



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

AGENDA

Vacation Rental Joint Work Session,
4:00-6:00 p.m., City Council Chambers
Regular Session, 7:00 p.m., City Council Chambers
451 Winchester Avenue
Monday, October 2, 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>

4:00-6:00 p.m. Work Session:

1. CALL TO ORDER
2. ITEMS OF BUSINESS

A. Vacation rental discussion.

7:00 p.m. Regular Meeting:

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. CITIZEN COMMENTS
This time is reserved for citizens to comment on items that are not on the Agenda. Maximum of five minutes per item, please.
3. PRESENTATIONS, PROCLAMATIONS, AWARDS

A. Good Friends and Neighbor award- Wayne Stinson DC EOM

4. APPROVAL OF THE AGENDA

5. CONSENT AGENDA

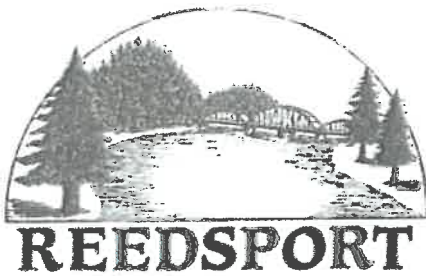
Routine items of business that require a vote but are not expected to require discussion by the Council are placed on the Consent Calendar and voted upon as one item. In the event that a Councilor or citizen requests that an item be discussed, it will be removed from the Consent Calendar and placed under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

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 Courteney Davis at (541) 271-3603.

- A. Shall the City Council authorize the City Manager to negotiate a real estate transaction?

10. 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 Courteney Davis at (541) 271-3603.



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

TO City of Reedsport City Council and Planning Commission
FROM Hailey Sheldon
RE Vacation & Short Term Rental Joint Work Session Materials
DATE September 26, 2023

At our Work Session, we will discuss the pros and cons of various vacation rental policies implemented by other Oregon cities.

[In advance of our work session, please take the time to fill out the enclosed pro/con worksheet.](#)

At the end of our work session, you may choose to direct staff to draft certain policies, for your review and implementation – or to schedule a follow up Joint Work Session.

Note the Status Quo: Reedsport Vacation/Short Term Rentals:

1. There are two types in Reedsport: short term rentals and vacation rentals.
 - a. See below under "Distinguishing Between Hosted and Unhosted Rentals," for additional detail on the differences between the two.
2. Vacation rentals and short-term rentals are "conditionally permitted" in Reedsport's residential zones and commercial zones (RA, R1, R2, C1, and C2), subject to:
 - a. Planning Commission review in a public meeting and notice to property owners within 200 feet.
 - b. Occupancy limit: 2 guests for every off-street parking space, up to a maximum of 8 guests
 - c. Annual business license renewal, including providing and annually-updating emergency contacts
3. There are currently 6 licensed vacation rentals and 1 licensed short-term rental in Reedsport.

[Attachments](#)

The following documents are attached, for your reference:

- 1) 2021 presentation data, comparing Reedsport's vacation rental policies with other cities.
- 2) 2023 Vacation Rental Analysis memorandum by FCS Group

Spacing requirement: minimum X # of feet between each vacation rental	
Pro	Con
Notes:	

LICENSING REQUIREMENTS

Require local responsible party	
Pro	Con
<p>Notes:</p> <p>Local Responsible Party must live within X miles of the vacation rental or X miles of the City or X minutes.</p> <p>Local Responsible Party Authorization / Acknowledgement form: acknowledges the duties of the Local Responsible Party and authorizes the performance of those duties; signed by both the property owner and the Local Responsible Party. Submitted annually, with business license renewal.</p>	

Require signage	
Pro	Con
<p>Notes:</p> <p>Size of sign: X square feet or "visible from the street"</p> <p>Content of sign: name and/or telephone number of Local Responsible Party</p>	

Require all vacation rentals pass inspection by Reedsport Fire Department	
Pro	Con
Notes:	

VIOLATIONS

Establish violation for operating a vacation rental in violation of the terms of your Reedsport vacation rental permit	
Pro	Con
<p>Notes:</p> <p>Example: Violation of the vacation rental permit requirements shall constitute grounds for revocation of the permit.</p>	

Establish violation for operating a vacation rental without a permit	
Pro	Con
<p>Notes:</p> <p>Example: the penalty for hosting a garage sale in Reedsport without a permit (RMC 7.16.060): "Any violation of this chapter shall be punished upon conviction by fine of ten dollars (\$10.00) first offense, twenty-five dollars (\$25.00) for the second and each succeeding offense. The offenses to be cumulative over a ten (10) year period, so that the Municipal Court may go back ten (10) years from the date of the last offense to determine any prior offenses in sentencing."</p>	

ENDNOTES

¹ City of Depoe Bay Code of Ordinances: Title XV Land Usage: Chapter 152 Zoning and Subdivision Regulations: Use Zones: Section 152.041 Limited Land Use Overlay Zone L-LU

1. Purpose: To define the uses allowable and/or standards on a specific area of land more narrowly than allowed by the underlying zone.

2. Regulations:

A. The Limited Land Use Overlay shall be applied for, or amended, using the procedures for ordinance and comprehensive plan amendments set forth in Article 9 of the Depoe Bay Zoning Ordinance.

B. A Limited Land Use Overlay may be enacted on lands with respect to any area within any zoning category within the City of Depoe Bay zoning jurisdiction.

C. The Limited Land Use Overlay can not allow a land use not otherwise allowed in the underlying zone.

D. A Limited Land Use Overlay shall comply with all provisions of the Depoe Bay Comprehensive Plan and Oregon Revised Statutes.

E. The development standards of the underlying zone shall continue to apply to lands designated as a Limited Land Use Overlay except when specifically made more restrictive.

F. Lands within a Limited Land Use Overlay shall be used only for the specific use or uses, or special standards of the overlay zone.

3. General Requirements for Establishing a Limited Land Use Overlay Zone: In addition to the provisions of Section 2 above, a Limited Land Use Overlay Zone must meet the following requirements:

A. The area is unique and there are reasons why the limited land use overlay is needed that do not generally apply elsewhere in the city.

B. There is a minimum of 100% approval of the limited land use overlay from the property owners within the proposed Limited Land Use Area and minimum 60% approval from those owners within two hundred fifty (250) feet.

C. The area must be composed of multiple, contiguous properties.

D. Special Standards are required, in addition to limiting the uses, to maintain the character of the area. The Planning Commission may impose such additional standards as may be required for the particular area for which an overlay zone is requested.

E. The reasons asserted as a basis for the limited land use application do not arise from a violation of the Zoning Ordinance.

² ORS 316.027: "Resident" Defined

"Resident" or "resident of this state" means:

(1)

(a) An individual who is domiciled in this state [...] or

(b) An individual who is not domiciled in this state but maintains a permanent place of abode in this state and spends in the aggregate more than 200 days of the taxable year in this state unless the individual proves that the individual is in the state only for a temporary or transitory purpose.

OAR 150-316-0025: Department of Revenue Chapter 150 Division 316 Personal Income Tax General Provisions

Definition: "Resident"

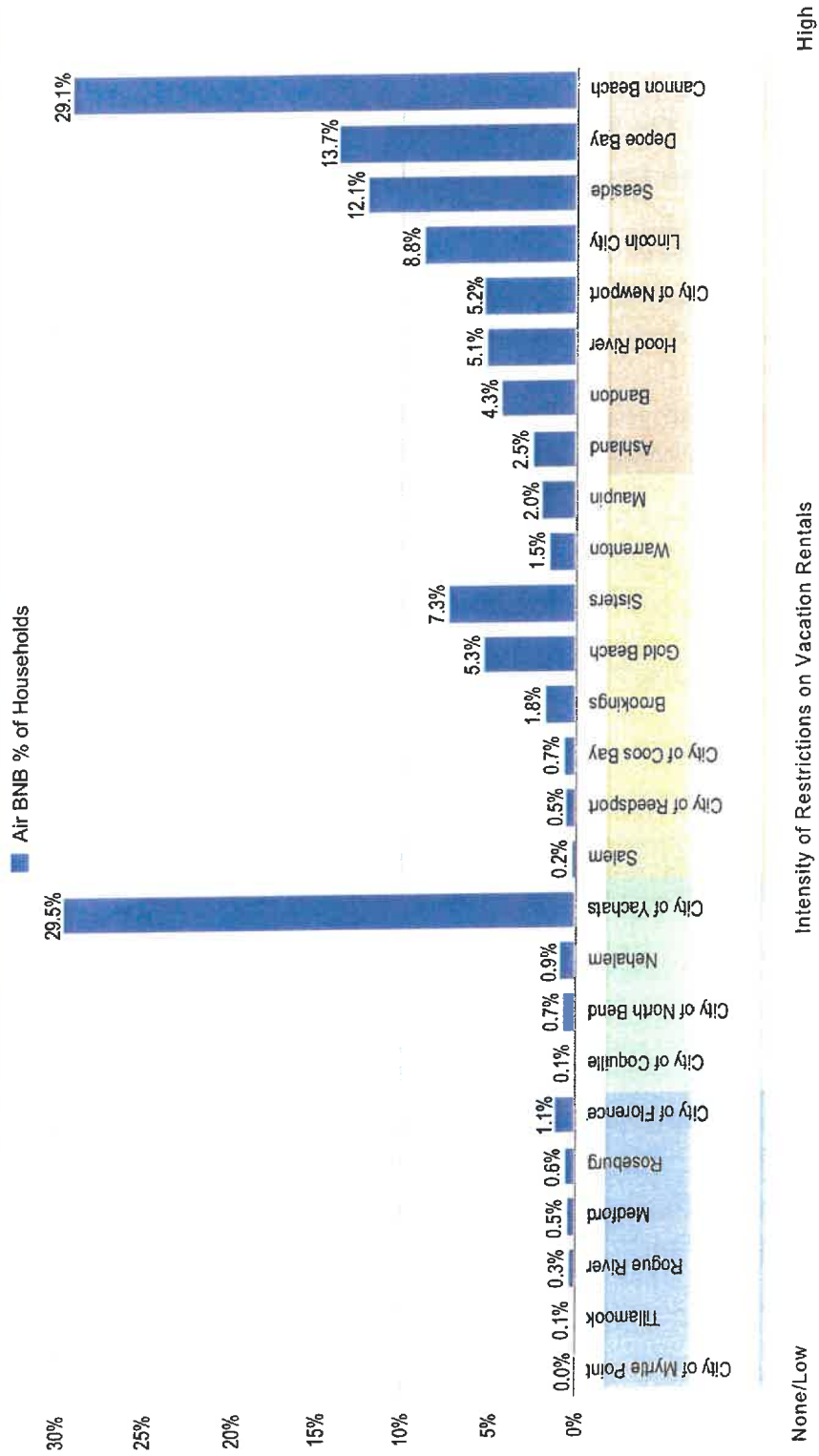
(1) For purposes of ORS 316.027(1):

