



NOTICE

This meeting will be held in person at the American Legion Hall located at 158 East Main street. Social distancing and all phase 2 regulations for social gatherings will be followed. Face masks will be required upon entrance, signing in for contact tracing purposes, temperature checks, and the limiting the attendance of 50 people for inside gatherings. All surfaces will also be sanitized before and after the meeting as well.

If someone chooses not to attend the meeting due to their personal medical situation, testimony or comments on Council business can be submitted via email at aamerson@ci.carlton.or.us or written letter any time before the meeting by dropping off at City Hall.



CITY COUNCIL AGENDAS

TUESDAY, JULY 7, 2020

AMERICAN LEGION HALL, 158 E. MAIN STREET, CARLTON

The Mission of the City of Carlton is to safeguard and enhance the vitality and livability of the community by providing essential services with professionalism and integrity.

6:00 WORK SESSION MEETING

Pages

1. CALL TO ORDER	
2. ROLL CALL	
3. ANNOUNCEMENTS/REPORTS/PRESENTATIONS	1 – 88
A. Parks Plan Update	3 – 68
B. Council Rules and Procedures Update	69 – 88
4. ADJOURN TO REGULAR MEETING	

7:00 PM CITY COUNCIL REGULAR MEETING

Pages

1. CALL TO ORDER	
2. ROLL CALL	
3. PLEDGE OF ALLEGIANCE	
4. CHANGES OR ADDITIONS TO THE AGENDA	x - x
5. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS	90 – 104
A. Appointment of Anthony Stuart to Planning Commission – <i>Confirm Mayor Appointment</i>	90 – 91
B. OR- 47 AD- HOC Committee Appointments – <i>Confirm Mayor Appointments</i>	92 – 104
6. CITIZEN COMMENTS	
<i>This section of the agenda allows members of the public to address the City Council on any item <u>not</u> otherwise on the agenda. Members of the public, when invited by the Mayor, shall come forward, state their name and street address, and direct all comments to the Mayor. Comments are typically limited to three (3) minutes unless additional time is allowed by the Mayor.</i>	
7. CONSENT AGENDA	105 – 110
A. Meeting Minutes – <i>Approve</i>	
1. City Council – June 2, 2020	105 – 108
B. Accounts Payable Report – <i>Information Only</i>	109 – 110
8. ORDINANCES/RESOLUTIONS/DISCUSSION/ACTION ITEMS	111 – 334
A. Public Hearing: Comprehensive Plan/Zone Change 2020-01- Ordinance No. 2020-727- REMOVED	
B. Resolution No. 300- Transportation and Growth Management Grant- <i>Approve</i>	275 – 276
C. Quinby purchase of 156 East Monroe Street property - <i>Approve</i>	277 – 283
D. League of Oregon Cities survey - <i>Approve</i>	284 – 299
E. Correspondence regarding Hawn Creek playground equipment – <i>Provide Guidance</i>	300 – 314
F. Petition for Arthur Street closure – <i>Schedule for future Work Session</i>	315 – 316
G. USIC Service Agreement - <i>Approve</i>	317 – 334
9. COUNCIL LIASION REPORTS	
A. Tourism	
B. Carlton Business Association	
C. Other	
10. ADJOURNMENT	

This facility is ADA accessible.

If you need special accommodations, please contact City Hall at 503.852.7575 at least 24 hours prior to this meeting.



CITY COUNCIL AGENDA
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WORK SESSION MATERIAL – INFORMATION ONLY

- 1. CALL TO ORDER**
- 2. ROLL CALL**
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 - A. Parks Plan Update 3 – 68
 - B. Council Rules and Procedures Update 69 – 88
- 4. ADJOURN TO REGULAR MEETING**

CITY OF CARLTON
COMPREHENSIVE PLAN AMENDMENT 2019-01
City Council Hearing – May 5, 2020
STAFF REPORT

I. BACKGROUND

REPORT DATE: April 28, 2020
 APPLICANT: City of Carlton
 LOCATION: Citywide
 REQUEST: Comprehensive Plan amendment to update the Carlton Parks Development Plan. Included are updates to population projections and demographics, parks inventory, improvements, and comparisons to OPRD and NPRA standards.

CRITERIA:
 Oregon Statewide Planning Goals and Guidelines
 City of Carlton Comprehensive Plan, 2000 (Amended 2007 and 2009)

EXHIBITS:

- A. Draft Carlton Parks Development Plan, 2019
- B. Oregon Statewide Planning Goals and Guidelines, Goal 8
- C. Carlton Parks Map with ¼ mile buffers

II. OVERVIEW

This proposed update to the Comprehensive Plan is based on an identified need for analysis of park inventory and needed improvements, based on updated population projections and in comparison, with national and state standards. Analysis of the City's current inventory of existing parkland and forecasted population growth has identified a need for new parkland, as well as improvement to existing parkland in order to meet standards and to provide a range of recreational opportunities for Carlton residents through the year 2040.

Based on the latest population projections, the City's park system is expected to serve a population of 3,204 residents by the year 2040. According to National Recreation and Park Association (NRPA) guidelines, the typical amount of parkland is 10.1 acres per 1000 residents. The City of Carlton currently has 23.16 acres of parkland. By 2040, the City will need a total of 32.68 acres to meet the NRPA standard. The State of Oregon also has a recommended level of service for parks that is broken down into the acreage recommended for various types of parks. The City of Carlton currently meets the state standards by category, but will need to plan for an increased population in 2040, when the City should have 3.20 to 6.41 acres of neighborhood parks and 6.41 to 19.22 acres of community parks to meet the state standards.

Local governments may prepare and adopt local parks master plans pursuant to Statewide Planning Goal 8: Recreational Needs and OAR 660-034-0040. These plans may be integrated with local comprehensive land use plans. Parks master plans help to give a community direction in developing future parks and making improvements to existing parks to meet residents' needs.

III. PROCEDURE

A text amendment to the City of Carlton Comprehensive Plan is a Type IV action. A type IV action is a legislative review in which the City considers and enacts or amends laws and policies. Type IV actions are initiated by the City of Carlton; other parties may request the City Council consider a proposal requiring Type IV review. Public notice and hearings are provided in a Type IV process. Appeal is to the Land Use Board of Appeals (LUBA).

Direction to amend the Carlton Comprehensive Plan was given by the City Council at a regular meeting held on May 7, 2019.

A public hearing shall be held by the Planning Commission on all proposed amendments and revisions of the Comprehensive Plan. Following Planning Commission action, the City Council shall hold a public hearing to consider the Planning Commission's recommendation on proposed amendments. Notice shall be as specified in Chapter 17.192.

Per Chapter 17.192.030, public notice for both the Planning Commission and City Council hearings was provided to the Department of Land Conservation and Development on October 17, 2019.

Notice of the Planning Commission and City Council hearings was published in the News-Register on November 15, 2019.

Notice to the public was posted at City Hall, Ladd Park, and the Post Office. Notice was posted and updated on the City's website.

On February 24, 2020, the Carlton Planning Commission held a properly noticed public hearing to review the proposal and to make a recommendation to City Council. After review of the staff report and the draft plan, the Planning Commission voted to recommend approval with the following changes to the draft plan:

1. Add a map showing ½ and ¼ mile radius around the existing parks
2. Add a ½ basketball court to the list of future needs for Hawn Creek Park
3. Remove RV parking from the list of future needs for Wennerberg Park

The Carlton Development Code does not specifically identify criteria for the approval of text amendments to the Comprehensive Plan. Because amendments to the Comprehensive Plan apply to the entire city, they are reviewed and approved on the basis of whether or not they are consistent with the Statewide Planning Goals and Guidelines and the best interests of the public. Findings related to these criteria are outlined below:

IV. CRITERIA/FINDINGS

STATEWIDE PLANNING GOALS

Findings:

Goal 1: *Citizen Involvement*. The public will be given the opportunity to give input and voice their concerns at the public hearings before the Planning Commission and the City Council and will be notified of decisions made on the application.

Goal 2: *Land Use Planning*. Establishes a land use planning process and policy framework as a basis for all decision and actions related to use of land and to assure an adequate factual base for such decisions and actions. The review of this application is being conducted according to the procedures set forth in the Carlton Development Code, Chapter 17.212.020: Procedure for Type IV Actions. The legislative amendment is being considered for conformance with the Oregon Statewide Planning Goals and Guidelines.

Goals 3: *Agricultural Lands*. This goal is not applicable. The proposal will not affect agricultural lands.

Goal 4: *Forest Lands*. This goal is not applicable. The proposal will not affect forest lands.

Goal 5: *Natural Resources, Scenic and Historic Areas, and Open Areas*. This goal aims to protect natural resources and conserve scenic and historic areas and open spaces. The proposal is intended to preserve areas of open space within the City of Carlton, as well as set aside new areas for recreation and open space while improving upon existing park areas.

Goal 6: *Air, Water and Land Resources*. This goal endeavors to maintain and improve the quality of the air, water and land resources of the State. The proposal intends to improve air, water, and land resources quality by preserving and maintaining open space.

Goal 7: *Areas Subject to Natural Disasters and Hazards*. Staff finds this goal is not applicable.

Goal 8: *Recreation Needs*. To satisfy the recreational needs of the citizens of the state and visitors and, where appropriate, to provide for the siting of necessary recreational facilities, including destination resorts.

The proposal is consistent with Goal 8 in that it will assist the City in meeting federal and state standards for the provision of parkland, based on current and projected populations, and will provide guidance for the siting of recreational facilities within the City over the next twenty years.

Because amendments to the Comprehensive Plan apply to the entire city, they are reviewed and approved on the basis of whether or not they are consistent with the best interests of the public. The adopted 2000 Comprehensive Plan, currently in effect, and this proposed amendment to the Comprehensive Plan to include update the Parks element both identify the need to monitor parks

inventories in relation to increasing population projections, in order to meet federal and state standards.

Based on the latest population projections, the City's park system is expected to serve a population of 3,204 residents by the year 2040. According to National Recreation and Park Association (NRPA) guidelines, the typical amount of parkland is 10.1 acres per 1000 residents. The City of Carlton currently has 23.16 acres of parkland. By 2040, the City will need a total of 32.68 acres to meet the NRPA standard. The State of Oregon also has a recommended level of service for parks that is broken down into the acreage recommended for various types of parks. The City of Carlton currently meets the state standards by category, but will need to plan for an increased population in 2040, when the City should have 3.20 to 6.41 acres of neighborhood parks and 6.41 to 19.22 acres of community parks to meet the state standards.

Goal 9: *Economy of the State*. Staff finds this goal is not applicable.

Goal 10: *Housing*. Staff finds this goal is not applicable.

Goal 11: *Public Facilities and Services*. Goal 11 requires *a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development*. The proposal intends to increase the amount and variety of recreational facilities available to the residents of Carlton through long-term planning for parks and park facilities.

Goal 12: *Transportation*. Staff finds this goal is not applicable.

Goal 13: *Energy Conservation*. Staff finds this goal is not applicable.

Goal 14: *Urbanization*. Goal 14 provides the guideline: *Comprehensive plans and implementing measures for land inside urban growth boundaries should encourage the efficient use of land and the development of livable communities*. This proposal intends to enhance livability factors within the City of Carlton by planning for an increase in population and relating that to the amount of land available for parks. Also, by providing a basis for the long-term planning for park facilities to meet the needs of current and future residents of Carlton.

Goals 15-19. These goals apply to specific geographic locations, none of which are impacted here. Staff finds these goals do not apply.

City of Carlton Comprehensive Plan, 2000 (Amended 2007 and 2009)

Recreation Goals and Policies:

Goal: To provide adequate park land and recreational facilities for the citizens of the community.

Policies

1. Recreational facilities and services shall be expanded as the need arises.
2. To the extent possible, the acquisition of park sites in advance of actual need shall be made to assure the availability of adequate, properly located sites. The City shall investigate and enact appropriate funding alternatives and other suitable techniques for the acquisition and development of park and recreational facilities.
3. Continued availability and use of school-owned recreational facilities by the general public shall be encouraged in the future. In addition, schools and parks shall be located on adjacent sites whenever possible.
4. Development of bicycle and pedestrian pathways should be examined as a potential recreational resource for the citizens of Carlton.
5. The City shall support Yamhill County in meeting its anticipated demand for future parkland for recreational uses.
6. The city shall seek funding for a park and recreational study sufficient to identify and program future park and recreational facility and property needs.

Findings: The proposed update to the parks master plan conforms to the stated goals of the City's Comprehensive plan in that it provides an analysis the City can use to determine the types and amount of parkland needed by the City over the next twenty years. The proposal allows the City to make informed decisions concerning parkland needs and identifies funding opportunities for the future acquisition and development of parks and recreation facilities.

V. CONCLUSIONS

Staff recommends approval of Comprehensive Plan Amendment 2019-01, based on the criteria and findings outlined above. Possible actions by the City Council are listed below.

VI. PLANNING COMMISSION ACTION

The City Council may take one of the following actions:

- A. Make a motion to adopt the staff report and approve Legislative Amendment, LA 2019-01.
- B. Make a motion to adopt the staff report and approve Legislative Amendment, LA 2019-01, as modified to reflect the changes made by the City Council.

Note: The Council Member making the motion needs to state the modifications and the reasons for the modifications.

- C. Make a motion to continue the public hearing to a date and time certain and state the additional information that is needed to allow for a future decision.
- D. Make a motion to deny Legislative Amendment, LA 2019-01.

Note: The Council Member making the motion needs to state the reasons for the recommendation of denial.

Oregon's Statewide Planning Goals & Guidelines

GOAL 8: RECREATIONAL NEEDS

OAR 660-015-0000(8)

To satisfy the recreational needs of the citizens of the state and visitors and, where appropriate, to provide for the siting of necessary recreational facilities including destination resorts.

RECREATION PLANNING

The requirements for meeting such needs, now and in the future, shall be planned for by governmental agencies having responsibility for recreation areas, facilities and opportunities: (1) in coordination with private enterprise; (2) in appropriate proportions; and (3) in such quantity, quality and locations as is consistent with the availability of the resources to meet such requirements. State and federal agency recreation plans shall be coordinated with local and regional recreational needs and plans.

DESTINATION RESORT SITING

Comprehensive plans may provide for the siting of destination resorts on rural lands subject to the provisions of state law, including ORS 197.435 to 197.467, this and other Statewide Planning Goals, and without an exception to Goals 3, 4, 11, or 14.

Eligible Areas

(1) Destination resorts allowed under the provisions of this goal must be sited on lands mapped as eligible by the affected county. A map adopted by a county may not allow destination resorts approved under the provisions of this goal to be sited in any of the following areas:

(a) Within 24 air miles of an urban growth boundary with an existing population of 100,000 or more unless residential uses are limited to those necessary for the staff and management of the resort;

(b) On a site with 50 or more contiguous acres of unique or prime farm land identified and mapped by the United States Natural Resources Conservation Service or its predecessor agency; or within three miles of a High Value Crop Area except that "small destination resorts" may not be closer to a high value crop area than one-half mile for each 25 units of overnight lodging or fraction thereof;

(c) On predominantly Cubic Foot Site Class 1 or 2 forest lands, as determined by the State Forestry Department, that are not subject to an approved goal exception;

(d) In the Columbia River Gorge National Scenic Area as defined by the Columbia River Gorge National Scenic Act, P.L. 99-663;

(e) In an especially sensitive big game habitat as generally mapped by the Oregon Department of Fish and Wildlife in July 1984 and as further refined through development of comprehensive plans implementing this requirement.

(2) "Small destination resorts" may be allowed consistent with the siting requirements of section (1), above, in the following areas:

(a) On land that is not defined as agricultural or forest land under Goal 3 or 4; or

(b) On land where there has been an exception to Statewide Planning Goals 3, 4, 11, or 14.

Siting Standards

(1) Counties shall ensure that destination resorts are compatible with the site and adjacent land uses through the following measures:

(a) Important natural features, including habitat of threatened or endangered species, streams, rivers, and significant wetlands shall be maintained. Riparian vegetation within 100 feet of streams, rivers and significant wetlands shall be maintained. Alterations to important natural features, including placement of structures that maintain the overall values of the feature, may be allowed.

(b) Sites designated for protection in an acknowledged comprehensive plan designated pursuant to Goal 5 that are located on the tract used for the destination resort shall be preserved through conservation easements as set forth in ORS 271.715 to 271.795. Conservation easements adopted to implement this requirement shall be sufficient to protect the resource values of the site and shall be recorded with the property records of the tract on which the destination resort is sited.

(c) Improvements and activities shall be located and designed to avoid or minimize adverse effects of the resort on uses on surrounding lands, particularly effects on intensive farming operations in the area. At a minimum, measures to accomplish this shall include:

(i) Establishment and maintenance of buffers between the resort and adjacent land uses, including natural vegetation and where appropriate, fences, berms, landscaped areas, and other similar types of buffers.

(ii) Setbacks of structures and other improvements from adjacent land uses.

(iii) Measures that prohibit the use or operation in conjunction with the resort of a portion of a tract that is excluded from the site of a destination resort pursuant to ORS 197.435(7). Subject to this limitation, the use of the excluded property shall be governed by otherwise applicable law.

Implementing Measures

(1) Comprehensive plans allowing for destination resorts shall include implementing measures that:

(a) Adopt a map consisting of eligible lands for large destination resorts within the county. The map shall be based on reasonably available information, and shall not be subject to revision or refinement after adoption except in conformance with ORS 197.455, and 197.610 to 197.625, but not more frequently than once every 30 months. The county shall develop a process for collecting and processing concurrently all map amendments made within a 30-

month planning period. A map adopted pursuant to this section shall be the sole basis for determining whether tracts of land are eligible for siting of large destination resorts under the provisions of this goal and ORS 197.435 to 197.467.

(b) Limit uses and activities to those permitted by this goal.

(c) Assure developed recreational facilities and key facilities intended to serve the entire development and visitor oriented accommodations are physically provided or are guaranteed through surety bonding or substantially equivalent financial assurances prior to closure of sale of individual lots or units. In phased developments, developed recreational facilities and other key facilities intended to serve a particular phase shall be constructed prior to sales in that phase or guaranteed through surety bonding.

DEFINITIONS

Destination Resort -- A self-contained development providing visitor-oriented accommodations and developed recreational facilities in a setting with high natural amenities, and that qualifies under the definition of either a "large destination resort" or a "small destination resort" in this goal. Spending required under these definitions is stated in 1993 dollars. The spending required shall be adjusted to the year in which calculations are made in accordance with the United States Consumer Price Index.

Large Destination Resort -- To qualify as a "large destination resort" under this Goal, a proposed development must meet the following standards:

(1) The resort must be located on a site of 160 acres or more except within two miles of the ocean shoreline where the site shall be 40 acres or more.

(2) At least 50 percent of the site must be dedicated as permanent open space excluding yards, streets and parking areas.

(3) At least \$7 million must be spent on improvements for onsite developed recreational facilities and visitor-oriented accommodations exclusive of costs for land, sewer, and water facilities and roads. Not less than one-third of this amount shall be spent on developed recreational facilities.

(4) Commercial uses allowed are limited to types and levels necessary to meet the needs of visitors to the development. Industrial uses of any kind are not permitted.

(5) Visitor-oriented accommodations including meeting rooms, restaurants with seating for 100 persons, and 150 separate rentable units for overnight lodging must be provided. Accommodations available for residential use shall not exceed two such units for each unit of overnight lodging, or two and one-half such units on land that is in Eastern Oregon as defined by ORS 321.805. However, the rentable overnight lodging units may be phased in as follows:

(a) On land that is not in Eastern Oregon, as defined in ORS 321.805:

(A) A total of 150 units of overnight lodging must be provided.

(B) At least 75 units of overnight lodging, not including any individually owned homes, lots or units must be constructed or guaranteed through surety

bonding or equivalent financial assurance prior to the closure of sale of individual lots or units.

(C) The remaining overnight lodging units must be provided as individually owned lots or units subject to deed restrictions that limit their use to overnight lodging units. The deed restrictions may be rescinded when the resort has constructed 150 units of permanent overnight lodging as required by this section.

(D) The number of units approved for residential sale may not be more than two units for each unit of permanent overnight lodging provided under this section.

(E) The development approval shall provide for the construction of other required overnight lodging units within five years of the initial lot sales.

(b) On lands in Eastern Oregon, as defined in ORS 321.805:

(A) A total of 150 units of overnight lodging must be provided.

(B) At least 50 units of overnight lodging must be constructed prior to the closure of sale of individual lots or units.

(C) At least 50 of the remaining 100 required overnight lodging units must be constructed or guaranteed through surety bonding or equivalent financial assurance within five years of the initial lot sales.

(D) The remaining required overnight lodging units must be constructed or guaranteed through surety bonding or equivalent financial assurances within 10 years of the initial lot sales.

(E) The number of units approved for residential sale may not be more than 2-1/2 units for each unit of permanent overnight lodging provided under this section.

(F) If the developer of a resort guarantees the overnight lodging units required under paragraphs (C) and (D) of this subsection through surety bonding or other equivalent financial assurance, the overnight lodging units must be constructed within four years of the date of execution of the surety bond or other equivalent financial assurance.

(6) When making a land use decision authorizing construction of a "large destination resort" in Eastern Oregon, as defined in ORS 321.805, the governing body of the county or its designee shall require the resort developer to provide an annual accounting to document compliance with the overnight lodging standards of this definition. The annual accounting requirement commences one year after the initial lot or unit sales. The annual accounting must contain:

(a) Documentation showing that the resort contains a minimum of 150 permanent units of overnight lodging or, during the phase-in period, documentation showing the resort is not yet required to have constructed 150 units of overnight lodging.

(b) Documentation showing that the resort meets the lodging ratio described in section (5)(b) of this definition.

(c) For a resort counting individually owned units as qualified overnight lodging units, the number of weeks that each overnight lodging unit is available for rental to the general public as described in section (2) of the definition for "overnight lodgings" in this goal.

Small Destination Resort -- To qualify as a “small destination resort” under Goal 8, a proposed development must meet standards (2) and (4) under the definition of “large destination resort” and the following standards:

- (1) The resort must be located on a site of 20 acres or more.
- (2) At least \$2 million must be spent on improvements for onsite developed recreational facilities and visitor-oriented accommodations exclusive of costs for land, sewer, and water facilities and roads. Not less than one-third of this amount must be spent on developed recreation facilities.
- (3) At least 25 but not more than 75 units of overnight lodging shall be provided.
- (4) Restaurant and meeting rooms with at least one seat for each unit of overnight lodging must be provided.
- (5) Residential uses must be limited to those necessary for the staff and management of the resort.
- (6) The county governing body or its designee must review the proposed resort and determine that the primary purpose of the resort is to provide lodging and other services oriented to a recreational resource that can only reasonably be enjoyed in a rural area. Such recreational resources include, but are not limited to, a hot spring, a ski slope or a fishing stream.
- (7) The resort shall be constructed and located so that it is not designed to attract highway traffic. Resorts shall not use any manner of outdoor advertising signing except:
 - (a) Tourist oriented directional signs as provided in ORS 377.715 to 377.830; and
 - (b) Onsite identification and directional signs.

Developed Recreation Facilities -- are improvements constructed for the purpose of recreation and may include but are not limited to golf courses, tennis courts, swimming pools, marinas, ski runs and bicycle paths.

High-Value Crop Area -- an area in which there is a concentration of commercial farms capable of producing crops or products with a minimum gross value of \$1,000 per acre per year. These crops and products include field crops, small fruits, berries, tree fruits, nuts, or vegetables, dairying, livestock feedlots, or Christmas trees as these terms are used in the 1983 County and State Agricultural Estimates prepared by the Oregon State University Extension Service. The High-Value Crop Area Designation is used for the purpose of minimizing conflicting uses in resort siting and is not meant to revise the requirements of Goal 3 or administrative rules interpreting the goal.

Map of Eligible Lands -- a map of the county adopted pursuant to ORS 197.455.

Open Space -- means any land that is retained in a substantially natural condition or is improved for recreational uses such as golf courses, hiking or

nature trails or equestrian or bicycle paths or is specifically required to be protected by a conservation easement. Open spaces may include ponds, lands protected as important natural features, land preserved for farm or forest use and lands used as buffers. Open space does not include residential lots or yards, streets or parking areas.

Overnight Lodgings -- are permanent, separately rentable accommodations that are not available for residential use. Overnight lodgings include hotel or motel rooms, cabins, and time-share units. Tent sites, recreational vehicle parks, manufactured dwellings, dormitory rooms, and similar accommodations do not qualify as overnight lodgings for the purpose of this definition. Individually owned units may be considered overnight lodgings if:

(1) With respect to lands not in Eastern Oregon, as defined in ORS 321.805, they are available for overnight rental use by the general public for at least 45 weeks per calendar year through a central reservation and check-in service, or

(2) With respect to lands in Eastern Oregon, as defined in ORS 321.805, they are available for overnight rental use by the general public for at least 38 weeks per calendar year through a central reservation system operated by the destination resort or by a real estate property manager, as defined in ORS 696.010.

Recreation Areas, Facilities and Opportunities -- provide for human development and enrichment, and include but are not limited to: open space and scenic landscapes; recreational lands; history, archaeology and natural science resources; scenic roads and travelers; sports and cultural events; camping, picnicking and recreational lodging; tourist facilities and accommodations; trails; waterway use facilities; hunting; angling; winter sports; mineral resources; active and passive games and activities.

Recreation Needs -- refers to existing and future demand by citizens and visitors for recreations areas, facilities and opportunities.

Self-contained Development -- means a development for which community sewer and water facilities are provided onsite and are limited to meet the needs of the development or are provided by existing public sewer or water service as long as all costs related to service extension and any capacity increases are borne by the development. A "self-contained development" must have developed recreational facilities provided on-site.

Tract -- means a lot or parcel or more than one contiguous lot or parcel in a single ownership. A tract may include property that is not included in the proposed site for a destination resort if the property to be excluded is on the boundary of the tract and constitutes less than 30 percent of the total tract.

Visitor-Oriented Accommodations -- are overnight lodging, restaurants, meeting facilities which are designed to and provide for the needs of visitors rather than year-round residents.

GUIDELINES FOR GOAL 8

A. PLANNING

1. An inventory of recreation needs in the planning area should be made based upon adequate research and analysis of public wants and desires.

2. An inventory of recreation opportunities should be made based upon adequate research and analysis of the resources in the planning area that are available to meet recreation needs.

3. Recreation land use to meet recreational needs and development standards, roles and responsibilities should be developed by all agencies in coordination with each other and with the private interests. Long range plans and action programs to meet recreational needs should be developed by each agency responsible for developing comprehensive plans.

4. The planning for lands and resources capable of accommodating multiple uses should include provision for appropriate recreation opportunities.

5. The *State Comprehensive Outdoor Recreation Plan* could be used as a guide when planning, acquiring and developing recreation resources, areas and facilities.

6. When developing recreation plans, energy consequences should be considered, and to the greatest extent possible non-motorized types of recreational activities should be preferred over motorized activities.

7. Planning and provision for recreation facilities and opportunities should give priority to areas, facilities and uses that

- (a) Meet recreational needs requirements for high density population centers,
- (b) Meet recreational needs of persons of limited mobility and finances,
- (c) Meet recreational needs requirements while providing the maximum conservation of energy both in the transportation of persons to the facility or area and in the recreational use itself,
- (d) Minimize environmental deterioration,
- (e) Are available to the public at nominal cost, and
- (f) Meet needs of visitors to the state.

8. Unique areas or resources capable of meeting one or more specific recreational needs requirements should be inventoried and protected or acquired.

9. All state and federal agencies developing recreation plans should allow for review of recreation plans by affected local agencies.

10. Comprehensive plans should be designed to give a high priority to enhancing recreation opportunities on the public waters and shorelands of the state especially on existing and potential state and federal wild and scenic waterways, and Oregon Recreation Trails.

11. Plans that provide for satisfying the recreation needs of persons in the planning area should consider as a major determinant, the carrying capacity of the air, land and water resources of the planning area. The land conservation and development actions provided for by such plans should not exceed the carrying capacity of such resources.

B. IMPLEMENTATION

Plans should take into account various techniques in addition to fee acquisition such as easements, cluster developments, preferential assessments, development rights acquisition, subdivision park land dedication that benefits the subdivision, and similar techniques to meet recreation requirements through tax policies, land leases, and similar programs.

C. RESORT SITING

Measures should be adopted to minimize the adverse environmental effects of resort development on the site, particularly in areas subject to natural hazards. Plans and ordinances should prohibit or discourage alterations and structures in the 100 year floodplain and on slopes exceeding 25 percent. Uses and alterations that are appropriate for these areas include:

1. Minor drainage improvements that do not significantly impact important natural features of the site;
2. Roads, bridges and utilities where there are no feasible alternative locations on the site; and
3. Outdoor recreation facilities including golf courses, bike paths, trails, boardwalks, picnic tables, temporary open sided shelters, boating facilities, ski lifts and runs. Alterations and structures permitted in these areas should be adequately protected from geologic hazards or of minimal value and designed to minimize adverse environmental effects.



Carlton Parks Development Plan



December 2019

Adopted by Ordinance No.

Prepared for:

The City of Carlton, Oregon

Prepared by:

Mid-Willamette Valley Council of Governments

Prepared for:

City of Carlton, Oregon

Brian Rake, Mayor

Prepared by:

Mid-Willamette Valley Council of Governments

Salem, Oregon

2014 Carlton Parks Committee

Kathie Oriet

Carey Rhoads

Ginger Williams

Val Anctil

Nancy Carl Joe

Della Valle

Andy Eldien

Carol Fredrick

Danielle Findley

Mark Herwig

Jeff Lorton

Annette Madrid

Joe Moore

Steve Reimann

Lynne Salewski

Linda Watkins

2019 Carlton City Council

Brian Rake, Mayor

Shirley Ward-Mullen

Kathy Rich

Carey Rhoads

Scott Carl

Linda Watkins

Amy Wilder

2019 Planning Commission

Kevin Herwick, Chair

Adam Brennan

Gwen Jernstedt

Bob Graham

Dust Bailey

Kathleen Moss

Jessica Sampson

Staff

Dennis Durham, City Manager

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Chapter 1

Introduction

Carlton is preparing for population growth and an increase in residential development. The city has experienced only moderate growth in recent years, but several large residential subdivision projects planned for the community will result in a steady increase in population in coming years. The City created and adopted a parks development plan in 2014 that included a Capital Improvements Program (CIP) for park facilities.

With the increase in residential development in the city, it is important to plan for future development of parks and recreation facilities as well. Such facilities contribute greatly to the quality of life in small communities. In addition, the development of a parks development plan and CIP serve as the basis for calculating Systems Development Charges (SDCs) for parks. SDC funds are an important mechanism for funding development of new recreational facilities to meet the needs of a growing population.

This plan was developed under guidance from the Carlton Parks Committee. The Parks Committee assisted in identifying facilities and determining and refining necessary system improvements. The Planning Commission and City Council then prioritize system improvements for inclusion in the CIP.

The Parks Planning Process

Park facilities can help meet the demand for recreational activities and enhance a community's quality of life. Providing adequate park facilities can be a challenge for many growing communities.

Lack of resources—both staff and money—limits many communities' ability to develop and maintain adequate parks systems. Identifying system priorities and matching them with available resources requires careful planning. Many communities develop and adopt park system master plans to guide development of their parks system.

Parks provide a variety of resources and opportunities for communities. These include passive and active recreation opportunities, preservation of open space and wildlife habitat that may include environmentally sensitive land such as wetlands or coastlines, and preservation of historic, cultural, and natural resources. In addition, parks may serve as informal meeting places in a community—drawing residents together and creating a sense of cohesiveness and community.

Local governments may prepare and adopt local parks master plans pursuant to Statewide Planning Goal 8: Recreational Needs and OAR 660-034-0040. These plans may be integrated with local comprehensive land use plans. Parks master plans help to give a community direction in developing future parks and making improvements to existing parks to meet residents' needs.

Purpose of this Plan

The purpose of this Parks Development Plan is to identify park and recreation amenities that will meet the needs of the community. The Plan will serve as a guide for future development of parks within the community. More specifically, the purpose of this plan is to:

- Identify current and future park and recreation needs.
- Identify park and recreation goals and policies.
- Develop a list of proposed parks and recreation facility improvements designed to meet future needs.
- Identify general areas where new parks facilities could be developed.
- Develop costs estimates for proposed parks and recreation facilities improvements.
- Identify reimbursement and improvement SDC requirements.

- Identify funding strategies and sources for proposed parks and recreation facilities improvements.

Methods

A variety of methods were used to create this plan. Mid-Willamette Valley Council of Governments (MWVCOG) staff used the following approach:

1. Background research on the demographics and park resources of Carlton.
2. Inventory of the condition and amenities of each of Carlton's existing parks.
3. Research on park standards and classifications to be a basis for developing standards and classifications specific to Carlton.
4. Meeting with the Carlton Parks Committee to identify a list of needed improvements and amenities.
5. Research on costs for capital improvement projects.
6. Research on possible funding options for the capital improvement plan.

Organization of this Plan

This plan is organized into seven chapters:

- **Chapter 1: Introduction**
- **Chapter 2: Community Profile** examines trends in population, housing, age composition, school enrollment, racial composition, income levels, poverty rates, and employment, as they relate to parks planning.
- **Chapter 3: Goals and Policies** outlines the City's parks and recreation policy framework.
- **Chapter 4: Park Inventory** provides an inventory of parks available in Carlton, including information on the condition, amenities, and classification of each facility.
- **Chapter 5: Proposed Parks Improvements** provides a description of proposed improvements within the existing park system.
- **Chapter 6: Capital Improvement Program** presents a 5-year capital improvement program (CIP). The CIP focuses on specific park improvements with cost estimates and a short- or long-term ranking for each project.
- **Chapter 7: Parkland Acquisition Plan** calculates the amount of parkland needed through 2040 to keep pace with growth in Carlton. This chapter also includes a preliminary cost estimate to acquire needed parkland and discusses acquisition strategies.

Appendices:

- **Appendix A: Funding Options** Contacts, names, phone numbers, and websites for various funding options.
- **Appendix B: Ladd Park Concept Plan** Provides a conceptual site plan outlining proposed changes to Ladd Park.
- **Appendix C: Hawn Creek Park Development Plan** Provides a site plan for the development of Hawn Creek Park.
- **Appendix D: Wennerberg Park Plan?**

Chapter 2 Community Profile

Carlton's location and demographic characteristics present opportunities and constraints for the community's park system. This chapter describes socioeconomic data for Carlton. Demographic trends provide an understanding of present and future park need. Development trends provide information on the rate, type, and location of growth. All of these factors should be considered when siting future park facilities and in prioritizing capital improvements. The community profile information can also be used in grant proposals to fund specific parks and recreation improvements.

Demographic Characteristics

Population

Table 2-1 shows population trends between 1970 and 2018 for Carlton, Yamhill County, and the State of Oregon while Figure 2-1 provides a population forecast to 2040 for the City of Carlton. Carlton grew at an average annual growth rate (AAGR) of 1.6 percent between 2010 and 2018. This growth rate was higher than both the 1.0 percent AAGR of Yamhill County and Oregon's annual growth rate of 1.1 percent for the same time period.

Table 2-1. Population Trends in Carlton and Yamhill County (1970-2018) and Oregon 1970-2018

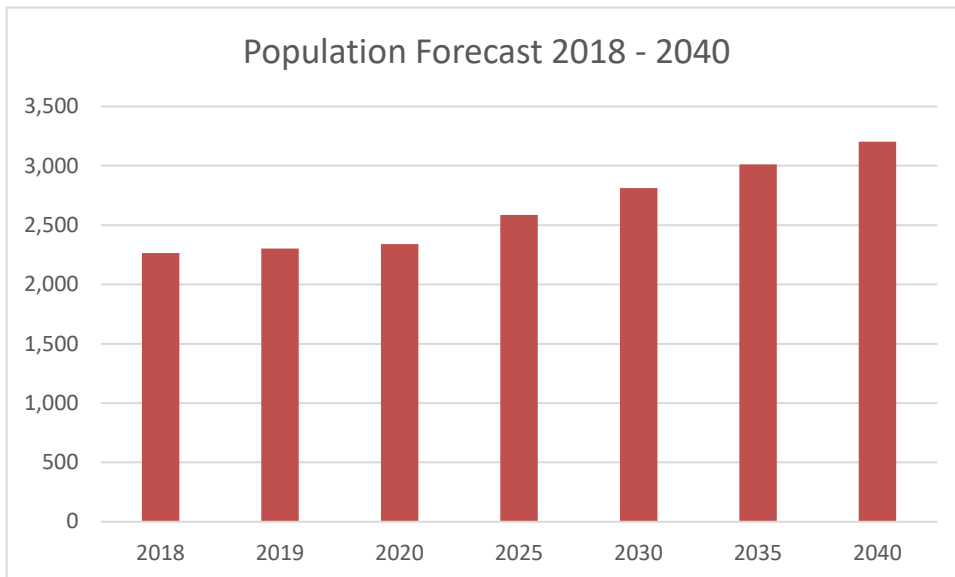
Year	Carlton	AAGR	Yamhill County	AAGR	Oregon	AAGR
1970	1,126		40,213		2,091,385	
1980	1,302	1.5%	55,332	5.2%	2,633,105	2.6%
1990	1,289	-0.1%	65,551	2.6%	2,842,321	0.8%
2000	1,514	1.6%	84,992	2.9%	3,421,399	2.0%
2010	2,007	2.9%	99,193	1.6%	3,831,074	1.1%
2018*	2,270	1.6%	107,415	1.0%	4,195,300	1.1%

* Source: U.S. Census Bureau, Census 2000 and 2010, Portland State University Center for Population Research, and MWVCOG

State law requires Portland State University (PSU), in coordination with local governments, to issue 50-year population forecasts to be applied by local governments when changing the comprehensive plan or a land use regulation of the government (ORS 195.033). PSU, in coordination with Yamhill County and the City of Carlton, have developed a coordinated forecast for the city's population through 2067. In addition, Oregon Administrative Rules (ORS) 660-015 requires local governments to apply 20-year population forecasts to demonstrate need for parks and open space when implementing comprehensive plan changes or land use regulations. The coordinated 2040 population forecast for Carlton is 3,204 persons. This coordinated population forecast is used in this plan to estimate future parkland needs for Carlton.

Future population growth will create increased demand for infrastructure—including parks—for Carlton. By 2040, the existing parks system will be servicing a larger population. The City will need to acquire new parkland if it desires to maintain the current level of service. The projected future need for additional parkland is presented later in Chapter 7: Parkland Acquisition Plan also uses this projection.

Figure 2-1 Population Forecast for Carlton 2018 – 2040



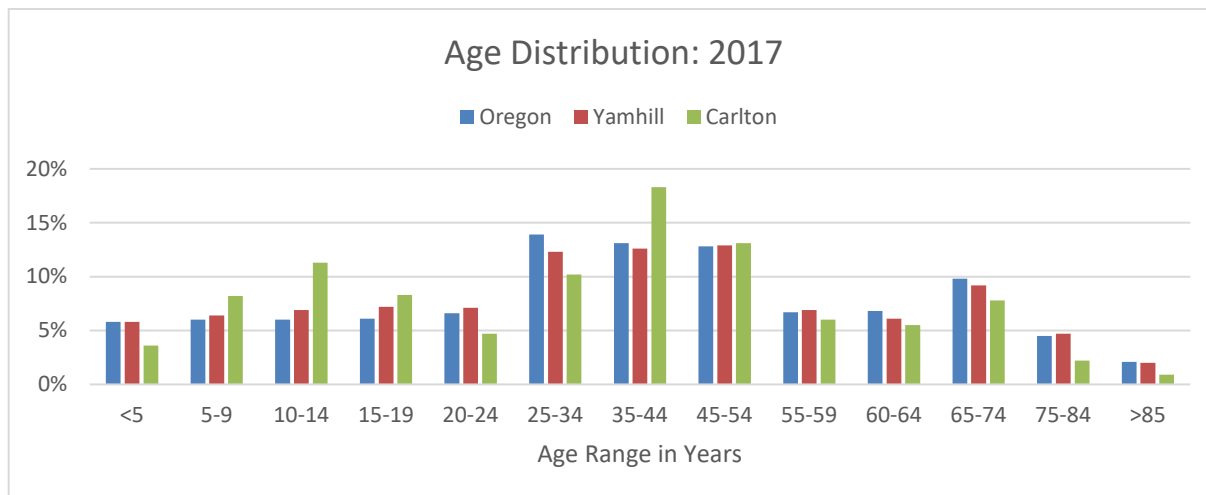
Source: Portland State University Population Research Center

Age Characteristics

Age is an important factor in parks planning. Each age group has different needs and desires. Current and future age distribution of a community should influence the facilities and amenities offered in parks.

The US Census shows that in 2010, the median age in Carlton was 34.3 years. This is similar to the median age for Yamhill County, 34.1 years, and younger than the Oregon median age, 36.8 years. The age composition of Carlton, Yamhill County, and Oregon is shown in Figure 2-1.

Figure 2-2. Age Distribution: Oregon, Yamhill County, City of Carlton, 2017



Age: ACS Demographic and Housing Estimates, 2013-2017
 American Community Survey 5-year Estimates

	Oregon State		Yamhill County		City of Carlton	
	Estimate	Percent	Estimate	Percent	Estimate	Percent
<5	231,854	5.80%	5,913	5.80%	69	3.60%
5-9	242,780	6.00%	6,510	6.40%	158	8.20%
10-14	242,234	6.00%	7,062	6.90%	218	11.30%
15-19	245,601	6.10%	7,380	7.20%	160	8.30%
20-24	264,705	6.60%	7,272	7.10%	91	4.70%
25-34	558,821	13.90%	12,623	12.30%	197	10.20%
35-44	527,675	13.10%	12,873	12.60%	355	18.30%
45-54	514,194	12.80%	13,166	12.90%	254	13.10%
55-59	268,331	6.70%	7,059	6.90%	117	6.00%
60-64	273,843	6.80%	6,274	6.10%	106	5.50%
65-74	392,682	9.80%	9,407	9.20%	152	7.80%
75-84	179,433	4.50%	4,818	4.70%	42	2.20%
>85	82,974	2.10%	2,009	2.00%	18	0.90%
Median age (years)	39.2		38.2		36.9	

Source: American Community Survey

Race and Ethnicity

Carlton's population is gradually becoming more diverse in ethnic and racial composition. Table 2-2 summarizes these trends between 2010 and 2017. The city's population is still predominantly white, and is less diverse than Yamhill County or Oregon.

Table 2-2. Race and Ethnic Composition in Carlton, Yamhill County, and Oregon, 2010-2017

Race/Ethnicity	Oregon		Yamhill		Carlton	
	2010	2017	2010	2017	2010	2017
White (alone)	83.6%	84.9%	89.9%	88.2%	91.8%	90.0%
Black or African American (alone)	1.6%	1.9%	0.8%	1.0%	0.1%	0.0%
American Indian and Alaska Native	1.3%	1.1%	1.5%	1.2%	1.6%	0.3%
Asian	3.0%	4.1%	1.1%	1.4%	0.3%	0.6%
Native Hawaiian and Other Pacific Islander	0.2%	0.4%	0.1%	0.2%	0.1%	0.0%
Some other race	4.2%	3.0%	5.1%	3.9%	3.2%	2.5%
Two or more races	3.1%	4.6%	2.4%	4.0%	2.9%	6.6%
Hispanic or Latino Origin (of any race)	8.0%	12.7%	8.0%	15.7%	4.6%	9.0%

Source: U.S. Census Bureau, 2010, American Community Survey 5-Year Estimates, 2013-2017; ¹ Percentages may add to more than 100 percent because individuals may report more than one race.

School Enrollment

The US Census shows that the median age in Carlton is less than the Yamhill County median age and less than Oregon's median age. According to the 2017 American Community Survey, 31.4 percent of the population in Carlton was 19 years of age or younger. In Yamhill County, 26.3 percent of the population was 19 years of age or younger in 2017. For Oregon in 2017, this figure was 23.9 percent.

The 2017 Census shows that over half of the Carlton residents enrolled in school were children attending elementary school.

Table 2-3. School Enrollment in Oregon, Yamhill County, and Carlton, 2017

School Enrollment	Oregon		Yamhill		Carlton	
	Total	Percent	Total	Percent	Total	Percent
Population 3 years and over enrolled in school	953,282	(X)	25,587	(X)	652	(X)
Nursery school, preschool	55,980	5.90%	1,190	4.70%	22	3.40%
Kindergarten to 12th grade	626,100	65.70%	17,517	68.50%	508	77.90%
Kindergarten	46,420	4.90%	1,291	5.00%	14	2.10%
Elementary: grade 1 to grade 4	192,658	20.20%	5,237	20.50%	153	23.50%
Elementary: grade 5 to grade 8	190,294	20.00%	5,656	22.10%	177	27.10%
High school: grade 9 to grade 12	196,728	20.60%	5,333	20.80%	164	25.20%
College, undergraduate	224,653	23.60%	6,244	24.40%	109	16.70%
Graduate, professional school	46,549	4.90%	636	2.50%	13	2.00%

Source: U.S. Census Bureau, American Community Survey (ACS), 2017

Housing Trends

Tenure

Housing characteristics provide information that can be useful for parks planning. The rate, type, and location of housing development are important variables that provide information on where future parks should be located. Moreover, this data is useful for parks planning because it gives insight into the potential funding base (e.g. property taxes and systems development fees).

According to the 2017 US Census, 76.9 percent of the occupied housing units in Carlton are owner occupied. This figure is higher than for either Yamhill County or Oregon, as indicated in Table 2-4.

Table 2-4. Housing Tenure and Average Household Size by Housing Tenure in Oregon, Yamhill County, and Carlton, 2017

Housing Tenure/Household Size	Oregon		Yamhill		Carlton	
	Estimate	Percent	Estimate	Percent	Estimate	Percent
Total:	1,571,631	X	35,952	X	636	X
Owner occupied	969,453	61.7%	24,428	67.9%	489	76.9%
Renter occupied	602,178	38.3%	11,524	32.0%	147	23.1%
Average household size of owner-occupied units	2.57		2.71		2.93	
Average household size of renter-occupied units	2.4		2.67		3.44	

Source: U.S. Census Bureau, American Community Survey, 2017

Building Permits

Carlton experienced relatively slow to moderate residential growth in recent years. The PSU Forecasts for Yamhill County, its Cities and Unincorporated Areas (2017-2067) indicates that between 2000 and 2010, 191 new housing units were constructed in Carlton, representing an average annual growth rate of 2.9%. The PSU Coordinated Population Forecast (2017-2067) anticipates the average annual growth rate between the years 2017 and 2035 to be 1.7% with its share of countywide population growth expected to be 2.7 percent for those years. The specific assumptions for the City of Carlton include: "The 5-year average annual housing unit growth rate is assumed to rapidly increase to 2.02 percent during the first 10 years and then decline thereafter. The occupancy rate is assumed to be steady at 92.4 percent throughout the 50-year horizon. PPH (Persons Per Household) is assumed to be stable at 2.83 over the forecast period."

Economy

The economy of Yamhill County is shifting from a dependence on the forest products industry to an economy with expanding technology, service, and tourism sectors. Agriculture still plays a dominant

role in the local economy and the expanding local winery industry brings together the agricultural and tourism sectors. With its small-town character and convenient location to both McMinnville and Newberg, Carlton serves as a “bedroom community” and provides quality of life attributes that are important for families. The City’s park system can serve an important role in maintaining the quality of life that Carlton residents enjoy.

Income and Poverty

Carlton's residents earned a median household income (averaged for the years of 2012-2016) higher than in Oregon and Yamhill County as shown in Table 2.5.

Table 2-5. Median Household Income in Carlton, Yamhill County, and Oregon, (2012-2016 - 5-year estimates)

Location	
Carlton	\$59,417
Yamhill County	\$54,951
Oregon	\$53,270

Source: U.S. Census Bureau, American Community Survey (2012-2016)

¹In 2016 inflation-adjusted dollars

Table 2-6 shows the percentage of persons below the poverty level in Carlton, according to the American Community Survey, averaged for the years of 2012-2016. The percentage is lower than estimated for both Yamhill County and Oregon during the same time period.

Table 2-6. Percentage of Persons below Poverty Line in Carlton, Yamhill County, and Oregon, (2012-2016 - 5-year estimates)

Location	
Carlton	5.7%
Yamhill County	15.7%
Oregon	15.7%

Source: U.S. Census Bureau, American Community Survey (2012-2016)

Summary

- By 2040, the park system in Carlton is projected to be serving a population of 3,204 residents.
- Compared to Yamhill County and the State of Oregon, Carlton has a younger population that needs to be considered in the planning process.
- Carlton has a relatively high rate of home ownership, which can be indicative of a willingness to commit public resources to park and recreation improvements.
- Median income has been increasing in Carlton while poverty rates have remained relatively lower than that of Yamhill County and the State of Oregon. Poverty and income trends need to be considered in the any parks planning process, as they can affect the public's willingness to pay for new facilities.
- Demographic trends should be periodically reviewed to ensure parks planning keeps pace with community needs.

Chapter 3

Goals and Policies

As part of the Parks Development Plan, the City adopts the following goals and policies:

Goal 1: To provide Carlton residents with increased and improved recreational facilities and opportunities.

Policies:

1. Provide park and recreation facilities that adequately serve all residential areas of the town.
2. Provide a full range of recreational activities to serve Carlton residents on a year-round basis.
3. Improve existing park and recreational facilities to meet the community's needs.
4. Develop new recreational facilities consistent with the City's Park Development Plan.
5. Adequately maintain City parks, open space and recreational facilities.

Goal 2: To provide a variety of parks and recreation facilities and services to benefit the broadest range of age, social, economic and special group interests and abilities.

Policies:

1. Provide adequate and accessible recreation facilities for all age groups. Design both active and passive recreational facilities that can be used by elderly and handicapped citizens.
2. Encourage the development of bicycle and pedestrian pathways as potential recreational resources for members of the community.
3. When possible, require land divisions and planned unit developments to provide for pedestrian access to parks and potential park sites.

Goal 3: To encourage the continued provision of park and recreational facilities throughout the community. Reasonable efforts should be made to acquire park and open space areas to meet current and future long-range recreational needs.

Policies:

1. Parkland, open space and easements shall be acquired through parkland dedication, purchase, eminent domain, or donation in developing areas and new subdivisions.
2. The City will actively pursue financial assistance for park development, including: Land and Water Conservation Fund, Local Government Grant Program, Recreational Trails Program (RTP), and other related funding sources.
3. The City recognizes the importance of the Hawn Creek drainage as a significant natural resource within the community. The City encourages retention of land in and around the Hawn Creek floodplain as open space and for future use as a pedestrian and bicycle trail.
4. The City recognizes the importance of preserving the Union Pacific abandoned railroad corridor and developing the right-of-way as a multi-use recreational trail in the future.

Chapter 4

Park Facility Inventory and Classification An important element of planning for the future of a city's park system is to conduct an inventory and condition assessment of existing facilities and amenities. This chapter provides information on parks and recreation facilities within Carlton. There is also a condition assessment, including a list of key deficiencies, provided for the city-owned facilities.

Standards for park space and facilities were first established nationally based on "standard demand" and have been modified at state and local levels to reflect specific demand. These standards were first established by committees of recreation professionals based on practical experience in the field.

In 1983, the National Recreation and Park Association (NRPA) published a report titled, "Recreation, Park and Open Space Standards and Guidelines," which set a national standard for the provision of parkland based on population. Until recently, that standard was 9.6 acres of parkland per 1000 residents. The NRPA no longer makes a recommendation, but, rather, states what is typical each year. Currently the typical amount of parkland is 10.1 acres per 1000 residents. This figure can be used as a benchmark or goal for the City to measure against when evaluating its current level of service. The City of Carlton currently has 23.16 acres of parkland, which represents 10.2 acres of parkland per 1000 residents. In the year 2040, based on a population forecast of 3,204 residents, the City should have 32.68 acres of parkland to stay in line with the National average. This would require an addition of 9.5 acres by 2040.

Additionally, the State of Oregon has a recommended level of service standard for parks, which was developed by the Oregon State Parks Department in 2013. The State standard recommends a range between 6.25 to 12.5 acres of parkland per 1000 residents. The total recommended acreage is broken down into the number of acres recommended for various types of parks, including: pocket parks, neighborhood parks, community parks, etc., as outlined in the 2013 publication, "A Guide to Community Park and Recreation Planning." The Oregon State Parks Department recommends 1.0 to 2.0 acres per 1000 residents for neighborhood parks and 2.0 to 6.0 acres per 1000 residents for community parks. By this standard, the City of Carlton should currently have between 2.27 and 4.54 acres of neighborhood parks and between 4.54 and 13.62 acres of community parks. The City currently meets and exceeds these standards with 4.34 acres of neighborhood parks and 18.86 acres of community parks. In the year 2040, the City should have 3.20 to 6.41 acres of neighborhood parks and 6.41 to 19.22 acres of community parks to meet the State standards.

Activity Classifications: Recreational facilities are frequently classified as resource-based or activity-based. Resource-based facilities are centered around particular natural resources, which may provide opportunities for picnicking, hiking, hunting, water sports, fishing, or simply enjoying nature. Activity-based facilities are developed for the enjoyment of particular activities, such as basketball, baseball, or football, or recreational programs, such as aerobics, painting, and senior citizen activities. The distinction between these two types is not clear-cut because many resource-based sites often contain activity-based facilities.

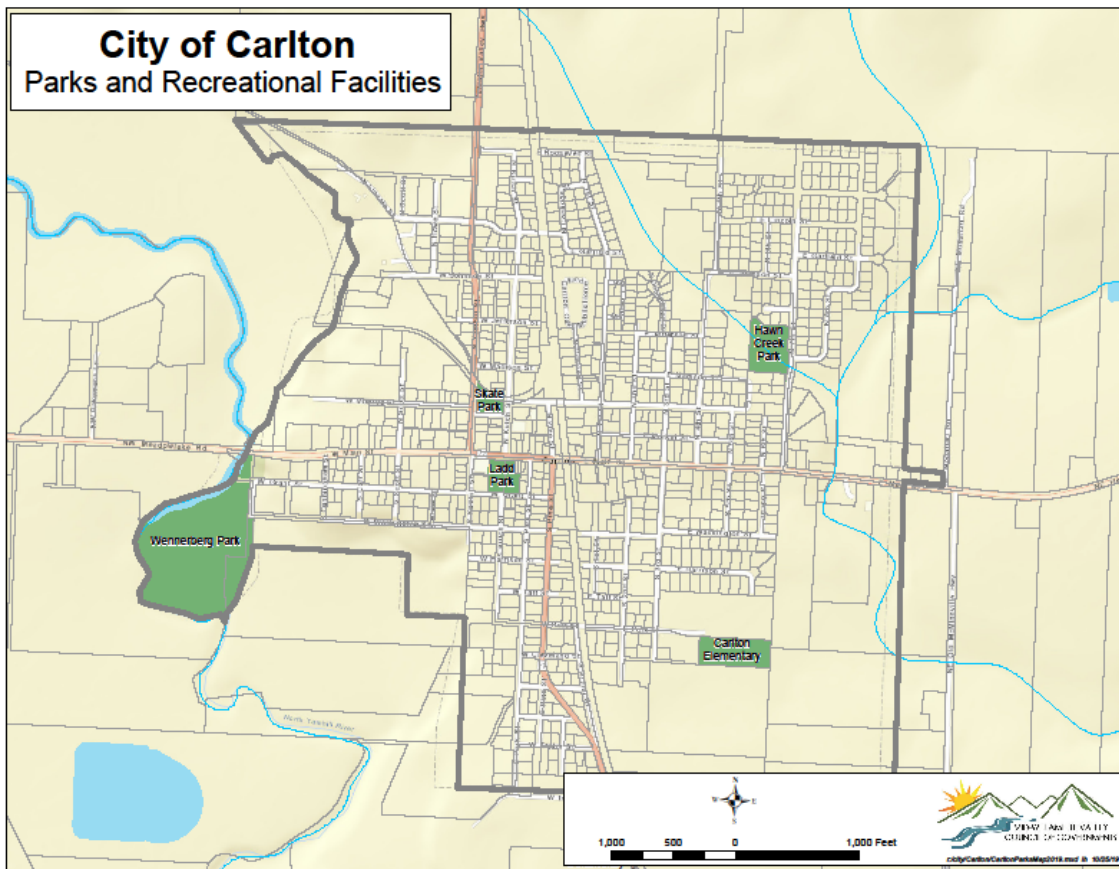
The most effective park system is one composed of a variety of different types of parks, open

space areas, and recreational venues, each designed to provide a specific type of recreational activity or opportunity. A park system that is classified and used properly is easier to maintain, encounters less conflicts between user groups, and minimizes negative impacts on adjoining neighbors. A good park classification system also helps assess what facilities are available for current use and what types of parks will be needed to serve the community in the future.

Park Inventory – The City of Carlton owns and maintains approximately 23.16 acres of parkland. These parklands are classified as neighborhood parks and community parks. City parks offer a range of opportunities and provide amenities for a variety of user groups. Important to the character of the city, these parks contribute to the overall sense of place for residents.

Figure 4-1 shows the location of existing city parks in Carlton.

Figure 4-1 Map of Carlton Parks and Recreational Facilities



Neighborhood Parks

Ladd Park

The city park located downtown is approximately 1.46 acres in size and contains picnic facilities, playground equipment, a sports court, the city pool (1935) and site of the 1921 Ladd Fountain. The pool is open daily during the summer months with classes and special swims. The park is well situated in regard to the downtown commercial core.

Features:

- Picnic facilities
- Ladd Fountain
- City pool
- Basketball Court

Future Needs:

- Multipurpose Sport Court
- Sports court cover for year-round use
- Gazebo/Stage
- Ladd Fountain Upgrade
- Veteran Memorial Upgrade



Hawn Creek Park

Hawn Creek Park is located in the northeast section of the city, adjacent to Hawn Creek. The park is approximately 2.88 acres in size and currently undeveloped. This park was dedicated as part of the Carlton Crest Subdivision, a 155-unit subdivision that was granted preliminary approval in June 2005.

The parkland includes approximately 1.45 acres within the 100-year floodplain of Hawn Creek and an additional 1.35 acres on either side of Hawn Creek that can be developed as a Neighborhood Park.

Features:

- Adjacent to Hawn Creek

Future Needs:

- Pedestrian access (Sidewalk/trail)
- Playground equipment, benches
- Picnic shelter
- Landscaping
- Half basketball court



Community Parks

Wennerberg Park

Wennerberg Park, located at the western edge of the city limits and adjacent to the South Yamhill River, is approximately 18.86 acres in size. The park provides for a mixture of recreation activities, with three baseball fields, two picnic pavilions, barbecue sites, and access to the North Yamhill River. A new large multi-use picnicking and day use facility has been completed. The new facility include a shelter with a fixed overhead roof, barbecues, potable water, electricity, and ADA compliant parking and access to the shelter.

Features:

- Three baseball diamonds
- Three picnic pavilions
- River access and natural areas

Future Needs:

- Access road paving
- Restrooms update and expansion
- Concession stand for softball and baseball facilities
- Additional pavilion
- Update to softball and baseball facilities
- Dedicated dog park

- Sidewalks along Grant Street
- Update to current parking and additional parking
- New Playground Equipment



Table 4-1. Summary of the Oregon Parkland Classification System and Suggested LOS Standards

Type of Facility	Definition	Benefits & Function	Size Criteria	Service Area	Design Criteria	Existing Parks of This Type	
						Name	Acreage
Mini-Parks	Mini-parks offer open space within neighborhoods, providing passive or limited active recreational opportunities. Mini-parks may simply be open lots within neighborhoods or may be more developed with a limited number of amenities. These should be accessible by sidewalks, trails, or low-traffic residential streets.	Mini-parks provide a balance between open space and residential development. They offer opportunities for passive recreation and/or limited active recreation for neighboring residents. Mini-parks add activity and character to neighborhoods and may be an appropriate space for neighborhood gatherings.	0 - .75 acres	¼ mile or less	Mini-parks may offer low-intensity facilities such as benches, picnic tables, multi-purpose paved trails, landscaping, and public art. If the mini-park also offers active recreation, it may include children's play areas, community gardens, and a limited number of sports courts.	None	0.00
Neighborhood Parks	Developed neighborhood parks offer accessible recreation and social opportunities to nearby residents. These should be accessible by sidewalks, trails, or low-traffic residential streets. Neighborhood parks accommodate the needs of a wide variety of age and user groups.	Neighborhood parks provide access to basic recreation activities for nearby residents of all ages; contributes to neighborhood identity and a sense of place.	.75 – 5 acres	¼ - ½ mile	Neighborhood parks should also include passive recreation opportunities, such as children's play areas, sports courts and fields, picnic facilities, public art, open turf areas, swimming pools, sitting areas, landscaping, community gardens, restrooms, and pathways. Security lighting and off-street parking may be provided if necessary.	Ladd Park and Hawn Creek Park	1.46 + 2.88 Total: 4.34
Community Parks	Community Parks provide a variety of active and passive recreational opportunities for all age groups. These parks are larger in size and serve a wider base of residents than neighborhood parks. Community parks often include facilities for organized group activities as well as facilities for individual and family activities. Community	Community parks provide a variety of accessible recreation opportunities for all age groups. They also provide educational opportunities, serve recreational needs of families, preserve open spaces and landscapes, and provide opportunities for community social activities and events. These can serve as a community focal point.	5 - 50 acres	½ - 5 miles	In addition to amenities offered at neighborhood parks, community parks may also offer sports facilities for large groups, amphitheaters, group picnic areas, botanical gardens, event space, interpretive facilities, and community centers. Higher quality children's play areas may be provided to create a family play destination.	Wennerberg Park	18.86

	parks also preserve open spaces and unique landscapes.						
School Parks	School Parks may be established through a relationship with the school district which allows neighboring residents to use school grounds during non-school hours. These can serve many of the same functions as Neighborhood Parks.	School Parks offer an opportunity to expand recreational, social, and educational opportunities in an efficient and cost-effective manner.	Varies	Determined by location of school district property	School Parks offer varying amenities such as children's play areas, open turf, sport courts and fields, running tracks, benches, picnic tables, landscaping, and multi-purpose trails.	Carlton Elementary School	2.0 acres (approx.)
Beach or River Parks	Beach and/or River Parks offer residents of the whole community access to these natural resource areas. These parks may or may not be located in close proximity to residential areas. These parks should be accessible by sidewalks, trails, and streets.	Beach and/or River Parks offer unique opportunities to connect residents to the natural features of the area. These contribute to community character and create a sense of place.	Varies	Determined by location of natural areas	Beach and/or River Parks should offer passive recreation opportunities such as sitting areas, picnic tables, wildlife viewing, trails, and landscaping if appropriate. These parks should also offer access to the beach and/or river's edge to provide opportunities for activities such as fishing, swimming, and boating.	None (although Wennerberg Park offers some of these amenities)	N/A
Trails and Connectors	A public access route for commuting and trail-oriented recreational activities, includes sidewalks, bikeways, multi-use trails and paths. These emphasize safe travel for pedestrians to and from parks and around the community.	Provides opportunities for connections between park facilities and neighborhoods, trail-oriented activities, and reduces auto-dependency	Width of trail and right-of-way depends on intended use and location	Determined by location of trails and park facilities	A variety of pathway types are needed to accommodate activities such as walking, running, biking, dog walking, rollerblading, skateboarding, and horseback riding. Trails may be located within parks or be designed as part of the citywide transportation system. Each type of trail should be designed to safely accommodate users, and meet recognized design standards.	None	N/A





School District Facilities

School facilities offer the potential for partnerships between local school districts and municipalities to share recreation amenities. This is an efficient and cost-effective way to expand recreational opportunities for residents, as they may serve many of the same functions as neighborhood parks.

The Carlton Elementary School, located at the intersection of E. Polk Street and S. 3rd Street, is approximately 3.0 acres in size. Recreation amenities include several acres of recreation fields.

Chapter 5

Proposed Parks Improvements

This chapter describes proposed improvements to existing city park system. The improvements were identified by the Carlton Parks Committee, City staff and the City Council to meet community needs.

The Parks Committee expressed a need to provide amenities that appealed to a variety of user groups and helped provide a greater sense of community within Carlton. The improvements are listed here by park facility. Several additional improvements were identified by the project team. The proposed improvements provide the framework for the Capital Improvement Program described in Chapter 6.

Proposed Improvement Projects by Park: Ladd Park

The Parks Committee identified a number of improvements for the City pool facility located within this park. These include demolition and reconstruction of the pool building, the addition of a water slide and wading pool, and construction of a splash fountain that would appeal to younger children.

Other significant improvements to this park include adding a picnic pavilion and restrooms, constructing a cover for the existing basketball court, and additional landscaping. The project team identified signage and additional trash receptacles as other minor improvements.

In 2009, the Lakota Group, as part of the Oregon Main Street Program completed a conceptual site plan for the Ladd Park (see Appendix B). Improvements identified in the conceptual site plan, including the demolition and installation of new landscaping, walkways, and utilities, refurbishing Ladd Fountain, and installing a new information kiosk, have been incorporated into the City's Parks Capital Improvement Program found in Chapter 6.

In 2011, a concept design study for the pool house building was completed by Robertson Sherwood Architects to replace the existing structure with a new 3,350 square foot facility. The project also addresses the desire to collocate flush toilets in the downtown business district that would be accessible to the public outside of the fenced pool area.



Wennerberg Park

The Parks Committee identified a number of improvements to Wennerberg Park. Improving both the access road through the park and parking areas and providing additional access to the Yamhill River were identified as needed projects. Improving river access includes removing noxious vegetation and improving the riparian area through the park.

Other significant improvements include adding a concession facility and additional restrooms and construction of two additional picnic pavilions. The City also wishes to convert one of the existing picnic pavilion areas to a band shelter with the hopes of developing a local music program.



Hawn Creek Park

In 2013, the Parks Committee worked with Nevue Ngan Associates to develop a concept plan and magnitude of cost report for Hawn Creek Park. After working with Nevue Ngan on park features and design options the Parks Committee identified a preferred plan (see Appendix C). Improvements identified in the preferred plan for Hawn Creek Park include installing a walking path, children's play structure, park benches and furnishings, landscaping improvements, shelter area, and a basketball court.

The City also wishes to retain the area in and around the Hawn Creek floodplain as an open space area. These areas shall be maintained to provide a natural storm water and drainage system. The City will consider construction of bicycle and pedestrian pathways in these areas.



Chapter 6

Capital Improvement Program

An important component of a parks master plan is the capital improvement program (CIP). The CIP gives specific details and costs of projects that should be implemented to work towards the goals and actions developed through the planning process. This chapter provides a detailed framework for implementing suggested improvements and additions to the park system for a specified time frame—usually five years. A capital improvement program details what specific park improvements will cost and prioritizes projects. The intent is to provide the City with a capital-budgeting tool that clearly identifies costs, potential funding sources, and priorities.

The CIP reflects community priorities and resources. The Carlton Parks Committee developed the list of potential projects and improvements to existing parks. The Planning Commission and City Council Committee then refined the list of potential improvements and identified them as short-term or long-term projects. Table 6-2 includes the projects identified with cost estimates and whether they were identified for short- or long-term implementation. Short-term projects should be addressed in five years or less, and long-term projects should be addressed in five to ten years.

Capital Improvement Projects by Park

Table 6-1 displays the proposed capital improvement projects for each City-owned park in Carlton. The projects are intended to meet community needs. Each project is ranked as short-term or long-term, and a cost estimate is given with the source of the estimate.

To create the capital improvement program, MWVCOG staff determined prices for the improvement suggestions from the list of proposed improvements presented in Chapter 5. Sources for the prices came from City of Carlton staff, project costs from other cities, construction cost estimates, parks and recreation products suppliers, RS Means Site Work and Landscape Cost Data (2003), and generalized estimates by MWVCOG staff. City budget information was used to calculate the hourly cost of Carlton’s parks employees.

Total costs for each park in Tables 6-1 and 6-2 represent an estimated range of costs for the capital improvement projects for the next five years. Because there is a great deal of variation in prices and prices were unavailable for some projects, it is recommended that the City of Carlton consult with local contractors before beginning these projects. In some cases, price ranges are listed for these projects to give the City a general estimate when deciding what capital improvement projects to undertake.

Table 6-1. Five-Year Cost Estimates for Capital Improvement Projects for Parks and Recreation Facilities in Carlton

Park	Estimated Improvements Cost
Ladd Park	\$332,600
Wennerberg Park	\$291,000
Hawn Creek Park	\$186,950
Skate Park	\$442,510 - 538,410
Total for all parks	\$ 1,253,060 – 1,348,960

Source: MWVCOG, 2014

Table 6-2. Capital Improvement Projects. Costs, Priorities, and Funding Options by Park Short Term = (1-5 years), Long Term (5-10 years)-

Park	Capital Improvement Projects	Schedule	Cost Estimate	Source of Cost Estimate	Funding Options
1. Ladd Park					
	b) Splash fountain	Long	\$50,000	Waterworks International & City of Hubbard	Parks budget, Partnerships, Grants, Donations
	e) Small picnic pavilion	Short	\$30,000	Nevue Ngan Associates	Parks budget, Partnerships, Grants, Donations
	f) Refurbish Ladd Fountain	Short	\$15,600		Parks budget, Partnerships, Grants, Donations
	g) Additional pool lanes	Long	\$175,000		Parks budget, Partnerships, Grants, Donations
	h) Landscaping improvements	Short	\$10,000	RS Means Site Work & Landscaping Cost Data (2003)	Parks budget, Partnerships, Grants, Donations
	i) Trash Receptacles (4)	Long	\$2,000	RS Means Site Work & Landscaping Cost Data	Parks budget
	j) Downtown Park Renovation Improvements (site demo, new walks/curbs, utilities, fencing, etc.)	Short	\$50,000		Parks budget, Partnerships, Grants, Donations
	Total Cost Estimate for Ladd Park		\$ 332,600		
2. Wennerberg Park					
	a) Restroom at south end of park (pit type)	Short	\$50,000	Romtec, Inc	Parks budget, Grants
	b) Picnic tables (16)	Long	\$16,000	Nevue Ngan Associates	Parks budget, Donations

Park	Capital Improvement Projects	Priority	Cost Estimate	Source of Cost Estimate	Funding Options
	c) Playground equipment	Short	\$75,000	Various suppliers	Parks budget, Partnerships, Grants, Donations
	d) Large day use facility	Short	\$150,000	City of Myrtle Creek, Town of Lancaster, NY, City of Golden	Parks budget, Partnerships, Grants, Donations
Total Cost Estimate for Wennerberg Park			\$291,000		
3. Hawn Creek Park					
	a) Play structure	Short	\$30,000	Nevue Ngan Associates	Parks budget, Partnerships, Donations
	b) General construction, demolition/erosion control (sidewalks)	Short	\$26,540	Nevue Ngan Associates	Parks budget, Donations
	d) Planting/landscaping	Short	\$29,000	Nevue Ngan Associates	Parks budget, Donations
	e) Furnishings (garbage cans, 4 benches, 4 picnic tables)	Short	\$8,700	Nevue Ngan Associates	Parks budget, Donations
	f) Basketball Court	Long	\$10,500	Nevue Ngan Associates	Parks budget, Partnerships, Donations
	g) Shelter area	Short	\$32,800	Nevue Ngan Associates	Parks budget, Partnerships, Donations
Total Cost Estimate for Hawn Creek Park			\$186,950	Total cost estimate includes 20% contingency, mobilization, OH&P.	
4. Skate Park					
	a) 8,000-10,000 sq.ft. facility	Short	\$280,000 – 350,000	Dreamland Skatepark Design	Parks budget, Partnerships, Grants, Donations
	b) Picnic tables (2)	Short	\$2,000	Nevue Ngan Associates	Parks budget, Grants, Donations
	c) Trash receptacles (2)	Short	\$1,000	Nevue Ngan Associates	Parks budget, Donations
	d) Landscaping	Short	\$15,000		Parks budget, Donations
	e) General construction (sidewalks, paving, clearing)	Short	\$25,000		Parks budget, Partnerships, Grants, Donations
Total Cost Estimate for the Proposed Skate Park			\$442,510 – 538,410	Total cost estimate includes 20% contingency, mobilization, OH&P.	
COST ESTIMATE FOR ALL PARK IMPROVEMENTS			\$2,710,560 – 2,806,400		

Source: City of Carlton, MWVCOG, 2019.

Chapter 7

Future Parkland Acquisition Plan

The City of Carlton is currently well served by parks. In reviewing the current park system, Parks Committee members expressed satisfaction with the current amount of parkland available, while identifying a number of needed improvements to existing facilities. The Parks Committee did recognize the need to provide additional parkland in developing areas of the City to maintain the existing level of service as the city grows.

This chapter describes parkland needs for Carlton based on the city's coordinated population projection for 2040. It then discusses land costs estimates and strategies for both short-term and long-term land acquisition.

Current and Future Park Service

The 2040 population estimate for Carlton is 3,204 persons¹. In 2018, there were 23.16 acres of parkland within the city or 10.2 acres per 1,000 residents. In order to maintain this level of service over the next 20 years, Carlton will need to acquire 9.5 acres of new parkland. Table 7-1 shows the Oregon State Parks Department's suggestions for parkland by park type and current and future levels of service. The table shows how much parkland would be needed by type if the City desires to maintain the 2018 level of service by park type. Land for both neighborhood and community parks will be needed to maintain this standard.

If the Carlton population reaches the 2040 projection of 3,204 persons, it would need a total of 32.68 acres of parkland to maintain its current level of service standard. The total new land needed to satisfy the standard level of service is approximately 9.5 acres. The table shows how much parkland would be needed by park type for the city to maintain the 2018 level of service.

Table 7-1. Comparison of Recommended Park Standards and Level of Service in 2018 and 2040

Park Classification	ORPA Recommended Standard – Per 1,000 residents	2018 Acreage	2018 LOS/1,000 Residents in acres	2040 Total Acreage Needed	2040 Acres Needed to Acquire
Neighborhood Park	1.0 – 2.0 acres	4.34	2.27	7.27	2.95
Community Park	2.0 – 6.0 acres	18.86	8.30	7.93	2.87
Total LOS/Acreage	6.25—12.5 acres	23.18	10.20	32.68	9.5

Source: OPRD SCORP 2013-2017, PSU Population Research Center, MWVCOG

Future parkland acquisition will focus on the need to purchase additional land to develop additional Neighborhood and Community parkland in areas not currently within one-quarter to one half mile of an existing park facility. Possible future park locations include land located along Hawn Creek, east of Roosevelt Ave, and exploring the possibility of expanding ball field park facilities and developing an RV park facility near Wennerberg Park.

Approximate Cost to Maintain Standard

This section presents an estimate of how much it will cost to acquire 9.5 additional acres of parkland. The estimate is based on sales records of vacant residential parcels, larger than one (1) acre, in Carlton between 2004 and 2013 and real market land values for vacant residential parcels within the existing city limits. These land values are derived from the Yamhill County Assessment database. The recent sales date showed that land values in excess of \$6,000 per acre are anticipated.

Using this data, the estimated cost to acquire the necessary parkland to maintain the 2018 level of service is \$64,000 per acre (in 2018 dollars). The overall estimated acquisition cost for 9.5 acres is \$224,000. This figure is included in the City's Capital Improvements Program for Parks and Recreation Facilities. This figure represents a significant investment for the city and the implication of this estimate is that the City should think long-range and strategically about acquisition.

Currently, Carlton does not require the dedication of parkland in lieu of their systems development charge (SDC). In the short-term, Carlton can acquire land through purchase, partnerships, and donations.

This section provides guidance on how to determine the suitability of potential parkland, when using both short and long-term strategies. The City shall assess the following criteria when they decide to accept land:

- The topography, geology, access, parcel size, and location of land in the development available for dedication;
- Potential adverse/beneficial effects on environmentally sensitive areas;
- Compatibility with the Parks Development Plan in effect at the time of dedication;
- Vehicular and pedestrian access to the site;
- Availability of previously acquired property; and
- Parkland need based on maintaining the 2018 level of service standard per 1,000 residents by park type.

Other land may become part of the Carlton park system through donation. The following criteria will be considered to determine land suitable for parks, recreation, or open space. The questions are used to rate potential parkland sites for environmental attributes and compatibility with the goals of the Parks Development Plan. Parcels that receive a yes to "meets criteria" on three or more of these criteria should be further considered for acquisition.

- Is the property located within an area identified as strategic or a priority – such as the northeast portion of the community north of Main Street?
- Are the topography, geology, access, parcel size, and location of land in the development good for parks?
- Is the action compatible with the Parks Development Plan, Public Facilities element of the Comprehensive Plan, and the City of Carlton Parks Acquisition Plan in effect at the time of dedication?
- Is the site accessible by multiple transportation modes or can be accessed by multiple transportation modes?
- Are there potential adverse/beneficial effects on environmentally sensitive areas?
- Does it protect natural and historical features, scenic vistas, watersheds, timber and wildlife for parks



Appendix A

Funding Information

The following list provides brief descriptions and contacts for possible funding sources for parks and recreation facilities and improvements.

Partnerships

Federal

Bureau of Land Management

Contact:

Salem District Office Bureau
of Land Management 1717
Fabry Rd SE
Salem, OR 97306
Phone: (503) 375-5646
Website: <http://www.blm.gov/or/index.php>

U.S. Fish and Wildlife Service

Contact:

Pacific Region
911 NE 11th Ave
Portland, OR 97232
Phone: (503) 231-6120
Website: <http://www.fws.gov/pacific>

State

Department of State Lands, Wetland Mitigation Banking

Contact:

Department of State Lands
775 Summer Street NE
Salem, Oregon 97301-1279
Phone: (503) 986-5200
Website: <http://www.oregon.gov/dsl/pages/index.aspx>

Oregon Department of Fish and Wildlife

Contact:

Oregon Department of Fish and Wildlife
4034 Fairview Industrial Drive SE Salem,
Oregon 97302
Phone: (503) 947-6000
Website: <http://www.dfw.state.or.us/>

Not-for-Profit Organizations

American Farmland Trust

(For agricultural lands only)

Contact:

American Farmland Trust
1200 18th Street NW, Suite 800
Washington, DC 20036 Phone:
(202) 331-7300
Fax: (202) 659-8339
Website: <http://www.farmland.org/>

Greater Yamhill Watershed Council

Contact:

237 NE Ford Street, Suite 9
P.O. Box 1517
McMinnville, OR 97128
Phone: (503) 474-1047
Website: <http://www.yamhillwatershedcouncil.org>

Rail to Trails Conservancy

Contact:

The Duke Ellington Building
2121 Ward Ct., NW 5th Floor
Washington, DC 20037
Phone: (202) 331-9696
Website: www.railstotrails.org/index.html

Resource Assistance for Rural Environments (RARE) Program

Contact:

University of Oregon
Phone: (541) 346-3881
Website: <http://www.rare.uoregon.edu>

The Nature Conservancy

Contact:

The Nature Conservancy of Oregon
821 S.E. 14th Avenue
Portland, Oregon 97214
Phone: (503) 230-1221
Website: <http://nature.org/>

Yamhill Soil and Water Conservation District

Contact:

2200 SW 2nd Street #C
McMinnville, OR 97128
Website: <http://www.yamhillswcd.org>

Grants

Private Grant-Making Organizations

National Grants

Kodak American Greenways Awards

This program is a partnership between Eastman Kodak, The Conservation Fund, and the National Geographic Society. The Conservation Fund forges partnerships to protect America's legacy of land and water resources. Through land acquisition, community initiatives, and leadership training, the Fund and its partners demonstrate sustainable conservation solutions emphasizing the integration of economic and environmental goals.

Contact:

The Conservation Fund
1655 N. Fort Myer Drive, Suite 1300
Arlington, Virginia 22209
Phone: (703) 525-6300
Website: <http://www.conservationfund.org/>

State Grants

Oregon Community Foundation Grants

Proposals to the Oregon Community Foundation (OCF) are prioritized for funding based on their fit with a set of basic guiding principles and four specific funding objectives.

- To nurture children, strengthen families and foster the self-sufficiency of
- Oregonians (40-50% of OCF Grants);
- To enhance the educational experience of Oregonians (15-20% of OCF grants);
- To increase cultural opportunities for Oregonians (15-20% of OCF grants);
- To preserve and improve Oregon's livability through citizen involvement (10-15% of OCF grants);

Only about 5 percent of Community Grants are above \$50,000. Larger grants tend to be made only for projects that are an exceptionally good fit with OCF priorities, have a broad scope of impact, and address an area to which OCF's board has decided to give special attention.

Contact:

Oregon Community Foundation
1221 SW Yamhill #100
Portland, Oregon 97205 Phone:
(503) 227-6846
Website: <http://www.ocf1.org/>

The Collins Foundation

The Collins Foundation's purpose is to improve, enrich, and give greater expression to the religious, educational, cultural, and scientific endeavors in the State of Oregon and to assist in improving the quality of life in the state. In its procedures, the Foundation has not been an "Operating Foundation" in the sense of taking the initiative in creating and directing programs designed to carry out its purpose. Rather, the trustees have

chosen to work through existing agencies and have supported proposals submitted by colleges and universities, organized religious groups, arts, cultural and civic organizations, and agencies devoted to health, welfare, and youth.

Contact:

The Collins Foundation
 1618 SW First Avenue, Suite 505
 Portland, Oregon 97201 Phone:
 (503) 227-7171
 Website: <http://www.collinsfoundation.org/>

Regional Grants

Paul G. Allen Forest Protection Fund

The Paul G. Allen Foundation focuses its grant making on the acquisition of old growth and other critical forestlands. Priority is given to projects that protect forestlands with a strategic biological value that extend or preserve wildlife habitat, and, where possible, offer opportunities for public recreation and education. The foundation is particularly interested in landscape-scale projects that provide optimal potential for protection of ecological integrity, functional and intact ecosystems, connectivity, and biodiversity conservation.

Contact:

Grants Specialist
 PGA Foundations
 505 5th Ave. S, Suite 900
 Seattle, Washington 98104
 Phone: (206) 342-2030
 Email: info@pgafoundations.com Website:
<http://www.pgafoundations.com>

Ben B. Cheney Foundation

Washington and Oregon institutions are eligible for Cheney Foundation grants. Letters of inquiry outlining the proposed project are required. Full applications are accepted only from those whose inquiry letters are of interest to the foundation. There are no deadlines.

