

CITY OF  
**Millersburg**



**Millersburg  
City Council  
Meeting**

January 9, 2024 6:30 PM

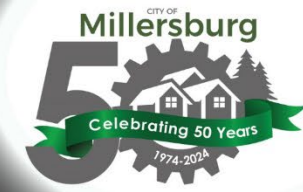
For those online, the meeting will begin shortly

# Agenda



- CALL TO ORDER
- ROLL CALL
- PLEDGE OF ALLEGIANCE
- CHANGES AND ADDITIONS TO THE AGENDA
- CONSENT AGENDA
  - Approval of December 12, 2023 meeting Minutes
- GUEST PRESENTATIONS
  - Linn County Sheriff's Office Report
  - Albany Fire Department Quarterly Report
- PUBLIC HEARINGS
  - DC 23-02 Dev Code Update
- PUBLIC COMMENT
- COUNCIL MEMBER & STAFF COMMENTS
  - Committee Assignments
- CITY MANAGER'S REPORT
  - Project Updates
  - Transition Parkway Design Update
- CITY ATTORNEY'S REPORT
  - Open Public Meetings & Records Review
- UNFINISHED BUSINESS
  - Republic Services Rate Increase Request
- NEW BUSINESS
  - Budget Committee Appointment
- CLOSING COUNCIL COMMENT
- ADJOURNMENT

# Consent Agenda



1. Approval of December 12, 2023, City Council Regular Meeting Minutes

Take no action, pull one or more items; or, suggested motion to approve:

I move for the adoption of the Consent Agenda as presented OR with item #\_\_\_ removed.

**APPROVED**

# Guest Presentations



# Linn County Sheriff's Office Report



**Michelle Duncan**  
**Sheriff**

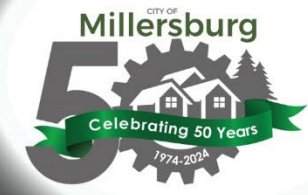
Phone: 541-967-3950  
linnsheriff.org

FOR THE MONTH OF: December, 2023

TRAFFIC CITATIONS	14
TRAFFIC WARNINGS	16
TRAFFIC CRASHES	3
ARRESTS MADE	12
COMPLAINTS/INCIDENTS INVESTIGATED	138

TOTAL HOURS SPENT: MILLERSBURG 178

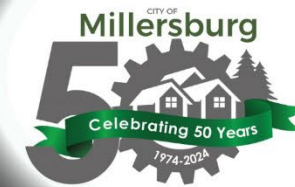
CONTRACT HOURS= 153 HOURS



# Albany Fire Department Quarterly Update



# Total Call Volume and Response Times



## City of Millersburg Total Responses

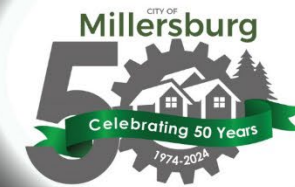
Month	FY 21	FY 22	FY 23	FY24
July	17	35	20	25
August	26	34	24	30
September	28	27	22	18
October	29	26	25	21
November	21	20	35	19
December	30	24	34	17
January	29	24	22	
February	26	22	20	
March	21	19	24	
April	28	24	20	
May	36	20	26	
June	23	16	31	
<b>Total</b>	<b>314</b>	<b>291</b>	<b>303</b>	<b>130</b>

FY24 Projection 260

## Millersburg Response Times Average 911 Call Received to Arrival Time

	FY 21	FY 22	FY23	FY24 (To Date)
<b>All Incidents</b>	7:34	7:41	7:31	7:28





# Type of Incidents Occurring in Millersburg

<i>Call Type</i>	<i>Count</i>
<i>SICK PERSON</i>	17
<i>FALL</i>	16
<i>FIRE ALARM ACTIVATION</i>	8
<i>LIFT ASSIST</i>	7
<i>STROKE</i>	6
<i>UNKNOWN MEDICAL PROBLEM</i>	6
<i>HEMORRHAGE BLEED</i>	5
<i>BREATHING PROBLEMS</i>	5
<i>MVC INJURY</i>	5
<i>STRUCTURE FIRE</i>	4
<i>SMALL MISC FIRE</i>	4
<i>UNCONSCIOUS FAINTING</i>	4
<i>OD INGESTION POISONING</i>	4
<i>ABDOMINAL PAIN OR PROBLEMS</i>	3
<i>CAR FIRE</i>	3
<i>HEART PROBLEMS</i>	3
<i>BACK PAIN</i>	3
<i>TRAUMA INJURY</i>	3
<i>PUBLIC ASSISTANCE</i>	3
<i>DIABETIC PROBLEM</i>	3
<i>CARDIAC ARREST</i>	3
<i>POLE FIRE</i>	2
<i>ASSAULT, RAPE, VIOLENT TRAUMA</i>	2
<i>CHEST PAIN</i>	2
<i>STABBING OR GUNSHOT</i>	1
<i>COLD OR HEAT EXPOSURE</i>	1
<i>SMOKE INVESTIGATION</i>	1
<i>BURN COMPLAINT</i>	1
<i>WIRE DOWN</i>	1
<i>SMALL NATURAL COVER FIRE</i>	1
<i>HEADACHE</i>	1
<i>ALLERGY, HIVES, REACTION STING</i>	1
<i>ODOR INVESTIGATION</i>	1
<b>Grand Total</b>	<b>130</b>







# 2023 TOY DRIVE

**ALBANY FIRE DEPARTMENT**  
EST. 1869  
LIFE FIRE  
EMS SAFETY  
PREVENT & PROTECT FROM HARM

## 7th Annual Toy Drive

**DROP OFF A NEW, UNWRAPPED TOY BY DECEMBER 8TH. ALL BENEFITTING LINN COUNTY CHILDREN.**

- Fire Station 11
- Fire Station 12
- Fire Station 13
- Fire Station 14
- Fire Station 15
- Millersburg City Hall
- Margin Coffee