(a) "Domicile" means the place an individual considers to be the individual's true, fixed, permanent home. Domicile is the place a person intends to return to after an absence. A person can only have one domicile at a given time. It continues as the domicile until the person demonstrates an intent to abandon it, to acquire a new domicile, and actually resides in the new domicile. Factors that contribute to determining domicile include family, business activities and social connections.

Municipality Name	Population Est.	Households	# Housing Units*	Intensity of Restriction	Zones Permitted Outright	Zoned Conditionally Permitted	Zones Not Permitted	Licensing Process	Inspections	Vacation Rental Overlay	Density Limit	Spacing Limit	# Air BNB of Housing Units	Air BNB % of Housing Units	Air BNB % of Households
City of Myrtle Point	2,517	1,037	1,191	None	N/A	N/A	N/A	No	No	No	No	No	0	0.00%	0.00%
Tillamook	5,231	2,279	2,503	None	N/A	N/A	N/A	No	No	No	No	No	2	0.08%	0.09%
Rogue River	2,410	1,048	1,127	None	N/A	N/A	N/A	No	No	No	No	No	3	0.27%	0.29%
Medford	83,084	33,047	35,803	None	N/A	N/A	N/A	No	No	No	No	No	160	0.45%	0.48%
Roseburg	23,083	10,389	11,028	None	N/A	N/A	N/A	No	No	No	No	No	60	0.54%	0.58%
City of Florence	8,921	4,452	5,178	None	N/A	N/A	N/A	No	None	No	No	No	50	0.97%	1.12%
City of Coquille	3,894	1,782	1,848	Low	None	Residential, Commercial, Mixed Use	All Other Zones	Yes	No	No	No	No	2	0.11%	0.11%
City of North Bend	9,652	3,889	4,262	Low	All Residential Dwelling Units	None	None	Yes	Yes	No	Cap 64	No	26	0.51%	0.67%
Nehalem	355	117	163	Low	All Residential Dwelling Units	None	None	Yes	No	No	No	No	1	0.61%	0.85%
City of Yachats	553	305	811	Low	All	None	None	Yes	Yes	No	No	No	90	11.10%	29.51%
Salem	174,377	61,087	64,209	Medium	Multifamily Residential, Mixed Use, Commercial, Industrial	Low-Density Residential Zones (Single Family, Duplex Family, Residential Agriculture)	All Other Zones	Yes	Yes	No	No	No	140	0.22%	0.29%
City of Reedsport	4,082	1,785	2,055	Medium	Commercial	Residential and Mixed Use	All Other Zones	Yes	No	No	No	No	9	0.44%	0.50%
City of Coos Bay	16,229	6,853	7,612	Medium	Residential Zones (Type 2)	None	None	Yes	Yes	No	No	No	48	0.53%	0.70%
Brookings	6,431	2,745	3,212	Medium	None	Residential and Mixed Use	All Other Zones	Yes	No	No	No	No	49	1.53%	1.79%
Gold Beach	2,418	1,165	1,386	Medium	Commercial	Residential	All Other Zones	Yes	No	No	No	No	62	4.47%	5.32%
Sisters	2,443	1,038	1,318	Medium	Residential and Commercial	N/A	All Other Zones	Yes	Yes	No	No	250 Feet	76	5.77%	7.32%
Maupin	508	203	314	High	Commercial and Recreational	None	All Other Zones	Yes	Self-Inspection Checklist	No	No	No	4	1.27%	1.97%
Warrenton	5,549	1,936	2,135	High	Commercial	Mixed Use and Recreational	Residential, Industrial, Open Space, Natural Resource	Yes	Yes	No	No	No	29	1.35%	1.50%
Ashland	21,056	9,879	11,081	High	None	Multifamily Residential	All Other Zones	Yes	Yes	The property is located within 200 feet of a boulevard, avenue, or neighborhood collector as identified on the Street Dedication Map in the Comprehensive Plan.	No	Yes	250	2.28%	2.53%
Bandon	3,100	1,647	2,315	High	None	Controlled Development (CD-1, CD-2, CD-3)	All Other Zones	Yes	No	Yes	Less than 30% of the single-family detached dwellings within 250 feet of the subject property, and located in a zone where VRD's are allowed, are VRD's		71	3.07%	4.31%
City of Newport	10,559	4,637	5,792	High	Vacation Rental Overlay Zone	N/A	N/A	Yes	Yes	Yes	200 Units w/in Overlay Zone	Yes	242	4.18%	5.22%
Hood River	7,715	3,486	3,987	High	Residential (90 nights /year) and Commercial (365 nights /year)	None	All Other Zones	Yes	Yes	No	No	No	179	4.49%	5.13%
Lincoln City	8,826	3,979	6,735	High	Vacation Rental Overlay Zone	N/A	N/A	Yes	Yes	Yes	No	No	350	5.20%	8.80%



HOW DOES REEDSPORT COMPARE WITH OTHER CITIES?



Citation for Households Data: United States Census American Community Survey 5-Year Data 2019 accessed via www.censusreporter.org

- Requires notice to property owners within 200 feet of property and public hearing by Planning Commission
- 8 guest maximum
- 1 off-street parking space per 2 guests
- Must maintain Business License. Annual Business License renewal with the City required or license lapses and new Conditional Use Permit required.
 - Business License includes three emergency contacts (not required to be local)
- Must pay transient lodging tax
- The Planning Commission may impose other “conditions of approval,” in addition to the standards above, which are deemed necessary to bring the proposed rental into line with the city’s standards.

Short-Term Rentals: Same as vacation rentals, except:

- The owner or operator must occupy the property for at least 270 days per year (~75% of the year)
- If the owner or operator is present during the rental period, then one (1) parking space per two (2) guests is required in addition to the minimum residential parking requirement for the main dwelling on the property
- 6 guests maximum
- Permitted outright in the C2 Commercial zone

According to 2020 American Community Survey (ACS) data provided by the U.S. Census, Reedsport’s total housing inventory includes 2,028 dwelling units.

	Owner-Occupied Dwelling Units	Renter-Occupied Dwelling Units	Other Seasonal & Vacant	All Dwelling Units
Single Family Detached	775	248	155	1,178
Townhomes/Plexes	-	211	51	262
Multi-Family (5+ Units)	-	210	-	210
Mobile Home/Other	331	22	25	378
Total	1,106	691	231	2,028
Distribution	55%	34%	11%	100%

