



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

AMENDED AGENDA

City Council Work Session, 6:00 p.m.
City Council Regular Session, 7:00 p.m.
451 Winchester Avenue
Monday, March 4, 2024

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

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

6:00 p.m. Work Session:

1. CALL TO ORDER
2. ITEMS OF BUSINESS

A. Items on the agenda.

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. Women's History Month Proclamation.

B. American Red Cross Month Proclamation.

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 Agenda 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 Agenda 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 Christina Crockett at (541) 271-3603.

- A. Approve minutes of the regular session of February 5, 2024.
- B. Shall the City Council approve a new liquor license to Eclectic Spirits LLC, Stillwagon Distillery, LLC located at 458 Fir Street? (Council Letter 024-009)
- C. Shall the City Council adopt an Ordinance 2024-1209 to amend the Reedsport Municipal Code Chapter 5 Traffic Regulations section 5.20.120 "Limited Parking Zones" and assign 2024-1209 as the title? (Council Letter 024-010)
- D. Shall the City Council authorize the purchase of two city vehicles for the Public Works Department? (Council Letter 024-010A)
- E. Motion to approve the Consent Agenda.

6. GENERAL BUSINESS

- A. Receive 2023/2024 Fiscal Year Audit Report.
- B. Shall the City Council enter into a contract for City Attorney Services? (Council Letter 024-011)
- C. Shall the City Council adopt Resolution 2024-002 authorizing a supplemental budget and budget revisions to the 2023-24 FY budget? (Council Letter 024-012)
- D. Shall the City Council amend the Intergovernmental Agreement with Douglas County for the hiring of The Dyer Partnership Engineers & Planners to perform the preliminary engineering of the Winchester Bay Water Line Project? (Council Letter 024-013)
- E. Shall the City council approve amendment # 1 to task order # 22 and issue a notice to proceed to The Dyer Partnership Engineers & Planners for the engineering of construction documents, and procurement for the Winchester Bay Water Line Project? (Council Letter 024-014)
- F. Shall the City Council adopt Ordinance 2024-1210, to amend Reedsport Municipal Code Chapter 10.76 Special Provisions and Regulations § 10.76.170 Vacation Rentals? (Council Letter 2024-015)
- G. Shall the City Council enter into an Intergovernmental Agreement in Support of a Community Development Block Grant Program? Council Letter (024-016)
- H. Shall the City Council adopt a Resolution 2024-003 for Reedsport Volunteer Fire Department accident cost recovery? (Council Letter 024-017)

- I. Shall the City Council submit a letter of commitment for Oregon CPRG Implementation Grant Application? (Council Letter 024-018)

7. MISCELLANEOUS ITEMS

(Mayor, Councilors, City Manager, City Attorney)

8. EXECUTIVE SESSION

- A. Pursuant to ORS 192.660(2)(i) – To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.
- B. Pursuant to ORS 192.660(2)(e) – To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

9. OPEN SESSION

- A. Shall the City Council approve a contract for City Manager?

10. ADJOURN

PROCLAMATION

WHEREAS, Women's History Month is a celebration of women's contributions to history, culture and society and has been observed annually in the month of March in the United States since 1987; and

WHEREAS, Women's History Month is a dedicated month to reflect on the often-overlooked contributions of women to United States history; and

WHEREAS, Women of every age, race, class, and ethnic background have made historic contributions to the growth and strength of our city in countless ways; and

WHEREAS, Women have played and continue to play critical economic, cultural, and social role in every sphere of the life of the City by constituting a significant portion of the labor force working inside and outside of the home; and

WHEREAS, Women have played a unique role throughout the history of the City by providing the majority of the volunteer labor force of the City; and

WHEREAS, Women were particularly important in the establishment of early charitable, philanthropic, and cultural institutions in our City; and

WHEREAS, Women of every age, race, class, and ethnic background served as early leaders in the forefront of every major social change movement; and

WHEREAS, Women have courageously served our country in the national and state armed forces; and

WHEREAS, Women have been leaders, not only in securing their own rights of suffrage and equal opportunity, but also in the industrial labor movement, the civil rights movement, and other movements, which have created a more fair and just society for all; and

NOW, THEREFORE, I, Linda McCollum, Mayor of the City of Reedsport do hereby acknowledge that March is designated as Women's History Month and encourage our citizens to observe the generations of women who have left enduring imprints on our history through programs, ceremonies, and activities.

IN WITNESS WHEREOF, I have here set my hand and caused the OFFICIAL Seal of the City of Reedsport to be affixed this 4th day of March, 2024.

Linda McCollum, Mayor
City of Reedsport

PROCLAMATION

WHEREAS, in times of crisis, people in our Community come together to care for one another. This humanitarian spirit is part of the foundation of our nation and is exemplified by American Red Cross Cascades Region volunteers and donors.

WHEREAS, in 1881, Clara Barton founded the American Red Cross, turning her steadfast dedication for helping others into a bold mission of preventing and alleviating people's suffering. Today, more than 140 years later, we honor the kindness and generosity of Red Cross volunteers here in our Community who continue to carry out Clara's lifesaving legacy. They join the millions of people across the United States who volunteer, give blood, donate financially or learn vital life-preserving skills through the Red Cross.

WHEREAS, in the Cascades Region, serving Oregon and SW Washington, the contributions of more than 2,500 local Red Cross volunteers give hope to the most vulnerable in their darkest hours. The Red Cross does so by providing more than 600 emergency overnight shelter stays, along with food and comfort for families devastated by nearly 800 local disasters, like home fires. Through the generosity of those donating more than 182,000 units of essential blood for accident and burn victims, heart surgery and organ transplant patients, and those receiving treatment for leukemia, cancer or sickle cell disease. Or by supporting service members and veterans an average of nine times a day, along with their families and caregivers through the unique challenges of military life. And by helping to save the lives of others with first aid, CPR and other skills; or delivering international humanitarian aid.

WHEREAS, the American Red Crosses work to prevent and alleviate human suffering is vital to strengthening our community's resilience. We dedicate this month of March to all those who continue to advance the noble legacy of American Red Cross founder Clara Barton, who lived by her words, "You must never think of anything except the need, and how to meet it." We ask others to join in this commitment to give back in our community.

NOW, THEREFORE, I, Linda McCollum, Mayor of the City of Reedsport do hereby acknowledge March as American Red Cross Month and encourage our citizens to support its humanitarian mission.

IN WITNESS WHEREOF, I have here set my hand and caused the OFFICIAL Seal of the City of Reedsport to be affixed this 4th day of March, 2024.

Linda McCollum, Mayor
City of Reedsport

MINUTES OF THE REEDSPORT CITY COUNCIL FEBRUARY 5, 2024 AT 7:00 P.M.
CITY COUNCIL SESSION VIA ZOOM & IN PERSON

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

OTHERS PRESENT: Dep. City Recorder Christina Crockett, Public Works Director Kimberly Clardy, Finance Director Michelle Fraley, Jennifer Rockwell, Sandra Donnelly, Cindy Wegner, Alexander Kuestner

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Mayor McCollum called the meeting to order at 7:00 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. Receive 2023 Reedsport/Winchester Bay Chamber of Commerce Advertisement Report.

Jennifer Rockwell presented the 2023 Reedsport/Winchester Bay Chamber of Commerce Advertisement Report to Council.

4. APPROVAL OF THE AGENDA

Councilor Turner motioned to approve the agenda.

Councilor Miller seconded the motion.

MOTION:

that the City Council approve the agenda.

VOTE:

AYES 6

NAYES 0

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

5. CONSENT AGENDA

Routine items of business that require a vote but are not expected to require discussion by the Council are placed on the Consent Agenda 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 Agenda and placed under General Business.

A. Approve minutes of the work session of January 8, 2024

B. Approve minutes of the regular session of January 8, 2024.

C. Accept Quarterly Financial Report.

D. Motion to approve the Consent Agenda.

Councilor Teitzel motioned to approve the Consent Agenda.

Councilor Turner seconded the motion.

MOTION:

that the City Council approve the amended Consent Agenda.

VOTE:

AYES 6

NAYES 0

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

6. GENERAL BUSINESS

A. Shall the City Council appoint a person to City Council Position #2 for a term ending December 31, 2024?

Mayor Linda McCollum stated that she and the Councilors have a copy of the questions to ask each applicant individually and separate.

Applicant – Sandra Donnelly

Applicant – Alexander Kuestner

Applicant – Cindy Wegner

Each applicant was asked questions that were prepared by City staff as directed. Councilors had the opportunity to write down their notes for each applicant's answers. After the applicants were interviewed, there were two motions to appoint a person to City Council Position #2 for a term ending December 31, 2024.

Councilor Turner motioned that the City Council appoint Sandra Donnelly to City Council Position #2 for a term ending December 31, 2024.

Councilor Teitzel seconded the motion.

MOTION:

that the City Council appoint Sandra Donnelly to City Council Position #2 for a term ending December 31, 2024

VOTE:

AYES _____ 3 _____ NAYES _____ 3 _____

(Councilors Turner, Teitzel and Wright voted in favor of the motion. Mayor McCollum, Councilors Miller and Patten opposed the motion, the motion died due to tie vote)

Councilor Miller motioned that the City Council appoint Cindy Wegner on to City Council Position #2 for a term ending December 31, 2024.

Councilor Patten seconded the motion.

MOTION:

that the City Council appoint Cindy Wegner to City Council Position #2 for a term ending December 31, 2024.

VOTE:

AYES _____ 4 _____ NAYES _____ 2 _____

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

- B. Shall the City Council select a proposal and negotiate a contract for City Attorney Services?

City Manager Deanna Schafer stated that due to unforeseen health reasons and passing of Steve Miller, the City's long-time Attorney of Record, a vacancy was created in City Attorney Services. On January 12, 2024, a Request for Proposals for City Attorney Services were sent out to the Coos and Douglas County Bar Associations, posted on the League of Oregon Cities job board, and the city website. In addition, several area law firms with directly provided with the request.

The city received four proposals by the deadline of January 26th at 4:00 pm. The City Mayor Linda McCollum, Council President Chuck Miller, and City Manager Deanna Schafer scored each proposal on Tuesday January 30th.

Three of the proposals were considered and one was ruled out based on the time allocated in the proposal to spend on City related business was not adequate. Based on the scoring of the remaining proposals it was decided that personal interviews were not warranted. The firm selected with the highest scores, Melissa Cribbins Law, is the firm that has been representing the City as interim City Attorney for several months and has done an outstanding job in filling that vacancy.

The position is budgeted in the proposed 2023-2024 budget.

Mayor McCollum asked if anyone had any questions. Councilor Wright asked per the city charter if the City Attorney position should be evaluated by the full City Council? Deanna Schafer answered yes, that the City Attorney in position who is already hired is evaluated by a full council. Mayor Linda McCollum added that a full city council evaluates the City Attorney performance, not necessarily the hiring of a new attorney. Councilor Debby Turner stated that her objection is that the Councilors were not invited to volunteer in the decision making process. City manager Deanna Schafer stated that we would be able to delay an appointment of City Attorney Services until the March Council Meeting. Deanna Schafer then requested volunteers of Councilors to make a committee. Councilors Turner, Miller, and Teitzel were the first three to volunteer.

Deanna Schafer made the recommendation that the City Council table the issue until a determined time.

Councilor Patten motioned that the City Council table the issue until the March Council meeting.

Councilor Wright seconded the motion.

MOTION:

that the City Council table the issue until the March Council meeting.

VOTE:

AYES 6

NAYES 0

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

7. MISCELLANEOUS ITEMS

(Mayor, Councilors, City Manager, City Attorney)

1. City Manager Deanna Schafer stated the city is launching the Wildfire Prevention Assistance program. We have applications and liability waiver forms on the city website and available at City Hall. The projects will start that are identified in the areas adjacent to city properties.
2. Deanna Schafer stated that Glen Pederson from ODOT has given her an update on the road diet. He told her the project is scheduled to bid on February 29, 2024 and all work is expected to be done no later than July 2, 2024, with the exception of the modification at traffic signals of additional lighting and the installation of the flashing beacon at 7-11.
3. Kim Clardy gave a water update and said that the arc-flash study is complete and the generator is installed and running. She stated the ozone generator is scheduled to arrive and to be installed next week. She stated the Winchester Bay water line improvement projects bids were last week and projects should begin within the next couple of months.
4. Kim Clardy stated that the Forest Hills Pump Station is on schedule.
5. Finance Director Michelle Fraley stated that the Accounts/Payroll position has been filled and that the new person is scheduled to start on February 16, 2024.
6. Chief Carter stated the Seismic Station 7 project is coming along well.
7. Chief Carter stated that officers are doing routine checks on businesses after hours, and are now leaving business cards on the doors to notify owners this service is being done.
8. Chief Carter stated that a cold case has been opened and that they do have a suspect.
9. Interim City Attorney Melissa Cribbins stated that it is the first day of Legislative sessions and to keep an eye open for an email from League of Oregon Cities, regarding Recreational Immunity Fix.

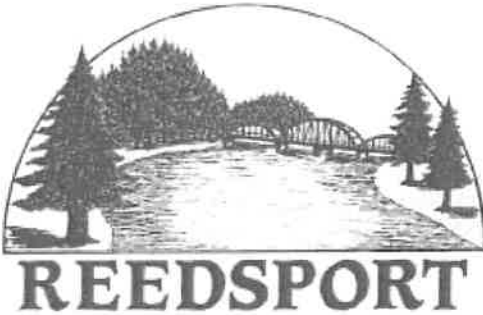
8. ADJOURN

Mayor McCollum adjourned the meeting at 8:03 P.M.

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 024-009
Agenda of March 4, 2024
RE: Liquor License Approval

ISSUE:

Shall the City Council approve a new liquor license to Eclectic Spirits LLC, Stillwagon Distillery, LLC located at 458 Fir Street?

BACKGROUND:

Per Reedsport Municipal Code 7.28 Liquor Licensing, the City Recorder shall cause any new liquor license application to be placed in front of the City Council for recommendation to the Oregon Liquor Control Commission (OLCC). The City has no authority to approve or deny applications but can make recommendations.

The City has received an application for a liquor license at 458 Fir Street from Stillwagon Distillery, LLC located at 458 Fir Street.

FISCAL IMPACT:

There is no fiscal impact of issuing a license to sell alcohol at this location beyond the normal application and renewal fees.

ALTERNATIVES:

1. ***Approve a new liquor license to Eclectic Spirits LLC, Stillwagon Distillery, LLC located at 458 Fir Street.**
2. Decline to approve a liquor license.
3. Table the issue and direct staff to conduct additional research.

Deanna Schafer
City Manager



OREGON LIQUOR & CANNABIS COMMISSION

LIQUOR LICENSE APPLICATION

Instructions

1. **Complete and sign** this application.
2. Prior to submitting this application to the OLCC, send the completed application to **the local government for the premises address** to obtain a recommendation.
 - If the premises street address is within a city's limits, the local government is the city.
 - If the premises street address is not within a city's limits, the local government is the county.
3. You can submit the application to the OLCC if:
 1. You have **WRITTEN** documentation showing the date the local government received the application or;
 2. The local government has provided you their recommendation.

ALL forms and documents must be a PDF attachment

4. **Email the PDF application that contains the local government recommendation or proof of submission** to: OLCC.LiquorLicenseApplication@oregon.gov.
5. **Do not** include any license fees with your application packet (fees will be collected at a later time).
When it's time to pay the license fee you must pay the full yearly fee for the current license year (the license fee will not be prorated). If you pay in the last quarter of your license year you must also pay the yearly fee for the next license year.

