase of three patrol vehicles, not to exceed the amount of \$123,000.

VOTE:

AYES _____ 6 _____ NAYES _____ 0 _____

(Mayor McCollum, Councilors Miller, Teitzel, Patten, Wright, and Turner voted in favor of the motion)

7. MISCELLANEOUS ITEMS

(Mayor, Councilors, City Manager, City Attorney)

1. The city has been approved for a federal Cops Retention Grant in the amount of \$123k and will be paid over the course of three years.
2. Schafer announced the city hired a part time project manager Mercedes Salles who is working on securing the owner supplied items for Station 7, getting quotes for the H-Vac System, the Defensible Space Program, and helping with a source water protection grant for Clear Lake.
3. Schafer stated that upon City Council approval, she will attend the Port of Umpqua meeting in January to show ways of support of repairs of levees, tide levees, and other areas in need.
4. Schafer stated the Tree Lighting Ceremony will take place on Saturday, November 25, 2023 at 5:00 p.m. at Lion's Park.
5. Public Works Director Kim Clardy reported that the city was expected to see a lot more rain in the days ahead and stated that the city has extra sand bags and offers sand to fill them at Rainbow Plaza.
6. Public Works Director Kim Clardy reported on the VFD's and stated that she and Ms. Schafer have met with engineers, contractors, electrical contractor, and Trimex. The warranty on the VFD will be warrantied through the end of August. All of the pumps worked great through the rain storm.
7. Police Chief John Carter stated that Public Works is helping with the needed corrections in the jail to satisfy our insurance carriers.
8. Carter stated that three police officers are attending academies and will be complete at the end of next week.

Mayor McCollum adjourned the meeting at 8:24 P.M.

Linda McCollum, Mayor

ATTEST:

Deanna Schafer, City Recorder

MINUTES OF THE REEDSPORT CITY COUNCIL WORK SESSION
OCTOBER 2, 2023 AT 4:00 P.M. IN PERSON

PRESENT: Mayor Linda McCollum
Councilors DeeDee Murphy, Chuck Miller, Allen Teitzel, and Rich Patten (Councilor Debby Turner was absent)
Student Councilor Hayden Adams was absent
City Manager Deanna Schafer
Attorney Melissa Cribbins

OTHERS PRESENT: Dep. City Recorder Christina Crockett, Public Works Director Kimberly Clardy, Finance Director Michelle Fraley, Police Chief John Carter, City Court Clerk Cindy Philips, City Planner Hailey Sheldon, Planning Commissioners Gary Stine, Janean Francis, Kathleen Miller

WORK SESSION: Mayor McCollum opened the work session at 4:00 P.M.

A. Vacation Rental Discussion

City Contract Planner Hailey Sheldon presented the Council and Planning Commission with a worksheet to discuss the pros and cons of various vacation rental policies implemented by other Oregon cities.

1. City wide cap on # of vacation rentals
Determination: yes, a watch cap
2. Restrict vacation rentals to certain zones
Determination: no
3. Restrict vacation rentals to certain areas / neighborhoods
Determination: no
4. Spacing requirement: minimum X # of feet between each vacation rental
Determination: no
5. Require all vacation rentals be owner on-site during rental period
Determination: no
6. Require all vacation rentals be owned by at least 1 individual who lives (aka is domiciled in) Oregon
Determination: no
7. Require all vacation rentals be owned by at least 1 individual who lives (aka is domiciled in) Reedsport
Determination: no
8. Require local responsible party:
Determination: yes
9. Require signage
Determination: no
10. Require all vacation rentals pass inspection by Reedsport Volunteer Fire Department

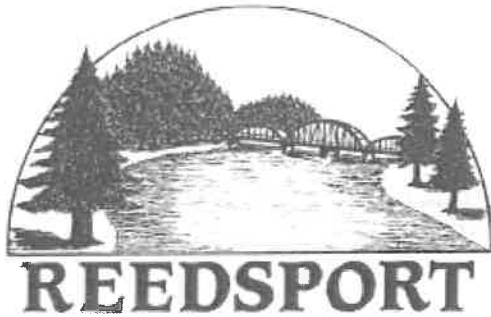
Determination: yes

Mayor McCollum adjourned the meeting at 6:58 P.M.

Linda McCollum, Mayor

ATTEST:

Deanna Schafer, City Recorder



CITY of REEDSPORT

451 Winchester Avenue
Reedsport, OR 97467-1597
Phone (541) 271-3603
Fax (541) 271-2809

Honorable Mayor and
Members of the City Council
Reedsport, Oregon

Council Letter 024-001
Agenda of January 8, 2024
RE: Fee Resolution

ISSUE

Shall the City Council adopt Resolution 2024-001 adjusting fees?

BACKGROUND

In January 2010, the City Council was presented a Fee Resolution created to combine all fees charged by the City of Reedsport on to one schedule to be voted on at the beginning of each year.

To ensure that the City is charging a reasonable fee for its services, licenses and permits, a fee which offsets the cost of license issuance and related inspections and enforcement, it is important to periodically review the City's costs as compared to fees.

The attached fee schedule for 2024 identifies any fees that staff recommends to be increased, deleted or added. These new and recommended increased fees are outlined below and are based on comparing current fees with Cities of similar population and facilities.

Police

CD/DVD Copy – Increased from \$15.00 to \$20.00 first, \$10.00 to \$15.00 each additional.

Shelter Impound Fee – Increased from \$10.00 per day to \$20.00 per day

Public Services

Water After Hours Call-Out – Established cost is time and material

Public Works

Vac. Con Rental (Std. rate) Increased from \$110.00 per hour to \$225.00 per hour (includes one operator)

Vac. Con Rental (OT rate) Increased from \$122.00 per hour to \$275.00 per hour (includes one operator)

Backhoe Rental (Std. rate) Increased from \$90.00 per hour to \$112.00 per hour (includes one operator)

Backhoe Rental (OT rate) Increased from \$102.00 per hour to \$132.00 per hour (includes one operator)

Std. Labor Rate per person Increased from \$37.40 per hour to \$40.00 per hour (includes one operator)

OT Labor Rate per person Increased from \$56.11 per hour to \$60.00 per hour (includes one operator)

Dump Truck Rental (Std. rate) Established at \$107.00 per hour (includes one operator)

Dump Truck Rental (OT rate) Established at \$127.00 per hour (includes one operator)

Fork Lift Rental (Std. rate) Established at \$70.00 per hour (includes one operator)

Fork Lift Rental (OT rate) Established at \$90.00 per hour (includes one operator)

Boring Machine Rental (Std. rate) Established at \$225.00 per hour (includes one operator)

Boring Machine Rental (OT rate) Established at \$245.00 per hour (includes one operator)

Wacker Rental (Std. rate) Established at \$55.00 per hour (includes one operator)

Wacker Rental (OT rate) Established at \$75.00 per hour (includes one operator)

Asphalt Cutter Rental (Std. rate) Established at \$45.00 per hour (includes one operator)

Asphalt Cutter Rental (OT rate) Established at \$65.00 per hour (includes one operator)

FISCAL IMPACT

There is an unknown fiscal impact to the recommended fee adjustments.

ALTERNATIVES

1. **Adopt Resolution 2024-001 adjusting fees.**
2. Decline to adopt Resolution 2024-001 adjusting fees.
3. Table the issue and direct staff to conduct additional research.

Deanna Schafer
City Manager

RESOLUTION 2024-001

A RESOLUTION ESTABLISHING FEES

WHEREAS, the City of Reedsport adopts a schedule of fees annually; and

WHEREAS, The City of Reedsport has completed an annual review of the current fees; and

WHEREAS, the City of Reedsport has determined that these fees are reasonable in terms of comparability to the actual cost of providing the oversight and enforcement of the item being regulated;

NOW, THEREFORE, BE IT RESOLVED that the Reedsport City Council hereby adopts the following fee schedule:

Administrative	Fees	Created by	Last Adjusted
Liquor License/New	\$100.00	Res2007-009	May 7, 2007
Liquor License/Renewal	\$35.00	Res2007-009	May 7, 2007
Liquor License/Change Ownership	\$75.00	Res2018-001	Feb. 5, 2018
Liquor License/Temporary or Special Event	\$25.00	Res2023-001	Jan 9, 2023
Insufficient Funds Fee	\$25.00	Res2007-009	May 7, 2007
CD/DVD Copy	\$15.00 first, \$10 each additional	Res2010-001	Jan. 4, 2021
Notary Fee	\$10.00	Res2007-009	Jan. 4, 2021
Garage Sale Permit	\$5.00	Res2004-001	Jan. 5, 2004
Lien Search Fee	\$25.00	Res2007-009	Jan. 4, 2021
Copy fees	\$.50/per page 2-sided	Res2010-001	Jan. 4, 2021
Contractual Fees	See contract	Res2010-001	Jan. 4, 2010
Budget Document	\$20.00	Res2010-001	Jan. 4, 2021
Audit Report	\$25.00	Res2010-001	Jan. 4, 2021
Planning			
Preliminary Subdivision Plan	\$950.00**	Ord1991-593	Feb. 1, 2016
Final Subdivision Plat	\$150.00**	Res2011-001	Feb. 1, 2016
Preliminary Partition	\$500.00**	Ord1991-593	Feb. 1, 2016
Final Partition Plat	\$100.00**	Res2011-001	Feb. 1, 2016
Planned Unit Development	\$1050.00**	Ord1991-593	Feb. 1, 2016
Zone Text Amendment	\$550.00**	Ord1991-593	Feb. 1, 2016
Zone Change	\$750.00**	Ord1991-593	Feb. 1, 2016
Comp Plan Amendment	\$850.00**	Ord1991-593	Feb. 1, 2016
Street Vacation	\$750.00**	Res2007-009	Feb. 1, 2016
**fees are in addition to any out of pocket expense for City such as engineering, legal BM56 notice.			
Conditional Use	Residential/\$300.00-Commercial/\$400.00	Ord1991-593	Feb. 1, 2016
Variance	Residential/\$300.00-Commercial/\$400.00 Floodplain/\$400.00	Ord1991-593	Feb. 1, 2016
Property Line Adjustment	\$250.00	Res2007-009	Feb. 1, 2016

Annexation	\$550.00 plus actual expense	Res2007-009	Feb. 1, 2016
Appeal	½ origination fee plus legal	Res2007-009	Feb. 1, 2016
Estuary Permit	\$350.00 plus actual expense	Res2007-009	Feb. 1, 2016
SNRO	\$250.00	Res2007-009	Feb. 1, 2016
Floodplain Review	\$150.00	Res2011-001	Feb. 1, 2016
Street Name/add change	\$25.00	Res2007-009	Feb. 1, 2016
Land use review	\$50.00	Res2010-001	Feb. 1, 2016
Land Use Compatibility Statement (LUCS) Review	\$50.00	Res2011-001	Feb. 1, 2016
Sign Permit	\$50.00	Res2010-001	Feb. 1, 2016
Temporary Use Permit	\$50.00	Res 2015-001	Feb. 1, 2016
CBU Placement Permit	\$100.00	Res 2015-001	Feb. 1, 2016
Minor Variance	\$150.00	Ord1991-593	Feb. 1, 2016
Land Use Permit Extension	\$50.00	Res2016-016	Feb. 1, 2016
Zoning Ordinance Document	\$20.00	Res2007-009	May 7, 2007
Comprehensive Plan Doc.	\$25.00	Res2007-009	May 7, 2007
Subdivision Ordinance Doc.	\$8.00	Res2007-009	May 7, 2007
Zoning Maps	\$5.00	Res2007-009	May 7, 2007
VHDZ Application Fee	\$400.00	Res2021-019	Oct 4, 2021
Police			
Impound Tow Fees:	\$150.00	Res2007-009	May 7, 2007
Fingerprint Fees	\$20.00 per card when applicable	Res2007-009	Jan. 9, 2023
Report Copy Fee	\$10.00 plus .50 per page	Res2007-009	Jan. 9, 2023
Dog Impound Fees	\$25.00 - 1st Offense \$50.00 - 2nd Offense \$75.00 - 3rd Offense \$100.00 - 4th Offense \$175.00 - 5th Offense	Res2010-001	July 1, 2007
Shelter Impound Fee	\$20.00 per day	Res2024-001	Jan. 8, 2024
Quarantine Fee	\$50.00	Res2011-001	Jan. 3, 2011
CD/DVD	\$20.00 first, \$15.00 each additional	Res2024-001	Jan. 8, 2024
Alarm System Permit	\$25.00	Res2000-019	Oct. 2, 2000
Alarm System Late Fee	\$5.00	Res2000-019	Oct. 2, 2000
False Alarm Fee (3rd occur)	\$50.00	Res2000-019	Oct. 2, 2000
False Alarm Fee (Each sub)	\$10.00	Res2000-019	Oct. 2, 2000
False Alarm Late Fee	\$5.00	Res2000-019	Oct. 2, 2000
Non-jurisdiction jail fees	\$80.00 per day (when serving sentence)	Res2019-001	Jan. 14, 2019
Public Services			
Water - Inside City Limits	\$28.75 flat rate	Ord2006-1063	July 1, 2006
Water - Outside City Limits	\$35.95 flat rate	Ord2006-1063	July 1, 2006
Bulk Water Sales provided via fire hydrant	\$10.00 for 1st 1,000 gallons, then \$5.00 per 1,000 gallons.	Res2011-001	Jan. 3, 2011
Water - Inside - Metered	First 300 cu. ft. - \$16.00 Next 1,700 cu. ft. - \$1.06/100 cu. ft. Next 18,000 cu. ft. - \$1.03/100 cu. ft. Next 20,000 cu. ft. - \$0.72/100 cu. ft. Next 40,000 cu. ft. - \$0.56/100 cu. ft.	Ord2006-1063	July 1, 2006
Water - Outside - Metered	Additional 25% surcharge on inside city rates.	Ord2006-1063	July 1, 2006
Water Shut-Off Fee	\$10.00 per occurrence	Ord1999-317	Sept. 15, 1999

Water Turn-On Fee	\$10.00 per occurrence	Ord1999-317	Sept. 15, 1999
Water After Hours Call-Out	Time and Material	Res2024-001	Jan. 8, 2024
Public Utility Late Fee	\$10.00	Res2010-001	Jan. 4, 2010
Water-System Dev. Charge	\$4,330.00	Ord2006-1064	Nov. 6, 2006
Wastewater	\$80.25 flat rate	Ord2010-1103	Jan. 1, 2011
Wastewater on metered accounts	(\$11.00 base rate plus \$60 constant cost factor x water usage)/625 cu. ft.	Ord2010-1103	Jan. 1, 2011
R.V Dump Fee	\$10.00 per use	Res2011-001	May 2, 2022
Septage	\$.10 per gallon	Res2011-001	Jan. 3, 2011
Wastewater- SDC	\$4,000.00	Ord2004-1047	July 12, 2004
Storm Water-Single-family unit (SFU), and Equivalent Residential Unit (ERU)	\$3.00	Res2002-006	March 4, 2009
Stormwater-Duplex Unit	1.5 multiplied by the SFU rate	Res2002-006	March 4, 2009
Stormwater- Multiple family unit (MFU), and Mobile Home Park, and RV Park	Number of units multiplied by 0.3, multiplied by the SFU rate, with a minimum of one SFU	Res2002-006	March 4, 2009
Commercial unit, and Industrial Unit	<p>According to the following schedule:</p> <p>For each unit of 3,000 square feet of impervious surface, or fraction thereof, up to 18,000 square feet, total units multiplied by the SFU rate, with a minimum of 1 SFU; plus</p> <p>For each additional unit of 10,000 square feet of impervious surface, or fraction thereof, up to 48,000 square feet, total units multiplied by the SFU rate; plus</p> <p>For each additional unit of 26,000 square feet, or fraction thereof, up to 100,000 square feet, total units multiplied by the SFU rate; plus</p> <p>For each additional unit of 100,000 square feet or fraction thereof, total units multiplied by the SFU rate.</p>	Res2002-006	March 4, 2009
Storm Water-SDC	\$878.00	Ord2007-1068	Jan. 8, 2007
Residential Meter Installation	\$570.00 or \$47.50/month (for 12 months)	Res2019-001	Jan. 14, 2019
Sand Bags	\$.26 each	Res2010-001	Jan. 4, 2010
Root X	\$43.00	Res2022-002	Jan. 3, 2022
Boat Launch Fee	\$3.00/day or \$25.00 annual pass	Res2011-001	Jan. 3, 2011
Rainbow Plz. Camping Fee	\$15.00 per night	Res2014-010	Jan. 3, 2022
Umpqua Discovery Center			
City Dock Rental at UDC	\$7.50 per day/Weekly \$6.50 per day/Monthly	Res2010-001	Jan. 4, 2010
Museum Entrance Fees	\$8.00 Adult, \$4.00 Children 5-16	Res2010-001	Jan. 4, 2010
Membership Fee	\$25.00 Individual \$45.00 Grandparent or Family	Res2010-001	Jan. 4, 2010

UDC Building Use			
<u>Non-profit users:</u>			
Theater only	\$35 / day/after hours	Res2008-020	Nov. 2, 2008
Theater and Access to Exhibit Areas:		Res2008-020	Nov. 2, 2008
Groups under 25	\$125 / day \$175 / after hours	Res2008-020	Nov. 2, 2008
Groups 25 or more	\$200 / day \$250 / after hours	Res2008-020	Nov. 2, 2008
Receptions/Business Meetings:	\$ 75 / day \$125/ after hours	Res2008-020	Nov. 2, 2008
<u>Private users:</u>			
Theater only	\$75 / day/after hours	Res2008-020	Nov. 2, 2008
Theater & Boardwalk	\$100 / day/after hours	Res2008-020	Nov. 2, 2008
Theater and Access to Exhibit Areas:			
Groups under 25	\$175 / day \$225 / after hours	Res2008-020	Nov. 2, 2008
Groups 25 or more	\$250 / day \$300 / after hours	Res2008-020	Nov. 2, 2008
Audio / video use:	\$30.00 / day	Res2008-020	Nov. 2, 2008
Cleaning Charge Deposit	\$75.00 cleaning charge deposit (refundable)	Res2008-020	Nov. 2, 2008
Projection Equipment Security Deposit	\$25.00 security deposit (refundable)	Res2008-020	Nov. 2, 2008
Senior Center Building Use			
<u>Non-Profit Users:</u>			
Meetings after operating hours	\$25.00 per use	Res2001-025	July 16, 2001
Fundraising Functions and Functions with a fee to attend:			
Great Room	\$50.00 for four hours or \$100.00 per day	Res2001-025	Jan. 9, 2023
Pool Room	\$25.00 for four hours or \$75.00 per day	Res2023-001	Jan. 9, 2023
Kitchen use - additional charge	\$50.00 per day	Res2001-025	Jan. 9, 2023
All other non-profit functions	\$25.00 per day	Res2001-025	July 16, 2001
<u>Private Users:</u>			
Great Room	\$75.00 per four hours or \$175.00 per day	Res2001-025	Jan. 9, 2023
Pool Room	\$50.00 for four hours \$100.00 per day	Res2023-001	Jan. 9, 2023
Kitchen use - additional charge	\$50.00 per day	Res2001-025	Jan. 9, 2023
Profit-Making Senior-Oriented Service: Great Room Only	\$75.00 per day	Res2001-025	Jan. 9, 2023
Refundable Deposit	\$100.00 per event	Res2001-025	Jan. 9, 2023
Community Building Use (Gymnasium)			
Non-profit Fundraising Functions or Fee to Attend	\$50.00 for four hours or \$100.00 per day	Res2001-015	Jan. 9, 2023
Non-profit, regularly scheduled meetings	\$25.00 per use	Res2001-015	May 7, 2001
For-profit, regularly scheduled meetings	\$50.00 per use	Res 2010-021	Jan. 9, 2023
All other non-profit functions	\$50.00 per use	Res2001-015	Jan. 9, 2023
Political/Private/For-Profit	\$75.00 for four hours or	Res2001-015	Jan. 9, 2023