Contact:

Ben B. Cheney Foundation
 3110 Ruston Way, Suite A
 Tacoma, Washington 98402
 Phone: (253) 572-2442
 Email: info@benbcheneyfoundation.org
 Website: www.benbcheneyfoundation.org

Public Grantmaking Organizations

Federal

National Park Service

Land and Water Conservation Fund

The Land and Water Conservation Fund (LWCF) program uses federal dollars from the National Park Service that are passed down to the states for acquisition, development, and rehabilitation of park and recreation areas and facilities.

To be eligible for LWCF grants, the proposed project must be consistent with the outdoor recreation goals and objectives contained in the Statewide Comprehensive Outdoor Recreation Plan (SCORP) and elements of a jurisdiction's local comprehensive land use plan and parks master plans.

Contacts:

Oregon Parks and Recreation Department
725 Summer Street NE, Suite C Salem, Oregon 97301
Website: <http://www.oregon.gov/oprd/GRANTS/pages/lwcf.aspx>

U.S. Department of Transportation

The "Moving Ahead for Progress in the 21st Century Act" known as MAP-21 was signed into law on July 6, 2012, and became effective October 1, 2012. MAP-21 creates a streamlined, performance-based, and multi-modal program to address the many challenges facing U.S. transportation system, including safety, maintaining, infrastructure condition, reducing traffic congestion, improving efficiency of the system and freight movement, protecting the environment, and reducing costs in project delivery. MAP-21 builds on and refines many of the highway, transit, bike, and pedestrian programs and policies established in 1991. The Department works closely with stakeholders to ensure that local communities are able to build multimodal, sustainable projects ranging from passenger rail and transit to bicycle and pedestrian paths.

Contact:

U.S. Department of Transportation
1200 New Jersey Avenue SE
Washington, D.C. 20590
Website: <http://www.fhwa.dot.gov/map21/>
Oregon Division
Federal Highway Administration
530 Center Street NE, Suite 420
Salem, OR 97301
Phone: (503) 399-5749

State of Oregon

Oregon Department of Transportation (ODOT)

State Pedestrian and Bicycle Grants

In 2012, the Bicycle & Pedestrian Program Grants ended and became part of the "Enhance" program. See below.

Transportation Enhancement Program

Funds are available from ODOT for projects that enhance the cultural, aesthetic and environmental value of the state's transportation system. Eligible activities include bicycle/pedestrian projects, historic preservation, landscaping and scenic beautification, mitigation of pollution due to highway runoff, and preservation of abandoned railway corridors. A minimum of 10.27% match is required. There is \$3 million of annual funding available for the fiscal years of 2002 through 2005. The application cycle is every two years.

Contact:

Transportation Enhancement Program Manager

Phone: (503) 986-3528

www.oregon.gov/ODOT/HWY/LGS/enhancement.aspx and

www.oregon.gov/ODOT/TD/TP/STIP/InstructionsforEnhancement092112.pdf

Transportation Safety Grants

The Transportation Safety Division provides information, direct services, grants and contracts to the public and to partner agencies and organizations. More than half the funding comes from federal funds earmarked for safety programs. The division administers more than 550 grants and contracts each year to deliver safety programs to Oregon citizens.

Contact:

Transportation Safety

Division

ODOT - TLC Building, MS 3

4040 Fairview SE

Industrial Drive

Salem, OR 97302-

1142

http://www.oregon.gov/ODOT/TS/Pages/about_us.aspx

More ODOT funding information can be found on Oregon's [Regional Solutions Team](http://www.regionalsolutions.oregon.gov) website: <http://www.regionalsolutions.oregon.gov>.

Regional Solutions is an innovative, collaborative approach to community and economic development in Oregon. The State partners with Oregon colleges and universities. Through the use of Regional Solutions Centers, state agency work and fund at the local level to identify priorities, solves problems, and seizes opportunities to complete projects in the most economical and streamlined process possible.

Business Oregon-Infrastructure Finance Authority

From pioneering recycling programs to thoughtful land use laws to bike friendly cities, the commitment

of the Oregon Tourism Commission is everywhere. The Oregon Travel Philanthropy Fund helps pay for stewardship projects around the state.

Contact:

Oregon Tourism Commission/Travel Oregon
250 Church Street SE
Suite 100
Salem, OR 97301
Web site: www.traveloregon.com

Business Oregon

Contact:

775 Summer St NE, Suite 200
Salem, OR 97301-1280 866-
467-3466
<http://www.oregon4biz.com/>
(See: Resource and tools including Oregon Cultural Trust listed below.)

Oregon Cultural Trust

The mission of the Oregon Cultural Trust (made up of five partner agencies (Oregon Arts Commission, Oregon Humanities, Oregon Heritage Commission, State Historic Preservation Office, Oregon Historical Society) is to lead building an environment in which cultural organizations are sustained and valued as a core part of Oregon's vibrant communities an economy. Three categories of grants are offered: development, participation, and partner. The Cultural Trust provides extensive support to rural areas with the help of coalition volunteers.
www.culturaltrust.org/what-we-support

Oregon Department of Environmental Quality

Water Quality Nonpoint Source Grants (319 Grants)

Approximately \$1.5 million is available each year in grants from the Oregon Department of Environmental Quality for nonpoint source water quality and watershed enhancement projects that address the priorities in the Oregon Water Quality Nonpoint Source Management Plan. Applications are generally due around June 15th each year. Contact the program for specific deadlines. Funds are awarded February of the following year.

Contact:

DEQ
811 SW 6th Ave. Portland, Oregon 97204-1390
Phone: (503) 229-5696

Western Region
700 Front St NE
Salem, OR 97301-1039
Phone: (503) 378-7944

Specific Oregon Department of Environmental Quality funds can be found at the
<http://www.deq.state.or.us/wq/grants/grants.htm>

Also see DEQ's Regional Solutions Team's website: -

Oregon Department of State Lands

Easements

The Oregon Department of State Lands grants easements for the use of state-owned land managed by the agency. An easement allows the user to have the right to use state-owned land for a specific purpose and length of time, and this does not convey any proprietary or other rights of use other than those specifically granted in the easement authorization. Uses of state-owned land subject to an easement include, but are not limited to gas, electric and communication lines (including fiber optic cables); water supply pipelines for other than domestic or irrigation purposes, ditches, canal, and flumes; sewer, storm and cooling water lines; bridges, skylines and logging lines; roads and trails; and railroad and light rail track. Terms of the easement depend on the type of use and location of the easement, among other factors. (Note: Many easements also need a removal-fill permit from DSL.

Contact:

Department of State Lands
775 Summer St. NE Salem,
OR 97301-1279
Phone: 503-986-5200
<http://www.oregon.gov/dsl/lw/Pages/easements.aspx>

Wetlands Program

The Oregon Department of State Lands' Wetlands Program staff implement the wetland program elements contained in the 1989 Wetlands Conservation Act. They also help implement the Removal-Fill Law. The program has close ties with local wetland planning conducted by cities, providing both technical and planning assistance.

Contact:

Department of State Lands
775 Summer Street NE, Suite 100
Salem, Oregon 97301-1279
Phone: (503) 986-5200
Website: <http://www.oregon.gov/dsl/pages/index.aspx>

Oregon Parks and Recreation Department

The Oregon Parks and Recreation Department administers several grant programs including the Federal Land and Water Conservation Fund (described under "Federal Grant-Making Organizations" in this section), Local Government, and Recreation Trails grants.

Contact:

Oregon Parks and Recreation Department
725 Summer Street NE
Salem, Oregon 97301
Phone: (503) 986-0705
Website: <http://www.oregon.gov/oprd/GRANTS/pages/index.aspx>

Local Government Grants

Local government grants are provided for the acquisition, development and rehabilitation of park and recreation areas and facilities. Eligible agencies include city and county park and recreation departments, park and recreation districts, and port districts. The Local Government Grant program provides up to 50 percent funding assistance.

Recreation Trail Grants

Every year, the Oregon Parks and Recreation Department accepts applications for Recreational Trail Program (RTP) grants.

Types of projects funded include:

- Maintenance and restoration of existing trails
- Development and rehabilitation of trailhead facilities
- Construction of new recreation trails
- Acquisition of easements and fee simple titles to property

Grant recipients are required to provide a minimum 20% match. Projects must be completed, and costs billed within two years of project authorization.

Oregon Watershed Enhancement Board

The Oregon Watershed Enhancement Board (OWEB) is a state agency that provides grants to help Oregonians take care of local streams, rivers, wetlands and natural areas. Community members and landowners use scientific criteria to decide jointly what needs to be done to conserve and improve rivers and natural habitat in the places where they live. OWEB grants are funded from the Oregon Lottery, federal dollars, and salmon license plate revenue. The agency is led by a 17-member citizen board drawn from the public at large, tribes, and federal and state natural resource agency boards and commissions.

Contact:

Oregon Watershed Enhancement Board

775 Summer Street NE, Suite 360

Salem, Oregon 97301-1290

Phone: (503) 986-**0178**

Website (grants): <http://www.oregon.gov/OWEB/GRANTS/Pages/index.aspx>

Oregon State Marine Board

Facility Grant Program

The Oregon State Marine Board provides facility grants to cities, counties, park and recreation districts, port districts, and state agencies. Grant funds may be used for master planning, design and engineering, land acquisition, new construction, or expansion and rehabilitation of public recreational boat access and vessel waste collection facilities.

Contact:

435 Commercial St NE #400

Salem, OR 97309-5065

Phone: 503-378-8587

Web: www.oregon.gov.OSMB/Pages/contact_us.aspx

Oregon Department of Fish and Wildlife

Sport Fish and Restoration Program Funds

Cities, counties, park and recreation districts, port districts, and state agencies may receive funding from the Oregon Department of Fish and Wildlife. Funds are awarded at the start of each federal fiscal year to priority projects. This is a matching fund program of 75% federal and 25% by the State Marine Board. Eligible projects include acquisition and construction of public recreational motorized boating facilities, such as: boat ramps, boarding floats, restrooms, access roads, parking areas, transient tie-up docks, dredging and signs.

Contact:

Realty Manager
Oregon Department of Fish and Wildlife
P.O. Box 59
Portland, Oregon 97207 Phone:
(503) 872-5310 Ext. 5385

Park and Recreation District

Special districts, such as a park and recreation district, are financed through property taxes or fees for services, or some combination thereof. A governing body elected by the voters directs all districts. A good source for information is the Special District Association of Oregon (SDAO). SDAO was formed in 1979 to give special districts a stronger and united voice at the Oregon Legislature. SDAO has outlined to the process of forming a special district.

Contact:

Special Districts Association of Oregon
PO Box 12613
Salem, Oregon 97309-0613
Phone: (503) 371-8667; Toll-free: 1-800-285-5461 E-
mail: sdao@sdao.com
Website: www.sdao.com

Land Trusts

There are local and national land trusts that may be interested in helping to protect land in the Carlton area.

The Wetlands Conservancy

The Wetlands Conservancy (TWC) is a non-profit organization. It was founded in 1981 and working to conserve, protect, and restore Oregon's wetlands. In its protection efforts, it is dedicated to promoting community and private partnerships.

Contact:

4640 SW Macadam #50
Portland, OR 97239
Phone: (503) 227-0778
Website: www.oregonwetlands.net

Land Trust Alliance

The Land Trust Alliance is a national conservation program that increases the pace of conversation, enhances the quality of conservation, and works to create laws and resources to protect the land.

Contact:

Land Trust Alliance
Northwest Program
1353 Officers Row
Vancouver, WA 98661
Phone: **(971) 202-1483**

Coalition of Oregon Land Trusts

322 NW 5th, Suite 301D
Portland, OR 97209
Phone: 503-719-4732
Email: ltanw@lta.org
Website: www.lta.org

Trust for Public Land

The Trust for Public Land was founded to create parks and protect land for people to enjoy and includes efforts toward providing easy access to safe, green space to play. The Trust for Public Land helps raise funds for conservation, works to protect and restore natural spaces; collaborates with communities to plan, design, and build parks, playgrounds, gardens, and trails; our providing leadership and expertise to local challenges.

Contact:

Trust for Public Land
806 SW Broadway, Suite **570**
Portland, Oregon 97204
Phone: (503) 228-6620
Email: oregon@tpl.org
Website: www.tpl.org

Northwest Land Conservation Trust

Northwest Land Conservation Trust is a nonprofit and is governed by a Board of Directors experienced in agricultural, forestry, and environmental matters. The Trust serves private land owners who wish to protect and preserve the environmental features of their land through the use of conservation easements.

Contact:

Northwest Land Conservation Trust
P O Box 613
Turner, Oregon 97305-0613
Phone: (503) 873-8777
Email: nwlct@open.org
Website: <http://www.nwlct.org>

Appendix B

Ladd Park Concept Plan

In 2009, the City of Carlton in partnership with the Carlton Business Association (CBA), received design assistance through the Oregon Main Street Program to develop a plan to renovate Ladd Park. The project consultant provided three (3) design options that the community voted on in June 2009. Based upon feedback received from the community, the project consultant prepared a final design to renovate Upper Park (see Upper Park Conceptual Site Plan below). In addition, the project consultant prepared a five (5)-phase plan for completing the design and a list of sources to help fund the project.

On March 2, 2010, the Carlton City Council held a work session to review the proposed conceptual plan for Upper Park. The Council agreed to adopt the plan for Upper Park as a conceptual plan subject to further refinements needed to address city concerns and contingent upon the availability of funding resources. Preliminary concerns with the Upper Park Conceptual Site Plan expressed at the Council work session held on March 2, 2010 include the following:

- The need for vehicle access to the park for maintenance staff and emergency vehicles;
- Modification of the proposed kiosk placement to a location outside of the public right-of-way (sidewalk) area;
- The provision of larger open space/play areas that are uninterrupted by walkways; and
- Modifications to the playground area (consider moving closer to the basketball court area).



Upper Park Carlton, Oregon

Conceptual Site Plan

LAKOTA



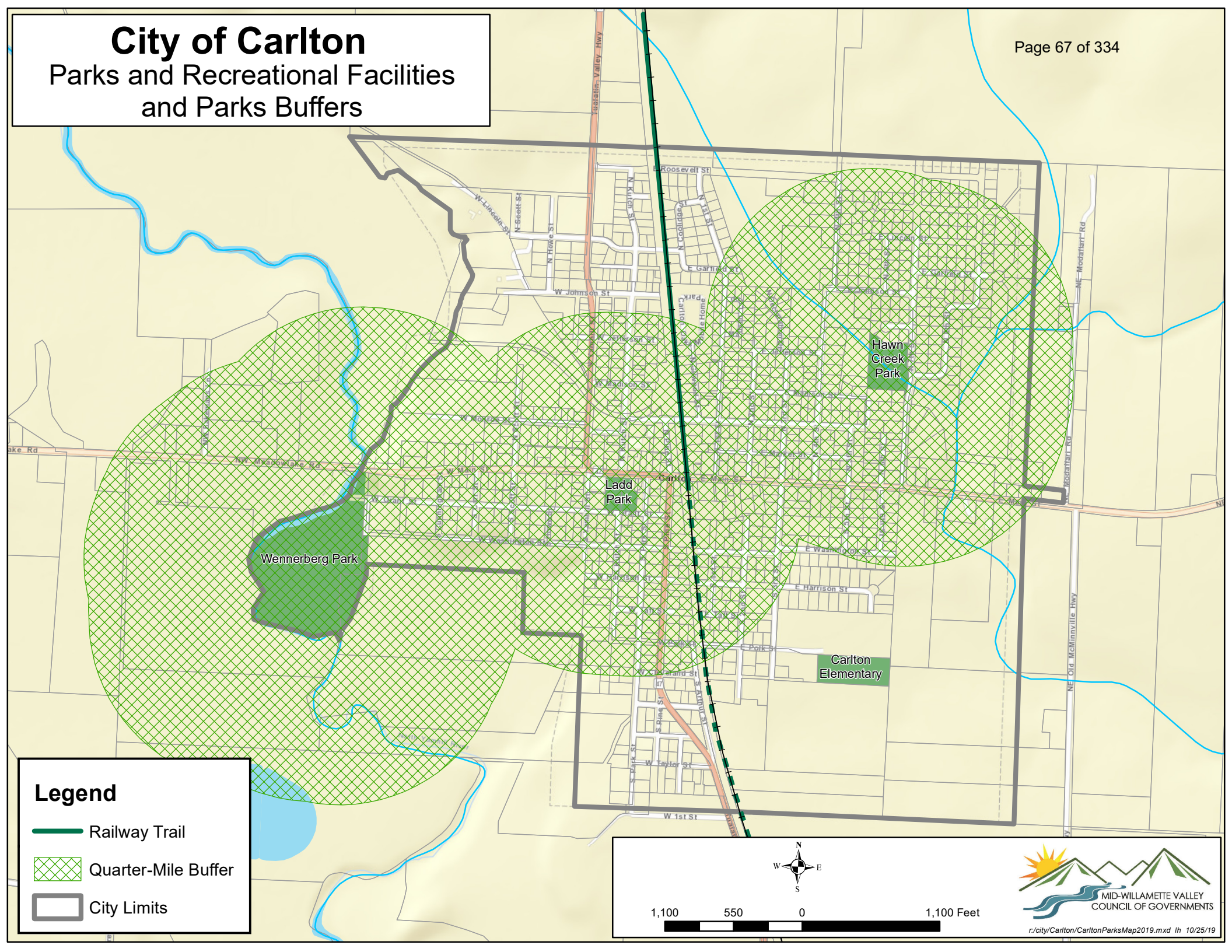
June 30, 2009

Appendix C Hawn Creek Park Development Plan






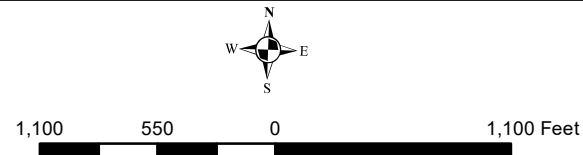
City of Carlton

Parks and Recreational Facilities and Parks Buffers



Legend

-  Railway Trail
-  Quarter-Mile Buffer
-  City Limits





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CITY OF CARLTON

Rules of Procedure for City Council

JUNE 2020

DRAFT



Rules of Procedure for City Council

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CHAPTER 1 - Councilor Code of Conduct

The individual attitudes, words and actions of Council members should demonstrate, support and reflect the qualities and characteristics of our great city of Carlton and the community it contains. While the Code of Conduct is not intended to be a set of rules that all councilors are compelled to follow, they do set aspirational goals and Council members should strive to meet the spirit of the following code of conduct:

- I. **Do the right thing, in doing the right thing, I will:**
 - A. Be honest with fellow Council members, the public and others.
 - B. Credit others' contributions to moving our community's interest forward.
 - C. Make independent, objective, fair and impartial judgments by avoiding relationships and transactions that give the appearance of compromising objectivity, independence, and honesty.
 - D. Reject gifts, services or other special considerations, given with the intent to influence your decisions.
 - E. Protect confidential information concerning litigation, personnel, property or other affairs of the City.
 - F. Use Public resources such as staff time, equipment, supplies or facilities, only for City related business.

- II. **Get It Done, in getting it done I will:**
 - A. Review materials provided in advance of the meeting.
 - B. Make every effort to attend meetings.
 - C. Be prepared to make difficult decisions when necessary.
 - D. Make decisions after prudent consideration of the financial impact, taking into account the long-term financial needs of the City.

- III. **Respect and Care, in respecting and caring, I will:**
 - A. Promote meaningful public involvement in the decisions making process.
 - B. Treat Council members, board members, staff and the public with patience, courtesy, and civility, even when we disagree on what is best for the community.
 - C. Share substantive information that is relevant to a matter under consideration from sources outside the public decisions-making process with my fellow Council members and staff.
 - D. Respect the distinction between Council and staff
 - E. Encourage participation of all persons and groups

CHAPTER 2 – General Governance

I. Rules of Procedure.

- A. Unless otherwise provided by charter, ordinance, or these rules, the procedure for city council meetings, and any subcommittee of Carlton City Council, shall be guided by Robert's Rules of Order, as it may be amended from time to time.
- B. Members of the Council are encouraged to avoid invoking the finer points of parliamentary procedure found within Robert's Rules of Order when such points will obscure the issues before the Council and confuse members of the public.
- C. Whenever these rules and Robert's Rules of Order conflict, these rules shall govern.

II. Quorum.

- A. A quorum is required to conduct official city business.
- B. The members of the Carlton City Council are the City Councilors and Mayor. Fifty-percent plus one of the currently serving members of the Council shall constitute a quorum.
- C. In the event a quorum is not present, the members of Council present shall adjourn the meeting.

III. Presiding Officer.

- A. The Mayor shall preside over all meetings. The Mayor shall have all rights and privileges of the office of Mayor as set out in the City charter when acting in this capacity.
- B. In the Mayor's absence the Council President shall preside over the meeting. The Council President shall have all rights and privileges of the office of Mayor as set out in the City charter when acting in this capacity.
- C. If both the Mayor and the Council President are absent from the meeting, the following procedures shall be utilized to determine who is the presiding officer:
 - 1. The City Recorder shall call the council meeting to order and call the roll of the members.
 - 2. Those members of Council present shall elect, by majority vote, a temporary presiding officer for the meeting.
 - 3. The presiding officer shall have all rights and privileges of the office of Mayor as set out in the City charter when acting in this capacity.
 - 4. Should either the Mayor or the Council President arrive, the temporary presiding officer shall relinquish control of the meeting immediately upon the conclusion of the item presently being discussed.

- IV. **Agendas.** The City Manager shall prepare an agenda for every regular meeting, and, if requested by the presiding officer, for every special meeting.
- A. Agendas and informational material for meetings shall generally be distributed to the council at least three (3) days preceding the meeting.
 - B. The City Manager may remove any items on the consent agenda, any item of old business, any resolution, or any ordinance placed for first reading from the agenda at any time prior to the time the meeting is convened. The presiding officer shall announce such removal under Approval of Agenda.
 - C. A member of the Council who wishes to have an item placed on the agenda shall do so at the meeting with a majority vote.
 - D. Notwithstanding, Chapter one section IV agendas, three members of City Council may request an item be placed on the agenda by advising the City Manager. Such requests shall be made in writing. The City Manager may not remove an agenda items placed on that agenda in accordance with this provision.
- V. **Order of Business.** The order of business for all regular meetings shall be as follows, however when it appears to be in the best interest of the City, the order of business may be changed for any single meeting by the City Manager prior to the meeting agenda being made available to the public, except that the Citizen Comments portion of the meeting shall be held prior to any regular agenda items requiring a vote by City Council:
- Call to order
 - Pledge of Allegiance
 - Roll call
 - Approval of Agenda
 - Consent Agenda
 - Citizen Comments
 - New Business
 - Public Hearings
 - City Manager Report
 - Council Announcements
 - Adjournment
- VI. **Call to Order.** The presiding chair shall call all meetings of the Council to order.
- VII. **Roll Call.** The City Recorder shall conduct a roll call to determine which members of the Council are present and which are absent.
1. The attendance shall be properly reflected in the minutes.
 2. If roll call determines that a quorum is not present, a public meeting may not occur and those members present shall adjourn.

C. Consent Agenda. In order to expedite the Council's business, the approval of minutes and other routine agenda items shall be placed on the consent agenda.

1. All items on the consent agenda shall be approved by a single motion, unless an item is pulled for further consideration.
2. Any item on the consent agenda may be removed for separate consideration by any member of the Council. This action should take place during the Approval of Agenda portion of the agenda.

D. Citizen Comment

1. An opportunity for citizen comment will be reserved for every regular, special and emergency meeting of the Council. This period shall not exceed a maximum of 30 minutes, unless a majority of Councilors present vote to extend the time.
2. Citizen comment is a time for comment; it is not a time for debate, nor is it a time for members of the public to ask questions of and receives answers from the Council or City staff.
3. Persons wishing to speak during citizen comments must sign and submit a Request to Speak form provided by the City, which must include the person's name and address and the topic upon which the person wishes to speak, not later than the Call to Order.
4. Except as otherwise provided herein, the public shall be entitled to comment during citizen comments on all matters before the Council that require a vote, including ordinances and resolutions. If a member of the public wishes to speak on an item that is scheduled for a public hearing at that same meeting, the speaker shall wait until that public hearing. Citizen comments shall not be used to testify about a quasi-judicial land use matter.
5. Speakers are limited to three minutes. The speakers will be called upon in the order in which they have submitted Request to Speak forms, until the time allotted for citizen comments has expired. Speakers shall identify themselves by their names and address. All remarks shall be addressed to the presiding officer.

E. Public Hearings Generally

1. A public hearing will be held when required by law, and may be held on any matter upon majority vote of the Council. Public hearings may be held to consider legislative, quasi-judicial or administrative matters.
2. Persons wishing to speak must sign and submit a Request to Speak form provided by the City, which must include the person's name and address and the topic upon which the person wishes to speak, prior to the commencement of the public hearing at which the person wishes to speak.

3. The City Recorder shall announce at the commencement of any public hearing the subject of the hearing as it is set forth on the agenda, and shall read a statement setting forth the procedures for the hearing and the applicable time limits. The presiding officer shall then declare the hearing open.
4. Speakers shall identify themselves by their names and address. All remarks shall be addressed to the presiding officer.

Councilors may, after recognition by the presiding officer, ask clarifying or follow up questions of individuals providing testimony after that individual has completed his or her testimony. Questions posed by Councilors should be to provide clarification or additional information on testimony provided.

Questions should not be used as an attempt to lengthen or expand the testimony of the individual. Councilors shall be expected to use restraint and be considerate of the meeting time of the council when exercising this option. The presiding officer may intervene if a Councilor is violating the spirit of this guideline.

5. Councilors may, after the presentation of testimony of all interested persons, ask clarifying or follow-up questions of staff. Questions posed by City Councilors should be to provide clarification or additional information on testimony provided.
6. The presiding officer may exclude immaterial matter. The presiding officer, with the approval of the council, may further limit the time and/or number of speakers at any public hearing; provided that the presiding officer shall announce any such restrictions prior to the commencement of the testimony.
7. During deliberations, each member of the Council shall have the opportunity to comment on or discuss testimony given during the public hearing.
8. A copy of any written testimony or physical evidence, which a party desires to have introduced into the record of the hearing, shall be submitted to the City Recorder at the time of the hearing. Communications concerning quasi-judicial matters received prior to the hearing are ex parte contacts, and a Councilor receiving any such communication must disclose the fact that such a communication has been received, and the content of the communication.

F. A Public Hearing Procedures and Time Limits

1. For **Quasi-Judicial hearings**, the following procedures and time limits shall apply:
 - a. Staff will present the staff report – 15 min.
 - b. Questions (if any) by the City Council for staff.
 - c. Receive any written testimony.

- d. Open the public hearing for testimony, and time will be limited as follows:
 - 1. Applicant(s) – 30 min (split between presentation and rebuttal).
 - 2. Person(s) in favor of the application – 3 min each.
 - 3. Person(s) opposed to the application – 3 min each.
 - 4. Person(s) neutral with regard to the application – 3 min each.
 - 5. Rebuttal from the Applicant(s) – remainder of 30 min.
 - e. Close the public hearing (no other comments will be heard from the public or the Applicant(s)).
 - f. Final comments by staff – 15 min.
 - g. Question of staff, if any, by the Council.
 - h. Discussion by the Council.
2. For **Legislative hearings with an applicant**, the following procedures and time limits shall apply:
- a. Staff will present the staff report.
 - b. Questions (if any) by the City Council for staff.
 - c. Receive any written testimony.
 - d. Open the public hearing for testimony, and time will be limited as follows:
 - 1. Applicant(s) – 30 min (split between presentation and rebuttal).
 - 2. Person(s) in favor of the application – 4 min each.
 - 3. Person(s) opposed to the application – 4 min each.
 - 4. Person(s) neutral with regard to the application – 4 min each.
 - 5. Rebuttal from the Applicant(s) – remainder of 30 min.
 - 6. Close the public hearing (no other comments will be heard from the public or the Applicant(s)).
 - 7. Final comments by staff.
 - 8. Questions of staff, if any, by the Council.
 - 9. Discussion by the Council.
3. For all **other Legislative or Administrative hearings**, the following procedures and time limits shall apply:

- a. For all other Legislative or Administrative hearings, the following procedures and time limits shall apply:
 - b. Staff will present the staff report.
 - c. Questions (if any) by the City Council for staff.
 - d. Receive any written testimony.
 - e. Open the public hearing for testimony, and time will be limited to 3 minutes per person. Any interested person may present testimony.
 - f. Close the public hearing (no other comments will be heard from the public).
 - g. Final comments by staff.
 - h. Questions of staff, if any, by the Council.
 - i. Discussion by the Council.
4. For **Appeals**, the following procedures and time limits shall apply:
- a. Staff will present the staff report – 15 min.
 - b. Questions (if any) by the City Council for staff.
 - c. Receive any written testimony.
 - d. Open the public hearing for testimony. Only those who previously went on the written or verbal record in connection with the decision being appealed may appear before Council on appeal. Time will be limited as follows:
 - e. Applicant(s) – 30 min (split between presentation and rebuttal).
 - f. Person(s) in favor of the application – 3 min each.
 - g. Person(s) opposed to the application – 3 min each.
 - h. Person(s) neutral with regard to the application – 3 min each.
 - i. Opposing party on appeal - 30 mins (to be divided equally if there are opposing parties).
 - j. Rebuttal from the Applicant(s) – remainder of 30 min.
 - k. Close the public hearing (no other comments will be heard from the public or the Applicant(s)).
 - 1. Final comments by staff – 15 min.
 - 2. Questions of staff, if any, by the Council.
 - 3. Discussion by the Council.

G. Written Communications to Council

- 1. Unsolicited communications received by staff and addressed to the Council as a whole concerning matters on the agenda shall be provided

to the Council prior to the meeting or at the meeting, and shall be included into the meeting record.

2. Unsolicited communications received by staff and addressed to the Council as a whole concerning matters that are not on an agenda shall be forwarded to the council.

CHAPTER 3 – Meeting Time, Location and Frequency

- I. **Regular meetings.** The Council shall meet every first Tuesday evening of each month, with the exception of designated holidays and/or Council recesses.
 - A. Meetings shall begin at 7:00 p.m.
 - B. Meetings shall adjourn at 9:30 p.m., allowing incremental extensions upon a majority vote of the Council.

- II. **Special meetings.** Special meetings may be called by the Mayor, by request of four members of the Council, or by the City Manager.
 - A. Notice of the special meeting shall be given to all members of the Council and the City Manager via email.
 - B. Special meetings shall be noticed in accordance with Oregon’s public meetings law, and, at a minimum, shall be noticed at least 24 hours prior to the meeting taking place.

- III. **Emergency meetings.** Emergency meetings may be called by the Mayor, by the request of four members of the Council, or by the City Manager.
 - A. Notice of the emergency meeting shall be given to all members of Council and the City Manager via telephone and email.
 - B. Emergency meetings are those meetings called with less than 24 hours’ notice and the Council shall identify why the meeting could not be delayed in order to allow 24 hours’ notice immediately after calling the meeting to order.
 - C. The minutes for any emergency meeting shall specifically identify why the meeting constituted an emergency and was necessary.
 - D. Emergency meetings shall be noticed in accordance with Oregon’s public meetings law.

- IV. **Executive Sessions.** Executive sessions may be called by the Mayor, by the request of four members of Council, by the City Manager or by the City Attorney.
 - A. Only members of the Council and persons specifically invited by the Council shall be allowed to attend executive sessions.
 - B. Representatives of recognized news media may attend executive sessions, other than those sessions during which the Council conducts deliberations with

persons designated to carry on labor negotiations, or where the matter involves litigation and the news media is a party to the litigation.

- V. **Work Sessions.** Work sessions are permitted to present information to the Council so that the Council is prepared for regular or special meetings.
 - A. All work sessions are subject to Oregon's public meetings law and must be noticed accordingly.
 - B. Work sessions are intended to allow for preliminary discussions, and the Council is not permitted to take formal or final action on any matter at a work session.
 - C. Work sessions may be called by the Mayor or presiding officer, by the request of three members of council, or by the City Manager.
 - D. The City Manager is to invite any relevant staff to work sessions so that the sessions are as productive as possible.

- VI. **Holidays.** In the event a regular meeting falls on a holiday recognized by the City, the regular meeting for that week shall be cancelled.

- VII. **Location.** Council meetings shall be held in the Community Room located at Carlton City Hall.
 - A. In the event that the Community Room at City Hall is not available for a meeting, or is not suitable for a particular meeting as determined by the City Manager, the Council shall meet at a venue open to the public which is located within the jurisdictional limits of the city.
 - B. Training sessions may be held outside of the City's jurisdictional limits, provided no deliberations toward a decision are made.
 - C. Interjurisdictional meetings may be held outside of the City's jurisdictional limits, but should be held as close as practical to the City, and such meetings shall be located within the jurisdictional boundaries of one of the participating government entities.

- VIII. **Notice.** The City Recorder shall provide notice of all meetings in accordance with Oregon's public meeting law.

- IX. **Attendance.** Members of the Council shall advise the City Manager if they will be unable to attend any meetings. Vacancies for City Councilor positions are defined under Section 31 of the City charter.

CHAPTER 4 – Motions, Debate, Public Comment and Voting

- I. **Motions.** All motions shall be distinctly worded.
 - A. The following rules shall apply to motions:
 1. If a motion does not receive a second, it dies.
 2. The Council will discuss a motion only after the motion has been moved and seconded. Nothing in this section prevents general discussion or expression of opinions before a motion is made.
 3. Any motion shall be reduced to writing if requested by a member of the Council.
 4. A motion to amend can be made to a motion that is on the floor and has been seconded.
 5. No new motion shall be received when a question is under debate except for the following:
 - a. To lay the matter on the table;
 - b. To call for the question;
 - c. To postpone;
 - d. To refer; or
 - e. To amend.
 6. A motion may be withdrawn by the mover at any time without the consent of the Council.
 7. Amendments are voted on first, then the main motion is voted on as amended.
 8. A member of the Council may have a motion which contains several elements divided, but the mover shall have the right to designate which element will be voted on first.
 9. A call for the question is intended to close the debate on the main motion; does not require a second and is not debatable.
 - a. A call for the question is not permitted until all councilors have been given the floor and at least one full opportunity to speak on the main motion.
 - b. A call for the question fails without a majority vote.
 - c. Debate on the main subject resumes if the motion fails.
 10. A motion that receives a tie vote fails.
 11. The presiding officer shall repeat the motion prior to a vote.

12. A motion to adjourn cannot be amended.
- B. **Motion to Reconsider.** A motion to reconsider may only be made by a member of the prevailing side. Any member may second the motion. In the case of a tie vote, neither side is the prevailing side, and a motion to reconsider is therefore not permitted.
 1. No motion, once decided, shall be made more than once in the same meeting.
 2. The motion shall be made before the final adjournment of the meeting when the item goes out of possession of the Council.
- II. Debate.** The following rules shall govern the debate of any item being discussed by the Council:
- A. Every member desiring to speak shall address the presiding officer, and, upon recognition by the presiding officer, shall confine him/herself to the question under debate, at all times acting and speaking in a respectful manner.
 - B. A member, once recognized, shall not be interrupted when speaking unless it is to be called to order, or as herein otherwise provided.
 - C. The member of the Council moving the adoption of any ordinance or resolution shall have the privilege of closing the debate.

CHAPTER 5 – Minutes

- I. Generally.**
- A. All minutes shall be in written form, with an electronic copy maintained by the City Recorder in accordance with the appropriate record retention schedule.
 - B. The minutes shall contain the following information:
 1. The date, time and place of the meeting;
 2. The members present;
 3. The motions, resolutions, orders, ordinances, and measures proposed and their disposition;
 4. The results of all votes and the vote of each member by name;
 5. The substance of any discussion on any matter; and
 6. A reference to any document discussed at the meeting.
- II. Approval.** The Council shall approve all meeting minutes.
- A. All minutes shall be approved within ninety days of the meeting having occurred, or at the next available meeting thereafter.

- B. The draft minutes shall be submitted to the Council as part of the Council's packet prior to the meeting where they will be considered.
- C. Any member of the Council may request an amendment or correction of the minutes prior to a final vote being taken on the minutes.

CHAPTER 6 – Appointments

I. Appointments of Members to Boards, Commissions and/or Committees.

A. Boards and Commissions Appointments

1. The Mayor, in consultation with the applicable Council liaison, will make a recommendation to Council regarding appointments to City commissions, boards and committees, including ad-hoc committees (hereinafter "committees"). All such appointments are subject to confirmation by the City Council.
2. A citizen may not serve on more than one City committee simultaneously without approval of the City Council. A citizen serving on two City committees may not be the chairperson of both City committees simultaneously.
3. The Mayor or any four members of Council may remove a citizen from a City committee prior to the expiration of the term of office subject to the consent of the City Council.
4. Council members shall encourage City committee member participation.

B. Councilor Liaisons

1. The Mayor, in collaboration with Council members, will appoint Councilors to liaison positions to City committees, as the Mayor deems necessary, and subject to the consent of the City Council. The Mayor will consider Council liaison appointments in January of every year or at the Council's annual Goal Setting sessions.
2. The Mayor, in collaboration with council members, will appoint Councilors as liaisons to all non-City commissions, boards and committees as the Mayor deems necessary, subject to the consent of the City Council by resolution.
3. The role of the liaison member is to convey information from the Council to the commission or committee and from the commission or committee to the Council. The member is not to provide direction to the commission or committee, but rather to encourage work plans and recommendations for Council approval.
4. Council members as liaisons will not vote on any issue before the committee.

CHAPTER 7 – Ethics, Decorum, Outside Statements

- I. Ethics.** All members of the Council shall review and observe the requirements of state ethics law. In addition to complying with state ethics law, all members of the Council shall refrain from:
 - A. Disclosing confidential information.
 - B. Taking action which benefits special interest groups or persons at the expense of the City as a whole.
 - C. Expressing an opinion contrary to the official position of the Council without so saying.
 - D. Conducting themselves in a manner so as to bring discredit upon the government of the City.

- II. Decorum.**
 - A. The presiding officer shall preserve decorum during meetings and shall decide all points of order, subject to appeal to the full Council.
 - B. Members of the Council shall preserve decorum during meetings, and shall not, by conversation or action, delay or interrupt the proceedings or refuse to obey the orders of the presiding officer or these rules.
 - C. Members of the City staff and all other persons attending meetings shall observe the Council's rules of proceedings and adhere to the same standards of decorum as members of Council.

- III. Statements to the Media and Other Organizations**
 - A. **Representing City.** If a member of the Council, to include the Mayor, appears as a representative of the City before another governmental agency, the media or an organization to give a statement on an issue, the member may only state the official position of the City, as approved by a majority of the Council.
 - B. **Personal Opinions.** If a member of the Council, to include the Mayor, appears in their personal capacity before another governmental agency, the media or an organization to give a statement on an issue, the member must state they are expressing their own opinion and not that of the City before giving their statement.

CHAPTER 8 – Interactions with Staff & City Attorney

- I. Staff.** All members of the Council shall respect the separation between the Council's role and the City's Manager's responsibility by:
- A. Not interfering with the day-to-day administration of City business, which is the responsibility of the City Manager.
 - B. Refraining from actions that would undermine the authority of the City Manager or a Department Head.
 - C. Limiting individual inquiries and requests for information from staff to those questions that may be answered readily as part of staff's day-to-day responsibilities. Questions of a more complex nature shall be directed to the City Manager.
 1. Questions from individual members of the Council requiring significant time or resources (two hours or more) shall normally require approval of the Council.
 2. Members of the Council shall normally share any information obtained from staff with the entire Council. This section is not intended to apply to questions by members of the Council acting in their individual capacities rather than as members of the Council, nor to questions regarding conflict of interest or similar issues particular to a member of the Council.
- II. City Attorney.** Council members may make requests to the City Attorney for advice related to City business, so long as the request does not require more than two hours per month of the attorney's time. A Councilor may make a request that exceeds two hours per month of attorney time with the concurrence of the majority of the Council.

CHAPTER 9 – Training, Expenses, and Reimbursement

- I. Training.** The Council is encouraged to attend training sessions throughout the year in order to gain knowledge and understanding of their roles as local elected officials in Oregon. These sessions are largely provided through the League of Oregon Cities, Oregon Association of Mayors, and other similar organizations.
- A. Requests to attend training should be coordinated through the City Manager. The City Manager's office shall make all necessary arrangements for any training (e.g. registration, accommodations, etc.)
 - B. The training budget for City Council will be prepared each year by the City Manager and approved by City Council through the annual budget adoption process.

- II. Expenses.** City Councilors will follow the same rules and procedures for expense reimbursement as apply to City employees, as set forth in the policy manual.
- A. Councilor expenditures for non-routine reimbursable expenses in excess of \$500 will require advance Council approval. Routine reimbursable expenses are defined as conference registrations, meeting attendance, mileage, and other similar expenses.
 - B. The City Manager shall provide a monthly report to the City Council of all expenses related to City Councilors.

CHAPTER 10 – Censure and Removal

- I.** The Council may enforce these rules and ensure compliance with City ordinances, charter and state laws applicable to governing bodies. If a member of Council violates these rules, City ordinances, the City charter or state laws applicable to governing bodies, the Council may take action to protect the integrity of the Council and discipline the member with a public reprimand or removal as provided for in the City charter.
- II.** The Council may investigate the actions of any member of Council and meet in executive session under ORS 192.660(2)(b) to discuss any finding that reasonable grounds exist that a violation of these rules, local ordinance, the City charter or state laws applicable to governing bodies has occurred. Sufficient notice must be given to the affected member to afford them the opportunity to request an open hearing under ORS 192.660(2)(b).

CHAPTER 11 – City Council Preparation

- I.** Council members avoid surprising their colleagues or staff. To the maximum extent possible, Council members advise the City Manager in advance of issues or questions they intend to bring up at a public meeting. This refers to issues and questions that the staff would normally anticipate or have researched for that particular meeting. Getting minor questions resolved with staff prior to a public meeting will shorten meetings and move the agenda forward in a timely manner.
- II.** Council members should be prepared for Council or Committee meetings, which includes having read all agendas and supporting documentation prior to a meeting.
- III.** Council members should stay abreast of regional issues affecting neighboring cities, counties, and the operations of other districts or agencies.

CHAPTER 12 – Public Meetings

- I.** Recusal/Conflict of Interest – Any Council member who desires to recuse himself or herself for conflict of interest or any other reason shall do so as soon as the item is called and shall leave the Council Chambers until the item is concluded.
- II.** Any Council member may request a continuance of an item on the agenda if that Council member needs more time to become fully informed and able to render a decision. However, a continuance need not be granted if a majority of the Council deems it necessary to render a decision at the agendized time.
- III.** If any Council member becomes aware of an unexpected issue that may be brought up by a member of the public at a Council, commission or committee meeting, that Council member will, as a courtesy, inform the other Council members and the City Manager to the extent legally possible.
- IV.** Council members are expected to attempt to persuade their colleagues to their point of view through reasoned debate, but also to accept the Council's ultimate decision graciously and as final. Council members should not place the City Manager or staff in the position of having to deal with minority positions which do not further established Council policy.
- V.** The Mayor controls the meeting, and discourages personal attacks of any kind from speakers by encouraging them instead to productively address the issues at hand.
- VI.** The Council listens carefully to the speakers and does not interrupt or engage in debate with speakers. The three-minute period belongs to the speaker.
- VII.** Council members make the reasons for their votes clear to their colleagues and to the public. This is particularly important when the Council is divided on an issue.
- VIII.** Direction to staff must be determined by a majority of the Council and must be clearly identified at the Council meeting. Tacit approval, or lack of disagreement by others, is not considered direction. The Mayor should ensure that the direction staff receives is clear and represents the majority view of the Council.

CHAPTER 13 – Council Interaction and Communication

- I.** Council members treat each other with the respect and courtesy that is their due as residents and public officials.
- II.** Each Council member has the responsibility to initiate action to resolve problems cooperatively and as soon as possible, either directly with other Council members or with the City Manager.

- III. Council members shall not engage in private discussions in violation of Oregon laws related to serial meetings. Council members who feel that a conversation is potentially a violation should express his or her concern immediately and withdraw from the conversation. Council members are expected to honor such concerns and immediately cease the conversation even if they do not agree.
- IV. Personal attacks are always off-limits. Council members start with the assumption that other members have the best interests of the City at heart, even if they disagree with their positions.
- V. Council members should avoid expressions, comments, or opinions of City fault responsibility or liability in any matters involving property damage, personal injury or alleged breach of contract or alleged violation of law.
- VI. These protocols do not, by themselves, carry the weight of law. Council members are expected to abide by them out of a desire to have a well-run City that treats its residents respectfully and with dignity. A governing body that strives to be fair, informed, honest, diligent, dignified, efficient and respectful of others will win the respect and trust of residents.
- VII. If any Council member feels that a protocol is being violated, it is appropriate for that member to discuss it individually with the errant Council member. If the City Manager or staff are involved, it is appropriate to discuss it with the City Manager. If this does not resolve the situation, it is appropriate, as a last resort, to bring up the matter within the Future Agenda Item period of a public meeting and ask for the issue to be put on a future agenda.
- VIII. A principal purpose of the protocols is to establish or uphold procedures and behavior that win the trust of the public by promoting efficient, productive and civil interaction between Council members. Any Council member who habitually ignores these protocols should expect to be called to task by his or her fellow Council members and by the public.

CHAPTER 12 – Amendment and Repeal

- IX. **Amendment.** These rules of procedure are subject to amendment by the Council in accordance with the rules noted herein.
 - A. Any proposed amendment to these rules shall be noted on an agenda for a regular meeting, wherein the same shall be discussed, and open for comment by the public.
 - B. All amendments to these rules requires a majority vote.
 - C. Amended rules shall not go into effect until the meeting after the rule was approved.

- X. Repeal.** These rules of procedure are subject to repeal and replacement by the Council in accordance with the rules noted herein.
- A. Any proposed repeal of these rules shall be accompanied by a proposed replacement.
 - B. Any proposed repeal and replacement of these rules shall be noted on an agenda for a regular meeting, wherein the same shall be discussed, and open for comment by the public.
 - C. Any repeal and replacement of these rules requires a majority vote.
 - A. Any repeal and replacement of these rules shall not go into effect until 30 days after the replacement rule was approved.



CITY COUNCIL AGENDA
TUESDAY, JULY 7, 2020, 7:00 PM
AMERICAN LEGION HALL, 158 E. MAIN STREET, CARLTON

The Mission of the City of Carlton is to safeguard and enhance the vitality and livability of the community by providing essential services with professionalism and integrity.

REGULAR MEETING MATERIAL

7:00 PM CITY COUNCIL REGULAR MEETING	Pages
1. CALL TO ORDER	X
2. ROLL CALL	
3. PLEDGE OF ALLEGIANCE	
4. CHANGES OR ADDITIONS TO THE AGENDA	x – x
5. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS	90 – 104
A. Anthony Stuart appointed to Planning Commission - <i>Confirm Mayor Appointment</i>	90 – 91
B. OR 47 Ad Hoc Committee Appointments - <i>Confirm Mayor Appointments</i>	92 – 104
6. CITIZEN COMMENTS	
<i>This section of the agenda allows members of the public to address the City Council on any item <u>not</u> otherwise on the agenda. Members of the public, when invited by the Mayor, shall come forward, state their name and street address, and direct all comments to the Mayor. Comments are typically limited to three (3) minutes unless additional time is allowed by the Mayor.</i>	
7. CONSENT AGENDA	105 – 110
A. Meeting Minutes – <i>Approve</i>	
1. City Council- June 2, 2020	105 – 108
B. Accounts Payable Report- <i>Information Only</i>	109 - 110
8. ORDINANCES/RESOLUTIONS/DISCUSSION/ACTION ITEMS	111 – 334
A. Public Hearing: Comprehensive Plan /Zone Change 2020-01-Ordinance No. 2020-727- REMOVED	111 – 274
B. Resolution No. 300- Transportation and Growth Management Grant - <i>Approve</i>	275 – 276
C. Quinby purchase agreement of 156 E Monroe Street property - <i>Approve</i>	277 – 283
D. League of Oregon Cities survey - <i>Approve</i>	284 – 299
E. Correspondence regarding Hawn Creek playground equipment – <i>Provide Guidance</i>	300 – 314
F. Petition for Arthur Street closure – <i>Schedule for future Work Session</i>	315 – 316
G. USIC Service Agreement - <i>Approve</i>	317 – 334
9. COUNCIL LIASION REPORTS	
A. Tourism	
B. Carlton Business Association	
C. Other	
10. ADJOURNMENT	



Application for Boards/Commission

Contact Information

Name:	Anthony Stuart
Street Address:	11450 NE Kuehne Rd
Mailing Address:	
City/State/Zip Code:	Carlton, OR 97111
Cell Phone:	
Work Phone:	503-852-1427
E-Mail Address:	awstuart@gmail.com

Background

Years of Residence in Carlton:	2003-2006, then 2015 to Present
Place of Employment:	Self-Employed
Occupation:	Attorney
Educational Background:	Yamhill-Carlton HS, Diploma - 2004 University of Arizona, Bachelor's - 2007 Stetson University College of Law, JD - 2013
Prior Civic Activities:	Big Brothers, Big Sister - Big Brother Land Use consulting for city & county development Pro bono legal services and business consulting

Boards/Commissions of Interest

Please check which Boards/Commission your requesting to serve on:

- | | |
|--|---|
| <input type="checkbox"/> City Council | <input type="checkbox"/> Visit Carlton Tourism Committee |
| <input type="checkbox"/> Budget Committee | <input type="checkbox"/> Ad-hoc Advisory Committee |
| <input checked="" type="checkbox"/> Planning Commission | _____ |

Special Skills or Qualifications

Summarize any special training, skills or experience you may have pertinent to the Board/Commission to which you are applying.

I am a licensed attorney and have handled business, regulatory and land use matters in Oregon since returning to Carlton since 2015.

Motivation

Discuss your motivation for serving on this Board/Commission.


I had seen a public notice indicating that the City needed assistance on the planning commission earlier in 2020 but assumed that other community members would have stepped up to fill the role. I noticed this was posted again at the post office, which led me to believe the city still needed to fill the same role or that another had become vacant. I have had the ability to live in Carlton over 2 different time periods, first as a young adult (not by choice) and later as an adult (by choice) and I have a viewpoint that focuses on how the community can sustainably grow while keeping its charm.

Special Notice

Please be advised that members of the City Council and Planning Commission are required to file an annual **Statement of Economic Interest** with the State of Oregon. A sample reporting form is available from Carlton City Hall indicating the type of information you will be required to disclose if you are appointed.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	Anthony Stuart
Signature	
Date	May 20, 2020

Our Policy

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Thank you for completing this application form and for your interest in volunteering with us.



To: The Mayor and Members of the City Council
From: Dennis Durham, City Manager
Subject: OR-47 Project Ad-Hoc Committee
Date: July 1, 2020

At its regular meeting of June 2, 2020, the City Council adopted the following OR-47 Ad Hoc Committee membership, mission, and membership guidelines.

Approved Ad-Hoc Committee Guidelines

Membership

- The City will accept applications from Carlton citizens who wish to serve on the committee and make appointments at their regular meeting on July 7, 2020.
- Total number of members shall not exceed 11 members (including two members of the City Council). Members of Council shall not serve in a chairperson or vice-chairperson capacity. One member shall be appointed committee secretary for the purpose of taking meeting minutes.
- The committee shall remain active until the project is closed out. If vacancies occur, Council will solicit applications for replacements and make additional appointments as needed.

Mission

- Review and make recommendations to Council for approval of an Intergovernmental Agreement (IGA) governing the key elements of the newly constituted project.
- Meet regularly with staff and the ODOT team to review progress and report to Council.
- Advise Council on upcoming events and/or project changes.

Meeting Schedule

- The Committee shall meet at least monthly (or more frequently when necessary).

Staff posted a call for applications from volunteers to serve on the committee on the City's website and on Nextdoor as is standard practice. The following applications have been submitted to date from the following Carlton residents wishing to serve.

This facility is ADA accessible.

If you need special accommodation please contact the City Recorder at 503.852.7575 at least 24 hours prior to this meeting.



Application for Boards/Commission

Contact Information

Name: Joni Anderson
 Street Address: 710 West Grant Street
 Mailing Address: P.O. Box 370
 City/State/Zip Code: Carlton, Oregon 97111
 Home Phone: 503-806-4303
 Work Phone: 503-852-0190
 E-Mail Address: dlanderson@macnet.com

Background

Years of Residence in Carlton: 31
 Place of Employment: DL Anderson Co/violet Rose self employed
 Occupation: Sales
 Educational Background: Washington State University in Physical Education and Home Economics

Prior Civic Activities: Founding member of YCTC held board positions, Carlton Parent Organization President, Past Soroptimist, YC Booster Club President, Youth Football Coordinator and Baseball commissioner, Hospice of Yamhill County-Turkey Rama, Volleyball Coach... City of Carlton Budget Committee & I ran the Pool!

Boards/Commissions of Interest

Please check which Boards/Commission your requesting to serve on:

- City Council
- Budget Committee
- Planning Commission
- Visit Carlton Tourism Committee
- Ad-hoc Advisory Committee

Special Skills or Qualifications

Summarize any special training, skills or experience you may have pertinent to the Board/Commission to which you are applying.

I have years of experience being out in the different cities of the Northwest to see how downtowns have kept viable. My husband and I have a wholesale business specializing in tourism souvenirs and gifts. I am also very passionate about keeping Carlton the "Great Little Town" it is I also was involved in McMinnville's downtown association. We owned an Art Gallery there for 10 years and had a little involvement with their economic development. In McMinnville we remodeled a Historic Building and worked with the state with their guidelines. I was very involved with curating and marketing art & artists.

Motivation

Discuss your motivation for serving on this Board/Commission.

I would like to give back to our community and be a part of this exciting project. I also have a very open creative mind that I think I can give to the project.

Special Notice

Please be advised that members of the City Council and Planning Commission are required to file an annual **Statement of Economic Interest** with the State of Oregon. A sample reporting form is available from Carlton City Hall indicating the type of information you will be required to disclose if you are appointed.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed) Joni Anderson

Signature

Date June 12, 2020

Our Policy

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Thank you for completing this application form and for your interest in volunteering with us.



Application for Boards/Commission

Contact Information

Name:	Annette Madrid
Street Address:	709 S. Park Street
Mailing Address:	PO Box 683
City/State/Zip Code:	Carlton, OR 97111
Home Phone:	cell/503/857-2255
Work Phone:	503/472-4055
E-Mail Address:	viggovirgo@hotmail.com

Background

Years of Residence in Carlton:	30
Place of Employment:	Yamhill County HHS
Occupation:	case manager
Educational Background:	HS diploma, BFA Wayne State University (Detroit, MI) MBA classes at Portland State (no degree)
Prior Civic Activities:	Prior Board Member, CarltonTogether Cares ASPIRE, Yamhill-Carlton High School (9 years) Carlton Pedestrian & Street Safety Committee Carlton Pool House Fund Committee Carlton Skatepark Committee

Boards/Commissions of Interest

Please check which Boards/Commission your requesting to serve on:

- | | |
|--|---|
| <input type="checkbox"/> City Council | <input type="checkbox"/> Visit Carlton Tourism Committee |
| <input type="checkbox"/> Budget Committee | <input checked="" type="checkbox"/> Ad-hoc Advisory Committee |
| <input type="checkbox"/> Planning Commission | <u>Hwy 47 Re-Route</u> |

Special Skills or Qualifications

Summarize any special training, skills or experience you may have pertinent to the Board/Commission to which you are applying.

My previous experience on the ad-hoc Carlton Street & Pedestrian Safety Committee gives me the history and knowledge to tackle this project (within the scope of the role) of the OR-47 Reconstruction parameters. My past knowledge would be valuable to the city in moving the path forward. I am a respectful communicator and can work with diverse groups of people.

Motivation

Discuss your motivation for serving on this Board/Commission.

To bring together diverse viewpoints in a way that serves the citizens, businesses, and ODOT liaison to plan/complete the re-route as provided for in the comprehensive Carlton Transportation Plan.

Special Notice

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Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	Annette Madrid
Signature	
Date	6/13/20

Our Policy

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Thank you for completing this application form and for your interest in volunteering with us.



Application for Boards/Commission

Contact Information

Name:	Hans Erik Nordstrom
Street Address:	102 S 6th ST
Mailing Address:	102 S 6th ST
City/State/Zip Code:	Carlton OR 97111
Home Phone:	503-852-6867
Work Phone: Cell	503-857-6412
E-Mail Address:	nordstro@up.edu

Background

Years of Residence in Carlton:	14
Place of Employment:	University of Portland
Occupation:	Associate Professor of Mathematics
Educational Background:	BS Mathematics & English Lit. [1996], Lewis & Clark College; MS [2001] and PhD [2005] Mathematics, UO
Prior Civic Activities:	YCTC Board member, 2017-present; Board president July 2019-present. I am also a returned Peace Corps Volunteer [Ghana, '96-98]

Boards/Commissions of Interest

Please check which Boards/Commission your requesting to serve on:

- | | |
|--|---|
| <input type="checkbox"/> City Council | <input type="checkbox"/> Visit Carlton Tourism Committee |
| <input type="checkbox"/> Budget Committee | <input checked="" type="checkbox"/> Ad-hoc Advisory Committee |
| <input type="checkbox"/> Planning Commission | OR-47 |

Special Skills or Qualifications

Summarize any special training, skills or experience you may have pertinent to the Board/Commission to which you are applying.

My work as a professor includes teaching service courses including those for educate engineers, including civil engineers and urban and environmental planners.

Motivation

Discuss your motivation for serving on this Board/Commission.


I was asked by Dennis Durham to apply; he felt my current service roles to the community would be an important asset on the committee.

Special Notice

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Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	Hans Erik Nordstrom
Signature	
Date	6/12/2020

Our Policy

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Thank you for completing this application form and for your interest in volunteering with us.



Application for Boards/Commission

Contact Information

Name: **DUSTIN WYANT**
 Street Address: **1060 S. Park St.**
 Mailing Address: **1060 S. Park St**
 City/State/Zip Code: **Carlton OR 97111**
 Cell Phone: **503 780 3591**
 Work Phone: **503 852-0325**
 E-Mail Address: **dustin@parkandmaincarlton.com**

Background

Years of Residence in Carlton: **10**
 Place of Employment: **Park & Main**
 Occupation: **Self Employed**
 Educational Background: **B.S. Management & Marketing
University of Virginia**
 Prior Civic Activities: **• Board Member & Vice President - 3yrs
Merrimville Downtown Assoc.
• President Dundee Civic Association - 2yrs
• Montana Travel Tourism Advisory Committee
Glacier Country Region - 10yrs**

Boards/Commissions of Interest

Please check which Boards/Commission your requesting to serve on:

- City Council
 - Budget Committee
 - Planning Commission
 - Visit Carlton Tourism Committee
 - Ad-hoc Advisory Committee
- ODOT**

Special Skills or Qualifications

Summarize any special training, skills or experience you may have pertinent to the Board/Commission to which you are applying.

- Worked with community & ODOT in Dundee to facilitate the By-pass including local & state elected officials
- Worked with Glacier County Tourism Region regarding all tourism issues including construction & repair of Going to the Sun Highway

Motivation

Discuss your motivation for serving on this Board/Commission.

I live in Carlton, own a business here and want it to be the best it can be.

Special Notice

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Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)

Signature

Date

Dustin Wyant
Dustin Wyant
6/19/2020

Our Policy

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Thank you for completing this application form and for your interest in volunteering with us.



Application for Boards/Commission

Contact Information

Name:	Ginger Williams
Street Address:	837 W Main St
Mailing Address:	PO Box 36
City/State/Zip Code:	Carlton OR 97111
Home Phone:	503-476-5481
Work Phone:	
E-Mail Address:	williams_g@comcast.net

Background

Years of Residence in Carlton:	since 1976 (44 yrs)
Place of Employment:	self employed
Occupation:	Bookkeeper
Educational Background:	
Prior Civic Activities:	Carlton City Council (2003 - 2014) Carlton Business Assoc (City Liaison 2012-2014) Yamhelas Westsider Trial Marketing (2012-2014) Carlton Community Foundation Treasurer (2012-2014) Yamhill Watershed Stewardship Fund Event Coord. 2017

Boards/Commissions of Interest

Please check which Boards/Commission your requesting to serve on:

- | | |
|--|---|
| <input type="checkbox"/> City Council | <input type="checkbox"/> Visit Carlton Tourism Committee |
| <input type="checkbox"/> Budget Committee | <input checked="" type="checkbox"/> Ad-hoc Advisory Committee |
| <input type="checkbox"/> Planning Commission | <u>OR-47 Reconstruction</u> |

Special Skills or Qualifications

Summarize any special training, skills or experience you may have pertinent to the Board/Commission to which you are applying.

Over the years I have participated in many communications workshops via OSU Extension Service, Ford Family Foundation, etc.

I'm a good listener and I work at building consensus. I do my homework and come to meetings prepared.

Motivation

Discuss your motivation for serving on this Board/Commission.

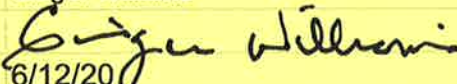
I love Carlton and I want to see it grow and expand in a way that best serves its citizens and the community at large. I'm particularly interested in preserving our Historic Downtown District and I believe the re-routing of Hwy 47 is vital to this effort. I also believe it can be a win-win for all involved.

Special Notice

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Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	Ginger Williams
Signature	
Date	6/12/20

Our Policy

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Thank you for completing this application form and for your interest in volunteering with us.



Application for Boards/Commission

Contact Information

Name: *HEATHER McINNES*

Street Address: *500 N. Gilwood*

Mailing Address: *P.O. Box 82*

City/State/Zip Code: *CARLTON, OR 97111*

Cell Phone: *503.338.9685*

Work Phone:

E-Mail Address: *HeatherbellsFloral81@hotmail.com*

Background

Years of Residence in Carlton: *12*

Place of Employment: *Homebased Florist*

Occupation:

Educational Background: *YC class of 2000*

Prior Civic Activities: *None*

Boards/Commissions of Interest

Please check which Boards/Commission your requesting to serve on:

- City Council
 - Budget Committee
 - Planning Commission
 - Visit Carlton Tourism Committee
 - Ad-hoc Advisory Committee
- ODOT*

Special Skills or Qualifications

Summarize any special training, skills or experience you may have pertinent to the Board/Commission to which you are applying.

*Raising kids is a community effort.
Concern for safety of all kids.*

Motivation

Discuss your motivation for serving on this Board/Commission.

*To be a voice of inclusion and working to help
find common ground.*

Special Notice

Please be advised that members of the City Council and Planning Commission are required to file an annual **Statement of Economic Interest** with the State of Oregon. A sample reporting form is available from Carlton City Hall indicating the type of information you will be required to disclose if you are appointed.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)

Signature

Date

*HEATHER McInnis
HMcInnis
6/23/2020*

Our Policy

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Thank you for completing this application form and for your interest in volunteering with us.



City Council Minutes
June 2, 2020
City Hall, 191 E. Main Street, Carlton, Oregon

URBAN RENEWAL MEETING**6:45 PM****1. CALL TO ORDER/AGENDA REVIEW**

Mayor Brian Rake called the meeting to order at 6:45 PM. No changes were made to the work session agenda.

ROLL CALL

Members Present: Mayor Brian Rake, Councilors Shirley Ward-Mullen, Scott Carl, Carey Rhoads, Amy Wilder, Kathy Rich and Linda Watkins

Members Absent:

Staff Present: City Manager Dennis Durham, Director of Administrative Services Christy Martinez, Utility Clerk Morgan Shelton, Community and Economic Development Coordinator Aimee Amerson

Others Present: Grant Erickson, Bonnie Ingham, Angie P., Patty Williams, Deb Galardi, Jeff Weiss, Debbie Early, Gabe Morales and Suzan Turrell.

2. PUBLIC HEARING**6:45 PM****A. Fiscal Year 2020/21 Carlton Urban Renewal Budget**

Director of Administrative Services Christy Martinez stated that staff recommends that the Carlton Urban Renewal Agency approve and authorize the CURA Chairperson to sign Resolution No 2020-6 adopting the Urban Renewal Agency budget for fiscal year 2020-2021 that was approved by budget committee.

Public Hearing opened and closed at 6:46 PM

MOTION: Carl/Ward-Mullen to approve and authorize the CURA Chairperson to sign Resolution No 2020-6 adopting the Urban Renewal Agency budget for fiscal year 2020-2021, making appropriations, and a declaration of tax increment. Motion carried (7 Yes/0 No/0 Absent /0 Abstain).

3. ADJOURN TO REGULAR MEETING

The work session adjourned at 6:48 PM.

REGULAR MEETING**7:00 PM****1. CALL TO ORDER**

Mayor Brian Rake called the regular meeting to order at 7:00 PM.

ROLL CALL

Members Present: Mayor Brian Rake, Councilors Shirley Ward-Mullen, Scott Carl, Carey Rhoads, Amy Wilder, Kathy Rich and Linda Watkins

Members Absent: None

Staff Present: City Manager Dennis Durham, City Attorney Walt Gowell, Utility Clerk Morgan Shelton, Community and Economic Development Coordinator Aimee Amerson, Gordon Munro and Police Chief Kevin Martinez

Others Present: Grant Erickson, Bonnie Ingham, Angie P., Patty Williams, Deb Galardi, Jeff Weiss, Debbie Early, Gabe Morales and Suzan Turrell.

PLEDGE OF ALLEGIANCE

7:00 PM

The Pledge of Allegiance was performed.

CHANGES OR ADDITIONS TO THE AGENDA

7:01 PM

Mayor Rake made two additions to the agenda, a performance evaluation discussion for City Manager Dennis Durham and discussion regarding a letter sent to Planning Commissioner Grant Erickson.

2. PUBLIC HEARING

7:02 PM

Fiscal Year 2020/21 State Revenue Sharing (SRS) Funds **(Legislative Hearing)**

Mayor Rake opened the public hearing. Christy Martinez stated that the budget committee met and agreed to electing allocate state revenue shared funds to the street fund for FY21. Mayor Rake opened public testimony and no citizens appeared to comment. Public testimony closed.

- Resolution No. 2020-294- Declaring the City's Election to Receive State Revenues

MOTION: Wilder/Rhoads to approve and authorize the Mayor to sign Resolution No. 2020-294 declaring the City's election to receive State Revenues in Fiscal Year 2021. Motion carried (7 Yes/0 No/0 Absent /0 Abstain).

- Resolution No. 2020-296- Certifying the City's Eligibility to Receive State Funds

MOTION: Ward-Mullen/Wilder to approve and authorize the Mayor to sign Resolution No. 2020-296 certifying the eligibility of the City of Carlton to receive state revenue shared funds. Motion carried (7 Yes/0 No/0 Absent /0 Abstain).

Fiscal Year 2020-21 City Budget

(Legislative Hearing)

Mayor Rake opened the public hearing. Christy Martinez reported that the budget committee met and approved the proposed FY21 budget and recommends approval. Mayor Rake opened public testimony and Jeff Weiss letter was read into the record. Public testimony closed.

- Resolution No. 2019-298- Adopting the Fiscal Year 2020-21 City Budget, Making Appropriations, and Imposing and Categorizing the Tax

MOTION: Wilder/Carl to approve and authorize the Mayor to sign Resolution No. 2020-298 adopting the fiscal year 2020-21 city budget, making appropriations, and imposing and categorizing the tax. Motion carried (4 Yes [Rake, Carl, Ward-Mullen, Wilder]/3 No [Maher, Watkins, Rhoads]/0 Absent /0 Abstain).

Mayor Rake closed the public hearing at 7:30 PM.

3. CITIZEN COMMENTS

7:30 PM

Suzan Turrell- Spoke regarding upcoming Zone Change on July Agenda. She spoke of affordable housing, environmental preservation, mixed used space instead of proposal of R-2 and R-3.

Debbie Early- Concerned with the building of homes and utilities in a wetland area.

4.CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS**7:36 PM****5.CONSENT AGENDA****7:36 PM**

- A. **Meeting Minutes – Approve**
 - 1. **City Council Work Session Minutes – May 5, 2020**
- B. **City Manager’s Report-Information only**
- C. **Accounts Payable Report – Accept**
- D. **Letter from Sheriff Svenson-Accept**

MOTION: Carl/Ward-Mullen to approve the consent agenda including City Council meeting minutes from May 5, 2020, the City Manager’s report, the accounts payable report and a letter of support from Sheriff Svenson. Motion carried (7 Yes/0 No/0 Absent /0 Abstain).

6.ORDINANCES/RESOLUTIONS/DISCUSSION/ACTION ITEMS**7:37 PM****A. Resolution No. 2020-295 Updating Master Fee Schedule**

Christy Martinez presented the proposed Master Fee Schedule with updates to the water and sewer rates, System Development Charges and copy costs. Additions to the master fee schedule included court fees, hydrant hookups, Hawn Creek park rental and clarify language on records request.

MOTION: Carl/Ward-Mullen to approve and authorize the Mayor to sign Resolution No. 2020-295 Updating the Master Fee Schedule revising fees and charges for the City of Carlton with the rates included in the adoption of the FY21 Budget. Motion carried (7 Yes/0 No/0 Absent /0 Abstain).

B. Resolution No. 2020-297 FY19/20 Budget Adjustments**7:40 PM**

Christy Martinez explained the budget adjustments on debt service for the Meadow Lake Transmission Line, the Wastewater Master Plan and donation monies received for destination lighting and police equipment.

MOTION: Wilder/Maher to approve and authorize the Mayor to sign Resolution No. 2020-297, authorizing budget adjustments for Fiscal Year 19-20. Motion carried (7 Yes/0 No/0 Absent /0 Abstain).

C. Resolution No. 2020-299 Wastewater Methodology**7:43 PM**

Mayor Rake opened the public hearing. Deb Galardi with Galardi Consulting LLC presented the proposed changes to the wastewater methodology to include an improvement fee and reimbursement fee. Mayor Rake opened public testimony and no citizens appeared to comment.

Public Hearing closed at 7:50 PM.

MOTION: Ward-Mullen/Rhoads to approve and authorize the Mayor to sign Resolution No. 2020-299 updating the Sewer SDC Methodology. Motion carried (7 Yes/0 No/0 Absent /0 Abstain).

D. Acceptance of 2020 Street Improvement Paving Bid**7:51 PM**

City Engineer Gordon Munro with Tetra Tech presented the lowest bid received which was Baker Rock for the 2020 Monroe Street Improvement Paving project at \$170,377.00.

MOTION: Wilder/Carl to accept the 2020 Street Improvement Paving Bid from Baker Rock at \$170,377.00 and to give notice of intent to award. Motion carried (7 Yes/0 No/0 Absent /0 Abstain).

E. ACORN Wars September Event**7:56 PM**

Aimee Amerson presented the Acorn Wars event and explained that the applicant is wanting to set up the event as the past year. Amerson added that the applicant has stated that they would meet all COVID -19 regulations set by the State at the time of the event.

MOTION: Watkins/Rhoads to approve the ACORN Wars September event and use of Wennerberg Park. Motion carried (7 Yes/0 No/0 Absent /0 Abstain).

F. Renew State of Emergency Declaration**7:56 PM**

Mayor Rake explained the need to renew the State of Emergency due to COVID-19 to July 8th, 2020.

MOTION: Rake/Ward-Mullen to renew State of Emergency expiring July 8th, 2020. Motion carried (7 Yes/0 No/0 Absent /0 Abstain).

G. ODOT Highway 47 Ad-Hoc Committee**7:57 PM**

Councilor Ward-Mullen recommended that the two council members serving on the ODOT Highway 47 Ad-Hoc committee represent a councilor that was in favor of the reroute and one that was not in favor of the reroute. She also feels that the community members serving on the committee should have a strong knowledge of the project.

Councilor Maher added that it would be beneficial to have community members serving on the committee that have a background in construction or experience with large projects of this nature.

H. Dennis Durham Performance Evaluation**8:02 PM**

Mayor Rake stated that he is working with Councilors Ward-Mullen and Wilder to create a process for the city manager performance evaluation.

I. Grant Erickson Letter**8:08 PM**

City Attorney Walt Gowell discussed a comment that was made during a Planning Commission meeting which questioned the integrity and honesty of the City Council. The comment was made by Planning Commissioner Grant Erickson. Gowell explained that City Manager Dennis Durham started an investigation and contacted Grant Erickson in writing, requesting further information regarding his statement. Investigation is closed due to lack of evidence.

7. ADJOURNMENT

The regular meeting adjourned at 8:20 PM.

APPROVED by the City of Carlton City Council on July 7, 2020.

ATTEST:

Kayla Baker, Office Specialist

Brian Rake, Mayor

Accounts Payable

Checks by Date - Summary by Check Date

User: aamerson
 Printed: 6/30/2020 9:07 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
56533	RoyCar	Carol Roy	06/03/2020	50.00
56534	CenLin	CenturyLink	06/03/2020	507.87
56535	ClItBan	Citizens Bank	06/03/2020	2,588.55
56536	Comcas	Comcast	06/03/2020	153.63
56537	Con Car	Carole Connell	06/03/2020	2,765.36
56538	DatPro	Dataprose	06/03/2020	594.28
56539	DavAut	Davison Auto Parts	06/03/2020	1,459.48
56540	InnTec	Innova NW	06/03/2020	59.85
56541	Leaf	Leaf	06/03/2020	242.00
56542	LowHom	LOWE'S Home Improvement	06/03/2020	44.23
56543	OnliNW	McMinnville Access Co. DBA Online Nortl	06/03/2020	476.00
56544	MunCor	Municipal Code Corporation	06/03/2020	225.00
56545	OneCal	One Call Concepts, Inc.	06/03/2020	52.80
56546	OreRevCT	Oregon Department Of Revenue	06/03/2020	300.00
56547	Ward J	Jill M Ward	06/03/2020	191.25
56548	YamShe	Yamhill County Sheriff's Office	06/03/2020	96.00
Total for 6/3/2020:				9,806.30
56527	Aflac	AFLAC	06/05/2020	37.00
56528	9985	CIS	06/05/2020	24,808.51
56529	9981	EFTPS	06/05/2020	8,981.17
56530	OreRev	Oregon Dept. of Revenue	06/05/2020	2,491.40
56531	9100	PERS	06/05/2020	6,140.73
56532	10004	VOYA- State of Oregon Plan	06/05/2020	450.00
Total for 6/5/2020:				42,908.81
56549	AirNor	Airgas USA, LLC	06/10/2020	239.40
56550	Axon	Axon Enterprise, Inc.	06/10/2020	3,700.05
56551	ProBui	Builders FirstSource	06/10/2020	46.19
56552	CarCor	Carlton Corner Service	06/10/2020	659.00
56553	CasInc	Caselle, Inc.	06/10/2020	136.00
56554	ClItBan	Citizens Bank	06/10/2020	2,588.55
56555	CitSwe	City Sweepers, LLC.	06/10/2020	1,672.50
56556	Comcas	Comcast	06/10/2020	313.93
56557	EdgAna	Edge Analytical Inc	06/10/2020	206.30
56558	FarEle	Farnham Electric Co.	06/10/2020	1,240.12
56559	FenMas	Fence Master Fence Co.	06/10/2020	977.55
56560	FirFedCC	First Federal Card Services	06/10/2020	2,301.99
56561	GalCon	Galardi Consulting,LLC	06/10/2020	1,050.00
56562	LanCor	Corey Lane	06/10/2020	204.00
56563	NewReg	News-Register	06/10/2020	791.77
56564	OreHea	OHA-Drinking Water Services	06/10/2020	2,000.00
56565	OvsKub	OVS	06/10/2020	146.71
56566	PorGen	Portland General Electric	06/10/2020	959.59
56567	RecWes	Recology Western Oregon	06/10/2020	193.85

Check No	Vendor No	Vendor Name	Check Date	Check Amount
56568	RosRec	Ross Recreation	06/10/2020	5,726.00
56569	Univar	Univar Solutions	06/10/2020	1,783.05
56570	VinBou	VinBound Marketing	06/10/2020	700.00
56571	WilFar	Wilco Farmers	06/10/2020	1,524.52
56572	XylWat	Xylem Water	06/10/2020	1,447.54
Total for 6/10/2020:				30,608.61
56577	AmeAim	Aimee Amerson	06/17/2020	2,827.44
56578	Comcas	Comcast	06/17/2020	87.67
56579	EdgAna	Edge Analytical Inc	06/17/2020	429.30
56580	FirFedCC	First Federal Card Services	06/17/2020	1,119.56
56581	NewReg	News-Register	06/17/2020	99.00
56582	PorGen	Portland General Electric	06/17/2020	4,116.26
56583	StaRan	Randy Stapilus	06/17/2020	15.00
56584	SieSpr	Sierra Springs	06/17/2020	37.21
Total for 6/17/2020:				8,731.44
56573	9981	EFTPS	06/20/2020	8,787.75
56574	OreRev	Oregon Dept. of Revenue	06/20/2020	2,457.66
56575	9100	PERS	06/20/2020	6,244.82
56576	10004	VOYA- State of Oregon Plan	06/20/2020	450.00
Total for 6/20/2020:				17,940.23
56585	AmeMai	American Maid LLC	06/24/2020	1,010.00
56586	CanSol	Canon Financial Services, Inc.	06/24/2020	590.46
56587	CarTru	Carlton Truck Shop	06/24/2020	110.00
56588	Comcas	Comcast	06/24/2020	165.26
56589	CorMai	Core & Main LP	06/24/2020	42.00
56590	EdgAna	Edge Analytical Inc	06/24/2020	49.70
56591	Holst	Holst	06/24/2020	40,766.75
56592	LanFor	Landmark Ford	06/24/2020	24,019.40
56593	LGPI	LCOG	06/24/2020	615.00
56594	MotSol	Motorola Solutions	06/24/2020	1,359.15
56595	NewReg	News-Register	06/24/2020	279.77
56596	PorGen	Portland General Electric	06/24/2020	802.44
56597	Rodda	Rodda	06/24/2020	102.84
56598	VerWir	Verizon Wireless	06/24/2020	80.02
56599	WirWor	Wire Works LLC	06/24/2020	1,656.09
56600	YamCom	Yamhill Communications Agency	06/24/2020	2,798.75
Total for 6/24/2020:				74,447.63
Report Total (74 checks):				184,443.02

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News-Register

KEEPING YOU CONNECTED

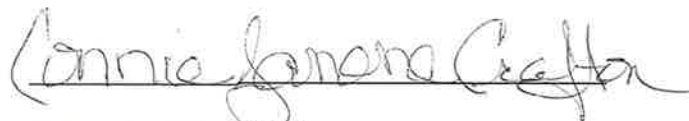
611 NE Third Street • (503) 472-5114 • www.NewsRegister.com
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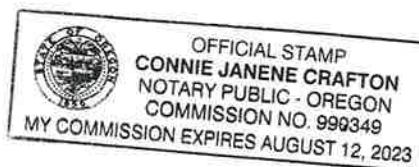
STATE OF OREGON } ss.
County of Yamhill

I, Roxanne Crafton
being first duly sworn, depose and say that I am the
Legal Clerk, of the NEWS-REGISTER, a newspaper of
general circulation as defined by O.R.S. 193.010 and
O.R.S. 193.020 published two times each week at
McMinnville, County of Yamhill, State of Oregon, and
that **City of Carlton - Public Hearing city File
#CPA/ZC 2019-02- - June 12, 2020**
Subscribed and sworn before me this **6/16/2020** .





Notary Public for Oregon
My Commission Expires 08/12/2023



NOTICE OF A PUBLIC HEARING

CITY OF CARLTON

NOTICE IS HEREBY GIVEN that the Carlton City Council will hold a public hearing on Tuesday, July 7, 2020, at 7:00 pm at the American Legion Hall, located at 158 East Main Street, Carlton to consider:

City File #CPA/ZC 2019-02 TJA, LLC – Request to the City of Carlton for approval of a Comprehensive Plan Amendment and Zone Change from Agricultural Holding (AH) to Residential-Medium Density or R-2 (11.97 acres) and Residential-Medium High Density or R-3 (1.97 acres) in order to build new residential buildings. The property is currently zoned Agricultural Holding (A-H) and is

located at 10215 NE Old McMinville Highway, further described as Assessors Map R3422, Tax Lot 01300. The relevant standards and criteria are found in the Carlton Development Code as follows:

- *17.48 Agricultural holding (AH)
- *17.28 Residential-Medium High-Density R-3 District
- *17.22 Residential-Medium Density R-2 District
- *17.180 Zone Change
- *17.212 Type IV Actions (Zone Change)
- *17.196 Public Hearing Before the Planning Commission
- *17.200 Reviews and Public Hearing by City Council
- *Carlton Comprehensive Plan, Transportation System Plan, Park Plan

HOW TO PARTICIPATE: Any person desiring to speak either for or against the proposal may do so in person or by authorized representative at the public hearing. In addition, written comments may be submitted prior to the hearing with the City Recorder at City Hall. The documents, evidence, or staff report relied upon will be available for inspection at City Hall seven days prior to the hearing at no cost and will be provided at a reasonable cost. Public comments shall address the relevant criteria. Failure of an issue to be raised in the hearing, in person or in writing, or failure to provide sufficient specificity to afford the City Council an opportunity to respond to an issue means that

an appeal on that issue cannot be filed with the State Land Use Board of Appeals.

The meeting is accessible to the disabled. If you have the need for special accommodation to attend or participate in the hearing, please notify Aimee Amerson 24 hours before the hearing at 503-852-7575.

For further information or to review the file, please contact the City Planner Carole Connell at connellpc@comcast.net or Community and Economic Development Coordinator Aimee Amerson at aamerson@ci.carlton.or.us.

NR Published June 12, 2020

RECOMMENDATION FROM THE CITY OF CARLTON PLANNING COMMISSION

CITY STAFF REPORT

DATE: June 29, 2020
FILE: Comprehensive Plan Map Amendment and Zone Change
City File #CPA.ZC 2020-01
FROM: Carole Connell, Carlton City Planner
HEARING DATE: Carlton City Council on July 7, 2020

APPLICANT: TJA, LLC
9110 NW Clay Pit Road
Yamhill, OR 97148

OWNER: Larry and Cheryl Park
10215 NE Old McMinnville Highway
Carlton, OR 97111

REQUEST: A Comprehensive Plan & Zone Map Amendment for 13.94 acres from Agricultural Holding AH to Residential – Medium Density R-2 (11.97 acres), and to Residential - Medium-High Density R-3 (1.97 acres)

SUBJECT LOCATION: 10215 NE Old McMinnville Highway. An 18.96-acre parcel, Tax Lot 1300 Section 22 T3S R4W; with access to Old McMinnville Highway to the east and adjoining the south boundary of JR Meadow subdivision on E. Main Street

PLAN DESIGNATION: Comprehensive Plan Map: Agricultural Holding
Zoning: Agricultural Holding AH

CRITERIA: Carlton Development Code (CDC) Chapters 17.48 AH and 17.22 R-2 & 17.28 R-3 Zones; 17.180 Zone Change; 17.196 - 200 Public Hearings Before the Planning Commission and City Council; 17.212 Type IV Actions; Carlton Comprehensive Plan; TSP Future Street Plan; Carlton Parks and Recreation Plan

ENCLOSURES: Applicant's Zone Change application materials, plans PO-01 to PO-06, Traffic Impact Analysis by Lancaster Mobley, March 2020; Carlton TSP map, Ag parcels in use map, FIRM Map May 2010, 1981 Carlton UGB map.