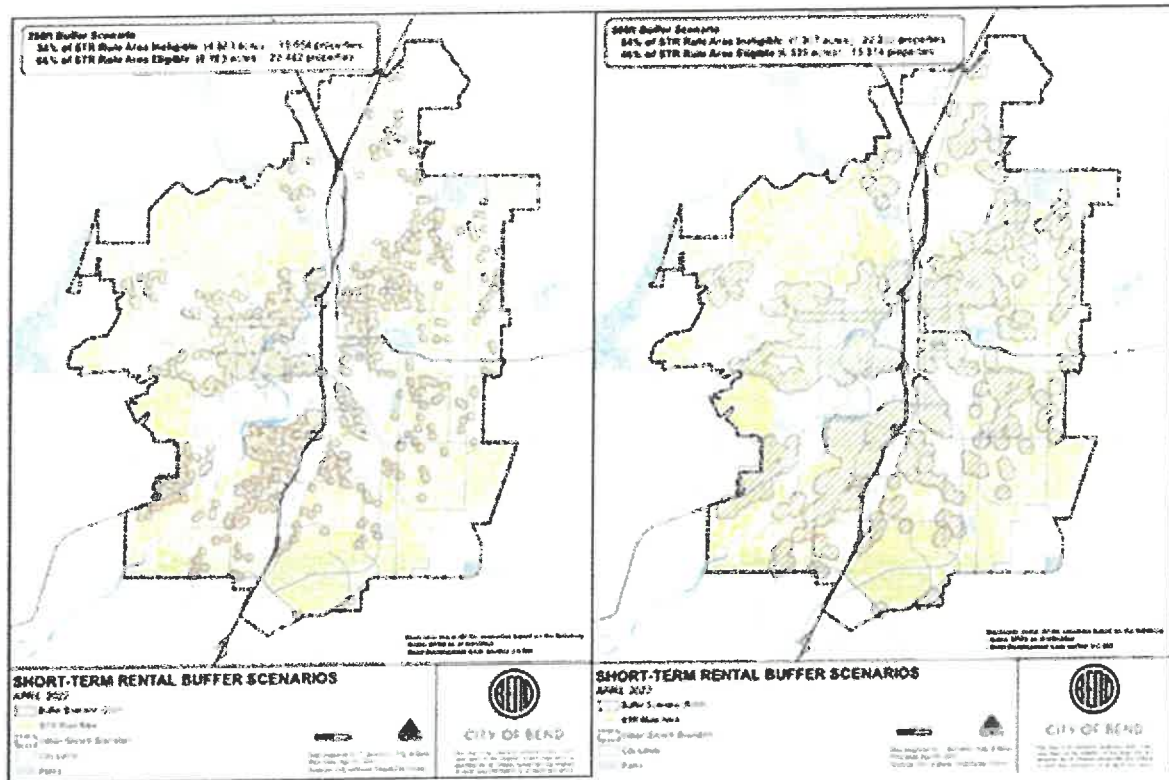
Source: U.S. Census Bureau, American Community Survey 5-Year Estimates (Tables B25032 and CP04)

CASE STUDIES

The case studies discussed below can help Reedsport determine what to adopt and what to avoid when it comes to determining the future of vacation rentals and short-term rentals within the City limits.

Two notes:

- 1) For the purposes of brevity, we refer to vacation rentals and short term rentals in the remainder of this memo as “STRs” – short for “short term rentals,” meant to encompass many arrangements whether the property owner is present, not present, sometimes present, out of state, in state, etc.
- 2) We’ve chosen case studies based on the policies they highlight – not the location’s similarity to Reedsport. Our case studies are from high population areas with high numbers of vacation rentals. But the policies enacted in those places could be enacted in Reedsport.



Lesson: (1) it is acceptable to allow a property owner to gain a STR permit for a property they also rent under a long-term lease agreement (for example: to be rented as an STR between long-term renters). (2) it is acceptable to require minimum distances between STRs to discourage clusters.

Hood River

In 2016 the City of Hood River took the step of requiring that STR license holders be permanent residents of the City. At the time of the City Council vote there were over 200 STRs in the City of which 68% were owned by individuals living outside of the City.

Lesson: it is acceptable to prohibit STR licenses be issued to non-permanent residents.

CONSIDERATIONS

Reedsport expects the demand for vacation rentals and vacation rental permits to increase.

The following considerations ought to be taken into account when determining changes to the City's vacation rental policies:

- Equity / applying the standards equally to all property owners
- Safety
- Cost and staff time spent carrying out permitting process
- Enforceability
- Public participation / public opinion
- Reedsport's economic goals

Current	Proposed
Chapter 10.64 Introductory Provisions: 10.64.030 Definitions	Chapter 10.64 Introductory Provisions: 10.64.030 Definitions
<p>"Vacation rental" means a dwelling unit that is rented out to a single party for a period of less than thirty (30) days in length where there are no primary occupants or where the residents who occupy the unit do so for less than two hundred seventy (270) days per year. A vacation rental is similar to a commercial lodging use. It is a primary use and is more commercial in nature than is a short-term rental.</p> <p>A. At least one (1) parking space per two (2) guests is required on site. B. Occupancy is limited to not more than eight (8) guests per rental period. C. The property owner shall obtain a Vacation Rental Operator's license and comply with the business licensing regulations. D. The property owner shall comply with the Transient Room Tax provisions.</p>	<p>"Vacation rental" means a dwelling unit that is rented out to a single party for a period of less than thirty (30) days in length where there are no primary occupants on site during the rental period (unhosted). A vacation rental is similar to a commercial lodging use. It is a primary use and is more commercial in nature than is a short-term rental.</p> <p>A. At least one (1) parking space per two (2) guests is required on site. B. Occupancy is limited to not more than eight (8) guests per rental period. C. The property owner shall obtain a Business License and comply with the business licensing regulations. D. The property owner shall comply with the Transient Room Tax provisions.</p>
<p>"Short-term rental" means a dwelling unit, an accessory dwelling unit, or a room (or rooms) within a dwelling unit that is rented out for lodging for a period of less than thirty (30) days in length. A short-term rental is an accessory use to a primary residence and allowed as a conditional use permit, subject to these minimum requirements:</p> <p>A. The primary residence shall be occupied by the owner or operator for no less than two hundred seventy (270) days per calendar year. B. A short-term rental may be hosted (where the primary occupants are present on-site during the rental period) or un-hosted (where the primary occupants vacate the unit or site during the rental period). 1. For hosted rentals, one (1) parking space per two (2) guests is required in addition to the minimum residential parking requirement for the main dwelling on the property. 2. For un-hosted rentals, at least one (1) parking space per two (2) guests is required on site. C. Occupancy is limited to not more than six (6) guests per rental period. D. The property owner shall obtain a Short-Term Rental Operator's license and comply with the business licensing regulations. E. The property owner shall comply with the Transient Room Tax provisions.</p>	<p>"Short-term rental" means a dwelling unit, an accessory dwelling unit, or a room (or rooms) within a dwelling unit that is rented out for lodging for a period of less than thirty (30) days in length, where there are primary occupants on site during the rental period (hosted). A short-term rental is an accessory use to a primary residence and allowed as a conditional use permit, subject to these minimum requirements:</p> <p>A. One (1) parking space per two (2) guests is required in addition to the minimum residential parking requirement for the main dwelling on the property. B. Occupancy is limited to not more than six (6) guests per rental period. C. The property owner shall obtain a Business and comply with the business licensing regulations. D. The property owner shall comply with the Transient Room Tax provisions.</p>

THE MAYOR OF REEDSPORT
Presents the

GOOD FRIENDS and NEIGHBORS
AWARD
To

Wayne Stinson

In Recognition of his outstanding support to Western Douglas County in all of his various posts but most importantly as the Emergency Operations Manager where his leadership, grant writing and institutional knowledge surpass none.

GIVEN THIS 2nd DAY OF OCTOBER, 2023

Linda McCollum, Mayor



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 023-069
Agenda of October 2nd, 2023
Re: ZCS Amendments SRGP

ISSUE

Shall the City Council ratify the decision to extend a professional services agreement to ZCS Engineering & Architecture to June 30, 2024?

BACKGROUND

In December of 2020, the City of Reedsport applied for and received two Seismic Rehabilitation Grants ("SRG") through the Infrastructure Finance Authority: Business Oregon for two seismic rehabilitation projects - one for Police Station 7 and one for Turner Fire Station - to bring the buildings to the Basic Performance Objective for Existing Risk Category IV buildings.

In July of 2021 the City issued a Request for Qualifications (RFQ) for the design and engineering of the project.

The City selected the proposal submitted by ZCS Architecture and Engineering and issued a Notice of Award, approved by the Reedsport City Council (CL-021-063) on September 8, 2021.

Per ORS 279C.115 the City can award a contract extension for the continuation of Architectural Services. The project has taken longer than expected and we will need to extend the end date to June of 2024.

FISCAL IMPACT

There is no fiscal impact.

ALTERNATIVES

1. Approve a contract amendment to ZCS Engineering and Architecture for the Seismic Rehabilitation projects at Turner Fire Station and the Police Station and authorize the City Manager to sign on behalf of the City.
2. Modify and then approve a contract amendment to ZCS Engineering and Architecture for the Seismic Rehabilitation projects at Turner Fire Station and the Police Station and authorize the City Manager to sign on behalf of the City.

ZCS ENGINEERING ARCHITECTURE

AMENDMENT #2

PROFESSIONAL SERVICE AGREEMENT BETWEEN CITY OF REEDSPORT, OR AND ZCS ENGINEERING & ARCHITECTURE CITY OF REEDSPORT – STATION 7 REMODEL, REEDSPORT, OR THIS AMENDMENT IS MADE IN CONFORMITY TO SECTION 4.4 OF THE PRIME AGREEMENT BETWEEN THE CITY OF REEDSPORT, OR AND ZCS ENGINEERING & ARCHITECTURE, ATTACHED AS EXHIBIT B.

DATED this 25th day of July 2022, this is an amendment to the Professional Service Agreement between ZCS, Inc., doing business as ZCS Engineering and Architecture (ZCS) and City of Reedsport, OR dated November 8, 2021. This amendment #2 is to provide additional professional consulting services for Phase 2 of the City of Reedsport Station 7 Remodel. Services are more fully described in ZCS Engineering & Architecture proposal dated June 15, 2022, attached as Exhibit A.

