

**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, December 4, 2023

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. ODOT Lane Reconfiguration Project
 - B. Items on the Agenda

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
4. APPROVAL OF THE AMENDED AGENDA

The Council meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting, to Deputy City Recorder Christina Crockett at (541) 271-3603.

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? (Council Letter 023-080)
- D. Accept Quarterly Financial Report.
- E. Motion to approve the Consent Agenda.

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? (Council Letter 023-081)
- 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? (Council Letter 023-082)
- C. Shall the City Council appoint persons to fill vacancies on the Cities Boards and Committees? (Council Letter 023-083)
- D. Shall the City Council declare a vacancy for City Council position #2 and give direction for filling the position? (Council Letter 023-084)

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 likely to be filed.
- B. Pursuant to ORS 192.660(2)(f) – To consider information or records that are exempt by law from public inspection.

9. ADJOURN

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US101: Reedsport Lane Reconfiguration

Potential ORS 366.215 Impact

- **Presenter(s) Name(s):**

Sarah Thompson and Heather Neavoll

Other Notes: Minor Improvement Project



Mobility Advisory Committee
Meeting Date: 11/09/2023

AGENDA

Topics:

- Location
- Problem/Issues & Proposed Action(s)
- Existing & Proposed Cross-sections
- Urban Design Guidance
- Pinch Point Information
- Summary of Proposed Changes

Objective:

Seeking Interested Parties Support for Proposed Action subject to **ORS 366.215**.



US101: Reedsport Lane Reconfiguration

Reedsport US101 MP 212.80 - 211.91



US101: Reedsport Lane Reconfiguration

Location Details

Roadway Characteristics

- Multilane highway
- Flat grade
- Straight
- **Traffic Conditions**
- ADT: 14,226
- Truck Count: 2,689 (18.9%)

Annual Over-Dimension Permits

- Annual Width allowed daytime: 14 feet
- Annual Width allowed nighttime: 10 feet

Single Trip Permits

- Width allowed daytime without District Approval: 14 feet
- Width allowed nighttime without District Approval: 10 feet



US101: Reedsport Lane Reconfiguration

Project Purpose, Scope, Issues

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 south-bound 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 minor sign 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.

Issues & 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



US101: Reedsport Lane Reconfiguration

Proposed Changes

Proposed Safety Improvements:

Overhead RRFB

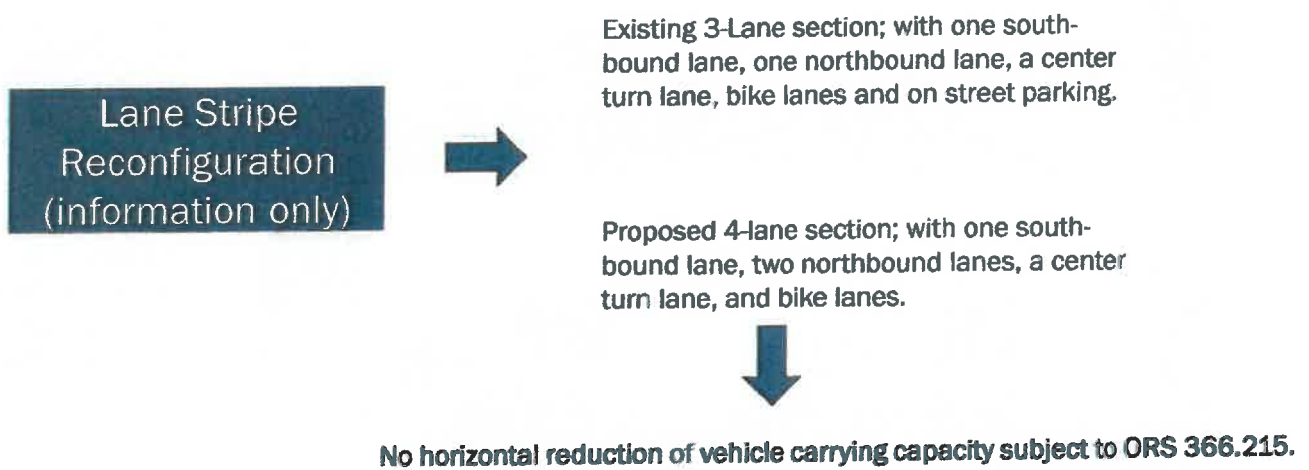
Lane Stripe Reconfiguration

Signal modification



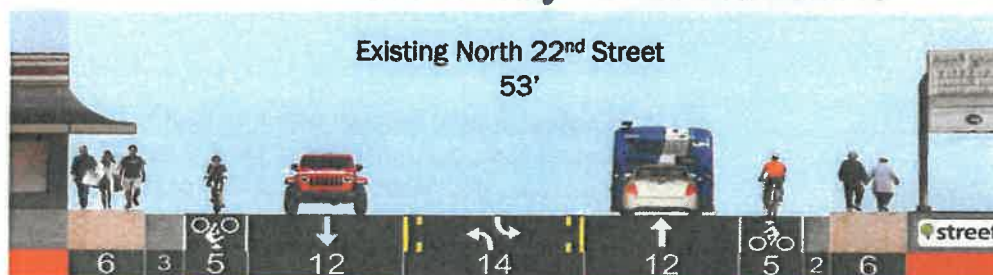
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US101: Reedsport Lane Reconfiguration

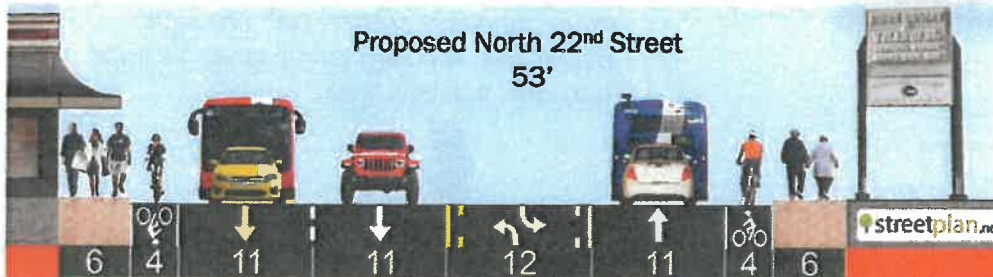


US101: Reedsport Lane Reconfiguration

Roadway Cross Sections



Existing 3-Lane section;
with one south-bound lane,
one northbound lane, a
center turn lane, bike lanes
and on street parking.

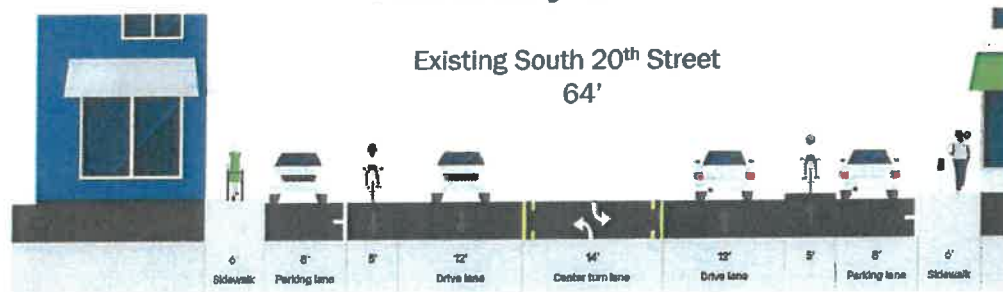


Proposed 4-lane section;
with one south-bound lane,
two northbound lanes, a
center turn lane, and bike
lanes.



*There will be no horizontal reduction of vehicle carrying capacity subject to ORS 366.215.

US101: Reedsport Lane Reconfiguration Roadway Cross Sections



Existing 3-Lane section;
with one south-bound lane,
one northbound lane, a
center turn lane, bike lanes
and on street parking.



Proposed 4-lane section;
with one south-bound lane,
two northbound lanes, a
center turn lane, and bike
lanes.



*There will be no horizontal reduction of vehicle carrying capacity subject to ORS 366.215.

US101: Reedsport Lane Reconfiguration Proposed Roadway Cross Sections

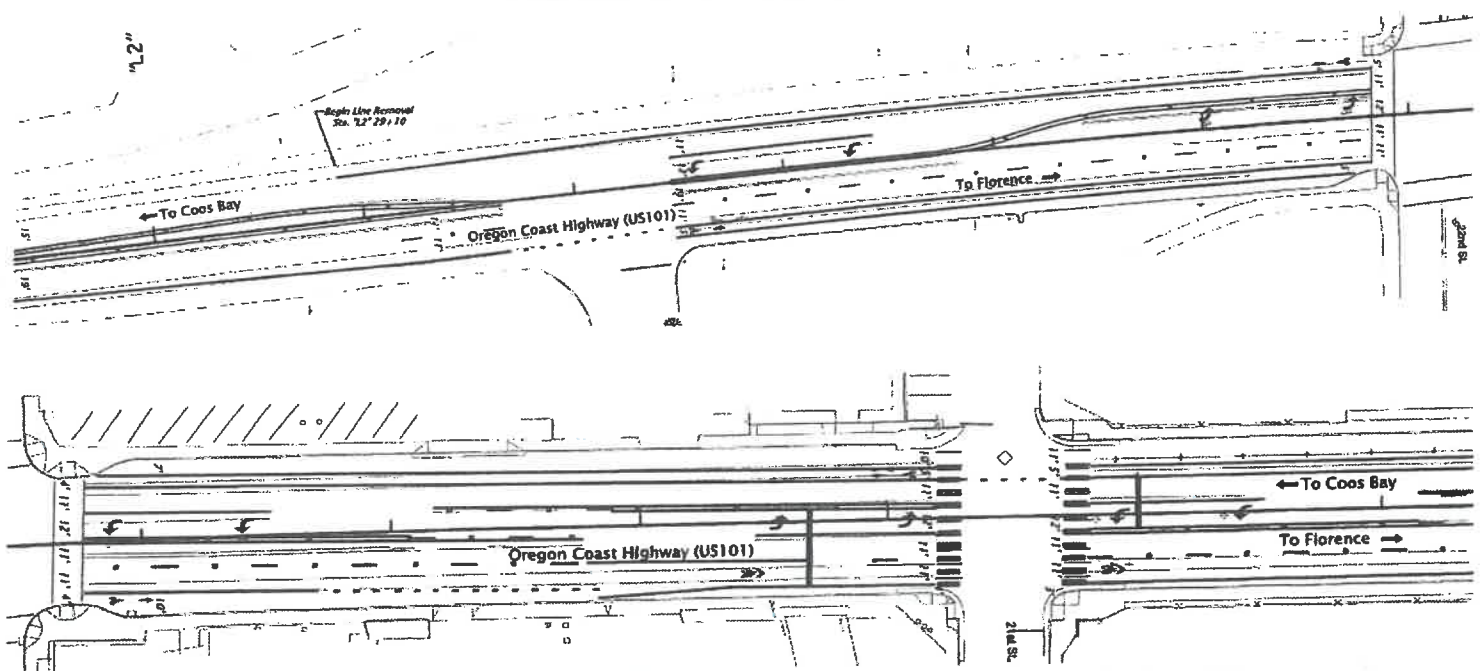
Location	NB Bike Lane	NB Travel	NB Travel	Center Turn	SB Travel Lane	Buffer	SB Bike Lane	Should er
Longwood Drive -- South 22 nd Intersection	5	11	11	12	11	-	5	-
North 22 nd intersection	4	11	11	12	11	-	4	-
South 21 st intersection	-	11	11	12	11	-	5	10
North 21 st intersection	3	11	11	12	11	-	5	11
South 20 th intersection	3	11	11	12	11	-	5	11
North 20 th Intersection	5	11	11	12	11	2	5	5
South 19 th intersection	7	11	11	12	13	2	5	-
North 19 th intersection	7	12	12	12	12	2	6	-
North 18 th intersection	7	12	12	12	12	-	8	-
North 18 th - 16 th Street	Match/tie-in existing 4 lane section							



*There will be no horizontal reduction of vehicle carrying capacity subject to ORS 366.215.

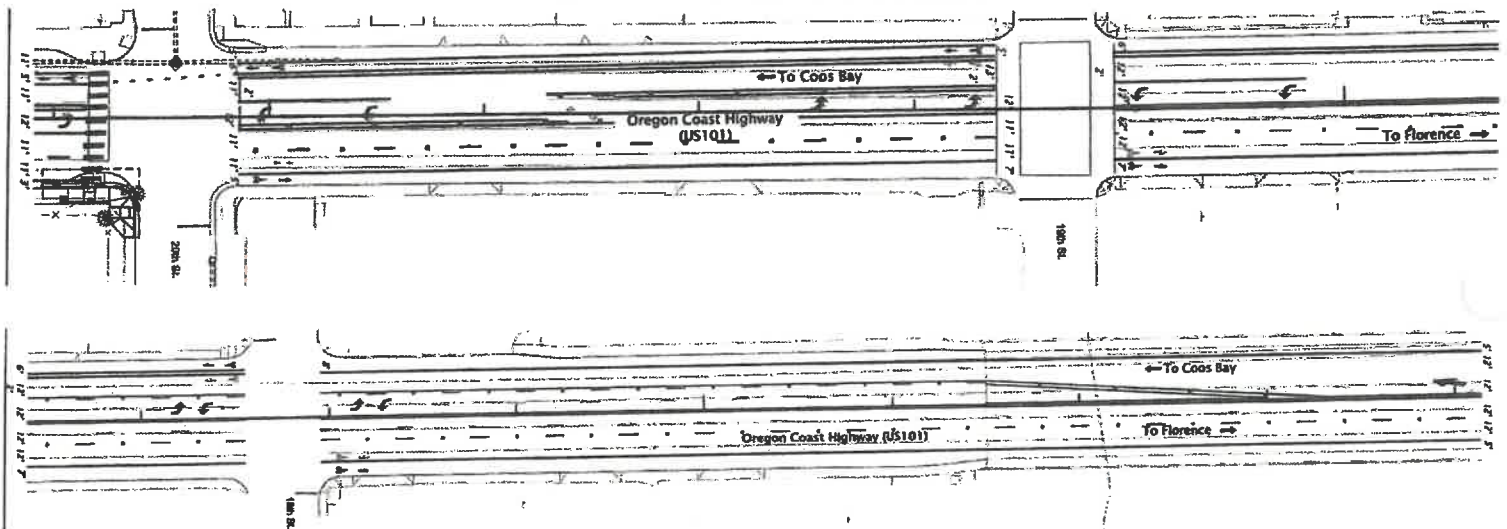
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US101: Reedsport Lane Reconfiguration Proposed Cross Sections



*There will be no horizontal reduction of vehicle carrying capacity subject to ORS 366.215.

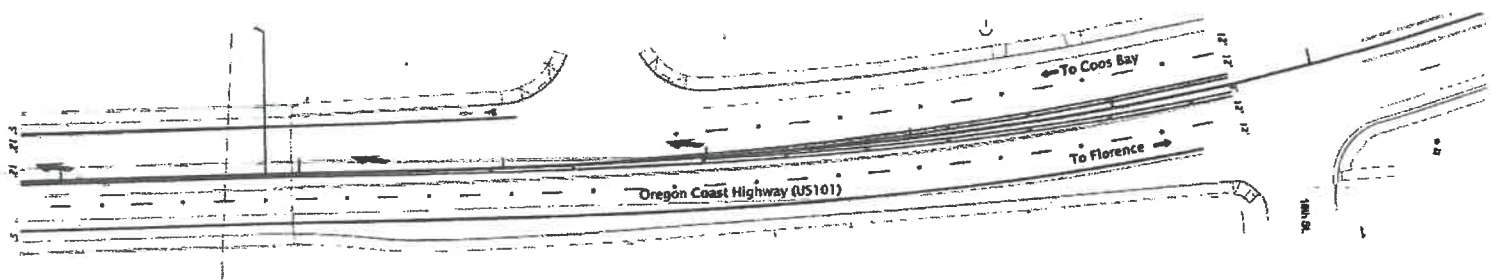
US101: Reedsport Lane Reconfiguration Proposed Cross Sections



*There will be no horizontal reduction of vehicle carrying capacity subject to ORS 366.215.



US101: Reedsport Lane Reconfiguration Proposed Cross Sections



*There will be no horizontal reduction of vehicle carrying capacity subject to ORS 366.215.



US101: Reedsport Lane Reconfiguration

Overhead RRFB
OR366.215 Vertical
Impacts



Install an overhead RRFB at 20th Street over the two proposed NB travel lanes; replacing the existing shoulder mounted sign at this location.

Vertical Clearance 18' Minimum



Vertical reduction of vehicle carrying capacity subject to ORS 366.215.