I. REQUEST

On May 18, 2020 the Planning Commission approved a Preliminary Land Partition to divide the subject parcel into two parcels in order to separate the land inside the Carlton city limits/UGB

from the portion outside the city. When the final partition plat is recorded the 18.96-acre parcel is proposed to be divided on the City/County jurisdictional boundary line as follows:

- Parcel 1: 13.94 acres (City)
- Parcel 2: 5.02 acres (County)

On May 18, 2020 subject to the final partition approval and recording, the Planning Commission also recommended approval of a Comprehensive Plan and Zone Map change for Parcel 1 from Agricultural Holding to Residential Medium-Density R-2 on an estimated 11.97 acres, and Residential Medium-High Density R-3 on an estimated 1.97 acre portion of the city parcel.

The request does not include a development plan approval. However, a 77- 182-unit development could be built inside the city if the zone change is approved by City Council. The applicants Exhibit A Sheet PO-06 indicates a tentative conceptual plan for 56 single family dwellings and 22 or more multi-family dwellings. The applicant has provided the plan so that neighbors, city residents and city officials are aware of the owner's intent and preliminary impacts. If the zone change is approved by City Council, the applicant must file a detailed subdivision and development plan for Planning Commission consideration. If a preliminary subdivision plan is approved the applicant shall design engineered construction plans in accordance with city public facility requirements for City Public Works and Engineering review and approval.

Site: The subject property is inside the City limits and the Carlton Urban Growth Boundary (UGB) and is planned for urban development. It is currently zoned Agricultural Holding and is vacant. The parcel is adjoined by Carlton elementary school, residential housing and vacant land zoned R-1 and R-2 to the north and west, and Agricultural Holding zoning to the south. The parcel outside the city/UGB is farmland zoned by Yamhill County EFU 80-acre minimum. There are no permanent structures on the site

Sheet PO-02 Existing Conditions indicates varied topography with elevations ranging from 145' to 175'. The FEMA FIRM flood hazard area crosses the parcel in the upper right-hand corner denoting the Hawk Creek 100-year floodplain. The same sheet PO-02 identifies dozens of trees over 6" dbH as well as four wetlands and drainage streams in the northeast, southwest and northwest corners of the site.

Wetlands: The Division of State Lands (DSL) responded to the city's notice with several comments about the site regarding wetlands and land use. In summary, the DSL staff recommends the applicant submit their informal wetland delineation boundaries to DSL for formal review and approval per OAR 141-090-0035. Prior to this it is advised that the applicant and local planning departments view the wetland boundaries currently shown as preliminary, subject to change. At the time of subdivision development, state and federal permits may be required if wetland impacts are proposed. The subdivision platting shown but not yet submitted for formal review appears that it will create lots that pose future development problems due to wetland presence. If the applicant has any questions about wetland permitting and how to best demonstrate avoidance and minimization of wetland impacts, please contact Mike DeBlasi at 503-986-5226."

As part of any development application on this property, a State approved delineation and mitigation plan will be required. It will be submitted to the City.

Site access is currently from Old McMinnville Hwy. The partition creates a landlocked Parcel 1 unless or until JR Meadows subdivision streets are built to provide access from 7th Street. The Partition approval is subject to a condition that requires a recorded emergency access to the site from Old McMinnville Hwy.

Future Streets: The 2009 Carlton Transportation System Plan (TSP) designates future street extensions to serve urban development on vacant land inside the UGB. The TSP identifies the extension of Cleveland and Wilson Streets from the west through the site, as well as two north/south extensions including 7th Street and a new unnamed east of 7th Street. See Applicant's Exhibit A PO-04 Conceptual Neighborhood Circulation Plan.

II. PROCEDURE & AUTHORITY

A Plan/Zone Change is processed as a Type IV public hearing procedure in which an initial public hearing is held by the Planning Commission who makes a recommendation for approval or denial to City Council based on substantial findings in response to the plan and zone map amendment approval criteria of CDC 17.180. The Council may decide to approve or deny the plan/ zone map amendment. Approval is adopted by ordinance. The Council's final decision may be appealed to the Land Use Board of Appeals.

- Citizen Involvement

It is the goal of the city to ensure the opportunity for citizens to be involved in all phases of the planning process. The Carlton Comprehensive Plan was developed by the citizenry to adequately plan for Carlton's future. The city ensures property owners and the citizenry at large are notified of new land use requests, application reviews and decisions. The city maintains a land use planning process and policy framework as a basis for all decisions and actions related to the use of land and to assure an adequate factual basis for such decision.

The application was deemed complete on April 7, 2020. The Council's decision shall be finalized within 120 days of completeness, or by August 5, 2020 in accordance with state law. The applicant may waive the 120-day rule to extend the deadline if needed.

III. AGENCY & CITIZEN COMMENTS

- The Department of Land Conservation and Development DLCD was notified of the zone change on 4-9-20, more than the required 35 days before the initial Planning Commission hearing on 5-14-20. No comments received.
- The Division of State Lands – Response received 5-6-20
- The City Engineer Gordon Munro provided the city's public facility comments for consideration, dated 5-11-20
- DSL response letter 5-6-20
- The Fair Housing Council of Oregon – Letter received 5-15-20

- Susan Turrell, resident – letters dated 5-16-20, 5-28-20, 6-29-20
- Mike & Carrie Lawson resident- letter dated 6-22-20
- Felix Madrid resident – letter dated 6-18-20



IV. ZONE CHANGE REQUEST

A. SITE ZONING

Section 17.48 AH Zone: The property is currently zoned AH. The purpose of the Agricultural Holding zone is to allow for agricultural uses to continue until such time the land is needed for urban uses and public facilities and services are available. The AH zone permits agricultural or horticultural uses and wineries. The zone also permits a single-family dwelling outright for owners, operators or help required to carry out the agricultural use. Agricultural uses include the raising of crops, the feeding, breeding and management of livestock for dairy or other agricultural uses.

FINDINGS: The vacant land is in active agricultural or horticultural use. The applicant is purchasing the city portion of the land designated for urban use to develop a residential neighborhood. The zone change request from AH to Residential is to designate the city parcel Residential R-2 and R-3. The applicant has an approved residential subdivision adjoining the northwest corner of the site named JR Meadow and intends to extend the residential neighborhood into the subject city parcel.

B. CDC 17.22.010 R-2 ZONE PURPOSE

The applicant requests changing the city parcel from Agricultural to Residential. The total parcel is 13.94 acres. The request changes 11.97 acres to R-2 and 1.97 acres to R-3.

R-2 Permitted uses: Residential uses permitted in the Residential-Medium Density district include single family, duplex, or an attached single-family dwelling with a maximum of two dwelling units. Lot size minimums in the zone range from 5000 (attached), 6000 (single family) to 8000 (duplex) square feet. The zone permits an average density of 10 dwelling units per acre or less.

FINDINGS: The applicant's conceptual subdivision plan illustrates 56 single dwellings on the R-2 portion. The R-2 portion allows a project density based on 10 dwelling units per acre on the site's net square feet. Net = 85% of an acre available for lots, leaving 15% for streets, public facilities and open space. The applicant's concept plan (Sheet PO-05) proposes 12 acres of R-2 which allows potentially 120 dwelling units, minus 15% results in an estimated 102 permitted units. The concept plan illustrates 56 single and duplex lots that range from 6,000 to 7,450 square feet, nearly half the number of units permitted.

C. CDC 17.28.10 R-3 ZONE PURPOSE

The Residential Medium High (R-3) district provides opportunities for higher density housing in proximity to substantial commercial and public development where full urban services are available. The R-3 district accommodates residential development of eight (8) to thirty-two (32) units per acre.

R-3 Permitted uses: Residential uses permitted in the Residential Medium-High Density district include single-family, duplex, multi-family and manufactured home parks. The multi-family density permits three or more units on 9500 SF plus 1,500 SF per additional unit.

FINDINGS: The applicant proposes a single R-3 parcel that is $39,158 + 46,806 = 85,984 / 1.97$ acres in size. See Exhibit A sheet PO-05. The R-3 portion permits a density of 8 – 32 dwellings per acre. The estimated two-acre area could accommodate a maximum of about 64 multi-family dwellings. The applicant’s concept plan estimates 22 multi-family units will be built on the R-3 portion that is constrained by numerous natural features that will be incorporated as open space.

D. CDC 17.56 Floodplain Management (FP) Overlay Zone

The purpose of the Floodplain management overlay zone is to:

1. Restrict or prohibit uses what are dangerous to health, safety, and property due to water or erosion hazards or which result in damaging increases in flood heights or velocities.
2. Require that uses vulnerable to floods, including facilities that serve such uses, be protected against flood damage at the time of initial construction.
3. Control the alteration of natural floodplains, stream channels and natural protective barriers, which help accommodate or channel flood waters.
4. Control filling, grading, dredging and other development that may be subject to or increase flood damage.
5. Prevent or regulate the construction of flood barriers which will unnaturally divert flood waters, or which may increase flood hazards in other areas.

This chapter shall apply to all areas of special flood hazards within the jurisdiction of Carlton. A flood plain development permit must be obtained before construction or development begins within any area of special flood hazard, in compliance with the standards of 17.56.050 to 17.056.070. The basis for establishing areas of special flood hazard are identified by the Federal Insurance Administration in a scientific report entitled “The Flood Hazard Study for Yamhill County, Oregon and Incorporated Areas”, dated March 2, 2010. The development permit is a Type I procedure approved by the City Administrator.

FINDINGS: The City finds on applicant’s sheet Exhibit A PO-02 Preliminary Existing Conditions map there are extensive slopes, trees, wetlands and some floodplain on the site per. A more definitive analysis will be required by the Division of State Lands (DSL) described in their response to this application. Detailed development review will be considered by DSL, City staff and the Planning Commission if the zone change is approved by City Council and a subdivision development is submitted for Planning Commission approval in the future.

VII. ZONE CHANGE APPROVAL CRITERIA AND FINDINGS

A Plan/Zone Map Change is subject to the provisions of CDC Section 17.180 Zone Change.

17.180.020 - Zone change defined.

A "zone change" is a reclassification of any area from one zone or district to another. After the proposed change has been reviewed at a public hearing by the Planning Commission, their recommendation is forwarded to City Council. The City Council will also hold a public hearing

and deliberate to either approve or deny the zone change. If approved the zone change shall be adopted by ordinance.

17.180.030 – The Zone Change Procedure:

A. That there is a lack of other comparatively zoned property to satisfy the proposed use;

FINDINGS: In determining whether to apply an R-2 and R-3 zone to the AH parcel, it is important to consider the current inventory and availability of residentially zoned property in the UGB and the housing needs projected by the Carlton Comprehensive Plan.

The City finds a vast majority of the land in the city is zoned Low Density R-1 and is developed with single family homes. Based on city housing data, in 2019 an estimated 97% of the homes in Carlton were single family and 3% of the housing was multi-family. Since then, seven (7) new single-family permits were issued while no duplex or multi-family units were issued. Existing R-2 and R-3 zones primarily adjoin the central downtown district and those lands are developed. In 2019 a rezone to R-3 and a development plan was approved at 1st and Roosevelt to allow 3 detached and 3 attached dwellings for 12 moderate income homes. The City finds additional R-2 and R-3 land is still needed.

Also, in 2019 the JR Meadows zone-change and subdivision plan were approved to add a greater variety of home styles for an estimated 61 dwellings. The JR Meadows R-3 parcel will provide a potential for 12 multi-family dwellings. On their R-2 parcel there are 12 lots large enough for a duplex, adding 24 more affordable dwellings there, for a total of 49 single and duplex units. The two projects approved in 2019 are not built but will add an estimated 40 attached dwellings and 51 detached dwellings, which will slightly increase the percentage of multi-family dwellings in the city's housing inventory.

There are other parcels within the Carlton UGB zoned AH designated for future residential use. However, many are still in agricultural use, and others do not have direct access to city streets, sewer or water services. The subject site will have direct access to city streets and all public services. A zone change requires that public streets and services be available to the subject site before a zone change can be approved.

The applicant has built many homes in the existing Carlton Crest neighborhood. To meet the continued demand for new homes he has identified the subject site as available and suitable for new homes. Because public streets and services will be made available by the applicant, he is seeking approval to remove the AH Holding designation and replace it with two residential designations, R-2 and R-3.

The City finds there is a lack of R-2 and R-3 zoned land available in the Carlton UGB that has direct access to city streets and all public services.

B. That the change of zone is in conformance with comprehensive plan, the Carlton development code, and any applicable street and highway plans;

FINDINGS: Compliance with the Comprehensive Plan is discussed in-depth in section 17.180.050 below. The City finds request is not fully affected by the Carlton Community Development Code until a development is proposed. If the Zone Change is approved a preliminary land division will be scrutinized to comply with all relevant Development Code provisions.

A development proposal will also be required to comply with planned street extensions and connections, pedestrian and bicycle routes defined in the Carlton Transportation System Plan (TSP). The applicant illustrates on Exhibit A sheet PO-04 Conceptual Neighborhood Circulation Plan three street extensions including 7th Street, Cleveland And Wilson Streets. The TSP Future Street Plan indicates 7th and Wilson Streets are planned collector street extensions, and Cleveland is a planned local street extension through the site.

- C. *That the proposed property is adequate in size and shape to facilitate those uses allowed in the proposed zone;*

FINDINGS: The 11.97-acre portion is being considered for a R-2 designation. The applicant has illustrated how an estimated 56 single family dwellings fit on the parcel to meet minimum R- 2 zone standards. A future plan could include lots large enough for duplexes as well. The proposed 1.97-acre parcel to be zoned R-3 has not been planned at this time. Both parcels are of a size and shape to facilitate residential use.

- D. *That the proposed property related to streets and highways is adequate to serve the type of traffic that will be generated by uses in the proposed zone; and*

FINDINGS: The City finds the proposed property will connect to a pending 7th Street extension from Main Street through JR Meadow subdivision. The applicant's concept development plan also illustrates Wilson Street (a collector) and Cleveland Street (a local street) that will eventually align with an extension of those streets from the west in accordance with the Transportation System Plan (TSP). A transportation impact analysis is provided by the applicant's transportation engineer. The report indicates the existing street system is adequate to serve the additional traffic generated by future residential development. See full report in applicant's Exhibit D.

- E. *That the proposed change of zone will have no substantial impact on the abutting property or the uses thereof.*

FINDINGS: The City finds abutting property on the west side of the site is Carlton Elementary School and an agricultural parcel. To the north is the JR Meadow subdivision and to the east is farmland. Future R-2 and R-3 development on the site will change the character of the area and impact the adjoining agricultural lands. The subject site has been planned for future residential use since 1981 when the Carlton Urban Growth Boundary was established.

17.180.040 - Application and fee

An application for a zone change shall be filed with the city recorder and accompanied by the appropriate fee. It shall be the applicant's responsibility to submit a complete application that addresses the review criteria of this chapter. The City finds the applicant filed a complete application and paid the fee. The applicant has provided evidence in Section III of their submittal

17.180.050 - Criteria for approval of a Zone Change

Zone change proposals shall be approved if the applicant provides evidence substantiating the following criteria:

- A. *The proposed zone is appropriate for the comprehensive plan land use designation on the property and is consistent with the description and policies for the applicable comprehensive plan land use classification. (The response to this criterion A. ends on page 18 where approval criteria continue)*

FINDINGS: The City finds the Comprehensive Plan currently designates the site for an Agricultural Holding designation which is intended for development because the property is inside the Carlton Urban Growth Boundary (UGB). The UGB was projected to accommodate housing growth until 2027. The Comprehensive Plan map does not specify a designated urban zone for the site. The City Planning Commission and City Council shall determine whether the subject site should be designated for residential use and zoned accordingly.

Criterion: Does the proposed zone change comply with Comprehensive Plan Policies?

The proposed zone change complies with the following *italicized* Comprehensive Plan policies:

Agricultural plan policies:

- *Agricultural conversion to urban uses shall be done only when adequate public facilities and services are available to the area proposed for development.*

The City finds public streets, water, sanitary sewer and private utilities will be available to the parcel after utilities are installed in the adjoining JR Meadows. From a public works standpoint, the City Engineer's memo of 5-11-20 indicates that the criteria for a zone change as defined in code section 17.180.050 D (adequate public facilities) has been met, and provides the following comments:

The land is proposed to have 11.97 acres of R-2 zoning and 1.97 acres of R-3 zoning.

- Per code the R-2 land can have single family homes or duplexes and has an average density of 10 units/ac. That equates to as much as 119 units. The applicant has indicated that the subsequent development application may be for 56 single family units.
- Per code the R-3 land can have single family homes or duplexes and has an average density of 8 to 32 units/ac. That equates to as much as 62 units. The applicant has indicated that the subsequent development application would be approximately 22 multi-family units.
- The draft development layout has been provided which shows 78 units. The total possible units are 182 should the development plans be modified.

1. **Streets – Secondary Access:** The proposed layout in conjunction with the JR Meadows subdivision would provide approximately 95 lots with only one street access. A permanent secondary access is needed. As more land is developed, there would be a secondary access. The location proposed as the “emergency access” is located outside the UGB, so would need to meet Yamhill County standards and go through the County Planning process. This would occur in conjunction with an application for a development.

2. **Streets – Traffic Impact:** A traffic study using standard traffic evaluation methods was performed for 77 units, which is essentially the proposed number of units of the future development. As required, this was performed by a traffic engineer. The operations of the major intersections (7th St. at E Main St. and Pine St. at Polk St.) will be impacted, but the level of service is considered acceptable with no improvements to the intersections.
 - a. The proposed zone change allows for a significantly higher number of units to be constructed.
 - b. Traffic conditions may change at the time that any development application is submitted.
 - c. At the time that a development application is submitted, the traffic study will need to be updated to meet current conditions and the specifics of the application.
 - d. At the time of the application the City will have a traffic engineer review the study and recommendations.
3. **Streets – Connectivity:** Initially, the property would be connected to the City transportation system from 7th St. which is being constructed as part of the JR Meadows subdivision. A conceptual layout of future streets on adjacent developable land indicates how the property could be further connected to the transportation system as future land develops. This could possibly supply multiple connects.
4. **Water Service – Fire Flow:** An 8” water line is being constructed to the property boundary as part of the JR Meadows subdivision. As part of the JR Meadows subdivision a water model was developed that indicated that an 8” water line extended through the property would be sufficient to provide fire flow. This will be improved in the future as land to the west develops and a second connection to the water distribution system is constructed.
5. **Water Service – Capacity:** There is sufficient water capacity. The Water Master Plan indicates that there is sufficient water source and treatment. In addition, during the summer of 2019 the City constructed an intertie with McMinnville Water & Light (MW&L) providing the City the ability to purchase water if required. This intertie is now operable. The City is also in the midst of two system improvements which will reduce water loss and increase raw water storage capacity. This includes dredging the raw water reservoir and replacement of the transmission pipe from the treatment plant to the treated water reservoir on Meadow Lake Road.
6. **Water Distribution –** There is sufficient water system distribution infrastructure to serve the proposed zone change. Through a series of projects, the City upgraded the water distribution system replacing old and undersized pipes. Fire flow tests and hydraulic modeling has shown that there is more than sufficient capacity in the distribution system to serve this site.
7. **Sanitary Sewer - Treatment Capacity:** The current wastewater treatment plant is at capacity with regard to load and flow during certain times of the year. However, the is proceeding through the required steps to address the concerns. A Wastewater Facility Plan has been completed and accepted by the DEQ which identified upgrades, and the

City has added them to the CIP and intends to improve the treatment plant in the near future. With the improvements there will be sufficient capacity in the treatment system.

8. **Sanitary Sewer – Collection:** The collection system consists of three parts that would serve the project location: gravity pipe from the site to the Hawn Creek Pump Station; Hawn Creek Pump Station and Force Mains; gravity pipe from the end of the force main to the treatment plant. Based upon proposed improvements to the collection system that the City is currently undertaking, there would be capacity for the proposed zone change.
 - a. **Initial Gravity Main** – There is an 8” gravity main being constructed as part of the JR Meadows development that will end at the project location. This is sufficient to serve the property.
 - b. **Hawn Creek Sanitary Sewer Pump Station:** The Hawn Creek pump station does not currently have the capacity to serve the zoning proposed. However, the City is in process of designing an upgrade to the pump station capacity. With the upgrade there will be sufficient capacity to meet the requirements of the proposed zone change.
 - c. **Final Gravity Main:** As part of the Hawn Creek Pump Station upgrade two locations in the downstream gravity system will be upgraded to address capacity. With these upgrades the collection system will have sufficient capacity.

9. **Schools** – Comments from the Yamhill Carlton School District are pending.

- *The City shall retain established agricultural zoned until agricultural lands are needed for urban uses.*
- *Development shall be encouraged to utilize vacant parcels of bypassed land in order to achieve a more compact community.*

FINDINGS: The City finds conversion of agricultural land to residential land is consistent with the City goal to only make such conversions when public facilities and services are available. All services are anticipated to be made available to the subject site by residential development of JR Meadow from the north. The Plan states development is encouraged to utilize vacant parcels that achieve a more compact community. The parcel adjoins a planned residential neighborhood and supports a logical extension of three city streets identified in the long-range transportation plan. The request does not bypass vacant land but rather utilizes a vacant parcel that provides an orderly extension of approved residential development. The site is within walking distance to Carlton Elementary School. Other vacant land on the west side of the city may be closer to the town center but these lands are either in active agricultural use, are not available or are constrained by the high costs associated with required service extensions.

Natural Resource and Open Space Policies

The City finds no forest lands or fish and wildlife resources were identified in the Comprehensive Plan whereby the Planning Commission and Citizens Advisory Committee decided not to develop

goals and policies for those elements. This element of the Plan focuses on the preponderance of agricultural lands surrounding Carlton. The Plan describes there are areas desirable to preserve as open spaces but, “as a rural community, Carlton is surrounded by scenic farmland and open space that lend an overall pastoral setting to the City.”

- *The City shall ensure that as development occurs, adequate land will be retained in permanent open space.*

FINDINGS: “The Carlton Parks Development Plan”, December 2019 is preparing for an increase in residential development and the need to plan for future development of parks and recreation facilities as well. The plan was developed under the guidance of the Carlton Parks Committee who assisted in identifying facilities and determining and refining necessary improvements. The Planning Commission and City Council then prioritize system improvements for inclusion in the Carlton Capital Improvement Program.

According to Park Plan Goal 3 Policy #3, “*The City recognizes the importance of Hawn Creek drainage as a significant natural resource within the community. The City encourages retention of land in and around the Hawn Creek floodplain as open space and for future use as a pedestrian and bicycle trail.*”

The City finds the subject parcel being considered for a zone change to residential is adjoined by and partially within the Hawn Creek floodplain and drainages. The above policy encourages retention of land in and around Hawn Creek for open space and future use as a pedestrian and bicycle trail. The City finds at the time of a development proposal area to be retained for open space and trails shall be identified and preserved in the preliminary subdivision plan.

The City finds the Carlton Parks Development Plan Parks and Recreational Facilities map on page 13 identifies Carlton Elementary School as an existing park and recreation facility. If the subject land is rezoned to residential a preliminary subdivision proposal shall include connecting the school to the proposed open space trail plan by a combination of sidewalk and trail facilities. The plan shall be reviewed and approved by the Carlton Planning Commission. Purchase of the open space will be considered by the City Parks Committee and City Council.

- *Efforts shall be made to preserve creeks and floodplains areas as open space. These areas shall be maintained to provide a natural storm water and drainage system. Bicycle and pedestrian pathways should be examined for possible inclusion in these areas.*

FINDINGS: The City finds at the time of a development proposal on the subject site the applicant shall identify the specific boundaries of Hawn Creek floodplain and associated drainages. The Planning Commission will consider the including bicycle and pedestrian pathways that connect the natural open space to adjoining homes and the Carlton Elementary School.

Recreation Plan Policies

- *To provide adequate park land and recreational facilities for the citizens of the community.*

- *Development of bicycle and pedestrian pathways should be examined as a potential recreational resource for the citizens of Carlton.*

FINDINGS: The City finds agricultural lands in the southeast quadrant of the city and inside the UGB are in the process of converting to residential uses, particularly adjoining the east side of Carlton Elementary School. Two zone changes by the applicant in 2019 and now 2020 could add an additional minimum of 127 dwellings to the area in the near future. The Hawn Creek floodplain, wetlands and associated drainage areas are within the potential development site.

The City finds the City Council is considering adoption of a draft City Park Plan Update. A described purpose in the plan is “to identify current and future parks and recreation needs”, and to develop proposed parks and recreation facilities to meet future needs.” The Plan directs the City “to identify general areas where parks could be developed”. Further, it is city policy to “recognize the importance of Hawn Creek drainage area as a significant natural resource within the community, whereby the City encourages land in and around Hawn Creek floodplain as open space or future use as a pedestrian and bicycle trail”.

The City finds the Carlton Park Plan goals and policies relate to the subject area under consideration for a zone change from agricultural to residential use. The City finds the subject site includes floodplain, wetlands and dozens of mature trees within and adjoining the Hawn Creek drainage. If the zone change is approved, future development of the property should consider preserving the natural resource area for a passive park and recreation area with a pedestrian/bicycle trail to access adjoining neighborhoods and provide a trail connection to the elementary school.

Natural Hazards Policies

Any use of flood hazard area should be carefully evaluated before development is allowed.

- *The City shall enforce its Flood Hazard Zone as a way to guide development within the flood plain and encourage expansion into areas not affected by the flood plain hazards.*

FINDINGS: The City finds the site will be subject to special flood hazard development standards at the time of a preliminary subdivision proposal because a portion of the site is in the 100-year flood plain. A development permit must be obtained before construction or development begins within any area of special flood hazard, in compliance with the standards of 17.56.050 to 17.056.070. dated March 2, 2010. The development permit is a Type I procedure approved by the City Administrator

Therefore, when a development application is submitted the floodplain ordinance shall be applied. This includes the requirement of “no rise” of the 100-year floodplain elevation along with other requirements in code section 17.56.

- *The City shall control runoff from newly developed areas that increases flood hazard and or erosion.*

FINDINGS: When a development application is submitted the City storm water, floodplain and erosion control requirements will be addressed. This will include an assessment of the storm water with regards to both erosion control and floodplain. If a

development moves through land use planning, then full storm design plans, and erosion control plans (and 1200-C erosion control permit through DEQ) will be developed for review.

Economic Development Plan Policies

- *Carlton shall encourage business development that retains, strengthens and expands the business bases in Carlton.*

FINDINGS: The City finds Carlton has served chiefly as retail and service center supplying goods and services for those living and working in the surrounding area. New housing will provide new economic support to existing and new businesses in the city by new residents that purchase homes in a future residential development. Those new residents will pay city taxes to help support city public utility and services improvements. New residents will offer their volunteer time to community services and events. New residents will add permanent population to counterbalance the growing conversion of existing dwellings to vacation rentals. The City finds new residential development will retain, strengthen and expand the business base in Carlton.

Housing Plan Policies

- *To permit new developments only when all urban services become available including public water, sanitary sewers, storm drainage, solid waste collection, streets, parks and recreation and adequate police and fire protection.*
- *The City shall encourage a mix of housing types...until the City's housing more closely resembles the preferred ratio of 75% single family to 25% multifamily.*
- *Varying lot sizes and configurations shall be encouraged in order to provide for a variety of housing types, densities and designs.*
- *Developable areas which are most easily served by public facilities and services shall be identified and promoted as priority development areas.*

FINDINGS: The City finds city and state Housing Goal 10 policies plan for the housing needs of Carlton citizens. Buildable lands refer to lands in urban and urbanizable areas that are suitable, available and necessary for residential use. Needed housing units is defined as housing types of all types and tenures determined to serve residents within an urban growth boundary.

The City finds the subject site is buildable and urbanizable as anticipated by the Carlton UGB. The cost of housing has risen dramatically in the last 10 years. The availability of varied and affordable housing options has decreased since then, in conflict with city housing goals.

The zone change will provide an opportunity for new duplex and multi-family housing types planned for but not being built in Carlton. The City has not reached its goal to achieve a housing mix ratio of 75% single family (97.2% in 2019) to 25% multi-family (2.8% in 2019), or the goal to provide for varying lot sizes and configurations to encourage a variety of housing types, densities and designs.

The City Housing Needs Analysis in the Comprehensive Plan (2007) projected a population of 2,379 by 2027, and a need for 233 additional dwellings units, or a total of 906 dwelling units. The City's 2019 population is 2,239 and today there are a total of 932 dwellings but only 27 apartments. The existing inventory exceeds the projected need for single family homes seven years before the projected need to the year 2027, while continually decreasing the percentage of lower cost housing units available.

The 2007 Comprehensive Plan update found the housing mix was 88% single family and 12% multi-family housing. Today it is an estimated 97.2% SF and 2.8% MF. The increase in new homes built in the last decade clearly indicates the city has trended further away from the goal to achieve 25% multi-family housing. The proposed R-2 and R-3 zones will allow opportunity to increase the variety of housing type, density and design. The applicant is offering a plan to build new single family on the R-2 portion and setting aside about 2 acres for R-3 development to increase affordability in that portion.

The City finds the zone change is consistent with the description and policies of the R-2 and R-3 zones whereby the zones permits smaller lot sizes than the R-1 zone category to help lower the cost of homes. All urban services are planned to be available by the developer from his adjoining site to the north. The zone change will provide opportunity for new housing types unavailable in the predominantly zoned low-density R-1 neighborhoods in Carlton.

In a letter from the Fair Housing Council of Oregon in response to this request, they said

“We would like to commend the Planning Commission and staff for its excellent Goal 10 findings within the Staff report for CPA.ZC 2020-01. The findings provide detailed context regarding the progress the City is making towards satisfying its housing needs and describes the affects the changes will have on the housing supply within the City. The document will serve the City well over the next 20 years to help meet its Goal 10 requirements.” The accompanying email correspondence from the Fair Housing Council indicated the subject of the letter is “Gold Standard Findings”.

Public Facility and Services Plan Policies

- *To permit new developments only when all urban services become available including public water, sanitary sewers, storm drainage, solid waste collection, streets, parks and recreation and adequate police and fire protection.*

FINDINGS: The City finds that all urban services and streets will be made available. The applicant is in the process of developing JR Meadow to the north which will bring water, sanitary sewer, storm drainage and transportation improvements to the site boundary. The City is in the process of CIP improvements to the sanitary system including the Hawn Creek Pump Station and treatment plant. Any development application would be dependent upon completion of the JR Meadows subdivision, and the City sanitary sewer CIP work being completed.

See section 17.180.050 A. Agricultural Plan Policies for specific information on public infrastructure.

If the zone change is approved a preliminary subdivision plan can be filed illustrating public and private service specifications. The preliminary plans will be reviewed by the City Planning Commission, the Fire Chief, the City engineer and the Public Works Department. Following approval of a preliminary subdivision plan the applicant must prepare detailed engineered construction plans for city staff approval.

During preliminary subdivision review an open space parcel will be considered in order to preserve wetlands, trees and floodplain on the site and accommodate park or recreation use in the neighborhood. If a qualifying open space area is required each new home in a development may not be required to pay a parks system development fee to the City's parks budget for use in future public park improvements.

- *The City shall protect the function of existing or planned roadways and roadway corridors through the appropriate land use regulations.*
- *The local street plan in the Transportation System Plan shall be implemented by local developments. The local street plan identifies general alignments of future local streets and maintains a grid system whenever possible. Developers shall be required to follow the local street plan. Flexibility is allowed only as the proposed modifications still meet the integrity of the overall street plan and circulation objectives.*
- *That the proposed property related to streets and highways is adequate to serve the type of traffic that will be generated by uses in proposed zone; and*

FINDINGS: A traffic study is required because more than 250 trips per day, or 25 peak hour trips are projected by residential development as per CDC Section 17.100.070B. The City finds the applicant has provided the study as required for the zone change request. The study is prepared by a transportation engineer, Lancaster Mobley Engineering. The City Engineer accepts the applicant's conclusions and finds there is adequate capacity at key intersections at peak traffic times to accommodate the additional traffic generated by a future development on the site.

The State Transportation Planning Rule (TPR) is in place to ensure that the transportation system is capable of supporting possible increases in traffic intensity that could result from changes to the Carlton Comprehensive Plan. Per the required OAR 660-012-0060 analysis, the City finds the traffic impact report indicates the zone amendment will not change any street standards or existing or planned transportation facilities or functional street classifications. Further, the two intersections studied by the report (E. Main & 7th and S. Pine and Polk) indicate those two intersections are anticipated to operate acceptably even under the reasonable worst-case development scenario for the property when rezoned. According to the engineer, the proposed zone change will not degrade the performance of any existing or planned transportation facilities below acceptable levels and therefore the TPR is satisfied.

Future Street Plans: The subject site is affected by three planned street extensions including 7th, Cleveland, and Wilson streets. The 1999 and updated 2009 Carlton TSP's illustrate extending 7th Street, a planned collector street for vehicle and pedestrian access to the area. The applicant proposes to dedicate and build the street right-of-way and

provide access to vacant land to the south. Street details will be determined during a future subdivision development review of the site.

The TSP Future Street Plan also illustrates Cleveland (local) and Wilson (collector) street extensions both east and west. The applicant's conceptual plan incorporates those streets to comply with the TSP. These adopted roadway plans will be reviewed in detail if the zone change is approved and a subdivision development is subsequently proposed.

Urbanization Plan policies

- *The City shall encourage the availability of sufficient land for various uses to ensure choices in the market- place.*

FINDINGS: The applicant finds there is a need to supply additional land for residential development in the Carlton UGB. The applicant finds the available parcel is within close proximity to urban services and requests it be zoned to accommodate a variety of housing types and tenures to meet the demand for new housing in Carlton. The City finds there is a lack of sufficient land zoned R-2 and R-3 to meet city housing policies as described in this report.

- *The size of the parcels of urbanizable land that are converted or developed shall be of adequate dimension to maximize the utility of land resources and to enable the logical extension of services to the parcel.*

FINDINGS: The City finds the 13.94-acre parcel is of an adequate size and dimension to develop for residential use. It adjoins existing and planned residential development to the west whereby public services and streets can be logically extended in accordance with city service and street master plans.

- *The City shall require new development to pay all costs of capitol development to that development.*

FINDINGS: The City finds the developer of a residential development in the future will be required to pay all capital costs associated with a development that shall first be approved by the Carlton Planning Commission. In addition, each home will be required to pay a City Systems Development Charge (SDC) for sanitary sewer, water, streets and park services.

- *Encourage the location of housing to minimize the consumption of prime agricultural land and other areas of natural resource that contribute to the community's rural character.*

FINDINGS: The subject parcel is used for agricultural production illustrated by a 2019 city inventory of AH zoned parcels currently in agricultural use. The City finds development of the subject parcel will ensure existing agriculturally used parcels in the adjoining area can continue while also directly extending existing urban services from the applicant's approved residential subdivision abutting the subject site.

- *Development shall avoid locating in areas which are subject to, and/or generate adverse environmental impacts.*

FINDINGS: The City finds the site is encumbered by wetlands and topographic constraints. An in-depth wetland analysis of the site is required when the applicant proceeds with a subdivision plan. Wetlands, variable topography and old growth tree groves should be avoided. Addressing these issues will be a requirement of a proposed subdivision application.

- *Development shall be encouraged to utilize vacant parcels of bypassed land in order to achieve a more compact community.*

FINDINGS: The City finds development of the subject site can be assured if JR Meadow subdivision is built because it will provide a logical and compact extension of services from to the subject site.

(End Comprehensive Plan policy compliance and continuation of Zone Change approval criteria)

- B. *The uses permitted in the proposed zone can be accommodated on the proposed site without exceeding its physical capacity;*

FINDINGS: The City finds development of the site will be constrained by wetlands, drainageways, large trees and variable topography. A future subdivision plan will be evaluated to assure residential development does not exceed the physical capacity of the land. The City Engineer finds the proposed residential land use can be supplied with city services from JR Meadow development. It shall be determined that residential use of the land will not exceed the service capacity of the subject parcel, at the time of a site-specific development proposal.

- C. *Allowed uses in the proposed zone can be established in compliance with the development requirements in this title.*

FINDINGS: The applicant has conceptually illustrated how the site can accommodate a minimum of 55 single family residential dwellings in accordance with the R-2 standards. The City Engineer describes service requirements necessary to do so. The zone change does not include a concept plan for the R-3 site. Subdivision and site development plan details for both zones will be considered by the Planning Commission with public notice and a public hearing in the future.

- D. *Adequate public facilities, services, and transportation networks are in place or are planned to be provided concurrently with the development of the property.*

FINDINGS: See section 17.180.050 A. Agricultural Plan Policies of this staff report for comments on the public facilities. The City Engineer's comments indicate that adequate public facilities to serve residential use are in place or are planned to be provided concurrent with any development.

- E. *For residential zone changes, the criteria listed in the purpose statement for the proposed zone shall be met.*

FINDINGS: The City finds the purpose of the R-2 zone is to provide for single family and duplex housing at an average density of 10 dwelling units per acre. The applicant has illustrated a tentative subdivision plan for 55 units on an average 12-acre site, well below the roughly 120 units allowed by the R-2 zone.

The purpose of "the Residential-Medium High Density (R-3) district is to provide for higher density housing which is in close-proximity of substantial commercial and public development where full urban services are available. The R-3 district, which generally accommodates residential development of 8 to 32 units per acre, is consistent with the residential comprehensive plan designation." The applicant has not illustrated the site can be developed within the parameters of the R-3 zone. But the 2-acre parcel is permitted to accommodate 16 - 64 multi-family dwellings if zoned R-3.

F. *The following additional criteria shall be used to review all nonresidential changes:*

1. *The supply of vacant land in the proposed zone is inadequate to accommodate the projected rate of development of uses allowed in the zone during the next five years, or the location of the appropriately zoned land is not physically suited to the particular uses proposed for the subject property, or lack site specific amenities required by the proposed use;*

FINDINGS: The City finds the request changes a nonresidential agricultural holding zone to a residential zone. The City finds previously herein that there is an inadequate supply of vacant, serviceable R-2 and R-3 zoned sites to meet projected population growth and housing needs. The City finds the site is planned for urban development, is physically suited for residential use and can be provided with specific amenities such as streets, urban services and access to open space or parks.

2. *The proposed zone, if it allows uses more intensive than other zones appropriate for the land use designation, will not allow uses that would destabilize the land use pattern of the area or significantly adversely affect adjacent properties.*

FINDINGS: The R-2 and R-3 zone allows more intensive uses than the R-1 and AH zones, but less intensive uses than commercial or industrial zoning. The City finds a zone change from existing agricultural category to an urban residential use will change the existing land use pattern of the adjoining area. But the parcel is planned to be urbanized and the timing of that urbanization is within the Carlton Comprehensive Plan projections based on population and housing growth to the year 2027. The proposed development pattern will not *destabilize or significantly adversely affect* adjacent properties because the residential rezone request is consistent with the residential character of existing neighborhoods in the vicinity of Carlton Elementary School. Development of the site will be required to preserve wetlands and natural features in the area and will be consistent with the transportation plan, improving connections to several streets in all directions. Development beyond the urban growth boundary to the east will not be permitted unless the Carlton Comprehensive Plan and the Yamhill County Comprehensive Plan are amended in the future.

VIII. SUMMARY CONCLUSION

1. The City finds the zone change request is a supportable planning decision to provide new residential neighborhoods with varied housing types in this undeveloped quadrant of the city because it can be serviced with public streets, adequate fire protection and utilities. The area has been planned for urban development since 1981.
 - a) There is floodplain on the property as identified in the FEMA floodplain map. At the time of a development application the requirements of the City code section 17.56 “Floodplain Management (FP) Overlay Zone” will be applied.
 - b) There is a preliminary wetlands identification on the property. At the time of a development application State requirements through the Division of State Lands (DSL) for wetlands will be applied.

- c) Public improvements are either available or planned to be provided concurrent with the development of the property.

The details of how to efficiently and effectively design the development to meet market demand and housing affordability will follow, based on thorough site engineering that includes the protection of natural features in accordance with carrying capacity of the land. Development of the site will be constrained by floodplain, wetlands, drainageways, large trees and variable topography. It should be designed to preserve the continuity of the site's natural features by creating a natural, passive open space feature adjoining the Hawn Creek floodplain that is accessible to public streets, the elementary school and routes into town. The applicant said the R-3 site is located near the Hawn Creek floodplain to provide a surrounding open space environment adjoining the multi-family housing units.

2. The applicant's concept plan illustrates an extension of 7th Street, Cleveland Street and Wilson Street in accordance with the TSP's neighborhood circulation plan for the southeast quadrant of the city. Street connectivity will then be made available to other adjoining urbanizable parcels.
3. The proposal complies with Carlton Comprehensive Plan goals and policies related to open space and natural resource protection, natural hazard protection, housing, public facilities, transportation, and urbanization goals. The zone change criteria listed in CDC Section 17.180.050 have been met based on the findings in this report. If the City Council decides to deny the request, new findings shall be prepared to support denial.
4. In conjunction with any conditions of approval by Council such conditions shall be proportional with the amount of such impact in accordance with Oregon and federal case law in connection with such exaction.

IX. RECOMMENDATION

At their May 18, 2020 the Carlton Planning Commission recommended approval of the Comprehensive Plan and Zone Change request. Staff recommends that the City Council adopt the ordinance supporting the zone change based upon the findings in this report.

Zone Change and Partition Application for 10215 NE Old McMinnville Highway

Date: March 2020

Submitted to: City of Carlton
Planning Department
191 E Main Street
Carlton, OR 97111

Applicant: TJA, LLC
9110 NW Clay Pit Road
Yamhill, OR 97148



**12965 SW Herman Road, Suite 100
Tualatin, OR 97062
(503) 563-6151**

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Exhibits

- Exhibit A:** Preliminary Plans
 - Exhibit B:** City Application Form and Checklist
 - Exhibit C:** Yamhill County Assessor’s Map
 - Exhibit D:** Transportation Impact Analysis
 - Exhibit E:** List of Surrounding Property Owners
 - Exhibit F:** Legal Description
 - Exhibit G:** Ownership Information
-

Zone Change and Partition Application for 10215 NE Old McMinnville Highway

Submitted to:	City of Carlton Planning Department 191 E Main Street Carlton, OR 97111
Applicant:	TJA, LLC 9110 NW Clay Pit Road Yamhill, OR 97148
Owner:	Larry and Cheryl Park 10215 NE Old McMinnville Highway Carlton, OR 97111
Applicant's Consultant:	AKS Engineering & Forestry, LLC 12965 SW Herman Road, Suite 100 Tualatin, OR 97062 Contact: Chris Goodell, AICP, LEED ^{AP} Email: monty@aks-eng.com Phone: (503) 563-6151
Site Location:	10215 NE Old McMinnville Highway
Yamhill County Assessor's Map:	3 4 22 Tax Lot 1300
Site Size:	±18.96 acres
Current Zoning District:	City of Carlton - Agricultural Holding (AH) Yamhill County – Exclusive Farm Use (EF-80)
Planned Zoning Districts:	City of Carlton - Residential-Medium Density (R-2) City of Carlton - Residential-Medium High Density (R-3) Yamhill County – Exclusive Farm Use (EF-80)

I. Executive Summary

TJA, LLC is submitting this application for a partition and zone change for the subject property. The subject property is bisected by the City's Urban Growth Boundary (UGB) and as a result a portion of the property is within Yamhill County. The partition follows the City's UGB Boundary line and will create two parcels; one that will be inside the City's boundary, and one that will remain outside the UGB in unincorporated Yamhill County. The portion of the property that is within the City's boundary (Parcel 1) is currently designated Agricultural Holding (AH), a holding district that allows agricultural uses to continue until such time that the agricultural lands are needed for urban uses and public facilities and services are available. The planned zone change would apply the Residential-Medium Density (R-2) zoning designation to approximately ±11.97 acres and the Residential Medium High Density (R-3) zoning designation to approximately ±1.97 acres of this Parcel. The zoning for the area outside the City's UGB (Parcel B) would continue to be Yamhill County EF-80. The Applicant also intends to submit a residential subdivision application for Parcel 1, which would be permitted by a zone change to the R-2 and R-3 Zoning Districts and provides for a variety of needed housing in the City of Carlton (City).

The zone change is consistent with relevant goals and policies within the City of Carlton's Comprehensive Plan and satisfies the applicable approval criteria for zone changes from the Carlton Development Code.

This application includes the City application forms, written materials and Preliminary Plans necessary for City staff to review and determine compliance with the applicable approval criteria. The evidence is substantial and supports the City's approval of the application.

II. Site Description/Setting

The subject site is ±18.96 acres and is located in the southeast edge of the City of Carlton (Yamhill County Assessor's Map 3 4 22 Tax Lot 1300). The site is directly south of the approved JR Meadows Subdivision. The subject site is surrounded by properties zoned Residential-Low Density (R-2) and Agricultural Holding (AH) to the north, Public Facility (PF) and Agricultural Holding (AH) to the west, Yamhill County AF-80 to the east.

III. Applicable Review Criteria

CARLTON DEVELOPMENT CODE

Division II. - ZONING AND DEVELOPMENT PROVISIONS

Chapter 17.22 - RESIDENTIAL-MEDIUM DENSITY (R-2) DISTRICT

17.22.010 - Purpose.

The Residential-Medium Density (R-2) district provides for single-family and duplex housing at an average density of ten (10) dwelling units per acre or less. The R-2 district is consistent with the new Residential Medium-Density comprehensive plan designation.

Response: The planned zone change would implement the Residential-Medium Density (R-2) zoning designation on approximately ±11.97 acres of the subject site. Based on Section 17.22.020(A), single-family and duplex dwellings are permitted uses in the Residential-Medium District. The Applicant intends to submit a separate residential subdivision application with the intent to provide single-family (detached) housing in the future,

consistent with the development standards in the R-2 Zoning District. The Conceptual Future Subdivision Plan and Aerial Zoning Plans included in Exhibit A illustrate how the planned zone change and future single-family residential subdivision are consistent with the R-2 District and Residential (Medium Density) Comprehensive Plan designations and can provide for a variety of needed housing.

Chapter 17.28 - RESIDENTIAL-MEDIUM HIGH DENSITY (R-3) DISTRICT

17.28.010 - Purpose.

The Residential-Medium High Density (R-3) district provides opportunities for higher density housing in close proximity to substantial commercial and public development where full urban services are available. The R-3 district, which generally accommodates residential development of eight (8) to thirty-two (32) units per acre, is consistent with the residential comprehensive plan designation.

Response: The planned zone change would also implement the Residential-Medium High Density (R-3) zoning designation on a portion of the site. Based on Section 17.28.020(A), multi-family dwellings are a permitted use in the Residential-Medium High (R-3) District. As shown on the Conceptual Future Subdivision Plan, there is a ±39,156 square foot lot (Lot 72) that is sized to accommodate a multi-family building(s). Based on the minimum lot area in the R-3 Zoning District, a lot of this size could accommodate up to 22 future multi-family dwelling units.

As previously stated, the Applicant intends to submit a separate residential subdivision application with the intent to provide multi-family dwellings in the future that would be consistent with the development standards in the R-3 Zoning District. The R-3 Zoning Designation on this portion of Parcel 1 would create a complementary housing type to the remainder of the Parcel with R-2 Zoning and would help create a variety of housing types.

Chapter 17.56 - FLOODPLAIN MANAGEMENT (FP) OVERLAY ZONE

17.56.020 - Applicability.

- A. **Lands To Which This Chapter Applies.** This chapter shall apply to all areas of special flood hazards within the jurisdiction of the City of Carlton, Yamhill County, Oregon.
- B. **Basis for Establishing the Areas of Special Flood Hazard.** The areas of special flood hazard identified by the Federal Insurance Administration in a scientific and engineering report entitled "The Flood Insurance Study for Yamhill County, Oregon and Incorporated Areas, dated March 2, 2010," with accompanying flood insurance map (FIRM) is hereby adopted by reference and declared to be part of this chapter. The flood insurance study and the FIRM are on file at the City Hall. The best available information for flood hazard area identification as outlined in Subsection 17.56.070 A. shall be the basis for regulation until a new FIRM is issued which incorporates the data utilized under Subsection 17.56.070 A.

Response: As shown on the Preliminary Plans, there are existing mapped flood areas on the site, and as shown, is primarily outside of the existing City's UGB. This application does not include improvements that would disturb these areas, and as shown on the Conceptual Future

Subdivision Plan (Exhibit A), this area can be avoided with a future subdivision of the site. This will be further addressed in a future Subdivision Application for this site.

Division III. - GENERAL DEVELOPMENT STANDARDS

Chapter 17.60 - GENERAL PROVISIONS

17.60.020 - Application of standards.

- A. The standards set forth in this chapter shall apply to partitions; subdivisions; planned unit developments; commercial and industrial projects; single-family dwellings, duplexes, and multi-family structures. Developments outside the city which will tie into or take access from city streets, or increase the flow or change the point of discharge to the city storm drainage system shall be subject to the improvement standards set forth in this title to the extent necessary to mitigate the impacts to these systems.

Response: This application involves a zone change and a partition. Therefore, the standards of this chapter apply.

- B. The application of these standards to a particular development shall be modified as follows:
1. Development standards that are unique to a particular use, or special use, shall be set forth within the district;
 2. Those development standards which are unique to a particular district shall be set forth in the section governing that district.

Response: To the extent applicable, the application of these standards can be modified as outlined in the provisions above.

- C. No public works construction shall be undertaken until an agreement is executed between the developer and the city specifying the period within which required improvements and repairs shall be completed, as well as referencing the terms and conditions under which the city has approved the development. The agreement shall be in the form acceptable to the city attorney.

Response: This requirement is understood.

17.60.030 - Application of public facility standards.

Standards for the provision and utilization of public facilities or services available within the City of Carlton shall apply to all land developments in accordance with the following table of reference. No development permit shall be approved unless the following improvements are provided for prior to occupancy or operation, or unless future provision is assured in accordance with Chapter 17.216.

Public Facilities Improvement Requirements Table						
	Fire Hydrant	Streets	Water Hookup	Sewer Hookup	Storm Drain	Street Lights
Partition, Subdivisions, PUD, or Manufactured Home Park	C-1	Yes	Yes	Yes	Yes	Yes
<p>Legend: No = Not required Yes = Required C = Conditional, as noted: C-1 Fire Hydrants for Commercial, Industrial Expansions, or Residential Uses: One or more fire hydrants are required as per the Uniform Building Code and Uniform Fire Code or if adequate fire flows are not available to the site. If the existing water lines are insufficient to provide adequate fire flows, water lines shall be upgraded to provide sufficient capacity at the developer's expense.</p>						

Response: This application involves a zone change and partition. Parcel 1 will be provided with adequate transportation services, public water, and public sewer with the improvements of the JR Meadows Subdivision to the north. Stormwater for Parcel 1 will continue to drain to an existing drainageway on the site. As Parcel 2 is located outside the City's UGB, the City's Public Facilities Requirements noted above are not applicable to this parcel. To the extent applicable, this criterion is satisfied.

17.60.040 - Design standards.

The design of all improvements within existing and proposed rights-of-way and easements, all improvements to be maintained by the city, and all improvements for which city approval is required, shall comply with the requirements of the most recently adopted Standard Specifications for Public Works Construction in the City of Carlton.

Response: This application does not include improvements within existing or new rights-of-way. An emergency access easement is planned on Parcel 2 that will meet applicable Fire District requirements when applicable in the future. This criterion is satisfied.

Chapter 17.64 - STREET STANDARDS

17.64.020 - Scope.

The provisions of this chapter shall be applicable to:

- A. The creation, dedication, or construction of all new public or private streets, pedestrian facilities, and bikeways in all subdivisions, partitions, or other developments in the city.
- B. The extension or widening of existing public or private street rights-of-way, easements, or street improvements including those which may be proposed by an individual or the city, or which may be required by the city in association with other development approvals.
- C. The construction or modification of any utilities, bikeways, or sidewalks in public rights-of-way or private street easements.
- D. The planting of street trees or other landscape materials in public rights-of-way (landscape strip).

Response: This application does not include new public streets. Therefore, the provisions of this chapter are not applicable.

(...)

17.64.060 - Private streets.

A. Streets and other rights-of-way serving a planned unit development that are not dedicated for public use shall comply with the following:

1. Private streets shall only be allowed where the applicable criteria of Section 17.88.030(C) are satisfied. Private streets shall have a minimum easement width of twenty (20) feet and a minimum paved or curbed width of eighteen (18) feet.
2. Unless otherwise specified in the Standard Specifications for Public Works Construction in the City of Carlton, all private streets serving more than two dwelling units shall be constructed to the same pavement section specifications required for public streets. Provision for the maintenance of the street shall be provided in the form of a maintenance agreement, homeowners association, or other instrument acceptable to the city attorney.
3. A turn-around shall be required for any private street which has only one outlet and which is in excess of two hundred (200) feet long or which serves more than two residences. Turn-arounds for private streets shall be either a circular turn-around with a minimum paved radius of thirty-five (35) feet, or a "tee" or "hammerhead" turn-around with a minimum paved dimension across the "tee" of seventy (70) feet and a twenty (20) foot width with appropriate radius at the corners.

B. Any grant of a private street or land functioning as an easement shall not be accepted by the city and dedicated for public use except upon approval of the council and upon meeting the specifications of Sections 17.64.020 and 17.64.040.

Response: This application does not include the construction of private streets. Therefore, the provisions above are not applicable.

17.64.070 - Access easements.

A private access easement created as the result of an approved partitioning shall conform to the following:

A. Partition access easements shall only be allowed where the applicable criteria of Section 17.88.030(D) are satisfied. The easement shall comply with the following standards:

1. Minimum width: twenty (20) feet;
2. Minimum paved or curb to curb width: twenty (20) feet;
3. Maximum length: two hundred fifty (250) feet;
4. No more than three dwelling units shall have sole access to the easement.

Response: The partition follows the City's UGB Boundary line and will create two parcels; one that will be inside the City's boundary, and one that will remain outside the UGB in unincorporated Yamhill County. An emergency access easement is planned for Parcel 2

which is outside of the City's UGB. This easement will meet the criteria of the applicable reviewing authorities. To the extent applicable, these criteria are satisfied.

- B. Unless otherwise specified in the Standard Specifications for Public Works Construction in the City of Carlton, all private streets serving more than two dwelling units shall be constructed to the same pavement section specifications required for public streets. Provision for the maintenance of the street shall be provided in the form of a maintenance agreement, homeowners association, or other instrument acceptable to the city attorney.
- C. A turn-around shall be required for any access easement which has only one outlet and which is in excess of two hundred (200) feet long or which serves more than two residences. Turn-arounds shall be either a circular turn-around with a minimum paved radius of thirty-five (35) feet, or a "tee" or "hammerhead" turn-around with a minimum paved dimension across the "tee" of seventy (70) feet and a twenty (20) foot width with appropriate radius at the corners.
- D. All private access easements serving more than two residences shall be designated as fire lanes and signed for no parking.

Response: The partition follows the City's UGB Boundary line and will create two parcels; one that will be inside the City's boundary, and one that will remain outside the UGB in unincorporated Yamhill County. An emergency access easement is planned for Parcel 2 which is outside of the City's UGB. This easement will meet the criteria of the applicable reviewing authorities. To the extent applicable, these criteria are satisfied.

Chapter 17.72 - STORM DRAINAGE

17.72.020 - Scope.

- A. The provisions of this chapter shall apply to all new residential land partitions and subdivisions, planned unit developments, multi-family developments, commercial developments, and industrial development; and to the reconstruction or expansion of such developments.

Response: The planned partition included in this application is subject to the provisions of this chapter.

- B. The provisions of this chapter shall apply to all drainage facilities that impact any public storm drain system, public right-of-way or easement dedicated to or located within all off-street parking and loading areas.

Response: This provision is understood.

- C. All storm water runoff shall be conveyed to a public storm sewer or natural drainage channel having adequate capacity to carry the flow without overflowing or otherwise causing damage to public and/or private property. In the case of private development, the developer shall pay all costs associated with designing and constructing the facilities necessary to meet this requirement.

Response: This application involves a zone change and partition. It does not include improvements that would modify storm water runoff for the site.

17.72.030 - Plan for storm drainage and erosion control.

No construction of any facilities in a development included in Section 17.72.020 shall be permitted until a storm drainage and erosion control plan

for the project is prepared by an engineer registered in the State of Oregon and approved by the city. This plan shall contain at a minimum:

- A. The methods to be used to minimize the amount of runoff, siltation, and pollution created from the development both during and after construction.
- B. Plans for the construction of storm sewers, open drainage channels, and other facilities that depict line sizes, profiles, construction specifications, and other such information as is necessary for the city to review the adequacy of the storm drainage plans.
- C. Design calculations shall be submitted for all drainage facilities. These drainage calculations shall be included on the site plan drawings and shall be stamped by a licensed professional engineer in the State of Oregon. Peak design discharges shall be computed using the rational formula and based upon the design criteria outlined in the Standard Specifications for Public Works Construction in the City of Carlton and the most current adopted storm drainage master plan.

Response: This application involves a zone change and partition. It does not include improvements that would necessitate storm drainage/erosion control measures. These criteria are not applicable.

17.72.040 - General standards.

- A. All development shall be planned, designed, constructed and maintained to:
 1. Protect and preserve existing natural drainage channels to the maximum practicable extent;
 2. Protect development from flood hazards;
 3. Provide a system by which water within the development will be controlled without causing damage or harm to the natural environment, or to property or persons within the drainage basin;
 4. Assure that waters drained from the development are substantially free of pollutants, through such construction and drainage techniques as sedimentation ponds, reseeding, phasing or grading;
 5. Assure that waters are drained from the development in such a manner that will not cause erosion to any greater extent than would occur in the absence of development;
 6. Provide dry wells; French drains, or similar methods, as necessary to supplement storm drainage systems;
 7. Avoid placement of surface detention or retention facilities in road rights-of-way.

Response: This application does not include physical changes to the site. A subdivision application that addresses the standards of 17.72.040 is planned to be submitted separately from this zone change and partition application.

(...)

Chapter 17.88 - DEVELOPMENT STANDARDS FOR LAND DIVISIONS

17.88.020 - Scope.

The provisions of this chapter shall apply to all subdivisions, planned unit developments and partitions within the City of Carlton.

Response: This application includes a partition. Therefore, the provisions of this chapter are applicable.

17.88.030 - Standards for lots or parcels.

A. Minimum Lot Area. Minimum lot area shall conform to the requirements of the zoning district in which the parcel is located.

Response: This application involves a zone change and partition plat. The zone change would implement the R-2 and R-3 zoning standards on Parcel 1. Parcel 2 is comprised of property outside of the City of Carlton's UGB within Yamhill County and has an EF-80 zoning designation. As shown on the Preliminary Plans, Parcel 1 is ±13.94 acres, and after the zone change ±11.97 acres will be zoned R-2, and ±1.97 acres will be zoned R-3, both of which exceed the minimum lot area requirements for their respective zoning districts. This standard is satisfied.

B. Maximum Lot Area. When single-family residential use is proposed for a lot with an area double or greater than the minimum density of the underlying zone the Planning Commission may take into consideration the potential for further division of the lot at a future date.

Response: A Conceptual Future Subdivision Plan is included in this application that shows how Parcel 1 can be further divided in the future. This criterion is satisfied.

C. Lot Width and Depth. The depth of a lot or parcel shall not be more than three times the width of the parcel, with the exception that parcels created for public utility uses or in zones where there is no minimum lot area requirement shall be exempt from width to depth ratio provisions.

Response: The Preliminary Plans show the lot width and depth for each of the Parcels, and, as shown, the depth of each Parcel is less than three times the width of the Parcel. This criterion is met.

D. Access. All lots and parcels created after the effective date of the ordinance codified in this title shall provide a minimum frontage, on an existing or proposed public street, equal to twenty (20) feet. An exception shall apply when residential lots or parcels and planned unit developments, may be accessed via a private street or easement developed in accordance with the provisions of Chapter 17.64 or when the city finds that public street access is:

1. Infeasible due to parcel shape, terrain, or location of existing structures; and
2. Not necessary to provide for the future development of adjoining property.

Response: As previously discussed, access for Parcel 1 is planned to be provided with the installation of improvements associated with the JR Meadows subdivision to the north. This road extension will provide access to Parcel 1 as shown on the Preliminary Plans (Exhibit A). As further shown on the Preliminary Plans, each Parcel meets the frontage requirements discussed above. This criterion is met.

E. Flag Lots. If a flag-lot is permitted, the following standards shall be met:

Response: As illustrated on the Preliminary Plans, the planned partition does not include a flag lot. Therefore, this standard is not applicable.

- F. **Through Lots.** Through lots shall be avoided except where essential to provide separation of residential development from major traffic arteries, adjacent nonresidential activities, or to overcome specific disadvantages of topography and orientation. A ten (10) foot wide screening or buffering easement, pursuant to the provision of Chapter 17.84, may be required by the city during the review of the land division request.

Response: As illustrated on the Preliminary Plans, the planned partition does not include a through lot. Therefore, this standard is not applicable.

- G. **Lot Side Lines.** The side lines of lots, as far as practicable, shall run at right angles to the right-of-way line of the street upon which the lots face.

Response: As illustrated on the Preliminary Plans, the side lot lines, as far as are practicable, run at right angles to the right-of-way line of the street upon which the lots face. Therefore, this standard is satisfied.

- H. **Lot Grading.** The minimum elevation at which a structure may be erected, taking into consideration the topography of the lot, the surrounding area, drainage patterns and other pertinent data, shall be established by the building inspector.

Response: This application does not include grading. Therefore, this standard is not applicable.

- I. **Utility Easements.** Utility easements shall be provided on lot areas where necessary to accommodate public utilities. Such easements shall have a minimum total width as specified in Section 17.76.020.

Response: Utility easements are not included with this application. This standard does not apply.

17.88.040 - Standards for blocks.

- A. **General.** The length, width, and shape of blocks shall be designed with regard to providing adequate building sites for the use contemplated; consideration of needs for convenient access, circulation, control, and safety of street traffic; and recognition of limitations and opportunities of topography.

B. **Sizes.**

1. **Block Length.** Except as provided in Section 17.100.030 for the Main Street Special Transportation Area (STA), blocks in residential and commercial districts shall be a minimum of one hundred (100) feet long and shall not exceed six hundred (600) feet in length between street right-of-way lines, unless the previous adjacent development pattern or topographical conditions justify a variation. Blocks that exceed six hundred (600) feet in length shall provide additional pedestrian and bicycle accessways.
2. **Block Perimeter.** Block perimeters in residential and commercial districts shall not exceed one thousand four hundred (1,400) feet.

- C. **Alleys.** Alleys may be provided in all districts, however, alleys shall be provided in commercial and industrial areas, unless other permanent provisions for access to off-street parking and loading facilities are provided.

Response: This application does not include blocks. These criteria are not applicable.

17.88.050 - Improvement requirements.

All improvements required by this title or as conditions of approval of any subdivision or partition shall be completed prior to the issuance of any building permits for any structures within the subject development. If the

developer requests approval to record the final plat before all required improvements have been constructed and all conditions of approval have been met by the developer and accepted by the city, the developer shall provide a security guarantee satisfactory to the city that all improvements will be constructed in conformance with all city standards and ordinances and all conditions of approval will be satisfied. If the total street frontage of the development is less than or equal to two hundred fifty (250) feet, the applicant may request to sign and the city may grant an improvement deferral agreement or non-remonstrance agreement.

Response: This application involves a zone change and partition. Improvements are not included with this application. The Applicant intends to submit a separate residential subdivision application that will address the applicable provisions of Section 17.88.050.

(...)

17.88.060 - Improvement procedures.

In addition to other requirements, improvements installed by a developer for any land division, either as a requirement of these regulations or at his or her own option, shall conform to the requirements of this title and improvement standards and specifications adopted by the city, and shall be installed in accordance with the following procedure:

Response: This application involves a zone change and partition. Improvements are not included with this application. The Applicant intends to submit a separate residential subdivision application that will address the applicable provisions of Section 17.88.050.

(...)

Division VI. - APPLICATION REQUIREMENTS AND REVIEW CRITERIA

Chapter 17.172 - PARTITIONS

17.172.010 - Applicability.

A partition is required for any land division that creates two or three parcels in a calendar year. The parcels shall meet the Development Standards for Land Division of Chapter 17.88, other applicable development standards and the following additional requirements:

- A. Each parcel shall satisfy the dimensional standards of the applicable zoning district, unless a variance from these standards is approved.

Response: This application involves a partition and a zone change. The partition follows the City's UGB Boundary line and will create two parcels; one that will be inside the City's boundary, and one that will remain outside the UGB in unincorporated Yamhill County. As addressed in Section 17.22.010 and 17.22.020, the planned zone change would implement the Residential-Medium Density (R-2) and the Residential-Medium High Density (R-3) zoning designations on the portion of the property within the City of Carlton (Parcel 1). The Conceptual Future Subdivision Plan included in Exhibit A shows how a future subdivision would be consistent with the development standards in the R-2 and R-3 zoning districts.

Parcel 2 is located outside the City's UGB within Yamhill County and has an Exclusive Farm Use (EF-80) zoning designation. The County has indicated that because the planned partition follows the existing City's UGB they support this partition, and because the

majority of the property is within the City's boundary the City of Yamhill should process the partition application.

- B. Adequate public facilities shall be available to serve the existing and newly created parcels.

Response: As shown on the Preliminary Plans, transportation and utilities services for Parcel 1 will be available from the improvements installed with the JR Meadows subdivision to the north. Parcel 2 has access to NE Old McMinnville Highway from an existing driveway, and as is typical of properties in Yamhill County, sanitary sewer and water services can be provided by way of septic system and a well. This criterion is satisfied.

17.172.030 - Process.

Preliminary plats for partitions shall be reviewed in accordance with the Type II review procedures.

Response: The partition application is intended to be reviewed concurrently with the zone change application, both of which are processed as Type III applications.

- A. Applications for partitions shall be submitted on forms provided by the city to the city recorder and accompanied by the appropriate fee. It shall be the applicant's responsibility to submit a complete application that addresses the review criteria of this chapter.

Response: The required application form and fee are included in this submittal. This application requirement is satisfied.

- B. The applicant shall submit ten (10) clear and legible copies of the preliminary plan on sheets not less than eleven (11) inches by seventeen (17) inches and no more than twenty-four (24) inches by thirty-six (36) inches in size. Preliminary plans shall be drawn to a scale of one-inch equals fifty (50) feet or larger.

Response: Preliminary Plans are included in the application materials, consistent with the provision above. This submittal requirement is satisfied.

1. General Information. The following general information shall be shown on the tentative plan:
 - a. Vicinity map extending eight hundred (800) feet in each direction showing all streets, property lines, streams, and other pertinent data to locate the proposal;
 - b. North arrow, scale of drawing and date of preparation;
 - c. Tax map and tax lot number or tax account of the subject property;
 - d. Dimensions and size in square feet or acres of the subject property;
 - e. The names and addresses of the property owner, partitioner and engineer, surveyor, or other individual responsible for laying out the partition.

Response: The Preliminary Plans included in the application materials show the information required above. Therefore, this submittal requirement is met.

2. Existing Conditions.

- a. Location of all existing easements within the property;
- b. Location of city utilities (water, sanitary sewer, storm drainage) within or adjacent to the property proposed for use to serve the development;
- c. The location and direction of watercourses or drainage swales. The location and disposition of any wells, wetlands identified on the State Wetland Inventory, septic tanks, and drain fields in the partition;
- d. Existing uses of the property, including location of existing structures on the property. It should be noted whether the existing structures are to be removed or to remain on the property.

Response: The Preliminary Plans included in the application materials show the information required above, as applicable. This submittal requirement is satisfied.

3. Proposed Plan. A detailed plan of the propose partition clearly showing the following:
 - a. Locations, approximate dimensions and area in square feet of all proposed parcels. All parcels shall be numbered consecutively;
 - b. Location, width and purpose of any proposed easements.

Response: The Preliminary Plans included in the application materials show the information required above, as applicable. Therefore, this submittal requirement is met.

4. Supplemental Information. Proposed deed restrictions, if any, in outline form.

Response: This application does not include deed restrictions. This submittal requirement doesn't apply.

Chapter 17.180 - ZONE CHANGE

17.180.010 - Process.

Rezoning or zone changes shall be reviewed in accordance with the Type III review procedures.

Response: This application includes a zone change and partition. Based on the City of Carlton Development Code, it is understood that this combined application is to be processed through a Type III review procedure.

17.180.030 - Zone change procedure.

- A. That there is a lack of other comparatively zoned property to satisfy the proposed use;

Response: The vast majority of land in the City is zoned R-1 and is improved with single-family homes. The R-2 and R-3 Zones primarily adjoin the central downtown district but are fully improved. The R-2 Zoning District is a relatively new zoning district in the City, and with the exception of the recently approved JR Meadows project to the north, the only land designated R-2 is fully developed with a manufactured home park and a fully developed single-family subdivision on N 1st Street. The Agricultural Holding District was a result of the findings included in the Comprehensive Plan which demonstrated the need to set

aside buildable land to be rezoned to a residential designation and increase density as needed. There are other parcels that are zoned AH; however, most of the other parcels don't have direct access to public transportation and utilities. This site will have direct access to transportation and all public utilities with the construction of the JR Meadows Subdivision to the north. Rezoning the subject site from AH to R-2 and R-3 would provide ±13.94 acres of land to accommodate a planned future residential subdivision, which would create lots of varying sizes suitable for the potential construction of single-family homes and multi-family dwellings. The zone change is necessary to provide needed housing. Therefore, this provision is met.

B. That the change of zone is in conformance with comprehensive plan, the Carlton development code, and any applicable street and highway plans;

Response: This application is in conformance with the Comprehensive Plan, the Carlton Development Code, and transportation goals, as detailed below in Section 17.180.050.

C. That the proposed property is adequate in size and shape to facilitate those uses allowed in the proposed zone;

Response: As shown on the Preliminary Plans, Parcel I is ±13.94 acres in size and is generally rectangular in shape, which is suitable in size and shape to accommodate a future residential subdivision for the future construction of single-family homes and multi-family dwellings, as illustrated in the Conceptual Future Subdivision Plan. Therefore, this provision is satisfied.

D. That the proposed property related to streets and highways is adequate to serve the type of traffic that will be generated by uses in proposed zone; and

Response: The Transportation Impact Analysis (included in Exhibit D) demonstrates that the subject property in relation to streets and highways is adequate to serve the residential traffic expected to be generated by permitted uses in the R-2 and R-3 Zoning Districts. Therefore, this provision is satisfied.

E. That the proposed change of zone will have no substantial impact on the abutting property or the uses thereof.

Response: The R-2 and R-3 Zoning District Designations are intended for single-family and multi-family homes. As shown on the Aerial Zoning Map, the uses of the abutting properties include Residential (R-2), Agricultural Holding (AH), and Public Facility (PF). Both planned uses (R-2 and R-3) are compatible with the abutting uses shown on the Aerial Zoning Plan (Exhibit A). The site has been planned for future residential when the Carlton Urban Growth Boundary was established in 1981. A future subdivision of this site will provide new streets and other public infrastructure that are useful and advantageous for abutting underdeveloped properties/facilities, potential development, etc., in areas where needed housing can be provided. Therefore, this provision is satisfied.

17.180.040 - Application and fee.

An application for a zone change shall be filed with the city recorder and accompanied by the appropriate fee. It shall be the applicant's responsibility to submit a complete application that addresses the review criteria of this chapter.

Response: The required City application fee is included in the application materials. It is understood that this application is to be filed with the City Recorder. Additionally, the review criteria are addressed directly below in Section 17.180.050. Therefore, the written materials together with the supplemental application materials included in the application materials provide a complete application. This submittal requirement is satisfied.

17.180.050 - Criteria for approval.

Zone change proposals shall be approved if the applicant provides evidence substantiating the following:

- A. The proposed zone is appropriate for the comprehensive plan land use designation on the property and is consistent with the description and policies for the applicable comprehensive plan land use classification.**

Response: The R-2 and R-3 Zoning Districts are appropriate for the Comprehensive Plan land use designations Residential (Medium Density) and Residential (Medium-High Density) and are consistent with the description and applicable policies of the City of Carlton Comprehensive Plan (2009), as follows:

Agricultural Lands (Goal-3)

- *Policy 1. Agricultural land conversion to urban uses shall be done only when adequate public facilities and services are available to the area(s) proposed for development.*
- *Policy 2. The City shall retain established agricultural holding zones until agricultural lands are needed for urban uses.*

Housing (Goal-10)

- *Policy 1. To permit new developments only when all urban services become available. These services shall include: public water, sanitary sewers, storm drainage, solid waste collection, streets, parks and recreation facilities, and adequate police, and fire protection.*
- *b. The City shall encourage a mix of housing types including duplex development within new subdivisions and residential planned unit developments until the City's housing mix more closely resembles the preferred ratio of 75 percent single-family to 25 percent multifamily. Policy Residential Land Use 6.c. Varying lot sizes and configurations shall be encouraged in order to provide for a variety of housing types, densities and designs.*

Public Facilities and Services (Goal-11)

- *Policy 5. Developable areas which are most easily served by public facilities and services shall be identified and promoted as priority development areas.*

Response: The Agricultural Holding Plan designation is implemented through the Agricultural Holding (AH) Zone and includes areas with the Carlton UGB intended for future growth and allows an orderly phasing of urban development of land. Property designated Agricultural Holding is to be rezoned to a residential zoning designation when a need

arises for increased density within the UGB. The AH Zone is a holding district that allows agricultural uses to continue until such time that the agricultural lands are needed for urban uses and public facilities and services are available.

Conversion of this site from agricultural to residential land is consistent with these goals. Services for this site will be available with the improvements of the JR Meadows Subdivision to the north. This parcel does not bypass vacant land and provides an extension of residential land to the north.

The City Housing Needs Analysis in the Comprehensive Plan (2007) projected a population of 2,379 by the year 2027 and a need for additional dwelling units. The 2018 population of 2,235 is approaching the 2027 projection, with 8 years remaining. The lands designated AH have been determined to be necessary for the future urbanization of the City beyond the year 2017 per the Comprehensive Plan (2009). Based on the housing needs model developed by the Oregon Housing and Community Services Department there will be an estimated need for 176 new single-family units each year. The Conceptual Future Subdivision Plan demonstrates the site is suitable to accommodate a residential land use, implemented through a zone change from Agricultural Holding (AH) to Residential-Medium Density (R-2) and Residential Medium-High Density (R-3). Lots in the R-2 and R-3 zoning designations can accommodate single-family detached homes and multi-family homes, which fulfills the City's need to provide additional housing within City limits and is consistent with the above-noted policies. As discussed in Section 17.180.050(D), adequate public facilities and services are planned to be extended through the site to accommodate the planned future residential subdivision.

Open Spaces and Scenic Sites (Goal-5a)

- *Policy 1. The City shall ensure that as development occurs, adequate land will be retained in permanent open space.*
- *Policy 2. Efforts shall be made to preserve creeks and floodplain areas as open space. These areas shall be maintained to provide a natural storm water and drainage system. Bicycle and pedestrian pathways should be examined for possible inclusion in these areas.*

Response:

The City's responsibilities for the creation/preservation of open space and natural areas take place in a variety of ways. In the case of land development, that occurs from conversion of urban holding land to residential land. The City of Carlton Development Code includes standards and requirements that implement these policies. Future applications for subdivisions will be reviewed by the City for compliance with applicable standards, etc. The Conceptual Future Subdivision Plan illustrates how open space/natural resource preservation can be provided for this property, consistent with the requirements of the Carlton Development Code.

Transportation (Goal-12) / TSP Goal 2

- *Policy B.1. The City shall protect the function of existing and planned roadways as identified in the Transportation System Plan.*

- *Policy B.3. The City shall protect the function of existing or planned roadways and roadway corridors through the application of appropriate land use regulations.*
- *Policy C. The local street plan in the Transportation System Plan shall be implemented by local developments. The local street plan identifies general alignments of future local streets and maintains a grid system whenever possible. Developers shall be required to follow the local street plan. Flexibility is allowed only as the proposed modifications still meet the integrity of the overall local street plan and circulation objectives.*

Response: The City achieves the applicable transportation policies in a variety of ways. As previously noted, in the case of land development, that occurs from conversion of urban holding land to residential land. The City of Carlton Development Code includes standards and requirements that implement these policies. Future applications for subdivisions will be reviewed by the City for compliance with applicable standards, etc. The Conceptual Future Subdivision Plan illustrates how the function of existing and planned roadways (as identified in the Transportation System Plan), the integrity of the local street plan, and circulation objectives can be achieved in compliance with the requirements of the Carlton Development Code, on this property.

Therefore, the zone change from AH to R-2 and R-3 is appropriate and consistent with the description and policies for the R-2 and R-3 land use classifications in the Comprehensive Plan. This approval criterion is satisfied.

B. The uses permitted in the proposed zone can be accommodated on the proposed site without exceeding its physical capacity.

Response: The R-2 and R-3 Zoning District standards and other applicable portions of the Carlton Development Code and other applicable requirements ensure that the potential future land uses do not exceed the capacity of the land itself. Each of these Zoning District Standards include requirements regulating uses, densities, lot sizes and dimensions, building heights, setbacks, etc. Other sections of the code regulate parking, street design, landscaping, etc. In this case, the R-2 and R-3 Zoning designations are appropriate for the subject site because it is rectilinear, level, has frontage on existing city streets, and is relatively unencumbered by existing development, natural resource or other challenges. Therefore, this approval criterion is satisfied.

C. Allowed uses in the proposed zone can be established in compliance with the development requirements in this title.

Response: As previously mentioned, the Applicant intends to submit a residential subdivision application with the intent to build homes on lots in accordance with the R-2 and R-3 Zoning Districts. The Conceptual Future Subdivision Plan (Exhibit A) includes lots for single-family detached homes which is a permitted and appropriate use in the R-2 Zoning District, and further shows one lot that is ±39,158 square feet in size that can accommodate a multi-family building, which is a permitted and appropriate use in the R-3 Zoning District. The Conceptual Future Subdivision Plan illustrates a conceptual subdivision layout for the site that can be compliant with the R-2 and R-3 Zoning Districts

development standards, that are to be reviewed later under a future Subdivision application. Therefore, this approval criterion is satisfied.

D. Adequate public facilities, services, and transportation networks are in place or are planned to be provided concurrently with the development of the property.

Response: With the installation of infrastructure improvements associated with the JR Meadows Subdivision to the north, this site will have adequate public facilities, services, and transportation networks to serve a residential land use on the site, consistent with the requirements of this title as follows:

- **Water:** The site can be served by an 8-inch water line that is planned to be extended to the site's northern property line in S 7th Street at the time the public improvements associated with the JR Meadows Subdivision are installed.
- **Sanitary Sewer:** The site can be served by an 8-inch sanitary sewer line that is planned to be extended to the site's northern property line in S 7th Street at the time the public improvements associated with the JR Meadows Subdivision are installed.
- **Stormwater:** The site currently drains northeast into an existing drainage way and will continue to do so after the Partition and Zone Change. This application does not include improvements that will modify impervious area. As shown on the Conceptual Future Subdivision Plan (Exhibit A) the configuration of Parcel 1 will allow for future stormwater facilities to be located on the property to manage stormwater before releasing into the existing stormwater drainage ways.
- **Transportation Network:** S 7th Street is planned to be extended to the site's northern property boundary when the public improvements associated with the JR Meadows Subdivision are installed. An easement across Parcel 2 will provide a secondary emergency access to NE Old McMinnville Highway.

The public facilities, services, and transportation networks can be improved/constructed/extended on site as generally shown on the Conceptual Future Subdivision Plan to serve a residential land use. Therefore, this approval criterion is satisfied.

E. For residential zone changes, the criteria listed in the purpose statement for the proposed zone shall be met.

Response: This application involves a zone change from the AH Zoning District to the R-2 and R-3 Zoning Districts. The purpose statement for the R-2 Zoning District states, "The Residential-Medium Density (R-2) District is to provide for single-family and duplex housing at an average density of ten (10) dwelling units per acre or less. The R-2 District is consistent with the new Residential Medium-Density Comprehensive Plan designation." Based on the size, location, and other attributes of subject property and as illustrated on the Conceptual Future Subdivision Plan, the portion of the property that is planned to be rezoned to R-2 can be utilized for single-family housing at ten dwelling units per acre or less, consistent with the R-2 Zoning District and applicable standards.

The purpose statement for the R-3 Zoning District states “The Residential-Medium High Density (R-3) district provides opportunities for higher density housing in close proximity to substantial commercial and public development where full urban services are available. The R-3 district, which generally accommodates residential development of eight (8) to thirty-two (32) units per acre, is consistent with the residential comprehensive plan designation.” As illustrated on the Conceptual Future Subdivision Plan, the portion of the property that is planned to be rezoned to R-3 can be utilized for multi-family homes at eight to thirty-two units per acre, consistent with the R-3 Zoning District.

F. The following additional criteria shall be used to review all nonresidential changes:

(...)

Response: This application does not include a non-residential zone change. Therefore, these criteria do not apply.