License Request Options - Please see the general definitions of the license request options below:

- **New Outlet**: The licensing of a business that does not currently hold an active liquor license.
- **Change of Ownership**: The request to completely change the licensee of record at a licensed business.
- **Greater Privilege**: The request to change from an Off-Premises to a Limited or Full On-Premises Sales license **OR** from a Limited to Full On-Premises Sales license.
- **Additional Privilege**: The licensee currently holds an active liquor license at the premises and that same licensee would like to request to add an **additional** different liquor license type at that same premises location.

Additional Information

Applicant Identification: Please review [OAR 845-006-0301](#) for the definitions of "applicant" and "licensee" and [OAR 845-005-0311](#) to confirm that all individuals or entities with an ownership interest (other than a waivable ownership interest, per OAR 845-005-0311[6]) in the business have been identified as license applicants on this document. If you have a question about whether an individual or entity needs to be listed as an applicant for the license, discuss this with the OLCC staff person assigned to your application.

Premises Address: This is the physical location of the business and where the liquor license will be posted.

Applicant Signature(s): Each individual listed in the applicant information box on page 2 (entity or individuals applying for the license) must sign the application.
If an applicant listed in the applicant information box on page 2 is an entity (such as a corporation or limited liability company), at least one member or officer of the entity must sign the application.

Applicant/Licensee Representative(s): In order to make changes to a license or application or to receive information about a license or application by someone other than the applicant/licensee you must:

- Complete the [Authorized Representative Form](#) designating a person/entity to act on your behalf and submit with the application.

For help with this application or any related documents or processes, email olcc.alcohollicensing@oregon.gov.

LIQUOR LICENSE APPLICATION

Page 1 of 4

Check the appropriate license request option:

☒ [New Outlet](#) | ☐ [Change of Ownership](#) | ☐ [Greater Privilege](#) | ☐ [Additional Privilege](#)

Select the license type you are applying for.

More information about all license types is available [online](#).

Full On-Premises

- ☐ Commercial
- ☐ Caterer
- ☐ Public Passenger Carrier
- ☐ Other Public Location
- ☐ For Profit Private Club
- ☐ Nonprofit Private Club

Winery

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th

Brewery

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

Brewery-Public House

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

Grower Sales Privilege

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

Distillery

- ☒ Primary location
- Additional tasting locations: (Use the DISTT form [HERE](#))

☐ Limited On-Premises

☐ Off Premises

☐ Warehouse

☐ Wholesale Malt Beverage and Wine

LOCAL GOVERNMENT USE ONLY

LOCAL GOVERNMENT

After providing your recommendation, return this form to the applicant **WITH** the recommendation marked below

Name of City OR County (not both)

Please make sure the name of the Local Government is printed legibly or stamped below

Date application received:

Optional: Date Stamp Received Below

- ☐ Recommend this license be granted
- ☐ Recommend this license be denied
- ☐ No Recommendation/Neutral

Printed Name

Date

Signature

Stillwagon Distillery

Trade Name

LIQUOR LICENSE APPLICATION

Page 2 of 4

APPLICANT INFORMATION

Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.

Name of entity or individual applicant #1:

Eclectic Spirits LLC

Name of entity or individual applicant #2:

Name of entity or individual applicant #3:

Name of entity or individual applicant #4:

BUSINESS INFORMATION

Trade Name of the Business (name customers will see):

Stillwagon Distillery

Premises street address (The physical location of the business and where the liquor license will be posted):

458 Fir Street

City:

Reedsport

Zip Code:

97467

County:

Douglas

Business phone number:

2537328458

Business email:

stillwagondistillery@yahoo.com

Business mailing address (where we will send any items by mail as described in [OAR 845-004-0065\(1\)](#)):

PO Box 5574

City:

Coos Bay

State:

OR

Zip Code:

97420

Does the business address currently have an OLCC liquor license? ☒ Yes ☐ No

Does the business address currently have an OLCC marijuana license? ☐ Yes ☒ No

APPLICATION CONTACT INFORMATION – Provide the point of contact for this application. If this individual is not an applicant or licensee, the Authorized Representative Form must be completed and submitted with this application.

Application Contact Name:

Melissa Cribbins, Attorney

Phone number:

541-217-0272

Email:

melissa@cribbinslaw.com

LIQUOR LICENSE APPLICATION

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TERMS

- “Real property” means the real estate (land) and generally whatever is erected or affixed to the land (for example, the building) at the business address.
- “Common area” is a privately owned area where two or more parties (property tenants) have permission to use the area in common. Examples include the walking areas between stores at a shopping center, lobbies, hallways, patios, parking lots, etc. An area’s designation as a “common area” is typically identified in the lease or rental agreement.

ATTESTATION – OWNERSHIP AND CONTROL OF THE BUSINESS AND PREMISES

- Each applicant listed in the “Application Information” section of this form has read and understands [OAR 845-005-0311](#) and attests that:
 1. At least one applicant listed in the “Application Information” section of this form has the legal right to occupy and control the real property proposed to be licensed as shown by a property deed, lease, rental agreement, or similar document.
 2. No person not listed as an applicant in the “Application Information” section of this form has an ownership interest in the business proposed to be licensed, unless the person qualifies to have that ownership interest waived under OAR 845-005-0311.
 3. The licensed premises at the premises street address proposed to be licensed either:
 - a. Does not include any common areas; or
 - b. Does include one or more common areas; however, only the applicant(s) have the exclusive right to engage in alcohol sales and service in the area to be included as part of the licensed premises.
 - In this circumstance, the applicant(s) acknowledges responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including in portions of the premises that are situated in “common areas” and that this requirement applies at all times, even when the business is closed.
 4. The licensed premises at the premises street address either:
 - a. Has no area on property controlled by a public entity (like a city, county, or state); or
 - b. Has one or more areas on property controlled by a public entity (like a city, county, or state) and the public entity has given at least one of the applicant(s) permission to exercise the privileges of the license in the area.

Stillwagon Distillery

OLCC Liquor License Application (Rev. 10.25.23)

LIQUOR LICENSE APPLICATION

Stillwagon Distillery

Page 4 of 4

Applicant Signature(s): Each individual listed in the applicant information box on page 2 (entity or individuals applying for the license) must sign the application.

If an applicant listed in the applicant information box on page 2 is an entity (such as a corporation or limited liability company), at least one member or officer of the entity must sign the application.

- Each applicant listed in the "Application Information" section of this form has read and understands [OAR 845-006-0362](#) and attests that:

1. Upon licensure, each licensee is responsible for the conduct of others on the licensed premises, including in outdoor areas.
2. The licensed premises will be controlled to promote public safety and prevent problems and violations, with particular emphasis on preventing minors from obtaining or consuming alcoholic beverages, preventing over-service of alcoholic beverages, preventing open containers of alcoholic beverages from leaving the licensed premises unless allowed by OLCC rules, and preventing noisy, disorderly, and unlawful activity on the licensed premises.

I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application, are true and complete.

Melissa T. Cribbins		2/5/2024
Applicant name	Signature	Date

Applicant name	Signature	Date
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Applicant name	Signature	Date
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Applicant name	Signature	Date
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Applicant/Licensee Representative(s): If you would like to designate a person/entity to act on your behalf you must complete the [Authorized Representative Form](#). You may submit the form with the application or anytime thereafter. The form must be received by the OLCC before the representative can receive or submit information for the applicant.

Please note that applicants/licensees are responsible for all information provided, even if an authorized representative submits additional forms on behalf of the applicant.



OREGON LIQUOR & CANNABIS COMMISSION

Authorized Representative Form

What is this form?

An applicant or licensee may give a representative authorization to make changes to the license; sign application forms on behalf of the licensee or applicant; or receive information about a license or application. The applicant or licensee may use this form to document that authorization.

This form **must** be signed by someone who is a licensee or an applicant for the license.

PLEASE NOTE: *Exceptions* - Each individual person **MUST** sign their own Individual History Form

Section 1 – Applicant/Licensee Information

Applicant/Licensee Name:	Eclectic Spirits, LLC
Trade Name:	Stillwagon Distillery
Premise Address:	464 Fir Ave, Reedsport, OR 97467

Section 2 – Representative Information

Representative Name:	Melissa Cribbins		
Representative Phone:	541-217-0272	Representative Email:	melissa@cribbinslaw.com

Section 3 – Authorization

I give permission for the above-named representative to:

- Make changes regarding this license/application on my behalf.
- Sign application forms and documents regarding this license/application on my behalf.
- Receive information about the status of the license/application, including information about pending compliance action or communications between OLCC and the licensee/applicant.

This authorization will remain in effect until I rescind my permission in writing and provide a copy to the Commission.

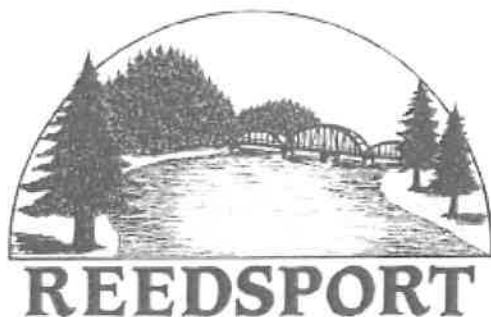
Comments:

Signature:

Date: 2/5/24

Name: Rick Stillwagon

Title: 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 024-010
Agenda of March 4, 2024
RE: Limited Parking Revision

ISSUE:

Shall the City Council adopt Ordinance 2024-1209 revising Reedsport Municipal Code 5.20.120 Limited Parking Zones?

BACKGROUND:

On January 1, 2024, the City of Reedsport entered into a lease agreement making a total of ten parking spaces located on the corner of Greenwood Avenue and North Fourth Street to be available for public parking.

The new ordinance adds section G which will read as: *"G. Public Parking Lot – Parking lot on the corner of Greenwood Avenue and North Fourth Street - Two Hour Parking Limit between the hours of 7 a.m. to 7 p.m."*

FISCAL IMPACT:

There is no fiscal impact.

COUNCIL ALTERNATIVES:

1. Adopt an Ordinance revising Reedsport Municipal Code Chapter 5.20.120; and assign Ordinance number 2024-1209 as the title.
2. Modify and then adopt an Ordinance revising Reedsport Municipal Code Chapter 5.20.120; and assign Ordinance number 2024-1209 as the title.
3. Table this issue and direct city staff to conduct additional research.
4. Decline to adopt an Ordinance

RECOMMENDATIONS:

Staff recommends alternative #1.

Deanna Schafer
City Manager

ORDINANCE 2024-1209

AN ORDINANCE AMENDING CERTAIN PROVISIONS OF THE REEDSPORT MUNICIPAL CODE, ESTABLISHING A TWO HOUR PARKING RESTRICTION BETWEEN 7 A.M. AND 7 P.M. ON THE CORNER OF GREENWOOD AVENUE AND NORTH FOURTH STREET.

WHEREAS, The Reedsport City Council finds it in the best interest and safety of the residents of the City of Reedsport to place specific requirements or prohibitions on parking in certain areas of City public rights of way and parking lot. and

WHEREAS, the Reedsport Municipal Code, Chapter 5.20.120 establishes limited parking zones; and

WHEREAS; the Reedsport City Council desires to amend Chapter 5.20.120 of the Reedsport Municipal Code, limited parking zones.

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

§ 5.20.120 of the Reedsport Municipal Code is amended to read as follows:

5.20.120 Limited parking zones

The following areas shall have limited parking available as designated hereafter:

- G. Public Parking Lot— Parking lot on the corner of Greenwood Avenue and North Fourth Street Two Hour Parking Limit between the hours of 7 a.m. to 7 p.m.

EFFECTIVE DATE OF ORDINANCE: This Ordinance shall become effective on April 4, 2024.

PASSED BY THE CITY COUNCIL this 4th day of March, 2024.

AYES _____ NAYS _____

APPROVED BY THE MAYOR this 4th day of March, 2024.

Mayor Linda McCollum

ATTEST:

Deanna Schafer, City Recorder

NORTH 4TH ST.

GREENWOOD AVE.

Garage Bay 1

Garage Bay 2



JOB NUMBER
20087

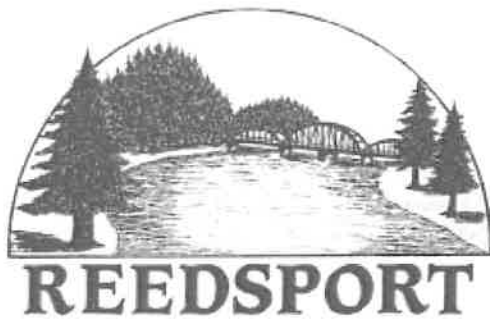


MFR. & INSTALL (10) S/F PARKING SIGNS
.080 ALUMINUM PANELS
REFLECTIVE VINYL GRAPHICS
POSTS BY OTHERS
SCALE: 1/4

S/F PARKING SIGNS

SCALE: NOTED	CLIENT HIGHWATER CAFE	PROJECT MISC. BUILDING SIGNAGE	SALES REP. BK	DESIGNER M. WIGGINS	DATE 1.24.24	4051 W. 1ST AVE. EUGENE, OR 97402 541.484.1482 <small>© 2024 Image King Signs, LLC</small>
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CITY OF REEDSPORT

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

Honorable Mayor and
Members of the City Council
Reedsport, Oregon

Council Letter 024-010A
Agenda of March 4, 2024
RE: Purchase city vehicles

ISSUE

Shall the City Council authorize the purchase of two city vehicles for the Public Works Department?

BACKGROUND

The sewer department currently utilizes three vehicles a 2000 Chevy s-10, a 2005 Ford f250, and a 2019 Dodge, they are having serious issues with the Chevy and the Ford and need to get at least one of them replaced. The 2005 Ford F250 has a knock in the motor, electrical issues, and many cosmetic issues, it currently only has 90,510 miles but has many stops and starts on the motor. The 2000 Chevy has some coolant leaks, electrical issues, rotting of the floorboards, and other cosmetic issues, also, but the staff feels the Ford can be used for a couple more years since it will mostly be used for checking pump stations only.

The Maintenance department is currently using a 2007 Ford F150, a 2003 Chevy, and a 1995 Ford for their daily trucks. The 1995 Ford truck has over 107,000 miles on it and was used as a backup truck for city shops before we hired another maintenance worker, so currently city shops do not have a backup truck should one be needed. This truck also is used for spraying and has a lift gate. City Staff would like to purchase the Maintenance lead for a newer truck and move the 1995 Ford as the backup at city shops.

At this current time city staff has been working with a commercial dealer out of Portland to replace these two trucks and we have found two trucks one is a 2019 Ford F250 4x4 extra cab for \$33,229, and a 2020 Ford F250 2x4 extended cab for \$27,169. City staff is requesting council approval to purchase these two trucks in the total amount of \$60,398.

FISCAL IMPACT

The purchase of one of the trucks will be from the Wastewater fund (004) and the other truck will be split equally between Streets (002), Water (003), and Wastewater (004).

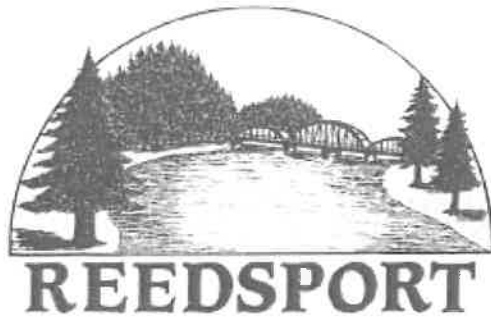
ALTERNATIVES

1. *** Approve the purchase of two city vehicles for the Public Works Department.**
2. Decline to approve the purchase of two city vehicles for the Public Works Department.
3. Table the issue and direct staff to conduct additional research.

