



# **NOTICE**

This meeting will be held using Zoom. The meeting access information is below.

## Meeting Access Details

Join via computer:

<https://us02web.zoom.us/j/87451749334?pwd=eVdWSXpNbjd4K21uVnZzNjRvbWROUT09>

Join via phone: 1-253-215-8782

Meeting ID#: 874-517-49334

Meeting Password: 384762

If you have any comments on Agenda items for this meeting and do not want to attend, please email comments to [aamerson@ci.carlton.or.us](mailto:aamerson@ci.carlton.or.us).



**CITY COUNCIL REGULAR SESSION AGENDA**

**TUESDAY, AUGUST 4, 2020**

**VIA ZOOM, 191 E. MAIN STREET, CARLTON**

**7:00 PM CITY COUNCIL REGULAR MEETING**

**Pages**

<b>1. CALL TO ORDER</b>	
<b>2. ROLL CALL</b>	
<b>3. PLEDGE OF ALLEGIANCE</b>	
<b>4. CHANGES OR ADDITIONS TO THE AGENDA</b>	<b>2</b>
<b>5. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS</b>	
A. Appointment of Guilherme Brandao to Planning Commission – <i>Confirm Mayor Appointment</i>	3
B. Appointment of Paul Junker to OR-47 Ad-Hoc Committee- <i>Confirm Mayor Appointment</i>	5
C. Citizen committee for City Manager hiring process	x
<b>6. CITIZEN COMMENTS</b>	
<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>	
<b>7. CONSENT AGENDA</b>	
A. Meeting Minutes – <i>Approve</i>	
1. City Council – June 23, 2020 and July 7, 2020	7
B. Accounts Payable Report – <i>Information Only</i>	14
C. Auditor Contract Renewal	17
<b>8. ORDINANCES/RESOLUTIONS/DISCUSSION/ACTION ITEMS</b>	
A. Public Hearing: Comprehensive Plan/Zone Change 2020-01- Ordinance No. 2020-727	30
B. Parks Plan Amendment Public Hearing- Ordinance No. 2020-728	232
C. NHMP Addendum - Approve	298
D. Police vehicle surplus declaration	351
E. Police vehicle and radio purchase	361
F. COPS Grant Acceptance	380
G. Buy Local Program Conclusion	413
H. COVID-19 Emergency Business Assistance Applications	414
I. League of Oregon Cities Legislative priorities	420
<b>9. COUNCIL LIASION REPORTS</b>	
A. Tourism	
B. Carlton Business Association	
C. Other	
<b>10. ADJOURNMENT</b>	

*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.*





## Application for Boards/Commission

### Contact Information

Name:	Guilherme Brandao
Street Address:	441 N 2nd St
Mailing Address:	Same
City/State/Zip Code:	Carlton, OR, 97111
Cell Phone:	971-237-4965
Work Phone:	Same
E-Mail Address:	brandaoagb@gmail.com

### Background

Years of Residence in Carlton:	4 years
Place of Employment:	Self Employed
Occupation:	Online store owner
Educational Background:	Idaho State University - Master of Accountancy Brigham Young University Idaho - Bachelor of Science in Accountancy ETE Getulio Vargas - Mechatronics Technician
Prior Civic Activities:	Staff Accountant - Jones & Roth CPAs and Business Advisors Human Resources Compensation Assistant - Brigham Young University Idaho

### Boards/Commissions of Interest

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

- |  |   |
|--|---|
| <input type="checkbox"/> <b>City Council</b>                   | <input type="checkbox"/> <b>Visit Carlton Tourism Committee</b>                           |
| <input type="checkbox"/> <b>Budget Committee</b>               | <input type="checkbox"/> <b>Ad-hoc Advisory Committee</b>                                 |
| <input checked="" type="checkbox"/> <b>Planning Commission</b> | Also interested in City Council and Budget Committee if there are openings in the future. |

## 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 educational background and career have given me a good idea how to interpret data / numbers which would aid in making decisions as a planning commissioner. I come from a diverse background, having been born in Sao Paulo, Brazil and lived in Asia, which could bring a different perspective. I am also used to making important decisions as I have been successfully running my business for 5 years.

## Motivation

Discuss your motivation for serving on this Board/Commission.

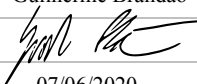
I have been living in Carlton for a little while and I would like to contribute to improve this town. I have recently become a citizen of the United States and now feel it is my duty to get involved in politics, help others more, and participate in the community.

## 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)	Guilherme Brandao
Signature	
Date	07/06/2020

## Our Policy

It is the policy of the City of Carlton to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability. The City of Carlton accepts applications from potential board/commission members throughout the year and will hold applications until vacancies exist on specific boards/commissions.

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



## Application for Boards/Commission

### Contact Information

Name: PAUL Junker  
 Street Address: 860 E. Garfield St  
 Mailing Address: 860 E. Garfield St  
 City/State/Zip Code: Carlton OR 97111  
 Home Phone: 775-842-0888  
 Work Phone: n/a  
 E-Mail Address: rpjvlj1983@hotmail.com

### Background

Years of Residence in Carlton: 4  
 Place of Employment: Retired  
 Occupation: Retired equipment mechanic  
 Educational Background: High School  
 Prior Civic Activities: Ad hoc committee for Streets/Recreation/Storm Water

### 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.

**Motivation**

Discuss your motivation for serving on this Board/Commission.

Worked on committee to address streets, etc from Dec 2016 - Dec 2017 where we discussed truck traffic thru center of town, etc.

**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)	Raymond Paul Tucker, Jr "Paul"
Signature	Raymond Paul Tucker, Jr.
Date	7/7/20

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



City Council Special Meeting Minutes  
June 23, 2020  
City Hall, 191 E Main Street Carlton, Oregon

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**REGULAR MEETING****6:30 PM****1. CALL TO ORDER-Roll Call**

Mayor Brian Rake called the regular meeting to order at 6:31 PM.

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

**Members Absent:**

**Staff Present:** City Manager Dennis Durham, Office Specialist Kayla Baker, Utility Clerk Morgan Shelton, Community and Economic Coordinator Aimee Amerson, Director of Administrative Services Christy Martinez.

**Others Present:** Grant Erickson, Kevin Valk, Starla Pointer, Susan Turrell, Bryan Bahr, Nici Stauffer, Phil Turrell, Jeff McInnis, Mackenzie Rosie, Patty Williams, Mark Schmidt, Bonnie Ingram, Debra Zimmerman, Dean Joni Anderson, Casey Livingston, Melissa Skipper, Lynette Shaw, Renee Ryan, Kevin Skipper, Roselyn Mostafa, Gabe Morales, Ginny Rake, Emily Chadwick, Erin Crawford, Lisa Christensen, Chad Taylor, Marissa Douglas, Christine Andrus, Carrie Lawson, Lisa Patterson, David and Heidi Blanchard, Carol, G. Frugia, Shelly, Janine, Michelle, Jami, Tera, Ginger, Gary, Misty, Andy, and Jessica P.

**2. PLEDGE OF ALLEGIANCE****6:32 PM**

The Pledge of Allegiance was performed.

**3. CITIZEN COMMENTS****6:32 PM**

Susan Turrell- Expressed concerns with JR Meadows subdivision phase two rezoning and feels it goes against the city comprehensive plan in persevering wetland and mature timber. Also feels the plan does not provide adequate park green space.

Pam Robbins-Feels City Hall staff and mayor moved forward with Holst on City Hall project without the input of the city council. Believes the cost of this project is too high with the current COVID-19 pandemic.

Brian Kershaw-Believes that the scope of the work doesn't match the size of the city and feels like the plan Holst presented to the city council was different from the concept plan that was created by George Fox students.

**4. ACTION ITEM****6:48 PM****A. City Hall Project**

Mark Schmidt with Holst Architecture presented the City Hall plan, explaining why the plan is different from the student concept.

City Manager Dennis Durham answered questions submitted by councilor Shirley Ward-Mullen regarding seismic testing on current City Hall building, timeline of the design changes and payments made to Holst.

**MOTION: Rhoads/Watkins** to table project and discontinue Holst services. Motion carried (6 Yes/0 No/0 Absent/1 Abstain [Wilder]).

**B. Business Oregon COVID-19 Emergency Business Assistance Grant Acceptance**

Dennis Durham explained the Business Assistance Grant.

Councilor Kathy Maher asked questions on who would be eligible to receive the funds.

**MOTION: Ward-Mullen/Wilder** to accept the OBDD grant of \$12,500 and authorize the City Manager to execute the COVID-19 Emergency Business Assistance Program Loan Agreement. Motion carried (6 Yes/1 No/0 Absent/0 Abstain).

**5. ADJOURNMENT**

The regular meeting adjourned at 7:46 PM.

**APPROVED** by the City of Carlton City Council on August 4, 2020.

ATTEST:

\_\_\_\_\_  
Kayla Baker, Office Specialist

\_\_\_\_\_  
Brian Rake, Mayor



City Council Minutes  
July 7, 2020  
Via Zoom, Carlton, Oregon

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**WORK SESSION****6:00 PM****1. CALL TO ORDER/AGENDA REVIEW**

Mayor Brian Rake called the meeting to order at 6:01 PM. No changes were made to the work session agenda.

**2. ROLL CALL**

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

**Members Absent:** Carey Rhoads

**Staff Present:** City Manager Dennis Durham, Director of Administrative Services Christy Martinez, Utility Clerk Morgan Shelton, Community and Economic Development Coordinator Aimee Amerson, Office Specialist Kayla Baker and City Attorney Walt Gowell

**Others Present:** Jeff McInnis, Starla Pointer, Susan Turrell, Bonnie Ingham, Patty Williams, Gabe Morales, Jeff Weiss, Nichole Pilakowski, Mackenzie Rose, Kathy Behring, Annette Madrid, Dean Joni Anderson, Bekki Jansen, Christine Andrus, Erin Crawford, Louis Nymagoux, Kayla Gonzalez, Casey Livingston, Marcia Baker, Emily Chadwick, Lynette Shaw, Patty Johns, Janet Zuelke, Shali Ruk, Kristen Wessel, Rebecca Moore, Ginny, Gary, Ki Phone, Jami, Grant, Carol, Makenna, Douglas, Shelly, G. Frugia, Meg S., Jeri, Amy, John, Cole, Katrina, Theresa, Kevin.

**3. ANNOUNCEMENTS/REPORTS/PRESENTATIONS****6:02 PM****A. Parks Plan Update**

Lisa Brosnan of the Council of Government (COG) discussed the areas where park land is needed according to state and federal standards.

Councilors considered options and locations for future parks to meet the future needs of the City.

**B. Council Rules and Procedures Update**

Councilors reviewed the Council Rules and Procedures provided from the Mayor. (See final meeting packet).

Councilor Watkins recommended that the council compare the updates to the current council rules and procedures.

Councilor Ward-Mullen asked City Attorney Walt Gowell if the municipal code can be updated with the new council rules and procedures. Gowell stated it would be a re-write of section 2.05 of the municipal code.

**4. ADJOURN TO REGULAR MEETING**

The work session adjourned at 6:50 PM.

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

Mayor Brian Rake called the regular meeting to order at 7:01 PM.

## 2. ROLL CALL

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

**Members Absent:** Carey Rhoads

**Staff Present:** City Manager Dennis Durham, City Attorney Walt Gowell, Utility Clerk Morgan Shelton, Community and Economic Development Coordinator Aimee Amerson, Office Specialist Kayla Baker and Director of Administrative Services Christy Martinez

**Others Present:** Jeff McInnis, Starla Pointer, Susan Turrell, Bonnie Ingham, Patty Williams, Gabe Morales, Jeff Weiss, Nichole Pilakowski, Mackenzie Rose, Kathy Behring, Annette Madrid, Dean Joni Anderson, Bekki Jansen, Christine Andrus, Erin Crawford, Louis Roumagoux, Kayla Gonzalez, Casey Livingston, Marcia Baker, Emily Chadwick, Lynette Shaw, Patty Johns, Janet Zuelke, Shali Ruk, Kristen Wessel, Rebecca Moore, Ginny, Gary, Ki Phone, Jami, Grant, Carol, Makenna, Douglas, Shelly, G. Frugia, Meg S., Jeri, Amy, John, Cole, Katrina, Theresa, Kevin.

## 3. PLEDGE OF ALLEGIANCE

7:02 PM

The Pledge of Allegiance was performed.

## 4. CHANGES OR ADDITIONS TO THE AGENDA

7:02 PM

Councilor Watkins added a discussion on the ODOT Hwy 47 Ad-Hoc Committee and a discussion on scheduling meeting/mediation on the JR Meadows rezoning.

Councilor Wilder added a discussion on the City Hall remodel and next steps for this project.

## 5. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS

7:07 PM

### A. Appointment of Anthony Stuart to Planning Commission

Mayor Rake introduced new Planning Commissioner Anthony Stuart. Anthony Stuart shared his excitement in getting started as a planning commissioner.

**MOTION: Ward-Mullen/Wilder** to approve Anthony Stuart and appoint him to the Planning Commission. Motion carried (6 Yes/0 No/1 Absent {Rhoads} /0 Abstain).

### B. OR-47 Ad-Hoc Committee Appointments

City Manager Dennis Durham discussed the applications received for the ODOT Hwy 47 Ad-Hoc committee.

**MOTION: Watkins/Carl** to approve all the applications for the OR-47 Ad-Hoc Committee. Motion carried (6 Yes/0 No/1 Absent {Rhoads}/0 Abstain).

## 6. CITIZEN COMMENTS

7:13 PM

Casey Livingston letter- Feels that the citizens of Carlton are not being listened to by the Council. Also believes there should be a review of City Manager Dennis Durham.

Pam Robbins letter- Stated that citizens are concerned with the actions of the City Manager and Mayor regarding the City Hall Project.



Jeff McInnis letter- Believes that the personal goals and opinions of councilors have prevented the city council from making progress on topics.

Susan Turrell letter- Stated there is insufficient water supply to support future growth of Carlton. Feels the zone change should not be approved due to the strain it would put on the current infrastructures.

Andy Rabung letter- Feels the growth of Carlton is critical to Main Street business and expressed his support of the new JR Meadows housing development.

Jeffrey Wiess letter- Expressed concerns with the Mayor refusing to read letters into the record at a recent city council meeting. Feels that if council member can't fully devote their attention and time to the city council that they recuse themselves.

Neva Caldwell letter- Expressed her thanks to City Manager, Mayor and Chief of Police for their great work taking care of the city.

Patty Williams- Requested that Dennis Durham be shown on screen during city council meetings.

## 7. CONSENT AGENDA

7:38 PM

### A. Meeting Minutes – *Approve*

#### 1. City Council Work Session Minutes – June 2, 2020

### B. Accounts Payable Report – *Information Only*

**MOTION: Wilder/Ward-Mullen** to approve the consent agenda including corrected City Council meeting minutes from June 2, 2020 and the accounts payable report. Motion carried (6 Yes/0 No/1 Absent {Rhoads}/0 Abstain).

## 8. ORDINANCES/RESOLUTIONS/DISCUSSION/ACTION ITEMS

7:40 PM

### A. Public Hearing: Comprehensive Plan/Zone Change 2020-01-Ordinance No. 2020-727-REMOVED

Mayor Rake stated this item has been removed at the request of the developer and will be on the Agenda for the August 4, 2020 City Council meeting.

### B. Resolution No. 300-Transportation and Growth Management Grant-Approve

7:41 PM

Community and Economic Development Coordinator Aimee Amerson explained the Transportation and Growth Management Grant and stated if awarded, the monies would be used to update the transportation plan.

**MOTION: Wilder/Ward-Mullen** to approve and authorize the Mayor to sign the attached resolution authorizing an application to the Transportation and Growth Management Program. Motion carried (6 Yes/0 No/1 Absent {Rhoads}/0 Abstain).

### C. Quinby purchase of 156 East Monroe Street Property

7:43 PM

Dennis Durham presented the proposed purchase agreement of 156 East Monroe Street by Quinby Construction.

**MOTION: Maher/Watkins** to not approve the sale of rental property located at 156 E Monroe. Motion failed (2 Yes/4 No {Rake, Carl, Ward-Mullen and Wilder}/1 Absent {Rhoads}/0 Abstain).

**MOTION: Carl/Wilder** to authorize the sale of rental property located at 156 E Monroe. Motion carried

(4 Yes/2 No {Watkins and Maher}/1 Absent {Rhoads}/0 Abstain).

#### **D. League of Oregon Cities Survey**

**7:51 PM**

Dennis Durham requested Mayor Rake and Council President Ward-Mullen to develop the top four legislative priorities that the league is requested and bring those to Council on August 4, 2020 to endorse.

#### **E. Correspondence regarding Hawn Creek playground equipment**

**7:54 PM**

Dennis Durham discussed the feedback received from residents in the Carlton Crest neighborhood and the citizen desire for a playground equipment versus picnic structure in Hawn Creek park.

**MOTION: Watkins/Ward-Mullen** to approve Hawn Creek Park playground equipment. Motion carried (6 Yes/0 No/1 Absent {Rhoads}/0 Abstain).

#### **F. Petition of Arthur Street Closure**

**8:00 PM**

City Manager Durham requested consensus from the Council to take the next steps in gathering information to close Arthur Street at OR-47. Councilors agreed to move forward with the city engineer analyzing the changes and contacting ODOT due to access point to Hwy-47.

#### **G. USIC Service Agreement**

**8:05 PM**

City Manager Durham presented the USIC service agreement which is a utility locating company.

**MOTION: Watkins/Maher** to approve the service agreement with USIC. (6 Yes/0 No/1 Absent {Rhoads}/0 Abstain).

#### **H. Request for Work Session with ODOT, Council & Hwy 47 Ad Hoc Committee**

**8:13 PM**

Councilor Watkins requested to have a work session with ODOT representative, council members and Hwy 47 Ad-Hoc committee to discuss updates and gather information on the project. Councilors agreed to schedule a future work session with ODOT, Council and the Hwy 47 Ad-Hoc committee.

#### **I. JR Meeting/Mediation**

**8:23 PM**

Councilor Watkins recommended a mediation between the owner/developers of JR Meadows and the citizens concerned with the upcoming zone change.

City Attorney Gowell recommended that members of the City Council not partake in mediation since they are decision makers for the City.

Councilors advised City Manager to set up meeting with the owner/developers of JR Meadows and the opponents of JR Meadows.

#### **J. City Hall Next Steps**

**8:34 PM**

Councilor Wilder discussed the need to establish next step in the City Hall project.

Councilor Ward-Mullen stated the need for a new City Hall is still relevant but planning for it should be delayed with the current pandemic.

Councilor Carl complimented Dennis Durham in his efforts executing the City Hall project.

City Manager Durham proposed a monthly update on the Covid-19 pandemic during the monthly City Council meeting. Councilors agreed on these monthly updates.

**7. ADJOURNMENT**

The regular meeting adjourned at 8:52 PM.

**APPROVED** by the City of Carlton City Council on August 4, 2020.

ATTEST:

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Kayla Baker, Office Specialist

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Brian Rake, Mayor

## Accounts Payable

## Checks by Date - Summary by Check Date

User: aamerson  
 Printed: 7/24/2020 9:19 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
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
56607	CDLand	C and D Landscapes Co	06/30/2020	787.50
56608	CerFol	Certified Folder Display Service Inc	06/30/2020	2,020.32
56609	Comcas	Comcast	06/30/2020	634.71
56610	DepCon	Dept. Consumer & Business Serv	06/30/2020	89.60
56611	EdgAna	Edge Analytical Inc	06/30/2020	358.20
56612	FarEle	Farnham Electric Co.	06/30/2020	4,670.00
56613	FasCom	Fastenal Company	06/30/2020	10.26
56614	FirFedCC	First Federal Card Services	06/30/2020	5,169.61
56615	GenTec	Genuine Technology Group, Inc.	06/30/2020	4,202.00
56616	HauRue	Haugeberg, Rueter, Gowell	06/30/2020	1,350.00
56617	ICCMA	ICMA	06/30/2020	851.00
56618	LanCor	Corey Lane	06/30/2020	35.37
56619	LeaCit	League Of Oregon Cities	06/30/2020	1,999.87
56620	OnliNW	McMinnville Access Co. DBA Online Nortl	06/30/2020	476.00
56621	UB*00471	Kathleen Moss	06/30/2020	85.46
56622	OreSta	Oregon Stationers	06/30/2020	120.00
56623	OvsKub	OVS	06/30/2020	81.21
56624	PriUti	Private Utility Locating, LLC.	06/30/2020	1,200.00
56625	TetTec	Tetra Tech, Inc	06/30/2020	18,887.54
Total for 6/30/2020:				43,028.65
56601	Aflac	AFLAC	07/05/2020	37.00
56602	9985	CIS	07/05/2020	24,809.49
56603	9981	EFTPS	07/05/2020	8,620.58
56604	OreRev	Oregon Dept. of Revenue	07/05/2020	2,412.58
56605	9100	PERS	07/05/2020	6,197.52
56606	10004	VOYA- State of Oregon Plan	07/05/2020	450.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
			Total for 7/5/2020:	42,527.17
56626	BarPro	Barco Products Co	07/08/2020	2,361.21
56627	CasInc	Caselle, Inc.	07/08/2020	136.00
56628	CenLin	CenturyLink	07/08/2020	505.06
56629	ClfBan	Citizens Bank	07/08/2020	2,588.55
56630	Comcas	Comcast	07/08/2020	153.63
56631	Con Car	Carole Connell	07/08/2020	3,920.00
56632	DatPro	Dataprose	07/08/2020	595.25
56633	DavAut	Davison Auto Parts	07/08/2020	15.37
56634	LawCom	Lawrence Company	07/08/2020	50.00
56635	Leaf	Leaf	07/08/2020	188.00
56636	LowHom	LOWE'S Home Improvement	07/08/2020	29.77
56637	McmPum	McMinnville Pumping LLC	07/08/2020	1,550.00
56638	OneCal	One Call Concepts, Inc.	07/08/2020	45.60
56639	OreRevCT	Oregon Department Of Revenue	07/08/2020	350.00
56640	RecWes	Recology Western Oregon	07/08/2020	277.84
56641	AutGro	The Automation Group, Inc	07/08/2020	442.50
56642	Univar	Univar Solutions	07/08/2020	3,704.57
56643	Ward J	Jill M Ward	07/08/2020	233.75
56644	YamShe	Yamhill County Sheriff's Office	07/08/2020	96.00
			Total for 7/8/2020:	17,243.10
56645	AirNor	Airgas USA, LLC	07/15/2020	232.40
56646	ProBui	Builders FirstSource	07/15/2020	124.02
56647	CarCor	Carlton Corner Service	07/15/2020	581.99
56648	Comcas	Comcast	07/15/2020	402.99
56649	EdgAna	Edge Analytical Inc	07/15/2020	326.90
56650	PapMac	Pape Machinery	07/15/2020	485.83
56651	PorGen	Portland General Electric	07/15/2020	4,252.40
56652	PriUti	Private Utility Locating, LLC.	07/15/2020	337.50
56653	UB*00472	Stone Griffon Vineyard	07/15/2020	36.55
56654	UsaBlu	USABlueBook	07/15/2020	19.65
56655	WeeMan	Weed Man	07/15/2020	478.00
56656	WilFar	Wilco Farmers	07/15/2020	320.51
			Total for 7/15/2020:	7,598.74
56657	9981	EFTPS	07/20/2020	8,959.43
56658	OreRev	Oregon Dept. of Revenue	07/20/2020	2,498.23
56659	9100	PERS	07/20/2020	6,450.33
56660	10004	VOYA- State of Oregon Plan	07/20/2020	450.00
			Total for 7/20/2020:	18,357.99
5661	AirNor	Airgas USA, LLC	07/22/2020	3,747.65
5662	AmeMai	American Maid LLC	07/22/2020	760.00
5663	APA	American Planning Association	07/22/2020	140.00
5664	AssetP	Asset Protection Partnership, LTD	07/22/2020	119.55
5665	Axon	Axon Enterprise, Inc.	07/22/2020	1,820.75
5666	BotEqu	Botten's Equipment Rental	07/22/2020	255.00
5667	RonBus	Ron Bush	07/22/2020	2,160.00
5668	CDLand	C and D Landscapes Co	07/22/2020	532.50
5669	CanSol	Canon Financial Services, Inc.	07/22/2020	536.46

Check No	Vendor No	Vendor Name	Check Date	Check Amount
5670	CitCou	CIS	07/22/2020	71,936.03
5671	Comcas	Comcast	07/22/2020	167.86
5672	ConSup	Consolidated Supply	07/22/2020	649.23
5673	CouGov	Council Of Governments	07/22/2020	1,373.00
5674	CraRoc	Crabtree Rock Company, Inc.	07/22/2020	491.13
5675	BusCra	Craig Bush	07/22/2020	50.00
5676	DogDept	Dog Waste Depot	07/22/2020	434.48
5677	FarEle	Farnham Electric Co.	07/22/2020	1,355.38
5678	FirFedCC	First Federal Card Services	07/22/2020	99.40
5679	GenTec	Genuine Technology Group, Inc.	07/22/2020	4,202.00
5680	HauRue	Haugeberg, Rueter, Gowell	07/22/2020	2,759.00
5681	Holst	Holst	07/22/2020	45,445.13
5682	Leaf	Leaf	07/22/2020	54.00
5683	LexPol	Lexipol LLC	07/22/2020	1,950.00
5684	OreMan	OCCMA	07/22/2020	105.35
5685	OreAcc	Oregon Accreditation Alliance	07/22/2020	605.00
5686	OreSta	Oregon Stationers	07/22/2020	18.00
5687	PorGen	Portland General Electric	07/22/2020	1,207.96
5688	Quill	Quill	07/22/2020	34.20
5689	SieSpr	Sierra Springs	07/22/2020	33.96
5690	TetTec	Tetra Tech, Inc	07/22/2020	42,355.00
5691	UsaBlu	USABlueBook	07/22/2020	122.67
5692	VerWir	Verizon Wireless	07/22/2020	280.07
5693	VinBou	VinBound Marketing	07/22/2020	700.00
5694	WeeMan	Weed Man	07/22/2020	1,093.50
5695	YamCom	Yamhill Communications Agency	07/22/2020	2,798.75
Total for 7/22/2020:				190,393.01
Report Total (111 checks):				393,596.29

191 E. Main St.  
Carlton, OR 97111



Phone (503) 852-7575

## Memorandum

**To:** The Mayor and Members of the City Council  
**From:** Christy Martinez-Director of Administrative Services  
**Subject:** Audit Services  
**Date:** July 15, 2020

## Recommended Motion

It is MOVED that the City Council accept the quote from Pauly Rogers and Company PC and authorize the City Manager to sign the personal service agreement for auditing services for \$23,250 FY21

## Background

The City contracts for independent auditing services yearly as required by the State of Oregon ORS 297.465 and Chapter 183.

The City reached out to auditing firms that work with municipalities in this area. Two of the firms declined to bid as they did not have time this year to perform the services.

Pauly Rogers and Company PC	\$23,250
Boldt Carlisle & Smith	\$29,000
TKW	Declined to bid
Grove and Swank CPA	Declined to bid

## Fiscal Impact

The Council allocated \$36,000 in the FY21 budget for this item.

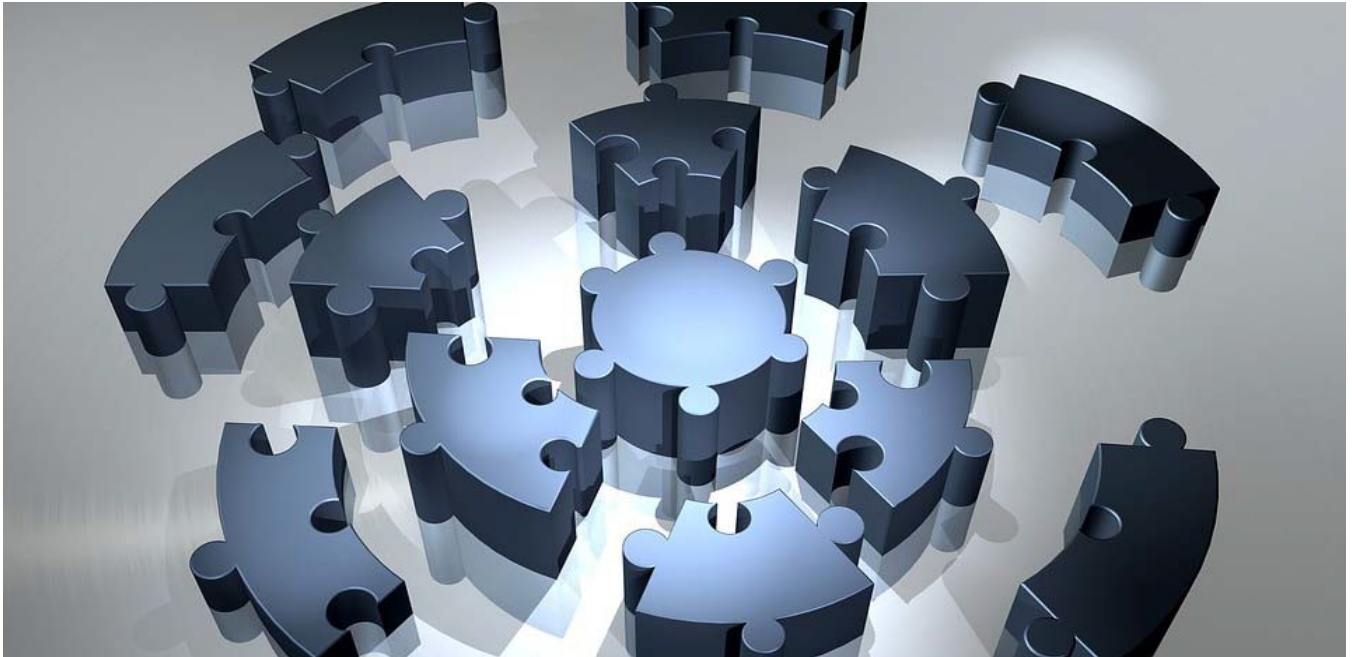
## Attachments

Bids for Service

# **PAULY, ROGERS AND CO., P.C.**

## **Certified Public Accountants**

*The Leaders in Oregon Municipal Auditing*



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Auditing Services Proposal for:

### **City of Carlton and Carlton Urban Renewal Agency**

July 10, 2020

Pauly, Rogers and Co., P.C.  
Roy Rogers, CPA  
12700 SW 72nd Avenue  
Tigard, OR 97223  
(503) 620-2632  
(503) 684-7523 FAX  
royr@rascpas.com



# PAULY, ROGERS AND CO., P.C.

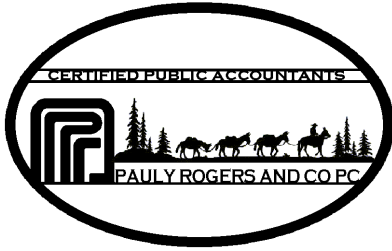
## Certified Public Accountants

*The Leaders in Oregon Municipal Auditing*

### TABLE OF CONTENTS

Transmittal Letter.....	1
Why Select Us.....	3
Approach to the Engagement.....	4
Audit Fee.....	8





**PAULY, ROGERS, AND CO., P.C.**  
 12700 SW 72<sup>nd</sup> Ave. ♦ Tigard, OR 97223  
 (503) 620-2632 ♦ (503) 684-7523 FAX  
 www.paulyrogersandcocpas.com

July 10, 2020

Christy Martinez, Director of Administrative Services  
 City of Carlton  
 191 East Main Street  
 Carlton, OR 97111

Thank you for the opportunity to present our qualifications in order to serve as auditors for the City of Carlton and Carlton Urban Renewal Agency for the year ending June 30, 2020. We believe this proposal provides all the information you will find necessary about our firm and its services. We also hope this proposal shows our enthusiasm and eagerness to be your auditors.

*Pauly, Rogers and Co., P.C.* has been proud to provide auditing services to governmental and non-profit clients in many industries since 1947. Our experience and longevity in auditing has put us in the forefront of the audit industry in our state. We audit more than 200 entities annually, making us one of the largest auditing firms in the state. We believe an audit should not be a rote exercise. On the contrary, it should help our client develop and enhance the capabilities of their staff and help meet the challenges of the future. We believe the audit process can be a powerful tool in helping the City of Carlton and Carlton Urban Renewal Agency increase the effectiveness and efficiency of internal controls, reduce unnecessary and costly procedures, provide clear and compliant financial reports and develop best practices for financial oversight. We will not just write up audit findings and let your staff decide how to best fix the issue; instead we will work with staff to provide options on how to resolve complex audit issues in an efficient manner.

In order to best serve you, our audit provides:

- **A complete understanding of the work to be performed.** We communicate often throughout the year and are available to answer questions, even on April 15th (our auditors are 100% dedicated to auditing and do not provide tax services). We will ensure that you are apprised of requirements, standards, and rulings that impact financial accounting and reporting, and related compliance. We will communicate during all phases of fieldwork including a discussion of all audit findings. We are committed to clear communication and do not surprise our clients with audit findings that were not fully discussed with Management on multiple occasions.
- **A large audit staff to handle all of your needs.** Our highly experienced staff will include a lead auditor on your job. We have over 25 auditors dedicated to auditing in the State of Oregon.

- **A commitment to servicing governments in the State of Oregon.** Pauly, Rogers and Co., P.C. has a deep commitment to servicing governments in the State of Oregon. Our commitment to servicing our state and understanding the complexities of Oregon keeps us in the forefront of auditing in the state. We audited 28 Cities last year.
- **Delivery of audit reports in a timely fashion.** We will meet your deadlines. We understand the investment you make in the audit relationship in terms of dollars and time, and we are committed to providing value with every interaction. In order to meet your deadlines we perform interim work before your books are closed, and we have a large enough staff to perform our final fieldwork at any time. Our proposed timeline is flexible and will meet your needs!
- **Free assistance with questions.** Our willingness to provide minor technical assistance throughout the year without billing for additional services has been one of the trademarks of Pauly, Rogers and Co., P.C. A great deal of discussion is expected to occur during the year, all of which helps the auditors, as well as the City properly deal with issues as they arise.

We are confident you will find our firm has the experience and ability to provide the excellent auditing and advisory services you require. You need a firm that understands how City's operate. We are on the leading edge of auditing in the state of Oregon. We want to be The City of Carlton and Carlton Urban Renewal Agency's auditors!

Roy R. Rogers, CPA, as signer of this letter, is authorized to make representations and to execute a personal services contract on behalf of the firm. We consider the terms of this proposal negotiable, and will enter into negotiations with the City of Carlton and Carlton Urban Renewal Agency, if there are minor items that should be worked out. This proposal is a firm and irrevocable offer for ninety (90) days from the date of submission on July 10, 2020. We may be reached at the address and the telephone number listed on page one (1) of this letter should you have any questions.

Very truly yours,



Roy R. Rogers, Managing Partner  
PAULY, ROGERS AND CO., P.C.

**Why Select Us**

**Differences**

**Your Benefits**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>■ We are <b>familiar</b> with Springbrook.</li> <li>■ We exercise diligence and do not take shortcuts with the audit process.</li> <li>■ Our clients stay with us so we <b>do not</b> spend unnecessary time advertising, marketing or beating the street for new business.</li> <li>■ We are <b>known</b> experts in the state.</li> <li>■ Fee arrangements and expenditures are agreed to in advance.</li> <li>■ We provide client assistance packages.</li> <li>■ We <b>respect your staff time</b> so we provide information portals.</li> <li>■ We encourage open and ongoing communication and <b>do not</b> bill for routine calls and discussions.</li> <li>■ We attract <b>talented</b> and <b>bright</b> staff.</li> <li>■ Our staff receive <b>complete</b> and <b>comprehensive</b> training.</li> <li>■ We are using technology to <b>innovate</b> audit processes.</li> <li>■ We <b>always</b> give our clients responsive and timely advice on their questions.</li> </ul> | <ul style="list-style-type: none"> <li>■ This means your staff <b>will not</b> have excessive time to familiarize us with your operating system.</li> <li>■ You get a <b>thorough</b> audit.</li> <li>■ <b>We can spend more time on your audit!</b></li> <li>■ We can provide you <b>proactive advice</b> on new accounting pronouncements.</li> <li>■ There are <b>no surprises</b> to you .</li> <li>■ You know what to expect from our visits.</li> <li>■ This allows your staff to provide us information on their time schedule.</li> <li>■ For most clients, this amounts to a <b>savings in unbilled fees.</b></li> <li>■ They provide you <b>value</b> and a <b>positive</b> working relationship.</li> <li>■ This ensures you an <b>effective</b> and <b>efficient</b> audit.</li> <li>■ This drives our internal cultures and gives you a thorough and comprehensive audit.</li> <li>■ As the world continues moving at a more rapid pace, we can help guide you though the changes.</li> </ul> |
|--|--|

## **Approach to the Engagement**

### **Planning**

Annually, our firm develops and updates audit programs for all of our audit clients, specifically tailored for the organization. This process involves the firm's Partners, Managers and Senior Associates, and is designed to develop programs that meet all professional standards of the American Institute of Certified Public Accountants and the *Minimum Standards for Audits of Oregon Municipal Corporations*. During this time, the assigned Senior Associate would contact the City's personnel to discuss areas of emphasis, timing of fieldwork and reporting or other ways our firm can better meet the needs of the organization.

To help provide timely audit reports, we normally perform interim work during a mutually agreeable time. We will send an "Audit Itinerary" early in the fiscal year which includes your audit team contact information as well as interim and final audit preparation lists.

### **Understanding The City and Urban Renewal Agency's Internal Controls**

During interim work, we perform a review of the accounting records in use and conduct an evaluation of internal control as required by generally accepted auditing standards. Our process of gaining an understanding of internal control entails interviewing various accounting staff to develop written walkthrough documents that highlight key controls and control weakness, filling out control checklists, as well as discussions with supervisory staff on areas where controls may be lacking. Any deficiencies encountered in the accounting records or internal control, together with our recommendations, will be discussed with Management at that time. This procedure may permit implementation of corrective action prior to issuance of the audit report and management letter. The work to be performed would include documentation of our understanding of the City's system of internal accounting controls, initial testing of the accounts payable controls and payroll controls, and initial testing of management's reconciliation procedures for higher risk balance sheet accounts such as cash and investments. Our audit procedures will be developed to target risks identified during our risk assessment of all account balances and transaction classes.

### **Analytical Procedures and Substantive Audit Tests**

In conjunction with the City's personnel, we will schedule a period of time to complete the final work. The audit team would usually consist of two accountants. During this time, we will complete our testing of the internal control system and begin substantive testing of the City's accounts.

Once we get a copy of the final general ledger we will perform an initial analytic review that will highlight areas where there may be significant changes from prior years. We will then determine if these changes are reasonable and this will dictate the level of risk and testing to be applied to each area of the audit.

The substantive testing will include independent confirmations where practical and needed, or examination of subsequent activity, when efficient. Our procedures will include testing the reconciliation of the City's property tax receipts with those of the County Treasurer, confirmation of revenues received from the State of Oregon and confirmation of any other significant grants or revenues. Tests of expenditures will include sampling of both accounts payable and payroll cycles to ensure adequate coverage. On certain accounts we will perform detailed analytic work that would entail predicting the ending account balance and comparing that with the actual balances, and then determining if the difference is reasonable. If not, we would perform

additional tests on that account. We will also perform detailed substantive tests on all other significant balance sheet and income statement accounts.

If there are any audit adjustments we will discuss this with management and give you our reasoning before we proceed with the adjustment. We won't surprise you with journal entries that are not discussed!

We would complete the grant compliance review during this phase, if necessary. Our program guides will be completed and conclusions documented relating to the assertions implicit in grant compliance and financial reporting.

### **Financial Reporting Review and Analysis**

The reporting phase of the engagement will be initiated in the field and completed in our office after completion of on-site fieldwork. The reporting phase would be handled by the assigned Senior Associate. This phase of the audit will include completion of our audit files, analysis and comparisons, as well as a detailed review of the financial statements.

The review component of the audit includes a review of all workpapers, documents and the financial reports by the team involved in the audit, as well as the compliance manager and manager on the job. At a minimum your audit file and financial statements have three different reviews. The Concurring Partner also performs a technical review of the financial statements and reviews the workpapers for completeness and reviews any important accounting issues, the communication of internal control matters and communication with the governing body, if applicable, and the attorney letter.

### **Use of The City and Urban Renewal Agency's Personnel**

This proposal is based on the anticipated cooperation of the City's personnel and the assumption that the City's books will be balanced, reconciled and all accruals made. It is also understood that the City will prepare all mutually agreed-upon internal financial schedules, and upload all requested files to our secure Sharefile portal. The schedules we request the City to prepare are no more than those which would be required to prepare a hard, well-documented close of the books at year-end. We request the City prepare all confirmation letters, retrieve documents, answer questions and, of course, prepare the financial statements as early in the audit process as possible so that we can audit the financials.

We do not foresee any anticipated issues with the audit of the City. However, it is possible that issues will arise during the course of the audit. We will keep you up to date of any major audit issues as we become aware of them.

### **Ability and Willingness to Provide Constructive Suggestions**

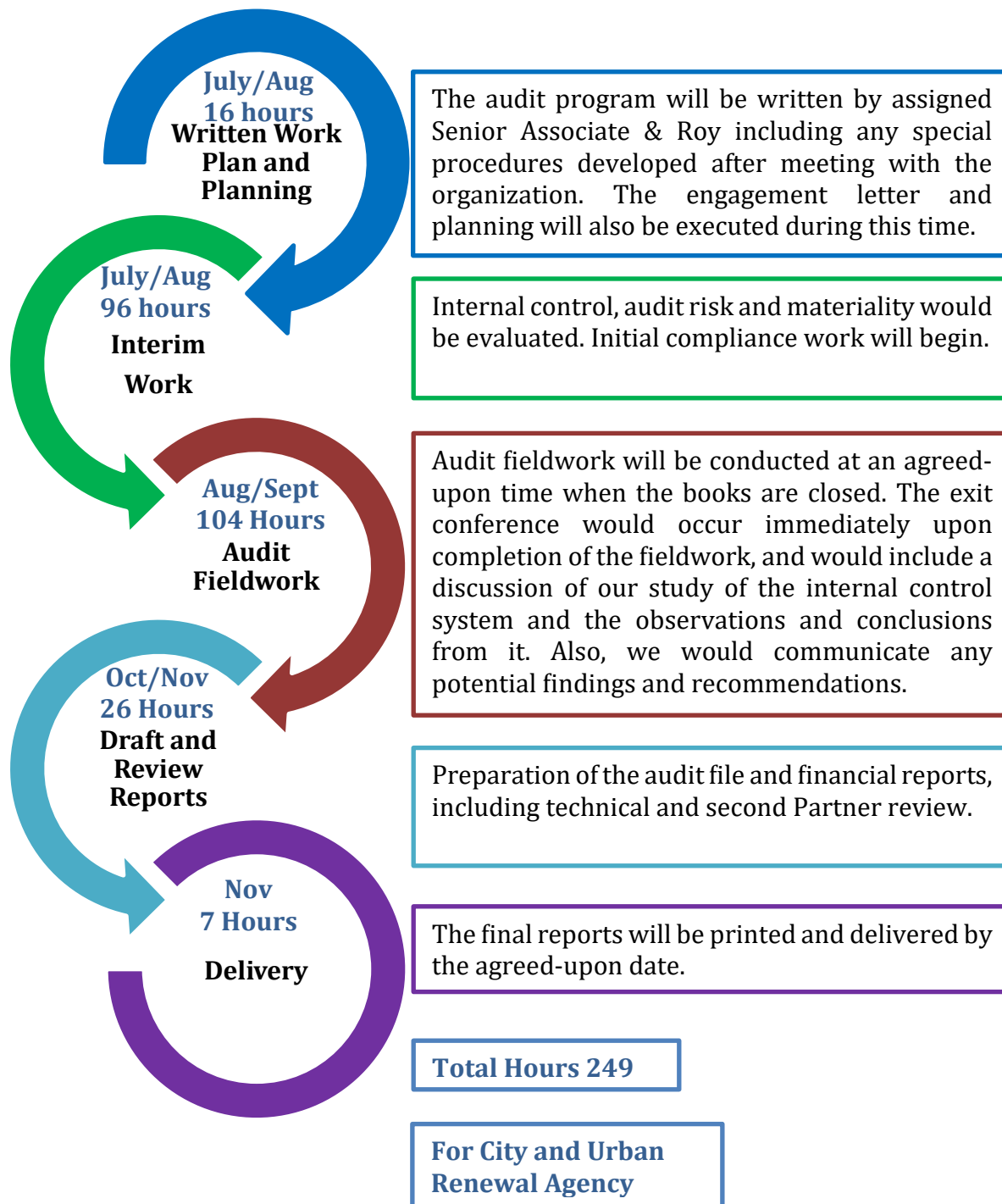
Due to our extensive experience with auditing, we are able to focus on the critical areas and perform the audit in the most efficient manner possible. We can offer valuable suggestions to the organization, as well as compare your procedures with other similar entities. These advantages have kept us in the forefront of auditing in Oregon. As we audit and advise clients, major issues are addressed and solved. We then rely on conversations with client management to address minor issues, and advise upper management and Governing Bodies of our clients when major issues arise. We are not shy in discussing sensitive topics with any level of management. We never blind-side our clients with un-reviewed management letter comments, and are agreeable to modifying language that does not dilute the message but enhances readers' understanding of the issues.

**Board of Directors**

Annually in the planning phase we will send a letter to the City Council requesting information on potential audit areas of interest that we should delve into further. We find that this questionnaire is essential in designing our audit tests. For each issue identified in the questionnaire we will gain a better understanding of the issue and address it as part of our audit process. Upon completion of the audited financial report we will send the Council a letter detailing the findings of our audit as well as a description of key audit areas and future accounting and auditing pronouncements.

### Timeline for Completing the Engagements

**Note:** These hours are an estimate based upon our experience auditing nonprofits. Since we do not bill by the hour, other than for special projects, we will spend whatever amount of time is necessary to meet professional standards and perform the audit in accordance with the proposal. Below is the timeline for the audit.





## Audit Fees

Our not-to-exceed fee for the year ending June 30, 2020 for City of Carlton and Carlton Urban Renewal Agency is listed below. The fee is based on the anticipated cooperation of the City's staff, and on the assumption that the books will be closed, balanced and all appropriate accounts reconciled to the detail and the trial balance will have been prepared and made available to us before we begin our final fieldwork. The fees also assume that the City will use our **Sharefile Portal** to upload all requested audit documents. The portal allows us to keep audit fees low and perform a great deal of the audit work remotely. We anticipate that about 20-30% of our work will be done on site. It also includes the auditing standards in effect for this year, but not changes in standards or potential scope of work changes that might occur in future years for standards not yet issued. These fees are inclusive of all staff time, all services outlined below and all of our out-of-pocket expenses for travel and supplies.

Telephone calls and emails from the organization seeking advice or assistance are welcomed anytime during the year, and such calls are anticipated as part of the total proposed fee. Our willingness to provide minor technical assistance throughout the year without billing for additional services has been one of the trademarks of Pauly, Rogers and Co., P.C. A great deal of discussion is expected to occur during the year, all of which helps the auditors, as well as the organization properly deal with issues as they arise.

	City of Carlton	Carlton Urban Renewal Agency
Services	For Year Ending June 30, 2020	For Year Ending June 30, 2020
Annual Audit	19,500	2,900
Financial Statements	3,950	800
<b>Total</b>	<b>23,450</b>	<b>3,700</b>

Fees for future years will increase for inflation and new accounting standards. This is normally 4-6% per year.

## Rates for Additional Professional Services

Pauly, Rogers and Co., P.C. can provide the organization with a variety of services in addition to the annual audit. Special reports, projects or other work undertaken at the client's request is billed at the following hourly rates for 2020: Managing Partner \$190, Partner \$170, Manager \$130, Senior Associate \$120, Associate and Staff Accountant \$110 and Support Staff \$55. At the time of the request, we would estimate the fee to be charged and seek written approval of that fee. Special projects could be unit-priced or receive a reduced fee if they were scheduled at times when we are less busy with audit work.



1255 Lee Street SE Suite 210 Salem Oregon 97302 | P 503.585.7751 | F 503.370.3781  
 408 N Third Avenue Stayton Oregon 97383 | P 503.769.2186 | F 503.769.4312  
 200 Calapooia Street SW Albany Oregon 97321 | P 541.928.3354 | F 541.967.7668

[www.bcslc.com](http://www.bcslc.com)

July 16, 2020

City of Carlton  
 191 E. Main St  
 Carlton, OR 97111

Boldt Carlisle + Smith is pleased to provide you with our quote for professional auditing services for the year ended June 30, 2020. Having over 50 years of experience auditing local governments in Oregon, our firm is qualified to perform the audit of City of Carlton and the Carlton Urban Renewal Agency and capable of providing quality auditing services at a competitive price in a timely, efficient manner for as follows:

#### Scope of Work

Audit performed in accordance with:

- Generally Accepted Auditing Standards
- Minimum Standards for Audits of Oregon Municipal Corporations

Report requirements:

- Independent auditor's report
- Independent auditor's report required by Oregon State Regulations

Additional communications:

- Provision of year-end journal entries
- Summary of revenues and expenditures
- Required communications under AU-C 260 to those charged with governance
- Letter to those charged with governance under AU-C 265 to report findings and recommendations, if applicable

#### Qualifications and Experience

We have over 50 years of experience auditing Oregon Municipal Corporations, including cities similar to the City of Carlton. Performing over 60 audits a year allows us to bring a breadth of experience to all our audits including familiarity with unique issues in local government such as PERS reporting, bond issuances, Oregon budget law, and federal and state grant compliance.

As the assurance partner at Boldt Carlisle + Smith, Brad Bingenheimer oversees all of the firm's audits. He has over 30 years as a CPA performing hundreds of governmental audits, and was recently Chair of the Governmental Accounting & Auditing Strategic Committee at the Oregon Society of CPAs. Brad has been invited to speak on several occasions at the Oregon Government Finance Officers Association conference and also presented at the OSCPA Governmental Accounting and Auditing conference this year.

Boldt Carlisle + Smith and all assigned key professional staff are properly registered and licensed by the Oregon State Board of Accountancy to practice public accounting in Oregon and are registered by the same licensing body to perform audits of Oregon municipal corporations. Our staff includes 25 CPAs, including 8 on the Oregon Municipal roster.

Pre-Audit Municipal Seminar

Annually, we provide a four to six hour seminar as a no-charge service to our local government audit clients. The seminar is designed for individuals who hold positions of fiscal and administrative responsibility and can cover topics such as internal controls, cybersecurity, or other suggestions for improving procedures. Attendants have told us that this seminar is useful because it provides information on issues of current interest and a forum to exchange ideas with others who are actively involved in fiscal operations.

Proposed Fees

Our all-inclusive fees for the audits of the financial statements for June 30, 2020 are based on the expected time required to complete the engagements and the level of experience required as follows:

<u>Entity</u>	<u>Fee</u>
City of Carlton	\$ 29,200
Carlton Urban Renewal Agency	\$ 3,250

References

Please feel free to contact any of the following organizations regarding our professional services:

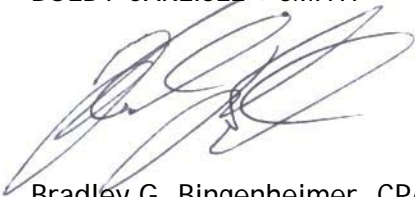
City of Forest Grove	Paul Downey	<a href="mailto:pdowney@forestgrove-or.gov">pdowney@forestgrove-or.gov</a>
City of Brownsville	Scott McDowell	<a href="mailto:admin@ci.brownsville.or.us">admin@ci.brownsville.or.us</a>
City of Newberg	Matt Zook	<a href="mailto:matt.zook@newbergoregon.gov">matt.zook@newbergoregon.gov</a>
Yamhill County	Mike Barnhart	<a href="mailto:barnhartm@co.yamhill.or.us">barnhartm@co.yamhill.or.us</a>

Brad Bingenheimer, Member, is entitled to represent the firm, empowered to submit this quote and authorized to sign a contract with the District on behalf of Boldt Carlisle + Smith.

If you have any questions after you have had an opportunity to review our proposal, we would be pleased to answer them. Please contact Brad Bingenheimer at (503) 585-7751.

Very truly yours,

BOLDT CARLISLE + SMITH

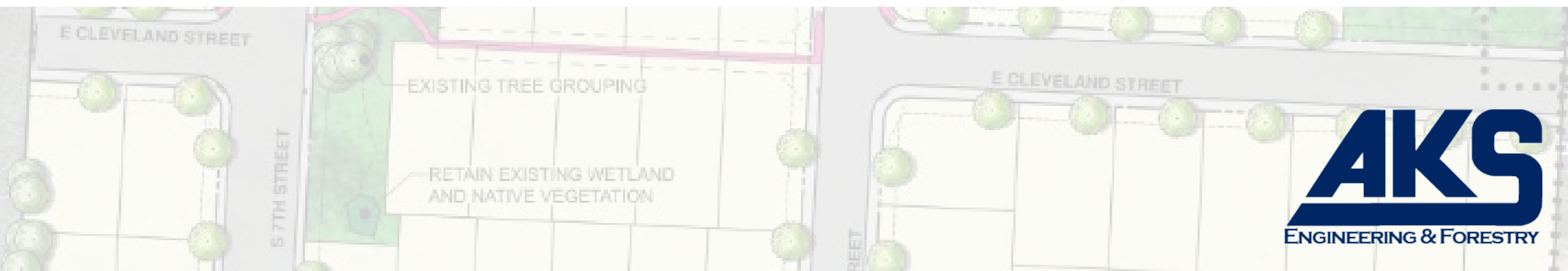


Bradley G. Bingenheimer, CPA  
 Telephone: 503-585-7751  
 Fax: 503-370-3781  
 Email: bradb@bcslc.com

# 10215 NE Old McMinnville Highway Zone Change Application

City Council Meeting  
August 4, 2020

City of Carlton File No.: **CPA/ZC 2020-01**

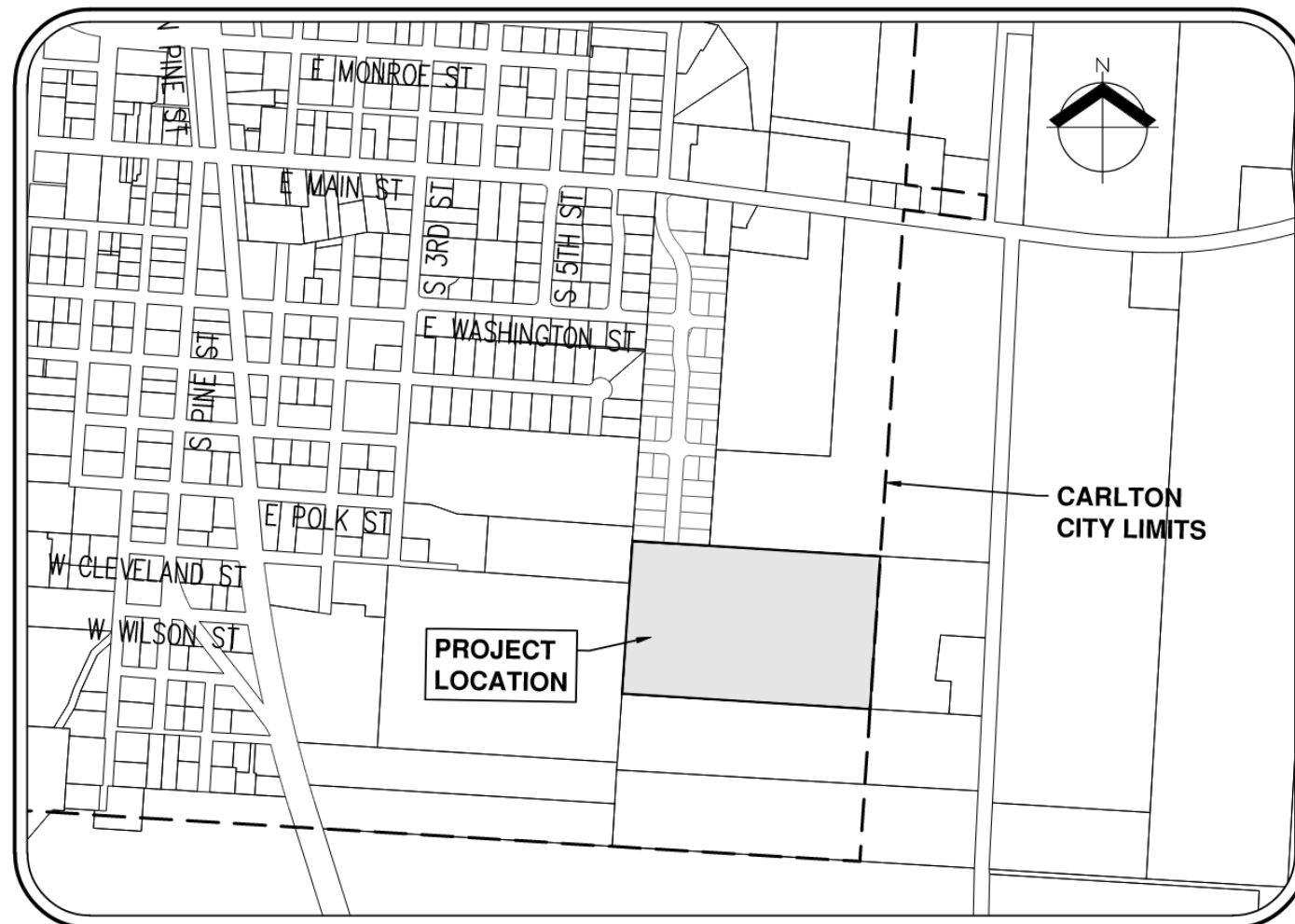


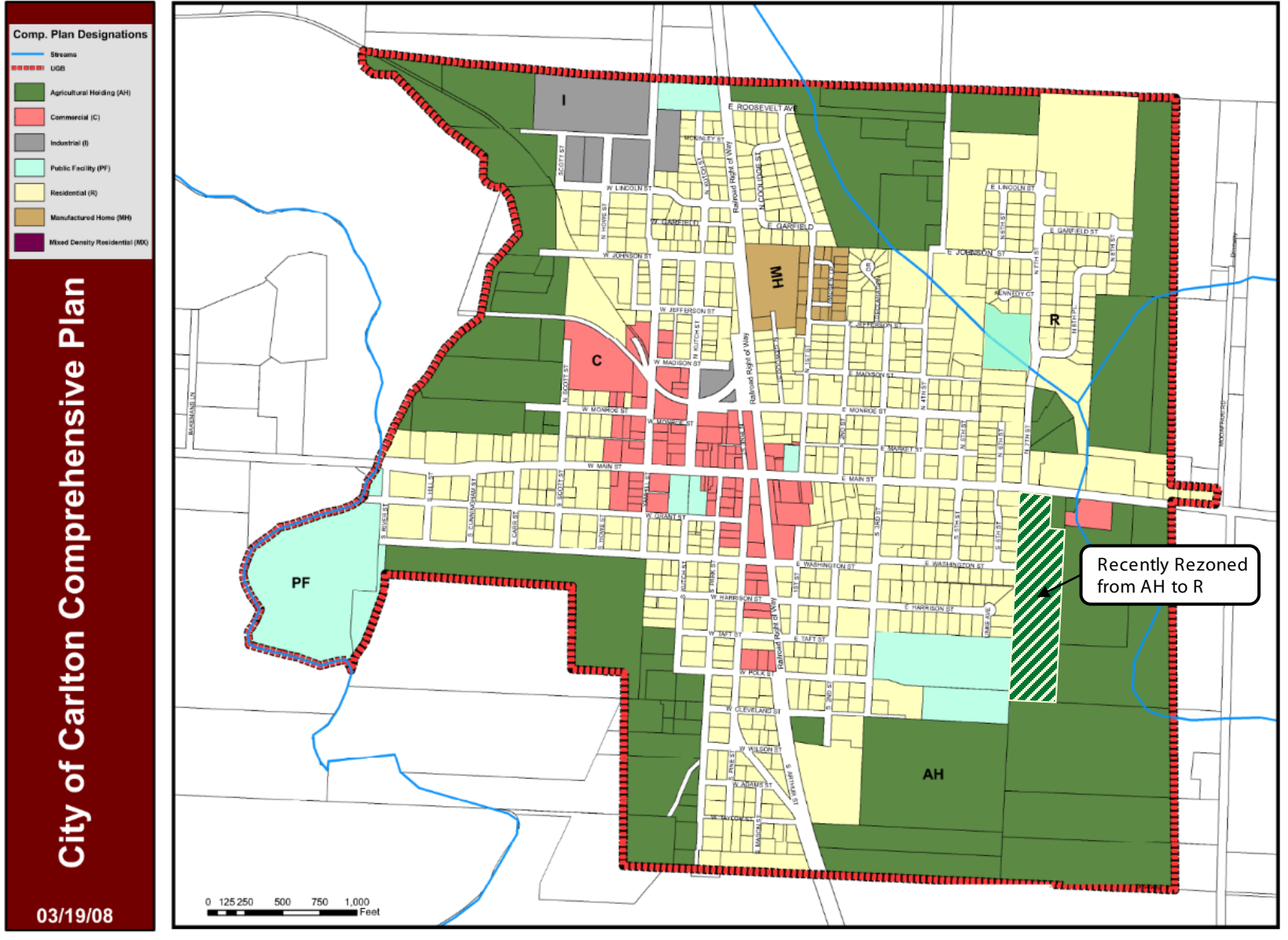
# Project Team

- » TJA, LLC
  - » Owner/Applicant
    - » Steve Reimann and Jake Lucey
- » AKS Engineering & Forestry, LLC
  - » Land Use Planning, Civil Engineering, Surveying, Landscape Architecture, Arborist, and Natural Resources Consultant
    - » Monty Hurley and Chris Goodell
- » Lancaster Mobley
  - » Transportation Engineering Consultant

# Site Overview

- » South of E Main Street
- » West of NE Old McMinnville Highway
- » South of JR Meadows Subdivision
- » ±13.94 Acres
- » Agricultural Holding (AH) (Current)
- » Site has been within City UGB since 1981 when Carlton UGB was established





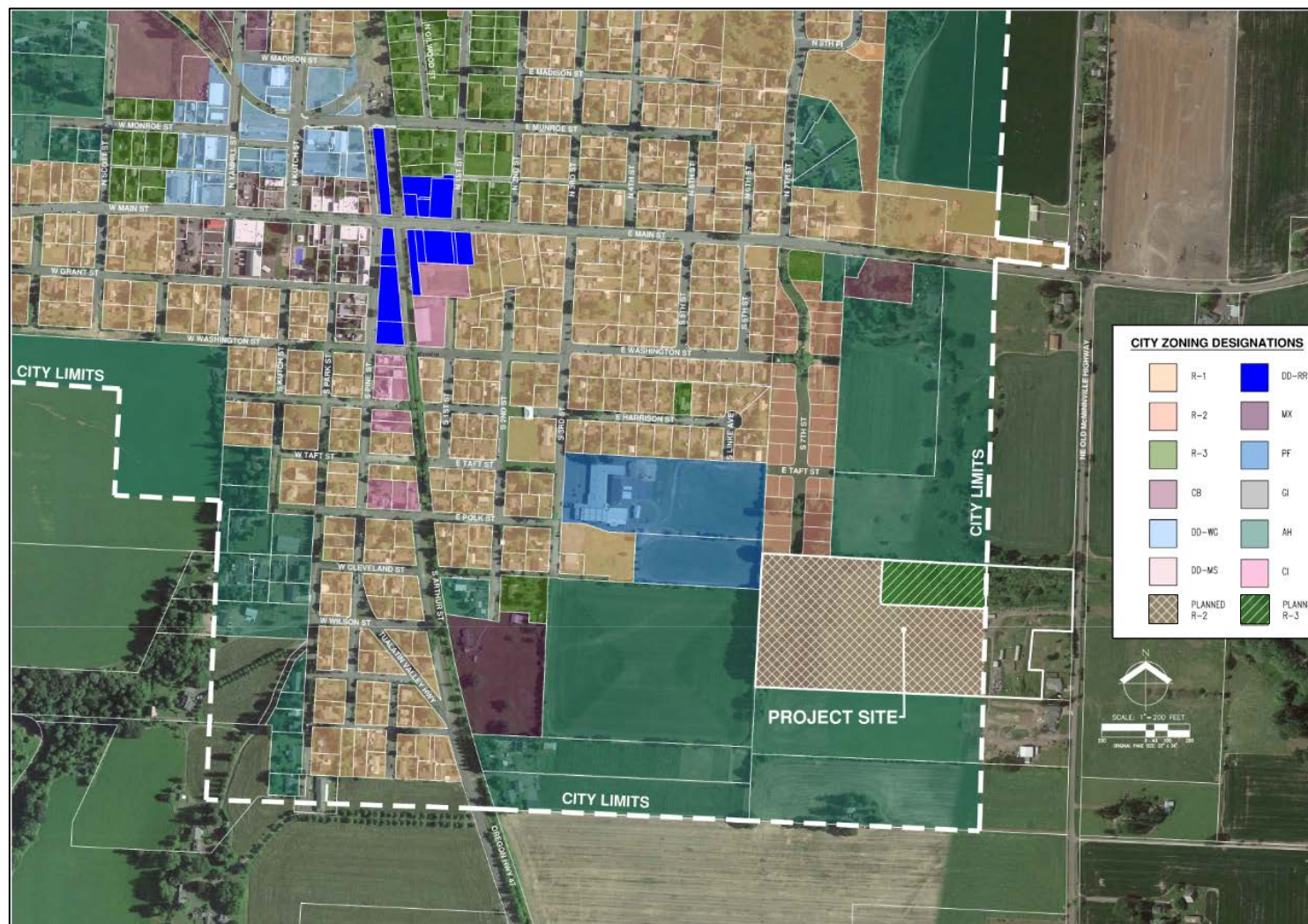
## » Housing [Goal-10]

- » The City’s 2007 Housing Needs Analysis estimated that 233 additional dwelling units will be needed in Carlton by 2027.
- » This included an estimated need for 176 new single-family and 57 multifamily units.
- » “The City shall encourage a mix of housing types including duplex development within new subdivisions and residential planned unit developments until City’s housing mix more closely resembles preferred ratio of 75% single-family to 25% multifamily.”
- » As noted in the Findings prepared by City staff, based on 2019 data, the current ratio of housing mix in Carlton is 97% single-family to 3% multifamily.