IV. Conclusion

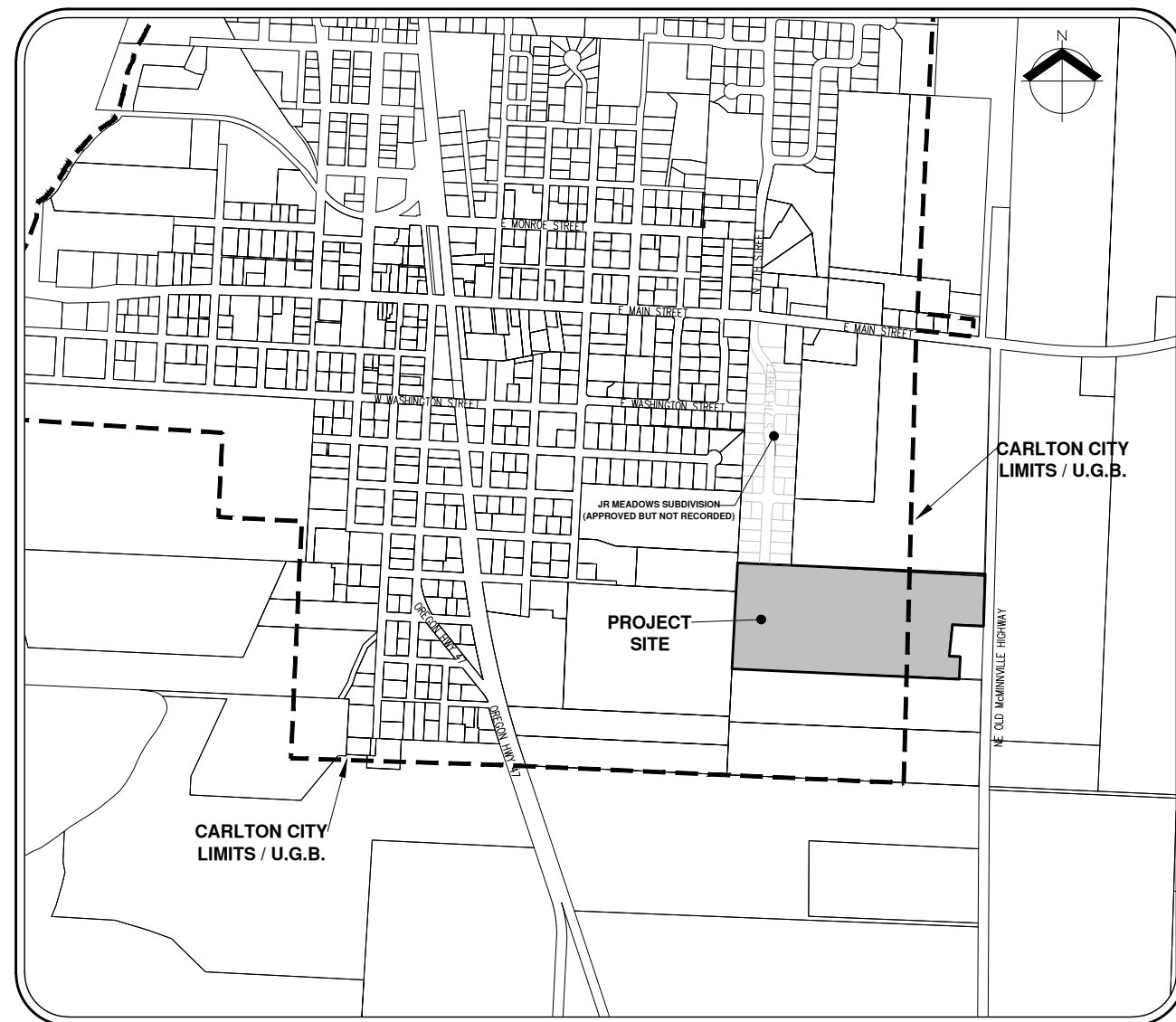
The required findings have been made, and this written narrative and accompanying documentation demonstrate that the application is consistent with the applicable provisions of the City of Carlton Comprehensive Plan and City of Carlton Development Code. The evidence in the record is substantial and the City rely upon this information in its approval of the application.



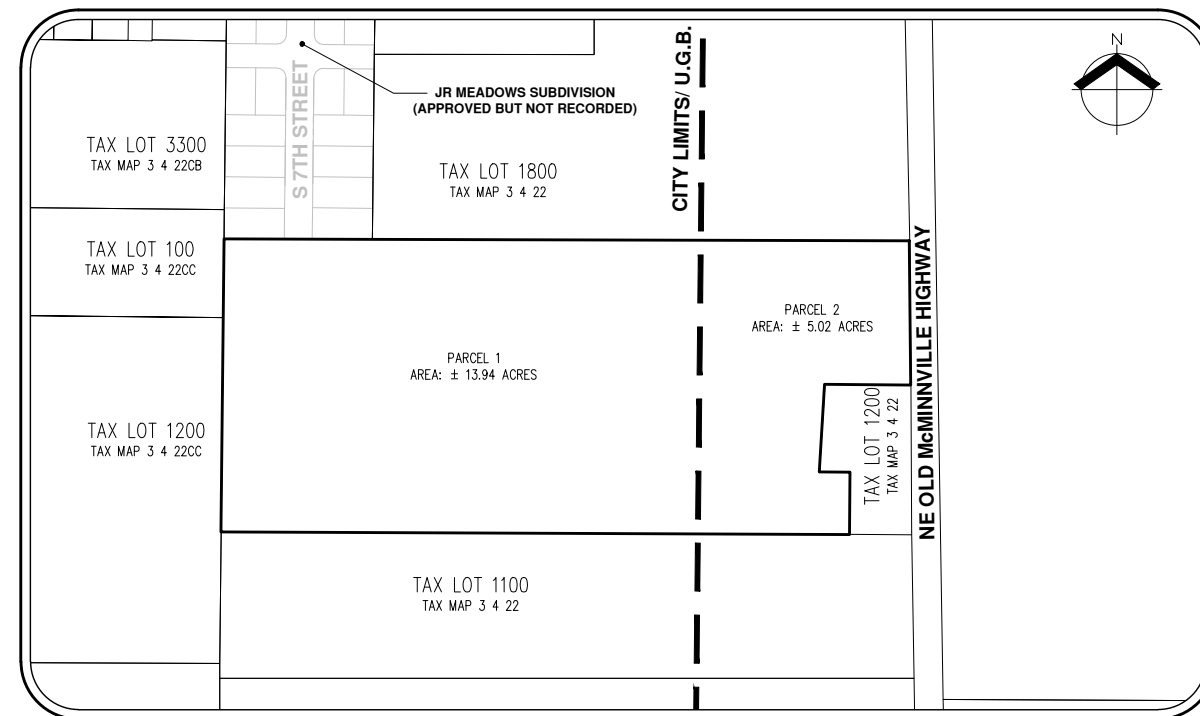
Exhibit A: Preliminary Plans

10215 NE OLD MCMINNVILLE HIGHWAY

ZONE CHANGE AND PRELIMINARY PARTITION PLANS



VICINITY MAP
 1' = 500"



SITE MAP
 1' = 200"

SHEET INDEX

- PO-01 COVER SHEET WITH VICINITY AND SITE MAPS
- PO-02 PRELIMINARY EXISTING CONDITIONS PLAN
- PO-03 PRELIMINARY PARTITION PLAT
- PO-04 CONCEPTUAL NEIGHBORHOOD CIRCULATION PLAN
- PO-05 ZONING MAP WITH AERIAL PHOTOGRAPH
- PO-06 CONCEPTUAL FUTURE SUBDIVISION PLAN
- PO-07 PRELIMINARY UTILITY PLAN

APPLICANT: TJA, LLC
 9110 NW CLAY PIT ROAD
 YAMHILL, OR 97148

EXISTING LAND USE: UNDEVELOPED LAND

PLANNING / ENGINEERING / SURVEYING TEAM: AKS ENGINEERING & FORESTRY, LLC
 CONTACT: MONTY HURLEY / CHRIS GOODELL
 12965 SW HERMAN ROAD, SUITE 100
 TUALATIN, OR 97062
 PH: 503-563-6151

PROJECT PURPOSE: ZONE CHANGE AND
 2-PARCEL PARTITION

PROJECT LOCATION: 10215 NE OLD MCMINNVILLE HIGHWAY
 CARLTON, OR 97111
 SOUTH OF INTERSECTION OF E MAIN STREET
 AND N 7TH STREET CARLTON, OREGON

VERTICAL DATUM: VERTICAL DATUM: ELEVATIONS ARE
 BASED ON NGS MONUMENT U 98 (PID
 RD0845) BEING A BRASS DISK SET IN
 CONCRETE LOCATED 66 FEET EAST
 FROM THE CENTER OF PINE STREET
 AND 32 FEET NORTH FROM THE
 CENTER OF MAIN STREET.
 ELEVATION = 202.08 FEET (NAVD 88)

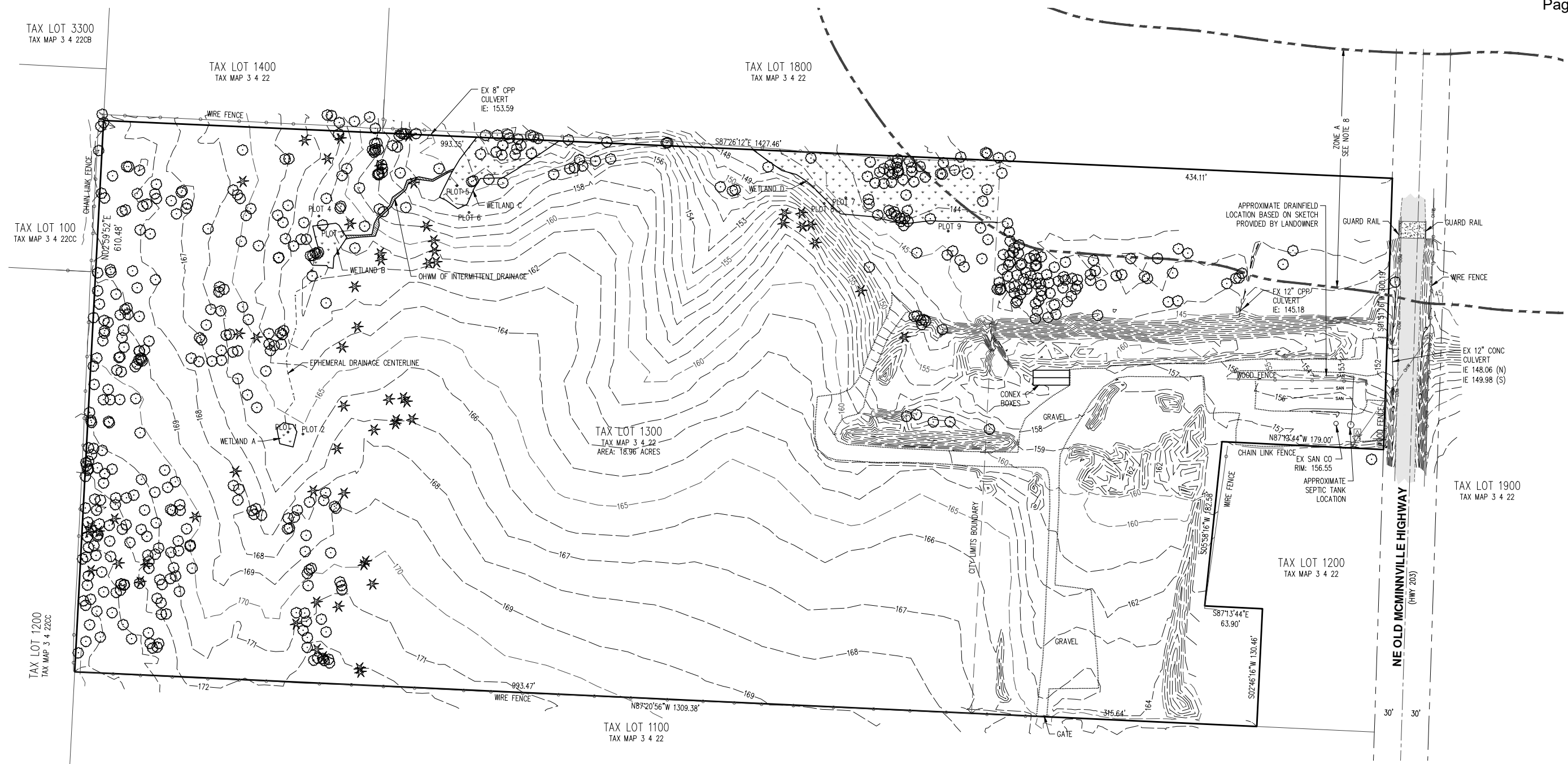
PROPERTY DESCRIPTION: TAX LOT 1300, YAMHILL COUNTY ASSESSOR'S MAP
 3S 4W 22, TOWNSHIP 3 SOUTH 4 WEST, LOCATED
 IN SECTION 22, WILLAMETTE MERIDIAN, CITY OF
 CARLTON, YAMHILL COUNTY, OREGON.

COVER SHEET WITH VICINITY AND SITE MAPS
10215 NE OLD MCMINNVILLE HIGHWAY
TAX LOT 1300 YAMHILL COUNTY TAX MAP 3 4 22
CARLTON, OREGON

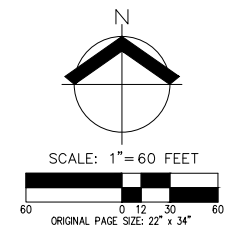
PRELIMINARY

JOB NUMBER: 7395-01
 DATE: 2/4/2020
 DESIGNED BY: AJD
 DRAWN BY: ETT
 CHECKED BY: MBH

PO-01



- NOTES:**
- UTILITIES SHOWN ARE BASED ON UNDERGROUND UTILITY LOCATE MARKINGS AS PROVIDED BY OTHERS, PROVIDED PER UTILITY LOCATE TICKET NUMBER 20008606. THE SURVEYOR MAKES NO GUARANTEE THAT THE UNDERGROUND LOCATES REPRESENT THE ONLY UTILITIES IN THE AREA. CONTRACTORS ARE RESPONSIBLE FOR VERIFYING ALL EXISTING CONDITIONS PRIOR TO BEGINNING CONSTRUCTION.
 - FIELD WORK WAS CONDUCTED JANUARY 15-30, AND FEBRUARY 2, 2020.
 - VERTICAL DATUM: ELEVATIONS ARE BASED ON NGS MONUMENT U 98 (PID R00845) BEING A BRASS DISK SET IN CONCRETE LOCATED 66 FEET EAST FROM THE CENTER OF PINE STREET AND 32 FEET NORTH FROM THE CENTER OF MAIN STREET ELEVATION = 202.08 FEET (NAVD 88).
 - THIS IS NOT A BOUNDARY SURVEY TO BE RECORDED WITH THE COUNTY. BOUNDARIES MAY BE PRELIMINARY AND SHOULD BE CONFIRMED WITH THE STAMPING SURVEYOR PRIOR TO RELYING ON FOR DETAILED DESIGN OR CONSTRUCTION.
 - BUILDING FOOTPRINTS ARE MEASURED TO SIDING UNLESS NOTED OTHERWISE. CONTACT SURVEYOR WITH QUESTIONS REGARDING BUILDING TIES.
 - CONTOUR INTERVAL IS 1 FOOT.
 - TREES WITH DIAMETER OF 6" AND GREATER ARE SHOWN. TREE DIAMETERS WERE MEASURED UTILIZING A DIAMETER TAPE AT BREST HEIGHT.
 - ZONE A FLOOD PLAIN BOUNDARY IS SHOWN PER GIS OVERLAY OF FEMA FIRM MAP 41071C01910, WITH AN EFFECTIVE DATE OF MARCH 2, 2010.
 - WETLAND BOUNDARIES SHOWN WERE DELINEATED BY AKS ENGINEERING & FORESTRY, LLC. ON 11/11/2019 AND WERE PROFESSIONALLY SURVEYED BY AKS ON 11/13/2019. WETLAND BOUNDARY STUDY AREA ONLY WITHIN URBAN GROWTH BOUNDARY.



**PRELIMINARY EXISTING CONDITIONS PLAN
 10215 NE OLD MCMINNVILLE HIGHWAY
 TAX LOT 1300 YAMHILL COUNTY TAX MAP 3 4 22
 CARLTON, OREGON**

REGISTERED PROFESSIONAL LAND SURVEYOR

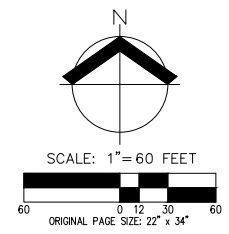
PRELIMINARY

Benjamin R Huff

OREGON
 MARCH 14, 2017
 BENJAMIN R HUFF
 84738PLS
 RENEWS: 6/30/21

JOB NUMBER: 7395-01
 DATE: 02/13/2020
 DESIGNED BY: AJD
 DRAWN BY: ETT
 CHECKED BY: MBH

PO-02

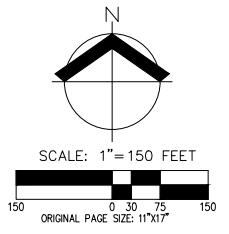
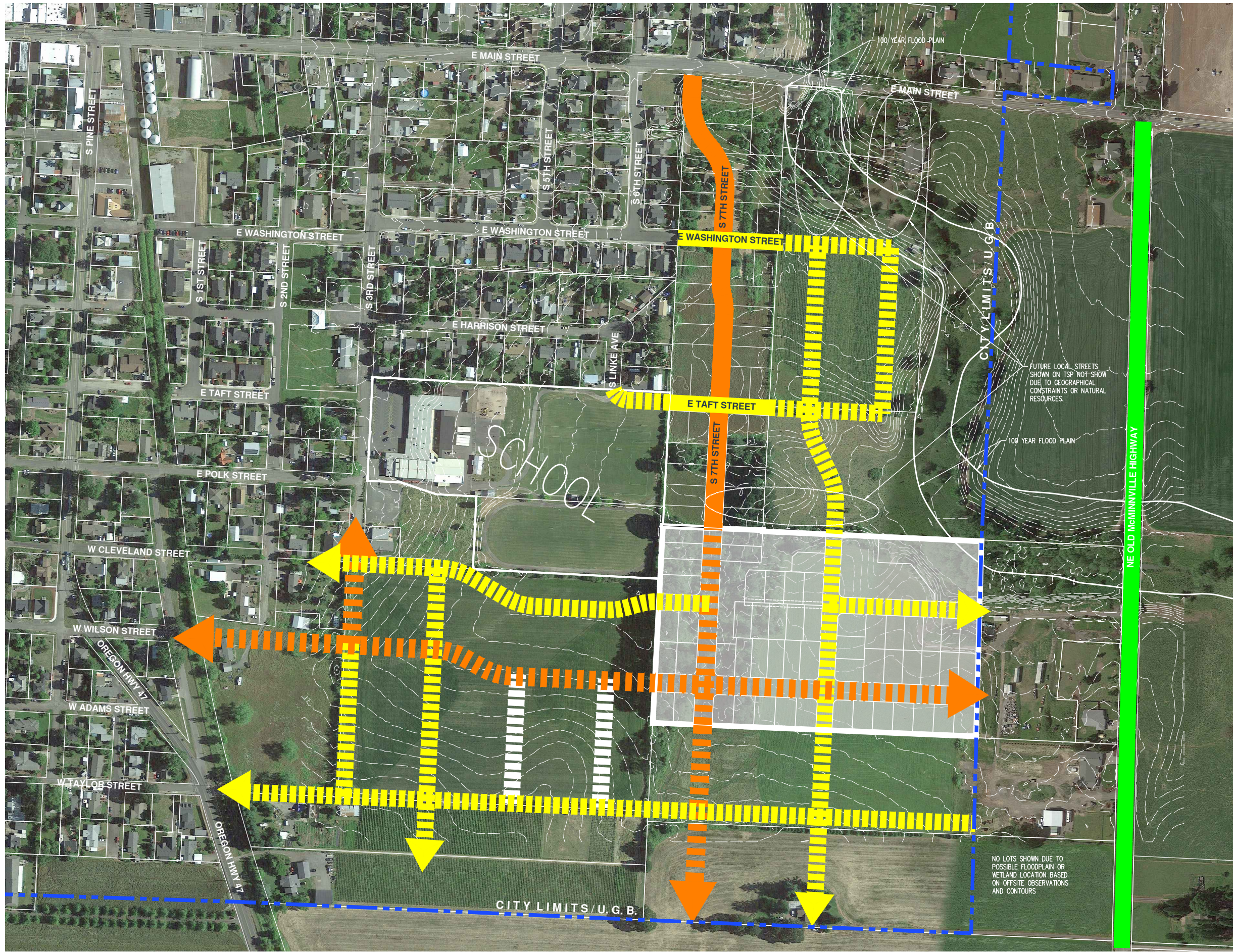


**PRELIMINARY PARTITION PLAT
 10215 NE OLD McMINNVILLE HIGHWAY
 TAX LOT 1300 YAMHILL COUNTY TAX MAP 3 4 22
 CARLTON, OREGON**

PRELIMINARY

JOB NUMBER:	7395-01
DATE:	2/4/2020
DESIGNED BY:	AJD
DRAWN BY:	ETT
CHECKED BY:	MBH

PO-03



LEGEND

- CITY LIMITS/U.G.B. 
- PROJECT SITE BOUNDARY 
- PLANNED LOCAL STREET 
- PLANNED COLLECTOR 
- CONCEPTUAL FUTURE COLLECTOR (ON TSP) 
- CONCEPTUAL FUTURE LOCAL STREET (ON TSP) 
- YAMHILL COUNTY EXISTING LOCAL 
- CONCEPTUAL FUTURE LOCAL STREET (NOT ON TSP) 

NOTES:

1. THIS PLAN IS INCLUDED TO MEET THE SUBMITTAL REQUIREMENTS FOR THE CITY OF CARLTON.
2. CONCEPTUAL FUTURE STREET LOCATIONS ARE SHOWN FOR ILLUSTRATIVE PURPOSES FOR THE LAND USE APPLICATION ONLY AND ARE NOT PROPOSED WITH THIS PARTITION AND ARE NOT BINDING ON ANY OFF SITE PROPERTIES.
3. THIS DRAWING DOES NOT REPRESENT A FIELD VERIFIED TOPOGRAPHIC/PROPERTY BOUNDARY SURVEY.
4. DATA SOURCES FOR THIS CONCEPTUAL DRAWING INCLUDE INFORMATION EXTRAPOLATED FROM CITY OF CARLTON FUTURE STREET PLAN, GIS AND NOAA LIDAR TOPOGRAPHY.
5. AREAS, DIMENSIONS, EASEMENT LOCATIONS, AERIAL PHOTO FEATURES, ETC. ARE THEREFORE CONSIDERED APPROXIMATE.

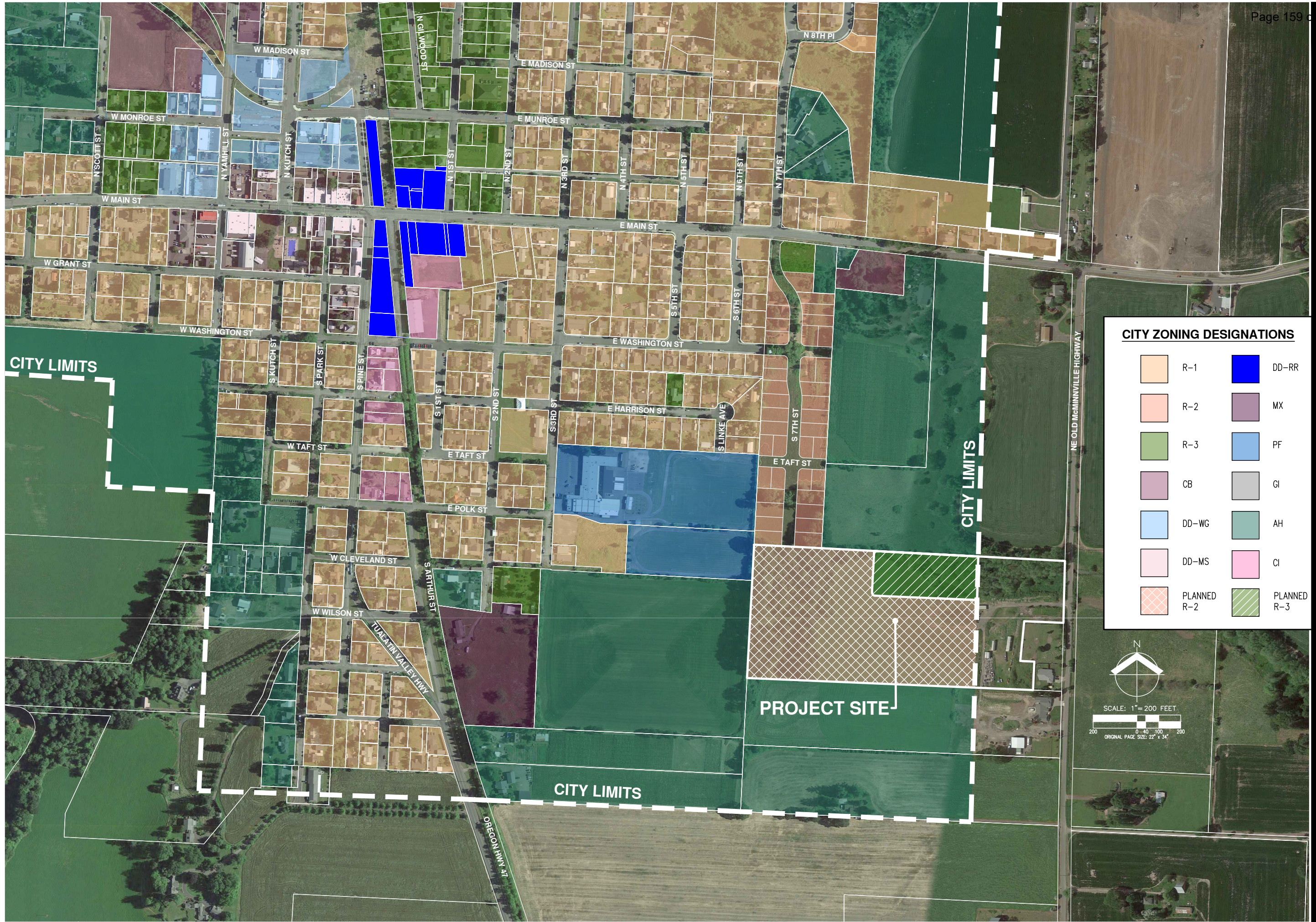
NO LOTS SHOWN DUE TO POSSIBLE FLOODPLAIN OR WETLAND LOCATION BASED ON OFFSITE OBSERVATIONS AND CONTOURS

**CONCEPTUAL NEIGHBORHOOD CIRCULATION PLAN
10215 NE OLD McMINNVILLE HIGHWAY
TAX LOT 1300 YAMHILL COUNTY TAX MAP 3 4 22
CARLTON, OREGON**

PRELIMINARY

JOB NUMBER:	7395-01
DATE:	2/4/2020
DESIGNED BY:	AJD
DRAWN BY:	ETT
CHECKED BY:	MBH

PO-04



CITY ZONING DESIGNATIONS

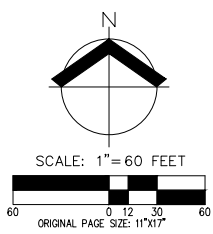
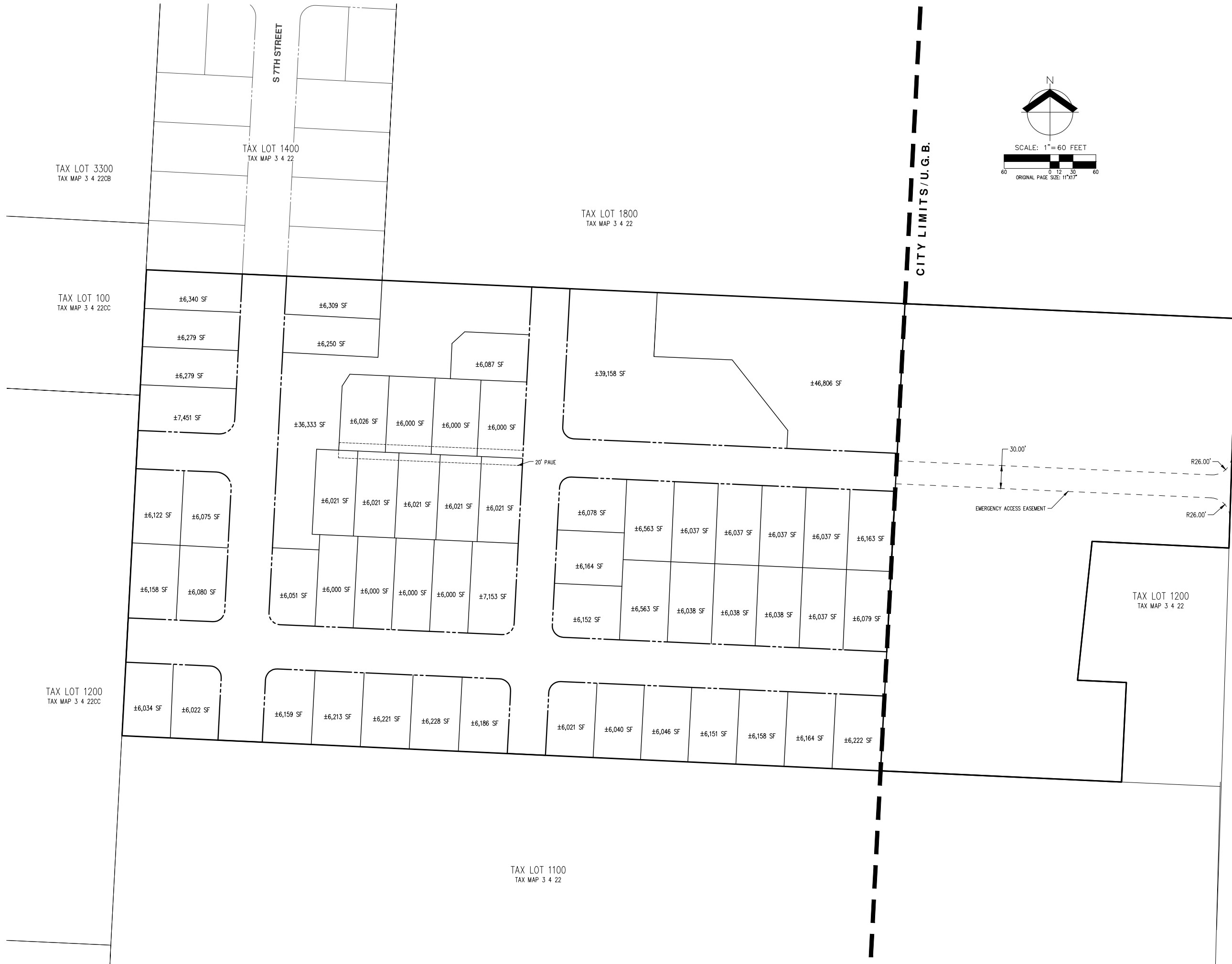
	R-1		DD-RR
	R-2		MX
	R-3		PF
	CB		CI
	DD-WG		AH
	DD-MS		CI
	PLANNED R-2		PLANNED R-3

ZONING MAP WITH AERIAL PHOTOGRAPH
10215 NE OLD McMINNVILLE HIGHWAY
TAX LOT 1300 YAMHILL COUNTY TAX MAP 3 4 22
CARLTON, OREGON

PRELIMINARY

JOB NUMBER:	7395-01
DATE:	2/4/2020
DESIGNED BY:	AJD
DRAWN BY:	ETT
CHECKED BY:	MBH

PO-05



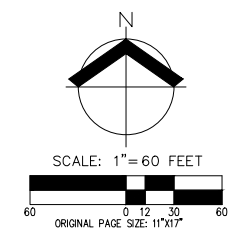
**CONCEPTUAL FUTURE SUBDIVISION PLAN
 10215 NE OLD McMINNVILLE HIGHWAY
 TAX LOT 1300 YAMHILL COUNTY TAX MAP 3 4 22
 CARLTON, OREGON**

PRELIMINARY

JOB NUMBER:	7395-01
DATE:	2/11/2020
DESIGNED BY:	AJD
DRAWN BY:	ETT
CHECKED BY:	MBH

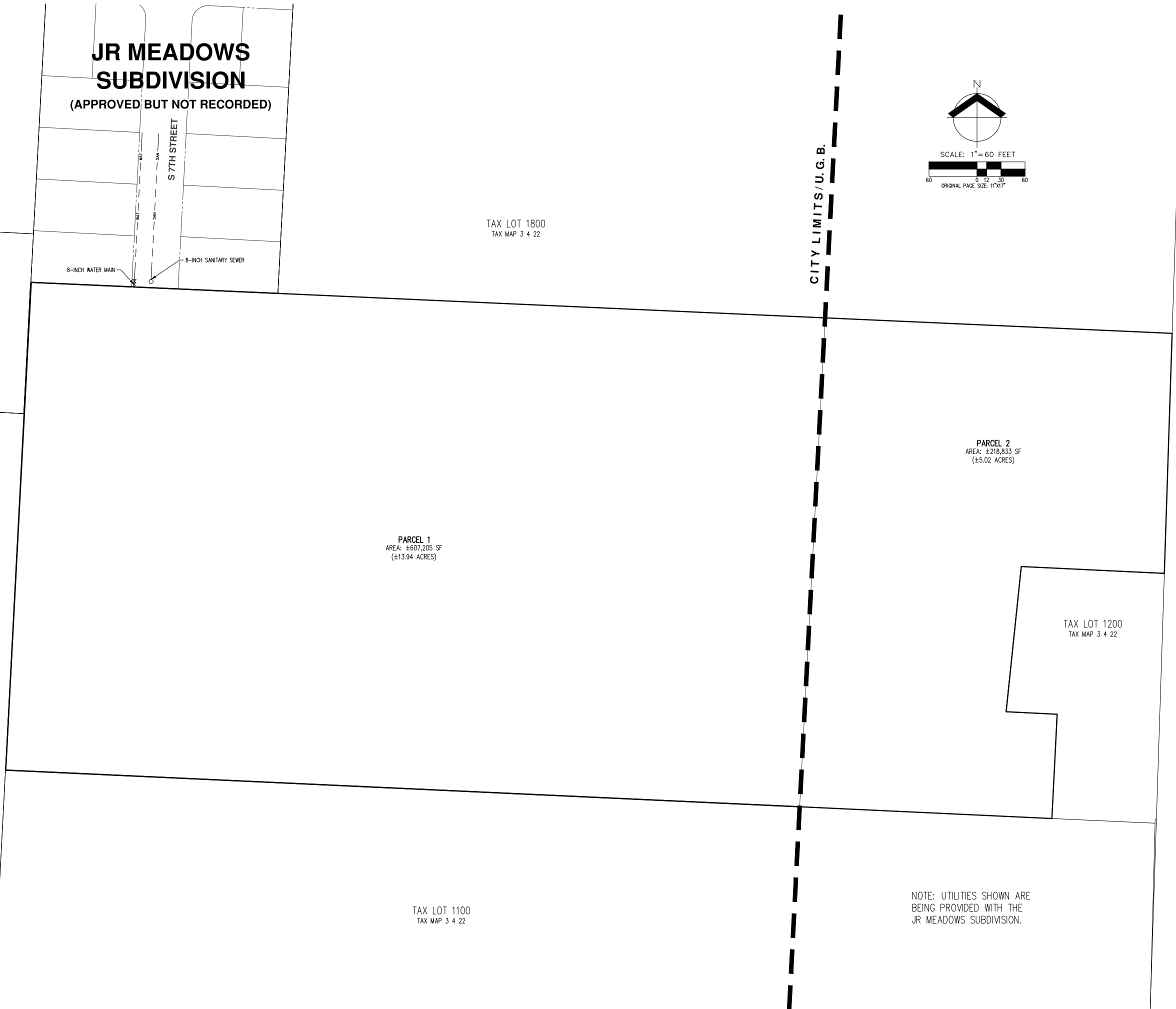
PO-06

**JR MEADOWS
 SUBDIVISION**
 (APPROVED BUT NOT RECORDED)



CITY LIMITS / U.G.B.

NE OLD McMINNVILLE HIGHWAY



PARCEL 1
 AREA: ±607,205 SF
 (±13.94 ACRES)

PARCEL 2
 AREA: ±218,833 SF
 (±5.02 ACRES)

TAX LOT 1200
 TAX MAP 3 4 22

TAX LOT 1900
 TAX MAP 3 4 22

TAX LOT 1800
 TAX MAP 3 4 22

TAX LOT 1100
 TAX MAP 3 4 22

TAX LOT 1200
 TAX MAP 3 4 22CC

TAX LOT 100
 TAX MAP 3 4 22CC

TAX LOT 3300
 TAX MAP 3 4 22CB

NOTE: UTILITIES SHOWN ARE
 BEING PROVIDED WITH THE
 JR MEADOWS SUBDIVISION.

PRELIMINARY UTILITY PLAN
10215 NE OLD McMINNVILLE HIGHWAY
TAX LOT 1300 YAMHILL COUNTY TAX MAP 3 4 22
CARLTON, OREGON

PRELIMINARY

JOB NUMBER:	7395-01
DATE:	2/11/2020
DESIGNED BY:	AJD
DRAWN BY:	ETT
CHECKED BY:	MBH

PO-07



Exhibit B: City Application Form and Checklist

City of Carlton
191 E. Main St.
Carlton, OR 97111
 Phone: 503-852-7575
 Fax: 503-852-7761
www.ci.carlton.or.us



Comprehensive Plan Amendment/Zone Change

Within the City of Carlton, land is classified by general land use categories on the Comprehensive Plan Map. The Comprehensive Plan Map includes six (6) general planning designations: Residential, Manufactured Home, Commercial, Industrial, Public and Agricultural Holding. The Comprehensive Plan Map designation describes the existing or intended future use of the property over the 20-year planning horizon. A Comprehensive Plan Map amendment is the reclassification of any area from one Comprehensive Plan map designation to another.

Each Comprehensive Plan Map designation is implemented by a specific zone district within the city limits. There are eleven (11) zone districts within the city limits: Agricultural Holding (AH); Downtown District (D); Commercial Business (C); Commercial Industrial (CI); General Industrial (GI); Residential Medium Density (R-2); Residential Medium-High Density (R-3); Manufactured Home District (MH); Mixed Density Residential (MX); Residential Low Density (R-1); and Public Facility (PF). The Carlton Zoning Map identifies the zoning of every property within the City of Carlton. The Carlton Zoning Map is available at City Hall and on the City of Carlton's website.

A “zone change” is a reclassification of any area from one zone or district to another and may or may not involve a Comprehensive Plan Map amendment. Carlton Development Code (CDC) Chapter 17.180* identifies the process to request a zone change within the City of Carlton.

Application Process

Comprehensive Plan map amendments and zone changes are reviewed in accordance with the Type III review procedures found in CDC Section 17.188.020. The Planning Commission conducts an initial public hearing to review the request and make a recommendation to the City Council. The City Council then holds a public hearing to issue a final decision on the request.

Application Requirements

To request a Comprehensive Plan amendment and/or zone change, there shall be submitted to the City Recorder:

One (1) paper copy and **one (1) electronic copy** (PDF format preferred) of the application form and the application attachments. Copies must be clear and legible.

Application filing fee

* The Carlton Development Code is available online at: www.ci.carlton.or.us/municode

Comprehensive Plan Amendment/Zone Change Application City of Carlton

Applicant's Consultant:
AKS Engineering & Forestry, LLC
Contact: Chris Goodell
12965 SW Herman Road, Suite 100
Tualatin, OR 97062
(503) 563-6151 - Email: chrisg@aks-eng.com

Docket No.: _____
Date: _____
Fee: _____
Receipt No.: _____

Applicant: Name _____
Mailing Address _____
Phone _____

Title Holder: Name _____
Mailing Address _____

Location: Street Address _____
Tax Lot Number _____ Map _____

Description: Current Comprehensive Plan Designation _____
Current Zoning Agricultural Holding (AH)

Proposed Zoning: Residential-Medium Density (R-2) and Residential-Medium High Density (R-3)

Proposed Comprehensive Plan Designation (if applicable): _____


Prerequisites: In accordance with Carlton Development Code Section 17.180.010, Comprehensive Plan Amendment/Zone Change applications are conducted as a Type III procedure. The Planning Commission will conduct a public hearing to consider the request and will make a recommendation to the City Council. The City Council will conduct a second public hearing and make the final local decision on the request.


To request a hearing and approval of a Zone Change/Comprehensive Plan Amendment, by the City Planning Commission and City Council, there shall be submitted to the City Recorder in addition to this application and filing fee:


A Site Plan 8½ x 11 inches or multiples thereof in size illustrating the following information is attached:

1. The date, north point, scale and sufficient description to define the location and boundaries of the parcel(s) on which the Zone Change/Comprehensive Plan Amendment is proposed.

2. Name and address of the recorded owner or owners and of the person who prepared the Site Plan.
3. For land adjacent to and for the site of the conditional use show locations, names and existing widths of all streets and easements of way; location, width and purpose of all other access or utility easements; drainage ways; and other significant site features.
4. Outline and location of existing and proposed buildings. Plan shall indicate existing setback distance from building to the property lines.
5. Indicate areas of flooding, soil hazard or areas of steep slopes.

 The names and addresses of all property owners within 100 feet of the property boundaries, as shown on the last preceding tax roll of the Yamhill County Assessor. Note: A list of property owner names and addresses within 100 feet of the property may be obtained from a title company or the Yamhill County Assessor Department located at: 535 NE 5th Street, Room 42, McMinnville, OR, phone: (503) 434-7521.

 A legal description of the property subject to the zone change/Comprehensive Plan amendment.


 A detailed description of the proposed Zone Change/Comprehensive Plan amendment and specifically how it addresses each and every Criteria for Approval from Development Code Section 17.180.050. **It is the sole responsibility of the applicant to provide adequate evidence upon which the Planning Commission and City Council can base a decision.**

17.180.050 Criteria for Approval

Zone change proposals may be approved if the applicant provides evidence substantiating the following:

- A. The proposed zone is appropriate for the Comprehensive Plan land use designation on the property and is consistent with the description and policies for the applicable Comprehensive Plan land use classification.
- B. The uses permitted in the proposed zone can be accommodated on the proposed site without exceeding its physical capacity.
- C. Allowed uses in the proposed zone can be established in compliance with the development requirements in this Ordinance.
- D. Adequate public facilities, services, and transportation networks are in place or are planned to be provided concurrently with the development of the property.
- E. For residential zone changes, the criteria listed in the purpose statement for the proposed zone shall be met.
- F. The following additional criteria shall be used to review all zone changes:
 1. The supply of vacant land in the proposed zone is inadequate to accommodate the projected rate of development of uses allowed in the zone during the next 5 years, or the location of the appropriately zoned land is not physically suited to the particular uses proposed for the subject property, or lack site specific amenities required by the proposed use.

2. The proposed zone, if it allows uses more intensive than other zones appropriate for the land use designation, will not allow uses that would destabilize the land use pattern of the area or significantly adversely affect adjacent properties.

 **One (1) paper copy** and **one (1) electronic copy** (PDF format preferred) of this application and all of the application attachments. Copies must be clear and legible.

Conditions of Approval:

As specified by Development Code Section 17.188.020(I), approval of a Type II or Type III action may be granted subject to conditions. The following limitations shall be applicable to conditional approvals:

1. Conditions shall be designed to protect public health, safety and general welfare from potential adverse impacts caused by a proposed land use described in an application. Conditions shall be related to the following:
 - a. Protection of the public from the potentially deleterious effects of the proposed use; or
 - b. Fulfillment of the need for public service demands created by the proposed use.
2. Changes or alterations of conditions shall be processed as a new administrative action.
3. All conditions of approval required by the City for a Type II or Type III approval shall be completed prior to the issuance of building permits, except that the Planning Commission may stipulate that some conditions be completed prior to issuance of building occupancy permits when the former is impractical. When an applicant provides information demonstrating to the satisfaction of the Planning Commission that it is not practical to fulfill all conditions prior to issuance of a building permit, the applicant must complete a performance guarantee for required improvements pursuant to CDC Chapter 17.216.

I HEREBY CERTIFY THAT ALL STATEMENTS CONTAINED HEREIN, ALONG WITH THE EVIDENCE SUBMITTED, ARE IN ALL RESPECTS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

**Signed Application Forms
Previously Submitted to City
directly by Applicant**

Applicant's Signature

Date

Applicant's Signature

Date

Title Holder's Signature

Date

Title Holder's Signature

Date

NOTE: ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT LETTERS OF CONSENT. INCOMPLETE OR MISSING INFORMATION MAY DELAY THE APPROVAL PROCESS.



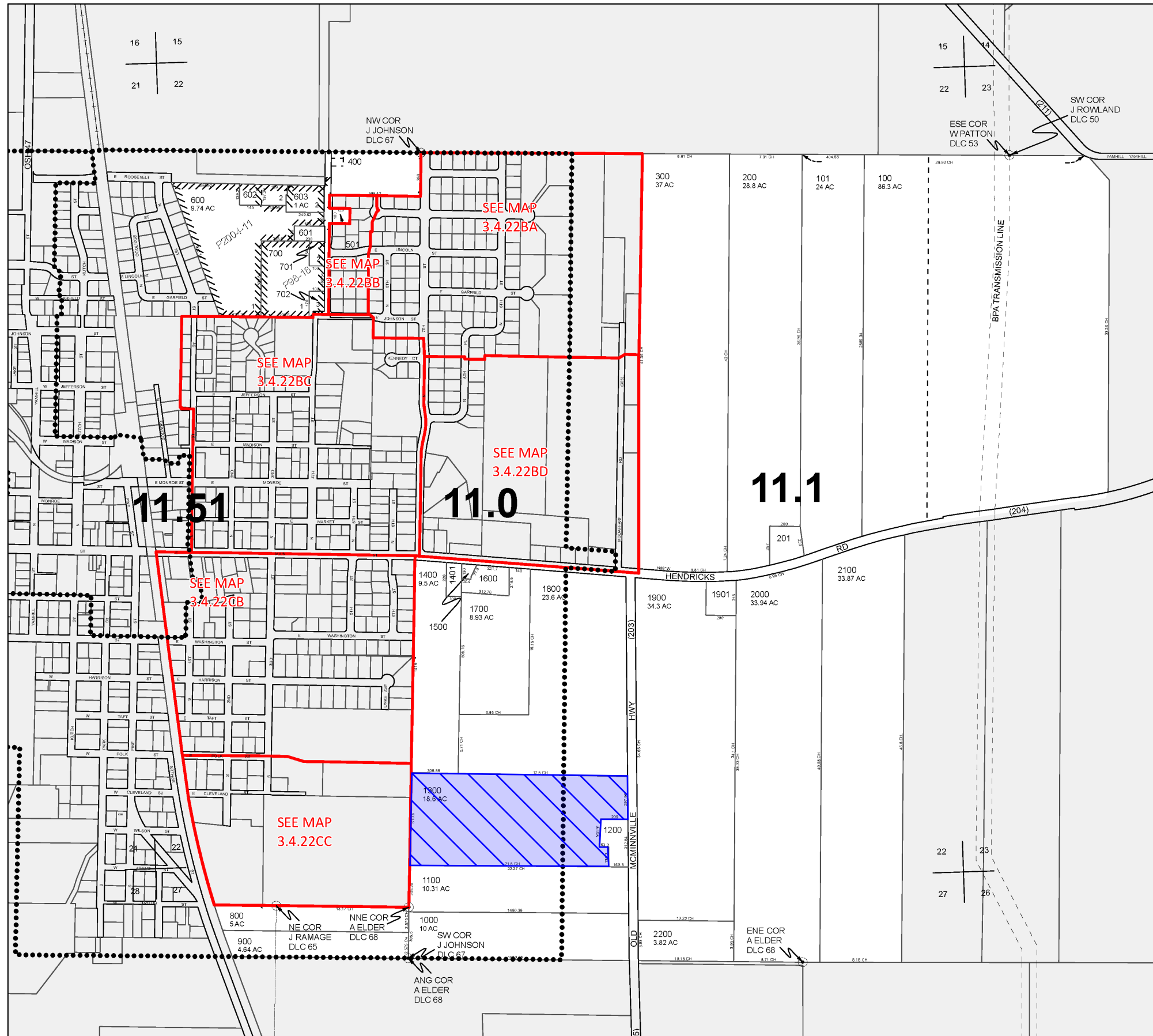
Exhibit C: Yamhill County Assessor's Map

3 4 22



ASSESSMENT & TAX
CARTOGRAPHY

SECTION 22 T.3S. R.4W. W.M.
YAMHILL COUNTY OREGON
1" = 400'



CANCELLED TAXLOTS:
502
500

DATE PRINTED: 8/16/2018

This product is for Assessment and Taxation (A&T) purposes only and has not been prepared or is suitable for legal, engineering, surveying or any purposes other than assessment and taxation.

3 4 22



Exhibit D: Transportation Impact Analysis



JR Meadows Phase 2

Transportation Impact Analysis

Carlton, OR



Date:
March 19, 2020

Prepared for:
Steve Reiman,
TJA, LLC

Prepared by:
Terrington Smith, EIT
Daniel Stumpf, PE

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Executive Summary

1. A zone change and the subsequent development of a subdivision is proposed for approximately 13.94 acres located at/near 10215 NE Old McMinnville Highway in Carlton, Oregon.
2. The proposed JR Meadows Phase 2 subdivision is estimated to generate 51 trips during the morning peak hour, 66 trips during the evening peak hour, and 682 trips each weekday.
3. No crashes were found to have been reported at either of the study intersections and no safety concerns were identified.
4. Preliminary traffic signal warrants are not projected to be met at either of the study intersections under any analysis scenario.
5. Left-turn lane warrants are projected to be met at the intersection of E Main Street at N 7th Street for both the eastbound and westbound directions under existing year and year 2035 conditions, regardless of the zoning designation of the property. In addition, warrants are met for the southbound approach at the intersection of S Pine Street at E Polk Street. Although warrants are met, the site is expected to nominally impact the left-turning movements of the eastbound approach of E Main Street at N 7th Street and the southbound approach of S Pine Street at E Polk Street. Additionally, neither intersection had reported crashes during a five-year analysis period that could have been mitigated with the inclusion of a left-turn lane. Accordingly, no new turn lanes are recommended at these intersections.
6. All study intersections are projected to operate acceptably under all analysis scenarios.
7. The proposed zone change of the property will not degrade the performance of any existing or planned transportation facility beyond acceptable jurisdictional operational standards. Accordingly, Oregon's Transportation Planning Rule is satisfied.

Project Description

Introduction

A subdivision is proposed on a portion of the property located at/near 10215 NE Old McMinnville Highway (Tax Lot 1300) in Carlton, Oregon following a zone change of the property from Agricultural Holding (AH) to Residential – Medium Density (R-2) and Residential – Medium High Density (R-3). The proposed subdivision will consist of 55 single family homes and up to 22 multifamily dwelling units and have internal roadway connections to S 7th Street.

Traffic impacts related to the zone change and proposed subdivision were analyzed at the following intersections:

1. E Main Street at 7th Street
2. S Pine Street at W Polk Street

The study will review the projected traffic impacts at the planning horizon based on the trip generation potentials of the site under both the existing and proposed zoning designations and will address the Transportation Planning Rule (TPR) to ensure that the transportation system is capable of supporting the resulting changes in traffic intensity. Analysis of the expected year of occupancy with and without the development will also be conducted to evaluate the projected traffic impacts of the proposed subdivision. Detailed information on traffic counts, trip generation calculations, safety analyses, and level of service calculations is included in the appendix to this report.

Location Description

The subject site is located south of E Main Street, east of S Arthur Street, and west of NE Old McMinnville Highway in Carlton, Oregon. The site includes a portion of tax lot #1300 which encompasses an approximate total of 13.94 acres. The site will be provided future access to the north by way of the in-process JR Meadows Subdivision and will provide seven future connections to adjacent properties via four additional streets which end as stubs along the northern, southern, eastern, and western edges of the site.

Vicinity Roadways

The proposed development is expected to impact four vicinity roadways. Table 1 on page 6 provides a description of each vicinity roadway.

Table 1: Vicinity Roadway Descriptions

Roadway	Jurisdiction	Functional Classification	Speed	On-street Parking	Curbs	Sidewalks
S Pine Street (OR Hwy 47)	ODOT	Rural Minor Arterial	30 mph Posted	Not Permitted	None	Yes
E Main Street	City of Carlton	Arterial	25 mph Posted	Permitted	Partial	Yes
E Polk Street	City of Carlton	School Zone Collector	25 mph Statutory	Partially Permitted	Partial	Partial
N 7th Street	Yamhill County	Collector	25 mph Statutory	Permitted	Partial	Partial

S Pine Street is under the jurisdiction of the Oregon Department of Transportation (ODOT) and is also identified as Tualatin Valley Highway or Oregon Highway 47. It is classified as a Rural Minor Arterial in the *2012 ODOT Highway Design Manual* and as a Regional Highway in the *1999 Oregon Highway Plan*.

Study Intersections

The proposed subdivision is expected to impact two vicinity intersections of significance. Table 2 below provides a summarized description of each study intersection.

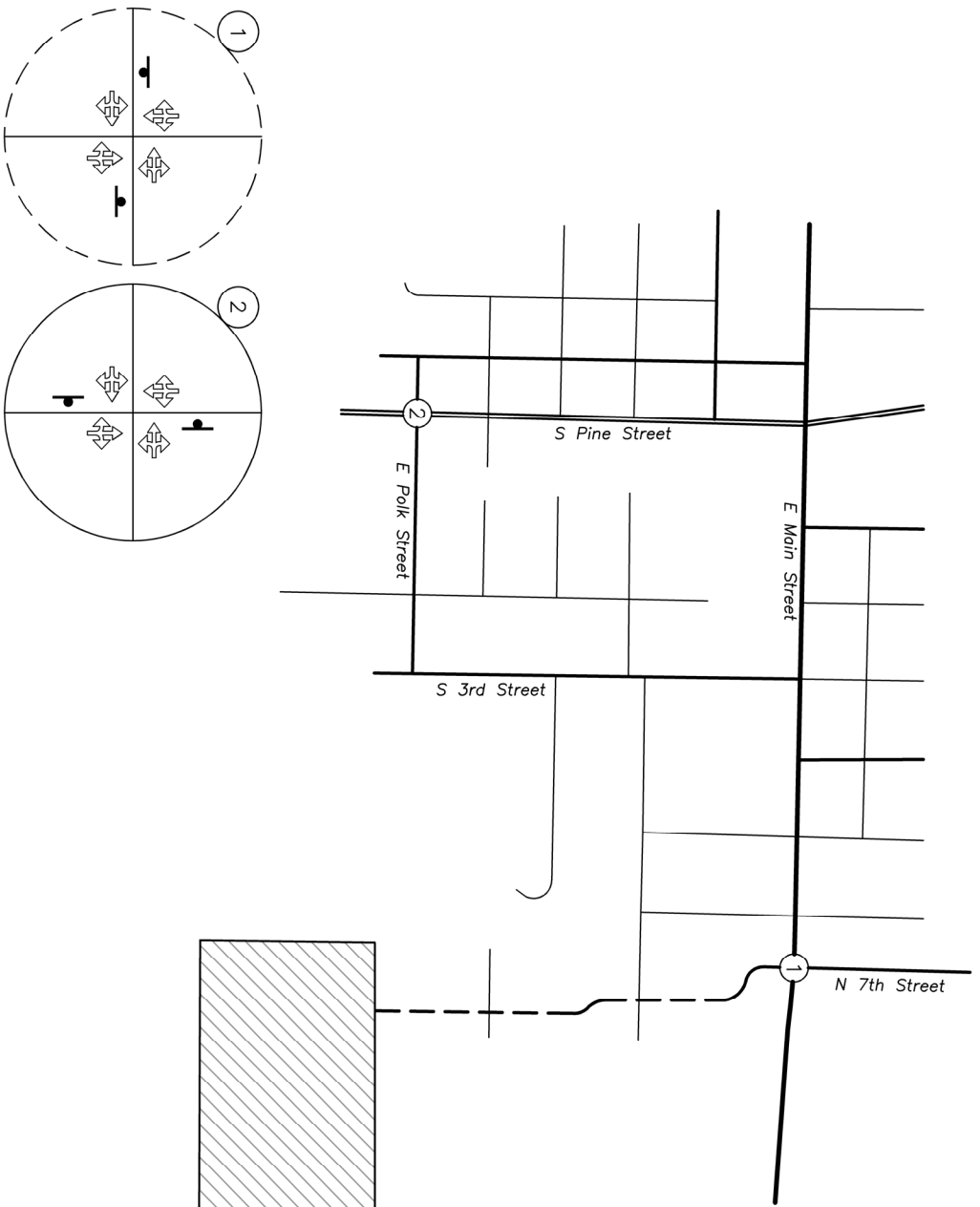
Table 2: Vicinity Intersection Descriptions

Number	Name	Geometry	Traffic Control	Phasing/Stopped Approaches
1	E Main Street at N 7th Street	Three-Legged	Stop Controlled	Stop-Controlled Southbound Approach
2	S Pine Street at E Polk Street	Four-Legged	Stop Controlled	Stop-Controlled Eastbound and Westbound Approaches

A vicinity map displaying the project site, vicinity streets, and the study intersections with their associated lane configurations and control types is shown in Figure 1 on page 7.

LEGEND

- STUDY INTERSECTION (EXISTING)
- STUDY INTERSECTION (FUTURE)
- STOP SIGN
- ▨ PROJECT SITE
- ▬ RURAL MINOR ARTERIAL
- ▬ ARTERIAL
- ▬ COLLECTOR
- - - FUTURE COLLECTOR
- ▬ LOCAL ROADWAY



Site Trips

Trip Generation

The subject site is currently zoned as Agricultural Housing (AH) and is proposed for a change in zoning to Residential – Medium Density (R-2) and Residential – Medium High Density (R-3). To determine the impacts of the proposed change in zoning, reasonable worst-case development scenarios for the existing and proposed zones were determined utilizing data for the most traffic intensive uses permitted within each zone. The trip generation of the subsequent development was also calculated.

Existing AH Zone

To determine a reasonable worst-case development scenario under the existing zoning, City of Carlton Code Section 17.48 was referenced and compared to land uses provided within the *Trip Generation Manual*¹. Based on an assessment of permitted uses under the AH zone, data from land use code 970, *Winery*, was used based on square footage of the building that houses the tasting room. The average size of the tasting rooms used to collect data for the *Trip Generation Manual* were between 2,000 and 4,000 square feet. A tasting room with an area of 4,000 square feet was used for worst-case analysis.

Proposed R-2 & R-3 Zone

To determine a reasonable worst-case development scenario under the proposed zoning, City of Carlton Code Sections 17.22 and 17.28 were referenced and compared to land uses within the *Trip Generation Manual*. The R-2 district allows for single-family detached housing with a minimum lot area of 6,000 square feet. The R-3 district accommodates development of multifamily housing at 9,500 square feet for the first three units and 1,500 square feet per each additional unit.

The subject property is proposed to consist of approximately 11.97 acres of R-2 zoning and approximately 0.90 acres of R-3 zoning. Assuming a 20 percent reduction in site area associated with roads and other infrastructure, a maximum development potential of the R-2 zone of 69 units of single-family homes was calculated. The proposed 0.90 acres of R-3 zoning has a maximum development potential of 22 multi-family dwelling units. Data from land use codes 210, *Single-Family Detached Housing*, was used to estimate the maximum trip generation of the R-2 zone based on the number of dwelling units, and land use code 220, *Multifamily Housing (Low Rise)*, was used to estimate the maximum trip generation of the R-3 zone based on the number of units.

Proposed Development

To estimate the number of trips generated by the proposed development, data from land use codes 210, *Single-Family Detached Housing*, and 220, *Multifamily Housing (Low-Rise)*, were used based on the number of dwelling units.

The trip generation estimates are summarized in Table 3 on page 9. Detailed trip generation calculations are included in the technical appendix to this report.

¹ Institute of Transportation Engineers (ITE), *Trip Generation Manual*, 10th Edition, 2017.

Table 3: Trip Generation Summary

	ITE Code	Size	Morning Peak Hour			Evening Peak Hour			Weekday Total
			Enter	Exit	Total	Enter	Exit	Total	
Existing Agricultural Housing Zone									
Winery	790	4,000 SF	6	2	8	15	14	29	184
Proposed Medium Density Residential Zone									
Single Family Home	210	69 Units	13	38	51	43	25	68	652
Multifamily Housing	220	22 Units	2	8	10	8	4	12	162
		Total	15	46	61	51	29	80	814
Net Difference			9	44	53	36	15	51	630
Proposed Development									
Single Family Home	210	55 Units	10	31	41	34	20	54	520
Multifamily Housing	220	22 Units	2	8	10	8	4	12	162
		Total	12	39	51	42	24	66	682

Trip Distribution

The directional distribution of site trips to/from the project site was estimated based on locations of likely trip destinations, locations of major transportation facilities in the site vicinity, and existing travel patterns at the study intersections. The following trip distribution was estimated and used for analysis:

- Approximately 30 percent of site trips will travel to/from the west along E Main Street;
- Approximately 25 percent of site trips will travel to/from the east along E Main Street;
- Approximately 20 percent of site trips will travel to/from the north on N Yamhill Street;
- Approximately 15 percent of site trips will travel to/from the south on S Pine Street; and
- Approximately 10 percent of site trips will travel to/from the north on S 3rd Street.

Traffic Volumes

Existing Conditions

Year 2019 traffic volumes were referenced from the traffic study conducted for the adjacent JR Meadows Subdivision (dated August 2nd, 2019). To reflect existing year 2020 conditions, the volumes were increased by applying a compounded growth rate of two percent per year over a one year period at each of the study intersections.

Growth Rates

In order to calculate the future traffic volumes on local streets, a compounded growth rate of two percent per year was used for analysis. Growth rates for traffic volumes on Oregon Highway 47 were derived using ODOT's 2038 Future Volume Tables in accordance with the Analysis Procedures Manual (APM). Using data corresponding to milepost 38.18, a linear growth rate of 0.53 percent was calculated and applied to through volumes on the highway.

Year 2035 Planning Horizon

To reflect traffic conditions by the 2035 planning horizon without the proposed zone change and without future development of the site, traffic volumes from the JR Meadows Subdivision were referenced; specifically, the traffic volumes assuming the JR Meadows Subdivision zone change was implemented. Peak hour trips calculated to be generated under the reasonable worst-case development scenarios, as described within the *Site Trips* section, were added to the 2035 planning horizon volumes in order to analyze the impacts of the existing AH zone and the proposed R-2/R-3 zones. The traffic volumes used to analyze the existing AH zone are shown in Figure 2 on page 12 and Figure 3 on page 13. The traffic volumes used to analyze the proposed R-2/R-3 zones are shown in Figure 4 on page 14 and Figure 5 on page 15.

Year 2022 Background Conditions

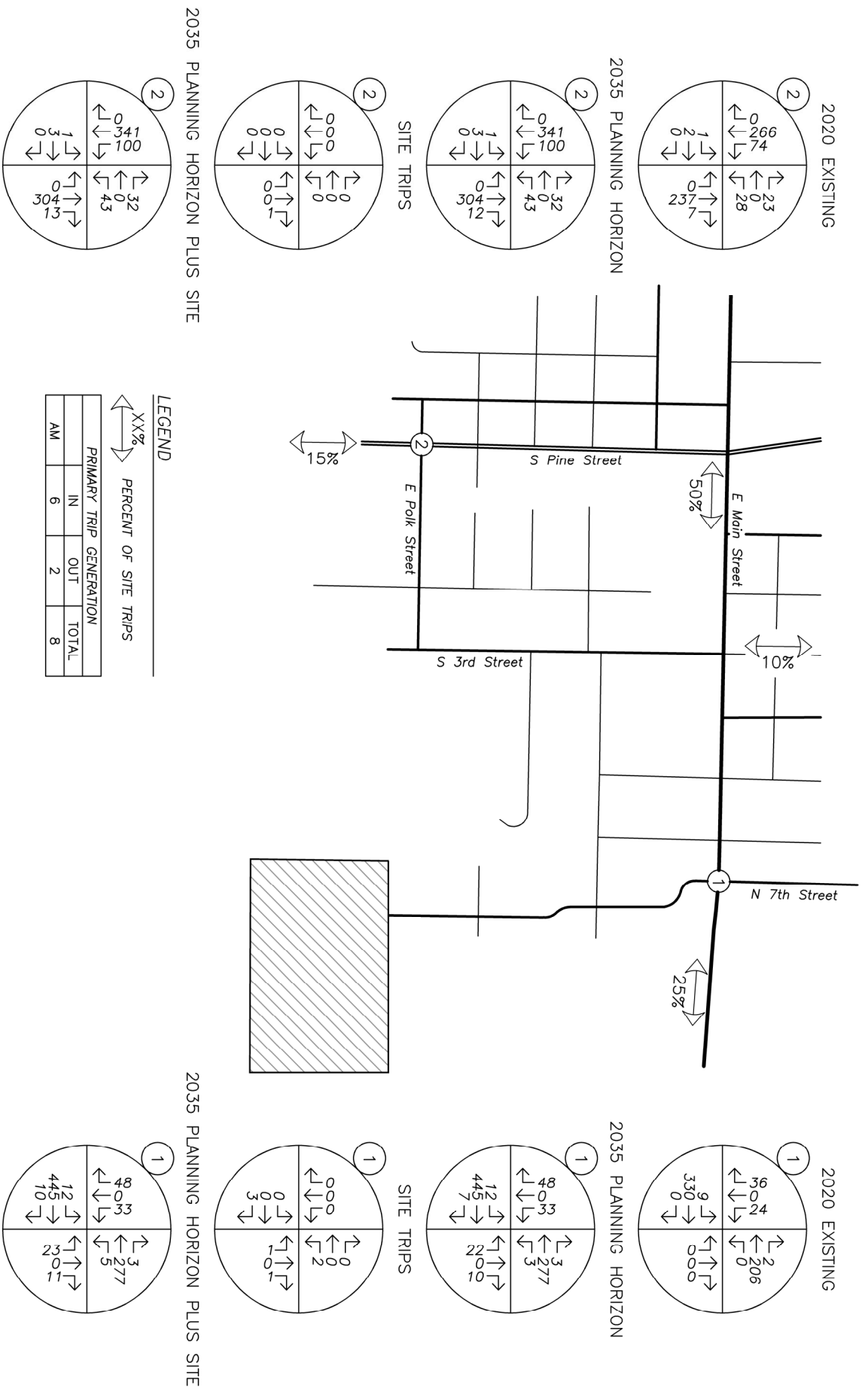
Two years of growth were applied to existing volumes in order to obtain the year 2022 background conditions for a "no-build" scenario. In addition, background volumes were adjusted to account for trips associated with the adjacent JR Meadows Subdivision. The JR Meadows Subdivision Transportation Impact Analysis (TIA) was used to obtain trip generation and trip assignment data to quantify the total number of site trips travelling through the study intersections related to this report. These in-process trips were included in the year 2022 background volumes for each study intersection.

Year 2022 Buildout Conditions

Peak hour trips calculated to be generated by the proposed development, as described earlier within the *Site Trips* section, were added to the projected year 2022 background traffic volumes to obtain the expected year 2022 buildout volumes. The traffic volumes used to analyze the proposed development scenario are shown in Figure 6 on page 16 and Figure 7 on page 17.

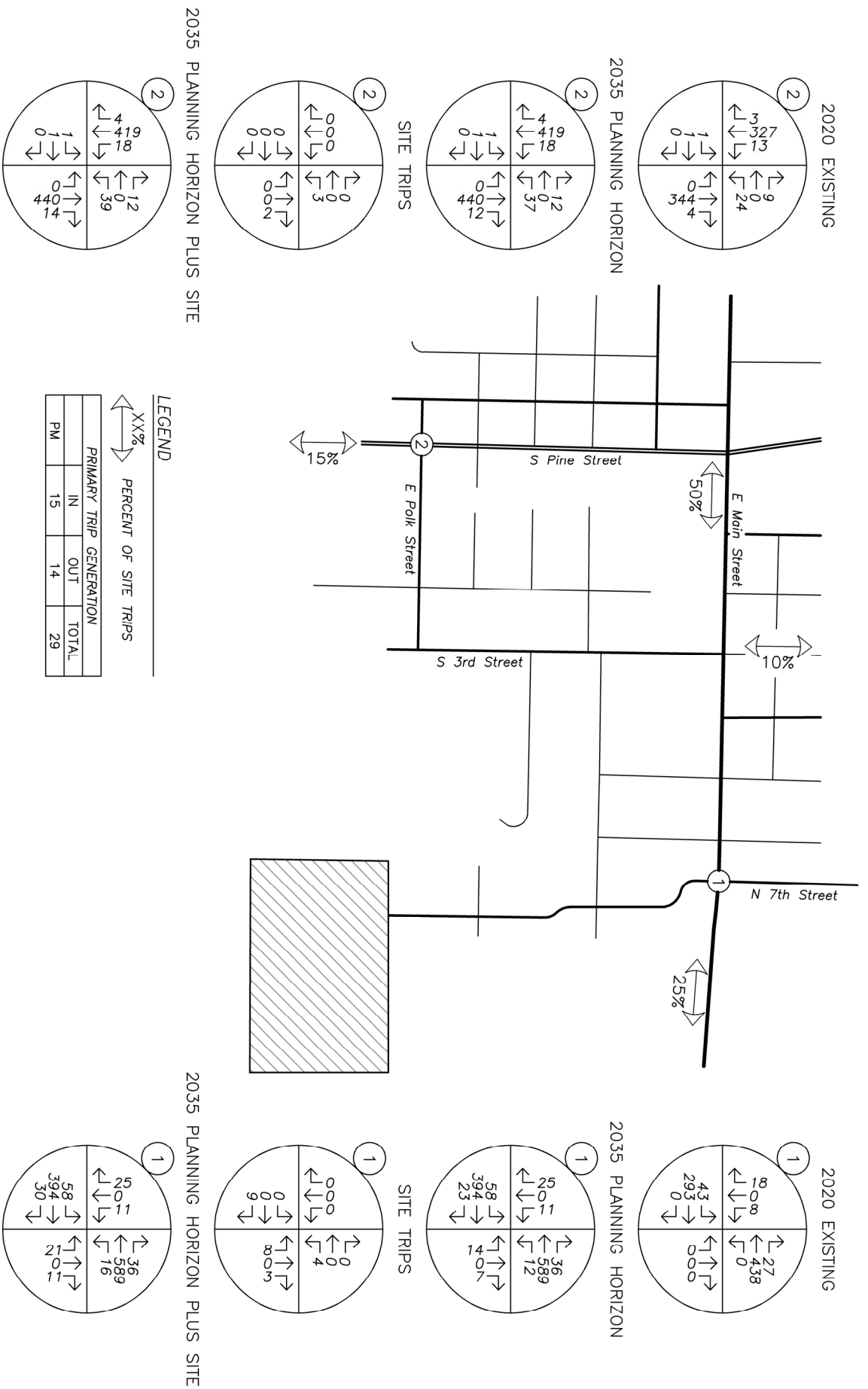


TRAFFIC VOLUMES
Existing AH Zone
AM Peak Hour





TRAFFIC VOLUMES
Existing AH Zone
PM Peak Hour

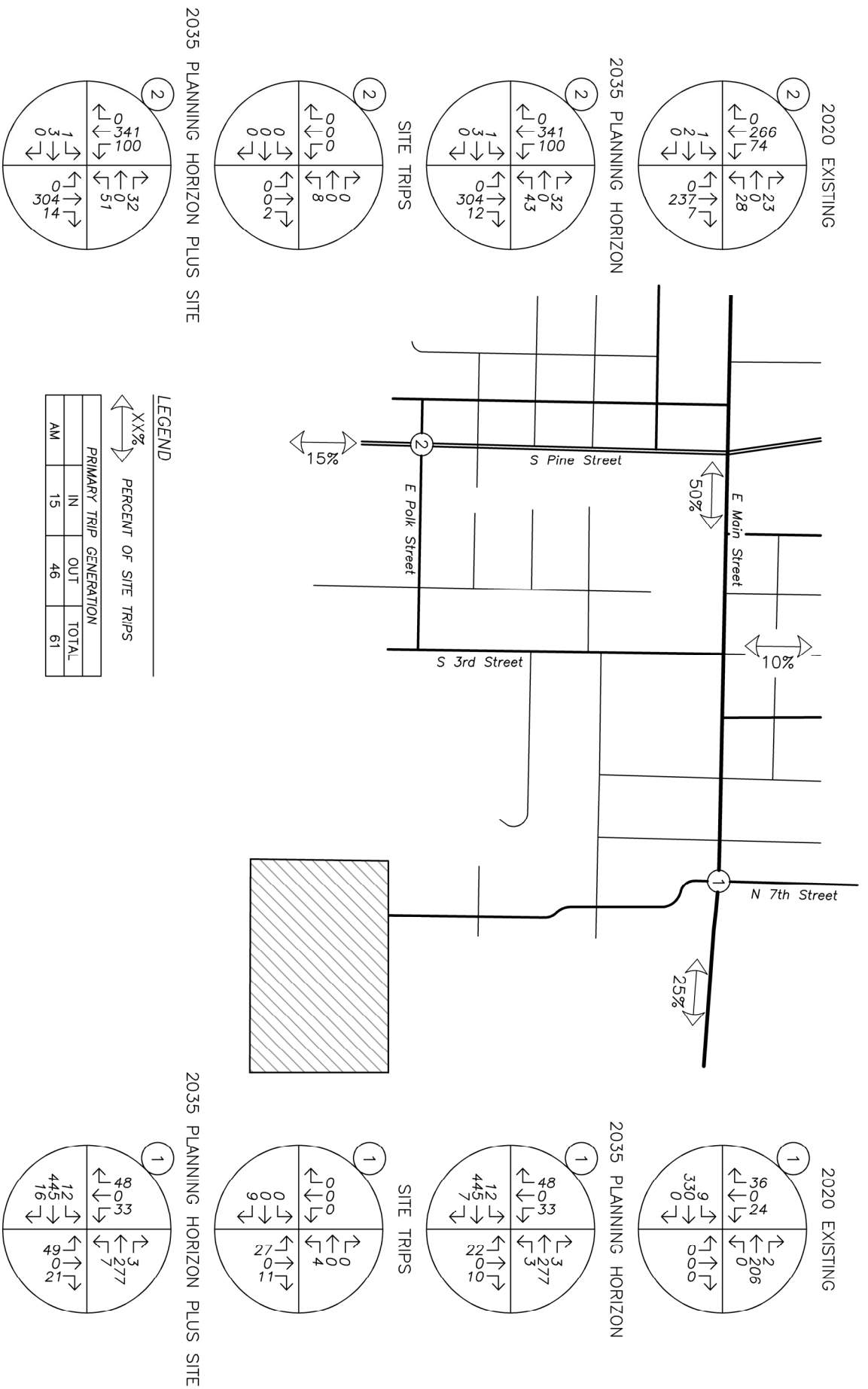


no scale

Figure 3



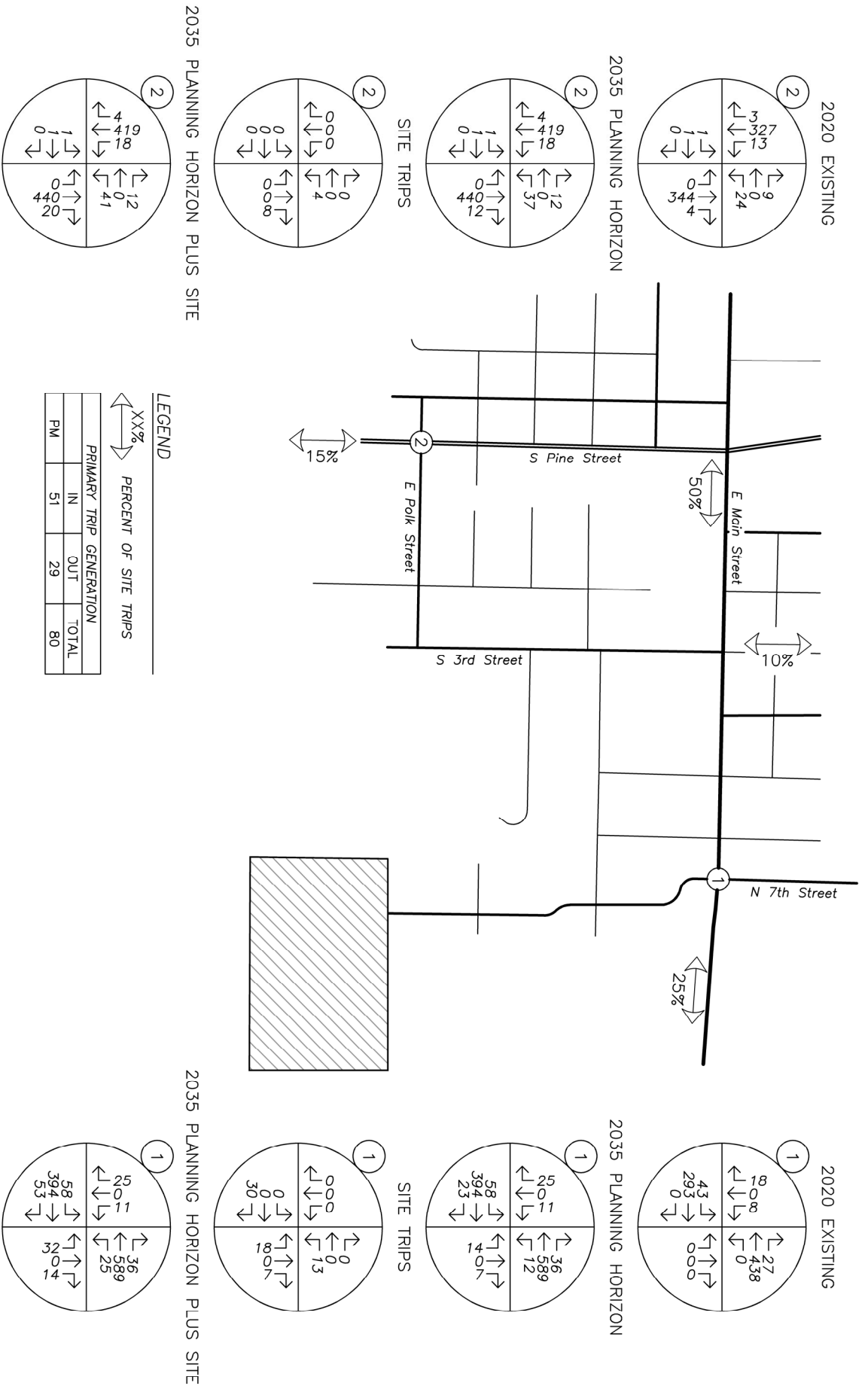
TRAFFIC VOLUMES
Proposed R-2 & R-3 Zone
AM Peak Hour

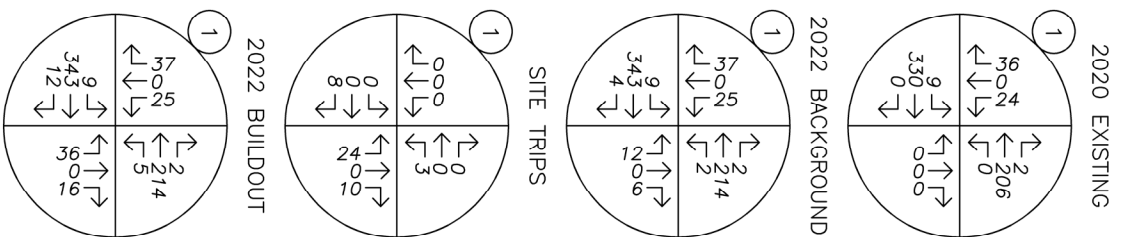
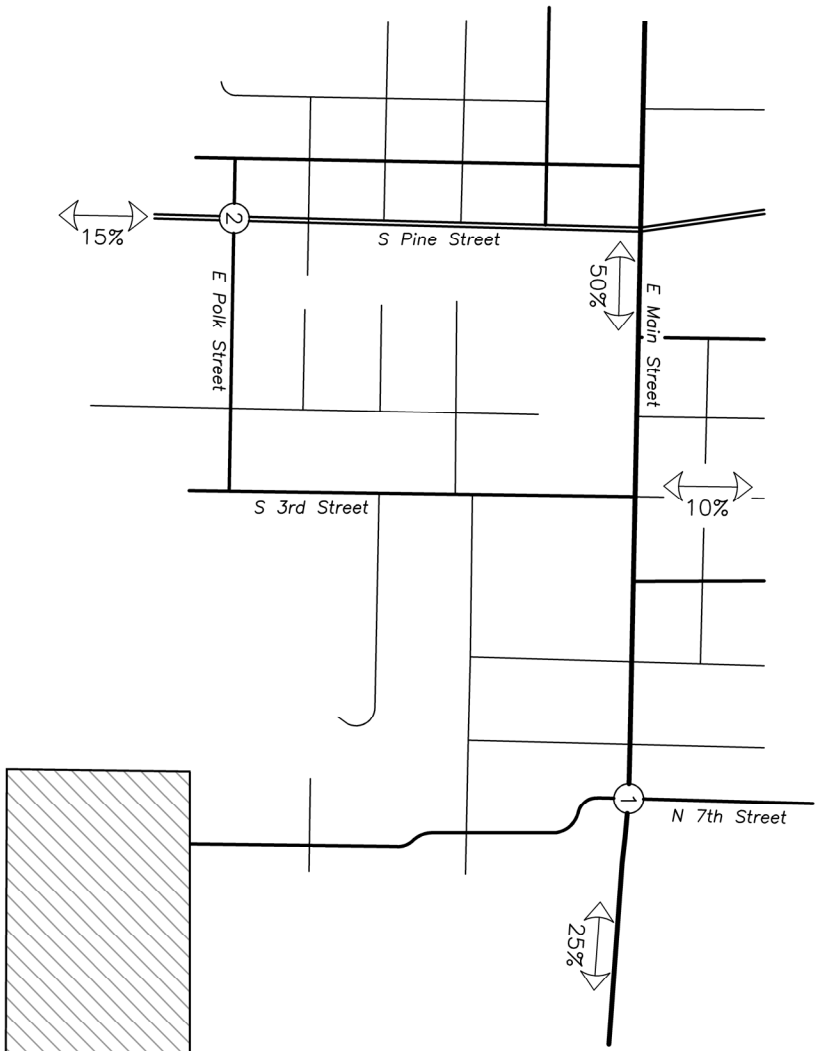
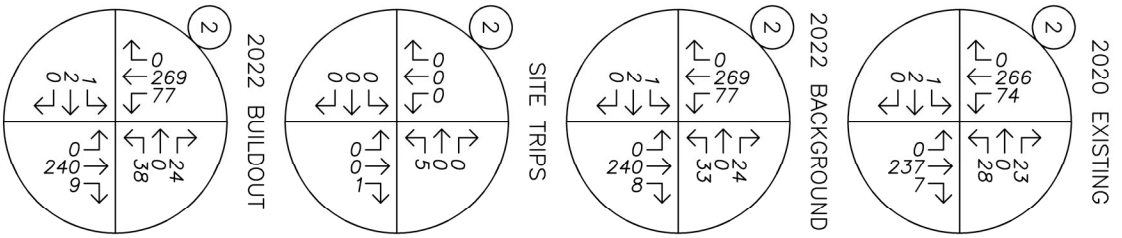


no scale



TRAFFIC VOLUMES
 Proposed R-2 & R-3 Zone
 PM Peak Hour



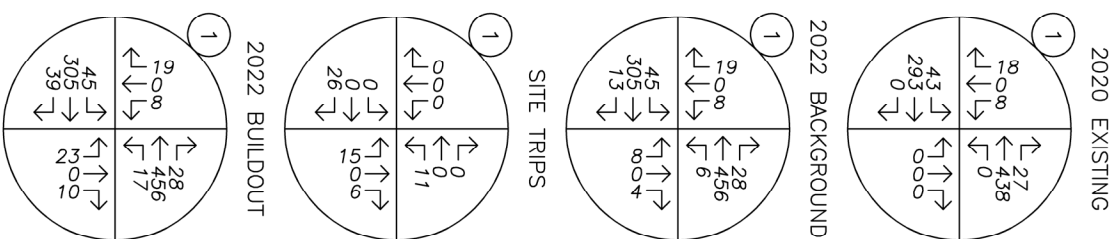
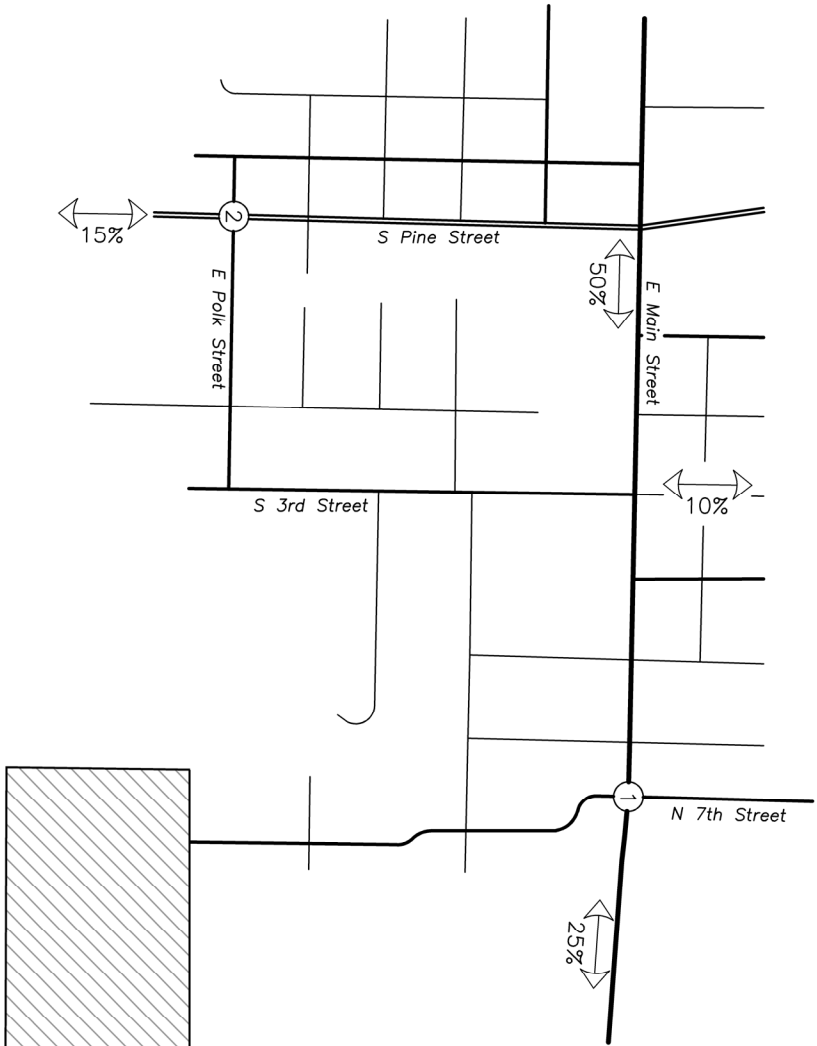
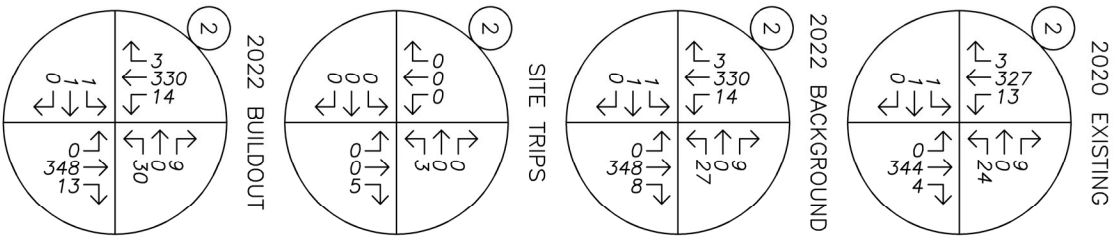


LEGEND

XX% PERCENT OF SITE TRIPS

PRIMARY TRIP GENERATION			
	IN	OUT	TOTAL
AM	12	39	51





LEGEND

XXX% PERCENT OF SITE TRIPS

PRIMARY TRIP GENERATION			
IN	OUT	TOTAL	
42	24	66	PM

no scale

Safety Analysis

Crash History Review

Using data obtained from the ODOT's Crash Analysis and Reporting Unit, a review of the most recent available five years of crash history (January 2013 to December 2017) at the study intersection was performed. The crash data was evaluated based on the number of crashes, the type of collisions, the severity of the collisions, and the resulting crash rate for the intersection.