# SINGLE ROLE



# PROMOTIONS/TRANSITION



# NW GREEN ACRES

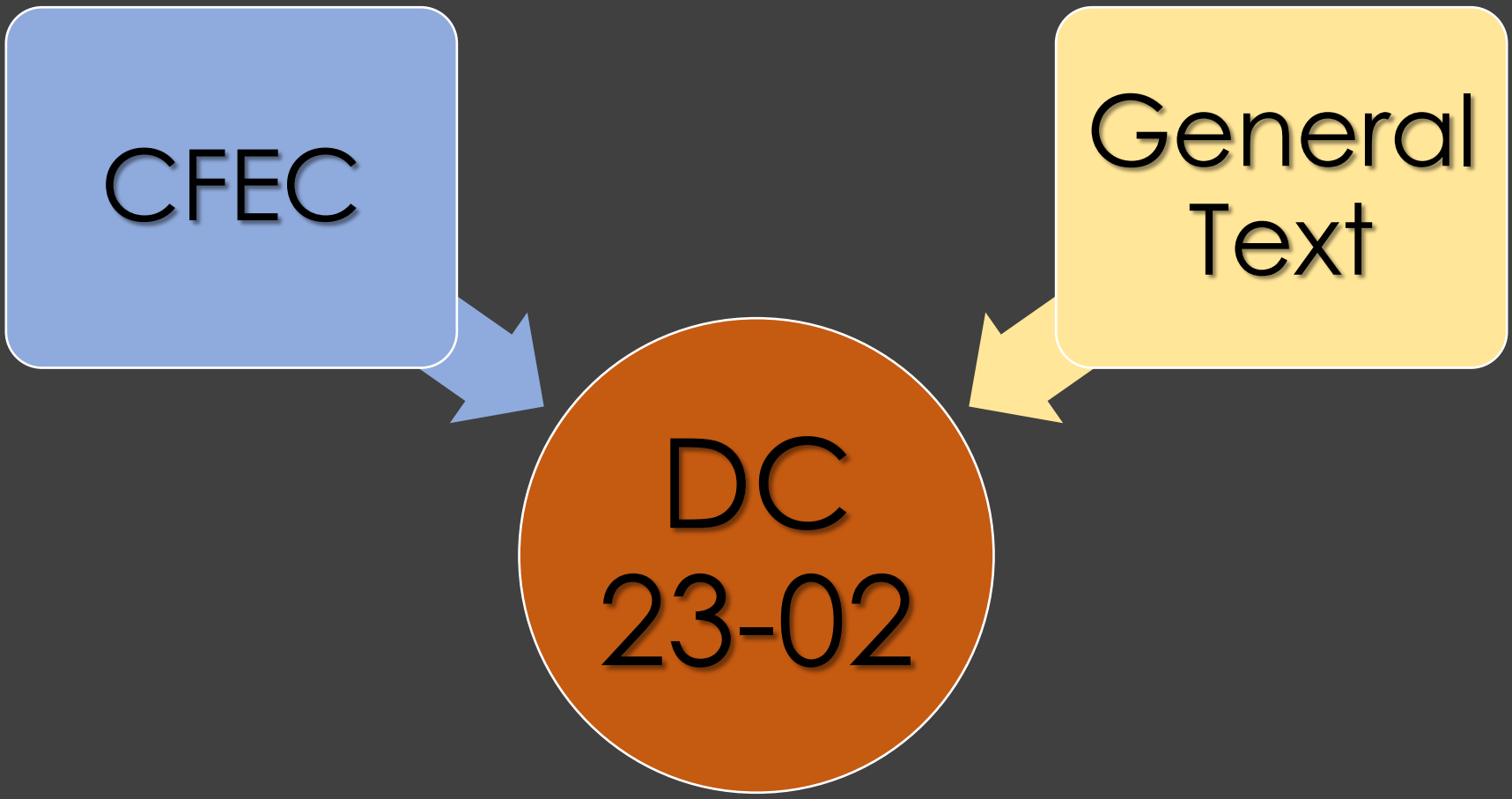




Any  
questions?

# Public Hearing- DC 23-02





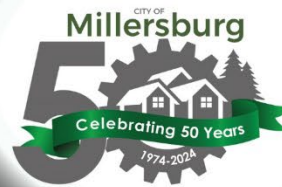
# CFEC State requirements

- CFEC Mandates
  - Remove Parking Mandates
  - Parking Regulations
  - Electric Vehicle Charging





# Remove Parking Mandates



- 1-12, 13, 14, 16, 17, 18, and 19
- Table 14 removed completely
  - Parking space requirements
- Applicants identify their needs
- Could underpark
- Standards are still OK

L-	Bank; office-buildings; medical and dental clinic	1 space per 400 sq. ft. of gross floor area, plus 1 space per 2 employees	1-	Per 20 vehicle spaces
M-	Eating and drinking establishments including food pods	Greater of 1 per 800 sq. ft. for carryout and 1 per 200 for sit down of gross floor area	1-	Per 20 vehicle spaces
N-	Wholesale establishment	1 space per 1,000 sq. ft. of gross floor area, plus 1 space per 800 sq. ft. of retail area	1-	Per 30 vehicle spaces
O-	Municipal and governmental	1 space per 800 sq. ft., plus 1 space per 2 employees	1-	Per 20 vehicle spaces
P-	Manufacturing and processing:			
	0—24,900 sq. ft.	1 space per 600 sq. ft.	1-	Per 20 vehicle spaces
	25,000—49,999 sq. ft.	1 space per 700 sq. ft.	1-	Per 20 vehicle spaces
	50,000—79,999 sq. ft.	1 space per 800 sq. ft.	1-	Per 20 vehicle spaces
	80,000—199,999 sq. ft.	1 space per 1,000 sq. ft.	1-	Per 20 vehicle spaces
	200,000 sq. ft. and over	1 space per 2,000 sq. ft.	1-	Per 20 vehicle spaces
Q-	Warehousing and storage distribution terminals			
	0—49,999 sq. ft.	1 space per 3,000 sq. ft.	1-	Per 30 vehicle spaces
	50,000 sq. ft. and over	1 space per 5,000 sq. ft.	1-	Per 30 vehicle spaces

# Parking Regulations

- 15, 16, & 17
- Tree Canopy 50%
- Carpool & Vanpool
  - Preferred spaces
- Redevelop parking areas
  - Bus stops/ Bike racks



# Parking Regulations

- DLCD Email

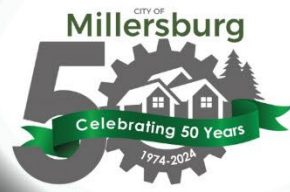


# 20. Definitions

- Home Day Care
  - Owner occupied
  
- Accessory Dwelling Unit
  - Add 'duplex'



# 21. Land Use Expires



- REMOVED FROM THE UPDATE



# 22. Comm Land Division Clarity

- Clarifies regs for:
  - Residential
  - Comm/Ind/Pub
  - Both
- Allows shopping center subdivisions



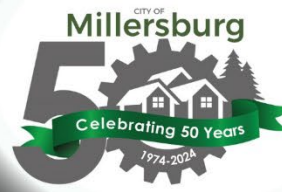
# 23. Accessory Dwelling Units

- Current limit is 650
- Comp Plan
- Propose sliding scale

City	Max ADU	Notes
Albany	No more than 50% of the primary excluding garages or 900 sq ft	whichever is less.
Lebanon	1,000 sq ft or 40% of primary,	whichever is smaller
Jefferson	900 sq ft	
Corvallis	900 sq ft or 85% of the primary,	whichever is less
Philomath	900 square feet	
Benton County	900 square feet	
Sweet Home	864 square feet or 10% of the lot area	whichever is smaller
Brownsville	800 square feet	
Stayton	800 square feet	
Linn County	800 square feet	

(4) Area. The floor area of the ADU shall be no more than 650 square feet and not less than 250 square feet. **An additional 100 square feet of floor space may be granted for every 1,000 square feet of lot size over 11,000 square feet, however, in no case shall an accessory dwelling unit exceed 900 square feet.**

# 23. Accessory Dwelling Units



- Garage clarification

## (11) Garages:

- a. A garage may be constructed with an ADU but is not required. The garage can be attached or detached to the ADU. The garage does not count toward the square footage of the ADU. The garage is an accessory structure and must comply with all accessory structure standards (see Chapter 3.15) and counts toward the total square footage allowed for accessory structures on a single lot.
- b. No garage required for the primary structure (see Section 3.12.020) is permitted to be converted to habitable space for an ADU or otherwise.