# Planned Zone Change

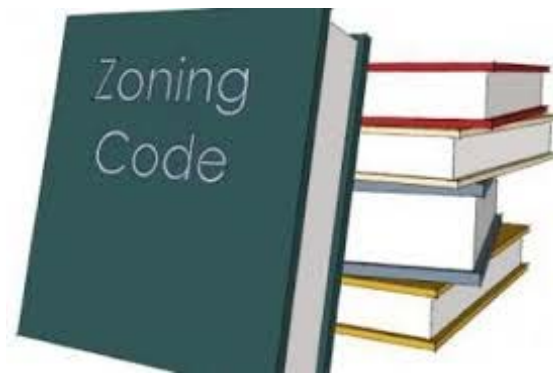
- » Provides Variety of Housing Types
- » Brings City Closer to Preferred Ratio of Housing Types
  - » Residential-Medium Density (R-2)
    - » ±11.97 Acres
    - » Planned to Accommodate 55 Lots for Future Single-Family Detached Homes
  - » Residential-Medium High Density (R-3)
    - » ±1.97 Acres
    - » Planned to Accommodate 22 Future Multifamily Dwellings
- » Mix of housing types is 71% single-family to 29% multifamily, which closely matches City’s desired mix





# Zone Change Review Criteria

- Planned Zones are appropriate for properties with a Comprehensive Plan Designation (AH)
- Allowed uses within R-2 and R-3 can be accommodated on the site
- Allowed uses in R-2 and R-3 can be established in compliance with development requirements
- Adequate public facilities are in place to accommodate property
- All of the criteria listed in purpose statement of proposed zones (R-2 and R-3) are met



# Zone Change

## 17.180.050 - Criteria for approval.

- ✓ 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 Residential Plan Designation implemented through the R-2 and R-3 Zoning Designations is consistent with the Agricultural Holdings (AH) Comprehensive Plan Policies.

- City of Carlton Comprehensive Plan

- 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.

1. Public facilities are adequate and available to provide services to the site.
2. As detailed in the City Staff Report “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.”

- ✓ Policy 2. The City shall retain established agricultural holding zones until agricultural lands are needed for urban uses.

1. The City’s Comprehensive Plan estimated a need for 176 new single-family and 57 multifamily units by the year 2027.

# Zone Change 17.180.050 - Criteria for approval.

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



- ✓ Residential homes with associated infrastructure and amenities can be accommodated on the site.

- ✓ Streets
- ✓ Underground Utilities
- ✓ Sidewalks
- ✓ Open Space
- ✓ Trails



# Zone Change 17.180.050 - Criteria for approval.

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



## Preliminary Site Plan

- ✓ Lot Sizes - 6,000 to 7,450 square feet
- ✓ Minimum Lot Size in R-2 District is 6,000 square feet
- ✓ 22 Future Multifamily Dwellings
- ✓ Permitted Density in R-3 District is 8 to 32 units per acre

# Zone Change

## 17.180.050 - Criteria for approval.

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

The **City Engineer** has reviewed the application and finds that adequate public facilities will be available after the improvements for JR Meadows Subdivision to the north are installed.



### Water

“There is sufficient water system distribution infrastructure to serve the proposed zone change.”



### Sanitary Sewer

“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.”



- Hawn Creek Pump Station to provide adequate capacity
- Hawn Creek Pump Station upgrade funded by this project
- With Hawn Creek Pump Station upgrade, sufficient sanitary sewer system to support zone change

“Based on proposed improvements to the collection system that the City is undertaking, there would be capacity for the proposed zone change.”



### Streets and Transportation

“A traffic analysis was prepared by a professional traffic engineer for 77 units,...the operations of the major intersections (7<sup>th</sup> Street at E Main Street and S Pine Street at E Polk Street will be impacted, but the level of service is considered acceptable with no improvements to the intersections.”



All streets are planned to comply with Transportation System Plan (TSP) and provide long-term community connectivity.



### Schools

“...the Yamhill-Carlton School District does have the capacity to serve and support the number of students that would likely be projected in the development described.” – Bill Rhoades, Superintendent of Yamhill Carlton School District





# Zone Change

## 17.180.050 - Criteria for approval.

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



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."

- ✓ Density Requirements
- ✓ Minimum Lot Size
- ✓ Dimensional Standards
- ✓ Details Confirmed with Subdivision Review

# Zone Change

## 17.180.050 - Criteria for approval.

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



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.”

- ✓ Density Requirements
- ✓ Minimum Lot Size
- ✓ Dimensional Standards
- ✓ Details Confirmed with Site Design Review

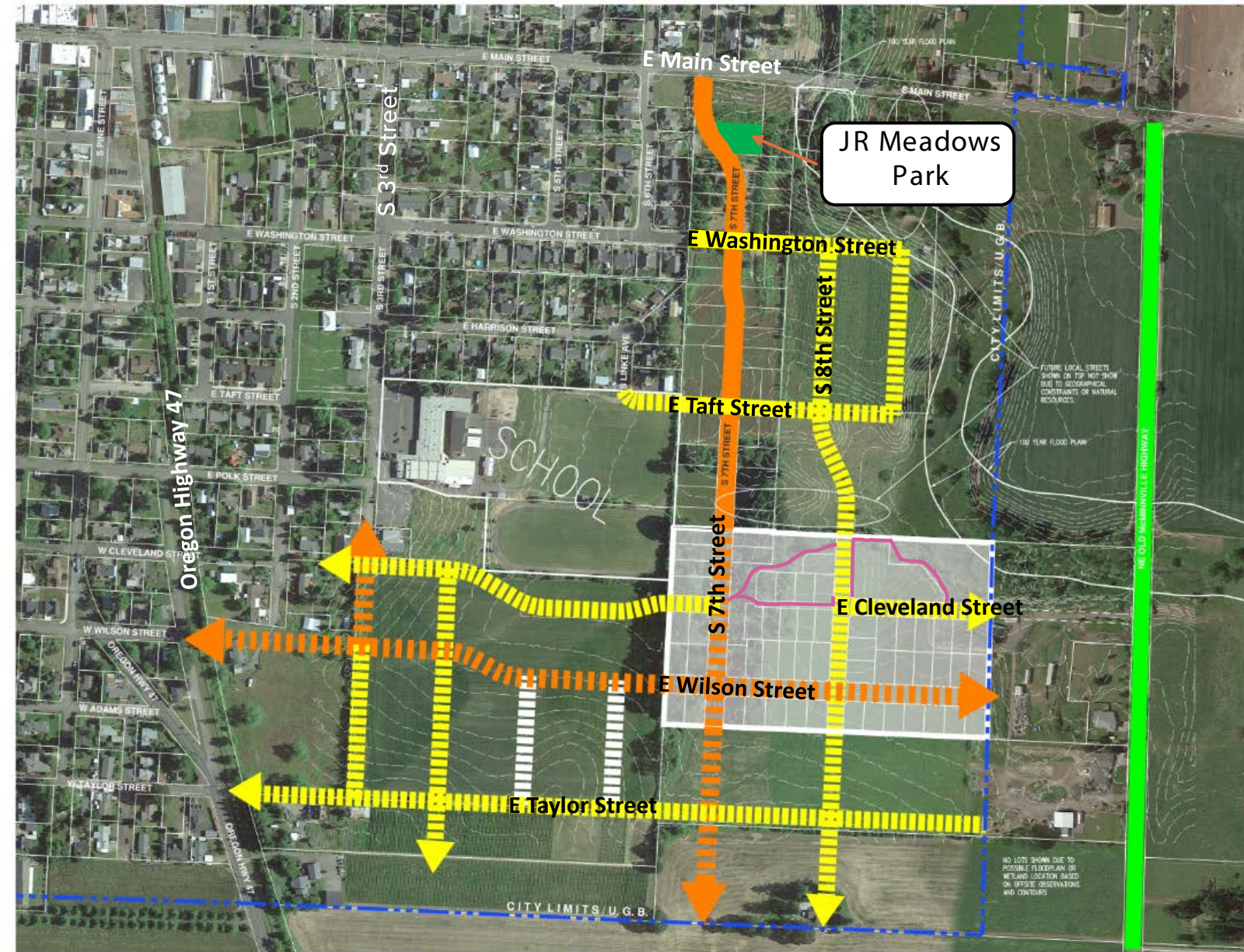


# City of Carlton Transportation System Plan (TSP) Future Street Plan





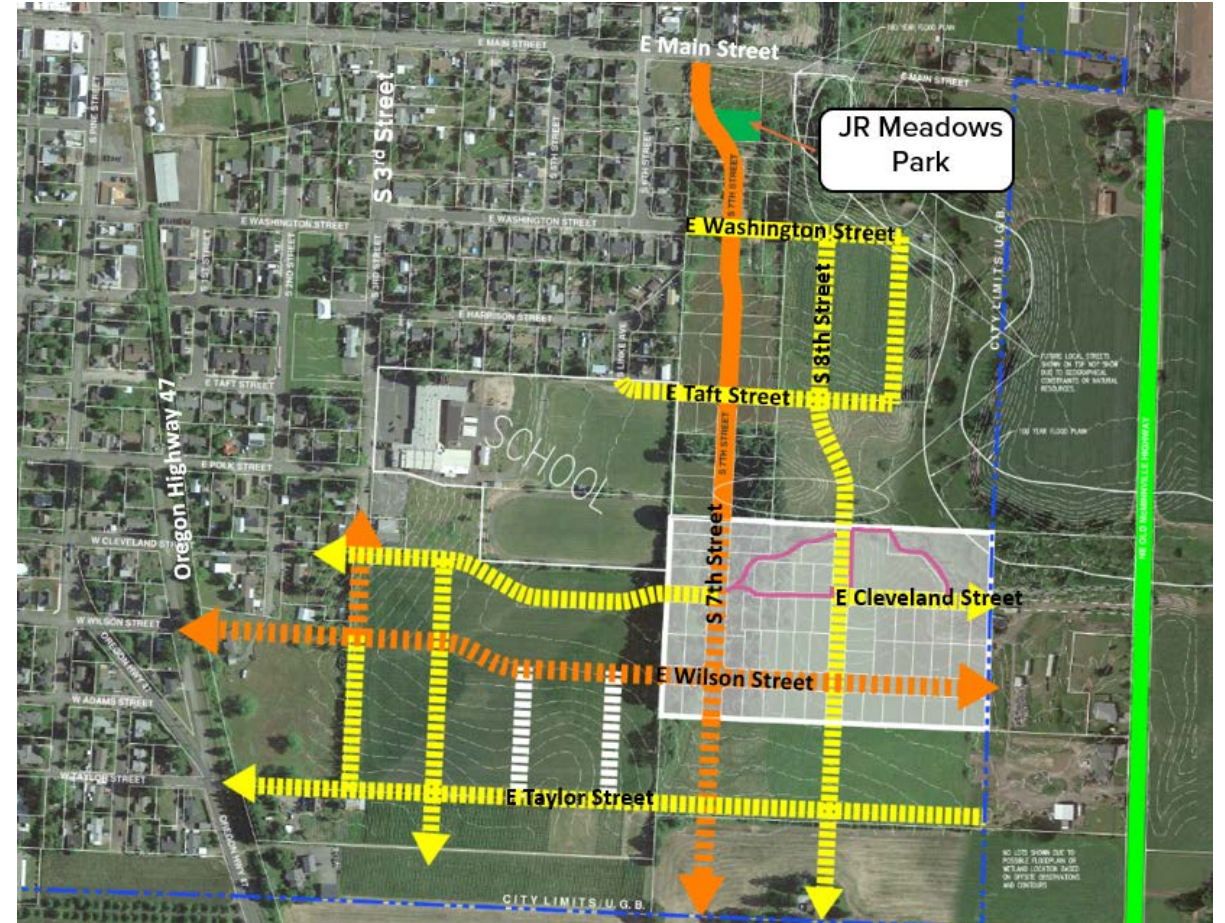
# Conceptual Neighborhood Circulation Plan



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)	



# City of Carlton Future Street Plan and Conceptual Neighborhood Circulation Plan





# Preliminary Site Plan

- » Subdivision
  - » 55 Lots for Future Single-Family Detached Homes
  - » 1 Lot for Future Multifamily Dwellings
- » Open Space Areas
  - » ±1.93 Acres (14% of Total Site)
- » Planned Tree Preservation
  - » ± 30% of on-site trees are planned to be retained
- » Interconnected Street System
  - » Provides roadways shown on the Transportation System Plan (TSP)
  - » Street stubs (planned for future street connectivity)
- » Interconnected Pedestrian Circulation System
  - » Connects open space/park area adjacent to multifamily lot to Carlton Elementary School via sidewalks and trails





# Public Streets, Utilities, and Infrastructure

## » Streets and Transportation

- » Professional traffic study submitted and reviewed by City Engineer
- » Intersections function at acceptable levels before and after development
- » Plan provides the roadways/transportation infrastructure shown on the City's TSP
- » Sufficient transportation system to support zone change per City Engineer

## » Stormwater Improvements

- » Preliminary Stormwater Report will be submitted and reviewed by City Engineer with subdivision application
- » Final Stormwater Report will be reviewed and approved by City Engineer prior to permits
- » Sufficient stormwater system to support zone change per City Engineer

## » Water

- » Fire flow analysis and calculations reviewed and approved by City Engineer
- » Sufficient water system to support zone change per City Engineer's review

**PLAY AREA**  
PLAY AREA NESTLED INTO EXISTING MATURE VEGETATION BLENDS NATURALLY WITH SURROUNDING OPEN SPACE AND PROVIDES

## » Sanitary Sewer

- » Hawn Creek Pump Station upgrade to provide adequate capacity
- » Hawn Creek Pump Station upgrade funded by this project
- » With Hawn Creek Pump Station upgrade, sufficient sanitary sewer system to support zone change per City Engineer

## » Wetlands

- » Wetland delineation and mapping work already completed
- » Wetlands are planned to be preserved
- » No work will be done within wetlands without required permits

## » Floodplain

- » Floodplain planned to be preserved
- » Work will not take place within floodplain without required permits

## » Schools

- » "...the Yamhill-Carlton School District does have the capacity to serve and support the number of students that would likely be projected in the development described." – Bill Rhoades, Superintendent of Yamhill Carlton School District

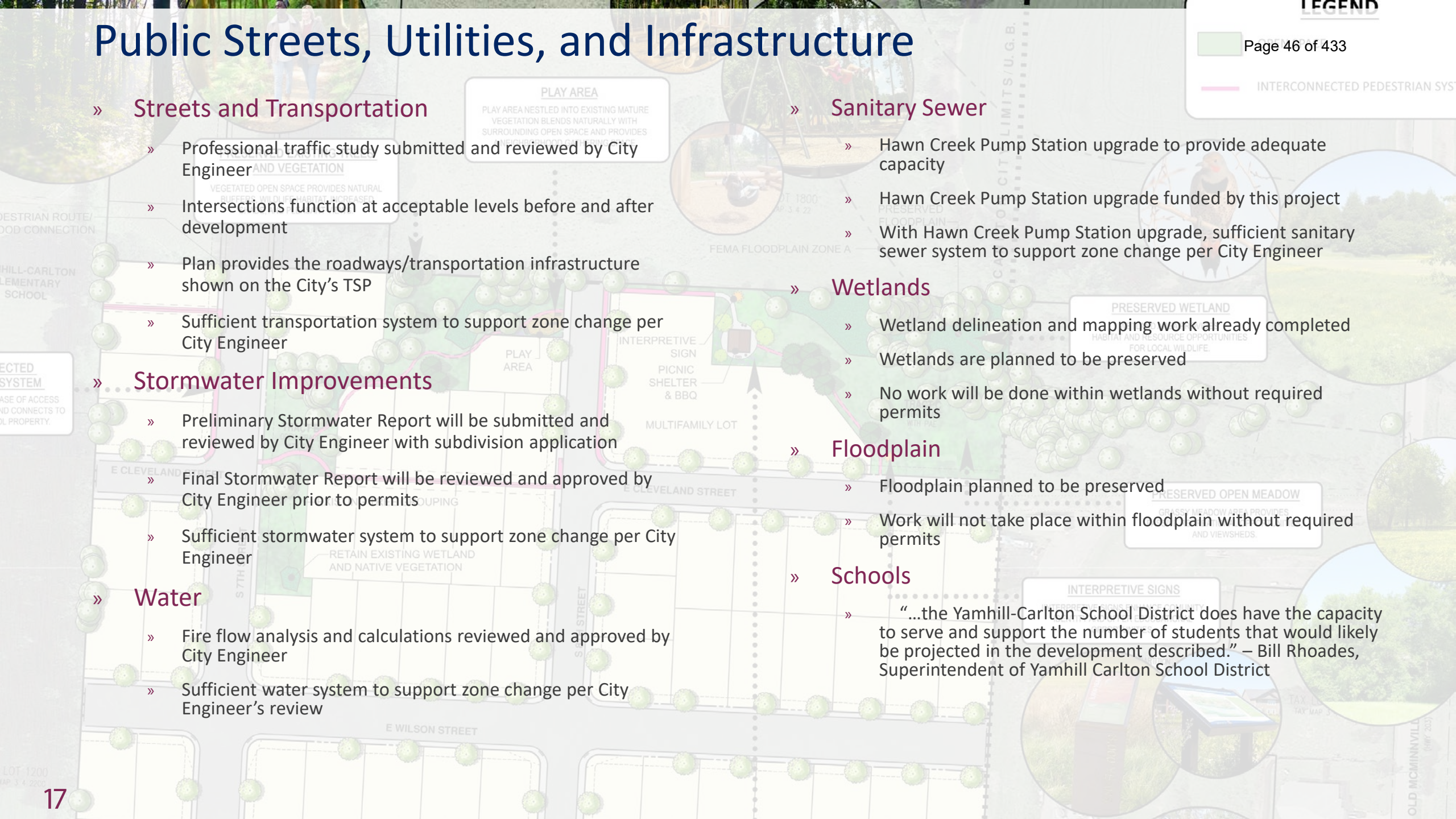
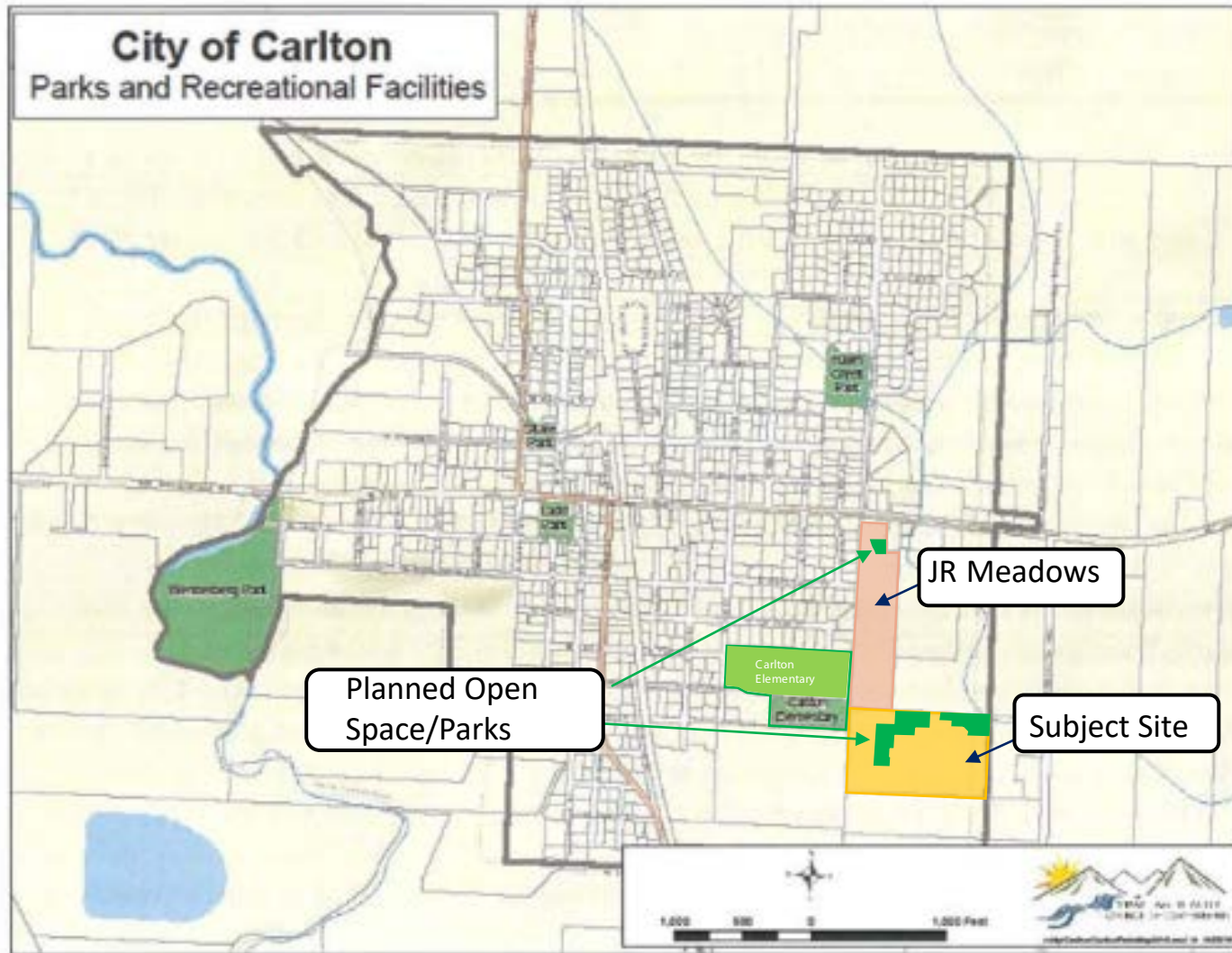




Figure 4-1 Map of Carlton Parks and Recreational Facilities

# City of Carlton Open Space/Parks



- » Site is adjacent to Carlton Elementary School, identified on the City Parks and Recreation Facilities plan within the draft Carlton Parks Development Plan dated December 2019
- » City currently has 23.18 acres of parkland
- » City to add ±9.5 additional acres of parkland over next 20 years
- » Future City of Carlton parkland acquisition to focus on additional lands in areas not currently within one quarter to one half mile of an existing park and recreation facility

# Financial Benefits

## Estimated SDC Fees

JR Meadows Phase 1		Single Family Units	Multi Family Units	Total
	Per Unit	37	11	48
Park	\$1,948.00	\$72,076.00	\$21,428.00	\$93,504.00
Sewer	\$8,033.00	\$297,221.00	\$88,363.00	\$385,584.00
Stormwater	\$2,087.00	\$77,219.00	\$22,957.00	\$100,176.00
Transportation	\$3,829.00	\$141,673.00	\$42,119.00	\$183,792.00
Water	\$7,950.00	\$294,150.00	\$87,450.00	\$381,600.00
<b>Subtotal</b>	<b>\$23,847.00</b>	<b>\$882,339.00</b>	<b>\$262,317.00</b>	<b>\$1,144,656.00</b>
JR Meadows Phase 2		Single Family Units	Multi Family Units	Total
	Per Unit	55	22	77
Park	\$1,948.00	\$107,140.00	\$42,856.00	\$149,996.00
Sewer	\$8,033.00	\$441,815.00	\$176,726.00	\$618,541.00
Stormwater	\$2,087.00	\$114,785.00	\$45,914.00	\$160,699.00
Transportation	\$3,829.00	\$210,595.00	\$84,238.00	\$294,833.00
Water	\$7,950.00	\$437,250.00	\$174,900.00	\$612,150.00
<b>Subtotal</b>	<b>\$23,847.00</b>	<b>\$1,311,585.00</b>	<b>\$524,634.00</b>	<b>\$1,836,219.00</b>
<b>Total (Phases 1 and 2)</b>		<b>\$2,193,924.00</b>	<b>\$786,951.00</b>	<b>\$2,980,875.00</b>

# Financial Benefits

## Estimated Utility Connection Fees\*

JR Meadows Phase 1		Single Family Units	Multi Family Units	Total
		37	11	48
	<b>Per Unit</b>			
Sewer	\$200.00	\$7,400.00	\$2,200.00	\$9,600.00
Water	\$650.00	\$24,050.00	\$7,150.00	\$31,200.00
<b>Subtotal</b>	<b>\$850.00</b>	<b>\$31,450.00</b>	<b>\$9,350.00</b>	<b>\$40,800.00</b>
JR Meadows Phase 2		Single Family Units	Multi Family Units	Total
		55	22	77
	<b>Per Unit</b>			
Sewer	\$200.00	\$11,000.00	\$4,400.00	\$15,400.00
Water	\$650.00	\$35,750.00	\$14,300.00	\$50,050.00
<b>Subtotal</b>	<b>\$850.00</b>	<b>\$46,750.00</b>	<b>\$18,700.00</b>	<b>\$65,450.00</b>
<b>Total (Phases 1 and 2)</b>		<b>\$78,200.00</b>	<b>\$28,050.00</b>	<b>\$106,250.00</b>

\*Utility Connection Fees are in Addition to SDC Fees

# Financial Benefits

## Estimated Construction Excise Tax

JR Meadows Phase 1		Single Family Units	Multi Family Units	Total
			37	11
Yamhill Carlton School District*		\$74,000.00	\$11,000	\$85,000.00
<b>Subtotal</b>		<b>\$74,000.00</b>	<b>\$11,000</b>	<b>\$85,000.00</b>
JR Meadows Phase 2		Single Family Units	Multi Family Units	Total
			55	22
Yamhill Carlton School District*		\$110,000.00	\$22,000	\$132,000.00
<b>Subtotal</b>		<b>\$110,000.00</b>	<b>\$22,000</b>	<b>\$132,000.00</b>
<b>Total (Phases 1 and 2)</b>		<b>\$184,000.00</b>	<b>\$33,000</b>	<b>\$217,000.00</b>
* \$1.00 Per Square Foot. This assumes Single Family Homes average 2,000 Square Feet, and Multi-Family Units Average 1,000 Square Feet				



# Financial Benefits

## Estimated Property Taxes

JR Meadows Phase 1		Single Family Units	Multi Family Units	Total All Units in Phase 1
		37	11	48
Real Market Value**		\$400,000.00	\$175,000.00	
Assumed Assessed Value Percentage		63.00%	75.00%	
Assessed Value		\$252,000.00	\$131,250.00	
Property Tax Rate		0.0175375	0.0175375	
Annual Tax Estimate		\$4,419.45	\$2,301.80	
<b>Subtotal</b>		<b>\$163,519.65</b>	<b>\$25,319.77</b>	<b>\$188,839.42</b>
JR Meadows Phase 2		Single Family Units	Multi Family Units	Total All Units in Phase 2
		55	22	77
Real Market Value**		\$400,000.00	\$175,000.00	
Assumed Assessed Value Percentage		63.00%	75.00%	
Assessed Value		\$252,000.00	\$131,250.00	
Property Tax Rate		0.0175375	0.0175375	
Annual Tax Estimate		\$4,419.45	\$2,301.80	
<b>Subtotal</b>		<b>\$243,069.75</b>	<b>\$50,639.53</b>	<b>\$293,709.28</b>
<b>Total (Phases 1 and 2)</b>		<b>\$406,589.40</b>	<b>\$75,959.30</b>	<b>\$482,548.70</b>
** These are assumed values				

# Financial Benefits

## Estimated State School District Funding

JR Meadows Phase 1		Single Family Units	Multi Family Units	Total All Units in Phase 1
		37	11	48
Percentage		75.00%	75.00%	
Children per Household		1.24	1.24	
ADM Allotment per Child (State)		\$8,988.00	\$8,988.00	
<b>Subtotal</b>		<b>\$309,277.08</b>	<b>\$91,947.24</b>	<b>\$401,224.32</b>
JR Meadows Phase 2		Single Family Units	Multi Family Units	Total All Units in Phase 2
		55	22	77
Percentage		75.00%	75.00%	
Children per Household		1.24	1.24	
ADM Allotment per Child (State)		\$8,988.00	\$8,988.00	
<b>Subtotal</b>		<b>\$459,736.20</b>	<b>\$183,894.48</b>	<b>\$643,630.68</b>
<b>Total (Phases 1 and 2)</b>		<b>\$769,013.28</b>	<b>\$275,841.72</b>	<b>\$1,044,855.00</b>

# Financial Benefits

## Estimated Utility User Fees

JR Meadows Phase 1		Single Family Units	Multi Family Units	Total
		37	11	48
Average Utility Bill		\$151.18	\$151.18	\$151.18
Months		12	12	12
<b>Subtotal</b>		<b>\$67,123.92</b>	<b>\$19,955.76</b>	<b>\$87,079.68</b>
JR Meadows Phase 2		Single Family Units	Multi Family Units	Total
		55	22	77
Average Utility Bill		\$151.18	\$151.18	\$151.18
Months		12	12	12
<b>Subtotal</b>		<b>\$99,778.80</b>	<b>\$39,911.52</b>	<b>\$139,690.32</b>
<b>Total (Phases 1 and 2)</b>		<b>\$166,902.72</b>	<b>\$59,867.28</b>	<b>\$226,770.00</b>

# Public Support for the Zone Change Application

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



“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 .” – Mike and Carrie Lawson

# Public Support for the Zone Change Application


To Whom it May Concern,

I am writing in favor of City File #CPA/ZC20L9-02 TJA. As a small business owner on Main Street in Carlton, well planned community growth is vital to the continued growth and success of small business.

Main Street businesses are the heart of Carlton and often what draws families to move to our Great Little Town. Currently over 65% of the patrons of Barrel 47 are local residents. Being able to provide a quality dining experience for our local residents is the cornerstone of our business.

As always with growth comes growing pains. That is why I support this measure as it addresses critical infrastructure needs that will ensure successful growth of our fair town.

Respectfully  
Andy Rabung  
Owner Barrel 47



“That is why I support this measure as it addresses critical infrastructure needs that will ensure successful growth of our fair town.” – Andy Rabung, Owner of Barrel 47

# Public Support for the Zone Change Application



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

“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.” – Louise Dix, Fair Housing Council of Oregon

# Public Support for the Zone Change Application

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

“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 .” – Tim Corrigan, Carlton Resident and Business Owner



# Questions?

**Chris Goodell**  
AKS Engineering & Forestry  
12965 SW Herman Road, Suite 100  
Tualatin, OR 97062  
chrisg@aks-eng.com  
(503) 563-6151

**PRESERVED EXISTING TREES AND VEGETATION**  
VEGETATED OPEN SPACE PROVIDES NATURAL BUFFERS, WILDLIFE HABITAT, INCREASED SHADE, AND PLEASANT VIEWS.

**PLAY AREA**  
PLAY AREA NESTLED INTO EXISTING MATURE VEGETATION BLENDS NATURALLY WITH SURROUNDING OPEN SPACE AND PROVIDES A NEIGHBORHOOD GATHERING SPACE.

**PRESERVED WETLAND**  
WETLAND AREA PROVIDES HABITAT AND RESOURCE OPPORTUNITIES FOR LOCAL WILDLIFE.

**PRESERVED OPEN MEADOW**  
GRASSY MEADOW AREA PROVIDES PASSIVE RECREATIONAL OPPORTUNITIES, AND VIEWSHEDS.

**INTERPRETIVE SIGNS**  
INTERPRETIVE SIGNS ENHANCE COMMUNITY IDENTITY AND OFFER EDUCATIONAL OPPORTUNITIES.





**RECOMMENDATION FROM THE CITY OF CARLTON PLANNING COMMISSION**

**CITY STAFF REPORT**

**DATE:** July 27, 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 August 4, 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; Applicant's 27 day Waiver of 120-day rule, applicant's financial data letter, Carlton TSP map, Ag parcels in use map, and 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 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 applicant's 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 Hawn Creek 100-year floodplain. Sheet PO-02 identifies dozens of trees over 6" dbH as well as four (4) 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 of DSL at 503-986-5226.”

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

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 7<sup>th</sup> 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 street extensions including 7<sup>th</sup> Street and a new unnamed east of 7<sup>th</sup> 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 state Land Use Board of Appeals.

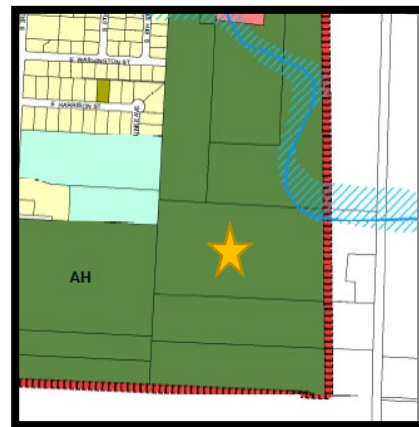
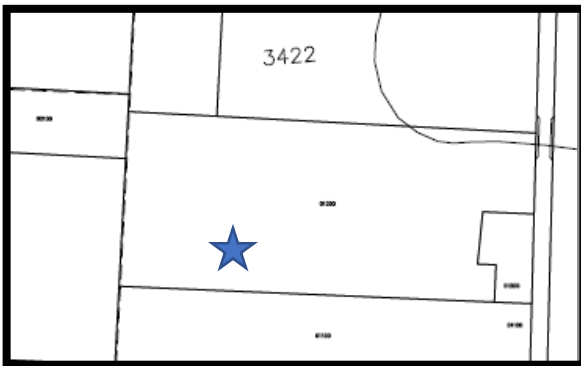
- Citizen Involvement

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 and its updates was developed by the citizenry to 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 Carlton Plan and Development Code meet the requirements of state land use laws.

The application was deemed complete on April 7, 2020. Public notices were mailed and posted for the initial Planning Commission hearing on May 18,2020. The Commission’s approval recommendation was forwarded to City Council. 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. The applicant requested a continuance of the originally scheduled July 7 City Council hearing. The applicant also provided a 27-day waiver of the 120-day rule to September 2, 2020. The Council’s decision shall be completed by that date unless another waiver is provided by the applicant.

### 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
- City Engineer Gordon Munro public facility comments, dated 5-11-20
- The Fair Housing Council of Oregon letter received 5-15-20
- Susan Turrell, resident letters dated 5-18-20, 5-19-20, 5-28-20, 6-29-20 (2)
- Felix Madrid letter 5-18-20 & 6-18-20
- Mike & Carrie Lawson resident letter dated 6-22-20
- Tim Corrigan letter 6-30-20
- Yamhill Carlton School District letter from Bill Rhoades Superintendent dated 7-17-20





#### 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 when public facilities and services are available. The AH zone permits agricultural or horticultural uses and wineries. The AH 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 portion of the land inside the city, designated for urban use by the Carlton Comprehensive Plan. The applicant proposes 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 square feet (attached), 6000 SF (single family) to 8000 SF (duplex). 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 gross acre. The applicant's concept plan (Sheet PO-05) proposes 11.97 acres of R-2 which allows potentially 120 dwelling 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. The plan is not being considered for approval unless the zone is changed, and a subdivision is approved by the Planning Commission

## 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 conceptually proposes a single R-3 parcel that is  $39,158 + 46,806 = 85,984$  /1.97 acres in size, noted on 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. The plan is not being considered for approval. If the zone change is approved the applicant is required to apply for Major Site Development permit approval by the Planning Commission.

## 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 FEMA FIRM map dated March 2, 2010. 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 this criterion requires a finding there is a lack of such zoning in the Carlton UGB. This is determined by 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 developed with single family homes. Existing R-2 and R-3 zones primarily adjoin the central downtown district and those lands are developed or underdeveloped. In 2019 a rezone to R-3 and a development plan was approved at 1<sup>st</sup> 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 to reach Comprehensive Plan housing goals.



Based on city housing data in this report, 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. The City finds there is a lack of R-2 and R-3 zoned land available in the Carlton UGB with direct access to city streets and all public services.

In 2019 the JR Meadows Phase 1 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 an estimated 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 increase the percentage of multi-family dwellings in the city's housing inventory.

Other parcels within the Carlton UGB zoned AH may be designated for future residential use. But a zone change requires that public streets and services be available before a zone change can be approved, and many sites in agricultural use 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. The City finds there is a lack of serviceable R-2 and R-3 land available

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

FINDINGS:

The City finds the request is not affected by all elements of the Carlton Community Development Code until a development is proposed.

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

There are many Comprehensive Plan policies applicable to the proposed zone change which are discussed in detail in Section 17.180.050 Zone Change approval criteria below.

- 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 single-family dwellings fit on the parcel to meet minimum R- 2 zone standards. A future could include lots large enough for duplexes as well. The proposed 1.97-acre parcel to be zoned R-3 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 applicant illustrates on Exhibit A sheet PO-04 Conceptual Neighborhood Circulation Plan three street extensions including 7<sup>th</sup> Street, Cleveland And Wilson Streets. The City finds the proposed property will connect to a pending 7<sup>th</sup> 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.

#### 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.*

FINDINGS: The City finds the Comprehensive Plan currently designates the site for an Agricultural Holding designation 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. The City finds a residential zone is appropriate because adjoining land is occupied by housing and the elementary school.

#### **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.*

FINDINGS: The following is a detailed description of service availability to the property.

Public Facilities: 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 (7<sup>th</sup> 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 7<sup>th</sup> 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. **School Capacity** – On 7-17-20 an email letter from Bill Rhoades, Superintendent of Yamhill- Carlton School District was received upon request by city staff. The letter says:

“Dear Carol, thank you for your email and the information provided (zone change application). Thank you too for the opportunity to consider the impact of this development on capacity in the Yamhill-Carlton School District. While COVID-19 has certainly altered our sense of “capacity” we believe that under general conditions the Yamhill-Carlton School District does have capacity to serve and support the number of students that would likely be projected in the development described. Thank you again for considering the impact on our schools in your deliberations.”

Agricultural Comprehensive Plan policies continued

- *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 the original and updates of the 1981 Carlton Comprehensive Plan identified the land as needed for urban use by the year 2027. We are approaching the end of the planning period and today’s market indicates there is a need for more housing in Carlton. The Plan states development is encouraged to utilize vacant parcels that achieve a more compact community. The City finds 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 provides an orderly extension of public services to new residential development within walking distance to Carlton Elementary School.

- ORS 215.263 Land Divisions in exclusive farm use zones  
 (2) (a) The governing body of a county or its designee may approve a proposed division of land to create parcels for farm use as defined in ORS 215.203 if it finds that:  
 (C) A portion of a lot or parcel has been included within an urban growth boundary and redesignated for urban uses under the applicable acknowledged comprehensive plan and the portion of the lot or parcel that remains outside the urban growth boundary and zoned for exclusive farm use is smaller than the minimum lot or parcel size established under ORS 215.780 (Minimum lot or parcel sizes).

FINDINGS: The City finds the zone change meets the subject statute because a portion of the subject property has been located inside the urban growth boundary of the City and another portion outside the City since state acknowledgement of the Carlton Comprehensive Plan in 1981. The application involves partitioning the property along the Carlton UGB. The portion of the property located outside the boundary does not have an existing dwelling and is subject to subsection (b).

The City finds Ken Friday, Yamhill County Planning Director was notified of the application on 12-10-19 and indicated support to divide the parcel provided they divide it along the city/county line.

### 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. The Plan is based 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. 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 prioritized 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 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 and 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 homes to the school by a combination of sidewalk and trail facilities. The plan shall be reviewed and approved by the Carlton Planning Commission. Purchase of any public open space must be considered by the City Parks Committee and City Council.

- *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.*

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 applicant and Planning Commission will consider 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 being considered for residential uses, particularly adjoining the east side of Carlton Elementary School. Two zone changes by the applicant in 2019 and this 2020 request 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 affect the zone change request because 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 will consider preserving the Hawn Creek 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 FEMA floodplain map shows that a portion of the property is in the 100-year floodplain. 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. 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 finds the site will be subject to special flood hazard development standards at the time of a preliminary subdivision proposal. 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 development permit is a Type I procedure approved by the City Administrator.



- *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 by the City Engineer and the Planning Commission. This will include an assessment of the storm water with regards to both erosion control and floodplain. Full storm design plans, and erosion control plans (and 1200-C erosion control permit through DEQ) will be developed for review. Any use of flood hazard area will be carefully evaluated before a development plan is approved.

#### 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 in the city will provide economic support to existing and new businesses by 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.

On July 27, 2020 the applicant submitted a revised financial impact analysis to show the projected economic impact on the City, County and YCSD revenue deriving from JR Meadows Phase 1 and the conceptual plan for JR Meadows Phase II for 55 SF detached homes and 22 multi-family dwellings.

#### **JR Meadows Phases 1 & 2 projected development costs and public agency revenues:**

1. Property tax annual revenue: \$482,548.70
2. YC School District Average Daily Membership Allotment: \$1,044,855
3. City System Development Charge per building permit (SDC's): \$2,980,875
4. City Utility annual User Fees: \$226,770.00
5. Construction Excise Taxes: \$217,000

#### 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 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 Oregon Fair Housing Council provided a letter in support of the proposed zone change and referred to the housing policies in this report as “gold star findings.”

The City finds the subject site is buildable and urbanizable as anticipated by the Carlton Comprehensive Plan within the 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 update 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.” Their attached 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 new development will only be permitted if all urban services and streets will be made available. The applicant is in the process of developing JR Meadow Phase 1 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 Phase 1 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, City Planner 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 not, each new home on the parcel will 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. He said in 2019 the city did a traffic study on 7<sup>th</sup> Street

that serves all of the Carlton Crest and Carlton Acres subdivisions, in total approximately 160 single-family lots (JR Meadow Phase 1 and 2 would be about 115 dwellings). At that time the County put out speed wires for 3 days, and the police put out speed signs for 22 days. Over the 22-day period the average traffic volume was 479 vehicles per day (one way). Over the 3-day period the average was 889 (two way). These are consistent with each other. On average that is one vehicle every 1.5 minutes (two way) and one vehicle every 3 minutes (one way) At the peak traffic hour there was approximately one vehicle every 0.5 minutes two way, and every 1.5 minutes one way. Traffic under 2,000 vehicles per day is considered low volume by AASHTO. The City finds this example is a comparable comparison and therefore traffic impact is considered low as supported by the applicant's traffic study.

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 & 7<sup>th</sup> 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 7<sup>th</sup>, Cleveland, and Wilson streets. The 1999 and updated 2009 Carlton TSP's illustrate extending 7<sup>th</sup> 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 demand for residential development in the Carlton UGB. The City 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 Phase 1 subdivision is built because it will provide a logical and compact extension of services from to the subject site.

- 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 Phase 1 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 11.97-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 adjoining the elementary school 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 population and housing growth projections<sup>8888</sup> 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 7<sup>th</sup> 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, housing, public facilities, transportation, and urbanization goals. The zone change criteria listed in CDC Section 17.180.050 have been met by the applicant.

## **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

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**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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## Contents

<b>I.</b>	<b>Executive Summary</b> .....	<b>2</b>
<b>II.</b>	<b>Site Description/Setting</b> .....	<b>2</b>
<b>III.</b>	<b>Applicable Review Criteria</b> .....	<b>2</b>
	CARLTON DEVELOPMENT CODE .....	2
	Division II. - ZONING AND DEVELOPMENT PROVISIONS.....	2
	Chapter 17.22 - RESIDENTIAL-MEDIUM DENSITY (R-2) DISTRICT .....	2
	Chapter 17.28 - RESIDENTIAL-MEDIUM HIGH DENSITY (R-3) DISTRICT.....	3
	Chapter 17.56 - FLOODPLAIN MANAGEMENT (FP) OVERLAY ZONE .....	3
	Division III. - GENERAL DEVELOPMENT STANDARDS .....	4
	Chapter 17.60 - GENERAL PROVISIONS .....	4
	Chapter 17.64 - STREET STANDARDS.....	5
	Chapter 17.72 - STORM DRAINAGE .....	7
	Chapter 17.88 - DEVELOPMENT STANDARDS FOR LAND DIVISIONS.....	8
	Division VI. - APPLICATION REQUIREMENTS AND REVIEW CRITERIA .....	11
	Chapter 17.172 - PARTITIONS.....	11
	Chapter 17.180 - ZONE CHANGE.....	13
<b>IV.</b>	<b>Conclusion</b> .....	<b>19</b>

## 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
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# Zone Change and Partition Application for 10215 NE Old McMinnville Highway

<b>Submitted to:</b>	City of Carlton Planning Department 191 E Main Street Carlton, OR 97111
<b>Applicant:</b>	TJA, LLC 9110 NW Clay Pit Road Yamhill, OR 97148
<b>Owner:</b>	Larry and Cheryl Park 10215 NE Old McMinnville Highway Carlton, OR 97111
<b>Applicant's Consultant:</b>	AKS Engineering & Forestry, LLC 12965 SW Herman Road, Suite 100 Tualatin, OR 97062  Contact: Chris Goodell, AICP, LEED <sup>AP</sup> Email: monty@aks-eng.com Phone: (503) 563-6151
<b>Site Location:</b>	10215 NE Old McMinnville Highway
<b>Yamhill County Assessor's Map:</b>	3 4 22 Tax Lot 1300
<b>Site Size:</b>	±18.96 acres
<b>Current Zoning District:</b>	City of Carlton - Agricultural Holding (AH) Yamhill County – Exclusive Farm Use (EF-80)
<b>Planned Zoning Districts:</b>	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><b>Legend:</b>            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 1<sup>st</sup> 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 7<sup>th</sup> 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 7<sup>th</sup> 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 7<sup>th</sup> 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.

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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.



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## **Exhibit A: Preliminary Plans**

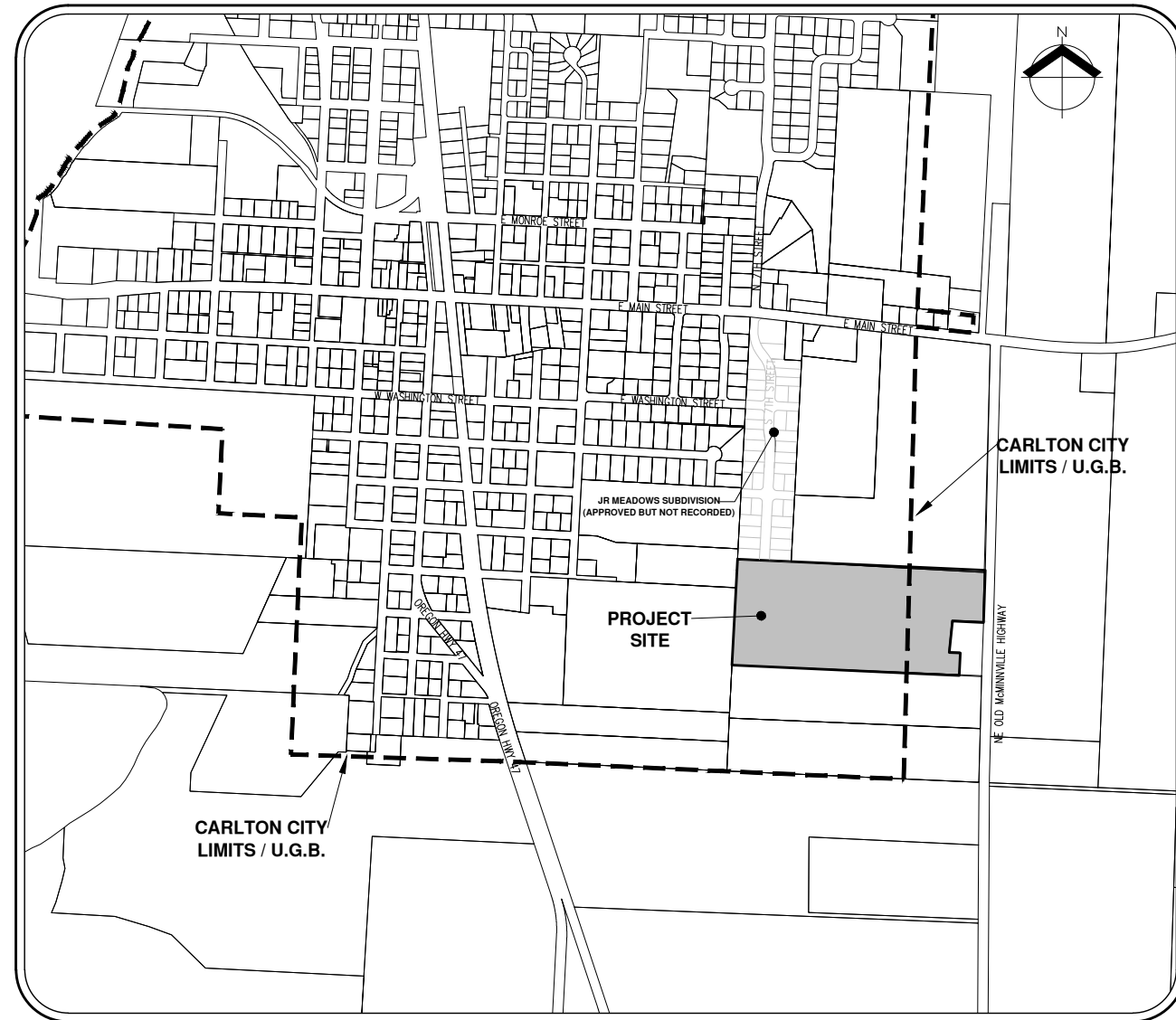
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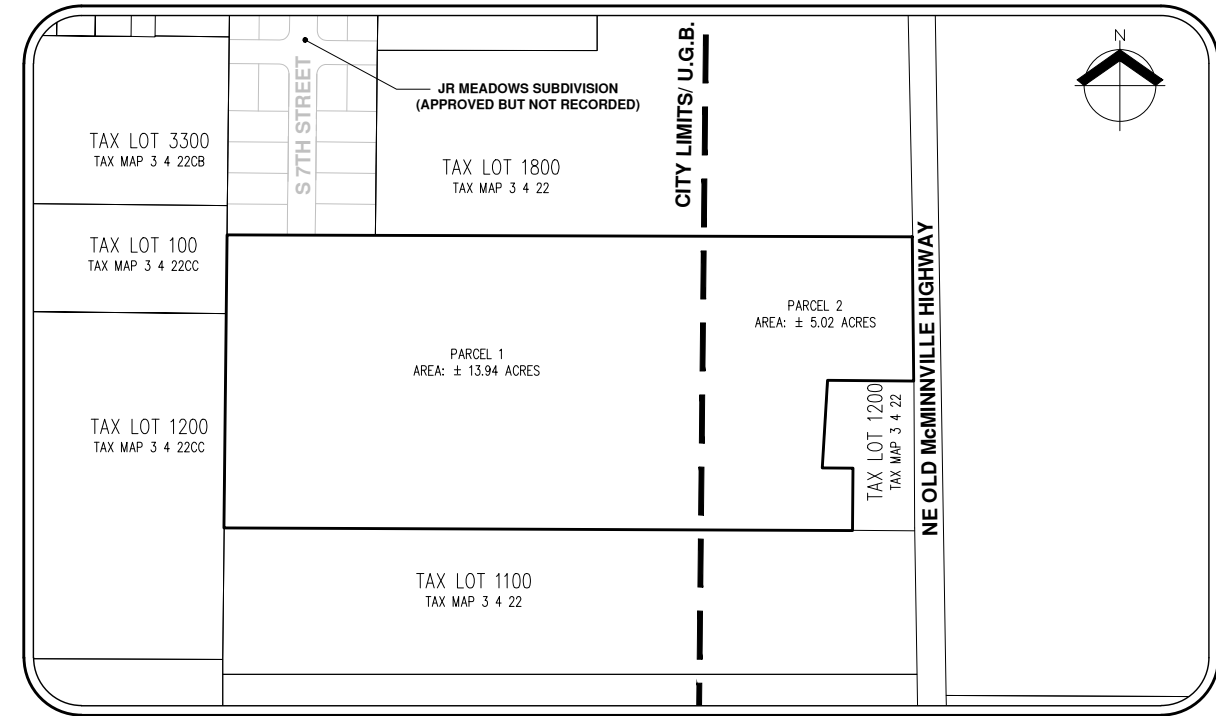
# 10215 NE OLD MCMINNVILLE HIGHWAY

## 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

**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)

**PROJECT  
 LOCATION:**

10215 NE OLD MCMINNVILLE HIGHWAY  
 CARLTON, OR 97111  
 SOUTH OF INTERSECTION OF E MAIN STREET  
 AND N 7TH STREET CARLTON, OREGON

**PROPERTY  
 DESCRIPTION:**

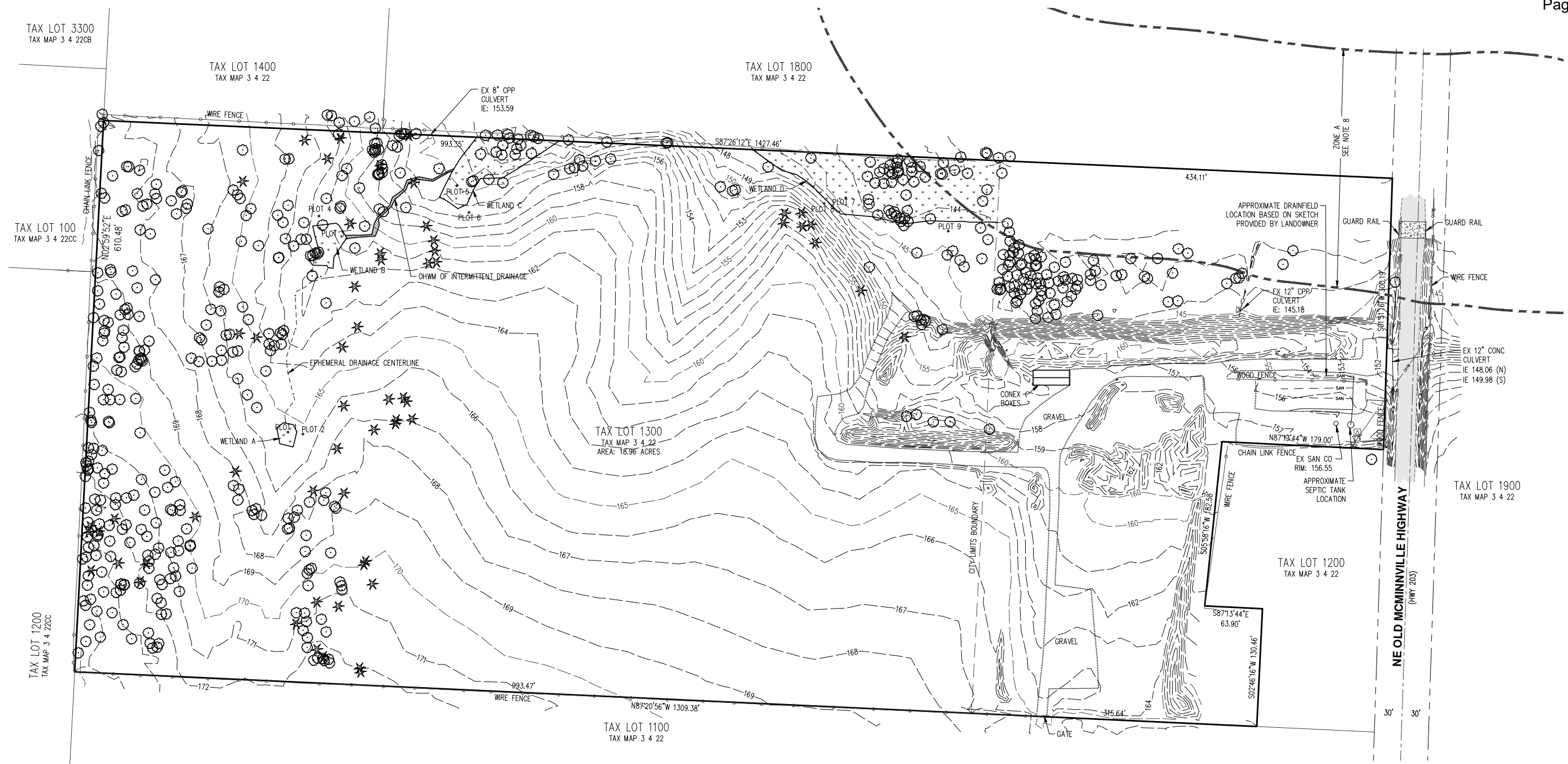
TAX LOT 1300, YAMHILL COUNTY ASSESSOR'S MAP  
 3S 4W 22, TOWNSHIP 3 SOUTH 4 WEST, LOCATED  
 IN SECTION 22, WILLAMETTE MERIDIAN, CITY OF  
 CARLTON, YAMHILL COUNTY, OREGON.