	\$175.00 per day		
Refundable Deposit	\$150.00 per event (\$250.00 per event with alcohol)	Res2023-001	Jan. 9, 2023
CB Kitchen Use:			
Non-profit/Political/Private	\$50.00 with gym rental or \$100.00 per day	Res2001-015	Jan. 9, 2023
Dumpster Use	\$25.00 per event/per day	Res2019-001	Jan. 9, 2023
Refundable Deposit	\$100.00 per event	Res2023-001	Jan. 9, 2023
Council Chambers Use			
Non-profit Fundraising Functions or Fee to Attend	\$50.00 per use	Res2001-015	Jan. 9, 2023
Non-profit, regularly scheduled meetings	\$25.00 per use	Res2001-015	May 7, 2001
All other non-profit functions	\$40.00 per use	Res2001-015	Jan. 9, 2023
Political/Private/For-Profit	\$75.00 per day	Res2001-015	Jan. 9, 2023
Refundable Deposit	\$100.00 per event	Res2001-015	Jan. 9, 2023
Business License Fees			
0-3 employees	\$50.00 per fiscal year	Ord2000-1019	Feb 1, 2016
4-10 employees	\$100.00 per fiscal year	Ord2000-1019	Feb 1, 2016
11-25 employees	\$150.00 per fiscal year	Ord2000-1019	Feb 1, 2016
25+ employees	\$225.00 per fiscal year	Ord2000-1019	Feb 1, 2016
Auctioneer	\$50.00 per fiscal year	Ord2000-1019	Dec 4, 2000
Carnival and Circus	\$70.00 per day (\$140 minimum)	Ord2000-1019	Dec 4, 2000
Hawker/Peddler/Occult	\$40.00 per 10 days	Res2010-001	Jan 4, 2010
Texas Hold 'Em Poker	\$100.00 per fiscal year	Ord2011-1108	Sept. 6, 2011
Marijuana Facility Agent/Operator's License	\$100.00	Res2015-012	May 4, 2015
Marijuana Dispensary Permit	\$50.00	Res2015-012	Feb 5, 2018
Vacation Rental License	\$50.00	Res2020-015	Dec 7, 2020
Building Permit Fees			
Structural Permit:			
House	Rate per sq. ft. plus permit based on valuation schedule set yearly.	Res2019-001	Jan. 14, 2019
Garage	Rate per sq. ft. plus permit based on valuation schedule set yearly.	Res2019-001	Jan. 14, 2019
Carport/Deck	Rate \$19.81 per sq. ft. plus permit based on valuation schedule set yearly.	Res2019-001	Jan. 14, 2019
Valuation Schedule:			
\$1 to \$1000	\$40	Res2007-001	March 5, 2007
\$1001 to \$2000	\$40 for the first \$1000 plus \$2 for each additional \$100	Res2007-001	March 5, 2007
\$2001 to \$25,000	\$60 for the first \$2000 plus \$8 for each additional \$1000	Res2007-001	March 5, 2007
\$25,001 to \$50,000	\$244 for the first \$25,000 plus \$6 for each additional \$1000	Res2007-001	March 5, 2007
\$50,001 to \$100,000	\$394 for the first \$50,000 plus \$4 for each additional \$1000	Res2007-001	March 5, 2007
\$100,000 and above	\$594 for the first \$100,000 plus \$3.5 for each additional \$1000	Res2007-001	March 5, 2007

Building Fees			
Investigation fee	Double total permit fee	Res2007-001	March 5, 2007
Manu. Home Setup Fee	\$160	Res2007-001	March 5, 2007
Inspect/Re-inspect Fee	\$75 per hour	Res2007-001	March 5, 2007
Surcharge	12% of total fee	Res2007-001	March 5, 2007
Other fees if applicable:			
Plan review	65% of total fee	Res2007-001	March 5, 2007
Fire & life plan review	40% of total fee	Res2007-001	March 5, 2007
State Mobile Home Fee	\$30	Res2007-001	March 5, 2007
Plumbing Fees			
Minimum fee	\$65	Res2007-001	March 5, 2007
1 bathroom/1 kitchen	\$300	Res2007-001	March 5, 2007
2 bathroom/1 kitchen	\$415	Res2007-001	March 5, 2007
3 bathroom/1 kitchen	\$470	Res2007-001	March 5, 2007
Each additional bathroom over 3 (each fixture)	\$17	Res2007-001	March 5, 2007
Each fixture, appurtenance and piping	\$17	Res2007-001	March 5, 2007
Storm water retention/detention facility	\$65	Res2007-001	March 5, 2007
Irrigation systems	\$65	Res2007-001	March 5, 2007
Sanitary Services first 100'	\$75	Res2007-001	March 5, 2007
Each additional 100' or fraction thereof	\$44	Res2007-001	March 5, 2007
Storm Services first 100'	\$75	Res2007-001	March 5, 2007
Each additional 100' or fraction thereof	\$44	Res2007-001	March 5, 2007
Water Services first 100'	\$75	Res2007-001	March 5, 2007
Each additional 100' or fraction thereof	\$44	Res2007-001	March 5, 2007
Medical gas systems	\$250	Res2007-001	March 5, 2007
Inspection/Re-inspection	\$75 per hour	Res2007-001	March 5, 2007
Investigation fee	Double total permit fee	Res2007-001	March 5, 2007
Surcharge	12% of total fees	Res2007-001	March 5, 2007
Plan review if applicable	65% of total fees plus 12% surcharge	Res2007-001	March 5, 2007
Mechanical Permit Fees			
<u>Residential:</u>			
Minimum fee	\$69	Res2007-001	March 5, 2007
Issuance	\$55	Res2007-001	March 5, 2007
Gas furnace including ducts & vents	\$30	Res2007-001	March 5, 2007
Elec. Furnace/air handling unit w/ducts & vents	\$14	Res2007-001	March 5, 2007
Dryer ducting	\$14	Res2007-001	March 5, 2007
Unit heater	\$14	Res2007-001	March 5, 2007
Wood/pellet/gas/stove or flue	\$14	Res2007-001	March 5, 2007
Repair/alter/add to heating/refrig/cooling & absorption systems	\$14	Res2007-001	March 5, 2007

Evaporated cooler/ Heat pump	\$14	Res2007-001	March 5, 2007
Vent fan with one duct/appliance vent	\$14	Res2007-001	March 5, 2007
Kitchen Hood w/ exhaust and duct	\$14	Res2007-001	March 5, 2007
Gas water heater	\$20	Res2007-001	March 5, 2007
All others	\$20	Res2007-001	March 5, 2007
Gas piping (any number of outlets)	\$15	Res2007-001	March 5, 2007
<u>Commercial</u>			
<u>Valuation Schedule:</u>			
\$1 to \$5000	\$70	Res2007-001	March 5, 2007
\$5001 to \$10,000	\$70 plus \$2 for ea. add'l \$100	Res2007-001	March 5, 2007
\$10,001 to \$100,000	\$170 plus \$10 for each add'l \$100	Res2007-001	March 5, 2007
Over \$100,000	\$1070 plus \$7 for ea. add'l \$1,000	Res2007-001	March 5, 2007
Inspection/Re-inspection	\$75 per hour	Res2007-001	March 5, 2007
Investigation fee	Double total permit fee	Res2007-001	March 5, 2007
Surcharge	12% of total fee	Res2007-001	March 5, 2007
Plan review	25% of total fee plus 12%	Res2007-001	March 5, 2007
Deferred submittal	\$100	Res2007-001	March 5, 2007
Public Works	(Services inside City limits only)		
Vac. Con Rental (Std. rate)	\$225.00 per hour (includes one operator)	Res2019-001	Jan 8, 2024
Vac. Con Rental (OT rate)	\$275.00 per hour (includes one operator)	Res2019-001	Jan 8, 2024
Backhoe Rental (Std. rate)	\$112.00 per hour (includes one operator)	Res2019-001	Jan 8, 2024
Backhoe Rental (OT rate)	\$132.00 per hour (includes one operator)	Res2019-001	Jan 8, 2024
Std. Labor Rate per person	\$40.00 per hour	Res2019-001	Jan 8, 2024
OT Labor Rate per person	\$60.00 per hour	Res2019-001	Jan 8, 2024
Dump Truck Rental (Std. rate)	\$107.00 per hour (includes one operator)	Res2024-001	Jan 8, 2024
Dump Truck Rental (OT rate)	\$127.00 per hour (includes one operator)	Res2024-001	Jan 8, 2024
Fork Lift Rental (Std. rate)	\$70.00 per hour (includes one operator)	Res2024-001	Jan 8, 2024
Fork Lift Rental (OT rate)	\$90.00 per hour (includes one operator)	Res2024-001	Jan 8, 2024
Boring Machine Rental (Std. rate)	\$225.00 per hour (includes one operator)	Res2024-001	Jan 8, 2024
Boring Machine Rental (OT rate)	\$245.00 per hour (includes one operator)	Res2024-001	Jan 8, 2024
Wacker Rental (Std. rate)	\$55.00 per hour (includes one operator)	Res2024-001	Jan 8, 2024
Wacker Rental (OT rate)	\$75.00 per hour (includes one operator)	Res2024-001	Jan 8, 2024
Asphalt Cutter Rental (Std. rate)	\$45.00 per hour (includes one operator)	Res2024-001	Jan 8, 2024
Asphalt Cutter Rental (OT rate)	\$65.00 per hour (includes one operator)	Res2024-001	Jan 8, 2024

EFFECTIVE DATE OF RESOLUTION: This resolution will take effect immediately upon passage by the City Council and approval of the Mayor.

PASSED BY THE CITY COUNCIL this 8th day of January 2024.

AYES _____ NAYS _____

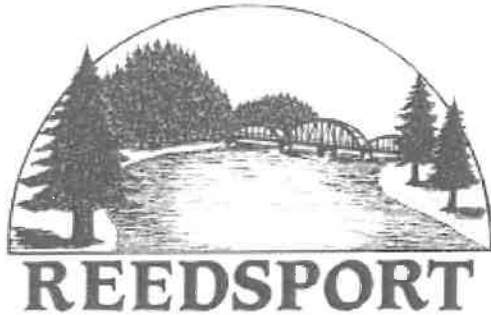
APPROVED BY THE MAYOR this 8th day of January 2024.

Mayor Linda McCollum

ATTEST:

Deanna Schafer, City Recorder

COPY



CITY of REEDSPORT

451 Winchester Avenue
Reedsport, OR 97467-1597
Phone (541) 271-3603
Fax (541) 271-2809

Honorable Mayor and
Members of the City Council
Reedsport, Oregon

Council Letter 024-002
Agenda of January 8, 2024
RE: Fuel Service Agreement

ISSUE:

Shall the City Council extend a Personal Services Contract with Tyree Oil Inc. for 24 hour card lock fuel services?

BACKGROUND:

On December 31, 2023 the contract to provide fuel services with Tyree Oil Inc. expired. The City has been using Tyree Oil Inc., mainly at the Reedsport Pacific Pride, site for the last ten years and has been pleased with the service provided.

Torrin Torgrimson of Tyree Oil, Inc. has stated that Tyree Oil will renew the contract exactly as it has been previously written between Tyree and the City of Reedsport.

Tyree has asked that the City Council consider a 5 year contract at the time of the previously executed contract. Prior to that, the City has renewed the contract every two years. The City would like to extend the contract for another 5 year contract. For the last several cycles the contract amount has remained the same and is well below the State of Oregon contract price.

FISCAL IMPACT:

The proposal from Tyree Oil, Inc will be comparable to the current price of \$.057 markup above the Eugene OPIS unbranded average rack price per gallon.

ALTERNATIVES:

- *1. Extend a contract for fuel services for years 2023-2028 to Tyree Oil Inc. and authorize the City Manager to sign on behalf of the City.**
2. Table the issue and direct staff to do additional research.
3. Decline to extend a contract with Tyree Oil Inc.

RECOMMENDATION:

Staff recommends Alternative #1.

Deanna Schafer
City Manager

DRAFT

**CITY OF REEDSPORT
FUEL SERVICES
PERSONAL SERVICES CONTRACT**

This Contract is effective on the 1st day of January, 2023, by and between the CITY OF REEDSPORT, an Oregon municipal corporation, hereinafter referred to as the "CITY", and Tyree Oil Inc., an independent contractor, hereinafter referred to as the "CONTRACTOR".

SECTION 1. THE CONTRACTOR AGREES:

1.1 Activities. CONTRACTOR shall provide fuel services for the CITY fleet of passenger cars, trucks, and heavy equipment. Fuel services shall be available twenty-four hours per day, seven days per week.

1.2 Fees. The price for fuel service will be based on the Reedsport Pacific Pride transfer price for each type of fuel plus additional tax if any, plus markup fee per gallon as outlined in the Exhibit "A" Fuel Services Quote Form attached hereto and made a part of this Contract. Invoices shall be presented by the CONTRACTOR at least monthly and separated into Department Units as designated by the CITY. Invoices shall include the monthly reporting information listed as part of the Fuel Services Quote Form as noted supra.

1.3 Expenditures. Extraordinary unbudgeted expenditures, from contracted funds, outside the scope of the work program may be made by CONTRACTOR only with the prior written CITY approval by the City Manager or his designee. The CONTRACTOR shall promptly pay all expenses it incurs as a result of this Contract and shall comply with all provisions of state law applicable to this contract.

1.4 Automobile Liability Insurance. At all times during the term of this Contract, and at the sole expense of the CONTRACTOR, the CONTRACTOR shall maintain continuously in effect, automobile liability coverage equivalent to a combined single limit per occurrence of not less than \$500,000 for bodily injury or property damage. The insurance policy shall also name the CITY as an additional insured, protecting the CITY from any and all claims, losses, actions or omissions of the CONTRACTOR or as a result of the joint concurring or contributory act, omission or negligence of the CONTRACTOR and CITY arising with or related to activities specified under this contract. Claims Made policies are not acceptable and are not accepted as part of this Contract.

1.5 Commercial General Liability Insurance. Throughout the term of this Contract, the CONTRACTOR shall maintain a commercial general liability insurance policy with coverage of not less than \$500,000 combined single limit per occurrence, for bodily injury, personal injury or property damage. Such policy shall contain a contractual liability endorsement to cover the CONTRACTOR indemnification obligations under this Contract. The policy shall also contain an endorsement naming the CITY as an additional insured, on a form satisfactory to the CITY, and shall expressly provide that the interest of the CITY shall not be affected by the CONTRACTOR breach of policy provisions. Such policy must be maintained in full force and effect for the duration of this Contract, and failure to do so shall be cause for immediate termination of this Contract by the CITY. Claims Made policies are not acceptable and are not accepted as part of this Contract.

1.6 Professional Liability Insurance. At all times during the term of this Contract, the CONTRACTOR shall maintain and keep in full force, an insurance policy for professional liability in the amount of \$1,000,000. In no instance shall the CITY be responsible for any retention amount or deductible that the CONTRACTOR may owe as a result of this coverage. Nor shall such retention or deductible exceed \$25,000. Claims Made policies are not acceptable and are not accepted as part of this Contract.

1.7 Books and Records. The CONTRACTOR shall keep complete and proper books, records and accounts of all transactions performed as part of this Contract and the approved invoices and work program. The books, records and accounts shall be open to inspection by the CITY or its designee during normal business hours, and shall remain open to the CITY for such inspection for three months following termination of this Contract.

1.8 Availability. The CONTRACTOR shall be available for meetings, discussions, and program reviews with sufficient notice.

1.9 Assignment. The responsibility for performing the CONTRACTOR services under the terms of this Contract shall not be assigned, transferred, delegated or otherwise referred by the CONTRACTOR to a third party without the express prior written consent of the CITY.

1.10 Compliance with Law and Standard Contract Provisions. The CONTRACTOR shall comply with all federal, state and local laws, including the Reedsport Municipal Code relating to business registration.

SECTION 2. THE CITY AGREES:

2.1 Fee. In consideration for the above-described services, The CITY agrees to pay the CONTRACTOR for the costs invoiced according to Section 1.2 and outlined in the attached Fuel Services Quote Form, Exhibit "A".

2.2 Terms of Payment. The CONTRACTOR will tender a bill and monthly reporting statement as outlined in Section 1.2 by the tenth day of each month, and the CITY shall make full payment on such bill within thirty days of its receipt.

SECTION 3. BOTH PARTIES AGREE:

3.1 Budget and Work Plan Approval. All approved invoices and work programs shall be in writing.

3.2 Independent Contractor. The CONTRACTOR is an independent contractor in every sense of the word. The manner in which the CONTRACTOR performs the services herein shall be controlled by the CONTRACTOR, however, the nature of the services and the results to be achieved shall be specified by the CITY. The CONTRACTOR is not to be deemed an employee or agent of the CITY and has no authority to make any binding commitments on behalf of the CITY except as expressly approved, in writing by CITY through the City Manager.

3.3 Indemnification. Each party shall indemnify, hold harmless and defend the other, its officials, agents and employees, from and against any and all claims, damages, losses and expenses, including attorney fees, arising in or from its performance of, or failure to perform, this Contract. The extent of the CITY obligation under this subsection is limited to the CITY obligation under the Oregon Constitution and ORS 30.260 through 30.300.

3.4 Arbitration. Any controversy regarding the language or performance of this Contract that can not be resolved by the parties within 30 calendar days from initial notification of said controversy, shall be submitted to arbitration. Either party may request arbitration by written notice to the other. If the parties cannot agree on a single arbitrator within 15 days from the giving of notice, each party shall within five days select a person to represent the party and the two representatives shall immediately select an impartial third person to complete a three-member arbitration panel. If either party fails to select its representative, the other party may petition the Chief Judge of the Circuit Court of Douglas County for designation of the representative. The arbitration shall be conducted in accordance with ORS 36.300 through 36.365 or the provisions of any such future law. The arbitrator(s) shall assess all or part of the costs of arbitration, including attorney fees, to either or both parties.

3.5 Attorney Fees. If any arbitration, administrative proceeding, action, or appeal thereon, is instituted in connection with any controversy arising out of this Contract, performance of this Contract or failure to perform this Contract, the prevailing party shall be entitled to recover, in addition to costs and disbursements, such sum as the court may adjudge reasonable as attorney fees.

3.6 Ownership and Use of Documents. In whatever form they may be produced or stored, any documents prepared in performance of this Contract and any supporting and investigative information that is gathered in the performance of this Contract, upon completion of the work, or upon termination of this Contract, shall be and remain the property of the CITY and shall be subject to copyright by the CITY at its sole discretion. The CONTRACTOR shall be permitted to retain copies, including reproducible copies, of such documents. The CONTRACTOR shall treat such documents as if the CITY had secured a copyright thereon, and thus will not use the documents in a manner that would constitute copyright infringement. The CITY may use the documents prepared hereunder for any purpose, however the CONTRACTOR shall have no liability with regard to such documents to the extent they are used or applied outside of the scope of the work unless the CONTRACTOR is consulted and offers a professional opinion that the use contemplated is appropriate.