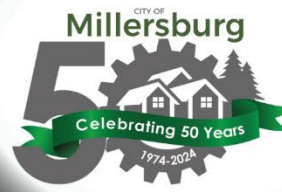
# 24. Farm and Livestock



- Chicken → Fowl
- Address exotic Animals (Not permitted)



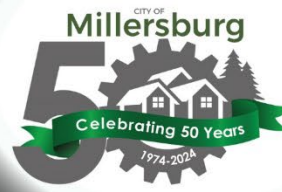
# 25. Street Names



- Clarify → City can veto names



# 26. Commercial Design Standards



- Remove a requirement

## **3.26.030 Commercial Design Standards.**

- (2) Walls that can be viewed from adjacent public streets including Interstate 5 shall be designed with windows totaling a minimum of 10% of the wall area and using architectural features and landscaping (abutting the building) for at least 50% of the wall length. ~~Other walls shall incorporate architectural features and landscaping for at least 30% of the wall length.~~

# 27. Historical Zoning Overlay

- Update entire section
  - Change Committee to Commission
  - Assigns notice requirements
  - Remove special timing requirements
  - Add appeal path
  - Assign changes to case types
    - New Designation → Type IV
    - Demo and Move → Type III
    - Exterior Alt and New → Type III



# 28. Street Tree clarifications

- Code spoke about them, but didn't say they were required.

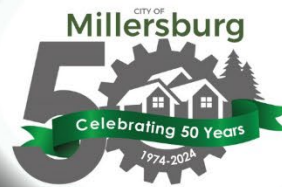


# 29. Manufactured Home Standards

- Adds clarity on skirting requirements



# 30. RV Covers

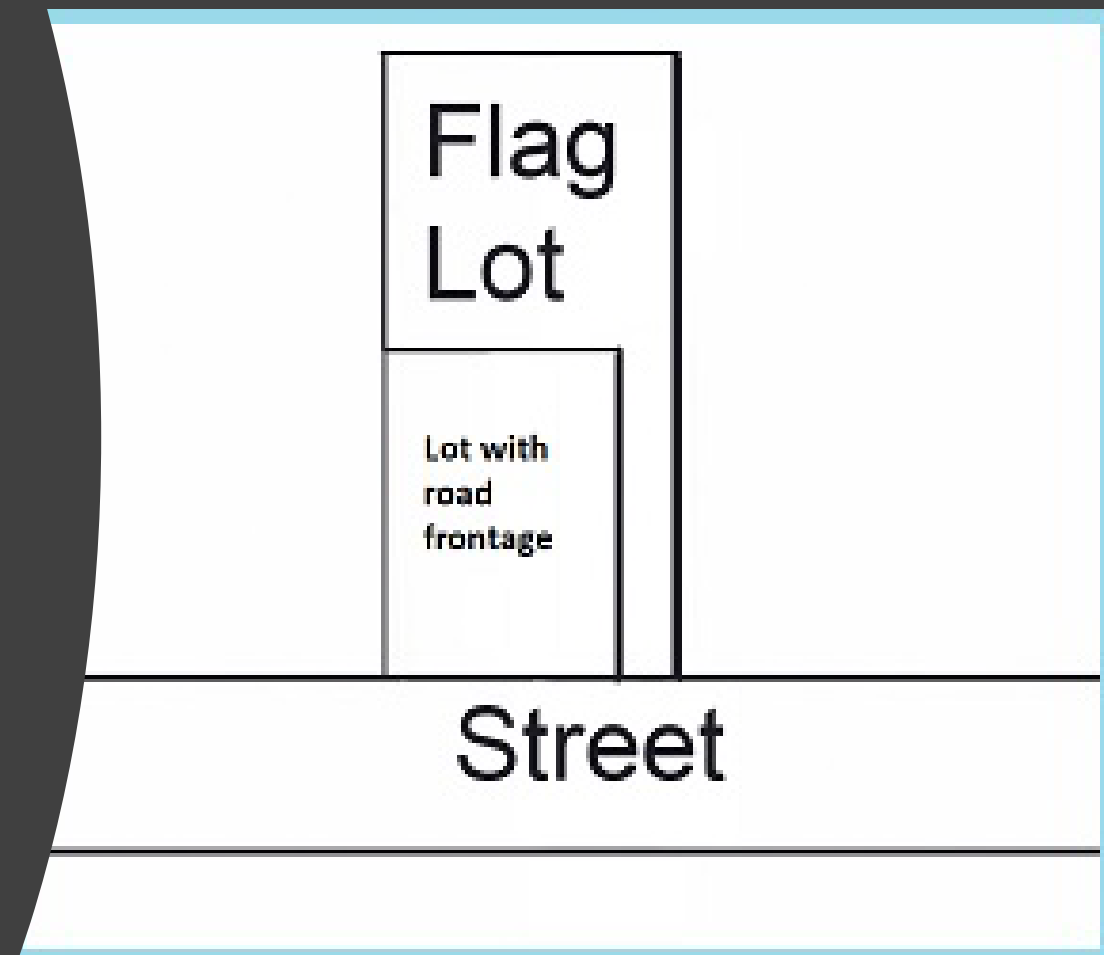
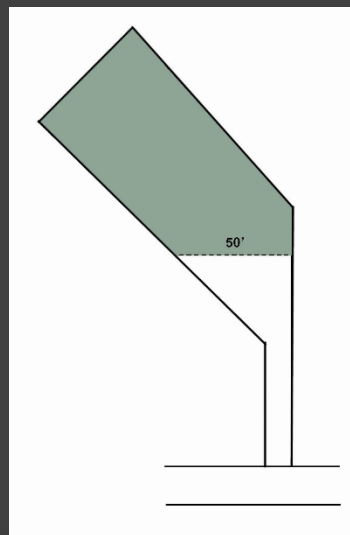


- PC Direction
- Adds all new standards for RV covers (different from other accessory structures)
  - Metal- ok
  - No setback from house
  - Color- earth tones or match colors from house
  - Height limits