RECOMMENDATION:

Staff recommends alternative #1.

Kimberly Clardy
Public Works Director



CITY of REEDSPORT

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

Honorable Mayor and
Members of the City Council
Reedsport, Oregon

Council Letter 024-011
Agenda of March 4, 2024
RE: City Attorney Services

ISSUE:

Shall the City Council select a proposal and enter into a contract for City Attorney Services?

BACKGROUND:

A committee of councilors including Council President Chuck Miller, Councilor Allen Teitzel, and Councilor Debby Turner scored each proposal on Friday, February 16th.

Based on the scoring of the proposals it was decided that personal interviews were not warranted. The firm selected with the highest scores, Melissa Cribbins Law, is the firm that has been representing the City as interim City Attorney for several months and has done an outstanding job in filling that vacancy.

FISCAL IMPACT:

The position is budgeted in the proposed 2023-2024 budget.

COUNCIL ALTERNATIVES:

1. Approve a proposal and enter into a contract for City Attorney Services and authorize the City Manager to sign on behalf of the City.
2. Decline to approve a proposal and enter into a contract for City Attorney Services and instruct Staff to solicit new candidates.
3. Table this issue until a determined time.

STAFF RECOMMENDATION:

Staff recommends alternative #1.

Deanna Schafer
City Manager

January 25, 2024

City of Reedsport
451 Winchester Avenue
Reedsport, OR 97467

Letter of Engagement

Dear City of Reedsport:

Thank you for your inquiry about providing legal services to the City of Reedsport ("City"). This letter sets forth the terms of representation. Please sign and return a copy of the agreement to indicate your agreement to the terms and conditions herein.

Scope of Services

The scope of legal services to be provided by me to the City may include, but not be limited to:

- Upon request, attend City Council or other meetings, whether in person or virtually.
- Upon request, attend Executive Session Meetings.
- Upon request, attend Emergency Meetings.
- Review documents, including contracts, for legal sufficiency, and make recommendations on changes.
- Maintain appropriate records and files.
- Represent the City of Reedsport in proceedings before state and federal courts, administrative tribunals and administrative agencies when, in my judgment, a matter falls within my areas of competency.
- Coordinate with outside counsel on matters requiring more specialized expertise.
- All related duties as necessary.

As to all services, my client is the City, and not any individual representative of the City such as its City Manager, any member of staff, or any elected Council member. I may represent these individuals in their official, but not personal, capacity in regards to Council actions to any of the services listed above.

Rates

My billing is \$275 per hour and \$150 per hour for travel time, if needed. Mileage is billed at the then-current IRS mileage rate. I would expect to be reimbursed for costs within 30 days of an accepted billing.

Legal assistant time spent on ordinary administrative or secretarial tasks shall not be billed (filing, copying, dictation, mailing, formatting documents created by the attorney, etc.). Legal assistant time spent on paralegal-type tasks devoted to a specific matter may be billed at \$100/hour (factual investigation, discovery, preparation of exhibits for hearings or trials, creation of standard documents, etc.).

Normal office expenses and activities shall not be charged (copying, postage, phone calls, files and filing materials, etc.). Specific, out-of-the-ordinary expenses linked to specific matters may be charged at cost, with no mark-up. Examples include court or recording fees, legal research costs, special printing or binding costs or supplies for hearing or presentation materials, or overnight mailing fees.

Work shall be billed on a monthly basis with detailed time descriptions, separated by distinct matters. Invoices shall be payable within thirty days.

Term

This agreement has an effective date of the last signature and shall continue for one year from that date. Thereafter this agreement shall automatically renew for successive one-year terms unless terminated by either party.

Termination by City

City may terminate this agreement and representation at any time, with or without cause.

Termination by Attorney

Attorney may terminate this agreement without cause upon thirty (30) days notice.

Attorney may terminate this agreement for cause at any time for: non-payment of fees; if City does not cooperate in providing needed information; if City asks that Attorney do something illegal or unethical; if any representative of City lies under oath or informs Attorney that they intend to do so; if an irreconcilable conflict develops between representatives of City such that Attorney is faced with conflicting demands; if City persistently fails to follow legal advice; or for any reason under which an attorney may withdraw from representation under the Rules of Professional Responsibility governing lawyers in the State of Oregon.

Conflicts

City recognizes that Attorney is bound by the requirements in Oregon's Rules of Professional Responsibility regarding conflicts of interest. Attorney shall not represent any other client, past or present, in any matter in which the interests of that client are adverse to those of City, nor represent City in any such matter against a past or current client, unless all parties waive the conflict as required by the Rules of Professional Responsibility. If the conflict is not waived, Attorney will direct both City and the other party to obtain other counsel.

I look forward to working with you. Please sign below to indicate agreement with the terms set forth above.

Melissa Cribbins

City of Reedsport

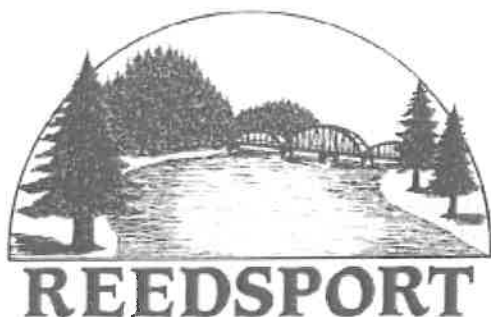
BY: _____

BY: _____

Date: _____

Date: _____

Melissa Cribbins, Attorney



CITY of REEDSPORT

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

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

Council Letter 024-012
Agenda of March 4, 2024
RE: Budget Revision

ISSUE:

Shall the City Council adopt Resolution 2024-002 authorizing a supplemental budget and budget revisions to the 2023-24 FY budget?

BACKGROUND:

A resolution has been drafted (attached) 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 003 Water Utility Fund

Revenue

Miscellaneous	\$47,000
---------------	----------

Materials and Services

Clear Lake Watershed Expenses	\$47,000
-------------------------------	----------

The City has applied for and received a grant for Forest Management and Land Conservation Planning in Clear Lake Watershed Drinking Water Source Protection Fund.

Budget Change for Fund 038 Cert Fund

Revenue

Grants	\$11,713
--------	----------

Materials and Services

Emergency Management	\$11,713
----------------------	----------

The City has applied for and received a grant from the Oregon Department of Emergency Management Homeland Security Program for the purchase of emergency management equipment.

FISCAL IMPACT:

The total budget will be increased by \$58,713.

COUNCIL ALTERNATIVES:

1. Adopt Resolution 2024-002 authorizing a supplemental budget and budget revisions to the FY 2023-24 budget.
2. Amend and then adopt Resolution 2024-002 authorizing a supplemental budget and budget revisions to the FY 2023-24 budget.
3. Decline to adopt Resolution 2024-002.

RECOMMENDATION:

Staff is recommending alternative #1.

Michelle Fraley
Finance Director

RESOLUTION 2024-002

A RESOLUTION REVISING THE FISCAL YEAR 2023-24 OPERATING BUDGET.

WHEREAS, Oregon Revised Statutes (ORS) provides for revision of a municipal operating budget; and

WHEREAS, a revision to the municipal operating budget for Fiscal Year 2023-24 is required; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Reedsport City Council hereby adopts the 2023-24 budget revisions now on file in the office of the City Recorder, which nets a zero increases/decrease in the budget; and

BE IT FURTHER RESOLVED that in accordance with ORS.294 a local government may prepare a supplemental budget if a condition that was not known at the time of the budget adoption requires a change in financial planning; and

BE IT FURTHER RESOLVED that the Reedsport City Council hereby adopts the amended FY 2023-24 budget total as \$20,420,421; and

BE IT FURTHER RESOLVED that the Reedsport City Council hereby appropriates the amended amounts for the fiscal year beginning July 1, 2023, as follows:

Fund 003 Water Utility Fund

Revenue

Miscellaneous	\$47,000
---------------	----------

Fund 003 Water Utility Fund

Materials and Services

Clear Lake Watershed Expenses	\$47,000
-------------------------------	----------

Total Net Change Fund 003	\$+47,000
----------------------------------	------------------

Fund 038 Cert Fund

Revenue

Grants	\$11,713
--------	----------

Fund 038 Cert Fund

Materials and Services

Emergency Management	\$11,713
----------------------	----------

Total Net Change Fund 038	\$+11,173
----------------------------------	------------------

TOTAL AMENDED FY 23-24 BUDGET

\$20,420,421

PASSED AND MADE EFFECTIVE BY THE REEDSPORT CITY COUNCIL this 4th day of March, 2024.

AYES _____

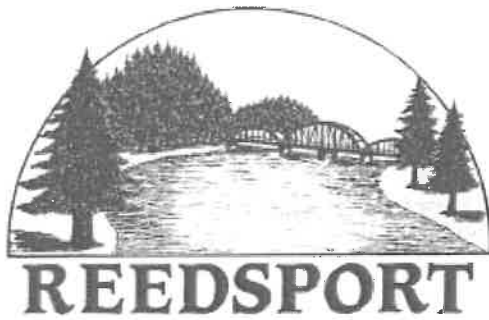
NAYS _____

APPROVED by the Mayor this 4th day of March, 2024.

Mayor Linda McCollum

ATTEST:

Deanna Schafer, City Recorder



CITY OF REEDSPORT

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

Honorable Mayor and
Members of the City Council
Reedsport, Oregon

Council Letter 024-013
Agenda of March 4, 2024
RE: Amended Douglas County IGA

ISSUE

Shall the City Council amend the Intergovernmental Agreement with Douglas County for the hiring of The Dyer Partnership Engineers & Planners to perform the preliminary engineering of the Winchester Bay Water Line Project?

BACKGROUND

On January 9, 2023, the Council approved entering into an Intergovernmental Agreement with Douglas County to hire Dyer Partnership to perform the engineering of the Winchester Bay Water Line Project. The project has been awarded and came in under budget and Douglas County would like to extend the project to run along Lighthouse Road.

This amendment would be to install approximately 1960 lineal feet of new 12" water line along Lighthouse Road. The existing 6" AC water line is inadequate to provide fire flow for the anticipated growth and development in the area. The AC line is nearing the end of its intended life and has been a maintenance issue for City staff.

FISCAL IMPACT

There is no cost associated with the approval of the amended Intergovernmental Agreement. Any future expenditures associated with the Winchester Bay Water Line Project would need Council review and approval before taking action.

ALTERNATIVES

1. Approve the amended Intergovernmental Agreement with Douglas County for the hiring of The Dyer Partnership Engineers & Planners to perform the preliminary engineering of the Winchester Bay Water Line Project and authorize the City Manager to sign on behalf of the City.

2. Decline the amended Intergovernmental Agreement with Douglas County for the hiring of The Dyer Partnership Engineers & Planners to perform the preliminary engineering of the Winchester Bay Water Line Project
3. Table the issue and direct staff to conduct additional research.

RECOMMENDATION:

Staff recommends alternative #1.

Kimberly Clardy
Public Works Director

FIRST MODIFICATION OF INTERGOVERNMENTAL AGREEMENT

This first modification of intergovernmental agreement ("first modification") is made on the ____ day of _____ 2024, between DOUGLAS COUNTY, a political subdivision of the State of Oregon ("COUNTY") and the CITY OF REEDSPORT ("CITY").

On or about January 18, 2023, County and City entered into an intergovernmental agreement ("IGA"), filed in the Douglas County Court Journal on January 18, 2023, under recording No. CJ 2023-0131 ("original IGA"). The original IGA and this first modification together shall be referred to as "this agreement."

COUNTY AND CITY AGREE:

1. MODIFICATION: The "Amendment No. 1 to Task Order No. 22" is hereby made part of this IGA and attached hereto as Exhibit A.

2. ENTIRE AGREEMENT: Except as modified herein, the terms and conditions of the original IGA shall apply.

**CITY OF REEDSPORT,
Deanna Schafer**

By _____
Date _____

**BOARD OF COMMISSIONERS
FOR DOUGLAS COUNTY, OREGON**

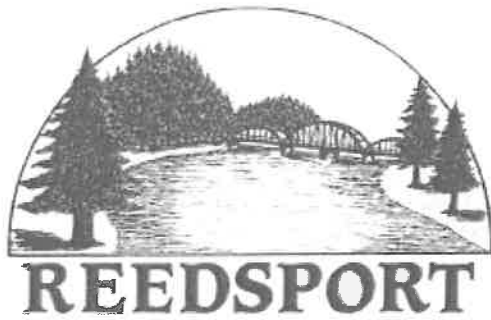
By _____
Chair
By _____
Commissioner
By _____
Commissioner
Date _____

REVIEWED AS TO CONTENT

By _____
County Department Head
Date _____
Coding _____

REVIEWED AS TO FORM

By _____
Office of County Counsel
Date _____



CITY OF REEDSPORT

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

Honorable Mayor and
Members of the City Council
Reedsport, Oregon

Council Letter 024-014
Agenda of March 4, 2024
RE: Amended to Task Order for Dyer

ISSUE

Shall the City Council approve amendment # 1 to task order # 22 and issue a notice to proceed to The Dyer Partnership Engineers & Planners for the engineering of construction documents, and procurement for the Winchester Bay Water Line Project?

BACKGROUND

On February 6, 2023, the Council approved task order #22 for \$262,700 and issued a notice to proceed to Dyer Partnership for the Winchester Bay Water Line Project. The project has been awarded and came in under budget and Douglas County would like to extend the project to run along Lighthouse Road.

Dyer Partnership has issued an amendment to the task order for \$110,800 to bring the total of the task order to \$373,500.

FISCAL IMPACT

There is no cost associated with the approval of the amended task order. The City of Reedsport will act as a pass-through for payment to the Dyer Partnership, with Douglas County reimbursing the City.

ALTERNATIVES

1. Approve amendment #1 to task order #22 for \$110,800 and issue a notice to proceed to The Dyer Partnership Engineers & Planners for the engineering of construction documents, and procurement for the Winchester Bay Water Line Project and authorize the City Manager to sign on behalf of the City.
2. Decline to approve amendment #1 to task order #22 to The Dyer Partnership Engineers & Planners for the engineering of construction documents, and procurement for the Winchester Bay Water Line Project.

3. Table the issue and direct staff to conduct additional research.

RECOMMENDATION:

Staff recommends alternative #1.

Kimberly Clardy
Public Works Director

**AMENDMENT No. 1 to
TASK ORDER NO. 22
City of Reedsport
2023 Water Line Improvements**

SCOPE OF WORK: The City of Reedsport is working with Douglas County to replace a water line along Lighthouse Road. The project is summarized as follows:

- Install approximately 1,960 lineal feet of new 12-inch diameter water line from Umpqua Dunes Way to the Umpqua River Lighthouse Museum along Lighthouse Road. Install new fittings and valves along new water line as required, including a new automatic flushing system. Abandon existing 6-inch asbestos cement (AC) water line in place. This project is described as Project No. 3-Lighthouse Road Improvements in the City of Reedsport Winchester Bay Water Distribution Plan dated December, 2022.

FOUNDATION: The existing 6-inch AC water line is inadequate to provide fire flow for the anticipated growth and developments in the area. The AC water line is nearing the end of its intended design life and has become a maintenance issue for City staff. Replacing the aging water line will allow the City to meet fire flow demand for anticipated developments in the area.