3.7 Term. The Contract term begins January 1, 2023 and continuing thereafter until December 31, 2028.

3.8 Termination. Notwithstanding any other provision of this Contract to the contrary, the CITY may terminate this Contract at any time by giving written notice to the CONTRACTOR at least ten working days in advance of such termination. Written notice shall be effective upon the date the written notice is actually given to the CONTRACTOR. In the event of such termination, compensation shall be based on the services actually performed by the CONTRACTOR to the date of termination. If compensation is a total sum, the amount shall be prorated based on the tasks actually performed as of the date of termination.

3.9 Notices. Any notice required to be given under this Contract, or required by law, shall be in writing and delivered to the parties at the following addresses:

City Manager
City of Reedsport
451 Winchester Avenue
Reedsport, OR 97467-1597

Ron Tyree
229 Portdock Rd
Reedsport, Or 97467

3.10 Applicable Laws. The laws of the State of Oregon shall be used in construing this Contract and enforcing the rights and remedies of the parties.

3.11 Merger. There are no other undertakings, promises or agreements, either oral or in writing, other than that which is contained in this Contract. Any amendments to this Contract shall be in writing and executed by both parties.

City of Reedsport
451 Winchester Ave.
Reedsport, Or 97467

Tyree Oil, Inc.
229 Portdock Rd
Reedsport, Or 97467

Deanna Schafer
City of Reedsport, City Manager

Ron Tyree

Date: _____

Date: _____

279A.215 Permissive cooperative procurements. (1) A contracting agency may establish a contract or price agreement through a permissive cooperative procurement only if:

(a) The administering contracting agency's solicitation and award process for the original contract is an open and impartial competitive process and uses source selection methods substantially equivalent to those specified in ORS 279B.055 or 279B.060;

(b) The administering contracting agency's solicitation and the original contract allow other contracting agencies to establish contracts or price agreements under the terms, conditions and prices of the original contract;

(c) The contractor agrees to extend the terms, conditions and prices of the original contract to the purchasing contracting agency; and

(d) No material change is made in the terms, conditions or prices of the contract or price agreement between the contractor and the purchasing contracting agency from the terms, conditions and prices of the original contract between the contractor and the administering contracting agency.

(2)(a) A purchasing contracting agency shall provide public notice of intent to establish a contract or price agreement through a permissive cooperative procurement if the estimated amount of the procurement exceeds \$250,000.

(b) The notice of intent must include:

(A) A description of the procurement;

(B) An estimated amount of the procurement;

(C) The name of the administering contracting agency; and

(D) A time, place and date by which comments must be submitted to the purchasing contracting agency regarding the intent to establish a contract or price agreement through a permissive cooperative procurement.

(c) Public notice of the intent to establish a contract or price agreement through a permissive cooperative procurement must be given in the same manner as provided in ORS 279B.055 (4)(b) and (c).

(d) Unless otherwise specified in rules adopted under ORS 279A.070, the purchasing contracting agency shall give public notice at least seven days before the deadline for submission of comments regarding the intent to establish a contract or price agreement through a permissive cooperative procurement.

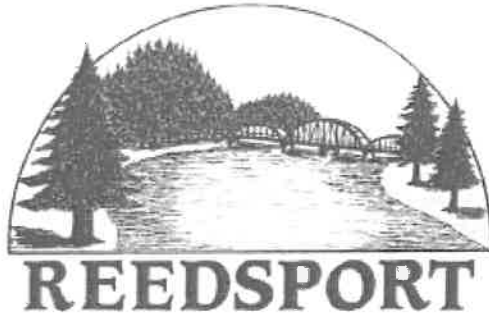
(3) If a purchasing contracting agency is required to provide notice of intent to establish a contract or price agreement through a permissive cooperative procurement under subsection (2) of this section:

(a) The purchasing contracting agency shall provide vendors who would otherwise be prospective bidders or proposers on the contract or price agreement, if the procurement were competitively procured under ORS chapter 279B, an opportunity to comment on the intent to establish a contract or price agreement through a permissive cooperative procurement.

(b) Vendors must submit comments within seven days after the notice of intent is published.

(c) And if the purchasing contracting agency receives comments on the intent to establish a contract or price agreement through a permissive cooperative procurement, before the purchasing contracting agency may establish a contract or price agreement through the permissive cooperative procurement, the purchasing contracting agency shall make a written determination that establishing a contract or price agreement through a permissive cooperative procurement is in the best interest of the purchasing contracting agency. The purchasing contracting agency shall

provide a copy of the written determination to any vendor that submitted comments. [2003 c.794 §28]



CITY of REEDSPORT

451 Winchester Avenue
Reedsport, OR 97467-1597
Phone (541) 271-3603
Fax (541) 271-2809

Honorable Mayor and
Members of the City Council
Reedsport, Oregon 97467

Council Letter 024-003
Agenda of January 8, 2024
RE: Councilor Committee
Assignments

ISSUE:

Councilor committee assignments by the Mayor.

BACKGROUND:

Annually, the Mayor makes assignments from the City Council membership to various Committees, Forums and Associations. The Mayor is being asked to make new assignments for the 2024 calendar year. All assignments with the exception of Council President and Alt. Council President (which hold a 2-year assignment) expire on December 31st of each year.

The following are the current Councilor Committee assignments for the previous year:

Council President
[expires December 2024]

Chuck Miller

Alt. Council President
[expires December 2024]

Council Audit Committee
[meets as required]

Mayor Linda McCollum
Councilor Debby Turner

City Parks and Beautification Committee/City Tree Board
[meets in City Hall as required]

Allen Teitzel

<i>City Attorney Evaluation</i>	Full City Council
<i>City Prosecutor Evaluation</i>	City Manager
<i>City Manager Evaluation</i>	Full City Council
<i>Municipal Judge Evaluation</i>	Full City Council

League of Oregon Cities (LOC), Legislative Committee
[meets in Salem during the Summer before a legislative session]

Mayor Linda McCollum

Lower Umpqua Economic Development Forum
[meets monthly on the third Tuesday]

Staff: City Manager
Council: Debby Turner

Traffic Safety Advisory Committee
[meets in City Hall on the third Tuesday of each quarter]

Councilor Debby Turner

Umpqua Experience Steering Committee
[meets in the Umpqua Discovery Center]

Mayor Linda McCollum

COUNCIL ALTERNATIVES:

1. Adopt Councilor Committee assignments for the 2024 calendar year.
2. Decline to adopt Councilor Committee assignments for the 2024 calendar year.
3. Table the issue and direct staff to conduct additional research.

STAFF RECOMMENDATION:

Staff recommends appointing councilors to serve on the Cities boards and committees at the Mayor and Councils own discretion.

Deanna Schafer
City Manager



CITY OF REEDSPORT

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Reedsport, OR 97467-1597
Phone (541) 271-3603
Fax (541) 271-2809

Honorable Mayor and
Members of the City Council
Reedsport, Oregon

Council Letter 024-004
Agenda of January 8, 2024
RE: Reedsport Collective Lease
Agreement

ISSUE:

Shall the City Council authorize a Lease Agreement with Reedsport Collective for a term of five years?

BACKGROUND:

The current Director, Susan Martin, is seeking Council approval to lease the Food Pantry building, formerly the Scout Hall at Lions Park, under a new name of The Reedsport Collective (herein referred to as Pantry), formerly under the name Project Blessing. The exclusive use of the premises is for the sole purpose of operating a food pantry on the leased premises, as well as any required administrative offices that solely serve the food pantry. Any other uses are subject to the prior written approval of the Lessor, The City of Reedsport.

The Pantry has undergone many changes since relocating to the Scout Hall in 2013, such as acquiring computer software for tracking food and patrons, office equipment, shelving, refrigerators, freezers, a box truck for picking up food, which allows for more food to come into the Pantry, etc. The pantry uses the Open Distribution method, which is different than most food pantries. This method allows clients to come when they need and take what they need. The Reedsport Collective is now the only food pantry in Coastal Douglas County. The Pantry operates three days a week as well as online ordering and delivery.

The lease agreement is set to expire on January 1, 2029.

FISCAL IMPACT:

There is no fiscal impact.

ALTERNATIVES:

1. Authorize the lease agreement with The Reedsport Collective for a term of five years, with the option to be renewed for up to two (2) successive five year period upon written consent of both parties.
2. Decline to authorize the extension of the Lease Agreement with The Reedsport Collective for a term of five years, with the option to be renewed for up to two (2) successive five year period upon written consent of both parties.
3. Table the issue and direct staff to conduct additional research.

RECOMMENDATION:

Staff recommends alternative #1.

Deanna Schafer
City Manager

LEASE AGREEMENT

THIS LEASE AGREEMENT, effective the 1st day of January, 2024, at 12:00 a.m. (Midnight) by and between the City of Reedsport (hereinafter known as "LESSOR") and The Reedsport Collective (hereinafter known as "LESSEE").

WITNESSETH:

In consideration of the covenants, agreements, and stipulations herein contained, the LESSOR does hereby let unto the said LESSEE, AS IS, those certain premises situated in Douglas County, Oregon known and described as follows:

SUBJECT PROPERTY (the "Premises"):

The building located at 150 South 20th Street, Reedsport, herein called the, "premises". The premises includes any expansions to the building footprint, all the area located within the existing building and its expansions, ways of access and surrounding area necessary to keep the exterior in good repair. The premises also shall include the right to use the Lions Park bathroom facilities, as needed.

1. CONDITIONS TO LEASE: This Lease Agreement is entered into by the parties with the understanding of the following conditions:

(1) The LESSEE hereby enters into this Lease Agreement with the full understanding and knowledge that the subject premises may require improvement prior to occupancy. The LESSEE agrees to obtain all necessary permits and complete all inspections at their sole expense.

(2) LESSEE understands that there may be personal property of a prior tenant on the premises at the time this Lease Agreement is entered into. LESSEE hereby agrees to permit the prior tenant access to the lease premises for the purpose of the removal of personal property belonging to the prior tenant.

2. TERM: This Lease Agreement (hereinafter referred to as "Lease Agreement") will be for a period commencing at midnight on the 1st day of January, 2024, and ending at midnight on the 1st day of January, 2029. This Lease may be renewed for an additional five (5) year period upon written consent of both parties.

3. LEASE PAYMENT:

LESSEE covenants and agrees to pay in lawful money of the United States of America to LESSOR:

(a) ONE DOLLAR (\$1.00) per year upon execution of this Lease Agreement.

(b) All future monthly lease payments required hereunder shall be payable in advance on or before the anniversary of this Lease Agreement.

(c) All rent shall be paid to LESSOR at 451 Winchester Ave., Reedsport, OR.

4. USE OF PREMISES: The exclusive use of the Premises is for the sole purpose of operating a food pantry at the Premises. The Premises may also be used for required administrative offices that solely serve the food pantry. Any other uses are subject to the prior written approval of the Lessor.

LESSEE shall not make any unlawful, improper, or offensive use of Premises. LESSEE shall not allow the Premises to suffer any stripping or waste thereof and will not permit any objectionable noise or odor to escape or to be permitted from Premises or to do anything or permit anything to be done upon or about Premises in any way intending to create a nuisance. LESSEE will not store, use, or maintain any hazardous waste on Premises. No outside storage shall be permitted. LESSEE shall comply at LESSEE'S own expense with all laws, rules, and regulations of any municipal, county, state, federal, or other public authority respecting the use of Premises.

5. ADDITIONAL PERMITS, FEES AND LICENSES: LESSEE will also pay, as additional rent, any and all occupational business permits, license fees or charges against the operation on Premises, as applicable and against any property used in the business and provide evidence thereof to the LESSOR upon request.

6. PUBLIC ACCESS: The entire leased area shall be clear of any structures, fences, or screens except for certain permitted improvements and a garbage storage area, and all of which must receive prior written approval of LESSOR. It is also understood that LESSEE will require certain controls over access by the public and that those controls must be provided in a manner acceptable to the LESSOR.

7. UTILITIES: LESSEE shall open accounts in LESSEE'S name for and keep current all bills for heat, light, power, electricity, gas, water, sewer, garbage, and other services or utilities used in the premises during the term of this Lease Agreement, provide LESSOR with written evidence of such upon request and hold LESSOR harmless thereof.

8. PROPERTY IMPROVEMENTS:

(a) LESSEE shall make no alterations to the existing building without first submitting, at LESSEE'S sole expense, a written request with a drawing, and any engineered plans deemed necessary by the LESSOR. Any such alterations must conform with any architectural design and color standards and site plan the LESSOR has adopted, or may adopt in the future, or may from time-to-time amend for the property being leased hereunder. Alterations shall not proceed until written approval is received from the LESSOR. The LESSOR will respond to any such request within 45 days of its receipt.

(b) All current and future improvements, structure additions, and alterations made on the leased property shall become the sole property of the LESSOR and may not be removed by LESSEE. LESSEE shall and does hereby warrant that the property will be placed in a safe and clean condition with a pleasing appearance when LESSEE is done with LESSEE'S term. Lease payments will continue to accrue and will be due and payable under the terms of this Lease Agreement until the Premises are accepted as satisfactory by LESSOR. Any items remaining after LESSEE'S term or any extension thereof as expired shall revert to the ownership of the LESSOR without further act of either party and this document shall constitute a Bill of Sale with regard to said items. LESSOR shall further have a lien against any property removed, or the proceeds thereof of any sale of said property to secure its lease payments under this Lease or

any clean-up cost that may be incurred should LESSEE not comply with the terms of this Lease.

9. OUTSIDE GARBAGE STORAGE: The outside garbage is to be covered and maintained in an appropriate manner at all times. The garbage must be contained in a receptacle which will be emptied and maintained, at LESSEE'S sole expense.

10. REPAIR AND WASTE: LESSEE shall not commit or allow to be committed any waste of the Premises. LESSEE agrees to maintain in an appropriate condition, at LESSEE'S sole expense, during the term of this Lease Agreement the whole of the Premises including, but not limited to, the exterior walls, roof gutters, windows, heating, electrical systems, plumbing systems, down spouts, and foundations of the building. LESSEE shall be responsible for damage caused by LESSEE'S negligence or that of LESSEE'S agents, employees or customers. In addition, LESSEE shall be responsible for the repairs and maintenance more specifically set forth below.

(a) Repairs and maintenance of the roof and gutters, exterior walls (excluding painting), bearing walls, structural members, floor slabs and foundation.

(b) Any repairs or alterations required under LESSEE'S obligation to comply with laws and regulations as set forth herein.

(c) If LESSEE fails or refuses to make repairs or other items of maintenance that are required by this Section, LESSOR may make the repairs and charge the actual costs of repairs to the LESSEE. Such expenditures by LESSOR shall be reimbursed by LESSEE on demand together with interest at rate of 9% per annum from the date of expenditure by LESSOR.

(d) LESSOR shall have the absolute right to inspect the leased Premises at any time. Whether or not such inspection is made, the duty of LESSOR to make repairs shall not mature until a reasonable time after LESSOR has received from LESSEE written notice of the repairs that are required.

11. DAMAGE AND DESTRUCTION:

(a) If Premises are partly damaged other than as a result of the use and occupancy by LESSEE, and Section 11(b) does not apply, the Premises shall be repaired by LESSOR, at LESSOR'S expense. Repairs shall be accomplished with all reasonable dispatch subject to interruptions and delays from labor disputes and matters beyond the control of LESSOR.

(b) If Premises are destroyed or damaged such that the cost of repair exceeds ten percent (10%) of the value of the structure before the damage, either party may elect to terminate the Lease Agreement as of the day of the damage or destruction by written notice given to the other party not more than 45 days following the date of damage. In such event all rights and obligations of the parties shall cease as of the date of termination, and LESSEE shall be entitled to the reimbursement of any prepaid amounts paid by LESSEE and attributable to the anticipated term. If neither party elects to terminate, LESSOR shall proceed to restore the Premises to substantially the same form as prior to the damage or destruction. Work shall be commenced as soon as reasonably possible and thereafter shall proceed without interruption except for work stoppages on account of labor disputes and matters beyond LESSOR'S reasonable control.

(c) Rent Abatement. Rent shall be abated during the repair of any damage to the extent the Premises are untenantable, except that there shall be no rent abatement where the damage occurred as the result of the fault of LESSEE.

(d) Damage Late in Term. If damage or destruction to which the Section 11(b) above would apply occurs within one year before the end of the then-current lease term, LESSEE may elect to terminate the Lease Agreement by written notice to LESSOR given within 30 days after

the date of the damage. In the case of such termination LESSOR shall be entitled to all the proceeds of any such damage, and LESSEE shall have no claim against LESSOR as a result of said damage.

12. LIENS: LESSEE shall not permit any lien of any kind, type, or description to be placed or attached to the building or real property herein leased or any part thereof.

13. RIGHT OF ASSIGNMENT: LESSEE shall not assign, transfer, pledge, hypothecate, surrender, or dispose of this Lease Agreement or any interest therein or permit any other person or persons whomsoever to occupy the demised premises without the prior written consent of Lessor. This Lease Agreement is personal to said LESSEE. LESSEE'S interest, in whole or in part, cannot be sold, assigned, transferred, seized, or taken by operation of law under or by virtue of any execution or legal process, attachment or proceedings instituted against the LESSEE, or under or by virtue of any bankruptcy or insolvency proceedings had in regard to the lease or in any other manner except as above-mentioned.

14. SUB-LEASING: The demised premises shall not be sub-let by LESSEE without the prior written consent of LESSOR. Any sub-leasing without prior written consent, will be deemed null and void.

15. LESSOR'S RIGHT OF ENTRY: LESSOR, its agents or representatives, at any reasonable time, may enter into or upon said Premises for the purpose of examining into the condition thereof, or any other lawful purpose.

16. DUTY OF LESSEE TO PREVENT UNAUTHORIZED ACCESS: LESSEE shall take all reasonable precautions and steps to prevent any unauthorized access to the premises. It is understood that LESSOR has no duty to maintain any portion of the premises whatsoever, regardless of the condition of the land or buildings.

17. SIGNS: LESSEE may place a sign on the exterior of the building by attaching a sign at LESSEE'S sole expense and in compliance with current sign regulations and subject to prior written design approval by Lessor.

18. ICE SNOW AND DEBRIS: At all times, LESSEE shall keep the sidewalks, ramps, and walkways abutting the demised premises free and clear of ice, snow, rubbish, debris, weeds, and obstruction and will hold harmless and protect LESSOR against any injury whether to LESSOR or to LESSOR'S property or to any other person or property caused by LESSEE'S failure in this regard.

19. INDEMNIFICATION: LESSEE shall indemnify and defend LESSOR from any claim, loss, or liability arising out of, or related to, any activity of LESSEE on the leased premises, or any condition of the leased premises, in the possession or under the control of the LESSEE, including any such claim, loss, or liability which may be caused or contributed to, in whole or in part, by LESSEE'S own negligence or failure to affect any repair or maintenance required by the lease.

20. LIABILITY INSURANCE: LESSEE carry and cause a certificate of insurance to be delivered to LESSOR with an endorsement naming the LESSOR as loss payee, Liability Insurance with limits of not less than FIVE HUNDRED THOUSAND DOLLARS (\$500,000.00) per occurrence, ONE MILLION DOLLARS (\$1,000,000.00) aggregate, with an endorsement providing that LESSOR shall be given ten (10) days prior written notice

of any cancellation or diminution of LESSEE'S policy of insurance.