# 31. Flag Lot Setback Clarification

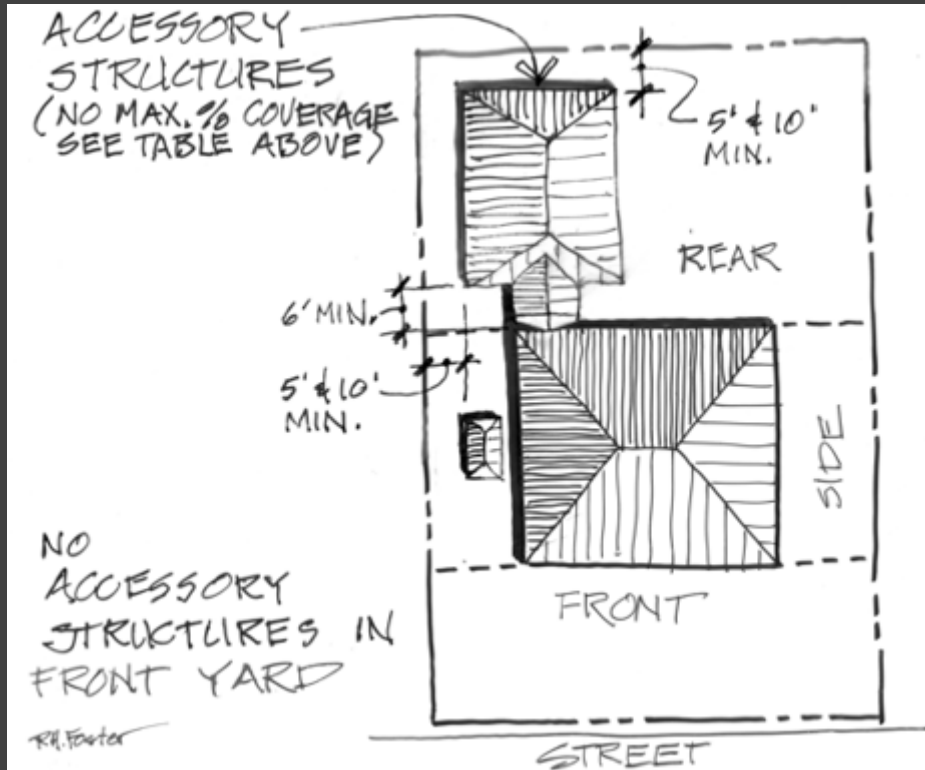
- Flag lots have no official 'front'
- Setbacks must be met
- Change has CD Director select, case-by-case