ZCS compensation to be adjusted as follows:

Civil Engineering performed by ZCS will be performed on a Lump Sum Basis and billed based on percentage of Completion in the amount of **Six Thousand Three Hundred Dollars (\$6,300.00)**.

Architectural performed by ZCS will be performed on a Lump Sum Basis and billed based on percentage of completion in the amount of **Nineteen Thousand Dollars (\$19,000.00)**.

Structural Engineering performed by ZCS will be performed on Lump Sum Basis and billed based on percentage of completion in the amount of **Two Thousand Five Hundred Dollars (\$2,500.00)**.

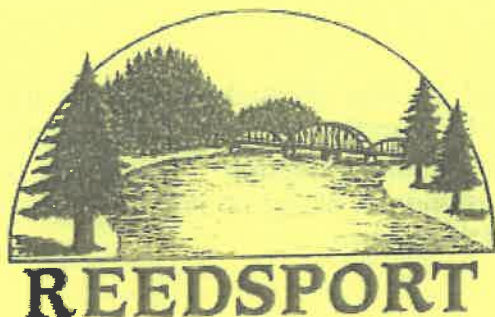
Mechanical, Electrical, and Technology Engineering performed by KCL Engineering, Sub-consultant of ZCS, will be performed on a Lump Sum Basis and billed based percentage of completion in the amount of **Twenty-Nine Thousand Six Hundred Fifty-Six Dollars (\$29,656.00)**.

KCL shall bill reimbursable expense Not-To-Exceed amount of **Five Hundred Dollars (\$500.00)**.

Architectural Services performed by Soderstrom Architects, sub-consultant of ZCS, will be performed on a Lump Sum Basis and billed based on percentage of completion in the amount **Three Thousand Three Hundred Dollars (\$3,300.00)**.

Soderstrom Architects shall bill reimbursable expenses Not-To-Exceed amount of **One Thousand Dollars (\$1,000.00)**.

Total amount for City of Reedsport – Station 7 Amendment is **Sixty Thousand Seven Hundred Fifty-Six Dollars (\$60,756.00)** In addition reimbursable expense of **One Thousand Five Hundred Dollars (\$1,500.00)** for a total of **Sixty-Two Thousand Two Hundred Fifty-Six Dollars (\$62,256.00)**.



CITY OF REEDSPORT

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Honorable Mayor and
Members of the City Council
Reedsport, Oregon

Council Letter:	023-070
Meeting Date:	October 2, 2023
Regarding:	Extend Consulting Contract for Misc. Eng. Services

ISSUE:

Shall the City Council extend the annual contract(s) to perform on-call/as-needed engineering services through September 30, 2024?

BACKGROUND:

On September 2, 2020, City staff advertised a Request for Qualifications (RFQ) for engineering and professional services as the current consulting contracts were expired. The City then received four (4) Statements of Qualifications (SOQ) from interested firms. On September 24, 2020 the City conducted a review panel for the SOQ's. As a result of the review process, it was found that all four firms met the qualifications requested.

The Council approved and staff worked with the City Attorney to draft contracts for all four engineering firms. The term of the contracts was one year with two options to extend for an additional one (1) year at the City's discretion, making the maximum duration of contracts three (3) years.

Per ORS 279C.115 Direct Contracts for Services of Consultants, the City may extend a contract for an engineer if the project described in the contract consists of work that has been previously studied or rendered in a previous contract. Dyer Partnership is in the middle of several continuing projects with the City of Reedsport and staff recommends continuing the working relationship with this firm. If approved a new contract will be drafted for a term of up to three (3), one (1) year renewals. The firm of Anderson Perry & Associates was issued a separate contract which expires in 2025 which aligns with the Levee Improvement Project.



THE DYER PARTNERSHIP
ENGINEERS & PLANNERS, INC.

September 11, 2023

Mrs. Deanna Schafer
City of Reedsport
451 Winchester Ave.
Reedsport, OR 97467

Re: Amendment No. 1 to Agreement for Professional Services
Project No. 127.00

Dear Mrs. Schafer:

Our Agreement for Professional Services for providing Engineering Services to the City of Reedsport expire on September 30, 2023. Amendment No. 1 is enclosed which will extend the Agreement for three years. We propose to annually review rates with the City as outlined in the enclosed contract amendment.

Enclosed are two copies of Amendment No. 1 with the current rate schedule attached. Please return one signed copy to our office and keep the other for your files. If there are any questions or if I can provide any additional information, give me a call.

We look forward to continuing our working relationship with the City.

Sincerely,

THE DYER PARTNERSHIP
ENGINEERS & PLANNERS, INC.

Aaron Speakman, PE
President

Enclosures: As Noted

SCHEDULE OF RATES AND CHARGES
Year 2023
THE DYER PARTNERSHIP
ENGINEERS & PLANNERS, INC.

Professional Services

Principal/Manager	\$160.00
Project Manager/Senior Engineer	\$150.00
Professional Land Surveyor	\$150.00
Senior Hydrologist	\$150.00
Project Engineer 2	\$140.00
Project Engineer 1	\$130.00
Engineer Tech 2	\$118.00
Engineer Tech 1	\$102.00
Survey Tech 2	\$102.00
Survey Tech 1	\$96.00
Construction Observer.....	\$102.00
Senior Engineering Designer/Drafter/CAD Operator	\$102.00
Engineering Designer/Drafter/CAD Operator	\$96.00
Technical Editor.....	\$85.00
Clerical 2	\$56.00
Clerical 1	\$50.00
3-Person Survey Crew.....	\$200.00
2-Person Survey Crew.....	\$160.00
1-Person Survey Crew.....	\$130.00
GPS Survey Equipment.....	\$150.00/day
Robotic Total Station Survey Equipment.....	\$100.00/day

All rates are per hour unless otherwise noted.

Reimbursable Expenses

- * Reimbursables @ actual cost
- * Mileage @ current federal rate (with automatic adjustments as federal rate changes)
- * Services of Outside Consultants @ actual cost plus 10% if billed through our firm



CITY of REEDSPORT

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Honorable Mayor and
Members of the City Council
Reedsport, Oregon

Council Letter 023-071
Agenda of October 2, 2023
Re: Ordinance 2023-1203

ISSUE:

Vote to adopt Ordinance 2023-1203, to amend the City of Reedsport's zoning and Comprehensive Plan maps, to change the designation of approximately 1.6 acres at near 1780 Winchester from Single Family Residential (R1) to Commercial (C2) and the Comprehensive Plan map designation of the same from Residential to Commercial.

APPLICABLE CRITERIA & FINDINGS OF FACT

The attached draft "Decision and Findings of Fact" details the facts upon which the Planning Commission based their recommendation to approve these proposed map amendments.

The attached Ordinance 2023-1203, if approved by the Council, will adopt the map amendments recommended by the Planning Commission, and their Findings of Fact by reference.

FISCAL IMPACT:

- N/A

ALTERNATIVES:

1. Adopt Ordinance 2023-1203.
2. Modify the proposed map amendments and then adopt Ordinance 2023-1203
3. Table the issue and request staff for further information.

RECOMMENDATION:

Staff recommends Alternative 1.

Hailey Sheldon
Contract Planning Director

ATTACHMENTS:

1. Planning File 23-014 Findings of Fact
2. Draft Ordinance 2023-1203

FINDINGS OF FACT & DECISION

Planning Dept. File No. 23-014: An application for a zone change and Comprehensive Plan Map amendment.

Property Details

Site Address:	N/A. Near 1780 Winchester Ave, Reedsport OR
Tax ID:	22-12W-03BA-03300
Property ID:	R70435
Property Owner/Applicant:	Schofield Creek LLC
Acreage:	1.6 Acres
Zoning:	Single Family Residential R1 and Urban Conservation CS
Overlays:	Floodplain, Wetlands

Notice & Public Comment

The Planning Commission heard this application on August 22nd at 5:00pm and recommended it for approval; the City Council hears their recommendation in a public hearing on October 2nd at 7:00pm.

Public Notice: Notice of the pending land use decision and public hearings (August 22nd and August 28th) was published in the World Newspaper on August 4, 2023, mailed to property owners within 200 feet of subject property on August 2, 2023, and submitted to DLCD (via PAPA online) on July 18, 2023.

Note: Planning staff mistakenly characterized the residential zoning of subject property as "Multifamily Residential" as opposed to (the correct) "Single Family Residential" in the public notice and staff report on this matter. The error was pointed out at the August 22nd Public Hearing by the applicant. The error was discussed at the hearing, corrected on the record at the hearing, and corrected in these findings.

The City Council hearing on this matter was rescheduled from August 28th to October 2nd, to give the Planning Commission an opportunity to review their findings of fact. The rescheduled (October 2nd) hearing date was announced at the August 28th Council meeting.