Based on a review of the crash data, no reported crashes were found at the intersections of E Main Street at 7th Street and S Pine Street at E Polk Street during the analysis period. Accordingly, no safety concerns were identified at the study intersections.

Warrant Analysis

Preliminary Traffic Signal Warrants

Preliminary traffic signal warrants were examined for the unsignalized study intersections to determine whether the installation of a new traffic signal will be warranted at the intersections upon completion of the proposed development.

Low volumes were observed for the minor street approaches at each unsignalized study intersection. By examination, traffic signal warrants are not projected to be met under any of the analysis scenarios. No new installations of traffic signals are recommended.

Left-Turn Lane Warrants

Left-turn lane warrants were examined for both study intersections. A left-turn refuge is primarily a safety consideration for the major-street approach, removing left-turning vehicles from the through traffic stream.

Warrants for an eastbound or westbound left-turn lane at the intersection of E Main Street at 7th Street were based on the methodology outlined in the National Cooperative Highway Research Program (NCHRP) Report Number 457² while warrants for a southbound or northbound left-turn lane at the intersection of S Pine Street at E Polk Street were based on design curves developed by the Texas Transportation Institute as adopted by ODOT. Both methodologies evaluate the need for a left-turn lane based on the number of left-turning vehicles, the number of travel lanes, the number of advancing and opposing vehicles, and the roadway travel speed.

An eastbound left-turn lane is projected to be warranted at the intersection of E Main Street at 7th Street during the year 2022 background conditions. It should be noted that the proposed development is not anticipated to contribute site trips to the eastbound left-turn approach. A westbound left-turn lane is projected to be warranted in year 2035 under the reasonable worst-case development scenario with the proposed zone change implemented. However, based on the crash data analysis, there were no crashes reported that could be mitigated by the installation of a turn lane, whereby no turn lanes are recommended at this intersection.

² Bonneson, James A. and Michael D. Fontaine, NCHRP Report 457: An Engineering Study Guide for Evaluating Intersection Improvements, Transportation Research Board, 2001.

Left-turn lane warrants are met for the southbound approach at the intersection of S Pine Street at E Polk Street under existing conditions. The proposed development is not expected to contribute site trips to the southbound left-turn approach nor were any rear-end collisions reported at the intersection. Since the proposed development is expected to contribute a nominal number of vehicle trips to this movement and the crash data does not indicate any significant safety issue that could be remedied by a dedicated left-turn lane, no new turn lane is recommended at this intersection.

Detailed warrant analyses for each study intersection are included in the technical appendix to this report.

Operational Analysis

A capacity and delay analysis was conducted for the study intersections per the unsignalized intersection analysis methodologies in the *Highway Capacity Manual*³ (HCM). Study intersections were evaluated during the morning and evening peak hours under the following conditions:

- Year 2020 existing traffic conditions;
- Year 2035 planning horizon traffic conditions, assuming the site is fully developed under existing AH zoning;
- Year 2035 planning horizon traffic conditions, assuming the site is fully developed under the proposed R-2 zoning;
- Year 2022 background traffic conditions, assuming no additional development on site; and
- Year 2022 buildout traffic conditions, assuming the proposed development is completed and occupied;

Intersections are generally evaluated based on the average control delay experienced by vehicles and are assigned a grade according to their operation. The level of service (LOS) of an intersection can range from LOS A, which indicates very little or no delay experienced by vehicles, to LOS F, which indicates a high degree of congestion and delay. The volume-to-capacity (v/c) ratio is a measure that compares the traffic volumes (demand) against the available capacity of an intersection.

The City of Carlton does not have an adopted performance standard for intersection operation. Generally, unsignalized intersections operating at LOS E are considered to be operating acceptably.

The intersection of S Pine Street at E Polk Street is under the jurisdiction of ODOT. The applicable minimum operational standards for ODOT facilities are established under the Oregon Highway Plan⁴ and are based on the classification of the roadway and its v/c ratio. Regional Highways with speed limits less than 35 mph that are inside the Urban Growth Boundary but aren't within a Metropolitan Planning Organization are required to operate with a v/c ratio of 0.90 or better.

The v/c, delay, and LOS results of the capacity analysis are shown in Table 6 on page 20 for the morning and evening peak hours. Detailed calculations as well as tables showing the relationship between delay and LOS are included in the appendix to this report.

³ Transportation Research Board, *Highway Capacity Manual, 6th Edition, 2016*.

⁴ Oregon Department of Transportation, 1999 Oregon Highway Plan, Including Amendments November 1999 through May 2015, 1999.

Table 4: Intersection Capacity Analysis

	Morning Peak Hour			Evening Peak Hour		
	LOS	Delay (s)	v/c	LOS	Delay (s)	v/c
1 E Main Street at 7th Street						
2020 Existing Conditions	B	12	0.11	B	14	0.06
2022 Background Conditions	B	14	0.13	C	18	0.07
2022 Buildout Conditions	C	15	0.14	C	21	0.14
2035 Planning Horizon	C	18	0.21	D	29	0.14
2035 Existing AH Zone	C	19	0.21	D	32	0.21
2035 Proposed R-2 and R-3 Zone	C	22	0.26	E	39	0.32
2 S Pine Street at E Polk Street						
2020 Existing Conditions	C	17	0.13	C	17	0.12
2022 Background Conditions	C	17	0.16	C	18	0.14
2022 Buildout Conditions	C	17	0.18	C	19	0.15
2035 Planning Horizon	C	22	0.28	D	27	0.26
2035 Existing AH Zone	C	22	0.28	D	27	0.28
2035 Proposed R-2 and R-3 Zone	C	23	0.32	D	28	0.29

BOLDED results indicate operation above acceptable jurisdictional standards.

Based on the above results, all study intersections are currently operating acceptably per their respective jurisdictional standards and are projected to continue operating acceptably all analysis scenarios, regardless of the proposed development or proposed zone change.

Transportation Planning Rule

The Transportation Planning Rule (TPR) is in place to ensure that the transportation system is capable of supporting possible increases in traffic intensity that could result from the changes to adopted plans and land use regulations. The applicable elements of the TPR are quoted in italics below, with responses following.

660-012-0060

(1) If an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation (including a zoning map) would significantly affect an existing or planned transportation facility, then the local government must put in place measures as provided in section (2) of this rule, unless the amendment is allowed under section (3), (9) or (10) of this rule. A plan or land use regulation amendment significantly affects a transportation facility if it would:

(a) Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);

- (b) *Change standards implementing a functional classification system; or*
- (c) *Result in any of the effects listed in paragraphs (A) through (C) of this subsection based on projected conditions measured at the end of the planning period identified in the adopted TSP. As part of evaluating projected conditions, the amount of traffic projected to be generated within the area of the amendment may be reduced if the amendment includes an enforceable, ongoing requirement that would demonstrably limit traffic generation, including, but not limited to, transportation demand management. This reduction may diminish or completely eliminate the significant effect of the amendment.*
- (A) *Types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;*
- (B) *Degrade the performance of an existing or planned transportation facility such that it would not meet the performance standards identified in the TSP or comprehensive plan; or*
- (C) *Degrade the performance of an existing or planned transportation facility that is otherwise projected to not meet the performance standards identified in the TSP or comprehensive plan.*

The proposed change in zoning will not change any standards to the functional classification of existing or planned transportation facilities. Accordingly, section (a) is not triggered.

No changes are proposed to any standards implementing the functional classification system. Accordingly, section (b) is also not triggered.

Section (c) is also not triggered since both study intersections are projected to meet their respective jurisdiction's performance standards through the planning horizon year of 2035. The study intersections near the subject site are anticipated to operate acceptably even under the reasonable worst-case development scenario for the property when zoned R-2 and R-3.

Based on the detailed analysis, the proposed zone change from AH to R-2 and R-3 will not degrade the performance of any existing or planned transportation facility. Accordingly, the Transportation Planning Rule is satisfied.

Conclusions

No crashes were found to have been reported at either of the study intersections and no safety concerns were identified.

Preliminary traffic signal warrants are not projected to be met at either of the study intersections under any analysis scenario.

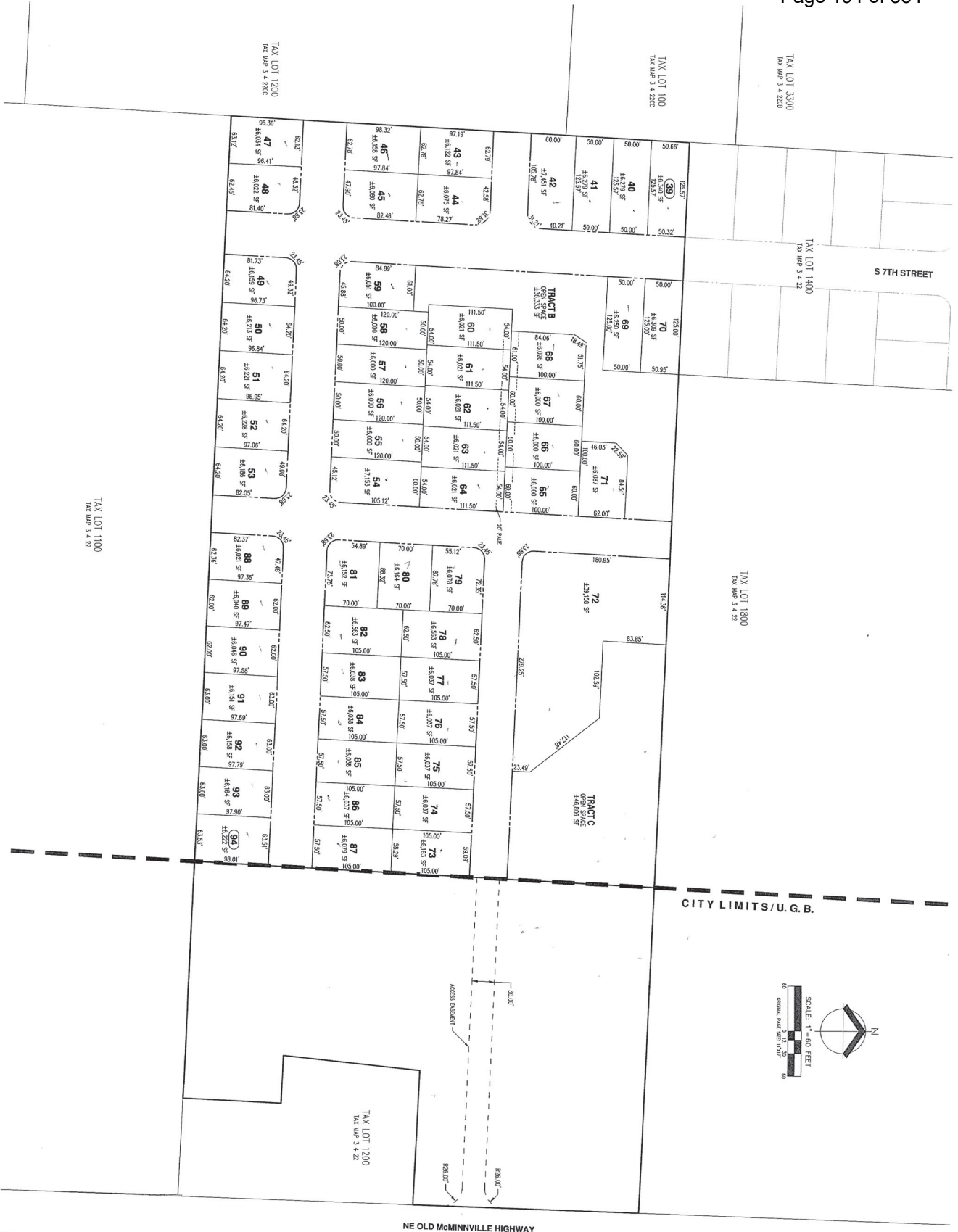
Left-turn lane warrants are projected to be met at the intersection of E Main Street at N 7th Street for both the eastbound and westbound directions under existing year and year 2035 conditions, regardless of the zoning designation of the property. In addition, warrants are met for the southbound approach at the intersection of S Pine Street at E Polk Street. Although warrants are met, the site is expected to nominally impact the left-turning movements of the eastbound approach of E Main Street at N 7th Street and the southbound approach of S Pine Street at E Polk Street. Additionally, neither intersection had reported crashes during a five-year analysis period that could have been mitigated with the inclusion of a left-turn lane. Accordingly, no new turn lanes are recommended at these intersections.

All study intersections are projected to operate acceptably under all analysis scenarios.

The proposed zone change of the property will not degrade the performance of any existing or planned transportation facility beyond acceptable jurisdictional operational standards. Accordingly, Oregon's Transportation Planning Rule is satisfied.

Appendix





TAX LOT 1200
TAX MAP 3 & 22C

TAX LOT 100
TAX MAP 3 & 22C

TAX LOT 1400
TAX MAP 3 & 22

TAX LOT 1800
TAX MAP 3 & 22

TAX LOT 1200
TAX MAP 3 & 22

TAX LOT 1900
TAX MAP 3 & 22

AKS ENGINEERING & FORESTRY, LLC
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TUALATIN, OR 97062
503.353.5133
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CONCEPTUAL SUBDIVISION PLAN
10215 NE OLD McMINNVILLE HIGHWAY
TAX LOT 1300 YAMHILL COUNTY TAX MAP 3 & 22
CARLTON, OREGON

PRELIMINARY

DATE: 2/17/2006
DRAWN BY: P.M.
CHECKED BY: E.T.
SCALE: AS SHOWN

PO-06



TRIP GENERATION CALCULATIONS

Land Use: Winery
Land Use Code: 970
Setting/Location: Rural
Variable: 1,000 Sq. Ft. GFA
Variable Value: 4

PM PEAK HOUR

Trip Rate: 2.07

	Enter	Exit	Total
Directional Distribution	70%	30%	
Trip Ends	6	2	8

PM PEAK HOUR

Trip Rate: 7.31

	Enter	Exit	Total
Directional Distribution	50%	50%	
Trip Ends	15	14	29

WEEKDAY

Trip Rate: 45.96

	Enter	Exit	Total
Directional Distribution	50%	50%	
Trip Ends	92	92	184

Note: Weekday rate assumed to be ten times the PM peak hour.



TRIP GENERATION CALCULATIONS Proposed Conditions

Land Use: Single-Family Detached Housing
Land Use Code: 210
Setting/Location: General Urban/Suburban
Variable: Dwelling Units
Variable Value: 69

AM PEAK HOUR

Trip Rate: 0.74

	Enter	Exit	Total
Directional Distribution	25%	75%	
Trip Ends	13	38	51

PM PEAK HOUR

Trip Rate: 0.99

	Enter	Exit	Total
Directional Distribution	63%	37%	
Trip Ends	43	25	68

WEEKDAY

Trip Rate: 9.44

	Enter	Exit	Total
Directional Distribution	50%	50%	
Trip Ends	326	326	652

SATURDAY

Trip Rate: 9.54

	Enter	Exit	Total
Directional Distribution	50%	50%	
Trip Ends	329	329	658



TRIP GENERATION CALCULATIONS

Land Use: Multifamily Housing (Low-Rise)
Land Use Code: 220
Setting/Location: General Urban/Suburban
Variable: Dwelling Units
Variable Value: 22

AM PEAK HOUR

Trip Rate: 0.46

	Enter	Exit	Total
Directional Distribution	23%	77%	
Trip Ends	2	8	10

PM PEAK HOUR

Trip Rate: 0.56

	Enter	Exit	Total
Directional Distribution	63%	37%	
Trip Ends	8	4	12

WEEKDAY

Trip Rate: 7.32

	Enter	Exit	Total
Directional Distribution	50%	50%	
Trip Ends	81	81	162

SATURDAY

Trip Rate: 8.14

	Enter	Exit	Total
Directional Distribution	50%	50%	
Trip Ends	90	90	180



TRIP GENERATION CALCULATIONS Proposed Conditions

Land Use: Single-Family Detached Housing
Land Use Code: 210
Setting/Location: General Urban/Suburban
Variable: Dwelling Units
Variable Value: 55

AM PEAK HOUR

Trip Rate: 0.74

	Enter	Exit	Total
Directional Distribution	25%	75%	
Trip Ends	10	31	41

PM PEAK HOUR

Trip Rate: 0.99

	Enter	Exit	Total
Directional Distribution	63%	37%	
Trip Ends	34	20	54

WEEKDAY

Trip Rate: 9.44

	Enter	Exit	Total
Directional Distribution	50%	50%	
Trip Ends	260	260	520

SATURDAY

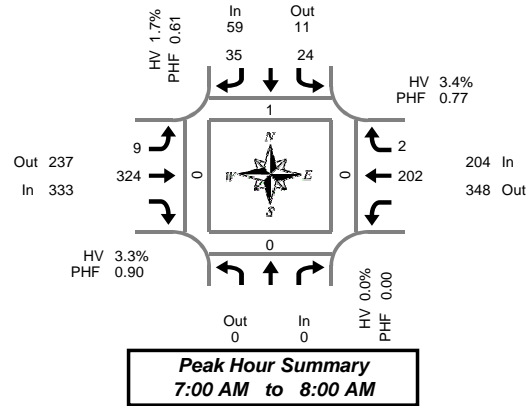
Trip Rate: 9.54

	Enter	Exit	Total
Directional Distribution	50%	50%	
Trip Ends	262	262	524

Total Vehicle Summary



Clay Carney
(503) 833-2740



N 7th St & E Main St

Tuesday, May 14, 2019
7:00 AM to 9:00 AM

**5-Minute Interval Summary
7:00 AM to 9:00 AM**

Interval Start Time	Northbound N 7th St				Southbound N 7th St				Eastbound E Main St			Westbound E Main St				Interval Total	Pedestrians Crosswalk			
	In	Out	Total	Bikes	L	R	Total	Bikes	L	T	Bikes	T	R	Bikes	North		South	East	West	
7:00 AM				0	3	4	0	0	29	0	10	0	0	46	1	0	0	0		
7:05 AM				0	3	5	0	0	28	0	10	0	0	46	0	0	0	0		
7:10 AM				0	7	2	0	0	23	0	10	0	0	42	0	0	0	0		
7:15 AM				0	2	4	0	1	29	0	13	0	0	49	0	0	0	0		
7:20 AM				0	1	1	0	1	22	0	14	0	0	39	0	0	0	0		
7:25 AM				0	1	4	0	0	23	0	17	1	0	46	0	0	0	0		
7:30 AM				0	2	4	0	0	30	0	21	1	0	58	0	0	0	0		
7:35 AM				0	0	1	0	0	28	0	25	0	1	54	0	0	0	0		
7:40 AM				0	0	4	0	3	31	0	16	0	0	54	0	0	0	0		
7:45 AM				0	2	3	0	0	27	0	24	0	0	56	0	0	0	0		
7:50 AM				0	1	2	0	1	21	0	25	0	0	50	0	0	0	0		
7:55 AM				0	2	1	0	3	33	0	17	0	0	56	0	0	0	0		
8:00 AM				0	0	3	0	1	23	0	16	0	0	43	0	0	0	0		
8:05 AM				0	0	2	0	2	23	0	8	0	0	35	1	0	0	0		
8:10 AM				0	1	2	0	0	20	0	9	1	0	33	1	0	0	0		
8:15 AM				0	1	1	0	2	28	0	5	0	0	37	0	0	0	0		
8:20 AM				0	2	2	0	0	23	0	14	0	0	41	0	0	0	0		
8:25 AM				0	1	4	0	0	23	0	16	0	0	44	0	0	0	0		
8:30 AM				0	1	2	0	0	18	0	16	1	0	38	0	0	0	0		
8:35 AM				0	1	1	0	2	30	0	9	0	0	43	1	0	0	0		
8:40 AM				0	1	1	0	1	24	0	9	1	0	37	0	0	0	0		
8:45 AM				0	0	2	0	2	15	0	8	0	0	27	0	0	0	0		
8:50 AM				0	2	1	0	2	13	0	9	0	0	27	0	0	0	0		
8:55 AM				0	2	2	0	0	18	0	13	1	0	36	0	0	0	0		
Total Survey				0	36	58	0	21	582	0	334	6	1	1,037	4	0	0	0		

**15-Minute Interval Summary
7:00 AM to 9:00 AM**

Interval Start Time	Northbound N 7th St				Southbound N 7th St				Eastbound E Main St			Westbound E Main St				Interval Total	Pedestrians Crosswalk			
	In	Out	Total	Bikes	L	R	Total	Bikes	L	T	Bikes	T	R	Bikes	North		South	East	West	
7:00 AM				0	13	11	0	0	80	0	30	0	0	134	1	0	0	0		
7:15 AM				0	4	9	0	2	74	0	44	1	0	134	0	0	0	0		
7:30 AM				0	2	9	0	3	89	0	62	1	1	166	0	0	0	0		
7:45 AM				0	5	6	0	4	81	0	66	0	0	162	0	0	0	0		
8:00 AM				0	1	7	0	3	66	0	33	1	0	111	2	0	0	0		
8:15 AM				0	4	7	0	2	74	0	35	0	0	122	0	0	0	0		
8:30 AM				0	3	4	0	3	72	0	34	2	0	118	1	0	0	0		
8:45 AM				0	4	5	0	4	46	0	30	1	0	90	0	0	0	0		
Total Survey				0	36	58	0	21	582	0	334	6	1	1,037	4	0	0	0		

**Peak Hour Summary
7:00 AM to 8:00 AM**

By Approach	Northbound N 7th St				Southbound N 7th St				Eastbound E Main St				Westbound E Main St				Total	Pedestrians Crosswalk			
	In	Out	Total	Bikes	In	Out	Total	Bikes	In	Out	Total	Bikes	In	Out	Total	Bikes		North	South	East	West
Volume	0	0	0	0	59	11	70	0	333	237	570	0	204	348	552	1	596	1	0	0	0
%HV	0.0%				1.7%				3.3%				3.4%				3.2%				
PHF	0.00				0.61				0.90				0.77				0.90				

By Movement	Northbound N 7th St				Southbound N 7th St				Eastbound E Main St				Westbound E Main St				Total
	Total	L	R	Total	L	T	Total	T	R	Total	T	R	Total				
Volume	0	24	35	59	9	324	333	202	2	204	596	2	204	596			
%HV	NA	NA	NA	0.0%	0.0%	NA	2.9%	1.7%	0.0%	3.4%	NA	3.3%	NA	3.0%	50.0%	3.4%	3.2%
PHF		0.00	0.46	0.80	0.61	0.56	0.91	0.90		0.77	0.25	0.77	0.90				

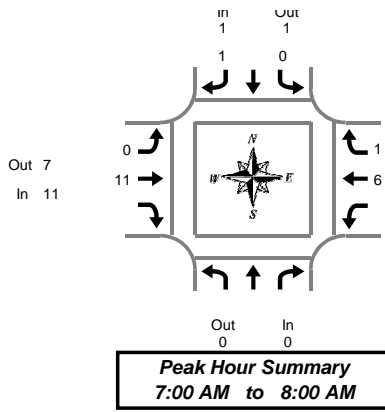
**Rolling Hour Summary
7:00 AM to 9:00 AM**

Interval Start Time	Northbound N 7th St				Southbound N 7th St				Eastbound E Main St			Westbound E Main St				Interval Total	Pedestrians Crosswalk			
	In	Out	Total	Bikes	L	R	Total	Bikes	L	T	Bikes	T	R	Bikes	North		South	East	West	
7:00 AM				0	24	35	0	9	324	0	202	2	1	596	1	0	0	0		
7:15 AM				0	12	31	0	12	310	0	205	3	1	573	2	0	0	0		
7:30 AM				0	12	29	0	12	310	0	196	2	1	561	2	0	0	0		
7:45 AM				0	13	24	0	12	293	0	168	3	0	513	3	0	0	0		
8:00 AM				0	12	23	0	12	258	0	132	4	0	441	3	0	0	0		

Heavy Vehicle Summary



Clay Carney
(503) 833-2740



N 7th St & E Main St

Tuesday, May 14, 2019
7:00 AM to 9:00 AM

Heavy Vehicle 5-Minute Interval Summary 7:00 AM to 9:00 AM

Interval Start Time	Northbound N 7th St			Southbound N 7th St			Eastbound E Main St			Westbound E Main St			Interval Total
	In	Out	Total	L	R	Total	L	T	Total	T	R	Total	
7:00 AM	0	0	0	0	0	0	0	0	0	1	0	1	1
7:05 AM	0	0	0	0	0	0	0	2	2	0	0	0	2
7:10 AM	0	0	0	0	0	0	0	2	2	1	0	1	3
7:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0
7:20 AM	0	0	0	0	0	0	0	0	0	0	0	0	0
7:25 AM	0	0	0	0	0	0	0	0	0	0	0	0	0
7:30 AM	0	0	0	0	0	0	0	0	0	0	1	1	1
7:35 AM	0	0	0	0	0	0	2	2	2	1	0	1	3
7:40 AM	0	0	0	1	1	0	0	0	0	1	0	1	2
7:45 AM	0	0	0	0	0	0	1	1	1	2	0	2	3
7:50 AM	0	0	0	0	0	0	1	1	1	0	0	0	1
7:55 AM	0	0	0	0	0	0	3	3	3	0	0	0	3
8:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0
8:05 AM	0	0	0	0	0	0	1	1	1	0	0	0	1
8:10 AM	0	0	0	0	0	0	0	0	0	1	0	1	1
8:15 AM	0	0	0	0	0	0	2	2	2	1	0	1	3
8:20 AM	0	0	0	0	0	0	1	1	1	0	0	0	1
8:25 AM	0	0	0	0	0	0	1	1	1	0	0	0	1
8:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0
8:35 AM	0	0	0	1	1	0	2	2	2	1	0	1	4
8:40 AM	0	0	0	0	0	0	0	0	0	0	0	0	0
8:45 AM	0	0	0	0	0	1	0	1	1	2	0	2	3
8:50 AM	0	0	0	0	0	0	1	1	1	2	0	2	3
8:55 AM	0	0	0	0	0	0	3	3	3	1	0	1	4
Total Survey	0	0	0	2	2	1	22	23	23	14	1	15	40

Heavy Vehicle 15-Minute Interval Summary 7:00 AM to 9:00 AM

Interval Start Time	Northbound N 7th St			Southbound N 7th St			Eastbound E Main St			Westbound E Main St			Interval Total
	In	Out	Total	L	R	Total	L	T	Total	T	R	Total	
7:00 AM	0	0	0	0	0	0	0	4	4	2	0	2	6
7:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0
7:30 AM	0	0	0	1	1	0	2	2	2	2	1	3	6
7:45 AM	0	0	0	0	0	0	5	5	5	2	0	2	7
8:00 AM	0	0	0	0	0	0	1	1	1	1	0	1	2
8:15 AM	0	0	0	0	0	0	4	4	4	1	0	1	5
8:30 AM	0	0	0	1	1	0	2	2	2	1	0	1	4
8:45 AM	0	0	0	0	0	1	4	5	5	5	0	5	10
Total Survey	0	0	0	2	2	1	22	23	23	14	1	15	40

Heavy Vehicle Peak Hour Summary 7:00 AM to 8:00 AM

By Approach	Northbound N 7th St			Southbound N 7th St			Eastbound E Main St			Westbound E Main St			Total
	In	Out	Total	In	Out	Total	In	Out	Total	In	Out	Total	
Volume	0	0	0	1	1	2	11	7	18	7	11	18	19
PHF	0.00			0.25			0.55			0.44			0.59

By Movement	Northbound N 7th St			Southbound N 7th St			Eastbound E Main St			Westbound E Main St			Total
	In	Out	Total	L	R	Total	L	T	Total	T	R	Total	
Volume	0	0	0	1	1	0	11	7	11	6	1	7	19
PHF	0.00	0.00		0.25	0.25	0.00	0.55	0.55	0.55	0.38	0.25	0.44	0.59

Heavy Vehicle Rolling Hour Summary 7:00 AM to 9:00 AM

Interval Start Time	Northbound N 7th St			Southbound N 7th St			Eastbound E Main St			Westbound E Main St			Interval Total
	In	Out	Total	L	R	Total	L	T	Total	T	R	Total	
7:00 AM	0	0	0	1	1	0	11	11	11	6	1	7	19
7:15 AM	0	0	0	1	1	0	8	8	8	5	1	6	15
7:30 AM	0	0	0	1	1	0	12	12	12	6	1	7	20
7:45 AM	0	0	0	1	1	0	12	12	12	5	0	5	18
8:00 AM	0	0	0	1	1	1	11	12	12	8	0	8	21

Peak Hour Summary

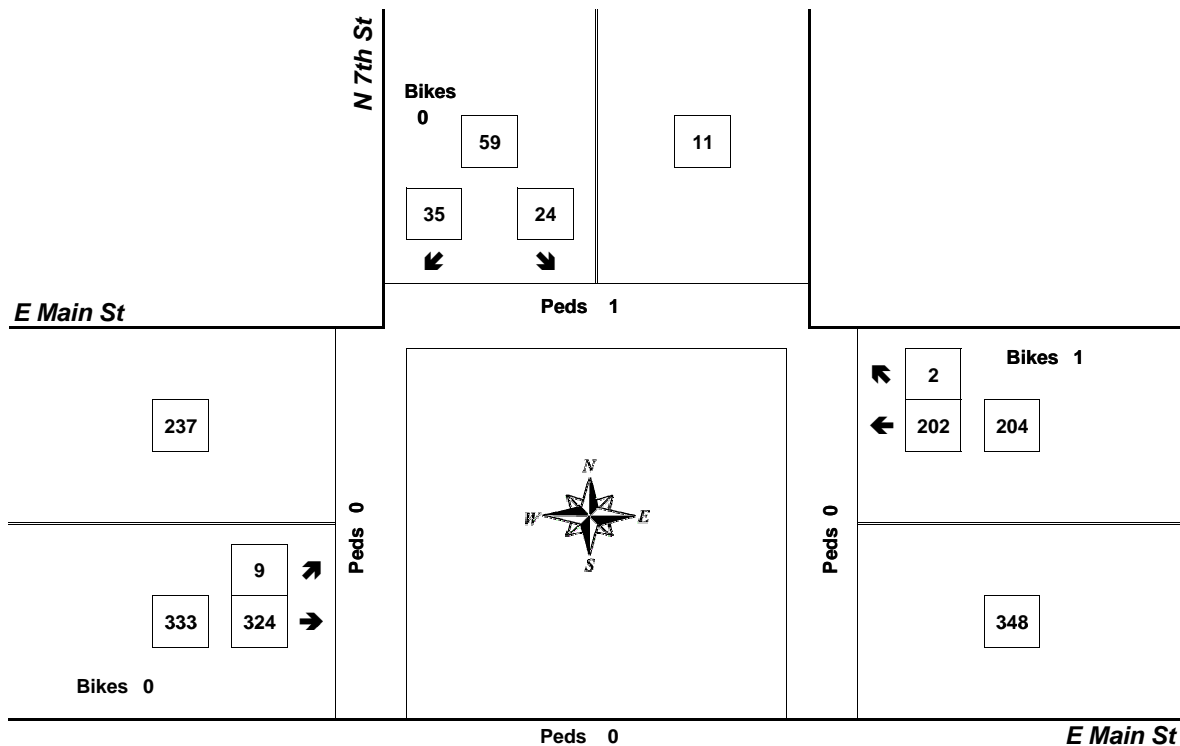


Clay Carney
(503) 833-2740

N 7th St & E Main St

7:00 AM to 8:00 AM

Tuesday, May 14, 2019



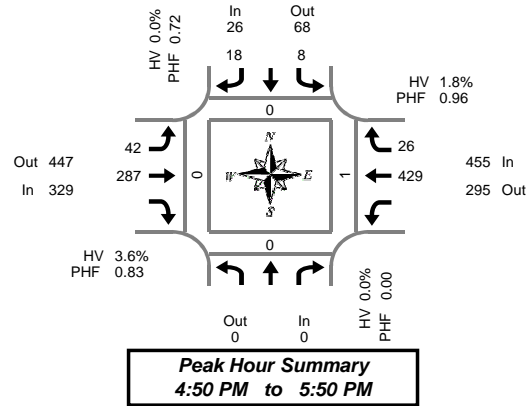
Approach	PHF	HV%	Volume
EB	0.90	3.3%	333
WB	0.77	3.4%	204
NB	0.00	0.0%	0
SB	0.61	1.7%	59
Intersection	0.90	3.2%	596

Count Period: 7:00 AM to 9:00 AM

Total Vehicle Summary



Clay Carney
(503) 833-2740



N 7th St & E Main St

Tuesday, May 14, 2019
4:00 PM to 6:00 PM

**5-Minute Interval Summary
4:00 PM to 6:00 PM**

Interval Start Time	Northbound N 7th St				Southbound N 7th St				Eastbound E Main St			Westbound E Main St			Interval Total	Pedestrians Crosswalk			
	In	Out	Total	Bikes	L	R	Total	Bikes	L	T	Bikes	T	R	Bikes		North	South	East	West
4:00 PM				0	0	2	0	2	17	0	21	1	0	43	0	0	0	0	
4:05 PM				0	2	2	0	3	23	0	26	3	0	59	0	0	0	0	
4:10 PM				0	1	2	0	1	18	0	34	3	0	59	0	0	0	0	
4:15 PM				0	1	1	0	1	28	0	31	3	0	65	0	0	0	0	
4:20 PM				0	0	1	0	1	19	0	41	2	0	64	0	0	0	0	
4:25 PM				0	0	0	0	1	25	0	49	1	0	76	0	0	0	0	
4:30 PM				0	0	2	0	3	25	0	20	0	0	50	0	0	0	0	
4:35 PM				0	1	2	0	4	21	0	30	3	0	61	0	0	0	0	
4:40 PM				0	1	1	0	3	25	0	30	2	0	62	0	0	0	0	
4:45 PM				0	0	2	0	0	28	0	27	2	0	59	0	0	0	0	
4:50 PM				0	0	0	0	2	24	0	32	1	0	59	0	0	0	0	
4:55 PM				0	0	0	0	4	29	0	41	3	0	77	0	0	0	0	
5:00 PM				0	1	3	0	4	24	0	36	4	0	72	0	0	0	0	
5:05 PM				0	1	2	0	3	14	0	32	1	0	53	0	0	0	0	
5:10 PM				0	1	1	0	3	25	0	37	0	0	67	0	0	0	0	
5:15 PM				0	1	2	0	4	25	0	36	0	0	68	0	0	0	0	
5:20 PM				0	0	1	0	8	17	0	42	2	0	70	0	0	0	0	
5:25 PM				0	0	4	0	1	27	0	29	2	0	63	0	0	0	0	
5:30 PM				0	0	1	0	5	27	0	37	2	0	72	0	0	0	0	
5:35 PM				0	1	1	0	4	35	0	34	2	0	77	0	0	1	0	
5:40 PM				0	1	0	0	2	21	1	40	4	0	68	0	0	0	0	
5:45 PM				0	2	3	0	2	19	0	33	5	0	64	0	0	0	0	
5:50 PM				0	0	3	0	2	33	0	16	4	0	58	0	0	0	0	
5:55 PM				0	1	2	0	0	20	0	22	2	0	47	0	0	0	0	
Total Survey				0	15	38	0	63	569	1	776	52	0	1,513	0	0	1	0	

**15-Minute Interval Summary
4:00 PM to 6:00 PM**

Interval Start Time	Northbound N 7th St				Southbound N 7th St				Eastbound E Main St			Westbound E Main St			Interval Total	Pedestrians Crosswalk			
	In	Out	Total	Bikes	L	R	Total	Bikes	L	T	Bikes	T	R	Bikes		North	South	East	West
4:00 PM				0	3	6	0	6	58	0	81	7	0	161	0	0	0	0	
4:15 PM				0	1	2	0	3	72	0	121	6	0	205	0	0	0	0	
4:30 PM				0	2	5	0	10	71	0	80	5	0	173	0	0	0	0	
4:45 PM				0	0	2	0	6	81	0	100	6	0	195	0	0	0	0	
5:00 PM				0	3	6	0	10	63	0	105	5	0	192	0	0	0	0	
5:15 PM				0	1	7	0	13	69	0	107	4	0	201	0	0	0	0	
5:30 PM				0	2	2	0	11	83	1	111	8	0	217	0	0	1	0	
5:45 PM				0	3	8	0	4	72	0	71	11	0	169	0	0	0	0	
Total Survey				0	15	38	0	63	569	1	776	52	0	1,513	0	0	1	0	

**Peak Hour Summary
4:50 PM to 5:50 PM**

By Approach	Northbound N 7th St				Southbound N 7th St				Eastbound E Main St			Westbound E Main St			Total	Pedestrians Crosswalk					
	In	Out	Total	Bikes	In	Out	Total	Bikes	In	Out	Total	Bikes	In	Out		Total	Bikes	North	South	East	West
Volume	0	0	0	0	26	68	94	0	329	447	776	1	455	295	750	0	810	0	0	1	0
%HV	0.0%				0.0%				3.6%			1.8%			2.5%						
PHF	0.00				0.72				0.83			0.96			0.93						

By Movement	Northbound N 7th St				Southbound N 7th St				Eastbound E Main St			Westbound E Main St			Total		
	In	Out	Total	Bikes	L	R	Total	Bikes	L	T	Total	T	R	Total			
Volume	0	0	0	0	8	18	26	42	287	329	429	26	455	810			
%HV	NA	NA	NA	0.0%	0.0%	NA	0.0%	0.0%	0.0%	4.2%	NA	3.6%	NA	1.6%	3.8%	1.8%	2.5%
PHF				0.00	0.50	0.64	0.72	0.70	0.81	0.83	0.93	0.59	0.96	0.93			

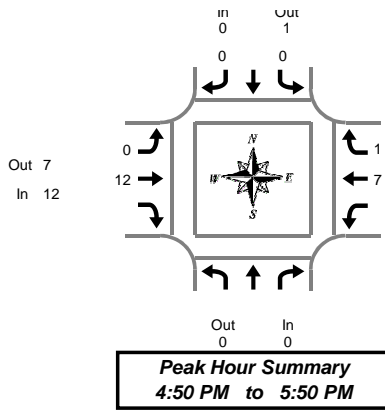
**Rolling Hour Summary
4:00 PM to 6:00 PM**

Interval Start Time	Northbound N 7th St				Southbound N 7th St				Eastbound E Main St			Westbound E Main St			Interval Total	Pedestrians Crosswalk			
	In	Out	Total	Bikes	L	R	Total	Bikes	L	T	Bikes	T	R	Bikes		North	South	East	West
4:00 PM				0	6	15	0	25	282	0	382	24	0	734	0	0	0	0	
4:15 PM				0	6	15	0	29	287	0	406	22	0	765	0	0	0	0	
4:30 PM				0	6	20	0	39	284	0	392	20	0	761	0	0	0	0	
4:45 PM				0	6	17	0	40	296	1	423	23	0	805	0	0	1	0	
5:00 PM				0	9	23	0	38	287	1	394	28	0	779	0	0	1	0	

Heavy Vehicle Summary



Clay Carney
(503) 833-2740



N 7th St & E Main St

Tuesday, May 14, 2019
4:00 PM to 6:00 PM

Heavy Vehicle 5-Minute Interval Summary 4:00 PM to 6:00 PM

Interval Start Time	Northbound N 7th St			Southbound N 7th St			Eastbound E Main St			Westbound E Main St			Interval Total	
	In	Out	Total	L	R	Total	L	T	Total	T	R	Total		
4:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	
4:05 PM	0	0	0	0	0	0	0	0	0	0	1	0	1	
4:10 PM	0	0	0	0	0	0	0	0	0	3	0	3	3	
4:15 PM	0	0	0	0	0	0	0	0	0	4	0	4	4	
4:20 PM	0	0	0	0	0	0	0	0	0	2	0	2	2	
4:25 PM	0	0	0	0	0	0	0	0	0	1	0	1	1	
4:30 PM	0	0	0	0	0	0	2	2	2	1	0	1	3	
4:35 PM	0	1	1	0	1	1	0	0	0	3	0	3	4	
4:40 PM	0	0	0	0	0	0	0	0	0	1	0	1	1	
4:45 PM	0	0	0	0	0	0	1	1	1	0	0	0	1	
4:50 PM	0	0	0	0	0	0	0	0	0	1	0	1	1	
4:55 PM	0	0	0	0	0	0	1	1	1	0	0	0	1	
5:00 PM	0	0	0	0	0	0	2	2	2	2	0	2	4	
5:05 PM	0	0	0	0	0	0	1	1	1	1	0	1	2	
5:10 PM	0	0	0	0	0	0	2	2	2	0	0	0	2	
5:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	
5:20 PM	0	0	0	0	0	0	1	1	1	1	0	1	2	
5:25 PM	0	0	0	0	0	0	2	2	2	0	0	0	2	
5:30 PM	0	0	0	0	0	0	1	1	1	1	0	1	2	
5:35 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	
5:40 PM	0	0	0	0	0	0	2	2	2	0	0	0	2	
5:45 PM	0	0	0	0	0	0	0	0	0	1	1	2	2	
5:50 PM	0	0	0	0	0	0	0	0	0	1	0	1	1	
5:55 PM	0	0	0	0	0	0	1	1	1	0	0	0	1	
Total Survey			0	1	0	1	0	16	16		24	1	25	42

Heavy Vehicle 15-Minute Interval Summary 4:00 PM to 6:00 PM

Interval Start Time	Northbound N 7th St			Southbound N 7th St			Eastbound E Main St			Westbound E Main St			Interval Total	
	In	Out	Total	L	R	Total	L	T	Total	T	R	Total		
4:00 PM	0	0	0	0	0	0	0	0	0	4	0	4	4	
4:15 PM	0	0	0	0	0	0	0	0	0	7	0	7	7	
4:30 PM	0	1	1	0	1	1	2	2	2	5	0	5	8	
4:45 PM	0	0	0	0	0	0	2	2	2	1	0	1	3	
5:00 PM	0	0	0	0	0	0	5	5	5	3	0	3	8	
5:15 PM	0	0	0	0	0	0	3	3	3	1	0	1	4	
5:30 PM	0	0	0	0	0	0	3	3	3	1	0	1	4	
5:45 PM	0	0	0	0	0	0	1	1	1	2	1	3	4	
Total Survey			0	1	0	1	0	16	16		24	1	25	42

Heavy Vehicle Peak Hour Summary 4:50 PM to 5:50 PM

By Approach	Northbound N 7th St			Southbound N 7th St			Eastbound E Main St			Westbound E Main St			Total
	In	Out	Total	In	Out	Total	In	Out	Total	In	Out	Total	
Volume	0	0	0	0	1	1	12	7	19	8	12	20	20
PHF	0.00			0.00			0.60			0.67			0.63

By Movement	Northbound N 7th St			Southbound N 7th St			Eastbound E Main St			Westbound E Main St			Total		
	In	Out	Total	L	R	Total	L	T	Total	T	R	Total			
Volume			0	0	0	0	0	12	12		7	1	8	20	
PHF			0.00	0.00		0.00	0.00	0.00	0.60		0.60		0.58	0.25	0.67

Heavy Vehicle Rolling Hour Summary 4:00 PM to 6:00 PM

Interval Start Time	Northbound N 7th St			Southbound N 7th St			Eastbound E Main St			Westbound E Main St			Interval Total
	In	Out	Total	L	R	Total	L	T	Total	T	R	Total	
4:00 PM	0	1	1	0	1	1	0	4	4	17	0	17	22
4:15 PM	0	1	1	0	1	1	0	9	9	16	0	16	26
4:30 PM	0	1	1	0	1	1	0	12	12	10	0	10	23
4:45 PM	0	0	0	0	0	0	0	13	13	6	0	6	19
5:00 PM	0	0	0	0	0	0	0	12	12	7	1	8	20

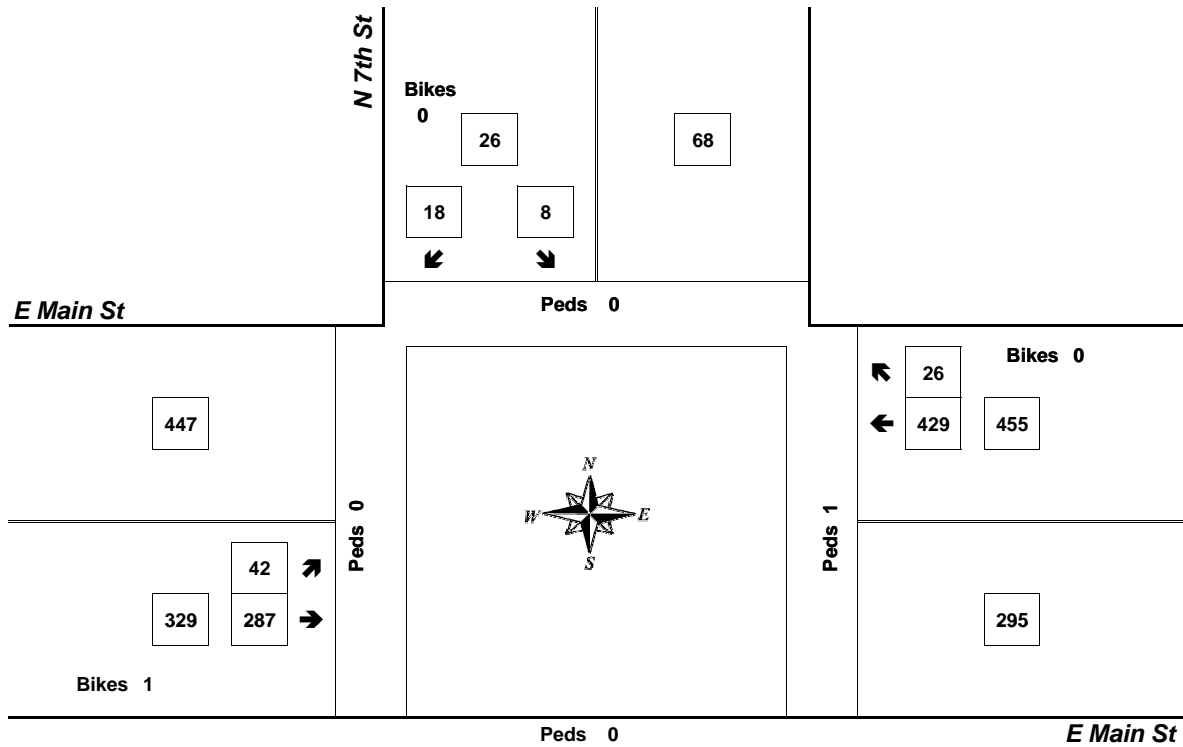
Peak Hour Summary



Clay Carney
(503) 833-2740

N 7th St & E Main St

4:50 PM to 5:50 PM
Tuesday, May 14, 2019



Bikes
0

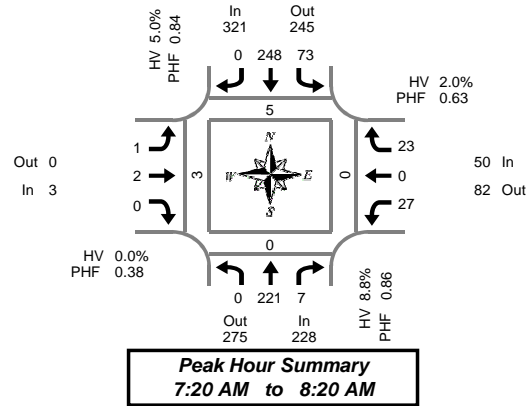
Approach	PHF	HV%	Volume
EB	0.83	3.6%	329
WB	0.96	1.8%	455
NB	0.00	0.0%	0
SB	0.72	0.0%	26
Intersection	0.93	2.5%	810

Count Period: 4:00 PM to 6:00 PM

Total Vehicle Summary



Clay Carney
(503) 833-2740



S Pine St & W Polk St

Tuesday, May 14, 2019
7:00 AM to 9:00 AM

5-Minute Interval Summary 7:00 AM to 9:00 AM

Interval Start Time	Northbound S Pine St				Southbound S Pine St				Eastbound W Polk St				Westbound W Polk St				Interval Total	Pedestrians Crosswalk						
	L	T	R	Bikes	L	T	R	Bikes	L	T	R	Bikes	L	T	R	Bikes		North	South	East	West			
7:00 AM	0	21	1	0	0	11	0	0	0	0	0	0	0	0	0	1	0	0	0	34	1	0	0	1
7:05 AM	0	12	0	0	0	14	0	0	0	2	0	0	0	0	0	1	0	0	0	29	0	0	0	0
7:10 AM	0	16	0	0	0	9	0	0	0	0	0	0	0	0	0	0	0	0	0	25	0	0	0	0
7:15 AM	0	15	0	0	2	18	0	0	0	0	0	0	2	0	1	0	0	0	0	38	1	0	0	0
7:20 AM	0	18	0	0	3	22	0	0	0	0	0	0	2	0	1	0	0	0	46	2	0	0	2	
7:25 AM	0	14	1	0	1	16	0	0	0	0	0	0	0	0	0	0	0	0	32	2	0	0	1	
7:30 AM	0	28	0	0	5	18	0	0	0	0	0	0	3	0	2	0	0	0	56	0	0	0	0	
7:35 AM	0	14	1	0	5	31	0	0	0	0	0	0	2	0	0	0	0	0	53	0	0	0	0	
7:40 AM	0	23	0	0	7	22	0	0	0	0	0	0	1	0	2	0	0	0	55	0	0	0	0	
7:45 AM	0	25	1	0	7	24	0	0	0	1	0	0	3	0	1	0	0	0	62	1	0	0	0	
7:50 AM	0	9	2	0	6	23	0	0	0	1	0	0	2	0	3	0	0	0	46	0	0	0	0	
7:55 AM	0	24	1	0	4	18	0	0	0	0	0	0	3	0	0	0	0	0	50	0	0	0	0	
8:00 AM	0	11	0	0	13	13	0	0	1	0	0	0	2	0	5	0	0	0	45	0	0	0	0	
8:05 AM	0	17	0	0	10	23	0	0	0	0	0	0	0	0	4	0	0	0	54	0	0	0	0	
8:10 AM	0	12	1	0	8	20	0	0	0	0	0	0	6	0	3	0	0	0	50	0	0	0	0	
8:15 AM	0	26	0	0	4	18	0	0	0	0	0	0	3	0	2	0	0	0	53	0	0	0	0	
8:20 AM	0	16	0	0	0	11	0	0	0	0	0	0	0	0	0	0	0	0	27	0	0	0	0	
8:25 AM	0	14	0	0	0	19	0	0	0	0	0	0	0	0	1	0	0	0	34	0	0	0	0	
8:30 AM	0	21	0	0	0	8	0	0	0	0	0	0	1	0	0	0	0	0	30	0	0	0	0	
8:35 AM	0	21	0	0	0	25	0	0	0	0	0	0	2	0	0	0	0	0	48	0	0	0	0	
8:40 AM	0	17	0	0	1	16	0	0	0	0	0	0	0	0	0	0	0	0	34	0	0	0	0	
8:45 AM	0	13	0	0	1	20	0	0	0	0	0	0	1	0	1	0	0	0	36	0	0	0	0	
8:50 AM	0	13	0	0	0	19	0	0	0	0	0	0	0	0	0	0	0	0	32	0	0	0	0	
8:55 AM	0	24	0	0	0	18	0	0	0	0	0	0	0	0	0	0	0	0	42	0	0	0	0	
Total Survey	0	424	8	0	77	436	0	0	1	4	0	0	33	0	28	0	0	0	1,011	7	0	0	4	

15-Minute Interval Summary 7:00 AM to 9:00 AM

Interval Start Time	Northbound S Pine St				Southbound S Pine St				Eastbound W Polk St				Westbound W Polk St				Interval Total	Pedestrians Crosswalk					
	L	T	R	Bikes	L	T	R	Bikes	L	T	R	Bikes	L	T	R	Bikes		North	South	East	West		
7:00 AM	0	49	1	0	0	34	0	0	0	2	0	0	0	0	2	0	0	0	88	1	0	0	1
7:15 AM	0	47	1	0	6	56	0	0	0	0	0	0	4	0	2	0	0	0	116	5	0	0	3
7:30 AM	0	65	1	0	17	71	0	0	0	0	0	0	6	0	4	0	0	0	164	0	0	0	0
7:45 AM	0	58	4	0	17	65	0	0	0	2	0	0	8	0	4	0	0	0	158	1	0	0	0
8:00 AM	0	40	1	0	31	56	0	0	1	0	0	0	8	0	12	0	0	0	149	0	0	0	0
8:15 AM	0	56	0	0	4	48	0	0	0	0	0	0	3	0	3	0	0	0	114	0	0	0	0
8:30 AM	0	59	0	0	1	49	0	0	0	0	0	0	3	0	0	0	0	0	112	0	0	0	0
8:45 AM	0	50	0	0	1	57	0	0	0	0	0	0	1	0	1	0	0	0	110	0	0	0	0
Total Survey	0	424	8	0	77	436	0	0	1	4	0	0	33	0	28	0	0	0	1,011	7	0	0	4

Peak Hour Summary 7:20 AM to 8:20 AM

By Approach	Northbound S Pine St				Southbound S Pine St				Eastbound W Polk St				Westbound W Polk St				Total	Pedestrians Crosswalk			
	In	Out	Total	Bikes	In	Out	Total	Bikes	In	Out	Total	Bikes	In	Out	Total	Bikes		North	South	East	West
Volume	228	275	503	0	321	245	566	0	3	0	3	0	50	82	132	0	602	5	0	0	3
%HV	8.8%				5.0%				0.0%				2.0%				6.1%				
PHF	0.86				0.84				0.38				0.63				0.89				

By Movement	Northbound S Pine St				Southbound S Pine St				Eastbound W Polk St				Westbound W Polk St				Total
	L	T	R	Total	L	T	R	Total	L	T	R	Total	L	T	R	Total	
Volume	0	221	7	228	73	248	0	321	1	2	0	3	27	0	23	50	602
%HV	0.0%	8.1%	28.6%	8.8%	11.0%	3.2%	0.0%	5.0%	0.0%	0.0%	0.0%	0.0%	3.7%	0.0%	0.0%	2.0%	6.1%
PHF	0.00	0.85	0.44	0.86	0.59	0.81	0.00	0.84	0.25	0.25	0.00	0.38	0.75	0.00	0.48	0.63	0.89

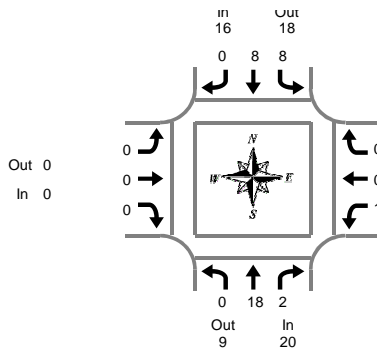
Rolling Hour Summary 7:00 AM to 9:00 AM

Interval Start Time	Northbound S Pine St				Southbound S Pine St				Eastbound W Polk St				Westbound W Polk St				Interval Total	Pedestrians Crosswalk				
	L	T	R	Bikes	L	T	R	Bikes	L	T	R	Bikes	L	T	R	Bikes		North	South	East	West	
7:00 AM	0	219	7	0	40	226	0	0	0	4	0	0	18	0	12	0	0	526	7	0	0	4
7:15 AM	0	210	7	0	71	248	0	0	1	2	0	0	26	0	22	0	0	587	6	0	0	3
7:30 AM	0	219	6	0	69	240	0	0	1	2	0	0	25	0	23	0	0	585	1	0	0	0
7:45 AM	0	213	5	0	53	218	0	0	1	2	0	0	22	0	19	0	0	533	1	0	0	0
8:00 AM	0	205	1	0	37	210	0	0	1	0	0	0	15	0	16	0	0	485	0	0	0	0

Heavy Vehicle Summary



Clay Carney
(503) 833-2740



S Pine St & W Polk St

Tuesday, May 14, 2019
7:00 AM to 9:00 AM

Heavy Vehicle 5-Minute Interval Summary 7:00 AM to 9:00 AM

Interval Start Time	Northbound S Pine St				Southbound S Pine St				Eastbound W Polk St				Westbound W Polk St				Interval Total	
	L	T	R	Total	L	T	R	Total	L	T	R	Total	L	T	R	Total		
7:00 AM	0	3	0	3	0	1	0	1	0	0	0	0	0	0	0	0	0	4
7:05 AM	0	2	0	2	0	0	0	0	0	1	0	1	0	0	0	0	0	3
7:10 AM	0	3	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	3
7:15 AM	0	3	0	3	0	2	0	2	0	0	0	0	0	0	0	0	0	5
7:20 AM	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
7:25 AM	0	1	1	2	0	1	0	1	0	0	0	0	0	0	0	0	0	3
7:30 AM	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1
7:35 AM	0	2	0	2	1	0	0	1	0	0	0	0	0	0	0	0	0	3
7:40 AM	0	3	0	3	1	1	0	2	0	0	0	0	0	0	0	0	0	5
7:45 AM	0	1	0	1	1	0	0	1	0	0	0	0	0	0	0	0	0	2
7:50 AM	0	0	1	1	0	1	0	1	0	0	0	0	0	0	0	0	0	2
7:55 AM	0	1	0	1	1	1	0	2	0	0	0	0	0	0	0	0	0	3
8:00 AM	0	2	0	2	2	0	0	2	0	0	0	0	0	0	0	0	0	4
8:05 AM	0	1	0	1	1	1	0	2	0	0	0	0	0	0	0	0	0	3
8:10 AM	0	1	0	1	0	2	0	2	0	0	0	0	1	0	0	1	4	
8:15 AM	0	5	0	5	0	1	0	1	0	0	0	0	0	0	0	0	0	6
8:20 AM	0	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2
8:25 AM	0	2	0	2	0	0	0	0	0	0	0	0	0	0	1	1	3	
8:30 AM	0	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2
8:35 AM	0	2	0	2	0	2	0	2	0	0	0	0	0	0	0	0	0	4
8:40 AM	0	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2
8:45 AM	0	2	0	2	0	6	0	6	0	0	0	0	0	0	0	0	0	8
8:50 AM	0	0	0	0	0	2	0	2	0	0	0	0	0	0	0	0	0	2
8:55 AM	0	6	0	6	0	1	0	1	0	0	0	0	0	0	0	0	0	7
Total Survey	0	47	2	49	8	22	0	30	0	1	0	1	1	0	1	2	82	

Heavy Vehicle 15-Minute Interval Summary 7:00 AM to 9:00 AM

Interval Start Time	Northbound S Pine St				Southbound S Pine St				Eastbound W Polk St				Westbound W Polk St				Interval Total	
	L	T	R	Total	L	T	R	Total	L	T	R	Total	L	T	R	Total		
7:00 AM	0	8	0	8	0	1	0	1	0	1	0	1	0	0	0	0	0	10
7:15 AM	0	5	1	6	0	3	0	3	0	0	0	0	0	0	0	0	0	9
7:30 AM	0	5	0	5	3	1	0	4	0	0	0	0	0	0	0	0	0	9
7:45 AM	0	2	1	3	2	2	0	4	0	0	0	0	0	0	0	0	0	7
8:00 AM	0	4	0	4	3	3	0	6	0	0	0	0	1	0	0	1	11	
8:15 AM	0	9	0	9	0	1	0	1	0	0	0	0	0	0	1	1	11	
8:30 AM	0	6	0	6	0	2	0	2	0	0	0	0	0	0	0	0	0	8
8:45 AM	0	8	0	8	0	9	0	9	0	0	0	0	0	0	0	0	0	17
Total Survey	0	47	2	49	8	22	0	30	0	1	0	1	1	0	1	2	82	

Heavy Vehicle Peak Hour Summary 7:20 AM to 8:20 AM

By Approach	Northbound S Pine St			Southbound S Pine St			Eastbound W Polk St			Westbound W Polk St			Total
	In	Out	Total	In	Out	Total	In	Out	Total	In	Out	Total	
Volume	20	9	29	16	18	34	0	0	0	1	10	11	37
PHF	0.71			0.67			0.00			0.25			0.71

By Movement	Northbound S Pine St				Southbound S Pine St				Eastbound W Polk St				Westbound W Polk St				Total
	L	T	R	Total	L	T	R	Total	L	T	R	Total	L	T	R	Total	
Volume	0	18	2	20	8	8	0	16	0	0	0	0	1	0	0	1	37
PHF	0.00	0.64	0.50	0.71	0.50	0.50	0.00	0.67	0.00	0.00	0.00	0.00	0.25	0.00	0.00	0.25	0.71

Heavy Vehicle Rolling Hour Summary 7:00 AM to 9:00 AM

Interval Start Time	Northbound S Pine St				Southbound S Pine St				Eastbound W Polk St				Westbound W Polk St				Interval Total
	L	T	R	Total	L	T	R	Total	L	T	R	Total	L	T	R	Total	
7:00 AM	0	20	2	22	5	7	0	12	0	1	0	1	0	0	0	0	35
7:15 AM	0	16	2	18	8	9	0	17	0	0	0	0	1	0	0	1	36
7:30 AM	0	20	1	21	8	7	0	15	0	0	0	0	1	0	1	2	38
7:45 AM	0	21	1	22	5	8	0	13	0	0	0	0	1	0	1	2	37
8:00 AM	0	27	0	27	3	15	0	18	0	0	0	0	1	0	1	2	47

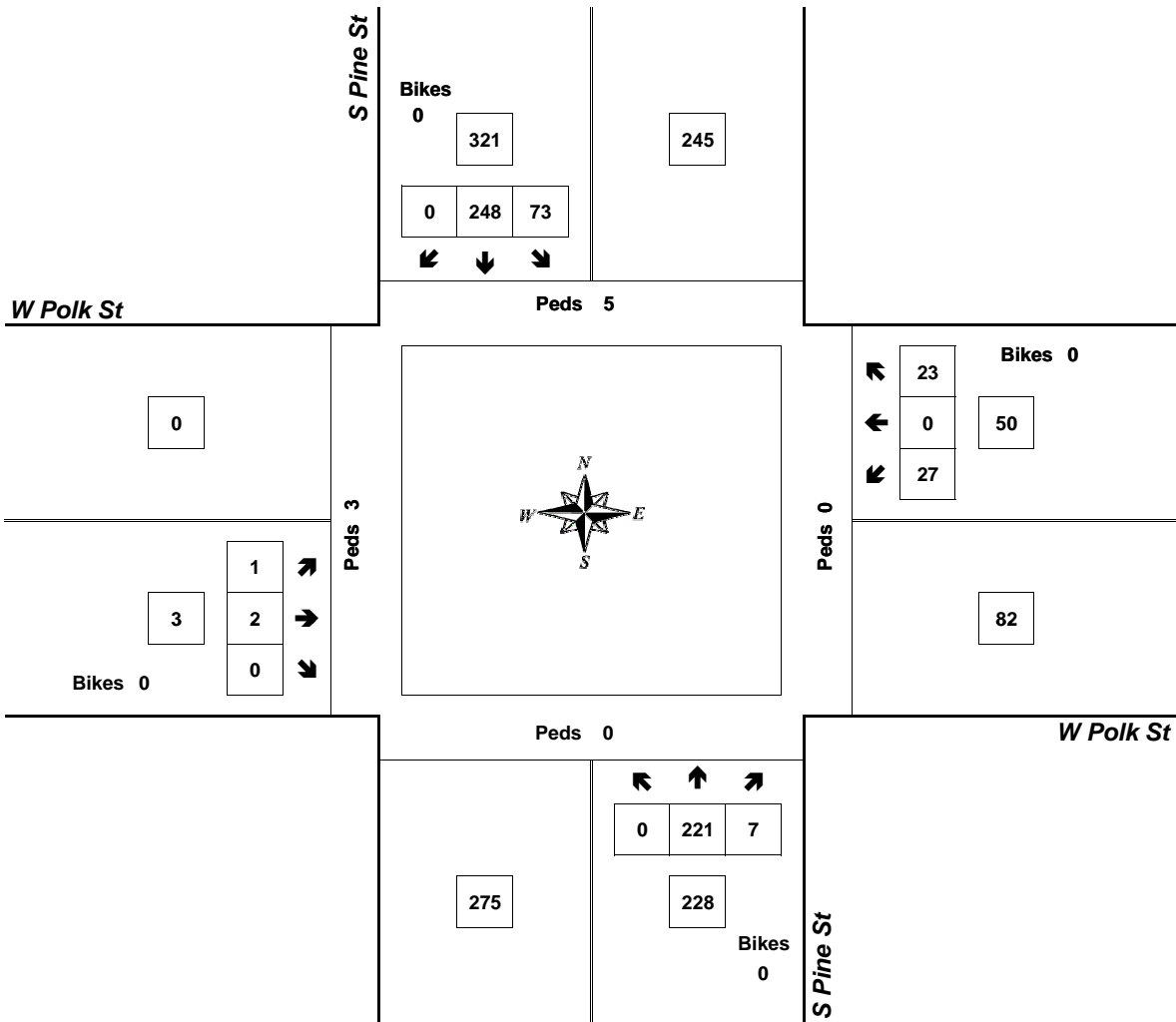
Peak Hour Summary



Clay Carney
(503) 833-2740

S Pine St & W Polk St

7:20 AM to 8:20 AM
Tuesday, May 14, 2019



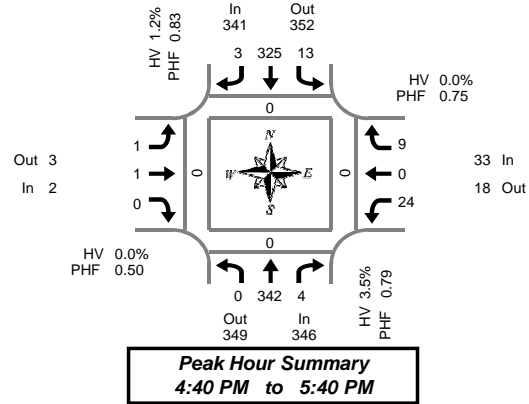
Approach	PHF	HV%	Volume
EB	0.38	0.0%	3
WB	0.63	2.0%	50
NB	0.86	8.8%	228
SB	0.84	5.0%	321
Intersection	0.89	6.1%	602

Count Period: 7:00 AM to 9:00 AM

Total Vehicle Summary



Clay Carney
(503) 833-2740



S Pine St & W Polk St

Tuesday, May 14, 2019
4:00 PM to 6:00 PM

5-Minute Interval Summary 4:00 PM to 6:00 PM

Interval Start Time	Northbound S Pine St				Southbound S Pine St				Eastbound W Polk St				Westbound W Polk St				Interval Total	Pedestrians Crosswalk			
	L	T	R	Bikes	L	T	R	Bikes	L	T	R	Bikes	L	T	R	Bikes		North	South	East	West
4:00 PM	0	23	1	0	0	22	0	0	0	0	0	0	1	0	1	0	48	0	0	0	0
4:05 PM	0	16	0	0	1	16	0	0	0	0	0	0	0	1	2	0	36	0	0	0	0
4:10 PM	0	20	0	0	0	32	0	0	0	1	0	0	1	0	2	0	56	0	0	0	0
4:15 PM	0	24	0	0	1	23	0	0	0	0	0	0	0	0	1	0	49	0	0	0	0
4:20 PM	0	35	0	0	0	22	0	0	0	0	0	1	0	1	0	59	0	0	0	0	
4:25 PM	0	26	0	0	0	24	0	0	0	0	0	0	0	0	0	50	0	0	0	0	
4:30 PM	0	31	0	0	4	30	0	0	0	0	0	3	0	1	0	69	0	0	0	0	
4:35 PM	0	25	0	0	1	22	2	0	1	0	0	1	0	0	0	52	0	0	0	0	
4:40 PM	0	30	0	0	0	32	0	0	0	0	0	2	0	1	0	65	0	0	0	0	
4:45 PM	0	23	0	0	0	28	0	0	0	0	0	0	0	0	0	51	0	0	0	0	
4:50 PM	0	20	0	0	2	26	0	0	0	0	0	2	0	0	0	50	0	0	0	0	
4:55 PM	0	33	0	0	0	29	0	0	0	0	0	4	0	1	0	67	0	0	0	0	
5:00 PM	0	18	0	0	1	40	2	0	0	1	0	0	1	0	0	63	0	0	0	0	
5:05 PM	0	26	3	0	0	16	0	0	0	0	0	3	0	1	0	49	0	0	0	0	
5:10 PM	0	31	1	0	4	20	0	0	0	0	0	1	0	1	0	58	0	0	0	0	
5:15 PM	0	22	0	0	1	17	0	0	0	0	0	3	0	0	0	43	0	0	0	0	
5:20 PM	0	30	0	0	1	26	0	0	0	0	0	1	0	1	0	59	0	0	0	0	
5:25 PM	0	34	0	0	0	36	0	0	0	0	0	3	0	1	0	74	0	0	0	0	
5:30 PM	0	37	0	0	3	36	1	0	1	0	0	2	0	2	0	82	0	0	0	0	
5:35 PM	0	38	0	0	1	19	0	0	0	0	0	2	0	1	0	61	0	0	0	0	
5:40 PM	0	25	0	0	1	34	0	0	0	0	0	1	0	0	0	61	0	0	0	0	
5:45 PM	0	24	0	0	2	18	0	0	0	0	0	1	0	1	0	46	0	0	0	0	
5:50 PM	0	26	0	0	2	22	0	0	0	0	0	1	1	0	0	52	0	0	0	0	
5:55 PM	1	28	0	0	1	14	0	0	0	0	0	2	0	1	0	47	0	0	0	0	
Total Survey	1	645	5	0	26	604	5	0	2	2	0	0	36	2	19	0	1,347	0	0	0	0

15-Minute Interval Summary 4:00 PM to 6:00 PM

Interval Start Time	Northbound S Pine St				Southbound S Pine St				Eastbound W Polk St				Westbound W Polk St				Interval Total	Pedestrians Crosswalk			
	L	T	R	Bikes	L	T	R	Bikes	L	T	R	Bikes	L	T	R	Bikes		North	South	East	West
4:00 PM	0	59	1	0	1	70	0	0	0	1	0	0	2	1	5	0	140	0	0	0	0
4:15 PM	0	85	0	0	1	69	0	0	0	0	0	0	1	0	2	0	158	0	0	0	0
4:30 PM	0	86	0	0	5	84	2	0	1	0	0	6	0	2	0	186	0	0	0	0	
4:45 PM	0	76	0	0	2	83	0	0	0	0	0	6	0	1	0	168	0	0	0	0	
5:00 PM	0	75	4	0	5	76	2	0	0	1	0	5	0	2	0	170	0	0	0	0	
5:15 PM	0	86	0	0	2	79	0	0	0	0	0	7	0	2	0	176	0	0	0	0	
5:30 PM	0	100	0	0	5	89	1	0	1	0	0	5	0	3	0	204	0	0	0	0	
5:45 PM	1	78	0	0	5	54	0	0	0	0	0	4	1	2	0	145	0	0	0	0	
Total Survey	1	645	5	0	26	604	5	0	2	2	0	0	36	2	19	0	1,347	0	0	0	0

Peak Hour Summary 4:40 PM to 5:40 PM

By Approach	Northbound S Pine St				Southbound S Pine St				Eastbound W Polk St				Westbound W Polk St				Total	Pedestrians Crosswalk			
	In	Out	Total	Bikes	In	Out	Total	Bikes	In	Out	Total	Bikes	In	Out	Total	Bikes		North	South	East	West
Volume	346	349	695	0	341	352	693	0	2	3	5	0	33	18	51	0	722	0	0	0	0
%HV	3.5%				1.2%				0.0%				0.0%				2.2%				
PHF	0.79				0.83				0.50				0.75				0.83				

By Movement	Northbound S Pine St				Southbound S Pine St				Eastbound W Polk St				Westbound W Polk St				Total
	L	T	R	Total	L	T	R	Total	L	T	R	Total	L	T	R	Total	
Volume	0	342	4	346	13	325	3	341	1	1	0	2	24	0	9	33	722
%HV	0.0%	3.2%	25.0%	3.5%	0.0%	1.2%	0.0%	1.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	2.2%
PHF	0.00	0.78	0.25	0.79	0.54	0.83	0.38	0.83	0.25	0.25	0.00	0.50	0.75	0.00	0.56	0.75	0.83

Rolling Hour Summary 4:00 PM to 6:00 PM

Interval Start Time	Northbound S Pine St				Southbound S Pine St				Eastbound W Polk St				Westbound W Polk St				Interval Total	Pedestrians Crosswalk			
	L	T	R	Bikes	L	T	R	Bikes	L	T	R	Bikes	L	T	R	Bikes		North	South	East	West
4:00 PM	0	306	1	0	9	306	2	0	1	1	0	0	15	1	10	0	652	0	0	0	0
4:15 PM	0	322	4	0	13	312	4	0	1	1	0	0	18	0	7	0	682	0	0	0	0
4:30 PM	0	323	4	0	14	322	4	0	1	1	0	0	24	0	7	0	700	0	0	0	0
4:45 PM	0	337	4	0	14	327	3	0	1	1	0	0	23	0	8	0	718	0	0	0	0
5:00 PM	1	339	4	0	17	298	3	0	1	1	0	0	21	1	9	0	695	0	0	0	0

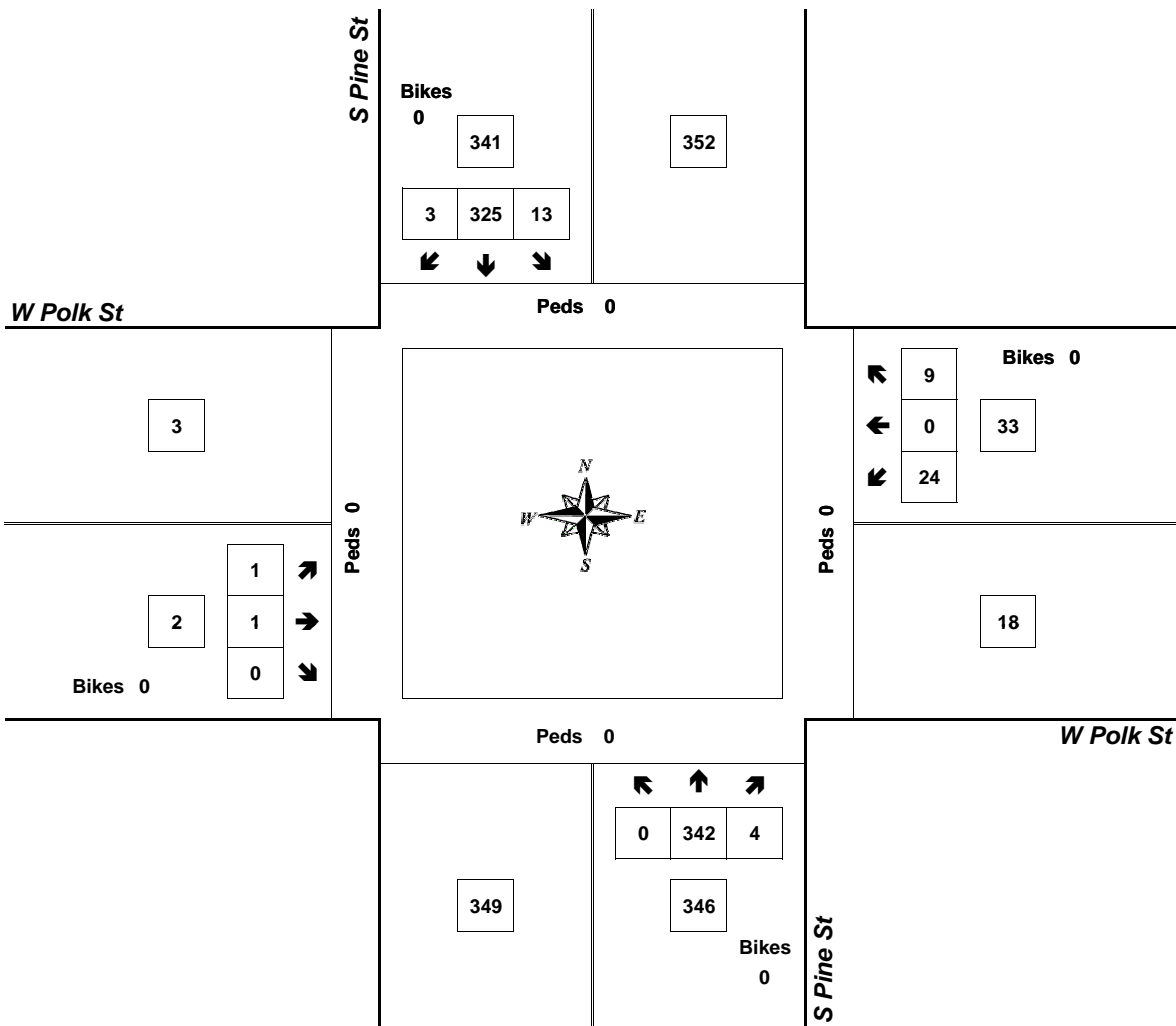
Peak Hour Summary



Clay Carney
(503) 833-2740

S Pine St & W Polk St

4:40 PM to 5:40 PM
Tuesday, May 14, 2019



Approach	PHF	HV%	Volume
EB	0.50	0.0%	2
WB	0.75	0.0%	33
NB	0.79	3.5%	346
SB	0.83	1.2%	341
Intersection	0.83	2.2%	722

Count Period: 4:00 PM to 6:00 PM



Traffic Signal Warrant Analysis

Project: JR Meadows Phase 2
 Date: 3/18/2020
 Scenario: Year 2035 Planning Horizon + Proposed Zone

Major Street:	E Main Street	Minor Street:	7th Street
Number of Lanes:	1	Number of Lanes:	1
PM Peak Hour Volumes:	1155	PM Peak Hour Volumes:	43

Warrant Used:

_____ 100 percent of standard warrants used
 X 70 percent of standard warrants used due to 85th percentile speed in excess
 _____ of 40 mph or isolated community with population less than 10,000.