US101: Reedsport Lane Reconfiguration

Existing Cross Section

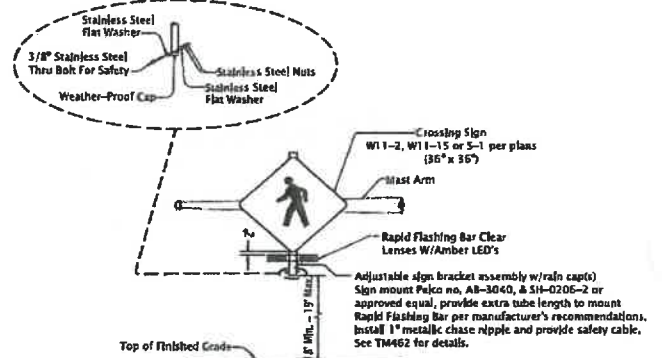


US101: Reedsport Lane Reconfiguration

Proposed Cross Section



Proposed Overhead RRFB



RECTANGULAR RAPID FLASHING BEACON MAST ARM ASSEMBLY
(Use Green Sheet Listed Items Only)

ODOT Highway Design Manual **Guidance for** **Urban Mix**

Target Traffic Speed: 30 MPH

Design Element	HDM Guidance
Travel Lane	11'
Two-Way-Left-Turn Lane	12'
Right Turn Lane (Including shy distances)	N/A
On Street Bicycle Lane (not including buffer)	5'
Bicycle/Street Buffer	2'
On-Street Parking	8'
Curb/Gutter	N/A
Raised Median - No Turn Lane (incl. shy distances)	N/A



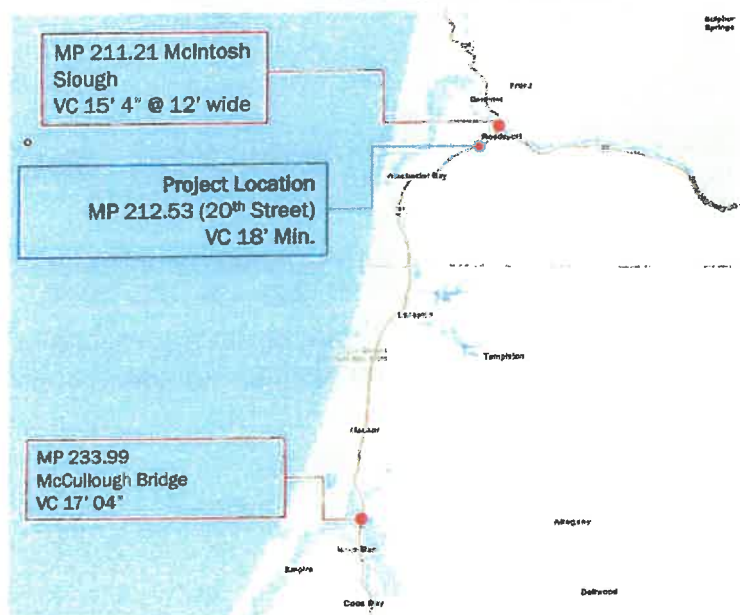
US101: Reedsport Lane Reconfiguration

Bicycle Facility Recommendation

Urban Context:	ADT:	Traffic Speed:	Recommended Bike Facility:
Urban Mix	14,226	30	On-Street Bicycle Lane ~ 5'

US101: Reedsport Lane Reconfiguration

Pinch Point Information



US101: Reedsport Lane Reconfiguration Summary of Changes

- Existing 3-Lane section; with one south-bound lane, one northbound lane, a center turn lane, bike lanes and on street parking.
- Proposed 4-lane section; with one south-bound lane, two northbound lanes, a center turn lane, and bike lanes.
- Install an overhead RRFB at 20th Street over the two proposed NB travel lanes; replacing the existing shoulder mounted sign at this location.
- Vertical Clearance 18' Minimum

NEXT STEPS

- Address any questions or concerns with proposed ORS 366.215 impacts
- Seeking Mobility Services Team to write a Record of Support.



THANK YOU



AGENDA

Reedsport Urban Renewal District Agency
Regular Meeting, 7:00 p.m., City Council Chambers
451 Winchester Avenue
Monday, December 4, 2023

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. 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.

3. APPROVAL OF THE AGENDA

4. CONSENT AGENDA

Routine items of business that require a vote but are not expected to require a 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 Calendar and placed under Regular Business.

A. Approve the minutes of the Urban Renewal Agency Meeting of August 7, 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 Agenda.

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)

6. MISCELLANEOUS ITEMS

(Agency Members, City Manager)

7. ADJOURN

The Council meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting, to Deputy City Recorder Christina Crockett at (541) 271-3603.

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

PRESENT:

Chair Linda McCollum

Agency Members DeeDee Murphy, Chuck Miller, Allen Teitzel, and Debby Turner

Student Councilor Hayden Adams was absent.

City Manager Deanna Schafer

Attorney Mellissa Cribbins

OTHERS PRESENT:

Dep. City Recorder Christina Crockett, Public Works Director Kimberly Clardy, Finance Director Michelle Fraley, Fire Chief Tom Anderson, Police Chief John Carter

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Chair McCollum called the meeting to order at 7:01 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 Teitzel motioned to approve the agenda.

Agency Member Turner seconded the motion.

MOTION:

that the Urban Renewal Agency approve the agenda

VOTE:

AYES 5 NAYES 0

(Chair McCollum, Agency Members Murphy, Teitzel, Miller, 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 June 19, 2023.

B. Motion to approve the Consent Calendar.

Agency Member Teitzel 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 5 NAYES 0

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

5. REGULAR BUSINESS

A. Shall the City Council authorize the creation of a Main Street Director position?

City Manager Deanna Schafer stated that the City created and budgeted for a part-time Main Street Coordinator through contract services in this fiscal year. Due to the success of the program, staff is proposing that a position of Main Street Director be created and increased to a full time position with 44% of the cost coming out of Main Street Fund. The remainder would need to be approved through the City Council in order for this to take effect.

The position would be expanded to include the entire main corridor of the City and can focus on some tourism type of promotion. Business recruitment and retention will be a primary focus along with volunteer coordination and support for various boards and committees.

There is no fiscal impact. A supplemental resolution has been prepared to move funds from materials and services to personnel services. There is no increase or decrease in property taxes.

Agency Member Turner motioned that the City Council authorize the creation of a Main Street Director position.

Agency Member Miller seconded the motion.

MOTION:

that the City Council authorize the creation of a Main Street Director position.

VOTE:

AYES 5 NAYES 0

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

B. Shall the Reedsport Urban Renewal District Agency adopt Resolution UR2023-002 authorizing a supplemental budget and budget revisions to the 2023-24 FY budget?

Finance Director Michelle Fraley stated that a resolution has been drafted which provides for unforeseen changes in the form of a supplemental budget and budget revisions to the 2023-24 fiscal year budget.

According to ORS a local government may prepare a supplemental budget if a condition that was not known at the time of the budget requires a change in financial planning. The following information is provided regarding the recommended adjustments. These adjustments were not known at the time of adopting the FY 2023-24 budget.

None of the recommended adjustments increases the property tax levy.

Budget Change for Fund 151 Urban Renewal Agency Main Street Fund

Personal Services

Main Street Director	\$18,350
Fica Taxes	\$ 1,500
PERS	\$ 3,100
Workmens's Comp	\$ 50
Health Insurance	\$ 8,000

Materials and Services

Roi Contracted Services	\$(31,000)
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The City created and budgeted for a part-time Main Street Coordinator through contract services in this fiscal year. Due to the success of the program, staff is proposing that a position of Main Street Director be created and increased to a full time position with 44% of the cost coming out of Main Street Fund. The remainder would need to be approved through the City Council in order for this to take effect.

There is no fiscal impact. A supplemental resolution has been prepared to move funds from materials and services to personnel services. There is no increase or decrease in property taxes.

Agency Member Teitzel motioned that the Reedsport Urban Renewal District Agency authorize Resolution UR2023-002 a supplemental budget and budget revisions to the 2023-24 FY budget.

Agency Member Turner seconded the motion.

MOTION:

that the Urban Renewal District Agency authorize Resolution UR2023-002 a supplemental budget and budget revisions to the 2023-24 FY budget.

VOTE:

AYES 5 NAYES 0

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

C. Shall the City Council authorize a long-term Parking space lease?

City Manager Deanna Schafer stated that staff has been in conversations with a local developer that is currently involved in several projects in the City of Reedsport, concerning potentially utilizing 10 extra parking spaces in a newly developed lot (formerly Rainbow Inn) in downtown Reedsport.

The lot was acquired and developed as a required parking allocation for the remodel of the old Manthe's Furniture store into a café and office suite new use. Because of the change in use, the redevelopment requires 21 dedicated parking spaces. The lot has 10 extra spaces that the City could utilize to alleviate some on-street parking issues in the area. This particular block has several high use establishments plus and apartment complex that often causes congestion during the day.

The developer has provided the costs of the development along with the purchase of the property and has determined that the cost share of the lots comes to approximately \$90,000. Over a 10 year period, this could be paid as \$9,000 a year with a 2-3% escalation clause each year or a lump sum.

This type of public/private relationship is quite common in developed areas, especially downtown corridors where space is premium. The City has entered into agreements similar to this in the past but it has been the City that has provided the improvements in exchange for the 10 year uses.

A one-time payment of \$90,000 could be allocated out of Capital Projects or a yearly payment of \$9,000+.

Agency Member Teitzel motioned that the City Council authorize a long-term parking space lease.

Agency Member Murphy seconded the motion.

MOTION:

that the City Council authorize a long-term parking space lease.

VOTE:

AYES 5 NAYES 0

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

6. MISCELLANEOUS ITEMS
(Agency Members, City Manager)

1. Deanna Schafer stated that the First Friday Pop Up Vendors event is going well.

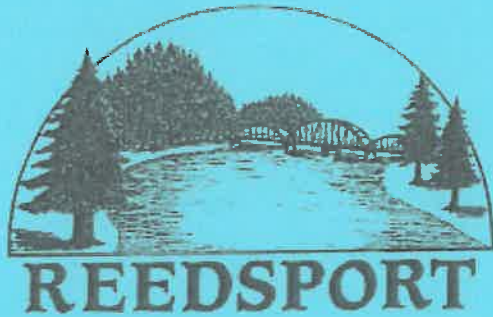
7. ADJOURN

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

Chair Linda McCollum

ATTEST:

Deanna Schafer, City Recorder



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 023-009
Agenda of December 4, 2023
RE: 2024 Meeting Calendar

ISSUE:

Shall the Urban Renewal District Agency adopt a meeting schedule for Urban Renewal Agency meetings for the 2024 calendar year?

BACKGROUND:

Staff is asking that the Agency review the proposed meeting schedule (attached) for the 2024 calendar year.

AGENCY ALTERNATIVES:

- *1. Adopt a 2024 Calendar for Urban Renewal District Agency meeting dates.**
2. Amend and then adopt a 2024 Calendar for Agency meeting dates.
3. Decline to adopt a 2024 Calendar for Agency meeting dates.

Christina Crockett
Dep. City Recorder

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CITY COUNCIL, URBAN RENEWAL & BUDGET COMMITTEE

MEETING SCHEDULE 2024

Meeting Date	Type of Meeting
January 8, 2024	Urban Renewal Agency Meeting 7:00 p.m.
January 8, 2024	City Council Meeting - 7:15 p.m.
February 5, 2024	Urban Renewal Quarterly Budget Committee Meeting - 6:00 p.m.
February 5, 2024	Quarterly Budget Committee Meeting - 6:15 p.m.
February 5, 2024	City Council Meeting – 7:00 p.m.
March 4, 2024	City Council Meeting – 7:00 p.m.
April 1, 2024	City Council Meeting - 7:00 p.m.
May 6, 2024	City Council Meeting – 7:00 p.m.
May 20, 2024	Urban Renewal Budget Committee – 6:00 p.m.
May 20, 2024	Budget Committee Meeting – 6:15 p.m.
<i>May 27, 2024</i>	<i>Budget Committee Meeting – 6:00 p.m. (optional)</i>
June 3, 2024	Urban Renewal Agency Meeting – 7:00 p.m.
June 3, 2024	City Council Meeting - 7:15 p.m.
June 17, 2024	City Council Meeting – 7:00 p.m. (Optional)
July 1, 2024	City Council Meeting - 7:00 p.m.
August 5, 2024	City Council Meeting - 7:00 p.m.
August 26, 2024	City Council Meeting - 7:00 p.m.
October 7, 2024	City Council Meeting - 7:00 p.m.
November 4, 2024	Urban Renewal Quarterly Budget Committee Meeting - 6:00 p.m.
November 4, 2024	Quarterly Budget Committee Meeting – 6:15 p.m.
November 4, 2024	City Council Meeting - 7:00 p.m.
December 2, 2024	Urban Renewal Agency Meeting – 7:00 p.m.
December 2, 2024	City Council Meeting - 7:15 p.m.

Note: All regular City Council meetings are preceded by a 6:00 p.m. work session

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 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



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 023-010
Agenda of December 4, 2023
RE: Advisory Committee
Appointment

ISSUE:

Shall the Urban Renewal District Agency appoint members to 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 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.

AGENCY ALTERNATIVES:

1. Appoint citizen members 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

THE UNIVERSITY OF CHICAGO

THE UNIVERSITY OF CHICAGO
1100 SOUTH EAST ASIAN BLVD.
CHICAGO, ILL. 60607

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1100 SOUTH EAST ASIAN BLVD.
CHICAGO, ILL. 60607

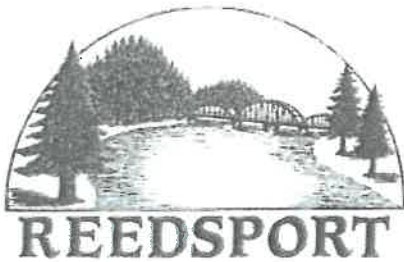
THE UNIVERSITY OF CHICAGO
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NOV 07 2023

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: Donna L. TrainAddress: 193 Thornton Oak Lane, ReedsportHome Phone: 541-271-5317 Work Phone: _____E-Mail Address: donnachooch@yahoo.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.....(4 year term appointed by Council)
- ☐ Traffic Safety Advisory Committee.....(3 year term, 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:

Born here - went to college
 moved back

1) I have been a qualified resident since: _____ (Month) 1985 (Year)

Please use previous
 application for
 consideration.

Thank you
 Donna

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

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

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

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

Name: _____ Phone #: _____

Name: _____ Phone #: _____

Name: _____ Phone #: _____

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).

Signature

Date

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

PRESENT: Mayor Linda McCollum
Councilors Chuck Miller, Allen Teitzel, Rich Patten, and Rob Wright (Councilor Debby Turner joined via zoom)
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, Matt Bell (Mike Baker, Hailey Sheldon, and Thomas Guevara joined via zoom)

WORK SESSION: Mayor McCollum opened the work session at 6:45 P.M.

A. Update: Presentation by Kittelson & Associates – Reedsport Rail Crossing Study

City Manager Deanna Schafer introduced Matt Bell who presented an update of the Reedsport Rail Crossing Study by Kittelson and Associates.

1. Alternatives Analysis:
 - At-grade rail crossings
 - Grade-separated rail crossings
 - Rail line upgrades
 - Elevated rail line
 - Intersection treatments
2. Most Promising Alternatives:
 - Improvement Package 1 -
 - 1C: Four Quadrant Gated Rail Crossing on Winchester
 - 2A: OR 38 Rail Overcrossing with Retaining Walls
 - Improvement Package 2 -
 - 4A: Elevated Rail Line
3. Preferred Improvements:
 - City Council and Planning Commission Briefing
 - Acknowledged benefits of Improvement Package I
 - Outstanding Issues and Feedback:
 - Visual impacts of structures
 - Local roadway and driveway tie-ins
 - Local ped, bike, and transit enhancements
 - Stormwater
 - Title VI impacts
 - Potential NEPA 4F impacts
 - OR 38/US 101 intersection operations

- Refined cost estimates
- Preferred Improvement Package – Package 1
 - Refinements to Package 1
 - Add 1C1: US 101 NB Dynamic Train Activity Warning Sign
 - Remove 5A: OR 38/US 101 East-West Split Phasing
- Environmental Review – Potential Impacts
 - Areas to Explore further during NEPA
 - Wetlands and waterbodies, threatened and endangered species, critical habitat, noise impacts, air quality impacts, archaeological resources, construction staging, hazardous materials
 - Anticipated NEPA Classification
 - Documented Categorical Exclusion
- Preferred Alternative Recommendation
 - Alternative 1C – Four-Quadrant Gated Rail Crossing on Winchester Avenue
 - Alternative 1C1 – US 101 NB Train Activity Warning for Train Crossings at Winchester Avenue
 - Alternative 2A1 – OR 38 Rail Overcrossing with Retaining Walls
- Pedestrian and Bicycle Refinements
- Transit Enhancements
- Potential Stormwater Impacts
- Refined Cost Opinion
 - Potential right-of-way needs
 - 40% contingency and considerations for design
 - Design considerations
 - \$18.1M to \$22.2M

4. Next Steps

- Refine cost estimates
 - Contingencies for right-of-way acquisition, environmental mitigation, temporary mitigation during construction, construction of bicycle and pedestrian facilities, and inflation
- Refine project sheets
 - Incorporate Project 1C1: US 101 NB Train Activity Warning Sign into additional considerations for Project 1C: Four Quadrant Gates Rail Crossing on Winchester Avenue
- Prepare Amendments and Implementing Measures
 - Preferred Improvement Package
 - Pedestrian and Bicycle Facility Enhancements
 - US 101 Refinement Plan
- Prepare Draft Rail Crossing Refinement Plan
- PAC Meeting #4 (January 25th, at 3:00 PM)
- Open House (February 1st, at 6 PM)

Mayor McCollum adjourned the meeting at 7:15 P.M.