SCOPE OF ENGINEERING SERVICES: The City needs engineering services for design, bidding, and construction administration. Engineering services include the following:

Design Period Services

- Project setup and management.
- Coordinate with City staff and Douglas County. Provide progress reports to staff throughout design.
- Call in locates. Coordination with affected utilities if required. Coordination of potholing with City or County staff if required.
- The original task order included the completion of detailed topographic site survey for design. The survey crew may need to tie out additional utilities or survey corners as necessary to establish Right-of-Way to determine a feasible route.
- Reduce field survey notes and create base map for additional section of water line along Lighthouse Road.
- Evaluate proposed water line routes and alternatives to identify the most economical and feasible route. Perform final engineering design required for the proposed water line. Prepare construction documents to include drawings.

- Prepare construction documents to include technical specifications (If needed)
- Provide final estimated costs for construction and bid tab for construction documents (If needed).
- Design review meetings will be conducted internally and with the City if needed. Douglas County will be invited to attend meetings as needed or directed by the City.
- Final construction document review and revisions.
- Coordination with the Oregon Health Authority (OHA) for any required design exceptions if needed.

Bidding Period Services (If Needed)

- Coordination with City and County Staff.
- Review final bidding documents as prepared by the County.
- Respond to bidder questions and prepare addendums, if necessary.
- Dyer will attend/view the bid opening on the County website.
- Review bids and recommend contract award based on public contracting rules.

Contract Administration

- Coordinate with City and County staff. Provide progress reports to staff throughout construction.
- Attend and administer Pre-Construction meeting with the City, County, and Contractor.
- Develop construction stakeout points and layout sheets for stakeout.
- Provide construction staking for the proposed water line and appurtenances.
- Review and process submittals.
- Review and process requests for information. Administer the contract.
- Prepare necessary partial pay requests. Tabulate payment quantities and recommend payments to the Contractor. Prepare change orders. Notify City and County staff immediately of potential construction problems and recommend a cost-effective remedy in order to not delay the construction.

- Dyer will provide up to 180 hours of construction observation during construction to observe progress of the overall work. Prepare daily observation reports.
- Project Manager or Engineer to make periodic site visits to observe construction and attend weekly meetings if necessary.
- Attend a substantial completion walk through with the City and County. Provide a punch list and substantial completion certificate to issue the Contractor.
- Attend a final walk through with the City and County, if required.
- Provide record drawings to the City. (2 hard copies and one PDF copy).
- Project closeout documents.

Project Schedule (anticipated)

- Design Period Services: March 2024 to April 2024
 - Bidding Period Services: May 2024 (If needed)
 - Construction: June to August 2024*
- *Note: Schedule is dependent upon material availability.

Assumptions and Exclusions

- No OHA design review. The water line extension qualifies for OHA plan review exemption under the City's current Water Master Plan.
- Geotechnical and Environmental Engineering is not anticipated and excluded from this task order. If these items are identified as needed, they will be addressed in a task order amendment.
- Asphalt trench patch is acceptable to the County on Lighthouse Road. Grind and asphalt inlay of a full traffic lane is not required by the County.
- Environmental permitting is not anticipated to be needed and is excluded from this task order. If environmental permitting is identified as needed, it will be addressed in a task order amendment.
- Tribal Coordination, SHPO Clearance Form, and any additional archaeological requirements are excluded. The City and Douglas County will provide archaeological coordination.
- All work is within the Right-of-Way and no easements or additional Right-of-Way are required.

- City or County to coordinate with private property owners and businesses.
- Engineer shall not be responsible for the Contractor's means and methods of construction or their safety procedures.
- City or County will pay all permit fees.
- City or County will review Contractor's Certified Payroll documents.
- City or County will provide potholing of existing utilities as required.
- City or County will pay all advertisement for bid expenses.
- No pre-bid meeting for the project.
- County to develop final bidding documents and distribute to bidders and suppliers to purchase and download.
- The County will open bids at their office. Dyer will view/attend bid opening on the County website.
- County to prepare construction contracts for execution. Issue Notice of Intent to Award, Notice of Award, and Notice to Proceed.
- The County will be construction roadway improvements after the water line project is completed. Temporary asphalt patching will be included with this project. Final paving and final roadwork are excluded from this task order.

Proposed Fee

Services will be performed and billed on a time and materials basis, in accordance with the conditions of the Professional Services Agreement and fee listed herein and Attachment A. The current not to exceed task order amount of \$262,700 will be increased by \$110,800 for a revised not to exceed task order amount of \$373,500 including all professional services and reimbursable expenses.

PAYMENT METHOD: Monthly Billing

City of Reedsport

The Dyer Partnership
Engineers & Planners, Inc.

Deanna Schafer
City Manager

Aaron Speakman, President

Date: _____

Date: _____

ATTACHMENT A
ESTIMATE OF MAN HOURS AND COSTS

DATE: 02-20-24 *PROJECT:* 2023 Water Line Improvements-Amendment No. 1 *Phase 1:* Design Period Services
Task Order No. 22

TASK		MAN HOURS							
		PRIN MGR	PROJ MGR	PROJ ENGR 2	ENGR TECH 2	SR DRFT CAD	CONST OBSVR	SURVEY CREW	CLER 2
1:	Project Setup & Management	4	8	4					2
2:	Coordination	4	12	8	4				4
3:	Locates/Utility Coord/Potholing		2	4	8				
4:	Site Survey		4					20	
5:	Reduce Field Survey Data/Basemap		2	4	12	12			
6:	Final Design Plans	4	20	40	60	60			4
7:	Technical Specifications	2	4	8	4				4
8:	Cost Estimates/Bid Tab	2	6	8					4
9:	Design Review Meetings	4	8	8	4	4			
10:	Final Revision QA/QC Review	4	12	12	8	8			4
11:	OHA Coordination		2	4	4				2
TOTAL ESTIMATED HOURS		24	80	100	104	84	0	20	24
MATERIAL COSTS		UNIT		QUANTITY		UNIT COST		TOTAL COST	
REPORT								0.00	
PHOTOGRAPHS								0.00	
COST ESTIMATE								0.00	
PLANS AND PRINTS								0.00	
SPECIFICATIONS								0.00	
OTHER								0.00	
TOTAL MATERIAL COSTS-----								\$0.00	
TRAVEL AND PER DIEM				DETAIL				TOTAL COST	
MILEAGE		Miles		300		\$0.670		201.00	
COMMERCIAL									
PER DIEM		Days						0.00	
LOCAL TRANSPORTATION									
LODGING		Nights						0.00	
TOTAL TRAVEL AND PER DIEM-----								\$201	
OTHER SIGNIFICANT COSTS				DETAIL				TOTAL COST	
SURVEY GPS		Days		2		\$150		300.00	
SHIPPING									
REPRODUCTION									
OTHER									
TOTAL OTHER SIGNIFICANT COSTS-----								\$300	

PREPARED BY: ACH

ESTIMATE OF MAN HOURS AND COSTS									
DATE:	02-20-24	PROJECT:	2023 Water Line Improvements-Amendment No. 1			Phase 2:	Bidding Period Services		
Task Order No. 22									
TASK		PRIN MGR	PROJ MGR	MAN HOURS		SR DRFT CAD	CONST OBSVR	SURVEY CREW	CLER 2
				PROJ ENGR 2	ENGR TECH 2				
1:	Coordination	2	4						2
2:	Review Bidding Documents	2	2						4
3:	Bid Period Questions/Addendums	2	8	4	2				4
4:	Online Bid Opening	2	2						2
5:	Review Bids	2	2						2
TOTAL ESTIMATED HOURS		10	18	4	2	0	0	0	14
MATERIAL COSTS		UNIT		QUANTITY				UNIT COST	TOTAL COST
REPORT									0.00
PHOTOGRAPHS									0.00
COST ESTIMATE									0.00
PLANS AND PRINTS									0.00
SPECIFICATIONS									0.00
OTHER									0.00
TOTAL MATERIAL COSTS-----									\$0.00
TRAVEL AND PER DIEM				DETAIL					TOTAL COST
MILEAGE		Miles						\$0.625	0.00
COMMERCIAL									
PER DIEM		Days							0.00
LOCAL TRANSPORTATION									
LODGING									0.00
TOTAL TRAVEL AND PER DIEM-----									\$0
OTHER SIGNIFICANT COSTS						DETAIL			TOTAL COST
SHIPPING									
REPRODUCTION									
OTHER									
TOTAL OTHER SIGNIFICANT COSTS-----									\$0

PREPARED BY: ACH

ESTIMATE OF MAN HOURS AND COSTS

DATE: 02-20-24 PROJECT: 2023 Water Line Improvements-Amendment No. 1 Phase 3: Construction Administration
Task Order No. 22

		MAN HOURS							
TASK		PRIN MGR	PROJ MGR	PROJ ENGR 2	ENGR TECH 2	SR DRFT CAD	CONST OBSVR	SURVEY CREW	CLER 2
1:	Coordination	2	8	4					
2:	Preconstruction Meeting		6				6		2
3:	Construction Stakeout Calcs		2	2	6				
4:	Construction Stakeout		2	2				16	
5:	Submittals	2	4	6	8				4
6:	RFTs/CM	2	12	4	4				4
7:	Pay Requests/Change Orders	2	12	4	8				4
8:	Construction Observation						180		
9:	Site Coordination/Onsite Meetings	4	20	12					
10:	Substantial Completion/Punch List	1	4				4		
11:	Final Completion Walkthrough	1	4				4		
12:	Record Drawings		2	2	4	4			2
13:	Project Closeout	2	4	4					4
TOTAL ESTIMATED HOURS		16	80	40	30	4	194	16	20

MATERIAL COSTS	UNIT	QUANTITY	UNIT COST	TOTAL COST
STAKEOUT MATERIALS	Lump Sum	1	\$200	200.00
SURVEY GPS	Days	2	\$150	300.00
COST ESTIMATE				0.00
PLANS AND PRINTS				0.00
SPECIFICATIONS				0.00
OTHER				0.00
TOTAL MATERIAL COSTS-----				\$500.00

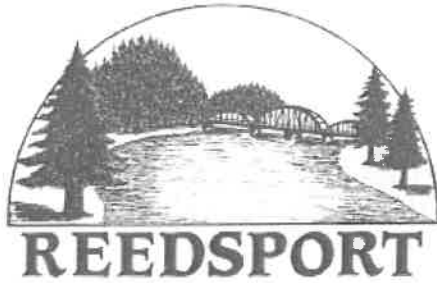
TRAVEL AND PER DIEM	DETAIL	TOTAL COST
MILEAGE	Miles 2100	\$0.670 1,407.00
COMMERCIAL		
PER DIEM	Days	0.00
LOCAL TRANSPORTATION		
LODGING	Nights	0.00
TOTAL TRAVEL AND PER DIEM-----		\$1,407

OTHER SIGNIFICANT COSTS	DETAIL	TOTAL COST
SHIPPING		
REPRODUCTION		
OTHER		
TOTAL OTHER SIGNIFICANT COSTS-----		\$0

PREPARED BY: ACH

SUMMARY								
BREAKDOWN OF PROPOSED FEE								
DATE:	02-20-24	PROJECT:	2023 Water Line Improvements-Amendment No. 1 Task Order No. 22					
		LABOR	PROJECT					
		RATE	-----1-----	-----2-----	-----3-----			
		\$/HR.	HRS. AMOUNT	HRS. AMOUNT	HRS. AMOUNT			
DIRECT LABOR COSTS:								
PRINCIPLE MANAGER-----		160.00	24	3,840.00	10	1,600.00	16	2,560.00
PROJECT MANAGER-----		150.00	80	12,000.00	18	2,700.00	80	12,000.00
PROJECT ENGINEER 2-----		140.00	100	14,000.00	4	560.00	40	5,600.00
ENGINEER TECH 2-----		118.00	104	12,272.00	2	236.00	30	3,540.00
SR DRAFTER/CAD-----		102.00	84	8,568.00	0	0.00	4	408.00
CONSTRUCTION OBSERVER---		102.00	0	0.00	0	0.00	194	19,788.00
SURVEY CREW-----		160.00	20	3,200.00	0	0.00	16	2,560.00
CLERICAL 2-----		56.00	24	1,344.00	14	784.00	20	1,120.00
TOTAL DIRECT LABOR COSTS:				\$55,224		\$5,880		\$47,576
DIRECT PROJECT EXPENSES								
A. MATERIAL COSTS (BREAKDOWN ATTACHED)				0.00		0.00		500.00
B. TRAVEL & PER DIEM (BREAKDOWN ATTACHED)				201.00		0.00		1,407.00
C. OTHER SIGNIFICANT COSTS (BREAKDN ATTACHED)				0.00		0.00		0.00
D. ADMINISTRATIVE FEE \$0 % OF A,B,&C				0.00		0.00		0.00
TOTAL OF: A THROUGH D				\$201.00		\$0.00		\$1,907.00
TOTAL FEE (PER PHASE):				\$55,425		\$5,880		\$49,483
Phase 1:		Design Period Services						\$55,425
Phase 2:		Bidding Period Services						\$5,880
Phase 3:		Construction Administration						\$49,483
TOTAL PHASES 1+2+3						\$110,788		
TOTAL FEES ROUNDED						\$110,800		

PREPARED BY: ACH



CITY of REEDSPORT

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

Honorable Mayor and
Members of the City Council
Reedsport, Oregon

Council Letter 024-015
Agenda of March 4, 2024
Re: Ordinance 2024-1210

ISSUE:

Shall the City Council adopt Ordinance 2024-1210, to amend Reedsport Municipal Code Chapter 10.76 Special Provisions and Regulations § 10.76.170 Vacation Rentals?

BACKGROUND:

On January 8, 2024, the City of Reedsport passed Ordinance 2024-1208, amending the definition of and standards for vacation rentals (Planning File 2023-023).

That Ordinance established this standard: "Prior to issuance of a Business License for a vacation rental, the unit shall pass inspection by the Building Official for compliance with Oregon Building Codes for a dwelling unit." (10.76.170.A.c.)

The standard was adopted because:

- Between 2020 and 2023, the City carried out an in-depth analysis of (a) Reedsport vacation rental policies and prevalence, (b) regional vacation rental policies and prevalence, (c) Reedsport's economic opportunities, housing needs, and buildable land – in order to inform subsequent vacation rental policy changes, which were then passed via Ordinance 2024-1208 in January of 2024.
- Ordinance 2024-1208 established the subject inspection standard.
- The inspection standard was devised in an August 15, 2023 Joint Work Session; the City Council and Planning Commission found an inspection by the Reedsport Volunteer Fire Department for Oregon Fire Code compliance may be warranted prior to the City approving a vacation rental.
- City staff then consulted with the Building Official, Dave Mortier, NW Code Pros, regarding inspections. NW Code Pros stated they could inspect dwellings in Reedsport for compliance with Oregon Building Code, for a dwelling unit; that they'd performed this service for other cities. The specifics of what exactly NW Code Pros would inspect for was not yet specifically discussed.
- Staff then recommended to the Planning Commission and City Council: if units are being inspected, they should be inspected by the Building Official (NW Code Pros), who is responsible for issuing all building permits and carrying out all related inspections in Reedsport – not the Volunteer Fire Department.
- After Council passed Ordinance 2024-1208, NW Code Pros did additional research and determined they can no longer inspect vacation rentals.
- NW Code Pros provided the information contained in Exhibit 2, including:

- “Post occupancy lease or rental arrangements, short term rentals, vacation rentals and similar uses” are outside the statutory authority of Oregon Residential Specialty Code. (Where “post occupancy” means a dwelling already certified for occupancy aka an existing dwelling unit.)
- No Building Department funds may be used for items outside the scope of the state building code.
- Past building codes did not address vacation rentals; but that the new 2023 residential building code clarifies building code officials and the state building code has no statutory authority over vacation or short-term rentals.