21. EMINENT DOMAIN: In case of the condemnation or appropriation of all or any part of the said demised premises by any public or private corporation under the laws of eminent domain, this Lease Agreement may be terminated at the option of either party hereto on thirty (30) days written notice to the other and in that case the LESSEE shall not be liable for any rent after the date of LESSEE'S removal from the premises. Should any government agency, condemn the demised premises, LESSEE will not receive any compensation. All compensation shall be LESSOR'S sole property.
22. HOLDING OVER: In the event the LESSEE for any reason shall hold over after the expiration of this lease, such holding over shall not be deemed to operate as a renewal or extension of this lease, but shall only create a tenancy from month to month which may be terminated at will at any time by the LESSOR.
23. FOR SALE AND FOR RENT SIGNS: During the period of ninety (90) days prior to the date above fixed for the end or termination of said lease, the LESSOR herein may post on said premises signs of moderate size notifying the public that the premises are "for sale" or "for lease."
24. ATTORNEY FEES AND COURT COSTS: In case suit or action is instituted to enforce compliance with any of the terms, covenants or conditions of this lease, or to collect the rent which may become due hereunder, or any portion thereof, the losing party agrees to pay such sum as the trial court may adjudge reasonable as attorney's fees to be allowed the prevailing party of such suit or action and in the event any appeal is taken from any judgment or decree in such suit or action, the losing party agrees to pay such further sum as the appellate court shall adjudge reasonable as prevailing party's attorney's fees on such appeal.
25. WAIVER: Any waiver by the LESSOR of any breach of any covenant herein contained to be kept and performed by the LESSEE shall not be deemed or considered as a continuing waiver, and shall not operate to bar or prevent the LESSOR from declaring a forfeiture for any succeeding breach, either of the same condition or covenant or otherwise.
26. NOTICES: Any notice required by the terms of this lease to be given by one party hereto to the other or desired so to be given, shall be sufficient if in writing contained in a sealed envelope, deposited in the U.S. Mail, Certified Return Receipt Requested, with postage fully prepaid, and if intended for the LESSOR herein then if addressed to LESSOR at 451 Winchester Ave., and if intended for the LESSEE, at 150 S 20th St, Reedsport, OR. 97467. Any such notice shall be deemed conclusively to have been delivered to the addressee thereof forty-eight (48) hours after the deposit thereof in said U.S. Mail, Certified Return Receipt Requested.
27. LEASE CONSTRUCTION: In construing this lease, it is understood that the LESSOR or the LESSEE may be more than one person; that if the context so requires, the singular pronoun shall be taken to mean and include the plural, the masculine, the feminine and the neuter, and that generally all grammatical changes shall be made, assumed and implied to make the provisions hereof apply in a common sense manner.
28. RECORDING: This Lease Agreement shall not be recorded without prior written consent of the LESSOR. Any recording not accompanied by said written consent shall be deemed a

nullity and of no legal effect as it relates to the title of said demised premises.

29. SEVERABILITY: If any provision of this Lease is held invalid, such invalidity shall not affect the other provisions which can be given effect without the invalid provision and to this end the provisions of this Lease are declared to be severable.

IN WITNESS WHEREOF, the respective parties have executed this instrument in duplicate on this, the day and year first hereinabove written.

LESSEE:

LESSOR:

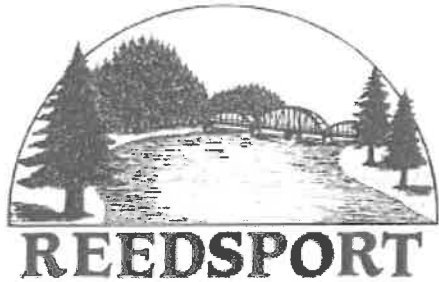
Michelle Fraley
Board President
The Reedsport Collective

Deanna Schafer
City Manager
City of Reedsport

STATE OF OREGON)
) ss
County of Douglas)

On this __ day of _____, 20__, personally appeared before me the above-named Michelle Fraley, who first being duly sworn, did say that she, Michelle Fraley, is the President, Board of Directors, of The Reedsport Collective and has the authority to bind the entity in this Lease Agreement.

NOTARY PUBLIC FOR OREGON
My Commission Expires:



CITY of REEDSPORT

451 Winchester Avenue
Reedsport, OR 97467-1597
Phone (541) 271-3603
Fax (541) 271-2809

Honorable Mayor and
Members of the City Council
Reedsport, Oregon

Council Letter 024-005
Agenda of January 8, 2024
Re: Ordinance 2024-1207

ISSUE:

Shall the City Council adopt Ordinance 2024-1207, to amend Reedsport Comprehensive Plan Chapters VI Housing and Population Element, VII Land Use and Urban Element, and V Economic Element, to incorporate the findings of the City's 2023 *Economic Opportunities and Housing Needs Analysis* prepared by FCS Group?

BACKGROUND:

November of 2023, the City adopted the 2023 *Economic Opportunities and Housing Needs Analysis* by FCS Group (Ordinance 2023-1207). That document contains a "Housing Needs Analysis (HNA)," "Buildable Lands Inventory (BLI)," and "Economic Opportunities Analysis (EOA)."

The proposed amendments update findings contained in the Comprehensive Plan - specifically findings contained in Chapters V, VI, and VII, which were based on the City's old 2009 HNA, BLI, and EOA, prepared by the Benkendorf Associates Corp. and Johnson Reid, LLC.

The proposed amendments incorporate the findings of the new 2023 HNA, BLI, and EOA findings (alongside the prior 2009 findings, which are not necessarily in conflict) into Chapters V, VI, and VII.

OVERVIEW:

The proposed Comprehensive Plan text amendments include:

Chapter VI Housing and Population Element

1. Update Population section: population, age, and household size Census data
2. Update Housing section:
 - a. Update Housing Inventory subsection: unit type, unit occupancy Census data
 - b. Add Housing Affordability subsection: add housing affordability analysis by FCS Group

- c. Modify Future Housing Needs subsection to include 2023 strategic housing needs forecast by FCS Group, based on capturing pent up regional demand
- d. Update Net Buildable Average Needed and Net Buildable Acreage Available subsection: remove detailed findings from this section and refer instead to Chapter VII Land Use and Urbanization Element.

Chapter VII Land Use and Urban Element

1. Existing Development section:
 - a. Residential subsection: update to include recent (past 10 years) multifamily development and to remove juxtaposition between multifamily and mobile home park development.
 - b. Commercial subsection: remove narrative description of where certain commercial use categories are located throughout the city, specifically where tourist-commercial uses are located (to reflect the recent commercial re-growth in Old Town)
2. Future Land Use and Urbanization section:
 - a. Update Residential, Commercial, and Industrial subsections to include tables and findings of 2023 BLI
 - b. Commercial subsection:
 - i. Update to include post-2013 commercial and commercial mixed use zone and code changes.
 - ii. Add reference to 2023 BLI analysis of re-developable commercial land.

Chapter V Economic Element:

1. Update Employment section with 2023 EOA job growth projections
2. No substantial changes to Industry Clusters and Competitive Advantages section (based on 2009 data)
3. Add to Land Needs to Meet Future Opportunities section to include statement that it is uncertain if Reedsport contains sufficient land to accommodate its 20-year employment growth projections and note regarding re-development.
4. Recommendations section: remove outdated/completed recommendation regarding converting / re-zoning vacant residential land to commercial (completed in 2013, with addition of CMU zone).

These proposed amendments do not include policy or goal changes (except to delete policies or goals which have been made/completed/or are otherwise outdated).

FISCAL IMPACT:

There is an unknown fiscal impact.

COUNCIL ALTERNATIVES:

1. Adopt Ordinance 2024-1207, to amend Reedsport Comprehensive Plan Chapters VI Housing and Population Element, VII Land Use And Urban Element, and V Economic Element, to incorporate the findings of the City's 2023 *Economic*

Opportunities and Housing Needs Analysis prepared by FCS Group.

2. Decline to adopt Ordinance 2024-1207, to amend Reedsport Comprehensive Plan Chapters VI Housing and Population Element, VII Land Use And Urban Element, and V Economic Element, to incorporate the findings of the City's 2023 *Economic Opportunities and Housing Needs Analysis* prepared by FCS Group.
3. Table the issue and hold the record open until the next regularly scheduled City Council meeting February 5, 2024 at 7:00 pm.

RECOMMENDATION:

Staff recommends alternative #1.

Hailey Sheldon
Contract Planning Director

ATTACHMENTS:

1. Ordinance 2024-1207 & Ordinance Exhibit A
2. Planning Commission Findings of Fact Planning File 2023-021

ORDINANCE 2024-1207

AN ORDINANCE TO AMEND THE REEDSPORT COMPREHENSIVE PLAN CHAPTERS VI HOUSING AND POPULATION ELEMENT, VII LAND USE AND URBAN ELEMENT, AND V ECONOMIC ELEMENT TO INCORPORATE THE CITY'S 2023 *ECONOMIC OPPORTUNITIES AND HOUSING NEEDS ANALYSIS* PREPARED BY FCS GROUP

WHEREAS, on December 4, 2023, the City of Reedsport, via Ordinance 2023-1206, adopted a 2023 *Economic Opportunities and Housing Needs Analysis* by FCS Group - containing a "Housing Needs Analysis (HNA)," "Buildable Lands Inventory (BLI)," and "Economic Opportunities Analysis (EOA)," and

WHEREAS, Reedsport's Comprehensive Plan Chapters VI Housing and Population Element, VII Land Use and Urban Element, and V Economic Element include the references to the findings of the City's prior 2009 Housing Needs Analysis, Buildable Lands Inventory, and Economic Opportunities Analysis prepared by the Benkendorf Associates Corp. and Johnson Reid, LLC; and

WHEREAS, the Reedsport Planning Commission therefore initiated amendments to the Comprehensive Plan, to update Chapters V, VI, and VII, to incorporate the more recent findings of the 2023 Analysis.

WHEREAS, notice of the proposed amendments was sent to the Oregon Department of Land Conservation and Development on November 22, 2023, at least 35 days prior to the first evidentiary hearing, as required by RMC 10.100.040.A; and

WHEREAS, notice of the proposed amendments was published in the World December 12, 2023, at least 10 days prior to the first evidentiary hearing, as required by RMC 10.100.040.C Notification Procedures for Amendments; and

WHEREAS, the above described notices and hearings are in addition to the notices and hearings pertaining to the adoption of the 2023 *Economic Opportunities and Housing Needs Analysis* itself, which are described in Ordinance 2023-1206; and

WHEREAS, the Planning Commission held a public hearing (the first evidentiary hearing) on December 28, 2023, and made a recommendation to the City Council to adopt the proposed amendments to the Comprehensive Plan text.

NOW, THEREFORE, THE CITY OF REEDSPORT ORDAINS AS FOLLOWS:

On the basis of the facts contained in the record, the City Council finds there is sufficient justification and need to accept the Planning Commission recommendation and hereby amends the text of Reedsport Comprehensive Chapters VI Housing and

Population Element, VII Land Use and Urban Element, and V Economic Element as attached hereto as Exhibit A.

EFFECTIVE DATE OF ORDINANCE: This Ordinance shall become effective 30 days after passage by the Reedsport City Council.

PASSED BY THE CITY COUNCIL this 8th day of January, 2024.

AYES _____ NAYS _____

APPROVED BY THE MAYOR this 8th day of January, 2024.

Mayor Linda McCollum

ATTEST:

Deanna Schafer, City Manager

CITY OF REEDSPORT COMPREHENSIVE PLAN

V. ECONOMIC ELEMENT

The City has commissioned and adopted two Economic Opportunities Analyses (each accompanied by a Housing Needs Analysis and Buildable Lands Inventory) – the first in 2009 by the Benkendorf Associates Corp and Johnson Reid LLC and the second in 2023 by FCS Group. The purpose of the EOAs¹ is to identify economic trends and forecast employment to determine land needs within City limits and the Urban Growth Boundary of Reedsport. The following information summarizes many of the findings of those reports, followed by goals and policies for economic development in the City of Reedsport.

Employment

The 2023 Economic Opportunities Analysis forecasted job growth using a November 2021 long-range employment growth forecast prepared by the Oregon Employment Department for the Southwest Oregon region (which includes Coos, Curry and Douglas counties). The forecasts assume the average annual rate of job growth and local share of regional job growth is extrapolated over the 20 year planning time frame.

Exhibit 22: 20-Year Employment Growth and Land Needs Requirements**Reedsport UGB Employment, Baseline Forecast Scenario A**

Sector	2022 est.	2042 forecast	Change	Avg. Job Density (jobs/ac.)	Land Need (net)	Land Need (gross)*
Industrial	106	131	25	8	3	3.9
Services	716	1,049	333	15	22	27.8
Retail	148	177	29	22	1	1.6
Gov't & Education	204	256	52	10	5	6.5
Total	1,174	1,614	440			39.9

Reedsport UGB Employment, Strategic Growth Forecast Scenario B

Sector	2022 est.	2042 forecast	Change	Avg. Job Density (jobs/ac.)	Land Need (net)	Land Need (gross)*
Industrial	106	231	125	8	16	19.6
Services	716	1,049	333	15	22	27.8
Retail	148	177	29	22	1	1.6
Gov't & Education	204	256	52	10	5	6.5
Total	1,174	1,714	540			55.5

*Assumes 25% of land required for future public ROW and utility easements.

¹ The EOA also satisfies the requirements of the Oregon Administrative Rules, Chapter 660 Division 9.

CITY OF REEDSPORT COMPREHENSIVE PLAN

Natural Amenities

The 2009 Analysis emphasizes that the City of Reedsport has countless amenities, which enhance the livability of the community and create potential for economic opportunities, including but not limited to:

- River and Coastal Activities
- Multiple Camping and Hiking Areas
- Multiple Excellent Fishing Areas
- Beautiful River Valley and Coastal Scenery
- Oregon Dunes National Recreation Area

Industry Clusters and Competitive Advantage

The 2009 Analysis also identifies three **industry clusters** with an existing competitive presence in Reedsport. Industry clusters are similar and related businesses and industries that are mutually supportive, regionally competitive, attract capital investment, and encourage entrepreneurship. Reedsport's industry clusters are tourism, manufacturing and wood products. These are described in more detail below.

Tourism: The area's physical beauty and location on the Umpqua River and near the coast make Reedsport an attractive tourist destination. Tourism activity has been and will continue to be an essential cluster for the area. The Reedsport area has long been a destination for tourists and it will continue to attract tourists. Tourism activity in the area is growing, and many small businesses serve tourism.

Manufacturing: Although diminished in recent decades, manufacturing industry is still located in and near Reedsport. One example: Fred Wahl Marine, located on Bolon Island. It is expected that in the long term the manufacturing industry will continue to produce jobs vital to the area (although in many cases outside the UGB).

The majority of the manufacturing jobs in the region are located outside the Reedsport UGB. The area has large tracts of land suitable for manufacturing, former lumber mills with rail and/or harbor access. It is unlikely that firms seeking industrial space will locate inside the City's UGB given the availability of industrial land in the region.

In light of the areas existing manufacturing expertise and experienced workforce, Reedsport has the potential to nurture a diverse general manufacturing industry cluster by drawing on the area's existing manufacturing base and know-how. In other words, the most obvious area of potential is to meet the supply needs of existing manufacturers in the region.

Wood Products: The wood products cluster is a long-standing economic driver in Reedsport and regionally in Douglas County. The cluster includes primary and secondary wood products, logging, and forest management. The majority of the employment is in lumber mills located outside the UGB. Many small logging and reforestation firms are located inside Reedsport, but the actual work is conducted in the forests out of town.

CITY OF REEDSPORT COMPREHENSIVE PLAN

However, industry-wide challenges persist and employment in the wood products cluster is declining annually. Global competition from South America and China have diminished the industry's competitive advantage and undermined Oregon's products on a cost basis. The industry has diversified to include secondary wood products manufacturing and reforestation.

The wood products industry is likely to continue existing in the Reedsport area, but employment is not expected to grow. Reedsport's proximity to forested land ensures the cluster will continue in some capacity, but it is likely that the wood products manufacturing industries will continue to decline over the long term.

Land Needs to Meet Future Opportunities

Reedsport is well positioned to grow its tourism-oriented commercial activity. The area's physical beauty and location on the Umpqua River and near the coast make it an attractive tourist destination, while future industrial growth is expected to occur in the Gardiner area, northwest of the City's UGB.

It is uncertain if Reedsport contains sufficient land to accommodate its 20-year employment growth projections. Both the 2009 and 2023 Analyses include 20-year land needs for commercial and industrial lands. Both assume a certain number of acres are required to accommodate that growth. Neither Analysis assumes redevelopment of existing land.

Recommendations

To respond to the commercial and industrial land need in Reedsport, the City should consider increasing the amount of commercially-zoned land within the UGB to make up for the deficit by:

- Using the redevelopment district to acquire existing underutilized commercial properties and/or vacant buildings and making them available for new commercial uses; and/or
- Re-zoning the Water-Dependent Industrial zoned land to commercial.

CITY OF REEDSPORT COMPREHENSIVE PLAN

ECONOMIC GOALS AND POLICIES

Goal

To diversify and improve the economy of the local area.

Policies

1. The City shall ensure that its zoning and land use planning allow for sufficient vacant commercial and industrial property for economic growth and stability to meet the needs of the future, taking into consideration identified current trends.
2. The City shall maintain essential City key services to a level that can accommodate both economic and residential growth simultaneously.
3. The City shall encourage efforts by School District #105 and Southwestern Oregon Community College to continue to provide training for skilled and semi-skilled employees.
4. The City shall play an active role in marketing, promoting and attracting visitors to the area, in cooperation with the Port of Umpqua, the Reedsport/Winchester Bay Chamber of Commerce, the Coos Curry Douglas Business Development Corporation, and the Lower Umpqua Economic Development Forum.
5. The City shall encourage the location of energy-efficient and low-polluting industries within its jurisdiction.
6. The City shall support and pursue the continued development of the Reedsport waterfront and Old Town area, recognizing that continued development of the Umpqua Discovery Center is an attraction for tourism.
7. The City shall encourage and promote the development of the Umpqua Riverfront with multiple uses, including but not limited to tourist attractions, restaurants, boardwalks and water-related activities
8. The Reedsport Urban Renewal District Plan (2007) is adopted as a support document to the Comprehensive Plan and is recognized by reference.
9. The City shall promote and encourage the creation of family wage jobs.
10. The City shall promote, market, and develop visitor attractions and tourist related businesses to the Lower Umpqua Area and the City's Riverfront.
11. The City shall promote and encourage the location of small businesses in the community.
12. The City shall promote activities and development that enhance its natural resources.
13. The City shall promote the preservation of natural resources..
14. The City shall support appropriate use, development standards and maintenance of land to improve the appearance, economic viability and livability of the community.