**COVER SHEET WITH VICINITY AND SITE MAPS  
 10215 NE OLD MCMINNVILLE HIGHWAY  
 TAX LOT 1300 YAMHILL COUNTY TAX MAP 3 4 22  
 CARLTON, OREGON**

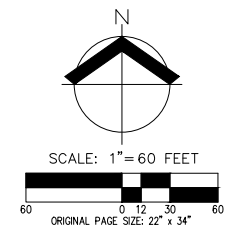
PRELIMINARY

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 MCMINVILLE HIGHWAY  
 TAX LOT 1300 YAMHILL COUNTY TAX MAP 3 4 22  
 CARLTON, OREGON**

REGISTERED PROFESSIONAL LAND SURVEYOR

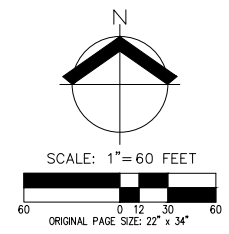
**PRELIMINARY**

*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



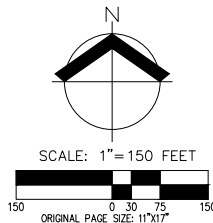
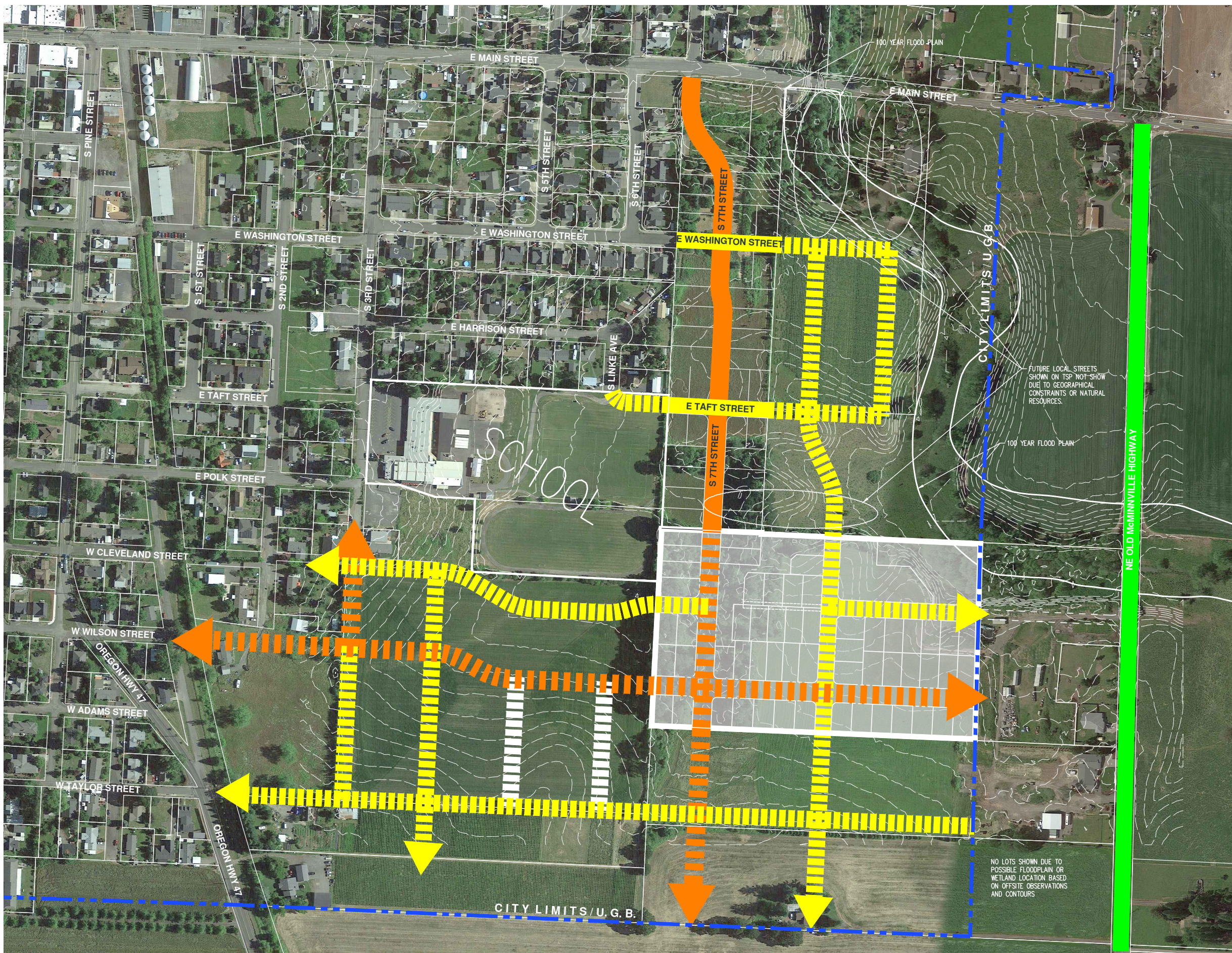
**PRELIMINARY PARTITION PLAT**  
**10215 NE OLD McMINNVILLE HIGHWAY**  
**TAX LOT 1300 YAMHILL COUNTY TAX MAP 3 4 22**  
**CARLTON, OREGON**

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

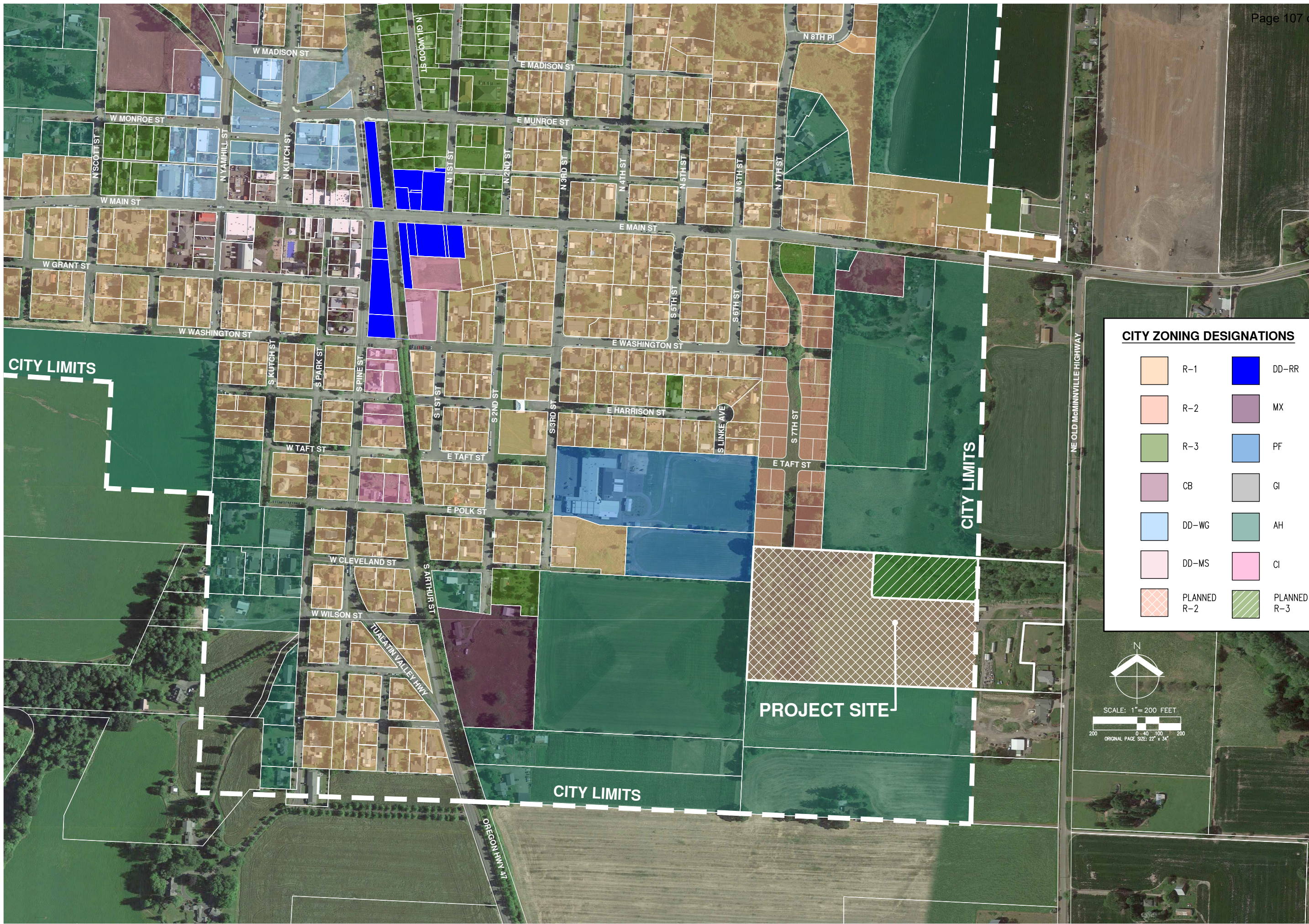
**CONCEPTUAL NEIGHBORHOOD CIRCULATION PLAN  
 10215 NE OLD McMINNVILLE HIGHWAY  
 TAX LOT 1300 YAMHILL COUNTY TAX MAP 3 4 22  
 CARLTON, OREGON**

**PRELIMINARY**

JOB NUMBER:	7395-01
DATE:	2/4/2020
DESIGNED BY:	AJD
DRAWN BY:	ETT
CHECKED BY:	MBH

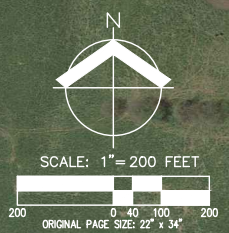
**PO-04**





**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

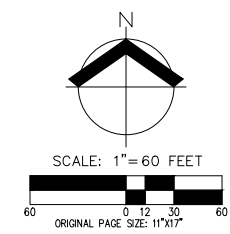
**PO-05**





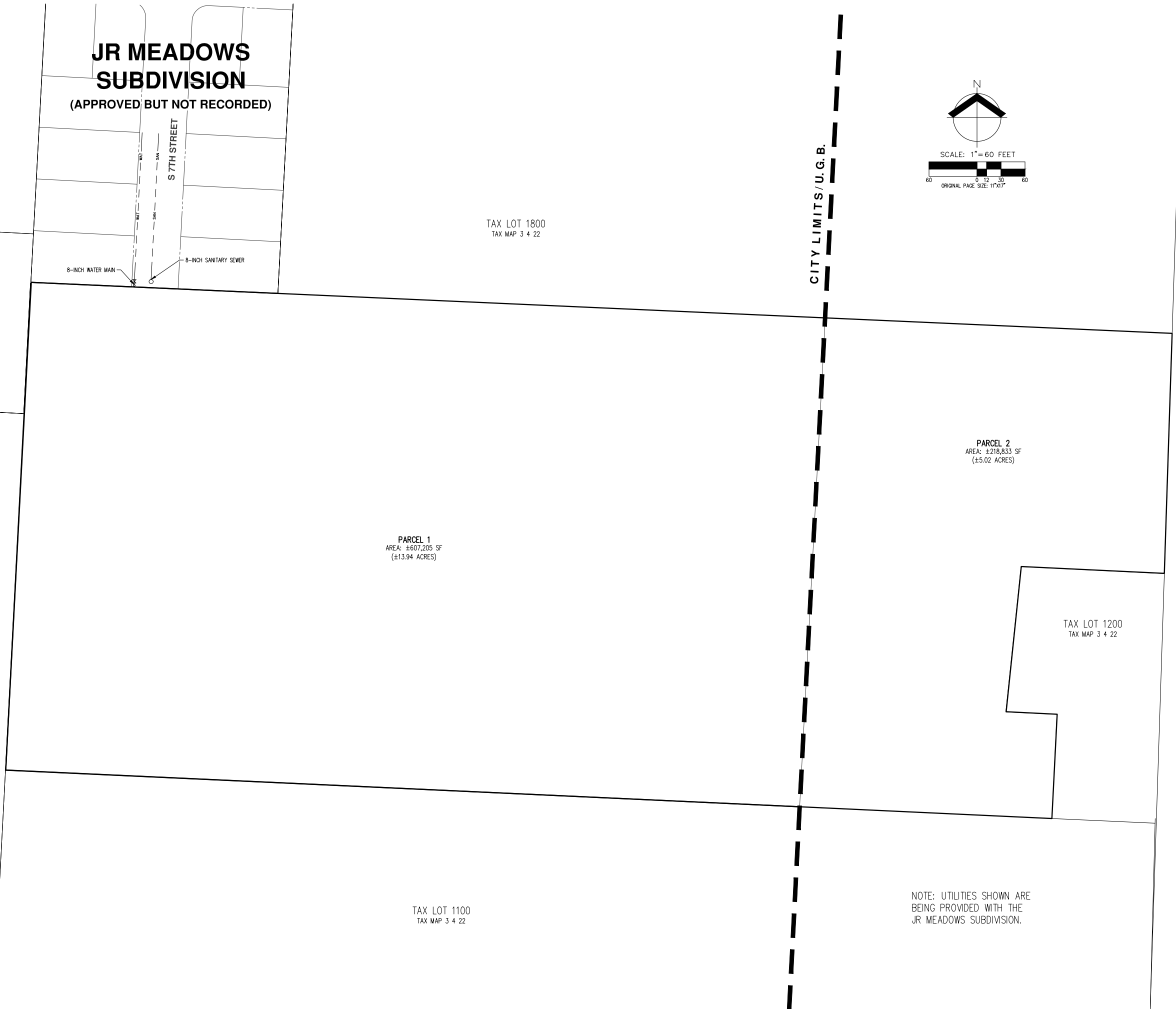


**JR MEADOWS  
 SUBDIVISION**  
 (APPROVED BUT NOT RECORDED)



CITY LIMITS / U.G.B.

NE OLD McMINNVILLE HIGHWAY



TAX LOT 3300  
TAX MAP 3 4 22CB

TAX LOT 1800  
TAX MAP 3 4 22

TAX LOT 100  
TAX MAP 3 4 22CC

PARCEL 2  
AREA: ±218,833 SF  
(±5.02 ACRES)

PARCEL 1  
AREA: ±607,205 SF  
(±13.94 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**



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## **Exhibit B: City Application Form and Checklist**

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**City of Carlton**  
**191 E. Main St.**  
**Carlton, OR 97111**  
 Phone: 503-852-7575  
 Fax: 503-852-7761  
[www.ci.carlton.or.us](http://www.ci.carlton.or.us)



## Comprehensive Plan Amendment/Zone Change

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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](http://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](mailto: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 5<sup>th</sup> 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.**

**City of Carlton**  
**191 E. Main St.**  
**Carlton, OR 97111**  
 Phone: 503-852-7575  
 Fax: 503-852-7761  
[www.ci.carlton.or.us](http://www.ci.carlton.or.us)



## Partition

---

A partition means to divide an area or tract of land into two (2) or three (3) parcels in a calendar year. Parcels created through the partition process shall meet the Development Standards for Land Divisions found in Carlton Development Code (CDC)\* Chapter 17.88, and other applicable development standards found in the Carlton Development Code and Public Works Design Standards (PWDS). Each parcel shall satisfy the dimensional standards of the applicable zoning district, unless a variance from these standards is approved. In addition, adequate public facilities shall be available to serve the existing and newly created parcels (CDC 17.172.010).

No parcel within an approved partition may be redivided within the same calendar year in which it was recorded, except through the subdivision process. A master plan is required for any partition application that leaves a portion of the subject property capable of replatting (CDC 17.172.040).

### **Application Process**

Partitions are reviewed through a two-step process. Preliminary plats for partitions are first reviewed in accordance with the Type II land use review procedures found in CDC Section 17.188.020. The Planning Commission conducts a public hearing to review the request and makes a final decision on whether or not to grant preliminary partition approval. The Planning Commission's decision may be appealed to the City Council by filing an appeal application within 12 days following the final written notice of the Commission's decision.

Upon receiving preliminary partition approval, the applicant has eighteen (18) months to complete the required conditions of approval and record the final survey plat. Final plats are reviewed in accordance with the provisions found in CDC 17.176.040 - 17.176.050. No final plat shall be approved by the city unless:

1. The plat is in substantial conformance with the Carlton Development Code and the provisions of the preliminary plan as approved, including any conditions imposed in connection therewith;
2. The plat contains free and clear of all liens and encumbrances a donation to the public of all common improvements, including but not limited to streets, roads, sewage disposal and water supply systems, the donation of which is required by

the Carlton Development Code or was made a condition of the approval of the preliminary plat;

3. Explanations of all common improvements required as conditions of approval of the preliminary plan have been recorded and referenced on the plat;
4. All reserve blocks shown on the preliminary plan or required as conditions of approval have been deeded in fee simple to the city;
5. The city has received adequate assurances that the applicant has agreed to make all public improvements that are required as conditions of approval of the preliminary plan. The following constitute acceptable adequate assurances:
  - a. Certification by the City Engineer that all required public improvements are completed and approved by the city; or
  - b. The City Engineer certifies that seventy-five (75) percent of the improvements are completed and a performance guarantee as provided by CDC Section 17.216.010.

### **Application Requirements**

To request a partition, 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**

### **Expiration of Approval**

If the final survey plat is not recorded within eighteen (18) months, the preliminary approval shall lapse. The City Manager shall upon written request by the applicant and payment of the required fee; grant an extension not to exceed six (6) months provided that:

1. No changes are made to the approved preliminary plat;
2. There have been no changes in existing conditions, facts, or applicable policies or ordinance provisions on which the original approval was based (CDC 17.172.050).

\*The Carlton Development Code is available online at: [www.ci.carlton.or.us/municode](http://www.ci.carlton.or.us/municode)

# Partition Application City of Carlton

Docket No.: \_\_\_\_\_  
Date: \_\_\_\_\_  
Fee: \_\_\_\_\_  
Receipt No.: \_\_\_\_\_

**Applicant:** Name \_\_\_\_\_ TJA, LLC \_\_\_\_\_  
Mailing Address \_\_\_\_\_ 9110 Clay Pit Road \_\_\_\_\_  
\_\_\_\_\_ Yamhill, OR 97148 \_\_\_\_\_  
Phone \_\_\_\_\_ Please Contact \_\_\_\_\_ Please Contact \_\_\_\_\_  
\_\_\_\_\_ Applicant's Consultant \_\_\_\_\_ Email \_\_\_\_\_ Applicant's Consultant \_\_\_\_\_

**Title Holder:** Name \_\_\_\_\_ Larry and Cheryl Park \_\_\_\_\_  
Mailing Address \_\_\_\_\_ 10215 NE Old McMinnville Highway \_\_\_\_\_  
\_\_\_\_\_ Carlton, OR 97111 \_\_\_\_\_

### Surveyor and/or Engineer (if applicable):


Name \_\_\_\_\_ AKS Engineering & Forestry, LLC \_\_\_\_\_  
Phone \_\_\_\_\_ 503-563-6151 \_\_\_\_\_


**Location:** Street Address \_\_\_\_\_ 10215 NE Old McMinnville Highway \_\_\_\_\_  
Tax Lot Number \_\_\_\_\_ 1300 \_\_\_\_\_ Map \_\_\_\_\_ 3 4 22 \_\_\_\_\_

**Description:** Comprehensive Plan Designation: \_\_\_\_\_ City of Carlton: Agricultural \_\_\_\_\_  
\_\_\_\_\_ Yamhill County: Agricultural \_\_\_\_\_  
City of Carlton: Agricultural Holding (AH)  
Current Zoning: \_\_\_\_\_ Yamhill County: Exclusive Farm Use (EF-80) \_\_\_\_\_

### Prerequisites:

To request a hearing and approval of a partition, there shall be submitted to the City Recorder with this application and filing fee, the following information:

 A preliminary partition plan on sheets that are not less than 11 inches by 17 inches and no more than 24 inches by 36 inches in size. Preliminary plans shall be drawn to a scale of one-inch equals 50 feet or larger.

 1. The following general information shall be shown on the preliminary plan:



- ✓a. Vicinity map extending 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.
- ✓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.
- ✓2. The preliminary plan shall clearly show to scale 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.
- ✓3. Supplemental Information.
- N/A a. Proposed deed restrictions, if any, in outline form.
- ✓b. A master plan for development is required for any application that leaves a portion of the subject property capable of replatting.
- ✓ The names and addresses of all property owners within 100 feet of the partition site 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 5<sup>th</sup> Street, Room 42, McMinnville, OR, phone: (503) 434-7521.
- ✓ **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.

**Review Standards:** All partitions shall conform to all applicable Zoning District standards, development standards, and other provisions of the Carlton Development Code.

**Variance Application:** When necessary, the Planning Commission may authorize variances to the requirements of the Carlton Development Code in conjunction with a partition request. Application for a variance shall be made by petition of the subdivider, stating fully the grounds for the application. The Planning Commission shall review the Variance in accordance with CDC Section 17.148. An Application for a Variance Does  **Does not** accompany this partition application.

**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.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title Holder's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title Holder's Signature

\_\_\_\_\_  
Date

**Signed Application Forms  
Previously Submitted to City  
directly by Applicant**

**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**

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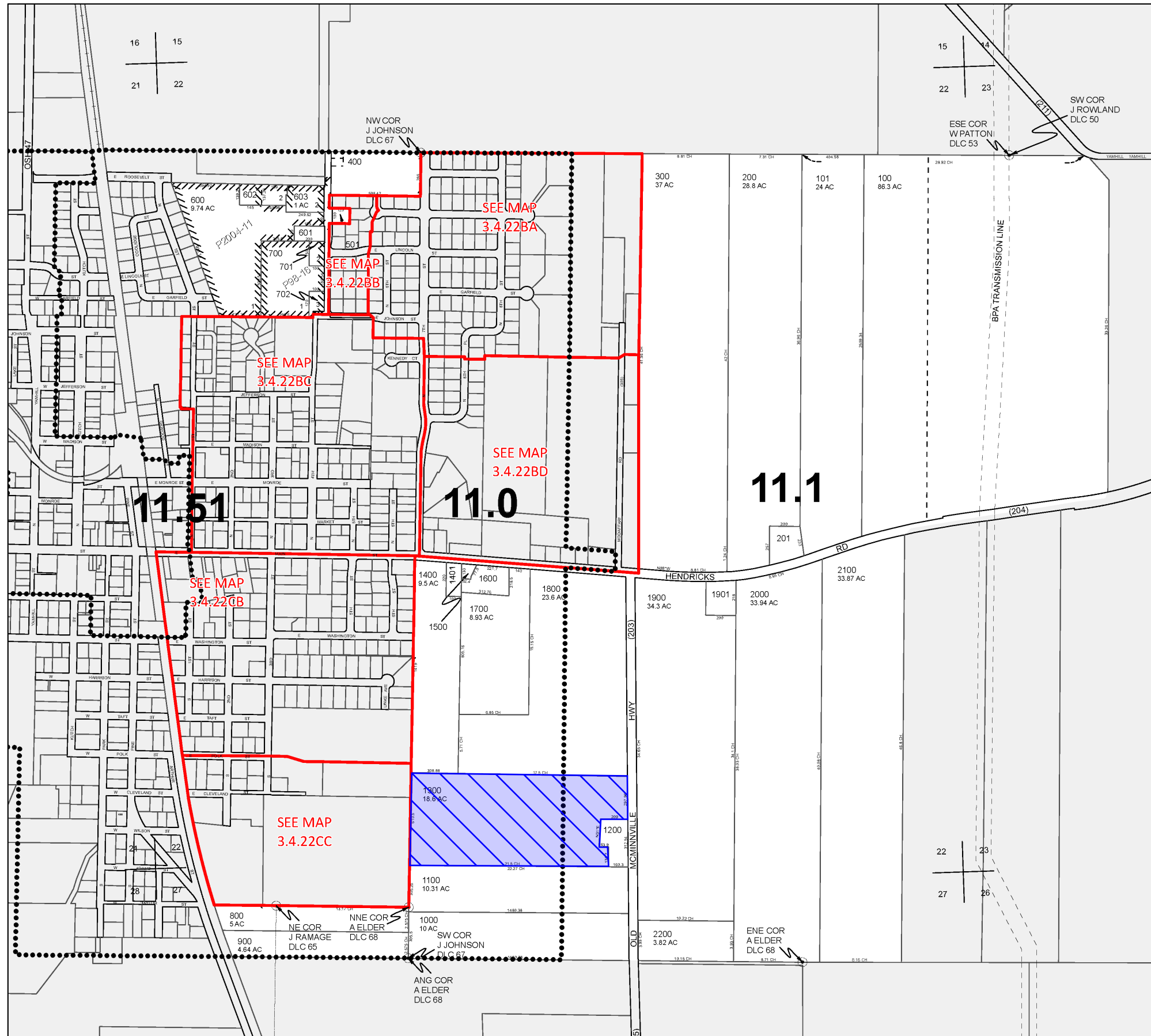
---

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



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## **Exhibit D: Transportation Impact Analysis**

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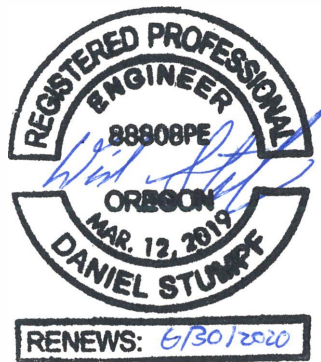




# JR Meadows Phase 2

## Transportation Impact Analysis

### Carlton, OR



Date:  
March 19, 2020

Prepared for:  
Steve Reiman,  
TJA, LLC

Prepared by:  
Terrington Smith, EIT  
Daniel Stumpf, PE

Table of Figures	3
Table of Tables	3
Executive Summary	4
Project Description	5
Introduction	5
Location Description	5
Vicinity Roadways	5
Study Intersections	6
Site Trips	8
Trip Generation	8
Existing AH Zone	8
Proposed R-2 & R-3 Zone	8
Proposed Development	8
Trip Distribution	9
Traffic Volumes	10
Existing Conditions	10
Growth Rates	10
Year 2035 Planning Horizon	10
Year 2022 Background Conditions	10
Year 2022 Buildout Conditions	11
Safety Analysis	18
Crash History Review	18
Warrant Analysis	18
Preliminary Traffic Signal Warrants	18
Left-Turn Lane Warrants	18
Operational Analysis	19
Transportation Planning Rule	20
Conclusions	22
Appendix	23

## Table of Figures

Figure 1: Vicinity Map	7
Figure 2: Existing AH Zone AM Peak Hour	12
Figure 3: Existing AH Zone PM Peak Hour	13
Figure 4: Proposed R-2 & R-3 Zone AM Peak Hour	14
Figure 5: Proposed R-2 & R-3 Zone PM Peak Hour	15
Figure 6: Proposed Development AM Peak Hour	16
Figure 7: Proposed Development PM Peak Hour	17

## Table of Tables

Table 1: Vicinity Roadway Descriptions	6
Table 2: Vicinity Intersection Descriptions	6
Table 3: Trip Generation Summary	9
Table 4: Intersection Capacity Analysis	20

## 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 7<sup>th</sup> Street.

Traffic impacts related to the zone change and proposed subdivision were analyzed at the following intersections:

1. E Main Street at 7<sup>th</sup> 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.

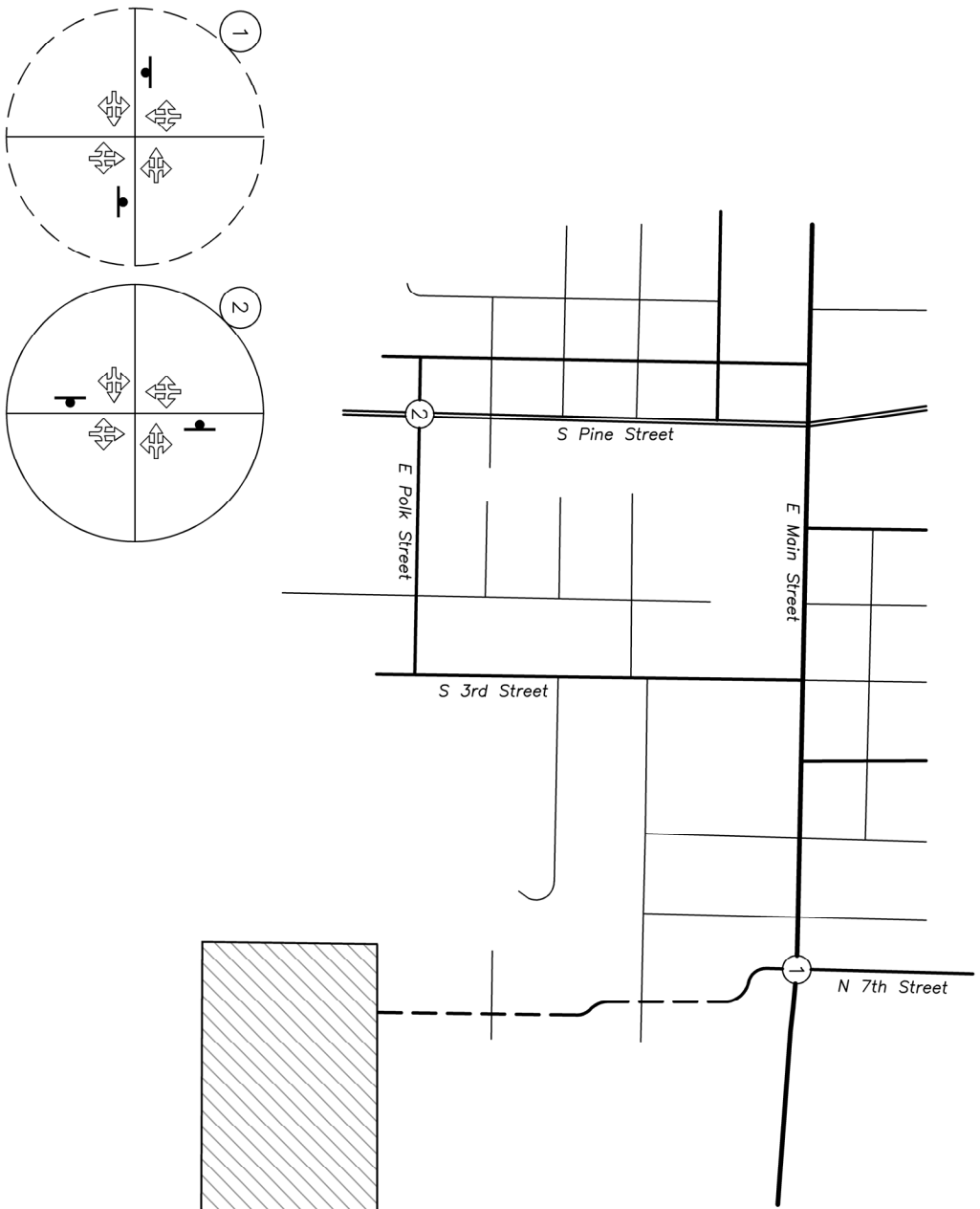
Table 2: Vicinity Intersection Descriptions

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*<sup>1</sup>. 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.

---

<sup>1</sup> Institute of Transportation Engineers (ITE), *Trip Generation Manual*, 10<sup>th</sup> Edition, 2017.

Table 3: Trip Generation Summary

	ITE Code	Size	Morning Peak Hour			Evening Peak Hour			Weekday Total
			Enter	Exit	Total	Enter	Exit	Total	
<b>Existing Agricultural Housing Zone</b>									
Winery	790	4,000 SF	6	2	8	15	14	29	184
<b>Proposed Medium Density Residential Zone</b>									
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
		<b>Total</b>	15	46	61	51	29	80	814
<b>Net Difference</b>			9	44	53	36	15	51	630
<b>Proposed Development</b>									
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
		<b>Total</b>	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 3<sup>rd</sup> Street.

## Traffic Volumes

### Existing Conditions

Year 2019 traffic volumes were referenced from the traffic study conducted for the adjacent JR Meadows Subdivision (dated August 2<sup>nd</sup>, 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.

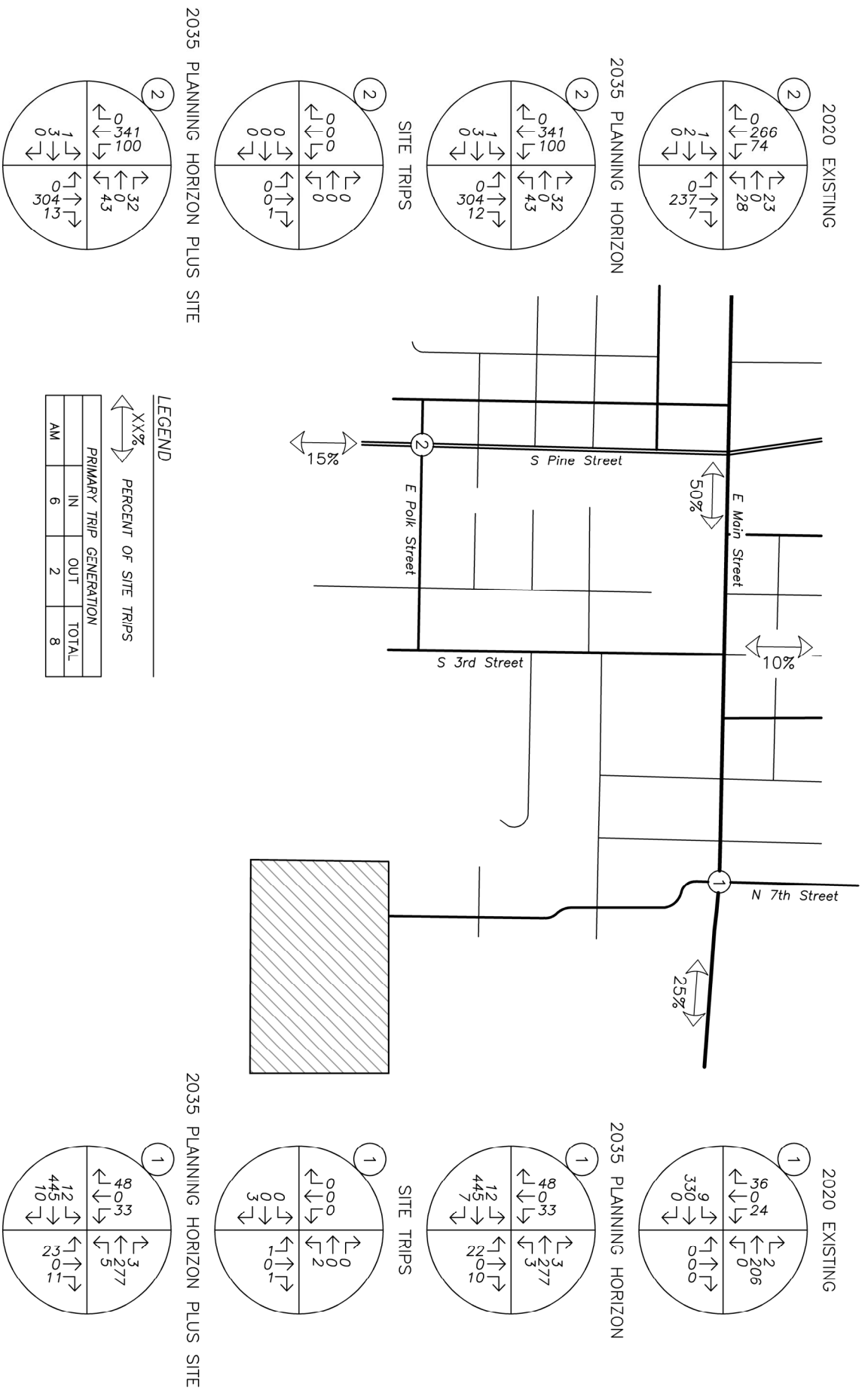


## Year 2022 Buildout Conditions

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.



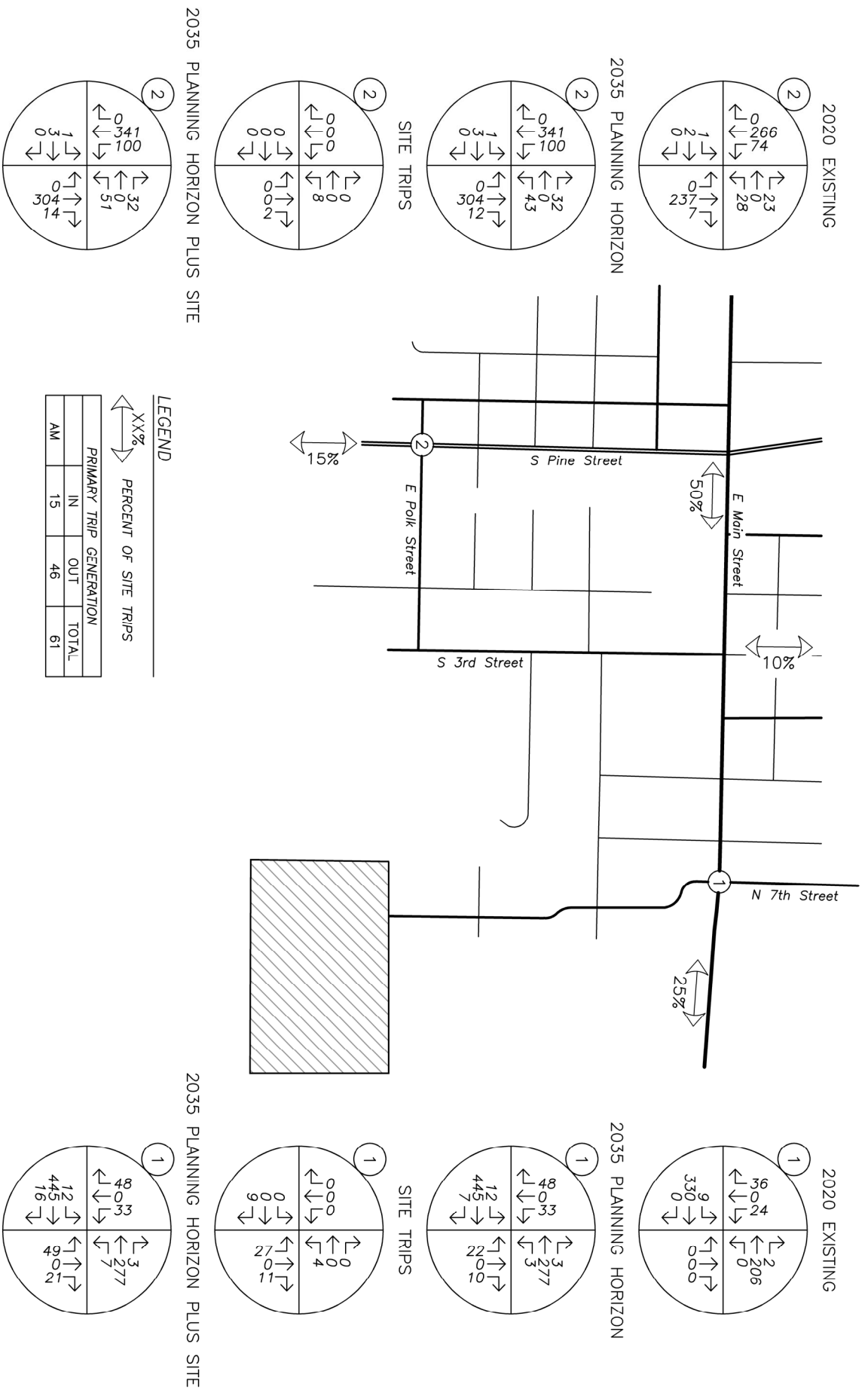
**TRAFFIC VOLUMES**  
Existing AH Zone  
AM Peak Hour







**TRAFFIC VOLUMES**  
Proposed R-2 & R-3 Zone  
AM Peak Hour

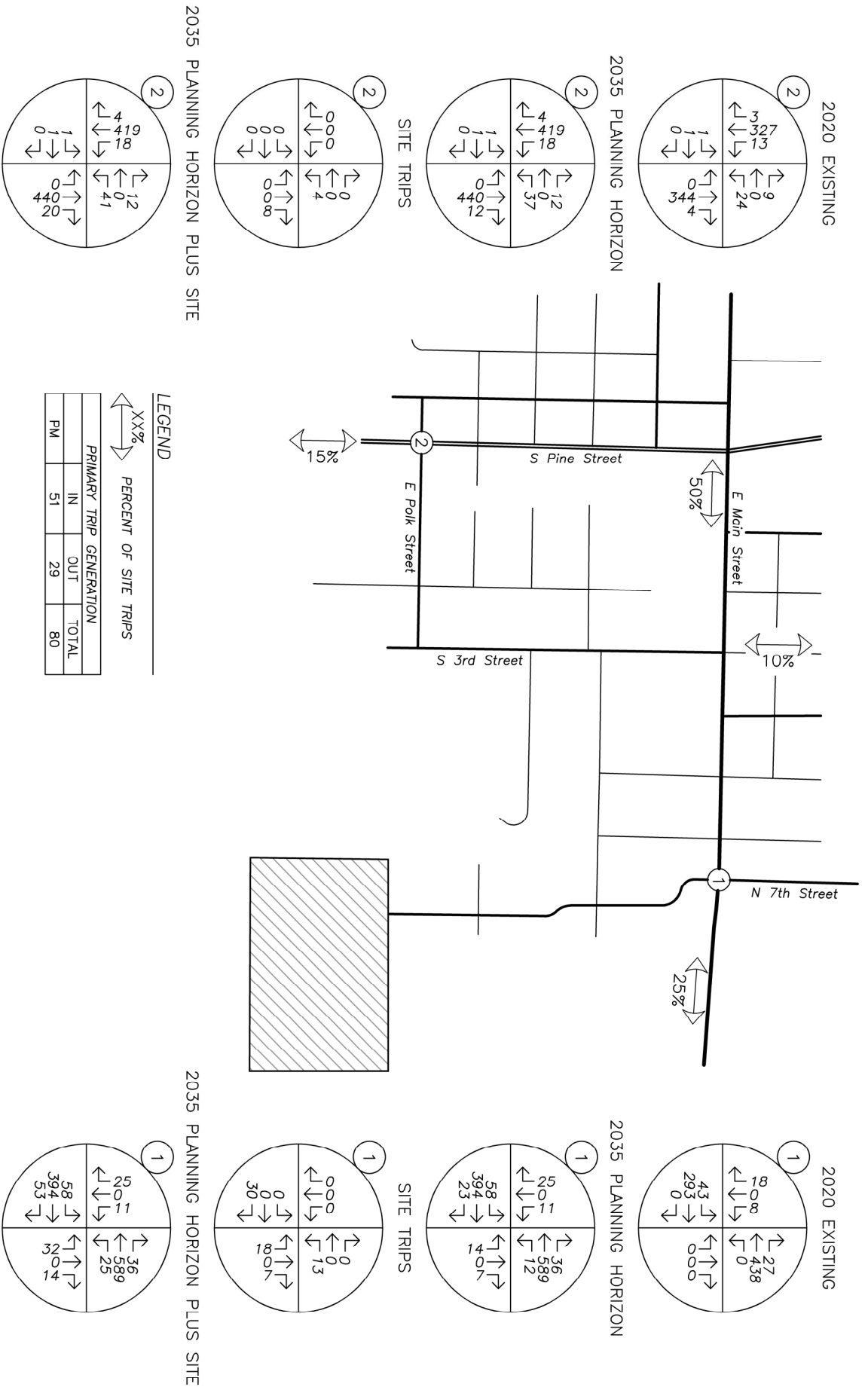


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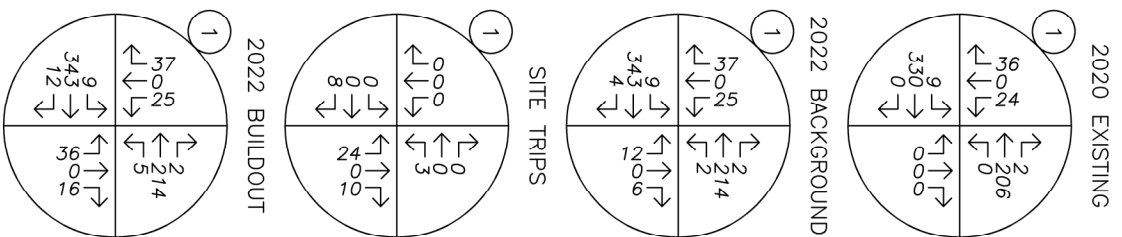
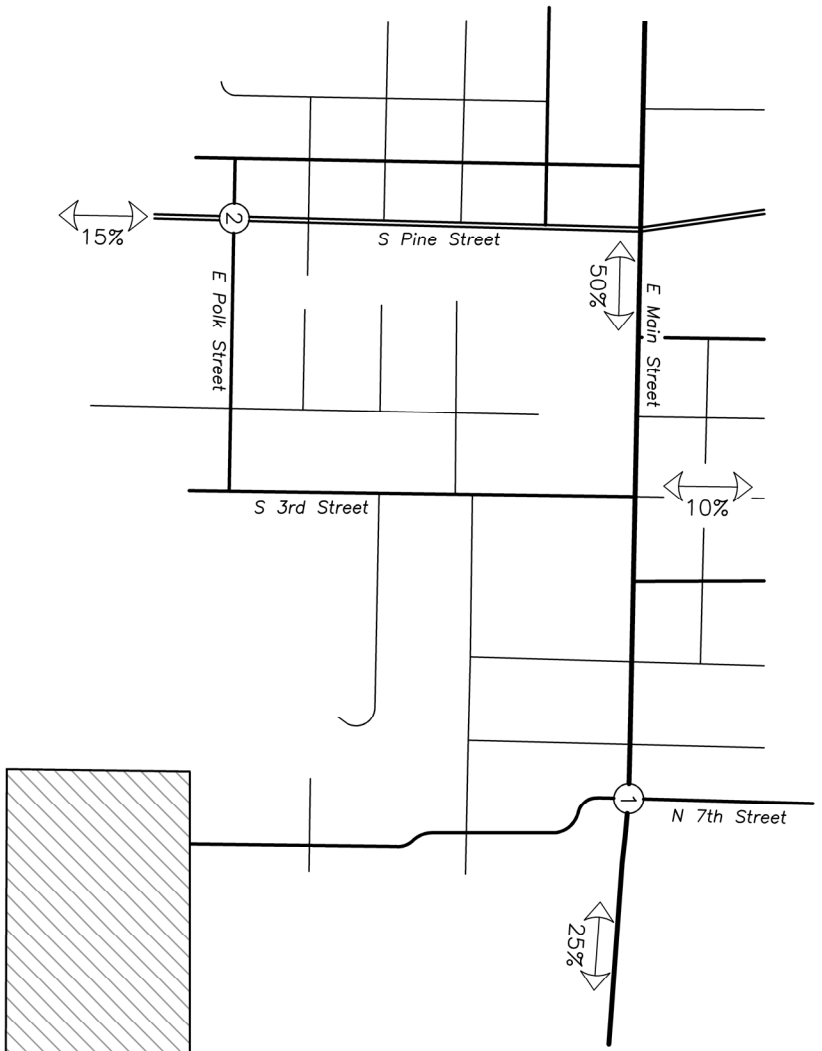
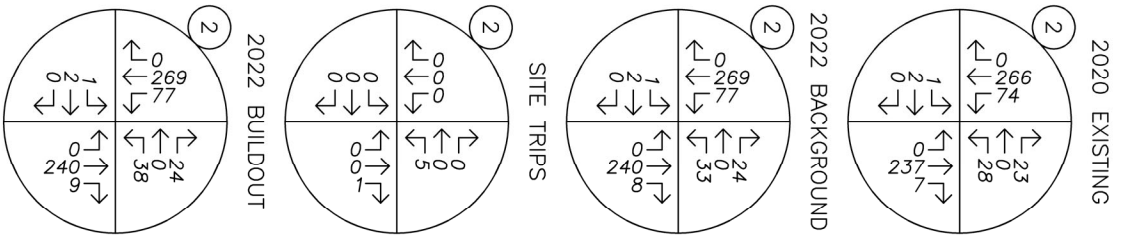
Figure 4



**TRAFFIC VOLUMES**  
 Proposed R-2 & R-3 Zone  
 PM Peak Hour







**LEGEND**

XX% PERCENT OF SITE TRIPS

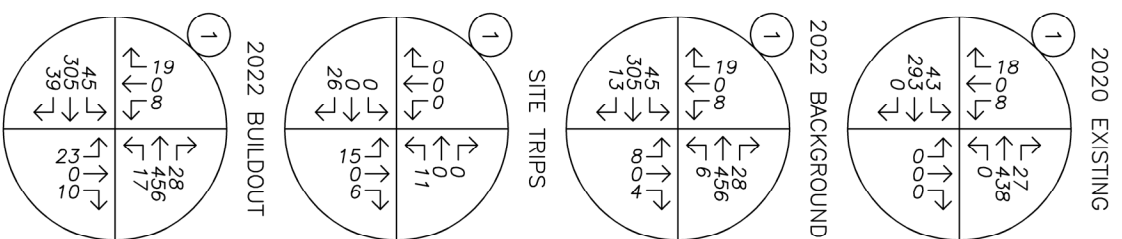
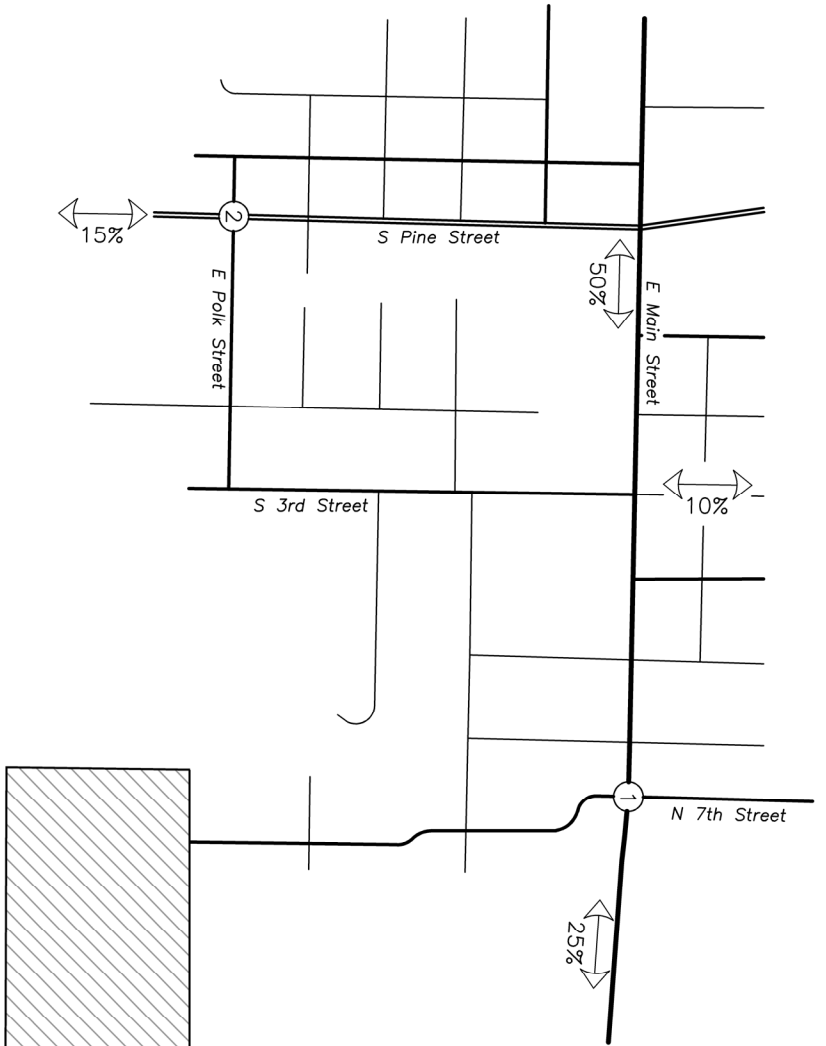
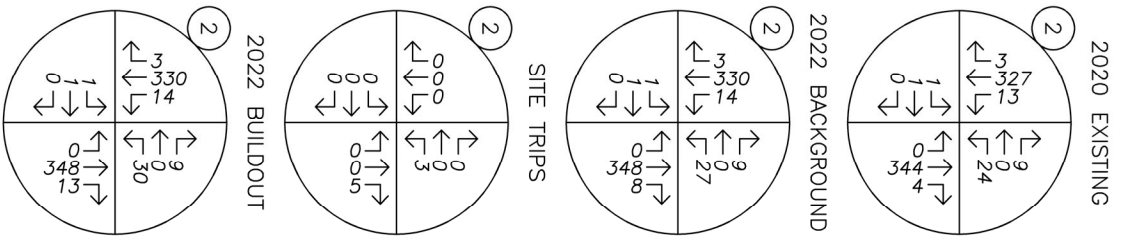
PRIMARY TRIP GENERATION			
IN	OUT	TOTAL	
12	39	51	AM



no scale



**TRAFFIC VOLUMES**  
Proposed Development  
AM Peak Hour



**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 7<sup>th</sup> 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 7<sup>th</sup> Street were based on the methodology outlined in the National Cooperative Highway Research Program (NCHRP) Report Number 457<sup>2</sup> 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 7<sup>th</sup> 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.

---

<sup>2</sup> 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*<sup>3</sup> (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 Plan<sup>4</sup> 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.

<sup>3</sup> Transportation Research Board, *Highway Capacity Manual, 6<sup>th</sup> Edition, 2016*.

<sup>4</sup> 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
<b>1 E Main Street at 7th Street</b>						
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
<b>2 S Pine Street at E Polk Street</b>						
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.