OVERVIEW:

Staff recommends the City continue its current practice of not inspecting vacation rentals. Because:

- For the City to establish an inspection program (separate from the building Department), this City must first establish a unique set of standards to apply to vacation rentals. For example: see Exhibit 3.
- But establishing such a program:
 - Is not required of the City.
 - Would require administration by either the Planning, Fire, and/or Police Department.
 - Presents a new liability to the City, not previously undertaken.
- The City’s remaining process and standards are sufficient. Those are:
 - First, only permitted dwelling units may be used as vacation rentals. How does the City determine whether a dwelling unit is permitted? For existing dwellings, the City refers to its utility billing and building permit records. For new dwellings, the City requires a Certificate of Occupancy by the Building Official.
 - Second, every vacation rental requires a Conditional Use Permit; these permits require (a) public notice to adjacent properties and (b) a public hearing.
 - Third, every vacation rental requires a Vacation Rental Business License, which requires (a) annual renewal, (b) emergency contact information for the owner, a “Local Responsible Person.”
A draft of the newly revised (following Ordinance 2024-1208) is enclosed as Exhibit 5.

In addition, City staff proposes an informational handout, containing information similar to the that in Exhibit 3 of the Planning Commission Findings of Fact.

Note: Standard 10.76.170.A.c. went into effect on February 7, 2024 (30 days after the passage of Ordinance 2024-1208). It has not yet been administered.

FISCAL IMPACT:

There is an unknown fiscal impact.

COUNCIL ALTERNATIVES:

1. Adopt Ordinance 2024-1210 to amend Reedsport Municipal Code Chapter 10.76 Special Provisions and Regulations § 10.76.170 Vacation Rentals.
2. Decline to adopt Ordinance 2024-1210, to amend Reedsport Municipal Code Chapter 10.76 Special Provisions and Regulations § 10.76.170 Vacation Rentals.
3. Table the issue and hold the record open until the next regularly scheduled City Council meeting April 1, 2024 at 7:00 pm.

RECOMMENDATION:

Staff recommends alternative #1.

Hailey Sheldon
Contract Planning Director

ATTACHMENTS:

1. Ordinance 2024-1210
2. [Staff Report on Planning File 2024-002 \(Findings of Fact Available 02/29/2024\)](#)

ORDINANCE 2024-1210

AN ORDINANCE TO AMEND REEDSPORT'S MUNICIPAL CODE CHAPTER 10.76 SPECIAL PROVISIONS AND REGULATIONS § 10.76.170 VACATION RENTALS

WHEREAS, on January 8, 2024, the City Council passed Ordinance 2024-1208, amending the definition of, and standards for, vacation rentals; and

WHEREAS, Ordinance 2024-1208 established the standard: "Prior to issuance of a Business License for a vacation rental, the unit shall pass inspection by the Building Official for compliance with Oregon Building Codes for a dwelling unit." (10.76.170.A.c.); and

WHEREAS, following the passage of Ordinance 2024-1208, the Building Official (NW Code Professionals) determined they can no longer inspect vacation rentals, following a 2023 amendment to Oregon's Residential Specialty Code; and

WHEREAS, the Planning Commission found reverting to the City's historic policy of not inspecting vacation rentals prior to issuance of Business License is merited because the City's remaining vacation rental policies are sufficient to achieve its goals regarding vacation rentals, and no Reedsport department (aside from the Building Department) is equipped to carry out such inspections; and

WHEREAS, notice of the proposed amendment was sent to the Oregon Department of Land Conservation and Development on January 25, 2024, 33 days prior to the first evidentiary hearing. RMC 10.100.040.A and OAR 660-018-002 stipulate a 35 day notice to the DLCD; however the City's notice of Planning File 2023-023, which established the subject standard, was made November 22, 2023 and the proposed amendment reverts to the City's prior policy; and

WHEREAS, notice of the proposed amendment was published in the World February 9, 2024, 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 February 27, 2024, and made a recommendation to the City Council to adopt the proposed amendments to the Municipal Code.

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

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

Chapter 10.76 Special Provisions and Regulations

10.76.170 Vacation rentals

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

A. Standards for all vacation rentals

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

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

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

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

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

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

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

2. Are available by telephone during all rental periods

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

e. Vacation rentals are subject to Transient Room Tax.

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

g. For hosted vacation rentals: at least one (1) off street parking space per two (2) guests, in addition to the required off street parking for the other use(s) of the property.

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

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

PASSED BY THE CITY COUNCIL this 4th day of March 2024.

AYES _____ NAYS _____

APPROVED BY THE MAYOR this 4th day of March, 2024.

Mayor Linda McCollum

ATTEST:

Deanna Schafer, City Recorder



STAFF REPORT

TO: City of Reedsport Planning Commission
FROM: City of Reedsport Planning Department
RE: Planning File 2024-02: Amendment to Reedsport Municipal Code 10.76.170 Vacation Rentals to strike or amend the subsection, which requires vacation rentals pass inspection by the Building Official for compliance with Oregon Building Codes for a dwelling unit.
DATE: February 20, 2024

OVERVIEW

The proposed text amendments are as follows:

1. Strike 10.76.170.A.c. "Prior to issuance of a Business License for a vacation rental, the unit shall pass inspection by the Building Official for compliance with Oregon Building Codes for a dwelling unit" from the City's Municipal Code Chapter 10.76. Special Provisions and Regulations 10.76.170 Vacation Rentals.

BACKGROUND

On January 8, 2024, the City of Reedsport passed Ordinance 2024-1208, amending the definition of and standards for vacation rentals (Planning File 2023-023).

That Ordinance established this standard: "Prior to issuance of a Business License for a vacation rental, the unit shall pass inspection by the Building Official for compliance with Oregon Building Codes for a dwelling unit." (10.76.170.A.c.)

The standard was adopted because:

- Between 2020 and 2023, the City carried out an in-depth analysis of (a) Reedsport vacation rental policies and prevalence, (b) regional vacation rental policies and prevalence, (c) Reedsport's economic opportunities, housing needs, and buildable land – in order to inform subsequent vacation rental policy changes, which were then passed via Ordinance 2024-1208 in January of 2024.
- Ordinance 2024-1208 established the subject inspection standard.
- The inspection standard was devised in an August 15, 2023 Joint Work Session; the City Council and Planning Commission found an inspection by the Reedsport Volunteer Fire Department for Oregon Fire Code compliance may be warranted prior to the City approving a vacation rental.
- City staff then consulted with the Building Official, Dave Mortier, NW Code Pros, regarding inspections. NW Code Pros stated they could inspect dwellings in Reedsport for compliance with Oregon Building Code, for a dwelling unit; that they'd performed this service for other cities. The specifics of what exactly NW Code Pros would inspect for was not yet specifically discussed.

- Staff then recommended to the Planning Commission and City Council: if units are being inspected, they should be inspected by the Building Official (NW Code Pros), who is responsible for issuing all building permits and carrying out all related inspections in Reedsport – not the Volunteer Fire Department.
- After Council passed Ordinance 2024-1208, NW Code Pros did additional research and determined they can no longer inspect vacation rentals.
- NW Code Pros provided the information contained in Exhibit 2, including:
 - o “Post occupancy lease or rental arrangements, short term rentals, vacation rentals and similar uses” are outside the statutory authority of Oregon’ Residential Specialty Code. (Where “post occupancy” means a dwelling already certified for occupancy aka an existing dwelling unit.)
 - o No Building Department funds may be used for items outside the scope of the state building code.
 - o Past building codes did not address vacation rentals; but that the new 2023 residential building code clarifies building code officials and the state building code has no statutory authority over vacation or short-term rentals.

Staff therefore recommends the City continue its current practice of not inspecting vacation rentals. Because:

- For the City to establish an inspection program (separate from the building Department), this City must first establish a unique set of standards to apply to vacation rentals. For example: see Exhibit 3.
 - But establishing such a program:
 - o Is not required of the City.
 - o Would require administration by either the Planning, Fire, and/or Police Department.
 - o Presents a new liability to the City, not previously undertaken.
 - The City’s remaining process and standards are sufficient. Those are:
 - o First, only permitted dwelling units may be used as vacation rentals. How does the City determine whether a dwelling unit is permitted? For existing dwellings, the City refers to its utility billing and building permit records. For new dwellings, the City requires a Certificate of Occupancy by the Building Official.
 - o Second, every vacation rental requires a Conditional Use Permit; these permits require (a) public notice to adjacent properties and (b) a public hearing.
 - o Third, every vacation rental requires a Vacation Rental Business License, which requires (a) annual renewal, (b) emergency contact information for the owner, a “Local Responsible Person.”
- A draft of the newly revised (following Ordinance 2024-1208) is enclosed as Exhibit 5.

In addition, City staff proposes an informational handout, containing information similar to the that in Exhibit 3.

Note: Standard 10.76.170.A.c. went into effect on February 7, 2024 (30 days after the passage of Ordinance 2024-1208). It has not yet been administered.

NOTICE & PUBLIC COMMENT

The Planning Commission hears and makes a recommendation regarding the proposed amendments on February 27, 2024. The City Council hears their recommendation and votes on the amendment on March 4, 2024.

Public Notice: Notice of the proposed amendments were published in the World Newspaper on February 9, 2024.

DLCD Notice: The DLCD was notified of the proposed amendment via the Post Acknowledgement Plan Amendment (PAPA) website on January 25, 2024 (DLCD File #: 002-24).

Agency Notice: The following agencies were notified of the pending land use decision and public hearing by email on February 6, 2024: Reedsport Building Inspector (NW Code Pros), City of Reedsport Public Works, City of Reedsport Fire Department, City of Reedsport Police Department, Oregon Fire Marshal, Douglas County Planning Department, Douglas County Environmental Health, Douglas County Land Department, Oregon Department of Land Conservation and Development, Oregon Department of Transportation, Oregon Department of Forestry.

Request for Review: On February 19, 2024 staff requested review of this report by City Attorney Melissa Cribbins, the Reedsport Fire Department, and Brian Zipster NW Code Professionals.

- City Attorney Melissa Cribbins, 02/20/2024: comments incorporated into this report.
- Reedsport Fire Department, Chief Anderson and Assistant Chief Charlie Dukovich, 02/20/2024: comments delivered in person. No member of the Reedsport Fire Department is certified to perform building inspections. The Reedsport Fire Department relies on the Fire Marshal's office for certain building inspection and plan review functions.
- Brian Zipster NW Code Professionals: No comment provided as of the date of this report.

These notices are in addition to the notices of the prior Planning Commission and City Council work sessions on this topic, described in Planning File 2023-023.

No public or agency comments have been received as of the date of this report.

EXHIBITS

1. Redlined Proposed Amendment
2. Comment from NW Code Pros re Building Department Jurisdiction Over Vacation Rentals

3. Lincoln City Health & Safety Standards for Short Term Rentals
4. Ordinance 2024-1208
5. Draft Vacation Business License Application Packet (Revised Following Ordinance 2024-1208)

APPLICABLE CRITERIA & FINDINGS OF FACT

Criteria are listed below in gray, with staff response beneath. Only applicable criteria have been listed.

City of Reedsport Municipal Code: Substantial Standards

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

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

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

The status quo is Reedsport does not inspect vacation rentals. This amendment strikes a provision adopted January 8, 2024, which went into effect on February 7, 2024, and has not yet been administered.

The proposed amendment continues the City's existing practice and historic policy.

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

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

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

The inspection standard was adopted in part based on the Planning Commission and City Council's findings that it would benefit the public health, safety, and general welfare.

The City endeavors to monitor vacation rentals share of available residential dwelling units, ensure safety, ensure compliance with other applicable City standards, and preserve the nature of residential neighborhoods in Reedsport.

As described in the background section of this report: staff recommends the City continue its current practice of not inspecting vacation rentals. Because:

- For the City to establish an inspection program (separate from the building Department), this City must first establish a unique set of standards to apply. For example: see Exhibit 3 Lincoln City Health & Safety Standards for Short Term Rentals.
- But doing so:
 - o Is not required of the City.
 - o Would require administration by either the Planning, Fire, and/or Police Department.

- Presents a new liability to the City, not previously undertaken.
- City staff proposes an informational handout, containing information similar to the that in Exhibit 3 Lincoln City Health & Safety Standards for Short Term Rentals.

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

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

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

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

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

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

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

B. The proposed action complies with the comprehensive plan.

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

City of Reedsport Municipal Code: Procedural Standards

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

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

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

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

The Planning Commission will hear this application on February 27, 2024 at 5:00pm. The City Council is scheduled to hear the Commission's recommendation on March 4, 2024.

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

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

DLCD was notified of the proposed amendment on January 25, 2024 (only 33 days prior to the first evidentiary hearing). However, the City's notice of Planning File 2023-023, which established the subject standard, was made November 22, 2023. The DLCD confirmed receipt of the City's notice of this related planning file on January 25, 2024.

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

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

The proposed amendment does not limit or prohibit land uses in any zone in Reedsport.

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

Notice of the proposed amendments were published in the World Newspaper on February 9, 2024, 18 days before the first evidentiary hearing.

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

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

These amendments were initiated by the Reedsport Planning Commission.



EXHIBIT 1

Redlined Proposed Amendment

Reedsport Planning File 24-002
Findings of Fact
February 2024



Title 10 LAND USAGE

DIVISION I. - BUILDINGS AND CONSTRUCTION

DIVISION II. - SUBDIVISIONS

DIVISION III. - ZONING

DIVISION IV. - REAL PROPERTY

[...]

DIVISION III. ZONING

Chapter 10.64 - INTRODUCTORY PROVISIONS

Chapter 10.68 - ESTABLISHMENT OF ZONES

Chapter 10.72 - USE ZONES

Chapter 10.76 - SPECIAL PROVISIONS AND REGULATIONS

Chapter 10.80 - SUPPLEMENTARY PROVISIONS FOR ESTUARINE AND SHORELAND AREAS

Chapter 10.84 - EXCEPTIONS

Chapter 10.92 - VARIANCES

Chapter 10.96 - CONDITIONAL USE

Chapter 10.100 - AMENDMENTS

Chapter 10.104 - APPEALS

Chapter 10.108 - ADMINISTRATIVE PROVISIONS

Chapter 10.112 - PUBLIC HEARING PROCEDURES

Chapter 10.116 - REMEDIES

Chapter 10.76 SPECIAL PROVISIONS AND REGULATIONS

[10.76.010 Flood hazard area.](#)

[10.76.020 Parking.](#)

[10.76.024 Access standards.](#)

[10.76.026 Transportation standards.](#)

[10.76.028 Landscaping, screening and buffering.](#)

[10.76.030 Temporary uses.](#)

Title 10 LAND USAGE

[10.76.035 Marijuana dispensaries.](#)

[10.76.040 Signs.](#)

[10.76.050 Mobile home and recreational vehicle parks.](#)

[10.76.060 Levee limitations.](#)

[10.76.070 Fences, hedges, walls and screening.](#)

[10.76.075 Cluster box unit placement.](#)

[10.76.080 Vision clearance.](#)

[10.76.090 Building heights.](#)

[10.76.100 Building setbacks.](#)

[10.76.110 Access.](#)

[10.76.120 Historical resources.](#)

[10.76.130 Steep slope hazards.](#)

[10.76.140 Dredge spoils and mitigation sites.](#)

[10.76.150 Significant natural resources overlay zone.](#)

[10.76.160 Tsunami hazard overlay zone.](#)

[10.76.170 Vacation rentals.](#)

[...]