CITY OF REEDSPORT COMPREHENSIVE PLAN

15. The City shall support the use and maintenance of landscaping for beautification, buffering, screening, stormwater management and improved appearance of businesses.
16. The City has a vested interest in working with neighboring communities because it is tied to the regional economy.
17. The City shall consider the impacts of an active Coos Bay Rail Link through Old Town to mitigate negative impacts as well as take advantage of the economic opportunities for improved transportation and commerce.
18. The City shall evaluate its zoning and development standards and make changes as appropriate to support economic development.
19. The Economic Opportunity Analyses for the City of Reedsport (2009 and 2023) are adopted by reference.
20. The City shall consider increasing the amount of commercially-zoned land within the Urban Growth Boundary.
21. The market demand and employment land needs of the Reedsport Waterfront and Downtown Plan shall be considered in addressing commercial and industrial land needs for the City.
22. Improve the safety, aesthetics, and market viability of Reedsport's waterfront and downtown by implementing the projects, programs and regulatory amendments recommended by the Reedsport Waterfront and Downtown Plan.
23. The City may require development adjacent to designated trail and pathway system areas to improve said trails and pathway where the impact of development is roughly proportional to the need for such improvements.
24. The City will adopt landscape buffer standards for parcels designated Mixed Use Commercial abutting the Coos Bay Rail Line, along E. Railroad Avenue north of Greenwood Avenue.
25. Future rezone and/or code changes from industrial to commercial should support existing businesses.

CITY OF REEDSPORT COMPREHENSIVE PLAN

VI. HOUSING AND POPULATION ELEMENT

POPULATION

The U.S. Census set the Reedsport population in 1980 at 4984. A review of the historical trends of the City growth for the past 70 years based on U.S. Census show the following growth rate for each decade:

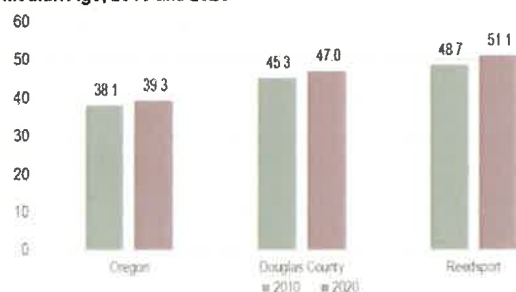
1950	1960	1970	1980	1990	2000	2010	2020
2288	2998	4039	4984	4,796	4,378	4,154	4,310
	31%	34.7%	23.4%	-3.8%	-8.7%	-5.1%	3.8%

Going back as far as 1920, census data reveals a 34% average growth rate per decade. The City feels, however, that the past 10-20 years are more indicative of future trends.

The population projections for the Comprehensive Plan originally were based on a 30 percent growth rate (based on past 30 year history from 1950 - 1980 which would have put year 2000 population at 8,424). The population declines between 1990 and 2010 can be attributed to the down swing in the timber and fishing industries (as discussed in the Economic Element of this Plan, that economic slump resulted in the out migration of many young families from our community). There has however been an increase in population since 2010 – a trend which is expected to continue.

Exhibit 4: Median Age: Oregon, Douglas County, City of Reedsport, 2010 & 2020

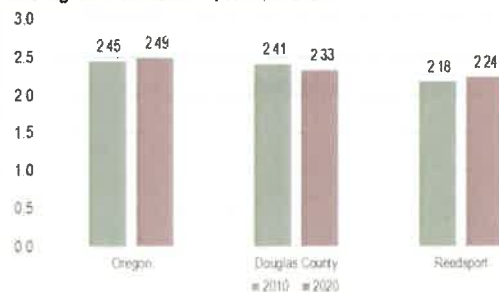
Median Age, 2010 and 2020



Source: U.S. Census Bureau, American Community Survey 5-Year Estimates (2010-2020)

Exhibit 5: Average Household Size: Oregon, Douglas County, City of Reedsport, 2010-2020

Average Household Size, 2010, and 2020



Source: U.S. Census Bureau, American Community Survey 5-Year Estimates (2010-2020)

As of 2020, the median age of local residents in Reedsport (51.1) is above Douglas County (47) and the statewide median (39.3). Note also Reedsport's median age has been increasing over the last decade.

CITY OF REEDSPORT COMPREHENSIVE PLAN

Given the relatively high median age of local residents, the average household size in Reedsport is below the county and state average - but has increased slightly over the past decade, from 2.18 people per household in 2010 to 2.24 in 2020.

HOUSING

The City has commissioned and adopted two Housing Needs Analyses (each accompanied by a Buildable Lands Inventory and an Economic Opportunities Analysis) – the first in 2009 by the Benkendorf Associates Corp and Johnson Reid LLC and the second in 2023 by FCS Group.

The following information summarizes many of the findings of the more recent 2023 Housing Needs Analysis, followed by goals and policies for housing in the City of Reedsport.

Housing Affordability

Reedsport features a very low median income in comparison to both Douglas County and the state. This implies the importance of affordable housing alternatives in Reedsport. As one might expect from the low income levels in Reedsport, the most need is found for lower-cost housing.

The table below summarizes housing and rental prices which would be affordable to the people in Reedsport in 2023.

CITY OF REEDSPORT COMPREHENSIVE PLAN

Exhibit 13: Housing Affordability Analysis Assumptions

Assumptions		
Interest Rate (conventional)	5.80%	
Downpayment	0%	
Mortgage duration (Years)	30	
Income Affordability Target Level %	30%	of median income
Property Taxes	0.0125	% of sales price
Mortgage Insurance	0.0085	% of loan amt.
Home Insurance	0.0029	% of sales price

Douglas County Median Family Income Level (2020)*	\$59,600	
Market Segment by Income Level	Lower-end	Upper-End
Upper (120% or more of MFI)		120%
Middle (80% to 120% of MFI)	80%	120%
Low (50% to 80% of MFI)	50%	80%
Very Low (30% to 50% of MFI)	30%	50%
Extremely Low (less than 30% of MFI)	30%	
Attainable Monthly Housing Cost: Renters (@30% of income)	Lower-end	Upper-End
Upper (120% or more of MFI)	\$1,788	or more
Middle (80% to 120% of MFI)	\$1,192	\$1,788
Low (50% to 80% of MFI)	\$745	\$1,192
Very Low (30% to 50% of MFI)	\$447	\$745
Extremely Low (less than 30% of MFI)	or less	\$447
Supportable Housing Price: Mortgage Principal & Interest	Lower-end	Upper-End
Upper (120% or more of MFI)	\$302,000	or more
Middle (80% to 120% of MFI)	\$201,000	\$302,000
Low (50% to 80% of MFI)	\$126,000	\$201,000
Very Low (30% to 50% of MFI)	\$75,000	\$126,000
Extremely Low (less than 30% of MFI)	or less	\$75,000

*Note, this analysis is generally consistent with 2.5-person household size.

** See assumptions provided in supporting table.

Source: analysis by FCS Group using HUD and Census data.

Note: housing costs can often be higher for homeowners than renters due to added costs associated with insurance and property taxes.

Housing Inventory

Existing Prices

The median home price index for Reedsport (\$315,000) is on par with surrounding areas.

CITY OF REEDSPORT COMPREHENSIVE PLAN

The median home price index for Reedsport increased nearly 20% annually between June 2020 and 2022 (alongside the Covid 19 pandemic).

Incomes have not kept up with the pace of housing prices and rents in the area, as evidenced by increasing housing cost and rent burdens.

Existing Occupancy

Owner-occupied housing represents 55% of the housing inventory and renter-occupied housing accounts for 34% of the inventory. The remaining 11% of the inventory is classified as vacant or used for seasonal use.¹

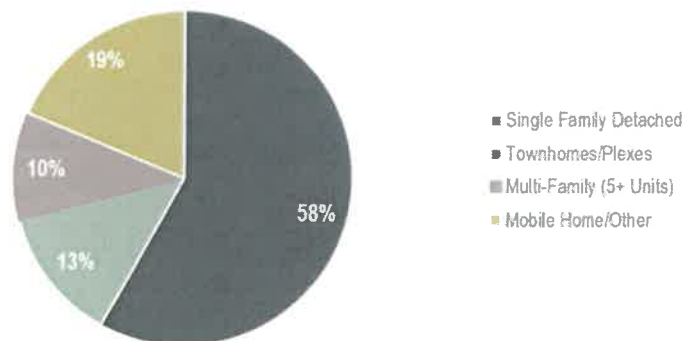
Existing Types of Units

In 2020, there were 2,028 housing units in the City of Reedsport of which 1,797 units were classified as occupied and 231 units were classified as vacant or used for seasonal use only.

Single-family detached housing is the most prevalent housing type, representing 58% of the existing housing inventory within the City. The remaining housing inventory includes mobile homes (19%), townhomes and plexes (13%), and multi-family (10%) as shown below.

Exhibit 11: Existing Housing Mix and Tenancy, 2020, City of Reedsport

Housing Units by Housing Type, Reedsport, 2020



Source: US Census Bureau, American Community Survey, 5 Year Estimates Table B25003

Current housing inventory differs from the "housing need" described above, meaning that some households find themselves in housing units which are not optimal, either not meeting the household's own/rent preference, or being under- or over-affordable.

¹ Vacancy (as defined by the Census) includes vacant dwellings as well as units used for seasonal and occasional occupation (for example: second homes). Seasonal occupancy is not synonymous with vacation rentals; vacation rentals may exist across all housing unit types.

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Despite significant need in Reedsport for low-cost rental units, this analysis indicates that there is currently a surplus of low-end units and a lack of mid-priced units.

The majority of ownership housing units in Reedsport are older low to moderately-valued single family and manufactured home units. Compared to the current housing need identified above, there seems to be significant ownership housing available within the low price range demanded. In general, there is a current surplus of low-value ownership and rental housing, and support for more medium and high priced options.

Future Housing Needs

Reedsport's 2009 and 2023 housing needs analyses project future housing need (housing type and number of unit) based on past demand and past population growth.

Both the 2009 and 2023 analyses found gaps in demand (un-met housing needs).

Reedsport's 2023 Housing Needs Analysis includes two housing needs forecasts: (a) one based on past population growth (the "Baseline Housing Forecast" and (b) one based on capturing un-met demand aka "pent up demand" of commuting workers and households in ill-fitting units (the "Strategic Housing Needs Forecast").

Exhibit 16: Reedsport Rental Housing Inventory Gap Analysis

Median Household Income Range	Affordable Monthly Rent Costs *	Market Demand	Market Supply	Housing (Gap) or Surplus	Pent Up Demand	Capture Rate for Analysis	Housing Capture (units)
\$75,000 or more:	\$1,875	25	13	(12)	(210) market rate gap	50%	105
\$50,000 to \$74,999:	\$1,250-\$1,875	200	2	(198)			
\$35,000 to \$49,999:	\$875-\$1,250	47	114	67			
\$20,000 to \$34,999:	\$500-\$875	111	357	246			
Less than \$20,000:	Less than \$500	271	168	(103)	(103) subsidized housing gap	20%	21
Zero or Negative Income	Requires subsidy	37	37	-			
Total		691	691	-	(313)		126

Source: U.S. Census Bureau,, American Community Survey 2016-2020; FCS GROUP.

* Calculated as 30% of income range based on HUD guidelines

Under the assumptions of the Strategic Forecast, Reedsport could capture (for example) an un-met regional need for low and high income rental housing – a demand Reedsport could meet if additional units are produced in Reedsport. This "market gap" is illustrated below.

CITY OF REEDSPORT COMPREHENSIVE PLAN

Exhibit 16: Reedsport Rental Housing Inventory Gap Analysis

Median Household Income Range	Affordable Monthly Rent Costs *	Market Demand	Market Supply	Housing (Gap) or Surplus	Pent Up Demand	Capture Rate for Analysis	Housing Capture (units)
\$75,000 or more:	\$1,875	25	13	(12)	(210) market rate gap	50%	105
\$50,000 to \$74,999:	\$1,250-\$1,875	200	2	(198)			
\$35,000 to \$49,999:	\$875-\$1,250	47	114	67			
\$20,000 to \$34,999:	\$500-\$875	111	357	246			
Less than \$20,000:	Less than \$500	271	168	(103)	(103) subsidized housing gap	20%	21
Zero or Negative Income	Requires subsidy	37	37	-			
Total		691	691	-	(313)		126

Source: U.S. Census Bureau,, American Community Survey 2016-2020; FCS GROUP.

* Calculated as 30% of income range based on HUD guidelines

Net Buildable Acreage Needed and Net Buildable Acreage Available

Reedsport's 2009 and 2023 housing needs analyses compare projected housing need (demand) to an inventory of existing lands suitable for residential development within Reedsport's Urban Growth Boundary (to determine if Reedsport has enough land within its UGB to accommodate its projected growth over the next 20 years).

Those findings are included in the Chapter VII Land Use and Urbanization Element and overall find an adequate residential land available.

CITY OF REEDSPORT COMPREHENSIVE PLAN

HOUSING GOALS AND POLICIES

Goal 1

To allow for a range of housing types and densities to meet existing and projected housing needs for all economic segments of the community.

Policies

1. The City shall consider the social and economic needs of the community when working with developers on market driven housing development projects. .
2. The City shall treat modular housing (prefabricated structures) meeting all building codes and placed on permanent foundations as single-family units, subject to the same location and density requirements as other single-family dwellings.
3. The City shall require new housing developments to pay an equitable share of the cost of required capital improvements for public services.
4. The City shall work to improve the balance of jobs and housing within the Reedsport region.
5. The City shall monitor the inventory of low-income and government assisted housing and allow no more than its reasonable fair share within the community. .
6. The Housing Needs Analyses for the City of Reedsport (2009 and 2023) are adopted as a support document to the Comprehensive Plan and is recognized by reference.
7. The City supports development of small-lot single family or "cottage housing" in multi-family zones to add housing choices, as recommended in the Reedsport Waterfront and Downtown Plan.

Goal 2

To provide for the appropriate location of residential development throughout the city

Policies

1. When possible and reasonable, the City shall provide adequate vacant and appropriately zoned land through annexation or other means for varying density levels and housing types.
2. The City shall encourage a diversity of housing types consistent with land use projections and the needs of the community.
3. The City shall use the following residential zones: Rural Suburban Residential; Single-Family Residential; and Multiple Family Residential; and others if deemed necessary. These zones shall be applied so as to maintain enough vacant, buildable land to satisfy the city's projected needs for manufactured housing, multiple-family dwellings, duplexes, and single-family dwellings.
4. The City shall allow an adequate supply of rental housing dispersed throughout the city to meet the needs of renters.

CITY OF REEDSPORT COMPREHENSIVE PLAN

5. The City shall strive to ensure that low and moderate income housing is not concentrated within particular areas of the city.
6. The City shall encourage residential occupancy of upper floors within multi-story commercial buildings in areas appropriate for such use, such as the downtown.

Goal 3

To ensure high quality design for residential development.

Policies

1. The City shall incorporate provisions into its zoning and subdivision regulations that will allow for cluster and similar types of development that could potentially reduce development costs and provide more usable open space.
2. The City shall encourage a mix of low, medium and high density housing within the urbanized area that is consistent with the physical character of the area.
3. The City shall encourage innovation in housing types and design as a means of offering a greater variety of housing and to reduce housing costs.
4. The City shall require standards for manufactured housing on individual lots to assure design consistency and compatibility.
5. The City encourages compatible and attractive mixed-use housing types, and will develop design standards for small lot/multifamily housing, and live-work housing, as recommended in Reedsport Waterfront and Downtown Plan.

Goal 4

To ensure adequate maintenance and improvement of the existing housing stock and residential neighborhoods.

Policies

1. The City shall cooperate with individuals and agencies to assist in the rehabilitation of existing homes that may be substandard.
2. The City shall encourage the rehabilitation or upgrading of existing housing units.
3. The City shall require the upkeep of existing mobile home parks and residential neighborhoods.

VII. LAND USE AND URBANIZATION ELEMENT

EXISTING LAND USE

Reedsport's present pattern of land use has been influenced in large part by the location of transportation routes, by the topography, and by the pattern of land ownership in and around the City. Thus, the location of the downtown business district, now no longer the center of town, may be explained by the early importance of the Umpqua River, the railroad, of State Highway 38, and by the location of the ferry landing. The steep hills, the river, and Scholfield River have limited development to the north, south and east. The low marshy ground north and east of Scholfield River accounts for the several large areas of vacant land centrally located near the City. The absence of "fringe" development on the west is mainly the result of the present pattern of land ownership. Industry in every case is oriented to transportation routes – the two highways, the railroad and the river. Dwellings, on the other hand, occupy higher ground or other buildable land not pre-empted by commercial and industrial enterprise.

The City has commissioned and adopted two Buildable Lands Inventories (each accompanied by a Housing Needs Analysis and an Economic Opportunities Analysis) – the first in 2009 by the Benkendorf Associates Corp and Johnson Reid LLC and the second in 2023 by FCS Group. The objective of the buildable land analysis is to calculate the number of acres of buildable land in each plan designation in the existing Urban Growth Boundary (UGB) and the City of Reedsport. The 2003 Buildable Land Inventory Map illustrates the 2023 total land area within the UGB and the City limits of Reedsport.

CITY OF REEDSPORT COMPREHENSIVE PLAN

RESIDENTIAL

Single-family residential development in Reedsport began in the older, eastern portion of the City which was platted in 1917. As this area grew, development extended westward across Scholfield River to the Reedsport Addition Subdivision (between Scholfield River and 22nd Street) and more recently north along Providence Creek. This pattern has, almost without exception, consumed level or gently sloping land and avoided areas of steep slopes and areas which are flood-prone.

The lot sizes in the older platted area east of Scholfield River and in the Reedsport Addition Subdivision are typically 5000 square feet. More recent development west of 22nd street and along Ranch Road has occurred on 6,000 square foot lots, consistent with this newer minimum lot size standard.

Multifamily development increased in approximately 2020 (resulting from the initiative of a few private developers and aided by Urban Renewal funding and other city programs) – the 72-apartment-unit Creekside Crossing development was nearing completion in late 2023. In addition to the re-development of two small apartment complexes in Old Town.

There are six mobile/manufactured home parks inside the UGB, all developed prior to 1980.

COMMERCIAL

Reedsport serves as the commercial hub for the coastal portion of Douglas County. It provides goods and services for the daily needs of those who live in this area. Reedsport also provides tourist facilities for area visitors. Reedsport competes with the larger cities of Coos Bay, Florence, Roseburg and Eugene for expenditures on more expensive goods which are purchased less frequently, such as furniture and appliances.

Reedsport Economic Opportunities Analyses (2009 and 2023) have identified the Reedsport area is capturing tourist dollars, but losing dollars to larger markets for purchases of clothes and more expensive household items. In other words, Reedsport residents must travel elsewhere to meet their non-food retail needs.

Commercial development in Reedsport has developed in a linear manner along the two major transportation routes through the City. One concentration of retail businesses occurs in the older downtown area along Highway 38, and the other concentration of retail businesses stretch along Highway 101. The businesses located along Highway 38 tend to serve the residents of Reedsport with more traditional goods and services, including professional offices.

With the recent development of a second shopping center on Highway 101 between 13th Street and Winchester Avenue, the retail center of the City has been shifting from the older downtown area to this area along Highway 101.

CITY OF REEDSPORT COMPREHENSIVE PLAN

INDUSTRIAL

The major industrial land uses and employers in the Reedsport vicinity occur outside the City in Gardiner and Bolon Island.

Smaller industrial uses are situated adjacent to the river and the railroad – on land previously occupied by industrial users serving Reedsport's former marine industrial economy.

Those uses found on the sites in the City include an industrial site situated between Schofield Creek and Highway 101; the Port of Umpqua Industrial Park situated between Highway 101 and the Coos Bay Rail Line; miscellaneous uses between the Coos Bay Rail Line and Rainbow Avenue; and an aggregate and concrete plant (Knife River) occupies the remaining waterfront from Rainbow Avenue Eastward.