Linda McCollum, Mayor

ATTEST:

Deanna Schafer, City Recorder

MINUTES OF THE REEDSPORT CITY COUNCIL
NOVEMBER 6, 2023 AT 7:00 P.M. CITY COUNCIL SESSION VIA ZOOM & IN
PERSON

PRESENT:

Mayor Linda McCollum

Councilors Chuck Miller, Allen Teitzel, Rich Patten, Rob Wright. (Councilor Debby Turner joined via zoom.)

Student Councilor Hayden Adams

City Manager Deanna Schafer

City Attorney Melissa Cribbins

OTHERS PRESENT:

Dep. City Recorder Christina Crockett, Public Works Director Kim Clardy, Finance Director Michelle Fraley, Police Chief John Carter, Fire Chief Tom Anderson, Cindy Davis Wegner, Joann Patten, Tom Beck, Kathi Wall-Meyer, Valerie Lavallee

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

A. Oath of Office Council Member Position #1 Robert Wright.

Interim City Attorney Melissa Cribbins commenced the Oath of Office for newly appointed Councilor Position #1 Robert Wright

B. Swearing in of Police Lieutenant William Cutshall

Madam Mayor commenced the Oath of Office for newly appointed Lieutenant William Cutshall of the Reedsport Police Department.

C. Proclamation for Veteran's Remembrance Day

Councilor Rob Wright read a proclamation recognizing November 11, 2023 as Veteran's Remembrance Day, on behalf of Mayor Linda McCollum.

4. APPROVAL OF THE AMENDED AGENDA

Councilor Miller motioned to approve the Agenda.

Councilor Wright 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)

City Manager Deanna Schafer stated that there were several sets of minutes that were handed out at the beginning of the meeting that did not make it into the packet. At this time, Councilors began to review minutes.

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 August 7, 2023.
- B. Approve minutes of the regular session of August 7, 2023.
- C. Approve minutes of the work session of August 28, 2023.
- D. Approve minutes of the regular session of August 28, 2023.
- E. Approve minutes of the work session of October 2, 2023.
- F. Approve minutes of the regular session of October 2, 2023.
- G. Ratify the emergency authorization for the expenditure of funds for a wastewater repair pursuant to ORS 279A.010.

The mainline that conveys all of the City of Reedsport's wastewater to the wastewater plant is showing deterioration and has a section of pipe that is failing; this is causing infiltration and inflow. The Wastewater department reached out to West Coast CIPP Supply, the contractor who performed our sewer lining this last summer and they had given us a quote of \$59,875 to line the pipe in an emergency situation. Under ORS 279 this repair would fall under

an emergency and only one bid would be required. The contractor was readily available and completed the emergency repair.

Staff is asking for \$65,000 so that we will have enough to cover contingencies should they arise. This will be funded out of the wastewater budget (004) capital improvements.

***Authorize the emergency expenditure of funds for a wastewater repair pursuant to ORS 279A.010.**

H. Motion to approve the Consent Agenda.

Councilor Patten motioned to approve the Consent Agenda.

Councilor Teitzel 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 Ordinance 2023-1205, to adopt the May 24, 2023 Reedsport Economic Opportunities and Housing Needs Analysis by FCS Group? (Council Letter 23-076)~~

B. Shall the City Council adopt Resolution 2023-017 authorizing a supplemental budget and budget revisions to the 2023-24 FY budget?

Finance Director Michelle Fraley stated that a resolution has been drafted which provides for unforeseen changes in the form of a supplemental budget and budget revisions to the 2023-24 fiscal year budget.

According to ORS 294.471 a local government may prepare a supplemental budget if a condition that was not known at the time of the budget requires a change in financial planning. The following information is provided regarding the recommended adjustments. These adjustments were not known at the time of adopting the FY 2023-24 budget.

None of the recommended adjustments increase the property tax levy.

Budget Change for Fund 004 Wastewater Utility Fund

Wastewater System Improvements	\$+65,000
Contingency	\$(65,000)

The City has discovered a mainline sewer issue which conveys all the City's wastewater to the plant. This pipe is failing and is need of emergency repair. Due to this being an emergency repair and not a budgeted repair we are transferring from contingency to wastewater systems improvements for the unexpected expense.

There is no fiscal impact, we are merely moving funds from one line item to another.

Councilor Teitzel motioned to adopt Resolution 2023-017 authorizing a supplemental budget and budget revisions to the 2023-24 FY budget.

Councilor Miller seconded the motion.

MOTION:

that the City Council to adopt Resolution 2023-017 authorizing a supplemental budget and budget revisions to the 2023-24 FY budget..

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 authorize the purchase of the ozone generator for the water treatment plant?

Public Works Director Kim Clardy stated that back in January of 2023 city staff asked the Council for approval to rent an ozone generator and also the purchase of the ozone generator should staff find out that the Ozone was effective. The rental of the generator was put into place in August of 2023, until the end of October. Since this time staff and the Sound Water Services Crew (Ozone Company) have learned some things that were originally quoted are either not needed now or need to be different. Originally the purchase approval dollar amount was \$80,470.00, with the change in design and the cost of equipment going up the dollar amount has changed to \$106,000. We will be getting a refund of \$8000 applied to the purchase for half the

rental, which makes the purchase price \$98,000. City staff is asking for \$110,000 for contingency.

The ozone generator will be funded out of the water capitol (003)

Councilor Teitzel motioned to authorize the purchase of the ozone generator for the water treatment plant.

Councilor Turner seconded the motion.

MOTION:

that the City Council authorize the purchase of the ozone generator for the water treatment plant.

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 authorize the expenditure of funds for a variable frequency drive (VFD) under the emergency ORS 279A.010 for 7th Street storm water pump station?

Public Works Director Kim Clardy stated that the 7th Street stormwater pump station suffered a failure with one of the VFDs, which caused the pump station to not operate. City Staff was under the impression that it would be under warranty and there would be no cost associated with the repair. City staff learned that it was no longer under warranty and that the cost was over the allowed \$10,000 for three separate bids. Reese Electric was the original electrical contractor when the pump station was built in 2021 so they were called to repair the VFD under the assumption that it was still under warranty. 7th Street pump station is a vital part of the stormwater system and cannot be inoperative for any given amount of time. Under ORS 279 this repair would fall under an emergency and only one bid would be required.

Staff is asking for \$12,875 from stormwater fund (005) to pay for the invoice for the VFD to Reese Electric.

Councilor Teitzel motioned that the City Council authorize the expenditure of funds for a variable frequency drive (VFD) under the emergency ORS 279A.010 for 7th Street storm water pump station.

Councilor Miller seconded the motion.

MOTION:

that the City Council authorize the expenditure of funds for a variable frequency drive (VFD) under the emergency ORS 279A.010 for 7th Street storm water pump station.

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. City Manager Deanna Schafer stated that the Fire Station seismic construction should be complete by December 31st.
2. Schafer announced the annual city staff Thanksgiving potluck would take place on Thursday November 17, 2023 from 12:00 pm to 1:00 pm.
3. Schafer announced that the Holiday Arts Festival is on December 1 and 2, 2023.
4. Schafer announced the Umpqua Discovery Center Community Free Day is on December 2, 2023 10:00 am to 4:00 pm.
5. Schafer stated that the Forrest Hills Pump Station is moving along.
6. Schafer stated that there have been some changes to the Fire Station 7 seismic construction due to asbestos. Chief Carter replied that they have begun the abatement on the asbestos.
7. Schafer stated that the emergency repair on the wastewater line went well.
8. Schafer stated that the city was selected for the cops grant.
9. Police Chief John Carter stated that Officer Zane Mitchell completed the academic portion of the Academy.
10. City Attorney Melissa Cribbins spoke about recreational immunity and that the recommendation is for cities to take inventory of unimproved trails and post signs accordingly.

Mayor McCollum adjourned the meeting at 8:00 P.M.

Linda McCollum, Mayor

ATTEST:

Deanna Schafer, City Recorder



CITY of REEDSPORT

451 Winchester Avenue
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Phone (541) 271-3603
Fax (541) 271-2809

Honorable Mayor and
Members of the City Council
Reedsport, Oregon

Council Letter 023-080
Agenda of December 4, 2023
RE: 2024 Meeting Schedule

ISSUE:

Shall the City Council adopt a meeting schedule for City Council meetings for the 2024 calendar year?

BACKGROUND:

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

ALTERNATIVES:

- *1. Adopt a 2024 Calendar for City Council meeting dates.**
2. Amend and then adopt a 2023 Calendar of City Council meeting dates.
3. Decline to adopt a 2023 Calendar of City Council meeting dates.

Christina Crockett
Dep. City Recorder

(1) (2) (3) (4) (5) (6) (7) (8) (9) (10)

(11) (12) (13) (14) (15) (16) (17) (18) (19) (20)

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(111) (112) (113) (114) (115) (116) (117) (118) (119) (120)

CITY COUNCIL, URBAN RENEWAL & BUDGET COMMITTEE

MEETING SCHEDULE 2024

Meeting Date	Type of Meeting
January 8, 2024	Urban Renewal Agency Meeting 7:00 p.m.
January 8, 2024	City Council Meeting - 7:15 p.m.
February 5, 2024	Urban Renewal Quarterly Budget Committee Meeting - 6:00 p.m.
February 5, 2024	Quarterly Budget Committee Meeting - 6:15 p.m.
February 5, 2024	City Council Meeting – 7:00 p.m.
March 4, 2024	City Council Meeting – 7:00 p.m.
April 1, 2024	City Council Meeting - 7:00 p.m.
May 6, 2024	City Council Meeting – 7:00 p.m.
May 20, 2024	Urban Renewal Budget Committee – 6:00 p.m.
May 20, 2024	Budget Committee Meeting – 6:15 p.m.
<i>May 27, 2024</i>	<i>Budget Committee Meeting – 6:00 p.m. (optional)</i>
June 3, 2024	Urban Renewal Agency Meeting – 7:00 p.m.
June 3, 2024	City Council Meeting - 7:15 p.m.
June 17, 2024	City Council Meeting – 7:00 p.m. (Optional)
July 1, 2024	City Council Meeting - 7:00 p.m.
August 5, 2024	City Council Meeting - 7:00 p.m.
August 26, 2024	City Council Meeting - 7:00 p.m.
October 7, 2024	City Council Meeting - 7:00 p.m.
November 4, 2024	Urban Renewal Quarterly Budget Committee Meeting - 6:00 p.m.
November 4, 2024	Quarterly Budget Committee Meeting – 6:15 p.m.
November 4, 2024	City Council Meeting - 7:00 p.m.
December 2, 2024	Urban Renewal Agency Meeting – 7:00 p.m.
December 2, 2024	City Council Meeting - 7:15 p.m.

Note: All regular City Council meetings are preceded by a 6:00 p.m. work session

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				
	Budget	Actual		
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

CITY OF REEDSPORT CASH BALANCE SHEET - SEPTEMBER 2023

CASH ON DEPOSIT	
FIRST COMM. CREDIT UNION	
UDC Gift Shop	\$ 249,639.23
Municipal Court	\$ 31,605.75
UMPQUA BANK	
Accounts Payable #25-0507709	\$ 175,056.12
Umpqua Bank Certificate of deposit	\$ 1,062,839.61
STATE OF OREGON	
Local Government Investment Pool	\$4,660,818.39
Library	\$ -
FIRST INTERSTATE BANK	
Money Market	\$557,258.13
Savings Account - K9 Fund	\$ -
PETTY CASH	\$150.00
TOTAL CASH BALANCE	\$6,737,367.23

Interest Rate on savings 09.30.2019	Rate	Securities Amount	Maturity Date
First Int. Bank Money Market	0.15%	\$557,258.13	11/15/2024
Local Government Investment Pool	4.80%	\$4,660,818.39	open
Umpqua Bank Certificate of Deposit	0.11%	\$1,062,839.61	12/20/2023
Total		\$5,218,076.52	
Average yield of City Investments	1.69%		



CITY OF REEDSPORT

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Fax (541) 271-2809

Honorable Mayor and
Members of the City Council
Reedsport, Oregon

Council Letter 023-081
Agenda of December, 2023
RE: SDC Partial Moratorium

ISSUE:

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?

BACKGROUND:

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, 2025. The ordinance will be evaluated on July 1, 2024 and may be terminated or extended by a majority vote of the Council.

FISCAL IMPACT:

The fiscal impact is unknown.

ALTERNATIVES:

1. Adopt ordinance 2023-1205 amending the collection of utilities SDC's to include SDC's assessed as part of a public project.
2. Modify and then adopt ordinance 2023-1205 amending the collection of utilities SDC's to include SDC's assessed as part of a public project.
3. Decline to adopt an ordinance amending the collection of utilities SDC's to include SDC's assessed as part of a public project.
4. Table the issue and direct staff to conduct additional research.

RECOMMENDATION:

Staff recommends alternative #1.

Deanna Schafer
City Manager

ORDINANCE 2023-1205

AN ORDINANCE AMENDING THE SUSPENSION OF UTILITIES SYSTEM DEVELOPMENT CHARGES FOR DEVELOPMENT OTHER THAN PUBLIC PROJECTS.

WHEREAS, the City of Reedsport, in accordance with ORS 223.297 to 223.314, assesses system development charges ("SDCs") on commercial, industrial and residential developments to fund a portion of the cost of public improvements to sewer, water and storm drainage systems, and

WHEREAS, in a time of economic recovery, it is the City Council's desire to stimulate economic development and to create new permanent jobs by offering investors incentive to invest in the Reedsport area while addressing ongoing concerns to the City's aging infrastructure, and

NOW, THEREFORE, the City of Reedsport ordains as follows:

Section 1. The City of Reedsport shall waive 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 to December 31, 2024.

Section 2. In order to qualify for a waiver of SDCs under Section 1 of this Ordinance, a proposed commercial, industrial or residential development must submit a complete application to the City between January 1, 2024 and December 31, 2024 by 11:59 pm.

Section 3. A waiver granted under Section 1 of this Ordinance is void and the SDC's shall be immediately due and owing if construction of the approved development is not substantially commenced within 180 (calendar) days from the date the construction permit is issued by the building official.

Section 4. The City Manager is authorized to take such action as necessary to implement and administer this Ordinance.

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

PASSED BY THE CITY COUNCIL this 4th day of December 2023.

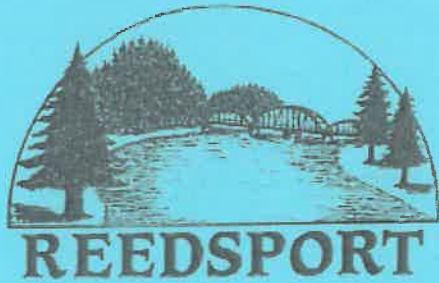
AYES _____ NAYS _____

APPROVED BY THE MAYOR this 4th day of December 2023.

Linda McCollum, Mayor

ATTEST:

Deanna Schafer, City Manager



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 023-082
Agenda of December 4, 2023
Re: Ordinance 2023-1206

ISSUE:

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

BACKGROUND:

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.

FISCAL IMPACT:

There is an unknown fiscal impact.

COUNCIL ALTERNATIVES:

1. Adopt Ordinance 2023-1206, to adopt the May 24, 2023 *Reedsport Economic Opportunities and Housing Needs Analysis* by FCS Group?
2. Decline to adopt Ordinance 2023-1206, to adopt the May 24, 2023 *Reedsport Economic Opportunities and Housing Needs Analysis* by FCS Group?
3. Table the issue and hold the record open at the next regularly scheduled City Council meeting January 8, 2024 at 7:00 pm.