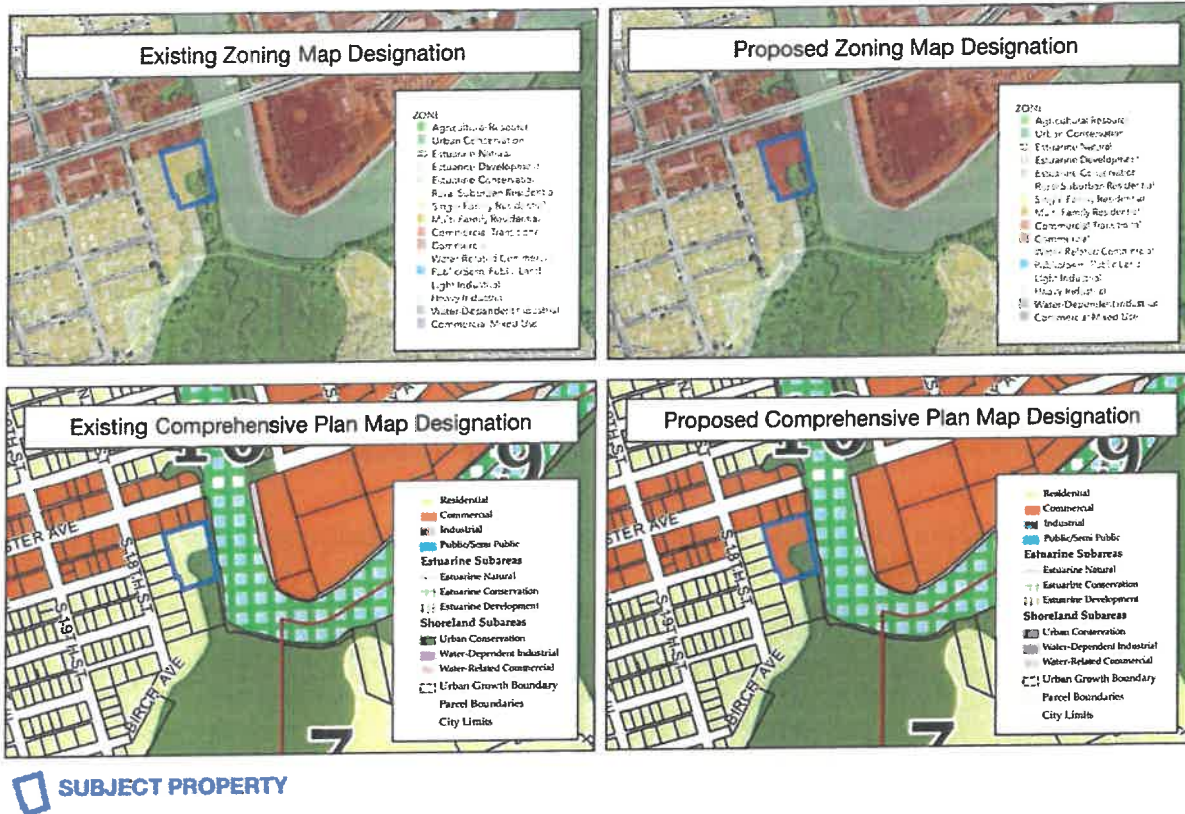
Agency Notice: the following agencies were mailed or emailed public notice on August 2, 2023: Oregon Department of Land Conservation and Development, Oregon Department of Transportation, Reedsport Public Works Department, Reedsport Police Department, Reedsport Fire Department, Northwest Code Professionals (Reedsport Building Inspector), Dyer Partnership (Reedsport Engineer), Reedsport School District, Lower Umpqua Hospital, Port of Umpqua, the News Review, the World Newspaper, Central Lincoln PUD, Charter Communications, Frontier Communications, Douglas County Land Department, Douglas County Environmental Health Dept., Douglas County Planning Department, Douglas County Clerk, Oregon Department of Transportation, Deputy State Fire Marshal, Oregon Department of State Lands, Oregon Department of Fish & Wildlife, Oregon Department of Environmental Quality, Oregon Department of Forestry, Army Corp. of Engineers.

Contents

The following criteria, listed in the index below, apply to this application and are addressed in the findings of this report, under the corresponding headings. The Planning Commission hearing of this application is conducted as provided in Reedsport Municipal Code Title 10 Land Usage Chapter 10.112.

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Overview



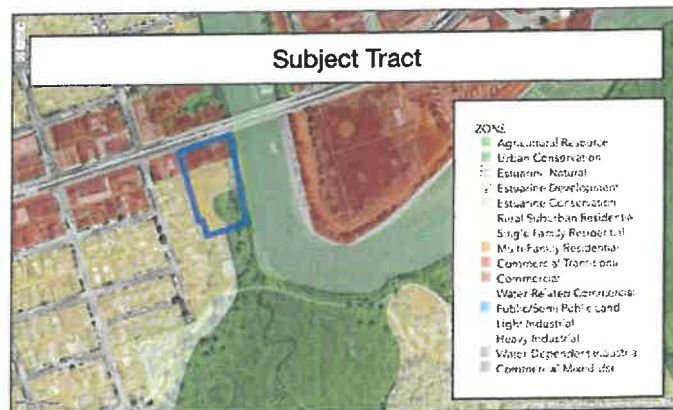
Subject property is split-zoned Single Family Residential and Urban Conservation and designated in the Comprehensive Plan as Residential and Urban Conservation.

The applicant proposes to change the zoning and Comprehensive Plan map designation to C2 Commercial and Commercial, respectively.

No change is proposed to the Urban Conservation area, the boundary of which coincides with the riparian boundary, which is to be determined by wetland delineation as described in the findings below under 10.72.170 (CS) Urban Conservation Shorelands.

The applicant owns the adjoining commercially designated and zoned property, as depicted right (the "subject tract").

The applicant's basis for the proposed map change is three-fold: (1) The topography of and access to subject property render it better suited for commercial development than residential development. (2) Its value as residential land is empirically low, as evidenced by the fact it has never



As a result of the topography, subject property is isolated from the adjacent residential area and hemmed-in by the adjacent commercial property.

The access to subject property is also relevant and depicted below.

The only access to subject property is via private easement through the adjacent commercially-designated property.

As a result of the access, subject property is isolated from the adjacent residential area and hemmed-in by the adjacent commercial property.

City of Reedsport Municipal Code: Substantial Standards

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

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

A. Is there sufficient burden of proof to show the action will be in the public interest?

There is sufficient burden of proof to show that the map change will be in the public interest.

This report finds that the proposed zoning and Comprehensive Plan Map change is compliant with the [Reedsport Comprehensive Plan](#), [Reedsport Transportation System Plan](#), [Reedsport Municipal Code Title 10 Land Use](#), and Statewide Planning Goals, as described below.

Overall: (1) The need for commercially-zoned property and the surplus of residential property is well established in Reedsport's long-term planning documents, (2) subject property has never been developed for residential use, despite its river-side location, and (3) subject property's access and topography render it suitable for commercial use.

Allowing for commercial use to subject property will benefit Reedsport.

B. Is said action detrimental to properties surrounding or adjacent to the area requested for the amendment?

The map changes would not be detrimental to properties surrounding or adjacent to subject property, as described in the findings of this report. Overall, the surrounding land which is at the same elevation as subject property is committed to commercial use and the surrounding residential land is separated from subject property by elevation. No development in the adjacent riparian area is proposed at this time; and potential future impacts of development near or in the adjacent riparian area (subject to applicable local and state codes) is not unique to commercial use.

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

As described in the findings of this report under the relevant Comprehensive Plan sections: the proposed amendment is not in conflict with the Comprehensive Plan.

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

The proposed zone change is not anticipated to have any negative affect on public health, safety, or welfare.

intended that this designation significantly limit the type and amount of development allowed within these hazardous areas.

Subject Property is split zoned Single Family Residential and Urban Conservation. The applicant proposes only to change the designation of the Single Family Residential area to Commercial; they propose no change to the Urban Conservation area.

The Urban Conservation zoning boundary (similar to other Reedsport natural resource use zones such as Estuarine Natural, Estuarine Conservation, Estuarine Development, and Agricultural Resource) is determined based on their natural resource characteristics, which are described in the purpose statement for each zone in Chapter 10.72 Use Zones and in VII Land Use and Urbanization Element.

For the purposes of subject property and the Urban Conservation zone: the zoning boundary is the riparian boundary; to be determined by a registered professional as described under 10.76.150 Significant Natural Resources Overlay Zone below.

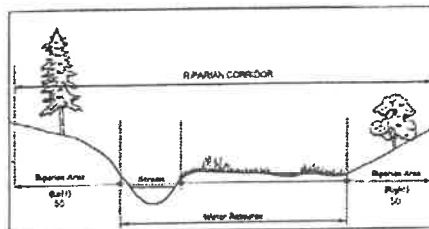
Condition 2: The applicant shall submit a metes and bounds description and depiction of the area subject to zone change prior to approval. The boundary of the Urban Conservation-designated area of subject property shall be determined in accordance with 10.76.150 Significant Natural Resources Overlay Zone.

City of Reedsport Municipal Code: Title 10 Land Usage Chapter 10.76 Special Provisions and Regulations: 10.76.150 Significant Natural Resources Overlay Zone

D. General Development Standards.

1. The city of Reedsport has adopted safe harbor setback methodology for the identification of the wetland riparian boundary. Wetlands that are hydrologically connected to streams have setbacks from the wetland riparian area a certain distance upland from the top bank and encompasses everything within the area between the wetland and the upper edge of the riparian area. Properties adjacent to significant riparian areas/corridors and riparian wetlands are subject to setback requirements. The property owner is responsible for having a qualified professional do a delineation to determine the riparian and riparian wetland boundary. It will only be the riparian and riparian related wetlands that safe harbor setbacks apply to. Riparian and riparian related wetlands have been identified on the Significant Natural Resource Overlay Zone Maps 1-3, as set forth by the Statewide Planning Goal 5 and Goal 17 City of Reedsport Periodic Review Report (July, 1999) and incorporated by this reference. Significant and non-significant non-riparian wetlands are not subject to a safe harbor setback. Property owners are responsible for having a qualified professional identify the wetland boundary interfacing their property. "Figure one" below is a cross section illustrating terms used in discussion of wetland riparian setbacks as defined by Oregon Statewide Planning Goal 5.