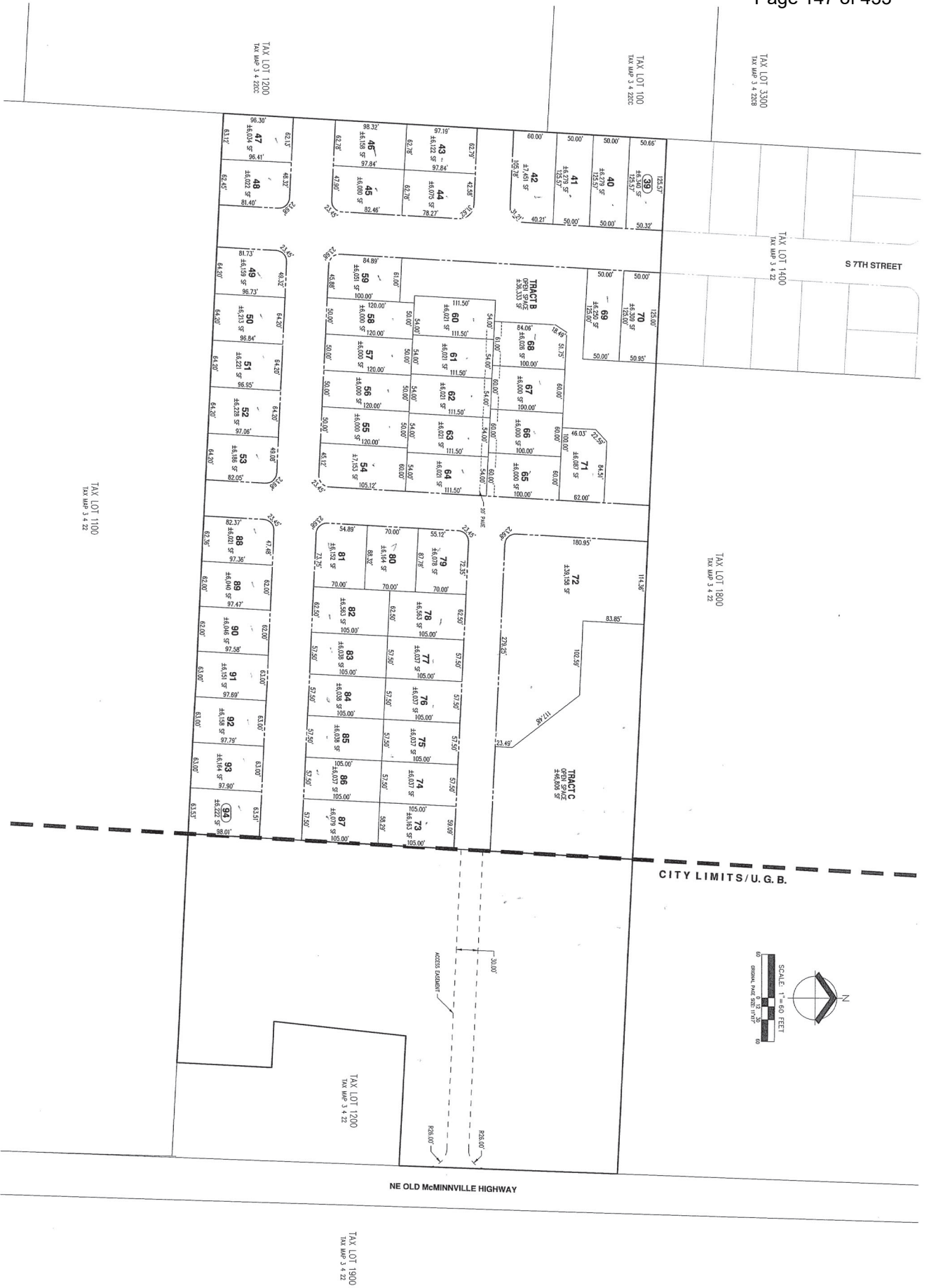
Left-turn lane warrants are projected to be met at the intersection of E Main Street at N 7th Street for both the eastbound and westbound directions under existing year and year 2035 conditions, regardless of the zoning designation of the property. In addition, warrants are met for the southbound approach 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





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## 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	<b>6</b>	<b>2</b>	<b>8</b>

### PM PEAK HOUR

*Trip Rate:* 7.31

	Enter	Exit	Total
Directional Distribution	50%	50%	
Trip Ends	<b>15</b>	<b>14</b>	<b>29</b>

### WEEKDAY

*Trip Rate:* 45.96

	Enter	Exit	Total
Directional Distribution	50%	50%	
Trip Ends	<b>92</b>	<b>92</b>	<b>184</b>

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	<b>13</b>	<b>38</b>	<b>51</b>

**PM PEAK HOUR**

*Trip Rate:* 0.99

	Enter	Exit	Total
Directional Distribution	63%	37%	
Trip Ends	<b>43</b>	<b>25</b>	<b>68</b>

**WEEKDAY**

*Trip Rate:* 9.44

	Enter	Exit	Total
Directional Distribution	50%	50%	
Trip Ends	<b>326</b>	<b>326</b>	<b>652</b>

**SATURDAY**

*Trip Rate:* 9.54

	Enter	Exit	Total
Directional Distribution	50%	50%	
Trip Ends	<b>329</b>	<b>329</b>	<b>658</b>



### 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	<b>2</b>	<b>8</b>	<b>10</b>

#### PM PEAK HOUR

*Trip Rate:* 0.56

	Enter	Exit	Total
Directional Distribution	63%	37%	
Trip Ends	<b>8</b>	<b>4</b>	<b>12</b>

#### WEEKDAY

*Trip Rate:* 7.32

	Enter	Exit	Total
Directional Distribution	50%	50%	
Trip Ends	<b>81</b>	<b>81</b>	<b>162</b>

#### SATURDAY

*Trip Rate:* 8.14

	Enter	Exit	Total
Directional Distribution	50%	50%	
Trip Ends	<b>90</b>	<b>90</b>	<b>180</b>



## 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	<b>10</b>	<b>31</b>	<b>41</b>

### PM PEAK HOUR

*Trip Rate:* 0.99

	Enter	Exit	Total
Directional Distribution	63%	37%	
Trip Ends	<b>34</b>	<b>20</b>	<b>54</b>

### WEEKDAY

*Trip Rate:* 9.44

	Enter	Exit	Total
Directional Distribution	50%	50%	
Trip Ends	<b>260</b>	<b>260</b>	<b>520</b>

### SATURDAY

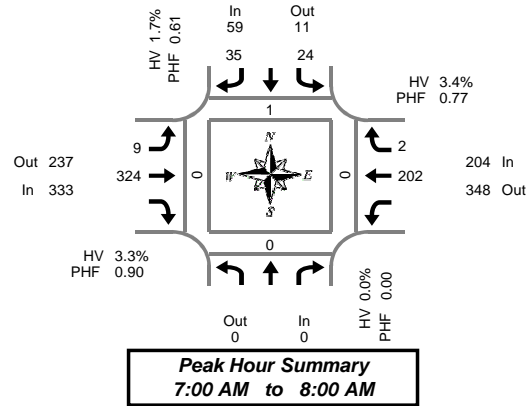
*Trip Rate:* 9.54

	Enter	Exit	Total
Directional Distribution	50%	50%	
Trip Ends	<b>262</b>	<b>262</b>	<b>524</b>

**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	Bikes	T	R	Total	T	R	Total	Bikes		
Volume	0	24	35	59	9	324	333	0	202	2	204	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			

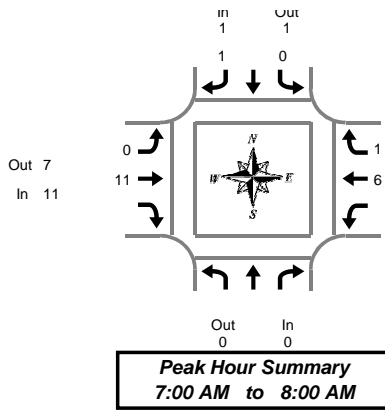
**Rolling Hour Summary  
7:00 AM to 9:00 AM**

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	0	1	0	1	1
7:05 AM	0	0	0	0	0	0	0	2	2	0	0	0	0	2
7:10 AM	0	0	0	0	0	0	0	2	2	1	0	1	1	3
7:15 AM	0	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	0
7:25 AM	0	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	1
7:35 AM	0	0	0	0	0	0	0	2	2	1	0	1	1	3
7:40 AM	0	0	0	1	1	0	0	0	0	1	0	1	1	2
7:45 AM	0	0	0	0	0	0	0	1	1	2	0	2	2	3
7:50 AM	0	0	0	0	0	0	0	1	1	0	0	0	0	1
7:55 AM	0	0	0	0	0	0	0	3	3	0	0	0	0	3
8:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8:05 AM	0	0	0	0	0	0	0	1	1	0	0	0	0	1
8:10 AM	0	0	0	0	0	0	0	0	0	1	0	1	1	1
8:15 AM	0	0	0	0	0	0	0	2	2	1	0	1	1	3
8:20 AM	0	0	0	0	0	0	0	1	1	0	0	0	0	1
8:25 AM	0	0	0	0	0	0	0	1	1	0	0	0	0	1
8:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8:35 AM	0	0	0	1	1	0	0	2	2	1	0	1	1	4
8:40 AM	0	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	2	3
8:50 AM	0	0	0	0	0	0	0	1	1	2	0	2	2	3
8:55 AM	0	0	0	0	0	0	0	3	3	1	0	1	1	4
Total Survey	0	0	0	2	2	1	22	23	23	14	1	15	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	0	2	2	2	1	3	6	
7:45 AM	0	0	0	0	0	0	0	5	5	2	0	2	7	
8:00 AM	0	0	0	0	0	0	0	1	1	1	0	1	2	
8:15 AM	0	0	0	0	0	0	0	4	4	1	0	1	5	
8:30 AM	0	0	0	1	1	0	0	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	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	0	1	1	0	11	11	6	1	7	19
PHF	0.00	0.00		0.25	0.25		0.00	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	0	11	11	6	1	7	19
7:15 AM	0	0	0	1	1	0	0	8	8	5	1	6	15
7:30 AM	0	0	0	1	1	0	0	12	12	6	1	7	20
7:45 AM	0	0	0	1	1	0	0	12	12	5	0	5	18
8:00 AM	0	0	0	1	1	1	1	11	12	8	0	8	21

### Peak Hour Summary

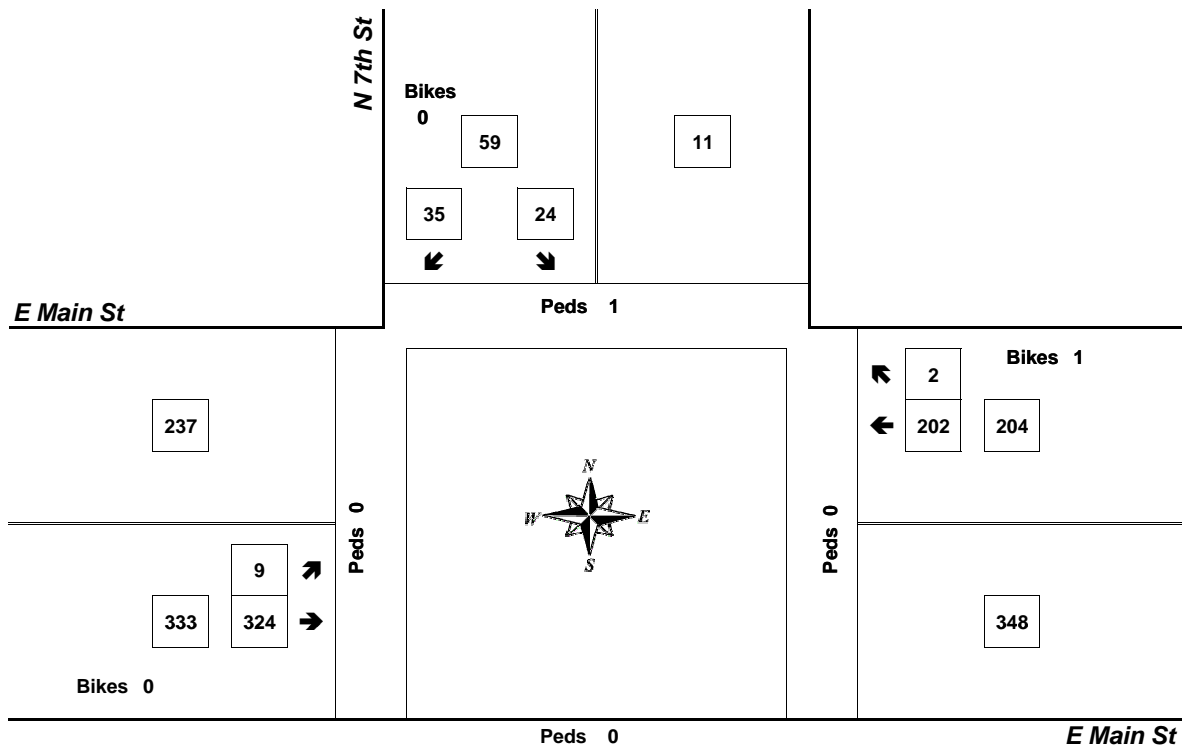


Clay Carney  
(503) 833-2740

## 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
<b>Intersection</b>	<b>0.90</b>	<b>3.2%</b>	<b>596</b>

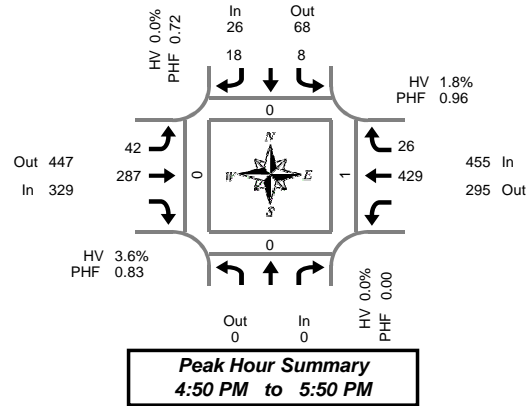
Count Period: 7:00 AM to 9:00 AM



**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	4	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			

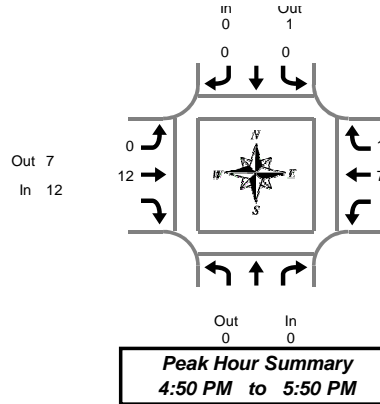
**Rolling Hour Summary  
4:00 PM to 6:00 PM**

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	0	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	0	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	0	1	1	0	0	0	1
5:00 PM	0	0	0	0	0	0	0	2	2	2	0	2	4
5:05 PM	0	0	0	0	0	0	0	1	1	1	0	1	2
5:10 PM	0	0	0	0	0	0	0	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	0	1	1	1	0	1	2
5:25 PM	0	0	0	0	0	0	0	2	2	0	0	0	2
5:30 PM	0	0	0	0	0	0	0	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	0	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	0	1	1	0	0	0	1
Total Survey	0	1	1	0	1	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	0	2	2	5	0	5	8
4:45 PM	0	0	0	0	0	0	0	2	2	1	0	1	3
5:00 PM	0	0	0	0	0	0	0	5	5	3	0	3	8
5:15 PM	0	0	0	0	0	0	0	3	3	1	0	1	4
5:30 PM	0	0	0	0	0	0	0	3	3	1	0	1	4
5:45 PM	0	0	0	0	0	0	0	1	1	2	1	3	4
Total Survey	0	1	1	0	1	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	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	0.63

### 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

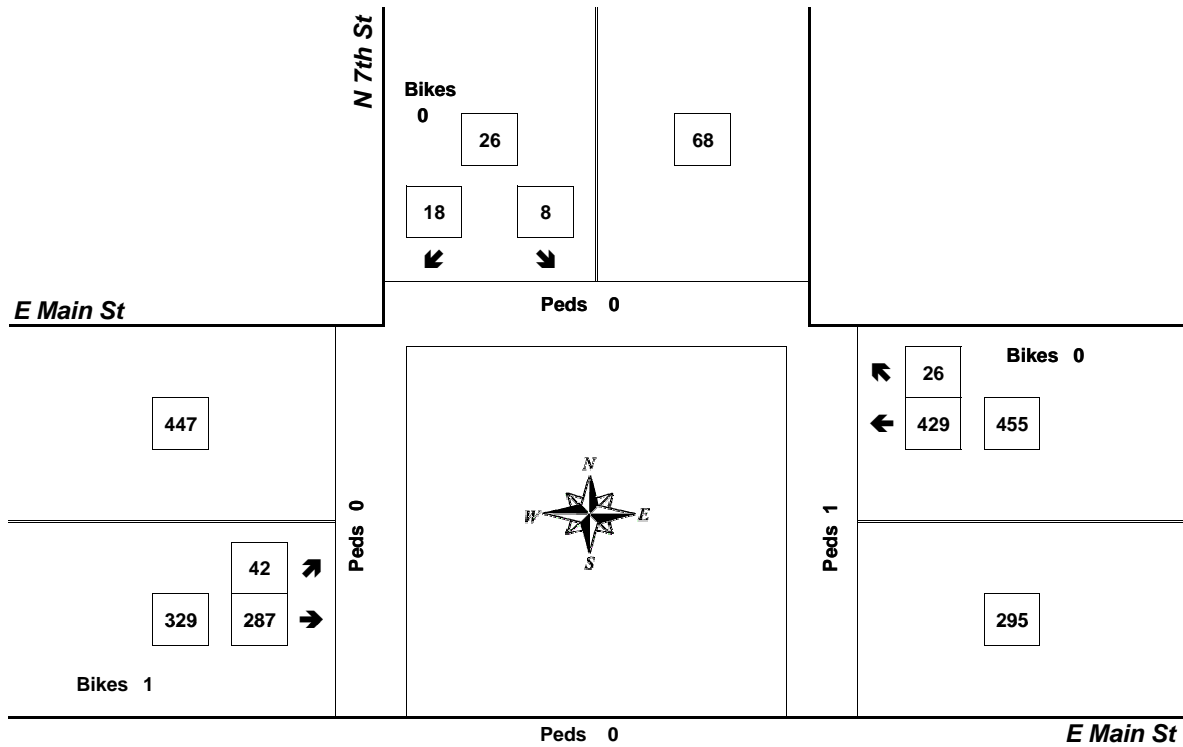
### Peak Hour Summary



Clay Carney  
(503) 833-2740

## N 7th St & E Main St

4:50 PM to 5:50 PM  
Tuesday, May 14, 2019



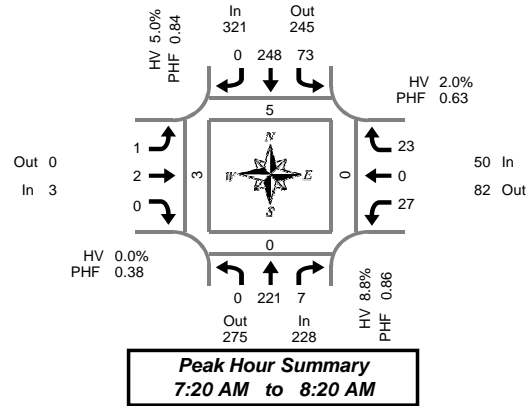
Approach	PHF	HV%	Volume
EB	0.83	3.6%	329
WB	0.96	1.8%	455
NB	0.00	0.0%	0
SB	0.72	0.0%	26
<b>Intersection</b>	<b>0.93</b>	<b>2.5%</b>	<b>810</b>

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	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	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

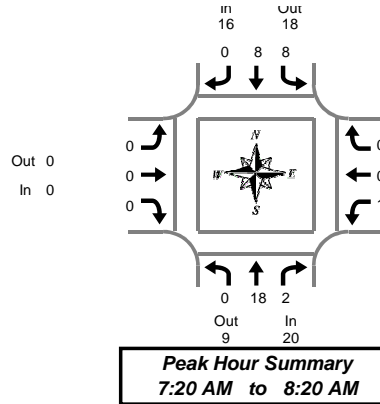
### Rolling Hour Summary 7:00 AM to 9:00 AM

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

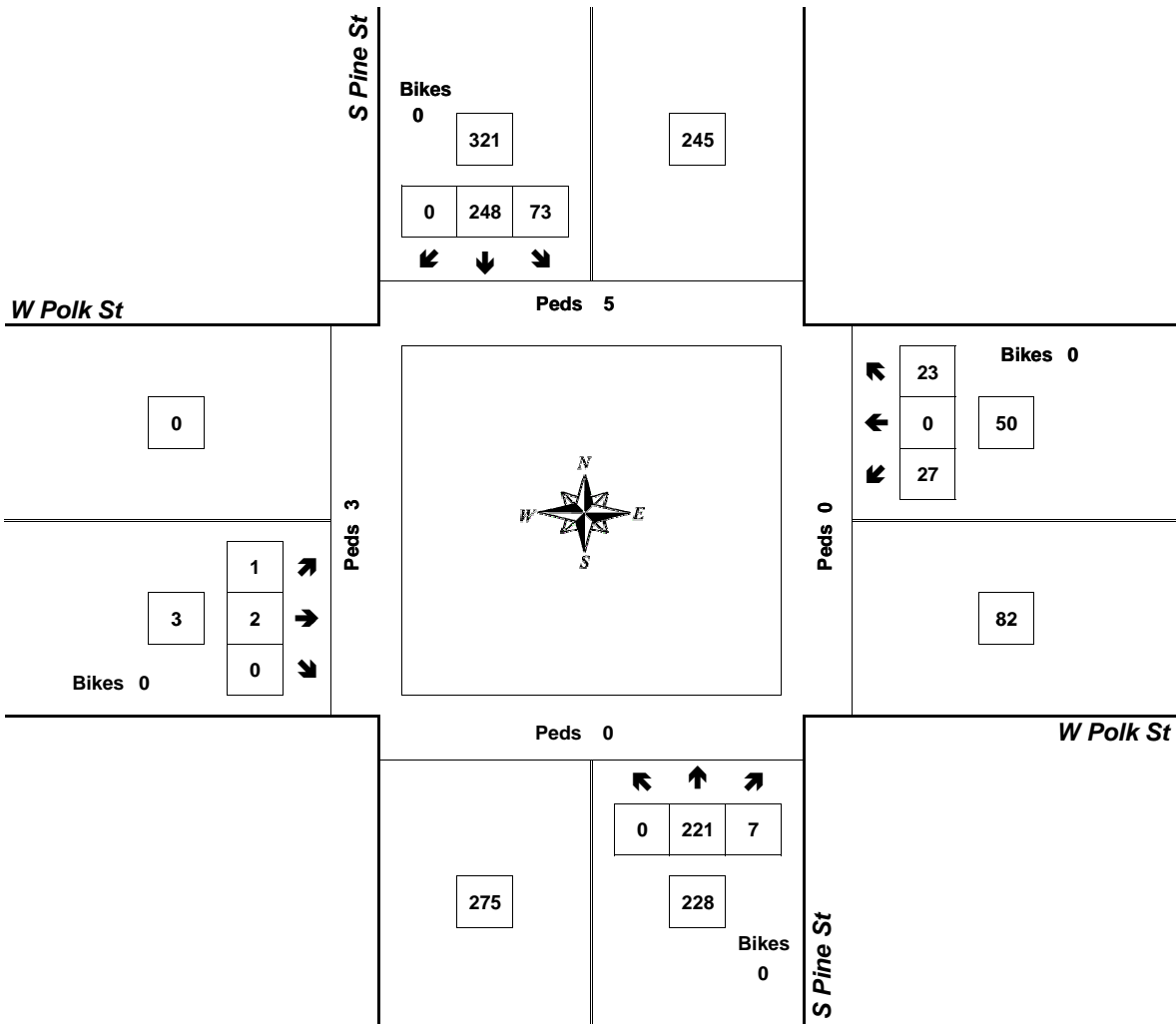
### Peak Hour Summary



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
<b>Intersection</b>	<b>0.89</b>	<b>6.1%</b>	<b>602</b>

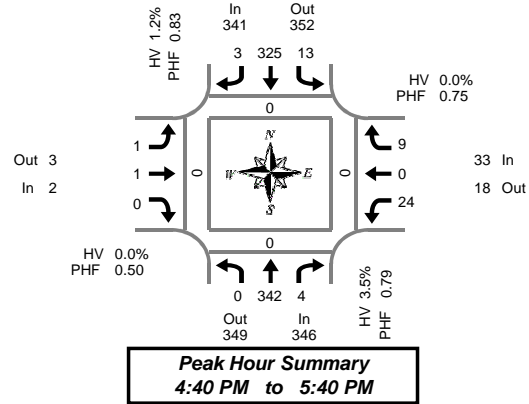
Count Period: 7:00 AM to 9:00 AM



# 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	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	0	50	0	0	0	0
4:30 PM	0	31	0	0	4	30	0	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	0	1	0	0	0	52	0	0	0	0
4:40 PM	0	30	0	0	0	32	0	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	0	51	0	0	0	0
4:50 PM	0	20	0	0	2	26	0	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	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	0	63	0	0	0	0
5:05 PM	0	26	3	0	0	16	0	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	0	1	0	1	0	58	0	0	0	0
5:15 PM	0	22	0	0	1	17	0	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	0	1	0	1	0	59	0	0	0	0
5:25 PM	0	34	0	0	0	36	0	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	0	2	0	2	0	82	0	0	0	0
5:35 PM	0	38	0	0	1	19	0	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	0	1	0	0	0	61	0	0	0	0
5:45 PM	0	24	0	0	2	18	0	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	0	1	1	0	0	52	0	0	0	0
5:55 PM	1	28	0	0	1	14	0	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	0	6	0	2	0	186	0	0	0	0
4:45 PM	0	76	0	0	2	83	0	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	0	5	0	2	0	170	0	0	0	0
5:15 PM	0	86	0	0	2	79	0	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	0	5	0	3	0	204	0	0	0	0
5:45 PM	1	78	0	0	5	54	0	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



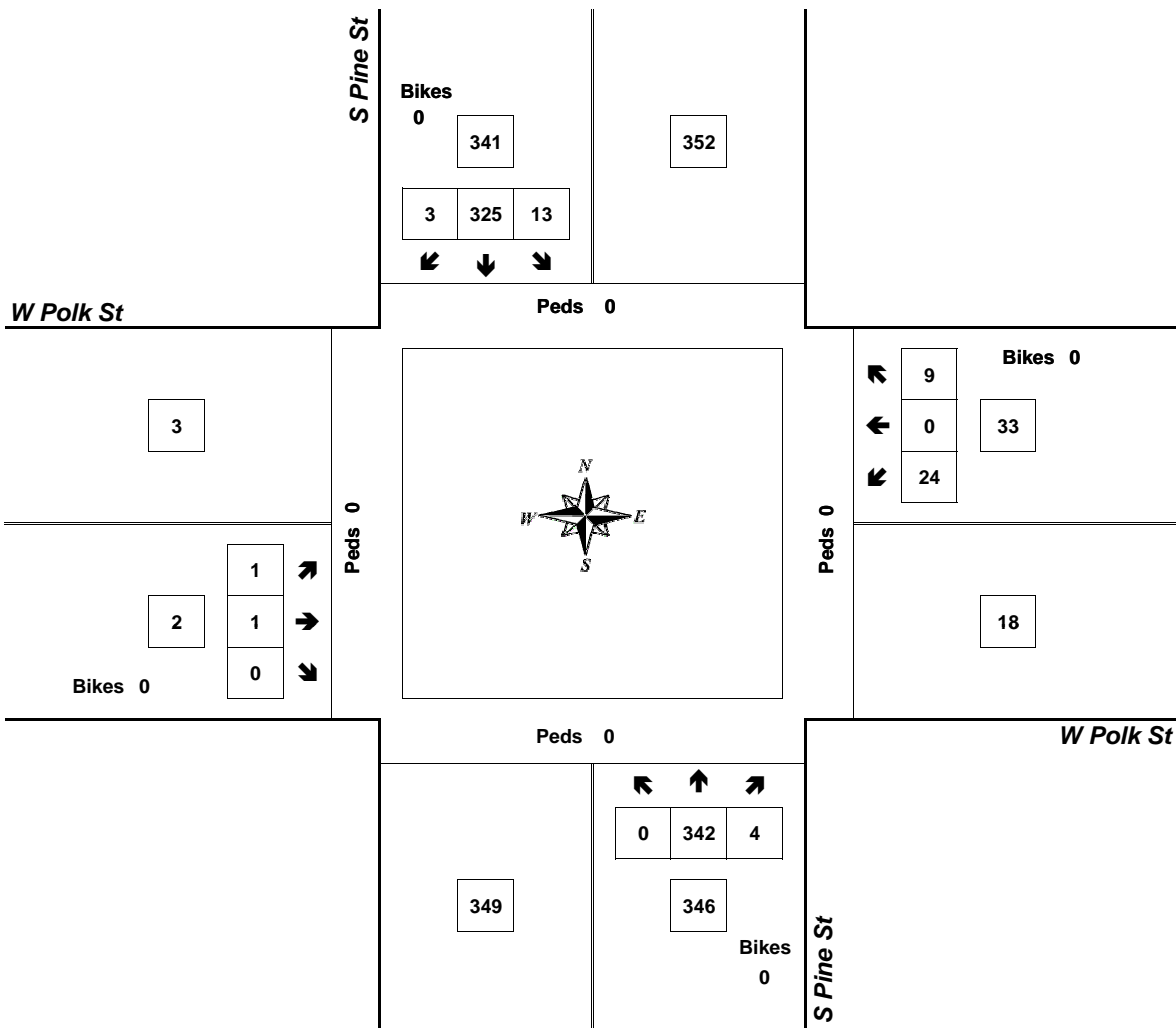
### Peak Hour Summary



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
<b>Intersection</b>	<b>0.83</b>	<b>2.2%</b>	<b>722</b>

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%
		Warrants	Warrants	Warrants	Warrants
<u>WARRANT 1, CONDITION A</u>					
<u>Major St.</u>	<u>Minor St.</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
<u>WARRANT 1, CONDITION B</u>					
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?
<i>Warrant 1</i>			
<i>Condition A: Minimum Vehicular Volume</i>			
Major Street	11,550	6,200	
Minor Street*	430	1,850	<b>No</b>
<i>Condition B: Interruption of Continuous Traffic</i>			
Major Street	11,550	9,300	
Minor Street*	430	950	<b>No</b>
<i>Combination Warrant</i>			
Major Street	11,550	7,440	
Minor Street*	430	1,480	<b>No</b>

\* 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
<b>WARRANT 1, CONDITION A</b>					
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
<b>WARRANT 1, CONDITION B</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?
<b>Warrant 1</b>			
<i>Condition A: Minimum Vehicular Volume</i>			
Major Street	9,010	6,200	
Minor Street*	500	1,850	<b>No</b>
<i>Condition B: Interruption of Continuous Traffic</i>			
Major Street	9,010	9,300	
Minor Street*	500	950	<b>No</b>
<i>Combination Warrant</i>			
Major Street	9,010	7,440	
Minor Street*	500	1,480	<b>No</b>

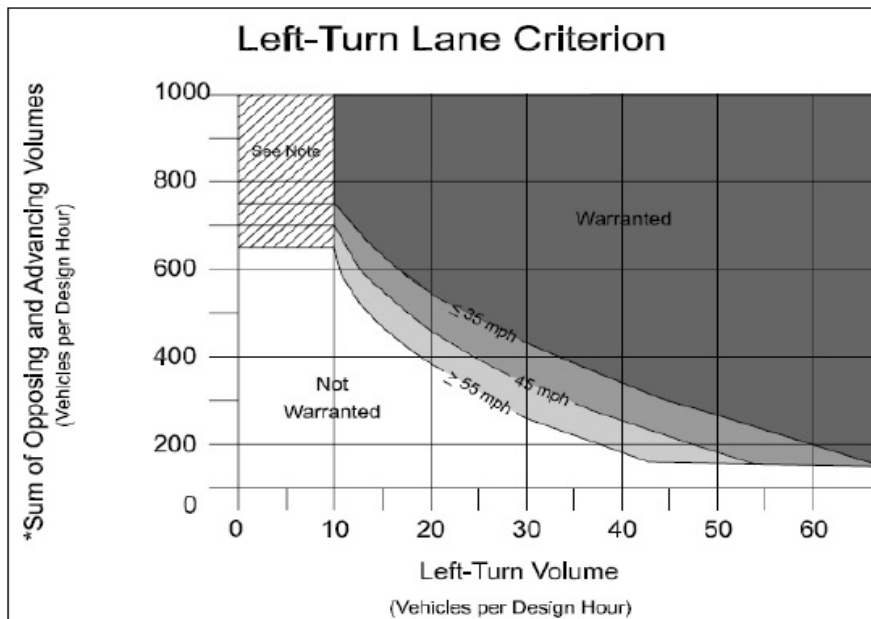
\* Minor street right-turning traffic volumes reduced by 25%



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

<b>AM Peak Hour</b>		<b>PM Peak Hour</b>	
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
<b>O+A DHV</b>	<b>584</b>	<b>O+A DHV</b>	<b>691</b>
Lane Needed?	<b>Yes</b>	Lane Needed?	<b>No</b>



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

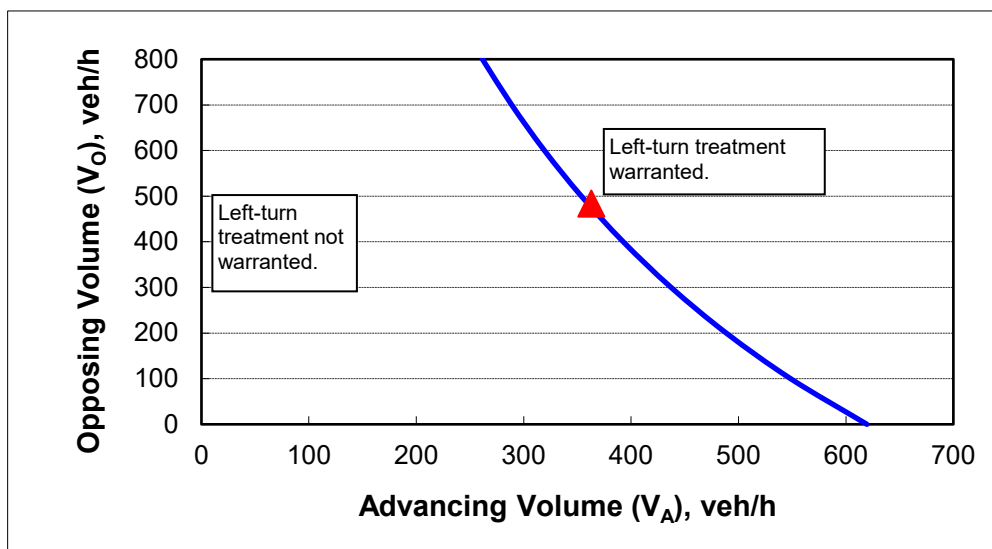
### 2-lane roadway (English)

#### INPUT

Variable	Value
85 <sup>th</sup> 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
<b>Guidance for determining the need for a major-road left-turn bay:</b>	
<b>Left-turn treatment warranted.</b>	



#### 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

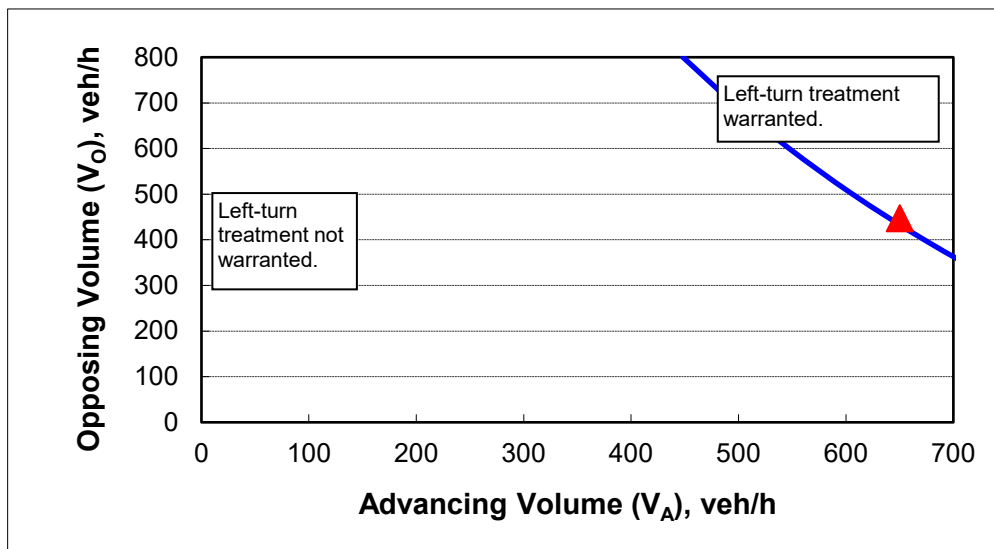
### 2-lane roadway (English)

#### INPUT

Variable	Value
85 <sup>th</sup> percentile speed, mph:	25
Percent of left-turns in advancing volume (V <sub>A</sub> ), %:	4%
Advancing volume (V <sub>A</sub> ), veh/h:	650
Opposing volume (V <sub>O</sub> ), veh/h:	447

#### OUTPUT

Variable	Value
Limiting advancing volume (V <sub>A</sub> ), veh/h:	640
<b>Guidance for determining the need for a major-road left-turn bay:</b>	
<b>Left-turn treatment warranted.</b>	



#### 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 &amp; 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 &amp; 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 &amp; 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 &amp; 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 &amp; 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 &amp; 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 &amp; 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 &amp; 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 &amp; 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 &amp; 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 &amp; 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 &amp; 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 E: List of Surrounding Property Owners**

---

---

R3422 01100  
Catherine Liedtke  
16300 Sw Hart Rd  
Beaverton, OR 97007

R3422CC 01200  
Jeffrey Degrau  
9680 Ne Old McMinnville Hwy  
Carlton, OR 97111

Page 196 of 433  
R3422 01300  
Larry & Cheryl Park  
PO Box 698  
Carlton, OR 97111

R3422 01900  
Ronald & Kathy Sticka  
PO Box 579  
Carlton, OR 97111

R3422 01800  
Ronald & Linda Tribbett  
PO Box 549  
Carlton, OR 97111

R3422CC 00100  
School District No 11  
535 Ne 5th St  
McMinnville, OR 97128

R3422CB 03300  
School District No 11  
535 Ne 5th St  
McMinnville, OR 97128

R3422 01200  
Stephen Hoff li & Amy Hoff  
10051 Ne Old McMinnville Hwy  
Carlton, OR 97111

R3422 01400  
Steve Reimann  
9110 Nw Clay Pit Rd  
Yamhill, OR 97148





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## **Exhibit F: Legal Description**

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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

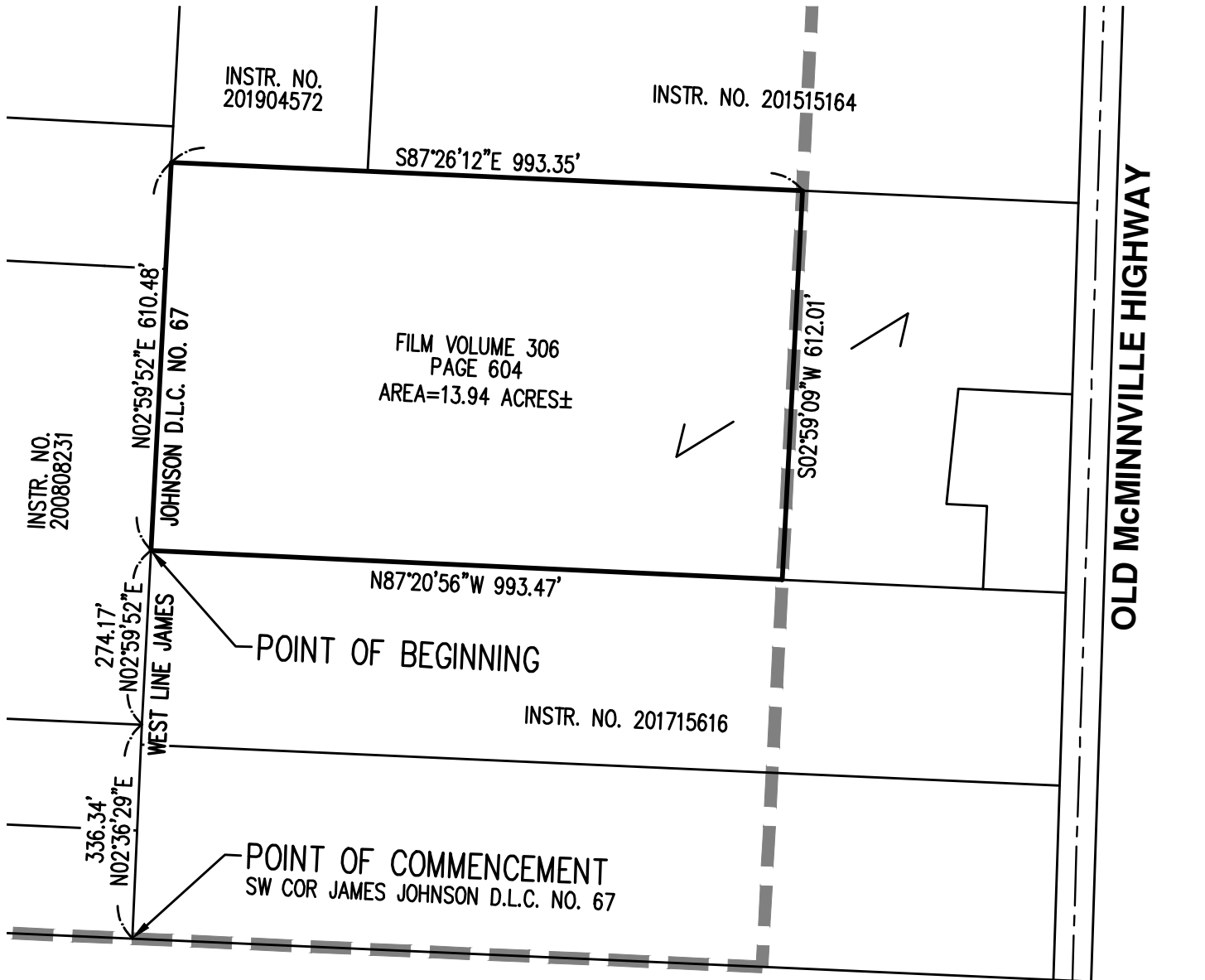
*Benjamin R Huff*

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

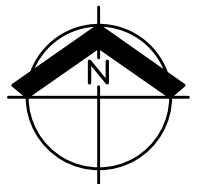
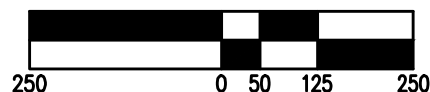
3/9/2020

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

<b>ZONE CHANGE MAP</b>		<b>EXHIBIT B</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





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## **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.

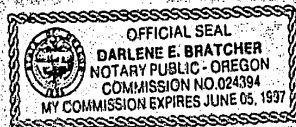
In Witness Whereof, the grantor has executed this 31st day of MARCH, 1994.

*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  
80-50

STATE OF OREGON )  
COUNTY OF YAMHILL ) ss.

I hereby certify that this instrument was received and duly recorded by me in Yamhill County records.

Instrument No. \_\_\_\_\_

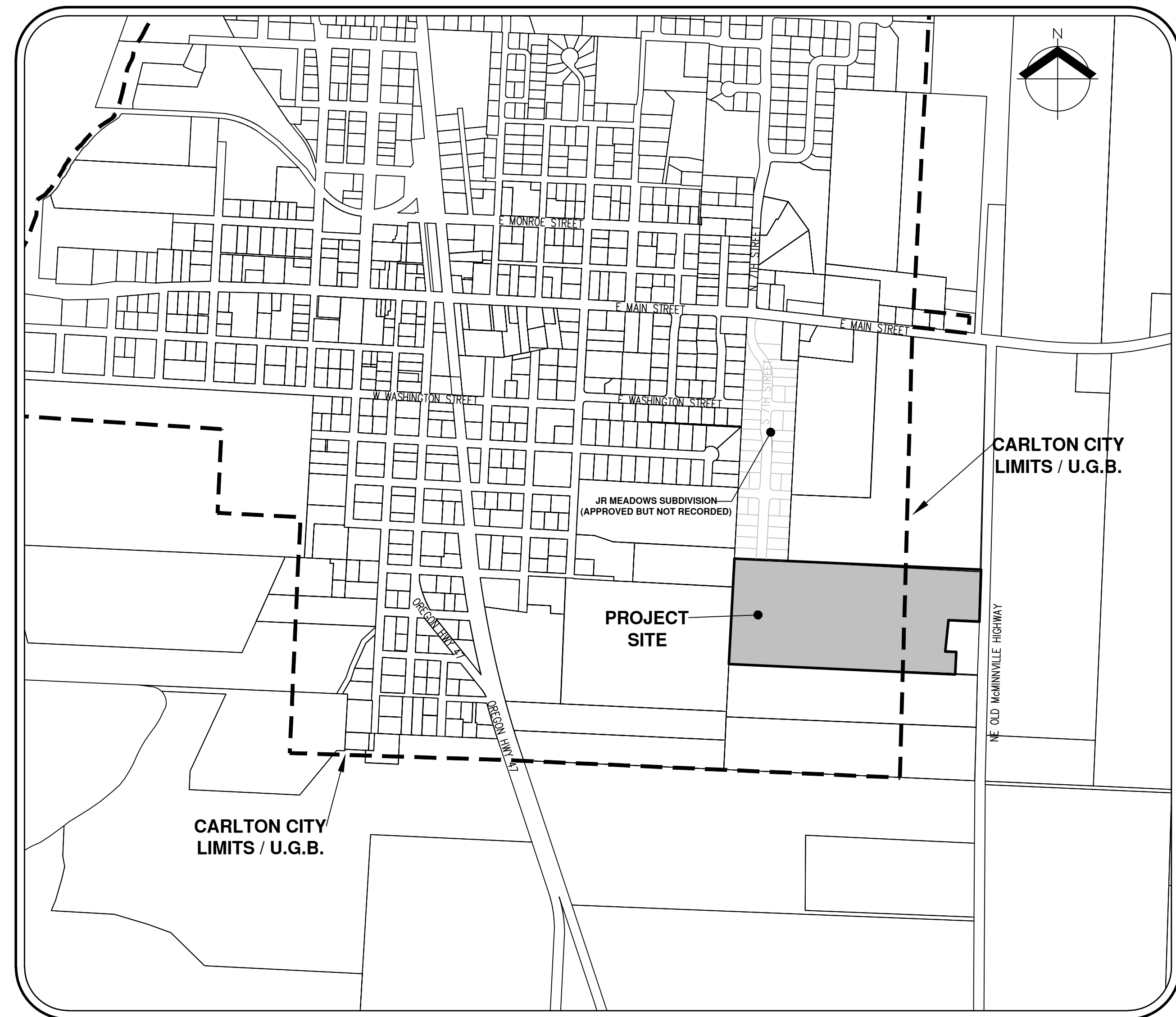
*Charles Stern*  
CHARLES STERN,  
COUNTY CLERK

3-31-94



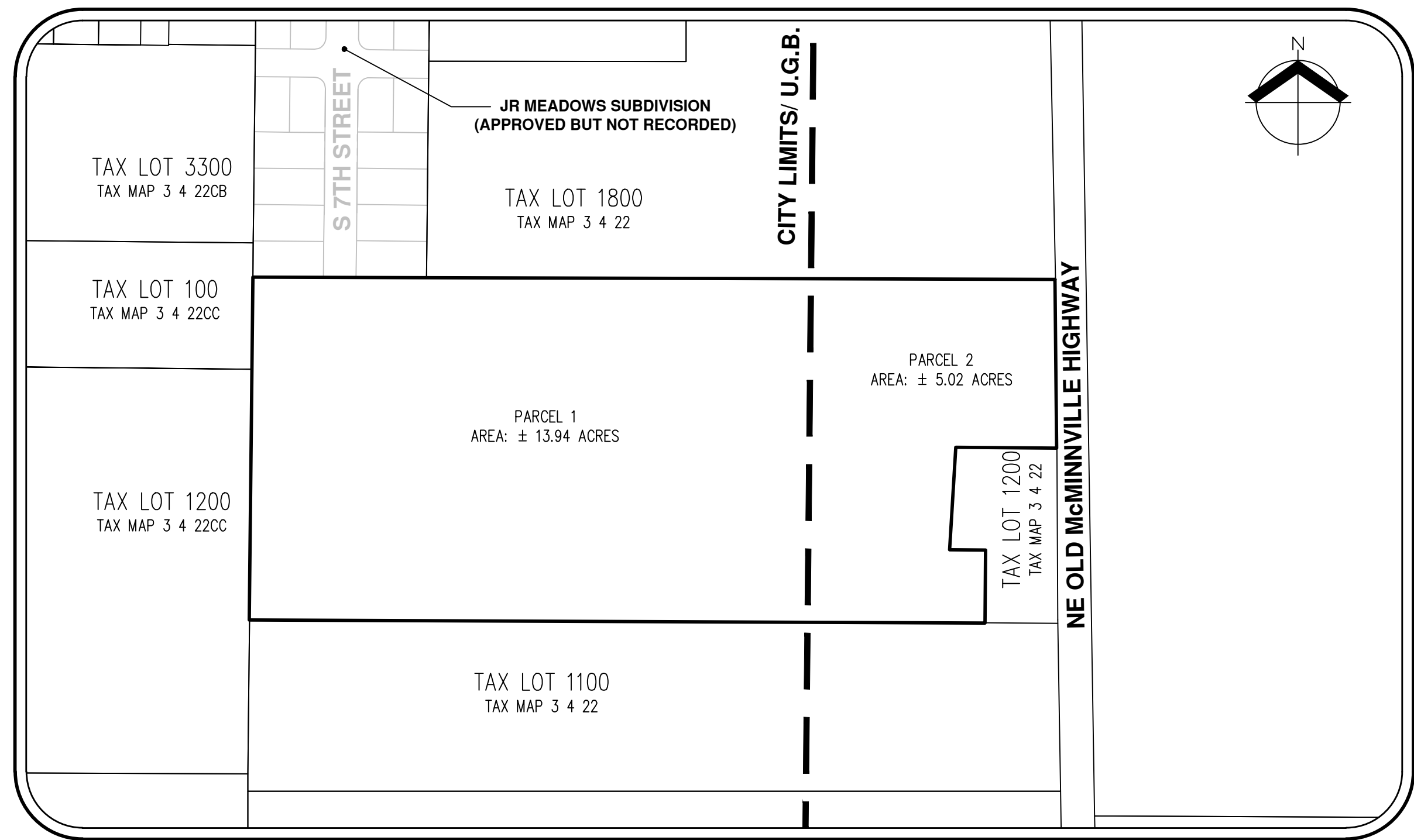
# 10215 NE OLD MCMINNVILLE HIGHWAY

## 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

**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)

**PROJECT  
LOCATION:**

10215 NE OLD MCMINNVILLE HIGHWAY  
 CARLTON, OR 97111  
 SOUTH OF INTERSECTION OF E MAIN STREET  
 AND N 7TH STREET CARLTON, OREGON

**PROPERTY  
DESCRIPTION:**

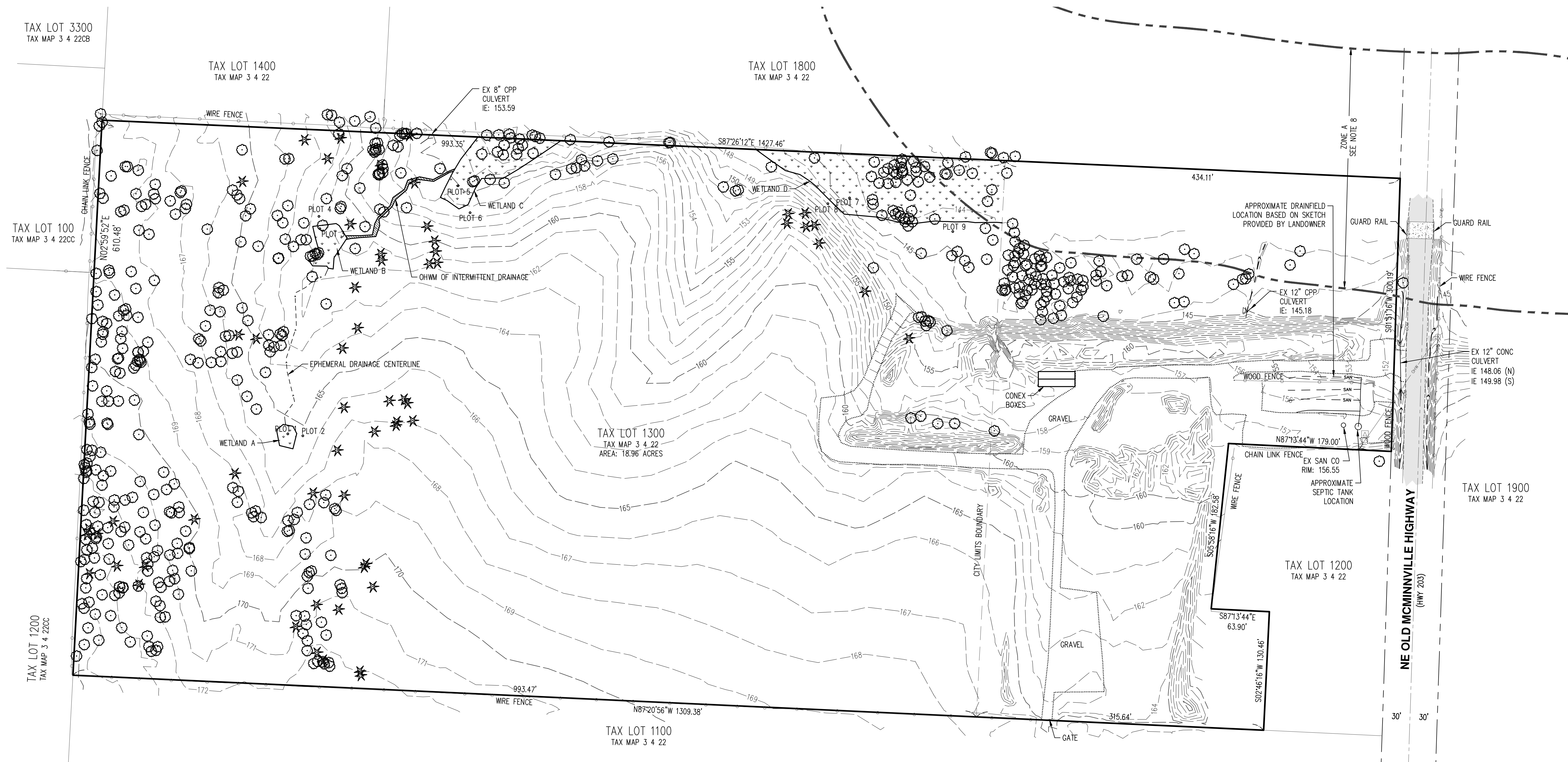
TAX LOT 1300, YAMHILL COUNTY ASSESSOR'S MAP  
 3S 4W 22, TOWNSHIP 3 SOUTH 4 WEST, LOCATED  
 IN SECTION 22, WILLAMETTE MERIDIAN, CITY OF  
 CARLTON, YAMHILL COUNTY, OREGON.

**COVER SHEET WITH VICINITY AND SITE MAPS**  
**10215 NE OLD MCMINNVILLE HIGHWAY**  
**TAX LOT 1300 YAMHILL COUNTY TAX MAP 3 4 22**  
**CARLTON, OREGON**

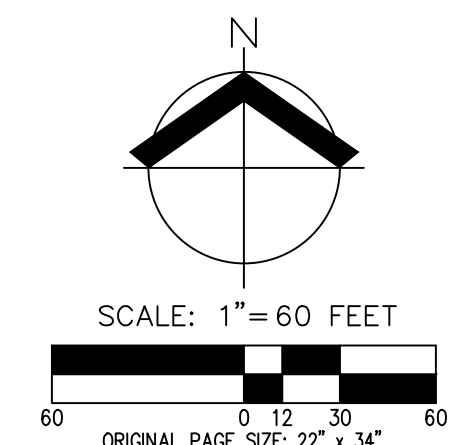
PRELIMINARY

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

TAX LOT 3300  
TAX MAP 3 4 22CB

TAX LOT 1400  
TAX MAP 3 4 22

TAX LOT 1800  
TAX MAP 3 4 22

**JR MEADOWS  
SUBDIVISION**  
(APPROVED BUT NOT RECORDED)

TAX LOT 100  
TAX MAP 3 4 22CC

TAX LOT 1200  
TAX MAP 3 4 22CC

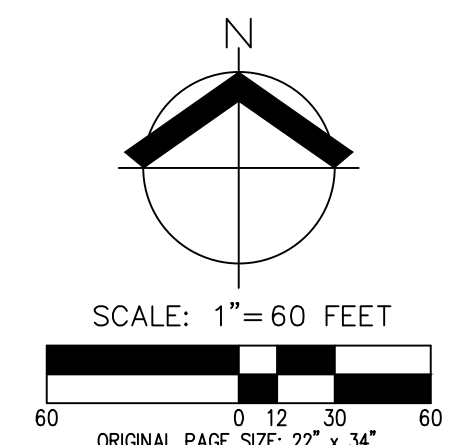
PARCEL 1  
AREA: ±607,205 SF  
(±13.94 ACRES)

PARCEL 2  
AREA: ±218,833 SF  
(±5.02 ACRES)

TAX LOT 1200  
TAX MAP 3 4 22

TAX LOT 1100  
TAX MAP 3 4 22

TAX LOT 1900  
TAX MAP 3 4 22



**CITY LIMITS / U.G.B.**

NE OLD MCMINNVILLE HIGHWAY

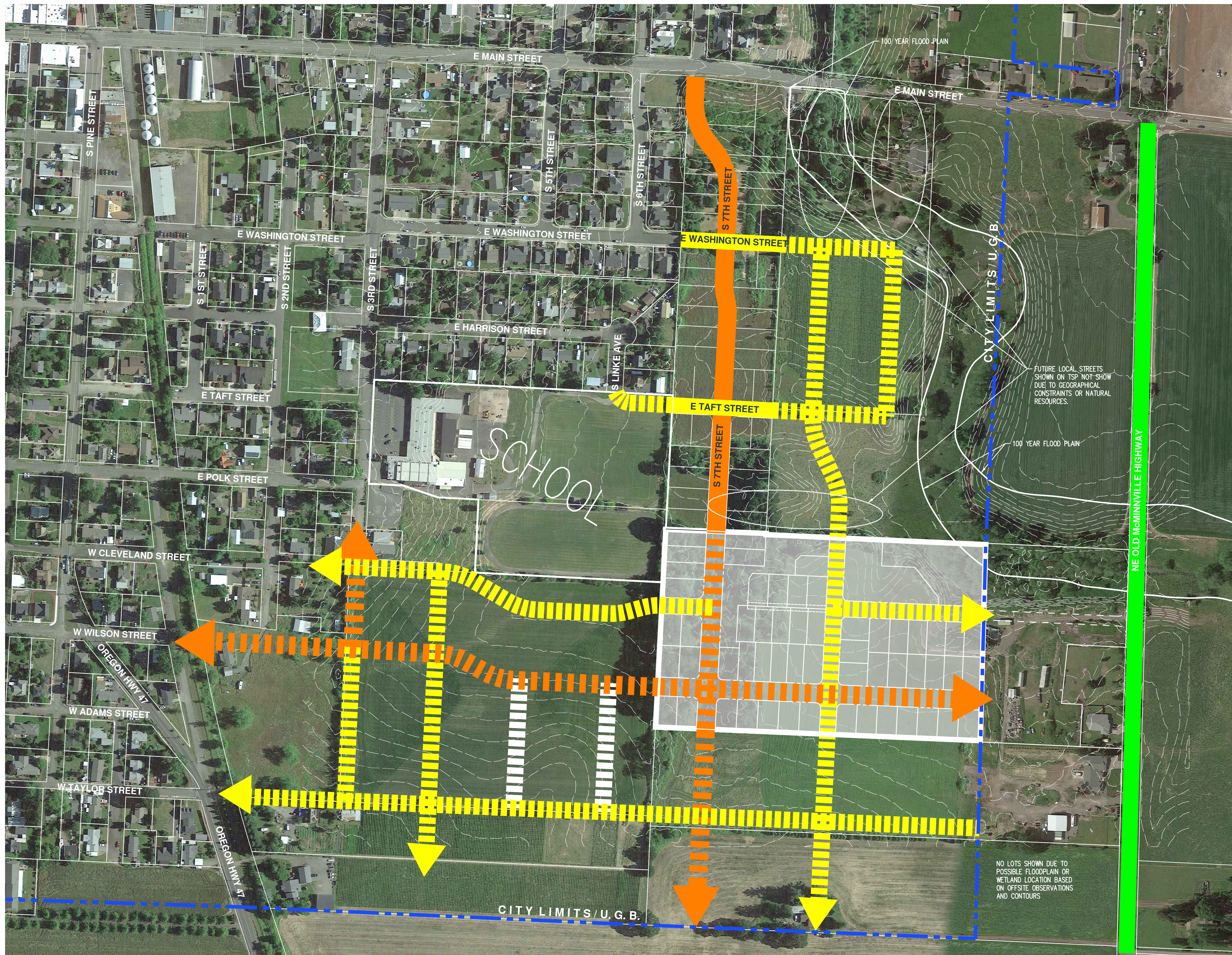
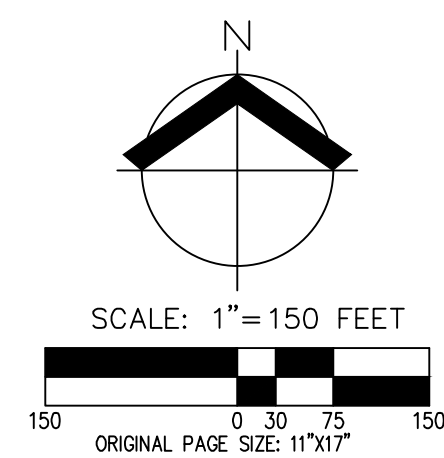
**PRELIMINARY PARTITION PLAT  
 10215 NE OLD MCMINNVILLE HIGHWAY  
 TAX LOT 1300 YAMHILL COUNTY TAX MAP 3 4 22  
 CARLTON, OREGON**

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:**
- THIS PLAN IS INCLUDED TO MEET THE SUBMITTAL REQUIREMENTS FOR THE CITY OF CARLTON.
  - 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.
  - THIS DRAWING DOES NOT REPRESENT A FIELD VERIFIED TOPOGRAPHIC/PROPERTY BOUNDARY SURVEY.
  - DATA SOURCES FOR THIS CONCEPTUAL DRAWING INCLUDE INFORMATION EXTRAPOLATED FROM CITY OF CARLTON FUTURE STREET PLAN, GIS AND NOAA LIDAR TOPOGRAPHY.
  - AREAS, DIMENSIONS, EASEMENT LOCATIONS, AERIAL PHOTO FEATURES, ETC. ARE THEREFORE CONSIDERED APPROXIMATE.