RECOMMENDATION:

Staff is recommending alternative #1.

Hailey Sheldon
Contract Planning Director

ATTACHMENTS:

1. May 24, 2023 *Reedsport Economic Opportunities and Housing Needs Analysis*
by FCS Group
2. Planning File 23-014 Staff Report
3. Ordinance 2023-1206

STAFF REPORT

TO: City of Reedsport Planning Commission
FROM: City of Reedsport Planning Department
RE: Planning File 23-021: Adoption of May 24, 2023 *Economic Opportunities and Housing Needs Analysis* by FCS Group.
DATE: October 19, 2023

PROPOSAL SUMMARY

The City of Reedsport Planning Commission is to consider whether to recommend the City Council adopt the May 24, 2023 *Economic Opportunities and Housing Needs Analysis* by FCS Group (Exhibit 1). 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 November 21, 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.

NOTICE & PUBLIC COMMENT

Public Notice: Notice of the pending land use decision and public meetings was published in the World Newspaper on September 20, 2023, 35 days prior to the October 24th Planning Commission meeting. (RMC 10.100.040.C)

Agency Notice: Notice of the pending land use decision and public meeting was by emailed to the following agencies on October 4, 2023, 20 days prior to the October 24th Planning Commission hearing: Reedsport Building Inspector (NW Code Pros), City of Reedsport Public Works, City of Reedsport Fire Department, Oregon Fire Marshal, Douglas County Planning Department, Douglas County Environmental Health, Douglas County Land Department, ODOT, Oregon Department of Forestry, Central Lincoln, and Charter Communications.

Notice was provided to the Department of Land Conservation and Development via the PAPA website on September 20, 2023, 35 days prior to the October 24th Planning Commission meeting. (RMC 10.100.040.A)

Workshops & Work Sessions: On August 15, 2023, the Reedsport City Council and Planning Commission held a joint work session, to consider the findings of the *Economic Opportunities and Housing Needs Analysis*. Notice of the work session was published online and sent to the media (World Newspaper, KJMX, KCBY, KDOC, KMTER, KEZI)

BACKGROUND & NOTES

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 thereafter.

Should the City adopt the 2023 HNA, BLI, and EOA, staff will then incorporate the findings of the analysis into the text of our Comprehensive Plan, and bring those proposed amendments to the Planning Commission and City Council for review. These future text amendments will be noticed following the procedure for a legislative amendment (just as this proposed adoption of the 2023 HNA, BLI, and EOA was). The 2009 HNA, BLI, and EOA will not be stricken from Reedsport's library of strategic plans and analyses; they will remain as historic documents for reference.

STAFF RECOMMENDATION

At this time, staff recommends that the Planning Commission recommend to the City Council they adopt the May 24, 2023 *Economic Opportunities and Housing Needs Analysis* by FCS Group.

EXHIBITS

1. May 24, 2023 *Economic Opportunities and Housing Needs Analysis* by FCS Group



City of Reedsport

Economic Opportunities and Housing Needs Analysis

DRAFT REPORT

May 24, 2023

This project was made possible
through a funding grant provided by
the Oregon Department of Land
Conservation and Development

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I. INTRODUCTION

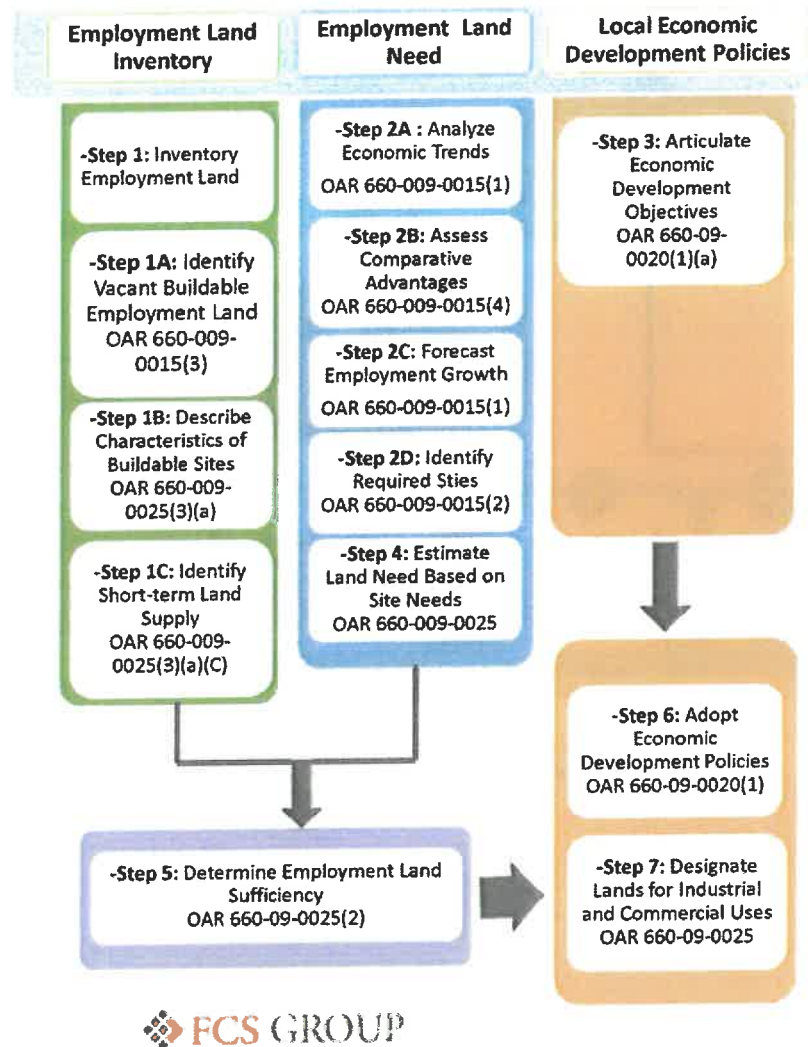
This report includes a Buildable Lands Inventory (BLI), Housing Needs Analysis (HNA), and Economic Opportunities Analysis (EOA): comparing the available land inside Reedsport's Urban Growth Boundary (UGB) to available data regarding local housing and employment trends - to project the demand for land in Reedsport in relation to existing land supply. These analyses may be used to inform policy changes aimed at bringing the land supply in line with the projected demand for that land. If adopted, this report will replace the 2009 Reedsport EOA, HNA, and BLI, and the Reedsport Comprehensive Plan will be amended to reflect these 2023 analyses.

METHODOLOGY AND APPROACH

EOA Methodology

The methodology used to develop the EOA is illustrated in **Exhibit 1**. This 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).

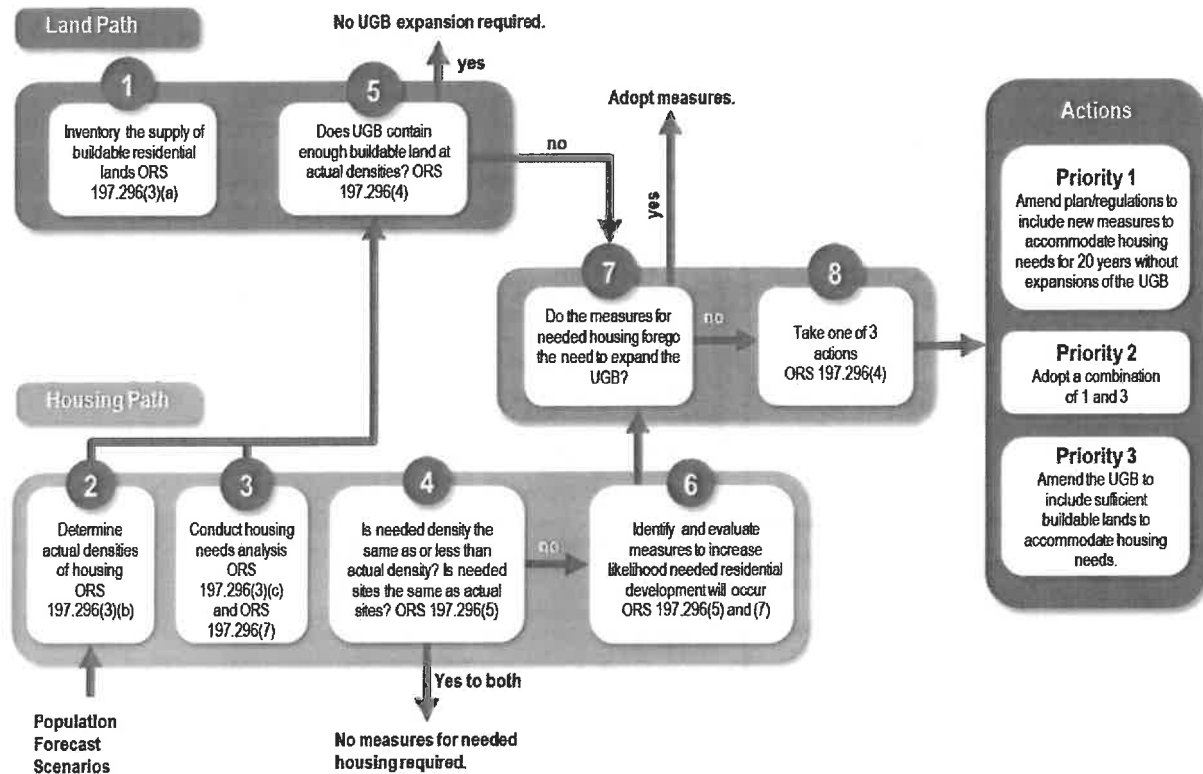
Exhibit 1: Reedsport EOA Methodology and Approach



HNA Methodology

The methodology used to develop the HNA is illustrated in **Exhibit 2**. This approach is consistent with the DLCD Goal 10 administrative rule, the supporting statutes, as well as guidance provided per the DLCD guidebook titled: Planning for Residential Growth (1997).

Exhibit 2: Reedsport HNA Methodology and Approach



II. HOUSING NEEDS ANALYSIS

This section forecasts housing and employment growth over the next 20 years, within the Reedsport Urban Growth Boundary.

DEMOGRAPHIC AND SOCIO-ECONOMICS

Population

In 2022, the City of Reedsport's population was 4,324 (July 1 estimate by Portland State University Population Research Center). The City's population growth has remained relatively flat over the past two decades, but has seen an uptick since 2010 (**Exhibit 2**).

Exhibit 2: Population Trends (2000-2022)

	2000	2010	2022	2000-2022 AGR
Douglas County	100,399	107,667	111,716	0.49%
City of Reedsport	4,378	4,154	4,324	-0.06%

Source: Population Research Center, Portland State University, April 15, 2020

Note: AGR stands for Annual Growth Rate

PSU forecasts forty-four net new residents will be added to the Reedsport Urban Growth Boundary (UGB) over the next 20 years (see **Exhibit 3**).

Exhibit 3: Population Projections (2023-2043): Douglas County and Reedsport UGB

	2023	2043	2023-2043 Change	AGR
Douglas County	111,717	116,147	4,430	0.19%
Reedsport UGB	4,480	4,524	44	0.05%

Sources: Population Research Center, Portland State University

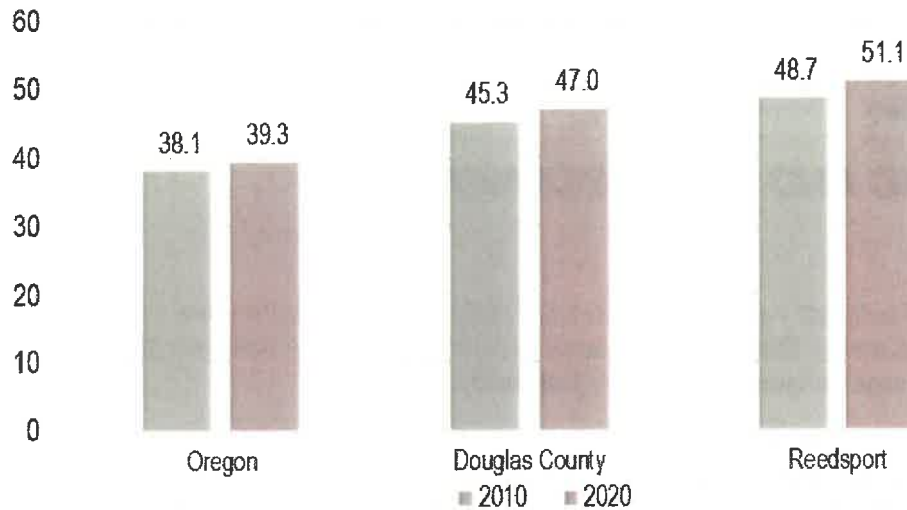
Note: AGR stands for Annual Growth Rate

Socio-economic Characteristics

A key reason for Reedsport's slow population growth is the median age of residents (high median age means fewer families in Reedsport). The median age of local residents in Reedsport (51.1) is above Douglas County (47) and the statewide median (39.3) (**Exhibit 4**). Note also Reedsport's median age has been increasing over the last decade.

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

Median Age, 2010 and 2020

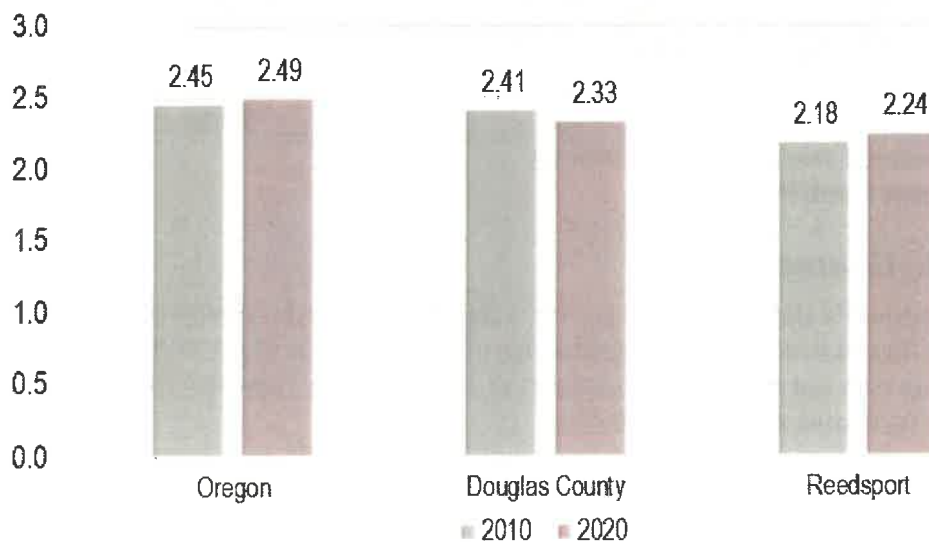


Source: U.S. Census Bureau: American Community Survey 5-Year Estimates (Table B01002)

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 (**Exhibit 5**).

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 (Table B01002)

ECONOMIC OVERVIEW

Local Employment Trends

Jobs and payroll have both shown positive gains in the City of Reedsport, since 2015. Total estimated 2022 employment stands at 1,174, up from 1,098 in 2015 (an increase of 74 new jobs between 2022 and 2015). As shown in **Exhibit 6**, most job gains have been in the services sector, which includes health care (e.g., clinics, hospital, doctors), business services (e.g., accounting and law firms) and personal services (e.g., salons and day care centers).

For comparison: more recent Oregon Employment Department data indicates that total non-farm employment within Douglas County increased by approximately 10 jobs between July 2021 and July 2022.

Exhibit 6: Annual Employment Estimates, City of Reedsport, 2015 -2022¹

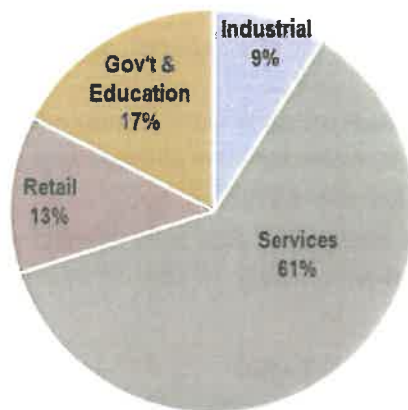
Sector	2005	2010	2015	2019	2022 est.
Industrial	274	214	237	103	106
Services	684	643	581	676	716
Retail	145	110	130	144	148
Govt & Education	189	187	150	197	204
Total	1,292	1,154	1,098	1,120	1,174

U.S. Census On the Map data 2005-2019, extrapolated to 2022.

As indicated in **Exhibit 7**, the current mix of employment within the City of Reedsport is dominated by services (61%) followed by government/education (17%), retail (13%) and industrial jobs (9%).

¹ Industrial employers include manufacturing, construction, warehousing, transportation, wholesale. Services include professional and technical services, information, finance and insurance, real estate, educational services, health care, accommodations and food services, retail includes retail trade. Government & Education includes public administration.