Figure 1: Cross section illustrating terms used in Statewide Planning Goal 5.



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

- Reedsport has a very small amount of vacant buildable commercial land. There are 3.13 net buildable acres of commercial land in the City limits.

[...]

There is a shortage of buildable commercial land within City limits.

City of Reedsport Comprehensive Plan: VII. Land Use and Urbanization Element: Future Land Use and Urbanization: Residential: Inside City Limits

[...]

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

With respect to its existing residential neighborhoods, it is the City's intent to preserve the quality of these areas. To this end these areas have been planned in a manner consistent with their existing land use pattern. [...]

Subject property is less suitable for residential development than other areas within City limits (and the UGB). The Comprehensive Plan and Buildable Lands Inventory identify areas within the City's limits and the UGB which are planned for Residential development; subject property is not one of those areas. Those areas are: west of Ranch Road, north of Ivy Avenue, at the southeast end of Crestview Drive, south of Bowman Road, and southeast of Alder Avenue. Subject property, on the other hand, is on the Hwy 101 corridor, which is described as an existing tourist-commercial area.

In addition: subject property has never been developed for residential use, despite its waterfront location. This suggests its residential land use value is low. The desire of the applicant to develop subject property for commercial (specifically commercial tourist use) suggests that its commercial land use value is higher than its residential land use value.

City of Reedsport Comprehensive Plan: VII. Land Use and Urbanization Element: Future Land Use and Urbanization: Commercial

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

The Economic Opportunities Analysis (2009) indicates Reedsport is well positioned to grow its tourism-oriented commercial activity. The area's physical beauty and location on the Umpqua River and near the coast make it an attractive tourist destination. The study also identifies that the Reedsport area is capturing tourist dollars, but losing dollars to larger cities for purchases of clothes and more expensive household items. As a result of these and other factors, there will be a need for approximately 25 additional net acres to allow for more commercial growth.

The City's 2009 Housing Needs Analysis finds a 43 acre surplus of residentially-zone land in Reedsport (~13 after the 2020 zone change at 711 Port Dock Road).

6. The City shall monitor the inventory of low-income and government-assisted housing and allow no more than its reasonable fair share within the community.

N/A

7. The City will allow "small lot single family" of cottage uses in multifamily residential districts, subject to multifamily design standards.

N/A

City of Reedsport Comprehensive Plan: VII. Land Use and Urbanization Element: Land Use Goals and Policies: Commercial Policies

1. Areas designated for commercial shall generally be available for a full range of commercial uses.
2. Commercial use in the area bounded by Winchester and Elm Avenues and Second Street shall be restricted in recognition of its transitional nature.
3. The City shall monitor the use and development of commercially-designated lands to ensure an adequate supply of land is zoned for such use.
4. The City will develop a new "CMU" Commercial "Live/Work" Mixed Use zone. The CMU district Mixed Use Commercial (CMU) zoning shall allow residential, commercial, and enclosed light industrial uses. The employment use shall be commercial retail and office use where it abuts commercial or Public Land zoning, and may be enclosed light industrial or office use where it abuts Light Industrial zoning.

The applicant's proposal does not conflict with these commercial policies. As described above, subject property is uniquely positioned for tourist commercial use, which is the applicant's proposal.

City of Reedsport Comprehensive Plan: VII. Land Use and Urbanization Element: Land Use Goals and Policies: General Policies

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

below under Table 3), and (3) subject property is better suited and identified within Reedsport's plans for commercial tourist-oriented development, for which there is an articulated need identified in Reedsport's BLI.

City of Reedsport Comprehensive Plan: VI. Housing and Population Element: Housing: Net Buildable Acreage Needed & Net Buildable Acreage Available

To supply the projected housing needs, the City of Reedsport has three residential zoning districts that allow residential uses ranging from very low density to multi-family structures. As seen on Table 2 below, there is significant disparity between the minimum densities allowed in the single family and multi-family zones.

Table 2: Projected Residential Units on Net Buildable Land

Zone	Zone Code	Avg. Units / Net Acre	Vacant Net Acres	Est. Units Accommodated
Rural Residential	R-A	1.63	91.64	150
Single Family Residential	R-1	5.54	95.54	520
Multi-Family Residential	R-2	32.70	41.81	1,367
Totals/Averages		8.90	228.99	2,037

As shown in Table 2 above, the 229 net acres of buildable lands could accommodate an estimated total of 2,037 units, for an overall density of 8.9 units per net acre. Most of the buildable land supply is zoned R1 (95.5 acres), followed by RA (91.6 acres), and R2 (41.8 acres). However, due to the density of the R2 zone, the available acreage can accommodate many more units than the other two lower-density zones combined. Overall, the existing buildable land has the potential to accommodate many of the needed units over the 20-year planning period.

These projections indicated that there is adequate residential capacity in total, however, there is a mismatch between the existing zoning and the type of housing needed. In other words, there is a surplus of multi-family residential zoned land. Currently available buildable land could accommodate over 1,300 more multi-family units than are projected to be needed over the 20-year period. At the same time there is a need for additional Single-Family Residential (R-1) zoned land.

Table 3: Projected Needed Residential Acreage (2028)¹

Zone	Avg. Units / Net Acre	New Units Demanded 2028	Vacant Land Capacity (In Units)	Total Future Unit Need less Vacant Land	Net Acreage Needed	Gross Acreage Needed
R-A Rural Suburban Residential	1.63	113	150	-37	-23	-30
R-1 Single-Family Residential	5.54	693	520	173	32	42
R-2 Multi-Family Residential	32.70	21	1,367	-1,346	-41	-55

¹ Based on 1.7% Annual Growth Rate.

7. The City supports development of small-lot single family or "cottage housing" in multi-family zones to add housing choices, as recommended in the Reedsport Waterfront and Downtown Plan.

The applicant's proposal does not conflict with the City's goal of allowing for a range of housing types and densities to meet existing and projected housing needs for all economic segments of the community..

City of Reedsport Comprehensive Plan: VI. Housing and Population Element: Housing Goals and Policies

Goal 2

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

Goal 2 Policies

1. When possible and reasonable, the City shall provide adequate vacant and appropriately zoned land through annexation or other means for varying density levels and housing types.
2. The City shall encourage a diversity of housing types consistent with land use projections and the needs of the community.
3. The City shall use the following residential zones: Rural Suburban Residential; Single-Family Residential; and Multiple Family Residential; and others if deemed necessary. These zones shall be applied so as to maintain enough vacant, buildable land to satisfy the city's projected needs for manufactured housing, multiple-family dwellings, duplexes, and single-family dwellings.
4. The City shall allow an adequate supply of rental housing dispersed throughout the city to meet the needs of renters.
5. The City shall strive to ensure that low and moderate income housing is not concentrated within particular areas of the city.
6. The City shall encourage residential occupancy of upper floors within multi-story commercial buildings in areas appropriate for such use, such as the downtown.

The applicant's proposal supports the City's goal of providing an appropriate location of residential development. Subject property is not identified in the Comprehensive Plan as ideal for new residential development; those areas identified are: west of Ranch Road, north of Ivy Avenue, at the southeast end of Crestview Drive, south of Bowman Road, and southeast of Alder Avenue (City of Reedsport Comprehensive Plan: VII. Land Use and Urbanization Element: Future Land Use and Urbanization: Residential).

City of Reedsport Comprehensive Plan: VI. Housing and Population Element: Housing Goals and Policies

Goal 3

To ensure high quality design for residential development.

Hotel consisting of:

- Approximately 30 guest rooms
- Lobby with adjacent restaurant/lounge/patio (approximately 1,150 square feet indoor / 1,000 square foot outdoor space)

The Institute of Traffic Engineers Trip Generation Manual (10th Edition) assumes 8.36 average daily trips per 1 hotel room, or 251 average daily trips for 30 rooms.

As an interim measure, in order to (1) eliminate the possibility of subject property being developed for a commercial use which generates more than 300 trips, and the City updating, eliminating, or failing to enforce § 10.76.026.C, and (2) ensure these map amendments do not significantly affect an existing or planned transportation facility (and potentially require the City put in place measures as provided in section (2) of OAR 660-012-0060), the following condition of approval shall be attached to the proposed zone change:

Condition 1: The cumulative number of trips generated by development on the C2-zoned section of the subject parcel (as defined by the ITE Trip Generation Manual) shall not exceed 300 average daily trips, unless a TIS prepared in accordance with 10.76.026.C, finds that either (a) the existing transportation system supports a higher number of trips or (b) if improved, the transportation system will support a higher number of trips and those improvements are made.

Statewide Planning Goals

Goal 3 - to preserve and maintain agricultural lands.

Neither subject property nor surrounding properties are designated or used for agriculture.

The proposed amendment will have no effect on agricultural operations on surrounding properties.

Goal 4 - to conserve forest lands for forest uses.