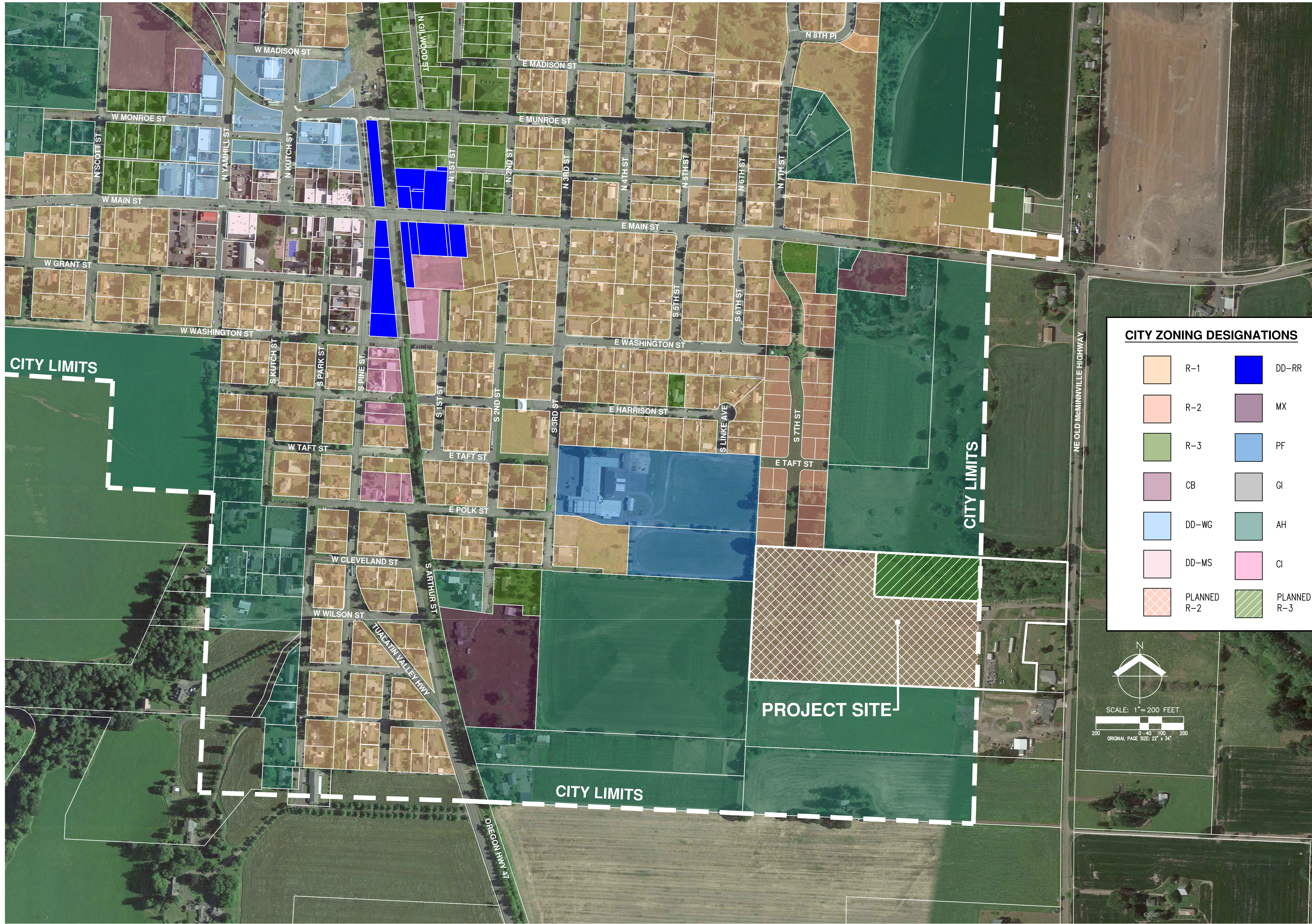
**CONCEPTUAL NEIGHBORHOOD CIRCULATION PLAN  
 10215 NE OLD McMINNVILLE HIGHWAY  
 TAX LOT 1300 YAMHILL COUNTY TAX MAP 3 4 22  
 CARLTON, OREGON**

PRELIMINARY

JOB NUMBER:	7395-01
DATE:	2/4/2020
DESIGNED BY:	AJD
DRAWN BY:	ETT
CHECKED BY:	MBH

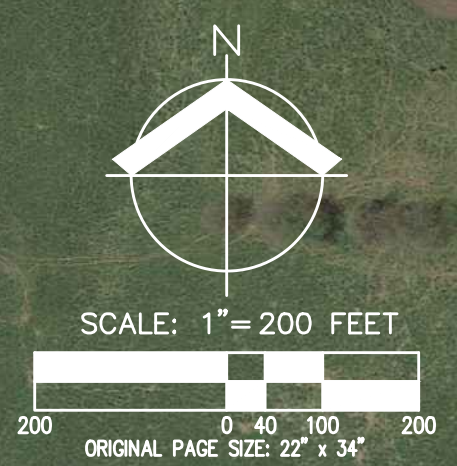
**PO-04**





**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

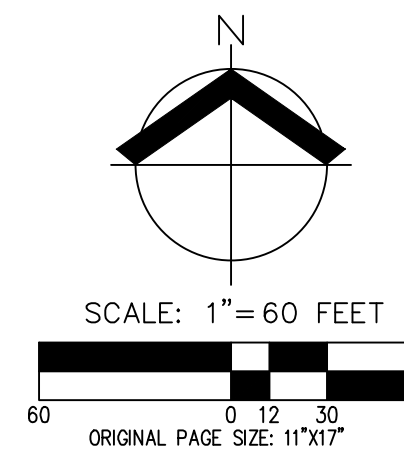
**PO-05**





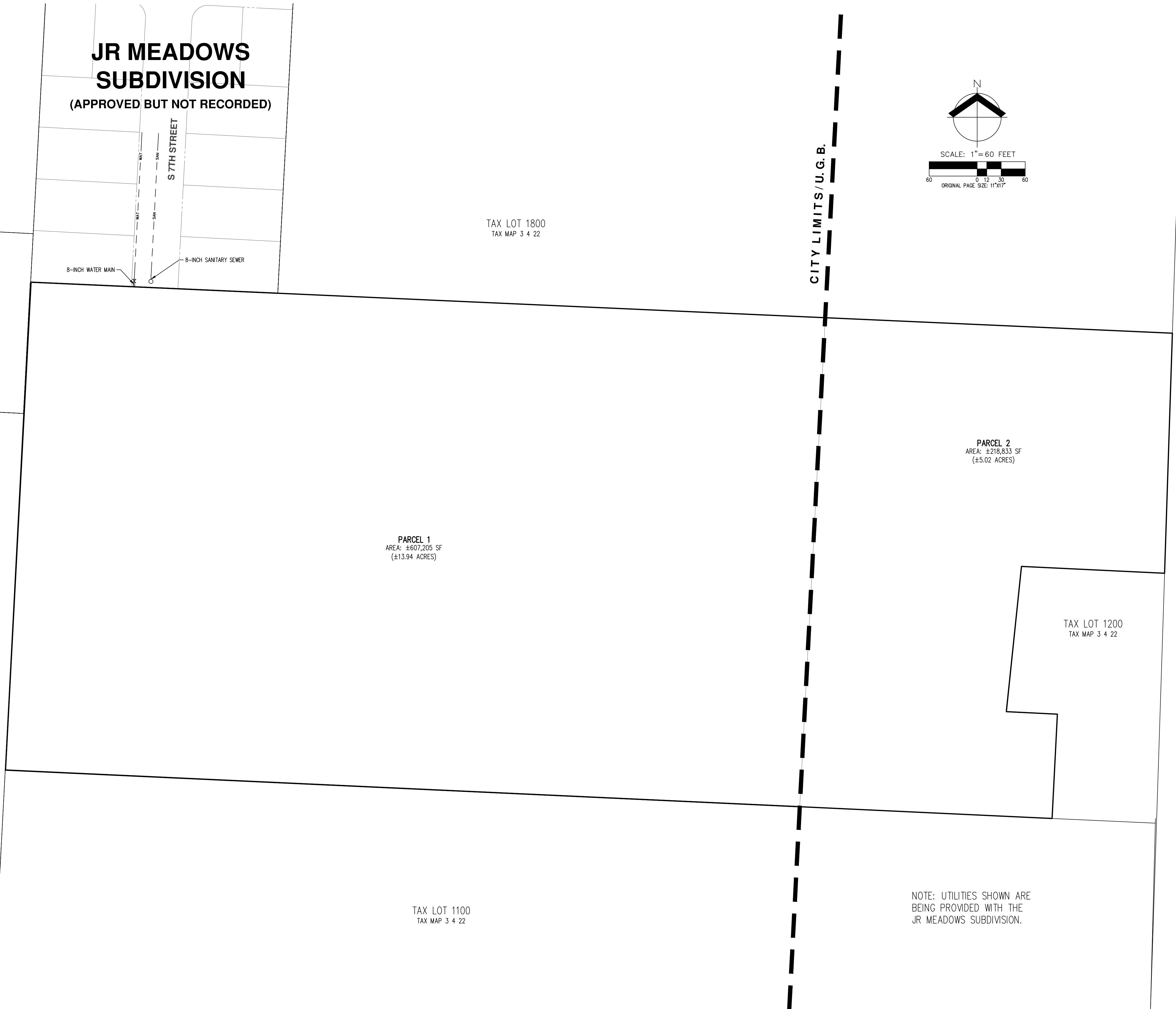


**JR MEADOWS  
 SUBDIVISION**  
 (APPROVED BUT NOT RECORDED)



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

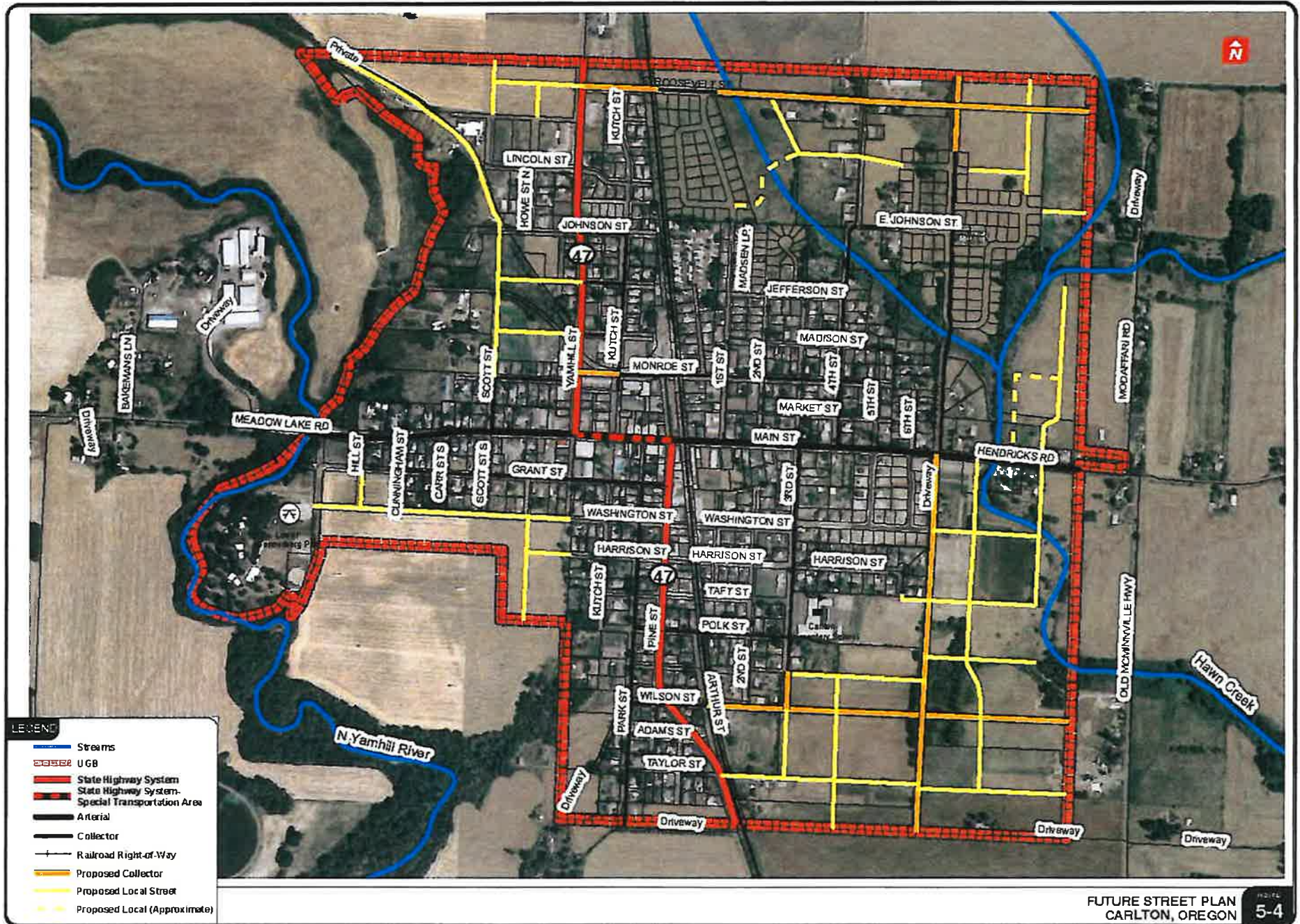
NOTE: UTILITIES SHOWN ARE  
BEING PROVIDED WITH THE  
JR MEADOWS SUBDIVISION.

**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**





BEFORE THE CITY COUNCIL OF THE CITY OF CARLTON

COUNTY OF YAMHILL, STATE OF OREGON

In Regard to the Matter of:  
(fill in application type and name)  
Comprehensive Plan & Zoning Map Amendment for  
10215 NE Old McMinnville Highway

Case File No. CPA.ZC 2020-01

WAIVER OF 120-DAY RULE

STATE OF OREGON            )  
  ) ss.  
County of Yamhill            )

I, Steve Reimann, hereby grant a 27 day  
(applicant)

extension to the 120-day rule due to unforeseen circumstances. In the event the situation lasts

longer than anticipated the extension will need to be renewed on September 2, 2020  
(date)

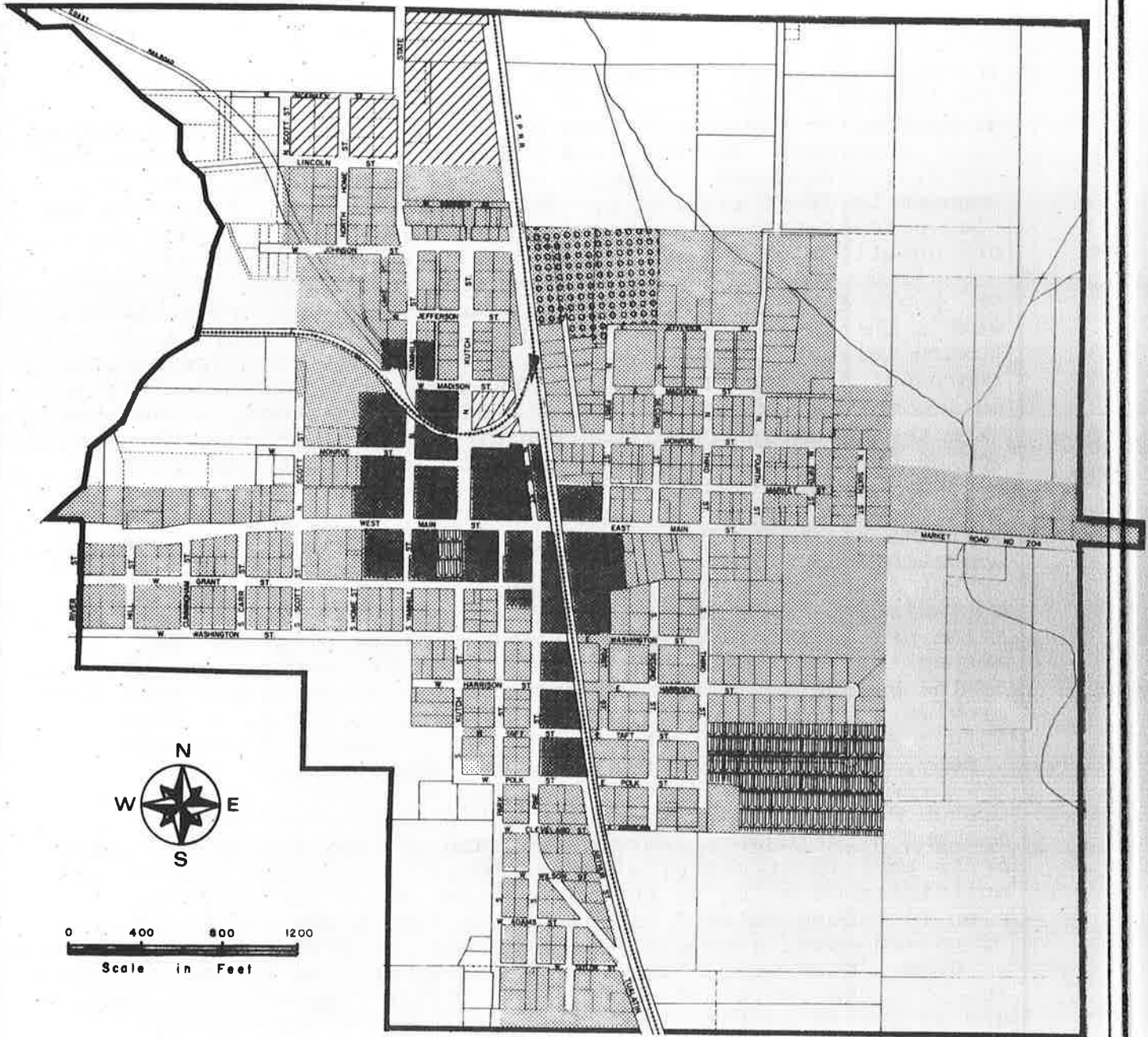
to determine the need for an additional extension.

Dated this 3 day of July, 2020.

Steve Reimann  
(Signature)









# CARLTON



June 1981

## COMPREHENSIVE PLAN MAP,

- |   |                         |  |   |
|---|-------------------------|--|---|
|  | Residential             |  | Industrial                                  |
|  | Mobile Home Residential |  | Public Facility                             |
|  | Commercial              |  | Agricultural Holding/<br>Future Residential |







## Wetland Land Use Notice Response

### Response Page

Department of State Lands (DSL) WN#\*

WN2020-0265

### Responsible Jurisdiction

<b>Staff Contact</b>	<b>Jurisdiction Type</b>	<b>Municipality</b>
Aimee Amerson	City	Carlton
<b>Local case file #</b>	<b>County</b>	
PAR 2020-02	Yamhill	

### Activity Location

<b>Township</b>	<b>Range</b>	<b>Section</b>	<b>QQ section</b>	<b>Tax Lot(s)</b>
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 August 4, 2020, in the Carlton Fire 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:**

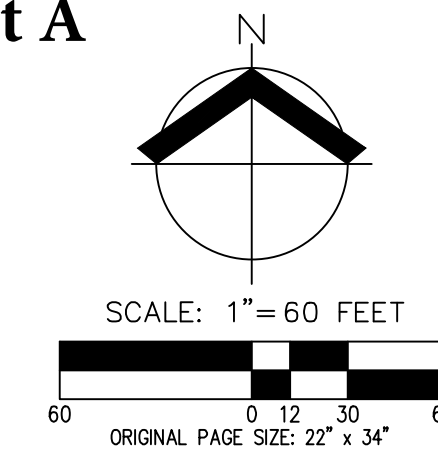
**ABSTAIN:**

**APPROVED** and signed by the Mayor on \_\_\_\_\_, 2020.

\_\_\_\_\_  
Brian Rake, Mayor

**ATTEST:** \_\_\_\_\_  
City Recorder

**Exhibit A**



**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**

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 (7<sup>th</sup> 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**

**CITY OF CARLTON**  
**COMPREHENSIVE PLAN AMENDMENT 2019-01**  
**City Council Hearing –**  
**STAFF REPORT**

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**I. BACKGROUND**

REPORT DATE: July 24, 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. Revised 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

City Council held a hearing on May 5, 2020. At that time they requested a work session be scheduled for the 7/7/2020 meeting. At that time, Council directed staff to amend the buffer map to include boundary showing future parks land. The goal of this is to show where the City should have more parks in the future.

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.

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

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## TABLE OF CONTENTS

Chapter 1	Introduction	1-3
	Parks Planning Process	1-3
	Purpose of this Plan	1-3
	Methods	1-4
	Organization of this Plan	1-4
Chapter 2	Community Profile	2-1
	Demographic Characteristics	2-1
	Housing Trends	2-4
	Economy	2-5
	Summary	2-6
Chapter 3	Goals and Policies	3-1
Chapter 4	Park Facilities Inventory and Classification	4-1
	Park Facilities in the Carlton Area	4-1
	Park Classification	4-6
Chapter 5	Proposed Park Improvements	5-1
	Proposed Improvement Projects by Park	5-1
Chapter 6	Capital Improvement Program	6-1
Chapter 7	Parkland Acquisition Plan	7-1
	Current and Future Park Services	7-1
	Approximate Cost to Maintain Standard	7-2

Appendix A	Funding Information	A-1
Appendix B	Ladd Park Concept Plan	B-1
Appendix C	Hawn Creek Park Development Plan	C-1

## **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**

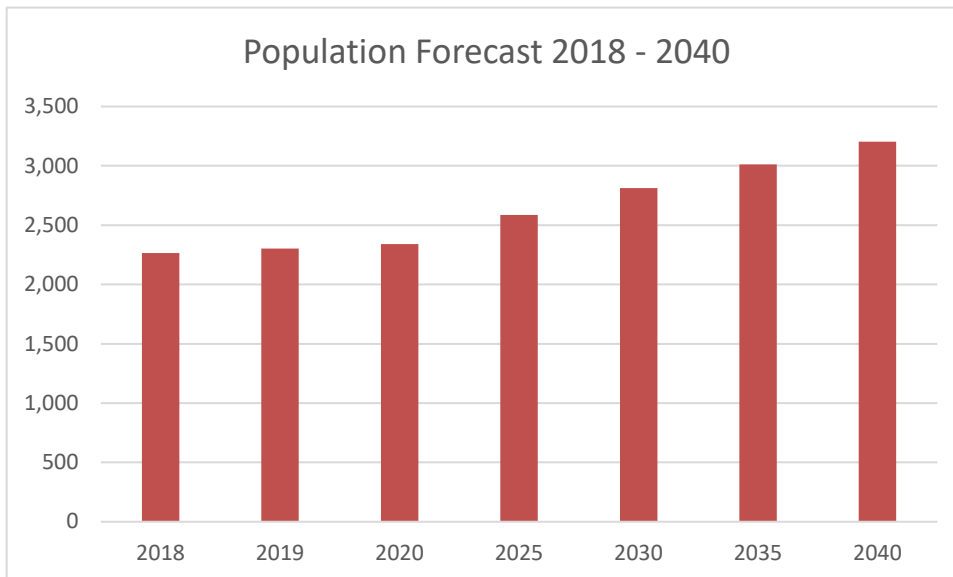
Year	Carlton	AAGR	Yamhill County	AAGR	Oregon	AAGR
1970	1,126		40,213		2,091,385	
1980	1,302	1.5%	55,332	5.2%	2,633,105	2.6%
1990	1,289	-0.1%	65,551	2.6%	2,842,321	0.8%
2000	1,514	1.6%	84,992	2.9%	3,421,399	2.0%
2010	2,007	2.9%	99,193	1.6%	3,831,074	1.1%
2018*	2,270	1.6%	107,415	1.0%	4,195,300	1.1%

\* 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**



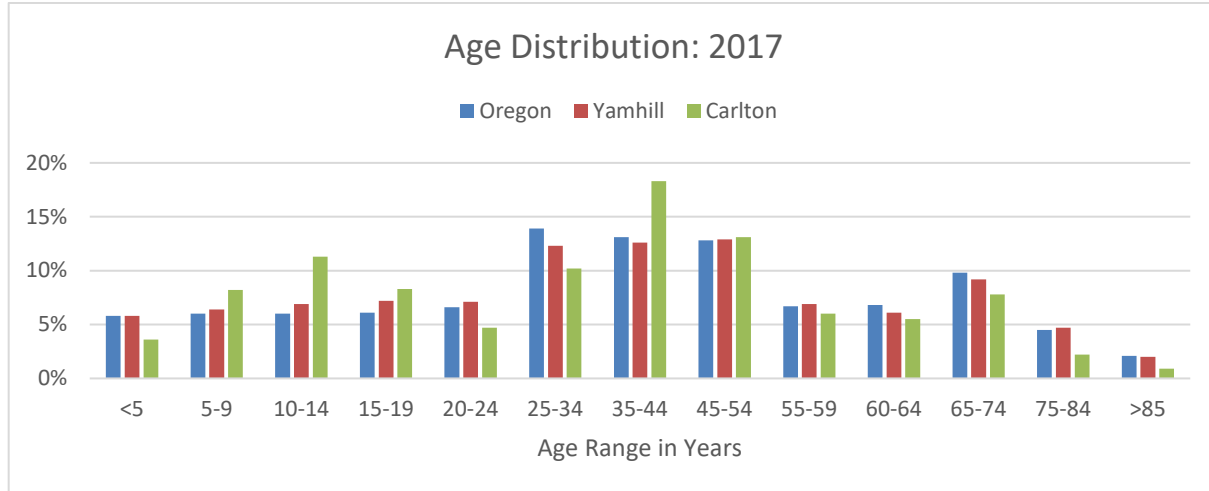
Source: Portland State University Population Research Center

### 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; <sup>1</sup> 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)

<sup>1</sup>In 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.

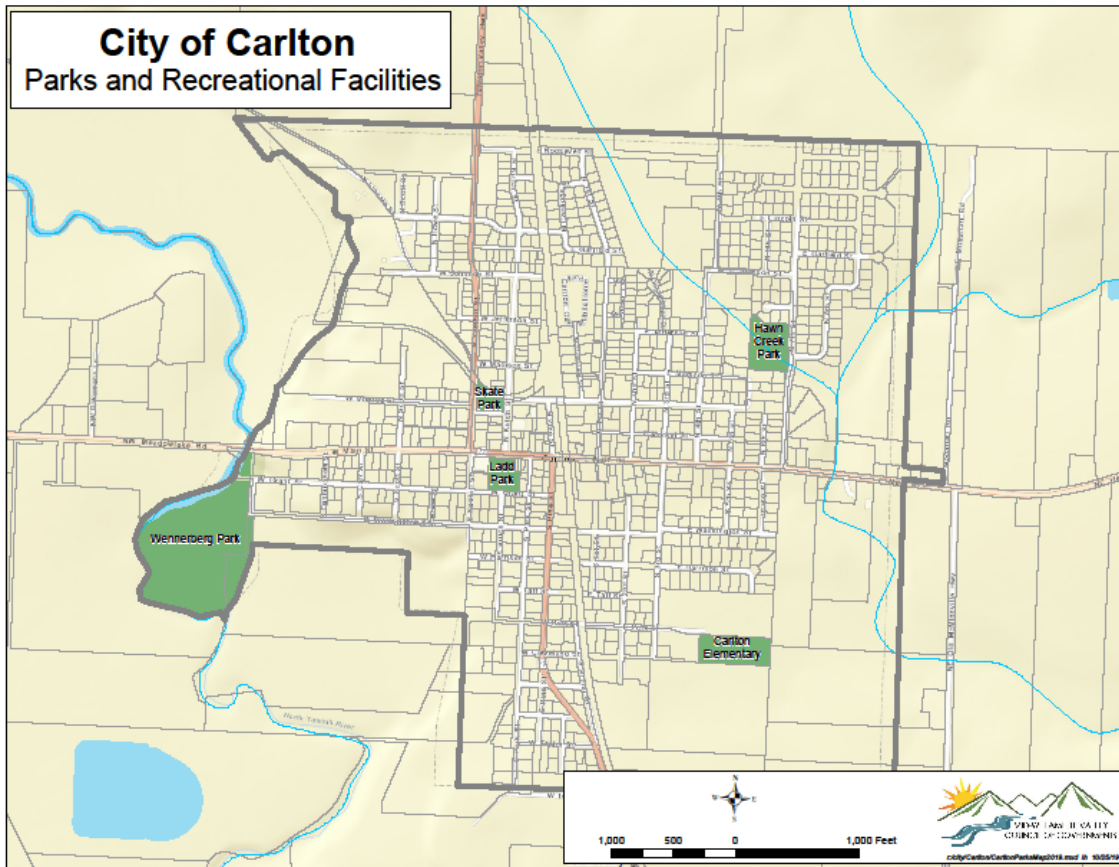
The most effective park system is one composed of a variety of different types of parks, open

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. 3<sup>rd</sup> Street, is approximately 3.0 acres in size. Recreation amenities include several acres of recreation fields.

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## 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
<b>1. Ladd Park</b>					
	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
	<b>Total Cost Estimate for Ladd Park</b>		<b>\$ 332,600</b>		
<b>2. Wennerberg Park</b>					
	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
<b>Total Cost Estimate for Wennerberg Park</b>			<b>\$291,000</b>		
<b>3. Hawn Creek Park</b>					
	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
<b>Total Cost Estimate for Hawn Creek Park</b>			<b>\$186,950</b>	Total cost estimate includes 20% contingency, mobilization, OH&P.	
<b>4. Skate Park</b>					
	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
<b>Total Cost Estimate for the Proposed Skate Park</b>			<b>\$442,510 – 538,410</b>	Total cost estimate includes 20% contingency, mobilization, OH&P.	
<b>COST ESTIMATE FOR ALL PARK IMPROVEMENTS</b>			<b>\$2,710,560 – 2,806,400</b>		

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 persons<sup>1</sup>. 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 is 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 11<sup>th</sup> 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 18<sup>th</sup> 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 5<sup>th</sup> Floor  
Washington, DC 20037  
Phone: (202) 331-9696  
Website: [www.railstotrails.org/index.html](http://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 2<sup>nd</sup> 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](mailto: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](mailto:info@benbcheneyfoundation.org)  
 Website: [www.benbcheneyfoundation.org](http://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](http://www.oregon.gov/ODOT/HWY/LGS/enhancement.aspx) and

[www.oregon.gov/ODOT/TD/TP/STIP/InstructionsforEnhancement092112.pdf](http://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](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](http://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 and 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](http://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 15<sup>th</sup> each year. Contact the program for specific deadlines. Funds are awarded February of the following year.

**Contact:**

DEQ  
811 SW 6<sup>th</sup> 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: -  

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## **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](http://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](mailto:sdao@sdao.com)  
Website: [www.sdao.com](http://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](http://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](mailto:ltanw@lta.org)  
Website: [www.lta.org](http://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](mailto:oregon@tpl.org)**  
Website: [www.tpl.org](http://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](mailto: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

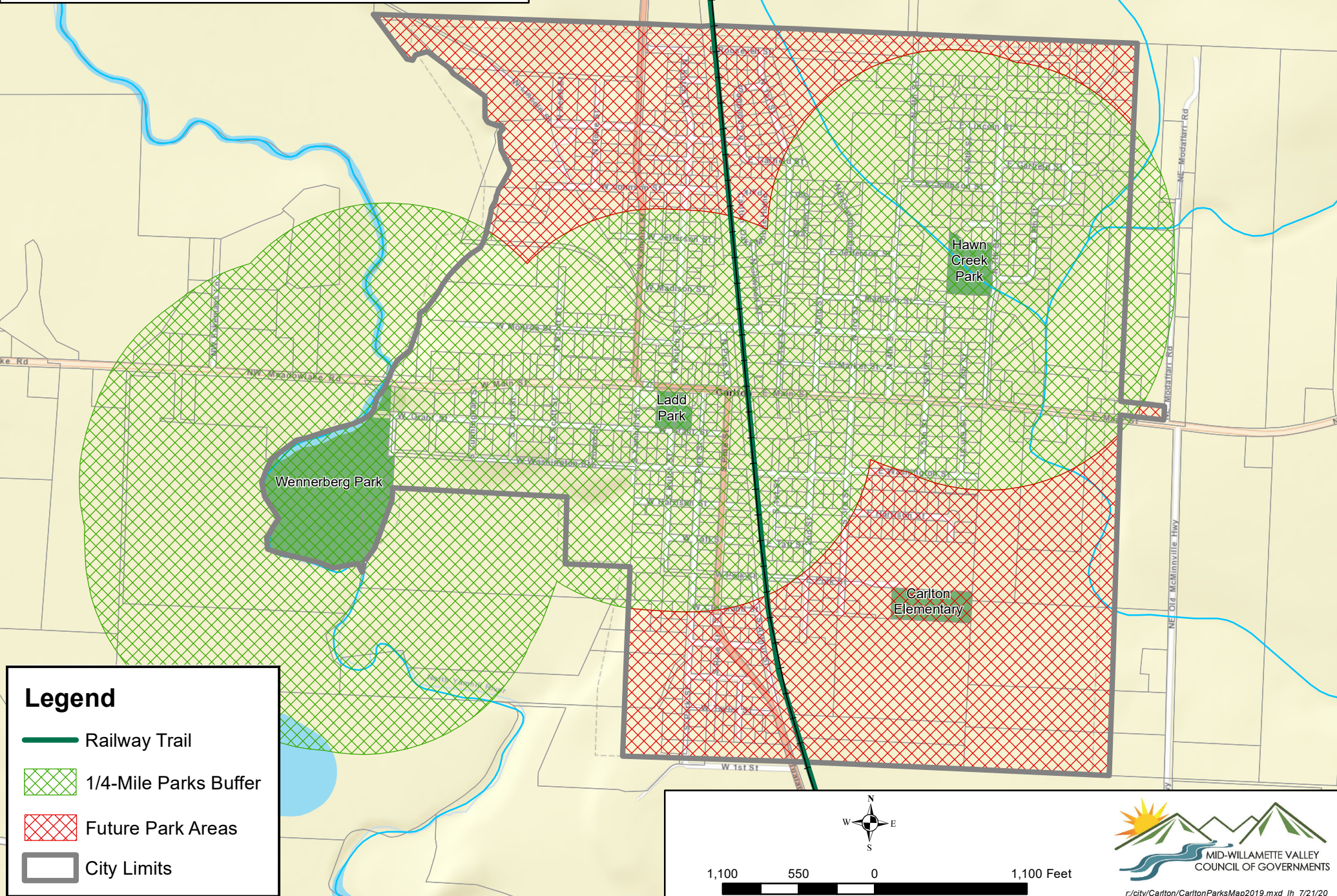




# City of Carlton

## Parks and Recreational Facilities

### Parks Buffers and Future Park Areas



**Legend**

- Railway Trail
- 1/4-Mile Parks Buffer
- Future Park Areas
- City Limits

Scale bar: 1,100 550 0 1,100 Feet

MID-WILLAMETTE VALLEY  
COUNCIL OF GOVERNMENTS

r:/city/Carlton/CarltonParksMap2019.mxd lh 7/21/20

**ORDINANCE NO. 2020-728**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARLTON AMENDING THE CARLTON PARKS DEVELOPMENT PLAN.**

**RECITALS:**

WHEREAS, by Ordinance 641, on November 3, 2005, the City Council of the City of Carlton adopted the Carlton Parks Development Plan, which described existing park facilities, included parks and recreation policies, identified future park needs and proposed parks and recreation facilities improvements; and

WHEREAS, the City of Carlton subsequently acquired new park land, known as Hawn Creek Park, through the development of Carlton Crest Subdivision (Local File #S 04-03) to serve residential development located in the northeast area of the city; and

WHEREAS, ORS 223.304 requires that credit be allowed for construction of a qualified public improvement provided it is identified in the city's capital improvement plan; and

WHEREAS, the City Council of the City of Carlton held a public hearing on November 14, 2011, to consider amending the Carlton Parks Development Plan to include the Hawn Creek Park improvements in the Parks Capital Improvement Plan; and

WHEREAS, upon conducting a public hearing the City Council of the City of Carlton found it was in the public's interest to amend the Parks Development Plan to include the Hawn Creek Park improvements in the Parks Capital Improvement Plan, and adopted City Resolution No 2010-127 amending the Parks Capital Improvement Plan as set forth therein; and

WHEREAS, the City Council has requested and received an updated Parks Development Plan prepared by the Willamette Council of Governments; and

WHEREAS, a public hearing on the proposed Parks Development Plan was held on August 4, 2020, to consider amending the plan in its entirety.

**NOW THEREFOR BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CARLTON AS FOLLOWS:**

Section 1. Title 3, Article 2, Section 3.12.320 hereby amended to delete the Carlton Parks Development Plan, dated November 3, 2005, as previously amended, from Exhibit A thereto, and to include on Exhibit A thereto, the Parks Development Plan dated December, 2019, set forth on Exhibit A attached hereto and made a part hereof.

**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



## **Memorandum**

**To:** The Mayor and Members of the City Council  
**From:** Aimee Amerson, Community and Economic Development Coordinator  
**Subject:** Yamhill County Multi-Jurisdictional Natural Hazard Mitigation Plan (NHMP)  
**Date:** July 21, 2020

## **Recommendation**

It is MOVED that the City Council accept the draft Yamhill County Multi-Jurisdictional Natural Hazard Mitigation Plan (NHMP) and authorize the City Manager to sign documents related to this action.

## **Background**

The Yamhill County Emergency Management department is updating the Yamhill County Multi-Jurisdictional Hazard Mitigation Plan.

This draft (upon acceptance) updates the last Mitigation Plan from 2000. This plan is needed in order for jurisdictions to receive federal funds for mitigation projects and hazards.

## **Fiscal Impact**

Undetermined.

## **Attachments**

Yamhill County Multi-Jurisdictional Natural Hazard Mitigation Plan (NHMP) draft



# City of Carlton Addendum to the Yamhill County Multi-Jurisdictional Hazard Mitigation Plan



Photo Credit Washington Post

June 2020

Volume II: Carlton Addendum



Prepared for:

**City of Carlton**

Prepared by:

**University of Oregon  
Institute for Policy Research and Engagement  
Oregon Partnership for Disaster Resilience**



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**FEMA**

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and

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## TABLE OF CONTENTS

<b>Purpose, Mission, and Goals .....</b>	<b>1</b>
<b>Process and Participation .....</b>	<b>3</b>
<b>Implementation and Maintenance .....</b>	<b>4</b>
<b>Mitigation Strategy .....</b>	<b>7</b>
<b>Risk Assessment</b>	
<b>Hazard Analysis .....</b>	<b>15</b>
<b>Community Characteristics .....</b>	<b>17</b>
<b>Community Assets.....</b>	<b>19</b>
<b>Hazard Characteristics .....</b>	<b>23</b>
Drought.....	23
Earthquake (Cascadia Subduction Zone).....	24
Earthquake (Crustal).....	26
Flood .....	29
Landslide.....	31
Severe Weather.....	33
Volcanic Event .....	35
Wildfire .....	35
<b>Appendix A: Action Item Forms.....</b>	<b>39</b>
<b>Appendix B: Public Involvement Summary .....</b>	<b>47</b>

## List of Tables

Table CA-1 Carlton Action Items .....	9
Table CA-2 Hazard Analysis Matrix .....	16
Table CA-3 Probability and Vulnerability Comparison .....	16
Table CA-4 Community Characteristics .....	18
Table CA-5 Critical and Essential Facilities .....	20
Table CA-6 Rapid Visual Survey Scores .....	28
Table CA-7 Flood Insurance Detail .....	31

## List of Figures

Figure CA-1 Understanding Risk .....	15
Figure CA-2 Oregon Transportation Map: City of Carlton .....	19
Figure CA-3 Oregon Bridges and Structurally Deficient Bridges .....	22
Figure CA-3 Cascadia Subduction Zone Expected Shaking .....	25
Figure CA-4 Active Crustal Faults, Epicenters (1971-2008), and Soft Soils .....	27
Figure CA-5 Special Flood Hazard Area .....	29
Figure CA-6 Landslide Susceptibility Exposure .....	32
Figure CA-7 Overall Wildfire Risk .....	36

## Purpose

This is an update of the Carlton addendum to the Yamhill County Multi-Jurisdictional Natural Hazard Mitigation Plan (NHMP). This addendum supplements information contained in Volume I (Basic Plan) which serves as the NHMP foundation, and Volume III (Appendices) which provide additional information. This addendum meets the following requirements:

- Multi-Jurisdictional **Plan Adoption** §201.6(c)(5),
- Multi-Jurisdictional **Participation** §201.6(a)(3),
- Multi-Jurisdictional **Mitigation Strategy** §201.6(c)(3)(iv), and
- Multi-Jurisdictional **Risk Assessment** §201.6(c)(2)(iii).

Updates to Carlton's addendum are further discussed throughout the NHMP, and within Volume III, Appendix B, which provides an overview of alterations to the document that took place during the update process.

Carlton adopted their addendum to the Yamhill County Multi-jurisdictional NHMP on [Date, 2020]. FEMA Region X approved the Yamhill County NHMP on [Date, 2020] and the City's addendum on [Date, 2020]. With approval of this NHMP the City is now eligible to apply for the Robert T. Stafford Disaster Relief and Emergency Assistance Act's hazard mitigation project grants through [Date, 2025].

## Mitigation Plan Mission

The NHMP mission states the purpose and defines the primary functions of the NHMP. It is intended to be adaptable to any future changes made to the NHMP and need not change unless the community's environment or priorities change.

The City concurs with the mission statement developed during the Yamhill County planning process (Volume I, Section 3):

***To promote public policy and mitigation activities which will enhance the safety to life and property from natural hazards.***

This can be achieved by increasing public awareness, documenting the resources for risk reduction and loss-prevention, and identifying activities to guide the county towards building a safer, more sustainable community.

## Mitigation Plan Goals

Mitigation plan goals are more specific statements of direction that Yamhill County citizens, and public, and private partners can take while working to reduce the City's risk from natural hazards. These statements of direction form a bridge between the broad mission statement, and serve as checkpoints, as agencies, and organizations begin implementing mitigation action items.

The City concurs with the goals developed during the Yamhill County planning process (Volume I, Section 3). All NHMP goals are important and are listed below in no order of priority. Establishing community priorities within action items neither negates nor eliminates any goals, but it establishes which action items to consider implementing first, should funding become available.

Below is a list of the NHMP goals:

**GOAL 1: EMERGENCY OPERATIONS**

- Coordinate natural hazard mitigation activities, where appropriate, with emergency operations plans and procedures and with other agencies.

**GOAL 2: EDUCATION AND OUTREACH**

- Develop and implement education and outreach programs to increase public awareness of the risks associated with natural hazards.

**GOAL 3: PARTNERSHIPS**

- Develop effective partnerships with public and private sector organizations and significant agencies and businesses for future natural hazard mitigation efforts.
- Coordinate natural hazard mitigation actions between the County and local jurisdictions to create more cohesive and effective hazard mitigation efforts.

**GOAL 4: PREVENTIVE**

- Develop and implement activities to protect human life, commerce, and property from natural hazards.
- Reduce losses and repetitive damage for chronic hazard events while promoting insurance coverage for catastrophic hazards.

**GOAL 5: NATURAL RESOURCES UTILIZATION**

- Link natural resources management, land use planning, and watershed planning with natural hazard mitigation activities to protect natural systems and allow them to serve natural hazard mitigation functions.

**GOAL 6: IMPLEMENTATION**

- Implement strategies to mitigate the effects of natural hazards and increase the quality of life and resilience of economies in Yamhill County.

**GOAL 7: DEVELOPMENT**

- Communities appropriately apply development standards that consider the potential impacts of natural hazards.

**GOAL 8: DOCUMENTATION**

- Document and evaluate progress in achieving hazard mitigation strategies and action items.



## Process and Participation

This section of the NHMP addendum addresses 44 CFR 201.6(a)(3), *Participation*.

In addition to establishing a comprehensive community-level mitigation strategy, the Disaster Mitigation Act of 2000 (DMA2K), and the regulations contained in 44 CFR 201, require that jurisdictions maintain an approved NHMP to receive federal funds for mitigation projects. Local adoption, and federal approval of this NHMP ensures that the city will remain eligible for pre-, and post-disaster mitigation project grants.

The Oregon Partnership for Disaster Resilience (OPDR) at the University of Oregon's Institute for Policy Research and Engagement (IPRE) collaborated with the Oregon Office of Emergency Management (OEM), Yamhill County, and Carlton to update their NHMP. This project is funded through the Federal Emergency Management Agency's (FEMA) Hazard Mitigation Grant Program for DR-4328 (HMGP-DR-4328-OR-5-P). Members of the Carlton NHMP Steering committee also participated in the County NHMP update process (Volume III, Appendix B).

The Yamhill County NHMP, and Carlton addendum, are the result of a collaborative effort between citizens, public agencies, non-profit organizations, the private sector, and regional organizations. The Carlton NHMP Steering Committee guided the process of developing the NHMP.

### Convener and Committee

The Carlton City Administrator serves as the NHMP addendum convener. The convener of the NHMP will take the lead in implementing, maintaining, and updating the addendum to the Yamhill County NHMP in collaboration with the designated convener of the Yamhill County NHMP (Yamhill County Emergency Manager).

Representatives from the City of Carlton Steering Committee met formally, and informally, to discuss updates to their addendum (Volume III, Appendix B). The steering committee reviewed, and revised the City's addendum, with focus on the NHMP's risk assessment, and mitigation strategy (action items).

This addendum reflects decisions made at the designated meetings, and during subsequent work, and communication with Yamhill County Emergency Manager, and OPDR. The changes are highlighted with more detail throughout this document, and within Volume III, Appendix B. Other documented changes include a revision of the City's risk assessment, and hazard identification sections, action items, and community profile.

The Carlton steering committee was comprised of the following representatives:

- Convener, Aimee Amerson, Community and Economic Development Coordinator
- Kevin Martinez, Police Chief
- Dennis Durham, City Manager
- Bryan Burnham, Public Works Director
- Christy Martinez, Director of Administrative Services

### Public Participation

Public participation was achieved by posting the NHMP publicly and providing community members the opportunity to make comments and suggestions during the review process. Community members were also provided an opportunity for comment via a survey administered by IPRE (Volume III, Appendix F). During the City public review period (Attachment B) there were **no** comments provided.

## **Implementation and Maintenance**

The City Council will be responsible for adopting the Carlton addendum to the Yamhill County NHMP. This addendum designates the steering committee, and a convener to oversee the development, and implementation of action items. Because the City addendum is part of the County's multi-jurisdictional NHMP, the City will look for opportunities to partner with the County. The City's steering committee will convene after re-adoption of the Carlton NHMP addendum on an annual schedule. The County is meeting on a semi-annual basis and will provide opportunities for the cities to report on NHMP implementation, and maintenance during their meetings. The City Administrator will serve as the convener and will be responsible for assembling the steering committee. The steering committee will be responsible for:

- Reviewing existing action items to determine suitability of funding;
- Reviewing existing, and new risk assessment data to identify issues that may not have been identified at NHMP creation;
- Educating, and training new steering committee members on the NHMP, and mitigation actions in general;
- Assisting in the development of funding proposals for priority action items;
- Discussing methods for continued public involvement; and
- Documenting successes, and lessons learned during the year.

The convener will also remain active in the County's implementation, and maintenance process (Volume I, Section 4).

The City will utilize the same action item prioritization process as the County (Volume I, Section 4).

### **Implementation through Existing Programs**

This NHMP is strategic and non-regulatory in nature, meaning that it does not necessarily set forth any new policy. It does, however, provide: (1) a foundation for coordination and collaboration among agencies and the public in the city; (2) identification and prioritization of future mitigation activities; and (3) aid in meeting federal planning requirements and qualifying for assistance programs. The mitigation plan works in conjunction with other city plans and programs including the Comprehensive Land Use Plan, Capital Improvements Plan, and Building Codes, as well as the [Yamhill County NHMP](#), and the [State of Oregon NHMP](#).

The mitigation actions described herein (and priority actions in Attachment A) are intended to be implemented through existing plans and programs within the city. Plans and policies already in existence have support from residents, businesses and policy makers. Where possible, Carlton will implement the NHMP's recommended actions through existing plans

and policies. Many land-use, comprehensive and strategic plans get updated regularly, allowing them to adapt to changing conditions and needs. Implementing the NHMP's action items through such plans and policies increases their likelihood of being supported and implemented. Implementation opportunities are further defined in action items when applicable.

Future development without proper planning may result in worsening problems associated with natural hazards. Carlton's acknowledged comprehensive plan is the City of Carlton Comprehensive Plan. The City implements the plan through the Community Development Code.

Carlton currently has the following plans that relate to natural hazard mitigation. For a complete list visit the City's [website](#):

- [Comprehensive Plan, Plan Map](#) (2000, amended 2009)
- [Carlton Municipal Code and Development Code](#)
  - Title 7: Emergency Organization and Functions
  - Title 8: Health and Safety
    - [Chapter 8.08 Fire Limits and Fire Prevention](#)
    - [Chapter 8.24 Burning of Grass, Weeds, Refuse or Other Material](#)
  - Title 17: Development Code
    - [Chapter 17.56 Floodplain Management Overlay Zone](#)
- Building Code, [2017 Oregon State Building Code](#) based on 2015 International Residential Code (IRC), and 2012 International Building Code (*to be updated to the 2020 Oregon State Building Code, anticipated October 2020*)
- [Public Works Design Standards](#)
- [Transportation System Plan](#) (2009), [Appendices](#)
- [Water Management and Conservation Plan](#) (2014)
- Water System Emergency Response Plan (2004)
- Water Vulnerability Assessment (2002, 2007)
- BLM Landslide Study Carlton Reservoir/Panther Creek (1999)
- Sewer Master Plan
- Stormwater Master Plan
- Parks Master Plan

Other plans:

- [Yamhill County Community Wildfire Protection Plan](#) (2009, revised Nov. 2015)

## Government Structure

The Carlton City Charter establishes a Council/Manager form of government, which vests policy authority in a volunteer City Council, and administrative authority for day-to-day operations in an appointed, professional City Manager. The Carlton City Council consists of a Mayor, who is elected at-large to serve a two-year term, and six Councilors who serve four-year terms. At least three Council positions are up for election every two years. Councilors are elected at-large. The three candidates who receive the highest number of votes are elected to the vacant seats. The Council meets at least once per month at City Hall. The agenda of each meeting includes time for citizen comment.

The City of Carlton currently has the following departments which have a role in natural hazard mitigation:

**Administration** services are provided by the City Manager and include strategic planning, budget and finance, and development of public policy recommendations to the City Council.

**Public Works** provides many of the basic urban services to the citizens of Carlton, including water, wastewater, street, and park systems, and their maintenance and repair.

**Building** services are provided through a contract with Yamhill County and include plan review and inspections on commercial, industrial and residential developments.

**Planning** services include all long range and current planning for new development, as well as the City's flood plain management zone. Planning is also responsible for implementation of the Comprehensive Plan.

**Police** services include law enforcement activities, emergency management (emergency preparedness, mitigation, response and recovery efforts for Carlton during emergencies, disasters, or disruptions).

**Fire** protection services are provided through a contract with Carlton Fire District. The fire station is in Carlton. Services include fire suppression, hazardous materials incidents, and disaster response. Non-emergency services include fire prevention and inspection services, code enforcement, public safety education services/CPR training, and fire extinguisher use.

## Continued Public Participation

An open public involvement process is essential to the development of an effective NHMP. To develop a comprehensive approach to reducing the effects of natural disasters, the planning process shall include opportunities for the public, neighboring communities, local, and regional agencies, as well as, private, and non-profit entities to comment on the NHMP during review.<sup>1</sup> Keeping the public informed of efforts to reduce its risk to future natural hazard events is important for successful NHMP implementation, and maintenance. As such, the City is committed to involving the public in the NHMP review and update process (Volume I, Section 4). The City posted the plan update for public comment before FEMA approval, and after approval will maintain the plan on the City's website:

<https://www.ci.carlton.or.us/>

## NHMP Maintenance

The Yamhill County NHMP, and City addendum will be updated every five years in accordance with the update schedule outlined in the Disaster Mitigation Act of 2000. During the County NHMP update process, the City will also review, and update its addendum (Volume I, Section 4). The convener will be responsible for convening the steering committee to address the questions outlined below.

- Are there new partners that should be brought to the table?
- Are there new local, regional, state or federal policies influencing natural hazards that should be addressed?

---

<sup>1</sup> Code of Federal Regulations, Chapter 44. Section 201.6, subsection (b). 2015

- Has the community successfully implemented any mitigation activities since the NHMP was last updated?
- Have new issues or problems related to hazards been identified in the community?
- Are the actions still appropriate given current resources?
- Have there been any changes in development patterns that could influence the effects of hazards?
- Have there been any significant changes in the community's demographics that could influence the effects of hazards?
- Are there new studies or data available that would enhance the risk assessment?
- Has the community been affected by any disasters? Did the NHMP accurately address the impacts of this event?

These questions will help the steering committee determine what components of the mitigation plan need updating. The steering committee will be responsible for updating any deficiencies found in the NHMP.

## Mitigation Strategy

This section of the NHMP addendum addresses 44 CFR 201.6(c)(3)(iv), *Mitigation Strategy*.

The City's mitigation strategy (action items) were first developed during the 2009 NHMP planning process and revised during subsequent NHMP updates. During these processes, the steering committee assessed the City's risk, identified potential issues, and developed a mitigation strategy (action items).

During the 2019-2020 update process the City re-evaluated their mitigation strategy (action items). During this process action items were updated, noting what accomplishments had been made, and whether the actions were still relevant; any new action items were identified at this time (see Volume III, Appendix B for more information on changes to action items).

### Priority Action Items

Table CA-1 presents a list of mitigation actions. The steering committee decided to modify the prioritization of action items in this update to reflect current conditions (risk assessment), needs, and capacity. High priority actions are shown in **bold** text with grey highlight. The City will focus their attention, and resource availability, upon these achievable, high leverage, activities over the next five-years. Although this methodology provides a guide for the steering committee in terms of implementation, the steering committee has the option to implement any of the action items at any time. This option to consider all action items for implementation allows the committee to consider mitigation strategies as new opportunities arise, such as capitalizing on funding sources that could pertain to an action item that is not currently listed as the highest priority. Refer to Attachment A for detailed information for each high priority action. Full text of the plan goals referenced in Table CA-1 is located on page CA-2.



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REVIEW DRAFT

**Table CA-I Carlton Action Items**

Natural Hazard Action ID	Action Item	Coordinating Organization (Lead)	Partners	Potential Funding	Cost	Timing	Plan Goals Addressed							
							Goal 1	Goal 2	Goal 3	Goal 4	Goal 5	Goal 6	Goal 7	Goal 8
<b>Multi-Hazard Actions</b>														
Multi-Hazard #1	Develop, enhance, and implement public education and information materials concerning mitigation, preparedness and safety procedures for identified natural hazards.	Planning	Public Works, Fire District, Police, School District, Administration	General fund, grants	L	Ongoing	✓	✓	✓			✓	✓	
Multi-Hazard #2	Cross reference and incorporate mitigation planning provisions into all community planning processes such as comprehensive, capital improvement, land use, transportation plans, etc to demonstrate multi-benefit considerations and facilitate using multiple funding source consideration.	Planning	Public Works, Administration	General fund, utility rates	M	Medium	✓			✓	✓	✓	✓	
Multi-Hazard #3	Identify critical facilities, especially fire and police departments, without emergency power and encourage these facilities to secure emergency power to mitigate power outage events due to natural hazard events. Consider solar battery options due to PGE policy changes during fire risk. Consider outreach to private property owners.	Public Works	Planning, Fire, Administration, School District, PGE/BPA	General fund, utility rates	H	Medium	✓		✓		✓	✓	✓	

Natural Hazard Action ID	Action Item	Coordinating Organization (Lead)	Partners	Potential Funding	Cost	Timing	Plan Goals Addressed							
							Goal 1	Goal 2	Goal 3	Goal 4	Goal 5	Goal 6	Goal 7	Goal 8
Multi-Hazard #4	Develop public and private sector partnerships to foster hazard mitigation activities.	Administration	Planning, Public Works, Fire, Police, CBA	General fund, grants	L	Short	✓	✓	✓	✓		✓		✓
Multi-Hazard #5	Perform hydrologic and hydraulic engineering, and drainage studies and analyses. Use information obtained for feasibility determination and project design. This information should be a key component, directly related to a proposed project.	Administration	Planning, Public Works, Tetra Tech	General fund, grants, Utility rates	H	Short	✓	✓	✓	✓		✓		✓
Multi-Hazard #6	Promote resilience, response, mitigation, and recovery planning for local businesses to continue operating after a disaster.	Administration	Planning, Public Works, Police, Fire, CBA	General funds, grants, private investment	L	Ongoing	✓	✓	✓	✓		✓	✓	✓
<b>Drought Actions</b>														
<i>No actions Identified at this time</i>														
<b>Earthquake Actions</b>														
Earthquake #1	Conduct seismic strength evaluations of critical facilities and infrastructure to identify vulnerabilities and seismically retrofit (structural and nonstructural) identified critical facilities and infrastructure to meet life safety standards in order to continue operations post-earthquake.	Public Works	School District, Fire District, Planning	General funds, utility fees, grants	H	Medium		✓	✓	✓		✓	✓	✓

Natural Hazard Action ID	Action Item	Coordinating Organization (Lead)	Partners	Potential Funding	Cost	Timing	Plan Goals Addressed							
							Goal 1	Goal 2	Goal 3	Goal 4	Goal 5	Goal 6	Goal 7	Goal 8
Earthquake #2	Seismically retrofit (structural and nonstructural) identified high risk critical facilities and infrastructure to meet life safety standards in order to continue operations post-earthquake.	Administration	Public Works, School District, Fire District, Planning, City Engineer	General fund, utility fees, grants	H	Long		✓	✓	✓		✓	✓	✓
Earthquake #3	Encourage utility companies to evaluate and harden vulnerable infrastructure elements for sustainability.	Public Works	Utilities, Planning, Administration	General fund, permit fees	L	Ongoing		✓	✓	✓		✓	✓	✓
Earthquake #4	Educate property owners about structural and non-structural retrofitting of vulnerable buildings and encourage retrofit.	Planning	FEMA, DLC, OEM	General fund, permit fees	L	Ongoing		✓	✓	✓				
Earthquake #5	Develop an outreach program to educate and encourage homeowners and tenants to secure furnishings, storage cabinets, and utilities to prevent injuries and damage.	Planning	FEMA, DLC, OEM	General fund, permit fees	L	Ongoing		✓	✓	✓				
<b>Flood Actions</b>														
Flood #1	Ensure continued compliance in the National Flood Insurance Program (NFIP) through enforcement of local floodplain management ordinances.	Planning	Administration, Public Works	General fund	L	Ongoing	✓	✓	✓	✓	✓	✓	✓	✓
Flood #2	Work with FEMA to update FIRMs. Request DOGAMI debris flow and lidar data be included in FIRM updates. Use the updated FIRMS for land use and mitigation planning.	Planning	Public Works, FEMA, DOGAMI, DLC	General fund, HMA	M	Mid-Term	✓		✓	✓		✓		✓

Natural Hazard Action ID	Action Item	Coordinating Organization (Lead)	Partners	Potential Funding	Cost	Timing	Plan Goals Addressed							
							Goal 1	Goal 2	Goal 3	Goal 4	Goal 5	Goal 6	Goal 7	Goal 8
Flood #3	Provide flood protection to mitigate damage and contamination of wastewater treatment systems.	Public Works	Planning	General fund, utility fees	H	Long	✓		✓	✓		✓		✓
Flood #4	Install new streamflow and rainfall measuring gauges to better inform community and emergency responders of flood risk.	Public Works	Planning, Administration	Stormwater utility fees	L	Short Term	✓		✓	✓		✓		✓
Flood #5	Implement mitigation measures identified by critical facilities' owners, and other facility owners, to protect facilities located within the 100-year floodplain.	Administration	Planning, Public Works, Fire District, Police, School District	General fund, HMA	H	Long Term			✓	✓		✓		✓
<b>Landslide Actions</b>														
Landslide #1	Utilize technology, geologic resources and other available data (such as DOGAMI LIDAR data) to identify and map potential areas for landslides - high, moderate and low.	Planning	DOGAMI, Engineering, MW&L	General fund, utility fees, grants	M	Short	✓	✓	✓			✓		✓
<b>Severe Weather Actions (Windstorm and Winter Storms – Snow/Ice)</b>														
Severe Weather #1	Develop and implement programs to coordinate maintenance and mitigation activities to reduce risk to public infrastructure from severe winter storms.	Public Works	Planning, Administration	General fund, Utility fees	M	Ongoing		✓	✓	✓		✓		✓
Severe Weather #2	Purchase NOAA weather radios and develop a web portal linking residents to various weather information sites. (NWS, FEMA, The Weather Channel).	Public Works	Planning, Fire District, Police, School District	General funds, utility fees, grants	L	Short		✓		✓		✓		✓



Natural Hazard Action ID	Action Item	Coordinating Organization (Lead)	Partners	Potential Funding	Cost	Timing	Plan Goals Addressed							
							Goal 1	Goal 2	Goal 3	Goal 4	Goal 5	Goal 6	Goal 7	Goal 8
Severe Weather #3	Identify and prioritize critical facilities' overhead utilities that could be placed underground to reduce power disruption from windstorm / tree blow down damage.	Public Works	Planning, Utilities, property owners	General funds, utility fees, grants	H	Medium		✓	✓	✓		✓		✓
Severe Weather #4	Implement tree clearing mitigation programs to keep trees from threatening lives, property, and public infrastructure from severe weather events.	Public Works	Planning, Utilities, property owners	General funds, utility fees, grants	M	Ongoing		✓	✓	✓	✓	✓		✓
<b>Volcanic Event Actions</b>														
Volcanic Event #1	Evaluate ash impact on stormwater drainage system, utility infrastructure, transportation network, public facilities, and develop mitigation actions.	Engineering	Public works, Police, Fire District	General funds, utility fees, grants	L	Medium				✓	✓	✓		✓
<b>Wildfire Actions</b>														
Wildfire #1	<b>Coordinate wildfire mitigation action items through the Yamhill County Community Wildfire Protection Plan.</b>	<b>Fire District</b>	<b>Planning</b>	<b>General fund, ODF, grants</b>	<b>M</b>	<b>Ongoing</b>	✓	✓	✓	✓	✓	✓	✓	✓
Wildfire #2	Provide wildland fire information in an easily distributed format for all residents.	Fire District	Planning	General fund, utility fees	L	Ongoing	✓	✓	✓			✓		✓
Wildfire #3	Develop, implement, and enforce vegetation management codes/plans to reduce wildfire risk.	Planning, Fire	Public Works	General fund, grants	L	Short		✓	✓	✓	✓	✓	✓	✓

Natural Hazard Action ID	Action Item	Coordinating Organization (Lead)	Partners	Potential Funding	Cost	Timing	Plan Goals Addressed							
							Goal 1	Goal 2	Goal 3	Goal 4	Goal 5	Goal 6	Goal 7	Goal 8
Wildfire #4	Conduct residential audits for wildland and building fire hazard identification then develop an outreach program to disseminate the findings.	Fire	Planning, Public Works	General fund, grants	L	Short		✓	✓	✓	✓	✓	✓	✓

Source: City of Carlton steering committee, 2020.  
 Note: Full text of the plan goals referenced in this table is located on page CA-2.