Exhibit 7: Employment by Sector within Reedsport, 2022 est.



The top employers in Reedsport include health care (Lower Umpqua Hospital), government (Douglas County, local schools, City of Reedsport), assisted living facilities (Aidan Senior Living At Reedsport), and several commercial establishments (**Exhibit 8**).

Exhibit 8: Top Employers in Reedsport Area

	Emp. Range
Dons Diner Inc	10-25
Aidan Senior Living At Reedsport	10-25
Bedrock's Pizzeria, Chowder House	10-25
Reedsport Community Charter School	25-50
City of Reedsport	25-50
McDonald's	25-50
Mckay's Market	25-50
Highland Elementary School	25-50
Safeway Stores, Inc.	25-50
Douglas County	50-100
Lower Umpqua Hospital	100-250

Source: Oregon Employment Department QCEW Data

Note: Data represents employment in 2020

As shown in **Exhibit 9**, nearly two out of three jobs located within the Reedsport city limits are filled by workers living outside of the city.

Exhibit 9: Work Commute Inflow/Outflow Characteristics, Reedsport

Workers Living Outside Reedsport	64%
Workers Living in Reedsport	36%

Source: Census on the Map

In 2019, half of the workers that were employed at local establishments within the City limits commuted less than 10 miles to their job. Another 31% of workers commuted between 10 and 50 miles each way to work, and the remaining 19% commuted over 50 miles each way (**Exhibit 10**).

Exhibit 10: Work Commute Inflow/Outflow Characteristics, Reedsport

	Count	Share
Less than 10 Miles	559	50%
10-24 Miles	248	22%
25-50 Miles	105	9%
Greater than 50 Miles	208	19%

Source: Census on the Map

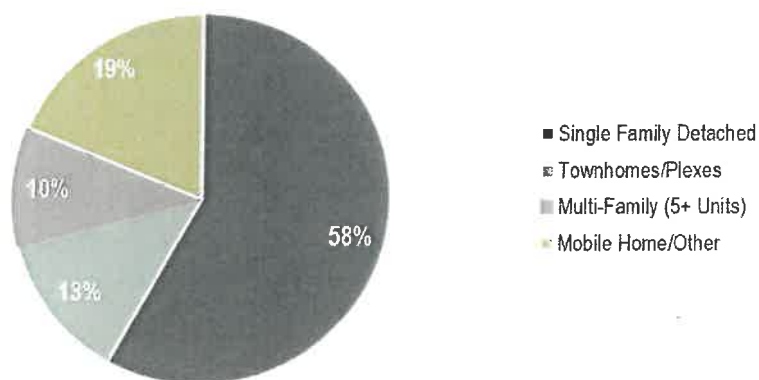
HOUSING CHARACTERISTICS

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 in **Exhibit 11**.

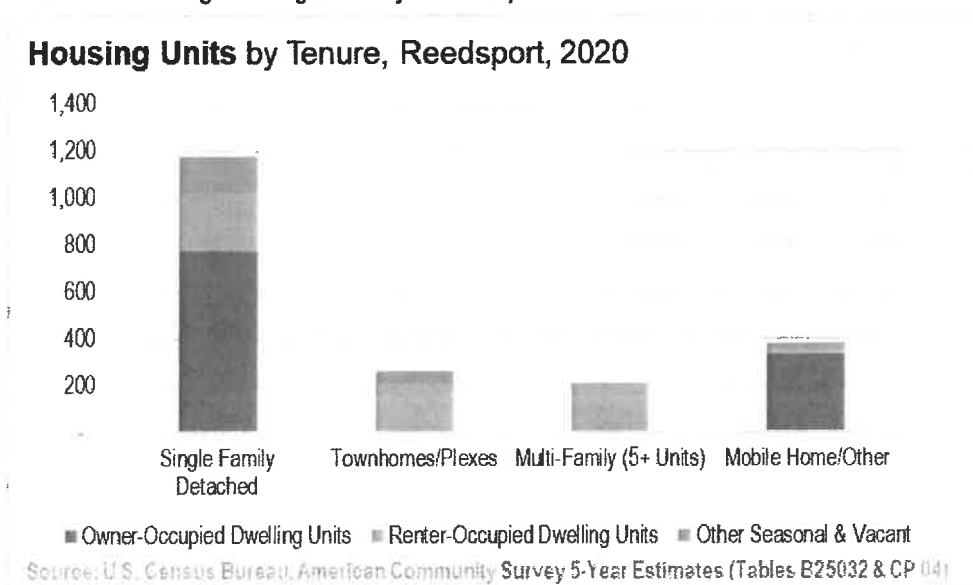
Exhibit 11: Existing Housing Mix and Tenancy, 2020, City of Reedsport

Housing Units by Housing Type, Reedsport, 2020



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 (**Exhibit 12**). 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.

Exhibit 12: Existing Housing Mix: City of Reedsport



Housing Market Characteristics

To evaluate housing affordability and general attainability, FCS GROUP analyzed the median family income (MFI) for the local area (Douglas County) using U.S. Housing and Urban Development (HUD) guidelines. Based on current income levels, a middle-income household earning 80% MFI should be able to afford a monthly housing cost of \$1,192 or less (**Exhibit 13**). The *attainable* rents and housing prices shown in **Exhibit 13** are considered “attainable” if no more than 30% of household income is allocated to housing costs.

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.

Exhibit 14 reflects median home values in Reedsport and surrounding areas. The median home price index for Reedsport (\$315,000) is on par with surrounding areas and has increased nearly 20% annually between June 2020 and 2022.

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.

Exhibit 14: Current Home Value Price Index in Select Markets

	Jun-20	Jun-21	Jun-22	Annual Change %
Reedsport	\$219,000	\$257,000	\$315,000	19.9%
Coquille	\$236,000	\$269,000	\$336,000	19.3%
Coos Bay	\$235,000	\$278,000	\$346,000	21.3%
Myrtle Point	\$221,000	\$253,000	\$317,000	19.8%
Florence	\$209,000	\$246,000	\$300,000	19.8%

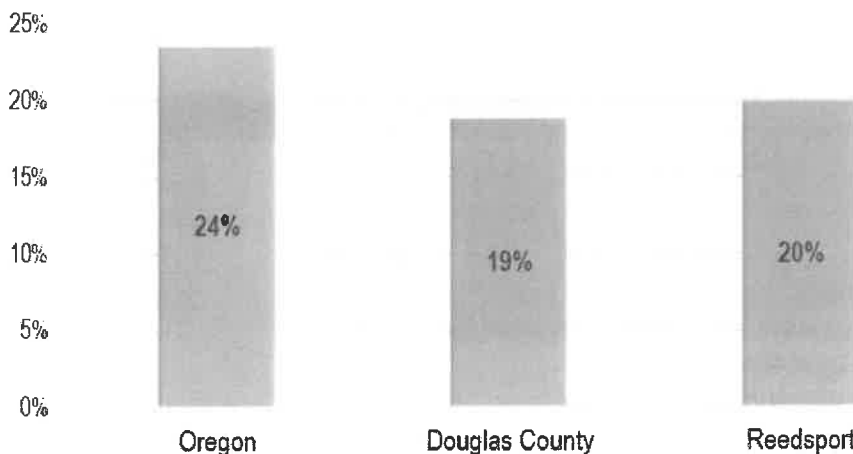
Source: Zillow.com; analysis by FCS 7/29/22

Housing Cost Burdens

HUD defines “severe housing cost burdens” to include households that pay more than 50% of their annual income on housing costs. As shown in **Exhibit 15**, during 2020 approximately 20% of renter households in Reedsport are experiencing severe housing cost burdens. This share is slightly higher than Douglas County (19%) but lower than the statewide average (24%).

Exhibit 15: Severe Housing Cost Burdens: Reedsport, Douglas County and Oregon

Severely Rent-Burdened Households, 2020



Further analysis of the rental housing market indicates that demand exceeds supply for rental apartments in the area, particularly at the upper- and lower-end of the market. **Exhibit 16** illustrates the relative extent of the rental housing gap based on Census estimates for rental rates in comparison to household incomes.

The 2020 inventory of rental housing in Reedsport primarily consisted of 471 units priced at \$500 to \$1,250 per month. There were also 15 rental units that were priced at \$1,251 to \$1,850+, and another 171 units that were renting below \$500 per month.

If we assume 30% of household income are devoted to rents, the number of rental households that can afford the current rentals units (demand) exceeds the supply of rental housing (supply) primarily within the upper- and lower- income categories.

Within the upper-income category (household incomes between \$50,000 to \$75,000) demand exceeds the supply by approximately 210 units.

Market gaps are particularly prevalent for households earning less than \$20,000 (rents less than \$500 per month) with demand exceeding supply by an estimated 103 rental units. Rents in this income range would generally need government assistance to be considered affordable from HUD's perspective.

Because housing market demand is constantly changing and given the limited amount of subsidies required to leverage affordable housing, we would expect that Reedsport could conservatively capture 50% of the market rate rental market gap and 20% of the affordable housing market gap or a total of 126 rental units in the short-term, if adequate land and resources are available. Short-term market imbalances for market rate apartments may increase in the long-term if attainably priced housing is not produced in Reedsport or the surrounding communities.

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

HOUSING NEEDS FORECAST

Baseline Housing Need Forecast

The baseline forecast for Reedsport housing demand takes into account the long-range PSU population growth forecast described earlier. Other "safe harbor" planning assumptions assumes that the current average household size (2.24 people per dwelling), group quarters allocation (1.3%) and vacancy rate (11%) are held constant into the future. As such, the baseline forecast assumes that the current ratio of seasonal-to-permanent housing demand remains constant. These assumptions result in the 20-year forecast of 22 net new dwelling units within the Reedsport UGB by 2043 (see **Exhibit 17**).

Exhibit 17: Baseline Housing Needs Forecast, Reedsport UGB

	2023	2043	Change
Reedsport UGB Population	4,480	4,524	44
Less Group Quarters (1.3%)	60	61	1
Pop in Households	4,419	4,463	43
Avg. Household Size	2.24	2.24	2.24
Households (year round)	1,973	1,992	19
Vacancy and Seasonal Housing Assumption	11%	11%	2
Growth-related Housing Demand (dwelling units)	2,227	2,248	22

This baseline housing forecast is generally consistent with the current mix of housing types in Reedsport discussed previously. The baseline housing need is expected to consist of:

- Single family detached: 13 dwellings (including small lot and standard lot subdivisions);
- Townhomes/plexes/apartments: 5 dwelling units
- Manufactured housing or mobile homes: 4 units

Alternative Housing Forecast

In addition to the baseline housing needs calculation presented above, this growth scenario assumes that the City can also accommodate a portion of the rental housing market gap identified previously. Much of this additional demand would come from workers that are currently in-commuting from long distances and local households that are experiencing severe cost burdens due to an inadequate supply of public housing. This alternative forecast assumes that additional market rate rental housing is provided to accommodate approximately one in four workers that are currently in-commuting from long distances of 100 miles per day.

The projected 20-year housing demand in this scenario equates to 251 housing units plus 7 additional group quarters residents (see **Exhibit 18**).

Exhibit 18: Strategic Housing Needs Forecast, Reedsport UGB

	2023	2043	Change
Reedsport UGB Population	4,480	4,985	505
Less Group Quarters (1.3%)	60	67	7
Pop in Households	4,419	4,918	498
Avg. Household Size	2.24	2.24	2.24
Households (year round)	1,973	2,195	222
Vacancy and Seasonal Housing Assumption	11%	11%	29
Growth-related Housing Demand (dwelling units)	2,227	2,478	251

Source: Previous Tables

Forecasted Housing Needs by Type, Tenancy and Attainability

The strategic housing forecast assumes a larger share of rental units than the baseline scenario to account for the baseline population growth as well a portion of the current market shortfall attributed to the current low long-term rental housing inventory.

As indicated in **Exhibit 19**, the housing need in the strategic growth scenario is expected to consist of:

- Single family detached: 116 dwellings (including small lot and standard lot subdivisions);
- Townhomes/plexes: 59 dwelling units
- Multifamily units (apartments): 52 units
- Manufactured housing units: 24+ units
- Group quarters: 7+ bedrooms

Exhibit 19: Strategic Housing Needs Forecast: Reedsport UGB

Housing Type	Owner-Occupied Dwelling Units	Renter-Occupied Dwelling Units	Seasonal & Vacancy Assumption (Units)	Total Dwelling Units
Single Family Detached	35	62	19	116
Townhomes / Plexes	-	53	6	59
Multi-family (5+ units)	-	52	-	52
Mfg. homes	15	5	3	24
Total	50	172	29	251
Group quarters (pop)				7

Note: housing demand allocated based on U.S. Census, American Community Survey 5-Year Estimates (Tables B25032 and CP04) & previous tables.

This housing needs forecast for Reedsport may be refined during the planning process with input from the City and the public at large.

III. EMPLOYMENT NEEDS ANALYSIS

This section identifies long-term employment opportunities for the Reedsport UGB. The analysis takes into account market trends identified in the prior section as well as alternative growth scenarios.

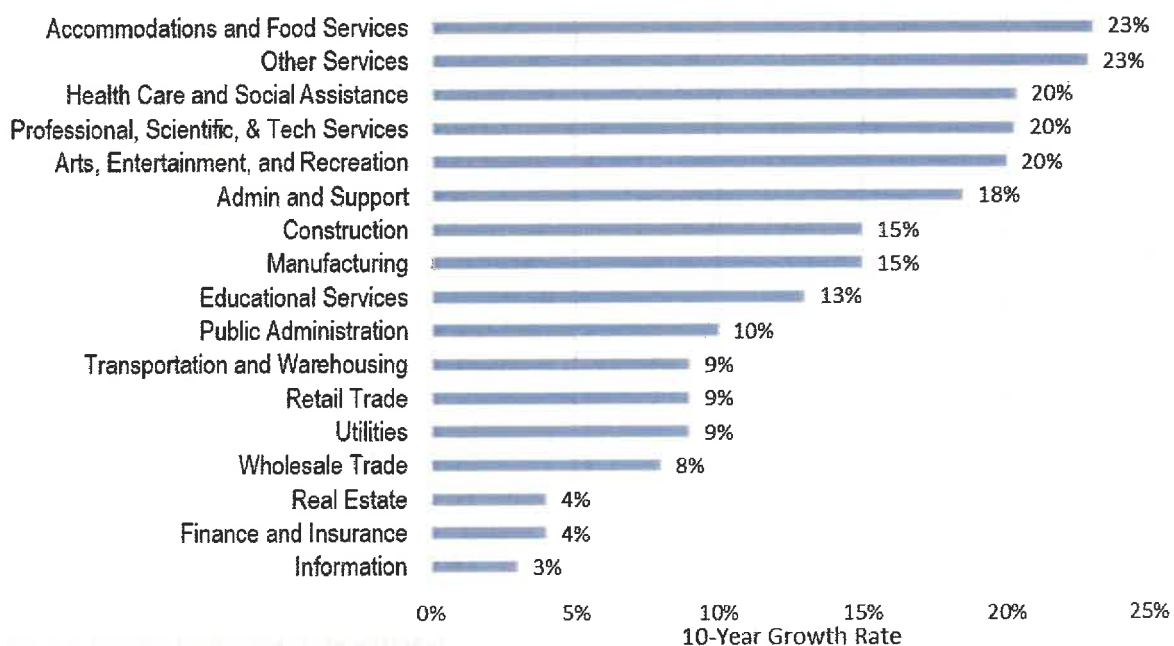
REGIONAL JOB GROWTH FORECAST

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) anticipates the tri-county region will gain 7,380 jobs between 2020 and 2030 (from 71,120 jobs in 2020 to 78,500 jobs by 2030).

As shown in **Exhibit 20**, the fastest job growth is expected to occur in the following industries:

- Accommodations and foods services (i.e., hotels and restaurants)
- Misc. services (i.e., salons, childcare, and auto repair)
- Health Care and Social Assistance
- Professional, Scientific & Technical Services (i.e., accounting, legal, engineering); and
- Arts, Entertainment and Recreation (i.e., arts studio, RV rentals, boat repair).