Smaller secondary industrial uses, which provide support to the area's primary industries, are generally located east of the Coos Bay Rail Line and between 2nd Street and Greenwood Avenue. This area presently contains commercial and industrial uses on small platted lots. The residential structures in the area are older and many are in need of repair. The more recently established commercial and industrial uses have made the area ill-suited for further residential use.

No industrial uses are located in the unincorporated portion of the City's Urban Growth Boundary. Although Leeds Island has an industrial plan map designation, it is not developed at this time. Leeds Island is discussed further in the future land use section.

PUBLIC AND SEMIPUBLIC

There presently exist eighteen public uses which occupy approximately 80 acres of land within the city limits. The approximate acreage and summary of these public uses is as follows:

City (developed or partially developed parks)	32 acres
City (Umpqua Discover Center, city hall, police and fire stations, shop, library and sewage treatment plant)	10 acres
School District (two schools and administrative offices)	33 acres
County (including courthouse annex and shop)	1.4 acres
State (highway division shop)	2 acres

There are approximately 25 semipublic uses within the City and Urban Growth Boundary including churches, union halls, lodges, utility offices, a cemetery, a golf course and hospital, and occupy approximately 119 acres. The most significant of these uses, in terms of the acreage they occupy, are the golf course, 77 acres; the cemetery, 8.7 acres; and the hospital which occupies 8.4 acres. With the exception of the golf course, all of these uses are located within the city limits.

CITY OF REEDSPORT COMPREHENSIVE PLAN

FUTURE LAND USE AND URBANIZATION

The City's two Buildable Land Inventories differ on the exact number of acres within Reedsport's UGB and City Limits which are "buildable" – but come to the same overall conclusions. The table below depicts the 2023 inventory of buildable land.

Exhibit 28: Reedsport UGB Buildable Land Inventory (Gross Unconstrained Acres)

General Zone Class	Total Vacant & Part Vacant Acres	Constrained by Slope	Constrained by Flood Plain	Gross Buildable Acres*	Net Buildable Acres**
Low Density Residential	654.9	389.3	138.5	160.3	120.2
Multi-Family Residential	56.6	33.0	1.8	22.6	17.0
Commercial & Mxd Use	3.8	0.1	3.8	1.8	1.4
Heavy Industrial	0.8	0.1	0.7	0.3	0.2
Light Industrial	4.2	6.6	3.2	1.3	1.0
Public/Semi-Public	25.4	2.0	15.0	15.8	11.9
Urban Conservation, Undesignated	3.5	0.1	1.7	2.5	1.9
Total	749.1	431.2	164.8	204.7	153.5

*Buildable lands = (total acres * 75%) - slopes - (50% x flood plain)

** Assumes 25% deduction for land needed for future roads and public facilities.

Source: Douglas County GIS analysis, Oct. 2022.

Both inventories compared the availability of land within various zones against 20-year growth projections and found a dearth of commercial and industrially-zoned lands. The table below depicts those findings.

Exhibit 29: Reconciliation of Land Inventory by Land Use Designation, Reedsport UGB
(based on Housing Growth Scenario B and Employment Growth Scenario A)

Land Use Plan Designation	UGB Supply of Net Buildable Acres	Likely Demand: Land Needs*	UGB Land Surplus or (Deficit)
Low Density Residential	120.2	31.7	88.5
Multi-Family Residential	17.0	14.1	2.9
Commercial & Mxd Use	1.4	12.0	(10.7)
Heavy Industrial	0.2	0.9	(0.7)
Light Industrial	1.0	18.9	(17.9)
Grand Total	140	78	62.1

Source: based on prior tables and results shown in Appendix A.

*assumes strategic growth Scenario B for housing, and baseline Scenario A for employment.

CITY OF REEDSPORT COMPREHENSIVE PLAN

The following are some conclusions based on Reedsport's net buildable acres:

- Reedsport has a very small amount of vacant buildable commercial land.
- There is also limited acreage available for industrial development.
- A large percentage of the vacant buildable acres are outside the City limits, but in the UGB.

The future growth which is projected to occur outside the city limits will be directed towards the Providence Creek-Scholfield River area, Decker Point area (including the forty acre area southwest of it) and the area southeast of Crestview Drive. These three areas are considered to be the most appropriate for future development for a number of reasons. The first two of these areas are the only two areas adjacent to the Reedsport city limits which contain areas with slopes less than 20% which are also outside of the 100 year flood plain. Also, provision of services (sewer, water, roads, etc.) to all of these areas can be accomplished in a more efficient manner than in other areas. This is particularly true of the Providence Creek-Scholfield River area where the potential exists to loop these facilities from the Ranch Road area across Scholfield River to the older portion of town.

The portions of these areas with slopes less than 20% contain approximately 300 acres which have agricultural soils classifications varying from II to IV. These lands are not intensively farmed but are grazed periodically. Approximately 75% of this agricultural land is located within the 100 year flood plains of Providence Creek and Scholfield River. It is intended that development, if any, be very limited within these flood-prone areas, however it is possible that these areas may be used for agricultural purposes. These lands have been included within the Urban Growth Boundary in that they protrude into areas designated for future urban use. Also, access to these urbanizable areas will require street extension through these flood-prone lands. While the value of preserving these agricultural lands outside of the flood plain is recognized, the City's residential land needs are considered to be of overriding importance. To preserve these lands would necessitate additional development to occur in areas of steep slopes which would result in increased housing costs.

Development of any of these unincorporated urbanizable areas involves both problems and opportunities. The flood plains in the first two of these areas are irregularly shaped. Fingers of flood-prone lands protrude into higher lands, resulting in oddly-shaped, less efficiently utilized developable areas. In most areas these flood-prone lands lie four to eight feet below the 100 year flood height, thereby economically limiting the possibility of filling. Also, considerable portions of all three of these areas consist of slopes of 20% or more. These areas are also difficult to develop efficiently due to the limited number and scattered location of potential building sites and limited potential for roadway locations.

On the other hand, these areas possess opportunities for development of desirable living environments. These areas possess considerable natural amenity. The flood plain

CITY OF REEDSPORT COMPREHENSIVE PLAN

portions of these areas, which consist of high marsh are of high scenic quality. Much of the higher elevations in these areas offer views of the Umpqua River, Scholfield River or Providence Creek, or the urbanized portions of the City.

The developmental constraints and opportunities which these areas possess make them well suited for planned unit developments. By this means, dwellings may be clustered in areas with few, if any, developmental constraints, and at the same time take advantage of the natural amenity the areas afford. Also, both areas are under few ownerships. With large individual property ownerships, greater flexibility exists to design development which addresses these factors.

RESIDENTIAL

Both the 2009 and 2023 Buildable Land Inventories found a sufficient amount of residentially-zoned land within Reedsport's UGB to accommodate the next 20 years of growth.

Reedsport's zoning and land use standards are inclusive of a variety of residential use types - allowing (a) apartments in all residential zones, (b) manufactured dwellings in all residential zones, (c) residential uses in all commercial zones (on the second floor or above).

Residential Development Inside City Limits: Within the city limits vacant land is located at the northwest limits of the city west of Ranch Road and in the area north of Ivy Avenue. Forty-four acres of city-owned property in the area of Crestview Drive constitutes another major area planned for future residential development. Other smaller vacant residential areas are located south of Bowman Road and southeast of Alder Avenue.

With respect to its existing residential neighborhoods, it is the City's intent to preserve the quality of these areas. To this end these areas have been planned in a manner consistent with their existing land use pattern. There is, however, one minor exception to this intent. This diversion involves the property to the south side of Winchester Avenue, including parts of Elm Avenue between the Coos Bay Rail Line and Highway 38. This area has for some time been in a state of transition from residential to commercial use. This area has been designated Commercial Transitional with the intent of accommodating either limited commercial retail or service uses or medium or high density residential use, subject to the regulations of those zoning districts.

Residential Development Outside City Limits: Although some vacant land in the southern and eastern portions of the City is available for development, the majority of the City's future residential development is anticipated to occur outside the city limits in the Providence Creek-Scholfield River and Decker Point and Crestview Drive areas.

The Providence Creek-Scholfield River area contains approximately 275 acres of land designated for residential use. Of this total, about 150 acres are comprised of areas of slopes in excess of 20%. Access to this area should be from two separate locations --

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Ranch Road and 20th Street. The Ranch Road and 20th Street are intended to connect and form a loop which will improve residential access to this area. Also, such road extensions will facilitate looping of water lines through the area and more direct sewer service to it, thereby improving those services to the area. The extension of 20th Street is intended to provide access to areas of less than 20% slope adjacent to the Providence Creek flood plain and to connect to the extension of Ranch Road north of that creek. The extension of 20th Street is also intended to serve the steeply sloped areas via a road which generally follows the ridge between Providence Creek and Scholfield River. This road is also generally intended to serve as the dividing line between areas intended for residential development on the west and areas to be conserved in their present state to the east.

The Decker Point area (including the 40 acre area south of Alder Avenue), contains 117 acres of land designated for future residential development. Approximately 75 acres of this area is comprised of slopes of 20% or greater. Given the anticipated amount of development in this area, two accesses should be provided. A widening of Birch Avenue, the existing access to the area, would adequately serve the less steeply sloped portions of the area. An extension of 22nd Street could provide access to the steeper upland portions of this area and connect with Birch Avenue to provide an alternate means of access to the lower elevations should extreme tides and flooding block the lower Birch access.

The city-owned property east of Crestview Drive consists of more than 300 acres designated as low density residential. It is expected that realistically this particular area will develop at a very low density because of steep slopes ranging from 20%-60%. The most logical access will be in the lower portion of this area off of Laskey Lane, in the vicinity of the Urban Growth Boundary line.

COMMERCIAL

Both the 2009 and 2023 Buildable Land Inventories found an insufficient amount of commercially-zoned land within Reedsport's UGB to accommodate the next 20 years of growth.

Since 2010, Reedsport has taken steps to increase its commercial land supply, including the addition of the Commercial Mixed Use zoning downtown and the re-zoning land behind the uptown Hwy 101 corridor (the second row) to C2 Commercial.

The 2023 Inventory analyzes the potential of re-developing existing commercial and commercial-mixed use land – as opposed to re-zoning more residential land.

This Plan recognizes the two major transportation corridors along Highway 101 and Highway 38 of existing commercial development by designating them for commercial use. Future commercial development is intended to be accommodated primarily in these two areas. This will occur for the most part through infilling of vacant and under-utilized parcels. All property designated for commercial development is located within the city limits.

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Both the 2009 and 2023 Economic Opportunities Analyses indicate Reedsport is well positioned to grow its tourism-oriented commercial activity. The area's physical beauty and location on the Umpqua River and near the coast make it an attractive tourist destination.

One of the key areas that could serve tourism-oriented commercial activity is the Umpqua Riverfront and Old Town area. This idea was identified years ago, when the City of Reedsport and the Port of Umpqua engaged Fred Glick and Associates, Inc. (FGA) to undertake an Umpqua Riverfront Revitalization Project study (1986). FGA's preliminary analysis clearly suggested that the area's future development potential is based upon tourism. This conclusion was further supported by a University of Oregon Marketing Study done for the City in June, 1990. The primary advantage of the area as a development site is the river frontage and its historic location as the old town of Reedsport. Market projections show potential increases in demand for restaurants, specialty retail stores and motel rooms in the Reedsport area.

Since these plans were prepared, the City has established an Urban Renewal District that encompasses the waterfront and Old Town (and is planned for expansion in 2024) and adopted the 2013 Waterfront and Downtown Plan – both of which support development and re-development of the waterfront and downtown for tourist-commercial use (while permitting and encouraging residential uses on the second floor or above).

The Reedsport Urban Renewal Report (2007) describes the area between the river and Highway 38 in Old Town as a mix of incompatible land uses, with a large amount of vacant and underutilized properties. Consequently, the area is in need of redevelopment that could serve the demand for tourist-oriented commercial activities.

The second commercial area is generally bordered by Winchester and Elm Avenues and Second Street. This area was first developed with single-family residences. Some multi-family residential development followed and, most recently, a number of semi-public and commercial uses have located in this area. This Plan proposes to allow this conversion of use to continue on a limited basis. Small scale commercial uses which are of a type which will not adversely affect the existing residential development will continue to be allowed to locate in this area.

All commercially designated areas are intended to be available for the full range of such uses with the exceptions of the area discussed above and the shoreline of Scholfield River in the area of 16th Street. This latter area is intended to be reserved for uses which are oriented towards that waterway.

INDUSTRIAL

Both the 2009 and 2023 Inventories found little light and heavy industrial land available for new development (as depicted in the table above).

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The future demand for industrial land is uncertain – as are the types of industrial uses which may generate that demand.

Reedsport's Light Industrial, Heavy Industrial, and Water Dependent Industrial lands are less utilized than in previous years.

The economy of Reedsport is, in actuality, a segment of the economy of coastal Douglas County. This is evidenced by the fact that a major employer of Reedsport's residents has been located in Gardiner, not Reedsport. Future industrial development within the Reedsport Urban Growth Boundary is thus determined to a considerable extent by the future of the regional coastal economy.

The Umpqua River is viewed as a resource and opportunity to accommodate water-dependent industry such as shipping and fishing. Industrial lands along the Umpqua River and Scholfield River have been designated exclusively for industrial uses which are dependent on the adjacent navigable waterways.

The Economic Opportunities Analysis (2009) states that future industrial growth is expected to occur outside of the City's Urban Growth Boundary, because future industrial employers are likely to take advantage of the large industrial parcels available in Gardiner. As a result of this and other trends, the study identifies a surplus of industrial land of 10.6 net acres. The existing industrial land areas in Reedsport are described below.

Waterfront area east of Highway 101: This area contains all of the City's existing industrial development. Most of this vacant land consists of small parcels in the areas of Railroad and Hawthorne Avenues. It is anticipated that either smaller secondary or support industries for commercial uses compatible to the Riverfront Revitalization Project and the Port of Umpqua Development Plan will locate in this area.

Coos Bay Railroad Right-Of-Way: The former Southern Pacific Railroad was purchased in 2009 by the Oregon International Port of Coos Bay. This railroad right-of-way is a 16 acre corridor within the City that is approximately 80 feet wide adjacent to both Railroad and West Railroad Avenues. As of 2023, the "Coos Bay Rail Link" is back in operation, providing freight service from the Port of Coos Bay to the Willamette Valley. The Port is planning to construct a container terminal facility on the North Spit in Coos Bay, which would significantly increase train traffic through the downtown and may change the demand for industrial land uses in this corridor.

Area between Highway 101 and Scholfield River: This area consists of 14 acres and is currently used for various industrial uses.

Leeds Island: This 98 acre vacant site is located in the northwest corner of the Urban Growth Boundary. It is the only site with an industrial plan designation that is located within the unincorporated portion of the city Urban Growth Boundary. This property is also zoned for resource use, which limits development and is inconsistent with the plan

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designation. Therefore, the site should be reevaluated for its long-term viability for industrial or resource use and adjust the plan designation and zoning district accordingly.

PUBLIC AND SEMIPUBLIC

As discussed in other sections of this Plan, the need for additional land to accommodate future public land uses in Reedsport is limited. The need for additional school facilities can be accommodated on the grounds of the existing school facilities. Park needs focus primarily on the development of existing park land rather than acquisition of new park sites. The need for additional land for other City services is limited to sites for a new water reservoir located in Master Heights and a downtown pump station for storm drainage. It is estimated that these two uses and any other minor public land needs may be accommodated on approximately 5 acres.

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COMPREHENSIVE PLAN MAP

A total of ten designations have been utilized on the Comprehensive Plan map to guide land and water uses within the Reedsport city limits and Urban Growth Boundary. Seven of these designations relate to land use including three which are designed to apply specifically to shoreland areas. The other three apply to areas which are part of the estuary. Following is a description of each of these designations.

Residential: This designation has been applied to all areas planned for future residential use regardless of type or density. Policies of this Plan and provisions of the Zoning Ordinance are intended to give direction for zoning of these areas for proper use.

Commercial: This designation is intended to accommodate the full range of commercial uses on all properties to which it has been applied with the exception of the area bounded by Winchester Avenue, Elm Avenue and Second Street. This area should receive only limited commercial use as described by this Plan. Where the Reedsport Waterfront and Downtown Plan designates land for Live/Work uses, Mixed Use Commercial (CMU) zoning shall allow residential, commercial, and enclosed light industrial uses, pursuant to Commercial Land Use Policy 4, below.

Industrial: All areas planned for industrial use which are not water-oriented have been assigned this plan designation. Both heavy and light industrial uses are considered appropriate in these areas. An RV Park use may be allowed as an interim use on the south side of the McIntosh Slough, west of US 101, until the market supports converting that area to higher employment-generating uses.

Public/Semi-Public: The most land extensive public and semipublic uses have received this plan designation. Such uses which occupy less than two acres have generally been assigned designations consistent with surrounding land uses. No vacant lands have been assigned this designation in anticipation of future uses of these types.

Urban Conservation: This designation has been applied to all land within the 100 year flood plains of the Umpqua River, Scholfield River and Providence Creek, with the exception of those properties which have been previously developed or are planned for water-dependent industrial use. In addition, it has been applied to the steeply sloped lands west of and adjacent to the Scholfield River. It is intended that this designation significantly limit the type and amount of development allowed within these hazardous areas.

Water-Dependent Industrial: Those properties considered to be well suited for water-oriented uses have received this designation. It is intended that only uses which are dependent on the adjacency of a navigable waterway be permitted in these areas.

Water-Related Commercial: This designation is intended to reserve properties well suited for water-oriented commercial use for such purposes. Commercial uses which are

CITY OF REEDSPORT COMPREHENSIVE PLAN

not water-oriented are restricted in these areas. This designation has been applied only to the waterfront area of Scholfield River which is between Winchester Avenue and Highway 101.

Estuarine Natural: This classification is intended to preserve and protect areas containing significant natural resources in the estuary. Its objective is to protect significant habitats, biological productivity and scientific research and educational values.

Estuarine Conservation: This classification is intended to establish and protect areas of the estuary for the long-term use of renewable resources. It is primarily intended to apply to areas to be managed for uses of low to moderate intensity that do not require a major alteration of the estuary. Areas included in this classification have less biological significance than areas classified as Estuarine Natural.

Estuarine Development: The estuarine development classification is intended to establish and preserve adequate land for navigation and other public, commercial and industrial water-dependent uses. This classification is to be managed for uses of high intensity which may significantly alter the estuarine resource.

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LAND USE GOALS AND POLICIES

Goals:

1. To provide for the orderly extension of urban services in a cost and energy efficient manner.
2. To provide enough land for the full range of urban uses within the local community through orderly annexation or other means.
3. To improve the quality of life and economic viability of the community through appropriate use, development and maintenance of land.

Residential Policies:

1. The City shall maintain, and where appropriate, upgrade the quality of its existing residential neighborhoods.
2. The City shall encourage the use of planned unit developments to better utilize lands with topographic constraints and/ or environmentally sensitive areas (i.e. wetlands) by clustering development to potentially reduce development costs and provide more usable open space.
3. In areas planned for residential development with slopes of 20% or greater, the maximum density shall be two dwelling units per acre except in approved planned unit developments.
4. Multi-family development should be located near community services, existing roads and facilities to make efficient use of existing infrastructure and minimize transportation impacts of higher density development.
5. The City shall monitor residential development to ensure that an adequate supply of land zoned for high, medium and low density residential use is available.
6. The City shall monitor the inventory of low-income and government-assisted housing and allow no more than its reasonable fair share within the community.
7. The City will allow "small lot single family" of cottage uses in multifamily residential districts, subject to multifamily design standards.