REVIEW DRAFT

## Risk Assessment

This section of the NHMP addendum addresses 44 CFR 201.6(b)(2) - Risk Assessment. In addition, this chapter can serve as the factual basis for addressing Oregon Statewide Planning Goal 7 – Areas Subject to Natural Hazards. Assessing natural hazard risk has three phases:

- **Phase 1:** Identify hazards that can impact the jurisdiction. This includes an evaluation of potential hazard impacts – type, location, extent, etc.
- **Phase 2:** Identify important community assets, and system vulnerabilities. Example vulnerabilities include people, businesses, homes, roads, historic places, and drinking water sources.
- **Phase 3:** Evaluate the extent to which the identified hazards overlap with or have an impact on, the important assets identified by the community.

The local level rationale for the identified mitigation strategies (action items) is presented herein, and within Volume I, Section 2, and Volume III, Appendix C. The risk assessment process is graphically depicted in Figure CA-1. Ultimately, the goal of hazard mitigation is to reduce the area of risk, where hazards overlap vulnerable systems.

**Figure CA-1 Understanding Risk**



## Hazard Analysis

The Carlton steering committee developed their hazard vulnerability assessment (HVA), using their previous HVA, and the County's HVA as a reference. Changes from their previous HVA and the County's HVA were made where appropriate to reflect distinctions in vulnerability, and risk from natural hazards unique to Carlton, which are discussed throughout this addendum.

Table CA-2 shows the HVA matrix for Carlton listing each hazard in order of rank from high to low. For local governments, conducting the hazard analysis is a useful step in planning for hazard mitigation, response, and recovery. The method provides the jurisdiction with sense of hazard priorities but does not predict the occurrence of a hazard.

One catastrophic hazard (Cascadia Subduction Zone earthquake) and three chronic hazards (winter storm, windstorm, and flood) rank as the top hazard threats to the City (Top Tier). The wildfire, drought, and crustal earthquake hazards comprise the next highest ranked hazards (Middle Tier), while the landslide and volcanic event hazards comprise the lowest ranked hazards (Bottom Tier).

**Table CA-2 Hazard Analysis Matrix**

Hazard	Maximum		Total Threat Score	Hazard Rank	Hazard Tiers		
	History	Vulnerability				Threat	Probability
Winter Storm	16	40	80	56	192	#1	Top Tier
Earthquake - Cascadia	6	45	100	35	186	#2	
Windstorm	16	25	70	56	167	#3	
Flood	18	20	60	63	161	#4	
Wildfire	4	20	80	28	132	#5	Middle Tier
Drought	10	15	50	56	131	#6	
Earthquake - Crustal	6	20	60	21	107	#7	
Landslide	6	15	30	21	72	#8	Bottom Tier
Volcanic Event	4	10	30	7	51	#9	

Source: Carlton steering committee, 2019-2020.

Table CA-3 categorizes the probability, and vulnerability scores from the hazard analysis for the City and compares the results to the assessment completed by the Yamhill County steering committee. Variations between the City, and County are noted in **bold** text within the city ratings.

**Table CA-3 Probability and Vulnerability Comparison**

Hazard	Carlton		Yamhill County	
	Probability	Vulnerability	Probability	Vulnerability
Drought	High	<b>Low</b>	High	Moderate
Earthquake - Cascadia	Moderate	High	Moderate	High
Earthquake - Crustal	Low	Moderate	Low	Moderate
Flood	High	<b>Moderate</b>	High	High
Landslide	<b>Low</b>	Low	High	Low
Volcanic Event	Low	Low	Low	Low
Wildfire	<b>Moderate</b>	<b>Moderate</b>	Low	Low
Windstorm	High	Moderate	High	Moderate
Winter Storm	High	High	High	High

Source: Carlton and Yamhill County steering committee, 2019-2020.

## Community Characteristics

Table CA-4 and the following section provides information on City specific demographics, and assets. Many of these community characteristics can affect how natural hazards impact communities, and how communities choose to plan for natural hazard mitigation. Considering the city specific assets during the planning process can assist in identifying appropriate measures for natural hazard mitigation. Between 2012 and 2019 the City grew by 660 people (41%).<sup>2</sup> According to the State's official coordinated population forecast, between 2019 and 2040 the City's population is forecast to grow by 41% to 3,204.<sup>3</sup> *Note: the State is currently updating the official forecast and the proposed 2040 population is 3,152 which represents a 39% increase from 2019 population.*<sup>4</sup> Median household income increased by 8% between 2012 and 2017.<sup>5</sup>

New development has complied with the standards of the [Oregon Building Code](#), and the city's development code including their floodplain ordinance.

## Economy

The City of Carlton is in the north-central portion of Yamhill County along Highway 47. The economy of Carlton is largely related to agriculture and supporting services. Carlton's commercial areas developed along primary routes, and residential development followed nearby (see Figure CA-2).

Most workers residing in the city (97%, 824 people) travel outside of the city for work primarily to McMinnville, Portland Metro area, Newberg, and Salem.<sup>6</sup> Most of the city's workforce travels to the city (93% of the workforce, 355 people) primarily from McMinnville, Newbery, and the City of Yamhill.

Carlton residents are employed in a variety of occupations including: construction, extraction, and maintenance (17%), professional (16%), office and administrative support (11%), management, business, and financial operations (9%), and sales (8%) occupations.<sup>7</sup>

The largest employer in the city is the Yamhill Carlton School District.

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<sup>2</sup> Portland State University, Population Research Center, "Annual Population Estimates", 2019.

<sup>3</sup> Portland State University, Population Research Center, "Oregon Population Forecast Program Cycle 1 (2014-2017)". 2017.

<sup>4</sup> Portland State University, Population Research Center, "Oregon Population Forecast Program Cycle 2 (2018-2020)". 2020 (proposed).

<sup>5</sup> Social Explorer, Table T57, U.S. Census Bureau, 2013-2017 and 2008-2012 American Community Survey Estimates.

<sup>6</sup> U.S. Census Bureau. LEHD Origin-Destination Employment Statistics (2002-2017). Longitudinal-Employer Household Dynamics Program, accessed on April 25, 2020 at <https://onthemap.ces.census.gov>.

<sup>7</sup> Social Explorer, Table A17008, U.S. Census Bureau, 2013-2017 American Community Survey Estimates.



**Table CA-4 Community Characteristics**

Population Characteristics		
<b>2012 Population</b>	1,610	
<b>2019 Population</b>	2,270	
<b>2040 Forecasted Pop. [Proposed]*</b>	3,204 [3,152]	
Race (non-hispanic) and Ethnicity (Hispanic)		
White	85%	
Black/ African American	0%	
American Indian and Alaska Native	< 1%	
Asian	1%	
Native Hawaiian and Other Pacific Islander	0%	
Some Other Race	< 1%	
Two or More Races	5%	
Hispanic or Latino	9%	
<b>Limited or No English Spoken</b>	19	1%
Vulnerable Age Groups		
Less than 15 Years	445	23%
65 Years and Over	212	11%
Disability Status		
Total Population	257	13%
Children	29	5%
Seniors	48	23%
Income Characteristics		
Households by Income Category		
Less than \$15,000	40	6%
\$15,000-\$29,999	70	11%
\$30,000-\$44,999	69	11%
\$45,000-\$59,999	95	15%
\$60,000-\$74,999	104	16%
\$75,000-\$99,999	108	17%
\$100,000-\$199,999	150	24%
\$200,000 or more	-	-
<b>Median Household Income</b>	\$63,875	
Poverty Rates		
Total Population	122	6%
Children	44	8%
Seniors	13	6%
Housing Cost Burden		
Owners with Mortgage	120	25%
Renters	62	42%

Source: U.S. Census Bureau, 2013-2017 American Community Survey; Portland State University, Population Research Center, "Annual Population Estimates", 2019. Portland State University, Population Research Center, "Oregon Population Forecast Program Cycle 1 (2014-2017)". 2017. and "Oregon Population Forecast Program Cycle 2 (2018-2020)". 2020 (proposed).

Housing Characteristics		
Housing Units		
Single-Family	644	93%
Multi-Family	23	3%
Mobile Homes	29	4%
Year Structure Built		
Pre-1970	300	43%
1970-1989	112	16%
1990-2009	263	38%
2010 or later	21	3%
Housing Tenure and Vacancy		
Owner-occupied	489	70%
Renter-occupied	147	21%
Seasonal	9	1%
Vacant	51	7%

Carlton is in the north-central portion of Yamhill County. The North Yamhill River and Hawn Creek are the two drainage basins within the city.

Carlton is generally flat with hills located to the west of the city and in the area of the city's water treatment plant and reservoir. Soils in Carlton are moderately well-drained silt loam of the Woodburn series and the poorly drained Wapato silt loam series. The area is largely agricultural with uncultivated vegetation consisting of scattered Oak and Douglas Fir.

Carlton's temperatures range from a monthly average low of 34-38°F in the winter months to average highs of 75-83°F in the summer months. The coolest month is December and the warmest months are July and August. The average annual precipitation is about 42 inches and approximately 74% falls between November and March.

The City has an educated population with 88% of residents 25 years, and older holding a high school degree and 15% have a bachelor's degree or higher.

Carlton includes industrial and commercial development but is zoned primarily residential.



## Community Assets

This section outlines the resources, facilities, and infrastructure that, if damaged, could significantly impact the public safety, economic conditions, and environmental integrity of Carlton.

**Critical facilities and infrastructure** are those that support government and first responders' ability to act in an emergency. They are a top priority in any comprehensive hazard mitigation plan. These include locally designated shelters and other essential assets, such as fire stations, and water and wastewater treatment facilities (see Table CA-5). **Essential facilities and infrastructure** are those that support the continued delivery of key government services, and/or that may significantly impact the public's ability to recover from the emergency. These facilities may include: City buildings and other public facilities such as schools.

It is important to note that the facilities identified as "critical" and "essential" are characterized differently than the structural code that identifies buildings as "essential" and "non-essential." The structural code uses different language and criteria and therefore have completely different meanings than the buildings identified in this addendum.

**Table CA-5 Critical and Essential Facilities**

Facility Name	Address	
<b>Government</b>		
<i>See Table CA-6 for information on seismic vulnerability.</i>		
City Hall/EOC	191 E Main St	Critical
Water Treatment Plant	21511 NW Panther Creek Rd	Critical
Carlton Reservoir (not in City)	8-miles west (Panther Creek)	Critical
Public Works	945 W Grant	Critical
Sewage Lagoons (not in City)	1-mile west of city limits	Critical
US Post Office	438 W Main St	Essential
<b>Emergency Response</b>		
Fire District Station	343 W Roosevelt St	Critical
Police (City Hall)	191 E Main St	Critical
<b>Educational (Public)</b>		
Elementary School	300 Rice Ln	Essential
<b>Community Assets</b>		
Carlton Swimming Pool	225 W Grant St	

## Transportation/Infrastructure

Mobility plays an important role in Carlton, and the daily experience of its residents, and businesses. Motor vehicles represent the dominant mode of travel through, and within Carlton. Carlton is served by Yamhill County Transit (route 33 connects Carlton to Forest Grove to the north and McMinnville to the south).

Infrastructure that provides critical and essential services include:

### Railroads

There is no freight or passenger rail service in the city.

### Airports

The city has no commercial service airports, however Portland International Airport (PDX), the largest and busiest airport in the state, is in nearby Multnomah County. The closest municipal airport is in McMinnville.

### Roads/Seismic lifelines

The Tualatin Valley Highway (OR 47) is the major north-south transportation route through the city. Main St/Meadow Lake Rd/Hendricks Rd is the major east-west transit route in the city (see Figure CA-2).

Seismic lifeline routes help maintain transportation facilities for public safety and resilience in the case of natural disasters. Following a major earthquake, it is important for response and recovery agencies to know which roadways are most prepared for a major seismic event. The Oregon Department of Transportation has identified lifeline routes to provide a secure lifeline network of streets, highways, and bridges to facilitate emergency services response after a disaster.<sup>8</sup>

System connectivity and key geographical features were used to identify a three-tiered seismic lifeline system. Routes identified as Tier 1 are considered the most significant and necessary to ensure a functioning statewide transportation network. The Tier 2 system provides additional connectivity to the Tier 1 system, it allows for direct access to more locations and increased traffic volume capacity. The Tier 3 lifeline routes provide additional connectivity to the systems provided by Tiers 1 and 2.

The Lifeline Routes in Carlton:

- Tier I: None
- Tier II: None
- Tier III: None

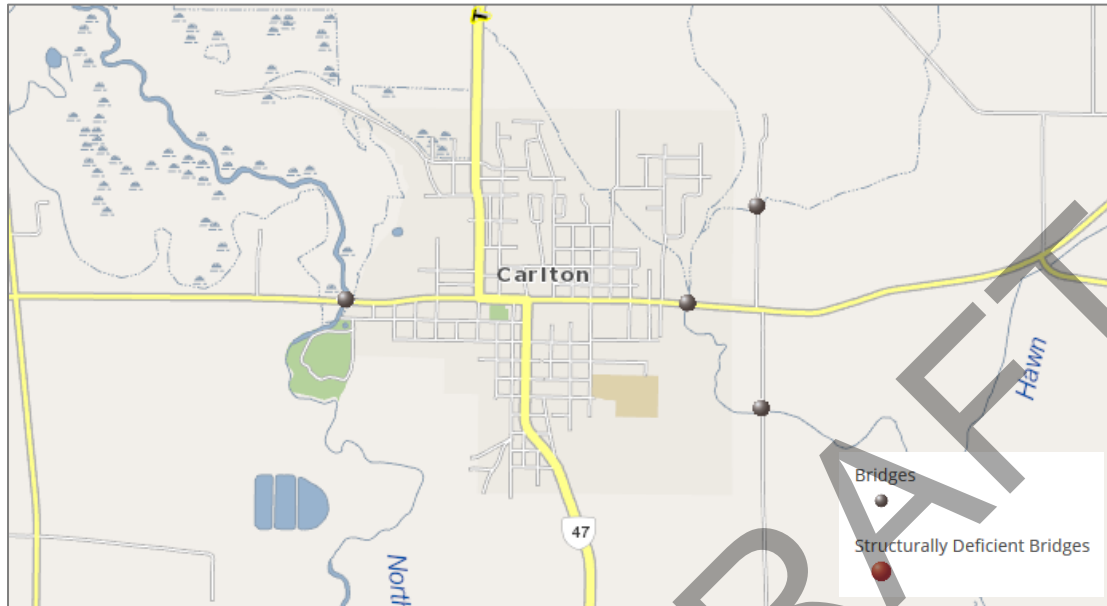
### Bridges

Because of earthquake risk, the seismic vulnerability of the county's bridges is an important issue. Non-functional bridges can disrupt emergency operations, sever lifelines, and disrupt local and freight traffic. These disruptions may exacerbate local economic losses if industries are unable to transport goods. Bridges within the city that are critical or essential include:

- North Yamhill River, Meadow Lake Rd (ODOT 20066)
- Hawn Creek, Hendricks Rd (ODOT 11594A)

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<sup>8</sup> Oregon Department of Transportation. Oregon Seismic Lifeline Evaluation Vulnerability Synthesis Identification, *Oregon Seismic Lifeline Routes*, May 15 2012. Page 6-4 figure 6-1. Accessed September 12, 2019.

**Figure CA-3 Oregon Bridges and Structurally Deficient Bridges**

Source: Oregon Department of Transportation, ODOT TransGIS, accessed April 29, 2020

### Utility Lifelines

Utility lifelines are the resources that the public relies on daily such as, electricity, fuel and communication lines. If these lines fail or are disrupted, the essential functions of the community can become severely impaired. Utility lifelines are closely related to physical infrastructures, like dams and power plants, as they transmit the power generated from these facilities.

Generally, the network of electricity transmission lines running throughout the city is operated by Portland General Electric.<sup>9</sup> The Williams Gas Pipeline provides natural gas that is delivered to customers in the city by Northwest Natural Gas. These lines may be vulnerable as infrequent natural hazards, like earthquakes, could disrupt service to natural gas consumers across the region.

The city water and wastewater systems include the following:

- Panther Creek Reservoir (8 miles west of the city on Panther Creek)
- Water treatment plant (21511 NW Panther Creek Road)
- Two water storage tanks (1.38 MG, 1 mile west of the city)
- Lift station 1 (Howe) and Lift station 2 (Hahn)
- Approx. 47,000 feet transmission pipes
- Approx. 63,000 feet of distribution pipes
- 3 Sewer treatment lagoons (1 mile west of the city)
- Pump stations

<sup>9</sup> Allan, Stuart et. al., Atlas of Oregon. Pg. 102.



## Environmental Assets/Parks:

Environmental assets are those parks, green spaces, wetlands, and rivers that provide an aesthetic, and functional ecosystem services for the community include: Ladd Park, Wennerberg Park (Disc Golf), and Hawn Creek Park.

## Vulnerable Populations:

Vulnerable populations, including seniors, disabled citizens, women, and children, as well those people living in poverty, often experience the impacts of natural hazards and disasters more acutely. Populations that have special needs or require special consideration include:

### Child Care Facilities

Yamhill Carlton Together Cares Learning for Life Preschool  
Yamhill Carlton Child Development Center

### Adult Care Facilities

None

## Cultural and Historic Assets

The cultural and historic heritage of a community is more than just tourist charm. For families that have lived in the city for generations and new resident alike, it is the unique places, stories, and annual events that make Carlton an appealing place to live. The cultural and historic assets are both intangible benefits and obvious quality-of-life- enhancing amenities. Because of their role in defining and supporting the community, protecting these resources from the impact of disasters is important. The following historic resources can be found in the City of Carlton:

Carlton State Bank and Savings Building (NW corner of Main and Pine)  
Westerlook Farm (Charles Ladd Estate)  
Wennerberg Wooden Barn (SW corner of Park and Taft)  
Brooks Hotel and theater building (116 W Main Street)  
Carlton Elementary school (229 E Monroe Street)  
Southern Pacific Railroad Depot (120 N Pine Street)  
Carlton Grain Elevator (168 S Pine Street)

## Hazard Characteristics

### Drought

The steering committee determined that the City's probability for drought is **high**, and that their vulnerability to drought is **low**.

Volume I, Section 2 describes the characteristics of drought hazards, history, as well as the location, extent, and probability of a potential event. Due to the climate of Yamhill County, past, and present weather conditions have shown an increasing potential for drought.

The City's primary water source is from Panther Creek Reservoir and Panther Creek. The City also has a water right permit for a potential source on Fall Creek and from the Willamette

River via the Yamhill Regional Water Authority (although infrastructure is not yet developed to access this source).

The city has one water reservoir (Panther Creek Reservoir) that holds 66-acre feet. The city's water treatment plant (ca. 2002) has the capacity of to treat 1.2 million gallons per day (MGD). The city has two storage tanks that hold a combined 1.38 million gallons (MG) that are located one mile west of the city. The city has approximately 63,000 feet of distribution pipes and 47,000 feet of transmission pipes. The City has adequate capacity for existing needs.

#### Vulnerability Assessment

Due to insufficient data and resources, Carlton is currently unable to perform a quantitative risk assessment, or exposure analysis, for this hazard. State-wide droughts have historically occurred in Oregon, and as it is a region-wide phenomenon, all residents are equally at risk. Structural damage from drought is not expected; rather the risks apply to humans and resources. Industries important to the City of Carlton's local economy such as agriculture, and timber have historically been affected, and any future droughts would have tangible economic and potentially human impacts.

#### Mitigation Activities

The City engages in water conservation measures including water line leak detection and repair, replacement of deteriorating pipe (including major transmission and distribution line improvements in 2015), and replacement/repair of older and under-registering water meters and reducing dead end lines in order to increase water circulation throughout the system.

#### Carlton Codes Pertaining to Droughts

The following Carlton codes, plans, and policies pertain to droughts:

1. Carlton Comprehensive Plan, "Water Resources" and "Natural Hazards".
2. Carlton provides water conservation tips to residents that include voluntary measures individuals and households can take to increase conservation of water during times of low water availability.
3. The City has a Water Management and Conservation Plan.

*Please review Volume I, Section 2 for additional information on this hazard.*

### Earthquake (Cascadia Subduction Zone)

The steering committee determined that the City's probability for a Cascadia Subduction Zone (CSZ) earthquake is **moderate** and that their vulnerability to a CSZ earthquake is **high**.

Volume I, Section 2 describes the characteristics of earthquake hazards, history, as well as the location, extent, and probability of a potential event. Generally, an event that affects the County is likely to affect Carlton as well. The causes, and characteristics of an earthquake event are appropriately described within the Volume I, Section 2 as well as the location, and extent of potential hazards. Previous occurrences are well documented within Volume I, Section 2, and the community impacts described by the County would generally be the same for Carlton as well.

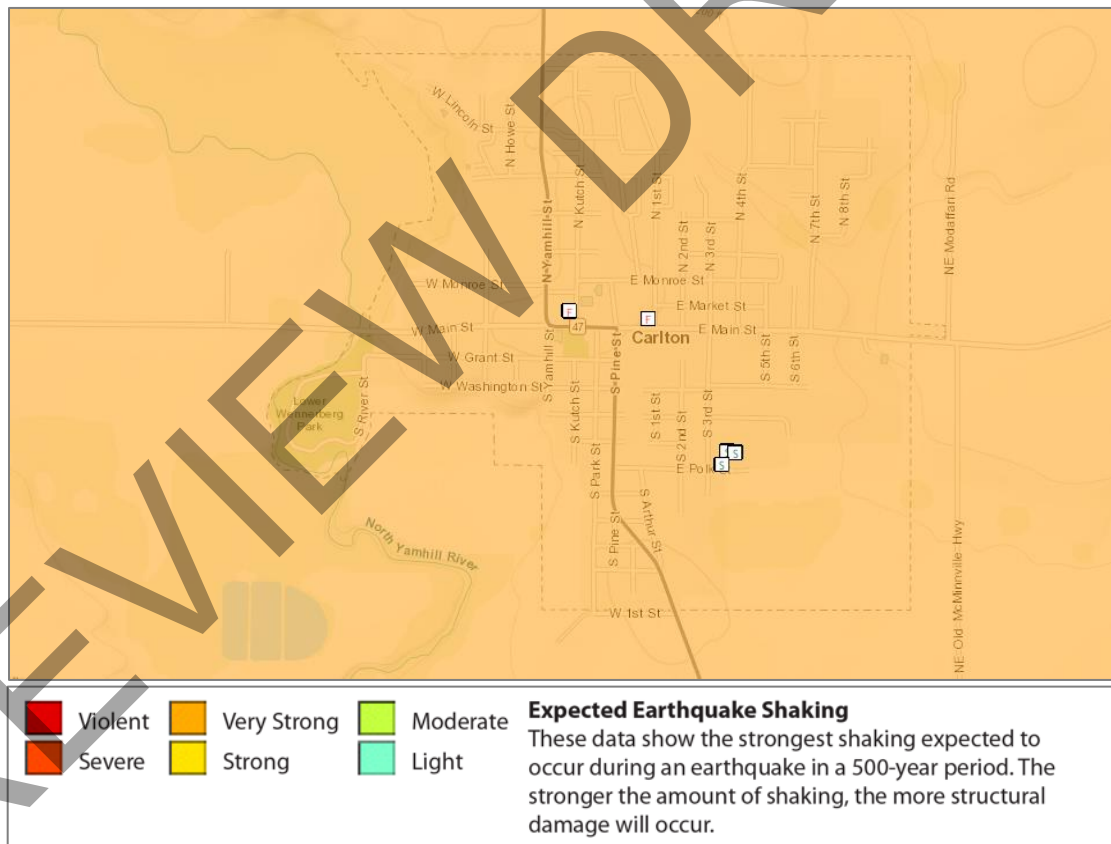
Within the Northern Willamette Valley are that includes Yamhill County, two potential faults and/or zones can generate high-magnitude earthquakes. These include the Cascadia Subduction Zone and the Gales Creek-Newberg-Mt. Angel Structural Zone (including the Newberg Fault).

### Cascadia Subduction Zone

The Cascadia Subduction Zone is a 680-mile-long zone of active tectonic convergence where oceanic crust of the Juan de Fuca Plate is subducting beneath the North American continent at a rate of 4 cm per year. Scientists have found evidence that 11 large, tsunami-producing earthquakes have occurred off the Pacific Northwest coast in the past 6,000 years. These earthquakes took place roughly between 300 and 5,400 years ago with an average occurrence interval of about 510 years. The most recent of these large earthquakes took place in approximately 1700 A.D.<sup>10</sup>

Figure CA-4 displays relative shaking hazards from a Cascadia Subduction Zone earthquake event. As shown in the figure, the City is expected to experience very strong (orange) shaking in a CSZ event.

**Figure CA-4 Cascadia Subduction Zone Expected Shaking**



Source: [Oregon HazVu: Statewide Geohazards Viewer \(DOGAMI\)](#)

Note: To view detail click the link above to access Oregon HazVu.

<sup>10</sup> The Cascadia Region Earthquake Workgroup, 2005. Cascadia Subduction Zone Earthquakes: A magnitude 9.0 earthquake scenario. <http://www.crew.org/PDFs/CREWSubductionZoneSmall.pdf>

The city's proximity to the Cascadia Subduction Zone, potential slope instability, and the prevalence of certain soils subject to liquefaction, and amplification combine to give the City a high-risk profile. Due to the expected pattern of damage resulting from a CSZ event, the Oregon Resilience Plan divides the State into four distinct zones, and places Carlton within the "Valley Zone" (Valley Zone, from the summit of the Coast Range to the summit of the Cascades). Within the Northwest Oregon region, damage, and shaking is expected to be strong, and widespread - an event will be disruptive to daily life, and commerce, and the main priority is expected to be restoring services to business, and residents.

## Earthquake (Crustal)

The steering committee determined that the City's probability for a crustal earthquake is **low** and that their vulnerability to crustal earthquake is **moderate**.

Volume I, Section 2 describes the characteristics of earthquake hazards, history (see below), as well as the location, extent, and probability of a potential event. Generally, an event that affects the County is likely to affect Carlton as well. The causes, and characteristics of an earthquake event are appropriately described within Volume I, Section 2 as well as the location, and extent of potential hazards. Previous occurrences are well-documented within Volume I, Section 2, and the community impacts described by the County would generally be the same for Carlton as well.

**Error! Reference source not found.** shows a generalized geologic map of the Carlton area that includes the areas for potential regional active faults, earthquake history (1971-2008), and soft soils (liquefaction) hazard. The figure shows the areas of greatest concern within the City limits as red (High liquefaction hazard). The inset map shows the county including the Newberg Fault and hazard history.

### Vulnerability Assessment (subduction zone and crustal)

Due to insufficient data and resources, Carlton is currently unable to perform a quantitative risk assessment for this hazard. The western portion of Yamhill County is likely to experience higher levels of shaking than the eastern portion, as a result of its proximity to the Cascadia Subduction Zone.

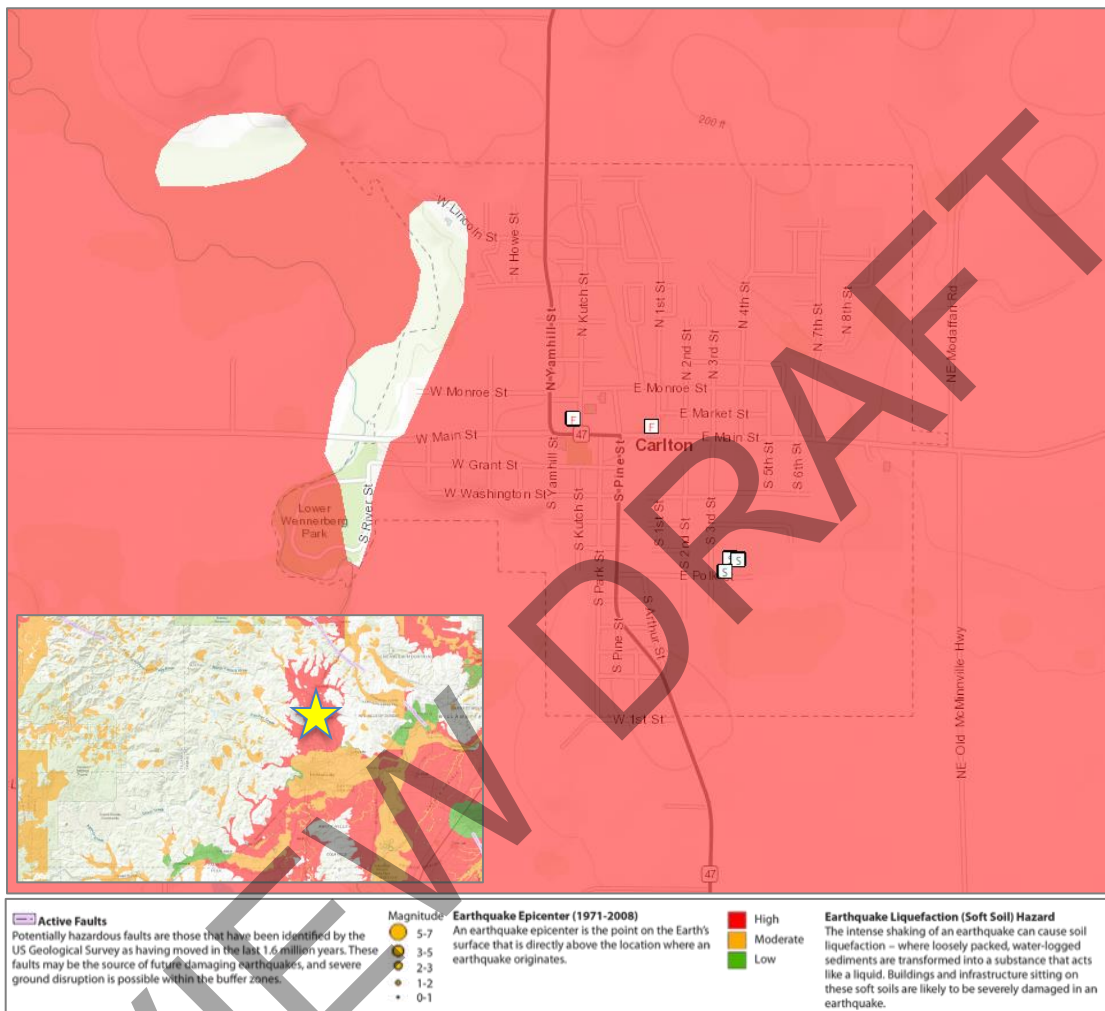
The City of Carlton is in the north-central portion of Yamhill County, in a region likely to experience strong shaking should a subduction zone or significant crustal earthquake occur. This rating represents the peak acceleration of the ground caused by the earthquake, and for a strong designation corresponds to 9-20 percent of the acceleration of gravity. The City is also in an area prone to liquefaction (soft soils) during either a subductions zone or crustal earthquake event. Carlton is located more distant from crustal earthquake faults (the closest is the Newberg fault approximately 10 miles to the east) and has not experienced a damaging earthquake.

Ground movement is likely to cause damage to weak, unreinforced masonry buildings, and to induce small landslides along unstable slopes. As well as landslide, earthquakes can trigger other hazards such as dam failure and disruption of transportation and utility systems.

Panther Creek Reservoir and the city's water mains are vulnerable to seismic activity. The drainage basin above the dam is 3.19 square miles. There has been some erosion caused by tree removal activities by local landowners during the rainy season. There is a main 4.5

mile, 10-inch diameter transmission line to the city, and includes a 6-inch emergency connection to the McMinnville Water and Light main transmission line.

**Figure CA-5 Active Crustal Faults, Epicenters (1971-2008), and Soft Soils**



Source: [Oregon HazVu: Statewide Geohazards Viewer \(DOGAMI\)](#)

Note: To view detail click the link above to access Oregon HazVu.

Utility systems will be significantly damaged, including damaged buildings, and damage to utility infrastructure, including water treatment plants, and equipment at high voltage substations (especially 230 kV or higher which are more vulnerable than lower voltage substations). Buried pipe systems will suffer extensive damage with approximately one break per mile in soft soil areas. There would be a much lower rate of pipe breaks in other areas. Restoration of utility services will require substantial mutual aid from utilities outside of the affected area. Transportation systems (bridges, pipelines) are also likely to experience significant damage. There is a low probability that a major earthquake will result in failure of upstream dams.

Building codes were implemented in Oregon in the 1970s, however, stricter standards did not take effect until 1991 and early 2000s. As noted in the community characteristics section (Table CA-4), approximately 59% of residential buildings were built prior to 1990, which increases the City's vulnerability to the earthquake hazard. Information on specific



public buildings' (schools and public safety) estimated seismic resistance, determined by DOGAMI in 2007, is shown in Table CA-6; each "X" represents one building within that ranking category. Of the facilities evaluated by DOGAMI using their Rapid Visual Survey (RVS), none have a very high (100% chance) collapse potential, three buildings, two at Carlton Elementary School and the Carlton Fire Station, have a high (greater than 10% chance) collapse potential.

**Table CA-6 Rapid Visual Survey Scores**

Facility	Site ID*	Level of Collapse Potential			
		Low (<1%)	Moderate (>1%)	High (>10%)	Very High (100%)
<b>Schools</b>					
Carlton Elementary (420 S 3rd)	Yamh_sch02	X		X,X	
<b>Public Safety</b>					
Carlton Fire (209 N Kutch St)	Yamh_fir04			X	
Carlton Police/City Hall/EOC (191 E Main St)	Yamh_pol09	X			

Source: [DOGAMI 2007. Open File Report 0-07-02. Statewide Seismic Needs Assessment Using Rapid Visual Assessment.](#) "\*" – Site ID is referenced on the [RVS Yamhill County Map](#)

### Mitigation Activities

Earthquake mitigation activities listed here include current mitigation programs and activities that are being implemented by Carlton agencies or organizations.

A primary mitigation objective is to construct or upgrade critical and essential facilities and infrastructure to withstand future earthquake events. Seismic retrofit grant awards per the [Seismic Rehabilitation Grant Program](#)<sup>11</sup> are available via the Oregon Infrastructure Finance Authority.

### Carlton Codes Pertaining to Earthquakes

The following Carlton codes, plans, and policies pertain to earthquakes:

1. Carlton Comprehensive Plan, "Natural Hazards".
2. The City of Carlton enforces the [Oregon Building Code](#) which includes provisions for earthquakes.

*Please review Volume I, Section 2 for additional information on this hazard.*

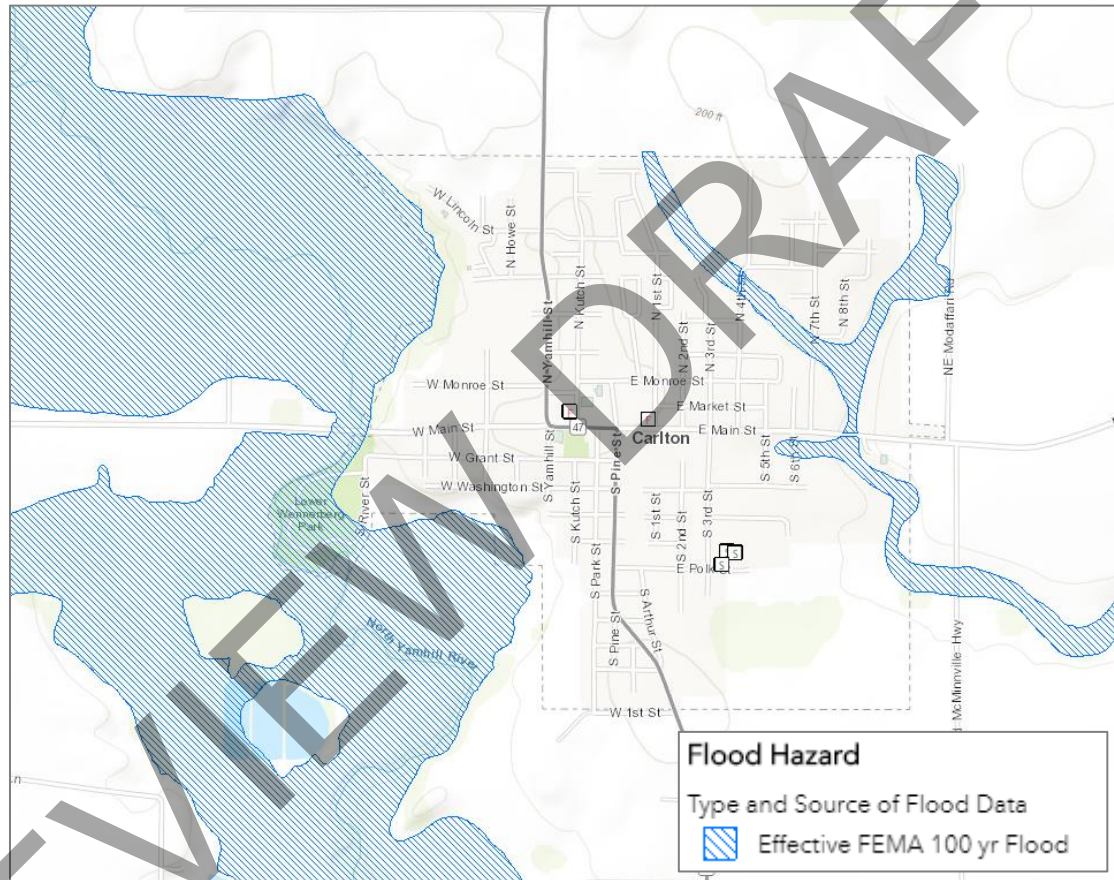
<sup>11</sup> The Seismic Rehabilitation Grant Program (SRGP) is a state of Oregon competitive grant program that provides funding for the seismic rehabilitation of critical public buildings, particularly public schools and emergency services facilities.

## Flood

The steering committee determined that the City's probability for flood is **high** and that their vulnerability to flood is **moderate**.

Volume I, Section 2 describes the characteristics of flood hazards, history, as well as the location, extent, and probability of a potential event. Portions of Carlton have areas of floodplains (special flood hazard areas, SFHA). These include areas include the North Yamhill River along the city's west boundary and the Hawn Creek in the northeast section of the city (Figure CA-6).

**Figure CA-6 Special Flood Hazard Area**



Source: [Oregon HazVu: Statewide Geohazards Viewer \(DOGAMI\)](#)

Note: To view detail click the link above to access Oregon HazVu.

For mitigation planning purposes, it is important to recognize that flood risk for a community is not limited only to areas of mapped floodplains. Other portions of Carlton outside of the mapped floodplains may also be at relatively high risk from over bank flooding from streams too small to be mapped by FEMA or from local storm water drainage.

Floods can have a devastating impact on almost every aspect of the community, including private property damage, public infrastructure damage, and economic loss from business interruption. It is important for the City to be aware of flooding impacts and assess its level of risk. The City has been proactive in mitigating flood hazards by purchasing floodplain property.

The economic losses due to business closures often total more than the initial property losses that result from flood events. Business owners, and their employees are significantly impacted by flood events. Direct damages from flooding are the most common impacts, but indirect damages, such as diminished clientele, can be just as debilitating to a business.

### Vulnerability Assessment

Due to insufficient data and resources, Carlton is currently unable to perform a quantitative risk assessment for this hazard. FEMA FIRMs were used to outline the 100-year and 500-year floodplains for the City of Carlton. The 100-year floodplain delineates an area of high risk, while the 500-year floodplain delineates an area of moderate risk. Most special flood hazard areas are within agricultural or open space use. Commercial development is generally located in the center of Carlton and is outside the special flood hazard area. The city's sewage lagoons are in an area susceptible to flooding from the North Yamhill River. A few residential properties to the east are susceptible to flooding of under one-foot flooding from Hawn Creek. Additionally, the city's water supply at Panther Creek Reservoir is within a special flood hazard area.

### National Flood Insurance Program (NFIP)

FEMA's Flood Insurance Study (FIS), and Flood Insurance Rate Maps (FIRMs) are effective as of March 2, 2010. Table CA-7 shows that as of August 2019, Carlton has one (1) National Flood Insurance Program (NFIP) policies in force for a single-family residential property built after the initial FIRMs. The city has never had a Community Assistance Visit (CAV) and does not participate in the Community Rating System (CRS). There have been no paid flood insurance claims. The City complies with the NFIP through enforcement of their flood damage prevention ordinance and their floodplain management program.

The Community Repetitive Loss record for Carlton identifies no Repetitive Loss Properties<sup>12</sup> or Severe Repetitive Loss Properties<sup>13</sup>.

### Mitigation Activities

Flood mitigation activities listed here include current mitigation programs and activities that are being implemented by Carlton agencies or organizations.

### Carlton Codes Pertaining to Flooding

The following Carlton codes, plans, and policies pertain to flooding:

1. Carlton Comprehensive Plan, "Natural Hazards".

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<sup>12</sup> A Repetitive Loss (RL) property is any insurable building for which two or more claims of more than \$1,000 were paid by the National Flood Insurance Program (NFIP) within any rolling ten-year period, since 1978. A RL property may or may not be currently insured by the NFIP.

<sup>13</sup> A Severe Repetitive Loss (SRL) property is a single family property (consisting of 1 to 4 residences) that is covered under flood insurance by the NFIP, and has incurred flood-related damage for which 4 or more separate claims payments have been paid under flood insurance coverage, with the amount of each claim payment exceeding \$5,000, and with cumulative amount of such claims payments exceeding \$20,000; or for which at least 2 separate claims payments have been made with the cumulative amount of such claims exceeding the reported value of the property.

2. Carlton Development Code Chapter 17.56 *Floodplain Management Overlay Zone*. This portion of the Community Development Code implements the Goal 7 policies of the Comprehensive Plan and regulates development within the floodplain.

**Table CA-7 Flood Insurance Detail**

	Yamhill County	Carlton
Effective FIRM and FIS	3/2/2010	3/2/2010
Initial FIRM Date	-	6/30/1976
Total Policies	446	1
Pre-FIRM Policies	153	0
<b>Policies by Building Type</b>		
Single Family	401	1
2 to 4 Family	14	0
Other Residential	10	0
Non-Residential	21	0
Minus Rated A Zone	72	0
Insurance in Force	\$100,617,300	\$350,000
Total Paid Claims	81	0
Pre-FIRM Claims Paid	68	0
Substantial Damage Claims	3	0
Total Paid Amount	\$1,166,076	\$0
Repetitive Loss Structures	4	0
Severe Repetitive Loss Properties	0	0
CRS Class Rating	-	NP
Last Community Assistance Visit	-	NA

Source: Information compiled by Department of Land Conservation, and Development, August 2019.

NP = Not Participating, NA = Not Applicable

*Please review Volume I, Section 2 for additional information on this hazard.*

## Landslide

The steering committee determined that the City's probability for landslide is **low** and that their vulnerability to landslide is **low**.

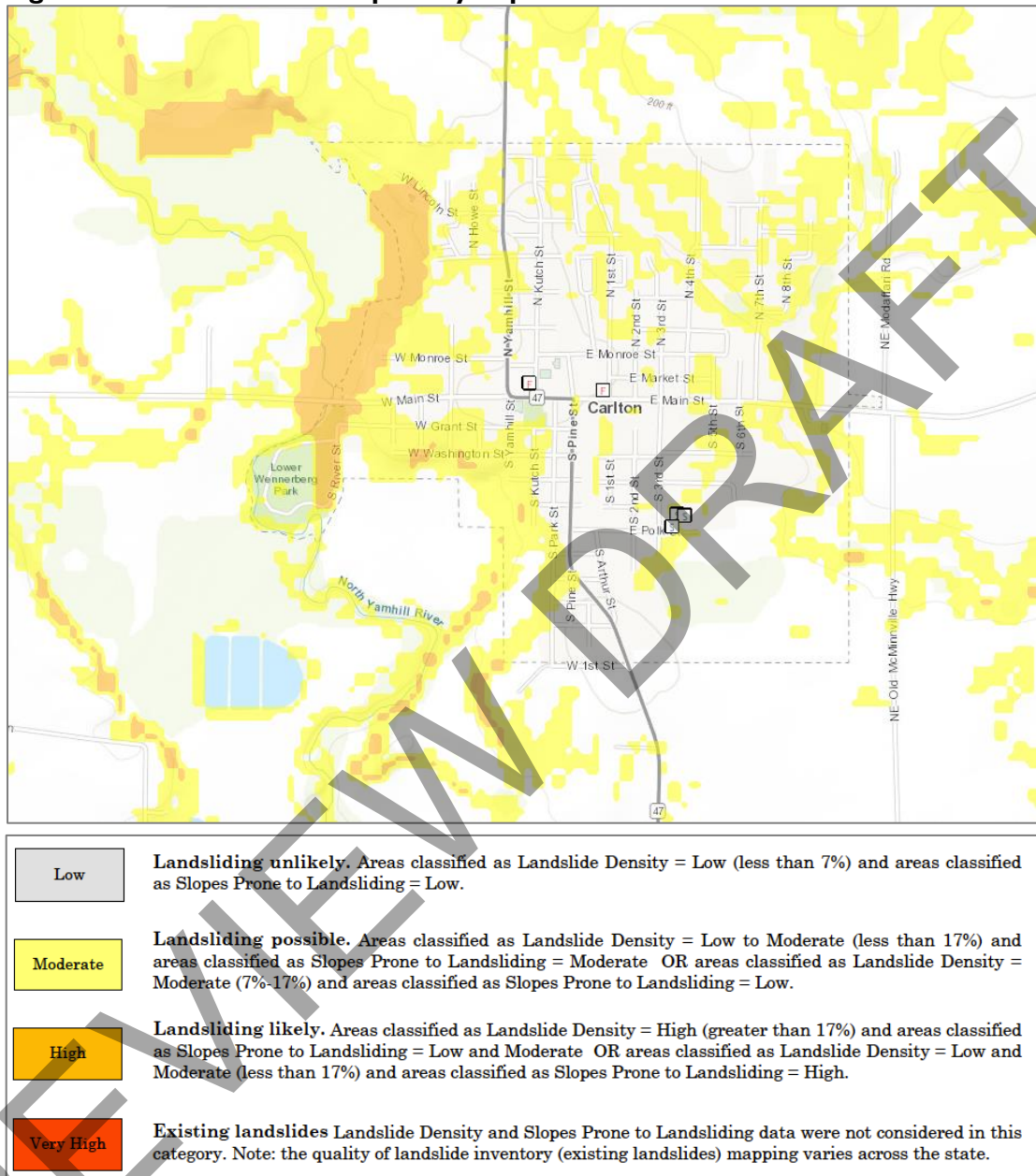
Volume I, Section 2 describes the characteristics of landslide hazards, history, as well as the location, extent, and probability of a potential event within the region.

Landslide susceptibility exposure for Carlton is shown in Figure CA-7. Approximately 5% of Carlton has very high or high, and approximately 33% moderate, landslide susceptibility exposure.<sup>14</sup> Within the City areas of higher landslide risk tend to be located adjacent to the North Yamhill River and Hawn Creek and indicate erosion potential. In general, the areas of greater risk are located outside of the city to the west. *Note that even if a jurisdiction has a*

<sup>14</sup> DOGAMI. [Open-File Report, O-16-02](#), *Landslide Susceptibility Overview Map of Oregon* (2016)

high percentage of area in a high or very high landslide exposure susceptibility zone, this does not mean there is a high risk, because risk is the intersection of hazard, and assets.

**Figure CA-7 Landslide Susceptibility Exposure**



Source: [Oregon HazVu: Statewide Geohazards Viewer \(DOGAMI\)](#)

Note: To view detail click the link above to access Oregon HazVu

Potential landslide-related impacts are adequately described within Volume I, Section 2, and include infrastructure damages, economic impacts (due to isolation, and/or arterial road closures), property damages, and obstruction to evacuation routes. Rain-induced landslides, and debris flows can potentially occur during any winter, and thoroughfares beyond City limits are susceptible to obstruction as well.



The most common type of landslides are slides caused by erosion. Slides move in contact with the underlying surface, are generally slow moving, and can be deep. Rainfall-initiated landslides tend to be smaller; while earthquake induced landslides may be quite large. All soil types can be affected by natural landslide triggering conditions.

#### Vulnerability Assessment

Due to insufficient data and resources, Carlton is currently unable to perform a quantitative risk assessment for this hazard. DOGAMI completed a statewide landslide susceptibility assessment in 2016 ([O-16-02](#)), general findings from that report are provided above and within Figure CA-7. Response and recovery efforts will likely vary from minor cleanup to more extensive utility system rebuilding. Utility disruptions are usually local and terrain dependent. Damages may require reestablishing electrical, communication, and gas pipeline connections occurring from specific breakage points. Initial debris clearing from emergency routes and high traffic areas may be required. Water and wastewater utilities may need treatment to quickly improve water quality by reducing excessive water turbidity and reestablishing waste disposal capability.

#### Mitigation Activities

Landslide mitigation activities listed here include current mitigation programs and activities that are being implemented by the City of Carlton agencies or organizations.

#### City of Carlton Codes Pertaining to Landslides

The following Carlton codes, plans, and policies pertain to landslides:

1. Carlton Comprehensive Plan, “Natural Hazards”.
2. The City of Carlton enforces the [Oregon Building Code](#) which includes provisions that address the potential of geologic hazards including landslides.

*Please review Volume I, Section 2 for additional information on this hazard.*

## Severe Weather

Severe weather can account for a variety of intense, and potentially damaging hazard events. These events include windstorms and winter storms. The following section describes the unique probability, and vulnerability of each identified weather hazard.

### **Windstorm**

The steering committee determined that the City’s probability for windstorm is **high** and that their vulnerability to windstorm is **moderate**.

Volume I, Section 2 describes the characteristics of windstorm hazards, history, as well as the location, extent, and probability of a potential event within the region. Because windstorms typically occur during winter months, they are sometimes accompanied by flooding and winter storms (ice, freezing rain, and very rarely, snow). Other severe weather events that may accompany windstorms, including thunderstorms, hail, lightning strikes, and tornadoes are generally negligible for Carlton.

Volume I, Section 2 describes the impacts caused by windstorms, including power outages, downed trees, heavy precipitation, building damages, and storm-related debris. Additionally, transportation, and economic disruptions result as well.

Damage from high winds generally has resulted in downed utility lines, and trees usually limited to several localized areas. Electrical power can be out anywhere from a few hours to several days. Outdoor signs have also suffered damage. If the high winds are accompanied by rain (which they often are), blowing leaves, and debris clog drainage-ways, which in turn may cause localized urban flooding.

*Please review Volume I, Section 2 for additional information on this hazard.*

### **Winter Storm (Snow/Ice)**

The steering committee determined that the City's probability for winter storm is **high** and that their vulnerability to winter storm is **high**.

Volume I, Section 2 describes the characteristics of winter storm hazards, history, as well as the location, extent, and probability of a potential event within the region. Severe winter storms can consist of rain, freezing rain, ice, snow, cold temperatures, and wind. They originate from troughs of low pressure offshore that ride along the jet stream during fall, winter, and early spring months. Severe winter storms affecting the City typically originate in the Gulf of Alaska or in the central Pacific Ocean. These storms are most common from November through March.

#### Vulnerability Assessment

Due to insufficient data and resources, Carlton is currently unable to perform a quantitative risk assessment, or exposure analysis, for the windstorm and winter storm hazards. All areas within the City of Carlton are equally at risk of a windstorm or winter storm event.

#### Mitigation Activities

The City works to mitigate problems regarding windstorm and winter storm issues when they arise. Mitigation activities listed here include current mitigation programs and activities that are being implemented by Carlton agencies or organizations.

- ODOT is responsible for sanding and de-icing state managed roads including: OR 47 within city limits.
- The City requires that all new utility lines, cables or wires, on new development be placed underground.
- The City via Yamhill County provides education on winter weather preparedness
- The City encourages property owners to trim hazard trees, and to maintain trees within public rights-of-way. Utility companies maintain trees along their utility easements.

#### City of Carlton Codes Pertaining to Windstorms and Winter Storms

The following Carlton codes, plans, and policies pertain to windstorms and winter storms:

1. The City of Carlton Development Code provides standards for public infrastructure and utilities, including design.
2. The City of Carlton enforces the [Oregon Building Code](#) which regulates building material requirements and includes provisions for windstorms and winter storms.

*Please review Volume I, Section 2 for additional information on this hazard.*

## Volcanic Event

The steering committee determined that the City's probability for a volcanic event is **low** and that their vulnerability to a volcanic event is **low**.

Volume I, Section 2 describes the characteristics of volcanic hazards, history, as well as the location, extent, and probability of a potential event within the region. Generally, an event that affects the Eastern portion of the County is likely to affect Carlton as well. Several volcanoes are located near Carlton, the closest of which are Mount Hood, Mount Adams, Mount Saint Helens, Mount Rainier, and the Three Sisters.

Due to Carlton's relative distance from volcanoes, the city is unlikely to experience the immediate effects that eruptions have on surrounding areas (i.e., mud and debris flows, or lahars). Although the City of Carlton is unlikely to experience lahars or lava flows, tephra (sand- sized or finer particles of volcanic rock that is ejected rapidly into the air from volcanic vents) drifts downwind from the explosions and can form a blanket-like deposit of ash. The eruption of Mount St. Helens in 1980, for example, coated the Willamette Valley with a fine layer of ash. If Mount Hood erupts, however, the city could experience a heavier coating of ash. Tephra is a public health threat, and can damage agriculture and transportation systems (i.e., aircraft and on- the-ground vehicles). Tephra can also clog drainage systems and create major debris management problems. Within Carlton, public health would be a primary concern, and keeping transportation routes open/accessible would be important as well.

### Vulnerability Assessment

Due to insufficient data and resources, Carlton is currently unable to perform a quantitative risk assessment, or exposure analysis, for this hazard.

### Mitigation Activities

The existing volcanic event hazard mitigation activities are conducted at the county, regional, state, and federal levels and are described in the Yamhill County NHMP.

### City of Carlton Codes Pertaining to Volcanic Events

The City does not have specific codes, plans, or policies that pertain to volcanic events:

*Please review Volume I, Section 2 for additional information on this hazard.*

## Wildfire

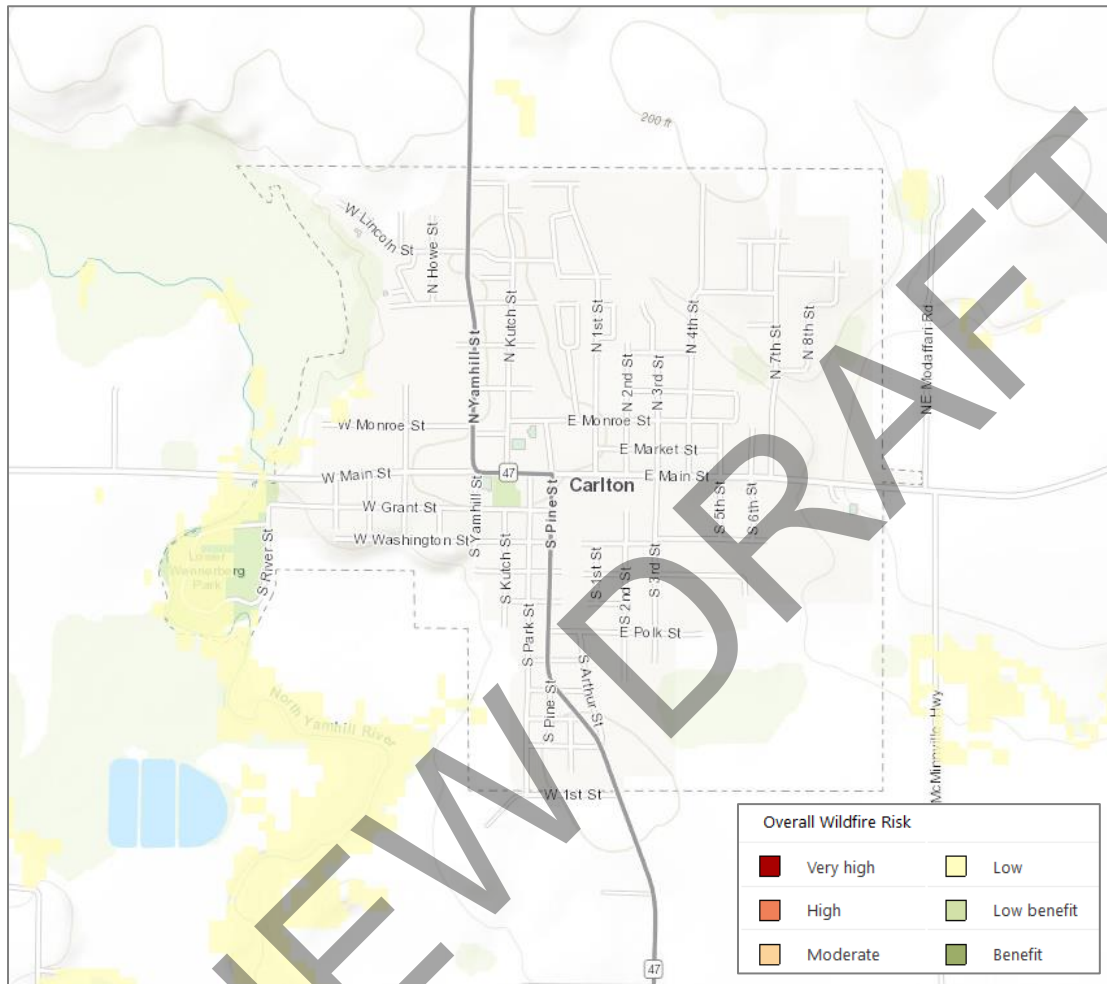
The steering committee determined that the City's probability for wildfire is **low** and that their vulnerability to wildfire is **low**.

The [Yamhill County Community Wildfire Protection Plan \(CWPP\)](#) was completed in August 2009 and revised in 2015. The CWPP is hereby incorporated into this NHMP addendum by reference, and it will serve as the wildfire section for this addendum.

Volume I, Section 2 describes the characteristics of wildland fire hazards, history, as well as the location, extent, and probability of a potential event within the region. The location, and extent of a wildland fire vary depending on fuel, topography, and weather conditions. Weather, and urbanization conditions are primarily at cause for the hazard level. Carlton has not experienced a wildfire within City limits. The city is surrounded by irrigated agricultural

land. However, some wooded areas are a concern in the case of a wildfire event. Figure CA-8 shows overall wildfire risk in Carlton.

**Figure CA-8 Overall Wildfire Risk**



Source: [Oregon Wildfire Risk Explorer](#), date accessed April 29, 2020.

There have been no wildfires in the City, however, several small wildfires have occurred west of the city in the regions near the city's water treatment plant and Panther Creek Reservoir. Wildland fires can be a problem in late summer to early fall and are usually caused by human activity (illegal brush burning, etc.).

The forested areas within, and surrounding Carlton are interface areas. These areas (outside of the city) are characterized by varying housing structures (often large houses on small lots, some with shake roofs), natural, and ornamental vegetation, and topography that may increase the risk for wildfire spreading (particularly to the north and northeast).

Most of the city has less severe (low to none) wildfire burn probability that includes expected flame lengths less than four feet under normal weather conditions.<sup>15</sup> However, conditions vary widely and with local topography, fuels, and local weather (including wind)

<sup>15</sup> [Oregon Wildfire Risk Explorer](#).

conditions. Under warm, dry, windy, and drought conditions expect higher likelihood of fire starts, higher intensity, more ember activity, and a more difficult to control wildfire that will include more fire effects and impacts.

Carlton's fire response is provided by Carlton Fire District. The CWPP assesses wildfire risk, maps wildland urban interface areas, and includes actions to mitigate wildfire risk (all identified actions are outside the city limits). However, several identified projects are located near the city or within the city's watershed including moderate priority defensible space projects at the BPA and PGE substations located to the west of the city, and a high priority survey/defensible space project for the Panther Creek Area near the city's water reservoir. The City will update the City's wildfire risk assessment if the CWPP presents better data during future updates (an action item is included to participate in future updates to the CWPP).

#### Vulnerability Assessment

Due to insufficient data and resources, Carlton is currently unable to perform a quantitative risk assessment for this hazard.

The potential community impacts, and vulnerabilities described in Volume 1, Section 2 are generally accurate for the City as well.

Property can be damaged or destroyed with one fire as structures, vegetation, and other flammables easily merge to become unpredictable, and hard to manage. Other factors that affect ability to effectively respond to a wildfire include access to the location, and to water, response time from the fire station, availability of personnel, and equipment, and weather (e.g., heat, low humidity, high winds, and drought).

Exposed infrastructure including wastewater main lines, major water lines, natural gas pipeline and fiber optic lines are buried, decreasing their vulnerability to damage from wildfire hazards. However, wildfire conditions could potentially limit or delay access for the purposes of operation or repair.

#### Mitigation Activities

The Carlton Fire District works to mitigate problems regarding wildfire issues when they arise. Wildfire mitigation activities listed here include current mitigation programs and activities that are being implemented by Carlton agencies or organizations.

#### City of Carlton Codes Pertaining to Wildfires

The following Carlton codes, plans, and policies pertain to wildfires:

1. The City of Carlton Development Code provides standards for public infrastructure and utilities, including design.
2. The City of Carlton enforces the [Oregon Building Code](#) which regulates building material requirements and includes provisions for fire.