Exhibit 20: Regional Job Growth Forecast: 2020-2030, Coos, Curry & Douglas Counties

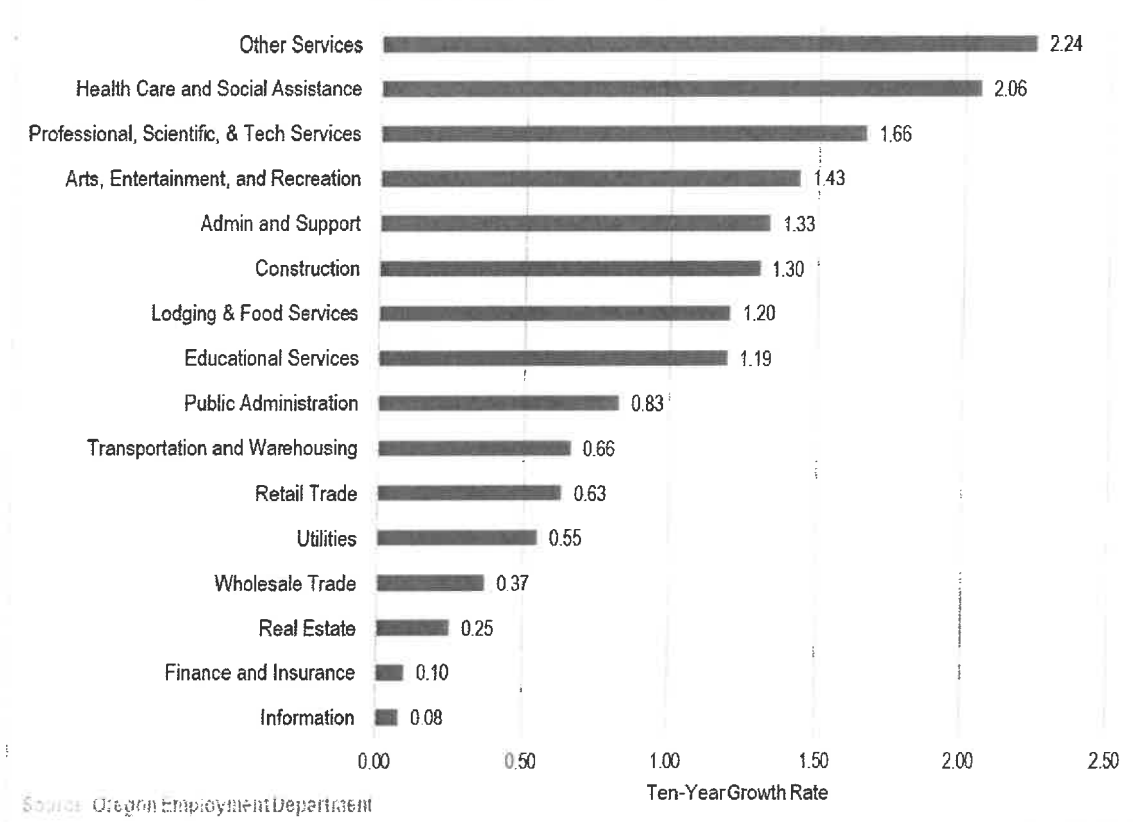


Target Business Sectors

Location quotient (LQ) analysis is a method of determining which business sectors are currently clustered in the local area (using number of jobs at businesses with Reedsport mailing addresses) in comparison to the state average. LQ analysis reveals what makes the local economy “unique” in comparison to a broader geography.

The LQ analysis provided in **Exhibit 21** indicates existing and potential emerging business sectors in Reedsport based on their size (as measured by number of people employed) and average compensation. The LQ identifies uniquely successful industries in Reedsport.

Exhibit 21: Reedsport Area Location Quotients, 2020



EMPLOYMENT GROWTH SCENARIOS

Two employment growth scenarios have been prepared for the Reedsport EOA update.

- **Baseline Employment Forecast Scenario A:** The base case growth scenario (Scenario A) for Reedsport assumes that the average annual rate of job growth and local share of the regional job growth is extrapolated over the 20 year planning time frame.
- **Strategic Employment Forecast Scenario B:** This scenario is consistent with the baseline forecast but also assumes the addition of one large industrial business or two medium size industrial businesses are added within the Reedsport UGB during the next 20 years. This additional business activity is assumed to result in 100 net additional industrial jobs above the baseline scenario.

As shown in **Exhibit 22**, Scenario A is expected to result in 440 net new jobs while Scenario B is forecasted to result in 540 net new jobs over the next 20 years.

The overall buildable land requirements for these two scenarios ranges from 39.9 acres to 55.5 acres.

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.

IV. BUILDABLE LAND INVENTORY

In accordance with OAR 660-008-0005 (2), the buildable land within Reedsport's Urban Growth Boundary (UGB) has been estimated, to determine the amount of land available to meet housing needs. This Buildable Land Inventory (BLI) uses the most current Geographic Information Systems (GIS) data available for the Reedsport UGB.

Buildable Land Inventory Methodology

The objective of the BLI is to determine the amount of developable land available for future residential housing development within the UGB. The steps taken to perform this analysis are as follows:

1. Calculate gross acres by zoning designation; this includes classifying parcels as vacant, partially-vacant, and "development potential."²
2. Calculate gross buildable acres by then subtracting land that is constrained from future development (see below under "Development Constraints" for a description of the land considered constrained).
3. Calculate net buildable acres by then subtracting planned future public facilities such as roads, schools and parks.
4. Determine total net buildable acres by then adding potential redevelopment locations and mixed-use development opportunity areas.

City staff input was provided to provide a level of quality assurance to review output.

The detailed steps used to create the land inventory are described below.

² This step entails "clipping" the tax lots that are bisected by the current UGB to eliminate land outside current UGB from consideration for development at this time.

Land Base

The land base reflects current Reedsport base zone classifications. These zone classifications include properties with split-zoning. All existing zoning combinations are listed below.

Agricultural Resource
Agricultural Resource, Urban Conservation
Agricultural Resource, Urban Conservation, Estuarine Natural
Commercial
Commercial Mixed-Use
Commercial, Multi-Family Residential
Estuarine Development, Water-Dependent Industrial, Estuarine Conservation, Water-Dependent Industrial
Estuarine Natural, Agricultural Resource, Urban Conservation
Estuarine Natural, Urban Conservation
Heavy Industrial
Light Industrial
Multi-Family Residential
Multi-Family Residential, Rural Suburban Residential
Rural Suburban Residential
Rural Suburban Residential, Multi-Family Residential
Rural Suburban Residential, Single Family Residential
Single Family Residential
Urban Conservation
Urban Conservation, Multi-Family Residential
Urban Conservation, Public/Semi Public Land
Urban Conservation, Rural Suburban Residential
Urban Conservation, Rural Suburban Residential, Multi-Family Residential
Urban Conservation, Rural Suburban Residential, Single Family Residential
Urban Conservation, Single Family Residential
Urban Conservation, Single Family Residential, Rural Suburban Residential
Water-Dependent Industrial

These zoning classifications have been grouped into the following general land use categories for analysis purposes.

Commercial & Mixed Use (C-2 & C-1)

Estuarine Development

Heavy Industrial (M-2)

Light Industrial (M-1)

Multi-Family Residential (R-2)

Public/Semi-Public

Low Density Residential (R-A)

Urban Conservation, Undesignated

Reedsport Buildable Land Categories

The next step in the BLI analysis includes classifying each tax lot (parcel) into one of the following categories. In some cases, tax lots had to be split to accompany different plan classifications. Split tax lots are treated as individual and might go into any of the categories described below.

Vacant land: Properties with no structures or have buildings with very little value. For purpose of the BLI, residential lands with improvement value less than \$10,000 are considered vacant. These lands were also subjected to review using satellite imagery via Google Earth; and if the land is in a committed use such as a parking lot, an assessment has been made to determine if it is to be classified as vacant, part vacant or developed.

Partially vacant land: Properties that are occupied by a use (e.g., a home or building structure with value over \$10,000) but have enough land to be subdivided without the need for rezoning. This determination is made using tax assessor records and satellite imagery. For Single Family lots, it is assumed that ¼ acre (10,890 sq. ft.) is retained by each existing home, and the remainder is included in the part vacant land inventory. For non-single family uses aerial imagery was used to determine the size of the unused portion.

Redevelopment Potential: Occupied properties with a higher land value than the on-site structure. Properties must be at least 20,000sqft to be considered of interest for redevelopment.

Developed: Properties unlikely to yield additional residential development for one of two reasons: they possess existing structures at densities that are unlikely to redevelop over the planning period; or they include parcels with zoning categories that do not permit housing development.

Other: Properties which are regarded as unlikely to be developed because they are restricted by existing uses such as: public parks, schools, ballfields, roads and public right-of-way (ROW); common areas held by Homeowners Associations, cemeteries, utilities, marinas, tidelands (PCLSD), and are constrained by more than 85% of its area or have less than 3,000 sqft of developable land. Other includes properties that might be developable but do not allow for residential development.

These tax lot classifications were validated using satellite imagery, street view, and assessor records. Preliminary results were refined based on City staff and public input received during the time of the project.

Development Constraints

The BLI methodology for identifying and removing development constraints is consistent with state guidance on buildable land inventories per OAR 660-008-0005(2) as well as 660-038-0070. By definition, the BLI is intended to include land that is “suitable, available, and necessary for residential uses.” “Buildable Land” includes residential designated land within the UGB, including vacant, part vacant and land that could be redeveloped.

It should be noted that “available” does not mean that the land is presently on the market. It is assumed that such land is expected to come on the market within the 20-year timeframe of this study.

Land is considered to be “suitable for new development” unless it is:

- Severely constrained by natural hazards as determined by the Statewide Planning Goal 7;
- Subject to natural resource protection measures determined under Statewide Planning Goals 5, 6, 15, 16, 17 or 18;
- Has slopes of 25 percent or more;
- Is within the 100-year flood plain; or
- Cannot be provided or served with public facilities

Based on state guidelines and data provided by the City of Reedsport, the following constraints have been deducted from the residential lands inventory.

- Open water of at least one-half acre in size.
- Land within the 100-year floodplains x 50%
- Land with slopes greater than 25%.
- Parks.
- Significant local wetlands (source: Oregon Local Wetland Inventory)

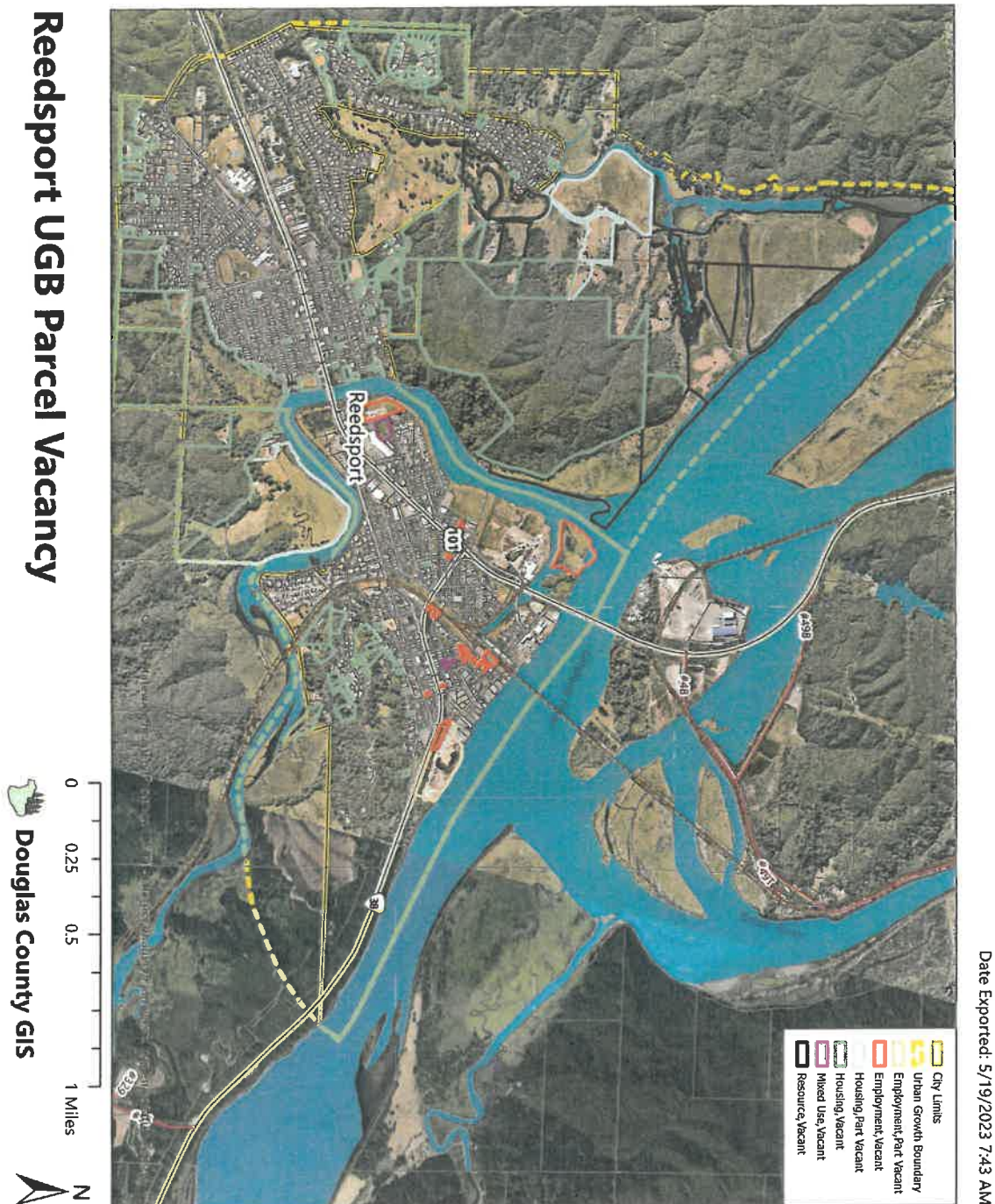
Lots that are constrained by 85% or more are constrained by the above mentioned environmental features are excluded from the BLI. Environmental constraints are not necessarily just in one area of a site. The nature of constraints is to spread throughout a site and cover pieces here and there. Therefore, it is assumed that any lot that is 85% or more constrained is unbuildable.

The current buildable land inventory for residential development in Reedsport is summarized in the following Table (**Exhibit 23**) and Map (**Exhibit 24**).

Exhibit 23: Buildable Land Inventory, Reedsport UGB (Source: analysis by Douglas County GIS staff)

Row Labels	Sum of Total AC		Sum of Slope		Sum of Flood	
	Vacant	Part Vacant	Vacant	Part Vacant	Vacant	Part Vacant
Agricultural Resource	31.5		2.0		28.8	
Agricultural Resource, Urban Conservation	11.8		0.0		12.1	
Agricultural Resource, Urban Conservation, Estuarine Natural	50.1		1.4		46.0	
Commercial	3.5		0.1		3.4	
Commercial Mixed-Use	0.4		0.0		0.4	
Commercial, Multi-Family Residential	1.7		0.0		1.7	
Estuarine Development, Water-Dependent Industrial, Estuarine Conservation, Water-Dependent Industrial	9.6		0.7		9.3	
Estuarine Natural, Agricultural Resource, Urban Conservation	90.6		3.6		81.0	
Estuarine Natural, Urban Conservation	54.6		1.0		42.6	
Heavy Industrial	0.8		0.1		0.7	
Light Industrial	1.4	0.0	0.0	0.0	1.3	0.3
Multi-Family Residential	8.4		3.1		0.1	
Multi-Family Residential, Rural Suburban Residential	0.6		0.3		0.0	
Rural Suburban Residential	66.7		59.0		3.0	
Rural Suburban Residential, Multi-Family Residential	29.4		21.6		0.0	
Rural Suburban Residential, Single Family Residential	1.0		0.9		0.0	
Single Family Residential	92.1	0.2	52.5	0.0	0.8	0.1
Urban Conservation	3.5		0.1		1.7	
Urban Conservation, Multi-Family Residential	0.9		0.7		0.0	
Urban Conservation, Public/Semi Public Land	25.4		2.0		15.0	
Urban Conservation, Rural Suburban Residential	41.8		13.0		22.2	
Urban Conservation, Rural Suburban Residential, Multi-Family Residential	15.6		7.4		0.0	
Urban Conservation, Rural Suburban Residential, Single Family Residential		73.9		19.1		48.9
Urban Conservation, Single Family Residential	17.8	70.3	4.2	7.7	8.3	41.4
Urban Conservation, Single Family Residential, Rural Suburban Residential	291.2		232.9		13.9	
Water-Dependent Industrial	2.3	0.0	1.0	5.6	1.5	0.1
Grand Total	852.6	144.3	407.5	32.4	293.8	90.8

Exhibit 24: Buildable Land Inventory Map Reedsport UGB



V. LAND SUFFICIENCY ANALYSIS

This section compares the future growth forecast for housing and employment needs with the BLI findings described in the prior section.

Housing Land Sufficiency

Exhibit 25 identifies the needed housing types and the amount of net buildable land area required to meet that need.

The land needs takes into account the average density assumptions (dwelling units per acre) based on local experience for each of the general residential land use planning categories listed, to arrive at a total residential land need forecast.