Neither subject property nor surrounding properties are designated or used for forestry.

The proposed commercial zoning/use of subject property will have no effect on the growing, sale or harvesting of trees on subject property or surrounding properties.

Goal 5 - to conserve and protect open spaces, scenic and historic areas, and natural resources

Subject property has urban zoning and is within city limits. While it does contain scenic areas and natural resources, those areas and resources will be protected through the implementation of local, state, and federal development standards.

Goal 6 - to maintain and improve air, water, and land resource quality

The proposed amendment will have no unique impact on air quality.

Any future development on the site will be required to meet local, state, and federal development codes, which prohibit water and land pollution.

Goal 7 - to protect life and property from natural disasters and hazards

The area proposed for map change is not within a natural hazard area, as evidenced by the natural hazard and resource maps included with Exhibit 1. Portions of the Urban Conservation-designated area of subject property is within the 100 year floodplain and tsunami hazard areas;

The proposed amendment will have no effect, positively or negatively, on energy conservation.

Goal 14 - Urbanization - to provide for an orderly and efficient transition from rural to urban land use

The proposed amendment is within a designated urban area; from one urban use (residential) to another (commercial).

The proposed map change does not require extension of urban services and/or a change in an urban growth boundary.

Public facilities and services are currently provided to the area, as described above.

No environmental, energy, economic, or social consequences are anticipated to result from the proposed map change.

The proposed use is compatible with adjacent resource uses; it is within an industrially and commercially-zoned area, within an urban incorporated area.

Local Need: The proposed amendment provides a reasonable opportunity to satisfy a local need for a different land use. The benefits, to both Reedsport and Douglas County, of commercial use of subject property outweighs the cost of removing it from the residential inventory.

Site Suitability: Site suitability is discussed in detail in the findings of this report. Overall, subject property's proximity to natural features, other commercial and tourist-commercial uses, high capacity/classification streets, and adequate utilities, make subject property most suitable for the proposed use, as compared to other properties in Reedsport.

City of Reedsport Municipal Code: Procedural Standards

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

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

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

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

The Planning Commission is scheduled to hear this application on August 22 at 5:00pm. If approved, the City Council will hear their recommendation August 28 at 7:00pm.

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

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

that either (a) the existing transportation system supports a higher number of trips or (b) if improved, the transportation system will support a higher number of trips and those improvements are made.

2. The applicant shall submit a metes and bounds description and depiction of the area subject to zone change prior to approval. The boundary of the Urban Conservation-designated area of subject property shall be determined in accordance with 10.76.150 Significant Natural Resources Overlay Zone.

Planning Commission Chair Debbie Yates

Date

ORDINANCE 2023-1203

AN ORDINANCE TO AMEND THE CITY OF REEDSPORT'S ZONING AND COMPREHENSIVE PLAN MAPS, TO CHANGE THE DESIGNATION OF APPROXIMATELY 1.6 ACRES AT NEAR 1780 WINCHESTER AVE FROM SINGLE FAMILY RESIDENTIAL (R1) TO COMMERCIAL (C2) AND THE COMPREHENSIVE PLAN MAP DESIGNATION OF THE SAME FROM RESIDENTIAL TO COMMERCIAL.

WHEREAS, subject property (22-12W-03BA-03300) is split-zoned (one property, a portion of which is zoned Single Family Residential R1 and a portion of which is zoned Commercial C2). This split-designation is also reflected on Reedsport's Comprehensive Plan map (split between Residential and Commercial); and

WHEREAS, the City of Reedsport Municipal Code (RMC) 10.100.010 Authorization to Initiate Amendments allows amendments to the text of RMC Title 10 Land Usage Division III Zoning to be initiated by application of the property owner; and

WHEREAS, the owner of subject property (Schofield Creek LLC c/o Jill Nelson) initiated amendment to Reedsport's zoning and comprehensive plan maps on June 1, 2023; and

WHEREAS, notice of the proposed amendment was sent to the Oregon Department of Land Conservation and Development on July 18, 2023, 35 days prior to the first evidentiary hearing, as required by OAR 660-018-0020; and

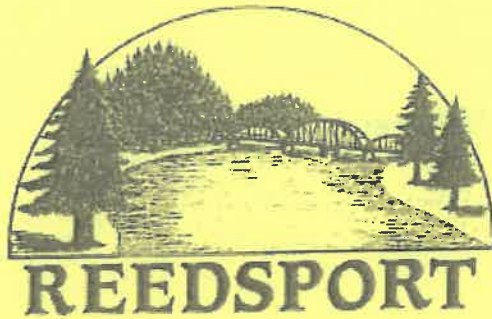
WHEREAS, notice of the proposed amendment was published in the World Newspaper on August 4, 2023, at least 10 days prior to the first evidentiary hearing, as required by RMC 10.100.040 Notification Procedures for Amendments; and

WHEREAS, notice of the public hearing on the proposed amendment was sent to property owners within 200 feet of subject property and affected agencies on August 2, 2023, at least 20 days prior to the first evidentiary hearing, as required by 10.112.030 Notice of Public Hearings; and

WHEREAS, the Planning Commission held a public hearing (the first evidentiary hearing) on August 22, 2023, and made a recommendation to the City Council to approve the map amendments.

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 included by this reference.



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 023-072
Agenda of October 2, 2023
RE: City Councilor Appointment

ISSUE:

Shall the City Council appoint a person to City Council Position #1 for a term ending December 31, 2024?

BACKGROUND:

Currently the City of Reedsport City Council has a vacancy with a term expiring on December 31, 2024. On August 7, 2023 the City Council accepted the resignation of Councilor Jeff Vanier and declared a vacancy. The applicant appointed to this position will need to run for election in the November 2024 general election if they wish to continue.

Attached you will find five applications for the City of Reedsport City Council. Applicants are listed alphabetically by last name.

Applicant – John Kollerup

Applicant – Laura McCorkle

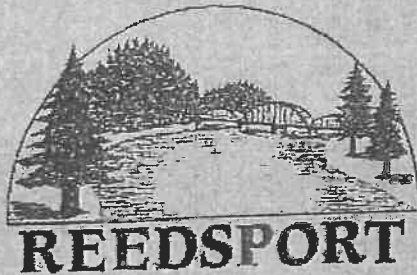
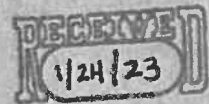
Applicant – Edward O'Carroll

Applicant – Robert Wright

As directed City staff has prepared a list of questions, each applicant will be asked to respond to during the meeting.

COUNCIL ALTERNATIVES:

1. Appoint a person to City Council Position #1 for a term ending December 31, 2024.
2. Table this issue and instruct staff to advertise for citizens interested in serving on the City of Reedsport City Council.



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: Laura McCorkle

Address: 459 Providence Dr. Reedsport, OR 97467

Home Phone: 503-201-8333 Work Phone: 541-707-8005

E-Mail Address: lauram@bisnett.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): CITY COUNCIL

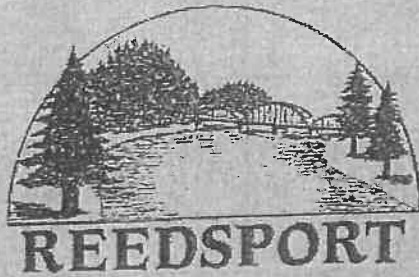
Please provide an answer to the following questions:

1) I have been a qualified resident since: 3 (Month) 1 (Year)

RECEIVED

FEB 03 2023

BY: CD



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: Edward R. O'Carroll
Address: 1595 Hawthorne Ave. #24
Home Phone: 541 361 6054 Work Phone: SAME
E-Mail Address: 2001595@Comcast.com

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

- ☐ Parks and Beautification Committee.....(3 year term appointed by Council)
- ☐ Budget Committee.....(3 year term appointed by Council)
- ☐ Dangerous Buildings Abatement Board of Appeals.....(3 year term appointed by Mayor)
- ☐ Planning Commission.....(3 year term appointed by Council)
- ☐ Traffic Safety Advisory Committee.....(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)

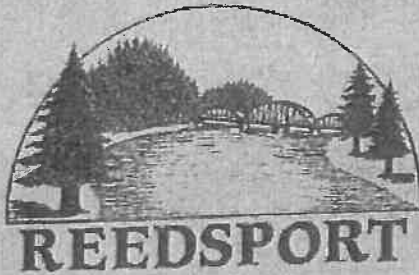
☒ Other (Please List): City Council

Please provide an answer to the following questions:

1) I have been a qualified resident since: Feb (Month) 2012 (Year)

RECEIVED

JAN 27 2023



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: John Kollerup

Address: 191 N 4th St Reedsport, OR 97467

Home Phone: 719-582-3677 Work Phone: N/A

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

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

☐ Parks and Beautification Committee.....(3 year term appointed by Council)

☐ Budget Committee.....(3 year term appointed by Council)

☐ Dangerous Buildings Abatement Board of Appeals.....(3 year term appointed by Mayor)

☐ Planning Commission.....(3 year term appointed by Council)

☐ Traffic Safety Advisory Committee.....(3 year term, appointed by Council)