Please review the [Yamhill County Community Wildfire Protection Plan \(CWPP\)](#) and Volume 1, Section 2 for additional information on this hazard.



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REVIEW DRAFT

## **ATTACHMENT A: ACTION ITEM FORMS**

Each action item has a corresponding action item worksheet describing the activity, identifying the rationale for the project, identifying potential ideas for implementation, and assigning coordinating and partner organizations. The action item worksheets can assist the community in pre-packaging potential projects for grant funding. The worksheet components are described below.

### **ALIGNMENT WITH EXISTING PLANS/POLICIES**

The City NHMP includes a range of action items that, when implemented, will reduce loss from hazard events in the City. Within the plan, FEMA requires the identification of existing programs that might be used to implement these action items. The City addresses statewide planning goals and legislative requirements through its comprehensive land use plan, capital improvements plan, mandated standards and building codes. To the extent possible, the City will work to incorporate the recommended mitigation action items into existing programs and procedures. Each action item identifies related existing plans and policies.

### **STATUS/RATIONALE FOR PROPOSED ACTION ITEM**

Action items should be fact-based and tied directly to issues or needs identified throughout the planning process. Action items can be developed at any time during the planning process and can come from several sources, including participants in the planning process, noted deficiencies in local capability, or issues identified through the risk assessment. The rationale for proposed action items is based on the information documented in this addendum and within Volume I, Section 2. The worksheet provides information on the activities that have occurred since the previous plan for each action item.

### **IDEAS FOR IMPLEMENTATION**

The ideas for implementation offer a transition from theory to practice and serve as a starting point for this plan. This component of the action item is dynamic, since some ideas may prove to not be feasible, and new ideas may be added during the plan maintenance process. Ideas for implementation include such things as collaboration with relevant organizations, grant programs, tax incentives, human resources, education and outreach, research, and physical manipulation of buildings and infrastructure.

### **COORDINATING (LEAD) ORGANIZATION:**

The coordinating organization is the public agency with the regulatory responsibility to address natural hazards, or that is willing and able to organize resources, find appropriate funding, or oversee activity implementation, monitoring and evaluation.

### **INTERNAL AND EXTERNAL PARTNERS:**

The internal and external partner organizations listed in the Action Item Worksheets are potential partners recommended by the project steering committee but not necessarily

contacted during the development of the plan. The coordinating organization should contact the identified partner organizations to see if they are capable of and interested in participation. This initial contact is also to gain a commitment of time and/or resources toward completion of the action items.

Internal partner organizations are departments within the City or other participating jurisdiction that may be able to assist in the implementation of action items by providing relevant resources to the coordinating organization.

External partner organizations can assist the coordinating organization in implementing the action items in various functions and may include local, regional, state, or federal agencies, as well as local and regional public and private sector organizations.

**PLAN GOALS ADDRESSED:**

The plan goals addressed by each action item are identified as a means for monitoring and evaluating how well the mitigation plan is achieving its goals, following implementation.

**TIMELINE:**

All broad scale action items have been determined to be ongoing, as opposed to short (0 to 2 years), medium (2-5 years), or long (6 or more years). This is because the action items are broad ideas, and although actions may be implemented to address the broad ideas, the efforts should be ongoing.

**POTENTIAL FUNDING SOURCE**

Where possible potential funding sources have been identified. Example funding sources may include: Federal Hazard Mitigation Assistance programs, state funding sources such as the Oregon Seismic Rehabilitation Grant Program, or local funding sources such as capital improvement or general funds. An action item may include several potential funding sources.

**ESTIMATED COST**

A rough estimate of the cost for implementing each action item is included. Costs are shown in general categories showing low, medium, or high cost. The estimated cost for each category is outlined below:

Low - Less than \$50,000

Medium - \$50,000 – \$100,000

High - More than \$100,000

**Multi-Hazard #1**

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Develop, enhance, and implement public education and information materials concerning mitigation, preparedness and safety procedures for identified natural hazards.		Gopal 1, Goal 2, Goal 3, Goal 6, Goal 8	
<b>Alignment with Existing Plans/Policies:</b>			
Emergency Operations Plan, Community Wildfire Protection Plan			
<b>2020 Status/Rationale for Proposed Action Item:</b>			
<p>The natural hazard sections of the City's addendum (Volume II) to the Yamhill Co. NHMP and Yamhill County's risk assessment (Volume I, Section 2 and Volume III, Appendix C) identify vulnerable populations and property within the various identified hazard areas. Increasing public outreach to educate residents about their risk to natural hazards affecting their community as well as what to do in the event of a natural hazard will help decrease their vulnerability to natural hazards.</p> <p>The Disaster Mitigation Act of 2000 requires communities to identify how the community will continue to involve the public in the plan maintenance process [201.6(c)(4)(iii)]. Educating landowners on how to mitigate the effects of natural hazards helps keep the public informed of what is being done with the plan, how the City is working to mitigate its risk to natural hazards, and allows for feedback and suggestions from the public for improving, updating, and maintaining the plan.</p>			
<b>Ideas for Implementation:</b>			
<p>Distribution of natural hazard information describing dangers and evacuation routes for visitors to Carlton and continued educational outreach for residents and business owners.</p> <p>Update brochures with new information provided as part of reports provided by DOGAMI, ODF, DLCD, and FEMA (among others).</p> <p>Identify and use existing mechanisms for public outreach (e.g., SWCD, NRCS, watershed councils, OSU Extension, etc.).</p>			
<b>Coordinating Organization:</b>		Planning	
<b>Internal Partners:</b>		<b>External Partners:</b>	
Public Works, Fire District, Police, School District, Administration		DOGAMI, DLCD, FEMA, ODF	
<b>Potential Funding Sources:</b>		<b>Estimated cost:</b>	<b>Timeline:</b>
General fund, grants		Low	<input type="checkbox"/> Short (0-2 years) <input type="checkbox"/> Medium (2-5 years) <input type="checkbox"/> Long (6+ years) <input checked="" type="checkbox"/> Ongoing
<b>Form Submitted by:</b>	2019-20 NHMP Steering Committee		
<b>Priority:</b>	High		

**Multi-Hazard #2**

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Cross reference and incorporate mitigation planning provisions into all community planning processes such as comprehensive, capital improvement, land use, transportation plans, etc to demonstrate multi-benefit considerations and facilitate using multiple funding source consideration.		Goal 1, Goal 4, Goal 5, Goal 6, Goal 7, Goal 8	
<b>Alignment with Existing Plans/Policies:</b>			
Comprehensive Plan, Development Code, Building Code			
<b>2020 Status/Rationale for Proposed Action Item:</b>			
<p>Comprehensive plans provide the framework for the physical design of a community. They shape overall growth and development while addressing economic, environmental and social issues. Oregon's statewide goals are accomplished through local comprehensive plans. State Law requires local governments to adopt a comprehensive plan and the zoning and land-division ordinances needed to put the plan into action.</p> <p>Integration of NHMPs into comprehensive plans and other plans will help to reduce a community's vulnerability to natural hazards, support in mitigation activities, help to increase the speed in which action items are implemented and therefore the speed in which communities recover from natural disasters.</p> <p>Integration of NHMPs into local plans gives the action items identified in the NHMP legal status for guiding local decision-making regarding land use and/ or capital expenditures. .</p>			
<b>Ideas for Implementation:</b>			
<p>Conduct a policy crosswalk of the NHMP, the comprehensive plan, and other planning documents, to identify areas of possible integration.</p> <p>Integrate natural hazards information and policies into the comprehensive plan and other plans.</p> <p>Engage in collaborative planning and integration.</p> <p>Coordinate future NHMP and comprehensive plan reviews and updates.</p>			
<b>Coordinating Organization:</b>		Planning	
<b>Internal Partners:</b>		<b>External Partners:</b>	
Public Works, Administration		DLCD	
<b>Potential Funding Sources:</b>		<b>Estimated cost:</b>	<b>Timeline:</b>
General fund, utility rates		Medium	<input type="checkbox"/> Short (0-2 years) <input checked="" type="checkbox"/> Medium (2-5 years) <input type="checkbox"/> Long (6+ years) <input type="checkbox"/> Ongoing
<b>Form Submitted by:</b>	2019-20 NHMP Steering Committee		
<b>Priority:</b>	High		



**Earthquake #1**

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Seismically retrofit (structural and nonstructural) identified high risk critical facilities and infrastructure to meet life safety standards in order to continue operations post-earthquake.		Goal 2, Goal 3, Goal 4, Goal 6, Goal 7, Goal 8	
<b>Alignment with Existing Plans/Policies:</b>			
<b>2020 Status/Rationale for Proposed Action Item:</b>			
Currently, all new facilities must comply with and meet seismic standards. If someone moves into an old building, they must upgrade to current standards. DOGAMI did a windshield survey of schools, fire stations, police, and city halls (2007 RVS). The focus was on action of existing buildings and information was shared with participants.			
<b>Ideas for Implementation:</b>			
Provide information to government building and school facility managers and teachers on nonstructural mitigation techniques including: securing bookcases, filing cabinets, light fixtures, and other objects that can cause injuries and block exits; Encourage facility managers, business owners, and teachers to refer to FEMA's practical guidebook: Reducing the Risks of Nonstructural Earthquake Damage; Encourage homeowners and renters to use Is Your Home Protected from Earthquake Disaster? A Homeowner's Guide to Earthquake Retrofit (IBHS) for economic and efficient mitigation techniques; Use the FEMA 154 seismic evaluations generated by DOGAMI to prioritize critical and essential buildings for upgrades; Explore partnerships to provide retrofitting classes for homeowners, renters, building professionals, and contractors; and Target development located in potential fault zones or in unstable soils for intensive education and retrofitting resources.			
<b>Coordinating Organization:</b>		Administration	
<b>Internal Partners:</b>		<b>External Partners:</b>	
Public Works, Planning, City Engineer		DOGAMI, School District, Fire District	
<b>Potential Funding Sources:</b>		<b>Estimated cost:</b>	<b>Timeline:</b>
General funds, utility fees, grants (SRGP, HMA)		High	<input type="checkbox"/> Short (0-2 years) <input type="checkbox"/> Medium (2-5 years) <input checked="" type="checkbox"/> Long (6+ years) <input type="checkbox"/> Ongoing
<b>Form Submitted by:</b>	2019-20 NHMP Steering Committee		
<b>Priority:</b>	High		

**Flood #3**

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Provide flood protection to mitigate damage and contamination of wastewater treatment systems.		Goal 1, Goal 3, Goal 4, Goal 6, Goal 8	
<b>Alignment with Existing Plans/Policies:</b>			
Sewer Master Plan			
<b>2020 Status/Rationale for Proposed Action Item:</b>			
The Disaster Mitigation Act of 2000 requires communities to identify actions and projects that reduce the effects of hazards on the community [201.6(c)(3)(ii)]. Mitigating flood impacts to the wastewater treatment system will allow for continuous operation during a flood event and decrease interruptions during and after a hazard event.			
<b>Ideas for Implementation:</b>			
Implement improvements identified in the Sewer Master Plan.			
<b>Coordinating Organization:</b>		Public Works	
<b>Internal Partners:</b>		<b>External Partners:</b>	
Planning			
<b>Potential Funding Sources:</b>		<b>Estimated cost:</b>	<b>Timeline:</b>
General funds, HMA, utility fees		High	<input type="checkbox"/> Short (0-2 years) <input type="checkbox"/> Medium (2-5 years) <input checked="" type="checkbox"/> Long (6+ years) <input type="checkbox"/> Ongoing
<b>Form Submitted by:</b>	2019-20 NHMP Steering Committee		
<b>Priority:</b>	High		

**Severe Weather #1**

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Develop and implement programs to coordinate maintenance and mitigation activities to reduce risk to public infrastructure from severe winter storms.		Goal 2, Goal 3, Goal 4, Goal 6, Goal 8	
<b>Alignment with Existing Plans/Policies:</b>			
<b>2020 Status/Rationale for Proposed Action Item:</b>			
Currently, all new facilities and infrastructure must comply with development standards including undergrounding. The Disaster Mitigation Act of 2000 requires communities to identify actions and projects that reduce the effects of hazards on the community [201.6(c)(3)(ii)]. Reducing risk to public infrastructure will decrease service interruptions during and after a hazard event.			
<b>Ideas for Implementation:</b>			
Develop, implement, and maintain partnership with electric utilities to underground existing utilities where and when possible. Mitigate impacts to public infrastructure snow, ice, wind, and rain events. Consider possible incentives. Develop a tree clearing program to mitigate related threats to infrastructure, people, and property.			
<b>Coordinating Organization:</b>		Public Works	
<b>Internal Partners:</b>		<b>External Partners:</b>	
Planning, Administration		Oregon Energy Trust, Pacific Power, ODOT	
<b>Potential Funding Sources:</b>		<b>Estimated cost:</b>	<b>Timeline:</b>
General funds, utility fees		Medium	<input type="checkbox"/> Short (0-2 years) <input type="checkbox"/> Medium (2-5 years) <input type="checkbox"/> Long (6+ years) <input checked="" type="checkbox"/> Ongoing
<b>Form Submitted by:</b>	2019-20 NHMP Steering Committee		
<b>Priority:</b>	High		

**Wildfire #1**

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Coordinate wildfire mitigation action items through the Yamhill County Community Wildfire Protection Plan.		Goal 1, Goal 2, Goal 3, Goal 4, Goal 5, Goal 6, Goal 7, Goal 8	
<b>Alignment with Existing Plans/Policies:</b>			
Yamhill County Community Wildfire Protection Plan			
<b>2020 Status/Rationale for Proposed Action Item:</b>			
The wildfire mitigation action items provide direction on specific activities that organizations and residents in Carlton can take to reduce wildfire hazards.			
<b>Ideas for Implementation:</b>			
Implement high and medium priority projects including defensible space and fuels reduction projects identified in the CWPP.			
<b>Coordinating Organization:</b>	Carlton Fire District		
<b>Internal Partners:</b>	<b>External Partners:</b>		
Planning	ODF		
<b>Potential Funding Sources:</b>	<b>Estimated cost:</b>	<b>Timeline:</b>	
General fund, ODF grants	Medium	<input type="checkbox"/> Short (0-2 years) <input type="checkbox"/> Medium (2-5 years) <input type="checkbox"/> Long (6+ years) <input checked="" type="checkbox"/> Ongoing	
<b>Form Submitted by:</b>	2019-20 NHMP Steering Committee		
<b>Priority:</b>	High		

## **ATTACHMENT B: PUBLIC INVOLVEMENT SUMMARY**

Members of the steering committee provided edits and updates to the NHMP prior to the public review period as reflected in the final document.

To provide the public information regarding the draft NHMP addendum, and provide an opportunity for comment, an announcement (see text below) was announced on the city's website and an email contact was provided for public comment.

During the public review period there were **no** comments provided.

**To be updated after review.**

REVIEW DRAFT



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REVIEW DRAFT

191 E. Main St.  
Carlton, OR 97111



Phone (503) 852-7575  
FAX (503) 852-7761

## Memorandum

**To:** The Mayor and Members of the City Council  
**From:** Chief of Police, Kevin Martinez  
**Subject:** Vehicle Declaration as Surplus Property  
**Date:** July 15, 2020

## Recommended Motion

It is MOVED that the City Council accept and authorize the Mayor to sign the attached surplus IGA with the Oregon Surplus Department for the sale of surplus equipment and declare the Police 2006 and 2007 vehicles as surplus.

## Background

This IGA is and has been, an ongoing IGA between the City of Carlton and the Oregon State Surplus Department.

### Police Vehicles to be Surplused

1. 2006 Ford Crown Victoria (VIN #2FAFP71W96X124043, License plate # E235587
  2. 2007 Ford Crown Victoria (VIN #2FAFP71W77x111681, License # E237402.
- Both vehicles are unfit as a functional patrol vehicle due to their overall condition and age and it is recommended that they are declared as surplus property. The current condition of these vehicles does not allow for the safe use of these vehicles.

It is further recommended that the aforementioned vehicles be turned over to the Oregon State Surplus Department after the Carlton City Council declares these vehicles as surplus property to be sold, with a portion of the proceeds, as designated by the Oregon State Surplus Department's agreement, to be forwarded to the City of Carlton's vehicle replacement fund.

## Fiscal Impact

The proceeds from the sale will be used towards the first year's lease payment

## Attachments

IGA Oregon State Surplus Agreement

**INTERGOVERNMENTAL AGREEMENT BETWEEN  
THE STATE OF OREGON AND LOCAL CONTRACTING AGENCY  
FOR DISPOSAL OF SURPLUS PERSONAL PROPERTY, VEHICLES, HEAVY  
EQUIPMENT, TITLED TRAILERS & WATERCRAFT**

This Intergovernmental Agreement ( the “Agreement”) is made and entered into this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between the State of Oregon; Department of Administrative Services, ( the “State”) and \_\_\_\_\_ (the “ Local Contracting Agency ”) (collectively, the “Parties”) for the purpose of setting forth the terms and conditions for services to be provided by the State for the disposal of surplus Personal Property, Vehicles, Heavy Equipment, Titled Trailers and Watercraft owned or under the control of the Local Contracting Agency.

**RECITALS**

Pursuant to ORS 190.110 and ORS 279A.250 to ORS 279A.285 (the “Authorizing Statutes”) and rules adopted in accordance with the Authorizing Statutes, the State is authorized to enter into intergovernmental agreements with state agencies, local governments and special government bodies for the acquisition, distribution, utilization, disposal or sale of surplus personal property in accordance with federal and state laws.

The parties to this Agreement wish to enter into this Intergovernmental Agreement for the disposal of Surplus Property. In entering into this Agreement, the Parties understand and acknowledge that the Local Contracting Agency has no obligation to utilize any of the Services (as defined hereafter) provided by the State pursuant to the Agreement. Notwithstanding this understanding and acknowledgment, the Parties agree that any transaction with respect to the Services provided hereunder shall be governed by this Agreement.

The Parties agree as follows:

1. DEFINITIONS

- (a) “Administrative Fee” means the fee, calculated in accordance with the Administrative Fee Schedule attached hereto as Attachment A, which is charged to the Local Contracting Agency by the State for the disposal of a Property Item.
- (b) “Marketing Fee” means the fee charged to a Local Contracting Agency for the cost incurred by the State in connection with the marketing of a Property Item.
- (c) “Property Item” means Surplus Property of the Local Contracting Agency which the Local Contracting Agency requests the State to dispose of pursuant to this Agreement.
- (d) “Reserve Price” means the minimum Transaction Price that the Local Contracting Agency will accept for the sale of the Property Item.

- (e) “Service Fee” means the fee charged to the Local Contracting Agency to cover the cost of repairs, maintenance or other services expended on a Property Item, by or at the direction of the State, when such repairs, maintenance or services may, in the judgment of the State, be expected to increase the potential Transaction Price of a Property Item.
- (f) “Services” means the acquisition, distribution, utilization, disposal or sale of Surplus Property of the Local Contracting Agency by the State.
- (g) “Surplus Property” means surplus property owned or under the control of the Local Contracting Agency that is designated by the Local Contracting Agency to be disposed of by the State.
- (h) “Surplus Property List” means the inventory list of Property Items for disposal maintained by the State.
- (i) “Transaction” means the disposal of a Property Item or group of Property Items by the State for and on behalf of the Local Contracting Agency.
- (j) “Transaction Price” means the disposal price received for a Property Item.

## 2. SERVICES TO BE PROVIDED.

The State agrees to provide the Services to the Local Contracting Agency on the terms and conditions set forth in the Agreement.

## 3. TERM OF THE AGREEMENT.

- (a). The Term of the Agreement shall be for a period of five (5) years commencing on the date it has been signed by the Parties and received all approvals required by applicable law.
- (b). The Agreement may be terminated by the Parties as provided in Section 6 below.

## 4. COMPENSATION TO THE STATE.

- (a). In consideration for the performance of the Services, the Local Contracting Agency shall pay an Administrative Fee to the State for each Transaction. In addition, the State may also require the payment of a Service Fee and Marketing Fee under the circumstances described hereafter. Local Contracting Agency agrees to pay these fees as assessed by the State.
- (b). The State may charge a Service Fee to the Local Contracting Agency where, in the judgment of the State, the potential Transaction Price of the Property Item may be increased by the repairs, maintenance or services on the Property Item.
- (c). The State may charge a Marketing Fee under the circumstances set forth in Section 5 and Section 7 (c).

- (d). The amount due each of the Parties from the Transaction Price for the disposal of the Property Item shall be calculated as set forth hereafter:
- (1) First, the Administrative Fee shall be calculated and deducted from the Transaction Price and retained by the State.
  - (2) Second, if a Service Fee or Marketing Fee has also been incurred by the State in connection with the disposal of a Property Item, such fees will be deducted from the balance of the Transaction Price remaining after the deduction of the Administrative Fee. These fees shall also be retained by the State.
  - (3) The balance of the Transaction Price remaining after the deductions set forth in (1) and (2) above shall be remitted to the Local Contracting Agency within thirty (30) days of the receipt of the Transaction Price by the State.

#### 5. REMOVAL OF PROPERTY ITEM FROM SURPLUS PROPERTY LIST

The Local Contracting Agency may, at any time, remove a Property Item from the Surplus Property List by notifying the State in writing. Upon receipt of the notice, the State shall take all actions required to stop marketing efforts in progress for the specified Property Item. As a condition of the removal of the Property Item from the Surplus Property List under this Section, the Local Contracting Agency agrees to pay to the State, within thirty (30) days of receipt of an invoice, the greater of \$100 or the sum of the any Service Fee and Marketing Fee incurred by the State in connection with the Property Item.

#### 6. TERMINATION OF THE AGREEMENT

- (a) This Agreement may be terminated without liability or penalty, by either party, upon thirty (30) days written notice. No such termination shall prejudice any obligations or liabilities of either party already accrued prior to the effective date of termination.
- (b) The State may terminate this Agreement immediately without liability or penalty in the event funding sufficient to support the program is suspended, withdrawn, denied or terminated. The State shall have absolute discretion to determine the availability of sufficient funding, and may effect termination of this Agreement by delivery of written notice to the Local Contracting Agency.

#### 7. RESPONSIBILITY OF THE LOCAL CONTRACTING AGENCY

- (a) Local Contracting Agency understands and acknowledges that it is under no obligation to utilize the Services of the State.
- (b) In the event that the Local Contracting Agency wishes to utilize the Services provided by the State, it will follow the guidelines established by the State ([www.OregonSurplus.com](http://www.OregonSurplus.com) – see Local Government). The information submitted to the State shall contain true and correct information known or, which through due inquiry, reasonably should have been known, by the Local Contracting Agency.



- (c) The Local Contracting Agency may specify a Reserve Price for each Property Item. If the Local Contracting Agency chooses to specify a Reserve Price for a Property Item, it will provide the State with information to support the reasonableness of the requested Reserve Price. The Reserve Price will not be lowered without the agreement of the Local Contracting Agency. If the Local Contracting Agency chooses to specify a Reserve Price, the State may charge a Marketing Fee for any additional expense attributable to the marketing of the Property Item.
- (d) The Local Contracting Agency shall provide such additional information about the Property Item as may be requested by the State in order to provide the Services in an effective and efficient manner.
- (e) The Local Contracting Agency agrees to allow all Administrative Fees, Service Fees and Marketing Fees to be deducted from the Transaction Price in accordance with Section 4 prior to the final disbursement of the balance of the Transaction Price to the Local Contracting Agency.
- (f) Local Contracting Agency shall maintain such insurance as it may deem appropriate on each Property Item to be disposed of by the State pursuant to this Agreement. **The State hereby notifies the Local Contracting Agency that the State does not maintain insurance for the damage to or destruction of any Property Item.**
- (g) Removal of official agencies decals/stickers from vehicles.

8. REPRESENTATION AND WARRANTIES OF THE LOCAL CONTRACTING AGENCY AND AGREEMENT TO INDEMNIFY FOR BREACH

Local Contracting Agency hereby represents and warrants as follows:

- (a) that it is authorized by applicable statutes, administrative rules, ordinances, charter provisions, by-laws and or other applicable governing authority to enter into this Agreement and the Transactions contemplated by this Agreement.
- (b) that this Agreement, when executed and delivered, is a valid and binding obligation of the Local Contracting Agency that is enforceable in accordance with its terms;
- (c) that it owns or is lawfully in possession of the Surplus Property which it authorizes the State to sell in connection with the Services.
- (d) that the information provided to the State with respect to each Property Item is true and correct to the best of its knowledge.
- (e) that it will indemnify the State for any losses the State might suffer as a consequence of the breach of any of the representations and warranties set forth in Section 8 (a) through 8 (d) above.

9. RESPONSIBILITY OF THE STATE,

- (a) The State shall endeavor to use commercially reasonable efforts in providing the Services to the Local Contracting Agency.
- (b) The State will notify the Local Contracting Agency in writing at least thirty (30) days prior to any scheduled changes in services and or fees.
- (c) The State shall be obligated to transmit the proceeds of each Transaction to the Local Contracting Agency in accordance with the terms of the Agreement.
- (d) The State will take necessary actions to assist the Local Contracting Agency to become a subscriber to and user of the State Surplus Property disposal network, which belongs to and is used by the State of Oregon and its constituent agencies and divisions.

#### 10. LIMITATION OF LIABILITY

The State's maximum liability for any damages claimed by the Local Contracting Agency, whether in contract or tort, shall not exceed the Administrative Fee which was charged the Local Contracting Agency for disposal of the Property Item (if the Property Item was disposed of) or the Administrative Fee that would have been charged (in the event that the Property Item was not disposed of) by the State. The Local Contracting Agency agrees that in no event shall the State be liable for any damage or destruction of a Property Item or for any indirect, incidental, special, punitive, or consequential damages, or any loss of profits or revenue, including, but not limited to, delay, interruption of business activities, or lost receipts.

#### 11. INDEMNIFICATION BY THE LOCAL CONTRACTING AGENCY

Subject to the limitations of Article XI, § 7 of the Oregon Constitution and the Oregon Tort Claims Act (ORS 30.260 through 30.300), the Local Contracting Agency shall indemnify the State against any liability for personal injury or damage to life or property arising from the Local Contracting Agency's actions under this Agreement provided, however, the Local Contracting Agency shall not be required to indemnify the State for any such liability arising out of the wrongful acts of the State, its officers, employees or agents.

#### 12. ASSIGNMENT

The provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns. Neither party shall assign or transfer its interest in this Agreement without the prior written approval of the other.

#### 13. WAIVER

The failure to either party to enforce any provisions of this Agreement shall not constitute a waiver by that party of that or any other provision of this Agreement, or the waiver by that party of the ability to enforce that or any other provision in the event of any subsequent, similar breach.

#### 14. SEVERABILITY

If any provision of this Agreement shall be held invalid or unenforceable by any court or tribunal of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision. If any term or provision of this Agreement is declared by a court or tribunal of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

15. VENUE, CHOICE OF LAW AND CONSENT

This Contract shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between the State (and/or any other agency or department of the State of Oregon) and Local Contracting Agency that arises from or relates to this Contract shall be brought and conducted solely and exclusively within the Circuit Court of Marion County for the State of Oregon; provided, however, if a Claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether it is sovereign immunity, governmental immunity, immunity based on the Eleventh Amendment to the Constitution of the United States or otherwise, from any Claim or from the jurisdiction of any court. CONTRACTOR, BY EXECUTION OF THIS CONTRACT, HEREBY CONSENTS TO THE IN PERSONAM JURISDICTION OF SAID COURTS.

16. ATTORNEY FEES

In the event a lawsuit of any kind is instituted on behalf of either party to collect any payment due under this Agreement or to obtain performance of any kind under this Agreement, each party shall be responsible for its own attorney fees and all related costs and disbursements incurred therein.

17. INDEPENDENT CONTRACTOR STATUS

The State shall perform all of the Services as an independent contractor. Nothing contained in this Agreement is intended or should be construed as creating the relationship of partners, joint-ventures, an association between the State and the Local Contracting Agency or a principal/agent relationship. Nor shall the employees, agents or representatives of either party be considered to be employees, agents or representatives of the other party for any purpose.

18. MERGER

THIS AGREEMENT CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. NO WAIVER, CONSENT, MODIFICATION OR CHANGE OF TERMS OR PROVISIONS OF THIS AGREEMENT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY BOTH PARTIES. SUCH WAIVER, CONSENT, MODIFICATION OR CHANGE, IF MADE SHALL BE EFFECTIVE ONLY IN THE SPECIFIC PURPOSE GIVEN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS AGREEMENT.

19. NO THIRD PARTY BENEFICIARIES

State and Local Contracting Agency are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Contract.

20. NOTICES

Except as otherwise expressly provided in this Agreement, any communications between the Parties hereto or notices to be given hereunder shall be given in writing, by email, personal delivery, facsimile, or mailing the same, postage prepaid, to the State or Local Contracting Agency at the address, number or email address set forth below in this Agreement, or to such other addresses or numbers as either party may indicate.

**Contact Information for the State:**

Carla Jeannette, Program Analyst  
 State Surplus Property Program  
 PH (503) 378-2753  
 FAX (503) 378-8558  
**Carla.Jeannette@Oregon.gov**

State of Oregon  
 Property Distribution Center  
 1655 Salem Industrial Drive NE  
 Salem, OR. 97303-4238

**Contact Information for the Local Contracting Agency:**

\_\_\_\_\_  
 (Name, Title)

\_\_\_\_\_  
 (Location)

\_\_\_\_\_  
 (Representing)

\_\_\_\_\_  
 (Address 1)

\_\_\_\_\_  
 (PH)

\_\_\_\_\_  
 (Address 2)

\_\_\_\_\_  
 (FAX)

\_\_\_\_\_  
 (City, State, ZIP)

\_\_\_\_\_  
 (email)

Any communication or notice so addressed and mailed shall be effective five (5) days after mailing. Any communication or notice delivered by facsimile shall be effective on the day the transmitting machine generates a receipt of the successful transmission, if transmission was during normal business hours, or on the next business day, if transmission was outside normal business hours of the recipient. To be effective against the State, any notice transmitted by facsimile must be confirmed by telephone notice to the State's Contact Manager. Any communication or notice given by personal delivery shall be effective when actually delivered. Any communication or notice given by email shall be effective upon the sender's receipt of

confirmation generated by the recipient's email system that the notice has been received by the recipient's email system.

21. AMENDMENTS

This Agreement may be amended only by written instrument signed by the Parties and approved as may be required by all applicable laws, rules and ordinances, Provided however that the Administrative Fee Schedule (Attachment A) may be changed by the State at any time without the consent of the Local Contracting Agency upon written notice to the Local Contracting Agency in accordance with Section 20.

22. SIGNATURES.

Each party, by the signature below of its authorized representative, hereby acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms and conditions. Each person signing this Agreement represents and warrants having authority to execute this Agreement.

**FOR THE STATE OF OREGON**  
**Department of Adm. Services (DAS)**  
**Enterprise Asset Management**  
**Surplus Property Program**

\_\_\_\_\_  
(By)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(By)

**FOR LOCAL CONTRACTING AGENCY**

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

**Department of Adm. Services (DAS)**  
**Enterprise Goods & Services**  
**Procurement Services Program**

\_\_\_\_\_  
(By)

DAS Procurement Manager  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)



**ATTACHMENT A**  
**ADMINISTRATIVE FEE SCHEDULE**

Fees for services provided will, whenever possible and practicable, be deducted from the property-generating Agencies' reimbursement as 'other receivables'. Reimbursements for items sold, and fees that exceed revenues, will be billed monthly on net 30 terms.

**Administrative Fee – Personal Property\*, Vehicles, Heavy Equipment, Titled Trailers & Watercraft\*\*:**

Please see current Resale Rates listed at OregonSurplus.com

- \* Personal property accepted under this agreement will normally have a present value of at least \$1,000. Personal property accepted will be determined on a case-by-case basis at the sole discretion of the State.
- \*\* The following is a solid, but not all-inclusive, list of what falls into the category of Vehicles, Heavy Equipment, Titled Trailer and Watercraft:

Cars, pick-ups, trucks, graders, bulldozers, RVs, backhoes, front-end loaders, buses, cranes, skidders, motorcycles, skid-steers, snowmobiles, ATVs, excavators, rollers, planes, Sno-cats, forklifts, manlifts, tractors, riding mowers, trenching machine, golf carts, Gators/Mules, trailers, boats (not kayaks, canoes or other small, similar non-motorized boats), etc. Note: Individual parts or attachments are categorized as personal property (i.e. tires are not a car; a grader blade is not a grader.)

**Service Fee – 3<sup>rd</sup> Party Towing:**

\$ Actual cost (pass through)

**Service Fee - Freight and Cartage (including Towing provided directly by State):**

\$50.00/hr. (Billed in 15 minute intervals, one hour minimum), and \$2.00 per mile

**Service Fee - repairs, maintenance or services (i.e. battery, tire(s), etc.)**

\$ Actual cost (pass through)

**Marketing Fee – Supplemental Advertising:**

As requested and approved by the property generating agency at: \$ Actual + 20%

**Service Fee – Decal/sticker removal**

\$50.00/hr. Billed in 15 minute increments, one hour minimum.

191 E. Main St.  
Carlton, OR 97111



Phone (503) 852-7575

## Memorandum

**To:** The Mayor and Members of the City Council  
**From:** Chief of Police, Kevin Martinez  
**Subject:** Vehicle/Radio Procurement  
**Date:** July 15, 2020

## Recommended Motion

It is MOVED that the City Council accept the quote provided by Wireworks of \$50,955 each year for three years for the purchase of a replacement police vehicle and required digital/encrypted radio replacements.

## Background

Two existing police vehicles, a 2007 Ford Crown Victoria and a 2006 Ford Crown Victoria are no longer usable and unsafe to continue their use. These vehicles will be declared as surplus equipment and sold. The funds generated will help offset the first-year lease payment.

The two remaining Dodge Charger police vehicles are eight years old and starting to see an increase in maintenance and repair costs. The new vehicle will allow for more storage of necessary emergency related equipment as well as provide more space for anyone taken into custody. This will aid in preventing injury to these individuals as they are placed into and taken out of the vehicle.

The new vehicle and one of the Dodge Charger's will be used as the primary patrol vehicles. The second charger will be utilized by reserve officers for special events and/or other assignments. In addition, it will be used as a backup vehicle when the primary vehicles are out for repair and/or have maintenance related issues.

McMinnville Police Department switched to an encrypted radio system for their primary channel. This prompted a countywide change and the need for the other law enforcement agencies in Yamhill county to purchase new radios that could adequately meet overall interoperability communication between all agencies. Newberg-Dundee Police Department,

Yamhill County Sheriff's Office and Yamhill Police Department have all made this critically necessary purchase.

### Fiscal Impact

The Council allocated \$53,000 in the FY21 budget for this item.

### Attachments

Staff was able to obtain 3 quotes for this project:

BIDDER	COST OF EQUIPMENT	ANNUAL LEASE PAYMENT
Wire Works LLC 2525 Commercial St. NE Salem, Oregon 97301	\$144,835.46	\$50,955.00 First Payment to be made this year leaving only two additional payments
Day Wireless Systems 2240 Judson Street SE Salem, Oregon 97302	\$148,731.62	\$52,530.60 First Payment to be made this year leaving only two additional payments
LEHR 3925 Fairview Industrial Drive Ste 150 Salem, Oregon 97302	\$179,800.00.00	\$82,589.03 First Payment to be made this year leaving only two additional payments

# Leasing Specialists, LLC

MUNICIPAL LEASING

MUNICIPAL RENTAL

## MUNICIPAL LEASE PURCHASE RATE QUOTE FOR FINANCING

DATE: 6/19/2020

FROM: Ed Anderson  
 PHONE: 719-313-9161  
 CELL: 719-439-8907  
 FAX: 800-918-3761

Eric Carter

QUOTE: 2941  
 LESSEE: City of Carlton  
 FOR: Police Department  
 STATE: OR

LEASED PROPERTY: One (1) New 2021 Ford Interceptor Utility SUV and extra Equipment

Leased Property Cost	Other Adjustments To Net Equipment	Total Amount Financed	Total # of Pmts/Pmts per Year	Payment	# Pmts in Adv	Doc Fee
\$144,835.46		\$144,835.46	3/1	\$50,955.00	1	\$400.00
\$144,835.46		\$144,835.46	5/1	\$31,565.00	1	\$400.00

Numbers contingent upon credit approval and the signing and prompt return of all required documentation.

A Municipal Lease Purchase Agreement has standard non-appropriation protections for the Lessee and provides the Lessee with an option to purchase the leased property for \$1.00 after the timely making of all lease payments.

Quote valid for 30 days.

Other Adjustments include any : down payment to vendor, buyout of prior lease, sales taxes and credit for trade-in.

Wire Works LLC  
 2525 Commercial St NE  
 Salem OR 97301

# Estimate

Date	Estimate #
3/4/2020	11181

Carlton Police Department  
 1914 E Main Street  
 Carlton OR 97111

A processing fee of 3.75% will be applied to all invoices paid with a credit card

Job	P.O. No.	Rep
		EDC

Item	Description	Qty	Rate	Total
	2021 Ford Interceptor Utility  TOTAL AMOUNT TO LEASE: \$144,835.46 broken down as follows: -Ford SUV Price: \$33,340.84 -Additional Equipment : \$91,800 -Upfit costs: \$19,694.62			
Vehicle Transfers	Ford SUV Price = \$33,340.84 (broken down as follows)  Ford SUV State Contract Price = \$32,902 Privilege Tax= \$164.51 CAT Tax = \$121.83 E Plates = \$152.50	1	33,340.84	33,340.84
Misc	Additional Departmental Equipment = \$91,800 -Motorola Radios = \$72,500 (7 portable & 4 mobiles) -Dell Latitude 5424 Laptop = \$13,500 (5) -Printers = \$2,000 (5) -Extra monitor = \$2,000 (5) -Printer Seat Holder = \$600 (5) -Graphics = \$1,200	1	91,800.00	91,800.00T

Thank you for the opportunity!	<b>Subtotal</b>
	<b>Sales Tax (0.0%)</b>
	<b>Total</b>



Wire Works LLC  
 2525 Commercial St NE  
 Salem OR 97301

# Estimate

Date	Estimate #
3/4/2020	11181

Carlton Police Department  
 1914 E Main Street  
 Carlton OR 97111

A processing fee of 3.75% will be applied to all invoices paid with a credit card

Job	P.O. No.	Rep
		EDC

Item	Description	Qty	Rate	Total
	-Install customer provided: Radio - APX8500 Remote Mount Axon Video IBR900 Cradle Point			
	ELECTRICAL SYSTEM			
Ch27.1.14	911 Circuits power distribution panel. 27 circuits, single stage timer. 14 foot.	1	700.00	700.00T
	SPECIFY MOUNTING BRACKET			
MBFSUVL1-20+	911 Circuits mounting bracket "L1" that mounts under drivers front seat.	1	19.95	19.95T
CB150	Wire Works 150 amp manual resettable circuit breaker.	1	39.95	39.95T
WWPD-023	Wireworks circuit breaker bracket.	1	17.00	17.00T
	PUSH BUMPER			
BK2019ITU20	Setina PB450L lighted push bumper for the 2020 Ford Interceptor Utility. Includes Whelen ION light heads.	1	761.54	761.54T
FK0400ITU20	Setina PB5 Fender wraps for 2020 Ford INUT	1	380.39	380.39T
	SIREN SPEAKER			
SA315P	Whelen Siren Speaker. 123db. 2 7/8 mounting depth. (behind grill)	1	165.90	165.90T
SAK1	Whelen universal mount bracket for the SA315P speaker. A4	1	0.00	0.00T
HWLFE29	Whelen Howler system with one speaker, with 2020+ Ford Interceptor Utility bracket and amp	1	410.96	410.96T
	LIGHTBAR & CONTROLLER			

Thank you for the opportunity!	<b>Subtotal</b>
	<b>Sales Tax (0.0%)</b>
	<b>Total</b>

Wire Works LLC  
 2525 Commercial St NE  
 Salem OR 97301

# Estimate

Date	Estimate #
3/4/2020	11181

Carlton Police Department  
 1914 E Main Street  
 Carlton OR 97111

A processing fee of 3.75% will be applied to all invoices paid with a credit card

Job	P.O. No.	Rep
		EDC

Item	Description	Qty	Rate	Total
KBLIB-II-DUO-815	Whelen 50" Duo front and rear colors with ITL12 Takedowns, Photocell and strap kit included. Cencom Carbine controller CCSRNT5F. This also includes the CAN Port Module Plug.	1	2,491.39	2,491.39T
	<b>SIDE FACING LIGHTS</b>			
VTX609R	Whelen Vertex Super LED lighthouse. Red. (corner lights-headlight)	1	73.81	73.81T
VTX609B	Whelen Vertex Super LED lighthouse. Blue. (corner lights-headlight)	1	73.81	73.81T
LINSV2B	Whelen LINSV2 V-Series 2-IN-1 Surface Mount Light. Blue in color (under mirror lights)	1	166.70	166.70T
LINSV2R	Whelen LINSV2 V-Series 2-IN-1 Surface Mount Light. Red in color (under mirror lights)	1	166.70	166.70T
LSVBKT50	Ford Police Interceptor Utility 2020, Under-the-Side View Mirror Mount for Two LINSV2™ Series Sold Separately, Pair (will also work with Ford's Factory Side Marker LED Side View Mirror Option)	1	17.95	17.95T
IONR	Whelen ION Series Super-LED Light Red (rear quarter glass)	1	79.86	79.86T
IONB	Whelen ION Series Super-LED Light Blue (rear quarter glass)	1	79.86	79.86T
	<b>REAR FACING LIGHTS</b>			
IONR	Whelen ION Series Super-LED Light Red (hatch lights - high)	1	79.86	79.86T
IONB	Whelen ION Series Super-LED Light Blue (hatch lights - high)	1	79.86	79.86T
VTX609B	Whelen Vertex Super LED lighthouse. Blue. (hatch lip & reverse housing)	3	73.81	221.43T
VTX609R	Whelen Vertex Super LED lighthouse. Red. (hatch lip)	1	73.81	73.81T
IONSMB	Whelen ION series surface mount LED. Blue with black housing. (license plate)	1	95.26	95.26T
IONSMR	Whelen ION series surface mount LED. Red with black housing. (license plate)	1	95.26	95.26T
WWLB-029	Wire Works license plate mounting bracket, rectangular. Aluminum.	1	30.00	30.00T

Thank you for the opportunity!	<b>Subtotal</b>
	<b>Sales Tax (0.0%)</b>
	<b>Total</b>

Wire Works LLC  
2525 Commercial St NE  
Salem OR 97301

# Estimate

Date	Estimate #
3/4/2020	11181

Carlton Police Department  
1914 E Main Street  
Carlton OR 97111

A processing fee of 3.75% will be applied to all invoices paid with a credit card

Job	P.O. No.	Rep
		EDC

Item	Description	Qty	Rate	Total
LARNMOKHFU...	ANTENNA -Install customer provided radio. Antenna to be determined Larsen high frequency coax. RG58/U Dual Shield cable. 25 foot length. No connector.	1	22.50	22.50T
GP-IN2148	Panorama: 5-1 sharkfin antenna kit for IBR-900 Cradle Point. 2 LTE, 2 WiFi, 1 GPS	1	279.95	279.95T
C-VS-1012-INUT	OFFICER AREA -Radio faceplate(s) and blank faceplates included with console Ford Interceptor Utility (2020) Specific Angled Console. Angled console with 22 inches of total internal mounting space; 10 inches front angled, 12 inches rear horizontal	1	359.36	359.36T
C-ARM-102	Havis Arm rest, External mount, Small arm rest pad, Height adjustable, Side mount	1	52.78	52.78T
CUP2-1001	Havis Self-Adjusting Double Cup Holder	1	44.92	44.92T
C-EB25-XTL-1P	Havis 1-Piece Equipment Mounting Bracket, 2.5" Mounting Space, Fits Motorola XTL 2500, XTL5000-05, APX 7500	1	0.00	0.00T
C-EB40-CCS-1P	Havis 4" faceplate for the Whelen CENCOM	1	0.00	0.00T
RL-1019	Maglite RL1019 LED Rechargeable Flashlight System with 120V Converter & 12V DC Auto Adapter, Black	1	149.95	149.95T
IPM-112	Magnetic mic clip WITH insulation	1	32.95	32.95T
WWRA-006	Wireworks mc clip bracket	1	6.95	6.95T
IBR57	Metra DUAL USB WATER RESISTANT W/COVER	1	19.95	19.95T
ECVDMLTAL00	Sound Off Universal mount dome light. Red/White LED's.	1	79.00	79.00T
	MDT MOUNT & DOCKING STATION			

Thank you for the opportunity!

**Subtotal**

**Sales Tax (0.0%)**

**Total**

Wire Works LLC  
2525 Commercial St NE  
Salem OR 97301

## Estimate

Date	Estimate #
3/4/2020	11181

Carlton Police Department  
1914 E Main Street  
Carlton OR 97111

A processing fee of 3.75% will be applied to all  
invoices paid with a credit card

Job	P.O. No.	Rep
		EDC

Item	Description	Qty	Rate	Total
C-MD-112	Havis 11" Slide Out Locking Swing Arm with Motion Adapter	1	240.90	240.90T
Misc	DS-DELL-412 Docking Station and LPS-137 (90W Vehicle Power Supply) for Dell's Latitude 14 Rugged and Latitude 12 & 14 Rugged Extreme Notebooks (Advanced Port Replication)	1	796.03	796.03T
GK10342UHKSS...	WEAPONS MOUNT Setina Dual T-Rail Mount 2 Universal , Handcuff Key Override weapon mount	1	372.76	372.76T
PK0419ITU20TM	PRISONER AREA Setina 2020+ Ford PIU 10VS RP C Horizontal Sliding Window - Coated Poly - With Vinyl Coated Expanded Metal Window Security Screen - Recessed Panel Partition TM (Tall Man)	1	700.55	700.55T
WK0595ITU20	Setina Poly window bars for 2020 Ford INUT	1	220.30	220.30T
QK0566ITU20	Setina full replacement transport seat TPO plastic, with center pull down seat belts and #12 coated poly cargo partition. For 2020 Ford Interceptors	1	1,027.58	1,027.58T
3SC0CDCR	Whelen 3" white LED dome light.	1	49.95	49.95T
805-0022-00	RADAR Stalker Dual - 2 Antenna Radar System.	1	2,260.50	2,260.50T
TK0248ITU20	CARGO AREA Setina Cargo Box (2020 Ford PIU) - DSC- Drawer, sliding with combination lock - BSC- Base sliding with combination lock	1	1,150.31	1,150.31T
TPA9289	Setina Cargo radio tray for command box	1	297.28	297.28T
3SC0CDCR	Whelen 3" white LED dome light.	1	49.95	49.95T
Thank you for the opportunity!		<b>Subtotal</b>		
		<b>Sales Tax (0.0%)</b>		
		<b>Total</b>		

Wire Works LLC  
 2525 Commercial St NE  
 Salem OR 97301

# Estimate

Date	Estimate #
3/4/2020	11181

Carlton Police Department  
 1914 E Main Street  
 Carlton OR 97111

A processing fee of 3.75% will be applied to all invoices paid with a credit card

Job	P.O. No.	Rep
		EDC

Item	Description	Qty	Rate	Total
6402	Round rocker switch. Non-lighted.	1	8.95	8.95T
Labor	Labor required to complete the build of a vehicle	50	90.00	4,500.00T
Shop Supplies	Shop supplies to complete job. Includes zip ties, connectors, loom, etc.	1	300.00	300.00T
Freight out	Freight costs to have product shipped.	1	350.00	350.00T

Thank you for the opportunity!	<b>Subtotal</b>	\$144,835.46
	<b>Sales Tax (0.0%)</b>	\$0.00
	<b>Total</b>	\$144,835.46





July 15, 2020

Carlton Police Dept  
City of Carlton, OR

Re: Financing for Day Wireless and related equipment

We are pleased to offer the following financing options:

Issuer:	City of Carlton	
Project Pricing Estimate:	\$148,731.62 including \$89k of city supplied equipment	
Financing Structure:	Tax-Exempt Lease Purchase Agreement	
Term:	3 Years	5 Years
Annual Payment:	52,530.60	32,429.88
Interest Rate:	2.95%	2.95%
Payments Commence:	12 months from closing	

The above terms assume a Single A or equivalent credit rating and are indications of current market. Approval is subject to Bank Qualified status, underwriting and mutually acceptable documentation. Proposed funding considers the total cost of borrowing and may include call features. Other terms and conditions apply.

Rates may be locked for up to 30 days subsequent to a request for the rate lock from the Issuer and credit approval for the requested terms.

Our team is prepared to discuss next steps if any of the options described above meet the requirements for the project. Please let me know if there are any questions.

Thank you for the opportunity.

Sincerely,

Ed King  
Government Capital Corporation  
(817) 722-0236 Office  
(817) 319-1637 Cell  
[ed.king@govcap.com](mailto:ed.king@govcap.com)



**Day Wireless Systems**  
 2240 Judson Street SE  
 Salem OR 97302  
 United States

**Quotation#** QO3664 Page 1 of 4

**Date** 6/24/2020  
**Terms** NET 30-GOV  
**Expires** 7/24/2020  
**Representative** Todd Cox  
**Direct Phone** (541) 797-3085  
**E-Mail** tcox@daywireless.com  
**Shop Phone** (503) 581-2932  
**Contact** Kevin Martinez  
**Contact Phone** (503) 852-3805  
**Project Name** 2021 Carlton PD 21Ford PIU

Bill To
Carlton Police Department 191 E Main St. Carlton OR 97111 United States

Ship To
Carlton Police Department 191 E Main St. Carlton OR 97111 United States

Quantity	Description	Rate	Amount
	***Vehicle Cost***		
1	2021 Ford Interceptor Utility Hybrid - State Contract Price Ford SUV State Contract Price = \$39,089.00 Privilege Tax = \$195.44 CAT Tax = \$156.35 E Plates = \$???? Service Fee = \$400	39,840.79	39,840.79
	***Customer Provided Equipment***		
1	Motorola APX 8500 Radio(s) = \$72,500 (7 Portables & 4 Mobiles) Dell Latitude 5424 Laptop = \$13,500 (5) Printer = \$2,000 (5) Printer Seat Holder = \$600 (5) Graphics = \$1,200	89,800.00	89,800.00
	***Vehicle Power***		
1	Power18 Kit w/Timer	500.00	500.00
	***Push Bumper***		
1	Setina Push Bumper - PB450L Whelen pre punch for PB5 wraps part#BK2019ITU20PB5	786.71	786.71
1	PB5 PB400 Fender Wrap	392.96	392.96
	***Siren Speaker***		
1	WHELEN 31 SER SIREN SPKR**MUST SPECIFY BRACKET**	163.89	163.89
1	UNIVERSAL SIREN SPKR BRACKET *included in the purchase*	0.00	0.00
1	Siren Amplifier with One Speaker, Includes Mounting Bracket for 2020 Ford Police Interceptor Utility	453.00	453.00
	***Lightbar & Controller***		
1	Whelen 50" Duo front and rear colors with ITL12 Takedowns, photocell and strap kit. Cencon Carbide controller CCSRNT5F. Also includes canport module plug.	2,698.75	2,698.75
	***Side Facing Lights***		
1	RED VERTEX STROBE - LED Lighthouse (Red)	84.75	84.75
1	BLUE VERTEX STROBE - LED Lighthouse (Blue)	84.75	84.75



Quotation# QO3664

Page 2 of 4

Date 6/24/2020

Day Wireless Systems  
2240 Judson Street SE  
Salem OR 97302  
United States

Quantity	Description	Rate	Amount
2	LED,Under Mirror 180 degree warning/puddle light	183.75	367.50
2	Under mirror mounting bracket for PIU - Part# LSVBKT50	21.13	42.26
1	Super LED Universal Light RED (rear quarter glass)	105.00	105.00
1	Super LED Universal Light BLUE (rear quarter glass)	105.00	105.00
	***Rear Facing Lights***		
1	Super LED Universal Light RED (Hatch Light - High)	105.00	105.00
1	Super LED Universal Light BLUE (Hatch Light - High)	105.00	105.00
1	Super LED Hide Away Blue(Hatch Lip & Reverse Housing)	84.75	84.75
1	Super LED Hide Away Red(Hatch Lip & Reverse Housing)	84.75	84.75
1	LED Surface Mount Light HeadBlue (License Plate Light)	105.00	105.00
1	LED Surface Mount LightRed (License Plate Light)	105.00	105.00
1	License Plate Bracket	37.00	37.00
	***Antenna***		
1	0-960 MHz, 3/4" Brass Mt/NoConnector	15.51	15.51
1	GPSD+/C29/C32/C23/CABLES KIT 5-in-1 Sharkfin Antenna	288.60	288.60
	***Officer Area***		
1	Ford Interceptor Utility Specific Havis Console -radio face plate(s) included with console	381.00	381.00
1	SIDE MOUNT ARM REST	55.67	55.67
1	SELF ADJUSTING DUAL CUP HOLDER	47.63	47.63
1	Whelen CENCOM console mounting face plate	25.15	25.15
1	XTL2500 Plate - *included in purchase of console	0.00	0.00
1	Mag Light - RL-1019 w/120V Converter & 12VDC Auto Adapter	104.48	104.48
2	Mic Clip	9.98	19.96
1	Dual USB Socket	13.00	13.00
1	Dome Light	52.00	52.00
	***MDT Mount & Docking Station***		
1	UNIVERSAL COMPUTER MOUNT MOUNT	255.41	255.41
1	Dell Latitude Docking Station	843.98	843.98
	***Weapons Mount ***		



Quotation# Q03664

Page 3 of 4

Date 6/24/2020

Day Wireless Systems  
 2240 Judson Street SE  
 Salem OR 97302  
 United States

Quantity	Description	Rate	Amount
1	D T-RAIL MOUNT 2 UNIV HK XL(MUST PROVIDE VEHICLE INFO)	385.09	385.09
	***Prisoner Area***		
1	"Tall Man" Front partitionw/2-piece lower extension	723.71	723.71
1	WINDOW GUARDS - POLY(SET)	227.59	227.59
1	FULL REPLACEMENT TRANSPORTSEAT	1,061.55	1,061.55
1	5"X3" Interior LED (Prisoner Area Dome Light)	19.77	19.77
	***Radar***		
1	Stalker II Moving Radar w/longdash	2,392.78	2,392.78
	***Cargo Area***		
1	Setina Cargo Box (2020 PIU) DSC- Drawer, sliding with combo lock - BSC - Base Sliding with combo lock Part #TK0248ITU20	1,188.34	1,188.34
1	Setina - Cargo Radio tray	307.11	307.11
1	Universal Dome Light	52.00	52.00
1	Switch/Rnd Rock on/off	12.09	12.09
	***Misc Parts & Install Labor***		
1	Misc Hardware	125.00	125.00
1	0320 UPFITTING LABOR - Installation of all equipment listed in quote included customer provided APX 8500 radio, axon video system, IBR cradle point.	3,707.34	3,707.34
1	Product Freight	375.00	375.00



**Quotation#** Q03664

Page 4 of 4

**Date** 6/24/2020

**Day Wireless Systems**  
 2240 Judson Street SE  
 Salem OR 97302  
 United States

Quantity	Description	Rate	Amount
		Subtotal Shipping Cost (UPS® Ground) Total	148,731.62 0.00 \$148,731.62

\_\_\_\_\_  
 LEGAL NAME OF PURCHASER

\_\_\_\_\_  
 P.O. NUMBER

\_\_\_\_\_  
 AUTHORIZED SIGNATURE

\_\_\_\_\_  
 DATE

**ORDERS SUBJECT TO SHIPPING & HANDLING AND SALES TAX IF APPLICABLE - TERMS SUBJECT TO CREDIT REVIEW  
 THIS QUOTE IS SUBJECT TO REVIEW BY MANAGEMENT FOR COMPLETENESS AND ACCURACY**

\* Please reference Quotation # on correspondence and purchase orders. Prices firm for 30 days unless otherwise stated \*  
 \* \$25 NSF Charge - 20% Restocking Fee - 1.5% Late Fee \*





1 American Road, MD 75000  
Dearborn, Michigan 48126

July 13, 2020

LEHR  
Mike Ebel  
3925 Fairview Industrial Drive SE  
Salem, OR 97302

**RE: City of Carlton, OR, Quote #95948**

Ford Credit Municipal Finance is pleased to provide the following quote for review and consideration.

**OPTION 1**

Description	2021 Ford Police Interceptor Utility w/Equipment
Quantity	1
Price	\$53,344.19

Description	Equipment
Quantity	1
Price	\$179,800.00

APR	6.15%
Total Amount Financed	\$233,689.19
<b>Term</b>	<b>3</b>
<b>Payment Timing</b>	<b>Annual in Advance</b>
<b>Payment Amount</b>	<b>\$82,589.03</b>

**OPTION 2**

Description	2021 Ford Police Interceptor Utility w/Equipment
Quantity	1
Price	\$53,344.19

Description	Equipment
Quantity	1
Price	\$179,800.00

APR	5.25%
Total Amount Financed	\$233,689.19
<b>Term</b>	<b>5</b>
<b>Payment Timing</b>	<b>Annual in Advance</b>
<b>Payment Amount</b>	<b>\$51,638.77</b>

Please note an Underwriting Fee of \$545 is included in the Total Amount Financed. Rather than financing, this fee can be paid up front with the first payment if preferable.

**This quote expires on 09/11/2020.** It was prepared assuming the lease qualifies for Federal Income Tax Status for Ford Credit Company LLC under Section 103 of the IRS Code. This quote is not a commitment by Ford Credit Municipal Finance. Financing is subject to credit review. Required documentation for credit review includes, but is not limited to, evidence of appropriation (e.g., meeting minutes, board resolutions), General Fund balance, last audited financial statement and more current financials.

Ford Credit's Municipal Lease-Purchase Plan has many features and benefits for municipalities including:

- No security deposit required, no prepayment penalty and no mileage penalty
- At inception, the municipality is the Registered Owner and Ford Credit holds the lien
- At term-end, the municipality buys the equipped vehicle for \$1.00

Thank you for the opportunity to provide this quote. If you have any questions, need additional options, or would like to proceed with the application process, please contact me by phone (1-800-241-4199, Option 1) or email.

Sincerely,

*Thomas O'Donnell*

Thomas O'Donnell  
Marketing Coordinator  
todonne8@ford.com

Ford Motor Credit Company ("FMCC") is providing the information contained in this document for discussion purposes only in connection with a proposed arm's length commercial leasing transaction between you and FMCC. FMCC is acting for its own interest and has financial and other interests that differ from yours. FMCC is not acting as a municipal advisor or financial advisor to you, and has no fiduciary duty to you. The information provided in this document is not intended to be and should not be construed as "advice" within the meaning of Section 15B of the Securities Exchange Act of 1934 and the municipal advisor rules of the SEC. FMCC is not recommending that you take an action and you should discuss any actions with your own advisors as you deem appropriate.