Based on local and regional development density assumptions for these housing types, the residential growth under the alternative housing growth forecast would require approximately 45.1 net buildable acres of land area.

Exhibit 25: Projected 20-year Housing Needs Forecast, Reedsport UGB

Dwelling Type	20-Year Dwelling Unit Demand	Expected Density (gross DU per Ac)	Avg. Development Density (net DU per Ac)	Net Buildable Land Requirement (net acres)
Single Family Detached	116	3 to 6	4.0	29.0
Townhomes / Plexes	59	6 to 12	7.0	8.4
Manufactured homes	24	6 to 12	9.0	2.6
Multifamily (5+ units)	52	14 to 24	12.0	4.4
Group quarters (@1 people per unit)	7	varies	10.0	0.7
Total	258			45.1

Source: interpretation of current zoning code and housing development/market conditions.

Employment Growth Forecast

As described in Section III, two employment growth scenarios have been prepared for the Reedsport EOA update.

Baseline Employment Forecast Scenario A: The base case growth scenario (Scenario A) for Reedsport assumes continued growth in primary employment sectors as has been occurring over the past few years.

Strategic Employment Forecast Scenario B: This scenario is also consistent with the baseline forecast but also assumes the addition of one large industrial business or two medium size industrial businesses are added within the Reedsport UGB over the next 20 years. This additional business activity is assumed to result in 100 net additional industrial jobs above the baseline scenario.

As shown in **Exhibit 26**, Scenario A is expected to result in 440 net new jobs while Scenario B is forecasted to result in 540 net new jobs over the next 20 years. Overall buildable land requirements for these two scenarios ranges from 39.9 acres to 55.5 acres.

Exhibit 26: Employment Land Needs, Reedsport UGB

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
Govt & 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
Govt & 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.

UGB SUFFICIENCY ANALYSIS

As indicated in **Exhibit 27**, the Reedsport UGB includes a total of approximately 2,659 gross acres. Subtracting lands constrained by natural resources and natural hazards, there are an estimated 795 vacant acres and 145 part-vacant acres of land inside the current UGB.

Exhibit 27

Reedsport UGB, Buildable Lands Analysis, 2022	
General Land Use Classification	Gross Acres
Total Buildable Land	2,659
Buildable Developed Land	1,453
Buildable Land Constrained by Existing Use / Existing Development*	302
Part Vacant	145
Vacant	759

*Reflects land classified by Douglas County as either: Improved, Unbuildable, Cemetery, Church, Federal, State, Agricultural Reserve, Estuarine Conservation, Estuarine Natural.

Current city zoning and land use standards allow residential development to occur within all residential and commercial zones. Retail and commercial businesses locate primarily within commercial & mixed-use zones and in light industrial zones. The gross and net buildable land area within each of these general zone classifications is summarized in **Exhibit 28**.

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.

UGB Land Reconciliation Analysis

As shown in **Exhibit 29**, based on the assumptions described herein, these findings indicate that there is residential land surplus within the existing Reedsport UGB of approximately 91.4 net buildable acres. The residential land needs are based on the upper-range of the housing need projections, described as Scenario B: Alternative Housing Growth Scenario.

Reedsport's residential land base is sufficient to address 20-year population and housing growth requirements. Overall, the BLI and HNA findings indicate that the existing amount of vacant, part vacant and redevelopable land within the Reedsport UGB is sufficient to accommodate planned 20-year housing needs under either Scenario A or the more aggressive Scenario B.

Reedsport does not appear to have an adequate supply of employment-zoned land to meet the 20-year job growth. If we assume the lowest-job-growth baseline forecast described as Scenario A, the City will need to identify additional vacant land for commercial and industrial uses. These findings indicate that the City should seek to identify additional land for light industrial (17.9 acres) and additional land for commercial development (10.7 acres) to accommodate future job growth.

The level of additional land that is required to address vacant land needs for businesses may be mitigated in part by relying upon redevelopment opportunities in the City. See Redevelopment Analysis discussion below.

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.

Redevelopment Analysis

In accordance with OAR 660-024-0050, FCS GROUP also considered “redevelopable” employment lands, defined as follows by OAR 660-008-0005(7):

“Redevelopable Land” means land... on which development has already occurred but on which, due to present or expected market forces, there exists the strong likelihood that existing development will be converted to more intensive uses during the [20-year] planning period.”

Given the unpredictable nature of real estate development, the following broad-based methodology was used to estimate redevelopment potential in Reedsport:

- To comply with the redevelopment definition above, the Reedsport buildable land inventory includes an analysis of developed properties which have existing structures and are located within the UGB.
- The redevelopment analysis includes identification of potential land that could be converted to more intensive use during the planning period. The BLI considers potential redevelopable tax lots has having the following characteristics: over one acre of buildable land area; current “assessed land values” are greater than “assessed improvement values.”

As shown in **Exhibit 30**, there are 5 total redevelopment opportunities to pursue in the city, in the commercial and heavy industrial categories. The ability for the city to encourage redevelopment of these 5 tax lots could help to address the projected deficiency in land needed for industrial and commercial/mixed use development.

Exhibit 30: Summary of Redevelopable Land, Reedsport UGB

Land Use	Count	Average
Commercial & Mixed Use	4	7.2
Light Industrial	-	-
Heavy Industrial	1	4.3

Source: Reedsport BLI

VI. FINDINGS AND RECOMMENDATIONS

Future population growth in Reedsport over the next 20 years will result in net new households that will require additional housing and residential land.

Additional economic opportunities and related job growth is also expected over the next 20 years, which will require land for commercial and light-industrial businesses.

KEY FINDINGS

Key findings of the HNA and EOA include:

- The population of Reedsport is forecast to grow between 0.05% and 0.5% per year over the next two decades, adding between 44 and 505 new residents.
- Population growth will require the addition of between 22 and 251 dwelling units over the next 20 years as well as between 1 and 7 group quarters dwellings.
- Reedsport should plan for 440 + jobs over the next 20 years.
- The buildable land within the current UGB is sufficient to accommodate future housing needs, but it is not sufficient to accommodate future employment needs.
- There is expected to be a surplus of residential-designated vacant land inside the Reedsport UGB.
- The City may want to explore redesignating some residential lands to allow employment uses to accommodate up to 11 acres of land needed for commercial and up to 19 acres of land needed for light industrial businesses.
- The City may want to explore incentivizing redevelopment of the employment lands described in the “Redevelopment Analysis” section and Exhibit 30, above.

HOUSING POLICY RECOMMENDATIONS

As part of the HNA process, FCS GROUP reviewed potential housing policies that cities throughout Oregon have implemented to address various housing issues, which are summarized in OAR 660-038-0190(5) measures to accommodate needed housing in the UGB.

As a part of this Housing Needs Analysis process, the consultant team is providing City Staff with a list of policy options intended to increase production of needed housing.

The policy strategies can be separated into seven categories:

- Zoning and Code Changes
- Reduction of Regulatory Impediments
- Financial Incentives
- Financial Resources
- Tax Exemption and Abatement

- Land Acquisition, Lease, and Partnerships
- Custom Options

Note regarding the overall priority of these housing policy recommendations.

The analyses presented herein suggest Reedsport currently has a surplus of residential land and the City is well on our way to meeting the 20-year housing demand projection (need for 116 single family detached dwellings and 111 multifamily attached dwellings). **Therefore, local policies regarding changing housing policies should be a lower overall priority than solving the issues focused on: (a) redevelopment of under-utilized commercial and industrial land; and (b) ensuring the availability of commercial and industrial land.**

These employment lands are particularly important because Reedsport's Alternative Housing Scenario seeks to capture additional demand from long-distance in-commuters that desire to live in attainable housing inside the City (as shown in Exhibit 9, nearly two out of three jobs located within the Reedsport city limits are filled by workers living outside of the City).

HOUSING POLICY CONSIDERATIONS

As a part of the HNA planning process, the consultant team has compiled the following list of best practice housing strategies used in Oregon. The following table provides a summary of actions cities and counties have considered to foster development of a wide variety of housing types, particularly middle housing. *Note that strategies in this list are ordered by category, not by priority.*

Exhibit 31: Housing Policy Considerations

Action Number	Description	Category	Source (if available)
A-1: Limit Single Family Detached Development in Higher-Density Zones	Limit amount of single family detached homes in medium and high density zones. Limitation can be established as a percentage of the total land area or in total dwelling units.	Category A: Zoning and Code Changes	Morrow County HNA, 2017
A-2: Create a Minimum Density Standard	Create a minimum density standard in all residential zones. Example: minimum density standard of at least 70% of maximum density permitted in any residential zone.	Category A: Zoning and Code Changes	Morrow County HNA, 2017
B-1: Reduce Minimum Setbacks and Lot Coverage in Residential Zones	Amend lot characteristic standards, such as 15' front and 5' side and rear setback requirements, maximum lot coverage of 40%. to remove barriers to the development of a wider range of housing.	Category B: Reduce Regulatory Impediments	

Action Number	Description	Category	Source (if available)
B-2: Reduce Minimum Lot Sizes in R-1 Single Family and R-2 Multifamily Zones	Reduce the minimum lot width (60'), minimum area (6,000sf).	Category B: Reduce Regulatory Impediments	
B-3: ADU Development Standards	Change the development standards for accessory dwelling units, including: Changing this standard: A maximum of one (1) accessory dwelling unit is allowed per lot, and no lot or property shall contain more than two (2) dwelling units. (10.72.040.D.) Changing this standard: The maximum floor area of the accessory dwelling shall not exceed seven hundred fifty (750) square feet. (10.72.040.E)	Category B: Reduce Regulatory Impediments	
B-4: Expand Allowance for Single-Room Occupancies	Allow "Boarding house" in R-A Rural Suburban and R-1 Single Family Residential zones. Boarding houses are permitted in the R-2 Multifamily Residential and C-1 Commercial Transitional zones. "Boarding and/or rooming house" means a building where lodging, with or without meals, is provided for compensation, but shall not include homes for the aged, nursing homes or group care homes.)	Category B: Reduce Regulatory Impediments	
B-5: Provide Pre-Approved Designs	Providing a pre-approved set of plans for certain dwelling types and accessory structures (decks, sheds, garages). The plans would provide examples to developers, to help inform building code and planning codes.	Category B: Reduce Regulatory Impediments	
C-1: Incentives to Encourage Developers	Research incentives and funding opportunities which are available to private developers, and create FAQ sheets to inform developers on how to apply for those incentive programs.	Category C: Financial Incentives	
C-2: Identify High-Priority Infrastructure Projects	Identify areas of high priority for improving infrastructure to support new residential development, focusing on opportunities for new development.	Category C: Financial Incentives	

Action Number	Description	Category	Source (if available)
D-1: Ensure CIP Includes Funding Sources	Ensure that the City's Capital Improvement Plan includes funding for infrastructure improvements and maintenance necessary to support residential development.	Category D: Financial Resources	
D-2: General Obligation Bonds for Affordable Housing Development	Following the passage of Measure 102 Oregon cities and counties, can now issue voter approved general obligation bonds to provide direct funding for construction and other capital costs associated with the development and construction of affordable housing.	Category D: Financial Resources	City of Portland
D-3: Create an Affordable Housing Fund	Create affordable housing fund, by considering a construction excise tax/dedication of city bed tax.	Category D: Financial Resources	City of Newport, Hood River, Bend
D-4: Tax Increment Financing (TIF) Set Aside	Create a TIF set-aside for affordable housing development programs within designated Urban Renewal Areas (URAs).	Category D: Financial Resources	City of Portland
E-1: Property Tax Exemptions	Property tax options. Provide limited property tax exemption for low-income housing developments.	Category E: Tax Exemption and Abatement	
E-2: Multifamily Tax Exemptions	Provide multifamily tax exemptions to incentivize the development of higher density housing	Category E: Tax Exemption and Abatement	
E-3: Multiple Unit Property Tax Exemption (MUPTE)	This strategy can be used to incentivize production of multifamily housing with particular features or at particular price points by offering qualifying developments a partial property tax exemption over the course of several years.	Category E: Tax Exemption and Abatement	See Oregon Revised Statute, Chapter 307.600
E-4: Nonprofit Low-Income Rental Housing Exemption	This tool can provide a simplified way for affordable housing owned and operated by a nonprofit or Community Land Trusts to qualify for a property tax exemption.	Category E: Tax Exemption and Abatement	See Oregon Revised Statute, Chapter 307.540
F-1: Monitor Residential Land Supply & Housing Inventory	Develop and implement a system to monitor the supply of residential land every two years. This includes monitoring residential development (through permits) as well as land consumption (e.g., development on vacant or redevelopable lands).	Category F: Land Acquisition, Lease, and Partnerships	

Action Number	Description	Category	Source (if available)
F-2: Develop Partnerships with Nonprofits	Partnering with housing non-profits. A partnership with a housing nonprofit can be established to acquire naturally occurring affordable housing such as foreclosures and expansion of the City's vacant property registration program for housing rehabilitation or purchase.	Category F: Land Acquisition, Lease, and Partnerships	
F-3: Preserve Existing Affordable Housing	Preventing displacement and preserving "naturally occurring" affordable housing (such as mobile home parks) through acquisition by non-profits, low-interest loans/revolving loan fund for preservation.	Category F: Land Acquisition, Lease, and Partnerships	OHCS Mfd Dwelling Parks Program
F-4: Land Banking & Site Assembly	Public purchase of vacant/under-utilized sites or properties in foreclosure. As site assembly occurs over time new housing development opportunities can be created.	Category F: Land Acquisition, Lease, and Partnerships	Metro TOD Program
F-5: Public/Private Partnerships (P3)	Partnerships between government and private developers and/or nonprofits have the potential to leverage financial resources with limited public investment in infrastructure or conveyance of land or development rights.	Category F: Land Acquisition, Lease, and Partnerships	
F-6: Lease of Federal Land	Example: the Veterans Administration can lease land for up to 85 years to developers of projects that provide the VA with compensation. Such enhanced use leases have been used to provide land for permanent affordable housing for people experiencing homelessness including veterans.	Category F: Land Acquisition, Lease, and Partnerships	Housing Authority of Douglas County
F-7: Housing on City/County Surplus Land	Local agencies may designate surplus property for housing and mixed use development that includes an affordable element.	Category F: Land Acquisition, Lease, and Partnerships	City of Bend
Z-1: Conduct Development Barriers Audit	Conduct a broader audit of local zoning code and development processes to identify barriers to residential development and identify alternatives for lowering or eliminating the barriers.	Category Z: Custom Options	
Z-2: Education for Property Owners/Developers	Provide information and FAQs to local developers and property owners to help them understand how to navigate the land use permitting process.	Category Z: Custom Options	

GLOSSARY

Note: References to the term “family” in this glossary are exclusively meant to define data points referenced throughout the report. It does not apply to local policy making apart from the data analyzed and included in this report.

Accessory Dwelling Unit (ADU): A small living space located on the same lot as a single-family house.

Buildable Lands Inventory (BLI): An assessment of the capacity of land within the city’s Urban Growth Boundary to accommodate forecasted housing and employment needs.

Buildable Residential Land: Includes land that is designated for residential development that is vacant and part-vacant and not constrained by existing buildings or environmental issues.

Constrained land: Land that is unavailable for future net new residential development based on one or more factors, such as environmental protections, public lands, floodplains, or steep slopes.

Cost Burdened: Defined by US Department of Housing and Urban Development (HUD) as households who spend over 30% of their income on housing.

Cottages: Small, single-level, detached units, often on their own lots and sometimes clustered around pockets of shared open space. A cottage is typically under 1,000 square feet in footprint.

Density: Defined by the number of housing units on one acre of land.

Development density: Expected number of dwelling units (per acre) based on current zoning designations.

Exempt Land: Land which is unavailable for development based on ownership (e.g. the city owns the land and it is either a park or intended to be a park) or which is otherwise owned by a public entity and is not intended for housing (e.g. land owned by a port, school district, etc.).

Family: A group two or more people (one of whom is the householder) related by birth, marriage, or adoption and residing together.

High Density: Lots with the average density of 12+ dwelling units per acre. Best suited for multifamily housing such as apartments and condos.

Housing Needs Analysis (HNA): The Housing Needs Analysis consists of four distinct reports that analyze the state of housing supply, housing affordability issues and the City's ability to meet projected housing demand going into 2040.

Housing Unit (or Dwelling Unit): A house, an apartment or other group of rooms, or a single room is regarded as a housing unit when it is occupied or intended for occupancy as separate living quarters; that is, when the occupants do not live and eat with any other person in the structure and there is direct access from the outside or common hall.

Household: Consists of all people that occupy a housing unit.

HUD: Acronym for US Department of Housing and Urban Development, the federal agency dedicated to strengthening and supporting the housing market.