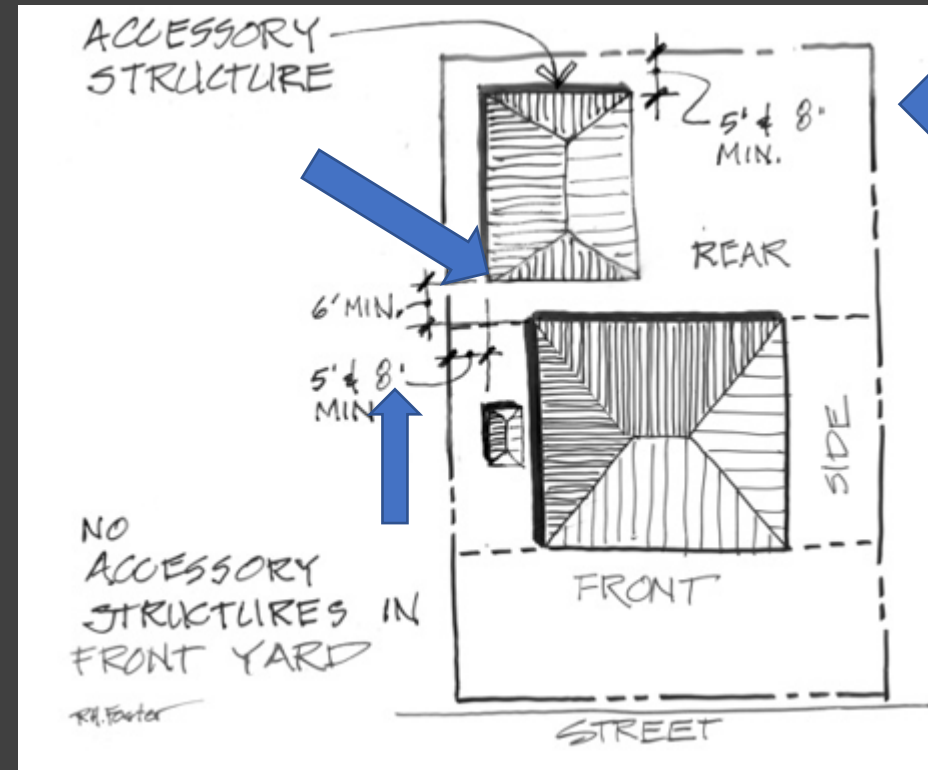


# 32. Revised Figures 1 & 59

Current

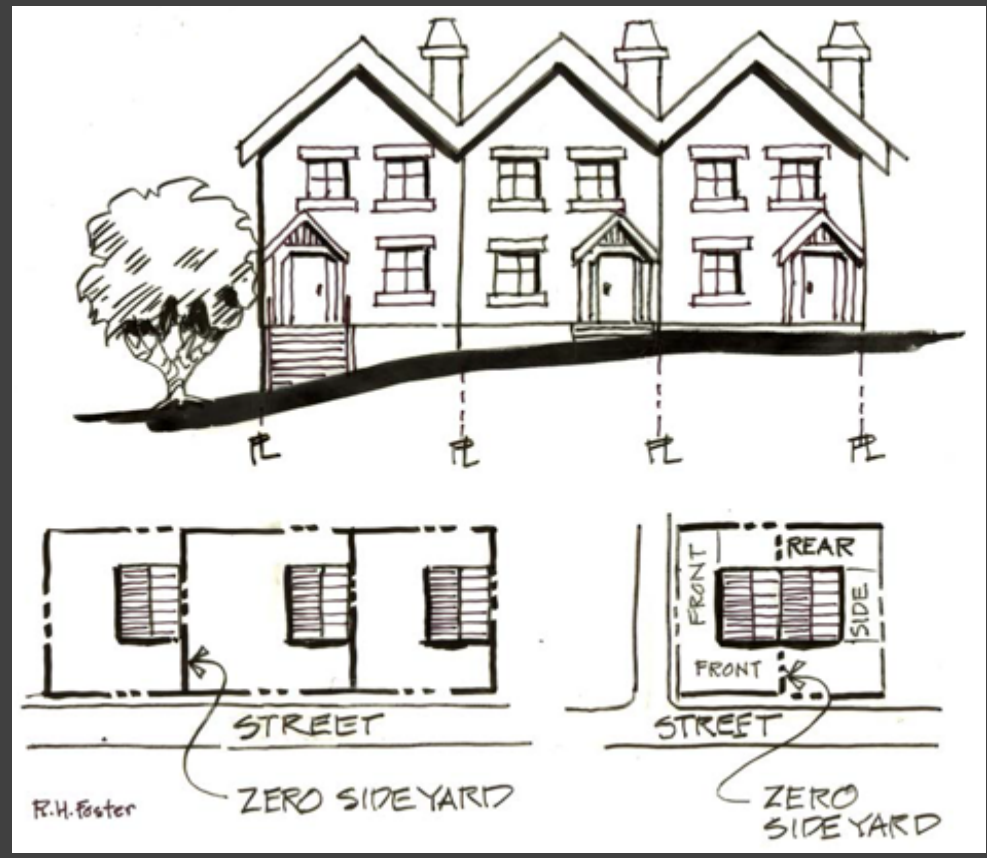


Proposed

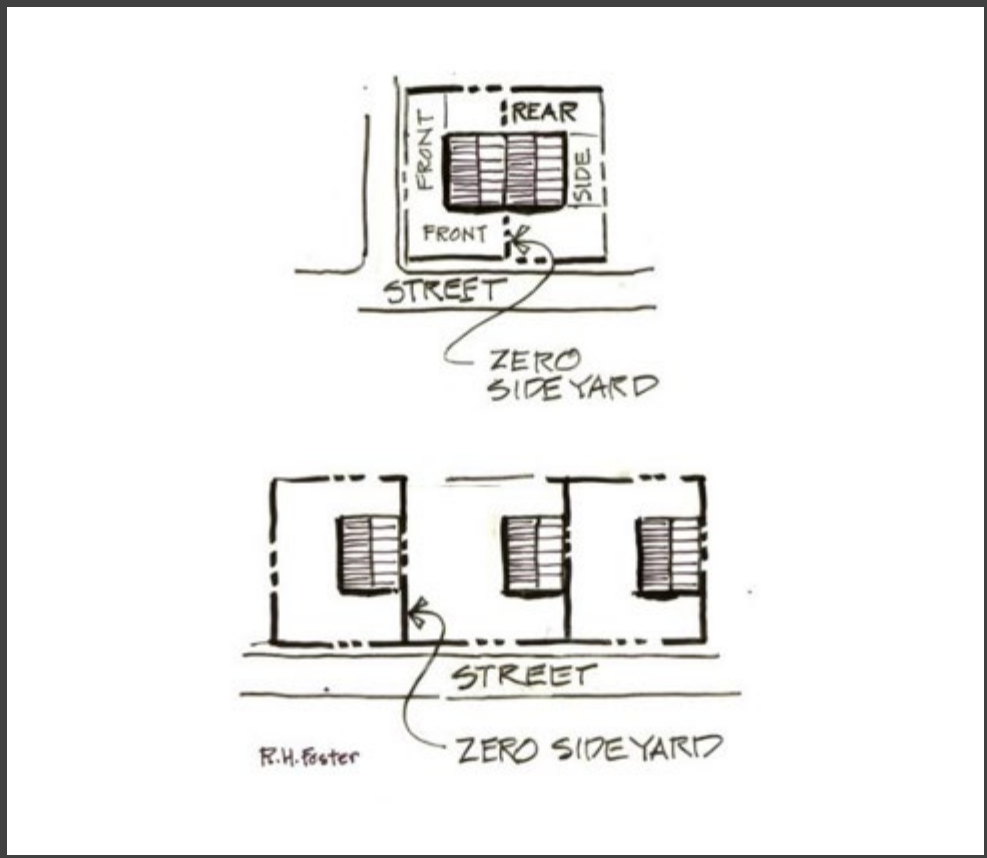


# 32. Revised Figure 28

## Current

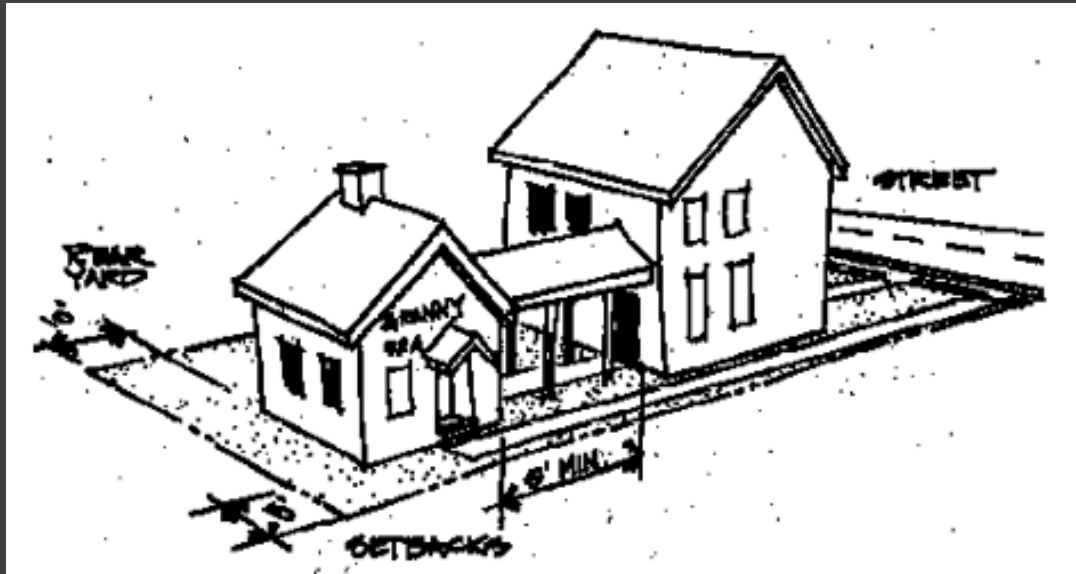


## Proposed

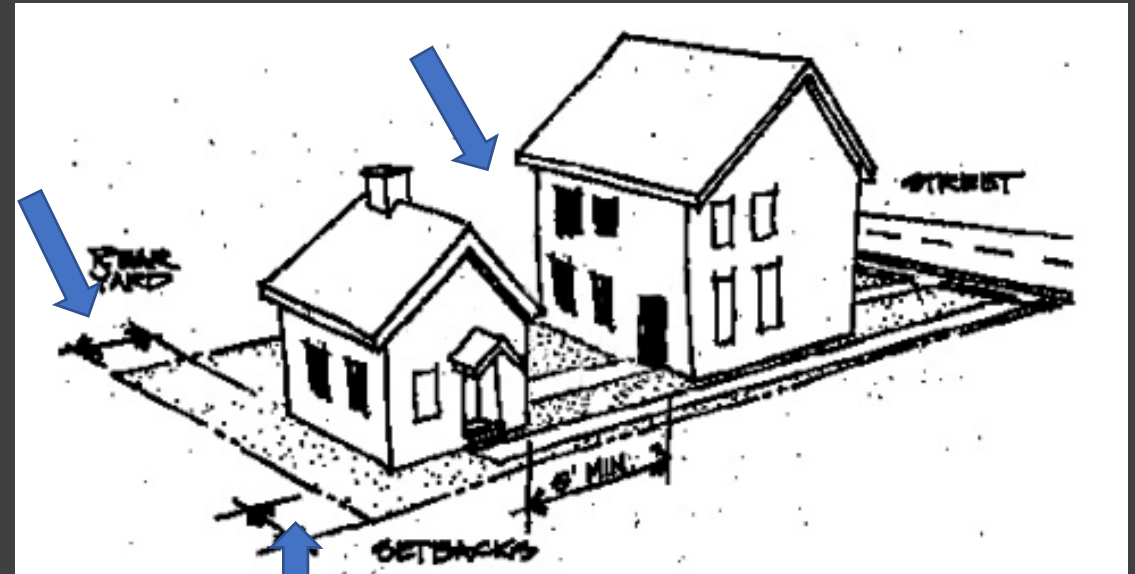