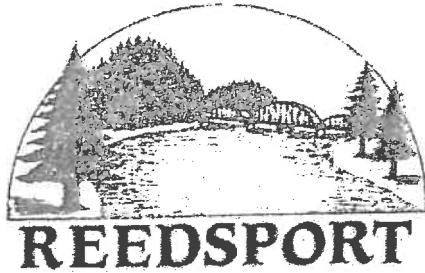
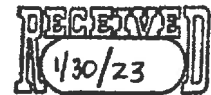
☐ Umpqua Experience Steering Committee.....(3 year term appointed by Council)

☐ Urban Renewal District Advisory Committee.....(4 year term appointed by Urban
Renewal Agency)

☒ Other (Please List): City Council

Please provide an answer to the following questions:

1) I have been a qualified resident since: Jan (Month) 2020 (Year)



CITY OF REEDSPORT

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Fax (541) 271-2809

APPLICATION FOR CITY OF REEDSPORT BOARD/COMMITTEE/COMMISSION

Name: Robert R. Wright

Address: 845 South Hill Drive Reedsport Ore, 97467

Home Phone: 541-662-0408 Work Phone: 541-662-0408

E-Mail Address: ybnormalsheep@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): City Council

Please provide an answer to the following questions:

1) I have been a qualified resident since: August (Month) 1998 (Year)



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

See attached comments

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

See attached comments


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

See attached comments

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

Name: <u>Tom Beck</u>	Phone #: <u>541-662-1100</u>
Name: <u>Rich Patten</u>	Phone #: <u>541-784-5713</u>
Name: <u>Kristen Zetsche</u>	Phone #: <u>541-707-0878</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

1/30/23
Date

Continuation comments

#2.

I have been living in Reedsport since 1998 and serving in various roles for the city. I see this as a natural progression of my service to the people and city of Reedsport.

#3

I am currently the Chaplain for the Reedsport PD and have been since 2008. I served as bailiff for the Reedsport court since 2012. I retired from being a bailiff as of Aug 2022. I served our country for 20 years in the U.S. Air Force (A.F.). Retiring with an honorable discharge. During my 20-year tenure with the Air Force I had many different leadership and subordinate roles. For much of my time, I worked in Military Intelligence, holding a Top-Secret SCI security clearance. I know what it's like to be a leader as well and one who follows effective leadership and I know the need for confidentiality when called for. I spent 7 years as the Administrative Pastor at Hauser Community Church. Primarily my responsibilities were the day to day running of the "business" aspect of the Church body as well as leading and coordinating various programs and groups. Sometimes that included making unpopular and tough decisions that unfortunately, had to be made. From what songs to play for the weeks service. To the heavier, more difficult decisions of substantial budget and personnel cuts.

#4

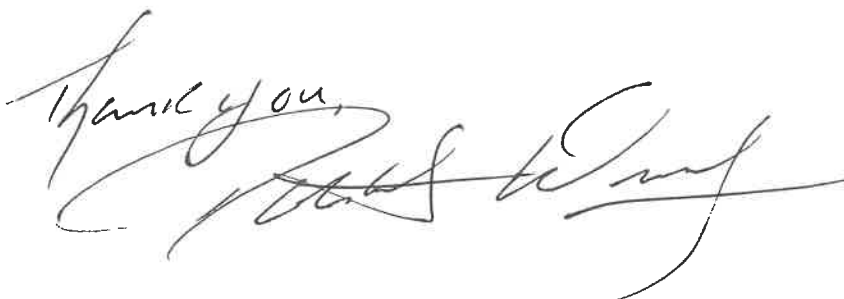
I am Oregon born and a high school Graduate from Crater High School in Central Point Ore. My college education came while active duty in the A.F. and continued after retirement.

I had a 20-year A.F. Career. Ranging from Military Intelligence, Cable Splicing, Heavy Equipment Operation to Recruiting, beginning from the North Bend office. I also recruited out of Seattle WA. for all medical professions including Doctors, Physicians Assistants, Dentists and those applying for Medical and Dental school. My last position in the Air Force was the trainer for all recruiters in the northwest region. This included Oregon, Washington, Alaska and part of Idaho.

While in the Air Force I acquired 100+ hours of college education mostly in the majoring in Communication.

I had various jobs after the A. F. One of which was that as a Driver and trainer for an International Limousine company. While there, I wrote an operation, and a training manual for the company that is being used worldwide.

In my various employment positions, nearly 100% of the time, I was involved in writing either training procedures, or day to day operating instructions to be followed by all within the company.

Thank you,




CITY of REEDSPORT

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

Council Letter 023-073
Agenda of October 2, 2023
RE: Alt Council President

ISSUE:

Shall the City Council appoint an alternate council president for the 2023-24 calendar year?

BACKGROUND:

Due to the resignation of the Council Position #1, the City Council is to appoint a new Alt. Council President.

Council President
[expires December 2024]

DeeDee Murphy

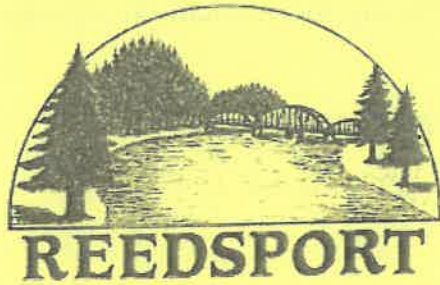
Alt. Council President
[expires December 2024]

Vacant

COUNCIL ALTERNATIVES:

1. Appoint an alternate council president for 2023-24 calendar year.
2. Decline to appoint an alternate council president for 2023-24 calendar year.
3. Table the issue and direct staff to conduct additional research.

Deanna Schafer
City Manager



CITY OF REEDSPORT
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Honorable Mayor and
Members of the City Council
Reedsport, Oregon

Council Letter 023-074
Agenda of October 2, 2023
Re: Vacation Rental Moratorium

ISSUE

Shall the City Council adopt an ordinance establishing a temporary moratorium on vacation rentals and/or short-term rentals declaring an emergency and assign 2023-1204 as the title?

BACKGROUND

In August of 2021, Planning Department staff presented a plan to the City Council to address vacation rentals. This plan involves completing a housing needs analysis and buildable lands inventory – which will provide the Planning Commission and City Council data upon which to base decisions regarding any additional restrictions on vacation rentals (such as a cap on the total number allowed in Reedsport, based on our need).

In November of 2021, the City received a grant from the DLCD to commission the housing needs analysis and buildable lands inventory. In June of 2022, we hired a consultant to complete these studies (FCS Group). They delivered their rough draft in October 2022; the final draft was presented in August of 2023.

The Planning Commission now has data upon which to base their recommendations to the Council regarding vacation rental policies. Due to the delay in the final documents and subsequent joint work sessions, an emergency exists because the current ordinance will expire on October 2, 2023, prior to when a non-emergency ordinance would take effect. Staff recommends that the City Council place a new moratorium on vacation rentals at this time until the original goals are accomplished.

FISCAL IMPACT

There is an unknown fiscal impact.

ALTERNATIVES

1. Adopt an ordinance establishing a temporary moratorium on vacation rentals and/or short-term rentals declaring an emergency and assign 2023-1204 as the title.

ORDINANCE 2023-1204

AN ORDINANCE ESTABLISHING A TEMPORARY MORATORIUM ON VACATION RENTALS WITHIN THE CITY OF REEDSPORT AND DECLARING AN EMERGENCY

WHEREAS, the City of Reedsport defines a vacation rental as: a dwelling unit that is rented out to a single party for a period of less than thirty (30) days in length where there are no primary occupants or where the residents who occupy the unit do so for less than two hundred seventy (270) days per year. A vacation rental is similar to a commercial lodging use. It is a primary use and is more commercial in nature than is a short-term rental.

WHEREAS, the City allows vacation rentals: (a) in permitted dwelling units, (b) in the residential and Commercial Mixed Use zones, (c) with a Conditional Use Permit and Business License, and (d) only if the rental can meet these standards, contained in Reedsport Municipal Code 10.64.030:

1. At least one (1) parking space per two (2) guests is required on site.
2. Occupancy is limited to not more than eight (8) guests per rental period.
3. The property owner shall obtain a Vacation Rental Operator's [Business] license and comply with the business licensing regulations.
4. The property owner shall comply with the Transient Room Tax provisions.

WHEREAS, the City of Reedsport City Council has expressed concerns about Vacation Rental(s) compromising the residential character of neighborhoods and depleting the City's needed housing inventory; and

WHEREAS, the City of Reedsport is awaiting the completion of a Housing Needs Analysis and Buildable Land Inventory; and,

WHEREAS, the City of Reedsport City Council wishes to place a temporary moratorium on the establishment of Vacation Rentals so that joint sessions may be scheduled with the City of Reedsport Planning Commission to discuss the findings of the Housing Needs Analysis and Buildable Land Inventory, and to make appropriate recommendations for updates to Reedsport's Municipal Codes governing vacation rentals; and,

WHEREAS, Oregon Revised Statute (ORS) 197.520 authorizes cities to impose a moratorium on the issuance of permits, including the approval of vacation rentals, upon demonstration of compelling need and findings in accordance with ORS 197.520(3)(a); and,

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

SECTION 1. MORATORIUM. The City shall halt the acceptance of Vacation Rental land use applications and business licenses for vacation rentals.

SECTION 2. SUNSET. This moratorium shall expire automatically without further action of the City Council, one hundred twenty (120) days after the date of adoption, unless repealed sooner by the City Council.