Low Density: Lots with the average density of 3-4 dwelling units per acre. Best suited for family housing such as single-family detached homes.

Manufactured Housing: is a type of prefabricated home that is largely assembled of site and then transported to sites of use. The definition of the term in the United States is regulated by federal law (Code of Federal Regulations, 24 CFR 3280): "Manufactured homes are built as dwelling units of at least 320 square feet in size, usually with a permanent chassis to assure the initial and continued transportability of the home. The requirement to have a wheeled chassis permanently attached differentiates "manufactured housing" from other types of prefabricated homes, such as modular homes.

Manufactured Home Park (or manufactured home park): a local zoning designation that is specifically intended to address demand for this housing type. OAR chapter 813, division 007 is adopted to implement section 9, chapter 816, Oregon Laws 2009, and sections 2, 3 and 4, chapter 619, Oregon Laws 2005, as amended by sections 10 to 12, chapter 816, Oregon Laws 2009, and sections 19, and 21, chapter 503, Oregon Laws 2011 for the purpose of regulating manufactured dwelling parks.

Median Family Income (MFI): The median sum of the income of all family members 15 years and older living in the household. Families are groups of two or more people (one of whom is the householder) related by birth, marriage, or adoption and residing together; all such people (including related subfamily members) are considered as members of one family.

Medium Density: Lots with the average density of 6-12 dwelling units per acre. Best suited for small lot housing such as single family attached, townhomes, plexes and cottages.

Mixed Use: Characterized as two or more residential, commercial, cultural, institutional, and/or industrial uses into one combined building or building(s) on the same parcel of land.

Multi-Family Housing: Stacked flats in a single buildings or groups of buildings on a single lot. Parking is shared, and entrance to units is typically accessed through a shared lobby.

Oregon Administrative Rules (OAR): Administrative Rules are created by most agencies and some boards and commissions to implement and interpret their statutory authority (ORS 183.310(9)). Agencies may adopt, amend, repeal or renumber rules, permanently or temporarily. Every OAR uses the same numbering sequence of a three-digit chapter number followed by a three-digit division number and a four-digit rule number. For example, Oregon Administrative Rules, chapter 166, division 500, rule 0020 is cited as OAR 166-500-0020. (oregon.gov)

Part-vacant land: Unconstrained land that has some existing development but can be subdivided to allow for additional residential development.

Plexes and Apartments: Multiple units inside one structure on a single lot. Usually each unit has its own entry.

Seasonal dwellings: These units are intended by the owner to be occupied during only certain seasons of the year. They are not anyone's usual residence. A seasonal unit may be used in more than one season; for example, for both summer and winter sports. Published counts of seasonal units also include housing units held for occupancy by migratory farm workers. While not currently intended for year-round use, most seasonal units could be used year-round.

Severely Cost Burdened: Defined US Department of Housing and Urban Development (HUD) as households who spend over 50% of their income on housing.

Single Family Attached: Dwelling units that are duplexes without a subdividing property line between the two to four housing units. “Attached” duplexes require a single building permit for both dwelling units. The “attached” units would be addressed with one numerical street address for the overall structure with separate alpha-numeric unit numbers for each dwelling.

Single Family Detached: Free standing residential building, unattached, containing separate bathing, kitchen, sanitary, and sleeping facilities designed to be occupied by not more than one family, not including manufactured and mobile homes.

Townhome (also known as duplexes, rowhouse, etc.): Attached housing units, each on a separate lot, and each with its own entry from a public or shared street or common area.

Urban Growth Boundary (UGB): Under Oregon law, each of the state’s cities and metropolitan areas has created an urban growth boundary around its perimeter – a land use planning line to control urban expansion onto farm and forest lands.

Vacant housing unit: A housing unit is vacant if no one is living in it at the time of enumeration unless its occupants are only temporarily absent. Units temporarily occupied at the time of enumeration entirely by people who have a usual residence elsewhere are also classified as vacant.

Vacant land: Vacant and part-vacant land identified within the local buildable land inventory that is not developed and unconstrained for future planned residential development.

ORDINANCE 2023-1206

AN ORDINANCE TO ADOPT THE MAY 24, 2023 REEDSPORT ECONOMIC OPPORTUNITIES AND HOUSING NEEDS ANALYSIS

WHEREAS, the City maintains a library of plans and analyses, including (for example), our water master plan, transportation systems plan, and 2013 City of Reedsport Waterfront and Downtown Plan. These plans and analyses are referenced in our Comprehensive Plan; and

WHEREAS, one of those such analyses, referenced in Reedsport's Comprehensive Plan (specifically Chapter V Economic Element, Chapter VI Housing and Population Element, and Chapter VI Land Use and Urban Element) is the Housing Needs Analysis, Buildable Lands Inventory, and Economic Opportunities Analysis prepared by the Benkendorf Associates Corp. and Johnson Reid, LLC in 2009; and

WHEREAS, in November of 2021, the City of Reedsport received a 2021-2023 DLCD Technical Assistance Grant (funded to implement HB 2001 and HB 2003, related to the provision of housing in Oregon) to produce an updated Housing Needs Analysis, Buildable Lands Inventory, and Economic Opportunities Analysis (DLCD Grant # HA-23-193); and

WHEREAS, the City solicited proposals and then hired FCS Group to assist the City in completing the DLCD Technical Assistance Grant scope of work and produce the updated Housing Needs Analysis, Buildable Lands Inventory, and Economic Opportunities Analysis; and

WHEREAS, in consultation with the Department of Land Conservation and Development and Portland State University Population Research Center staff, the City and FCS Group produced a draft *Economic Opportunities and Housing Needs Analysis* (containing a Housing Needs Analysis, Buildable Lands Inventory, and Economic Opportunities Analysis) on May 24, 2023; and

WHEREAS, on August 15, 2023, the Reedsport City Council and Planning Commission held a joint work session, to consider the findings of the May 24, 2023 *Economic Opportunities and Housing Needs Analysis*; and

WHEREAS, at their work session, the Reedsport City Council and Reedsport Planning Commission authorized the initiation of the amendment to Reedsport's Comprehensive Plan, to adopt the May 24, 2023 *Economic Opportunities and Housing Needs Analysis* by reference; and

WHEREAS, the adoption of the May 24, 2023 *Economic Opportunities and Housing Needs Analysis* may be considered an amendment to Reedsport's Comprehensive Plan; and

WHEREAS, notice of the proposed amendment was sent to the Oregon Department of Land Conservation and Development on October 4, 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 amendment was published in the World Newspaper on September 29, 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 October 24, 2023, and made a recommendation to the City Council to adopt FCS Group's May 24, 2023 *Economic Opportunities and Housing Needs Analysis*.

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 adopt as its own the Findings of Fact of the Planning Commission which are attached hereto as Exhibit A.

The May 24, 2023 Reedsport *Economic Opportunities and Housing Needs Analysis* attached hereto as Exhibit A is hereby adopted.

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

PASSED BY THE CITY COUNCIL this 4th day of December, 2023

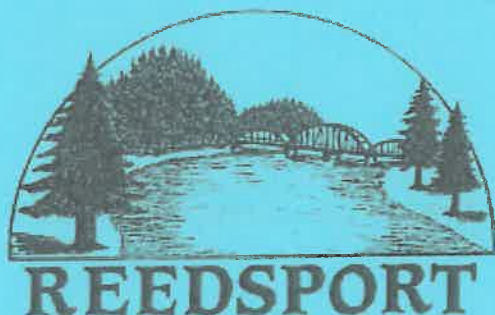
AYES _____ NAYS _____

APPROVED BY THE MAYOR this 4th day of December, 2023

Mayor Linda McCollum

ATTEST:

Deanna Schafer, City Manager



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 023-083
Agenda of December 4, 2023
RE: Appointing applicants to
Boards and Committees

ISSUE:

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

BACKGROUND:

On December 31st of each year, various positions on the Reedsport citizen participation boards and committees expire. Attached you will find applications for all interested persons that have applied to fill these positions. 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

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

CITIZEN INPUT AND PARTICIPATION:

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.

FISCAL IMPACT:

There is no fiscal impact.

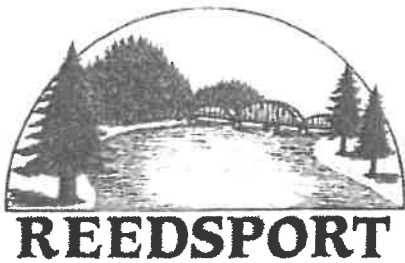
COUNCIL ALTERNATIVES:

1. Shall the City Council make appointments to fill vacancies on the City's various citizen participation boards and committees?
2. Table this issue and instruct staff to re-advertise for citizens interested in serving on the City's citizen participation boards and committees.
3. Decline to make appointments to fill vacancies on the City's various citizen participation boards and committees.

STAFF RECOMMENDATION:

Staff recommends appointing citizens to serve on the Cities boards and committees at the council's own discretion.

Christina Crockett
Dep. City Recorder



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: BILL KNOER

Address: 136 SCHOFIELD DR

Home Phone: 503-724-1375 Work Phone: —

E-Mail Address: RIVERBILL@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.....(4 year term appointed by Council)
- ☐ Traffic Safety Advisory Committee.....(3 year term, 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: JAN (Month) 2004 (Year)

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

Previously served on the Uppua Experience Steering Committee & would like to continue. Currently on the Treasure Chest Board for UDC. Originally designed & operated Reedsport online Christmas in July and Reedsport Hacketeers (sports) websites for Reedsport as a volunteer effort.

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

Also have & continue to participate in numerous setup operations for various events around Reedsport. Continue to act as liaison for pickleball in Reedsport.

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

BSEE from Arizona State Univ. Also attended Ga. Institute of Technology. Worked in engineering/management for Pan Am for 15 years. Worked for Glasgow Communications (data comm consulting) for 15 years. Currently retired.

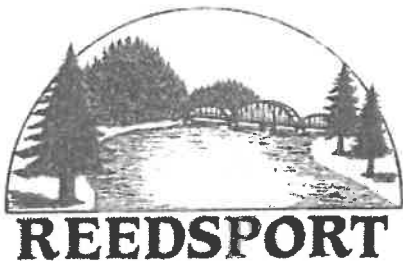
5) Please provide us with three (3) professional references:

Name: <u>PIANE NOVAK</u>	Phone #: <u>541 361-0091</u>
Name: <u>KATHY CLEMENS</u>	Phone #: <u>541 662-1495</u>
Name: <u>KAREN LONON JONES</u>	Phone #: <u>541 217-0705</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).

W M Kuen
Signature

11/7/2023
Date



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: Deborah Yates

Address: PO Box 444 Reedsport, OR 97467

Home Phone: 360-270-1686 Work Phone: 360-270-1686

E-Mail Address: daypubs@ymail.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.....(4 year term appointed by Council)

☐ Traffic Safety Advisory Committee.....(3 year term, 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: 3 (Month) 2011 (Year)

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

I have been volunteering in my community since I arrived. It is what I do —
"Make The World Better Than I Found it."

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

I have been on the Planning Commission for many years and Chairman for a number of years.
I am Chairman of the Budget Committee.
I am President of S.T.E.P.

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

See past applications.

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

Name: <u>Scott Kent</u>	Phone #: <u>541-271-2232</u>
Name: <u>Kathy Clemens</u>	Phone #: <u>541-662-1995</u>
Name: <u>Tara Szalewski</u>	Phone #: <u>541-271-2485</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).


Signature

10/19/23
Date



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: GARY STINE

Address: 369 PROVIDENCE

Home Phone: 541-681-0111 Work Phone: NA

E-Mail Address: GARYSTINE1@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.....(4 year term appointed by Council)
- ☒ Traffic Safety Advisory Committee.....(3 year term, 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: 8 (Month) 2018 (Year)

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

I ENJOY GIVING BACK TO THE CITY I LIVE IN.
I WANT TO BE A SANE VOICE ON TRAFFIC
SAFETY.

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

I HAVE SERVED ON MANY TRANSPORTATION COMMITTEES
IN OREGON. I CURRENTLY SERVE ON THIS
COMMITTEE

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

25 YEARS PRIOR TO RETIREMENT, A CEO OF
VARIOUS COMPANIES.

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

Name: <u>ROBERT SMITH</u>	Phone #: <u>541-226-8079</u>
Name: <u>DEREK RAYMOND</u>	Phone #: <u>541-531-2290</u>
Name: <u>KEN ALLEN</u>	Phone #: <u>909-240-8672</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).


Signature

10/22/23
Date



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: PORTIA HARRIS

Address: P.O. Box 394 REEDSPORT, OR. 97467

Home Phone: 541-271-4210 Work Phone: _____

E-Mail Address: pharrish4397@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.....(4 year term appointed by Council)
- ☐ Traffic Safety Advisory Committee.....(3 year term, 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: JUNE (Month) 1994 (Year)

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

I ENJOY BEING A PART OF THE DISCOVERY CENTER
AND WORKING TO CONTINUE IT'S SUCCESS.

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

DIRECTOR OF UMPQUA DISCOVERY CENTER 1994 - 2006
VOLUNTEER AT UMPQUA DISCOVERY CENTER 2008 - PRESENT

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

1966 - 1994 - U.S. FOREST SERVICE - ENGINEERING
1994 - 2006 - DIRECTOR - UMPQUA DISCOVERY CENTER
CONTRACT ADMINISTRATION

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

Name: TRACIE DRYAL Phone #: 541-270-6937

Name: BARBARA MILLS Phone #: 541-271-

Name: DINNE NOVAK Phone #: 541-271-4816

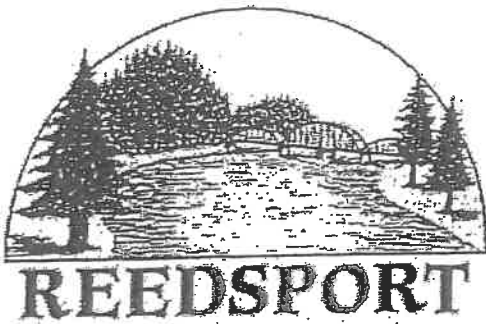
I affirm that the information provided above is true and correct to the best of my knowledge and request that my application be considered for service on the above-marked board, committee, and/or commission(s).


Signature

10-24-2023
Date

RECEIVED

JUL 31 2020



BY: _____
CITY of REEDSPORT

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

APPLICATION TO SERVE ON A CITY OF REEDSPORT
BOARD, COMMITTEE, COMMISSION

Application must be completed to be valid.

Name: John Kollerup Date: 7/24/

Address: 392 Fir Ave Reedsport

Home Phone: 719-582-3677 Work Phone: same

E-Mail Address: jd.kollerup@gmail.com

Please mark all committees and boards for which you are applying:

- ☐ City Council (Vacancies appointed by Council)
☐ 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 (4 year term, appointed by Council)
☐ Reedsport Branch Library Advisory Board (4 year term, appointed by Mayor)
☐ Senior Citizen Center Advisory Board (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 terms, appointed by Urban
Renewal Agency)
☐ Other (Please List) _____

1. Qualified resident of area since: Month Feb Year 2017

(Continued on back)

2. Please briefly explain why you wish to serve the community in this capacity and what prior experience, community service, or background you have in this area. Attach additional sheets if needed.

I have real estate background, buying & selling as well as refurbishing buildings. I have also worked closely with many city agencies but most of all, I would like to help Reedsport become even more successful.

3. Brief biographical sketch: (education, employment, etc.) Attach additional sheets if needed.

Retired and willing to help.

4. Please list three references:

1. Eric Warlen, 350 Fir Ave, Reedsport, 415-608-2142

Name

Address

Phone

2. Alta Rockwell, 2705 Greenbrier Sr., Reedsport, 951-264-3265

Name

Address

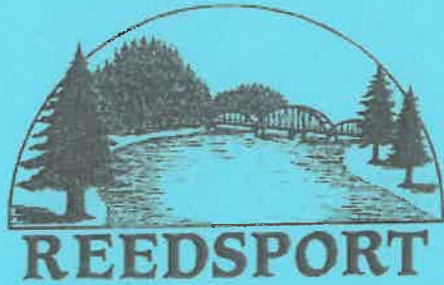
Phone

3. Jenee Anderson, 545 Kings Ave, 541-808-1900

Name

Address

Phone



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 023-084
Agenda of December 4, 2023
RE: Council Vacancy Position #2

ISSUE:

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

BACKGROUND:

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.

FISCAL IMPACT:

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

COUNCIL ALTERNATIVES:

1. Declare a vacancy for City Council position #2 and give direction for filling the position.
2. Table this issue and direct staff to conduct additional research.

STAFF RECOMMENDATION:

Staff recommends alternative #1.

Deanna Schafer
City Manager