Number of Lanes for Moving Traffic on Each Approach:		ADT on Major St. (total of both approaches)		ADT on Minor St. (higher-volume approach)	
		100%	70%	100%	70%
<u>Major St.</u>	<u>Minor St.</u>	<u>Warrants</u>	<u>Warrants</u>	<u>Warrants</u>	<u>Warrants</u>
1	1	8,850	6,200	2,650	1,850
2 or more	1	10,600	7,400	2,650	1,850
2 or more	2 or more	10,600	7,400	3,550	2,500
1	2 or more	8,850	6,200	3,550	2,500
WARRANT 1, CONDITION B					
1	1	13,300	9,300	1,350	950
2 or more	1	15,900	11,100	1,350	950
2 or more	2 or more	15,900	11,100	1,750	1,250
1	2 or more	13,300	9,300	1,750	1,250

Note: ADT volumes assume 8th highest hour is 5.6% of the daily volume

	Approach Volumes	Minimum Volumes	Is Signal Warrant Met?
Warrant 1			
<i>Condition A: Minimum Vehicular Volume</i>			
Major Street	11,550	6,200	
Minor Street*	430	1,850	No
<i>Condition B: Interruption of Continuous Traffic</i>			
Major Street	11,550	9,300	
Minor Street*	430	950	No
<i>Combination Warrant</i>			
Major Street	11,550	7,440	
Minor Street*	430	1,480	No

* Minor street right-turning traffic volumes reduced by 25%

Traffic Signal Warrant Analysis



Project: JR Meadows Phase 2
 Date: 3/18/2020
 Scenario: Year 2035 Planning Horizon + Proposed Zone

Major Street:	S Pine Street	Minor Street:	E Polk Street
Number of Lanes:	1	Number of Lanes:	1
PM Peak Hour Volumes:	901	PM Peak Hour Volumes:	50

Warrant Used:

_____ 100 percent of standard warrants used
 X 70 percent of standard warrants used due to 85th percentile speed in excess of 40 mph or isolated community with population less than 10,000.

Number of Lanes for Moving Traffic on Each Approach:		ADT on Major St. (total of both approaches)		ADT on Minor St. (higher-volume approach)	
Major St.	Minor St.	100% Warrants	70% Warrants	100% Warrants	70% Warrants
WARRANT 1, CONDITION A					
1	1	8,850	6,200	2,650	1,850
2 or more	1	10,600	7,400	2,650	1,850
2 or more	2 or more	10,600	7,400	3,550	2,500
1	2 or more	8,850	6,200	3,550	2,500
WARRANT 1, CONDITION B					
1	1	13,300	9,300	1,350	950
2 or more	1	15,900	11,100	1,350	950
2 or more	2 or more	15,900	11,100	1,750	1,250
1	2 or more	13,300	9,300	1,750	1,250

Note: ADT volumes assume 8th highest hour is 5.6% of the daily volume

	Approach Volumes	Minimum Volumes	Is Signal Warrant Met?
Warrant 1			
<i>Condition A: Minimum Vehicular Volume</i>			
Major Street	9,010	6,200	
Minor Street*	500	1,850	No
<i>Condition B: Interruption of Continuous Traffic</i>			
Major Street	9,010	9,300	
Minor Street*	500	950	No
<i>Combination Warrant</i>			
Major Street	9,010	7,440	
Minor Street*	500	1,480	No

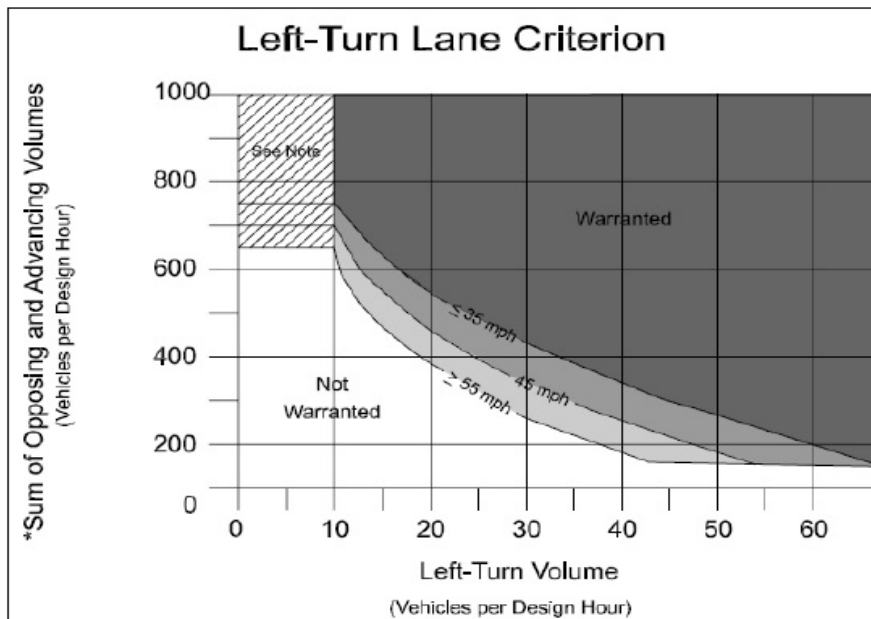
* Minor street right-turning traffic volumes reduced by 25%



Project: 20012 - Carlton Tax Lot 1300
 Intersection: E Polk Street at S Pine Street
 Date: 2/24/2020
 Scenario: 2020 Existing Conditions

Speed: 30 mph

AM Peak Hour		PM Peak Hour	
Left-Turn Volume	74	Left-Turn Volume	13
Approaching DHV	340	Approaching DHV	343
# of Advancing Through Lanes	1	# of Advancing Through Lanes	1
Opposing DHV	244	Opposing DHV	348
# of Opposing Through Lanes	1	# of Opposing Through Lanes	1
O+A DHV	584	O+A DHV	691
Lane Needed?	Yes	Lane Needed?	No



Source: Oregon DOT Analysis Procedures Manual 2008

$$*(\text{Advancing Vol} / \# \text{ of Advancing Through Lanes}) + (\text{Opposing Vol} / \# \text{ of Opposing Through Lanes})$$

Note: The criterion is not met from zero to ten left turn vehicles per hour, but careful consideration should be given to installing a left turn lane due to the increased potential for accidents in the through lanes. While the turn volumes are low, the adverse safety and operational impacts may require installation of a left turn. The final determination will be based on a field study.

Left-Turn Lane Warrant Analysis



Project: 20012 - Carlton Tax Lot 1300
 Intersection: E Main Street at N 7th Street - Eastbound
 Date: 2/24/2020
 Scenario: Year 2022 Background Conditions PM

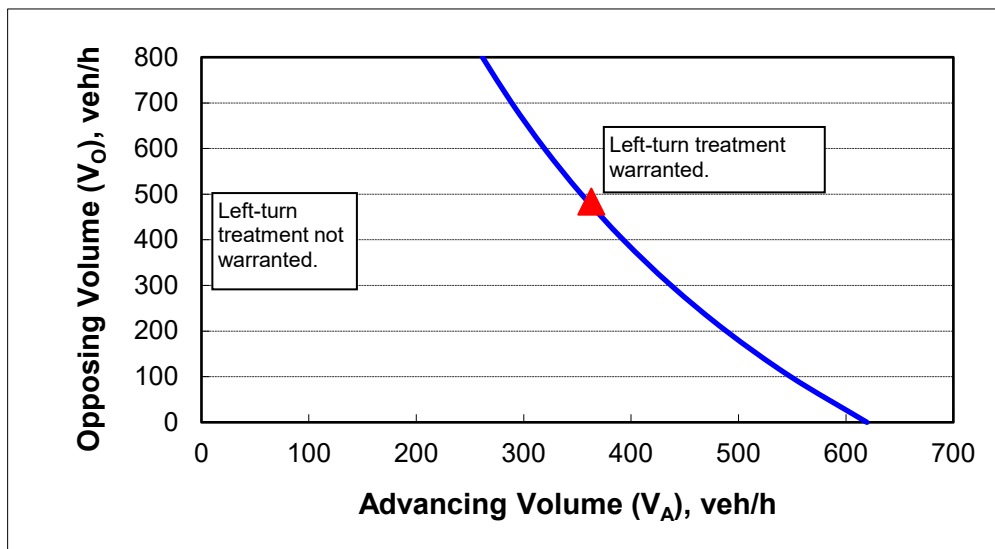
2-lane roadway (English)

INPUT

Variable	Value
85 th percentile speed, mph:	25
Percent of left-turns in advancing volume (V _A), %:	12%
Advancing volume (V _A), veh/h:	363
Opposing volume (V _O), veh/h:	484

OUTPUT

Variable	Value
Limiting advancing volume (V _A), veh/h:	360
Guidance for determining the need for a major-road left-turn bay:	
Left-turn treatment warranted.	



CALIBRATION CONSTANTS

Variable	Value
Average time for making left-turn, s:	3.0
Critical headway, s:	5.0
Average time for left-turn vehicle to clear the advancing lane, s:	1.9

Left-Turn Lane Warrant Analysis



Project: 19152 - Cinder Butte Village
 Intersection: E Main Street at N 7th Street - Westbound
 Date: 3/18/2020
 Scenario: Year 2035 Proposed Zoning PM

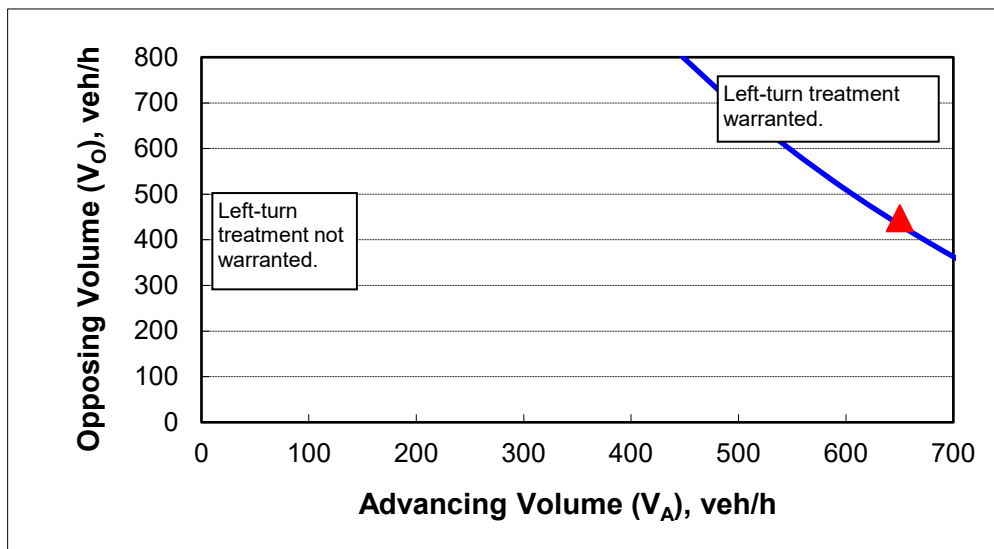
2-lane roadway (English)

INPUT

Variable	Value
85 th percentile speed, mph:	25
Percent of left-turns in advancing volume (V _A), %:	4%
Advancing volume (V _A), veh/h:	650
Opposing volume (V _O), veh/h:	447

OUTPUT

Variable	Value
Limiting advancing volume (V _A), veh/h:	640
Guidance for determining the need for a major-road left-turn bay:	
Left-turn treatment warranted.	



CALIBRATION CONSTANTS

Variable	Value
Average time for making left-turn, s:	3.0
Critical headway, s:	5.0
Average time for left-turn vehicle to clear the advancing lane, s:	1.9



LEVEL OF SERVICE

Level of service is used to describe the quality of traffic flow. Levels of service A to C are considered good, and rural roads are usually designed for level of service C. Urban streets and signalized intersections are typically designed for level of service D. Level of service E is considered to be the limit of acceptable delay. For unsignalized intersections, level of service E is generally considered acceptable. Here is a more complete description of levels of service:

Level of service A: Very low delay at intersections, with all traffic signal cycles clearing and no vehicles waiting through more than one signal cycle. On highways, low volume and high speeds, with speeds not restricted by other vehicles.

Level of service B: Operating speeds beginning to be affected by other traffic; short traffic delays at intersections. Higher average intersection delay than for level of service A resulting from more vehicles stopping.

Level of service C: Operating speeds and maneuverability closely controlled by other traffic; higher delays at intersections than for level of service B due to a significant number of vehicles stopping. Not all signal cycles clear the waiting vehicles. This is the recommended design standard for rural highways.

Level of service D: Tolerable operating speeds; long traffic delays occur at intersections. The influence of congestion is noticeable. At traffic signals many vehicles stop, and the proportion of vehicles not stopping declines. The number of signal cycle failures, for which vehicles must wait through more than one signal cycle, are noticeable. This is typically the design level for urban signalized intersections.

Level of service E: Restricted speeds, very long traffic delays at traffic signals, and traffic volumes near capacity. Flow is unstable so that any interruption, no matter how minor, will cause queues to form and service to deteriorate to level of service F. Traffic signal cycle failures are frequent occurrences. For unsignalized intersections, level of service E or better is generally considered acceptable.

Level of service F: Extreme delays, resulting in long queues which may interfere with other traffic movements. There may be stoppages of long duration, and speeds may drop to zero. There may be frequent signal cycle failures. Level of service F will typically result when vehicle arrival rates are greater than capacity. It is considered unacceptable by most drivers.



*LEVEL OF SERVICE CRITERIA
FOR SIGNALIZED INTERSECTIONS*

LEVEL OF SERVICE	CONTROL DELAY PER VEHICLE (Seconds)
A	<10
B	10-20
C	20-35
D	35-55
E	55-80
F	>80

*LEVEL OF SERVICE CRITERIA
FOR UNSIGNALIZED INTERSECTIONS*

LEVEL OF SERVICE	CONTROL DELAY PER VEHICLE (Seconds)
A	<10
B	10-15
C	15-25
D	25-35
E	35-50
F	>50

HCM 6th TWSC

1: E Main Street & N 7th Street

02/24/2020

Intersection						
Int Delay, s/veh	1.3					
Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations		↕	↕		↕	
Traffic Vol, veh/h	9	330	206	2	24	36
Future Vol, veh/h	9	330	206	2	24	36
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	-	0	0	-	0	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	90	90	90	90	90	90
Heavy Vehicles, %	3	3	3	3	2	2
Mvmt Flow	10	367	229	2	27	40
Major/Minor	Major1	Major2	Minor2			
Conflicting Flow All	231	0	-	0	617	230
Stage 1	-	-	-	-	230	-
Stage 2	-	-	-	-	387	-
Critical Hdwy	4.13	-	-	-	6.42	6.22
Critical Hdwy Stg 1	-	-	-	-	5.42	-
Critical Hdwy Stg 2	-	-	-	-	5.42	-
Follow-up Hdwy	2.227	-	-	-	3.518	3.318
Pot Cap-1 Maneuver	1331	-	-	-	453	809
Stage 1	-	-	-	-	808	-
Stage 2	-	-	-	-	686	-
Platoon blocked, %		-	-	-		
Mov Cap-1 Maneuver	1331	-	-	-	449	809
Mov Cap-2 Maneuver	-	-	-	-	449	-
Stage 1	-	-	-	-	801	-
Stage 2	-	-	-	-	686	-
Approach	EB	WB	SB			
HCM Control Delay, s	0.2	0	11.6			
HCM LOS			B			
Minor Lane/Major Mvmt	EBL	EBT	WBT	WBR	SBLn1	
Capacity (veh/h)	1331	-	-	-	613	
HCM Lane V/C Ratio	0.008	-	-	-	0.109	
HCM Control Delay (s)	7.7	0	-	-	11.6	
HCM Lane LOS	A	A	-	-	B	
HCM 95th %tile Q(veh)	0	-	-	-	0.4	

HCM 6th TWSC

2: S Pine Street & W Polk Street/E Polk Street

02/24/2020

Intersection												
Int Delay, s/veh	2.2											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Vol, veh/h	1	2	0	28	0	23	0	237	7	74	266	0
Future Vol, veh/h	1	2	0	28	0	23	0	237	7	74	266	0
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Free	Free	Free	Free	Free	Free
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	89	89	89	89	89	89	89	89	89	89	89	89
Heavy Vehicles, %	0	0	0	2	2	2	9	9	9	5	5	5
Mvmt Flow	1	2	0	31	0	26	0	266	8	83	299	0

Major/Minor	Minor2		Minor1			Major1		Major2				
Conflicting Flow All	748	739	299	736	735	270	299	0	0	274	0	0
Stage 1	465	465	-	270	270	-	-	-	-	-	-	-
Stage 2	283	274	-	466	465	-	-	-	-	-	-	-
Critical Hdwy	7.1	6.5	6.2	7.12	6.52	6.22	4.19	-	-	4.15	-	-
Critical Hdwy Stg 1	6.1	5.5	-	6.12	5.52	-	-	-	-	-	-	-
Critical Hdwy Stg 2	6.1	5.5	-	6.12	5.52	-	-	-	-	-	-	-
Follow-up Hdwy	3.5	4	3.3	3.518	4.018	3.318	2.281	-	-	2.245	-	-
Pot Cap-1 Maneuver	331	347	745	335	347	769	1223	-	-	1272	-	-
Stage 1	581	566	-	736	686	-	-	-	-	-	-	-
Stage 2	728	687	-	577	563	-	-	-	-	-	-	-
Platoon blocked, %	-	-	-	-	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	301	320	745	313	320	769	1223	-	-	1272	-	-
Mov Cap-2 Maneuver	301	320	-	313	320	-	-	-	-	-	-	-
Stage 1	581	522	-	736	686	-	-	-	-	-	-	-
Stage 2	704	687	-	530	519	-	-	-	-	-	-	-

Approach	EB		WB		NB		SB	
HCM Control Delay, s	16.6		14.7		0		1.7	
HCM LOS	C		B					

Minor Lane/Major Mvmt	NBL	NBT	NBR	EBLn1	WBLn1	SBL	SBT	SBR
Capacity (veh/h)	1223	-	-	313	427	1272	-	-
HCM Lane V/C Ratio	-	-	-	0.011	0.134	0.065	-	-
HCM Control Delay (s)	0	-	-	16.6	14.7	8	0	-
HCM Lane LOS	A	-	-	C	B	A	A	-
HCM 95th %tile Q(veh)	0	-	-	0	0.5	0.2	-	-

HCM 6th TWSC

1: E Main Street & N 7th Street

02/24/2020

Intersection						
Int Delay, s/veh	0.9					
Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations		↕	↕		↕	
Traffic Vol, veh/h	43	293	438	27	8	18
Future Vol, veh/h	43	293	438	27	8	18
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	-	0	0	-	0	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	93	93	93	93	93	93
Heavy Vehicles, %	4	4	2	2	0	0
Mvmt Flow	46	315	471	29	9	19
Major/Minor	Major1	Major2	Minor2			
Conflicting Flow All	500	0	-	0	893	486
Stage 1	-	-	-	-	486	-
Stage 2	-	-	-	-	407	-
Critical Hdwy	4.14	-	-	-	6.4	6.2
Critical Hdwy Stg 1	-	-	-	-	5.4	-
Critical Hdwy Stg 2	-	-	-	-	5.4	-
Follow-up Hdwy	2.236	-	-	-	3.5	3.3
Pot Cap-1 Maneuver	1054	-	-	-	315	585
Stage 1	-	-	-	-	623	-
Stage 2	-	-	-	-	676	-
Platoon blocked, %		-	-	-		
Mov Cap-1 Maneuver	1054	-	-	-	298	585
Mov Cap-2 Maneuver	-	-	-	-	298	-
Stage 1	-	-	-	-	590	-
Stage 2	-	-	-	-	676	-
Approach	EB	WB	SB			
HCM Control Delay, s	1.1	0	13.5			
HCM LOS			B			
Minor Lane/Major Mvmt	EBL	EBT	WBT	WBR	SBLn1	
Capacity (veh/h)	1054	-	-	-	451	
HCM Lane V/C Ratio	0.044	-	-	-	0.062	
HCM Control Delay (s)	8.6	0	-	-	13.5	
HCM Lane LOS	A	A	-	-	B	
HCM 95th %tile Q(veh)	0.1	-	-	-	0.2	

HCM 6th TWSC

2: S Pine Street & W Polk Street/E Polk Street

02/24/2020

Intersection												
Int Delay, s/veh	1											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Vol, veh/h	1	1	0	24	0	9	0	344	4	13	327	3
Future Vol, veh/h	1	1	0	24	0	9	0	344	4	13	327	3
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Free	Free	Free	Free	Free	Free
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	83	83	83	83	83	83	83	83	83	83	83	83
Heavy Vehicles, %	0	0	0	0	0	0	4	4	4	1	1	1
Mvmt Flow	1	1	0	29	0	11	0	414	5	16	394	4

Major/Minor	Minor2		Minor1		Major1		Major2					
Conflicting Flow All	850	847	396	846	847	417	398	0	0	419	0	0
Stage 1	428	428	-	417	417	-	-	-	-	-	-	-
Stage 2	422	419	-	429	430	-	-	-	-	-	-	-
Critical Hdwy	7.1	6.5	6.2	7.1	6.5	6.2	4.14	-	-	4.11	-	-
Critical Hdwy Stg 1	6.1	5.5	-	6.1	5.5	-	-	-	-	-	-	-
Critical Hdwy Stg 2	6.1	5.5	-	6.1	5.5	-	-	-	-	-	-	-
Follow-up Hdwy	3.5	4	3.3	3.5	4	3.3	2.236	-	-	2.209	-	-
Pot Cap-1 Maneuver	283	301	658	284	301	640	1150	-	-	1145	-	-
Stage 1	609	588	-	617	595	-	-	-	-	-	-	-
Stage 2	613	593	-	608	587	-	-	-	-	-	-	-
Platoon blocked, %								-	-	-	-	-
Mov Cap-1 Maneuver	275	296	658	279	296	640	1150	-	-	1145	-	-
Mov Cap-2 Maneuver	275	296	-	279	296	-	-	-	-	-	-	-
Stage 1	609	577	-	617	595	-	-	-	-	-	-	-
Stage 2	603	593	-	596	576	-	-	-	-	-	-	-

Approach	EB		WB		NB		SB	
HCM Control Delay, s	17.7		17.4		0		0.3	
HCM LOS	C		C					

Minor Lane/Major Mvmt	NBL	NBT	NBR	EBLn1	WBLn1	SBL	SBT	SBR
Capacity (veh/h)	1150	-	-	285	330	1145	-	-
HCM Lane V/C Ratio	-	-	-	0.008	0.12	0.014	-	-
HCM Control Delay (s)	0	-	-	17.7	17.4	8.2	0	-
HCM Lane LOS	A	-	-	C	C	A	A	-
HCM 95th %tile Q(veh)	0	-	-	0	0.4	0	-	-

HCM 6th TWSC
1: N 7th Street & E Main Street

02/24/2020

Intersection												
Int Delay, s/veh	1.7											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Vol, veh/h	9	343	4	2	214	2	12	0	6	25	0	37
Future Vol, veh/h	9	343	4	2	214	2	12	0	6	25	0	37
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	90	90	92	92	90	90	92	92	92	90	92	90
Heavy Vehicles, %	3	3	2	2	3	3	2	2	2	2	2	2
Mvmt Flow	10	381	4	2	238	2	13	0	7	28	0	41
Major/Minor	Major1	Major2		Minor1			Minor2					
Conflicting Flow All	240	0	0	385	0	0	667	647	383	650	648	239
Stage 1	-	-	-	-	-	-	403	403	-	243	243	-
Stage 2	-	-	-	-	-	-	264	244	-	407	405	-
Critical Hdwy	4.13	-	-	4.12	-	-	7.12	6.52	6.22	7.12	6.52	6.22
Critical Hdwy Stg 1	-	-	-	-	-	-	6.12	5.52	-	6.12	5.52	-
Critical Hdwy Stg 2	-	-	-	-	-	-	6.12	5.52	-	6.12	5.52	-
Follow-up Hdwy	2.227	-	-	2.218	-	-	3.518	4.018	3.318	3.518	4.018	3.318
Pot Cap-1 Maneuver	1321	-	-	1173	-	-	372	390	664	382	389	800
Stage 1	-	-	-	-	-	-	624	600	-	761	705	-
Stage 2	-	-	-	-	-	-	741	704	-	621	598	-
Platoon blocked, %		-	-	-	-	-						
Mov Cap-1 Maneuver	1321	-	-	1173	-	-	350	385	664	375	384	800
Mov Cap-2 Maneuver	-	-	-	-	-	-	350	385	-	375	384	-
Stage 1	-	-	-	-	-	-	618	594	-	753	704	-
Stage 2	-	-	-	-	-	-	702	703	-	609	592	-
Approach	EB	WB		NB			SB					
HCM Control Delay, s	0.2	0.1		14.1			12.5					
HCM LOS				B			B					
Minor Lane/Major Mvmt	NBLn1	EBL	EBT	EBR	WBL	WBT	WBR	SBLn1				
Capacity (veh/h)	415	1321	-	-	1173	-	-	549				
HCM Lane V/C Ratio	0.047	0.008	-	-	0.002	-	-	0.125				
HCM Control Delay (s)	14.1	7.7	0	-	8.1	0	-	12.5				
HCM Lane LOS	B	A	A	-	A	A	-	B				
HCM 95th %tile Q(veh)	0.1	0	-	-	0	-	-	0.4				

HCM 6th TWSC

2: S Pine Street & W Polk Street/E Polk Street

02/24/2020

Intersection												
Int Delay, s/veh	2.4											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Vol, veh/h	1	2	0	33	0	24	0	240	8	77	269	0
Future Vol, veh/h	1	2	0	33	0	24	0	240	8	77	269	0
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Free	Free	Free	Free	Free	Free
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	89	89	89	89	89	89	89	89	89	89	89	89
Heavy Vehicles, %	0	0	0	2	2	2	9	9	9	5	5	5
Mvmt Flow	1	2	0	37	0	27	0	270	9	87	302	0
Major/Minor	Minor2		Minor1			Major1			Major2			
Conflicting Flow All	764	755	302	752	751	275	302	0	0	279	0	0
Stage 1	476	476	-	275	275	-	-	-	-	-	-	-
Stage 2	288	279	-	477	476	-	-	-	-	-	-	-
Critical Hdwy	7.1	6.5	6.2	7.12	6.52	6.22	4.19	-	-	4.15	-	-
Critical Hdwy Stg 1	6.1	5.5	-	6.12	5.52	-	-	-	-	-	-	-
Critical Hdwy Stg 2	6.1	5.5	-	6.12	5.52	-	-	-	-	-	-	-
Follow-up Hdwy	3.5	4	3.3	3.518	4.018	3.318	2.281	-	-	2.245	-	-
Pot Cap-1 Maneuver	323	340	742	327	340	764	1220	-	-	1267	-	-
Stage 1	574	560	-	731	683	-	-	-	-	-	-	-
Stage 2	724	683	-	569	557	-	-	-	-	-	-	-
Platoon blocked, %								-	-	-	-	-
Mov Cap-1 Maneuver	292	312	742	304	312	764	1220	-	-	1267	-	-
Mov Cap-2 Maneuver	292	312	-	304	312	-	-	-	-	-	-	-
Stage 1	574	514	-	731	683	-	-	-	-	-	-	-
Stage 2	698	683	-	519	511	-	-	-	-	-	-	-
Approach	EB		WB			NB			SB			
HCM Control Delay, s	16.9		15.5			0			1.8			
HCM LOS	C		C									
Minor Lane/Major Mvmt	NBL	NBT	NBR	EBLn1	WBLn1	SBL	SBT	SBR				
Capacity (veh/h)	1220	-	-	305	407	1267	-	-				
HCM Lane V/C Ratio	-	-	-	0.011	0.157	0.068	-	-				
HCM Control Delay (s)	0	-	-	16.9	15.5	8	0	-				
HCM Lane LOS	A	-	-	C	C	A	A	-				
HCM 95th %tile Q(veh)	0	-	-	0	0.6	0.2	-	-				

HCM 6th TWSC
1: N 7th Street & E Main Street

02/24/2020

Intersection												
Int Delay, s/veh	1.2											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Vol, veh/h	45	305	13	6	456	28	8	0	4	8	0	19
Future Vol, veh/h	45	305	13	6	456	28	8	0	4	8	0	19
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	93	93	92	92	93	93	92	92	92	93	92	93
Heavy Vehicles, %	4	4	2	2	2	2	2	2	2	0	2	0
Mvmt Flow	48	328	14	7	490	30	9	0	4	9	0	20
Major/Minor	Major1			Major2			Minor1			Minor2		
Conflicting Flow All	520	0	0	342	0	0	960	965	335	952	957	505
Stage 1	-	-	-	-	-	-	431	431	-	519	519	-
Stage 2	-	-	-	-	-	-	529	534	-	433	438	-
Critical Hdwy	4.14	-	-	4.12	-	-	7.12	6.52	6.22	7.1	6.52	6.2
Critical Hdwy Stg 1	-	-	-	-	-	-	6.12	5.52	-	6.1	5.52	-
Critical Hdwy Stg 2	-	-	-	-	-	-	6.12	5.52	-	6.1	5.52	-
Follow-up Hdwy	2.236	-	-	2.218	-	-	3.518	4.018	3.318	3.5	4.018	3.3
Pot Cap-1 Maneuver	1036	-	-	1217	-	-	236	255	707	241	258	571
Stage 1	-	-	-	-	-	-	603	583	-	544	533	-
Stage 2	-	-	-	-	-	-	533	524	-	605	579	-
Platoon blocked, %	-	-	-	-	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	1036	-	-	1217	-	-	216	238	707	228	241	571
Mov Cap-2 Maneuver	-	-	-	-	-	-	216	238	-	228	241	-
Stage 1	-	-	-	-	-	-	569	550	-	513	529	-
Stage 2	-	-	-	-	-	-	510	520	-	567	546	-
Approach	EB			WB			NB			SB		
HCM Control Delay, s	1.1			0.1			18.4			14.8		
HCM LOS							C			B		
Minor Lane/Major Mvmt	NBLn1	EBL	EBT	EBR	WBL	WBT	WBR	SBLn1				
Capacity (veh/h)	281	1036	-	-	1217	-	-	395				
HCM Lane V/C Ratio	0.046	0.047	-	-	0.005	-	-	0.073				
HCM Control Delay (s)	18.4	8.6	0	-	8	0	-	14.8				
HCM Lane LOS	C	A	A	-	A	A	-	B				
HCM 95th %tile Q(veh)	0.1	0.1	-	-	0	-	-	0.2				

HCM 6th TWSC

2: S Pine Street & W Polk Street/E Polk Street

02/24/2020

Intersection												
Int Delay, s/veh	1.1											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Vol, veh/h	1	1	0	27	0	9	0	348	8	14	330	3
Future Vol, veh/h	1	1	0	27	0	9	0	348	8	14	330	3
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Free	Free	Free	Free	Free	Free
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	83	83	83	83	83	83	83	83	83	83	83	83
Heavy Vehicles, %	0	0	0	0	0	0	4	4	4	1	1	1
Mvmt Flow	1	1	0	33	0	11	0	419	10	17	398	4

Major/Minor	Minor2		Minor1		Major1		Major2					
Conflicting Flow All	864	863	400	859	860	424	402	0	0	429	0	0
Stage 1	434	434	-	424	424	-	-	-	-	-	-	-
Stage 2	430	429	-	435	436	-	-	-	-	-	-	-
Critical Hdwy	7.1	6.5	6.2	7.1	6.5	6.2	4.14	-	-	4.11	-	-
Critical Hdwy Stg 1	6.1	5.5	-	6.1	5.5	-	-	-	-	-	-	-
Critical Hdwy Stg 2	6.1	5.5	-	6.1	5.5	-	-	-	-	-	-	-
Follow-up Hdwy	3.5	4	3.3	3.5	4	3.3	2.236	-	-	2.209	-	-
Pot Cap-1 Maneuver	277	295	654	279	296	634	1146	-	-	1136	-	-
Stage 1	604	585	-	612	590	-	-	-	-	-	-	-
Stage 2	607	587	-	604	583	-	-	-	-	-	-	-
Platoon blocked, %								-	-	-	-	-
Mov Cap-1 Maneuver	268	289	654	274	290	634	1146	-	-	1136	-	-
Mov Cap-2 Maneuver	268	289	-	274	290	-	-	-	-	-	-	-
Stage 1	604	574	-	612	590	-	-	-	-	-	-	-
Stage 2	597	587	-	591	572	-	-	-	-	-	-	-

Approach	EB		WB		NB		SB	
HCM Control Delay, s	18.1		18.1		0		0.3	
HCM LOS	C		C					

Minor Lane/Major Mvmt	NBL	NBT	NBR	EBLn1	WBLn1	SBL	SBT	SBR
Capacity (veh/h)	1146	-	-	278	319	1136	-	-
HCM Lane V/C Ratio	-	-	-	0.009	0.136	0.015	-	-
HCM Control Delay (s)	0	-	-	18.1	18.1	8.2	0	-
HCM Lane LOS	A	-	-	C	C	A	A	-
HCM 95th %tile Q(veh)	0	-	-	0	0.5	0	-	-

HCM 6th TWSC

1: N 7th Street & E Main Street

03/18/2020

Intersection												
Int Delay, s/veh	2.4											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Vol, veh/h	9	343	12	5	214	2	36	0	16	25	0	37
Future Vol, veh/h	9	343	12	5	214	2	36	0	16	25	0	37
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	90	90	92	92	90	90	92	92	92	90	92	90
Heavy Vehicles, %	3	3	2	2	3	3	2	2	2	2	2	2
Mvmt Flow	10	381	13	5	238	2	39	0	17	28	0	41
Major/Minor	Major1			Major2			Minor1			Minor2		
Conflicting Flow All	240	0	0	394	0	0	678	658	388	665	663	239
Stage 1	-	-	-	-	-	-	408	408	-	249	249	-
Stage 2	-	-	-	-	-	-	270	250	-	416	414	-
Critical Hdwy	4.13	-	-	4.12	-	-	7.12	6.52	6.22	7.12	6.52	6.22
Critical Hdwy Stg 1	-	-	-	-	-	-	6.12	5.52	-	6.12	5.52	-
Critical Hdwy Stg 2	-	-	-	-	-	-	6.12	5.52	-	6.12	5.52	-
Follow-up Hdwy	2.227	-	-	2.218	-	-	3.518	4.018	3.318	3.518	4.018	3.318
Pot Cap-1 Maneuver	1321	-	-	1165	-	-	366	384	660	374	382	800
Stage 1	-	-	-	-	-	-	620	597	-	755	701	-
Stage 2	-	-	-	-	-	-	736	700	-	614	593	-
Platoon blocked, %	-	-	-	-	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	1321	-	-	1165	-	-	343	378	660	360	376	800
Mov Cap-2 Maneuver	-	-	-	-	-	-	343	378	-	360	376	-
Stage 1	-	-	-	-	-	-	614	591	-	747	697	-
Stage 2	-	-	-	-	-	-	695	697	-	592	587	-
Approach	EB			WB			NB			SB		
HCM Control Delay, s	0.2			0.2			15.4			12.7		
HCM LOS							C			B		
Minor Lane/Major Mvmt	NBLn1	EBL	EBT	EBR	WBL	WBT	WBR	SBLn1				
Capacity (veh/h)	402	1321	-	-	1165	-	-	536				
HCM Lane V/C Ratio	0.141	0.008	-	-	0.005	-	-	0.129				
HCM Control Delay (s)	15.4	7.7	0	-	8.1	0	-	12.7				
HCM Lane LOS	C	A	A	-	A	A	-	B				
HCM 95th %tile Q(veh)	0.5	0	-	-	0	-	-	0.4				

HCM 6th TWSC

2: S Pine Street & W Polk Street/E Polk Street

03/18/2020

Intersection												
Int Delay, s/veh	2.5											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Vol, veh/h	1	2	0	38	0	24	0	240	9	77	269	0
Future Vol, veh/h	1	2	0	38	0	24	0	240	9	77	269	0
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Free	Free	Free	Free	Free	Free
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	89	89	89	89	89	89	89	89	89	89	89	89
Heavy Vehicles, %	0	0	0	2	2	2	9	9	9	5	5	5
Mvmt Flow	1	2	0	43	0	27	0	270	10	87	302	0

Major/Minor	Minor2		Minor1		Major1		Major2					
Conflicting Flow All	765	756	302	752	751	275	302	0	0	280	0	0
Stage 1	476	476	-	275	275	-	-	-	-	-	-	-
Stage 2	289	280	-	477	476	-	-	-	-	-	-	-
Critical Hdwy	7.1	6.5	6.2	7.12	6.52	6.22	4.19	-	-	4.15	-	-
Critical Hdwy Stg 1	6.1	5.5	-	6.12	5.52	-	-	-	-	-	-	-
Critical Hdwy Stg 2	6.1	5.5	-	6.12	5.52	-	-	-	-	-	-	-
Follow-up Hdwy	3.5	4	3.3	3.518	4.018	3.318	2.281	-	-	2.245	-	-
Pot Cap-1 Maneuver	323	340	742	327	340	764	1220	-	-	1266	-	-
Stage 1	574	560	-	731	683	-	-	-	-	-	-	-
Stage 2	723	683	-	569	557	-	-	-	-	-	-	-
Platoon blocked, %								-	-	-	-	-
Mov Cap-1 Maneuver	292	312	742	304	312	764	1220	-	-	1266	-	-
Mov Cap-2 Maneuver	292	312	-	304	312	-	-	-	-	-	-	-
Stage 1	574	514	-	731	683	-	-	-	-	-	-	-
Stage 2	697	683	-	519	511	-	-	-	-	-	-	-

Approach	EB		WB		NB		SB	
HCM Control Delay, s	16.9		16		0		1.8	
HCM LOS	C		C					

Minor Lane/Major Mvmt	NBL	NBT	NBR	EBLn1	WBLn1	SBL	SBT	SBR
Capacity (veh/h)	1220	-	-	305	396	1266	-	-
HCM Lane V/C Ratio	-	-	-	0.011	0.176	0.068	-	-
HCM Control Delay (s)	0	-	-	16.9	16	8.1	0	-
HCM Lane LOS	A	-	-	C	C	A	A	-
HCM 95th %tile Q(veh)	0	-	-	0	0.6	0.2	-	-

HCM 6th TWSC

1: N 7th Street & E Main Street

03/18/2020

Intersection												
Int Delay, s/veh	1.7											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Vol, veh/h	45	305	39	17	456	28	23	0	10	8	0	19
Future Vol, veh/h	45	305	39	17	456	28	23	0	10	8	0	19
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	93	93	92	92	93	93	92	92	92	93	92	93
Heavy Vehicles, %	4	4	2	2	2	2	2	2	2	0	2	0
Mvmt Flow	48	328	42	18	490	30	25	0	11	9	0	20
Major/Minor	Major1			Major2			Minor1			Minor2		
Conflicting Flow All	520	0	0	370	0	0	996	1001	349	992	1007	505
Stage 1	-	-	-	-	-	-	445	445	-	541	541	-
Stage 2	-	-	-	-	-	-	551	556	-	451	466	-
Critical Hdwy	4.14	-	-	4.12	-	-	7.12	6.52	6.22	7.1	6.52	6.2
Critical Hdwy Stg 1	-	-	-	-	-	-	6.12	5.52	-	6.1	5.52	-
Critical Hdwy Stg 2	-	-	-	-	-	-	6.12	5.52	-	6.1	5.52	-
Follow-up Hdwy	2.236	-	-	2.218	-	-	3.518	4.018	3.318	3.5	4.018	3.3
Pot Cap-1 Maneuver	1036	-	-	1189	-	-	223	243	694	227	241	571
Stage 1	-	-	-	-	-	-	592	575	-	529	521	-
Stage 2	-	-	-	-	-	-	519	513	-	592	562	-
Platoon blocked, %	-	-	-	-	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	1036	-	-	1189	-	-	202	224	694	210	222	571
Mov Cap-2 Maneuver	-	-	-	-	-	-	202	224	-	210	222	-
Stage 1	-	-	-	-	-	-	557	541	-	498	510	-
Stage 2	-	-	-	-	-	-	490	502	-	548	529	-
Approach	EB			WB			NB			SB		
HCM Control Delay, s	1			0.3			21.3			15.3		
HCM LOS							C			C		
Minor Lane/Major Mvmt	NBLn1	EBL	EBT	EBR	WBL	WBT	WBR	SBLn1				
Capacity (veh/h)	257	1036	-	-	1189	-	-	378				
HCM Lane V/C Ratio	0.14	0.047	-	-	0.016	-	-	0.077				
HCM Control Delay (s)	21.3	8.6	0	-	8.1	0	-	15.3				
HCM Lane LOS	C	A	A	-	A	A	-	C				
HCM 95th %tile Q(veh)	0.5	0.1	-	-	0	-	-	0.2				

HCM 6th TWSC

2: S Pine Street & W Polk Street/E Polk Street

03/18/2020

Intersection												
Int Delay, s/veh	1.2											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Vol, veh/h	1	1	0	30	0	9	0	348	13	14	330	3
Future Vol, veh/h	1	1	0	30	0	9	0	348	13	14	330	3
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Free	Free	Free	Free	Free	Free
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	83	83	83	83	83	83	83	83	83	83	83	83
Heavy Vehicles, %	0	0	0	0	0	0	4	4	4	1	1	1
Mvmt Flow	1	1	0	36	0	11	0	419	16	17	398	4

Major/Minor	Minor2		Minor1		Major1		Major2					
Conflicting Flow All	867	869	400	862	863	427	402	0	0	435	0	0
Stage 1	434	434	-	427	427	-	-	-	-	-	-	-
Stage 2	433	435	-	435	436	-	-	-	-	-	-	-
Critical Hdwy	7.1	6.5	6.2	7.1	6.5	6.2	4.14	-	-	4.11	-	-
Critical Hdwy Stg 1	6.1	5.5	-	6.1	5.5	-	-	-	-	-	-	-
Critical Hdwy Stg 2	6.1	5.5	-	6.1	5.5	-	-	-	-	-	-	-
Follow-up Hdwy	3.5	4	3.3	3.5	4	3.3	2.236	-	-	2.209	-	-
Pot Cap-1 Maneuver	275	292	654	277	295	632	1146	-	-	1130	-	-
Stage 1	604	585	-	610	589	-	-	-	-	-	-	-
Stage 2	605	584	-	604	583	-	-	-	-	-	-	-
Platoon blocked, %								-	-	-	-	-
Mov Cap-1 Maneuver	266	286	654	272	289	632	1146	-	-	1130	-	-
Mov Cap-2 Maneuver	266	286	-	272	289	-	-	-	-	-	-	-
Stage 1	604	574	-	610	589	-	-	-	-	-	-	-
Stage 2	595	584	-	591	572	-	-	-	-	-	-	-

Approach	EB		WB		NB		SB	
HCM Control Delay, s	18.2		18.5		0		0.3	
HCM LOS	C		C					

Minor Lane/Major Mvmt	NBL	NBT	NBR	EBLn1	WBLn1	SBL	SBT	SBR
Capacity (veh/h)	1146	-	-	276	313	1130	-	-
HCM Lane V/C Ratio	-	-	-	0.009	0.15	0.015	-	-
HCM Control Delay (s)	0	-	-	18.2	18.5	8.2	0	-
HCM Lane LOS	A	-	-	C	C	A	A	-
HCM 95th %tile Q(veh)	0	-	-	0	0.5	0	-	-

HCM 6th TWSC

1: N 7th Street & E Main Street

02/24/2020

Intersection												
Int Delay, s/veh	2.3											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Vol, veh/h	12	445	7	3	277	3	22	0	10	33	0	48
Future Vol, veh/h	12	445	7	3	277	3	22	0	10	33	0	48
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	90	90	92	92	90	90	92	92	92	90	92	90
Heavy Vehicles, %	3	3	2	2	3	3	2	2	2	2	2	2
Mvmt Flow	13	494	8	3	308	3	24	0	11	37	0	53
Major/Minor	Major1			Major2			Minor1			Minor2		
Conflicting Flow All	311	0	0	502	0	0	866	841	498	846	844	310
Stage 1	-	-	-	-	-	-	524	524	-	316	316	-
Stage 2	-	-	-	-	-	-	342	317	-	530	528	-
Critical Hdwy	4.13	-	-	4.12	-	-	7.12	6.52	6.22	7.12	6.52	6.22
Critical Hdwy Stg 1	-	-	-	-	-	-	6.12	5.52	-	6.12	5.52	-
Critical Hdwy Stg 2	-	-	-	-	-	-	6.12	5.52	-	6.12	5.52	-
Follow-up Hdwy	2.227	-	-	2.218	-	-	3.518	4.018	3.318	3.518	4.018	3.318
Pot Cap-1 Maneuver	1244	-	-	1062	-	-	274	301	572	282	300	730
Stage 1	-	-	-	-	-	-	537	530	-	695	655	-
Stage 2	-	-	-	-	-	-	673	654	-	533	528	-
Platoon blocked, %	-	-	-	-	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	1244	-	-	1062	-	-	250	296	572	273	295	730
Mov Cap-2 Maneuver	-	-	-	-	-	-	250	296	-	273	295	-
Stage 1	-	-	-	-	-	-	529	522	-	685	653	-
Stage 2	-	-	-	-	-	-	622	652	-	515	520	-
Approach	EB			WB			NB			SB		
HCM Control Delay, s	0.2			0.1			18.4			15.5		
HCM LOS							C			C		
Minor Lane/Major Mvmt	NBLn1	EBL	EBT	EBR	WBL	WBT	WBR	SBLn1				
Capacity (veh/h)	303	1244	-	-	1062	-	-	434				
HCM Lane V/C Ratio	0.115	0.011	-	-	0.003	-	-	0.207				
HCM Control Delay (s)	18.4	7.9	0	-	8.4	0	-	15.5				
HCM Lane LOS	C	A	A	-	A	A	-	C				
HCM 95th %tile Q(veh)	0.4	0	-	-	0	-	-	0.8				

HCM 6th TWSC

2: S Pine Street & W Polk Street/E Polk Street

02/24/2020

Intersection												
Int Delay, s/veh	3											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Vol, veh/h	1	3	0	43	0	32	0	304	12	100	341	0
Future Vol, veh/h	1	3	0	43	0	32	0	304	12	100	341	0
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Free	Free	Free	Free	Free	Free
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	89	89	89	89	89	89	89	89	89	89	89	89
Heavy Vehicles, %	0	0	0	2	2	2	9	9	9	5	5	5
Mvmt Flow	1	3	0	48	0	36	0	342	13	112	383	0

Major/Minor	Minor2		Minor1		Major1			Major2				
Conflicting Flow All	974	962	383	958	956	349	383	0	0	355	0	0
Stage 1	607	607	-	349	349	-	-	-	-	-	-	-
Stage 2	367	355	-	609	607	-	-	-	-	-	-	-
Critical Hdwy	7.1	6.5	6.2	7.12	6.52	6.22	4.19	-	-	4.15	-	-
Critical Hdwy Stg 1	6.1	5.5	-	6.12	5.52	-	-	-	-	-	-	-
Critical Hdwy Stg 2	6.1	5.5	-	6.12	5.52	-	-	-	-	-	-	-
Follow-up Hdwy	3.5	4	3.3	3.518	4.018	3.318	2.281	-	-	2.245	-	-
Pot Cap-1 Maneuver	233	258	669	237	258	694	1138	-	-	1187	-	-
Stage 1	487	489	-	667	633	-	-	-	-	-	-	-
Stage 2	657	633	-	482	486	-	-	-	-	-	-	-
Platoon blocked, %								-	-	-	-	-
Mov Cap-1 Maneuver	201	227	669	213	227	694	1138	-	-	1187	-	-
Mov Cap-2 Maneuver	201	227	-	213	227	-	-	-	-	-	-	-
Stage 1	487	430	-	667	633	-	-	-	-	-	-	-
Stage 2	623	633	-	421	428	-	-	-	-	-	-	-

Approach	EB		WB		NB		SB	
HCM Control Delay, s	21.7		21.5		0		1.9	
HCM LOS	C		C					

Minor Lane/Major Mvmt	NBL	NBT	NBR	EBLn1	WBLn1	SBL	SBT	SBR
Capacity (veh/h)	1138	-	-	220	302	1187	-	-
HCM Lane V/C Ratio	-	-	-	0.02	0.279	0.095	-	-
HCM Control Delay (s)	0	-	-	21.7	21.5	8.3	0	-
HCM Lane LOS	A	-	-	C	C	A	A	-
HCM 95th %tile Q(veh)	0	-	-	0.1	1.1	0.3	-	-

HCM 6th TWSC

1: N 7th Street & E Main Street

02/24/2020

Intersection												
Int Delay, s/veh	1.7											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Vol, veh/h	58	394	23	12	589	36	14	0	7	11	0	25
Future Vol, veh/h	58	394	23	12	589	36	14	0	7	11	0	25
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	93	93	92	92	93	93	92	92	92	93	92	93
Heavy Vehicles, %	4	4	2	2	2	2	2	2	2	0	2	0
Mvmt Flow	62	424	25	13	633	39	15	0	8	12	0	27

Major/Minor	Major1			Major2			Minor1			Minor2		
Conflicting Flow All	672	0	0	449	0	0	1253	1259	437	1244	1252	653
Stage 1	-	-	-	-	-	-	561	561	-	679	679	-
Stage 2	-	-	-	-	-	-	692	698	-	565	573	-
Critical Hdwy	4.14	-	-	4.12	-	-	7.12	6.52	6.22	7.1	6.52	6.2
Critical Hdwy Stg 1	-	-	-	-	-	-	6.12	5.52	-	6.1	5.52	-
Critical Hdwy Stg 2	-	-	-	-	-	-	6.12	5.52	-	6.1	5.52	-
Follow-up Hdwy	2.236	-	-	2.218	-	-	3.518	4.018	3.318	3.5	4.018	3.3
Pot Cap-1 Maneuver	909	-	-	1111	-	-	149	171	620	152	172	471
Stage 1	-	-	-	-	-	-	512	510	-	445	451	-
Stage 2	-	-	-	-	-	-	434	442	-	513	504	-
Platoon blocked, %		-	-		-	-						
Mov Cap-1 Maneuver	909	-	-	1111	-	-	129	153	620	138	153	471
Mov Cap-2 Maneuver	-	-	-	-	-	-	129	153	-	138	153	-
Stage 1	-	-	-	-	-	-	465	464	-	405	442	-
Stage 2	-	-	-	-	-	-	401	434	-	461	458	-

Approach	EB			WB			NB			SB		
HCM Control Delay, s	1.1			0.2			28.6			20.5		
HCM LOS							D			C		

Minor Lane/Major Mvmt	NBLn1	EBL	EBT	EBR	WBL	WBT	WBR	SBLn1
Capacity (veh/h)	175	909	-	-	1111	-	-	271
HCM Lane V/C Ratio	0.13	0.069	-	-	0.012	-	-	0.143
HCM Control Delay (s)	28.6	9.3	0	-	8.3	0	-	20.5
HCM Lane LOS	D	A	A	-	A	A	-	C
HCM 95th %tile Q(veh)	0.4	0.2	-	-	0	-	-	0.5

HCM 6th TWSC

2: S Pine Street & W Polk Street/E Polk Street

02/24/2020

Intersection												
Int Delay, s/veh	1.6											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Vol, veh/h	1	1	0	37	0	12	0	440	12	18	419	4
Future Vol, veh/h	1	1	0	37	0	12	0	440	12	18	419	4
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Free	Free	Free	Free	Free	Free
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	83	83	83	83	83	83	83	83	83	83	83	83
Heavy Vehicles, %	0	0	0	0	0	0	4	4	4	1	1	1
Mvmt Flow	1	1	0	45	0	14	0	530	14	22	505	5

Major/Minor	Minor2		Minor1		Major1		Major2					
Conflicting Flow All	1096	1096	508	1089	1091	537	510	0	0	544	0	0
Stage 1	552	552	-	537	537	-	-	-	-	-	-	-
Stage 2	544	544	-	552	554	-	-	-	-	-	-	-
Critical Hdwy	7.1	6.5	6.2	7.1	6.5	6.2	4.14	-	-	4.11	-	-
Critical Hdwy Stg 1	6.1	5.5	-	6.1	5.5	-	-	-	-	-	-	-
Critical Hdwy Stg 2	6.1	5.5	-	6.1	5.5	-	-	-	-	-	-	-
Follow-up Hdwy	3.5	4	3.3	3.5	4	3.3	2.236	-	-	2.209	-	-
Pot Cap-1 Maneuver	193	215	569	195	217	548	1045	-	-	1030	-	-
Stage 1	522	518	-	532	526	-	-	-	-	-	-	-
Stage 2	527	522	-	522	517	-	-	-	-	-	-	-
Platoon blocked, %								-	-	-	-	-
Mov Cap-1 Maneuver	184	209	569	190	210	548	1045	-	-	1030	-	-
Mov Cap-2 Maneuver	184	209	-	190	210	-	-	-	-	-	-	-
Stage 1	522	502	-	532	526	-	-	-	-	-	-	-
Stage 2	513	522	-	505	501	-	-	-	-	-	-	-

Approach	EB		WB		NB		SB			
HCM Control Delay, s	23.6		26.5		0		0.3			
HCM LOS	C		D							

Minor Lane/Major Mvmt	NBL	NBT	NBR	EBLn1	WBLn1	SBL	SBT	SBR
Capacity (veh/h)	1045	-	-	196	226	1030	-	-
HCM Lane V/C Ratio	-	-	-	0.012	0.261	0.021	-	-
HCM Control Delay (s)	0	-	-	23.6	26.5	8.6	0	-
HCM Lane LOS	A	-	-	C	D	A	A	-
HCM 95th %tile Q(veh)	0	-	-	0	1	0.1	-	-

HCM 6th TWSC

1: N 7th Street & E Main Street

02/24/2020

Intersection												
Int Delay, s/veh	2.3											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Vol, veh/h	12	445	10	5	277	3	23	0	11	33	0	48
Future Vol, veh/h	12	445	10	5	277	3	23	0	11	33	0	48
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	90	90	92	92	90	90	92	92	92	90	92	90
Heavy Vehicles, %	3	3	2	2	3	3	2	2	2	2	2	2
Mvmt Flow	13	494	11	5	308	3	25	0	12	37	0	53
Major/Minor	Major1			Major2			Minor1			Minor2		
Conflicting Flow All	311	0	0	505	0	0	872	847	500	852	851	310
Stage 1	-	-	-	-	-	-	526	526	-	320	320	-
Stage 2	-	-	-	-	-	-	346	321	-	532	531	-
Critical Hdwy	4.13	-	-	4.12	-	-	7.12	6.52	6.22	7.12	6.52	6.22
Critical Hdwy Stg 1	-	-	-	-	-	-	6.12	5.52	-	6.12	5.52	-
Critical Hdwy Stg 2	-	-	-	-	-	-	6.12	5.52	-	6.12	5.52	-
Follow-up Hdwy	2.227	-	-	2.218	-	-	3.518	4.018	3.318	3.518	4.018	3.318
Pot Cap-1 Maneuver	1244	-	-	1060	-	-	271	299	571	280	297	730
Stage 1	-	-	-	-	-	-	535	529	-	692	652	-
Stage 2	-	-	-	-	-	-	670	652	-	531	526	-
Platoon blocked, %	-	-	-	-	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	1244	-	-	1060	-	-	247	293	571	270	291	730
Mov Cap-2 Maneuver	-	-	-	-	-	-	247	293	-	270	291	-
Stage 1	-	-	-	-	-	-	527	521	-	682	648	-
Stage 2	-	-	-	-	-	-	617	648	-	512	518	-
Approach	EB			WB			NB			SB		
HCM Control Delay, s	0.2			0.1			18.5			15.5		
HCM LOS							C			C		
Minor Lane/Major Mvmt	NBLn1	EBL	EBT	EBR	WBL	WBT	WBR	SBLn1				
Capacity (veh/h)	303	1244	-	-	1060	-	-	431				
HCM Lane V/C Ratio	0.122	0.011	-	-	0.005	-	-	0.209				
HCM Control Delay (s)	18.5	7.9	0	-	8.4	0	-	15.5				
HCM Lane LOS	C	A	A	-	A	A	-	C				
HCM 95th %tile Q(veh)	0.4	0	-	-	0	-	-	0.8				

HCM 6th TWSC

2: S Pine Street & W Polk Street/E Polk Street

02/24/2020

Intersection												
Int Delay, s/veh	3											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Vol, veh/h	1	3	0	43	0	32	0	304	13	100	341	0
Future Vol, veh/h	1	3	0	43	0	32	0	304	13	100	341	0
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Free	Free	Free	Free	Free	Free
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	89	89	89	89	89	89	89	89	89	89	89	89
Heavy Vehicles, %	0	0	0	2	2	2	9	9	9	5	5	5
Mvmt Flow	1	3	0	48	0	36	0	342	15	112	383	0

Major/Minor	Minor2		Minor1		Major1			Major2				
Conflicting Flow All	975	964	383	959	957	350	383	0	0	357	0	0
Stage 1	607	607	-	350	350	-	-	-	-	-	-	-
Stage 2	368	357	-	609	607	-	-	-	-	-	-	-
Critical Hdwy	7.1	6.5	6.2	7.12	6.52	6.22	4.19	-	-	4.15	-	-
Critical Hdwy Stg 1	6.1	5.5	-	6.12	5.52	-	-	-	-	-	-	-
Critical Hdwy Stg 2	6.1	5.5	-	6.12	5.52	-	-	-	-	-	-	-
Follow-up Hdwy	3.5	4	3.3	3.518	4.018	3.318	2.281	-	-	2.245	-	-
Pot Cap-1 Maneuver	233	257	669	237	258	693	1138	-	-	1185	-	-
Stage 1	487	489	-	666	633	-	-	-	-	-	-	-
Stage 2	656	632	-	482	486	-	-	-	-	-	-	-
Platoon blocked, %								-	-	-	-	-
Mov Cap-1 Maneuver	201	226	669	213	227	693	1138	-	-	1185	-	-
Mov Cap-2 Maneuver	201	226	-	213	227	-	-	-	-	-	-	-
Stage 1	487	430	-	666	633	-	-	-	-	-	-	-
Stage 2	622	632	-	421	428	-	-	-	-	-	-	-

Approach	EB		WB		NB		SB	
HCM Control Delay, s	21.8		21.5		0		1.9	
HCM LOS	C		C					

Minor Lane/Major Mvmt	NBL	NBT	NBR	EBLn1	WBLn1	SBL	SBT	SBR
Capacity (veh/h)	1138	-	-	219	302	1185	-	-
HCM Lane V/C Ratio	-	-	-	0.021	0.279	0.095	-	-
HCM Control Delay (s)	0	-	-	21.8	21.5	8.4	0	-
HCM Lane LOS	A	-	-	C	C	A	A	-
HCM 95th %tile Q(veh)	0	-	-	0.1	1.1	0.3	-	-

HCM 6th TWSC

1: N 7th Street & E Main Street

02/27/2020

Intersection												
Int Delay, s/veh	2											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Vol, veh/h	58	394	32	16	589	36	22	0	10	11	0	25
Future Vol, veh/h	58	394	32	16	589	36	22	0	10	11	0	25
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	93	93	92	92	93	93	92	92	92	93	92	93
Heavy Vehicles, %	4	4	2	2	2	2	2	2	2	0	2	0
Mvmt Flow	62	424	35	17	633	39	24	0	11	12	0	27
Major/Minor	Major1			Major2			Minor1			Minor2		
Conflicting Flow All	672	0	0	459	0	0	1266	1272	442	1258	1270	653
Stage 1	-	-	-	-	-	-	566	566	-	687	687	-
Stage 2	-	-	-	-	-	-	700	706	-	571	583	-
Critical Hdwy	4.14	-	-	4.12	-	-	7.12	6.52	6.22	7.1	6.52	6.2
Critical Hdwy Stg 1	-	-	-	-	-	-	6.12	5.52	-	6.1	5.52	-
Critical Hdwy Stg 2	-	-	-	-	-	-	6.12	5.52	-	6.1	5.52	-
Follow-up Hdwy	2.236	-	-	2.218	-	-	3.518	4.018	3.318	3.5	4.018	3.3
Pot Cap-1 Maneuver	909	-	-	1102	-	-	146	168	615	149	168	471
Stage 1	-	-	-	-	-	-	509	507	-	440	447	-
Stage 2	-	-	-	-	-	-	430	439	-	509	499	-
Platoon blocked, %		-	-		-	-						
Mov Cap-1 Maneuver	909	-	-	1102	-	-	126	149	615	134	149	471
Mov Cap-2 Maneuver	-	-	-	-	-	-	126	149	-	134	149	-
Stage 1	-	-	-	-	-	-	462	460	-	400	436	-
Stage 2	-	-	-	-	-	-	395	428	-	454	453	-
Approach	EB			WB			NB			SB		
HCM Control Delay, s	1.1			0.2			31.9			20.8		
HCM LOS							D			C		
Minor Lane/Major Mvmt	NBLn1	EBL	EBT	EBR	WBL	WBT	WBR	SBLn1				
Capacity (veh/h)	168	909	-	-	1102	-	-	266				
HCM Lane V/C Ratio	0.207	0.069	-	-	0.016	-	-	0.146				
HCM Control Delay (s)	31.9	9.3	0	-	8.3	0	-	20.8				
HCM Lane LOS	D	A	A	-	A	A	-	C				
HCM 95th %tile Q(veh)	0.8	0.2	-	-	0	-	-	0.5				

HCM 6th TWSC

2: S Pine Street & W Polk Street/E Polk Street

02/27/2020

Intersection												
Int Delay, s/veh	1.7											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Vol, veh/h	1	1	0	40	0	12	0	440	14	18	419	4
Future Vol, veh/h	1	1	0	40	0	12	0	440	14	18	419	4
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Free	Free	Free	Free	Free	Free
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	83	83	83	83	83	83	83	83	83	83	83	83
Heavy Vehicles, %	0	0	0	0	0	0	4	4	4	1	1	1
Mvmt Flow	1	1	0	48	0	14	0	530	17	22	505	5

Major/Minor	Minor2		Minor1		Major1		Major2					
Conflicting Flow All	1098	1099	508	1091	1093	539	510	0	0	547	0	0
Stage 1	552	552	-	539	539	-	-	-	-	-	-	-
Stage 2	546	547	-	552	554	-	-	-	-	-	-	-
Critical Hdwy	7.1	6.5	6.2	7.1	6.5	6.2	4.14	-	-	4.11	-	-
Critical Hdwy Stg 1	6.1	5.5	-	6.1	5.5	-	-	-	-	-	-	-
Critical Hdwy Stg 2	6.1	5.5	-	6.1	5.5	-	-	-	-	-	-	-
Follow-up Hdwy	3.5	4	3.3	3.5	4	3.3	2.236	-	-	2.209	-	-
Pot Cap-1 Maneuver	192	214	569	194	216	546	1045	-	-	1027	-	-
Stage 1	522	518	-	530	525	-	-	-	-	-	-	-
Stage 2	526	521	-	522	517	-	-	-	-	-	-	-
Platoon blocked, %								-	-	-	-	-
Mov Cap-1 Maneuver	183	208	569	189	210	546	1045	-	-	1027	-	-
Mov Cap-2 Maneuver	183	208	-	189	210	-	-	-	-	-	-	-
Stage 1	522	502	-	530	525	-	-	-	-	-	-	-
Stage 2	512	521	-	505	501	-	-	-	-	-	-	-

Approach	EB		WB		NB		SB	
HCM Control Delay, s	23.7		27.3		0		0.4	
HCM LOS	C		D					

Minor Lane/Major Mvmt	NBL	NBT	NBR	EBLn1	WBLn1	SBL	SBT	SBR
Capacity (veh/h)	1045	-	-	195	223	1027	-	-
HCM Lane V/C Ratio	-	-	-	0.012	0.281	0.021	-	-
HCM Control Delay (s)	0	-	-	23.7	27.3	8.6	0	-
HCM Lane LOS	A	-	-	C	D	A	A	-
HCM 95th %tile Q(veh)	0	-	-	0	1.1	0.1	-	-

HCM 6th TWSC

1: N 7th Street & E Main Street

03/18/2020

Intersection												
Int Delay, s/veh	3.2											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Vol, veh/h	12	445	16	7	277	3	49	0	21	33	0	48
Future Vol, veh/h	12	445	16	7	277	3	49	0	21	33	0	48
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	90	90	92	92	90	90	92	92	92	90	92	90
Heavy Vehicles, %	3	3	2	2	3	3	2	2	2	2	2	2
Mvmt Flow	13	494	17	8	308	3	53	0	23	37	0	53

Major/Minor	Major1			Major2			Minor1			Minor2		
Conflicting Flow All	311	0	0	511	0	0	881	856	503	866	863	310
Stage 1	-	-	-	-	-	-	529	529	-	326	326	-
Stage 2	-	-	-	-	-	-	352	327	-	540	537	-
Critical Hdwy	4.13	-	-	4.12	-	-	7.12	6.52	6.22	7.12	6.52	6.22
Critical Hdwy Stg 1	-	-	-	-	-	-	6.12	5.52	-	6.12	5.52	-
Critical Hdwy Stg 2	-	-	-	-	-	-	6.12	5.52	-	6.12	5.52	-
Follow-up Hdwy	2.227	-	-	2.218	-	-	3.518	4.018	3.318	3.518	4.018	3.318
Pot Cap-1 Maneuver	1244	-	-	1054	-	-	267	295	569	274	292	730
Stage 1	-	-	-	-	-	-	533	527	-	687	648	-
Stage 2	-	-	-	-	-	-	665	648	-	526	523	-
Platoon blocked, %	-	-	-	-	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	1244	-	-	1054	-	-	243	288	569	258	285	730
Mov Cap-2 Maneuver	-	-	-	-	-	-	243	288	-	258	285	-
Stage 1	-	-	-	-	-	-	525	519	-	677	642	-
Stage 2	-	-	-	-	-	-	611	642	-	497	515	-

Approach	EB			WB			NB			SB		
HCM Control Delay, s	0.2			0.2			21.5			16		
HCM LOS							C			C		

Minor Lane/Major Mvmt	NBLn1	EBL	EBT	EBR	WBL	WBT	WBR	SBLn1
Capacity (veh/h)	293	1244	-	-	1054	-	-	418
HCM Lane V/C Ratio	0.26	0.011	-	-	0.007	-	-	0.215
HCM Control Delay (s)	21.5	7.9	0	-	8.4	0	-	16
HCM Lane LOS	C	A	A	-	A	A	-	C
HCM 95th %tile Q(veh)	1	0	-	-	0	-	-	0.8

HCM 6th TWSC

2: S Pine Street & W Polk Street/E Polk Street

03/18/2020

Intersection												
Int Delay, s/veh	3.4											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Vol, veh/h	1	3	0	51	0	32	0	304	14	100	341	0
Future Vol, veh/h	1	3	0	51	0	32	0	304	14	100	341	0
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Free	Free	Free	Free	Free	Free
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	89	89	89	89	89	89	89	89	89	89	89	89
Heavy Vehicles, %	0	0	0	2	2	2	9	9	9	5	5	5
Mvmt Flow	1	3	0	57	0	36	0	342	16	112	383	0

Major/Minor	Minor2		Minor1		Major1			Major2				
Conflicting Flow All	975	965	383	959	957	350	383	0	0	358	0	0
Stage 1	607	607	-	350	350	-	-	-	-	-	-	-
Stage 2	368	358	-	609	607	-	-	-	-	-	-	-
Critical Hdwy	7.1	6.5	6.2	7.12	6.52	6.22	4.19	-	-	4.15	-	-
Critical Hdwy Stg 1	6.1	5.5	-	6.12	5.52	-	-	-	-	-	-	-
Critical Hdwy Stg 2	6.1	5.5	-	6.12	5.52	-	-	-	-	-	-	-
Follow-up Hdwy	3.5	4	3.3	3.518	4.018	3.318	2.281	-	-	2.245	-	-
Pot Cap-1 Maneuver	233	257	669	237	258	693	1138	-	-	1184	-	-
Stage 1	487	489	-	666	633	-	-	-	-	-	-	-
Stage 2	656	631	-	482	486	-	-	-	-	-	-	-
Platoon blocked, %								-	-	-	-	-
Mov Cap-1 Maneuver	201	226	669	213	227	693	1138	-	-	1184	-	-
Mov Cap-2 Maneuver	201	226	-	213	227	-	-	-	-	-	-	-
Stage 1	487	430	-	666	633	-	-	-	-	-	-	-
Stage 2	622	631	-	421	428	-	-	-	-	-	-	-

Approach	EB		WB		NB		SB	
HCM Control Delay, s	21.8		23.1		0		1.9	
HCM LOS	C		C					

Minor Lane/Major Mvmt	NBL	NBT	NBR	EBLn1	WBLn1	SBL	SBT	SBR
Capacity (veh/h)	1138	-	-	219	291	1184	-	-
HCM Lane V/C Ratio	-	-	-	0.021	0.32	0.095	-	-
HCM Control Delay (s)	0	-	-	21.8	23.1	8.4	0	-
HCM Lane LOS	A	-	-	C	C	A	A	-
HCM 95th %tile Q(veh)	0	-	-	0.1	1.3	0.3	-	-

HCM 6th TWSC

1: N 7th Street & E Main Street

03/18/2020

Intersection												
Int Delay, s/veh	2.7											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Vol, veh/h	58	394	53	25	589	36	32	0	14	11	0	25
Future Vol, veh/h	58	394	53	25	589	36	32	0	14	11	0	25
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	93	93	92	92	93	93	92	92	92	93	92	93
Heavy Vehicles, %	4	4	2	2	2	2	2	2	2	0	2	0
Mvmt Flow	62	424	58	27	633	39	35	0	15	12	0	27
Major/Minor	Major1			Major2			Minor1			Minor2		
Conflicting Flow All	672	0	0	482	0	0	1297	1303	453	1292	1313	653
Stage 1	-	-	-	-	-	-	577	577	-	707	707	-
Stage 2	-	-	-	-	-	-	720	726	-	585	606	-
Critical Hdwy	4.14	-	-	4.12	-	-	7.12	6.52	6.22	7.1	6.52	6.2
Critical Hdwy Stg 1	-	-	-	-	-	-	6.12	5.52	-	6.1	5.52	-
Critical Hdwy Stg 2	-	-	-	-	-	-	6.12	5.52	-	6.1	5.52	-
Follow-up Hdwy	2.236	-	-	2.218	-	-	3.518	4.018	3.318	3.5	4.018	3.3
Pot Cap-1 Maneuver	909	-	-	1081	-	-	139	161	607	141	158	471
Stage 1	-	-	-	-	-	-	502	502	-	429	438	-
Stage 2	-	-	-	-	-	-	419	430	-	501	487	-
Platoon blocked, %		-	-		-	-						
Mov Cap-1 Maneuver	909	-	-	1081	-	-	118	140	607	124	137	471
Mov Cap-2 Maneuver	-	-	-	-	-	-	118	140	-	124	137	-
Stage 1	-	-	-	-	-	-	455	455	-	389	420	-
Stage 2	-	-	-	-	-	-	379	413	-	443	441	-
Approach	EB			WB			NB			SB		
HCM Control Delay, s	1.1			0.3			38.6			21.7		
HCM LOS							E			C		
Minor Lane/Major Mvmt	NBLn1	EBL	EBT	EBR	WBL	WBT	WBR	SBLn1				
Capacity (veh/h)	156	909	-	-	1081	-	-	254				
HCM Lane V/C Ratio	0.321	0.069	-	-	0.025	-	-	0.152				
HCM Control Delay (s)	38.6	9.3	0	-	8.4	0	-	21.7				
HCM Lane LOS	E	A	A	-	A	A	-	C				
HCM 95th %tile Q(veh)	1.3	0.2	-	-	0.1	-	-	0.5				

HCM 6th TWSC

2: S Pine Street & W Polk Street/E Polk Street

03/18/2020

Intersection												
Int Delay, s/veh	1.8											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Vol, veh/h	1	1	0	41	0	12	0	440	20	18	419	4
Future Vol, veh/h	1	1	0	41	0	12	0	440	20	18	419	4
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Free	Free	Free	Free	Free	Free
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	83	83	83	83	83	83	83	83	83	83	83	83
Heavy Vehicles, %	0	0	0	0	0	0	4	4	4	1	1	1
Mvmt Flow	1	1	0	49	0	14	0	530	24	22	505	5

Major/Minor	Minor2		Minor1		Major1		Major2					
Conflicting Flow All	1101	1106	508	1094	1096	542	510	0	0	554	0	0
Stage 1	552	552	-	542	542	-	-	-	-	-	-	-
Stage 2	549	554	-	552	554	-	-	-	-	-	-	-
Critical Hdwy	7.1	6.5	6.2	7.1	6.5	6.2	4.14	-	-	4.11	-	-
Critical Hdwy Stg 1	6.1	5.5	-	6.1	5.5	-	-	-	-	-	-	-
Critical Hdwy Stg 2	6.1	5.5	-	6.1	5.5	-	-	-	-	-	-	-
Follow-up Hdwy	3.5	4	3.3	3.5	4	3.3	2.236	-	-	2.209	-	-
Pot Cap-1 Maneuver	191	212	569	193	215	544	1045	-	-	1021	-	-
Stage 1	522	518	-	528	523	-	-	-	-	-	-	-
Stage 2	524	517	-	522	517	-	-	-	-	-	-	-
Platoon blocked, %								-	-	-	-	-
Mov Cap-1 Maneuver	182	206	569	188	209	544	1045	-	-	1021	-	-
Mov Cap-2 Maneuver	182	206	-	188	209	-	-	-	-	-	-	-
Stage 1	522	502	-	528	523	-	-	-	-	-	-	-
Stage 2	510	517	-	505	501	-	-	-	-	-	-	-

Approach	EB		WB		NB		SB	
HCM Control Delay, s	23.9		27.8		0		0.4	
HCM LOS	C		D					

Minor Lane/Major Mvmt	NBL	NBT	NBR	EBLn1	WBLn1	SBL	SBT	SBR
Capacity (veh/h)	1045	-	-	193	221	1021	-	-
HCM Lane V/C Ratio	-	-	-	0.012	0.289	0.021	-	-
HCM Control Delay (s)	0	-	-	23.9	27.8	8.6	0	-
HCM Lane LOS	A	-	-	C	D	A	A	-
HCM 95th %tile Q(veh)	0	-	-	0	1.2	0.1	-	-



Exhibit F: Legal Description



AKS ENGINEERING & FORESTRY, LLC
 12965 SW Herman Road, Suite 100, Tualatin, OR 97062
 P: (503) 563-6151 | www.aks-eng.com

AKS Job #7395-01

OFFICES IN: BEND, OR - KEIZER, OR - TUALATIN, OR - VANCOUVER, WA

EXHIBIT A

Zone Change Description

A portion of the James Johnson Donation Land Claim (D.L.C.) No. 67, located in the Southwest One-Quarter of Section 22, Township 3 South, Range 4 West, Willamette Meridian, Yamhill County, Oregon, and being more particularly described as follows:

Commencing at the southwest corner of said D.L.C. No. 67; thence along the west line of said D.L.C. No. 67, North 02°36'29" East 336.34 feet to the southeast corner of Instrument Number 200808231, Records of Yamhill County; thence continuing along said west line, North 02°59'52" East 274.17 feet to the southwest corner of Film Volume 306, Page 604, Records of Yamhill County, and the Point of Beginning; thence continuing along said west line, North 02°59'52" East 610.48 feet to the northwest corner of said deed; thence along the north line of said deed, South 87°26'12" East 993.35 feet to the City of Yamhill city limits line; thence along said city limits line, South 02°59'09" West 612.01 feet to the south line of said deed; thence leaving said city limits line along said south line; North 87°20'56" West 993.47 feet to the Point of Beginning.

The above described tract of land contains 13.94 acres, more or less.

The Basis of Bearings for this description is State Plane Grid bearing, Oregon State Plane, North Zone 3601, NAD83(2011) Epoch: 2010.0000. Distances shown are ground values.

3/9/2020

REGISTERED
 PROFESSIONAL
 LAND SURVEYOR

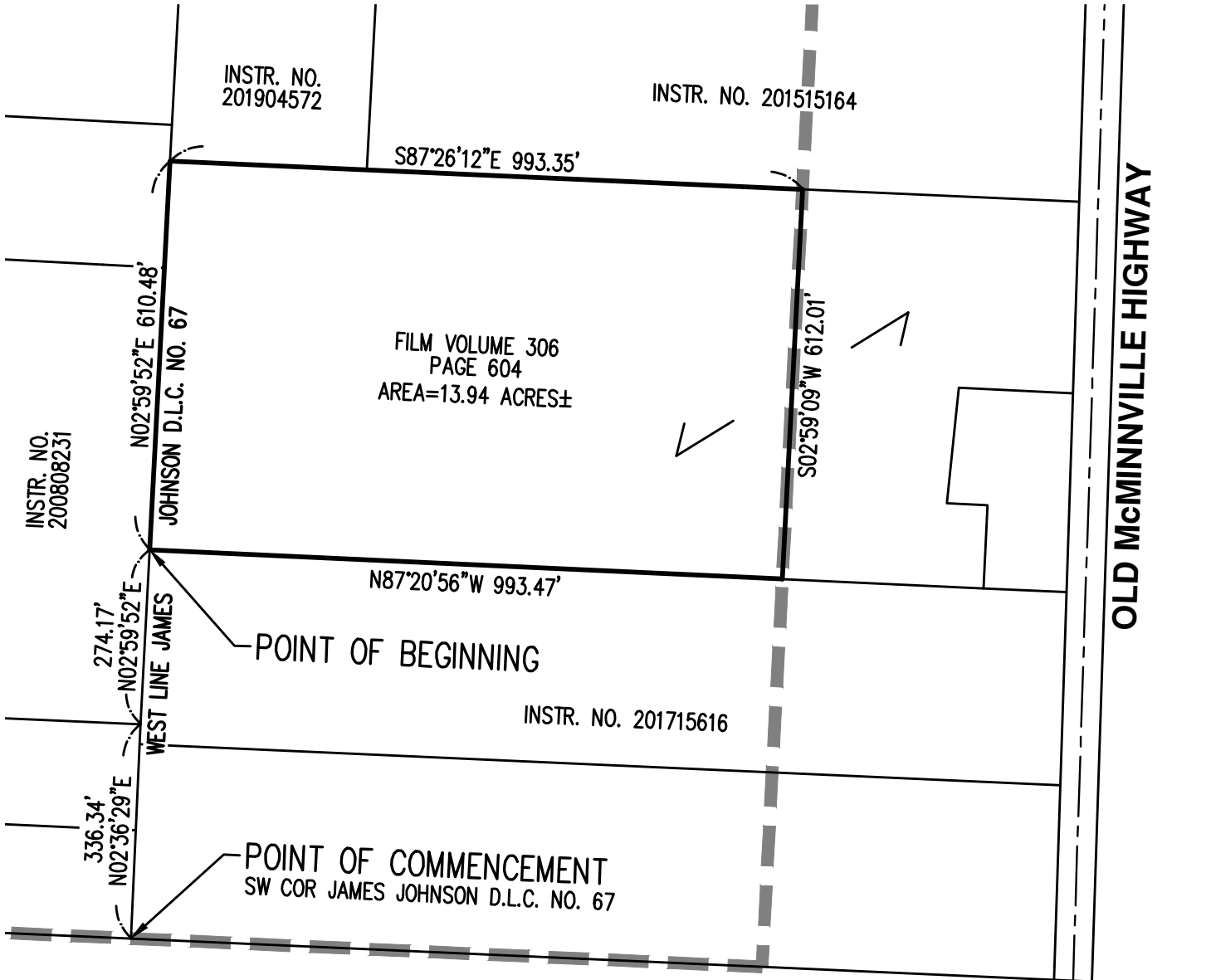
Benjamin R Huff

OREGON
 MARCH 14, 2017
 BENJAMIN R HUFF
 84738PLS

RENEWS: 6/30/21

EXHIBIT B

A PORTION OF THE JAMES JOHNSON D.L.C. NO. 67,
LOCATED IN THE SOUTHWEST 1/4 OF SECTION 22,
TOWNSHIP 3 SOUTH, RANGE 4 WEST, WILLAMETTE MERIDIAN,
YAMHILL COUNTY, OREGON



LEGEND

--- CITY OF CARLTON CITY LIMITS LINE

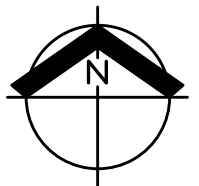
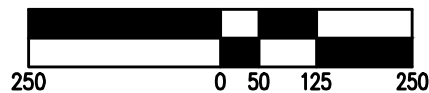
3/9/2020

REGISTERED
PROFESSIONAL
LAND SURVEYOR

PREPARED FOR

TJA, LLC
9110 NW CLAY PIT ROAD
YAMHILL, OR 97148

SCALE: 1" = 250 FEET



Benjamin R Huff
OREGON
MARCH 14, 2017
BENJAMIN R HUFF
84738PLS
RENEWS: 6/30/21

ZONE CHANGE MAP		EXHIBIT B
AKS ENGINEERING & FORESTRY, LLC 12965 SW HERMAN RD, STE 100 TUALATIN, OR 97062 503.563.6151 WWW.AKS-ENG.COM		DRWN: WCB CHKD: BRH AKS JOB: 7395-01





Exhibit G: Ownership Information

1994 MAR 31 PM 2:33

F306P0602

BARGAIN AND SALE DEED

LARRY JAMES PARK, Grantor conveys to LARRY JAMES PARK and CHERYL A. PARK, husband and wife, Grantee, the following described real property:

---See attached Exhibit "A"---

The true consideration paid for this transfer, stated in terms of dollars is \$-0-

However, the actual consideration consists of or includes other property or value given or promised which is the whole of the consideration.