# 32. Revised Figure 60

Current

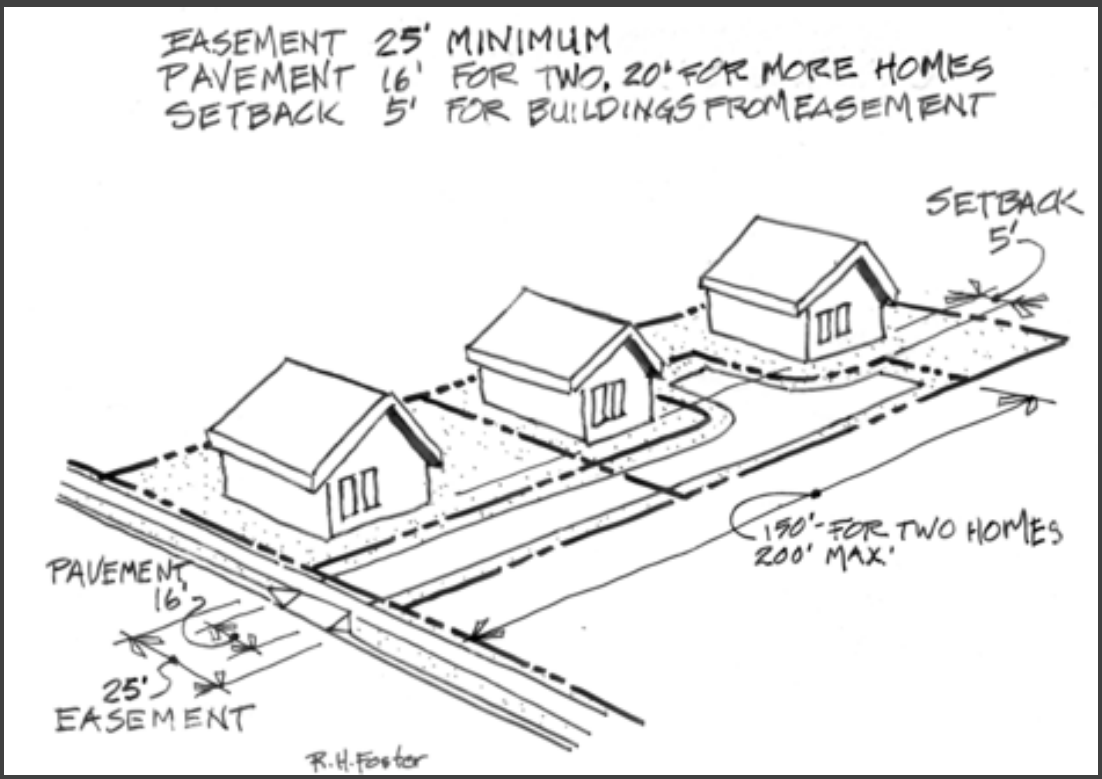


Proposed

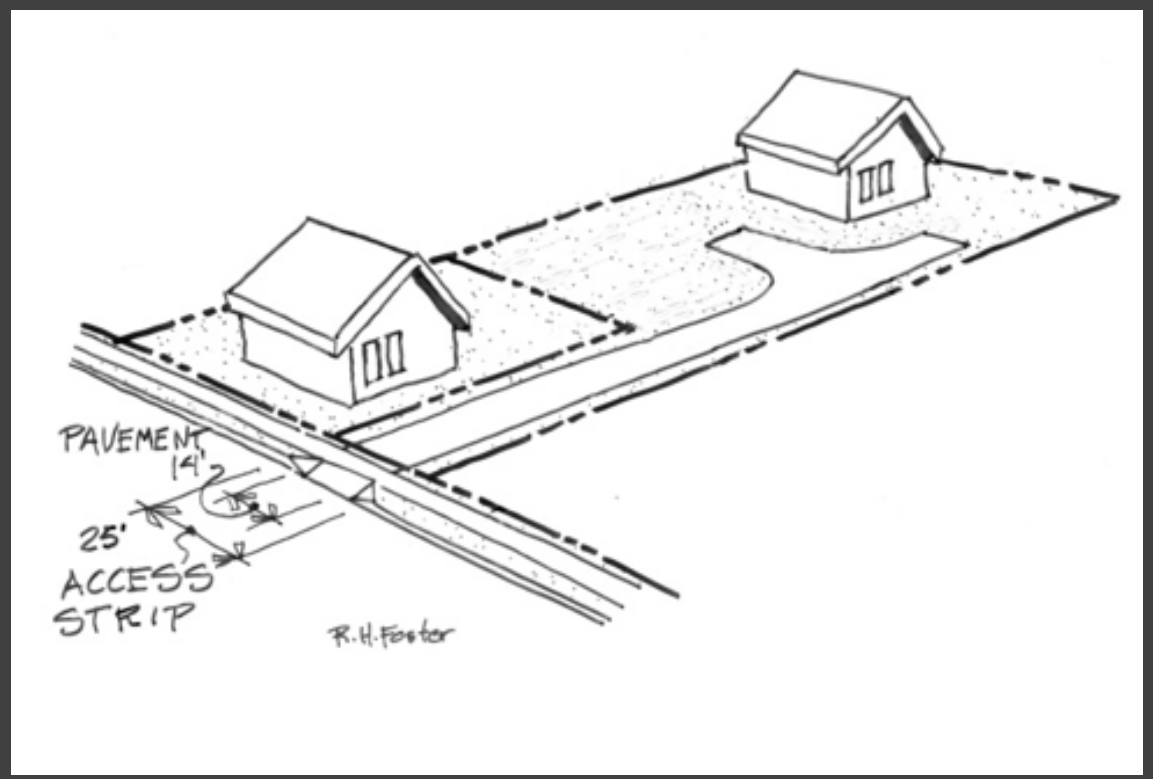


# 32. Revised Figure 63

## Current

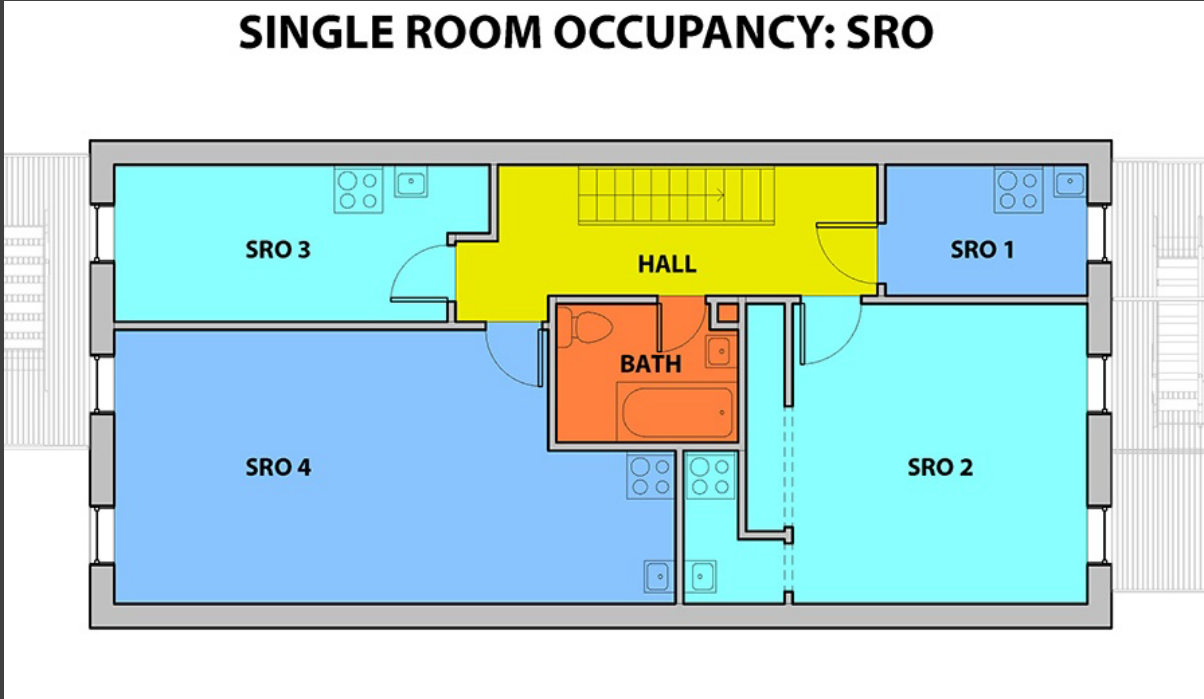


## Proposed



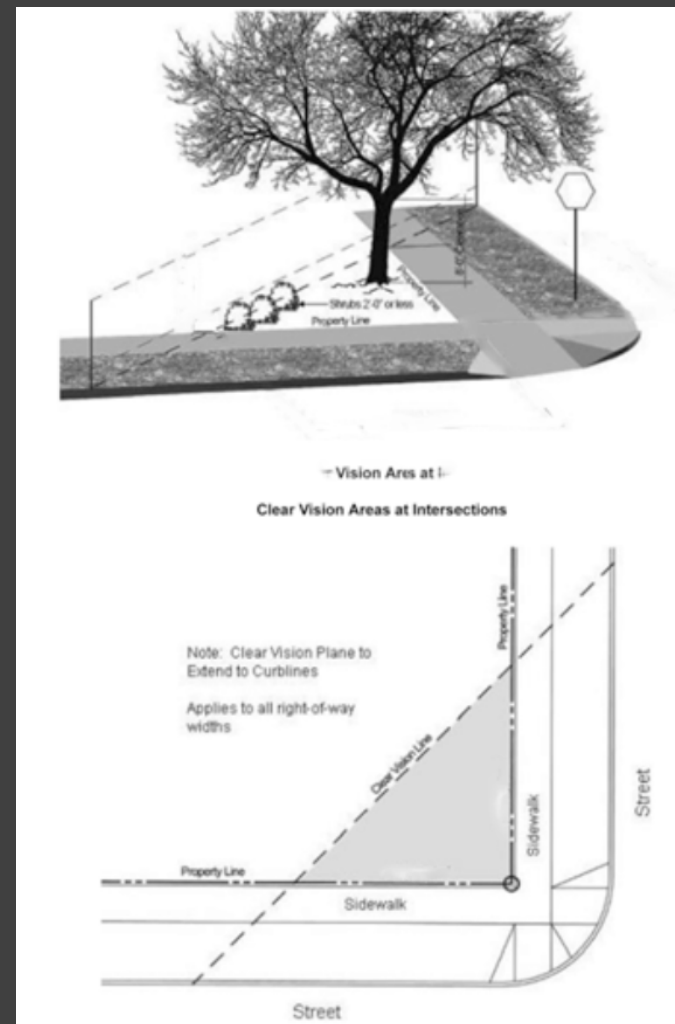
# 33. Single Room Occupancy

- State says we cannot dis-allow it
- We never did
- Adds definition of SRO
- Adds SRO as a use in all residential zones



# 34. Clear Vision Area

- Removes limitation to only residential streets
- Adds flexibility for the City Engineer



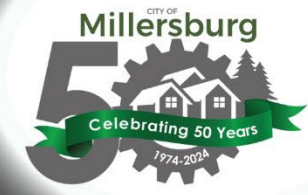
# 35. Table 9 Trail Swap



- Changed the side of the street the trails should be on.