10.76.170 Vacation rentals

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

A. Standards for all vacation rentals

- a. Only legally established dwelling units may be used as vacation rentals. For a dwelling unit to be legally established, it must have gained Planning and Building Department approval.
- b. A separate Business License is required for each vacation rental unit.
 - i. The property owner is responsible for gaining and maintaining Business License(s) for their vacation rental(s).
- ~~c. Prior to issuance of a Business License for a vacation rental, the unit shall pass inspection by the Building Official for compliance with Oregon Building Codes for a dwelling unit.~~
- d. A Local Responsible Person shall be associated with each vacation rental unit.
 - i. Each application and renewal application for a vacation rental Business License shall be accompanied by an executed Local Responsible Person Authorization and Acknowledgement form.
 - ii. The duties of the Local Responsible Person shall be as follows:
 1. Live within a 30-minute drive of the vacation rental
 2. Are available by telephone during all rental periods

Title 10 LAND USAGE

- e. Properties used for vacation rentals shall meet the access and parking standards contained in 10.76.024 Access and 10.76.020 Parking which are applicable to the property's other use(s).
- f. Vacation rentals are subject to Transient Room Tax.
- g. The maximum occupancy of any vacation rental in Reedsport is eight (8) guests per rental period. Furthermore, the maximum occupancy of each vacation rental in Reedsport shall be conditioned upon the number of off-street parking spaces provided for guests, as follows:
 - i. For hosted vacation rentals: at least one (1) off street parking space per two (2) guests, in addition to the required off street parking for the other use(s) of the property.
 - ii. For unhosted vacation rentals: at least one (1) off street parking space per two (2) guests.



EXHIBIT 2

Comment from NW Code Pros re Building Department Jurisdiction Over Vacation Rentals

Reedsport Planning File 24-002
Findings of Fact
February 2024

From: Brandon Zipser brandonz@nwcodepros.com
Subject: Proposed Amendment to Reedsport Municipal Code re Vacation Rentals
Date: January 24, 2024 at 1:02 PM
To: planning@cityofreedsport.org
Cc: cphillips@cityofreedsport.org, dschafer@cityofreedsport.org, Cailin Tang CailinT@nwcodepros.com, Dave Mortier DaveM@nwcodepros.com, Jack Applegate JackA@nwcodepros.com

BZ

Hailey,

Cailin asked me to respond to a couple emails that were recently sent to her and Dave regarding the topic of vacation rental licensing, inspection and enforcement. Lincoln City was one of the first small cities in Oregon to adopt ordinances and licensing provisions for vacation rental dwellings or VRD's. Since the beginning, vacation rental licensing and enforcement has been a difficult issue for code officials, as past building codes did not address them. Code officials are not used to regulating or having any authority over existing buildings, not undergoing construction, alteration or repair. The building code also does not allow code officials to require retroactive code upgrades to existing buildings that were lawfully constructed. Chapter 1 of the current 2023 residential building code finally clarifies that building code officials and the state building code has no statutory authority over vacation or short-term rentals. Cities or counties that choose to regulate them through locally adopted licensing and ordinances must do so through planning or some other department separate from the building department. No building department funds may be used for items outside the scope of the state building code. See the code language below.

R101.2.3 Matters not available for local regulation under the statutory authority of this code. While the following matters may be included in the published national model code, they may not be regulated by the local municipality under the authority of this code. Any references to these matters in this code have been retained for the reader's convenience.

R101.2.3.1 Matters outside the statutory authority of this code. The following matters are outside the statutory authority of this code. Local municipalities may not regulate these matters under the authority of this code. A municipality may have additional authority outside of this code to regulate these matters locally, where not preempted:

1. Post-occupancy lease or rental arrangements, short-term rentals, vacation rentals and similar uses.
2. Public utility facilities owned and maintained by the serving utility.
3. Abatement of nuisances and dangerous buildings.
4. Demolition.
5. Floating structures.
6. Floating docks.
7. Transitional housing accommodations.
8. Administration and implementation of a National Flood Insurance Program (NFIP).
9. Mechanical equipment not specifically regulated in this code.

Due to this, limited staffing and other reasons, we at NWCP are not able to assist in providing services related to vacation rentals. Most of the cities we work with have their own designated planning staff member that handles licensing, renewals and enforcement of VRD's. Cities that do not have the resources or staff availability to take on that roll will often require a qualified inspector, such as a licensed home inspector, to conduct the life/safety inspection associated with the license approval. These are just suggestions on how the process could be set up. Nothing is set in stone when it comes to vacation rentals. I would be more than happy to help connect you with Austin in Lincoln City. He could help with ordinance adoption, licensing applications and enforcement related questions as their process has been up and running for a very long time.

Please to not hesitate to reach out with any questions you may have.

Sincerely,



Brandon Zipser

Operations Manager/Chief Building Official

Building Official, City of Lincoln City

C: (541) 556-8771

O: (541) 996-1230

NWCP

144 E 14th Ave

Eugene, OR 97401

O: 541.484.9043

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EXHIBIT 3

Lincoln City Health & Safety Standards for Short Term Rentals

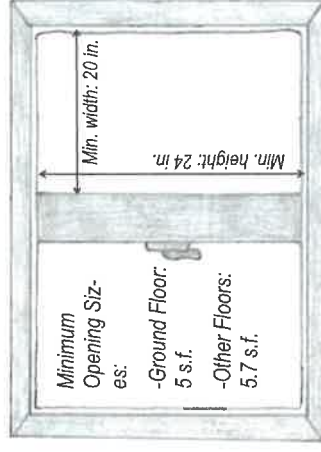
Reedsport Planning File 24-002
Findings of Fact
February 2024

Health & Safety Standards for Short Term Rentals (STR)

Your dwelling CANNOT be approved as a short term rental unless the dwelling meets the standards contained within this pamphlet.

You are expected to address each of these items BEFORE requesting the required inspection.

1. Bedroom Egress - Bedrooms must have either a door or window accessing the outside so that occupants can escape in case of fire in the house. If existing conditions lack sufficient egress, owners must reduce the occupancy of the VRD or bring the egress into compliance*.
*Enlarging windows requires a building permit.



Windows must meet both minimum dimensions and opening size requirements.

Max height: 44 in.

Floor level

Opening size or height may be reduced in limited circumstances..

2. Hand & Guard Rails - These rules apply to staircases, lofts, platforms, decks, and porches both in the house and outside on the property*.

Maximum distance between railings is based on building code in effect at time of construction, though never more than 9". (Current building code states max. 4")

Handrails shall have at least 1.5" of clearance around them and be of a dimension that is easily graspable (as described in the Oregon Residential Specialty Code).

Railings need to be secure, not loose or wobbly.

Minimum guardrail height: 36" (except on stairs).

Minimum guard-rail height on stairs is 34". Handrail height shall be between 30" and 38". Both measurements made from toe of stair.

Guardrails required if rise from floor or ground higher than 30"

Handrails required if there are four or more risers (i.e. steps, stairs, etc.)

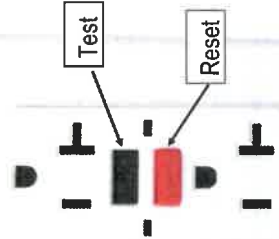
*Stairs that are deemed as landscaping and not part of a required means of egress are exempt from these requirements.

3. Circuit Breaker/ Fuse Box - Access to the box must be unobstructed and safe. All circuits must be labeled and all empty breaker spaces plugged.



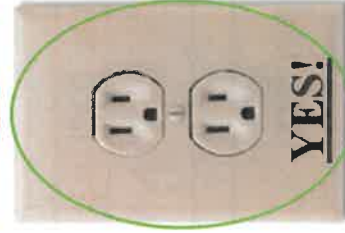
4. Electrical Outlets & Switches -

- a. Outlets located outdoors, in kitchens, or bathrooms must be tied to or installed with an outlet with a built-in breaker called a GFCI to protect against shock in wet or humid conditions. **All work must be done by a licensed electrician**



GFCI - Ground Fault Circuit Interrupter

- b. All outlets & switches must



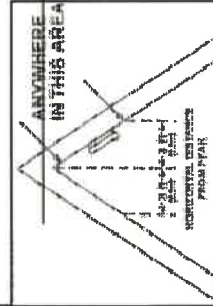
5. Carbon Monoxide (CO) Detectors - CO alarms are often similar in appearance to a smoke detector. They must be installed in all houses that have a CO source inside. Sources include woodstoves, natural gas stoves and heaters, and attached garages (exhaust fumes from vehicles contain CO). According to the State Fire Marshal, they should be installed:

- On each level of your house with sleeping areas.
- In each bedroom or within 15 feet outside of each sleeping area.
- As directed by manufacturer's instructions.

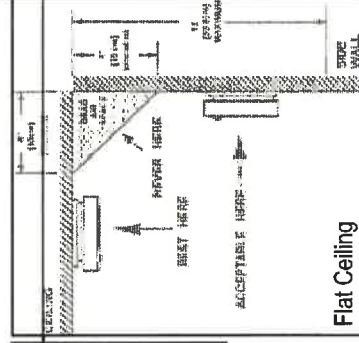
For more information, visit the State Fire Marshal's website:

www.oregon.gov/OSP/sfm/Pages/commnd_co_program.aspx

6. Smoke Detectors (SDs) - SDs must be located on each floor (even if there isn't a bedroom on the floor, it still needs a SD), in each bedroom, and directly outside each bedroom. In hallways connecting multiple bedrooms, one smoke detector can serve multiple bedrooms within a clear line of site and less than 20 feet from the bedroom door. Below are diagrams from a SD manufacturer showing proper placement of common models on walls and ceilings. Refer to the manufacturer specifications for your particular model to confirm.



Vaulted Ceiling



Flat Ceiling

7. Compliance with building code - Any improvements to the house need to comply with the building code in effect when the improvements were made. Any work done without a required permit will be in violation of this standard.

8. Tripping Hazards - There can't be any obvious tripping hazards in the house. Examples would be extension cords across floors, loose stairs, broken flooring, etc.

9. House Numbers - House numbers need to be clearly visible from the street and either reflective or illuminated to facilitate police or ambulance response.



Example of back-lit, solar-powered house numbers.

10. Tsunami Evacuation Maps VRDs must post the official Oregon State Dept. of Geology and Mineral Industries Tsunami Evacuation Map appropriate for its location, either north Lincoln City or south Lincoln City.



For more information on short term rental regulations, contact Austin Hull at (541) 996-1227 or ahull@lincolncity.org

For more information on building codes, contact Brandon Zipser, Building Office/Plans Examiner/Building Inspector, at 541-556-8771 or brandonz@nwcodepros.com





EXHIBIT 4

Ordinance 2024-1208

Reedsport Planning File 24-002
Findings of Fact
February 2024



ORDINANCE 2024-1208

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

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

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

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

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

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

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

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

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

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

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

Chapter 10.64 Introductory Provisions
10.64.030 Definitions
[...]

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

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

Chapter 10.72 Use Zones

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

[...]

D. Uses Permitted Conditionally.

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

Chapter 10.72 Use Zones

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

[...]

D. Uses Permitted Conditionally.

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

Chapter 10.72 Use Zones

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

[...]

D. Uses Permitted Conditionally.

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

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

Chapter 10.72 Use Zones

10.72.060 (C-1) Commercial transitional zone.

[...]

D. Uses Permitted Conditionally.

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

Chapter 10.72 Use Zones

10.72.070 (C-2) Commercial zone.

[...]

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

1. Any use permitted in the C-1 zone, (excluding new R-1 and R-2 uses), subject to regulations of the C-1 zone;
2. Legally established residential use types pre-existing the adoption of the ordinance codified in this division; however in the event of destruction of structure, it must be rebuilt within eighteen (18) months in order to continue as a residential use unless an extension of time is approved by the Planning Commission. If the structure is converted to another use permitted within this zone, said structure shall not revert to residential use;
3. Advertising business;
4. Agricultural supplies and machinery sales rooms;
5. Automobile sales agencies;
6. Auto maintenance and repair shops within an enclosed building;
7. Bakery;
8. Bank;
9. Building supplies including retail sales of lumber;
10. Catering service;
11. Clothing store;
12. Curios and antiques;
13. Delicatessen store;
14. Department store;
15. Dry cleaning, laundry or pressing establishment;
16. Feed and fuel stores;
17. Furniture, household goods and furnishings;
18. Hotels and motels;
19. Indoor theaters;
20. Manufactured home sales;
21. Meat market;

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

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

Chapter 10.72 Use Zones

10.72.085 (CMU) Commercial mixed-use zone.

[...]

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

1. Residential Buildings and Uses:

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

2. Commercial Buildings and Uses:

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

3. Industrial Buildings and Uses:

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

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

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

4. Hosted vacation rental;

5. Unhosted vacation rental.

Chapter 10.76 Special Provisions and Regulations

[...]

10.76.170 Vacation rentals

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

A. Standards for all vacation rentals

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

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

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

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

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

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

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

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

2. Are available by telephone during all rental periods

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

f. Vacation rentals are subject to Transient Room Tax.

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

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

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

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

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

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

AYES 6 NAYS 0

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


Mayor Linda McCollum

ATTEST:

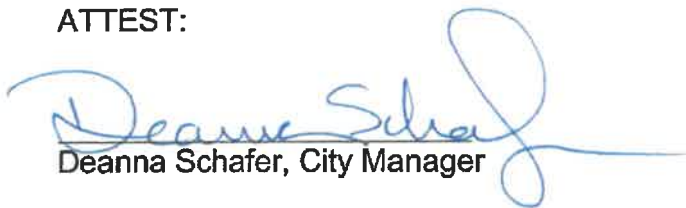

Deanna Schafer, City Manager



EXHIBIT 5

Draft Vacation Business License Application Packet (Revised Following Ordinance 2024-1208)

Reedsport Planning File 24-002
Findings of Fact
February 2024



CITY OF REEDSPORT BUSINESS LICENSE APPLICATION

✓ Type of Business	Fee Schedule
Business with 0-3 Employees ¹ , Auctioneer ² , Taxi & For-Hire vehicles ³	\$50.00 Per fiscal year
Business with 4-10 Employees ¹	\$100.00 Per fiscal year
Business with 11-25 Employees ¹	\$150.00 Per fiscal year
Business with 26+ Employees ¹	\$225.00 Per fiscal year
Vacation Rental ⁴	\$50.00 Per fiscal year
Carnival and Circus	\$70.00 Per day (\$140.00 min.)
Non-Profit/Charitable	\$0.00 Per fiscal year
Social Gaming/Texas Holdem Poker Tournaments	\$100.00 Per fiscal year

¹Employees include owners and officers; ²No charge for auctions that are part of an existing business; ³Provide proof of liability insurance.
⁴Requires Conditional Use Permit

Type of Application: ☐ New Business ☐ Name Change ☐ Address Change

Name of business			
Type of business			
Location of business			
Mailing address of business			
Business phone number		Business fax	
Business email			
Are there any residential residences on the property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Business owner's name (list add'l owners/partners next page)		Owner's drivers license number	
Owner's phone number		Owner's email	
Ownership type: <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Other			

If applicable	Oregon Sec. of State Business Registry #	
	Contractor's license # (ORS 701.055 sec 3)	
	Other licenses (Example: OLCC License #)	

X _____ \$
Signature of business owner (required) **Printed name of business owner** **Amount Paid**

The signature above hereby makes application for a license to conduct business in the City of Reedsport, OR in accordance with all applicable laws, rules, and ordinances of the state of Oregon and the City of Reedsport. Reedsport Municipal Code, Chapters 7.04 and 6.52.