Commercial Policies:

1. Areas designated for commercial shall generally be available for a full range of commercial uses.
2. Commercial use in the area bounded by Winchester and Elm Avenues and Second Street shall be restricted in recognition of its transitional nature.

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3. The City shall monitor the use and development of commercially-designated lands to ensure an adequate supply of land is zoned for such use.

Industrial Policies:

1. Industrially-designated lands shall be reserved for such uses with the exception of the area east of the Coos Bay Rail Line and south of the levee where heavy commercial uses may also be permitted.
2. Areas properly designated for water-dependent industrial use shall be reserved for such uses; heavy commercial uses may also be permitted.
3. The City shall evaluate and update the zoning and Comprehensive Plan Map designation of Leeds Island.
4. The City shall encourage development of industrially-zoned properties within the city limits prior to development of unincorporated industrial properties.
5. Enclosed light industrial uses and screened outdoor storage in light industrial zones. Require development to include 30 foot buffers/setbacks from the Scholfield and McIntosh Sloughs, providing for inclusion of a pathway system.

Public/Semi-Public Policies:

1. Public and semi-public uses may be allowed to locate in most areas subject to conditions which ensure their compatibility with surrounding uses.

General Policies:

1. Municipal services such as water and sewer shall not be extended beyond the city limits of Reedsport unless the property is annexed or there is a contract for annexation as an encumbrance upon the property in the form of a recorded deed restriction recorded in the Douglas County Records.
2. All development, subdivisions and planned unit developments shall conform to the standards consistent with those established by the City of Reedsport. The City will establish and administer standards for the urban development area which coordinates City and County concerns and implements the policies of the Reedsport Comprehensive Plan.
3. Zone changes and subdivisions may be approved within the Urban Growth Boundary if the following minimum conditions are met:
 - a. Key facilities, such as sewer and water are assured to serve the area under consideration.

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- b. Annexation or contract for annexation has been executed between the developer and the City of Reedsport.
 - c. Development may take place in accordance with urban development standards adopted by the City of Reedsport in coordination with Douglas County.
- 4. Key facilities extended into the Urban Growth Boundary shall be designed to serve the proposed urban use.
- 5. Age, gender or physical disability shall not be an adverse consideration in making land use decisions.
- 6. All new land use activity within identifiable wetlands will require notice to the Oregon Division of State Lands.
- 7. The Buildable Lands Inventories for the City of Reedsport (2009 and 2023) are adopted as a support document to the Comprehensive Plan and is recognized by reference.
- 8. The City shall take an active role to enforce the City Code to ensure land is maintained for the health, safety and welfare of the community.



FINDINGS OF FACT & DECISION

Planning File 2023-21: Amendments to Reedsport's Comprehensive Plan to incorporate the findings of the City's 2023 *Economic Opportunities and Housing Needs Analysis* by FCS Group.

OVERVIEW

In November of 2023, the City adopted the 2023 *Economic Opportunities and Housing Needs Analysis* by FCS Group (Exhibit 1 Ordinance 2023-1206). That document contains a "Housing Needs Analysis (HNA)," "Buildable Lands Inventory (BLI)," and "Economic Opportunities Analysis (EOA)."

The proposed amendments, which are the subject of this report, update the data and facts contained in the Comprehensive Plan, sourced from the 2009 HNA, BLI, and EOA.

Those proposed amendments include:

Chapter VI Housing and Population Element

1. Update Population section: population, age, and household size Census data
2. Update Housing section:
 - a. Update Housing Inventory subsection: unit type, unit occupancy Census data.
 - b. Add Housing Affordability subsection: add housing affordability analysis by FCS Group.
 - c. Modify Future Housing Needs subsection to include 2023 strategic housing needs forecast by FCS Group, based on capturing pent up regional demand.
 - d. Update Net Buildable Average Needed and Net Buildable Acreage Available subsection: remove detailed findings from this section and refer instead to Chapter VII Land Use and Urbanization Element.

Chapter VII Land Use and Urban Element

1. Existing Development section:
 - a. Residential subsection: update to include recent (past 10 years) multifamily development and to remove juxtaposition between multifamily and mobile home park development.
 - b. Commercial subsection: remove narrative description of where certain commercial use categories are located throughout the city, specifically where tourist-commercial uses are located (to reflect the recent commercial re-growth in Old Town).
2. Future Land Use and Urbanization section:
 - a. Update Residential, Commercial, and Industrial subsections to include tables and findings of 2023 BLI.
 - b. Commercial subsection:
 - i. Update to include post-2013 commercial and commercial mixed use zone and code changes.

- ii. Add reference to 2023 BLI analysis of re-developable commercial land

Chapter V Economic Element:

1. Update Employment section with 2023 EOA job growth projections
2. No substantial changes to Industry Clusters and Competitive Advantages section (based on 2009 data)
3. Add to Land Needs to Meet Future Opportunities section to include statement that it is uncertain if Reedsport contains sufficient land to accommodate its 20-year employment growth projections and note regarding re-development.
4. Recommendations section: remove outdated/completed recommendation regarding converting / re-zoning vacant residential land to commercial (completed in 2013, with addition of CMU zone).

These proposed amendments do not include policy or goal changes (except to delete policies or goals which have been made/completed/or are otherwise outdated).

BACKGROUND

In November of 2021, the City of Reedsport received a grant from the Department of Land Conservation and Development to produce a Housing Needs Analysis, Buildable Lands Inventory, and Economic Opportunities Analysis (DLCD Grant # HA-23-193).

This 2021-2023 DLCD Technical Assistance Grant ("2021-2023 HB 2001 & HB 2003 Planning Assistance Grant) was funded to implement HB 2001 and HB 2003, related to the provision of housing in Oregon.

In 2009, the City adopted a Housing Needs Analysis, Buildable Lands Inventory, and Economic Opportunities Analysis prepared by the Benkendorf Associates Corp. and Johnson Reid, LLC. This analysis was incorporated into the text of our Comprehensive Plan in 2013 (Chapters V, VI, and VII).

The subject amendments now incorporate the new 2023 HNA, BLI, and EOA findings (alongside the prior 2009 findings, which are not necessarily in conflict) into Chapters V, VI, and VII.

NOTICE & PUBLIC COMMENT

The Planning Commission heard and made their recommendation, detailed in the Decision section below, on December 28, 2023. The City Council hears their recommendation and votes on the amendment on January 8, 2024 (Ordinance 2024-1207).

Public Notice: Notice of the proposed amendments were published in the World Newspaper on December 12, 2023.

DLCD Notice: The DLCD was notified of the proposed amendment via the Post Acknowledgement Plan Amendment (PAPA) website on November 22, 2023.

Agency Notice: The following agencies were notified of the pending land use decision and public hearing by email on December 18, 2023: Reedsport Building Inspector (NW Code Pros), City of Reedsport Public Works, City of Reedsport Fire Department, City of Reedsport Police Department, Oregon Fire Marshal, Douglas County Planning Department, Douglas County Environmental Health, Douglas County Land Department, Oregon Department of Land Conservation and Development, Oregon Department of Transportation, Oregon Department of Forestry.

These notices are in addition to the notices of the adoption of the 2023 *Economic Opportunities and Housing Needs Analysis* by FCS Group itself (Ordinance 2023-1206):

- August 15, 2023 Joint Work Session to consider the findings of the Analysis
- October 23, 2023 Planning Commission holds public hearing to consider; the Planning Commission recommends the City Council adopt the Analysis
- December 4, 2023 City Council holds public hearing to consider; the City Council adopts the Analysis

No public or agency comments were received.

EXHIBITS

1. Redlined Proposed Amendments
2. May 2023 Economic Opportunities and Housing Needs Analysis
3. Buildable Land Inventory Map
4. Ordinance 2023-1206

FINDINGS OF FACT

Criteria are listed below in gray, with findings of fact beneath. Only applicable criteria have been listed.

City of Reedsport Municipal Code: Substantial Standards

City of Reedsport Municipal Code: Title 10 Land Usage Chapter 10.100 Amendments § 10.100.020 Standards for Amendments

An amendment may be granted only in the event that the evidence presented to the Planning Commission satisfies criteria set forth in the following standards:

These proposed amendments do not include policy or goal changes (except to delete policies or goals which have been made/completed/or are otherwise outdated).

The amendments incorporate data and findings of the City's adopted Economic Opportunities and Housing Needs Analysis, as described above.

The findings of the May 2023 Economic Opportunities and Housing Needs Analysis were considered by the Planning Commission and City Council at their August 15th Joint Work Session.

The methodology used to develop the Analysis is described in Exhibit 1 of that Analysis. The approach is consistent with the DLCD Goal 9 administrative rule, the supporting OAR 660 guidance, as well as other supporting guidance provided per the DLCD Industrial & Other Employment Lands Analysis Guidebook (2005) and the Economic Development and Employment Land Planning Guidebook (July 2010).

- A. Is there sufficient burden of proof to show the action will be in the public interest?
- B. Is said action detrimental to properties surrounding or adjacent to the area requested for the amendment?
- C. Is the proposed amendment in conflict with the adopted comprehensive plan, including the transportation system plan for the area?
- D. Will the proposed amendment adversely affect the public health, safety and general welfare?
- E. What effect will the newly proposed amendment have on the existing developed land use pattern in the immediate area, specifically with respect to the question of land use compatibility?

The proposed amendments have been determined to have no impact, positive or negative, on the public or property.

The proposed amendments have been determined to support the goals and policies of the Comprehensive Plan – which by extension seek to improve public health, safety, and the like.

F. Will the proposed amendment be consistent with the function, capacity and performance standards for the streets used for access, consistent with the Reedsport TSP, the Oregon highway plan, and the Transportation Planning Rule?

No impact to transportation facilities is expected as a result of the proposed amendments.

City of Reedsport Municipal Code: Title 10 Land Usage Chapter 10.112 Public Hearing Procedures § 10.112.070 Burden and Nature of Proof

The burden of proof is upon the proponent. The more drastic the change or impact of the proposal, the greater is the burden of the proponent. Unless otherwise provided, such burden shall be to prove:

A. The public interest is best carried out by approving the application for the proposed action at this time; and

B. The proposed action complies with the comprehensive plan.

See findings above under the Notices section and 10.100.020, which describe the Planning Commission's consideration of the Analysis and amendments and their consistency / lack of conflict with the City's Comprehensive Plan.

City of Reedsport Municipal Code: Procedural Standards

City of Reedsport Municipal Code: Title 10 Land Usage Chapter 10.100 Amendments §10.100.030 Public Hearings on Amendments

The Planning Commission shall conduct a public hearing on the proposed amendment at its earliest practicable meeting after the amendment is proposed and shall:

A. Within five (5) working days after the decision has been rendered, the City Planning Department shall provide the applicant with a written notice of the decision of the Planning Commission.

B. Within forty (40) days after the hearing, recommend to the City Council approval, disapproval or modified approval of the proposed amendment. After receiving the recommendation of the Planning Commission, the City Council shall hold a public hearing on the proposed amendment.

The Planning Commission heard and made their recommendation, detailed in the Decision section below, on December 28, 2023. The City Council hears their recommendation and votes on the amendment on January 8, 2023 (Ordinance 2024-1207).

City of Reedsport Municipal Code: Title 10 Land Usage Chapter 10.100 Amendments §10.100.040 Notification Procedures for Amendments

A. All zoning text amendments require thirty-five (35) days' prior notice to the Department of Land Conservation and Development pursuant to ORS 197.610.

DLCD was be notified of the proposed amendment on November 22, 2023.

B. Any amendment that limits or prohibits land uses previously allowed in the affected area may be subject to measure fifty-six (56) notification, as specified in ORS 227.186.

No Measure 56 Notice was required. ORS 227.186 requires notice be mailed to property owners when an amendment would limit or prohibit land uses previously allowed in a particular zone; specifically, when the amendment rezones property or would necessitate property to be rezoned in order to comply with the amendment.

The proposed amendments do not limit or prohibit land uses in any zone in Reedsport.

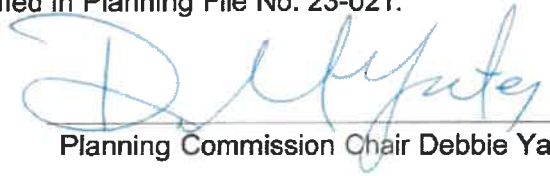
C. Notice of the public hearing must be published in a newspaper of general circulation in the city not less than twenty (20) days before the evidentiary hearing is held or ten (10) days before the first evidentiary hearing, if two (2) or more evidentiary hearings are allowed.

Notice of the proposed amendments were published in the World Newspaper on December 12, 2023.

City of Reedsport Municipal Code: Title 10 Land Usage Chapter 10.100 Amendments §10.100.010 Authorization to Initiate Amendment

DECISION

Based on the above Findings of Fact and attached exhibits, the Reedsport Planning Commission hereby recommend the City Council APPROVE the Comprehensive Plan text amendments identified in Planning File No. 23-021.



Planning Commission Chair Debbie Yates



Date

An amendment to the text of this division or to a zone boundary may be initiated by the City Council, the City Planning Commission, Douglas County or by application of a property owner.

These amendments were initiated by the Reedsport Planning Commission.



CITY of REEDSPORT

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Honorable Mayor and
Members of the City Council
Reedsport, Oregon

Council Letter 024-006
Agenda of January 8, 2024
Re: Ordinance 2024-1208

ISSUE:

Shall the City Council adopt Ordinance 2024-1208, to amend Reedsport Municipal Code Chapters 10.64 Introductory Provisions, 10.72 Use Zones, and Chapter 10.76 Special Provisions and Regulations, to clarify and supplement the standards for vacation rentals?

BACKGROUND:

In 2020, the Reedsport Planning Commission directed staff to consider the City's vacation rental and short-term rental policies and potential policy changes.

Planning Department staff researched vacation rental policies and prevalence, and presented findings to the Planning Commission and City Council on July 27 and August 2nd 2021, respectively. The City resolved to complete a Housing Needs Analysis to inform subsequent vacation and short-term rental policy changes.

The resulting 2023 Economic Opportunities and Housing Needs Analysis and accompanying Draft Vacation Rental Analysis, both by FCS Group, were researched and drafted between 2022 and 2023.

The 2023 Economic Opportunities and Housing Needs Analysis was presented to the Planning Commission and City Council in a Joint Work Session on August 15, 2023.

The Planning Commission and City Council then held another Joint Work Session on October 2, 2023, to consider the City's vacation rental and short term rental policies and potential policy changes.

The conclusions reached by the Work Session participants are the basis of the proposed municipal code amendments.

On December 28, 2023, the Planning Commission reviewed and recommended the Council adopt the proposed amendments.

OVERVIEW:

The proposed municipal code text amendments are as follows:

1. Remove distinguishment between “vacation rentals” and “short-term rentals”; replace with distinguishment between “hosted” and “un-hosted” vacation rentals
2. Move standards for vacation rentals from Chapter 10.64 Introductory Provisions 10.64.030 Definitions, to a new section under Chapter 10.76 Special Provisions and Regulations: 10.76.170 Vacation Rentals.
3. Add requirement for inspection by the Building Official for compliance with Oregon Building Codes for a dwelling unit
4. Add requirement for assignment of “Local Responsible Person” and submission of Local Responsible Person Authorization and Acknowledgement form
5. Clarify parking and access requirement
6. Change “short term rental” (now “hosted vacation rental”) from a permitted use to a conditional use, in the C-1 Commercial Transitional zone.
7. Change “short term rental” and “vacation rental” (now “hosted vacation rental” and “unhosted vacation rental,” respectively) from permitted uses to conditional uses, in the CMU Commercial Mixed Use zone.

FISCAL IMPACT:

There is an unknown fiscal impact.

COUNCIL ALTERNATIVES:

1. Adopt Ordinance 2024-1208, to amend Reedsport Municipal Code Chapters 10.64 Introductory Provisions, 10.72 Use Zones, and Chapter 10.76 Special Provisions and Regulations, to clarify and supplement the standards for vacation rentals.
2. Decline to adopt Ordinance 2024-1208, to amend Reedsport Municipal Code Chapters 10.64 Introductory Provisions, 10.72 Use Zones, and Chapter 10.76 Special Provisions and Regulations, to clarify and supplement the standards for vacation rentals.
3. Table the issue and hold the record open until the next regularly scheduled City Council meeting February 1, 2024 at 7:00 pm.

RECOMMENDATION:

Staff recommends alternative #1.

Hailey Sheldon
Contract Planning Director

ATTACHMENTS:

1. Ordinance 2024-1208
2. Planning Commission Findings of Fact Planning File 23-023

ORDINANCE 2024-1208

AN ORDINANCE TO AMENDING REEDSPORT'S MUNICIPAL CODE, CHAPTERS 10.64 INTRODUCTORY PROVISIONS, 10.72 USE ZONES, AND CHAPTER 10.76 SPECIAL PROVISIONS AND REGULATIONS TO CLARIFY AND SUPPLEMENT THE STANDARDS FOR VACATION RENTALS

WHEREAS, in 2020, the Reedsport Planning Commission initiated an examination of the City's vacation and short-term rental policies; and

WHEREAS, in 2021, the Reedsport Planning Commission and City Council were presented with a staff report summarizing local and regional vacation rental policies and prevalence, and resolved to complete a Housing Needs Analysis to inform subsequent vacation and short-term rental policy changes; and

WHEREAS, the 2023 *Economic Opportunities and Housing Needs Analysis* and accompanying *Draft Vacation Rental Analysis*, both by FCS Group, were researched and drafted between 2022 and 2023; and

WHEREAS, the Planning Commission and City Council held a Joint Work Session on August 15, 2023, to consider the findings of the *Economic Opportunities and Housing Needs Analysis*; and

WHEREAS, the Planning Commission and City Council held a Joint Work Session on October 2, 2023, to consider the City's vacation rental (and short-term rental) policies and discuss policy changes - and initiated amendments to the Reedsport's municipal code.

WHEREAS, notice of the proposed amendments was sent to the Oregon Department of Land Conservation and Development on November 22, 2023, at least 35 days prior to the first evidentiary hearing, as required by RMC 10.100.040.A; and

WHEREAS, notice of the proposed amendments was published in the World December 12, 2023, at least 10 days prior to the first evidentiary hearing, as required by RMC 10.100.040.C Notification Procedures for Amendments; and

WHEREAS, the Planning Commission held a public hearing (the first evidentiary hearing) on December 28, 2023, and made a recommendation to the City Council to adopt the proposed amendments to the Comprehensive Plan text.

NOW, THEREFORE, THE CITY OF REEDSPORT ORDAINS AS FOLLOWS:

On the basis of the facts contained in the record, the City Council finds there is sufficient justification and need to accept the Planning Commission recommendation and hereby amends the Reedsport Municipal Code as follows:

Chapter 10.64 Introductory Provisions
10.64.030 Definitions
[...]

“Vacation rental, Hosted” means a dwelling unit that is rented out to a single party for a period of less than thirty (30) days in length, where an owner or resident of the unit is present on site during the rental period.

“Vacation rental, Unhosted” means a dwelling unit that is rented out to a single party for a period of less than thirty (30) days in length, where no owner or resident of the unit is present on site during the rental period.

Chapter 10.72 Use Zones

10.72.010 (R-A) Rural suburban zone—Low density.

[...]