GI Zone Dimensional Standards	
Minimum Lot Area	
All Development	Sufficient to meet setbacks and development requirements
Minimum Setbacks	
All Yards	0 feet
Yards Adjacent to RM, <del>RL</del> , and RU Zones	10 feet + 5 feet per story
Yards Adjacent to Conser Road	30 feet + 5 feet per story
Yards Adjacent to Old Salem Road	10 feet south of the Murder Creek undercrossing. North of the Murder Creek undercrossing, <del>10</del> 20 feet on the west side and <del>20</del> 10 feet on the east side <del>incorporating trail as identified in the most currently adopted Transportation System Plan</del>
Maximum Structure Height	

# Criteria



- Section 5.11.030
- State Goals
- Oregon Administrative Rules
- Oregon Revised Statutes



# Recommendations



## **SUGGESTED MOTION:**

**I motion that the City Council approve DC 23-02 and adopt Ordinance No 210-24.**

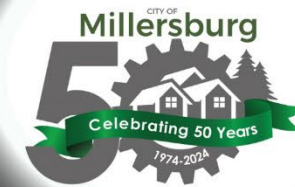
**APPROVED**

# Public Comment



# Council Member and Staff Comments





# Committee Appointments

## Committee

Assignment as of December 2023

Events Planning Committee Liaison

Scott Cowan  
Mark Raum

Joint Water/Wastewater Management Committee

Dave Harms  
Scott Cowan  
Mark Raum (alternate)

Council of Governments (COG)

Scott Cowan  
Mike Hickam

COG Consortium

Janelle Booth  
Kevin Kreitman

Albany Area Metropolitan Planning Organization (AAMPO)

John Sullivan (Policy Board)  
Janelle Booth (TAC)

★ Cascades West Area Commission on Transportation (CWACT)

John Sullivan (Full Commission Primary) must be elected official  
(Full Commission Alternate)  
Janelle Booth (TAC)

LEDG Board (formerly AMEDC) - Appointed by Linn County

★ Nominations for CWACT require a motion.

# City Manager's Report

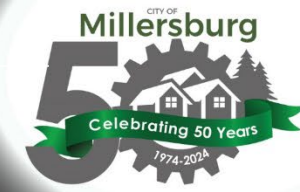




# Project Updates

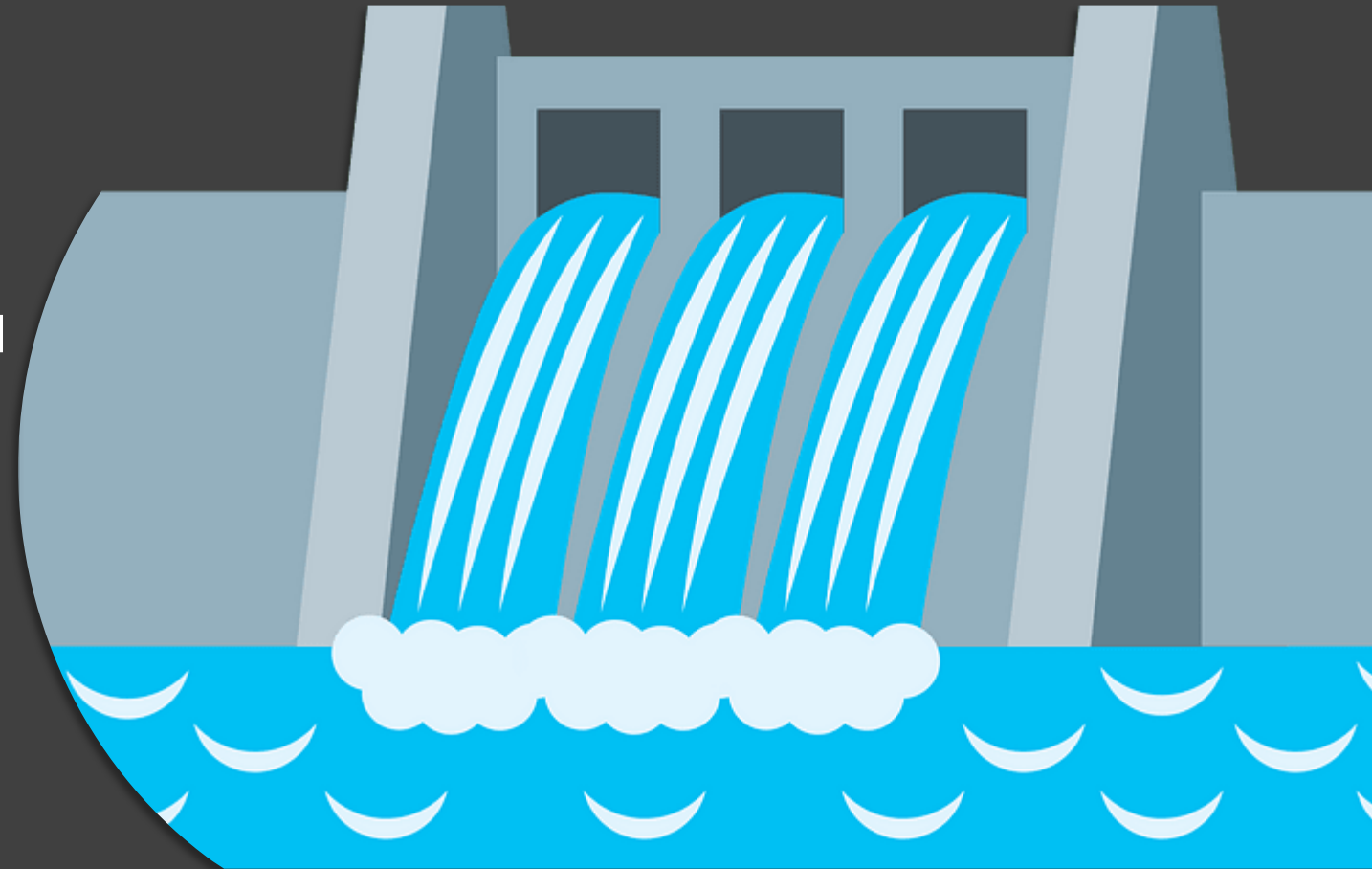
- Planning Commission approved
- Concept Plan complete
- Grants – construction documents





# Project Updates

- AM-WTP Project & Reservoir Drawdown
  - Seismic valve replacement
  - Vine Street Plant
  - Green Peter drawdowns caused high sediment
  - Rescheduled for January 24
- Governor letters



# Project Updates

- Kinder Morgan Tank Farm
  - Progress slowed
  - Some tanks had rainwater
  - Testing
  - Demo should start this week





# Project Updates

- TSP Update
  - State timing for TSP updates
  - State funded (grants)
  - For CFEC compliance
  - Stronger emphasis on ped



# Transition Parkway Design Update

- Cultural Resources Study
- Stamped documents
- Bid schedule



# City Attorney's Report



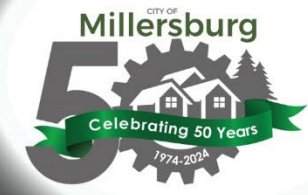
# Open Public Meetings & Records Review

- Public Meetings
- Open Meetings Law
- Document Retention



# Unfinished Business





# Republic Services Rate Increase

- Franchise agreement - Council approves rate changes
- 1% Request
- Average \$0.21 to \$0.36 monthly
- Effective January 9 if approved

Take no action or suggested motion to approve:

I move the Council adopt Resolution  
2024-01

**APPROVED**



# New Business



# Budget Committee Appointment

- Kevin Hackstedt



Take no action or suggested motion to approve:  
I move the Council appoint Mr. Hackstedt to  
the Budget Committee



# Closing Council Comments



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