Please describe the typical activities of your business. Example: service(s) offered, expected number of customers each day/month, business hours, type of merchandise/product sold, etc. (Attach an additional sheet, if necessary.)

EMERGENCY CONTACT. Please identify an emergency contact for this business. (Attach an additional sheet if necessary.) Note for vacation rentals: your emergency contact should be the same as your Local Responsible Person.

Name		Title or position	
Address		Driver's license number	
		Telephone number	

PARTNERS, OWNERS, OFFICERS. Please list the names and addresses of any owners or partners. Corporations must list all officers. For Social Gaming/Texas Holdem Poker Card Tournaments include any persons financially interested in the business. (Attach an additional sheet if necessary.)

Name		Title or position	
Address		Driver's license number	
		Telephone number	
Name		Title or position	
Address		Driver's license number	
		Telephone number	

FOR DEPARTMENT USE ONLY—PLEASE DO NOT WRITE BELOW THIS LINE

City Manager:	Comments:
Planning Dept:	Comments:
Public Works:	Comments:
Police Dept:	Comments:
Fire Dept:	Comments:
State Fire Marshal inspection required? <input type="checkbox"/> Yes <input type="checkbox"/> No	



CITY OF REEDSPORT
BUSINESS LICENSE FORM: SITE PLAN

**ONLY COMPLETE THIS FORM IF YOUR BUSINESS HAS A PHYSICAL LOCATION IN
REEDSPORT**

INFORMATION NEEDED:

1. Building floor plan with square footage of each area;
2. Number of parking spaces (Parking spaces are 9'X18');
3. Proposed structure and distance from property lines;
4. Other existing structures on property;
5. Access road and driveway location;
6. Landmarks (roads, rivers, etc.)
7. Indicate direction of drainage from building site;
8. Indicate location of water/sewer lines; and
9. Initial the waiver at bottom of page.

US HIGHWAY 101



EXAMPLE SITE PLAN FOR:
SALLY'S DINER & GIFTS

WAIVER: I understand it is the responsibility of the applicant and property owner to consider issues such as drainage, flooding, soil stability, or excessive slopes in this project. I also understand that approval of this Site Plan does not release me from compliance with private covenants, restrictions, or easements affecting this property.

(Initials) _____



CITY OF REEDSPORT
BUSINESS LICENSE FORM: VACATION RENTAL

ONLY COMPLETE THIS FORM IF YOUR BUSINESS IS A VACATION RENTAL

For Vacation Rentals:

Vacation Rentals in Reedsport are subject to the standards contained in Reedsport Municipal Code Chapter 10.76 Special Provisions and Regulations: 10.76.170 Vacation Rentals. Please complete the sections below, which pertain to these standards.

1) Conditional Use Permit: A Vacation Rental requires a Conditional Use Permit from the Planning Commission before a Business License may be issued.

Conditional Use Permit #	
Hosted or unhosted?	
Occupancy maximum	
# required off street parking spaces	
Other conditions of approval:	

2) Local Responsible Person: A vacation rental requires a Local Authorized Representative. Please complete the fields below to assign a Local Authorized Representative to your vacation rental. It is the Vacation Rental owner's responsibility to notify the City of changes to the Local Responsible Person and complete a new Business License Form.

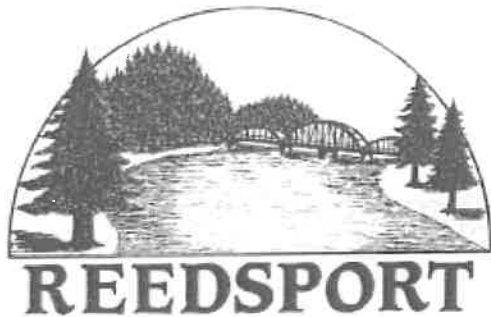
To be completed if a PROPERTY MANAGEMENT COMPANY will be the local representative.			
Name of company			
Address of company			
Primary phone		Secondary phone	
Company email(s)			
Authorized agent name			
Authorized agent signature		Date	

To be completed if an INDIVIDUAL will be the local representative.			
Name of Local Representative			
Local Rep's physical address			
Local Rep's primary phone		Secondary phone	
Local Rep's email address			
<p>If the Local Representative is NOT A MANAGEMENT COMPANY, the following is a list of what is expected of the Local Representative who is an individual:</p> <ol style="list-style-type: none"> 1. The local representative must provide the City of Reedsport with a daytime phone number, evening/weekend phone number, and an email address where the local representative may be reached 24 hours a day, seven days a week. 2. The local representative must be willing to respond to the City of Reedsport and its agents, regardless of day or time, regarding the vacation rental. 3. The local representative must be a permanent resident, residing within a 30-minute drive of the vacation rental. The Local Representative must provide documentation which demonstrates compliance with this requirement. Acceptable documentation includes: <ul style="list-style-type: none"> • A valid Oregon driver's license or identification card listing the local representative's current physical address • A valid tribal identification listing the local representative's current physical address • A valid voter registration card listing the local representative's current physical address • A long-term (one year or more) rental agreement for property in or within a 30-minute drive of the vacation rental 			
Your signature below indicates that you have read, understand, and agree to perform the above-stated duties.			
Local Rep's signature			Date

3) Oregon Transient Room Tax: Vacation Rental owners are required to pay state and local Transient Room Tax, in addition to any other taxes for which the owners may be liable. The City of Reedsport will mail you a *Quarterly Return on Transient Room Tax form* each quarter (4 times per year). It is the Vacation Rental owner's ongoing responsibility and a condition of your Vacation Rental permit that you complete and return the form *each quarter*. An example form is available upon request.

4) Property Owner Acknowledgement:

To be completed by Property Owner(s): Provide the names and signatures of all property owners listed on the current deed. If an LLC, print the names of all members of the LLC.			
Your signature below indicates that you have read, understand, and agree to the above-stated terms of your Vacation Rental Business License and Conditional Use Permit.			
Property Owner #1 Name			
Property Owner #1 Signature		Date	
Property Owner #2 Name			
Property Owner #2 Signature		Date	
Property Owner #3 Name			
Property Owner #3 Signature		Date	
Use the space below to add printed names and signatures of additional property owners shown on the deed/member of the LLC, if any.			



CITY OF REEDSPORT

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

Honorable Mayor and
Members of the City Council
Reedsport, Oregon

Council Letter 024-016
Agenda of March 4, 2024
RE: IGA CDBG

ISSUE:

Shall the City Council enter into an Intergovernmental Agreement in Support of a Community Development Block Grant Program?

BACKGROUND:

The City of North Bend was awarded a \$500,000 grant to assist Coos County residents struggling to pay their rent, mortgage, or utilities. The funds come from the Oregon Community Development Block Grant (CDBG) program, which the Business Oregon Infrastructure Finance Authority administers.

North Bend partnered with Coos County and chose to take a regional approach for the maximum of \$500,000 by soliciting Intergovernmental Agreements from each of the local governments in the county. Grant dollars will be available for mortgage, rent, and utility (gas and electricity, but exclude water and sewer) payments up to six months past due.

The grant dollars were being administered by Oregon Coast Community Action (ORCCA).

City Manager David Milliron contacted the City of Reedsport in February and stated that ORCCA was unable to distribute the entire amount funding in Coos County during the allocated grant timeline and indicated that if Reedsport was willing, they would initiate an extension and change of scope to include Reedsport and Douglas County as the recipients. Biz Oregon (the entity handling the grant) approved the extension until June 30, 2024 and expanded the recipient area to Reedsport and Douglas County if approved. The balance left on the grant program is in the neighborhood of \$200,000.

Those eligible to receive the emergency rental, mortgage, and utility assistance must meet specific income and eligibility requirements, including:

A. Eligible Recipients

- Who can receive Emergency Rental, Mortgage, and Utility Assistance?
 - Applicant household must meet ALL of the following:
 - Household with a LMI income ($\leq 80\%$ area median income) based on applicable CDBG income limits
 - Household with a documented financial need due to the impact of COVID-19
 - Household residing in the program's service area and not in an entitlement community
 - Household is unable to access any other payment assistance covering the same time period costs (no duplication of benefit)
- CDBG-CV funds target those services addressing the impacts from the COVID-19 emergency, including emergency rental, mortgage, and utility payments; and have these federal restrictions:
 - Direct payments to a household(s) are NOT CDBG eligible. Payments are to be paid to a third party on behalf of the qualifying household.
 - Payments are for no more than six consecutive months within a 12 month period.
 - Payments are intended to prevent eviction, foreclosure, utility shut off.
 - Mortgage payments may include escrowed taxes, insurance and late fees.
 - Payments cannot be a duplication of benefit.
 - Payments with CDBG-CV funds must address impacts resulting from the COVID- 19 emergency.

The grant dollars would be administered by NeighborWorks Umpqua (NWU) whom the City has worked with in the past on several projects but most recently to administer loan and grant programs that assist eligible, low- to moderate-income homeowners with repairs to their homes.

COUNCIL ALTERNATIVES:

1. Authorize an Intergovernmental Agreement with NeighborWorks Umpqua for a Community Development Block Grant for Emergency Rental and Utility Assistance Program in Reedsport and authorize the City Manager to sign on behalf of the City.
2. Decline to authorize an Intergovernmental Agreement with NeighborWorks Umpqua for a Community Development Block Grant for Emergency Rental and Utility Assistance Program in Reedsport.
3. Table this issue and direct staff to conduct additional research.

RECOMMENDATIONS:

Staff recommends alternative #1.

Deanna Schafer
City Manager

Intergovernmental Agreement in Support of a Community Development Block Grant

From the 2021 Community Development Block Grant Program

Administered by the Oregon Business Development Department, Infrastructure Finance Authority

Agreement Title: North Bend Residential Emergency Rental and Utility Assistance Program

Agreement Date: February 6, 2024

Signatory Parties: City of North Bend, NeighborWorks Umpqua, and City of Reedsport

Agreement: The above signatory parties agree to jointly sponsor an Emergency Rental and Utility Assistance Program provided through a Community Development Block Grant (CDBG), Administered by the Oregon Business Development Department, Infrastructure Finance Authority and recognize the City of North Bend as the lead agency that will be responsible for applying, receiving, and administering the CDBG award.

Grant Activity: The purpose of the proposed CDBG is to manage an Emergency Rental and Utility Assistance grant emergency rental assistance to families impacted by COVID-19 of up to six consecutive months past due rent.

Constraints: One hundred percent (100%) of the benefited household occupants must have incomes that are below the federal low- and moderate-income limits (eighty (80%) of the area median family income as adjusted by family size.

The rent must be within the local Fair Market Rent or from a rent reasonable study conducted by the Applicant or a local Public Housing Authority. The assistance must also put the household into a current rent status. Only households within the boundaries set by the cities and unincorporated/non-entitlement county areas of the signatory parties are to receive the rental assistance funding.

NeighborWorks Umpqua will enter into a sub-recipient agreement with the lead agency, City of North Bend, to manage the Emergency Rental Assistance program.

Counterparts: This agreement may be signed in counterparts and each counterpart will be deemed an original. Copies of all signatures will be provided as part of the grant application and to each signatory.

Multiple Parties: In the event that one or more of the signatories identified above decline to sign this agreement, it remains sufficient for all other signatories to receive the benefits of the agreement.

So, Agreed:

(City of North Bend)

Date

06/February/2024

(NeighborWorks Umpqua)

Date

2/6/24

(City of Reedsport)

Date

Coos County Renters, Do You Need Help Paying Rent or Utilities Because of COVID-19?

NeighborWorks Umpqua is here to help!

The Coos County Rent and Utility Assistance Program is Now Accepting Applications

Renters in Coos County may qualify for up to 6 months of rent and utility payments per household (only past due rent and utilities, electric and heat). Assistance goes directly to landlords and utility companies.

Who should apply?

Renters at least 18 years old who are members of households that:

- Rent in Coos County Oregon
- Have a total household income before taxes at or below 80% of area median income (see table below).
- Include at least one person who has experienced a financial hardship directly or indirectly due to COVID-19.
- Have received a late payment or eviction notice and are at risk of losing housing due to unpaid rent, and/or past due utilities dating from April 2020 or later.

Household Size	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
Gross Annual Income	\$40,250	\$46,000	\$51,750	\$57,450	\$62,050	\$66,650	\$71,250	\$75,850
Gross Monthly Income	\$3,354	\$3,833	\$4,313	\$4,788	\$5,171	\$5,554	\$5,938	\$6,321

How do I apply?

Fill out the online application (<http://nwu.application.deval.us/>), or the PDF version (for PDF version, see our website at <http://www.nwumpqua.org/>). Copies of the following documents must be included to prove your eligibility.

- Copy of photo ID for **all adults** (must be current/valid)
 - 2 bills with name and current address can be used in place of photo ID.
 - A signed attestation from an employer, landlord, caseworker, or other official with knowledge of the household's circumstances can be used in place of photo ID.
- Documentation of last 30 days of income for **all adults** in your household. The following are acceptable:
 - Pay Stubs or wage printouts showing company name, employee name, and gross pay.
 - Benefits letter or unemployment payment printout (showing full name and current year).
 - Child support payment history (last 12 months).
 - Pension statement showing gross monthly amount or 1099.
 - If zero or cash income, complete self-certification in this application.
- Copy of most recent power and/or heating bill showing addresss and unpaid balance.
- Copy of a statement or ledger from landlord documenting past rent due.
- Completed statement of how COVID-19 has affected your household (included in application).

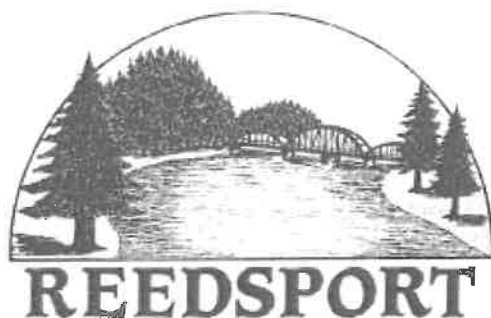
If you cannot access our online application, a PDF version can be mailed, along with clearly legible copies of all documents, to NeighborWorks Umpqua at:

NeighborWorks Umpqua Coastal Housing Center
1984 Sherman Ave.
North Bend, OR. 97459

Please call us at (541) 756-1000 if you have questions or are in need of assistance!

This Program is funded by the Community Development Block Grant program CARES Act through Business Oregon (Oregon Business Development Department).





CITY OF REEDSPORT

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

Honorable Mayor and
Members of the City Council
Reedsport, Oregon

Council Letter 024-017
Agenda of March 4, 2024
RE: Fire Department Accident Cost
Recovery

ISSUE

Shall the City Council adopt a Resolution 2024-003 for Reedsport Volunteer Fire Department accident cost recovery, designating EF Recovery as its administrative agency and representing authority in establishing a claim on behalf of the agency?

BACKGROUND

The Reedsport Volunteer Fire Department is pursuing the implementation of a cost recovery program for fire protection, accident scene response and traffic safety for emergency response incidents and all related services. EF Recovery is a service provider that can complete these tasks.