D. Uses Permitted Conditionally.

1. Accessory dwelling unit subject to standards in Section 10.72.040;
2. Beekeeping;
3. Major home occupations;
4. Assisted living facility;
5. Parks, playgrounds, golf courses or community centers;
6. Hosted vacation rental;
7. Unhosted vacation rental.

Chapter 10.72 Use Zones

10.72.020 (R-1) Single-family residential—Medium density.

[...]

D. Uses Permitted Conditionally.

1. Accessory dwelling unit subject to standards in Section 10.72.040;
2. Beekeeping;
3. Major home occupations;
4. Assembly or meeting halls may be allowed as a conditional use after an examination of the location and a public hearing has convinced the Planning Commission that the proposed use will not be detrimental to adjacent and surrounding property and further provided:
 - a. The use of the building shall be restricted to the applicant without right to lend, rent or sublease the building to another person or organization;
 - b. The use of the building shall meet all standards of this division unless specific variances are requested and granted at the time of the conditional use hearing;
 - c. There shall be no gambling, sale or use of alcoholic beverages on premises;
 - d. Signing shall be limited to one (1) sign not to exceed twelve (12) square feet and shall be attached to the building; signs may be illuminated but may not be of the flashing or moving type.
5. Assisted living facility;
6. Bed and breakfast establishments;
7. Hosted vacation rental;
8. Unhosted vacation rental.

Chapter 10.72 Use Zones

10.72.050 (R-2) Multifamily residential—High density.

[...]

D. Uses Permitted Conditionally.

1. Accessory dwelling unit subject to standards in Section 10.72.040;
2. Beekeeping;
3. Hosted vacation rental;

4. Unhosted vacation rental.
5. Major home occupation;
6. Assisted living facility;
7. Parking lots other than those associated with uses and buildings permitted outright and conditionally in conformance with Section 10.76.020 for which a conditional use permit has been granted.

Chapter 10.72 Use Zones

10.72.060 (C-1) Commercial transitional zone.

[...]

D. Uses Permitted Conditionally.

1. Major home occupations;
2. Mobile home parks;
3. Hosted vacation rental;
4. Unhosted vacation rental.
5. Marijuana Dispensaries as specified in Section 10.76.035.

Chapter 10.72 Use Zones

10.72.070 (C-2) Commercial zone.

[...]

B. Uses Permitted Outright. No building, structure or land shall be used, and no building or structure shall be hereafter erected, structurally altered, enlarged or maintained except for the following uses:

1. Any use permitted in the C-1 zone, (excluding new R-1 and R-2 uses), subject to regulations of the C-1 zone;

2. Legally established residential use types pre-existing the adoption of the ordinance codified in this division; however in the event of destruction of structure, it must be rebuilt within eighteen (18) months in order to continue as a residential use unless an extension of time is approved by the Planning Commission. If the structure is converted to another use permitted within this zone, said structure shall not revert to residential use;

3. Advertising business;
4. Agricultural supplies and machinery sales rooms;
5. Automobile sales agencies;
6. Auto maintenance and repair shops within an enclosed building;
7. Bakery;
8. Bank;
9. Building supplies including retail sales of lumber;
10. Catering service;
11. Clothing store;
12. Curios and antiques;
13. Delicatessen store;
14. Department store;
15. Dry cleaning, laundry or pressing establishment;
16. Feed and fuel stores;
17. Furniture, household goods and furnishings;
18. Hotels and motels;
19. Indoor theaters;
20. Manufactured home sales;
21. Meat market;

22. Musical instruments and supplies;
 23. Office supplies and equipment;
 24. Outdoor storage related to an outright permitted use within an enclosed, view-obscured area;
 25. Paint and wallpaper supplies;
 26. Parking lots associated with uses and buildings permitted outright and conditionally in conformance with Section 10.76.020;
 27. Places of amusement such as billiard parlors, taverns, bowling alleys, dance halls and games of skill and science if conducted wholly within a completely enclosed building;
 28. Plumbing supplies;
 29. Printing and newspaper facilities;
 30. Public buildings and structures such as fire stations, libraries, substations, pump stations, reservoirs, public utility facilities, government buildings and community centers;
 31. Recreational vehicle sales;
 32. Restaurants, tea rooms, cafes;
 33. Secondhand stores if conducted wholly within an enclosed permanent building;
 34. Seeds and garden supplies;
 35. Self-service dry cleaning establishments using not more than two (2) clothes cleaning units, neither of which shall have a rated capacity of more than forty (40) pounds, using cleaning fluid which is non-odorous as well as nonexplosive and nonflammable at temperatures below one hundred thirty-eight and five-tenths (138.5) degrees Fahrenheit;
 36. Service stations, providing greasing and tire repairing are performed completely within an enclosed permanent building;
 37. Shoe or shoe repair shop;
 38. Single family/multifamily dwellings located above a commercial use;
 39. Sporting goods;
 40. Stores, retail and wholesale;
 41. Surgical supplies and equipment;
- C. Uses Permitted with Standards.
1. Temporary uses;
 2. Cluster Box Unit placement may be allowed as provided for in Section 10.76.075;
 3. Marijuana Dispensaries as specified in Section 10.76.035.
- D. Uses Permitted Conditionally.
1. Any use permitted outright operating from a temporary structure or building;
 2. Mini-warehouses;
 3. Recreational vehicle park;
 4. Residential quarters as a secondary use;
 5. Churches (excluding the Hwy. 101 commercial corridor);
 6. Day care facilities;
 7. Stores, retail and wholesale with limited manufacturing provided, that:
 - a. Where there is manufacturing, compounding, processing or treatment of products for wholesale, a minimum of twenty-five (25) percent of the total floor area shall be used for retail sales,
 - b. Use is not objectionable due to odor, dust, smoke, vibration, appearance or noise,
 - c. All uses shall be conducted wholly within an enclosed building, except for off-street parking and loading facilities. Temporary sales displays may be permitted adjacent to a permanent building;
 8. Multifamily dwelling in the commercial C2 zone only in the area between the Schofield Bridge and 22nd Street;
 9. Hosted vacation rental;
 10. Unhosted vacation rental;

11. Other uses not specified in this or any other district if the Planning Commission finds them to be similar to the uses listed above.

Chapter 10.72 Use Zones

10.72.085 (CMU) Commercial mixed-use zone.

[...]

D. Buildings and Uses Permitted Conditionally. In the CMU zone, the following uses and activities and their accessory buildings and uses are permitted subject to the provisions of Chapter 10.96.

1. Residential Buildings and Uses:

a. One (1) single family dwelling where adjacent properties within a one hundred (100) feet are predominately developed with uses other than single family dwellings.

2. Commercial Buildings and Uses:

a. Veterinary Clinic provided the use shall be conducted wholly within enclosed structures and there shall be no outside animal runs.

3. Industrial Buildings and Uses:

a. Marijuana facilities, provided that the marijuana grow facility is:

i. Not located at the same site as a registered marijuana dispensary;

ii. Is located in an enclosed building from which there is no indication from the exterior that the site is being used for the manufacture of marijuana.

4. Hosted vacation rental;

5. Unhosted vacation rental.

Chapter 10.76 Special Provisions and Regulations

[...]

10.76.170 Vacation rentals

Vacation rentals may be either “hosted” or “unhosted;” both use types are conditionally permitted in Reedsport’s commercial and residential zones, in addition to being subject to the below standards.

A. Standards for all vacation rentals

a. Only legally established dwelling units may be used as vacation rentals. For a dwelling unit to be legally established, it must have gained Planning and Building Department approval.

b. A separate Business License is required for each vacation rental unit.

i. The property owner is responsible for gaining and maintaining Business License(s) for their vacation rental(s).

c. Prior to issuance of a Business License for a vacation rental, the unit shall pass inspection by the Building Official for compliance with Oregon Building Codes for a dwelling unit.

d. A Local Responsible Person shall be associated with each vacation rental unit.

i. Each application and renewal application for a vacation rental Business License shall be accompanied by an executed Local Responsible Person Authorization and Acknowledgement form.

ii. The duties of the Local Responsible Person shall be as follows:

1. Live within a 30-minute drive of the vacation rental

2. Are available by telephone during all rental periods

e. Properties used for vacation rentals shall meet the access and parking standards contained in 10.76.024 Access and 10.76.020 Parking which are applicable to the property’s other use(s).

f. Vacation rentals are subject to Transient Room Tax.

g. The maximum occupancy of any vacation rental in Reedsport is eight (8) guests per rental period. Furthermore, the maximum occupancy of each vacation rental in Reedsport shall be conditioned upon the number of off-street parking spaces provided for guests, as follows:

i. For hosted vacation rentals: at least one (1) off street parking space per two (2) guests, in addition

to the required off street parking for the other use(s) of the property.

ii. For unhosted vacation rentals: at least one (1) off street parking space per two (2) guests.

EFFECTIVE DATE OF ORDINANCE: This Ordinance shall become effective 30 days after passage by the Reedsport City Council.

PASSED BY THE CITY COUNCIL this 8th day of January, 2024.

AYES _____ NAYS _____

APPROVED BY THE MAYOR this 8th day of January, 2024.

Mayor Linda McCollum

ATTEST:

Deanna Schafer, City Manager



FINDINGS OF FACT & DECISION

Planning File 2023-23: Amendments to Reedsport's Municipal Code to clarify and supplement the standards for vacation rentals.

OVERVIEW

The proposed text amendments are as follows:

1. Remove distinguishment between "vacation rentals" and "short-term rentals"; replace with distinguishment between "hosted" and "un-hosted" vacation rentals
2. Move standards for vacation rentals from Chapter 10.64 Introductory Provisions 10.64.030 Definitions, to a new section under Chapter 10.76 Special Provisions and Regulations: 10.76.170 Vacation Rentals.
3. Add requirement for inspection by the Building Official for compliance with Oregon Building Codes for a dwelling unit.
4. Add requirement for assignment of "Local Responsible Person" and submission of Local Responsible Person Authorization and Acknowledgement form.
5. Clarify parking and access requirement.
6. Change "short term rental" (now "hosted vacation rental") from a permitted use to a conditional use, in the C-1 Commercial Transitional zone.
7. Change "short term rental" and "vacation rental" (now "hosted vacation rental" and "unhosted vacation rental," respectively) from permitted uses to conditional uses, in the CMU Commercial Mixed Use zone.

BACKGROUND

In 2020, the Reedsport Planning Commission directed staff to consider the City's vacation rental and short-term rental policies and potential policy changes (Exhibit 6).

Planning Department staff researched vacation rental policies and prevalence, and presented the findings contained in Exhibit 5 to the Planning Commission and City Council on July 27 and August 2nd 2021, respectively. The City resolved to complete a Housing Needs Analysis to inform subsequent vacation and short-term rental policy changes.

The resulting 2023 Economic Opportunities and Housing Needs Analysis and accompanying Draft Vacation Rental Analysis, both by FCS Group, were researched and drafted between 2022 and 2023.

The 2023 Economic Opportunities and Housing Needs Analysis was presented to the Planning Commission and City Council in a Joint Work Session on August 15, 2023.

The Planning Commission and City Council then held another Joint Work Session on October 2, 2023, to consider the City's vacation rental and short term rental policies and potential policy changes.

- The policy options discussed by the work session participants are listed in Exhibit 3 October 2023 Vacation & Short Term Rental Joint Work Session Materials
- The conclusions reached by the Work Session participants are depicted by Exhibit 2 October 2023 Vacation & Short Term Rental Joint Work Session Materials Outcomes
- The materials provided to the participants, upon which to base their conclusions, are the exhibits attached to this report.

NOTICE & PUBLIC COMMENT

The Planning Commission heard and made their recommendation, detailed in the Decision section below, on December 28, 2023. The City Council hears their recommendation and votes on the amendment on January 8, 2023 (Ordinance 2024-1208).

Public Notice: Notice of the proposed amendments were published in the World Newspaper on December 12, 2023.

DLCD Notice: The DLCD was notified of the proposed amendment via the Post Acknowledgement Plan Amendment (PAPA) website on November 22, 2023.

Agency Notice: The following agencies were notified of the pending land use decision and public hearing by email on December 18, 2023: Reedsport Building Inspector (NW Code Pros), City of Reedsport Public Works, City of Reedsport Fire Department, City of Reedsport Police Department, Oregon Fire Marshal, Douglas County Planning Department, Douglas County Environmental Health, Douglas County Land Department, Oregon Department of Land Conservation and Development, Oregon Department of Transportation, Oregon Department of Forestry.

These notices are in addition to the notices of the prior Planning Commission and City Council work sessions on this topic, described in the Background section of this report.

No public or agency comments were received.

EXHIBITS

1. Redlined Proposed Amendments
2. October 2023 Vacation & Short Term Rental Joint Work Session Outcomes
3. October 2023 Vacation & Short Term Rental Joint Work Session Materials
4. May 2023 Reedsport Draft Vacation Rental Analysis by FCS Group
5. July 2021 Planning Staff Report re Reedsport and Other Regional Vacation Rental Policies
6. October 2020 Planning Staff Report re Reedsport Vacation Rental Policies

FINDINGS OF FACT

Criteria are listed below in gray, with findings of fact beneath. Only applicable criteria have been listed.

City of Reedsport Municipal Code: Substantial Standards

City of Reedsport Municipal Code: Title 10 Land Usage Chapter 10.100 Amendments § 10.100.020 Standards for Amendments.

An amendment may be granted only in the event that the evidence presented to the Planning Commission satisfies criteria set forth in the following standards:

- A. Is there sufficient burden of proof to show the action will be in the public interest?
- B. Is said action detrimental to properties surrounding or adjacent to the area requested for the amendment?

The Reedsport Planning Commission and City Council discussed the merits of the proposed amendments, considering available data, and found the proposed amendments further the public's interests in safety, preservation of private property rights, and protection of the public property. These findings are described in Exhibit 2 October 2023 Vacation & Short Term Rental Joint Work Session Outcomes.

- C. Is the proposed amendment in conflict with the adopted comprehensive plan, including the transportation system plan for the area?

The Reedsport Planning Commission and City Council considered the proposed policy changes in relation to the City's 2013 Comprehensive Plan, and 2009 and 2023 Housing Needs Analyses, Buildable Land Inventories, and Economic Opportunities Analyses. These findings are described in Exhibit 2 October 2023 Vacation & Short Term Rental Joint Work Session Outcomes.

No potential conflict with the City's Comprehensive Plan or Transportation System Plan has been found to result from the proposed amendments.

- D. Will the proposed amendment adversely affect the public health, safety and general welfare?

The proposed amendments are made in part based on the Planning Commission and City Council's findings that they will benefit the public health, safety, and general welfare. Overall, by improving upon the City's current system of scrutinizing vacation rental applications in order to: monitor vacation rentals share of available residential dwelling units, ensure safety, ensure compliance with other applicable City standards, and preserve the nature of residential neighborhoods in Reedsport.

- E. What effect will the newly proposed amendment have on the existing developed land use pattern in the immediate area, specifically with respect to the question of land use compatibility?

No effect on the existing developed land use pattern is expected as a result of the proposed amendments.

The proposed amendments place additional burden upon the property owner.

The proposed amendments are expected to have the following results:

(a) property owners will be required to assign Responsible Parties / Responsible Parties will be required to enter into agreements and carry out their duties

(b) property owners will potentially be required to improve driveways and accesses, a requirement which was imposed previously but is clarified and formalized by this amendment

(c) property owners proposing short term rentals in the C1 and CMU zones and/or vacation rentals in the CMU zone, will be required to gain Conditional Use Permits (a Type 3 process) as opposed to the previous Type 1 process, but subject to the same substantial standards.

(d) properties / units will be required to pass inspection by the Building Official for residential dwelling occupancy

F. Will the proposed amendment be consistent with the function, capacity and performance standards for the streets used for access, consistent with the Reedsport TSP, the Oregon highway plan, and the Transportation Planning Rule (OAR 660-12)?

No impact to transportation facilities is expected as a result of the proposed amendments. No more or fewer vacation rentals are enabled to exist in Reedsport as a result of the proposed amendments. No change to the areas in which they are allowed to exist are proposed.

City of Reedsport Municipal Code: Title 10 Land Usage Chapter 10.112 Public Hearing Procedures § 10.112.070 Burden and nature of Proof

The burden of proof is upon the proponent. The more drastic the change or impact of the proposal, the greater is the burden of the proponent. Unless otherwise provided, such burden shall be to prove:

A. The public interest is best carried out by approving the application for the proposed action at this time; and

B. The proposed action complies with the comprehensive plan.

See findings above under 10.100.020, which describe the Planning Commission's consideration of public interest and consistency / lack of conflict with the City's Comprehensive Plan.

City of Reedsport Municipal Code: Procedural Standards

City of Reedsport Municipal Code: Title 10 Land Usage Chapter 10.100 Amendments §10.100.030 Public Hearings on Amendments

The Planning Commission shall conduct a public hearing on the proposed amendment at its earliest practicable meeting after the amendment is proposed and shall:

A. Within five (5) working days after the decision has been rendered, the City Planning Department shall provide the applicant with a written notice of the decision of the Planning Commission.

B. Within forty (40) days after the hearing, recommend to the City Council approval, disapproval or modified approval of the proposed amendment. After receiving the recommendation of the Planning Commission, the City Council shall hold a public hearing on the proposed amendment.

The Planning Commission heard and made their recommendation, detailed in the Decision section below, on December 28, 2023. The City Council hears their recommendation and votes on the amendment on January 8, 2023 (Ordinance 2024-1208).

City of Reedsport Municipal Code: Title 10 Land Usage Chapter 10.100 Amendments §10.100.040 Notification Procedures for Amendments

A. All zoning text amendments require thirty-five (35) days' prior notice to the Department of Land Conservation and Development pursuant to ORS 197.610.

DLCD was notified of the proposed amendment on November 22, 2023.

B. Any amendment that limits or prohibits land uses previously allowed in the affected area may be subject to measure fifty-six (56) notification, as specified in ORS 227.186.

No Measure 56 Notice was required. ORS 227.186 requires notice be mailed to property owners when an amendment would limit or prohibit land uses previously allowed in a particular zone; specifically, when the amendment rezones property or would necessitate property to be rezoned in order to comply with the amendment.

The proposed amendments do not limit or prohibit land uses in any zone in Reedsport.

The proposed amendments (a) clarify existing standards for vacation rentals, (b) impose additional standards on vacation rentals, and (c) in the case of the C1 and CMU zones, impose a more discretionary approval process on vacation rentals.

C. Notice of the public hearing must be published in a newspaper of general circulation in the city not less than twenty (20) days before the evidentiary hearing is held or ten (10) days before the first evidentiary hearing, if two (2) or more evidentiary hearings are allowed.

Notice of the proposed amendments were published in the World Newspaper on December 12, 2023.

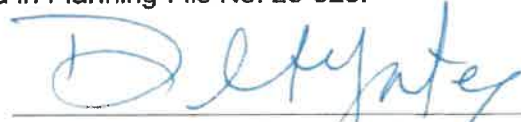
City of Reedsport Municipal Code: Title 10 Land Usage Chapter 10.100
Amendments §10.100.010 Authorization to Initiate Amendment

An amendment to the text of this division or to a zone boundary may be initiated by the City Council, the City Planning Commission, Douglas County or by application of a property owner.

These amendments were initiated by the Reedsport Planning Commission.

DECISION

Based on the above Findings of Fact and attached exhibits, the Reedsport Planning Commission hereby recommend the City Council APPROVE the municipal code text amendments identified in Planning File No. 23-023.


Planning Commission Chair Debbie Yates


Date