THE PROPERTY DESCRIBED IN THIS INSTRUMENT MAY NOT BE WITHIN A FIRE PROTECTION DISTRICT PROTECTING STRUCTURES. THE PROPERTY IS SUBJECT TO LAND USE LAWS AND REGULATIONS, WHICH, IN FARM OR FOREST ZONES, MAY NOT AUTHORIZE CONSTRUCTION OR SITING OF A RESIDENCE AND WHICH LIMIT LAWSUITS AGAINST FARMING OR FOREST PRACTICES AS DEFINED IN ORS 30.930. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES AND EXISTENCE OF FIRE PROTECTION FOR STRUCTURES.

THIS INSTRUMENT WILL NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES AND TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES AS DEFINED IN ORS 30.930.

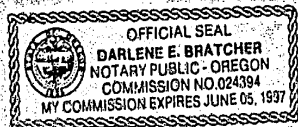
In Witness Whereof, the grantor has executed this 31st day of MARCH, 1994.

Larry James Park
LARRY JAMES PARK

Bargain and Sale Deed:	After Recording Return to:	Send Tax Statements to:
LARRY JAMES PARK	Drabkin and Tankersley	No change
to: CHERYL A. PARK	701 N. Evans	
Larry James Park	McMinnville, OR 97128	
STATE OF OREGON)		
) ss.		

County of Yamhill)
Personally appeared LARRY JAMES PARK and acknowledged said instrument to be his free act and deed.

Before me:



Darlene E. Bratcher
NOTARY PUBLIC FOR OREGON
My Commission Expires: _____

PAGE 1 - BARGAIN AND SALE DEED

DRABKIN AND TANKERSLEY
P.O. Box 625, 701 North Evans Street
McMinnville, Oregon 97128
(503) 472-0111

3-31-94

1994 MAR 31 PM 2:33

F306P0603

Exhibit "A"

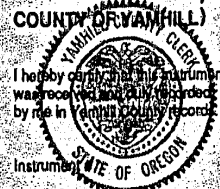
Beginning on the West line of the James Johnson and wife Donation Land Claim No. 27, Notification No. 1563, Township 3 South, Range 4 West of the Willamette Meridian at a point which is 18-1/2 rods North of the Southwest corner of said Claim; thence North along the West line of said Claim, 55-1/4 rods; thence East parallel with the South line of said Claim, 86 rods and 61 links to the center line of the county road; thence Southerly along the center of said county road to a point which is East from the point of beginning, which point is also the Northeast corner of the property described in Book 137, Page 442, Deed Records; thence West along the North line of said property a distance of 86 rods and 93 links to the place of beginning in Yamhill County, Oregon. SAVE AND EXCEPT THE FOLLOWING: Being a part of the South one-half of the Donation Land Claim of James Johnson and wife, Claim No. 67, Notification No. 1563 in Township 3 South, Range 4 West of the Willamette Meridian, Yamhill County, Oregon, beginning at an iron pipe set in the center of the County road No. 205 at a point 1482.0 feet East and North 00° 55' West 610.50 feet from stone and iron pipe at the Southwest corner of said Johnson Claim; thence West parallel with South line of said Claim, 160.3 feet to an iron pipe; thence North 130.2 feet to an iron pipe; thence West 63.9 feet to iron pipe; thence North 3° 12' East 122.58 feet to iron pipe; thence East 209.0 feet to a point in the center of the county road; thence South 00° 55' East along road 312.54 feet to beginning.

SUBJECT TO: Right of the public in streets, roads and highways and easement recorded in Book 181, Page 703, Deed Records.

005170

10-00
10-00
00-50

STATE OF OREGON)
COUNTY OF YAMHILL) ss.

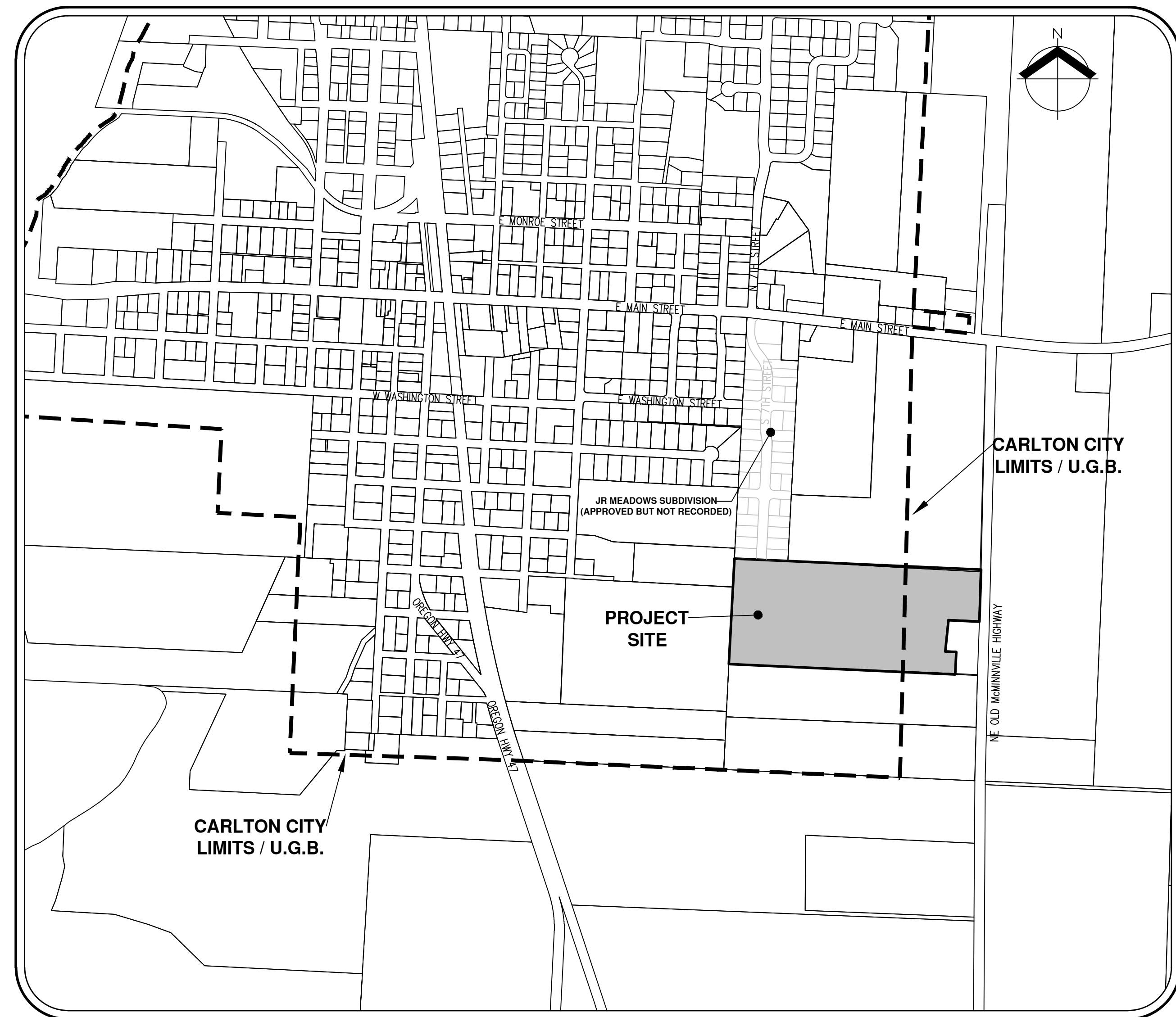


Charles Stern
CHARLES STERN,
COUNTY CLERK

3-31-94

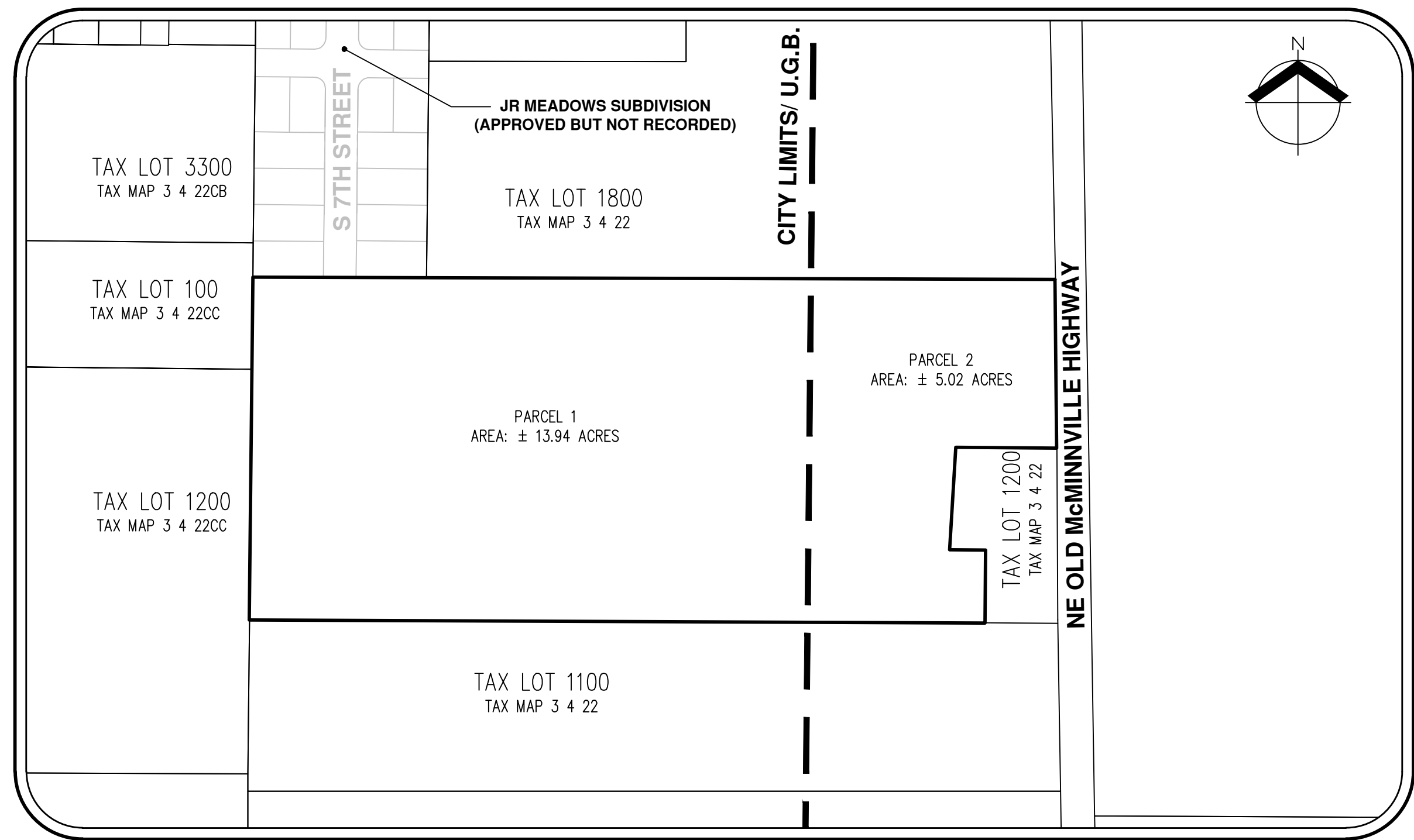
10215 NE OLD MCMINNVILLE HIGHWAY

ZONE CHANGE AND PRELIMINARY PARTITION PLANS



VICINITY MAP

1" = 500"



SITE MAP

1" = 200"

SHEET INDEX

- PO-01 COVER SHEET WITH VICINITY AND SITE MAPS
- PO-02 PRELIMINARY EXISTING CONDITIONS PLAN
- PO-03 PRELIMINARY PARTITION PLAT
- PO-04 CONCEPTUAL NEIGHBORHOOD CIRCULATION PLAN
- PO-05 ZONING MAP WITH AERIAL PHOTOGRAPH
- PO-06 CONCEPTUAL FUTURE SUBDIVISION PLAN
- PO-07 PRELIMINARY UTILITY PLAN

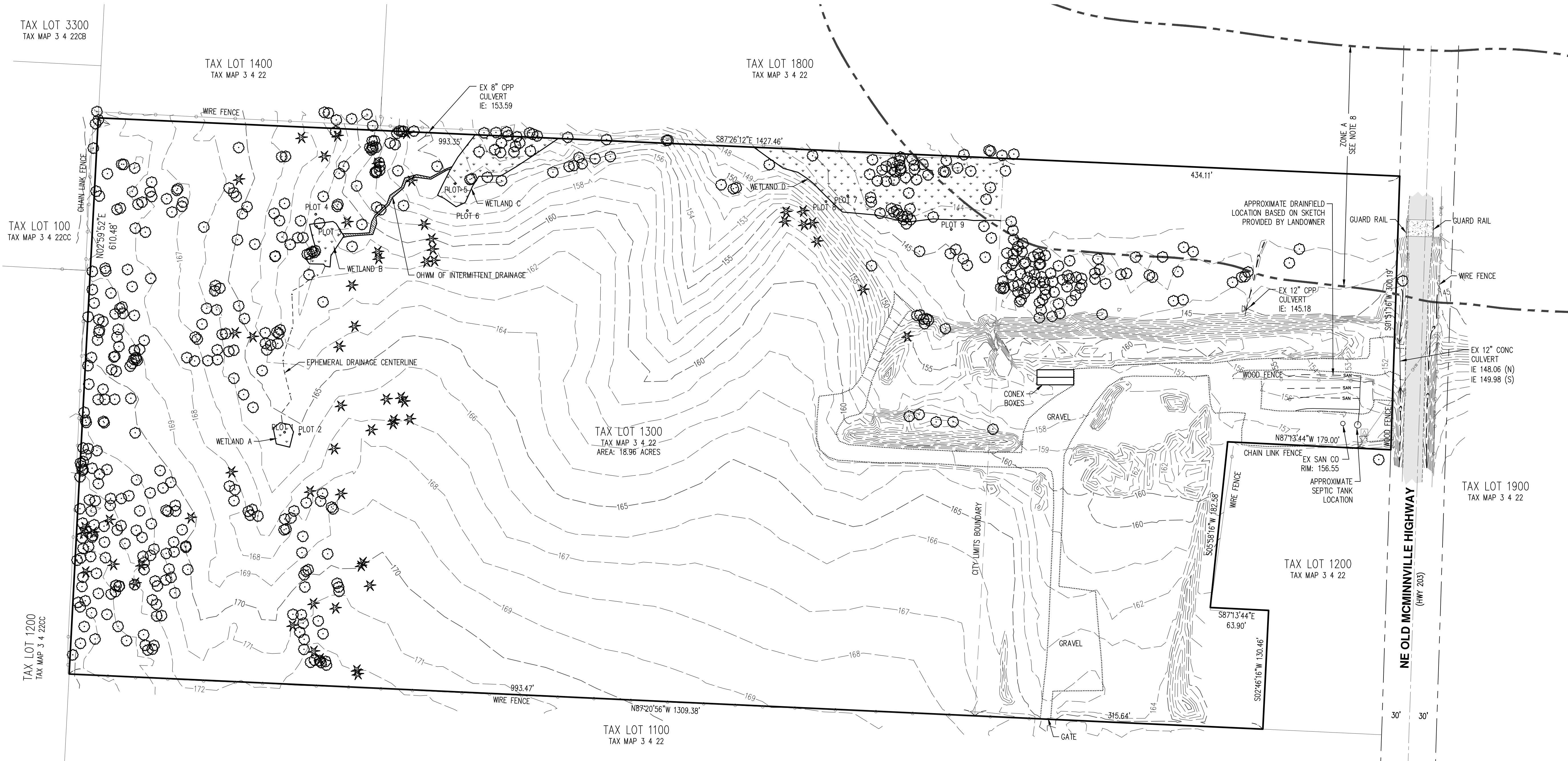
APPLICANT:	TJA, LLC 9110 NW CLAY PIT ROAD YAMHILL, OR 97148	EXISTING LAND USE:	UNDEVELOPED LAND
PLANNING / ENGINEERING / SURVEYING TEAM:	AKS ENGINEERING & FORESTRY, LLC CONTACT: MONTY HURLEY / CHRIS GOODELL 12965 SW HERMAN ROAD, SUITE 100 TUALATIN, OR 97062 PH: 503-563-6151	PROJECT PURPOSE:	ZONE CHANGE AND 2-PARCEL PARTITION
PROJECT LOCATION:	10215 NE OLD MCMINNVILLE HIGHWAY CARLTON, OR 97111 SOUTH OF INTERSECTION OF E MAIN STREET AND N 7TH STREET CARLTON, OREGON	VERTICAL DATUM:	VERTICAL DATUM: ELEVATIONS ARE BASED ON NGS MONUMENT U 98 (PID RD0845) BEING A BRASS DISK SET IN CONCRETE LOCATED 66 FEET EAST FROM THE CENTER OF PINE STREET AND 32 FEET NORTH FROM THE CENTER OF MAIN STREET. ELEVATION = 202.08 FEET (NAVD 88)
PROPERTY DESCRIPTION:	TAX LOT 1300, YAMHILL COUNTY ASSESSOR'S MAP 3S 4W 22, TOWNSHIP 3 SOUTH 4 WEST, LOCATED IN SECTION 22, WILLAMETTE MERIDIAN, CITY OF CARLTON, YAMHILL COUNTY, OREGON.		

COVER SHEET WITH VICINITY AND SITE MAPS
10215 NE OLD MCMINNVILLE HIGHWAY
TAX LOT 1300 YAMHILL COUNTY TAX MAP 3 4 22
CARLTON, OREGON

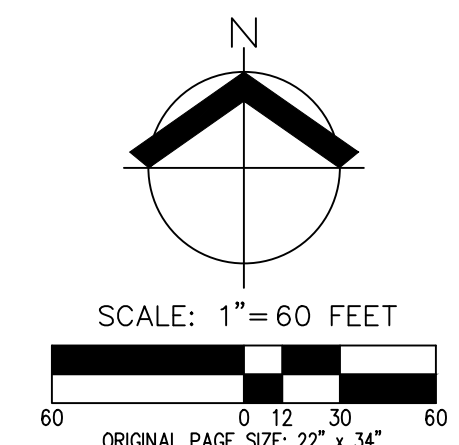
PRELIMINARY

JOB NUMBER:	7395-01
DATE:	2/4/2020
DESIGNED BY:	AJD
DRAWN BY:	ETT
CHECKED BY:	MBH

PO-01



- NOTES:**
- UTILITIES SHOWN ARE BASED ON UNDERGROUND UTILITY LOCATE MARKINGS AS PROVIDED BY OTHERS, PROVIDED PER UTILITY LOCATE TICKET NUMBER 20008606. THE SURVEYOR MAKES NO GUARANTEE THAT THE UNDERGROUND LOCATES REPRESENT THE ONLY UTILITIES IN THE AREA. CONTRACTORS ARE RESPONSIBLE FOR VERIFYING ALL EXISTING CONDITIONS PRIOR TO BEGINNING CONSTRUCTION.
 - FIELD WORK WAS CONDUCTED JANUARY 15-30, AND FEBRUARY 2, 2020.
 - VERTICAL DATUM: ELEVATIONS ARE BASED ON NGS MONUMENT U 98 (PID R00845) BEING A BRASS DISK SET IN CONCRETE LOCATED 66 FEET EAST FROM THE CENTER OF PINE STREET AND 32 FEET NORTH FROM THE CENTER OF MAIN STREET ELEVATION = 202.08 FEET (NAVD 88).
 - THIS IS NOT A BOUNDARY SURVEY TO BE RECORDED WITH THE COUNTY. BOUNDARIES MAY BE PRELIMINARY AND SHOULD BE CONFIRMED WITH THE STAMPING SURVEYOR PRIOR TO RELYING ON FOR DETAILED DESIGN OR CONSTRUCTION.
 - BUILDING FOOTPRINTS ARE MEASURED TO SIDING UNLESS NOTED OTHERWISE. CONTACT SURVEYOR WITH QUESTIONS REGARDING BUILDING TIES.
 - CONTOUR INTERVAL IS 1 FOOT.
 - TREES WITH DIAMETER OF 6" AND GREATER ARE SHOWN. TREE DIAMETERS WERE MEASURED UTILIZING A DIAMETER TAPE AT BREST HEIGHT.
 - ZONE A FLOOD PLAIN BOUNDARY IS SHOWN PER GIS OVERLAY OF FEMA FIRM MAP 41071C01910, WITH AN EFFECTIVE DATE OF MARCH 2, 2010.
 - WETLAND BOUNDARIES SHOWN WERE DELINEATED BY AKS ENGINEERING & FORESTRY, LLC. ON 11/11/2019 AND WERE PROFESSIONALLY SURVEYED BY AKS ON 11/13/2019. WETLAND BOUNDARY STUDY AREA ONLY WITHIN URBAN GROWTH BOUNDARY.



**PRELIMINARY EXISTING CONDITIONS PLAN
 10215 NE OLD MCMINNVILLE HIGHWAY
 TAX LOT 1300 YAMHILL COUNTY TAX MAP 3 4 22
 CARLTON, OREGON**

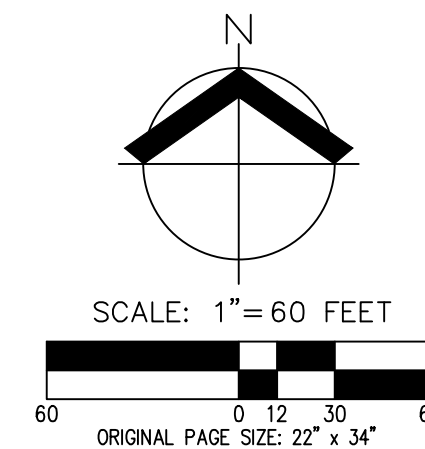
REGISTERED PROFESSIONAL LAND SURVEYOR

Benjamin R Huff

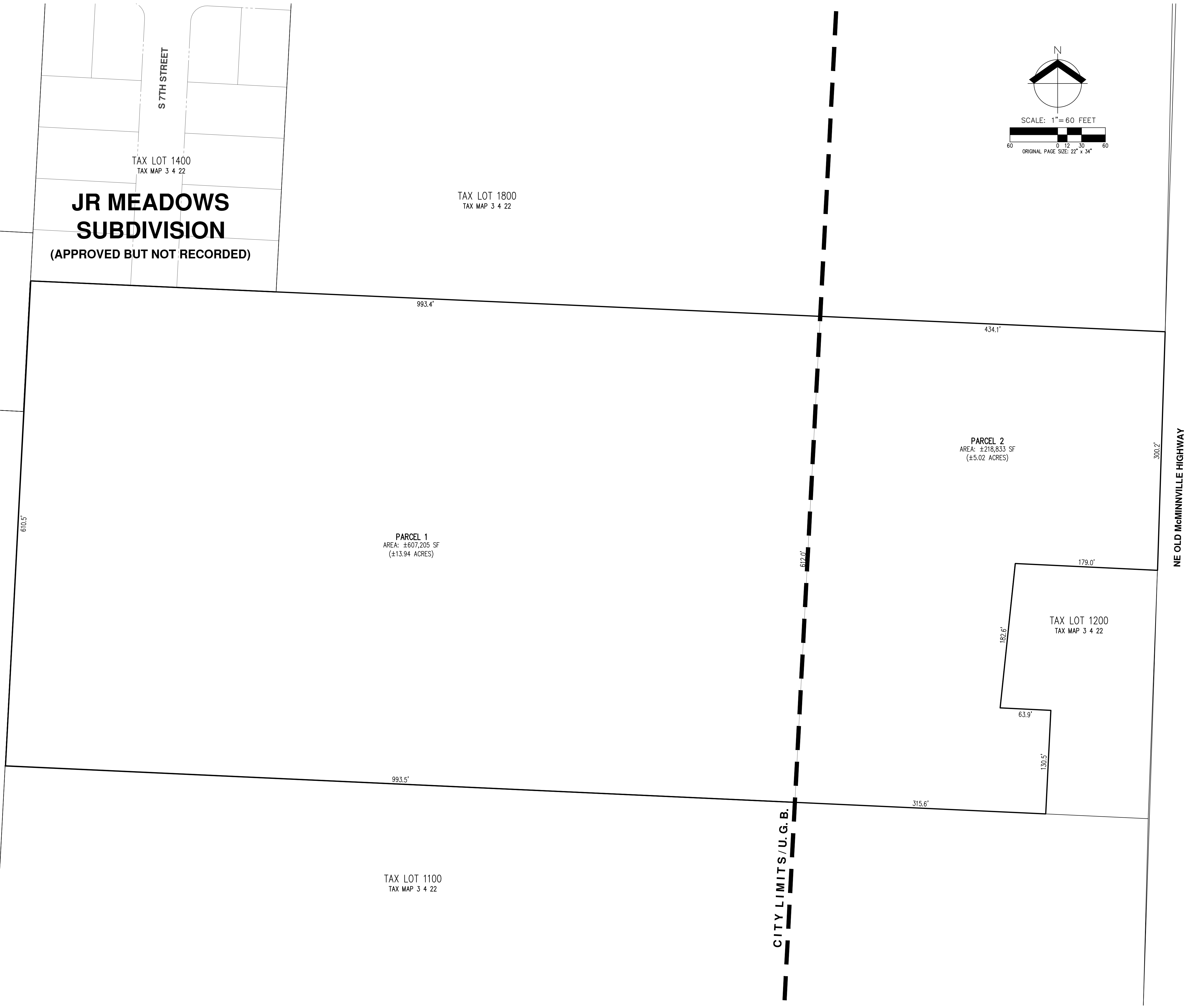
OREGON
 MARCH 14, 2017
 BENJAMIN R HUFF
 84738PLS
 RENEWS: 6/30/21

JOB NUMBER: 7395-01
 DATE: 02/13/2020

DESIGNED BY: AJD
 DRAWN BY: ETT
 CHECKED BY: MBH



**JR MEADOWS
 SUBDIVISION**
 (APPROVED BUT NOT RECORDED)

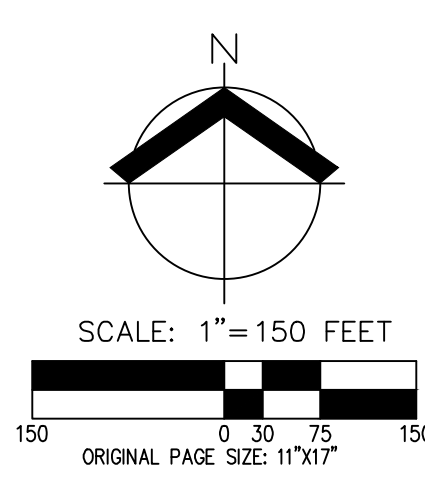
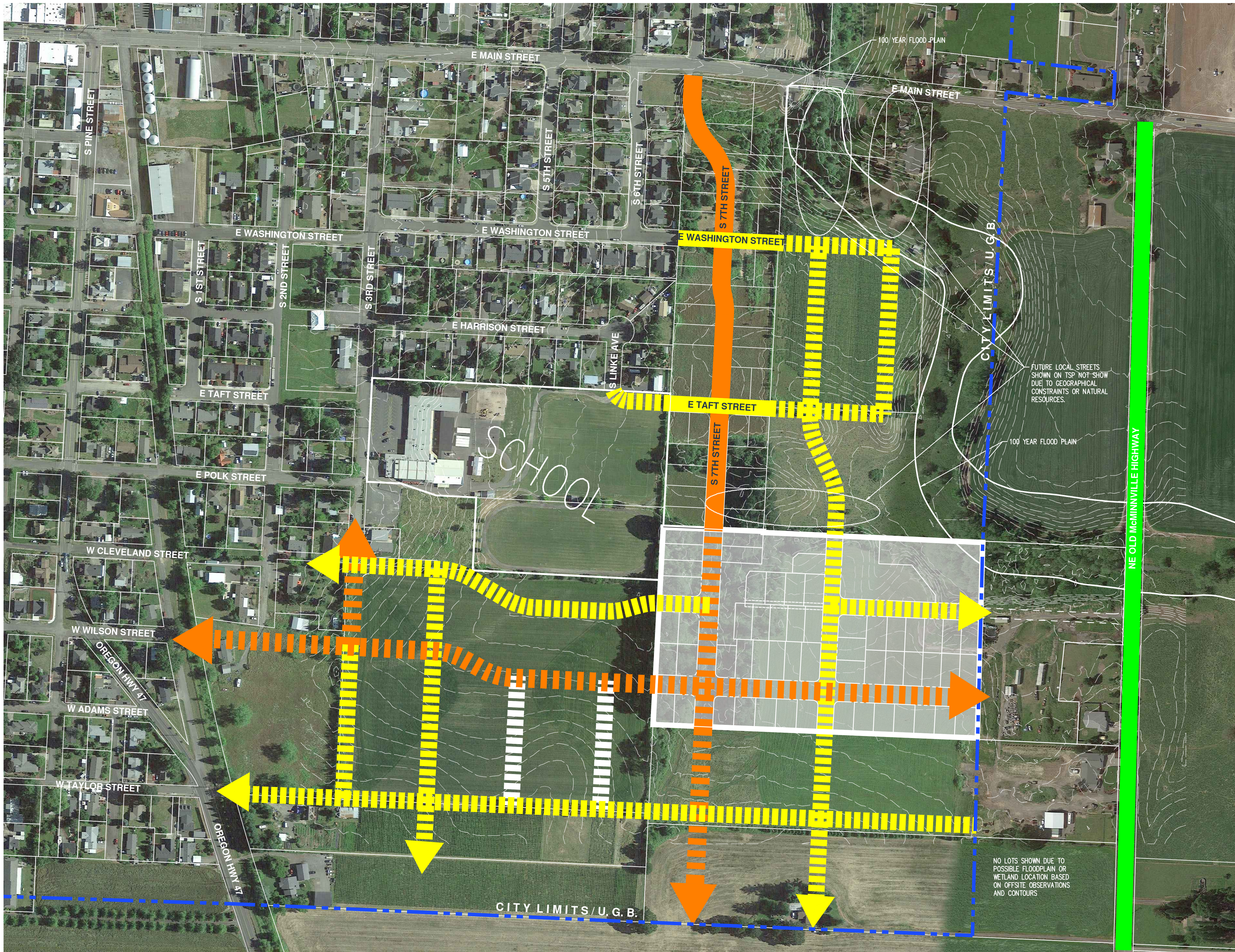


**PRELIMINARY PARTITION PLAT
 10215 NE OLD McMINNVILLE HIGHWAY
 TAX LOT 1300 YAMHILL COUNTY TAX MAP 3 4 22
 CARLTON, OREGON**

PRELIMINARY

JOB NUMBER:	7395-01
DATE:	2/4/2020
DESIGNED BY:	AJD
DRAWN BY:	ETT
CHECKED BY:	MBH

PO-03



LEGEND

- CITY LIMITS/U.G.B.
- PROJECT SITE BOUNDARY
- PLANNED LOCAL STREET
- PLANNED COLLECTOR
- CONCEPTUAL FUTURE COLLECTOR (ON TSP)
- CONCEPTUAL FUTURE LOCAL STREET (ON TSP)
- YAMHILL COUNTY EXISTING LOCAL
- CONCEPTUAL FUTURE LOCAL STREET (NOT ON TSP)

NOTES:

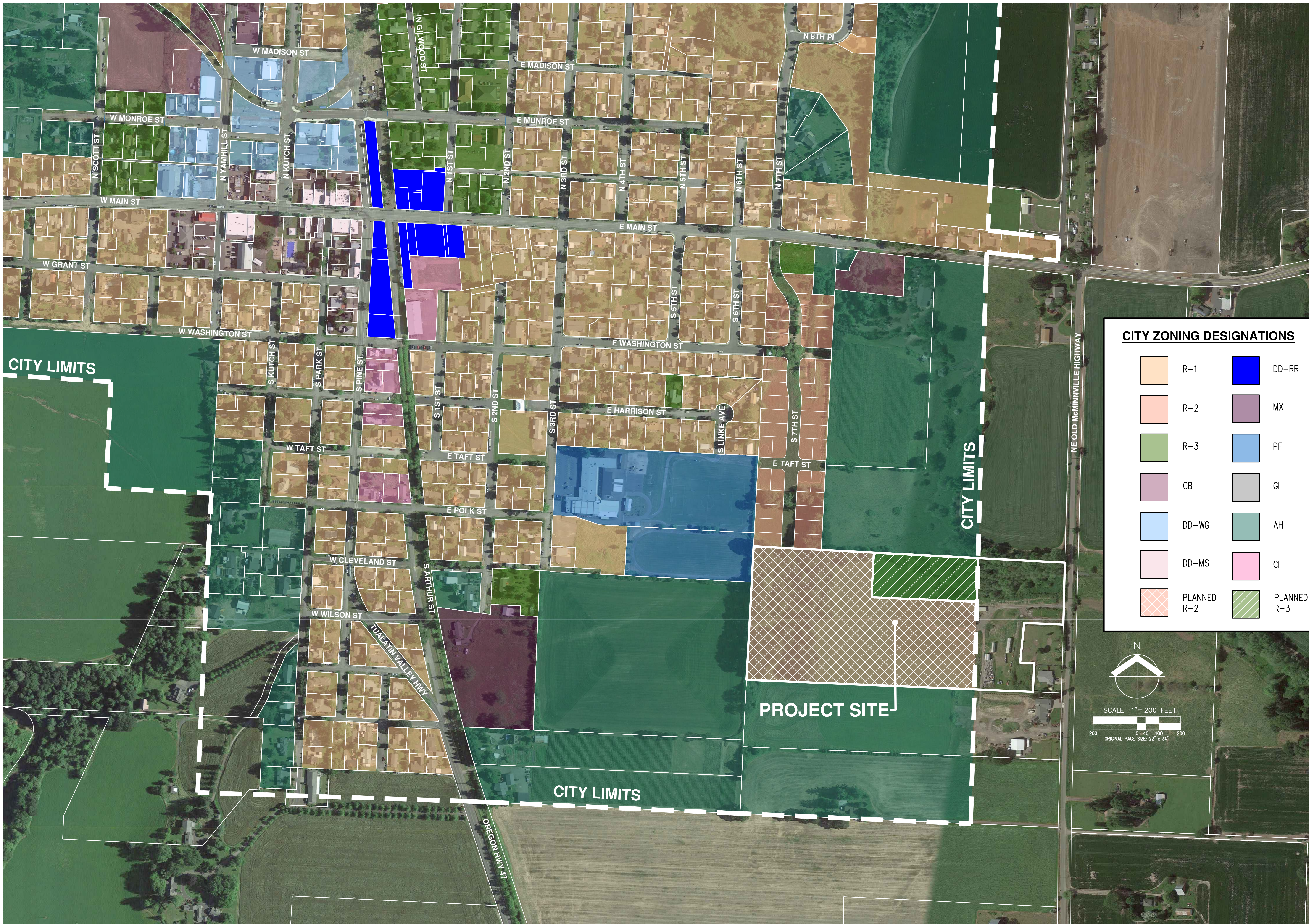
1. THIS PLAN IS INCLUDED TO MEET THE SUBMITTAL REQUIREMENTS FOR THE CITY OF CARLTON.
2. CONCEPTUAL FUTURE STREET LOCATIONS ARE SHOWN FOR ILLUSTRATIVE PURPOSES FOR THE LAND USE APPLICATION ONLY AND ARE NOT PROPOSED WITH THIS PARTITION AND ARE NOT BINDING ON ANY OFF SITE PROPERTIES.
3. THIS DRAWING DOES NOT REPRESENT A FIELD VERIFIED TOPOGRAPHIC/PROPERTY BOUNDARY SURVEY.
4. DATA SOURCES FOR THIS CONCEPTUAL DRAWING INCLUDE INFORMATION EXTRAPOLATED FROM CITY OF CARLTON FUTURE STREET PLAN, GIS AND NOAA LIDAR TOPOGRAPHY.
5. AREAS, DIMENSIONS, EASEMENT LOCATIONS, AERIAL PHOTO FEATURES, ETC. ARE THEREFORE CONSIDERED APPROXIMATE.

CONCEPTUAL NEIGHBORHOOD CIRCULATION PLAN
10215 NE OLD McMinnville Highway
TAX LOT 1300 YAMHILL COUNTY TAX MAP 3 4 22
CARLTON, OREGON

PRELIMINARY

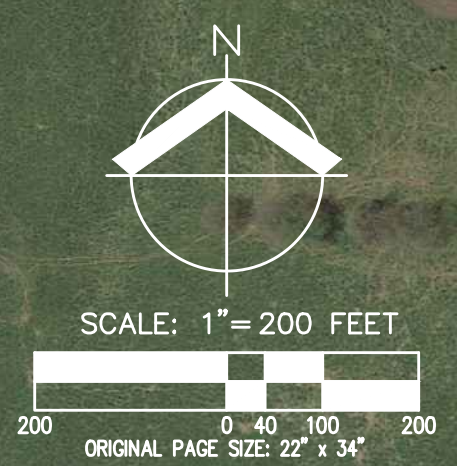
JOB NUMBER:	7395-01
DATE:	2/4/2020
DESIGNED BY:	AJD
DRAWN BY:	ETT
CHECKED BY:	MBH

PO-04



CITY ZONING DESIGNATIONS

	R-1		DD-RR
	R-2		MX
	R-3		PF
	CB		CI
	DD-WG		AH
	DD-MS		CI
	PLANNED R-2		PLANNED R-3



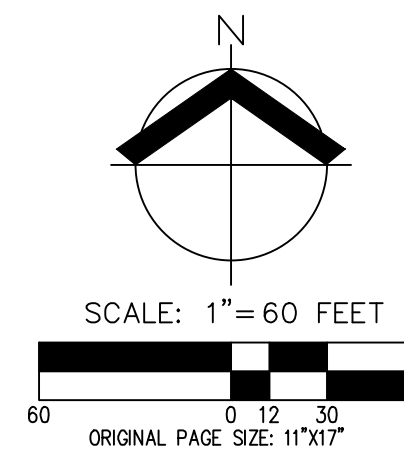
**ZONING MAP WITH AERIAL PHOTOGRAPH
 10215 NE OLD McMINNVILLE HIGHWAY
 TAX LOT 1300 YAMHILL COUNTY TAX MAP 3 4 22
 CARLTON, OREGON**

PRELIMINARY

JOB NUMBER:	7395-01
DATE:	2/4/2020
DESIGNED BY:	AJD
DRAWN BY:	ETT
CHECKED BY:	MBH

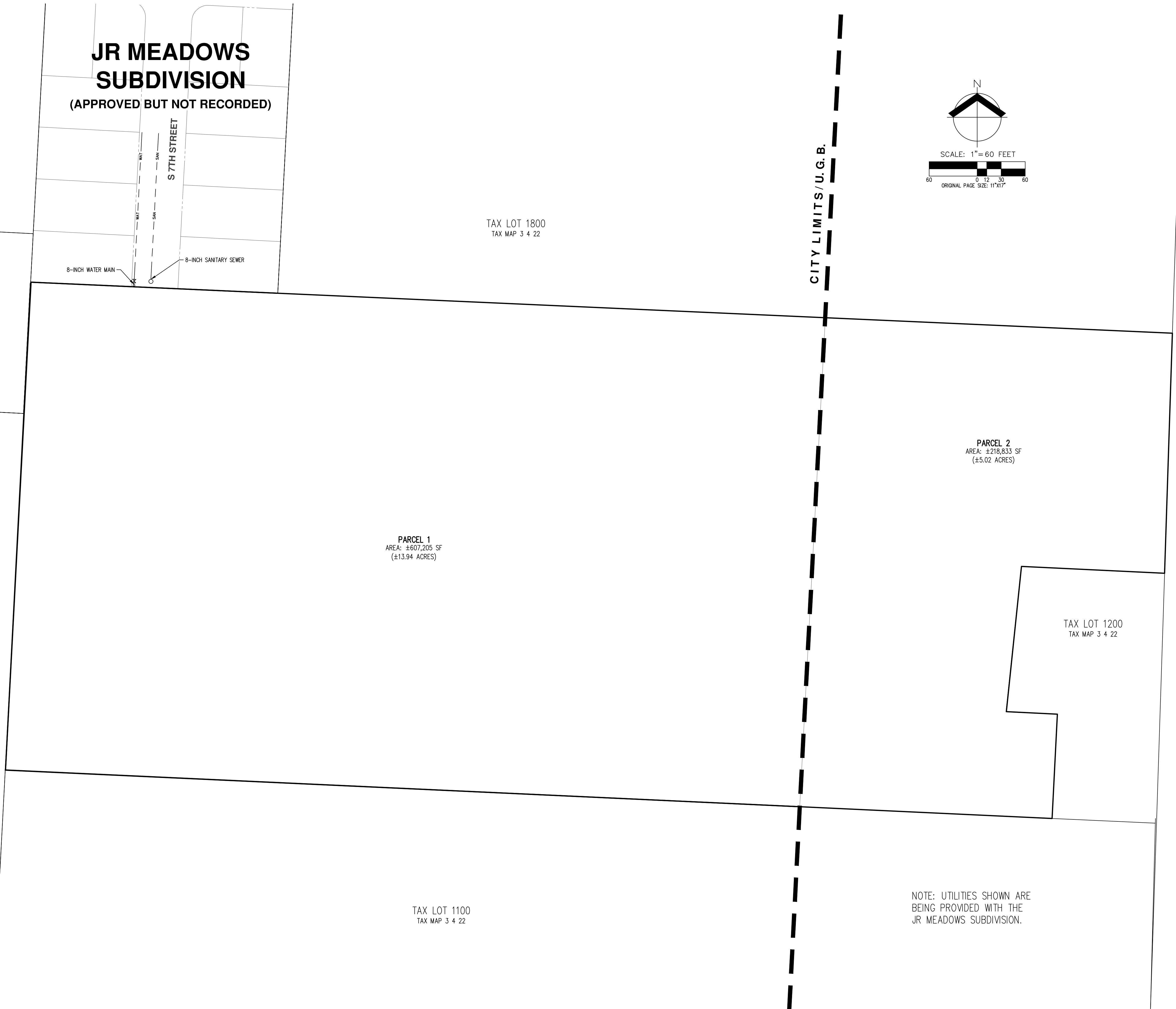
PO-05

**JR MEADOWS
 SUBDIVISION**
 (APPROVED BUT NOT RECORDED)



CITY LIMITS / U.G.B.

NE OLD McMINNVILLE HIGHWAY



TAX LOT 3300
TAX MAP 3 4 22CB

TAX LOT 100
TAX MAP 3 4 22CC

TAX LOT 1800
TAX MAP 3 4 22

PARCEL 1
AREA: ±607,205 SF
(±13.94 ACRES)

PARCEL 2
AREA: ±218,833 SF
(±5.02 ACRES)

TAX LOT 1200
TAX MAP 3 4 22

TAX LOT 1900
TAX MAP 3 4 22

TAX LOT 1200
TAX MAP 3 4 22CC

TAX LOT 1100
TAX MAP 3 4 22

NOTE: UTILITIES SHOWN ARE
BEING PROVIDED WITH THE
JR MEADOWS SUBDIVISION.

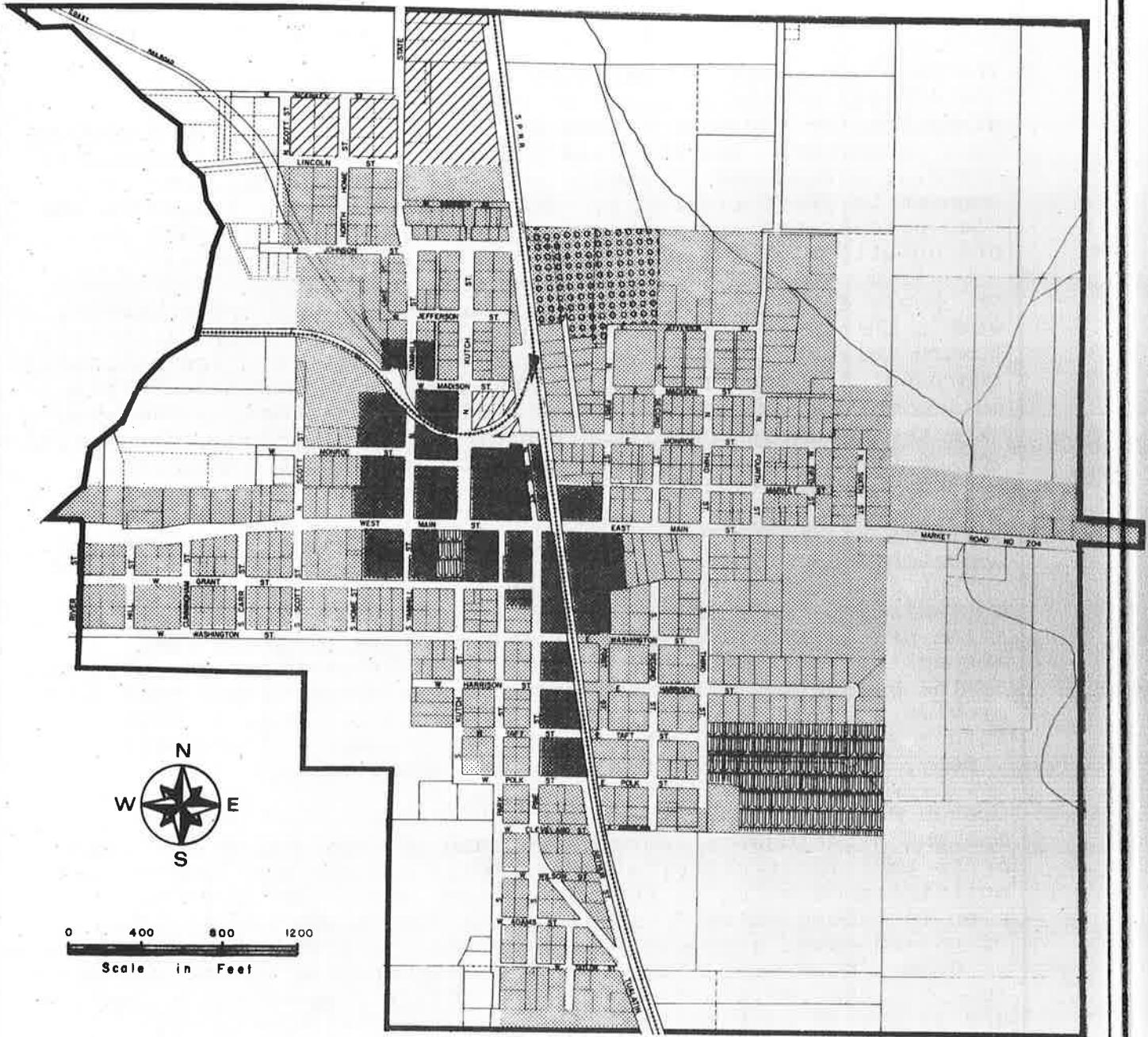
**PRELIMINARY UTILITY PLAN
 10215 NE OLD McMINNVILLE HIGHWAY
 TAX LOT 1300 YAMHILL COUNTY TAX MAP 3 4 22
 CARLTON, OREGON**

PRELIMINARY

JOB NUMBER:	7395-01
DATE:	2/11/2020
DESIGNED BY:	AJD
DRAWN BY:	ETT
CHECKED BY:	MBH

PO-07

CARLTON



June 1981

COMPREHENSIVE PLAN MAP,

- | | | | |
|--|-------------------------|--|---|
| | Residential | | Industrial |
| | Mobile Home Residential | | Public Facility |
| | Commercial | | Agricultural Holding/
Future Residential |



- LEGEND**
- 1:800 STREET ADDRESS
 - CITY LIMITS LINE
 - U.G.B. LINE
 - ZONE BOUNDARY LINE
- TOWNSHIP 3 SOUTH, RANGE 4 WEST, W.M.**
- CITY ZONE DESIGNATIONS**
- R1 RESIDENTIAL LOW DENSITY
 - R2 RESIDENTIAL MEDIUM DENSITY
 - R3 RESIDENTIAL MEDIUM HIGH DENSITY
 - MH MANUFACTURED HOME
 - DD-WG DOWNTOWN DISTRICT (WINERY/GALLERY SUBDISTRICT)
 - DD-MS DOWNTOWN DISTRICT (MAIN STREET SUBDISTRICT)
 - DD-RR DOWNTOWN DISTRICT (RAILROAD SUBDISTRICT)
 - CB COMMERCIAL BUSINESS
 - CI COMMERCIAL INDUSTRIAL
 - GI GENERAL INDUSTRIAL
 - PF PUBLIC FACILITY
 - AH AGRICULTURAL HOLDING
 - MX MIXED DENSITY RESIDENTIAL
 - FP FLOOD PLAIN MANAGEMENT
- ZONING INDICATED INCLUDES ALL PARCELS WITHIN THE ZONE BOUNDARIES SHOWN REGARDLESS OF WHETHER OR NOT EACH PARCEL IS LABELED.

FLOOD PLAIN INFORMATION

PANEL # _____

DATE _____



CITY OF CAROLINA, ONYX

ZONING & ADDRESS MAP

SHEET 1 of 1

JOB NUMBER 2674.1013.0

SCALE: 1" = 200'

MAP UPDATED: 1-3-2013

WESTCOAST ENGINEERING, INC.
10111 W. 10th Ave., Suite 100, Denver, CO 80202
Tel: 303.751.1100 Fax: 303.751.1101
www.westcoasteng.com



Wetland Land Use Notice Response

Response Page

Department of State Lands (DSL) WN#*

WN2020-0265

Responsible Jurisdiction

Staff Contact	Jurisdiction Type	Municipality
Aimee Amerson	City	Carlton
Local case file #	County	
PAR 2020-02	Yamhill	

Activity Location

Township	Range	Section	QQ section	Tax Lot(s)
03S	04W	22		1300

Street Address

10215 NE Old McMinnville Hwy

Address Line 2

City

Carlton

Postal / Zip Code

97111

State / Province / Region

OR

Country

Yamhill

Latitude

45.288748

Longitude

-123.166946

Wetland/Waterway/Other Water Features

- There are/may be wetlands, waterways or other water features on the property that are subject to the State Removal-Fill Law based upon a review of wetland maps, the county soil survey and other available information.
- The National Wetlands Inventory shows wetland, waterway or other water features on the property
- The county soil survey shows hydric (wet) soils on the property. Hydric soils indicate that there may be wetlands.

Your Activity

- An onsite inspection by a qualified wetland consultant is recommended prior to site development to determine if the site has wetlands or other waters that may be regulated. The determination or delineation report should be submitted to DSL for review and approval. Approved maps will have a DSL stamp with approval date and expiration date.

Applicable Oregon Removal-Fill Permit Requirement(s)

- A state permit is required for 50 cubic yards or more of fill removal or other ground alteration in wetlands, below ordinary high water of waterways, within other waters of the state, or below highest measured tide.

Closing Information

Additional Comments

A state permit is not required for a partition. However, prior to further engineering development, it is recommended that the applicant submit the informal wetland delineation boundaries they have included as part of the site development plan prepared by AKS, to the DSL for formal review and approval per OAR 141-090-0035. Prior to this, it is advised that the applicant and local planning departments view the wetland boundaries currently shown as preliminary and subject to change. At the time of subdivision development, state and federal permits may be required if wetland impacts are proposed. The subdivision platting currently shown (but not yet submitted for formal review) appears that it will create lots that pose future development problems due to wetland presence. If the applicant has any questions about wetland permitting and how to best demonstrate avoidance and minimization of wetland impacts, please contact Mike DeBlasi at 503-986-5226.

This is a preliminary jurisdictional determination and is advisory only.

This report is for the State Removal-Fill law only. City or County permits may be required for the proposed activity.

Contact Information

- For information on permitting, use of a state-owned water, wetland determination or delineation report requirements please contact the respective DSL Aquatic Resource, Proprietary or Jurisdiction Coordinator for the site county. The current list is found at: <http://www.oregon.gov/dsl/ww/pages/wwstaff.aspx>
- The current Removal-Fill permit and/or Wetland Delineation report fee schedule is found at: <https://www.oregon.gov/dsl/WW/Documents/Removal-FillFees.pdf>

Response Date

5/5/2020

Response by:

Daniel Evans

Response Phone:

503-986-5271

ORDINANCE NO. 2020-727

AN ORDINANCE RE-ZONING CERTAIN PROPERTY LOCATED WITHIN THE CITY LIMITS OF THE CITY OF CARLTON

WHEREAS, TJA, LLC, an Oregon limited liability company, (“Applicant”) is the potential owner under contract to purchase the tract of land consisting of property described on Exhibit A attached hereto; and

WHEREAS, Carlton Municipal Code Sections Chapters 17.48 AH, 17.24 R-2 Zone, 17.28 R-3 Zone; 17.180 Zone Change; and 17.196 - 200 Public Hearings authorize the City to undertake and complete zoning proceedings to amend city zoning designations for a parcel or parcels; and

WHEREAS, the Applicant has applied for a Comprehensive Plan and Zone Map change from Agricultural Holding for 11.97 acres to Medium Density Residential, R-2 and for 1.97 acres to Medium High Density Residential, R-3 to allow for future housing on a Tax Lot R3422-1300 located on the south side of Main Street; and

WHEREAS, the City Recorder of the City of Carlton, Oregon, caused notice of a public hearing on such zoning request to be published as required by city ordinance. In addition, written notice of the requested zoning request was mailed to effected owners of property as required by city ordinance, and posted within the City of Carlton. Proof of publication and written notice is on file at City Hall; and

WHEREAS, said public hearing was held on the 18th day of May, 2020, before the Carlton Planning Commission in the City Council Chambers of the City of Carlton, Oregon, at which time all interested persons thus appearing were invited to be heard on the question of such zoning request; and

WHEREAS, the Planning Commission, being fully informed about said request, found by a majority vote that said change did conform with the review criteria listed in the municipal code based on the material submitted by the applicant and findings of fact and the conclusionary findings for approval contained in the staff report, all of which are on file in City Hall and that the zoning request was consistent with the Comprehensive Plan; and

WHEREAS, the Planning Commission recommended that the Council approve the proposed Comp Plan Amendment from Agricultural Holding AH to Residential, and applying a zone designation of Residential Medium-Density R-2 (for 11.97) acres and Residential Medium-High R-3 (for 1.97 acres) for Applicant’s property; and

WHEREAS, subsequently, the City Council scheduled a public hearing and such public hearing was held on July 7, 2020, in the American Legion Hall in the City of Carlton. Notice of said hearing was given by written notice to affected property owners and to the general public by legal notice in the News Register, a newspaper of general circulation in the City of Carlton, published as required by city ordinance prior to the day of the hearing all as appears from the proof of publication on file in the Recorder’s office, and the Recorder caused the notice to be posted in public places in the City; and

WHEREAS, the Carlton City Council conducted the scheduled hearing at the time and date specified above in accordance with the standards adopted in the Carlton Municipal Code. The testimony of the proponents and opponents was received and, in addition, the record generated by the Carlton Planning Commission were duly incorporated into the record and was considered by the Council; and

WHEREAS, the Carlton City Council adopts the findings and conclusions set forth on Exhibit A attached hereto.

NOW THEREFORE THE CITY OF CARLTON ORDAINS AS FOLLOWS:

SECTION 1. That inasmuch as the owner of the area and territory described and designated herein has requested a Comprehensive Plan Map and zoning designation change from Agricultural Holding to Residential Medium Density R-2 for 11.97 acres and Residential Medium-High Density R-3 for 1.97 acres be applied to the area and territory described on Exhibit A, and based on the findings set forth in the city staff report on Exhibit A attached hereto, the Comprehensive Plan Map and the zoning designation for the Applicant's property are hereby amended to and established as Residential Medium Density, R-2 District as to 11.97 acres and to Residential Medium-High Density, R-3 District as to 1.97 acres as described and delineated on Exhibit A attached hereto.

ADOPTED by the City Council of the City of Carlton, Oregon, on _____, 2020 by the following votes:

AYES:

NAYS:

ABSENT:

ABSTAIN:

APPROVED and signed by the Mayor on _____, 2020.

Brian Rake, Mayor

ATTEST: _____
City Recorder

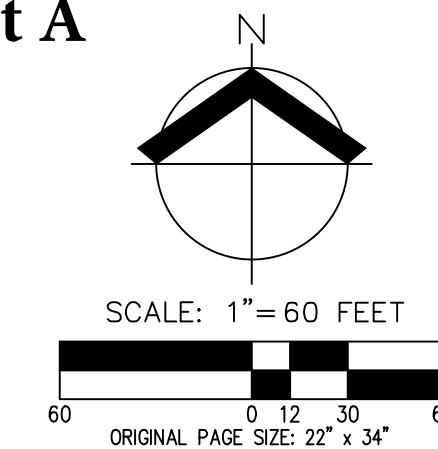
ZONING EXHIBIT
10215 NE OLD MCMINNVILLE HIGHWAY
TAX LOT 1300 YAMHILL COUNTY TAX MAP 3 4 22
CARLTON, OREGON

PRELIMINARY

JOB NUMBER: 7395-01
 DATE: 2/4/2020
 DESIGNED BY: AJD
 DRAWN BY: ETT
 CHECKED BY: MBH

PO-03

Exhibit A



June 18, 2020

Felix Madrid
1000 E. Main Street
Carlton, Oregon 97111

Re: From the City of Carlton Planning Commission Staff Report; Comprehensive Plan Map and Zone Change Amendment City File #CPA.ZC 2020-01 and, Land Partition City File #PAR2020-02 (referred to as “The Application”). NOTE: Even though neither of these files are petitions for development, a provisional plan, provided, I’m sure, in an effort to comply with the City’s requirement to submit a development plan when applying for a zoning change, is explicit about the nature and scope of development on the City lot created by the partition.

What follows is commentary on The Application, detailing how it does not support or conform to the City’s Comprehensive Plan, as well as other concerns to substantiate and justify a recommendation to deny the Zone Change.

The applicant (TJA, LLC) first requests a land division to separate the land inside Carlton city limits from the portion of the lot that is in the county, and then requests Comprehensive Plan and Zone change for the 13.94 acre parcel that is within the City limits, from Ag. Holding to R-2 (medium density residential) on c. 11.97 acres of this lot, and R-3 (medium high density residential). The applicant has proposed a tentative conceptual plan for development of 56 single family dwellings and 22 or more multi-family dwellings.

The Document claims that a maximum 77-182 unit development could be built if the zone change is approved.

1. **PROBLEMS WITH FLOODING** From the Comprehensive Plan (and included in the Application): “Development shall avoid locating in areas which are subject to, and/or generate adverse environmental impacts.” The FEMA FIRM flood hazard area crosses the parcel in the upper right-hand corner denoting the Hawn Creek 100-year floodplain. There are four wetlands and drainage streams in the northeast, southwest and northwest corners of the site. Hawn Creek, the Hawn Creek Floodplain and these wetland areas pose significant problems for development in this area. This development, if implemented would increase flooding at the site and upstream along Hawn Creek, adversely affecting these properties and creating potential for liabilities resulting from this development which have not been explored or detailed in the Application.

Clearly, although development plans for the two lots that would be created by the land division have not been submitted, the intent is to build homes on the lot(s). Large amounts of fill will need to be brought into the site to ensure minimum elevations for site development. This will significantly affect the capacity of the wetlands to accept storm waters and to buffer floods, and will increase the height of flood waters from Hawn Creek at and upstream of the development site.

Given the widely understood consensus in the scientific community that, due to climate change, severity of storm events has increased and will continue to increase, it is reasonable to assume that the area given to the FEMA 100 year Floodplain is likely to be an underestimate. This is consistent with (from the Application) Division of State Lands (DSL) advice to the applicant and local planning departments, to view the wetland boundaries currently shown as preliminary, subject to change.

2. PROBLEMS WITH SATISFACTION OF HOUSING GOALS

The Application’s Conclusion Summary states that: The conceptual development plan provides a MOSTLY single-family housing option (emphasis mine). But, (from the Application) the applicant is offering a plan to build ONLY new single family dwellings on this 11.97 acre R-2 portion

(emphasis mine). This runs counter to the City's housing target goal of assuring that 25% of dwellings are multi family units. The City should mandate a plan that moves in this direction, towards the satisfaction of its housing goals. From the Application, as of 2019, over 97% of the homes in Carlton are single family.

(From the Application) "The City Housing Needs Analysis in the Comprehensive Plan (2007) projected a population of 2,379 by 2027, and a need for 233 additional dwellings units, or a total of 906 dwelling units. Now, the City's 2019 population is 2,239 and there are a total of 932 dwellings including 27 apartments, exceeding the projected need for single family homes seven years before the 2027 projected need, while also decreasing the percentage of lower cost housing units."

Taking into account the c. 55 new single family homes that are to be built in JR Meadows it is clear that Carlton is well ahead of the projected needs for single family homes.

(From the Application) "The City finds the proposed zone change on the 11.97-acre parcel will result in only single family homes on the R-2 portion."

Why is the City greenlighting development that will provide more single family homes, which the City has projected it does not need?

The portion of the development that is slated for R3 is situated in the Hawn Creek flood plain, which means that it is likely to have problems and may well be sacrificed, so the applicant can look good while denying the City the promised multifamily housing. If the City is interested in moving towards satisfaction of its Housing Goals, assuring that 25% of dwellings are multifamily units, it will need to deny this application, as it will only result in more single family homes.

There is no analysis in the Application to reflect the impact on housing needs in Carlton that may have changed or will change as a result of the economic impact of Covid-19 and the recession and/or depression resulting from this. Given the economic impacts we are experiencing, with unemployment levels

not seen since the 1920's it may be worth to consider these impacts on housing needs.

3. PROBLEMS WITH SATISFACTION OF RECREATION & NATURAL RESOURCE POLICIES

According to the Application, the City Council is considering adoption of a draft City Park Plan update. A described purpose in the plan is “to identify current and future parks and recreation needs”, and to develop proposed parks and recreation facilities to meet future needs.” The Plan directs the City “to identify general areas where parks could be developed”. Further, it is city policy to “recognize the importance of Hawn Creek drainage area as a significant natural resource within the community, whereby the City encourages land in and around Hawn Creek floodplain as open space or future use as a pedestrian and bicycle trail”.

Although the conceptual development plan submitted indicates 56 single family units, the possibility for up to 182 units indicates a predisposition to develop the lots as densely as possible. This is in conflict with the stated City policy (from Application):

To provide adequate park land and recreational facilities for the citizens of the community.

The development of bicycle and pedestrian pathways should be examined as a potential recreational resource for the citizens of Carlton.

The City cannot satisfactorily resolve these contradictory design objectives, i.e., to densely fill in and develop a picturesque area of great natural beauty will not allow the same area to function as a significant natural resource within the community. In the Application, it is city policy to “recognize the importance of Hawn Creek drainage area function as a significant natural resource within the community.

4. PROBLEMS WITH SATISFACTION OF PUBLIC FACILITY AND SERVICES PLAN POLICIES

The Application states as City policy: To permit new developments only when all urban services become available including public water, sanitary sewers, storm drainage, solid waste collection, streets, parks and recreation and adequate police and fire protection. The City shall require new development to pay all costs of capitol development to that development.

The Application identifies current problems with Water Availability,* Sanitary Sewer Treatment Capacity, Sanitary Sewer Collection, and with the Hawn Creek Pump Station as being unable to handle more than their current capacity. Upgrades are planned but costs are not available in the Document nor is it clear that “new development” will pay for these upgrades (see 5. below)

From the Application it is clear that the CITY DOES NOT AT THE PRESENT TIME HAVE THE WATER CAPACITY, SEWAGE TREATMENT CAPACITY OR PUMPING CAPACITY TO SERVE THE ZONING PROPOSED. Because of this, the proposed zone change does not comply with Comprehensive Plan Policies.

Additionally, the traffic study (performed for 77 units) is not available for view/study. The statement in the Application that “the operations of the major intersections (7th St. at E Main St. and Pine St. at Polk St.) will be impacted, but the level of service is considered acceptable with no improvements to the intersections” indicates that there would be an impact to intersections that are already feeling the burden of additional traffic through Carlton and in the area. This “increased impact” is a burden that Carlton residents are expected to bear, but the cost of this burden is not detailed in the report. Also, and unfortunately, the transportation engineer was hired by the applicant which is (obviously) not a good idea. The City should independently hire an engineer to perform this study, not the applicant. The applicant hiring the engineer to perform the traffic study invalidates the traffic study.

* Notes on Water Capacity, Water Transport, Sewer and associated infrastructure, and costs of development.

In The Application there is a claim made as to Water Service - Capacity:

“The Water Master Plan indicates that there is sufficient water source and treatment”.

Unfortunately, a plan to have water is not the same as having water available, which is a requirement of the Carlton Comprehensive Plan for development.

Any Carlton resident knows we have water rationing in late summer, along with problems of turbidity. Let's add to this the effect that the 55 or more additional units in the JR Meadows subdivision will have on our water rationing issues. The truth is that we don't presently have the Water Capacity for this new development. The claimed availability of water is only seen in an engineers report that provides a model of water availability based on dredging the reservoir which provides Carlton with water, and, with the replacement of the pipeline from the reservoir to Carlton, along which path water loss is occurring. These projects will cost many millions (tens of millions, more?) of dollars. Do we have an actual price for this? Has a bid been accepted, by the City of Carlton for this work? Does the City of Carlton already have funds for this work in their bank account? Supposedly, there are federal or state monies that will come to our aid for this. But is this certain? Given the economic turmoil and the recession we're in, the Government may say that despite previous assurances they don't have the funds to help Carlton. What about McMinnville? McMinnville's water source may be part of the Master Water Plan. Apparently McMinnville has water to sell and is now in the process of contracting with the City of Lafayette to provide them with water for their new subdivision's water needs. But firstly, this water will have a price. What price? We don't know yet...and what if McMinnville finds out that, due to climate change or their own development, or for other reasons, that they don't have enough water to sell to Carlton?

Given all of these uncertainties wrt Future Water Capacity, and the fact that the City is at the limit of what it can offer its residents wrt present Water Capacity, is it reasonable to fast track a development that will significantly increase the demand on present Water Capacity?

In The Application, wrt Sewage Treatment Capacity: “The current wastewater treatment plant is at capacity with regard to load and flow during certain times of the year.” However, the Wastewater Facility Plan identified upgrades and the City has added them to the CIP and intends to improve the treatment plant in the near future. “With the improvements there will be sufficient capacity in the treatment system.” What are the costs of these improvements and who will pay for them? Will they cause increases in Carlton water and sewer charges? What about the increases in Water and Sewer charges that Carlton residents have endured, and accomodated in recent years. Are these monies being put towards the funding of these planned Water Projects? If not, why not?

The Application states that “the Hawn Creek Pump Station does not have the capacity to serve the zoning proposed” but also makes the claim that the City is in process of designing an upgrade to the pump station and that with the upgrade there will be sufficient capacity to meet the requirements of the proposed zone change. What will be the cost of this and who will pay for it?

5. PROBLEMS ASSOCIATED WITH EDUCATIONAL NEEDS IMPOSED BY THE NEW DEVELOPMENT

There is no mention in the application of the effect the development will have on the school system and its ability to handle the projected increase in students in the various schools resulting from the new development. New students as part of the new development will increase class size, not a welcome proposition, and one that does not favor educational goals that recognize that smaller class size leads to better educational outcomes. The developer should be required to pay for the improvements that will be necessary to maintain educational standards. Otherwise the City and its residents will have to suffer with decreased quality of education for our children or pay for the necessary upgrades via a school bond.

6. PROBLEMS WITH LIABILITIES IN THE NEW DEVELOPMENT

City Planner claimed at the May 18th Planning Commission meeting that this new development is pretty much the same as the JR Meadows, which is not the case. The JR Meadows development site, though it does have significant water moving across it in at least two locations, water flow which is now causing issues with infrastructure engineering and construction on that site, does not have anything like the same wetlands and floodplain that this new development has. These “site constraints” as they are identified in the application, will cause issues with development because of the significant water flow across large areas of the site for prolonged periods during the year. The issues will be inflooding and water seepage, like that experienced by some other Carlton residents in developments near Hawn Creek, but will probably be worse, because the site of the new development is lower lying still than on the north side of Main Street.

CONCLUSION

Let’s call it what it is...if there’s any doubt in your mind about this you can hear City Planner Carole Connell herself reveal the truth as she conflates “subdivision” with “zone change” during the Planning Commission meeting of May 18, at 0:14:50. They are one and the same thing. As the proposed development does not meet the requirements of the Comprehensive Plan, this application should be denied.

ADDENDUM

A thorough reading of the application CPA.ZC 2020-01 reveals that City Findings are deficient. City Planner should have observed, and stated in the Findings that the site in question offers resources and opportunities for the City that have not been considered in the application. These resources have only been identified as site constraints, which diminish these resources to the level of an obstruction to the application, and to the development which would ensue should the application be approved, which development would permanently destroy these resources for the residents of Carlton. I urge you

now to take this opportunity and manifest your interest in the greater good for Carlton, and consider the full range of possibilities for this unique parcel of land. There are many in Carlton that would be grateful for your action.

Sincerely,

Felix Madrid

06/22/2020

Statement on behalf of the Lawson Family

Regarding City File #CPA/ZC 2019-02 TJA, LLC

Lawson Family
11599 NE Finn Hill Loop
Carlton, OR 97111

We moved to Yamhill in 2007 into a brand-new subdivision. We moved out this way so that we could bring up and raise our family in a small town. After living in Yamhill for several years we purchased a small farm in Carlton in 2015. When we started living in the Yamhill/Carlton area we had no idea how much we would be blessed to call it home. The sense of community here is something like we have never seen.

We have watched our children grow and thrive and we truly believe it is because we chose to move them to a small town with big character. Over the years we have watched community members support the youth in the area in abundance. When we started our own business in 2017 it was one of our main goals to contribute to the youth of our area as well. As a local business owner and family, we believe in buying local and supporting local first. I think the same is true for many families in the area.

The brand-new home in a small town was what brought us out to this area. And we have only continued to grow and support the community since calling YC home. We believe that bringing another new development to Carlton can truly help grow our community. It means more locals supporting the local businesses and supporting the youth of our area as well.

We were blessed to get the opportunity to call YC home because of a new subdivision that had been built and we would like to see others get the same opportunity.

We are in favor of City File #CPA/ZC 2019-02 TJA, LLC .

Thank you,

Mike and Carrie Lawson



30 June 2020

City Council, City of Carlton
191 E Main St, Carlton, OR 97111

Regarding: City File#CPA/ZC 2019-02 TJA, LLC

Dear City Council Members:

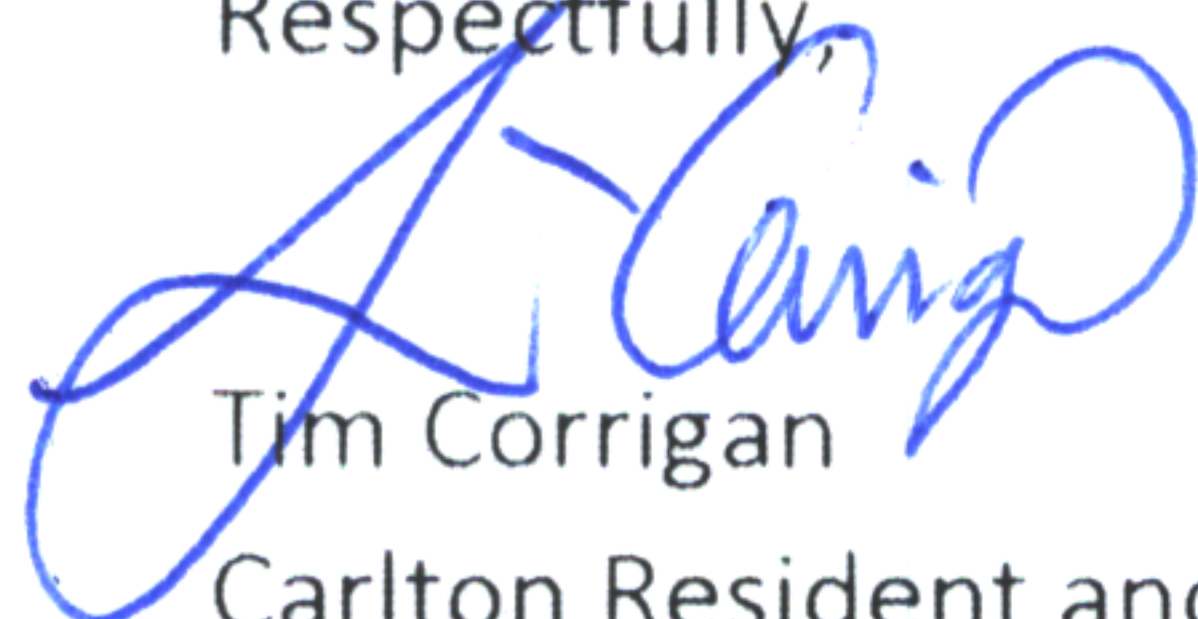
I would like to express my support for the proposed zone change from Agricultural Holding to Residential-Medium Density of R-2 (11.97 acres) and Residential-Medium High Density or R-3 (1.97), for the purpose of building new residential buildings. I think that the proposed zone change, and the subsequent development of associated land for residential use, will benefit both the Carlton community at large and the businesses established in Carlton.

Access to housing, particularly apartment dwellings, has been a challenge for people who would like to live in Carlton. I believe that there are many who would like to live in Carlton, but, due to limitations in the number of residential homes and apartments, have decided that residing in Carlton may not be feasible. In recent years, Carlton Crest, and other housing developments, have provided people with the opportunity to enjoy and participate in the Carlton community. I think that new members of the community benefit Carlton by expanding diversity, increasing local tax revenue, which may in turn increase the the feasibility of funding for projects that could benefit our town.

From the perspective of a local business owner, the proposed zone change is a welcome concept. The increase in City population which would result from an increase in residential space, would likely benefit businesses in Carlton which rely heavily upon local support. Many Carlton businesses have committed finances to establish and operate their businesses, and many businesses have come and gone as a result of the risk associated with building a financially feasible endeavor. Foot traffic in downtown Carlton would likely increase if the City of Carlton chooses to approve projects which promote growth, and the businesses of Carlton would likely benefit; on the other hand, if a choice is made to suppress, or curtail growth, such a decision may work to the detriment of both the community and local businesses.

I do not think that every proposed residential development project should be approved based solely upon the argument of fostering growth, as other considerations must be taken into account; however, if the City deems that sufficient infrastructure (ie., water, electricity, roads, etc.) exist to support the proposed new development, I would hope that this zone change request would be given due consideration. If the request is denied, perhaps a detailed explanation for denying the request should be made public, and the same rationale should be applied to future development projects to establish a framework from which development projects can be successfully planned.

Respectfully,



Tim Corrigan

Carlton Resident and Business Owner



May 15, 2020

Planning Commission
City of Carlton
191 E. Main Street
Carlton, OR 97111

RE: File No. CPA.ZC 2020-01

A Comprehensive Plan & Zone Map Amendment for 13.94 acres (Parcel 1) from Agricultural Holding AH to Residential – Medium Density R-2 (11.97 acres), and to Residential - Medium-High Density R-3 (1.97 acres)

To the Carleton Planning Commission

This letter is submitted jointly by Housing Land Advocates (HLA) and the Fair Housing Council of Oregon (FHCO). Both HLA and FHCO are non-profit organizations that advocate for land use policies and practices that ensure an adequate and appropriate supply of affordable housing for all Oregonians. FHCO's interest relate to a jurisdiction's obligation to affirmatively further fair housing.

We would like to commend the Planning Commission and staff for its excellent Goal 10 findings contained within the Staff report for CPA.ZC 2020-01. The findings provide detailed context regarding the progress the City is making towards satisfying its housing needs, and describes the affects the changes will have on the housing supply within the City. The document will serve the City well over the next 20 years to help meet its Goal 10 requirements.

Thank you for your consideration of our comments.

Sincerely,

A handwritten signature in cursive script that reads "Louise Dix".

Louise Dix
AFFH Specialist
Fair Housing Council of Oregon

Cc: Gordon Howard, DLCD

1221 SW Yamhill Street, Portland, Oregon 97205



To: The Mayor and Members of the City Council
From: Dennis Durham, City Manager
Subject: JR Meadows Rezoning Request
Date: July 1, 2020

Whenever development occurs in a community, it is important to consider all aspects and impacts of a potential development including the estimated financial impact to the City and other taxing jurisdictions. The following analysis is provided to show the projected impact on City, County and YCSD revenue deriving from JR Meadows Phase II.

JR Meadows Phase II Financial Analysis

Property Taxes

Estimated new annual tax revenue

\$3,548.08 (typical tax bill) x 62 new homes = **\$219,980 annually**

Breakdown by Taxing Jurisdiction

City of Carlton: \$75,302 per year

Yamhill County: \$31,197 per year

YC School District: \$81,517 per year

Carlton Fire: \$16,878 per year

Others: \$15,086 per year (Chemeketa CC, WR ESD, Chemeketa Library, Chemeketa Bond)

School District ADM Allotment (\$8,988 per child)

Assuming 75% of households are families with children and average number of children per family household is 1.24 children (source: 2010 U.S. Census Data).

46.50 households x 1.24 children = 57.66 new school enrollments

57.66 x \$8,988 per child ADM = **\$518,248 new school revenue per year**

SDC Fees

FY20/21 SDC fees = \$24,697

\$24,697 x 62 homes = **\$1,447,700**

Utility User Fees

Combined average utility bill (\$151.18 per month)

\$151.18 x 62 homes = \$9,373.16 monthly or **\$112,478 annually**

Disclaimer: This analysis was developed using averages and are dependent upon actual home values when built out, as well as average utility service consumption.

This facility is ADA accessible.

If you need special accommodation please contact the City Recorder at 503.852.7575 at least 24 hours prior to this meeting.



To: The Mayor and Members of the City Council
From: Aimee Amerson, Community and Economic Development Coordinator
Subject: Transportation and Growth Management Program Grant Application
Date: June 23, 2020

RECOMMENDATION

Staff recommends that City Council approve and authorize the Mayor to sign the attached resolution authorizing an application to the Transportation and Growth Management Program.

BACKGROUND

The Transportation and Growth Management Program (TGM) is the joint effort of the Oregon Department of Transportation (ODOT) and the Oregon Department of Land Conservation and Development (DLCD). The TGM works with local governments and stakeholders to provide transportation choices, create communities, support economic vitality and growth, save public and private costs and promote environmental stewardship through this Grant program.

The project being proposed is updating our current Carlton Transportation Plan. Our current plan was last updated in 2009, making it 11 years old. For example, our current plan does not include the Yamhelas Trail or other pedestrian or bicycle pathways.

The City budget has funds earmarked for this type of project and will be used for the required 12% match. The estimated project cost is \$75,000. The City would contribute \$9,000.

ALTERNATIVES

1. Do not approve and do not submit TGM grant application.

FISCAL IMPACT

This application category has a \$75,000 maximum limit and a local match requirement of 12%. Funding has been budgeted to come from the Capital Improvement Fund.

EXHIBIT

None.



**IN THE CITY OF CARLTON
YAMHILL COUNTY, OREGON**

RESOLUTION NO. 2020-300

) IN THE MATTER OF AUTHORIZING THE
) THE CITY OF CARLTON TO APPLY FOR A TRANSPORTATION AND
) GROWTH MANAGEMENT PROGRAM FROM THE OREGON
) DEPARTMENT OF TRANSPORTATION TO FUND
) AN UPDATE TO THE CARLTON TRANSPORTATION PLAN (TSP)
) AND DELEGATING AUTHORITY TO
) THE MAYOR TO SIGN THE APPLICATION.

WHEREAS, the Oregon Department of Transportation is accepting applications for the Transportation and Growth Program; and

WHEREAS, the City of Carlton desires to participate in this grant program to the greatest extent possible as a means to update the City of Carlton Transportation Plan; and

WHEREAS, the City Council has adopted a Transportation Plan that identifies projects and street improvement projects within the City of Carlton and the Capital Improvement Program; and

WHEREAS, many of the projects and street improvements identified in the Transportation Plan within the City of Carlton have been completed and to update and/or maintain safe methods of travel for the Carlton citizens and visitors, new projects and improvements need to be identified; and

WHEREAS, the benefits of the proposed program will result in the updating the Carlton Transportation Plan; and

WHEREAS, the applicant will provide matching required funding should the grant funds be awarded; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS FOLLOWS:

Section 1: The City Council demonstrates its support for the submittal of a grant application to Transportation and Growth Management Program to update the City of Carlton Transportation Plan.

Section 2: This Resolution shall be effective following its adoption by the City Council.

Passed by the City Council this day of _____ 2020.

ATTEST:

Brian Rake, Mayor

Christy Martinez, City Recorder



To: The Mayor and Members of the City Council
From: Dennis Durham, City Manager
Subject: Sale of 156 East Monroe Street property
Date: December 23, 2019

Background

The City Council authorized the sale of the rental property located at 156 E. Monroe on March 5, 2019. The City advertised the property for sale and solicited bids for the property. The City received two bids, both well below the City's desired minimum sale price of \$400,000. On July 2, 2019 I notified the Council of the bid results and our intention to list the property for sale at \$385,000. The City immediately received interest from Quinby Construction, LLC. After much work reviewing proposals, analyzing infrastructure needs, fire protection requirements, water flow in the area of the property, and other land use issues, Quinby submitted a proposal for an aggressive development of the property that focuses on offering an affordable housing option in the Carlton market.

156 E. Monroe Proposal

Quinby Construction is proposing the purchase of the property to build six new housing units to be priced at around \$325,000 each. The proposal includes:

- Property purchase price of \$310,000.
- Demolition of the existing residential structure.
- Partition property to create six separate tax lots.
- Development of 1st Street to modern standards.
- Create six new tax generating parcels (approximately \$20,400 annually).
- Construct new curb and gutter, sidewalks, half-street and storm water infrastructure (approximate investment of \$55,000).
- Pay System Development Charges of \$144,000.

The project is aimed at offering a lower price-point housing option (\$315,000 to \$335,000).

Fiscal Impact

Total value of the project proposal is estimated to be \$529,400 (purchase price, infrastructure improvement, SDC payments and first year taxes). This is \$140,400 more than if the property was sold to a single buyer to continue as is. The development will generate an estimated \$191,000 in new tax revenue over the next ten years.

Exhibit

1. Quinby Construction LLC Proposal

This facility is ADA accessible.

If you need special accommodation please contact the City Recorder at 503.852.7575 at least 24 hours prior to this meeting.