3925 Fairview Industrial Dr SE Salem, OR 97302  
 Phone: 503-393-3910 Fax: 503-393-7265

## Sales Quote

Page: 1

Quote Number: 24629  
 Document Date: 7/6/2020  
 Terms: Credit Card Payment  
 Payment Method: Credit Card

Sell Cash Customer - Salem  
 To: CHIEF KEVIN MARTINEZ  
 CARLTON POLICE DEPARTMENT  
 191 E. MAIN ST  
 Phone:

Ship Cash Customer - Salem  
 To: CARLTON POLICE DEPARTMENT  
 191 E. MAIN ST  
 Carlton, OR 97111  
 Phone:

Ship Via Will Call  
 Location: Lehr - Salem  
 Blanket PO:

Customer ID 5  
 SalesPerson Doug Fowler

### Vehicle Information:

Item No.	Description	Category	Quantity	Unit Price	Total Price
	2020 PATROL FORD PIU *****				
	FRONT END EQUIPMENT				
EX0011	PATROL POWER HARNESS FRT MNT PI UTIL 2020 INCLUDES TIMER AND CIRCUIT BREAKER SET TIMER TO?	PATROLPO	1	604.80	604.80
SA315P	SIREN SPEAKER 100W	WHELENPR	1	166.15	166.15
SAK1	SPEAKER BRACKET	WHELENPR	1	24.60	24.60
HWLFE29	HOWLER SIREN-UTILITY 2020	WHELEN	1	392.60	392.60
VTX609R	VERTEX SUPER-LED LIGHT RED-DRIVERS HEADLIGHT	WHELENPR	1	72.90	72.90
VTX609B	VERTEX SUPER-LED LIGHT BLUE-PASS HEADLIGHT	WHELENPR	1	72.90	72.90
BK2019ITU20	PB450L4 LIGHTED PUSH BUMPER 2020 UTIL	SETINA	1	799.20	799.20
FK0400ITU20	PB5 PB300/400 FENDER WRAP 2020 UTILITY	SETINA	1	399.20	399.20
L	LABOR CHARGES	LABOR	1	1,053.00	1,053.00
	*****				
	ROOF MOUNTED EQUIPMENT				
1B8DEDE	48" LIBERTY II DUO, RW/BW C&F, RA/BA REAR TA	WHELENLB	1	1,799.00	1,799.00
STPKT105	STRAP KIT UTILITY 2020-	WHELEN	1		
NMOKHFUD25	COAX CABLE-NON TERMINATED	RADIO	1	19.00	19.00
QWFT120	118-970MHZ 1/4 WV ANTENNA FT-TRIM TO LENGTH ANTENNA-RADIO MAY COME WITH WHIP-	RADIO	1	19.00	19.00
GP-IN2148	5 IN 1 MIMO SHARKFIN PANORAMA	PANORAM	1	336.27	336.27
L	LABOR CHARGES	LABOR	1	234.00	234.00
	*****				
	SIDE MOUNTED EQUIPMENT				
LINSV2B	LINZ V BLUE-UNDER MIRROR LIGHT	WHELEN	1	151.52	151.52
LINSV2R	LINZ V RED-UNDER MIRROR LIGHT	WHELEN	1	151.52	151.52
LSVBKT50	LINSV MIRROR MT KIT 20 UTILITY	WHELEN	1	16.90	16.90
IONR	ION SERIES LED LIGHTHEAD- RED-REAR 1/4 WINDOW	WHELENPR MO	1	89.99	89.99
IONB	ION SERIES LED LIGHTHEAD- BLUE-REAR 1/4 WINDOW	WHELENPR MO	1	89.99	89.99
L	LABOR CHARGES	LABOR	1	390.00	390.00



3925 Fairview Industrial Dr SE Salem, OR 97302  
 Phone: 503-393-3910 Fax: 503-393-7265

## Sales Quote

Page: 2

Quote Number: 24629  
 Document Date: 7/6/2020  
 Terms: Credit Card Payment  
 Payment Method: Credit Card

Sell Cash Customer - Salem  
 To: CHIEF KEVIN MARTINEZ  
 CARLTON POLICE DEPARTMENT  
 191 E. MAIN ST  
 Phone:

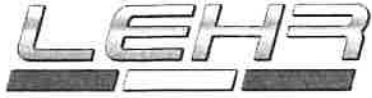
Ship Cash Customer - Salem  
 To: CARLTON POLICE DEPARTMENT  
 191 E. MAIN ST  
 Carlton, OR 97111  
 Phone:

Ship Via Will Call  
 Location: Lehr - Salem  
 Blanket PO:

Customer ID 5  
 SalesPerson Doug Fowler

### Vehicle Information:

Item No.	Description	Category	Quantity	Unit Price	Total Price
	*****				
	OFFICER AREA				
C-VS-1012-INUT	FORD PIU 22" CONSOLE ANGLED LOW PROFILE	HAVIS	1	381.00	381.00
C-ARM-102	SIDE MOUNT ARMREST 2.75" WIDE PAD	HAVIS	1	55.96	55.96
CUP2-1001	SELF-ADJUSTING DOUBLE CUP HOLDER 4"	HAVIS	1	47.62	47.62
C-EB25-XTL-1P	FACE PLATE 1 PC 2.5"	HAVIS	1		
CANCTL6	ROTARY KNOB CONTROL HEAD- PLEASE CONFIRM CONTROL	WHELENPR MO	1		
	HEAD PREFERENCE				
C-EB40-CCS-1P	FACE PLATE 1 PC 4"	HAVIS	1		
USBR12V2	DUAL 2.1A OUTPUT USB CHARGER W/LED & CAP	MISC	1	18.20	18.20
RL1019	MAGLITE RL1019 RECH FLASHLIGHT	MISC	1	106.97	106.97
MMSU-1	MAGNETIC MIC KIT	MAGMIC	1	33.20	33.20
AA-MP	MIC PLATE	AUTOADDI	1	12.60	12.60
ECVDMLTAL00	LED DOME LIGHT	SOUNDOF	1	67.60	67.60
C-MD-112	11" SLIDE ARM	HAVIS	1	238.38	238.38
DS-DELL-412	DOCKING STATION W/ PWR SUPPLY LATITUDE 12&14 RUGGE	HAVISDOC K	1	787.72	787.72
GK10342UHKSSCA	GUN RACK	SETINA	1	367.20	367.20
805-0022-00	STALKER DUAL KT-DUAL ANTENNA	MISC	1	2,236.00	2,236.00
L	LABOR CHARGES-THIS SECTION PLUS CUSTOMER SUPPLIED APX RADIO,AXON VIDEO KIT AND MODEM	LABOR	1	1,521.00	1,521.00
	TRANSPORT AREA				
PK0419ITU20TM	#10VSC RP COATED POLY PARTITION W/WINDOW SCREEN	SETINA	1	735.20	735.20
WK0595ITU20	POLY WINDOW BAR	SETINA	1	231.20	231.20
QK0566ITU20	REPL SEAT TPO Plastic Ford PIU2020	SETINA	1	1,078.40	1,078.40
3SC0CDCR	COMPARTMENT LIGHT	WHELEN	1	48.75	48.75
L	LABOR CHARGES	LABOR	1	468.00	468.00
	*****				
	CARGO/REAR EQUIPMENT				
CCSRNT5	CARBIDE SIREN AMP W/CANPOR/TA	WHELENPR	1	829.00	829.00
CCSK1	OBDII INSTALL KIT	WHELEN	1		



3925 Fairview Industrial Dr SE Salem, OR 97302  
 Phone: 503-393-3910 Fax: 503-393-7265

## Sales Quote

Page: 3

Quote Number: 24629  
 Document Date: 7/6/2020  
 Terms: Credit Card Payment  
 Payment Method: Credit Card

Sell Cash Customer - Salem  
 To: CHIEF KEVIN MARTINEZ  
 CARLTON POLICE DEPARTMENT  
 191 E. MAIN ST  
 Phone:

Ship Cash Customer - Salem  
 To: CARLTON POLICE DEPARTMENT  
 191 E. MAIN ST  
 Carlton, OR 97111  
 Phone:

Ship Via Will Call  
 Location: Lehr - Salem  
 Blanket PO:

Customer ID 5  
 SalesPerson Doug Fowler

### Vehicle Information:

Item No.	Description	Category	Quantity	Unit Price	Total Price
TK0248ITU20	REAR CARGO DSC-BSC 2020 UTIL	SETINA	1	1,207.20	1,207.20
TPA9289	CARGO BOX RADIO TRAY	SETINA	1	311.20	311.20
3SC0CDCR	COMPARTMENT LIGHT	WHELEN	1	48.75	48.75
6402	ON/OFF ROCKER-CUT OFF FOR?	MISC	1	17.95	17.95
IONR	ION - RED-REAR WINDOW LIGHT	WHELENPR	1	89.99	89.99
IONB	ION-BLUE-REAR WINDOW LIGHT	WHELENPR	1	89.99	89.99
VTX609B	VERTEX BLUE-1) HATCH LIP 2) REVERSE HOUSING	WHELENPR	1	72.90	72.90
VTX609R	VERTEX RED-HATCH LIP	WHELENPR	1	72.90	72.90
IONSMB	SURFACE MNT ION LT BLUE-LICENSE PLATE LIGHT	WHELENPR	1	89.99	89.99
IONSMR	SURFACE MT ION LT RED-LICENSE PLATE LIGHT	WHELENPR	1	89.99	89.99
AA-LICENSE-PLT-IONSM	HORZ. LIC PLT BKT FOR IONSM	MISC	1	44.95	44.95
L	LABOR CHARGES	LABOR	1	1,326.00	1,326.00
	****				
INSTALL	INSTALL MATERIALS	OTHER	1	145.00	145.00
F	Shipping Charges	OTHER	1	250.00	250.00

Amount Subject to Sales Tax 0  
 Amount Exempt from Sales Tax 20,003.35

**Subtotal:** \$20,003.35  
**Total Sales Tax:** \$0.00

**Total:** \$20,003.35



191 E. Main St.  
Carlton, OR 97111



Phone (503) 852-7575

## Memorandum

**To:** The Mayor and Members of the City Council  
**From:** Kevin Martinez, Chief of Police  
**Subject:** Acceptance of the 2020 Office of Community Oriented Policing Services (COPS) Hiring Program Grant  
**Date:** July 15, 2020

## Recommended Motion

It is MOVED that the City Council accept the awarded COPS grant to hire one new full-time police officer.

## Background

In February 2020 the Carlton Police Department applied for COPS Hiring Program funds for the addition of one police officer position. The following is a timeline related to the evolution of the Carlton Police Department from 1990 to the current date.

- In 1990 the population was approximately 1,289.
- **In 1995, the Carlton Police Department had 2 sworn officers serving a population of approximately 1,353. At that time the City Council approved the hiring of a 3<sup>rd</sup> officer with the assistance of a COPS grant.**
- 25 years later Carlton's population more than doubled, and the city has seen a significant increase in housing, businesses, tourism, traffic, and crime-related issues.
- In 2000, the population was approximately 1,514 and there were approximately 540 households. As of 2017, there were approximately 709 households. Currently, several housing developments are projecting an increase of approximately 102 single-family homes in addition to approximately 22 apartments.
- There are 125 active business licenses with 45 of them being licensed for conducting alcohol beverage related business (Wine tasting rooms, restaurants/bars, stores, and wine production).
- The total service calls, (Officer obligated time investigating crimes and city ordinances,

conducting follow-up, conducting extra patrols, or providing cover for other agencies) in Carlton for the year 2019, was approximately 2,300. The number of service calls reported for the year of 1996 was 310 service calls and 341 municipal court citations, an increase of 64%.

- Adding the new officer will increase allow for better coverage between the hours of 8 a.m. thru 3 a.m. 7 days a week. Officers' schedules are adjusted in cases where an officer takes time off to ensure the best coverage of the city.
- The police department currently provides coverage during the highest call load times which are generally between the hours of 8 a.m. thru 11 p.m.
- The Yamhill County Sheriff's Office currently responds to Carlton when officers are off duty when there is an emergency call in progress. The Chief of Police is notified by phone and/or email when a citizen calls YCOM to talk to an officer about a non-emergency call. The Chief of Police responds to citizens promptly to determine how to best proceed with the citizen's concern or problematic situation. Response time by the Sheriff's Office or another agency to emergency calls is dependent on where that personnel is in the County and what urgent calls they may be dealing with at the time. Carlton officers will respond when off duty in cases of emergencies and critical incidents.
- The investigations that require a large amount of Officer designated time are related to child welfare/abuse, domestic violence, mental health, theft, city ordinance complaints, and neighborhood disputes, as these cases generally require a substantial amount of follow up investigation time to ensure the overall safety of the victims and community at large.

The following statistics demonstrate the total service calls from January 1, 2010, thru July 14, 2020.

**All service calls within Carlton City Limits**

*All data is based on the manual gathering of statistics and is subject to the possibility of minor miscalculations*

<b>Year</b>	2010	2015	2016	2017	2018	2019	1/1/2020 thru 7/14/2020
<b>TOTAL CAD CALLS</b>	<b>1,094</b>	<b>2,202</b>	<b>2,008</b>	<b>1,648</b>	<b>2,289</b>	<b>2,357</b>	<b>1,073</b>
Domestic	26	23	27	27	58	31	18
Mental Health / Welfare Check	20	17	15	14	23	28	16
Theft	21	21	24	23	57	56	10
Burglary	13	11	6	4	10	7	3
Assault	1	2	4	1	2	7	3
Sex Crime	3	8	3	5	5	3	1
Traffic Accident	6	4	5	5	12	11	2
DHS Child Welfare / Juvenile Abuse	14	11	14	34	34	62	18
Restraining Order Violation	3	3	8	5	7	10	4
All Other calls	782	1,564	1,495	1,193	1,566	1,784	906
ADULT ARRESTS	54	26	59	37	46	49	18
JUVENILE ARRESTS	6	18	16	6	56	10	1
TOTAL ARREST	60	44	75	43	102	59	19

**Monthly service calls for January 1, 2020, thru July 14, 2020, within Carlton City Limits**  
*All data is based on the manual gathering of statistics and is subject to the possibility of minor miscalculations*

	January	February	March	April	May	June	1/1/20 thru 7/14/2020)
<b>TOTAL CAD CALLS</b>	<b>181</b>	<b>131</b>	<b>136</b>	<b>121</b>	<b>200</b>	<b>199</b>	<b>105</b>
Domestic	2	0	8	3	4	1	0
Mental Health / Welfare Check	1	4	2	2	2	3	2
Theft	4	1	1	1	3	0	0
Burglary	0	1	1	0	0	0	1
Assault	0	1	0	0	1	1	0
Sex Crime	0	1	0	0	0	0	0
Traffic Accident	0	0	0	1	1	0	0
Traffic Stops	29	9	5	9	21	30	5
DHS Child Welfare / Juvenile Abuse	3	0	3	5	4	2	1
Restraining Order Violation	0	1	1	0	0	0	2
All Other calls	142	113	115	100	164	162	94

**Total Municipal Court Related Citations – (This includes Traffic and City Ordinance)**

*All data is based on the manual gathering of statistics and is subject to the possibility of minor miscalculations*

Year	2010	2015	2017	2018	2019	2020 1/1/2020 thru 7/14/2020
Total	244	140	108	327	309	108

The Carlton Police Department is recognized throughout Yamhill County and the State of Oregon as a proactive, accredited, and community policing oriented law enforcement agency. The department provides numerous proactive and educational programs, presentations, and community notifications to reduce crime and provide citizens with information that can help them stay safer as well as be able to capture information that can aid the police department in its efforts to keep the community safe.

Due to the highly visible, professional, accreditation, and ethical community policing style of the police department, it has received numerous compliments and support from local as well as countrywide and statewide.

The COPS Hiring Grant is a competitive award program intended to reduce crime and advance public safety through community policing by providing direct funding for the hiring of career law enforcement officers. The grant will pay approximately 81% of the officer's salary for three years and the City would be responsible for the remainder of the salary and benefits.

The following are some of the benefits that hiring the new officer:

- Increase the amount of time Carlton has an officer on duty.
- Improve prevention, education, and investigations related to Child Abuse and Domestic Violence issues.
- Meet staffing needs related to the increases in population, housing, tourism, vehicle, and pedestrian traffic over the last 25 years.
- Enhance community policing efforts through pro-active, education, and enforcement.
- Enhance response to city ordinance issues.
- Enhance efforts to prevent and/or reduce thefts, controlled substance crimes, firearms crimes, criminal mischief through community presentations, traffic safety issues, and neighborhood watch.



On June 25, 2020, the city received notice from the COPS Office that the City had been awarded a COPS Grant for \$125,000.

Carlton Police Department is 1 of 12 agencies in the State of Oregon, and the only one in Yamhill County to receive a 2020 COPS grant through the Department of Justice to aid in the hiring of one new police officer. 2020 COPS hiring grant funds were awarded to 596 law enforcement agencies across the nation.

The City has received support letters expressing support to hire a new police officer. The letters are from business owners, law enforcement agencies to include the McMinnville Police Department and Yamhill County Sheriff's Office, organizational partners to including Juliette's House and Yamhill County Juvenile Department, local businesses as well as citizens and residents that live in the surrounding Carlton area and Carlton Business Association.

### **FACTS & FINDINGS**

1. On June 25, 2020, the Carlton Police Department was notified that it had been awarded a \$125,000 grant.
2. The grant award provides entry-level funding for one officer position for three years. As a condition of the grant, the city must retain this position for a fourth year.
3. The department budget in FY21 has appropriated funds for 1 additional sworn officer. The one new position will bring the total sworn officer staff to 4.

### **Fiscal Impact**

The FY21 adopted budget has appropriated funds to receive the grant of \$42,000 for the first year to offset the cost of the beginning Officer's salary of \$52,000. The FY21 adopted budget has appropriated funds for the personnel costs. The City is responsible for the Officer's benefits which can range from 25 to 40 percent of the Officer's salary.

### **Attachments**

Grant award letter



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF COMMUNITY ORIENTED POLICING SERVICES  
145 N Street, NE, Washington, D.C. 20530

**COPS**

June 25, 2020

Chief Kevin Martinez  
City Manager Dennis Durham

Carlton Police Department  
191 East Main Street  
Carlton, OR 97111

Re: COPS Hiring Program award number 2020UMWX0170  
ORI OR03605

Dear Chief Martinez and City Manager Durham:

Congratulations on your agency's award for 1 officer position(s) and \$125,000.00 in federal funds over a three-year award period under the 2020 COPS Hiring Program (CHP). The local cash match required for this award will be \$195,110.00. Your agency may use CHP award funding to (1) hire new officers, (2) rehire officers who have been laid off, or (3) are scheduled to be laid off on a specific future date, as a result of local budget reductions, on or after the official award start date. Please note that any changes to the awarded hiring categories require an official review and approval by the COPS Office.

A list of conditions that apply to your award is included on your Award Document and Award Document Supplement, if applicable. A limited number of agencies may be subject to an Additional Award Notification as a result of an ongoing federal civil rights investigation, other award review, or audit of your agency by the Department of Justice. If applicable to your agency, the Additional Award Notification is included at the end of this letter and is incorporated by reference as part of this letter. In addition, a limited number of agencies may be subject to Special Conditions as a result of high risk designation or other unique circumstances. If applicable to your agency, these Special Conditions will be found in an Award Document Supplement in your award package. You should read and familiarize yourself with these conditions. **To officially accept your award, the Award Document (including the conditions and special conditions, if applicable) must be signed electronically via the Account Access link on the COPS Office website at [www.cops.usdoj.gov](http://www.cops.usdoj.gov) within 45 days from the date of this letter.**

The official start date of your award is 07/01/2020. Therefore, you can be reimbursed for allowable and approved expenditures made on or after this date. Please carefully review the Financial Clearance Memorandum (FCM) included in your award package to determine your approved budget, as some of your requested items may not have been approved by the COPS Office during the budget review process and award funds may only be used for approved items. The FCM will specify the final award amount and will also identify any disallowed costs.

Supplemental online award information for 2020 COPS CHP recipients can be found on the CHP Program page at <https://cops.usdoj.gov/chp-award>. We strongly encourage you to visit this site immediately to access a variety of important and helpful documents that will assist you with the implementation of your award including the 2020 CHP Award Owner's Manual, which specifies the programmatic and financial terms, conditions, and requirements of your award. In addition, the above website link includes the forms and instructions necessary to begin drawing down funds for your award. Please also ensure that you print out a copy of your application and maintain it with your award file records.

Once again, congratulations on your 2020 CHP award. If you have any questions about your award, please do not hesitate to call your Grant Program Specialist through the COPS Office Response Center at 800-421-6770.



Phillip E. Keith, Director

Date: 06/17/2020

**Additional Award Notification**



*"Excellence in Service"*

# Yamhill County Sheriff's Office

*Sheriff Tim Svenson*

535 NE 5<sup>th</sup> Street, Room 143, McMinnville, Oregon 97128-4595

Business Office: (503) 434-7506 • Fax: (503) 472-5330

Jail: (503) 434-7507 • Jail Fax: (503) 434-7534

Email: [sheriff@co.yamhill.or.us](mailto:sheriff@co.yamhill.or.us)

May 19, 2020

Mayor Brian Rake and City Council  
Carlton City Hall  
191 East Main Street  
Carlton, OR 97111

Mayor Rake and Carlton City Councilors:

Please accept this letter in support of the addition of 1.0 FTE position in the Carlton Police Department in the position of certified Police Officer.

As you are aware, the City of Carlton has shown a projected population growth of more than 13% since the last census in 2010 and the County shows a projected growth of 9% during that same period. Increases of this size for the city and county bring increased traffic congestion, more neighbors and disagreements, as well as more opportunities for community activities that support a police presence.

In addition, the explosion of the wine, viticulture, and food industries has brought additional tourism to the city. With that tourism comes additional strain on existing infrastructure, including law enforcement services. With the largest number of tasting rooms per capita and over 50 member wineries in the Yamhill-Carlton AVA alone, Carlton has become a destination location. For law enforcement, this means that there is an increased eye towards balancing the needs of the residents of Carlton, business owners, and visitors. Partnerships between tourism and law enforcement are essential to providing quality tourism services and an experience that benefits both residents and visitors alike. Community policing approaches are expanding to include supporting the tourism industry, event and tourism risk management, and assisting with economic development for the community.

Given the continued growth of both the resident population and the transitory tourist population, an increase in police personnel is a prudent investment for the city. Nationwide, the FBI's Uniform Crime Reporting (UCR) Program shows that the rate of full-time sworn law enforcement employees per 1,000 in habitants is 2.4. With a projected population of almost 2,300, increasing the staff of Carlton PD from 3.0 FTE sworn officers to 4.0 FTE sworn officers is within the normative average and would allow the police department to provide additional services and support to the residents, business owners, and visitors of the city.

As partners for law enforcement services in the County, I believe that increasing Carlton PD's full-time certified staff will bring benefits beyond simply the addition of an individual. It will support the enhancement of the sense of community and safety that draws people to Carlton to live and work, expand the safe and welcoming atmosphere for visitors both locally and regionally, and enrich their contributions to the county-wide mutual aid agreement between all law enforcement agencies in the County. I encourage you to support Chief Martinez's request.

  
Tim Svenson, Sheriff



*"Excellence in Service"*

# Yamhill County Sheriff's Office

*Sheriff Tim Svenson*

535 NE 5<sup>th</sup> Street, Room 143, McMinnville, Oregon 97128-4595

Business Office: (503) 434-7506 • Fax: (503) 472-5330

Jail: (503) 434-7507 • Jail Fax: (503) 434-7534

Email: [sheriff@co.yamhill.or.us](mailto:sheriff@co.yamhill.or.us)

July 15, 2020

Mayor Brian Rake, City Manager Dennis Durham, and Carlton City Council  
Carlton City Hall  
191 East Main Street  
Carlton, OR 97111

Mayor Rake, City Manager Durham, and Carlton City Councilors:

Please accept this letter in support of the addition of 1.0 FTE position in the Carlton Police Department in the position of certified Police Officer.

As you are aware, in 1995, the City was awarded a COPS grant, which allowed the Police Department to hire a third full-time certified Police Officer. At the time, the population of Carlton was 1,353. As of July 1, 2019, the Certified Population Estimates published by Portland State University show the population as 2,270. During the 24 years since the last full-time certified position has been added, the City has more than doubled in size, growing by almost 68%. While this is good news for the City, it also means that there are more issues that necessitate a law enforcement response, including drugs, child abuse, domestic violence, houselessness, property crimes, and neighborhood disputes.

Carlton Police Department is a community-policing focused agency. Even as the city's resident population has exploded, to say nothing of the increase in restaurants, tasting rooms, and other retail establishments, Carlton PD has remained committed to the three guiding principles of community policing – community partnerships, organizational transformation, and problem solving. And while the three full-time certified Police Officers, which includes Chief Martinez, are doing a commendable job, there is much more that could be done by adding another officer to share the workload. Engaging with the community and solving problems at the lowest level possible requires staffing sufficient to allow officers the time to establish and maintain relationships. It also requires a level of staffing that permits long-term investigations, such as those typical with investigations into drugs and child abuse, along with residential and commercial burglaries, to not negatively impact the day-to-day requirements of policing a city the size of Carlton.

Carlton Police Department is an accredited law enforcement agency through the Oregon Accreditation Alliance. They have earned and maintained this accreditation, which is no small feat, by keeping current with the procedural and policy changes in law enforcement that evolve over time. They have achieved a level of professionalism that is rare for agencies of their size. They have much to be proud of, as do all of you who have supported the work that they do, but they could do so much more. I encourage you to support the Carlton Police Department's request to add an additional full-time certified Police Officer and I look forward to working with the new officer in collaboration and partnership to address the safety of the community.

Brandon Bowdle, Captain  
Enforcement Division





# McMinnville

## Police Department

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*Matt Scales, Chief of Police* • 121 SW Adams St. • McMinnville, Oregon 97128-4997 • (503)434-7307 • Fax (503)434-2335

July 12, 2020

Mayor Rake  
Carlton City Councilors  
City Manager Durham

First of all I would like to thank you for taking time to read my letter of support for the addition of one full-time police officer position to the City of Carlton Police Department. I understand that this position is funded through a federal COPS grant program. I have communicated with Chief Martinez on numerous occasions and have found both he and your police department to be thoughtful and driven to provide the best services to the citizens of your city.

As a point of reference I have worked at MPD for over 27 years, and have been the Chief of Police since 2014. I currently sit on the board of the Oregon Association of Chiefs of Police (OACP), as well as the Oregon Accreditation Alliance (OAA). I have watched the Carlton Police Department go from a small town police force, with not much training or guidance, to one that is professional and has the highest of expectations of its officers. I have had the chance to review many agency reports in my time with the OAA, one of which was Carlton police department's most recent reaccreditation. You should take pride in knowing that your police department is meeting the highest standards in the State of Oregon with respect to best practices and policy implementation. You have a great police department, and one you should be proud of and confident in.

Since I live in the area, and will frequent Carlton, I know there has been a great deal of residential and business growth in your city for a number of years. With growth and expansion comes strains on public safety services and their ability to provide proactive police functions. I know it's been 25 years since CPD has seen growth in its ranks, however the City has grown by over 1,000 residents, with future development imminent. Your business community has seen unprecedented growth, making Carlton a tourist hotspot and destination. In speaking with Chief Martinez, he anticipates the additional officer will allow for them to expand their investigative capacity, and allow for adequate patrol coverage by expanding their hours of operations, something that is crucial to having the safest community possible. The addition of this police officer position will allow Carlton to continue to mitigate criminal activity, and provide much needed flexibility for staff to be responsive to community needs and direction.

If you have questions, I would be happy to answer them, and thank you for your time.

All the best,

A handwritten signature in black ink, appearing to be "MS", written over a horizontal line.

Matt Scales, Chief of Police



168 South Pine Street  
Carlton, OR 97111

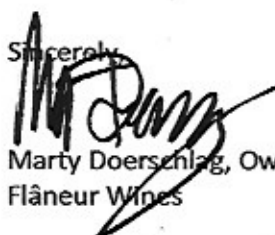
July 17, 2020

Kevin J. Martinez  
Chief of Police  
City of Carlton  
Carlton, Oregon 97111

Dear Chief Martinez

I would like to voice my support in your efforts to further enhance the overall safety and livability of our community by adding an additional police officer to the Carlton Police department. I am pleased to be part of the Carlton Business community and know with the associated growth comes a need to increase the number of officers on your team. As we have seen a considerable growth in population, housing, businesses, and unfortunately crime associated with that growth. As I look to continue to make investments in this community I believe that protecting our citizens is of utmost importance. I am in full support and encourage the addition of an officer to the Carlton Police Department

Sincerely,



Marty Doerschlag, Owner  
Flâneur Wines

Mark Evenstad  
Applied Insights  
338 West Main St  
Carlton, OR 97111

Dear Mayor, City Council and City Manager,

I write today, as a business owner, property owner, proud, tax paying and investing member of the Carlton community. I wish to communicate my support of our very capable and qualified Chief of Police and our Police Officers. I understand that the City Council is considering a request for additional police member/s, which of course, will require appropriate allocation of City funds.

It does not escape me that we are in a bizarre time in our nation. The City I was born and raised in, Minneapolis, Minnesota has burned, rioted and then the City Council voted to defund the Police department. I am unable to comprehend how defunding the police department is going to protect my business interests, property interests, employees and their families in that City. More importantly- how will the de-funding of the City police force protect my minor children that still spend most of their school year there?

We are fortunate in Carlton to have Community policing standards that are much higher than the city of Minneapolis. Had it not been for the violent act of one officer, perhaps Minneapolis could have avoided the destruction that followed. In Carlton, we have had vibrant wine/other business growth, revenue growth, financial investment growth, general population growth and growth in housing. We are a standout, small community, in the County, Valley and, in my estimation, greater Oregon.

We also have growth related problems like opioid related issues, child abuse issues, domestic violence crimes, property crimes and (larger)neighborhood disputes. In my view, our City policy of community policing and community building is the only way to successfully address these growth-related issues. This means investing in preventing crime from growing as well as effectively managing it as it is.

Taking a longer view, when it comes to financial investing is, in my view, always worth it. Same for investing in a better (I.e. safer, more livable, more diverse, more attractive to future residents, businesses and investors) community tomorrow, by spending fractionally more, today. A connected community- where City Government, City Businesses and the best interests of all of our residents is aligned- will achieve our goals. I am proud of our policing standards and ethics and offer my support of increasing funding to this critical component of our future.

Thank you, in advance, for your consideration of my views.

Kind regards,

  
Mark B Evenstad

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U.S. DEPARTMENT OF JUSTICE  
OFFICE OF COMMUNITY ORIENTED POLICING SERVICES  
145 N Street, NE, Washington, D.C. 20530

**COPS**

June 25, 2020

Chief Kevin Martinez  
City Manager Dennis Durham

Carlton Police Department  
191 East Main Street  
Carlton, OR 97111

Re: COPS Hiring Program award number 2020UMWX0170  
ORI OR03605

Dear Chief Martinez and City Manager Durham:

Congratulations on your agency's award for 1 officer position(s) and \$125,000.00 in federal funds over a three-year award period under the 2020 COPS Hiring Program (CHP). The local cash match required for this award will be \$195,110.00. Your agency may use CHP award funding to (1) hire new officers, (2) rehire officers who have been laid off, or (3) are scheduled to be laid off on a specific future date, as a result of local budget reductions, on or after the official award start date. Please note that any changes to the awarded hiring categories require an official review and approval by the COPS Office.

A list of conditions that apply to your award is included on your Award Document and Award Document Supplement, if applicable. A limited number of agencies may be subject to an Additional Award Notification as a result of an ongoing federal civil rights investigation, other award review, or audit of your agency by the Department of Justice. If applicable to your agency, the Additional Award Notification is included at the end of this letter and is incorporated by reference as part of this letter. In addition, a limited number of agencies may be subject to Special Conditions as a result of high risk designation or other unique circumstances. If applicable to your agency, these Special Conditions will be found in an Award Document Supplement in your award package. You should read and familiarize yourself with these conditions. **To officially accept your award, the Award Document (including the conditions and special conditions, if applicable) must be signed electronically via the Account Access link on the COPS Office website at [www.cops.usdoj.gov](http://www.cops.usdoj.gov) within 45 days from the date of this letter.**

The official start date of your award is 07/01/2020. Therefore, you can be reimbursed for allowable and approved expenditures made on or after this date. Please carefully review the Financial Clearance Memorandum (FCM) included in your award package to determine your approved budget, as some of your requested items may not have been approved by the COPS Office during the budget review process and award funds may only be used for approved items. The FCM will specify the final award amount and will also identify any disallowed costs.

Supplemental online award information for 2020 COPS CHP recipients can be found on the CHP Program page at <https://cops.usdoj.gov/chp-award>. We strongly encourage you to visit this site immediately to access a variety of important and helpful documents that will assist you with the implementation of your award including the 2020 CHP Award Owner's Manual, which specifies the programmatic and financial terms, conditions, and requirements of your award. In addition, the above website link includes the forms and instructions necessary to begin drawing down funds for your award. Please also ensure that you print out a copy of your application and maintain it with your award file records.

Once again, congratulations on your 2020 CHP award. If you have any questions about your award, please do not hesitate to call your Grant Program Specialist through the COPS Office Response Center at 800-421-6770.



Phillip E. Keith, Director

Date: 06/17/2020

**Additional Award Notification**





24 July 2020

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Dear Mayor Rake and Members of the City Council of Carlton,

As the current volunteer Board President of YCTC, I am writing to you in support of Chief Martinez's proposal to create a 4th full-time officer position which will be primarily funded for the next 3 years through the Department of Justice's COPS program.

As you know, our nonprofit organization's mission is to strengthen our community by supporting youth and families. Chief Martinez's current policing plan dovetails well with our work in that it focuses on community policing through efforts to reduce child-abuse, domestic disputes, and creating more healthy conditions within the community for families as a way of addressing the roots of crime in Carlton. At a time when citizens of metro areas are calling for defunding the police, it's crucial to hold up Chief Martinez's work in community policing that focuses on maintaining a high level of communication and interaction with our citizens as stewards of the community. His leadership and the work of our police to protect and serve our citizens is a model for other rural communities. Our police department has a long history of being an integral part of Carlton by participating in local events both formally, by providing security, but also in his and his officers' providing entertainment and interactions with families through National Night Out and concerts held in the City Parks. Our officers have a long-standing practice of talking with and listening to community members, including children, while on patrol. Their friendly interactions with citizens on a daily basis is a key indicator of the success of Chief Martinez's strategies. It is due to current policing practices that members of our community hold our Police in high regard. In addition to our own organization, Yamhill County offers a number of partners like Juliette's House and A Family Place that help with our Police Department's current strategies. By addressing the source of crime through creating better conditions for families, crime rates in Carlton have been substantially reduced in recent years..

However, it's worth noting that Carlton has grown substantially since the last expansion of the department from 2 to 3 full-time officers in 1995. It is essential to Chief Martinez's plan to keep our community safe that the department expand to 4 full-time officers. I am glad that the City's budget committee has approved the hiring of the new officer with the award of the aforementioned grant. It is crucial that the Council respect and uphold this important step in making sure our community policing moves to a sustainable level staffing for the future. Along with the new City Hall, it will allow for the Police and City Government to better serve the citizens of Carlton.

I hope that you will take the opportunity to maintain our community's tradition of strong community policing by approving the new office position.

Sincerely,

A handwritten signature in black ink that reads "Hans Erik Nordstrom". The signature is written in a cursive style with a large, stylized 'H' and 'N'.

Hans Erik Nordstrom, Ph.D.

YCTC Board President

Associate Professor of Mathematics, University of Portland,

Proud Carlton resident since 2006.

Attention: Brian Rake, Mayor  
Dennis Durham, City Manager  
Carlton City Council

RE: Police Department

To Whom It May Concern,

I would like to express my support for the hiring of an additional law enforcement officer in the City of Carlton. As a landowner, businessman and community member for the past twenty years I've seen a tremendous amount of growth in the amount of vehicle and foot traffic that has developed alongside the addition of new businesses and homes.

Carlton has been discovered and has attracted people from all parts of the country and part of what brings new people to settle here is the beauty and safety of our community. I believe it is paramount that as our city expands, so in turn should our police department to accommodate the livability that brought many of us to this area to raise our families.

It is my belief that the hiring of an additional officer would enhance the overall public safety by providing additional support for enforcing laws, preventing crimes and responding to emergencies especially during these uncertain times. It is essential to keep Carlton a peaceful place to live and visit now and in the future.

Sincerely,

A handwritten signature in cursive script that reads "Steve Reimann". The signature is written in dark ink and is positioned above the printed name.

Steve Reimann

**Kevin Martinez**

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**From:** Sam Hill <witsh.sh@gmail.com>  
**Sent:** Monday, July 13, 2020 5:48 PM  
**To:** Shirley Ward-Mullen; Scott Carl; Brian Rake; Kathy Maher; Carey Rhoads; Linda Watkins; Amy Wilder; Dennis Durham; Kevin Martinez; Christy Martinez  
**Subject:** Proposed new police officer.

Carlton City Councilpersons, mayor, manager and chief of police,

It has been brought to my attention that the grant for a new city officer has been awarded. I want to strongly urge hiring a new city officer. Most of the time I would advocate for not spending any additional money, but in the case of hiring a new officer, I would recommend it even if we didn't have the grant, because our police department and community could use an additional community law enforcement officer.

A new city police officer would help the department addressing issues that many citizens consider to be opportunities for improvement such as traffic safety enforcement, crime, domestic violence, child safety, neighborhood watch and more.

Our current staffing level along with work load from my perception leaves us short on being able to respond to the needs of the community needs. Our officers are busy, sometimes too busy and we can tell as actions of lesser important get left behind. One of these actions seems to be patrolling the streets. But I know they are doing their best to respond to calls as they happen and to the level of importance. I have watched them in action as they have responded to calls about animal health concerns, mental health issues, domestic events, crimes, drug activity, assaults and much more. Our police officers are a community asset.

Let's help out our community and our amazing community law enforcement agency and hire one more officer. I believe that it is best for our city.

Sincerely  
David Samuel Hill  
655 N 1st St.  
Carlton Oregon 97111  
[witsh.sh@gmail.com](mailto:witsh.sh@gmail.com)  
503-474-7006

**Kevin Martinez**

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**From:** Rick Hinkes <rjh97034@yahoo.com>  
**Sent:** Monday, July 13, 2020 11:12 AM  
**To:** Dennis Durham; Brian Rake; Shirley Ward-Mullen; Scott Carl; Carey Rhoads; Linda Watkins; Amy Wilder  
**Cc:** Kevin Martinez  
**Subject:** City of Carlton Police Dept

To The Leaders of Carlton,

I'm motivated to write as a result of the current tumult encompassing this country about community/police relations. As someone who's lived in major metropolitan areas and also smaller rural areas, I've had opportunity to see a variety of policing philosophies. Watching the local web chats, etc, there seems to be some pretty varied feelings about our local police department, some of which is puzzling. I'd like to add mine as well.

I believe this country is starting to come to grips with the necessity of community policing, especially in cities where it's less of a priority. I've seen and participated in (National Night Out) community policing activities with our men in blue that underscore the dedication to that philosophy. I've had opportunity to speak with Chief Martinez about his belief in accreditation, professional standards and ethics. I'm impressed by the zeal with which those critical elements are at the core of the department's mission. That in itself is, in my opinion, light years ahead of many other cities, large and small.

While my wife and I live outside the city limits, we still carry a Carlton address. I've watched the city grow and the department attempt to grow with it. I was disappointed to see the bond measure funding a new department headquarters defeated, but encouraged the city found a good middle ground to provide a safer, more appropriate environment for these professionals than "the room in the back and the shed behind the building". The decision to hire a new officer was a credit to you all and your understanding of how to keep us safe.

With the increase in traffic, tourism and activity, we must be diligent to stay the course to assure our community policing quality remains by funding appropriately. I trust you will all keep that faith.

I speak to a lot of folks who can truly see the gem we have here in our police department - their attitude, professionalism and accessibility. To find a balance to walk the difficult line in dealing with crime, yet still be the ones to whom we wave while walking down the street harkens back to the "beat cop" days, when people felt secure and trusting in their law enforcement. Please stay the course with these exceptional men and let's support and grow this resource to the benefit of us all.

Thank you for your attention,

Rick Hinkes





## Yamhill County Department of Community Justice Juvenile Division

535 N.E. Fifth Street, McMinnville, Oregon 97128 • Phone: 503-434-7512 • Fax: 503-472-7466

July 13, 2020

Kevin J. Martinez  
Chief of Police  
Carlton Police Department  
191 E. Main Street  
Carlton, Oregon 97111

Re: Letter of Support

Dear Chief Martinez:

The purpose of this letter is to show my support for the hiring of a new officer for the Carlton Police Department. I have been with the Yamhill County Juvenile Department since 1981 and have seen many changes in Yamhill County. Specifically, the population growth in the small towns of this county have been overwhelming. In particular, Carlton has changed into a tourism area as well as the thoroughfare to the west side of heavily populated Washington County (Hillsboro/Beaverton). Carlton's housing and business areas have expanded greatly as well. Unfortunately, as the population grows so does the need for law enforcement commensurate to the size of the city. Carlton has lost law enforcement positions rather than gain them over the years.

In recent years the residents of Carlton experienced two significant incidents of juvenile crime that impacted the community. A quick response by officers to address the needs is crucial in any community. These incidents were no exception.

In summary, I fully support the addition of an officer to the Carlton Police Department which is long overdue.

Sincerely,

Dana V. Carelle  
Juvenile Probation Manager  
535 NE 5<sup>th</sup> St.  
McMinnville, Oregon  
(503) 434-7512 ext. 4440

To: Carlton City Manager, Mayor & Counsel Members

From: Steve & Janell Taylor, Property Owners

250/258 N. Kutch St.

Carlton, OR 97111

Date: 7/12/20

Re: Letter of Support

We wanted to express our support for a new Police Officer for the City of Carlton. We understand, and have watched, the City grow in population and numbers of business for the past 20+ years we've been in Carlton without exponential officer growth.

We especially see an explosion of guests and nonresidents visiting all that our rural area has to offer. While we enjoy most of the visitors, there are always some that want to bring a different behavior - one that is inconsistent with what we believe to be acceptable for our rural way of life in Carlton. With that said, we expect the Police Department officers to protect us and our businesses. The Police are a welcome and necessary part of our community, while they interact and stay connected to everyone with our protection in mind as we all enjoy the lifestyle without that burden. Spreading officers too thin in a high growth community has reduced that protection as well as our officer's own safety creating a expanded liability for the City of Carlton which we cannot afford as taxpayers!

In the new environment of uncertainty that we now face in our communities across the nation, we believe it's a necessary investment to add another officer to our police force, ensuring our safety and the value of property and lifestyle unique to Carlton.

**Kevin Martinez**

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**From:** ronsplan@aol.com  
**Sent:** Sunday, July 12, 2020 10:28 AM  
**To:** Kevin Martinez  
**Subject:** Re: Letter of Support

Chief Martinez

We support the addition of another officer to the Carlton Police Department. Since we moved here over 13 years ago the city has grown significantly with the additional homes in Carlton Crest and other smaller infill projects. Now another new subdivision is going in south of Carlton Crest. The Police Department needs to grow along with the town.

An additional police officer would also help keep up with not only the growth of our community and traditional police enforcement activities but also the additional requirements of dealing with other related societal problems such as mental health, domestic and homelessness issues.

We appreciate the community policing style of the current Police Department. The officers are involved in the community and schools. This type of policing takes extra time but we believe pays off in a higher quality service.

Also we want to thank the Police Department for finding a grant to pay a significant part of the cost of a new officer.

Ron and Nelda Skidmore  
713 N 7th Street  
Carlton, OR 97111

The city of Carlton is being offered a grant from the Federal Department of Justice in the amount of \$125,000.00. This grant would be used to offset some of the cost, (approximately 42,000.00 a year) of an additional police officer for 3 years.

The grant would allow for more hours of patrol time, increased traffic enforcement and longer hours of police availability into the night hours. A neighborhood watch program could also be implemented.

The grant would allow more flexibility in scheduling to cover training, vacations and sick time. It would help maximize police coverage and increase pro-active policing in our city. This grant would greatly benefit the Carlton Police Dept and the residents of Carlton. It is our understanding that this is a grant and not a bond measure or additional tax.

Our family is in support of this grant being offered and we ask for your support.

Sincerely,

Mr. And Mrs. Szekely

Carlton, OR.



CHILD ABUSE INTERVENTION CENTER

BECAUSE EVERY CHILD HAS A RIGHT TO BE SAFE

July 10, 2020

To: Mayor Rake, City Manager Durham, and Members of the City Council

Re: Carlton Police Department's new officer hire

I am writing this letter to add my voice in support for the Carlton Police Department's plan to hire an additional police officer. As Yamhill County's Children's Advocacy Center, Juliette's House works closely with Carlton Police Department and with LEA across the county to prevent and intercede early in cases of child abuse and neglect. Adding an additional officer in Carlton, well-trained in working with community and families, I believe, will help to strengthen public education, prevention, and identification of child abuse in addition to other community safety issues.

I cannot stress enough how important our collaboration is with community partners such as Carlton Police Department. Strengthening this agency is vital to the well-being of our kids and families. I deeply appreciate your support for this request from Chief Martinez. Thank you.

Together We ARE Making Hope Happen!

Be well. Be healthy. Be safe out there...and please keep an eye out for the kids.

Kind regards,

A handwritten signature in black ink that reads "Russell Mark". The signature is fluid and cursive.

Russell Mark  
President/CEO

**JULIETTE'S HOUSE CHILD ABUSE INTERVENTION CENTER**  
1075 SW Cedarwood Avenue, McMinnville Oregon 97128  
503.435.1550 info@julietteshouse.org

*Together We Can Make Hope Happen!*



From: Andrianna Hendrickson  
Age: 13

To my heroes: Out of all the people who deserve credit it is you! You keep us safe, you make so many sacrifices for this community and at times even risk your life for us! You are one of the greatest examples of what brave, caring, and true heroes are. We are so blessed to have people like you serving our community! I am so sorry for all you have to go through I just want to let you know you are not alone! You mean so much to this community and especially to me!

I may not know each one of you but I can truthfully say I love you! You are the most amazing people and I know you don't get as much credit as you deserve. Always do what is right even when times get tough. Never quit serving our community with care and humility and to the best of your ability. I love, respect, and appreciate you all! Stay strong, happy, and healthy! I'm praying for you!

Sincerely,

Andrianna Hendrickson

Dear Police Officers  
Thank You for Your service.  
I praying for You.  
I hope People realize how  
amazing You guys are.  
I hope You know how  
special You are.  
I love all of You guys.

God Bless  
~Alma~

Dear Police Officers

Thanks for serving our country and taking the bad guys away

My name is Malachi Cortes and I think you are awesome!

Thanks for keeping us safe!

I am writing this letter because I like police and I think you are cool!

You guys are so special I want to buy you coffee!

The End

Malachi Cortes



## To Our Police Officers

Thank you for your service to our communities. Thank you for choosing to be selfless every day you put your uniform on and head out. Thank you for putting your life on the line to protect others. Thank you for putting yourself into uncomfortable positions to help those in need. Thank you for sacrificing holidays, birthdays, anniversaries, and other special events to keep us safe. Thank you for being brave and doing a job that is tough mentally, emotionally and physically. Thank you for doing your job with excellence and professionalism. Thank you for the long shifts, late nights, and weekends sacrificed. You do so much for our communities and I cannot say thank you enough! The work you do, the sacrifices you make, they are not in vain! You are important, loved, respected, and supported by so ~~many~~ many!

My heart breaks ~~at~~ when I see all the negativity you are getting right now. I don't think people realize how hard your job can be. I am writing this to let you know you are being supported by more people than the ones opposing you! I am praying for you, I love you, and I care about what happens to each one of you! You are and have always been my heroes! You are amazing and I appreciate all the work you do! Keep up the good work! May God bless you and keep you in His loving care!

Love,

Amanda Hendrickson

I am Christine McDonald, a resident of Carlton. Recently I had an incident in my home which eventually involved the local police. They helped with the problem, were very courteous and went beyond what I would have expected to help resolve the situation. All three officers were eventually involved, and kept in contact with me, and were with follow-ups.

The officers also helped with information about contacting other agencies that I needed at the time. I am so appreciative of their help and the fact I was able to contact them at any time during the incident. Chief Martinez often called to see if I was okay!

Needless to say, after this experience, I am in full support of our police officers. Again, I would like to thank all three officers for their help and support.

*Christine McDonald*





Carlton Business Association  
PO Box 224  
Carlton OR 97111

Mayor Brian Rake, Mayor  
City of Carlton  
191 E. Main Street  
Carlton, OR 97111

July 14, 2020

Carlton City Council,

I am writing in support of the City's effort to hire an additional police officer and effort to provide better law enforcement patrol coverage for the community. And considering the City has been awarded a grant of \$125,000 to help pay for the position over the next three years, this is a win-win for the entire community.

The Carlton Business Association has always been a strong supporter of the Carlton Police Department and appreciative of the services we receive. We strongly encourage the Council to accept the COPS Grant and move forward with hiring a new officer.

Thank you,

A handwritten signature in cursive script that reads "Julie Rabung". The signature is written in black ink and is positioned above the printed name.

Julie Rabung  
Carlton Business Association, President

455 W Monroe Street  
Carlton, OR 97111  
July 14, 2020

City of Carlton  
ATTN: Mayor Rake, City Manager & City Council  
191 E Main Street  
Carlton, OR 97111

Dear Mayor Rake, City Manager & City Council,

As a resident of Carlton, Oregon and a previous Board Member of the Carlton Business Association, I have invested a substantial amount of time and effort in our community and I truly believe Carlton is a great little town. I would like to submit a letter of support for Officer Martinez's request for an additional full time Carlton Police Officer.

I began working in Carlton in 2006, moving here in 2009 when the sidewalks were unmanageable and many of the buildings were rundown and vacant. Since then I have seen tremendous growth, a substantial traffic increase and the development and success of many businesses. During this time, I have also experienced many residents and business owners invest their hearts and souls into Carlton, creating such an indelible city.

After seeing many incarnations of the Carlton Police Department, I feel that Chief Martinez's command and his Officers comprise the most organized and effective department with the best presence and commitment I have experienced. They continue to strive and succeed in creating a sense of community and personal connection with the residents of Carlton. They make for a safer, more stable and healthier environment.

Twice I have needed the assistance of the Carlton Police Department. In 2015 I had the awful experience of seeing one of my dogs hit by a speeding driver directly in front of my house, one of the many trying to avoid the intersection of 99W and Main Street. I have also been the victim of a terrible incident in 2017 that greatly compromised my safety. Chief Martinez, Officer Blair and Officer Jordan displayed extreme professionalism and compassion; having a consistent and strong presence on West Monroe Street, slowing traffic, assisting with legal action and making me feel understood and safe. They continue to patrol my neighborhood regularly since then, stopping to check in when they see me. I feel extremely fortunate and am greatly indebted to them.

With all that is currently happening with both physical and mental health, increasing tourism and traffic and population growth, I think it is imperative to have consistent, trustworthy and skilled Police support for our community. Having an additional Officer will help increase safety and enjoyment for all residents as well as visitors.

Thank you for your time.

Warmest Regards,



Christie Shertzer

cc: Chief Kevin Martinez

Carlton City Council

July 20, 2020

I am writing this in support of hiring an additional officer to the city police force.

I have lived in Carlton full time for the last 10 years and been connected in the community through family and friends who reside here since I was a teenager, 40 years ago. Over the last few years, I have seen a positive change in the way our police interact with the community and I applaud the emphasis on community policing led by Chief Martinez. Our Carlton police force works hard to keep this community safe and at the same time, they go beyond just “catching” bad guys by working in partnership with the schools and community organizations to support families who are at risk, getting to the root of the issues. They are proactive, vs reactive and, I believe, stand as a model of what true community policing should be.

One area of concern that must be considered as it impacts our community is mental health. Mental health issues are on the rise and being exacerbated by the Covid 19 lockdowns. To be blunt, expanding the number of crisis-response trained officers is critical, officers under the leadership and modeling of someone, like Chief Martinez, who are compassionate and are trained in de-escalation and humane crisis response. Officers who see people not perps; as community members not just “calls”.

The council has approved money in the budget for an additional officer, and now with the DOJ grant I firmly believe the timing is right to expand our police force. Carlton is growing and already the staffing for our public safety is stretched thin. This is an excellent opportunity to grow our “force” to keep pace with the community it serves. I urge the council to authorize the hiring of an additional officer without delay.

Thank you

Virginia Rake

203 W Main St

Carlton, OR



## Memorandum

**To:** The Mayor and Members of the City Council  
**From:** Morgan Shelton, Utility Billing, Records, and Court Clerk  
**Subject:** Buy Carlton Relief Program Conclusion  
**Date:** July 21, 2020

## Recommendation

It is MOVED that the City Council conclude the Buy Carlton Relief Program with a final date to submit receipts for credit of August 7<sup>th</sup>, 2020. Along with the end of the program, the City will resume normal city utility billing procedures.

## Background

The Buy Carlton Relief Program was modeled after Dayton, Oregon's "2020 URBAN Program" with the intent of stimulating the local economy by promoting patronage to businesses experiencing reduced income during the COVID-19 restrictions and closures.

The City of Dayton ended its program on June 30<sup>th</sup>, 2020, stating businesses are now open and no longer operating under such severe restrictions.

The City has the option to reinstate the program should new restrictions be imposed in the future and additional hardships result.

## Fiscal Impact

Residents have submitted 1,095 receipts totaling \$36,010.62. With the submitted receipts, the City has issued \$15,675 in utility account credits making for an average of \$34.46 spent per \$15 credit issued.

### Section 1: Business Information

Robyn's Child Care, LLC

Business Name

LLC

Business Type

971-227-8192

Telephone

430 E Washington Street

Street Address

Carlton

City

OR

State

97111

Zip Code

Yamhill

County

47-1225733

Employer Identification Number (Federal EIN)

105822191

Business Identification Number (issued by Oregon Employment Department)

624410

NAICS Code (as listed on the businesses most recent federal tax filing)

Description of product(s) or service(s) offered:

daycare provider  
emergency care facility per pandemic requirements

### Section 1A: Business Contact Information

Robyn Moss

Name

Owner

Title

971-227-8192

Phone Number

robynschildcarellc@yahoo.com

Email



## Section 2: Business Details

### Company Principals

Robyn Moss	Owner	100
Name	Title	Percent Ownership

Name	Title	Percent Ownership

Name	Title	Percent Ownership

Name	Title	Percent Ownership

100
<b>Total Percent Ownership</b>

\$ 2,500
<b>Amount requested</b>

1
---

**How many jobs will be retained at your business as a result of the grant?**  
(Include jobs lost since February 29, 2020 that can now be retained because of the grant.)

**Number of Employees:**

Check one of the boxes below based on employee headcount on February 29, 2020.

- 1-5 Employees
  - \$2,500 (no verification required)
  - Up to \$5,000 (verification of 60 days fixed expenses)
- 6-10 Employees
  - \$5,000 (no verification required)
  - Up to \$10,000 (verification of 60 days fixed expenses)
- 11-15 Employees
  - \$7,500 (no verification required)
  - Up to \$15,000 (verification of 60 days fixed expenses)
- 16-20 Employees
  - \$10,000 (no verification required)
  - Up to \$12,000 (verification of 60 days fixed expenses)
- 21-25 Employees
  - \$12,500 (no verification required)
  - Up to \$25,000 (verification of 60 days fixed expenses)

**Verification of Eligible Expenses and Employment (if applicable)**

(Check all attached)

- Copy of rent/lease agreement
- Copy of recent business utility bills
  - Electricity                       Water/Sewer                       Natural Gas
  - Phone                                       Garbage                                       Broadband
  - Cell phone                                       Business Mortgage statement
  - Other:

- Oregon Employment Department Form 132
  - \* For businesses with more than 5 employees, provide a copy of Q4 2019 or Q1 2020 Oregon Employment Department Form 132 (redact employee names and Social Security Numbers)

### Section 3: Certifications and Representations

The information in this application, including all attachments and certifications, are, to the best of the knowledge of the undersigned, complete, current and accurate. The application presents fairly the conditions of the eligibility of the undersigned. Proceeds of the award are intended to solely support the operations and reopening expenses of the applicant business. Initial all the following certifications that apply:

- RM ○ The applicant business was adversely impacted as a direct result of the COVID-19 crisis.
- RM ○ The applicant business had 25 or fewer employees as of February 29, 2020.
- RM ○ The applicant business:
  - Was determined to be a non-essential business in accordance with Governor's Executive Order 20-12, or
  - Experienced a 50% or more reduction to sales as a result of the COVID-19 crisis.
- RM ○ The applicant has not received federal financial funding relief through the CARES Act of 2020 (Paycheck Protection Program or Emergency Injury Disaster Loan assistance program) or any subsequent federal act that provides emergency pandemic funding as of the date of application.
- RM ○ The applicant business is current on all federal, state and local taxes as of the date of application.
- RM ○ The applicant business is headquartered in and has primary operations in Oregon.
- RM ○ The applicant business is currently registered with the Oregon Secretary of State to do business in Oregon if such registration is required.
- RM ○ The applicant business is compliant with all federal, state and local laws.
- RM ○ The applicant business agrees to provide business, financial and ownership information necessary to determine and verify eligibility.
- RM ○ The applicant business will only use these proceeds to support business-related expenses to maintain operations and/or reopen and that Oregon COVID-19 Emergency Business Grant Program proceeds will not be used for personal purposes.
- RM ○ Unless otherwise directed by Executive Order, the applicant is open, or has reopened for business.

Failure to comply with eligible use of proceeds, or making a material misrepresentation about the business and its operations to qualify for an award will be a provision of default of the award and subject the award to recapture. The State of Oregon reserves the right to request additional documentation from the applicant to verify the accuracy and authenticity of the information provided.

Should the State determine a misrepresentation exists creating a default, the award may be forfeited and subject to repayment. Failure to repay or cure a default will result in any and all collection actions permissible by law, including through third party collection services or the Oregon Department of Revenue. The applicant agrees to allow the State to pursue such collection actions.

As these funds are being provided by the State of Oregon, Business Oregon and affiliated state agencies may use your company in future promotions of their programs and services.

**General Certification**

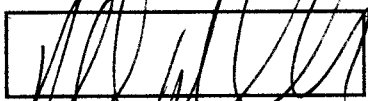
I certify to the best of my knowledge that all information, contained in this application, including all attachments and certifications, is valid and accurate. I further certify that, to the best of my knowledge:

1. The application has been reviewed and approved by the authorized owner(s), managers with appropriately delegated authority, and/or in accordance with the organization's articles of incorporation, articles of organization or bylaws, and
2. Signature authority is verified.

**Check one:**

- Yes, I am authorized to submit on behalf of the applicant within authority granted in the applicant's articles of incorporation, articles of organization or bylaws. (e.g., President, Secretary, Chief Executive Officer, Board Chair, etc.)
- No, I am not authorized to submit on behalf of the applicant within authority granted in the applicant's articles of incorporation, articles of organization, or bylaws so I have attached documentation that verifies my authority to sign on behalf of the applicant.

**The department will only accept applications with proper signature authority documentation.**



Signature

07/15/2020

Date

Robyn Moss

Printed Name

Owner

Printed Title

# State of Oregon COVID-19 Emergency Business Assistance Grant Program Demographic Questionnaire

All business owners with 20% or more ownership are required to complete this questionnaire.

We encourage you to answer the voluntary demographic questions below. Answers to the questions will help track programmatic outcomes and advance economic opportunity for all Oregonians. Responses will only be reported in aggregate. If you do not wish to disclose your race, ethnicity and/or gender you may select "Prefer not to answer". Award decisions have been made and thus providing the information or declining to provide the demographic information will not subject you to any adverse treatment. Please note that this information may be subject to public disclosure pursuant to Oregon Public Records Law.

Robyn's Child Care, LLC

What is your Name?

Robyn Moss

What is your percentage of business ownership?

100%

What is your race?

Select One white

What is your ethnicity?

white

What is your gender?

Female

Business Owner Signature





City of:           CARLTON          

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.

**Legislation**

<b>A. Beer and Cider Tax Increase</b>	
<b>B. Broadband Infrastructure and Technical Assistance Funding</b>	X
<b>C. Building (Reach) Code – Energy Efficiency Local Option</b>	
<b>D. COVID-19 Economic Recovery Investments</b>	X
<b>E. Digital Equity and Inclusion</b>	
<b>F. Expedited Siting for Shelter and Affordable Housing</b>	
<b>G. Green Energy/Renewables – Expanded Local Option</b>	
<b>H. Housing and Services Investment</b>	
<b>I. Increased Budgetary Flexibility During Budgetary Emergency</b>	
<b>J. Infrastructure Financing and Resilience</b>	X
<b>K. Local Climate Action Planning Resources</b>	
<b>L. Local Energy Generation Project Support</b>	
<b>M. Local Speed Setting Authority</b>	
<b>N. Long Term Transportation Infrastructure Funding</b>	
<b>O. Low-Income Energy Efficiency and Affordability Programs</b>	
<b>P. Marijuana Tax Local Rate Limitation Increase</b>	
<b>Q. Mental Health Service Delivery</b>	X
<b>R. Municipal Broadband and Municipal Pole Protection</b>	
<b>S. New Mobility Services</b>	
<b>T. Photo Enforcement Safety Cameras</b>	
<b>U. Property Tax Reform</b>	
<b>V. Reducing Wastewater Impacts from Wipes and Other “Non-Flushables”</b>	
<b>W. Right-of-way/Franchise Fees Authority Preservation</b>	
<b>X. State Highway Funds Formula</b>	
<b>Y. Tort Liability Reform</b>	
<b>Z. Water Utility Rate and Fund Assistance</b>	

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](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. I 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.

Decimalization 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

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 Suzanne Lineen, Hillsboro  
 Heidi Lueb, Tigard  
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 Seth Reeser, Wood Village  
 Tim Rosener, Sherwood  
 Byron Smith, Hermiston  
 Jim Snyder, Phoenix  
 Andrew Struthers, Corvallis  
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