The Resolution is adopted for the purpose of establishing a method of recovering costs and expenses for certain services provided by the Fire District which result from the utilization of Fire District resources in response to certain public safety, fire, or emergency incidents or conditions. This resolution is authorized by OR law, including, but not limited to ORS 478.310 and ORS 466.640. Also, it is intent of the Fire District to encourage mutual aid between fire/EMS departments during emergencies by adopting the charges that have been set by the municipality that is providing assistance for any situation covered by this Resolution. Depending on the circumstances, the Fire District finds that it may not always be cost-effective for the Fire District to pursue collection of unpaid charges.

FISCAL IMPACT

There is no known fiscal impact.

ALTERNATIVES

1. Adopt Resolution 2024-003 for Reedsport Volunteer Fire Department accident cost recovery, designating EF Recovery as its administrative agency and

representing authority in establishing a claim on behalf of the agency, and authorize the City Manager to sign on behalf of the City.

2. Decline Resolution 2024-003 for Reedsport Volunteer Fire Department accident cost recovery, designating EF Recovery as its administrative agency and representing authority in establishing a claim on behalf of the agency.
3. Table the issue and direct staff to conduct additional research.

RECOMMENDATION:

Staff recommends alternative #1.

Deanna Schafer
City Recorder

RESOLUTION 2024-003

A RESOLUTION OF THE REEDSPORT VOLUNTEER FIRE DEPARTMENT IMPLEMENTING A COST RECOVERY PROGRAM FOR FIRE PROTECTION, ACCIDENT SCENE RESPONSE AND TRAFFIC SAFETY FOR EMERGENCY RESPONSE INCIDENTS AND ALL RELATED SERVICES.

WHEREAS, Responses to and/or recovery from emergencies and disaster requires purchases to replace supplies, periodic and scheduled maintenance on apparatus, fuel purchases, staffing expenses, cleaning and repair and/or replacement of protective gear and equipment as requires by the agency or by law; and

WHEREAS, ORS 478.310 and ORS 466.640 authorizes fire protection departments and districts to recover reasonable and necessary costs incurred in the course of protecting life and property that exceed the usual and customary expenses anticipated. Reedsport Volunteer Fire District will affix \$250.00 minimum preparedness and response cost to all incidents where a liable party is responsible for said action. This cost will begin to offset (but is not limited to) special education and training, wear of equipment or services required to protect the environment, community property and the public; and

WHEREAS, Reedsport Volunteer Fire District believes that its taxpayers should not be required to bear the extraordinary costs of responding to hazardous materials incidents, regardless to size, and that such extraordinary costs should be borne by the responsible party, and/or shippers of hazardous material to reimburse the agency; and

WHEREAS, Reedsport Volunteer Fire District has determined that vehicle accidents frequently involve traffic control, scene safety, detours and other services required to reduce further liability claims, damage, or injury to non-involved parties; and

WHEREAS, standard response requires placement of emergency flares, as well as dealing with spillage or leakage of liquids, such as oil, battery acid, fuel, antifreeze, brake fluid, transmission fluid, and other petroleum products, all of which constitute hazardous material; and

WHEREAS, Reedsport Volunteer Fire District must appoint those in oversight of recovering data pertinent to filing a claim for loss of time and supplies, an amount to recovery reasonable data collection, processing and administrative costs will be applied to each claim. This cost will be affixed to the total loss of the claim that shall be paid by the liable party causing said claim.

WHEREAS, the governing board of Reedsport Volunteer Fire District has determined a Cost Recovery plan pursuant to ORS 466.640 and ORS 478.310 is necessary to assure the responsible parties are liable for expenses incurred in the mitigation of emergency incidents; and

WHEREAS, Reedsport Volunteer Fire District designates EF Recovery as its administrative agency and representing authority in establishing a claim on behalf of the

agency. All data collection, processing and administrative costs will be included in each claim.

PASSED AND MADE EFFECTIVE BY THE REEDSPORT CITY COUNCIL this 4th day of March, 2024.

AYES _____

NAYS _____

APPROVED by the Mayor this 4th day of March, 2024.

Mayor Linda McCollum

ATTEST:

Deanna Schafer, City Recorder



EF Recovery

COST RECOVERY



What is Cost Recovery?

A Flexible Program That Recovers Your Incident Response Costs.

Ability to bill insurance companies and/or responsible parties for your labor, equipment, consumables, etc.. EFR can bill insurance only or non-residents only should you choose to not bill residents. Our program is flexible and customizable.

CONTACT US:

(253) 853-1321

info@efrecovery.com

www.efrecovery.com

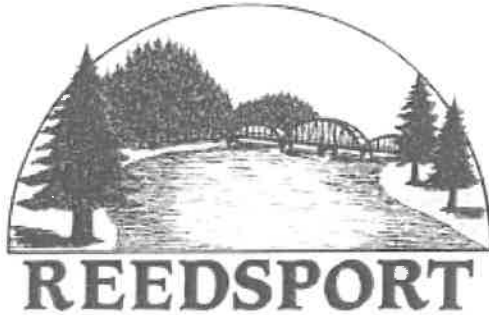
Tell me more about Cost Recovery...

Each time you respond to an incident do you realize you could possibly bill for your time and equipment? This is called a cost recovery program. Drivers who cause motor vehicle accidents should have insurance that pays for your responses and collecting from insurance will bring back much needed revenue to your department. A strong cost recovery program can be an excellent source of revenue for departments seeking to close the gap between costs and budget shortfalls.

Recoverable incident response types include: MVA, hazmat, false alarms, unauthorized burning, and more. Cost recovery is supported by a local department ordinance or resolution. Fire departments and fire districts can now send a bill to a liable party or their insurance company for the cost of responding to an incident. Billing options are always determined by you, the Fire Department. EFR will work with your department to decide which service level agreement meets your needs. We offer service levels based on the departments level of participation and services provided by our Claims Specialists.

By using our industry leading Mobile App. (CM Mobile), users can quickly input information from the scene such as labor, equipment information, consumables and more. The mobile app tool makes it incredibly easy to collect additional revenue for your department! Let us show you how!

Contact us today to see how we can best help your department!



CITY OF REEDSPORT

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Honorable Mayor and
Members of the City Council
Reedsport, Oregon

Council Letter 024-018
Agenda of March 4, 2024
RE: Letter of Commitment for Oregon
CPRG Implementation Grant App

ISSUE:

Shall the City Council submit a letter of commitment for Oregon CPRG Implementation Grant Application?

BACKGROUND:

Recently our Main Street Director, Rosa Solano was contacted by Amanda Ingmire of Oregon DEQ Built Environment Program and invited Reedsport to become a community partner on an EPA climate Pollution Reduction Grant application. Reedsport was chosen as one of only nine communities in the State of Oregon to partner in this opportunity. During an online meeting, it was explained that they are looking for communities that have the capacity and knowledge by track record of taking on a projects of large magnitude in a short amount of time. With our past record of receiving and administering federal and state grants plus recommendation from Oregon Main Street program for our handling of the Main Street Revitalization Grant program we were selected. The nine communities represent all different populations and demographic throughout Oregon, Reedsport being the only community on the West Coast. The goal is to take existing buildings and renovate or covert a mixed use of residential and commercial. An example of this is second story apartments or hotel conversion to residential. Between Rosa and myself we identified approximately 35 additional units that could be gained through this program.

To implement this strategy, DEQ would serve as a pass-through entity, distributing funds to local governments for implementation. The local governments would run a competitive grant process to distribute the funds to support conversion to new residential units in their communities. DEQ has established a per unit fixed incentive of up to \$45,000 per unit. In addition, DEQ anticipates up to 5 percent of grant funding may be utilized to support administration of the award by local governments.

Projects must meet the following requirements to be eligible for funding:

- Convert existing vacant or underutilized building(s) into new housing units.
- Projects may be whole buildings or portions of buildings

- At least 25 percent of new housing units must be < 80% AMI, all others must be < 120% AMI
- Maintain affordability of units for a minimum of 5 years

Please see additional information, including the time line in the attached flyer.

COUNCIL ALTERNATIVES:

1. Submit a letter of commitment for Oregon CPRG Implementation Grant Application.
2. Decline to submit a letter of commitment for Oregon CPRG Implementation Grant Application.
3. Table this issue and direct staff to conduct additional research.

RECOMMENDATIONS:

Staff recommends alternative #1.

Deanna Schafer
City Manager

EPA Climate Pollution Reduction Grant: Conversion of existing buildings to affordable and workforce housing

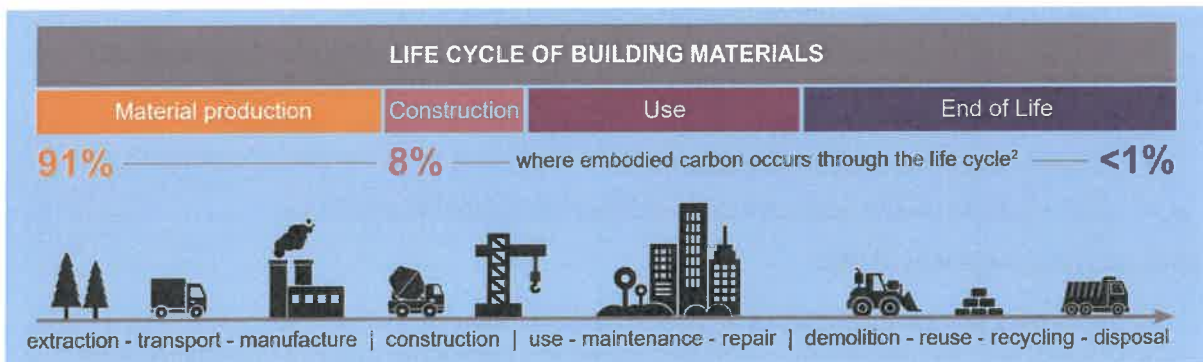
Background of EPA grant

The [Climate Pollution Reduction Grant \(CPRG\) Program](#) is one of many federal funding opportunities created through the [Inflation Reduction Act](#) and administered by the U.S. [Environmental Protection Agency](#). This grant program has a two-step process—planning then implementation. The State of Oregon has developed a Priority Climate Action Plan (PCAP), due to EPA March 1, 2024, to highlight meaningful opportunities to reduce climate pollution. The State of Oregon is also seeking Climate Pollution Reduction Grants (CPRG) to support the implementation of strategies outlined in the PCAP. The CPRG application is due to EPA by April 1, 2024.

Oregon's PCAP focuses on strategies to reduce emissions from transportation, residential and commercial buildings, as well as waste and materials. The conversion of existing buildings to affordable and workforce housing is one of the twelve strategies proposed within Oregon's CPRG application.

What is the strategy and why was it selected

Building materials account for 8 percent of [Oregon's consumption-based greenhouse gas emissions](#). These emissions are associated with the extraction, manufacturing, transport, construction, and disposal of these materials, and are often referred to as "embodied carbon".



Reuse of existing buildings is one of the most effective strategies to reduce embodied carbon, as it significantly reduces the need for new materials. Building reuse case studies by several architecture firms cite embodied GHG emissions reductions from 40 to 75 percent compared to new construction. Additionally, many cities and towns across Oregon have vacant or underutilized buildings that could be repurposed into much needed housing.

If awarded, CPRG funds would incentivize the conversion of underutilized existing buildings to affordable or workforce housing through grants. The projects funded through this program will serve as demonstration projects. Outcomes from the demonstration projects will inform future building conversion projects and help guide state and local policy that could continue to support conversions.

Implementation

To implement this strategy, DEQ would serve as a pass-through entity, distributing funds to local governments for implementation. The local governments would run a competitive grant process to distribute the funds to support conversion to new residential units in their communities. DEQ has established a per unit fixed incentive of up to \$45,000 per unit. In addition, DEQ anticipates up to 5 percent of grant funding may be utilized to support administration of the award by local governments.

Projects must meet the following requirements to be eligible for funding:

- Convert existing vacant or underutilized building(s) into new housing units. Projects may be whole buildings or portions of buildings
- At least 25 percent of new housing units must be < 80% AMI, all others must be < 120% AMI
- Maintain affordability of units for a minimum of 5 years
- Reduce total embodied carbon of new materials used by 10 percent
- Davis-Bacon Act prevailing wage
- Complete construction of units within the implementation period (see estimated timeline below)

Estimated 5-year timeline (firm deadlines underlined):

- March 14, 2024 – letter of support from local governments due to DEQ to be included in CPRG application
- April 1, 2024 – DEQ submits Climate Pollution Reduction Grant application to EPA
- July 2024 – Anticipated EPA issues notification of funding selection
- October 2024 – Anticipated award and beginning of implementation period (if awarded)
- October 2024 – June 2025 – local governments run competitive grant process
- June - October 2025 – local governments award grants and execute contracts
- October 2025 - April 2029 – implementation
- May - October 2029 – Close out, end of CPRG implementation period

Roles and responsibilities of DEQ

- Pass-through entity distributing funds to local governments
- Oversight of implementation of strategy across all jurisdictions, ensuring compliance with Federal requirements, including reporting to EPA
- Development of key requirements, review of RFP materials and eligibility of received proposals
- Technical assistance to local project teams relating to embodied carbon of materials
- Reallocation of funds if any jurisdiction is unable to fully utilize funds within implementation period (as determined in coordination with local jurisdictions)

Roles and responsibilities of local governments

- Project compliance and reporting oversight in alignment with federal and state requirements
- Administration of competitive grant process, in collaboration with DEQ as needed
- Regular communication and reporting with DEQ regarding status of implementation

(from NOFO) Optional: Letters of Commitment. Letters that demonstrate strong, long-term involvement throughout the project from project partners are encouraged. Letters should specifically indicate how project partners and supporting organizations, including applicable labor organizations, will participate in or directly assist in the design and performance of the project. Letters should also explain how obtaining support from project partners will allow the applicant to more effectively perform the project. Letters should be addressed to the applicant organization and should be included as attachments to the application. Partners should not submit letters directly to EPA. Format: PDF or Word. Example filename: EntityName_LOC_ApplicantName.pdf or .docx.

-Put letter on organizational letterhead-

[Name]

[Title]

[Jurisdiction]

[Address]

[Email Address]

[Phone Number]

[Date]

Subject: Letter of Commitment for Oregon's CPRG Implementation Grant Application

Dear Director Feldon,

I am writing this letter to express my strong support and commitment to Oregon's application for EPA's Climate Pollution Reduction Implementation Grants. As [Title] of [Jurisdiction], I am familiar with the work and dedication of Oregon Department of Environmental Quality (DEQ) and the State of Oregon in taking strong and swift climate action, and I believe that this application aligns well with the unique goals and priorities of EPA's Climate Pollution Reduction Grant Program.

Oregon DEQ has a proven track record of implementing measures to reduce greenhouse gas emissions through Built Environment programs such as small housing, deconstruction, and low-carbon concrete. Your dedication to engaging and prioritizing environmental justice communities through these opportunities has had a positive and lasting impact on Oregon's communities. [Jurisdiction] is excited to partner with Oregon DEQ to implement the measure to reduce embodied greenhouse gas emissions in buildings and consumption-based emissions of households through the conversion of existing buildings to affordable and workforce housing.

[Jurisdiction] is committed to supporting the implementation of this measure in the following ways:

-

-

[Jurisdiction] is excited about the opportunity to grow our partnership through the Climate Pollution Reduction Implementation Grant. The need for this work is critical to meet Oregon's goals in reducing

climate pollution while also addressing urgent housing needs and we are confident that our work together through this grant can be used as a model throughout Oregon and for other states looking to implement similar programs. We look forward to working collaboratively to address complex climate issues to benefit those most impacted by climate change.

Sincerely,

[Name] [Title] [Jurisdiction]