SELLER:

City of Carlton, Oregon

By: _____

Title: Mayor

Dated: _____, __, 2020

Attest:

By: _____

City Recorder

BUYER:

Quinby Construction LLC, an Oregon limited liability company

By: 

Name: Jeremy Quinby

Title: Owner

Dated: JUNE, 22, 2020

19.3 Disclaimer as to Advice. BUYER ACKNOWLEDGES AND AGREES THAT NEITHER SELLER NOR ANY AGENT OR REPRESENTATIVE OF SELLER HAS ACTED AS AN INVESTMENT, LEGAL, TAX OR FINANCIAL ADVISER TO BUYER IN ANY RESPECT OR OTHERWISE PROVIDED BUYER WITH ANY INVESTMENT, LEGAL, TAX, OR FINANCIAL ADVICE OF ANY NATURE WHATSOEVER.

19.4 Survival. THE TERMS AND CONDITIONS OF THIS SECTION 19 SHALL SURVIVE CLOSING.

20. Entire Agreement. This Agreement sets forth the entire understanding of the parties with respect to the purchase and sale of the Property. This Agreement supersedes any and all prior negotiations, discussions, agreements, and understandings between the parties. This Agreement may not be modified or amended except by a written agreement executed by both parties.

21. Applicable Law. This Agreement will be construed, applied, and enforced in accordance with the laws of the state of Oregon.

22. Statutory Warning. "THE PROPERTY DESCRIBED IN THIS INSTRUMENT MAY NOT BE WITHIN A FIRE PROTECTION DISTRICT PROTECTING STRUCTURES. THE PROPERTY IS SUBJECT TO LAND USE LAWS AND REGULATIONS THAT, IN FARM OR FOREST ZONES, MAY NOT AUTHORIZE CONSTRUCTION OR SITING OF A RESIDENCE AND THAT LIMIT LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930 (Definitions for ORS 30.930 to 30.947), IN ALL ZONES. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300 (Definitions for ORS 195.300 to 195.336), 195.301 (Legislative findings) AND 195.305 (Compensation for restriction of use of real property due to land use regulation) TO 195.336 (Compensation and Conservation Fund) AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 (Definitions for ORS 92.010 to 92.192) OR 215.010 (Definitions), TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO VERIFY THE EXISTENCE OF FIRE PROTECTION FOR STRUCTURES AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300 (Definitions for ORS 195.300 to 195.336), 195.301 (Legislative findings) AND 195.305 (Compensation for restriction of use of real property due to land use regulation) TO 195.336 (Compensation and Conservation Fund) AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010."

assign this Agreement to a Limited Liability Company wholly owned by Buyer, and provided further, however, that Buyer shall not be released from liability for this Agreement by virtue of such assignment

15. Remedies. TIME IS OF THE ESSENCE REGARDING THIS AGREEMENT. If the conditions described in Section 6 above are satisfied or waived by Buyer and the transaction does not thereafter close, through no fault of Seller, before the close of business on the Closing Date, Seller will have the right to retain all earnest money as liquidated damages. If Seller fails to deliver the deed described in Section 7 above on the Closing Date or otherwise fails to consummate this transaction through no fault of Buyer, all earnest money, if any, must be refunded to Buyer as Buyer's sole remedy.

16. Attorney Fees. If an action is instituted to enforce or interpret any term of this Agreement, the prevailing party will recover from the losing party reasonable attorney fees incurred in the action as set by the trial court or arbitrators, as the case may be, and, in the event of appeal, as set by the appellate courts.

17. Real Estate Broker. There is no real estate broker in connection with this transaction.

18. Notices. All notices and communications in connection with this Agreement must be given in writing and will be transmitted by certified or registered mail, return receipt requested, to the appropriate party at the address first set forth above. Any notice so transmitted will be deemed effective on the date it is placed in the United States mail, postage prepaid. Either party may, by written notice, designate a different address for purposes of this Agreement.

19. As Is Purchase, Waivers and Disclaimer.

19.1 Reliance by Buyer; AS IS. BUYER EXPRESSLY ACKNOWLEDGES AND AGREES THAT EXCEPT FOR THOSE REPRESENTATIONS SET FORTH IN SECTION 13. ABOVE, OR SELLER'S OTHER REPRESENTATIONS AS TO SELLER'S LEGAL TITLE TO THE PROPERTY, BUYER HAS NOT RELIED ON ANY WARRANTIES, PROMISES, UNDERSTANDINGS OR REPRESENTATIONS, EXPRESS OR IMPLIED, ORAL OR WRITTEN, OF ANY SELLER PARTY RELATING TO THE PROPERTY OR ANY PROPERTY CONDITION, AND THAT BUYER IS ACQUIRING THE PROPERTY IN ITS PRESENT CONDITION AND STATE OF REPAIR, "AS IS" AND "WHERE IS," WITH ALL DEFECTS AND LIABILITIES, LATENT OR APPARENT, INCLUDING THE PRESENCE OF HAZARDOUS MATERIALS IN, ON, UNDER OR MIGRATING TO THE PROPERTY. SELLER SHALL CONVEY TITLE TO THE PROPERTY TO BUYER, AND BUYER SHALL ACCEPT TITLE TO THE PROPERTY, AT CLOSING, IN "AS IS, WHERE IS" CONDITION.

19.2 Buyer Waivers. SUBJECT TO THE INSPECTION RIGHTS AND BUYER'S RIGHT TO TERMINATE THIS TRANSACTION SET FORTH IN THIS AGREEMENT BUYER HEREBY WAIVES ANY AND ALL OBJECTIONS TO, COMPLAINTS ABOUT, OR CLAIMS AGAINST SELLER REGARDING THE PROPERTY AND THE PROPERTY CONDITIONS. BUYER FURTHER ASSUMES THE RISK OF CHANGES IN ENVIRONMENTAL LAWS AS THEY MAY RELATE TO PAST, PRESENT, OR FUTURE ENVIRONMENTAL CONDITIONS AT OR ABOUT THE PROPERTY, AS WELL AS THE RISK THAT ADVERSE PHYSICAL CHARACTERISTICS AND CONDITIONS, INCLUDING THE PRESENCE OF HAZARDOUS MATERIALS, MAY NOT HAVE BEEN REVEALED BY ITS INVESTIGATIONS. BUYER WAIVES RECEIPT OF A SELLER DISCLOSURE FORM RELATING TO THE PROPERTY.

reservations in federal patents, and the Permitted Exceptions. This deed is to be deposited with the escrow agent.

8. Title Insurance. Within 15 days after closing, Seller shall furnish Buyer, at Seller's cost, with a First American Title Company standard ALTA owner's policy of title insurance in the amount of the purchase price, insuring Buyer as the owner of the Property subject only to the usual printed exceptions and the Permitted Exceptions.

9. Taxes; Prorates. Real property taxes for the current tax year, insurance premiums (if Buyer assumes the existing policy), and other usual items shall be prorated as of the Closing Date.

10. Possession. Buyer will be entitled to possession immediately on closing.

11. Property Included. The property consists of the Property and all rights, privileges and appurtenances thereto.

12. Personal Property. The following personal property is included as part of the Property being sold to Buyer: None.

13. Seller's Representations. Seller represents to Buyer:

13.1 There is no lien or special assessment, other than for non-delinquent ad valorem taxes, pending or, to the best of Seller's knowledge, threatened against the Property by any governmental authority.

13.2 Seller has received no written notice from any governmental agency of any violation of any statute, law, ordinance, or deed restriction, rule, or regulation with respect to the Property.

13.3 Seller is not a *foreign person* as that term is defined in IRC §1445(f)(3). On the Closing Date, Seller will, if requested, execute and deliver to Buyer a certification of non-foreign status on a form required by the IRS.

13.4 Seller has the requisite power and authority to execute, deliver, and perform its obligations under this Agreement and has obtained all necessary approvals and consents to Seller's execution, delivery and performance under this Agreement. Subject to formal approval of the City Council of Seller, this Agreement has been duly executed and delivered by Seller and is a valid and binding obligation of Seller, enforceable against Seller in accordance with its terms.

13.5 The execution, delivery, and performance of this Agreement by Seller will not conflict with or breach any law, regulation, judgment, order, decree, writ, injunction, contract, agreement or instrument to which Seller is bound or subject; and Seller has obtained any consent, approval, authorization or order of any court or governmental agency or body required for the execution, delivery and performance of Seller thereby.

All representations contained in this Agreement will survive closing and the conveyance of the Property to Buyer for a period of one year.

14. Binding Effect/Assignment Restricted. This Agreement is binding on and will inure to the benefit of Seller, Buyer, and their respective heirs, legal representatives, successors, and assigns. Nevertheless, Buyer will not assign its rights under this Agreement, provided, however, that Buyer may

restrictions, taxes that are not yet paid for the current tax year, and reservations in federal patents and state deeds will be deemed Permitted Exceptions. If Buyer notifies Seller in writing of disapproval of any exceptions, Seller will have 15 days after receiving the disapproval notice to either cause the Title Company to remove the exceptions from the Title Report or provide Buyer with reasonable assurances of the manner in which the exceptions will be removed before the transaction closes (the "Seller Assurance Period"). If Seller does not remove all exceptions objected to by Buyer or provide Buyer with such assurances with respect to all exceptions objected to by Buyer, Buyer may terminate this Agreement by written notice to Seller given within 15 days after expiration of the Seller Assurance Period, in which event this Agreement will be of no further binding effect. If Seller agrees to remove any exceptions prior to closing, Buyer's obligation to close shall be contingent upon such exceptions being removed prior to closing.

6. Conditions to Closing

6.1 Buyer's obligation to purchase the Property and Seller's obligation to sell the Property are contingent on satisfaction or waiver by the applicable party of each of the following conditions:

6.1.1 Buyer's approval, in its sole and absolute discretion, of its physical inspection of the Property. Buyer will have until the date of closing to complete Buyer's physical inspection of the Property. However, if Buyer wishes to conduct any invasive testing on any portion of the Property or any sampling of soils or other elements of the Property for any purposes, advance consent from the Seller will first be sought and obtained.

6.1.2 Buyer's receipt, approval and verification, to Buyer's satisfaction in Buyer's sole and absolute discretion, of any land use requirements and approvals with respect to the Property or other property owned by Buyer or Buyer's affiliate(s) in the proximity of the Property, including; the partition of the property into six tax lots, half-street development of 1st street adjacent to the Property to current standards, construction of new curb and gutter, sidewalk, storm drainage improvements and the lapse of all lot line approval appeal deadlines without any appeal being filed.

6.1.3 Buyer and Seller both approving and entering into a Development Agreement relating to the property and Buyer's obligation to make required public improvements relating to the property development.

6.2 Buyer and its agents shall have full access to the Property for the purpose of conducting Buyer's inspections. Buyer agrees to indemnify and hold Seller harmless from all loss, damage, or liability caused as a result of Buyer or Buyer's agents' access to the Property under this section. If Buyer is not satisfied, in its sole discretion, with the result of Buyer's inspections, Buyer may terminate this Agreement by written notice to Seller given at any time before closing. If Buyer fails to give any such notices of termination within the applicable time period, this condition will be deemed to have been waived.

6.3 Buyer acknowledges and agrees that Seller makes absolutely no representations or warranties as to the accuracy or completeness of any of Buyer's due diligence materials and inspection reports.

7. Marketable Title; Deed. On the Closing Date, unless agreed otherwise herein, Seller will execute a bargain and sale deed, free and clear of all liens of record to time of closing, excepting property taxes that are not yet payable, zoning ordinances, building and use restrictions of record,

PURCHASE AND SALE AGREEMENT

DATE: June ____, 2020

SELLER: City of Carlton, Oregon
191 East Main Street
Carlton, Oregon 97111

BUYER: Quinby Construction LLC
1002A N Springbrook Rd. #259
Newberg, Oregon 97132

Recital

Seller desires to sell to Buyer and Buyer desires to purchase from Seller certain real property with all improvements located on it commonly known as 156 E. Monroe Street, in the City of Carlton, Yamhill County, Oregon, more particularly describes as follows:

See Exhibit A for Description of the Real Property.

(the "Property"):

Agreement

Now, therefore, for valuable consideration, the parties agree as follows:

- 1. Sale and Purchase.** Buyer agrees to purchase the Property from Seller and Seller agrees to sell the Property to Buyer for the sum of Three Hundred Ten Thousand dollars (\$310,000.00) (the "Purchase Price").
- 2. Earnest Money.** Buyer shall deposit earnest money in the sum of \$5,000.00 with the Escrow Agent within three days of the execution of this Agreement by Seller and Buyer. The Earnest Money shall be credited against the Purchase Price at Closing.
- 3. Payment of Purchase Price.** The Purchase Price of \$310,000.00 shall be payable through escrow in full at closing.
- 4. Closing.** Time is of the essence. Closing shall take place on a mutually agreed on date, but in no event later than December 31, 2020 (the "Closing Date"), at the offices of First American Title Insurance Co., located at McMinnville, Oregon (the "Title Company"). The terms *closed*, *closing* or *closing date* mean when the deed is recorded in the real property records of Yamhill County, Oregon and funds are released to Seller. Buyer shall pay the escrow fee and all other costs of closing. In the event that Buyer fails to perform all necessary acts to close this transaction on or before April 30, 2021, then and in that event Seller may unilaterally terminate this transaction by the giving of written notice to Buyer effective as of the time of sending or transmission.
- 5. Preliminary Title Report.** Within 10 days after full execution of this Agreement, Buyer will open escrow with and obtain a preliminary title report showing the condition of title to the Property, together with copies of all exceptions listed therein (the "Title Report") from the Title Company. Buyer will have 10 days from receipt of the Title Report to review the Title Report and to notify Seller, in writing, of Buyer's disapproval of any special exceptions shown in the Title Report. Those exceptions the Buyer does not object to are referred to below as the "Permitted Exceptions." Zoning ordinances, building

June 5, 2020

Dear Chief Administrative Official:

For the past three months, seven policy committees have been working to identify and propose specific actions as part of the LOC's effort to develop a pro-active legislative agenda for the 2021 session. They have identified legislative objectives as set forth in the enclosed ballot and legislative recommendation materials. These objectives span a variety of issues and differ in the potential resources required to seek their achievement. Therefore, it is desirable to prioritize them in order to ensure that efforts are focused where they are most needed.

While the attached ballot reflects the top policies developed in each of the policy committees, each undertook a broad look at a range of issues impacting cities. Many issues reflect the LOC's ongoing mission to support cities' work and their home rule authority to develop and use a variety of tools to meet the needs of residents. Each city is being asked to review the recommendations of the policy committees and provide input to the LOC Board of Directors as it prepares to adopt the LOC's 2021 legislative agenda. After your city council has had the opportunity to review the proposals and discuss them with your staff, please return the enclosed ballot indicating the top four issues that your city council would like to see the LOC focus on during the 2021 session. **The deadline for response is August 7, 2020.** The board of directors will then review the results of this survey of member cities, along with the recommendations of the policy committees, and determine the LOC's 2021 legislative agenda.

Your city's participation and input will assist the board in creating a focused set of specific legislative targets that reflect the issues of greatest importance to cities. If you have individual questions about the ballot topics do not hesitate to reach out to committee members who serve on the seven policy committees. Thank you for your involvement, and thanks to those among you who gave many hours of time and expertise in developing these proposals.

Do not hesitate to contact me or Jim McCauley, Legislative Director, with additional questions.

Sincerely,



Mike Cully
Executive Director



Jim McCauley
Legislative Director

INSTRUCTIONS

Each city should submit one form that reflects the consensus opinion of its city council on the **top four** legislative priorities for 2021. Here are the ways to submit your ballot. **Ballots in any form must be submitted by August 7, 2020.**

1. Fill out the online survey that has been sent to your city's chief administrative official; or
2. Fill out the attached hard copy form and return it to the LOC at the address or fax number provided below. Simply place an **X or check mark** in the space to the right of the city's top four legislative proposals. The top four do not need to be prioritized.

Return hard copy ballots to:

Jenna Jones
League of Oregon Cities
1201 Court St. NE, Suite 200
Salem, OR 97301
Fax – (503) 399-4863
jjones@orcities.org

Thank you for your participation.

Please mark 4 boxes with an X or check mark that reflects the top 4 issues that your city recommends be added to the priorities for the LOC's 2021 legislative agenda.

City of: _____

Legislation

A. Beer and Cider Tax Increase	
B. Broadband Infrastructure and Technical Assistance Funding	
C. Building (Reach) Code – Energy Efficiency Local Option	
D. COVID-19 Economic Recovery Investments	
E. Digital Equity and Inclusion	
F. Expedited Siting for Shelter and Affordable Housing	
G. Green Energy/Renewables – Expanded Local Option	
H. Housing and Services Investment	
I. Increased Budgetary Flexibility During Budgetary Emergency	
J. Infrastructure Financing and Resilience	
K. Local Climate Action Planning Resources	
L. Local Energy Generation Project Support	
M. Local Speed Setting Authority	
N. Long Term Transportation Infrastructure Funding	
O. Low-Income Energy Efficiency and Affordability Programs	
P. Marijuana Tax Local Rate Limitation Increase	
Q. Mental Health Service Delivery	
R. Municipal Broadband and Municipal Pole Protection	
S. New Mobility Services	
T. Photo Enforcement Safety Cameras	
U. Property Tax Reform	
V. Reducing Wastewater Impacts from Wipes and Other “Non-Flushables”	
W. Right-of-way/Franchise Fees Authority Preservation	
X. State Highway Funds Formula	
Y. Tort Liability Reform	
Z. Water Utility Rate and Fund Assistance	

In addition to your ranking of the priorities shown above, please use this space to provide us with any comments (supportive or critical) you may have on these issues, or thoughts on issues or potential legislative initiatives that have been overlooked during the committee process.):

You are reviewing the hard copy of the ballot. There are hyperlinks in the digital copy that may provide more background information. You can find the digital version with hyperlinks by going to this web address: https://www.orcities.org/download_file/1038/0. It is best opened in Google Chrome.

A. Beer and Cider Tax Increase

Legislation:

The League proposes increasing the state taxes on beer and cider to assist with rising public safety costs, improve public health, reduce alcohol consumption by minors, and provide alcohol tax equity with wine and liquor.

Background:

Oregon's tax has not been increased since 1978 and is currently \$2.60 per barrel which equates to about 8 cents on a gallon of beer. The tax is by volume and not on the sales price, meaning the tax is less than 5 cents on a six-pack. Oregon has the lowest beer tax in the country, and to get to the middle of the states Oregon would need to raise the tax to \$30.00 per barrel or 54 cents per six pack (a more than 10-fold increase). Given recent challenges to the craft brewing industry tied to bar and restaurant closures it may be appropriate to delay or phase-in the increase. Cities are preempted from imposing alcohol taxes. In exchange, cities receive approximately 34% of the state alcohol revenues, but the state takes 50% of beer and wine taxes off the top prior to this distribution. Cities have significant public safety costs related to alcohol consumption, and the beer tax does not come close to covering its fair share of these costs.

Presented by the Finance and Taxation Committee

B. Broadband Infrastructure and Technical Assistance Funding

Legislation:

Seek additional state support and funding for increased broadband infrastructure deployment and technical assistance.

Background:

The deployment of broadband and telecommunications networks and services (public and/or private) throughout Oregon is critical to economic development, education, health and safety and the ability of residents to be linked to their governments. Research shows areas of the state either not served or underserved by competitive broadband technology. A significant barrier to the deployment of broadband infrastructure is funding. Cities need additional funding and support from various sources, including the state and federal government, allocated for increased or new, reliable, low latency broadband infrastructure that reaches speeds of at least 25 Mbps download and 3 Mbps upload or any updated speed standards as adopted by the FCC. Many federal grant programs require localities to have a broadband strategic plan in place before they are eligible for funds. Therefore, there is a need for funding sources to help cities with technical assistance as well as infrastructure.

Presented by the Telecom, Broadband & Cable Committee

C. Building (Reach) Code – Energy Efficiency Local Option

Legislation:

The LOC will pursue/support legislation to allow communities to adopt the Reach Code as the mandatory residential or commercial building code within the city's jurisdictional boundaries. The Reach Code would represent a building energy code that would be at least 10 percent more efficient than the statewide building code. Under this proposal, cities would be able to adopt the more efficient Reach Code or would continue to use the standard statewide building code as the base code.

Background:

Under current state law, cities are preempted from adopting local building codes. Instead, development is subject to statewide codes, including for new residential and commercial development. In 2009, legislation was passed to implement a new, optional code (Reach Code) that would allow developers to exceed statewide codes and streamline the construction of higher-performance buildings through efficiencies gained in the building exterior envelope as well as heating, ventilation, air conditioning, piping insulation and lighting. The Reach Code is optional for builders to use, but a local government can't mandate a builder to use it. This legislative recommendation would allow a city to adopt the Reach Code within their jurisdiction in order to promote additional energy efficiency for new residential and commercial structures. If a city does not wish to adopt the Reach Code, the statewide code would remain in place. The LOC Energy & Environment Committee discussed whether this recommendation would impact housing costs and believes that long-term cost savings may be gained through increased energy efficiency in newly built units. Ultimately, the decision on whether to utilize the standard code or the enhanced (Reach) code would be at the discretion of the city.

Presented by the Energy and Environment Committee

D. COVID-10 Economic Recovery Investments

Legislation:

The League will advocate for continued economic recovery strategies and investments for small business and workforce assistance in response to the economic impacts of the COVID-19 pandemic.

Background:

The COVID-19 pandemic has had a devastating impact on Oregon's small businesses and workforce. While the federal government and the state have made recent investments to support small business, these resources have yet to meet current needs and more resources will be needed to support long term economic recovery for Oregon's communities. The League will work in coordination with economic development partners to advocate for continued investments to support long-term recovery and economic development.

Presented by the Community Development Committee

E. Digital Equity and Inclusion

Legislation:

Support legislation and policies that are inclusive and equitable to all, individuals and communities, so that they have the information technology capacity needed for full participation in our society, democracy and economy.

Background:

Connectivity is crucial to modern life. It is being relied on more for how people do business, learn, and receive important services like healthcare. As technology has evolved, the digital divide has become more complex and nuanced. It is no longer about the existence of technology in certain places. Now, the discussion of the digital divide is framed in terms of whether a population has access to hardware, to the Internet, to viable connection speeds and to the skills and training they need to effectively use it. The LOC will partner with schools, healthcare, and other stakeholders to ensure technologies are relevant, available, affordable, and accessible to the diverse populous and communities of Oregon. Additionally, the LOC will advocate for digital literacy programs to help learn these new technologies.

Presented by the Telecom, Broadband & Cable Committee

F. Expedited Siting for Shelter and Affordable Housing

Legislation:

The League will pursue legislation to expedite the siting of emergency shelter and other affordable housing that follows the intent of the 2020 shelter siting bill (HB 4001) but retains more local decision making in the process. The League will pursue this priority in coordination with affordable housing partners and other land use stakeholders.

Background:

The League worked closely with city and county partners during the 2020 session to gain improvements to HB 4001, which sought to preempt all local siting and zoning regulations and the land use appeals process, for approving the siting of emergency shelters for a one-year period. HB 4001 received strong legislative support in 2020. Draft omnibus legislation for a potential future special session has included the text of HB 4001 and the League expects to see HB 4001 reintroduced in the 2021 session.

This priority will empower cities and counties to proactively introduce alternative legislation, similar to existing statute in California, which requires jurisdictions to identify places where shelters can locate instead of mandating that jurisdictions allow shelters to be sited anywhere. The California model requires cities and counties to accommodate their need for emergency shelters on sites where the use is allowed without a conditional use permit and requires cities and counties to treat transitional and supportive housing projects as a residential use of property.

Presented by the Community Development Committee

G. Green Energy/Renewables – Expanded Local Option

Legislation:

The LOC will pursue/support policies that increase local control opportunities for cities that want to establish a community-scale green energy program. This program would be optional for cities that choose to pursue it. Cities who choose to, would be allowed to adopt resolutions that would opt-in residential, commercial, and industrial customers to a voluntary renewable energy option if it is provided by an investor owned utility that serves the city and its electric customers. Under this proposed program, a city would be able to pursue a more aggressive green energy portfolio and would better position cities to meet local climate action goals.

Background:

Under current law, customers of investor-owned utilities can opt-in to voluntary renewable energy options for their customers. These options allow customers to invest in additional green energy generation. In 2019, the state of Utah passed legislation (SB 411) that allows cities and counties to opt-in to programs on a community-scale basis, while still allowing individual customers to opt-out. Under this proposal, any city within the territory of an investor-owned utility, would be able to pursue this option for community-scale renewable energy (net-100% renewable).

Presented by the Energy and Environment Committee

H. Housing and Services Investment

Legislation:

The League will support increased investments for affordable housing, homeless assistance, and related services including funding for: shelter, homeless services, case management, rent assistance, the development and preservation of affordable housing, and permanent supportive housing.

Background:

Cities large and small were facing escalating homelessness rates before the COVID-19 pandemic and the current economic downturn will only increase the number of Oregonians facing eviction or experiencing homelessness. State general fund programs like the Emergency Housing Assistance (EHA) and State Homeless Assistance Program (SHAP) have seen record investments in previous legislative sessions. The legislative emergency board also voted recently to dedicate \$12M in general funds to support rent assistance and safe shelter in response to COVID-19.

Oregon's lack of available housing, high rents and high home prices are causing housing instability and homelessness to increase. The Legislature has made record investments in recent years to fund the LIFT affordable housing program and preserve Oregon's existing affordable housing infrastructure. These programs are funded through general obligation bonds and lottery backed bonds.

Permanent Supportive Housing is a key strategy for ending chronic homelessness that reduces downstream costs to public systems like public safety, emergency health care and corrections. The 2019 Legislature invested over \$50M to stand up a three-pronged permanent supportive housing program that includes 1) development costs to build, 2) rent assistance to keep units deeply affordable, and 3) wrap around services that are key to ensuring residents' long-term stability. The state should continue investing in this model to bring more Permanent Supportive Housing across the state and ensure that the housing developed with the original \$50M continues receive the necessary ongoing funding for rent assistance and supportive services.

Presented by the Community Development Committee

I. Increased Budgetary Flexibility During Budgetary Emergency

Legislation:

The League proposes relaxing budgetary constraints in state law so that cities may better be able to withstand revenue losses related to natural disasters and public health emergencies. These losses will inevitably force many cities to cut services and lay off staff, the legislature can reduce the effect of losses by increasing flexibility for use of funds during and after a declared emergency.

Background:

Cities anticipate a tremendous loss in revenue due to the COVID-19 pandemic. Reduced revenues already include losses to lodging taxes, gas taxes, park fees, development fees, parking fees, utility charges, and so on. Further out, there is widespread concern that there will be impacts to the real estate market going into 2021, and by extension a reduction in 2021-22 property tax revenues. Cities want maximum flexibility in using funds that are subject to statutory limitations but will negotiate terms on individual funding sources including payback requirements if necessary. This flexibility should apply during and after declared emergencies, including both the current pandemic and future natural disasters.

Presented by the Finance and Taxation Committee

J. Infrastructure Financing and Resilience

Legislation:

The League will advocate for an increase in the state's investment in key infrastructure funding sources, including, but not limited to, the Special Public Works Fund (SPWF), Brownfield Redevelopment Fund, and Regionally Significant Industrial Site loan program. The advocacy will include seeking an investment and set aside through the SPWF for seismic resilience planning and related infrastructure improvements to make Oregon water and wastewater systems more resilient.

Background:

Cities continue to face the challenge of how to fund infrastructure improvements (both to maintain current and to build new). Increasing state resources in programs that provide access to lower rate loans and grants will assist cities in investing in vital infrastructure. Infrastructure development impacts economic development, housing, and livability. The level of funding for these programs has been inadequate compared to the needs over the last few biennia and the funds are depleting and unsustainable without significant program modifications and reinvestments. This priority will focus on maximizing both the amount of funding and the flexibility of the funds to meet the needs of more cities across the state to ensure long-term infrastructure investment.

Presented by the Community Development Committee

K. Local Climate Action Planning Resources

Legislation:

The LOC will seek grant funding and technical assistance resources for cities to pursue, adopt or expand local climate action plans. In addition, the LOC will pursue opportunities to work with the Oregon Climate Change Research Institute (through Oregon State University) to provide cities and counties with local/regional data that can better inform the adoption and implementation of climate adaptation and mitigation at the local level.

Background:

According to the Oregon Department of Energy's 2018 Biennial Energy Report (BER), since the early 1990s, major international and U.S. scientific assessments have concluded that both climate change mitigation and adaptation efforts are necessary in response to climate change. The BER goes on to explain that adaptation is often thought of as actions "to prepare for and adjust to new conditions, thereby reducing harm or taking advantage of new opportunities or simply to reduce society's vulnerability to climate change impacts." Local climate action plans, adopted by cities or counties, can help communities better understand how climate change will impact their communities, and can provide localized solutions to help mitigate against the impacts of climate change. The LOC is aware of fourteen cities that have adopted local climate action plans. There are other cities that are interested in doing the same but that do not have the financial and/or staffing resources that are necessary.

Presented by the Energy and Environment Committee

L. Local Energy Generation Project Support

Legislation:

The LOC will support/pursue funding, technical assistance and other tools that make local energy generation more feasible for cities to pursue.

Background:

Local energy generation projects can better position cities to pursue and achieve local climate action goals, address capacity constraints of existing electric transmission lines, and can help cities respond to individual businesses that may be seeking green energy options. The types of local energy generation projects discussed by the committee include, but are not limited to, small-scale hydropower, in-conduit hydropower, methane capture, biomass and solar. Such projects are not intended to conflict with existing low-carbon power purchase agreements but can position cities to pursue local climate action goals and supplement energy needs through renewable generation. Under this recommendation, the LOC will work to identify barriers and potential solutions to local energy generation and will pursue funding assistance for feasibility studies and project implementation.

Presented by the Energy and Environment Committee

M. Local Speed Setting Authority

Legislation:

Support legislation that provides legislative authority for ODOT to delegate local speed setting authority to Oregon cities that meet state criteria. Improve safety and speed limit consistency in Oregon cities by establishing a clear delegation process that is consistent with recently adopted statewide speed zone rules. (OAR 734-020-0014, 734-020-0015, and 734-020-0016). This will be permissive legislation allowing cities to opt-in and thus will not be a mandate.

Background:

The state of Oregon and cities across the state are all committed to improving safety on our streets. National and international research has shown that setting appropriate speed limits on city streets is a critical tool for improving safety and saving lives. During the 2020 legislative session, HB 4103 gained widespread support for setting up a collaborative process with ODOT and cities that opt into a process for gaining local speed setting authority. Despite strong support, HB 4103 did not pass due to the legislative clock running out. Going forward, LOC will work with safety advocates and cities and use HB 4103 from the 2020 session as a template for legislation in 2021. Delegated authority should be made available to all cities that meet ODOT's criteria; participation by cities is permissive (not required). Cities should be able to determine speeds that are adequate and safe for their communities, working within the OAR speed zone framework. This will improve safety and make speed setting more consistent across local government jurisdictions.

Presented by the Transportation Committee

N. Long Term Transportation Infrastructure Funding

Legislation:

Support expansion and consideration of revenue-generating options to fund multimodal transportation infrastructure, which includes state and local facilities. Support state and local projects that are part of the Statewide Transportation Improvement Program.

Background:

Oregon has made two significant state-wide transportation investments in the last 15 years. In 2009 the Jobs and Transportation Act (JTA). This was a successful effort from local governments and the business community to invest in maintenance and capacity building projects state-wide. In 2017, HB 2017 established Oregon's first ever comprehensive, multimodal, transportation investment with what is known as "Keep Oregon Moving," which was a \$5.3 billion package. Although HB 2017 will not have its full funding until 2024 LOC and other transportation advocates will need to constantly explore other sources of revenue including a possible future replacement of Oregon's gas tax with a road user charge system. Oregon has been pioneering a vehicle miles traveled (VMT) tax within the MyOReGo pilot program. The program is voluntary and can provide several benefits to users. Ultimately the long-term structure for transportation investment may well take on a similar structure.

Presented by the Transportation Committee, endorsed by the Community Development Committee

O. Low-Income Energy Efficiency and Affordability Programs

Legislation:

The LOC will provide support for programs that seek to expand upon low-income energy and heating assistance programs, including programs targeted to make energy more affordable for rental properties. In addition, the LOC will work to support programs that provide for energy bill payment assistance and expand opportunities for low-income Oregonians to access resources for home weatherization.

Background:

According to Oregon Housing & Community Services, approximately 396,182, or about 25 percent of all households, are considered energy-burdened because of their energy-related expenditures (as of 2018). A household is considered energy burdened if six percent or more of its gross income is consumed by energy-related expenses. In recent years, legislation has been introduced in Oregon that would have provided additional assistance to low-income homeowners and renters that struggle with energy affordability. Unfortunately, legislation did not pass. The need for such assistance has increased as a result of the economic hardships resulting from COVID-19. In addition to bill payment assistance, there is a need for programs that will support low-income home weatherization in order to make energy bills more affordable in the long-term.

Presented by the Energy and Environment Committee

P. Marijuana Tax Local Rate Limitation Increase

Legislation:

The League proposes increasing the current 3% cap on local marijuana taxes. This would give local voters greater choice in choosing a rate that reflects their needs or their community.

Background:

Retailers licensed by the Oregon Liquor Control Commission (OLCC) are required to charge a state-imposed retail sales tax of 17 percent for all recreational marijuana sold. Cities and counties (unincorporated areas only) may also impose a local retail sales tax of up to 3%, subject to voter approval. Tax rates for recreational marijuana vary widely across the states, but the total Oregon tax burden at a maximum of 20% is the lowest of West Coast states. Washington imposes a 37% state excise tax, but with a state sales tax of 6.5% and local rates of up to 1.9% the total rate can reach over 45%. California has a retail tax of only 15%, but with a state sales tax of 7.5% and local taxes up to 15.25% the total rate can reach up to 37.75%. Oregon consistently ranks among the lowest of the states for marijuana prices. Cities are sensitive to the desire to not push consumers to the black market and will work with the legislature on an increased cap that balances that concern with local revenue needs.

Presented the Finance and Tax Committee

Q. Mental Health Service Delivery

Legislation:

Support the delivery of mental health services in order to reduce negative police interactions and ensure that those in need receive the help they require.

Background:

The Committee and the LOC membership have prioritized the delivery of mental health services periodically over the last 5 years. Items contained in this priority have included crisis intervention training for police officer, mobile police and social worker teams to proactively work with people in danger of going into crisis, jail diversion, mental health courts and greater access to care. In the immediate past short session, the LOC worked with its coalition partners to obtain \$9 million in additional funding for aid-and-assist, community care and jail diversion but was unsuccessful due to a lack of quorum.

While the measurements are subjective and not in general agreement, most surveys of behavioral health and alcohol and drug addiction service availability place Oregon near or at the bottom of state rankings. As a result, Oregon ranks third in the nation for alcohol related deaths, and above the national average in suicides. Anecdotally, most police chiefs that have participated in LOC conversations on this topic report a growing number of calls for service stemming from people in mental health crisis. The COVID-19 pandemic has exacerbated some of these issues with Portland Police Bureau reporting a 41% increase in suicide related calls (including attempts and threats) over this time last year. This priority would include but not be limited to:

Investment: The stark truth is that Oregon has never financially supported mental health services at a level commensurate with need. More beds and more capacity will allow for greater delivery. The spending plan may be complicated but many advocates bristle at the idea of “mental health reform” when it’s never been funded as a priority. The League does not have a specific number at this time but is in conversation with partners to develop one.

Decriminalization of Mental Illness: People suffering from mental illness that interact with the criminal justice system typically spend more time incarcerated and suffer a disruption in treatment. Jail diversion has been something the League has advocated for in previous sessions and but will require changes in law, training and investments.

Workgroups Outcomes: There are currently several workgroups developing behavioral health reform plans that have yet to be completed, much of that work has been interrupted by COVID 19. LOC staff can update the Committee on these their work continues but cannot make recommendations on them now.

Alcohol Availability: The prevalence of cheap and potent alcoholic beverages that are produced and sold for the express purpose of achieving rapid intoxication has been a concern for Oregon Recovers, an advocacy group for those recovering from addiction. OLCC sells several 750 ml bottles for under \$10 and some as low as \$5. Creating a minimum price per international unit of alcohol has had an impact on consumption of cheap, potent beverages in Scotland and is believed to have had an impact on consumption there. Raising the price of low cost but high-volume products would also increase city shared revenue and provide additional funding for behavioral health services.

Mental Health Parity: Oregon and the federal government have enacted statutes to ensure that mental health services are treated as a health issues in a manner identical to physical health by health insurers. The legislative intent behind these laws has not been met as evidence by reports of denied coverage. Ensuring effective parity would increase treatment an access.

Presented by the General Government/Human Resources Committee, endorsed by the Community Development Committee

R. Municipal Broadband and Pole Protection

Legislation:

Oppose legislative efforts to restrict existing municipal authority to provide broadband services, and own and operate poles in the rights-of-way.

Background:

As the public grows more dependent on the Internet for expanding parts of their lives, community choices for gaining access at a reasonable price, for both consumers and producers, are dwindling. Some municipalities choose to become service providers themselves. Municipal broadband is sometimes the only way to bring high speed internet to a community and it can serve as an access point to neighboring communities. Additionally, municipal broadband adds competition to the market and can help lower prices for community members. As there is a push for more connectivity and bridging the digital the divide, the LOC will protect localities rights to be internet service providers for their own communities. Additionally, as more and more small cell and 5G technology is deployed in the rights-of-way, the LOC will protect the right of municipalities to own, operate and regulate attachments that are allowed on their poles.

Presented by the Telecom, Broadband & Cable Committee

S. New Mobility Services

Legislation:

Support for a variety of new mobility services that promote a safe, sustainable, and equitable multimodal transportation system, while preserving local government's authority to regulate services and ensure they best serve the local context.

Background:

Transportation mobility has been rapidly changing over the last few years. The emergence of ridesharing services such as Transportation Network Companies (TNCs) now provide the public with more options to get from point "a" to point "b." New platforms continue to emerge such as scooters, shared bikes, electric delivery tricycles for package delivery and the possibility of future driverless delivery and vehicle fleets. Cities must have the flexibility to address the impacts of emerging technologies on their communities such as increased congestion and air pollution while protecting consumers and maintaining a safe transportation network that recognizes the unique needs of individual communities.

Presented by the Transportation Committee

T. Photo Enforcement Safety Cameras

Legislation:

Support continuation and expansion of fixed speed and red-light cameras and mobile speed radar state-wide to improve public safety in high-crash corridors. Explore changes that enable more streamlined processing of citations. Allow for local governments to form IGA's with other local governments to facilitate the use of safety cameras and mobile radar in their communities.

Background:

The Oregon Transportation Safety Action Plan sets a goal of no deaths or life-changing injuries on Oregon's transportation system by 2035. In 2015, the Oregon Legislature granted the city of Portland the authority to implement a fixed speed safety camera program (HB 2621). Portland's fixed speed camera systems have been operating on "urban high crash corridors" for the past several years. Data collected at these locations shows a distinct change in driver behavior that has reduced the risk of collisions (See PBOT Report). Under existing statutes, photo radar is allowed in the cities of Albany, Beaverton, Bend, Eugene, Gladstone, Medford, Milwaukie, Oregon City, Portland and Tigard. LOC's goal is to bring this authority state-wide providing all cities with the choice of operating speed radar in their communities to improve safety and reduce the risk of high-speed crashes.

Presented by the Transportation Committee

U. Property Tax Reform

Legislation:

The League of Oregon Cities proposes that the Legislature refer a constitutional measure and take statutory action to reform the property tax system as part of the 2021 session. With the passage of the Corporate Activities Tax Oregon has taken a step towards long term financial stability at the state and school district level, but local budgetary challenges persist and the legislature must take action to allow cities and other local governments to adequately fund the services that residents demand.

Background:

The property tax system is broken and in need of repair due to Measures 5 and 50, which are both now over 20 years old. The current system is inequitable to property owners and jurisdictions alike, is often inadequate to allow jurisdictions to provide critical services, removes all local choice, and is incomprehensible to the majority of taxpayers. Local governments and schools rely heavily on property tax revenues to pay for services and capital expenses. Therefore, the League will take a leadership role in forming coalitions to help draft and advocate for

both comprehensive and incremental property tax reform option packages. The League will remain flexible to support all legislation that improves the system, with a focus on a property tax package that includes, but may not be limited to these elements:

- To restore local choice, a system that allows voters to adopt tax levies and establish tax rates outside of current limits and not subject to compression (requires constitutional referral).
- To achieve equity, a system that has taxpayers' relative share tied to the value of their property, rather than the complex and increasingly arbitrary valuation system based on assessed value from Measure 50 (requires constitutional referral).
- To enhance fairness and adequacy, a system that makes various statutory changes, some of which would adjust the impact of the above changes. For example, as a part of comprehensive reform the League supports a new reasonable homestead exemption (percentage of RMV with a cap) but also supports limiting or repealing various property tax exemptions that do not have a reasonable return on investment.

Presented by the Finance and Tax Committee, endorsed by the Community Development Committee

V. Reducing Wastewater Impacts from Wipes and Other “Non-Flushables”

Legislation:

The LOC will work with other stakeholders, including the Oregon Association of Clean Water Agencies address challenges resulting from wipes and other non-flushable items. Legislation pursued will likely focus on requirements for manufacturers to clearly label product packaging to indicate that the product should not be flushed, however, the LOC will additionally explore other viable opportunities to address the public health, environmental and economic challenges resulting from improper disposal of these products.

Background:

In recent years, public wastewater systems have experienced significant increases in sewer line clogs, environmental impacts, infrastructure impacts and costs associated with wipes being flushed down toilets. Most wipes don't break down when flushed, and even wipes that are labeled as “flushable” can clog pipelines and pumps and can cause sewage overflows in residences and the environment. The COVID-19 pandemic has made this challenge even worse due to shortages of toilet paper and increased use of disinfecting wipes. The EPA and other national organizations, as well as statewide and local wastewater agencies, are working to get the message out to avoid costly as well as environmental impacts of wipes in our sewer and treatment systems. In March of 2020, the state of Washington passed legislation requiring manufacturers to label products with a “do not flush” logo if the product does not meet national “flushability” standards (i.e. breaking down in the sewer system).

Presented by the Water/Wastewater Committee

W. Right-of-Way/Franchise Fees Authority Preservation

Legislation:

Oppose legislation that, in any way, preempts local authority to manage public rights-of-way and cities' ability to set the rate of compensation for the use of such rights-of-way.

Background:

In its commitment to the protection of Home Rule and local control, the LOC consistently opposes restrictions on the rights of cities to manage their own affairs. From time to time, in the context of public rights-of-way management authority discussions, legislative proposals to restrict this authority arise. Efforts to restrict local authority often include proposals for a statewide right-of-way access policy and compensation system as well as limiting the ability of cities to charge fees of other government entities. This is contrary to local government management authority; the ability to enter into agreements with users of the right-of-way either by agreement/contract or ordinance; to set terms of right-of-way use and to set the rate of compensation. In recent

years the FCC has passed rulemaking through various orders like the Small Cell Orders (FCC 18-133 and FCC 18-111) and the Cable Franchising Order (FCC 19-80) that erode cities' right-of-way and franchising authority. Local governments around the U.S. are fighting these orders in court. There is a fear that the language of these orders will be codified in state legislatures. This would mean if the orders are overturned in court at the federal level, they will still impact cities in states that have passed laws codifying the orders.

Presented by the Telecom, Broadband & Cable Committee

X. State Highway Funds Formula

Legislation:

Consider opening the state highway fund distribution formula to allow for an additional percentage to cities. Currently the split is 50-30-20 with the State receiving 50%, Counties receiving 30% and the balance going to Cities 20%.

Background:

Oregon has had a distribution formula for the state highway fund for decades. This fund combines the revenues generated from the state's gas tax, weight-mile tax on heavy trucks, licenses, fees, and bond proceeds. Approximately 77 percent of the total revenue collected by Oregon Department of Transportation (ODOT) is from state sources, while only 23 percent comes from federal sources. During the 2017 session base level funding for the least populated counties was established along with a \$5 million-dollar small city fund for cities under 5,000 in population with a maximum award of \$100,000 and no match requirement. LOC will engage with other transportation interests to determine if there is adequate support to advance legislation that would revisit the current 50-30-20 distribution.

Presented by the Transportation Committee

Y. Tort Liability Reform

Legislation:

COVID-19 and existing federal court decisions have added risk exposure to cities in areas where their authority has been limited or have not received adequate support. This priority seeks to ensure that cities are not held liable in these areas.

Background:

CIS has already had a COVID related claim filed against it for a COVID related exposure. While there may be many legitimate reasons for a person to seek damages related to the outbreak, local governments have been hampered by inadequate supplies of PPE, testing capability, direct financial support, and legislative relief.

Additionally, the Boise decision that prevents cities from enforcing no camping rules and ordinances subject cities to additional tort liability. The ruling holds that if a person has no place else to go, a city must allow them to sleep somewhere. While there is a logical basis for the core of the ruling, if a city allows a person to sleep in an area that is not designed for camping, such as a park, the person may seek damages. Please note that recreational users of parks may not seek damages due to Oregon's recreational immunity statute that were corrected in 2017.

Finally, in previous sessions, legislation has been introduced but not passed to require cities to permit shelters in areas where they may not be appropriate and "codify" the Boise decision in state law. This legislation did not include immunity from tort liability while removing city authority.

Presented by the General Government/Human Resources Committee

Z. Water Utility Rate and Fund Assistance

Legislation:

The League will work during the 2021 legislative session to provide water utility funding assistance for ratepayers that are experiencing ongoing or recent economic hardships. In addition, the LOC will work to identify opportunities for additional investments in public infrastructure, including water supply, wastewater treatment, stormwater management, green infrastructure opportunities and resilience for water systems. Finally, the LOC Water & Wastewater Policy Committee has identified a need for additional, targeted grant funding assistance that will benefit smaller communities. This includes additional funding to conduct rate studies, feasibility studies and funding to help communities comply with new regulatory requirements, including the requirement to include a seismic risk assessment and mitigation plan within regular water master plan updates.

Background:

In response to economic impacts associated with the spread of COVID-19, many of Oregon's drinking water and wastewater utility providers have offered additional assistance to ratepayers. The LOC is aware that most water utility providers have temporarily ceased water service shut offs (disconnections) for non-payment or past due bill collection during this period of economic hardship. Impacts associated with residential ratepayer revenue losses and decreased water consumption from businesses that have either closed or limited operations has resulted in revenue losses for many Oregon water utility providers. Some water utilities have outstanding debt from prior infrastructure investments and have expressed concerns that reductions in revenue may impact the ability to make the ongoing debt payments. In addition, the economic hardships that are being experienced by many Oregonians, especially in low-income and minority communities, will be ongoing; highlighting the need for additional ratepayer assistance investments that focuses on equity and our most vulnerable populations.

The LOC will work to identify funding for water utility ratepayer assistance and will work to establish a framework for the distribution of funds and will seek to ensure that this crisis does not exacerbate existing inequities, especially for Black, Indigenous, other Communities of Color and for rural Oregonians.

In addition, while COVID-19 has created unique revenue challenges for water utility providers, a key issue that most cities continue to face is how to fund infrastructure improvements (including maintaining, repairing and replacing existing infrastructure and building new infrastructure to address capacity and regulatory requirements). Increasing resources in programs that provide access to lower-rate loans and infrastructure-specific grants will assist cities in investing in vital infrastructure improvements which will also help bolster economic recovery. Infrastructure development impacts economic development, housing, and livability. The level of funding for these programs has been inadequate compared to the needs over the last few biennia and the funds are depleting and unsustainable without significant program modifications and reinvestments.

The LOC will pursue additional funding through the state's Special Public Works Fund, which provides funding assistance through Business Oregon for a variety of public infrastructure needs and will explore state bonding capacity opportunities for water-specific infrastructure needs. In addition, LOC will pursue funding for small communities that face regulatory and operational challenges. Examples of small-community funding assistance opportunities may include expanded grant opportunities through existing funding programs and additional funding assistance to help communities with regulatory compliance and engage in utility best practices, including rate studies.

Presented by the Water/Wastewater Committee, endorsed by the Community Development Committee

Acknowledgements

Thank you to all that participated in the policy committee process.

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 Tracy Rutten, LOC



To: The Mayor and Members of the City Council
From: Dennis Durham, City Manager
Subject: Hawn Creek Park Projects
Date: July 1, 2020

Background

The City Council adopted the FY20/21 CIF on June 2, 2020 which included funding for two projects in Hawn Creek Park.

- Project #1003 Hawn Creek Walking Path \$20,000
This project is intended to construct a concrete walking path from the 7th St. sidewalk to future amenities planned for the park including a picnic shelter, playground equipment and basketball court.
- Project #1004 Hawn Creek Shelter \$20,000
This project is intended to construct a picnic shelter in Hawn Creek Park for use by residents and will be available for event rentals.

Additional projects identified in the Hawn Creek Park plan (established during the Carlton Crest subdivision approvals) include installation of playground equipment and a basketball court.

A group of citizens contacted the City with the desire of having the playground equipment constructed this year instead of the picnic shelter. The question of Council is whether it is desired to adjust the CIF to include playground equipment instead of a picnic shelter.

Fiscal Impact

The two projects are expected to cost \$20,000.

Exhibit

1. Hawn Creek Park Plan

Dennis Durham

From: CATHERINE SPAULDING <rcspaulding@comcast.net>
Sent: Thursday, June 25, 2020 2:11 PM
To: Dennis Durham
Subject: Hawn Creek Improvements

Dear Mr. Durham,
The vote from our house is for the covered picnic table and the path.
Thank you!
Rick and Catherine Spaulding
753 E McKinley St.
Carlton, OR 97111
925-261-1122

Dennis Durham

From: Margaret Bloom <qmbloom1@verizon.net>
Sent: Tuesday, June 23, 2020 11:06 AM
To: Dennis Durham
Subject: structure

My husband and I vole for the structure...thx

Dennis Durham

From: tinarinkes@yahoo.com
Sent: Saturday, June 20, 2020 8:09 PM
To: Dennis Durham
Subject: Re: Hawn Creek Park

Thank you for your response. I would like the email and or phone numbers of all of the city council members so I can submit a formal inquiry. If we had our choice, there would never be a playground in our backyard. There are very few young people who reside near the park. I am one of two houses that fence the park and our youngest is 15...not playground age. Please just don't build it, playground or picnic structure, anywhere near our fence.

Sent from Windows Mail

From: [Dennis Durham](#)
Sent: Thursday, June 18, 2020 7:21 AM
To: tinarinkes@yahoo.com
Cc: [Aimee Amerson](#)

Good morning Tina,

The City Council adopted a budget for FY20/21 that includes sidewalk and a picnic shelter be constructed for Hawn Creek Park. Since then, a group of neighbors have inquired about having playground equipment installed instead of the picnic shelter - as a number of families with young children live in the area around the park.

Since the inception of Carlton Crest many years ago, Hawn Creek Park has been planned to have sidewalks, a picnic shelter, playground equipment and a basketball court. If the Council receives enough interest from citizens, they may decide to change the picnic shelter project to a playground equipment. Or they may decide to wait until the following budget year to undertake the playground. It is up to Council.

Thanks for your email.

Dennis G. Durham
City Manager



191 E. Main St., Carlton, OR 97111
503-852-3810 Direct
971-241-9978 Cell
ddurham@ci.carlton.or.us

Dennis Durham

From: Sheldon Doherty <Sheld70V@hotmail.com>
Sent: Friday, June 19, 2020 10:43 AM
To: Dennis Durham
Subject: Carlton Crest park enhancement

Good morning Dennis,

My name is Sheldon Doherty and I live on 7th St in Carlton Crest. I wanted to reach out to you regarding the park improvement and give my "vote" for the play structure to be built first. Speaking as a father and hearing what many have said, having a playground that close in our neighborhood is something we've all wanted and hoped for! I appreciate your consideration in the matter

Thanks,

Sheldon

Get [Outlook for Android](#)

Dennis Durham

From: Dean Habbestad <dhabbestad@ymail.com>
Sent: Thursday, June 18, 2020 4:00 PM
To: Dennis Durham
Subject: WALKING AREA

This is dean @ 605 n 7th st carlton and I would like to cast my vote for the covered picnic area and walkway first to be done first..... Thank you

Dennis Durham

From: Daniel Rude <daniel@theallison.com>
Sent: Thursday, June 18, 2020 11:07 AM
To: Dennis Durham
Subject: Carlton Crest Hawn park

Hi Dennis – I'm a resident of Carlton Crest and per our HOA we've been asked to send you our votes for what project would be first for Hawn Park.

I would like to see a walking path and covered picnic area put in first.

Thank you.

DANIEL RUDE

human resources director
the allison inn & spa
2525 allison lane
newberg, oregon 97132
D 503.476.0640
F 503.476.0681
E daniel@theallison.com
www.theallison.com

Dennis Durham

From: Alex Barton <abarton208@gmail.com>
Sent: Thursday, June 18, 2020 11:16 AM
To: Dennis Durham
Subject: Hawn creek park

My family would benefit more from a play structure first.
Alex (iPhone)

Dennis Durham

From: Mike Weiland <m_weiand@yahoo.com>
Sent: Thursday, June 18, 2020 10:37 PM
To: Dennis Durham
Subject: Fw: Hahn Park Enhancement

Hello Dennis,

This is Pam and Mike Weiland, residents of Carlton Crest at 755 E Garfield St.
We would prefer starting with the play structure when Hahn Park enhancements are started.

Thank you and regards

----- Forwarded Message -----

From: Mike Weiland <m_weiand@yahoo.com>
To: DDurham@co.carlton.or.us <ddurham@co.carlton.or.us>
Sent: Thursday, June 18, 2020, 12:02:54 AM PDT
Subject: Hahn Park Enhancement

Hello Dennis,

This is Pam and Mike Weiland, residents of Carlton Crest at 755 E Garfield St.
We would prefer starting with the play structure when Hahn Park enhancements are started.

Thank you and regards

Dennis Durham

From: Janet Huppert <hjhupp@comcast.net>
Sent: Thursday, June 18, 2020 2:16 PM
To: Dennis Durham
Subject: Hawn Park

Dennis -

As member of Carlton Crest HOA, this email is being sent in regards to Hawn Park. We would prefer to have Covered Picnic Area with Walkway Around Park.

Thank You.

Hugh and Janet Huppert
610 E McKinley St

Dennis Durham

From: Hendrika Blossom <hendrika51@yahoo.com>
Sent: Thursday, June 18, 2020 2:12 PM
To: Dennis Durham
Subject: Hawn Creek Park Enhancement

Hello Dennis,
We live at 739 E. McKinley St. in Carlton Crest. Our enhancement choice is the covered picnic area with a walkway around the park. Thank you. Lyle & Hendrika Blossom

Dennis Durham

From: Scott Richardson <theshakal2179@gmail.com>
Sent: Tuesday, June 16, 2020 9:58 PM
To: Dennis Durham
Subject: Hawk Park opinion

Hi Dennis,

We were told to email you by our HOA in Carlton crest about what our input would be on the next build out on the land. As someone who has two young children, I would recommend construction of a play structure before a picnic area. The park has had benches there since I moved into the area and no one used them. So why not put the park to good use for the children in the neighborhood and let the kids have a place to play and make friends, especially in these conditions. Please feel free to contact me if you have any questions.

Scott Richardson

Dennis Durham

From: Steffanie Carter <steffandmark2@yahoo.com>
Sent: Tuesday, June 16, 2020 6:50 PM
To: Dennis Durham
Subject: Hawn Creek Park

The Carlton Crest newsletter let us know that the city plans to start the development of Hawn creek park and you guys were looking for input from residents on which project should be first, A covered picnic area and trail, or child play structure. I am going to vote for the covered picnic area and trail because my property overlooks the park and I would prefer less noise. If this goes first hopefully I can be in a position to sell my house before the rest of it starts. I am very against the basketball set up because of the noise and we sleep with windows open. Our HOA has a policy of no basketball hoops left in the street so that seems to keep the number of them down in the neighborhood, with the exception of the couple at houses not in the HOA. I am very worried about a childs play structure there just because of the speeding cars on 7th street that no one seems to be doing anything about, I would hate to see a child get hit as they tend not to watch for cars very well around here. Thanks for taking the time to read my comment. Steffanie M. Carter 410 N. 7th Street

Dennis Durham

From: Sandie Marconi <smmarconi@gmail.com>
Sent: Tuesday, June 16, 2020 9:32 AM
To: Dennis Durham
Subject: Hawn Creek Park

Hi Dennis,

Once again, thank you for taking the time to meet with Dennise and I at Hawn Creek Park. My preference would be to build a walkway and covered pic-nic structure at that park.

The HOA management association is mailing a newsletter to all Carlton Crest homeowners. In that newsletter, they are explaining the two choices the City is contemplating and requesting that interested homeowners send an email to you with their preference. I hope that helps.

--

Sandie
Sent using Verizon Samsung 9+

Dennis Durham

From: Christy Martinez
Sent: Wednesday, June 17, 2020 3:01 PM
To: Dennis Durham
Subject: FW: Form submission from: Comment, Inquiry or Concern Form

Can you please respond to this one?

Thank you

-----Original Message-----

From: City of Carlton Oregon <carlton-or@municodeweb.com>
Sent: Wednesday, June 17, 2020 2:53 PM
To: Christy Martinez <cmartinez@ci.carlton.or.us>
Subject: Form submission from: Comment, Inquiry or Concern Form

Submitted on Wednesday, June 17, 2020 - 2:53pm Submitted by anonymous user: 73.37.95.198
Submitted values are:

Name of person making complaint: TINA MICHELLE RINKES Physical Address: 638 E KENNEDY CT Your contact number: 5035835885
Email: tinarinkes@yahoo.com
Address of complaint: Hawn Creek Park
Owner name (if known):

Summary of complaint: I don't have a complaint, but I would like to express concern over the development of Hawn Creek Park. I understand you are constructing a play structure and I am extremely concerned over the placement of the structure. I don't know where you plan for it to go but I truly hope it's nowhere near our fences. Both my husband and the next door neighbor work at night, our bedrooms face the park, and the noise will seriously interfere with their sleep. Thank you Upload any files/images:

The results of this submission may be viewed at:
https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwww.ci.carlton.or.us%2fnode%2f1180%2fsubmission%2f1781&c=E,1,yytb12SpWhF4nEPU1nlmnJsAdjaZ_JNECXp1oGYhneFSq9BlvW7FpAnO6FdHGJefAcdOvL_K2MTutm7lggGBZzJRPY0Ce2XWDbtgQwXgSsUwGM,&typo=1



To: The Mayor and Members of the City Council
From: Dennis Durham, City Manager
Subject: Arthur Street Closing Petition
Date: July 1, 2020

Background

Citizens from the Arthur Street neighborhood have appeared before Council in the past to request the Council consider closing Arthur Street at OR-47 as it is an issue with vehicles exiting the highway at unsafe speeds. Council indicated to these citizens at the time that if a petition of enough signatures from neighborhood residents supporting the concept was submitted they would consider it.

The attached petition was turned in at City Hall on June 22, 2020.

If the Council desires to explore the possibility of closing Arthur Street at OR-47, staff can undertake a traffic analysis and provide this information to Council and residents in August or September.

Exhibit

1. Petition

This is a petition to close South Arthur street at Hwy 47.

Name: Kayla Gonzalez Address: 901 S Arthur Carlton Signature: Kayla Gonzalez

Name: Tom Butler Address: 137 W Cleveland St Signature: Tom Butler

Name: Meghan Dalton Address: 136 W Cleveland St Signature: [Signature]

Name: Rebecca Ellington Address: 808 S Arthur St Signature: [Signature]

Name: Christine McDonald Address: 803 S Arthur St Signature: Christine McDonald

Name: Josie Minchue Address: 130 W Wilson St Carlton OR 97111 Signature: [Signature]

Name: James Ellington Address: 808 S Arthur St Carlton OR 97111 Signature: [Signature]

Name: Susan Butler Address: 137 W Cleveland Signature: Susan Butler

Name: CHRISTINA DALTON Address: 136 W CLEVELAND Signature: [Signature]

Name: Address: Signature:

Name: Address: Signature:



To: The Mayor and Members of the City Council
From: Dennis Durham, City Manager
Subject: USIC Service Agreement
Date: July 1, 2020

RECOMMENDED MOTION

It is MOVED that Council approve the service agreement with USIC for the provision of location services for the period July 1, 2020 to June 30, 2021 and authorize the City Manager to execute all documents related to this matter.

Background

The Carlton Department of Public Works has historically used third-party firms to locate underground utility services when requests are called in from property owners, developers, or contractors. USIC has performed this service for the City in the past and provide excellent service in terms of responsiveness and accuracy.

The USIC service agreement includes:

Term: One year

Fuel Cost Adjustment: USIC may adjust fees based upon fluctuating fuel prices (twice during the year).

Pricing: See Exhibit B

- \$28 per ticket received from call
- \$70 per ticket after hours call
- \$35 per hour for emergency ticket
- \$15 per quarter hour for tickets exceeding 30 minutes
- \$15 per quarter hour for watchdog or site surveillance
- \$275 damage investigation

Exhibit

1. USIC Agreement for Service

This facility is ADA accessible.

If you need special accommodation please contact the City Recorder at 503.852.7575 at least 24 hours prior to this meeting.



USIC Preferred Data Requirements

To continue to provide our locators with the most effective way of looking at prints while locating, we are migrating all prints to a standard viewer. The data is linked to our Ticket Management system and presented to our locators in the most efficient means possible.

The most efficient formats for USIC to import are ESRI **.shp**, **.mdb**, or **.gdb** file types. If **.mdb** or **.gdb** files are provided please have class extensions turned off prior to exporting them.

Please indicate which coordinate system your data is in and indicate if you are using any custom systems.

Access can be provided to our secure data transfer site if you wish to setup an automated sync of your facilities.

Thank you in advance for helping us to provide best in class locating services to our customers.

If you have questions and would like to discuss the updates process further please feel free to reach out to us directly.

Thanks for your support.

Live the SAFE-LIFE!

Michael Muilenburg

Manager of GIS

O: 317 810 8079

M: 402 960 3646

michaelmuilenburg@usicllc.com

Daniel Clemons

Director of Software Development CIO

O: 316 269 9090

M: 316 304 6211

danielclemons@usicllc.com

Amit Shankar

CIO

M: 813-843-6112

amitshankar@usicllc.com

**UNDERGROUND FACILITIES LOCATING AND MARKING
SERVICE AGREEMENT**

THIS CONTRACT is entered into as of _____, and is by and between USIC Locating Services, LLC, an Indiana limited liability company, (**USIC**), and City of Carlton (**Customer**).

BACKGROUND

- A. Customer owns and operates underground facilities in the geographic area described on Attachment A to this Agreement (**Contract Service Area**).

- B. Customer desires to have USIC provide the necessary labor and equipment to provide certain services relative to locating and marking Customer's underground facilities in the Contract Service Area.

AGREEMENT

Based on the Background set forth above and in consideration of the mutual covenants, terms and conditions set forth below, USIC and Customer agree as follows:

- 1. Definitions. In addition to the terms defined above the following capitalized terms when used in this Agreement shall have the following meanings:
 - 1.1 **After Hours Call Out** means locate requests made on USIC-observed holidays (Memorial Day, Independence Day/July 4th, Labor Day, Thanksgiving, Christmas, and New Year's Day), weekends, and weekdays from 5 p.m. to 7 a.m., or any time outside of the applicable state one-call's regular business hours.

 - 1.2 **APWA** means the American Public Works Association and its Underground Utility Location and Coordination Council.

 - 1.3 **At Fault Damages** means Damage to Customer's Facilities caused by an Excavator that occurs with respect to Locatable Facilities where USIC did not perform the Locate with Reasonable Accuracy.

- 1.4 **Contract Year** means the 365 (366 if period includes February during a leap year) days beginning with the date this agreement begins and the anniversary date each year after.
- 1.5 **Customer's Facilities** means any Underground Facilities owned by Customer.
- 1.6 **Damage to Customer's Facilities** means the penetration or destruction of any protective coating, sheath, housing or other protective facility of underground plant, the partial or complete severance of underground plant, or the rendering of any underground plant partially or completely inoperable.
- 1.7 **Excavator** means any person or entity which engages directly in excavation.
- 1.8 **High Profile Facilities** means fiber cable, 900 pair or greater, switchgear cable, and 6" main or greater.
- 1.9 **Interruption of Service** means an interruption in the services provided by Customer to its customers arising from a Damage to Customer's Facilities.
- 1.10 **Locatable Facilities** means Customer's Facilities that can be field marked with Reasonable Accuracy by using devices designed to respond to the presence of Customer's Facilities, together with records and facility prints, drawings, and maps of sufficient accuracy, but shall specifically not include Unidentifiable Facilities and Unlocatable Facilities.
- 1.11 **Locate** means the completed process of having provided Locate Services at an excavation site.
- 1.12 **Locate Service** means the process of determining the presence or absence of Customer's Facilities, their conflict with proposed excavations, and the Marking of the proper places or routes of Customer's Facilities within Reasonable Accuracy limits as required.
- 1.13 **Low Profile Facilities** means any of Customer's Facilities that are not High Profile Facilities.

- 1.14 **Marking** means the use of stakes and flags, paint strips or other clearly identifiable materials at appropriately distanced intervals and at each divergence from a straight line in accordance with the current marking standards of the APWA to show the field location of Underground Facilities accurately.
- 1.15 **Paintable Locate** means that Customer has buried facilities within the area of the locate request or scope of the ticket.
- 1.16 **Project Locate** means a Locate that requires USIC to spend more than 30 minutes at the excavation site.
- 1.17 **Reasonable Accuracy** means the placement of appropriate Markings within the outside dimensions in inches of both sides of an Underground Facility as regulated by state.

Oregon-24 Inches inches

- 1.18 **Restoration Costs** means the actual costs incurred by Customer to repair Damage to Customer's Facilities arising from At Fault Damages, but shall specifically exclude any Third Party Claims. Restoration Costs is equal to only the actual labor, equipment and material costs incurred by Customer to repair the Damage to Customer's Facilities. Restoration Costs specifically exclude overhead charges, costs arising from betterment of plant (which shall include, among other things, any upgrade, improvement, reinforcement, enlargement or extension of Customer's Facilities), costs arising out of collection actions, whether incurred by the Customer or collection agencies.
- 1.19 **Services** mean the services to be provided by USIC under this Agreement.
- 1.20 **Site Visit** means to visit the site of the locate request, but there are no Locatable Facilities to be marked.
- 1.21 **Site Surveillance** means to watch over and protect Customer's Facilities during unusual or extensive excavation projects (i.e. road widening projects, sewer projects, etc.) and providing such continuous on-site Locate Services

as may be dictated by the nature and scope of the excavations. Commonly referred to as a "Watchdog" within the industry.

- 1.22 **Ticket** means the document generated at the one-call center and transmitted to USIC, containing each locate request which USIC is contractually obligated to mark.
- 1.23 **Third Party Claims** means any claims for losses, fines, penalties, damages or expenses made by a person not a party to this Agreement arising from Damages to Customer's Facilities, including but not limited to, claims as a result of (a) injury to or death of any person, (b) damage to or loss or destruction of any property, or (c) Interruption of Service.
- 1.24 **Underground Facilities** means any item buried or placed below the ground for use in connection with the storage or conveyance of water, sewage, electronic telephonic or telegraphic communications, cablevision, electric energy, petroleum products, gas, gaseous vapors, hazardous liquids or other substance including, but not limited to, pipes, sewers, conduits, cables, valves, lines, wires, manholes, attachments and those parts of poles or anchors below ground.
- 1.25 **Unidentifiable Facilities** means Customer's Facilities that are neither apparent on the records or facility prints, drawings or maps provided by Customer or from a Visual Examination.
- 1.26 **Unlocatable Facilities** means Customer's Facilities whose presence is known either from records provided by Customer or a Visual Examination, but which cannot be field marked with Reasonable Accuracy using standard procedures employed by USIC.
- 1.27 **Visual Examination** means an attempt to determine the existence of Customer's Facilities at an excavation site by a reasonable visual inspection rather than from Customer's maps and records.

2. Responsibilities of USIC.

- 2.1 USIC shall furnish all labor, materials and equipment necessary to perform Locate Services for Customer within the Contract Service Area except for the maps and records to be provided by Customer under Section 3.1. USIC will receive Ticket transmittals directly from the one-call center for the Contract Service Area at no additional cost to Customer.
- 2.2 Upon receipt of a request for a Locate, USIC will assess whether a field visit to the excavation site and a Visual Examination is required to determine if a conflict exists between the Customer's Facilities and the proposed excavation. If USIC determines that no field visit or Visual Examination is necessary, USIC will proceed under section 2.4 below.
- 2.3 If USIC determines that there are Locatable Facilities present at the excavation site, it will indicate the presence of those facilities with appropriate Markings.
- 2.4 If USIC determines that Customer's Facilities are not present at the excavation site, USIC will either notify Excavator prior to the proposed excavation that Customer's Facilities are not present or mark the excavation site in a manner to indicate that Customer's Facilities are not present at the proposed excavation site.
- 2.5 Customer agrees that USIC will have the right to screen tickets via prints. Customer also agrees that, notwithstanding anything to the contrary contained in this Agreement, USIC will not be liable for any damages that occur because of incorrect prints.
- 2.6 If USIC determines that there are Unlocatable Facilities at the excavation site, it will notify Customer and Customer will be responsible for determining what course of action should be followed to assure that the Unlocatable Facilities are not damaged by Excavator.
- 2.7 Any maps and records furnished by Customer pursuant to section 3.1 shall remain the property of Customer. USIC agrees to return all copies of such maps and records to Customer upon Customer's written request or at the termination of this Agreement. Unless such maps and records were

previously known to USIC free of any obligation to keep them confidential, are given to USIC by a third party not obligated to keep them confidential, or become public without any act or omission of USIC, USIC agrees to keep such maps and records confidential and shall use such maps and records only in the performance of this Agreement except upon such terms as may be agreed upon by Customer or as required by law. This obligation of confidentiality shall survive the termination of this Agreement.

2.8 Subject to the terms of section 3.2, USIC shall perform the Services as an independent contractor and as such it has the right to exercise control and supervision of the work and full control over the employment, direction, compensation and discharge of all persons assisting it in performing the Services; that it will be solely responsible for the payment of its employees and for the payment of all federal, state, county and municipal taxes and contributions pertaining thereto; and that it will be responsible for its own acts.

2.9 USIC shall not subcontract the Services or any part of the Services without the prior written approval of Customer, which approval Customer may choose to withhold in its sole discretion.

2.10 USIC shall comply with the provisions of all applicable permits and licenses relative to the services to be performed hereunder. USIC shall comply with all applicable laws, ordinances and regulations of the United States, the State or States where the Services are performed, and any unit of local government correctly asserting jurisdiction, applicable to the Services (including, but not limited to Worker's Compensation, Unemployment Insurance and Social Security).

3. Responsibilities of Customer.

3.1 Customer agrees to provide USIC with the necessary maps and records to permit USIC to provide the Locate Services. Customer acknowledges that it is Customer's responsibility to keep all applicable maps, records, prints up to date with accurate information. USIC bears no liability for Customer's

failure to provide accurate maps, records, and prints, or any damage which results from inaccurate maps, records, and prints.

3.2 Customer agrees that it will reasonably cooperate with USIC so that USIC enjoys the same protection under the laws applicable to the Customer regarding Third Party Claims as the Customer would enjoy if it were performing the Services.

3.3 Customer will pay USIC for the Locate Services in accordance with the charges set forth on Exhibit B. USIC shall bill for all tickets received from the State One Call, on behalf of Customer. USIC will not be responsible for the accuracy, updates to or the completeness of the definition of the Customer's service area that Customer has provided to the State One Call center.

4. Term, Termination and Exclusive Nature of Agreement

4.1 This Agreement shall be effective as of July 1, 2020, and continue for a period of 12 months, with automatic renewal for consecutive periods of one (1) year on each expiration date, unless sooner terminated pursuant to section 4.3.

4.2 Customer shall use USIC as its exclusive provider of Locate Services within the Contract Service Area.

4.3 Either party to this Agreement can terminate this Agreement upon 30 Daysdays prior written notice to the other. Upon such termination the only liability will be that of the Customer for any Services performed by USIC prior to the effective date of termination.

5. Investigations of Damage to Customer's Facilities

5.1 Should either party to this Agreement become aware of any Damage to Customer's Facilities that occurs after USIC has been asked to perform a Locate with respect to the Customer's Facilities, the party learning of the Damage to Customer's Facilities shall promptly notify the other party. This notification may be made orally. Both parties to this Agreement reserve the

right and shall be entitled to investigate any reports of Damage to Customer's Facilities.

5.2 USIC will investigate incidents of Damage to Customer's Facilities and provide a written report of its findings to Customer upon request. Such report will contain USIC's determination as to whether the Damage to Customer's Facilities constitutes At Fault Damages. Customer shall have thirty (30) days after receipt of USIC's written report to contest USIC's conclusion. Unless Customer notifies USIC in writing within such period that it disputes USIC's conclusion as to At Fault Damages, USIC's conclusion with regard to that issue shall be deemed binding with respect to this Agreement. If Customer disputes USIC's conclusion, the parties will seek to mutually resolve such dispute and if they cannot such dispute will be resolved in accordance with section 11.1.

5.3 USIC shall be entitled to collect an investigation fee for each investigation and written report thereof, which it provides to Customer, unless such report concludes or the parties ultimately agree that the report involves At Fault Damages.

5.4 Customer agrees that should it fail to notify USIC as provided in section 5.1 of any Damage to Customer's Facilities within forty-eight (48) hours after Customer receives notice of the damage and USIC is otherwise unaware of the damage within that period, then USIC shall not be liable to Customer for Restoration Costs arising from that Damage to Customers' Facilities and Customer shall indemnify USIC against Third Party Claims in accordance with section 7.1, even if it is later determined that such damage constitutes At Fault Damages.

6. Limitation of Liability and Indemnification of Customer by USIC

6.1 USIC will be responsible for paying Customer's Restoration Costs only if: a) USIC receives a request to provide Locate Services with respect to Customer's Facilities, and b) the Damage to Customer's Facilities constitutes an At Fault Damage. Restoration costs payable by USIC shall at no time collectively exceed \$1,000 per incident. If the Damage to

Customer's Facilities is not At Fault Damages or if Customer's Facilities are Unidentifiable Facilities or Unlocatable Facilities, USIC's only responsibility will be to provide whatever support to Customer it can reasonably provide to establish whether the Excavator or another third party is liable for such Damage to Customer's Facilities. USIC shall indemnify and hold harmless Customer, its agents, employees, officers, directors and shareholders (**Customer Indemnities**) from and against any and all Third Party Claims to the extent the same arise from At Fault Damages; provided, however, USIC shall not indemnify Customer Indemnities for Third Party Claims arising from Damages that are not At Fault Damages or damages to Unidentifiable Facilities or Unlocatable Facilities or for Third Party Claims that arise from the negligence or willful misconduct of Customer, its agents or employees. USIC's total liability for all claims of any kind arising from or related to the formation, performance or breach of this contract or any services provided hereunder shall not exceed the annual value of this Agreement.

7. Indemnification of USIC by Customer

- 7.1 Customer shall indemnify and hold harmless USIC, its agents, employees, officers, directors and shareholders (**USIC Indemnities**) from and against any and all Third Party Claims to the extent the same arise from Damage to Customer Facilities if the Customer's Facilities were either Unidentifiable Facilities or Unlocatable Facilities or if the Third Party Claims arose from the negligence or willful misconduct of Customer, its agents or employees.

8. Price Revisions

- 8.1 USIC may adjust the prices for Locate Services set forth on Exhibit B upon thirty (30) days notice to Customer, provided that USIC provides Customer evidence that such price increase results from either (a) an increase in USIC costs for providing the Services that exceeds the average rate of inflation for the period since USIC's most recent price increase; (b) a material change in the one-call statute effective within the Contract Service

Area; or (c) a change in the mix of the number or types of Locates on which the pricing set forth in Exhibit A was based. Unless Customer contests, in writing within the thirty (30) day notice period, the evidence provided by USIC the price increase will become effective on the date identified in USIC's notice. If Customer contests the basis for the price increase as provided above, the parties shall either negotiate a mutually agreeable resolution or resolve the dispute as provided in section 11.1. At the beginning of each Contract Year subsequent to the first Contract Year, the charges for Locate Services set forth on Exhibit B shall be increased by 3%.

8.2 USIC may on a semiannual basis adjust fees based upon fluctuation in fuel prices. The adjustment will be based on "U.S. Regular Conventional Retail Gas Prices" from the US Department of Energy site: http://www.eia.doe.gov/oil_gas/petroleum/data_publications/wrqp/mo_gas_history.html. The average fuel price over the previous 6-months will be reviewed every Contract Year on January 1st and July 1st and pricing will be adjusted when applicable based the average fuel price as outlined in the chart below. There will be no adjustment in fees as long as the average fuel price is at or below \$3.99. For example, if the average fuel price for the previous 6-months is \$4.00 - \$4.49 on July 1, fees will be increased by 1.50% for the next 6-month period through December 31st. If the reviewed average 6-month fuel price (on January 1st or July 1st) drops below \$4.00, the increases will cease to be in effect.

6-month Average Fuel	
Price per Gallon	Rate Increase
\$4.00 - \$4.49	1.50%
\$4.50 - \$4.99	Additional 1.00%
\$5.00 - \$5.49	Additional 1.00%
\$5.50 +	Additional 1.00%

9. Equal Employment

9.1 USIC acknowledges that it is an equal opportunity employer. We are committed to ensuring equal employment opportunities for all applicants and employees, and to further our commitment not to discriminate on the basis of sex, race, religion, color, national origin, age, disability, genetic

information, or veteran status, or any other basis protected by federal, state or local law ("Protected Classifications).

10. Insurance

10.1 USIC provides the following insurance coverage:

<u>INSURANCE COVERAGE:</u>	<u>LIMITS:</u>
Worker's Compensation	Statutory Limit
Employers' Liability	
Each Accident	\$1,000,000
Disease, Policy Limit	\$1,000,000
Disease, Each Employee	\$1,000,000
Comprehensive General Liability	
including Contractual Liability \$1,000,000 Each Occurrence	
Occurrence Basis BI & PD	\$1,000,000 Each Occurrence
	\$2,000,000 General Aggregate (Each occurrence)
Personal Injury	\$1,000,000 Each Occurrence
Products & Completed Operations	\$2,000,000 Each Occurrence
Automobile Liability	
BI & PD Combined	\$1,000,000 Each Occurrence

11. Dispute Resolution

11.1 The parties shall attempt in good faith to resolve all disputes (**Controversy**) promptly by negotiation, as follows. Any party may give the other party written notice of any Controversy not resolved in the normal course of business. Executives of both parties at levels one level above the personnel who have previously been involved in the Controversy shall meet at a mutually acceptable time and place within ten days after delivery of such notice, and thereafter as often as they reasonably deem necessary, to exchange relevant information and to attempt to resolve the Controversy. If the matter has not been resolved within thirty days from the referral of the Controversy to senior executives, or if no meeting of senior executives has

taken place within fifteen days after such referral and if the Controversy is over the amount of Restoration Costs owed by USIC to Customer, the parties shall simply split the difference between their respective positions. If more than two Controversies within a given contract year result in a split of the difference under the preceding sentence or if a Controversy involves more than simply a dispute about Restoration Costs, the parties hereto reserve to themselves the right to litigate any such disputes in an appropriate forum. If a negotiator intends to be accompanied at a meeting by an attorney, the other negotiator shall be given at least three working days' notice of such intention and may also be accompanied by an attorney. All negotiations pursuant to this clause are confidential and shall be treated as compromise and settlement negotiations for purposes of the Federal Rules of Evidence and State rules of evidence.

12. Miscellaneous

- 12.1 Neither party shall be deemed to be in default of this Agreement to the extent that any delay or failure to perform its obligations, other than the payment of money, results from any cause beyond its reasonable control and without its fault or negligence, such as acts of God, acts of civil or military authority, embargoes, epidemics, war, riots, insurrections, fires, explosions, earthquakes, floods, unusually severe weather conditions or strikes. If USIC claims that it is delayed by such a cause, it shall notify Customer immediately and Customer shall be entitled to obtain the Services from any other person until such cause terminates as evidenced by a notice from USIC that such cause has ended.
- 12.2 This Agreement may only be modified or amended by a written instrument signed by an authorized representative of USIC and Customer. The term "Agreement" shall include any such future amendments or modifications.
- 12.3 This Agreement shall constitute the entire contract between the parties with respect to the subject matter of this Agreement. Customer and USIC each represent that it has read this Contract, agrees to be bound by all terms and conditions contained in this Agreement, and acknowledge receipt of a signed, true exact copy of this Agreement.

12.4 Customer agrees that during the Term of this Agreement and for a period of six (6) months thereafter, Customer will not hire or solicit for hire any employee of USIC who has been used by USIC within the last six months for the purpose of providing the Services to Customer.

City of Carlton OR

Contract #:

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers or representatives.

City of Carlton

USIC Locating Services, LLC

By: _____
(Signature)

By: _____
(Signature)

(Please print)

Brian Wimberger_____
(Please print)

Title: _____

Title: Vice President of Sales_____

Date:_____

City of Carlton
ATTN:Bryan Burnham
191 E. Main Street
Carlton, OR 97111
503-852-7575

City of Carlton OR

Contract #:

Exhibit A

USIC Locating Services, LLC shall provide services for the following:

- **State(s):** Oregon
- **Facility Type(s):** Sewer-Sanitary;Sewer-Storm;Water
- **CDC Code(s):** CARL01

City of Carlton OR

Contract #:

Exhibit B

USIC Locating Services, LLC will charge for services rendered hereunder:

- \$ 28.00 Per Ticket Received from the One Call**
- \$ 70.00 Per After Hour Call Out Ticket**
- \$ 35.00 Per Normal Hour Emergency Ticket**
- \$ 15.00 Project Price Per Quarter Hour for Tickets that Exceed 30 Minutes**
- \$ 15.00 Per Quarter Hour for Watchdogs or Site Surveillance Work**
- \$ 275.00 Damage Investigation Fee**

Invoice Distribution Method: Email

Address: City of Carlton
ATTN: Bryan Burnham
191 E. Main Street
Carlton, OR 97111

Phone: 503-852-7575

Email: bburnham@ci.carlton.or.us

USIC shall render invoices and statements to Customer on a Monthly basis. Each statement shall be paid by Customer with payment terms of Net 30 of invoice date.